



Forward Thinking, High Achieving.

Q PARENTCONNECTION

This help document will demonstrate how to access your Q ParentConnection account, and use the various tools available to you within that account. It is also, bursting with helpful hints such as: what to do if you forget your login information, how to change your current password, and how to set up email notifications!

*MCPS Q Help
Documentation*

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Welcome

Missoula County Public Schools is pleased to make Q ParentConnection available to the parents and guardians of our students. Q ParentConnection is a powerful online tool available through the Missoula County Public School's website. It provides parents and guardians with instant and direct access to their student's pertinent school data via a secure website. Access to Q ParentConnection enables parents and guardians to view their student's: GPA, individual assignment grades, attendance records, transcripts, and much more!

Note: Q ParentConnection is also often referred to as the "Parent Portal".

Gaining Access

To gain access to Q ParentConnection, you must contact your student's school secretary and set up an account. Upon setting up your account you will be required to provide contact information and an email address. Then, you will be assigned and given a unique PIN number and password, needed for all future access of Q ParentConnection. This information will be used to log in to your Q ParentConnection account enabling the viewing of your student's online information.

Navigating to the Q ParentConnection Log In

If you are having difficulty locating the Q ParentConnection login screen please follow the subsequent steps.

1. Open your preferred web browser (Internet Explorer, Firefox, etc.) and navigate to the Missoula County Public Schools website homepage →: <http://www.mcpsmt.org>
2. Locate and click the "Web Connect" icon in the upper right hand corner
 - a. This will load the web connect page
3. Scroll down the page until you see a bold "PARENTS" heading
 - a. Locate and click "Q Parent Portal" **PARENTS**
 - b. The login page will now load



You may also simply copy this link → <http://q.mcps.k12.mt.us/ParentPortal/Home>

Logging In

To log in to Q ParentConnection, navigate to the upper left hand corner of the Parent Portal login page.

In the "ParentConnection Login" area, input your login information provided to you by your school secretary. This login information includes a unique PIN number and

A screenshot of the ParentConnection Login page. It features a green header with the text "ParentConnection Login". Below the header are two input fields: "PIN:" and "Password:". To the right of the "Password:" field is a "Log In" button. At the bottom of the form, there is a link that says "Need Your Login Information?".

password. Once you have entered your PIN number and password simply click “Log In”.

Forgotten Pin or Password

If you have forgotten your PIN number and/or password, it may simply be emailed to you by following the subsequent steps.

1. Navigate to the Q Parent Portal Login page.
 - a. Locate the area where you would normally input your login information.
2. Click the [Need Your Login Information?](#) link.
 - a. This will redirect you to another page.
3. You will then be asked to enter the email address you provided while setting up your Q ParentConnection account. When you are finished entering your email address, simply click the submit button and an email should arrive shortly with your login information.

Note: If you do not remember the email address you provided upon setting up your account, please contact your student’s school secretary.

Terms of Use

The first time logging into Q ParentConnection you will need to agree to the Terms of Use regarding Q ParentConnection to begin the use of this service. Once you have agreed to the Terms of Use, this screen will no longer appear upon logging into Q ParentConnection. However, the Terms of Use may be accessed in the right hand bottom corner of any Q ParentConnection page. The Terms of Use may resemble the following information.

Description of Program

Q ParentConnection is a web application providing parents/guardians with read-only access to their students’ data over the Internet. Using a confidential PIN number and password, parents/guardians can connect to the District database and view their children’s data, such as progress reports, attendance records, homework assignments, report cards, transcripts, cafeteria records, classroom news, and more.

Grant Permission

As parent/guardian of the below named student(s), I hereby authorize the Missoula County Public Schools to post my students’ grade/attendance report on MCPS online Q Parent Portal to be viewed by the parent/guardian listed in the enrollment process. I understand and agree that this authorization continues in effect until revoked by me by means of written notice provided to my students’ building principal.

Welcome Screen

Upon logging in you will be greeted by the welcome screen. This screen is essentially a menu, listing all of the individual students whose information is accessible to you.

	Student Name	Grade	School Name	School Year	Birth Date	Advisor	Counselor
	Click on a student to view their information.						
	Morgan I Smith	11	Monet (T)	2013-2014	6/1/1997	Hixson, Patricia	Boynton, Katie
<input type="button" value="Close"/>							

Once you have located the student whose information you would like to access, simply click anywhere on that student's displayed information.

