# USER GUIDE

## GETTING STARTED

To access Parent Assistant you need a Parent Assistant User ID and Password. To acquire them you must go to one of the schools that your child/children attend and make this request. The two types of users and the document required to be given access to Parent Assistant are listed in the following paragraphs.

**CUSTODIAL PARENTS**

Parent Assistant gives custodial parents the ability to request changes online for certain Demographic and Emergency Contact information for their children. If you are the custodial parent and live at the same address as your child/children, you will need only one User ID and Password to access the data on your child/children. In order to receive a Parent Assistant User ID and Password you will need to do the following:

1. Have one of the following CURRENT VALID PICTURE IDs:
    a. NC Driver License
    b. DMV Picture ID
    c. Credit Union Picture ID
    d. Passport
2. Take this current valid picture ID to the school where one of your children attends
3. Ask to speak with the NC WISE Data Manager

The person you speak with will use your ID to validate the data against the data on your child in NC WISE and if it is valid they will give you a document for you to sign that contains your Parent Assistant User ID and Password.

Instructions on how to use Parent Assistant can be downloaded from this site by clicking on the link for the page titled PARENT ASSISTANT FILES FOR PARENTS. This page will include a video file you can view as well as a file containing instructions you can download.

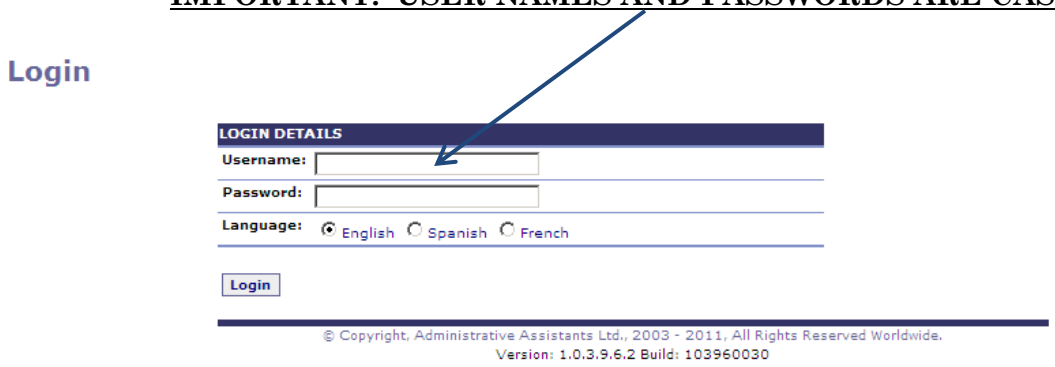
**NON-CUSTODIAL/NOT LIVING WITH STUDENT PARENTS**

If you are not the custodial parent or you do not live at the same address as your child you will need to contact each school where one of your children attends and have them to create a User ID and Password for you in order to access each of your children's data. You will have multiple User IDs and Passwords you must use, one for each child. Non-Custodial parents do not have access to demographic or emergency data on their children. To acquire the User IDs and Passwords you will need to follow the same procedure as the one listed above for the Custodial Parent.

# LOGGING ON TO PARENT ASSISTANT

Go to http://pam-pilot.ncwise.org/dc14 and enter the username and password that you were given in the username and password fields then click **LOGIN**.

