

How to Register for TeacherEase/ SchoolInsight

These steps will help you create an account and set up a password to access info on TeacherEase/SchoolInsight–the new student information used in KCSD96. You can access the site two ways: teacherease.com OR schoolinsight.com (Teacher Ease and School Insight are names used interchangeably to refer to the same student information system website.)

STEP 1: Find your TeacherEase Email

You have been sent emails (*Subject line: Welcome to KCSD96's TeacherEase*) like the sample shown below. (In fact, this email has been sent to *each parent email address* you provided in online registration.)

The email includes instructions to create your account and password so you can access TeacherEase.

Are you missing the email?

- Because your email address changed?
 - Contact the administrative assistant at the school your student attends.
- Because you cannot locate it in your inbox?
 - Keep checking your inbox for a new email. The TeacherEase system will continue to send reminder emails to the parent/guardian email addresses for your student until you create your account and password as instructed.
- Did you receive the email, set up your Teacher's Ease account, but can't remember your password?
 - There are password reset instructions below

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From: "Mr. Michael Stonacek via TeacherEase" <no-reply@teacherease.com>

Date: October 21, 2015 at 3:27:56 PM CDT

Subject: Welcome to KCSD96's TeacherEase

This email is to welcome you to KCSD96's newest Student Information System, TeacherEase. You will use this website to log in and view the report card when it is ready to be published at the end of the trimester, but we'd like to make sure everyone can log in ahead of time. The link below will take you to a page on the system's website that allows you to set your own password. Your account name will be the email address that received this message.

Click on the link below to setup your account on TeacherEase:

<https://www.teacherease.com/SetPassword.aspx?>

[t=Reinvite&org=c=O4RXJNK938T1B7ZACRWN AIRXS1DLFJ2U](https://www.teacherease.com/SetPassword.aspx?t=Reinvite&org=c=O4RXJNK938T1B7ZACRWN AIRXS1DLFJ2U)

Feel free to login and browse the site, though be aware very little information will be visible to parents of elementary students until report cards go live. If you have additional students in middle school, you will see more information in their profile than what is visible for elementary students. Further instructions on how to access the report card will be coming closer to the end of the trimester. If you ever have any questions, feel free to contact the school office at 847.459.0022

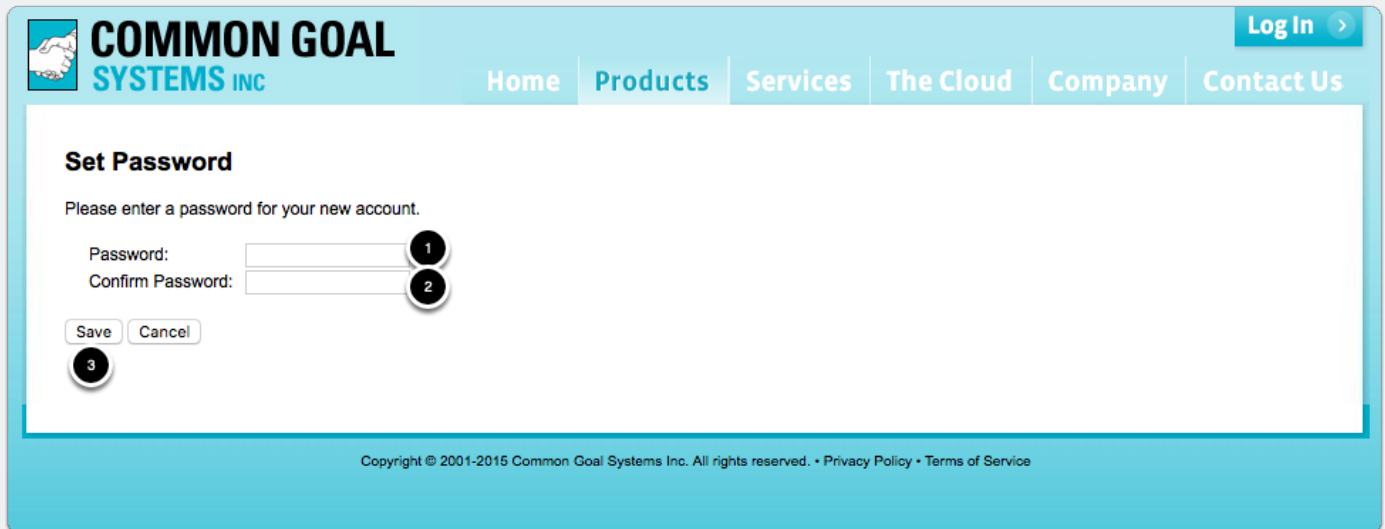
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Michael Stonacek
Data Specialist
Kildeer Countryside CCSD 96
Buffalo Grove, IL 60089
phone: 847-459-4260
email: mstonacek@kcsd96.org
=====

