



Welcome to CubClassroom

Finding CubClassroom:

CubClassroom is found at <http://my.uofdjesuit.org/> . This is also found by navigating www.uofdjesuit.org – resources – my uofdjesuit.

Add it, as a Favorites or Bookmark, in your Explorer or Firefox browser.

**MacIntosh users – you need to use the Mozilla Firefox browser to access CubClassroom.

Parent choices are CubClassroom and Moodle. CubClassroom has details about your son's school information. Moodle contains teacher websites. You need a User ID and password for CubClassroom. These were mailed in August. For Moodle, parents Login as a Guest.

Student choices are CubClassroom, CubMail, and Moodle. Student log-in ID's and passwords were distributed at orientation. If you do not remember your log-in please see Mrs. Beckett in room 103 or ask in the library.

Warning– CubClassroom does not like the Back button on internet browsers. You need to use the pull-down menus to navigate back to any previously viewed pages.

The CubClassroom Log-in page:

Parents: *In most cases*, your user ID is your last name and the first two initials of your first name (John Smith will be SmithJo). Each parent has their own unique ID. Your son(s) have their own ID's as well so you should not have to share yours. Your password was randomly assigned and sent to you in the mail.

If you have lost your ID or password please email nancy.beckett@uofdjesuit.org. The email address must match the one we have on record for you to ensure the security of your son's records. If the email does not match, the ID and password will be sent through the regular mail. Passwords will not be given over the phone.

Students: Your user ID and password are the original ones given to you at orientation. If you changed your computer log-in password, it did not change the CubClassroom password. These are independent of each other.

If you have lost your CubClassroom ID or password please see Mrs. Beckett in room 103.

Changing your password - Once you are logged into CubClassroom, choose **Administrative** then **Change Password** and follow the prompts.

The Home Page:

Starting with the narrow column on the left:

Show for: Your son's name will be displayed. If you have more than one son, there is a pull-down arrow to select whose information you want to view.

Announcements: Any announcements from the Academics Affairs office will be displayed. Please notice announcements regarding the next required assignment posting date. Our teachers have the option of showing assignments early but *they are not required* to have them available before our designated dates.

The main block of the home page (if you do not see all of these choice, scroll down or click on the minus sign checkboxes to collapse the detail):

My latest grades – will show assignment grades made available recently. The date range for this may be set in the Customize options.

My schedule – shows today's schedule.

My assignments - will show assignments made available recently. The date range for this may be set in the Customize options.

My announcements – will show any announcements posted by your teachers

Additional Links – is a list of web pages that may be of interest.

The Classes Pull-down:

Schedule: There are three ways to view the class schedule. Only two of them work. The choices are found on the left and are List or Grid. The program defaults to List and shows the classes alphabetically. The Grid choice shows the week in period order. (Calendar does not work).

On the left there is also the option to view the Fall or Winter schedule by changing the Term.

On the schedule pages, selecting a course will show you a short course description and the textbooks for the course. Selecting a teacher's name will show you an information page which includes the teacher's email and phone extension.

Course Catalog – will allow you to look for courses by their name and view a short course description along with the textbook list for the course.

Class Information – If a teacher has posted an announcement or a document for their course, it will be found here. This is a new feature for the faculty so it may take some time for it to be utilized. Additionally, many of our faculty members have Moodle sites with announcements, assignments, and documents. (Parents – log into Moodle as a Guest).

The Students Pull-down:

Assignments – allows you to view any assignment a teacher has made available. Grades do not show on this page. These may be past or future assignments. Some faculty may use this as a reminder for tests or papers that are scheduled in the future.

To see assignments for different courses, look to the left side of your screen and use the pull-down to change the Class name.

Grades – allows you to view any assignment grade a teacher has made available. This will also show any grade posted to a marking column.

Our Semester Work columns are made up of a student's cumulative work for that semester. The percentage in the Work column will fluctuate as assignments are entered.

A posted marking column grade is static; a snapshot of a particular date chosen for progress reports. The first date for this will be October 10th for Marking Period I. Student academic ineligibility will be determined on these static marking column grades. **Students who are deemed ineligible remain so until the next marking column posting** (generally 3-4 weeks).

Student ineligibility is not based on the daily fluctuations of the Semester Work columns.

Once on the Grades page, there is an icon with a red check mark for each class in the Semester's work column. Click on this icon to see the assignments for this class. A running percentage for the class shows near the top of the screen. The teacher's name is a link to their information page with their email and phone extension.

To see grades for different courses, look to the left side of your screen and use the pull-down to change the Class name.

Please remember that many teachers have weighted their categories or assignments. Simply adding up and averaging the assignments seen is unlikely to yield the same percentage displayed on the screen. Teachers have distributed their grading scheme to students with their syllabi.

Report Card – the most recent progress report or report card will be displayed. The program does not allow the viewing of past cards. You must have Acrobat Reader on your computer to see a report card. Cards are printed using the printer icon found just under the Report Card title for the webpage. Using the File – Print on your browser will yield a messy looking document.

Attendance – shows up to the minute attendance entries for a student. This includes absences or tardies. The Expand All option in the upper right corner will show the details for any entries.

Conduct – shows and entries for warnings or jugs for a student. The Expand All option in the upper right corner will show the details for any entries.

The Customize Pull-down:

This allows some fine tuning to your CubClassroom homepage. You can select the range of time for My Grades, My Assignments, and My Schedule.

Please **DO NOT UNCHECK** Show Announcements!

If you continue to have trouble, please contact Mrs. Beckett in room 103
nancy.beckett@uofdjcsuit.org 313-927-2302