

BLACKBAUD

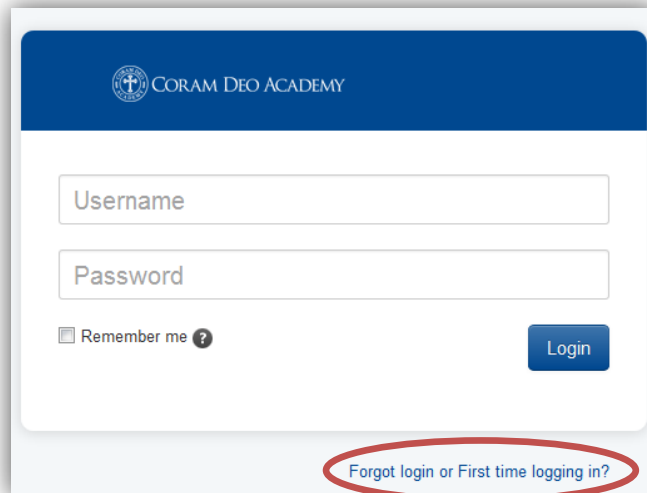
Getting Started Guide for Parents

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Log In To TDSA Connect

- Go to **connect.coramdeoacademy.org**. Do not use www at the beginning.
- For first time users: Click the “[Forgot login or First time logging in](#)” link below the box



Username

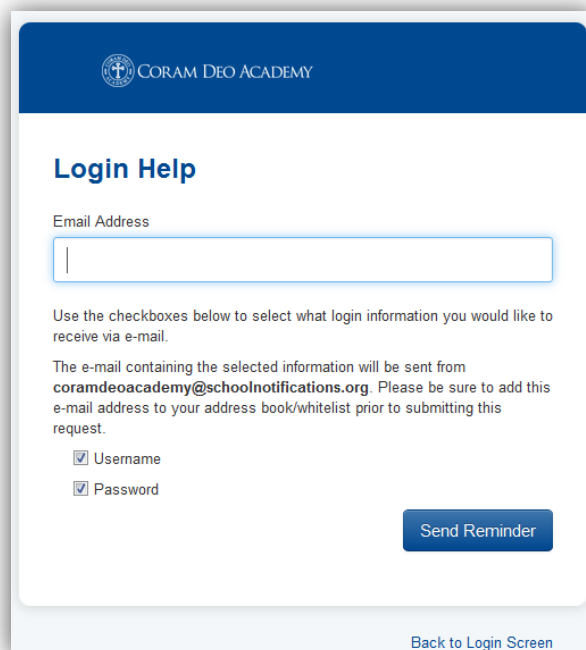
Password

Remember me ?

Login

[Forgot login or First time logging in?](#)

- Type in your email address. For students, the initial email address will be their mother’s email address. This address can be changed once the student is logged into the system.
- Click to receive both your username and password.
- Click the SEND REMINDER button.



CORAM DEO ACADEMY

Login Help

Email Address

Use the checkboxes below to select what login information you would like to receive via e-mail.

The e-mail containing the selected information will be sent from coramdeoacademy@schoolnotifications.org. Please be sure to add this e-mail address to your address book/whitelist prior to submitting this request.

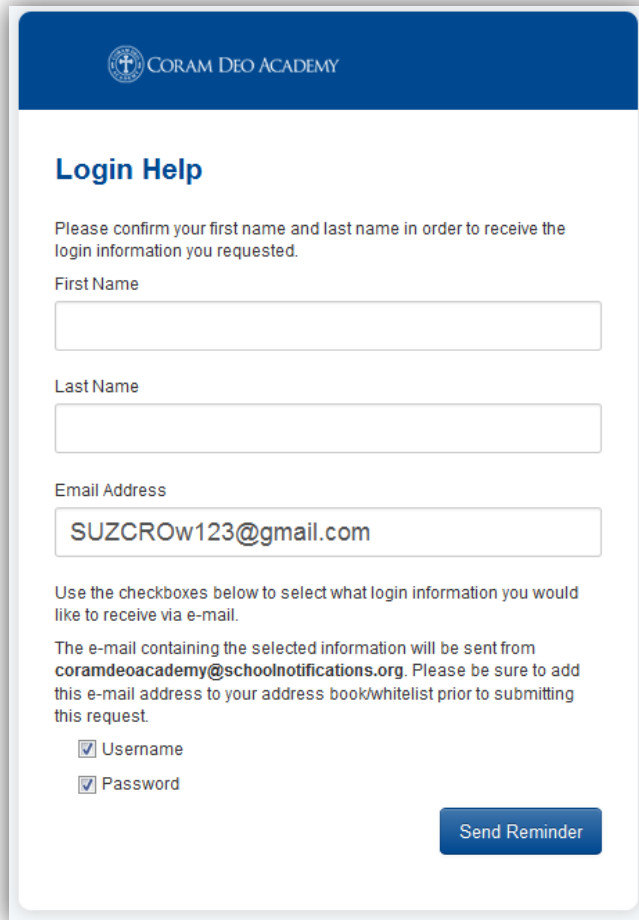
Username

Password

Send Reminder

[Back to Login Screen](#)

- If you are not the only user in the system with that email address, you will see the screen below. Type in your first and last name so that the system can match you with the correct account.



