

NetClassroom 101

An Illustrated Cheat Sheet for Students and Parents

Welcome to the NetClassroom Cheat Sheet!

So what is this "NetClassroom" you speak of?

NetClassroom is an online portal for students and parents to access important school information such as assignments, grades, attendance, schedule, announcements, billing statements, transcripts, report cards, and much more. Don't worry; **NetClassroom** is secure, so you see only your own grades and information.

My school has that but calls it something else.

NetClassroom is a software program by Blackbaud, Inc., which provides technology solutions for nonprofits. Your school uses **NetClassroom**, but they can customize its name to fit their needs. When you log into the portal, the name that appears in the upper left corner is the name your school uses for **NetClassroom**.

Write a letter to your classmates about the books 21 out of 25 you read on summer vacation.

Write a Description of an Object

Write About an Imaginary Place

Write a Painting Description

Tips and Tricks

Contact the teacher.

To see a teacher's schedule and contact details, click his or her name. Depending on your school's settings, you may also send email to teachers from their contact pages.

No matter where you are in the portal, you can use some features to help find or navigate school information.

Show filters.

Many pages use filters so you can select the criteria of the information to view. You can use many different filters depending on the page.



9/9/2011

9/16/2011

9/23/2011

9/30/2011

Tri 1 grade: 89.000 Mr. Bob Wells

ESSAY-1

ESSAY-2

ESSAY-4

Click

to expand a row
to view its detail information.

Click

to collapse a row
and hide its information.

Calendar.

25 out of 25

Select to view details by day, 7 days (week), or 31 days (month), or for a specific date.



Expand all Collapse all

Great improvement from the last essay. Keep

What Can I Do in NetClassroom?

Registration

View your current schedule and the course catalog. Enroll in or request classes. On the Home page, you can view your latest averages, class announcements, upcoming assignments, grades, class schedule, and important school links. Some features depend on your school's settings.

Grades

Review your report card, transcript, and progress toward graduation. To see how you did on assignments, click **Graded school work**. For your overall grades, click **Averages**.

Classes

Check your class details, assignments as a list or calendar, and attendance.

Billing

View your latest student billing statement.

School calendar

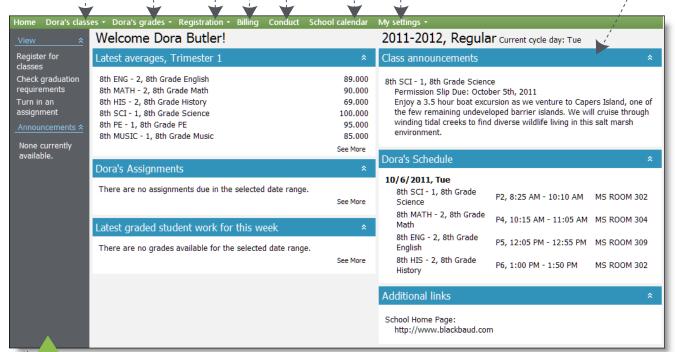
Review important school events and, if you want, your class and assignment information.

Conduct

See whether you have any conduct infractions.

My settings

Edit your mailing address, set up your Home page, review Frequently Asked Questions (FAQs), and change your password and security questions.





From the explorer bar, you can view important tasks and school announcements.

What's Going On in My Classes?

Class details
Assignments list
Assignments calendar
Attendance

From the Classes menu, select Class details.

1 Select class.

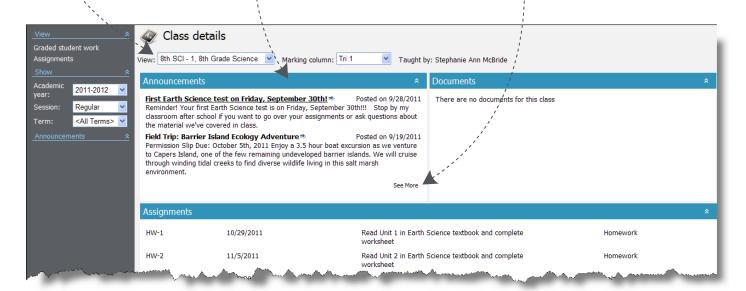
Select the class and marking column to view details about.

