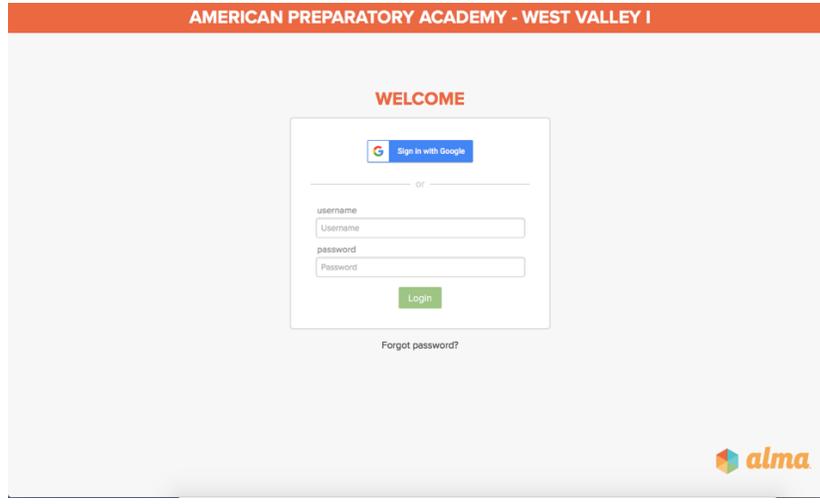


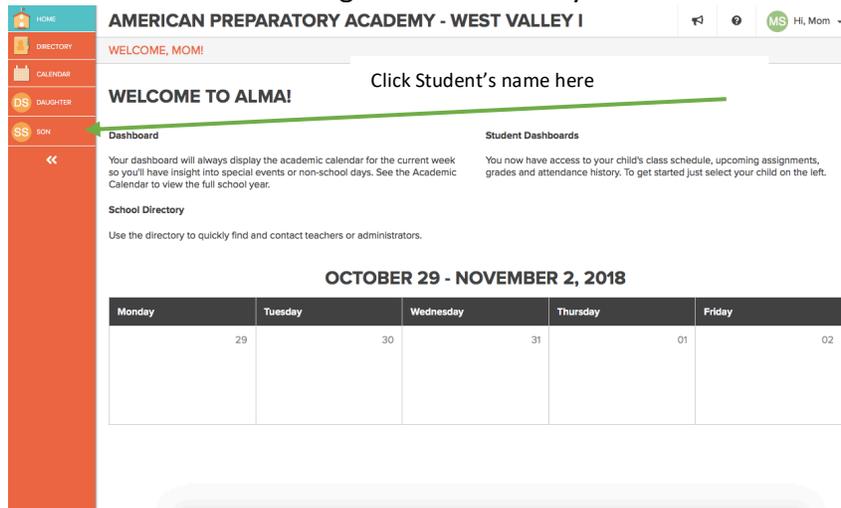
# Alma Parent Information Sheet

The website for Alma is: <https://apa-d2.getalma.com>. The front page should look something like this:



Once you get to this screen, enter your username and password. If you do not know your username and/or password or have not set up a password yet, please contact Shantel Park [spark@apamail.org](mailto:spark@apamail.org) or Camille Peterson [camillepeterson@apamail.org](mailto:camillepeterson@apamail.org) for help.

Your welcome screen should look like this. You will need to click on the name of your student on the left side of the screen. If you have more than one student you will need to look at their grades individually.



**AMERICAN PREPARATORY ACADEMY - WEST VALLEY I**

WELCOME, MOM!

Click Student's name here

**WELCOME TO ALMA!**

**Dashboard**

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.

**School Directory**

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

**Student Dashboards**

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.

**OCTOBER 29 - NOVEMBER 2, 2018**

Monday	Tuesday	Wednesday	Thursday	Friday
	29	30	31	01
				02

You will then be led to a screen that looks like this:

The screenshot shows a web interface for a student named 'STUDENT, SON' in 3rd Grade. The page is titled 'OVERVIEW' and has a navigation menu with tabs: 'overview', 'schedule', 'attendance', 'assignments', 'grades', 'report cards', and 'fees'. The 'overview' tab is selected. The page is divided into three main sections: 'Schedule', 'Other Classes', and 'Assignments'. The 'Schedule' section shows three classes: '4TH GRADE - DENISON' (8:15 AM, P1, Denison, McKenzie Brown, Monica, NOT SPECIFIED, -), 'MATH: CMC C - SAMPLE' (8:15 AM, P1, Butterfield, Lauren, NOT SPECIFIED, B- (81%)), and 'READING MASTERY 2 - SAMPLE' (8:15 AM, P1, Butterfield, Lauren, NOT SPECIFIED, B (83%)). The 'Other Classes' section lists 'KEYBOARDING', 'LITERATURE', and 'CHARACTER DEVELOPMENT', all with Denison, McKenzie Brown, Monica as the teacher and a grade of '-'. The 'Assignments' section lists several assignments, all marked 'Not Turned In': 'Math: CMC C - Sample Lesson 24 worksheet' (Oct 8), '4th Grade - Denison: Vocabulary Unit 3 Spelling Test' (Oct 8), 'Math: CMC C - Sample Lesson 28 textbook' (Oct 12), 'Reading Mastery 2 - Sample Lesson 96' (Oct 24), 'Reading Mastery 2 - Sample Lesson 101' (Oct 29), 'Reading Mastery 2 - Sample Lesson 100' (Oct 29), and 'Reading Mastery 2 - Sample Lesson 101' (Oct 29).

