HISD Parent Techbook

Guide to useful technologies for parents within HISD



Created by the **Techsans at laman**

HISD Parent Techbook

About

This is a comprehensive and easy-to-use resource that will explain the basic technologies needed to support your student. The Techbook is divided into particular chapters relating to different aspects of HISD's commonly used technologies, incorporating instructions for the applications and websites that are most useful.

This resource was created by the Techsans, a Lamar-based student tech group created in 2016 by Brooks Straub. As a team they focus on improving the experience that the students and faculty at Lamar have with many different areas of technology.

Topics Covered

Gradespeed

Gradespeed is the tool used by HISD for parents and students to check grades, attendance, and assignments. A useful component of Gradespeed is the ability to set grade and attendance alerts that notify you upon desired triggers.

Naviance

Naviance is a comprehensive college and career readiness solution that helps HISD students become more organized, find scholarships, manage their college application process, and see their GPA.

The School Bus Tracking App (HereComesTheBus)

HereComestheBus is a website and phone app that allows you to track your child's bus, showing you it's location, as well as allowing you to set email/push notification alerts.

Bonus Guide to Lamar Website and Student Techbook

The Lamar High School website is an extremely important resource as it contains a range of valuable information including a staff directory, calendar of upcoming events, IB Diploma Program information, and summer assignment resources.

Click here to access the video

For further instructional tutorials on how to complete the most common and useful tasks related to HISD, visit the Student Techbook: <u>bit.ly/hisdtechbook</u>

Questions? Contact the Techsans:

www.bit.ly/techsans Email: techsansatlamar@gmail.com

Table of Contents

Please refer to the previous page for a description of each resource.

Chapter 1: Gradespeed

Creating a Parent PS Connect Account	<u></u> 4
How to Access Gradespeed Account.	<u></u> 6
View Grades using Gradespeed	7
Viewing Assignments in Gradespeed	8
Checking Student Attendance	9
Setting Gradespeed Alerts	11
_	

	Naviance Features	o Know	13
--	-------------------	--------	----

Chapter 2: Naviance Naviance Features to Know. Chapter 3: School Bus Tracking Website

Creating an Account	<u></u> 16
Using HereComesTheBus	18

Chapter 4: Hub

 \rightarrow for this chapter, you will be redirected to the HISD Student Techbook

Signing into the HUB Accessing Courses within the HUB Using the Planner Starring Classes Downloading Files from the HUB Turning in an Assignment **Active Classroom**

Creating a Parent Account for PS Connect

Created by: Xena Toumajian

Overview: This is a step by step guide showing instructions on how to make a gradespeed account.

Learning Objective: Creating a Parent Account

Step #	Instructions	Image
1	Open a web browser such as Chrome or Internet Explorer	
2	Go on this link: <u>https://apps.houstonisd.org/Registration/Registration/Default.aspx</u> This will open a new tab which takes you to the web page to set up an account.	Image: Big Barbard and
3	Select the " Are you a parent? " option and then click on continue .	Registration Step 1 of 6 Welcome to the HISD Registration Process. Please select one and click Continue. Image: Are you a student? Image: Are you a parent? Continue Cancel
4	Read the text entitled "Parent Zone Account Agreement" Select the box at the bottom if you agree and then click continue.	<page-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></page-header>

5	Read the instructions and fill in the blanks accordingly. You may have to ask your child for their student ID. Once you have filled in all the required blanks, click continue.	Registration Step 3 of 6 Enter Student Info (Must Match School Records Exactly) Parent First Name: Parent Last Name: Student HISD ID Number: Student HISD ID Number: Student HISD ID Number: Student First Name: Student Address: Student Date of Birth: (MM/DD/YYYY) A Email Address: Email Address: Images If you believe your student's information may be incorrect, then complete the appropriate forms at your student's school: Back Continue
6	Create a username that you will remember. You will need it in order to login. It must contain: - at least 8 characters - Must contain letters and numbers - It can not end with numbers	Registration Step 4 of 6 Username must be at least 8 characters wi The number cannot be at the end of your us Create your username Examples: J1ckSmith, 202janelee Confirm your username *Write down your username. It is require
7	Make sure you know your username and click continue .	Back Continue Cancel
8	Next you are going to create your security questions in case you need to reset your password. Click the drop down menu and choose a security question. Answer the question in the following blank.	Registration Step 5 of 6 If you forget your password or need to reset your password, you will be asked th security questions. Please select a question and record your answer. The answers to the security questions should be: • something known to only you • not related to your password • easy for you to remember Question 1 Please select question 2 Answer 2 Back Continue

