

## Starting K12Planet

For K12Planet navigation details, see the Quick Tour for Parents, Students, and Teachers.

- 1 In your browser's Location or Address field, type [www.k12planet.com](http://www.k12planet.com), and then press Enter or Return.



Depending on your browser setup, a security alert might display. If it does, click Yes or OK.

- 2 On the K12Planet web site, click Log On.

- 3 On the Log On page, type your user name and password.

Your school's account manager gives you your first user name and password, which you should periodically change.

If you cannot remember your password, click Request Password (to receive a password, you must have already entered an email address in K12Planet).

If you cannot remember your user name, ask your school's account manager to assist you.

- 4 The first time you log on, click Continue. The Change Password page displays.

Subsequent times, click Log On. The Messages page displays.

## Changing Your User Name and Password

After you log on the first time, change your user name and password immediately. After that, change your password regularly.

Treat your password as carefully as you would your bank personal identification number (PIN).

- 1 Click My Settings.
- 2 To change your user name, highlight it, and then type a new user name. (To highlight, click at the start of the text and drag your mouse pointer over the text.)
- 3 In the Password field, highlight your old password, and then type a new password (you must type the correct uppercase and lowercase letters).
- 4 In the Retype password field, type your new password again.
- 5 Click Save.

## Setting Up Your Email

We recommend you enter an email address, so you can communicate with your school community.

- 1 Click My Settings, and then click Change Email.

- 2 In the Email address field, type your email address.

To change an existing email address, highlight the old email address, and then type a new email address.

- 3 Specify how you receive school bulk mail: to your postal or email address.

Email address:	<input type="text" value="Feedback@K12Planet.com"/> <small>e.g. john@home.com</small>
School bulk mail preference:	<input type="radio"/> Paper mail (sent to your mailing address) <input checked="" type="radio"/> Email (sent to email address above)
<input type="checkbox"/> Sign up to receive K12Planet newsletter	

- 4 To receive a newsletter about K12Planet activities by email, select the "Sign up to receive K12Planet newsletter" checkbox.
- 5 Click Save.

## Viewing a Student's Information

To view information about a student and their contacts, find a student and navigate that student's pages.

If your school chooses to restrict access to other teachers' rosters, you can only display information for students in your class rosters.

### Finding a Student

- 1 Click My Students, and then click Find Student.
- 2 Type one or more characters in one or more fields, and then click Search.

### Displaying a Student's Pages

- 1 In the search results, click a student's name to display that student's pages.

The following shows a teacher's view of a student's pages:



For details and procedures on how to view a student's pages, see the Quick Reference Card for Parents and Students.

- 2 To return to your pages, click Back to Teacher.

## Viewing a Class Roster

- 1 Click My Students, click My Classes, and then click Rosters.
- 2 From the popup menu, select a term.
- 3 To view a class roster, click a class name.

The following shows a teacher's view of a class roster:

Bulk Mail		To view a student's contact information, click the Contact icon.				
My Classes		Number	Name	Street Address	Phone	Contact
Homework						
Grades		600968	<a href="#">Robyn Bewe</a>	123 Holly Dr	(209) 555-1282	
Rosters		600289	<a href="#">Margot Bolle</a>	77 Jewel St	Unlisted	
Class Schedule		600530	<a href="#">Kenney Chih</a>	9876 Kinsway Rd	(200) 555-9218	
Class Resources						

### Displaying a Student's Pages

- 1 In the class roster, click a student's name.
- 2 To return to your pages, click Back to Teacher.

## Sending Email

On any page, except the Find Student and Rosters pages, when you see an underlined name, you can click it to email that person. For example, click My School, click Staff, and then click a teacher's name.

If a name is not underlined, that person has not set up an email address in K12Planet.

For more information on sending email, see your email program or browser's online help.

## Posting Messages

You can post messages for students and their contacts, or the entire school, such as a reminder to return a field trip permission slip or an announcement of a football team victory.

- 1 Click My Students, and then click Messages.
- 2 To create a message, click New Message, and then follow the onscreen instructions.

## Posting Activities and Events

To notify students and their contacts about a one-time event, such as a drama presentation or a football game, post an event.

To notify students and their contacts about an on-going activity, such as school clubs and teams, post an activity.

