## Completing the WTPS Reopening: Instructional and Transportation Commitment

Please use a laptop or a desktop to access Unified Classroom. We recommend using Google Chrome. (see the last page of this document for Troubleshooting tips and support)

 Begin by logging in to your Unified Parent Classroom account. (You cannot access the commitment using your child's log-in information. It must be a PARENT account.) To easily access the Unified Classroom login, go to our website <u>www.wtps.org</u>. Click on the **PowerSchool** icon.



2. Click on the **yellow box** to log in to your Unified Classroom Parent account.



## Sign in with your PowerSchool ID. PowerSchool ID Comers Chool ID Comers Chool ID Comers Chool ID Comers Chool ID Password Inter your password Forgot Password? Sign In - OR --

3. Once you are logged in, click on **QUICK LINKS**. A menu will appear. Scroll down and click FORMS (under Custom Links).

Grade History Communication Teacher Comments My Schedule	
Class Pages Attendance History Tuesday, July 21, 2020	
Progress School Information Assignments Person	al Reminder
Class Registration Calendar Calendar	
Class Pages Quick Links	Vie
Special Programs       Special Programs Home       Student Documents	
Custom Links 5 Alert Solutions Portal	-
Forms Special Education Home TS 5	7

4. The commitment is posted under the General Forms tab. Click on the Form Name, WTPS Reopening: Instructional and Transportation Commitment, to access the commitment.

PowerSchoo	Help   Sign Ou					
Child 1 Chi	ild 2					1 🛱 着 🛓 !
Alerting	General For	ms Class Forms E	Enrollment Student S	upport		
SwiftReach SwiftK12 Navigation	School Fo	rm Listing for				
Grades and Attendance						Preferences
Grade History	Forms					
Attendance History						
Email Notification						
Teacher Comments						
Forms						
School Bulletin						
Class Registration	WITES Do	Opening 2020 2021				
Salance	WIFS Re-	Coperning 2020-2021		Form Departmention	0-tu-u-u-	Last Fater
My Calendars	- Empty	WTPS Reopening 2020	0-2021 - Instructional &	Porm Description	WTPS Re-Opening 2020-2021	Last Entry
Account Preferences		Transportation Commit	Iment			

5. Answer the questions appropriately. Read the form agreement and click "Yes, I understand". Type your name in the signature line and click "**SUBMIT**".



- 6. You will receive a pop-up message acknowledging that your responses were received.
- 7. If you have multiple children, you will need to complete the commitment for each of your children.
- 8. Your children's names are displayed on the top of the Unified Classroom page (see image below). To access the commitment for another child, simply click their **name** on the top of the page and then click "FORMS" from the menu on the left-hand side. The commitment will be displayed under the General Forms Tab. Follow steps 4 and 5 above to complete the commitment.

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Child 1	Child 2					
Alerting	General Forms	Class Forms	Enrollment	Student Support		
SwiftReach SwiftK12 Navigation	School Form	Listing for				
Grades and Attendance						
Grade History	Forms					
Attendance History					Search forms	
Email Notification	WTPS Re-Ope	ning 2020-2021				
Teacher Comments	Status F	orm Name		Form Description	Category	
Forms	Submitted V	VTPS Reopening 20	20-2021 - Initial S	urvey	WTPS Re-0	Opening 2020-2021
School Bulletin						

9. Repeat this process for each child. Please complete the commitment for EACH CHILD.

## Troubleshooting:

- Please be sure you are accessing Unified Classroom on a desktop or laptop. Do not use a mobile device.
- Please be sure you are using your Unified Classroom **Parent** Account. Your child's account cannot access the form.
- Do not use Internet Explorer. We recommend using Google Chrome.
- Do not use the PowerSchool App. Unified Classroom is a different program.

If, after trying the recommendations above...

- you *cannot* access your Unified Classroom Parent Account or *cannot* access all of your children once you have logged in, please submit one support request using the <u>WTPS Unified Classroom</u> <u>Parent Account Support Form</u>.
- you *can* access your Unified Classroom Parent Account, *can* see all of your children's accounts, but *cannot* access or submit the survey, please submit one support request using the <u>WTPS</u> <u>Instructional and Transportation Commitment Support Form</u>.

