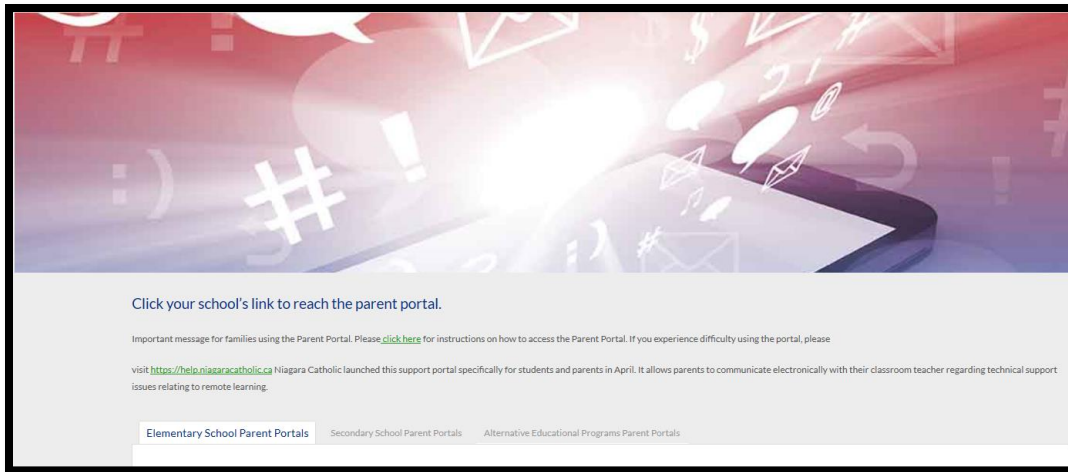




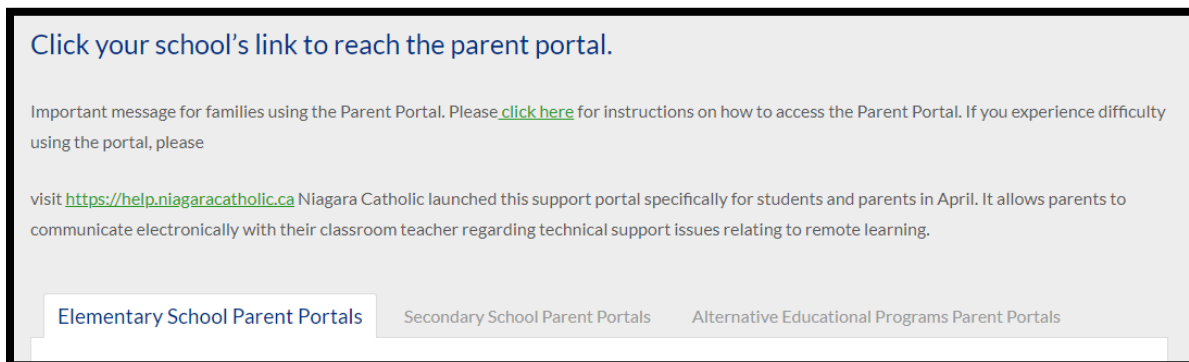
## The Niagara Catholic Maplewood Parent Portal

### Instructions for Parents/Guardians

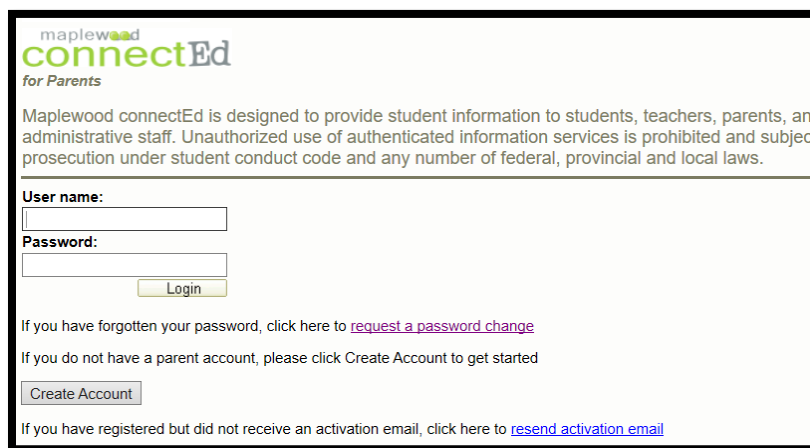
To access the *Niagara Catholic Maplewood Parent Portal*, go to <http://niagaracatholic.ca/reportcards>.



