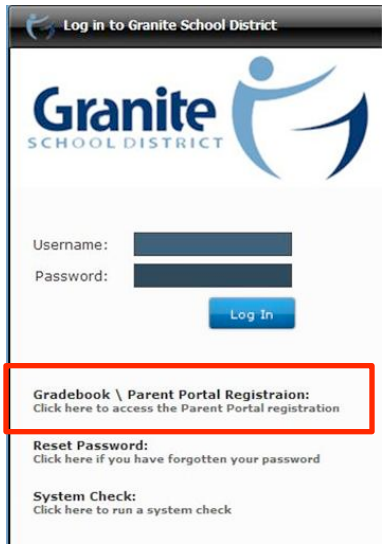
Parent Portal Set Up and Navigation

This guide has been created to assist parents in setting up their portal and guiding them through the options they can access as parents. Parents will need to go to Webnetworks and set up their Portal Account in order to view their students' Gradebook, fees, fines, test scores, etc.

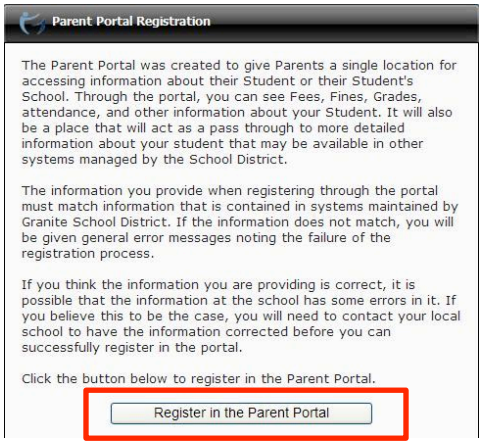
Steps for Helping Parents Set Up Their Portal Account

1. Go to: https://portal.graniteschools.org.

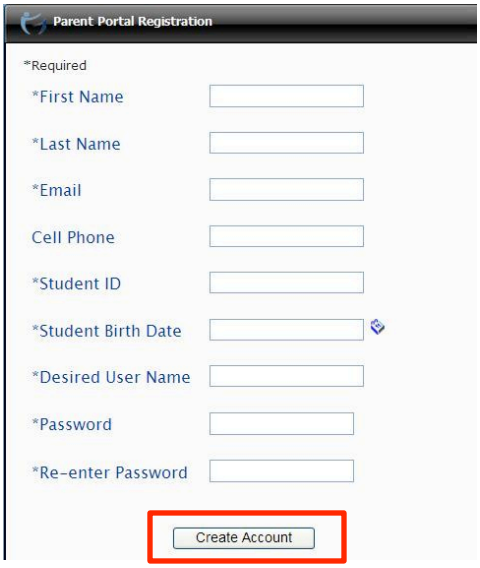
2. Click on **Gradebook/Parent Portal Registration**.



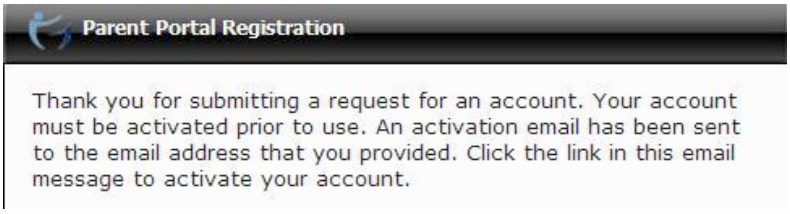
3. Read the Information and click **Register in the Parent Portal**.



4. Fill in the information needed in the fields marked with an asterisk *, then click **Create Account**.



5. If all information is correct and matches the information in Discovery, you will see a screen that verifies the correct information.



6. Then go to your email account and click on the link in the email message to activate your account.

7. Once the account is activated, you may go into the Portal and log in. You will also receive this message:

The user account you created gives you access to three key areas for your student

The Granite Portal:

The portal shows you information about all of your students such as current schedules, grades, attendance, graduation requirements, test scores, fees, lunch balance and more. It also gives you some basic information about the schools your students attend. It is also a gateway to other applications such as Pay Pams, Grade book, and your students' schools'Web Stores. The portal is designed to be a single location for all the information you may need. You will be prompted for your username and password the first time you access Pay Pams or the Web Store through the portal. The password for those applications is then stored in a lockbox for ease of application access in the future.

Grade book:

You can use the username and password you created to go directly to the student grade book portal at https://gb.graniteschools.org/portal/. Keep in mind you can get to the grade book portal from the Granite Portal also.