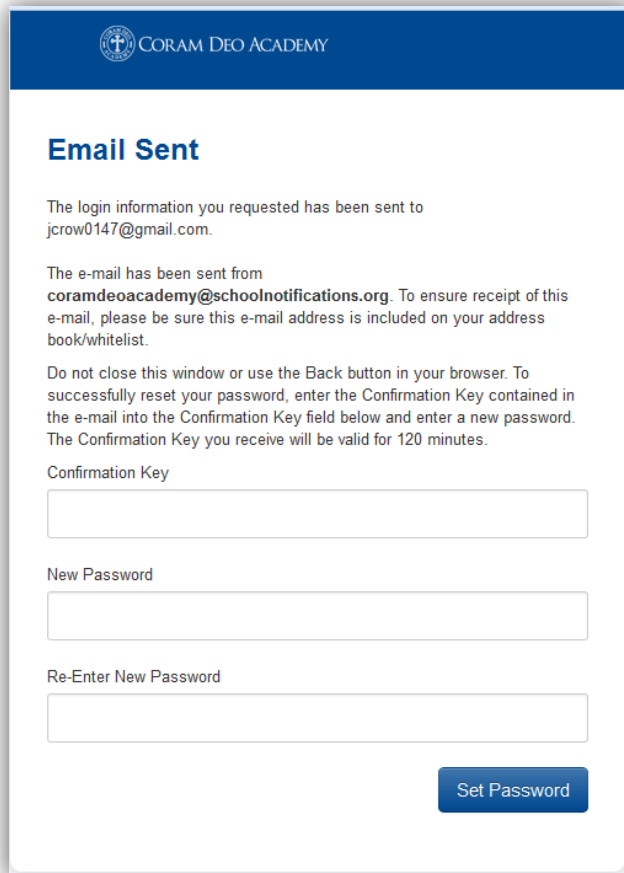
The screenshot shows a web form titled "Login Help" from Coram Deo Academy. The form is set against a white background with a blue header bar containing the academy's logo and name. The form contains the following elements:

- Header:** CORAM DEO ACADEMY logo and name.
- Title:** Login Help
- Text:** Please confirm your first name and last name in order to receive the login information you requested.
- Form Fields:**
 - First Name: An empty text input field.
 - Last Name: An empty text input field.
 - Email Address: A text input field containing the email address "SUZCROW123@gmail.com".
- Instructions:** Use the checkboxes below to select what login information you would like to receive via e-mail.
- Disclaimer:** The e-mail containing the selected information will be sent from coramdeoacademy@schoolnotifications.org. Please be sure to add this e-mail address to your address book/whitelist prior to submitting this request.
- Checkboxes:**
 - Username
 - Password
- Button:** A blue button labeled "Send Reminder".

NOTE: Students were uploaded with mother's email address as their initial email. This can be changed once they login.

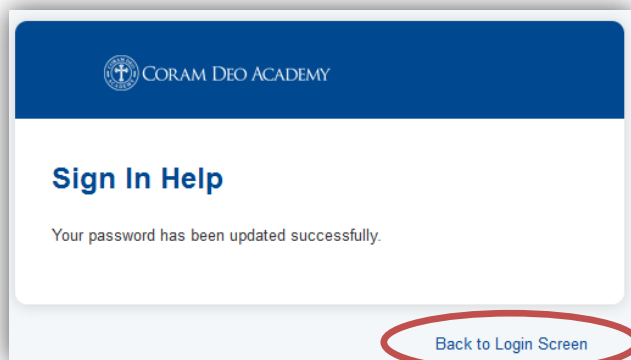
- Once the system has verified your account, you will receive two separate emails to the email address you typed in. One containing your username and the other containing a confirmation key.

- Enter the confirmation key that you received via email and select a new password. This will be your password for future logins – remember it. ☺



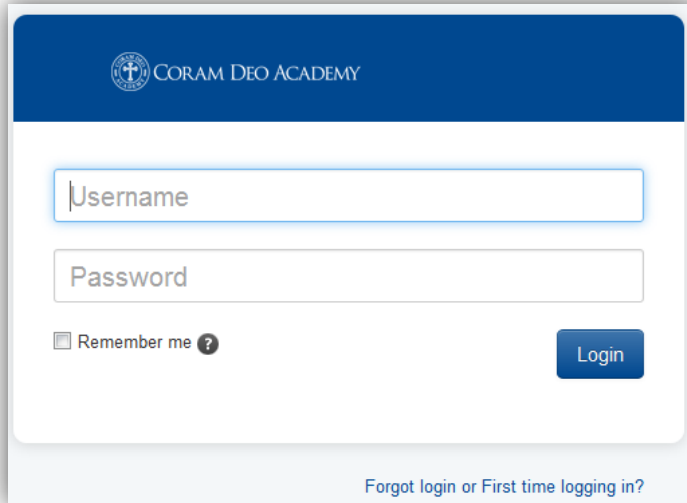
The screenshot shows a web page with a blue header containing the Coram Deo Academy logo and name. The main content area is white and titled "Email Sent". It contains the following text: "The login information you requested has been sent to jcrow0147@gmail.com." "The e-mail has been sent from coramdeoacademy@schoolnotifications.org. To ensure receipt of this e-mail, please be sure this e-mail address is included on your address book/whitelist." "Do not close this window or use the Back button in your browser. To successfully reset your password, enter the Confirmation Key contained in the e-mail into the Confirmation Key field below and enter a new password. The Confirmation Key you receive will be valid for 120 minutes." Below the text are three input fields: "Confirmation Key", "New Password", and "Re-Enter New Password". A blue button labeled "Set Password" is located at the bottom right of the form.

