



How to Navigate *myEmbers* to Access:

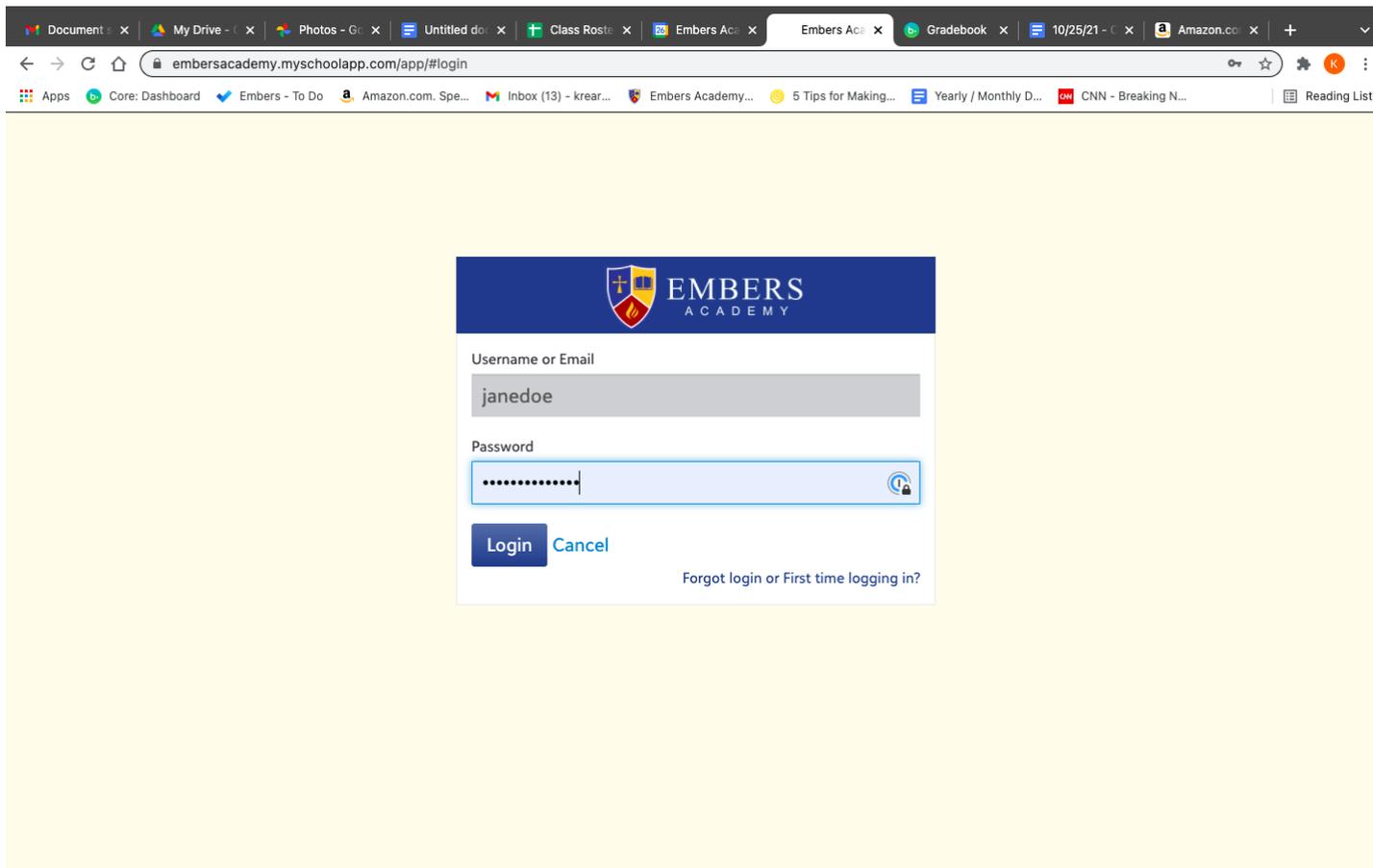
- **Classroom Newsletters.** Contains highlights of your student's classroom special events and projects, upcoming deadlines, important dates, and photos.
- **Your Child's Grades.** Stay up-to-date on your child's progress.
- **Report Cards.** As of the 2021-22 school year, all report cards will only be available through your *myEmbers* account. Please see details below.
- **Class Directories.** Look up Embers family, faculty and staff information by searching using student name or grade level.

myEmbers is the primary way for you to stay informed about your child's progress in school, classroom news, and important announcements. Please use this guide to set up your myEmbers account and quickly learn how to access this important information.

If you need further assistance, please contact Karen Reardon at kreardon@embersacademy.org or 847-518-1185.

