



Parental/Student Guidance on *GradeSpeed* Program Usage

GradeSpeed is a web-based program that enables parents to log-in to view grade and attendance data for their student(s). *GradeSpeed* will be the only authorized and supported grade book used by DoDEA employees in Grades 4-12.

All teachers have secure access to *GradeSpeed* through the use of an Internet web browser. Teachers use the grade book portion of *GradeSpeed* to enter assignments, grades, and to maintain grade calculations. Teachers are also able to email progress reports to parents through *GradeSpeed*.

GradeSpeed provides secure parent access via the Parent Portal. Parents must register at: <http://dodea.gradespeed.net> to establish a personal *GradeSpeed* access account. After their account has been established, parents will be able to login to view grade and attendance data only for their student. They will also be able to view school announcements and calendar events. There is a note feature available in *GradeSpeed* that parents can use to directly contact their student's teachers.

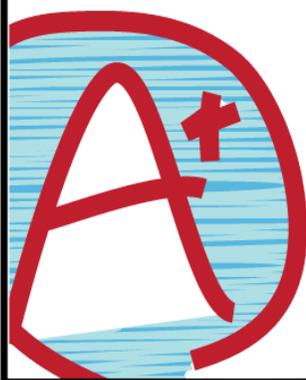
Since *GradeSpeed* is a web-based, the program can be accessed from anywhere. Parents who are deployed will be able to stay informed and involved in their child's academic life regardless of location.

GradeSpeed makes communication between parents and teachers easier, more effective and timelier. DoDEA's mission is continuous improvement toward academic success for all students. When parents have timely information about student progress and are involved in the education of their student, the entire learning environment is improved. *GradeSpeed* enhances that all-important connection between their home and the school.

Parents, remember the following:

- *GradeSpeed* is not intended to replace face-to-face communication between parents and teachers in meetings and parent conferences.
- A teacher's primary job is to teach! While communication with parents enhances the educational experience, parents must be reasonable about expectations on the posting of grades and responsiveness.
- Be patient when waiting for an email response.
- While students may have concerns about how much information parents will have, the truth is children with parents who are involved in their education have a much greater chance to be successful.
- Always keep your email address current.

For more information, go to: http://www.dodea.edu/back_to_school/gradeSpeed.cfm or contact your local principal.



GradeSpeed

connecting DoDEA parents & students - grades 4-12

1. Go to <http://dodea.gradespeed.net>
2. Click "Parent" in the list of choices.
3. Select the appropriate area from the dropdown and click the link in the lower left corner to sign up.

4. Fill in the blanks. You will use this username and password each time you log into GradeSpeed.

Note: Make sure your email address is correct.

5. Click Sign Up.
6. Click OK.



7. Click the "Add a Student" Link.
8. Use the Student ID number provided. Use student's full legal name. Click Submit.
9. Click OK.
10. Log off and wait a full work day for your account to be approved.

After You Are Approved...

You can access the following features within your account by clicking the links found on the left of the screen.

Grades - click to view the current grade average in each class. Click the individual letter grade link to view the assignments associated with that grade. You may email the teacher from this screen by clicking the teacher's name.

Attendance - click to view your student's attendance info.

Triggers - click to set up auto-matic grade and attendance notifications.

Calendar - click to view school events.

My Settings - click to edit parent account information (name, email, address, password, etc.)

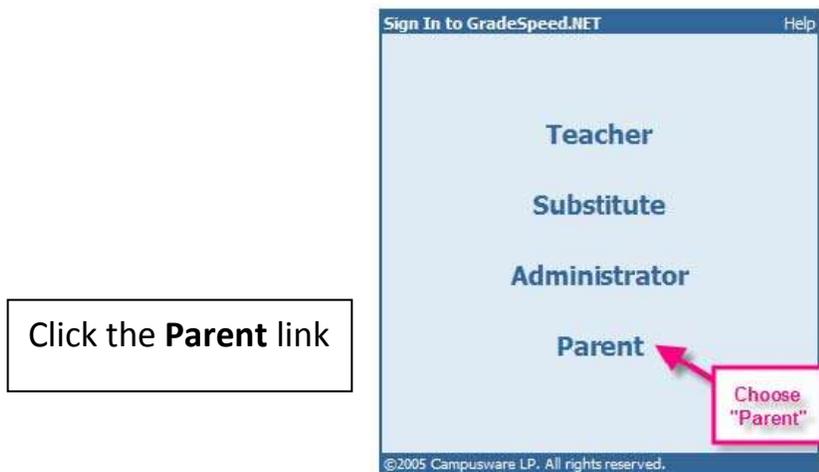
Remember: teachers' primary job is to teach your children. Please be patient when waiting for an email response. You can expect to get occasional emails from teachers containing progress reports. **Always keep your email address current.**

Each parent can set up their own account.

