

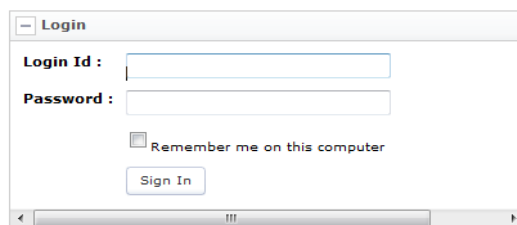
A GUIDE FOR PARENTS

Welcome to Volusia County Schools Instructional Management Systems (VIMS). This system provides you access to your child's attendance, grades and assignments 24 hours a day, 7 days a week, from any computer with an Internet connection. This access requires a confidential username and password that will be provided to you by your child's school.

Below are step-by-step instructions to create your new account:

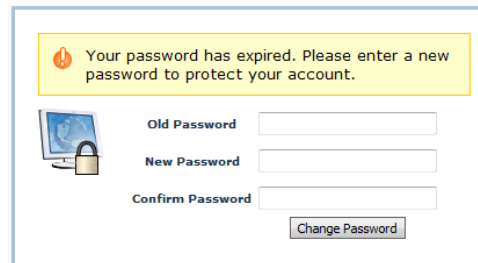
STEP 1 – ACCESS

1. To access the Volusia County Instructional Management System (VIMS) go to the Volusia County Schools Web site at: <http://myvolusiaschools.org>
2. Click on the **Parents** icon located on the right side of the page.
3. Under the **Toolbox** tab, click **Volusia Instructional Mgmt System (VIMS)**.
4. The VIMS Webpage will be displayed. Click the **Gradebook (VIMS)** link located on the left side of the page.
5. The **log-in screen** will be displayed.



The screenshot shows a login window with the following fields and options:
- Login Id : [text input]
- Password : [text input]
- Remember me on this computer [checkbox]
- Sign In [button]

6. Enter the login information that you received from your child's school. *Your Login ID and Password are case sensitive.*
7. Click **Sign-in**.
8. The following password prompt will be displayed. Enter the **Old Password** from the parent letter, a **New Password** and click **Change Password**.



The screenshot shows a password change prompt with the following text and fields:
- Your password has expired. Please enter a new password to protect your account.
- Old Password [text input]
- New Password [text input]
- Confirm Password [text input]
- Change Password [button]

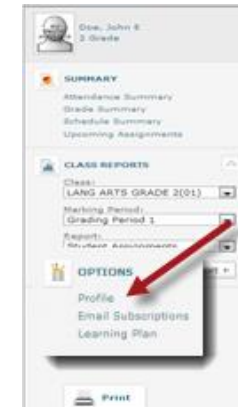
IMPORTANT NOTE: Please keep in mind that your password is case sensitive. Keep your password confidential. Your New Password will not take effect until you logout and log back in.

9. The **GlobalScholar Home Page** will be displayed.

IMPORTANT NOTE: Before continuing we recommend that you add an email address to your account. Please follow the directions outlined in Step 2.

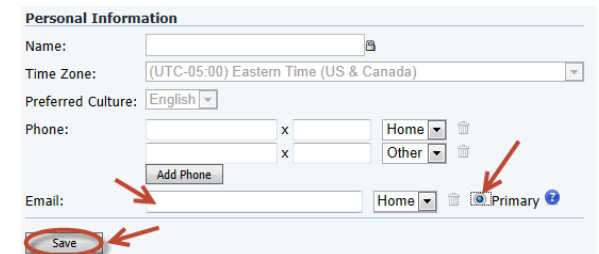
STEP 2 – ADD YOUR EMAIL ADDRESS

1. Under **Options**, click **Profile**.



2. Your **Personal Information** will be displayed. Enter your **Email**, click the **radial button** next to the email address you just entered and click **Save**.

IMPORTANT NOTE: It is important that you select the radial button next to the email address you use. This enables you to use the "Forgot Password" feature.



The screenshot shows the 'Personal Information' form with the following fields and options:
- Name: [text input]
- Time Zone: (UTC-05:00) Eastern Time (US & Canada) [dropdown]
- Preferred Culture: English [dropdown]
- Phone: [text input] x [text input] [Home] [Other] [Add Phone]
- Email: [text input] [Home] [Primary] [Save] (Save button is circled in red)

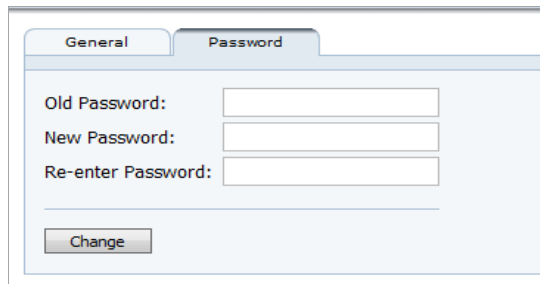
NOTE: You may add multiple email addresses.

