

Parent Guide to Illuminate Home Connection Portal

Table to Contents:

WHERE TO START: LOG INTO YOUR HOME CONNECTION PORTAL	3
REGISTER FOR AN ACCOUNT	3
LOGIN TO YOUR ACCOUNT	4
MANAGING YOUR ACCOUNT PREFERENCES	4
ACCOUNT SETTINGS	4
CHANGING YOUR PHONE NUMBER AND PASSWORD	4
WEEKLY DIGEST	5
EMAIL NOTIFICATIONS	5
CHANGING YOUR LANGUAGE SETTINGS	6
VIEW YOUR PARENT PORTAL	7
ASSESSMENTS	8
PERFORMANCE SUMMARY	8
ATTENDANCE:	9
YEAR SUMMARY	9
ATTENDANCE MARKS	9
CLASSES	10
GRADEBOOK	11

WHERE TO START: LOG INTO YOUR HOME CONNECTION PORTAL.

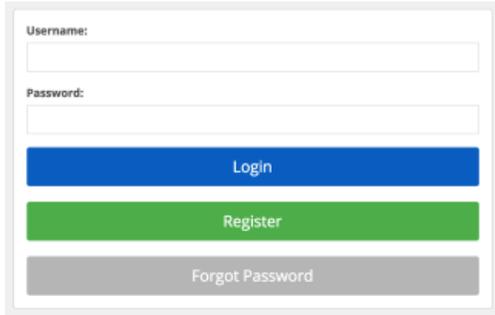
Homepage: <https://cwclosangeles.illuminatehc.com/login>

REGISTER FOR AN ACCOUNT

The image shows a web form titled "Create Parent Account" with a "Back To Login" link in the top right. The form contains several input fields, each with a blue circular callout number: 1. "First Name" field with "Jolynn" entered. 2. "Last Name" field with "Braswell" entered. 3. "Email" field with "coolemail@gmail.com" entered. Below the email field is the text "This email will be used as your username when log in on." 4. "Phone" field with "1234567891" entered. 5. "Access Code" field with "63F3274B624B" entered. Below the access code field is the text "If you do not have an access code, please contact your school district to receive one." 6. "Password" field with masked characters "*****". 7. "Confirm Password" field with masked characters "*****". 8. A blue "Submit" button at the bottom of the form.

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



A login form with the following elements:

- Username:
- Password:
- Login button (blue)
- Register button (green)
- Forgot Password button (grey)

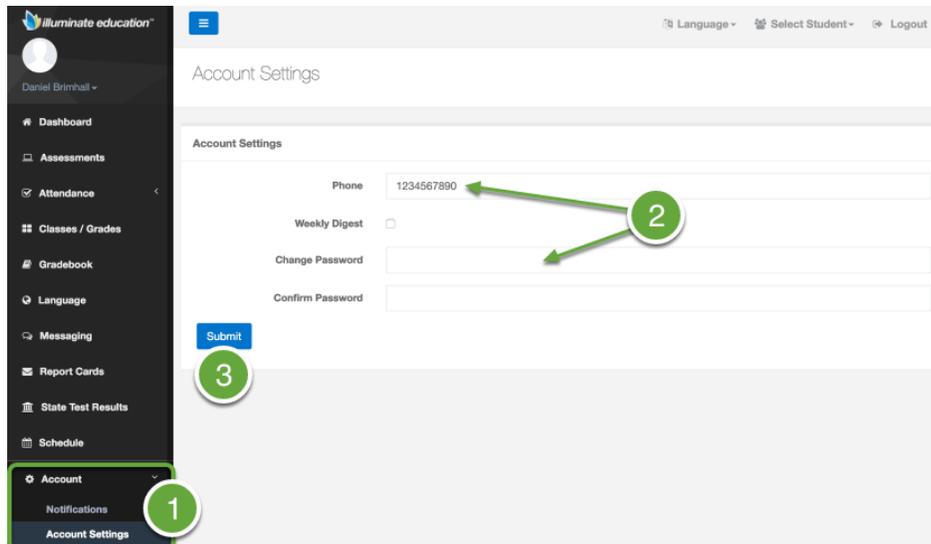
1. If you've already registered for the portal, simply enter your **Username** and **Password**.
2. Click **Login**.