Create a Parent Connection Account for Grade Speed

Parents who have not logged into Grade Speed since April 2014 will need to register for a new account.

Using your Web Browser, go to the Parent Connection Grade Speed site at:
<http://dodea.gradespeed.net>



You will see the login screen for parents. If you are creating a new account, you must choose Click here to sign up at the bottom of the screen.



Fill out the **Parent Account Signup** information.

Remember the username and password you create!

Username:	JaneSmith	Your First Name*:	Jane	M.I.	
Password:	●●●●●●	Your Last Name*:	Smith		
Confirm Password:	●●●●●●	Your Address*:	CMR 460, Box 000		
Language	English	Address 2:			
		City*:	APO		
		State*:	Armed forces Europe		
		Zip*:	09752		
		Primary Phone:	()	-	
		Alternate Phone:	()	-	

Remember the Username and Password that you create!

All non-US military families, fill in your address like this example.

Don't forget to add an e-mail address!

Add Email

After clicking **Sign Up** at the bottom of the screen, you will be asked to add students to your account. Click the **Add a student to my account** link.

Welcome to GradeSpeed ParentConnection!

Use the links on the left to view information about your students or to manage your account. Use the dropdown box to select which student you are currently viewing.

Your account currently does not have any students associated with it, or access to students has not yet been approved. Please click below to add students to your account.

[Add a student to my account](#) **click here to add your children**



Student First Name:	Jack	*
Student Last Name:	Smith	*
Campus:	AFNORTH Elementary/High School	*
Date of Birth:	03/22/1999	MM/DD/YYYY

Submit | Cancel

Use your child's name that you registered them under, not a nickname.

Select SHAPE Middle

Note the format for the birthdate!

After **Submitting** your request, you will receive a message that your request is pending.



The school will approve your request after verification.

The verification process may take two or three school days (the verification process does not take place on weekends nor when students aren't in school).

You can login to Grade Speed Parent Connection to check the status of your account --you will not receive a notification by e-mail.

GradeSpeed Parent*Connection* Tools for Parents

All of the main features of ParentConnection can be accessed simply by clicking the appropriate link in the toolbar on the left side of the page. Please note that not all of these links may be visible for your campus.

- Grades – click to view grade information for the **Current Student**.
- Attendance – click to view attendance information for the **Current Student**.
- Assignments – click to view past, current, even future assignments.
- Triggers – click to set up grade and attendance notification.
- Calendar – click to view attendance events in a calendar display.
- Manage Students – click to manage associated students or add new students.
- My Settings – click to edit the parent account information (name, address, email, password, etc.)

Viewing Student Grade Information

To view grades for one of your active students, select the desired student from the drop-down list labeled **Current Student**.

Demo ISD

Current Student:

Abels, James ▼

Click **Grades**. The following screen will appear:

Student Grades:												
ABELS, JAMES												
Course	Teacher	Period	Cycle 1	Cycle 2	Cycle 3	Exam 1	Sem 1	Cycle 4	Cycle 5	Cycle 6	Exam 2	Sem 2
GEOMETRY	BYRD, D.	1	92	56	97		92	76				87
LATIN I	LEHMANN, N.	2		93			93					
COMM APP	KLUMPP, C.	3	89	80			85					
ENGLISH I	CRENWELGE, S.	4										
WORLD GEO	OSTOS, B.	5										
BIOLOGY	CHRISTIAN, R.	6			A							A
FOOTBALL 9	BYRD, D.	7										

This view displays the student's courses, the names of the student's teachers, the period in which each course takes place, and the student's average grade for each cycle in each course. To view details about an average grade, click the grade that is highlighted in **bright blue**. The following expanded information will appear below the average grades:

Student Grades:												
Student: Abels, James												
Course	Teacher	Period	Cycle 1	Cycle 2	Cycle 3	Exam 1	Sem 1	Cycle 4	Cycle 5	Cycle 6	Exam 2	Sem 2
GEOMETRY	BYRD, D.	1	92	56	97		92	76				87
LATIN I	LEHMANN, N.	2		93			93					
COMM APP	KLUMPP, C.	3	89	80			85					
ENGLISH I	CRENWELGE, S.	4										
WORLD GEO	OSTOS, B.	5										
BIOLOGY	CHRISTIAN, R.	6			A							A
FOOTBALL 9	BYRD, D.	7										
Teacher: Clark Malvern Course: GEOMETRY												
Category	Assignment	Points Possible	Points Earned	Due	Assigned	Note						
assignments	semester exam	100		Oct-11	Oct-11							
	study for test	100		Oct-12	Oct-11							
	textbook probs. 1-15	15		Oct-12	Oct-11							
	bring teacher candy	1		Oct-12	Oct-11							
	extra credit	2	exc	Oct-29	Oct-28							
	textbook page 60 probs 1-15	15	100	Sep-13	Sep-10							
Average:		100 (25%)										
daily quiz	pop quiz	100	85	May-21	May-21							
	Average:		85 (25%)									
participation.	(No Grades) Average:		-- (20%)									
tests	textbook page 65 problems	15	100	May-22	May-21							
	chapter 2 test	100	100	May-22	May-21							
	chapter 3 test	100	75	May-28	May-28							
	Average:		91.67 (30%)									

Viewing Student Assignment Information

All student assignments are available for parents to monitor in GradeSpeed; past, current, even future assignments are available for viewing. Click the Assignments link in the left toolbar to access the "Assignments" page.

Ben ISD

Current Student:
Abramovic, John

Select a section:

- **Assignments**
- Grades
- Attendance
- Report Cards
- Triggers
- Calendar
- Manage Students
- My Settings

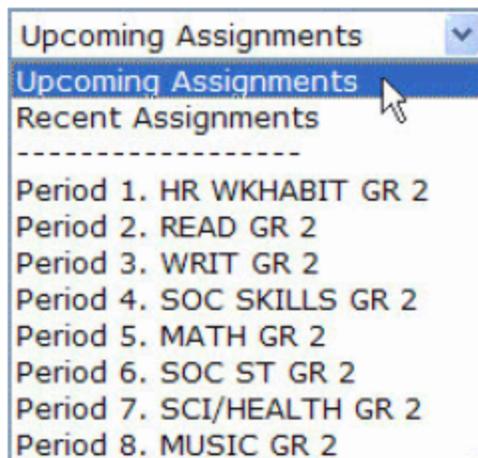
By default, the "Upcoming Assignments" list will appear.

Display

Assignments

<p>1. Working with Lumber - Due Tuesday, November 27, 2007 Class: Period 1. HR WKHABIT GR 2 - Cycle 3 Category: Participation Assigned: Tuesday, November 27, 2007</p>
<p>2. Allied Powers Map Outline - Due Monday, November 26, 2007 Class: Period 1. HR WKHABIT GR 2 - Cycle 3 Category: Homework Assigned: Thursday, November 22, 2007</p>
<p>3. Writing - Due Tuesday, November 20, 2007 Class: Period 1. HR WKHABIT GR 2 - Cycle 2 Category: Homework Assigned: Monday, November 19, 2007</p>
<p>4. test - Due Tuesday, November 20, 2007 Class: Period 1. HR WKHABIT GR 2 - Cycle 3 Category: Homework Assigned: Monday, November 19, 2007</p>

In addition to the "Upcoming Assignments" list, "Recent Assignments," and individual class assignment lists can all be pulled using the **Display** dropdown list at the top of the page.



If using an "individual class" view, the Grading Cycle in which to view assignments can be selected using the designated dropdown list.

Display	Period 8. MUSIC GR 2
Grading Cycle	Cycle 2 - October 1, 2007 - November 16, 2007
Class	
Teacher O'Brien, Kelly	
Grading Scale E = 90 - 100 S = 75 - 89 N = 70 - 74 U = 0 - 69	
Categories Instruments - 50% Reading - 50%	
Assignments	
1. Percussion Homework - Due Friday, November 2, 2007 Category: Instruments Assigned: Wednesday, October 31, 2007	
2. Percussion TEST - Due Thursday, November 1, 2007 Category: Instruments Assigned: Thursday, November 1, 2007	
3. Brass Test - Due Monday, October 29, 2007	

Teachers can also attach documents to individual assignments in their gradebooks. These documents are also available to parents in ParentConnection. If an assignment has one or more attached documents, they will appear on the Assignment page and will be available for download.

