INTRODUCTION TO NETCLASSROOM

NetClassroom provides online access to student information including assignments, grades, class announcements, newsletters, report cards and attendance. To access NetClassroom, go to the PCA Website, and choose Quick Links > NetClassroom.

A parent account has access to class information for every PCA student in the family. In addition, each student has an individual account for access to his or her own classes.

In August of 2011, several enhancements were made to the NetClassroom system. The foremost of these is a new interface, with less clicks required to move through the system. Teachers are now able to create electronic dropboxes, so that students can submit assignments online. Additional enhancements are planned for Fall, 2011, and will be announced as they become available.

LOWER SCHOOL PROGRESS REPORTING

In the Lower School, class progress is reported as follows:

- PK and K: while parents will have access to newsletters, attendance and other class information online, they continue to be mailed written reports on their child's progress.
- Grades 1 and 2: parents are able to check daily grades as well as the current average in core subjects and selected electives classes. Progress on skills and selected enrichment classes are reported as a single value at the end of each quarter.
- Grades 3 and 4: in addition to assignment grades and an overall average in each class, parents of students in grades 3 and 4 will see a "Tests" average and a "Daily Work" average for each core class.

MIDDLE AND UPPER SCHOOL PROGRESS REPORTING

For students in Middle School and Upper School, class progress is reported in the following categories:

- Daily Work: includes homework and in-class work; this category may also include participation grades in some classes. Daily work grades are worth 20% in all Middle School and regular Upper School classes.
- Quizzes: includes written and oral quizzes and small projects. Quiz grades are worth 30% in all Middle School and regular Upper School classes.
- Tests: includes written and performance tests and major projects. Test grades are worth 50% in all Middle School and regular Upper School classes.

Please consult the course syllabus for the value of each category in Upper School Honors, Pre-AP, and AP courses.

REPORT CARDS

At the end of each quarter, parents of students in grades 1–12 will receive their report cards through NetClassroom. Parents of PK and K students will receive written reports on their child's progress.

Checking NetClassroom frequently helps ensure that families have important information on class activities and progress. However, we realize that nothing replaces live communication with a teacher. As always, parents encouraged to conference with your student's teacher should the need arise. We are here to serve you.

NETCLASSROOM NAVIGATION

A link to NetClassroom is located on the "Quick Links" menu of the PCA website. Or, you can go directly to NetClassroom at the following URL: http://15463netclass.blackbaudondemand.com

Parents: With your unique *NetClassroom* user ID and password, you can view academic records for your child or children. Other users cannot access your family's information.

Students*.* With your unique *NetClassroom* user ID and password, you can view your own academic records. Other students cannot access your information.

Use the navigation bar at the top of the page to open new pages. For example, from the **Classes** menu on the navigation bar, you can access the very helpful Assignment Calendar.

Select the information to appear on your Home page and calendar by clicking **My Settings** > **Customize Home**.

The image below shows suggested settings for your Home Page.

Use the task bar at the left of the screen to control what information appears and in what format, and to view announcements. For example, on the **Assignments** page, you can select to display assignments in a list or a calendar view. You can also select a particular class or category of assignment, such as Tests or Quizzes.

NETCLASSROOM HELPS KEEP YOU INFORMED

NetClassroom gives you easy access to schedules, the course catalog, the school calendar, assignments, grades, report cards, attendance, and class announcements.

VIEW ALL-SCHOOL AND DIVISIONAL ANNOUNCEMENTS

School-wide and divisional announcements appear in the left-hand column.

VIEW CLASS ANNOUNCEMENTS AND DOCUMENTS

Class announcements for the current day appear on your **Home** page, if you selected this option on your settings page (**My Settings > Customize home**).

To view announcements for other dates, choose **My Classes > Class Details**; then in the Announcements box, choose **See More**; then choose **All Announcements**.

To view newsletters for Lower School students, choose **My Classes > Class Details**. In the **View** list, choose the Bible class, and in the **Marking Column**, select the current quarter. The weekly newsletters appear on the right side of the screen.

KEEP TRACK OF ABSENCES AND TARDIES

To open the Attendance page, select **My Classes > Attendance.** On this page, you can list attendance by day or class.

