

Holy Spirit Episcopal School

Primary and Lower School ParentsWeb User's Guide

This guide is intended to take you through the use of the browser-based ParentsWeb at Holy Spirit Episcopal School. Screenshots of the system are included as well as descriptions of each element you may see.

ParentsWeb is primarily designed for Middle School students, but Primary and Lower School parents will benefit from using a couple of the modules. This guide will focus on the modules available to Primary and Lower School families.

The first step is logging into ParentsWeb. Using your favorite browser (Chrome, Firefox, Safari, or Microsoft Edge), navigate to www.hses.org. You will find the ParentsWeb link on the bottom right of the page – click this link.

ABOUT US **ADMISSIONS** **ACADEMICS** **SPIRITUAL LIFE** **LIFE AT HSES** **CONTACT US** **SUPPORT US**

Holy Spirit
EPISCOPAL SCHOOL
Journey to Excellence...

◀ 1 2 3 4 5 6 7 ▶

ADMISSIONS **FINE ARTS** **ACADEMICS** **ATHLETICS**

INFORMATION
CLICK HERE to view the HSES newsletter.
CLICK HERE to sign up for the HSES weekly newsletter.
CLICK HERE for a short welcome to our school from Carol Katrana, Interim Head of School.

SCHOOL CALENDAR

8 Thursday
SEP 5th Grade Ecolink

8 Thursday 4:00pm
SEP Volleyball Game vs St. Thomas details

8 Thursday 4:00pm
SEP Soccer Game @ Trafton details


NEWS & EVENTS
#HSEFirstDay Photo Album
Click HERE to view the red carpet pictures.
Voted Best in Early Education!
Living Magazine readers have selected Holy Spirit Episcopal School as the best option in Early Education.
Youth Sports Soccer
Registration is now open for Youth Sport Soccer. CLICK HERE for the registration form.

renew web
Parents Web

View All **View All** **View All** **View All**

You will now find yourself at the log in page:

ABOUT US ADMISSIONS ACADEMICS SPIRITUAL LIFE LIFE AT HSES CONTACT US SUPPORT US


Holy Spirit
EPISCOPAL SCHOOL

District Code:
HSE-TX

Username:
[]

Password:
[]

[Forgot Username / Password?](#)

Parent Student Staff


Login

[Create New ParentsWeb Account](#)

Get the RenWeb Home App

Download on the App Store

GET IT ON Google play

 [Learn More](#) about the RenWeb Home app for accessing ParentsWeb information via the convenience of an app!


If you have not created a ParentsWeb account, click on “Create New ParentsWeb Account” and follow the instructions. During the registration process make sure to use the same email address you have provided the school.

Once you are registered, you may log in by entering HSE-TX as the district code and then your username and password. Make sure “Parent” is selected and click “Login”

Another user’s guide will be provided for the mobile platform of ParentsWeb.

Once you log in you will see the home screen:

ABOUT US **ADMISSIONS** **ACADEMICS** **SPIRITUAL LIFE** **LIFE AT HSES** **CONTACT US** **SUPPORT US**



Holy Spirit
EPISCOPAL SCHOOL

Welcome Back:
Parent Name
Logout

School Information ▲

- School Home
- Calendar
- Directory
- Classes
- Photo Gallery
- Resource Documents
- Web Forms
- Student Information ▼
- Family Information ▼
- Resources ▼

