

A GUIDE FOR PARENTS

Welcome to Volusia County Schools Instructional Management Systems (VIMS). This system provides you access to your child's attendance, grades and assignments 24 hours a day, 7 days a week, from any computer with an Internet connection. This access requires a confidential username and password that will be provided to you by your child's school.

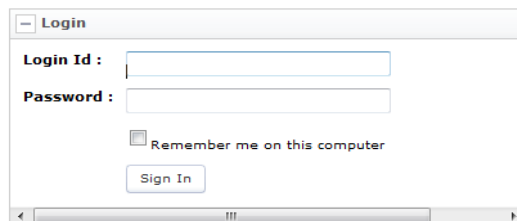
Below are step-by-step instructions to create your new account:

STEP 1 – ACCESS

1. To access the Volusia County Instructional Management System (VIMS) go to the Volusia County Schools Web site at: <http://myvolusiaschools.org>
2. Click on the **Parents** icon located on the right side of the page.
3. Under the **Toolbox** tab, click **Volusia Instructional Mgmt System (VIMS)**.
4. The VIMS Webpage will be displayed. Click the **Gradebook** tile located in the center of the page.



5. The **log-in** screen will be displayed.



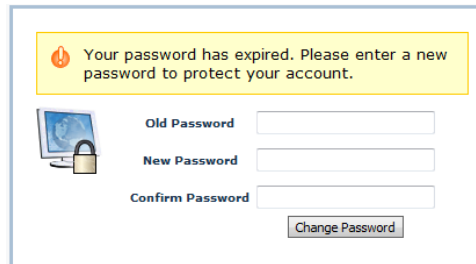
The screenshot shows a login window with the following fields and options:

- Login Id :** [Text input field]
- Password :** [Text input field]
- Remember me on this computer
- Sign In** button

- 6.

Password are case sensitive. If you have already established your account enter the username and password you set up,

7. Click **Sign-in**.
8. If you are logging in for the first time the following password prompt will be displayed. Enter the **Old Password** from the parent letter, a **New Password** and click **Change Password**.



The screenshot shows a password change prompt with the following text and fields:

Your password has expired. Please enter a new password to protect your account.

Old Password [Text input field]

New Password [Text input field]

Confirm Password [Text input field]

Change Password button

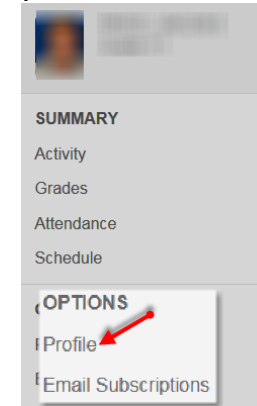
IMPORTANT NOTE: Please keep in mind that your password is case sensitive. Keep your password confidential. Your New Password will not take effect until you logout and log back in.

9. The **GradeBook Home Page** will be displayed.

IMPORTANT NOTE: Before continuing we recommend that you add an email address to your account. Please follow the directions outlined in Step 2.

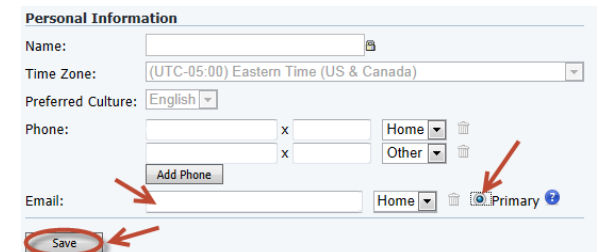
STEP 2 – ADD YOUR EMAIL ADDRESS

1. Under **Options**, click **Profile**.



2. Your **Personal Information** will be displayed. Enter your **Email**, click the **primary radio button** next to the email address you just entered and click **Save**.

IMPORTANT NOTE: It is important that you select the radio button next to the email address you use. This enables you to use the "Forgot Password" feature.



