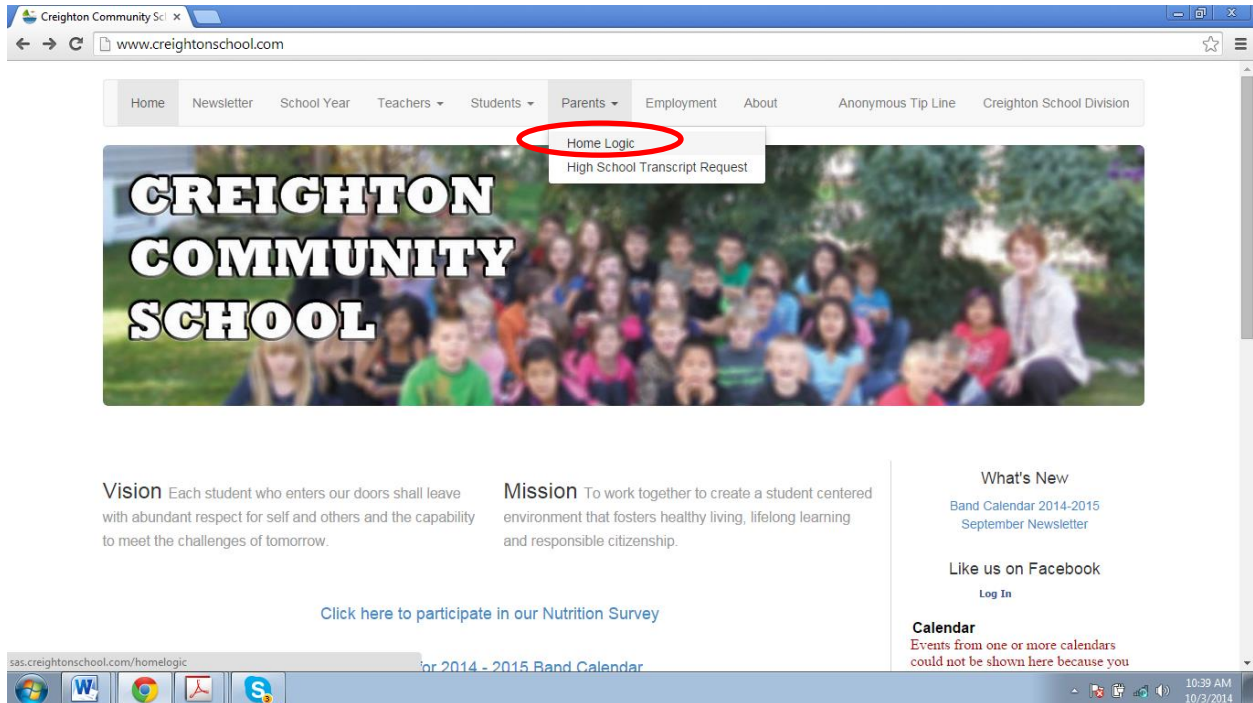


Accessing the Parent Portal

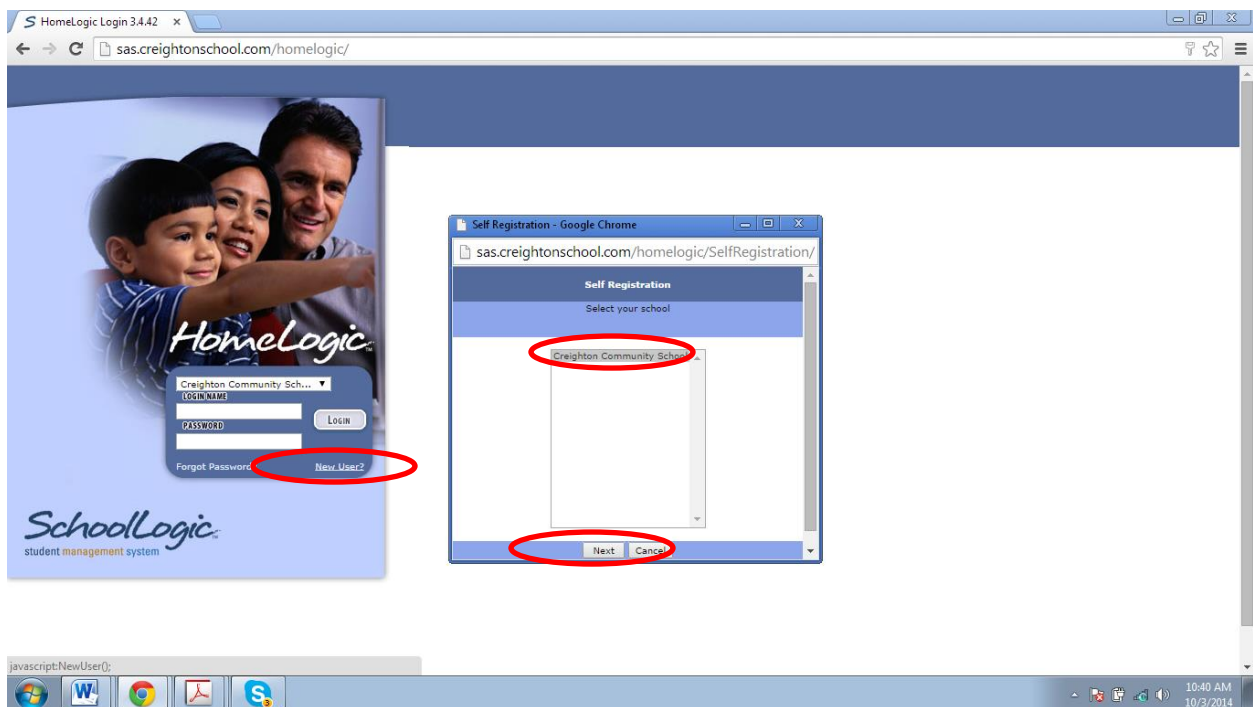
Following the numbered directions below will allow you to sign up for the parent portal. Once you have a username and password, you can view your child(rens): attendance, fees, grades, assignments