


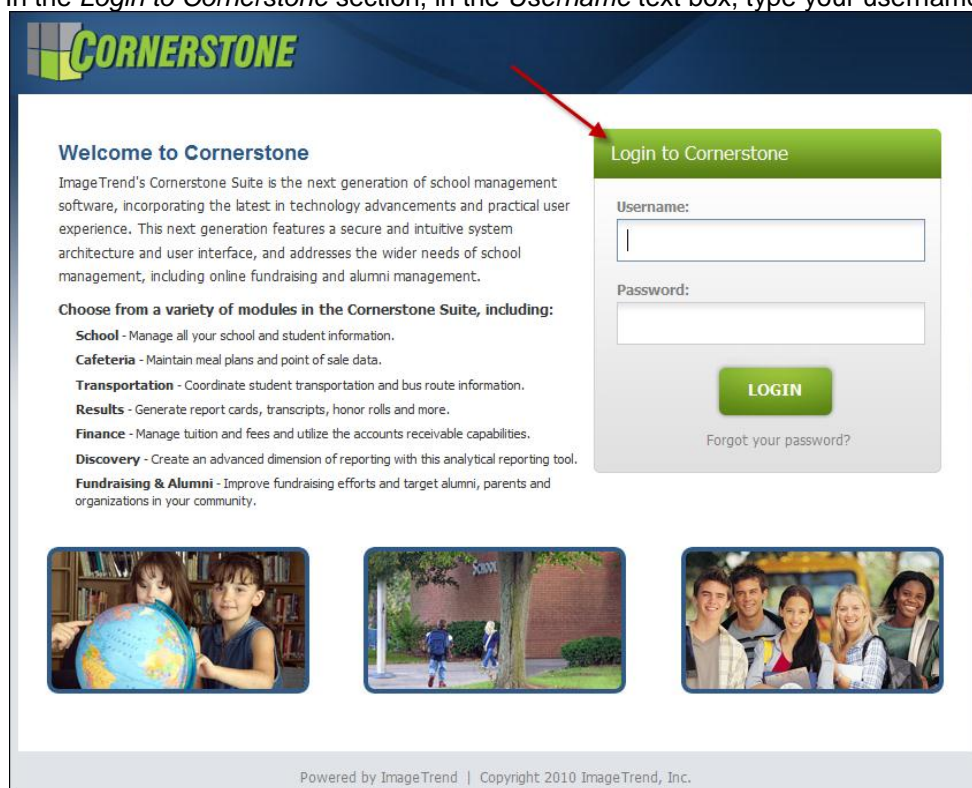
Introduction to Cornerstone: For Parents

Cornerstone is the program that we will be using for you to access your students' information. The system will allow you to look at assignments and grades, report cards and attendance for your student(s), as well looking at their profiles, schedule and course information. You must have access to the Internet to get to Cornerstone.

Login

You will be provided a username and password by your child's school. You will use this information to log in and access your child's information. Please keep your username and password secure to prevent anyone else from accessing your child's school information.

1. Open the Cornerstone website in your Web browser (e.g., Internet Explorer, Firefox, Safari).
 **HINT:** This URL should be provided by your school.
2. In the *Login to Cornerstone* section, in the *Username* text box, type your username.




Welcome to Cornerstone

ImageTrend's Cornerstone Suite is the next generation of school management software, incorporating the latest in technology advancements and practical user experience. This next generation features a secure and intuitive system architecture and user interface, and addresses the wider needs of school management, including online fundraising and alumni management.

Choose from a variety of modules in the Cornerstone Suite, including:

- School** - Manage all your school and student information.
- Cafeteria** - Maintain meal plans and point of sale data.
- Transportation** - Coordinate student transportation and bus route information.
- Results** - Generate report cards, transcripts, honor rolls and more.
- Finance** - Manage tuition and fees and utilize the accounts receivable capabilities.
- Discovery** - Create an advanced dimension of reporting with this analytical reporting tool.
- Fundraising & Alumni** - Improve fundraising efforts and target alumni, parents and organizations in your community.

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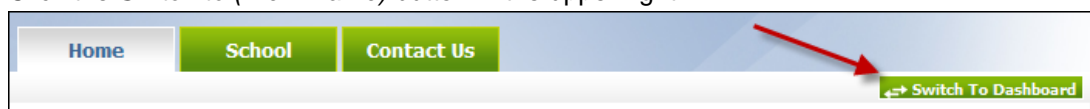
3. In the *Password* text box, type your password.
 **HINT:** Passwords in Cornerstone are case sensitive.
4. Click *Login*.
You are logged into Cornerstone and the *Home* page is displayed.

The Home Page

The *Home* page is the first page you see upon logging in, and it gives you an overview of important information. Please note that there are two different views for the *Home* page. You can select the view that you prefer and switch between the two at any time.

To switch between views:

1. Click the *Switch to (View Name)* button in the upper right.



The new view appears.

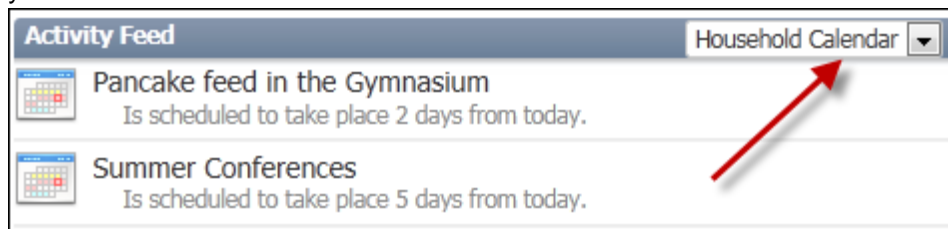
2. To return to the original view, click the *Switch To (View Name)* button again.

The Activity Feed View

The Activity Feed view will provide you with an activity feed of recent and upcoming events, as well as quick links to important information.

The main section of the page will display a news feed with a variety of information. You can use the *Activity* drop down menu in the upper right to select the type of information

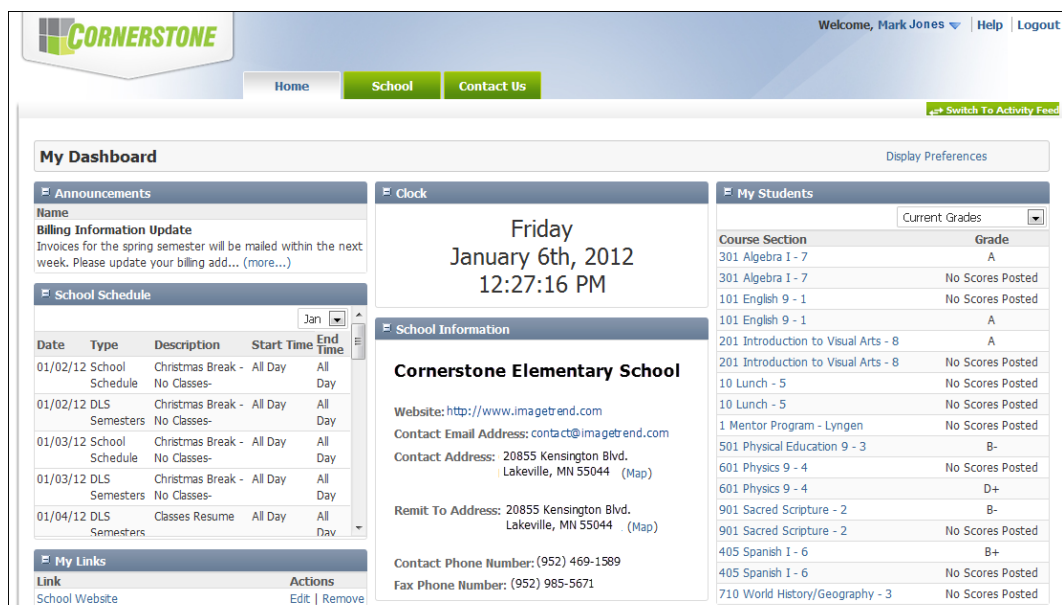
you would like to view.



