

**How to Navigate
Canvas & SIS
Parent Portal**



SIGNING IN

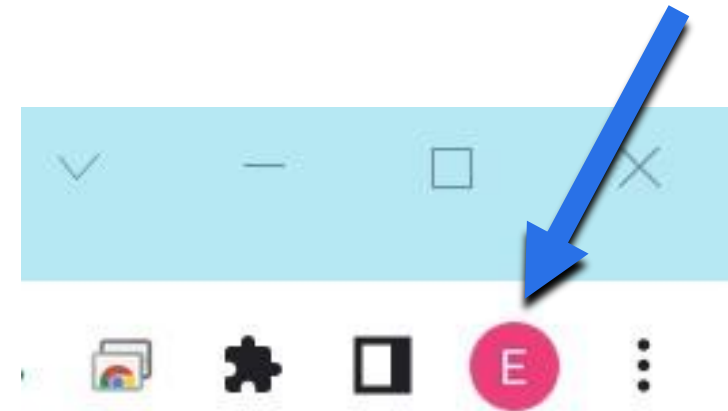
Log into Canvas using your *school-provided* email and password.

Use the website

<https://vpa.instructure.com>

and the **“Sign in with Google”** option.

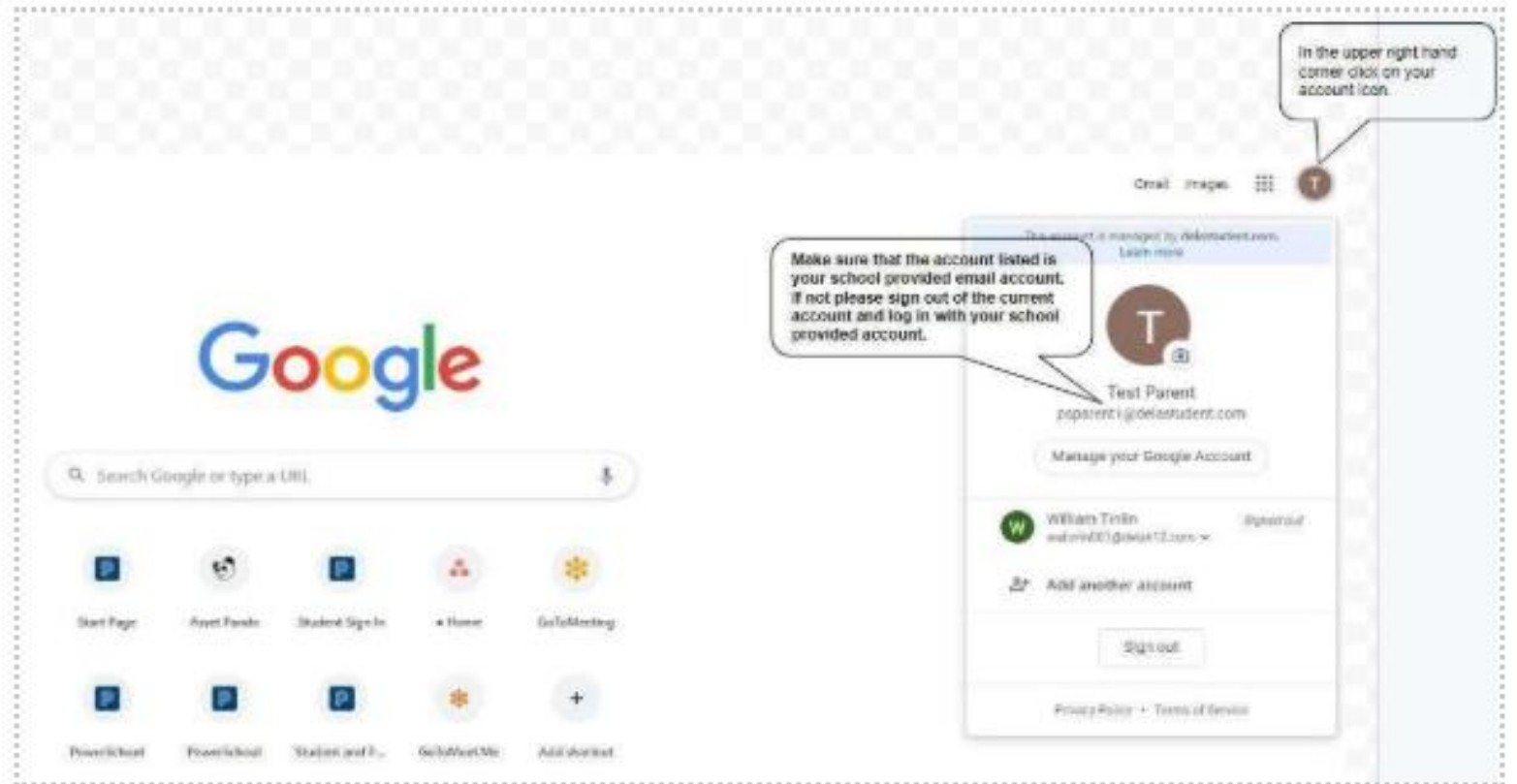
(If it keeps trying to sign you in with your personal Gmail account, click on the circle in the top right corner of the webpage.)



