

# Using Maplewood ConnectED

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Wetaskiwin Composite High School

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WCHS uses a program called Maplewood ConnectED to report student marks, attendance, timetables and transcripts. Use either the main campus link or off campus link, depending on your school placement. These links can always be found on our school web site at [www.wetaskiwincomp.ca](http://www.wetaskiwincomp.ca).

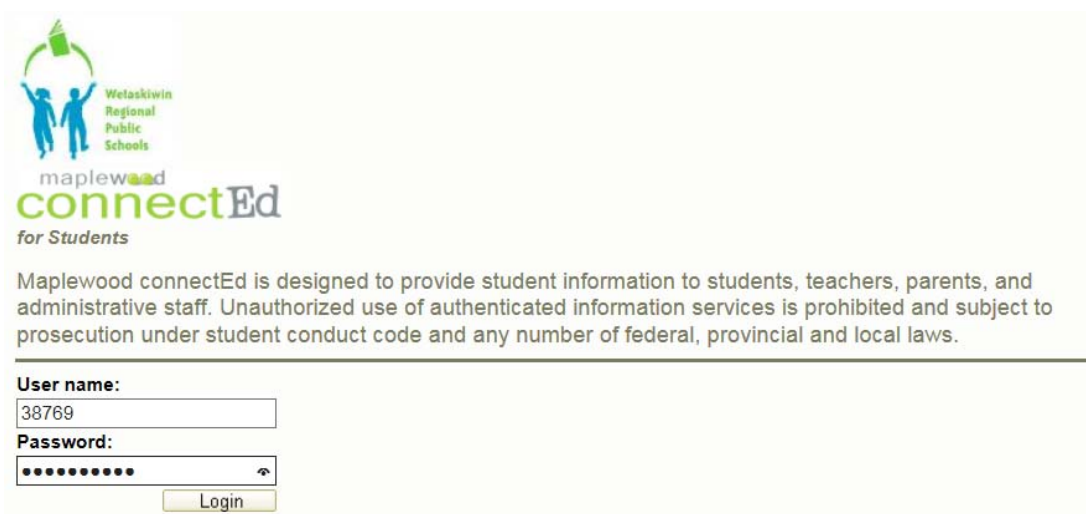
Main Campus: <https://hosting.maplewood.com/AB/WRPS/WC/Students/viewer/Login/Login.aspx>

Off Campus: <https://hosting.maplewood.com/AB/WRPS/WO/Students/viewer/Login/Login.aspx>

## Part A: Logging In for the First Time

In order to obtain a User ID and password, please call or drop by our office during regular school hours. Each parent and student will receive a specific ID and password that can be used to access student information.

1. Go to the Maplewood login screen
2. Type your user ID and password exactly as it appears on your information sheet (student IDs consist of a 5-digit number; parent IDs consist of an initial and last name, for example: *j.smith*)



Wetaskiwin  
Regional  
Public  
Schools

maplewood  
**connectEd**  
for Students

Maplewood connectEd is designed to provide student information to students, teachers, parents, and administrative staff. Unauthorized use of authenticated information services is prohibited and subject to prosecution under student conduct code and any number of federal, provincial and local laws.

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User name:

Password:

Login

3. The first time you log in, you will be forced to change your password (6-12 characters in length).
4. You will also be asked to create a hint question and answer in case you need to reset your password in the future.
5. Click "Save" to continue using Maplewood ConnectED



## Maplewood ConnectEd

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### Change Password

Your password has expired and needs to be changed.

Enter new password:

Confirm new password:

### Password Retrieval Hint

Hint question:

Hint answer:

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## Part B: The Maplewood ConnectED Display

When you log into Maplewood for the first time, a number of tabs at the top of the page can be viewed. Also basic information such as student name, courses and attendance for each course is displayed.

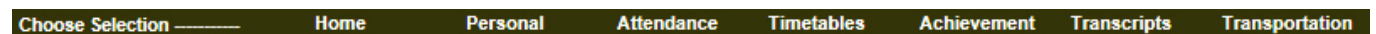
The screenshot shows the Maplewood ConnectED interface. At the top, there are navigation tabs: Home, Personal, Attendance, Timetables, Achievement, Transcripts, Transportation, Library, and Accounts. The 'Attendance' tab is selected. Below the tabs, the user's name 'Allen, Mady (Madison)' and a profile picture are displayed. The main content area is titled 'Student Attendance & Class Information'. It shows a table with columns for Class, Teacher, Markbook Last Updated, Totals to Date (Absent, Excused, Late), and Attendance (Sep 19, Sep 20, Sep 23, Sep 24, Sep 25, Sep 26, Sep 27, Sep 30, Oct 01, Oct 02). The table contains three rows of data for classes YHV4Tc, MFM2Pc, and HZT4Ua. Below the table, there is a 'Student Homework' section for Wednesday, October 02, 2013, with a calendar view showing the date and a description of the homework assignment.

