ELEMENTARY GRADEBOOK FOR PARENTS & STUDENTS

Gradebook allows guardians to view their student’s information online such as attendance, assignment and assessment, academic standards progress, as well as sign-up for email alerts for assignment reports.

1. To sign into Gradebook, go to the Everett Public Schools’ website: [www.everettsd.org](http://www.everettsd.org) and click on the Grades & More icon located in the upper right corner of the website.

Or type this in the address bar of your browser: [https://LMS.everettsd.org](https://LMS.everettsd.org)

This will bring you to the Learning Management Services webpage.

Click on the report card icon to access the Gradebook homepage to see current grades and attendance.
2. Log in using your guardian account. Usernames are system generated upon registration for all guardians and the standard format for guardian usernames are **First Initial.Last name**.

   **Sample:**
   Guardian: John Doe  
   Username: J.Doe

Don’t remember your guardian login? From your registered email, send an email request to [lms@everettsd.org](mailto:lms@everettsd.org) and provide your student’s name, school, student ID and your relationship to the student. Include in your email all your children who currently attend Everett Public School. This will ensure we will link them all to one guardian account for you.

3. Once logged in, you will see the following menu.

   If using a mobile device, you may need to go to the triple bar menu icon to see the menus.
**Missing and Upcoming Assignments menu** – This menu option provides a list of missing and upcoming assignments for all curriculum courses.

**Grades menu** – This menu option contains information on assignments, learning standards, attendance and a narrative for the course. In addition, guardians can click the icon to email the teacher on any of the tabs.

1. **GB Assignments tab**: This tab will show the assignments, the maximum standard score allowed, the student’s progress score for each standard.
2. **Learning Standards tab**: This tab will show the overall progress in each learning standard. Expand the learning standard to see which assignments are linked to this standard.

3. **Attendance tab** – This tab provides attendance information. Red and yellow colors indicate an attendance has been entered. Clicking on the colored date in the calendar view will take you to the absence detail for that date.
4. **Narrative tab** – Teachers can use this section to inform the guardians the type of content that may be covered in the course over the school year. Often this section is not used since teachers may communicate this information to parents in other methods such as a parent letter, information during Curriculum Night or a course syllabus.

The instructor has not entered any information for this class.

**Schedule menu** – provides a list of classes scheduled for the current semester.

**Options menu** – This menu option enables guardians to view their profile details. In addition, guardians may subscribe to receive an email alert regarding assignments based on the preferences they choose. The subscription is tied to the student’s schedule, so if the student has a change in their schedule, the notification preferences will need to be reset.
To set up your email alerts, click the Edit button under Subscriptions and set your preferences as needed.

Select the day(s) you want to get the assignment notifications.

Click the button to turn on the email feature(s). This email is preset to the email registered with the school.

Select a standard score threshold for each curriculum course in which you want an alert. Example: If you want to know when the math standard score drops to a 3; toggle the button for Math and then select 3 from the pull-down menu.

Click on “Save” button when done to keep your changes.
HOME ACCESS CENTER “INFO” SITE
Home Access Center (HAC) allows all K-12 students and parents to see a month view of their attendance, report cards, discipline, IEP plan, and update their own phone or email information.

1. To sign into HAC, go to Everett Public Schools’ website: www.everettsd.org and click on Grades & More icon.
2. Click on the “Info” icon to access HAC to see transcript, test scores, attendance and more.

Home tab will show useful school links.

Attendance tab will show the attendance records.

Grades tab will show high school transcripts, test scores and more.

Student Support tab will show discipline and IEP information.

Registration tab will show basic student demographics and contact information. You can update your phone number in this section.