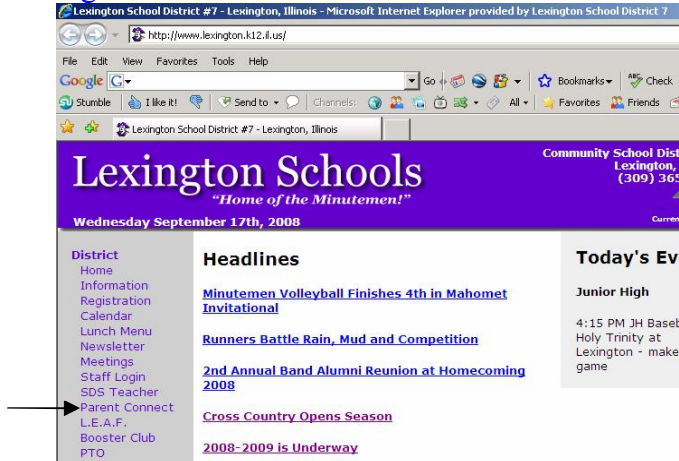


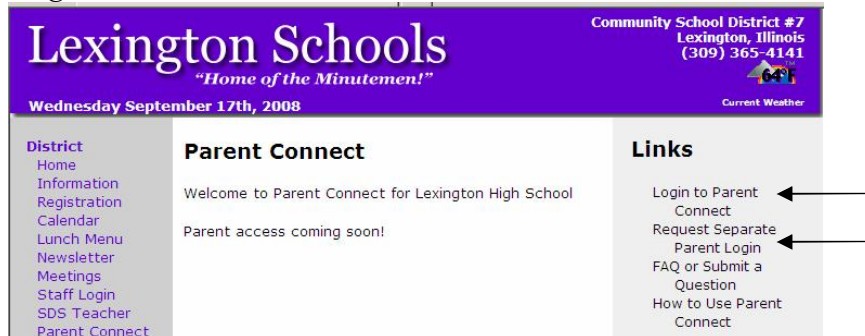
Lexington High School SDS Online Gradebook Parent Connect

Getting Started

1. Click on the *Parent Connect* button on the left side of the school website
<http://www.lexington.k12.il.us/>



2. Choose *Login to Parent Connect*

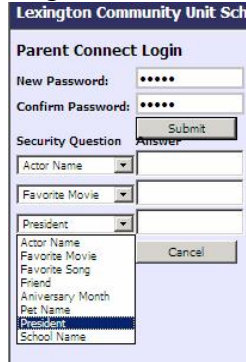


- Your User ID and Password can be found on your Parent Connect Password Notification letter.
 - The password is case sensitive.
 - You will be able to change the password prior to completing the login process.
 - If you have multiple children you will be able to link them together but you will need to request a separate parent login. To request a separate parent password, follow the directions on the *Request Separate Parent Login* link. Your new parent ID and password will be emailed to you. You will then be able to add all of your children to your ID using the directions found in this packet.
3. Enter your student (or parent) ID and password then instead of choosing login, choose *Forgot or Change Password*



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4. Now you will be able to choose a new password. Be sure to type the password into the new password and confirm password boxes. Do not submit yet.
5. You will also need to answer three security questions. You may change the questions using the drop down menu. These questions are important in case you ever forget your password or need to change it in the future.



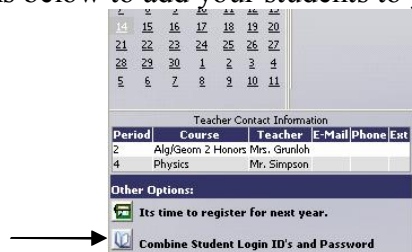
The screenshot shows a web form titled "Parent Connect Login" from Lexington Community Unit School. It includes fields for "New Password" and "Confirm Password", both masked with dots. A "Submit" button is located below the password fields. Underneath is a "Security Question" section with a dropdown menu and an "Answer" input field. The dropdown menu is open, showing options: Actor Name, Favorite Movie, Favorite Song, Friend, Anniversary Month, Pet Name, President (highlighted), and School Name. A "Cancel" button is also visible.

6. Choose *Submit*
7. Now login using your new password.

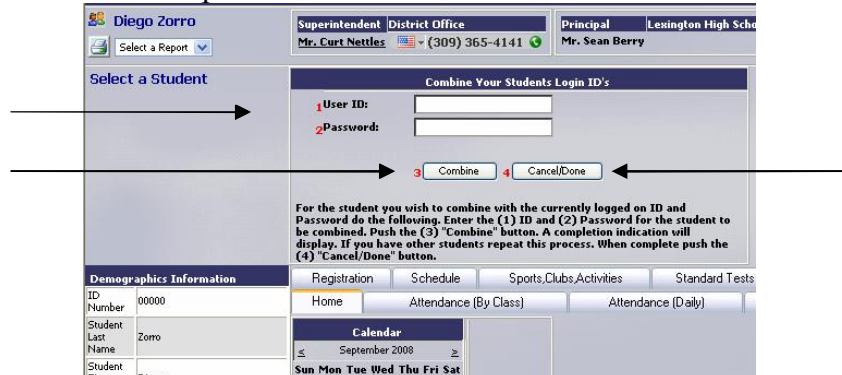
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Combining Multiple Students on One Login