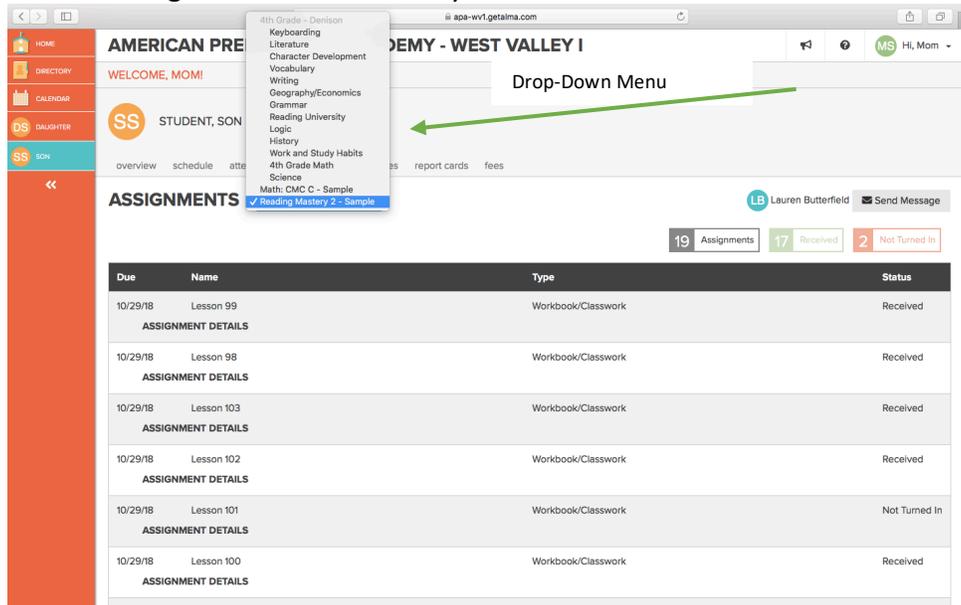
This is a brief overview of what your student’s grades are currently. It will have all of their classes. On the left side of the screen is a list of assignments. Anything that says “Not Turned In” in orange is considered missing. These assignments are affecting their grades and will need to be turned in before the end of the term.

At the bottom of this page is a weekly calendar that will have the upcoming assignments.

At the top of that same page, you will see a couple of different tabs. The first one to note is the tab marked “Assignments”. Clicking on this tab will give you a breakdown of assignments in each class.

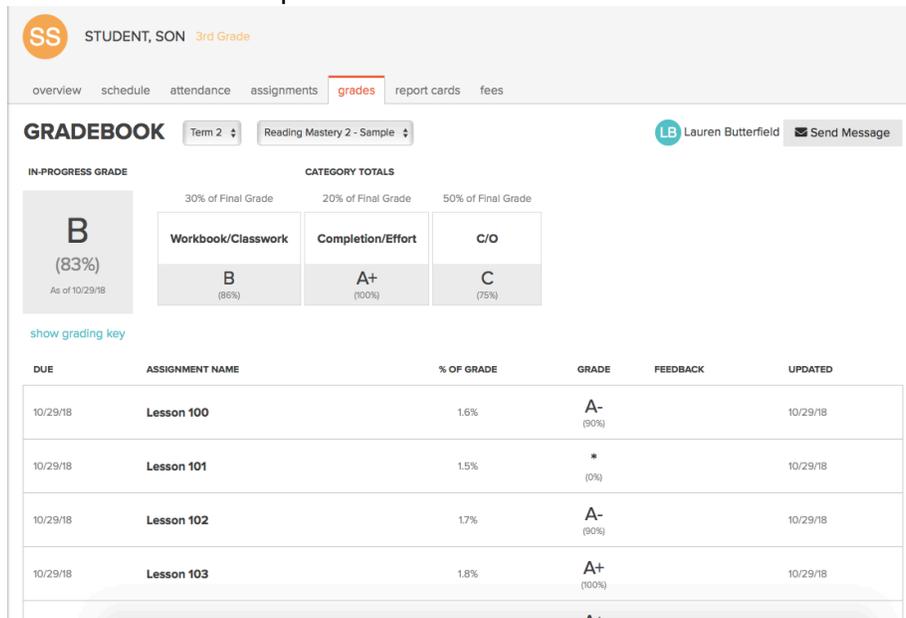
This screenshot is identical to the one above, but it includes a green arrow pointing from the top right towards the 'assignments' tab in the navigation menu. The browser's address bar shows 'apa-wv1.getalma.com' and the system clock shows 'Mon 11:47 AM'. The page content is the same as the previous screenshot, showing the student's overview with schedule, other classes, and assignments.

Clicking on this tab will take you to a screen that looks like this:



Here you will be able to see all of the assignments in each class. You will need to select the specific class you want from the drop-down menu. You can then see which assignments have been received and which are not turned in.

Another important tab to note is the “Grades” tab.



You will also need to select the class from the drop-down menu on this screen. Here you can see the assignments for each class along with the grade that was received. You will also be able to see any comments the teacher has made on the assignment in the column titled “feedback”.

If you have any questions about Alma or how to work the website, please come see us or send us an email.