Resetting a user account & password in PCG

The following steps can only be completed by a Campus Administrator or District Administrator. **Campus administrators** can only reset the account and password of users from their own campus. **District Administrators** can reset the account and password for any user in the district.

1. Click on “Staff Information” button from the PCG Main Menu.

2. Click on the magnifying glass to the right of the “Staff Information” menu option to search for the user.
3. Enter part or all of the users first and last name in the appropriate search fields.

4. Click the “Search” button.

5. Click on the name of the appropriate user.

   The information screen for the selected user will open to the right.

6. Type the new password in the “Password” field and then retype that password in the “Confirm Password” field.

7. Change the status to “Active” if the account was disabled or inactive.

8. Click the “Save” button in the upper right hand corner of the screen to save the changes.
End of Grading Period Procedure
Elementary:

All campuses must close the grading period and all past grading periods by the campus close dates referenced below.

Elementary School Deadlines:

<table>
<thead>
<tr>
<th>Grading Period</th>
<th>Teacher Deadline</th>
<th>Campus Close Date*</th>
<th>Print Report Cards*</th>
<th>Distribution Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3:00 PM</td>
<td>9:00 AM</td>
<td>After 9:00 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3:00 PM</td>
<td>9:00 AM</td>
<td>After 9:00 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3:00 PM</td>
<td>9:00 AM</td>
<td>After 9:00 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3:00 PM</td>
<td>9:00 AM</td>
<td>After 9:00 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3:00 PM</td>
<td>9:00 AM</td>
<td>After 9:00 AM</td>
<td></td>
</tr>
<tr>
<td>3rd Nine Weeks</td>
<td>March 27, 2013</td>
<td>April 1, 2013</td>
<td>April 1, 2013</td>
<td>April 4, 2013</td>
</tr>
<tr>
<td></td>
<td>3:00 PM</td>
<td>9:00 AM</td>
<td>After 9:00 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3:00 PM</td>
<td>9:00 AM</td>
<td>After 9:00 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3:00 PM</td>
<td>3:00 PM</td>
<td>3:00 PM</td>
<td>June 6, 2013 PK-5</td>
</tr>
<tr>
<td>YEAR AVERAGE</td>
<td>May 24, 2013</td>
<td>May 28, 2013**</td>
<td>May 28, 2013**</td>
<td>June 4, 2013 PK AM</td>
</tr>
<tr>
<td></td>
<td>3:00 PM</td>
<td>3:00 PM</td>
<td>3:00 PM</td>
<td>June 6, 2013 PK-5</td>
</tr>
</tbody>
</table>

*No campus should close a campus or print report cards before the specified date.

Teacher Deadline Expectations:

- No blanks, NG’s, I’s, EX’s or other symbols in the Gradebook or Finalize Grade screen unless expressly allowed by the campus administrator.
- All grades finalized and rubrics completed on the Finalized Grade screen for each teacher’s class section.
- All class sections marked as closed by the teacher on the Finalized Grade screen.
- All teachers will have marked the “Mark Progress Period Closed” box on the Finalized Grade screen by the end of the day on the progress report deadline date.

Campus Deadline Expectations:

- All sections are in the “Finalized” or “Overridden” folders inside the resolve grade screen.
End of Grading Period Procedure
Middle School:

All campuses must close the grading period and all past grading periods by the campus close dates referenced below.

Secondary School Deadlines:

<table>
<thead>
<tr>
<th>Grading Period</th>
<th>Teacher Close Date</th>
<th>Campus Close Date</th>
<th>Print Report Cards*</th>
<th>Distribution Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th Six Weeks</td>
<td>April 22, 2013 (8am)</td>
<td>April 22, 2013</td>
<td>April 23, 2013</td>
<td>April 24, 2013</td>
</tr>
<tr>
<td>6th Six Weeks</td>
<td>June 6, 2013</td>
<td>June 6, 2013</td>
<td>TBD</td>
<td>Mailed Home</td>
</tr>
<tr>
<td>YEAR AVERAGE</td>
<td>June 6, 2013</td>
<td>June 6, 2013</td>
<td>TBD</td>
<td>Mailed Home</td>
</tr>
</tbody>
</table>

*No campus should close a campus or print report cards before the specified date.

