Rudolf Steiner School of Ann Arbor

2021-22 ParentSquare, Family Portal & LMS Handbook

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Introduction

RSSAA uses three systems to help support students, parents, faculty and staff. Here we are covering the LMS and Family Portal.

ParentSquare	LMS	Family Portal

• **Communication Tool**
• User-defined communications
• Group posts and messaging (chat)
• Primarily for parents
  • General school updates
  • General class updates
  • Zoom links to school/parent meetings
  • Community posts
• Used by HS students for sports, trips, clubs, etc. that may need last-minute communications
• Alerts – app, phone and text
• Organized by each student's grade level
• App or browser
	• **Student Resource Tool**
	• Curriculum materials and instructions
	• Primarily for students (though parents may manage on their student's behalf)
	  • Class resources (links, videos, pdfs)
	  • Class assignments
	  • Class wall for chat between teacher and students
	  • Quizzes
	  • Class Zoom links
	  • Calendar of due dates
	• Organized by each student's classes
	• Browser only
		• **Family Resource Tool**
		• General school information
		• Personal family information including address, phone, emergency contacts, financial, etc.
		• Link to the LMS
		• Primarily for parents
		  • Verify and update personal information
		  • Complete reenrollments
		  • Apply for financial aid
		• Organized by school family
		• Browser only

There is some overlap between the systems:

- Teachers could email students or parents through the LMS as well as post to ParentSquare
- Teachers and students could use the chat feature in the LMS as well as ParentSquare
- Long-standing announcements or information could be posted to the Family Portal as well as ParentSquare

ParentSquare

ParentSquare is the primary parent engagement tool for RSSAA. It allows the school to communicate with classes, groups, clubs or individuals. RSSAA uses ParentSquare to post information and events, schedule conferences, request volunteers and accept signed forms and payments. It is also the emergency communication system the school will use to alert families about school closures or emergency situations. All parent(s)/guardians(s) will automatically receive ParentSquare messages to the email address they supplied to the school. You also have the option of creating a login and password (or using single-sign-on with Google or Facebook) and using the ParentSquare website or downloading the iOS or Android app.

Get Access to ParentSquare

- If you'd like to use the app, please download ParentSquare for IOS or ParentSquare for Android.
- If you prefer to use a computer, access ParentSquare from our school's ParentSquare website. Please bookmark the address: *https://www.parentsquare.com/schools/1655*
- Check your inbox for an invitation email from ParentSquare (check your junk folder if you don't see it) and click the link in the email to activate your account. Or, from the ParentSquare website you can use your email or cell number on file with the school to create a login.
- Once you've logged in, please take the time to watch some short "getting started" videos in the ParentSquare help files.

Family Portal

The FACTS Family Portal is a private and secure parents' portal that will allow parents to see and update family contact information, financial details and academic information specific to their children.

All school families can create a username and password and access the portal. All you need is an Internet-capable computer to view information such as:

- Attendance
- Daily Grades
- Progress Reports
- Report Cards
- Transcripts
- Lesson Plans
- Homework
- School Calendar
- School Announcements
- Staff and School Directory
- Family Account Balances with Online Payment
- Other Useful School Information

*Not all features may be activated.

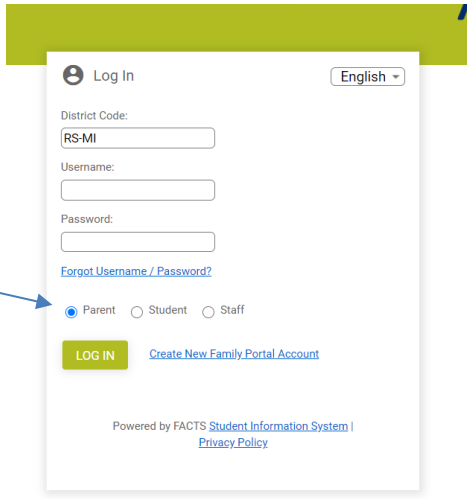
FACTS has created a 5 minute *Family Portal Overview video*, which will give you an introduction to the system. Please watch it at your convenience. The password to access the video is **Portal** (case sensitive).

- The RSSAA Family Portal is accessible from the top left of all pages of our *school website* and we also encourage you to bookmark the portal log in page.
- The Family Portal gives parents access to student information, reenrollment information, a school directory and more.
- Students can access the LMS through the portal.

Create your Family Portal Parent Login

You will create your own log in to the Family Portal.

