

GradeSpeed/*ParentConnection*

Parent Instruction Guide

Overview

As a Parent, you will be able to access the following items from your student's account:

Grades	<i>View grade information for the student(s)</i>
Attendance	<i>View attendance information for the student(s)</i>
Assignments	<i>View the student's assignments</i>
Triggers	<i>Alerts allowing parents to receive notices via email or text message based on the settings they create to monitor the student's grades and/or attendance*</i>
Calendar	<i>Contains events that are district wide and school specific</i>
Manage Student	<i>Manage associated student(s) or add new student(s)</i>
My Settings	<i>The parent has an opportunity to view/edit their account information and change the account password</i>

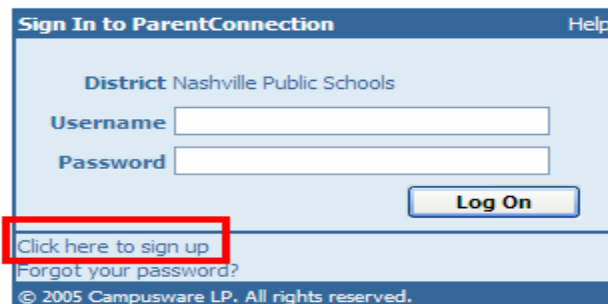
***Note:** Attendance alerts are received per period. You will receive multiple triggers if a student is marked absent for more than one period of the day.

In addition to the items above, parents may use **ParentConnection** as a means of communication with their student's teachers.

Instructions

Creating an Account in *ParentConnection*

1. Go to the following web address:
<https://gradespeed.mnps.org/pc>
2. Click on the **Click here to sign up** link.



- On the **Parent Account Signup** page complete the required fields marked with an asterisk *.

Username*	<input type="text"/>	Your First Name*	<input type="text"/>	M.I. <input type="text"/>
Password*	<input type="password"/>	Your Last Name*	<input type="text"/>	
Confirm Password*	<input type="password"/>	Your Address*	<input type="text"/>	
Password Requirements: Minimum Length: 8 Letters & Numbers		City*	<input type="text"/>	
		State*	Tennessee	
		Zip*	<input type="text"/>	
		Primary Phone*	<input type="text"/> () -	
E-mail*	<input type="text"/>	Alternate Phone:	<input type="text"/> () -	
Confirm E-mail*	<input type="text"/>			

- You must read and accept the **User Agreement** before moving forward. Click **Sign Up**.

User Agreement:

To the Parent/ Guardian:

By completing the application for this account, you authorize the Metropolitan Nashville Public School District (MNPS) to make your student's grades, and attendance information available to you by means of the Internet. The information involving your student will be available on a website that is designed to be secure and accessible only by a login username and password that you select.

MNPS will not make your username/password publicly available. The account is designed so that the

I agree to the above terms of usage *

(You must check the above box in order to proceed)

Sign Up Cancel

- You will receive a message stating an email has been sent to the email address provided. Enter the verification code exactly as shown in the email. Click **Continue**.

ParentConnection Email Verification

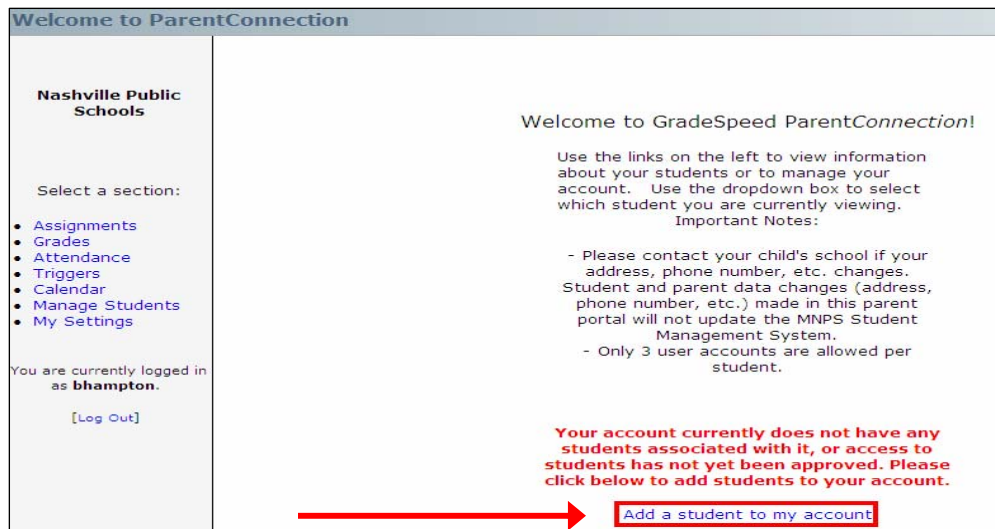
Current User:

We sent a verification code via email to:

