WHAT IS NETCLASSROOM?

NetClassroom is a tool that gives students and their relations online access to academic information, including grades, report cards, and transcripts, and is a secure method of online communication.

- Parents benefit by being able to quickly evaluate their children's academic performance between report cards, and by being able to view assignments, assignment status, grades, the school calendar, and schedule information. In addition, parents may contact faculty members via e-mail, view Student Billing statements, and edit their address information.
- Students benefit by being able to confirm the details and dates of homework assignments, quizzes, and tests, and by being able to contact faculty members via e-mail.

BEFORE STARTING

NetClassroom is intended to be used with the Internet Explorer browser. Alternate Internet browsers are not recommended as there known compatibility issues.

In addition, to view report cards, attendance, statements, and other PDF documents, the latest version of Adobe Reader is required. Installation instructions can be found in the Frequently Asked Questions (FAQ) page under Administrative within NetClassroom and in the TROUBLESHOOTING section of this manual (p. 12).

LOGGING IN


2. Click on the NetClassroom button located on the Home page.

3. Enter the online user ID and password provided by the school. To edit a password, see CHANGE PASSWORD (p. 8).

   Note: For security reasons, do not share login information.

MENU BAR

The Menu Bar, located along the left-hand side of each page, provides the user with optional views relevant to the current page. All items in the Menu Bar can be expanded, ®, or collapsed, ®, to view or hide information, respectively. The Menu Bar itself can be collapsed or expanded by clicking anywhere along the right gray edge of the Menu Bar.
SHOW FOR

*Show for* allows the NetClassroom user to view each student’s information. If multiple students are attending the school, their names will appear in the drop-down box. Once the student’s name is selected, the page will automatically load the respective information.

ANNOUNCEMENTS

Parents and students can view class announcements which teachers have posted when viewing the Home page or the Class Information page under Classes in the Navigation Bar. If announcements are not visible upon logging in, customize the Home page to include announcements (see **CUSTOMIZE**, p. 9). In addition, announcements can be viewed in the Menu Bar of all NetClassroom pages.

NAVIGATION BAR

The Navigation Bar, located across the top of each page, allows for easy access to topics available within NetClassroom. The topics are Home, Classes, Students, Administrative, and Customize.

HOME

After logging in, the user will be directed to the NetClassroom Home page. The Home page shows important information at a glance, such as announcements, assignments, helpful links and more. The user can select desired information to appear on the Home page (see **CUSTOMIZE**, p. 9).

CLASSES

**SCHEDULE**

Student schedules are available under Classes in the Navigation Bar. Schedules can be viewed as a list, in grid format, or within a calendar. In the Menu Bar under **View**, select **List**, **Grid**, or **Calendar** to load the preferred view.

Once the preferred view has loaded, additional options become available within the Menu Bar.
List

- When in List, the user can view information by Academic Year, Session, and Term under Show in the Menu Bar.

<table>
<thead>
<tr>
<th>Show</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic year: 2008-2009</td>
</tr>
<tr>
<td>Session: Regular</td>
</tr>
<tr>
<td>Term: &lt;All Terms&gt;</td>
</tr>
</tbody>
</table>

Grid

- When in Grid, the user can view information by School, Academic Year, Session, and Term under Show in the Menu Bar. In addition, the user can increase or decrease the time interval to adjust the detail of information within the grid.

<table>
<thead>
<tr>
<th>Show</th>
</tr>
</thead>
<tbody>
<tr>
<td>School: LCP</td>
</tr>
<tr>
<td>Academic year: 2008-2009</td>
</tr>
<tr>
<td>Session: Regular</td>
</tr>
<tr>
<td>Term: 1st Term</td>
</tr>
<tr>
<td>Time interval: 15 minutes</td>
</tr>
</tbody>
</table>

Calendar

- When in Calendar, the user can view schedule information by day, week, or month. The interactive calendar within the Menu Bar allows the user to select the exact date to view.

