



Suggestions for Parents & Students

Although the Vacaville Unified School District staff and administration are pleased with the positive response from parents toward School Loop, we ask all to keep the following points in mind:

- * **Please consider teachers' time when sending email.** School Loop makes it easy to send mail to all teachers at once, but with more than 150 students, teachers often do not have the time to immediately address the many messages they may receive. Please allow a reasonable amount of time for teachers to respond.
- * **School Loop is a voluntary-use tool for teachers.** Please respect the decision by those who have chosen not to use it, or have opted to use a different publishing or communication tool.
- * **Be respectful in all messages.** School Loop's mail and discussion groups should be used only for educational purposes, and all contributors (parents, students and teachers) should strive to be polite at all times. Additionally, students are reminded that all postings are done in their real names.
- * **Try alternative methods of communication with staff.** School Loop's mail is only one of the many ways to contact teachers. All teachers have school district email, and most prefer to be emailed to that address directly; others may use voice-mail, scheduled conferences, or handwritten notes. Email addresses for all teachers are available on the school district's website at www.Vacavilleusd.org, and many schools post voice-mail numbers on their own websites.
- * **Not all teachers update grades with the same frequency.** Some choose to post daily, while others may update only at the end of the week or less often.
- * **Grades can fluctuate dramatically at the start of each semester.** With only a few assignments in a gradebook, any one score can cause a student's average score to skyrocket or plummet. Don't panic during these times of volatile grade swings.
- * **More than one parent account can be registered for a student.** All parents and legal guardians of students may have access to a student's grades in School Loop, so the software allows for multiple parent accounts. As a security, the home page of each parent account displays the name of others who are also registered to view the grades of the same student.

Parents' Guide to School Loop:

A Web-based communication tool for parents, students and teachers in the Vacaville Unified School District



School Loop is an electronic gradebook, homework calendar, digital file locker, and more, all rolled into one. It gives teachers a way to share grades and assignments with parents and students who have registered for the program.

The School Loop service sends a daily email that includes a listing of upcoming assignments as well as a summary grade from participating classes. Attendance records, school news, student schedules, email links, and more are also in the email.

This handout outlines the benefits of School Loop for parents and includes some tips and guidelines for its use. Please remember that School Loop's use by teachers in Vacaville Unified is voluntary, and parents should not expect to see information posted for all classes.



Registration is fast, easy and free!

All you need is your email address and your child's school ID number which may be found on their ID card, report card or by contacting the school office.

Connect to your school's Loop site listed below and click "Register Now" to fill out the form for parents.

- Buckingham Charter HS: www.buckingham.schoolloop.com
- Vaca High: www.vhs.schoolloop.com
- Vaca Peña Middle School: www.vacapena.schoolloop.com
- Will C. Wood: www.wcw.schoolloop.com
- Willis Jepson Middle School: www.jepson.schoolloop.com

A daily email worth reading

Once registered, you will receive an email each weekday evening with important information from the school and your child's teachers.

DASHBOARD Close			
Course:	Summary Grade:	# of Zeros:	
Algebra 1	B+	0	Progress Report
English 10	None Published		
PE	None Published		
US History	A-	0	Progress Report
Biology	B	1	Progress Report
Art Studies	None Published		
Spanish 2	C+	3	Progress Report

THE DASHBOARD shows a summary grade from participating teachers. Clicking the "Progress Report" link will log parents on to the website where scores for each assignment can be seen in detail.

No grades posted? Some teachers, such as the English class here, may use School Loop to post assignments (below left), but not grades. In that case, the dashboard displays "None Published."

DAILY ATTENDANCE displays absences and tardies for the current week by period and/or full day. Information is updated nightly. A Show All link allows students and parents to view attendance data for the full year.

Attendance

Date: 9/12/11 Full Day: Period 1 2 3 4 5 6 7
T T

[Show All](#)

ASSIGNMENTS FOR THE WEEK are listed in the email along with the category for each. Clicking the link to an assignment will reveal extra information the teacher may have posted: estimated time to complete it, important directions, files to download such as study sheets and more. The assignment detail page also offers students a forum to ask questions about it through a link titled "Discuss."

Calendar: This week			
Mon:	Algebra 1	Chapter Rvw., page 204	Homework
	English 10	Essay rough draft - 2 pgs	Homework
	Biology	Chpt. 3 vocabulary	Assignment
Tue:	Algebra 1	Chapter 5 quiz	Test
Wed:	English 10	Essay Final draft	Homework

NEWS - Many schools post daily announcements and news of upcoming events to read or download. News from clubs and School Loop discussion groups also show up here.

COURSE SCHEDULE - The daily email also lists your child's complete course schedule (not pictured here) and "Loop Mail" addresses for all teachers. There's a handy link to send a message to all teachers.

NEWS

[Vaca Pena Daily Bulletin](#) - Click to read more

[School Assembly tomorrow](#) - Click to read more

Quick tips for customizing School Loop

Change your password and more - Click the Account Management link at the top right of your School Loop home page to change your user name, password, or the email address School Loop uses to send home the nightly email and mail from teachers.

Turn on/off the daily email - You can turn off the daily email at any time by logging on to School Loop and clicking the Account Management link. Even with it set to OFF, you will still receive mail from the teacher, and you can view the student grades and assignments at any time by logging on to the School Loop website from any computer.

Other children - School Loop makes it easy to link your account to a second child at the same school. Just click the "Add Student" link on the home page. To see grades for your additional children attending other schools in the district using School Loop you must create a new account at that school's site. However, it is possible to have the same user name and password at both sites.

More tips are available online at <http://support.schoolloop.com> or click the **HELP** link after logging on