The left side of the *Home* page will display a search feature and links to jump quickly to specific information you may want to view. The search feature will allow you to search for a specific page or for student information.

The Dashboard View

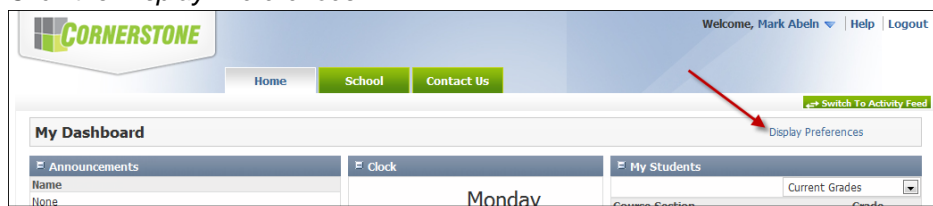
The Dashboard view allows you to customize your home page by adding and moving a variety of sections call “widgets.” Each widget will display a specific type of information, and most will provide you with a snapshot of information about your student(s). In the image below, each section with a blue header is a specific widget.



To customize your Dashboard:

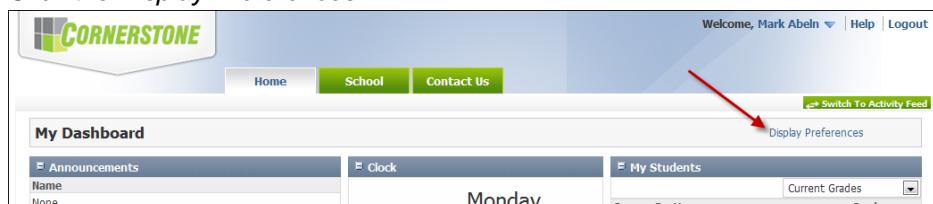
- To move a widget, click and drag it to the new position.
✏ **NOTE:** When you release your mouse, the other widgets will move to make room for the one you just moved.
- To add a new widget to the Dashboard,

- a. Click the *Display Preferences* link.



A list of widgets appears.

- b. For any widget you want to appear on your Dashboard, select the checkbox.
3. To hide a widget that appears on your Dashboard,
- a. Click the *Display Preferences* link.



A list of widgets appears.

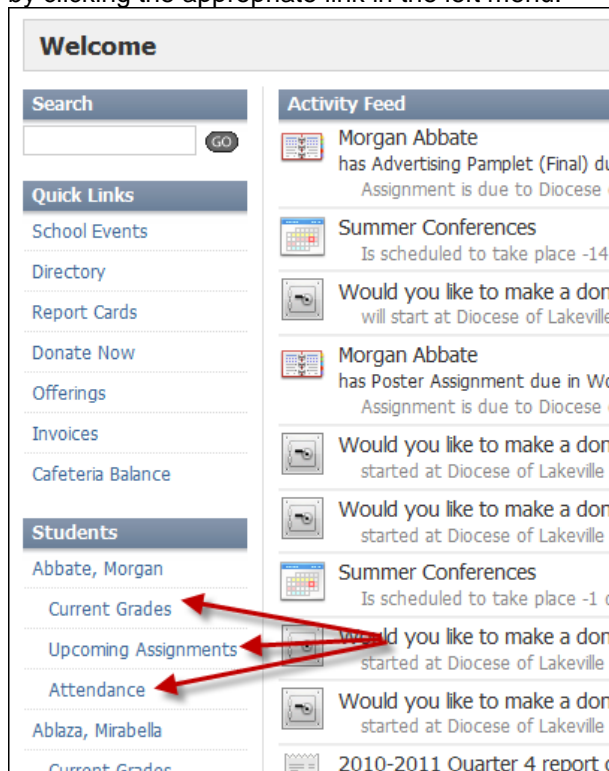
- b. For any widget you want to hide, deselect the checkbox.
- 💡 **HINT:** Deselected checkboxes do not have a check inside them.
4. To save any changes, click the *Save* link.
- 💡 **HINT:** The *Save* link will not appear until you have made changes. Once you have made changes, the *Save* link will appear next to the *Display Preferences* link.

Viewing Student Information

You can jump to information about your students from several locations in the system.

- From the Activity Log view of the *Home* page, you can open a popup window with a summary of information including current grades, upcoming assignments or attendance

by clicking the appropriate link in the left menu.



- To open your student's entire profile, where you can view any information related to your student(s),
 1. From the left menu in the *Home* tab, click the student's name.
 - 💡 **HINT:** This option will only be available if you are using the Activity Log view.
 - OR**
 - Select the *School* tab.
 - The *Students* page appears by default, with panels for each student.
 - ✎ **NOTE:** Depending on how your school uses Cornerstone, you might not see all the tabs and links that are displayed in this image. However, your student's

information will appear regardless of school settings.

Students

Morgan Lee Abbate, Sr.

Name: Morgan Lee Abbate, Sr.
 Student ID: 1019
 Grade: Grade 6
 Status: Active

Quick Links

- Demographics
- Contacts
- Assignments
- Grades
- Attendance
- Report Cards
- Schedule
- Courses
- Scheduling Requests
- Enrollment

Schedule | Assignments | Contact Info | Latest Activity

08/03/2011

Course	Period	Time	Room
*Homeroom 6B	Classes	8:40 AM-2:40 PM	
English 6B	Classes	8:40 AM-2:40 PM	
Health 6B	Classes	8:40 AM-2:40 PM	
History/Social Science 6B	Classes	8:40 AM-2:40 PM	
Language Arts 6B	Classes	8:40 AM-2:40 PM	
Mathematics 6B	Classes	8:40 AM-2:40 PM	
Reading/Literature 6B	Classes	8:40 AM-2:40 PM	
Religion 6B	Classes	8:40 AM-2:40 PM	
Science 6B	Classes	8:40 AM-2:40 PM	

Mirabella Ablaza

Switching Between Students

If you have several students in the same school or related schools, you may be able to track all of their information through Cornerstone.

Once you have opened a page with information about a specific student, you can use a drop down menu on the left side to quickly switch between students to view information.

Students | Finance | Events | Directory

Abbate, Morgan

Morgan Lee Abbate, Sr.
 Enrolled in Grade 6 for 2010-2011

Academics

- Assignments
- Grades
- Attendance
- Report Cards
- Schedule
- Courses
- Scheduling Requests
- Enrollment

Profile

List View | Calendar View

Print Student Progress

Codes: C Completed E Excused F Full Credit I Incomplete L Late M Missing

- Due Date - 2010-2011 Quarter 4 - Course Section - - Code - All GO CLEAR

Name	Course	Due	Code	Comments	Score	Percentage	Grade
Advertising Pamphlet Presentation	English/Spelling/Vocabulary - 7A	07/15/11			50.00 /	100.00%	A
Advertising Pamphlet	English/Spelling/Vocabulary - 7A	04/09/11			25.00 /	83.33%	B
					30.00		

Viewing Assignments

You can view a list of all assignments in the *School* tab.

