



CAMPBELL RIVER

School District 72

Joining the Parent Portal

- Once a teacher invites you to join the parent portal, you will receive an invitation email from a district email address (e.g., noreply@district.com). The email includes a link to subscribe to portfolio notifications:

You are invited to view to Yumi's portfolio!

Welcome to parent portal. Click on the button below to complete registration.

[Go to Parent Portal](#)

Button not working?
Go to <https://portal2013preview.scholantis.com/parents> and enter this code: **R31ZZBP**

This code will expire in 7 day (on Wednesday, May 2, 2018).

- Click the **Go to Parent Portal** link to activate your subscription. You will be taken to the Parent Portal login page.

Connect with your child

Using the email invite from your child's teacher, enter the verification information below to login and connect with you child.

Email Address
Email Address provided

Registration Code
Registration Code from teacher

Enter Student ID
Where do I find my child's Student ID?

Stay signed in
Do not select if using a public or shared computer

CONNECT

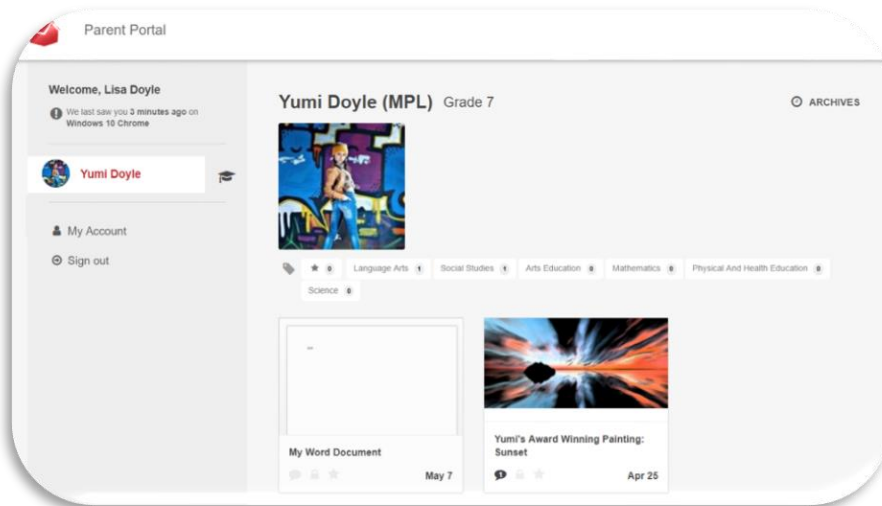
- Your email address and Registration Code (from the email) will automatically be populated.
- Enter your child's Student ID in the **Enter Student ID** field. (This is the student's 99 . . . #)



CAMPBELL RIVER

School District 72

- Select the **Stay signed in** checkbox if you'd like to stay signed in.
- Click the **CONNECT** button to enter the Parent Portal Page.




Navigating the Parent Portal

View Your Child's Classes

To see your child's classes:



- Click the **Class** button () to view the classes your child belongs to:
- A list of classes your child belongs to displays, along with any assignments:



CAMPBELL RIVER

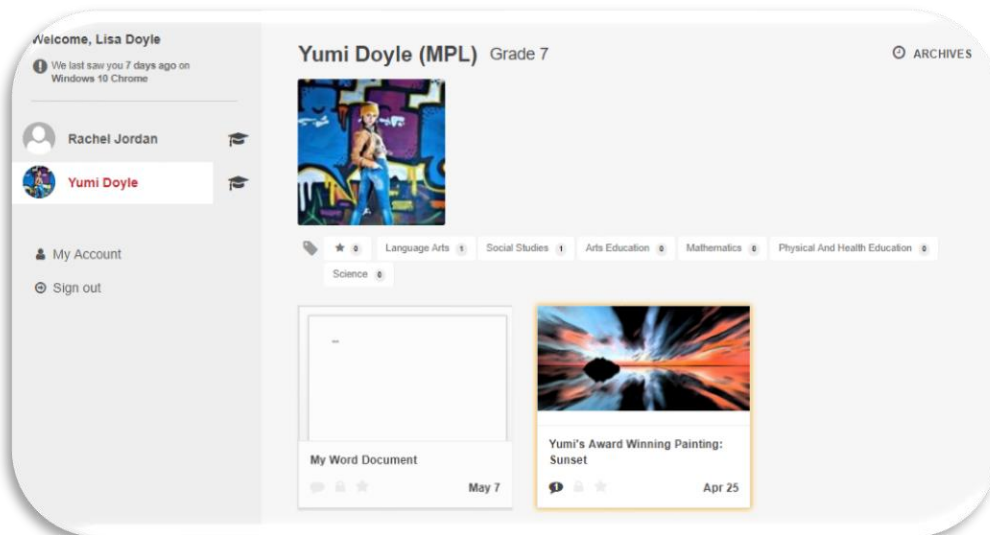
School District 72



- If that class is publicly viewable, you may click on a class site to view it. (Note: A class must be set by the teacher to be world viewable in order for you to be able to access the class page)

