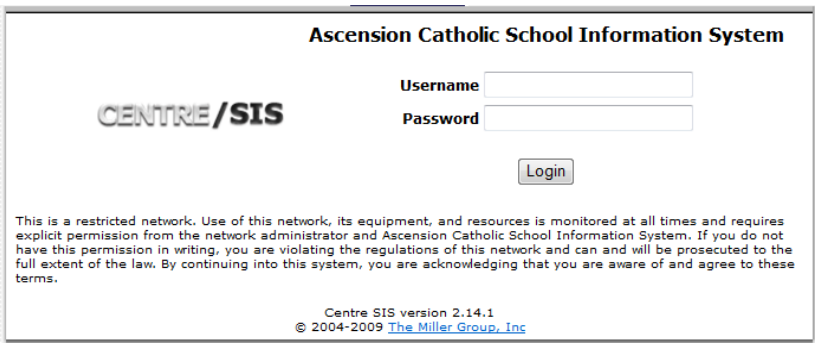
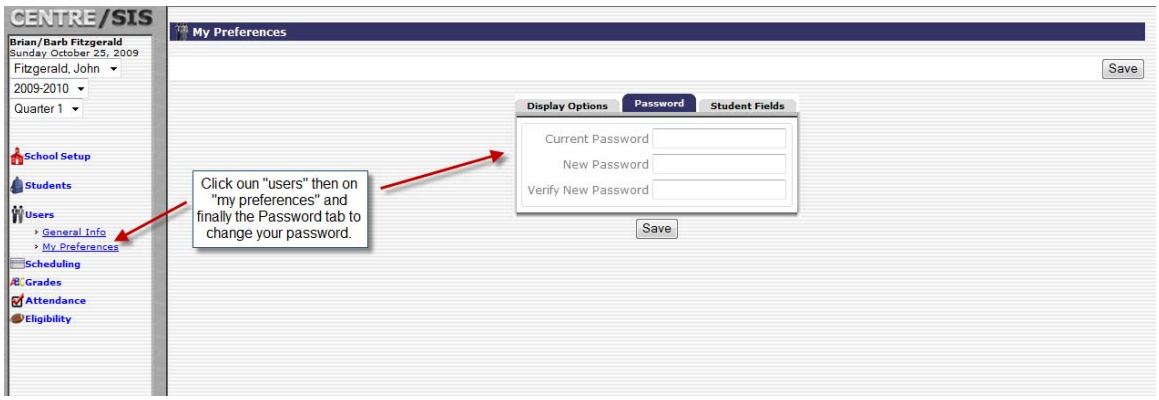
December 8, 2009

Dear Ascension School Parent,

Centre is the web based application Ascension uses as its student information system and parent portal. Parents login to Centre at the following address: http://matrix.miller-group.net/~oakpark/ by entering the username and password you have been assigned.



For security reasons it is important that you change your password as soon as you enter the Centre site. Follow the instructions below to change your password and then login again.



Various Tips

These are a few basic tips that make navigating Centre easier.

- Do not use your browser's back and forward buttons while using Centre. Most of the time these will just take you back to the home screen, or possibly log you out.

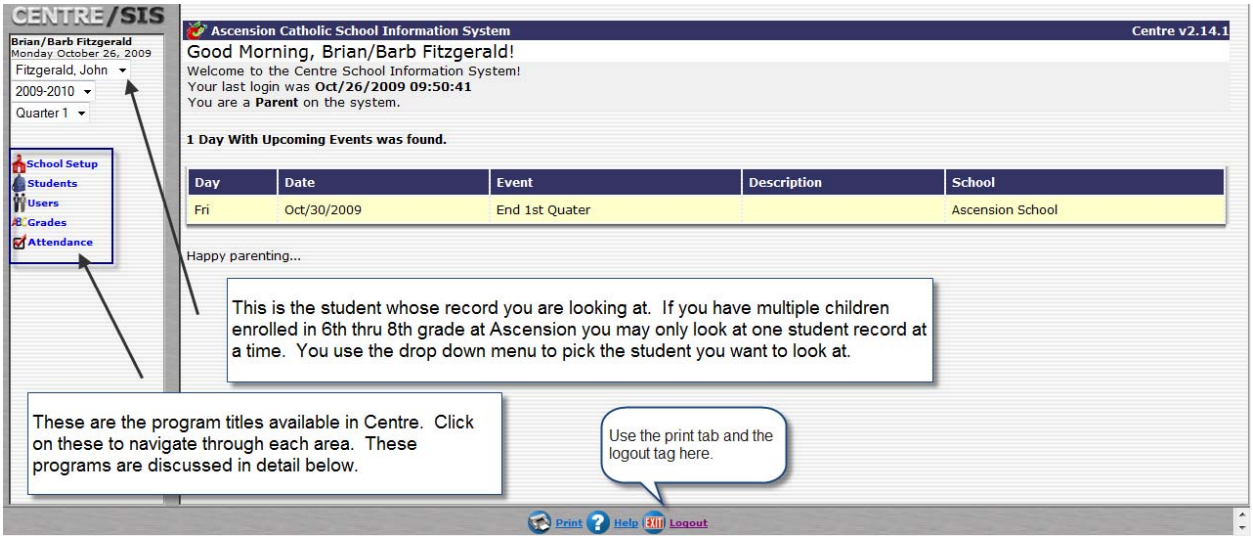
- Do not use your browsers print button. When you want to print, click the printer icon at the bottom of the page. On the next screen, click the printer at the top of the main window frame.

