Parent Portal Instructions

In an effort to go green, the Reading Muhlenberg Career and Technology Center (RMCTC) will no longer be producing paper progress reports and report cards. Student progress reports and report cards along with other information regarding your child's progress can be viewed using the RMCTC Parent Portal. If you are in need of a paper copy, please contact Student Services at 610-921-7310 or at amccullough@rmctc.org. Instructions to access your child's grades, attendance, progress reports, report card, and disciplinary record are listed below.
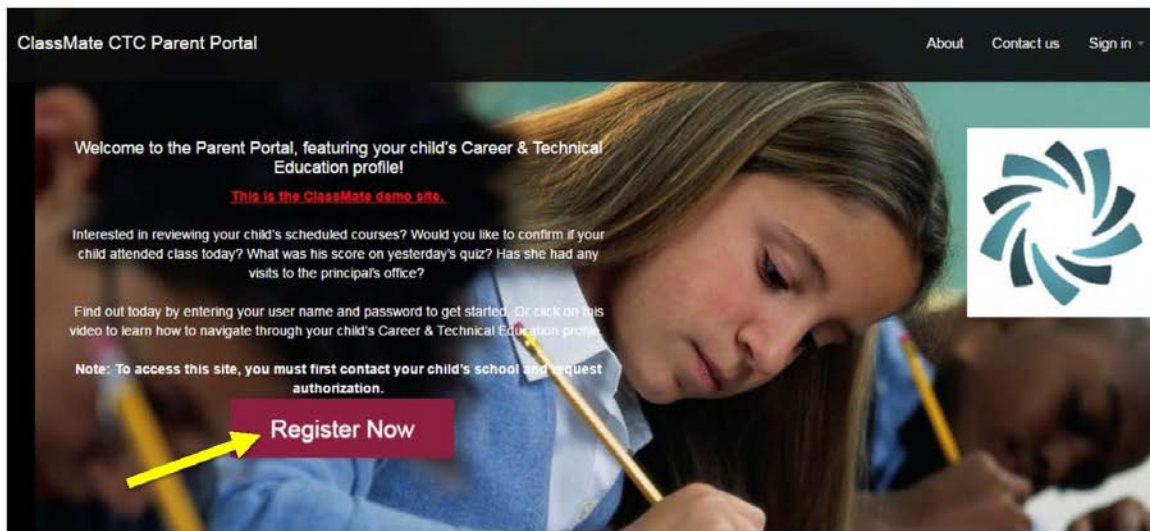
Parent Portal Account Creation

HARRIS
School Solutions

First Time Users

Prior to logging into the ClassMate Parent Portal you must create an account. You will only have to create the account as a first time user.

- Click "Register Now"

ClassMate CTC Parent Portal   About   Contact us   Sign in

Welcome to the Parent Portal, featuring your child's Career & Technical Education profile!

This is the ClassMate demo site.

Interested in reviewing your child's scheduled courses? Would you like to confirm if your child attended class today? What was his score on yesterday's quiz? Has she had any visits to the principal's office?

Find out today by entering your user name and password to get started. Or click on this video to learn how to navigate through your child's Career & Technical Education profile.

Note: To access this site, you must first contact your child's school and request authorization.

Register Now

Parent Portal Account Registration

First Time Users

The following information
is mandatory for portal access.
Enter the following:

> First & Last Name
> Username
> Email
> Password
> Cinform Password

Click the **Blue** **Submit** Button

An email registration confirmation
will be sent to the email address
entered during registration.

Register Now   ×

Enter your first name...

Enter your last name...

Enter user name...

Email...

Enter password

Confirm password

Need an account?

Register now, it's free and easy!.

Cancel   Submit

**Note: You must enter the email address
supplied to the CTC**

Parent Portal Login

Logging In

- At the right corner of the screen – click Sign In
- Enter the User Name you created during registration
- Enter the password you created during registration
- Click Login

ClassMate CTC Parent Portal   About   Contact us   Sign in ▾

Welcome to the Parent Portal, featuring your child's Career & Technical
Education profile!

This is the ClassMate demo site.

Interested in reviewing your child's scheduled courses? Would you like to confirm if your
child attended class today? What was his score on yesterday's quiz? Has she had any
visits to the principal's office?

