



Training Documentation for DDC 360 Parent Portal

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- * Transportation, Online Registration, Emergency Forms and Admissions are tabs that are still under construction. All of these should be operational by February 2016.

To access the Parent Portal click here  or copy the following url into your browser
<https://portal.grossschechter.org/portal/>

If you need assistance with the parent portal you can contact us at portalhelp@a.grossschechter.org and someone will get back to you asap.

Welcome to the DDC 360 PARENT PORTAL

This program will afford you access to your child(ren)'s academic information, including current assignments, academic and disciplinary alerts and report cards.

This guide will assist you in setting up your account and navigating the portal.

CREATING YOUR ACCOUNT

DDC recommends using the web browser  chrome for its programs.

Microsoft Internet Explorer  and Mozilla  are not fully supported.

Type **https://portal.grossschechter.org/portal** into your web browser. Make sure to type **https** for a secure connection. The following page will open:



1 Click REGISTER to create your account.

The following page will open:

WELCOME TO THE GSDS PORTAL
PLEASE REGISTER.

1

First Name:

Last Name:

Email:

Username:

Password:

Confirm Password:

2

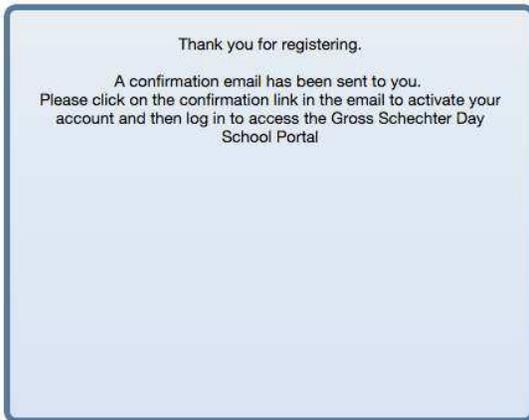
Register Cancel

Each individual parent may create a personal account. You will need to use separate email addresses to do this.

1 Enter your **First Name** and **Last Name** in the spaces provided. You must use the email address that we used to send you the link to this documentation as your official DDC email in the Email line. If you prefer a different email, please send it to sfoley@grossschechter.org. Choose a name that you will remember and enter it in **Create Username**. Choose a password and enter it in **Create Password**. Please use the same caution you would in creating any password when making this one. Do not use a password that can be easily guessed (child's name, a birth date or anniversary date). Retype the password in **Confirm Password**.

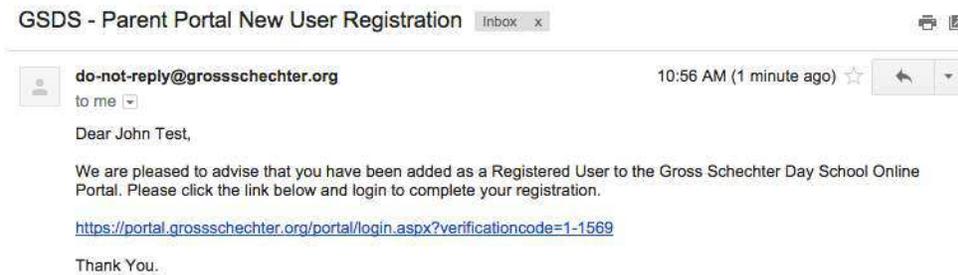
2 Click the Register button to create your account.

If all your information was correct and an account was created, you will see the following screen:



Congratulations! You have successfully created your account.

Check your email account for an email from do-not-reply@grossschechter.org that will contain further instructions to activate your account. Open the email and click on the enclosed link.

