



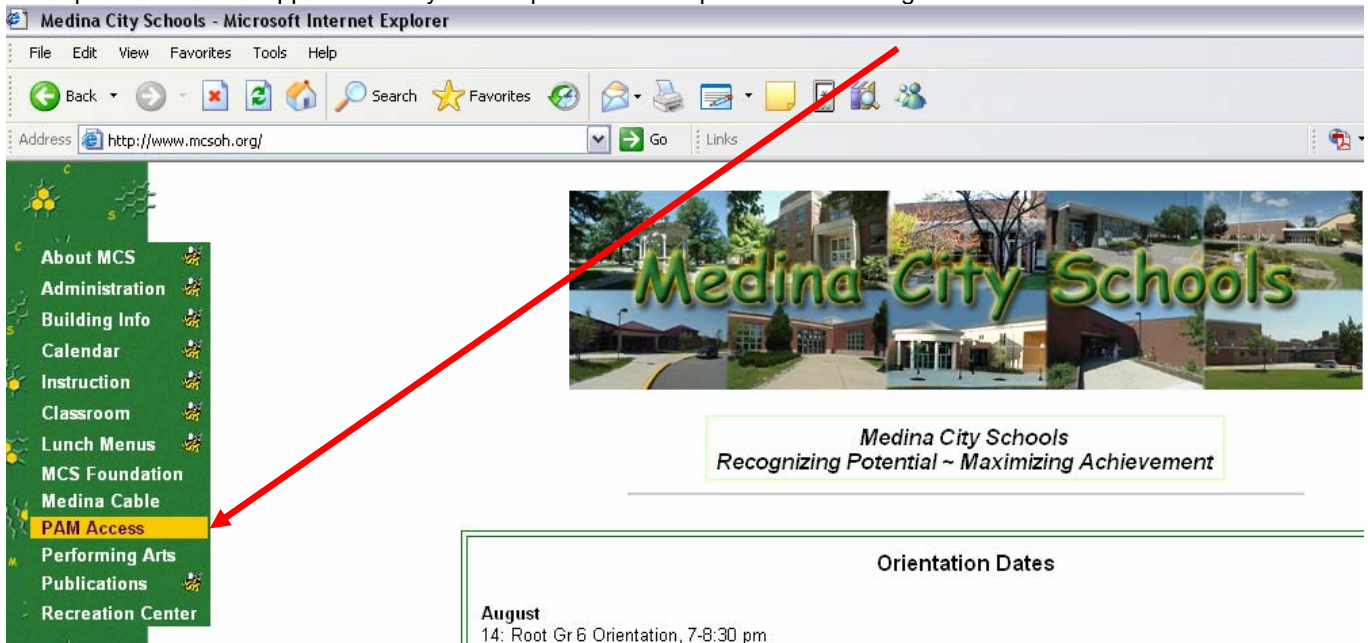
Medina City School District – Parent Assistant

Medina City School District's Parent Assistant provides parents and guardians access to information regarding their children's demographic information, attendance activity, reporting period grades and class schedules via the Internet. Parents and guardians may view the information or request changes to demographic information using a computer and a browser like Microsoft Internet Explorer.

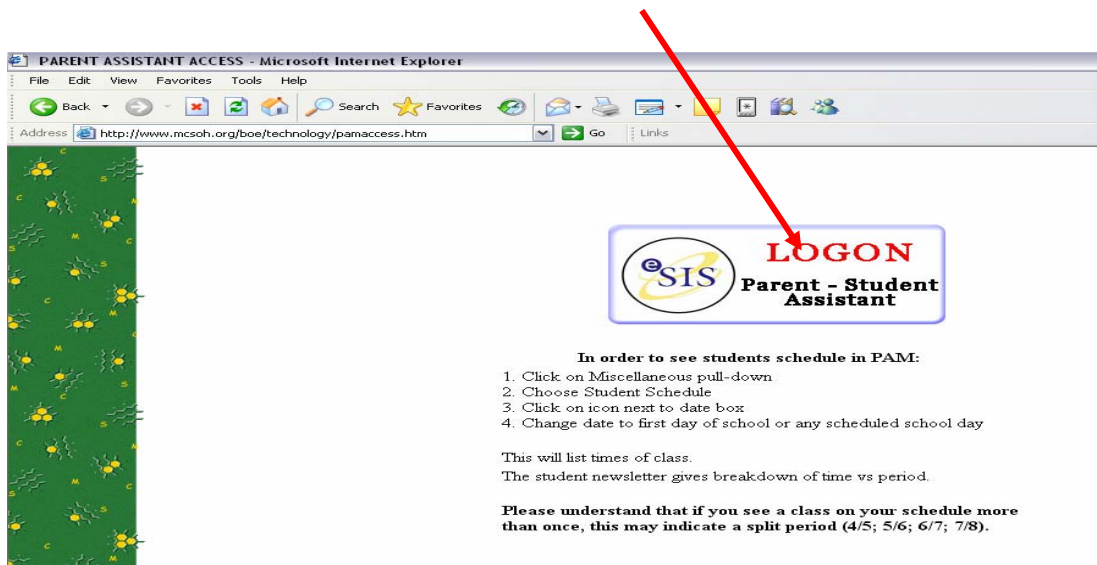
Below are instructions on how to use the Parent Assistant Program and details regarding the information available:

Access:

- Open the browser application on your computer. Go to <http://www.mcsoh.org>



- Click the Parent Assistant icon/link in the center of the page.





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From the login screen, enter the User Name and Password.

If you don't have a User Name or Password please contact PAM@mcsd.org or call 330-636-3101.

- Click the Login Button.

Figure 1

The screenshot shows the login interface for the Parent Assistant. It features a purple header with the eSIS logo and the text "Parent Assistant". Below the header, the word "Login" is displayed. A "LOGIN DETAILS" section contains a "Username" field with the text "smithr", a "Password" field with five dots, and a "Language" section with radio buttons for "English", "Spanish", and "French". A "Login" button is located below the form. At the bottom of the page, there is a copyright notice: "© Copyright, Administrative Assistants Ltd., 2003, All Rights Reserved Worldwide."

Enter your Username and Password. Click the Login button.



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Viewing Information

The Current Progress or Messages screen of Parent Assistant screen will be displayed after you Login. Figures 2 & 3, are the views of the Current Progress screen. This screen provides a snapshot of attendance and reporting period grades. The screen includes a list of all courses for the entire year.

Figure 2 Secondary View

Columns 1-4 are the reporting period grades

Column 4, Final and Current are the Final Grades for the course.

Courses	Teacher	Abs	Tardy	1	2	3	4	Exam	Final	Current	Details
CONT AMER AFFAIRS 1	KELLY, J. #9063	0	0	B+	B	-	-	B+	B+	B+	Details
JR LANG ARTS 1	LEUTHOLD #9070	0	0	A	A-	-	-	B-	A-	A-	Details
SPANISH III 1	CALA IACOV #9016	0	0	C-	C+	-	-	D	C	C	Details
STUDY HALL	WANKO, M. #9230	0	0	-	-	-	-	-	-	-	Details
LUNCH 1	-	0	0	-	-	-	-	-	-	-	Details
GEOMETRY 1	CIOLEK, R. #9020	0	0	A	B+	-	-	A	A-	A-	Details
DRAWING II	TAYLOR, E. #9221	0	0	B	C	-	-	-	B-	B-	Details
ENVIRONMENTAL SCIENCE 1	SCOTT, D. #9207	0	0	A	B+	-	-	B	A-	A-	Details
CONT AMER AFFAIRS 2	KELLY, J. #9063	0	0	-	-	A-	-	-	-	-	Details
JR LANG ARTS 2	LEUTHOLD #9070	0	0	-	-	A-	-	-	-	93/A	Details

Figure 3 Elementary View

Student Schedule **Log Off**

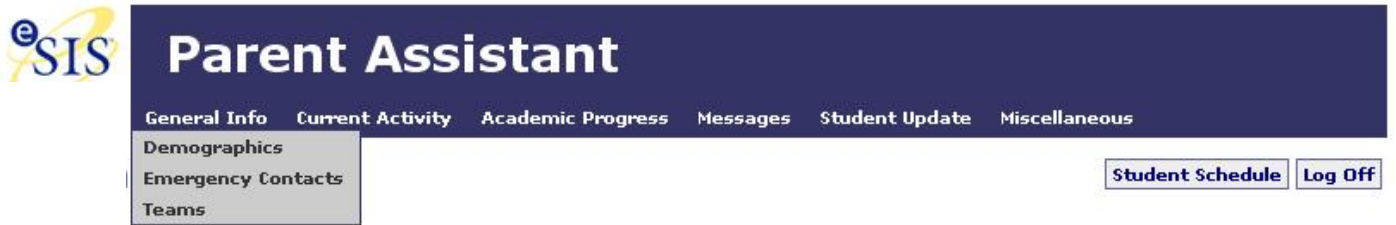
Courses	Teacher	Abs	Tardy	1	2	3	4	5	6	7	8	Exam	Final	Current	Details
Reading 2	FABIAN, C.	0	0	-	-	-	-	-	-	-	-	-	-	-	Details
Written/Oral Communications 2	FABIAN, C.	0	0	-	-	-	-	-	-	-	-	-	-	-	Details
Math 2	FABIAN, C.	0	0	-	-	-	-	-	-	-	-	-	-	-	Details
Science 2	FABIAN, C.	0	0	-	-	-	-	-	-	-	-	-	-	-	Details
Social Studies 2	FABIAN, C.	0	0	-	-	-	-	-	-	-	-	-	-	-	Details
Art 2	SAETTEL, J.	0	0	-	-	-	-	-	-	-	-	-	-	-	Details
Music 2	WOLF, J.	0	0	-	-	-	-	-	-	-	-	-	-	-	Details



