Rediker Software

TeacherPlus Portal

Get Started with Managing Classes and Communicating with Parents and Students

Quick Start Guide

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Introduction

What's TeacherPlus Portal?

As a teacher, TeacherPlus Portal (PlusPortals) is your primary access point to manage your classes as well as share classroom data and communicate with parents and students. You can manage your classes in a variety of ways, including:

- Assigning and collecting homework

- Viewing assignment grades

- Adding resources, such as files and links

- Creating lesson plans (and optionally sharing them with parents and students)

- Viewing attendance trends and disciplinary incidents

- Sending messages or emails, posting classroom announcements, and creating calendar events for students and/or parents

TeacherPlus also works in conjunction with Gradebook, enabling you to directly access Gradebook right from the portal for grading and taking attendance.

Who's this guide for?

If you're a teacher, this guide is for you. It provides you with step-by-step instructions along with overviews on the most important tasks you need in order to manage your classrooms and communicate with parents and students. PlusPortals administrators should refer to our PlusPortals Manager Quick Start Guide on how to configure TeacherPlus and ParentPlus. Parents and students who are looking to learn how to use the portals should check out our fun interactive guides on using the parent and student portals.

CHAPTER 1

Get Started

Log in to Your Portal and Home Page

Accessing your teacher portal is as easy as entering your school's portal web address, which follows this format: plusportals.com/YourSchoolName.

Do one of the following to log in to your teacher portal:

- If you already have a TeacherPlus Gradebook user name and password, log in using the Gradebook credentials, as they're the same for your convenience.

- If you only use PlusPortals and not TeacherPlus Gradebook, follow the instructions in the activation email you received from your administrator to activate your account and set your password.

> **Note:** If you ever lose your password and have trouble accessing your account, click the **Can't access your account?** link on the login page to recover the password.

## Select a Class and View Schoolwide Announcements

Once you log in to the portal, you'll be taken to the **Home** page. From the Home page, you can access all of your classes, open the gradebook of any class, and see school notifications, events, files, and links. To navigate across the main portal pages, use the blue navigation bar at the top.
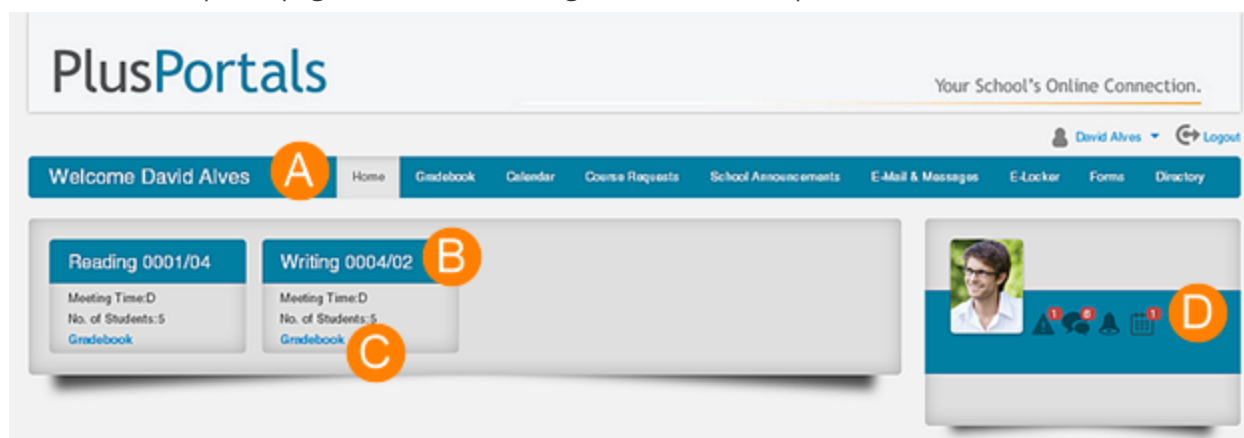
First Half of the Home Page (See Figure Above)	
A	Main Menu
B	Your classes: Click a class name to open and manage the class.
C	Launch the gradebook for the class.
D	Clicking a notification icon displays details about the notification. Icons from left to right: Alerts, Messages, Notifications, and Calendar.
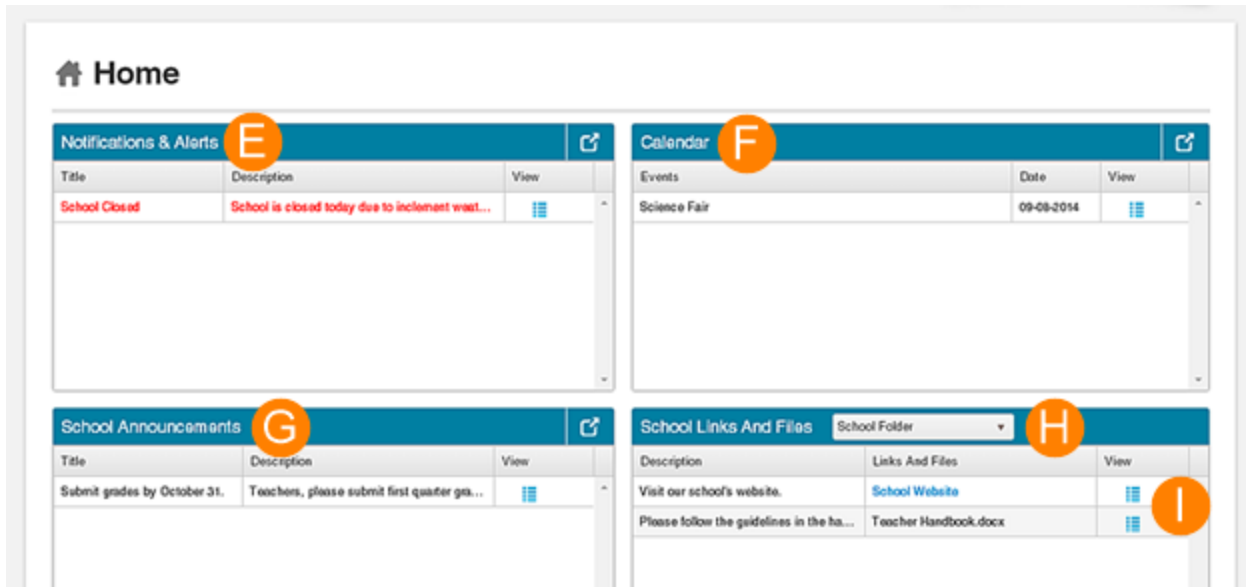
|	Second Half of the Home Page (See Figure Above)
E	**Notifications & Alerts** panel: Review urgent schoolwide alerts, such as a snow day. Download, edit, or delete the notification or alert by clicking the icons corresponding to the item in the panel.
F	**Calendar Events** panel: Stay up-to-date on school and class events.
G	**School Announcements** panel: Your school may post general announcements, such as when grades are due. Download, edit, or delete the announcement by clicking the icons corresponding to the item in the panel.
H	**School Links And Files** panel: Any files or links your school has shared with staff members appear here.
I	Clicking a blue view icon corresponding to an item in the **View** column shows more details about the item.

Note: Announcements, notifications, and alerts can also be seen by clicking **School Announcements** on the main navigation bar.

Configure Course Display Settings

If enabled by your portal administrator, you can set which classes or sections are visible to you and your students and their parents as well as change the display name for the class/section. This feature is especially useful when you want to hide second semester courses/sections when you're still teaching first semester courses/sections. The feature also makes it easy for you to assign different class/section names unique to your teacher portal and the student and parent portals.

> **Note:** Course visibility affects whether or not a course appears on the portal home page, and display name affects what title is shown for the course.

1. At the upper-right corner of your teacher portal, click your name, and then click **Settings**.
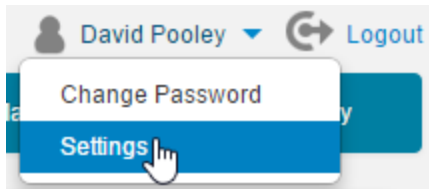
The **Settings** page displays all courses available to you, and it enables you to change their visibility and display name.

Settings

View which Course ?

Only the selected courses will be shown in the TeacherPlus Portal

Course/Section	Course Name	Meeting Time	Length	Staff Visibility (A)	Display Name for Staff (B)	Parent/Student Visibility (C)	Display Name for Parent/Student (D)
HOME/1	Homeroom			☑	My Homeroom 1	☑	My Homeroom
0019/01	Language	D	ALL YEAR	☑		☑	Elementary Spanish
0001/01	Reading	A1	SEM 1	☑	Reading Section 1	☐	2nd Grade Reading
0002/01	Reading	A3	SEM 1	☑	Reading Section 2	☐	2nd Grade Reading

Cancel   OK

|	**Course Settings Explained (See figure above.)**
A	Select whether or not a class/section is displayed on your teacher portal.
B	Set course titles for your teacher portal only.
C	Choose which courses to make available to your students and their parents.
D	Set course titles for the student andparent portals only.

