

User's Manual

for Parents



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Welcome to CreativeCurriculum.net

Welcome to ParentsCentral on CreativeCurriculum.net! Your child's program subscribes to this unique online assessment and curriculum planning system each year. CreativeCurriculum.net helps the early childhood professionals in your child's program plan the curriculum, follow your child's progress, and communicate and collaborate with you. As part of CreativeCurriculum.net, you have access to ParentsCentral, an area designed specifically for parents. Using ParentsCentral, you will be able to communicate with your child's teacher and review you child's ongoing development and classroom activities.

If your child's program subscribes to the standard system, you can:

- Access a personalized communications journal to keep in touch with your child's teacher and stay up-to-date on what your child is doing at school.
- View your child's electronic portfolio, including photos, scanned artwork, and other electronic samples of his or her work at school.
- Complete a developmental survey to assess your child's progress and view reports on your child's development.
- Get personalized activity recommendations for your child that will directly support what he or she is learning at school.
- Learn more about child development, curriculum, early childhood education, and parenting through an extensive resource center.

If your child's program subscribes to our CreativeCurriculum.net PLUS system, you can also:*

- View an event calendar that includes classroom and program events.
- Read archived program and classroom e-mail newsletters.
- Read the Weekly Planning Form for your child's classroom.
- Review your child's Progress and Planning Form.

**These functions are optional. Check with your child's teacher to find out which subscription your program uses.*

How To Use This Manual

This step-by-step manual provides instructions about how to use ParentsCentral. It is available for download from the Resource Center in ParentsCentral.

To visit the site, go to www.CreativeCurriculum.net or www.CreativeCurriculum.net/parentscentral and log in with your username and password. (See *Setting Up Your Account* below for more information.)

Setting Up Your Account

1. Your child's teacher will invite you to join CreativeCurriculum.net by sending you an e-mail invitation similar to the one below:

Dear Megan Torpey,

YOU'VE BEEN INVITED!

I invite you to learn more about how your child is progressing in the classroom through a Web service called CreativeCurriculum.net.

CreativeCurriculum.net enhances parent-teacher communication and provides family members with a glimpse of ongoing development and classroom activities.

CreativeCurriculum.net has a section designed specifically for parents called ParentsCentral.

If you accept this invitation, you'll get access to:

- A personalized Communications Journal that will allow you to see teacher observations and samples of your child's work. You can also post your comments and feedback online.
- An interview-style assessment tool that you can use to take a look at your child's progress at home.
- Recommendations of developmentally appropriate activities that complement the curriculum at school so that you can support learning at home.

To accept this invitation and begin using ParentsCentral on CreativeCurriculum.net, click the link below. For security, you will be asked to register with a unique username and password before any information is available to you. This invitation will expire in 30 days.

www.creativecurriculum.net/invite.cfm?t=J8keidksndy

QUESTIONS?

Please contact me, or an administrator at your child's school, if you have any questions or concerns.

Thank you,

Marta Lopez

2. To accept the invitation and register as a user on CreativeCurriculum.net, click on the link provided. You may also copy and paste the link into a new web browser window.
3. Click on **register**.
4. Fill out the necessary information.
5. Click on **Add**. The system will automatically log you in.

[!] Please write down your username and password. You will need these to login. You will receive a confirmation e-mail , which we recommend you keep for your personal records.

Best Practices

In order to maximize your use of ParentsCentral, there are a few skills you will find useful.

