



NetClassroom 101

**An Illustrated Cheat Sheet
for Students and Parents**

Welcome to the NetClassroom Cheat Sheet!

So what is this “NetClassroom” you speak of?

NetClassroom is an online portal for students and parents to access important school information such as assignments, grades, attendance, schedule, announcements, billing statements, transcripts, report cards, and much more. Don't worry; **NetClassroom** is secure, so you see only your own grades and information.

My school has that but calls it something else.

NetClassroom is a software program by Blackbaud, Inc., which provides technology solutions for nonprofits. Your school uses **NetClassroom**, but they can customize its name to fit their needs. When you log into the portal, the name that appears in the upper left corner is the name your school uses for **NetClassroom**.

Tips and Tricks

Contact the teacher.

To see a teacher's schedule and contact details, click his or her name. Depending on your school's settings, you may also send email to teachers from their contact pages.

No matter where you are in the portal, you can use some features to help find or navigate school information.

Show filters.

Many pages use filters so you can select the criteria of the information to view. You can use many different filters depending on the page.

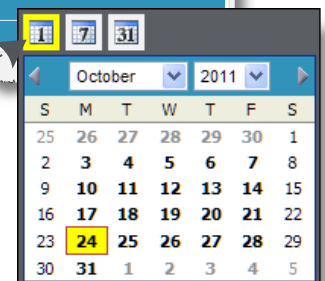
Graded student work					
Tri 1 grade: 89.000 Mr. Bob Wells					
Essays 93 A 25% of Tri 1					
ESSAY-1	9/9/2011	Write a letter to your classmates about the books you read on summer vacation.	21 out of 25	84%	
ESSAY-2	9/16/2011	Write a Description of an Object	24 out of 25	96%	Great improvement from the last essay. Keep improving your complete sentences and next time you'll earn an A+!
ESSAY-3	9/23/2011	Write About an Imaginary Place	25 out of 25	100%	
ESSAY-4	9/30/2011	Write a Painting Description			
Homework 85 B 25% of Tri 1					
Tests 50% of Tri 1					

Expand and collapse.

Click to expand a row to view its detail information.
Click to collapse a row and hide its information.

Calendar.

Select to view details by day, 7 days (week), or 31 days (month), or for a specific date.



What Can I Do in NetClassroom?

Registration

View your current schedule and the course catalog. Enroll in or request classes.

Grades

Review your report card, transcript, and progress toward graduation. To see how you did on assignments, click **Graded school work**. For your overall grades, click **Averages**.

Classes

Check your class details, assignments as a list or calendar, and attendance.

Billing

View your latest student billing statement.

Conduct

See whether you have any conduct infractions.

School calendar

Review important school events and, if you want, your class and assignment information.

My settings

Edit your mailing address, set up your Home page, review Frequently Asked Questions (FAQs), and change your password and security questions.

On the Home page, you can view your latest averages, class announcements, upcoming assignments, grades, class schedule, and important school links. Some features depend on your school's settings.

Home Dora's classes ▾ Dora's grades ▾ Registration ▾ Billing ▾ Conduct ▾ School calendar ▾ My settings ▾

View ⤴

Register for classes
Check graduation requirements
Turn in an assignment
[Announcements](#) ⤴
None currently available.

Welcome Dora Butler! 2011-2012, Regular Current cycle day: Tue

Latest averages, Trimester 1 ⤴

8th ENG - 2, 8th Grade English	89.000
8th MATH - 2, 8th Grade Math	90.000
8th HIS - 2, 8th Grade History	69.000
8th SCI - 1, 8th Grade Science	100.000
8th PE - 1, 8th Grade PE	95.000
8th MUSIC - 1, 8th Grade Music	85.000

[See More](#)

Dora's Assignments ⤴

There are no assignments due in the selected date range. [See More](#)

Latest graded student work for this week ⤴

There are no grades available for the selected date range. [See More](#)

Class announcements ⤴

8th SCI - 1, 8th Grade Science
Permission Slip Due: October 5th, 2011
Enjoy a 3.5 hour boat excursion as we venture to Capers Island, one of the few remaining undeveloped barrier islands. We will cruise through winding tidal creeks to find diverse wildlife living in this salt marsh environment.