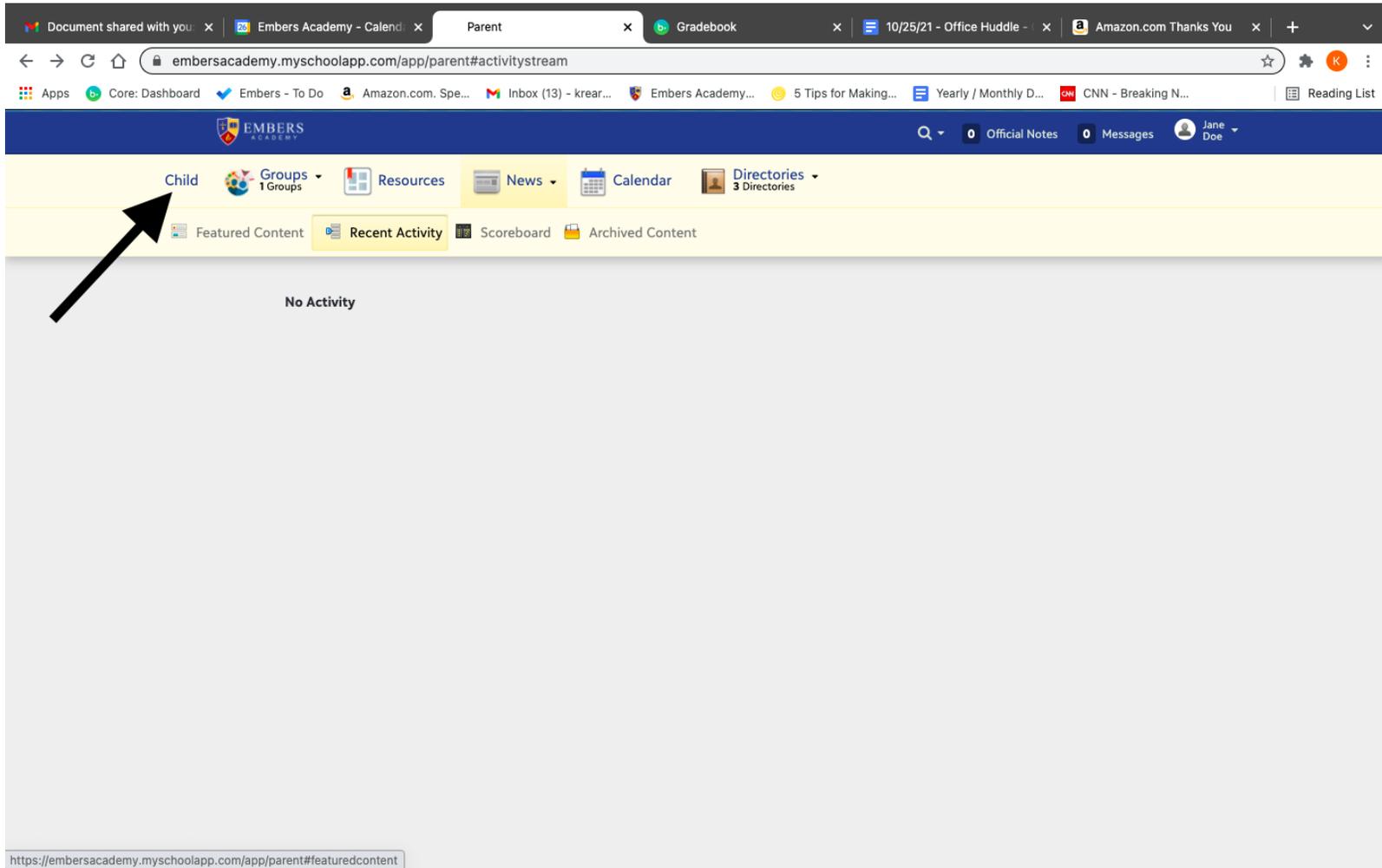
To Access *myEmbers*:

1. Please click [HERE](#) to sign in OR visit <https://embersacademy.myschoolapp.com/>
2. Enter your Username and Password to login. If you do not know your Username and Password, please contact Karen Reardon (kreardon@embersacademy.org).



The screenshot shows a web browser window with the URL embersacademy.myschoolapp.com/app/#login. The page features the Embers Academy logo at the top, which includes a shield with a cross and the text "EMBERS ACADEMY". Below the logo, there are two input fields: "Username or Email" containing the text "janedoe" and "Password" containing a series of dots. To the right of the password field is a small lock icon. Below the input fields are two buttons: "Login" and "Cancel". At the bottom right of the login form, there is a link that says "Forgot login or First time logging in?". The browser's address bar and tabs are visible at the top of the screenshot.

