

Viewing Alerts and Messages

Alerts are timely, important information, such as a reminder to return a permission slip. Messages are less urgent, such as a football team victory.

School staff can post alerts and messages for an individual student, a class, or the entire school.

- 1 If you are a student, click My Info; if you are a parent/guardian, click My Student (this button name differs, depending on who logs on).

Your Alerts display.

- 2 To display your messages, click Messages.
- 3 To view alerts for your classes, click Classes.
- 4 To display class messages, click Messages.

Viewing Homework & Schedule

- 1 If you are a student, click My Info; if you are a parent/guardian, click My Student.
- 2 Click Classes, then click Homework & Schedule.

Homework displays along with a daily class schedule.



click to view that week's assignments and schedule

click to view the previous month

Viewing Class Resources

You can view web sites that teachers post as resources for a class.

- 1 If you are a student, click My Info; if you are a parent/guardian, click My Student.
- 2 Click Classes, and then click Class Resources.
- 3 To display a web site in a new browser window, click an underlined class resource name.
If a security alert displays, click Yes or OK.
- 4 To return to K12Planet, close the browser window.

Viewing Attendance

After the school updates K12Planet, you can see today's attendance.

If a date is blank, the school has not updated that attendance information yet.

- 1 If you are a student, click My Info; if you are a parent/guardian, click My Student.
- 2 Click Attendance.

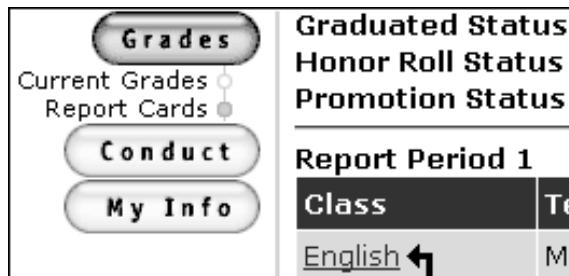
Viewing Grades and Report Cards

In Current Grades, you can view a progress report for the present term or all terms.

In Report Cards, you can view report cards online.

- 1 If you are a student, click My Info; if you are a parent/guardian, click My Student.
- 2 Click Grades. Current Grades display.

- 3 To display report cards, click Report Cards.



click an underlined class name to see complete details for that class

Viewing Conduct

Conduct shows a short description of a student's behavior and the school's response.

To view conduct information, parents/guardians must have custody of a child.

Your school must choose to publish Conduct for this button to display.

- 1 If you are a student, click My Info; if you are a parent/guardian, click My Student.
- 2 Click Conduct. The last incident displays.
- 3 To display the previous three or all incidents, choose an option from the popup menu.

Viewing Activities and Events

Activities are ongoing, such as school clubs and teams; whereas, events only happen once, such as a drama presentation or football game.

- Click My School, and then click Activities or click Events.

Sending Email

When you see an underlined name, you can click it to email that person. If a name is not underlined, that person has not set up an email address in K12Planet.

For more information on sending email, see your browser's online Help.

Viewing the Course Catalog

- 1 Click Planning.
- 2 From the popup menu, choose a department.
A list of courses for each grade displays.

Viewing General Resources

K12Planet provides links to educational web sites.

- 1 Click Resources.
Student Resources display.
- 2 Click Parent (PARENTS ONLY), or click K12Planet Resources.

Getting Help

- 1 At the top of any K12Planet page, click Help.
- 2 To return to K12Planet, close the Help window.

Exiting

- 1 When you finish using K12Planet, click Exit.
- 2 For added security, we recommend you also close your browser.



Quick Reference Card for parents and students

K12Planet displays a copy of some of the information your school stores in its computer system. Students can view their own information; authorized parents and guardians can see their children's information.

If you are unable to view information described in this card, your school might not yet have posted it to K12Planet or have chosen not to display that page.

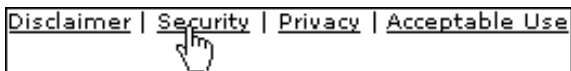
Understanding Security

K12Planet uses the most powerful security available.

Information transferred between your computer, or the school's computer, and the K12Planet server cannot be read or changed while in transit. Only you and your school can view your information.

Your school has implemented policies to protect the privacy of everyone that uses K12Planet.

- For more information, at the bottom of every K12Planet web page, click Disclaimer, Security, Privacy, or Acceptable Use.



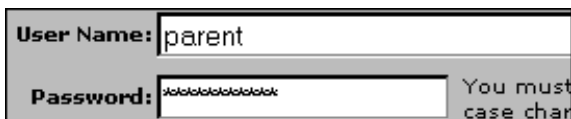
Starting K12Planet

- 1 In your browser's Location or Address field, type **www.k12planet.com** and press Enter or Return.



Depending on your browser setup, a security alert might display. If it does, click Yes or OK.

- 2 On the K12Planet public web site, click Log on.
- 3 On the Log On page, type your user name and password. Your school's account manager gives you your first user name and password.



If you cannot remember your password, click Request Password. To receive a password, you must have already entered an email address in K12Planet.

If you cannot remember your user name, ask your school's Account Manager to assist you.

- 4 Click Log On. K12Planet information displays.

The first time, the Change Password page displays; subsequent times, the Today page displays.

Changing Your User Name and Password

After you first log on, change your password and user name immediately. After that, change your password regularly.

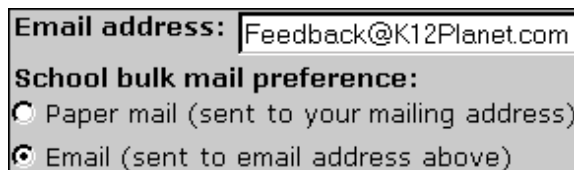
Treat your password as carefully as you would a bank personal identification number (PIN).

- 1 Click My Settings.
- 2 To change your user name, highlight it, and then type a new user name. (To highlight, click at the start and drag your mouse pointer over the text.)
- 3 In the Password field, highlight your old password, and then type a new password (you must type the correct uppercase or lowercase letters).
- 4 In the Retype password field, type your new password again.
- 5 Click Save.

Setting Up Your Email

We recommend you enter an email address, so you can communicate with school staff using email.

- 1 Click My Settings, and then click Change Email.
- 2 In the Email address field, type your email address.
To change an existing email address, highlight your old address, and then type your new email address.
- 3 To specify the way you prefer to receive bulk mail from your school, select a radio button.



- 4 Click Save.

Creating a Family Account (PARENTS ONLY)

If you have custody of several children attending the **same school**, you can create one account to view all your children's information.

- 1 Log on to K12Planet by entering the user name and password of the account you received for one of your children.
- 2 Click My Settings, and then click My Family.
- 3 Type the user name and password of the account you received for another child, and then click Find Account.
- 4 Confirm the account is correct, and then click Merge Accounts.

Your children's names now display in a popup menu on every K12Planet page.

- 5 To view each child's information, click the down arrow and select their name.



- 6 To merge the account you received for another child, repeat the steps above.