

# GradeSpeed Parent Connection How-To

1. Go to [www.fshisd.net](http://www.fshisd.net)

2. On the right side of the screen, click the GradeSpeed logo



3. To create a new account click the phrase "Click here to sign up". (If an account already exists, enter the Username and Password.) Click Log On.

4. Complete this application for a new account. The red asterisk indicates required information. After filling out the personal information, read the User Agreement and check the box next to "I agree...". The last step in the application is to click the "Sign-Up" link at the bottom of the screen.

5. The welcome screen appears. You will need to add your student(s) to your account. Click the "Add a student to my account" link.

6. Complete the required information for your student. Red asterisks represent required fields. These fields are used to match student data to the campus records for verification. When finished, click the "Submit" button. If you have more than one student to input, click the "Add a student to my account" and repeat the process.

***If you do not know your child's Student ID, contact the following campus staff. You will need to provide the student's legal name and social security number for verification.***

***Robert G. Cole High School – Mrs. Teresa Ebeler – 210.368.8733***

***Robert G. Cole Middle School – Mrs. Sherrie Medellin – 210.368.8729***

***Fort Sam Houston Elementary School – Mrs. Ella Johnson – 210.368.8810***

## **Tools for Parents**

**Triggers** – Triggers allow the parent to receive notification if your students' grades cross a threshold, or if your students are marked absent or tardy.

**Calendar** – Calendar data will show dates with attendance events. Clicking a date that has an event noted will show details of the event.

**Manage Students** – Management options allow parents to view the status of their application request.

**Active** – indicates the application was approved.

**Pending** – indicates the application is in process.

**Denied** – indicates there was an issue with the application and a reason will be stated. Parents can submit comments and edited information and re-submit.

**My Settings** – Settings allow parents to keep their contact information current.