3. Once you've logged in, click on your child's name in the upper left corner of your screen.

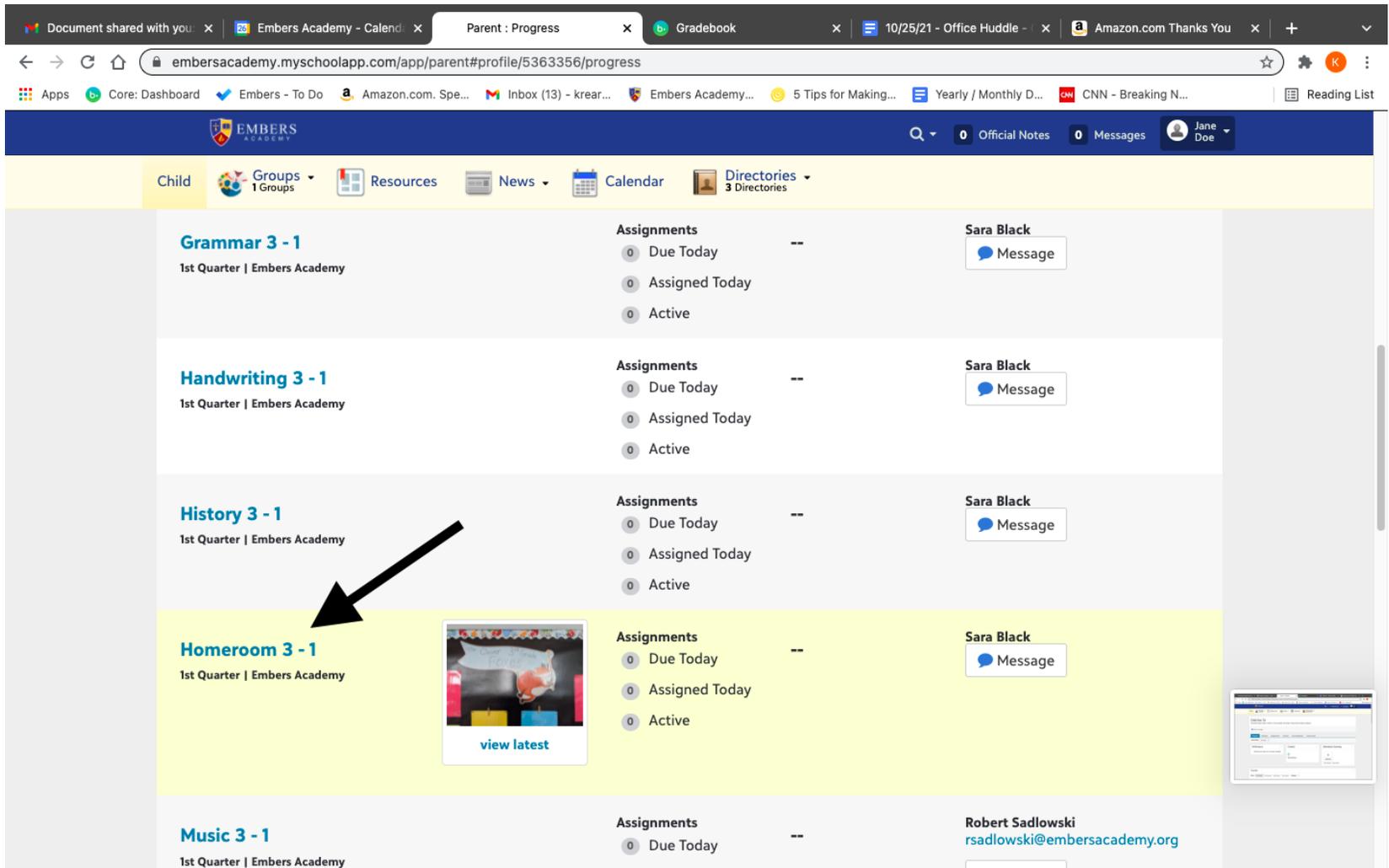


4. After selecting your child's name, you will see the main page for their classroom news and information. Scroll down to view the 'Courses' that your child is enrolled in.

The screenshot shows a web browser window with the URL `embersacademy.myschoolapp.com/app/parent#profile/5363356/progress`. The page header includes the Embers Academy logo, a search bar, and navigation links for 'Official Notes' (0) and 'Messages' (0). The user is identified as 'Jane Doe'. Below the header is a navigation bar with 'Child', 'Groups' (1 Group), 'Resources', 'News', 'Calendar', and 'Directories' (3 Directories). The main content area displays the child's profile: 'Child One '24', 1234 Main Street, Niles, IL 60714 | Current grade: 3rd Grade | School level: Embers Academy. A 'Send message' button is present. Below this is a tabbed interface with 'Progress' selected, and other tabs for 'Schedule', 'Assignments', 'Conduct', 'Course Requests', and 'Contact Card'. A 'Select Grade:' dropdown is set to '3rd Grade'. Three summary cards are shown: 'Performance' (Performance data not currently available), 'Conduct' (0 Total infractions), and 'Attendance Summary' (0 Absences). At the bottom, a 'Courses' section is visible with a dropdown for 'Term' (1st Quarter, 2nd Quarter, 3rd Quarter, 4th Quarter) and a 'Grades:' dropdown. A black arrow points to the 'Courses' section.

