



Aguila Elementary School District's User Guide

Table of Contents

Activating Your Account.....	2
Logging Into Your Account.....	3
Logging Out of Your Account	4
Forgot Your Password?	4
Navigating ParentVUE.....	5
Messages.....	5
Calendar	5
Views.....	6
Filters	6
Viewing Other Months.....	6
Attendance.....	6
Class Schedule.....	7
Course History.....	8
Grade Book.....	8
Report Card	9
Student Info	10
My Account.....	10
ParentVUE: Frequently Asked Questions (FAQs).....	11

Activating Your Account

1. Open your Internet browser go to the Aguilas Elem. School District home page: <http://www.aguilaschool.org/>



2. Select **ParentVUE** in the lower right hand corner.

3. Click the **Click Here to Enter** button.



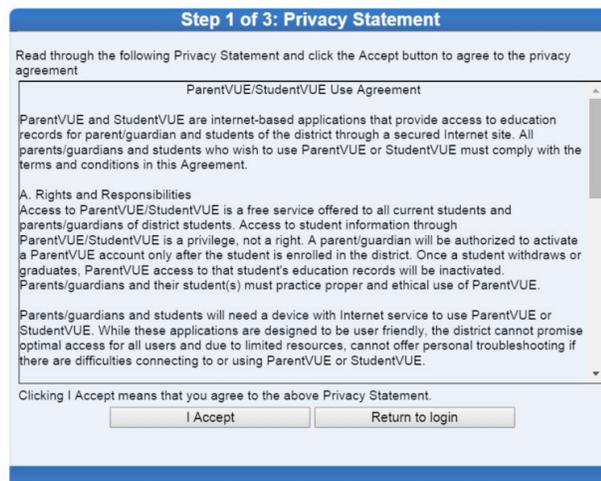
1. Click **I am a parent >>**.



2. Click **I have an activation key and need to create my account>>**.



3. Click **I Accept**.



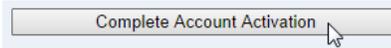
- Enter your **First Name, Last Name, and Activation Key** exactly as they appear in the *Activation Key Letter* you received from your school office.

- Click the **Continue to Step 3** button.



- Create a **User Name, Password (Confirm Password)**, and enter your **Primary Email**.

- Then click the **Complete Account Activation** button.



Logging Into Your Account

- Open your Internet browser go to the Aguilas Elem School District home page: <http://www.aguilaschool.org/>
- Select **ParentVUE** in the lower right hand corner.



- Click the **Click Here to Enter** button.



- Click **I am a parent >>**.



5. Enter your **User Name** and **Password**.
6. Then click the **Login** button.



Logging Out of Your Account

1. Be sure to click the **Logout** link in the upper right corner of the page.



Forgot Your Password?

1. From the ParentVUE Login page (see steps 1-3 above), click **I am a parent>>**.



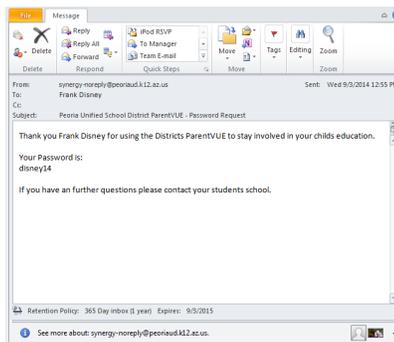
2. Click the **Forgot your password? Click here** link.