**Teacher Deadline Expectations:**

- No blanks, NG’s, I’s, EX’s or other symbols in the Gradebook or Finalize Grade screen unless expressly allowed by the campus administrator.
- All grades finalized and rubrics completed on the Finalized Grade screen for each teacher’s section.
- All class sections marked as closed by the teacher on the Finalized Grade screen.
- All teachers will have marked the “Mark Progress Period Closed” box on the Finalized Grade screen by the end of the day on the progress report deadline date.

**Campus Deadline Expectations:**

- All sections are in the “Finalized” or “Overridden” folders inside the resolve grade screen.
End of Grading Period Procedure
Junior High:

All campuses must close the grading period and *all past grading periods* by the campus close dates referenced below.

Secondary School Deadlines:

<table>
<thead>
<tr>
<th>Grading Period</th>
<th>Teacher Close Date</th>
<th>Campus Close Date*</th>
<th>Print Report Cards*</th>
<th>Distribution Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th Six Weeks</td>
<td>April 22, 2013 (8am)</td>
<td>April 22, 2013</td>
<td>April 23, 2013</td>
<td>April 24, 2013</td>
</tr>
<tr>
<td>6th Six Weeks</td>
<td>June 6, 2013</td>
<td>June 6, 2013</td>
<td>TBD</td>
<td>Mailed Home</td>
</tr>
<tr>
<td>Semester 2 (w/ Exam)</td>
<td>June 6, 2013</td>
<td>June 6, 2013</td>
<td>TBD</td>
<td>Mailed Home</td>
</tr>
<tr>
<td>YEAR AVERAGE</td>
<td>June 6, 2013</td>
<td>June 6, 2013</td>
<td>TBD</td>
<td>Mailed Home</td>
</tr>
</tbody>
</table>

*No campus should close a campus or print report cards *before* the specified date.

**Teacher Deadline Expectations:**

- No blanks, NG’s, I’s, EX’s or other symbols in the Gradebook or Finalize Grade screen unless expressly allowed by the campus administrator.
- All grades finalized and rubrics completed on the Finalized Grade screen for each teacher’s section.
- All class sections marked as closed by the teacher on the Finalized Grade screen.
- All teachers will have marked the “Mark Progress Period Closed” box on the Finalized Grade screen by the end of the day on the progress report deadline date.

**Campus Deadline Expectations:**

- All sections are in the “Finalized” or “Overridden” folders inside the resolve grade screen.
End of Grading Period Procedure
High School:

All campuses must close the grading period and all past grading periods by the campus close dates referenced below.

Secondary School Deadlines:

<table>
<thead>
<tr>
<th>Grading Period</th>
<th>Teacher Close Date</th>
<th>Campus Close Date*</th>
<th>Print Report Cards*</th>
<th>Distribution Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th Six Weeks</td>
<td>April 22, 2013 (8am)</td>
<td>April 22, 2013</td>
<td>April 23, 2013</td>
<td>April 24, 2013</td>
</tr>
<tr>
<td>6th Six Weeks</td>
<td>June 6, 2013</td>
<td>June 6, 2013</td>
<td>TBD</td>
<td>Mailed Home</td>
</tr>
<tr>
<td>Semester 2 (w/ Exam)</td>
<td>June 6, 2013</td>
<td>June 6, 2013</td>
<td>TBD</td>
<td>Mailed Home</td>
</tr>
</tbody>
</table>

*No campus should close a campus or print report cards before the specified date.

