Parent portal for Parents/Carers

Your child/ren's school has decided to use the Just2easy Parent portal. Just2easy's Parent portal is a web-based platform that provides parents and guardians with access to their child's educational activities and progress. The platform is designed to support communication between teachers and parents, allowing them to share information and resources in a safe and secure online environment.
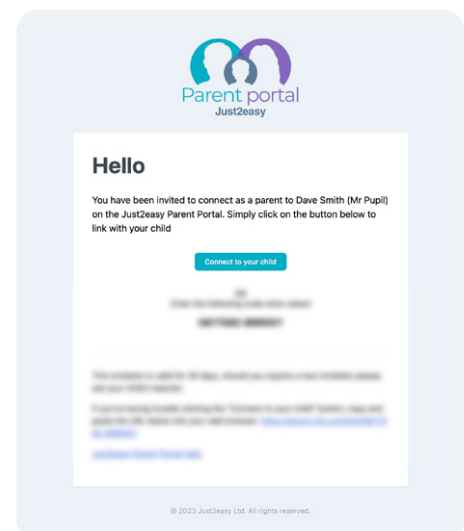
The platform is user-friendly, and is accessible from any device with an internet connection, such as a smartphone, tablet, or computer. Just2easy Parent portal is used by schools and educational institutions across the world to engage parents in their child's learning and to help them stay informed about their child's progress.

How do I get started?

Your child/ren's school will send you EITHER a **QR code** or an **email invite** to register for a Just2easy Parent portal account.

Email invites:

Within the email there will be a link, which will take you directly to the registration page.

QR code setup process

Your school may send you a **QR code** similar to the one shown. This is a scannable link. To use, open your phones camera, scan the QR code and click on the link. This will take you to the registration page.

Registration

With a few simple details registration will be complete. A verification email will be sent to your inbox (please check your spam folder if it does not appear within 5 minutes). You will need to verify your account before you are able to use your Parent Portal account.
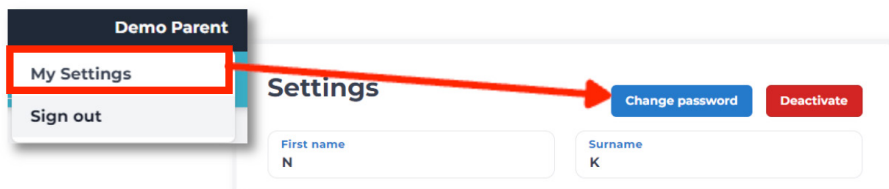
If you have more than one child within the school, you will receive an email invite or QR code **per child**. You will not need to register again, merely click on the link, or scan the QR code and the child will be linked to the same Parent portal account.

Accessing the Parent portal

The Parent portal can be accessed either via the Just2easy Parent portal app or via **parent.j2e.com** if using an internet browser. **For the best user experience we recommend using the app.**
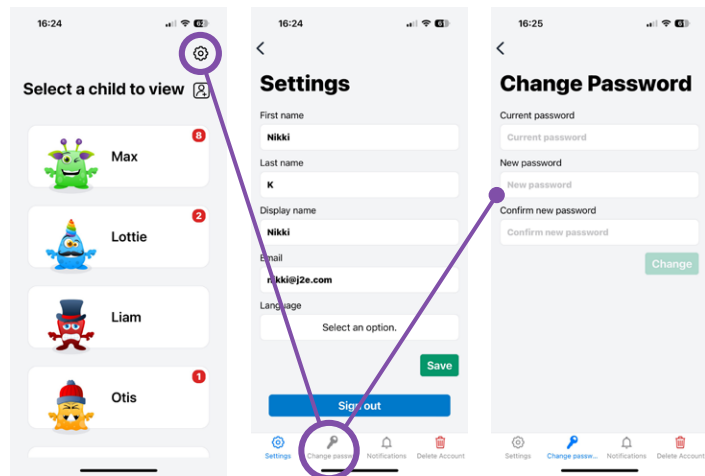
Changing your password on a laptop/PC

To change your password, login and click your name (top right hand of page). Select **"my settings"** and click the **"change password"** button:
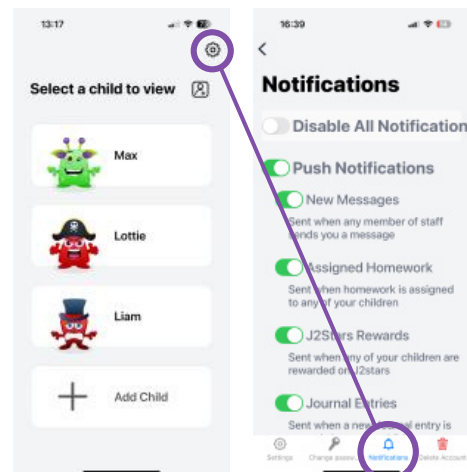
Changing password on a phone or tablet