2. In the **Staff Visibility** column, select the check box corresponding to each course you want to appear in your teacher portal. Clearing a check box hides the course/section.

3. In the **Display Name for Staff** column, edit the course names as you want them to be displayed to you.

4. In the **Parent/Student Visibility** column, select the check box for each course you want parents and students to access on their respective portals.

5. In the **Display Name for Parent/Student** column, edit the course/section names as you would like them displayed to parents and students on their portals.

6. Click **OK** to save and finalize your changes.

Note: Editing a course/section display name doesn't change the core course name for administrative purposes (in AdminPlus), but it simply changes how the course/section title is displayed on the portals.

Manage a Class: An Overview

Managing a class starts with clicking the class from the Home page. Once the class page loads, you can manage your class using the various tabs on the class navigation menu, explained in this topic. Which tabs appear in your portal are determined by your TeacherPlus Portal administrator.
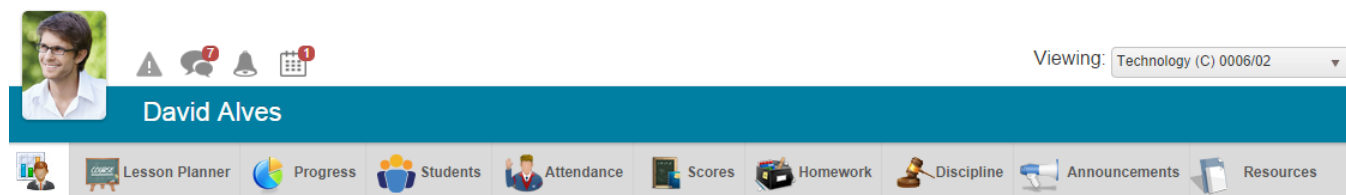
Main class tab : Post your class summary, homework, announcements, and resources.

Lesson Planner: Create lesson plans for units or other important learning milestones, add resources and learning objectives to the plans, and share the plans with students and/or parents.

Progress: View graphs, charts, and an analysis of students in your classroom.

Students: Select any of your students to view information about him or her, including demographics, recent grades, progress, attendance, and discipline.

Attendance: View absence and tardy totals for your class. See attendance trends by date as well as by month.

Scores: View students' assignment scores, individual student scores (with annotations), and missing work information (also with annotations). Score information is available for all classes, including those classes taught by other teachers. All score information comes from Gradebook.

Homework: Access the homework assignments students have submitted via Homework Hand-in from their E-Locker.

Discipline: Add disciplinary incidents for students and submit them to the main office for processing.

Announcements: Manage all of your class announcements as well as edit or delete them. Any announcements you create appear on the main class page.

Resources: Add links and files to a class. The class links and files are shown on the main class page.

> **Tip:** Navigate between classes using the **Viewing** drop-down list, located at the upper-right (opposite of your picture and notification icons).

CHAPTER 2

Manage Classes

Add a Class Summary

Adding a class summary is the first step to customizing a class page. You can describe what the class is all about through text and images, such as what students will learn and what the objectives are. You can also copy a summary you've created previously both from and to an existing class. The class summary is visible to parents and students, so make sure you take the time to make it really presentable.

Create a Class Summary from Scratch

1. Open your class page.

2. To create a new class summary or edit an existing one, click **Edit** at the upper-right corner of the **Class Summary** panel.

   You can take advantage of the text editor when editing the class summary to expedite formatting, including:

   - Formatting headings and paragraphs

   - Making text bold, italicized, or underlined

   - Aligning text left, center, or right

   - Creating bullet points and numbered lists

   - Adding hyperlinks, YouTube links, tables, and images from the web or from your computer
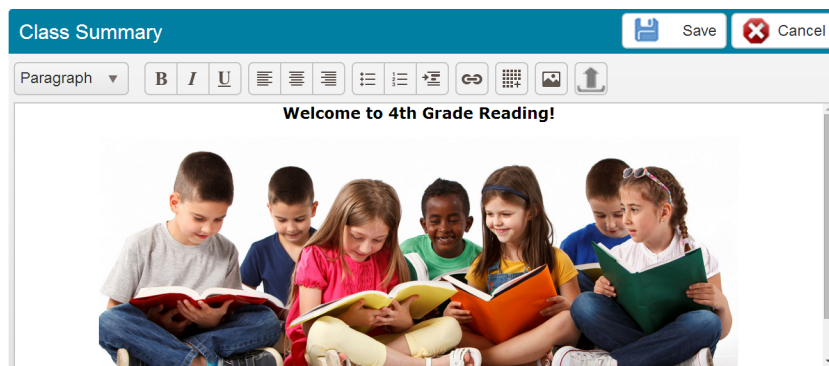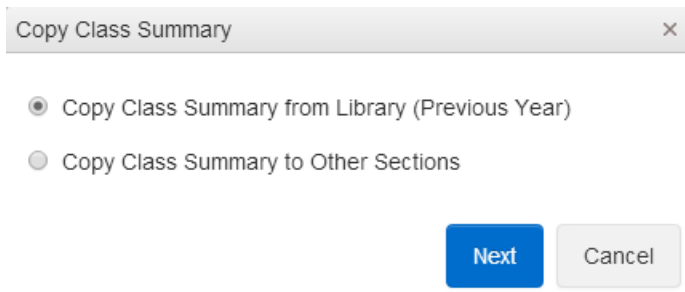

3. Click **Save** to complete the process and save your changes.

Tip: You can also format a class summary in Microsoft Word, and paste in the portal. The general formatting will transfer.

Copy a Class Summary from a Previous Year

If you're adding the class summary for a class that you've taught the previous year, you can copy the summary you used that year.

1. Click **Copy** at the upper-right corner of the **Class Summary** panel.

2. In the **Copy Class** dialog box, click **Copy Class Summary from Library (Previous Year)**, and click **Next**.

3. Confirm the warning, and then click **Save** to complete the process and save your changes.

Copy a Class Summary to Other Classes

If you teach two or more sections of the same class, it's a good idea to create a class summary for the first section and then copy the summary from the first section to the other sections.

1. Click **Copy** at the upper-right corner of the **Class Summary** panel.

2. In the **Copy Class** dialog box, click **Copy Class Summary to Other Sections**, and click **Next**.

> **Note:** If you haven't taught the class in the previous year, after you click **Copy Class**, you'll automatically be taken to select the classes that you want to copy the summary to. In other words, clicking the option **Copy Class Summary to Other Sections** won't be necessary.

3. Select the check boxes of the classes you want to copy the summary to, and click **Copy**.

Copy Class Summary ✕

Copy to the following Sections:

	Section Name
☐	Math (A) 0005/03
☐	Technology (C) 0006/02
☑	Writing (D) 0004/02

[**Copy**] [Cancel]

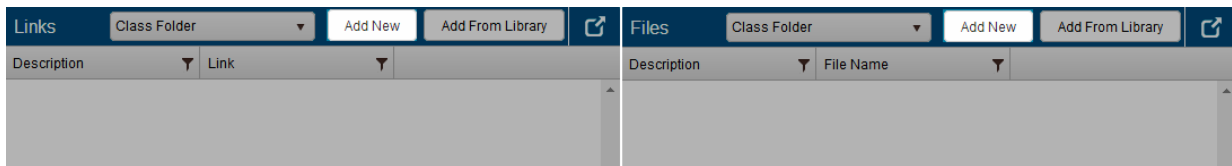4. Click **Save** to complete the process and save your changes.

Add a Class File or Link

You can share class files and links with your students by adding the content to your class page. You also have the option to send an email notification to students once you've added the resources. This feature is perfect for when you need to share a syllabus and website links with students and/or parents.

Add a New File or Link

You can add a file or link either from the main class tab or from the **Resources** tab.

1. Click **Add New** at the upper-right corner of the **Files** or **Links** panel, depending on what kind of resource you want to add.

2. Enter the description for the file or link.

> **Note:** When adding the URL of a link, remember to start it with **http://**.

3. If adding a file, click **Select File**, and select the file to be uploaded from your computer.

4. Do one of the following:

   - Click a folder from the **Select Folder** list to store the file.

   - Click **New** to create a new folder, name and save the folder, and then select it from the **Select Folder** list.

