

TeacherEase Parent Guide

Northbrook Junior High uses an online gradebook system, TeacherEase. TeacherEase provides students and families with access to information about assignments and assessments.

****You will receive an email notification welcoming you to the TeacherEase parent portal, if you have previously not used TeacherEase. This will include a link to set up your password.***

****Check your junk or spam, if you don't see the email. (Once the portal opens, you can also go directly to the website and log in with a current password, if you have one. Or you can reset your password.)***

See below for TeacherEase information. You can also find a brief video located on the district and NBJH websites, under 'parents'. This handout will also be available on the district and NBJH websites.

LOGIN

1. On your browser, navigate to the URL www.TeacherEase.com
 - a. You can navigate through any browser.
 - b. The parent portal is mobile-friendly and can be accessed through the browser of your mobile device, or by downloading the iOS app in the Apple App Store.
2. Click on the login button at the top right of the screen.
3. Enter your email address (serves as your username) and password.

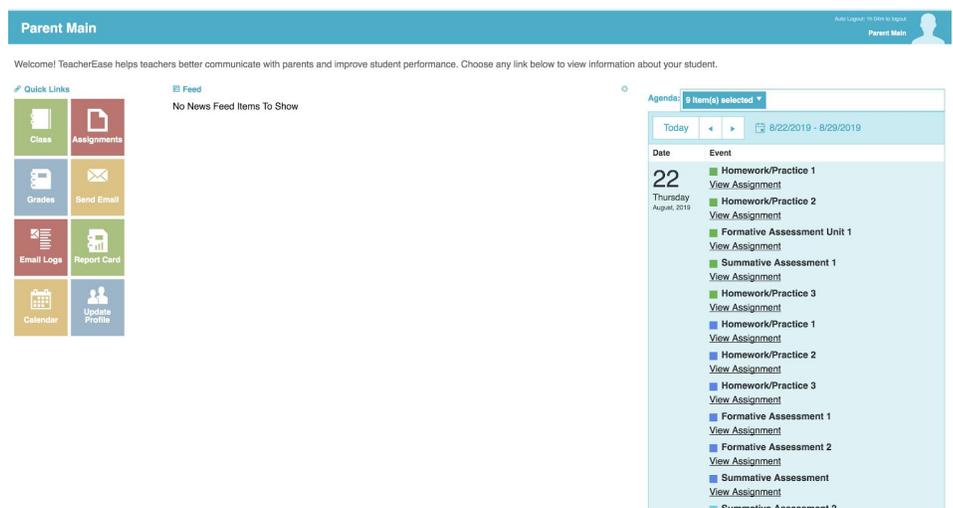
****If at any time you do not know your password, use the "Forgot Password" link to send an automated email to your inbox with instructions for setting up your account.***

SETTING ACCOUNT INFORMATION

The first time you log in, the site will prompt you to verify your account information. This information can be accessed in the future by navigating to Miscellaneous (top menu bar) and selecting "Update Password/Profile" from the drop-down menu.

NAVIGATING TEACHEREASE

Once you are logged in, you should see the "Parent Main" page. The quick links on the left will help you navigate the more common areas of the parent portal. All areas of the site are accessible from the menu items at the top of the page.



Parent Main

Welcome! TeacherEase helps teachers better communicate with parents and improve student performance. Choose any link below to view information about your student.

Quick Links

- Class
- Assignments
- Grades
- Send Email
- Email Logs
- Report Card
- Calendar
- Update Profile

Feed

No News Feed Items To Show

Agenda: 9 Item(s) selected

Today 8/22/2019 - 8/29/2019

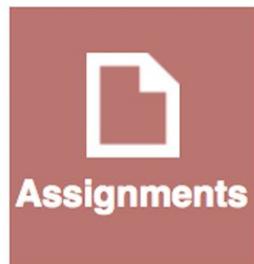
Date	Event
22	Homework/Practice 1
Thursday	View Assignment
August, 2019	Homework/Practice 2
	View Assignment
	Formative Assessment Unit 1
	View Assignment
	Summative Assessment 1
	View Assignment
	Homework/Practice 3
	View Assignment
	Homework/Practice 1
	View Assignment
	Homework/Practice 2
	View Assignment
	Homework/Practice 3
	View Assignment
	Formative Assessment 1
	View Assignment
	Formative Assessment 2
	View Assignment
	Summative Assessment
	View Assignment
	Summative Assessment 2

(*Icons may appear in different colors than below.)

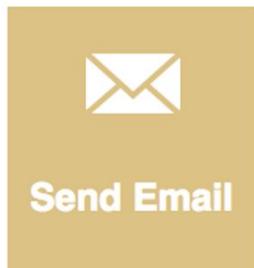


The grades page displays classes in which the student is enrolled and overall grades for those classes. Missing work also appears on the bottom of the page.

Clicking on the overall grade for a class will display additional information and scores for that class. Clicking on an assignment or assessment displays information related to that assignment or assessment.



The assignments page displays the work assigned to the student. You can expand the view to include more assignments.



Send email makes it easy to communicate with your school! Emails sent through the system are available both in TeacherEase and your personal email system.

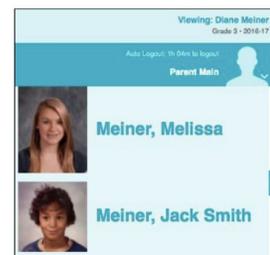
NEWS FEED

Through the news feed, you can immediately see announcements and recent events right from parent/student main page. The “this week” column, on the right side, displays assignments and are color-coded by class.

SWITCHING BETWEEN STUDENTS

If you have multiple students available in the system, you can switch between them by clicking on the silhouette in the upper-right of the main page.

A drop-down menu will appear, from which you can choose a student. If student photos have been imported by your school, they will replace the silhouette.



REPORT CARDS

Report cards will be made available through TeacherEase. At the end of a reporting period, you can access them by navigating to Academics (top menu bar) and selecting “Report Cards”. Select the “View” link next to the report card you would like to view as a PDF. (Same setup and process as report cards in the elementary buildings.)