

# Parent Login Manual - ConnectED

## Pigeon Lake Regional School



This manual will take you through the steps to log into the Pigeon Lake Regional School student database, and enable you to view important information regarding your child(ren).

### A. LOGGING IN

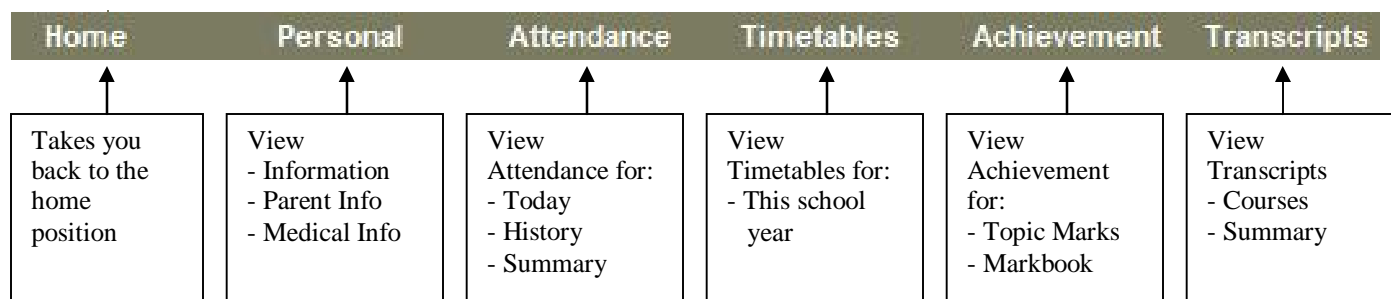
1. Go to [www.plrs.ca](http://www.plrs.ca)
2. Click on the “**Parents**” tab at the top of the page. Select “**Parent Login**”
3. Click on the link provided – this will take you to the login screen
4. Type in the user name and password provided to you by the school
5. If you are a first-time user, you will be asked to change your password. (It is important that you select a password with both letters and numbers in order to ensure your login is secure). You can also provide hints to help you remember if you forget a password

### B. CHANGING PASSWORDS

1. You can change your password anytime by first clicking on “**My Profile**” at the top left-hand side of the page
2. Choose “**Change Password**”
3. Type in a new password
4. Retype the new password
5. You can also provide hints to help you remember your password if you forget it
6. Click “**Save**”

### C. NAVIGATING THE ConnectED DATABASE

The ConnectED database toolbar will enable you to access important information regarding your child.



## D. HOME

The “**Home**” button will always bring you back to the home position in the database.

## E. PERSONAL

There are three sections available when you click on the “**Personal**” button:

1. **Information:** This section lists basic information about your child, address, contact numbers, emergency contact numbers, etc.
2. **Parents:** Lists the mother and father (or guardians), as well as emergency contacts.
3. **Medical:** Lists any important medical information that you have provided to the school. Emergency contact information is also provided here.

## F. ATTENDANCE

Three sections are available here:

1. **Today:** Shows your child’s attendance on a daily basis. If you check this section intermittently, you will notice that attendance will be updated throughout the day.
2. **History:** This section will provide you with attendance information regarding each day, or part day, your child was not at school, or involved in other school activities:
  - a. Present – Present for the class
  - b. Cancelled – Present, but class was cancelled due to an assembly or some other school activity
  - c. Activity – Present, but student was attending a school fieldtrip or other school activity
  - d. Excused – Student was excused by a parent or guardian
  - e. Absent – Student was not present for class and no reason was given
  - f. Illness – Student was ill as indicated by parent
  - g. Late – Student was late for the class
  - h. Excused Late: Student was late, but parent provided reason why
  - i. Unable – Student was unable to come to school due to busses not running (e.g. during a winter storm)
  - j. Discipline – Student received an in-school suspension
  - k. Suspended – Student received an out-of-school suspension
  - l. Vacation – Student was absent due to vacation as indicated by parent

3. **Summary:** This section will display each course and the number of absences, excused absences and lates for each course.

