

ConnectEd Parent Portal User Guide

Website: <https://hosting.maplewood.com/AB/BRSD/VKS/Maplewood/connectEd/viewer/login/login.aspx?logintype=S>

There is also a link to this website on the School's homepage at www.brsd.ab.ca/viking. Call the school for your password and login.

Your username is a character (M/F/G for mother/father/guardian) followed by a period(.), followed by your child's surname. Some logins may also have a number following the surname.

****Your password is initially an alpha-numeric computer generated password and you will be REQUIRED TO CHANGE YOUR PASSWORD on your first login. The new password must be at least 8 characters long, and a combination of letters and numbers. Please write this password down, as it is confidential and the school will not be able to access it for you; the best we can do will be to reset it to a computer generated one and then you will have to come up with a new password; it will not accept a former password once it has been reset.**

Always use the 'Logout' choice in upper left to leave the program. Do not use the back and forth arrows to move about in the program; instead use the tabs on the ConnectEd screen.

Once in the program, parents with more than one student will have to choose a student from a pull-down menu, then choose the 'GO' icon to see that particular student's information.

There are several tabs across the top. The tabs that are available to the parent are set by each school so the options may vary from one school to the next.

1. **Home** – Summary screen of classes, attendance to date, and attendance of last 10 school days. If you click on the date in the "Markbook last Updated" column, a marks summary will be generated for that class. If you hover your mouse over an attendance item, it will display description if an excused absence.
2. **Personal**
 - a. **Information** – student information is listed including the parent's email address
 - b. **Parent** – lists the current addresses and phone numbers of parents and emergency contacts. If you see an error, please call or email Mrs. Newby at the school office. (780-336-3352 or mnewby@brsd.ab.ca)
 - c. **Medical** – lists any medical notes on your student, as well as their Alberta Health Number ("Insurance"). If there is no number beside "Insurance", we do not have a record of your student's Alberta Health Number. Feel free to provide it via email to Mrs. Newby mnewbyn@brsd.ab.ca.
3. **Attendance** – lists daily and year-to-date attendance; also Notes about absences (eg. Field trips). Summary is by term or year.
4. **Timetables** – Current Year timetable displays. Elementary students do not have daily timetables listed.
5. **Achievement** – Use only the "Marks and Comments" choice – this is the summary of current year's marks for your student. Choose a 'class' from the pull down menu, and the 'term' from the table column heading. Click on the little grid icon, and it displays as much as the teachers have recorded in their markbooks. To print a copy of the report, click on "Generate Report". This report can be printed or saved from your Print Menu. Choose the X icon to close the PDF screen and return you to the student information screens.
6. **Transcript**
7. **Transportation**
8. **Accounts**