*To add your VPrep account, click +Add.
Try signing in again using
“Sign in with Google”*

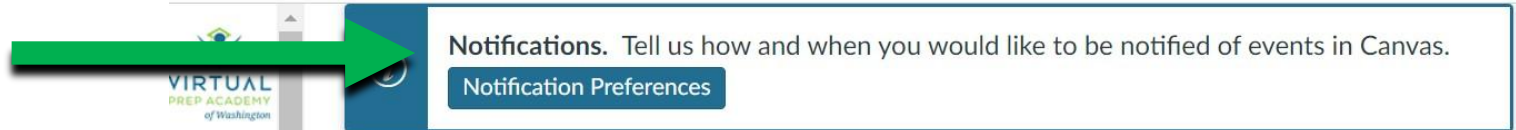
TROUBLE SIGNING IN?

It is very important to make sure that you are logged into Google with your Guardian credentials provided by the school and not the student account or your personal Gmail account. Access will only be granted to your school provided google account on file. Please use the image above to help you identify if you are using the correct account.



FAMILIARIZING YOURSELF WITH CANVAS

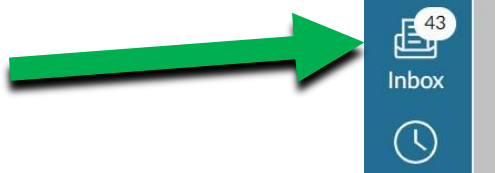
Control **notifications** here



More preferences and settings are found in "**Account**"



View and send **messages** using the **Inbox**



Dashboard

EB **Example Parent** ▾ ⋮



Get **technical support** here, or by calling 833-426-7457



SWITCHING TO STUDENT VIEW

Dashboard

Account

Dashboard

Courses

Calendar

Inbox

AD Abigail Decker

Attendance

Fri 12	Tue 16	Wed 17	Thu 18	Fri 19
✓	✓	✓	✓	✗

✓ No missing assignments

Advisory 2525-Y46ODA

Algebra I A-A170DA

Algebra I B-B170DA

BD Bkid Decker

Attendance

Fri 12	Tue 16	Wed 17	Thu 18	Fri 19
✗	✗	✗	✗	✗

▲ 1 missing assignments

Orientation K-2-YA00DA

Spencer Course 4

SI Sally Isak

Attendance

Fri 12	Tue 16	Wed 17	Thu 18	Fri 19
✗	✗	✗	✗	✗

✓ No missing assignments

Orientation HS-YC00DA

Option 1: Click on the student's name on the summary card

Select the student's name here to get to the student view of AMP Dashboard

Option 2: Select the student's name from the dropdown on the upper right side of the page

Dashboard

Welcome, Abigail Decker!

Parent Options

Attendance Detail

Current Grades

Grade History

Missing or Late Assignments

No missing assignments

To Do

Nothing for now

Recent Feedback

test assignment 01182024 004
Biology B-B400DA
25 out of 50

test assignment 01182024 003
Biology B-B400DA
13 out of 43

test assignment 01182024 002
Orientation HS-YA00DA
20 out of 30

3 more in the past two weeks...

