## Accessing TEAMS Parent Self-Serve

Parents/Guardians can access TEAMS Parent Self-Serve via the AISD Parent Cloud to monitor their child's grades and attendance.

1. From the AISD Parent Cloud homepage, click on *My Student-Estudiante* at the bottom of the screen then click the *Parent Self-Serve* icon on the Cloud desktop.

2. Click on the student's name to view the available information. Click on the tabs to view student information. Examples of each the information displayed for each tab can be found below.
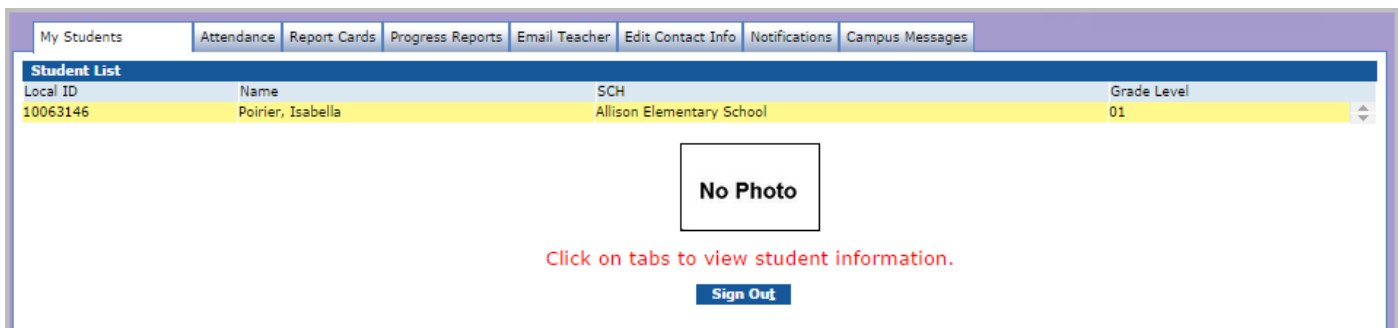
Note: Once you log in, if you do not see all of your children listed, it may be that there is a custody order on file. If that is the case, please contact your child's campus to have the access enabled if the order allows the parent/guardian to access student records.

TEAMS Tip: To enlarge the text size in TEAMS, press and hold the Ctrl key while pressing the plus sign (+). To reduce the text size in TEAMS, press and hold the Ctrl key while pressing the minus sign (-). This tip will work in any internet browser.

Attendance Tab

The Attendance tab shows the student's attendance record up to date. Click *View Legend* to see the attendance codes description.

Local ID: 10063146		Poirier, Isabella					04-11-2007				

My Students | Attendance | Report Cards | Progress Reports | Email Teacher | Edit Contact Info | Notifications | Campus Messages

Date	SH	FY	Cal	T-00	T-01	T-02	T-03	T-04	T-05	T-06	T-07
09-02-2014	101	2015	1	A-UNX							
09-03-2014	101	2015	1	T-UT							
Totals				T - 1 A - 1	T - 0 A - 0	T - 0 A - 0	T - 0 A - 0	T - 0 A - 0	T - 0 A - 0	T - 0 A - 0	T - 0 A - 0

Total Days in Membership: 0.0

Total Excused Absences: 0

Total Unexcused Absences: 1

Total State-Reported Absences: 1

Total Non-State-Reported Absences: 0

Total Number of Tardies: 1

Attendance Values

	Description
UNX	Unexcused Absence
UT	Unexcused Tardy

Ok

View Legend   Sign Out

Report Cards Tab

The Report Cards tab shows the student's running average for each course section. Click on a *grade* to see student grades by assignment. Click *Display Comments* to see comments enter by the teacher.