3. Enter **your primary email** (that was used during your account activation).
4. Then click the **Send Email** button.



5. A message will be sent to your primary email account including your password.

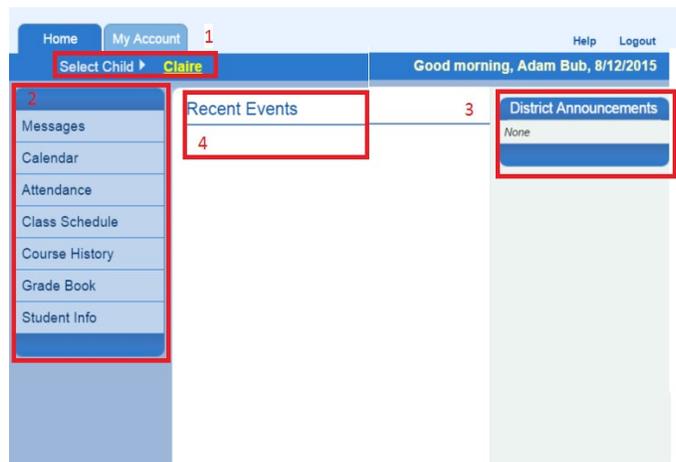


6. If the password reset page is still open, click the **Click to return to Login** link to enter the password you were emailed. Otherwise, follow steps 1-4 under Logging into Your Account above.



Navigating ParentVUE

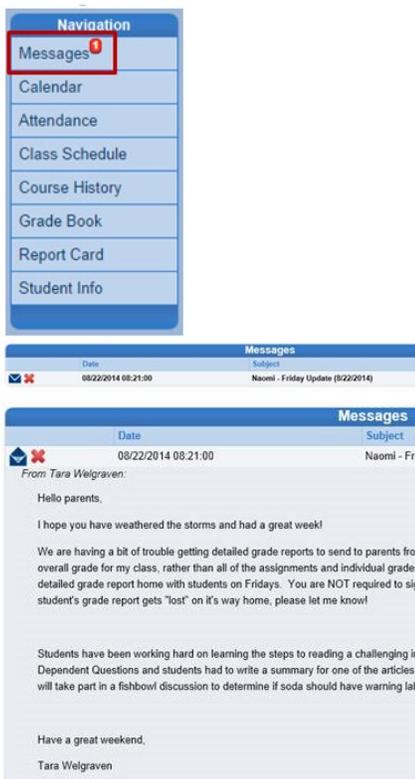
1. **List of Children** – all children linked to a parent in this district will have their first names listed. Click a child’s name to view their information.
2. **Navigation Bar** – the navigation bar contains links to various areas within ParentVUE.
3. **District Announcements** – lists district-wide announcements
4. **Recent Events** – includes grading period dates, attendance, class schedules, grades, etc.



Messages

The Messages screen will have a list of messages from your child’s teacher(s).

1. Click on the mail icon (blue envelope) to view the message.
2. Click on the red 'X' to delete the message.

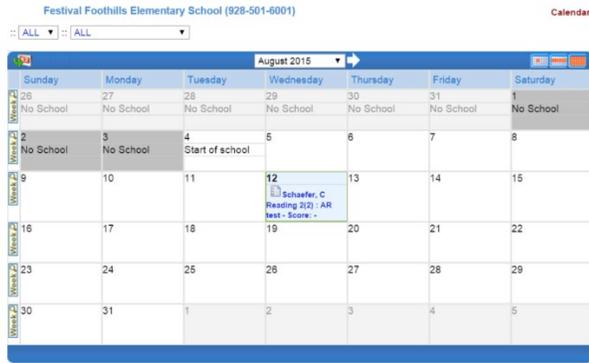


Calendar

The calendar displays assignments from the grade book (for the student shown), and other school and district events.



NOTE: Information in blue is a link for more details.



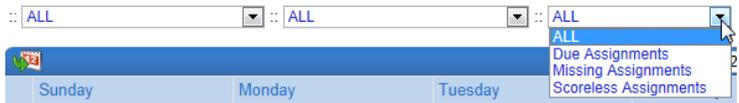
Views

1. You can select a view for the calendar - day, week, or month - in the upper right-hand corner of the calendar.
2. To see the details of a specific week, click the yellow week bar located on the left-hand side of each row.
3. To return to the current date, click the icon in the upper left-hand corner of the calendar.