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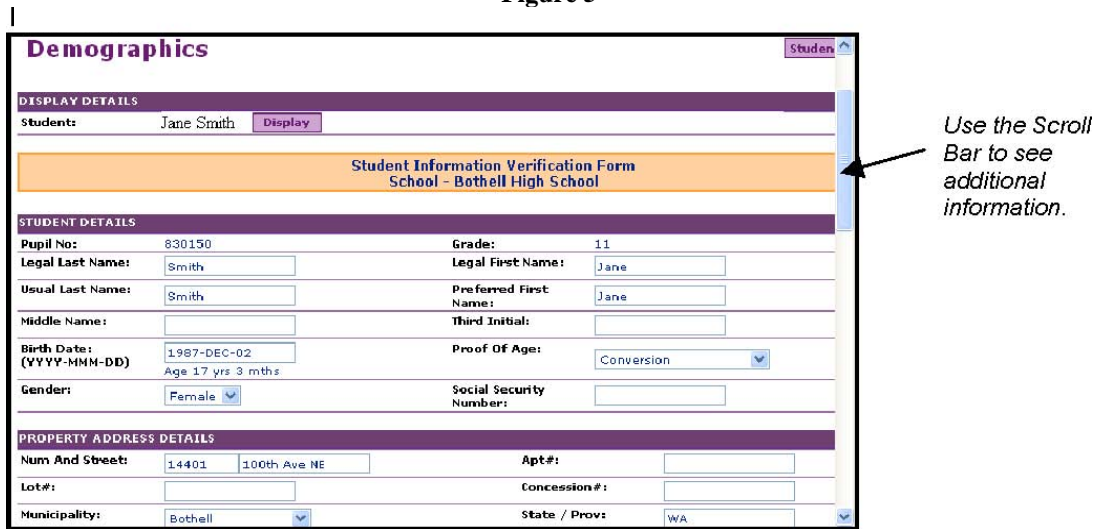
General Info Menu: Holding your mouse over General Info will display a menu with three selections, Demographics, Emergency Contacts and Teams. See Figure 4.

Figure 4.



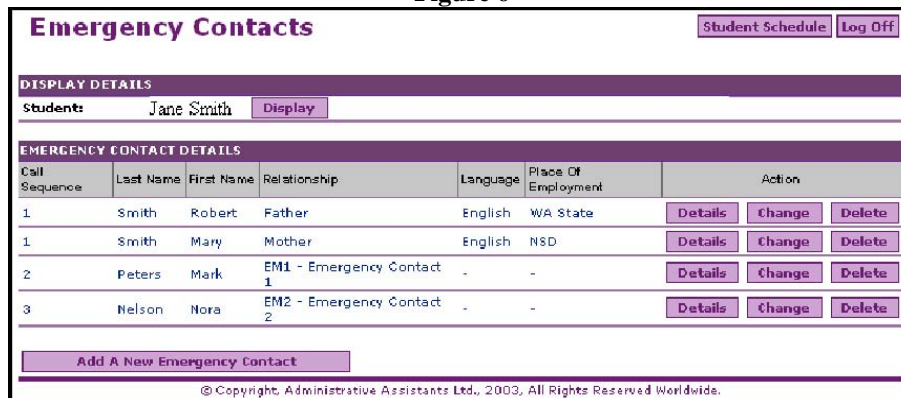
Selecting the **Demographics** choice will display a screen providing Student Details, Address Details, Previous School and District Details, Immigration and Miscellaneous Details, Medical Details and Sibling Details. See Figure 5.

Figure 5



Selecting the **Emergency Contacts** choice will display a screen listing the emergency contacts on record for the student. See Figure 6.

Figure 6





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Selecting the **Teams** choice will display a screen listing of all of the Team groups in which the student has participated. See Figure 7.

