Parent Portal

Accessing WebSmart

- Go to the URL provided by the District:

- Login using the User Name and Password provided (this information will be emailed to you using a secure email system). The email subject will be WebSmart Account Information.
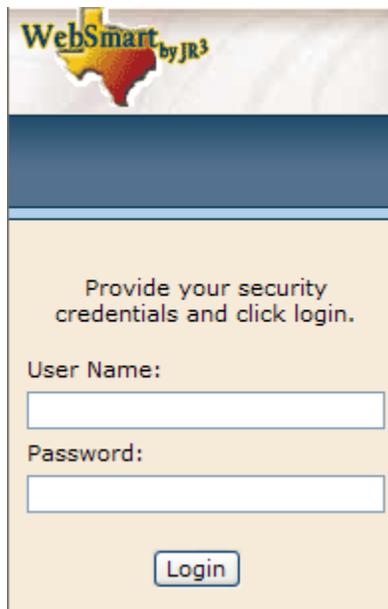
- Select My Portal from the drop menu in the upper right of your screen
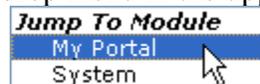
- Select Parent Portal Access from the MyWebSmart Control Panel
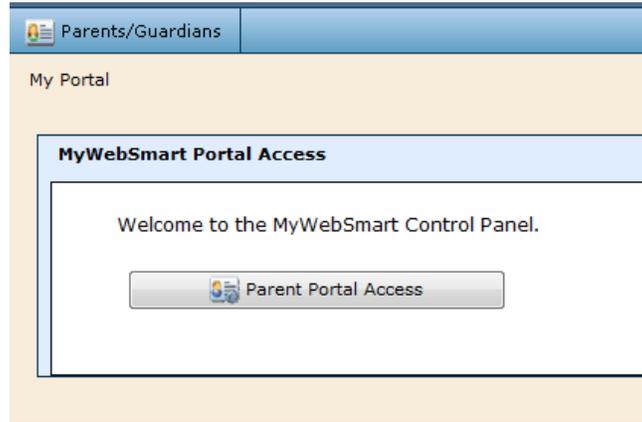
- You will be taken to the Academic Status screen for one of your students

   o If you have multiple students, you will have a drop menu in the upper right of the screen to allow you to select which you are viewing.

Grades

- The system will default to the grades tab. This will allow you to view a digital report card. This will show the student's full schedule, cycle grades and overall grades, as well as, the status of the course.

- Clicking on 🔍 will show all assignments within the course along with comments, citizenship grades, extra credit and the current cycle grade for the academic status selected.   Failing grades will be displayed in **red**.
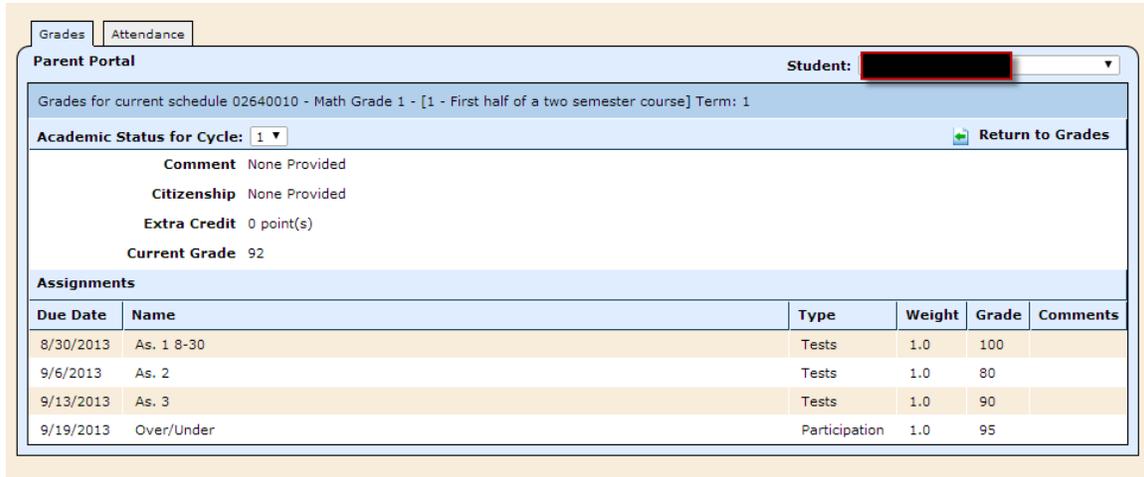
Grades	Attendance

Parent Portal   Student: ▬▬▬▬▬ ▼

Grades for current schedule 02640010 - Math Grade 1 - [1 - First half of a two semester course] Term: 1

Academic Status for Cycle: 1 ▼   ⬅ **Return to Grades**
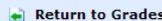
Comment	None Provided
Citizenship	None Provided
Extra Credit	0 point(s)
Current Grade	92

Assignments

Due Date	Name	Type	Weight	Grade	Comments
8/30/2013	As. 1 8-30	Tests	1.0	100	
9/6/2013	As. 2	Tests	1.0	80	
9/13/2013	As. 3	Tests	1.0	90	
9/19/2013	Over/Under	Participation	1.0	95	

- Use the ⬅ Return to Grades button to return to the main grade screen.