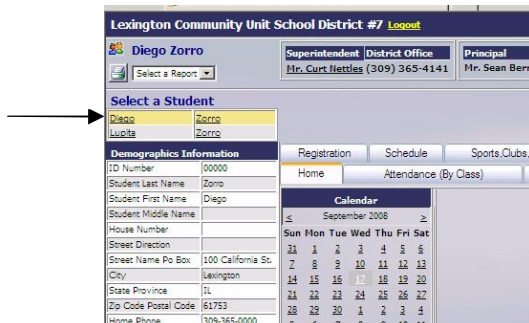
1. IMPORTANT INFORMATION TO CONSIDER – Students will be required to view their own grades at school. If you combine siblings within student IDs, they will be able to view each other's grades. To avoid this, you may request your own parent login that you could use for combining your children under one ID. You can request a separate parent login from the *Parent Connect* webpage. You will receive your parent login and ID by email. After you have your parent ID, follow the directions to login and change your password (provided on page one of this packet). Once you have logged in, follow the instructions below to add your students to your parent ID.



2. Notice that only one child is listed near the top left hand corner of your screen. You will need to follow the steps below to add your additional children.
3. Click on Combine Student Login ID's and Password.
4. Type in the user ID and passwords for each additional child and then click *Combine*

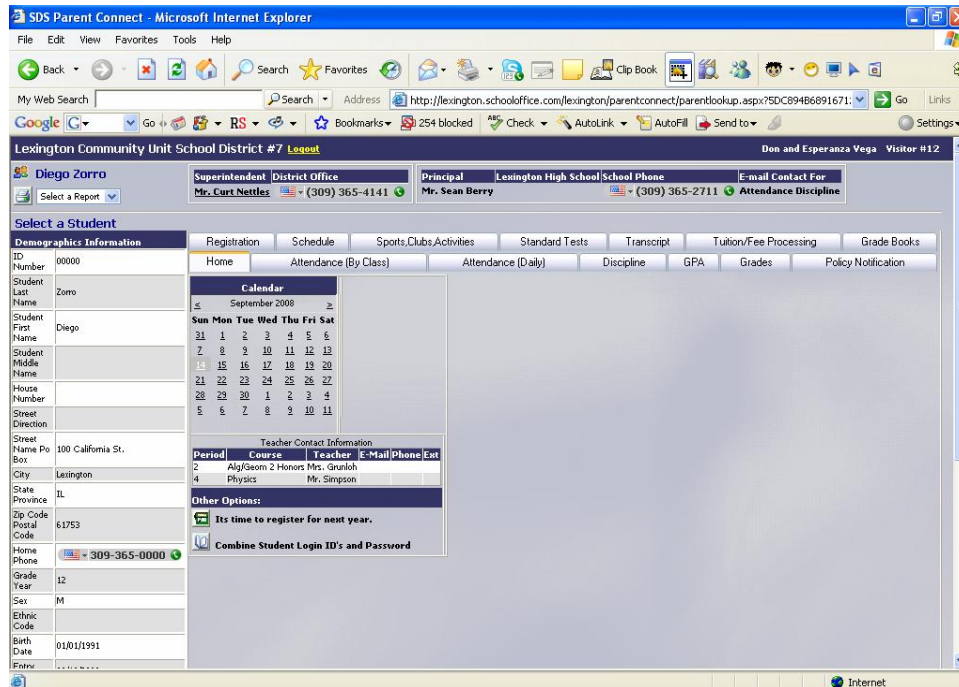


5. When all of your children have been added click *Cancel/Done*.
6. Now you will use your parent login and password to view all children in your family. Your children will continue to use their own student ID and password to view their own grades.
7. To view a student's information choose the desired student on the left of the screen.



Lexington High School SDS Online Gradebook Parent Connect

Parent Connect



The following options are available:

- | | | |
|----------------------|---------------------------|------------------------|
| Home | Grades | Standard Tests |
| Attendance(by Class) | Policy Notification | Transcript |
| Attendance (Daily) | Registration | Tuition/Fee Processing |
| Discipline | Schedule | Grade Books* |
| GPA | Sports, Clubs, Activities | |

***Grade Books** There are 3 kinds of gradebooks that teachers are using:

- Quarter gradebooks – these are the gradebooks that show all of the student’s grades.
 - Eligibility gradebooks – This will show you the current semester grade used for determining eligibility on a weekly basis. This gradebook is a combination of the quarter gradebooks so you will not find any individual assignments in this gradebook. Only high school students will have an eligibility gradebook. Junior high students’ eligibility grade is the same as their quarter grade so eligibility can be determined by looking at the quarter gradebook.
 - Semester grade gradebook – This gradebook is used to determine the student’s semester grade. This gradebook is a combination of the quarter & semester exam gradebooks so you will not find any individual assignments in this gradebook.
- ✓ Grades that are blank are not used in the grade calculation; the student is *currently* excused from the assignment. This status may change.
 - ✓ Grades of 0 are used in calculations and may possibly indicate an actual score of 0 or indicate that no assignment was turned in.
 - ✓ Grades that are followed by a comment (eg. 75-late) are used in grade calculations.
 - ✓ Any numerical grade, preceded by a letter (eg. t101), are simply notes and are not used in calculations.