HOW TO VIEW MY CHILD'S DAILY ATTENDANCE

1. Log on to **http://sis.mybps.org**
2. Click on the **Family tab**

3. Check off your **child's name** and click on **Daily Attendance** on the left tab to see the details.

HOW TO VIEW MY CHILD'S CLASS ATTENDANCE

1. Log on to **http://sis.mybps.org**
2. Click on the **Academics tab**

3. Choose the **Student**

4. Check off **the class** you want to view the attendance for and click on the **Attendance side-tab** to see the details.

HOW TO VIEW MY CHILD'S GRADE OR REPORT CARD GRADES

1. Log on to **http://sis.mybps.org**
2. Click on the **Family tab**

3. Check off **student name** and click on the **Transcript side-tab**.

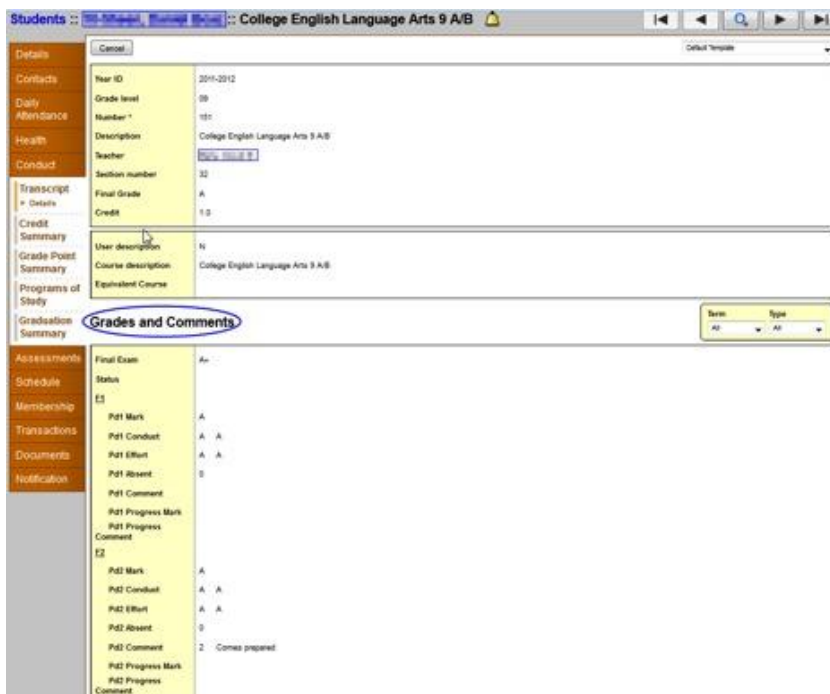4. The transcript tab will display the **current year** records by default.

5. Click on the **Filter** icon on the top right corner to see your child's grades for the **current school** or **all transcript records**.

6. Click on the **Dictionary Menu** icon (small book icon in the top right corner) to switch between the different transcript definitions (trimesters, quarters, or quintiles)

7. Click on an **individual course** to view the details for that course's transcript record such as all the **grades and comments** earned on that class.
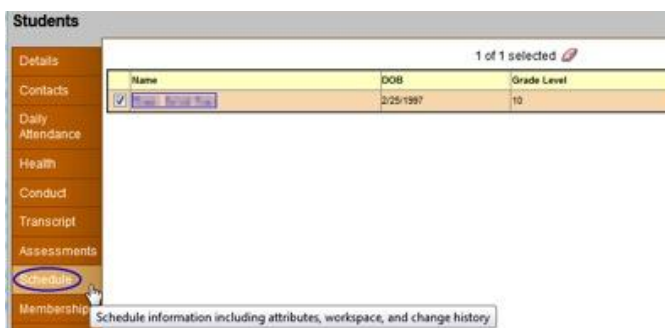
8. After you finish looking at the details, click **Cancel** to return to the list of classes or click any other side-tab or tab.

HOW TO VIEW MY CHILD'S SCHEDULE

1. Click on the **Family tab**.

2. Check off **student name** and click on the **Schedule side-tab**.

3. View the student's schedule for the current school year. For each class, you can see the:

- Course number and description (such as 366-01 Spanish Honors)
- Term the student takes the class (such as S1, or Semester 1)
- Schedule (which days and periods the student takes the class, such as M (1-6)
- Teacher (the names are blurred out on the example below)
- Room number
- Schedule matrix

4. To switch the schedule between the **List view** and the **Matrix view**, click on **List View** on the top left corner and vice-versa.

HOW TO SIGN UP FOR EMAIL NOTIFICATIONS FROM YOUR CHILD'S SCHOOL AND TEACHERS

When your school uses email notifications, parents and students can **subscribe to receive email** messages when any of the following conditions occur:

- A new daily attendance record is created.
- A grade below the threshold you define is recorded.

To subscribe to email notifications:

1. Click the **Family tab**.

2. Click the **Notification side-tab**.

3. At the top of the page, any email addresses associated with your account appear. **Select the checkbox** next to each email address where you want to receive notifications.

4. After viewing the description of each email, select the **Subscribe checkbox** if you want to receive that email notification.

Note: For the **Grades** notification, define a **Grade Threshold** between 1 and 100. The system will send an email when the student receives a grade below that threshold.

5. For each subscription, the system sends the appropriate messages to the designated email account. To view or change this account, click **Set Preferences** on the settings bar on the top right corner of the page.
6. Then click on the **Security sub-tab**, type in the **new email**, and click **Ok**

Note: Your changes to this screen are saved automatically. There is no Save button.

How to View My Child's Academic Progress (test, quiz, and assignment scores)

1. Log on to **http://sis.mybps.org**
2. Click on the **Academics tab**
3. Choose the student from the drop-down menu
4. Click on the class name to get a **summary** of the current progress
    or
5. Click on the **Assignments side-tab** to see a detailed list of the current assignments.
6. Click on an individual assignment to see details of that assignment, your child's grade, and any files or resources provided to the parent.