The screenshot shows the Personal Information form with the following fields and options:

- Name:** [Text input field]
- Time Zone:** (UTC-05:00) Eastern Time (US & Canada) [Dropdown menu]
- Preferred Culture:** English [Dropdown menu]
- Phone:** [Text input field] x [Text input field] [Home/Other dropdown] [Add Phone button]
- Email:** [Text input field] [Home/Primary radio buttons]
- Save** button (indicated by a red arrow)

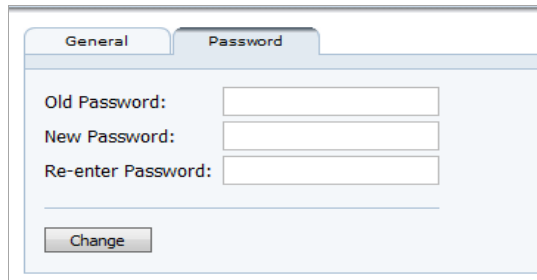
NOTE: You may add multiple email addresses.

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STEP 3 – TO CHANGE YOUR PASSWORD

This step can be by-passed if you have already changed your password. You may follow this step any time you want to change your password.

1. On the **Personal Information** screen, click the **Password** tab.

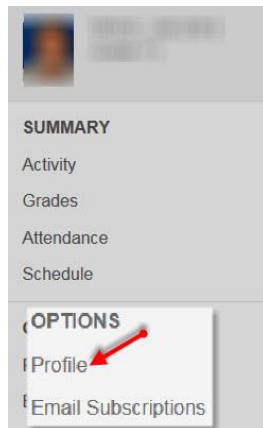


The screenshot shows a web form with two tabs: 'General' and 'Password'. The 'Password' tab is active. It contains three input fields: 'Old Password:', 'New Password:', and 'Re-enter Password:'. Below the fields is a 'Change' button.

2. Enter your **Old Password**, enter your **New Password**, **Re-enter New Password** and click **Change**.

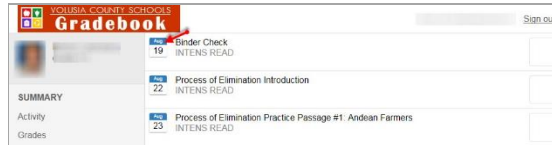
STEP 4 – STUDENT SUMMARY REPORTS

1. To view your child's attendance, click the **Attendance Summary** link. Your child's Attendance will be color coded for quick viewing.
2. Click on the **Grade Summary** link to view your child's grades by course.
3. Click on the **Schedule Summary** link to view your child's schedule. The

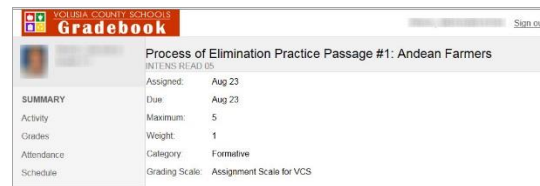


Teacher Email is also displayed on this screen. You may email teachers with an established email account by clicking envelope logo next to the teachers' name.

4. To view your child's Assignments click on the **Activity** link. Your child's Overdue Assignments, Assignment Due Today and Future Assignments Due will be displayed.



5. To view the detail of the assignment, click on the assignment.



STEP 6 – OPTIONS

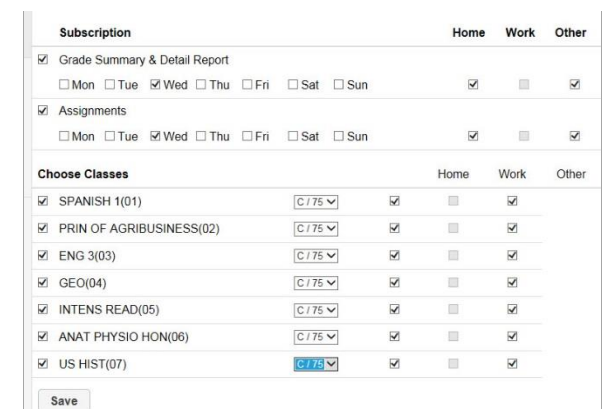
1. Click the **Profile** link to change or add a Phone Number or an Email address.

IMPORTANT NOTE: This does NOT change your child's official school record. All changes must be submitted in writing to your child's school.

2. If you would like to receive daily or weekly email notifications regarding your child's attendance or grade information, click on the **Email Subscription** link.
3. Choose your subscriptions by clicking in the appropriate checkbox(s) next to the notification(s) you would like to receive. Click **SAVE**.

