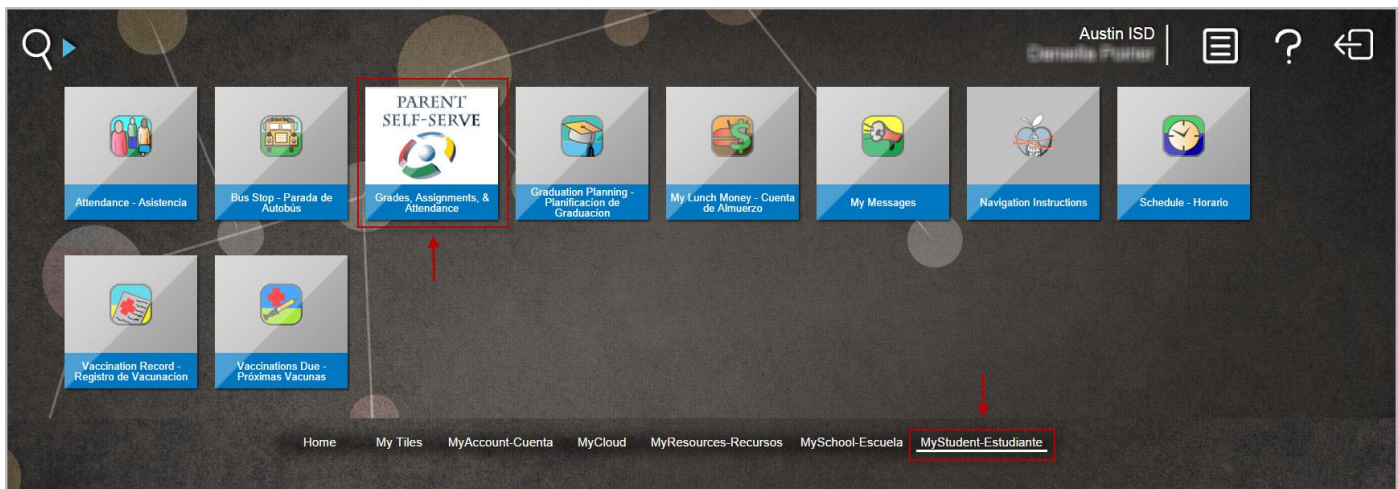


Accessing TEAMS Parent Self-Serve

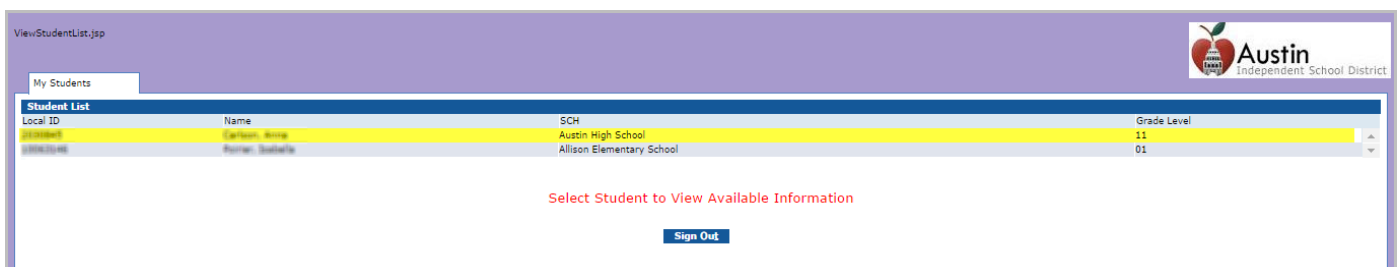
Parents/Guardians can access TEAMS Parent Self-Serve via the AISD Parent Cloud to monitor their child's grades and attendance.

For direct access to Parent Self-Serve, go to: grades.austinisd.org

1. From the AISD Parent Cloud homepage, click on **My Student-Estudiante** at the bottom of the screen then click the **Grades, Assignments & Attendance (Parent Self-Serve)** tile on the Cloud desktop.



