



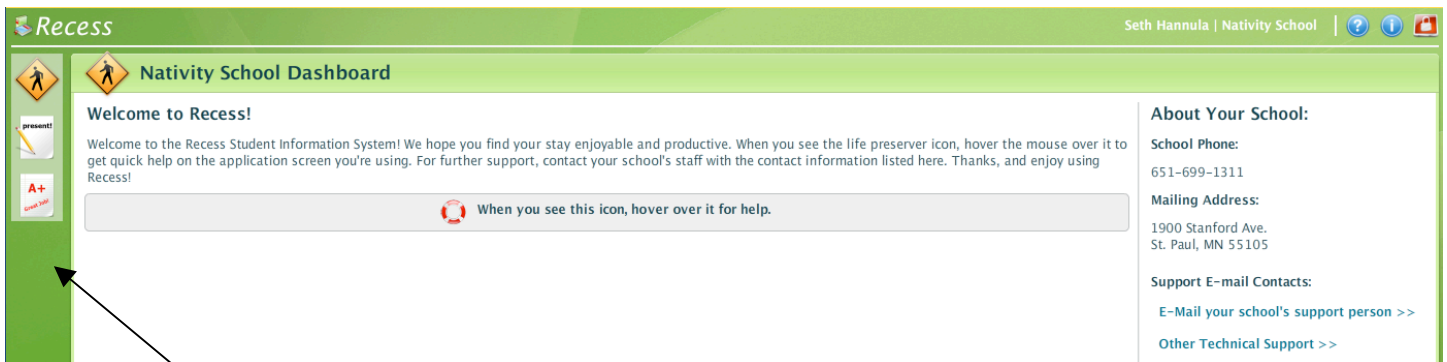
This year we as a middle school would like to provide you access to your child's current grades through the use of our student information system RECESS. Access to grades will begin October 9th. Teachers will have updated grades posted by Friday of each week. Students will still be bringing home paper copies of mid-quarter grades and report cards throughout the year.

Recess is a web based student information system that requires users to log on to access information. Listed below are the steps to follow to log on to the system and view your child's grades.

1. Open your web browser and go to www.my-recess.com
2. At this point you will see the login window
3. Type in your
School ID – nativity.mn
Username* (see back)
Password* (see back)
4. Click "Log In"

A screenshot of the login window for the RECESS system. The window has a green header with the text "Please Log In to Recess". Below the header, there are three input fields: "School ID:" with the value "nativity.mn", "Username:" with the value "klawton", and "Password:" with the value "*****". Below the password field is a green "Log In" button. Underneath the button is a checked checkbox labeled "Remember School ID and Username". At the bottom of the window, there is a blue link that says "Help! I forgot my password!".

You will then be directed to your personal Home page for Recess.



Clicking on the **Grade and Assignments icon** will lead you to the page where you will be able to view your child's grades.

On this page you will be able to select your 6th-8th graders name in the **Select Options** drop down menu and choose between an Assignment Grade Report and an Overall Grade Report.

The screenshot shows the 'Recess' Grades report generation interface. The page has a green header with 'Recess' on the left and 'Seth Hannula | Nativity School' on the right. Below the header is a sidebar with icons for 'A+', 'present!', and 'A+'. The main content area is titled 'Grades' and contains a 'Report Type' section with radio buttons for 'Assignment Grade Report' (selected) and 'Overall Grade Report'. A 'Search Options' dropdown menu is set to 'Select A Student...'. Below these are 'Run Report' and 'Print Report' buttons. At the bottom is a table with columns: Date, Student Name, Assignment, Class, Score, and Max Points.

An **Assignment Grade Report** will show you individual assignments within a class and the scores for those assignments.

An **Overall Grade Report** will show you the overall grades for all the classes in which that student is enrolled.

Username and Passwords

For convenience we have assigned usernames for every user in the system. Your username is the first initial of your first name and your last name (all lowercase). **e.g. klawton** If you try this and it doesn't work try adding more letters of your first name. **e.g. kalawton** or **katlawton** (letters were added to avoid username duplication within families)

We have assigned all families an **initial** password. Because of the number of middle school families we used a pattern when creating the passwords. This system is not as secure as we would like so we ask that you change your password when you log in the first time. Please keep your password confidential so only you can access information. Your initial password is your last name **beginning with a capital letter** plus the last four digits of your phone number. **e.g. Lawton1234**.

When you log in for the first time you can click on your name in the upper right hand corner of the screen and the system will allow you to change your password there.

Please contact me if you have trouble logging in. klawton@nativity-mn.org