

Using Maplewood ConnectED

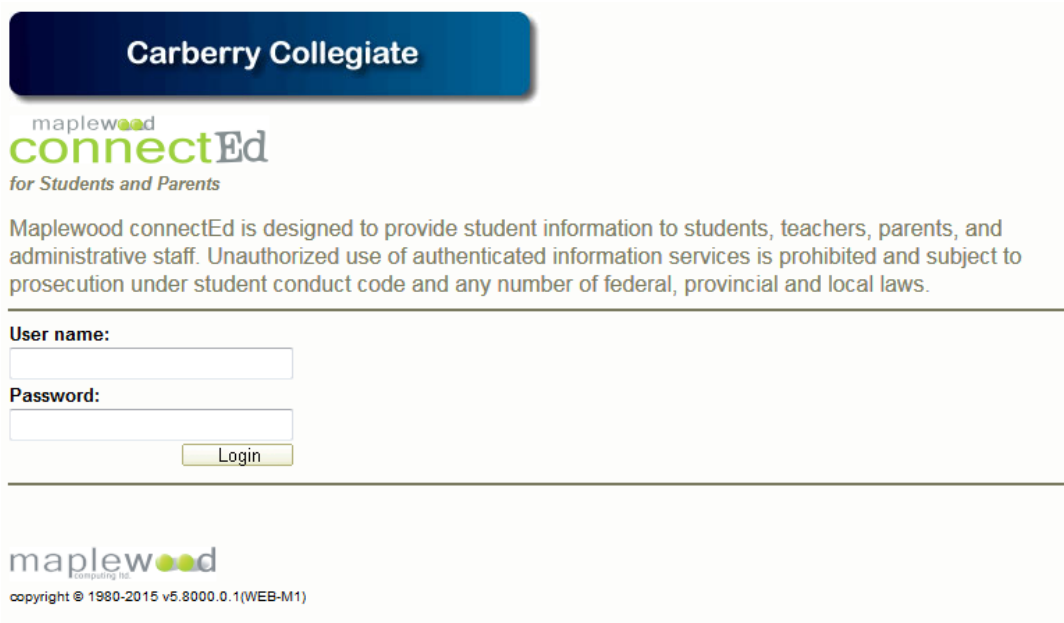
Carberry Collegiate

Part A – Logging in for the First Time.....	2
Part B – The Maplewood ConnectED Display	3
Part C – Course Grades and Individual Marks	4
Part D – Attendance	5
Part E – Resetting Your Password	5

Part A: Logging in for the First Time

In order to obtain a User ID and password, please call, email, or drop by our office during regular school hours. Each parent will receive a specific ID and password that can be used to access student information.

1. Go to the Maplewood Login Screen.
2. Type your user ID and password. A parent ID consists of three letters, a dot, then 3 more letters. Neither the username nor the password is case sensitive.



The screenshot shows the login interface for Carberry Collegiate. At the top, there is a blue button labeled "Carberry Collegiate". Below it is the "maplewood connectEd" logo, with "for Students and Parents" written underneath. A paragraph of text explains that the system is designed for students, teachers, parents, and administrative staff, and that unauthorized use is prohibited. Below this text is a horizontal line, followed by the "User name:" label and an empty text input field. Underneath that is the "Password:" label and another empty text input field. A "Login" button is positioned below the password field. At the bottom of the page, the "maplewood" logo is repeated, with "connecting us" in smaller text below it, and a copyright notice: "copyright © 1980-2015 v5.8000.0.1(WEB-M1)".

3. The first time you log in, you may be asked to change your password. It should be 6-12 characters in length.

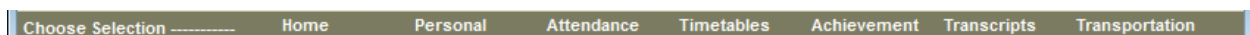
Part B: The Maplewood ConnectEd Display

When you log into Maplewood for the first time, a number of tabs at the top of the page can be viewed. Also basic information such as student name, courses, and attendance for each course is displayed. The tabs offer a great deal of information. If any medical or personal information for the student or parents is incorrect, please inform the school. (for example: work phone numbers, address, etc.)

The screenshot shows the Maplewood ConnectEd Parent Portal interface. At the top, there is a navigation bar with tabs: Home, Personal, Attendance, Timetables, Achievement, Transcripts, and Transportation. The main content area is titled "Student Attendance & Class Information". It displays a table of classes with columns for Class, Teacher, Markbook Last Updated, Totals to Date (Absent, Excused, Late), and Attendance (Feb 02, Feb 03, Feb 04, Feb 05). An arrow points to the "Attendance" column header, and another arrow points to the "Attendance" text below the table.

