PEMBINA TRAILS SCHOOL DIVISION

Parent System Manual

Pembina Trails School Division – Information Technology Department
181 Henlow Bay
Winnipeg, MB
R3Y 1M7

Contents

Date Written: November 18, 2011

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.
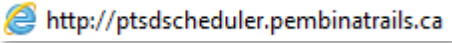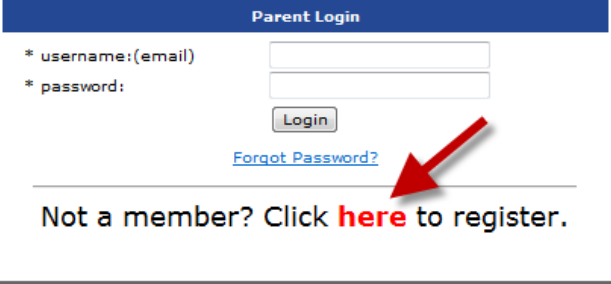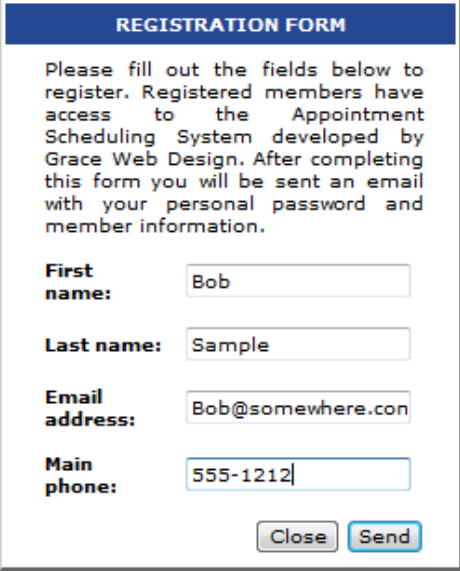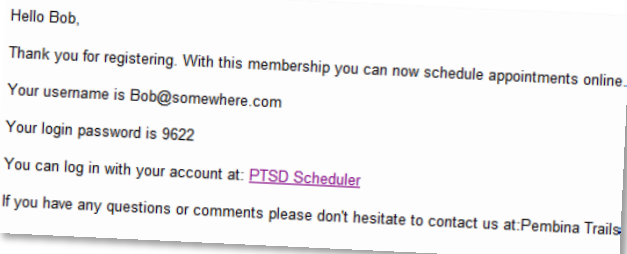
Example

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.
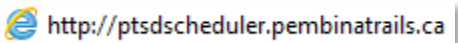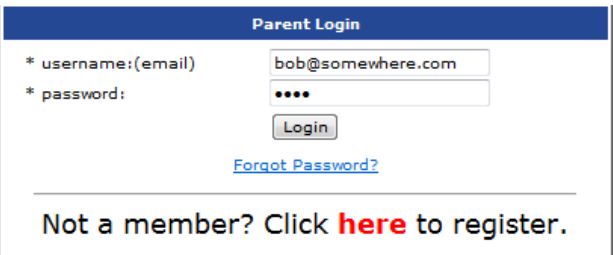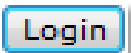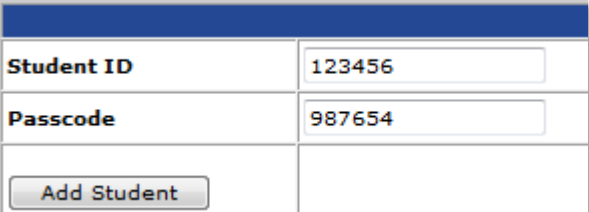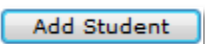
Creating Your Account

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.

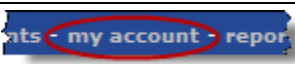|		
1.	Go to the Parent System **website:** http://ptsdscheduler.pembinatrails.ca	http://ptsdscheduler.pembinatrails.ca
2.	Click on the '**here**' shown in red.	**Parent Login** * username:(email) * password: Login Forgot Password? Not a member? Click **here** to register.
3.	A form will pop up. **Fill out** the form as requested	**REGISTRATION FORM** Please fill out the fields below to register. Registered members have access to the Appointment Scheduling System developed by Grace Web Design. After completing this form you will be sent an email with your personal password and member information. **First name:** Bob **Last name:** Sample **Email address:** Bob@somewhere.con **Main phone:** 555-1212 Close Send
4.	Click on the **Send** button	Send
5.	You will now receive an **email** with your password to the e-mail address you provided. **Note:** if you are having issues reading the e-mail, please use your **WebMail** interface rather than your e-mail program.	Hello Bob, Thank you for registering. With this membership you can now schedule appointments online. Your username is Bob@somewhere.com Your login password is 9622 You can log in with your account at: PTSD Scheduler If you have any questions or comments please don't hesitate to contact us at:Pembina Trails

