

HISD Parent Techbook

Guide to useful technologies for parents within HISD



Created by the
Techsans at Lamar

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: bit.ly/hisdtechbook

Questions? Contact the Techsans:

www.bit.ly/techsans

Email: techsansatlamar@gmail.com

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Chapter 4: Hub

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




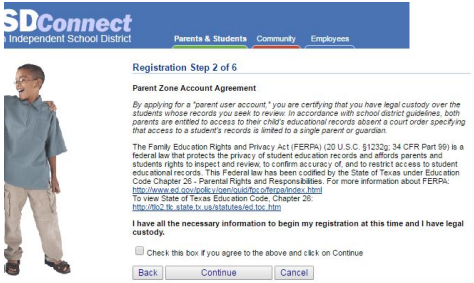
Signing into the HUB	
Accessing Courses within the HUB	
Using the Planner	
Starring Classes	
Downloading Files from the HUB	
Turning in an Assignment	
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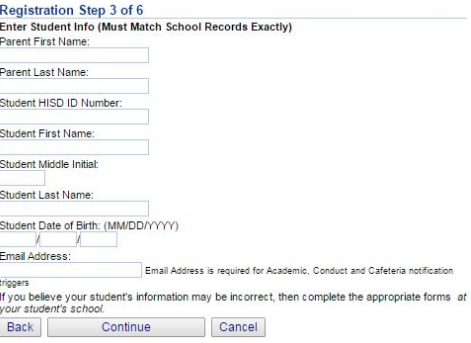
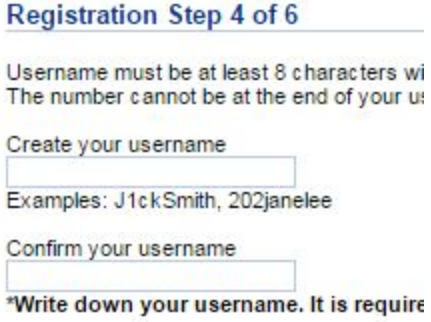
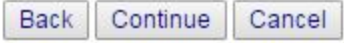
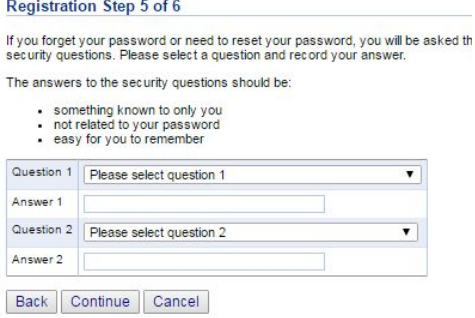
Creating a Parent Account for PS Connect


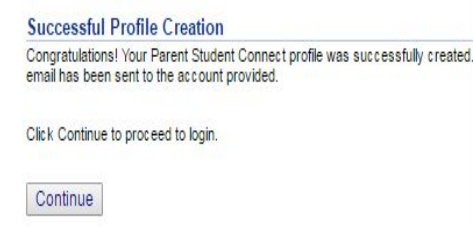

Created by: *Xena Toumajian*

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	<p>Go on this link: https://apps.houstonisd.org/Registration/Registration/Default.aspx</p> <p>This will open a new tab which takes you to the web page to set up an account.</p>	
3	Select the “Are you a parent?” option and then click on continue.	
4	<p>Read the text entitled “Parent Zone Account Agreement”</p> <p>Select the box at the bottom if you agree and then click continue.</p>	

<p>5</p>	<p>Read the instructions and fill in the blanks accordingly. You may have to ask your child for their student ID.</p> <p>Once you have filled in all the required blanks, click continue.</p>	
<p>6</p>	<p>Create a username that you will remember. You will need it in order to login.</p> <p>It must contain:</p> <ul style="list-style-type: none"> - at least 8 characters - Must contain letters and numbers - It can not end with numbers 	
<p>7</p>	<p>Make sure you know your username and click continue.</p>	
<p>8</p>	<p>Next you are going to create your security questions in case you need to reset your password.</p> <p>Click the drop down menu and choose a security question. Answer the question in the following blank.</p>	


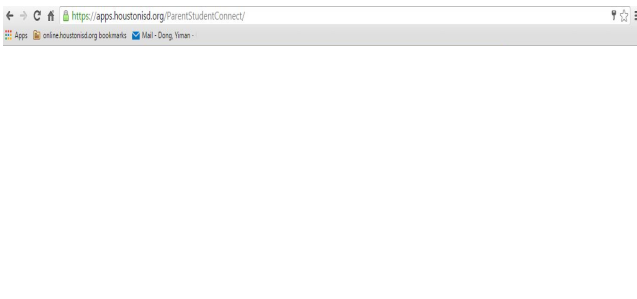
9	<p>Create a password that you will remember. Your password can not be the same as your username.</p> <p>It must contain:</p> <ul style="list-style-type: none"> - At least 8-20 characters - One number - An uppercase and lowercase letter 	
10	<p>A confirmation page will appear. This confirms your account, click continue.</p>	
11	<p>You will land on the login page.</p> <p>You can now login by entering the information you have just created.</p>	

