



TeacherPlus Portal User Guide

Get Started Managing Your Classes

LEARN OUR SOFTWARE STEP BY STEP

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Contents

Contents	i
CHAPTER 1 Get Started	5
1.1 Introduction	6
1.2 Log in to Your Portal and Home Page	7
1.3 Configure Course Display Settings	9
1.4 Manage a Class: An Overview	11
CHAPTER 2 Manage Classes	13
2.1 Add a Class Summary	14
2.2 Add a Class File or Link	17
2.3 Import Previous Year Content from Library	19
2.4 Add Homework	22
2.5 Collect Homework	24
CHAPTER 3 Lesson Planner	27
3.1 The Lesson Planner	28
3.2 Lesson Planner Commands	30
3.3 Add a Unit to the Lesson Planner	31
3.4 Add a Lesson to a Unit	32
3.5 Add Content to a Lesson	33
3.6 Add a Quiz to a Lesson	34
3.7 Edit, Delete, or Preview an Existing Quiz	37
3.8 Review or Reset a Quiz	38
CHAPTER 4 Manage Students	39
4.1 View Student Information	40
4.2 Access E-Portfolio Documents	41
4.3 View Attendance Trends	42
4.4 Submit a Disciplinary Incident	43
4.5 View Gradebook Assignment Scores	45
4.6 Manage Progress Reports	46
CHAPTER 5 Create Events and Communicate	47
5.1 Add a Class Announcement or Alert	48
5.2 Send an E-mail or Message	49
5.3 View, Create, and Manage Calendar Events	53
5.4 View School Directory	56
CHAPTER 6 Manage Course Requests	57
6.1 Review and Approve Course Requests	58
6.2 Create a Course Catalog Description	60
6.3 Recommend Courses for a Student	61

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CHAPTER 1

Get Started

1.1 Introduction	6
1.2 Log in to Your Portal and Home Page	7
1.3 Configure Course Display Settings	9
1.4 Manage a Class: An Overview	11

1.1 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](#).

1.2 Log in to Your Portal and Home Page

Important: Your TeacherPlus Portal log in page is located at **plusportals.com/YourSchoolName**. For example, the URL for "Rediker Academy" would be **plusportals.com/RedikerAcademy**. You can find the exact URL on your school's website or by asking the PlusPortals administrator. Once you have this URL you can bookmark it in your browser for easy access.

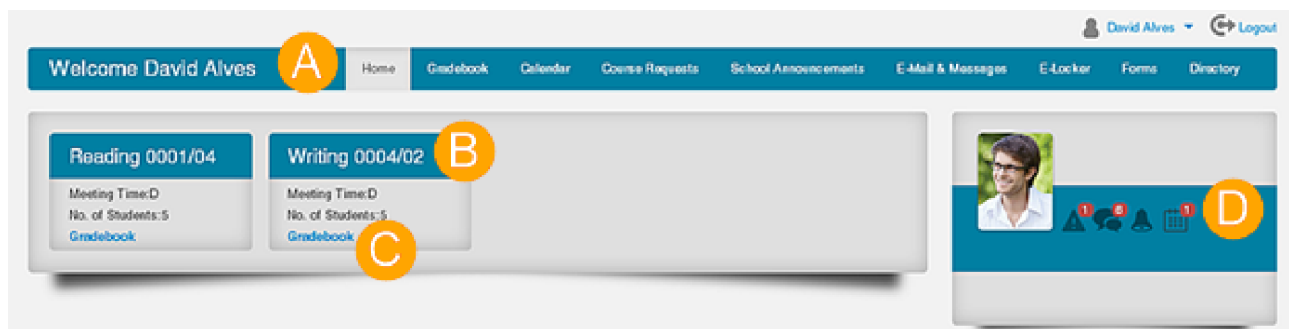
On the Login page, do one of the following to log in to your teacher portal:

- 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.

Home Page Overview

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. |

Note: After you open a class page, you can switch between classes using the **Viewing** drop-down list, located on the right side of the screen, opposite of where your picture and notification icons are.

The screenshot shows the Home page with a header 'Home' and a home icon. Below the header are four panels: 'Notifications & Alerts' (callout E), 'Calendar' (callout F), 'School Announcements' (callout G), and 'School Links And Files' (callout H). The 'Notifications & Alerts' panel has a table with columns 'Title', 'Description', and 'View'. It contains one row: 'School Closed' with description 'School is closed today due to inclement weat...'. The 'Calendar' panel has a table with columns 'Events', 'Date', and 'View'. It contains one row: 'Science Fair' with date '09-09-2014'. The 'School Announcements' panel has a table with columns 'Title', 'Description', and 'View'. It contains one row: 'Submit grades by October 31.' with description 'Teachers, please submit first quarter gra...'. The 'School Links And Files' panel has a dropdown menu 'School Folder' and a table with columns 'Description', 'Links And Files', and 'View'. It contains two rows: 'Visit our school's website.' with link 'School Website' and 'Please follow the guidelines in the ha...' with file 'Teacher Handbook.docx'. Callout I points to a blue view icon in the 'View' column of the 'School Links And Files' panel.

Title	Description	View
School Closed	School is closed today due to inclement weat...	

Events	Date	View
Science Fair	09-09-2014	

Title	Description	View
Submit grades by October 31.	Teachers, please submit first quarter gra...	

Description	Links And Files	View
Visit our school's website.	School Website	
Please follow the guidelines in the ha...	Teacher Handbook.docx	

Second Half of the Home Page (See Figure Above)

- E** **Notifications & Alerts** panel: Review urgent school-wide 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.

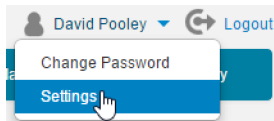
Note: Announcements, notifications, and alerts can also be seen by clicking **School Announcements** on the main navigation bar.

1.3 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

Course Sorting

Sort Courses: ☒ Alphabetically ☐ By Course Number ☐ Custom Sort

View which Course?

Only the selected courses will be shown in the TeacherPlus Portal

Course/Section	Course Name	Meeting Time	Length	Staff Visibility	Display Name for Staff	Parent/Student Visibility	Display Name for Parent/Student
0412/01	French 1	E	ALL YEAR	<input checked="" type="checkbox"/>	French 1	<input checked="" type="checkbox"/>	Intro to French
0413/01	Latin 1	D	ALL YEAR	<input checked="" type="checkbox"/>	Latin 1	<input checked="" type="checkbox"/>	Intro to Latin

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 and parent portals only.

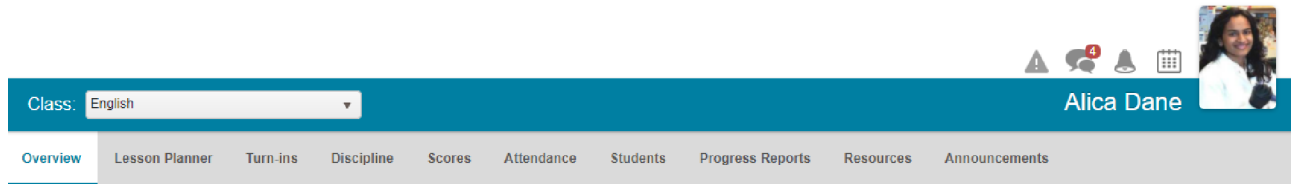
2. In the **Staff Visibility** column, select the check box corresponding to each course you want to appear in your teacher portal. Clearing a check box hides the course/section.
3. In the **Display Name for Staff** column, edit the course names as you want them to be displayed to you.

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.

1.4 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 Section Menu, explained in this topic. Which tabs appear in your portal are determined by your TeacherPlus Portal administrator.



Overview: 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.

Turn-ins: 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.

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.

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

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

Progress Reports: View progress reports posted from the TeacherPlus Gradebook for the students in your classroom.

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

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

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

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CHAPTER 2

Manage Classes

2.1 Add a Class Summary	14
2.2 Add a Class File or Link	17
2.3 Import Previous Year Content from Library	19
2.4 Add Homework	22
2.5 Collect Homework	24

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

When editing the class summary, you can take advantage of the text editor's features to expedite formatting:



Text Editor Features (See Figure Above)

A	Format headings and paragraphs	E	Add links, tables, and images from the web or from your computer
B	Make text bold, italicized, or underlined	F	Format content with an HTML editor
C	Align text left, center, or right	G	Change the font, its size, its color, and the background color
D	Create bullet points and numbered lists	H	Embed YouTube videos

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

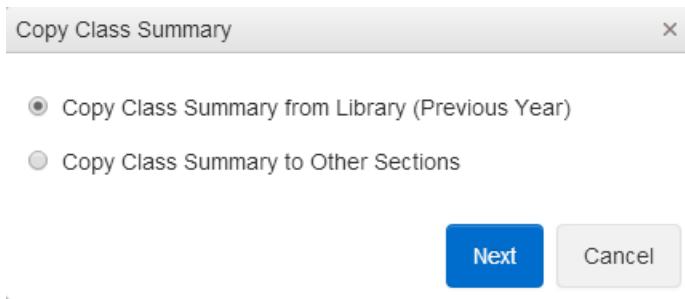
Tip: You can also format a class summary in Microsoft Word, copy it, and paste it into the Class Summary text editor. The general formatting will transfer.

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.

Note: For more information, see "Import Previous Year Content from Library" on page 19.

