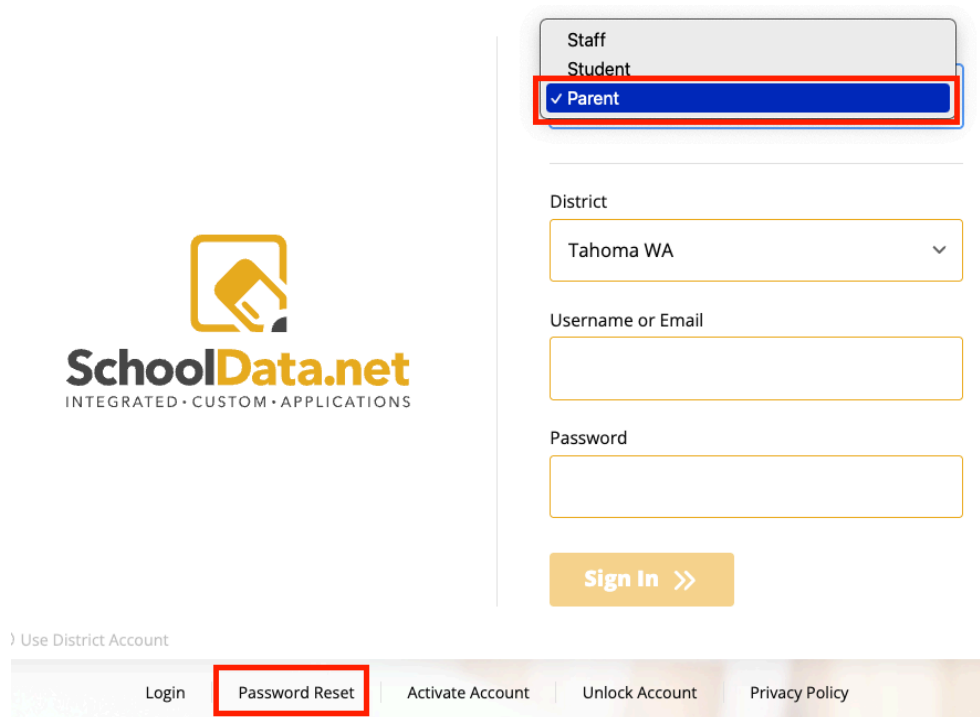


## HiCap Guardian Log in (Connect)

1. Access the login page at (your district name) <http://districtname.schooldata.net/connect/#/>
2. From the first **Log in as:** drop-down menu, choose **“Parent.”** You will need to reset your password the first time you log in by clicking on the **“Reset Your Password”** link in the bottom left-hand corner.



Use District Account

Login Password Reset Activate Account Unlock Account Privacy Policy

3. You will be asked for your username or Email; for most parents, your username is your email address. Enter the email address you provided to the school and click **“send verification code.”**

### Password Reset

Forgot your password? It happens. Follow these 3 simple steps to reset your password. If you want to start over, click 'Restart' at the top. If you need help, contact us at [support@schooldata.net](mailto:support@schooldata.net) and we'll guide you through the process, step-by-step.

#### STEP 1

##### User details

#### STEP 2

##### Verification code

#### STEP 3

##### New password

Enter your email address or username below and click 'Send Verification Code'. We'll email you a special code to enter in the next step.

Username or Email

Send Verification Code

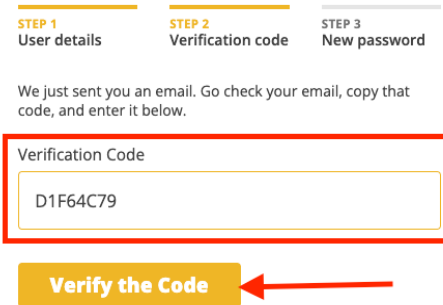
4. Check that email address for a message from School Data. Also, check your spam folder, as auto-generated emails are sometimes routed there.

Hi Teri,

Below is your SchoolData.net account verification code. Simply copy & paste or type this code into the required field. This code will expire in 24 hours or immediately after use.

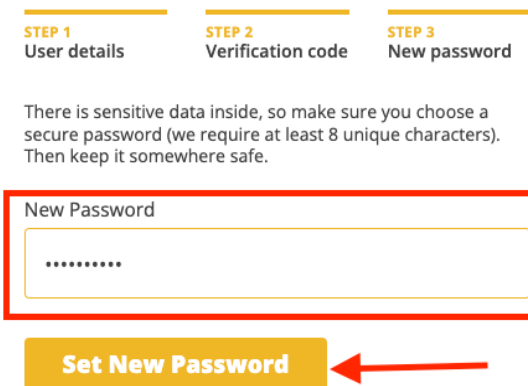
**D1F64C79**

- Copy and paste the code provided in the email into the Verification Code box on the reset page, then click “Verify the Code.” (**NOTE:** The verification code expires in 24 hours).



