

# Educate Parent Portal Overview



Educate will allow you to look at assignments (Gr. 3-8), attendance, grades (Gr. 3-8), lunch account balance for your student(s) and report cards, as well as looking at their demographic profiles, schedule and course information.

## General Information

A link to Educate is available on our school website, on the Current Families page. There is also a link to a pdf that guides you through using the portal. Please note that while any web browser will work, Educate is designed for Google Chrome and will perform best there.

When you log in for the first time, you will be prompted to change your password. Passwords must be 8-16 characters long and should contain at least one number or symbol.

## Homepage

You can find the following information on the homepage of Educate parent portal.

- Announcements
- School Schedule
- Attendance
- Current Grades
- Cafeteria Balance
- School Contact Information
- Upcoming Assignments (Gr. 3-8)

## Update Parent Information

- Upper left corner, click on your name (each spouse can only update their own information)
- *User*: Update your contact information, click “edit” on right side of screen, make changes and select “save user information” at bottom of screen
- *Household*: Update information associated with your household and which information is displayed in the family directory, click “edit” on right side of screen, make changes and select “save user information” at bottom of screen
- **Alert Preferences: Check appropriate box under each heading of how you want to be alerted.**
- *Change Password*: Change your Educate password and/or security questions

## School

Click on the “School” link (top of the screen) to see your students, the family directory and cafeteria information.

- *Students*:
  - Each student has a collapsible menu under his/her name
  - *Academic*: Assignments, Grades (Gr. 3-8), Standard Grades (Gr. 3-8), Report Cards
  - *Schedule* (Gr. 3-8): Attendance, Schedule, Courses
  - *Demographic*: Conduct, Demographics, Contacts

### School (continued)

- *Family Directory*
- *Cafeteria*

### Questions

If questions arise, please send a message to the appropriate email.

- Portal Access/Username/Password Help: [stmcsinformation@stm Catholicschool.org](mailto:stmcsinformation@stm Catholicschool.org)
- Update **Student's** demographic information: [bjesser@stm Catholicschool.org](mailto:bjesser@stm Catholicschool.org)
- Grades/Assignment Questions: email/contact the child's teacher for that particular course