Filters

1. To filter the information displayed on the calendar, use the drop-down arrows at the top of the calendar.



Viewing Other Months

1. Click the left or right arrows to scroll through previous and upcoming months, or select a month from the drop-down menu.



Attendance

This screen displays all attendance information for the current school year.



ATTENDANCE

List View | Calendar View

There are two views for Attendance:

List View – displays all the days your child was marked absent or tardy, along with the reason and notes; click on the absence reason or absence date to view more details.

Days of Attendance		
Legend	✓ Excused	⚠ Excused Tardy
Date	Attendance Reason	Note
08/15/2014		
	✓ Total Excused	0
	⚠ Total Excused Tardies	0
	⚠ Total Unexcused Tardies	0
	⊗ Total Unexcused	0
	📅 Total Activities	0

September 2014				
Sunday	Monday	Tuesday	Wednesday	Thursday
31	1 Holiday	2 Holiday	3	4
7	8	9	10	11

Calendar View – displays absences in the date they occurred. Click on the absence reason to view more details.

Class Schedule

The class schedule lists the Period, Course Title, Room Name, and the Teacher for each class in separate columns.

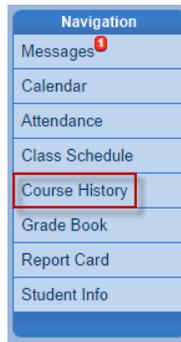
Navigation
Messages ¹
Calendar
Attendance
Class Schedule
Course History
Grade Book
Report Card
Student Info

1. Teachers can easily be contacted by clicking their name link or the envelope icon next to their name.

Claire		CLASS SCHEDULE	
Festival Foothills Elementary School (928-501-6001)		S1 S2	
Student Schedule for S1 (08/04/2015 - 12/18/2015)			
Period	Course Title	Room Name	Teacher
1	Elementary AM Attendance	B105	Caitlin Schaefer
2	Reading 2	B105	Caitlin Schaefer
3	Language Arts 2	B105	Caitlin Schaefer
4	Math 2	B105	Caitlin Schaefer
5	Elementary PM Attendance	B105	Caitlin Schaefer
6	Spelling 2	B105	Caitlin Schaefer
7	Science 2	B105	Caitlin Schaefer
8	Social Studies 2	B105	Caitlin Schaefer
9	Art 2		Amanda Bub
10	Phys. Ed. 2	B122	Kelly Mc Cauley
11	Music 2		Amanda Bub
12	Technology 2	B122	Kelly Mc Cauley

Course History

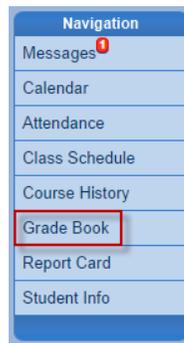
Course History displays all your child's courses, and the grades received for all years and all schools. Course History will also display the cumulative GPA .



Student Course History			
Course Title (ID)	Mark	Credit Attempted	Credit Completed
Footfalls Elementary Year 2008 Grade 04 Term YR			
Art 4 (15804)	A	0.00	0.00
Computers 4 (18804)	A	0.00	0.00
Handwriting 4 (10804)	B	0.00	0.00
Language Arts 4 (10814)	B	1.00	1.00
Math 4 (11804)	B	1.00	1.00
Music 4 (14814)	A	0.00	0.00
PE 4 (17804)	B	0.50	0.50
Reading 4 (10904)	B	1.00	1.00
Science/Health 4 (12804)	A	1.00	1.00
Social Studies 4 (13804)	B	1.00	1.00
Spelling 4 (10934)	D	1.00	1.00
Footfalls Elementary Year 2009 Grade 05 Term YR			
Art 5 (15805)	A	0.00	0.00
Choir 5 (14825)	A	0.00	0.00

Grade Book

The Grade Book screen allows parents to keep track of their child's grades, assignments and test scores that have been posted in the TeacherVUE Grade Book.