2. You will automatically be directed to the Parent Self-Serve homepage. Click on the student's name to view the available information. Click on the tabs to view student information. Examples of each the information displayed for each tab can be found below.



Note: Once you log in, if you do not see all of your children listed, it may be that there is a custody order on file. If that is the case, please contact your child's campus to have the access enabled if the order allows the parent/guardian to access student records.

TEAMS Tip: To enlarge the text size in TEAMS, press and hold the Ctrl key while pressing the plus sign (+). To reduce the text size in TEAMS, press and hold the Ctrl key while pressing the minus sign (-). This tip will work in any internet browser.

Attendance Tab

The Attendance tab shows the student's attendance record up to date. Click ***View Legend*** to see the attendance codes description.

Local ID: 2101845

Carlson, Anna Brantley

05-07-1997

My Students

Attendance

Report Cards

Email Teacher

Edit Contact Info

Notifications

Campus Messages

Date	SH	FY	Cal	A-01	A-02	A-03	A-04	B-05	B-06	B-07	B-08	A-09	B-09	A-10
08-28-2014	002	2015	1	A-UIL	A-UIL	A-UIL	A-UIL							
08-29-2014	002	2015	1					A-UIL	A-UIL	A-UIL	A-UIL			
Totals				T - 0 A - 1	T - 0 A - 1	T - 0 A - 1	T - 0 A - 1	T - 0 A - 1	T - 0 A - 1	T - 0 A - 1	T - 0 A - 1	T - 0 A - 0	T - 0 A - 0	T - 0 A - 0

Total Days in Membership:

9.0

Total Excused Absences:

8

Total Unexcused Absences:

0

Total State-Reported Absences:

0

Total Non-State-Reported Absences:

2

Total Number of Tardies:

0

View Legend

Sign Out

Report Cards Tab

The Report Cards tab shows the student's running average for each course section. Click on a **grade** to see student grades by assignment. Click **Display Comments** to see comments entered by the teacher.

Local ID: 000045

Carlson, Anna Brandon

05-07-1997

My Students

Attendance

Report Cards

Email Teacher

Edit Contact Info

Notifications

Campus Messages

Course	Sec	Teacher	Short Desc	Day Prd	Room	15ix	25ix	35ix	S1Ex	S1Av	45ix	55ix	65ix	S2Ex	S2Av	YrAv
Scheduled																
4938.R000.X	01	Carlson, Anna Brandon	PSYCHOLOGY	A - 01	262											
1033.P200.Y	01	Engler, Terrell	AP ENG LANG 3	A - 02	177	NG										
4733.P200.Y	01	Whipple, Cheryl	AP US HISTORY	A - 03	176	88										
3633.H200.Y	02	Wiles, William	PRE CALC-PRE AP	C - 05	175	53										
4424.H200.Y	03	Quackenbush, Pamela	PHYSICS PRE-AP	C - 06	161											
2343.R000.Y	02	Turner, Natalie	SPANISH 4	C - 07	180	100										
6915.R060.X	2	Purman, Harp	VOLLEYBALL 11 S	C - 08	GYM											
6915.R050.X	1	Purman, Harp	VOLLEYBALL 11 F	C - 08	GYM	NG										

