

How to Access and Use DeansList

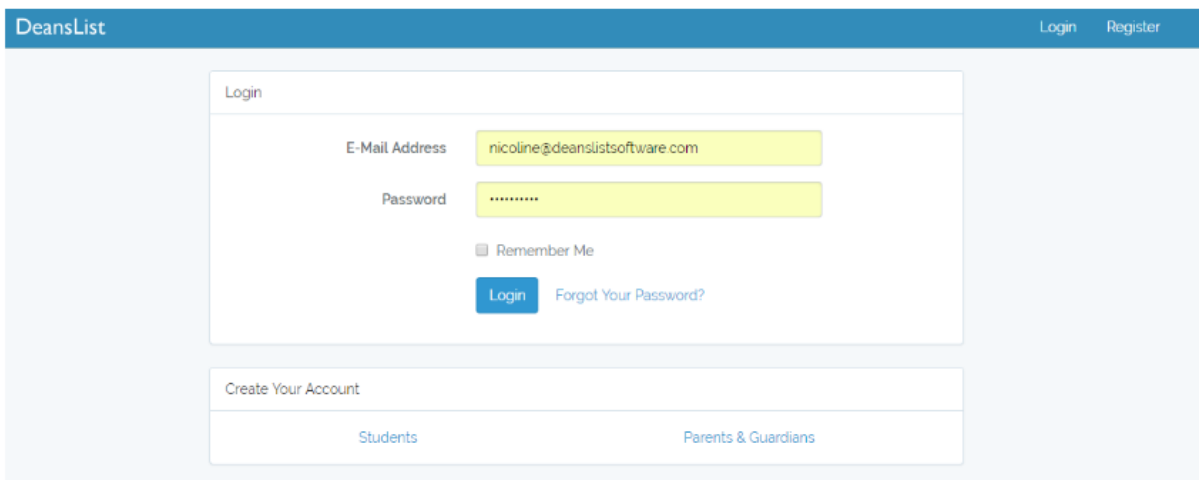
DeansList is East End Prep’s classroom culture and family engagement portal for the 20-21 school year. DeansList replaces LiveSchool for daily and weekly paychecks.

Logging Into DeansList

- We invited families to join the family portal by email the week of July 27th.
- If you did not receive the email, or if we don’t have your email address on file, please ask your child’s teacher for your child’s **DeansList Validation Code**. You can also call the front office at (615) 630-7470.
- Once you have the validation code, you may login following the directions below.

Option 1: Sign up on a computer

- 1) Go to <https://deanslist.me/login>
- 2) Click “Parents & Guardians” under “Create your account”
- 3) Enter your information and your student access info.
- 4) Click “Register”

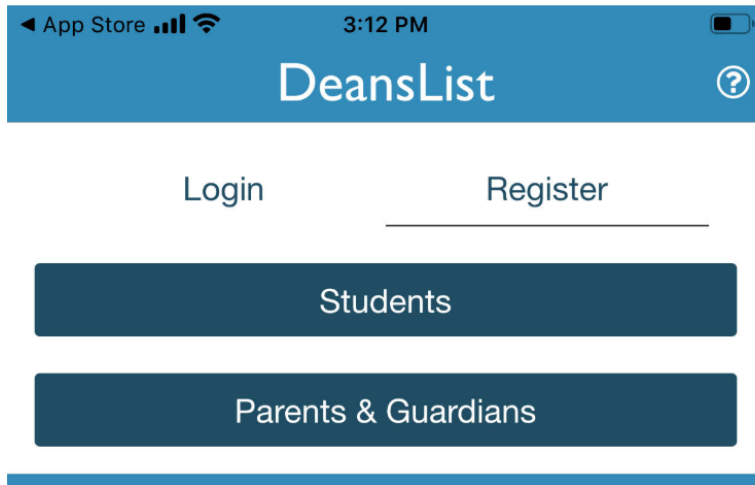


The screenshot shows the DeansList web interface. At the top, there is a blue header with the text "DeansList" on the left and "Login Register" on the right. Below the header, there are two main sections. The first section is titled "Login" and contains a form with the following fields: "E-Mail Address" with the value "nicoline@deanslistsoftware.com", "Password" with a masked password "*****", and a "Remember Me" checkbox. Below these fields are two buttons: a blue "Login" button and a "Forgot Your Password?" link. The second section is titled "Create Your Account" and contains two buttons: "Students" and "Parents & Guardians".