2 View details.

View any documents, announcements, and assignments for the class and grades for the marking column.

3 See more.

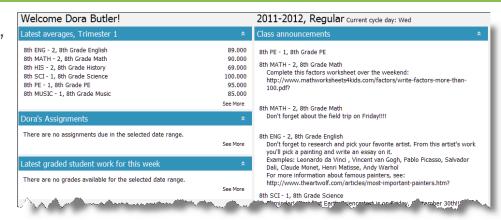
To view details about an announcement, including any special formatting or embedded videos or images, click **See More**.





View your announcements on the Home page!

Under **Class announcements**, your current announcements appear for each class.



What's Due for Class?



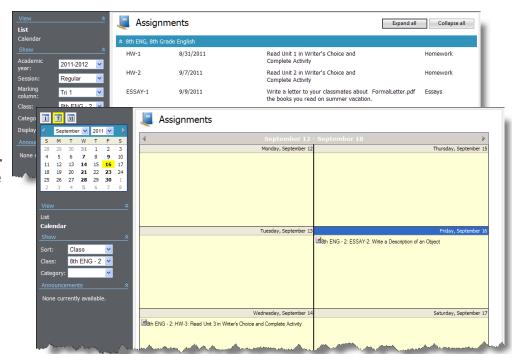
From the **Classes** menu, select how to view assignments.

List.

Select which class to view assignments for and whether to view the list by class or date. You can expand a class or date to view its assignments.

Calendar.

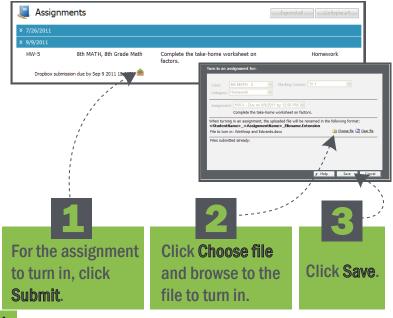
Select which class to view assignments for and whether to view assignments by day, week, month, or specific date.

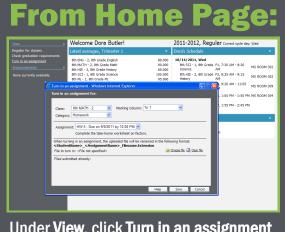




Turn in your assignments online!

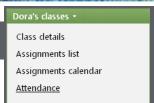
From Assignments List:





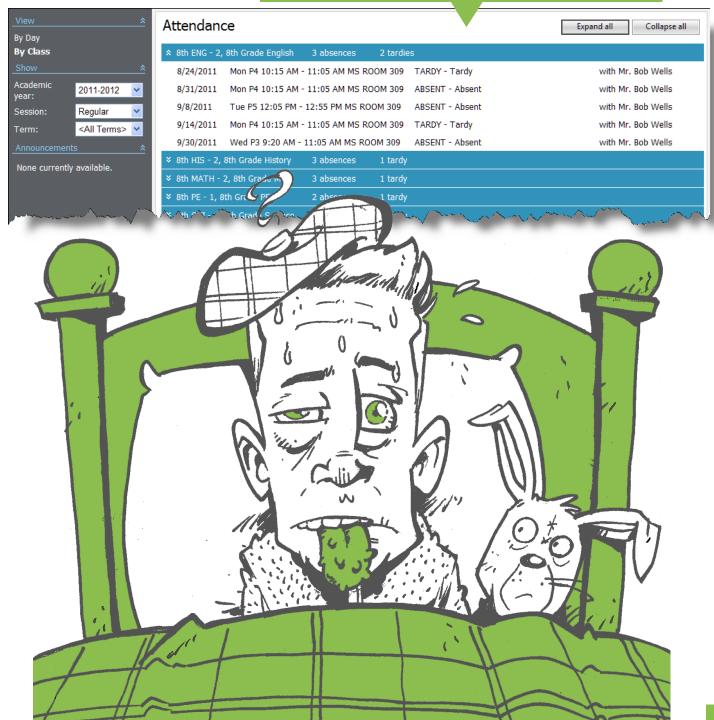
Under View, click Turn in an assignment and then select the assignment, click Choose file, and browse to the file to turn in. To select the assignment, select its class, marking column, and category.