If the page states that "No attendance information is available for the selected parameters," then no absences or tardies have been recorded for the selected academic year, session, and term.

VERIFY THE DATES AND DETAILS OF ASSIGNMENTS

Upcoming assignments are listed on your **Home** page according options on your settings page (**My Settings > Customize home**).

There are several additional ways to view assignments. For example, select **My Classes > Assignments Calendar** to view assignments for a single day, a week, or even a month. While on the calendar, you can choose to view assignments for a single class, or in a single category, such as Tests or Quizzes. To see assignments for all of your classes, be sure to leave the "Class" selection blank.

Looking for your upcoming projects? Projects are listed under the Tests, Quizzes, or even Daily Work categories, depending on whether they count as a test grade, quiz grade, or daily grade.
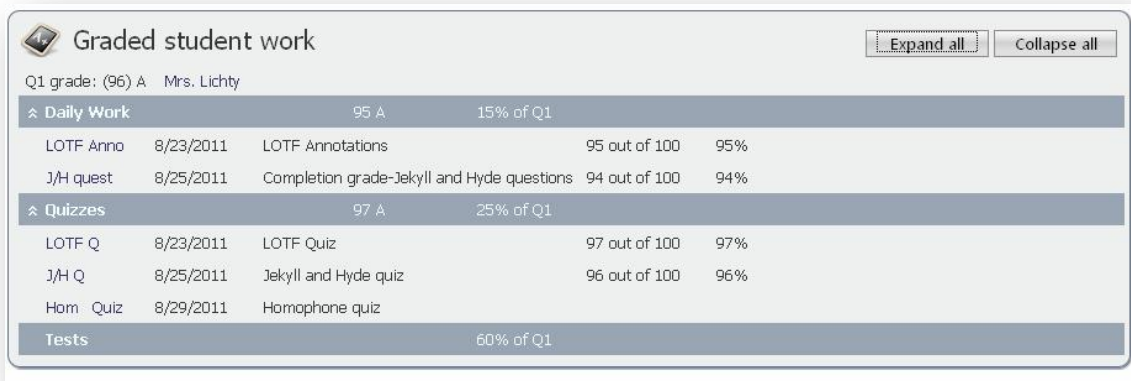
REVIEW GRADES

Current class averages appear on the Home page. The period of time that the average covers depends on your home page settings. Typically, you will choose to display the current quarter on your home page. (**My Settings > Customize home**).

Recently-graded assignments also appear on the Home Page, underneath the listing of upcoming assignments. To see more assignment grades, you can either click the "View More" link at the

bottom of the recently-graded assignments, or use the top navigation bar to select **My Grades > Graded Student Work.**

The **Graded Student Work** page shows assignment grades by category. Refer to the example below:

Click the **Expand all** button to show all assignments in all categories. In the heading for each category, the first value is the current average and letter grade for that category. The second value is the weight of that category in the marking column average.

In the example above, the student has a 95, A average for Daily Work, which is 15% of the Quarter 1 grade. The student has a 97, A average for Quizzes, which is 25% of the Quarter 1 grade. No test grades have yet been entered, and tests grades are worth 60% of the Quarter 1 grade.

VIEW REPORT CARDS

To view the most recent report card, select **My Grades > Report Card**. This screen will be empty until the end of the first quarter.

TROUBLESHOOTING ACCESS ISSUES

If you have trouble accessing *NetClassroom*, try the following:

- Add *NetClassroom* as a secure website to your Internet browser.
- Use these browsers for *NetClassroom*: **Internet Explorer** for PCs or **Firefox** for Macs. Safari is not a supported browser.
- Check your firewall or antivirus programs to ensure content filtering or parental settings are not blocking the *NetClassroom* website.
- If you are using *Internet Explorer*, turn off the Phishing Filter settings (**Tools** > **Phishing Filter** > **Turn Off Automatic Website Checking**).

Our provider for NetClassroom, Blackbaud, Inc., does not troubleshoot Internet connectivity issues. We suggest you contact these resources for technical assistance:

- E-mail netclassroom@prestonwoodchristian.org for help with your NetClassroom username or password
- Contact your Internet Service Provider for help with your Internet service
- Contact your computer support service (for example, Geek Squad) for assistance with your computer's hardware or software.