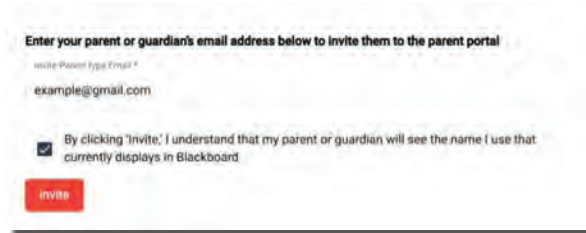


# Parent Portal Registration Instructions

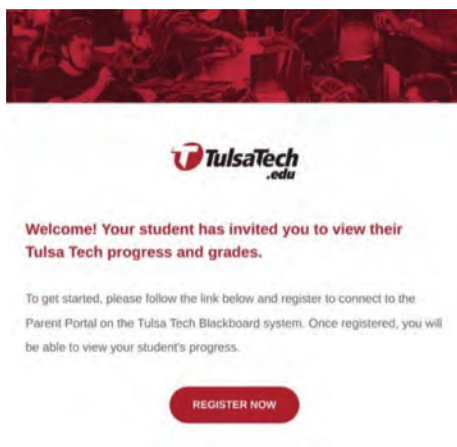
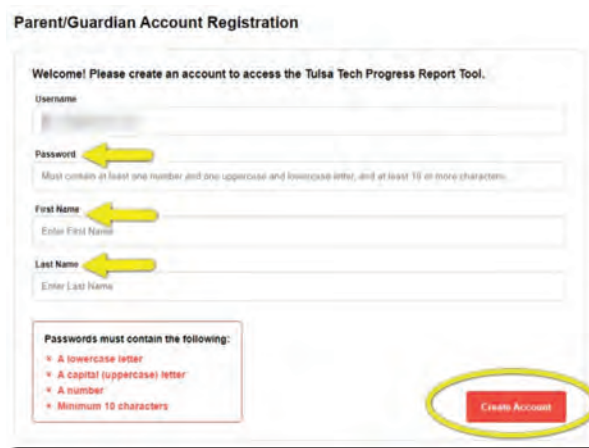
» Students can log into Blackboard from school, home, or anywhere. Once the student has logged in, they can find the Progress Report Tool under the Tools tab on the left-hand side. In the Progress Report Tool, students will need to click on the Invite icon.



» Students will enter the email address of their parent/guardian. Multiple email addresses can be added if more than one parent/guardian wants to register. The same email address can be added by different students if there is more than one Tulsa Tech student in the family. After entering an email address, they will need to read and agree, and then hit submit.



» The parent/guardian will receive an email. Follow the "Register Now" link in the email to register. NOTE: If the invitation does not appear in the Inbox, please check your Spam folder.

» Once registered, the parent/guardian will be redirected to Blackboard where they can login.

» All future logins will be directly to Blackboard and can be accessed by going to [www.tulsatech.edu](http://www.tulsatech.edu), scrolling down to Helpful Links, and clicking on Blackboard. Use the Parents sign in button.



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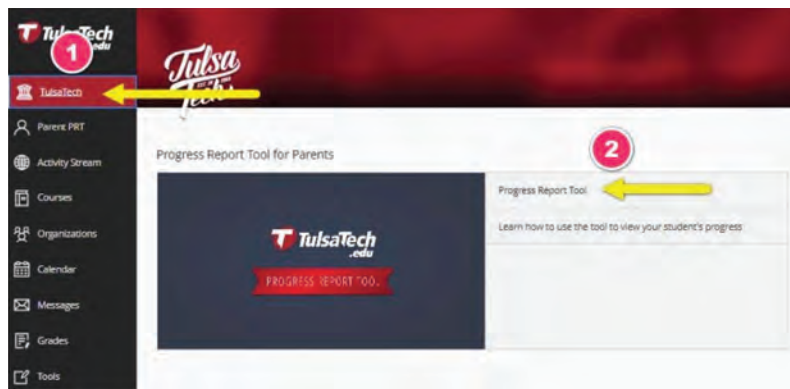
# Parent Portal Registration Instructions

The Parent Progress Report Tool will show your student's overall progress in their Tulsa Tech program and courses. It also allows you to click into each course to view individual assignments/grades.