1. Open the student profile
2. From the left menu, ensure that *Assignments* is selected under the *Academics* header.

OR

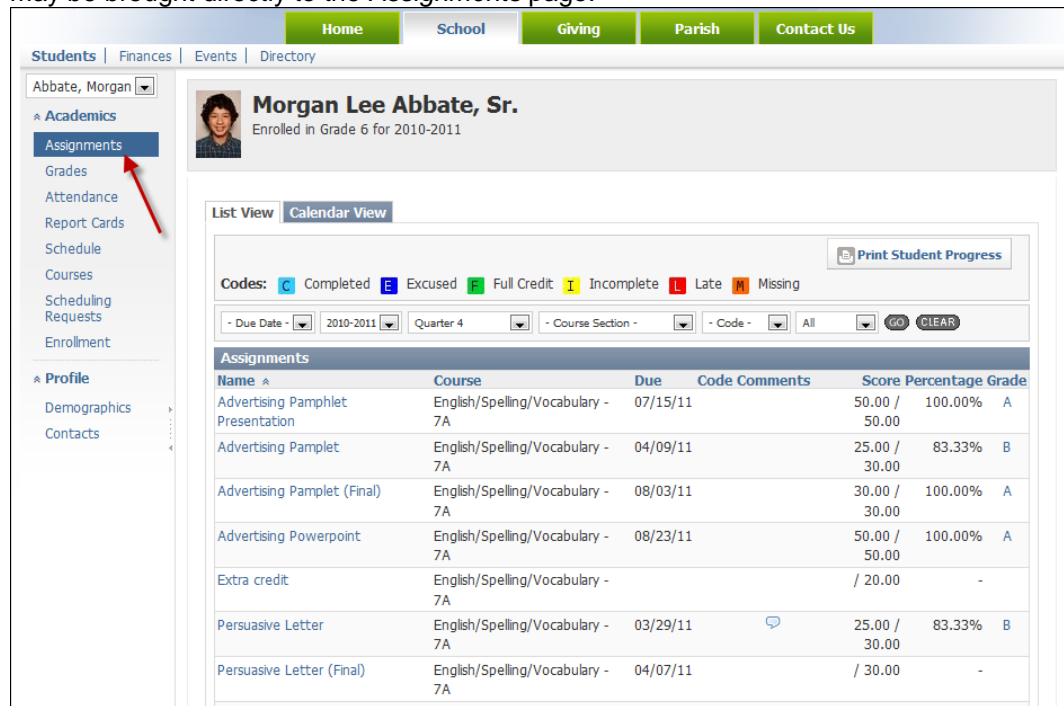
From the *Students* page in the *School* tab, under the *Quick Links* section on the right, click *Assignments*.

The *Assignments* page is displayed.

 **HINTS:**

If no options are displayed under the *Academics* header, click the heading to show the menu.

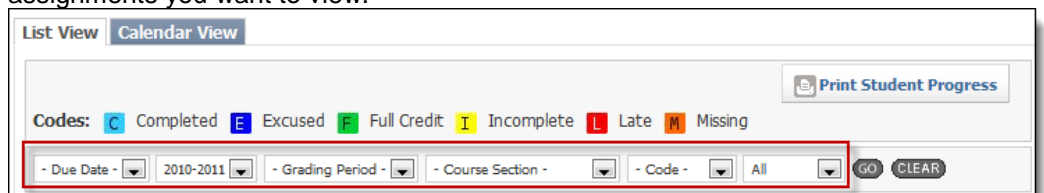
If you opened the student profile by clicking the student's name from the *Home* tab, you may be brought directly to the *Assignments* page.



The screenshot shows the 'Assignments' page for Morgan Lee Abbate, Sr. The page includes a navigation bar with 'Home', 'School', 'Giving', 'Parish', and 'Contact Us'. Below the navigation bar, there are tabs for 'Students', 'Finances', 'Events', and 'Directory'. The student's name and enrollment information are displayed at the top. A left-hand menu is visible, with 'Assignments' highlighted under the 'Academics' header. The main content area shows a list of assignments with the following data:

Name	Course	Due	Code	Comments	Score	Percentage	Grade
Advertising Pamphlet Presentation	English/Spelling/Vocabulary - 7A	07/15/11			50.00 / 50.00	100.00%	A
Advertising Pamplet	English/Spelling/Vocabulary - 7A	04/09/11			25.00 / 30.00	83.33%	B
Advertising Pamplet (Final)	English/Spelling/Vocabulary - 7A	08/03/11			30.00 / 30.00	100.00%	A
Advertising Powerpoint	English/Spelling/Vocabulary - 7A	08/23/11			50.00 / 50.00	100.00%	A
Extra credit	English/Spelling/Vocabulary - 7A				/ 20.00	-	
Persuasive Letter	English/Spelling/Vocabulary - 7A	03/29/11			25.00 / 30.00	83.33%	B
Persuasive Letter (Final)	English/Spelling/Vocabulary - 7A	04/07/11			/ 30.00	-	

3. **OPTIONAL:** To view only specific assignments,
 - a. Use the drop down menus at the top of the page to select the type of assignments you want to view.



The screenshot shows a close-up of the filter controls at the top of the Assignments page. A red box highlights the filter options: Due Date, 2010-2011, Grading Period, Course Section, Code, and All. The 'GO' and 'CLEAR' buttons are also visible.

- b. Click *Go*.
 - c. To view all assignments again, click *Clear*.
4. Click an assignment name to view more information about that assignment.

Viewing Grades


You can view grades for all assignments and a summary of grades based on the currently turned in assignments for each class.


1. Open the student profile
2. From the left menu, under the *Academics* header, click *Grades*.

OR

From the *Students* page in the *School* tab, under the *Quick Links* section on the right, click *Grades*.

The *Grades* page is displayed.

 **HINT:** If no options are displayed under the *Academics* header, click the heading to show the menu.



Morgan Lee Abbate, Sr.

Enrolled in Grade 6 for 2010-2011



Codes: C Completed E Excused F Full Credit I Incomplete L Late M Missing

2010-2011

Quarter 4

- Course Section -

GO

Grades							
Name	Category	Due	Code	Comment	Score	Percent	Grade
Advertising Pamphlet Presentation	Projects	07/15/11	-		50.00 / 50.00	100.00%	A
Advertising Pamphlet	Homework	04/09/11	-		25.00 / 30.00	83.33%	B
Advertising Pamphlet (Final)	Homework	08/03/11	-		30.00 / 30.00	100.00%	A
Advertising Powerpoint	Projects	08/23/11	-		50.00 / 50.00	100.00%	A
Extra credit	-	-	-		/ 20.00	-	
Persuasive Letter	Homework	03/29/11	-		25.00 / 30.00	83.33%	B
Persuasive Letter (Final)	Homework	04/07/11	-		/ 30.00	-	
Poster Assignment	-	08/04/11	-		/ 100.00	-	
Present Tense Verbs	Tests	03/25/11	-		15.00 / 20.00	75.00%	C
Proper Nouns	Tests	04/01/11	-		18.00 / 20.00	90.00%	A-

Records 1-10 of 13 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Page | Per Page

3. To view grades for a particular subject or term, use the drop down menus above the grades to select the desired information and click *Go*.

