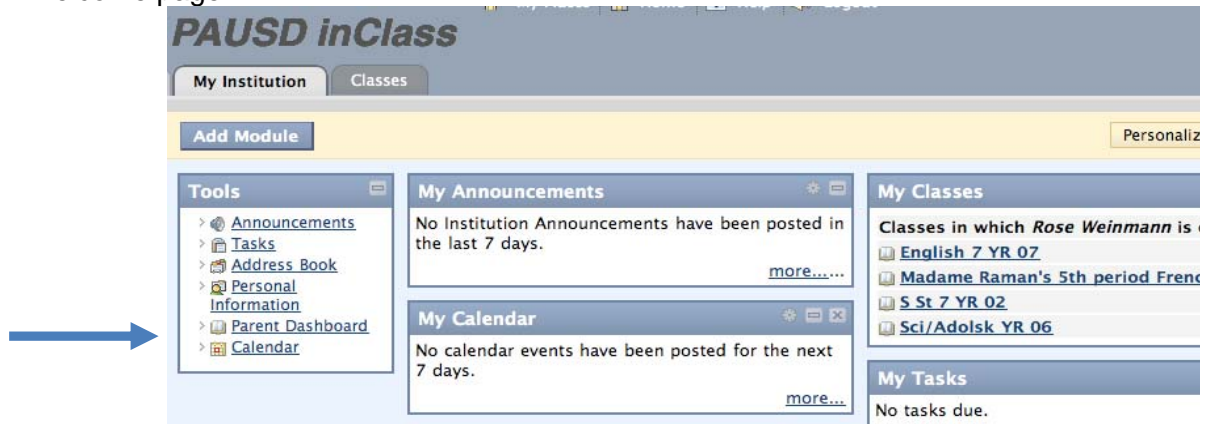


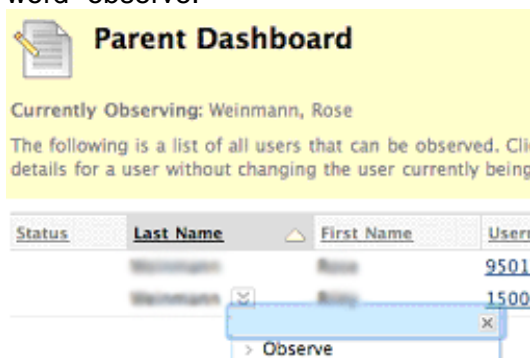
# PAUSD inClass For Parents!

**Welcome to InClass!** Palo Alto Unified School District's communication tool for teachers, students and parents.

- **To Locate InClass**
- Go to <http://inclass.pausd.org>
- Or go to the Paly web page and click on "InClass" on the left side menu.
- **To Log in:** The first time you log in, you will log in with a username of your student's ID number followed by an underscore and a lower case p ( ex: 99999999\_p ). Your password is your student's ID number. **IF YOU HAVE TWO OR MORE STUDENTS IN MIDDLE AND/OR HIGH SCHOOL, YOU MUST USE THE ID NUMBER OF THE OLDEST CHILD.**
- **To change your password:** From your welcome screen (the first thing you see when you log in) click on "Personal Information" in the menu at left, then click on "Change Password"
- **To view your student's classes:** Click on the class title from the list of "Classes in which you are enrolled" at right.
- **To go back to your welcome screen:** Click on the "My Institution" tab.
- **To observe another student:**
- If you have more than one student enrolled in a PAUSD middle or high school, you use the parent dashboard to switch users. You will find this link on the left side of your welcome page.



Pull down the double arrows next to the name of the student you want to observe and select the word "observe."



## **What if...?**

### **One or more of my students' classes does not appear on the list of "Classes in which you are enrolled?"**

This is most likely because the teacher has not made the class available. Ask your teacher if they are using InClass. If they are and the class still does not appear, contact Pat O'Hara at [pohara@pausd.org](mailto:pohara@pausd.org).

### **My student just added a class and it does not appear in my class list.**

It takes one day after the course change has been made by your counselor to add the class to InClass. If you do not see the class after two days, contact Pat O'Hara at [pohara@pausd.org](mailto:pohara@pausd.org). E-mail your teacher as well as they may be able to send you the documents you need over e-mail.

### **I cannot log in to the grade page to see my student's grades**

Most teachers use a different gradebook program than the one provided in InClass. The password for each class could be different. Your student selected this password and gave it to the teacher. Please ask your student to share the password with you. If your student is reluctant to share their grades password, you may contact the teacher and he/she will give it to you.

### **My password isn't working.**

E-mail Pat O'Hara at [pohara@pausd.org](mailto:pohara@pausd.org) to have it reset.