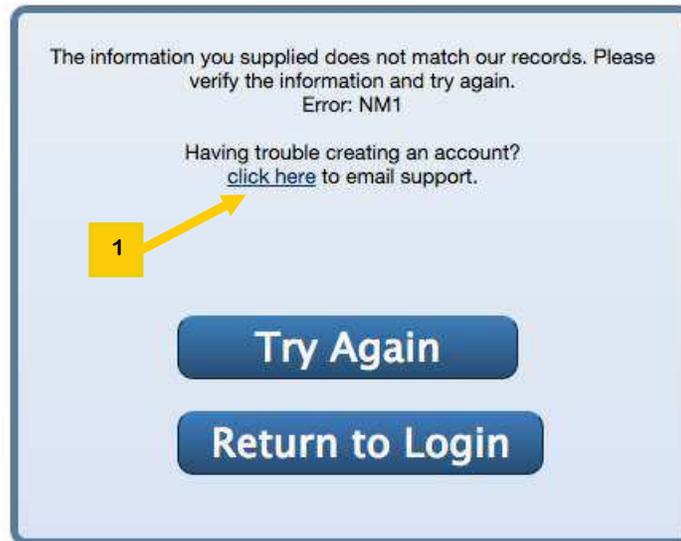


The following screen will open:

1 Enter your username and password.

2 Click **Login**. You are now logged into the portal

If DDC encountered a difficulty with the information you provided, you may see the following screen:



You entered an email address that is different from the one in our records.

Check the email you received from Gross Schechter. That is the email we have associated with your account; you must use that address to create your account.

- 1 If you can not find the email address we used, please contact Sue Foley (216-765-1400 x420) or Danielle Shinker (216-765-1400 x419).

Home Page

Now that you have successfully created an account and activated it, you are ready to navigate the portal.

The screenshot shows the home page of the Gross Schechter Parent Portal. At the top, there is a navigation bar with the school logo on the left and two tabs: "My Children" and "My Account". A yellow callout box with the number "1" points to these tabs. On the right side of the navigation bar, the user's name "John Test" is displayed with a small downward arrow, and a yellow callout box with the number "2" points to it. Below the navigation bar is a secondary menu with options: "Academic", "Report Cards", "Schedule", "Contacts", "Calendar", "Assignment Grades", and "Transportation". A yellow callout box with the number "3" points to the "Academic" tab. Below this menu, there is a section for "Sam Test, Grade 8" and two main content areas: "Courses" and "Assignments". The "Courses" section lists various subjects and teachers, and the "Assignments" section shows a "Weekly Response" due on 11/10/15.

This is the home page of the portal. There are a number of different sections on this page.

- 1 On the top of the **Home** page, you will find two tabs: **My Children** and **My Account**. **My Children** displays the information that relates to each of your children who are registered at Gross Schechter. **My Account** allows you to view contact information for yourself and your emergency contacts.
- 2 At the right top of the bar you will find your name.
- 3 Next to your name is a small downward facing arrowhead. Throughout the portal, this sign, as well as a downward caret, indicate a drop down menu. Roll over it and click Settings to change your password or to logout. Closing the browser window will not automatically log you out.

My Children Page- Academic Tab

Course	Teacher	Envelope Icon
Advisory 8.1	Amkraut, Davida	✉
Hebrew Language 8-1 .1		
Language Arts .1	Amkraut, Davida	✉
Math 8- Grade Level .1	Markus, Nancy	✉
Science.1	Norton, Matthew	✉
Social Studies.1	Ebner, Jesse	✉
Bible 8-2.1	Stone, Cheryl	✉
Judaic Studies 8A.1	Shlimovitz, Ben	✉
Art 8A.1	Albert, Laura	✉
Music.1	Sanders, Rory	✉
Physical Education.1	Faulkner, Joel	✉
Health.1	Faulkner, Joel	✉

1

At the top of **My Children** page, there are five tabs: **Academic, Report Cards, Schedule, Contacts, Calendar, Assignment Grades and Transportation.**

2

Under these tabs you will see the names of your children who have attended Gross Schechter. If any now attend Gross Schechter, their current grade will be listed. The child whose information you are viewing will be highlighted in a gray box.

3

Throughout the portal you will see these icons: the first (🖨️, a printer) indicates that the pane can be printed, the second (🗄️, a pane) indicates that the pane can be expanded or contracted widthwise, and the third(⬆️, an upward-facing caret) indicates that the pane can be collapsed or expanded lengthwise.