5. Select the check box for the classes you would like to add the file or link to.

6. Select the **Send E-Mail Notification** check box if you want students of the selected classes to receive an email notification.
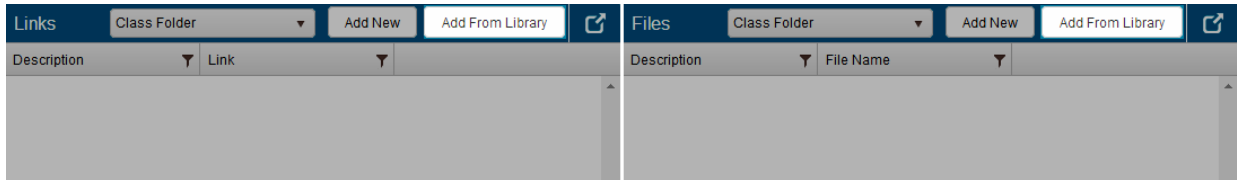
7. Click **Save**.

   The link or file you've added can be viewed in its respective panel. To edit the file or link, click **Edit** next to the item.

> **Tip:** If you've added a file or link and later realized you wanted to add the resource to more classes, you can edit which classes the resource applies to. In the **Files** panel, click **Edit** next to the file or link, select the classes, and click **Save**. While editing the file or link, you can also revise its description.

Add a File or Link from a Previous Year

If you've taught a certain class for the previous school year, you can always import files or links from the previous year to the same course in the new year.

1. At the upper-right corner of the **Files** or **Links** panel, click **Add From Library**, depending on whether you want to add a file or link.

2. Select the folder where the file or link is, and then select the file or link from the previous year.

3. Click **Save**.

> **Note:** The **Add From Library** feature pertains to importing content to the same course from the previous school year only. Therefore, the feature doesn't apply if you didn't also teach that exact same class the previous year.

Import Previous Year Content from Library

When you've taught a particular class the previous school year, you can take advantage of the Library feature to import files, links, homework, and even a class summary from the previous class to the new one. You can save time and reuse content from the previous year. Even if the content has slightly changed in the new year, you can still copy the resources from the previous year and then make any necessary changes for the new year.

You can copy resources from a previous year with the Library feature directly from a given resource panel on the main class tab .

Add a Class Summary from Library

1. Click **Copy** at the upper-right corner of the **Class Summary** panel.

2. Do one of the following:

   - Click either **Copy Class Summary from Library (Previous Year)**, and then click **Next**.

     > **Warning:** Clicking this option will overwrite your current class description with the one from the previous year.

   - Click **Copy Class Summary to Other Sections**, click **Next**, select the course, and then click **Copy**.

Add Homework from Library

1. Click **Add** at the upper-right corner of the **Homework/Assignment** panel, and then click **From**

Library.

2. Do one of the following:

    ▪ Click **Add from a previous year's class**.

    ▪ Click **Add from another class this year**.

3. Select the class, the assignment, and click **Next**.

4. Check the assignment information, make any necessary changes, and then click **Save** to add the assignment.

Homework/...	Visible to Parents and Stu... ▼		Delete	Add ▼
☐ Title ▼	Description ▼	Due Date ▼		

Add a Link or File from Library

1. Click **Add From Library** at the upper-right corner of the **Links** or **Files** panel.

2. Do one of the following:

    ▪ Click **Add from a previous year's class**.

    ▪ Click **Add from another class this year**.

3. Select the class, the file or link, and click **Next**.

4. Check the link or file information, make any necessary changes, and then click **Save** to complete the process.

Files	📁 Class Folder ▼		
☐ Description		▼	File Name

Create a Lesson Plan

Every class has learning objectives, and these objectives are usually covered throughout the school year as units, chapters, or other similar milestones. With the Lesson Planner feature, you can plan an entire unit by creating well-structured lesson plans for the lessons that make up a unit and share them with students and parents. For example, if a math teacher were to teach a whole unit on fractions, he or she could create individual lesson plans for that unit, such as one lesson plan that focused on adding fractions, another focusing on subtracting fractions, and so on.

You can create a lesson plan or unit from scratch or you can import one from the library. If you import a lesson plan or unit from the library, you can select from a previous year's class or from a different class from the current year. You can also copy a lesson plan or unit from one class to another by clicking Copy in the lesson plan or unit panel.

When creating a lesson plan, you can do the following:

- Create a brand new lesson plan or add one from another class or the previous school year.

- Add a summary or objectives

- Add homework assignments or online quizzes

- Add digital resources, such as documents and links

- Add skills and standards (if your school uses them)

- Share the lesson plans with students and parents

Set up a Unit and Lesson Plan

1. Open the class you want to add the lesson plan to.

2. Click **Lesson Planner** on the class navigation bar.

3. Do one of the following:

    - Click **Create a new unit**, click **Next**, set the unit name and start and end date, and click Save.
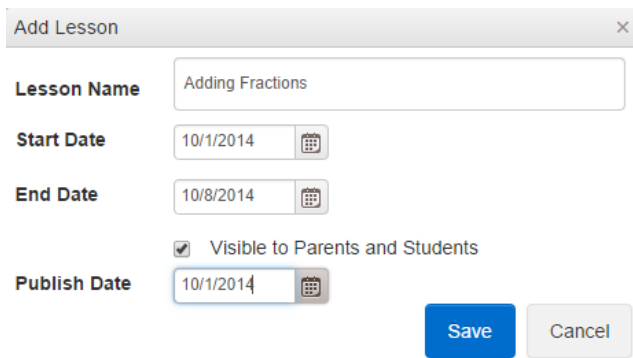
> **Note:** The start and end date refer to the date the unit will be covered.

- Click **Add a unit from a previous year's class**, click **Next**, select the course, and then click **Next**.

- Click **Add a unit from another class this year**, click **Next**, select the course, and then click **Next**.

> **Note:** Once you add a unit, it appears as its own panel to the right of the **Units and Lesson Plans** panel.

4. In the panel for the unit you just created, click **+ New Lesson** to add a lesson plan to the unit.

5. Give the lesson a name, and set the start and end date for the lesson.

Add Lesson	✕
Lesson Name	Adding Fractions
Start Date	10/1/2014 📅
End Date	10/8/2014 📅
	☑ Visible to Parents and Students
Publish Date	10/1/2014 📅
	Save Cancel
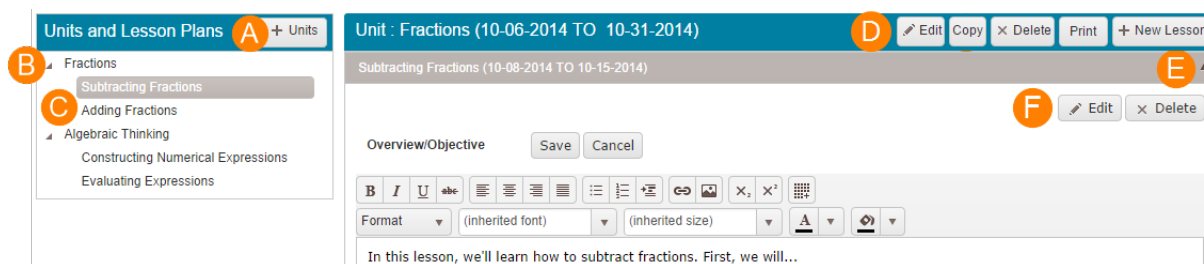
6. To make the lessons visible to parents and students, select the check box **Visible to Parents and Students**, and then set the date the information will be published to them.

> **Note:** You may not want to share the lesson plan with students and parents until you've added and edited all the necessary information for the plan. In this case, you can edit the lesson plan later and select to share it with parents and students.

7. Click **Save**.

The following diagram illustrates how you can manage your units and lesson plans.

A	Create new units.
B	Click the small arrow icon beside a unit to expand it and reveal all of its lessons.
C	Click a lesson in a unit to expand the lesson so that you can add content to it.
D	Use the management buttons at the upper-right corner of a specific unit panel to edit the unit, copy it to a different section, delete it, print it, or add a lesson to it.
E	Clicking the title of a lesson in a given unit panel also expands the lesson, allowing you to add content to the lesson plan.
F	After expanding a lesson, click **Edit** to change the title of the lesson, date range, and visibility. Click **Delete** to delete the lesson.

Add Content to a Lesson Plan

Once you create a lesson plan, the next step involves adding content to the plan.

- Click the title of the lesson in its unit panel to expand the lesson, revealing content options.

