

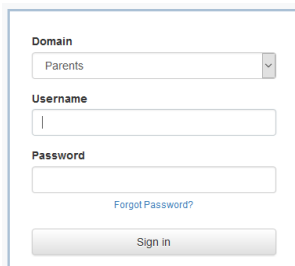
A GUIDE FOR PARENTS NEW TO GRADEBOOK

Welcome to Volusia County Schools Instructional Management Systems (VIMS). This system provides you access to your child's attendance, grades and assignments 24 hours a day, 7 days a week, from any computer with an Internet connection. This access requires a confidential username* and password that will be provided to you by your child's school. *Your username will not change for the duration of your child's enrollment in Volusia County Schools.

Below are step-by-step instructions to create your new account:

STEP 1 – ACCESS

1. To access the Volusia County Instructional Management System (VIMS) go to the Volusia County Schools Web site at: <http://myvolusiaschools.org>
2. Click on the Parents icon located on the right side of the page.
3. Under the Toolbox tab, scroll down and click Volusia Instructional Mgmt System (VIMS).
4. The VIMS Webpage will be displayed. Click the Gradebook (VIMS) link located in the center of the page.
5. The log-in screen will be displayed
6. Enter the login information that you received from your child's school. Your Login ID and Password are case sensitive.
7. Click Sign-in.
8. When prompted enter the Old Password from the Parent Letter, enter a New Password, Confirm and click Change Password.

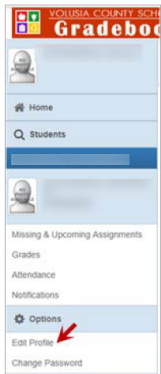


9. The Gradebook Home Page will be displayed

IMPORTANT NOTE: Please keep in mind that your password is case sensitive. Keep your password confidential. Your New Password will not take effect until you logout and log back in.

STEP 2 – ADD YOUR EMAIL ADDRESS

Under Options, click Edit Profile.



Your Personal Information will be displayed. Enter your Email, check the box to Make this my primary email and click Edit Email. After you click Edit Email you will see on your profile page the word PRIMARY next to your email address.



Note: Primary email is needed for password reset.

NOTE: You may add multiple email addresses.

STEP 3 – TO CHANGE YOUR PASSWORD

This step can be by-passed if you have already changed your password. You may follow this step any time you want to change your password.

On the Personal Information screen, click the Password tab.

Previous Password:

New Password:

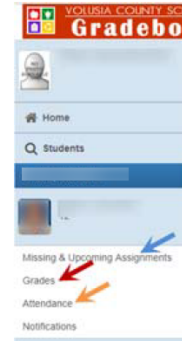
Confirm Password:

Notes: Password must be at least 6 characters, cannot start with username and cannot be same as previous Password

Enter your Old Password, enter your New Password, Re-enter New Password and click Change.

STEP 4 – STUDENT SUMMARY REPORTS

1. To view your child’s attendance, click the [Attendance Summary](#) link. Your child’s Attendance Summary and Detailed Attendance will be displayed by the selected Date Range.
2. Click on the [Grade Summary](#) link to view your child’s grades by course.
3. Click on the [Missing & Upcoming Assignments](#) link to view your child’s assignments/projects due.



STEP 5 – STUDENT CLASS REPORTS

To view your child’s Assignments, click Grades. Then click on the current Grading Period tile to see all current and past due assignments.

To view the detail of the assignment, click on the assignment. To view individual class reports, select the Class, Marking Period and Report then click Get Report.

Month	Assignment	Score	Status
May 17	Summative	M / 5	past due 34 days
May 26	Summative	M / 5	past due 55 days
May 12	Formative	5 / 5	A 100%
May 10	Summative	5 / 5	A 100%
May 5	Formative	2 / 2	A 100%

STEP 6 – OPTIONS

Click the Profile link to change or add a Phone Number or an Email address.

IMPORTANT NOTE: This does NOT change your child’s official school record. All changes must be submitted in writing to your child’s school.

If you would like to receive daily or weekly email notifications regarding your child’s grade information, click on the Email Subscription link.

Choose your subscriptions by clicking in the appropriate checkbox(s) next to the notification(s) you would like to receive. Click SAVE.

STEP 7 – SIGN OUT

When you have completed viewing your child’s information, click the Sign Out link located at the top right of the page.