

## Report Card Viewer and Appointment Scheduling System Parent Guide

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## Introduction

Welcome to the Pembina Trails School Division Parent System. At the time of this manual's writing the Parent System will allow parents to:

- Schedule Parent Teacher Appointments
- View their Child's Report Card
- View their Child's Attendance Report.

The system is located at: <http://ptsdscheduler.pembinatrails.ca>

## Explanation

The Pembina Trails Parent System is your interface for accessing important information about your child. Parents can create an account and add their children to their account to keep track of important tasks at the school. One parent account is used to access student records for as many children within the family. Your account will follow your child(ren) as they move to different schools and grade levels within the Pembina Trails School Division.

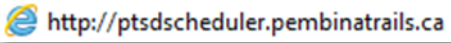
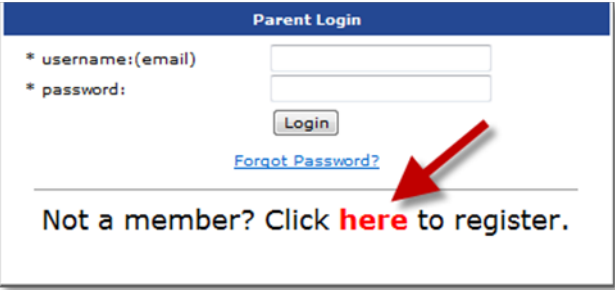
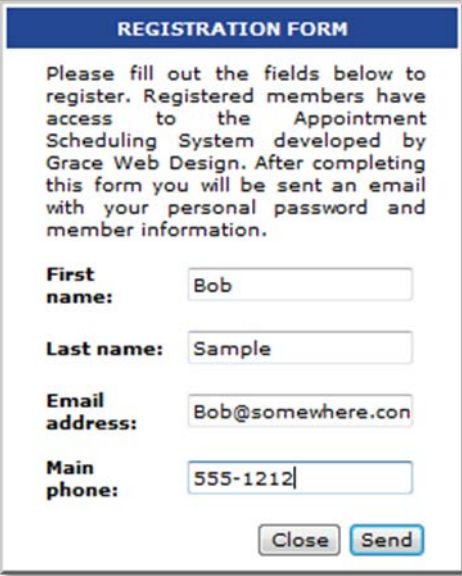

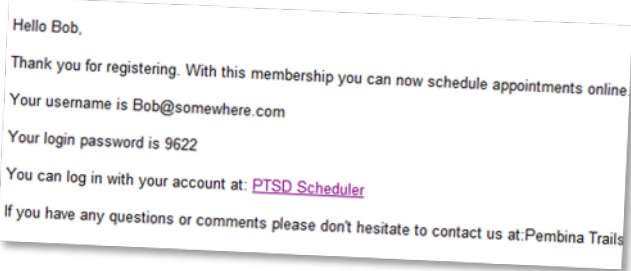
## Example

A parent has two children, one is in Grade 1 at Pacific Junction School and one is in Grade 9 at Charleswood Junior High. Our parent creates their Parent Account and assigns their two students to that account using the information provided by the school. This parent can now schedule Parent Teacher conferences at the appropriate times as well as be able to check either child's report cards for this year.

Next year, the Grade 9 student has moved on to grade 10 at Oak Park. The parent does nothing to the account. The account will follow the student to the new school. This parent will use the same account for the younger child for that child's entire time within the Pembina Trails School Division.

## Creating Your Account

You only need to create your account once. Once you have an account, this will be all that you will need for the entire length of your children's school career.

1.	Go to the Parent System <b>website</b> : <a href="http://ptsdscheduler.pembinatrails.ca">http://ptsdscheduler.pembinatrails.ca</a>	
2.	Click on the ' <b>here</b> ' shown in red.	
3.	A form will pop up.  <b>Fill out</b> the form as requested	
4.	Click on the <b>Send</b> button	
5.	You will now receive an <b>email</b> with your password to the e-mail address you provided.  <b>Note:</b> if you are having issues reading the e-mail, please use your <b>WebMail</b> interface rather than your e-mail program.	

Your account is now created. You can now assign your children to your account. This one account will be used for all of your children.

## Assigning your Children to Your Account

1.	Go to the Parent System <b>website</b> : <a href="http://ptsdscheduler.pembinatrails.ca">http://ptsdscheduler.pembinatrails.ca</a>	
2.	Enter your account <b>e-mail address</b> and <b>password</b> .  <b>Note:</b> Use the e-mail address you supplied when setting up your account	
3.	Click the <b>Login</b> Button	
4.	From the Blue Menu bar pick <b>Add Student</b>	
5.	Enter the <b>Student ID</b> and <b>Passcode</b> you received in the letter from the school	
6.	Click on the <b>Add Student</b> Button	

Your child is now assigned to your account. You can repeat this process for all of your children.

