



Maternity of Mary
Saint Andrew
CATHOLIC SCHOOL

January 19, 2012

Dear Parents,

New this year, Maternity of Mary ~ St. Andrew Catholic School is using a web-based student information system from ImageTrend, called Cornerstone. This system is designed to continually improve parent-student-school communication by providing both students and parents online access to grades, attendance, lunch account balances and announcements. Teachers can use the system to post class announcements, assignments, calendar events, and course documents (such as spelling lists, permission slips, notes, review guides, etc.). Please note: each grade will use the Cornerstone programs and features differently. The Elementary level will typically use Cornerstone to pass along information and the Middle School will post all grades and appropriate information.

The user names and password(s), which will be sent via email, will allow you and your child(ren) to access your child(ren)'s Cornerstone's homepage. Please remember the passwords will grant access to confidential student information – do not let the password “fall in to the wrong hands.” If this occurs please contact the office so we can reset your password(s).

To log on to the Cornerstone site, please visit the school's website at www.mmsaschool.org and click on the Cornerstone link found under the Current Parents tab.

Once you use your initial password, you will automatically be asked to change your password to a more user-friendly password. Make sure you enter the old password in the first area and the new password in both of the other areas! This will now be your password.

For **Middle School families** the most important place to look will be “Current Grades.”

- Click on “Current Grades” to get a quick view of current grades in all classes. A new window will appear with grades for all classes.
- If you would like more information for a specific class click on the class title. The window will now show class specific data.
- From this class window click on the quick link for “Assignments,” and this will bring you to the webpage with all assignments (including quizzes, projects, tests, etc.). (Make sure you are in list view and not calendar view.)
- To get details about an assignment, click on the assignment title.
- To quickly change between classes, use the drop down menu for courses in the center of the screen and click “go.”

Teachers have the option to have either a points-based gradebook or a weighted gradebook. You will notice that social studies, for example, has a weighted gradebook as a letter grade is not given after each assignment. Rather, the category's letter grade can be found below all of the assignments and calculated to get to the final class grade.

Maternity of Mary-Saint Andrew Catholic School is dedicated to providing a Catholic education that develops the unique gifts of each student, in an environment that promotes academic excellence, spiritual growth, and social responsibility.

The upcoming assignments area is not yet a reliable place to find information. Since this program is new to all teachers at MMSA, we are focusing on the gradebook features, which will report historical information. In the future we hope to utilize all features of Cornerstone and will begin to use the upcoming assignments area as a place to plan for the future.

Please be patient with teachers as they update information into Cornerstone. Tests and Projects will take longer to grade and therefore will take longer to appear in Cornerstone. I would anticipate that "daily" assignments would be updated within a few days of collection and lengthier assignments would be updated accordingly.

For all families: (As you explore, click on the "Home" tab to return to the main home page.)

- School Events – will give you the basic events, such as no school days and holidays. This area will be expanded upon in the future.
- Directory – will give you access to all information found in our printed directory.
- Report Cards – will allow you to print your final reports cards at home.
- Invoices – this area is not currently used. This also goes for the links statements and tuition, which can be accessed via Invoices. We hope to use this for the 2012-2013 school year.
- Cafeteria Balance – use this area to check your family's balance and activity.
- Attendance – this will tell you the number of days absent, tardy, and present.

You will notice that there are many ways to access the same data and many areas that I may not have mentioned in this letter – feel free to look around! If you notice inaccurate data please let either Tara, Martha, or your child's classroom teacher know. Also, everything in blue is a link to more data!

If you click on your name in the top right corner you will have the opportunity to go to My Account or My Profile. My Account will allow you to change your password and security questions. My Profile will allow you to edit your demographics or contact information. If you have a change in email, phone, or address, please make sure you also contact the school office so we can change our paper records.

At the end of your session, please ensure that you logout and close your browser.

If you would like more information regarding Cornerstone please visit the company's site at:
<http://www.imagetrend.com/products/cornerstone>

Cornerstone does provide an "Introduction to Cornerstone: For Parents" which can be found on the school's website: www.mmsaschool.org under the Current Parents tab.

Thank you for your patience as we transition into our new student information system. If you have questions or experience problems please contact either Mrs. Novack (principal@mmsaschool.org), Tara (tara@mmsaschool.org), Martha (martha@mmsaschool.org) at 651.489-1459.

Sincerely,

Athena Novack
Principal