 **HINTS:**

If you do not have a class selected, you will not view the summary with the current class grade and breakdown of grades by category.

To view assignments and grades for all classes, from the third drop down menu, select *Course Section*. If you choose this option, you will not be able to view the total grade for that subject.

To view your student's total grade so far for a subject, from the *Course Section* drop

down menu, select the subject you want to view.

Morgan Lee Abbate, Sr.
Enrolled in Grade 6 for 2010-2011

Codes: **C** Completed **E** Excused **F** Full Credit **I** Incomplete **L** Late **M** Missing

2010-2011 Quarter 4 - Course Section - GO

Grades							
Name ^	Category	Due	Code	Comment	Score	Percent	Grade
Advertising Pamphlet Presentation	Projects	07/15/11	-		50.00 / 50.00	100.00%	A
Advertising Pamphlet	Homework	04/09/11	-		25.00 / 30.00	83.33%	B
Advertising Pamphlet (Final)	Homework	08/03/11	-		30.00 / 30.00	100.00%	A

- OPTIONAL:** To view more or fewer assignments on the page, from the *Per Page* drop down menu at the bottom of the page, select the number of assignments you want to view.

Viewing Attendance

You can view your child's attendance by month.

- Open the student profile
- From the left menu, under the *Academics* header, click *Attendance*.

OR

From the *Students* page in the *School* tab, under the *Quick Links* section on the right, click *Attendance*.

The *Attendance* page is displayed.



HINT: If no options are displayed under the *Academics* header, click the heading to

show the menu.

Morgan Lee Abbate, Sr.
Enrolled in Grade 6 for 2010-2011

← Attendance for 07/01/2011 to 07/31/2011 →

Calendar				
Monday	Tuesday	Wednesday	Thursday	Friday
4	5		6	7
No School	Present	Present	Present	Present
11	12		13	14
Present	Present	Absent Excused: 1 hour : Medical Appointment	Present	Present
18	19		20	21
Present	Present	Present	Present	Present
25	26		27	28
Present	Present	Present	Present	Present

Records 1-4 of 4

Attendance Statistics

Term to date: From 03/29/11 to 08/03/11	Year to date attendance statistics
Days Absent Excused: 1 hour: 1	
Days Absent Excused: Full Day: 1	
Days Present: 29	
Year To Date Attendance	
Days Absent Excused: 1 hour: 1	
Days Absent Excused: Full Day: 1	
Days Present: 245	

- To view information for a different month, click the *Next Month* or *Previous Month* icons.

Viewing Report Cards

You can view your child's past report cards from Cornerstone.

- Open the student profile
- From the left menu, under the *Academics* header, click *Report Cards*.


OR

From the *Students* page in the *School* tab, under the *Quick Links* section on the right, click *Report Cards*.

The *Report Cards* page is displayed.




HINT: If no options are displayed under the *Academics* header, click the heading to

show the menu.




Morgan Lee Abbate, Sr.

Enrolled in Grade 6 for 2010-2011

Finalized Report Cards				
Name <small>▲</small>	School Year	Grading Period	Created On	Preview
Abbate, Morgan	2010-2011	☰ Quarter 4	07/28/11 03:02 PM	
Abbate, Morgan	2010-2011	☰ Quarter 2	07/28/11 03:36 PM	
Abbate, Morgan	2010-2011	☰ Quarter 3	07/28/11 03:06 PM	

Records 1-3 of 3 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Per Page 10

3. To view a report card, click the *Preview* icon .

Viewing a Student's Schedule


You can view your child's schedule, as well as opening a window with more information about any class or teacher.

1. Open the student profile
2. From the left menu, under the *Academics* header, click *Schedule*.


OR

From the *Students* page in the *School* tab, under the *Quick Links* section on the right, click *Schedule*.

The *Schedule* page is displayed.



 **HINT:** If no options are displayed under the *Academics* header, click the heading to

show the menu.



Morgan Lee Abbate, Sr.
Enrolled in Grade 6 for 2010-2011

By Week **By Term**

08/03/2011   ← Schedule for 07/31/2011 to 08/06/2011 →

Schedule By Week

	Monday	Tuesday	Wednesday
Classes	*Homeroom (6B) - Surrago, Patricia	*Homeroom (6B) 8:40 AM - 2:40 PM Surrago, Patricia	*Homeroom (6B) 8:40 AM - 2:40 PM Surrago, Patricia
	English (6B) - Foo, Judy	English (6B) 8:40 AM - 2:40 PM Foo, Judy	English (6B) 8:40 AM - 2:40 PM Foo, Judy
	Health (6B) - Olbrich, Lea	Health (6B) 8:40 AM - 2:40 PM Olbrich, Lea	Health (6B) 8:40 AM - 2:40 PM Olbrich, Lea
	History/Social Science (6B) - Surrago, Patricia	History/Social Science (6B) 8:40 AM - 2:40 PM Surrago, Patricia	History/Social Science (6B) 8:40 AM - 2:40 PM Surrago, Patricia
	Language Arts (6B) - Foo, Judy	Language Arts (6B) 8:40 AM - 2:40 PM Foo, Judy	Language Arts (6B) 8:40 AM - 2:40 PM Foo, Judy
	Mathematics (6B) - Surrago, Patricia	Mathematics (6B) 8:40 AM - 2:40 PM Surrago, Patricia	Mathematics (6B) 8:40 AM - 2:40 PM Surrago, Patricia

3. To view the schedule for an entire term, select the *By Term* tab.
4. To view more information about a class or teacher, click the blue name.

Viewing a List of Student Courses


You can view a list of all courses your student is enrolled in, as well as viewing and documents that are available for a specific course.

1. Open the student profile
2. From the left menu, under the *Academics* header, click *Courses*.


OR

From the *Students* page in the *School* tab, under the *Quick Links* section on the right, click *Courses*.

The *Courses* page is displayed.

 **HINT:** If no options are displayed under the *Academics* header, click the heading to

show the menu.




Morgan Lee Abbate, Sr.
Enrolled in Grade 6 for 2010-2011

2010-2011 Quarter 4 GO

Courses			
Course	Teacher	Teacher Email	Department
*Homerroom - 6B	Miss Surrago	psurrago@imagnetrendscool.com	Grade 6
Art - 6B-2	Mrs. Tubbs	mtubbs@imagnetrendscool.com	Specialists
Choir - 2nd Year Choir	Ms. Pollock	bpollock@imagnetrendscool.com	Music
English - 6B	Mrs. Foo		Grade 6
English/Spelling/Vocabulary - 7A	Miss Balco	bhagerty@imageTrend.com	Grade 7
Health - 6B	Mrs. Olbrich		Grade 6
History/Social Science - 6B	Miss Surrago	psurrago@imagnetrendscool.com	Grade 6
Language Arts - 6B	Mrs. Foo		Grade 6
Mathematics - 6B	Miss Surrago	psurrago@imagnetrendscool.com	Grade 6
Music - 6B-2	Ms. Lafferty		Specialists
Reading/Literature - 6B	Miss Surrago	psurrago@imagnetrendscool.com	Grade 6
Religion - 6B	Mrs. Foo		Grade 6
Science - 6B	Miss Surrago	psurrago@imagnetrendscool.com	Grade 6
Spelling/Vocabulary - 6B	Mrs. Foo		Grade 6
World History - 6B	Miss Surrago	psurrago@imagnetrendscool.com	Grade 6

- To view more information about a course or to open an email to a teacher, click the blue name.

