

## 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](http://www.highlineschools.org).
2. Click on the **Grades Online + more** link.



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

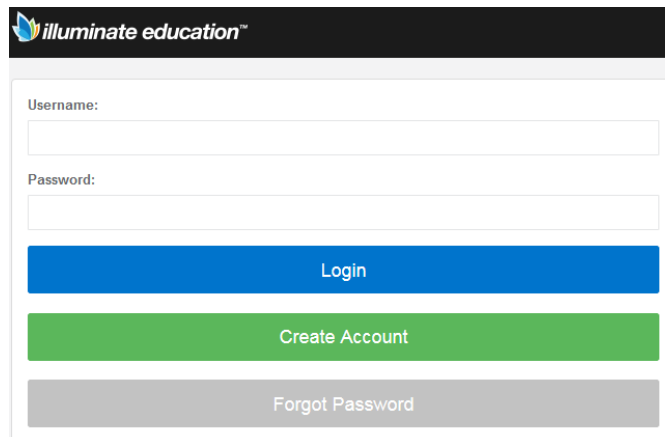
From this page, you can find instructions on portal registration and system navigation.



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 Inscríbise](#)
- [How to Navigate](#)
- [Como Navegarlo](#)
- [Activate Instruction User Guide](#)

4. You will be redirected to the login page.



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Username:

Password:

**Login**

**Create Account**

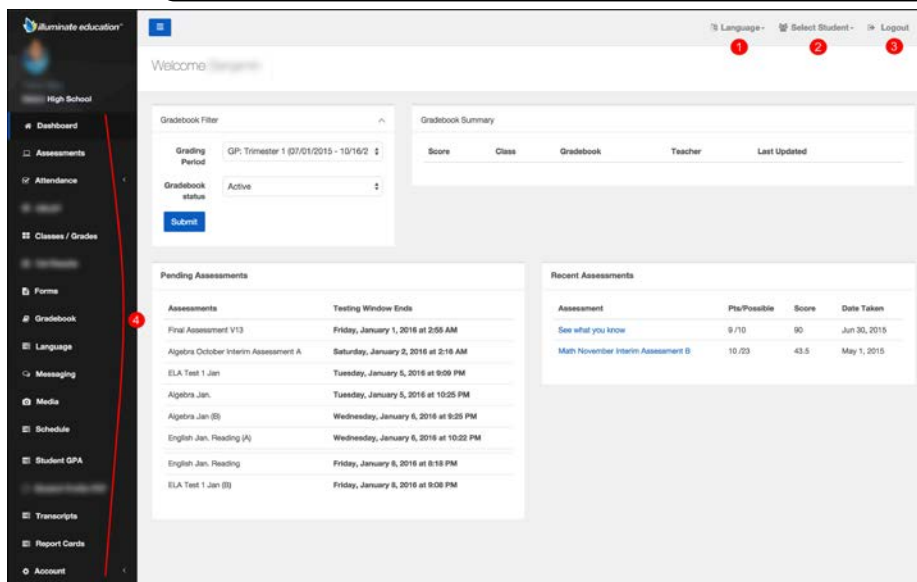
**Forgot Password**

**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
  - Messaging
  - Media
  - Schedule
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### Find Your Way Around



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Welcome, Tanner Star

Language Select Student Logout

Gradebook Filter: Grading Period: GP, Trimester 1 (07/01/2015 - 10/16/2) Gradebook status: Active Submit

Gradebook Summary: Score Class Gradebook Teacher Last Updated

Pending Assessments

Assessments	Testing Window Ends
Final Assessment V13	Friday, January 1, 2016 at 2:55 AM
Algebra October Interim Assessment A	Saturday, January 2, 2016 at 2:18 AM
ELA Test 1 Jan	Tuesday, January 5, 2016 at 9:09 PM
Algebra Jan	Tuesday, January 5, 2016 at 10:25 PM
Algebra Jan (E)	Wednesday, January 6, 2016 at 9:25 PM
English Jan, Reading (A)	Wednesday, January 6, 2016 at 10:22 PM
English Jan, Reading	Friday, January 8, 2016 at 8:18 PM
ELA Test 1 Jan (E)	Friday, January 8, 2016 at 9:08 PM

