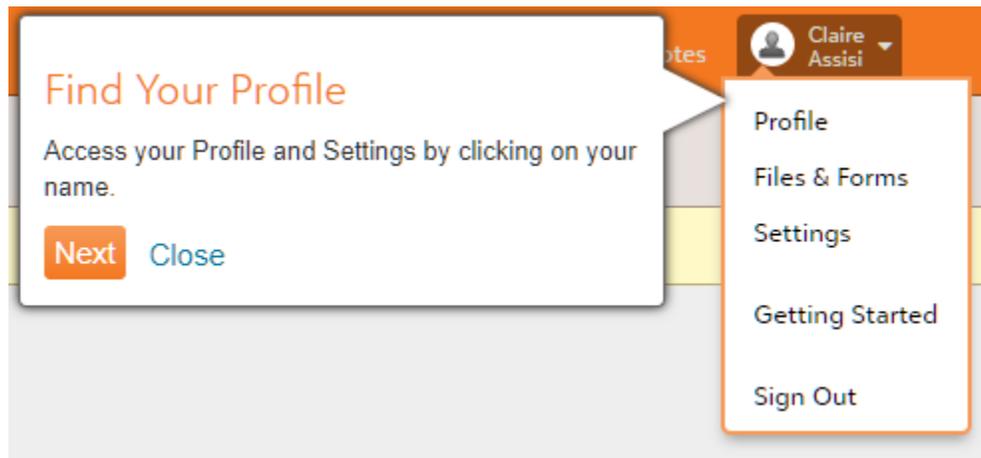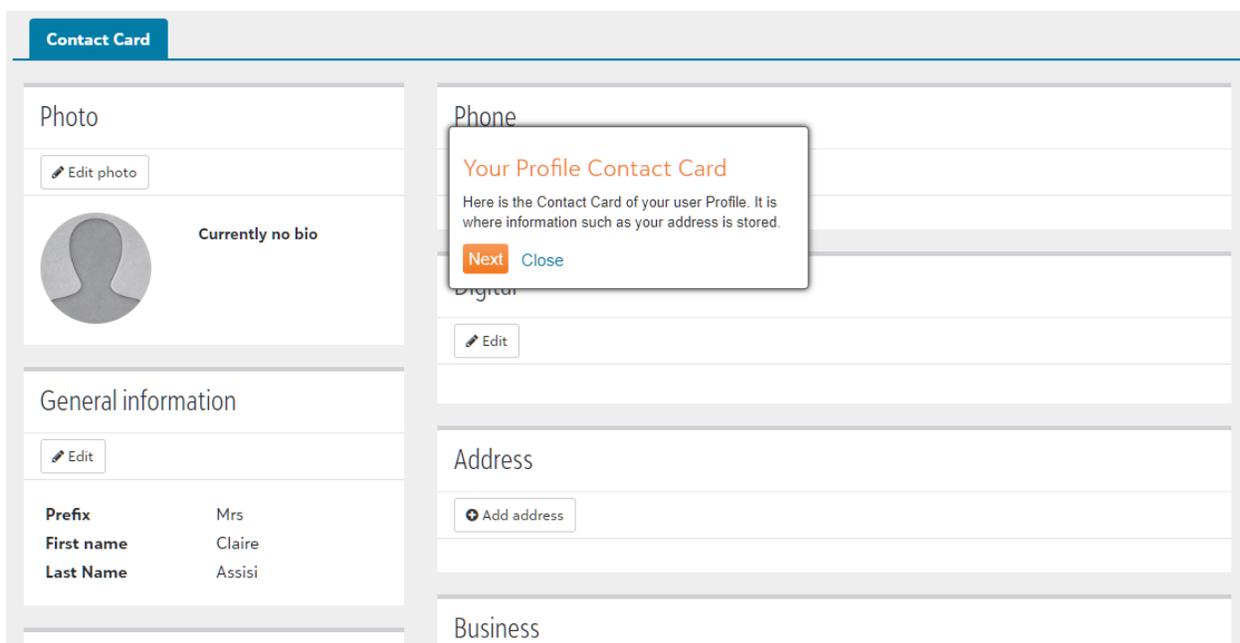