 **NOTE:** If you do not have a default program set up for email, an email may not automatically open.


Viewing Scheduling and Enrollment Information

When it is time for you to place scheduling requests or check your student's enrollment for the next year, you can do so in Cornerstone. When scheduling and enrollment requests are closed, the pages will inform you of this.

- Open the student profile
- From the left menu, under the *Academics* header, click *Scheduling Requests* or *Enrollment*, as appropriate.

OR

From the *Students* page in the *School* tab, under the *Quick Links* section on the right, click *Scheduling Requests* or *Enrollment*, as appropriate.

 **HINT:** If no options are displayed under the *Academics* header, click the heading to show the menu.

- Follow the information on the page to check enrollment or scheduling requests.

Viewing your Student's Profile

Each student has a profile containing their demographic and contact information; this is what teachers and school officials can see. It also keeps track of school-related information such as locker number or student ID and of emergency contacts.


- Open the student profile

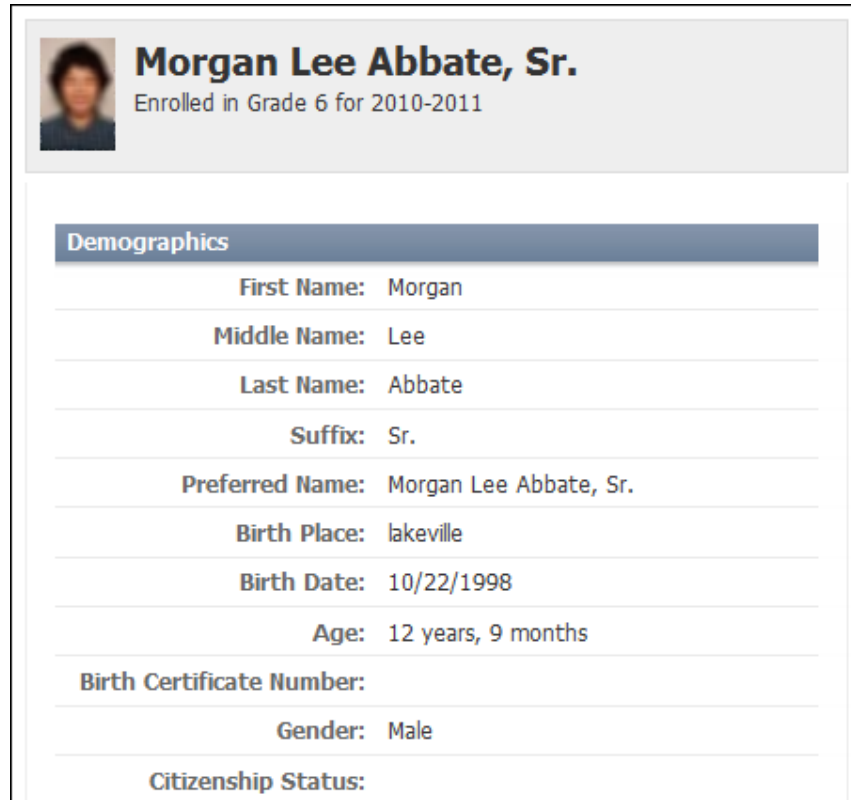
- From the left menu, under the *Profile* header, click *Demographics* or *Contacts*, as appropriate.

OR

From the *Students* page in the *School* tab, under the *Quick Links* section on the right, click *Demographics* or *Contacts*, as appropriate.

The page appears.


 **HINT:** If no options are displayed under the *Profile* header, click the heading to show the menu.



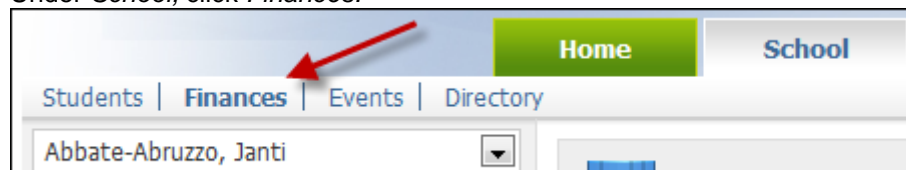
Demographics	
First Name:	Morgan
Middle Name:	Lee
Last Name:	Abbate
Suffix:	Sr.
Preferred Name:	Morgan Lee Abbate, Sr.
Birth Place:	lakeville
Birth Date:	10/22/1998
Age:	12 years, 9 months
Birth Certificate Number:	
Gender:	Male
Citizenship Status:	

Viewing Financial Information


You can use Cornerstone to view your invoices, payments and tuition information.

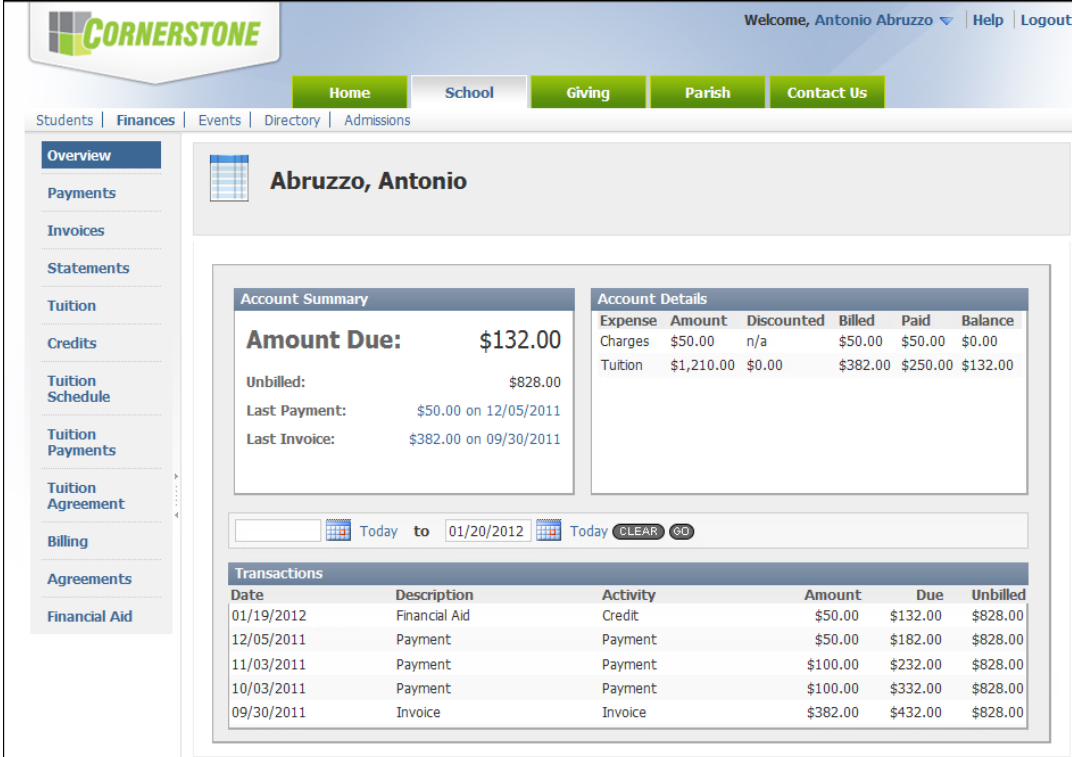
 **NOTE:** Depending on the way your child's school is set up, you may have access to more or less financial information than you see in the instructions and images below. If you do not see a specific link or option in Cornerstone, your child's school may not use that feature.

