

## ÉCCHS ConnectEd Parent Portal User Guide (Updated March 2018)

ÉCCHS Website: <http://www.brsd.ab.ca/school/cchs/Pages/default.aspx>

Marks/Attendance Portal Website:

<https://hosting.maplewood.com/AB/BRSD/CHS/Maplewood/connectEd/viewer/login/login.aspx?logintype=S>

There is also a link to this portal website on the ÉCCHS homepage under the “Families” and “Students” tabs.

\*Call the school for your password and login. Your login name is a character (P for Parent) followed by a period(.), followed by your child’s surname. Some logins may also have a number following the surname.

\*\*Your password is initially an alpha-numeric computer generated password. You can change your password once you have logged in, however, once changed the school will not be able to easily access it for you.

Always use the ‘Logout’ choice in upper left to leave the program. Do not use the back and forth arrows to move about the program; instead use the tabs on the ConnectEd screen.

There are several tabs across the top; most will be self-explanatory on some investigation.

1. **Home** – Summary screen of classes, attendance to date, and attendance of last 10 school days. If you click on the date in the “Markbook last Updated” column, a marks summary will be generated for that class. If you hover your mouse over an attendance item, it will display description if an excused absence.
2. **Personal** –
  - a. **Information** – student information is listed including the parent’s email address.
  - b. **Parent** – lists the current addresses and phone numbers of parents and emergency contacts. If you see an error, please call or email Ms. Davis at the school office. (780-672-4416 Ext. 303 or [ldavis@brsd.ab.ca](mailto:ldavis@brsd.ab.ca) )
  - c. **Medical** – lists any medical notes on your student, If there is no number beside “Insurance”, we do not have a record of your student’s Alberta Health Number. Feel free to provide it via email to Ms. Davis at [ldavis@brsd.ab.ca](mailto:ldavis@brsd.ab.ca) .
3. **Attendance** – lists daily and year-to-date attendance; also Notes about absences (eg Field trips). Summary is by term or year.
4. **Timetables** – Current Year timetable displays. Today’s timetable is the default; to look at current week/term/year’s, use pulldown menu, and “go” button if applicable. Please note that the current semester timetables are correct; future timetables may not be correct. Elementary students do not have daily timetables listed.
5. **Achievement** – Use only the “Marks and Comments” choice – this is the summary of current year’s marks for your student: Choose the ‘class’ from the pull down menu, and the ‘term’ from the table column heading. Click on the little grid icon, and it displays as much as the teachers have recorded in their markbooks. If you see a blue circle with a white “i” in it, feel free to hover your mouse over it for more information or a description of something in the markbook. To print a copy of the report, click on “Generate Report”. This report can be printed or saved from your Print Menu. Choose the X icon to close the PDF screen and return you to the student information screens.