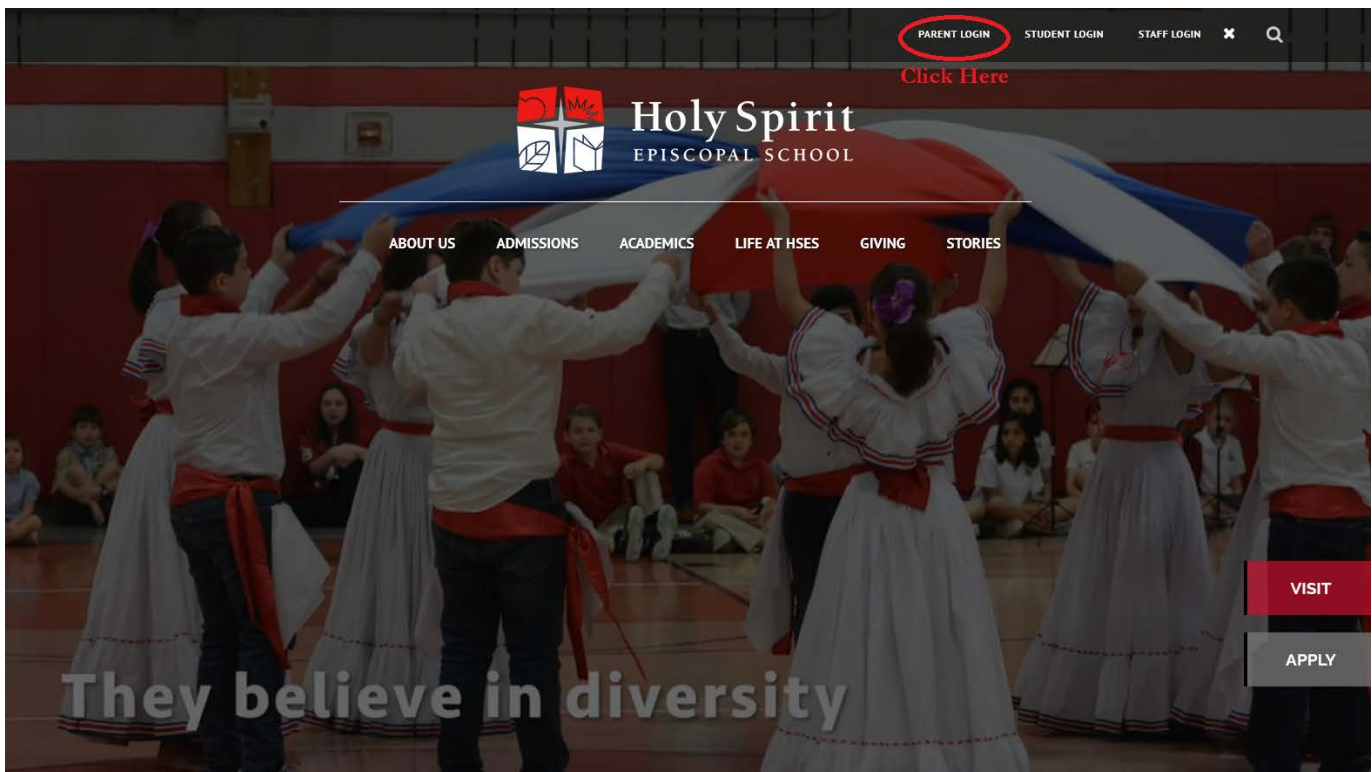


Holy Spirit Episcopal School

Middle 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. Not all areas are utilized at this time, but the important areas will be brought into focus. Please note that the appearance of the interface changes annually, but the content and links remain the same. Some pages may look slightly different from this guide.

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 top right of the page by clicking on the three lines. Choose "Parent Login"



You will now find yourself at the log in page:

District Code: English

Username:

Password:

Our district code is HSE-TX

Enter the username you created or were provided

Enter the password you created or were provided

Be sure to select "Parent"

Click "Log In"

Forgot Username / Password?

Parent Student Staff

[Log In](#) [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”