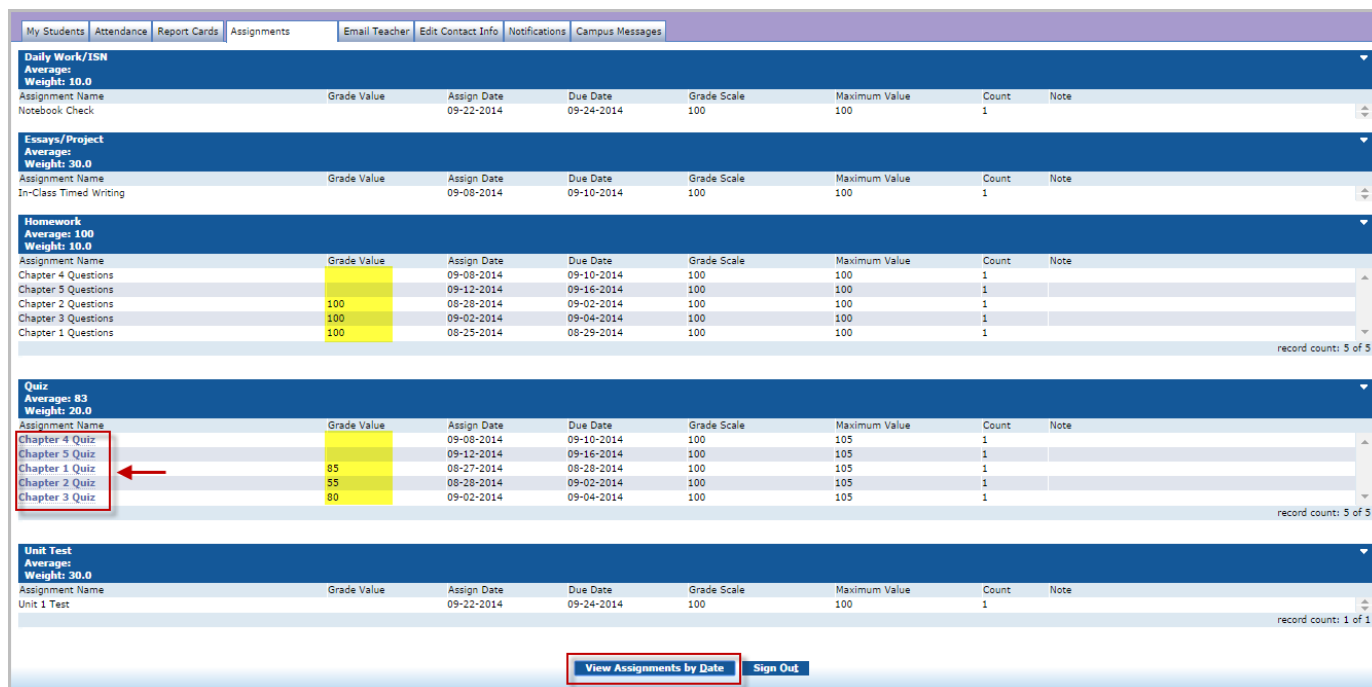
Note: Click on a grade to see the associated assignment grades. Grades displayed in red are current averages based upon assignment grades entered to date. These are not final grades. 'NG' = No grades entered at this time.

Display Comments

Sign Out

Assignments Tab

The default view for assignment grades is by category. Click **View Assignments by Date** to see all assignments listed by date assigned.



My Students Attendance Report Cards Assignments Email Teacher Edit Contact Info Notifications Campus Messages

Daily Work/ISN
Average: 10.0
Weight: 10.0

Assignment Name	Grade Value	Assign Date	Due Date	Grade Scale	Maximum Value	Count	Note
Notebook Check		09-22-2014	09-24-2014	100	100	1	

Essays/Project
Average: 30.0
Weight: 30.0

Assignment Name	Grade Value	Assign Date	Due Date	Grade Scale	Maximum Value	Count	Note
In-Class Timed Writing		09-08-2014	09-10-2014	100	100	1	

