



School Management System  
Parent's Manual

Version 1.1

February 17, 2009

## Getting Started

1. Go to [www.optionc.com](http://www.optionc.com). In the box 'Quick School Search', enter your OptionC school ID number, then Click 'Go!'.
2. If you don't remember your school ID, click on [School Search Page](#). Select your country, your diocese, then your school name. Click 'Go!'.
3. Your school's homepage will appear, with boxes for a username and password. Enter your username and password. The username and password are case sensitive. Then click 'Submit'.
4. You have now entered your student's personal homepage in the OptionC SMS system. You should see your student's name at the top of the page.

## My Classes

My Classes lists all of the classes your student has, and includes Assignments and Gradebook.



### **Assignments**

View assignments that are due for any class by clicking on the assignment icon next to the class name.



### **Gradebook**

The Gradebook shows assignments that have already been graded, including total points earned and average grade.

## User Information

User Information has details about your profile, such as Billing Account, My Information, My Magazine Sales, My Discipline History, My Files, and Submit a Mass Card Request.

### **My Information**

This shows the Student Registration Form that includes all sections of information the school needs. Fill out all sections of information for your student and update this information as needed.

### **My Magazine Sales**

This link will bring you to the AP Hearst magazine website. Here you can login and purchase magazines to earn money for your school.

### **My Discipline History**

This lists any discipline infractions for your student. Click on the magnifying glass icon to view details for an infraction.

## Links

Listed under Links are affiliates of OptionC that provide fundraising opportunities for OptionC schools. A commission from each purchase made through this Link goes directly to your school.

Grade Status shows the final term grades posted by the teacher. This is usually a midterm or end-of-term grade.

## Calendars

Here you will find 'School Calendars'.

## **School Calendar**

Depending on the permissions selected by the administrator, this calendar is available for viewing by all users. Click on the calendar name to view it.

## Log Off

When you are finished with a session, be sure to log off of OptionC. This will insure that you have properly exited the secure website.

## Listen Live

This link in the top right corner takes you to Immaculate Heart Radio, a Catholic talk radio network. Listen to programs such as Catholic Answers, Life on the Rock, and Fr. John Corapi.

## ?Help

This links to Frequently Asked Questions (FAQs) and the Documentation Library. Both of these tabs are designed to answer any questions you may have on using your Student Management System.