A Quick-Start Guide for Parents

Thomas Jefferson's grades, assignments, and attendance portal

We are excited to offer online access to academic information about your students including grades, attendance, conduct, report cards, and transcripts. The TJ Parent Portal helps keep you informed by giving you easy access to schedules, assignments, grades, report cards, transcripts, attendance, and conduct marks. With your unique TJ Portal user ID and password, you can view academic records for your child or children. Other users cannot access your family's information, and each parent and student receives a unique set of login credentials.

Logging Into the TJ Portal

Visit the TJ Web site at http://www.tjeffschool.org and select the "TJ Portals" menu item, and the "Parent" link:

On the TJ Portal login screen, enter the online user ID and password you received from TJ. Please do not share this information with anyone. Each parent and each student receive a unique ID, and to protect your privacy, these should not be shared.

To change your password, select "Change Password" from the "Administrative" menu once you log in with the password provided by the school. Your password can be a maximum of 20 characters, and is not case-sensitive. Select a password that others cannot easily guess. For safe, secure passwords, follow these guidelines:

Do not include:
- A family name in any form (first, middle, last, maiden, spelled backwards, nickname, or initials).
- Any part of your user ID, or any common name, such as Joe.
- A phone or office number, address, birthday, or anniversary.

If you have difficulty accessing the TJ Parent Portal, call 781-5124 x240 or x248, or send an e-mail message to portal@tjeffschool.org to get help.

Before logging in to the TJ Parent Portal for the first time, please watch the short introduction video available on the TJ web site at www.tjeffschool.org/portal.

See the reverse side of this page for an overview of TJ Parent Portal Features.

Through the TJ Parent Portal you can:

- **Find out when classes meet.** To open the Schedule page, select "Schedule" from the "Classes" menu. On the "Schedule" page, you can view a schedule for a specific academic year, term, month, week, or day.
- **Verify the dates and details of homework assignments, quizzes, and tests.** To open the "Assignments" page, select "Assignments" from the "Students" menu. On this page, you can view assignment information by day, week, or month. You can sort assignments by class or category, and select to view assignments for a selected class or category of assignment only.
- **Review grades from the current or previous quarter, semester, or academic year**. To open the "Grades" page, select "Grades" from the "Students" menu. On the "Grades" page, select an academic year and session to view marking column grades for each class.
- **View contact information for teachers on the Faculty Information page**. On the "Grades" page, you can click a teacher's name, and then you can click the e-mail address to contact the teacher by e-mail, or find the teacher's phone number and voicemail extension.
- **Keep track of progress between report cards**. On the "Grades" page and on the "Home" page you can view a running marking column average and running category averages for a marking column and class. The categories of assignments (tests, quizzes, homework, etc.) are marked with "Percent of Grade" so you know the percentage of the class grade each category is worth. You can also see how your student did relative to class on tests and quizzes.
- **View assignment grades**. From the "Grades" page, you can also use the "Category" field to determine the assignments to appear. For example, select "Tests" in the "Category" field to display only test grades.
- **Review report cards.** To view the most recent report card, select "Report Card" from the "Student" menu.
- **Review transcripts.** To view the most recent transcript, select "Transcript" from the "Student" menu. (This feature is only available for Upper School students.)
- **Keep track of absences and tardies.** To open the "Attendance" page, select "Attendance" from the "Student" menu. On this page, you can list attendance by day or by class, and view in summary or detail.
- **View conduct records.** To open the "Conduct" page, select "Conduct" from the "Student" menu. On this page, you can view the date, infraction, consequence, the faculty/staff member who reported the infraction, the faculty/staff member assigned to the consequence, and the status of the consequence.
- **Update your address and contact information online.** To open the "Change Address" page, select "Change Address" from the "Administrative" menu. On the "Change Address" page, you can update your primary mailing address in our records. Students do not have this feature when they log in to the portal, and separate parents who do not share an address are not able to change each other's address.
- **View syllabus and grading policy information for each class.** To view syllabus and grading policy documents for each class, go to the "Class Information" page by selecting "Class Information" from the "Classes" menu.
- **View announcements from the school and from teachers.** Announcements from TJ and from the individual classes are displayed in the left menu pane and on "Class Information" pages.
- **Print schedules, grades, and assignments.** By minimizing the left menu pane, you can print grades, assignments and schedules. Minimize the menu pane by clicking the small arrow in the center of the bar that divides the left menu pane and the main information section of the page.