

Plaucheville Elementary School

Student Progress Center Directions

Parents of children attending Plaucheville Elementary School may track their children's progress via the Internet. Using the **Student Progress Center**, a parent can check a child's attendance, grades, assignments, discipline, transcript, and state test scores.

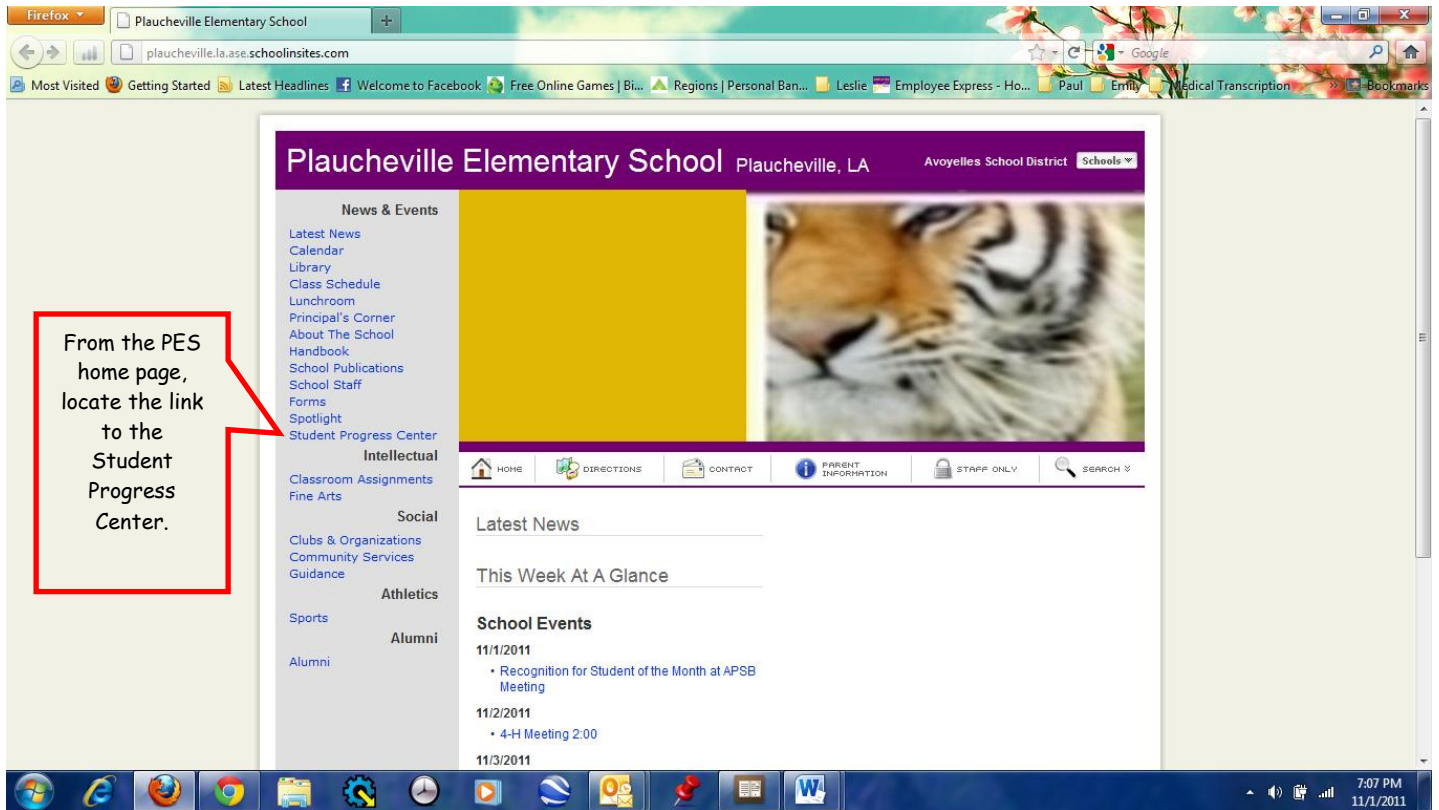
For security purposes, in order to create an account, a parent must supply information that matches the information contained in the school's computer system. The student information form recently sent home will be used to update and correct student information. If there is no match, an account cannot be made. A parent would then contact the school's office to verify information. Usually it is a simple matter of making a name match (Ex... Parent's first name is "Charles", but the computer system has "Charlie").

