

The Wheeler School web portal is a comprehensive site where you can find school information. We have created this guide to answer our most Frequently Asked Questions.

Updated June 2021

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HOW DO I LOG INTO THE WHEELER Web Portal?

Go to Wheeler's public website: <http://www.wheelerschool.org>

In the upper right corner, click on the LOGIN icon.

When prompted, enter your user name and password and click Login.

If you do not have a username and password, please contact Karie Hayes at kariahayes@wheelerschool.org

HOW DO I UPDATE MY CONTACT INFORMATION?

Log in to the Wheeler Web Portal.

In the upper right corner of the portal window, click on your name.

In the drop-down menu, click *Profile*.

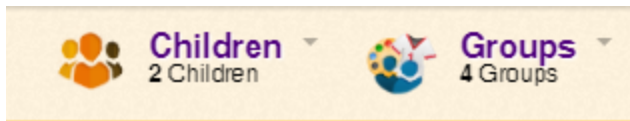
Click the pencil "edit" icon in each section to update your contact information.

We encourage you to review this information annually to make sure it is up-to-date.

WHERE DO I FIND INFORMATION ABOUT: MY STUDENT?

Log in to the Wheeler Web Portal.

Select *Children* from the second menu bar at the top of your screen (far left side).



In the drop-down menu, select the name of your student/s.

Click *Contact Card* from the menu bar below your student's name to update information for your student.

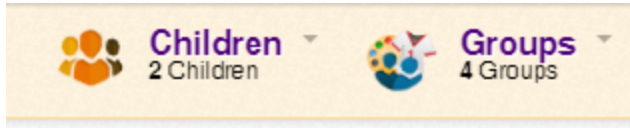


We encourage you to review this information annually to make sure it is up-to-date.

HOW DO I UPDATE MY CHILD'S EMERGENCY CONTACTS?

*Emergency contacts are numbers that should be used in the case of a school closing or other school emergency. These are not numbers that should be called if your child is sick and needs to be picked up from school.

Select *Children* from the second menu bar at the top of your screen (far left side).



In the drop-down menu, select the name of your student/s.

Click *Contact Card* from the menu bar below your student's name to update information for your student.

Scroll down to the Emergency Contacts section. Click the Manage phones/email button to add or remove numbers. Drag and drop from the Not in use section to the Active section.

HOW DO I MANAGE MY INFORMATION VISIBILITY (WHO CAN SEE MY INFORMATION)?

Log in to the Wheeler Web Portal.

In the upper right corner of the portal, click on your name

In the drop-down menu, click *Settings*

In the *Account Settings* box on the left, click the *Privacy* option

Choose from the two main options for information that is visible in the online directory:

Include my name, but do not include any other information about me.

Note that parents and faculty members will see your **name only** if you select this option. All other contact information will not be visible to parents and faculty members. ***You may miss communications if you select this option.***

Include my name and only the specific information selected below to those specific constituent types.

If you choose to select specific information to share:

Note there are different audiences you can manage: Student, Teacher, Parent, Non-Teaching Staff, and Nurse. (Note: our alumni may also see an Alumni audience listing.)

Click the category you wish to manage.

Choose the checkboxes for the information you would like to be visible to that audience.

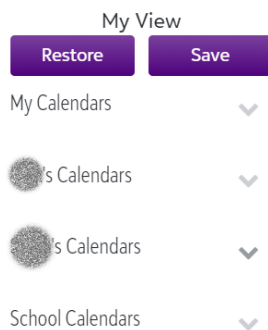
HOW DO I FILTER THE CALENDAR?

Log in to the Wheeler Web Portal.

Select *Calendar* from the second menu bar at the top of your screen.



On the left-hand side of the calendar, there is a scroll down menu with several options: *My Calendars*, a calendar for your student/s and *School Calendars*.



Click on the words *School Calendars* if you do not see the drop-down menu.

Available categories will appear in the drop-down menu

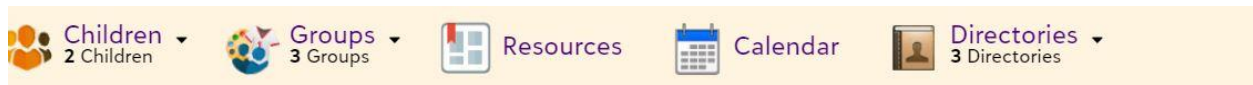
Check the box at the left of each category to see that category's events on your calendar (color-coded).

