

Transparent Classroom Quick Start Guide

Home Page Features

The features on Transparent Classroom allow you to access forms you may need to complete, view the work and lessons your child is focusing on, and see their overall progress within the three year cycle. Starting from the home page, you can access all of these features as well as edit the email notifications you receive about your child.

Your Child's Profile

Classmates
***Unavailable for viewing**

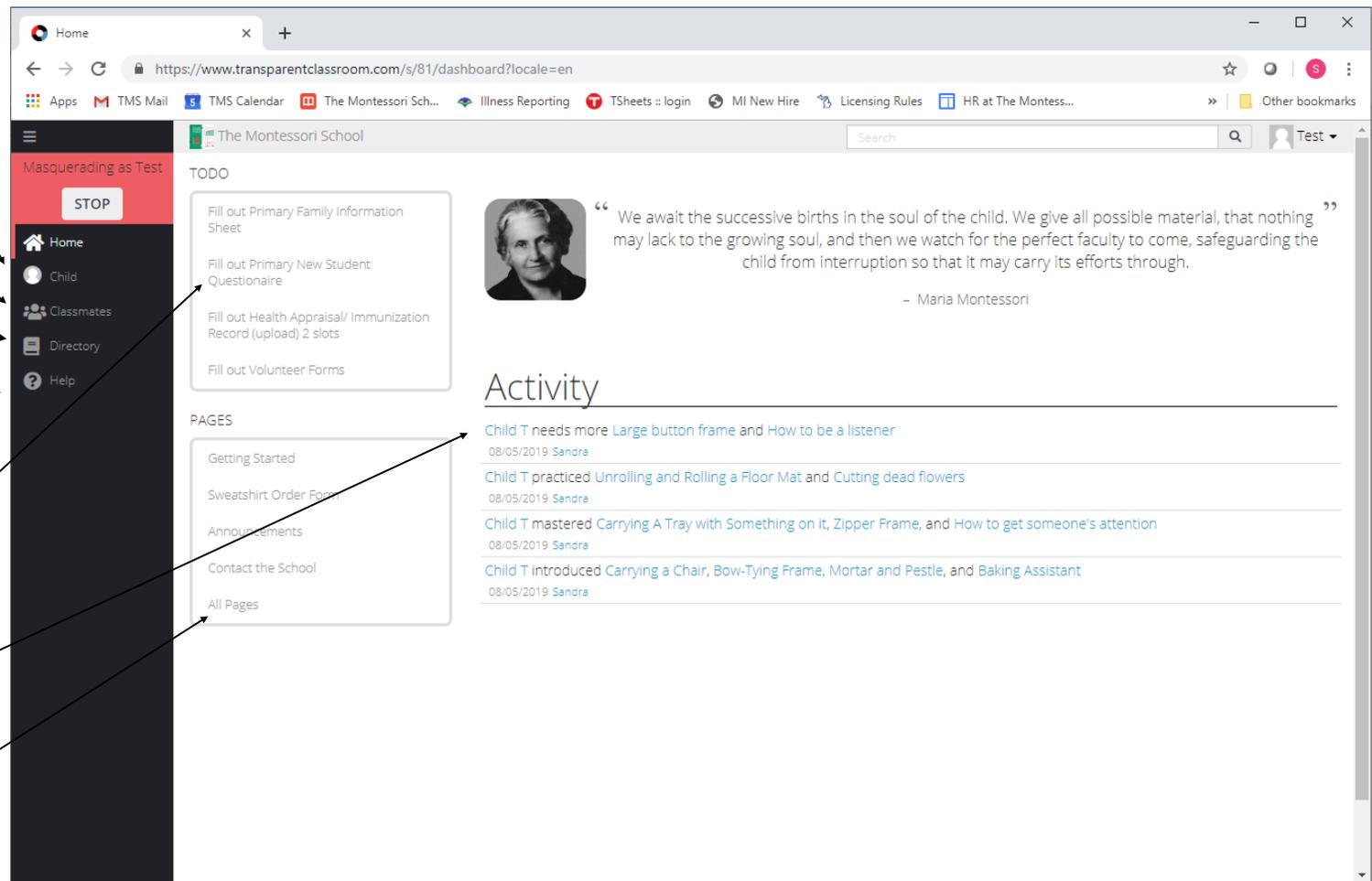
Directory
***Unavailable for viewing**

Help

Required Forms To Complete

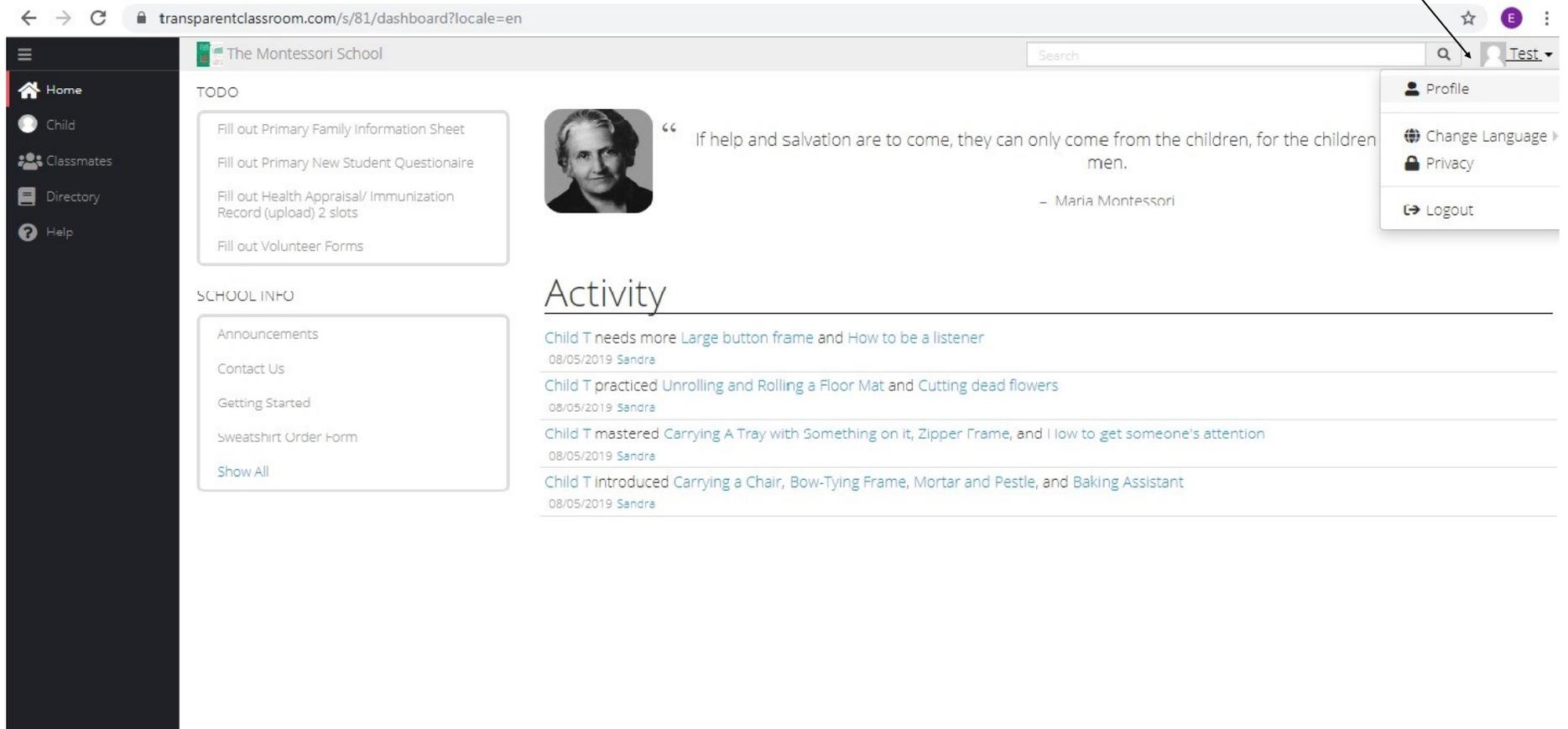
Your Child's Recent Activity

School Pages



Access Your Profile

To ensure you are being notified by email when and how you prefer, access your profile in the top right corner by clicking on your name. When the drop down menu appears, select "Profile".