9	Create a password that you will remember. Your password can not be the same as your username. It must contain: - At least 8-20 characters - One number - An uppercase and lowercase letter	Registration Step 6 of 6 Create your password *Password must be between 8-20 characters lor upper case letter, and one lower case letter, and c Confirm your new password Back Continue Cancel
10	A confirmation page will appear. This confirms your account, click continue.	Successful Profile Creation Congratulations! Your Parent Student Connect profile was successfully created. email has been sent to the account provided. Click Continue to proceed to login. Continue
11	You will land on the login page. You can now login by entering the information you have just created.	Enter your username and password Username: Password: Login Trouble logging in? Copyright 2009 Houston Independent School District

How to Access Gradespeed Account

Overview: This click sheet shows how to login on gradespeed.

Learning Objective: Accessing Grade Speed.

Created by: Jeremy Singleton

Step #	Instructions	Image
1	Open a web browser such as Chrome or Internet Explorer	
2	Go the PSConnect/ Gradespeed website by clicking the following link: <u>https://psc.houstonisd.org/Pare</u> <u>ntStudentConnect/Login.aspx</u>	
	If you don't have an account, follow the above instruction sheet now.	

3	Once you are there, sign in:	HISDConnect Houston Independent School District Parents & Students Community Employees
	Your username and password are the same ones you created when you made a parent account on the Houston ISD website.	Enter your username and password Username: jsingleton104 Password:

Summary: Gradespeed is a useful tool for both students and parents that can be used to check grades, attendance, and assignments.

View Grades within Gradespeed

Overview: This click sheet shows how to view grades on gradespeed.

Learning Objective: Viewing Grades.

Created by: Jeremy Singleton

Step #	instructions	Image
1	Open a web browser such as Chrome or Internet Explorer	
2	Once you log into Gradespeed click on Launch GradeBook.	Grade Book View your child's attendance, assignments, grades, progress reports, and report cards, as well as view your school calendar, and contact your child's teachers. Launch Grade Book Launch Summer Grade Book
3	Next, on the left column select grades, once you click on it you will be able to see your overall grades for that cycle.	Houston ISD Lamar High School Current Student: Singleton, Jeremy Barquis Select a section: Assignments Select a section: Assignments Grades Attendance Report Cards Triggers Calendar Progress Reports

4	Next, if you want to see specific grades on assignments during the cycle , click on the grade you have during that cycle.	Mundy, Kathleen Note PIB US GT IND STUDY 1A-6 (Period 8) Current Average: 96 A - Inquiring & Analyzing - 20%	HIST A-9	8	94
		Assignment	Assigned	Due	Gr
		Individual Blog Post #1	Mar-02	Apr-05	98
		Blog Post #2	Apr-04	Apr-05	99
				Average	98
		B - Developing Ideas - 25%			
		Assignment	Assigned	Due	Gr
		Lunch and Learn #1	Apr-04	Apr-05	92
				Average	92

Summary: This click sheet shows how to view grades within gradespeed.

Viewing Assignments within Gradespeed Overview: This click sheet shows how to view assignments within gradespeed.

Learning Objective: Viewing assignments within Grade Speed.

Created by: **Arif Kurtlu**

Ste p #	instructions	Image
1	Open a web browser such as Chrome or Internet Explorer.	📀 🗎 🙆 🧿 🔤
2	First navigate to Gradespeed.	Enter your username and password Username: Password: Digin: Touble looging in?
3	To View assignments, from the gradespeed home page click on Launch Gradebook.	Grade Book View your child's attendance, assignments, grades, progress reports, and report cards, as well as view your school calendar, and contact your child's teachers. Launch Grade Book Launch Summer Grade Book