Option 2: Sign up on a phone or tablet

- 1) Get the “DeansList for Families” app

- 2) Click “Register” then “Parents & Guardians”
- 3) Enter your information and your student access info.
- 4) Click “Register”



Portal Homepage

Once users are logged in, they will view the homepage that has announcements and links to behavior reports. Families and students view the same data in the Portal, however Families can view data for multiple students, while students can only view their own data.

Users can view and sign the weekly & daily reports, view announcements posted by teachers/administrators, and change the homepage language between English and Spanish.

Change language of homepage between English and Spanish

Welcome Karen

Language | English ▾

Recent Notifications

You have no current notifications.


Available Reports

Report	Term/Date	Student	Generated	Sign
Daily Report	Wednesday, October 3rd	Anna Schoop	10/3/2018 10:01 am	
Test Report Card	Week of 10/1/18	Anna Schoop	10/3/2018 1:02 am	Sign Now
Daily Report	Wednesday, September 26th	Anna Schoop	9/26/2018 10:01 am	
Test Report Card	Week of 9/24/18	Anna Schoop	9/28/2018 1:02 am	✔ Signed
Daily Report	Wednesday, September 19th	Anna Schoop	9/19/2018 10:01 am	
Test Report Card	Week of 9/17/18	Anna Schoop	9/21/2018 1:10 am	✔ Signed
Test Report Card	Week of 9/10/18	Anna Schoop	9/14/2018 1:06 am	✔ Signed
Daily Report	Wednesday, September 5th	Anna Schoop	9/5/2018 10:01 am	
Test Report Card	Week of 9/3/18	Anna Schoop	9/7/2018 1:02 am	✔ Signed
Daily Report	Wednesday, August 29th	Anna Schoop	8/29/2018 10:01 am	

Bulletin Board

Matt Robins 8/24 1:50 pm
All Students

Happy First Day of School



We know you are all so excited for the first day of school and have done all of your summer reading. Please be at school bright at early tomorrow morning at 10:30 am ready to learn!

★ 2

View/Sign Daily and Weekly Reports

View announcements and attachments posted by teachers/administrators

Daily Reports

The Daily Reports are synced from the DeansList site every day with vital data points for families and students. Below is a sample of a Daily Report. Certain parts of the report are customizable.

Today

Daily Attendance

Tardy

Class Attendance

Class	Attendance
Notre Dame	Present in Class

Homework

Class	Homework Status
Notre Dame	HW Complete

Behavior

Merits	Demerits
Maturity (+5) Initiative (+5) Honesty (+5) Initiative (+5) Initiative (+5) <i>Helped another student clean up the project</i> Mindful (+3)	Disruptive Behavior (-10) Academic Misconduct (-10) Send Out (-10)
26 Total Merits	-30 Total Demerits

Referrals

Teacher	Type	Details
Ms. Bach	Disruption/Disrespect	Throwing food during lunch

This Week

Daily Attendance

Monday 4/30	Tuesday 5/1	Wednesday 5/2	Thursday 5/3	Friday 5/4
Tardy				

Points Bank

Starting Balance This Week	100
Attendance	0
Class Attendance	0
Homework	0
Merits	26
Demerits	-30

Referrals

of Referrals
1

Weekly Reports

DeansList builds custom weekly reports for each school. Below is a weekly report samples. These reports can be synced to the Family Portal. Families can then sign the weekly reports, marking that they've seen and review the report.



Weekly Summary Report
 Invictus Academy of Richmond
 Week of 9/21/18

Lavada Y. Rau
 7th Grade

Strong Moves This Week	
46	
Strong Moves this Year	289

Strong Moves - Previous Weeks	
Week of 9/14/18	68
Week of 9/7/18	57
Week of 8/31/18	28

Daily Behavior Summary

Category	Friday	Monday	Tuesday	Wednesday	Thursday	Total
Strong Moves	3	4	25	7	7	46
Pages Read	0	0	0	0	0	0
Weak Moves	0	1	1	0	0	2
Dean's Office	0	0	0	0	0	0

Homework and Grades

Class	Teacher	Homework					Term Grade
		Fri	Mon	Tue	Wed	Thu	
7 SPEECH & DEBATE (Period 2A/Period 3TH)	Mr. Smith						95.45% (A)
7 SCIENCE (Period 5A/Period 5TH)	Ms. Quan						94% (A)
7 SOC SCI (Period 1A/Period 1TH)	Ms. Prast						86.6% (B)
7 ELA 1 (Period 4TH/Period 7A)	Ms. Wilson	HWC					92.8% (A)