

Guide to Viewing Student Records

What follows is a concise set of instructions that will take you through the steps necessary to be able to view individual student grades, attendance, schedule, conduct and limited demographics.

Getting Optimum Security

K12Planet is a safe and secure Internet environment for parents/guardians and students. To safeguard your data with the highest level of Internet security available, you should run the most up-to-date browser version available. The minimum browser version you can use to view student records is Internet Explorer 4.0 or Netscape Navigator 4.0. Download the latest upgrades from the following web sites:

For Internet Explorer, <http://www.microsoft.com/downloads/>
For Netscape Communicator, <http://www.netscape.com/computing/download/>

Finding the Web Site

If this is the first time that you are going to the web site, you should have received with this set of instructions an attached paper containing your individual **user name** and **password**. This user name and password will allow you as parents/guardians as well as your child to access only their individual records. If you have more than one child attending Joel Barlow, you will receive an individual user name and password for each child.

To simplify the process of accessing your student records, we have provided a link from the Joel Barlow High School Web Site. The Joel Barlow Web Site is: <http://www.er9.org/jbhs/>

Below is a screen shot of the top of the screen that you are viewing.



Click on the: [Click Here to Enter Site](#)



You should now be seeing this piece of the screen on the left side of the page. Since you will be visiting this site frequently, you may want to create a shortcut to Log On the next time. In Internet Explorer, from the menu bar choose favorites. Select Add Page to Favorites. In Netscape Navigator, from the toolbar, click Bookmarks, and then Add Bookmark. In the future, you can just pull down Favorites or Bookmarks to arrive at this site.

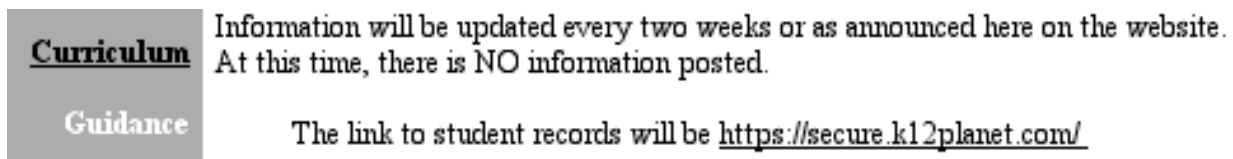
Click on **Guidance** to continue.

Below is a snap shot of a small section of the page that you are now on.



Click on: **Press Here for : Student Records**

Below is a snap shot of a small section of the page that you are now on.



Click on the link to student records: <https://secure.k12planet.com/>
This is the direct link to the student record web site. This site can be bookmarked (see above) or used from any computer at home and/or work.

Entering the K12Planet Web Site

Below is a snap shot of the page that you are now on.



log on

User Name:

Password: You must type the exact upper and lower case characters and numbers.

Forgot your log on information?

To have your password emailed to you, click [Request Password](#).
For information about this page, click the Help button.

Please enter your **User Name** and **Password** and click the Log On button.

Below is a snap shot of the page that you are now on.



welcome

You've logged on to K12Planet for the first time.

It's important that you:

- Change your password immediately.
The Change Password page appears when you click Continue. Use it to change your user name and password to something that is easy for you to remember and enter next time.
- Enter your email address.
After you change your password, click Change Email to enter an email address that your school and community can use to communicate with you.

Joel Barlow High School

Click **Continue** to enter a new easy to remember password.

Below is a snap shot of the page that you are now on.

Change Password
Change Email

Last date logged on 9/24/2004
IP Address
User Name
Password
Retype password
Reset Save

Type a password that is easy to remember and difficult for others to guess. You must type between 6 and 20 characters and include at least 2 numbers.

After changing your password and clicking on **Save**. Click on **Change Email**.

Below is a snap shot of the page that you are now on.



Change Password

Change Email

My Info My School Resources
Help My Settings Exit

change email

To receive email, type your email address in the field below.

Email address:
e.g. john@home.com
School bulk mail preference: Paper mail (sent to your mailing address)
 Email (sent to email address above)
Save Cancel

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Enter an e-mail address. This e-mail address will be used to send you your password if you have forgotten it and have clicked on **Request Password** on the previous screen. In the future, we may send an e-mail when grades are uploaded and ready for viewing. Please check **Email** to receive this notice. Click on **Save**. Click on **My Info** to view your child's records.

Below is a snap shot of the page that you are now on.

The screenshot shows the K12Planet.com website interface for Joel Barlow High School. On the left is a navigation menu with buttons for Messages, Classes, Attendance, Grades, Conduct, and Me. The main content area features a 'Message Board' section with a table. The table has columns for 'To', 'Subject', and 'Received'. A message icon (!) is present in the 'To' column. Below the table, it states 'There are currently no messages.' Above the table, instructions indicate that users can sort messages by clicking on underlined column titles and view details by clicking on underlined subject titles. A red exclamation mark icon indicates a high priority message.

Message Board

To sort messages, click the underlined column title.
To view message details, click the underlined subject title.
! High priority message.

!	<u>To</u>	<u>Subject</u>	<u>Received</u>
There are currently no messages.			

You are on the **Message** page, where there are currently no messages. This message page will be used to relate the date that data was last updated. It is anticipated that data will be updated every two weeks or immediately after grades are finalized. Important school messages will continue to be posted on the school's web site.

Clicking on **Classes** will allow you to see the school calendar and your child's specific class schedule on any given day of the year.

Clicking on **Attendance** will allow you to see your child's daily attendance record on any given day of the year.

Clicking on **Grades** will allow you to see your child's progress reports, quarter grades, final exams and semester grades for the current year.

Clicking on **Conduct** will allow you to see your child's conduct incidents for the current year.

Clicking on **Me** will allow you to see some limited demographics on your child.

Clicking on **Exit** will allow you to Log Out of the web site.

Clicking on **My Settings** will allow you to change your password and e-mail address.

Clicking on **My School** will allow you to see some limited school demographics. Please do not contact the principal from this site, it is not monitored. Use Rcalabro@region9ps.org

Clicking on **Resources** will allow you to see some limited educational web sites.

If you have any problems or concerns, please contact:
Lynne Bonavenia at Ext 1549 or Tom Richter at Ext 1553