The screenshot shows a web browser window with the URL transparentclassroom.com/s/81/dashboard?locale=en. The page title is "The Montessori School". A search bar is visible in the top right. A user profile icon labeled "Test" is in the top right corner, with a dropdown menu open. The dropdown menu contains the following options: Profile, Change Language, Privacy, and Logout. An arrow points from the text above to the "Test" profile icon. The main content area includes a "TODO" list with items like "Fill out Primary Family Information Sheet", a quote by Maria Montessori, and an "Activity" section with several entries.

transparentclassroom.com/s/81/dashboard?locale=en

The Montessori School

Search

Test

- Profile
- Change Language
- Privacy
- Logout

Home

Child

Classmates

Directory

Help

TODO

- Fill out Primary Family Information Sheet
- Fill out Primary New Student Questionnaire
- Fill out Health Appraisal/ Immunization Record (upload) 2 slots
- Fill out Volunteer Forms

SCHOOL INFO

- Announcements
- Contact Us
- Getting Started
- Sweatshirt Order Form
- Show All

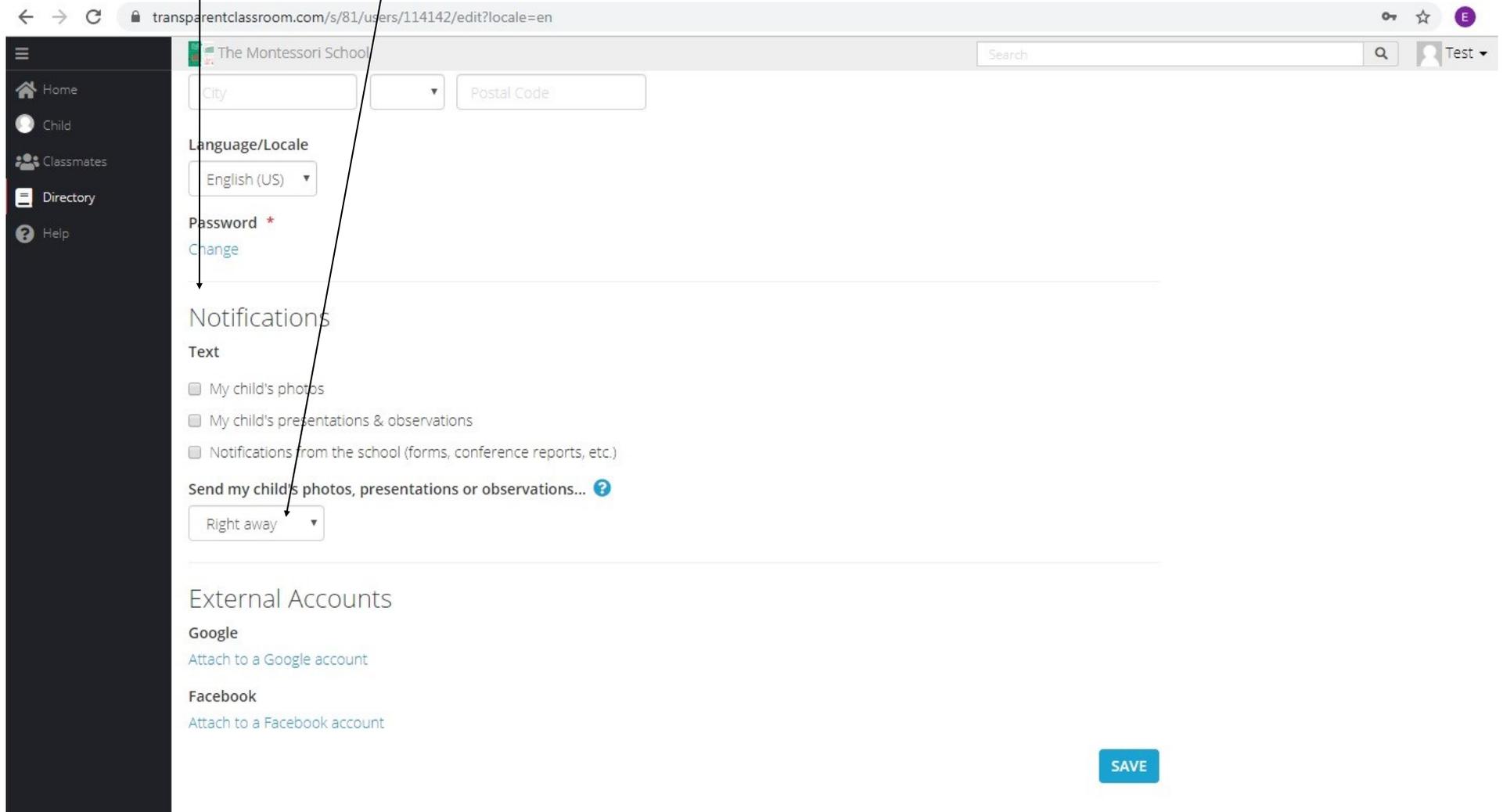
Activity

- Child T needs more Large button frame and How to be a listener
08/05/2019 Sandra
- Child T practiced Unrolling and Rolling a Floor Mat and Cutting dead flowers
08/05/2019 Sandra
- Child T mastered Carrying A Tray with Something on it, Zipper Frame, and I low to get someone's attention
08/05/2019 Sandra
- Child T introduced Carrying a Chair, Bow-Tying Frame, Mortar and Pestle, and Baking Assistant
08/05/2019 Sandra

“ If help and salvation are to come, they can only come from the children, for the children men.
– Maria Montessori

Change Your Email Notification Preferences

Scroll down on the profile page until you see the section labeled **Notifications**. Within this area you can check **the boxes of the content you would like to receive** email notifications about. Your options include: My child's photos, my child's presentation & observations, and notifications from the school (forms, conference reports, etc.). Just below the check boxes you can also **adjust the frequency at which you receive an email**. You can choose right away, daily, or weekly.



