myMCPS Classroom

The Next Generation Staff, Student, and Parent Portal

Translated Support Guides: Chinese, French, Korean, Spanish, Vietnamese

How to create and use your Portal account

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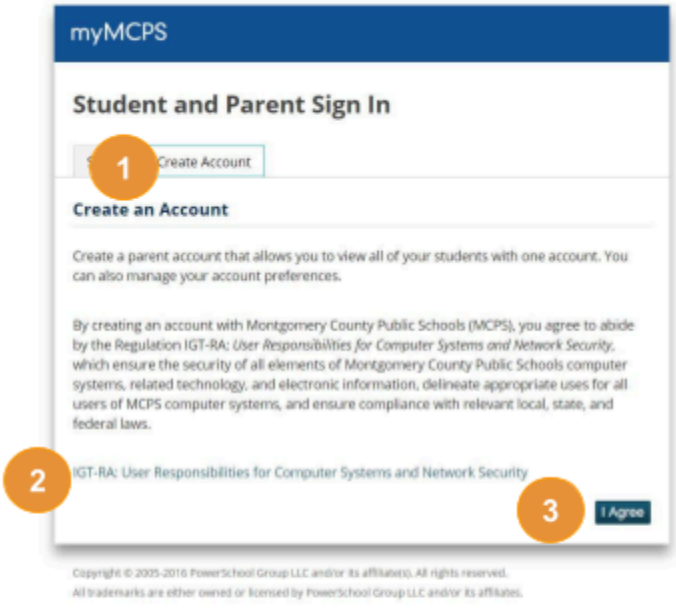
myMCPS Classroom

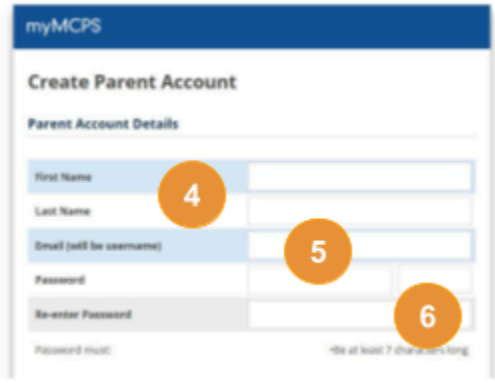
The Next Generation Staff, Student, and Parent Portal

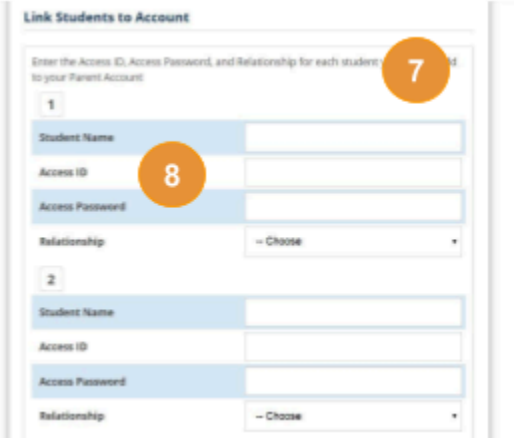
How do I set up my Parent Portal account for the first time?**New Synergy Parent Portal coming soon!**

Follow the steps below or watch [this screencast]

1. Navigate to portal.mcpsmd.org and click Create Account
2. Click the hyperlink to read regulation IGT-RA
3. Click I Agree
4. Enter your first and last name
5. Enter your personal email address. If you do not have an email address access this guide to help you create one. MCPS staff: Use a personal email address rather than your MCPS address
6. Create a 7 character password.
7. Make sure you have your student's Access ID and Access Password nearby. This is found in the letter that was sent to your student's primary address.
8. Enter the name, Access ID and Access Password for each student you want to link to to your account.







I don't have an email address.

There are many free email providers available to you. You can create an account with Google, Yahoo, or many others. After filling out some basic profile information, creating an email address specific to you, and creating a secure password, you will be able to access your email from any web enabled device

I don't have my student's Access ID or Access Password.

Each student's Access ID and Access Password is available in the letter sent to the student's primary address. This information is available for middle and high school students at the start of the 2017-2018 school year. Elementary information will be available later.

I didn't receive a letter in the mail.

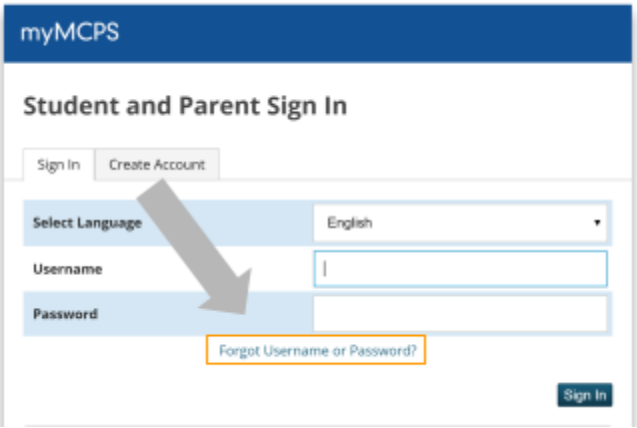
The letter was sent to the student's primary address. Please reach out to your student's school's main office if you did not receive a letter. The school staff will be able to update your address information or generate a new copy of the letter for you, whichever is needed.

Parent Access Letters [Translated]