Teacher Deadline Expectations:

- No blanks, NG’s, I’s, EX’s or other symbols in the Gradebook or Finalize Grade screen unless expressly allowed by the campus administrator.
- All grades finalized and rubrics completed on the Finalized Grade screen for each teacher’s section.
- All class sections marked as closed by the teacher on the Finalized Grade screen.
- All teachers will have marked the “Mark Progress Period Closed” box on the Finalized Grade screen by the end of the day on the progress report deadline date.

Campus Deadline Expectations:

- All sections are in the “Finalized” or “Overridden” folders inside the resolve grade screen.
Grade Change Procedure:

Overview of Grade Change Process:
After the campus has closed the grading period, teachers will no longer be able to go in and make individual changes to their Gradebook. Teachers will fill out a Grade Change Request form, get the form approved and signed by the campus principal, and turned into the campus administrator so that the campus administrator can make the grade change.

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Campus Principal</th>
<th>Campus Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Calculate new average</td>
<td>• Approve Teacher’s requested grade change</td>
<td>• Enter data from LCISD Grade Change Request Form into PCG</td>
</tr>
<tr>
<td>• Fill out LCISD Grade Change Request Form</td>
<td>• Sign LCISD Grade Change Request Form</td>
<td>• File LCISD Grade Change Request From in student’s file</td>
</tr>
<tr>
<td>• Get the form signed and approved by campus principal</td>
<td></td>
<td>• Change grade in Discovery if change is for Semester Average</td>
</tr>
<tr>
<td>• Turn form in to Campus Admin</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Role of the Teacher:
A teacher can make any changes to his/her Gradebook until the end of the school day on the last day of the Six Weeks or the specific teacher deadline as delineated by the campus or district. After the campus has been closed by the campus administrator, teachers should no longer make any changes to their Gradebook. Should any changes need to be made, the teacher will fill out a Grade Change Request form, get the document signed by the campus principal, and turn it into his/her campus administrator.

Role of Campus Principal:
The campus principal must approve all grade changes in PCG before they are given to the campus administrator to insure that all grade changes are for good cause and properly documented on the Grade Change Request form.

Role of the Campus Administrator:
A campus should designate at least one individual to be the Campus Administrator in charge of grade changes. This individual will receive the Grade Change Request forms from teachers, open the campus for the desired grading period, make the change to the teacher’s Gradebook, and re-close the campus for the grading period.
LCISD Grade Change Request Form 2012/2013 - Secondary

Student Name: ____________________________  Student ID #: __________________________

Teacher Name: ____________________________  Campus: __________________________

Course/Section #: __________________________

Grading Period:
- [ ] Six Weeks 1  - [ ] Six Weeks 4
- [ ] Six Weeks 2  - [ ] Six Weeks 5
- [ ] Six Weeks 3  - [ ] Six Weeks 6
- [ ] Sem. 1 Exam  - [ ] Sem. 2 Exam
- [ ] Semester 1  - [ ] Semester 2

Grading Period Average Change:
- [ ] Current Grade: ________  New Grade: ________

Rationale: __________________________________________________________

_________________________________________________

Teacher Signature: ____________________________  Date: __________________________

Principal Signature: ____________________________  Date: __________________________

Admin Signature: ____________________________  Date: __________________________
Schedule Changes in PCG

When students’ schedules are changed within Discovery, it takes an overnight refresh of the information to be seen in PCG. Once the change has shown in PCG, there is a level of manual grade entry that must be done. Check out the flowchart below for a general overview of the process and then the description for more details regarding each step in the process.

Process Description:

**Course ID – Different or the Same**

- The new course will not show up in PCG until one day after the change is made in Discovery.
- If the course ID is different for the student, then the grade **will not** follow the student into the new class. **Registrar or Counselor involvement is required to enter grade for the new course.**
- If the course ID is the same, the grade will follow the student into the new class, but **ONLY** in the average column. **Registrar or Counselor involvement is not required.**
- Individual assignments will **NEVER** follow a student from one class to another.
**Different Course ID:**

For schedule changes where the student is moving from one course to another with a completely different course ID, the grade will not automatically follow. Depending on whether the student is transferring from one campus to another or if the student is having a schedule change within the same campus determines who is responsible for making the manual grade change in PCG. As a reminder, changes made in Discovery will not appear in PCG until the next day.

