

CANTON PUBLIC SCHOOL DISTRICT ACTIVE PARENT ONLINE WORKSHOP



Logging in to Active Parent

- Visit the Canton Public School District's website at: <http://www.cantonschools.net>
 - **Click on the Parent Center Link**

The screenshot shows the website <http://www.cantonschools.net/> in Internet Explorer. The page layout includes:

- Navigation Menu (Left):** Canton High School, Canton Educational, Canton School of Arts, Canton Career Center.
- Main Content Area:** A video player titled "Canton Students Raise \$5K For Haiti - Video - WAPT Jackson" and a news article titled "District Test Scores 2009-2010" with the sub-headline "Despite Financial woes, the Canton Public School District is still working to improve student achievement".
- Sidebar (Right):** A list of links including Technology Help Desk, Maintenance Request, Important Dates, CPSD Newsletter, 10-11 School Calendar, Job Announcements, Job Application, Documents & Forms, Training Docs, Parent Center, CPSD Email, Contact Info, and Sam6i System. A red arrow points to the "Parent Center" link.
- Calendar (Bottom Left):** A calendar for October 2010 with the 8th highlighted.

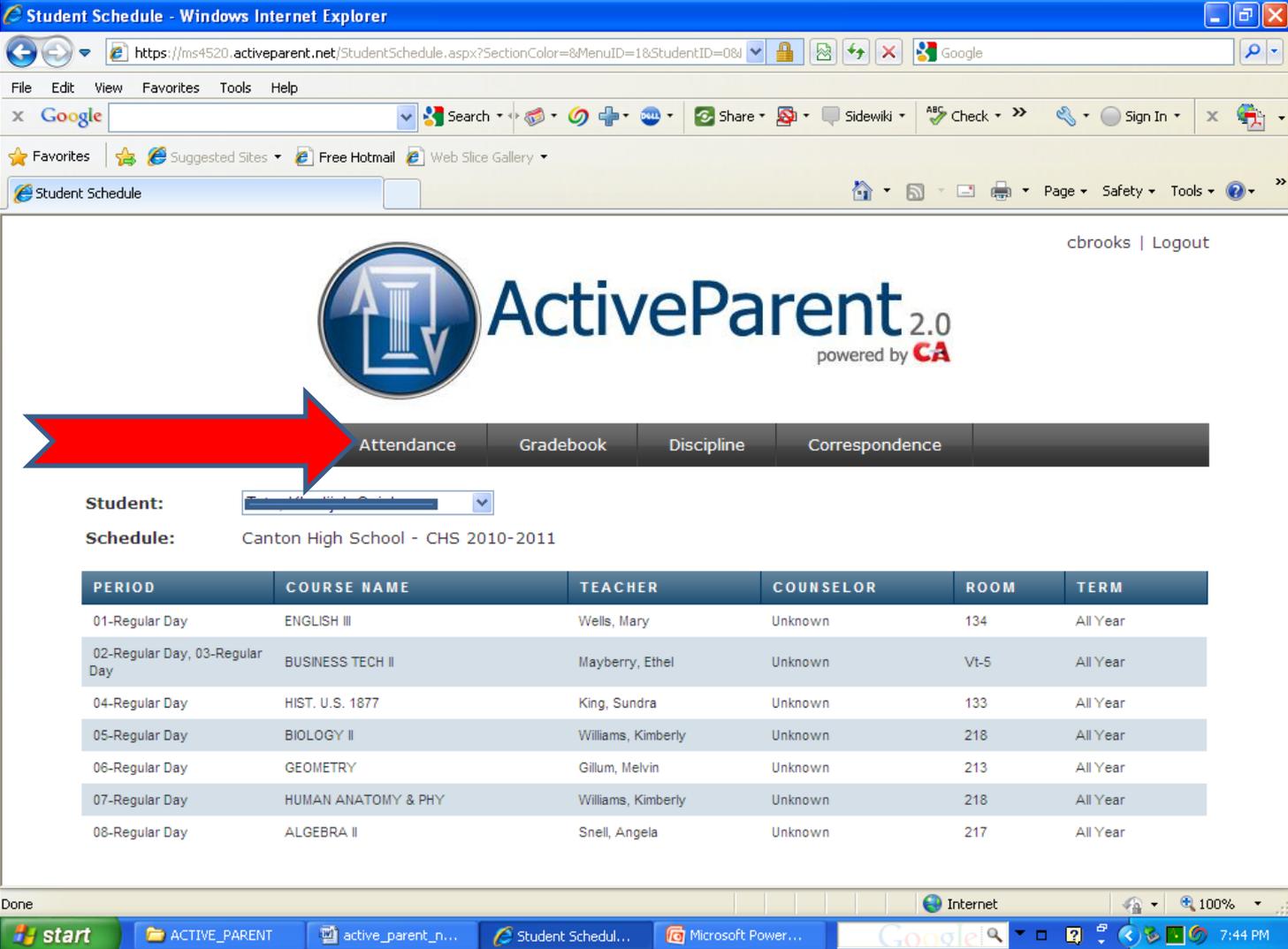
- You will then be presented with a login screen which you will **enter your username and password** for ActiveParent.
- Your username and initial password were emailed to you when your account was created.
- If you have not yet filled out the account request form, please fill one out and return it to your child's school. The forms are available at the school sites or the District website under Documents/Forms.
- If you have requested an account but have not yet received your login information, please email activeparent@cantonschools.net with the name of at least one of your children and we will resend your account information.
- If you have lost your username or password, please email activeparent@cantonschools.net and we will reset your password for you.