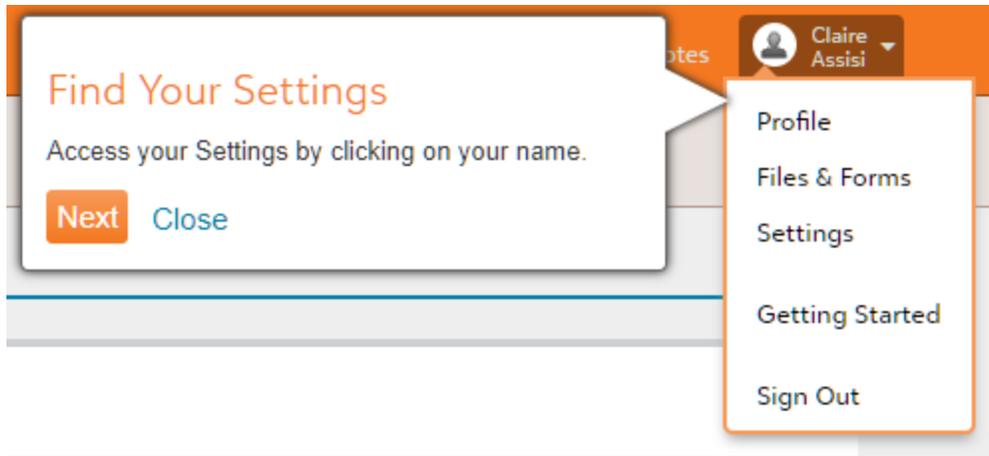# Fundamentals of MyPad – Parent View

