

Welcome to *NetClassroom*

We are excited to offer you online access to academic information, including grades, attendance, and report cards. For Lower School, the information is limited to attendance, announcements, and Report Cards when they are posted quarterly. For Middle and Upper School students, there is much more information available. This is a brand new system and we are all “students” learning together in this new process, so please be aware that there are likely to be some “growing pains”, we are trying to get it right, but know that we are not perfect!

NetClassroom is Easy to access

- With your unique *NetClassroom* user ID and password, you can view academic records for your child or children. Other users cannot access your family’s information.
- <https://39994netclass.blackbaudondemand.com/> is the link, we suggest you bookmark this page
- You can also reach this through the Millwood Website on the Community Login tab– NetClassroom
- There is a Guide to NetClassroom under the same tab
- Your username is the same as your username for www.millwoodschooll.org. i.e FirstnameLastname - Sally Smith
- If this does not work, try sallysmith
- If you have a nickname, that may have been used – eg RobSmith
- Everyone has been set the same password Midlothian23112 at the outset
- The first time you log on, please change your password.
- To edit your online password, select Change Password from the Administrative menu. Your password can be a maximum of 20 characters and is not case-sensitive. Select a password that others cannot easily guess.
- You can log into *NetClassroom* 24 hours per day, 7 days per week

NetClassroom FAQs

- For answers to common questions, select **FAQs** from the **Administrative** menu.

NetClassroom is Easy to use

- You can use the navigation bar at the top of the page to open new pages. For example, from the **Student** menu on the navigation bar, you can access the Assignments page.
- You can select the information to appear on your Home page and calendar by clicking **Customize** on the navigation bar.
- Use the task bar at the left of the screen to control what information appears and in what format, and to view announcements. For example, on the Schedule page, you can select to display schedules in a list, grid, or calendar and select the academic year and term to show.

NetClassroom Helps Keep You Informed

NetClassroom gives you easy access to schedules, course assignments, grades, report cards, attendance.

- **Find out when classes meet.** To open the Schedule page, select **Schedule** from the **Classes** menu. On the Schedule page, you can view a student's schedule for a specific academic year, session, and term.
- **View class announcements and documents.** To view announcements teachers have posted for classes and documents they have uploaded, select **Class Information** from the **Classes** menu.
- **Verify the dates and details of homework assignments, quizzes, and tests.** To open the Assignments page, select **Assignments** from the **Student Life** menu. On this page, you can view assignment information by day, week, or month. To open the Daily Grades page for a class, click the check mark picture beside the class name. To view any documents associated with assignments, view assignments by day.
- **Keep track of progress between report cards.** On the Daily Grades page, you can view a running marking column average and running category averages for a marking column and class. The **Percent of Grade** column displays the percentage of the grade each category is worth (such as 20% for the Homework category, 20% for the Quizzes category, and 60% for the Tests category).
- On this page, you can also view assignment grades. You can use the **Category** field to determine the assignments to appear. For example, select Tests in the **Category** field to display only assignments in the Tests category. To list each assignment grade as a percentage (score divided by maximum achievable score), you can select Percentage in the **Grade to Display** field. For example, if a student scores 20 out of a possible 25 points, the assignment grade displays as 80%. To list both the actual numeric score and the maximum achievable score for each assignment grade, you can select Actual Points in the **Grade to Display** field.
- You can access the Daily Grades page by either clicking a marking column grade on the Grades page or clicking the check mark picture beside a class name on the Assignments page.
- **Review report cards.** To view the most recent report card, select **Report Card** from the **Student** menu.
- **Keep track of absences and tardies.** To open the Attendance page, select **Attendance** from the **Student** menu. On this page, you can list attendance by day or class.

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Millwood School and NetClassroom

- Grades will be posted for Middle and Upper School students on the 15th and 30th of each month.
- Some teachers may post grades more frequently
- An e-mail will be sent to all parents when the Report cards are ready to be viewed online
- A paper copy of the report card will not be sent home to parents
- We will continue to use www.millwoodschool.org for individual class pages. Be sure to logon to this site to visit "My Millwood" and your students pages for announcements, photos, events and news.
- Lower School students will show a "Hold Code" on their grade page. This is because no grades will show for students in JK through 5th grade.