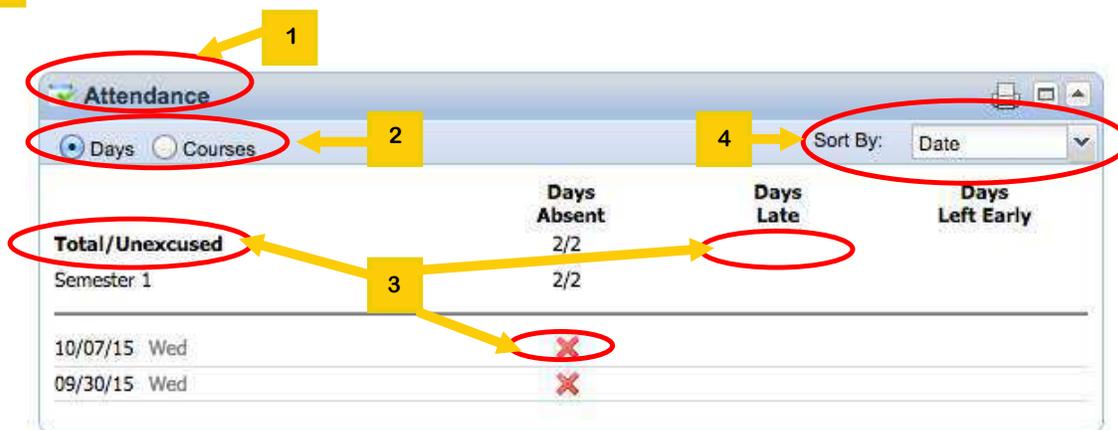
4

The **Courses** tab lists your child's classes for the current year. The names of the teachers of those classes will also appear, as well as an envelope icon.

To send an email to the teacher, simply click the envelope icon across from his or her name. To see a teacher's homepage, click on his or her name.

To see the **Class** page (which will display any announcements, links or downloads entered by the teacher) for any course, click on the Course name.

1 Below the **Courses** pane is the **Attendance** pane.



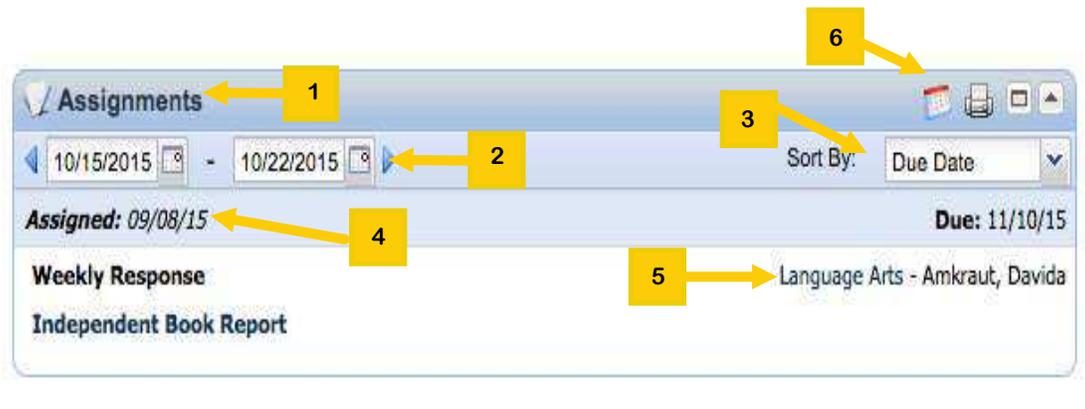
2 You have two viewing options: to see a list of days missed make sure the **Days** button is clicked. To see absences by each course, click the **Courses** button.

3 Whichever option you choose, you will see unexcused absences marked with an **X** and excused absences marked with a **✓**.