- Next, you will get a screen as shown below. Click "Back to Login Screen".



The screenshot shows a web page with a blue header containing the Coram Deo Academy logo and name. The main content area is white and titled "Sign In Help". It contains the text: "Your password has been updated successfully." At the bottom right of the page, there is a blue button labeled "Back to Login Screen" which is circled in red.

- In the Login Screen, type in the username you received via email and the password that you just established. Click the “Remember me” if you want the system to remember your username next time you login.



The image shows a login interface for Coram Deo Academy. At the top, there is a blue header with the academy's logo and the text 'CORAM DEO ACADEMY'. Below the header, there are two input fields: 'Username' and 'Password'. Below the password field, there is a checkbox labeled 'Remember me' with a question mark icon. To the right of the checkbox is a blue button labeled 'Login'. At the bottom of the form, there is a link that reads 'Forgot login or First time logging in?'.

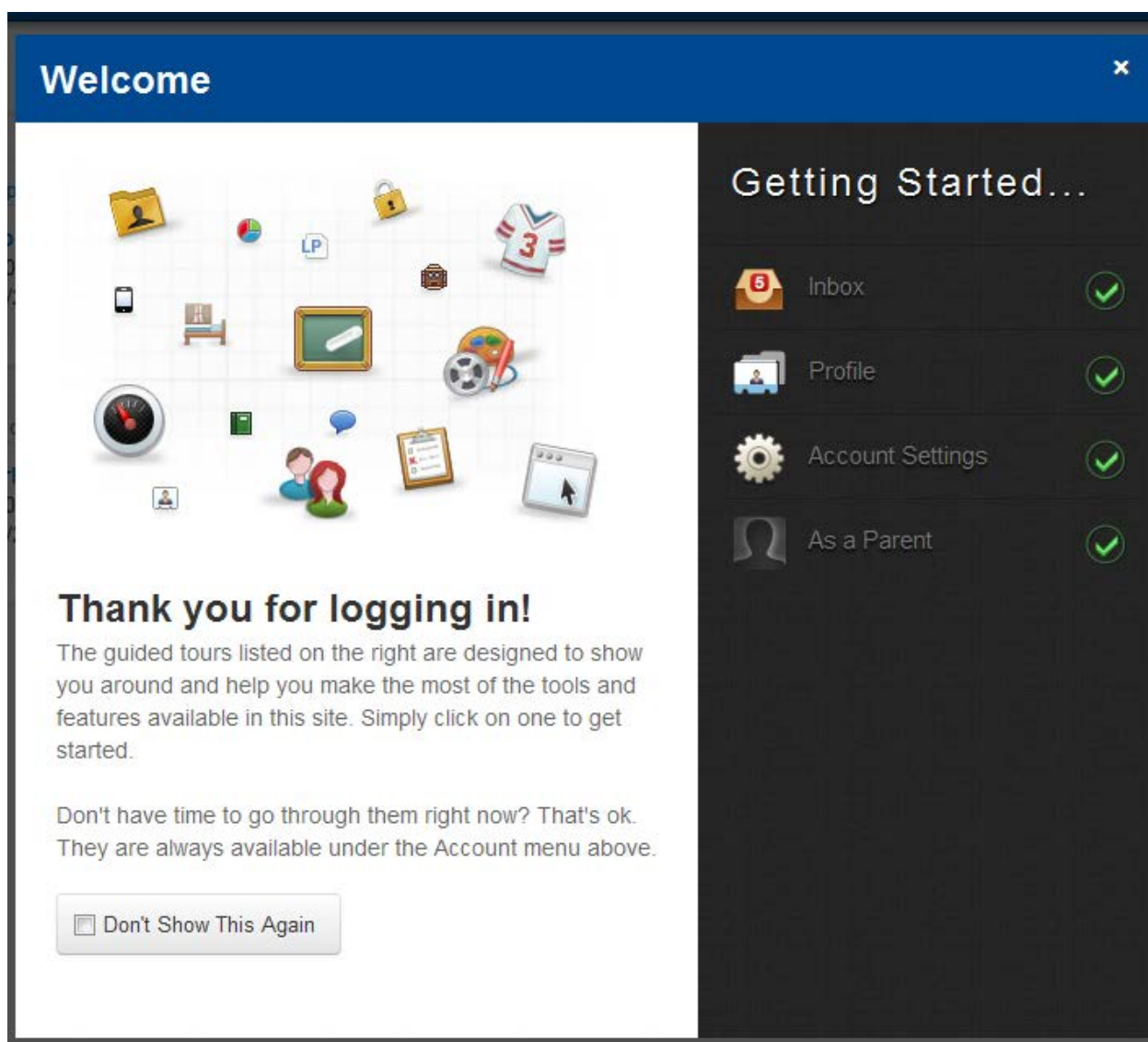
NOTE: Next time you login, you will just need to type your username and password. If you ever forget either of these, use the “Forgot login or First time logging in?” link.

