

# ALMA

## Elementary On-Line Grading System

### Welcome

You will receive an e-mail message from “**AMERICAN PREPARATORY ACADEMY**”. This will have a link to set up your password. **Under the link, towards the bottom of the email, it will have your user name.**

Once you set up your password you will automatically be sent to our website where you enter your username and password. Please bookmark this website so that it is easier for you to return. The website is: [apa-d2.getalma.com](http://apa-d2.getalma.com)

You will see different buttons on the left hand side. This will walk you through the different screens of the parent/student portal, with screen shots to show you where to find key information.

### Getting Around:



**Home:** Takes you to your dashboard.



**Directory:** Takes you to the directory, where you can look up staff contact information.



**Calendar:** Takes you to the Academic calendar, where you can see key dates for the school year.



**Student(s):** If you have more than one child enrolled in the same school, you will see a menu option for each child.

# Dashboard

When logged in as a parent, your dashboard will always display the academic calendar for the current week so you'll have insight into special events, non-school days or emergency closures. You can click the calendar icons to view the full school year.

**SQUID ACADEMY** Hi, Andrea!

WELCOME, ANDREA!

### WELCOME TO YOUR NEW DASHBOARD!

A few things have changed since you last logged in. Here are a few things you might like to know:

**Calendar** [Click on the calendar tab to see a yearly view of school events](#)

**Dashboard** **Student Dashboards**

Your dashboard will always display the academic calendar for the current week so you'll have insight into special events or non-school days. See the Academic Calendar to view the full school year.

You now have access to your child's class schedule, upcoming assignments, grades and attendance history. To get started just select your child on the left.

#### School Directory

Use the directory to quickly find and contact teachers or administrators.

**APRIL 27 - MAY 1, 2015**

Monday	Tuesday	Wednesday	Thursday	Friday
27	28	29	30	01
Dragon Festival	Dragon Festival	Dragon Festival	Dragon Festival	

**Instantly see what is happening in school this week**

***Time-Saver:** You will use the same login to view multiple-children in the same school. Simply select the child to see his or her full profile.*

This is the screen you will see when you click on an individual child from the left hand toolbar, your dashboard summarizes attendance totals, schedule, grades and upcoming assignments, and provides a weekly snapshot view of upcoming lesson plans and assignments.

**ALMA ACADEMY** Hi, Barry!

WELCOME, BARRY!

**HAMMOND, JANE** 5th Grade 0 Full 2 Partial 1 None

**overview** attendance assignments grades

### SCHEDULE

08/18/2014

Time	Class	Teacher	Room
8:00 AM	P1 5TH GRADE HOME ROOM	Hugo, Jennifer	ROOM 101
9:00 AM	P2 5TH GRADE HOME ROOM	Hugo, Jennifer	ROOM 101
10:00 AM	P3 5TH GRADE HOME ROOM	Hugo, Jennifer	ROOM 101
1:00 PM	P5 5TH GRADE SOCIAL STUDIES	Henry, Robert	ROOM 102
2:00 PM	P6 5TH GRADE HOME ROOM	Hugo, Jennifer	ROOM 101
3:00 PM	P7 5TH GRADE HOME ROOM	Hugo, Jennifer	ROOM 101

### UPCOMING ASSIGNMENTS

Date	Assignment
8/22	Take Home Worksheet 5th Grade Geometry

# Directory

Next, click on the directory link, on the left. The directory lets you look up staff contact information and send email messages to any teacher or administrator. Note, messages sent through Alma are delivered to the recipient's email account; the recipient will be able to see your email address, and if they respond, it will be delivered to the email address you have on file in Alma.

**BELUGA** Hi, Hank!

SCHOOL DIRECTORY

Search for people

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

- RAYNA ALBA** Staff  
Spanish Teacher  
testing+443@getalma.com
- TAMMY ALBERTS** Staff  
Social Studies  
testing+479@getalma.com
- DR. NARWHAL ALMA** Staff  
King of Aquatic Mammals  
testing+451@getalma.com
- TERRANCE ARNOLD** Staff  
Pre-K Teacher  
testing+169@getalma.com

# Academic Calendar

Alma's centralized school calendar lets you see school holidays, events and class schedules, and get updates about snow days and other school closures.