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.



A screenshot of the 'Account Settings' page in the Illuminate Education portal. The page shows a sidebar menu on the left with 'Account' selected, and a main content area with the following fields:

- Phone: (indicated by a green arrow and a '2' in a circle)
- Weekly Digest:
- Change Password:
- Confirm Password:
- Submit button (blue) (indicated by a green arrow and a '3' in a circle)

The 'Account' menu item in the sidebar is highlighted with a green box and a '1' in a circle.

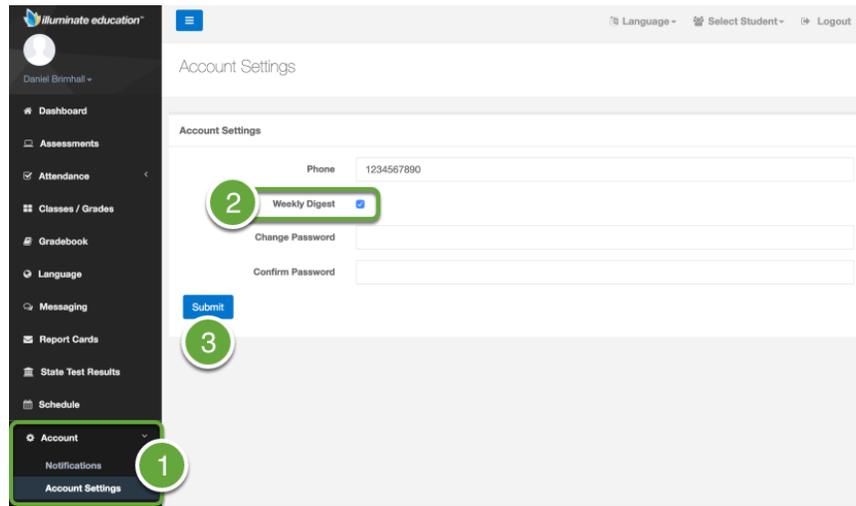
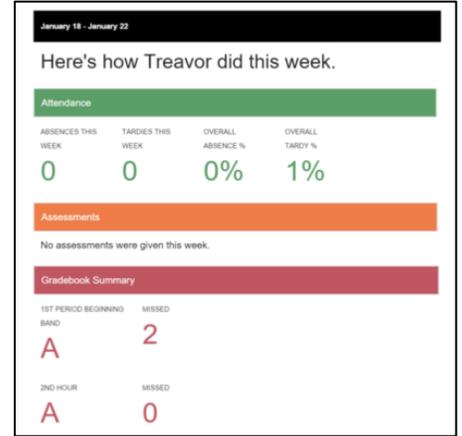
WEEKLY DIGEST

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**.

Image A:



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.

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

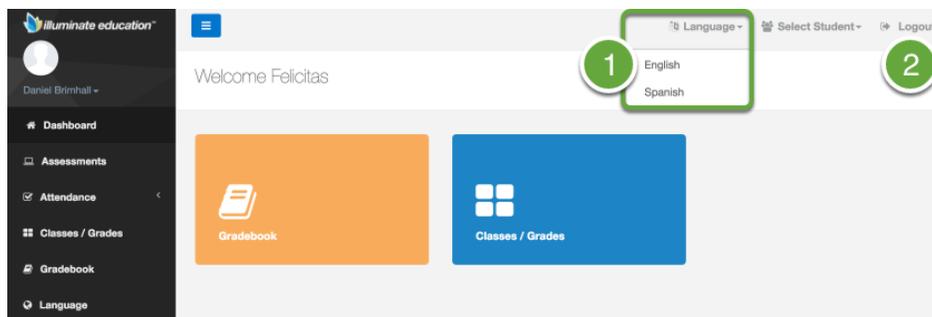
4. To change or remove the notification, you must delete it by selecting the **trash can icon**. Once removed, the event notification can be added again.