Dora's Schedule ⤴

10/6/2011, Tue

8th SCI - 1, 8th Grade Science	P2, 8:25 AM - 10:10 AM	MS ROOM 302
8th MATH - 2, 8th Grade Math	P4, 10:15 AM - 11:05 AM	MS ROOM 304
8th ENG - 2, 8th Grade English	P5, 12:05 PM - 12:55 PM	MS ROOM 309
8th HIS - 2, 8th Grade History	P6, 1:00 PM - 1:50 PM	MS ROOM 302

Additional links ⤴

School Home Page:
<http://www.blackbaud.com>



From the explorer bar, you can view important tasks and school announcements.

What's Going On in My Classes?

Dora's classes ▾

Class details

Assignments list

Assignments calendar

Attendance

From the Classes menu, select Class details.

1 Select class.

Select the class and marking column to view details about.

2 View details.

View any documents, announcements, and assignments for the class and grades for the marking column.

3 See more.

To view details about an announcement, including any special formatting or embedded videos or images, click **See More**.

The screenshot shows the 'Class details' page for '8th SCI - 1, 8th Grade Science'. The left sidebar contains a 'View' menu with options: 'Graded student work', 'Assignments', 'Show', 'Academic year: 2011-2012', 'Session: Regular', 'Term: <All Terms>', and 'Announcements'. The main content area has a 'Class details' header with 'View: 8th SCI - 1, 8th Grade Science', 'Marking column: Tri 1', and 'Taught by: Stephanie Ann McBride'. Below this are three sections: 'Announcements', 'Documents', and 'Assignments'. The 'Announcements' section shows two items: 'First Earth Science test on Friday, September 30th!' and 'Field Trip: Barrier Island Ecology Adventure'. The 'Documents' section is empty. The 'Assignments' section shows two items: 'HW-1' and 'HW-2'. A 'See More' link is visible under the second announcement.



View your announcements on the Home page!

Under **Class announcements**, your current announcements appear for each class.

The screenshot shows the 'Welcome Dora Butler!' page. The top bar indicates '2011-2012, Regular' and 'Current cycle day: Wed'. The main content area is divided into two columns. The left column contains 'Latest averages, Trimester 1', 'Dora's Assignments', and 'Latest graded student work for this week'. The right column contains 'Class announcements'. The 'Class announcements' section lists several items: '8th PE - 1, 8th Grade PE', '8th MATH - 2, 8th Grade Math', '8th SCI - 1, 8th Grade Science', and '8th ENG - 2, 8th Grade English'. Each item has a 'See More' link.

What's Due for Class?

Dora's classes ▾

Class details

Assignments list

Assignments calendar

Attendance

From the Classes menu, select how to view assignments.

List.

Select which class to view assignments for and whether to view the list by class or date. You can expand a class or date to view its assignments.

Calendar.

Select which class to view assignments for and whether to view assignments by day, week, month, or specific date.

The screenshot shows two views of the Assignments interface. On the left, a sidebar contains filters for Academic year (2011-2012), Session (Regular), Marking column (Tri 1), and Class (8th ENG - 2). The main area shows a list of assignments: HW-1 (8/31/2011), HW-2 (9/7/2011), and ESSAY-1 (9/9/2011). On the right, a calendar view for September 12-18 shows assignments plotted on specific dates: HW-1 on Monday, HW-2 on Friday, and ESSAY-1 on Saturday.



Turn in your assignments online!

From Assignments List:

The screenshot shows the Assignments list with a 'Turn in an assignment' dialog box open. The dialog box contains fields for Class (8th MATH - 2), Marking Column (Tri 1), and Category (Homework). It also shows the assignment details: HW-5 - Due on 9/9/2011 by 12:00 PM. The dialog box has buttons for 'Choose file', 'Clear file', and 'Save'.

1

For the assignment to turn in, click **Submit**.

2

Click **Choose file** and browse to the file to turn in.

3

Click **Save**.