9. Assignment 1 - Due Wednesday, November 22, 2006			
Category: Homework			
Assigned: Tuesday, November 21, 2006			
Grade Received: 75			
Attachments	Size	Type	Date Modified
 Project Outline - Revised.doc	29.5 KB	Word Document	11/20/2007 4:23:14 PM

Viewing Student Attendance Information

To view attendance data for one of your active students, first select the desired student from the drop-down list labeled **Current Student**.

Demo ISD

Current Student:

Abels, James

Click **Attendance**. The following screen will appear:

Student Attendance:		
Abramovic, John (1st Elementary School)		
Date	Class Period	Description
9/14/2006 (Sep-14)	1	Absent
11/7/2006 (Nov-7)	1	Absent
11/8/2006 (Nov-8)	1	Absent
11/21/2006 (Nov-21)	1	Excused Absence
	10	Excused Absence
	2	Excused Absence
	3	Excused Absence
	4	Excused Absence
	5	Excused Absence
	6	Excused Absence
	7	Excused Absence
	8	Excused Absence
	9	Excused Absence
12/5/2006 (Dec-5)	1	Absent
12/6/2006 (Dec-6)	1	Excused Absence
	10	Excused Absence
	2	Excused Absence
	3	Excused Absence
	4	Excused Absence
	5	Excused Absence
	6	Excused Absence
	7	Excused Absence
	8	Excused Absence
9	Excused Absence	

This screen displays dates and periods during which an attendance code was entered for the student.

Triggers

The **Triggers** tool allows you to receive notification if your students' grades dip below a certain threshold, or if your students are marked absent or tardy.

Triggers:

Triggers allow you to receive notification when a grade changes or when there is new attendance data.

Abramovic, John (1st Elementary School)

Trigger Options:

<input type="checkbox"/> Watch Grades	<input type="checkbox"/> Send E-mail
Trip when a grade in a course changes	<input type="checkbox"/> Phone Call to <input type="text"/> - <input type="text"/> - <input type="text"/>
<input checked="" type="radio"/> Below	<input type="checkbox"/> Send Text Message to <input type="text"/> - <input type="text"/> - <input type="text"/>
<input type="radio"/> Above	
an average of <input type="text" value="70"/>	
<input type="checkbox"/> Watch Attendance	

First, choose a student from the **Current Student** drop-down list. If you only have one student associated with your account, it will already be set.

Trigger Options

To set the system to monitor your student's grades, check the box marked **Watch Grades**.

Use the radio buttons to indicate whether you want notification for a high grade threshold (for example, you want notification when your student's grade rises above a 95) or a low grade threshold (you want notification when your student's grade drops below a 70).

Next, enter the grade threshold that will trigger the notification.

You can also check the box marked **Watch Attendance** to receive notification when your student is marked absent or tardy.

Notifications

You can choose to either receive an email or a phone call when your trigger is "tripped."

To receive an email when your trigger is "tripped," check the box marked **Send E-mail**.

To receive an automated phone call when your trigger is "tripped," check the box marked **Phone Call to**. Please note that this option will not be available at all schools - contact your school if you have questions about automated voice notification.

To receive a text message to your cell phone when your trigger is "tripped," check the box marked **Send Text Message to** and enter the appropriate cell phone number in the text fields to the right.

Once your student's trigger is set to your liking, click **Update**. The trigger will be turned on.

Calendar

To view calendar data for one of your active students, first select the desired student from the drop-down list labeled **Current Student**.

