

Jupiter Ed Student Information System

Jupiter Ed is our Student Information System. Every registered family will be given access to Jupiter Ed for correspondence with our school, teachers and to view your child's assignments and grades. Everyone should have received an email from Jupiter Ed that provided a link to your child's schedule and Jupiter Ed account. Each student should also setup his/her account. An instruction sheet is provided in each student's packet on how to do this. Parents who have more than one child can view all their children from the same login. The parent must use the same email address and choose the same password for each child. (This applies only to parents; siblings cannot see each other's grades.) If you have any questions, about your login please contact the front office. Or if you want multiple login emails on your student's account, please contact the front office and we will add additional emails for you. The following explains the different tabs available on each account.

To Do

Screen listing all current homework and upcoming tests for all their classes, and even reminders of missing assignments. Students can click on any of their classes to get their grade details and all assignments. Each assignment may have an icon next to it to indicate the status: checkmark means done, circle means not done, and asterisk means new grade or feedback available. The asterisk changes to a checkmark after they look at all the feedback.

They must click any assignment or calendar notice to see details. On that screen they may check Done to check off completed tasks. This dims it on their To Do screen and changes the icon to a checkmark, just for their own organization; it does not affect grades.

Messages

Screen listing of all messages sent to your student's account. All messages will also be emailed to the email associated with the Jupiter account. You can control how many messages you receive by going to the settings tab. Jupiter also lets you send messages to the teachers and staff at Seton by clicking on New Message.

My Files

Screen that allows students to upload files and then submit them to any teacher.

Calendar

Screen lets them look at all past and upcoming homework.

Materials

Listing of all materials shared with each student. Click on each class or the school office to see materials that are shared with the student.

Report Card

Screen that shows current report card. An email with the link to the report card screen will be sent out a few weeks after the quarter has ended.

Attendance

Screen that shows the students attendance record.

Behavior Log

Screen that shows the students behavior record. A listing of each demerit given, the date, reason and the category.

Directory

A listing of all the Seton teachers and their contact info.

Settings

Screen that allows you to change your email, add a cell phone for text messages, and adjust the different notification settings for how often you want to receive emails/text messages for behavior alerts, attendance, grades, etc.

Video Tour

7 minute video tutorial of the Parent/Student portal of JE.

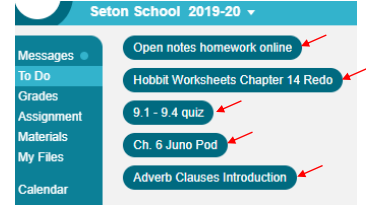
Student Bonus Tips

Message Screen

Use this screen to view any messages or forums.

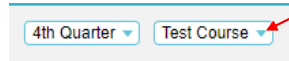
TO DO Screen

Use this screen to see an overview of all your classes on one screen. This will show you current grades in all your classes and any homework that is due soon. If you have any tests/quizzes/lessons to do they will be seen at the top of the screen (see screenshot). To see the details for any class, click on that class. This takes you to the **Grades** screen.



Grades Screen

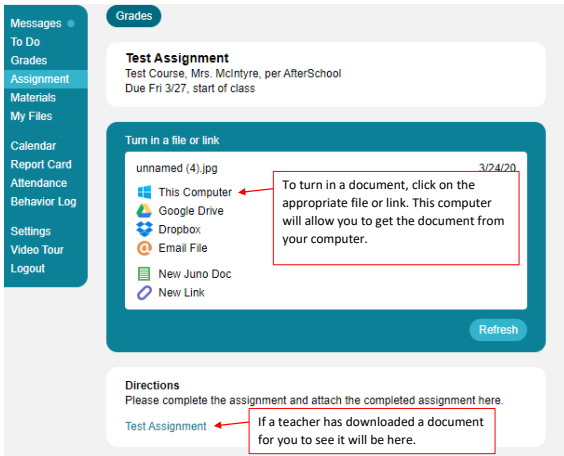
To see the details for a certain class, switch to that class.



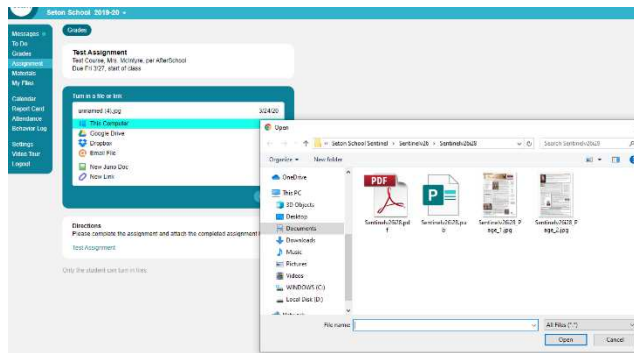
To get details for an assignment, click on that assignment. This will take you to the **Assignment** screen.

Assignment Screen

Here you can see directions, files/links and rubrics for your assignments depending what the teacher has done. When the teacher grades an assignment, it will also show up here. Some assignments will have a button to take a test/quiz/lesson (this is the same button that is shown in the TO DO screen).



To **Turn In files** to the teacher for a specific assignment, click on This Computer or Google Drive (wherever you have it saved). Select the file and click on Open. You have now turned in your assignment. If the



teacher asks you to write an essay/paragraph using **Juno Doc**, click on New Juno Doc, type or paste in your response and then click Turn In.

Materials Screen

Click on materials to see files/links from your teachers or the school office. Select the class and click on the item to open.

My Files Screen

This is another place for you to store your files. If you uploaded any files directly in an assignment from the assignment screen, it will also show up here. Click on the New/Upload button to add new documents, new Juno Doc, etc (see above screenshots). You can also **Turn In a file** to your teacher from this screen. Once you have uploaded your file, click on the file and then click on Turn In.

Calendar Screen

Click on Calendar to see an overview of what you have due. To see specific information for any date, click on that day. This will also show you the assignments that are due on that day, like the TO DO list.

For more information please click on JE Video Tutorial for Parents/Students:

https://www.youtube.com/embed/5-r-OOCR9_E?rel=0&autoplay=1&loop=1

IMPORTANT: Using MS Office Lens to turn pictures of your assignments into pdf files

Pictures can be very hard for your teachers to read. It is recommended to convert those pictures to a pdf file. Download the app **MS Office Lens** (free at the app store). Once downloaded, click on the app and take a picture of the assignment, make sure Document is selected. Click Done and save to PDF. Click on Phone Storage, select the document and share with your teacher (if you're unsure how to do this, you can send yourself an email with the document and then download it to your computer and attach it to the assignment or put it in My Files in JE.).