Welcome - Getting Started Guided Tours

After you login for the first time, you will see a screen as below. These are guided tours of the system. They are not Torah Day School specific.

Click on any of the tours under “Getting Started...” in the right hand column.


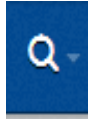
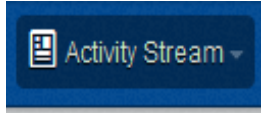



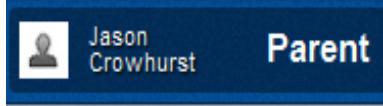
You will have access to these tours within the system, so feel free to check the “Don’t Show This Again” button before exiting. Otherwise, this Welcome screen will pop up every time you log into the system.



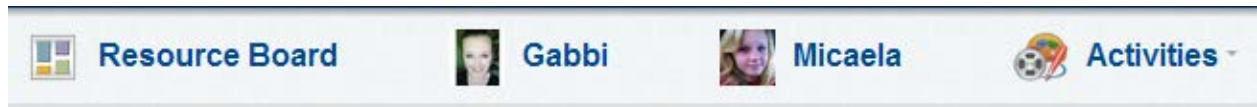
NOTE: To access these tours in the future, go to Account -> Getting Started

Navigation

First level navigation

	
	Search box for finding information in the system
	Activity Stream, Athletics, Calendar, Galleries (photos) and News.
	Faculty/Staff Directory, Family Directory and My Contacts (your custom directory)
	Inbox for internal messaging system
	Your profile, settings, access to Getting Started tours and signing out
	Your name and role in the system

Second level (Sub) navigation



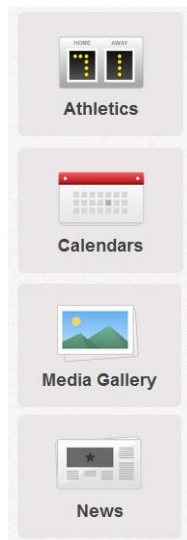
Your Resource Board

Your children: Click to navigate to specific information about their assignments, grades and other activities



Your Activity and Community Groups

Right navigation



Athletics - Score Boards and Calendars for all or selected teams

Calendars - By campus and custom calendar you have created

Media Gallery – Photo albums

News – New articles

Activity Stream

The Activity Stream is your landing page in BLACKBAUD Connect and is designed to keep you informed and connected to your school. It provides a continuous feed of latest communication from:

- Your child's teacher
- Your Campus Director
- Torah Day School
- BLACKBAUD Athletics
- Your groups (Athletic, Community or Activity) or your child's groups

The screenshot displays the Activity Stream for Coram Deo Academy. At the top, there is a navigation bar with the school logo, search, and links to Activity Stream, Directory, Inbox (with 3 items), and Account. Below this is a secondary bar with 'Resource Board' and user avatars for Gabbi and Micaela, along with an 'Activities' link. The main content area shows a feed of posts:

- Post 1:** Suzette Crowhurst posted to Bible - PK - 3 (July 23, 2013). A red box labeled '1' highlights the author and location. Below it is a post titled 'Testing Dropbox' (Assigned: 07/23/2013, Due: 07/23/2013) with a red box labeled '2' highlighting the title and dates.
- Post 2:** Edward Chen posted to Volleyball - JH Gold (July 23, 2013). The post title is 'Coram Deo Academy's JH Gold Team wins their first scrimmage' (This is a test example). A red box labeled '3' highlights an 'Updated' badge on the right side of the post.
- Post 3:** Suzette Crowhurst posted to Volleyball - JH Gold (July 18, 2013). The post title is 'TAPPS Parent & Student Steroid Use Notification' (Required to be signed by all parents and students participating in CDA Athletics).

1. Who posted the item and where they posted it. You can click on the location to go to that page.
2. What was posted. You can click on the title to go directly to the item posted.
3. Additional information will be highlighted for your information as needed.

Calendars

You can navigate to the calendars either under Activity Stream on the first level navigation or using the Calendar icon on the right navigation.

