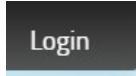
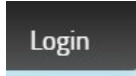


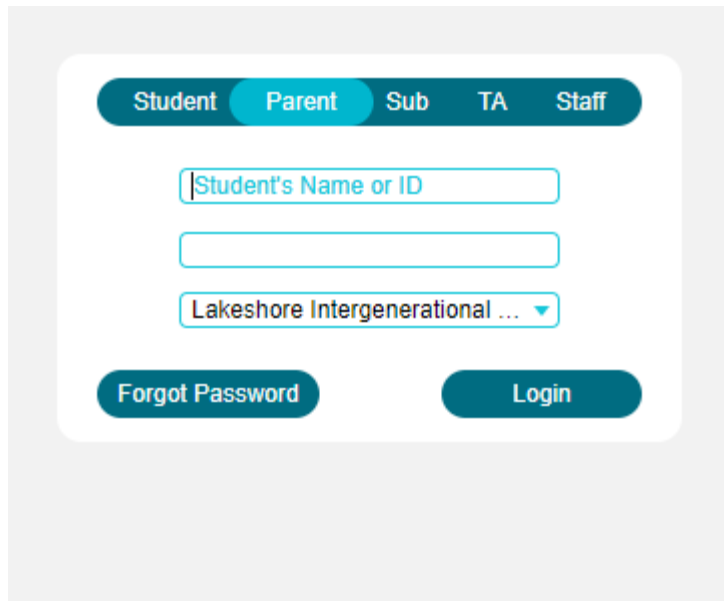
Getting started in Jupiter Ed

How to login:

1. Open an internet browser – recommended Firefox or Chrome.
2. Type `jupitered.com` into the search bar.
 - a. Screen will look like this:



- i.  Login
 - b. Select  in the top right corner.
3. Your screen will now look like:



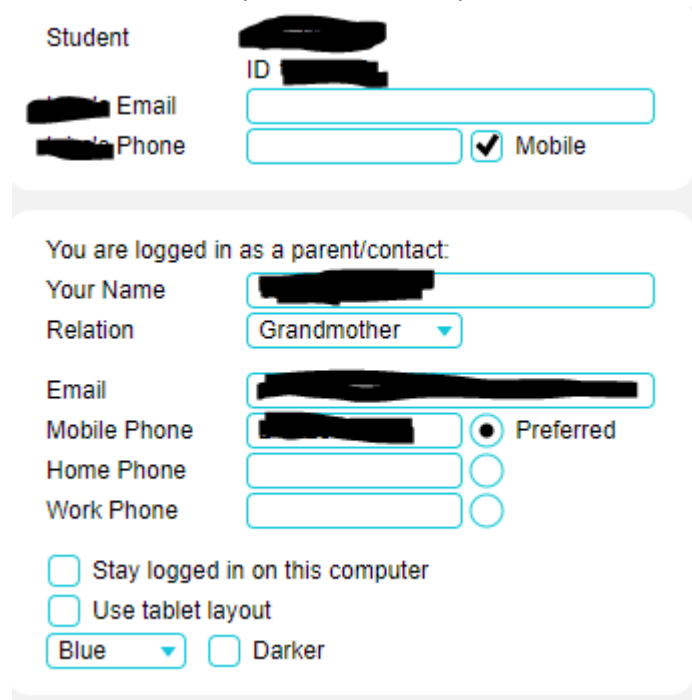
- a.
 - i. If you are logging in as a parent, please make sure “parent” is highlighted.
 - ii. If you are logging in as a student, please make sure “student” is highlighted.

Getting started in

4. To log in: If you have multiple children, you need to log into each child's accounts to see their grades.
 - a. Username (even for the parents) is always your child's name: First Name Last Name (space in between first and last name).
 - b. If you've not been in Jupiter yet, you have a preset password.
 - i. Sent home with printed distance learning paper packets in March.
 - ii. If you do not have this, please feel free to contact your schools Assistant Principal (Mrs. Miracle, Mrs. Szilagyi, Mrs. Iworisha) or Principal (Mr. Hallowell, Ms. Maimone, Mrs. Kruger) and they can provide your password for you.
 - c. During your first log-in you will also be prompted to enter the school name, city, and state.
 - i. School Name: Lakeshore Intergenerational School, Near West Intergenerational School, The Intergenerational School
 - ii. City: Cleveland
 - iii. State: Ohio
 - d. Once you log in it will prompt you to select a new password.

