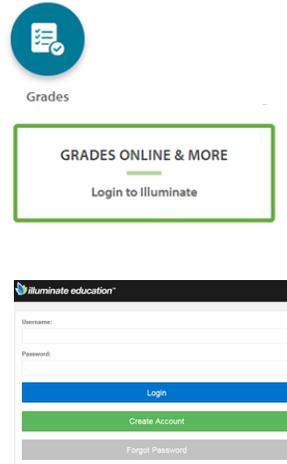


Parent Guide: Navigating the Parent Portal

PLEASE be sure that you have already registered and have previously logged into your account. Contact your student's school office for the Illuminate Parent Portal Access Code in order to register for an account.

Login to the Parent Portal

- 1) Navigate to **www.highlineschools.org**, then click on the **Grades** link icon.
- 2) From this page you can find instructions on portal registration and system navigation. Click on the **Grades Online & More – Login to Illuminate** link .
- 3) You will be directed to the Illuminate Portal Login. Your **Username** will be the email address that you used when your registered for your Portal Account.
- 4) If you forgot your password, click on the gray **Forgot Password** link, you will be emailed instructions how to reset your password.

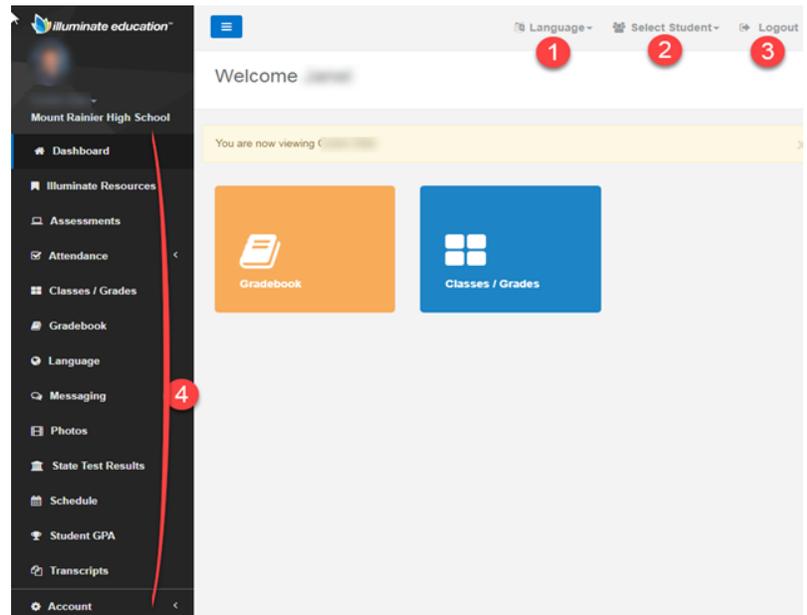


Finding Your Way Around

The portal is interactive, meaning you can click into various tabs and drop-down menus for more information

- 1) **Language** - Allows you to change the language of the information you are viewing (available in English/ Spanish).
- 2) **Select Student** – If you have more than one student in the district, you can switch between them here. *If you have more than one student in the district but do not see this option, please contact your students' schools so they can link your students as siblings.*
- 3) **Logout** – Exit from the portal.
- 4) **Navigation**- This is all the different information you can view on your student.

- | | |
|-----------------|-----------------------------|
| •Assessments | •Photos |
| •Attendance | •State Test Results |
| •Classes/Grades | •Schedule |
| •Gradebook | •Student GPA |
| •Language | •Transcripts (Final Grades) |
| •Messaging | •Account Settings |



Transcripts and Student GPA

The **Transcripts** and **Student GPA** links allows you to view your student's middle school and high school transcript grades. Use the **Transcript Filter** at the left to selected the term then click submit.

You can also view the current student **GPA**. The **GPA** will always be cumulative.



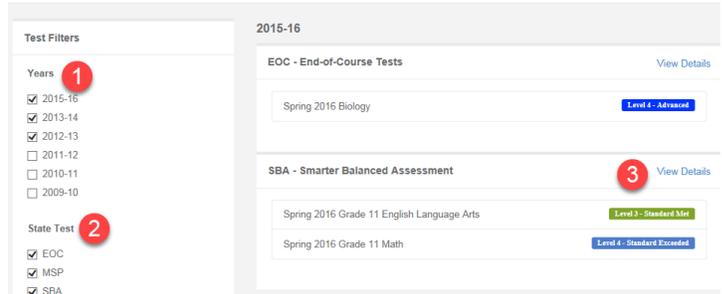
Parent Guide: Navigating the Parent Portal Continued

State Test Results

This feature will give you access to your student's state test scores. You can filter by

- 1) **Years**
- 2) **State Tests**
- 3) You can click on the **View Details** to see the additional details for the Smarter Balanced Assessments.

State Test List



The screenshot shows the 'State Test List' interface. On the left, there are 'Test Filters' for 'Years' (with a red '1' next to the '2015-16' selection) and 'State Test' (with a red '2' next to the 'EOC' selection). The main area shows '2015-16' tests, including 'EOC - End-of-Course Tests' (with a 'View Details' link) and 'SBA - Smarter Balanced Assessment' (with a red '3' next to the 'View Details' link). Specific tests listed include 'Spring 2016 Biology', 'Spring 2016 Grade 11 English Language Arts', and 'Spring 2016 Grade 11 Math', each with a corresponding performance level indicator.