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

3	<p>Once you are there, sign in:</p> <p>Your username and password are the same ones you created when you made a parent account on the Houston ISD website.</p>	
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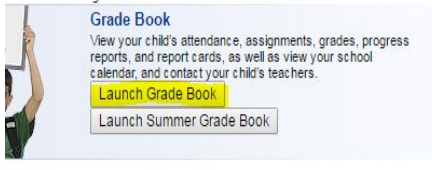
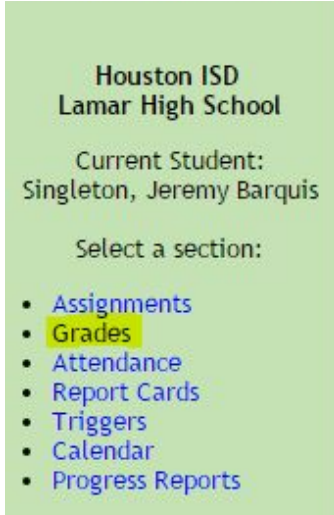
Summary: Gradespeed is a useful tool for both students and parents that can be used to check grades, attendance, and assignments.

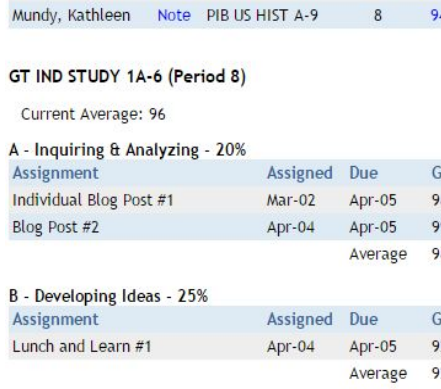
View Grades within Gradespeed

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

Learning Objective: Viewing Grades.

Created by: *Jeremy Singleton*

Step #	instructions	Image
1	<p>Open a web browser such as Chrome or Internet Explorer</p>	
2	<p>Once you log into Gradespeed click on Launch GradeBook.</p>	
3	<p>Next, on the left column select grades, once you click on it you will be able to see your overall grades for that cycle.</p>	

4	Next, if you want to see specific grades on assignments during the cycle , click on the grade you have during that cycle.	 <p>Mundy, Kathleen Note PIB US HIST A-9 8 94</p> <p>GT IND STUDY 1A-6 (Period 8)</p> <p>Current Average: 96</p> <p>A - Inquiring & Analyzing - 20%</p> <table border="1"> <thead> <tr> <th>Assignment</th> <th>Assigned</th> <th>Due</th> <th>Gr</th> </tr> </thead> <tbody> <tr> <td>Individual Blog Post #1</td> <td>Mar-02</td> <td>Apr-05</td> <td>98</td> </tr> <tr> <td>Blog Post #2</td> <td>Apr-04</td> <td>Apr-05</td> <td>99</td> </tr> <tr> <td colspan="3">Average</td> <td>98</td> </tr> </tbody> </table> <p>B - Developing Ideas - 25%</p> <table border="1"> <thead> <tr> <th>Assignment</th> <th>Assigned</th> <th>Due</th> <th>Gr</th> </tr> </thead> <tbody> <tr> <td>Lunch and Learn #1</td> <td>Apr-04</td> <td>Apr-05</td> <td>92</td> </tr> <tr> <td colspan="3">Average</td> <td>92</td> </tr> </tbody> </table>	Assignment	Assigned	Due	Gr	Individual Blog Post #1	Mar-02	Apr-05	98	Blog Post #2	Apr-04	Apr-05	99	Average			98	Assignment	Assigned	Due	Gr	Lunch and Learn #1	Apr-04	Apr-05	92	Average			92
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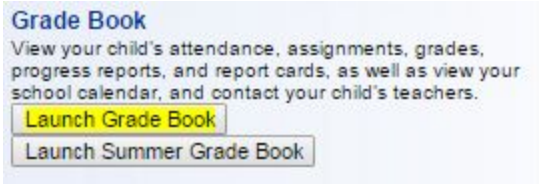
Summary: This click sheet shows how to view grades within gradespeed.