Scroll down to find school lists under Elementary School Parent Portals, Secondary School Parent Portals and Alternative Educational Programs Parent Portals. Click on the name of your child's school from the school list.



Once you click on the school name, you will land on the sign-in page of the portal.



**IMPORTANT: Your User name is the email address you have on file with the school. If you are trying to use a different email, it will not work.**

If you do not remember the password, click on **Request a Password Change**. Enter your email address in both the username and email address field, then click Next to follow the prompts.

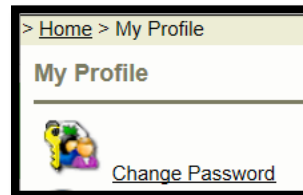
An email will be sent to you with a temporary password.

Login to the portal with your email address as the username and the temporary password.

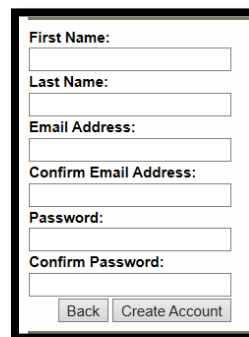


The screenshot shows the 'maplewood connectEd Password Request Form'. It includes the following text: 'Use this form to change your password. The school must have your E-mail address on file.' Below this are two input fields: 'User name:' and 'E-Mail Address:'. At the bottom, there are 'Next' and 'Cancel' buttons, and the 'maplewood' logo.

Once you are logged in, you can go to **My Profile** and change the password for future access.



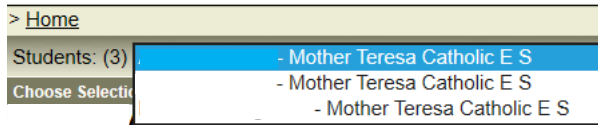
If you need to **Create an Account** for the portal (if you have not already created one), click on the Create Account button and enter your information.



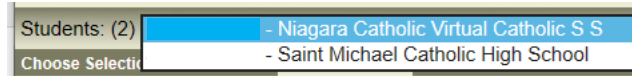
The screenshot shows the 'Create Account' form with the following fields: 'First Name:', 'Last Name:', 'Email Address:', 'Confirm Email Address:', 'Password:', and 'Confirm Password:'. At the bottom, there are 'Back' and 'Create Account' buttons.

When you click on Create Account, you will be sent an activation email that contains a link to click on that will activate the account. This email will be sent from an [mwnoreply@ncdsb.com](mailto:mwnoreply@ncdsb.com) email address.

If you have **multiple children**, there will be a dropdown list showing the names of the children and the school(s) they attend.