Basic computer skills:

Users will need to have basic working knowledge of how a computer works, including

- how to open and close windows and applications
- how to find and store information in directories and subfolders
- how to open, print, save, and resave files
- how to use a Web browser (e.g., using scrollbars, clicking on hyperlinks)
- Adobe Acrobat Reader. It is required for many of the reports. If it is not already installed on computers that will be used for reporting purposes, there is a free download version at www.adobe.com.
 - *PDF stands for Portable Document Format, a type of document that allows individuals with different computers to view and print documents the same way. A PDF document cannot be edited, only viewed.*
 - **To view PDF documents**, you must install Adobe Acrobat Reader software (or check to see if it is already installed) on your computer. Installation is free, quick, and simple.
 - **If you see an error message** when you click SUBMIT, you must install the Acrobat Reader software.
 - **To install Acrobat Reader software**, click on the **Acrobat Reader** graphic. You will be taken to the [Adobe Web site](#). Follow the instructions to download and install the software.

If You Need Help

There are many resources to help you right at your fingertips! If you have questions, look in your *Manual* first and then try these suggestions:

- Consult the administrator or the **resident expert** at your child's program. If technical support is needed, this individual should call for support. Parents may also call, write, or use the **Live Chat** function in the **Help** section.
- Parents may also call Technical Support at 866-736-5913.

Site Overview

Navigation

How ParentsCentral is organized (main navigation tabs)

1. ParentsCentral is organized into four main sections, identified as green tabs at the top of the screen in the graphic below. These are the main navigation tabs.
2. Place your cursor over a tab and it will change from green to yellow.
3. Continue to hold your cursor over the tab and additional features related to this section will appear. Click on the name of a feature to access it.

Getting Started

Logging In

1. Login to the *Creative Curriculum* Website (www.CreativeCurriculum.net/parentscentral) with the username and password you selected when you originally registered. You may also go to www.creativecurriculum.net and click on **ParentsCentral**.
2. Click on **GO**.
3. To confirm that you are logged in, confirm that your name appears in the **Welcome** message in the upper-right corner of the screen.

Lost Password

1. If you have forgotten your password, click on **lost password**.
2. Type in your username and click on **GO**. The system will automatically assign you a new password.
3. Your new password information will be sent to your e-mail address.
4. Once logged in, you will be asked to reset your password through the **my profile** feature on the site.

Update Your Profile, E-Mail, or Password

1. Once you are logged in, click on **my profile** to display your profile information.
2. Click on **Update My Profile** to change your name or e-mail address.
3. Be sure to enter a valid and current e-mail address so that you can take advantage of all features on ParentsCentral.
4. To change your password, click on **here** (screen not shown).
5. Fill out the form. Once you are finished, click the **SUBMIT** button.

Communicate with Teachers

Sometimes having a long conversation with your child's teacher just isn't possible. The *Communicate With Teachers* function serves as a journal, allowing you to stay in contact with your child's teacher at your convenience. You can read observations that the teacher has written about your child and view samples of your child's work. You can also add and send (post) your comments, questions, and feedback for the teacher to read.

Reviewing and Responding to Teacher Postings

A posting is a written response that is sent online to be viewed by others.

1. Place your cursor over the **Communications** menu, then click on **Journals**.
2. You will see a new screen that lists new communications posted by the teacher. To view a new communication, click on its title. You will see a new screen that displays the communication you selected.
3. To view communications that are older than two weeks, select a time from the pull-down menu and click the **Submit** button.
4. To view communications about a specific child, click on your child's name.
5. You will see a new screen. To view a communication, click on its title.
6. You will see a new screen that displays the communication you selected. To post a response, click the **ADD A REPLY** button. You will see a new screen.
7. Fill out the form and click the **SUBMIT** button. The teacher will be alerted that you have posted a new response.

Create a New Communication Thread

A thread is a series of written replies related to a particular topic, usually between parent and teacher.

1. Place your cursor over the **Communications** menu, then click on **Journals**.
2. Click on your child's name from the menu on the left. You will see a new screen that lists all communications for your child.
3. To start a new communication topic, click on **Add New Communication**. You will see a new screen.
4. Fill out the form and click the **SUBMIT** button. The teacher will be alerted that you have posted a new communication.

Edit/Delete Postings

A posting is a written response that is sent online to be viewed by others.

