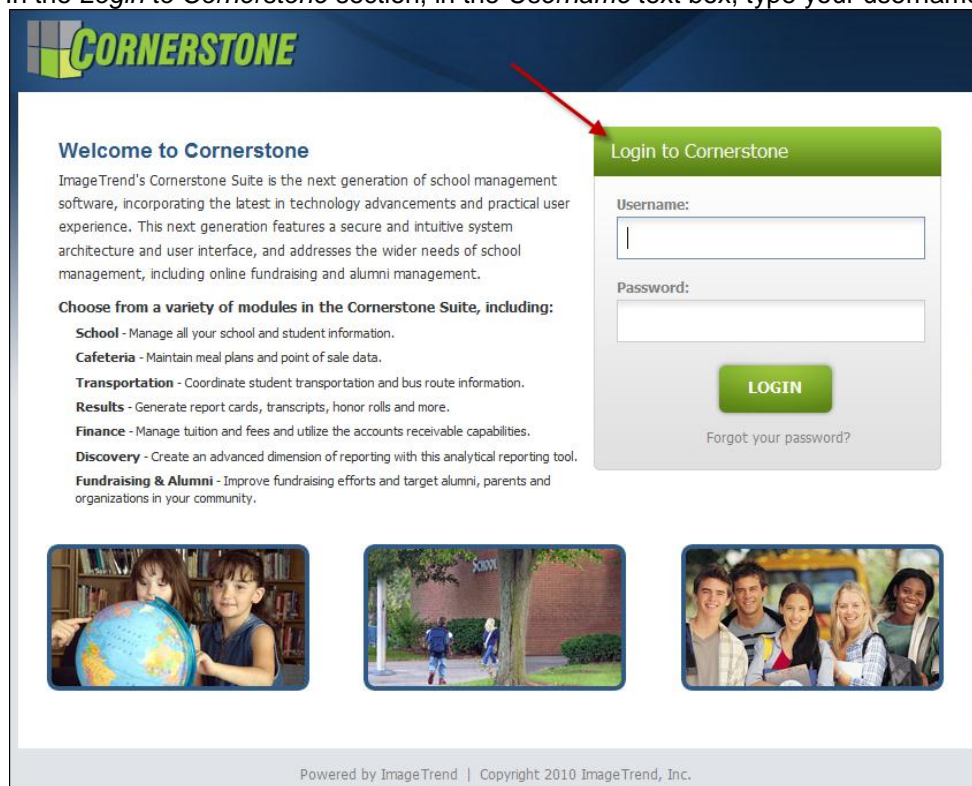## Introduction to Cornerstone: For Parents

Cornerstone is the program that we will be using for you to access your students' information. The system will allow you to look at assignments and grades, report cards and attendance for your student(s), as well looking at their profiles, schedule and course information. You must have access to the Internet to get to Cornerstone.

Login

You will be provided a username and password by your child's school. You will use this information to log in and access your child's information. Please keep your username and password secure to prevent anyone else from accessing your child's school information.

1. Open the Cornerstone website in your Web browser (e.g., Internet Explorer, Firefox, Safari).

    💡 **HINT:** This URL should be provided by your school.

2. In the *Login to Cornerstone* section, in the *Username* text box, type your username.

3. In the *Password* text box, type your password.

    💡 **HINT:** Passwords in Cornerstone are case sensitive.

4. Click *Login.*
    You are logged into Cornerstone and the *Home* page is displayed.

The Home Page

The *Home* page is the first page you see upon logging in, and it gives you an overview of important information.


The main section of the page will display a news feed with a variety of information. You can use the *Activity* drop down menu in the upper right to select the type of information you would like to view.

The left side of the *Home* page will display a search feature and links to jump quickly to specific information you may want to view. The search feature will allow you to search for a specific page or for student information.

Viewing Student Information

You can jump to information about your students from several locations in the system.