Class	Teacher	Markbook Last Updated	Totals to Date			Attendance			
			Absent	Excused	Late	Feb 02	Feb 03	Feb 04	Feb 05
MAS30Sa	Mr. B. Boyle	n.a.	0	0	0				
PHS30Sa	Mr. S. Baker	n.a.	0	0	0				
AGR30Sa	Mrs. L. Whyte	Jan 30	0	0	0				
BIS30Sa	Mr. S. Baker	Jan 28	0	0	0				
PHY30Fb	Mrs. R. Dyck	n.a.	12	0	0				
HIS30Fc	Mrs. M. Young	n.a.	NA	NA	NA				

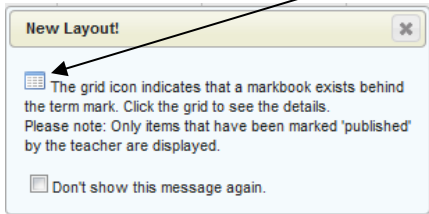
The tabs offer a great deal of information.



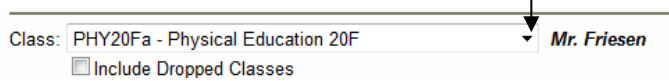
1. Personal – personal information, addresses, telephone numbers, etc.
2. Attendance – displays unexcused absences and lates for each class of a school day.
3. Timetable – displays a student's timetable
4. Achievement – displays overall course marks and individual marks for assignments, tests, etc.
5. Transcripts – displays the courses that a high school student has completed to date and the courses that are left to complete for graduation.
6. Transportation – displays bussing information, if available.

Part C: Course Grades and Individual Marks

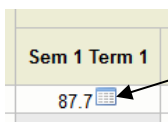
1. Find course grades by clicking on the Achievement tab. Click Marks (Conventional). This shows the marks from the last report card.
2. Click on the Achievement tab and choose “Marks and Comments”. A small window may appear telling you where markbooks exist.



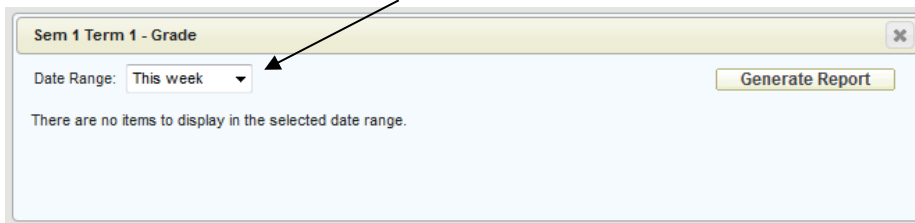
3. Choose a Course from the pull-down menu.



4. For courses where teachers use the Maplewood markbook, display marks, quizzes and test scores by clicking the grid icon.



5. Scores can be displayed by week, month, or year.



6. Marks for the course are displayed.

Categories / Item	Mark	Date	Weight	Denominator
Assignments & Homework	94.332		55	100
1.1 Unit Pricing	19	Sep 08, 2014	20	20
1.3 Percentages	17	Sep 22, 2014	17	17
1.4 On Sale!	14	Sep 22, 2014	15	15
L.A 5.4	45	Oct 21, 2014	52	52
Cosine 7.3 homework check	5	Oct 27, 2014	5	5
Pythagorean Theorem 7.1	5	Oct 27, 2014	5	5
Sine 7.2	6	Oct 27, 2014	7	7

Example: For “Unit Pricing” the student received a mark of 19 out of 20. The “Assignments and Homework” category is worth 55% of the final mark.

7. Click on the “Generate Report” button at the top right corner of this window to create a marks reports you can print.

Part D: Attendance

1. To view the overall history of a student's attendance, click "Attendance" and "History".
2. Unexcused absences will be displayed in red, and lates will be displayed in yellow.

Attendance History

 [Print Register](#)  [Print Per. Att.](#)

Date	Per. 1	Per. 2	Per. 3	Per. 4	Per. 5	Per. 6	Per. 7	Per. 8	Per. 9	Per. 10
Tuesday, September 9 Day 5	LWP20Sa Late	LWP20Sa Present	ENS20Fa Present	ENS20Fa Present	SOC20Fa Present	SOC20Fa Present	MAE20Sb Present	MAE20Sb Present	MAP20Sb Present	MAP20Sb Present
Monday, September 29 Day 6	PHY20Fa Present	PHY20Fa Present	ENS20Fa Present	ENS20Fa Present	SOC20Fa Present	SOC20Fa Present	HEC20Ga Present	HEC20Ga Present	MUS20Ga Late	MUS20Ga Present
Thursday, October 9 Day 2	PHY20Fa Absent	PHY20Fa Absent	ENS20Fa Present	ENS20Fa Present	SOC20Fa Present	SOC20Fa Present	HEC20Ga Present	HEC20Ga Present	MUS20Ga Present	MUS20Ga Present
Friday, October 10 Day 3	LWP20Sa Present	LWP20Sa Present	ENS20Fa Present	ENS20Fa Present	SOC20Fa Present	SOC20Fa Present	MAE20Sb Excused (Parent has called.)	MAE20Sb Present	MAP20Sb Present	MAP20Sb Present
Tuesday, October 14 Day 4	PHY20Fa Late	PHY20Fa Present	ENS20Fa Present	ENS20Fa Present	SOC20Fa Present	SOC20Fa Present	HEC20Ga Present	HEC20Ga Present	MUS20Ga Present	MUS20Ga Present

Part E: Resetting Your Password

If you forget your password, please contact the school by phone, email, or in person to request a password reset.