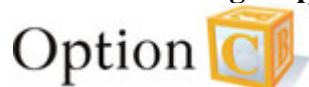


Grades Online through Option C



September 19, 2008

We are excited to offer Option C as another form of communication. This technology allows parents to look at the different grades within each subject. Last week we sent home a notice on how you could sign up for Option C. Parents were asked to email optionc@ctk.org and provide a primary email address as well as a password for EACH child. To make it easier, you could have used the same password for each student.

If you were able to send in your information, you will receive an email from CKS THIS afternoon after 3 p.m. This email will confirm your email address and passwords. It will also provide the steps to access the Option C website and your children's grades.

If you have not sent in the information, it is not too late! Please just send an email to optionc@ctk.org with the information requested (primary email address and password for EACH child). When we return on Monday, we will process your request and send you the information via email.

After Friday, parents will be able to access Option C at their convenience. The guideline for teachers in posting grades is that at a minimum they will post one grade per week per subject by Thursday afternoon. Please note that projects or tests may not be posted within the same week that they are taken. Papers will still be sent home in Friday folders. We are using this format to help the teachers take the time needed to assess the students regularly but also provide ongoing communication to parents. We do not want teachers to rush assessments just to post grades. The goal of assessment is to help identify your child progress and educational needs. Therefore, some teachers do not take grades on all work. They will assess the student's work and provide feedback that is not a grade. You may not see these materials on Option C but returned in the Friday folder. After looking at Option C, if you have questions about grades, we encourage you to contact the teacher of that subject.

After looking at the interim reports and the details on Option C, we encourage you to look over the reports and discuss with your students how they can maintain or reach their potential. If you have questions or concerns, please telephone the teacher who teaches your student for that class. Our Art, Music, and Spanish teachers are on campus part time so they will not get your message on Monday but on the first day that they teach (Tuesday or Wednesday). If you have any problems with access, please contact the main office. We will send your concern to the person who can best help your situation.

Thank you for your patience and support as we iron out the details and kinks! It is our hope that this will be an opportunity to provide better support between home and school so that all the children can reach success at our school!

Basic OptionC information:

OptionC login page for Christ the King School:

<http://www.optionc.com/Homepage/default.asp?key=5441&source=user>

If you forget the password, enter the primary email address at the "forgot my password" link on the OptionC site, just below the normal login box in the upper left corner of the page. Please guard your password - anyone who can access your email account can get the password. If you need to change the password, or if you have lost your login ID, please send an email to optionc@ctk.org.

What's available within OptionC:

We've used some, but not all of the features that are available within OptionC. Here are some guidelines on making the most of the OptionC experience for parents at Christ the King School.

My Classes

When you login, you'll see a menu bar running from left to right at the top of the page. Select the My Classes menu option. You'll be taken to a screen listing the classes in which your student is enrolled.

For each class, you'll see two icons in the far left corner. The first icon represents the Assignment list for the class. The second one represents your student's line in the Gradebook for the class. Clicking the icon will take you to that function.

You can also get to the Assignment List and the Gradebook by clicking the appropriate link on the Class description page. You can access this page by clicking the name of the class in the class list. Please note that attendance information for classes will not be accurate - teachers do not use the attendance function for normal subjects. Attendance data can be found by clicking the Homeroom class, however.

Links - Grade status

The other OptionC feature that may have meaningful information for parents is the Grade status display, found under the links menu. Some grades may appear on this listing, but not all teachers use this feature (it's primarily designed for posting grades for OptionC report cards, which we have chosen not to use as they don't yet meet our needs.) If you see that grades are missing from the Grade status screen, please check the Gradebook (under the My Classes option) for grade information for that class.

Other menu items and options (billing information, school calendar, and other items) are not in use here at Christ the King School. In some cases, the feature does not meet our needs. In other cases, we've come up with a different or better way to meet the need with other tools. But we're confident that providing parents access to assignments and grades through OptionC will improve our ability for teachers to stay in touch with parents.