- You are now logged into Active Parent's News Menu (Your child's name will appear in the student box; if you have multiple students use the drop down tab to access each student's data.) Notice the **NEWS**; **SCHEDULE**; **ATTENDANCE**; **GRADEBOOK**; **DISCIPLINE & CORRESPONDANCE** tabs across the top. **Click on the Schedule tab.**

The screenshot shows the ActiveParent 2.0 website interface. At the top, there is a navigation menu with tabs for 'Schedule', 'Attendance', 'Gradebook', 'Discipline', and 'Correspondence'. A large red arrow points to the 'Schedule' tab. Below the navigation menu, there is a 'Student:' dropdown menu. Underneath, there is a 'Daily News for:' field with the date '10/8/2010' and a 'Get News' button. The main content area is divided into sections: 'SCHOOL NEWS' with the message 'No news is good news!', 'DISTRICT NEWS', and 'MSIS MONTHLY ATTENDANCE REPORTS'. The MSIS notice states: 'MSIS MONTH (1) ATTENDANCE PROCESSING!!!! THE OFFICE OF TECHNOLOGY HAS SUBMITTED YOUR MDT AND MSD FILES TO MDE; PLEASE GO TO MSIS TO VIEW YOUR RESULT DATA SUCH THAT YOU MAY MAKE CORRECTIONS IF NECESSARY. CALL THE FOLLOWING NUMBERS (601) 859-6850 OR (601) 942-7649 WHEN CORRECTED FILES ARE TO BE RE-SUBMITTED. CONGRATULATIONS ON SUCCESSFUL MONTH (1) ATTENDANCE'. The browser's address bar shows 'https://ms4520.activeparent.net/default.aspx' and the taskbar at the bottom shows the Windows start button and several open applications.

- From this screen you will see your child's schedule and the teachers who are teaching your child. Teacher names are in Blue and allow you to click on their name, to send that teacher an email using your configured email program. **Click on the Attendance tab.**



Student Schedule - Windows Internet Explorer

https://ms4520.activeparent.net/StudentSchedule.aspx?SectionColor=&MenuID=1&StudentID=0&...

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Attendance Gradebook Discipline Correspondence

Student: [Student Name]

Schedule: Canton High School - CHS 2010-2011

PERIOD	COURSE NAME	TEACHER	COUNSELOR	ROOM	TERM
01-Regular Day	ENGLISH III	Wells, Mary	Unknown	134	All Year
02-Regular Day, 03-Regular Day	BUSINESS TECH II	Mayberry, Ethel	Unknown	Vt-5	All Year
04-Regular Day	HIST. U.S. 1877	King, Sundra	Unknown	133	All Year
05-Regular Day	BIOLOGY II	Williams, Kimberly	Unknown	218	All Year
06-Regular Day	GEOMETRY	Gillum, Melvin	Unknown	213	All Year
07-Regular Day	HUMAN ANATOMY & PHY	Williams, Kimberly	Unknown	218	All Year
08-Regular Day	ALGEBRA II	Snell, Angela	Unknown	217	All Year

Done Internet 100%

start ACTIVE_PARENT active_parent_n... Student Schedul... Microsoft Power... Google 7:44 PM

•Your child’s attendance is found under the “Attendance” tab. You can choose to view all attendance, present, absences and (check in/out) using the check boxes at the top of your screen, if you wish to see only absences, unclick the check box beside “Present” and then click “Show Attendance”. You can also change the Dates you wish to view; by default you will see the “Past 30 Days” attendance.