From Home Page:

The screenshot shows the Home Page with a 'Turn in an assignment' dialog box open. The dialog box contains fields for Class (8th MATH - 2), Marking Column (Tri 1), and Category (Homework). It also shows the assignment details: HW-5 - Due on 9/9/2011 by 12:00 PM. The dialog box has buttons for 'Choose file', 'Clear file', and 'Save'.

Under View, click Turn in an assignment and then select the assignment, click **Choose file**, and browse to the file to turn in. To select the assignment, select its class, marking column, and category.

How's My Attendance Record?

Dora's classes ▾

Class details
Assignments list
Assignments calendar
Attendance

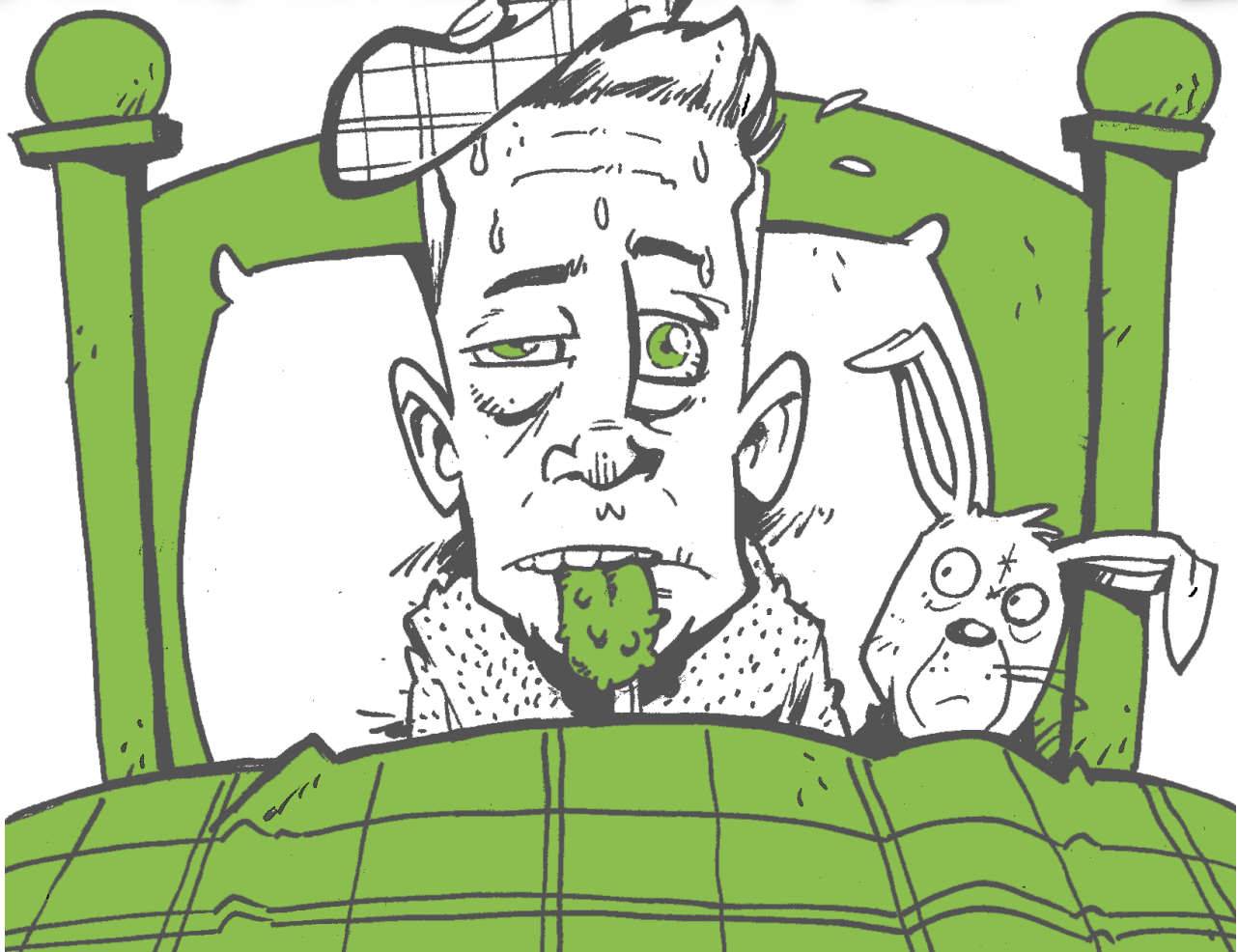
From the **Classes** menu, select **Attendance**.