English Amharic Chinese French Korean Spanish Vietnamese

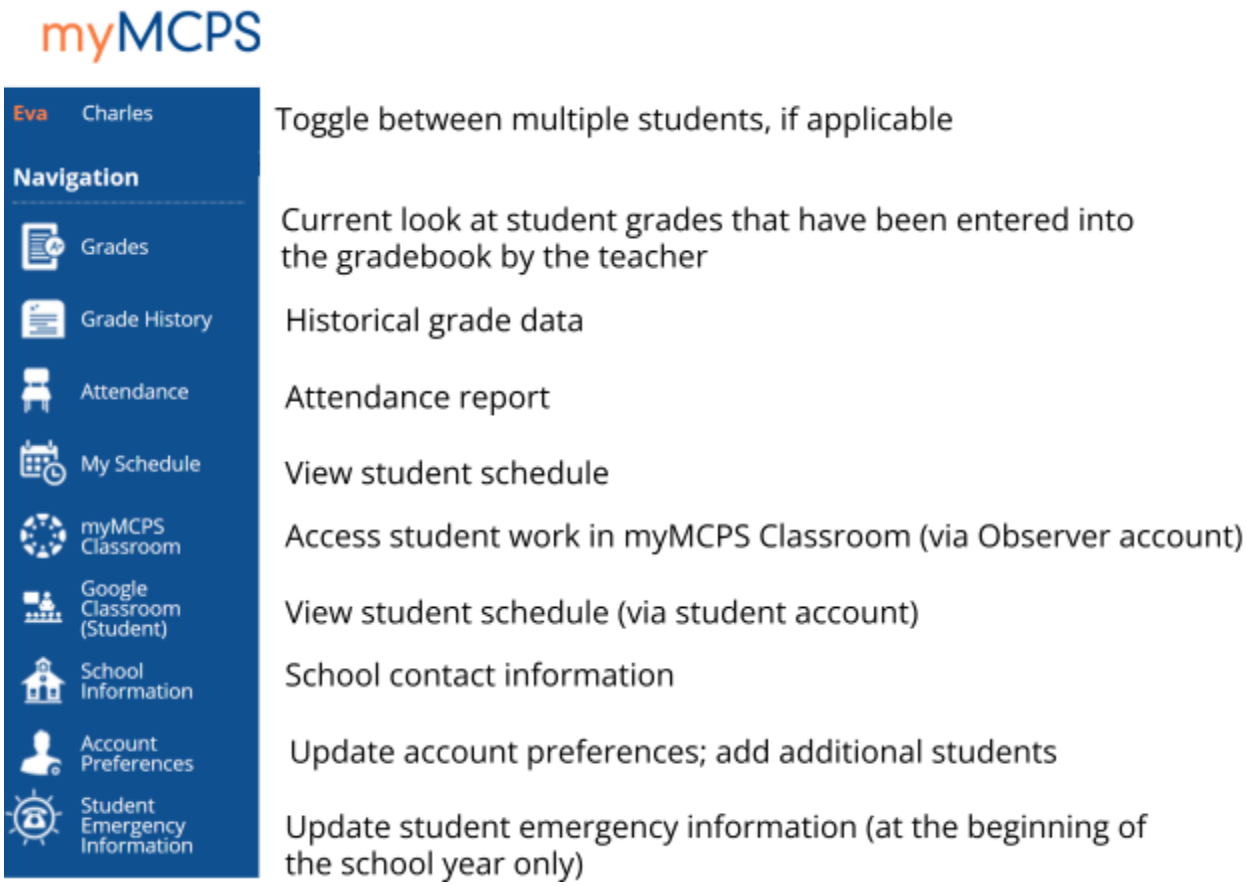
I created an account, but now I can't remember my password. New Synergy Parent Portal coming soon!

Click **Forgot Username or Password** to reset your account information. You will need to know your email address to successfully reset your password.



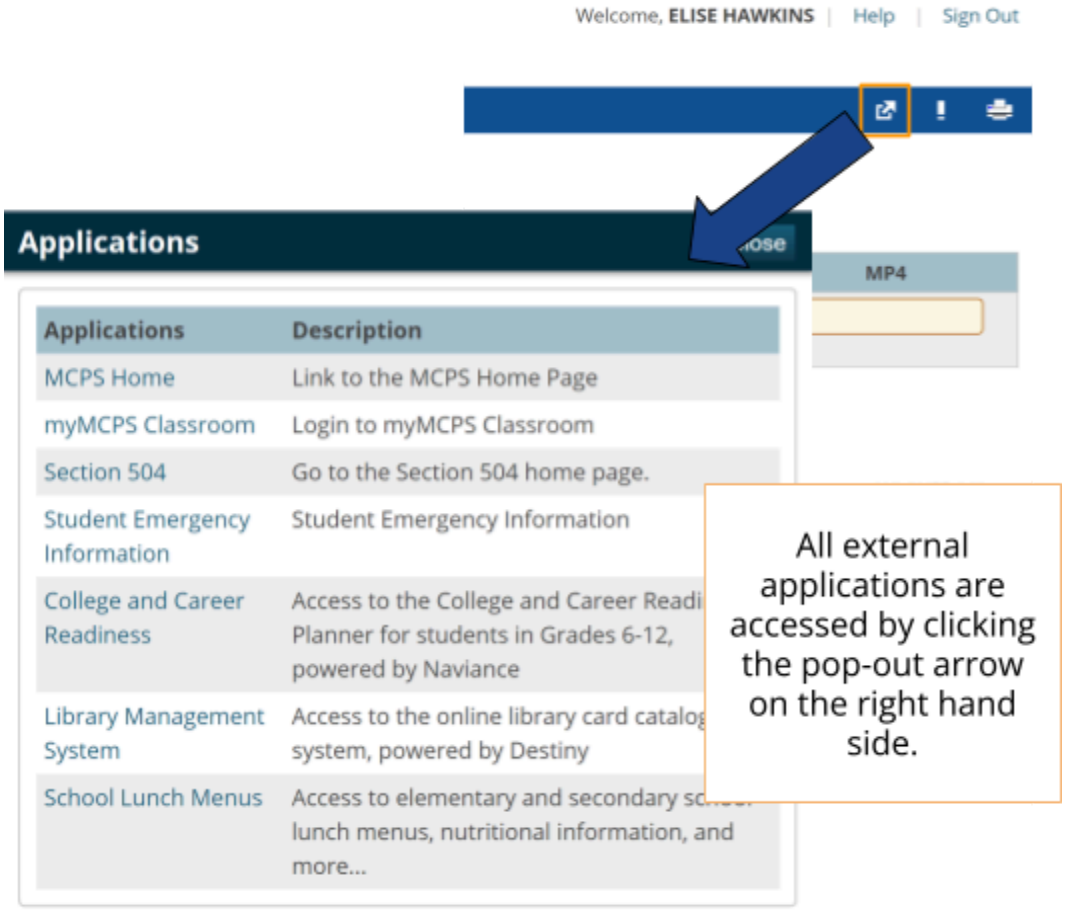
What information can I access using the Parent Portal? New Synergy Parent Portal coming soon!

For a more detailed breakdown of what can be accessed in the Parent Portal, please refer to the Parent Portal View.