The following table explains additional tasks you can perform

Task	Action
To add a lesson summary/overview	Click the **Edit** button for **Overview/Objective**, add the necessary information, and click **Save**.
To add homework	Click **Add New** next to **Activities**. When the **New Homework/Assignment** dialog box appears, fill out the necessary information (including visibility settings), and click **Save**.
To add a quiz	Please see the topic Add a Quiz to a Lesson Plan for detailed instructions.
To attach a document or add a link	Click **Add New** next to **Digital Resources**, and then click either **Document** or **Link**. Fill out the necessary information, depending on the resource type you chose, and then click **Save**.
To add skills	Click **Add New** next to **Skills and Standards**, click the skill, and then click **Select**. Repeat this step to add more skills. If adding a list of consecutive skills, click the first and last skill while holding the **Shift** key to select all the skills at once. Note that you can only select from the list of available skills created by your school.

> **Tip:** To edit or delete added homework or resources, use the edit and delete icons , located to the right of the assignment or resource.

Add a Quiz to a Lesson Plan

In addition to being able to add homework and resources to a lesson plan, you can also build quizzes to test students' understanding of a lesson. Students can then take the quizzes directly from their student portal. When creating questions for a quiz, you can choose a variety of formats, including multiple choice, essay, file upload, and true or false. Building a quiz involves the following tasks: creating sections for the quiz, adding questions to each section, and setting the points for each question.

> **Note:** When students have taken the quiz, you can view the quiz submissions and grades from the **E-Locker** page. Also, you need to manually enter the scores in the appropriate gradebook in TeacherPlus Gradebook because the scores are not added automatically.

To add a quiz to a lesson plan, do the following:

1. On the **Lesson Planner** page, make sure to expand the lesson panel for the lesson you want to add the quiz to. You can expand the lesson panel by clicking the lesson title in the **Unit** panel.

2. In **Activities**, click **Add New**, and then click **Quiz**.

3. Click **Create New Quiz**, and then click **Next**.

4. Give the quiz a name, a description, a duration (in minutes), and a due date.

Add Quiz

Title	Beowulf Chapters 1-3 Quiz
Description	This quiz will test your knowledge of Beowulf chapters 1-3.
Duration	45 (In Minutes)
Due Date	5/13/2015
✔ Visible to Parents & Students	
Publish Date	5/6/2015
☐ Allow Students to attempt multiple times	
☐ Score visible to parents and students	
☐ Add to Gradebook as Assignment	

5. To make the quiz visible to parents and students, select the check box **Visible to Parents & Students**, and then set a publish date for when they will be able to see it.

> **Note:** The due date is the last day students will be able to take the quiz from their portal, whereas the publish date is the first day students (and their parents) will be able to view and take the quiz.

6. Click **Next: Add Section** to save and proceed to creating sections for the quiz.

7. Enter a description for the section. The description could be anything that helps identify the section. For example, it could be something as generic as "Multiple Choice" or as specific as "Solving for X," depending on the kind of quiz.

Add Section

Description   Multiple Choice

☑ Randomize Questions

Cancel   Save   Next: Add Question

8. Optional: Select the check box **Randomize Questions** to randomize all the questions that you'll later add to this section.

9. Click **Next: Add Question** to save and proceed to adding questions to the section.

10. Click a question type from the **Question Type** list, enter the question, and type the number of points.

Add Questions

Question Type   Multiple Choice One Answer ▼

Question

How does Hrothgar know of Beowulf?

Points   5

☑ Randomize Choices

Answer   Add another answer

They became friends on Facebook.   Remove

Set as correct answer

Beowulf had gained a reputation after slaying a dragon.   Remove

Correct Answer

Hrothgar knows Beowulf's father.   Remove

Set as correct answer

Back to Quiz Section   Back to Lesson Planner   Save   Cancel

Note: If adding a multiple choice question that supports more than one correct answer, make sure to click the **Multiple Choice Multiple Answers** option. All the other multiple choice options only support one correct answer.

11. Optional: To randomize all possible answers, select the check box **Randomize Choices**.

12. If adding a multiple choice or true or false question, type an answer, click **Add another answer** to continue adding answers (applies to multiple choice questions only), and click **Set as correct answer** next to the appropriate correct answer(s).

13. Click **Save** to create the question, and repeat steps 10 through 13 to continue adding more questions.

> **Tip:** While you're on the questions screen, you can edit or delete any existing questions from the **Question** list, located below the **Add Questions** panel.

14. When you're done adding all the questions to the section, do one of the following:

   ▪ Click **Back to Quiz Section**, and repeats steps 7 through 13 to create additional sections and questions.

   ▪ Click **Back to Lesson Planner** to quit the Quiz Builder.

   > **Note:** Students can take the quiz from their portal by looking at the lesson plan and clicking the quiz in the **Activities** section of the plan.

   Activities

Title	Description	Due Date	
Numerical Expressions	This quiz will check your understanding of numerical expressions.	09-12-2014	

Manage and Preview Quizzes

You can manage existing quizzes from the main lesson plan panel by using the management icons beside each quiz. From left to right, the icons are as follows: Edit, Delete, and Preview.

Clicking the preview icon enables you to get a printable preview of the entire quiz, including its answer key. This feature is perfect for when you need to go over a quiz with the entire class after you've graded and returned the quizzes.
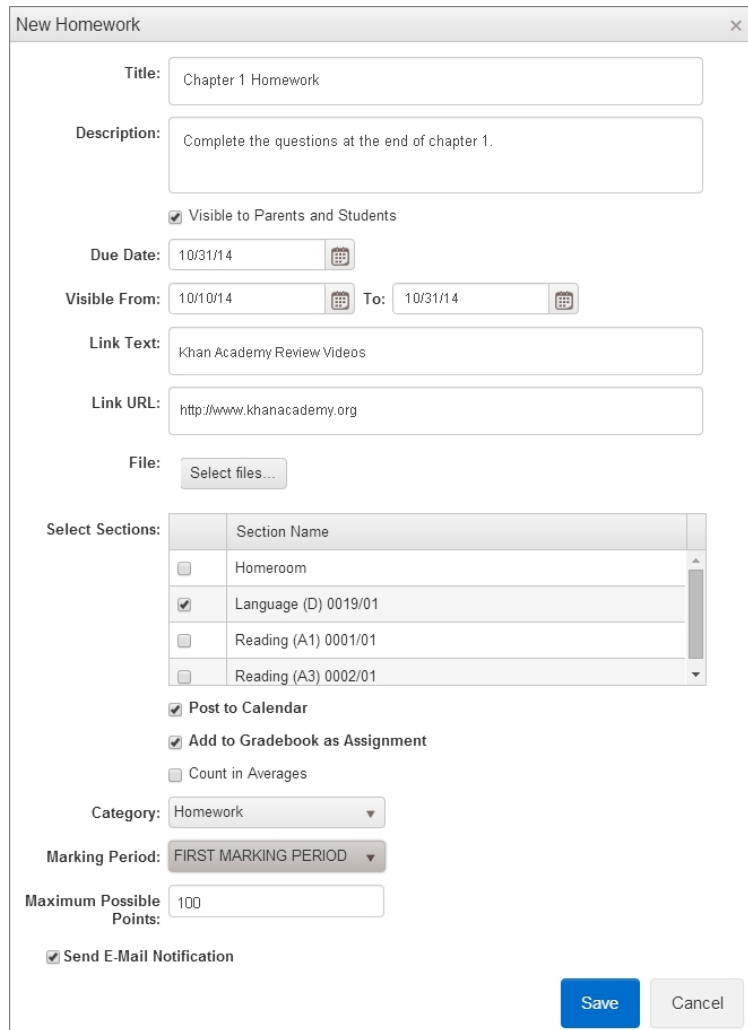
You can edit any of the parts of an existing quiz by clicking the edit icon . After the Quiz Builder appears, select the quiz on the right, and either edit the general information about the quiz, or click **Next** to proceed to the section screen. Similarly, when the section screen appears, you can either delete or edit a section, or you can select a section and click **Next** to proceed to the questions screen for the selected section.

Add Homework

Homework assignments can be added from the main class tab ![icon] at any time (even in advance). When adding an assignment, you can attach files, pick a due date and a date range to make the assignment visible to students, post to calendar, send a notification to students, and choose whether or not to make the assignment visible to parents and students at all. A single homework assignment can also be added to more than one class, which is useful when you teach different sections of the same class. For classes you've taught in the previous school year, you can easily import the same assignment from last year.

Add a Brand New Homework Assignment

1. Click **Add** at the upper-right corner of the **Homework/Assignment** panel, and then click **Homework/Assignment**.

2. Add a title and description for the assignment.

3. If you want to make the assignment visible to parents and students, select the check box **Visible to Parents and Students**. Otherwise, clear the check box.

4. Pick a due date for the course by clicking the calendar icon, and select a date range for when you want to make the assignment visible to students.