To View Classroom Newsletters and Photos:

1. After you scroll down to view your child's 'Courses', click on the 'Homeroom' class:



2. In the 'Homeroom' class, you will see the 'Announcements', 'News' and 'Photos':

The screenshot shows a web browser window displaying a school website. The address bar shows the URL: embersacademy.myschoolapp.com/app/parent#academicclass/89300519/5363356/bulletinboard. The website header includes the EMBERS logo and navigation links for Child, Groups, Resources, News, Calendar, and Directories. The main content area is titled "Welcome to 3rd Grade!" and features three sections: "Announcements", "News", and "Photos".

Announcements

- 10/25/2021 Just a friendly reminder to have your student finish reading their saint book and bring their information sheet filled out on this Thursday!
- 9/21/2021 Tomorrow students will be painting in Art class. If you have not done so already, please be sure to send in an art smock or old t-shirt. Thank you!
- 9/16/2021 Today, your student will be bringing home a chocolate lollipop they made yesterday in honor of Willie Wonka! Please ask them what they wrote about their creation!!

News

This Week's Peek of the Week

- 10/1/2021
- Peek of the Week October 15
- Peek of the Week October 1
- Peek of the Week September 9

Photos

On the right side of the page, there is a "Links" section with the following links: [3rd Grade Daily Schedule](#), [School Yearly Calendar](#), and [Parent Handbook](#). A "Show All" button is located below these links. The user profile "Jane Doe" is visible in the top right corner.

3. To view a classroom newsletter, select it from the list under 'News'. The most recent newsletter is displayed first.

The screenshot shows a Google Drive interface with a document titled "10.15 Peek of the Week.pdf" open. The document is a classroom newsletter for "3rd Grade Foxes" from Mrs. Black, dated October 15, 2021. The newsletter features a yellow header with the school logo and a fox illustration. The main content is under the heading "Knowledge" and includes three sections: Mathematics, Language Arts, and Reading. At the bottom, there are two columns: "Looking Ahead" and "Faith".

EMBERS ACADEMY
3rd Grade Foxes - Peek at the Week
 Mrs. Black
 October 15, 2021
 Faith * Knowledge * Virtue

Knowledge

Mathematics - The students learned about elapsed time (analog watches make great gifts for 3rd graders!), fractions, and the Inverse Operation. Continue to practice multiplication facts at home.

Language Arts - The students learned about pronouns and who-which clauses in Grammar. The students are doing a really superb job at using all the new vocabulary words they have studied so far this year! They have also learned the spelling patterns for long 'i' and 'e'.

Reading - We read *Beauty and the Beast* and *Why the Sea is Salt* while discussing setting and illustrations in a text.

Looking Ahead	Faith
Wednesday, Oct. 20th - Math Test	We learned that God had a covenant with His chosen
Friday, Oct. 22nd - Religion Quiz, Geography Test on the e Page NIV Region, — Reading and Vocabulary Quiz, Spelling Test	people and sent a prophet to help them get to the promised

4. To see class photos, select the name of the folder you wish to view that is listed under 'Photos.'

The screenshot displays the Embers Academy parent bulletin board. At the top, there are navigation tabs for 'Child', 'Groups 1 Groups', 'Resources', 'News', 'Calendar', and 'Directories 3 Directories'. The main content area is divided into sections. The 'News' section includes a 'This Week's Peek of the Week' dated 10/11/2021, with links for 'Peek of the Week October 15', 'Peek of the Week October 1', and 'Peek of the Week September 9'. Below this is the 'Photos' section, which contains a thumbnail image of a chalkboard with a drawing of a fox and the text 'The Clever 3rd Grade FOXES'. Underneath the thumbnail is a folder named 'Quarter 1' with 8 photos and 24 views. Two black arrows point from the 'Photos' section header to the 'Quarter 1' folder.