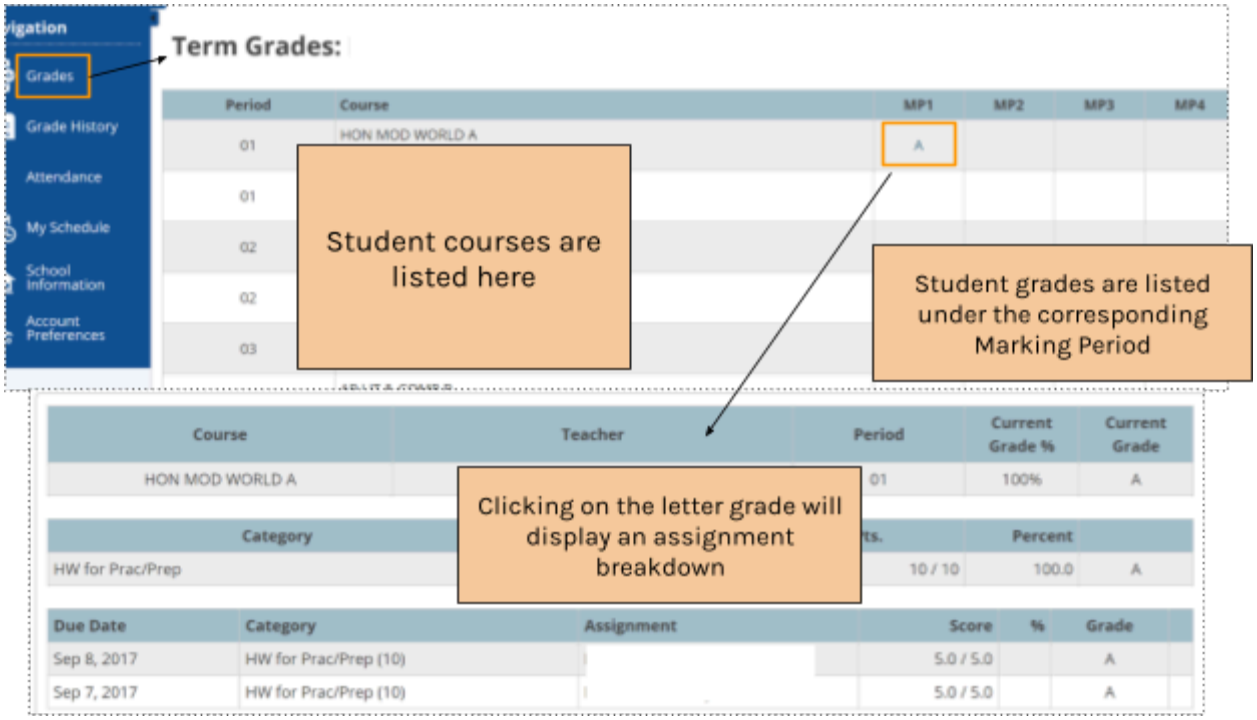
A myMCPS Classroom Observer account allows parents to view their student's work. **Creation of the myMCPS Observer account is not automatic at the time of Parent Portal account creation.** Instead, parents will receive an email when the account is ready.

Link to external applications are available as well.



How do I access student grades?

Student grades are the first thing parents/guardians will see when they log into the Parent Portal. They will only see grades that have been entered by the teacher into the gradebook.



Note: GPA is not available in the Parent Portal at this time.

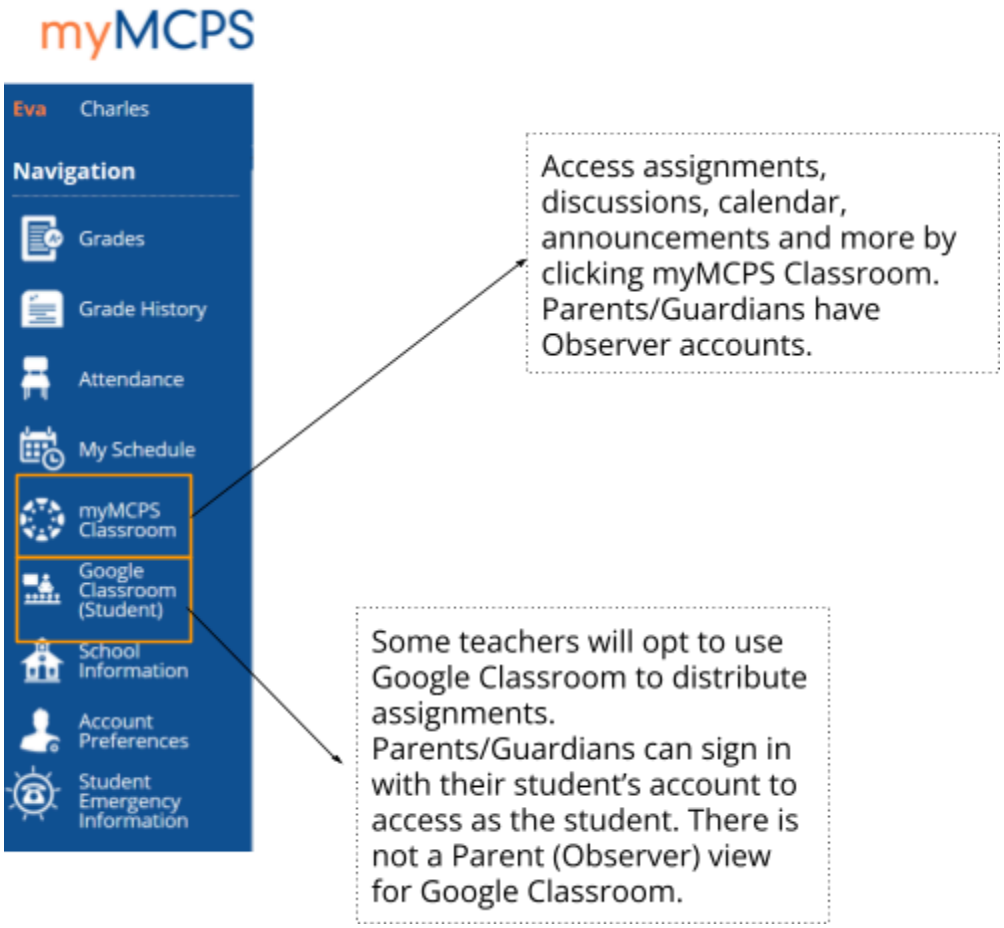
How do I access my student's interim report?

Interims for students in our secondary schools are now available!

- **Parents with active myMCPS Portal accounts** will receive only an electronic interim report posted to the myMCPS Portal on the "Mailed Centrally" date. To learn more about how parents can access their child's interim online please review the guide, Accessing Student Interim Reports.
    - **Parents without active myMCPS Portal accounts** will receive interim reports via U.S. mail.