How's My Attendance Record?

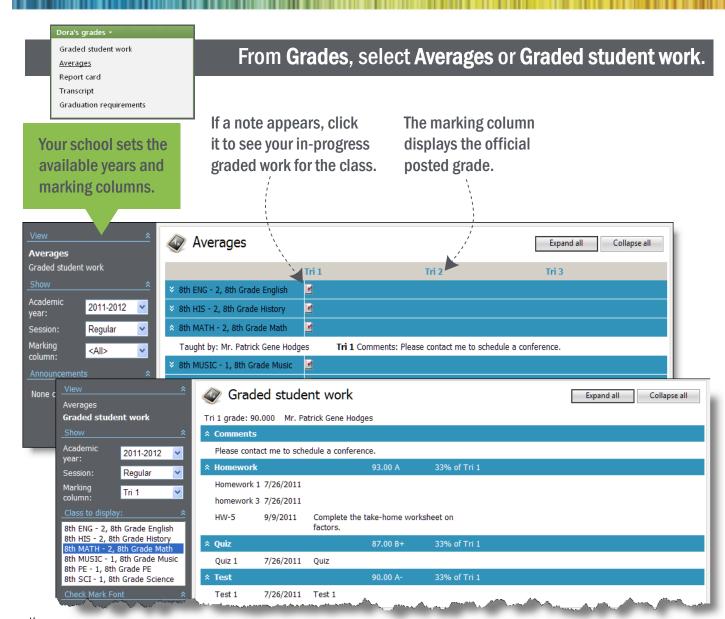


From the Classes menu, select Attendance.

For each day or class, you can view attendance details. Expand a day or class to view all absences and tardies, including any attendance codes that your school sets up.



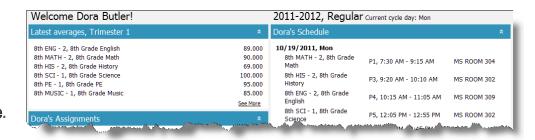
How Are My Grades?



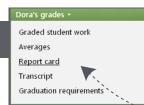


View your averages on the Home page!

Under Latest averages, your current average for each class appears. To view details about your averages, click See More.



What's My Official Progress?



From the Grades menu, select Report card or Transcript.

When you have a new report card or transcript, NEW! appears in red

Brian Lewis Davis

Advisor: Mrs. Martha D Rivers
Grade level: Ninth Grade
Address: 344 Wheeler Drive

Charleston, SC 29407

Student ID: 0816

Date entered: 5/26/2013

Graduation:

Pepperworth Upper School

3460 Creekfield Road Charleston, SC 29492 (843) 555-1234

Report Card											
2012-2013											
Course	Class	Teacher	QT 1	QT 2	S1	QT 3	QT 4	S2	FINAL	Credit	Attendance
English I	ENGL I - 1	Mrs. Claire Louise Williams	A	В	A-	A	B+	A	A	1.00	3
Algebra I	ALGB I - 2	Mr. Marcus Gates	A	A	A	A	A	A	A	1.00	3
US History	US HIST - 1	Mrs. Martha D Rivers	A	В	A-	A	A-	A	A	1.00	3
Spanish I	SPAN I - 1	Mrs. Margaret Anne Andrews	A	A	A	A+	A-	A	A	1.00	3
Ceramics I	CERAM I - 1	Mrs. Alice M Appleby	B+	A	A	В	B+	A	A	1.00	3
Intro to Computers	COMP INTRO - 1	Mr. Marcus Gates	A-	A-	A	B+	A	A	A	1.00	3

Report card.

