



PRS Online Parent Resource System

Instructions for Accessing
Student Grades,
Attendance and Discipline Records

The district's student management system is a secured web-based application made available to parents, guardians, etc. of your school's children. Parents/Guardians will be given an Authorization Code to access their child's information, including Grade Reporting, Attendance, Schedules, etc. throughout the school year. Below, you will find the instructions for logging in and accessing your child's information.

Getting Started

PRS Online is web-based, therefore it requires a computer with access to the Internet. For best results, we recommend that you use Internet Explorer version 5.0 or higher. However, other Internet browsers will work but the pages may appear slightly different. Parents may log on from home.

Logging on to PRS Online

- 1) **Access Vineland Public Schools' website:** go to www.vineland.org and click on the VPS logo in the center of the screen.



- 2) Next, click on the **Parents** link located on the yellow pencil menu.

(See photo on right)

The web address for the **Parents** page is: www.vineland.org/parents/index.htm



- 3) On the **Parents** page, click the link called **NEW On Our Site PRS Online!**

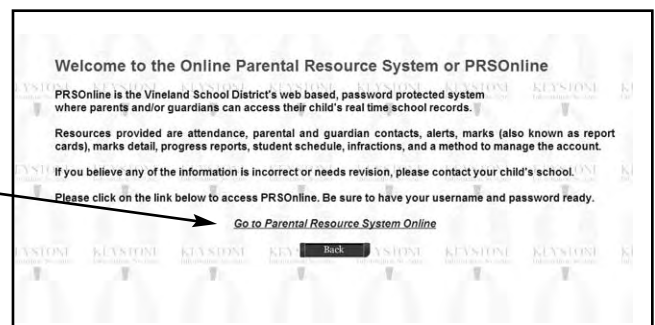
The web address is: www.vineland.org/parents/prsonline.htm



- 4) Now you may access **PRS Online** and create your account by clicking on the link that says: **Go to Parental Resource System Online.**

The web address is:

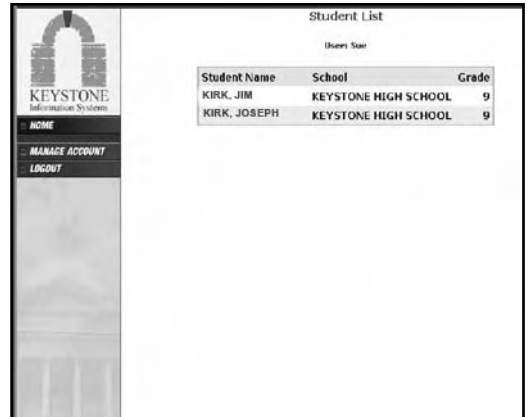
<http://trsonline.vineland.org/PARPORT/parCreateAcct.asp>



5) **PRs Online's** Create Account page looks like the photograph on the right. Enter your name, email address, password, and activation code (from the label on the first page). This only needs to be done once per family.



If you have more than one child, the following screen will display a list of students whose records you may access. If you have one child, then you will see the **Student Main Demographic** page.

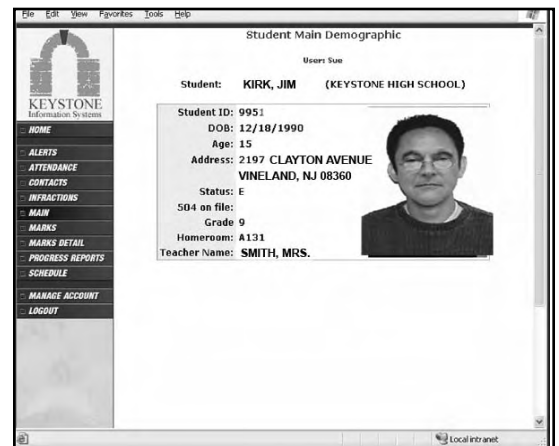


Double-click on the student's name to access his or her information. The page that initially appears (as the default) is the **Student Main Demographic** page.