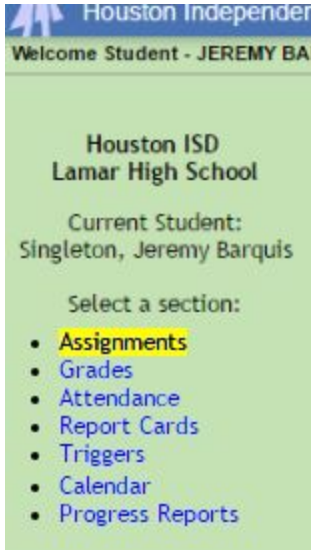
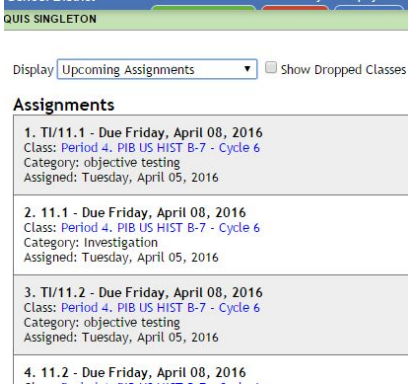
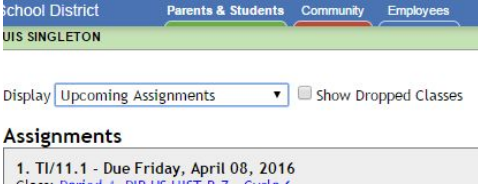
Viewing Assignments within Gradespeed

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

Learning Objective: Viewing assignments within Grade Speed.

Created by: *Arif Kurtlu*

Step #	instructions	Image
1	Open a web browser such as Chrome or Internet Explorer.	
2	First navigate to Gradespeed .	
3	To View assignments, from the gradespeed home page click on Launch Gradebook .	

4	Next, on the left column select Assignments .	
5	Once you click on it you will be able to see all Assignments for that cycle .	
6	You can change the view of assignments to only a specific class, upcoming assignments for every class (Default) and recent assignments.	




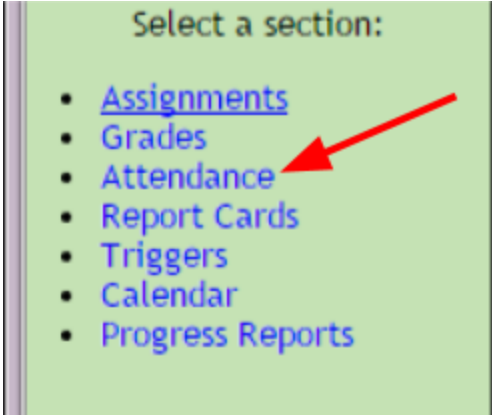
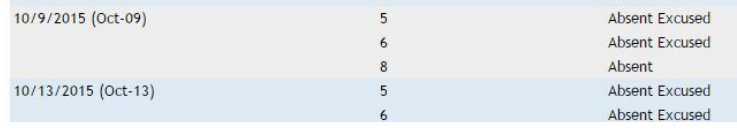
Summary: How to view assignments within Gradespeed.

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 .																
3	Sign into your Gradespeed account then click Launch Gradebook .																
4	After that, navigate to the Attendance tab within the green sidebar on the left.																
5	Your Attendance report for the school year so far will appear.	 <table border="1"> <tbody> <tr> <td>10/9/2015 (Oct-09)</td> <td>5</td> <td>Absent Excused</td> </tr> <tr> <td></td> <td>6</td> <td>Absent Excused</td> </tr> <tr> <td></td> <td>8</td> <td>Absent</td> </tr> <tr> <td>10/13/2015 (Oct-13)</td> <td>5</td> <td>Absent Excused</td> </tr> <tr> <td></td> <td>6</td> <td>Absent Excused</td> </tr> </tbody> </table>	10/9/2015 (Oct-09)	5	Absent Excused		6	Absent Excused		8	Absent	10/13/2015 (Oct-13)	5	Absent Excused		6	Absent Excused
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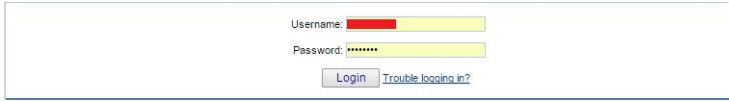
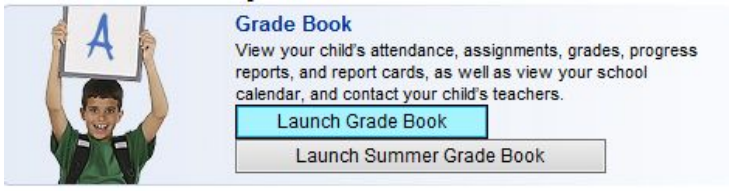

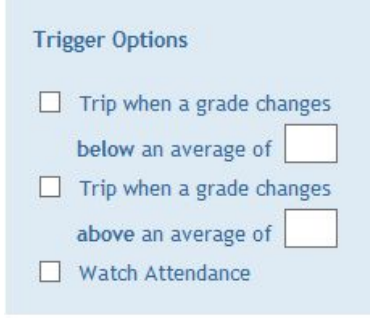
Summary: You have successfully learned how to check your attendance on Gradespeed.

