



PARENT CONNECT

The Seven Oaks School Division has implemented a program for parents to access their child's demographic information and schooling history using **Parent Connect**.

Parent Connect gives parents the ability to view and update their demographic information including work phone numbers, email addresses, and emergency contacts. Parents can also view current attendance and report cards.

Introduction

Parent Connect will allow parents/guardians to review:

- Attendance (real time to current day)
- Report card marks and comments
- Schedule Parent/Teacher Conference times
- Demographics (address, guardian and emergency contact information)
- School calendar
- Current bus route
- Send messages to teachers

Authority and Passwords

The easiest way to log in to **Parent Connect** is by using your e-mail address. Enter your e-mail address, click on "Select a Student" and enter your password. If it is your first time logging in, click on "Forgot My Password" and a pop-up box will appear. You will be asked to re-enter your e-mail address and the system will send you a temporary password. Once you have signed on successfully, parents are encouraged to change their password to ensure privacy.

The links to **Parent Connect** can be found on our school website under the "Parents" tab or by typing the following on the address bar:

<https://schoolconnect.7oaks.org/schoolconnect/parentsignone.aspx> (to sign on with your e-mail address).


Save it in your favorites!

E-mail Sign-On

To obtain a password, click on **Forgot My Password**. A pop-up box will appear. The new password will be sent to the e-mail address that is on file at the school.

E-mail Sign-On

PC | Version - 12.10.2017

Seven Oaks School Division **ParentConnect** "Community Begins Here." 

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Forgot My Password - OR - Retrieve Initial Password


Enter your Email Address:

If you have multiple students: Sign on to each student and CHANGE PASSWORD to make your password the same for every child.

In order to make the first password change, click on **Manage Password**, located in the upper right hand corner of the page. Follow the instructions to change your password:

PC | Version - 12.10.2017

Help | **Manage Password** | Sign Out

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Change Password

In an effort to keep your information secure, there are some password requirements.

- Minimum 5 characters - Maximum 10 characters
- Must start with an alphabetical character
- Minimum of 1 number
- No spaces or special characters allowed
- Case sensitive


To change your password you must:

1. Enter your current password
2. Type in your new password
3. Re-enter the new password for confirmation
4. Select "Save"

** Please wait for the message confirming the password change before closing the window.

Your new password will be sent to the e-mail address we have on file. If you have more than one child attached to your email address, you will receive separate passwords for each child. You can change your password for each child to have the same password. This will allow you to see all of the names in the drop down menu.

PC-0006 | Version - 12.10.2017 Help | Manage Password | Sign Out

 **ParentConnect** *"Community Begins Here."* **WEST ST. PAUL SCHOOL**

Home | Attendance | Fees | Folder | Forms | Grades | Profile | Reports | Resources


Last Sign on: 12/08/2017 IMPORTANT-If using internet explorer. DO NOT save your password, the system will prevent you from signing in. If you have already tried to save your password, go to settings-delete browsing history and delete your passwords. For security purposes it is recommended that you change your password from the default provided by the school division.

Sign on Count: 34

Student: Grade: 01 Last Day Absent/Tardy 11/29/2017
NO Consent to Commercial Email

Class: 1L

[How to Use Parent Connect - Online Video](#)

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SCHOOL BASED PD - NO CLASSES School Calendar
Event
PROFESSIONAL
DEVELOPMENT

KEEP YOUR CONTACT INFORMATION UP TO DATE

Please ensure that your contact information is correct. You are able to update work and cell phone numbers as well as email addresses. Should you need to update your main contact number or home address, please contact the office at [204-339-1964](tel:204-339-1964) as soon as possible. Thank you for your cooperation.

Some features of **Parent Connect** include:

Attendance

Current attendance may be viewed by clicking on the **Attend** tab. Attendance is entered twice daily, but may not be completely updated until the end of the school day.

Student Demographics – Editable

The student's demographics (address, guardian and emergency contact information) are viewed from the **Basic** tab. Parent/guardian phone numbers and e-mail addresses, emergency contact phone numbers and contact names can be updated from this tab. Address changes must be done with the school office. **Note:** The primary guardian has the ability to change any contact information and telephone numbers. Additional guardians can only change their own contact details.

Student Grades

Parent Connect allows parents to view report card marks and comments once report cards have been posted. Click on the **Grades (Current Grades)** tab then click VIEW beside the report card you'd like to see.

Parent/Teacher Interviews

Parent Connect will allow you to schedule Parent/Teacher conference meetings at your convenience without having to call the school. You will be able to see available dates and times for your child's teacher(s) and coordinate meetings if you have more than one student attending West St. Paul School. Please see Page 4 for detailed instructions.

Other features on **Parent Connect** allow you to view the school calendar, send messages to your child's teacher, print a profile report and view the Bulletin Board showing important notices. We welcome you to sign in to **Parent Connect** and navigate through the program. Feel free to share your opinion of **Parent Connect** with the school or call us with any questions or concerns you may have.

PARENT/TEACHER INTERVIEWS

The purpose of **Parent Connect Interview** is to give parents the opportunity to sign up for Parent/Teacher interviews online, based on pre-set dates and times. You will be notified of the date when you will be able to access the Interview function on **Parent Connect** prior to November and March Parent/Teacher/Student Conferences.

From **Parent Connect** there is an <Interview> tab that allows parents to either lookup and/or edit interview times. Please refer to the examples below.

The top left indicates student(s), school and guardian(s). If you are a guardian or parent for more than one student, use the scroll button to select the appropriate student you want to schedule the interview for.

Once you select the date, time and teacher in the left table, the table on the right side of the screen will confirm what has been scheduled and will include all students in your family and the times selected.

'Select a teacher' provides a scroll bar with all of the teachers who teach this student. Below that is a box that is defaulted with a check to limit the selection to teachers who teach that student.

Note: To see more dates/times, click on Next.

You may use the 'Limit to Date' and 'Start'/Stop' for specific dates and times. For example, if you are only free for one evening, limit to this evening and the teachers will be sorted in order of timeslot availability (not the same teacher showing all of their available times). You can set up interviews without going separately to each individual teacher.

To see a more reader-friendly copy of your booked appointments, use the <Print> button to create a PDF copy. If you have more than one student, it will print each student on a different page.

To schedule an appointment to meet with an Administrator, Phys. Ed Teacher, Music Teacher, Resource Teacher or Guidance Counselor, please click the box next to "Display ALL Teachers", unclick "Limit to who teaches the student" then select one the person you'd like to meet with from the drop-down box.

Please feel free to contact the school at any time if you have any questions or require any assistance with **Parent Connect**.