4 Absences may be sorted by **Date**, **Day of the Week**, **Courses** or **Excused**.

1

To the right of the **Courses** pane is the **Assignment** pane.



2

Assignments are shown for the current week. To switch to an earlier week, click on the caret at the left. To switch to a later week, click on the caret on the right. To choose a specific starting date, click on the calendar on the left; for a specific ending date, click the right calendar.

3

Assignments will appear in due date order. To change the order, click on the down caret and choose a different sort option. The options are: **Due Date**, **Assignments Date**, **Class** and **Category**. Teachers update their grades once a week!

4

For each assignment you will see an **Assigned** date and a **Due** date. You will also see the type of assignment that was given and below that the name of the assignment. Click on the assignment name to see a brief description of the assignment.

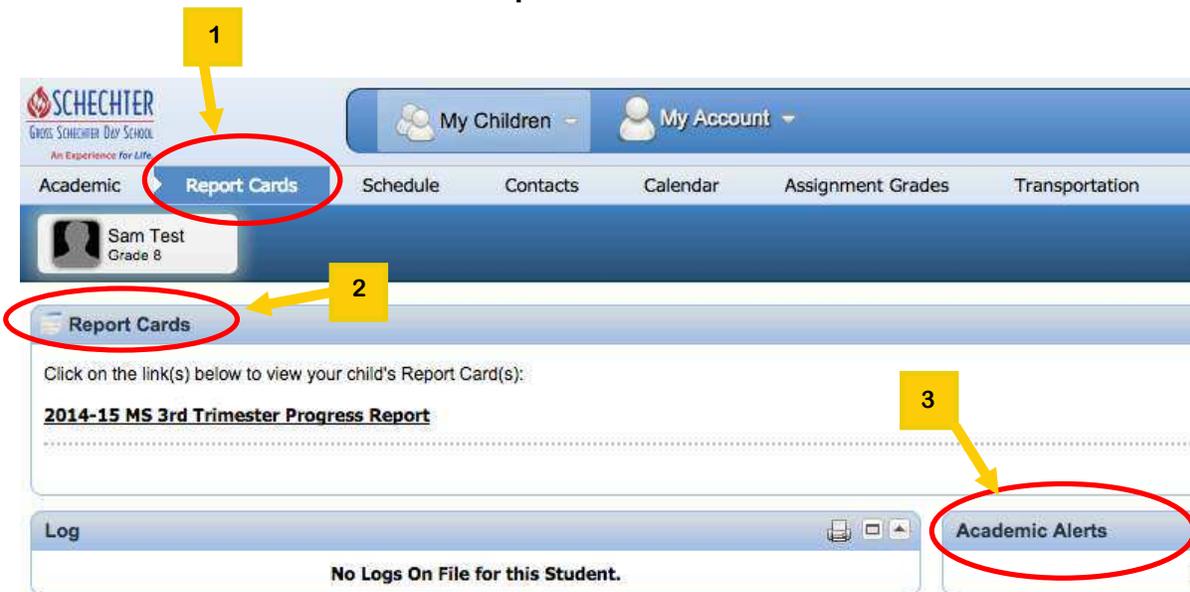
5

To the right of the assignment you will see the class name and teacher's name and below the **Mark** earned for the assignment. Click on the class name to jump to the **Class** page.

6

A new icon,  a calendar, has been added to this pane. This indicates that you can see the assignments by due date in a calendar format and not as a list.

Report Cards Tab



- 1** The Report Card page is where you will be able to see the grades your child has earned for his or her courses.
- 2** Approximately ten days after the end of each marking period, the **Report Cards** pane will be open. You will be able to see your child's grades here for the recently completed marking period. You will receive an email notifying you that report cards or progress reports are viewable.
- 3** Should your child experience difficulty in class, to the point where failure or a low trimester grade is a possibility, a notification will be posted in the **Academic Alerts** pane. You will be informed by an email that an alert has been posted.

