

Parent Portal Important Information

The portal on our website is your way of staying connected with your child(ren)'s teachers. When you access the portal, you will see your child(ren)'s classes (called Groups) & the teachers assigned to each.

Calendar Feature: The teachers will be using the portal to post assignments that are due, using the calendar feature. If your child is away from school for any period of time, checking the portal will allow you to stay connected.

Resources: In addition, many teachers will be using the portal to upload resources that you can view and use. The resources may be websites, documents, videos, etc. that are used in the classroom throughout the year. **You will also find the class/course outline in this resource section.**

Other features: The portal also has other features such as the quiz feature, which some teachers may use, depending on the subjects they teach and whether an on-line quiz is appropriate for the content they are covering. If a quiz is posted, and your child is absent from school, he or she can still take the quiz from home, thereby reducing the stress involved in having to catch up when they return to school. Other features include media, a drop box and more.

How to Access the Portal

1. Go to our school website, www.grayacademy.ca
2. Click on the **orange login button** on the top right corner.
3. Input your **username** and **password** (sent to you last year)

New Families or If You Forgot: If you do not know either one, please email ict@grayacademy.ca to have it sent to you. Once you login, you may change your password at any time.

Please note: You can edit any information in your profile. (eg. Add an email address, phone number, etc.)

School Calendar Feature

The calendar feature allows you to add as many calendars as you wish.

You can access the following:

- The calendars for your child's groups (classes)
- Athletic Calendar
- 6 Day cycle calendar
- Early Dismissal Calendar, etc.

Getting the Calendar on your iPhone or Android Device:

- The complete calendar is also accessible on your iPhone or Android device, by retrieving this link: http://www.grayacademy.ca/calendar/page_538.ics on your phone. This is called a "subscription calendar" and once you have subscribed to it, it will update any new information automatically.