To change your password, login and click the **cog icon** (top right). Click the **"change password"** button, then set your new password and click **"change"**:
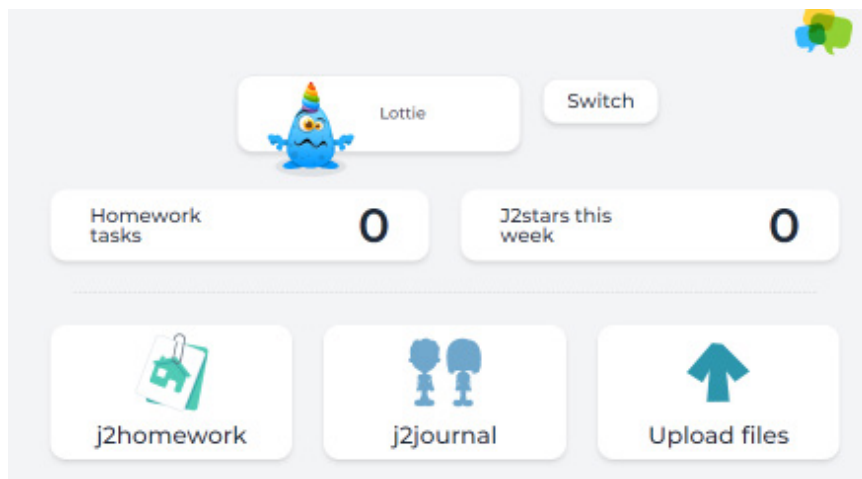

Notifications

Notifications can be personalised within the Parent Portal app. To adjust the notifications, open the settings, then click on the notifications tab. Here you will be able to select/deselect both push and email notifications.

The Parent portal tools

Once you have logged in you will land on the Parent portal homepage. Here you will be able to see your child/ren's profiles, and access the Parent portal tools.

Viewing your child's profile

Once you have selected the child whose profile you wish to view, you will be taken to their overview screen. Here you can see at a glance:

· how many j2stars your child has been awarded this week
· how many unread messages are within j2message
· how many homework assignments are yet to be completed

All of the buttons are fully interactive, allowing you to access each tool in more depth by clicking the relevant button
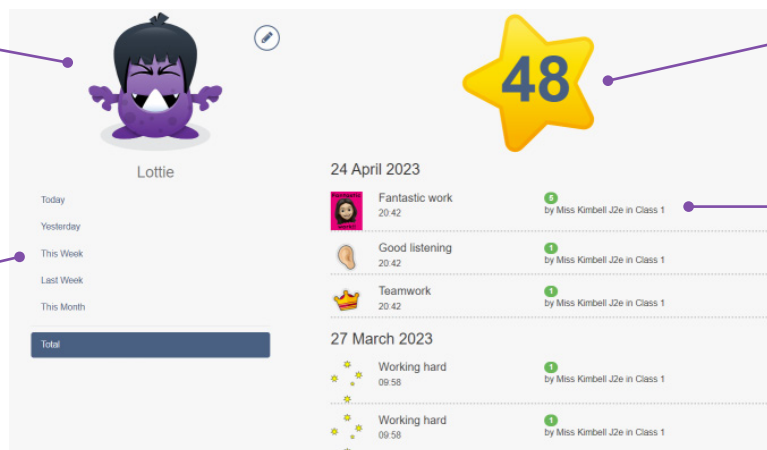
Please note: Some schools will customise the Parent portal, so there may be tools listed in this help sheet that may not be available to you.

J2stars

J2stars is used within schools to promote positive behaviour. Pupil's are awarded stars for various skills and tasks throughout the day. The Parent portal offers an overview on the homepage. To view the stars awarded in more detail, click the button that says **"j2stars this week"**.