5. Optional: Share a link with students in **Link URL** and **Link Text** (title), and attach a file (for example, assignment instructions) by clicking **Select files**.

6. Select the check box corresponding to each class you want to add the assignment to.

7. Optional: Select the check box **Post to Calendar** to add the assignment to your portal calendar as well as the portal calendar of parents and students. This feature is really useful when you want to give yourself and students a visual reminder about the assignment.

8. If adding the assignment to Gradebook, select the check box **Add to Gradebook as Assignment**, select an assignment category and a marking period, and set the maximum number of points for the assignment.

> **Note:** The assignment categories come from Gradebook and are set there.

9. Select the check box **Send E-Mail Notification** to send a notification to students and parents.

10. Click **Save** to complete creating the assignment.

What's the diffence between due date and visible date?

> **Note:** The due date and visible date features work together to help you add assignments in advance. Example: Anna is a teacher who always has her ducks in a row. It's the first day of school, September 1, and she wants to create an assignment for her class that's due October 31. However, she doesn't want to make the assignment visible to students until October 10. So, Anna sets the due date to October 31 and the visible date range to October 10 and 31.

Add an Assignment from the Previous School Year

> **Note:** This feature only works for assignments you added to the exact same class last year.

1. Click **Add** at the upper-right corner of the **Homework/Assignment** panel, and then click **From Library**.

2. Select the folder where the assignment is, and then select the assignment.

3. Click **Save** to complete adding the assignment.

Collect Homework

There are two ways to collect homework from your teacher portal: using the Homework tab from a class page or accessing the main E-Locker homework repository. When you collect homework using the Homework tab from a class page, only the assignments for that particular class appear. In contrast, E-Locker enables you to collect homework assignments for any of your assigned classes. Both methods are explained in this topic.

Collect Homework from a Class Page

1. From the **Home** page, click a desired class.

2. Click ![icon] **Homework** on the class navigation bar.

3. Click the homework assignment you want to collect from the **Homework** list.
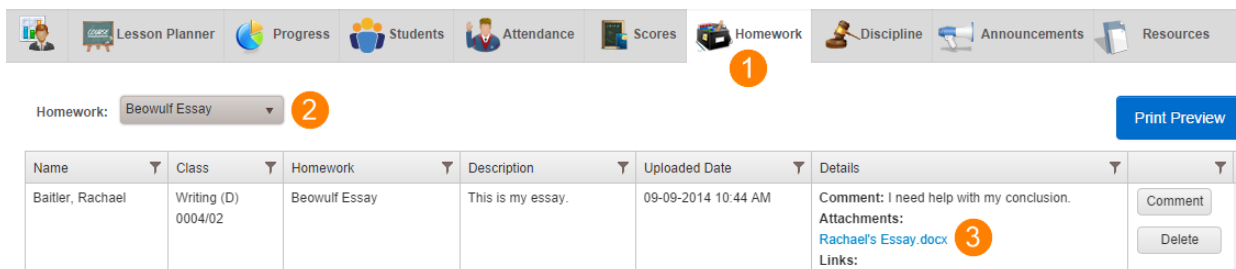
   > **Note:** Clicking the homework assignment displays all current student submissions. If a given student's submission doesn't appear, it means the student has not yet submitted the assignment via E-Locker from their student portal.

4. When the assignment submissions appear, click the link under **Attachments** for a given submission to view the student's assignment.

   > **Note:** If the student completed the assignment directly from the portal text editor, clicking the attachment link opens a new web page that displays the assignment. If the student attached a Microsoft Word file or a similar type of attachment, clicking the link downloads the file to your computer.

5. To comment on the assignment, click the **Comment** button, type the comment, and click **Save**. The student will be able to view the comment from his or her student portal.

The following figure demonstrates the homework collection process from the **Homework** tab.

Collect Homework Using E-Locker

1. Click **E-Locker** on the main navigation bar.

2. Click the **Homework Hand-in** tab.

3. Select a specific class from the **Class** drop-down list or select **All Classes** to view homework from all of your classes.

4. Click the homework assignment to be collected from the **Homework** list.

5. In the **Details** column, click the **Attachments** link for a given student to view the assignment.

6. To comment on the assignment, click the **Comment** button, type the comment, and click **Save**. The student will be able to view the comment from his or her student portal.

> **Note:** Remember to use the navigation arrow at the bottom-left corner of the **Homework Hand-in** tab to navigate between submissions.

The following figure illustrates the homework collection process in E-Locker.

> **Tip:** You can customize the number of submissions you can view at once (10, 20, 50, or 100). Click one of the options from the **Documents per page** list at the bottom of the **Homework Hand-in** tab. You can also filter results by a certain information column by using the filter icon ▼ at the top of the column.

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CHAPTER 3

Manage Students

View Student Information

When working with a particular class in your portal, you can view a variety of information about the students in that class, including:

- grades
- demographics
- contact information
- attendance
- disciplinary incidents
- class schedule

1. After selecting a class, click the **Students** tab on the class navigation bar.

2. Click a student from the list. Only the students for that particular class appear.
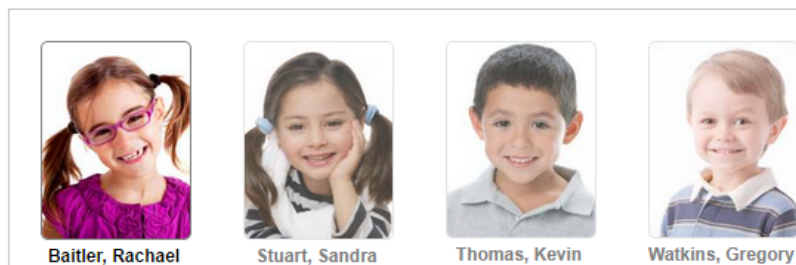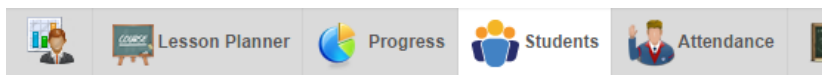
When you click a student, grades, scores, attendance, and disciplinary incidents appear in separate blue panels, one for each type of information.
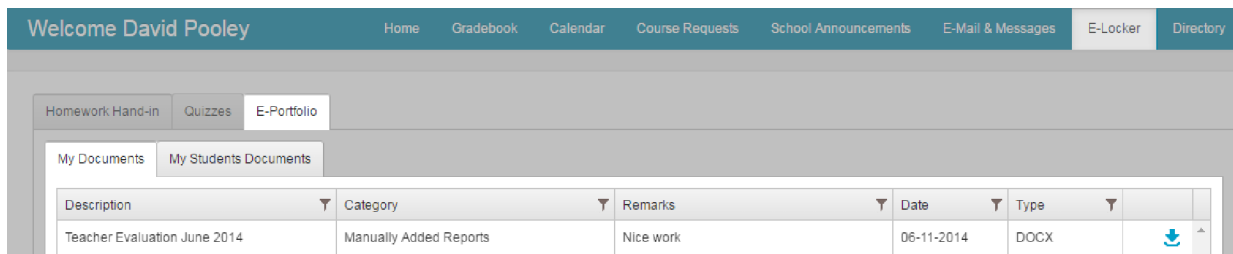
To	Do this
View grades based on a marking period	In the **Progress** panel, click a marking period from the drop-down list.
View contact information	Click the **Contacts** button.
View demographics	Click the **View Demographics** button.
View the student's class schedule	Click the **View Schedule** button.
Submit a disciplinary incident	In the **Incident Submittal** panel, click **Add**.

Access E-Portfolio Documents

Teachers and staff members can access and download any of their own E-Portfolio items or those of their students using the E-Locker in the teacher portal. Parents can access the portfolio items of their children, and students can access their own portfolio documents. To use this feature, a PlusPortal administrator must first have enabled the proper portfolio category permissions in the admin portal. For more information on managing portfolio categories in the admin portal, see the topic Manage Portfolio Categories.

To access portfolio documents in the teacher, parent, or student portal, do the following:

1. Click **E-Locker** on the navigation bar.

2. Click the **E-Portfolio** tab.

3. *For TeacherPlus Portal only*: Do either of the following:

   ■ To view your own documents, click the **My Documents** tab.

   ■ To view student documents, click the **My Students Documents** tab.

4. *For TeacherPlus Portal only*: If you clicked **My Students Documents**, click the applicable section from the **Select a section** drop-down list, and then click the applicable student from the **Select a student** drop-down list.

   A list of all portfolio documents associated with the selected student appears.

5. To download a document, click ⬇.

View Attendance Trends

While working in a specific class in the portal, you can view attendance trends for that class on the Attendance tab, including visual charts. The following attendance information is available from the Attendance tab: absence totals, tardy totals, and attendance charts by date and by month.