SCHOOL CALENDAR

School Calendar allows the user to view academic information by day, week, or month. NetClassroom users can select desired information to appear on the School Calendar page (see CUSTOMIZE, p. 9). The academic calendar can be viewed along with classes, field trips, and more. The interactive calendar within the Menu Bar allows the user to select the exact date to view.
**CLASS INFORMATION**

Class Information allows the user to view by class, the announcements and documents posted by a teacher. The drop-down box beside *View* contains the classes specific to the student’s schedule. Once a class has been selected, the page will load any new class postings. The screenshot below shows information for the 1st-period, Platinum II Art Class taught by Kathy DeSilva. By selecting the teacher’s name, the user can view the teacher’s contact information and teaching schedule.

Academic year, Session, and Term can be filtered within the Menu Bar.

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**STUDENTS**

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**ASSIGMENTS**

NetClassroom users can view class assignments as they are posted by teachers throughout each term. Assignments can be viewed as a list or within a calendar. In the Menu Bar under *View*, select **List** or **Calendar** to load the preferred view.

Once the preferred view has loaded, options relative to the selected view become available within the Menu Bar.
**List**

- When in List, the user can view information by Academic Year, Session, and Marking column, and display information by class or date under Show in the Menu Bar. Marking column is the graded material by term.

**Note:** Class and Category fields are not applicable to LCP and TLC NetClassroom users.

View assignments for classes by expanding (_expand_1) or collapsing (Collapse All) the assignments for the classes or date listed. All classes or dates can be expanded or collapsed at the same time by selecting (Expand All) or (Collapse All) from the upper right-hand corner.

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**Calendar**

- When in Calendar, the user can view assignment information by day ( ), week ( ), or month ( ). The interactive calendar within the Menu Bar allows the user to select the exact date to view. Assignments can be sorted by either Class or Category under Show in the Menu Bar.

If grades are available for an assignment, the grade icon ( ) will appear beside the class name. By selecting the icon, the user is directed from the Assignments page to the Daily Grades page.
GRADES

Grades posted by teachers can be shown as overall averages or for individual assignments by day. In the Menu Bar under View, select Averages or Daily Grades. The user can view information by Academic Year, Session, and Marking column under Show in the Menu Bar. All grades are subject to change throughout the term.

Averages

- Selecting Averages shows a summary of grades by class. If grades are available for assignments, the grade icon will appear beside the class name. By selecting the icon, the user is directed to the Daily Grades page. If no grades are available for a class, the marking column will be blank.

When the term is complete and report cards have been published to NetClassroom, the final letter grade will replace the daily grade icon. If the letter grade appears as a link, the user may select the grade to view the daily grades for the respective class.
**Daily Grades**

- Selecting **Daily Grades** presents grades for each class in detail. In the Menu Bar, under *Class to display*, the user can view each assignment’s grade by assignment category. In the screenshot below, assignments within each category were averaged to account for the percentage of the final term grade. The course structure is established by the instructor and differs for each course.

If pipes are displayed, as circled in red below, rather than check marks for an assignment grade, the user must download the appropriate font. Links to download the font and installation instructions are available in the Menu Bar under *Check Mark Font*. The Check Mark Font is currently only functional using the Internet Explorer browser.

If issues are encountered during the install process, see **TROUBLESHOOTING** (p. 10) for additional instruction.

**REPORT CARD**

Selecting **Report Card** from the Navigation Bar displays the *report card* for the student in a new tab within the Internet browser. Once report cards are made available, they can be viewed in PDF format.

**ATTENDANCE**

Selecting **Attendance** from the Navigation Bar displays the *attendance record* for the student in a new tab within the Internet browser. Once attendance summaries are made available, they can be viewed in PDF format.
STATEMENT

Selecting Statement from the Navigation Bar displays the current billing statement for the respective student in a new tab within the Internet browser. Once billing statements are made available, they can be viewed in PDF format.

ADMINISTRATIVE

<table>
<thead>
<tr>
<th>Administrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Address</td>
</tr>
<tr>
<td>Change Password</td>
</tr>
<tr>
<td>FAQ</td>
</tr>
</tbody>
</table>

CHANGE ADDRESS

The NetClassroom user can update an address on file with the school.

