

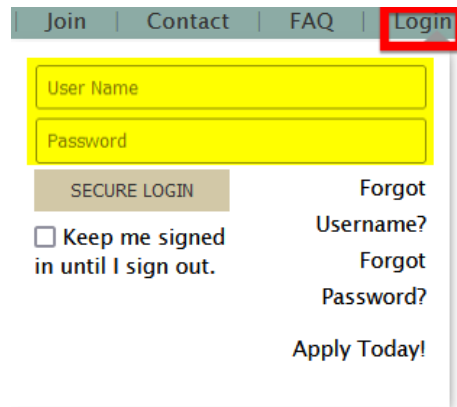


## Family & Graduation Tools (Family)

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## I. Login to your Family portal



Join | Contact | FAQ | **Login**

User Name

Password

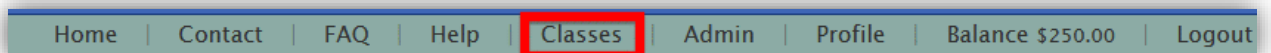
SECURE LOGIN

Keep me signed in until I sign out.

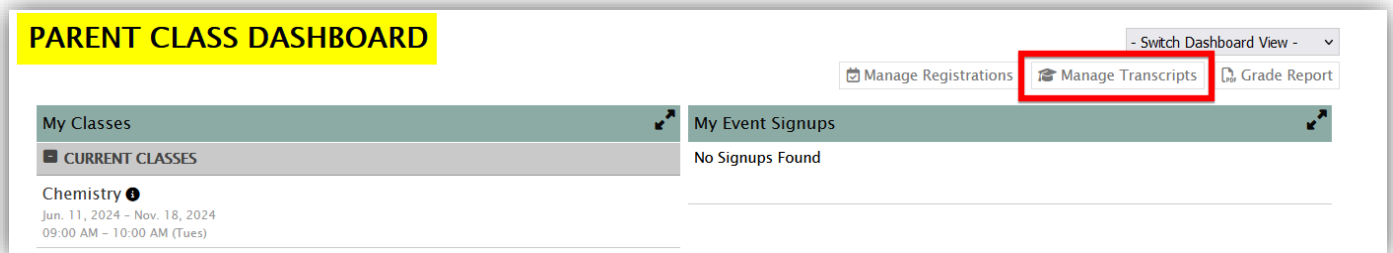
Forgot Username?  
Forgot Password?  
Apply Today!

## II. Navigate to the Classroom Dashboard

Click on **Classes** on the top utility bar of your family home page.



Make sure you are on the **Parent Class Dashboard**. Click on **Manage Transcripts**.



**PARENT CLASS DASHBOARD**

- Switch Dashboard View -

Manage Registrations | **Manage Transcripts** | Grade Report

My Classes

**CURRENT CLASSES**

Chemistry ⓘ  
Jun. 11, 2024 - Nov. 18, 2024  
09:00 AM - 10:00 AM (Tues)

My Event Signups

No Signups Found

On this page you can switch between your students and the academic years. You can also add classes your student took outside of your group. Classes your student takes within the group will also show up on the transcript as long as the instructor keeps grade records.

### MANAGE TRANSCRIPT

Dean Austin — \*2022/2023 / 10th Grade

- Switch Year - - Switch Student -

#### Transcript Settings

Optional Body Message Include

#### Class Information

SORT	CLASS NAME	CLASS CREDITS	‡ GRADING SCALE	‡ PERCENT EARNED	‡ GRADE DESCRIPTION	‡ ADD TO GPA WEIGHT	DELETE
⊖	American English Honoros	1.00	Standard Letter +/-	98.00		0.50	
⊖	Bible II	1.00	Standard Letter +/-	100.00		0.00	
⊖	Chemistry	1.00	Standard Letter +/-	100.00		0.00	
⊖	Geometry Honors	1.00	Standard Letter +/-	98.00		0.50	
⊖	Marketing	0.50	Standard Letter +/-	100.00		0.00	
⊖	Painting I	1.00	Standard Letter +/-	100.00		0.00	
⊖	Painting II	1.00	Standard Letter +/-	100.00		0.00	
⊖	Spanish II	1.00	Standard Letter +/-	90.00		0.00	

+ Add Class

† If you wish to have a class included in the transcript GPA, Grading Scale and Percent Earned must be provided (and Grade Description will be system-generated). Otherwise, you may enter your own Grade Description to display on the transcript (e.g. "A-").  
 ‡ E.g. Normal = 0; Honors = .5; AP = 1

Make sure you see a grade at the top of the page for your student. If it is missing, contact your administrator to update your student's historical grade levels on the admin portal under **Members >Children**. Without a grade, the year will not show up on the transcript.

