

Dear Parents,

We are delighted to introduce you to a new addition to our website, www.mdsweb.org, developed in partnership with SchoolsOnInet.com (SOIN). We encourage you to access our website to obtain general information about our school, including the MDS Messenger, lunch menus, upcoming events, after school activities, and much more!

Our new internal, interactive area allows you to view information that is specific to you and your children (and replaces the e-Chalk system which we used previously). This secure, password-protected area of the website allows you to get more involved in your child's education at Manhattan Day School. You will be able to review homework assignments and scheduled tests, enter appointments on your personal calendar, as well as use the integrated email system. Your school e-mail address is yourloginid@mds2web.org, which you can set up to automatically forward to your regular email account. An email will go to this account each afternoon with your child's homework for the evening (for students in grades 1-8). Also, you will be able to schedule your conferences and view your children's report cards on the site. It will be possible to schedule conferences from 9:00 am on Wednesday, November 3rd until 11:00 pm on Sunday, November 14th. Please see pages 3 and 4 for more information on this process.

You can access the system from the login box on the upper right hand side of www.mdsweb.org. When you first access the website, please change your temporary password to one you can easily remember by following the directions provided on the next page. The website is an interactive medium, a tool that is intended to increase parent involvement and enhance communication within the school community. Please review the terms and conditions of the website with your children. If any of the clauses are breached by a parent or student, access to the website will be revoked.

If you have any questions, please refer to the "Help files" located on each page of the site. If you need additional assistance, help is available by emailing us at website@mdsweb.org. We will be offering drop in parent workshops every Monday and Wednesday in the computer lab from 8:15-9:00 am for the month of November.

Your feedback is greatly appreciated. Please let us know your comments by emailing website@mdsweb.org. Please email questions specifically about conferences to conferences@mdsweb.org. Thank you for your cooperation. Enjoy the MDS website!

Rabbi Mordechai Besser

Rabbi Benjamin Yablok

Mrs. Judy Melzer

Sharon Miller

Mrs. Aviva Yablok

Richard Acosta

Yehudit Robinson

www.mdsweb.org

Parent Website Information		
<u>Name</u>	<u>Login Id</u>	<u>Temporary Password</u>
		mds123
		mds123

Please explain to your children the importance of their Login Ids and passwords, which should not be shared with anyone. Please review the acceptable use policy, terms of use, and privacy policy with your children.

The following table has the Login Ids for your children. Students in grades 3-8 are changing their passwords in computer class. For students in grades 1 and 2, Primary, and the Early Childhood program, their temporary passwords are mds123.

<u>Name</u>	<u>Login Id</u>
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Please do not give your password to anyone, including your children or other family members. Your MDS password is as important as any other password. When you first log in to the MDS website, it is advisable to change your password to something that you can easily remember. (Passwords must consist of at least 6 characters.) Please refer to the directions below for assistance.

How to Change My Password.

1. **Log on to www.mdsweb.org**
Please note: The website is optimized for the latest versions of Explorer and Firefox. Other browsers such as AOL, MSN, or Chrome may give error messages for some features.
2. On the MDS Homepage, locate the Login Area on the upper right-hand side of the page.
3. Click on **Change Password** to open a “Change Password Form”.
4. Fill in your **Login Id and the temporary password mds123**. Type in your **new password** (must be 6 characters) that is easy to remember. Type your new password again where it says Confirm Password. You can type an alternate email address so that if you forget your password, it will be sent to the email address that you select.
5. Click on **Submit**.
6. You will be asked “Are you sure you would like to change your password?”
7. Click on **OK** to change your password. You may now use your new password.
8. Please remember your new password and do not share it.

**MDS Parent-Teacher Conferences Will Take Place On
Sunday, November 21, 2010
9:00 a.m. - 12:30 p.m. and 1:15 p.m. - 4:00 p.m. ECD
9:00 a.m. - 12:30 p.m. and 1:10 p.m. - 6:00 p.m. LS and MS**

**The Parent-Teacher Conference Scheduler
on our website will open to parents on Wednesday, November 3rd, 9:00 a.m.
and will close to parents on Sunday, November 14th, 11:00 p.m.**

It is essential that parents meet with their child(ren)'s teachers for the sake of better learning and communication. Our integrated on-line system allows you to schedule conference times that are most convenient for you using the MDS website www.mdsweb.org from your office or home. We recommend that you use a recent version of Internet Explorer or Firefox for optimal compatibility. We are confident that you will find this process both quick and easy to use!

Using our website, you will be able to select your children's teachers. You can view your children's teachers' available time slots and reserve appointments on-line. **If your conferences are taking place in multiple locations on more than one floor, please allow yourself time to move from one floor to another instead of scheduling conferences one immediately after the other.**

Also, when scheduling conferences, please note that Early Childhood conferences are 15 minutes while Lower School and Middle School conferences are 10 minutes (also, please note that Primary conferences are 20 minutes and Intermediate 3-4 conferences are 15 minutes). **Please make sure not to overlap time slots if you have children in multiple divisions. The system will detect a conflict when sessions start at the same time, but the system will not detect a conflict if sessions overlap.** For example, if you schedule a 9:00-9:15 meeting for the Early Childhood Department, please make sure not to schedule a 9:10-9:20 appointment for the Lower School or Middle School.

Should you need to change or cancel a scheduled appointment you may do so on the website. However, once the open scheduling period has passed, please email your child's teachers to arrange another time that is mutually convenient. Also, please ensure that your web browser allows pop-ups for www.mdsweb.org.

For technical assistance, please e-mail conferences@mdsweb.org or call **(212) 376-6800 x 811**. Drop in hours for in-person assistance with conference scheduling and general use of the website will be on Mondays and Wednesdays throughout November from 8:15-9:00 am in the Computer Lab. For general website assistance, please email website@mdsweb.org.

Instructions for Scheduling Your Parent – Teacher Conference Online

To Schedule a Conference:

1. Log into www.mdsweb.org using your login ID and password
2. Click the Schedule Conference link on your Welcome Screen
OR
2. Click Conferences from the left hand side menu
3. Click Schedule Conferences
(hold the CTRL key if your pop-up blocker blocks the new window)
4. Click Schedule Sessions
5. Scroll down to see all of your children and their teachers
6. Select the teachers you would like to meet
(click the circle in the Schedule Conference column)
7. Click Add Sessions
8. You will now see available time slots for your selected teachers. Select your timeslot for each teacher (click the circle to the left of the time, it will appear in green)
9. When you have selected all of your appointments, click on the SAVE button at the top or bottom of the page
10. The saved conference sessions will display

To View and Print Your Saved Sessions:

Click View Schedule Sessions; a box with your appointments will pop up to print

To Change an Existing Time:

1. Login to the site
2. Click Conferences from the left hand side menu
3. Click Schedule Conferences
4. Your saved appointments will show
5. Click on the Edit icon next to the appointment to be changed
(you might need to scroll to the right)
6. Change the timeslot as needed and SAVE your changes
7. The changed appointment will be registered immediately