To view your child's grades and class work:

1. Scroll down to a particular class, i.e. Saxon Math. Here you can see the cumulative grade, thus far.

The screenshot shows the Embers Academy parent portal interface. The browser address bar displays the URL: `embersacademy.myschoolapp.com/app/parent#profile/5202916/progress`. The page header includes the Embers Academy logo and navigation options like 'Official Notes' and 'Messages'. Below the header, there are tabs for 'Groups', 'Resources', 'News', 'Calendar', and 'Directories'. The main content area lists several classes with their cumulative grades and assignment status:

Class	Quarter	Assignments	Cumulative Grade	Teacher
Reading 3 - 1	1st Quarter	Due Today, Assigned Today, Active	97.78%	Sara Black
Religion 3 - 1	1st Quarter	Due Today, Assigned Today, Active	100.00%	Sara Black
Saxon Math 4 - 1	1st Quarter	Due Today, Assigned Today, Active	99.35%	Sara Black
Science 3 - 1	1st Quarter	Due Today, Assigned Today, Active	100.00%	Sara Black
Spanish 3 - 1	1st Quarter	Due Today, Assigned Today, Active	--	Brenda Fernandez
Spelling 3 - 1	1st Quarter	Due Today, Assigned Today	97.50%	Sara Black

A black arrow points to the 'Saxon Math 4 - 1' class, highlighting its cumulative grade of 99.35%.

2. To view the details of the cumulative grade in any particular class, click 'See grade detail'.

The screenshot shows a web browser window displaying the Embers Academy parent portal. The URL is embersacademy.myschoolapp.com/app/parent#profile/5202916/progress. The page features a navigation bar with options like Groups, Resources, News, Calendar, and Directories. Below this, a list of classes is shown, each with its cumulative grade and a 'See grade detail' button. An arrow points to the 'See grade detail' button for Saxon Math 4 - 1.

Class	Grade	Teacher
Reading 3 - 1	97.78%	Sara Black
Religion 3 - 1	100.00%	Sara Black
Saxon Math 4 - 1	98.79%	Sara Black
Science 3 - 1	100.00%	Sara Black
Spanish 3 - 1	--	Brenda Fernandez