Local ID: 10063146		Poirier, Isabella				04-11-2007			

My Students | Attendance | Report Cards | Progress Reports | Email Teacher | Edit Contact Info | Notifications | Campus Messages

Course	Sect	Teacher	Short Desc	Day Prd	Room	1Nin	2Nin	3Nin	4Nin
1000	01	Poirier, Daniella	1 Homeroom	T - 00		NG	...	...	...
1011	01	Poirier, Daniella	1 Reading	T - 01		3	...	...	...
1012	01	Poirier, Daniella	1 ELA	T - 02		4	...	...	...
1021	01	Poirier, Daniella	1 Mathematics	T - 03		3	...	...	...
1031	01	Poirier, Daniella	1 Science	T - 04		3	...	...	...
1041	01	Poirier, Daniella	1 Soc Studies	T - 05		3	...	...	...
1051	01	Poirier, Daniella	1 Health	T - 06		3	...	...	...
1101	01	Poirier, Daniella	1 Art	T - 07		3	...	...	...
1201	01	Poirier, Daniella	1 Music	T - 08		3	...	...	...
1301	01	Poirier, Daniella	1 PE	T - 09		3	...	...	...
1101C	01	Poirier, Daniella	1 Art CITZ	T - 12		NG	...	...	...
1201C	01	Poirier, Daniella	1 Music CITZ	T - 13		NG	...	...	...
1301C	01	Poirier, Daniella	1 PE CITZ	T - 14		NG	...	...	...

Note: Click on a grade to see the associated assignment grades. Grades displayed in red are current averages based upon assignment grades entered to date. These are not final grades. 'NG' = No grades entered at this time.

Display Comments   Sign Out

Assignments Tab

The default view for assignment grades is by category. Click *View Assignments by Date* to see all assignments listed by date assigned.

Local ID: 10063146		Poirier, Isabella			04-11-2007				
1011 - 1 Reading		T - 01			Poirier, Daniella			Current Average: 3	
My Students	Attendance	Report Cards	Assignments		Progress Reports	Email Teacher	Edit Contact Info	Notifications	Campus Messages

Triple Weight
Average: 4
Weight: 3.0

Assignment Name	Grade Value	Class Avg	Assign Date	Due Date	Grade Scale	Maximum Value	Count	Note
New Year Project	4	3.8	08-26-2014	09-03-2014	100	100	1	

record count: 1 of 1

Double Weight
Average: 0
Weight: 2.0

Assignment Name	Grade Value	Class Avg	Assign Date	Due Date	Grade Scale	Maximum Value	Count	Note
Spelling Pop Quiz 1	MSG	3.8	09-02-2014	09-05-2014	100	100	1	

record count: 1 of 1

Single Weight
Average: 4
Weight: 1.0

Assignment Name	Grade Value	Class Avg	Assign Date	Due Date	Grade Scale	Maximum Value	Count	Note
Assignment 1	4	3.05	08-26-2014	09-02-2014	100	100	1	
Assignment 2	3	3.3	09-02-2014	09-04-2014	100	100	1	
Assignment 4	3	3.0	09-03-2014	09-05-2014	100	100	1	
Assignment 3	4	4.0	09-03-2014	09-05-2014	100	100	1	

record count: 4 of 4

View Assignments by Date | **Sign Out**

Grade Value Codes

- **Blank**: No impact on student's average
- **EXC** (excused): No impact on student's average
- **PND** (pending): No impact on student's average
- **ABS** (absent): No impact on student's average
- **I** (incomplete): Count as a zero in the average calculation
- **MSG** (missing): Count as a zero in the average calculation
- **0:** Count as a zero in the average calculation

If the assignment name is hyperlinked, the teacher has included an assignment note and/or an attachment. Click the assignment name to see the note and/or attachment.

| Assignment: New Year Project | Assigned Date: 08-26-2014 | Due Date: 09-03-2014 | Course: 1011 | Section: 01 |

Assignment Notes

The first student project of the year is Creating a Caring Classroom. Students will complete various tasks to get to know each other. Together we will review class procedures and set up personal and class goals for the new school year.