Please enter the code below to continue

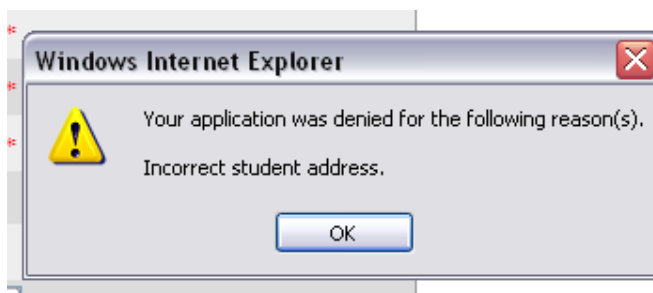
[Return to Login](#)

6. You are now logged into **ParentConnection**. Click **Add a student to my account** link.



7. Enter student information in all fields. The street type must be abbreviated and it should approve the address with or without the punctuation: **Bldv**, **Blvd.**, **Rd**, **Rd.**, **Dr** or **Dr.**, etc. Do not type Apt before the apartment number in the street address, instead space **after** the street address, then type the apartment number, i.e., **C9, 31, C 9, #A21**. Click **Submit**.

You will receive a dialog box and email informing you of your application status. **If any information entered did not match the information on file for your student your access will be denied.** A text box will be displayed with the incorrect items and an email will be sent to the email address provided. Please contact your child's school to correct the information.



Multiple students may be added to your account. This is district wide so you will not need a separate account for each student (at the present time you may only add students attending Pilot Schools). Click the **Add Students** button to add additional students.

The **Current Student** dropdown will allow you to choose the student you wish to view if multiple students are attached to the account.

Welcome to ParentConnection

Nashville Public Schools

Current Student:
 Student 1
 Student 2

• Assignments
 • Grades
 • Attendance
 • Triggers
 • Calendar
 • Manage Students
 • My Settings

You are currently logged in as **bhampton**.
 [Log Out]

Current Students:

Name	Student ID	Campus	Parents	Status	
Student 1	*****	Glenclyff High School	1	Active	Remove
Student 2	*****	Glenclyff High School	1	Active	Remove

[Add Students]

- Click the links in blue on the left side of the page to navigate through the student's information.
- By clicking on the Assignments link, you may view assignment information. To view a specific period or class use the display dropdown and choose the desired class.

Welcome to ParentConnection

Nashville Public Schools

Current Student:

Select a section:

• [Assignments](#)
 • [Grades](#)
 • [Attendance](#)
 • [Triggers](#)
 • [Calendar](#)
 • [Manage Students](#)
 • [My Settings](#)

You are currently logged in as **bhampton**.

Display: **Upcoming Assignments**

Assignments

Recent Assignments

1. E 2-1 - Due
 Class: [Period 4](#)
 Category: Daily Effort
 Assigned: Friday, January 31, 2008
Grade Received: 100

Period 1MTRF. Class Piano III F-2
 Period 1MTRF. Class Piano III S-2
 Period 2MTRF. Anatomy & Phys Honors F-2
 Period 2MTRF. Anatomy & Phys Honors S-2
 Period 3MTRF. Eng Lit Comp AP F-1
 Period 3MTRF. Eng Lit Comp AP S-1

2. P 1-28 - 2
 Class: [Period 4](#)
 Category: Project
 Assigned: Friday, January 31, 2008
Grade Received: 100

Period 4MWRF. PreCal w/Trig Honors F-2
 Period 4MWRF. PreCal w/Trig Honors S-2
 Period 5MWRF. Economics S-3
 Period 5MWRF. US Government F-3
 Period 6MWRF. Concert Band IV S-1
 Period 6MWRF. Marching Band IV F-2

3. E 1-31 - Due Thursday, January 31, 2008
 Class: [Period 4MWRF. PreCal w/Trig Honors S-2 - Cycle 3](#)
 Category: Daily Effort
 Assigned: Thursday, January 31, 2008
Grade Received: 100

If needed, you may contact the teacher via email by clicking on the email link on the assignment page.

Welcome to ParentConnection

Display:

Grading Cycle:

Nashville Public Schools

Current Student:

Select a section:

- Assignments
- Grades
- Attendance

Class

Teacher

Teacher Name

Email: teacher.name@mnp.s.org

Categories

10. Clicking the Grades link will allow you to view the student's grades. You may click on the **teachers name** from this screen to send an email to the teacher or click on the **Notes** link to send a note to the teacher. You may also receive notes from the student's teacher on this page.

Student Grades:

(Glenciff High School)

Teacher	Notes	Course	Period	Cycle 1	Cycle 2	Exam 1	Sem 1	Cycle 3	Cycle 4	Exam 2	Sem 2
Teacher Name	Note	Class Piano III F/S -2	1MTRF	98	97	Exc	98	99			

Send teacher an email

Send teacher a note.

Shows a detail of the assignments and grades making up this average.

11. If you wish to see details pertaining to the cycle average, you may click the average link. **Please Note:** The **Cycle 1** link in the 2007/08 school year (*Cycle 1 only*) will not display details.