

GRADESPEED

DoDDS teachers are using an electronic grade book. One of the benefits of this program is the parent portal, "ParentConnection" through which parents can view their students' averages, assignment scores and attendance.

In viewing the information in GradeSpeed's Parent Connection two important facts should be remembered.

1. Because of LMS's rotating Black/Gold schedule the Assigned and Due date columns are not valid and are of no significance.
2. Be aware that the expectation at LMS for updating grades and assignments in the gradebook is not daily or hourly. We feel the teachers' non-teaching time is best spent planning, preparing, and assessing instruction rather than concentrating on entering grades.

Please see below for instructions on how to apply for an account. If you experience any problems please contact Dr. Jo Brei-Crawley at Lakenheath Middle School (DSN 226-7340).

Requesting an Account in ParentConnection

Estimated Time taken to Perform Process: 5-10 Minutes

Note: After you complete your request, your account will be active but it will not display student information until school level personnel have approved it.

I. Access ParentConnection Sign-In

A. On your computer, open Internet explorer and enter this address in the address line:
<https://dodea.gradespeed.net/pc>

B. Once the 'Sign In to ParentConnection' screen opens, select Europe as the district then look to the lower left and click on 'Click here to sign up'.



II. Parent Account Signup

A. The 'Parent Account Signup' window opens. Follow the directions noted on the screen to fill in the required fields. At this point, you may want to have a pen and paper ready in order to record the username and password you have chosen. This way you have the information ready for the next time you choose to login to ParentConnection.
Important Note: The email address entered in the signup must match the sponsor's email on file at the school. If the email address is different than the one you have given the school you will need to contact Mr. Pope to get the account approved. When you are finished, click 'Sign Up' to submit your application.

Parent Account Signup

[Help](#)

Please enter accurate information in the following fields. This information will be compared against student records as a qualification for approval. Items with a * are required. **Please do not use nicknames, but rather your full legal name.**

Username:	<input type="text" value="sampleparent"/> *	Your First Name:	<input type="text" value="Sample"/> * M.I. <input type="checkbox"/>
Password:	<input type="password" value="••••••"/> *	Your Last Name:	<input type="text" value="Parent"/> *
Confirm Password:	<input type="password" value="••••••"/> *	Your Address:	<input type="text" value="CMR Box 000"/> *
		City:	<input type="text" value="APO"/> *
		State:	<input type="text" value="Armed forces Europe"/> *
		Zip:	<input type="text" value="09000"/> *
E-mail:	<input type="text" value="sampleparent@af.mil"/>	Primary Phone:	<input type="text"/>
Confirm E-mail:	<input type="text" value="sampleparent@af.mil"/>	Alternate Phone:	<input type="text"/>
<input type="button" value="Sign Up"/> <input type="button" value="Cancel"/>			

III. Add a Student to Your Account

- A. After completing the 'Signup', you will enter the ParentConnection welcome screen. Look to the bottom of the page and select 'Add a student to my account'.

Welcome to ParentConnection

Department of Defense Europe

Select a section:

- Grades
- Attendance
- Calendar
- Manage Students
- My Settings

You are currently logged in as **sampleparent**.

[\[Log Out\]](#)

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](#)

- B. Fill out the 'Application for Access to New Students' noting the instructions provided in the window. Pay close attention to enter the student name and birth date exactly as it appears in school records. Click 'Submit' to finish.

Welcome to ParentConnection

Department of Defense Europe

Select a section:

- Grades
- Attendance
- Calendar
- Manage Students
- My Settings

You are currently logged in as **sampleparent**.

[Log Out]

Application for Access to New Students

Please add the information below for each new student you wish to apply for. All fields are required, and please enter the information accurately. This information will be compared against student records as a qualification for approval.

Please do not use nicknames, but rather the student's full legal name.

Student First Name:	<input type="text" value="Student"/> *
Student Last Name:	<input type="text" value="Sample"/> *
Campus:	<input type="text" value="SHAPE High School"/> *
Date of Birth:	<input type="text" value="07/09/1992"/> * MM/DD/YYYY

|

C. If you enter the student information correctly, an alert will appear indicating the request is pending approval.



If you did not enter the information as it appears in school records, the error below will be displayed. You then have the option to change the information and re-submit.



D. Upon successfully submitting your application, a new screen will open showing the current students associated with your account. Notice the status of 'pending' will appear until school personnel have reviewed, approved and activated your account. Should you have additional children at the same or another DoDDS school, you can click on the 'Add Students' button to request access to them as well.

Current Students:

Name	Student ID	Campus	Parents	Status	Remove
Sample		Elementary School	2	Pending	Remove

IV. School Confirmation

A. Upon receipt of your application, school personnel will review your information, compare it to records on file and verify that you have access to information on the student selected. If access is approved, an email message will be sent to the email address on file in the school's 'Student Information Systems' database. Applications submitted during the workweek should receive a reply within 24 hours of receipt.

B. You can also verify the status of your request by accessing the 'Manage Students' screen. The 'Status' column will indicate 'Active' if the account has been approved, 'Pending' if it has not yet been reviewed, or 'Denied' if your request was rejected.

Welcome to ParentConnection

Current Students:

Name	Student ID	Campus	Parents	Status	
		Elementary School	2	Active	Remove
		Elementary School	1	Active	Remove
		Elementary School	1	Active	Remove

Add Students

Department of Defense Europe

Current Student:

Select a section:

- Grades
- Attendance
- Calendar
- Manage Students
- My Settings

V. Account Settings

A. Anytime you login to your account, you can access the 'My Settings' page by clicking on the link to the left of your screen as shown below. On this screen, you can reset your password as needed and view your account profile.

Welcome to ParentConnection

My Settings:

Username: sampleparent Name: Parent, Sample

Password: [Reset Password](#)

Address: *

City: *

State: *

Zip: *

Primary Phone:

Alternate Phone:

E-mail:

Save | Cancel

Fields marked with a * are required.

Department of Defense Europe

Select a section:

- Grades
- Attendance
- Calendar
- My Settings

You are currently logged in as **sampleparent**.

[Log Out]

VI. Student Grades

A. To access student grades, first select the 'Current Student' from the dropdown list on the left side menu of the screen. Then click on the 'Grades' link under 'select a section'. Once the screen appears, you can review assignment data for each class by clicking on the overall score for each cycle/quarter. This will open the detail area near the bottom of the page that shows all assignments divided by category. Any notes or comments for the assignments or grades will also appear.

Department of Defense Europe

Current Student: [Dropdown]

Select a section:

- Grades
- Attendance
- Calendar
- My Settings

You are currently logged in as [Name] [Log Out]

Student Grades:

Elementary School)

Teacher	Course	Period	Cycle 1	Cycle 2
rt	Art4(4A)		92	
rt	Health Education 4 (4A)		80	
rt	Int Lang Arts-Read 4 (4A)		55	
a	InterculturalEd 4 (4A)			
rt	Life Skills 4 (4A)		77	
rt	Mathematics 4 (4A)			
	Music 4 (4A)			
ble	Physical Education 4 (4A)			
rt	Science 4 (4A)			
rt	Social Studies 4 (4A)		83	

Life Skills 4 (4A) (Period 1) 77

Grades 100%

Assignment	Assigned	Due	Grade	Note
4	Aug-29	Aug-30	55	
5	Aug-29	Aug-30	99	
Test Assn 1	Sep-4	Sep-5		
		Average	77	

Comments
 Music Participation - P
 Shows good sportsmanship - /