- Visit our school website and click the Family Portal link.
- Our District Code is RS-MI.
- Be sure that the "Parent" button is selected.
- Select "Create New Family Portal Account".
- Use your email that is on file with the school to set up your account.
- An email will be sent which includes a link to create the login. The link is active for 6 hours.
- Enter a User Name, Password, and Confirm the password.



Learning Management System (LMS)

The LMS gives teachers an online location to manage and share class content, host online discussions on a "class wall", post links to Zoom meetings, create assignments with due dates and generate quizzes and tests if desired. The LMS is also a place for students to participate in virtual class discussions with their classmates, refer to class materials and assignments, and track assignment due dates.

For early childhood and grades students, parents may find information on the LMS to help support their student. Usage and frequency of information updates will be decided by the teacher. For middle and high school students, the LMS requires that students (with parent assistance if appropriate) take responsibility for their classes and check it daily. Visiting the LMS is part of going to class.

Each teacher may have a different approach to how they use the LMS for their class, but it is organized to make it easy for students (or parents) to find each class and see what the teacher has posted, upcoming assignments, comments or questions from other students, etc.

Because the LMS is not a communication tool, there are no notifications outside of the LMS desktop. When logged in, users can see notifications in the upper right corner of the screen, but they will not receive a text, app alert or email when something new happens in the LMS. It is each user's responsibility to visit the LMS, just like going to class, to get their class information.

Student LMS Credentials

The Family Portal will be the access point for your student's LMS and requires a separate student log in. The LMS cannot be accessed with the parent log in. Alternatively, you can access the LMS at *www.lms.renweb.com*.

High School Students

High School students will be using the LMS independently. Your student should have their own email address to receive communications from their teachers. Parents can verify if their student has an email address on file with the school or add an email address by logging into the Family Portal. Visit the "Family" section and click the top-center drop down to select your student and view their information. If your student does not have an email address on file with the school, please click the pencil icon next to their name. This will open an edit screen and allow you to add an email address. Alternative, you can contact the front office and let them know your student's email address so they can add it to the database.

Lower School Students

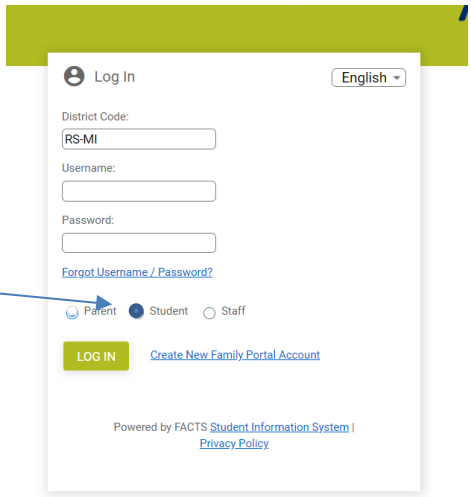
Lower School students will use the LMS with parent assistance, or in the case of very young students, if teachers opt to use the LMS parents will access the LMS to find their student's materials.

All Students

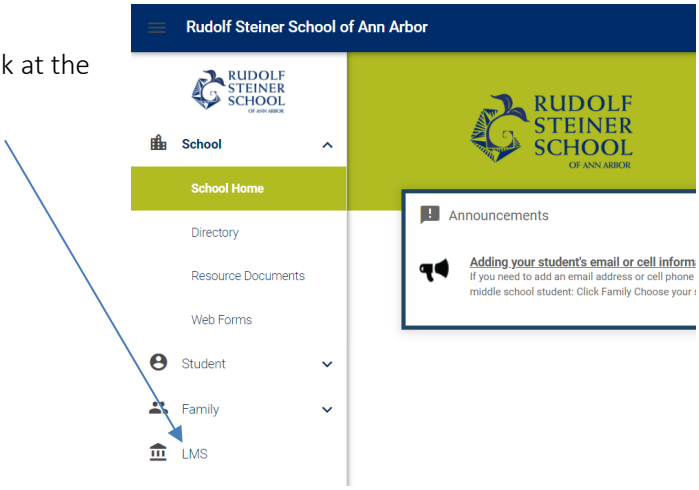
When a class begins using the LMS, all students are assigned an LMS username of their first initial and last name (i.e. jsmith). If two family members have the same first initial, then the username will be set to first name and last name (i.e. johnsmith). The default student password is *Steiner1*. Once the student or parent has logged into the Family Portal we recommend the password be changed. If the system registers five incorrect attempts to log in, the account will be locked, and you will need to contact the school to unlock the account.

