

Pickerington School District – Parent Assistant (PAM) Guide

Welcome to Parent Assistant

PAM is the Parent Assistant Module of our student information system. It provides parent access to various kinds of information including your child's grades.

Getting Started

1. You must have a computer with an internet connection.
2. For the best experience, please use the latest version of Microsoft Internet Explorer or Firefox on a PC, and Safari or Firefox on a Mac.
3. You must allow cookies to be set by your browser.
4. IMPORTANT: PAM uses pop-up windows. Please ensure that you have all Pop-Up Blockers disabled!

Logging into Parent Assistant

1. Go to <http://esis.treca.org/pa> and input the user name and password that were sent in the PAM letter. IMPORTANT: USER NAMES AND PASSWORDS ARE CASE SENSITIVE – you should be using all capital letters.

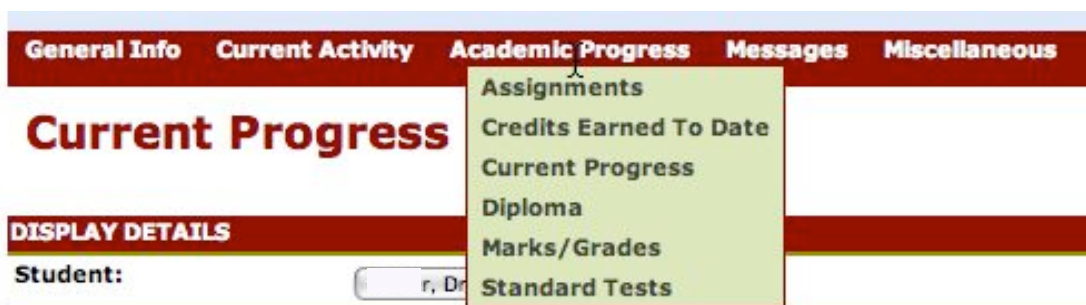


Login

A screenshot of the login form. It has a purple header 'LOGIN DETAILS'. Below it are three input fields: 'Username:', 'Password:', and 'Language:'. The 'Language:' field has three radio buttons: 'English' (selected), 'Spanish', and 'French'. Below the fields is a purple 'Login' button. At the bottom, there is a small copyright notice: '© Copyright, Administrative Assistants Ltd., 2003-2008, All Rights Reserved Worldwide. Version: 1.0.3.5.1 Build: 1035100'.

2. From the “Display Details” section of the screen, select a student from the dropdown list; click the **DISPLAY** button. (If you change the student or teacher from the drop down menu, you must click the DISPLAY button before the new screen appears.)

Move your mouse over the titles listed below Parent Assistant to see a drop-down with the choices of data that are available to you. Click on a sub-category to view the screen for that category. Various pieces of data are updated throughout the day; you are seeing “live” data.



The Current Progress screen shows the grades for each 9 weeks term and exams and semester averages.

Quarter 1 Grades
Quarter 2 Grades
Semester 1 Exam
Semester 1 Average
Quarter 3 Grades
Quarter 4 Grades
Semester 2 Exam
Semester 2
Final Grade

Exam/Final columns aren't used.

This grade is the average for all assignments this year.

This grade is the average for assignments this reporting period.

Abs	Tardy	1	2	3	4	5	6	7	8	9	Exam	Final	Total Cumulative Grade	Current Average	Details
0.0	0.0	-	-	-	-	-	-	-	-	-	-	-	71.46/C-	71.46/C-	Details
0.0	0.0	-	-	-	-	-	-	-	-	-	-	-	83.65/B-	83.65/B-	Details
0.0	0.0	-	-	-	-	-	-	-	-	-	-	-	74.08/C	74.08/C	Details

Absences appearing here are period- by- period absences, not daily attendance. Some teachers may keep their period-by-period attendance in a different program, so it may not show up here. The Abs. numbers for high school classes represent mods, not periods (two mods per period, three mods for a period and a half lab class).

To view specific assignment scores and comments, click "Details".

View Assignments

Select the correct grading period, then click "Display"

ASSIGNMENT DETAILS FOR CLASS : HEALTH

Reporting Term: [Display](#)

Assignment Type	Details - Description	Grade	Max Grade	Late/Exempt	Assign Date	Due Date	Reporting Term	Details
Test	wellness	91	100		2009-09-24	2009-09-24	Grading Period 1 (18)	Details
Classwork	Wellness Review	20	20		2009-09-09	2009-09-09	Grading Period 1 (18)	Details

Current Average 89.17/B

[Return](#)

Click on "Details" to see Teacher Comments, Assignment Details, and Parent tips

A dash (-) indicates a score has not been entered for that assignment. Depending on the teacher's grade book setup, a blank may average as a zero, or may be counted as exempt until the teacher enters a score. This may affect the Current Average. Please contact the teacher if you have questions concerning the grades.

3. When you are finished, click on the LOG OUT button to exit the program.