Demo ISD

Current Student:

Abels, James ▼

Click the **Calendar** link on the left. The following screen will appear:

Feb		March 2005					Apr
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
27	28	1	2	3	4	5	
6	7	8 1 Event	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	

Any dates with attendance events will be highlighted, as shown above. To view the attendance records for that day, click in the highlighted date field. Information related to the attendance event will be displayed on the right:

Any dates with attendance events will be highlighted, as shown above. To view the attendance records for that day, click in the highlighted date field. Information related to the attendance event will be displayed on the right:

Feb		March 2005					Apr	3/8/2005
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Attendance Period 1: ABSENT	
27	28	1	2	3	4	5		
6	7	8 1 Event	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31	1	2		
3	4	5	6	7	8	9		

Administrators also have the ability to add school-wide events and important dates to the calendar. Not all calendar events will be attendance-related.

Manage Students

After creating their accounts, parents can add student associations to their account or manage existing student associations. To do so, parents should select **Manage Students** from the menu on the left. The following screen will appear:

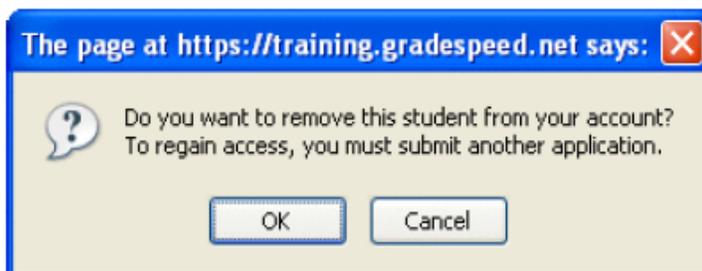
Current Students:					
Name	Student ID	Campus	Parents	Status	
Abel, Frank	1595	Training	1	Denied	Remove
Abels, James	1048	Training	1	Active	Remove

Request to add a student

To add a student to the account, click the **Add Students** button to display the application form. Parents can also access this form by clicking "Add a student to my account" from the Main Page.

Remove a Student

To remove access to a student listed here, click **Remove**. A window will appear to confirm this action.



Once a student has been removed, all parent-entered information is lost and a new application must be filled out and submitted for approval.

After the application has been submitted, the parent must wait for the request to be either approved or denied. The approval process may be automated, or it may be done manually by the school administration. Until the access to the student's grades has been approved, the parent will be unable to view any information about that student.

Once the request to access a student's grades has been approved, the students' status will be listed as **Active**. The parent will then be able to view grade and attendance (if applicable) information for the student.

Denied Student - Re-submit Application

If the request to access a student's grades has been denied, the student's status will be listed as **Denied**. To edit the application information, the parent must click the hyperlinked **Denied** status indicator. The following window will appear:

Edit Application for Frank Abels [Close Window](#)

Application Status: **Denied**

Messages:

(4/1/2005 2:26:56 PM)
parent1: Names do not match

Add message:

[Send](#)

Make any necessary changes and click save:

Student ID:	<input type="text" value="1030"/>	*
Student First Name:	<input type="text" value="Frank"/>	*
Student Last Name:	<input type="text" value="Abels"/>	*
Student Address:	<input type="text" value="15303 Huebner Rd Ste 11"/>	*
City:	<input type="text" value="San Antonio"/>	*
State:	<input type="text" value="Texas"/>	*
Zip:	<input type="text" value="78248"/>	*
Campus:	<input type="text" value="Training"/>	*
SSN:	<input type="text" value="123-45-6789"/>	*
Date of Birth:	<input type="text" value="12/12/89"/>	*

[Save](#) | [Cancel](#)

The parent can re-enter or edit the student information seen on the right side of the window. Once any changes have been made, the parent should click **Save**.

The comments in the text box on the left side indicate the reason that the application was rejected. The text field at the bottom left allows the parent to submit comments along with the edited information. To re-submit the application, click **Send**.

My Settings

Parents can select **My Settings** from the menu on the left to view and edit their account information.

Username:		Name:	Smith, John J
Password:	Reset Password		
		Address:	15303 Huebner Rd *
			Suite 11
		City:	San Antonio *
Primary Phone:	(210) 614-0781 *	State:	Texas *
Alternate Phone:	(210) 614-0781	Zip:	78248 *
E-mail:	info@campusware.com		
Save Cancel			

Fields marked with a * are required.

To reset the account password, click **Reset Password**. The following window will appear:



Reset Password - Microsoft Internet Ex...

Old Password:

New Password:

Confirm New Password:

Simply enter the old password and new password as indicated, then click **Change Password**.

To edit contact information, simply make the changes in the appropriate fields. Once all desired changes have been made and all the information is correct, click **Save**.