



Welcome to *NetClassroom*! We are excited to offer you online access to academic information, including grades, report cards, and billing statements from our business office. With your unique *NetClassroom* user ID and password, you can view academic records for your child(ren) in Grades 2-8. Other users cannot access your family's information.

NetClassroom is Easy to Use

- You can use the navigation bar at the top of the page to open new pages. For example, from the **Classes** menu on the navigation bar, you can access the **Class Information** page, where teachers can post Announcements and Documents for each class.
- You can select the information to appear on your Home page and calendar by clicking **Customize** on the navigation bar.
- Use the task bar at the left of the screen to control what information appears and in what format, and to view announcements. For example, on the Schedule page, you can select to display schedules in a list, grid, or calendar.
- On any page in *NetClassroom*, you can click links to open related pages. For example, if you click the course name Math on the Home page, the Daily Grades page for Math appears. A list of assignments and grades for Math appears.

Logging Into NetClassroom

Using Microsoft *Internet Explorer 6* or *7* on a PC or Mozilla *Firefox* on a Mac, enter <http://mail.qaschool.org/NetClassroom7>. Or, you can access a link to NetClassroom from the QA Homepage under Parents and Students → Academics.

On the *NetClassroom* login screen, enter your User ID and password. For security reasons, do not share this information with anyone. Only one login is provided per family. This login will provide you with access to all of your children's information.

If you have misplaced your UserID or forgotten your password, please contact Mrs. Molly Carlin at mcarlin@qaschool.org.

To edit your online password, select **Change Password** from the **Administrative** menu. Your password can be a maximum of 20 characters and is not case-sensitive. Select a password that others cannot easily guess. For safe, secure passwords, follow these guidelines.

Do **not** include:

- A family name in any form (first, middle, last, maiden, spelled backwards, nickname, or initials).
- Any part of your user ID.
- Any common name, such as Joe.
- A phone or office number, address, birthday, or anniversary.

NetClassroom Helps Keep You Informed

NetClassroom gives you easy access to schedules, assignments, grades, report cards, and billing statements.

- **Find out when classes meet.** To open the Schedule page, select **Schedule** from the **Classes** menu. On the Schedule page, you can view a student's schedule (Grades 6-8 full schedule and Grades K-5 Specials only).
- **View class announcements and documents.** To view announcements teachers have posted for classes and documents they have uploaded, select **Class Information** from the **Classes** menu.
- **Review grades.** To open the Grades page, select **Grades** from the **Student** menu. If a marking column displays a grade, you can click the grade to view assignment grades on the Daily Grades page. On the Grades page, you can also click a teacher's name to view contact information for the teacher on the Faculty Information page. On this page, you can click the listed e-mail address to contact the teacher by e-mail.
- **Keep track of progress between report cards.** On the Daily Grades page, you can view a running marking column average and running category averages for a marking column and class. The **Percent of Grade** column displays the percentage of the grade each category is worth (such as 20% for the Homework category, 20% for the Quizzes category, and 60% for the Tests category). You can access the Daily Grades page by either clicking a marking column grade on the Grades page or clicking the check mark picture beside a class name on the Assignments page.
- **Review report cards.** To view the most recent report card, select **Report Card** from the **Student** menu.
- **View billing statements.** To view the most recent billing statement, select **Statement** from the **Student** menu.
- **Change your address online.** To open the Change Primary Address page, select **Change Address** from the **Administrative** menu. On the Change Primary Address page, you can update your address in our records.

NetClassroom FAQs

For answers to common questions, select **FAQs** from the **Administrative** menu.

Troubleshooting Access Issues

If you have trouble accessing *NetClassroom*, try the following:

- Add *NetClassroom* as a secure website to your Internet browser.
- Use these browsers for *NetClassroom*: *Internet Explorer* for PCs or *Firefox* for Macs.
- Check your firewall or antivirus programs to ensure content filtering or parental settings are not blocking the *NetClassroom* website.
- If you are using *Internet Explorer 7*, turn off the Phishing Filter settings (**Tools, Phishing Filter, Turn Off Automatic Website Checking**).

Blackbaud, Inc. does not troubleshoot internet connectivity issues, so we suggest you contact these resources for technical assistance:

- Your Internet Service Provider
- Your computer support service (for example, Geek Squad)