Homework
Average: 100
Weight: 10.0

Assignment Name	Grade Value	Assign Date	Due Date	Grade Scale	Maximum Value	Count	Note
Chapter 4 Questions		09-08-2014	09-10-2014	100	100	1	
Chapter 5 Questions		09-12-2014	09-16-2014	100	100	1	
Chapter 2 Questions	100	08-28-2014	09-02-2014	100	100	1	
Chapter 3 Questions	100	09-02-2014	09-04-2014	100	100	1	
Chapter 1 Questions	100	08-25-2014	08-29-2014	100	100	1	

record count: 5 of 5

Quiz
Average: 83
Weight: 20.0

Assignment Name	Grade Value	Assign Date	Due Date	Grade Scale	Maximum Value	Count	Note
Chapter 4 Quiz		09-08-2014	09-10-2014	100	105	1	
Chapter 5 Quiz		09-12-2014	09-16-2014	100	105	1	
Chapter 1 Quiz	85	08-27-2014	08-28-2014	100	105	1	
Chapter 2 Quiz	55	08-28-2014	09-02-2014	100	105	1	
Chapter 3 Quiz	80	09-02-2014	09-04-2014	100	105	1	

record count: 5 of 5

Unit Test
Average: 30.0
Weight: 30.0

Assignment Name	Grade Value	Assign Date	Due Date	Grade Scale	Maximum Value	Count	Note
Unit 1 Test		09-22-2014	09-24-2014	100	100	1	

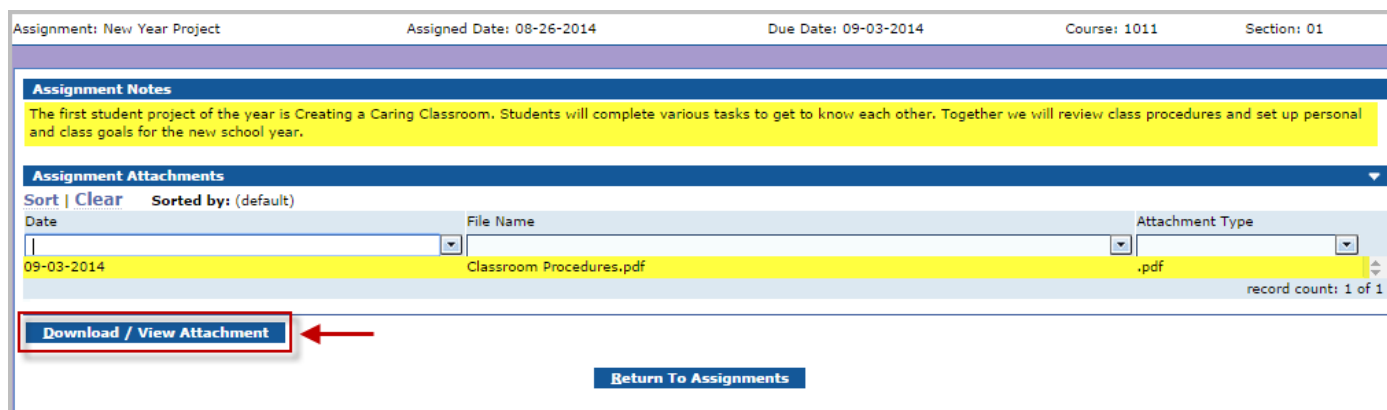
record count: 1 of 1

[View Assignments by Date](#) [Sign Out](#)

Grade Value Codes

- **Blank:** No impact on student's average
- **EXC** (excused): No impact on student's average
- **PND** (pending): No impact on student's average
- **ABS** (absent): No impact on student's average
- **I** (incomplete): Count as a zero in the average calculation
- **MSG** (missing): Count as a zero in the average calculation
- **0:** Count as a zero in the average calculation

If the assignment name is hyperlinked, the teacher has included an assignment note and/or an attachment. Click the assignment name to see the note and/or attachment.



Assignment: New Year Project Assigned Date: 08-26-2014 Due Date: 09-03-2014 Course: 1011 Section: 01

Assignment Notes

The first student project of the year is Creating a Caring Classroom. Students will complete various tasks to get to know each other. Together we will review class procedures and set up personal and class goals for the new school year.

