



Cheat Sheet for Parent Portal

URL for Parent Portal <http://www.brookline.k12.ma.us/parentportal>

There are 3 tabs available to parents in the Portal

Brookline Public Schools 2016-2017

Aaron, Dad

Pages Family Academics

The Pages tab:

- Announcements
- Published Reports
 - Report Cards
 - Progress Reports
- Group Resources
- Tasks
 - Initiate Data Verification Workflow
- Web Sites
 - School Web Sites
 - School Lunch- pay online
 - Town Web Sites
 - DESE Web Site

The screenshot shows the 'Pages' tab selected. The 'Announcements' section is highlighted with a red box. Below it, the 'Published Reports' section contains a table with columns: Filename, Downloaded, Creator, and Description. The 'Group Resources' section is also highlighted with a red box and contains a list of links. The 'Tasks' section is highlighted with a red box and shows a table with columns: Received, Workflow, No Tasks, Task, and Subject. The 'Web Sites' section is highlighted with a red box and lists various school and town websites.

The Family tab:

- Details
- Contacts
- Attendance-Daily
- Transcript
- Schedule
- Membership
- Documents
 - To access archived pdfs of grade reports, click on Documents

The screenshot shows the 'Family' tab selected. The 'Students' section is active, displaying a table with columns: Name, Gender, DOB, and Grade. The 'Documents' link in the left sidebar is circled in red. The table contains the following data:

Name	Gender	DOB	Grade
Aaron, TestStudent0	M	1/1/2000	BEEP4
Aaron, TestStudent1	M	9/8/2000	01
Aaron, TestStudent3	M	2/4/2016	03
Aaron, TestStudent4	M	3/3/2010	04
Aaron, TestStudent5	M	1/4/2000	05
Aaron, TestStudent7	M	1/1/2002	07

The Academic tab:

- Details
- Assignments
- Attendance-Class

The screenshot shows the 'Academic' tab selected. The 'Classes' section is active, displaying a table with columns: Description, Course, Term, TrackID, Teacher, and Primary Staff > Email. The 'Attendance' link in the left sidebar is highlighted with a blue box. The table contains the following data:

Description	Course	Term	TrackID	Teacher	Primary Staff > Email
EL Term Comment 00	ELC00-999	FY		Aaron, TestInstructor77	aaron@gmail.com
English Lang Development 00	ELD00-999	FY		Aaron, TestInstructor77	aaron@gmail.com
EL Habits & Behaviors 00	ELH00-999	FY		Aaron, TestInstructor77	aaron@gmail.com

Need Help? Send email to: datateam@psbma.org