- From the *Home* page, you can open a popup window with a summary of information including current grades, upcoming assignments or attendance by clicking the appropriate link in the left menu.
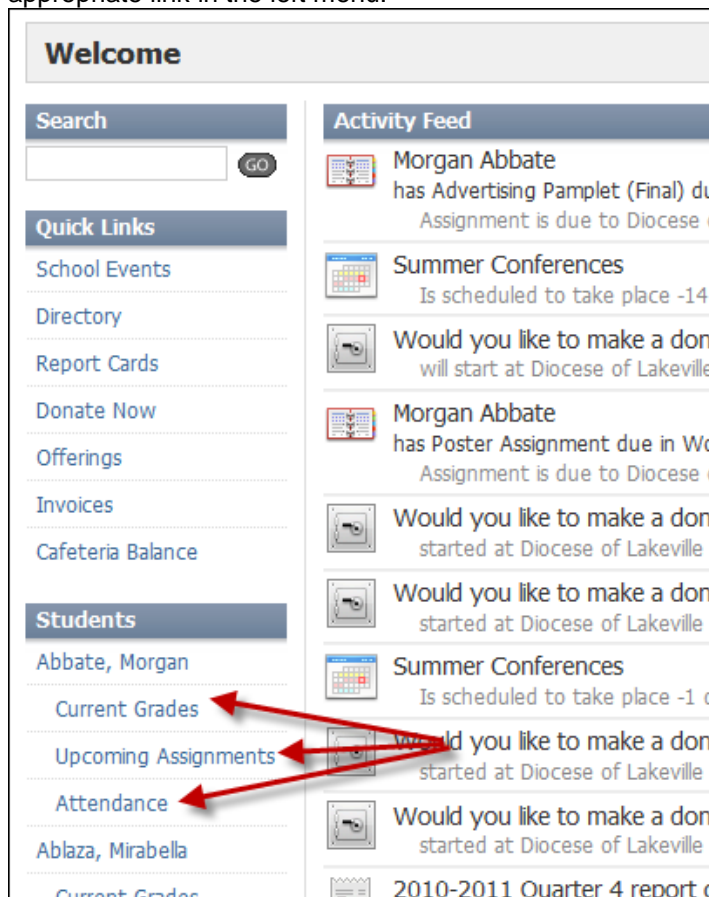
- To open your student's entire profile, where you can view any information related to your student(s),

    1. From the left menu in the *Home* tab, click the student's name.
    OR
    Select the *School* tab.

The *Students* page appears by default, with panels for each student.

Switching Between Students

If you have several students in the same school or related schools, you may be able to track all of their information through Cornerstone.

Once you have opened a page with information about a specific student, you can use a drop down menu on the left side to quickly switch between students to view information.

Viewing Assignments

You can view a list of all assignments in the *School* tab.

1. Open the student profile
2. From the left menu, ensure that *Assignments* is selected under the *Academics* header.
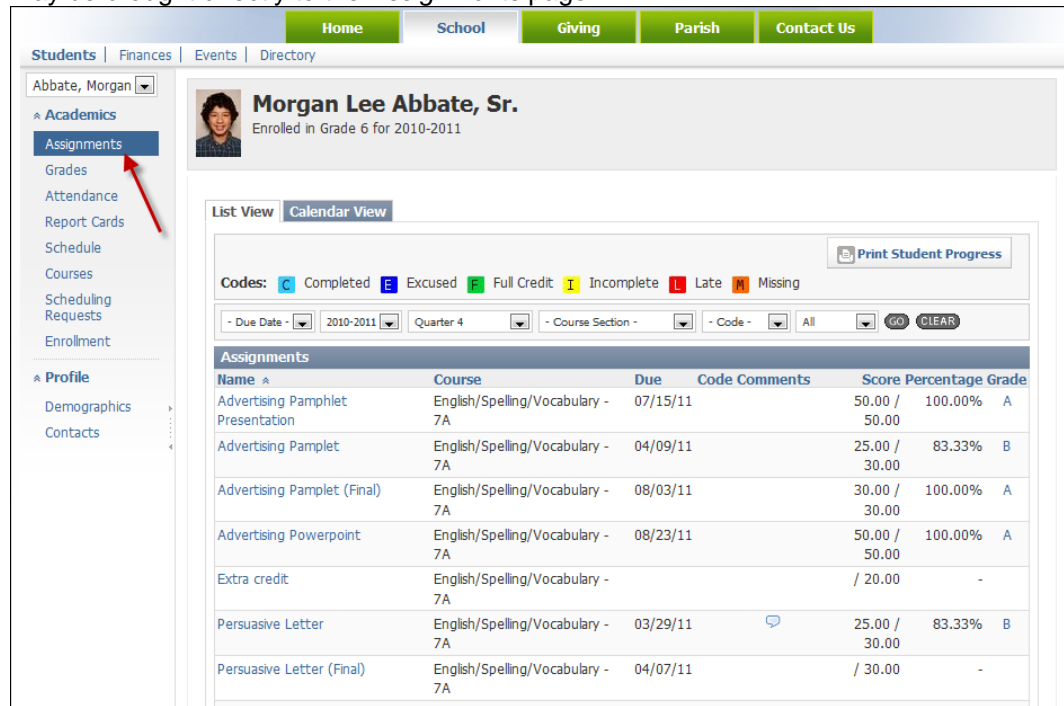   **OR**
   From the *Students* page in the *School* tab, under the *Quick Links* section on the right, click *Assignments.*
   The *Assignments* page is displayed.

