STUDENT PROGRESS CENTER

Instructions for Parents/Guardians

City of Baker Schools
"Informed Parents Are Empowered Parents"

A vital step in helping your children achieve more is staying informed about their progress at school. One way to achieve this is for schools to tell you how your kids are doing. Now, we can take that idea one step forward and provide you with the means, through technology, to monitor your child's progress around the clock. The **<u>Student Progress Center</u>** is available to all parents and guardians of our school district. When parents and teachers work together as partners, learning becomes easier for the kids. Please review and complete the steps to accessing the Student Progress Center as listed below.

Parents/Guardians will need to follow a two step process for every student they have in the district. **<u>If you have any problems with this process, please contact your child's school.</u>**

The first step is to **create** a user name and password that is unique for each student. This step is done only once.

The second step is when they use this username and password in order to view the information for that specific student.

REGISTRATION – CREATE USERNAME

1. Open your internet browser

2. Go to our website http://www.bakerschools.org/ .
3. Click on "Parent Connection" in the upper right hand corner of any page. You will be directed to the page below. If you already have the necessary information you can go directly to the **Student Progress Center** for Baker Schools at:
http://jpams.bakerschools.org/jpweb/ . Bookmark this page or add to your favorites for future references.
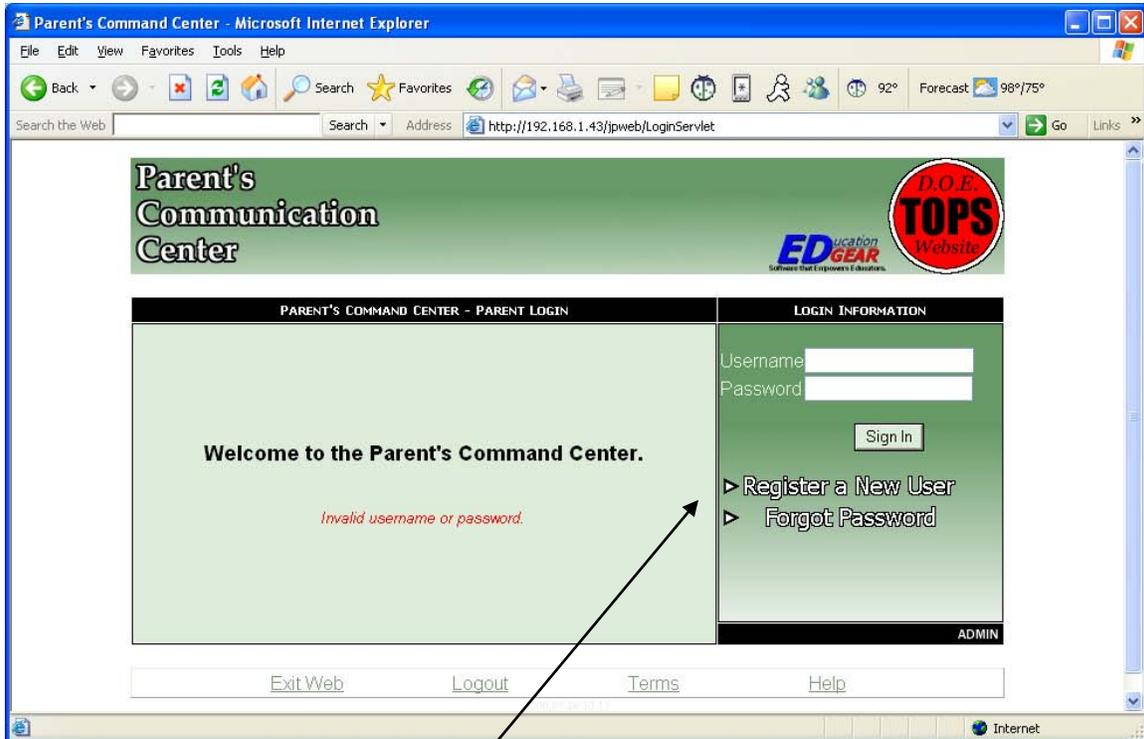
3. Click on **Register a New User**

Note that the fields in RED are **REQUIRED** fields along with the Relationship Information –

This is the parent's last name (mother, father, or guardian – depending on what you chose in the relationship field). **Due to some technical reasons you should try your last name with "guardian" if "mother" or "father" does not work.**

This is currently the last 5 digits of the student's social security number (This is located in the social security number field for the parent/guardian chosen in the relationship field)

The following screen is where the parent will create a login and password for their student(s). These are the questions that the parent must answer if they forget their password.