Your performance over a session of a single academic year.

Grading Scale

A+ 97-100 B+ 87-89 C+ 77-79 D 65-69 A 94-96 B 84-86 C 74-76 F 0-64 A- 90-93 B- 80-83 C- 70-73

Signature:

Michael Richard Andrews

Class of: 2013
SSN: 222-22-2222
Parent/Guardian: Mr. Alex Edward Andrews
Address: 355 Glen Brook Lane
Charleston, SC 29401

Pepperworth Upper School 3460 Creekfield Road Charleston, SC 29492 (843) 555-1234

Transcript.

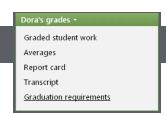
Your comprehensive performance over several academic years.

					Officia	l Transcript					
009-2010, Ninth Grade			2010-2011, Tenth G	rade		2011-2012, Elevent	th Grade		2012-2013, Twelfth Grad	de	
Course	Final	Credit	Course	Final	Credit	Course	Final	Credit	Course	Final	Credit
English I	A	1	English II		1	English III	D+	1	English IV	B+	1
Algebra I	A-	1	Biology	В	1	Chemistry	B+	1	Trigonometry	A-	1
Intro to Computers	A+	1	Biology Lab		1	US History		1	Chemistry Honors	A	1
Physical Education I	A+	1	Geometry		1	Algebra II	В	1	Economics	B+	1
Physical Science	A-	1	World History		1	Ceramics I	В	1	American Government	A	1
	l Credits:	5	Drawing I	A+	1	Spanish II	C+	1	US History	В	1
Cumulative	Credits:	5	Programming		1	Chemistry Lab	В	1		al Credits:	5
Cumulative GPA				Total Credits:	7		Total Credits:	7	Cumulati	ve Credits:	24
Unweighted	4.00		Cum	ulative Credits:	12	Cun	nulative Credits:	19	Cumulative GPA		
Weighted	5.00		Cumulative GPA			Cumulative GPA			Weighted	4.70	
			Unweighted	2.70		Unweighted	2.30				
			Weighted	5.00		Weighted	4.30				
Activities											
Category		Activity		Grade							
Clubs		Ecology	Club	10, 11		Test Scores			_		
Clubs						Test	Subtest	Score			
Clubs						PSAT	Math	72			
Clubs						PSAT	Verbal	68			
Athletics		Soccer				1					
Athletics						1					
Athletics						1					
Athletics						1					
Volunteer/Community Ser		SPCA	1	1		1					
Volunteer/Community Ser						1					
Volunteer/Community Ser						1					
Volunteer/Community Ser	vice										
Signature:							Title:		Date:		