Recent Assessments

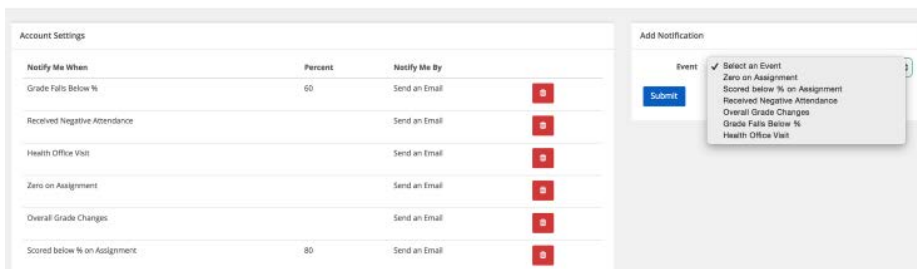
Assessment	Pts/Possible	Score	Date Taken
<a href="#">See what you know</a>	9/10	90	Jun 30, 2015
<a href="#">Math November Interim Assessment B</a>	10/23	43.5	May 1, 2015

### 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



Account Settings

Notify Me When	Percent	Notify Me By
Grade Falls Below %	60	Send an Email
Received Negative Attendance		Send an Email
Health Office Visit		Send an Email
Zero on Assignment		Send an Email
Overall Grade Changes		Send an Email
Scored below % on Assignment	80	Send an Email

Add Notification

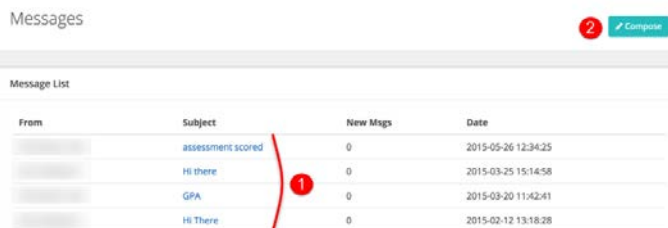
Event:  Select an Event  Zero on Assignment  Scored below % on Assignment  Received Negative Attendance  Overall Grade Changes  Grade Falls Below %  Health Office Visit

**Submit**

## 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.

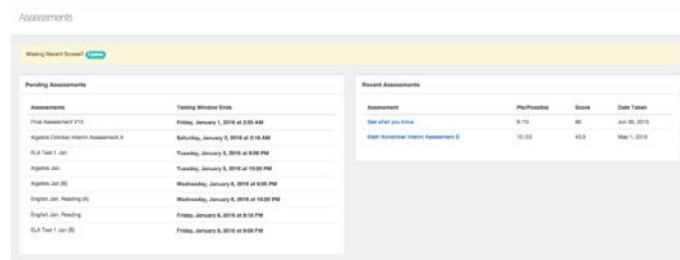
1. Click on the subject to access the message thread.
2. Compose a message via the **Compose** button at the top of the page.



## 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.

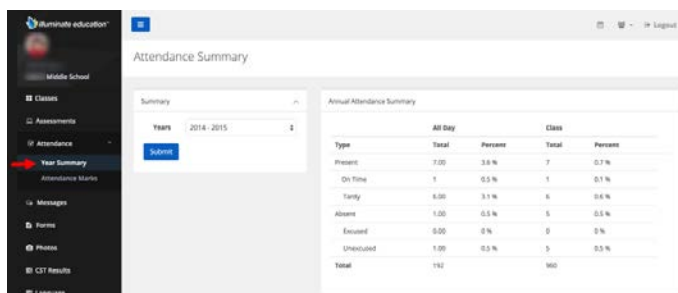


## Attendance

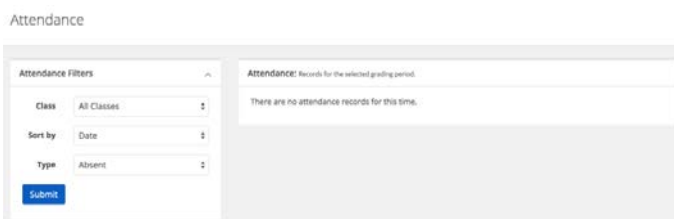
Under the **Attendance** tab are two pages:

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.).



## Transcripts

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

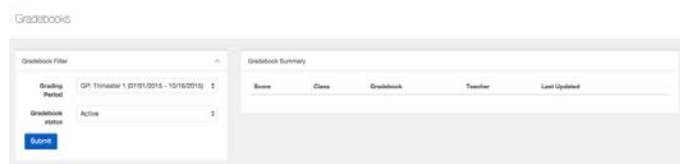
1. Using the Transcript Filter at left. Select the **term** and click **Submit**.



## 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.