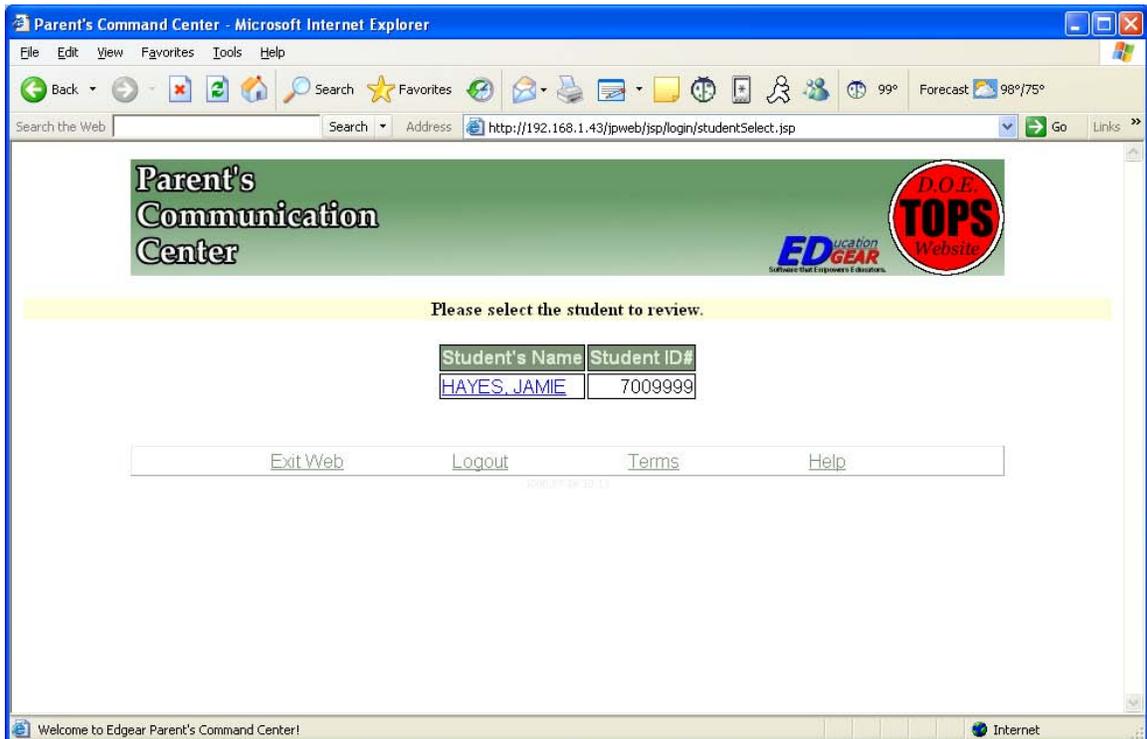Be sure to click the SUBMIT button when finished.

Congratulations! You have created your new account.

4. Click on the **LOGOUT**

USING/VIEWING STUDENT INFORMATION
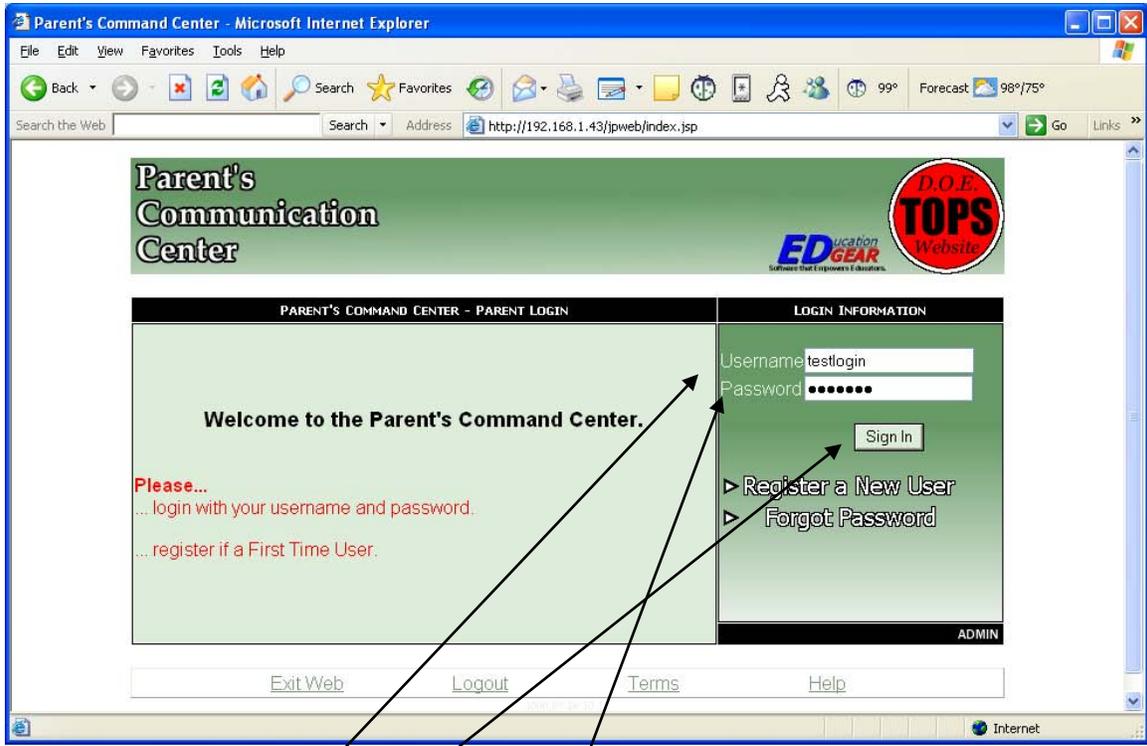
1.) Log in using the USERNAME and PASSWORD you created during the registration process.

