Parent Guide to Illuminate Home Connection Portal

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WHERE TO START: LOG INTO YOUR HOME CONNECTION PORTAL.

Homepage: https://cwclosangeles.illuminatehc.com/login

REGISTER FOR AN ACCOUNT

1. To the right of the phrase "**First Name**," type your first name.
2. To the right of the phrase "**Last Name**," type your last name.
3. To the right of the word "**Email**," type your email address.
4. To the right of the word "**Phone**," type your phone number.
5. To the right of the phrase "**Access Code**," type the access code given to you by your child's school district.
6. To the right of the word "**Password**," type a password you would like to use. Make a note of it somewhere private. Note that your password is "case sensitive," meaning that any uppercase or lowercase letters you use now must be typed in exactly the same way later for the password to work.
7. To the right of the phrase "**Confirm password**," type the exact same password again.
8. Click **Submit**
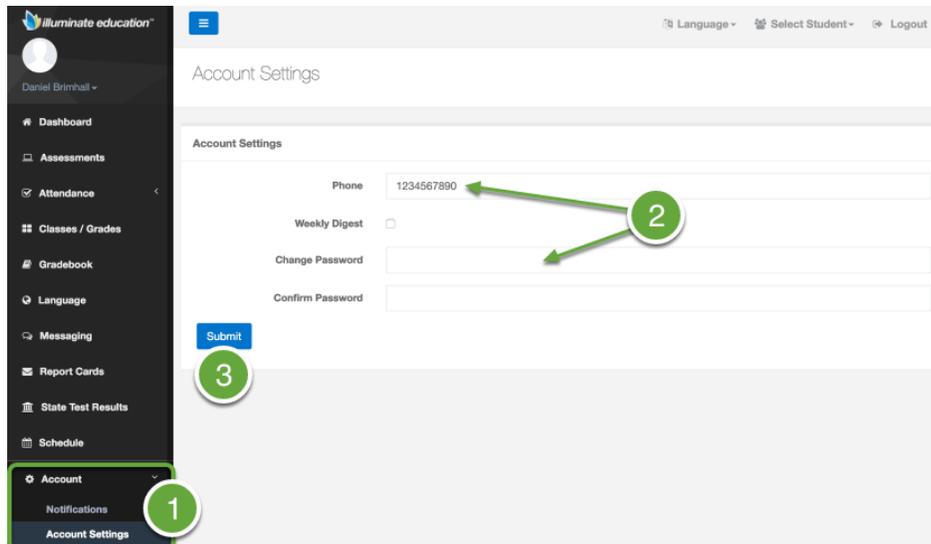
LOGIN TO YOUR ACCOUNT
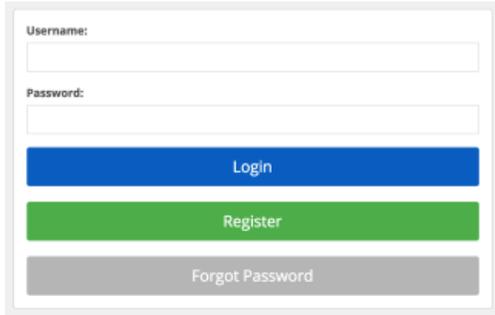
1. If you've already registered for the portal, simply enter
   your **Username** and **Password.**
2. Click **Login.**

MANAGING YOUR ACCOUNT PREFERENCES

ACCOUNT SETTINGS

CHANGING YOUR PHONE NUMBER AND PASSWORD

1. Click **Account**, then **Account Settings**.
2. Edit your phone number or change your password.
3. Click **Submit** to save your changes.

WEEKLY DIGEST

The **Weekly Digest** contains a summary of your student's Attendance, Assessments, and Gradebook grades. It is sent every Friday at 4pm to your registered email address. This digest (Image A) shows information from the *current week* (Monday through Friday).

To enable the weekly digest:

1. Click **Account**, then **Account Settings**.
2. Check the box next to **Weekly Digest**.
3. Click **Submit**.
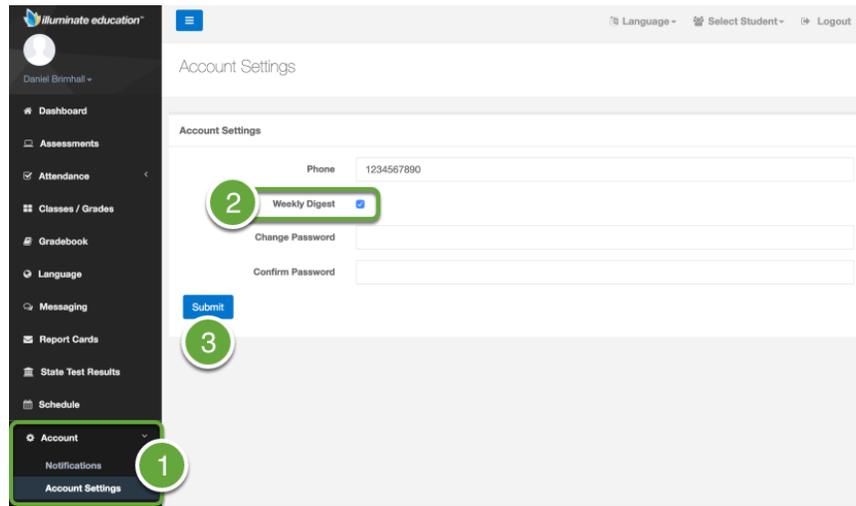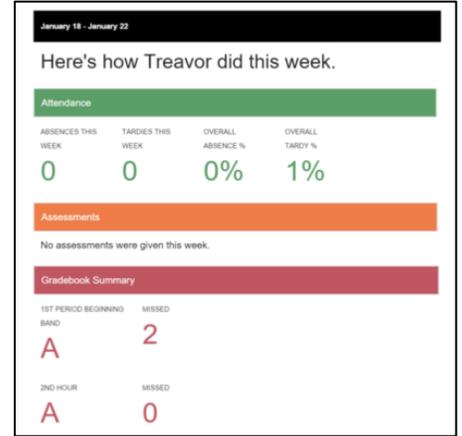
EMAIL NOTIFICATIONS

The parent portal provides parents the ability to receive immediate emails about their student's attendance, grades, etc. The different event notifications include:

EVENT	DESCRIPTION
Zero on Assignment	Your child received a 0 on an assignment in a Gradebook
Scored below % on Assignment	Your child scored below a specified percentage on an assignment in a Gradebook
Received Negative Attendance	Your child received an unauthorized tardy or absence
Overall Grade Changes	Your child's overall Gradebook grade changed drastically from one value to another (A to a B, or 3 to a 4)
Grade Falls Below %	Your child's overall Gradebook grade fell below a specified percentage

1. Click Account, then Notifications.
2. View existing notification settings.

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Add Notifications

3. Select the **Event** you want to be notified about. Some Events have to be set up based on your preferences and others can be saved by pressing **Submit.**

Remove Notifications

4. To change or remove the notification, you must delete it by selecting the **trash can icon**. Once removed, the event notification can be added again.

Events, or **notifications**, are enabled and created for *each* child. In order to receive event notifications for other children, you must switch to that child's account, and enable the event when viewing their information in your Portal account.

Notification can potentially trigger many emails notifications depending on how many and how frequent Gradebook grades change to the percentage configured.
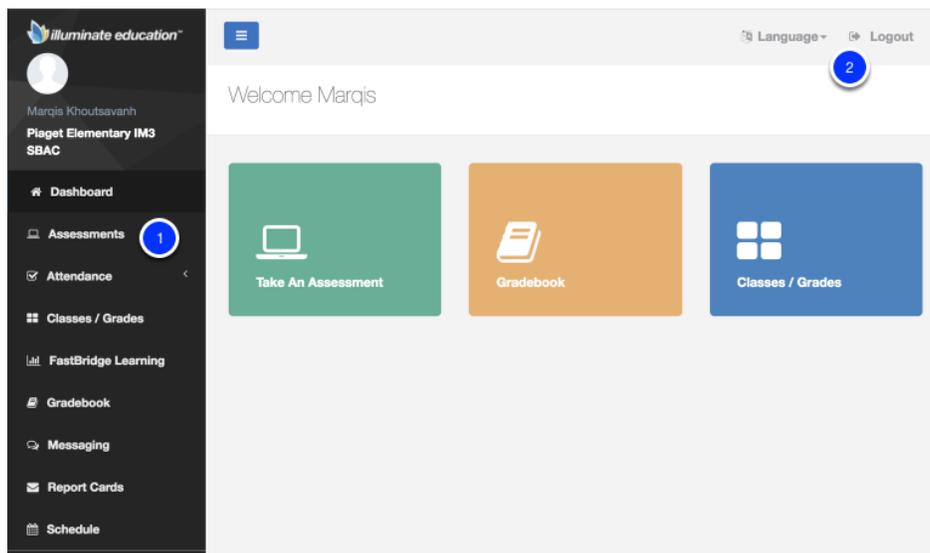
CHANGING YOUR LANGUAGE SETTINGS