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.
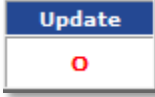
Assigning your Children to Your Account

1.	Go to the Parent System **website:** http://ptsdscheduler.pembinatrails.ca	http://ptsdscheduler.pembinatrails.ca
2.	Enter your account **e-mail address** and **password**. **Note:** Use the e-mail address you supplied when setting up your account	**Parent Login** * username:(email) bob@somewhere.com * password: •••• Login Forgot Password? Not a member? Click **here** to register.
3.	Click the **Login** Button	Login
4.	From the Blue Menu bar pick **Add Student**	home - **add student** - teacher a
5.	Enter the **Student ID** and **Passcode** you received in the letter from the school	Student ID 123456 Passcode 987654 Add Student
6.	Click on the **Add Student** Button	Add Student

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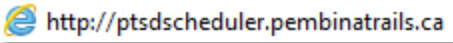

Making Changes to your Account
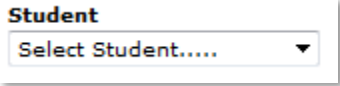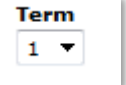
1.	Click on **my account** from the blue menu bar	nts **my account** repor
2.	From here, you may **make any changes** necessary	*(See Below)

UPDATE ACCOUNT INFORMATION				
Email	First Name	Last Name	Home Phone	Password
bob@somewhere.com	Bob	Someone	2045551234	9916

3.	Click the red **O** in the Update column	**Update** O

Viewing a Student's Report Card

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

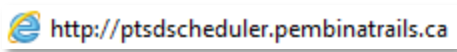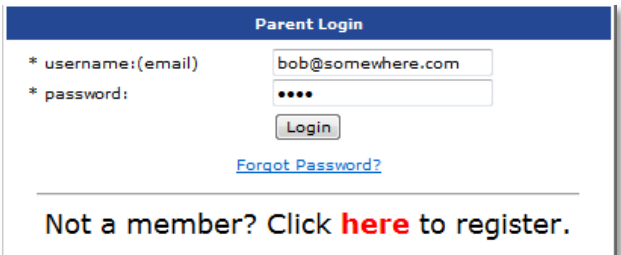|		
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2.	Enter your account **e-mail address** and **password**. **Note:** use the e-mail address you supplied when setting up your account	**Parent Login** * username:(email) bob@somewhere.com * password: •••• Login Forgot Password? Not a member? Click **here** to register.
3.	Click the **Login** Button	Login
4.	From the Blue Menu bar pick **reports**	account **reports** · faq/quick
4.	On the Report Card line, **pick your child** that you want to view	**Student** Select Student..... ▾
5.	Pick the **term** you wish to view from the list of terms **Note:** Only available terms will be shown	**Term** 1 ▾
6.	Click on the **Preview/Print Student Reportcard** on the right	Preview/Print Student Reportcard
6a.	If the school has not made the report cards available for this term yet, the Preview/Print Student Reportcard will not appear	Report Cards are not ready for viewing

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.

APPOINTMENT SCHEDULING SYSTEM
To run the report you will need Java an
Download Java
Download Adobe Reader
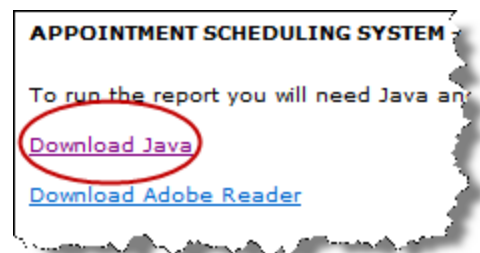
View a Student's Attendance Report

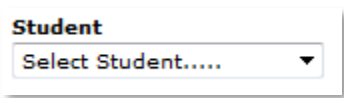Make sure you have assigned your children to your account before you begin.

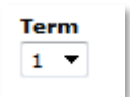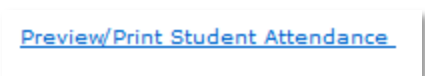|		
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2.	Enter your account **e-mail address** and **password**. **Note:** use the e-mail address you supplied when setting up your account	**Parent Login** * username:(email) bob@somewhere.com * password: •••• Login Forgot Password? Not a member? Click **here** to register.
3.	Click the **Login** Button	Login
4.	From the Blue Menu bar pick **reports**	account reports faq/quic
4.	On the Attendance line, pick your **child** that you want to view	**Student** Select Student..... ▼
5.	Pick the **term** you wish to view from the list of terms **Note:** Only available terms will be shown	**Term** 1 ▼
6.	Click on the **Preview/Print Student Attendance** on the right	Preview/Print Student Attendance

Your child's attendance report will now pop up
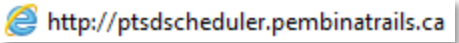
Note:

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APPOINTMENT SCHEDULING SYSTEM
To run the report you will need Java an
Download Java
Download Adobe Reader