Figure 7

The screenshot shows the Parent Assistant interface. At the top left is the eSIS logo. The main header is dark blue with the text "Parent Assistant" and navigation links: "General Info", "Current Activity", "Academic Progress", "Messages", "Student Update", and "Miscellaneous". Below the header, the word "Teams" is displayed on the left, and "Student Schedule" and "Log Off" buttons are on the right. A "DISPLAY DETAILS" section contains a "Student:" label and a "Display" button. Below this is a "TEAM DETAILS" table with columns for Team Name, Team Type, Coach, and Teacher. Two rows of data are shown, both for "Becerra's House #2" with "Misc" team type and "-" for both Coach and Teacher.

TEAM DETAILS			
Team Name	Team Type	Coach	Teacher
Becerra's House #2	Misc	-	-
Becerra's House #2	Misc	-	-



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Current Activity Menu: Holding your mouse over Current Activity will display a menu with Attendance and Fees.

See Figure 8.

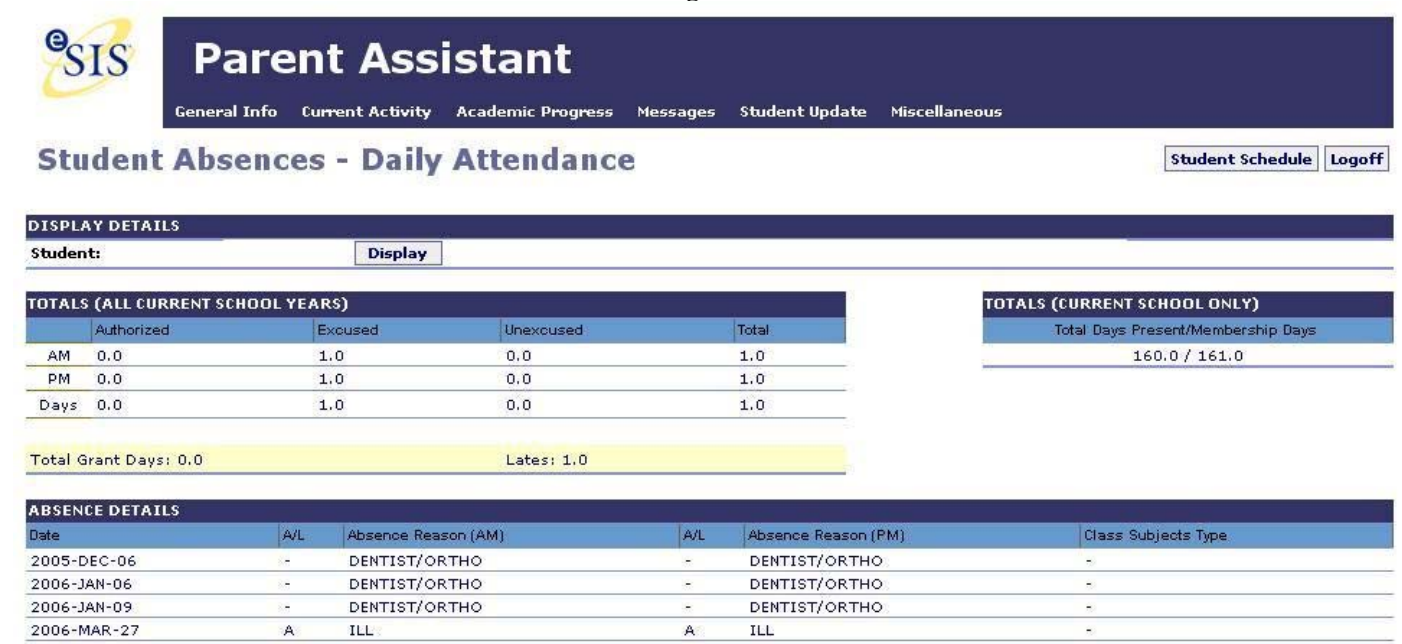
Figure 8



Selecting the **Attendance** choice will display a screen listing the student's attendance history for the year.

See Figure 9.

Figure 9



Selecting the **Fees** choice will display a screen listing the student's fee history for the year.

See Figure 10.