3. You can now see the full details of the homework, classwork and tests.

Saxon Math 4 - 1

99.35%
MARKING PERIOD

1 Exempt 0 Incomplete 0 Late 0 Missing

99 100 100
TEST HOMEWORK CLASSWORK

99.35%
YEAR

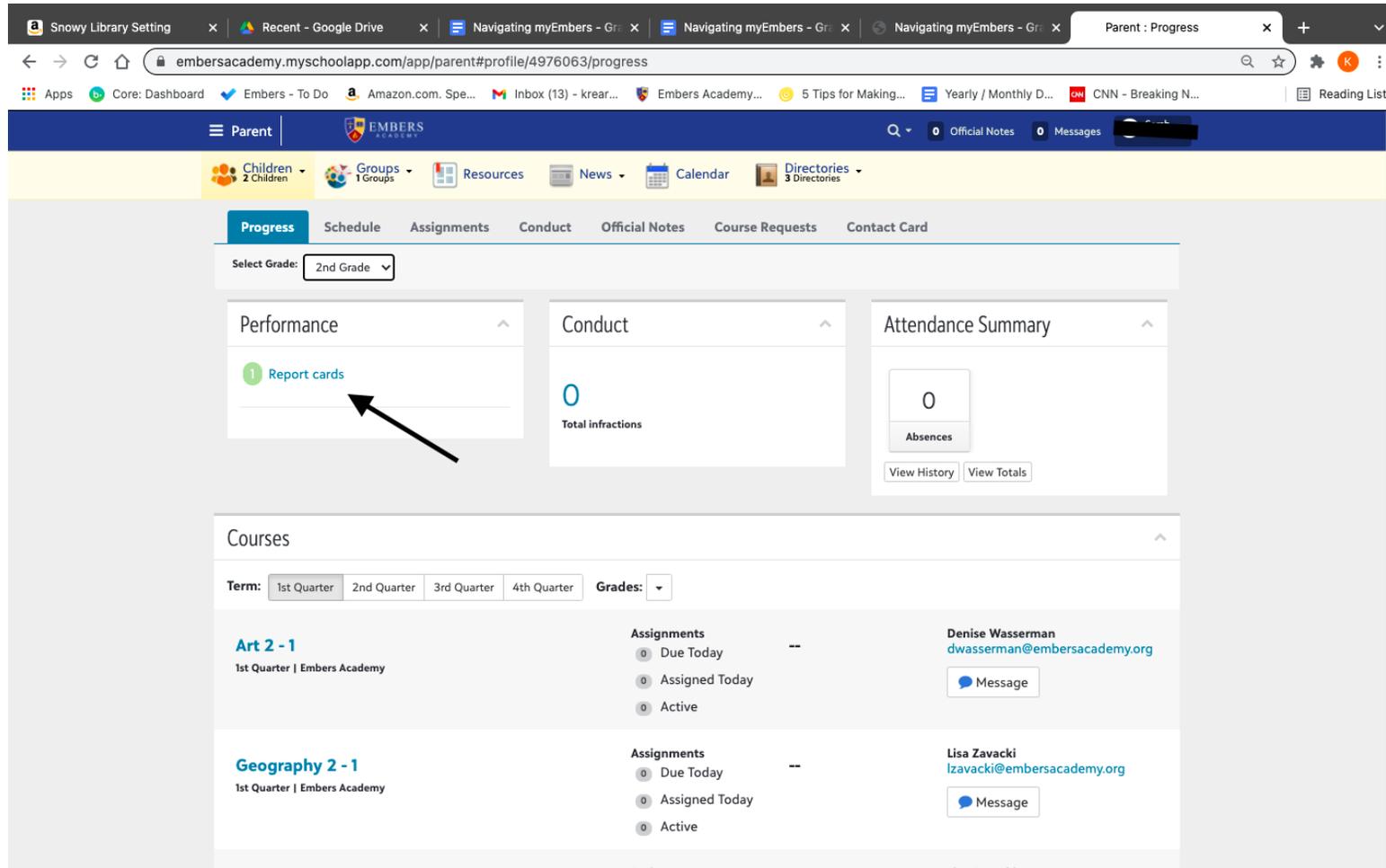
Student

Assignment	Score
Review Po... 1B	100
Test 1B	100
Review L1-10	100
Test 1 Co...ons	100
L11	100
L12	100
L13	100
L14	100
L15	100
Test 2	100
Power Up ...1 2	100
L16	100
Test 2 Co...ons	100
L17	100
L18	100
L19	100
L20	100
Power Up ...1 3	100
Test 3	100
Test 3 Co...ons	100
L21	100
L22	100
L23	100
L24	100
L25	100
Power Up ...1 4	100
Test 4	100

Previous Course Next Course Close

Report Cards

1. To view your child's most recent report card, return to the main page and select 'Report Cards' under 'Performance'.



2. To view previous years' report cards, click on the drop down box in "Select Grade".

The screenshot shows the Embers Academy parent portal interface. The browser address bar displays the URL `embersacademy.myschoolapp.com/app/parent#profile/4976063/progress`. The page header includes navigation options like "Children", "Groups", "Resources", "News", "Calendar", and "Directories". The main content area is divided into several sections: "Progress" (selected), "Schedule", "Assignments", "Conduct", "Official Notes", "Course Requests", and "Contact Card".

Under the "Progress" tab, there is a "Select Grade:" dropdown menu currently set to "--Select--". A black arrow points to this dropdown menu. Below the dropdown are three summary cards: "Performance" (with the text "Performance data not currently available."), "Conduct" (showing "0 Total infractions"), and "Attendance Summary" (showing "0 Absences").

At the bottom, there is a "Courses" section with filters for "Term" (1st Quarter, 2nd Quarter, 3rd Quarter, 4th Quarter) and "Grades". Two course entries are visible:

- Art 2 - 1**: 1st Quarter | Embers Academy. Assignments: Due Today, Assigned Today, Active. Contact: Denise Wasserman (dwasserman@embersacademy.org).
- Geography 2 - 1**: 1st Quarter | Embers Academy. Assignments: Due Today, Assigned Today. Contact: Lisa Zavacki (lzavacki@embersacademy.org).

A "Show All" button is located at the bottom right of the page.

3. Scroll down to the prior grade you would like to view.

The screenshot shows a web browser window with the URL `embersacademy.myschoolapp.com/app/parent#profile/4976063/progress`. The page is titled "Parent : Progress" and features a navigation bar with "Parent" and "EMBERS ACADEMY" logos. A secondary navigation bar includes "Children 2 Children", "Groups 1 Groups", "Resources", "News", "Calendar", and "Directories 3 Directories".

The main content area has a tabbed interface with "Progress" selected. A dropdown menu is open over the "Progress" tab, showing options: "--Select--", "1st Grade" (checked), "2nd Grade", "3rd Grade", "4th Grade", and "5th Grade".

Below the tabs, there are three summary cards:

- Performance:** Shows "1 Report cards".
- Conduct:** Shows "0 Total infractions".
- Attendance Summary:** Shows "1 Emergency Closing Day".