- Click the *School* tab.
The *School* tab appears, with the *Students* page displayed by default.
- Under *School*, click *Finances*.



The *Finances* section appears, with the *Overview* options displayed by default.

 **NOTE:** The *Overview* section will always be available with information about your finances. Depending on your school's setup, it may include information about Cafeteria transactions as well as all other transactions.





The screenshot shows the 'Overview' page for Antonio Abruzzo. It includes a navigation menu with 'Home', 'School', 'Giving', 'Parish', and 'Contact Us'. A left sidebar lists various financial options like 'Payments', 'Invoices', 'Statements', 'Tuition', 'Credits', 'Tuition Schedule', 'Tuition Payments', 'Tuition Agreement', 'Billing', 'Agreements', and 'Financial Aid'. The main content area displays the 'Amount Due: \$132.00' and a table of transactions.

Expense	Amount	Discounted	Billed	Paid	Balance
Charges	\$50.00	n/a	\$50.00	\$50.00	\$0.00
Tuition	\$1,210.00	\$0.00	\$382.00	\$250.00	\$132.00


Date	Description	Activity	Amount	Due	Unbilled
01/19/2012	Financial Aid	Credit	\$50.00	\$132.00	\$828.00
12/05/2011	Payment	Payment	\$50.00	\$182.00	\$828.00
11/03/2011	Payment	Payment	\$100.00	\$232.00	\$828.00
10/03/2011	Payment	Payment	\$100.00	\$332.00	\$828.00
09/30/2011	Invoice	Invoice	\$382.00	\$432.00	\$828.00

- To view transaction information for specific dates from the *Overview* page, use the date selection options above the *Transactions* section and click *Go*.


 **HINT:** This section of the page displays a list of all financial transactions. You can use the date selection options to narrow down which transactions will be displayed based on the date of the transaction.


- To view a list of payments you have made, from the left menu, click *Payments*. The *Payments* page appears, with a list of payments you have made.
- To view any invoices from the school, from the left menu, click *Invoices*. The *Invoices* page appears.
- To view a preview of a specific invoice, click the *View Invoice* icon .
- To view statements, from the left menu, click *Statements*.
- To view information about tuition charges for your account for a specific year, from the left menu, click *Tuition*. The *Tuition* page appears.
 - To view more information about the tuition for a specific year, click the school year.

Details about the tuition charges for that year appear.



Abbate-Abruzzo, Janti

 Tuition 2010-2011

 Abbate, Monica

Student: Abbate, Monica


Grade: Grade 1

School Year: 2010-2011

Bill To:

Name	Split %
Abbate-Abruzzo, Janti	100.00%
4538 West 37th St	
Edina, MN 54332	
Payment Plan:	10 Monthly Paym
Start Date:	08/02/2011


Item	Status	Bill Type	Total
2 Students (K-8)-- Non Parishioner	Unbilled	Payment Plan	\$4,465.00
Library Fee	Unbilled	One-Time	\$100.00
Technology Fee	Unbilled	One-Time	\$50.00
Book Fee	Unbilled	One-Time	\$200.00
Sub Total:			\$4,8
-Discounts:			Total: \$4,8
Total for Abbate-Abruzzo, Janti:			\$4,8




 Ablaza, Mirabella

Sub Total:			\$2,4
-Discounts:			Total: \$2,4
Total for Abbate-Abruzzo, Janti:			\$1,2

Total:

Total for Abbate-Abruzzo, Janti :	\$7,215.00
	\$6,015.00

 Back

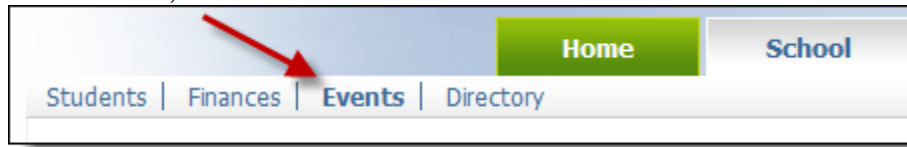
- b. To view information about a specific line item, click the name of the item.
A popup window appears with additional details.
9. To view a detailed list of credits towards your account, from the left menu, click *Credits*.
10. To view information about the future scheduled tuition charges based on your tuition plan, from the left menu, click *Tuition Schedule*.
11. To view information about payments you have made towards tuition, from the left menu, click *Tuition Payments*.
12. To view the school's tuition agreement, from the left menu, click *Tuition Agreement*.
13. To view TADS billing information, from the left menu, click *Billing*.
 **NOTE:** This section may not be available to you, depending on your school's setup.
14. To view TADS agreement information, from the left menu, click *Agreements*.
 **NOTE:** This section may not be available to you, depending on your school's setup.
15. To view information about financial aid, from the left menu, click *Financial Aid*.
 **NOTE:** This section may not be available to you, depending on your school's setup.
This section is associated with TADS.

Viewing the Calendar of Events

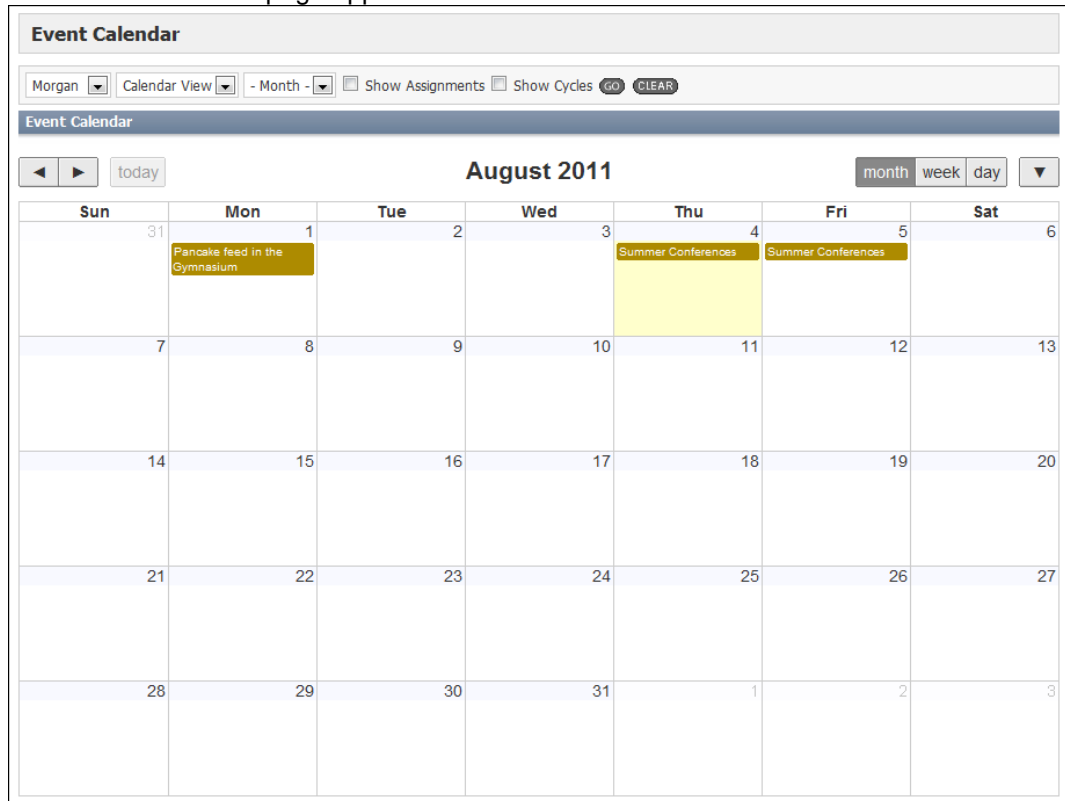
Any school events related to your student(s) will be displayed in the events calendar, from days off school to fundraisers or music conferences.