Some students may have multiple profiles if they attend two different learning institutions simultaneously.

	Student Name	Grade	School Name	School Year	Birth Date	Advisor	Counselor
	Anwen R Adams	10	Monet (T)	2013-2014	6/17/1998	Ferguson, Bonnie	Ferguson, Bonnie
	Anwen R Adams	10	Sandbox@Willard (W)	2013-2014	6/17/1998	Ferguson, Bonnie	Ferguson, Bonnie

Simply select which profile you would like to view by clicking on that profiles displayed information. You will then be redirected to that specific student profile.

Note: If no students are visible, try clicking on the plus button located in the top left hand corner. This button is used throughout Parent Connection to hide and display information.

Navigating a Student Profile

After selecting a student from the welcome screen, you will be redirected to their individual profile. A navigation menu will then appear on the left hand side of that profile. This menu will allow access to the all of the various sections of information related to the student.

+ News
+ Demographics
+ Contacts
+ Enrollment
+ Schedule
- Attendance
+ Assignments
+ Marks
+ Standards
- Transcript
+ Testing
+ Behavior
+ Health
+ Programs
+ Activities
+ Cafeteria
+ Accounts
Print Info

Each section may be accessed by clicking on either the plus button or the section name.

The sections with a plus button are also a lighter shade of tan. These sections are currently hidden. To show one of these sections, simply click on the plus button or the section name.

To hide the displayed Attendance or Transcript sections, in this case, simply click on the minus button or the section name.

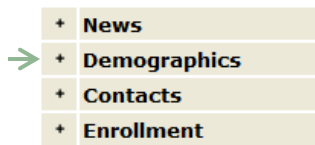
This navigation menu controls the various sections of information you are able to view.

Profile Sections

Once you have learned how to navigate student profiles, you are ready to view your selected student's information. There is a large number of information available through Q ParentConnection. We will cover the some of the most pertinent information available in the following sections of this document.

Demographics

The demographics section of the student profile includes the basic student information that is currently on file with Missoula County Public Schools (MCPS).



To access the demographics section of the student profile, select “Demographics” from the left hand side navigation menu by clicking on the section name or the plus sign. This will display the demographic information MCPS currently has regarding the selected student.

The following information may be found in the demographics section of the student profile:

- Name
- Nickname
- Birthdate
- Age
- Birth Place
- Birth Verification Document
- Verification Doc #
- Migrant Number
- Hispanic/Latino
- Race
- English Proficiency
- Primary Language
- Home Language
- Home Address
- Mailing Address
- Address Verified
- Primary Phone
- Email
- Local ID
- State ID
- Grade
- Citizenship
- Country
- Marital Status

While viewing this information, if you discover a mistake or would like to provide more information to MCPS; you may email the student's school personnel to inquire about demographic information.

Email by clicking on the [Email School Personnel to Inquire About Demographic Information](#) link, located at the bottom of the demographics section.

Note: Some of the demographic categories may not apply to every student and will simply be left blank in the event that they do not apply.

Contacts


The contacts section of a student's profile, displays all of the contacts and their information currently provided to MCPS in relation to the student.

+ News	To display the contacts section of a student's profile, select "Contacts" from the left hand side navigation menu by clicking on the section name or the plus sign associated with that section.
+ Demographics	
+ Contacts	
+ Enrollment	

This will display the following information regarding the provided contacts:

- Contact Name
- Relationship to the student
- Type of Contact
 - Parent, Emergency, etc.
- Telephone Number
- Phone Type
- Whether the contact lives with the student

You may email a contact if their contact name appears to be underlined. This underline indicates the name is linked with an email account. Simply click on the contacts name and your computer's email application will automatically open to email this individual.

Also, you may access more information regarding a contact if there is a  icon next to the contact's name. Clicking this icon will display the contact's personal and parent portal details, including:

- Home Address
- Primary Language
- Education Level
- Email Address
- Occupation
- Employer
- Student
- Status
 - Active, Inactive, etc.
- School
- Total Parent Portal Visits
- Visits Last Month/Visits Last Week

Note: If you would like to update any of the contact information shown in this section of Q ParentConnection, please contact the student's school secretary.