4	Next, on the left column select Assignments.	Houston Independer Welcome Student - JEREMY BA Houston ISD Lamar High School Current Student: Singleton, Jeremy Barquis Select a section: Assignments Grades Attendance Report Cards Triggers Calendar Progress Reports
5	Once you click on it you will be able to see all Assignments for that cycle .	DUIS SINGLETON Display Upcoming Assignments Image: Signments 1. Tl/11.1 - Due Friday, April 08, 2016 Class: Period 4. PB US HIST B-7 - Cycle 6 Category: Objective testing Assigned: Tuesday, April 08, 2016 Class: Period 4. PB US HIST B-7 - Cycle 6 Category: Objective testing Assigned: Tuesday, April 08, 2016 Class: Period 4. PB US HIST B-7 - Cycle 6 Category: Investigation Assigned: Tuesday, April 05, 2016 3. Tl/11.2 - Due Friday, April 05, 2016 Class: Period 4. PB US HIST B-7 - Cycle 6 Category: Objective testing Assigned: Tuesday, April 05, 2016 3. Tl/11.2 - Due Friday, April 08, 2016 4. 11.2 - Due Friday, April 08, 2016 4. 11.2 - Due Friday, April 08, 2016
6	You can change the view of assignments to only a specific class , upcoming assignments for every class (Default) and recent assignments.	School District Parents & Students Community Employees UIS SINGLETON Display Upcoming Assignments Show Dropped Classes Assignments 1. Tl/11.1 - Due Friday, April 08, 2016 Class Desired to DD Ma Ward P. Context Show Desired to DD Ma Ward P. Context Show Desired to DD Ma Ward P. Context Display Display

Summary: How to view assignments within Gradespeed.

Checking Student Attendance

Overview: This click sheet shows the process of checking your student attendance using Gradespeed.

Learning Objective: How to Check Student Attendance with Gradespeed. Created by: Joseph Malone

Step #	Instructions	Image
1	Open a web browser such as Chrome or Internet Explorer	
2	First navigate to Gradespeed.	Enter your username and password Username: Eastword: Login Trouble logaina in 2
3	Sign into your Gradespeed account then click Launch Gradebook.	Parents & Students Community Employees HISD Connect Ho ou have access to the following tools Grade Book View your child's attendance, assignments, grades, progress reports, and report cards, as well as view your school calendar, and contact your child's teachers. Launch Grade Book Launch Grade Book Launch Summer Grade Book
4	After that, navigate to the Attendance tab within the green sidebar on the left.	Select a section: • <u>Assignments</u> • Grades • Attendance • Report Cards • Triggers • Calendar • Progress Reports
5	Your Attendance report for the school year so far will appear.	10/9/2015 (Oct-09) 5 Absent Excused 6 Absent Excused 8 Absent 10/13/2015 (Oct-13) 5 Absent Excused 6 Absent Excused 6

Summary: You have successfully learned how to check your attendance on Gradespeed.

Setting Gradespeed Olerts Overview: This click sheet shows the process of setting alerts on gradespeed for grades and attendance.

Learning Objective: How to Set Grade Alerts on Gradespeed.

Created by: Ridge livermore

Step #	Instructions	Image
1	Open a web browser such as Chrome or Internet Explorer	
2	Log into your PSConnect.	Username: Password: Login Trouble logaing in?
3	Launch the Gradebook.	Grade Book View your child's attendance, assignments, grades, progress reports, and report cards, as well as view your school calendar, and contact your child's teachers. Launch Grade Book Launch Summer Grade Book
4	Navigate to Triggers within the green highlight on the left.	Select a section: • Assignments • Grades • Attendance • Report Cards • Triggers • Catendar • Progress Reports
5	You now have several options to choose from that you can change.	Trigger Options Trip when a grade changes below an average of Trip when a grade changes above an average of Watch Attendance

		Notifications Send E-mail Send Text Message to ()
6	To set an alert for low averages, click the first box and input the preferred low average trip.	 Trigger Options ✓ Trip when a grade changes below an average of 70 ○ Trip when a grade changes above an average of Watch Attendance
7	To set an alert for high averages, click the second box and input the preferred average trip.	 Trigger Options □ Trip when a grade changes below an average of □ ☑ Trip when a grade changes above an average of 85 □ Watch Attendance
8	To set an alert for Attendance click the last box and it will send an alert to the number you put in below.	Trigger Options □ Trip when a grade changes below an average of

9	Then, after choosing your choice of alert, navigate to the left side of the blue box and select your form of notification.	Notifications Send E-mail Send Text Message to ()
10	After creating your alerts you will need to click Update and your triggers will be saved.	Trigger Options Notifications Image: Trip when a grade changes Image: Send E-mail Image: Trip when a grade changes Image: Send Text Merger Image: Trip when a grade changes Image: Send Text Merger Image: Above an average of Image: Trip when a grade changes Image: Send Text Merger Image: Watch Attendance Image: Send Text Merger Image: Update Image: Send Text Merger
11	You have now successfully learned how to set alerts on Gradespeed .	Triggers Triggers allow you to receive notification when a grade changes or when there is new attendance data. Triggers allow you to receive notification when a grade changes or when there is new attendance data. <i>"Normal</i> <i>Text Messaging Rates Apply"</i>

Summary: Setting triggers will allow you to be notified of grades and attendance.

