

## **A GUIDE FOR PARENTS NEW TO GRADEBOOK**

This online gradebook system provides you access to your child's attendance, grades and assignments 24 hours a day, 7 days a week. This access requires a confidential username and password that will be provided to you by your child's school. Your username will not change for the duration of your child's enrollment in Volusia County Schools.

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, scroll down and click GradeBook.
4. Click the Gradebook link located in the center of the page.
5. The log-in screen will be displayed
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. When prompted enter the Old Password from the Parent Letter, enter a New Password, Confirm and click Change Password.
9. The Gradebook Home Page will be displayed

**IMPORTANT NOTE:** Please keep in mind that your password is case sensitive. Keep your password confidential.

## CHANGING YOUR PASSWORD

You may change your password at any time. On the Personal Information screen, click the Password tab.

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

Previous Password:

New Password:

Confirm Password:

## 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 [Missing & Upcoming Assignments](#) link to view your child's assignments/projects due.



## STUDENT CLASS REPORTS

To view your child's assignments, click Grades. Then click on the current grading period tile to see all current and past due assignments.

To view the detail of the assignment, click on the assignment. To view individual class reports, select the class, marking period and report then click get report.

Assignments			
May 17 absent	Summative	M / 5	past due 34 days
Apr 26	Summative	M / 5	past due 55 days
May 12	Formative	5 / 5	A 100%
May 10	Summative	5 / 5	A 100%
May 5	Formative	2 / 2	A 100%

## OPTIONS

**IMPORTANT NOTE:** If your email address has changed from what is on your child's emergency card, please contact the school to update your email address. If you would like to receive daily or weekly email notifications regarding your child's grade information, click on the Email Subscription link. Choose your subscriptions by clicking in the appropriate checkbox(s) next to the notification(s) you would like to receive.

Notifications	
Subscription	Deliver To
<input checked="" type="checkbox"/> Grade Summary & Detail Report	<input checked="" type="checkbox"/> Email
<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	
<input checked="" type="checkbox"/> Assignments	<input checked="" type="checkbox"/> Email
<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	
Choose Classes	Deliver To
<input checked="" type="checkbox"/> LEAD SKLS DEV(01)	<input type="checkbox"/> Email
	C / 75