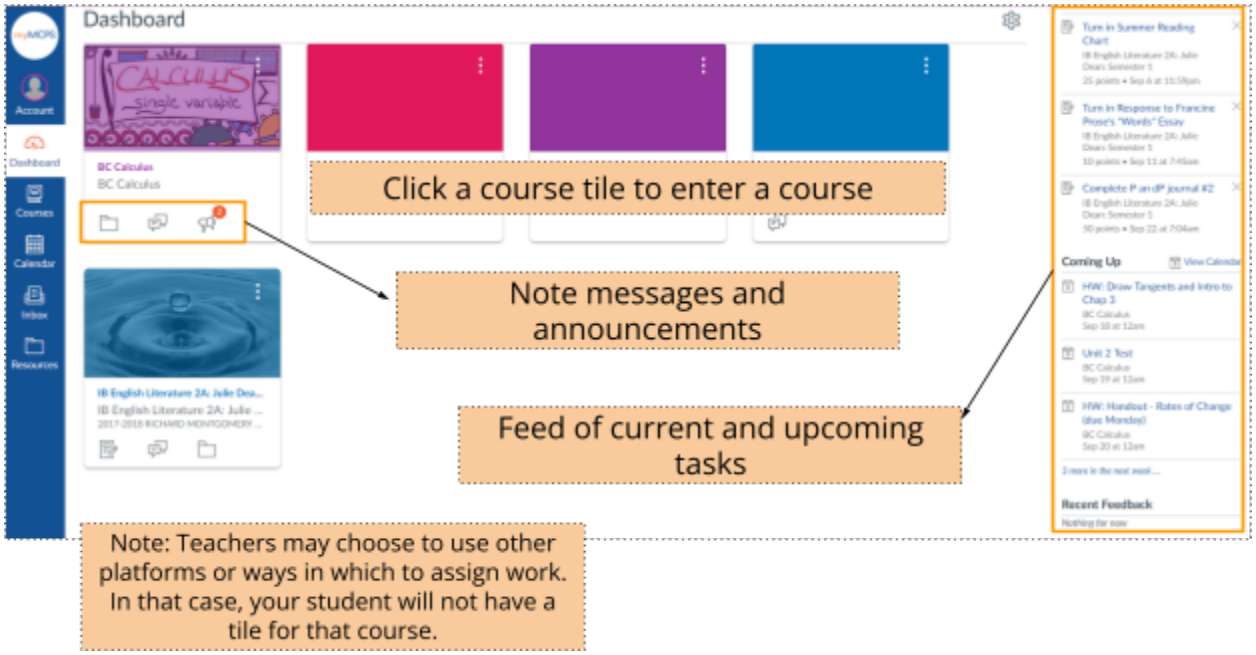
How do I view student assignments?

Student assignments that are completed via myMCPS Classroom are available for parents/guardians to view. This access becomes available after the Parent Portal account is created. Once the Parent Portal account is created, parents/guardians will receive an email with more information regarding myMCPS Classroom access as an Observer. The link to myMCPS Classroom (Canvas) is available on the left hand menu as shown below.



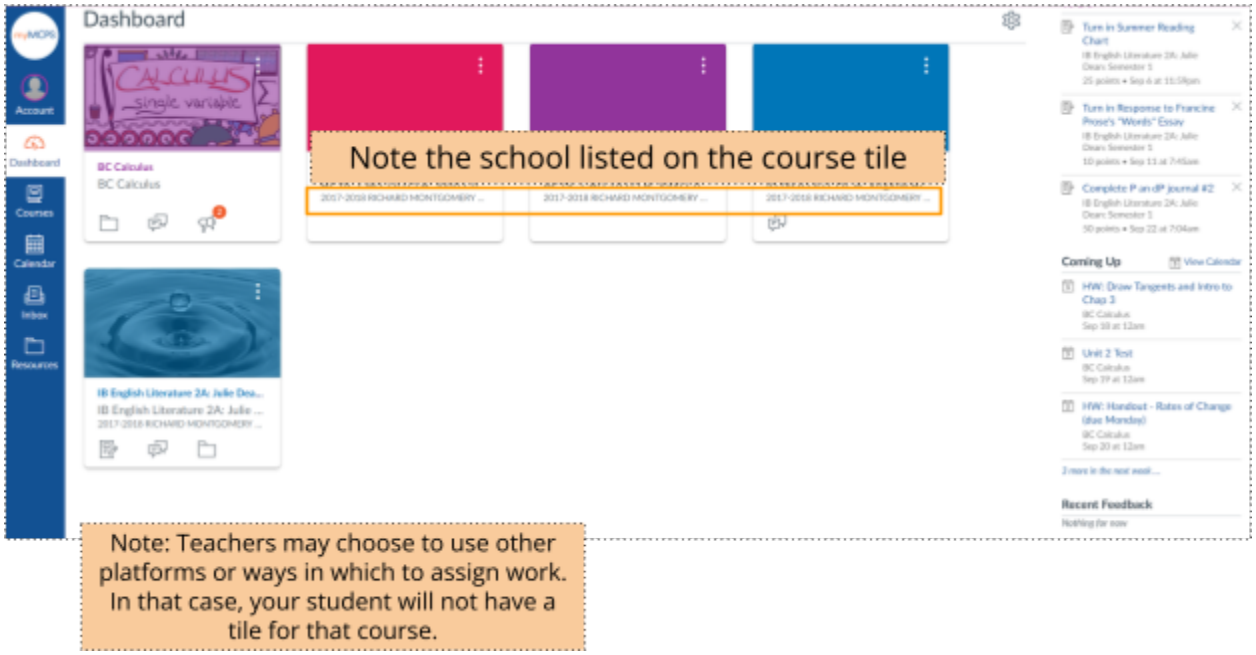
If a teacher is using myMCPS Classroom, once a parent/guardian enters myMCPS Classroom, they will experience Observer level access to their student's dashboard, as seen below.