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	
<input type="checkbox"/>	Math (A) 0005/03	▲
<input type="checkbox"/>	Technology (C) 0006/02	
<input checked="" type="checkbox"/>	Writing (D) 0004/02	
		▼

Copy

Cancel

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

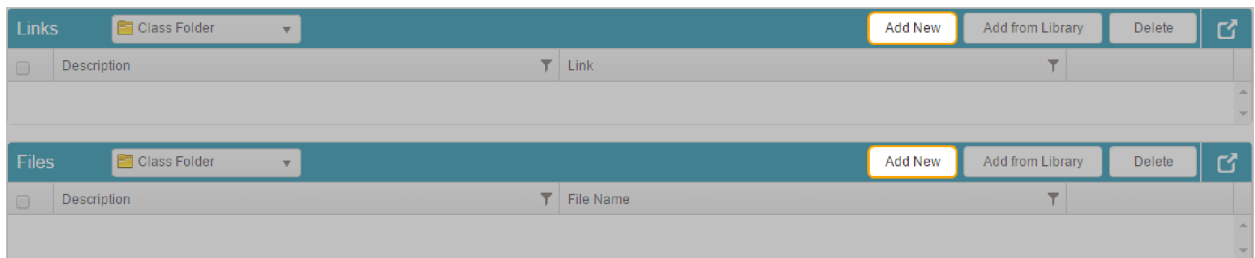
2.2 Add a Class File or Link

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 **Overview** 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.

Add Class Link

Description

Visit the Khan Academy website for more videos on multiplication and division.

Link Name

Khan Academy

URL

http://www.khanacademy.org

Select Folder

Resources

New

Edit

Delete

Select Sections:

	Section Name
<input checked="" type="checkbox"/>	Math (A) 0005/03
<input type="checkbox"/>	Reading (B) 0001/04
<input type="checkbox"/>	Technology (C) 0006/02
<input type="checkbox"/>	Writing (D) 0004/02

☒ Send E-Mail Notification

SaveCancel

Add Class File

Description

Syllabus

File Name

Choose File

syllabus.docx

Select Folder

Resources

New

Edit

Delete

Select Sections:

	Section Name
<input checked="" type="checkbox"/>	Math (A) 0005/03
<input type="checkbox"/>	Reading (B) 0001/04
<input type="checkbox"/>	Technology (C) 0006/02
<input type="checkbox"/>	Writing (D) 0004/02

☒ Send E-Mail Notification

SaveCancel

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

3. If adding a file, click **Choose File**, and select the file to be uploaded from your computer.
4. Next to **Select Folder**, do one of the following:

- Select an existing folder from the **Select Folder** drop-down list.
 - Create a new folder by clicking **New**. Add a **Folder Name**, click **Next**, and then click the new folder from the drop-down list.
5. Select the check box(es) for the class(es) 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**.

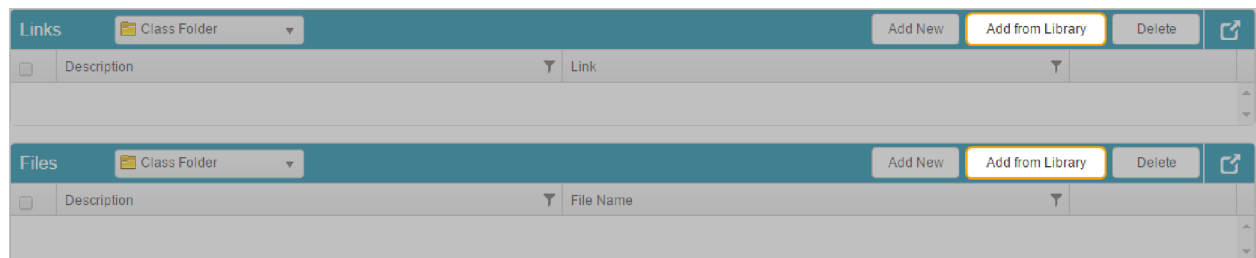
The link or file you've added can be viewed in its respective panel. To edit the file or link, click **Edit** next to the item.

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 Link or File 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 present year.

1. In the upper-right corner of the **[Links/Files]** panel, click **Add from Library**.



2. In the **[Add Class Link/Add Class File]** dialog box, do the following:
 - Click either **Add from a previous year's class** or **Add from another class this year**.
 - Select the class you want to copy a [link/file] from using the drop-down list. A list of [links/files] in the source class appears below the drop-down list.
 - Click the [link/file] you want to copy.
 - Click the new class you want to copy the [link/file] to, and then click **Next**. The **PlusPortals** dialog box appears, prompting you to confirm that you want to copy the selected [link/file] from the source class to the new class.
3. Click **Yes** to confirm that you want to copy the selected [link/file]. The **Plus Portals** dialog box appears to confirm that the [link/file] has been copied successfully, and then you are automatically redirected to the **Overview** tab.

2.3 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, quizzes, and even a class summary from the previous class to the new one. You can save time and reuse content from the previous year or from another class in your current (active) 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 Overview tab.

Add a Class Summary from Library

1. In the upper-right corner of the **Class Summary** panel, click **Copy**.
2. In the **Copy Class Summary** dialog box, do one of the following:
 - Click **Copy Class Summary from Library (Previous Year)**, click **Next**, and then click **Yes** to confirm.

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

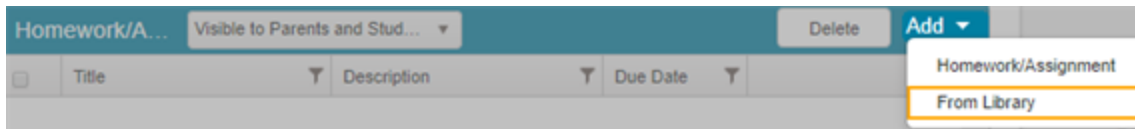
- Click **Copy Class Summary to Other Sections**, click **Next**, select check box for the course you want to apply the class summary to, and then click **Copy**.



Figure 1: Example Class Summary

Add Homework from Library

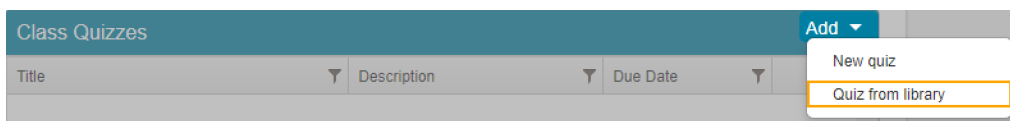
1. In the upper-right corner of the **Homework/Assignment** panel, click **Add > From Library**.



2. In the **New Homework/Assignment** dialog box, do the following:
 - Click either **Add from a previous year's class** or **Add from another class this year**.
 - Select the course section you want to copy the assignment from.
 - Click the assignment you want to copy, and then click **Next**.
The source assignment is copied to your new class. The Quiz Builder opens, so you can customize the quiz for that class.
3. Make any necessary changes to the assignment settings, and then click **Save** to add the assignment.

Add a Class Quiz from Library

1. In the upper-right corner of the **Class Quizzes** panel, click **Add > Quiz from library**.



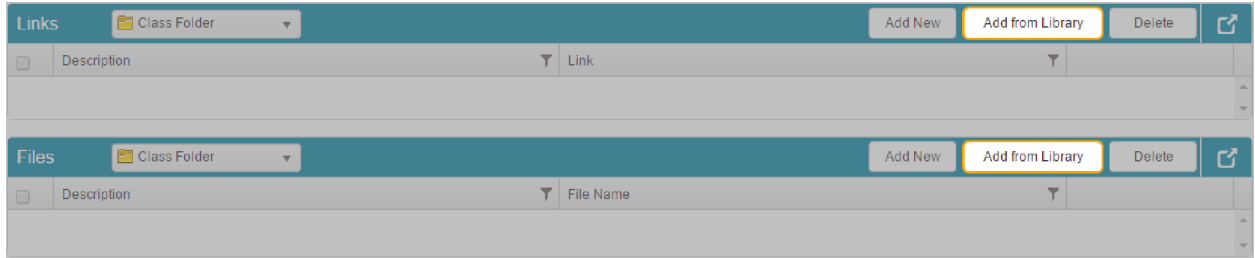
2. For **Copy quiz from**, do one of the following:
 - Click **Previous year** to copy a quiz from a class in the previous school year.
 - Click **Current year** to copy a quiz from another class in your current (active) year.
3. For **Class**, select the course section you want to copy a quiz from using the drop-down list.
A list of quizzes in the source class appears below the drop-down list.
4. Click the quiz you want to copy, and then click **Next**.
The source quiz is copied to your new class. The Quiz Builder opens, so you can customize the quiz for that class.
5. Make any necessary changes to the quiz settings, and then click **Save** to add the quiz.

Note: This process copies all content and settings from the source quiz with the following exceptions:

- The **Due Date** field is blank by default.
- The **Visible to Parents and Students** check box is cleared by default.
- The **Add to Gradebook as Assignment** check box is cleared by default.

Add a Link or File from Library

1. In the upper-right corner of the **[Links/Files]** panel, click **Add from Library**.



2. In the **[Add Class Link/Add Class File]** dialog box, do the following:
 - Click either **Add from a previous year's class** or **Add from another class this year**.
 - Select the class you want to copy a [link/file] from using the drop-down list.
A list of [links/files] in the source class appears below the drop-down list.
 - Click the [link/file] you want to copy.
 - Click the new class you want to copy the [link/file] to, and then click **Next**.
The **PlusPortals** dialog box appears, prompting you to confirm that you want to copy the selected [link/file] from the source class to the new class.
3. Click **Yes** to confirm that you want to copy the selected [link/file].
The **Plus Portals** dialog box appears to confirm that the [link/file] has been copied successfully, and then you are automatically redirected to the **Overview** tab.

