

Parent Guide: Navigating Your Parent Portal

Log In to your Parent Portal

To login to your Illuminate Parent Portal:

1. Navigate to www.highlineschools.org.
2. Click on the **Grades Online + more** link.

GRADES ONLINE & MORE

3. Click on the **Illuminate Portal Login** link.

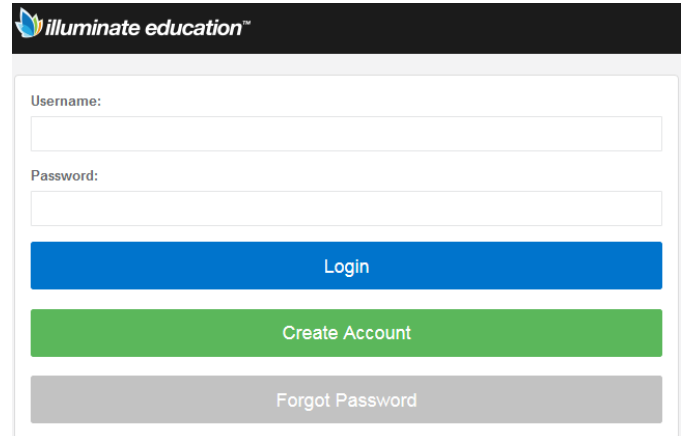
From this page, you can find instructions on portal registration and system navigation.



Highline Public Schools and Illuminate Student Information™ have worked together to make your student's grades and academic information available to you. Below you will find instructions on registration for access and how to move around in the site. Please contact your [student's school](#) for more information about the Parent Portal and to get your registration code.

- [How to Register](#)
- [Para Inscribirse](#)
- [How to Navigate](#)
- [Como Navegarlo](#)
- [Activate Instruction User Guide](#)

4. You will be redirected to the login page.

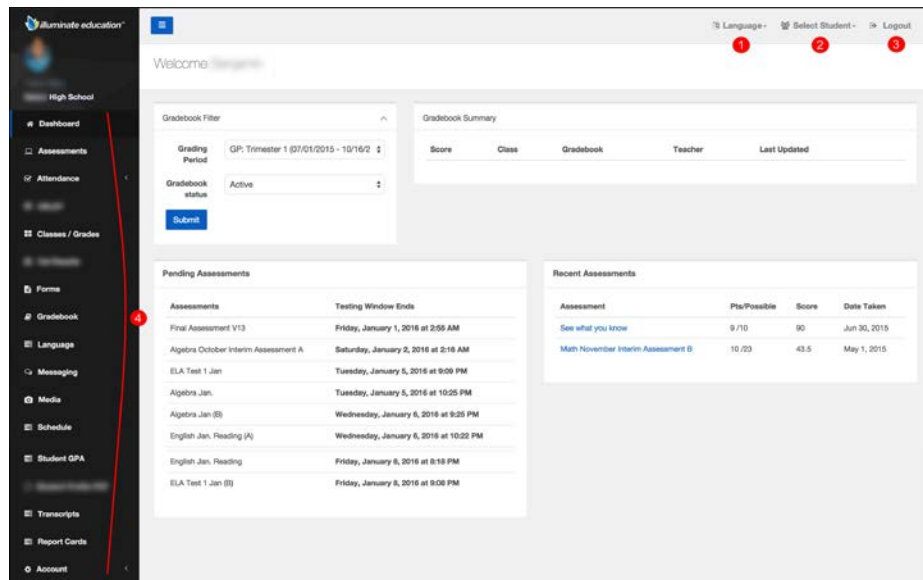


PLEASE be sure that you have registered and have already logged into your account at this point.

NOTE how the portal is interactive, meaning you can click into various tabs and drop-down menus for more information:

1. **Language** - Allows you to change the language of the information you are viewing (only available in English/Spanish).
2. **Select Student** - If you have more than one student in the district, you can switch between them here. *If you have more than one student in the district but do not see this option, please contact your students' schools so they can link your students as siblings.*
3. **Logout** - Exit from the portal.
4. **Navigation**- This is all the different information you can view on your student.
 - Assessments
 - Attendance
 - Classes/Grades
 - Forms
 - Gradebook
 - Language
 - Messaging
 - Media
 - Schedule
 - Student GPA
 - Transcripts
 - Report Cards
 - Account Settings

Find Your Way Around

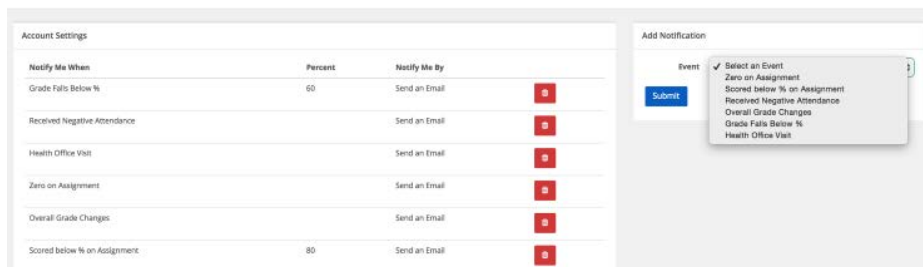


Notifications

Allows you to set email notifications for specific things like:

- Grades Fall Below % (choose lower percentile)
- Received Negative Attendance
- Health Office Visit
- Zero on Assignment
- Overall Grade Changes
- Scored below % on Assignment (choose lower percentile)

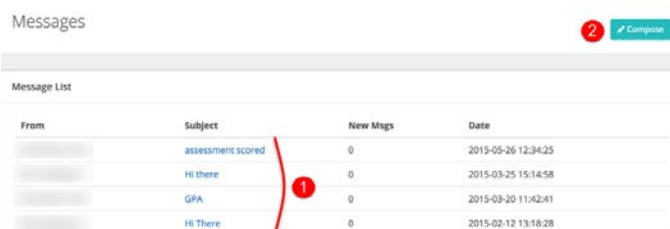
Notification Preferences For: Tanner Star



Messaging

This feature will give you access to your message inbox. You can start a new message with one or more of your student's teachers as well as accessing past conversations.

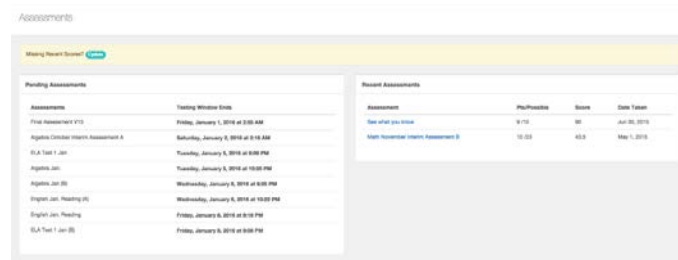
1. Click on the subject to access the message thread.
2. Compose a message via the **Compose** button at the top of the page.



Assessments

The **Assessments** page is broken down into Pending Assessments (testing window is still open) and Recent Assessments (completed assessments).

Results from both classroom-based assessments and Highline Benchmark Assessments can be viewed from this page.

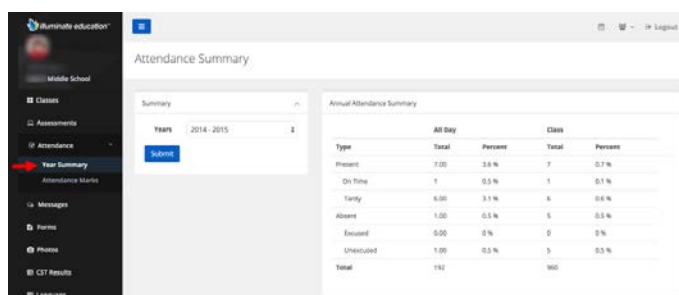


Attendance

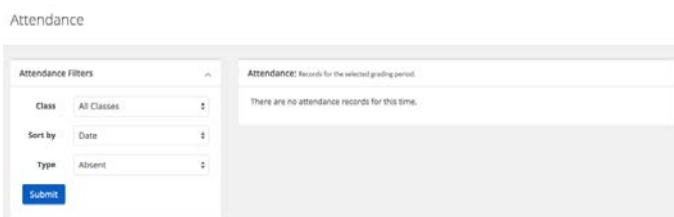
Under the **Attendance** tab are two pages:

1. **Year Summary**
2. **Attendance Marks**

The **Year Summary** will show totals for all attendance annually. **NOTE**, you can switch years via the dropdown menu on the left.



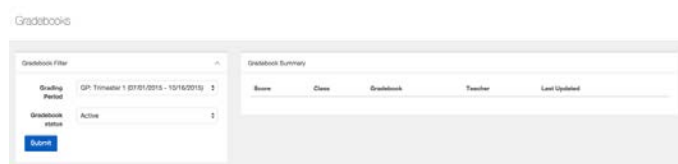
Attendance Marks allows you to search for records of specific attendance marks (i.e. Absent, Tardy, etc.).



Gradebooks

The **Gradebook** page will show a recent assignment Gradebook Summary as well as give you the ability to change what Grading Period you're viewing by using the Gradebook Filter tool on the left.

The **Gradebook Filter** will allow you to view grades within a specific **Grading Period** and whether you want to view **active**, **inactive**, or **all** gradebooks.



Account Settings

Account Settings allows you to change your contact information, password and set yourself to receive weekly email digests of student grades.



Transcripts

Transcripts allows you to view your student's transcript, both current and previous.

1. Using the Transcript Filter at left. Select the **term** and click **Submit**.

