



Date Updated: April 3, 2020

Step 1: Login into your Parent Portal at <https://edadmin.woodfordschools.net/pparentportal.cfm> and go to the Communication Tab highlighted with a red box as shown below:

PARENT PORTAL

Dashboard Parent Info Students Accounts **Communicate** Library Documents Log Out

ParentID: 311612 | T1 2020

Concerning: Namekeu Katakala (GR7) ▾

To teacher / staff: ...

Copy me:

Message subject:

Message body:

Attachments: Browse... Browse...

(10MB max in total)

Step 2: For parents with more than one child, Select the name of the child you wish to send the work for on the 'Concerning' Field.

PARENT PORTAL

Dashboard Parent Info Students Accounts **Communicate** Library Documents Log Out

ParentID: 311612 | T1 2020

Concerning: **Namakau Katakala (GR7)**

To teacher / staff: Patronella Chooye (GR7) ...

Copy me:

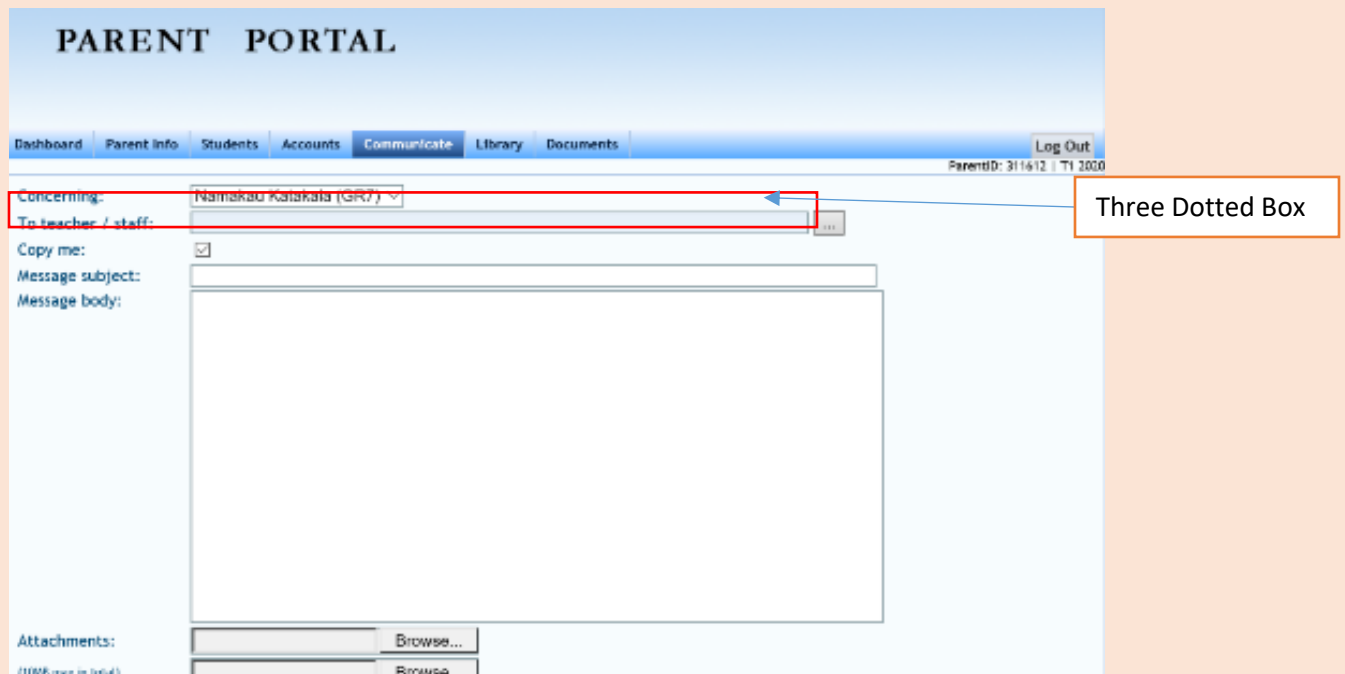
Message subject:

Message body:

Attachments: Browse... Browse...