The screenshot shows a three-step process: STEP 1 User details, STEP 2 Verification code, and STEP 3 New password. STEP 2 is active. Below the steps, a message says: "We just sent you an email. Go check your email, copy that code, and enter it below." A text input field labeled "Verification Code" contains the code "D1F64C79". Below the field is a yellow button labeled "Verify the Code" with a red arrow pointing to it.

- Enter a **New Password** (minimum eight (8) characters) and click **Set New Password**.



The screenshot shows the same three-step process. STEP 3 New password is active. Below the steps, a message says: "There is sensitive data inside, so make sure you choose a secure password (we require at least 8 unique characters). Then keep it somewhere safe." A text input field labeled "New Password" contains eight dots. Below the field is a yellow button labeled "Set New Password" with a red arrow pointing to it.

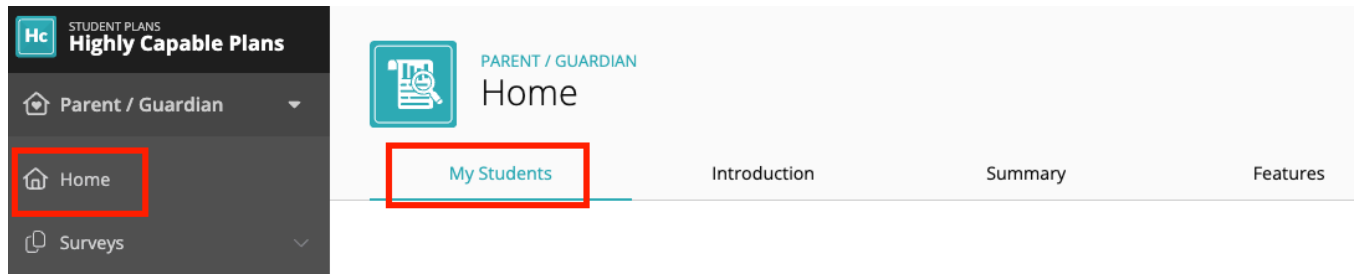
- Each time you log in, choose “**Login as Parent,**” use your email address as your username, and enter your password you set.
- Follow these same steps if you forget your password or need to reset it. Passwords are not stored in the system.

## View My Student Learning Plans

Here, the Parent/Guardian will learn how to view Hi-Cap Plans for your student(s) and add strengths.

- Start under **Home** in the left navigation menu.
- You will see the Home page with several subpages (tabs) at the top.

- Click the **My Students** Tab.

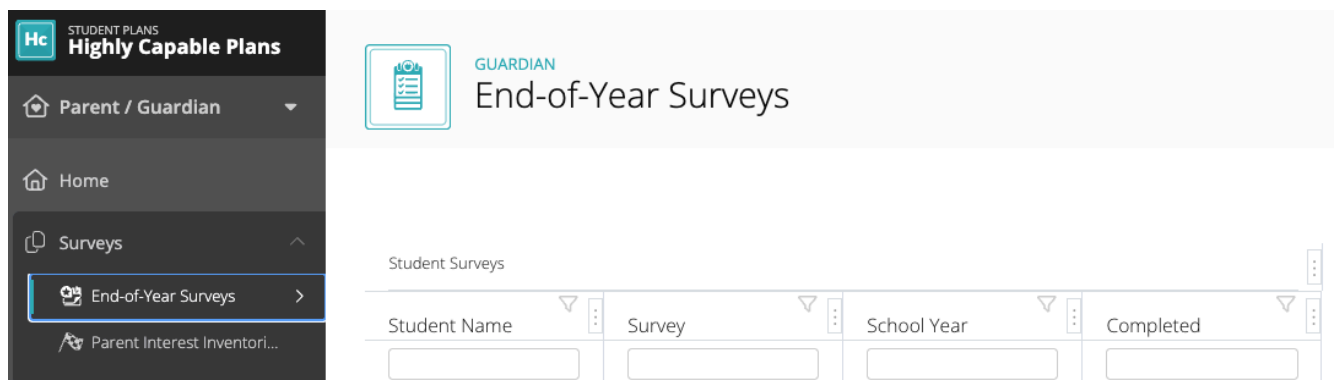


- You will see a tile for each of your students listing the applications for which they have data.
- For **Hi-Cap Learning Plans**, click the arrow to the right, and from the list, select which plan you would like to view data for, then click **Review Hi-Cap Plan**.
- That plan will open with several tabs of data available for viewing and editing.
  - Details:** Read-only
  - Scores:** Read-only
  - Strengths:** Click the **Add Record** button in the top-right corner and fill out the **Student Strength** field, then click **Save**.
  - Goals:** Read-only
  - Tasks:** Read-only
  - Services:** Read-only

## End-of-Year Survey

Here, you will learn how to complete the End of Year Survey to provide input and feedback about your district's Highly Capable Program to inform district leaders.

- Start under **Surveys** in the left navigation menu and choose **End-of-Year Survey**.
- Click the **Survey** link or **School Year** link.



