

## ConnectEd Parent Portal User Guide New Norway School

Website: <https://hosting.maplewood.com/AB/BRSD/NNS/students/viewer/Login/login.aspx>

There is also a link to this website on New Norway School's homepage at [www.brsd.ab.ca/school/nnorway](http://www.brsd.ab.ca/school/nnorway). Please contact the school for your password and login (780-855-3936).

Your username name is a character (M/F/G for mother/father/guardian) followed by a period(.), followed by your child's surname. Some logins may also have a number following the surname.

**\*\*Your password is initially an alpha-numeric computer generated password and you will be REQUIRED TO CHANGE YOUR PASSWORD on your first login. The new password must be at least 8 characters long, and a combination of letters and numbers. Please write this password down, as it is confidential and the school will not have access to it; we will have access to reset it to a computer generated password so you will be able to create a new password after your next log-in. Please note: ConnectEd will not accept a former password once it has been reset.**

There are several tabs across the top of the ConnectEd page; please use these tabs to navigate through the site instead of the 'back' and 'fwd' arrows. The school controls which menus you are able to see but information is available on timetables, marks, attendance, personal/contact information, transcripts, discipline (incidents), transportation and accounts (school fees).

**Home** – Summary screen of classes, attendance to date, and attendance of last 10 school days. If you click on the date in the 'Markbook last Updated' column, a marks summary will be generated for that class. If you hover your mouse over an attendance item, it will display a description if it was an excused absence.

### 1. Personal

- a. **Information** – student information is listed including the parent's email address
  - b. **Parent** – lists the current addresses and phone numbers of parents and emergency contacts. If you see an error, please call or email the school office at 780-855-3936 or [newnorway-aa@brsd.ab.ca](mailto:newnorway-aa@brsd.ab.ca).
  - c. **Medical** – lists any medical notes on your child as well as their Alberta Health Number ('Insurance'). If there is no number beside 'Insurance', we do not have a record of your student's Alberta Health Number. Feel free to provide it by calling or emailing the school office at 780-855-3036 or [newnorway-aa@brsd.ab.ca](mailto:newnorway-aa@brsd.ab.ca).
2. **Attendance** – lists daily and year-to-date attendance, and 'Notes' about absences (eg field trips, illness, etc). Summary is by Term or Year.
3. **Timetables** – Current Year timetable displays. Today's timetable is the default; to look at current Week/Term/Year use pull down menu, and 'GO' button if applicable. Please note that the current semester's timetables are correct; future timetables may not be correct. Elementary students do not have daily timetables listed.
4. **Achievement** – Please use the 'Marks and Comments' choice – this is the summary of current year's marks for your child. Choose a 'Class' from the pull down menu, and then 'Term' from the table column heading. Click on the little grid icon and it displays the information the teachers have recorded in their 'Markbook'. To print a copy of the report, click on 'Generate Report'. This report can be printed or saved from your Print Menu. Choose the 'X' icon to close the PDF screen and return to the student information screens.
5. **Transcript**
6. **Transportation**
7. **Accounts**

If you have more than one child at a school in the Battle River School Division, you will see a drop-down list and a 'GO' button...choose the name of the child you wish to view and click the 'GO' button.

Click 'Logout' in the upper left of the screen to leave the program.