Below these cards is a "Courses" section with filters for "Term" (1st Quarter, 2nd Quarter, 3rd Quarter, 4th Quarter) and "Grades". It lists two courses:

Course Name	Term	Teacher	Actions
Art 1 - 1	1st Quarter Embers Academy	Julie Donovan jdonovan@embersacademy.org	Message
Geography 1 - 1	1st Quarter Embers Academy	Julie Donovan jdonovan@embersacademy.org	See grade detail, Message

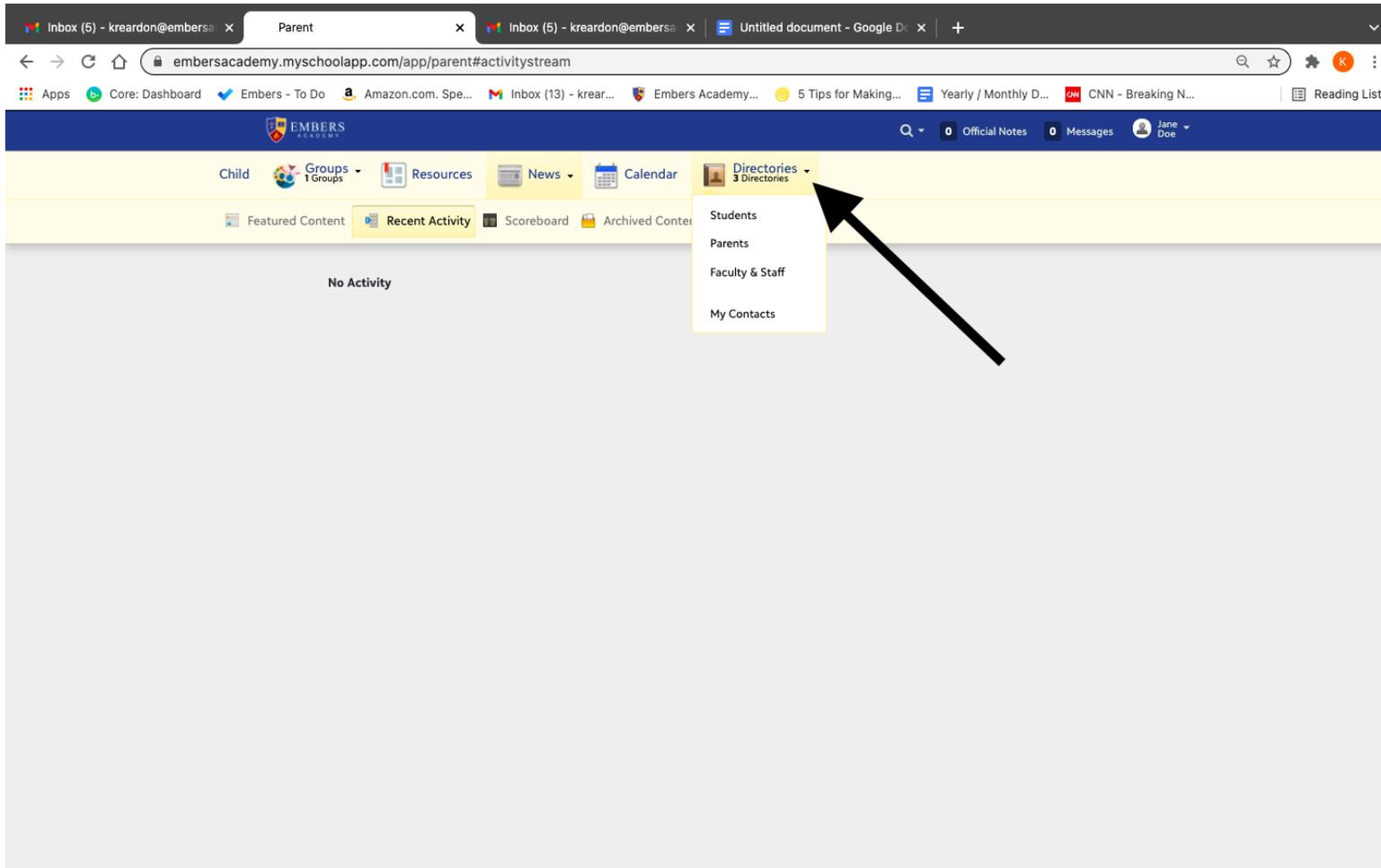
At the bottom of the page, there is a file preview for "2nd Grade - Q1 -pdf" and a "Show All" button.

4. You can now access the report card from that year by clicking on 'Report Cards' under 'Performance'.

The screenshot shows a web browser window with the URL `embersacademy.myschoolapp.com/app/parent#profile/4976063/progress`. The page is titled "Parent : Progress" and features a navigation bar with "Parent" and "EMBERS ACADEMY" logos. Below the navigation bar, there are tabs for "Children 2 Children", "Groups 1 Groups", "Resources", "News", "Calendar", and "Directories 3 Directories". The main content area has a "Progress" tab selected, with sub-tabs for "Schedule", "Assignments", "Conduct", "Official Notes", "Course Requests", and "Contact Card". A "Select Grade:" dropdown menu is set to "1st Grade". The "Performance" section is highlighted with a black arrow pointing to a "1 Report cards" link. Other sections include "Conduct" showing "0 Total infractions" and "Attendance Summary" showing "1 Emergency Closing Day". Below these are "Courses" for "Art 1-1" and "Geography 1-1", both for the "1st Quarter | Embers Academy". Each course entry includes a "Message" button and a "See grade detail" button. A "Show All" button is located at the bottom right of the page.