Schedule Tab

Class	Time	Teacher
3	9:50 am - 10:30 am	Social Studies.1 Ebner, Jesse
4	10:30 am - 11:10 am	Social Studies.1 Ebner, Jesse
5	11:12 am - 11:52 am	Judaic Studies 8A.1 Shlimovitz, Ben
6	11:52 am - 12:32 pm	Language Arts .1 Amikraut, Davida
7	12:32 pm - 1:25 pm	Advisory 8.1 Amikraut, Davida
8	1:26 pm - 2:07 pm	Language Arts .1 Amikraut, Davida
9	2:09 pm - 2:49 pm	Math 8- Grade Level .1 Markus, Nancy
10	2:50 pm - 3:30 pm	Physical Education.1 Faulkner, Joel

1 The Schedule pane shows your child's schedule for any given day of the school year.

2 By default, the date shown is the current date. To change the date, click on the calendar icon and choose a different date.

3 To print out a complete weekly schedule, click on the PDF icon.

Click on the Class name to go to the Class page.

Click on the teacher's name to go to the teacher's page.

Contacts Tab

The screenshot displays the 'Contacts Tab' for a student named Sam Test, Grade 8. The page features a navigation bar with tabs for Academic, Report Cards, Schedule, **Contacts**, Calendar, Assignment Grades, and Transportation. The 'Contacts' section is highlighted with a red circle and labeled '1'. Below this, there are four main panes, each with a red circle and a yellow callout box:

- 2** Student Information: Displays personal details for Sam Test, including Full Name, Hebrew Name, DOB, Hebrew DOB, and Grade.
- 3** Parent Information: Displays business contact details for Mr. John Test, including Business, Address, Phone, Cell, and Email.
- 4** Emergency Contacts: Shows 'No Emergency Contact Information On File for this Student.'
- 5** Pickup Information: Shows 'No Pickup Contact Information On File for this Student.'

1

Contacts Tab

2

On the Contacts tab, you will see your child's personal Information.

3

You will also see your business contact information.

4

Emergency contact information will appear in this pane.

5

The **Pickup Information** pane will show the names and contact information for people who you have authorized to take your child home.

Information for these panes is entered by using the Emergency Forms drop down opt on the **My Account** tab. This will be explained in the **My Account** documentation.

Calendar Tab

The screenshot shows the 'Calendar Tab' interface. The navigation bar includes 'Academic', 'Report Cards', 'Schedule', 'Contacts', 'Calendar', 'Assignment Grades', and 'Transportation'. The 'Calendar' tab is selected and circled in red. Below the navigation bar, there is a user profile for 'Sam Test, Grade 8'. The main area displays a calendar for 'October 2015'. The calendar grid shows days from Sunday to Saturday. Some days are shaded grey, indicating 'No School'. Other days have white boxes containing assignment details. A yellow box with the number '1' points to an assignment box on Tuesday, October 29th. A yellow box with the number '2' points to the 'Date Range' dropdown menu. A yellow box with the number '3' points to the 'List View', 'Print', and 'iCalendar Export' icons, which are also circled in red.

1 The calendar format shows assignments listed by due date.

2 This format also shows days that school is in session (white boxes) and days when school does not meet (shaded boxes).

3 Click **List View** to return to the Academic tab and the listing of the assignments as described earlier (page 9).
Click the iCalendar Export icon  to create an ICS record of the calendar.
Click the printer icon  to print the calendar.

Assignment Grades Tab

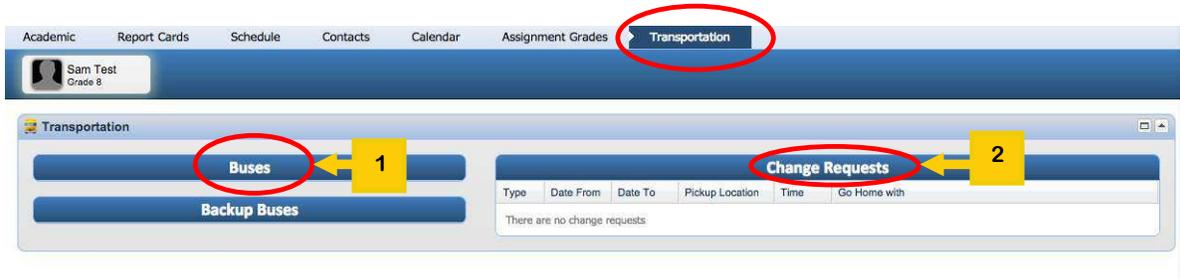
Lists all courses and assignments your child has that have been posted by the teacher. Many of the features on this page have been explained on the **Academic Tab** instructions on page 9.