**IMPORTANT: USER NAMES AND PASSWORDS ARE CASE SENSITIVE**

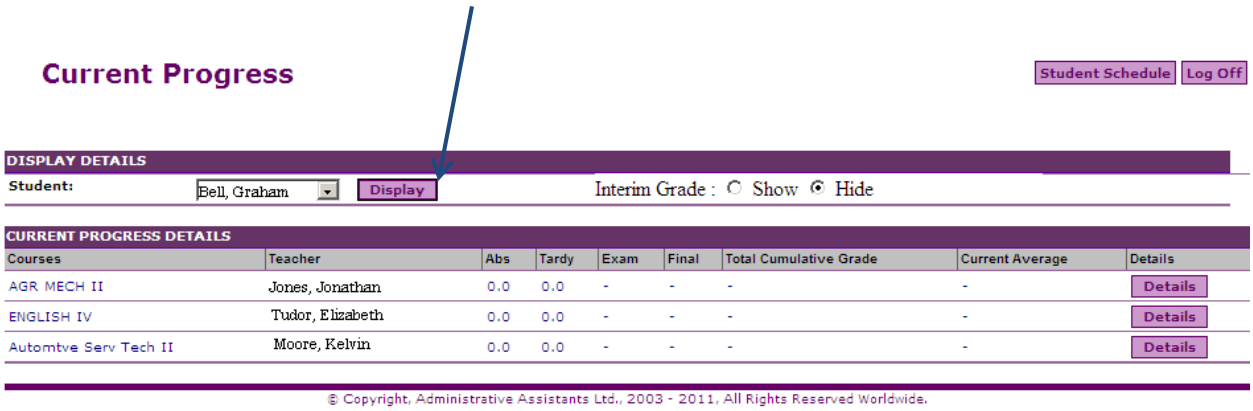



The **CURRENT PROGRESS** screen is the first screen that appears after logging into Parent Assistant.

**NOTE: The following security message which you may receive is browser specific. If you receive a Certificate Error, choose CONTINUE TO THIS WEBSITE as this is a secure site or accept the certificate if you choose. This error will be corrected at a later date.**

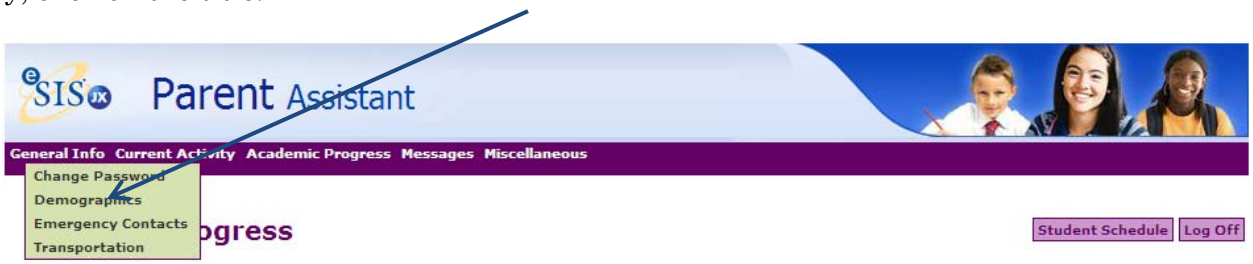
# ACCESSING YOUR STUDENT/S

From the "Display Details" section of the screen, if you have more than one student attending a Durham Public School, you can click on the dropdown arrow next to the student's name, to view your other student's information. Select a student from the dropdown list; and Click the 'Display' button. **This function is available on all screens**.



# NAVIGATING PARENT ASSISTANT

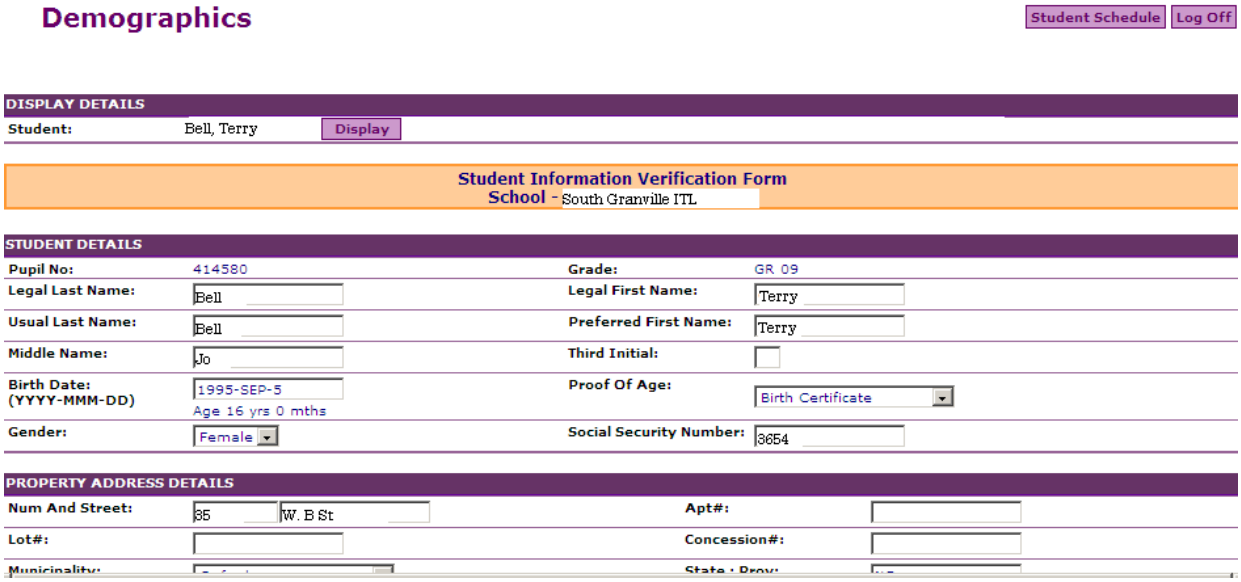
To navigate PAM, move your mouse over the categories listed below General Info, Current Activity and Academic Progress; this will provide a drop down of sub-categories available to you. To view the sub-category, click on the title.