Naviance Features to Know

Overview: This click sheet shows the process of signing into Naviance, checking your completed courses, and checking GPA.

Learning Objective: Naviance Features to Know.

Created by: Ridge livermore

Step #	Instructions	Image
1	Open a web browser such as Chrome or Internet Explorer	

1	Go to the <u>Naviance</u> page and navigate to the top right and click <u>Students and</u> Families sign-in.	NAVIANCE Our Plattern Our Carticulur Our Services Hanness Ender 1 Section 1 Sect
2	You will be asked for your school's zip code . You can easily find the zip code with a google search.	Address: 3325 Westheimer Rd, Houston, T Phone: (713) 522-5960 Founded: 1936 Number of students: 3,269 Athletics conference: University Interscholastic League
3	After putting your school's zip code in you will be brought to this page with your school's name.	Results for Postal Code 77098 Lamar High School Lanier Middle School

4	Your username will be your student ID number and your password will be your birthdate in MMDDYYYY format without any slashes. After inputting your information press Log In .	username password 							
5	To check your completed courses or to count your credits navigate to the top left of the page and press courses.			COUI colleges	ノ	vh	at		
6	Then, press view my course records.			ourse re					
7	All of your courses from 9th grade to your present grade will appear along with the grade received and amount of credit received.	MTH2157A MTH2157B ART7201B SCI4257A SCI4257A SCI4257B INT9111A INT9111B ENG1157A ENG1157B GER5217B LOC9192F LOC9192F LOC9192S SST3157A SST3157B	ALGEBRA 1A ALGEBRA 1B ART 1A ART 1B BIOLOGY A BIOLOGY B DIGITAL MEDIA A DIGITAL MEDIA A DIGITAL MEDIA B ENGLISH 1A ENGLISH 1B GERMAN 1A GERMAN 1A GERMAN 1B STAAR REV-MTH STAAR REV-MTH W GEOGRAPHY A W GEOGRAPHY B	Mathematics Mathematics Fine Arts Science Science Career & Technical Education Career & Technical Education Career & Technical Education Education English Language Arts - HS English Language Arts - HS Language Other Than English Language Other Than English Language Other Than English Lacal Credit Local Credit Social Studies	completed completed completed completed completed completed completed completed	9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	81 - S2 - S1 - S2 -		0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5

9	To check your GPA on Naviance simply navigate to the about me tab.	rs about me 🗾
10	Then scroll down the tab that says official things. Select profile.	official things > profile > account > account
11	After that scroll down and your weighted GPA will be at the bottom of the page.	Academic Information GPA - Weighted GPA
12	You have now successfully learned how to log-in to naviance, check your completed courses, and your GPA. All naviance data is updated every cycle.	Lamat HIGH SCHOOL AN INTERNATIONAL BACCALAUREATE WORLD SCHOOL

Summary: These are the some of the key features within Naviance.

Creating an Account for HereComestheBus

Created by: Nathan Kyer

Overview: This click sheet shows the process of creating an account for the HISD school bus tracker app.

Learning Objective: Create an Account for HereComestheBus

Step #	Instructions	Image				
1	Open a web browser such as Chrome or Internet Explorer	📀 🗎 🙆 🧿 💿				

