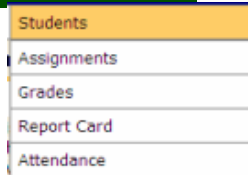




Net Classroom Quick Guide

Students



This option on the Navigation bar allows you to view assignments, grades, report cards and attendance statistics.

Assignments

View Assignment listings with due dates visible. Documents stored by teachers may also be located on an assignment and are available for retrieval by clicking on the document link.

| Test Two, Test Science | | | | |
|------------------------|-----------|-------------------------------|------------------------------|----------|
| Test4 | 8/15/2007 | test | | Tests |
| Test 1 | 8/21/2007 | Test on 1st Chapter | | Tests |
| Hmwk 2 | 8/23/2007 | Page 32 in Prentice Hall text | HMKW_Wk1.doc | Homework |
| Hmwk 3 | 8/24/2007 | Page 45 exercises 1-4 | | Homework |
| Pop | 8/25/2007 | pop quiz | | Quizzes |
| Hmwk 1 | 8/29/2007 | Page 31 in Prentice Hall text | HMKW_Wk1.doc | Homework |
| Pop 1 | 8/29/2007 | Pop Quiz on Summer Reading | | Quizzes |

Grades

View detailed information about your student's grades by selecting this option. You may also click on the teacher's name to send an e-mail.

Click on the check- marked gradebook icon to link to grade details.

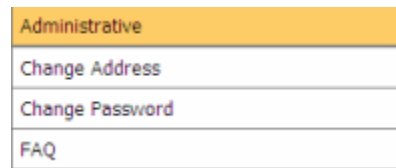
| | | Fall |
|--------------------------------|--|-------------------------------------|
| Test history - 1, Test History | | <input checked="" type="checkbox"/> |
| Course | | |
| Taught by: Test Coop | | |
| Test One - 1, Test Math | | |
| Test Three - 1, Test Three | | |
| Test Two - 1, Test Science | | <input checked="" type="checkbox"/> |

Report Card (Location of Friday Reports)

Click on this option to open a PDF copy of your student's report card. Weekly Friday Reports as well as end of semester report cards are published under this option.

Attendance

Click on this option to review you student's absences and tardies.



Administrative

This allows you to update your address (not phone numbers) as well as allowing you to change your password.

Because your student uses Net Classroom for information about assignments. please be sure to share password changes with them.

Alert the MSA front office if you do change your address and/or phone number.

Questions?

Contact your student's Advisor
or MSA Technology director
Paul Barkley at
pbarkley@millsprings.org

Parent's Guide to Net Classroom

This is your guide to using Net Classroom which provides up to date information about your student's progress from any computer.



Mill Springs Academy

Please enter your User ID and Password to access Mill Springs Academy. Press the Log In button to continue.

User ID:

Password:

Mill Springs Academy
13660 River Providence Road
Alpharetta GA 30004-3413
(770) 380-1336

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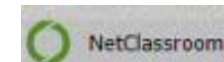
Sign on to Net Classroom

1. Obtain User Name and Password from Advisory teacher or MSA IT dept.

2. Go to MSA website.

www.millsprings.org

3. Click on Net Classroom icon



4. Enter User Name and Password.

User Name: _____

Password: _____

5. Click "Logon"

Net Classroom Quick Guide

Home Page Net Classroom

Home Page

Home page contains an overview of current grades, schedule, assignments and announcements by class and by school. The navigation bar at the top allows you to maneuver to other views or options.

Under the **My Grades** section you will see your student's current average for each class. You can double click on the class to view detailed information about all of their graded assignments.

The **My Schedule** section lists your student's schedule based on parameters you set.

The **My Assignments** lists all assignments based on the customizations set. You may view more detail by clicking on the links.

Announcements are posted by the School Administration and appear in the left column. Announcements by teachers in academic classes are listed under **My Announcements**.

Customize the view

You can select **Customize** to change your password and how many days of assignments or grades you wish to view.

Student Schedule

You can view your student's schedule by selecting **Classes > Schedule**. You may choose to view by: **List** (default), **Grid**, or **Calendar** (day, week or month).

Select the options on the left sides of the screen to select your view. You may also click on Teacher name to send an e-mail.

Student Classes

You may also select **Schedule > Classes** to view details about assignments, announcements or documents that you can save to your computer at home.

1. Choose the class with assignments you wish to view.
2. **Class Announcements** are directions from the teacher in the selected class. Announcements may contain links to websites which can be opened directly by double clicking the link.
3. Under **Documents** you may see a listing of document (s) with brief descriptions. Open by double clicking on the link, you will be instructed to **Open, Save** or **cancel**.