Getting Started & Set Up:

1. After you're officially logged in, it will prompt you to set up your personal settings.
 - a. Personal information: how you will receive Jupiter alerts and messages.



Student

ID

Email

Phone

☒ Mobile

You are logged in as a parent/contact:

Your Name

Relation Grandmother

Email

Mobile Phone ☒ Preferred

Home Phone ☐

Work Phone ☐

☐ Stay logged in on this computer

☐ Use tablet layout

Blue ☐ Darker

- i.
 1. Please enter and verify your contact information.
 2. Items that we encourage you to enter: Your Name, Relation to student, Email, and phone number.

Getting started in

- b. Notification Settings: what kind of information you want to receive and how often you want it.

Notifications	Web Msg	Email	Text Msg
Emergency alerts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Messages	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Group discussions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Behavior alerts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Grades		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Send every Friday ▼

☐ if missing assignments

☐ if total is ▼

☒ always

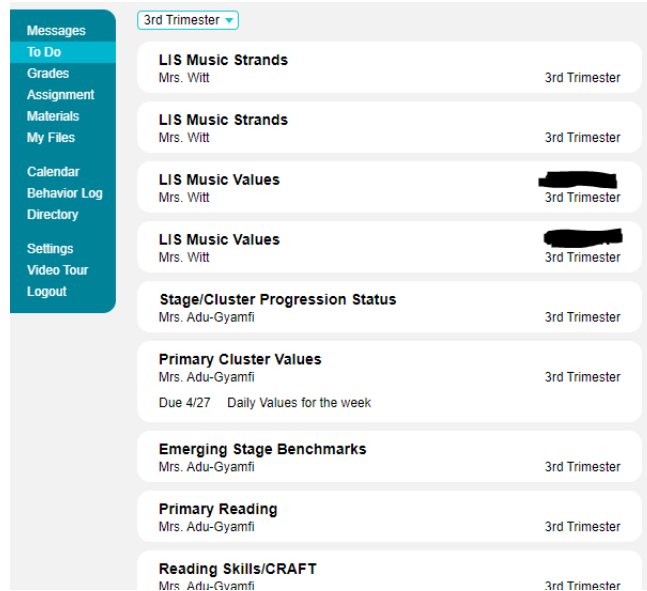
Text message and data rates may apply.

- i.
- Categories of message you can receive: Emergency Alerts from the school, Messages from the school, Group Discussions, Behavior Alerts, Grades.
 - Check the boxes for how you would like to receive these alerts.
 - Web message means that you need to log into your Jupiter account to see this information.
 - Email will send the alerts to your email account.
 - Text Message will send the alerts to your phone.
 - For Grades you have a few options for how you want these reported to you.
 - You can select a day of the week to receive an update or you can have grades sent daily.
 - You can select to only have missing work alerts sent to you. Select "if missing assignments"
 - You can select to only have courses with a failing grade sent to you. Select "if total is N"
 - You can select to have all grades sent to you. Select "always"

Getting started in Jupiter Ed

Other Jupiter Features:

1. When you log in, the screen you will see will look like:



The screenshot shows the Jupiter Ed dashboard for the 3rd Trimester. On the left is a sidebar menu with options: Messages, To Do, Grades, Assignment, Materials, My Files, Calendar, Behavior Log, Directory, Settings, Video Tour, and Logout. The main content area displays a list of classes and assignments. The first section, 'LIS Music Strands' by Mrs. Witt, shows two items. The second section, 'LIS Music Values' by Mrs. Witt, shows two items. The third section, 'Stage/Cluster Progression Status' by Mrs. Adu-Gyamfi, shows one item. The fourth section, 'Primary Cluster Values' by Mrs. Adu-Gyamfi, shows one item. The fifth section, 'Emerging Stage Benchmarks' by Mrs. Adu-Gyamfi, shows one item. The sixth section, 'Primary Reading' by Mrs. Adu-Gyamfi, shows one item. The seventh section, 'Reading Skills/CRAFT' by Mrs. Adu-Gyamfi, shows one item.