# UNDERSTANDING THE SCREENS

**General Information Category** allows you to view the demographics and emergency contact information, as well as your student's schedule.

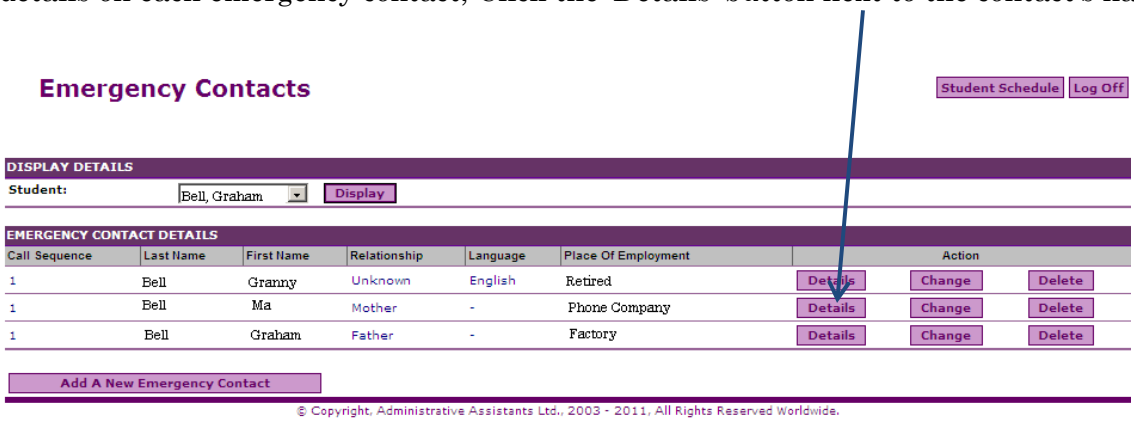
**Demographics**
To view Demographics information, select **GENERAL INFO>DEMOGRAPHICS**.




A custodial parent can change demographic data in any of the "blocks" on the Demographic screen and then submit it for approval by the NC WISE Data Manager at the school.

**Emergency Contacts**

To view Emergency Contacts, select **GENERAL INFO>EMERGENCY CONTACTS**. In order to view details on each emergency contact, Click the 'Details' button next to the contact's name.