Progress Report 1 | Term 1 | Progress Report 2 | Term 2 | Progress Report 3 | Term 3 | Progress Report 4 | Term 4

Grade Book Summary for Progress Report 1 (ending on 09/05/2014)					
Period	Course Title	Resources	Room Name	Teacher	Progress 1
1-2	Math 7 (11807)		L3	Janelle Tang ☺	B (89.6)
3-4	Language Arts 7 (10817)		L4	Stephanie Rimbey ☺	A (100.0)
4	Social Studies 7 (13807)		L2	Kathy Lee ☺	B (87.5)
5	PE 7 (17807)		PE - BOY	James Lukacsik ☺	A (100.0)
5	T.L.C. 7 (21807)		TECH	Suzanne Loyd ☺	A (100.0)
7	Science/Health 7 (12807)		L2	Kathy Lee ☺	N/A (0.0)

1. The screen opens to the current grading period, but you can click any available grading period across the top of the page to display a summary for that grading period.

NOTE: The summary for grades 3-12 displays the periods, course title, resources for that class (if any were posted), the teacher name, and grades for that time period.

The summary for grades K-2 displays

the teacher name, subject area, number of missing assignments, class resources, number of points earned, and percentage of points.

Grade Book Summary for Term 1 (ending on 10/10/2014)					
Teacher	Subject Area	Missing Assignments	Class Resources	Points	Percentage
Juliana Lopez	Art	0		0 / 0	(0%)
Theresa Maltner	Language Arts	0		5 / 7	(71%)
	Math	0		74 / 76	(97%)

- Click a course title link to view more information about assignments and scores in that class.

Period	Course Title
1-2	Math 7 (11807)
3-4	Language Arts 7 (10817)

Grade Calculation Summary					
Assignment Type	Weight	Points	Points Possible	Weighted %	Calculated
Aligned Checks	30%	8.06	9.00	26.88%	B
Major Projects and Assessments	70%	0.00	0.00	0.00%	
Totals	100%	8.06	9.00	89.60%	B

Grade Book Summary for Progress 1							
Assignment Details for Math 7 (11807) / Period: 1 / Janelle Tang / B (89.6%)							
Date	Assignment	Assignment Type	Resources	Score	Score Type	Points	Notes
08/22/2014	EXTRA CREDIT: Return signed grade printout.	Aligned Checks	0	5 out of 5.00	Raw Score	1.00/1.00	
08/22/2014	Framework 1 Test	Major Projects and Assessments	0	Not Graded	Raw Score	1.00 Points Possible	
08/21/2014	Framework 1 Review	Aligned Checks	1	28 out of 30.00	Raw Score	0.93/1.00	
08/20/2014	Integer Problem Solving	Aligned Checks	1	10.5 out of 21.00	Raw Score	0.50/1.00	
08/19/2014	7.NS.3 - Order of Operations	Aligned Checks	1	27 out of 30.00	Raw Score	0.90/1.00	- orig=19
08/18/2014	7.NS.2abc - Multiply & Divide Integers	Aligned Checks	1	11 out of 18.00	Raw Score	0.61/1.00	Missing

- To return to the previous screen, click the grading period link at the top of the grade book, or click the Grade Book link in the navigation menu.

PRG1 Math 7 (11807)

Course History

Grade Book

Report Card

Report Card

The Report Card screen shows grades for each quarter and for periods between quarters.

Navigation

- Messages ¹
- Calendar
- Attendance
- Class Schedule
- Course History
- Grade Book
- Report Card**
- Student Info

NOTE: You may also email the teacher of each course directly from here, as well.