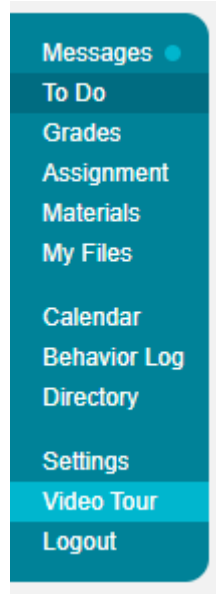
- a.
- This screen is a quick snapshot of your child's overall grades per course.
 - If you would like to see more details about a class (individual assignments or teacher comments on assignments), click on the class.
 - This will provide each assignment for that class. It will include the points earned as well as any comments about the assignment from the teacher.

Due	Assignment	Score
2/24	WE&E	
	Work Ethic	1 / 1 M
	Engagement	1 / 1 M
2/25	WE&E	
	Work Ethic	1 / 1 M
	Engagement	1 / 1 M

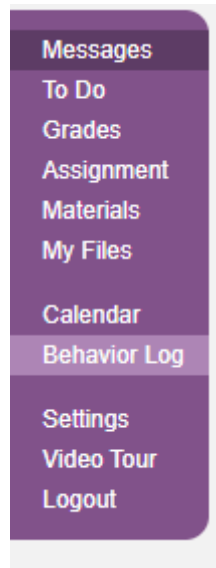
2. Sample:

Other Helpful Tips:

1. If you would like an online tour of Jupiter, please select “video tour” from the taskbar on the left side of your screen.

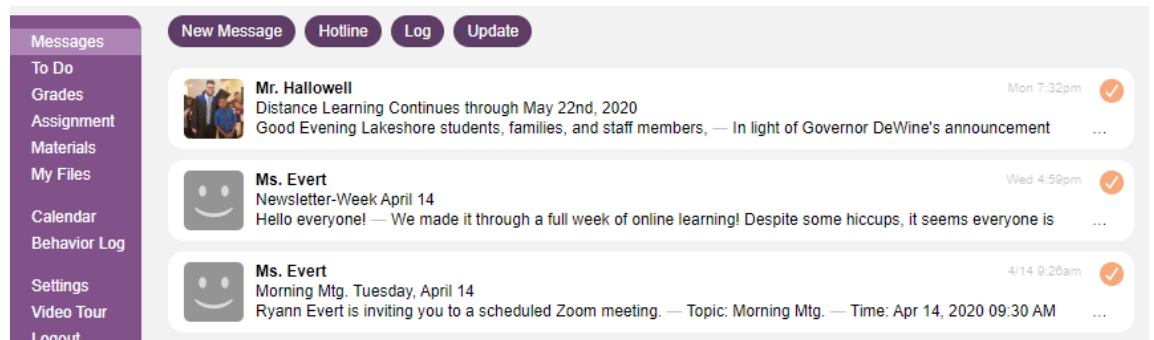


- a.
2. If you would like to review your child’s behavior log, please click on “Behavior Log” on the taskbar on the left side of your screen.



- a.
3. To see messages from your child’s teacher or the Principal/Admin, please select “Messages” from the sidebar on the left side of your screen.

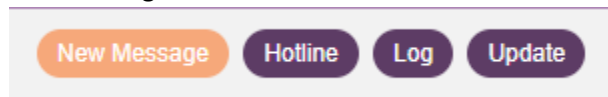
Getting started in Jupiter Ed



The screenshot shows the Jupiter Ed interface. On the left is a purple sidebar with navigation links: Messages, To Do, Grades, Assignment, Materials, My Files, Calendar, Behavior Log, Settings, Video Tour, and Logout. The main area has a header with buttons: New Message, Hotline, Log, and Update. Below the header is a list of messages. The first message is from Mr. Hallowell, dated Mon 7:32pm, with a subject line 'Distance Learning Continues through May 22nd, 2020'. The second message is from Ms. Evert, dated Wed 4:58pm, with a subject line 'Newsletter-Week April 14'. The third message is from Ms. Evert, dated 4/14 9:28am, with a subject line 'Morning Mtg. Tuesday, April 14'.