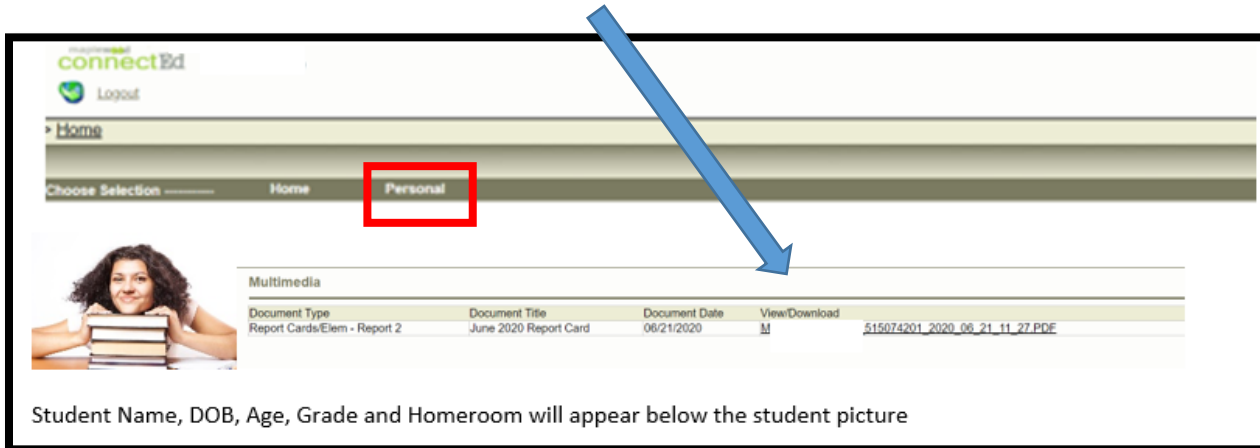
This will also show students that are enrolled in multiple schools (for example, the home and virtual school). This feature allows you to see your children from other schools without having to log out of one site and go to another (assuming you have the same email address on file at all schools).



Click on the student and school that your child is attending to see the relevant information for that student/school. Click **Go** to have it load that information.

### Viewing Provincial Report Cards, Individual Education Plans and Alternative Program Reports

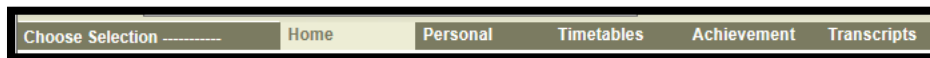
To see the reports, click on **Personal – Multimedia**. There will be a link for a PDF to click on in order to view each available report. Click on the link (underlined text under View/Download) to see the available report(s). **NOTE:** You may need to “allow pop-ups” to view or download the PDF reports.



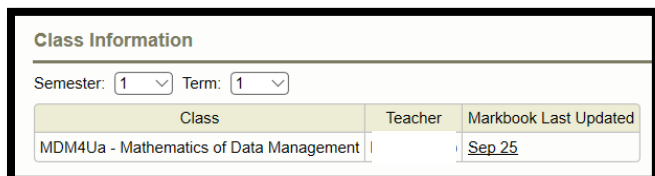
## For Secondary School Students – Additional Information Available in the Portal

Parents/Guardians will have access to additional information for their children in secondary schools in the *Niagara Catholic Parent Portal* such as the timetable, Markbook Summary, Community Involvement (Christian Community Service) and a Transcript Summary and Detail.

The menu at the top will guide you to each of these areas:



The initial screen (**Home**) will show the current Class Information:



**Class Information**

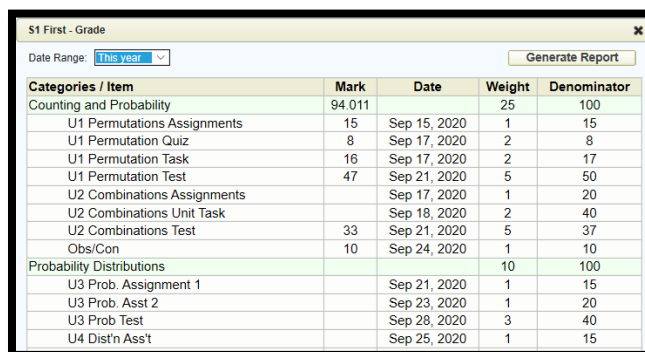
Semester: 1 Term: 1

| Class                                   | Teacher | Markbook Last Updated  |
|---|---------|------------------------|
| MDM4Ua - Mathematics of Data Management |         | <a href="#">Sep 25</a> |

Click on the Semester and Term dropdown menus to see additional options (like Semester 1 and 2 and other Terms).

To open the **Markbook Summary**, click on the date link in the Markbook Last Updated column.

The Markbook Summary will open for you to view the information available. You can also change the date range to see this week, month, or a custom date range.