Uncheck the box to hide events in that category.

HOW DO I DOWNLOAD CALENDAR EVENTS TO MY PHONE OR PERSONAL DIGITAL CALENDAR?

Log in to the Wheeler Web Portal.

Select *Calendar* from the second menu bar at the top of your screen.

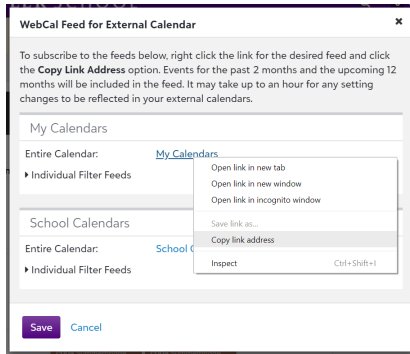


Filter the calendar to meet your preferences.

Once you have the calendar filters set for your preferences, click on the RSS feed icon (see image below) in the black bar above the calendar.

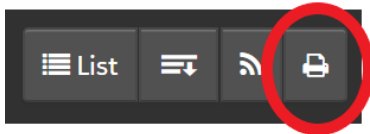


It will open a window listing your calendars. In the School Calendars section, click the down arrow for Individual Filter Feeds. Right-click to copy the link address for the Master Calendar or any division calendar (see below).



Copy the link address and paste into your calendar (steps may vary depending on which type of calendar you use – look for the “from URL” option). Here is a [video tutorial](#) on this process.

To print the calendar, there is a printer icon in the black bar above the calendar.



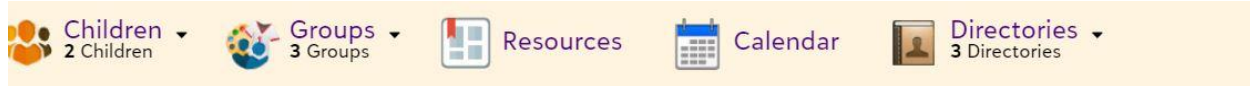
Select the settings for printing and then click “print”.

Remember that the calendar changes OFTEN – please check the calendar on a regular basis

HOW DO I USE THE ONLINE DIRECTORY?

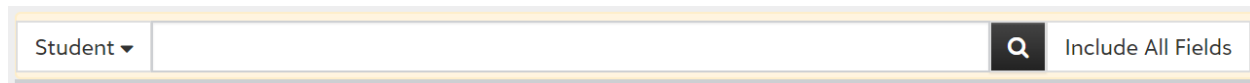
Log in to the Wheeler Web Portal.

Select *Directories* from the second menu bar at the top of your screen.



In the drop-down menu, choose the directory you would like to search: *Parents, Students, or Faculty & Staff*.

Fill in the search box - you can search by first, last or partial names.

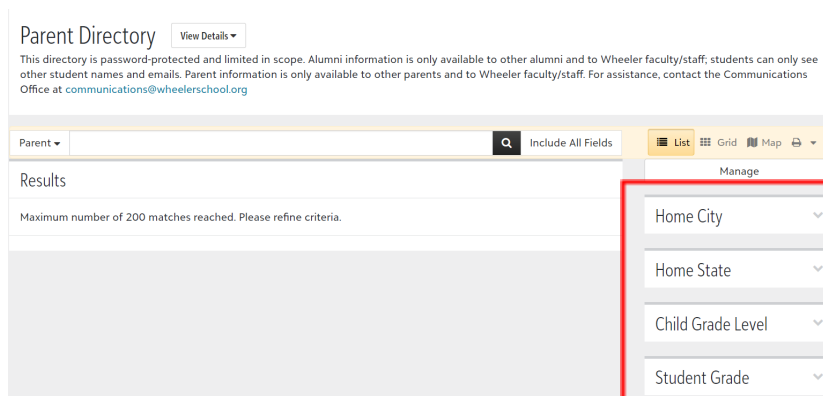


Click the black magnifying glass icon at the right of the search box, or press Enter on your keyboard to search.

Names that match your input will be listed below the search box.

Click Enter without typing any information in the search box to return a list of all people in that category.

You can filter the names resulting from your search.



On the right-hand side of the Directory screen, filter options appear.

If needed, click on the filter title to see all possible filter selections.

