



Star Student Parent Portal User Guide

Parent Portal is a feature of the **Star Student Management System** that allows parents and guardians real-time access to information about their students. It will provide another communication tool for teachers, parents, and guardians in Blount County Schools.

Parent Portal is free, easy to use, web-based, and secure. As a parent or guardian, you will have instant access to your child's report card grades, daily grades and classroom assignments. You can also monitor their attendance, discipline, progress and performance. Teacher's can be contacted through email links on the **Parent Portal** screen.

You can only get information about **Parent Portal** through your child's school. All schools in Blount County are not using the online gradebook system that allows parent access to student grade information. Only your child's school can tell you if and when they are activating the gradebook system and/or **Parent Portal**. Please contact the school with any questions about the **Parent Portal** system.

Using Parent Portal

The schools using **Parent Portal** will provide you with a **User Name** and **Password** for signing into the **Parent Portal**. They will also provide you with a web address for accessing the **Parent Portal Sign In** page, which looks like the image below:

Sign In

Enter your Single Sign-On user name and password to login

User Name	<input type="text"/>
Password	<input type="password"/>

<input type="button" value="Login"/>	<input type="button" value="Cancel"/>
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Unauthorized use of this site is prohibited and may be subjected to civil and criminal prosecution

All **Usernames** begin with “**p050-**” followed by (in most cases) the parent/guardian's last name + first initial + a unique identifying number. The **Passwords** will all be numbers. **User Names** and **Passwords** are *case-sensitive*, and there are *no capital letters* in the **User Names** or **Passwords**. Initially each student will be assigned one parent/guardian

login. However, additional User Names and Passwords can be set up for other parent/guardians if necessary. Just contact your school for assistance in this matter.

If you try to sign in three times incorrectly, you will be locked out of **Parent Portal**, and you will have to contact the school to have your account unlocked. If you try two times and have trouble, please contact the school for help to verify your username and password. This way maybe the mistake can be corrected before your account becomes locked.

If parent/guardians have been setup correctly in **Star Student**, and you have more than one student in Blount County Schools, then you will only need one **User Name** and **Password** to see all of your students' information. Remember, however, that just because you see your student's name, there may not be information available about your student's grades. All schools are not participating in the gradebook part of **Star Student**. Contact your school for more information about grades in **Star Student** and **Parent Portal**.

Sometimes, due to a typo or another issue, parent/guardians may not be linked to all of their students in the **Star Student** system. You may be given a different **Username** and **Password** for each student. This can happen especially if you have children at more than one school. We can adjust this so that you will have just one **User Name** and **Password** to see all of your students in Blount County Schools. Please contact your school to get this situation corrected.

If your students are linked correctly and you have more than one student in the school system, you will see a screen similar to the one below after signing into the Parent Portal. You must click the **Parent** tab in order to see your student(s) names.

Blount County Schools
...dedicated to the service of children
Maryville, TN

September 12, 2007
Robert/Vickie Albright
[Logout](#)

Welcome Parent

Parent/Guardian List [Customize](#) [About](#)

School	Name	Grade	Links
0023	Smith, Janie	06	Attendance Schedule Grades Interims Discipline Transcript Tests
0023	Smith, Jimmy	06	Attendance Schedule Grades Interims Discipline Transcript Tests
0023	Smith, Johnny	06	Attendance Schedule Grades Interims Discipline Transcript Tests

There are several links listed for each student. When you click on a link, a new window will open with information about your student. Close any window to return to the Parent/Guardian List screen. The following links will be available:

Attendance – the **Attendance** screen will list any attendance event **Dates** for the student, along with the **Day**, **Description**, and *time* if this is a **Tardy** or **Early-Out** event. It will also list the **Total Year-To-Date Absences** and **Tardies** (Early-Out events are called “Tardies” by the Star system). Note that the times are listed in Military Time; “Left 14:00” really means the student left at 2:00 PM.

Student Daily/Homeroom Attendance			
	Date	Day	Description
Smith, Janie	08/20/07	Monday	Early Out Excused
		Monday	Early Out - excused Left 14:00
	08/21/07	Tuesday	Tardy Excused
		Tuesday	Tardy - parent note Entered 10:00
	09/12/07	Wednesday	Tardy Excused
		Wednesday	Tardy - Dr appt Entered 09:30
Totals		YTD Absence: 0	YTD Tardy: 3

Schedule – the **Schedule** screen will list the student’s daily schedule. The teacher’s name is an email link. If you have an email account set up on the computer you are using, you can click the teacher’s name to open your Mail program and send the teacher an email. If you use a web-based email program, note the teachers email at the bottom of your browser screen when you roll the mouse over the teacher’s name. You can use this email address in your web-based email program to send the teacher an email.

If the teacher is marking Class Period Attendance in the Online Gradebook, you can see whether your child was present or absent in the class, once the class has met for the day. Daily Attendance is available on the **Attendance** screen.

Click the **Assignments** link to see the current assignments and scores for a particular class. This is where you can keep up with your student’s daily grades throughout a grading period. Teachers will be doing their best to update their online gradebook in a timely manner.

Student Schedule									
PD	Start	End	Sem	Class	Sec Name	Room	Days	Teacher	
01	08:20	09:09	FY	0801M	001 LangArts	8 808	MTWRF	Crowe, Renda	Present Assignments
02	09:09	09:58	FY	0855M	001 Reading	8 808	MTWRF	Crowe, Renda	Present Assignments
03	09:58	10:47	Q1	0852	001 Phys Ed	8 Gym	MTWRF	Sullivan, Harry	Present Assignments
03	09:58	10:47	Q2	9605H	005 St Hall	8 806	MTWRF	Crowe, Dodd	Present Assignments
03	09:58	10:47	Q3	0835	005 Fnd/Tech	8 904	MTWRF	Hall, Kerry	Present Assignments
03	09:58	10:47	Q4	0853	007 Art	8 905	MTWRF	Krout, Marsha	Present Assignments
04	10:47	11:35	Q1	9605H	004 St Hall	8 Band	MTWRF	Slaughter, James	Present Assignments

Grades – the **Grades** screen will not have any information until the end of the first grading period, **Quarter 1**. Then the **Grades** screen will look much like a **Report Card**; however, the **Final Grade Average** for the quarter will be a link. This link can be clicked to show all the assignment scores that went into calculating the **Final Grade** for the quarter.

Interims – if your school is using the online gradebook to print **Progress Reports**, then the **Interim** screen will show the student’s average at the time that **Progress Reports** are created. The numerical average will be a link. This link can be clicked to show all the assignment scores that went into calculating the **Interim Grade**. Teachers can also add personal notes and other comments about the student’s progress at Progress Report time. These will also be available on the **Interims** screen.

Discipline – information about discipline events are available on the **Discipline** screen. The **Date** will be listed, along with the **Time**, the **Infraction** (what the student did), the **Disposition** (consequences), and the **Disciplinarian’s** name. This name is also linked to the person’s email address so that you can email them if you have any questions, etc.

Transcript – the transcript screen is only applicable to High School Students.

Tests – testing data is only available if the school has entered test scores. This screen could show TCAP test scores, Gateway test scores, etc. if they have been entered by the guidance dept. at each school. Currently there has been very little time to get the testing data into Star Student. As time goes by, we hope to have more information available on this screen.

Remember, to return to the main **Parent** screen, just close the open window. Each link on the **Parent** page opens a screen in a new window.

We hope you will take advantage of the **Parent Portal** now available to parents and guardians of students in Blount County Schools. If you have any questions or comments about the **Parent Portal**, please contact your child’s school.