Setting Gradespeed Alerts

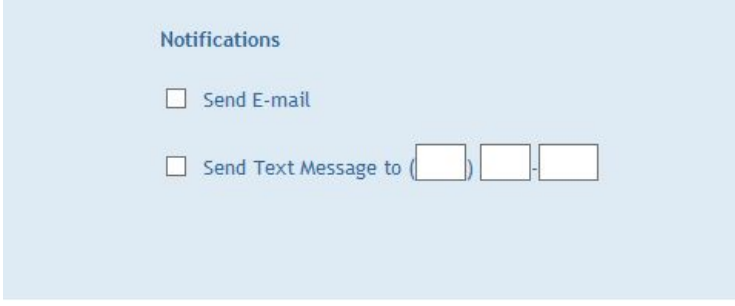
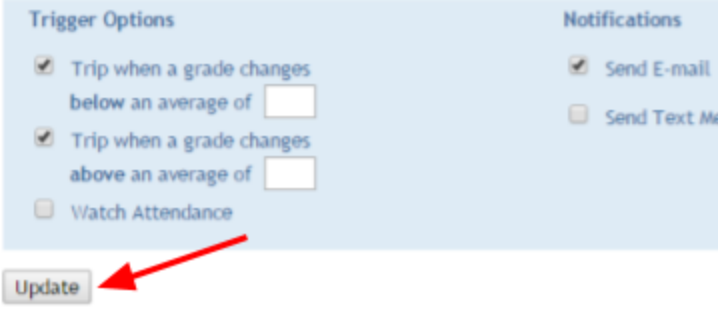
Overview: This click sheet shows the process of setting alerts on gradespeed for grades and attendance.

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.	
3	Launch the Gradebook.	
4	Navigate to Triggers within the green highlight on the left.	
5	You now have several options to choose from that you can change.	

		<p>Notifications</p> <p><input type="checkbox"/> Send E-mail</p> <p><input type="checkbox"/> Send Text Message to (<input type="text"/>) <input type="text"/> - <input type="text"/></p>
6	<p>To set an alert for low averages, click the first box and input the preferred low average trip.</p>	<p>Trigger Options</p> <p><input checked="" type="checkbox"/> Trip when a grade changes below an average of <input type="text" value="70"/></p> <p><input type="checkbox"/> Trip when a grade changes above an average of <input type="text"/></p> <p><input type="checkbox"/> Watch Attendance</p>
7	<p>To set an alert for high averages, click the second box and input the preferred average trip.</p>	<p>Trigger Options</p> <p><input type="checkbox"/> Trip when a grade changes below an average of <input type="text"/></p> <p><input checked="" type="checkbox"/> Trip when a grade changes above an average of <input type="text" value="85"/></p> <p><input type="checkbox"/> Watch Attendance</p>
8	<p>To set an alert for Attendance click the last box and it will send an alert to the number you put in below.</p>	<p>Trigger Options</p> <p><input type="checkbox"/> Trip when a grade changes below an average of <input type="text"/></p> <p><input type="checkbox"/> Trip when a grade changes above an average of <input type="text"/></p> <p><input checked="" type="checkbox"/> Watch Attendance</p>

9	Then, after choosing your choice of alert, navigate to the left side of the blue box and select your form of notification .	
10	After creating your alerts you will need to click Update and your triggers will be saved.	
11	You have now successfully learned how to set alerts on Gradespeed .	<p>Triggers</p> <p>Triggers allow you to receive notification when a grade changes or when there is new attendance data.</p> <p>Triggers allow you to receive notification when a grade changes or when there is new attendance data.</p> <p><small>**Normal Text Messaging Rates Apply**</small></p>


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

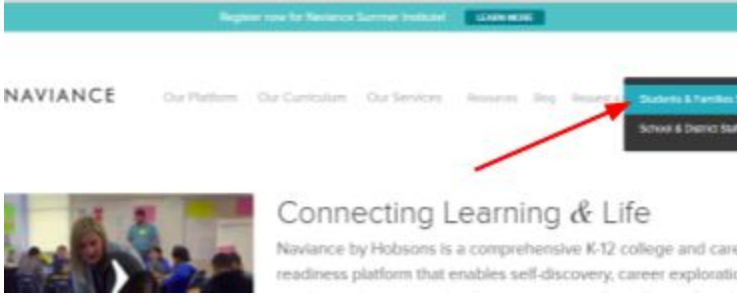
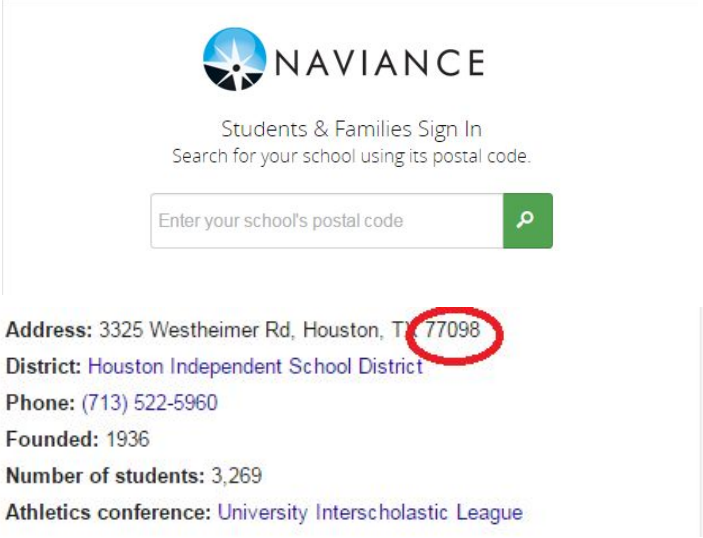