Clicking on Your name in the upper right hand corner gives you a variety of options. Selecting Profile will take you to your Contact Card, where you can check the accuracy of your information.


If you find an error or need any of the information changed, please contact mypadhelp@paduafranciscan.net.

Under Settings, you have the ability to setup Notifications, and to modify your Privacy Settings.
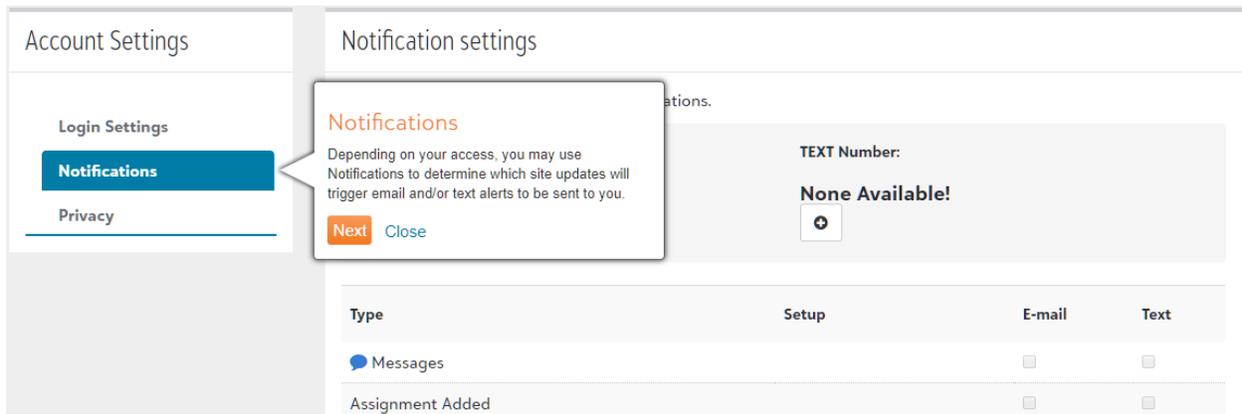
In the Notification Section, you may select email and/or add text notifications to your mobile phone for your child's assignments, and class announcements. Athletic notifications are currently not in use but may be utilized in the future.
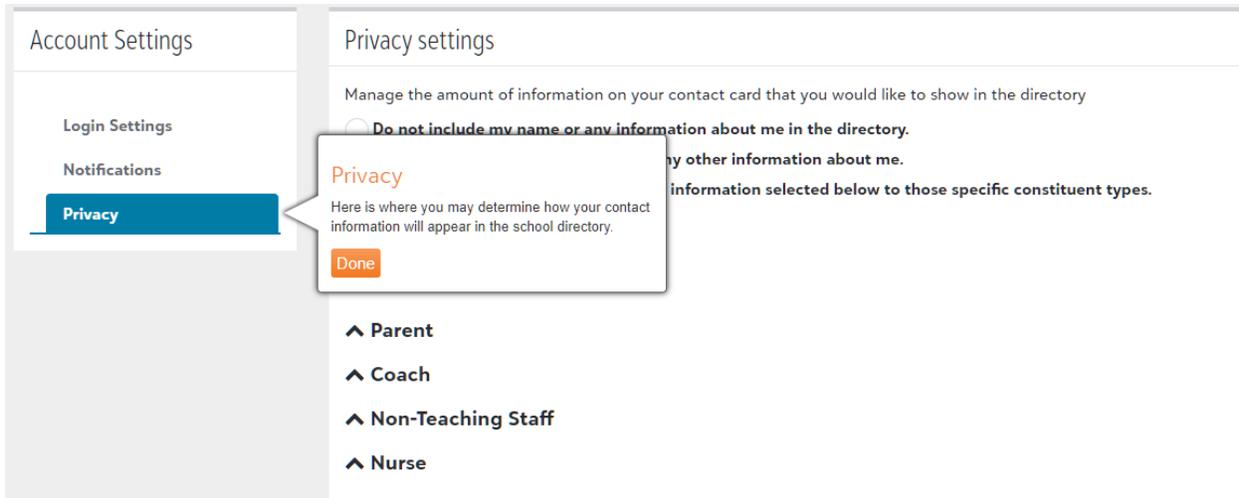
Under Privacy Settings, you may opt out of the Parent Directory, Have only your name showing, or determine what specific information you want available to each group in MyPad.
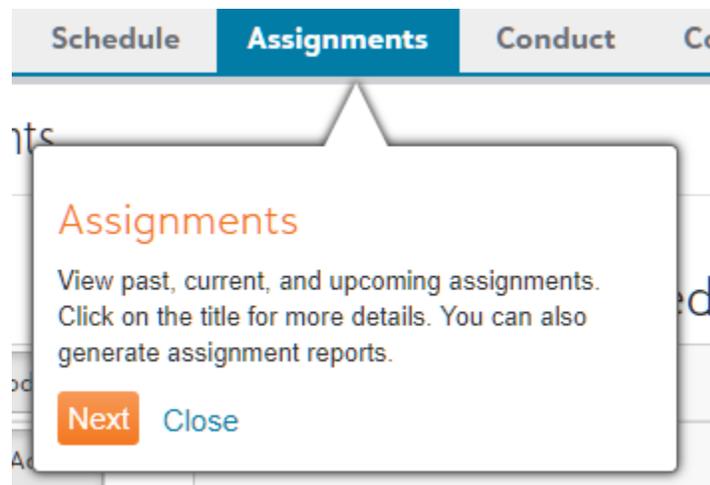

