

# K-5LINK

*An Internet communications bridge between teachers, students, and parents in the Elementary School environment*

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## **OVERVIEW**

K-5Link is a web based application that provides elementary school students and parents ready access to school and class information, and easy intercommunications between students and teacher, and teacher and parents. The application may be used by any parent or student with a computer and internet access.

K-5Link provides parents and students with the ability to view upcoming or incomplete assignments or homework, view scheduled school or class events, send messages to the class teacher and students, download class documents and assignments, upload documents to the class teacher and view detailed grade, assignment and homework information.

The K-5Link application is a secure and closed environment that allows for no unauthorized access. Every user of the system, whether a system administrator, teacher, parent or student must logon to the system with a granted username and password in order to access the system. Without such a valid username and password, access to the system is denied. There is no access to the internet from within the K-5Link system except those links entered by a class teacher for the Student Links page.

## **USING THE K-5LINK APPLICATION**

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ASP Innovations, LLC provides access to and use of K-5Link on a subscription basis to teachers. The application is hosted and managed by ASP Innovations on dedicated servers with high-speed Internet connection and daily backup of all data. It is not necessary for you to purchase any software, or be involved with any software maintenance or administrative functions.

The application includes an extensive Help File to make use as easy as possible. In addition, ASP staff is available via email to answer any questions and assist in the entry and setup of class information.

## **GENERAL INFORMATION**

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The K-5Link application consists of four operational modules: Administrator, Teacher, Parent and Student. Each module serves a specific function and was designed specifically for its intended audience. For example, the user interface for the Student Module was designed with elementary level students in mind using large fonts, colorful pages, animated cursors, and event sounds. The Parent Module was designed to allow for quick and easy access to their child's class information. Each module is different, but all are inter-related.

The K-5Link application is class based, and only the teacher (or an assigned administrator) has access to the class information. More than one Teacher may be assigned to a class. Each class can support up to thirty students.

## **K-5LINK FEATURES**

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The following features are available for Teacher use. A Teacher may use any combination of features for their class. Of course, like any communications system, it is important that the data be maintained and updated to be of most use.

**ANNOUNCEMENTS** - Announcements are displayed on the home pages for each of the separate modules and in the Event Calendar. Once an announcement end date has passed, the announcement becomes a Past Event and is still accessible to users. Announcement details may be viewed by clicking on the announcement date. Teachers may upload documents relevant to the announcement allowing the parents and students to view and download them. When announcements become Past Events, teachers may upload photos (.jpg format) of the event, and these may be viewed or downloaded by parents and students.

**ASSIGNMENTS** - Assignments are displayed on the home pages for each of the separate modules and are recorded in the Grade Book. Assignment details may be seen by clicking on the assignment date. Parents clicking an assignment whose date has passed will see the assignment details page and the score for their child. Teachers may upload documents relevant to the assignment allowing parents and students to view and download them.

**HOMEWORK** - Homework is displayed on all home pages but is not recorded in the Grade Book. Homework details may be seen by clicking on the homework date. Teachers may upload documents relevant to the homework for parent and student viewing and downloading.

**STUDENT LINKS** - Student Links are links to other websites or pages that the class teacher wants parents and students to be able to access from within the system. Up to twenty Student Links may be entered by the teacher. Parents and students may view and use Student Links.

**BLOG JOURNAL** - Blog topics are chosen by the class teacher for student participation. Blogs are monitored by the teacher, who can remove any unsuitable entries. Parents may view class Blogs.

**LESSON PLANS** - Lesson Plans are by week, sorted by date and time, and entered by the class teacher. The lesson plans may be printed and displayed.

**INSTRUCTIONAL CALENDAR** - The Instructional Calendar is the quarterly lesson plan by week entered by the class teacher. The Instructional Calendar for the current quarter may be viewed by parents and may be printed by the class teacher.

**STUDENT GRADES** – Student Grades or Scores are entered by the class teacher for each assignment when completed or past due. There are two Grade book views: By Student - for viewing all one student's assignments; By Date (or By Assignment) - for entering or editing grades for the class by assignment. Parents may view a grade summary for their student or see the grades for completed assignments from the assignments page.

DRA (District Reading Assessment) Scores are entered by the class teacher with the DRA Title and date. Parents may view DRA Scores for their student. WA (District Writing Assessment) Scores are entered by the class teacher with the WA Prompt and date. Parents may view WA Scores for their student.

**WEEKLY EVENTS** - Weekly Events are recurring events entered once by the class teacher and appearing on all home pages as Announcements until removed by the class teacher.

**REMINDERS** - Reminders are for the teacher's personal use to help him/her remember any scheduled events or meetings. Reminders can only be seen by the teacher who created them and only appear on the teacher's home page.

**STUDENT COMMENTS** - Student Comments are items the class teacher wishes to convey to an individual student or to the entire class. These may be comments or suggestions of areas where work is needed. These comments may be seen only by the individual student or their parent.

**EXTRA STUFF** - Extra Stuff is class teacher uploads for parent and student viewing and downloading. These may be worksheets, practice exams or any other documents the teacher wishes to make available for viewing or download.

**MESSAGE SYSTEM** - K-5Link includes an internal messaging system that emulates email but has no contact with anything outside the K-5Link system. In this way students may send email to classmates or teachers, and learn how email works without the problems associated with Internet email. Parents may also use this email facility, upload documents for the class teacher, and the class teacher may send messages to parents and students. Everyone has access to a personal K-5Link email address book.

**CHAT** - A Chat function is provided to allow instant messaging type conversation between classmates, teachers, and parents who are logged on to K-5Link at the same time.

**USER LOGS** - The system administrator and teachers have access to class user logs, class user history, class email, class chat, class student uploads, class parent uploads and class logins.