**ALMA ACADEMY** Hi, Marthal!

2013-2014 ACADEMIC CALENDAR

**AUGUST**

- 05  School Year Start

**SEPTEMBER**

- 09  1st Quarter Start
- 09  1st Semester Start
- 16  School Assembly
- 20  Faculty Cross Training Day

**NOVEMBER**

- 16-24  Thanksgiving Break
- 22  1st Quarter End
- 25  2nd Quarter Start

**DECEMBER**

- 20-22  Winter Break

**JANUARY**

- 30  1st Semester End
- 30  2nd Quarter End
- 31  2nd Semester Start
- 31  3rd Quarter Start

August 05, 2013 - September 01, 2014

August 2013							September 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

  

October 2013							November 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

# Attendance

Click on the attendance tab to see your student's attendance history. Alma's color-coded summary, as well as weekly and yearly attendance views, make it easy to quickly review the student's attendance record.

The green "full" code denotes that a student was at school for an entire day, a yellow "partial" day means that the student was either late or left early, and a red "none" means that the student was absent for the entire school day.

**BELUGA** WELCOME, HANK! Hi, Hank!

AAWESOME, WALTER 2nd Grade 37 Full 3 Partial 1 None

overview **attendance** assignments grades

**ATTENDANCE** 2014-W11

week year

Monday 03/10	Tuesday 03/11	Wednesday 03/12	Thursday 03/13	Friday 03/14
Partial 1:13 PM Late Unexcused Uma Bryant	Present 8:30 AM Present Uma Bryant	Present 8:30 AM Present Bibi Baker	Present 8:30 AM Present Uma Bryant	Present 8:30 AM Present Bibi Baker

# Assignments

Next up, click on the assignments tab to see assignment details for all of your classes.

**BELUGA** WELCOME, HANK! Hi, Hank!

AAWESOME, ADAM 12th Grade 44 Full 4 Partial 7 None

overview attendance **assignments** grades

**ASSIGNMENTS** Class: 12th Grade Russian 1 Shawn O'Mally 3 send message

Due	Name	Type	2 Status
2014-03-11 (past)	Final Exam	Final Exam	Received
2014-03-11 (past)	Conversation	Conversation	Received
2014-03-11 (past)	Listening	Listening	Received
2014-03-11 (past)	Project	Project	Received
2014-03-11 (past)	Readings	Readings	Received

There's a lot of information you can access via the Assignments tab:

1. The drop-down class menu gives you access to assignments by class, and you can click on individual assignments to get more details (if available) and see standards addressed (if a standards-based gradebook is used). We recommend clicking on

each assignment to see if there are any details or attachments that the teacher has included.

2. The status column lets you quickly see which assignments you've turned in, and which ones are still due. This column will also denote if an assignment was late or not turned in.
3. You can easily email the teacher for the class/assignment you're looking at from within the assignments tab and the grades tab. Please note that teachers have the ability to not publish individual assignments, causing grades to not always be the most up-to-date. Email your teacher if you have specific grade questions.

## Grades

Alma's gradebook features a simple, visual design that lets you see real-time assignment scores and grades as soon as they're published by the teacher. Both the traditional (shown) and proficiency-based gradebook are designed to make it quick and easy to understand your grades.

The screenshot shows the Alma gradebook interface. On the left is a vertical navigation menu with icons for Home, Directory, Calendar, and a list of student profiles (Mary, Walter, Brian, Adam). The main content area is titled 'BELUGA' and 'WELCOME, HANK!'. Below this, a student profile for 'AAWESOME, WALTER 2nd Grade' is shown with three status boxes: 37 (Full), 3 (Partial), and 1 (None). The 'grades' tab is selected, showing a 'GRADEBOOK' for '2nd Grade Gym' with a 'Grading Period' of 'S1'. The current grade is 'A (100%)'. Below this, a table shows category totals for 'Performance' and 'Observation', both at 100%. At the bottom, a table lists assignments with their due dates, names, percentages, and grades.

DUE	ASSIGNMENT NAME	% OF GRADE	GRADE	FEEDBACK
03/08	Effort	50%	A (100%)	
03/14	Behavior	50%	A (100%)	

## Where to Find More Help

### Questions about assignments, grades, upcoming lesson plans or teachers

Select the assignments or grades tab and use the "Send message" button to get in touch with the assigning teacher.

### General questions about Alma, the school calendar or other school policies

Contact your school administrator.