Avatar - pupils can personalise this as they wish

Total number of points
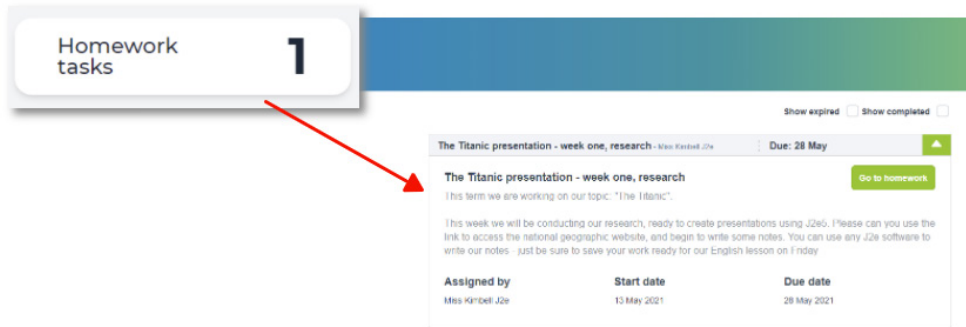
Refine the stars according to a certain time frame

Stars awarded (writing in yellow shows any additional feedback left by the teacher)

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J2homework

Homework can be accessed either by clicking on the **"homework tasks"** buttons, or the **j2homework** button. Here you will be able to see outstanding pieces of homework.

Please note: To complete homework, pupils will need to be logged into their personal account. This will allow pupils to submit and mark as complete, ready to be marked by a teacher.
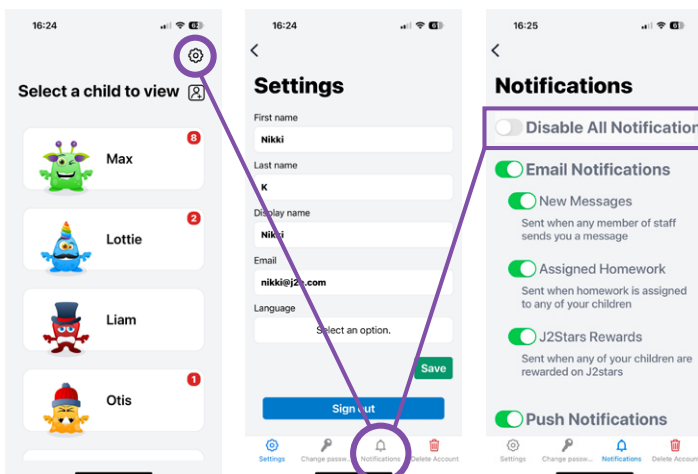
J2message

J2message can be accessed via the **"messages"** button. A red notification will appear when there is an unread message:
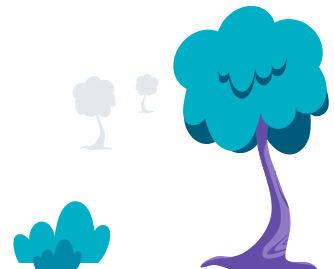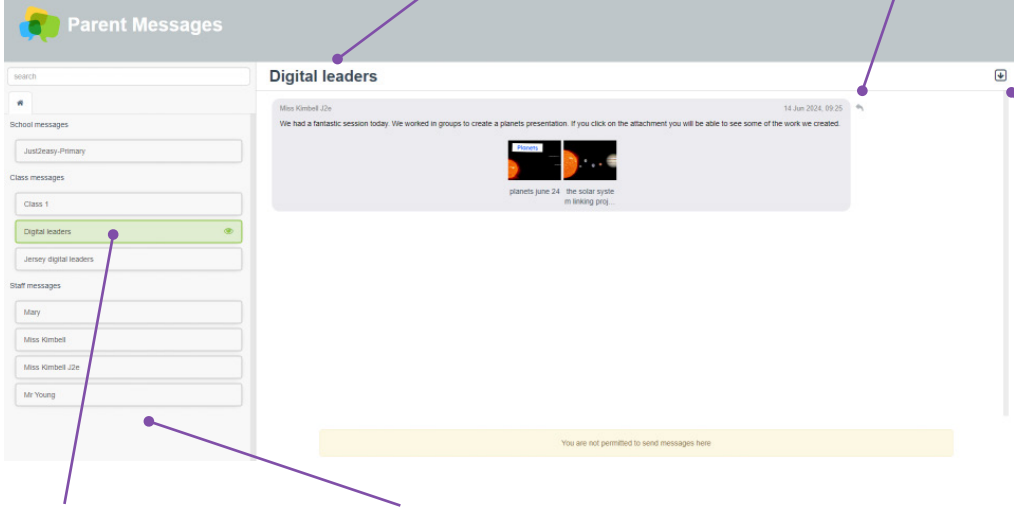
You will also receive an email notification to notify you of any new messages.