2.4 Add Homework

Homework assignments can be added from the main class tab 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. You can also add a single homework assignment to multiple classes at the same time, which is useful when you teach different sections of the same class.

Tip: For classes you've taught in the previous school year, you can easily import the same assignment from last year. To import an assignment from a previous year, see "Import Previous Year Content from Library" on page 19.

Add a Brand New Homework Assignment

1. In the upper-right corner of the **Homework/Assignment** panel, click **Add > Homework/Assignment**.
2. In the **New Homework/Assignment** dialog box, do the following:
 - Add a title and description for the assignment.
 - To make the assignment visible to parents and students, select the **Visible to Parents and Students** check box.
 - For **Due Date**, click the calendar icon to set the assignment due date.
 - For **Visible From**, click the calendar icons to select a date range for when you want to make the assignment visible to students.

New Homework/Assignment

Title: Chapter 1 Homework

Description: Complete the questions at the end of chapter 1.

☒ Visible to Parents and Students

Due Date: 12/9/2016

Visible From: 12/2/2016 **To:** 12/9/2016

Link Text: Khan Academy Review Videos

Link URL: http://khanacademy.org

Attachments: Attach File From

Select Sections:

	Section Name
<input checked="" type="checkbox"/>	Latin 1
<input type="checkbox"/>	Latin 4
<input type="checkbox"/>	Spanish 1
<input type="checkbox"/>	Spanish 2

☒ Post to Calendar

Visible To: ☒ Parent ☒ Student

Category:

☒ Add to Gradebook as Assignment

Category: Homework

Marking Period: FIRST MARKING PERIOD

Maximum Possible Points: 100

☒ Count in Averages

☒ Send E-Mail Notification

Save **Cancel**


- To include a resource with an assignment (for example, assignment instructions), do any of the following:
 - Share a link with students in **Link URL** and add a link title in **Link Text**.
 - Click **Attach File From**, and then choose a location to browse for files to share.

Tip: You can select multiple files by holding the **Ctrl** key while clicking each file you want to upload.

- Select the check box corresponding to each class you want to add the assignment to.
- Select the **Post to Calendar** check box if you want 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.
- 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 that appear in this menu are set in the Gradebook.

- Select the check box **Send E-Mail Notification** to send a notification to students and parents.
- Click **Save** to complete creating the assignment.

Note: To modify an existing assignment, click  next to the assignment you want to modify, make any necessary changes to the assignment settings, and then click **Save**.

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



Example

The due date and visible date features work together to help you add assignments in advance. 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.

2.5 Collect Homework

There are two ways to collect homework from your teacher portal: using the Turn-ins tab from a class page or accessing the main E-Locker homework repository. When you collect homework using the Turn-ins tab on 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 **Turn-ins** on the Section Menu.
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** icon (🗨), type the comment, and then 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 **Turn-ins** tab:

The screenshot shows the 'Turn-ins' tab selected in the top navigation bar. Below the navigation bar, there is a 'Homework:' dropdown menu with 'Beowulf Essay' selected. A table lists homework assignments with columns: Name, Class, Homework, Description, Uploaded Date, and Details. The first row shows a submission by 'Baitler, Rachael' for 'Writing' class, titled 'Beowulf Essay', with a description 'This is my essay.' and an upload date of '09-09-2014 10:44 AM'. The 'Details' column for this submission shows a comment 'I need help with my conclusion.', an attachment 'Rachael's Essay.docx', and a 'Links' section. Annotations 1, 2, and 3 point to the 'Turn-ins' tab, the 'Beowulf Essay' dropdown, and the 'Rachael's Essay.docx' attachment link, respectively.

Name	Class	Homework	Description	Uploaded Date	Details
Baitler, Rachael	Writing	Beowulf Essay	This is my essay.	09-09-2014 10:44 AM	Comment: I need help with my conclusion. Attachments: Rachael's Essay.docx Links:

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** icon (🗨️), 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.

1

2

3

4

5

Name	Class	Homework	Description	Uploaded Date	Details
Baitler, Rachael	Writing	Beowulf Essay	This is my essay.	09-09-2014 10:44 AM	Comment: I need help with my conclusion. Attachments: Rachael's Essay.docx Links:

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

Lesson Planner

3.1 The Lesson Planner	28
3.2 Lesson Planner Commands	30
3.3 Add a Unit to the Lesson Planner	31
3.4 Add a Lesson to a Unit	32
3.5 Add Content to a Lesson	33
3.6 Add a Quiz to a Lesson	34
3.7 Edit, Delete, or Preview an Existing Quiz	37
3.8 Review or Reset a Quiz	38

3.1 The Lesson Planner

Every class has learning objectives. During the school year, classes cover these objectives in units, chapters, or other milestones. With the Lesson Planner, you can build lesson plans that contain objectives, assignments, and resources to cover all of the important units for your class. Once created, you can share these lesson plans with students and parents.

Benefits of the Lesson Planner

The Lesson Planner provides you a framework to plan your classes and re-purpose your lessons for other classes you teach. This framework gives you a lot of control over how you divide lessons and what contents you add to a particular lesson. This control allows you to create lessons that complement your teaching style. For example, if a math teacher teaches a whole unit on fractions, she can create focused lessons for that unit. One lesson can focus on adding fractions, another on subtracting fractions, and so on. Each lesson can provide a plan that contains objectives, online quizzes, and other learning resources specific to the focus of that lesson. This teacher could then reuse these lesson plans for her other math classes in the current year or next year when she teaches the same class again.

With the lesson planner, you can also better interact with students and parents about your class's learning objectives. Sharing detailed lesson plans with students allows the students to prepare for new lessons or review past ones. When you give parents access to the lesson plans, they can also support the students at home.

How the Lesson Planner Works

The Lesson Planner is organized into units, lessons, and all the content you add to the lessons. For example, "Working with Fractions" would be the unit, and "Adding Fractions" or "Subtracting Fractions" would be a lesson in it. In general, just as a unit becomes a container for lessons, a lesson becomes a container to which you add homework, assignments, quizzes, resources, or any other type of information relevant to the lesson.

To summarize, with the Lesson Planner you can do the following:

- Add a new unit, or units from another class or school year
- Add a new lesson, or lessons from another class or school year
- Add a lesson overview or list the 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 lesson plans with students and parents

Next Steps

To use the Lesson Planner, you'll start by adding a unit. Then you'll add a lesson to that unit, and then add content (such as homework assignments, quizzes, and resources) to the lesson you've created.

"Add a Unit to the Lesson Planner" on page 31

"Add a Lesson to a Unit" on page 32

"Add Content to a Lesson" on page 33

"Add a Quiz to a Lesson" on page 34

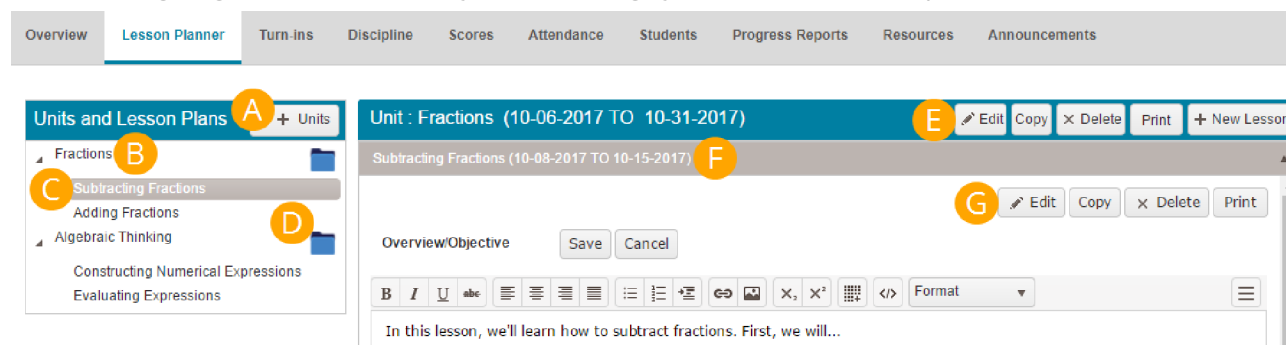
"Edit, Delete, or Preview an Existing Quiz" on page 37

"Review or Reset a Quiz" on page 38

3.2 Lesson Planner Commands

The Lesson Planner interface is divided into panels. The **Units and Lesson Plans** panel provides a table of contents for navigating and accessing your units and lesson plans. Individual panels—for each unit and its associated lessons—allow you to add lessons to units as well as edit, copy, delete, or print these units and lessons.

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



An Overview of the Unit and Lesson Plan Panels

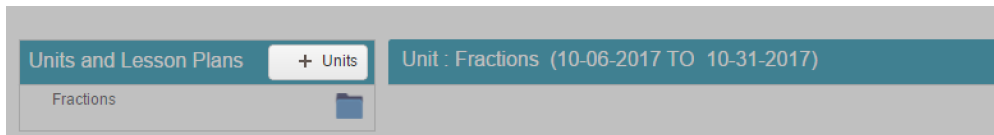
- A** Click to add a new unit to the lesson planner.
- B** Click the small arrow icon beside a unit to expand it and reveal all of its lessons.
- C** Click a lesson in a unit to expand and add content to the lesson.
- D** Click to add Teacher Resources.
- E** Use the unit management buttons at the upper-right corner of a specific unit panel to edit, copy, delete, print, or add a lesson to a unit.
- F** Clicking the title of a lesson in a given unit panel also expands the lesson, allowing you to add content to the lesson plan.
- G** After expanding a lesson panel, use the management buttons at the upper-right corner to edit the lesson, copy it to a different section, delete it, or print it.