and update your contact information.

*students can also sign up to access the student portal to see their grades

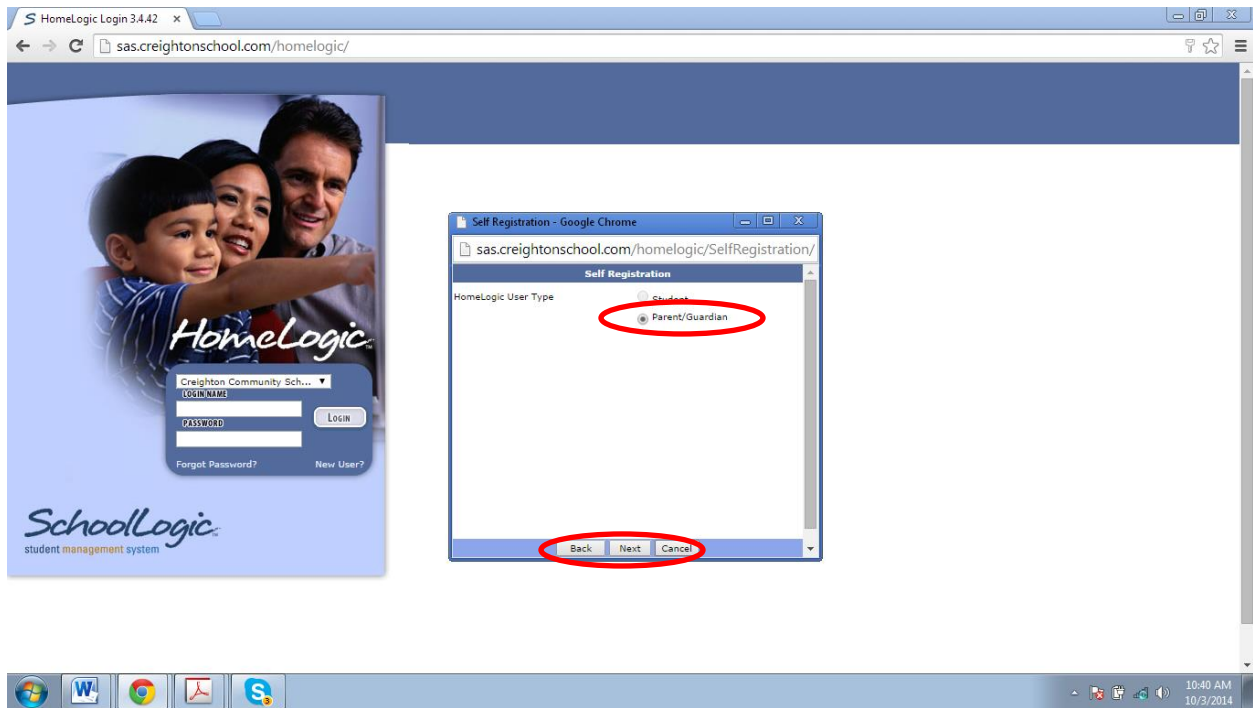
1. Go to our CCS homepage and use the "Home Logic" link located under the "Parent" tab.
 - a. www.creightonschool.com