The screenshot shows a web-based calendar interface for August 2013. At the top, there are three tabs for campus selection: "Collin County Campus", "Dallas Campus", and "Flower Mound Campus" (1). Below this is a search bar "Search within Events" with a "Find" button (2). To the left of the search bar are "List" and "Grid" view toggles (3). To the right are "Day", "Week", "Month", and "Custom" date range options (4). Below the search bar is a navigation bar with left and right arrows and the text "< August 2013 >" (5). The main area is a calendar grid with columns for days of the week (MON, TUE, WED, THU, FRI, SAT/SUN) and rows for dates. A specific event on August 27th is highlighted with a red box and labeled 7. The event is titled "First Day of After School Labs" and includes a "More Details" link. To the right of the calendar is a sidebar with "Filter Results By:" and "Show Filter Options" (8). A "Save This View" button is also present in the top right corner.

1. Select the campus calendar you want to view.
2. Use to search for specific calendar events.
3. You can switch between Grid view (shown) and list view.
4. You can view by day, week, month (shown) or a custom date range.
5. You can easily navigate to previous and future months using the arrows to the right and left of the month.
6. The first icon allows you to export this calendar in multiple ways. The second icon allows you to print the calendar.
7. This is an example of a calendar event. If there is more information, you will see a link of "More Details". Click to see details.
8. This area allows you to customize the calendar and save your customized view. It is explained in detail below.

To customize the view, click “Show Filter Options” button in the top right of the calendar.

The top of the filter options box:

5 Save This View

1 Filter Results By:

2013

January	July
February	August
March	September
April	October
May	November
June	December

2

Event Categories

Check All | Uncheck All

- * District Dates
- * District Holidays
- CC Admission Events
- CC Campus Dates
- Dallas Admission Events
- Dallas Campus Dates
- FM Admission Events
- FM Campus Dates

3

Academics

Check All | Uncheck All

- My Academics

Athletics

Check All | Uncheck All

- All Athletics
- My Athletics
- Athletic Teams

The bottom of the filter options box:

3

Community

Check All | Uncheck All

- My Community

Roles

Check All | Uncheck All

- My Roles

Dorm

Check All | Uncheck All

- My Dorm

Activity

Check All | Uncheck All

- My Activity

Advisory

Check All | Uncheck All

- My Advisory

4 Apply Filter

1. Used to easily navigate to other months.
2. The check event categories are defaulting to display on this calendar view. You can check or uncheck additional categories with the exception of any categories in gray – like District Holidays. They will always appear.
3. These are additional areas of TDSA that have calendars. You can add these calendars to your calendar view.
4. To see the calendar with the filter changes, click the Apply Filter button.
5. To save this view, click this button. Name your view and save. This view will now appear at the top of the calendar to the right of the campus calendars.

Directories

There are three directories in TDSA :

- Faculty/Staff Directory
- Family Directory – parents and students
- My Contacts – your own personal directory

TDSA has set defaults as to the information that will be shared from role to role (Teacher to Parent, for example) in the directories. You can override the defaults and share more or less information under your privacy settings. See [Privacy Settings](#), for details.

The screenshot shows the TDSA directory interface. At the top, there are two tabs: 'Faculty/Staff Directory' and 'Family Directory'. Below the tabs is a search bar with a 'Find' button. Under the search bar are three view options: 'List', 'Grid', and 'Map', along with a 'Print' button. The main content area displays a list of search results, showing 131 results. The first three results are visible: Dr. Janice Arion, Mr. Drew Armstrong, and Mr. Rodney Ashby. Each result includes a name, email address, and buttons for 'View Profile' and 'My Contacts'. A profile picture is shown for Mr. Rodney Ashby. On the right side, there is a 'Filter results by:' sidebar with sections for 'Campus', 'Program', 'Department', and 'Home City', each with a list of options and checkboxes. A 'Show More' button is at the bottom of the filter sidebar.

1. You can switch between the Faculty/Staff Directory and the Family Directory.
2. You can search the directory. Type part of the name (last or first) or any other information that the user has decided to share then click the Find button to see the search results.
3. You can view the directories in a list, grid or map view.
4. You can filter the directories by clicking the check boxes.
5. User photo (if available and shared) and contact information. You can click on the email link to send an email message.
6. To view the user's profile with all the information the user has elected to share with your role (Parent).
7. Click "My Contacts" to add this user to your personal directory.

Inbox

TDSA has an internal messaging system that can be used between all users. You can setup Notifications to be alerted of these via email and/or text when you have received a message within TDSA . The text notification will only let you know when you received a message and from whom. The email notification will display the entire message, but you will need to go to TDSA to reply to the message or else send directly to the sender's email address. See [Privacy Settings](#) for more details.

1 Inbox - Shows the number of unread messages

The screenshot shows the 'Messages' interface. Callout 1 points to the 'Inbox' header. Callout 2 points to the sender's name 'Edward Chen' in a blue message header. Callout 3 points to a reply arrow in a message body. Callout 4 points to the 'Archive' button. Callout 5 points to the 'Compose New Message' button. Callout 6 points to the search bar. Callout 7 points to the 'VIEW BY' filter options (Active and Archived).