Student Dashboard:



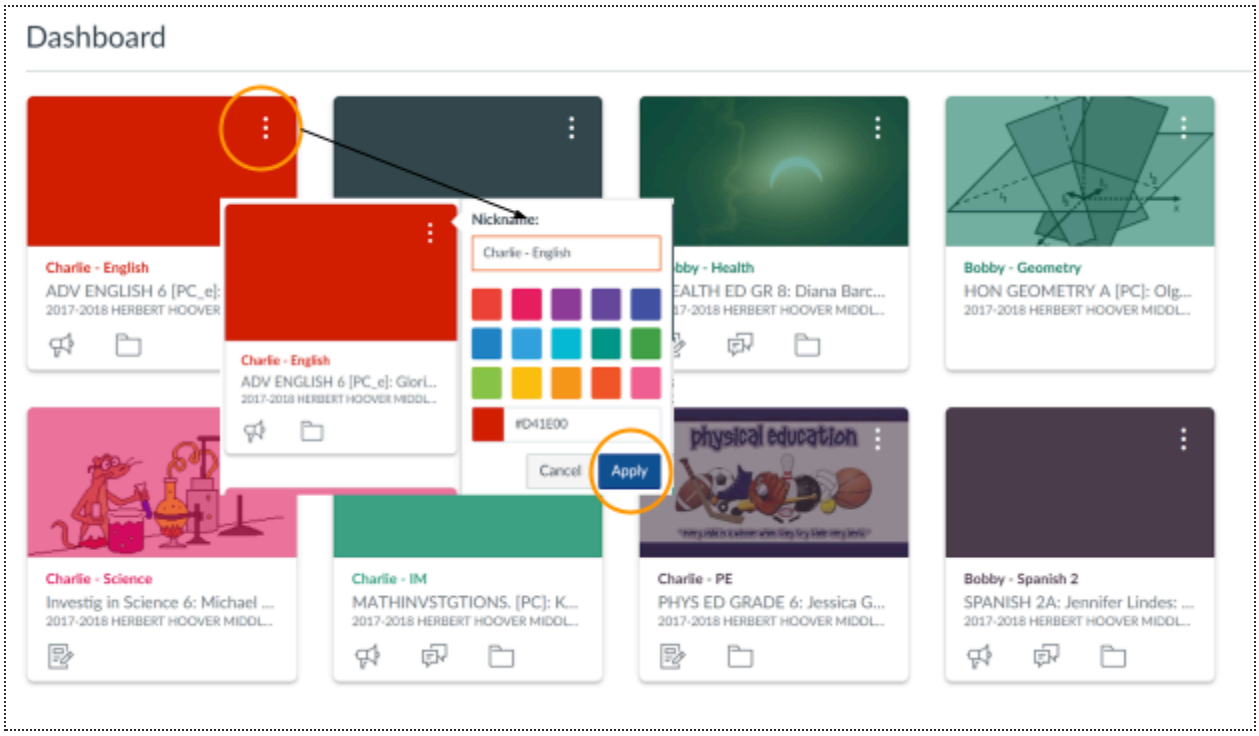
I have more than one student. How do I see each student's activity in myMCPS Classroom?

All courses pertaining to all students who are linked to parent accounts will be shown on the same dashboard, ensuring that parents only have one place to look. Pay attention to the school listed on the course tile, as well as the name of the course, to determine which student is enrolled in that course.



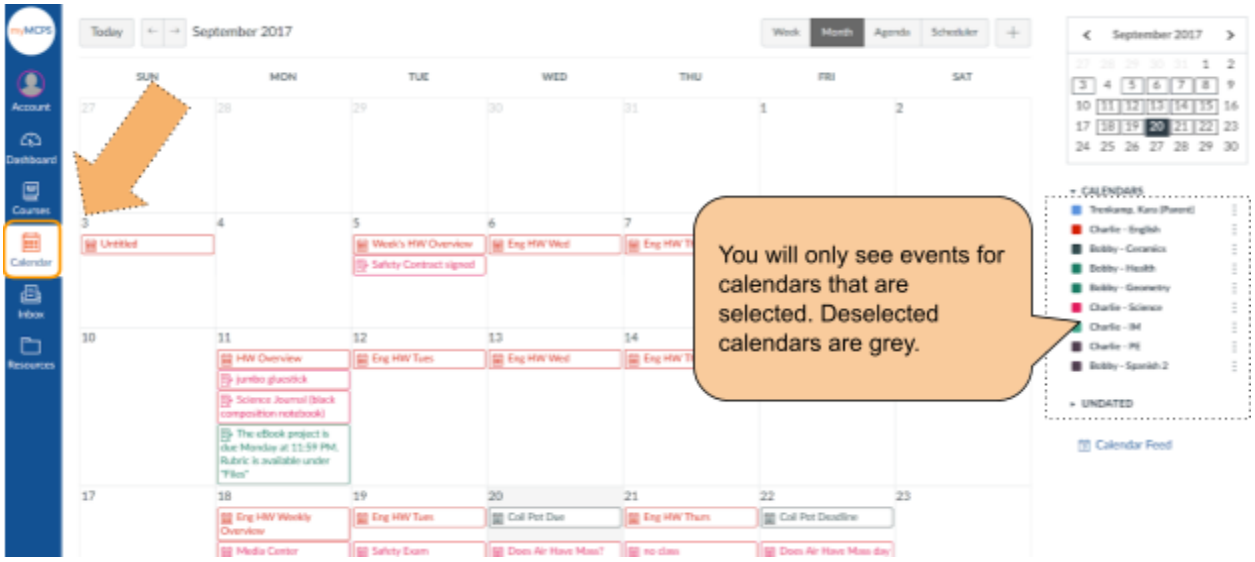
How can I make specific course tiles easier to find in myMCPS Classroom?

Consider giving the courses nicknames to make it easier to see at a glance who they belong to. This changes the name of the course only for you. To do so, click the three dots on the course tile, type in a Nickname, and click Apply.



How do I see calendar items in myMCPS Classroom?

To view the calendar, click the calendar icon from the left navigation menu. You will then see one calendar with events and assignments from all students linked to your account. Note the color coding to help you distinguish between events/assignments for different courses. Nicknames given to courses (see previous page) also show on the Calendars list on the right hand side.

