

Ignitia is pleased to release Parent Mode. This addition to our product provides a method to assist in increasing parent/guardian involvement in their students education.

A couple of changes you, as the admin will notice:

1. The **Calendar** tab is not where it used to be. Calendars and terms are now accessed by clicking the **School Settings** tab. The functions work exactly as they did before.
2. Also on the **School Settings** tab, you'll notice the **Thresholds & Weighting** tabs were combined, as were the Global Permissions, Student Permissions, and Teacher Permissions tabs. These three are all now under the **Permissions** tab. The Admin and Teacher User Guides are currently being updated to reflect the additional functionality you'll see.
3. Immediately after the **Students** tab you see the new **Parents** tab.

Parent Mode Start-up for Admins

The actual setup and use of this mode is very simple and straightforward.

1. Click the **Parents** tab.
2. Click the **Create Parent Profile** to set up a new parent/guardian login.
3. Enter the **First Name** of the parent or guardian.
4. Enter the **Last Name** of the parent or guardian.
5. Enter the **Login ID** (the email address of the parent or guardian).
6. Start typing the name of the student in the **Add Student** textbox. A filtered list appears. Select the name of the student to associate with this parent or guardian.
7. Click **Add**.

Repeat steps 6 and 7 to associate additional students.

8. Click **Proceed** when you have added all students to be linked to this parent/guardian account.
9. Verify the information you added and click **Send Emails**.
10. Click **OK** on the **Emails Sent** confirmation box.

You should now be able to find the parent/guardian in the list of parents. If you need to search for the parent/guardian name, you must press the **Enter** key after entering in any of the search fields (**First Name**, **Last Name**, **Login ID**).



Parent Mode for the Admin

The parent receives an email with the following message:

Hi [First Name Last Name],
A new account has been created for you. Please visit the on the following link to update your password and activate your account.
[school website link inserted here]

Thank You

Once the parent clicks the link, your school's Ignitia website opens to a login screen requiring the parent/guardian to create a password. Once that is done, they are asked to accept the EULA. After they accept the EULA, they are asked to confirm that the students associated with their account are the correct ones. As soon as they click Yes on the Confirm Students box, they see their Home page.

Until the parent does this, you will see a **Resend Confirmation** link in the **Controls** column on the **Parents** tab for the newly created profile. Once the parent/guardian logs in, you no longer see this link in the **Controls** column.

The two links remaining in the **Controls** column are **Edit** and **Reset Password**. When you click the **Reset Password** link, an email is sent to the parent/guardian with the website link allowing them to create a new password.

The **Edit** link displays the parent profile. You can inactivate a parent/guardian, add or remove students associated to this profile, or you can change the **First** or **Last Name**. At this time, you CANNOT change the **Login ID**. You need to inactivate it and create a new profile if the parent or guardian changes their email address.

On the **Parents** tab, you can sort and filter the list just as you can on the **Students** and **Teachers** tabs.