



**Archer City ISD**

*Traditions of Excellence*

**P. O. Box 926  
600 South Ash Street  
Archer City, TX 76351  
[www.archercityisd.net](http://www.archercityisd.net)**

## **ACISD Parent Connection**

**August 2009**

Parent Connection allows parents of junior high and high school students of Archer City ISD to access their children's progress in each class via the Internet using our grade reporting program.

It is our recommendation that all teachers update grades for each of their students at least on a weekly basis. However, some assignments will require more time for grading and may not be posted within the same week. Should questions arise about individual student progress and/or entries for a particular class, it is recommended that the parent first communicate with the child, then the teacher. A staff directory on our district website at [www.archercityisd.net](http://www.archercityisd.net) provides email addresses as well as conference period times for all teachers.

Please remember the grades you see may not include all assignments or tests that have been completed by your child. Neither GradeSpeed nor Archer City ISD make any guarantee or warranty, neither expressed or implied, as to the accuracy or timeline of the information contained in the grading system. Information retrieved via the Parent Connection website should be regarded as unofficial and nonbinding in nature.

Please be aware that ACISD cannot provide technical support for this program and will not be responsible for your inability to access the site from your home or office computer. General recommendations will be provided in these instructions. It is recommended that you use Internet Explorer and disable all pop-up blockers.

A link to the Parent Connection website is on the homepage of our district website at [www.archercityisd.net](http://www.archercityisd.net) for your convenience.

Again, we hope that this tool will be a means for improving student performance and responsibility while fostering a positive communication between home and school. Please do not hesitate to call us at 574-4713 if you have questions.

Bethann Oswald  
Technology Director

Vance Morris  
JH/HS Principal

# Setting Up Your Parent Connection Account

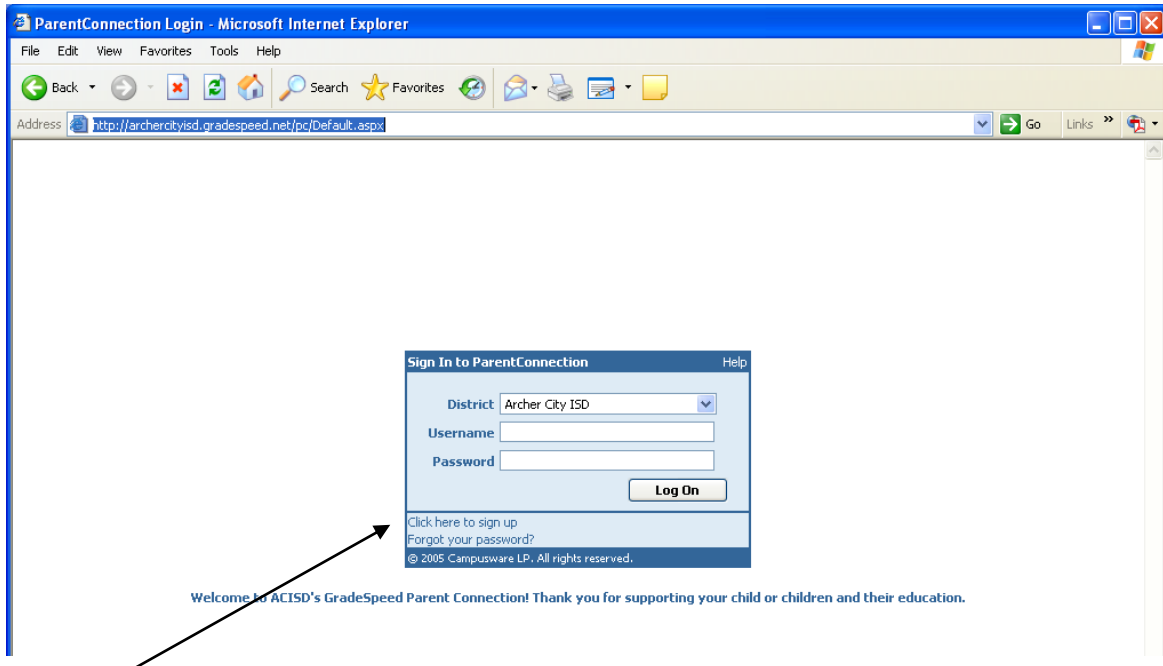
*\*Please use Internet Explorer and disable all Pop-Up Blockers.*