Student Information Pages

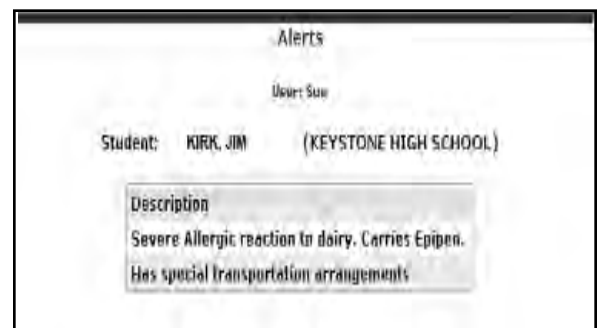
Main Demographic Page

The information available to you is displayed on the left side of the page. To access any of these options, simply click on the one you wish to view. A page will display the information you choose.



Alerts

On the alerts page, a parent can view the Alerts that are in the district's database for your child.



Attendance

On the Attendance page, a parent can get a real-time view of the student's attendance for the year. There are two ways to view the attendance:

1) Calendar View

An attendance code will display in the date box when a student has been marked with an absent or a tardy code. The summary box displays totals for for the current school year.

SEPT 2005							OCT 2005						
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22	23	24	25	26	27	28
29	30	31					1	2	3	4	5	6	7

2) List View

To view this page, click on Switch to **LIST VIEW** from the Calendar screen. This screen displays a list of all attendance codes and the dates when they occurred.

To return to the Calendar view, click on Switch to **CALENDAR VIEW**.

Date	Description	Time
09/12/05	Absent	
09/13/05	Absent	
10/10/05	Tardy or Late	10:00am

Contacts

Name	Relationship	Home Phone	Work Phone
MICHAEL KIRK	Father	(856)555-5555	(856)555-4444
JANE KIRK	Mother		(856)555-1111

Click on the Contacts button to view Contacts, including Head of Household information and other emergency contacts that have been entered for this student.

To view all demographic information on each of the contacts, click on the contact you want to view.

The following page will display:

Contact Detail	
Substitution: DR	E-Mail: MKIRK@VINELAND.ORG
Name: KIRK, MICHAEL	FamilyStatus: Y
Relationship: Father	Effective Date: 08/31/1980
Street: CLAYTON AVENUE	End Date:
City/State/Zip: VINELAND, NJ 08360	Occupation: PROGRAMMER
Home Phone: (856)555-5555	Employer: KEYSTONE INFORMATION
Work Phone: (856)555-5554	Beeper: (856)555-2222
Cell Phone: (856)555-5553	Fac: (856)555-1111

This page displays **Contact Detail Information**, including any reports this contact is to receive.

Infractions (Discipline)

Click on the **Infractions** button to view a list of **Discipline Infractions** and **Disciplinary Actions** entered for your child.

Date	Infraction	Disciplinary Action
12/10/05	Notices/Slips Not Returned	

Marks

This page (right photo) displays a student's **Grade Reporting Marks** including the courses taken and the marks by term. Also displayed on this page is Honor Roll notification that displays if your child has indeed achieved Honor Roll status.

Marks
User: Susan Trost
Student: **KIRK, JIM** (KEYSTONE HIGH SCHOOL)

Status	Teacher	Course	Marking Period				Final Mark, Final Exam
			1	2	3	4	
	MAYO K	ENGLISH I	A	B+	B	B+	
	DOLAN K	DRAW I			A	A	
	VODICKA C	ART I		A	A		
	HORAS R	W/US HISTORY	B+	B+	B	B+	
	CODY G	GERMAN I	A	A	A	A	
	RUST M	ALGEBRA	A	A+	A+	A+	
		FR PHYSICS	B	A	B	B+	
	GAMLIN J	WELLNESS 9	A	A			
	WHITWORTH	FRESH CHAL		B+	A		
	STAFF	LUNCH SEM2					