Enrollment Records

The enrollment section of a student's profile, displays the student's enrollment information, enrollment history, and locker information currently on file with MCPS.

+ Contacts	To display the student's enrollment records currently on file, select "Enrollment" from the left hand side navigation menu by clicking on the section name or the plus sign associated with that section.
+ Enrollment	
+ Schedule	
+ Requests	


This will display the following enrollment information currently on file with MCPS:

- Current School
- Grade
- Counselor
- Resident District
- Resident School
- School of Choice
- Restricted Information
- Legal Bindings
- Registration Date
- Graduation Year
- Career Plan
- Membership
- Geocode
- Pickup Bus/Drop Off Bus

The enrollment section then displays the “Enrollment History” which includes the following information:

- School
- Track
- Year
- Status
- Grade
- Entry Date/Exit Date
- Advisor
- Counselor

If the student’s counselor and/or advisor name is underlined, you may click on that individual’s name to email them directly. Your computer’s email application will automatically open to enable the emailing of this individual.

Finally, it will display the student’s locker information, including the locker type, ID, and location. If you wish to view the locker’s combination click the  icon located next to the locker type.

Schedule

The schedule section of the student profile displays the current class schedule and associated information about each class regarding the student.

→

+ Contacts
+ Enrollment
+ Schedule
+ Requests

 To display the selected student’s schedule, select “Schedule” from the left hand side navigation menu by clicking on the section name or the plus sign associated with that section.

The following screen with the student’s class schedule will display:

Schedule Show All								
Period	Days	Term	Course Code	Course	Teacher	Classroom	Entry	Exit
1		YR	IBSC05	IB Biology Higher Level Yr 1	<u>Oberbillig, D</u>	228	08/28/2013	06/12/2014
2		YR	IBMA02	IB Math SL Yr 1	<u>McCorkle, S</u>	104	08/28/2013	06/12/2014
3		YR	SC1200	Chemistry 1	Murphy, P	505	08/28/2013	06/12/2014
4		YR	IBSS02	IB History of the Americans	<u>Copley, J</u>	210	08/28/2013	06/12/2014
5		YR	IBWL04	IB French Std Level Yr 1	Wyskiver, K	301	08/28/2013	06/12/2014
6		YR	IBEN02	IB English 11	<u>Conner, S</u>	306	08/28/2013	06/12/2014
7		YR	MU0200	Jazz Band	<u>Slater, L</u>	138	08/28/2013	06/12/2014

This section displays the student's current schedule details which include:

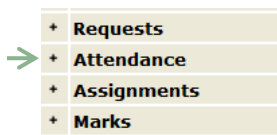
- Period
- Days
- Term
- Course Code
- Course
- Teacher
- Classroom
- Entry Date/Exit Date

If a teacher's name is underlined you may email them by simply clicking on their name. Your computer's email application will automatically open to email this individual.

Note: You may sort by any category you wish by simply clicking on the categories name. You may also double-click to sort the other direction.

Attendance

The attendance section of a student's profile is the hub of all attendance related information. It includes an attendance summary by reason, attendance summary by class, and in-depth attendance details.



+ Requests
+ Attendance
+ Assignments
+ Marks

To display the student's attendance information, select "Attendance" from the left hand side navigation menu by clicking on the section name or the plus sign associated with that section. This will display the three sections listed above.

Attendance Summary by Reason

The first section displayed is the "Attendance Summary by Reason", resembling the following:

Attendance Summary by Reason	
Attendance Item	Period Count
School Related	12
Activity Arranged	89
Pre-Arranged	10

This section categorizes attendance reasons (Attendance Items) into three different sections: school related, activity arranged, and pre-arranged. It then gives a period count of attendance.

You may sort these two columns based on alphabetical order, for the first column, and numerical order for the second, by simply clicking on the categories name. You may also click on the name again to sort the category the opposite direction.