- 1 Click My Students, and then click Announce.
- 2 To post an event, click Events, click New Event, and then follow the onscreen instructions.  
OR  
To post an activity, click Activities, click New Activity, and then follow the onscreen instructions.

## Sending Bulk Mail

To notify one or more school staff, contacts, and students, create and send bulk mail.

For each bulk mail, an email is **automatically sent to those people who entered an email address and selected the email preference in K12Planet**. At the same time, a mail merge document is created for you to print and distribute to those people that requested bulk mail be sent to their mailing address.

- 1 Click My Students, and then click Bulk Mail.
- 2 Read the onscreen instructions.
- 3 Click New Bulk Mail, and then follow the onscreen instructions.

## Assigning Homework

To keep students and contacts informed of class assignments, create and post homework.

To assign similar homework to your classes next year, copy and paste the assignments into a word processing program and save them in one or more files.

- 1 Click My Students, and then click My Classes.
- 2 From the popup menus, select a term, and then select a class.
- 3 Click New Homework, and then follow the onscreen instructions.

At the bottom of the form, if you select the Post "\_\_\_ days before due date" radio button to post repeating homework, ALL assignments will be posted the specified number of calendar days before the FIRST due date of the repeating period.

To sort the homework list, click an underlined column title, such as Due.

To select all homework assignments, select the checkbox below the Select column title.

To delete homework, select one or more homework assignment checkboxes, and then click Delete Selected Homework.

## Posting Grades

### Each term:

- In K12Planet, set up to post grades using an eClass Grades export file, the K12Planet form, or both.
- If you use eClass Grades, enter and export grades.
- If you use the K12Planet form, enter grades in K12Planet.

### Setting Up the Grades Source(s) for Each Class

- 1 Click My Students, click My Classes, and then click Grades.
- 2 From the popup menu, select a term.
- 3 In the Source column, click “eClass Grades”, “K12Planet”, or “eClass and K12 Grades”.

Source > Edit	Class name > Edit K12Planet grades
<a href="#">eClass and K12 Grades</a>	<a href="#">IB Math Methods (SL), 3127, IBMM 12, 12, Section 2, Period Per 1</a>
<a href="#">eClass Grades</a>	Math Principles, 3120, MA 12, 12, Section 7, Period Per 1

- 4 On the Edit Source page, select this checkbox:
  - K12Planet ..... to enter grades in K12Planet and NOT use eClass Grades
  - eClass Grades and K12Planet .. to enter some grades in eClass Grades and other grades in K12Planet
  - eClass Grades ..... to use eClass Grades and display only those exported grades
- 5 Click Save.
- 6 For **each class**, repeat steps 3 to 5.

### Exporting eClass Grades

To view eClass Grades in K12Planet, you must first export class grades to files in the same folder as the roster files, \*.TRM files, and class files. K12Planet can only import the data if the files are saved to the appropriate class folders.

- 1 In eClass Grades, open the class whose grades you want to export.
- 2 Select File, select Export, and then select K12Planet Grades Export.
- 3 Click OK.
- 4 In the folder set up for you by the system administrator, save the export file in the format “course#.section#”, based on the Class Information window. For example, 2000.001, where the course number is 2000 and the section number is 1. It is important that you **save the export file in your own folder**.
- 5 Exit eClass Grades. (If you are prompted to save a class, click OK or Yes.)  
The next time your school copies its Win School or Mac School data to K12Planet, eClass Grades will display on the K12Planet Current Grades page.

### Entering Grades in K12Planet

If your school doesn't use eClass Grades, you can enter students' grades in K12Planet.

- 1 Click My Students, click My Classes, and then click Grades.
- 2 Click an underlined class name. If a class name is not underlined, it has not been set up to use K12Planet Grades as the source.
- 3 Click New Grades, and follow the onscreen instructions. You might find it helpful to include the date in the Title field.

## Posting Your Class Schedule

If your school uses the Win School or Mac School Scheduler module, class schedules are automatically created for you. Ask your administrator whether you should create a class schedule in K12Planet.

To create a class schedule:

- 1 Click My Students, click My Classes, and then click Class Schedule.
- 2 Follow the onscreen instructions.