Subject	Teacher	Trimester 1	Trimester 2	Trimester 3
Art 8A	Albert, Laura			
Bible B-2	Stone, Cheryl	88.33		
Health	Faulkner, Joel			
Hebrew Language...				
Judeic Studies 8A	Shimovitz, Ben			
Language Arts	Amkraut, David	60.88		
Math 8- Grade ...	Markov, Nancy	93.3		
Music	Anders, Rory			
Physical Educat...	Faulkner, Joel			
Science	Norton, Matthew	66.08		
Social Studies	Ebner, Jesse	91.59		
		80.33		

Date	Category	Title	Max	Score	%	Cumulative Average
Progress 1						
09/09/2015	PROJECT	Multi-Tier Timel...	28	28	100	100
09/16/2015	CW	Cave Painting	12	10	83.33	95
09/21/2015	CURRENT EVE...	Current Event #1	5	0	0	84.44
09/23/2015	CW	Government Skit	15	15	100	88.33
09/24/2015	CW	Geography of ...	16	15	93.75	89.47
10/08/2015	CW	Sparta/Athens ...	18	17	94.44	90.43
10/08/2015	CW	Athens v. Spart...	10	10	100	91.35
Trimester 1						
09/09/2015	PROJECT	Multi-Tier Timel...	28	28	100	100
09/16/2015	CW	Cave Painting	12	10	83.33	95
09/21/2015	CURRENT EVE...	Current Event #1	5	0	0	84.44
09/23/2015	CW	Government Skit	15	15	100	88.33
09/24/2015	CW	Geography of ...	16	15	93.75	89.47
10/08/2015	CW	Sparta/Athens ...	18	17	94.44	90.43

- 1 Click on the subject you would like to view and it will open up the course and you can see a detailed list of assignments by grading period and by date.
- 2 **Date** - is the date the assignment is due.
- 3 **Category** - is the category the teacher has put the assignment into.
- 4 **Title** - is the title of the assignment.
- 5 **Max Score** - the total points available for the assignment.
- 6 **Score** - is what your child earned on the assignment.
- 7 **%** - the percent grade earned on the assignment.
- 8 **Cumulated Average** - is the average of the assignments to date.
- 9 You can open/close previous grading periods by selecting either the plus sign  or the minus signs. 

Transportation Tab



1

The **Transportation Tab** contains information regarding the mode of transportation used by your child to arrive and leave school by. If your child uses a bus, the bus number will be displayed.

2

If you need to **change** the mode of transportation your child is to use to leave school, you can notify the school through the Change Requests pane. It will automatically notify the school of the change through a report generated at 2:00 pm each day. Therefore, transportation changes need to be made on the transportation tab **before 1:55 pm each day**. Any changes later than 1:55 pm need to be made by phone to the main office.