If you would rather NOT receive this email in the future, update your account: <http://www.teacherease.com/common/ViewPassword.aspx>

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STEP 2: Create your password for TeacherEase

Please choose a password you'll remember and make a note of it. Type in both boxes (1 & 2) to confirm and click Save (3).



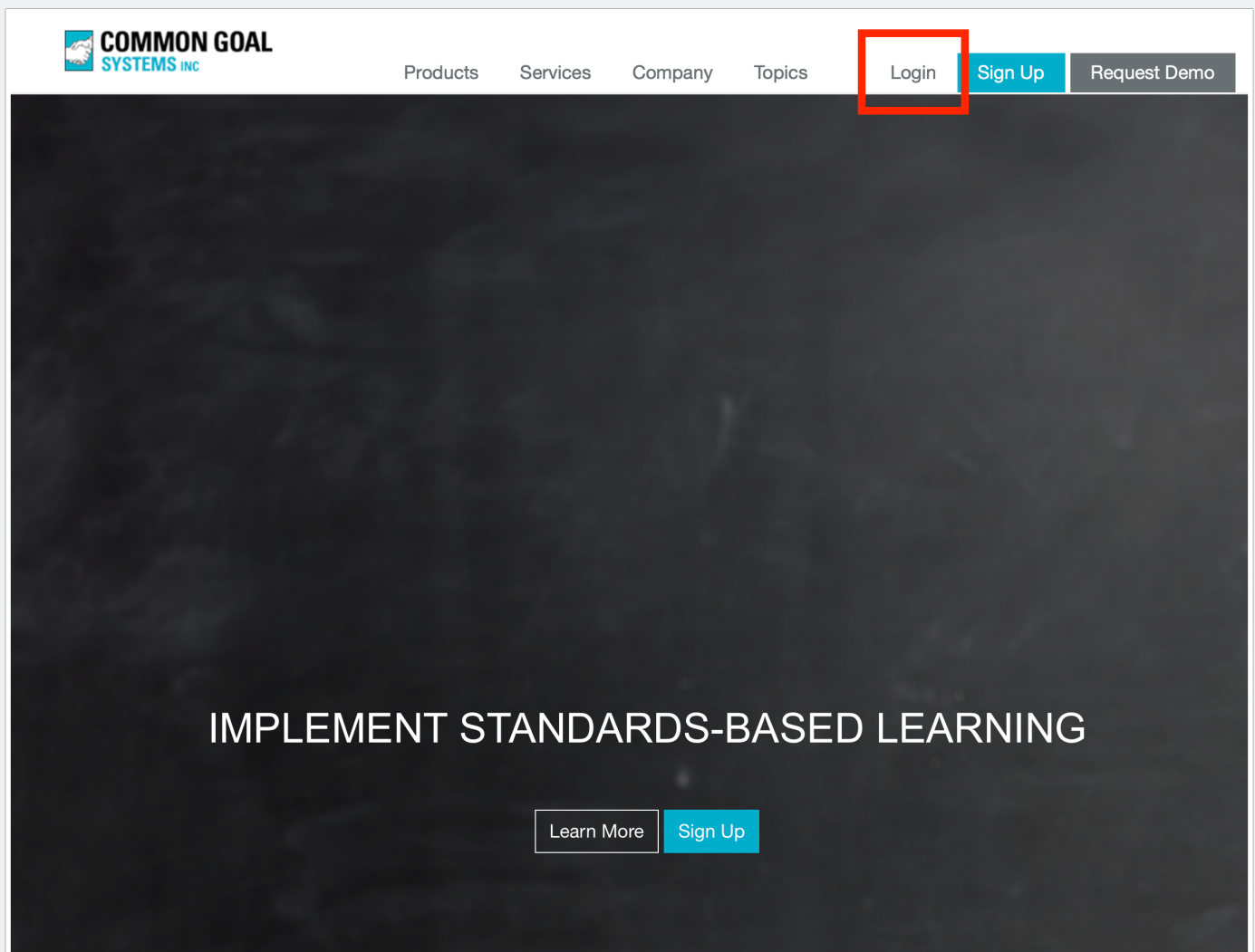
The screenshot shows the 'Set Password' form on the Common Goal Systems Inc. website. The header includes the company logo and navigation links: Home, Products, Services, The Cloud, Company, and Contact Us. A 'Log In' button is in the top right. The form itself has a title 'Set Password' and a prompt: 'Please enter a password for your new account.' It contains two input fields: 'Password:' and 'Confirm Password:'. The 'Password:' field is marked with a circled '1' and the 'Confirm Password:' field with a circled '2'. Below these fields are 'Save' and 'Cancel' buttons. The 'Save' button is marked with a circled '3'. At the bottom of the form, there is a copyright notice: 'Copyright © 2001-2015 Common Goal Systems Inc. All rights reserved. • Privacy Policy • Terms of Service'.