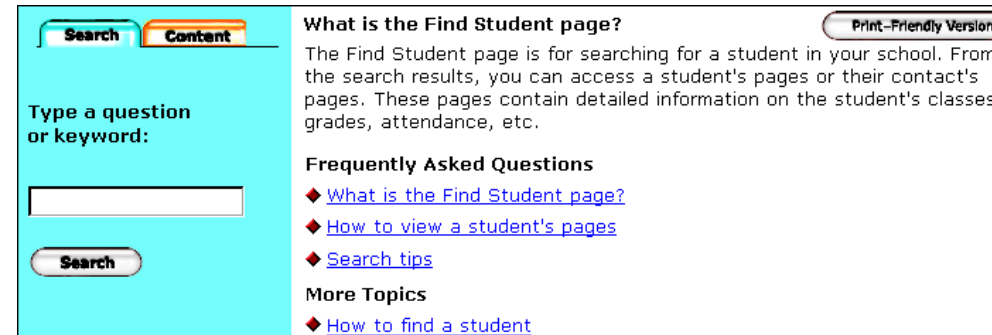
## Making Resources Available to Students

You can post web sites for students and their contacts to use as resources for a class.

- 1 Click My Students, click My Classes, and then click Class Resources.
- 2 From the popup menus, select a term, and then select a class.
- 3 Click New Resource, and then follow the onscreen instructions.

## Getting Help

- 1 On the navigation bar at the top of any K12Planet page, click Help.



- 2 To find additional topics, on the Search tab, type a question or keyword, and then click Search.  
To display a topic description, click an underlined topic.  
To print a topic, click Print-Friendly Version, click Print, and then close the window.
- 3 To return to K12Planet, minimize or close the Help window.

## Getting Resources

K12Planet provides links to educational web sites. To access search engines, research, news, class subjects, and college/career links:

- Click Resources, and then click My Libraries or click Research.

## Exiting

- When you finish using K12Planet, click Exit.  
For added security, we recommend you also close your browser.

## Providing Feedback

We are working on new features and ways to make K12Planet even better. Please email your comments to: [feedback@k12planet.com](mailto:feedback@k12planet.com).



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K12Planet® provides the tools you need to increase communication between your school and its community, and to help students succeed.

K12Planet displays a copy of some of the information you enter in Chancery SMS™, Win School®, or Mac School® and, if you use it, eClass® Grades. You can also enter messages, events, activities, bulk mail, homework, grades, a class schedule, and online class resources using K12Planet. This gives you an opportunity to increase your involvement with parents and their children's academic progress and success.

K12Planet uses the most powerful security available. Information transferred between your school's computer and the K12Planet server cannot be read or changed while in transit. Your school has also implemented policies to protect the privacy of everyone that uses K12Planet.

To view K12Planet, you must have Microsoft® Internet Explorer 5.0 or higher, or Netscape® Navigator 4.x. To post eClass Grades in K12Planet, you must have eClass Grades 6.8.4 or higher.

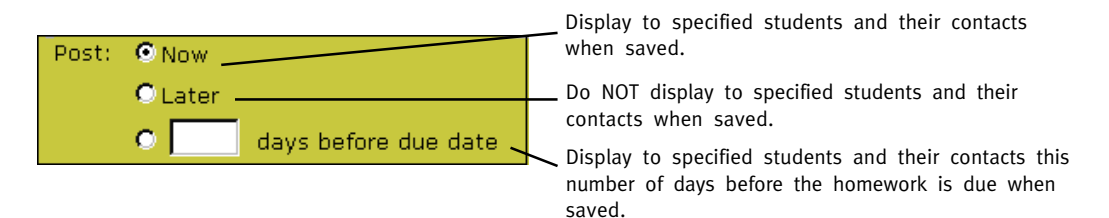
## Publishing Information

You and your school control who sees what information and when they see it in K12Planet.

Your school can choose not to publish certain information, such as student conduct.

Similarly, you can save your work and not show it to students and contacts (parents and guardians) until you are ready. Before students and contacts can view information you enter in K12Planet, you must select the Publish checkbox (at the bottom of the Class Schedule form) or the Post radio button (at the bottom of the Homework form), and then click Save.

You can view and edit K12Planet forms, regardless of whether you have posted the information.



In addition, information you enter in Chancery SMS, Win School, or Mac School will only display in K12Planet after your school copies it to K12Planet. Ask your school system administrator when your school is scheduled to copy Chancery SMS, Win School, or Mac School data to K12Planet.