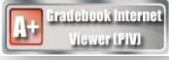


# Gradebook Subscriptions

## STEP 1 – ACCESS

- To access the Volusia County Instructional Management System (VIMS) go to the Volusia County Schools Web site at: <http://myvolusiaschools.org/VIMS>
- The VIMS Webpage will be displayed. Click the **Parents** link located on the left side of the page.
- Click on the Gradebook Internet Viewer icon. 
- The **log-in screen** will be displayed.
- Enter the login information that you received from your child's school. Your Login ID and Password are case sensitive.
- Click **Sign-in**.  
 The first time you log in a password prompt will be displayed. Enter the **Old Password** from the parent letter, then enter a **New Password** and click **Change Password**. Keep your password confidential.

## STEP 2 – ADD YOUR EMAIL ADDRESS

- Under **Options**, click **Profile**.
- Your **Personal Information** will be displayed. Enter your **Email**, click the **button** next to the email address you just entered and click **Save**.  
 You may add multiple email addresses, but only one can be selected as Primary. The one designated as Primary enables you to use the "Forgot Password" feature. This is an important step.
- Click **Home** in the upper left corner.



## STEP 3 – EMAIL SUBSCRIPTIONS

- If you would like to receive daily or weekly email notifications regarding your child's attendance or grade information, click on the **Email Subscriptions** link.
- Choose your subscriptions by clicking in the appropriate checkbox(s) next to the notification(s) you would like to receive. Click **SAVE**.
- You can make changes to these subscriptions at any time.

Choose Subscriptions		Home	Work	Other
<input type="checkbox"/>	Automatic Unexcused Absence Notice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Attendance Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Sun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Tues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Thurs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Fri	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Sat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Grade Summary & Detail Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Sun	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Mon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Tues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Thurs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Fri	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Sat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Student Assignments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sun	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Tues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Thurs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Fri	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Sat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Choose Classes		Home	Work	Other
<input type="checkbox"/>	HOMEROOM(00)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	LANG ARTS GRADE 3(01)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	MATH GRADE THREE(03)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	SCIENCE GRADE THREE(04)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	SOC STUDIES 3(05)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	PHYSICAL EDUCATION 3(06)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	ART - INTERM 1(07)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	MUSIC-INTERM 1(07)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	PHYSICAL EDUCATION 3(06)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Select which reports you want to receive and how often you want to receive them.

Click the icon to see a preview of the report.

Select which email address(es) to receive reports.  
 These emails are determined in the profile:

You can select a grade threshold in the drop-down list. This will send a notification when the student's current grade for the selected class(es) reaches the designated grade threshold.