Access the LMS through Family Portal

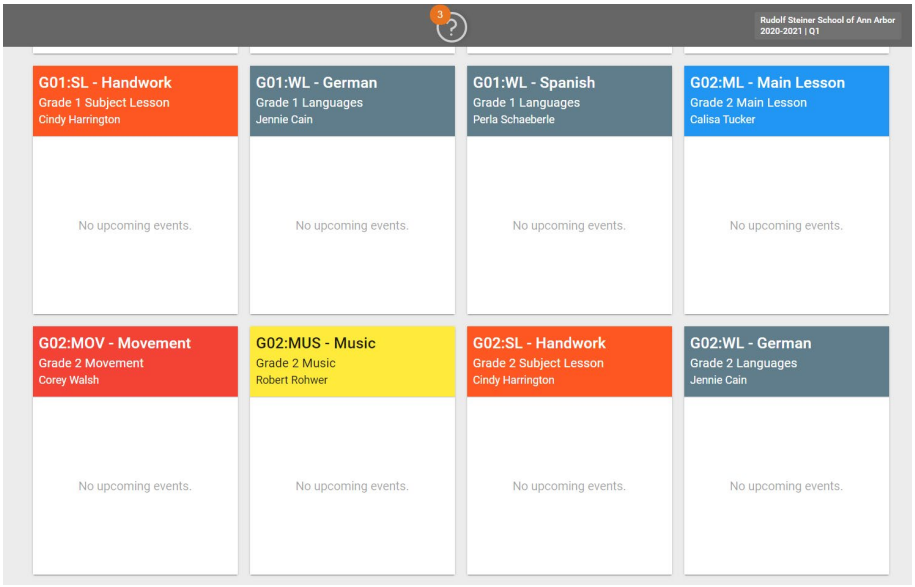
- Visit our *school website* and click the Family Portal link.
- Our District Code is RS-MI.
- Enter the student username.
- Enter the password Steiner1 (or other if you've changed the password).
- Be sure that the "Student" button is selected.
- Click Log In (if you are logged into the Portal as a parent, you may need to log out and log back in as a student)



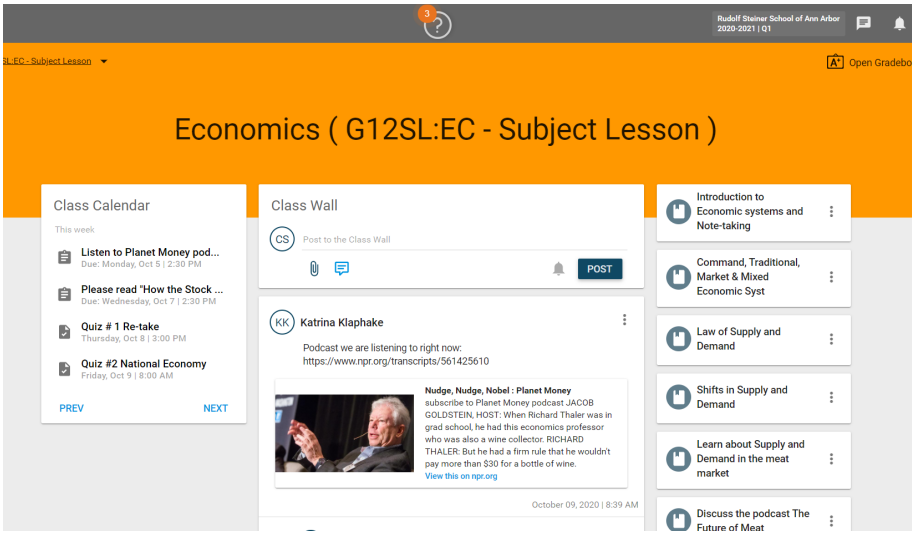
- Once logged in as a student, click the LMS link at the bottom-right of the page.



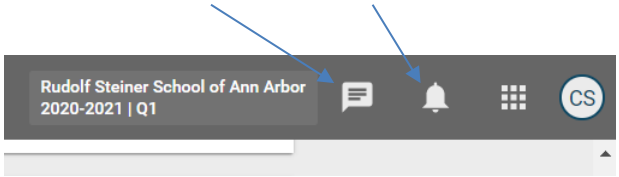
- The LMS will open in a new tab displaying the student's classes. This will look different for each student.



- Click on a class to open it and view notes, assignments, etc.



- You will find comments and alerts sent to the student in the upper right corner of the page.



If you'd like more information, *here is a video* walking through the basics of the FACTS LMS.