Assignment Attachments

Sort | Clear   Sorted by: (default)

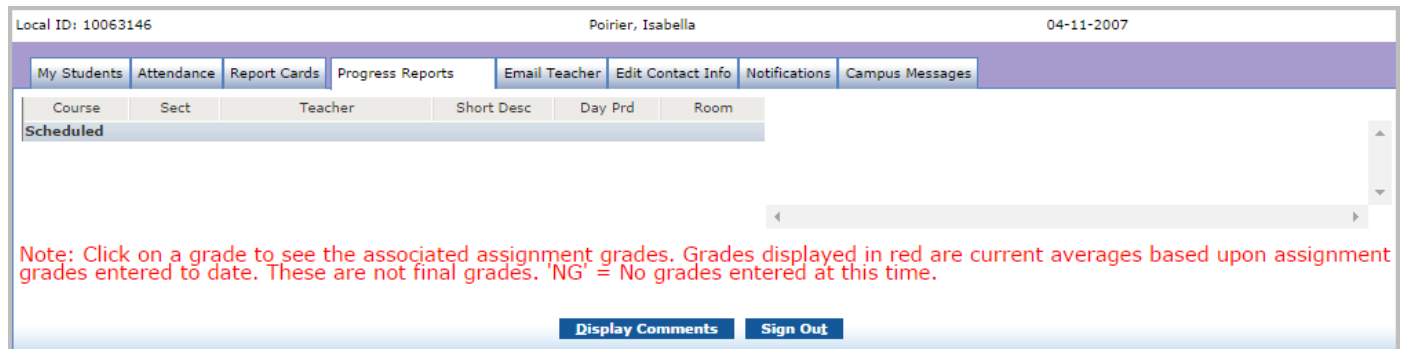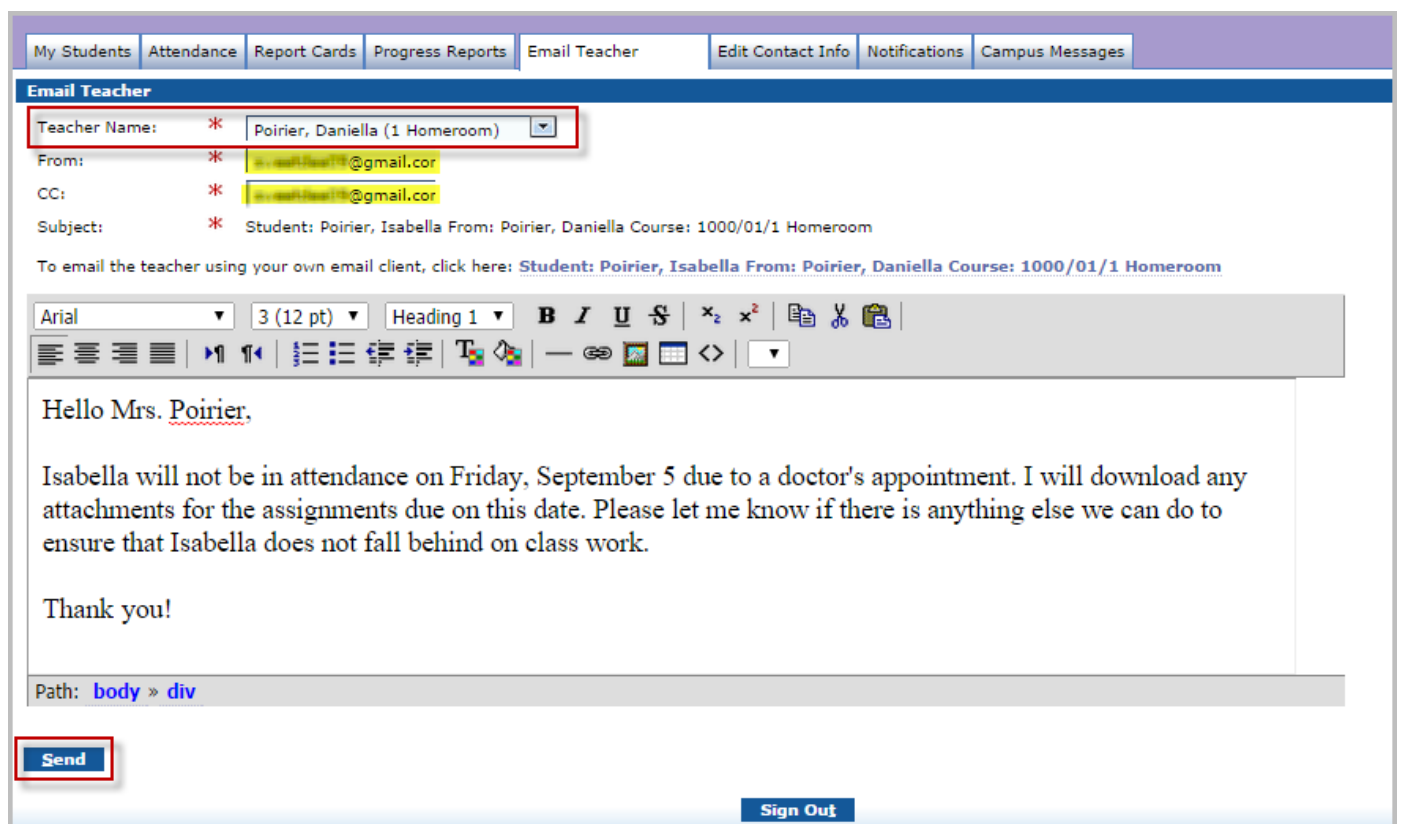| Date	File Name	Attachment Type
09-03-2014	Classroom Procedures.pdf	.pdf

