

# Instructions for NetClassroom™ @ Bellevue Christian School

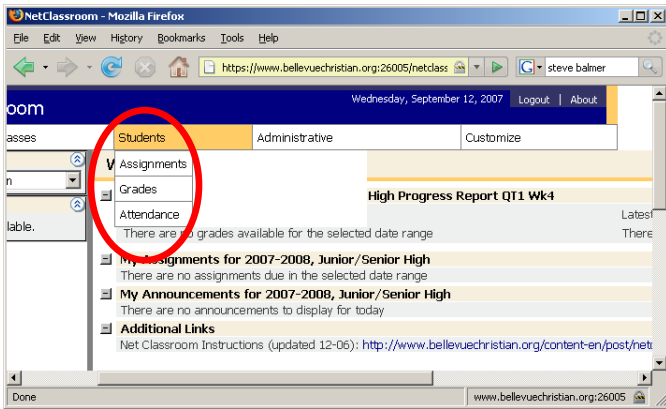
*NOTE: Report cards are mailed home every quarter. Progress reports are available online between every quarter. If you would like a printed progress report, contact the JH or HS office.*

## 1. Login



- a. [www.bellevuechristian.org/net\\_classroom](http://www.bellevuechristian.org/net_classroom) - Most web browsers are supported, though Firefox and Explorer are most reliable.
- b. First time users may be prompted by their web browser to install a security certificate
- c. Contact Erick Newbill, Technology Program Manager ([enewbill@bcsmail.org](mailto:enewbill@bcsmail.org) or 425-891-4367) with questions
- d. If you don't have your user ID, you can contact Erick Newbill or the main office of the JH/HS campus.


## 2. Select Student from drop down list on the left

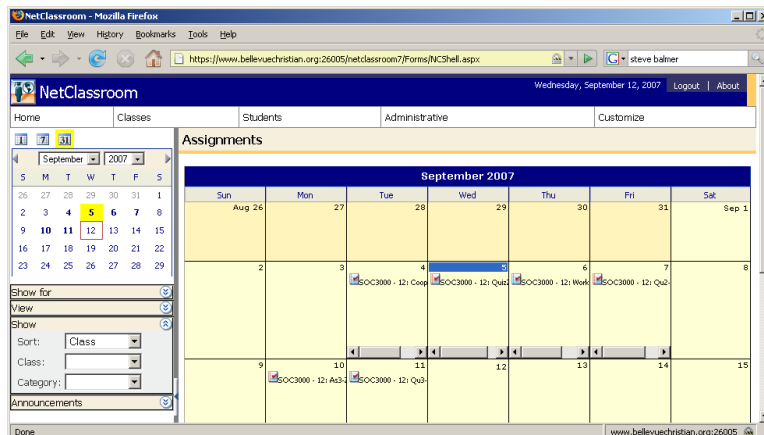
3. **Select the module** (*Assignments, Grades, Report Card (not always present in the dropdown), or Attendance*) you want to use from the **Students** drop down menu at the top of the screen.



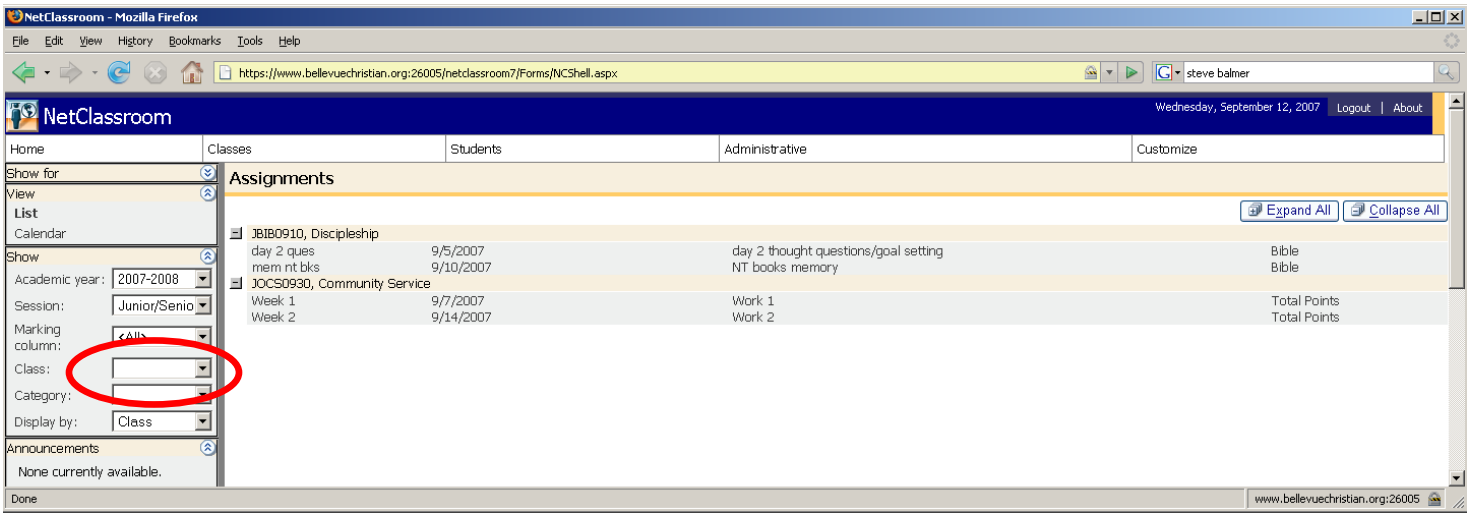
**NOTE: Do NOT hit the "Back" button on your internet browser while you are logged into NetClassroom, as the pages may not load correctly.**