1. New messages appear in blue.
2. Click on the senders name to reply to the message sent or mark it as read.
3. The arrow at the beginning of the message indicates that you have replied to the message.
4. Click on the Archive button to archive your message. You cannot delete messages from the system.
5. Use the “Compose New Message” button to start a new conversation.
6. Use this search box to find messages that contain the entered text.
7. You can filter to view active or archived messages or messages within a given date range.

Composing a new message

- Type any part of the recipient's name in the To box and TDSA will find users with matches. You may send to one or multiple users at the same time. Please note that students have their last two digits of their graduation year after their first and last names.
- Type your message
- Click the Send Message button

Account

Profile

From the first level (top) navigation, select Account -> Profile.

The screenshot displays a user profile for Jason Crowhurst. The profile includes a photo, name, and several sections of contact information:

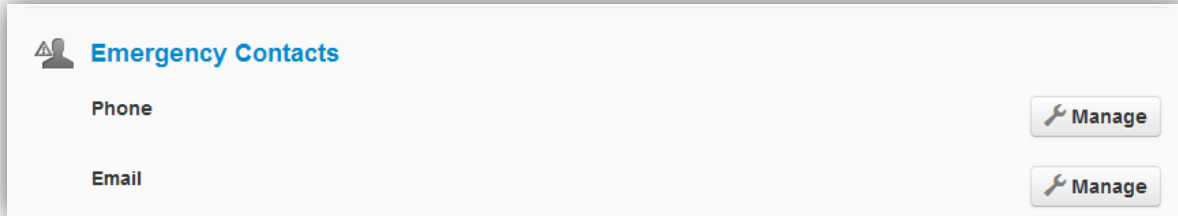
- General Information:** Prefix (Mr.), First Name (Jason), Last Name (Crowhurst), Gender (Male), Affiliation (Grace Outreach Center), Religion (Non-denominational).
- Phone:** Home ((214) 354-0705), Wireless ((214) 354-0705).
- Digital:** Email (suzcrow123@gmail.com).
- Address:** Informal Salutation (Jason and Suzette), Household Salutation (The Crowhurst Family).

- You can view and edit contact information and user photos for you and your relationships. If there is a pencil next to the information, you can edit the information. Use the red X to delete information.
- Some information is not editable by the user. If this information needs to be updated, please contact suzette.crowhurst@coramdeoademy.org
- **Do not delete correct information** that you do not want to share with the public. This information can be hidden using [Privacy settings](#).
- Parents can edit information for their children. Students cannot edit their user photos, but parents may change the user photo on their student's behalf.

NOTE: Students were uploaded with mother's email address as the student emails. Students or parents are welcome to change this after students have completed their initial login.

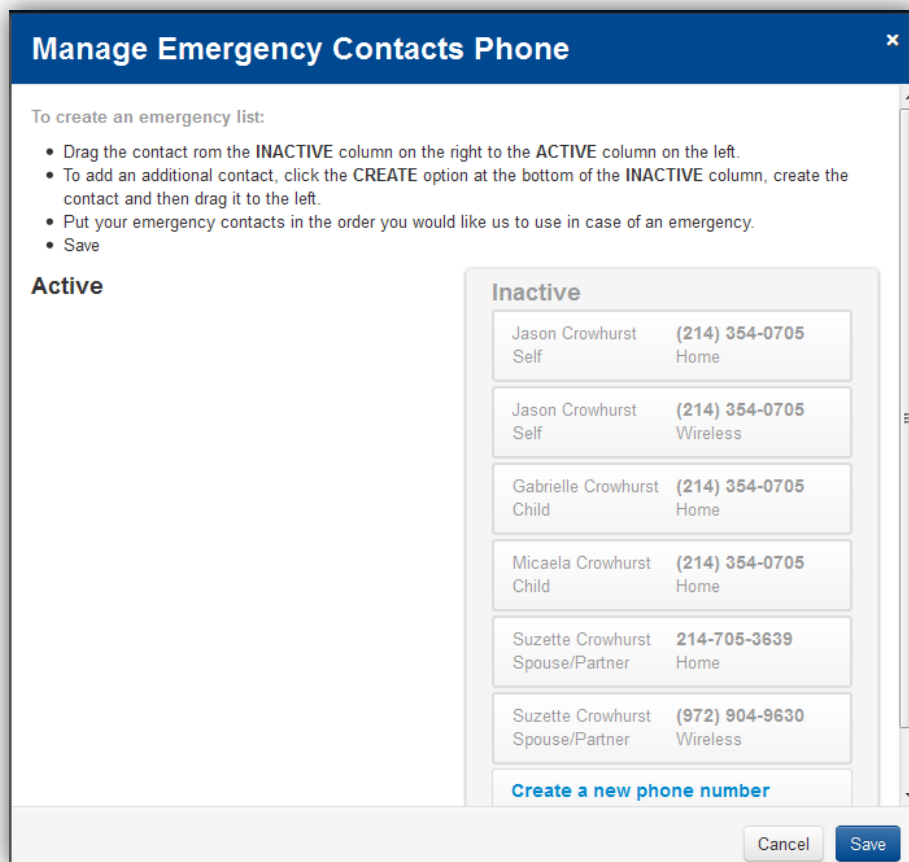
Emergency Contact Lists

Under Profile (just above Relationships), users can create emergency contact lists for both Phone and Email. **Coram Deo will not use email for emergencies.**