**Courses** (points to the Class column in the table)

**Tabs** (points to the navigation tabs at the top)

**Attendance** (points to the Attendance columns in the table)

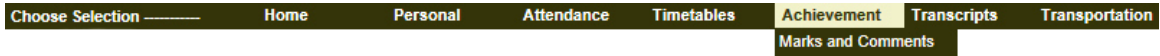
The tabs offer a great deal of information.



1. Personal – personal information, addresses, telephone numbers, etc.
2. Attendance – displays unexcused absences and lates for each class of a school day
3. Timetable – displays a student's timetable
4. Achievement – displays overall course marks and individual marks for assignments, tests, etc.
5. Transcripts – displays the courses that a student has completed to date at the start of Grade 10, and the courses that are left to complete for graduation
6. Transportation – displays bussing information, if available

## Part C: Course Grades and Individual Marks

1. Find course grades by clicking on the “Achievement” tab. Click “Marks and Comments”.



2. Choose a course from the pull-down menu.

Home Personal Attendance Timetables Achievement Trans

Class: SCN2796a - Chemistry 20 ← Mrs. Smith  
 Include Dropped Classes

Topic	Marks			Comments
	S1 R1	S1 R2	S1 Final	Select Term: S1 Final
Mark	70.956	70.956	70.956	

Grade

Course

- S1 R1 – Semester 1, Report 1
- S1 R2 – Semester 1, Report 2
- S1 Final – Semester 1, Final Mark

3. Display assignment marks, quizzes and test scores

Topic	S1 R1
Mark	70.956

Click grid icon to display marks

4. Scores can be displayed by week, month, or year.

S1 R1 - Mark

Date Range: This week

Generate Report

There are no items to display in the selected date range.

Click on the pull-button button and select “This Year” to display all marks for the semester.

- Marks for the course are displayed.

S1 R1 - Mark <span style="float: right;">✕</span>			
Date Range: <span style="border: 1px solid black; padding: 2px;">This year</span> ▼		<span style="border: 1px solid black; padding: 2px;">Generate Report</span>	
Categories / Item	Mark	Date	Weight - Denom.
Unit Exams	36.764		50 - /50
Unit #1 exam	37.5	Sep 17, 2013	51 - /51
Quizzes	7.3016		10 - /10
Chapter 1 quiz	19.5	Sep 17, 2013	32 - /32
Naming Quiz	9.5	Sep 17, 2013	12 - /12
Bonding Quiz #1	18	Sep 27, 2013	19 - /19
Assignments/Labs	5.6034		10 - /10
Periodic Table	10	Sep 17, 2013	10 - /10
Lesson #2	11	Sep 27, 2013	16 - /16
Modelling lab	9.5	Sep 27, 2013	10 - /10
Predicting Shapes	2	Sep 27, 2013	12 - /12
Lab exercise	0	Sep 27, 2013	10 - /10
Final		Sep 17, 2013	30 - /30

**Example:** For “Unit #1 Exam” the student received a mark of 37.5 out of 51 points. This results in a mark of 74% ( $37.5 \div 51$ ).

- Click on the “Generate Report” button at the top right corner of this window to create a marks report that you can print.

## Part D: Attendance

1. To view the overall history of a student's attendance, click "Attendance" and "History".



2. Unexcused absences will be displayed in red, and lates will be displayed in yellow.

Attendance History  Print Register Print Per Att

Date	Per. 1	Per. 2	Per. 3	Per. 4
Wednesday, September 4 Day 2	SCN2796a Present	CON2000b Present	MEC2001a Present	MAT2791b Late
Friday, September 6 Day 2	SCN2796a Present	CON2000b Present	MEC2001a Absent	MAT2791b Late
Monday, September 9 Day 1	SCN2796a Present	CON2000b Present	MEC2001a Absent	MAT2791b Present

## Part E: Resetting Your Password

If you forget your password, please call the school at 780-352-2295 to request a password reset.