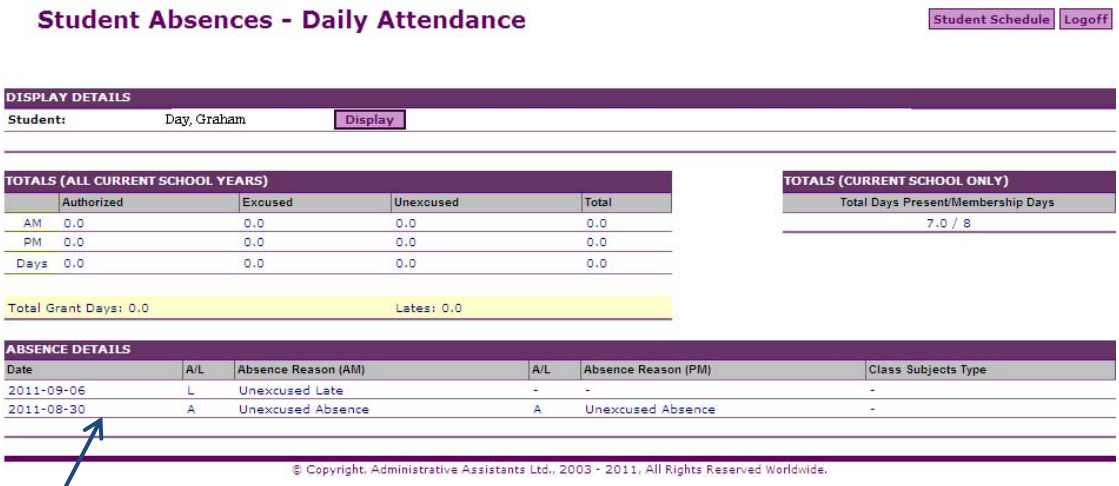



A custodial parent can change demographic data in any of the "blocks" on the Emergency Contacts screen and then submit it for approval by the NC WISE Data Manager at the school.

**Student Schedule**

To view Student Schedule, select General Information >Student Schedule or click on the 'Student Schedule' button located at the top of the screen next to the 'Log Off' button.

**Current Activity Category** allows you to navigate to your student's attendance. Please note, the attendance screen for elementary/middle schools and high schools is different. (Figure 1: Elementary/Middle and Figure 2: High School) To view Attendance, select **CURRENT ACTIVITY>ATTENDANCE**.




A/L (Absent/Late)

**Figure 1**

**PERIOD ATTENDANCE**

eSIS - Attendance - Windows Internet Explorer provided by Durham Public Schools

Parent Assistant

General Info | Current Activity | Academic Progress | Messages | Miscellaneous

## Attendance

Student Sch

**DISPLAY DETAILS**

Student: Display

Show: Period By Class / Period By Date

**ATTENDANCE SUMMARY**

| Authorized | Excused | Unexcused | Total Period Absences | Total Lates |
|---|---|---|---|---|
| 0 | 1 | 35 | 36 | 8 |

Authorized absences - student was in school or at school activity but absent from class

**ATTENDANCE DETAILS**

| Date | Class | Class Entry | Office Reason | Teacher |
|---|---|---|---|---|
| 2012-Jan-11 | AP STAT | Absent | Unexcused Absence | |
| 2012-Jan-11 | HN LAT III | Absent | Unexcused Absence | |
| 2012-Jan-06 | TechThea4 | Absent | Unexcused Absence | |
| 2012-Jan-05 | AP STAT | Absent | Unexcused Absence | |
| 2012-Jan-05 | HN LAT III | Absent | Unexcused Absence | |
| 2011-Dec-19 | HN LAT III | Late | Unexcused Late | |
| 2011-Dec-16 | Eng IV/AP | Absent | Unexcused Absence | |
| 2011-Dec-16 | HN LAT III | Absent | Unexcused Absence | |
| 2011-Dec-14 | AP STAT | Absent | Unexcused Absence | |