3.3 Add a Unit to the Lesson Planner

Adding a unit is the foundation for your lessons and lesson plans. You can give the unit a name that is descriptive of its learning objective (for example, "Working with Fractions"), and you can assign a date range to the unit. Once you've added a unit to the lesson planner, you can begin adding lessons to it.

To add a unit to the lesson planner, do the following:

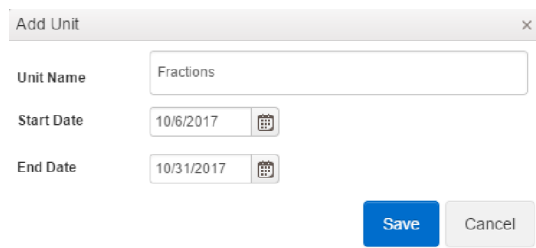
1. In the **Lesson Planner**, click **+Units**.



Note: If you haven't added any units to this class, the **Lesson Planner** will prompt you to **Create your lesson plan by adding a unit**. This is the same process as the **Add Unit** dialog box.

2. In the **Add Unit** dialog box, do one of the following:

- Click **Create a new unit**, click **Next**, set the **Unit Name** and start and end date, and then click **Save**.

A screenshot of the 'Add Unit' dialog box. It contains three input fields: 'Unit Name' with the text 'Fractions', 'Start Date' with the date '10/6/2017', and 'End Date' with the date '10/31/2017'. Each date field has a calendar icon to its right. At the bottom of the dialog are two buttons: 'Save' and 'Cancel'.

Note: The **Start Date** and **End Date** determine the date range during which the unit will be covered.

- Click **Add a unit from a previous year's class**, click **Next**, select the course, and then click **Next** to add the units from that class.
- Click **Add a unit from another class this year**, click **Next**, select the class, and then click **Next** to add the units from that class.

The unit appears as a panel to the right of the **Units and Lesson Plans** panel.

Next Steps

Now that you've created a unit, continue by adding a lesson to the unit. Take a look at "Add a Lesson to a Unit" on page 32.

3.4 Add a Lesson to a Unit

A lesson is part of a unit. Once you've added a unit, you can add lessons that focus on presenting specific learning objectives in a lesson plan.

Prerequisites

Before you can add a lesson to a unit, you must first add a unit to the lesson planner. For more information on creating a unit, see "Add a Unit to the Lesson Planner" on page 31.

Add a Lesson

- In the panel of the unit you want to add a lesson to, click + **New Lesson**, and then do one of the following:

Task	Action
Create a new lesson	<ol style="list-style-type: none">1. Click Create a new lesson, and then click Next.2. Enter the Lesson Name, Start Date, and End Date.3. If you want to make the lesson visible to parents and students, select the Visible to Parents and Students check box, and then set the date the lesson will be made visible in the portals. <div>Note: You may not want to make a lesson visible to students and parents until you've added content to the lesson. You can change the visibility at any time.</div> <ol style="list-style-type: none">4. Click Save.
Add a lesson from a previous year's class	<ol style="list-style-type: none">1. Click Add a lesson from a previous year's class, and then click Next.2. Select the check box for the lesson you want to add, and then click Next.
Add a lesson from another class this year	<ol style="list-style-type: none">1. Click Add a lesson from another class this year, and then click Next.2. Select the check box for the lesson you want to add, and then click Next.

Next Steps

Now that you've created a lesson, proceed to add content to it, such as homework, resources, and quizzes. See "Add Content to a Lesson" on page 33.

3.5 Add Content to a Lesson

Once you add a lesson, the next step involves adding content to create a lesson plan. You can add a variety of content types to your lesson plan, including an overview, lesson objectives, homework assignments, quizzes, documents, links and skills. Each of these content types should support the focus of the lesson and, in turn, the unit as a whole. You can decide which content is necessary for each individual lesson.

Prerequisites

Before you can begin adding content to a lesson, you must have completed the following tasks:

- "Add a Unit to the Lesson Planner" on page 31
- "Add a Lesson to a Unit" on page 32



Add Content

To begin adding content, do the following:

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

The following table outlines the tasks you can perform to add content:

Task	Action
Add a lesson overview and/or objectives	Click the Edit button for Overview/Objective , add the necessary information, and click Save .
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 .
Add a quiz	For detailed instructions, please see "Add a Quiz to a Lesson" on page 34.
Attach a document and/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 .
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  or  respectively, located to the right of the assignment or resource.

3.6 Add a Quiz to a Lesson

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

After students take a quiz, you can view their submissions and grades on the **E-Locker** page. You can then enter scores into the appropriate gradebook in the TeacherPlus Gradebook. .

Prerequisites

Before you can add a quiz to a lesson, you must have completed the following tasks:

- "Add a Unit to the Lesson Planner" on page 31
- "Add a Lesson to a Unit" on page 32

Add a Quiz

1. On the **Lesson Planner** page, expand the lesson panel for the lesson you want to add a quiz to. You can expand the lesson panel by clicking the lesson title in the **Unit** panel.
2. In **Activities**, click **Add New>Quiz**, click **Create New Quiz**, and then click **Next**. The **Quiz Builder** opens.

Note: If you want to use a quiz you've already made, you can choose to **Copy Quiz from another lesson** and select the relevant quiz.

3. In the **Add Quiz** box, give the quiz a **Title**, a **Description**, a **Duration (In Minutes)**, and a **Due Date**.

Add Quiz

Title	<input type="text" value="Beowulf: Chapters 1-3 Quiz"/>
Description	<input type="text" value="This quiz will test your knowledge of Beowulf chapters 1-3."/>
Duration	<input type="text" value="45"/> (In Minutes)
Due Date	<input type="text" value="12/10/2016"/>
<input checked="" type="checkbox"/> Visible to Parents and Students	
Publish Date	<input type="text" value="12/5/2016"/>
<input type="checkbox"/> Allow Students to attempt multiple times	
<input type="checkbox"/> Score visible to Parents and Students	
<input type="checkbox"/> Make reviewed quiz visible to Parents and Students	
<input type="checkbox"/> Add to Gradebook as Assignment	

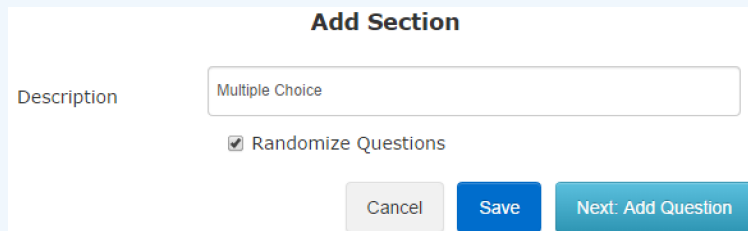
- To make the quiz visible to parents and students, select the check box **Visible to Parents & Students**, and then set a publish date for when they will be able to see it.

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.

- Click **Next: Add Section** to save and proceed to creating sections for the quiz.
- In the **Add Section** box, enter a **Description** for the section.

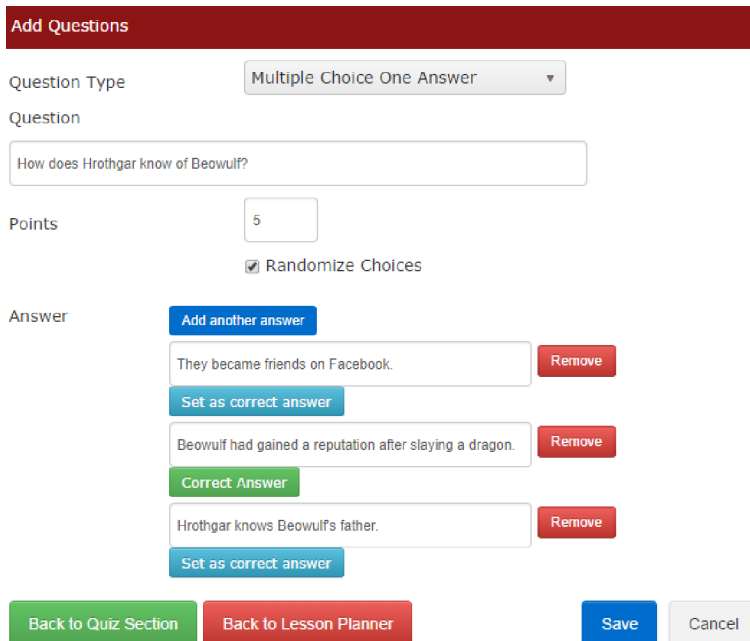
Example

This description can be anything that helps identify the section. It could be something as generic as "Multiple Choice" or as specific as "Solving for X," depending on the kind of quiz.



Tip: You can select **Randomize Questions** to randomize all the questions that you add to this section.

- Click **Next: Add Question** to save and proceed to adding questions to the section.
- In the **Add Question** box, click a question type from the **Question Type** list, and then enter the **Question** and the number of **Points**.



9. For **True or False** questions or the **Multiple Choice** variants, do the following:

- For **True or False**, enter two answers, and click **Set as correct answer** next to the correct answer.
- For **Multiple Choice Dropdown** and **Multiple Choice One Answer**, enter an **Answer**, click **Add another answer** to continue adding answers, and click **Set as correct answer** next to the correct answer.
- For **Multiple Choice Multiple Answers**, enter an **Answer**, click **Add another answer** to continue adding answers, and click **Set as correct answer** next to the correct answer(s).