For each day or class, you can view attendance details. Expand a day or class to view all absences and tardies, including any attendance codes that your school sets up.

Attendance Expand all Collapse all

8th ENG - 2, 8th Grade English		3 absences	2 tardies
8/24/2011	Mon P4 10:15 AM - 11:05 AM MS ROOM 309	TARDY - Tardy	with Mr. Bob Wells
8/31/2011	Mon P4 10:15 AM - 11:05 AM MS ROOM 309	ABSENT - Absent	with Mr. Bob Wells
9/8/2011	Tue P5 12:05 PM - 12:55 PM MS ROOM 309	ABSENT - Absent	with Mr. Bob Wells
9/14/2011	Mon P4 10:15 AM - 11:05 AM MS ROOM 309	TARDY - Tardy	with Mr. Bob Wells
9/30/2011	Wed P3 9:20 AM - 11:05 AM MS ROOM 309	ABSENT - Absent	with Mr. Bob Wells

8th HIS - 2, 8th Grade History	3 absences	1 tardy
8th MATH - 2, 8th Grade Math	3 absences	1 tardy
8th PE - 1, 8th Grade PE	2 absences	1 tardy



How Are My Grades?

Dora's grades ▾

Graded student work
Averages
Report card
Transcript
Graduation requirements

From Grades, select Averages or Graded student work.

Your school sets the available years and marking columns.

If a note appears, click it to see your in-progress graded work for the class.

The marking column displays the official posted grade.

View ▴

Averages

Graded student work

Show ▴

Academic year: 2011-2012 ▾

Session: Regular ▾

Marking column: <All> ▾

Announcements ▴

None c ▴

Averages

Expand all Collapse all

	Tri 1	Tri 2	Tri 3
8th ENG - 2, 8th Grade English			
8th HIS - 2, 8th Grade History			
8th MATH - 2, 8th Grade Math			

Taught by: Mr. Patrick Gene Hodges **Tri 1** Comments: Please contact me to schedule a conference.

View ▴

Graded student work

Show ▴

Academic year: 2011-2012 ▾

Session: Regular ▾

Marking column: Tri 1 ▾

Class to display:

- 8th ENG - 2, 8th Grade English
- 8th HIS - 2, 8th Grade History
- 8th MATH - 2, 8th Grade Math
- 8th MUSIC - 1, 8th Grade Music
- 8th PE - 1, 8th Grade PE
- 8th SCI - 1, 8th Grade Science

Check Mark Font ▴

Graded student work

Expand all Collapse all

Tri 1 grade: 90.000 Mr. Patrick Gene Hodges

Comments

Please contact me to schedule a conference.

Homework 93.00 A 33% of Tri 1

Homework 1 7/26/2011

homework 3 7/26/2011

HW-5 9/9/2011 Complete the take-home worksheet on factors.

Quiz 87.00 B+ 33% of Tri 1

Quiz 1 7/26/2011 Quiz

Test 90.00 A- 33% of Tri 1

Test 1 7/26/2011 Test 1



View your averages on the Home page!

Under **Latest averages**, your current average for each class appears. To view details about your averages, click **See More**.

Welcome Dora Butler!		2011-2012, Regular Current cycle day: Mon	
Latest averages, Trimester 1		Dora's Schedule	
8th ENG - 2, 8th Grade English	89.000	10/19/2011, Mon	
8th MATH - 2, 8th Grade Math	90.000	8th MATH - 2, 8th Grade Math	P1, 7:30 AM - 9:15 AM MS ROOM 304
8th HIS - 2, 8th Grade History	69.000	8th HIS - 2, 8th Grade History	P3, 9:20 AM - 10:10 AM MS ROOM 302
8th SCI - 1, 8th Grade Science	100.000	8th ENG - 2, 8th Grade English	P4, 10:15 AM - 11:05 AM MS ROOM 309
8th PE - 1, 8th Grade PE	95.000	8th SCI - 1, 8th Grade Science	P5, 12:05 PM - 12:55 PM MS ROOM 302
8th MUSIC - 1, 8th Grade Music	85.000		
See More			
Dora's Assignments			

What's My Official Progress?