The screenshot shows a web browser window with the URL `transparentclassroom.com/s/81/users/114142/edit?locale=en`. The page is for 'The Montessori School' and includes a search bar and a user profile icon labeled 'Test'. A dark sidebar on the left contains navigation links: Home, Child, Classmates, Directory, and Help. The main content area shows the 'Notifications' section under the heading 'Text'. It contains three checkboxes: 'My child's photos', 'My child's presentations & observations', and 'Notifications from the school (forms, conference reports, etc.)'. Below these is a dropdown menu labeled 'Send my child's photos, presentations or observations...' with a help icon, currently set to 'Right away'. The 'External Accounts' section below shows options to 'Attach to a Google account' and 'Attach to a Facebook account'. A blue 'SAVE' button is located at the bottom right of the page. Two black arrows point from the text above to the 'Notifications' section and the frequency dropdown menu.

Your Child's Profile

The screenshot shows a web browser window displaying a child's profile on the Transparent Classroom website. The browser's address bar shows the URL: <https://www.transparentclassroom.com/s/81/children/163640?locale=en>. The page header includes the school name "The Montessori School" and a search bar. A navigation menu at the top lists "Profile", "Progress", "Photos", "Portfolio", "Conference Reports", "Forms", and "Attendance". A sidebar on the left contains a "Menu" with options: "Masquerading as Test" (with a "STOP" button), "Home", "Child", "Classmates", "Directory", and "Help". The main content area, labeled "Your Child's Recent Activity", lists four activities with dates and user names: "Child T needs more Large button frame and How to be a listener" (08/05/2019, Sandra), "Child T practiced Unrolling and Rolling a Floor Mat and Cutting dead flowers" (08/05/2019, Sandra), "Child T mastered Carrying A Tray with Something on it, Zipper Frame, and How to get someone's attention" (08/05/2019, Sandra), and "Child T introduced Carrying a Chair, Bow-Tying Frame, Mortar and Pestle, and Baking Assistant" (08/05/2019, Sandra). On the right, an "Info" sidebar provides details: "Age: 2yr 11mo (born on 9/1/2016)", "Current Classroom: Oak", "Parents: Test Parent", "Normal Hours: 9:00AM - 12:00PM M-F", "2019 Summer Absences: 0", "Approved Adults: Jane and John Doe (123)456-789", "Emergency Contacts: Jane and John Doe (123)456-789", and "Allergies: Peanuts - Has Epi-Pen".