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STEP 3: Log In

At www.schoolinsight.com, click the Log In button.

Enter your email address (NOTE: Enter the email address at which you received the email referred to in Step 1) and your newly created password. Click Log in.



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STEP 4: View the “Parent Main” page in Teacher Ease

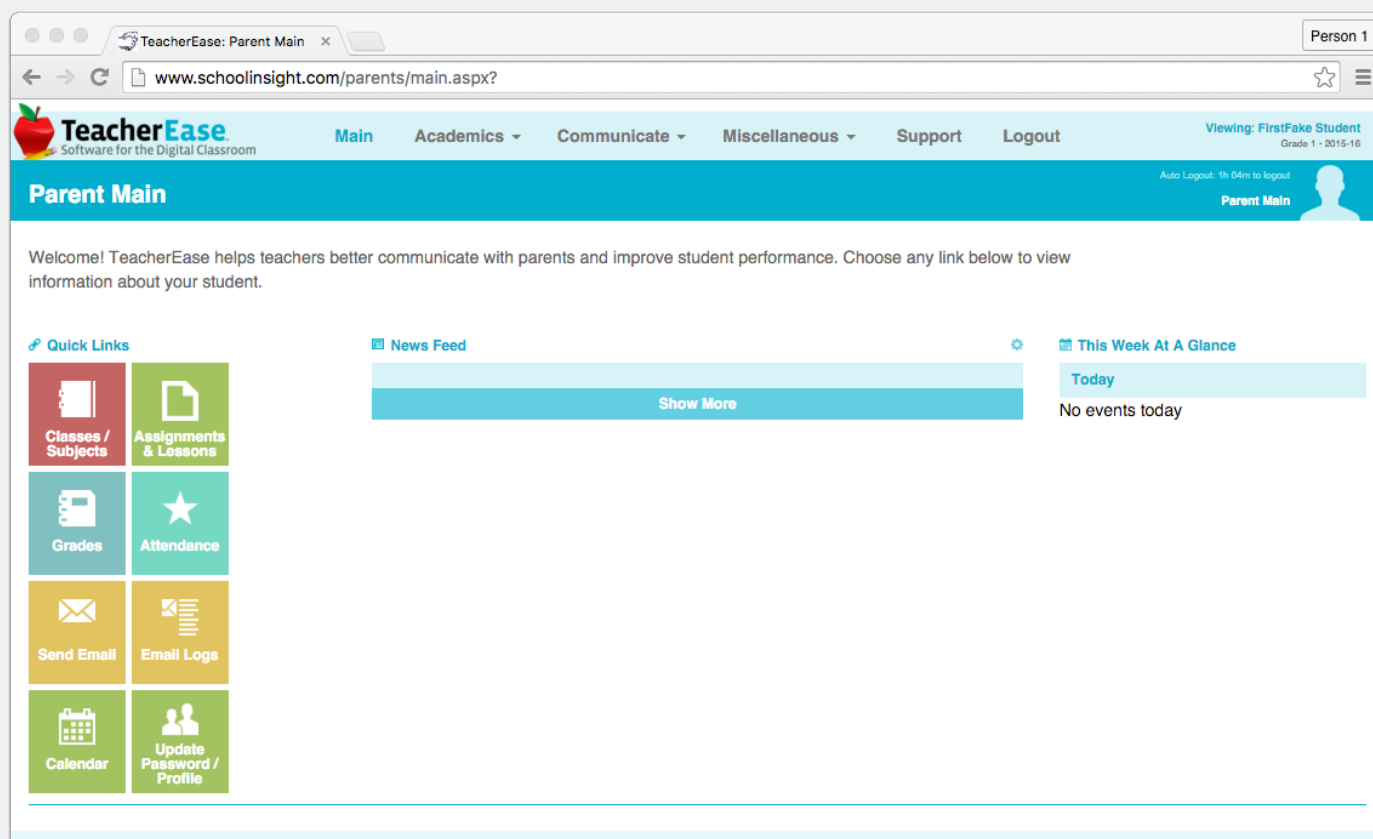
The Parent Main webpage in TeacherEase includes Quick Links (Classes/Subjects, Assignments/Lessons, etc.) listed vertically on the left side of the webpage.