7

What's Left to Do Before I Graduate?

Dora's grades ▾

Graded student work
Averages
Report card
Transcript
Graduation requirements

From the Graduation menu, select Graduation requirements.

Graduation Requirements Detail

View: College Preparatory CPD 29.63% Requirements Completed Total credits taken: 8.0000

Total credits towards Diploma: 8.0000

College Preparatory Total Credits: 8.0000

English Requirements

Core English Requirements - 3.0000 credits required
ENGL I - English I 1.0000 (2009-2010 - Regular)
In Progress: ENGL II - English II for 1 credit (2010-2011 - Regular)
Need 1.0000 credit of: ENGL III - English III
Elective English Requirements - 1.0000 credit required
Need 1.0000 credit of: ENGL IV - English IV

Mathematics Requirements

Core Mathematics Requirements - 3.0000
ALGB I - Algebra I 1.0000 (2009-2010 - Regular)
Need 2.0000 credits of: GEOM - Geometry
Elective Mathematics Requirements - 1.0000
In Progress: ALGB II - Algebra II for 1 credit

Science Requirements

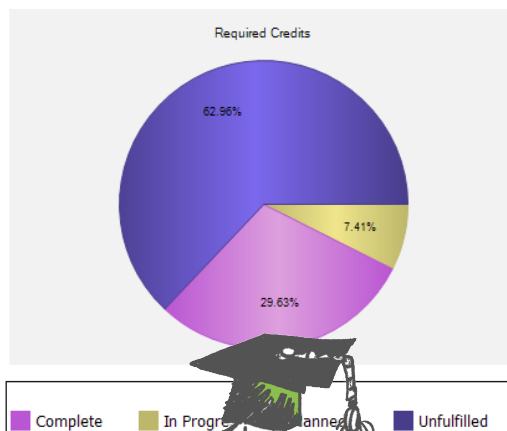
Core Science Requirements - 3.0000 credits required
SCI - Physical Science 1.0000 (2009-2010 - Regular)
Need 2.0000 credits of: BIO - Biology, BIO
Elective Science Requirements - 1.0000 credit required
Need 1.0000 credit of: CHEM H - Chemistry, PHYS - Physics, BIO AP - AP Biology, PHYS
PHYS L - Physics Lab

Detail.

View detail information about the classes required for graduation and your current credits.

Graduation Requirements Summary

View: College Preparatory CPD Valid for all dates



Minimum credits needed:	27.00
Total earned: 8.00	Remaining needed: 19.00

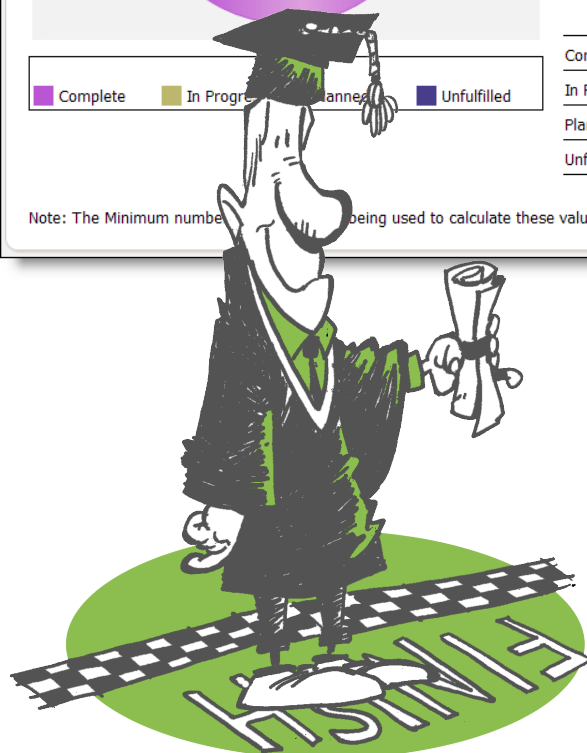
Class Of: **2013**
Current Advisor: **Mrs. Martha D Rivers**
Grade Level Advisor: **Mrs. Samantha Jessica Gibson**, **Mr. Simon Alberts**
Graduation Date:

	# of Credits
Complete	8.00
In Progress	2.00
Planned	0.00
Unfulfilled	17.00

Note: The Minimum number of credits being used to calculate these values.