Find out today by entering your user name and password to get started. Or click on this
video to learn how to navigate through your child's Career & Technical Education profile?

Note: To access this site, you must first contact your child's school and request
authorization.

Register Now

admin

••••••••

☐ Remember me

Login

or

Forgot Password

Parent Portal Student List

Accessing Student Views

- To access Student Views, click on the name of the student.
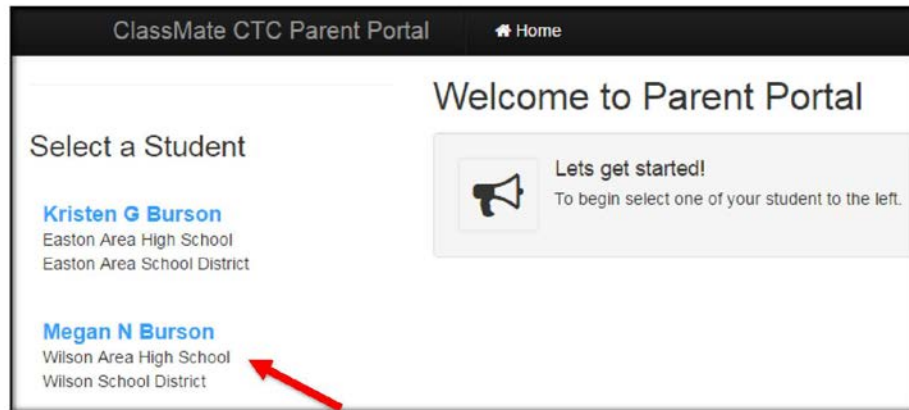
Parent Portal: Student Views

Student Views

- There are 5 student views to choose from:
    - Attendance
    - Grades
    - Discipline
    - Schedule
    - Reporting
- Click on a student view icon to view student details
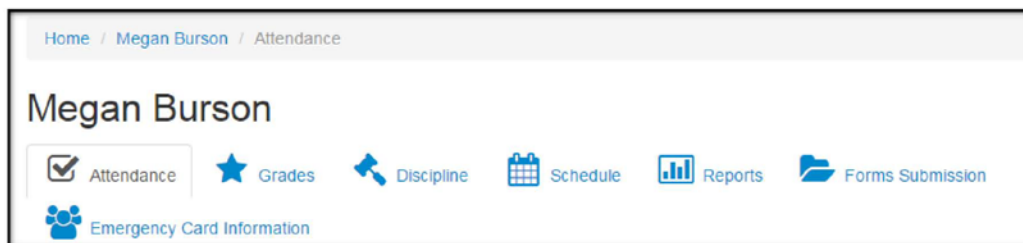
Parent Portal: Attendance View

Viewing Student Attendance

- The attendance view provides an attendance summary along with details for the selected student
- By clicking on a Marking Period, you can view the details of the attendance.
- You can sort by the date and attendance condition by clicking on Date and Description Field Headings

Cosmetology ▾ ☐ Teacher Contact: Ms. Carrie Reinhart(email: creinhart@gmail.com)

Attendance Summary

Click the Period to see details below →

Period ⬍	End of Marking Period ⬍	Absent Excused ⬍	Absent Unexcused ⬍	Tardy Excused ⬍	Tardy Unexcused ⬍
Period 3	04/10/2016	1	0	0	0
Period 2	01/03/2016	1	1	0	1
Period 1	10/29/2015	0	1	1	0

Showing 1 to 3 of 3 entries   ← Previous 1 Next →

Period 3

Date ▲	Description ⬍	Start Time ⬍	End Time ⬍
01/04/2016	Student Present	11:40 AM	02:25 PM
01/05/2016	Student Present	11:40 AM	02:25 PM
01/06/2016	Student Present	11:40 AM	02:25 PM

SPECIALIZ
Do not cop

Parent Portal: Grades View

Viewing Student Grades

☑ Attendance   ★ Grades   ⚒ Discipline   📅 Schedule   📊 Reports   📂 Forms Submission
👥 Emergency Card Information