Your portal is available in two language options: English and Spanish. To change your language preference, **Click** on **Language** on the top right-hand corner of the screen and select the preferred language.
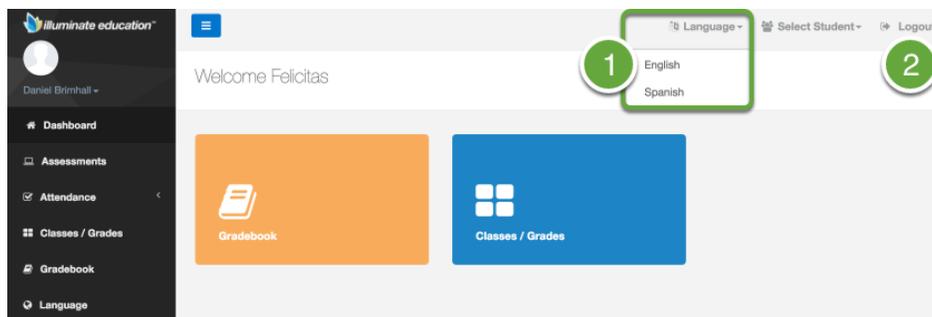
VIEW YOUR PARENT PORTAL

You will be automatically routed to your child's records in the Home Connection parent portal. The portal is interactive. Feel free to click any tile or sidebar tab to explore.

1. Click on sidebar tab or tile to see information on your student's Assessments, Attendance, or Gradebook assignments.
2. When you are finished viewing the parent portal, click **Logout** in the upper-right corner of your screen to log off.

ASSESSMENTS

The Assessments page is broken down into Pending Assessments (testing window is still open) and Recent Assessments (completed assessments).

PERFORMANCE SUMMARY

Click on the title of any recent assessment to see a full performance summary.

ATTENDANCE:

YEAR SUMMARY

The Year Summary will show totals for all attendance annually. Note, you can switch years via the dropdown menu on the left.

ATTENDANCE MARKS

Attendance Marks allows you to search for records of specific attendance marks, i.e. Absent, Tardy, etc.

CLASSES

Classes will display a list of the student's currently active classes including the teacher and timeblock. Users can view another Grading Period by selecting which Grading Period they would like to see via the dropdown menu then clicking submit.

Classes

Select Grading Period		Class List		
Grading Period GP: Trimester 1 (07/01/2015 - 10/16/2015)		**Active Classes** Inactive Classes		
Submit		Course	Teacher	Timeblock / Period
		ADVANCED BAND	Schumann	2
		ALGEBRA SUPPORT	Test	3
		CHEMISTRY	Perryman	6
		ENG 11 SUP	Busser	5
		ENVIRONMENTAL SCIENCE	Star	1
		SPANISH III	Fowler	7
		US HISTORY	Khwais	4

If you click on the Course Name, you will see Gradebook information, Category Breakdown, Class Announcements, Upcoming Assignment Due Dates, and Assignments specifically for that course.

Class List / ALGEBRA I - Lozano - 1st Period

Gradebooks

Gradebook Name	Grade	Total Assignments	Missing Assignments	Assignments with Zeros	Last Updated

Category Breakdown

Gradebook	Category	Percent	Weighted	Points	Total Assignments	Missing Assignments	Assignments with Zeros

Class Announcements

There are no class announcements at this time.
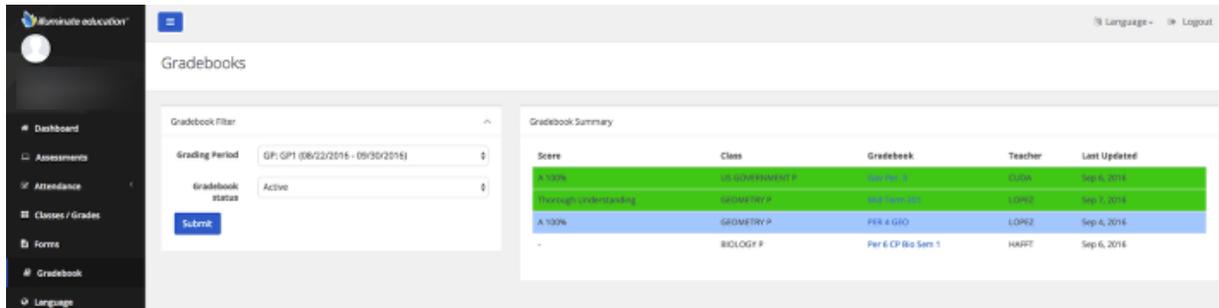
Upcoming Assignment Due Dates

There are no upcoming assignments at this time.

Assignements

Gradebook	Category	Assignment Name	Pts/Possible	Other Marks	Due Date

GRADEBOOK

Gradebook will show a recent assignment Gradebook Summary as well as give you the ability to change what Grading Period you're viewing by using the Gradebook Filter tool on the left.

If you click on the name of a Gradebook, you can access an Assignment List. This can be filtered by Assignment Status and be printed.