Summary.

View a summary of your progress toward graduation and information about your advisors and credits.



How Do I Look Up Course Information?

Registration ▾

Course catalog

Enroll in classes

Dora's schedule

From the Registration menu, select Course catalog.

1 Filter.

Select the criteria of the courses to show.

2 Click.

Click the first letter of the course to view.

3 View.

Select a course to view its details.

The screenshot shows the 'Course Catalog' interface. On the left is a 'Show' sidebar with filters: School (Middle), Academic year (2011-2012), Session (Regular), Term (Fall), Department (<All>), Grade level (<All>), and Select by (Course ID). The main area is titled 'Course Catalog' and features an alphabetical index (A-Z and Other) at the top. Below the index, two course entries are visible: 'COMPUTER - 1, COMPUTER, Intro to Computers' and 'COMPUTER - 2, COMPUTER, Intro to Computers'. The first entry is highlighted in green and shows details: 'Mon, Tue, Wed, Thu, Fri, 9:20 AM-10:10 AM, 1:00 PM-1:50 PM, 8:25 AM-9:15 AM, 10:15 AM-12:55 PM, 7:30 AM-8:20 AM, Mr. Timothy Clarke US ROOM 204'. The second entry is highlighted in blue and shows details: 'Mon, Tue, Wed, Thu, Fri, 10:15 AM-11:05 AM, 12:05 PM-12:55 PM, 9:20 AM-11:05 AM, 7:30 AM-8:20 AM, Mr. Timothy Clarke US ROOM 204'. Below the list, the details for 'COMPUTER - 1, COMPUTER, Intro to Computers' are shown: Length in terms: 3, Start term(s): Fall, Class status: OK, Gender: Coed, Course type: Pre-requisites: None, Grade levels: 06,07,08.

Your school sets up the information that appears in the course catalog, such as the course descriptions, grade levels, prerequisites, the number of classes, and more!



How Do I Register for Classes?

Registration ▾

Course catalog

Enroll in classes

Enter requests

Dora's schedule

From Registration, select **Enroll in classes** or **Enter requests**.

Depending on your school's settings, you enroll for classes or request classes.

Enroll.

Schedule for 2011-2012, Regular Session

Advisor:
Grade Level Advisor: Mr. Simon Alberts

1. All Courses:
8th ENG - 8th Grade English
Credits: 0.0000

2. Additional classes:

New Delete

Course	Class
8th HIS - 8th Grade History	2 - Mon: 9:20AM - Stephanie Ann
8th MATH - 8th Grade Math	2 - Mon: 7:30AM - Mr. Patrick Gen
8th MUSIC - 8th Grade Music	1 - Thu: 1:55PM - Mr. Mark Newton
8th PE - 8th Grade PE	1 - Mon: 1:55PM - Mr. Martin Edwa
8th SCI - 8th Grade Science	1 - Mon: 12:05PM - Stephanie Ann

Potential Schedule Calculate Conflicts Submit

Please refrain from clicking the Back, Forward, and Refresh buttons while submitting to ensure the information submits correctly.

Request.

Registration for 2011-2012, Regular Session

Advisor:
Grade Level Advisor: Mr. Simon Alberts

1. All Courses:
8th ENG - 8th Grade English
Length in terms: 3 Credits: 0.0000

2. Additional requests:

New Delete

Main Request	Length in Terms	Credits	Exceptions
8th HIS - 8th Grade History	3	0.0000	
8th MATH - 8th Grade Math	3	0.0000	
8th MUSIC - 8th Grade Music	3	0.0000	
8th PE - 8th Grade PE	3	0.0000	
8th SCI - 8th Grade Science	3	0.0000	

Submit

Please refrain from using the Back, Forward, and Refresh buttons while submitting to ensure the information submits correctly.