WHO can access the report card, once it’s published at the end of every Trimester?

Parents of all grade levels.

WHO can access Grades, Attendance, Calendar, Announcements?

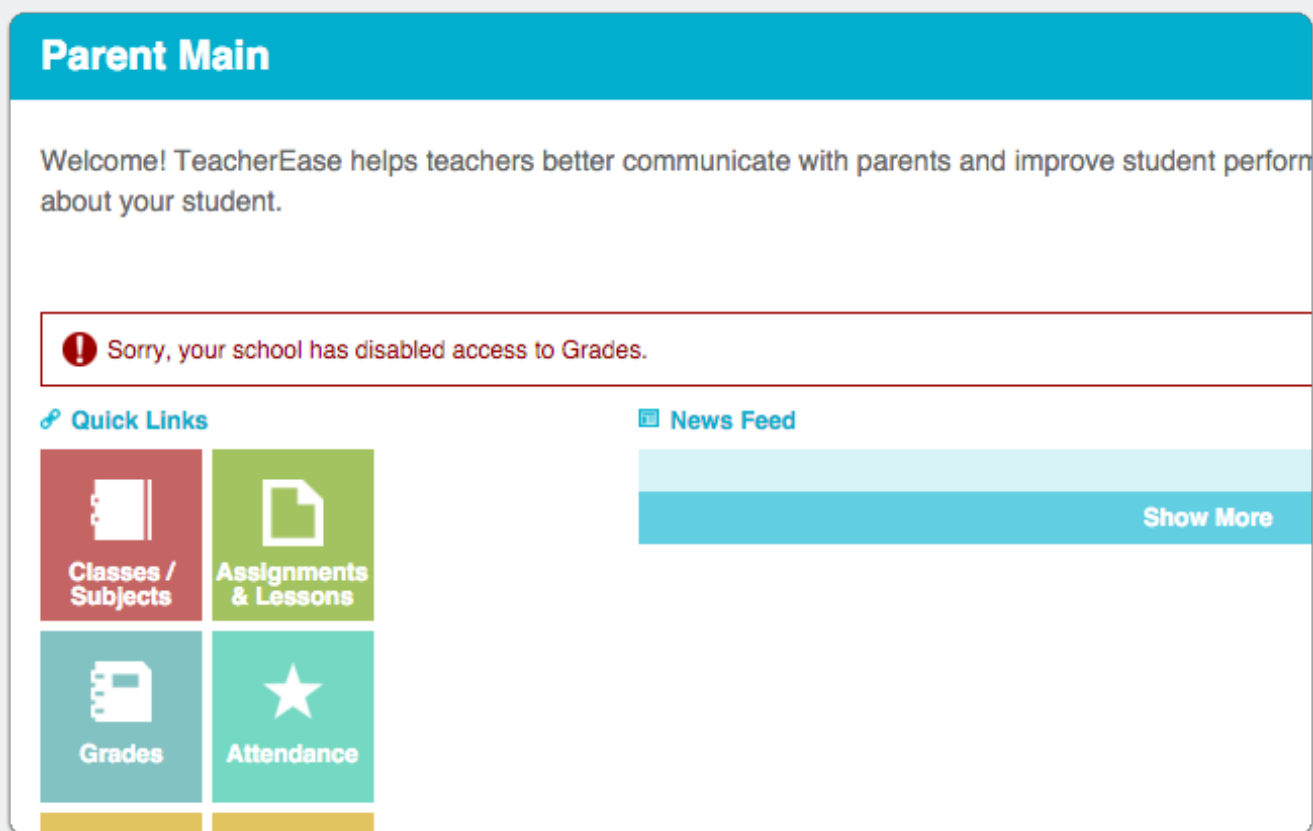
ONLY parents of students in middle school – grades 6, 7, and 8.