Attendance

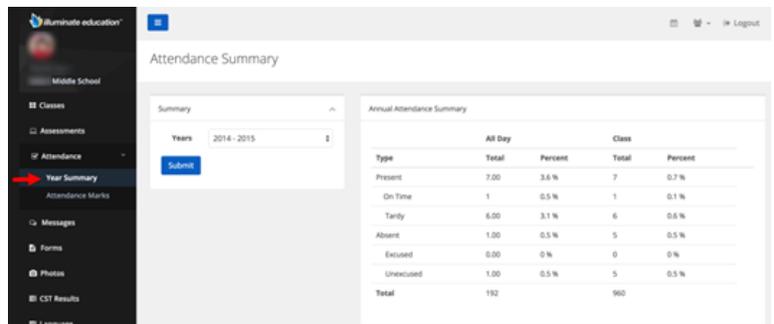
Under the **Attendance** tab are two pages:

- **Year Summary**
- **Attendance Marks**

The **Year Summary** will show totals for all attendance annually. **NOTE**, you can switch years via the dropdown menu on the left.

Attendance Marks allows you to search for records of specific attendance marks (i.e. Absent, Tardy, etc.).

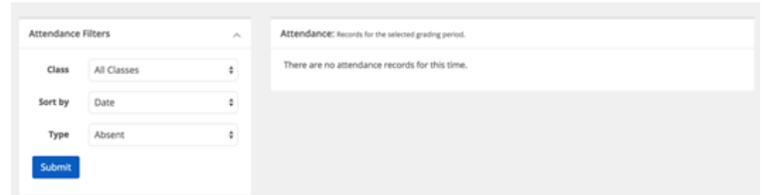
Reminder: You can have Illuminate email you when your student has received a **Negative Attendance Mark**. From the main menu on the far left, click on **Account** then choose **Notifications**.



The screenshot shows the 'Attendance Summary' page. On the left is a sidebar menu with 'Attendance' selected. The main area has a 'Summary' section with a 'Years' dropdown set to '2014 - 2015' and a 'Submit' button. To the right is an 'Annual Attendance Summary' table:

Type	All Day		Class	
	Total	Percent	Total	Percent
Present	7.00	3.6 %	7	0.7 %
On Time	1	0.5 %	1	0.1 %
Tardy	6.00	3.1 %	6	0.6 %
Absent	1.00	0.5 %	5	0.5 %
Excused	0.00	0 %	0	0 %
Unexcused	1.00	0.5 %	5	0.5 %
Total	192		960	

Attendance

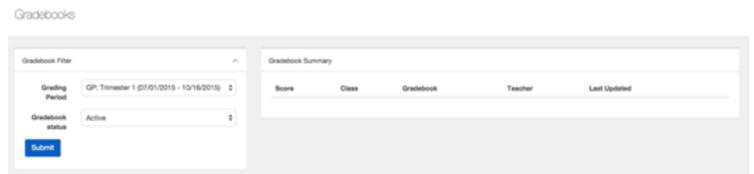


The screenshot shows the 'Attendance Filters' page. It includes dropdown menus for 'Class' (set to 'All Classes'), 'Sort by' (set to 'Date'), and 'Type' (set to 'Absent'). A 'Submit' button is at the bottom. The main area displays the message: 'Attendance: records for the selected grading period. There are no attendance records for this time.'

Gradebook

The **Gradebook** page will show a recent assignment Gradebook Summary as well as give you the ability to change what Grading Period you're viewing by using the Gradebook Filter tool on the left.

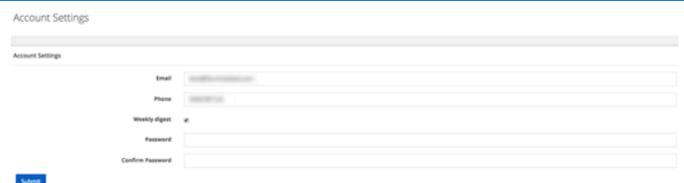
The **Gradebook Filter** will allow you to view grades within a specific **Grading Period** and whether you want to view **active**, **inactive**, or **all** gradebooks.



The screenshot shows the 'Gradebooks' page. On the left is a 'Gradebook Filter' section with dropdowns for 'Grading Period' (set to 'GP: Trimester 1 (8/10/2015 - 10/16/2015)') and 'Gradebook status' (set to 'Active'), with a 'Submit' button. The main area is a 'Gradebook Summary' table with columns: 'Score', 'Class', 'Gradebook', 'Teacher', and 'Last Updated'.

Account > Settings

Account Settings allows you to change your password and set yourself to receive weekly email digests of student grades.



The screenshot shows the 'Account Settings' page. It includes input fields for 'Email', 'Phone', 'Weekly digest' (with a checkbox), 'Password', and 'Confirm Password'. A 'Submit' button is at the bottom.

For additional support, please contact the **office staff at your student's school**.