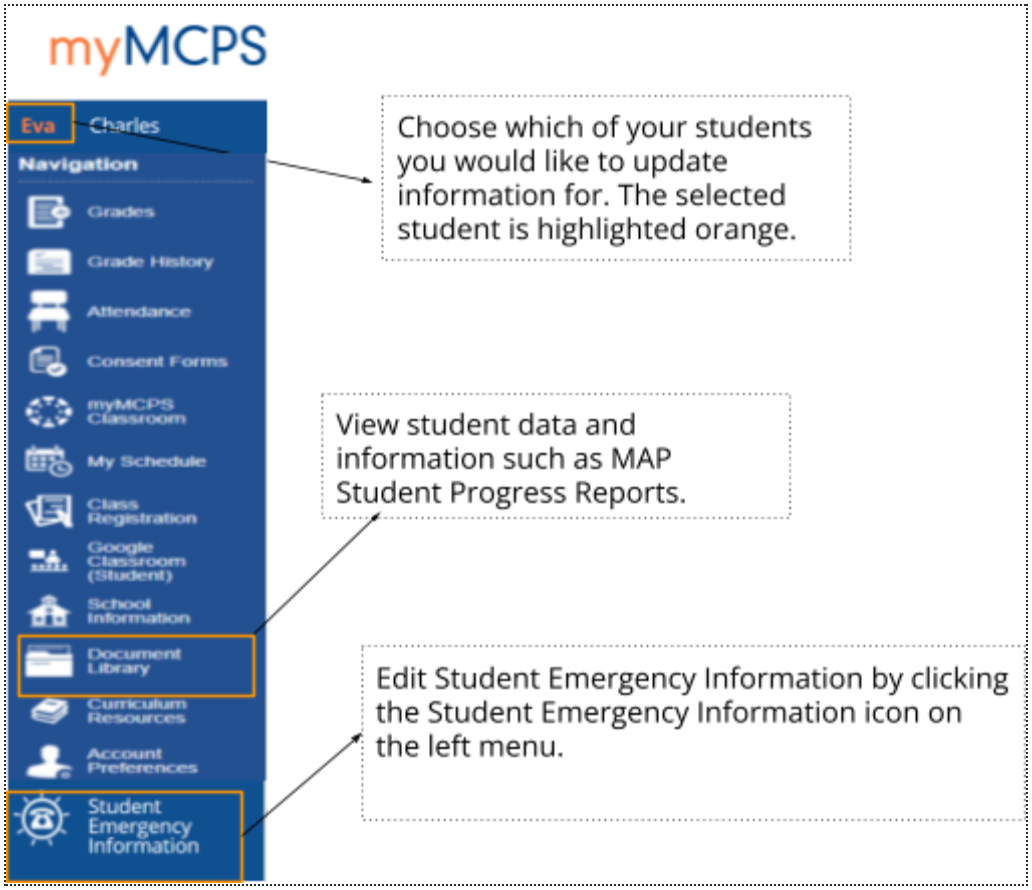


The grades shown in myMCPS Classroom and the Grades tab of the Parent Portal don't match

Students may see additional grades in their myMCPS Classroom courses, if the teacher is using myMCPS Classroom and has made the myMCPS Classroom Grades tab available for students to see.
It is also possible for students to not see any grades in myMCPS Classroom.

The Grades section of the Parent Portal is the source of truth for student grades that will contribute to the grade on the report card. The Grades section of the Parent Portal shows a complete look at the student's grades as entered by the teacher in the gradebook.

How do I update my student's emergency information during the open window?

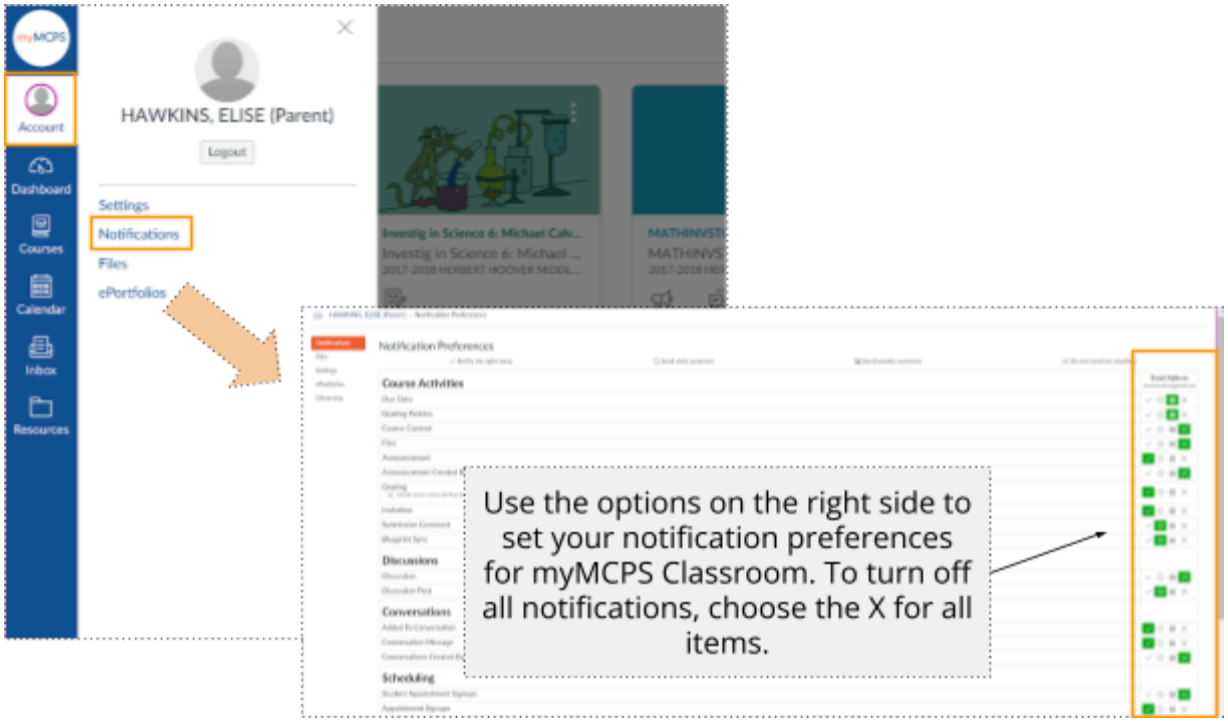


Please click here to view more information.

How do I turn off or change notifications that come from myMCPS Classroom?