Click on the check-mark icon to the right of the filter you wish to use

The check-mark will turn blue once it is activated.

Multiple filters can be used at any time.

To Filter the Parent Directory:

Home City – filter by city/town based on the community member’s address.

Home State – filter by state based on the community member’s address.

Child Grade Level – filter by Wheeler/Hamilton student grade (will filter by each parent’s student/s’ grade).

Student Grade Level – this filter is not used.

WHAT IS IN THE RESOURCES SECTION?

The Resources section is where you will find general content that we curate for you. This is the place to go to find hyperlinks to easily access other information or to gain access to sites affiliated with the School, such as tuition payment, health forms, or parent/teacher conferences. The division that your child is enrolled will dictate what tiles you see on your resource board.

WHAT ARE GROUPS?

The Groups section has associations that you are a member of depending on your child's division and grade. For example, all parents are members of the Parents Association. You will see a group page listed for the Parents Association as well as any division or grade-level pages if they are made available.

The screenshot shows the Wheeler School Parents Association web portal. At the top, there is a navigation bar with icons and labels for 'Children' (2 Children), 'Groups' (3 Groups), 'Resources', 'Calendar', and 'Directories' (3 Directories). Below this, the main heading reads 'The Wheeler School Parents Association' with a 'View details' button. A secondary navigation bar includes 'Bulletin Board' and 'Roster'. The main content area is divided into three columns:

- Left Column:** Titled 'HOW YOU CAN SUPPORT WSPA!' with a sub-heading 'Faculty and Staff Appreciation' and a date '5/4/2020'. The text states: 'The Wheeler School Parents Association members created [this video](#) to send words of gratitude and encouragement to the faculty and staff. We encourage you to send an email to express your appreciation to a Wheeler faculty or staff member!'.
- Middle Column:** Titled 'WSPA DOCUMENTS, CALENDARS, EXPENSE FORM, MEETING MINUTES'. It includes links for 'NEW FOR 2020-21', '2020-21 WSPA Meeting Schedule', 'WSPA Rep and Co-Chair Communication Info', and 'IMPORTANT: WSPA Email List'. A 'Show All' button is at the bottom.
- Right Column:** Titled 'EVENTS'. It features a calendar for 'May 29' for 'VIRTUAL FIELD DAY' starting at '3:15 PM'. It provides a video link: 'https://www.wheelerschool.org/news/virtual-field-day/' and lists 'Location: Virtual Link' and 'Contact: Jon Donahue'.

At the bottom right, there is a 'Photos' section.

WHERE DO I FIND INFORMATION ABOUT: LUNCH

Log in to the Wheeler Web Portal.

Select *Resources* from the second menu bar at the top of your screen.



From the link boxes on the Resources page, choose *Food Services*

You'll find a link to the Weekly Menu.

You can bookmark this page for future reference.

WHERE DO I FIND INFORMATION ABOUT: REPORT CARDS

Log in to the Wheeler Web Portal.

Select *Children* from the second menu bar at the top of your screen (far left side).

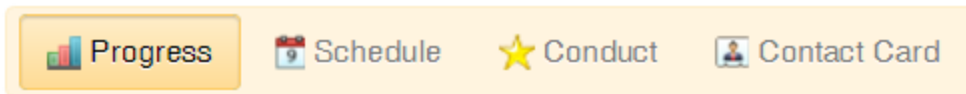
If you have one student at Wheeler, you will see your student's name.

If you have multiple students at Wheeler, you will see *Children*.

In the drop down menu, select the name of your student/s.



Click *Progress* from the menu bar below your student's name.



Click the *Performance* box below the menu bar to access your student's report cards.

WHERE DO I FIND INFORMATION ABOUT: SCHOOL FORMS?

Log in to the Wheeler Web Portal.

In the upper right corner of the website, click on your name.

In the drop-down menu, click *Files & Forms*.

You will see your name and the name/s of your student/s.

Below each name, you will see forms that apply to each person.

Note: There is a *Show Completed Forms* checkbox in the upper right if you would like to access your completed forms.

Completed forms (if visible):

You will see a light green *Completed* icon on the right side

A dark green *Print* button allows you to print your completed form

Incomplete forms:

When you log on, you will see a yellow menu bar across the top of your screen alerting you that you have *Forms to Review*.



You will see a *Continue* icon on the right side of the incomplete form

Click on *Continue* to finish filling out your form.