Home Personal Attendance Timetables Achievement Transcripts

**Attendance Summary**

Summarize results by: Year

Year to Date

Current Courses			
Course	Absent	Excused	Late
CTS4534a	0	0	0
CTS4561a	2	2	0
ELA2105a	2	6	0
FNA2400a	2	2	0
FNA2424a	0	4	0
MAT2791a	2	4	0
OTHWKEXa	0	0	0
PED2445b	0	0	0
SCN2231a	0	0	0
SCN2796a	0	0	0
SST2771a	0	0	0

Example: Mathematics →

In the example above, results for this high school student’s math class attendance is 2 unexcused absences, and 4 excused absences. It is important to understand that each absence is 40 minutes in length. Thus, when a high school student has 2 unexcused absences, this is equal to one class, since a high school class is 80 minutes (simply divide the number by 2 to find out the total number of 80-minute absences).

For a student is in junior high, the number of absences is equal to the actual number displayed, since junior high students have 40 minute classes.



**Class Codes:** There is a particular subject code for each subject your child is enrolled in. For instance, in the example above, MAT2791a refers to Mathematics 20-1. Rather than list all the subject codes (there are over 200!), the easiest way to find out what these codes refer to is to click on the “**Timetable**” section of your ConnectED tool bar. Here you will get a list of the codes, the name of the subject and the teacher teaching the subject. This is discussed in greater detail in the next section.

## G. TIMETABLE

The “**Timetable**” button will display your child’s timetable for the entire school year. It is divided into two main sections – Semester 1 and Semester 2. Each semester is divided again into terms – Term 1 and Term 2. For high school students terms are irrelevant, since a student is doing the same courses throughout the entire semester. However, for junior high students, different option courses will be displayed in Term 1 and Term 2 (except for junior high music as it is a full semester).

The timetable section will not only display the courses your child is enrolled in, but also, the course code, the teacher teaching the course, the room where the course is taught, and the time the class starts.



Please keep in mind, for a senior high student classes are 80 minutes long. As a result, each class will be displayed as two 40 minute blocks. For junior high students, classes are 40 minutes in length.

## H. ACHIEVEMENT

1. **Marks and Comments:** This section displays subject marks. In order to use this section, please make sure you have any pop-up blockers in your web browser turned off; otherwise, you will not be able to view marks. Follow these steps:
  - a. Class: Select the class in which to view marks
  - b. Term: Select the reporting period in which you would like to view marks
  - c. Click the “**Grid Icon**” button. Your child’s marks will appear

Term or reporting periods are as follows:

### Junior High

- J1R1 – Junior high report card 1 (Second week of October)
- J1R2 – Junior high report card 2 (Third week of November)
- J1R3 – Junior high report card 3 (Second week of February)
- J1R4 – Junior high report card 4 (Third week of March)
- J1R5 – Junior high report card 5 (First week of May)
- J1F – Junior high report card Final (End of June)

### Senior High

- S1R1 – Senior report card 1
- S1R2 – Senior report card 2
- S1F – Senior report card Final



**What is a pop-up blocker?** Pop-up blockers are usually found on toolbars that are installed on your computer. Pop-up blockers can be found on the Google Toolbar, the Yahoo Toolbar, etc. Windows-based computers can also have pop-up blockers installed.

In order to view student marks, pop-up blockers must be disabled.

## I. TRANSCRIPTS

The transcript section is for high school students only. This section tracks the total numbers of courses completed for a high school diploma.

1. **Courses:** This section displays all the courses a student has completed in high school. It will outline the date the course is completed, the final mark and the total number of credits a course is worth.
2. **Summary:** This section explains the required courses needed to obtain a high school diploma. It outlines the number of completed, required and remaining courses. The codes for this sections is as follows:

ELA - English

SST – Social Studies

MAT - Mathematics

SCI - Science

CALM – Career and Life Management Studies

PE10 – Physical Education 10

30L – 30-Level Elective Courses

ADD – Additional Courses (e.g. work experience, special projects, etc.)