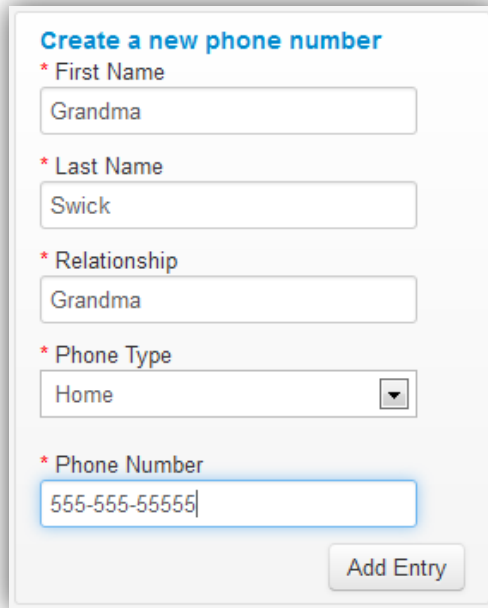
To create an Emergency Contact list for Phone:

1. Click the Manage button to the right of Phone



2. Following the instructions at the top of the box, you will drag and drop contacts from the INACTIVE column on the right to the ACTIVE column on the left.
3. The INACTIVE column contains all the contacts that are currently in your profile and those you are in relationship with (spouse, children).

4. To create a new contact (friend, grandparent, etc.), click the “Create a new phone number” link at the bottom of the INACTIVE list.



The screenshot shows a web form titled "Create a new phone number". It contains five required fields, each marked with an asterisk (*):

- * First Name:** A text input field containing "Grandma".
- * Last Name:** A text input field containing "Swick".
- * Relationship:** A text input field containing "Grandma".
- * Phone Type:** A dropdown menu with "Home" selected.
- * Phone Number:** A text input field containing "555-555-5555".

At the bottom right of the form is a button labeled "Add Entry".

5. Enter the fields requested and then click Add Entry.
6. You then must drag this new entry to the ACTIVE column in order for it to appear on your Emergency Contact list.
7. Make sure your ACTIVE entries are in the order in which you want TDSA to call you in an emergency.
8. If you want to remove an entry from the Emergency Contact list, simply drag that contact back to the INACTIVE list. You may also delete manually created contacts from the INACTIVE list.
9. When you are done, click SAVE.

IMPORTANT!!!

Please create an Emergency Contact list for each of your children. Just click on your child's name in the Relationship section of your profile to access their profile and then follow the steps as listed above.

Settings

From the first level (top) navigation, select Account -> Settings.

Login Settings – Information about your username, login history and where you can change your password.

Notifications – used for external notifications of changes in TDSA

Type	Setup	E-mail	Text
Messages		<input type="checkbox"/>	<input type="checkbox"/>
Assignment Added		<input type="checkbox"/>	<input type="checkbox"/>
Assignment Changed		<input type="checkbox"/>	<input type="checkbox"/>
Announcement Posted	Setup Options	<input type="checkbox"/>	<input type="checkbox"/>
Game Added		<input type="checkbox"/>	<input type="checkbox"/>
Game Changed		<input type="checkbox"/>	<input type="checkbox"/>
Game Reminder	Setup Options	<input type="checkbox"/>	<input type="checkbox"/>

1. These are how you will receive notifications. If you do not enter a phone number using the + then you cannot receive text notifications.
2. These are the types of notifications you can receive. This is a portion of the list. See TDSA for the full list.
3. Check whether you want to receive email or text notifications. Email notifications generally provide more information.
4. If there are options within a notification, you will see “Setup Options”. For example, for the Announcement Posted notification, you can select which announcements you want to be alerted of and which you do not.

Privacy Settings

From the first level (top) navigation, select Account -> Settings -> Privacy.

Privacy settings control who can see what information about you from the family directory.

Privacy Settings
Manage the amount of information on your contact card that you would like to show in the directory

Do not include my name, or any information about me in the directory.

Include my name, but do not include any other information about me.

Include my name and only the specific information selected below to those specific constituent types.

Student Teacher Parent Non-Teaching Staff

General Information

<input type="checkbox"/> Nickname	
<input checked="" type="checkbox"/> Prefix	Mr.
<input type="checkbox"/> Suffix	
<input type="checkbox"/> Middle Name	
<input type="checkbox"/> Maiden Name	
<input type="checkbox"/> E-mail	jcrow0147@gmail.com
<input type="checkbox"/> Date of Birth	1/1/0001

1. You have three options available for privacy. You can be excluded from the directory entirely, you can just have your name in the directory, or you can customize what information is shared about you in the directory.
2. If you choose to customize what information is shared, you will be able to set the fields based on the user's role. For example, you may want teachers, non-teaching staff and parents to have your cell phone number, but not students. Select the role you want to customize.
3. TDSA has defaults set per role. You can add (check) or remove (uncheck) any of the information that is available to share in the directory.