- **Campus to Campus Change:** If the student is transferring to a new campus, it is the receiving campus registrar’s (or person in similar role) responsibility to enter those incoming grades – including all past grading period grades – into PCG on the Student Information, Resolve Grade screen. Incoming grades should be visible on the Student Information screen; if not, contact the sending campus registrar.

- **Teacher to Teacher:** If the student is transferring within the campus, whether it is from one teacher’s class to another or simply a different course section ID of the same teacher, it is the responsibility of the Counselor (or person in similar role) to enter those incoming grades – including all past grading period grades – into PCG on the Student Information, Resolve Grade screen.

The teacher receiving the new student will then need to go into the **Release/Grade All** screen and enter all grades that the student missed. All assignments that were assigned in the class will need to be released to the new student and the incoming grade entered as the score for each of those assignments. This should be done before any assignments are given to that student. The individual entering the incoming grades into PCG should remind the teacher of this after the incoming grades have been entered in the system.

**Same Course ID:**

For schedule changes that occur where the student is remaining in the same course ID, whether it is a transfer from one campus to another or simply from one teacher’s class to another, the grade will follow the student in the six weeks grading column. As a reminder, changes made in Discovery will not appear in PCG until the next day.

The teacher receiving the new student will then need to go into the **Release/Grade All** screen and enter all grades that the student missed. All assignments that were assigned in the class will need to be released to the new student and the incoming grade entered as the score for each of those assignments. This should be done before any assignments are given to that student. The individual making the schedule change or who is in charge of receiving new students to the campus should remind the teacher of this after the student is in the teacher’s gradebook.

***IMPORTANT REMINDER:***

There is **NO** scenario inside PCG where individual assignment grades will follow a student from one class to another.
PCG End of Year Procedure – Elementary School Campuses

Step 1: Teachers Finalize ALL Nine Weeks Grading Periods

*Note: Most campuses will only need to finalize the 4th Nine Weeks, but if any grading periods have been opened for grade changes, they will need to be closed at this time.

- Teachers should have NO:
  - Blanks
  - NG’s
  - Incompletes

- Teachers finalize ALL grading periods that are open.
- Recommended: Have teachers review their Gradebook to insure they are pleased with all final averages and the Year Average.
  *Note: Year Average is not accurate until all Nine Weeks grading periods are finalized.

Step 2: Teachers Finalize the “Year” Grading Period

- Teachers go to the Finalize Grade screen, select the “Year” folder, and go through each class.
  - Check that averages are correct
    *Note: No Nine Weeks grades should have an asterisk (*) next to it. If there is, that grade has not been finalized.
  - Check the Finalized Box for each student
  - Mark the Grading Period Closed

Step 3: Teachers Print out Gradebook Reports

- Teachers print out the Gradebook Validation 5-12 Report. (This report works for grades 1-5)
- Teachers save the Gradebook Record by Class Report to their H: Drive.
- Teachers verify their grades.
- Teachers should sign and date each page and turn this in to the building administrator.

Step 4: Campus Administrator Closes ALL Nine Weeks Grading Periods

*Note: Most campuses will only need to finalize the 4th Nine Weeks, but if any grading periods have been opened for grade changes, they will need to be closed at this time.

- In the “Resolve Grade” screen, check each grading period, making sure ALL teachers have finalized grading periods:
  - Nine Weeks 1
  - Nine Weeks 2
  - Nine Weeks 3
  - Nine Weeks 4
- Finalize all Nine Weeks Grading periods for Entire Campus.