Selecting a Course

- Use the Course Name Drop Down box to select a course to view

Cosmetology ▾   ☐ Teacher Contac

Cosmetology

...mary

Teacher Contact

- Teacher contact information may be available if provided by the CTC

Cosmetology ▾   ☐ Teacher Contact: Ms. Carrie Reinhart(email: creinhart@gmail.com)

Parent Portal: Grade Details

Grade Summary
- The Grade Summary shows Marking Period grades and Current grades

Grade Details
- Grade Details are provided for Skill, Knowledge and Work Ethics Grades

Grade Summary

Marking Period Grade = Skill - 33.34% Knowledge - 33.33% Work Ethics - 33.33%   ×

Period	End of Marking Period	PGR	Skill	Knowledge	Work Ethics
Current	06/14/16	-	-	-	0
Period 1	10/29/15	86	88	96	57

Showing 1 to 2 of 2 entries   ← Previous   1   Next →

Click the Period to see details below

Grade Details for Period 1

	Task Id ▲	Description	End Date	Grade
Skill	000102	Keeps all tools in school and in a clean and orderly condition II	09/23/15	08
Knowledge	000103	Keeps all tools in school and in a clean and orderly condition III	09/23/15	07
Work Ethics	000302	Perform a professional shampoo and rinse II	09/23/15	10
	000303	Perform a professional shampoo and rinse III	09/23/15	10

Showing 1 to 4 of 4 entries   ← Previous   1   Next →

Parent Portal: Skill Grade View

Skill Grade View
- A skill grade assesses hands-on practical tasks
- Task ID's, Descriptions, Dates and Grades can be viewed

Grade Details for Period 1

	Task Id ▲	Description	End Date	Grade
Skill	000102	Keeps all tools in school and in a clean and orderly condition II	09/23/15	08
Knowledge	000103	Keeps all tools in school and in a clean and orderly condition III	09/23/15	07
Work Ethics	000302	Perform a professional shampoo and rinse II	09/23/15	10
	000303	Perform a professional shampoo and rinse III	09/23/15	10

Parent Portal: Knowledge View

Knowledge Grade View

- A knowledge grade assesses a student's understanding of basic theory
- Activity ID's, Activity Names, Dates and Grades can be viewed
- A descriptive activity name is recommended.

Grade Details for Period 1

Skill	Date	Activity Name	Possible Points	Grade
Knowledge	09/23/15	Math Warm-up sheets: Week of 9/8/14	10	10
Work Ethics	08/12/15	Facials	100	97
	09/23/15	Skin Structure and Growth	100	100
	09/23/15	Skin Disorders and Diseases	100	100
	09/24/15	Color Wheel Quiz	100	100
	09/16/15	Skin Disease and Disorder Test	100	95
	09/23/15	Paraffin Wax Quiz	100	82

Parent Portal: Work Ethics View

Work Ethics View

- A Work Ethics grade assesses a student's employability attributes, including punctuality, proper attire, communication and teamwork skills.
- Work ethics grades are displayed in a real-time environment.
- If the teacher wrote a comment for the student it would display in the Comments column.

Grade Details for Period 1

Skill	Date	Comment	Grade	Attend Description
Knowledge	08/06/15		10	Student Present
Work Ethics	08/07/15		10	Student Present
	08/10/15		10	Student Present
	08/11/15		10	Student Present
	08/12/15		10	Student Present
	08/13/15		10	Student Present

Parent Portal: Discipline View

Discipline View

- The Discipline View displays the Date, Discipline Name, Course and Action Taken

☑ Attendance ★ Grades 🔨 Discipline 📅 Schedule 📊 Reports 📁 Forms Submission

👥 Emergency Card Information

Our Administration and Faculty maintain a Student Code of Conduct, which we expect your child to adhere to while they are in the building or at any school-related activity. If you have any questions on a discipline referral recorded for your child, please contact the school administration to schedule a parent conference.

Discipline Summary

Date	Discipline Name	Course	Action Taken
09/23/15	Insubordination	Cosmetology	Written Warning

Parent Portal: Schedule View

Schedule View

- The schedule view displays the student's current schedule

☑ Attendance ★ Grades 🔨 Discipline 📅 Schedule 📊 Reports 📁 Forms Submission

👥 Emergency Card Information

We work closely with your child's Home School District to accommodate scheduling requests for enrollment into any particular Career & Technical Education course that is offered. If your child has a specific course request, please contact the guidance counselor to schedule a parent conference.