Attendance Summary by Class

The second section is entitled “Attendance Summary by Class”, and resembles the following:

Attendance Summary by Class						
Period	Term	Course	Teacher	Tardy	Excused	Unexcused
1	YR	IB Biology Higher Level Yr 1	Oberbillig, D	0	1	0
2	YR	IB Math SL Yr 1	McCorkle, S	0	1	0
3	YR	Chemistry 1	Murphy, P	0	1	0
4	YR	IB History of the Americans	Copley, J	0	1	0
5	YR	IB French Std Level Yr 1	Wyskiver, K	0	2	0
6	YR	IB English 11	Conner, S	0	2	0

This section displays each class and its attendance summary information. It may also provide a link to email the teacher, if the teachers name is underlined. If you wish to email a teacher, simply click on the teachers underlined name. This will open your computer’s email application and allow you to email the teacher. The attendance summary by class may also be sorted by any of the categories provided, by simply clicking on the categories name. You may also click again to sort the category in the opposite direction.

Attendance Details

The third attendance section entitled “Attendance Detail”, may say “**No Data Available**” if there is no recent attendance information. However, if you wish to view all attendance details you may

Show All Detail check the “Show All Detail” check box, located in the upper right hand corner of the attendance section.

This will display a section that resembles the following:

Attendance Detail					
Date	Period	Attendance	Course	Teacher	
3/28/2014	1	Activity Arranged	IBSC05-1 IB Biology Higher Level Yr 1	Oberbillig, D	
3/27/2014	1	Activity Arranged	IBSC05-1 IB Biology Higher Level Yr 1	Oberbillig, D	
3/26/2014	1	Activity Arranged	IBSC05-1 IB Biology Higher Level Yr 1	Oberbillig, D	
3/25/2014	1	Activity Arranged	IBSC05-1 IB Biology Higher Level Yr 1	Oberbillig, D	
3/14/2014	1	Pre-Arranged	IBSC05-1 IB Biology Higher Level Yr 1	Oberbillig, D	
3/4/2014	1	Activity Arranged	IBSC05-1 IB Biology Higher Level Yr 1	Oberbillig, D	
2/26/2014	1	School Related	IBSC05-1 IB Biology Higher Level Yr 1	Oberbillig, D	
12/18/2013	1	Activity Arranged	IBSC05-1 IB Biology Higher Level Yr 1	Oberbillig, D	
12/13/2013	1	Activity Arranged	IBSC05-1 IB Biology Higher Level Yr 1	Oberbillig, D	
11/26/2013	1	Activity Arranged	IBSC05-1 IB Biology Higher Level Yr 1	Oberbillig, D	
11/25/2013	1	Activity Arranged	IBSC05-1 IB Biology Higher Level Yr 1	Oberbillig, D	
10/16/2013	1	School Related	IBSC05-1 IB Biology Higher Level Yr 1	Oberbillig, D	
9/13/2013	1	Activity Arranged	IBSC05-1 IB Biology Higher Level Yr 1	Oberbillig, D	
3/28/2014	2	Activity Arranged	IBMA02-1 IB Math SL Yr 1	McCorkle, S	
3/27/2014	2	Activity Arranged	IBMA02-1 IB Math SL Yr 1	McCorkle, S	

This section may be rather long, therefore it may be useful to sort by category (column). You may sort by any category you wish, by simply clicking on the categories name. You may also click again to sort the opposite direction.

Assignments


The assignments section of a student profile displays the selected student's assignment grades, categorized by class. To display the assignments section, select "Assignments" from the left hand side navigation menu by clicking the section name or plus sign associated with the section.

Each assignment's information is categorized by the following:

- Details
- Due Date
- Assigned Date
- Assignment (Name)
- Points Possible
- Score (Points Awarded)
- Scored As
- Extra Credit
- Not Graded


Note: Upon entering the assignments section, only the most recent information may be displaying. Continue the next section of this document, entitled "Show All Assignments", to learn how to display all of the assignments for each class.


Show All Assignments

If you would like all of the terms assignment information for each class to display, check the  "Show All" check box located in the upper right hand corner of the assignments section.

Note: At this point there may be a large amount of data available on the page. You may easily sort this data by each category (each column) by simply clicking on that categories name. These will be sorted either alphabetically or numerically depending on the category. Simply click the category name a second time to sort the opposite direction.

