Parent Guide: Supporting your child in Online Classes

As parents, you are the bridge between home and school. Your role is vital in helping your child navigate the digital landscape of HCOS and ensure they stay on track. This guide is designed to equip you with the "how-to" for Brightspace so you can confidently check-in on your child's progress in Brightspace.

Getting Started

Firstly, when wanting to check your child's progress ensure you are logged into the correct account. Student progress must be viewed through Student credentials.

Instructions on how to access Brightspace can be found here: Student Brightspace Access

- Password Setup: If a parent doesn't have the password, they can set/reset it via their Parent Encom Account -> Student's Account button.
  - Note: Updates in Encom can take up to 10 minutes to sync with Brightspace.

Navigating the Landing Page

Once logged in, here are the key widgets on their homepage:

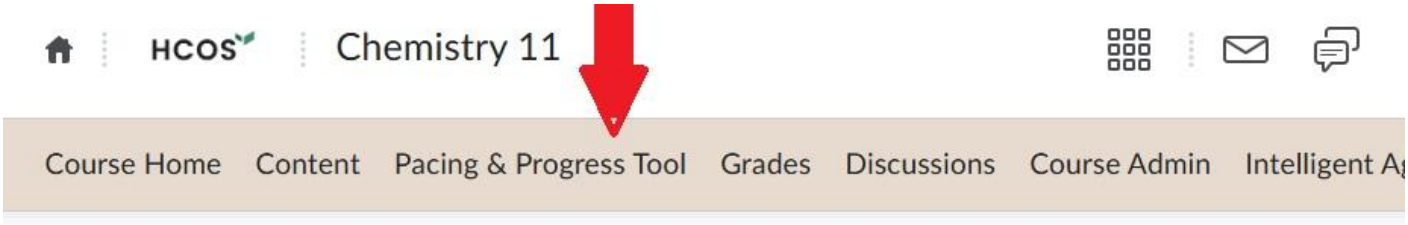
- My Courses: Shortcuts to every active class.
- HCOS Announcements: Crucial school-wide updates.
- Student Success Centre: Where they can book an EA for extra help.
- Progress (Top Nav Bar): The "birds-eye view" of all enrolled courses.

Tracking Progress: What to Look For

1. The Pacing & Progress Tool

This is the best way to see if your child is "on schedule."

- Where to find it: Inside a specific course, click Pacing & Progress Tool in the navigation bar.



- What to check: Look at the Progress Wheel. Is it green (ahead/on time) or red (behind)?
    - Suggested Due Dates: Compare these to the current date.
    - Tip: If the student is falling behind, help the parent use the "Bulk Edit" or "Course End Date" (pencil icon) to recalibrate the schedule to something more manageable.

2. Accessing the Gradebook

For a detailed look at achievement and teacher feedback:

1. Enter the specific course from the My Courses widget.
2. Click Grades in the tan navigation bar at the top.
3. Review: Look for the Overall Grade and individual Comments.

- Encouragement: Point out specific positive feedback from the teacher to build the student's confidence!

Quick Troubleshooting for Families

- "I can't see my courses!" Check that they aren't logged into the Guardian Encom account. You must use the Student credentials.
- "My child hasn’t set up their Pacing and Progress Tool, how do I do this?" They can follow instructions found here: Pacing & Progress Tool

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