Note: You can set partial credit values for answers to this question type by selecting the **Allow partial credit for correct answers** check box and setting a partial credit value for each correct answer.

Tip: For any of these question types, you can select **Randomize Choices** to randomize all possible answers.

10. Click **Save** to create the question, and then add more questions.


Tip: You can **Edit** or **Delete** existing questions from the **Question** list, located below the **Add/Edit Question** box.

11. When you've added all the questions to the section, do one of the following:




- Click **Back to Quiz Section**, and create additional sections and questions.
- Click **Back to Lesson Planner** to quit the **Quiz Builder**.

After you've completed adding a quiz, 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	
<u>Numerical Expressions</u>	<u>This quiz will check your understanding of numerical expressions.</u>	09-12-2014	

3.7 Edit, Delete, or Preview an Existing Quiz

You can manage existing quizzes from the main lesson plan panel by using the management icons beside each quiz: edit , delete , and preview . With the preview feature, you can print a quiz along with its answer key.

Edit a Quiz

1. In the **Lesson Planner**, click  next to the quiz you want to edit.
2. In the **Quiz Builder**, you can make changes to quiz information and/or add, edit, or delete quiz sections and questions.


Tip: The Quiz Builder opens to the quiz you choose to edit; however, once the Quiz Builder is open you can access and edit other quizzes as well.

Delete a Quiz

- In the **Lesson Planner**, click  to delete the quiz from **Activities**.

Note: You can't delete a quiz if a student has already attempted it.

Preview a Quiz

- In the **Lesson Planner**, click  to generate a printable preview of the entire quiz, including its answer key.

Tip: This feature is perfect for reviewing a quiz with the entire class.

3.8 Review or Reset a Quiz

Using the E-Locker, you can review quizzes that students have taken, and, if necessary, reset these quizzes. You can review quizzes to identify difficult questions, to track a student's performance, or to ensure accurate grading. Resetting a quiz deletes the student's previous submission, allowing that individual student to retake the quiz.

Warning: When you reset a quiz you delete the student's submitted quiz. The quiz data is not stored. If you want to keep a record of the deleted attempt, you can print the quiz from **Quiz Results** *before* you reset the quiz.

To review or reset a quiz, do the following:

1. On the main navigation bar, click **E-Locker**, and then click the **Quizzes** tab.
2. Click either **Show Lesson Planner Quizzes** or **Show Class Quizzes**, and then select either **All Classes** or a specific class from the **Class** drop-down menu.

Tip: You can sort or filter the quiz tab by clicking the column title or ▼, respectively.

3. Do either of the following:

- To review a quiz, click  in the quiz **View** column. The **Quiz Results** dialog box appears.

Note: Quizzes that need to be reviewed to ensure accurate grading will be marked as **Review Needed**.

- To reset a quiz, click  in the quiz **View** column, and then click **Confirm**.

CHAPTER 4

Manage Students

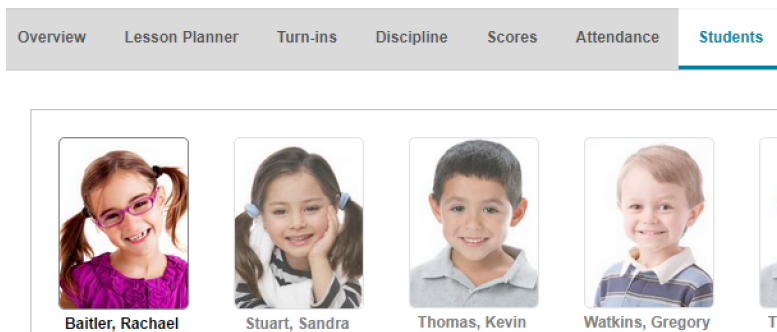
4.1 View Student Information	40
4.2 Access E-Portfolio Documents	41
4.3 View Attendance Trends	42
4.4 Submit a Disciplinary Incident	43
4.5 View Gradebook Assignment Scores	45
4.6 Manage Progress Reports	46

4.1 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 Section Menu.
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.

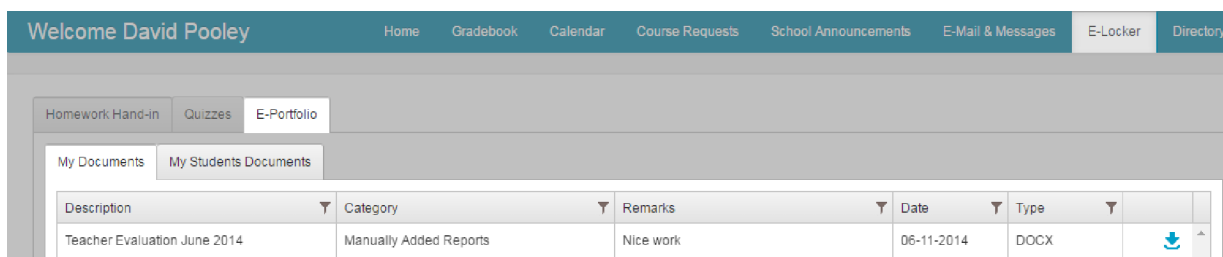
To	Do this
View grades based on a marking period	In the Progress Reports panel, click a marking period from the drop-down list.
View contact information	Click the Contacts button.
View demographics	Click the View Demographics button.
View the student's class schedule	Click the View Schedule button.
Submit a disciplinary incident	In the Incident Submittal panel, click Add .

4.2 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.



Welcome David Pooley						
Home Gradebook Calendar Course Requests School Announcements E-Mail & Messages E-Locker Directory						
Homework Hand-In Quizzes E-Portfolio						
My Documents My Students Documents						
Description	Category	Remarks	Date	Type		
Teacher Evaluation June 2014	Manually Added Reports	Nice work	06-11-2014	DOCX		

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

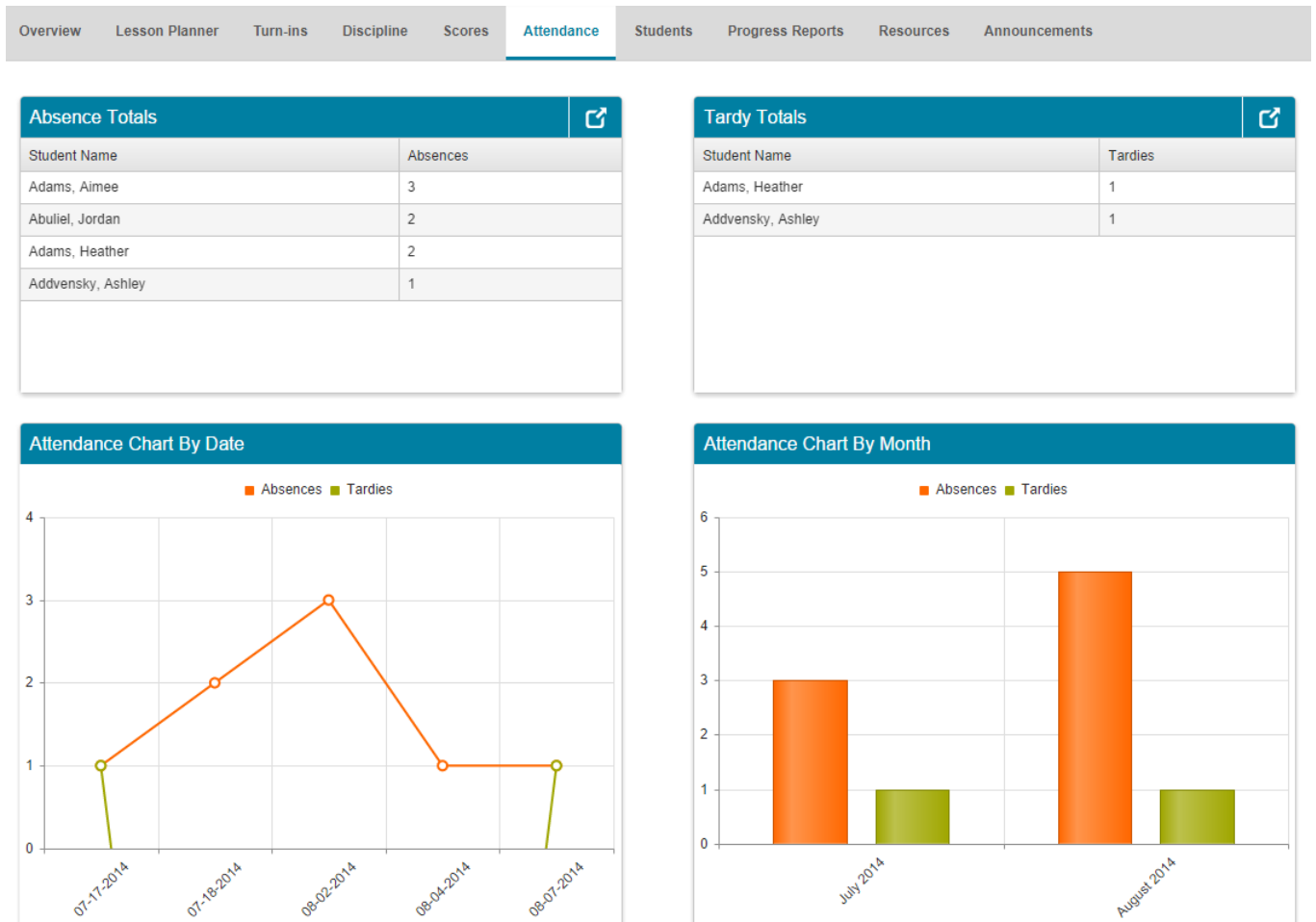
Note: For more information on the Portfolio, see the Portfolio User Guide starting with the Introduction.