Progress Reports


To view, print, or download a status report regarding a specific class, click the  icon located next to that classes name. This will open a window resembling the following:


Per: 5 IB French Std Level Yr 1 (IBWL04) 

Progress Report Terms

Term	Begin Date	End Date	Grade	
Quarter 1 Progress	08/28/2013	09/27/2013	A (100.0%)	Print Progress Report
Quarter 1	08/28/2013	11/01/2013	A (100.0%)	Print Progress Report
Quarter 2 Progress	11/04/2013	12/06/2013	A (90.6%)	Print Progress Report
Quarter 2	11/04/2013	01/24/2014	A (96.0%)	Print Progress Report
Semester 1	08/28/2013	01/24/2014	A (97.9%)	Print Progress Report
Quarter 3 Progress	01/28/2014	02/21/2014	A (100.0%)	Print Progress Report
Quarter 3	01/28/2014	03/28/2014	A (100.0%)	Print Progress Report
Quarter 4 Progress	04/07/2014	05/09/2014	Not Available	Print Progress Report
Quarter 4	04/07/2014	06/12/2014	Not Available	Print Progress Report
Semester 2	01/28/2014	06/12/2014	A (100.0%)	Print Progress Report

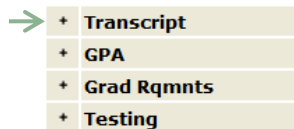
Once the above window has displayed, select the term for which you would like the progress report, by clicking the “Print Progress Report” link associated with that term. This in turn, will open another window where you may view the selected progress report.

To print this report, locate the printer icon in the upper right hand corner of the window.  Click this icon and select your proper printer settings. When finished, click OK. Your report should now begin to print.

To download this report, locate the download icon in the upper right hand corner of the window.  Click this icon and select whether you would like to open the progress report once downloaded or save the file to a specific destination. Once you have selected your preferred download settings, click OK. Your report should now be to download.

Transcript

The selected student’s transcript may display the final grades for each semester the student has completed. This feature is used most often at the High School level and therefore may not be available for all students.



To access the student’s transcript, select “Transcript” from the left hand side navigation menu by clicking on the section name or the plus sign associated with the section.

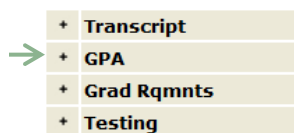
This will display the following information related to the student’s grades:

- Year
- Grade
- Term
- Subject
- Course (Name)
- Marks (Final Grade)
- Credit
- Teacher

Note: Due to the large amount of data available on this page it may be useful to use the sort feature. You may sort any category alphabetically or numerically by clicking that category name. Click the name again to sort the category the opposite direction.

GPA

The GPA section of the student profile enables you to view each semester’s GPA for which they have completed, along with their cumulative GPA and credits.



To access this information, select “GPA” from the left hand side navigation menu by clicking on the section name or the plus sign associated with the section.

This will display the following information:

- Grade
- Year
- GPA Type
- Term
- Term Credits
- Term GPA
- Cumulative Credits
- Cumulative GPA

Note: You may sort any category alphabetically or numerically by clicking the category name. Click the name again to sort the category the opposite direction.

Graduation Requirements

The graduation requirements section is a great tool for tracking each student's graduation requirements fulfillment. It displays each requirement along with each student's progress of fulfilling each requirement.

+ Transcript	To access the graduation requirements section of the selected student's profile, select "Grad Rqmnts" from the left hand side navigation menu by clicking on the section name or the plus sign associated with the section.
+ GPA	
+ Grad Rqmnts	
+ Testing	

This will display the following information regarding graduation requirements:

- Requirement
- Required (Credits)
- Actual (Credits acquired)
- Short (Credits short of fulfilling)
- Requirement Met

Note: You may sort any category alphabetically or numerically by clicking that category (column) name. Click the name again to sort the category the opposite direction.

Behavior

The behavior section of the student profile documents behavioral incidents that may have occurred at the student's school.

+ Behavior	To access the student's behavior, select "Behavior" from the left hand side navigation menu by clicking on the section name or the plus sign associated with the section.
+ Health	
+ Programs	
+ Activities	

This will display the student's current year behavior, including any behavioral incidents along with: the date, incident the occurred, involvement, action, and penalty regarding these incidents.

If you would like to display all of the student's behavior check Show All the check box. This will display the student's entire past behavior details, along with the student's current year behavior details.

Activities

The activities section of the student profile displays the school related activities the student has engaged in, for example, volleyball or band.