Assignment Attachments

Sort | Clear Sorted by: (default)

Date	File Name	Attachment Type
09-03-2014	Classroom Procedures.pdf	.pdf

record count: 1 of 1

[Download / View Attachment](#) [Return To Assignments](#)

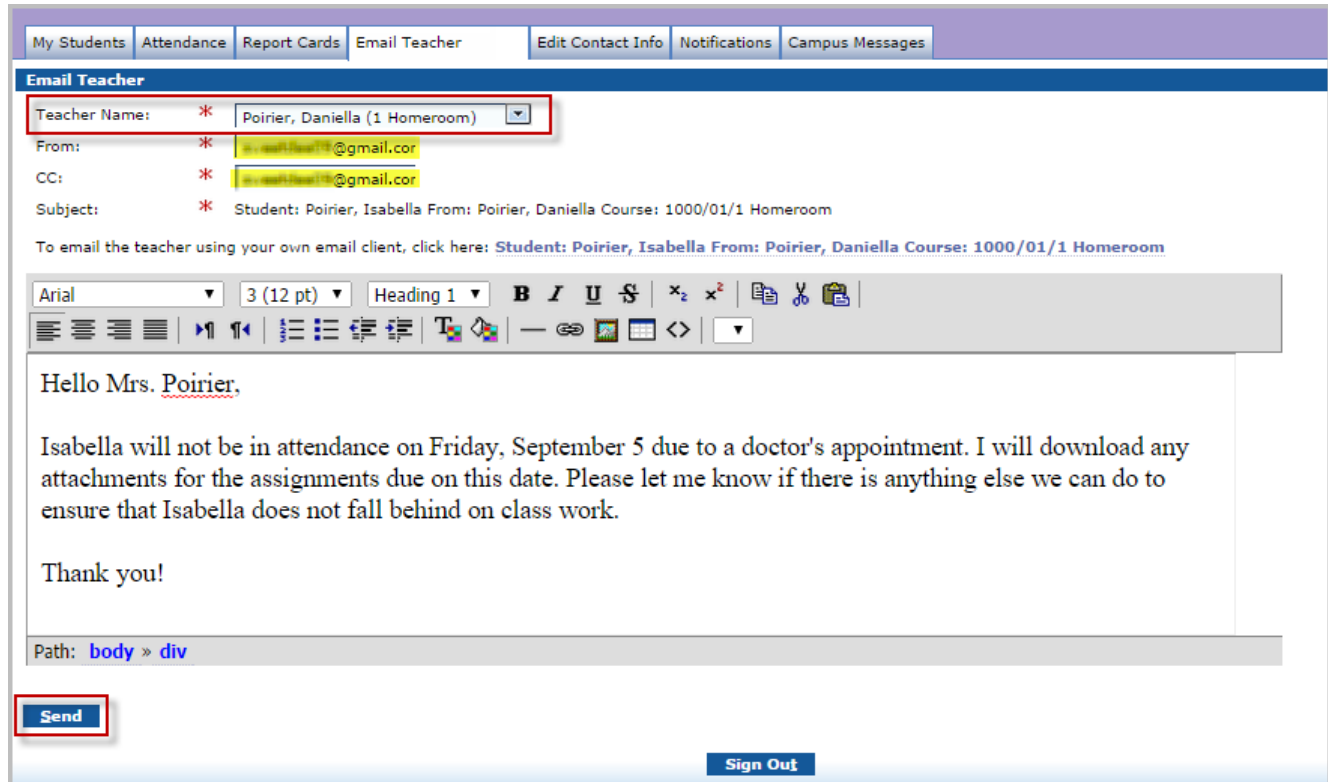
Note: Assignment Notes are read only. Assignment Attachments can be viewed and downloaded.

To download or view an attachment, select the attachment and click **Download/View Attachment**. Click **Return to Assignments** to return to the assignments list.

Email Teacher Tab

The Email Teacher tab allows users to email teachers directly from Parent Self-Serve. Emails sent from this tab will go to the teacher's AISD email address.

