



On the **Page Level Security** screen accessed from the **ParentAccess Administration** screen in GradeBook, you can grant or deny access to screens in ParentAccess per **GradeBook**, **Parent**, and **Student** account types. **GradeBook** accounts refer to staff members accessing ParentAccess through a student’s perspective. **Parent** accounts refer to parent or guardian accounts, though some access granted to this role applies only to the primary contact. If a menu item has any subitems, each subitem controls specific functionality for the related screen. You can select a main menu item without enabling any of its subitems to give users limited or read-only access to a screen. If you enable a subitem to provide users with additional privileges, by default, the main menu item is automatically selected.

## Student Section

Screen/Task	Description of Access
<b>Home</b>	View an overview of grades, homework, and daily attendance
<b>Attendance</b>	View absences and tardies for daily and period attendance on the days they occurred
<b>Attendance Totals</b>	View absence and tardy totals on the attendance details screens
<b>Grades</b>	View grades for all reporting periods; not official report card or interim grades
<b>Homework Planner</b>	Refers to the <b>Planner</b> screen, which displays any homework assignments that teachers have posted for their classes
<b>Schedule</b>	View the student’s schedule, transportation information, counselor information, and locker information
<b>View Transportation</b>	View the student’s transportation information, such as parking spot and bus number
<b>View Locker*</b>	View the student’s locker information, such as locker number and combination
<b>View Homeroom</b>	View the student’s homeroom number
<b>Report Card</b>	View the student’s report card on the screen; not official report card or interim grades
<b>View Official Report Cards*</b>	Lets users click <b>View Paper Report Card</b> , which downloads a PDF version of the official report card
<b>Course Request</b>	Request courses for the upcoming grading period or school year
<b>Activities</b>	View assigned VirtualClassroom activities (parents can access a read-only version of the activity)
<b>Submit Student Activities</b>	Submit responses for assigned VirtualClassroom activities
<b>Resources</b>	View resources posted by teachers in VirtualClassroom
<b>Fees*</b>	View fee information, such as amount owed and for what reason; also allows a fees notification to display on the <b>Schedule</b> screen

\*For **Parent** accounts, only the primary contact has access to this item.



## School Section

Screen/Task	Description of Access
News	View news posted by a district administrator
Calendar	View a school calendar, for which users can set preferences for event types, specific classes, or schools
Class Information	View each class with the teacher's name, teacher's email address, and room number; click a class to view its information page if set up by the teacher for that class ( <b>Class Information Page Maintenance</b> screen)

## Family Section

Screen/Task	Description of Access
Alerts	Set up email alerts regarding low grades and missing assignments
My Account	View the screen that houses the <b>Account Info</b> , <b>Change Password</b> , and <b>My Students</b> (Parent accounts only) tabs
Profile	Use <b>Account Info</b> tab for updating name, username, and email address
Change Password	Use <b>Change Password</b> tab
Manage Student*	Use <b>My Students</b> tab for linking additional students
Create Student Accounts*	Lets parent/guardian create student accounts for their children
Reset Student Password*	Lets parent/guardian or teacher reset a student's password
Student Contacts*	View the contacts the parent/guardian provided to the school
Edit Contact*	Update contacts except for the primary contact's main address and main phone number
Student Profile*	View student's name, school, enrollment date, grade, homeroom, birthday, sex, ID, and address(es)
View Notes*	View StudentInformation custody, disability, medical, and miscellaneous alerts

\*Student accounts never have access to this item.

**Note:** Though the section title is **Family**, on the navigation menu in ParentAccess for the student, the heading is **Account Management**.