View Grades

AD Abigail Decker

Account

Dashboard

Courses

Calendar

Inbox

History

Help

43.2% Last week's attendance rate

6 full and 24 partial missed days this year

Attendance data last refreshed 4 hours ago

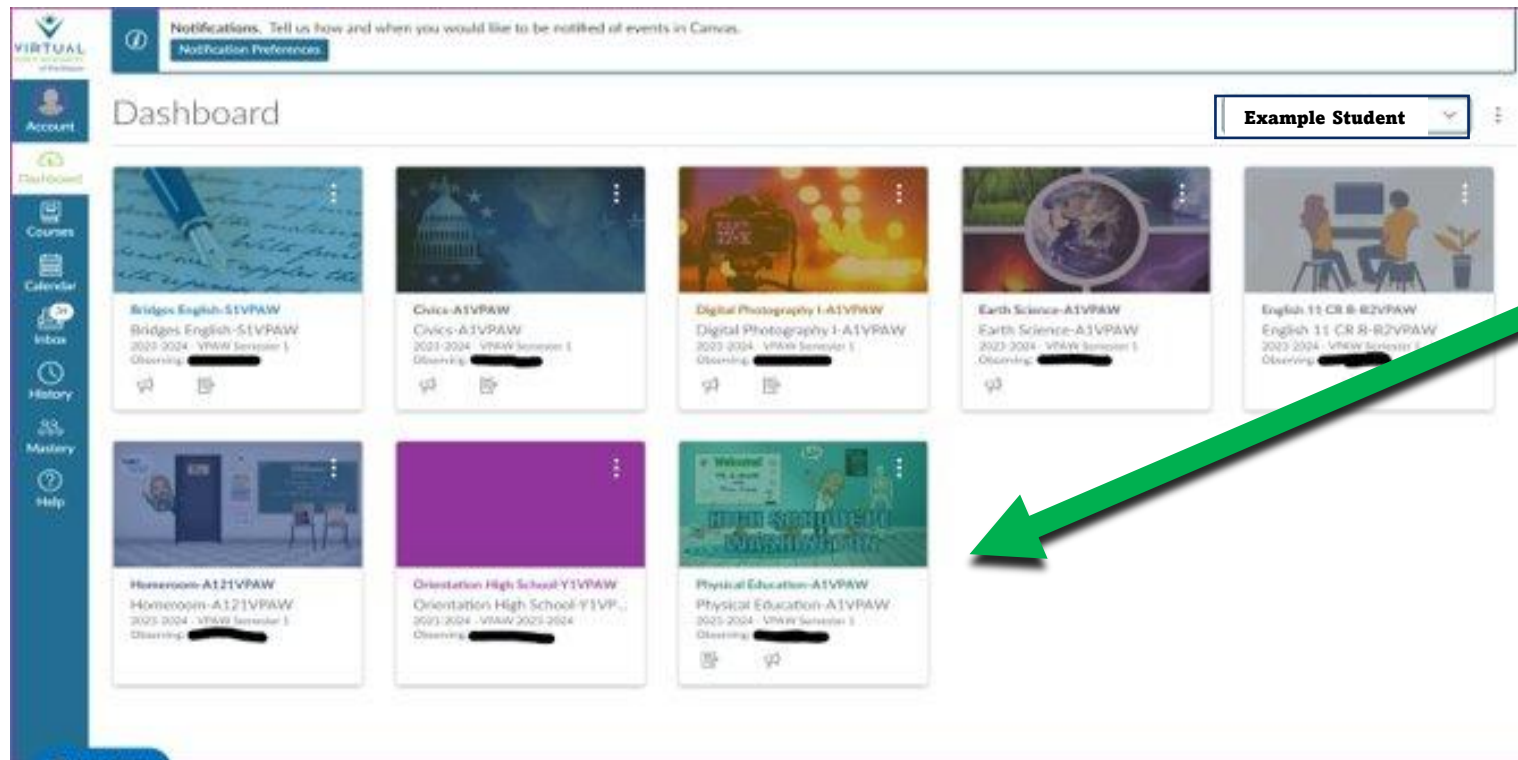
333.3%

Advisory 2525-Y46ODA
Last Login 3 days ago

Algebra I A-A170DA
Last Login 3 days ago

Algebra I B-B170DA
Last Login 3 days ago

STUDENT DASHBOARD VIEW



Now you're seeing Canvas as your student sees it!

Click on **any of your student's classes.**

On the next page we will walk through the different **menu options** they will be using.

STUDENT CLASS MENU OPTIONS

Once you've clicked on a course, these menu options (along with others depending on the class!) will appear to the right of the blue menu column.

Home



Information about the class and what will take place during the week

MyAMP Meetings



Where to find the live classes and class recordings

iReady



Students will take assessments in Fall, Winter, and Spring.

Modules



Assignments for the class are here

Offline Tracker



Submit time spent off the Canvas to complete work

Grades



Students can find their grades and missing assignments here.

NAVIGATE BACK TO SUMMARY PAGE

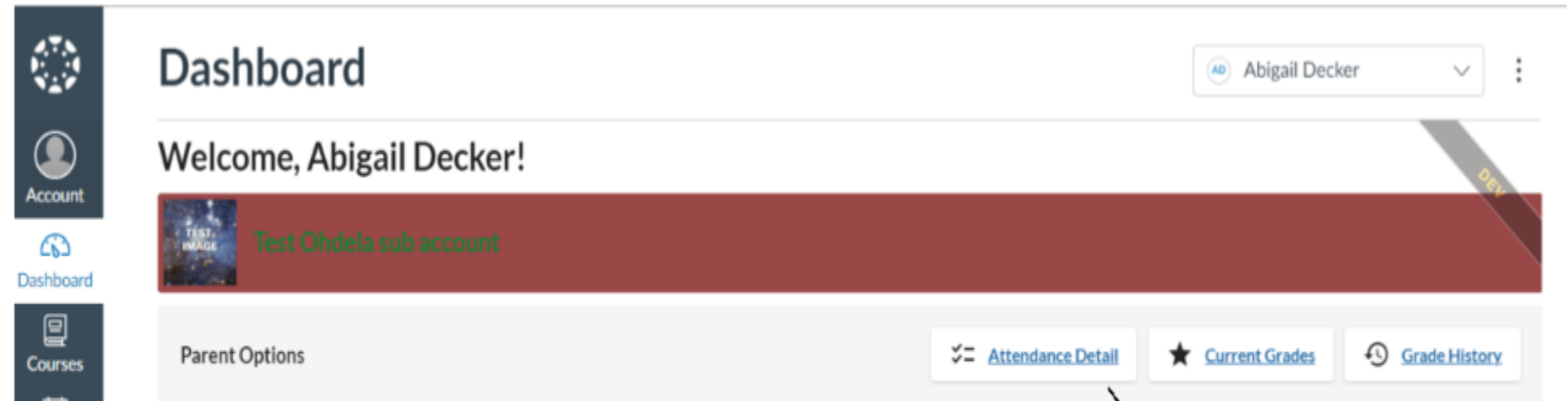
Select your name from the dropdown on the upper right side of the page or click on the “Dashboard” in the left navigation.

The screenshot shows a dashboard interface. On the left is a vertical navigation bar with icons for Account, Dashboard, and Courses. The main content area is titled "Dashboard" and displays three student profiles: Abigail Decker, Bkid Decker, and Sally Isak. Each profile has an "Attendance" table with columns for Fri 12, Tue 16, Wed 17, Thu 18, and Fri 19. Abigail Decker has green checkmarks for all days except Fri 19 (red X). Bkid Decker has red X's for all days. Sally Isak has red X's for all days. Below each table is a status: "No missing assignments" for Abigail and Sally, and "1 missing assignments" for Bkid. On the right, a dropdown menu shows "Besta Decker" with a downward arrow and a three-dot menu icon. A callout box points to the dropdown with the text: "Select guardian name to come back to summary page".