Schedule Summary

Course	Class	Mon	Tue	Wed	Thur	Fri	Room	Instructor	Location
Cosmetology	PM2	11:40 AM	11:40 AM	11:40 AM	11:40 AM	11:40 AM	Cosmetology Classroom 640	Carrie Reinhart creinhart@gmail.com	Harris Career and Technical Center

Parent Portal: Reporting View

Reporting View

- The Reporting view allows the parent to view **submitted** Progress Reports and Report Cards

Attendance ★ Grades Discipline Schedule Reports Forms Submission

Emergency Card Information

Report Summary

Report Card Progress Report

Marking Period 1

October 29, 2015
School: Wilson Area High School
Grade: 12

Mouse over the report card comment number to see the comment

Report Card Grade Equivalent Legend

Parent Portal: Reporting View

Report Card View

Mouse over the report card comment number to see the comment

Report Card Grade Equivalent Legend

Program/Course/Class Teacher name	Factors					Comments			Marking Period					
	K	W	S	P	E	C1	C2	C3	1	2	3	4	F
Cosmetology Carrie Reinhart	96	57	88	90	74				86				

Showing 1 to 1 of 1 records   ← Previous 1 Next →

Attendance

Attendance	Previous	Current	Total	% Complete
Tardy Unexcused:	0	0	0	%
Absent Excused:	0	0	0	
Absent Unexcused:	0	1	1	
Tardy Excused :				

Parent Portal: Reporting View

Harris School Solutions

Progress Report View

Select a Progress Reporting Period to view the Submitted Progress Report

Cosmetology ▾ ✉ Teacher Contact: Ms. Carrie Reinhart(email: creinhart@gmail.com)

Date Submitted	⬍	Progress Status	⬍	MP	⬍	IDNum	⬍
09/23/2015		Not Working To Full Potential		1		1	

View of Progress Report:

Progress Report Details

Student Progress Report

Megan Burson

Progress Report # : 1
Sending School : Wilson Area High School
Course : Cosmetology
Instructor : Carrie Reinhart
Grade : 12

Questions regarding this report can be answered by emailing your child's teacher at creinhart@gmail.com

Your child's progress in this class is: Not Working To Full Potential   Grade to Date: 73 As of 09/23/2015

Knowledge: 69

Comments/Recommendations
Improvement is required to succeed in this course

Skill: 68

Comments/Recommendations
Shows improvement

Parent Portal: User Account Options

Harris School Solutions
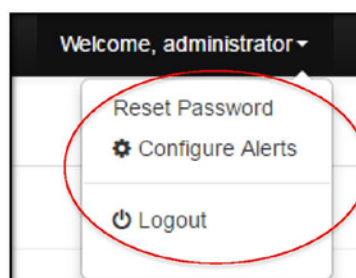
Using User Account options

In the top right hand corner, you have some options for your user account:

- Configure /Set up Email Alerts
- Reset your password
- Logout

To set Email alerts regarding your student, select Configure Alerts

Welcome, administrator ▾

Reset Password

⚙ Configure Alerts

⏻ Logout

Parent Portal: User Account Options

HARRIS School Solutions

Using User Account options

To set Email alerts regarding your student, select Configure Alerts

Welcome, administrator ▾

Reset Password
⚙ Configure Alerts

⏻ Logout

Identify any Alert you would like to receive by checking the box next to the alert.

For grading – you can set a period grade threshold.

Email Alert Configuration

Attendance
☑ Student is Absent
☑ Student is Tardy

Grading
☑ Student's marking period grade has fallen below
90

Discipline
☑ Student has recieved a discipline referral
☑ Student has been assigned a suspension

Assignments
☑ Student has been given a new Knowledge assignment

Close   Save changes

3

Parent Portal: User Account Options

HARRIS School Solutions

Using User Account options

To reset your password, click Reset Password.

Enter in your old password, then your new password, followed by the new password again. Click Submit.

Welcome, administrator ▾

Reset Password
⚙ Configure Alerts

⏻ Logout

Change Your Password ×

Enter your old password
Enter new password
Confirm new password

Cancel   Submit