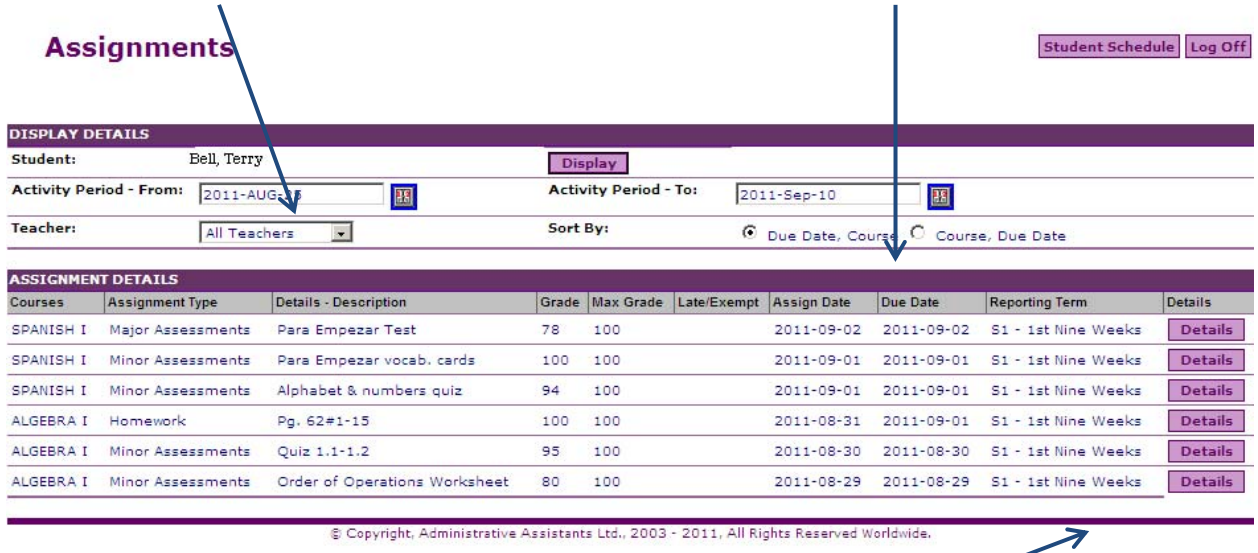
**Figure 2**

**Academic Progress Category** allows you to view Assignments, Credits Earned To Date, and Marks/Grades..

**Assignments:**
To view Assignments select **ACADEMIC PROGRESS>ASSIGNMENTS**. The screen provides a list of assignments that your student has been assigned by his/her teacher.

**The Calendar button must be used to change the date**

**Assignments can be ordered by course or due date**




The Details button provides more information for each assignment

The Display button will need to be clicked anytime you change options on this screen.

**Credits Earned To Date:**
To view Credits Earned To Date, select **ACADEMIC PROGRESS>CREDITS EARNED TO DATE**. The screen provides a list of courses taken, credits received and marks earned for previous school years.

## Credits Earned To Date

Student Schedule | Log Off

**DISPLAY DETAILS**

**Student:** Bell, Terry Display

**CREDIT DETAILS**

| Courses | School | Date Completed | Credits Earned | Final Mark |
|---|---|---|---|---|
| HEALTH/PE (REQ 9-12) | Person High | 2011-JUN-10 | 1.0 | 90 |
| EARTH/ENVIRON SCIENCE | Person High | 2011-JUN-10 | 1.0 | 95 |
| INTRODUCTORY MATH | Person High | 2011-JUN-10 | 1.0 | 93 |
| ENGLISH I | Person High | 2011-JUN-10 | 1.0 | 100 |
| BIOMEDICAL TECHNOLOGY | Granville Central High | 2011-JAN-21 | 0.0 | 42 |
| EARTH/ENVIRON SCIENCE | Granville Central High | 2011-JAN-21 | 0.0 | 57 |
| WORLD HISTORY | Granville Central High | 2011-JAN-21 | 0.0 | 48 |
| INTRODUCTORY MATH | Granville Central High | 2011-JAN-21 | 0.0 | 43 |
| PRINCIPLES OF BUSINESS AND PERSONAL FINANCE | Granville Central High | 2010-JUN-10 | 0.0 | 29 |
| FOODS 1 FUNDAMENTALS | Granville Central High | 2010-JUN-10 | 0.0 | 40 |
| World History | Granville Central High | 2010-JUN-10 | 0.0 | 46 |
| EARTH/ENVIRONMENTAL SCIENCE | Granville Central High | 2010-JUN-10 | 0.0 | 55 |
| HEALTH TEAM RELATIONS (BLOCK) | Granville Central High | 2010-JAN-14 | 0.0 | 33 |
| PREP FOR ALGEBRA 1 | Granville Central High | 2010-JAN-14 | 0.0 | 44 |
| ACADEMIC ENGLISH 1 | Granville Central High | 2010-JAN-14 | 0.0 | 54 |
| Health/Pe | Granville Central High | 2010-JAN-14 | 0.0 | 49 |

**Marks/Grades:** To view Marks/Grades, select **ACADEMIC PROGRESS>MARKS/GRADES.** The screen will provide you with a report card view of your student's Marks for the current school year.

## Marks/Grades

Student Schedule | Log Off

**DISPLAY DETAILS**

**Student:** Bell, Terry Display

**MARK/GRADE DETAILS**

| Courses | Teacher | Reporting Period | Mark | Exam | Final | Abs | Tardy |
|---|---|---|---|---|---|---|---|
| SPANISH I | Terrell, Sally | S1 - 1st Nine Weeks | 85 | - | - | 0 | 0 |
| ENGLISH II | Abbott, Cynthia | S1 - 1st Nine Weeks | 76 | - | - | 0 | 0 |
| ALGEBRA I | Cash, Stephanie | S1 - 1st Nine Weeks | 98 | - | - | 0 | 0 |
| WORLD HISTORY | Anderson, Andy | S1 - 1st Nine Weeks | 77 | - | - | 0 | 0 |
| SPANISH II | Terrell, Sally | | | - | - | 0 | 0 |
| GEOMETRY | Love, Carly | | | - | - | 0 | 0 |
| MICROSOFT WORD, POWERPOINT & PUBLISHER | Szadek, Kim | | | - | - | 0 | 0 |
| PHYSICAL SCIENCE | Harper, Shelly | | | - | - | 0 | 0 |