4.3 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 Section Menu.

















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.



4.4 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 Section Menu.
3. Click the student's name from the **View incidents for** list.
4. In the **Incident Submittal** panel, click **Add**.


Incident Submittal							Add
Student	Date	Description	Follow-up Date	Status	Submitted Status		
Adams, Aimee	07-18-2014	Disrespect of a staff member		Not Served	Submitted	   	
Adams, Aimee	09-19-2014	Dress code violations		Not Served	Not Submitted	   	
Adams, Aimee	10-15-2014	Disrupting a class		Not Served	Submitted	   	
Adams, Aimee	10-23-2014	Cheating		Not Served	Submitted	   	

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

New Incident Form

Student: Baitler, Rachael


Incident Date 

Follow-up 

Infraction Add

Code	Description	
DISR	Disrupting a class	Delete

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**.

PlusPortals 

Infraction List Lookup

Code	Infraction
CHEA	Cheating
ARSO	Arson

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**.

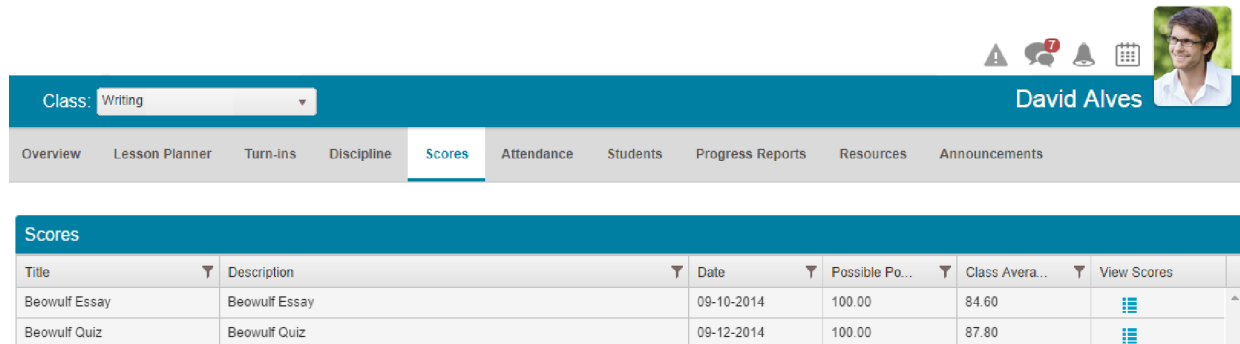
Tip: To return to a form you've saved, click the **Discipline** tab on the Section Menu. Click the student's name in the **View incidents for** list. The incident form you saved can be found in the **Incident Submittal** panel, from which you can view, print, edit, delete, or submit the incident.

4.5 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 Section Menu, 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.



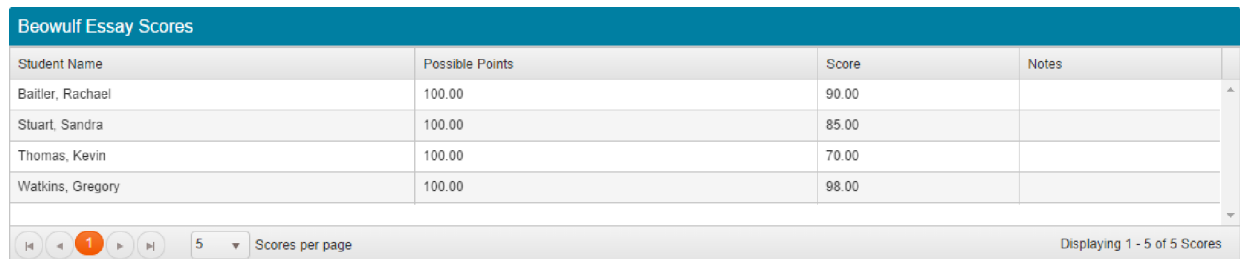
The screenshot shows the PlusPortals interface for a class named 'Writing'. The 'Scores' tab is selected in the navigation menu. The 'Scores' panel displays a table with the following data:

Title	Description	Date	Possible Po...	Class Avera...	View Scores
Beowulf Essay	Beowulf Essay	09-10-2014	100.00	84.60	
Beowulf Quiz	Beowulf Quiz	09-12-2014	100.00	87.80	

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.

Note: To view withdrawn students on this page, you can select the **Include withdrawn students in scores tab** check box on the **Settings** page.

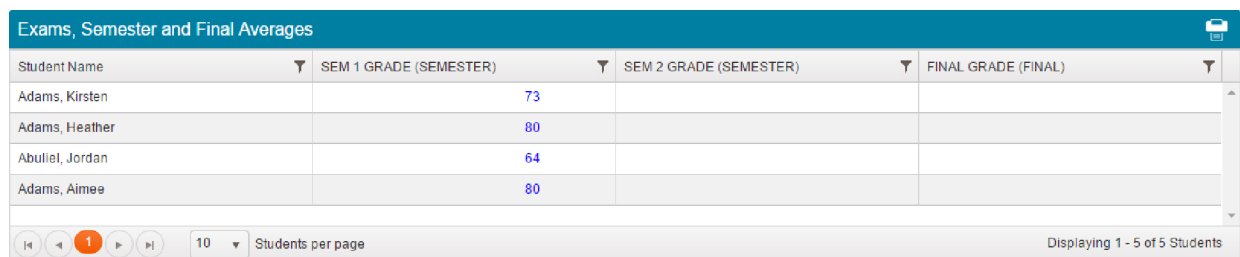


The screenshot shows the 'Beowulf Essay Scores' panel. It displays a table with the following data:

Student Name	Possible Points	Score	Notes
Baitler, Rachael	100.00	90.00	
Stuart, Sandra	100.00	85.00	
Thomas, Kevin	100.00	70.00	
Watkins, Gregory	100.00	98.00	

At the bottom of the panel, there is a pagination control showing '5' scores per page and 'Displaying 1 - 5 of 5 Scores'.

Note: You may also see the **Exams, Semester and Final Averages** panel on the **Scores** tab. Your PlusPortals administrator can activate this panel.



The screenshot shows the 'Exams, Semester and Final Averages' panel. It displays a table with the following data:

Student Name	SEM 1 GRADE (SEMESTER)	SEM 2 GRADE (SEMESTER)	FINAL GRADE (FINAL)
Adams, Kirsten	73		
Adams, Heather	80		
Abuliel, Jordan	64		
Adams, Aimee	80		

At the bottom of the panel, there is a pagination control showing '10' students per page and 'Displaying 1 - 5 of 5 Students'.

4.6 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 Reports** 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.

The screenshot shows a horizontal row of four course tiles. Each tile has a title bar and a content area. The tiles are: 'Homeroom' (No. of Students:5, Gradebook link), 'Language 0019/01' (Time:D, No. of Students:1, Gradebook link), 'Reading Section 1' (Time:A1, No. of Students:5, Gradebook link), and 'Reading Section 2' (Time:A3, No. of Students:5, Gradebook link).

2. Click the **Progress Reports** tab.

The screenshot shows the 'Progress Reports' tab selected in the navigation bar. Below the navigation bar is a table titled 'Progress Reports' with columns: Student Name, APID, Marking Period, Date, and actions (list and delete icons). The table contains six rows of student data. Below the table is a pagination control showing '1' of 11 reports, with a '5' dropdown for 'Reports per page' and the text 'Displaying 1 - 5 of 11 Reports'. Below the table is a section titled 'Combined Reports' with a similar table structure, containing two rows of student data.

Student Name	APID	Marking Period	Date	
Cobhthaigh, Connor	12031	FIRST MARKING PERIOD	08-31-2017	
Carrigan, Milli	12015	FIRST MARKING PERIOD	08-31-2017	
Berube, Russell	12028	FIRST MARKING PERIOD	08-31-2017	
Bardsley, Saul	12003	FIRST MARKING PERIOD	08-31-2017	
Baird, Cathrine	12026	FIRST MARKING PERIOD	08-31-2017	

1 2 3 5 Reports per page Displaying 1 - 5 of 11 Reports

Student Name	APID	Marking Period	Date	
Berube, Russell	12028	FIRST MARKING PERIOD	08-31-2017	
Cobhthaigh, Connor	12031	FIRST MARKING PERIOD	08-31-2017	

3. Click to view a student's progress report.
4. To delete a student's progress report, click .

CHAPTER 5

Create Events and Communicate

5.1 Add a Class Announcement or Alert	48
5.2 Send an E-mail or Message	49
5.3 View, Create, and Manage Calendar Events	53
5.4 View School Directory	56

5.1 Add a Class Announcement or Alert

You can post a class announcement or alert from the Overview tab or the Announcements tab. 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 Overview tab, 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.
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.

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
<input type="checkbox"/>	Math (A) 0005/03
<input checked="" type="checkbox"/>	Reading (B) 0001/04
<input type="checkbox"/>	Technology (C) 0006/02
<input type="checkbox"/>	Writing (D) 0004/02

File: Select file...