•Should you have an issue with any of the absences that are listed on this screen, please contact your child’s school attendance clerk to have that data reviewed or corrected.
Click on the Gradebook tab.

Student Attendance - Windows Internet Explorer

https://ms4520.activeparent.net/StudentAttendance.aspx?SectionColor=8&MenuID=1&StudentID=...

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Gradebook Discipline Correspondence

Student: [Dropdown]

Display: Absent Present Check In/Out Show All Days For Period Entries

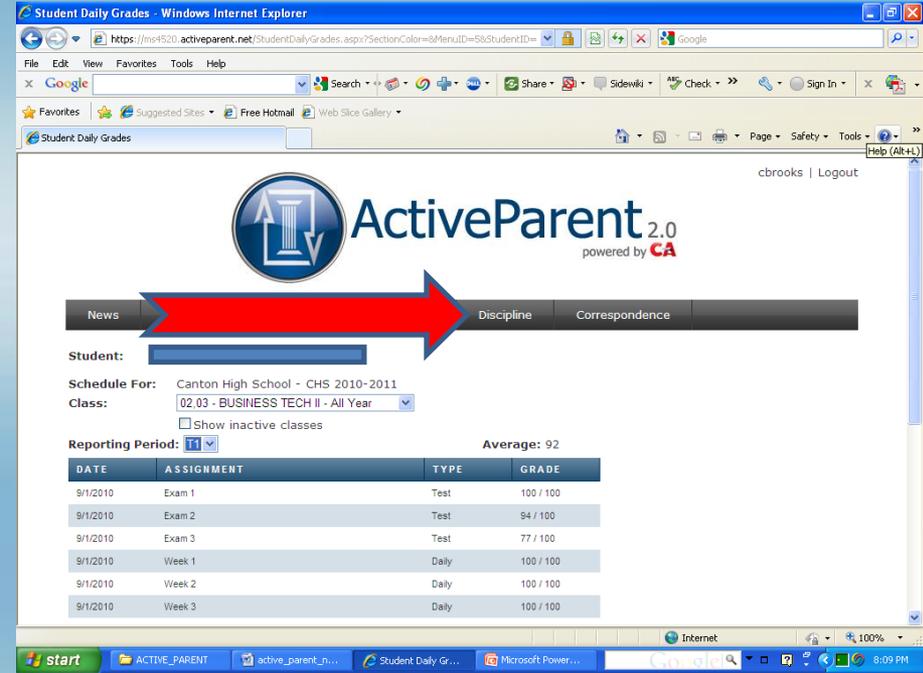
Term Dates: Past 30 Days [Dropdown]

Show Attendance

Attendance Entries

ATTEND DATE	ATTEND CODE	ATTEND STATUS	CHECK IN/OUT	TIME	REASON/CHECK STATUS
9/8/2010		Present			
9/9/2010		Present			
9/10/2010		Present			
9/13/2010		Present			

- Your child's Term and Daily grades are listed in the tabs “**Term Grades**” and “**Daily Grades**”. Term Grades are the grades that will appear on your child's report card. Daily Grades are the grades that are used to calculate your child's term grades based upon the formulas that can be found in the Student Handbook.
- To switch between courses in your child's **Daily Grades** screen, click the pull down box beside “**Class:**” to see your child's other classes.
- The **Homework Module** is where your child's teachers will list homework assignments. Homework assignments due date and description are listed beside each class your child has been assigned. **Click on the Discipline tab.**



- You are now logged into Active Parent's Discipline Module; your child's discipline /incident reports are listed on this page.

Click on the Correspondence tab.

Student Discipline List - Windows Internet Explorer

https://ms4520.activeparent.net/StudentDiscipline.aspx?SectionColor=&MenuID=1&StudentID=0&

File Edit View Favorites Tools Help

Google Search

Student Discipline List

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powered by CA

News Schedule Attendance **Correspondence**

Student:

No Incidents Found

start ACTIVE_PARENT active_parent_n... Student Disciplin... Microsoft Power... Google 8:19 PM

- You are now logged into Active Parent's **Correspondence Module**; the Canton Public School District and your child's informative messages are listed on this page. Please **Logout** after each session.

Student Correspondence Log - Windows Internet Explorer

https://ms4520.activeparent.net/CorrespondenceLog.aspx?SectionColor=&MenuID=1&StudentID=

Logout

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News Schedule Attendance Gradebook Discipline Correspondence

Student: [dropdown menu]

Message: No Messages Found

start ACTIVE_PARENT active_parent_n... Student Corresp... Microsoft Power... Google 8:30 PM

**Please Join Active Parent Today
Thank You!!**