Attendance

- Click on the Attendance tab. This will allow you to view the number of days enrolled, number of days present, and number of days absent for the school year. You will also get the absence history including any comments for the student.
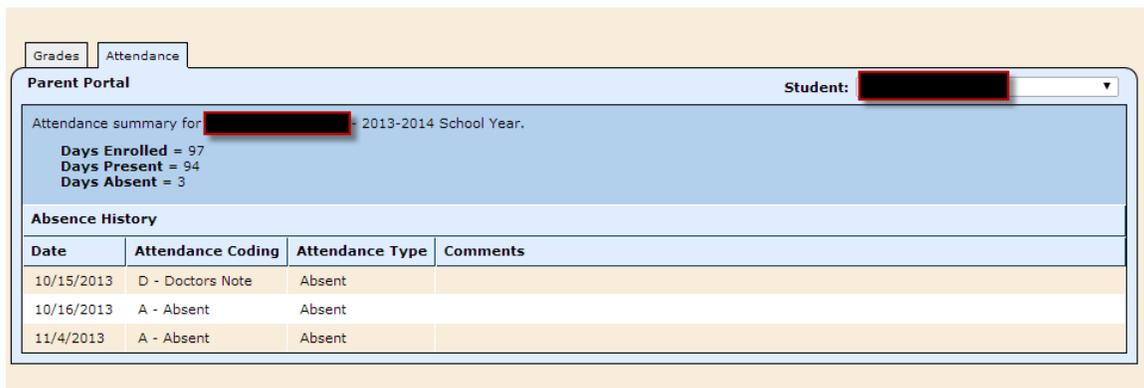
Grades	Attendance

Parent Portal   Student: ▬▬▬▬▬ ▼

Attendance summary for ▬▬▬▬▬ - 2013-2014 School Year.

Days Enrolled = 97
Days Present = 94
Days Absent = 3

Absence History

Date	Attendance Coding	Attendance Type	Comments
10/15/2013	D - Doctors Note	Absent	
10/16/2013	A - Absent	Absent	
11/4/2013	A - Absent	Absent	

Changing Account Details

- You can edit your email address and change your password by clicking on MyAccount in the upper right corner of the screen.
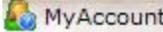
- You will then click on **Edit Account Details** and make the necessary changes.

- You will click [Save] to retain the changes.
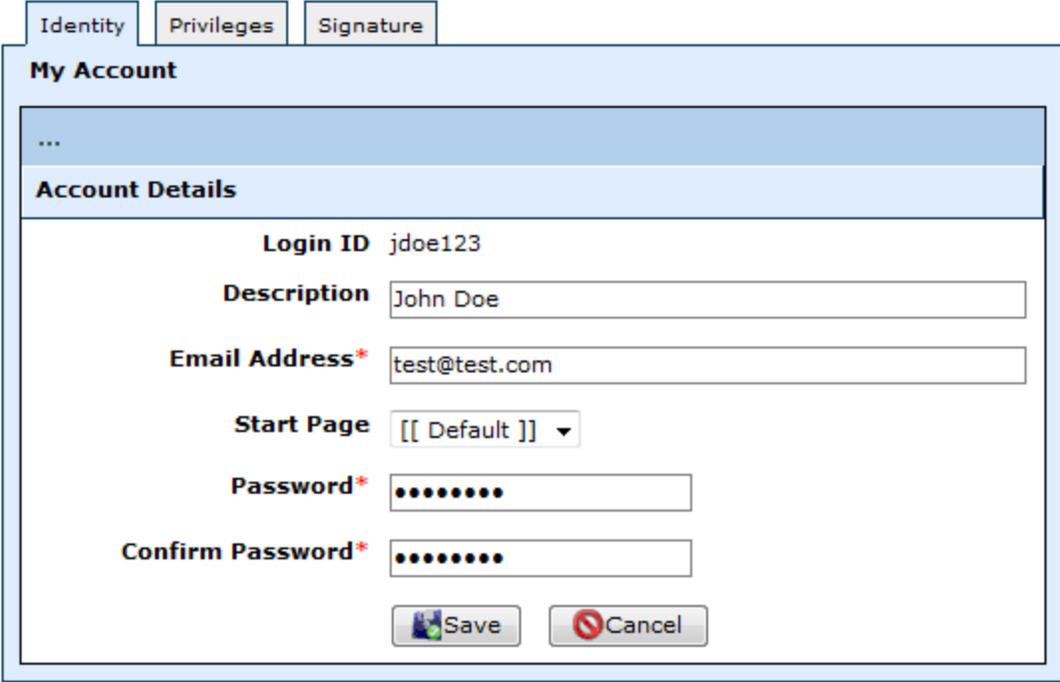
- When you are finished, be sure to Logout