

The **TeacherPortal** service's purpose is to provide teachers in the Grossmont Union High School District with a secure "gateway" to teacher-specific communications, attendance functions, grade records coordination, student information, and more. This *QuickGuide* briefly highlights the basic sequence and functions provided by this service.

1.

- To access **TeacherPortal**, click the link from the Intranet Staff page at <http://www.guhsd.net/staff/> ("Bookmark" the website for future visits). Click the **TeacherPortal** icon on the next webpage.

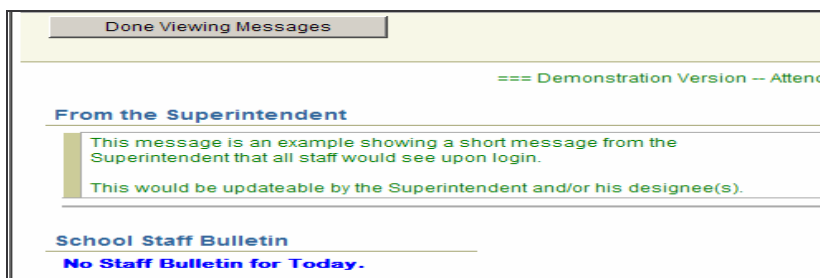


- Log in to the website using your Performance Profile / "Nexsis" account information (see your Principal's secretary if you do not have your account information).

User Name:
 Password:

2.

- Check any school or District announcements or reminders on the Bulletin page, then click **Done**.



3.

- The **Attendance** tab will show up first by default. To change to the **Messages** tab, the **Grading** tab, or the **Student/Parent Info** tab, click the navigational tabs at the top of the page – the active tab will always be blue.

AL75

Attendance | Take Attendance | Weekly Attendance | Detail Attendance

=== Demonstration Version -- Attendance & Grades Will NOT be Updated ===

Attendance Date:

Attendance Taken Status	Take/View Attendance	Per	Course Id-Course Title	Students	Room
No		1	M396-Bas Alg B	30	162
No		1	Y125-Office Exp	1	162
No		2	M505-Alg IIIC-2	22	162
No		2	Y341-Peer Tutor	1	162

Information

These are your classes for the time period selected, and show which ones you have taken attendance for.

You can select a class(es) to take attendance by clicking on the pencil/paper icon. If you have multiple course levels in the same period, you may click on any one - attendance will be shown for all students in a period.

Click on any of the tabs above to move to information for that area.

Click on any of the sub-tabs (within the blue band) to move to that area. You will be able to select classes and time periods within each.

- To take attendance, either click on the desired period's icon in the period list or click on "Take Attendance" on the sub-menu at the top of the page.
- When the new window opens, notice that you can choose any other desired period from this area, or you can return to the main Attendance option at the top to choose other periods. You can also choose to show student *photos* and/or to show student *alerts* (e.g., 504, discipline, etc.).

****Remember to Logout Whenever Finished in the TeacherPortal****

Technology Resources: <http://edtech.guhsd.net>

- To take attendance, scroll down your roster for any students who are missing and click into the "Teacher Attendance Mark" field for their name and choose the appropriate mark.
- Once finished marking all students that are not present, or if all students are present, click the **Submit Absences** button located at the top or the bottom of the roster list.

Attendance Date: 23-FEB-07 [Calendar Icon] Set Date Period Wanted: 1 2 3 4 5 6 Show Photos [] Show Alerts [] Go

Data for this page is based on the date selected, which defaults to the current date. To view student attendance for another date, use the calendar date picker, then click the "Set Date".

Click either the "Show Photos" and/or "Show Alerts" check boxes, then click the "Go" button to view that information.

Alerts Legend

Teacher Attendance Log

Attendance has NOT been taken for this period and date.

Class Attendance

Submit Absences All Students Are Present

Teacher's Attendance Mark	Student Last, First, Sex, Grade	Attendance Office Mark	Course ID-Course Title	Credit Atmpt	Id #	Term	Abs Credit Loss (B,P,Q,T,U,W)
Q Unverified Absence	Barner, Kellen (M) Gr: 10	Unverified Absence (Q)	M396-Bas Alg B	5.0	233556	S2	
L Late-Unexcused, 30-min or less - Clear	Belzer, Janelle M (F) Gr: 9		M396-Bas Alg B	5.0	241157	S2	
	Bispham, Cory G (M) Gr: 10		M396-Bas Alg B	5.0	232355		
	Bradley, Kevin (M) Gr: 11	Unverified Absence (Q)	M396-Bas Alg B	RP	224698	S2	1
	Cahill, Yvonne (F) Gr: 11	Unverified Absence (Q)	M396-Bas Alg B	RP	224759	S2	19
Q Unverified Absence	Cano, Adoracion (F) Gr: 9	Period Truancy, or 31+ min Late (P)	M396-Bas Alg B	5.0	243088	S2	3

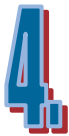
- A notation verifying that you have successfully submitted attendance data will appear both on the current (period attendance) screen in the Teacher Attendance Log area as well as on the main Attendance list.

Teacher Attendance Log

Date Taken	Period	Attendance Recorded as	Sch Id	Logged
23-FEB-07	1	With Absences/Tardies	6	23-Feb-2007 13:42:36

Select a Class to Take or View Attendance

Attendance Taken Status	Take/View Attendance	Per	Course Id-Course Title
With Absences/Tardies	[Icon]	1	M396-Bas Alg B
With	[Icon]	1	Y125-Office Exp



- To submit progress report or final grades during submission periods, click on the Grading tab and choose the [Icon] icon for the desired period.

AL75 Messages Attendance **Grading**

Grading Progress/Final Export to GradeBook Import From Gradebook Transcript

Select Grading Cycle #	Grading Cycle Date	Cycle Type	Week	From Date	Thru Date	Sch Id	Fiscal Yr	Term
1	23-FEB-07	Progress	6	16-JAN-07	23-FEB-07	6	2007	S2

Select a Class to Grade Information

Grading Completed	Grade Class	Per	Course Id-Course Title	Students	Room
No	[Icon]	1	M396-Bas Alg B	30	162
No	[Icon]	1	Y125-Office Exp	1	162

This page allows classes to be selected for viewing/recording grades. The first column indicates those classes that have been graded.

- To save grades to the system, fill in the *Mark*, *Conduct*, and *Comments* areas, as needed, by clicking into the field and entering marks. Optionally, you can use the **Default Mark** and **Default Conduct** options to "auto-fill" a frequently occurring input value, then change any "exceptions" manually.
- To save any changes to the system, click the **Save Grades** button. Until the final deadline for submitting grades, you may change your grade marks as often as needed.

Teacher Grading Log

Grades have not been submitted for this cycle.

Period Wanted: 1 2 3 4 5 6 23-FEB-07 [Calendar Icon] Set Date Default Mark: - Default Conduct: -

Grading Comments

Progress/Final Grades

Save Grades

Student Last, First, (Sex) GrdLvl	Prior Mark	Credit Atmpt	Mark	Conduct	Comments Max of 8 ex: BFN	Course ID (+) and Title
Barner, Kellen (M) Gr: 10		5.0	C	Satisfactory		M396-Bas Alg B
Belzer, Janelle M (F) Gr: 9		5.0	C	Outstanding		M396-Bas Alg B
Bispham, Cory G (M) Gr: 10		5.0	C	Satisfactory		M396-Bas Alg B
Bradley, Kevin (M) Gr: 11		RP	C	Outstanding -		M396-Bas Alg B