

# A GUIDE FOR PARENTS NEW TO GRADEBOOK

Welcome to Volusia County Schools Instructional Management Systems (VIMS). This system provides you access to your child's attendance, grades and assignments 24 hours a day, 7 days a week, from any computer with an Internet connection. This access requires a confidential username\* and password that will be provided to you by your child's school. \*Your username will not change for the duration of your child's enrollment in Volusia County Schools.

Below are step-by-step instructions to create your new account:

## STEP 1 – ACCESS

1. To access the Volusia County Instructional Management System (VIMS) go to the Volusia County Schools Web site at: <http://myvolusiaschools.org>
2. Click on the Parents icon located on the right side of the page.
3. Under the Toolbox tab, scroll down and click Volusia Instructional Mgmt System (VIMS).
4. The VIMS Webpage will be displayed. Click the Gradebook (VIMS) link located in the center of the page.
5. The log-in screen will be displayed
6. Enter the login information that you received from your child's school. Your Login ID and Password are case sensitive.
7. Click Sign-in.
8. When prompted enter the Old Password from the Parent Letter, enter a New Password, Confirm and click Change Password.

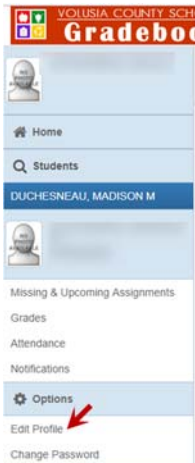
The screenshot shows a login interface with two input fields: 'Username' and 'Password'. Below the password field is a link that says 'Forgot Password?'. At the bottom is a 'Sign in' button.

9. The Gradebook Home Page will be displayed

**IMPORTANT NOTE:** Please keep in mind that your password is case sensitive. Keep your password confidential. Your New Password will not take effect until you logout and log back in.

## STEP 2 – ADD YOUR EMAIL ADDRESS

Under Options, click Edit Profile.



Your Personal Information will be displayed. Enter your Email, check the box to Make this my primary email and click Edit Email. After you click Edit Email you will see on your profile page the work PRIMARY next to your email address.

The screenshot shows a form with a checked checkbox labeled 'Make this my primary email'. Below the checkbox are two buttons: 'Edit Email' and 'Cancel'.

Note: Primary email is needed for password reset or recovery and it will be used will be used for all communications.

**NOTE:** You may add multiple email addresses.

### STEP 3 – TO CHANGE YOUR PASSWORD

This step can be by-passed if you have already changed your password. You may follow this step any time you want to change your password.

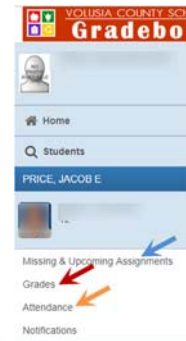
On the Personal Information screen, click the Password tab.



Enter your Old Password, enter your New Password, Re-enter New Password and click Change.

### STEP 4 – STUDENT SUMMARY REPORTS

1. To view your child's attendance, click the [Attendance Summary](#) link. Your child's Attendance Summary and Detailed Attendance will be displayed by the selected Date Range.
2. Click on the [Grade Summary](#) link to view your child's grades by course.
3. Click on the [Missing & Upcoming Assignments](#) link to view your child's assignments/projects due.