1. You will begin your account setup by going to the following web address:

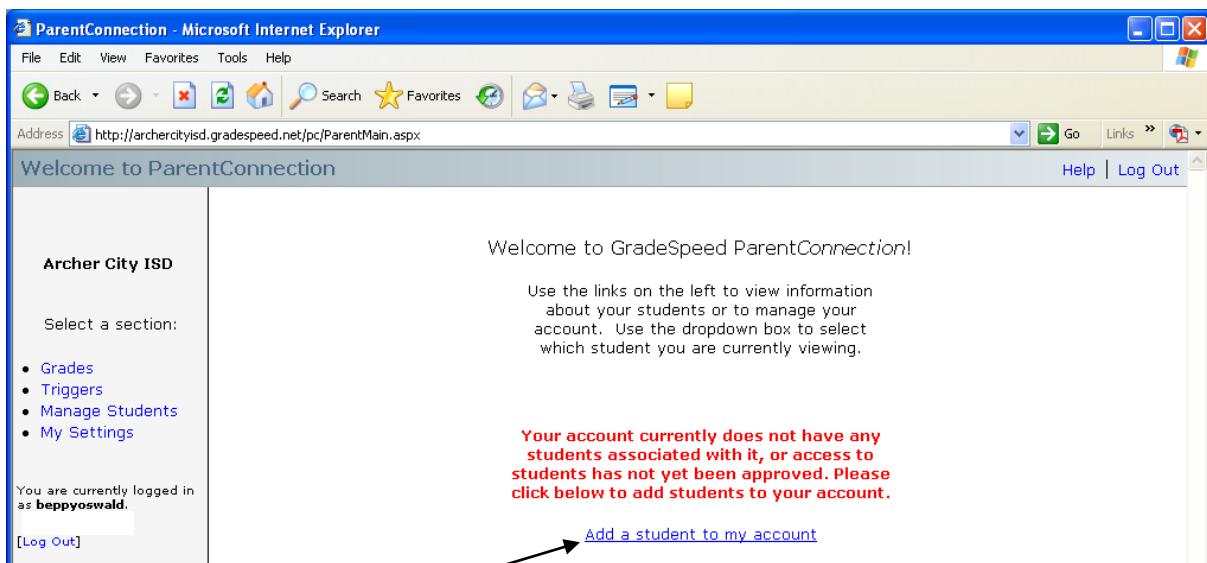
<http://archercityisd.gradespeed.net/pc>

You may want to set this site as a favorite for easy return by choosing **Favorites/Add to Favorites** in the Internet Explorer menu.

2. The page should look like this after choosing Archer City ISD from the “District” drop-down menu:



3. Click on “Click here to sign up”
4. Enter all information. Fields with an \* are required fields. Enter what you choose for your user name and do not enter an area code before your phone number.
5. At the next screen, click on **Add a Student to my Account**