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

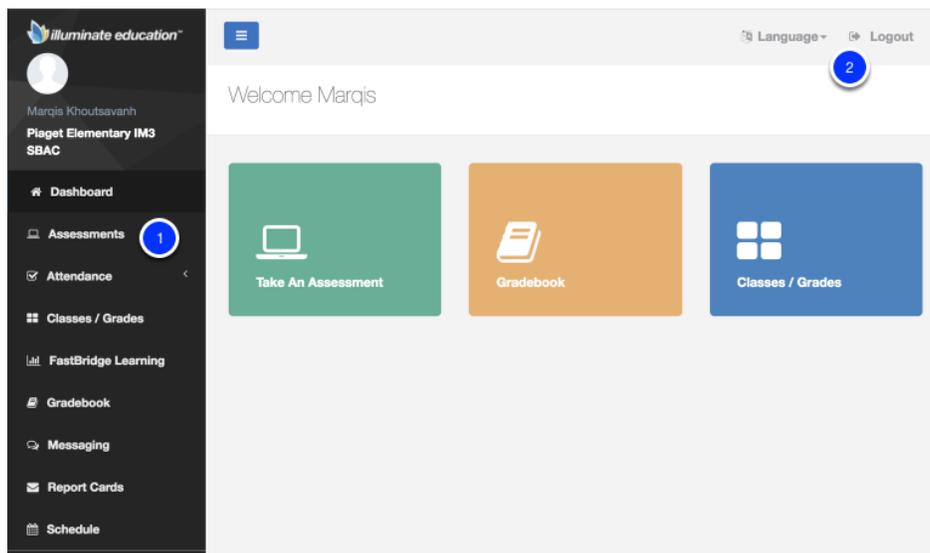
Your portal is available in two language options: English and Spanish. To change your language preference, **Click on Language** on the top right-hand corner of the screen and select the preferred language.



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 file 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

Assessments

Missing Recent Scores? [Update](#)

Pending Assessments		Recent Assessments			
Assessments	Testing Window Ends	Assessment	Pts/Possible	Score	Date Taken
Final Assessment V13	Friday, January 1, 2016 at 2:55 AM	See what you know	9/10	90	Jun 30, 2015
Algebra October Interim Assessment A	Saturday, January 2, 2016 at 2:16 AM	Math November Interim Assessment B	10/23	43.5	May 1, 2015
ELA Test 1 Jan	Tuesday, January 5, 2016 at 9:09 PM				
Algebra Jan.	Tuesday, January 5, 2016 at 10:25 PM				
Algebra Jan (B)	Wednesday, January 6, 2016 at 9:25 PM				
English Jan. Reading (A)	Wednesday, January 6, 2016 at 10:22 PM				
English Jan. Reading	Friday, January 8, 2016 at 8:18 PM				
ELA Test 1 Jan (B)	Friday, January 8, 2016 at 9:08 PM				

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

PERFORMANCE SUMMARY

Math November Interim Assessment B

Assessments / Math November Interim Assessment B

Summary		Question Group Scores						
Points Reviewed	Points Possible	Percent Score	Proficiency	Date Taken	Question Group	Pts/Possible	Percent	Proficiency
23	23	100%	<div style="width: 100%; background-color: green;"></div>	Jul 2, 2015	Depth of Knowledge: 2 - Skills and Concepts	9/9	100.00%	View Question Group
					Depth of Knowledge: 3 - Strategic Thinking	1/1	100.00%	View Question Group
					SBAC Claim: Math - 1 - Concepts and Procedures	16/16	100.00%	View Question Group
					SBAC Claim: Math - 2 - Problem Solving	8/8	100.00%	View Question Group
					Word Problems	3/3	100.00%	View Question Group
					Computing	3/3	100.00%	View Question Group

Standards and Question Results

Standard	Description	Pts/Possible	Percent	Proficiency	Learn
CCSS.MA.5.8.OA.1	Use parentheses, brackets, or braces in numerical expressions, and evaluate expressions with these symbols.	8/8	100%	View Question Group	#
CCSS.MA.5.8.OA.2	Write simple expressions that record calculations with numbers, and interpret numerical expressions without evaluating them.	8/8	100%	View Question Group	#
CCSS.MA.5.8.OA.3	Generate two numerical patterns using two given rules. Identify apparent relationships between corresponding terms. Form ordered pairs consisting of corresponding terms from the two patterns, and graph the ordered pairs on a coordinate plane.	5/5	100%	View Question Group	#
CCSS.MA.5.8.NBT.1	Recognize that in a multi-digit number, a digit in one place represents 10 times as much as it represents in the place to its right and 1/10 of what it represents in the place to its left.	8/8	100%	View Question Group	#

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.

