PARENTVUE WEB VERSION

This section of the document provides a basic overview on navigating the web version of ParentVUE. Use the menu on the left and the buttons at the top. To see instructions on the ParentVUE Mobile App, go to page 3.

HOME PAGE

- **Home**: click to return this screen
- **My Account**: click to edit your account info
- **Select Child**: click to select a child to view that student’s information
- **Navigation Menu**: click on an item in this menu to display information in the information area
- **Information Area**: Main content area
- **Logout**: Click to logout of ParentVUE

NAVIGATION MENU

**Messages**: View district and teacher messages.

**Calendar**: View daily class information such as homework, quizzes, and projects. Filter information using the drop-down arrows at the top of the screen.

**Attendance**: View attendance information.

**Class Schedule**: View your class schedule and teachers. Click on a teacher’s name to send an email.

**Conference**: View/sign up for conferences with your child’s teachers.

**Course History**: View progress towards graduation/testing requirements and transcript information.

**Course Request**: View/select course requests for the upcoming school year (after January 1 of current year).

**Grade Book**: View individual assignments and grading information. Choose a marking period from the menu and then click on a class to view specific assignments.

**Health**: View immunization records and health conditions.

**Report Card**: View grades for each marking period in the current school year and an unofficial copy of the Report Card.

**School Information**: View contact information for your school’s staff.
**Student Info:** View a student’s demographic information. Updates made here must be approved by school staff. Additional edits are not permitted until school staff have approved/denied your updates.

**Resources & Opportunities:** Links to parent support resources.

**Test History:** View history of standardized test scores.

**Documents:** View historical student documents like SOL results and Year-End Report Cards.

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### MY ACCOUNT PAGE

- **Change Password:** Click this link to enter a new password.
- **Update Account:** Click this button to update your phone numbers, Grade Book Notifications and Email addresses.
- **Personal Information:** Contact school staff to update (must supply supporting documentation).
- **Grade Book:** Select this checkbox to receive weekly grade book emails on a specific day (Secondary only)
- **Email addresses:** Up to five email addresses may be entered
- **Phone Numbers:** Update existing phone numbers here. Click on the plus sign (+) to create a new line for a new phone number. Click the Delete checkbox to remove a phone number.
PARENTVUE NAVIGATION

PARENTVUE MOBILE APP

This section of the document provides a basic overview on navigating the ParentVUE mobile app.

HOME PAGE

- **Select Child**: tap to select a child to view that student’s information and display the ParentVUE content menus
- **Report Attendance**: tap to report an absence, tardy or early dismissal for that child
- **Messages**: tap to view teacher communications and school/division-based messages
- **Logout**: Click to logout of ParentVUE
- **My Account**: tap to edit your account info

NAVIGATION MENU

- **Calendar**: View daily class information such as homework, quizzes, and projects. Filter information using the drop-down arrows at the top of the screen.
- **Attendance**: View attendance information.
- **Grade Book**: View individual assignments and grading information. Choose a marking period from the menu and then click on a class to view specific assignments.
- **Student Info**: View a student’s demographic information. Updates made here must be approved by school staff. Additional edits are not permitted until school staff have approved/denied your updates.
- **Class Schedule**: View your class schedule and teachers. Click on a teacher’s name to send an email.
- **Health**: View immunization records and health conditions.
School Information: View contact information for your school’s staff.
Conference: View/sign up for conferences with your child’s teachers.
Report Card: View grades for each marking period in the current school year and an unofficial copy of the Report Card.
Special Ed: View documents and SPED information, if appropriate.
Documents: View historical student documents like SOL results and Year-End Report Cards.
Course History: View progress towards graduation/testing requirements and transcript information.
Course Request: View/select course requests for the upcoming school year (after January 1 of current year).
Test History: View history of standardized test scores.
Student Info: View a student’s demographic information. Updates made here must be approved by school staff. Additional edits are not permitted until school staff have approved/denied your updates.
Resources & Opportunities: Links to parent support resources.
Schoology: Links to the Schoology Learning Management System to view your child’s assignments.

MY ACCOUNT

My Info Tab

- **Update**: Tap Update to save changes.
- **Personal Information**: Contact school staff to update (must supply supporting documentation).
- **Primary Language**: Select your preferred language.
Notify Tab

- **Update**: Tap Update to save changes.
- **Attendance**: When this checkbox is selected you will receive email messages when your child is absent from a class.
- **Grade Book**: Select this checkbox to receive weekly grade book emails on a specific day (Secondary only)

Emails and Phone Tabs

- **Update**: Tap Update to save changes.
- **Email addresses**: Up to five email addresses may be entered
- **Phone Numbers**: Add/update phone numbers.
  - To edit a number: Tap a phone number, make changes, and tap Update at the bottom.
  - To add a number: Tap the plus sign (+), enter the phone number and tap Add at the bottom.
  - To delete a number: Swipe right and tap Delete.

PARENTVUE HELP

The District ParentVUE pages have resources to help you activate your ParentVUE account. Frequently Asked Questions and downloadable Quick Reference Guides are available to guide you through the process and help navigate the system.

Each school has dedicated staff to help parents with their accounts. Go to your school’s website and click on the ParentVUE Global icon to find names and phone numbers of staff who can help you.