

Istation Parent Portal: How-to Notes for Teachers

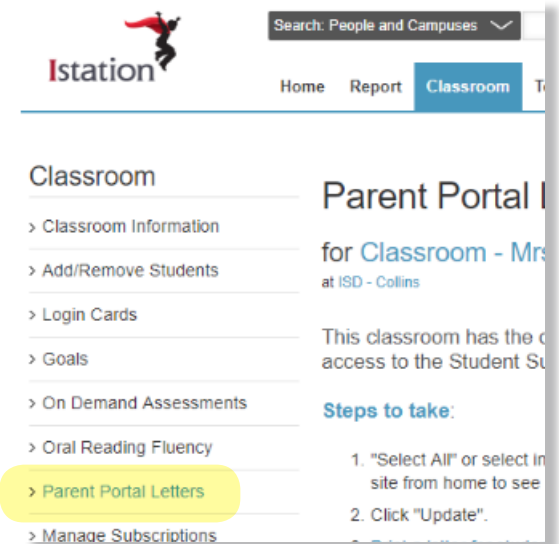
Printing detailed letters with login information for parents



Istation | NCDPI

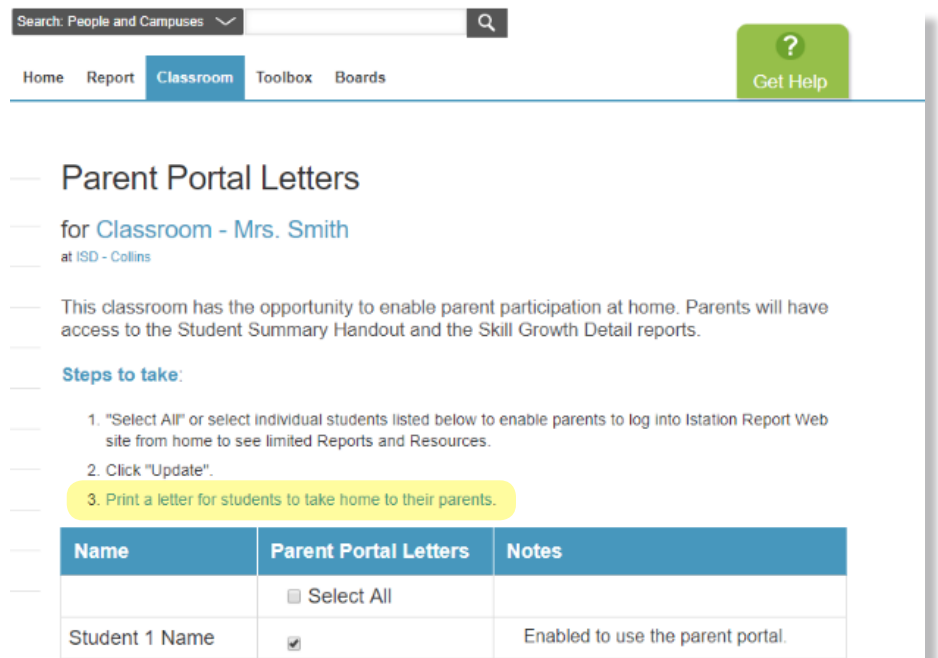
Step 1:

After logging in to Istation's reporting website, navigate to **"Enable Parent Portal"** from the **Classroom** section of the reporting website.



Step 2:

Beneath the **Steps to take** subhead, click on the blue link entitled, **"Print a letter for students to take home to their parents."**



This guide continues on the next page. ►

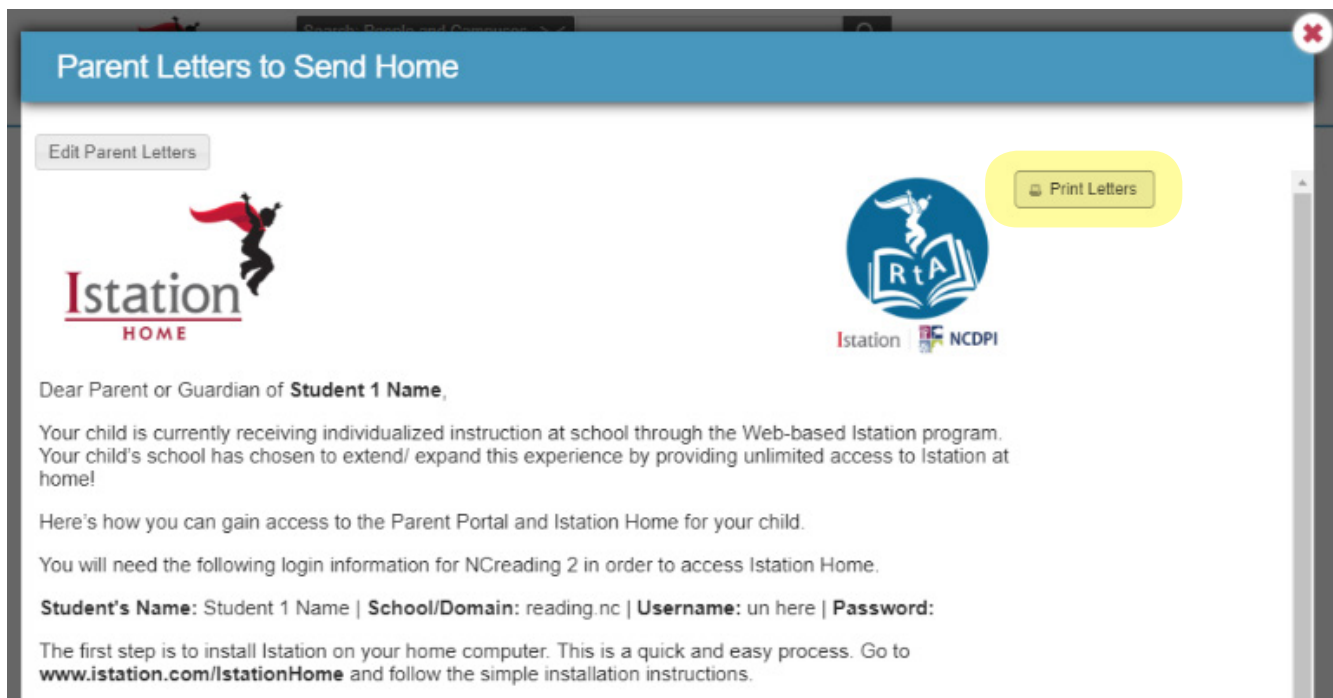
Step 3:

Select student(s) using the check boxes and then press "**Create Parent Letters**".



Step 4:

Press the "**Print Letters**" button. The letters will print one to a page for easy distribution.



Step 5:

Additional information for parents can be found at www.istation.com/northcarolina/home.