Announcements

 **Newsletter 09/06/2016**
CLICK HERE

Today's / Tomorrow's Events

Today **Tomorrow**

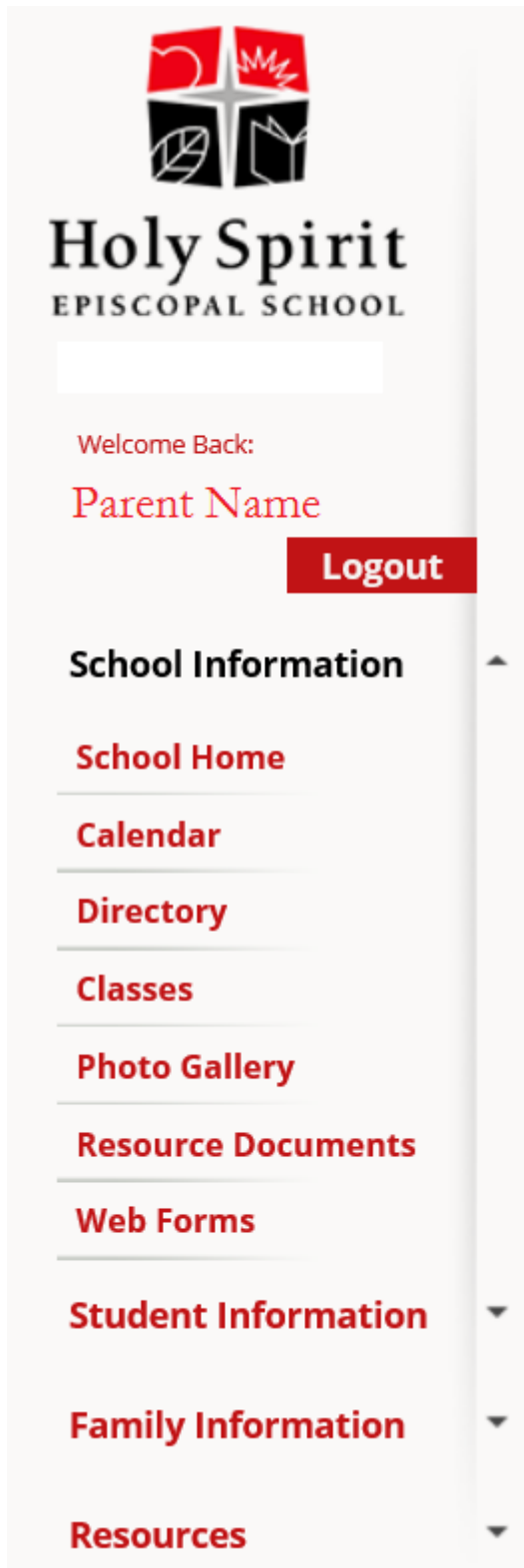
School Calendar: Dates to Note


10/6/2016	Early Dismissal
10/7/2016	Parent Teacher Conferences
10/10/2016	Columbus Day
10/14/2016	2016-2017: Q1 End
10/17/2016	2016-2017: Q2 Begin
11/21/2016	Thanksgiving Break
11/22/2016	Thanksgiving Break
11/23/2016	Thanksgiving Break
11/24/2016	Thanksgiving Break
11/25/2016	Thanksgiving Break
12/16/2016	2016-2017: Q2 End
12/16/2016	Early Dismissal
12/19/2016	Christmas Break
12/20/2016	Christmas Break
12/21/2016	Christmas Break
12/22/2016	Christmas Break

The top banner will allow you to navigate away from ParentsWeb back to the Holy Spirit website. The home screen has four columns:

1. Parent / Student information column.
2. Announcements: Currently, only the weekly newsletters are posted here.
3. Events: This module is currently not in use.
4. School Calendar: Dates to Note: This column contains important calendar dates for the school.

We will now look at the first column in detail:




Holy Spirit
EPISCOPAL SCHOOL

Welcome Back:

Parent Name

Logout

School Information ▲

- School Home**
- Calendar**
- Directory**
- Classes**
- Photo Gallery**
- Resource Documents**
- Web Forms**

Student Information ▼

- Family Information** ▼
- Resources** ▼

This column allows you to view all of the information contained within ParentsWeb. When you first log in you will find the “School Information” section expanded.

- **School Home:** This will take you to the ParentsWeb home page.
- **Calendar:** This page allows you to see the Dates to Note for the school year. The full HSES calendar is located on the hses.org website.
- **Directory:** This will allow you to view the school’s directory. Contact information for all families and staff are included.
- **Classes:** This will allow you to view your child’s schedule (Middle School).
- **Photo Gallery:** This allows you to view photos that teachers have uploaded of their classes. This feature is currently not utilized, but it will be gradually introduced this year. All photos are private and only viewable by those who are authorized to access ParentsWeb for the classes your child is in.
- **Resource Documents:** This page allows for the sharing of school-wide documents. This section is not currently utilized.
- **Web Forms:** This page allows users to update their personal information through the Family Demographic Form. Update options will be explored further into this guide.
- **Student Information:** This page will be explored further into this guide.
- **Family Information:** This page will be explored further into this guide.
- **Resources:** This allows the school to provide links to different resources. Currently there are no links provided other than a default RenWeb College Resource link.