Type	All Day		Class	
	Total	Percent	Total	Percent
Present	7.00	3.6 %	7	0.7 %
On Time	1	0.5 %	1	0.1 %
Tardy	6.00	3.1 %	6	0.6 %
Absent	1.00	0.5 %	5	0.5 %
Excused	0.00	0 %	0	0 %
Unexcused	1.00	0.5 %	5	0.5 %
Total	192		960	

ATTENDANCE MARKS

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

Attendance

Attendance Filters

Class: All Classes

Sort by: Date

Type: Absent

Submit

Attendance: Records for the selected grading period.

There are no attendance records for this time.

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

Grading Period: GP: Trimester 1 (07/01/2015 - 10/18/2015)

[Submit](#)

Class List

[Active Classes](#) | [Inactive Classes](#)

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	Khwaits	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

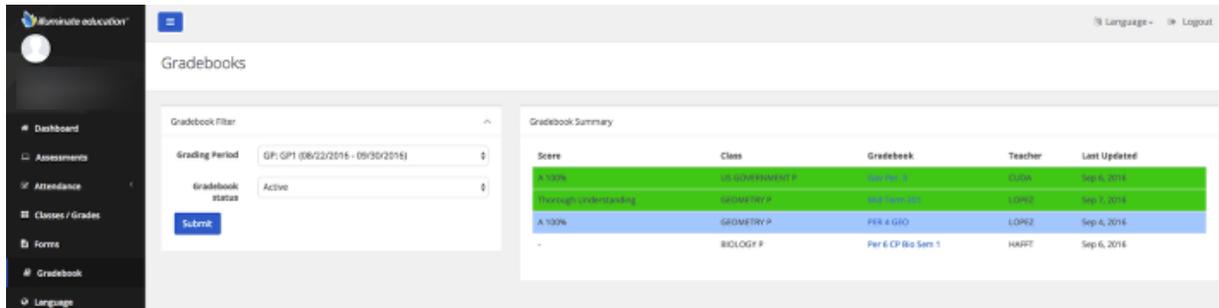
There are no upcoming assignments at this time.

Assignments

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.

Gradebook: Gov Per. 5

Category Breakdown: CUDA, CONRAD

Category	Percent	Weighted	Points	Total Assignments	Missing Assignments	Assignments with Zeros
Uncategorized	A 100%		20/20	2	0	0

Assignment Filter: Assignment Status: Show All

Assignments:

Category	Assignment Name	Pts/Possible	Grade	Other Marks	Due Date	Notes
	Country projects	20 / 20	100%		9/1/16	
	Intro	Excused			8/24/16	

Gradebook: Mid Term 201

Calculation Method: MostRecent
 Teacher: LOPEZ, GILBERT
 Assignments: 2

Grade Breakdown

Grade Scale

Grade	Description	Score Filter
4	Thorough Understanding	<input checked="" type="checkbox"/>
3	Adequate Understanding	<input checked="" type="checkbox"/>
2	Partial Understanding	<input checked="" type="checkbox"/>
1	Minimal Understanding	<input checked="" type="checkbox"/>

What does this all mean?

Standard Scores

Mark	Standard	Times Assessed
Score: 4	Students understand the notion of angle and how to measure it, in both degrees and radians. They can convert between degrees and radians.	1
Score: 3	Number Sense	1

Assignment Filter: Assignment Status: Show All

Assignments:

Assignment Name	Pts/Possible	Other Marks	Due Date	Notes
Mid Term 202	4 / 4		9/30/16	
Mid Term 201	3 / 4		9/30/16	