1. Place your cursor over the **Communications** menu, then click on **Journals**.
2. Click on your child's name from the menu on the left. You will see a new screen that lists all communications for your child.

3. Find the posting you wish to edit or delete.

[!] You may edit or delete any postings that you have created, but not the teacher's postings.

4. Click on the name of the communication to view it. You will see a new screen.
5. To edit the posting, click [Edit this Reply](#). To delete it, click [Delete this Reply](#).

Portfolios

This feature allows you to view samples of your child's work that the teacher has posted online. Samples may include copies of your child's artwork, photos of your child in the classroom, and other electronic samples of your child's interactions at school.

1. Place your cursor over the [Communications](#) menu, then click on [Portfolios](#). You will see a new screen.
2. This screen lists all of the files that the teacher has shared with you.
3. Click on a title in the *Work Sample* column to view a file.

Weekly Planning Forms

This feature is only available if your child is in a Preschool 3-5-Year-Old classroom.

Reviewing the *Weekly Planning Form* for your child's classroom is another way to keep up-to-date on what your child is doing at school. You can view any planning forms that your child's teacher has posted online.

[!] This feature is optional and is included in an upgraded version of CreativeCurriculum.net. Check with your child's teacher to learn if the program has access to this function.

1. Place your cursor over the [Communications](#) menu, then click on [Weekly Planning Forms](#). You will see a new screen.
2. This screen lists any *Weekly Planning* forms that your child's teacher has generated and shared with parents.
3. Click on the name of a *Weekly Planning Form* to view its details. This screen is printer-friendly.
4. To print, click on your Web browser's [File](#) menu, then choose [Print](#).
5. The *Weekly Planning Form* opens in a new window. Click on the [x] to close the window and return to ParentsCentral.

Progress and Planning Reports

This feature is only available if your child is in a Preschool 3-5 Year Old classroom.

After you have participated in a parent-teacher conference, you may view a copy of the *Child Progress and Planning Report* online. This report summarizes your child's development and progress at school.

[!] This feature is optional and is included in an upgraded version of CreativeCurriculum.net. Check with your child's teacher to learn if the program has access to this function.

1. Place your cursor over the **Communications** menu, then click on **Progress and Planning Reports**. You will see a new screen.
2. This screen lists any reports that your child's teacher has generated and shared with parents.
3. You may view the report in either English or Spanish. Click on either **English Version** or **Spanish Version** to view the report. This screen is printer-friendly. To print, click on your Web browser's **File** menu, then choose **Print** (not shown).
4. Click on **Previous Page** to return to CreativeCurriculum.net.

Child Planning Forms

This feature is only available if your child is in an Infants, Toddlers, and Twos classroom.

Reviewing the *Child Planning Form* for your child is another way to keep up-to-date on what your child is doing at school. You can view any planning forms that your child's teacher has posted online.

[!] This feature is optional and is included in an upgraded version of CreativeCurriculum.net. Check with your child's teacher to learn if the program has access to this function.

1. Place your cursor over the **Communications** menu, then click on **Child Planning Forms**. You will see a new screen.
2. This screen lists any *Child Planning* forms that your child's teacher has generated and shared with parents.
3. Click on the name of a *Child Planning Form* to view its details. This screen is printer-friendly.
4. To print, click on your Web browser's **File** menu, then choose **Print**.
5. The *Child Planning Form* opens in a new window. Click on the red X in the upper right corner to close the window and return to ParentsCentral.

Group Planning Forms

This feature is only available if your child is in an Infants, Toddlers, and Twos classroom.

Reviewing the *Group Planning Form* for your child is another way to keep up-to-date on what your child is doing at school. You can view any planning forms that your child's teacher has posted online.

[!] This feature is optional and is included in an upgraded version of CreativeCurriculum.net. Check with your child's teacher to learn if the program has access to this function.

1. Place your cursor over the **Communications** menu, then click on **Group Forms**. You will see a new screen.
2. This screen lists any *Group Planning* forms that your child's teacher has generated and shared with parents.