+ Programs	To access the activities section of the student profile, select “Activities” from the left hand side navigation menu by clicking on the section name or the plus sign associated with the section.
→ + Activities	
+ Cafeteria	
+ Accounts	

This will display the following information regarding the student’s activities.

- Begin Date
- End Date
- Type
- Activity
- Grade Level
- Service Time

Note: You may sort any category alphabetically or numerically by clicking the category name. Click the name again to sort the category the opposite direction.

Cafeteria and Account Information

The Cafeteria section of the student profile displays the student’s year-to-date totals, including: their charges, payments, and cafeteria balance.

+ Programs	To access the student’s cafeteria information, select “Cafeteria” from the left hand side navigation menu by clicking on the section name or the plus sign associated with the section.
+ Activities	
→ + Cafeteria	
→ + Accounts	

If you wish to inquire about the cafeteria information displayed, click the “Email School Personnel to Inquire About Cafeteria Information” link. This will open your computer’s email application in order for you to email your inquiry.

The account balance section of the student profile displays the selected student’s account balance and any transaction details associated with this student’s account.

To access the student’s account information, select “Accounts” from the left hand side navigation menu by clicking on the section name or the plus sign associated with the section.

This will simply display the account balance along with any transaction details associated with the account.

Account Settings

Q ParentConnection offers the chance to change a few of your account settings such as changing your password and adjusting your email notification settings. You may change your account settings with ease by reading the following two sections of this document.

Change Account Password

Changing the password associated with your Q ParentConnection account may easily be done by following the subsequent steps.

1. First, log in to Q ParentConnection using your PIN number and your current password
2. Navigate to the upper right hand corner of your Q ParentConnection account
3. Select the “My Account” link [My Account](#) | [Email Notifications](#) | [Help](#) | [About](#) | [Sign Out](#)
4. Once your account page has loaded
 - a. Enter your current password and email address associated with the account
5. Then, enter what you would like your new password to become
 - a. Once in “New Password”
 - b. Again in “Confirm Password”.
6. After you have verified this information
 - a. Click the “Submit” button

Current Password:	<input type="text"/>
Email Address:	<input type="text"/>
New Password:	<input type="text"/>
Confirm Password:	<input type="text"/>
	<input type="button" value="Submit"/> <input type="button" value="Back"/>

Note: You will need your current password for authentication to make any changes. If you have forgotten your PIN number or password, please navigate to Pg. 2 of this document for instructions on how to retrieve this information.

Email Notifications

Changing your email notification settings associated with your Q ParentConnection account may easily be done by following the subsequent steps.

1. First, log in to Q ParentConnection with your unique PIN number and password
2. Navigate to the upper right hand corner of your Q ParentConnection account
3. Select the “Email Notifications” link [My Account](#) | [Email Notifications](#) | [Help](#) | [About](#) | [Sign Out](#)
4. Once the email notifications page has loaded
 - a. Check the corresponding check boxes for which you would like to receive emails.

Student	Attendance	Assignments	Report Card
Morgan Smith (Grade 11, Monet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Then, click the “Submit” Button to save your changes.
6. **Updates Complete** will display once your account has been updated!

Signing Out

Once you have completed using the Q ParentConnection online tool, signing out of your Q ParentConnection may be easily done by following the subsequent steps.

1. Navigate to the upper right hand corner of your Q ParentConnection account
2. Select the “Sign Out” link [My Account](#) | [Email Notifications](#) | [Help](#) | [About](#) | [Sign Out](#)
3. You should now be signed out of your account and redirected to the Parent Portal log in page.

For More Help

If you are in need of more help regarding the use of Q ParentConnection the following resources are available to you.

- Frequently Asked Questions (FAQ’s)
 - Link is located in the upper right hand corner of the Q Parent Portal Login page.
- [The Q ParentConnection Help Video](#)
- If you have questions regarding Q ParentConnection please contact:
 - Your student’s school secretary
 - Anthony Zook
 - Q Administrator in the District Office.
 - May be reached by email at arzook@mcps.k12.mt.us

Thank You

MCPS would like to thank you for reading this help document. Q ParentConnection is a powerful tool to keep you informed of many aspects of your student’s school record. Missoula County Public Schools is pleased to make Q ParentConnection available to the parents and guardians of our students.

We are grateful for the support of the parents and guardians in our district, and look forward to continuing to serve you and your students.