Student	Fri 12	Tue 16	Wed 17	Thu 18	Fri 19	Missing Assignments
Abigail Decker	✓	✓	✓	✓	✗	0
Bkid Decker	✗	✗	✗	✗	✗	1
Sally Isak	✗	✗	✗	✗	✗	0

SEEING STUDENT'S ATTENDANCE

Once you are in the student view of the AMP Dashboard, click on the “Attendance Detail” button.



Click here to get to your student's attendance information.

ATTENDANCE

You will see the last 10 days of your students' attendance as well as a table that will show you details of the absences, including the date of absence and the associated attendance code. Note that this information is from the Student Information System, so the latest attendance will be for the school day prior to the current day.

A checkmark indicates a fully present day, an X indicates no attendance logged at all, and a slash indicates some attendance logged, but not enough to be considered fully present. Questions about attendance contact attendance at attendance@vprepwa.org

Dashboard

← Attendance Detail

55
Absences this year

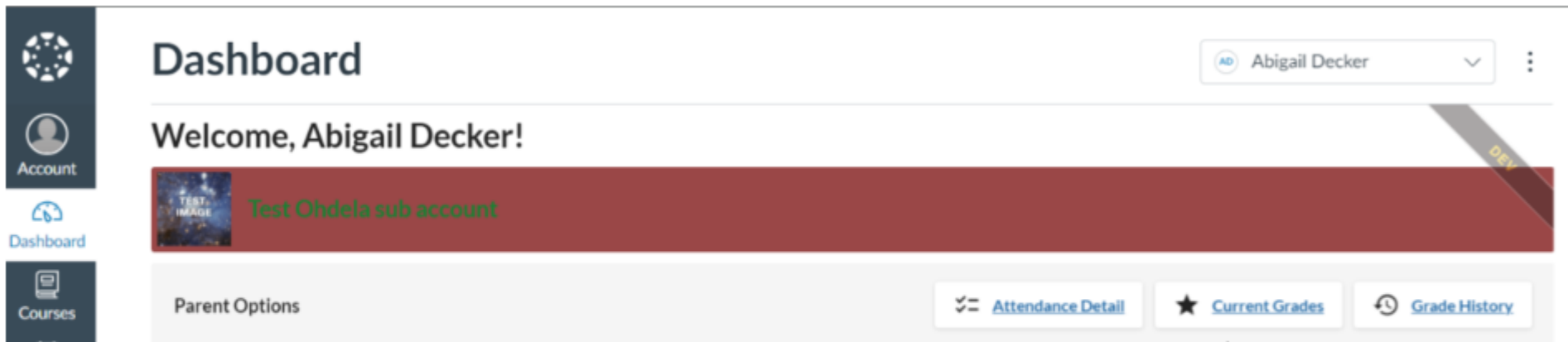
LAST 10 DAYS									
MON 12	TUE 13	WED 14	THU 15	FRI 16	TUE 20	WED 21	THU 22	FRI 23	MON 26
/	X	/	/	X	/	X	/	X	/

Absences

ABSENCE DATE ↕	ATTENDANCE CODE
2024-02-26	OUP4 - Online Partial Abs Unexc 3-4hr
2024-02-23	OU - Absent Unexcused
2024-02-22	OUP3 - Online Partial Abs Unexc 2-3hr
2024-02-21	OU - Absent Unexcused
2024-02-20	OUP4 - Online Partial Abs Unexc 3-4hr
2024-02-16	OU - Absent Unexcused
2024-02-15	OUP2 - Online Partial Abs Unexc 1-2hr
2024-02-14	OUP3 - Online Partial Abs Unexc 2-3hr
2024-02-13	OU - Absent Unexcused

SEEING STUDENT CURRENT GRADES

Once you are in the student view of the AMP Dashboard, click on the “Current Grades” button.



Click here to get your student's current grade information

CURRENT GRADES

You will see your student's current grades for all courses currently enrolled in. Both the letter grade and the percentage will be shown, and courses will only be displayed once a grade has been entered.

For real-time grades, always refer to the Canvas grade.

Dashboard

Abigail Decker

← Current Grades

COURSE	S1	S2	Y1
Art in World Cultures-54ODA	F 11%	-	-
World History A-A130DA	F 18%	-	-
Algebra I A-A170DA	F 23%	-	-
English 10 A-A180DA	F 37%	-	-
Biology A-A40DA	F 57%	-	-
Advisory 2525-Y460DA	P 100%	-	P 100%
Physical Science A-A10DA	- 0%	-	-
Physical Science B-B10DA	-	A 98%	-