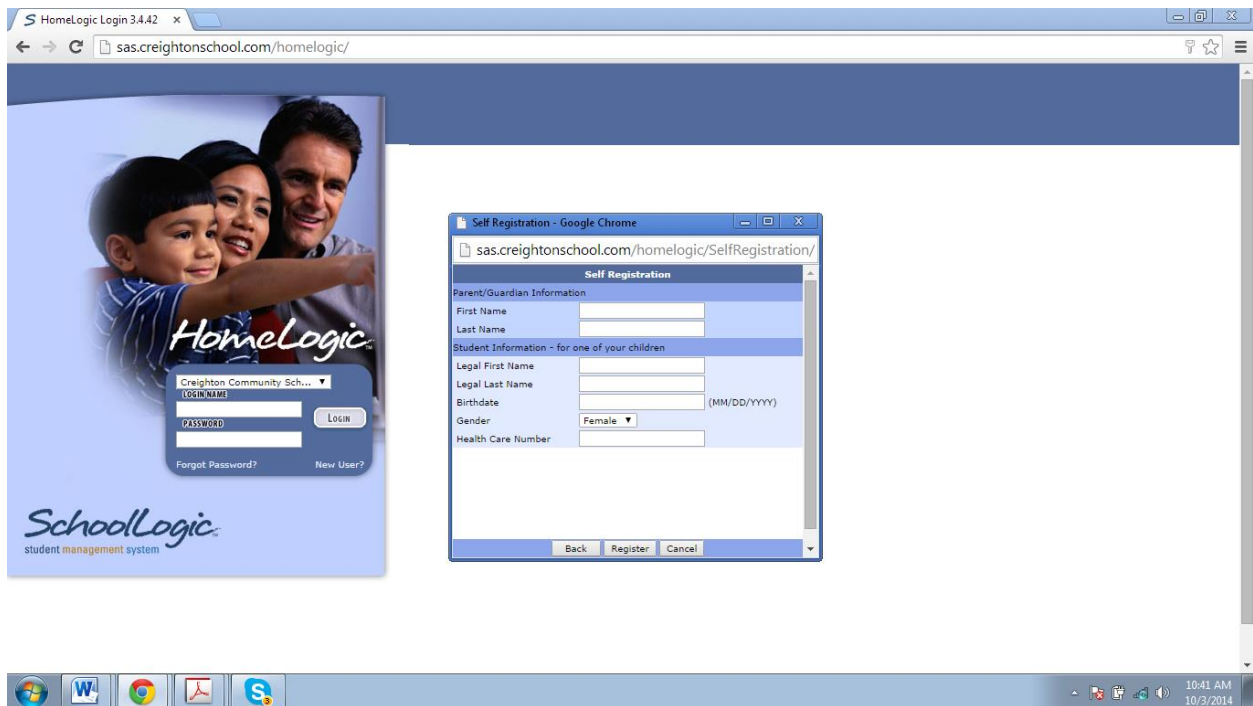
2. Select "new user", "Creighton Community School", "Next"



3. Select “parents/guardians” or “students” , then “next”



4. Fill in the required information and retrieve your username and password from your email.



5. Return to the Home Logic page from the CCS page- parent tab and log in.

6. Features of Parent Portal

- a. Schedule
- b. Attendance
- c. Fees
- d. Transcript: Our historical records of marks (correspondence courses will be missing)
- e. Grades: More info below
- f. Demographics: Please update any contact changes. Call the office for change of mailing of physical address (306-688-5138)
- g. Preferences: change your email address



The screenshot shows the HomeLogic Parent Portal interface. The main content area displays 'Attendance records for Easton Lair' for the date Sep 26, 2014. The table below shows attendance for two blocks.