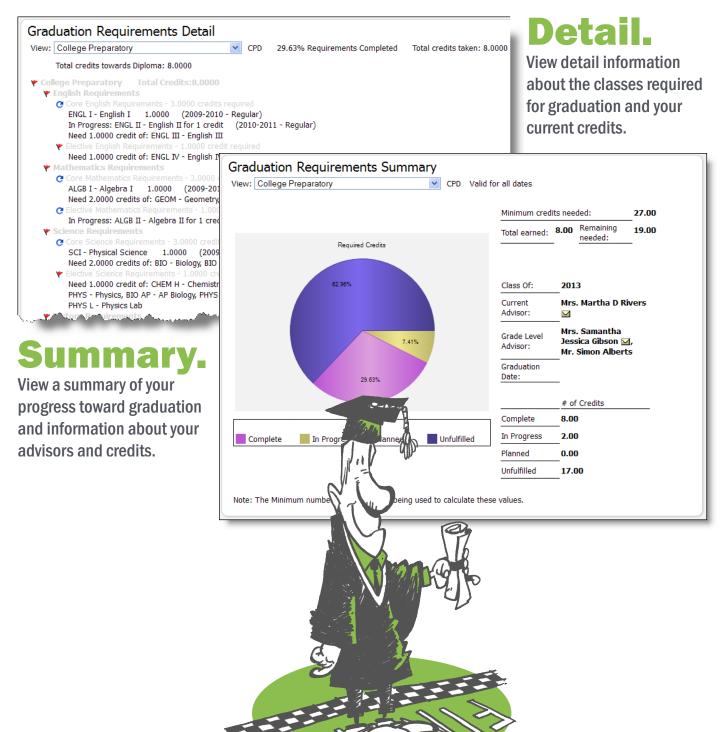


To view report cards and transcripts in your browser, enable pop-ups.

What's Left to Do Before I Graduate?



From the Graduation menu, select Graduation requirements.



How Do I Look Up Course Information?

Course catalog
Enroll in classes
Dora's schedule

From the Registration menu, select Course catalog.

1 Filter.

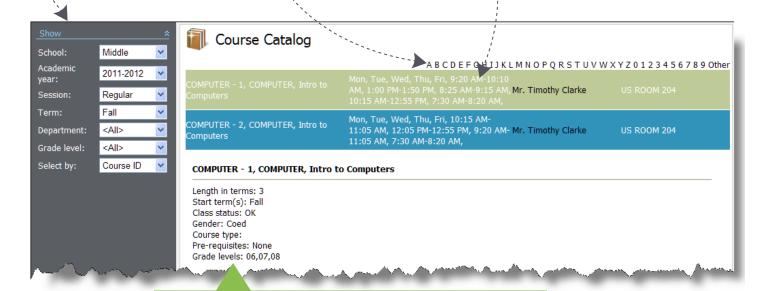
Select the criteria of the courses to show.

2 Click.

Click the first letter of the course to view.

3 View.

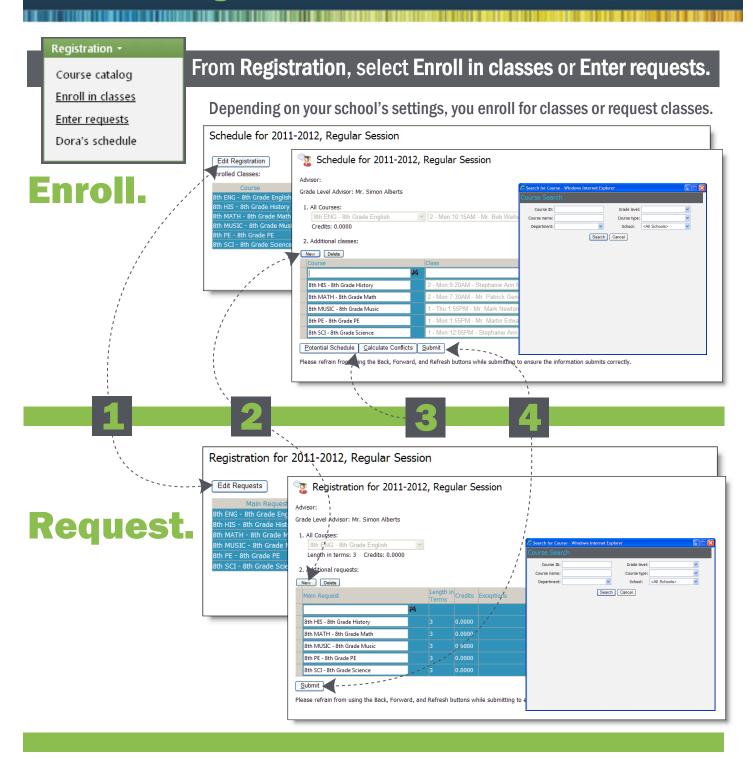
Select a course to view its details.



