

Parent Portal (Web Access)

Step 1. Notification Letter

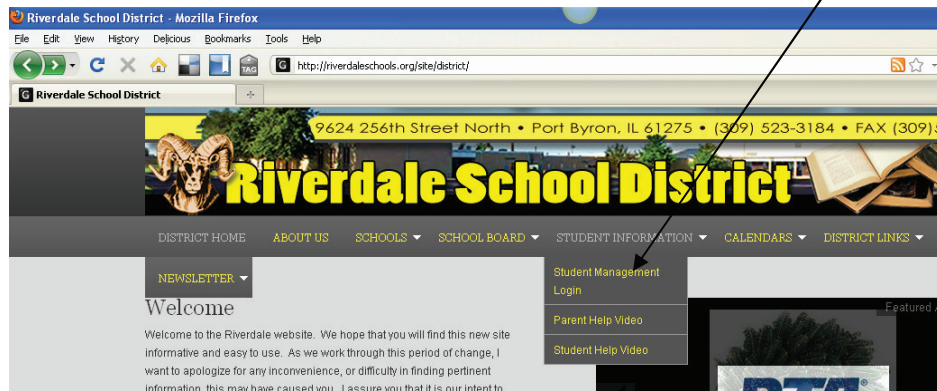
You will need the notification letter that you received at registration time. If your student was new to the district you will need to contact your school secretary and ask for student logins. If you have lost your information please call the school and ask for another.

Step 2. Necessary equipment

In order to access your student's information you will need to have an Internet connection and a web browser. Dialup internet will work, however a broadband/DSL/cable connection is preferred. Internet Explorer 6 or above will work, however Mozilla Firefox 3.0 or above is preferred. Mozilla Firefox may be downloaded for free from <http://www.mozilla.com>.

Step 3. Browser Navigation

Once you have your letter, an Internet connection and web browser you are ready to begin. Start by launching your web browser. Once your web browser has loaded go to the Riverdale Web Site. The link for that is <http://riverdaleschools.org>. Hold your cursor over the student information tab and the dropdown will appear. Click on student management login. There is also a video with instructions here.



The link will take you to the login page shown below:

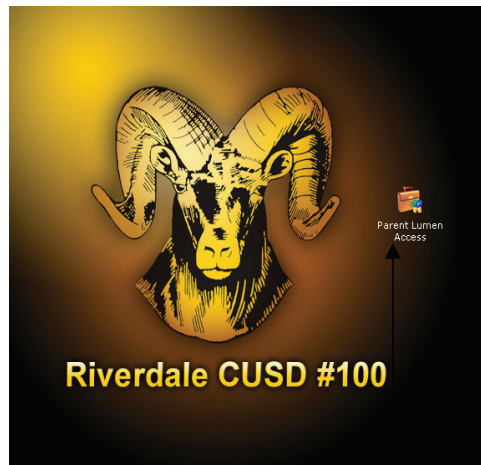
A screenshot of the Lumen Software login page. At the top, there is the Lumen Software logo and the version number 'Lumenation 7.3.11'. Below this, the 'Server Name' is listed as 'WeBSIS - Riverdale Cusd 100'. The login form contains the following fields: 'Location ID' with the value '3' and a 'Search' button; 'Login Name' with the value 'dfsafjksdhff'; and 'Password' with a masked field of eight dots. An 'Enter' button is located below the password field. At the bottom of the page, it says 'Powered by Lumenation'.

Step 4. Log on to the System

You will need three pieces of information that are included on your notification letter: Location #, Parent Access User ID, Parent Access User Password. All three of these can be found in the middle of your notification letter. Once you have these, start by entering the location # in the location ID field, then move to the login name and enter your Parent Access User ID, last move to the Password field and enter your Parent Access User Password. Once you have entered this information click the enter button.

Step 5. System Navigation

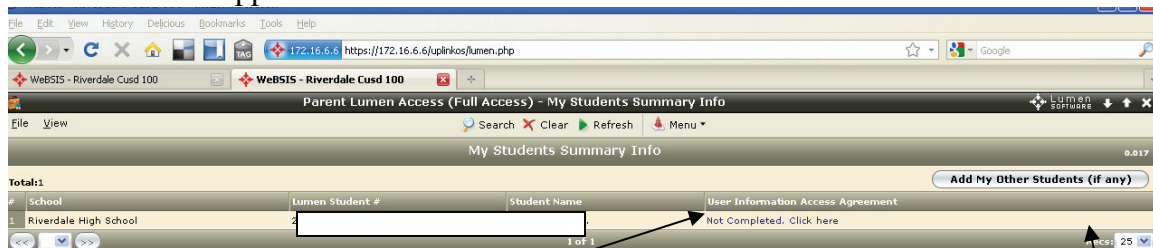
After a successful login the following screen should be displayed:



Step 6. Launch Parent Lumen Access

Position your mouse pointer over the icon Parent Lumen Access and using the left mouse button click on the icon:

This screen will appear:

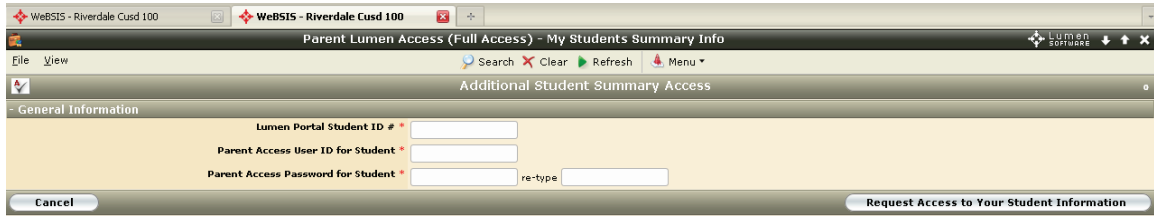


If you have only one student you may click on the user information access agreement and accept the terms. Skip step 7 and go to step 8.

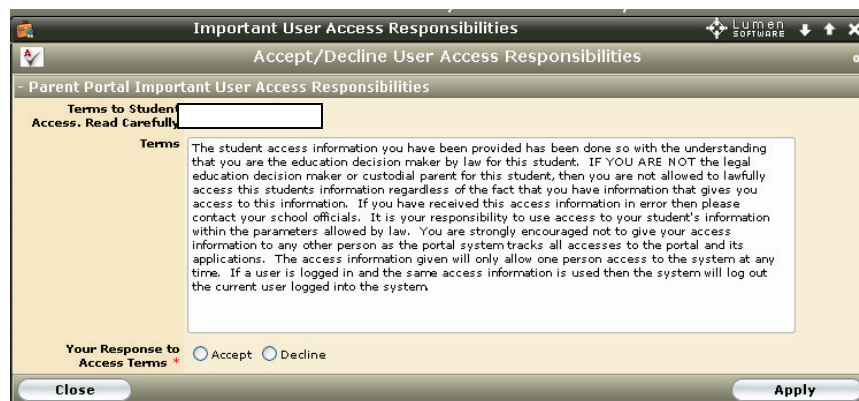
Step 7: Adding Additional Student's

If you have more than one student you may manage all of them from one login. Follow the subsequent steps.

Click on Add my other students (if any) in the upper right hand corner. This will launch the additional student summary access window shown: Please remember when adding your other students the first user name and password that you entered them under.

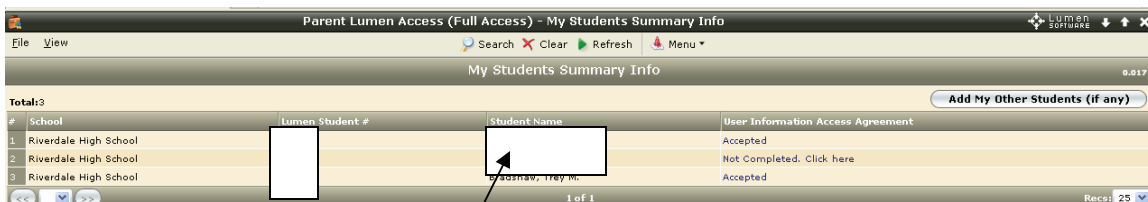


Once the additional student summary access window opens you will again need three pieces of information for your other students. This time you will need your Parent User ID for student, Parent Access password for student and also **Lumen Portal Student ID#**. **The student ID#** should not be confused with the location ID# - the two are totally different. Your student ID# can be found under Student Information Section. Once you have entered these three pieces of information for your other students, position your mouse over the Request Access to your Student Information button in the lower right corner. Click on it once. The system will search for your student information and will then display the User agreement form.



Read the terms and then accept and apply. If you do not accept you will not be able to see your student's information. You must accept terms for each student. If you have other students repeat the steps for adding students. Once you have all of your students entered and accepted the terms you will get the next window.

Step 8. My Student Summary View



To launch the Parent Portal View position your mouse pointer on your students name and left click on it one time. Your child's name will display at the top of the window. There is a lot of information on this opening window. The window is divided into two large

columns, one to the left and one to the right. You can scroll up or down in either column by positioning your pointer on the bar between the two columns or on the bar at the far right. The left column houses categories which can be expanded by positioning your mouse pointer on top of the **More** button and clicking on it. This will expand the information onto the right column for more detailed information.

9. Course Info

In course info you can view your student's grades per quarter and semester. Viewing a grade letter and percentage can be taken one step further by positioning your pointer on top of the letter grade/percentage and clicking on it. This will launch the Course assignments and Grade information window.