   💡 **HINTS:**
   If no options are displayed under the *Academics* header, click the heading to show the menu.
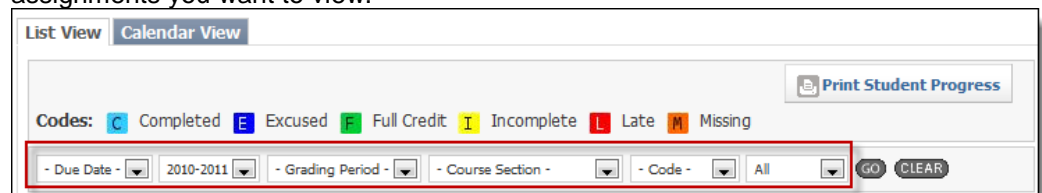   If you opened the student profile by clicking the student's name from the *Home* tab, you may be brought directly to the *Assignments* page.

3. **OPTIONAL:** To view only specific assignments,
   a. Use the drop down menus at the top of the page to select the type of assignments you want to view.

   b. Click *Go.*
   c. To view all assignments again, click *Clear.*
4. Click an assignment name to view more information about that assignment.

Viewing Grades

You can view grades for all assignments and a summary of grades based on the currently turned in assignments for each class.
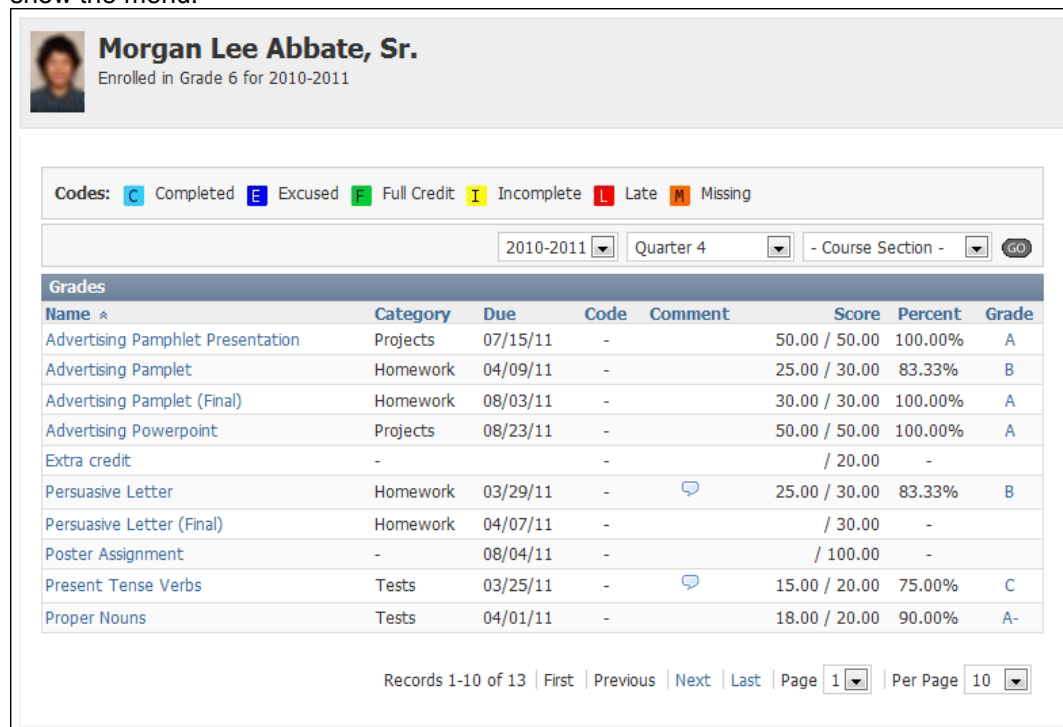
1. Open the student profile