Calendar:

Calendars

School | **My Classrooms** | **My Homework**

Format: Time frame:

[< Previous Month](#) | | | [Next Month >](#) | [Print Month](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Labor Day	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Three main categories can be selected here:

- School: This contains the major events (school holidays, quarter dates, etc).
- My Classrooms: This option is not utilized at this time.
- My Homework: This option is for Middle School only at this time.

Directory:

School Directory

Family | **School Staff**

Search: Student Parent Grade Level: Classes: [Submit](#)

[Print Directory](#)

You can choose between Family information (based on student or parent) or School Staff information here. You can further filter your results by grade level or class.

Classes:

Teacher Sites		
Name		
Classes for Student Name		
Class	Subject	Teacher
Second Art-A	Art	Ms. Day
Second Ch. Ed.-A	Christian Education	Miss Flores
Second Grade-A	Second Grade	Owen
Second Music-A	Music	Mrs. Daniels
Second PE-A	Health and Fitness	Mr. Salazar
Second Science-A	Science	Burgason
Second Spanish-A	Spanish	Ms. Avila

Your child's list of classes will be displayed. You can click on each individual class to go to that class' page. If you have more than one student enrolled, you can choose between them at the top.

Photo Gallery & Resource Documents:

These sections are not being utilized currently.

Web Forms:

Web Forms
Document / Form
Family Demographic Form

If you wish to update your family information, click on "Family Demographic Form"

Family Demographic Form

You can make changes to your personal information here. This information will be updated in the system within 2 to 3 business days.

Enrolled Students

Student Name

Student Medical

Student Name

Custodial Parents

Parent Name

Parent Name

Emergency Contacts:

Student Name

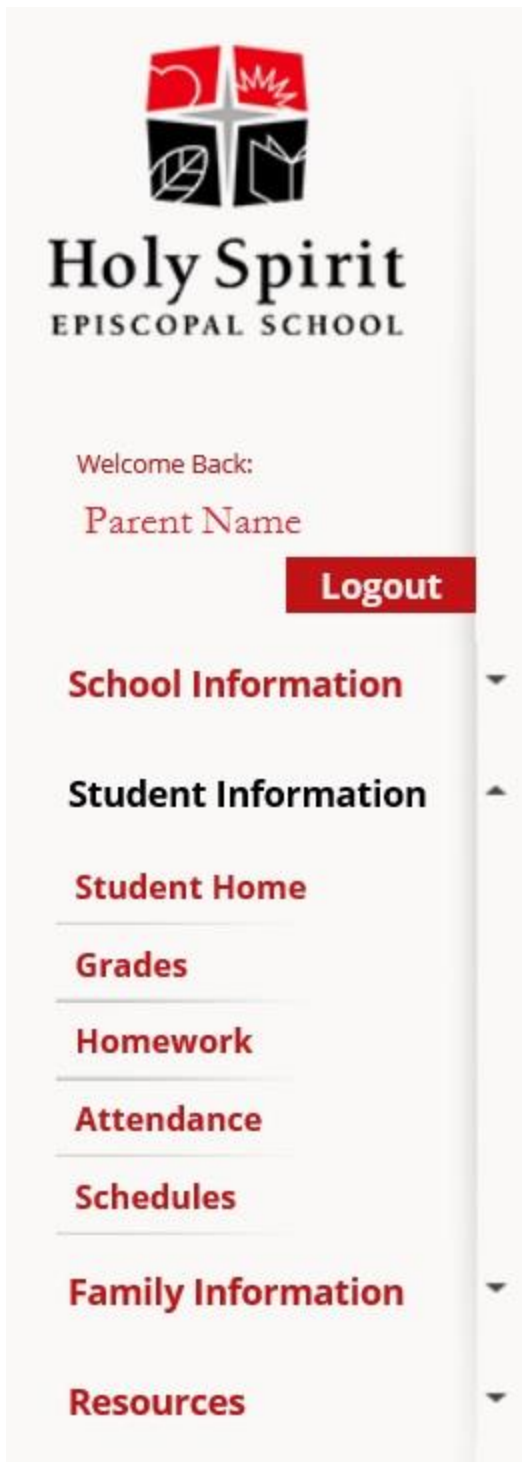
Transportation

Student Name

You can make changes to the following areas:

- Student demographic form
- Student medical form
- Custodial parent form (parent demographics)
- Emergency contacts
- Transportation options (others who can pick up your child during carpool)

Clicking on “Student Information” on the first column will bring up this menu:



- Student Home: This will return you to the main student page (the one that loaded when you clicked on “Student Information.” This page provides a summary of your child’s current information.
 - Grades: Middle School
 - Homework: Middle School
 - Attendance: This page will display your child’s attendance.
 - Schedules: This page will display your child’s schedule. This is primarily used for Middle School purposes.

Student Home:

Student Information Summary

Name

Weekly Summary page for Student Name

Homework by Date | By Subject

No homework items found.

Print | Details

Q1

Subject	Grade	Instructor
Second Grade		Owen, Dawn
Spanish		Avila, Lupe
Music		Daniels, Lorelee
Art		Day, Carolyn
Health and Fitness		Salazar, Erick
Library		Morgan, Paula

Print | Details

This Week's Attendance

No attendance entries found.

Details

This page provides you with the following:

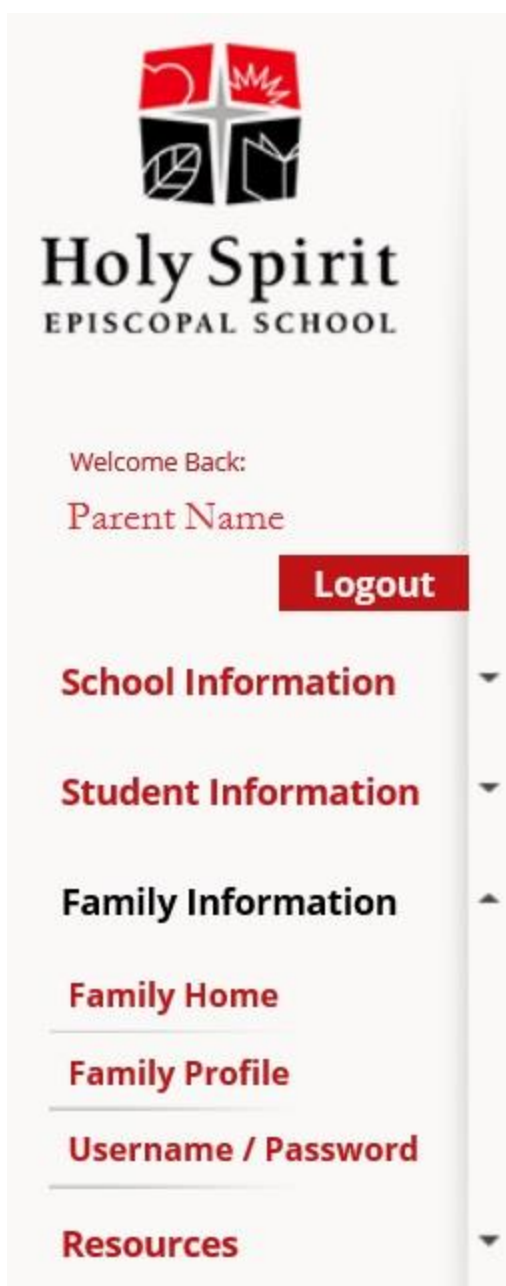
- Homework by date or by subject: Middle School.
- Grade summary: Middle School.
- This Week's Attendance: Your child's attendance details will be listed here.

Grades: Middle School Only.

Homework: Middle School Only.

Schedules: This page will display your child's official schedule. Primarily used for Middle School.

Clicking on “Family Information” on the left side column will bring up this menu:



- Family Home: This will return you to the main “Family Information” page. This page displays all family member’s information (phone, address, name, etc.) This page also displays your child’s service hours (Middle School). A link to the Family Demographic Form is also available here.
- Family Profile: This page displays all family member’s information – the same information found under “Family Home”
- Username / Password: This will allow the current user to change their username or password.

This concludes the Primary and Lower School guide to ParentsWeb. If you have any questions, please reach out to Mr. Smith at bdsmith@hses.org.