Getting Started

From the first level (top) navigation, select Account -> Settings -> Getting Started.

These are the same guided tours of the system that you had the option of viewing when you first logged into the system. They are developed by the software company and are therefore not TDSA specific. See [Welcome – Getting Started Guided Tours](#) for more details.

Sign Out

From the first level (top) navigation, select Account -> Settings -> Sign Out

This will sign you out of the system. You will automatically be signed out of TDSA after 20 minutes of inactivity.

Your Child(ren)

Click on one of your children from the second level navigation to view your child's progress, assignment or Contact Card (profile information).

Student Progress

This tab will give you an overview of your student's academic progress and quick links to their activities and athletics.

The screenshot shows a student profile for Gabrielle Crowhurst '18. At the top, there is a profile photo and contact information (1), and a 'Message' button (2). Below this is a navigation bar with 'Progress', 'Assignments', and 'Contact Card' tabs. The main section is titled 'Courses' (3) and lists two courses. The first course is 'Bible: PK - 3' (4), which has an 'Assignments' overview (5) showing 1 Due Today, 1 Assigned Today, and 2 Active. The current grade for this course is 11.11% (6). The teacher for this course is Jessica Seekamp (7), with her contact information and a 'Message' button. The second course is 'Exploring Greek - 1: Friday Period 3', with its own 'Assignments' overview showing 0 Due Today, 0 Assigned Today, and 2 Active, and teacher contact information for Jon Jordan.

1. Your student's profile photo and contact information.
2. Use to send an internal message to your child
3. Lists all the student's current courses. Spring semester classes will not appear until the beginning of the third quarter.
4. Click on the class link to go to the class page to see the class bulletin board, topics, assignments and roster.
5. Quick overview of assignments for the class.
6. Current grade in the class. Click on this grade to see details about assignments per grade:
 - a. Counts for exempt, incomplete, late and missing assignments
 - b. Averages per assignment type (categories)
 - c. Individual assignment grades and teacher comments
7. Head teacher contact information. Click on email address to send an external email or the message button to send an internal message.

Below the class information on the Progress tab, you will be able to see and quickly navigate to all the groups that your child is associated with.

Student Assignments

Gabrielle Crowhurst '18
 suzcrow123@gmail.com | 5734 Woodmoss Lane, The Colony, TX 75056 | H:(214) 354-0705

Progress Assignments Contact Card

Prev Week Sunday 7/21 Monday 7/22 Tuesday 7/23 Wednesday 7/24 Thursday 7/25 **Friday 7/26** Saturday 7/27 Next Week

Class	Type	Details	Assign	Due
Bible: PK - 3	Homework	Homework 3	07/08/2013	07/31/2013
Exploring Greek - 1: Friday Period 3	Exam	Your favorite New Testament verse	07/17/2013	08/30/2013

Calendar View >

Reports v

VIEW BY

Assigned

Due

Active

1. Day selected to view assignments. You can click on any date or “Prev Week” or “Next Week” to see weeks other than the one displayed.
2. Column titles for assignment list. Click on a column title to sort the assignments by that column.
3. List of assignments for the selected day and status (VIEW BY). Click the information in the details column to see the assignment details and grade (if graded).
4. Click to see a calendar view of assignments.
5. Click to run assignment related reports:
 - a. View Assignments Grades
 - b. View Assignments Grades with comments
 - c. Cumulative Grades
6. Select the status of the assignments that you would like to view:
 - a. Assigned – assigned on the selected day
 - b. Due – due on the selected day
 - c. Active – Assigned and the due date has not passed

Student Contact Card

Gabrielle Crowhurst '18
 suzcrow123@gmail.com | 5734 Woodmoss Lane, The Colony, TX 75056 | H:(214) 354-0705

Progress Assignments **Contact Card**

Shared Information (Any changes made here will affect all instances of the shared information.)

General Information

First Name	Gabrielle
Middle Name	Noel
Last Name	Crowhurst
Nickname	Gabbi
Birth Date	06/21/2000
Gender	Female

Phone + Add New

Home	(214) 354-0705
------	----------------

Digital

Email	suzcrow123@gmail.com
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Parents can edit information on behalf of their children in the same manner that they can edit their own profiles. If there is a pencil next to an item, it is editable. Please note that students cannot update their own profile pictures, but parents can do so on their behalf.

Don't forget to create Emergency Phone Contact lists for your students. See [Emergency Contact Lists](#) for details.

TDSA Support and Additional Training

An activity group has been created to provide TDSA support to parents and students. All parents and students have been added as members of this group. You can access the group page from your second level navigation under Activities as shown below:



The TDSA Support Center – Parent/Students group page will contain:

- Announcements
- FAQ's
- Links
- Downloads

This concludes our Getting Started training for parents. Additional training and documents will be made available for Athletics, Media, News, Community Pages and other areas of TDSA . Look for announcements from your TDSA Support Team and your Campus Directors.