

Instructions for viewing student information through TADS Educate:

1. Sign in to your TADS Educate account.
<https://educate.tads.com/educate/household/default.cfm>
2. **THIS IS DIFFERENT FROM YOUR TADS REGISTRATION/TUITION ACCOUNT.** If you do not have the information for your TADS Educate account, please email the school and we will resend you the information. If parents have separate email accounts, they will have separate access information. The information you will see is the same, just how you access is different.
3. Once you log in, at the top of the screen you will see your name followed by HOME, SCHOOL, or CONTACT SCHOOL. Choose SCHOOL.
4. You will now see the students you have enrolled at St. Joseph School. Please choose the student you would like to see the information for.
5. You will see ACADEMIC, SCHEDULE, and DEMOGRAPHIC.
 - a. ACADEMIC
 - i. ASSIGNMENTS tab—this is your student’s gradebook for all classes. You need to filter by trimester, course subject, and code to view various reports. Under code filter to “missing” and/or “absent” to see your student’s missing work.
 - ii. GRADES tab—this section reflects your student’s current overall grades. You need to filter by trimester.
 - iii. REPORT CARDS tab—this allows you to view all student report cards, click Trimester 1, 2, or 3 report card. It will be a PDF that you can print or save to your computer.
 - b. SCHEDULE
 - i. You can view your student’s attendance record and the current courses enrolled in.
 - c. DEMOGRAPHICS
 - i. You can view and edit (click on edit button) the demographics and contacts for your student. If the contacts information is incorrect, please let the school know as families cannot edit this section.
6. If you have any questions, please do not hesitate to contact the school!
school@stjosephcommunity.org or kelly.roche@stjosephcommunity.org