Viewing Your Child's Portfolio

New posts, or posts that have been updated since the last time you've viewed them will be highlighted in a gold border, as shown below:

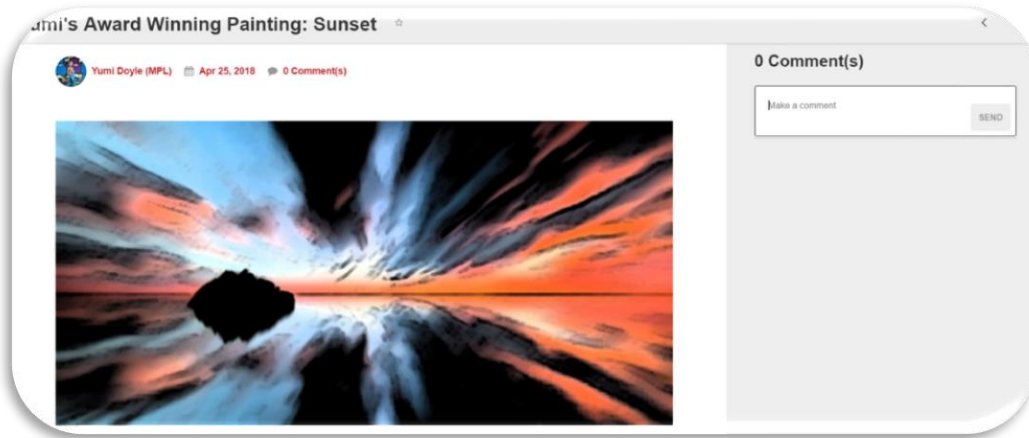


View a Portfolio Item



To view a Portfolio item:

- From the Parent Portal page, click on the item to view.
- The Portfolio item opens in a new page.



- Click the X icon on the top right to close the item.

View a Second Child's Portfolio

If you have access to more than one child's page on the Parent Portal, click on the child's name on the left hand side to view their portfolio.

Note: you will only be able to see your own children's portfolios.

Working with Comments

View Comments

To view comments:

- When a new comment has been added, an icon displays with the assignment on the Parent Portal page.



CAMPBELL RIVER

School District 72



- Click on the comment icon or the portfolio item itself to access the item itself. Comments display on the top right of the screen.

Add or Reply to a Comment

To comment on an assignment:

- From within the assignment (see [View a Portfolio Item](#) for details), enter a comment in the **Comment(s)** box.
- Click the **SEND** button.

Manage Your Account

Control whether or not you get notifications and view a record of your logins on the “Manage Your Account page.”

Subscribe or Unsubscribe from Email Notifications

By default, you will receive notifications each time a new portfolio item is published to your child(ren)'s Portfolio(s).

To subscribe or unsubscribe from notifications:

- From within the Parent Portal, click the **My Account** link.
- Under Email Notifications, a list of your child(ren)'s Portfolios display.



CAMPBELL RIVER

School District 72

My Account ADD CHILD

Email Notifications

Notifications will be sent to lisa@gmail.com

- Rachel Jordan's Portfolio
- Yumi Doyle's Portfolio

Active Login Sessions SIGN OUT OF ALL BROWSERS

Device	IP Address	Last Seen	Expires	
Windows 10 Chrome	192.168.0.21	a few seconds ago	in a month	Current Session
Windows 10 Chrome	192.168.0.21	4 hours ago	in a month	SIGN OUT

- Select or deselect the checkboxes beside names you'd like to subscribe or unsubscribe from.
- This simply unsubscribes you from email notifications. You will still be able to view their portfolios.

Add Another Child

If you have more than one child at a school, the teacher will send you an invite. However, when you click the link, you will be taken to the Parent Portal.

To add an additional child:

- Click the ADD CHILD button.

Connect with your child

Using the email invite from your child's teacher, enter the verification information below to login and connect with you child.

Email Address provided

Registration Code from teacher

Where do I find my child's Student ID?

- Enter the information requested by the school district, such as the **Registration Code** and the **Student ID**, in the fields provided.