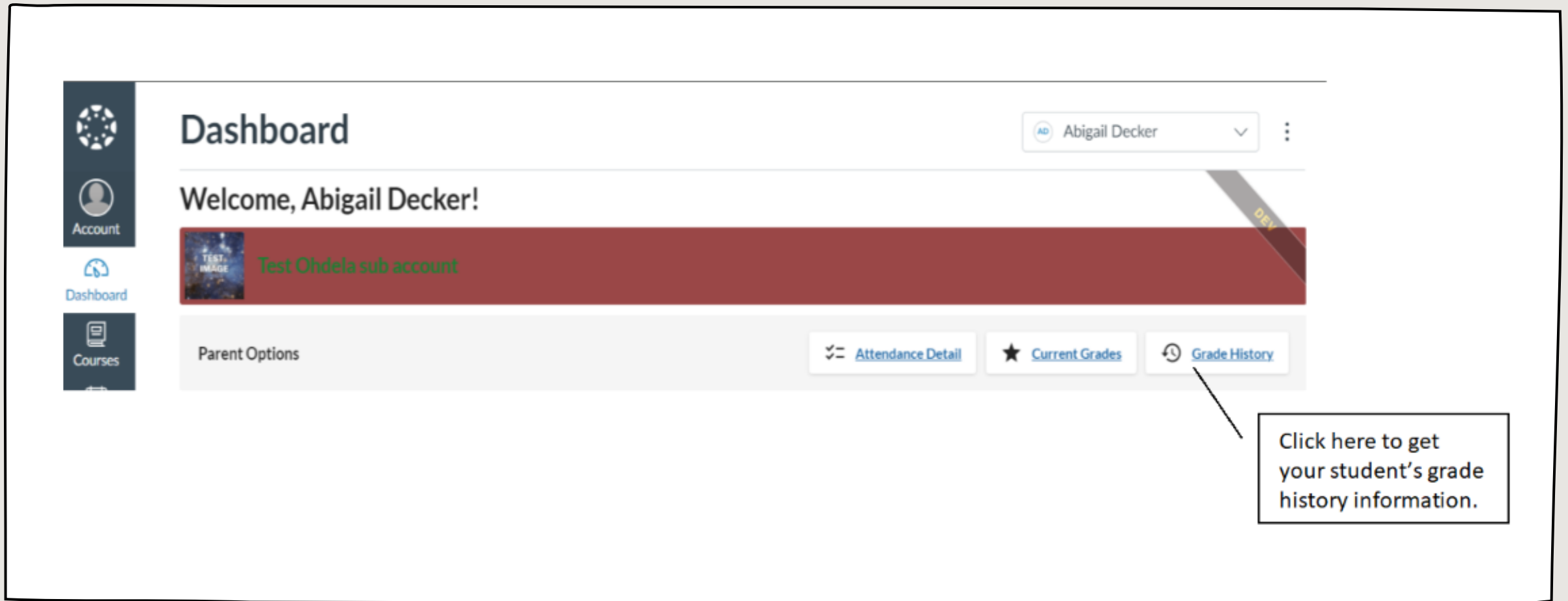
The source system for student data displayed on this page is Power School. Data is updated in Power School overnight each night. Course grades displayed in the actual Canvas course card are the most up to date.

Missing or Late Assignments
No missing assignments

To Do

- test_01182024_009
Physical Science B-B10DA
33 points |
Jan 18 at 11:59pm
- test_01182024_009
Physical Science B-B10DA
33 points |
Jan 18 at 11:59pm
- test_01182024_010
Physical Science B-B10DA
33 points |
Jan 18 at 11:59pm
- test_01182024_010
Physical Science B-B10DA
33 points |
Jan 18 at 11:59pm
- test_name
Physical Science B-B10DA
10 points |
Jan 24 at 11:59pm

Click on percentage to see details



SEEING STUDENTS GRADE HISTORY

Once you are in the student view of the AMP Dashboard, click on the “Grade History” button

GRADE HISTORY

Select the current school year to see the current school year's grades or select a different year to view historical year's data. There is also an option to view "All" which will display the current year and all historical year's data in one view.

Dashboard

Account

Dashboard

Courses

Calendar

Inbox

History

Help

Abigail Decker

Grade History

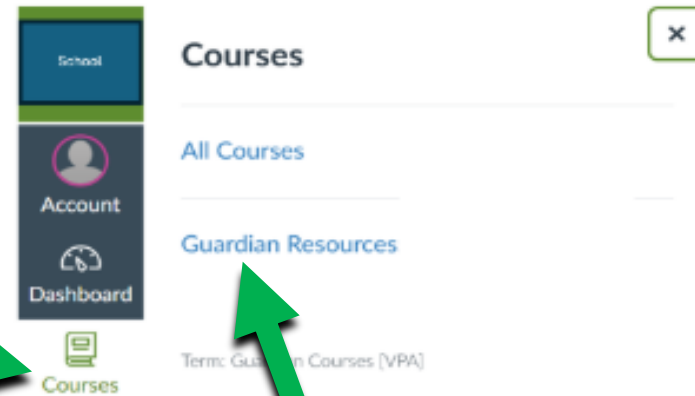
School Year: 2022-2023

YEAR	COURSE	Q1	Q3	S1	S2
2022-2023	US History	F 42%	D 63%	D 67%	D 60%
2022-2023	Physical Science	F 11%	F 20%	F 1%	B 80%
2022-2023	Algebra I	F 9%	F 6%	F 18%	F 5%
2022-2023	Study Skills	-	F 4%	-	F 2%
2022-2023	Psychology	F 33%	-	D 60%	-
2022-2023	English 9	F 5%	F 15%	F 22%	F 12%
2022-2023	High School Advisory	-	F 0%	-	F 0%
2022-2023	English 9A CR	-	F 0%	-	C 75%
2022-2023	Physical Science CR A	-	-	-	B 81%
2022-2023	CR Algebra I A	-	F 10%	-	F 10%

The source system for student data displayed on this page is Power School.