1. To send an email, select the teacher from the **Teacher Name** drop-down.
2. Verify that the email address in the **From:** and **CC:** is correct.
3. Type the message to the teacher in the text box.
4. Click **Send**.



The screenshot shows the 'Email Teacher' tab selected in the top navigation bar. Below the navigation bar, the 'Email Teacher' section contains a form with the following fields:

- Teacher Name:** A dropdown menu with 'Poirier, Daniella (1 Homeroom)' selected. This field is highlighted with a red box.
- From:** A text field with the email address 'p.poirier@aisd.net'.
- CC:** A text field with the email address 'p.poirier@aisd.net'.
- Subject:** A text field with the subject line 'Student: Poirier, Isabella From: Poirier, Daniella Course: 1000/01/1 Homeroom'.

Below the form, there is a link: 'To email the teacher using your own email client, click here: [Student: Poirier, Isabella From: Poirier, Daniella Course: 1000/01/1 Homeroom](#)'.

Below the link is a rich text editor with a toolbar. The text in the editor is:

Hello Mrs. Poirier,

Isabella will not be in attendance on Friday, September 5 due to a doctor's appointment. I will download any attachments for the assignments due on this date. Please let me know if there is anything else we can do to ensure that Isabella does not fall behind on class work.

Thank you!

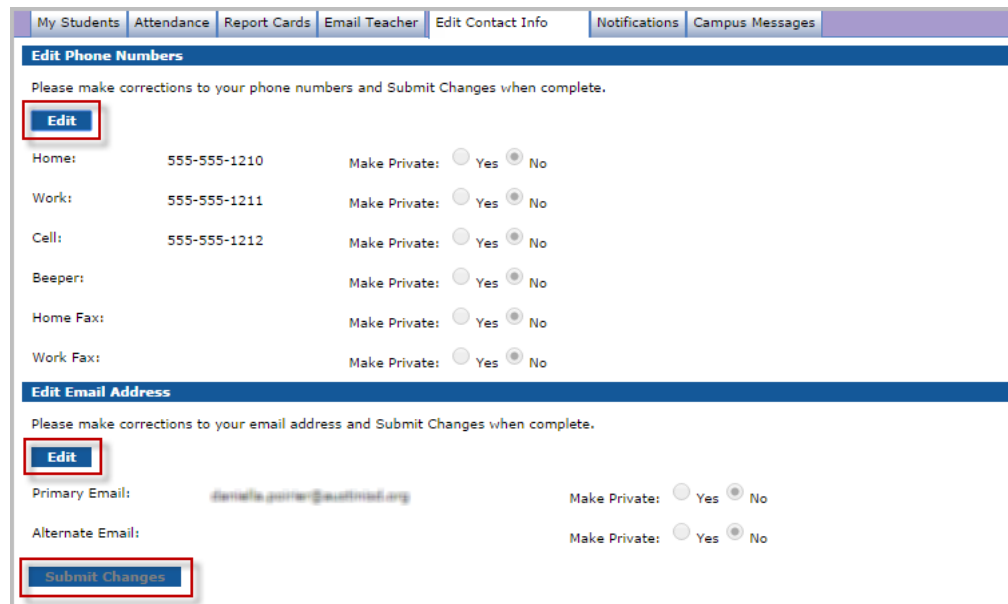
Below the text editor, there is a path indicator: 'Path: body » div'.

At the bottom left, there is a 'Send' button, which is highlighted with a red box. At the bottom right, there is a 'Sign Out' button.

Edit Contact Info

The Edit Contact Info tab allows users to edit phone numbers and email addresses from Parent Self-Serve.