2. From the left menu, under the *Academics* header, click *Grades.*
    OR
    From the *Students* page in the *School* tab, under the *Quick Links* section on the right, click *Grades.*
    The *Grades* page is displayed.

    💡 **HINT:** If no options are displayed under the *Academics* header, click the heading to show the menu.
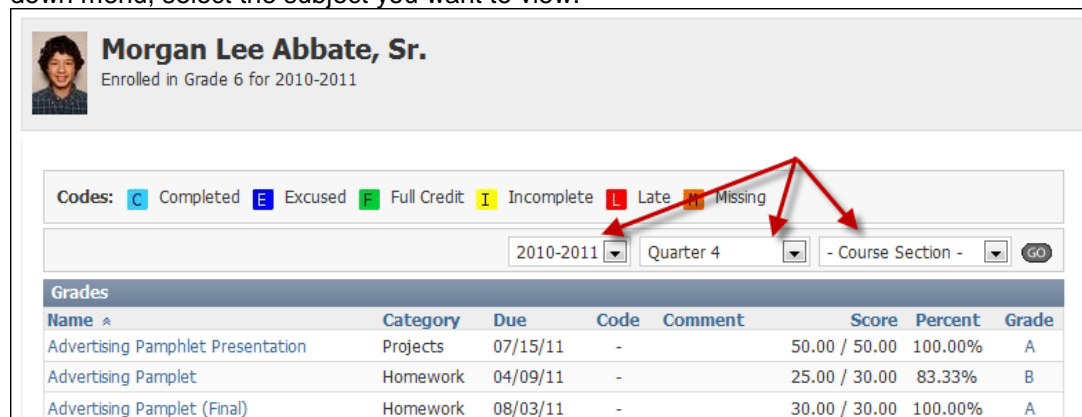

3. To view grades for a particular subject or term, use the drop down menus above the grades to select the desired information and click *Go.*

    💡 **HINTS:**
    If you do not have a class selected, you will not view the summary with the current class grade and breakdown of grades by category.
    To view assignments and grades for all classes, from the third drop down menu, select *Course Section.* If you choose this option, you will not be able to view the total grade for that subject.
    To view your student's total grade so far for a subject, from the *Course Section* drop down menu, select the subject you want to view.

4. **OPTIONAL:** To view more or fewer assignments on the page, from the *Per Page* drop down menu at the bottom of the page, select the number of assignments you want to view.

Viewing Attendance

You can view your child's attendance by month.

1. Open the student profile
2. From the left menu, under the *Academics* header, click *Attendance*.
   OR
   From the *Students* page in the *School* tab, under the *Quick Links* section on the right, click *Attendance*.
   The *Attendance* page is displayed.

   💡 **HINT:** If no options are displayed under the *Academics* header, click the heading to show the menu.
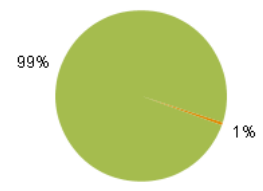
Morgan Lee Abbate, Sr.
Enrolled in Grade 6 for 2010-2011

⬅ **Attendance for 07/01/2011 to 07/31/2011** ➡

Calendar

Monday	Tuesday	Wednesday		Thursday	Friday
4	5		6	7	8
No School	Present	Present		Present	Present
11	12		13	14	15
Present	Present	Absent Excused: 1 hour : Medical Appointment		Present	Present
18	19		20	21	22
Present	Present	Present		Present	Present
25	26		27	28	29
Present	Present	Present		Present	Present