Figure 10

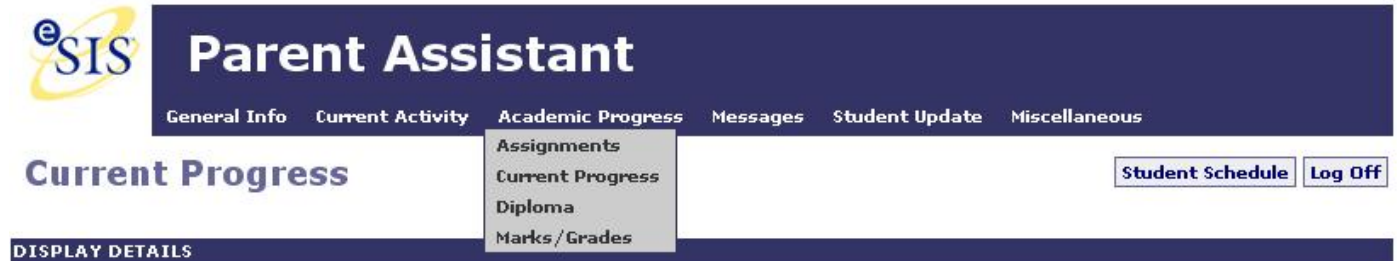




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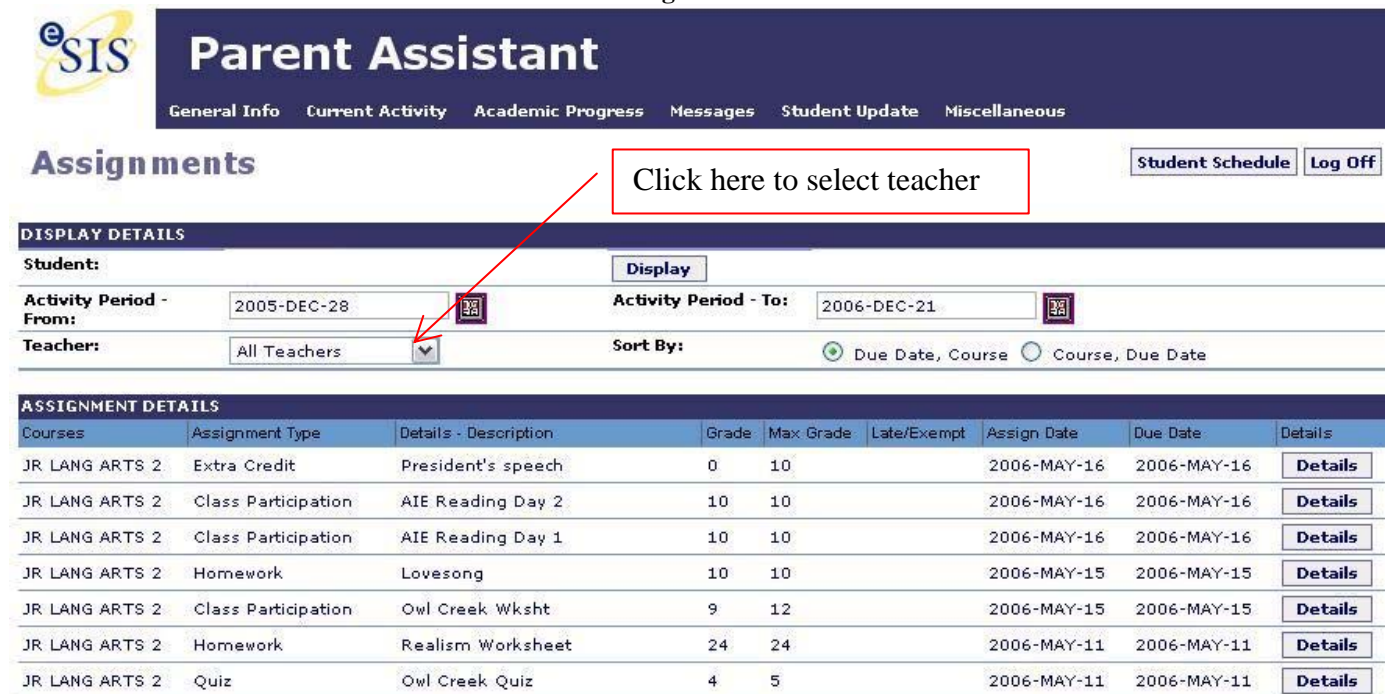
Academic Progress Menu: Holding your mouse over Academic Progress will display a menu with four selections, Assignments, Current Progress, Diploma and Marks/Grades. See Figure 11.

Figure 11



Selecting the **Assignments** will display class work. Columns will show information on possible grade/points, when work was assigned and due date. **Activity Period to & from** allows you to view specific grading period assignments. For example you can search on all assignments due for a particular week. See Figure 12.

Figure 12



Selecting the **Current Progress** will display the same screen available upon entry into Parent Assistant. See Figure 2.



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Selecting the **Diploma** will display progress toward graduation. In the diploma details, columns list Required, Earned and Needed credit totals. See Figure 13.

Figure 13

Parent Assistant

General Info Current Activity Academic Progress Messages Student Update Miscellaneous

Diploma [Student Schedule](#) [Log Off](#)

DISPLAY DETAILS

Student: [Display](#)

Show: Current Potential

Select the Current radio button to display the diploma status as it currently stands. Select the Potential radio button to display the diploma status including courses currently being taken but not yet finished.

