



## STEPS FOR REGISTERING PARENT ACCOUNT AND ADDING STUDENTS

PLEASE NOTE THAT TO SET UP YOUR PARENT PORTAL, YOU WILL NEED YOUR UNIQUE "Parent Access Code." IF YOU HAVE NOT RECEIVED YOUR ACCESS CODE FROM THE SCHOOL PLEASE CONTACT TO MR. DUMAN at [mduman@discoveryacademy.info](mailto:mduman@discoveryacademy.info)

This code will be used to add each students parent account(s). Parents will have to create an account to view their students' information. Multiple students can be added under one parent account or multiple parents can access the same student's information from different accounts.

The steps below are provided to parents on the "parent letter" created by school administration.

**Step1:** Go to the <https://dasconnect.discoveryacademy.info/spark/portal/signup/index.php>

**Step2:** Above link will take you to a page where you will be asked to enter the parent access code, birthdate of the student, and your relationship to the student as shown in below picture.

### Student info

Parent access code\*   Unmask

Student birthdate\*

Student ID Number\*

Relationship to student\*

Additional students can be added after successful parent account registration and verification of one of the children.

Verify student

Cancel

**Step3:** If the information is correct, you will be redirected to a page where you can see your student's name. If this is your student, click continue, if not, click cancel and contact the school. If the information is not correct and system cannot find any student, please contact your school administration.

## Student verification

**Student:** Student2 Student2

Please verify that you are parent/guardian or have legal right to have access to the above named student's academic records. If this is the correct student, click on the continue button to proceed with parent account creation. This student will be added to your account after email verification. You may add more students after you login.

Continue

Cancel

**Step4:** After verifying your student and clicking on continue, you will be redirected to a registration page. You will create a new parent account by providing the information requested and selecting a password for your account. Click on "Create my new account" when done.

### ▼ Register parent account

Email address\*

Email (again)\*

Will be used as a username to login to the system and to receive parent notification emails.

Password\*

Unmask

First name\*

Last name\*

Create my new account

Cancel

**Step5:** You will receive a confirmation email containing a link to complete account creation. Once you click on the link in the confirmation email, you will be re-directed to the site and your account will be ready to use.

An email was sent to your address at [REDACTED]

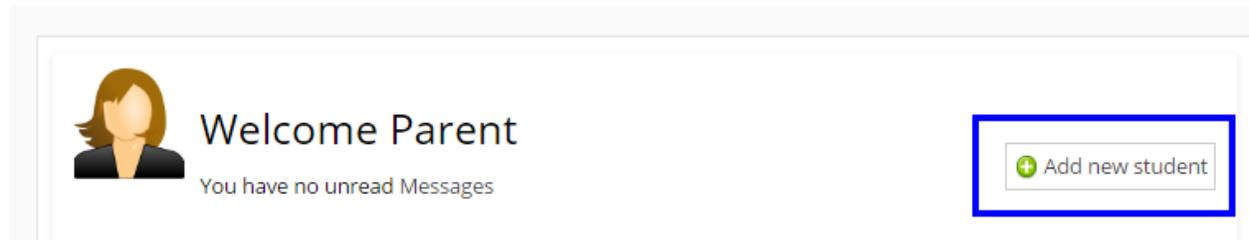
It contains instructions to complete your registration and start using your parent account.

If you have difficulty, please contact the school administration.

Continue

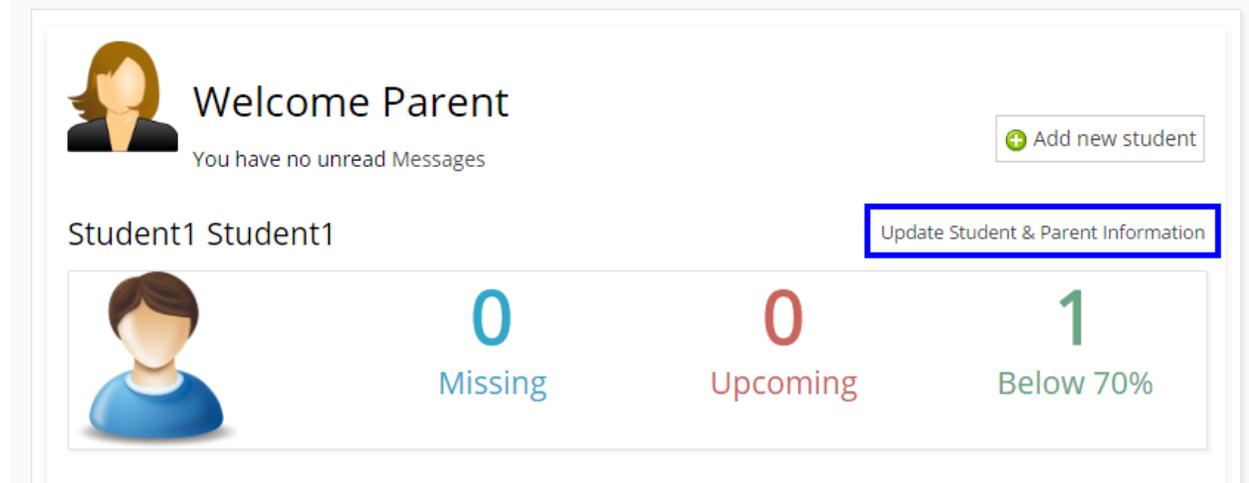


**Step6:** Once logged in to the site, you can add another student by clicking on the "Add new student" button located on your dashboard.



