

ÉCCHS ConnectEd Parent Portal User Guide

ÉCCHS Website: cchs.brsd.ab.ca

***There is a link to this portal website on the ÉCCHS homepage under the “Families” tab.**

****Your login name is a character (P for Parent) followed by a period (.), followed by your surname. Some logins may also have a number following the surname.**

*****Your password is initially an alpha-numeric 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 the 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 the 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 the description if it is 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 with this information please email corrections to Ms. Lori Davis at ldavis@brsd.ab.ca
 - c. **Medical** - lists any medical notes on your student, if there is something missing that the school should know about please email information to 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 the current week/term/year, use the pulldown menu, and the “go” button if applicable. Please note that the current semester or term’s timetables are correct; future timetables may not be correct.
5. **Achievement** - Use only the “Marks and Comments” choice - this is the summary of the 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.