Student Grades for Third Quarter (ending on 05/17/2013)					
Period	Course Title	Room Name	Teacher	Mark's	Conduct
0	Am Govt (3351)	216	Teacher User	A	
Comments: Excellent Student					
1	Pin Eng III (EN40)	231	Teacher User	C-	
2	Intermediate Acting (F486)	409	David Gardner	C	
Comments: Needs To Demon. More Effort Showing Improvement					
3	Biology (5C492)	121	Anne Edelstein		
3	Weight Trn Boys (PE762)	ANNX	Thomas Joseph	B-	
Comments: Needs To Follow Correct Techn. Good Participation In Class					
4	Pin&prac Econ (F577)	131	Sara Patenge	A	
5	Rt 6th Per (NC952)	No Room	Rel Time Rel Time	A	
Comments: Shows Extra Effort					
6	Biology (5C492)	P-18	Teacher User		
6	Rt 6th Per (NC952)	No Room	Rel Time Rel Time	A	

Student Info

The Student Information screen displays your child's demographic information.



1. To edit this information please contact your school's secretary.

Student Information				
Student Information				
Student Name Claire M. Bub	Perm ID [Redacted]	Gender Female	Grade 02	Home Address [Redacted]
Last Name Goes By	Nick Name	Birth Date	Email	
Phone	Language To Home	Track	School Name Festival Foothills Elementary School	
Homeroom Teacher Caitlin Schaefer	Room Name B105			
IN CASE OF EMERGENCY: Names of persons who can assume temporary responsibility				

My Account

Your account information is accessible by clicking the **My Account** tab located in the upper left corner of the page.



1. Once on the My Account page, you can change your password by clicking the **Change Password** link in the yellow box.



- You can also select notification preferences under *Auto Notify*.
- Add any other emails for the auto notifications to be sent.
- Be sure to click the **Update Account** button when changes have been made. You will see a message indicating your changes were successful.

Account Detail and Options				
Personal Information: NOTE - This information is changeable only by the school office staff. Contact the school directly to change your personal information.				
Name	User ID	Home Address	Mail Address	Phone Numbers
Frank Disney	disney14	9045 W Disney Way Peoria, AZ 85345	9045 W Royal Palm Rd Peoria, AZ 85345	Work: 602-555-1234 (not listed) Home: 623-555-1234 (not listed) * * Indicates primary contact phone
Adult ID 577704				
Auto Notify: Check the events below for which ParentVUE will e-mail information to you when an event occurs for any of your children.				
<input checked="" type="checkbox"/> Attendance	Notify me when my child is tardy or misses a class			
<input checked="" type="checkbox"/> Grades	Notify me when my child's current term grades are posted			
<input checked="" type="checkbox"/> Grade Book	Notify me with my child's gradebook scores			
Send Messages Every Friday <input type="text" value=""/> %				
<input type="checkbox"/> Only Send Messages when Grades are below: <input type="text" value=""/> %				
Primary Email:	frank_disney@yahoo.com			
Email #2:	<input type="text"/>			
Email #3:	<input type="text"/>			
Email #4:	<input type="text"/>			
Email #5:	<input type="text"/>			

Update Account

Changes have been successfully made to your account. [Change Password](#)

ParentVUE: Frequently Asked Questions (FAQs)

- Do I have to sign in at each school if I have a child in elementary school and another in high school?**

ParentVUE offers a single sign-on to view school information for all of the siblings, regardless of the grade level or school of attendance.
- Is there a way to contact the teacher or counselor if I have a question about what I see on the screen?**

Easy access to communication tools throughout the various ParentVUE screens promotes the communication between home and school that is necessary for student success. Simply click any teacher link or envelope icon to send an email message.

Parents can elect to receive customized email alert notifications regarding timely issues (see My Account – pages 9-10).
- Is my children's school information available to anyone on the Internet?**

While the website is accessible over the Internet, access is secured via a user name and password. Parents can see information about their children only, and cannot see the records of other students.
- How can I navigate from one child to another within the same ParentVUE account?**

All children linked to a parent in the district will have their first names listed in the menu at the top of the ParentVUE homepage. Click a child's name to view their information.