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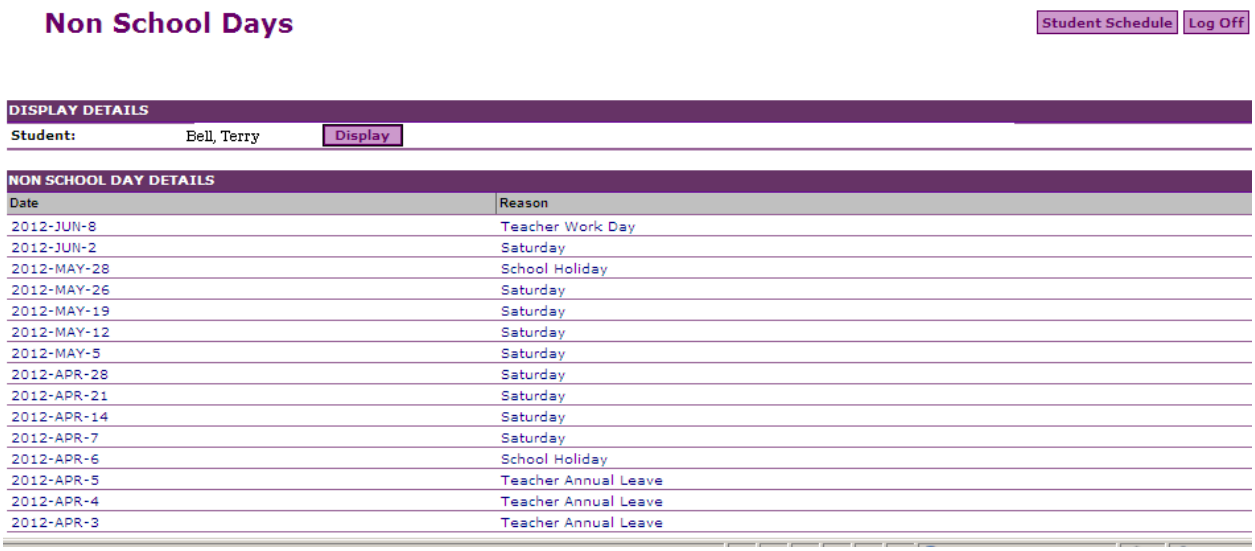
**NON SCHOOL DAYS** allows you to view a list of the dates that school is **NOT** in session for the current school year. To view Non School Days, select **MISCELLANEOUS>NON SCHOOL DAYS**.



Non School Days

Student Schedule | Log Off

DISPLAY DETAILS

Student: Bell, Terry Display

NON SCHOOL DAY DETAILS

| Date | Reason |
|---|---|
| 2012-JUN-8 | Teacher Work Day |
| 2012-JUN-2 | Saturday |
| 2012-MAY-28 | School Holiday |
| 2012-MAY-26 | Saturday |
| 2012-MAY-19 | Saturday |
| 2012-MAY-12 | Saturday |
| 2012-MAY-5 | Saturday |
| 2012-APR-28 | Saturday |
| 2012-APR-21 | Saturday |
| 2012-APR-14 | Saturday |
| 2012-APR-7 | Saturday |
| 2012-APR-6 | School Holiday |
| 2012-APR-5 | Teacher Annual Leave |
| 2012-APR-4 | Teacher Annual Leave |
| 2012-APR-3 | Teacher Annual Leave |

# MODIFYING PERSONAL INFORMATION

## CHANGING YOUR PASSWORD

If you need to change your password, select **GENERAL INFO>CHANGE PASSWORD**.

Change Password

PASSWORD DETAILS

Current Password:

Password should be between 6 and 10 characters. For increased security, we suggest the use of both alpha and numbers.

Enter new password:

Retype new password:

Ok

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Type your Current Password, then your New Password and then retype your New Password. Next click OK.