

MUSKEGON CATHOLIC CENTRAL HIGH SCHOOL MUSKEGON CATHOLIC CENTRAL MIDDLE SCHOOL PARENT INTERNET VIEWER INSTRUCTIONS

As a parent or guardian of a Muskegon Catholic Central high school or middle school student, you can view your student's attendance and grades through the Parent Internet Viewer (PIV) with a student ID and password.

To access the PIV system:

1. Get your student's student ID and PIV password from the Counseling Office if you do not already have one. You may pick up this information in the Counseling Office or make a request in writing through your student with the enclosed form. For security and privacy reasons, we can not release passwords by phone, fax, or email. If you can not come in to the Counseling Office, we can mail the login information to the address we have on file.
2. Connect to the Internet and open your web browser.
3. Go to the GMCS website at <http://www.gmcs.org/piv>. This link will take you a web page containing these directions. You may want to bookmark this page for future reference.
4. Scroll down to the bottom where you will see a button to access the "Parent Internet Viewer."
5. On the PIV login page you should enter your student's ID in the Student ID box. The student ID is the student number, which is on every schedule and report card.
6. Enter your student's password in the Password box. For security purposes, you will only see asterisks (*) in place of the numbers/letters you type.
7. Select the correct school: Muskegon Catholic Central HS or Muskegon Catholic Central MS.
8. On successful login, you will see your student's first and second semester schedules in a "report card" format. You can click on individual marking period grades to see assignments for that particular class.
9. If you'd like to view one class at a time, go to the drop down box under "Class" and choose the class you'd like to view and then select the report from the "Report" drop down box. Click the "Request Report" button to display the report.
10. Use the "Print Report" button to print reports.

To access the Email Notification System:

1. Log in to the PIV (steps 1 – 6 above).
2. In the Options section on the lower left, click on *Email signup*.
3. In the space for "Your Email Address," carefully type in the email address at which you wish to receive email notification reports and click "Sign In."
4. Enter your name in the salutation box (it will say *None Yet* the first time you log in). This is the name of the person who will be receiving the reports.
5. Select the reports you wish to receive by checking the boxes to the left.
6. Select the time frame in which you'd like each report to be sent.
7. Click on "Submit Notification Request."

When you sign up with the Email Notification System, an authorization email will be sent to the email address specified. Follow the instructions in the email to validate your email address. ***Note: If you do not respond to the validation email by clicking on the appropriate link, you will not receive the selected reports!*** You can sign up to have reports sent to multiple email addresses and change the settings at any time.

(over for additional information)

Reports/Notifications available through the Email Notification System:

Automatic "Unexcused Absence" Notification—notification for each unexcused absence. Be aware, teachers only have the option of marking an unexcused absence or unexcused tardy. It is up to the school office to verify that absences and tardies are excused and update the gradebook accordingly.

Standard Attendance Report—lists a summary of the student's attendance for the semester.

Standard Grade Report—lists the student's current grades in each class for each marking period and semester to date; a "report card."

Gradebook Report—for each class, displays a description of each assignment, the score earned, the maximum number of points for the assignment, and the letter grade. This report also contains a current grade summary by category and well as the current grade.

Automatic Grade Notification—sends a text email when the current grade for any particular class meets the requirements you specify (i.e.: under 90, above 70). This applies to the overall class grade, not individual assignments.

Important Technical Note:

If you have technical difficulties with the program, you may get a message on your computer screen reading "The server is not available, please try again later" or "Try logging in again." If this occurs, return to the login screen and log in again. If you still are not able to log in please try the program at a later time. The GMCS Technology Department will automatically get a message notifying us that the program is having technical difficulties, and we will fix the program as soon as possible. It is not necessary to contact the school. Simply try the program at a later time. Also, be aware that the PIV program will be unavailable from time to time for updates and other scheduled maintenance. Your patience during this time is much appreciated.

Have more questions about the Parent Internet Viewer or Email Notification System?

Check out our FAQs at <http://www.gmcs.org/piv/faq.htm>

Still have questions?

Contact the MCC Counseling Office at 231-755-2201 x336

Email Shelly Wiewiora, Counselor, swiewior@gmcs.org or

Deb Schaalma, Director of Technology, dschaalm@gmcs.org