### MANAGE TRANSCRIPT

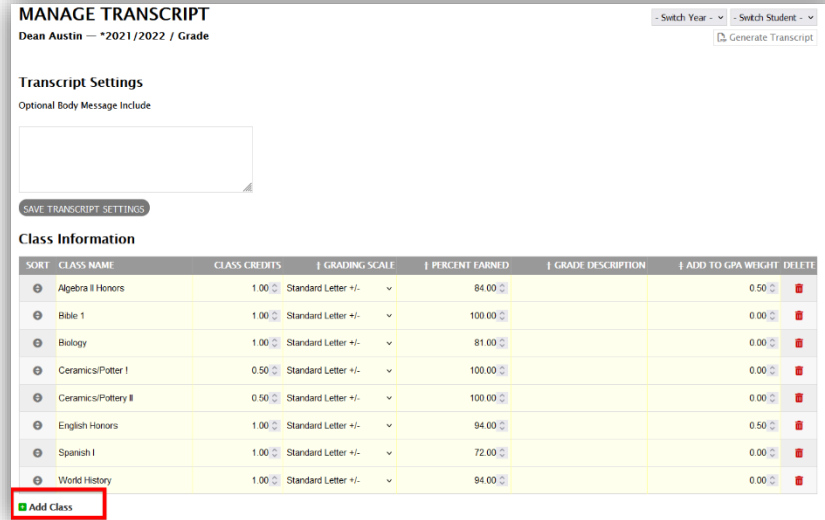
Dean Austin — \*2024/25 / 12th Grade

#### Transcript Settings

Optional Body Message Include

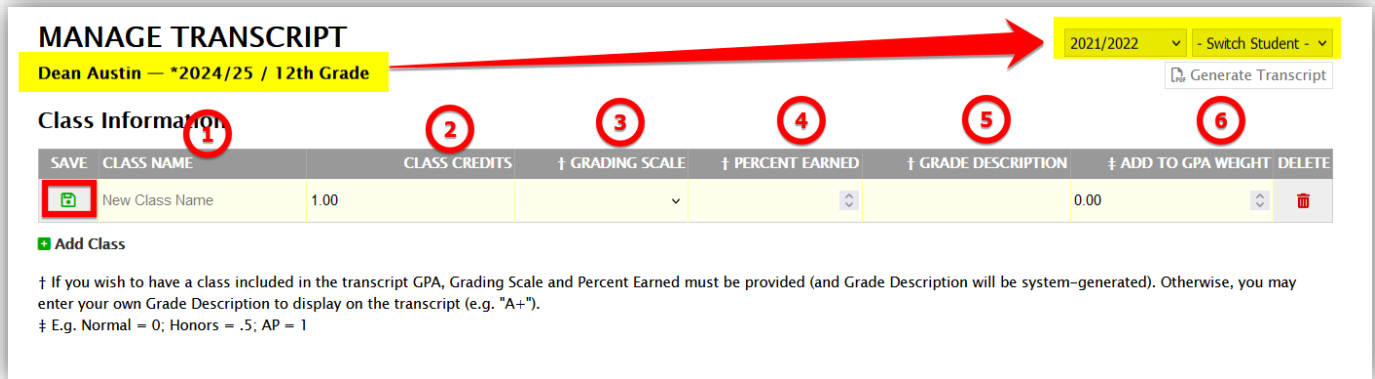
### III. Add classes to your student's transcript

To add classes to your student's transcript, click on **+Add Class**.



On this page you have the option to switch to a different student or year. Add the **Class Name, Class Credits, Grading Scale, Percent Earned, Grade Description, and GPA Weight**. There are notes at the bottom of this page to help you navigate some of the columns. You choose if you want a grading scale, percent earned or a grade description. A full year course is typically 1 credit whereas a semester class is typically .5 credit.

Once you have entered all the information needed, click on the save icon.



## IV. General Family Transcript Options

If your admin has allowed this feature, you will be able to add your own logo and footer on your students transcript. If this option is not available, you will not see the following box on the Transcript option page and you will have your groups logo and optional footer on the transcript.

### General Family Transcript Options

Your administrator has opted to allow you to override any existing transcript group logo and footer text. If you wish to do so, please provide below.

Upload Header Logo (.jpg, .gif or .png – maximum 300x300 pixels)

No file selected.

Footer Text

## V. Generate Transcript

Click on **Generate Transcript**. A pop-up box will allow you to choose a student, the starting academic year, and the ending academic year. Then select **Generate**.

The screenshot shows the 'MANAGE TRANSCRIPT' interface for 'Dean Austin' in the year '\*2021/2022'. A 'Generate Transcript' button is highlighted with a red box. A red arrow points from this button to a 'Generate Transcript' pop-up dialog box. The dialog box contains dropdown menus for 'Student' (Dean Austin), 'Starting Academic Year' (- Select -), and 'Ending Academic Year' (- Select -), along with a 'GENERATE' button.

SORT	CLASS NAME	CLASS CREDITS		GRADE DESCRIPTION	ADD TO GPA WEIGHT	DELETE	
+	Algebra II Honors	1.00	S		0.50	🗑️	
+	Bible 1	1.00	S		0.00	🗑️	
+	Biology	1.00	S		0.00	🗑️	
+	Ceramics/Potter I	0.50	S		0.00	🗑️	
+	Ceramics/Pottery II	0.50	Standard Letter +/-		100.00	0.00	🗑️