**NOTE: You must wait until the next day before your student will be full assigned to your account.**

## Making Changes to your Account

1.	Click on <b>my account</b> from the blue menu bar			
2.	From here, you may <b>make any changes</b> necessary	*(See Below)		
<b>UPDATE ACCOUNT INFORMATION</b>				
<b>Email</b>	<b>First Name</b>	<b>Last Name</b>	<b>Home Phone</b>	<b>Password</b>
<input type="text" value="bob@somewhere.com"/>	<input type="text" value="Bob"/>	<input type="text" value="Someone"/>	<input type="text" value="2045551234"/>	<input type="text" value="9916"/>
3.	Click the red <b>O</b> in the Update column			

## Viewing a Student's Report Card

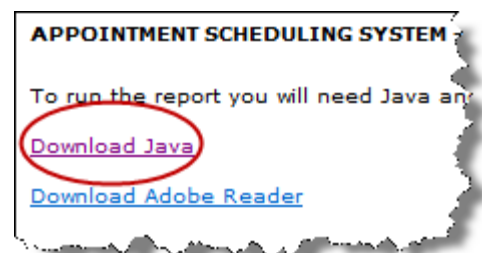
Make sure you have assigned your children to your account before you begin.

1.	Go to the Parent System <b>website</b> : <a href="http://ptsdscheduler.pembinatrails.ca">http://ptsdscheduler.pembinatrails.ca</a>	
2.	Enter your account <b>e-mail address</b> and <b>password</b> .  <b>Note:</b> use the e-mail address you supplied when setting up your account	
3.	Click the <b>Login</b> Button	
4.	From the Blue Menu bar pick <b>reports</b>	
4.	On the Report Card line, <b>pick your child</b> that you want to view	
5.	Pick the <b>term</b> you wish to view from the list of terms  <b>Note:</b> Only available terms will be shown	
6.	Click on the <b>Preview/Print Student Reportcard</b> on the right	
6a	If the school has not made the report cards available for this term yet, the Preview/Print Student Reportcard will not appear	

Your child's report card will now pop up

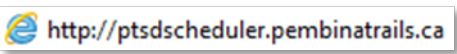



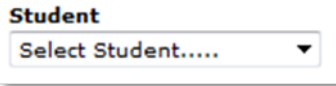
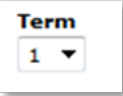
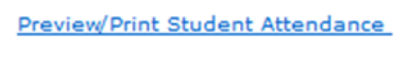
### Note:

If you are having issues where things are not working as shown in this manual, you may need to update your Java installation. You will find the instructions of how to do this at the end of this manual under Problems.



## View a Student's Attendance Report

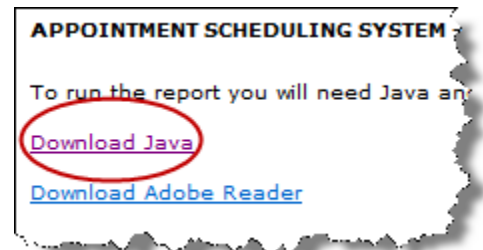
Make sure you have assigned your children to your account before you begin.

1.	Go to the Parent System <b>website</b> : <a href="http://ptsdscheduler.pembinatrails.ca">http://ptsdscheduler.pembinatrails.ca</a>	
2.	Enter your account <b>e-mail address</b> and <b>password</b> .  <b>Note:</b> use the e-mail address you supplied when setting up your account	
3.	Click the <b>Login</b> Button	
4.	From the Blue Menu bar pick <b>reports</b>	
4.	On the Attendance line, pick your <b>child</b> that you want to view	
5.	Pick the <b>term</b> you wish to view from the list of terms  <b>Note:</b> Only available terms will be shown	
6.	Click on the <b>Preview/Print Student Attendance</b> on the right	

Your child's attendance report will now pop up

### Note:

If you are having issues where things are not working as shown in this manual, you may need to update your Java installation. You will find the instructions of how to do this at the end of this manual under Problems.



## Schedule a Parent Teacher Appointment

Make sure you have assigned your children to your account before you begin.

1.	Go to the Parent System <b>website</b> : <a href="http://ptsdscheduler.pembinatrails.ca">http://ptsdscheduler.pembinatrails.ca</a>	
2.	Enter your account <b>e-mail address</b> and <b>password</b> .  <b>Note:</b> use the e-mail address you supplied when setting up your account	
3.	Click the <b>Login</b> Button	
4.	From the Blue Menu bar pick <b>Teacher Appointments</b>	
5.	Click on the Select Student box and <b>pick your child</b>	
6.	Click on the Select Teacher box and <b>pick a teacher</b>	
7.	Click on the Select Date box and <b>pick a date</b> for the session  <b>Note:</b> If no dates appear then the system is not ready for bookings yet. Please consult your letter for the date the system will be available	

The booking details window will now appear.

