

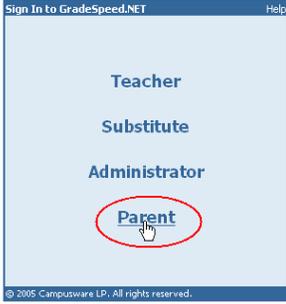
## Requesting an Account in GradeSpeed ParentConnection – Abbreviated Version

Note: After you complete your request, your account will be active but it will not display student information until school level personnel have approved it.

Heidelberg Middle School is pleased to offer the Parent Connection in GradeSpeed, a program designed to keep you up to date on your child's academic progress. It is possible during this pilot test that not all of your child's teachers will be using GradeSpeed. Only grades submitted by teachers using GradeSpeed will appear in the ParentConnection screens.

On your computer, open your web browser and enter this address in the address line: <https://dodea.gradespeed.net>

The 'Sign In' screen appears. Click on 'Parent' to begin.



First, make sure that the drop down says Department of Defense Europe. Once the 'Sign In to ParentConnection' screen opens, look to the lower left and click on 'Click here to sign up'.



The 'Parent Account Signup' window opens. Follow the directions noted on the screen to fill in the required fields. At this point, you may want to have a pen and paper ready in order to record the username and password you have chosen. This way you have the information ready for the next time you choose to login to ParentConnection.

**Important Note: The email address entered in the signup must match the sponsor's email on file at the school.**

When you are finished, click 'Sign Up' to submit your application.

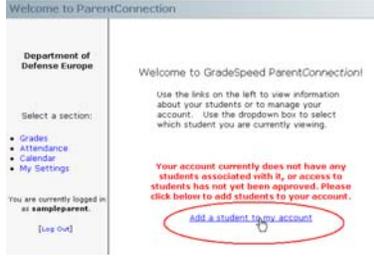
Parent Account Signup Help

Please enter accurate information in the following fields. This information will be compared against student records as a qualification for approval. Items with a \* are required. Please do not use nicknames, but rather your full legal name.

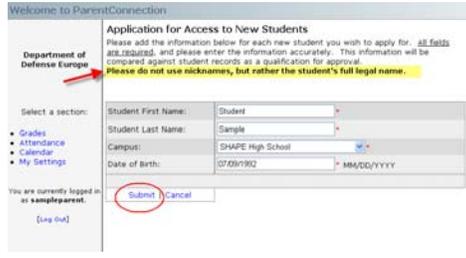
Username:	<input type="text" value="sampleparent"/>	Your First Name:	<input type="text" value="Sample"/>	M.I.	<input type="text"/>
Password:	<input type="password" value="*****"/>	Your Last Name:	<input type="text" value="Parent"/>		
Confirm Password:	<input type="password" value="*****"/>	Your Address:	<input type="text" value="CMR Box 000"/>		
		City:	<input type="text" value="APO"/>		
		State:	<input type="text" value="Armed forces Europe"/>		
		Zip:	<input type="text" value="09000"/>		
E-mail:	<input type="text" value="sampleparent@af.mil"/>	Primary Phone:	<input type="text"/>		
Confirm E-mail:	<input type="text" value="sampleparent@af.mil"/>	Alternate Phone:	<input type="text"/>		

[Sign Up](#) | [Cancel](#)

After completing the 'Signup', you will enter the ParentConnection welcome screen. Look to the bottom of the page and select 'Add a student to my account'.



Fill out the 'Application for Access to New Students' noting the instructions provided in the window. Pay close attention to enter the student name and birth date exactly as it appears in school records. Click 'Submit' to finish.



If you enter the student information correctly, an alert will appear indicating the request is pending approval. If you did not enter the information as it appears in school records, the error at right will be displayed. You then have the option to change the information and re-submit.



Upon successfully submitting your application, a new screen will open showing the current students associated with your account. Notice the status of 'pending' will appear until school personnel have reviewed, approved and activated your account. Should you have additional children at the same or another DoDDS school, you can click on the 'Add Students' button to request access to them as well.

Current Students:

Name	Student ID	Campus	Parents	Status	
Sample		Hainerberg Elementary School	2	Pending	<a href="#">Remove</a>

[Add Students](#)

Upon receipt of your application, school personnel will review your information, compare it to records on file and verify that you have access to information on the student selected. Please note: **no notification** is given to the user of successful registration. Please allow a week after registration and login with your credentials to access the account.

Protecting Access: You will be informed of every attempt received at the school to acquire access to your child's information. For every request, a message will be sent to the email address on file for your review.

Additionally, if you would like to see the number of accounts that have requested access to your child's information, note the 'Parents' column in the 'Current Students' screen. In this example, there have been 3 requests. If you find that this number is greater than the amount of accounts you have requested, please contact the school to confirm which accounts should be active and which requests should be deleted. This number does not necessarily indicate the number of active accounts with access, but the number of requests made for access to the student.

Anytime you login to your account, you can access the 'My Settings' page by clicking on the link to the left of your screen as shown below. On this screen, you can reset your password as needed and view your account profile.

To access student grades, first select the 'Current Student' from the dropdown list on the left side menu of the screen. Then click on the 'Grades' link under 'Select a section'. Once the screen appears, you can review assignment data for each class by clicking on the overall score for each cycle/quarter. This will open the detail area near the bottom of the page that shows all assignments divided by category. Any notes or comments for the assignments or grades will also appear.

To email a teacher, you can select the teacher name (blocked for privacy in this example) from the list on the Student Grades screen. This will automatically open your email account utility (if a default is setup on your computer) and add the teacher's email address in the 'To:' line of a blank message. You can then add a message and send as you see fit.

Please be reminded that the GradeSpeed program continues to be a pilot program and as such is evolving in scope and usability. Should you encounter any problems please contact our Educational Technologist, Erik Jonsson at:

[erik.jonsson@eu.dodea.edu](mailto:erik.jonsson@eu.dodea.edu)