The Parent Portal can be accessed by going to [www.tulsatech.edu](http://www.tulsatech.edu), scrolling down to Helpful Links, and clicking on Blackboard. Use the Parents sign in button, and enter the username and password created when you registered.

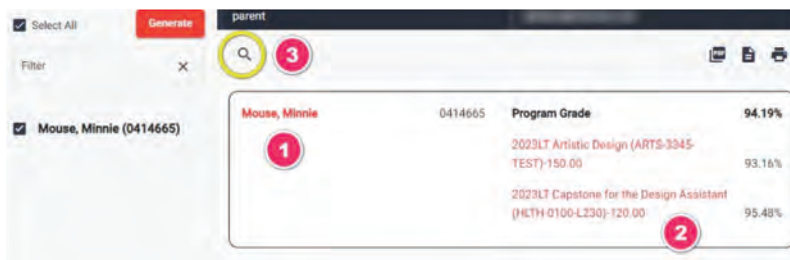


Once logged in, be sure you are on the Tulsa Tech tab on left hand side. Click on Progress Report Tool in the center of the page.



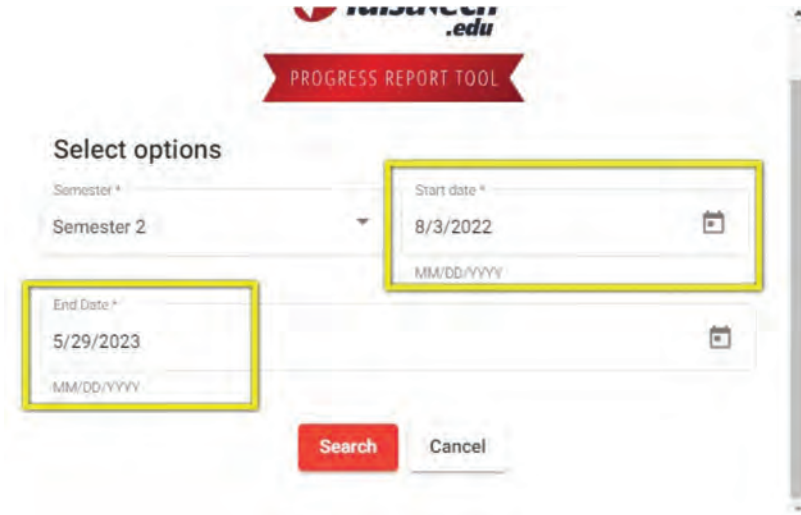
The Progress Report Tool will automatically run for the current semester, for all students associated with the parent. Once complete, you will see student(s) listed on the left-hand side, and course and program information in the middle of the page. You can then click on student name (1), or course (2) to see individual assignments and grades. If your student is in a program that has non-traditional start and end dates, you can also enter custom date ranges (3) in the start and ending date fields. To see entire course dates, enter the first and last date of the school year for full year information.

**\*Be aware:** entering incorrect start and end dates may result in inaccurate program and course grade



# Parent Portal Registration Instructions

Entering custom start/end dates:



The screenshot shows the 'PROGRESS REPORT TOOL' interface. Under the 'Select options' section, there are two date pickers. The 'Start date' is set to 8/3/2022 and the 'End Date' is set to 5/29/2023. Both date pickers are highlighted with yellow boxes. Below the date pickers are 'Search' and 'Cancel' buttons.


Once you have entered the desired date range, click the Search button to run the report.

In the example above, the student has a 94.19% in their Tulsa Tech program, a 93.16% in Artistic Design and a 95.48% in Capstone for the Design Assistant. Please note program hours are calculated using a weighted formula for course hours. OCAS courses are not figured into program grades and are reported separately. What you will see for your student depends on the program they are taking and what courses make up that program.

## Have questions about their grades?

Talk to your student or click on the email icon next to the course name when drilled down to send an email directly to your student's instructor.

**STUDENT NAME: MINNIE MOUSE**

**COURSE: 2022LT SOFTWARE/PORTRAITURE/DIGITAL/EFFECTS (ARTS-0029-TEST) -270.10** 

Course Grade: 92.24%

ASSIGNMENT	STATUS	SCORE
Social Media Post Week 2	Calculated	25
Social Media Post Week 3	Calculated	20
Photoshop Thursday- Matching Layer Types	Calculated	12
Mentee Portrait	Calculated	50

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