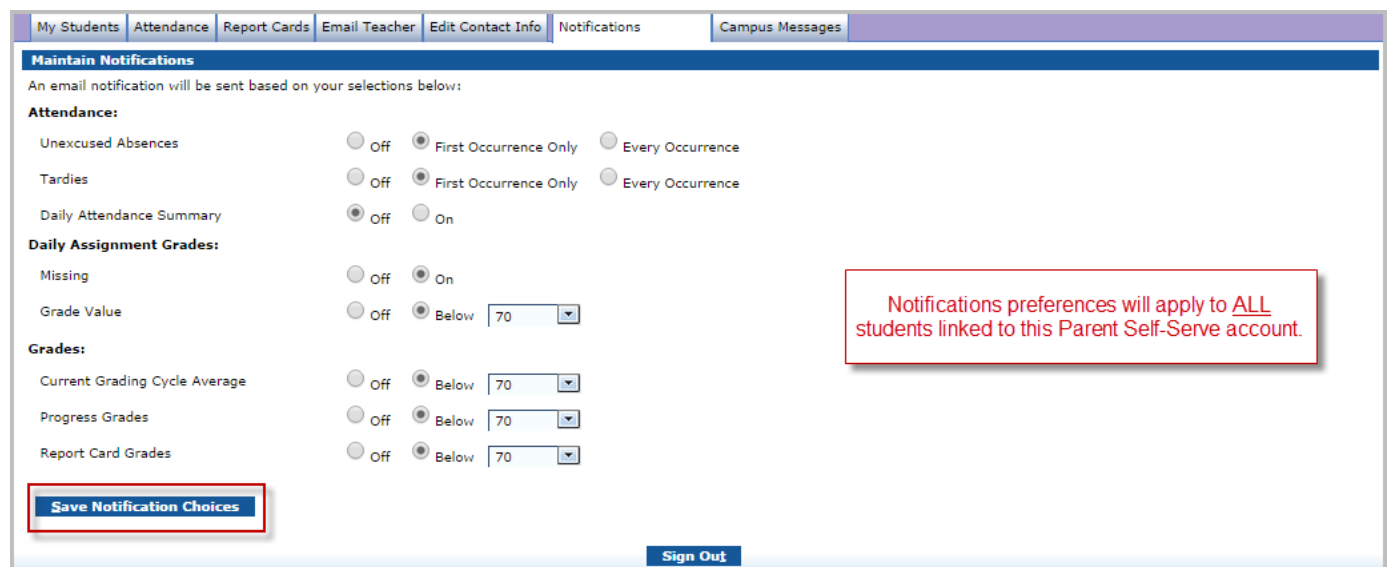
1. To edit a phone number or email address, click the appropriate **Edit** button.
2. Enter the new phone number or email address then click **Submit Changes**.
3. The contact information will automatically be updated for the student record.



Notifications Tab

The Notifications tab allows users to edit setup notifications for attendance and grades.

1. To setup notifications, select the radio button for the preferred notification types.
2. Click **Save Notification Choices**.



Campus Messages Tab


The Campus Messages tab displays messages posted by the student's campus to Parent Self-Serve. This is an easy way for campuses to communicate information to parents.

[illegible]

Navigating Between Students

To view information for a different student, click on the **My Students** tab and select a different student from the list. ***Remember, if you do not see all of your children listed in the My Students tab, please contact the appropriate campus.***

ViewStudentList.jsp



My Students

Student List			
Local ID	Name	SCH	Grade Level
00000000	Carlson, Aaron	Austin High School	11
00000000	Boomer, Stephanie	Allison Elementary School	01

Select Student to View Available Information

Sign Out

Signing Out of Parent Self-Serve

To sign out of Parent Self-Serve, click the **Sign Out** button.

Sign Out

Parent Self-Serve Support

Currently, only users listed as Parent/Guardian contact types in TEAMS will be able to access Parent Self-Serve via the Parent Cloud. All other contacts (i.e., grandparents, aunts, and uncles) will be able to access student information via Parent Cloud in the near future.

For assistance with Parent Self-Serve, please contact the Parent Technology Support Help Line at 512-414-9187.