record count: 1 of 1

Download / View Attachment

Return To Assignments

Note: Assignment Notes are read only. Assignment Attachments can be viewed and downloaded.

To download or view an attachment, select the attachment and click *Download/View Attachment*. Click *Return to Assignments* to return to the assignments list.

Progress Reports Tab

The Progress Reports tab shows the student's progress report information. This tab is only used for secondary students. Click **Display Comments** to see comments entered by the teacher.

Email Teacher Tab

The Email Teacher tab allows users to email teachers directly from Parent Self-Serve. Emails sent from this tab will go to the teacher's AISD email address.

1. To send an email, select the teacher from the **Teacher Name** drop-down.
2. Verify that the email address in the **From**: and **CC:** is correct.
3. Type the message to the teacher in the text box.
4. Click **Send**.

Edit Contact Info

The Edit Contact Info tab allows users to edit phone numbers and email addresses from Parent Self-Serve.
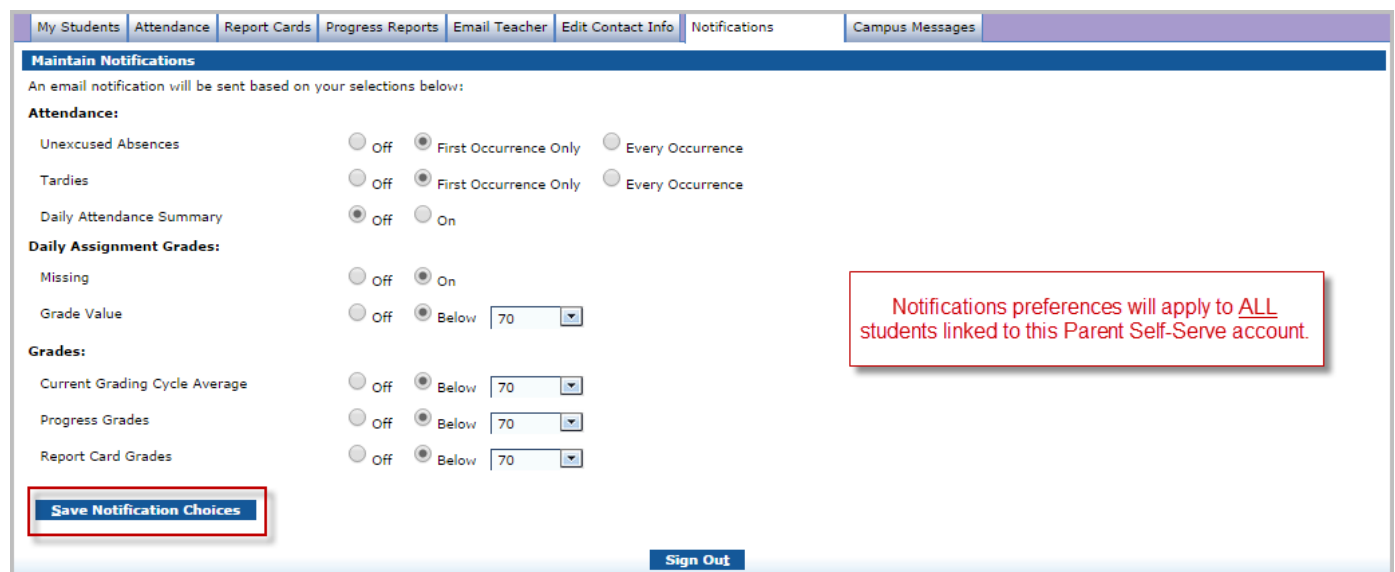
1. To edit a phone number or email address, click the appropriate **Edit** button.