S1 First - Grade

Date Range: [This year](#) Generate Report

| Categories / Item           | Mark   | Date         | Weight | Denominator |
|-----------------------------|--------|--------------|--------|-------------|
| Counting and Probability    | 94.011 |              | 25     | 100         |
| U1 Permutations Assignments | 15     | Sep 15, 2020 | 1      | 15          |
| U1 Permutation Quiz         | 8      | Sep 17, 2020 | 2      | 8           |
| U1 Permutation Task         | 16     | Sep 17, 2020 | 2      | 17          |
| U1 Permutation Test         | 47     | Sep 21, 2020 | 5      | 50          |
| U2 Combinations Assignments |        | Sep 17, 2020 | 1      | 20          |
| U2 Combinations Unit Task   |        | Sep 18, 2020 | 2      | 40          |
| U2 Combinations Test        | 33     | Sep 21, 2020 | 5      | 37          |
| Obs/Con                     | 10     | Sep 24, 2020 | 1      | 10          |
| Probability Distributions   |        |              | 10     | 100         |
| U3 Prob. Assignment 1       |        | Sep 21, 2020 | 1      | 15          |
| U3 Prob. Asst 2             |        | Sep 23, 2020 | 1      | 20          |
| U3 Prob Test                |        | Sep 28, 2020 | 3      | 40          |
| U4 Dist'n Ass't             |        | Sep 25, 2020 | 1      | 15          |

### Markbook Summary – Headings Defined

**Categories:** Categories describe the curriculum strands or units of study for the course.

**Item:** Items describe the assignments, tests, quizzes, projects and other items that are assessed or evaluated/marked.

**Mark:** The mark may be a percentage (for the Category, as an example) or a number of marks received for a particular item.

**Date:** The date may refer to the date the assessment or evaluation was completed or when the assessment or evaluation information was added to the Markbook by the teacher.

**Weight:** The weights work as a ratio/percentage against other weighted Categories or Items in the Markbook. Categories or items with higher weights have greater value or “count more” in determining final marks.

**Denominator:** This is the “out of” number or the number of available marks. If the denominator is 100, the mark will be represented as a percentage.

**NOTE:** If you require more information about the Markbook Summary, please contact your child’s teacher.

When you click on **Timetables – This Year**, today’s timetable will appear.

**This Year's Timetable**

View:  Today  Week  Summary

Monday, September 28, 2020 (Sem 1, Term 1, Day 2)

| Period | Time | Class  | Room | Teacher | Description                    |
|--------|------|--------|------|---------|--------------------------------|
| 1      |      | MDM4Ua | X    |         | Mathematics of Data Management |
| 2      |      | MDM4Ua | X    |         | Mathematics of Data Management |
| 3      |      |        |      |         |                                |
| 4      |      | MDM4Ua | X    |         | Mathematics of Data Management |
| 5      |      | MDM4Ua | X    |         | Mathematics of Data Management |

To see the timetable for the rest of the year, click on the Summary and select the appropriate Semester and Term. Click Go. **NOTE:** There are 2 semesters and 8 terms in the 2020-21 school year.

**This Year's Timetable**

View:  Today  Week  Summary

Semester: 1 Term: All Go

| Period | Semester 1 |       |        |       |        |       |        |       |
|--------|------------|-------|--------|-------|--------|-------|--------|-------|
|        | Term 1     |       | Term 2 |       | Term 3 |       | Term 4 |       |
|        | Day 1      | Day 2 | Day 1  | Day 2 | Day 1  | Day 2 | Day 1  | Day 2 |
|        |            |       |        |       |        |       |        |       |

Click on the **Achievement** menu and select the school and the class.