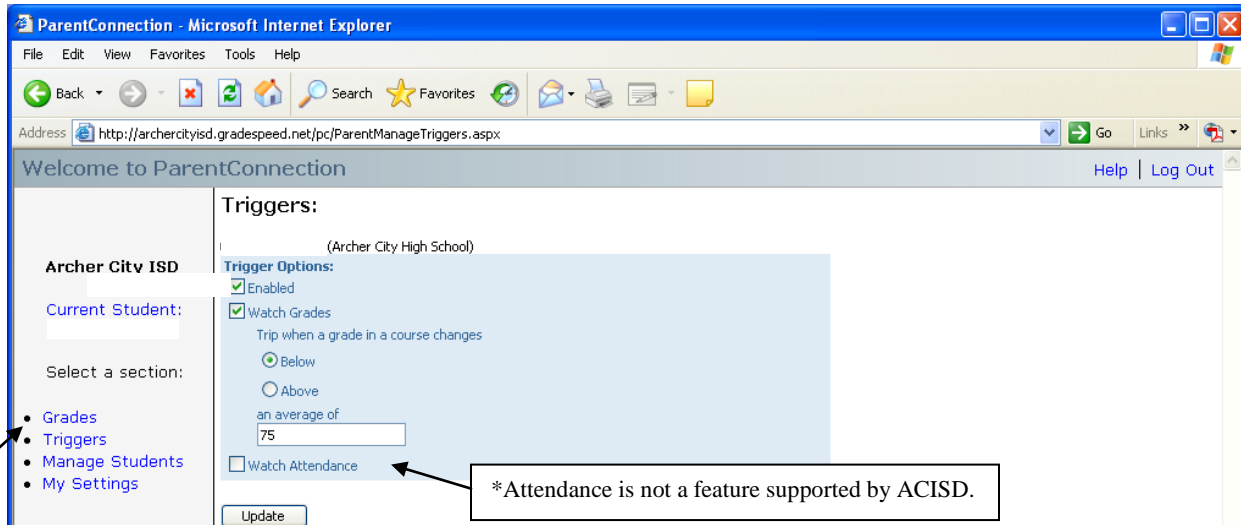


6. Enter the student information for the child you want to add first. **To obtain your child's student ID number you will need to contact Jeanette Willett at 940-574-4713, Ext. 18 or jeanette.willett@esc9.net.**
7. If you have other children continue to add them in the same way by clicking on “Add Students” on the next screen.

8. After you have added all your children, you will need to wait for your account approval and for an automated email containing your log in information. For assistance in obtaining approval email [Bethann.oswald@esc9.net](mailto:Bethann.oswald@esc9.net).

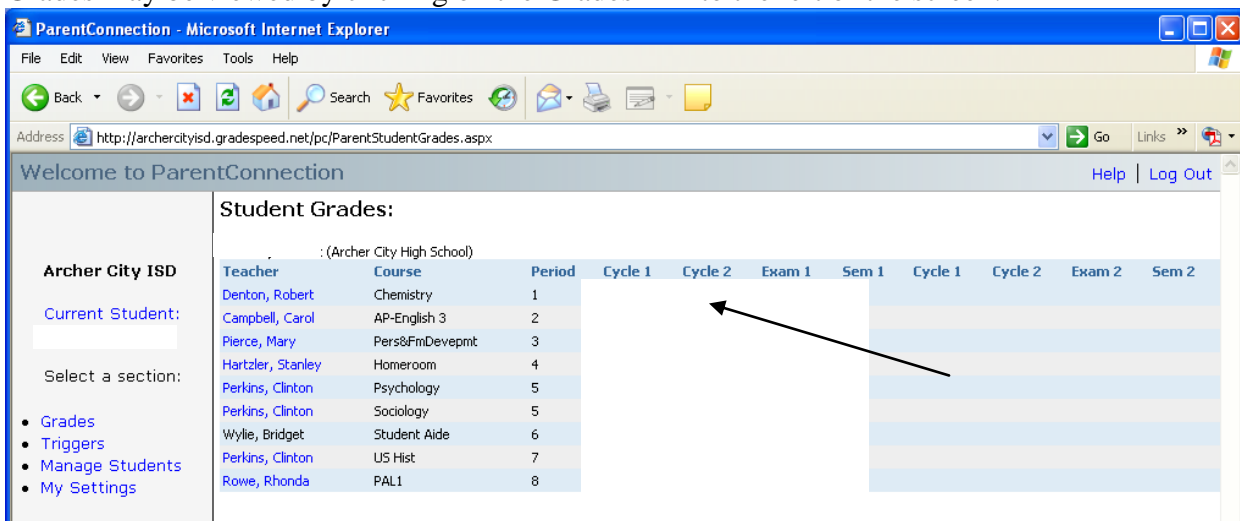
\*Once you have received account approval and your log in information you may log into the <http://archercityisd.gradespeed.net/pc> site and begin setting up your preferences.

9. You may set “triggers” to notify you by email if your child or children’s grade(s) drop below a certain level. To do this, click on **Triggers** to the left of the screen and enter the information as you prefer. Click on **Update** to save your settings.



You will receive an automated email notifying you when the grade drops below the set average as well as when the grade rises above the set average.

10. Grades may be viewed by clicking on the Grades link to the left of the screen.



By clicking on a grade listed under the current cycle, you will see a listing for all assignments and tests, etc. created for that class by the teacher with corresponding grades for your child.

Clicking on the teachers name will generate an email to the teacher.

Other settings may be managed by clicking on the “Manage Students” and “My Settings” links to the left of the screen. However, if contact information changes, please contact the junior high/high school office as well. You may reset your password by following the “My Settings” link.