

www.TEACHEREASE.com

Quick Start Training for Parents

1. Log into your email and find the “**Welcome to TeacherEase**” email. Your password should be in that email.
2. At your browser go to the URL www.teacherease.com TeacherEase will work on many different browsers including Microsoft Internet Explorer, Netscape Navigator, Mozilla Firefox, Safari, American Online and many others.
3. Enter your login information at the top of the TeacherEase web-site and proceed to log into the system.
4. Type in your email address and the password from your email. You should then see the “**Parent Main**” page
5. Click on **Classes/Subjects** – This contains a List of students classes, schedule and associated grading scales.
6. Click on **Assignments** - Your students homework and the date due can be found here.
7. Click on **Student Progress Update**. This is the most important report in TeacherEase. Averaged grades for each class and graded assignments can be found here. It also contains a list of missing homework that your student should make up.
8. Click on **Attendance**. Contains date and times of all student absences and tardies.
9. Click on **Behavior Logs**. List of notes made by the teachers regarding student behavior.
10. Click on **Send Email to Teachers** –Easy way to find a teacher email and send them private email. All emails are logged in the TeacherEase database
11. Click on **Announcements** - School-wide and class specific urgent announcements show up here.
12. Click on **Calendars** – This contains the school calendar of dates and upcoming events. Click on a specific month to see the details.
13. Click on **Update Account** – allows parents to set their own private password or change their email address.

Student:

Term	Subject	Score
2001-02 Q3	Reading	96.6%=A
2001-02 Q3	Math	70%=C
2001-02 Q3	Science	85.5%=B
2001-02 Q3	Social Studies	89.7%=B
2001-02 Q3	Language Arts	100%=A

Attention!!! Always use the "BACK" button on the pages NOT the button on your browser. If you're saving data and it's not appearing use the "REFRESH"