## Updating Student Information

When school administration opens the update window for parents on parent portal plugin settings, a link will appear next to each student on the parent dashboard. Parents can click on this link during this update window and update the information.



# Parent Dashboard

Parents will first see their dashboard once they log in. On their dashboard they will be presented; 1) a notification will appear under their profile picture if they have any messages, 2) a link to add new students that they have access code for, 3) profile picture of added students, 4) number of missing, upcoming and low grade assignments for the current grading term. Once clicked on any of the numbers for any student, they will be taken to the detailed information section about their students.

On the detailed information page, parents can easily 1) switch between students, 2) access the detailed information about Assignments, Grades, Standards Performance, Attendance, Behavior and download Progress Reports, 3) access the sub menus, 4) hover over the grades with chat icon to see comments given by teacher.

**Missing Assignments (Quarter-4)**

**Reading 2**

Due date	Date graded	Grade/Max	Title
04/19/2017 9:50 PM	04/12/2017 10:07 PM	0/30	Wish You Were Here (Class Work)
05/08/2017 3:20 PM	05/01/2017 3:39 PM	0/20	Thank You Ma'am (Class Work)

**Spanish 2**

Due date	Date graded	Grade/Max	Title
04/07/2017 1:30 PM	04/12/2017 9:39 AM	0/20	Chapter 3B Vocabulary Homework (Homework)
05/09/2017 3:40 PM	05/08/2017 11:39 AM	0/44	Commands In-Class Project: Buenos y malos consejos (Short Term Project)

Once on the course details, you can click on the assignments to see the detailed explanations or any documents attached.



Student1 Student1 Student2 Student2 Student3 Student3 Student4 Student4

Assignments Grades Standards Performance Attendance Behavior Progress Reports

Summary READING II ENG 2 Geometry Bio 1 US History SPANISH 2 HOPE HS Tutoring

## Biology 1

Quarter-4 Average: 98

Q4 - STANDARDS BASED ASSESSMENTS ( CATEGORY WEIGHT = 50% )

Due date	Date graded	Grade/Max	Title
Apr 20, 2017	Jun 15, 2017	95 / 100	Great Job! Artists Worksheets Due 4/20/17 (Homework)
Apr 6, 2017	May 1, 2017	100 / 100	EOC Review (Class Work)
Average = 98 / 100			

Q4 - PERFORMANCE BASED ASSESSMENTS ( CATEGORY WEIGHT = 30% )

Due date	Date graded	Grade/Max	Title
Mar 29, 2017	Apr 18, 2017	95 / 100	Class Participation 3/29 (Class Work)

Under the grades tab, parents can see the summary of grades for all the grading terms and 1) 2) navigate through the courses to see the details, 3) send message to teachers by clicking on messaging icon next to teacher's name.



Student1 Student1 Student2 Student2 Student3 Student3 Student4 Student4

Assignments Grades Standards Performance Attendance Behavior Progress Reports

Summary READING II ENG 2 Geometry Bio 1 US History SPANISH 2 HOPE HS Tutoring

1

## Summary

Period	Course	Teacher	q1	q2	q3	q4	avg
Period-01	Biology 1	C	92 (A)	96 (A)	86 (B)	97 (A)	93 (A)
Period-02	Geometry	E	63 (D)	78 (C)	78 (C)	78 (C)	74 (C)
Period-03	Spanish 2	F	92 (A)	85 (B)	84 (B)	69 (D)	82 (B)
Period-04	HOPE-Physical Education (Core)	E	95 (A)	79 (C)	80 (B)	72 (C)	81 (B)
Period-05	United States History	J	83 (B)	74 (C)	86 (B)	81 (B)	81 (B)
Period-06	English 2	H	66 (D)	75 (C)	86 (B)	82 (B)	77 (C)
Period-07	Reading 2	H	100 (A)	83 (B)	97 (A)	29 (F)	77 (C)

# Messaging with teachers

Once clicked on the chat icon (3) as seen on above image, parents will be taken to the messaging page to send message to selected teacher. Parents will only see the teachers of their children on the contact list on massaging. To switch between teachers, simply click on the name listed on the left side of the screen. Messages are always saved and can be access later in the future.

Messaging feature for the site can be turned under ► Site administration / ► Advanced features. Turning on the messaging for site will only turn it on for parents and staff, not for students.

