



December 7, 2007

Dear Parents/Guardians:

I am happy to announce that we are officially opening the family portal of our new database. This will allow you to view your student's current grades and attendance information. Enclosed with this letter, you will find your family username and password. We are issuing one family username per family to begin, however, if you wish to have a unique username for each parent, please contact me, and I will be happy to issue a second username and password.

It is important that you keep your password and username secure just like you would with other confidential information that you use on the internet. If some else gains access to your password and username, he/she will be able to see your child's grades. Your current password has been generated automatically by the system, and you will be required to change it by December 11th. Once you change your password, no one at the school will know your new password, so please select something that you will remember. If you do forget your password, please contact me so that it can be reset.

In order to get onto the database, you will need to disable all pop-up blockers for this site (www.x2dev.net/murdoch). Many computers have more than one pop up blocker installed. Most web browsers have their own pop up blocker and tool bars such as Google or Yahoo also can have their own pop up blocker. If you do not know how to enable pop ups from one web site, you should allow all pop ups while using the database.

1. Go to www.x2dev.net/murdoch
2. Log in with the username and password you received in the mail
3. After December 11th, your password will be expired. You will be forced to create a new password as you login by re-entering the password from the letter sent home and entering a new password twice. If the pop up window to pick a new password does not appear, you have not allowed pops up from www.x2dev.net/murdoch in all your pop up blockers.
4. Once you have logged on, you should see your name and three main tabs: Home, Family, and Academics. If you do not see these three tabs, please call me so that I can address this technical glitch.
5. If you do see the tabs, you have successfully entered the portal.

Enclosed with this letter is a description of middle school grading system and an explanation of what some database codes mean. If you have further questions about how grading policies work in particular classes, please see the grading policies that have been sent home by all teachers. You can also access class grading policies on the school website.

I hope that you will enjoy this new resource to keep you informed of you student's progress in school.

Sincerely,

Kathleen Seward

Middle School Principal