

## TeacherEase Parent Guide

### Login

1. On your browser, navigate to the URL [www.TeacherEase.com](http://www.TeacherEase.com)
  - a. TeacherEase will work on many different browsers including Firefox, Safari, and Google Chrome.
  - b. The parent portal is mobile-friendly and can be accessed through the browser of your mobile device, or by downloading the iOS app in the Apple App Store.
2. Click on the login button on the top right of the screen.
3. Enter your email address, which serves as your username, and your password.

\*If you do not know your password, use the “Forgot Password” link to send an automated email to your inbox with instructions for setting up your account.



### Setting Account Information

The first time you log into the site you will be prompted to verify your account information. This information can be accessed in the future by navigating to Miscellaneous (top menu bar) and selecting “Update Password/Profile” from the drop-down.

### Navigating TeacherEase

Once you are logged in, you should see the “Parent Main” page. The quick links on the left will help you navigate the more common areas of the parent portal. All areas of the site are accessible from the menu items at the top of the page.

\*icons may appear in different colors than below

 Grades	<p>The grades page displays classes in which the student is enrolled, and overall grades for those classes when made available by the school. Missing work also appears on the bottom of this page.</p> <p>Clicking on the overall grade for a class, or the “learning targets” link will display the learning targets and scores for that class. Clicking on an assignment displays additional information.</p> <p>By default, only learning targets with assignments are shown. The drop-down menus in the upper-right adjust the view.</p>
 Assignments	<p>The assignments page displays the work assigned to the student. The default view is “Task List,” which shows assignments due that day. Expanding the view to week or month displays more assignments. Clicking on an assignment displays information about that assignment.</p>



Send email makes it easy to communicate with instructors and administrators at your school. Emails sent through the system are available both in TeacherEase, and your personal email system.

### News Feed

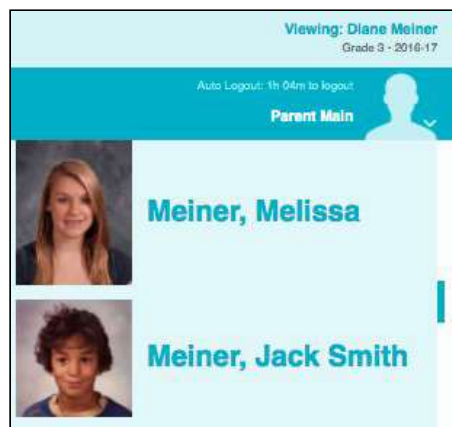
Through the news feed you can immediately see announcements, assignments due, and recent events right from parent/student main page. The “this week” column, on the right hand side displays assignments due during the current week.

### Switching Between Students

If you have multiple students available in the system, you can switch between them by clicking on the silhouette in the upper-right of the main page.



A drop-down will appear, from which you can choose a student. If student photos have been imported by your school, they will replace the silhouette.



### Report Cards

If your school makes report cards available on the parent portal, you can access them by navigating to Academics (top menu bar) and selecting “Report Cards.” Select the “View” link next to the report card you’d like to view as a PDF.