We now offer **push notifications** within our Parent portal app. This is switched on by default. If you wish to switch them off you can disable notifications via the settings area, within the notifications tab:

Schools may choose to make this a 1 way messaging service, and turn off parental replies.
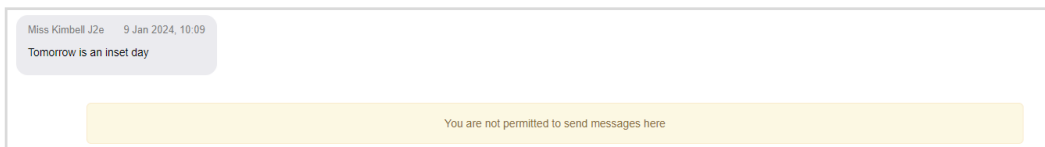
Discussion board

To reply to teacher

Scroll to bottom of discussion thread

Current discussion board open

Different discussion boards available

To reply to a teacher's message, click on the reply arrow. This will always move the messaging to a private 1:1 discussion board between you and the class teacher. (messages within the class discussion board are no allowed).

Your child/ren's school may choose to switch off parental messaging, making the messaging service a 1 way announcement area. If this is the case you will not see a **"reply to teacher"** arrow:

Please note - all messages - even those deleted - can be recovered by teachers.

Be sure to adhere to school guidelines around appropriate use of j2message - any urgent or important messages should still go through official channels such as the school office or in-person conversations.
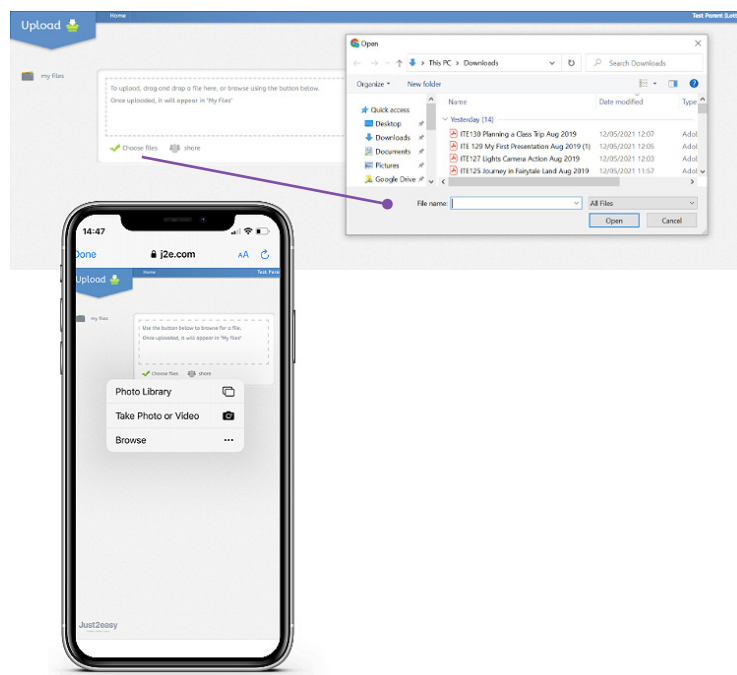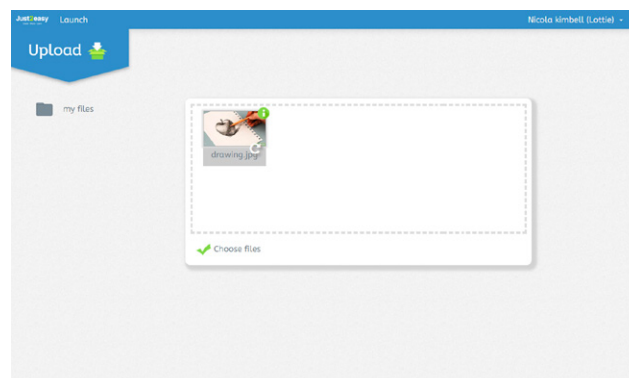
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Upload Files

The upload files area allows you to upload work from an external source on your child's behalf.

To upload work, open the upload files area and click on the **"choose files"** button. You will be prompted to select the file. This can be done on any device. If accessing via a tablet or phone you will also have the option to upload photos or videos from photo library, as well as take photos or record video in real time.

Uploaded work will appear like this. The teacher will be able to see it without it having to be shared, and the file will be listed under your name.

Work cannot be deleted once it is uploaded. Only the child or teacher will be able to delete uploaded content.

J2journal

View and celebrate highlights of your child's work and learning with the brand new j2journal.

Your child and their teacher can upload work to the journal, and you will recieve a notification every time there's something new to see. You will only ever see the work of your child/ren in j2journal, though you may see that multiple children have been involved in the creation of a particular piece of work.

You and your child's teacher will be able to add comments to j2journal entries. Your comments will appear as 'pending' until your child's teacher approves them.