Naviance Features to Know

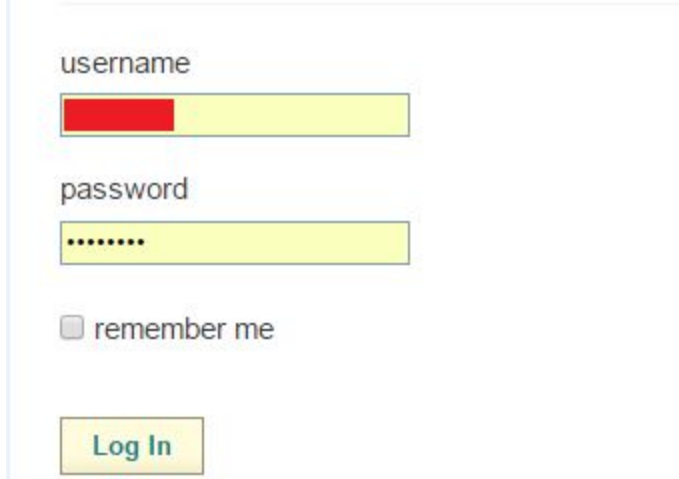
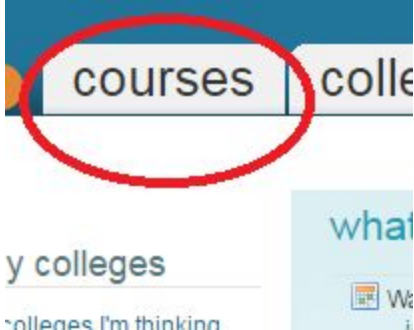

Overview: This click sheet shows the process of signing into Naviance, checking your completed courses, and checking GPA.

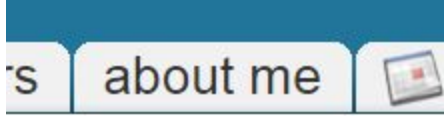



Learning Objective: Naviance Features to Know.

Created by: *Ridge Livermore*

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

<p>1</p>	<p>Go to the Naviance page and navigate to the top right and click Students and Families sign-in.</p>	
<p>2</p>	<p>You will be asked for your school's zip code. You can easily find the zip code with a google search.</p>	 <p>Address: 3325 Westheimer Rd, Houston, TX 77098 District: Houston Independent School District Phone: (713) 522-5960 Founded: 1936 Number of students: 3,269 Athletics conference: University Interscholastic League</p>
<p>3</p>	<p>After putting your school's zip code in you will be brought to this page with your school's name.</p>	