Schedule a Parent Teacher Appointment

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

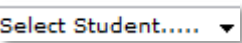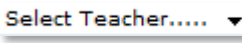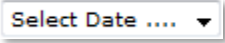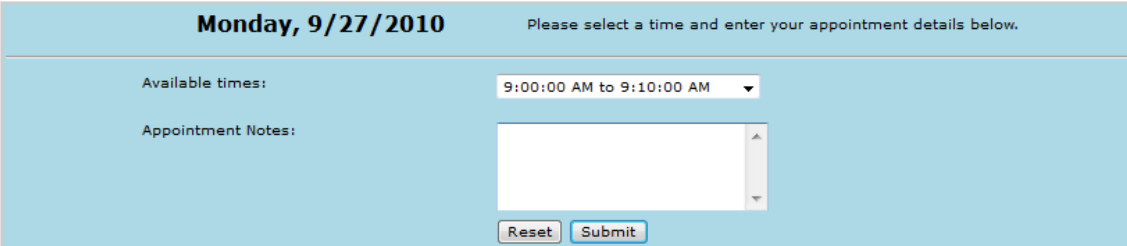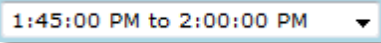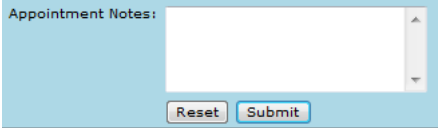|		
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2.	Enter your account **e-mail address** and **password.** **Note:** use the e-mail address you supplied when setting up your account	**Parent Login** * username:(email) bob@somewhere.com * password: •••• Login Forgot Password? Not a member? Click **here** to register.
3.	Click the **Login** Button	Login
4.	From the Blue Menu bar pick **Teacher Appointments**	tudent - teacher appointments - suppor
5.	Click on the Select Student box and **pick your child**	Select Student..... ▼
6.	Click on the Select Teacher box and **pick a teacher**	Select Teacher..... ▼
7.	Click on the Select Date box and **pick a date** for the session **Note:** 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	Select Date .... ▼

The booking details window will now appear.

Monday, 9/27/2010   Please select a time and enter your appointment details below.

Available times: 9:00:00 AM to 9:10:00 AM ▼

Appointment Notes:

Reset Submit

8.	**Pick a time** from the Available times pull down. Only times that are available will appear.	1:45:00 PM to 2:00:00 PM ▼
9.	**This is Optional:** In the Appointment Notes you may **write a note** for the teacher so they can be better prepared for the session	Appointment Notes: Reset Submit
10.	Click the **Submit** Button	Submit

Scheduling Support Staff Appointments

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

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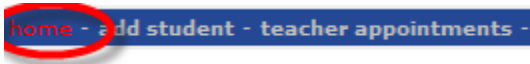- Resource Teachers
- Librarians
- Principals and Vice Principals

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 **Support Staff Appointments**	appointments - support staff appointments - my

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 **Home** page	home - add student - teacher appointments -
2.	Your **schedule** 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 "**x**" in the delete box	**Delete** ☒

Common Issues

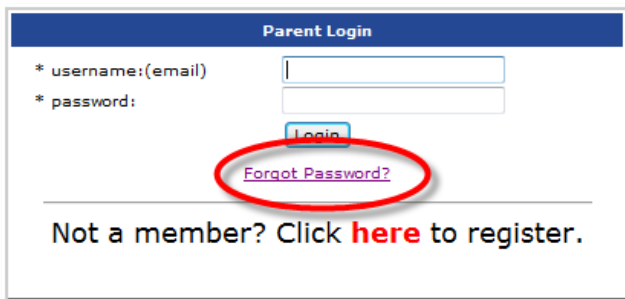**Problem:** When I go to register, the pop up screen is not appearing.

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.

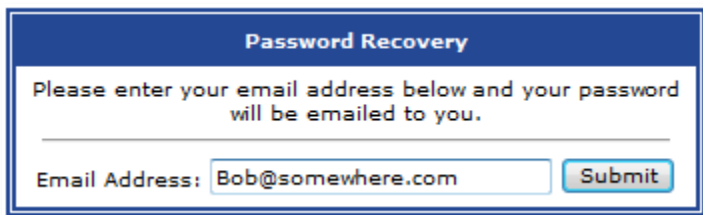**Problem:** I cannot read the e-mail sent to me with my password.

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.

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	ccount - reports - faq/
2.	Click on Download Java	APPOINTMENT SCHEDULING SYSTEM To run the report you will need Java an Download Java Download Adobe Reader
3.	A new webpage will open up Click on the Agree and Start Free Download button	Agree and Start Free Download
4.	Click the Run button	Run Save ▾ Cancel
5.	When the Welcome to Java window appears, click the install button	Install >
6.	Let the system install	Status: Installing Java
7.	Click the close button **Note:** clicking on close will close your Internet Explorer browser	☑ Restart my browser now to complete the installation (Please save your work before clicking "Close") Close

Support

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