- From a specific class page, click **Attendance** on the class navigation bar.

Different attendance information is displayed in blue panels. To expand the information of a given panel, click the maximize icon ⬀ at the upper-right corner of the panel.

| | Lesson Planner | Progress | Students | Attendance | Scores | Homework | Discipline | Announcements | Resources |
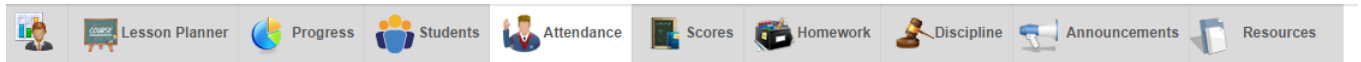
Absence Totals

Student Name	Absences
Adams, Aimee	3
Abuliel, Jordan	2
Adams, Heather	2
Addvensky, Ashley	1

Tardy Totals

Student Name	Tardies
Adams, Heather	1
Addvensky, Ashley	1

Attendance Chart By Date

Attendance Chart By Month
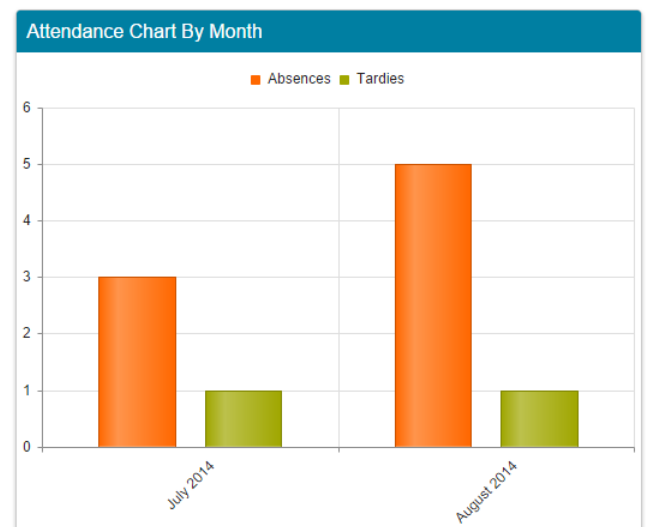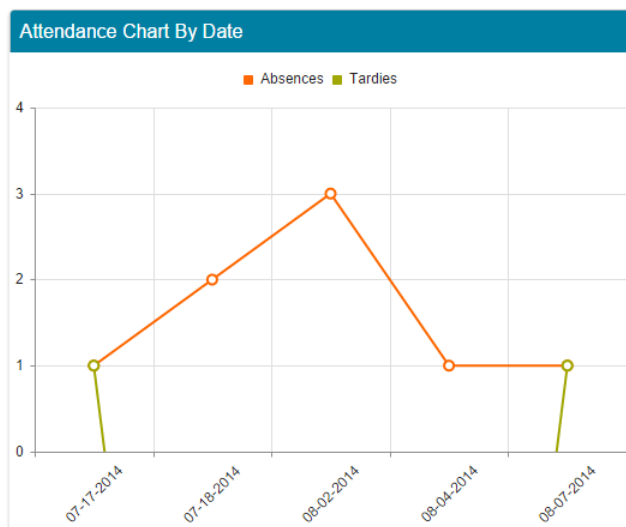
Submit a Disciplinary Incident

Whenever a student commits an infraction, you can submit the incident directly from your portal. Upon submitting the incident, it is sent to your school's front desk for approval, and, after approved, the incident will remain in the student's permanent record. When adding an incident, you can select from a list of predefined infractions, actions, and places, add your own comments, and indicate time served.

1. From the Home page, open the class the student is in.

2. Click **Discipline** on the class navigation bar.

3. Click the student's name from the **View incidents for** list.

4. In the **Incident Submittal** panel, click **Add**.

5. At the top of the **New Incident Form** page, set the date the incident took place.

6. Optional: Set a follow-up date at the upper-right corner. The follow-up date can be used by the front desk to send information to parents, such as letters. This date is to be the same as the incident date from step 5, unless indicated by your school otherwise.

7. In the **Infraction** panel, click **Add**, click an incident type, and then click **Select**.

Warning: After you select an infraction, an action is automatically selected for you in the **Actions** panel, based on your school's policies. Although you can edit the number and types of actions relating to an incident, you should consult your school's policy first.

8. Optional: In the **Action** panel, click **Add**, and then set the date for when the action will be taken for the infraction. For example, the date could be when the student will serve detention.

9. Optional: Select an action type from the list, and then click **Select**.

10. Optional: If any other teachers were involved in the incident, click **Add** in the **Teacher** panel, click a teacher from the list, and then click **Select**.

11. In the **Place** panel, click **Add**, click a place from the list for when the incident took place, and then click **Select**.

12. Optional: Enter any comments of your own in the **Comment** panel.

13. In the **Served** panel, click **Add**, and select the date when the student completed serving time for the infraction.

14. Select one of the options from the list regarding how the student served time, and click **Select**.

> **Note:** If the student has yet to serve time for the incident, you may want to leave the **Served** section blank, save the form, and return to the form when the information is available. Be sure to click **Save** (and not **Submit**) if you're not yet ready to submit the form to your school's front desk.

15. Do one of the following:

    - If you're ready to submit the form, click **Submit** at the bottom of the page.

    - Click **Save** if you need to return to the form later to add more information.

16. To print the form, click **Print**.

> **Tip:** To return to a form you've saved, click the **Discipline** tab on the class navigation bar. Click the student's name in the **View incidents for** list. The incident form you saved can be found in the **Incident Submittal** panel, from which you can view, print, edit, delete, or submit the incident.

View Gradebook Assignment Scores

When managing a class on your portal, you can view the scores of any existing assignments that you graded in Gradebook on the Scores tab.

1. Open the class you want to view the scores for.

2. On the class navigation bar, click **Scores**.

   All the Gradebook assignments appear in the **Scores** panel. At a glance, you can see the date of the assignment, the possible points, and the class average.

3. To view all of the scores for a particular assignment, click the view icon corresponding to the assignment.

   A blue panel appears with the name of the assignment, listing the scores of each student, such as in the following example.

Manage Progress Reports

During the school year, you may want to view progress reports for the students in your classes. If your TeacherPlus administrator has enabled this feature, your portal gives you a convenient place to view the progress report of each student in a selected course under the **Progress** tab. If a student is in more than one of your courses, a combined progress report is available in the **Combined Reports** panel.

1. On your portal **Home** screen, click a course title.

2. Click the **Progress** tab.

3. Click to view a student's progress report.

4. To delete a student's progress report, click .

CHAPTER 4
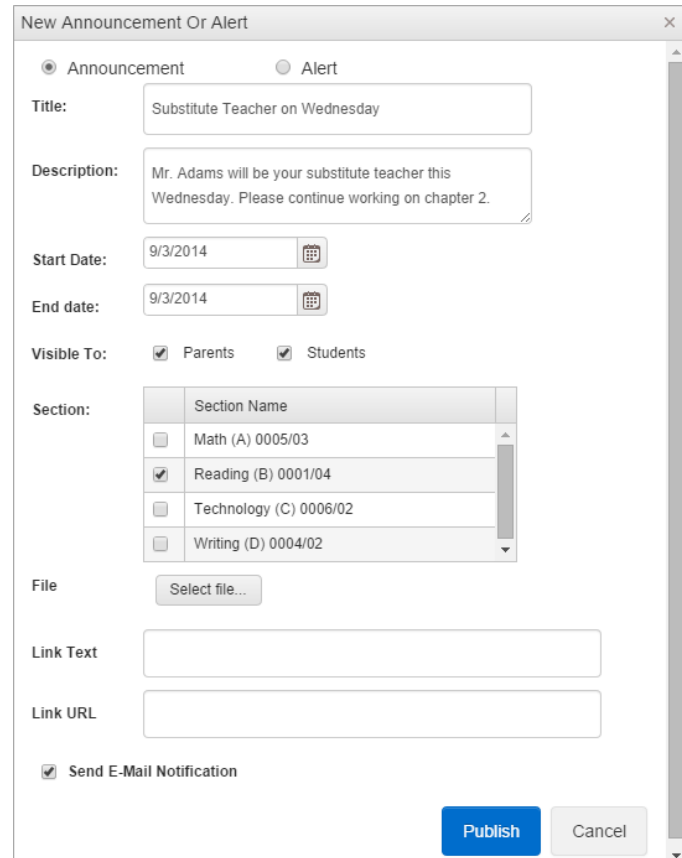
Create Events and Communicate

Add a Class Announcement or Alert

You can post a class announcement or alert from the main class tab [icon] or the Announcements tab [icon]. Announcements are better suited for non-emergency events (for example, a field trip or class presentation), whereas alerts are often used for emergencies (for instance, a class cancellation). Whether you send an announcement or an alert, you can choose to send it to students and/or parents.