Records 1-4 of 4

Attendance Statistics

Term to date: From 03/29/11 to 08/03/11	Year to date attendance statistics
Days Absent Excused: 1 hour: 1	
Days Absent Excused: Full Day: 1	☐ Absent ☐ Present
Days Present: 29	
Year To Date Attendance	
Days Absent Excused: 1 hour: 1	
Days Absent Excused: Full Day: 1	99%
Days Present: 245	1%

3. To view information for a different month, click the *Next Month* ➡️ or *Previous Month* ⬅️ icons.

Viewing Report Cards

You can view your child's past report cards from Cornerstone.

1. Open the student profile
2. From the left menu, under the *Academics* header, click *Report Cards*.
   OR
   From the *Students* page in the *School* tab, under the *Quick Links* section on the right, click *Report Cards*.
   The *Report Cards* page is displayed.
   💡 **HINT:** If no options are displayed under the *Academics* header, click the heading to show the menu.

Morgan Lee Abbate, Sr.
Enrolled in Grade 6 for 2010-2011

Finalized Report Cards				
Name ⌃	School Year	Grading Period	Created On	Preview
Abbate, Morgan	2010-2011	⊞ Quarter 4	07/28/11 03:02 PM	📄
Abbate, Morgan	2010-2011	⊞ Quarter 2	07/28/11 03:36 PM	📄
Abbate, Morgan	2010-2011	⊞ Quarter 3	07/28/11 03:06 PM	📄

Records 1-3 of 3 | First | Previous | Next | Last | Per Page 10 ▾

3. To view a report card, click the *Preview* icon 📄.

Viewing a Student's Schedule

You can view your child's schedule, as well as opening a window with more information about any class or teacher.

1. Open the student profile
2. From the left menu, under the *Academics* header, click *Schedule*.
   OR
   From the *Students* page in the *School* tab, under the *Quick Links* section on the right, click *Schedule*.
   The *Schedule* page is displayed.
   💡 **HINT:** If no options are displayed under the *Academics* header, click the heading to

show the menu.

3. To view the schedule for an entire term, select the *By Term* tab.
4. To view more information about a class or teacher, click the blue name.

Viewing a List of Student Courses

You can view a list of all courses your student is enrolled in, as well as viewing and documents that are available for a specific course.

1. Open the student profile
2. From the left menu, under the *Academics* header, click *Courses*.
   OR
   From the *Students* page in the *School* tab, under the *Quick Links* section on the right, click *Courses*.
   The *Courses* page is displayed.
   💡 **HINT:** If no options are displayed under the *Academics* header, click the heading to

show the menu.

3. To view more information about a course or to open an email to a teacher, click the blue name.

✎ **NOTE:** If you do not have a default program set up for email, an email may not automatically open.

Viewing Scheduling and Enrollment Information

When it is time for you to place scheduling requests or check your student's enrollment for the next year, you can do so in Cornerstone. When scheduling and enrollment requests are closed, the pages will inform you of this.

1. Open the student profile
2. From the left menu, under the *Academics* header, click *Scheduling Requests* or *Enrollment,* as appropriate.
   OR
   From the *Students* page in the *School* tab, under the *Quick Links* section on the right, click *Scheduling Requests* or *Enrollment,* as appropriate.

   💡 **HINT:** If no options are displayed under the *Academics* header, click the heading to show the menu.
3. Follow the information on the page to check enrollment or scheduling requests.

Viewing your Student's Profile

Each student has a profile containing their demographic and contact information; this is what teachers and school officials can see. It also keeps track of school-related information such as locker number or student ID and of emergency contacts.

1. Open the student profile

2. From the left menu, under the *Profile* header, click *Demographics* or *Contacts,* as appropriate.
OR
From the *Students* page in the *School* tab, under the *Quick Links* section on the right, click *Demographics* or *Contacts,* as appropriate.
The page appears.
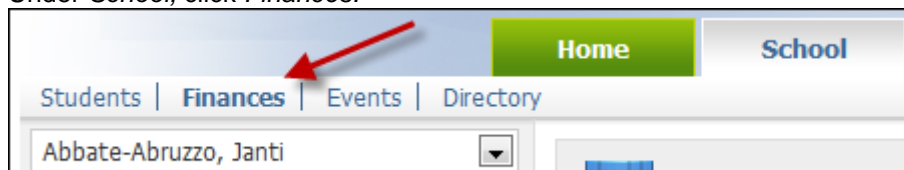💡 **HINT:** If no options are displayed under the *Profile* header, click the heading to show the menu.