STEP 3 – TO CHANGE YOUR PASSWORD

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This step can be by-passed if you have already changed your password. You may follow this step any time you want to change your password.

1. On the **Personal Information** screen, click the **Password** tab.

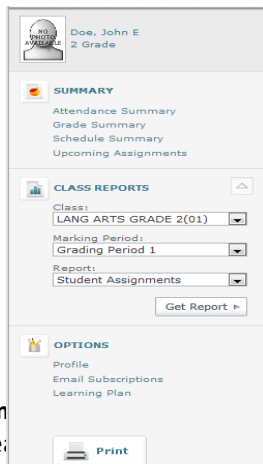


The screenshot shows a web form with two tabs: 'General' and 'Password'. The 'Password' tab is active. It contains three input fields: 'Old Password:', 'New Password:', and 'Re-enter Password:'. Below the fields is a 'Change' button.

2. Enter your **Old Password**, enter your **New Password**, **Re-enter New Password** and click **Change**.

STEP 4 – STUDENT SUMMARY REPORTS

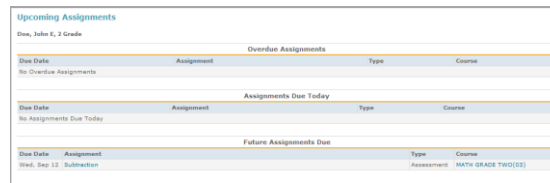
1. To view your child's attendance, click the **Attendance Summary** link. Your child's Attendance Summary and Detailed Attendance will be displayed by the selected Date Range.
2. Click on the **Grade Summary** link to view your child's grades by course.
3. Click on the **Schedule Summary** link to view your child's schedule. The Teacher's Schedule is displayed on this screen. You may email



The screenshot shows a sidebar menu for a student named 'Doe, John E, 2 Grade'. The menu items are: SUMMARY (Attendance Summary, Grade Summary, Schedule Summary, Upcoming Assignments), CLASS REPORTS (Class: LANG ARTS GRADE 2(01), Marking Period: Grading Period 1, Report: Student Assignments, Get Report), and OPTIONS (Profile, Email Subscriptions, Learning Plan, Print).

teachers with an established email account by clicking on the blue hyperlink.

4. To view your child's Assignments click on the **Upcoming Assignments** link. Your child's Overdue Assignments, Assignment Due Today and Future Assignments Due will be displayed.



The screenshot shows the 'Upcoming Assignments' page for 'Doe, John E, 2 Grade'. It has three sections: 'Overdue Assignments' (No Overdue Assignments), 'Assignments Due Today' (No Assignments Due Today), and 'Future Assignments Due' (1st, Sep 12, Subtraction). Each section has a table with columns: Due Date, Assignment, Type, and Course.

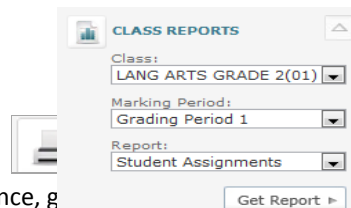
5. To view the detail of the assignment, click on the assignment.



The screenshot shows the 'Assignment Detail' page for 'Doe, John E, 2 Grade'. It displays details for the assignment 'Subtraction' (MATH GRADE 2(005)). Fields include: Course (MATH GRADE 2(00)), Period (0275), Description (Subtraction), Grading Scale (Assignment Scale for 5th Grade 2), Type (Homework), Date Assigned (Sep 11), Date Due (Sep 12), Max Value (4.000), and Weight (1.0).

STEP 5 – STUDENT CLASS REPORTS

1. To view individual class reports, select the **Class**, **Marking Period** and **Report** then click **Get Report**.



The screenshot shows the 'CLASS REPORTS' page. It has dropdown menus for 'Class' (LANG ARTS GRADE 2(01)), 'Marking Period' (Grading Period 1), and 'Report' (Student Assignments). There is a 'Get Report' button.

2. Click the **attendance**, g

STEP 6 – OPTIONS

1. Click the **Profile** link to change or add a Phone Number or an Email address.

IMPORTANT NOTE: This does NOT change your child's official school record. All changes must be submitted in writing to your child's school.

2. If you would like to receive daily or weekly email notifications regarding your child's attendance or grade information, click on the **Email Subscription** link.
3. Choose your subscriptions by clicking in the appropriate checkbox(s) next to the notification(s) you would like to receive. Click **SAVE**.