2	Connect to the website: http://herecomesthebus.com/ Click "Sign Up" in the top right corner of the webpage.	<page-header><page-header><page-header><section-header><page-header><section-header><page-header></page-header></section-header></page-header></section-header></page-header></page-header></page-header>
3	Scroll down to " Step 2 " and click the underlined and yellowed " <u>here</u> "	we can be been set and and start for the set of the set o
4	In the new tab, enter the School Code: 76647 And press next. Click "Confirm" if you are registering for Houston Independent School District.	Account Registration
5	Enter your information. Make sure to use a real email . Remember, you are creating an account for you, the Parent, not for the students . At the bottom, read and accept the Terms of Conditions. Click "Submit "	Airaady Have and Airaady Have and Description of the second to create your Mere Comes the faur accent Your email address will be used to log into the system. On the following page you will add students to your User Porfile Base will be used to log into the system. On the following page you will add students to your User Porfile Base will be used to log into the system. On the following page you will add students to your User Porfile Base will be used to log into the system. On the following page you will add students to your Confirm Password Confirm Password Base students Terms of Use Agreement Terms of Use Agreement The Star Star Dir Poulowing Tase or Use Address for the Star Star Porfile Description of the Star Star Porfile Description of the Star Address for the Star Star Porfile Description of the Star Address for the Star Star Porfile Description of the Star Address for the Star Star Porfile Description of the Star Address for the Star Star Porfile Description of the Star Address for the Star Star Porfile Description of the Star Address for the Star Star Porfile Description of the Star Address for the Star Star Porfile Description of the Star Address for the Star Star Porfile Description of the Star Address for the Star Star Porfile Description of the Star Address for the Star Star Porfile Description of the Star Address for the Star Star Porfile Description of the Star Address for the Star Star Porfile Description of the Star Address for the Star Star Porfile Description of the Star Address for the Star Star Porfile Description of the Star Address for the Star Star Porfile Description of the Star Address for the Star Porfile Description of the Star Address for the Star Porfile Description of the Star Address for the Star Porfile Description of the Star Address for the Star Porfile Description of the Star Address for the Star Porfile Description of the Star Address for the Star Porfile Description of the Star Address for the Star Porfile Description of the Star Porfile Description of the Star Porfile Descr
6	Click the "Add" button under the "My Students" tab.	Discer COON Account Registration Progress STEP 1 STEP 2 STEP 3 STEP 4 Aready Have an Aready Have an Log in Discert

7	In the popup, enter the required information: The student's Last Name And The student's ID Number When complete, click " Save "	Add Student Student Last Name Student ID Cancel Save
8	Click " Done " after you have added all of your students.	My Students Nathan Kyer Delete Add
9	You will be redirected to the tracking page. The " Stop " sign represents the student's bus stop. The " Red Building " represent the student's school. The " Yellow Bus " represents the student's bus' current location.	VH9725 Last Vehicle Update: 10-27-16 02:51 PM Interest Constraint Kyer Not Arrived Inter Of Days PM Arrived Refresh: Off Interest Constraint Constr

Summary: Now you can access your child's school bus' location at any time.

Using HereComestheBus

Created by: Nathan Kyer Overview: This click sheet shows how to use the bus tracking website. Learning Objective: Properly use HereComestheBus

Step #	Instructions	Image
1	To access the school bus tracking website, go to: http://herecomesthebus.com/ Click "Login" in the top right of the screen.	ptions - Resources Blog FAQ About Contact Sign Up Login
2	Sign in using the Email Address and Password you used when creating your account. The School Code for Lamar High School is 76647. Click "Log In"	Log In E-mail Address Password Forgot your Password? School Code @ Remember Me Log In
3	You will be redirected to the map webpage.	Nathan Kyer Bus VH9725 Last Vehicle Update: 10-27-16 02:53 PM Lange HS (PM) 2: 0-400 PM Actual: Not Annuel 2: 0-10 PM Actual: Not Annuel 2: 0-11 PM Actual: Not Annuel 1: 0-11 PM
4	The icons on the map are listed in the top right of the map.	 Bus Has Not Arrived Arrival Occurred School Stop Not Occurred School Stop Occurred Bus Last Position
5	You can pan the map around by clicking and dragging. You can zoom in and out with the scroll wheel.	Elle Lee Li Overtrock un young i grand

6	The student, bus number, and stop information are located to the top left just above of the map.	Passenger: Nathan Kyer Bus VH9725 Last Vehicle Update: 10-27-16 03:25 Pl School Stop: Lamar HS (PM) Scheduled: 04:00 PM Actual: Not Arrived Bus Stop: 6491 BYWAY 77007 (PM) Scheduled: 04:18 PM Actual: Not Arrived
7	You can switch between different students by clicking the drop down . You can change between AM/PM as well. You can also change the time between automatic map refreshes.	Nathan Kyer▼Time Of Day:PM▼Refresh:Off10s20s30s
8	You can also set Notifications based on the bus' location. Click "Notifications"	MAP NOTIFICATIONS MY ACCOUNT HELP LOG OUT
9	By clicking and dragging the gray bar at the top, you change the gray circle surrounding the student's bus stop. You will receive a Push Notification on your phone (if you have the app) when the bus goes within the radius.	Contacts History Rest Setting the Trigger Radius United Boot Contacts With the Click Setting the Trigger Radius United Boot Contacts Conta
10	Now get the app for your phone! <u>Click Here for Android</u> . <u>Click Here for Apple</u> .	

Summary: You can now easily use the School Bus Tracking website and app.