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**

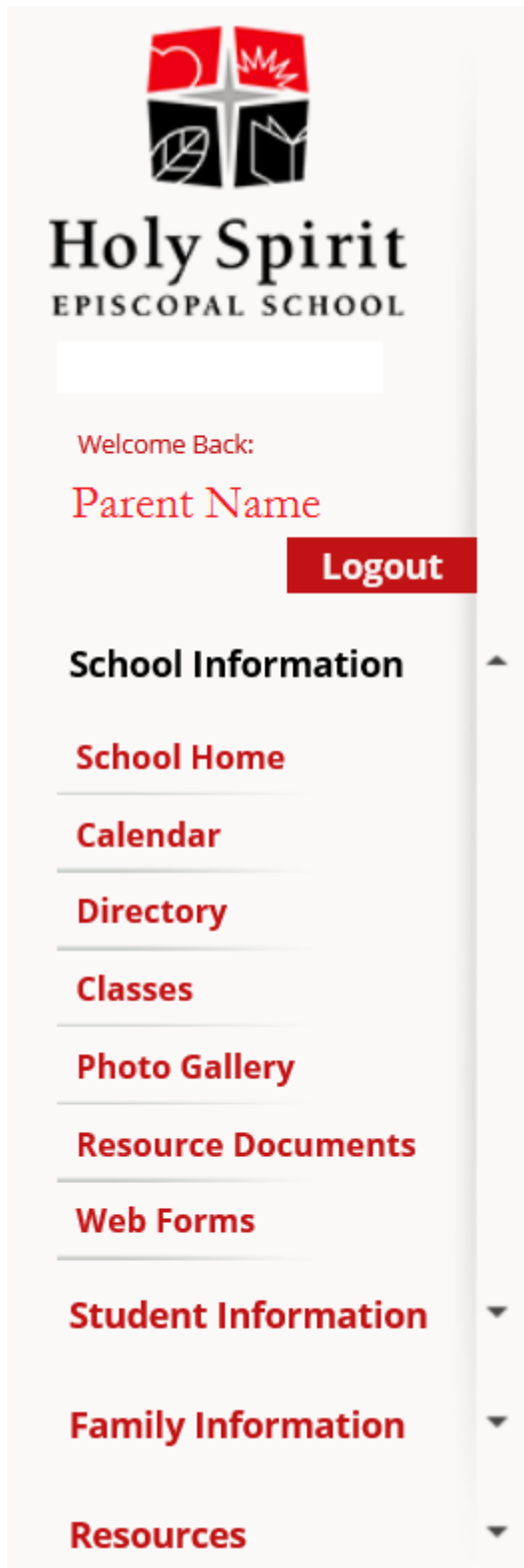
School Calendar: Dates to Note


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
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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). This page also provides links to each individual class.
- **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 will display all homework for your student by date. If you have more than one student in Middle School, both student's assignments will be displayed.

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
08 Alg Y2-A	Algebra Year 2	Mrs. Grossman
08 ENG-A	English / Language Arts	Mrs. Barr
08 HIST-A	Western Civilization	Mrs. Shrader
08 SCI-A	IPC Science	Burgason
08 SPAN-A	Spanish	Mrs. Barclay
MS Music-8A	Music	Mr. Williams
PE-Q1-P7-MWF	Physical Education	Mr. Salazar
StuSkill-8A	Study Skills	Vinzant
08 CHRIST-A	Christian Education	Mrs. Northington
TECH-8A	Technology	Mr. DuBois
ART-8A	Art	Ms. Day
PE-Q4-P7	Physical Education	Mr. Salazar

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 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

