The purpose of this Technical Assistant Paper (TAP) is to provide instructions for printing the Gradebook Parent Letters for your parents/guardians for access to the Volusia Instructional Management System. Our system will transform the teaching, learning and communication experiences for our teachers, families and students. VIMS provides parents and students access to view attendance, grades and assignments 24 hours a day, 7 days a week, from any computer with an Internet connection. Please note that the Gradebook only provides unofficial progress information. Final and official grades will be printed on the student’s report card at the end of each nine-week grading period.

The following are the directions for running and printing the Parent Gradebook Letters:

Login to the grade book at http://myvolusiaschools.org/VIMS or from our district’s home page click the Staff icon> Staff Applications> VIMS (Gradebook)> Gradebook (VIMS). You will need Counselor, Principal, or VIMS Facilitator security rights to access these reports.

1) Select New Report

2) Open the plus (+) sign next to Administrative
3) Scroll down to **VCS Gradebook Letter to Parent (PIV)** and click on the report title. The reports are displayed in alphabetical order.

![VCS Gradebook Letter to Parent (PIV)](image)

**VCS Gradebook Letter to Parent (PIV)**

Prints a letter for each student contact without an active gradebook account. The letter is intended for the parent/guardian and provides instructions for establishing a gradebook account. It includes the username and password credentials.

4) The **Report Parameters** will be displayed.

5) Your school will default. If not, select your school.

6) Select individual **Students** or groups by typing the first letter(s) of the student’s last name or the group name and then clicking on the selected student or group.

7) Or select **All Students** to print letters for all students.

8) Select a **Sort** sequence.

9) Enter a **Period of Day** if selected to sort by period. Valid periods are 01-08. **Note:** Elementary schools will select **period 00** for homeroom.

10) Click **Run Report**

11) The **My Reports** screen will be displayed. The report status will indicate Running. This process may take 1 – 3 minutes depending on the size of the report.

![Running](image)

12) When the report is shown to be **Ready**, click the link on the title of the report.

![Ready](image)
The **VCS Gradebook Letter to Parent (PIV)** report will be displayed in pdf format. You may print or save the letters by clicking the appropriate icon.
Outlined below are some helpful hints when interacting with students (Middle and High only) and parents regarding logon issues:

IMPORTANT REMINDERS REGARDING PASSWORDS

- The password is *case sensitive*.
- Once the parent establishes an account, the system will *no longer* prompt them to *change their password*. However, the letter and Parent Guide instructs them to do this at the initial login. Once this occurs, the password is encrypted and will no longer print on the VCS Gradebook Password List or the VCS Gradebook Letter to Parent (PIV).

PASSWORD/USERNAME: PASSWORD/USERNAME ISSUES

- If the parent has *not* logged-on and does not know their Username and Password, please print a copy of the PIV Letter for them. The letter is located under Reports> Administrative>VCS Gradebook Letter to Parent (PIV). This letter includes the parent/guardian login information only. This letter can be run for *one student*, *a group of students* or for *all students*.

IMPORTANT NOTE:

If the account has already been established, the information will no longer print on the letter and the password must be re-set.

PASSWORD RESETS

- If the parent/student forgets their new password, they can click the *Forgot Password* link on the login screen to change their password.

IMPORTANT NOTE:

*This will only work if they have a valid email address associated with their account.* If they do not have an email address associated with the account, the school Gradebook contact must complete the on-line Gradebook Parent Password Reset request for the parent/student. The reset password form is located at: [http://schools.volusia.k12.fl.us/vcsforms/GradebookReset.htm](http://schools.volusia.k12.fl.us/vcsforms/GradebookReset.htm)

If you prefer, you may send an email to custserv@volusia.k12.fl.us or call Support Services at extension 20000.
**PASSWORD/USERNAME:**

Please include the following information:

- Student’s name
- School
- Student ID
- Indicate if it is a password reset for the student and/or parent
- If it is a split family situation, indicate which parent has requested the reset*
- All password resets will be changed to “volusia” and they will be prompted to change their password at the time of initial login.

Due to the security requirements, at this time, all password resets must be completed at the district level by support services staff members.

- If the student forgets their user name, the Gradebook contact or teacher may obtain the username on the student demographics in the grade book. The student’s username is displayed at the bottom of the demographic screen.

**IMPORTANT REMINDERS:**

Please follow the directions below for parents/guardians who request separate credentials for accessing the Internet Viewers:

- Field *Access to Student Records* on Panel S315 in CrossPointe must be updated with a ‘P’ - *Yes, contact has access and receives a separate Gradebook letter.* This field defaults to a ‘Y’ – *Yes contact has access* on contact 01 and will generate the logon credential for the PIV.

- The parent’s username is the same as the student’s with a number at the end. The number at the end of the parent’s user name will depend on whether there is more than one contact in CrossPointe who has been marked with a ‘P’ in the Access to Student Records field.

For example, the legal guardian of the student is listed as mother and father, but father wants his own logon credential for the Gradebook. Two Gradebook letters will be generated with the following logon credential.

Parent/Guardian’s Username: 1ABCD
Legal Parent/Guardian’s Username: 1ABCD01

Parent/Guardian’s Username: 1ABCD
Father’s Username: 1ABCD03

Note: The parent/guardian’s name is printed on the letter. It is imperative that the correct Gradebook letter is given to the parent.
REMINDERS FOR TEACHERS:

- Teachers may look-up the student’s username on the demographics display.
- All assignments, grades and attendance should be up-to-date.
- Be professional when writing comments that may be viewable to the student and/or parent/guardian.

If you have any questions or further assistance is needed, please contact Student Information Support at extension 20000.