1. From the main class page, click **Add New** at the upper-right corner of the **Class Announcements and Alerts** panel.

2. Click **Announcement** or **Alert**, depending on what kind of announcement you want to post.

3. Add a title and description.

4. Set the start date and end date by clicking the calendar icon. The start date is when the announcement or alert will be visible to students and/or parents, whereas the end date is the last day the announcement will be visible.

5. In the **Visible To** area, select the check box for **Parents** and/or **Students**, depending on whom you want to make the announcement/alert visible to.

6. Select the check box for each class the announcement applies to. The announcement or alert will be sent to the parents and/or students of the selected classes.

New Announcement Or Alert ×

○ Announcement   ○ Alert

Title: Substitute Teacher on Wednesday

Description: Mr. Adams will be your substitute teacher this Wednesday. Please continue working on chapter 2.

Start Date: 9/3/2014

End date: 9/3/2014

Visible To: ☑ Parents   ☑ Students

Section:

	Section Name
☐	Math (A) 0005/03
☑	Reading (B) 0001/04
☐	Technology (C) 0006/02
☐	Writing (D) 0004/02

File: Select file...

Link Text

Link URL

☑ Send E-Mail Notification

Publish   Cancel

7. Optional:

   - Attach a file from your computer to the announcement by clicking **Select file**.

   - Add a link: Make sure to add a descriptive title to the link in **Link Text**, and enter the URL for the link in **Link URL**, beginning with **http://**.

   - Select the **Send E-Mail Notification** check box to send an email message to the recipients regarding the announcement or alert.

8. Click **Publish** to post the announcement.

Send an Email or Message

E-Mail and Messages Overview

You can communicate with students and parents from your teacher portal in two ways: via message or email. A portal email is a full-fledged email and is delivered to a student's or parent's personal email inbox and their portal inbox. Messages are a means of communicating in the portals only, and students can only retrieve these messages in their student portal. As a result, email could be used as the primary method of communication, but messages are preferred when your students might not have email addresses.

The following features are available for email only:

- Saving email drafts
- Viewing sent emails
- Sending attachments
- Email archive for previous school years

Sending an email or message starts with clicking **E-Mail & Messages** on the main navigation bar. The **E-Mail & Messages** page is organized into two tab screens, one for emails and another for messages. The following diagram explains the page's main functionality.
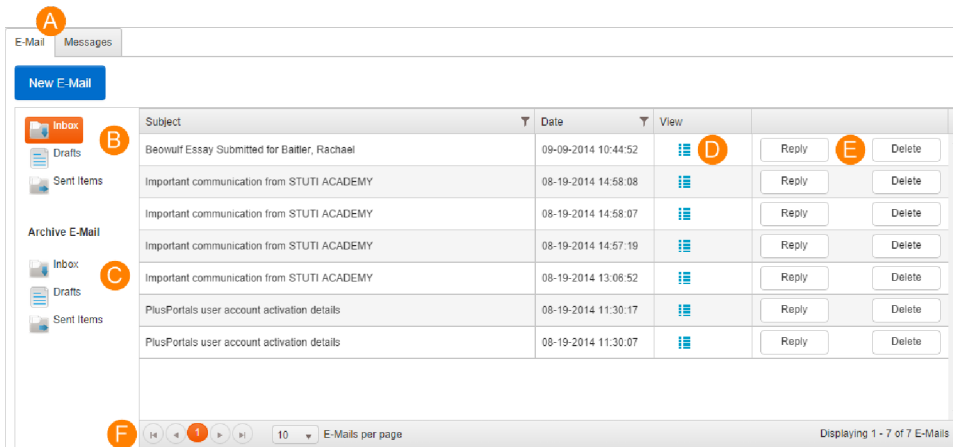
E-Mail & Messages Diagram (See Figure Above)
A Switch between emails and messages.
B Access your email inbox, email drafts, and sent emails.
C View archived email for previous school years.
D See details of an email by clicking the view icon.
E Reply to an email or delete it.
F Browse email and select how many emails to display per page.

Send an Email

1. Click the **E-Mail** tab.

2. Click **New E-Mail**.

3. In the **New E-Mail** screen, do one of the following:

   - Enter the email address of the recipient(s) in the **To** box.

   - Click **Add Recipients**, click a recipient group, select the recipient(s), click **Next**, and click **OK**. If selecting students, remember to select the **Student** and/or **Parents** option at the bottom of the **Select Recipients** dialog box before clicking **Next**.

> **Note:** Recipients who do not have a valid email address will not be able to receive the email. After selecting recipients and clicking **Next**, the portal displays any recipients who do not have a valid email address.

4. Fill out the subject and message. Use the text editor to format the email and to add links and images.

5. Optional: Attach a file by clicking **Select files**.

6. Do one of the following:

   - If you're ready to send the email, click **Send**. You can find all of your sent emails in the **Sent Items** folder.

- If you want to save the email as a draft, click **Save**, and then click **Back to E-Mail** to return to the **E-Mail** tab. Your draft can be found in the **Drafts** folder on the **E-Mail** tab.

> **Tip:** To view more than 10 email messages per page, click one of the options from the **E-Mails per page** list, located at the bottom of the email list. If you have several emails, use the navigation arrows at the bottom to browse the email list.

Send a Message

1. On the **E-Mail & Messages** page, click the **Messages** tab.

2. Click **New Message**.

3. Fill out the subject and message.

4. Do any of the following:

   - Select the **Students** check box if sending a message to students.

   - Select the **Parents** check box if sending the message to parents, and then click **All Parents** or **Only to Primary Parent** from the drop-down list.

5. In **Select Recipients by**, do one of the following:

   - Click **Sections**, select the check box for each section you want to send the message to.

     The message will be sent to the students in the section(s) (and their parents if you selected so in the previous step).

   - Click **Student,** and select the check box for each student the message is to be sent to.

6. Click **Send**.

View, Create, and Manage Calendar Events

You can create calendar events for any class event from the Calendar page, visible to parents and/or students. Teachers can only create events visible to the students and parents of the classes taught by the teachers themselves. You can easily manage events after creating them as well as print a list of all upcoming events.

View Calendar Events

- Click **Calendar** on the main navigation bar.

From the Calendar page, you can view any schoolwide events or any events you've created for your classes (including assignments you've selected to post to calendar).

Do any of the following to view and navigate through existing events:

- Click any event to view more details about it.

- Change how you view the calendar by clicking the **Day**, **Month**, **Week**, or **Agenda** options at the upper-right corner of the calendar.

- Browse the calendar using the controls at the upper-left corner of the calendar.

Filter | All ▼

Today ◄ ► 🗓 September, 2014

- Filter calendar events using the **Filter** list (located at the upper-left corner) by a category you've created.

Create a Calendar Event

1. Click **Calendar** on the main navigation bar.

2. Click **New Event**.

3. Enter the event's title, summary, location, and select to make the event visible to parents and/or students.

4. Set the start and end date of the event using the calendar icon, and set the time of the event using the clock icon.

   If the event is to take place all day, you don't need to set the start and end hour. Simply set the start and end date, and then select the check box **All Day Event**.

5. Select a category for the event from the **Select Category** list. If a category doesn't yet exist, click **New**, give the category a name, choose a color for the category, and then click **Save**.

Event	×

Title: MFA Field Trip

Summary: Our class will be going on a field trip to the Museum of Fine Arts on September 22nd.

Location: MFA Boston

Visible To: ☑ Parents ☑ Students

Start: 09/22/2014

End: 09/22/2014

All Day Event: ☑

Select Category: Field Trip ▼ [Edit] [Delete] [New]

Repeat: Never ▼

Select Sections:

	Section Name
☐	Math (A) 0005/03
☑	Reading (B) 0001/04
☐	Technology (C) 0006/02
☐	Writing (D) 0004/02

[Save] [Cancel]

When creating a new category, the color you set for the category will apply to all future events associated with that category. For example, if you create a category called "Field Trips" and make it blue, any events associated with that category will appear in blue on the calendar.

6. From the **Repeat** list, set the repeat frequency for the event. By default, the repeat frequency is set to **Never**.

7. Select the classes the event applies to, and click **Save** to complete creating the event.

Manage Your Existing Events

- Click **Manage Events** to display all the events you've created.