2. Enter the new phone number or email address then click **Submit Changes**.

3. The contact information will automatically be updated for the student record.
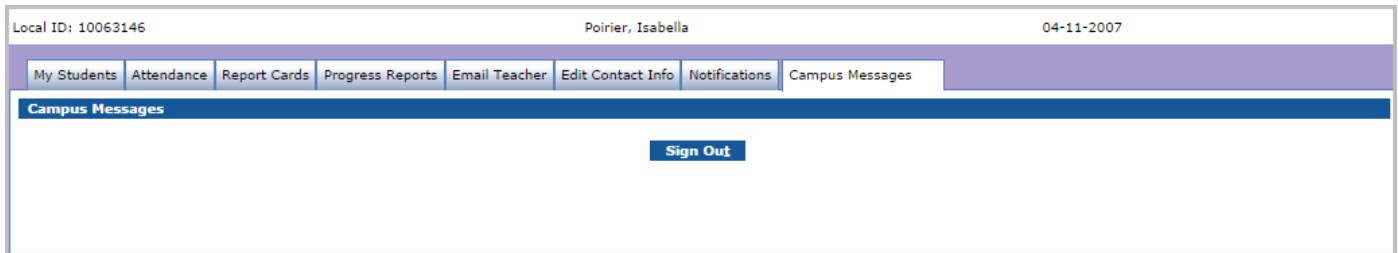

Notifications Tab

The Notifications tab allows users to edit setup notifications for attendance and grades.

1. To setup notifications, select the radio button for the preferred notification types.

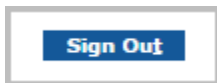2. Click **Save Notification Choices**.

Campus Messages Tab

The Campus Messages tab displays messages posted by the student's campus to Parent Self-Serve. This is an easy way for campuses to communicate information to parents.

Signing Out of Parent Self-Serve

To sign out of Parent Self-Serve, click the **Sign Out** button.

Parent Self-Serve Support

Currently, only users listed as Parent/Guardian contact types in TEAMS will be able to access Parent Self-Serve via the Parent Cloud. All other contacts (i.e., grandparents, aunts, and uncles) will be able to access student information via Parent Cloud in the near future.

For assistance with Parent Self-Serve, please contact the Parent Technology Support Help Line at 512-414-9187.