Viewing Financial Information

You can use Cornerstone to view your invoices, payments and tuition information.

1. Click the *School* tab.
The *School* tab appears, with the *Students* page displayed by default.
2. Under *School,* click *Finances.*

The *Finances* section appears, with the *Overview* options displayed by default.

Abbate-Abruzzo, Janti ▾	**Abbate-Abruzzo, Janti**
Overview	
Payments	
Invoices	
Tuition	

Account Summary

Amount Due:	**$6.00**
Unbilled:	$4,815.00
Last Payment:	-
Last Invoice:	$6.00 on 06/06/2011

Account Details

Expense	Amount	Invoiced	Paid	Balance
Charges	$6.00	$6.00	$0.00	$6.00
Cafeteria	$34.15	n/a	$410.00	$375.85
Tuition	$4,815.00	$0.00	$0.00	$0.00

Tuition and Charges | Cafeteria

____ 🗓 Today **to** 08/03/2011 🗓 Today CLEAR GO

Transactions

Date	Description	Activity	Amount	Due	Unbilled
08/02/2011	Tuition: Abbate, Monica	Receivable	$4,815.00	$6.00	$4,815.00
06/06/2011	Invoice	Receivable	$6.00	$6.00	$0.00
03/15/2011	Charge: Field Trip Charge	Receivable	$6.00	$0.00	$6.00

3. To view a list of payments you have made, from the left menu, click *Payments.*
   The *Payments* page appears, with a list of payments you have made.
4. To view any invoices from the school, from the left menu, click *Invoices.*
   The *Invoices* page appears.
5. To view a preview of a specific invoice, click the *View Invoice* icon 🖼.
6. To view information about tuition charges for your account for a specific year, from the left menu, click *Tuition.*
   The *Tuition* page appears.

7. To view more information about the tuition for a specific year, click the school year.
    Details about the tuition charges for that year appear.

8. To view information about a specific line item, click the name of the item.
    A popup window appears with additional details.

Viewing the Calendar of Events

Any school events related to your student(s) will be displayed in the events calendar, from days off school to fundraisers or music conferences.

1. Click the *School* tab.
    The *School* tab appears, with the *Students* page displayed by default.
2. Under *School,* click *Events.*
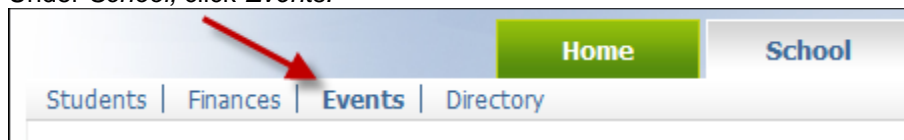
The *Events Calendar* page appears.

3. To view the calendar for another student, from the first drop down menu, select which student's calendar you want to view.
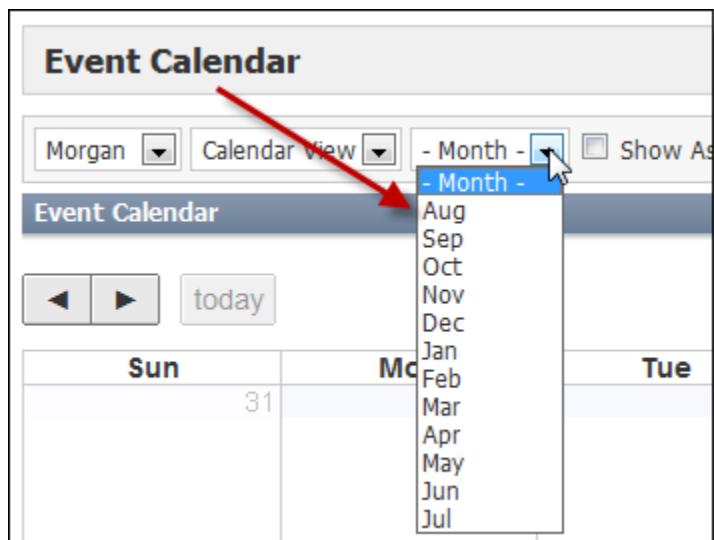

🖊 **NOTE:** These changes will not be displayed until you click *Go* in step 8.

