

Welcome to SchoolSpeak

SchoolSpeak brings all the school information and tools that you need in one place – in your **Home page**. The Home page is usually the first page when you login. You can come to the Home page any time by clicking the Home link on the top of any SchoolSpeak page.

The Home page is personalized to each user. You will find sections with communication from the school office (to all parents) and each of your child's class or teams. See the following page for an example of a Home page.

The features and configuration of your SchoolSpeak account may be different. Therefore, what you see in your SchoolSpeak account may be different from the pictures shown here.



How to Use SchoolSpeak

SchoolSpeak is designed to make accessing school information easy and efficient. Start with your Home page – it has a quick summary of information relevant for you today, logically organized into sections – first school wide information and then from various classes and teams.

Using SchoolSpeak is easy – go down the Home page and wherever it shows **More ▶ / [View>>]** click to get more information. Use the browser back button or the Home link on the top to go back.

Your school wants you to use SchoolSpeak to find information at any time, from anywhere. SchoolSpeak is updated frequently. Make sure to login and check every day. School uses SchoolSpeak profile information for regular and emergency communication. It is important that you periodically review and update your, children's and spouse's SchoolSpeak profile.

Home Page

The Home page is organized into two columns – the left margin and the white content area. The content area shows any relevant information for the date selected, by default today. The left margin is for quick access. For example, if the school calendar has an event for today, it will show up in the content area. You can access the school calendar any time by clicking it on the left margin

Many pages including the Home page, by default display information for today. You will find options on the top of the page to change dates. For example, you can view homework from last week.

The Home page shows all homework along with other messages. If you see a bolded **Homework** link on the left margin, click on it to see all homework in a single page.

The Home page shows grades recently published. If you see a bolded **Progress Report** on the left margin, click on it to see all grades in a single page. It is also your door to missing assignment report and various grade reports. Want to see how your child performed from the beginning of the school year?

Exploring SchoolSpeak is easy - just read and click all possible links and you might be amazed at what you can find.

Grade 4

- Homework
- Religion
- Literature
- Mathematics
- Social Studies
- Science
- Progress Report**
- Religion
- Literature
- Mathematics
- Social Studies
- Science
- Report Cards
- Report Card
- Supplemental Report
- Interim Report

Student Grade Reports by Subject

Summerwood Elementary and Middle School

3/19/2014

[Analysis] [Missing/0 Score Assignments]

Term : Latest [Print] [Print All Reports]

Student Name: Contreras, Helena Grade: Grade 4

Subject(*)	Teacher	Grade(+)	Comment
Religion (1)**	Beamer, Jennifer	↑95 A, 3.66 [View>>]	Excellent progress! (Signed, Posted on 3/7/2014)
Literature (1)**	Beamer, Jennifer	↓89 B+, 3 [View>>]	Submit homework on time. (Not Signed, Posted on 3/18/2014)
Mathematics (1)**	Smith, Ann	94 A, 3.66 [View>>]	It is a pleasure to have Helena in the class. (Signed, Posted on 3/14/2014)
Social Studies (1)**	Beamer, Jennifer	96 A, 3.66 [View>>]	(Not Signed, Posted on 3/11/2014)
Science (1)**	Beamer, Jennifer	↑96 A, 3.66 [View>>]	Helena has shown great interest in the class. (Signed, Posted on 3/10/2014)

[Sign All Grade Reports]

Average: 94
GPA: 3.53

Student Grade Summary

Subject	Average Score
Religion	95
Literature	89
Mathematics	94
Social Studies	96
Science	96
Average	94

Sample Home Page

Here is a sample Home page for a parent with students in 1st and 4th grade.

The screenshot shows a school website home page for Summerwood Elementary and Middle School. The page is divided into a left margin and a main content area. The left margin contains a navigation menu with sections for School, Grade 1, Grade 4, and Chess Club. The main content area displays messages for March 19, 2014, including a school calendar, announcements, and homework assignments for both 1st and 4th grades. Callout boxes provide instructions on how to use various features like navigation, logging out, and viewing reports.

Go to Home page (Callout pointing to Home link)

Remember to logout from shared computers (Callout pointing to Logout link)

Pick a password that you can remember (Callout pointing to Change Password link)

Update contact information for you and your family (Callout pointing to Edit My Profile link)

By default shows messages for today. Select any date any date/week/month (Callout pointing to Change Date dropdown)

Quickly navigate to an area (Callout pointing to School dropdown)

If available, find staff, parents, and students (Callout pointing to Members link in School section)

If available, email other users and classes (Callout pointing to Email link in School section)

View all homework in one page (Callout pointing to Homework link in Grade 1 section)

View all grades in one page. Access missing assignments and grade analysis (Callout pointing to Progress Report link in Grade 1 section)

Access published reports (Callout pointing to Report Cards link in Grade 1 section)

All the information of classes in one place (Callout pointing to the main content area)

Left Margin (Label for the navigation sidebar)

Content Area (Label for the main message content)