

ParentsWeb: A Quick Introduction

Our new **RenWeb School Management Software** gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet!

RenWeb's ParentsWeb is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You can see your child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online or change your demographic information whenever necessary. All you need is an Internet-capable computer.

Helpful things to know about ParentsWeb...

1. There will always be a link on our home page, www.melhs.org, for RenWeb. It will take you directly to the ParentsWeb sign in page. Obviously you may want to bookmark the sign in page on the computer(s) you use the most often, but you won't have to remember the page address if you are using a computer that does not have it bookmarked.
2. ParentsWeb, and our school, will usually provide you with documents in a file format commonly referred to as "PDF," or Portable Document Format. It is the industry standard for quick and efficient electronic transmission of documents. There are literally hundreds of programs that can open PDF files. Many of those programs are free. In fact, most computers come with a PDF reader already installed. The most common PDF reader in use today is Adobe© Acrobat Reader. Go to www.adobe.com for the latest free download if needed.
3. Any internet browsing software can be used to access ParentsWeb, but RenWeb recommends Mozilla's Firefox which can be downloaded for free at www.firefox.com.
4. It is strongly recommended that students create and maintain their own account. Directions on how to activate a student account can be found on the "Downloads" page of www.melhs.org and those directions can be found on ParentsWeb as well. Please do not share your account/log in information with your child. You will have access to sensitive information, including billing, and be able to edit other information that may be inappropriate for your child to access.
5. Your contact data such as email addresses and cell phone numbers in ParentsWeb are also used by ParentAlert which is our instant email, text, and telephone service for contacting parents and guardians about snow days, emergency early releases, etc. So, it is important to keep your contact information updated.
6. Frequent, even daily, visits to ParentsWeb are strongly encouraged. You can never have too much information about what is going on in and around the halls of your child's school.
7. ParentsWeb has three main parts that essentially contain the type of information that you would expect them to...
 - a. School Information → Information related to the school in general like calendars, directories, and downloadable documents
 - b. Student Information → Information specifically related to your child such as class schedules, current grades, homework assignments, and attendance records
 - c. Family Information → Information specifically related to you as a parent or guardian such as your current home address, current telephone numbers, and other biographical data...you can even edit when necessary!

The Basic Components of RenWeb

School Information Area

School Information – School Home (Packet Page 1)

1. This is the default screen that will appear whenever you log in to ParentsWeb or click on the School Information button on the left-hand side.
2. The four areas of the main screen are Announcements, (Announcement) Details, Today's/Tomorrow's Items, and School Calendar - Dates to Note.

School Information – Calendar (Packet Page 2)

1. The current month's calendar of general events will always appear first. Adjustments, like changing the month to view, can be made with a simple mouse click. Calendars can be printed as well.
2. There is a calendar downloading feature that is currently disabled by the company that, when fixed, will enable you to download calendars to other types of software like Microsoft Outlook .

School Information – Directory (Packet Page 3)

1. Here you can view and/or print directories for staff, students, and parents.
2. You can further sort by class, grade level, etc.
3. Parents have the option of not allowing their directory information from appearing to the rest of the school.

School Information – Classes (Packet Page 4)

1. This page lists all the current classes for your child(ren).
2. Click on the blue underlined class to go to that class' web page.

School Information – Photo Gallery (Packet Page 5)

1. Teachers and other staff members can upload pictures to ParentsWeb to share with students and families. Got a picture to share? Email us and we'll consider adding it.
2. Click on any picture to get a larger picture that can be downloaded.

School Information – Resource Documents (Packet Page 6)

1. This important area is a repository for electronic documents such as the current newsletter, downloadable forms, etc.
2. Just click on the icon next to the title of the item and the download will begin.
3. Like to see an item added? Please give us your suggestions.

School Information – Web Forms (Packet Page 7)

1. This important area allows you to view and edit all of your and your child's biographical data.
2. This area also allows you to "interact" with the school by filling out forms requesting other information such as your willingness to help out with the school's annual dinner auction, the "Night of Knights."

School Information – Web Forms – Family Demographic Form – Sample Web Form (Packet Page 7a)

1. Click on any button to view and, if necessary, update your information on file.
2. Changes are instantaneous so please enter new information carefully.

School Information – Web Forms – Night of Knights Volunteer Sign-up – Sample Web Form (Packet Page 7b)

1. This is another example of how web forms can be used to aid communication between the school and the home.
2. Be sure to check web forms often for many worthwhile opportunities.

Student Information Area

Student Information – Student Home (Packet Page 8)

1. This is the default view when you click on the Student Information button on the left-hand side.
2. It gives, at a glance, a current status report for your child by showing current homework, current grades, recent attendance records, and recent behavior incidents.

Student Information – Grades (Packet Page 9)

1. This screen can provide you with an unofficial 'report card on demand' for any of your child's courses.
2. Be sure to visit often to get an unprecedented view into the teacher's grade book.

Student Information – Homework (Packet Page 10)

1. This page can display, by date or subject, current homework assignments for your child
2. Teachers are not (yet) required to utilize this feature, but most do so.

Student Information – Lesson Plans (Packet Page 11)

1. This page can display, by date or subject, current lesson plans for your child's classes.
2. Teachers are not (yet) required to utilize this feature, but many do so.

Student Information – Attendance (Packet Page 12)

1. This page gives detailed information regarding your child's attendance, including tardies.
2. See a mistake or have a question, don't hesitate to call!

Student Information – Behavior (Packet Page 13)

1. Of course your child will never get in trouble at school, but this page will provide you information on any behavior related entries for parents that have to worry about that sort of thing. ☺
2. You will always, at minimum, receive an email regarding any discipline incidents as well. Moderate to major incidents will require telephone or personal contacts in addition to an email.

Student Information – Medical (Packet Page 14)

1. This displays all current medical information on file for your child.
2. If you see something that needs changed, please consider using "Web Forms" to correct the info or call the school office.

Student Information – Schedules (Packet Page 15)

1. If you need a copy of your child's current class schedule, this is the place to go.
2. Click on the shooting star icon to view and/or print the class schedule.

Family Information

Family Information - Family Home (Packet Page 16)

1. This is the default view when you click on the Family Information button on the left-hand side.
2. It gives, at a glance, the current demographic information on file for each family member.
3. You must click on the family member's name to see their data.
4. If you see something that needs changed, please consider using "Web Forms" to correct the info or call the school office.

Family Information – Family Profile (Packet Page 17)

1. Provides the same basic functions as the "Family Home" screen.
2. It gives, at a glance, the current demographic information on file for each family member.
3. You must click on the family member's name to see their data.
4. If you see something that needs changed, please consider using "Web Forms" to correct the info or call the school office.

Family Information – Family Billing (Packet Page 18)

1. This page provides information about your family's financial billing status with the school.
2. If you have any question, please don't hesitate to call the office.

Family Information – Change Password (Packet Page 19)

1. Need to change your password? This is the place.
2. Enter your new password twice. Don't worry about messing up. If the words don't match, the computer will tell you and ask you to try again.
3. If you forget your password, the office can help.