Menu

Your Child's Recent Activity

Important Information including the typical program hours your child is here for, absences, approved adults for pick-up, emergency contacts, and allergies

The recent activities section allows you to click on the lesson link your student is working on. Many of the standard Montessori lessons will include a thorough description of the lesson and purpose. If the lesson does not contain a description and the title is not self-explanatory, you can ask your lead guide more information about the lesson.

Progress

The progress page is a cumulative record of the lessons your child is working on during the 3 year cycle. You can use the colored code indicator to see which lessons the lead guide has introduced to your child, what they have practiced regularly, what they have mastered, and what they need more lead guide coaching on to experience consistent success.

The screenshot displays the 'Child's Progress' web application interface. At the top, there is a navigation bar with tabs for Profile, Progress (selected), Photos, Portfolio, Conference Reports, Forms, and Attendance. Below this is a search bar and a user profile dropdown. The main content area is titled 'Child's Progress' and features a legend with four colored circles: a dark blue circle for 'Mastered', a light blue circle for 'Practiced', a light blue circle for 'Introduced', and an orange circle for 'Needs More'. The main content is organized into seven columns, each representing a different category of lessons: Practical Life, Sensorial, Language, Math, Lovelight, Geography, and Observations. Each column contains a list of lessons, with some lessons having a colored circle next to them indicating their status. For example, in the 'Practical Life' column, 'Carrying a Chair' is marked as 'Introduced' (light blue), 'Carrying A Tray with Something on it' is 'Practiced' (light blue), and 'Unrolling and Rolling a Floor Mat' is 'Mastered' (dark blue). In the 'Math' column, 'Number Rods' is 'Introduced', 'Number Rods and Cards' is 'Practiced', and 'Sandpaper Numerals' is 'Mastered'. The 'Lovelight' column shows 'Peace Day' as 'Introduced' and 'Mindfulness' as 'Practiced'. The 'Geography' column has 'Animals from different continents' as 'Introduced' and 'Sandpaper Globe' as 'Practiced'. The 'Observations' column shows 'Social & Emotional Development' as 'Introduced' and 'Notes' as 'Practiced'. A red 'STOP' button is visible in the top left corner of the application interface.

Conference Reports

All of your child's conference reports are available on this page.

The screenshot shows a web browser window with the following elements:

- Browser Tab:** Child's Conference Reports
- Address Bar:** https://www.transparentclassroom.com/s/81/children/163640/conference_reports?locale=en
- Bookmarks Bar:** Apps, TMS Mail, TMS Calendar, The Montessori Sch..., Illness Reporting, TSheets :: login, MI New Hire, Licensing Rules, HR at The Montess..., Michigan Workforc..., Constant Contact, Other bookmarks
- Page Header:** The Montessori School, Search, Test
- Navigation Menu:** Profile, Progress, Photos, Portfolio, **Conference Reports**, Forms, Attendance
- Section Title:** Child's Conference Reports
- Table:**

Name	Created on
The Montessori School Primary Progress Communication 9/4/2018 - 9/1/2019	8/5/2019
- Left Sidebar:** Masquerading as Test (STOP), Home, Child, Classmates, Directory, Help

Forms

The forms required for enrollment are all on this page. The color code indicator in the top right corner will show you whether the forms listed for you have been **requested** from you, **submitted** by you, or **accepted** by our staff.

If your forms still show as requested (a light blue R square) please complete them immediately. You will be asked to review these forms yearly. If there is any change during the year, please email Meg (megg@themontessorischool.org). She will reassign the form to you so you can make the necessary changes.

The screenshot shows a web browser window with the URL <https://www.transparentclassroom.com/s/87/children/163640/forms?locale=en>. The page title is "Child's Forms". The sidebar on the left includes a "STOP" button and navigation links for Home, Child, Classmates, Directory, and Help. The main content area shows a table of forms with the following data:

Name	Created on	Status
Primary Family Information Sheet	about 5 hours ago	Requested
Primary New Student Questionnaire	about 5 hours ago	Requested
Health Appraisal/ Immunization Record (upload) 2 slots	about 5 hours ago	Requested
Volunteer Forms	about 5 hours ago	Requested