Directions on how to navigate to the site, create an account, and use the site are provided on the following pages:

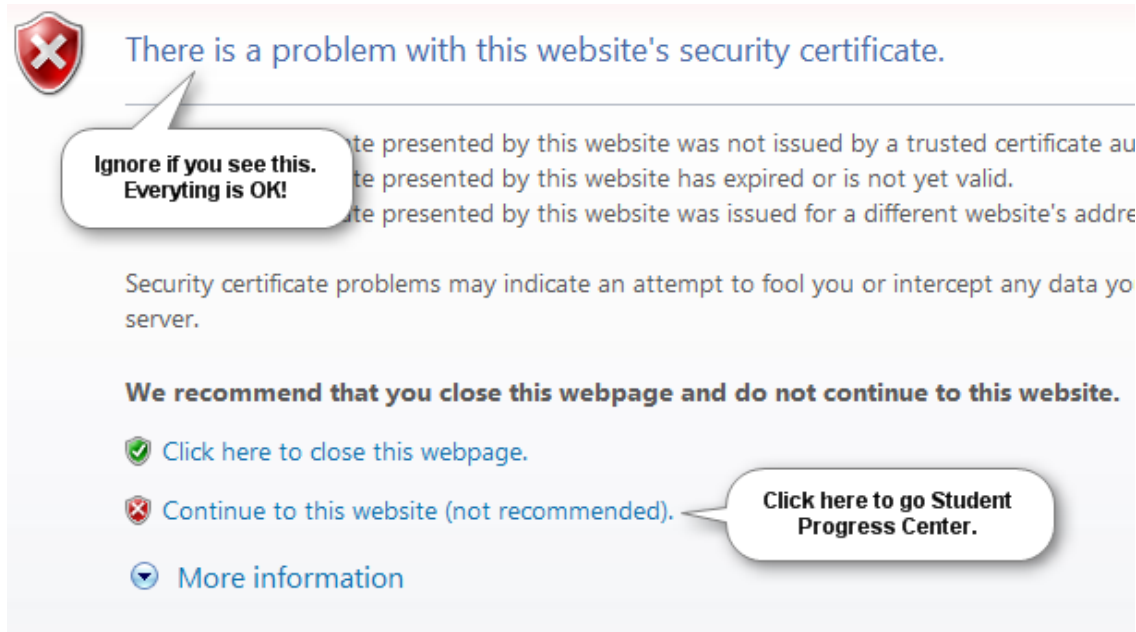
Navigating to the Parent Command Center

Open your Internet browsing software, and then go to <http://plaucheville.la.ase.schoolinsites.com/>

As shown below, click "Student Progress Center".



If using Internet Explorer 7.0 or higher, a warning message may be seen next. **It is safe to ignore the message.** Click **“Continue to this website (not recommended)”**.



There is a problem with this website's security certificate.

Ignore if you see this. Everything is OK!

Security certificate problems may indicate an attempt to fool you or intercept any data you enter on the website. Security certificate problems may indicate an attempt to fool you or intercept any data you enter on the server.

We recommend that you close this webpage and do not continue to this website.

- Click here to close this webpage.
- Continue to this website (not recommended). **Click here to go Student Progress Center.**
- More information

The Student Progress Center login screen will be displayed. If a first time user, click **“Register a New User”** as shown by the red arrow below. If your account has already been created, type your **“Username”** and **“Password”**, and then click **“Sign In”**.



Student Progress Center

H1N1 **Habitual Absences** **Student Help** **DOE TOPS Website**

WELCOME TO THE STUDENT PROGRESS CENTER.

Please login with your username and password OR register if a First Time User.

Username

Password

Sign In

- ▶ Register a New User
- ▶ Forgot Password

STAFF ADMIN

[Exit Web](#) [Logout](#) [Terms](#) [Help](#)

Creating a New Account

Enter the requested information as shown below.

- “**First Name**” and “**Last Name**” should be the parent’s or guardian’s first and last name.
- “**PSN**” stands for **Parent Security Number**. It is a five digit number used by the system to verify a parent. You will see the number under your name on the Student Information Form. It is the last 5 digits of your child’s SSN.
- When done, click “**Submit**”.

New User Registration

Fields shown in RED are required.

NOTE: All information below is asking for PARENT/GUARDIAN information, please enter all information about the PARENT/GUARDIAN registering the account. The PSN number will be provided by the student's school.

The form is divided into two sections: "Relationship Information" and "Parent Information".

- Relationship Information:** A dropdown menu with "Please Select" selected. The dropdown options are "Please Select", "Mother", "Father", and "Guardian". A red box highlights the "Please Select" option. An arrow points to the dropdown with the text: "Pick your relationship to the student."
- Parent Information:** Three text input fields: "First Name", "Last Name", and "PSN". All three fields are highlighted in red. Arrows point to each field with the following text:
 - "Enter your first name."
 - "Enter your last name."
 - "Enter the 5 digit Parent Security Number (**PSN**) as shown on the student information form."

At the bottom of the form are two buttons: "Submit" and "Reset". An arrow points to the "Submit" button with the text: "Click '**Submit**'."