Parents/Guardians with Observer accounts will receive notifications of assignments, due dates, grades, and more. To turn off or change notifications:

1. Log into the Portal at portal.mcpsmd.org
2. Click myMCPS Classroom from the left hand navigation menu
3. Click Account
4. Click Notifications
5. Set preferences on the right side

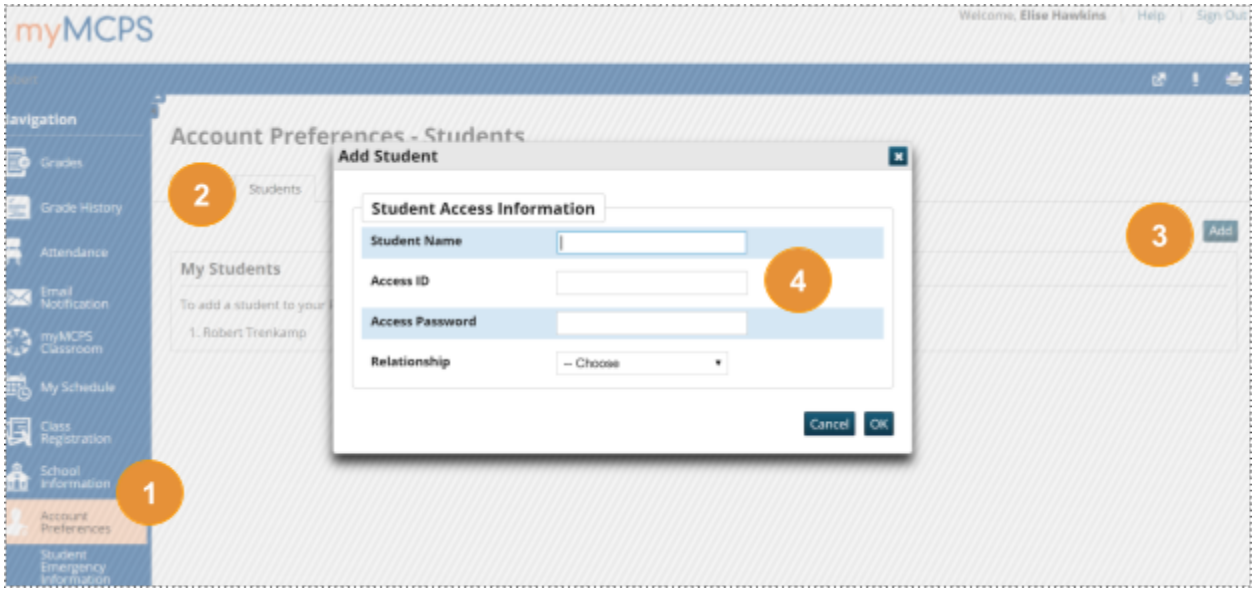


How do I add additional students to my account later?

Follow the steps below or watch this screencast

1. Log in and click account preferences from the left hand navigation bar
2. Click the Students tab. You will see associated students listed.
3. Click Add

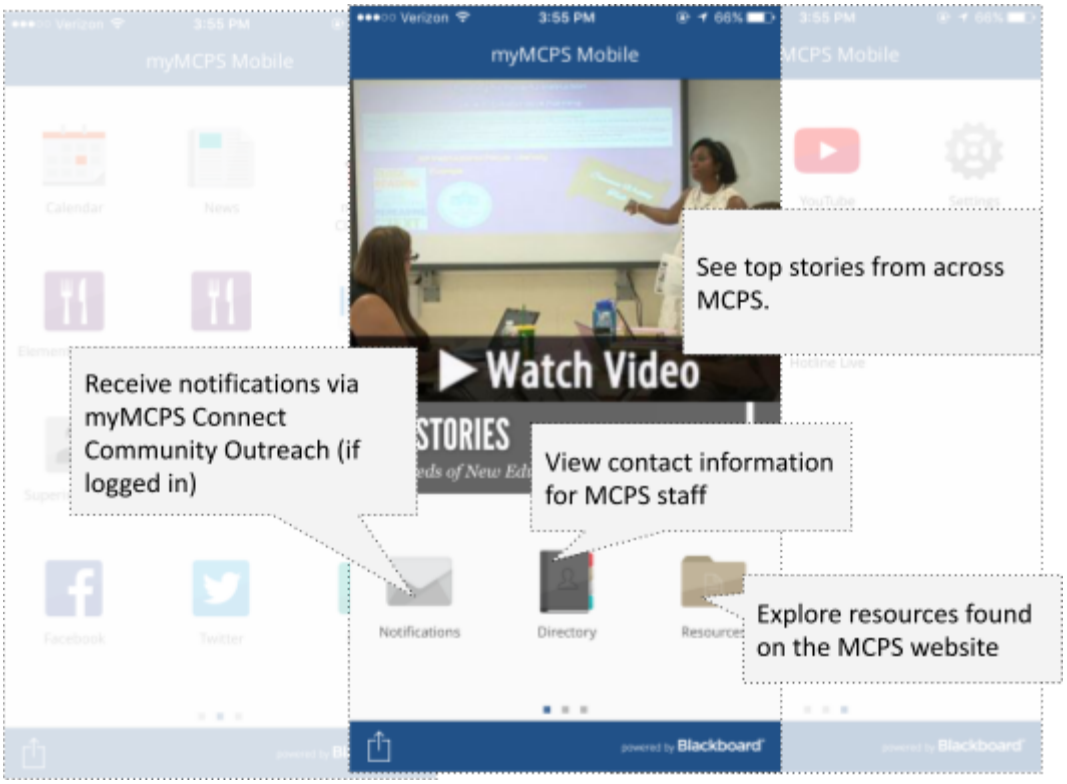
4. Enter student name, Access ID and Access Password, found on the letter mailed to the student's primary address. Repeat as needed