Honors
 Period 1: DISTINGUISHED HONORS
 Period 2: HIGH HONORS
 Period 3: HONORABLE MENTION
 Period 4: HONOR ROLL

Marks Detail
User: Susan Trost
Student: **KIRK, JIM** (KEYSTONE HIGH SCHOOL)
Select a marking period: 1 2 3 4

Marking period 2:

Status	Teacher	Course	MP	Grade	Comments
	MAYO K	ENGLISH I	2	B+	Comes to class prepared. Is a pleasure to have in class.
	DOLAN K	DRAW I	2		Comes to class prepared.
	VODICKA C	ART I	2	A	Missing homework assignments
	HORAS R	W/US HISTORY	2	B+	Missing homework assignments
	CODY G	GERMAN I	2	B	Missing homework assignments
	RUST M	ALGEBRA	2	A+	Missing homework assignments
		FR PHYSICS	2	B	Comes to class prepared.
	GAMLIN J	WELLNESS 9	2	A	

Marks Detail page (left photo) displays by term, by course, the marks and the associated comments entered by your student's teachers. Term 1 displays by default. To view any other term, click on the appropriate term number.

Progress Reports

To access the **Progress Reports** page, click on the **Progress Reports** button. This page displays the student's current courses and the **Progress Comments** entered by your student's teachers.

Term 1 displays by default. To view any other term, click on the appropriate term number.

Progress Reports
User: Susan Trost
Student: **KIRK, JIM** (KEYSTONE HIGH SCHOOL)
Select a marking period: 1 2 3 4

Marking period 1:

Section	Course	Teacher	MP	Days	Comments
02100:04	ENGLISH I	MAYO K	1234	AB	Missing homework assignments
51200:21	DRAW I	DOLAN K	34	AB	
51100:27	ART I	VODICKA C	12	AB	
10100:08	W/US HISTORY	HORAS R	1234	AB	
43100:01	GERMAN I	CODY G	1234	AB	
20400:03	ALGEBRA	RUST M	1234	AB	
30100:03	FR PHYSICS		1234	AB	
70200:82	WELLNESS 9	GAMLIN J	12	B	
72000:84	FRESH CHAL	WHITWORTH	34	B	
90200:22	LUNCH SEM2	STAFF	34	AB	
90100:22	LUNCH SEM1	STAFF	12	AB	

Schedule

To view your student's real-time schedule, click on the **SCHEDULE** button.

Schedule
User: Susan Trost
Student: **KIRK, JIM** (KEYSTONE HIGH SCHOOL)

Section	Course Title	Term	Days	Period	Teacher	Room	Cred
02100:04	ENGLISH I	1234	AB	1	MAYO K	0007	0.50
51100:27	ART I	12	AB	2	VODICKA C	0024	0.50
51200:21	DRAW I	34	AB	2	DOLAN K	0022	0.50
10100:08	W/US HISTORY	1234	AB	3	HORAS R	0016	0.50
43100:01	GERMAN I	1234	AB	4	CODY G	0118	0.50
90200:22	LUNCH SEM2	34	AB	5	STAFF		0.00
90100:22	LUNCH SEM1	12	AB	5	STAFF		0.00
20400:03	ALGEBRA	1234	AB	6	RUST M	0104	0.50
30100:03	FR PHYSICS	1234	AB	7	WILSON J	0203	0.50
		1234	A	8	WILSON J	0203	
72000:84	FRESH CHAL	34	B	8	WHITWORTH	GYM	0.25
70200:82	WELLNESS 9	12	B	8	GAMLIN J	GYM	0.25

IF YOU FEEL THAT ANY INFORMATION CONCERNING YOUR CHILD/CHILDREN IS INCORRECT, OR NEEDS REVISION, PLEASE CONTACT THE SCHOOL(S).