

The Lovett School

Online NetClassroom Instructions

The Lovett School distributes marking period **grades, comments, attendance, conduct and monthly billing statements** online. It is our hope that this direct, efficient method of keeping you informed will work well for all concerned.

HOW TO GET STARTED

To view online NetClassroom information, you will need access to the **NetClassroom** website. Visit <http://www.lovett.org>. Click the **Parents** link on the top of the page and then select **NetClassroom**. *If you use an Apple computer, be sure to use the Firefox browser, not Safari.*

Once on the **NetClassroom** login page, you will need to enter your username and password. If you have not previously done so, you will be prompted to select three security questions and their answers, for use if you later need to retrieve a forgotten password.

STUDENT ACTIVITY

To view your child's attendance, conduct or grade record:

1. From the **Students** drop-down menu at the top of the page, select grades or attendance.
2. Grading columns for the Middle and Upper School are labeled by semester (fall or spring), marking period (1-4) and grade type ("G" for grade, "C" for conduct, or "E" for exam). For example, F1-G is the grade for the first marking period in the fall.
3. The Lower School grading periods are divided into Trimesters, (3 marking periods named T1-G, T2-G, and T3-G).
4. To view teacher comments, select the Expand **All** link in the upper right hand corner. A schedule detailing when teachers write comments is available on page 50 of the Parent/Student Handbook.
5. If you have more than one child at Lovett, select the child whose record you wish to view from the menu on the left of the page.

To print out the report card from your home computer:

1. From the **Students** drop-down menu, select **Report Card**.
2. Right click on your mouse and select print, or click the **printer icon** on the report card toolbar.
3. Click on **Preferences** or Properties (varies by printer).
4. Choose **Landscape** orientation. (This will allow you to print your comments without them being cut off.) Print.

Generally, grades and comments will be available online within 5-7 days of the end of the marking period, and a headline on the Lovett website will notify you that it is time to check. We will mail grades home only for families without internet access. If you do not have internet access and require a mailed report card, please notify Marsha Little at mlittle@lovett.org or 404-262-3032 x 1582.

Grades from previous marking periods and years are available through the grade record layout; however, the report card format reflects only grades earned in the current semester. Therefore, **we strongly encourage you to print a copy of your child's report card for your records at the end of each semester**. Print the fall report card in early January and the spring report card in early June. Once the next marking period is posted, the previous report card will no longer be available in NetClassroom.

MONTHLY BILLING STATEMENT

To view and print your child's monthly billing statement:

1. From the **Students** drop-down menu at the top of the page, select **Statement**.
2. To print, click on the printer icon.

To retain a copy of your monthly bill, please print or download at the beginning of each month. Once a student's monthly bill is posted for the new month, old bills can only be obtained from the Business Office.

CHANGING YOUR PASSWORD

To **change your NetClassroom password**, choose the appropriate option from the Administrative drop-down menu. If you have further questions, please send an email to nchelp@lovett.org.