

## E-Mail Communication/GradeBookWizard Information Sheet



This document supplies you with important information regarding parent/teacher e-mail communication and our **GradeBookWizard** electronic grade book. The Avon Lake City Schools provide its teachers with access to electronic mail (*e-mail*) for educational purposes and District-related business. The District believes that access to e-mail and other technological resources provides the ability to gather and disseminate information, as well as to enhance home/school communication.

While e-mail may be the most effective way of communicating with your child's teacher, it should not be assumed that e-mail correspondence is entirely private and confidential. The District undertakes a number of measures to ensure the security and integrity of its technological resources. However, e-mail travels over the Internet where unauthorized individuals may be able to access an e-mail exchange between a parent and a teacher. Additionally, an e-mail message may be forwarded to the wrong person or e-mail address. Therefore, it may still be best for parents to utilize another method of communication when informing a teacher of particularly sensitive material or requesting a teacher to provide the same.

The Avon Lake City Schools will be using a grade book program called **GradeBookWizard** in the classrooms this year. This program will allow parents and students to go online and check your student's progress at any time throughout the school year using a secure login created for you through the program.

In addition to being a grade book, **GradeBookWizard** also provides a class website where students and parents can see class announcements, assignments, homework, and other information about a class in which your child is enrolled. Please note that initially teachers may not be using all of these features. At the beginning of the year, teachers will notify you which features are available.

In order to facilitate the accessibility of the **GradeBookWizard** logins and passwords and for purposes of e-mail communication with school staff, as a district, we are asking that parents submit their e-mail addresses to the school secretary by completing the *Parent & Student Signature Sheet* located in the Student Handbook. In return, you will receive an e-mail confirmation of your login and password. Please note that if you have multiple children in the district, you will have a separate login and password for access to each child's progress, assignments, homework and announcements throughout the school year. Note: **GradeBookWizard** keeps track of separate logins for students and their parents (if applicable in your child's classroom). Also, please note that if you and your student were assigned a login and password last year, you will use the same login and password this year.

Once you receive an e-mail confirmation for **GradeBookWizard**, go to <http://gradebookwizard.com>. Once you have logged in, you can visit the different areas of the webpage by clicking on the links in the left-most column of the main page.

**GradeBookWizard** can send e-mail notifications to you for certain events, such as when your student misses an assignment. However, teachers will not be using this function until we receive confirmation from you to access this feature.

If you have any questions or concerns, please do not hesitate to contact your teacher or building principal.