1. Click the *School* tab.
The *School* tab appears, with the *Students* page displayed by default.

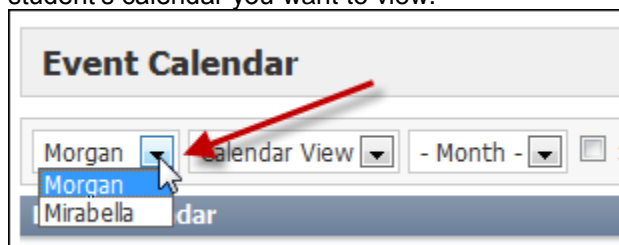
- Under *School*, click *Events*.




The *Events Calendar* page appears.

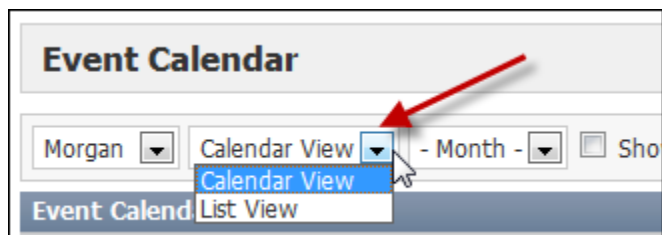


- To view the calendar for another student, from the first drop down menu, select which student's calendar you want to view.



 **NOTE:** These changes will not be displayed until you click *Go* in step 8.

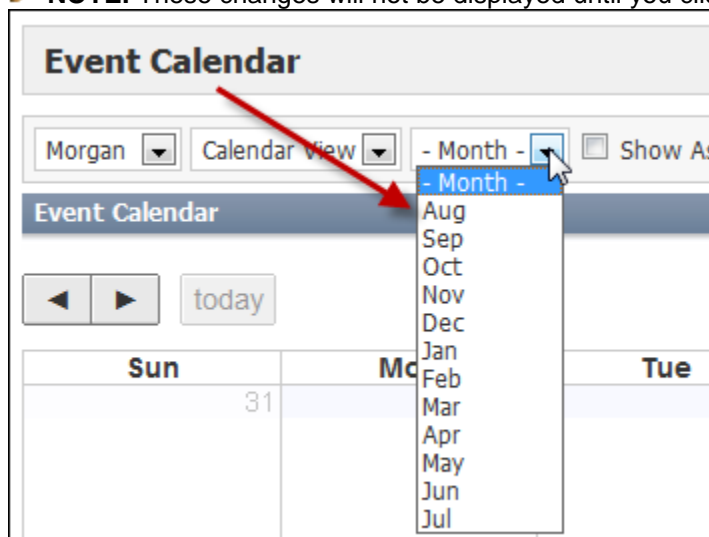
- To view a list of events rather than a calendar layout, from the second drop down menu, select *List View*.



NOTE: These changes will not be displayed until you click *Go* in step 8.

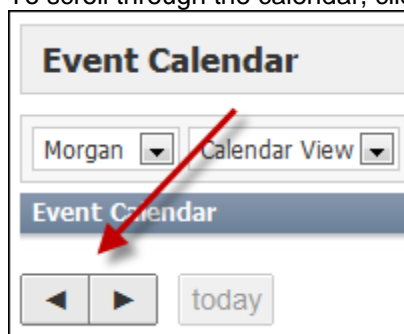
- To view the calendar for a specific month, from the *Month* drop down menu, select the desired month.

NOTE: These changes will not be displayed until you click *Go* in step 8.



OR

To scroll through the calendar, click the *Next Month* and *Previous Month* icons.



- To display when assignments are due on the calendar, select the *Show Assignments* checkbox.

NOTE: These changes will not be displayed until you click *Go* in step 8.

- To show schedule cycle information on the calendar (e.g., if your students have a different schedule on different days or weeks), select the *Show Cycles* checkbox.

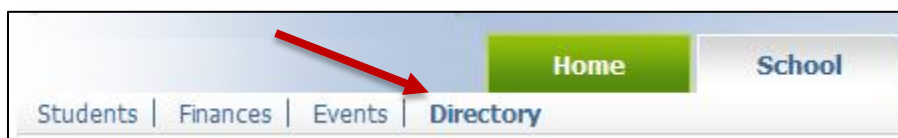
NOTE: These changes will not be displayed until you click *Go* in step 8.

- To apply the calendar information settings, click *Go*.
- At any point, to return to the default calendar settings, click *Clear*.

Viewing the Directory

Parents and school staff can choose to be included in a directory for the school, which you can view at any time. Please note that your school may or may not have a directory available for you. If you do not see the link under the *School* tab, the directory is not available.

1. Click the *School* tab.
The *School* tab appears, with the *Students* page displayed by default.
2. Under *School*, click *Directory*.




The *Directory* page appears.

Directory						
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 All						
Search <input type="text"/> <input type="button" value="GO"/> <input type="button" value="CLEAR"/>						
Households						
Name	Primary Contacts	Phone Number	Street 1	City	State	Postal Code
Brady	Brady, Rick		89464 Kalinga Drive	Burnsville	MN	55343
Karlen	Karlen, Robert	(555) 079-9913	2045 Wooddale Dr	Woodbury	MN	55125
	Karlen, Maribeth	(555) 111-2222				

Records 1-2 of 2 | First | Previous | Next | Last | Per Page 10

Contacting the School

Cornerstone allows you to send an email to the school administrator using the system or to view the school's contact information.

1. Click the *Contact Us* tab.
2. To view contact information, ensure that the *Contact Information* link is selected.
 **HINT:** This link will be selected by default.
3. To email the school from Cornerstone, under the *Contact Us* tab, click *Email Us*.



The *Email Us* page appears.

4. In the *Subject* text box, type a subject line for the email.
5. In the *Email Message* text box, type your message.
 - ✎ **NOTE:** Be sure to include your name and contact information so the administrator will be able to respond to your message.
6. Click *Send Message*.
The email is sent to the school administrator.

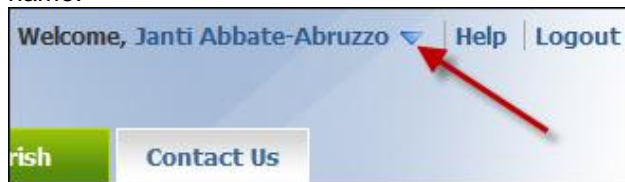
Setting Up Your Account Information

You can edit your own account information, including the password you use to log in and (if your school uses the alert feature), your preferred method for receiving alerts from the school.