ACCESSING PowerSchool PARENT PORTAL

1. Go back to the **Parent View** and go to the **Courses**.



2. Click on **“Guardian Resources”**

Courses ✕

All Courses

Guardian Resources

Term: Guardian Courses (VPA)

3. Then, click on **“SIS Parent Portal”**

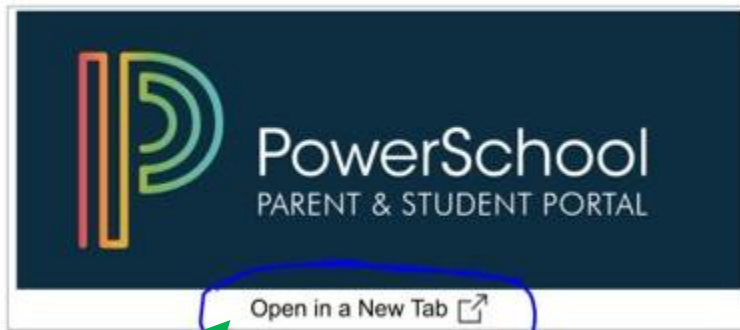
Home

SIS Parent Portal

TSD Support Portal

Naviance Teacher

LOGGING INTO SIS PARENT PORTAL



If you are not automatically redirected, click on **“Open in a New Tab”**

You may need to enable “Pop Ups” in your browser.

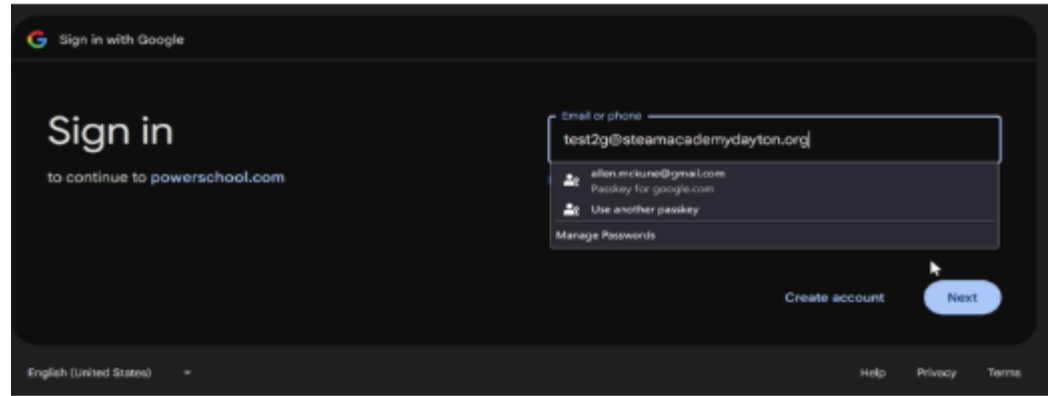
You will use the same
VPrep login email and password to sign
in.

Click on **“Parent Sign In”** all the way at the bottom of the screen.

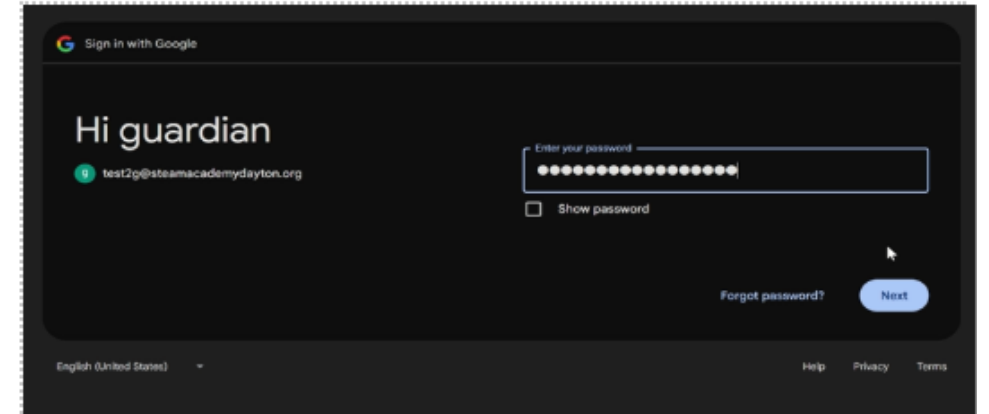


SIS PARENT PORTAL

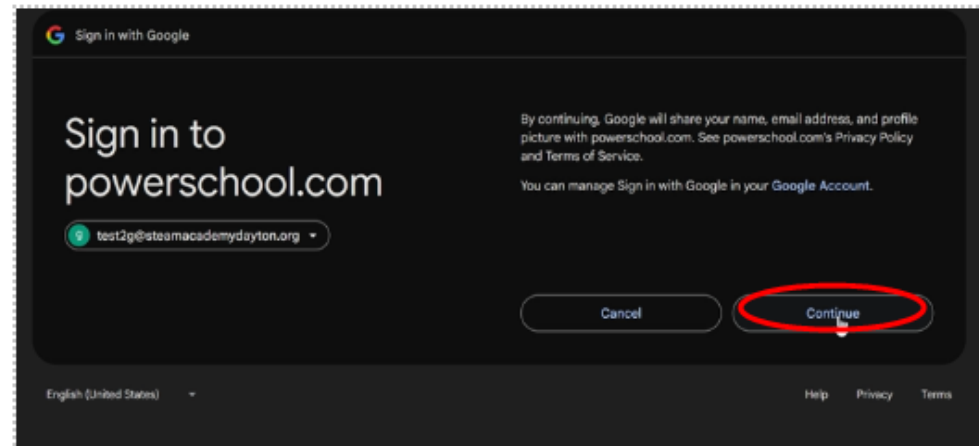
1. Enter your guardian google email assigned by your school, the same one used to log into Canvas.



