

Parents / Guardians,

The first step is to check any and all communication from your student's teacher(s). They will be the lifeline in exactly which of the below methods they will be using to communicate with you. These are general directions about the two main methods of receiving digital copies of their work.

### Progress Book

K-5 =

- Log in to your Parent Access account on <https://pa.laca.org/>.
- Once you sign on you'll see the general home screen as always.
- Left hand side is a navigation menu.
- About 7 down is the RESOURCES LINK.
- Once you select the Resources Link you will see a list of classes for your student.
- Any class that has resources uploaded will have a GREEN ICON next to it.
- Once you click into the specific class/course then you will be able to click the connecting links and / or download forms.

6-12 =

- Log in to your Parent Access account OR your student's personal account on <https://pa.laca.org/>.
- Once you sign on you'll see the general home screen as always.
- Left hand side is a navigation menu.
- About 7 down is the RESOURCES LINK.
- Once you select the Resources Link you will see a list of classes for your student.
- Any class that has resources uploaded will have a GREEN ICON next to it.
- Once you click into the specific class/course then you will be able to click the connecting links and / or download forms.
- **\*\* IF your child has their own account they may access resources the same as above OR their teacher may have placed an ACTIVITY for them to complete. That tab is right above the Resources link and say Activities.**
- **All this would be communicated to your student.**

Some teachers are utilizing Class Notifications within Progress Book. This will push to your student's 365 email or your email that is used for your parent account. Be sure to check JUNK MAIL for any emails from staff.

### Office 365 grades 4-12

- Go to office.com and log in using your email and standard password.
  - o User = [example@northfork.k12.oh.us](mailto:example@northfork.k12.oh.us)
  - o PW = 12345Nf-1
- Once logged in they can access:
  - o Email
  - o One Drive files
  - o Utilize Word, Excel, Power Point online versions
- They will be able to access anything shared by teacher.
- They can share back to teacher as well.

**\*\* This is only important if the teacher has shared they will use Office 365\*\***