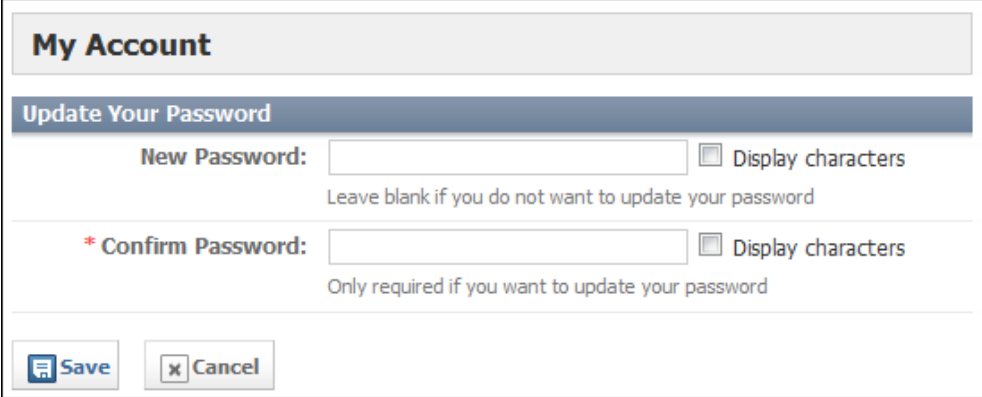
Changing Your Password

You can change the password you use to log in at any time. Make sure you choose a secure password that you can easily remember.

1. From the top right corner of the page, click the *My Account* arrow beside your name.



- From the drop down menu, select *My Account*.
The *My Account* page appears.



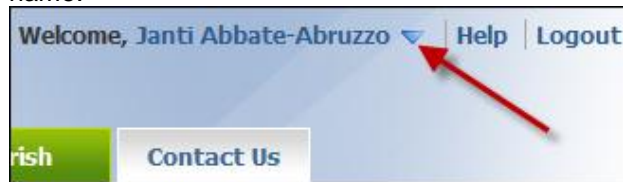
The screenshot shows a web form titled "My Account". Below the title is a section "Update Your Password". It contains two text input fields. The first is labeled "New Password:" and has a "Display characters" checkbox to its right. Below it is the text "Leave blank if you do not want to update your password". The second field is labeled "* Confirm Password:" and also has a "Display characters" checkbox. Below it is the text "Only required if you want to update your password". At the bottom of the form are two buttons: "Save" and "Cancel".

- In the *New Password* text box, type the password you want to use.
- In the *Confirm Password* section, type the password again.
- Click *Save*.
Your password is changed.

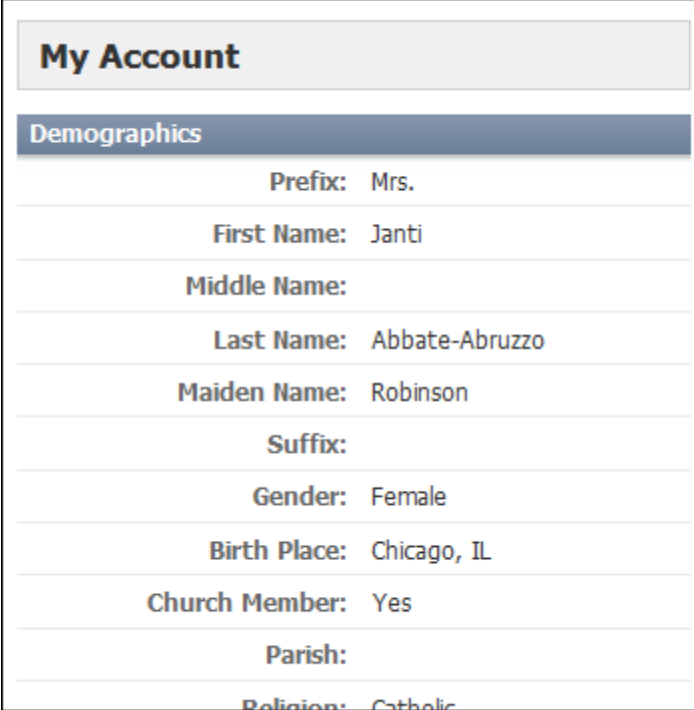
Viewing Your Profile

You can view your profile, including your demographic and contact information.

- From the top right corner of the page, click the *My Account* arrow beside your name.



- From the drop down menu, select *My Profile*.
Your account profile appears.

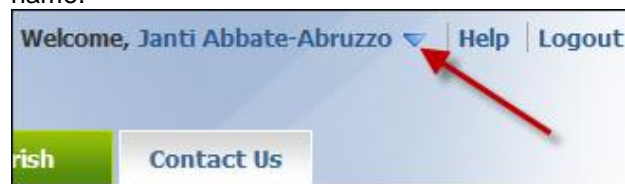


My Account	
Demographics	
Prefix:	Mrs.
First Name:	Janti
Middle Name:	
Last Name:	Abbate-Abruzzo
Maiden Name:	Robinson
Suffix:	
Gender:	Female
Birth Place:	Chicago, IL
Church Member:	Yes
Parish:	
Religion:	Catholic

Editing Your Alert Preferences

If your school subscribes to the Cornerstone Communications module, you can use Cornerstone to inform the school of the way that you prefer to receive specific types of alerts. The types of alerts that your school sends may differ from those displayed in the images below, but the process of setting up your preferences will be the same.

- From the top right corner of the page, click the *My Account* arrow beside your name.



- From the drop down menu, select *My Alert Notification*.
The *My Account* page appears.

My Account


= SMS/Text/Email
 = Voice

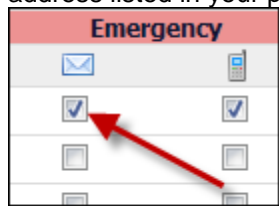
To subscribe to an alert, please select the checkbox corresponding to the type of alert and the location you would like to receive the alerts

Default Alerts		Emergency	School Closing	General Messages	Attendance
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Phone	(555) 652-0932	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Work Phone	(654) 987-9087 Ext: 1234	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone	(654) 987-9089	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Email	amonascal@imagetrend.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Email		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Email		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Custom Alerts		Academics	Financials
		<input type="checkbox"/>	<input type="checkbox"/>
Home Phone	(555) 652-0932	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Work Phone	(654) 987-9087 Ext: 1234	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone	(654) 987-9089	<input type="checkbox"/>	<input type="checkbox"/>
Personal Email	amonascal@imagetrend.com	<input type="checkbox"/>	<input type="checkbox"/>
School Email		<input type="checkbox"/>	<input type="checkbox"/>
Work Email		<input type="checkbox"/>	<input type="checkbox"/>

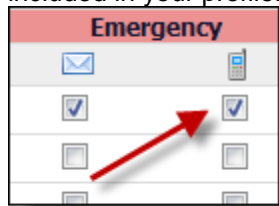
- For each type of alert that you want to receive by text message or email, select the checkbox in the *SMS/Text/Email* column.

 **NOTE:** The alert will be sent to you as a text message if you have a cell phone number included in your profile, and as an email if you have an email address listed in your profile. If you have both, the alert will be sent both ways.



- For each type of alert you want to receive a voice message for, select the checkbox in the *Voice* column.

 **NOTE:** this alert will be sent to you via voice only if you have a phone number included in your profile.



- When finished, click *Save*.
Your alert preferences are now saved and available to the school.