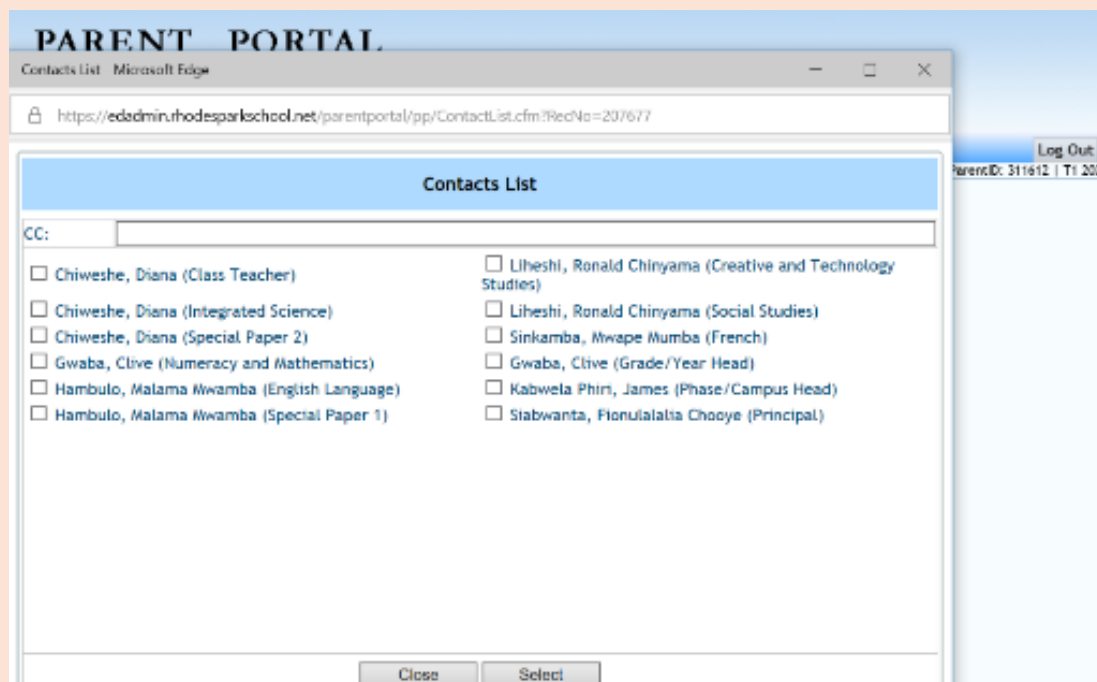
(10MB max in total)

Step 3: Click on the three dotted box to open the Contacts List concerning your child on the 'To Teacher/Staff' field.



Step 4: A pop window will open showing the Contacts List with all of the Academic staff members that teach your child, as well as the School Heads.

Click the box in front of the name of the Class/Subject Teacher you wish to send the work to, as well as the Respective Deputy Head Teacher (Phase/Campus Head):



Step 5: Type the Message Subject, e.g. 'Submission of School Work' as shown below:

The screenshot shows the 'PARENT PORTAL' interface. At the top, there is a navigation bar with tabs for 'Dashboard', 'Parent Info', 'Students', 'Accounts', 'Communicate', 'Library', and 'Documents'. A 'Log Out' button is located in the top right corner. Below the navigation bar, the page displays 'Parent ID: 311612 | T1 2020'. The main content area is a message form with the following fields:

- 'Concerning:' dropdown menu set to 'Namakau Katakala (GR7)'
- 'To teacher / staff:' empty text input field with a dropdown arrow
- 'Copy me:' checkbox checked
- 'Message subject:' text input field containing 'Submission of School Work'
- 'Message body:' large empty text area
- 'Attachments:' section with a 'Browse...' button

A red rectangular box highlights the 'Copy me:' checkbox and the 'Message subject:' text input field.

Step 6: To attach the scanned work that you wish to send back to the teacher, click on the 'Attachments' field highlighted in red as shown below:

This screenshot shows the same 'PARENT PORTAL' interface as the previous one. The 'Message subject' field is now empty. The 'Attachments' section at the bottom of the form is highlighted with a red rectangular box. It contains three 'Browse...' buttons. Below the first button, the text '(10MB max (3 total))' is visible.

Step 7: To send the work you have attached, click on the 'Send Message' field highlighted in red as shown below:

The screenshot shows a web interface for sending a message. At the top, there is a navigation bar with tabs: Dashboard, Parent Info, Students, Accounts, Communicate (active), Library, and Documents. On the right of the navigation bar, there is a 'Log Out' link and the text 'ParentID: 311612 | T1 2020'. The main form area contains the following fields:

- Concerning:** A dropdown menu showing 'Namakeu Kalakala (GR7)'.
- To teacher / staff:** A text input field containing 'Diana Chiwoshe' and a blue ellipsis button to the right.
- Copy me:** A checkbox that is checked.
- Message subject:** A text input field containing 'Submission of Grade 2 English Homework on Phrasal Verbs'.
- Message body:** A large, empty text area for the message content.
- Attachments:** A section with the text '(10MB max in total)' and five rows, each consisting of a file input field and a 'Browse...' button. The second row from the bottom has a red rectangular box drawn around it.
- Buttons:** At the bottom of the form, there are two buttons: 'Reset' and 'Send Message'.