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Elementary Students Only

As stated, certain features will be unavailable to parents of elementary students. For instance, clicking on the grades icon will display this message reminding you it is not enabled.



TELL ME HOW to switch students

To switch between the students in my family:

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Click the silhouette in the upper right corner (1) and, then click on the name of the other student in the drop-down menu that appears (2)

The screenshot shows the TeacherEase Parent Main interface. The browser address bar displays the URL: www.schoolinsight.com/parents/main.aspx?&rand=1446127627386&studentid=2712924&schoolenrollmentid=2770355. The page header includes the TeacherEase logo and navigation links: Main, Academics, Communicate, Miscellaneous, Support, and Logout. The user is logged in as "Person 1". The main content area is titled "Parent Main" and includes a welcome message. On the right side, there is a user profile section with a silhouette icon (1) and the text "EightFAKE, STUDENT" (2). Below this, there is a "News Feed" section with a "Show More" button. The footer contains the copyright notice: © 2001 - 15 Common Goal Systems Inc. All Rights Reserved.

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TELL ME HOW to confirm which student I'm currently viewing

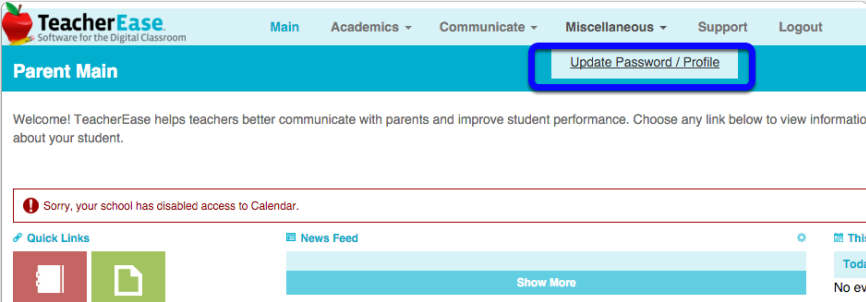
At the top of the webpage, right-hand corner, find the name of the student whose info you are currently viewing. "Viewing: Student Name", with the grade and academic year below.

The screenshot shows the TeacherEase Parent Main interface. At the top right, a blue box highlights the text "Viewing: FirstFake Student" with "Grade 1 • 2015-16" below it. The page includes a navigation bar with links like Main, Academics, Communicate, Miscellaneous, Support, and Logout. A sidebar on the left contains quick links for Classes / Subjects, Assignments & Lessons, Grades, Attendance, Send Email, Email Logs, Calendar, and Update Password / Profile. The main content area displays a welcome message and a "News Feed" section with a "Show More" button. A profile card for "EightFAKE, STUDENT" is visible on the right, showing a silhouette and the text "Today No events today". The footer contains copyright information: "© 2001 - 15 Common Goal Systems Inc. All Rights Reserved."

