

Net Classroom Directions:

What is *Net Classroom*?

- Net Classroom is a software system that allows you (and more importantly your child) to access you child's homework assignments 24 hours a day, 7 days a week.
- Every student has been given their username and password. (Ask them if they still have it!)
- If you have forgotten or are in need of a user name or password, please contact the appropriate Academic Dean.

By following the instructions listed below you will be able to access the program.

1. Access St. Mary's homepage. (www.stmarysprep.com)
2. Locate menu on left side of home page. (Red boxes that run down the left margin)
3. Under Student/Alumni heading select **Net Classroom**. (log in box will appear)
4. Enter username and password.
 - a. Note that password may be case sensitive.
 - b. If initial attempt does not work, check password for an "O" or an "I" that may actually be a number.
5. Once student page is reached, to track assignments locate "student" on the menu near the top of the screen. (Gray bar menu that runs across the top of the screen.)
6. Select assignments
 - a. Select specific class by clicking in the small gray box next to the class title for a list of assignments
(or)
 - b. On the menu box on the left under "view" select "Calendar" to view assignments.
7. When you are done, **logout** (top right hand corner.)

If you have any questions regarding Net Classroom or any academic issues please do not hesitate to call or email any member of our academic team.

Cormac Lynn
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clynn@stmarysprep.com

User Name: _____

Password: _____



ST. MARY'S PREPARATORY

ESTABLISHED 1885 – A PART OF THE ORCHARD LAKE SCHOOLS
A PRESTIGIOUS CENTER OF CATHOLIC FORMATION, ACADEMIC EXCELLENCE, AND CHAMPIONSHIP ATHLETICS

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Net Classroom Practices and Procedures

Net Classroom can be used to track class activities, formal assignments, and grades.

Postings:

- Information for the week is to be posted every Monday by 5:00 pm. (Or the first day of school for the week.)
- Assignments are due on the day they are posted, unless otherwise noted within the post.
- There should be a posting for each day that class is conducted that clarifies the subject matter covered.
- Postings are not required during exam week.
- Postings are subject to change and should be checked nightly.
- A teacher may deviate from the initial posting through a verbal announcement or written instruction in class.
- Verbal or written instruction from a teacher supersedes a posting on Net Classroom.
- In the event of a change to the schedule every effort will be made to update the postings within 24 hours, if not sooner.
- It is the student's responsibility to be aware of test dates and due dates for major projects. A post will be entered for the test date or project due date. Advanced warning by the instructor in the form of a posting on Net Classroom is not required.

Grades:

- Grades are to be updated every week on Monday by 5:00 pm. (Or the first day of school for the week.)
- Major assignments and projects are excluded for the deadline stated above. Every effort will be made to correct major assignments in a timely fashion.
- The grades posted on Net Classroom throughout a marking period do guarantee the final grade.
 - The grade on Net Classroom is based on the work that has been graded and does not include any ungraded or outstanding work.
 - It is common to have test or projects due at the end of the marking period that may not be reflected in the grade until the final grade is issued on a report card.

If you have any questions please contact the appropriate Academic Dean