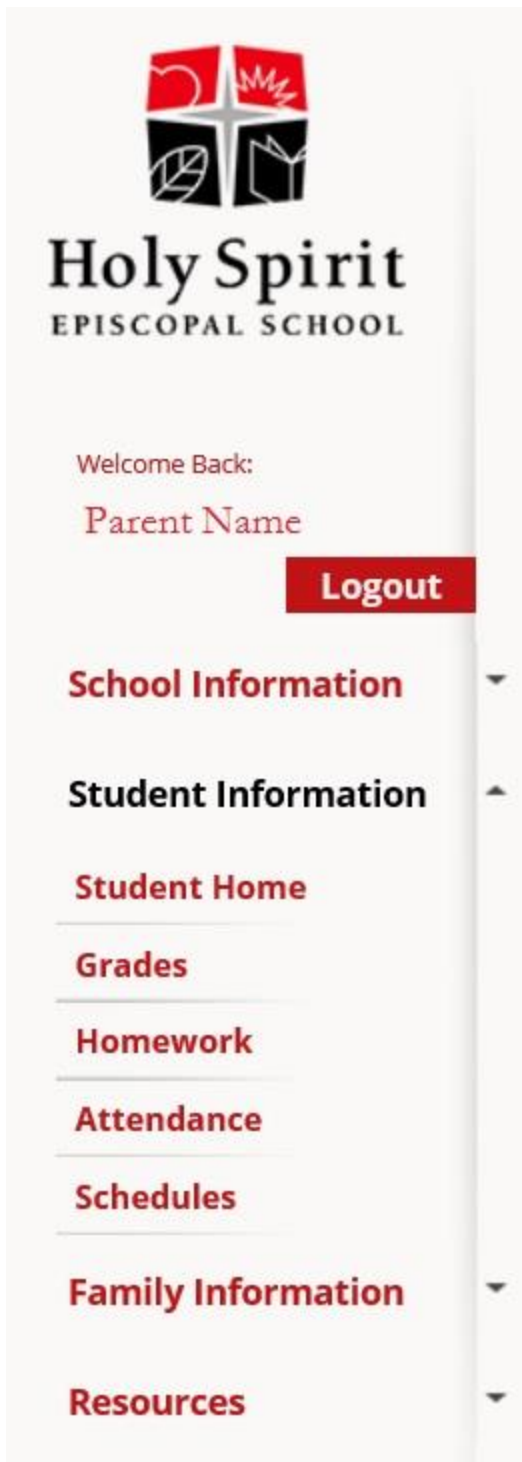
Transportation

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: This page will display the grades your child has in each class.
- Homework: This page will display all homework from your child’s classes.
- Attendance: This page will display your child’s attendance.
- Schedules: This page will display your child’s schedule.

Student Home:

Student Information Summary

Name

Weekly Summary page for Student Name

Homework by Date | **By Subject**

09/05/2016 - Monday

Algebra Year 2

Labor Day Holiday

IPC Science

No school

09/06/2016 - Tuesday

Print | Details

This Week's Attendance

09/08/2016 - Thursday

IPC Science - **Absent - Excused**

Spanish - **Absent - Excused**

Western Civilization - **Absent - Excused**

English / Language Arts - **Absent - Excused**

Gray Advisory - **Absent - Excused**

Details

Q1

Subject	Grade	Instructor
IPC Science		Burgason, Tracy
Spanish		Barclay, Aida
Western Civilization		Shrader, Shannon
English / Language Arts		Barr, Christine
Gray Advisory		Burgason, Tracy

This page provides you with the following:

- Homework by date or by subject: Your child's homework (for all classes) will be listed here.
- Grade summary: Your child's current grades will be listed under the quarter displayed (currently Q1)
- This Week's Attendance: Your child's attendance details will be listed here.

Grades:

Grades

Name

Grades for Student Name

Grade Book Report

Select a Class: Algebra Year 2 (08 Alg Y2-A) Select a Term: Q1 

This page will display a grade report for each of your child's classes. Choose a class from the drop-down menu to display each class's gradebook.

Homework:

Homework

Name

Homework for Student Name

By Date By Subject

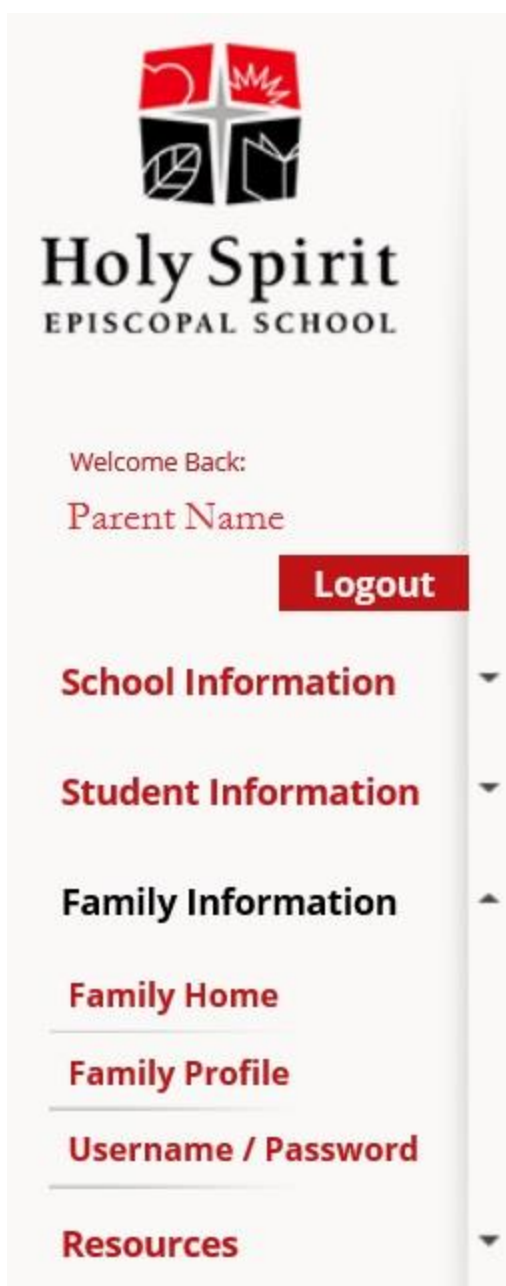
< Previous Week Week of: 9/4/2016  Next Week > Include My Calendar Events  Print Week

This page will display all of the homework assigned for each class. You can view by date or by subject. You can also go back to previous weeks to check for previously assigned homework.

Schedules:

This page will display your child's official schedule.

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. 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 Middle School guide to ParentsWeb. If you have any questions, please reach out to Mr. Smith at bdsmith@hses.org.