4. To view a list of events rather than a calendar layout, from the second drop down menu, select *List View.*

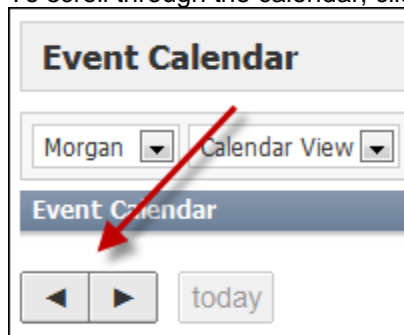🖊 **NOTE:** These changes will not be displayed until you click *Go* in step 8.

5. To view the calendar for a specific month, from the *Month* drop down menu, select the desired month.

🖊 **NOTE:** These changes will not be displayed until you click *Go* in step 8.

OR
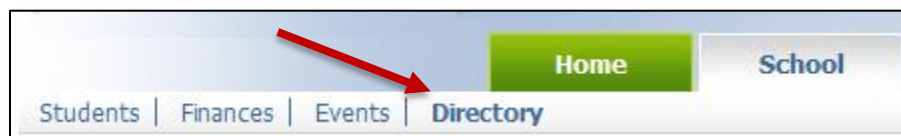To scroll through the calendar, click the *Next Month* and *Previous Month* icons.

6. To display when assignments are due on the calendar, select the *Show Assignments* checkbox.

    ✏ **NOTE:** These changes will not be displayed until you click *Go* in step 8.
7. To show schedule cycle information on the calendar (e.g., if your students have a different schedule on different days or weeks), select the *Show Cycles* checkbox.

    ✏ **NOTE:** These changes will not be displayed until you click *Go* in step 8.
8. To apply the calendar information settings, click *Go.*
9. At any point, to return to the default calendar settings, click *Clear.*

Viewing the Directory

Parents and school staff can choose to be included in a directory for the school, which you can view at any time.

1. Click the *School* tab.
    The *School* tab appears, with the *Students* page displayed by default.
2. Under *School,* click *Directory.*
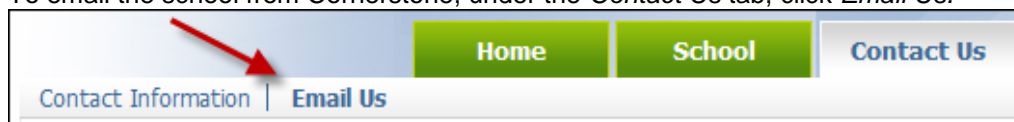
The *Directory* page appears.

Contacting the School

Cornerstone allows you to send an email to the school administrator using the system or to view the school's contact information.

1. Click the *Contact Us* tab.
2. To view contact information, ensure that the *Contact Information* link is selected.

   💡 **HINT:** This link will be selected by default.
3. To email the school from Cornerstone, under the *Contact Us* tab, click *Email Us.*

The *Email Us* page appears.

4. In the *Subject* text box, type a subject line for the email.
5. In the *Email Message* text box, type your message.

   ✏️ **NOTE:** Be sure to include your name and contact information so the administrator will be able to respond to your message.
6. Click *Send Message.*
   The email is sent to the school administrator.