2.) Click on Sign In

The above screen will appear.

If there are multiple students with the same number in this user's SSN field, those students will also appear here, allowing the user to have one login for all students in the district, otherwise the parent must create a separate user for each student. (Default is separate login for each student, since default SSN is based on student information.)
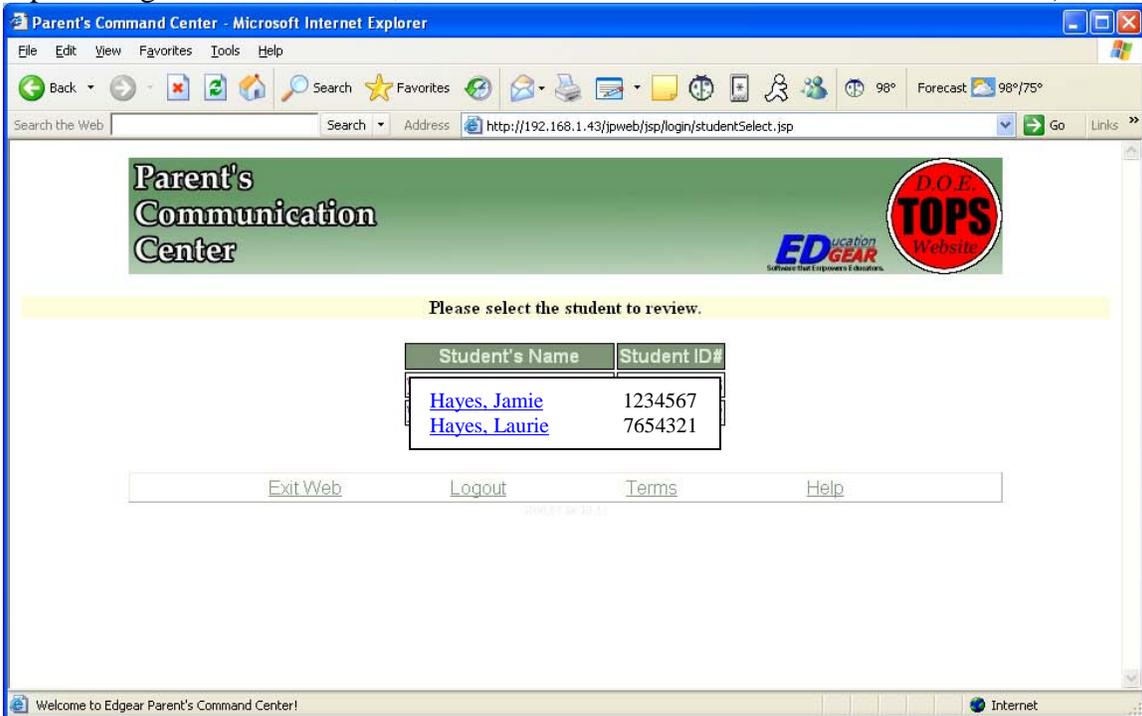
3. Click on the student's name you want to look up information on.