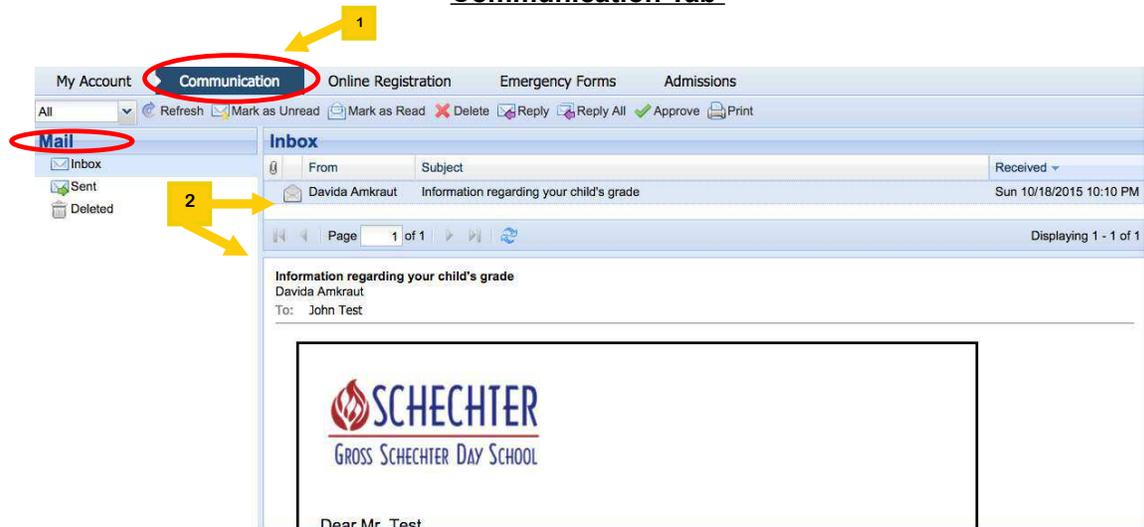
My Account Tab



- 1 On top of the **HOME** page you will find the **My Account** tab. This page allows you to control contact information for yourself and your emergency contacts.
- 2 There are five tabs accessible from the My Account Page: **My Account**, **Communication**, **Online Registration**, **Emergency Forms** and **Admissions** .
- 3 On the My Account tab you will find the **Personal Information** pane. The information in these fields pertains to your personal contact information. You will also see two identification numbers (**Person** and **Family**), which are used internally by DDC to identify you.

If you should find any **errors** on these pages, notify the main office, and they will make corrections for you.

Communication Tab



1

The communication tab shows the DDC Email system. It is an email system that allows direct communication between you and your child's teachers or other Gross Schechter staff.

2

Emails generated with DDC will appear in your **Communication Inbox**. You will receive attendance, behavior and academic alerts. Example: an academic alert is generated when your child has received a **zero** and/or a **failing mark** on an assignment and the teacher has posted it in Gradebook.

Online Registration Tab

The screenshot shows a navigation bar with the following items: My Account, Communication, Online Registration (highlighted), Emergency Forms, and Admissions. Below the navigation bar, there are two main content areas. On the left is a 'Need Assistance?' box with a question mark icon, containing the text 'Contact Us' with an envelope icon, and the phone number '216-763-1400, ext. 403'. On the right is a larger box with the Gross Schechter Day School logo (a red flame icon above the word 'SCHECHTER' and 'GROSS SCHECHTER DAY SCHOOL' below it). To the right of the logo, the text reads 'Welcome to the 2015 - 2016 On-Line Gross Schechter Day School Registration Site' and 'No Contract on file' in red.

Online Registration is open when current students are registering for the next school year. You will receive an email from the school telling you that this feature is now open and that it is time to reregister you child(ren). There will be a separate manual posted on the Gross Schechter website during reregistration.

Emergency Forms Tab



On the **Emergency Forms** page you will see the names of your child(ren) currently registered at Gross Schechter.

By **February 2016** you will be able to click on the pencil icon to edit **the contact information for your child**. You will receive an email letting you know that this feature is now up and running.

Emergency Forms Tab continued



On the **Emergency Forms** page you will see the names of your child(ren) currently registered at Gross Schechter.

Click on the pencil icon to edit information for your child. A popup will open with panes for entering or modify information about your child, yourself, emergency contacts, and medical insurance numbers.

A screenshot of the 'Emergency Form' popup window. The window has a blue header with a pencil icon and the text 'Emergency Form'. It is divided into three sections: 'Student Information', 'Father Information', and 'Mother Information'. Each section contains various input fields for personal and contact details.