4	<p>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.</p>																																																																																																																																																																	
5	<p>To check your completed courses or to count your credits navigate to the top left of the page and press courses.</p>																																																																																																																																																																	
6	<p>Then, press view my course records.</p>																																																																																																																																																																	
7	<p>All of your courses from 9th grade to your present grade will appear along with the grade received and amount of credit received.</p>	<table border="1"> <tbody> <tr><td>MTH2157A</td><td>ALGEBRA 1A</td><td>Mathematics</td><td>-</td><td>completed</td><td>9</td><td>S1</td><td>-</td><td>■</td><td>0.5</td></tr> <tr><td>MTH2157B</td><td>ALGEBRA 1B</td><td>Mathematics</td><td>-</td><td>completed</td><td>9</td><td>S2</td><td>-</td><td>■</td><td>0.5</td></tr> <tr><td>ART7201A</td><td>ART 1A</td><td>Fine Arts</td><td>-</td><td>completed</td><td>9</td><td>S1</td><td>-</td><td>■</td><td>0.5</td></tr> <tr><td>ART7201B</td><td>ART 1B</td><td>Fine Arts</td><td>-</td><td>completed</td><td>9</td><td>S2</td><td>-</td><td>■</td><td>0.5</td></tr> <tr><td>SCI4257A</td><td>BIOLOGY A</td><td>Science</td><td>-</td><td>completed</td><td>9</td><td>S1</td><td>-</td><td>■</td><td>0.5</td></tr> <tr><td>SCI4257B</td><td>BIOLOGY B</td><td>Science</td><td>-</td><td>completed</td><td>9</td><td>S2</td><td>-</td><td>■</td><td>0.5</td></tr> <tr><td>INT9111A</td><td>DIGITAL MEDIA A</td><td>Career & Technical Education</td><td>-</td><td>completed</td><td>9</td><td>S1</td><td>-</td><td>■</td><td>0.5</td></tr> <tr><td>INT9111B</td><td>DIGITAL MEDIA B</td><td>Career & Technical Education</td><td>-</td><td>completed</td><td>9</td><td>S2</td><td>-</td><td>■</td><td>0.5</td></tr> <tr><td>ENG1157A</td><td>ENGLISH 1A</td><td>English Language Arts - HS</td><td>-</td><td>completed</td><td>9</td><td>S1</td><td>-</td><td>■</td><td>0.5</td></tr> <tr><td>ENG1157B</td><td>ENGLISH 1B</td><td>English Language Arts - HS</td><td>-</td><td>completed</td><td>9</td><td>S2</td><td>-</td><td>■</td><td>0.5</td></tr> <tr><td>GER5217A</td><td>GERMAN 1A</td><td>Language Other Than English</td><td>-</td><td>completed</td><td>9</td><td>S1</td><td>-</td><td>■</td><td>0.5</td></tr> <tr><td>GER5217B</td><td>GERMAN 1B</td><td>Language Other Than English</td><td>-</td><td>completed</td><td>9</td><td>S2</td><td>-</td><td>■</td><td>0.5</td></tr> <tr><td>LOC9192F</td><td>STAAR REV MTH</td><td>Local Credit</td><td>-</td><td>completed</td><td>9</td><td>S1</td><td>-</td><td>■</td><td>0.5</td></tr> <tr><td>LOC9192S</td><td>STAAR REV-MTH</td><td>Local Credit</td><td>-</td><td>completed</td><td>9</td><td>S2</td><td>-</td><td>■</td><td>0.5</td></tr> <tr><td>SST3157A</td><td>W GEOGRAPHY A</td><td>Social Studies</td><td>-</td><td>completed</td><td>9</td><td>S1</td><td>-</td><td>■</td><td>0.5</td></tr> <tr><td>SST3157B</td><td>W GEOGRAPHY B</td><td>Social Studies</td><td>-</td><td>completed</td><td>9</td><td>S2</td><td>-</td><td>■</td><td>0.5</td></tr> </tbody> </table>	MTH2157A	ALGEBRA 1A	Mathematics	-	completed	9	S1	-	■	0.5	MTH2157B	ALGEBRA 1B	Mathematics	-	completed	9	S2	-	■	0.5	ART7201A	ART 1A	Fine Arts	-	completed	9	S1	-	■	0.5	ART7201B	ART 1B	Fine Arts	-	completed	9	S2	-	■	0.5	SCI4257A	BIOLOGY A	Science	-	completed	9	S1	-	■	0.5	SCI4257B	BIOLOGY B	Science	-	completed	9	S2	-	■	0.5	INT9111A	DIGITAL MEDIA A	Career & Technical Education	-	completed	9	S1	-	■	0.5	INT9111B	DIGITAL MEDIA B	Career & Technical Education	-	completed	9	S2	-	■	0.5	ENG1157A	ENGLISH 1A	English Language Arts - HS	-	completed	9	S1	-	■	0.5	ENG1157B	ENGLISH 1B	English Language Arts - HS	-	completed	9	S2	-	■	0.5	GER5217A	GERMAN 1A	Language Other Than English	-	completed	9	S1	-	■	0.5	GER5217B	GERMAN 1B	Language Other Than English	-	completed	9	S2	-	■	0.5	LOC9192F	STAAR REV MTH	Local Credit	-	completed	9	S1	-	■	0.5	LOC9192S	STAAR REV-MTH	Local Credit	-	completed	9	S2	-	■	0.5	SST3157A	W GEOGRAPHY A	Social Studies	-	completed	9	S1	-	■	0.5	SST3157B	W GEOGRAPHY B	Social Studies	-	completed	9	S2	-	■	0.5
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9	To check your GPA on Naviance simply navigate to the about me tab.	
10	Then scroll down the tab that says official things. Select profile .	
11	After that scroll down and your weighted GPA will be at the bottom of the page.	
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.	