Canvas Learning Management System:

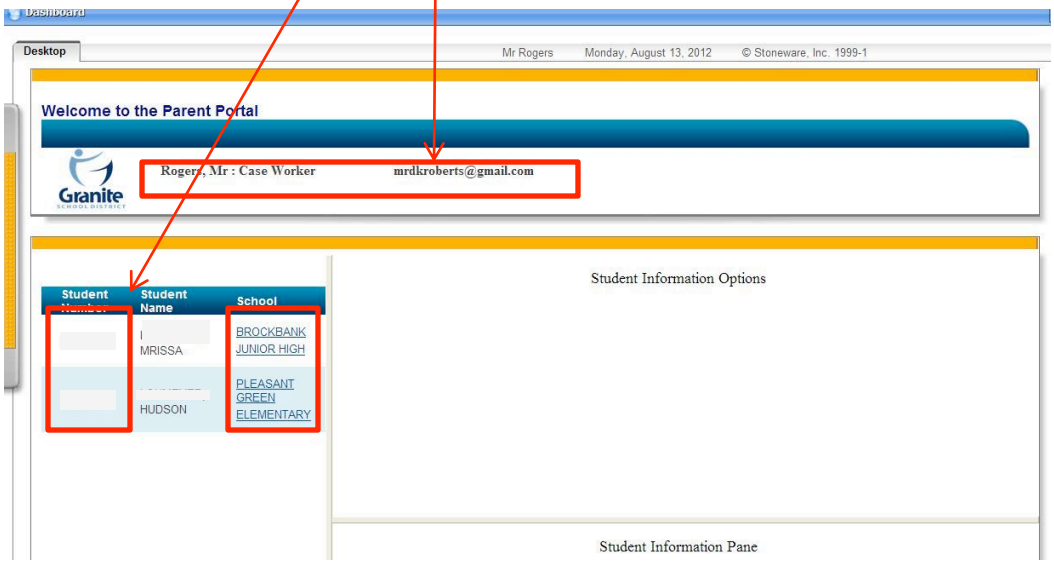
You can also use the username and password you created to go directly to Canvas at https://graniteschools.instructure.com. Keep in mind you can get to Canvas from the Granite Portal also.

Steps for Helping Parents Navigate Through Their Portal Account

1. Go to the Portal: https://portal.graniteschools.org

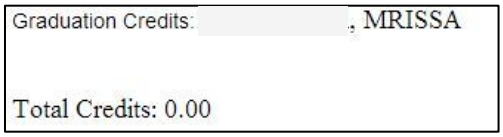
2. Type in your username and password, click **Log In**. You may be prompted to set challenge questions if you ever need to recover your password.

3. Off the dashboard you will see parent info at the top and students listed on the left side along with their Student ID # and School.



a. **Student ID#:** If you click on the **Student Info** link you will see information regarding (click on each link and see info appear in the box below):

   i. Attendance Information
   ii. Graduation Credits



   iii. Course History

Course History , MRISSA

Year	Course ID	Course Title	Semester	Grading Period	School	Grade
2012	010101	ART FOUNDATIONS 1	1	1	BROCKBANK JUNIOR HIGH	A-
2012	010101	ART FOUNDATIONS 1	1	2	BROCKBANK JUNIOR HIGH	C+
2012	015100	GENERAL MUSIC	1	1	BROCKBANK JUNIOR HIGH	D-
2012	015100	GENERAL MUSIC	1	2	BROCKBANK JUNIOR HIGH	C
2012	021100	KEYBOARDING 1	2	1	BROCKBANK JUNIOR HIGH	A

iv. Current Grades

Go to Gradebook

Print

Period	Pattern	Teacher Last	Teacher First	Course	Grade	PCT	School
1	A	CHRISTENSEN	ADAM	UTAH STUDIES	B-	80.56	BROCKBANK JUNIOR HIGH
1	A	CHRISTENSEN	ADAM	UTAH STUDIES	A-	90.17	BROCKBANK JUNIOR HIGH
1	A	CHRISTENSEN	ADAM	20TH/21ST CENTURY	C-	72.24	BROCKBANK JUNIOR HIGH
1	A	CHRISTENSEN	ADAM	20TH/21ST CENTURY	C	76.80	BROCKBANK JUNIOR HIGH
2	A	CRAPO	BROOK	ENGLISH 7 CORE	C	69.01	BROCKBANK JUNIOR HIGH

v. Student Contacts

Student Contacts: [redacted], MRISSA

Last Name	First Name	Relationship	Phone Type	Phone Number
[redacted]	[redacted]	AUNT	HOME	(801)580
		EMERGENCY	CELL	(801)230
		EMERGENCY	HOME	(801)250
		FATHER	CELL	(801)664
		MOTHER	HOME	(801)508
		MOTHER	WORK	(385)646

vi. Granite School Applications: Gradebook; Canvas; PayPams; Webstore (click on one to get to the site)

vii. Student Fees: Lunch Balance; Webstore Balance

viii. Testing Information: CRT; DIBELS Next

b. **School:** If you click on the **School Info** link you will see information about the school regarding (click on each link and see info appear in the box below as a pie chart):
   i. Ethnicity
   ii. Free/Reduced Lunch
   iii. Limited English percentage
   iv. Languages spoken in the school
   v. Graduation