



Trinity Christian School NetClassroom

Dear Trinity Families,

Welcome to *NetClassroom*! We are excited to offer you online access to academic information, such as daily grades, attendance, conduct, report cards, class details, and more. Before you use *NetClassroom*, we recommend you review the basic features including how to keep your information secure.

Getting Started in NetClassroom

We respect you and your family's privacy. With your unique *NetClassroom* user ID and password, if you are a parent, you can view the academic records for your children only. Other users cannot access your family's information.

How Do I Log In?

Open the Trinity Christian School Website. Click on the *NetClassroom* link found on the home page.

OR

Open one of the preferred Internet browsers compatible with *NetClassroom*, such as Microsoft *Internet Explorer*, Mozilla *Firefox*, or Google *Chrome*. Navigate to:



<https://45766netclass.blackbaudondemand.com/NetClassroom7/>

The *NetClassroom* login screen appears. Enter the **User ID** and **Password** found in your document pick up day packet. For security purposes, do not share this information with anyone.

If you need to change your password to one you'll remember better, from the navigation bar, under **My Settings**, click **Change password**.



You can enter a maximum of 20 characters.

Password Tips

- ① Do not enter a password others can easily guess.
- ① Do not use a family name in any form (first, middle, last, maiden, spelled backwards, nicknames, initials, or the name of your pets).
- ① Do not use any part of your user ID.
- ① Do not use common words like Joe, dog, beach, or password.
- ① Do not use a phone number, office number, fax number, address, birthday, or anniversary.

Customize Your Home Page

On your Home page, you can view important daily information such as your latest grades, class assignments, class announcements, and your schedule. In the left navigation bar, you have access to important tasks and school announcements will appear here.

To change your Home page settings, from the navigation bar, under **My settings**, click **Customize home**. On this page, you can customize the following:

- The marking column to use for your latest grade averages.
- You can show or hide your class announcements.
- You can show or hide your latest assignment grades. Then, you can decide what timeframe you want to see, such as today's grades, this week, last month, and more.
- You can show or hide your class schedule.
- Middle school parents can show or hide assignments due and then select how many days to show. We recommend you show at least the next 5 days.
- Then, select which events you want to see on your calendar. We recommend you show your assignments and holidays (no event category).

What Can I Do in NetClassroom?

The navigation bar at the top of every page is how you access all your student information and tasks in *NetClassroom*. In the following tables, review what you can do and where you can find important school information.

Classes

Class Details	For each of your classes, you can see class announcements, class documents, class assignments, and class marking column grades. You can also see your teacher's contact information. To contact the teacher, on the Class Details page, click the teacher's name.
Assignments List	View all your current class assignments.
Assignments Calendar	View all of your assignments on the calendar. You can select day view, week view, or month view. Also, you can filter your calendar by class or by category.
Attendance	Review your attendance information by day.

Grades

Graded student work	For each marking column, you can see your assignment grades and category averages for each class.
Averages	For each class, you can see your marking column grade average.
Report card	When ready, you can review the most recent report card.

Registration

Schedule	View your class schedule.
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Conduct – Review conduct infractions including the consequence information.

School Calendar – View the school calendar which includes school holidays, exams, and more.

My Settings

Customize home	Change your Home page settings.
Change password	Change your <i>NetClassroom</i> password.
Security questions	If you forget your <i>NetClassroom</i> password, you can reset the password yourself with security questions. On this page, you can review and update your security questions.
FAQ	Learn the answers to frequently asked questions about <i>NetClassroom</i> .

TIP: Do NOT use the back button, it will log you out.

Expectations and General Information

Grades K-2, Electives

- Assignments will not be viewable
- Grade Averages will be viewable at the Mid-Quarter and Quarter
*Kindergarten will not have Grade Averages for Math, Motor, Reading or Social/Emotional since they are graded by skill only.
- Grade Reports will be viewable at the Mid-Quarter and Quarter.
- Attendance will be viewable as it occurs.
- Conduct will be viewable as it occurs.

Grades 3-5

- Assignments in Core Classes will be viewable in NetClassroom a minimum of one week in advance of the due date for Reports, Projects and Tests. Changes to due dates for some assignments/assessments may be required periodically as faculty analyze students' schedules.
- Assignment grades in Core Classes for Reports, Projects and Tests will be viewable in NetClassroom within one week after the completion of the assignment or assessment. Lengthier assignments or assessments may require additional grading time.
- Grade Averages will be viewable on an on-going base.
- Grade Reports will be viewable at the Mid-Quarter and Quarter.
- Attendance will be viewable as it occurs.
- Conduct will be viewable as it occurs.

Grades 6-8

- Assignments in Core Classes will be viewable in NetClassroom for daily assignments that day. Assignments in Core Classes will be viewable in NetClassroom a minimum of one week in advance of the due date for Reports, Projects and Tests. Changes to due dates for some assignments/assessments may be required periodically as faculty analyze students' schedules.
- Assignment grades in Core Classes for Daily assignments, Reports, Projects and Tests will be viewable in NetClassroom within one week after the completion of the assignment or assessment. Lengthier assignments or assessments may require additional grading time.
- Grade Averages will be viewable on an on-going base.
- Grade Reports will be viewable at the Mid-Quarter and Quarter.
- Attendance will be viewable as it occurs.
- Conduct will be viewable as it occurs.

Assignments Grades of *X*, *M* or *Blank Grades*

A grade of ***X*** signifies that a student was exempt from that assignment and the ***X*** is not factored into grade calculations. A grade of ***M*** signifies that an assignment is missing and a grade of zero is factored into calculations until the assignment is turned in to faculty. A ***blank grade*** simply means that grades for the assignment have not yet been entered and the blank is not factored into grade calculations.

Grade Reports

Grade Reports are available to be viewed and printed by accessing them through the REPORT CARD tab in NetClassroom. It is recommended that parents print a hard copy for their records. Grade Reports will remain in NetClassroom until they are replaced by the next grade report.

When Can I Use NetClassroom?

You can log into *NetClassroom* between 6 a.m. and 2 a.m. every day, including Saturday and Sunday.

Questions?

If you have questions about *NetClassroom*, please contact Becky Lapp at blapp@trinitychristian.info or 815-577-9310, ext. 52.

Blessings,
Becky Lapp