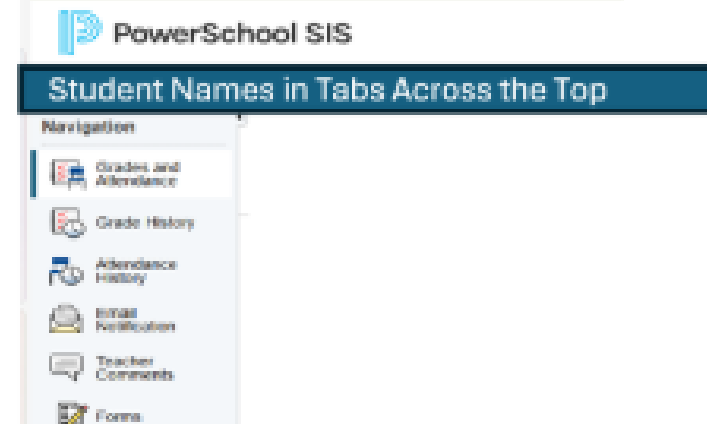
2. Enter your password, the same one used to log into Canvas



3. Click continue, on the consent screen



Once "continue" is clicked the parent portal will open. Any students associated with the guardian will be in separate tabs across the top.

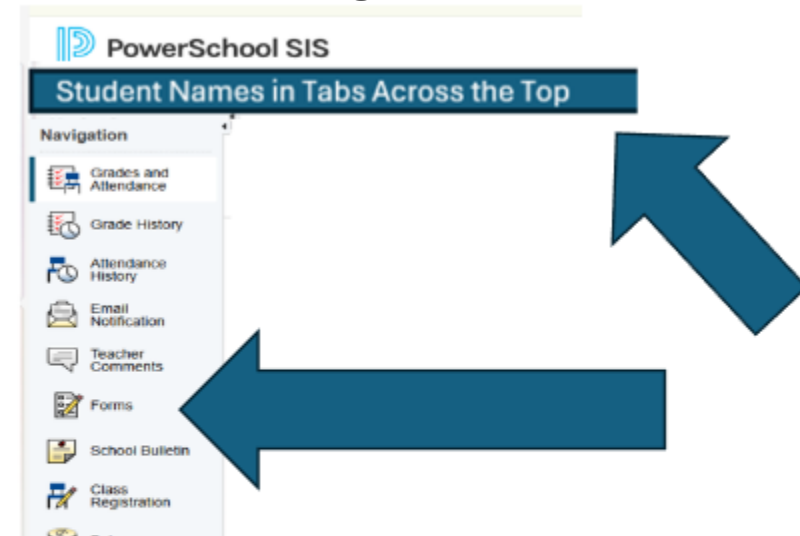


ACCESSING FORMS IN POWERSCHOOL

Click on the needed form. Complete it as requested then submit. For some forms, like the contact change form, it may be applicable to multiple students in the same family. Within the form, if the option is available, the guardian will be able to select any applicable students.

Note: Many items on the left Navigation bar will not be available in the PowerSchool Parent Portal. These items are visible within the Canvas AMP Dashboard.

You will need to access the Forms after Parent/Guardian Orientation on Tuesday to complete the Parent/Student Handbook Acknowledgement form.



Click the tab for the student at the top. Then, click forms link to access forms.

NEED MORE DIRECTIONS/HELP

Guardian Dashboard FAQs

Parent Dashboard Tutorial Video

For more information, click the links:

> "Understanding Schedules and Accessing Live Classes"

> "How to Attend New Student Orientation"

> "Accessing iReady Test"

> "iReady Lock Down Browser School Computer"

> "iReady Lock Down Browser Non School PC or MAC"

> "How to Find (Missing) Assignments"

**Learning
Coach
Must Knows**



RECEIVING COMMUNICATION VIA EMAIL AND TEXT



Our school utilizes the SchoolMessenger system to regularly communicate with families. Messages are sent via email, text, and phone call. It is important to maintain accurate contact information with the school office to ensure receipt of messages.

Emails will be sent from school staff at the school email domain (@vprepwa.org). If you do not believe you are receiving messages, there are a few steps you can take.



Search your Spam or Junk folder for the school domain.

If you see the message there, be sure to mark it as not spam/junk to ensure the messages are delivered correctly to your inbox.

[How to locate and manage your SPAM/Junk Folder.](#)

Whitelist the school email domain (@vprepwa.org) to ensure your email provider knows these are valid messages. [How to whitelist an email.](#)



If you are not receiving text messages, text "Y" or "Yes" to our school's short code number, 67587 to ensure your number is opted-in to receiving text messages.



If these methods do not resolve the issue, please contact the school to ensure the correct contact information is on file.