Student Information			
Name:	<input type="text"/>	Address:	<input type="text"/>
Grade:	<input type="text"/>	City:	<input type="text"/>
DDB:	<input type="text"/>	State:	<input type="text"/>
SS#:	<input type="text"/>	Zip:	<input type="text"/>
		Country:	<input type="text"/>
		Phone:	<input type="text"/>
		Cell:	<input type="text"/>
		Email:	<input type="text"/>

Father Information			
Name:	<input type="text"/>	Cell:	<input type="text"/>
		Email:	<input type="text"/>
		Employer:	<input type="text"/>
		Work Phone:	<input type="text"/>
		Work Email:	<input type="text"/>
		Work Schedule:	<input type="text"/>

Mother Information			
Name:	<input type="text"/>	Cell:	<input type="text"/>
		Email:	<input type="text"/>
		Employer:	<input type="text"/>
		Work Phone:	<input type="text"/>
		Work Email:	<input type="text"/>
		Work Schedule:	<input type="text"/>

Emergency Forms Tab continued

Emergency Form

1 Person Authorized to pick up child (daily)

Name: Name:
Relation to Child: Relation to Child:
Daytime Phone: Daytime Phone:

2 Emergency Contact When Parents Cannot be Reached

Name: *
Address:
City: State: *
Zip: Country: *
Relation to Child: *
Phone: *
Cell:
Email:

Name:
Address:
City: State:
Zip: Country:
Relation to Child:
Phone:
Cell:
Email:

1 If someone other than you picks up your child from school, enter that information here.

2 Enter emergency contact information in these fields. Any field marked with an * must be filled in.

Emergency Forms Tab continued

Medical Information

Physician:	<input type="text" value="Choose Physician..."/>	Dentist:	<input type="text" value="Choose Dentist..."/>	Preferred Hospital for Emergency Care
Physician Phone:	<input type="text"/>	Dentist Phone:	<input type="text"/>	<input type="text"/>
Insurance:	<input type="text"/>			
Insurance ID #:	<input type="text"/>			
Allergies or Medical Condition:	<input type="text"/>			

Click on the **Choose Physician** field to enter information about your child's primary care doctor. Do the same for his or her dentist.

Fill in the other fields as well.

The final fields to complete are the verification fields.

- Publicity Release Permission:** The school and its designees have permission to use my child's name and/or photograph in press releases, ads, and news stories about education and/or the school.
- All of the above information has been reviewed by me**

In order to save, make sure to fill in all fields with a "*" and to check *All of the above information has been reviewed by me*.



In order to save the information in this entire popup, you must enter valid information in all fields that are marked with an * and certify that you have reviewed all the information entered. Click on the box next to the certification statement to indicate that you have reviewed the data.

If all required fields have data, you will then be able to click on the **Save** icon to update the information.

Admissions Tab

Admissions Tab is open for new student registration. There is a separate manual posted on the Gross Schechter web site.

The screenshot shows the 'Admissions' tab selected in a navigation menu. Below the menu is a blue banner that reads 'Welcome to Gross Schechter Day School Admissions Online'. The main content area features a 'New Application' form with the following fields:

- Applicant First Name: Text input with 'Sam Test' and a red asterisk.
- Applicant Last Name: Text input with 'Sam' and a red asterisk.
- Entering Grade: Dropdown menu with 'Test' and a red asterisk.
- For School Year: Dropdown menu with 'Select Grade...' and a red asterisk.

A blue button labeled 'Create New Application' is positioned below the form fields. At the bottom of the page, there is a 'Notice of Non-Discriminatory Policy as to Students'.

Notice of Non-Discriminatory Policy as to Students: The school admits students of any race, color, nationality, or ethnic origin, to all rights, privileges, programs, and activities made available to students. It does not discriminate on the basis of race, color, national or ethnic origin in demonstration of educational policies, scholarship or loan programs, or other school administrative programs.