4. Click on any of the tabs along the top to get the information that you would like to see regarding this student.
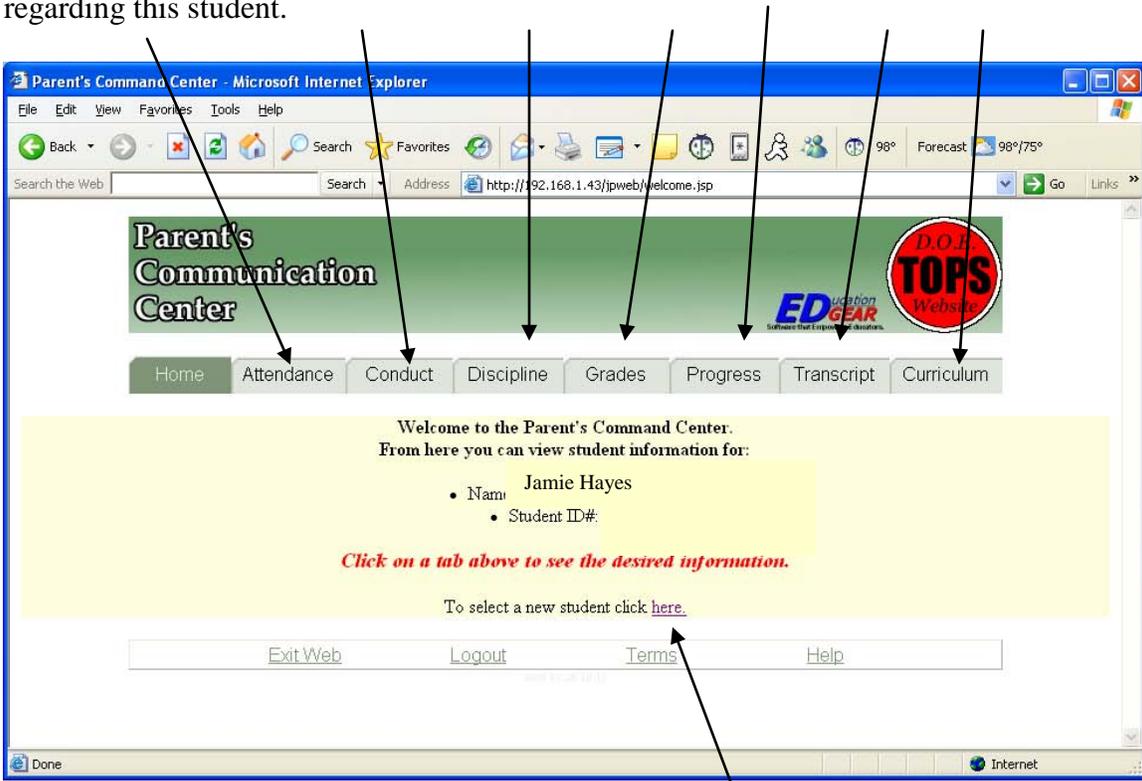
Note the ability to change back to student selection by clicking on this link

Click on the attendance button

Click on Conduct:

Click Discipline:

Click Grades
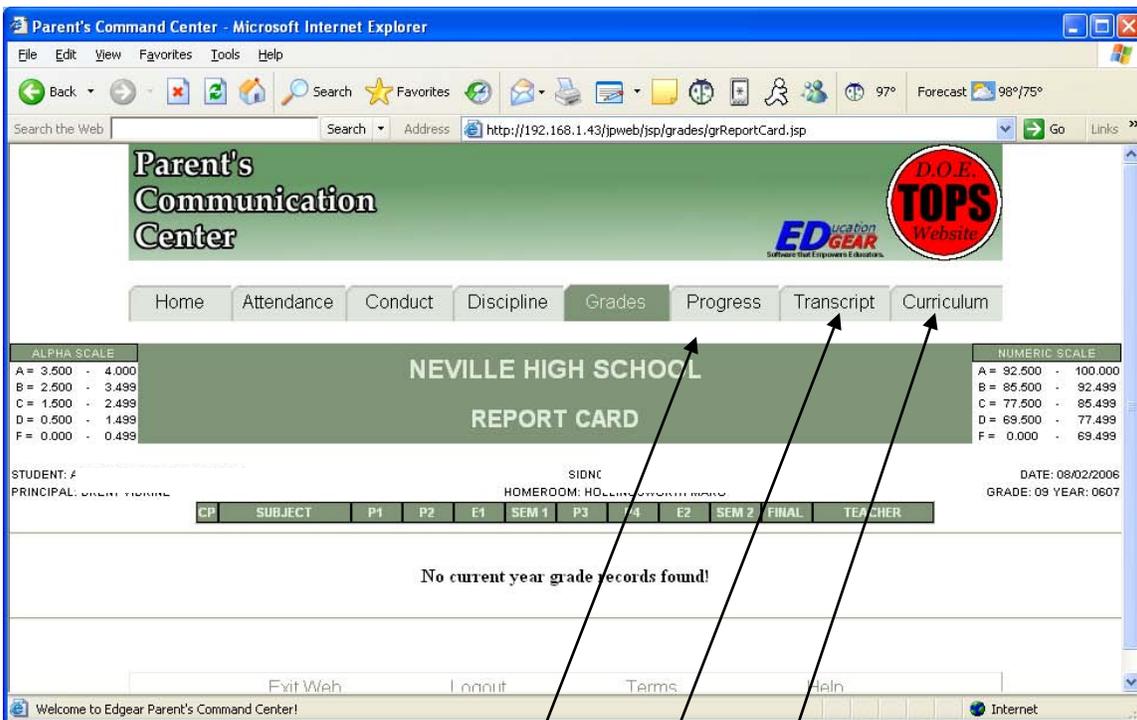
Continue to click all of the tabs to see the different information.