



ASSESSMENT TECHNOLOGY, INCORPORATED

A Guide for Galileo® K-12: Activate the New Student Parent Center

PURPOSE

The *K-12 Student Parent Center* has a new platform. The new platform provides user-friendly icons and graphical representations, reflects responsive design to accommodate its use on various screen sizes, and may be personalized by students and educational staff.

Districts and charter schools may choose to roll out the new platform anytime during the 2015-16 school year by “opting in.”

Before activating the new *K-12 Student-Parent Center*, you may interact with and explore a *Preview* of the new Center. Refer to *A Guide for Galileo K-12: Preview the New Student Parent Center* for instructions on how to access the *Preview*.

ACTIVATE

District-level users opt-in to using the new *K-12 Student-Parent Center* by switching from the “Classic” version

1. Click on the **Setup** tab.
2. Click on the District link under **School Info**. You are brought to the **Modify District** page.

3. Click on the **New Student Center** radio button.

The screenshot shows a web form titled "District Information". It contains several input fields: District Name (Desert Dwellers District), Address, P.O. Box, City, State, Zip Code, Phone, Fax, Email, Time Zone (Arizona), and Forum. Below these fields is a "District Image" field with a "Browse..." button. The "Student Center Mode" section has two radio buttons: "Classic Student Center" (unselected) and "New Student Center" (selected, indicated by a black arrow). There is also a checked checkbox for "Show Student Center Preview". Below the form, there is a "Save District" button. A note reads: "Please select the desired program year before entering or viewing form data." Below the note are two dropdown menus: "Program Year" (2015-2016) and "Form" ([Select a form]).

4. Click the *Save District* button.

Once opting in, the new platform is accessible to all students and parents in the district. For a summary and overview of the new *K-12 Student-Parent Center*, see *An Overview of the New K-12 Student-Parent Center* handout.