If the **Automatic Unexcused Absence Notice** or the **Automatic Grade Notification** is selected, you will receive the notification on occurrence. All other notifications will occur on the day(s) selected.

STEP 6 – OPTIONS CONTINUED

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Email Subscriptions

Choose Subscriptions Home Work Other

Automatic Unexcused Absence Notice

Attendance Summary

Grade Summary

Student Assignments

Choose Classes Home Work Other

<input checked="" type="checkbox"/> HOMEROOM(00)	A / 3.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> LANG ARTS GRADE 2(01)	A / 3.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> READ E(02)	A / 3.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> MATH GRADE TWO(03)	A / 3.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> SCIENCE GRADE TWO(04)	A / 3.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> SOC STUDIES 2(05)	A / 3.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> PHYSICAL EDUCATION 2(06)	A / 3.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> ART - GRADE 2(07)	A / 3.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> MUSIC - GRADE 2(07)	A / 3.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> PHYSICAL EDUCATION 2(07)	A / 3.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save

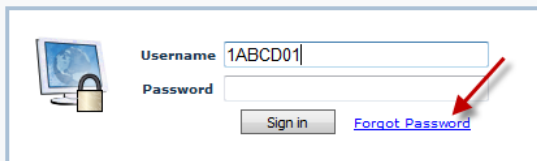
- The **Learning Plan** link is not available at this time.

STEP 7 – SIGN OUT

- When you have completed viewing your child's information, click the **Sign out** link located at the top right of the page.

- What do I do if I forgot my password?** If you have established an email address for your account, click [Parent: Forgot Password?](#) Link on the Home Page.

Enter your Username and then click the [Forgot Password](#) link.

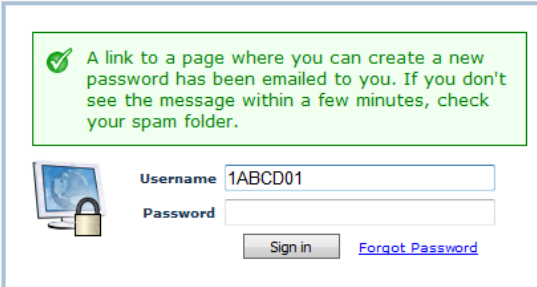


Username 1ABCD01

Password

Sign in [Forgot Password](#)

The following screen will be displayed.



A link to a page where you can create a new password has been emailed to you. If you don't see the message within a few minutes, check your spam folder.

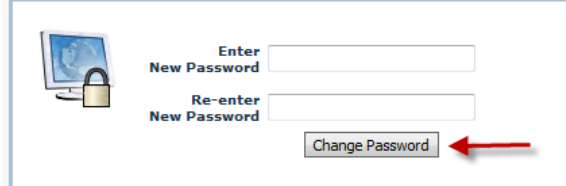
Username 1ABCD01

Password

Sign in [Forgot Password](#)

You will receive an email within 1-2 minutes from install@excelsiorsoftware.com with a link to reset your password. Click the link in the email.

The following screen will be displayed. Enter your **New Password**, **Re-enter New Password**, click **Change Password**.

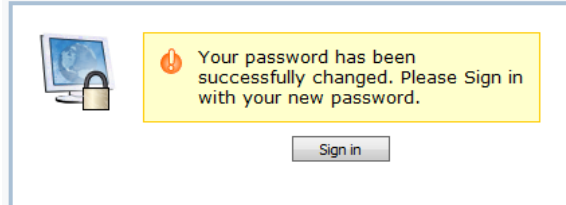


Enter New Password

Re-enter New Password

Change Password

The following screen will be displayed. Click **Sign in**.



Your password has been successfully changed. Please Sign in with your new password.

Sign in

- What do I do if I forgot my password and do not have an email address attached to my account?**

Please email custserv@volusia.k12.fl.us or call Volusia County Schools Support Services at **386-734-7190** to have your password reset.

FREQUENTLY ASKED QUESTIONS:

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THINGS YOU CAN DO AT HOME TO HELP YOUR CHILD AT SCHOOL:

When you connect with your child every day, your child benefits for life. When he or she knows you care and are concerned about their education good things happen! Below are a few tips for your child's success:

- Be involved from the get go! Instill a love for learning. Be a positive role model.
- Partner with your child's teachers.
- Monitor your child's homework, assignments, grades and attendance.
- Talk and listen to your child.
- Develop a routine or specific time for homework where you are available to help or listen if needed. You are vital to their success.
- Ensure your child is at school, on time, every day possible.
- Be sure that your child is getting adequate sleep at night.
- Volunteer at your child's school.
- Applaud your child's effort!

QUESTIONS:

If you have questions regarding your child's progress, please email your child's teacher or call the school.