Step 5: Campus Administrator Closes the “Year” Grading Period

- In the “Resolve Grade” screen, check that ALL teachers have finalized the “Year” grading period.
- Finalize the “Year” grading period for Entire Campus.
PCG End of Year Procedure – Middle School Campuses

Step 1: Teachers Finalize ALL Six Weeks Grading Periods
*Note: Most campuses will only need to finalize the 6th Six Weeks, but if any grading periods have been opened for grade changes, they will need to be closed at this time.

☐ Teachers should have NO:
  ◦ Blanks
  ◦ NG’s
  ◦ Incompletes

☐ Teachers finalize ALL grading periods that are open.

☐ Recommended: Have teachers review their Gradebook to insure they are pleased with all final averages and the Year Average.
  *Note: Year Average is not accurate until all Six Weeks grading periods are finalized.

Step 2: Teachers Finalize the “Year” Grading Period

☐ Teachers go the Finalize Grade screen, select the “Year” folder, and go through each class.
  ◦ Check that averages are correct
    *Note: No Six Weeks grades should have an asterisk (*) next to it. If there is, that grade has not been finalized.
  ◦ Check the Finalized Box for each student
  ◦ Mark the Grading Period Closed

Step 3: Teachers Print out Gradebook Reports

☐ Teachers print out the Gradebook Validation 5-12 Report.

☐ Teachers save the Gradebook Record by Class Report to their H: Drive.

☐ Teachers verify their grades.

☐ Teachers should sign and date each page and turn this in to the building administrator.

Step 4: Campus Administrator Closes ALL Six Weeks Grading Periods
*Note: Most campuses will only need to finalize the 6th Six Weeks, but if any grading periods have been opened for grade changes, they will need to be closed at this time.

☐ In the “Resolve Grade” screen, check each grading period, making sure ALL teachers have finalized grading periods:
  ◦ Six Weeks 1
  ◦ Six Weeks 2
  ◦ Six Weeks 3
  ◦ Six Weeks 4
  ◦ Six Weeks 5
  ◦ Six Weeks 6

☐ Finalize all Six Weeks Grading periods for Entire Campus.

Step 5: Campus Administrator Closes the “Year” Grading Period

☐ In the “Resolve Grade” screen, check that ALL teachers have finalized the “Year” grading period.

☐ Finalize the “Year” grading period for Entire Campus.
PCG End of Year Procedure –
Junior High Campuses

Step 1: Teachers Finalize ALL Six Weeks Grading Periods & Semester 2 Exam
*Note: Most campuses will only need to finalize the 6th Six Weeks & Semester 2 Exam, but if any grading periods have been opened for grade changes, they will need to be closed at this time.

- Teachers should have NO:
  - Blanks
  - NG’s
  - Incompletes
- Teachers finalize ALL grading periods that are open.
- **Recommended:** Have teachers review their Gradebook to insure they are pleased with all final averages and the Semester Average.
  *Note: Semester Average is not accurate until all Six Weeks Grading periods are finalized.

Step 2: Teachers Finalize the Semester 2 Grading Period

- Teachers go the Finalize Grade screen, select the Semester 2 folder, and go through each class.
  - Check that averages are correct
    *Note: No Six Weeks grades should have an asterisk (*) next to it. If there is, that grade has not been finalized.
  - Check the Finalized Box for each student
  - Mark the Grading Period Closed

Step 3: Teachers Finalize the “Year” Grading Period for classes

- Teachers go the Finalize Grade screen, select the “Year” folder, and go through each class.
  - Check that averages are correct
    *Note: No Semester grades should have an asterisk (*) next to it. If there is, that grade has not been finalized. It is also important that you finalize grades in the correct order: six weeks > semester > year. If you need to make a change at the six weeks level, be sure to unfinalize the semester and year grading periods before you do so the updated average will roll up to those grading periods.
  - Check the Finalized Box for each student
  - Mark the Grading Period Closed

Step 4: Teachers Print out Gradebook Reports

- Teachers **print** out the Gradebook Validation 5-12 Report.
- Teachers **save** the Gradebook Record by Class Report to their H: Drive.
- Teachers verify their grades.
- Teachers should sign and date each page and turn this in to the building administrator.
Step 5: Campus Administrator Closes ALL Six Weeks Grading Periods, Semester 2 Exam, & Semester 2

*Note: Most campuses will only need to finalize the 6th Six Weeks, Semester 2 Exam, & Semester 2, but if any grading periods have been opened for grade changes, they will need to be closed at this time.

