

HOW TO ACCESS PROGRESS REPORTS ONLINE

1. Go to <http://netclass.covenantday.org> (please save this as a favorite so that you can go back as needed).
2. Type in your User ID and password EXACTLY as it is printed on the letter you received in mail.
3. FOR THE FIRST TIME YOU ACCESS THE SITE, PLEASE CHANGE YOUR PASSWORD!
 - a. Click the Administrative Tab at the top of the screen.
 - b. Click on Change Password
 - c. Enter current password (as written on the letter)
 - d. Enter new password - you will need to remember this and may or may not choose to share with your students(s)
 - e. Re-enter new password
 - f. Click Submit
4. Click the HOME tab at the top of the screen. When you do, you will see...
 - a. Drop-down box on left for student(s) - very helpful to parents with more than one student at CDS
 - b. Latest Daily Grades
 - c. Latest Averages (these are grades from most recent report card!)
 - d. Current student schedule.
5. Click the STUDENTS tab at the top of the screen and then click GRADES
 - a. The default screen will show a snapshot of the most recent report card grades.
 - b. Note the column on the left
 - i. Show for... (can change student from one to another)
 - ii. View -
 1. Averages - the most recent report card grades
 2. **Daily Grades - THIS is the one for mid-term progress information!**
 - iii. Show
 1. Academic Year - will only show 09-10 for now
 2. Session - should ALWAYS be Regular
 3. Marking Column - FOR MID-TERM PROGRESS INFO - click on Q2
 - iv. Class to Display (IF DAILY GRADES IS SELECTED!)
 1. Click on one class at a time to see grades for particular assignments per category
6. Click on the CLASSES tab to view the student schedule
 - a. Note the column on the left to see different views and terms (I recommend choosing Q2 first)
7. Click on the ADMINISTRATIVE tab to change password or to view the FAQ
8. Click on the CUSTOMIZE tab to make simple changes in view