8.	<b>Pick a time</b> from the Available times pull down. Only times that are available will appear.	
9.	<b>This is Optional:</b> In the Appointment Notes you may <b>write a note</b> for the teacher so they can be better prepared for the session	
10.	Click the <b>Submit</b> Button	

## Scheduling Support Staff Appointments

Some schools allow parents to book sessions with other members of the staff. These may include:

- Guidance Counselors
- Resource Teachers
- Librarians
- Principals and Vice Principals

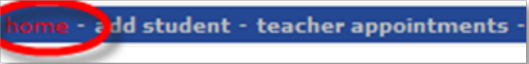
To book sessions with the available staff follow the same steps as in the scheduling teacher appointment except for step 4. Replace step 4's instructions with this:


4.	From the Blue Menu bar pick <b>Support Staff Appointments</b>	
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## Notes for booking Parent Teacher Appointments

You may only book **one (1) session per student**. For the situation of parents wanting two separate sessions or a longer session, it must be arranged through the school. The ability to book two sessions for one student is left to the discretion of the school.

## How to Delete a Parent Teacher Appointment

1.	From the <b>Home</b> page	
2.	Your <b>schedule</b> will appear	*(See Below)

You currently have the following appointments booked:						
Date	Time	Appointment Notes	Student	Teacher	Room	Delete
Thursday, 10/28/2010	4:00:00 PM to 4:15:00 PM	test, not real	Caleb	McMillan, Ingrid - 209	209	

3.	Click on the <b>"x"</b> in the delete box	
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## Common Issues

**Problem:** When I go to register, the pop up screen is not appearing.

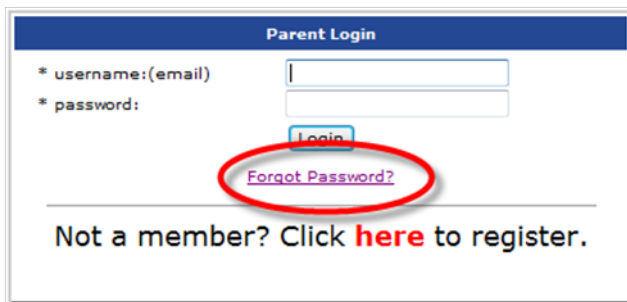
**Resolution:** Turn off your Pop-up blocker. Your browser may have one incorporated into it. You may also have another pop up blocked in a tool bar – Google Toolbar for example.

**Problem:** I cannot read the e-mail sent to me with my password.

**Resolution:** Use your WebMail interface rather than your e-mail program. Your WebMail system is your online access and not through an installed program such as Outlook. Your email provider can offer assistance as to how to use their Web Based interface.

**Problem:** I lost my password, how do I get a new one?

**Resolution:** Click on the Forgot Password link in the login box. Fill out the form that appears and click on the Submit button. You will receive an email with your password.



The screenshot shows a 'Parent Login' form with two input fields: '\* username:(email)' and '\* password:'. Below the password field is a 'Login' button. A red circle highlights the 'Forgot Password?' link. At the bottom of the form, it says 'Not a member? Click [here](#) to register.'



The screenshot shows a 'Password Recovery' form. It contains the text: 'Please enter your email address below and your password will be emailed to you.' Below this is an input field for 'Email Address' with the example 'Bob@somewhere.com' and a 'Submit' button.

**Problem:** When will I receive my password?

**Resolution:** The email is sent to you immediately. If you don't receive the email check your junk email box.

**Problem:** I do not use the same e-mail address that I signed up with.

**Resolution:** No problem, just create a new account with your new e-mail address. You will then begin again by assigning your children to this account.

There is no need to worry about the old account.


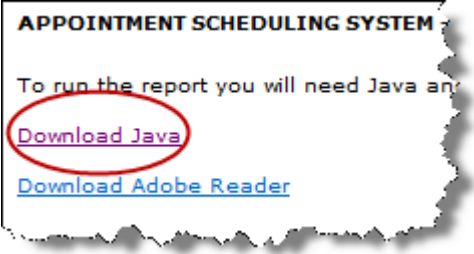




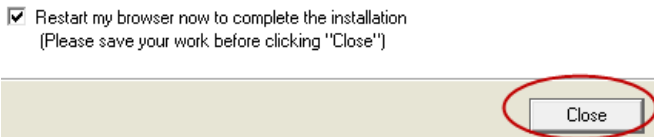
**Problem:** I lost my account information.

**Resolution:** No problem, first use the Forgot Password function on the site and your details will be emailed to you. If that does not work then just create a new account. You will then begin again by assigning your children to this account.

There is no need to worry about the old account.

## Problems

If you are having strange issues where things are not working as shown in this manual, you may need to update your Java installation.

1.	Click on the reports item on the blue menu bar	
2.	Click on Download Java	
3.	A new webpage will open up Click on the Agree and Start Free Download button	
4.	Click the Run button	
5.	When the Welcome to Java window appears, click the install button	
6.	Let the system install	
7.	Click the close button <b>Note:</b> clicking on close will close your Internet Explorer browser	

**Support**

Please contact your child's school office if you encounter difficulties.