3. Click on the name of a *Group Planning Form* to view its details. This screen is printer-friendly.
4. To print, click on your Web browser's **File** menu, then choose **Print**.
5. The *Group Planning Form* opens in a new window. Click on the red X in the upper right corner to close the window and return to ParentsCentral.

Family Conference Forms

This feature is only available if your child is in an Infants, Toddlers, and Twos classroom.

After you have participated in a parent-teacher conference, you may view a copy of the *Family Conference Form* online. This report summarizes your child's development and progress at school.

[!] This feature is optional and is included in an upgraded version of CreativeCurriculum.net. Check with your child's teacher to learn if the program has access to this function.

1. Place your cursor over the **Communications** menu, then click on **Family Conference Form**. You will see a new screen.
2. This screen lists any reports that your child's teacher has generated and shared with parents.
3. You may view the report in either English or Spanish. Click on either **English Version** or **Spanish Version** to view the report. This screen is printer-friendly. To print, click on your Web browser's **File** menu, then choose **Print** (not shown).
4. Click on **Previous Page** to return to ParentsCentral.

Event Calendar

Your child's teacher and other school officials can use this tool to let you know about upcoming events at the school and remind you of important dates.

[!] This feature is optional and is included in an upgraded version of CreativeCurriculum.net. Check with your child's teacher to learn if the program has access to this function.

1. Place your cursor over the **Communications** menu, then click on **Event Calendar**. You will see a new screen.
2. This screen displays a calendar for the month. Days with events are shaded in yellow.
3. Click on the day of an event in the calendar to view its details. To view all the events for the month, scroll down to the bottom of the page.
4. To view events for the previous or upcoming month, click on **Previous Month** or **Next Month** at the top of the page.

Parent Newsletters

Your child's teacher and other school officials can use this tool to share newsletters with you.

[!] This feature is optional and is included in an upgraded version of CreativeCurriculum.net. Check with your child's teacher to learn if the program has access to this function.

1. Place your cursor over the **Communications** menu, then click on **Parent Newsletters**. You will see a new screen.
2. This screen displays links to shared newsletters created by your child's center and your child's teacher.
3. Click on the link of the newsletter to view its details.
4. The Parent Newsletter opens in a new window. Click on the red X in the upper right corner to close the window and return to ParentsCentral.

Family Observations

Assess Your Child's Progress

You can assess your child's progress the *Creative Curriculum* objectives using an interview-style assessment tool designed specifically for parents. Each objective is categorized into goal areas of development. Once you have completed the assessment, your responses are made available to your child's teacher, so that he or she can use that information to plan for your child at school. A *Development Report* is also generated, providing a visual representation of your child's progress.

1. Place your cursor over the **Family Observations** menu, then click on **Assess My Child's Progress**.
2. The main screen displays a list of your child's progress goals. You can assess these goals one at a time. If this is your first time using this section, you will have to enter your child's progress information for each goal before you begin. To select a goal, click **Record**.
3. Answer the question about the specified objective.

Click on **see examples** to help you answer each question.
4. Click **Next** to view the next question or **Previous** to view earlier questions to review and/or change your answers.
5. After you have completed the questions, click **View Report**. You will see a new screen with a *Development Report* for your child. This report charts what your child can currently do, the next steps of development, and activities to help the child achieve these goals.
6. Click on an activity title. This will take you to the Activity Library. (To learn more about the Activity Library, see that section in this *Manual*.)
7. Click the **printer-friendly** graphic to view the page exactly as it will print out. After printing, click on **Previous Page** to return to ParentsCentral (not shown).
8. To complete the questions for another goal area, repeat steps 1–7.

Development Reports

ParentsCentral automatically generates a report on your child's development based on your answers to the series of questions in the *Assess My Child's Progress* function. The report provides a chart of your child's progress on the *Creative Curriculum* objectives, organized by goal area. For each goal, the report lists activities that you can do with your child at home to help him or her achieve these objectives.