Attendance

Attendance is taken daily when a student logs in and is active in Canvas. Any time a student is working in Canvas we are able to see the activity and the amount of time spent. Students are expected to spend up to 6 hours a day working in their courses, which includes attending live lessons, watching recordings, completing modules, and accessing and working in supplement such as iReady, IXL, and MindPlay.

If a student is not going to be able to access their learning materials during a full 24-hour period, we ask that parents contact our attendance office to notify that a student will be out and an excused absence can be recorded based on our attendance policy in our handbook.

All work in Canvas is available to students 24/7 and attendance is collected from 12am – 11:59pm daily.

To contact attendance, please email attendance@vprepwa.org

Offline Tracker

Use the tracker when a student is completing work outside of Canvas. For example reading a book, completing physical activity for PE, completing workbook pages for K-2, or working on a project that is hands on and doesn't require a computer. Anytime a student works on a website that isn't access through Canvas they will also need to track offline time.

Activity Log for Coaches Corner-Y5VPAW

Log Offline Time

This is a place to track time you spend on offline activities related to this course.
Click Log Offline Time to log time for an assignment or to create a new activity.

Note: Make sure you are in the correct course when doing this. If you are inputting times for multiple courses, you will need to go to the Offline Tracker for each of those courses.

**Offline
Tracker**
(school work
completed outside
Canvas)

MPR & Report Cards

Monthly Progress Reports will be emailed to Parents/Guardians at the end of each month. These reports are a snapshot in time and will show you grades and attendance and identify if a student is making Satisfactory Progress in our school.

Satisfactory Progress is determined by our staff and based on each student's abilities and efforts in maintaining and improving their grades.

A student who is Unsatisfactory will be placed with a Success Coach and have extra support provided to improve engagement and grades.

If a student doesn't improve from Unsatisfactory to Satisfactory within three months, they will be withdrawn from VPAWA for academic reasons.

Please be sure to check your emails at the end of each month to access your students' MPR.

Report Cards are sent out at the end of each semester via email – we do not mail home report cards.

StudentID:
Student Name:
DOB:
Grade:
SSID:
Student Home Address:



2024-2025 Progress Report
Amy Miller, Head of School
April Siddique, K-6 Principal
Nate Pelton, 7-12 Principal

School Information
VPREP Academy of Washington
717 Tacoma St
Starbuck, WA 99359
Tel: 509-866-4106
Date: 5/2/25

Teacher	Course	Percent	Grade	Comment
Hitchcock, Emily	Alternative English 6-8	98	A	
Hitchcock, Emily	Alternative Math 6-8	95	A	
Hitchcock, Emily	Alternative Science 6-8	96	A	
Hitchcock, Emily	Alternative Social Studies 6-8	98	A	
Norris, Stefan	Health Gr 8	100	A	Good Job!
Novak, Laura	MS Basic Drawing	100	A	

Homeroom Teacher Comment - Hitchcock, Emily - Satisfactory

Attendance Record	S1	S2	Total	Grading Scale
Full Day Absent	3	1	4	A = (4.00) 93-100
Partial Day Absent	32	15	47	A- = (3.7) 90-92
				B+ = (3.3) 87-89
				B = (3.00) 83-86
				B- = (2.7) 80-82
				C+ = (2.3) 77-79
				C = (2.00) 73-76
				C- = (1.7) 70-72
				D+ = (1.3) 67-69
				D = (1.00) 60-66
				F = (0) 59 and below
				I = Incomplete
				P = Pending

WSLP and SOU

- **Written Student Learning Plans will be emailed to parents within one month of a student's start date. The students' and parents' information will be on the 1st page, the 2nd page will include the students' class schedule. Please check these for accuracy and email amiller@vprepwa.org if you have questions.**
- **Statement of Understanding is in our Handbook please be sure to read it – we are an ALE and Students are enrolled in public education. Students are subject to the rules and regulations governing public schools, including course, graduation, and assessment requirements for all portions of the ALE. Instructional materials used for coursework meet district standards and are free from sectarian control or influence.**



WRITTEN STUDENT LEARNING PLAN
School Year: 2025-2026

Student Number:
Student name:
Student email:

Grade:
Phone:

Parent:
Address:
City, St. Zip:
Home phone:
Work phone:
Cell phone:
Email:

Start Date:
End Date:
Choice Txfr Completed:
IEP
504
HS Transcripts Recieved

Parent 2: _
Address:
City, St. Zip: _
Home phone:
Work phone:
Cell phone:
Email:

Minimum of Total Hours of Learning Activities per week: 27.75
Minimum of Assignments each week:

Student name:

Grade:

Course Plan + Start/End Dates

Student Testine:

Student Entry Date 12/04/2024			Student Exit Date 06/11/2025		
Semester	Start Date	End Date	Semester	Start Date	End Date
S1	8/27/2024	1/22/2025	S2	1/23/2025	6/10/2025
Cedars Code	Course Name	Certificated Staff	Sem	Type*	

*ALE COURSE TYPE: O: Online

The syllabus for each course listed above are available electronically through Canvas Course Cards.

Successful progress is determined by the certificated teacher based the student's progress toward achieving the learning goals and performance objectives specified in the WSLP, taking into account life circumstances and other outside factors.

Parent Student Handbook

Please access the [Parent Student Handbook](#) via our website.

Please then login to PowerSchool and submit your acknowledgement of the handbook in Forms.