- a.  **Grades** (HS = Semesters; JH = Quarters)
  - i. Choose Current Academic Year: ie: 2009-2010, and Session: Junior/Senior High
  - ii. Grades will appear in a grid for each grading period that has occurred
  - iii.  Appears when there are assignments present, but the final grade has not been entered. Click on the icon for more information.
  - iv. Click on the letter grade for more information

- b.  **Assignments**
  - i. Choose the List or Calendar view on the left navigation bar. Be sure that the academic year of 2007-2008 and the Session of "Junior/Senior High" are selected.
  - ii. If you use the Calendar view, choose the **week** or **month** view (click on the "7" or "31" on the calendar) first to get an overview of assignments.
  - iii. Classes are listed by Course ID. Classes are listed by Course ID The first 3-4 letters give a clear code for the class. Ex: SOCL = Social Studies. The two digit number gives the semester (even number, i.e. 2 or 4 is second semester) followed by the class period. So -11 means first semester, first period.

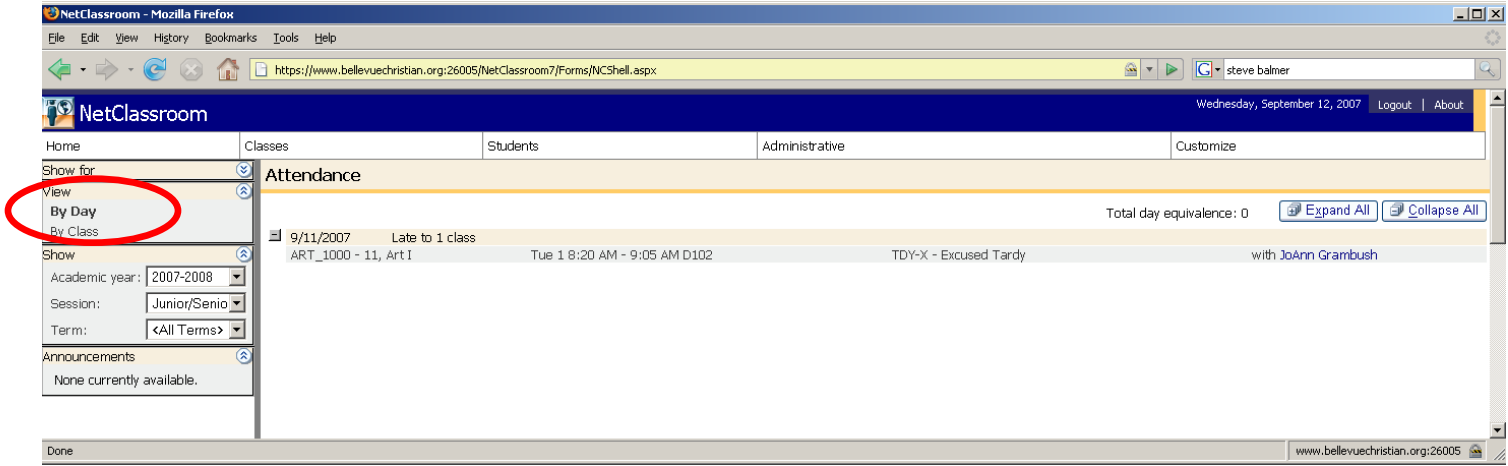


- iv. To view a specific class, choose from the drop down menu. To view information on all classes (shown below), leave the "Class" drop down menu blank.

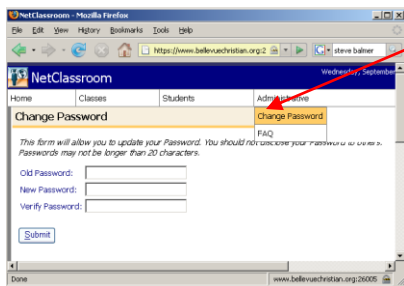


c.  **Attendance**

- i. Choose View by Day or by Class to see attendance for the year.



d.  **Changing Your Password**



Go to the Administrative menu and select "Change Password"