If **Grade Summary** and/or **Assignments Notification** is selected, you will receive the notification on the day(s) selected.

STEP 6 – OPTIONS CONTINUED



The screenshot shows the 'Subscription' options page. It has columns for 'Home', 'Work', and 'Other'. There are three main sections: 'Grade Summary & Detail Report', 'Assignments', and 'Choose Classes'. Each section has checkboxes for days of the week and a 'Save' button at the bottom.

STEP 7 – SIGN OUT

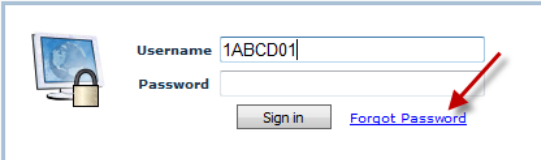
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1. When you have completed viewing your child's information, click the **Sign out** link located at the top right of the page.

FREQUENTLY ASKED QUESTIONS:

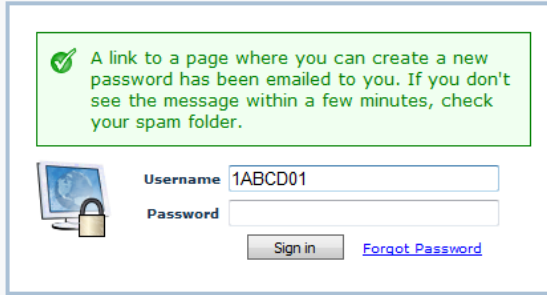
1. **What do I do if I forgot my password?** If you have established an email address for your account, click [Parent: Forgot Password?](#) Link on the Home Page.

Enter your Username and then click the [Forgot Password](#) link.



Username: 1ABCD01
Password:
Sign in [Forgot Password](#)

The following screen will be displayed.

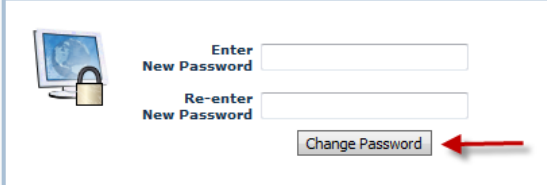


✔ A link to a page where you can create a new password has been emailed to you. If you don't see the message within a few minutes, check your spam folder.

Username: 1ABCD01
Password:
Sign in [Forgot Password](#)

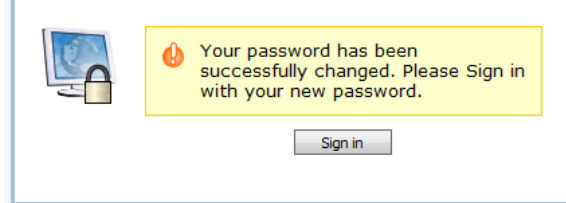
You will receive an email within 1-2 minutes from donotreply@wazzlesolutions.com with a link to reset your password. Click the link in the email.

The following screen will be displayed. Enter your **New Password**, **Re-enter New Password**, click **Change Password**.



Enter New Password:
Re-enter New Password:
Change Password

The following screen will be displayed. Click **Sign in**.



⚠ Your password has been successfully changed. Please Sign in with your new password.

Sign in

2. **What do I do if I forgot my password and do not have an email address attached to my account?**

Please email custserv@volusia.k12.fl.us or call Volusia County Schools Support Services at **386-734-7190 ext. 20000** to have your password reset.

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THINGS YOU CAN DO AT HOME TO HELP YOUR CHILD AT SCHOOL:

When you connect with your child every day, your child benefits for life. When he or she knows you care and are concerned about their education good things happen! Below are a few tips for your child's success:

- Be involved from the get go! Instill a love for learning. Be a positive role model.
- Partner with your child's teachers.
- Monitor your child's homework, assignments, grades and attendance.
- Talk and listen to your child.
- Develop a routine or specific time for homework where you are available to help or listen if needed. You are vital to their success.
- Ensure your child is at school, on time, every day possible.
- Be sure that your child is getting adequate sleep at night.
- Volunteer at your child's school.
- Applaud your child's effort!

QUESTIONS:

If you have questions regarding your child's progress, please email your child's teacher or call the school.