1 Edit.

Click **Edit Requests** or **Edit Registration**.

2 Add new.

Click **New** and search for the class to register for.

3 Verify.

If you enroll, view the **Potential Schedule** and **Calculate Conflicts**.

4 Submit.

Click **Submit** to send your enrollment or requests.

What's My Class Schedule?

Registration ▾

Course catalog
Enroll in classes
Dora's schedule

From the Registration menu, select your schedule.

List.

Expand a class to see its schedule. You can filter classes by year, session, and term.

Grid.

Filter classes by school, year, session, term, and time interval.

Calendar.

Display classes by day, week, month, or specific date.

To see the description of a class, click its name to view the course catalog.
To view a teacher's contact info, click the teacher's name.



Display your schedule on the Home page!

1

From the **My settings** menu, select **Customize home**.

2

Select **Show class schedule for** and the date range of the classes to display.

3

Click **Save**.

How Much Do I Owe for Tuition and Fees?

Billing

To view your billing statement, click Billing on the menu bar.

Billing statement.

Your charges and previous payment activity.



To view billing statements in your browser, enable pop-ups.

Community Services Inc.
3 Broad Street
Charleston, SC 29403

Mr. Carl Davis
344 Wheeler Drive
Charleston, SC 29407

STATEMENT

Statement date 9/30/2013

11092315265500002

Charges For

Marshall Davis

Record ID

Student Grade

0166

Amount Due

\$12,550.00

Amount Enclosed

Please detach and return this portion with your remittance

Date	Type	Reference	Amount	Balance
9/1/2013	Charge	<u>Marshall Davis</u>		
		Summary balance as of 8/29/2013	\$10,950.00	\$10,950.00
		Tuition - Ten Pymen	\$1,600.00	\$12,550.00
		Subtotal - Marshall Davis	\$12,550.00	
		<u>Statement Summary</u>		
		Charges	\$1,600.00	\$1,600.00

0-30 Days	31-60 Days	61-90 Days	Over 90 Days	Total
\$3,200.00	\$0.00	\$9,350.00	\$0.00	\$12,550.00



How's My Conduct?

Conduct

To view your conduct infractions, click **Conduct** on the menu bar.