- Hover over any questions that are too long to see fully.

Arts (Music, Drama, Visual Arts, etc)
  Support classes (AP, Title, Speech, Behavioral Health, etc)

Other (Health and Fitness, PE, electives, etc)
 Please check any of the following that you currently teach or oversee. These are specific to classes serving HiCap students. If you don't currently serve any HiCap students, select 'None of the above'.

Please check any of the following that you currently teach or oversee. These are specific to classes serving HiCap students. If you don't currently serve any HiCap students, select 'None of the above'. (optional)

**b. Select the option choices by clicking the checkbox or radio button.**

Please select the option below that describes your role in the district. Check... (optional)

Elementary Teacher
  Middle School Teacher

High School Teacher
  School or District Administrator

Classified Staff
  Other Certificated Teacher

Advanced vocabulary for his or her age or grade... (optional)

Never  
 Very Rarely  
 Rarely  
 Occasionally  
 Frequently  
 Always

**c. Fill in the Comments or Question fields.**

Comments concerning Highly Capable PROFESSIONAL DEVELOPMENT / RESOU... (optional)

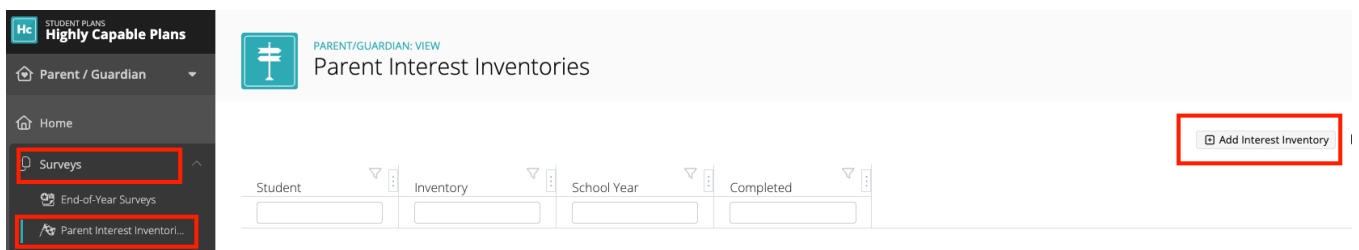
What do you think our district is doing right for our highly capable students? (optional)

- d. You can save your answers and come back to edit or complete responses for a survey started during the current school year. If a survey starts outside this school year, it will become read-only.
- e. Click **Save**.

## Interest Inventories (Educator)

Here, you will learn to complete an interest inventory for any student.

**1. Start under Surveys in the left navigation menu and choose Interest Inventory.**



The screenshot shows the 'Parent / Guardian' view of 'Parent Interest Inventories'. The left navigation menu has 'Surveys' and 'Parent Interest Inventories' highlighted with red boxes. The main content area shows a table with columns for 'Student', 'Inventory', 'School Year', and 'Completed'. An 'Add Interest Inventory' button is highlighted with a red box in the top right corner.

2. Click on the **student's name** or use the **Row Actions Gear** and select **View** to open a student's inventory.
3. To complete a new inventory, click the **Add Record** button in the top-right corner.


- a. Click the magnifying glass in the Student field and click the checkbox to the left of the student.
- i. Click on any column **filter** field or use the other filter tools to search or narrow the list.
  - ii. Click **Save**.
- b. Hover over any questions that are too long to see fully.

Arts (Music, Drama, Visual Arts, etc)
  Support classes (AP, Title, Speech, Behavioral Health, etc)


Other (Health and Fitness, PE, electives, etc)
 Please check any of the following that you currently teach or oversee. These are specific to classes serving HiCap students. If you don't currently serve any HiCap students, select 'None of the above'.

Please check any of the following that you currently teach or oversee. These are specific to classes serving HiCap students. If you don't currently serve any HiCap students, select 'None of the above'. (optional)

**c. Select the options by clicking the checkbox or radio button.**

Please select the option below that describes your role in the district. Check... (optional) 

- |  |   |
|--|---|
| <input type="checkbox"/> Elementary Teacher  | <input type="checkbox"/> Middle School Teacher            |
| <input type="checkbox"/> High School Teacher | <input type="checkbox"/> School or District Administrator |
| <input type="checkbox"/> Classified Staff    | <input type="checkbox"/> Other Certificated Teacher       |

Advanced vocabulary for his or her age or gra... (optional) 

- Never  
 Very Rarely  
 Rarely  
 Occasionally  
 Frequently  
 Always

d. Fill in the **Comments** or **Question** fields.

Comments concerning Highly Capable PROFESSIONAL DEVELOPMENT / RESOU... (optional) 

What do you think our district is doing right for our highly capable students? (optional) 

- e. You can save your answers and come back to edit or complete responses for a survey started during the current school year. If a survey starts outside this school year, it will become read-only.
- f. Click **Save**.