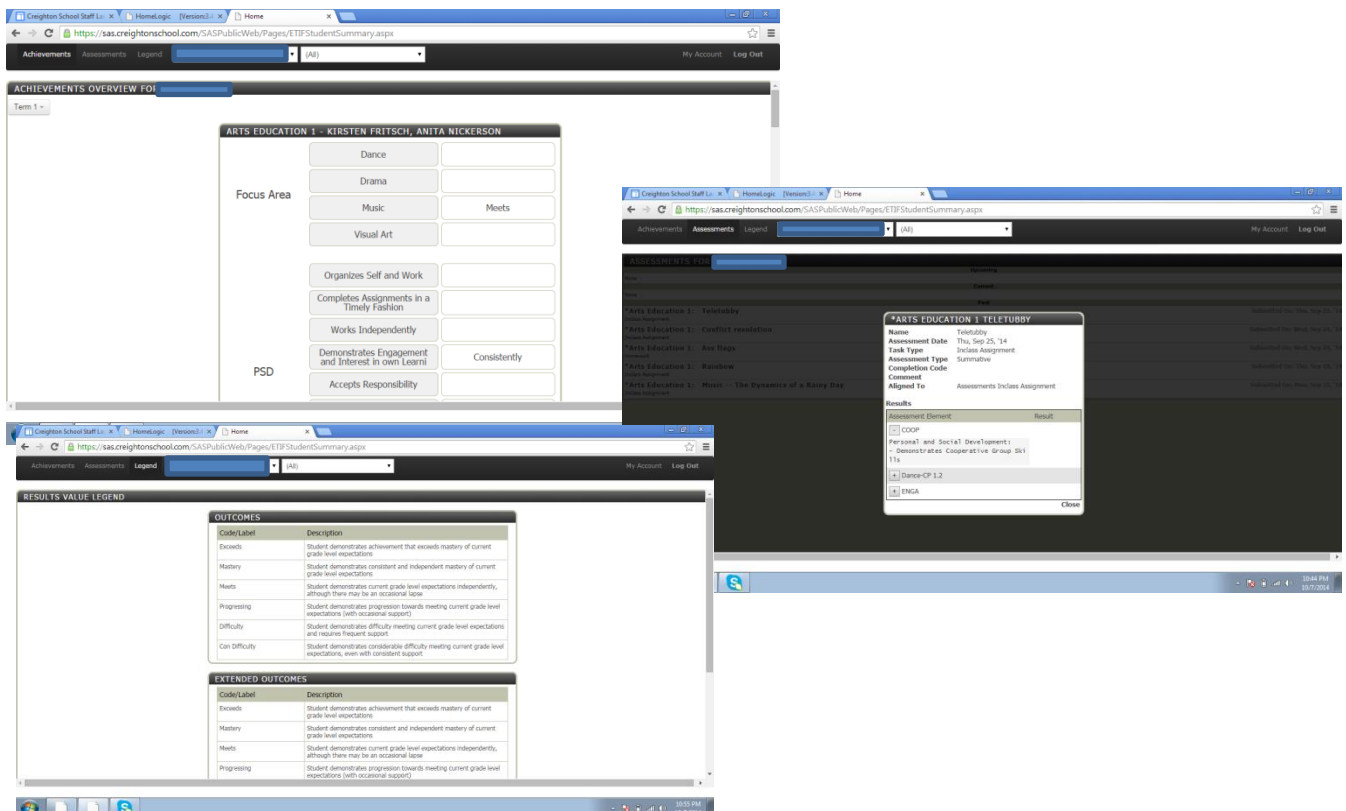
Date	Block	Status	Minutes Late	Reason
Sep 26, 2014	Block 1	Absent		excused absence (Excused)
Sep 26, 2014	Block 2	Absent		excused absence (Excused)

Totals for the date:

0:00 School	2:00 Absences	0:00 Unexcused	2:00 Excused	0 Left Early	0 Unexcused	0 Excused	0 Lates	0 Unexcused	0 Excused

7. Grades screen includes three tabs:

- a. Achievement: A number grade (7-12) or an achievement level (KD – 6) for each focus area in each subject. An achievement level for each PSD (personal and social development) area.
- b. Assessment: A list of past, present and future assignments. Details of each assignment can be seen if you select the assignment
- c. Legend: Explains grade codes



The screenshots show the 'Grades' screen in the HomeLogic Parent Portal. The top screenshot shows the 'ACHIEVEMENTS OVERVIEW FOR' tab for 'ARTS EDUCATION 1 - KIRSTEN FRITSCH, ANITA NICKERSON'. It displays a grid of focus areas and PSD (Personal and Social Development) areas.

The middle screenshot shows the 'ASSESSMENTS' tab for 'ARTS EDUCATION 1 TELEUBUDDY'. It displays a list of assignments with details such as Name, Assessment Date, Task Type, and Results.

The bottom screenshot shows the 'RESULTS VALUE LEGEND' tab, which provides a detailed explanation of the achievement levels (Exceeds, Mastery, Meets, Progressing, Difficulty, On Difficulty) and their corresponding descriptions.