Link Text:

Link URL:

☒ Send E-Mail Notification

Publish Cancel

5.2 Send an E-mail or Message

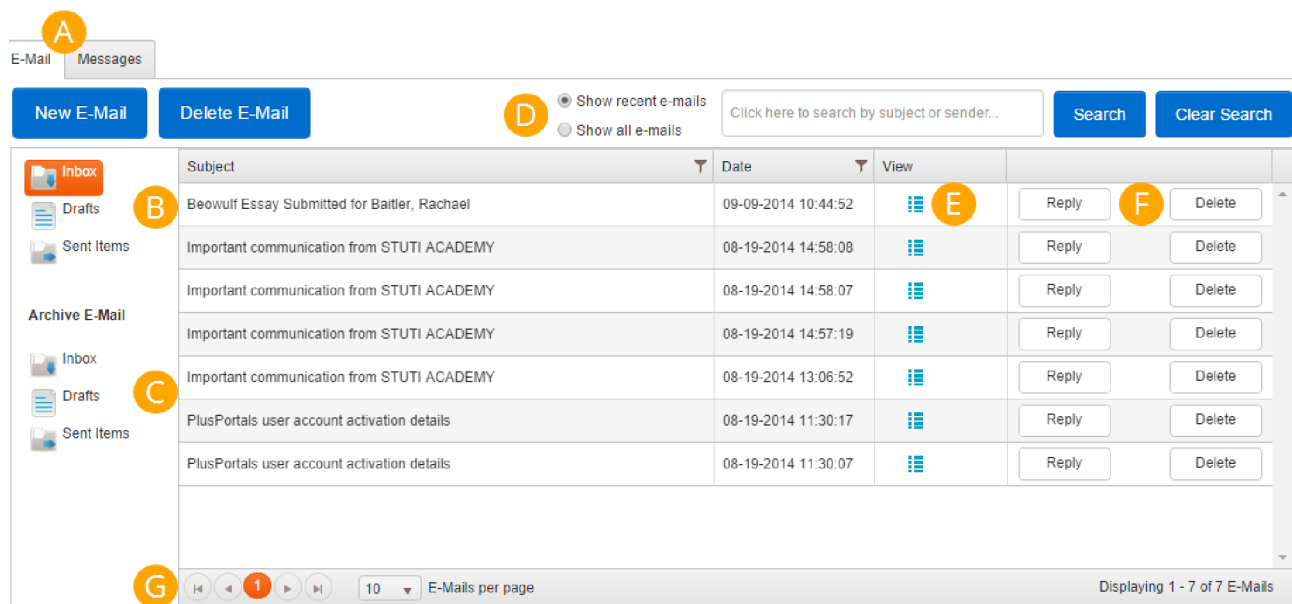
E-Mail and Messages Overview

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
- Sending attachments
- Viewing sent emails
- 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** Select which emails to show and search emails by subject or sender.

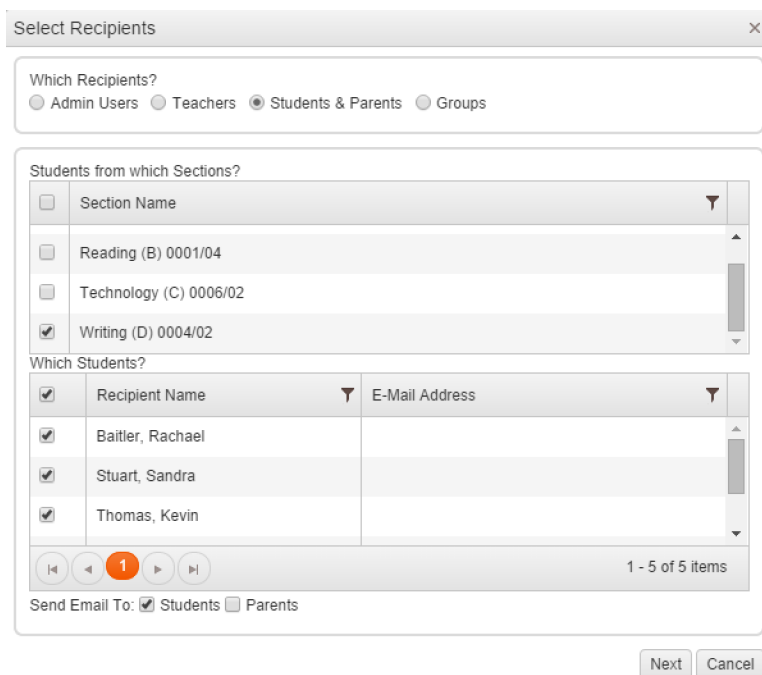
E-Mail & Messages Diagram (See Figure Above)

- E** See details of an email by clicking the view icon .
- F** Reply to an email or delete it.
- G** Browse email and select how many emails to display per page.

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 an Email

1. Click the **E-Mail** tab, and then click **New E-Mail**.
2. 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**.



Select Recipients

Which Recipients?

☐ Admin Users ☐ Teachers ☒ Students & Parents ☐ Groups

Students from which Sections?

Section Name	
Reading (B) 0001/04	<input type="checkbox"/>
Technology (C) 0006/02	<input type="checkbox"/>
Writing (D) 0004/02	<input checked="" type="checkbox"/>

Which Students?

Recipient Name	E-Mail Address
Baitier, Rachael	
Stuart, Sandra	
Thomas, Kevin	

Send Email To: ☒ Students ☐ Parents

1 - 5 of 5 items

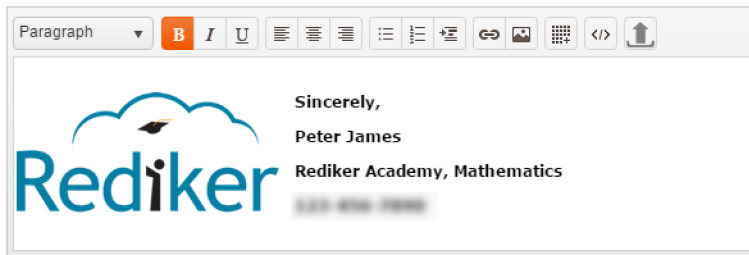
Next Cancel

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.

3. Fill out the subject and message. Use the text editor to format the email and to add links and images.
4. Optional: Attach a file by clicking **Select files**.
5. 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.

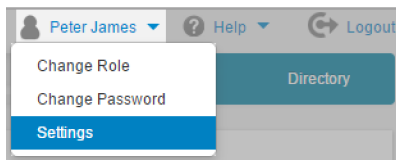
Set an Email Signature

You can set a custom email signature to personalize your outgoing mail. Once set, your signature will be in the text editor whenever you begin to draft a new email.



To create an email signature, do either of the following:

- While composing an email, on the **New E-Mail** page, click **E-Mail Signature**, enter and format your signature, and then click **Save**.
- From any page, click the drop-down menu next to your user name, click **Settings**, enter and format your email signature, and then click **OK**



Send a Message

1. On the **E-Mail & Messages** page, click the **Messages** tab, and then click **New Message**.
2. Fill out the subject and message.
3. 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.
4. 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.
5. Click **Send**.

New Message

Subject: Permission Slips

Message

Paragraph B I U [List Icons] [Link Icon] [Image Icon] [Table Icon]

Dear student,
Please remember to bring your permission slips for the field trip.
-David

Message To: ☒ Students ☒ Parents Only to Primary Parent ▼

Select Recipients by: ☒ Section ☐ Student

<input type="checkbox"/>	Math (A) 0005/03
<input type="checkbox"/>	Reading (B) 0001/04
<input type="checkbox"/>	Technology (C) 0006/02
<input checked="" type="checkbox"/>	Writing (D) 0004/02

Send Cancel

5.3 View, Create, and Manage Calendar Events

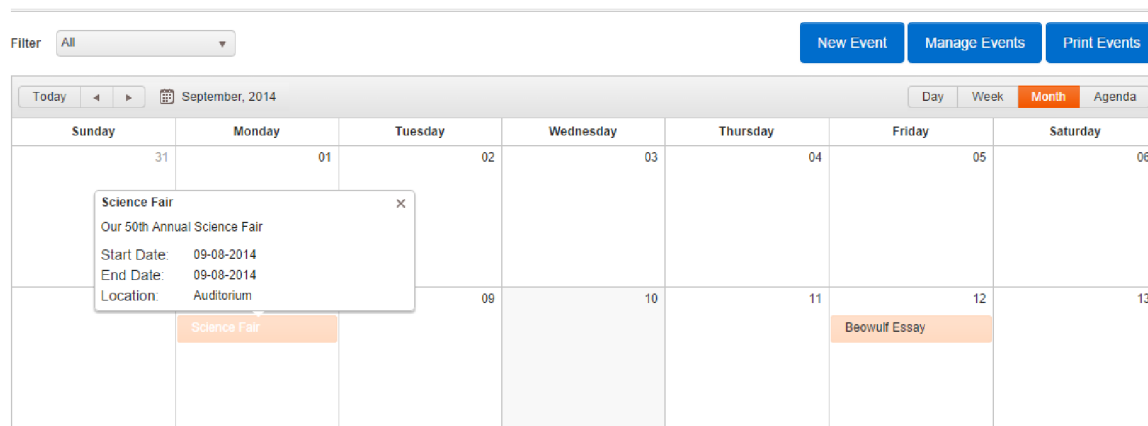
You can create calendar events for any class event from the Calendar page, visible to parents and/or students. Teachers can only create events visible to the students and parents of the classes taught by the teachers themselves. You can easily manage events after creating them as well as print a list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

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**.

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.

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
<input type="checkbox"/>	Math (A) 0005/03
<input checked="" type="checkbox"/>	Reading (B) 0001/04
<input type="checkbox"/>	Technology (C) 0006/02
<input type="checkbox"/>	Writing (D) 0004/02

Save Cancel

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 .

