

Welcome to *Long Island Lutheran's Internet Classroom*. We are excited to offer you online access to academic information, including grades, attendance, conduct, report cards, and transcripts.

Long Island Lutheran's Internet Classroom is Easy to Use

- You can use the navigation bar at the top of the page to open new pages. For example, from the **Classes** menu on the navigation bar, you can access class details, assignments list, assignments calendar and attendance.
- You can select the information to appear on your Home page and calendar by clicking **My settings** on the navigation bar.
- Use the task bar at the left of the screen to control what information appears and in what format, and to view announcements. For example, on the Schedule page, you can select to display schedules in a list, grid, or calendar and select the academic year and term to show.

Long Island Lutheran's Internet Classroom Ensures Each Family's Privacy

Parents/Guardians. With your unique *Long Island Lutheran's Internet Classroom* user ID and password, you can view academic records for your child or children. Other users cannot access your family's information.

Students. With your unique *Long Island Lutheran's Internet Classroom* user ID and password, you can view your own academic records. Other students cannot access your information.

Logging Into Long Island Lutheran's Internet Classroom

To access the site please go to www.luhi.org, Quick Links, and select *Long Island Lutheran Internet Classroom*. If you receive an error, please clear your browsing history, cookies, and cache - then try again.

To edit your online password, select **Change Password** from the **My Settings** menu. Your password can be a maximum of 20 characters and is not case-sensitive. Select a password that others cannot easily guess. For safe, secure passwords, follow these guidelines.

Do **not** include:

- A family name in any form (first, middle, last, maiden, spelled backwards, nickname, or initials).
- Any part of your user ID.
- Any common name, such as Joe.
- A phone or office number, address, birthday, or anniversary.

Long Island Lutheran's Internet Classroom Helps Keep You Informed

Long Island Lutheran's Internet Classroom gives you easy access to schedules, course requests, class enrollments, the course catalog, the school calendar, assignments, grades, report cards, transcripts, attendance, conduct, billing statements, and graduation status.

- **Find out when classes meet.** To open the Schedule page, select **Schedule** from the **Registration** menu. On the Schedule page, you can view a student's schedule for a specific academic year, session, and term. Select **Grid View** for best appearance.
- **View class announcements and documents.** To view announcements teachers have posted for classes and documents they have uploaded, select **Class Details** from the **Classes** menu.
- **Verify the dates and details of homework assignments, quizzes, and tests.** To open the Assignments page, select **Assignments** from the **Classes** menu. On this page, you can view assignment information by day, week, or month. To open the Daily Grades page for a class, click the check mark picture beside the class name. To view any documents associated with assignments, view assignments by day.
- **Review grades in a previous or the current academic year.** To open the Grades page, select the **Grades** menu. If a marking column displays a grade, you can click the grade to view assignment grades on the Daily Grades page. On the Grades page, you can also click a teacher's name to view contact information for the teacher on the Faculty Information page. On this page, you can click the listed e-mail address to contact the teacher by e-mail.

- **Keep track of progress between report cards.** On the Daily Grades page, you can view a running marking column average and running category averages for a marking column and class. The **Percent of Grade** column displays the percentage of the grade each category is worth (such as 20% for the Homework category, 20% for the Quizzes category, and 60% for the Tests category). On this page, you can also view assignment grades. You can use the **Category** field to determine the assignments to appear. For example, select Tests in the **Category** field to display only assignments in the Tests category. To list each assignment grade as a percentage (score divided by maximum achievable score), you can select **Percentage** in the **Grade to Display** field. For example, if a student scores 20 out of a possible 25 points, the assignment grade displays as 80%. To list both the actual numeric score and the maximum achievable score for each assignment grade, you can select **Actual Points** in the **Grade to Display** field. You can access the Daily Grades page by either clicking a marking column grade on the Grades page or clicking the check mark picture beside a class name on the Assignments page.
- **Review report cards.** To view the most recent report card, select **Report Card** from the **Grades** menu.
- **Keep track of absences and tardies.** To open the Attendance page, select **Attendance** from the **Classes** menu. On this page, you can list attendance by day or class.
- **View conduct records.** To open the Conduct page, select **Conduct** from the **Conduct** menu. On this page, you can view the date, infraction, consequence, the faculty/staff member who reported the infraction, the faculty/staff member assigned to the consequence, and the status of the consequence.

Long Island Lutheran's Internet Classroom FAQs

For answers to common questions, select FAQs from the **My settings** menu.

Troubleshooting Access Issues

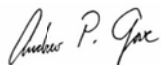
If you have trouble accessing *Long Island Lutheran's Internet Classroom*, try the following:

- Add *Long Island Lutheran's Internet Classroom* as a secure website to your Internet browser.
- Use these browsers for *Long Island Lutheran's Internet Classroom*: *Internet Explorer* for PCs or *Firefox* for Macs.
- Check your firewall or antivirus programs to ensure content filtering or parental settings are not blocking the *Long Island Lutheran's Internet Classroom* website.
- If you are using *Internet Explorer 7*, turn off the Phishing Filter settings (**Tools, Phishing Filter, Turn Off Automatic Website Checking**).

Blackbaud, Inc. does not troubleshoot internet connectivity issues, so we suggest you contact these resources for technical assistance:

- LuHi technical support at helpdesk@luhi.org
- Your Internet Service Provider
- Your computer support service (for example, Geek Squad)

Sincerely,



Andrew P. Gove
Assistant Head of School
Long Island Lutheran