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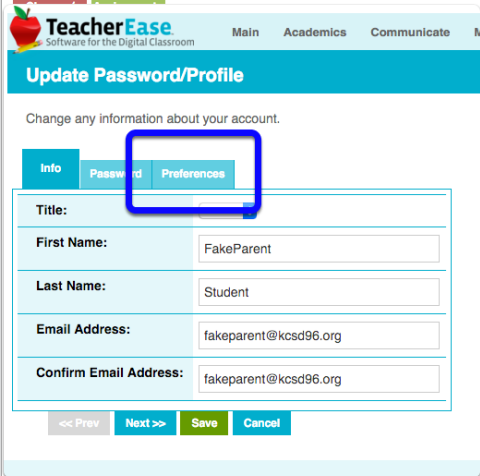
TELL ME HOW to change the language to Spanish

At the top of the webpage, find the menu labeled “Miscellaneous” and select “Update Password/Profile” in the drop-down menu. In the webpage that opens, click the tab “Preferences.” In the webpage that opens, change the response Español for the question “What language would you like to view TeacherEase in?” Click Save.

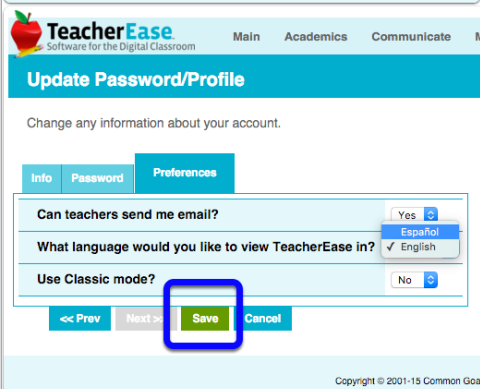


The screenshot shows the TeacherEase Parent Main page. The top navigation bar includes links for Main, Academics, Communicate, Miscellaneous, Support, and Logout. The Miscellaneous menu is open, and the 'Update Password / Profile' link is highlighted with a blue box.

Below the navigation bar, the page title is 'Parent Main'. A welcome message states: 'Welcome! TeacherEase helps teachers better communicate with parents and improve student performance. Choose any link below to view information about your student.' A red error message indicates: 'Sorry, your school has disabled access to Calendar.' There are sections for Quick Links and News Feed.



The screenshot shows the 'Update Password/Profile' page. The page title is 'Update Password/Profile'. The instructions state: 'Change any information about your account.' There are three tabs: Info, Password, and Preferences. The Preferences tab is highlighted with a blue box. Below the tabs, there are input fields for Title, First Name (FakeParent), Last Name (Student), Email Address (fakeparent@kcsd96.org), and Confirm Email Address (fakeparent@kcsd96.org). At the bottom, there are buttons for '<< Prev', 'Next >>', 'Save', and 'Cancel'.



The screenshot shows the 'Update Password/Profile' page with the Preferences tab selected. The 'Can teachers send me email?' question has a 'Yes' dropdown menu. The 'What language would you like to view TeacherEase in?' question has a dropdown menu with 'Español' selected. The 'Use Classic mode?' question has a 'No' dropdown menu. At the bottom, there are buttons for '<< Prev', 'Next >>', 'Save', and 'Cancel'. The 'Save' button is highlighted with a blue box.

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TELL ME HOW to request that TeacherEase resend my password.

If you already registered, but forgot your password, go to teacherease.com and enter the email address at which you received the email referred to in Step 1. Click “Forgot your password?” On the webpage that opens, click “Resend My Password.” If the email does not arrive within one minute, check your spam folder.

The image shows two screenshots of the TeacherEase website. The top screenshot is the login page, which features the TeacherEase logo (a red apple with a green leaf and a yellow pencil) and the text "TeacherEase Software for the Digital Classroom". Below the logo, there are input fields for "Email Address" (containing "fakeparent@kcsd96.org") and "Password". There is a checkbox labeled "Save your email address on this computer [?]" and a "Log In >" button. A blue box highlights the "Forgot your password?" link. To the right of the login form is a photo of a woman and a young boy. The bottom screenshot is the "Resend My Password" page. It has a blue header with the TeacherEase logo and navigation links: Home, Products, Services, The Cloud, Company, and Contact Us. The main heading is "Resend My Password". Below this, there is a paragraph of text: "TeacherEase can email you a password reset link. If the email does not arrive within one minute, please check your spam folder. Also check that you can receive email from no-reply@teacherease.com (you may need to add it to your address book)." Below the text, there is an input field for "Email:" containing "fakeparent@kcsd96.org". At the bottom, there are two buttons: "Resend My Password" (highlighted with a blue box) and "Cancel".