☐ In the “Resolve Grade” screen, check each grading period, making sure ALL teachers have finalized grading periods:
  ☐ Six Weeks 4
  ☐ Six Weeks 5
  ☐ Six Weeks 6
  ☐ Semester Exam 2
  ☐ Semester 2

☐ Finalize all Six Weeks Grading periods, Semester Exam 2, & Semester 2 for Entire Campus.

Step 6: Campus Administrator Closes the “Year” Grading Period

☐ In the “Resolve Grade” screen, check that ALL teachers have finalized the “Year” grading period.
☐ Finalize the “Year” grading period for Entire Campus.
PCG End of Year Procedure – High School Campuses

Step 1: Teachers Finalize ALL Six Weeks Grading Periods & Semester 2 Exam

*Note: Most campuses will only need to finalize the 6th Six Weeks & Semester 2 Exam, but if any grading periods have been opened for grade changes, they will need to be closed at this time.

- Teachers should have NO:
  - Blanks
  - NG’s
  - Incompletes

- Teachers finalize ALL grading periods that are open.

  Recommended: Have teachers review their Gradebook to insure they are pleased with all final averages and the Semester Average.

  *Note: Semester Average is not accurate until all Six Weeks Grading periods are finalized.

Step 2: Teachers Finalize the Semester 2 Grading Period

- Teachers go the Finalize Grade screen, select the Semester 2 folder, and go through each class.
  - Check that averages are correct
    *Note: No Six Weeks grades should have an asterisk (*) next to it. If there is, that grade has not been finalized.
  - Check the Finalized Box for each student
  - Mark the Grading Period Closed

High School Campuses do **NOT** to finalize the Year average.

Step 3: Teachers Print out Gradebook Reports

- Teachers print out the Gradebook Validation 5-12 Report.
- Teachers save the Gradebook Record by Class Report to their H: Drive.
- Teachers verify their grades.
- Teachers should sign and date each page of the Gradebook Validation 5-12 Report and turn this in to the building administrator.

Step 4: Campus Administrator Closes ALL Six Weeks Grading Periods, Semester 2 Exam, & Semester 2

*Note: Most campuses will only need to finalize the 6th Six Weeks, Semester 2 Exam, & Semester 2, but if any grading periods have been opened for grade changes, they will need to be closed at this time.

- In the “Resolve Grade” screen, check each grading period, making sure ALL teachers have finalized grading periods:
  - Six Weeks 4, 5, & 6
  - Semester Exam 2
  - Semester 2

- Finalize all Six Weeks Grading periods, Semester Exam 2, & Semester 2 for Entire Campus.
PCG End of Year Procedure – High School Campuses -Seniors

Step 1: Teachers Finalize ALL Six Weeks Grades & Semester 2 Exam for Seniors

*Note: Most campuses will only need to finalize the 6th Six Weeks & Semester 2 Exam, but if any grading periods have been opened for grade changes, they will need to be closed at this time.

☐ Teachers should have NO:
  o Blanks
  o NG’s
  o Incompletes

☐ Teachers finalize ALL grades for SENIORS ONLY. Do NOT mark the grading period closed.

*Note: Semester Average is not accurate until all Six Weeks Grading periods and Semester Exam 2 are finalized.