View the Directory

1. Click on 'Directories' in the upper middle portion of your screen. Then, select what you want to view: *Students, Parents, or Faculty & Staff*.



2. You can view the entire directory or select your child's grade, i.e. select '3rd Grade' to view just those students.

The screenshot shows a web browser window with the URL `embersacademy.myschoolapp.com/app/parent#directory/2588`. The page title is "Students Directory". At the top, there is a navigation bar with the Embers Academy logo and user information for "Jane Doe". Below this is a secondary navigation bar with links for "Children", "Groups", "Resources", "News", "Calendar", and "Directories".

The main content area is titled "Students Directory" and includes a search bar with the text "Students" and a search icon. To the right of the search bar is a button labeled "Include All Fields". Below the search bar, there are view options: "List" (selected), "Grid", "Map", and a print icon.

The "Results" section shows "22 Total Results". The first few results are redacted with black bars. Each result has a "Show additional Information" button and an "Options" button.

On the right side, there is a "Student Grade" sidebar with a list of grade levels and their corresponding student counts:

- All
- Preschool 3 (20)
- Preschool 4 (26)
- Kindergarten (29)
- 1st Grade (33)
- 2nd Grade (30)
- 3rd Grade (22) - **Selected**
- 4th Grade (31)
- 5th Grade (32)

A black arrow points to the "3rd Grade (22)" option in the sidebar. At the bottom of the sidebar is a "Show Less" button.

3. Scroll down to the student you wish to view.

The screenshot shows a web browser window with multiple tabs open, including 'Embers Social Committee', 'Photos - Google Photos', 'My Drive - Google Drive', 'Untitled document - Google', 'Gmail', and 'Parent : Directory'. The address bar shows the URL 'embersacademy.myschoolapp.com/app/parent#directory/2588'. The page header features the Embers Academy logo and navigation options: 'Children 2 Children', 'Groups 1 Groups', 'Resources', 'News', 'Calendar', and 'Directories 3 Directories'. The main content area is titled 'Students' and displays a list of student entries. Each entry is a card with a redacted name, a 'Show additional Information' button, and an 'Options' button. The second entry, 'Child One '24', is highlighted with a black arrow pointing to it from the right.

4. To see additional information such as parents' names, home address, email or phone, click 'Show additional information'.

The screenshot shows a web browser window with the URL `embersacademy.myschoolapp.com/app/parent#directory/2588`. The page header includes the Embers Academy logo and navigation menus for Children (2 Children), Groups (1 Groups), Resources, News, Calendar, and Directories (3 Directories). The main content area displays a list of parent profiles. The first profile is expanded, showing the following details:

- Child One '24** (Options)
- 1234 Main Street, Niles, IL 60714 United States
- Jane Doe** (Parent) (Options)
- janedoe@me.com
- [H: 773-555-555](tel:773-555-555)
- Child Two '24** (Sibling) (Options)

A large black arrow points to the email address `janedoe@me.com`. Below the expanded profile is a 'Hide additional information' button. Other profiles in the list are partially visible, each with a 'Show additional information' button and an 'Options' dropdown menu.

5. You can also print the entire directory or your search results.

The screenshot shows a web browser window with the URL `embersacademy.myschoolapp.com/app/parent#directory/2588`. The page title is "Students Directory". At the top, there are navigation tabs for "Children 2 Children", "Groups 1 Groups", "Resources", "News", "Calendar", and "Directories 3 Directories". Below the navigation is a search bar with "Students" entered and a search icon. To the right of the search bar are options for "Include All Fields", "List", "Grid", "Map", and a print icon. A black arrow points to the print icon, which has opened a dropdown menu with the following options: "Print Entire Directory", "Print Family Directory", and "Print Search Results". Below the search bar, the page displays "Results" with "22 Total Results". The first four results are listed as follows:

Student Name	Options
Ramona Allen '24	Options
James Anastasi '24	Options
John Paul Bahjat '24	Options
Aturina Bayzoo '24	Options

Each student entry has a "Show additional Information" button. To the right of the student list is a sidebar with a list of grade levels and their corresponding student counts, each with a checkmark:

- Preschool 3 (20)
- Preschool 4 (26)
- Kindergarten (29)
- 1st Grade (33)
- 2nd Grade (30)
- 3rd Grade (22) ✓
- 4th Grade (31)
- 5th Grade (32)

At the bottom of the sidebar is a "Show Less" button. The URL at the bottom of the browser window is `https://embersacademy.myschoolapp.com/podium/default.aspx?t=52909&wapp=1&ch=1&did=2588&pf=1`.