If the information provided to make a new account did match to your child, you will be allowed to create a login and password. Fill in the required information, as shown on the screen below. Click “**Submit**” when done.

New User Registration

Please select a username and password to use to access your student's information.

*NOTE: Special characters (- ; / \ * # ') and any spaces will be removed from usernames and passwords.*

Login (6-20 characters)	<input type="text" value="bluengold1"/>	<div style="border: 2px solid blue; padding: 5px; color: blue;">TIP: Write down your login and password and keep in a safe place. The school does not have access to your password!</div>
Password (6-20 characters)	<input type="password" value="••••••"/>	
Re-type Password	<input type="password" value="••••••"/>	
Select secret question #1	<input type="text" value="What is your mother's maiden name?"/>	<div style="border: 2px solid blue; padding: 5px; color: blue;">These answers will help if your password is forgotten.</div>
Answer to question #1	<input type="text" value="Ortego"/>	
Select secret question #2	<input type="text" value="What is your favorite color?"/>	
Answer to question #2	<input type="text" value="blue"/>	
	<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

Once you have successfully entered the information, a message will indicate your account was created successfully. Be sure you write down the account information entered, since it is completely private and cannot be retrieved, even by school personnel. Click **“Login”** to access your new account!

New User Registration

Account created successfully!

Please click the login button to return to the main screen.

If you receive a message as shown below, click **“OK”**. Verify your information, and then try again. If this does not work, please contact the Secretary at school to verify your information against what is contained in the computer system.

The usual problems are related to...

- Names provided don't match names in the system. Example: “Christina” was entered as a parent first name, but the computer system has “Christine”. Check the name on the student information form. Is it the same as the one used to create the account?
- The **“PSN”** field does not match the number in the computer system. Check against the PSN number on the student information form, or with the Secretary to verify.

I Forgot My Password. What Do I Do?

Click the **“Forgot Password”** link, and then provide the answers to the secret questions from when the account was created. Click **“Submit”**. You will then be allowed to create a new password.



LOGIN INFORMATION

Username

Password

▶ Register a New User

▶ Forgot Password

Select secret question #1

Answer to question #1

Select secret question #2

Answer to question #2



What is your mother's maiden name?

What is your favorite color?

These answers will help if your password is forgotten.

Using the Student Progress Center

At the login page, enter your “Username” (login) and “Password”. Click “Sign In”.

WELCOME TO THE PARENT'S COMMAND CENTER.

Please login with your username and password OR register if a First Time User.

Username

Password

Sign In

Register a New User

Forgot Password

STAFF ADMIN

You will see your child’s name and student number.

Messages from school are displayed on the left.

To add other siblings to this account, click the “Link Students” button.

No messages available.

Messages from school will appear here

Family Members	Student ID#
JOUBERT, CAMILLE	8089996

Click here to add other siblings to this account.



Emergency Messages Other Messages Link Students

Click the student’s name and you will see a page with tabs as shown on the next page.

Welcome to the Parent's Command Center.
From here you can view student information for:

- Name: CAMILLE JOUBERT
- Student ID#: 8089996
 - School #: 008
 - School Year : 0910

Click on a tab above to see the desired information.

To select a new student click [here](#).



To move from this student and go to a sibling, click here.

[Exit Web](#)

[Logout](#)

[Terms](#)

[Help](#)

By clicking each tab, you will see more information. This information is current and “real time”. As soon as it is entered into the system by a school staff member, it is available on the Student Progress Center.

Attendance will show all absences, tardies, check-outs, etc. that have occurred so far this school year.

Conduct will show conduct comments posted by teachers.

Grades Related Information in the Parent Command Center

There are four tabs that show information about a student’s grades. Each is discussed below.

Grades will show the current averages for the student in each class, along with semester and final averages. Think of this as a place to display information found on a report card.

Lessons will show assignment scores for each subject for the current grading period. Think of this as a place to display information found on a progress report. A user can change the time frame of the information displayed by choosing different time span in the “**Date Range**” drop down selection, then clicking “**Submit Request**”.

Select LessonPlan Subset: Show: Date Range:

All

Next Month

Next Week

Current Marking Period

Current Month

Current Week

Last Week

Last Month

Prior Marking Periods

First Prior Marking Period

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Progress

will show all assignment scores for each subject for the entire year. Think of this as a place to check on assignment scores from previous grading periods.

Transcript

will show a current transcript for a high school grade level student. If the student is in the elementary grades, grades for the current year will be displayed here.

Other Tabs of Interest**Other**

will show information about the school, grading periods, as well as school holidays.

Fees

will show fees owed to the school as recorded by the School Secretary. Official written notification from school is considered the correct amount owed to the school.

Tests

will show test scores from Louisiana Department of Education tests such as iLEAP, GEE, etc...