Step 2: Teachers Finalize the Semester 2 Grades for Seniors

☐ Teachers go the Finalize Grade screen, select the Semester 2 folder, and go through each class.
  o Check that averages are correct
    *Note: No Six Weeks grades should have an asterisk (*) next to it. If there is, that grade has not been finalized.
  o Check the Finalized Box for each Senior. Do NOT mark the grading period closed.

NO CHANGES SHOULD BE MADE TO STUDENT GRADES AFTER THEY HAVE BEEN MARKED AS FINALIZED AND THE FINAL REPORT IS PROCESSED FROM DISCOVERY.

Step 3: Discovery Upload

☐ Twice daily, finalized grades will upload into Discovery

Step 4: Discovery Reports

☐ Campuses will receive 4 daily reports from Discovery that show:
  o List of Seniors that have been finalized
  o List of Seniors that have NOT been finalized
  o Final Averages of all finalized Seniors
  o Failure list of all finalized Seniors

Step 5: Finalizing the Campus

☐ Finalizing the campus ONLY occurs after ALL students (not just Seniors) have been finalized. This will not occur until the end of the semester. For more details see the document “PCG End of Year Procedure – High School Campuses” on how to finalize the entire campus for the Semester.
How to access the Classroom Connection Center

Registering:
2. Click on the “Online Grades” button just below the LCISD banner.
3. Carefully read through the Classroom Connection Center overview. To link a child to your account you will need the following pieces of information on that student:
   - District issued Student ID
   - Last 4 digits of the students PEIMS ID (usually the last 4 digits of student’s Social Security number)
   - Student’s date of birth
4. Click on the Register button.
5. Carefully read through the terms and conditions.
6. Click on the box signifying that you agree to the terms and conditions for access and use of the LCISD Parent Portal (Classroom Connection Center) and click Submit.
7. Complete the registration form and click Submit.

Linking Students to Your Account:
1. After registering for the Classroom Connection Center, you will receive an email from noreply@lcisd.org. In this email, you will find the following pieces of information:
   - Your username – this is the same as your email address
   - Your password
   - A link to click on to activate your account and connect your student to your account
2. Click on the link to activate your account.
3. A new window will open. Click the button “Link Students” to connect students to your account.
4. Fill out all the information for you student and then click Submit. In the area below the submit section, you will then see your student’s information if it was able to confirm the information you typed in.
5. If you are able to link a student to your account, in 24-48 hours you will be able to access the Classroom Connection Center to view grades, attendance, and more.

Accessing the Classroom Connection Center:
2. Click on the “Online Grades” button just below the LCISD Banner.
3. Click on the login button.
4. Put in the username and password information exactly as it is written in your confirmation email from noreply@lcisd.org.
# Classroom Connection Center

## Registering
2. Click on the “Online Grades” button just below the LCISD banner.
3. Carefully read through the Classroom Connection Center overview. To link a child to your account you will need the following pieces of information on that student:
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6. Click on the box signifying that you agree to the terms and conditions for access and use of the LCISD Parent Portal (Classroom Connection Center) and click Submit.
7. Complete the registration form and click Submit.

## Linking Students to Your Account
1. After registering for the Classroom Connection Center, you will receive an email from noreply@lcisd.org. In this email, you will find the following pieces of information:
   - Your username — this is the same as your email address
   - Your password
   - A link to click on to activate your account and connect your student to your account
2. Click on the link to activate your account.
3. A new window will open. Click the button “Link Students” to connect students to your account.
4. Fill out all the information for your student and then click Submit. In the area below the submit section, you will then see your student’s information if it was able to confirm the information you typed in.
5. If you are able to link a student to your account, in 24-48 hours you will be able to access the Classroom Connection Center to view grades, attendance, and more.

## Accessing the Classroom Connection Center
2. Click on the “Online Grades” button just below the LCISD banner.
3. Click on the login button.
4. Put in the username and password information exactly as it is written in your confirmation email from noreply@lcisd.org.