

## K12planet.com

1. To access this website, you can press on the button at the right side hemingfordschools.org website that says K12planet logon, or you can go to the website at <http://www.k12planet.com> and choose logon on the left side.
2. Students – logon for K12planet is your logon at school with @gaggle.net at the end of it. If you logon at school is jsmith, you logon at K12 planet is [jsmith@gaggle.net](mailto:jsmith@gaggle.net). Parents – logon is your email address provided to the school.
3. Your initial password for K12planet is 0123456789. You need to change this after you logon the first time. You must use a secure password that is letters and at least 2 numbers such as your dog's name and your last two telephone numbers.
4. On your first logon the site will take you to the MY SETTINGS TAB at the top. After you have changed your password and checked that your gaggle.net email address is correct, you may go to the top of the window and click on MY INFO to get to see the information about your grades and attendance. You will only have to change your password and check your email this first time. After the first logon, you will start at the MY INFO tab.
5. The tabs across the top are
  - a. MY INFO – the place where you can see your personal information and attendance and grades.
  - b. MY SCHOOL – the place where you can see information about the school
  - c. PLANNING – the place where you can see all the classes offered at Hemingford school.
  - d. RESOURCES – the place where you can find links to helpful places on the web.
6. Under the MY INFO tab on the left, you will see a list of items that are available for you to see information about you. Currently, we are NOT requiring teachers to put anything on here except grades. So the tables that will be most helpful to you are the attendance tab where you can see your daily attendance, and the grades tab where you can see your current grades and your last report card grades.
  - a. ATTENDANCE – this is a list on a calendar of your attendance. If it says tardy that means that you were tardy for some class during that day.
  - b. GRADES – there are 2 sections under this tab. Current grades will show you all your assignments and grades for them. Report cards will show you your report card grades up to this point.
7. There may be messages from your teacher in your message box. Please take note to read them carefully. You can email any of your teachers by clicking on the classes tab under MY INFO and then clicking on a teacher's name.
8. Please take time to view the personal information we have on you under the ME tab and if there is something that needs changes, please contact Mrs. Thayer at [pthayer@panesu.org](mailto:pthayer@panesu.org).

If you have a problem with your logon or password, you can contact Mrs. Thayer for help with it.