- By clicking this icon, you can export the data below it to Microsoft Excel. It is easier to print information once you have converted it to Excel and saved it to your computer.

- By clicking on the Centre logo in the upper left corner of the page you can start your session over by returning to the welcome page.

Introduction

After you login you will see a screen similar to this. Using the instructions on the following pages should help you to successfully navigate the Centre programs.



School Setup

School Information

This contains general information about Ascension School.

Calendar

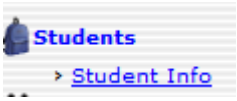
The calendar shows all of the events that Ascension has added to the month. By default, it shows the current month. If you would like to view the month's events in a list view, click "List Events" next to the month and year drop-down menus.

Days that are shaded green are full day or partial days. Red shaded days are non-school days. Marking periods are also indicated on the calendar as are days off.

The calendar will also list the assignments that your child's teacher has entered into their grade book and their due dates. You can click on the assignment for more information. *Please note that grades and assignments are discussed further in the Gradebook area of these instructions.*

Students

Student Info



By clicking on Student Info under the heading students you will be shown two tabbed headings

When you "click" on the *General Info* tab you will see your child's demographic information and homeroom. If you "click" on the *Addresses & Contacts* tab you will see the resident and mailing addresses for your child and your home email. Contacts and their phone numbers should also be listed. Please note that this information is read-only and cannot be changed by a parent. If you notice any mistakes, you should contact the school office and it will be updated.

Users

This is the area that holds your user or personal information. You may set preferences and customize your Centre experience by "clicking" the preferences button and then the "Display Options" tab. You also change your password here (as shown at the beginning of these instructions).

Grades

Gradebook Grades

This will show you a more detailed view of your child's current grade. You can "click" the class title for the assignments in one class.

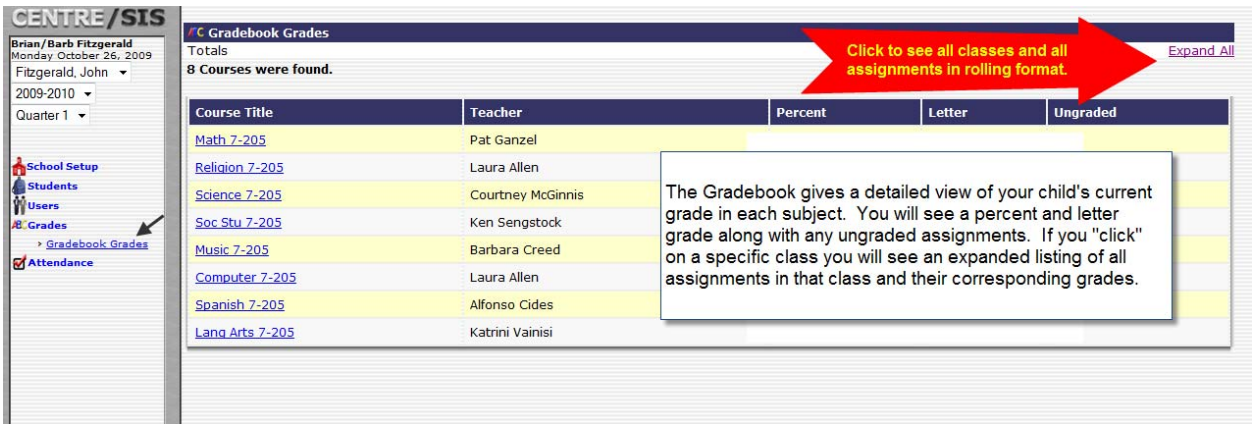
Then you can put your mouse over the title of an assignment for more information on that assignment, including assigned and due date.

You can "click" the Expand tag to see detailed list of classes and grades.

This program is "live". Data can be displayed as soon as it becomes available. Teachers will update grades every ten class days, or every two weeks. Make up work and late assignments will be averaged *once* within the two week period.

Please look at image on the following page to familiarize yourself with what the Gradebook looks like.

Example of Gradebook Grades page:



Attendance

The Attendance program will display all of your child's attendance data.

Absences

This will display all your child's absences and comments that were entered in both the office and by their teacher. Parents can review other dates by changing the drop-down menus near the top of the screen.

Daily Summary

This is a daily summary of attendance and includes your child's attendance codes (P-present, A-absent, T-tardy) for the selected date range. Information is displayed in table format. Parents can review other dates by changing the drop-down menus near the top of the screen.