#	CP	Course	ID	Teacher	Quarter 1
1	1	CONCERT CHOIR	1105	Reece, Matt	A (100%)
2	2	STUDY HALL	999	Thomsen, Don	
3	2	AM HIST to CIVWAR	1400	Hemm, Scott	C (76%)
4	3	GEOMETRY	1020	Carton, Rebecca	C- (73%)
5	4	JUNIOR ENGLISH	435	White, Carl	
6	4	APPLIED PSYCH	1460	Sherman, Lance	C (78%)
7	5	PHYS ED-X	1200	Secker, Melissa	B+ (82%)
8	5	AM HIST CIVWAR-PRE	1405	Hemm, Scott	
9	6	PSYCHOLOGY	1455	Sherman, Lance	
10	6	CHILD DEVELOPMENT	710	Davis, Betsy	C (77%)
11	7	JUNIOR ENGLISH	435	White, Carl	C+ (82%)
12	7	PHYS ED-X	1205	Green, Melissa	
13	8	STUDY HALL/HOMEROOM	997	Simosky, Susan	

Please remember that it may take teachers up to a week or longer to be enter grades.

Step 10. Viewing Assignments

After clicking on the letter grade/percentage the window shown below will open. This window lists all assignments that attribute to your student's grade.

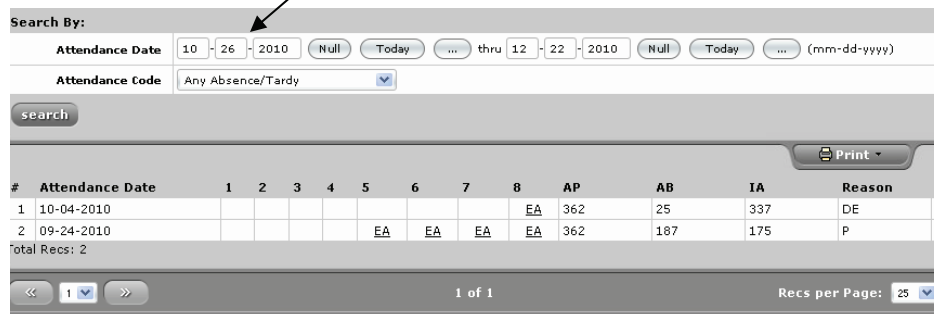
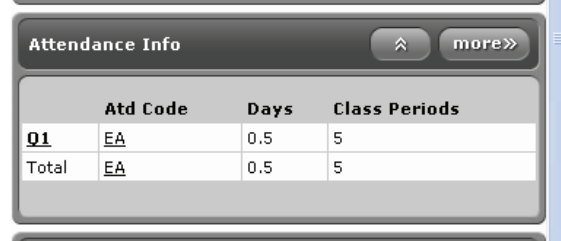
#	Assign Date	Due Date	Course	CP	AS	Type	Title	PP	PE	Grade	GT
1	10-15-2010	10-18-2010	1020.3 GEOMETRY		1	Homework	Pg. 176 #38-50	7	7	A	
2	10-14-2010	10-15-2010	1020.3 GEOMETRY		1	Homework	Pg. 175 #7-35odd	7	6	B	

11. Classroom Activities

Scrolling down the left hand column the next box you will come to is Classroom Activities/Assignments. To expand this column click on the **More** button.

12. Attendance Info

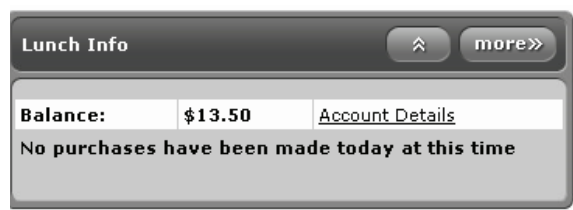
In the left hand column you will see Attendance Info. A quick glance will tell you total number of days absent. Click on the **MORE** button for detailed info. You will have to type in the dates that you want to view when you expand the window.



Attendance maintenance is performed daily. As absentee reasons sometimes come in days later than the actual date of absenteeism things may be adjusted slightly over the course of a week.

13. Lunch Info

Next in the left hand column is Lunch Info. To expand this column click on the **MORE** button.



Quick glance gives you the student's lunch balance. Clicking on the more button or account transactions will give you details. If you position your mouse pointer over purchases it will tell you what was purchased.

#	Trans. ID#	Code	Amount	Transaction Date	Entry Date	Time	Description
1	0000091394	P	-\$1.90	10-22-2010	10-22-2010	12:20 PM	<u>Purchase</u>
2	0000089211	P	-\$1.90	10-21-2010	10-21-2010	12:19 PM	<u>Purchase</u>