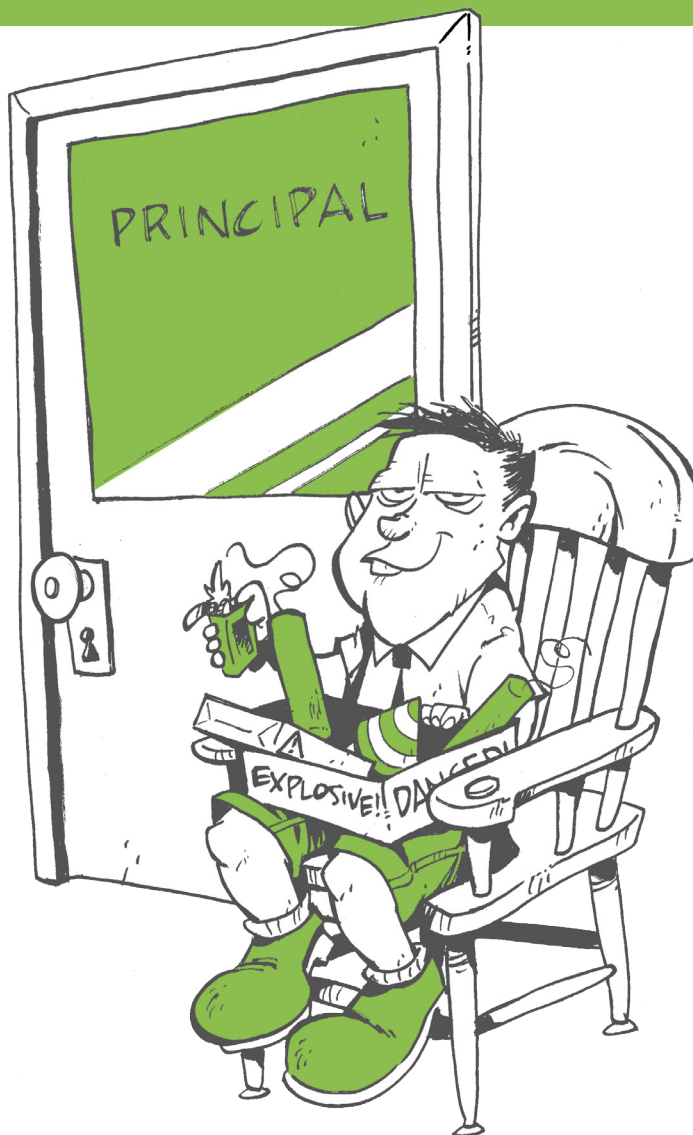
Conduct

Expand all

Collapse all

Date	Infraction	Reported By	Location	Total Units
9/14/2011	Class disruption	Mr. Bob Wells		0
9/16/2011	Talking back to teacher	Mr. Patrick Gene Hodges		1
Detention	9/19/2011 12:00 PM 1:00 PM Pending	Mr. Patrick Gene Hodges		1.00

If you can't keep out of trouble, for each infraction, you can view its date, location, and reporting faculty. You can also view details about the consequence for each infraction, such as its date and time, status, location, faculty, and unit (if used by your school).



How Can I Set Up NetClassroom?


My settings ▾

Customize home
Change address
Change password
Security questions
FAQ

Use the My settings menu to personalize NetClassroom.

Customize home.

Set up your Home page and school calendar.

 **Customize**

Home page

Show averages using: Trimester 1 ▾ ☒ Show My Announcements

☒ Show graded student work
Show work graded as of: This Week ▾ ☒ Show class schedule for: Today ▾

☒ Show assignments due in the next 2 days

Calendar page

Show the following events

<input type="checkbox"/> Classes	<input checked="" type="checkbox"/> Actions for Me
<input checked="" type="checkbox"/> Assignments	<input type="checkbox"/> No Event Category
<input type="checkbox"/> Cycle Days	<input checked="" type="checkbox"/> Holidays
<input checked="" type="checkbox"/> Actions Assigned to Me	<input checked="" type="checkbox"/> Vacation


Change Primary Address

Our records indicate the following as your primary address.

Country: United States ▾
Address: 1883 Wannamaker Avenue ▾
City: Charleston ▾
State: SC ▾
29407
Charleston ▾
Southeast ▾

Change address or password.

Depending on your school's setting, update your primary address information or login password.

 **Change Password**

This form will allow you to update your Password. You should not disclose your Password to others. Passwords may not be longer than 20 characters.

Old Password:

New Password:

Verify Password:

Security Questions

To reset your password, the program requires three questions to verify your identity. Please select the questions and limit your answers to 50 characters.

Question 1: On what street did you grow up? ▾
Answer: college

Question 2: In what city were you born? ▾
Answer: lansing

Question 3: What is your mother's maiden name? ▾
Answer: pratt

Security questions.

Update the questions required to reset your password.

Frequently Asked Questions

- Where can I see assignment grades?
- On the Assignments page, I cannot view all of the assignment details. How can I view all of the details?
- How do I contact a teacher from Pepperworth School?
- How do I change my Pepperworth School password?
- How do I view report cards, transcripts, and statements?
- How do I install the check mark font used to display assignment grades, report cards and transcripts?

Where can I see assignment grades?

You can view assignment grades on the Daily Grades page. You can open the Daily Grades page two ways.

1. On the Grades page, click the check mark picture link in the cell for the marking column and class.
2. On the Assignments page, click the check mark picture link to the left of a class name.

On the Assignments page, I cannot view all of the assignment details. How can I view all of the details?

If you cannot see all of the details for an assignment (including class ID, course name, category, assignment name, and description) when viewing assignments by week or month, select to view assignments by day instead.

FAQ.

Find answers to frequently asked questions.