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

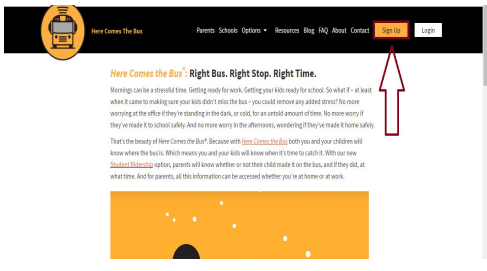
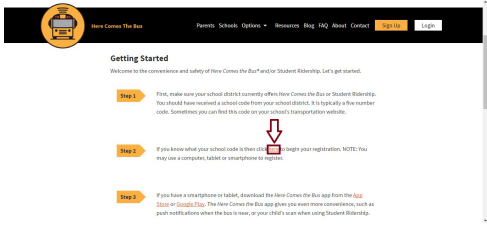
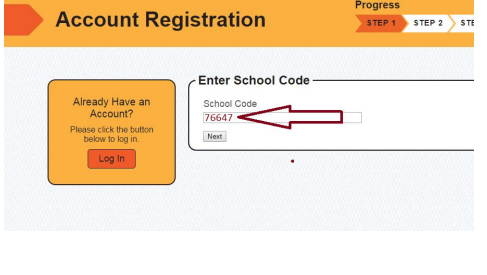
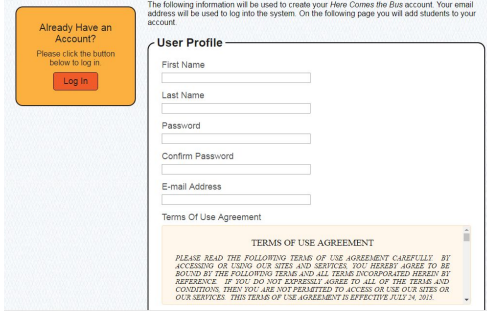
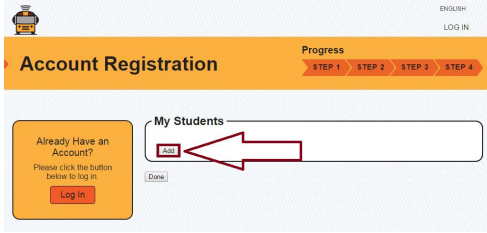
Creating an Account for HereComestheBus

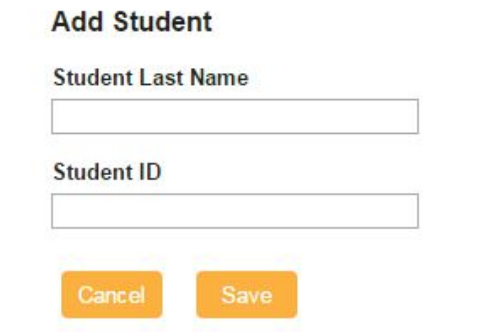
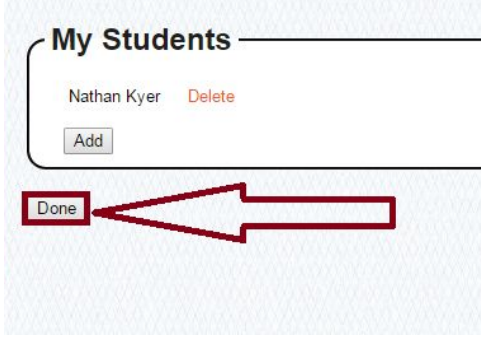
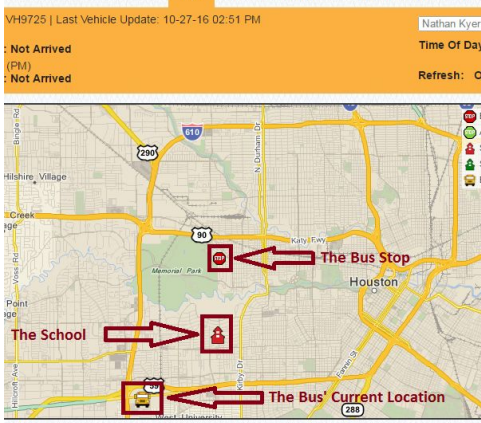
Created by: *Nathan Kyer*

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	

<p>2</p>	<p>Connect to the website: http://herecomesthebus.com/</p> <p>Click “Sign Up” in the top right corner of the webpage.</p>	
<p>3</p>	<p>Scroll down to “Step 2” and click the underlined and yellowed “here”</p>	
<p>4</p>	<p>In the new tab, enter the School Code: 76647 And press next.</p> <p>Click “Confirm” if you are registering for Houston Independent School District.</p>	
<p>5</p>	<p>Enter your information. Make sure to use a real email.</p> <p>Remember, you are creating an account for you, the Parent, not for the students.</p> <p>At the bottom, read and accept the Terms of Conditions. Click “Submit”</p>	
<p>6</p>	<p>Click the “Add” button under the “My Students” tab.</p>	