School: Niagara Catholic Virtual Catholic S S

Class: ENG4Ug - English

| Topic                                  | Comments |                       |
|--|----------|-----------------------|
|  | Final    | Select Term: S2 Final |
| PSK4Ua - Introductory Kinesiology      |          |                       |
| SBI4Ub - Biology                       |          |                       |
| SCH4Ua - Chemistry                     |          |                       |
| Interview Requested                    |          |                       |
| Learning Skills and Work Habits (9-12) |          |                       |
| Responsibility                         |          |                       |
| Organization                           |          |                       |
| Independent Work                       |          |                       |
| Collaboration                          |          |                       |
| Initiative                             |          |                       |
| Self-Regulation                        |          |                       |
| Final Mark                             |          |                       |

At certain times of the school year (usually November, February, April and June), this will show the final marks and comments.

You can also access the **Markbook Summary** by clicking on the grid in the Grade area.

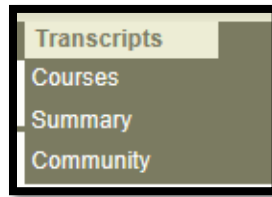
| Topic | Marks    |
|-------|----------|
| Grade | S1 First |

S1 First - Grade

Date Range: This week

| Categories / Item         | Mark | Date         |
|---------------------------|------|--------------|
| Probability Distributions |      |              |
| U3 Prob Test              |      | Sep 28, 2020 |
| U4 Dist. Task             |      | Sep 28, 2020 |

Click on **Transcripts** and you have the option of seeing Courses, Summary and Community.



**Courses** - This will give you the transcript information for your child.

| Student Transcripts |  |         |      |               |            |
|---------------------|--|---------|------|---------------|------------|
| Course Code         | Course Title   | Date    | Mark | Credit Earned | Compulsory |
| BTT1O               | Information and Communication Technology in Business | 2018/02 | 87   | 1.00          | Y          |
| FSF1D               | Core French  | 2018/02 |      | 1.00          | Y          |
| HRE1O               | Discipleship and Culture                             | 2018/02 |      | 1.00          | Y          |
| SNC1D               | Science  | 2018/02 |      | 1.00          | Y          |

**Summary** - This will show the graduation requirements, the number of courses completed and remaining. **NOTE:** It may take a bit of time to load because it is actually calculating based on the student's current transcript information.

| Transcript Summary |            |           |           |
|--------------------|------------|-----------|-----------|
| OSS English - 2009 |            |           |           |
| Category Group     | Required   | Completed | Remaining |
| English            | 4          | 3         | 1         |
| French             | 1          | 1         | 0         |
| Math               | 3          | 3         | 0         |
| Science            | 2          | 2         | 0         |
| History            | 1          | 1         | 0         |
| Geography          | 1          | 1         | 0         |
| Art                | 1          | 1         | 0         |
| Physical Ed.       | 1          | 1         | 0         |
| Civics             | 0.5        | 0.5       | 0         |
| Career Studies     | 0.5        | 0.5       | 0         |
| Sosc/Fre/Coop      | 1          | 1         | 0         |
| Art/Bs/PE/Frr/Cp   | 1          | 1         | 0         |
| Sc/Tec/Cm/fr/cp    | 1          | 1         | 0         |
| Summary Totals     |            |           |           |
| Credit Type        | Compulsory | Optional  | Required  |
| Compulsory         | 18         | 17        | 1         |
| Optional           | 12         | 7         | 5         |
| Required           | 30         | 24        | 6         |

**Community** - This will show the current information about Christian Community Service hours.

| Community Involvement               |         |            |            |       |  |
|-------------------------------------|---------|------------|------------|-------|--|
| Placement                           | Contact | Start Date | End Date   | Hours |  |
| pilgrimage and Santa Parade         |         | 10/28/2018 | 11/17/2018 | 8:00  |  |
| Youth Advent retreat                |         | 12/16/2017 | 12/16/2017 | 6:00  |  |
| Fam Jam 4 Wellness                  |         | 5/2/2019   | 5/2/2019   | 7:00  |  |
| Niagara Catholic Speakout           |         | 2/28/2019  | 2/28/2019  | 3:00  |  |
| Pilgrimage                          |         | 10/29/2017 | 10/29/2017 | 5:00  |  |
| <b>Total Community Hours: 29:00</b> |         |            |            |       |  |