

Website: <https://hosting.maplewood.com/AB/BRSD/NNS/students/> There is also a link to this website on New Norway School's homepage at www.brsd.ab.ca/nnorway. Call the school for your password and login.

Your login 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 be able to access it for you; the best we can do will be to reset it to a computer generated one and then you will have to come up with a new password; it will not accept a former password once it has been reset.**

Always use the 'Logout' choice in upper left to leave the program. Do not use the back and forth arrows to move about the program; instead use the tabs on the ConnectEd screen.

Once in the program, parents with more than one student will have to choose a student from a pull-down menu, then choose the 'GO' icon to see that particular student's information.

There are several tabs across the top; most will be self explanatory on some investigation.

1. **Home** – if the teacher is using ConnectEd to assign homework, it will be listed here. The Calendar is not presently in use.
2. **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 Mrs. Brown at the school office. (780-855-3936 or gbrown@brsd.ab.ca) Please note that our emergency contact lists in the Student Software Program were just expanded so the list you see here is likely incomplete – we are using the paper copy you provided with your registration packages as we work toward getting the information into the computer)
 - c. **Medical** – lists any medical notes on your student, 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 via email to Mrs. Brown gbrown@brsd.ab.ca
3. **Attendance** –lists daily and year-to-date attendance; also Notes about absences (eg Field trips). Summary is by term or year.
4. **Timetables** – current term timetables are correct; future timetables may not be correct.
5. **Achievement** – 2 tabs:
 - a. **Topic-Based** – this is the ConnectEd term for how NNS teachers enters marks; if you choose this tab, you will first choose a 'class' then choose a 'term' (equals 'reporting period'). Classes that are semestered will have only two terms. Choosing a past term or reporting period will show you the report card for that class for that reporting period. Choosing a future or current term will show you only a current mark.
 - b. **Marksbook** – this is the summary of marks for your student: Choose the 'class', 'term' (defaults to "all"), and 'Topic' (leave as it at Marks) and it displays as much as the teachers have recorded in their marksbooks. Choose to 'view' the report, and it generates a PDF file in a tiny box up in the left hand corner of the screen. Choose the square icon to maximize it. This report can be printed, saved or shared. Choose the X icon to close the PDF screen and return you to the student information screens.
6. **Transcripts** – show past years' marks for this student for courses taken at New Norway School. Data prior to 2010-2011 was imported from our prior Student Software Program. Call Mrs. Brown if you have any questions about transcripts.