As little or as much as you like, you have total control over your public information.
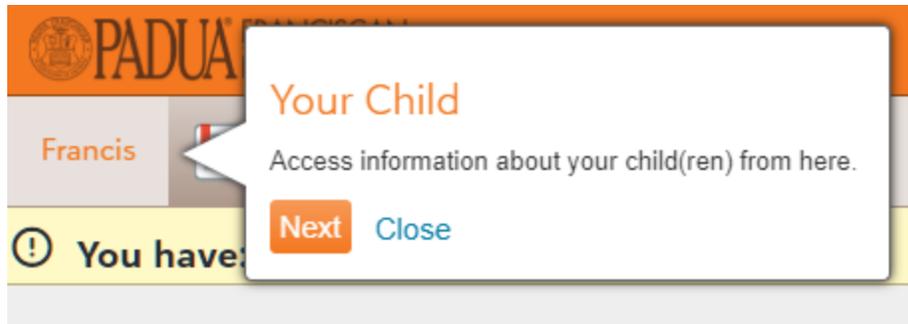
On the top left-hand of the MyPad screen, you will see your child or children listed.
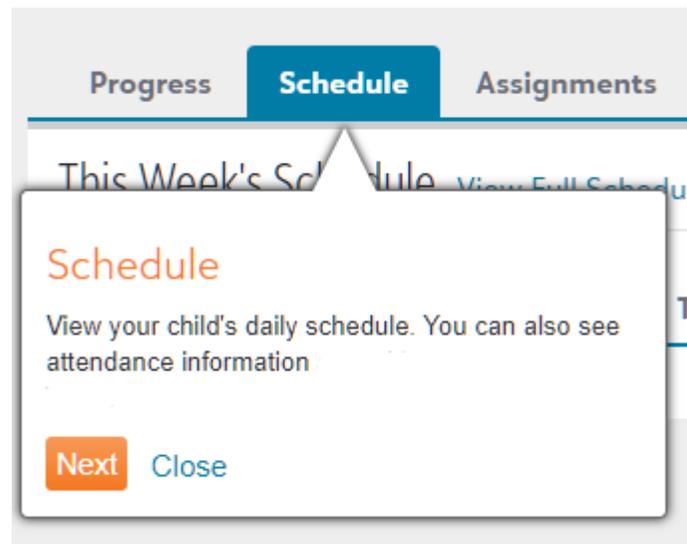
Here you can view your child's Progress at a glance, or see their daily/weekly schedules. In some cases schedules may not be viewable until the classes become active.
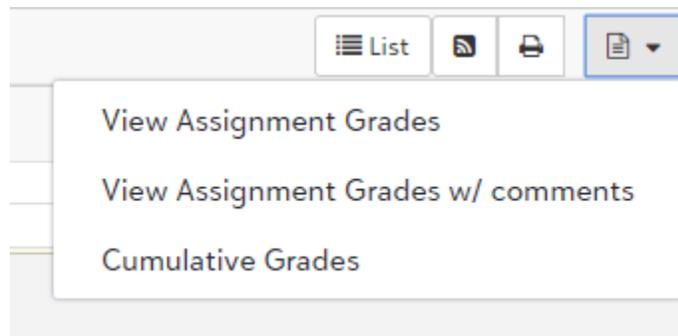

Your child's Assignments can be viewed on the Assignments tab.
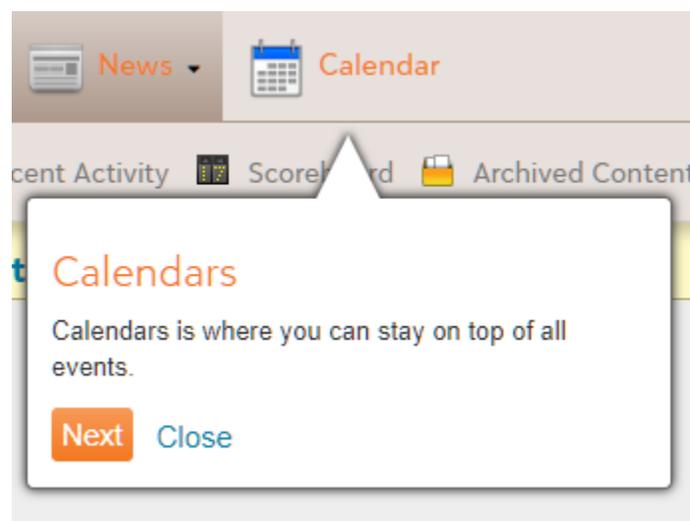
Assignments

The Assignment view can be sorted and filtered in a number of way. The view can be changed from List to grid, and printed.

The Document icon in the upper right hand of the Assignments view allows you to generate reports that can be downloaded or exported to a PDF file or spreadsheet.

Calendars can give you a view of school events, your student's assignments, and other school related activities in one area.

You can filter specific events by checking or unchecking categories on the left side. You can save that view as your default or reset it at any time.

You can change the view from Grid to List, send an RSS feed to Outlook or an RSS Reader of your choice or Print the Calendar view by selecting the choice on the upper right hand of the calendar.

I hope you find MyPad to be a useful tool to help track your child's progress and stay in touch with school communications and events. If you have further questions or need assistance, please email the MyPad support team at mypadhelp@paduafranciscan.net.