DIPLOMA SUMMARY

Diploma Type:		Diploma Met:	
Diploma Issued:		Projected Grad Year:	
Bound For:		Entry Date:	
Intended Career Program:		Service Learning Hours Required:	0.0
		Service Learning Hours Earned:	0.0

DIPLOMA DETAILS

	Option	Req'd	Earned	Needed	Assoc CDP
For Diploma		21.0	15.0	6.0	
Compulsory		14.0	9.0	5.0	
Optional		7.0	6.0	1.0	
ENGLISH		4.0	2.5	1.5	
HEALTH		0.5	0.5	0.0	
MATHEMATICS		3.0	1.5	1.5	
PHYSICAL EDUCATION		0.5	0.5	0.0	
SOCIAL STUDIES 11/12		2.0	0.5	1.5	
SCIENCE		3.0	2.5	0.5	
SOCIAL STUDIES 09/10		1.0	1.0	0.0	
Other		7.0	6.0	1.0	
Total To Date			15.0		
Eqv. Credits Granted			0.0		

Selecting the **Marks/Grade** will display a view of the students grades for the present school year. See Figure 14.

Figure 14

Marks/Grades [Student Schedule](#) [Log Off](#)

DISPLAY DETAILS

Student: [Display](#)

MARK/GRADE DETAILS

Courses	Teacher	Reporting Period	Mark	Exam	Final	Abs	Tardy
CONT AMER AFFAIRS 1	KELLY, J. #9063	Marking Period 1 - 18wk	B+	B+	B+	0	0
		Marking Period 2 - 18wk	B				
JR LANG ARTS 1	LEUTHOLD #9070	Marking Period 1 - 18wk		B-	A-	0	0
		Marking Period 2 - 18wk	A				
SPANISH III 1	CALA IACOV #9016	Marking Period 1 - 18wk		D	C	0	0
			C-				



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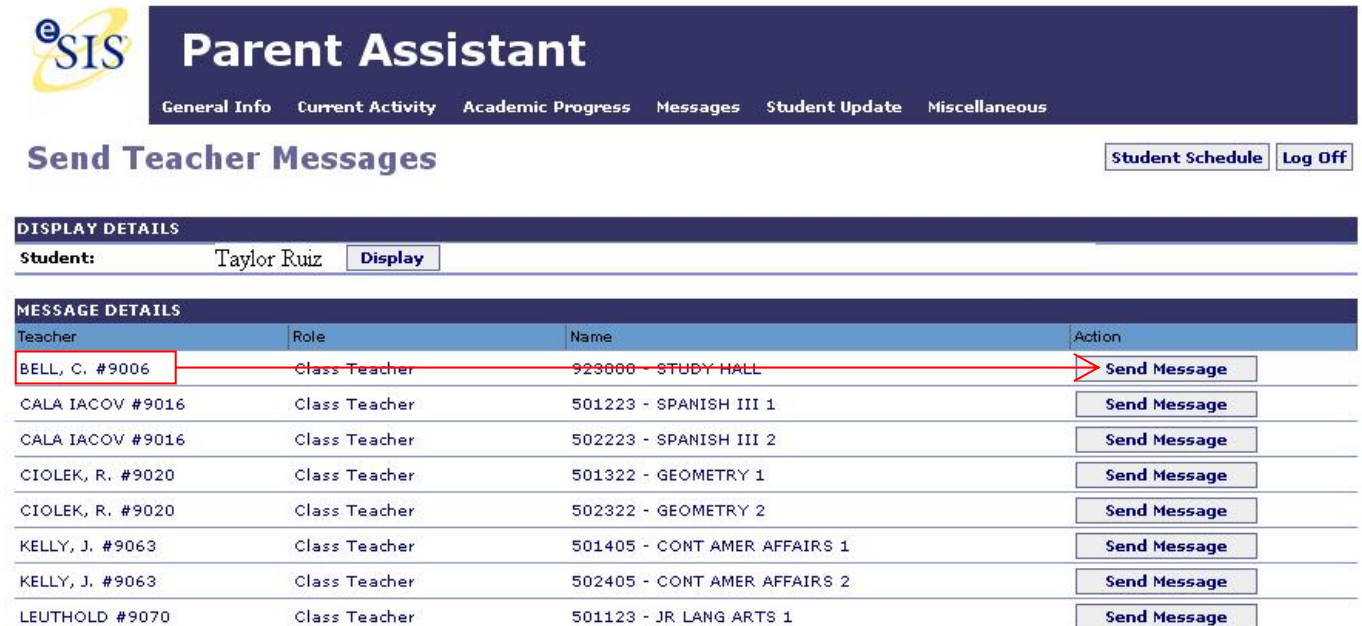
Messages Menu: Holding your mouse over Messages Menu will display a menu with three selections; Read Teacher Messages, School Messages and Send Teacher Messages. See Figure 15.