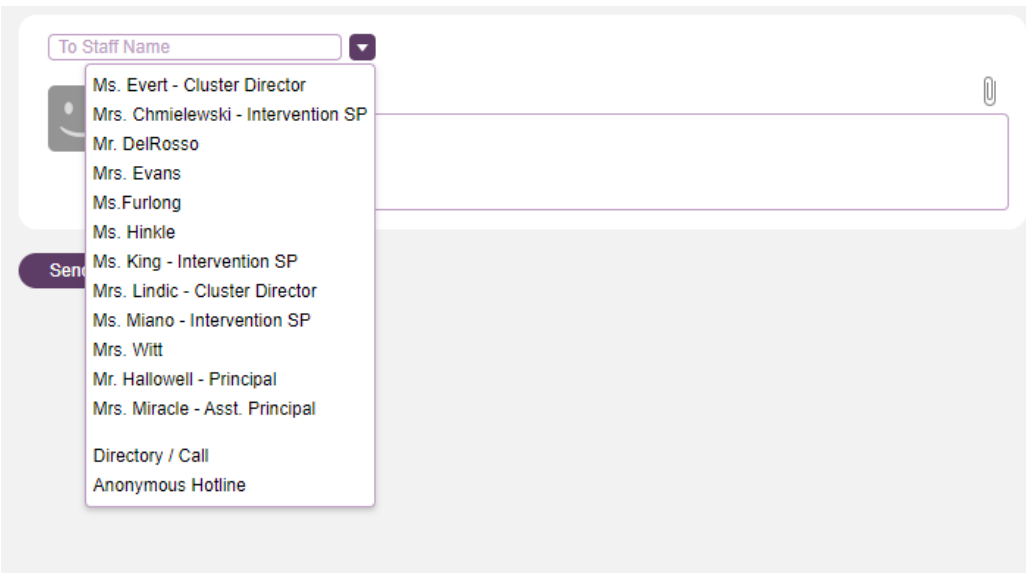
- a.
- b. If you need help, or would like to connect with a teacher/staff member:

- i. Select "New Message"



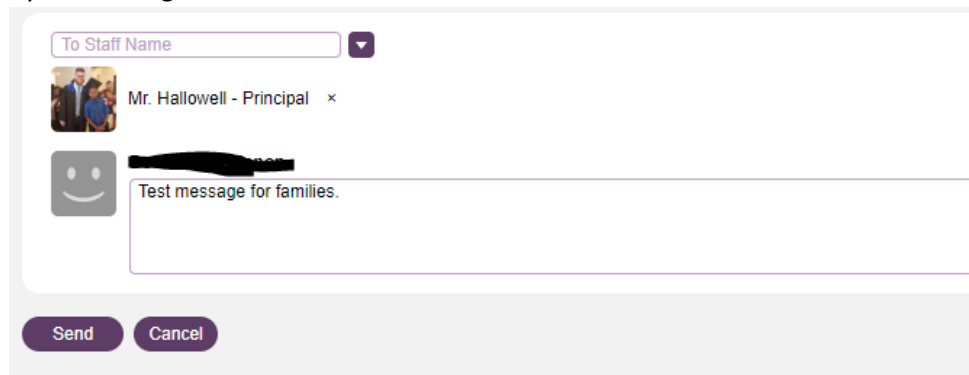
The screenshot shows a row of four buttons: New Message (orange), Hotline (purple), Log (purple), and Update (purple).

- 1.
- ii. You can click the arrow and a drop down of every staff member that works with your child will be listed.



The screenshot shows the 'To Staff Name' dropdown menu. The menu is open, showing a list of staff members: Ms. Evert - Cluster Director, Mrs. Chmielewski - Intervention SP, Mr. DelRosso, Mrs. Evans, Ms. Furlong, Ms. Hinkle, Ms. King - Intervention SP, Mrs. Lindic - Cluster Director, Ms. Miano - Intervention SP, Mrs. Witt, Mr. Hallowell - Principal, Mrs. Miracle - Asst. Principal, Directory / Call, and Anonymous Hotline. The 'Send' button is visible on the left side of the menu.

- 1.
2. Select the individual(s) that you would like to message.
3. Type out your message and click send



The screenshot shows the message composition screen. The 'To Staff Name' dropdown menu is open, showing a list of staff members. The 'Send' button is visible on the left side of the menu. The message body contains the text 'Test message for families.' and the 'Send' and 'Cancel' buttons are at the bottom.

- a.