7	<p>In the popup, enter the required information:</p> <p>The student's Last Name And The student's ID Number</p> <p>When complete, click "Save"</p>	
8	<p>Click "Done" after you have added all of your students.</p>	
9	<p>You will be redirected to the tracking page.</p> <p>The "Stop" sign represents the student's bus stop.</p> <p>The "Red Building" represent the student's school.</p> <p>The "Yellow Bus" represents the student's bus' current location.</p>	


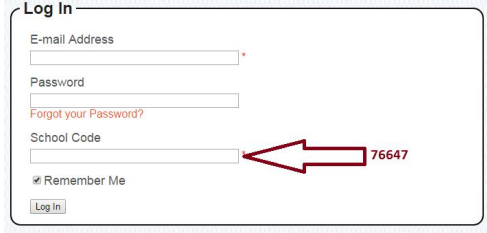
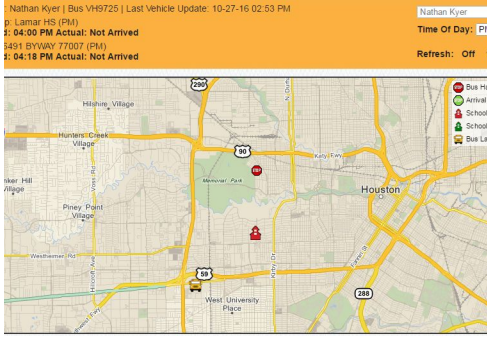
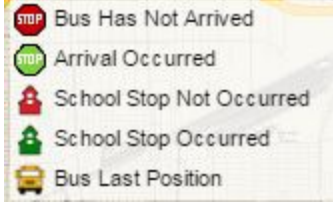
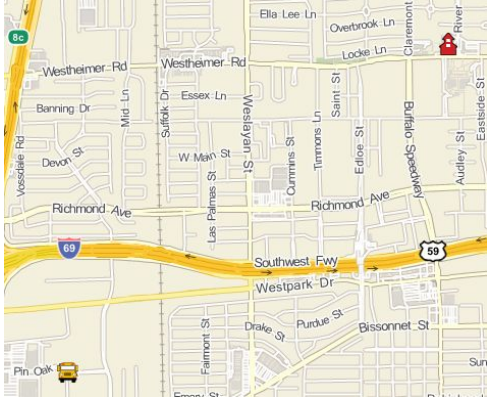
Summary: Now you can access your child's school bus' location at any time.


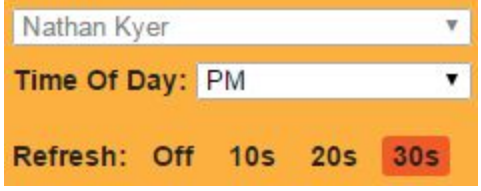

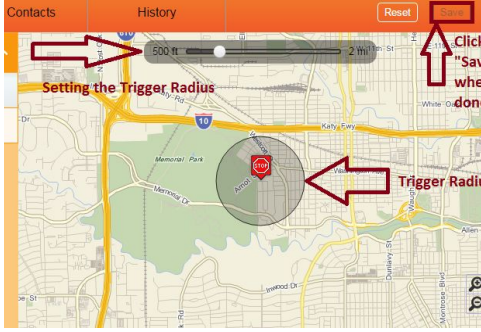

Using HereComestheBus

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	<p>To access the school bus tracking website, go to: http://herecomesthebus.com/</p> <p>Click “Login” in the top right of the screen.</p>	
2	<p>Sign in using the Email Address and Password you used when creating your account.</p> <p>The School Code for Lamar High School is 76647.</p> <p>Click “Log In”</p>	
3	<p>You will be redirected to the map webpage.</p>	
4	<p>The icons on the map are listed in the top right of the map.</p>	
5	<p>You can pan the map around by clicking and dragging.</p> <p>You can zoom in and out with the scroll wheel.</p>	

6	<p>The student, bus number, and stop information are located to the top left just above of the map.</p>	 <p>Passenger: Nathan Kyer Bus: VH9725 Last Vehicle Update: 10-27-16 03:25 PM 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</p>
7	<p>You can switch between different students by clicking the drop down.</p> <p>You can change between AM/PM as well.</p> <p>You can also change the time between automatic map refreshes.</p>	 <p>Nathan Kyer Time Of Day: PM Refresh: Off 10s 20s 30s</p>
8	<p>You can also set Notifications based on the bus' location. Click "Notifications"</p>	 <p>MAP NOTIFICATIONS MY ACCOUNT HELP LOG OUT</p>
9	<p>By clicking and dragging the gray bar at the top, you change the gray circle surrounding the student's bus stop.</p> <p>You will receive a Push Notification on your phone (if you have the app) when the bus goes within the radius.</p>	 <p>Setting the Trigger Radius Trigger Radius Click "Save" when done.</p>
10	<p>Now get the app for your phone!</p> <p>Click Here for Android.</p> <p>Click Here for Apple.</p>	

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