1. Place your cursor over the **Family Observations** menu, then click on **Development Reports**.
2. The main screen displays a list of progress reports for every assessment goal you completed in the *Assess My Child's Progress* function. To review a report, click on the name of the goal.
3. You will see a new screen with the *Development Report* for your child. This report charts what your child can currently do, the next steps of development, and some activities to help your child achieve these goals.

4. Click the **printer-friendly** graphic to view the page exactly as it will print out. After printing, click on **Previous Page** to return to ParentsCentral (not shown).
5. Click on an activity title. This will take you to the Activity Library. (To learn more about the Activity Library, see that section in this manual.)
6. To view another report, click on your child's name in the side navigation and repeat steps 2–4.

Activity Library

This feature contains activity recommendations that are personally tailored to match the developmental needs of your child. These fun activities complement the curriculum at school enabling you to support your child's learning at home.

Activities for My Child

1. Place your cursor over the [Activity Library](#) menu, then click on [Activities for My Child](#).
2. The main screen displays a recommended list of activities for your child arranged by goal area. These activities are selected to correspond with your child's progress, as reported by his or her teacher. To view details of an activity, click on its title. You will see a new screen displaying the activity.
3. For an alternate activity, click on [View Activities for Previous Step](#) or [View Activities for Next Step](#).
4. If the family version of the activity you are viewing is available in Spanish you will see a [spanish version](#) graphic. Click the [spanish version](#) graphic to view this family activity in Spanish.

[!] To go back to viewing the family version activity in English, click the [english version](#) graphic.

5. Click the [printer-friendly](#) graphic to view the page exactly as it will print out. After printing, click on [Previous Page](#) to return to ParentsCentral (not shown).

Activities by Keyword

1. Place your cursor over the [Activity Library](#) menu, then click on [Activities by Keyword](#).
2. You will see a new screen. Follow the steps to browse and locate activities.
3. Select a category from the pull-down menu. A list of keywords for that category will appear.
4. Click on a keyword. A list of activities will appear.
5. Click on the title of the activity you wish to review. You will see a new screen displaying the activity.
6. Click the [printer-friendly](#) graphic to view the page exactly as it will print out. After printing, click on [Previous Page](#) to return to ParentsCentral (not shown).
7. For an alternate activity, click on [View Activities for Previous Step](#) or [View Activities for Next Step](#).

Activities Search

1. Place your cursor over the [Activity Library](#) menu, then click on [Activity Search](#).
2. Type in a keyword for your search.
3. Once you are finished, click the [Submit](#) button.

4. Any activities that contain the keyword or phrase in the title or text will be displayed under the search results. The number of matching activities will be shown, as well as the number of pages of activities. Click on a page number to go to a specific page of search results or click **Next** to go to the next page.
5. To view an activity, click on its title. You will see a new screen displaying the activity.
6. Click the **printer-friendly** graphic to view the page exactly as it will print out. After printing, click on **Previous Page** to return to ParentsCentral (not shown).
7. For an alternate activity, click on **View Activities for Previous Step** or **View Activities for Next Step**.

All Activities

1. To browse the entire activity library, place your cursor over the **Activity Library** menu, then click on **View All Activities**.
2. The screen displays all activities in the activity library. The number of activities is shown, as well as the number of pages of activities. Click on a page number to go to a specific page or click **Next** to go to the next page.
3. To view an activity, click on its title. You will see a new screen displaying the activity.
4. Click the **printer-friendly** graphic to view the page exactly as it will print out. After printing, click on **Previous Page** to return to ParentsCentral (not shown).
5. For an alternate activity, click on **View Activities for Previous Step** or **View Activities for Next Step**.

Resource Center

The resource center contains documents, articles, Web sites, manuals, and other materials that may be helpful to you as you use ParentsCentral.

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