Figure 15



Selecting the **Read Teacher Messages** will take you to a screen that will allow you to see all unread messages the teachers have posted. A default feature of the Parent Assistant will display all **new** teacher messages when you login. Choosing the radio button next to “Show all Messages” will display all communications with all of your student’s teachers. **School Messages** will display general information needed to be passed on from entire buildings and/or the district. **Send Teacher Messages** will allow direct communication with each of your child’s’ teachers. Clicking on the “Send Message” button will deliver a message to your child’s instructor. See Figure 16.

Figure 16



Please understand that some of our staff may have alternate correspondence preferences. These preferences will be outline by your teacher. For example, some of the staff may choose to use their district e-mail account rather than the PAM messaging system to correspond.



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Student Update Menu: Holding your mouse over Miscellaneous Menu will display a menu with one selection, Courses. See Figure 17.

Figure 17



Selecting the **Courses** choice will display your child’s schedule selections for the next school year. Add Course, Remove and Add Alt. buttons are only available during student scheduling periods. See Figure 18.

Figure 18

Courses Student Schedule Log Off

DISPLAY DETAILS

Student: Taylor Ruiz Display

STATUS DETAILS

Status Is: Unapproved

MESSAGE DETAILS

View School Message Send Counsellor Message

COURSE DETAILS

Add Course All Done

Course Description	Code	Length	Remove	Alternate	Update Alt
ADVANCED COMPOSITION	500165	18 Weeks	Remove	No Alternate	Add Alt
ALG II/TRIG	503336	36 Weeks	Remove	No Alternate	Add Alt
CIVICS	500441	18 Weeks	Remove	No Alternate	Add Alt
COL BOUND LIT	700140	18 Weeks	Remove	No Alternate	Add Alt
CULTURAL ARTS	700760	18 Weeks	Remove	No Alternate	Add Alt
DIGITAL GRAPHIC COMM	800827	18 Weeks	Remove	No Alternate	Add Alt

Miscellaneous Menu: Holding your mouse over Miscellaneous Menu will display a menu with one selection, Non School



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Days. See Figure 19.

Figure 19



Selecting the **Non School Days** choice will display a screen listing the dates school is not in session along with the reason. Only full-day non-school days are listed. No half days are listed. See Figure 20.

Figure 20

The screenshot displays the 'Non School Days' screen. At the top, the 'eSIS' logo and 'Parent Assistant' title are visible. Below the navigation bar, the title 'Non School Days' is centered. A 'DISPLAY DETAILS' section shows the student name 'Anne Smith' and a 'Display' button. Below this is a table titled 'NON SCHOOL DAY DETAILS' with two columns: 'Date' and 'Reason'.

Date	Reason
2004-SEP-06	Labor Day
2004-OCT-08	Non-Stu Professional
2004-OCT-11	Non-Stu Professional
2004-NOV-11	Veteran's Day
2004-NOV-12	Non-Stu Professional
2004-NOV-25	Thanksgiving Break
2004-NOV-26	Thanksgiving Break
2004-DEC-20	Winter Vacation
2004-DEC-21	Winter Vacation
2004-DEC-22	Winter Vacation
2004-DEC-23	Winter Vacation
2004-DEC-24	Winter Vacation
2004-DEC-27	Winter Vacation
2004-DEC-28	Winter Vacation



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Student Schedule Button: Click the Student Schedule Button to view the student's schedule of classes. See Figure 21.

Figure 21

The screenshot shows the 'Parent Assistant' header with a navigation menu: General Info, Current Activity, Academic Progress, Messages, Student Update, and Miscellaneous. Below the header is a 'Demographics' section. In the top right corner, there are two buttons: 'Student Schedule' and 'Log Off'. A red arrow points to the 'Student Schedule' button.

Student Schedule view appears in figure 22.