5.4 View School Directory

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

- Click **Directory** on the main navigation bar to access the **Directory** page.

The screenshot shows the 'Directory' page interface. At the top, there are three tabs: 'Staff Directory', 'Parent Directory', and 'Student Directory'. Below these is a search bar with the placeholder text 'To Search, please enter Name...'. To the right of the search bar are 'Search' and 'Print' buttons. Below the search bar are three radio buttons for search criteria: 'Search by Student's Name' (selected), 'Search by Student's Class', and 'Search by Student's Grade Level'. Below these is a 'Search by Alphabet' section with a row of buttons for each letter from A to Z. The main content area displays three student profiles: 'Abbott, Jeremiah', 'Adams, Camille', and 'Adams, Eric'. Each profile includes a photo, the student's name, and their parent/guardian information (name, address, and homeroom). At the bottom, there is a pagination bar with buttons for navigating between pages (1, 2, 3, 4, 5, 6, 7, 8, 9, 10, ...).

Directory Commands

- 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 select a search demographic, click **Search by Student's Name**, **Search by Student's Class**, or **Search by Student's Grade Level**.
- D** To obtain a list of staff members or parents by their last name, click a letter on **Search by Alphabet**.
- E** Print the directory.
- F** Browse directory pages.

CHAPTER 6


Manage Course Requests

6.1 Review and Approve Course Requests	58
6.2 Create a Course Catalog Description	60
6.3 Recommend Courses for a Student	61

6.1 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.



Adams, Heather
Grade Level: GRADE 10

Form: Course Request Form 4

New Course Request Form

▼ Section 2

☐ Hon Physic (Course #: 0241; Level: N/A; Length: All Year; Credits: 1.500)

☐ C Physics (Course #: 0242; Level: N/A; Length: All Year; Credits: 1.500)

☒ Appl Phys (Course #: 0243; Level: N/A; Length: All Year; Credits: 1.000)

Student's comments:

☒ Approved by Parent
Parent's comments:
I would like for Heather to take this class.

☒ Approved by Reviewer
Reviewer's Remarks:
I agree that Heather should take this course.

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

<div>A</div> <input type="checkbox"/>	Student Name	<div>APID</div>	<div>Date Added</div>	<div>Date Submitted</div>	<div>Date Reviewed</div>	<div>Date Received</div>	<div>View</div>
<input type="checkbox"/>	Abuliel, Jordan	11001	<div>B</div> 01-16-2015	<div>C</div> 02-27-2015	<div>D</div> 03-15-2015	<div>E</div> 03-31-2015	<div></div>
	Adams, Aimee	11002	04-27-2015				<div></div>

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. |

6.2 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.

Course #	Course Name	Department
0052	Bus Eng	English
0053	Cr Writing	English
0054	Drama/Lt	English
0055	Ele Writ 1	English
0056	Ele Writ 2	English
0057	Essay 1	English
0058	Essay 2	English
0059	Fund Eng	English
0060	Gram Rev	English
0061	Hs Eng Lan	English
0062	Ind Read	English
0063	Ind Write	English
0064	Journalism	English
0065	Lt Adol 1	English
0066	Lt Adol 2	English
0067	Lt Soc Crt	English
0068	Lt Women	English

Course #: 0053 Level: III

Course Name: Cr Writing Course Length: Quarter

Department: English Credits: 0.25

B *I* U

Paragraph Georgia, serif 4 (14pt)

Creative Writing

This course focuses on creative writing and various writing practices. We will be examining a variety of authors who specialize in creative writing and students will learn more about the peer-editing process to improve their own writing. Collaboration is a major aspect of this course and students who are interested in creative writing and teamwork are encouraged to take this 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.

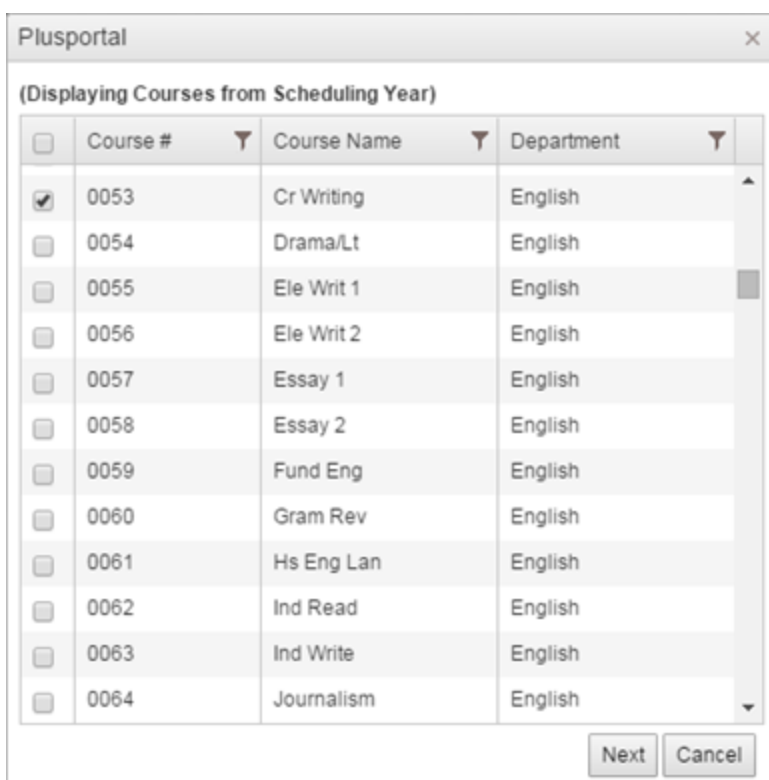
4. Click **Save** to complete the process.

6.3 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**.



The screenshot shows a window titled "Plusportal" with a close button (X) in the top right corner. Below the title bar, it says "(Displaying Courses from Scheduling Year)". The main area contains a table with four columns: "Course #", "Course Name", and "Department". Each column has a small downward arrow icon. The table lists 12 courses, with the first one selected (checked). At the bottom right of the table area are two buttons: "Next" and "Cancel".

<input type="checkbox"/>	Course #	Course Name	Department
<input checked="" type="checkbox"/>	0053	Cr Writing	English
<input type="checkbox"/>	0054	Drama/Lt	English
<input type="checkbox"/>	0055	Ele Writ 1	English
<input type="checkbox"/>	0056	Ele Writ 2	English
<input type="checkbox"/>	0057	Essay 1	English
<input type="checkbox"/>	0058	Essay 2	English
<input type="checkbox"/>	0059	Fund Eng	English
<input type="checkbox"/>	0060	Gram Rev	English
<input type="checkbox"/>	0061	Hs Eng Lan	English
<input type="checkbox"/>	0062	Ind Read	English
<input type="checkbox"/>	0063	Ind Write	English
<input type="checkbox"/>	0064	Journalism	English

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:

Highlight a student to view/edit course recommendations

APID	Student Name
11001	Abuliel, Jordan
11002	Adams, Aimee
10001	Adams, Heather
11003	Adams, Kirsten
11004	Addvensky, Ashley
11005	Allen, Kristen
11129	Zander, Ariel

Student: Adams, Aimee

Courses: (Highlight a course to view recommendations)

Course #	Course Name	Department
0243	Appl Phys	Science
0242	C Physics	Science
0012	Col Fr Eng	English
0014	Dev Fr Eng	English
0011	FR English	English
0013	FrEnglish2	English
0241	Hon Physic	Science

Recommendations:

Aimee would make a great candidate for this advanced level of Physics...

APID: 11002 [Edit](#)

[Batch Add Course Requests](#)
[Batch Remove Course Requests](#)
[Add Course Requests](#)
[Remove Selected Course Requests](#)

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

- On the **Course Requests** page, click **Recommendations**.
- Click **Batch Add Course Requests**.
- In the **Students from which section** area, select the section the students are currently in.
- In the **Which Students** area, select the students you're recommending the courses for.
- In the **Displaying Courses from Scheduling Year** area, select the courses you're recommending for the students.
- 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.

(Displaying Courses from Scheduling Year)

<input type="checkbox"/>	Course #	Course Name	Department
<input type="checkbox"/>	0001	Reading	DEPT 14
<input checked="" type="checkbox"/>	0002	Reading C	English
<input type="checkbox"/>	0003	Jr Eng 5	English
<input type="checkbox"/>	0004	JR English	English
<input type="checkbox"/>	0005	Jr Eng 3	English
<input type="checkbox"/>	0006	Jr Eng 1-2	English
<input type="checkbox"/>	0007	Sr Eng 5	English
<input type="checkbox"/>	0008	Sr Eng 4	English
<input type="checkbox"/>	0009	Sr Eng 3	English
<input type="checkbox"/>	0010	Sr Eng 1-2	English
<input type="checkbox"/>	0011	Ad Eng Use	English
<input type="checkbox"/>	0012	Br Poetry	English

4 of 4 users selected.

Students from which section?

<input type="checkbox"/>	Section Name
<input type="checkbox"/>	My Homeroom
<input type="checkbox"/>	Language (D) 0019/01 A
<input checked="" type="checkbox"/>	Reading Section 1
<input type="checkbox"/>	Reading Section 2

Which Students?

<input checked="" type="checkbox"/>	Student Name	APID
<input checked="" type="checkbox"/>	Abuliel, Jordan	11001
<input checked="" type="checkbox"/>	Adams, Heather B	10001
<input checked="" type="checkbox"/>	Adams, Kirsten	11003
<input checked="" type="checkbox"/>	Addvensky, Ashley	11004

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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