Your school sets up the information that appears in the course catalog, such as the course descriptions, grade levels, prerequisites, the number of classes, and more!



How Do I Register for Classes?





Edit.

Click Edit Requests or Edit Registration.



Add new.

Click New and search for the class to register for.



3 Verify.

If you enroll, view the **Potential Schedule and Calculate Conflicts.**



Submit.

Click Submit to send your enrollment or requests.

What's My Class Schedule?

Registration *

Course catalog

Enroll in classes

Dora's schedule

From the **Registration** menu, select your schedule.

List.

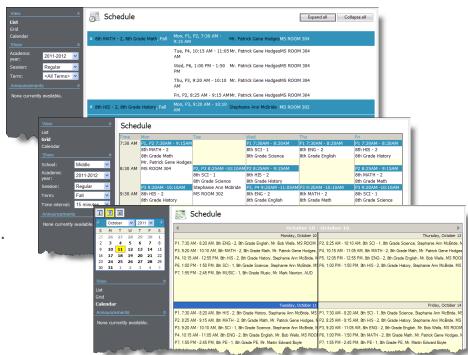
Expand a class to see its schedule. You can filter classes by year, session, and term.

Grid.

Filter classes by school, year, session, term, and time interval.

Calendar.

Display classes by day, week, month, or specific date.

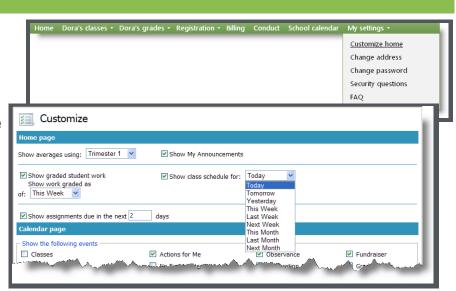


To see the description of a class, click its name to view the course catalog. To view a teacher's contact info, click the teacher's name.



Display your schedule on the Home page!

- From the **My settings** menu, select **Customize home**.
- Select Show class schedule for and the date range of the classes to display.
- Click Save.



How Much Do I Owe for Tuition and Fees?

Billing

To view your billing statement, click **Billing** on the menu bar.

Community Services Inc. 3 Broad Street Charleston, SC 29403

> Mr. Carl Davis 344 Wheeler Drive Charleston, SC 29407

STATEMENT Statement date 9/30/2013 11092315265500002

Charges For					
Marshall Davis					
Record ID	Student Grade				
0166					

Amount Due	\$12,550.00
Amount Enclosed	

Please detach and return this portion with your remittance

Date	Туре	Reference	Amount	Balance
		Marshall Davis		
		Summary balance as of 8/29/2013	\$10,950.00	\$10,950
2013	Charge	Tuition - Ten Paymen	\$1,600.00	\$12,550
		Subtotal - Marshall Davis	\$12,550.00	
		Statement Summary		
		Charges	\$1,600.00	\$1,60

0-30 Days	31-60 Days	61-90 Days	Over 90 Days	Total
\$3,200.00	\$0.00	\$9,350.00	\$0.00	\$12,550.00

Billing statement.

Your charges and previous payment activity.

To view billing statements in your browser, enable pop-ups.



How's My Conduct?

Conduct To view your conduct infractions, click **Conduct** on the menu bar.

Conduct			Expand	d all Collapse all
Date	Infraction	Reported By	Location	Total Units
× 9/14/2011	Class disruption	Mr. Bob Wells		0
\$ 9/16/2011	Talking back to teacher	Mr. Patrick Gene Hodges		1
Detention	9/19/2011 12:00 PM	1 1:00 PM Pending	Mr. Patrick Gene Hodges	1.00

If you can't keep out of trouble, for each infraction, you can view its date, location, and reporting faculty. You can also view details about the consequence for each infraction, such as its date and time, status, location, faculty, and unit (if used by your school).



How Can I Set Up NetClassroom?



Use the My settings menu to personalize NetClassroom.