To	Do this
Edit a calendar event	Click the **Edit** button corresponding to an event to edit it, make the necessary changes, and click **Save**.
Delete an event	Click the **Delete** button corresponding to an event.
Print a list of events	Click **Print Events**, set a date range for the events to be printed, and click **Print**.
Return to viewing all calendar events	Click **Show Events**.

View Staff and Parent Directory

If enabled by your school, you can quickly view a directory of staff and/or parents on the Directory page.

- Click **Directory** on the main navigation bar to access the **Directory** page.
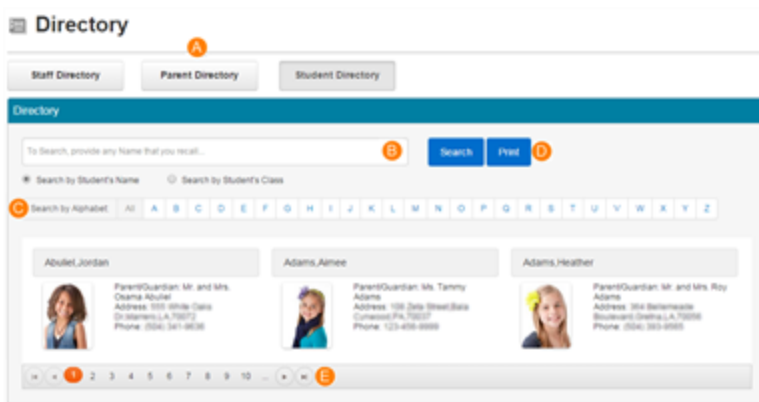
	Navigate the Directory
A	Switch between staff, parent, and student directories.
B	To find a specific staff member, parent, or student, type his or her name in the search bar, and click **Search**.
C	To obtain a list of staff members or parents by their last name, click a letter on **Search by Alphabet**.
D	Print the directory.
E	Browse directory pages.

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CHAPTER 5

Manage Course Requests

Review and Approve Course Requests

The Course Request process is performed in the following order: An administrator creates a course request form and publishes it for students to complete. Once a student has completed the course request form, parents can approve and comment on their children's course selection. Then a reviewer, such as a teacher or staff member, reviews, approves, and sends the course request form to the office via AdminPlus for processing.

Review and Approve Course Requests for an Individual Student

1. Click **Course Requests** on the main navigation bar.

2. Select the form you want to review from the drop-down list.

3. Click ▤ next to the student's information to review the course request form.

   When a student has requested a course, the check box next to the course title is selected.

4. Click the arrow next to the course title to expand the course and reveal parent and student comments.

   > **Note:** Review your school's policy for approving course requests. Some schools will only approve the student's course request if a parent has also approved the selection.

5. Select the check box **Approved by Reviewer**, and add any comments.

   The reviewer's remarks are visible to both parents and students.

6. To approve all of the courses the student has selected, click **Approve All Selected Course Requests** at the bottom of the course request form.

7. If you're not sure about a course on the student's course request form, click **Save & Revisit Later**.

> **Warning:** Only click **Submit** when you're sure that you want the course request form to be sent to the office. Once you click **Submit**, you can't go back and edit the course request form.

Review and Approve Course Requests for Several Students at Once

1. Click **Course Requests** on the main navigation bar.

    The **Course Requests** page loads, displaying the **Review Requests** tab by default.

2. Select the form you want to review from the drop-down list.

3. Select the check box next to the names of the students whose courses you want to approve.

4. Click **Approve All Selected Course Requests** to complete the process and send the course requests to the office.

The following diagram explains the main features of the **Review Requests** tab screen.

Select Course Request Form:	Course Request Form 4					Approve All Selected Course Requests
Student Name	APID	Date Added	Date Submitted	Date Reviewed	Date Received	View
Abuliel, Jordan	11001	01-16-2015	02-27-2015	03-15-2015	03-31-2015	
Adams, Aimee	11002	04-27-2015				

Overview of **Review Requests** Features

A	This check box only appears if a student has submitted a course request form. After you review the course request form, the check box disappears.
B	This is the date that the students were given access to this form.
C	This is the date that the student submitted the course request form.
D	This is the date that you reviewed and approved the course request form.
E	This is the date that the office received the course request form.

Create a Course Catalog Description

Using the Course Catalog, you can create a course description and add any information you want students to see when they're requesting the course. You can also change the appearance of the summary using the text editor for that perfect personal touch. The course summary is available for students if they choose to display more information about the course while completing a Course Request form.

To create a course description, do the following:

1. On the **Course Requests** page, click **Course Catalog**.

2. Select the course you want to edit from the list of courses.

   The text editor appears to the right of the course.

3. Enter or edit the course description in the text editor.

   You can use the text editor to:

   - Format headings and paragraphs.

   - Make text bold, italicized, or underlined Align text left, center, or right.

   - Create bullet point and numbered lists.

   - Add hyperlinks, tables, and images from the web or from your computer.
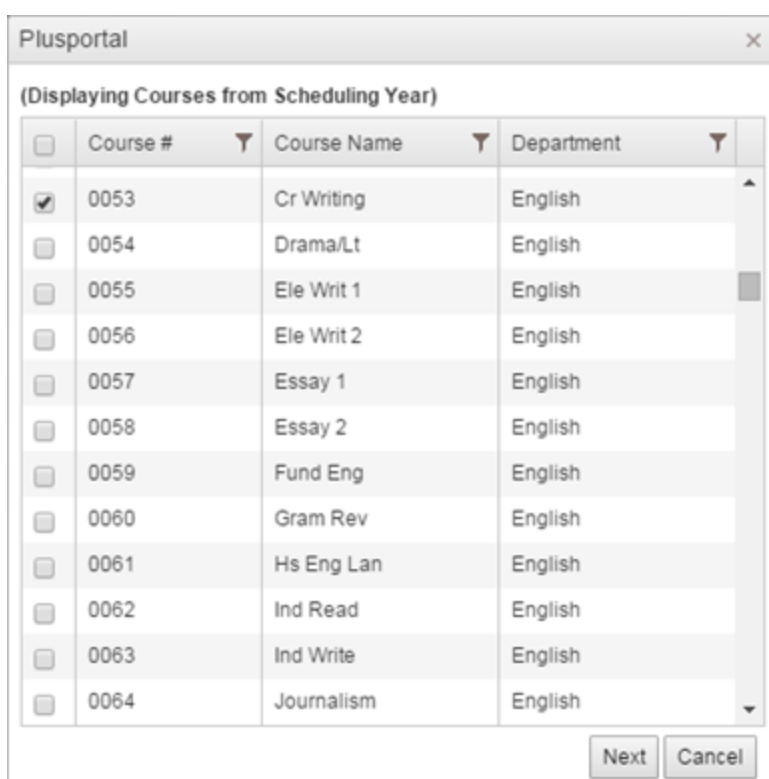
4. Click **Save** to complete the process.

Recommend Courses for a Student

At the beginning of the course request process, you can recommend courses students should take. The students then see your recommendations when they complete their course request form. Keep in mind that course recommendations are simply suggestions and aren't permanently assigned to the students.

Recommend Courses for an Individual Student

1. Click **Course Requests** page on the navigation bar, and then click **Recommendations**.

2. Select a student from the **Student Name** Column.

3. Click **Add Course** Requests at the bottom of the page.

4. Select a course from the dialog box to request for the student, and click **Next**.

5. To remove a course recommendation, select the course you added from the **Courses** table, and then click **Remove Selected Course Requests** at the bottom.

> **Tip:** You can add a comment to a course recommendation, which students can see on their course request form. Select a course you've recommended from the **Courses** table, click **Edit** above **Recommendations** text box, enter the comment, and click **Save**.

The following diagram summarizes how to manage course recommendations:

	Course Recommendations Screen Overview
A	Select a student before recommending a course.
B	Any courses you recommend appear in the course list.
C	Enter comments for the selected recommended course. Students will see the comments when the recommended course appears on the course request form.

Batch Recommend Courses for Several Students

1. On the **Course Requests** page, click **Recommendations**.

2. Click **Batch Add Course Requests**.

3. In the **Students from which section** area, select the section the students are currently in.

4. In the **Which Students** area, select the students you're recommending the courses for.

5. In the **Displaying Courses from Scheduling Year** area, select the courses you're recommending for the students.

6. Click **Next** at the bottom right to complete the process.

> **Tip:** You can also batch remove course requests from the **Recommendations** screen. Click **Batch Remove Course Requests**, select the current section and students on the right, select the course(s) to remove on the left, and then click **Next**.

The following diagram illustrates the workflow for batch adding or removing students.

Batch Course Recommendation Overview	
A	Select a course from this table to view the students enrolled.
B	Select the students from this table to add a course request or remove a course request.
C	Select a course from this table to add a course request or remove a course request.

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