Student Contacts Quick Reference

Step 1 – Convert Building Level Contact Types to District Contacts
(StudentInformation – Management – School Administration – Student Codes Administration – Contact Type Codes)

1. Check Building Level Codes, print list
2. Create Codes at District Level
3. Map Building Level Codes to District Level Codes
4. Verify/Update 'Is Publicly Viewable' checkbox on District Contact Codes

Step 2 – Update Family Group Options (District Level)
(StudentInformation – Management – District Administration – District Options)

1. Set Family Courier options
2. Set Family Group Editing options (by Building or District)

Step 3 – Create/Update Family Groups

Via Wizard **(StudentInformation – Management – District Administration – Family Groups Wizard)**
Manually **(StudentInformation – Management – District Administration – Family Groups)**

Step 4 – Consolidate Family Group Contacts
(StudentInformation – Management – District Administration – Family Groups) Contacts Tab

1. Map contacts to all applicable students in the Family Group

Step 5 – Add Contacts to Students via Family Groups Contacts Tab
(StudentInformation – Management – District Administration – Family Groups) Contacts Tab

1. Regular Contacts
2. Professional Contacts

Step 6 – Set-Up Contact Editing via ParentAccess in GradeBook
(PA Admin – Page Level Security)

1. View Only (Student Contacts)
2. Edit (Edit Contact)

Step 7 – Link Contacts for ParentAccess Editing via Family Groups
(StudentInformation – Management – District Administration – Family Groups) Contacts Tab

1. Contacts Must be linked to all students (Gray/Black Chain Link icon)
2. Link Contacts in SI to Parent Access account in GB (Blue Chain Link icon)
3. Mark Blue Chain Link icon as Parent Access Account Admin (Gavel icon)