Figure 22

The screenshot shows the 'Student Schedule' view. At the top, there are buttons for 'Student Schedule' and 'Log Off'. Below is a 'DISPLAY DETAILS' section with a 'Student:' field and a 'Date:' field set to '2006-MAY-16'. A 'Display' button is located below these fields. The main section is 'SCHEDULE DETAILS', which contains a table with the following data:

Time	Teacher	Course Name	Room
07:30 - 08:23	KELLY, J. #9063	CONT AMER AFFAIRS 2	2204
08:28 - 09:24	LEUTHOLD #9070	JR LANG ARTS 2	2106
09:29 - 10:22	CALA IACOV #9016	SPANISH III 2	2111
10:27 - 11:20	BELL, C. #9006	STUDY HALL	MIDDLE AUDITORIUM
11:57 - 12:23	CIOLEK, R. #9020	GEOMETRY 2	2217
11:21 - 11:56	-	LUNCH 2	CAFE
12:58 - 13:52	PETERS, J. #9090	STUDY HALL	MAIN CAFE
12:24 - 12:54	CIOLEK, R. #9020	GEOMETRY 2	2217
13:57 - 14:50	SCOTT, D. #9207	ENVIRONMENTAL SCIENCE 2	1127



Medina City School District – Parent Assistant

Requesting a Change

Changes may be requested for Demographic Information and Emergency Contacts by the parent or guardian through Parent Assistant. *For example a parent may request to change or update a work phone number or the student's address.* Once the parent makes the change the update is submitted to the school for processing. The school must process the request before the requested change is final.

To request a change to demographic information:

- Select Demographics from the General Info menu.
- Click in the field to be updated.
- Enter the new information.
- Scroll to the bottom of the screen and click the Submit Change Request Button. See Figure 23.

Figure 23

ALTERNATE ADDRESS DETAILS (FOR TRANSPORTATION - ELIGIBILITY TO BE DETERMINED BY THE BOARD)

Street#	Street Name	Apt#	Municipality	Contact Name	Contact Phone
---------	-------------	------	--------------	--------------	---------------

IMMIGRATION AND MISCELLANEOUS DETAILS

Country Of Birth: United States of America
Country Of Citizenship: United States of America
Immigration Status: American Citizen
Entry Date:
Visa/Work Permit Exp Date:
Language: English
Language Most Used:
Language At Home: English
Tuition Paid By:
Tuition Type:
Release Info?
Internet Access?
Emerg Closure:
Family Courier?

MEDICAL DETAILS

Doctors Name: DR. FRANTZ
Phone Number: (440)582-1484
Dentist's Name: Powers
Phone Number: (440)885-5463
Health Policy #:
Preferred Hospital: Medina General
Allergies: none listed
Life Threatening?
Other:

SIBLING DETAILS

Pupil No	Name	Relationship	Age	Grade	Gender
255257	Raymond Ruiz	Brother	15	09	M

Submit Change Request Change Password

- A message will be displayed stating the change has been requested. See Figure 24.
- Click the Return Button to continue.

Figure 24





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- To request a change to emergency contact information select Emergency Contacts from the General Info menu.
- Click in the Change Button to update existing information. Click the Delete Button to delete an existing contact or click the Add A New Emergency Contact to add a new contact. See Figure 25.

Figure 25

Call Sequence	Last Name	First Name	Relationship	Language	Place Of Employment	Action
1	Smith	Robert	Father	English	WA State	Details Change Delete
1	Smith	Mary	Mother	English	NSD	Details Change Delete
2	Peters	Mark	EM1 - Emergency Contact 1	-	-	Details Change Delete
3	Nelson	Nora	EM2 - Emergency Contact 2	-	-	Details Change Delete

Click the Change, Delete or Add A New Emergency Contact Button to change Emergency Contact information.

- Click in the field to be updated and then click the Save Button to submit the request. See Figure 26.

Figure 26

- A message will be displayed stating the change has been requested. Click the Return button to continue viewing or changing other information.



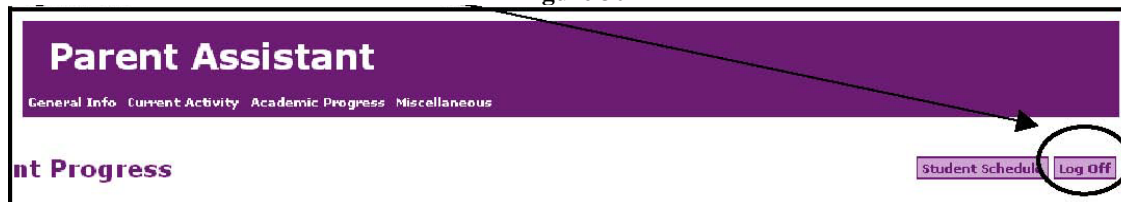
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Log Off

Always remember to Log Off and close the browser when you are finished requesting changes or viewing information. See Figure 30.

To Log Off click the Log Off Button located near the top of the screen.

Figure 30



This will return you to the Login screen. Close your browser to complete the log off.

What if I need help?

If you need help or have questions regarding Parent Assistant please contact your Medina City School District Technology Department @ (330) 636-4390 or email PAM@mcsd.org or contact the EMIS Coordinator at 330-636-3101.