Tell me about the myMCPS mobile app

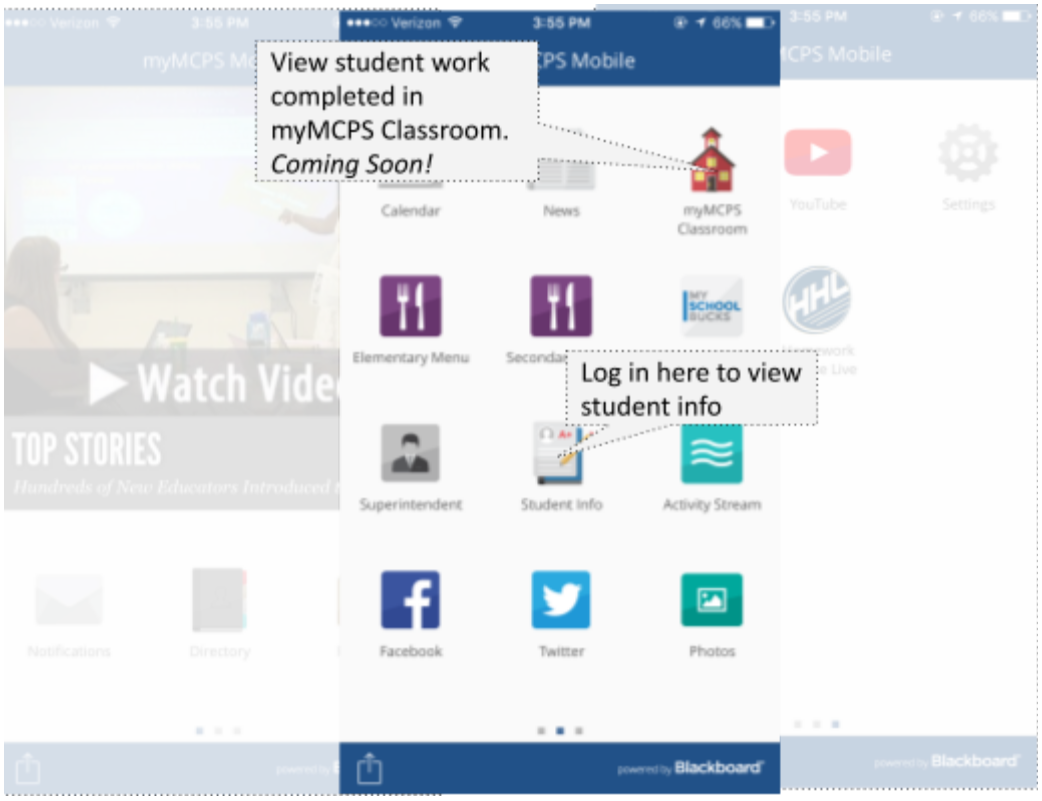
[iTunes Store]
[Google Play Store]
[Mobile Web App]
The app will provide direct access to content available on the MCPS website, including information about schools, the school year calendar, lunch menus, and the Board of Education.
After creating a Parent Portal account, parents/guardians will receive and email on how to log in to the app with their new account. The email will be sent to the email address used to create the Parent Portal account and will include a temporary password. After logging in to the app with the temporary password, users can reset the password by clicking the icon labeled with their name.

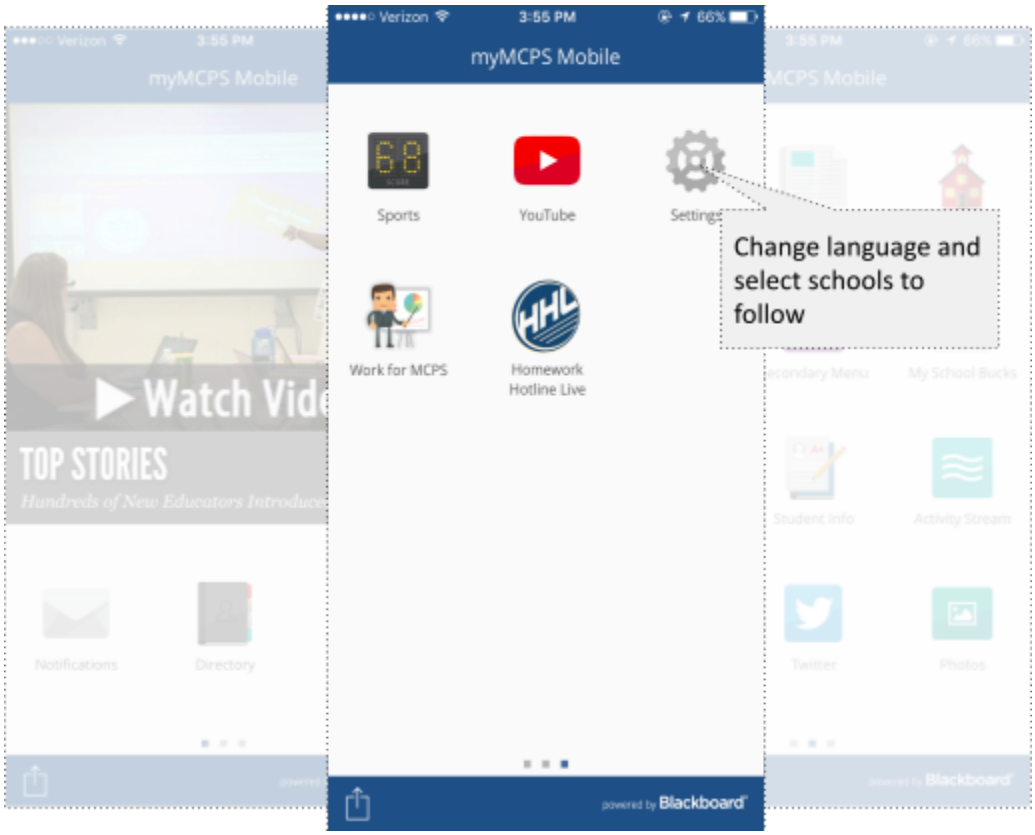
Those who download the app will have the option to receive “push notifications,” or alerts on their phone or tablet about important MCPS news and districtwide emergency closures or delays.



myMCPS Classroom

The Next Generation Staff, Student, and Parent Portal





myMCPS Parent Portal and Edline Comparison

myMCPS Portal, Mobile and Edline Feature Matrix

	Feature	Parent/Student		
		Portal	Mobile	Edline*
Academic	Assignments *	✓	✓	✓
	Attendance	✓	✓	✓
	Google Apps	✓	✓	
	Class Registration	✓		
	College and Career Planning	✓	✓	
	Google Classroom	✓	✓	
	Grades *	✓	✓	✓
	Historical Grades	✓		
	myMCPS Classroom	✓	✓	
	Schedule	✓	✓	
Social Media	Facebook		✓	
	High School Sports		✓	
	Photos (Flicker)		✓	
	Twitter		✓	
	YouTube		✓	
School Information	Academic Alerts		✓	
	Online Emergency Contact	✓		✓
	MCPS Directory	✓	✓	
	MCPS Web	✓	✓	
	Lunch Menus	✓	✓	
	Multi-language Support	✓	✓	✓
	Online Athletic Forms	✓	✓	
	Online Lunch Payment	✓	✓	
	Public Calendars	✓	✓	
	Resources	✓	✓	✓
	School Information	✓	✓	✓
	School Library	✓	✓	
	Targeted Notifications	✓	✓	✓
	504 Parent Access (A)	✓		

✓ = Available for 1st Semester FY2018 * = Secondary Schools Only

Parent Portal Back to School Night Flyers

English Chinese French Korean Spanish Vietnamese