



**ALL SAINTS' ACADEMY**  
**ELECTRONIC GRADEBOOK PARENT INFORMATION**  
**2010-2011**

All Saints' Academy utilizes the MMS Electronic Gradebook, a web-based gradebook, for reports cards for all students, PK3-Grade 12. It is used to post assignments and test and quiz grades for students in grades 4-12. This module is part of our MMS Student Database software. Here are key facts about the Electronic Gradebook:

- The Electronic Gradebook is web-based and the link is available on the ASA website under Quicklinks. Select Electronic Gradebook, then the Parent Portal.
- Each parent has one userid that accesses *all* their children's information.
- You must have your current email on file with the school in order for the Electronic Gradebook to work properly.
- If you had a parent Electronic Gradebook account set up last year, the same one may be used for the new school year. **You don't have to create a new one.**
- If you don't have a parent account, please set one up using the instructions provided on the next page.
- If you have forgotten your username and/or password, just click on the "click here if you forgot your password" link on the parent portal login page. When prompted, enter only your email address. Your username and a temporary password will be emailed to you. If your username is blank in this email, your account is not set up and you will have to create one.
- Student accounts to access the student portal were provided by the school last year. However, parents may set up a student account under their account for grades 4-12. See the directions provided on the next page for setting up a student account under your parent account.
- Faculty & administrators are able to view the student's contact information directly from the teacher's roster. They may view the student's home number, parent names and parent email addresses so they may contact the parent directly.

If you have any questions or problems with your Electronic Gradebook, please contact Jennifer Emanuel.

*Jennifer Emanuel*

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## How to set up an MMS Electronic Gradebook **parent** account.

There are 4 pieces of information that the Electronic Gradebook requires in order for you to set up an account:

1. **Parent first name** *exactly* as it appears in the MMS Student Database. For example, if your name is listed in MMS as “Jennifer” in the biographical data, which you provided on the “Student Emergency Card/Proof of Insurance Form”, and you enter “Jen” when you do the setup, it will not work.
2. **Parent last name** *exactly* as it appears in the MMS Student Database. This is your last name, not the last name of your child. It must be the one you provided on the “Student Emergency Card/Proof of Insurance Form.”
3. **Parent email address** *exactly* as it appears in the MMS Student Database. You must enter your email address on the “Student Emergency Card/Proof of Insurance Form” in order for the Electronic GradeBook to grant you access.
4. **The Student ID** for each child. This will be provided by All Saints’ Academy. This is the “key” which matches the parent name and email address to the correct student. If you don’t know your child’s student id, please email Jennifer Emanuel: [jmanuel@allsaintsacademy.com](mailto:jmanuel@allsaintsacademy.com) giving your name, and the name of your children.

### Complete the parent account setup.

1. Login to the parent portal: <https://www.mms617.org/MMSGb/parent>.
2. Enter your first name, last name, and parent login name (you choose this username).
3. Enter the Student Id for one child.
4. A temporary password will be emailed to your email address on file.  
NOTE: This automated message may go to your junk/spam folder.
5. Login to the parent portal using the username you chose and the temporary password.
6. When prompted, enter the temporary password as the “old” password and enter your new permanent password twice.
7. **To add another child to your account**, select the “My Account” tab and then “Add another student to this login.” Enter the Student Id of the next child and then select “Submit.”
8. Your child’s name will now be listed under the “Students” tab.

## How to set up an MMS Electronic Gradebook **student** account.

This should only be done for students in grades 4-12 only who have not already been assigned a student account.

1. Login to the parent portal: <https://www.mms617.org/MMSGb/parent> using your username and password.
2. Select the tab “My Account.”
3. Select “Create Student Login.”
4. Enter the Student ID of your child and a username of your choice.
5. Select “Create Account.”