1. Make the changes to the appropriate fields, then select Next.

2. Review the provided information before submitting. To edit changes, select Back and repeat Step 1.

3. To confirm changes, select Submit.

CHANGE PASSWORD

To edit an online password, select Change Password. The password can be a maximum of 20 characters and is not case-sensitive. Select a password that others cannot easily guess. For safe, secure passwords, follow these guidelines:

- Do not include:
  - A family name in any form (first, middle, last, maiden, spelled backwards, nickname, initials)
  - Any part of a NetClassroom user ID
  - Any common name, such as John
  - A phone or office number, address, birthday, anniversary

- Try to include:
  - A minimum of six characters
  - One capital letter
  - One numeral

FAQ

The Frequently Asked Questions (FAQ) page is available to help users resolve typical NetClassroom issues. The questions are listed at the top of the page. Select the question from the list or scroll down to view the answer.
**CUSTOMIZE**

NetClassroom users can select certain information to appear on the Home and Calendar pages:

In the Home Page section, you can:

- Select a term in the *Show latest averages using* drop-down box.
- Mark the *Show My Grades* checkbox, then select an option in the *Show daily grades due as of* drop-down box.
- Mark the *Show My Assignments* checkbox, then enter a number in the *Show assignments due in next ___ days* field.
- Mark the *Show My Announcements* checkbox.
- Mark the *Show My Schedule* checkbox and select an option in the *Show my schedule for* drop-down box, such as Today, Yesterday, This Week, or Last Week.

<table>
<thead>
<tr>
<th>Home Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show latest averages using:</td>
</tr>
<tr>
<td>1st Term</td>
</tr>
<tr>
<td>□ Show My Grades</td>
</tr>
<tr>
<td>□ Show daily grades due as of:</td>
</tr>
<tr>
<td>Today</td>
</tr>
<tr>
<td>□ Show My Assignments</td>
</tr>
<tr>
<td>□ Show assignments due in the next ___ days</td>
</tr>
</tbody>
</table>

In the Calendar Page section, you can:

- Mark checkboxes to choose which of the following events to display on the school calendar:

<table>
<thead>
<tr>
<th>Calendar Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show the following events</td>
</tr>
<tr>
<td>□ Classes</td>
</tr>
<tr>
<td>□ Assignments</td>
</tr>
<tr>
<td>□ Cycle Days</td>
</tr>
</tbody>
</table>

**Note:** Changes **must** be saved to take effect. To do so, click **Save** at the bottom of the page.

**LOGGING OUT**

To finish a NetClassroom session, the user must log out. To do so, click **Logout**, located in the upper right-hand corner of the page.
TROUBLESHOOTING

Below are solutions to common issues not addressed on the Frequently Asked Questions page in NetClassroom.

1. The NetClassroom user cannot access The Learning Castle’s website.

If circumstances prevent the NetClassroom user access to The Learning Castle’s website, check to see if the computer has Internet access by attempting to view another webpage, such as Google.com. If the attempt fails, restart the computer and try again. If the problem persists, contact the Internet Service Provider (ISP).

If the computer is able to access the Internet but not The Learning Castle’s website, the URL below will direct the user to the NetClassroom login page:


Please notify the La Cañada Preparatory office if The Learning Castle’s website is not accessible after troubleshooting the issue.

2. Pipes still appear in place of checkmarks after downloading and installing the check mark font.

NetClassroom is intended to be used with the Internet Explorer browser. Alternate Internet browsers are not recommended as there are compatibility issues.


An Internet Explorer user can disable the following warning by completing the steps below:
1. Go to Tools → Internet Options.

2. Select the Security tab and click the Custom Level button.

3. In the Miscellaneous section, change Display mixed content to Enable.

4. Select OK to confirm the change.
4. When viewing report cards, attendance, statements, or other PDF documents, the following warning appears: “This program has known compatibility issues.”

The warning appears because known compatibility issues exist between the version of Internet Explorer in use and the version of Adobe Reader attempting to open the PDF document. To resolve the issue, download and install the latest version of Adobe Reader. The program is available at Get.Adobe.com/reader, or by selecting Check for solutions online from within the warning to be directed to the Adobe Reader download page.

**Important:** Once the installation of Adobe Reader is completed, open the program and you will be asked to Accept the terms of the License Agreement. To open Adobe Reader, select Start ➔ All Programs ➔ Adobe Reader.

The installation process can be bypassed by clicking Run Program within the warning message. This permits the version of Adobe Reader currently installed to open the PDF document. However, this method is not recommended due to the known compatibility issues that may occur.