Setting Up Your Account Information

You can edit your own account information, including the password you use to log in and (if your school uses the alert feature), your preferred method for receiving alerts from the school.
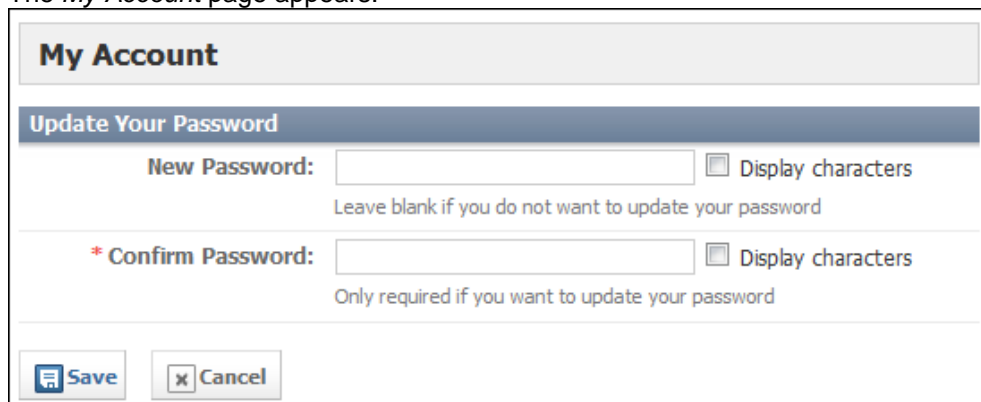
Changing Your Password

You can change the password you use to log in at any time. Make sure you choose a secure password that you can easily remember.

1. From the top right corner of the page, click the *My Account* arrow beside your name.
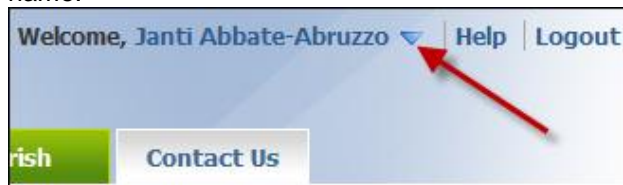
2. From the drop down menu, select *My Account.*
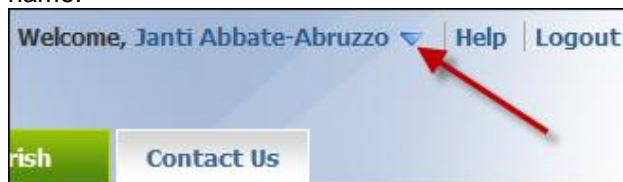   The *My Account* page appears.

3. In the *New Password* text box, type the password you want to use.
4. In the *Confirm Password* section, type the password again.
5. Click *Save.*
   Your password is changed.

Viewing Your Profile

You can view your profile, including your demographic and contact information.

1. From the top right corner of the page, click the *My Account* arrow beside your name.

2. From the drop down menu, select *My Profile.*
    Your account profile appears.

My Account

Demographics	
Prefix:	Mrs.
First Name:	Janti
Middle Name:	
Last Name:	Abbate-Abruzzo
Maiden Name:	Robinson
Suffix:	
Gender:	Female
Birth Place:	Chicago, IL
Church Member:	Yes
Parish:	
Religion:	Catholic

Editing Your Alert Preferences

If your school subscribes to the Cornerstone Communications module, you can use Cornerstone to inform the school of the way that you prefer to receive specific types of alerts. The types of alerts that your school sends may differ from those displayed in the images below, but the process of setting up your preferences will be the same.

1. From the top right corner of the page, click the *My Account* arrow beside your name.

Welcome, Janti Abbate-Abruzzo ▼ | Help | Logout

rish   Contact Us
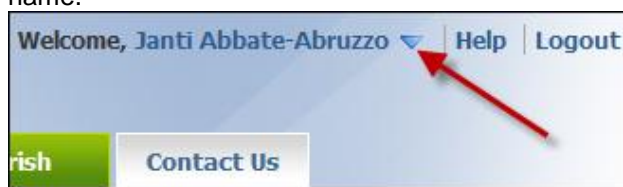
2. From the drop down menu, select *My Alert Notification.*
   The *My Account* page appears.

3. For each type of alert that you want to receive by text message or email, select the checkbox in the *SMS/Text/Email* column.

   NOTE: The alert will be sent to you as a text message if you have a cell phone number included in your profile, and as an email if you have an email address listed in your profile. If you have both, the alert will be sent both ways.

4. For each type of alert you want to receive a voice message for, select the checkbox in the *Voice* column.

   NOTE: this alert will be sent to you via voice only if you have a phone number included in your profile.

5. When finished, click *Save.*
   Your alert preferences are now saved and available to the school.