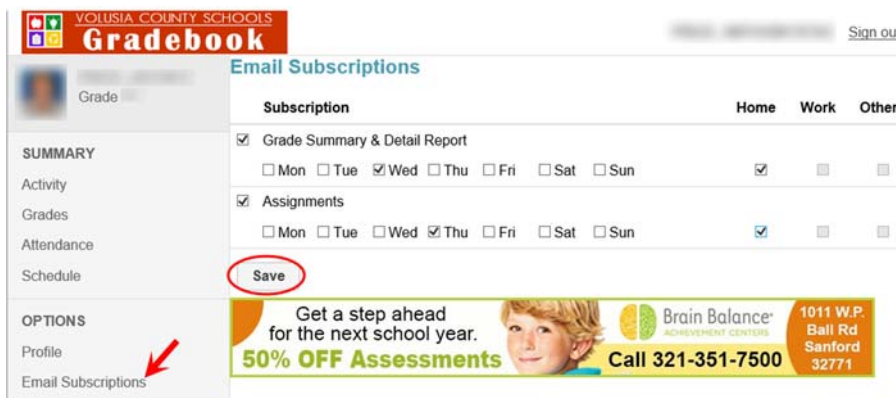


### STEP 5 – STUDENT CLASS REPORTS

To view your child's Assignments, click Grades. The click on the current Grading Period tile to see all current and past due assignments.

To view the detail of the assignment, click on the assignment. To view individual class reports, select the Class, Marking Period and Report then click Get Report.

Assignments			
May 17 absent	Summative	M / 5	past due 34 days
Apr 26	Summative	M / 5	past due 55 days
May 12	Formative	5 / 5	A 100%
May 10	Summative	5 / 5	A 100%
May 5	Formative	2 / 2	A 100%



Email Subscriptions			
Subscription	Home	Work	Other
<input checked="" type="checkbox"/> Grade Summary & Detail Report <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Assignments <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### STEP 6 – OPTIONS

Click the Profile link to change or add a Phone Number or an Email address.

**IMPORTANT NOTE:** This does NOT change your child's official school record. All changes must be submitted in writing to your child's school.

If you would like to receive daily or weekly email notifications regarding your child's grade information, click on the Email Subscription link.

Choose your subscriptions by clicking in the appropriate checkbox(s) next to the notification(s) you would like to receive. Click SAVE.

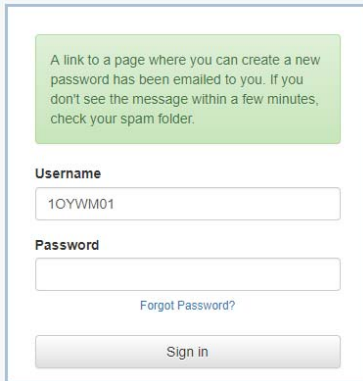
## STEP 7 – SIGN OUT

When you have completed viewing your child's information, click the Sign Out link located at the top right of the page.

### **FREQUENTLY ASKED QUESTIONS:**

**What do I do if I forgot my password?** If you have established an email address and marked it as Primary for your account; Enter your Username and then click the Forgot Password link.

The following screen will be displayed.



A link to a page where you can create a new password has been emailed to you. If you don't see the message within a few minutes, check your spam folder.

**Username**

**Password**

[Forgot Password?](#)

You will receive an email within 1-2 minutes from [donotreply@wazzlesolutions.com](mailto:donotreply@wazzlesolutions.com) with a link to reset your password. Click the link in the email.

Enter your New Password, Re-enter New Password, click Change Password.



Click Sign in.












Your password has been successfully changed. Please Sign in with your new password.

### **What do I do if I forgot my password and do not have an email address attached to my account?**

Please email [custserv@volusia.k12.fl.us](mailto:custserv@volusia.k12.fl.us) or call Volusia County Schools Support Services at 386-734-7190 Ext. 20000 to have your password reset.

## THINGS YOU CAN DO AT HOME TO HELP YOUR CHILD AT SCHOOL;

When you connect with your child every day, your child benefits for life. When he or she knows you care and are concerned about their educations good things Happen! Below are a few tips for your child's success:

-  Be involved from the get go! Instill a love for learning. Be a positive role model.
-  Partner with your child's teachers.
-  Monitor your child's homework, assignments, grades and attendance.
-  Talk and listen to your child.
-  Develop a routine or specific time for homework where you are available to help or listen if needed. You are vital to their success.
-  Ensure your child is at school, on time, every day possible.
-  Be sure that your child is getting adequate sleep at night.
-  Volunteer at your child's school.
-  Applaud your child's effort!

### QUESTIONS:

If you have questions regarding your child's progress, please email your child's teacher or call the school.