

This document is to provide an introduction into the Teacher Portal role.

Icons

Below are the icons seen for each course assigned to you. You can use these icons to assist you with your day to day responsibilities. A description of each icon can be found below.



This icon represents assignments pending review. Alerts change every 24 hours from green, to yellow to red.



This icon represents interventions that are pending review.



This icon represents forum posts that are pending review.



This icon represents students that are restricted. A student becomes restricted after they have failed the same assignment X number of times in a row, with X being an institution and/or student level setting. This is only applicable if the feature is enabled at the institution and/or student level.



This icon represents students that have completed all assignments in the course and are most likely ready to have their grade approved.



This icon represents grades that you have approved previously however the advisor would most likely like the student to redo assessments in an effort to earn a higher grade. You may need to refer to the comments provided by the advisor for further reasoning why the grade was rejected.

"Rolled Up" Course Totals

The Course Totals box searches across all of your gradebooks to provide rolled up totals of items that may require your attention first such as assessments pending review or students that have completed the course. Additionally, you can see how many course parts you are the assigned teacher for as well as all unique enrollments across those course parts.

Note, an "enrollment" is defined as a student that is actively working within the course, inactive accounts, dropped or finalized enrollments do not count towards this total.

Simply click the desired icon and the results will be revealed underneath. Alerts change every 24 hours from green, to yellow to red.

Course Totals

18 PARTS

107 ENROLLMENTS

! 7

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1 - 7 of 7

| Last-First | Items to be Graded | Submit Date (Your Timezone) |
|----------------|---|-----------------------------|
| STANLEY, JAMES | Biology Part 3 - Unit 1 Quiz 1 - EDCB.SC004.C | 01/25/2017 11:03 AM |
| STANLEY, JAMES | Biology Part 2 - Unit 1 Quiz 1 - EDCB.SC004.B | 01/25/2017 11:57 AM |
| STANLEY, JAMES | Biology Part 3 - Unit 1 Quiz 1 - EDCB.SC004.C | 01/25/2017 12:16 PM |
| STANLEY, JAMES | Health Science I - Unit 8: Lab Questions Dropbox - EDEL.SC007.B | 01/25/2017 12:28 PM |
| STANLEY, JAMES | Life Science Part 2 - Unit 3 Lesson 40 Quiz - EDCP.SC002.B | 01/25/2017 12:38 PM |
| STANLEY, JAMES | Biology Part 3 - Unit 1 Quiz 1 - EDCB.SC004.C | 01/25/2017 03:30 PM |
| STANLEY, JAMES | Biology Part 3 - Unit 1 Quiz 1 - EDCB.SC004.C | 01/25/2017 03:36 PM |

Course Details



Each section contains icons on the left of the section code. These icons allow you direct access to the gradebook, a Traditional course preview and access to the course section settings/preferences.

Assigned Courses/Gradebook

Most of our courses are broken into Parts which are then linked to a course train. Each row on the Teacher Portal page refers to one course train. The icons to the right of the course name are the same as seen above, however these are calculated across all sections of that course for which you are the assigned teacher.

Clicking the course name will reveal all assigned sections to you as well which will then reveal the granular section level details that may require your attention.

Clicking the **Items to be Graded** icon at the section level on your Teacher Portal page will display the Items to Be Graded page as seen below.

| Completed | Rejected | Items To Be Graded |
|-----------|----------|--------------------|
| 1 | 0 | 5 |

| Last-First | Items to be Graded | Submit Date |
|--------------------|---|---------------------|
| LN176423, FN176423 | World History Part 1 - Unit 1 Lesson 5 Weekly Quiz - EDCB.SS002.A.01 | 08/21/2012 03:05 PM |
| LN176423, FN176423 | World History Part 1 - Unit 1 Lesson 10 Weekly Quiz - EDCB.SS002.A.01 | 08/21/2012 03:23 PM |
| LN176423, FN176423 | World History Part 1 - Unit 2 Lesson 20 Weekly Quiz - EDCB.SS002.A.01 | 08/21/2012 04:05 PM |
| LN176423, FN176423 | World History Part 1 - Unit 2 Lesson 25 Weekly Quiz - EDCB.SS002.A.01 | 08/21/2012 04:26 PM |
| LN176423, FN176423 | World History Part 1 - Unit 3 Lesson 35 Weekly Quiz - EDCB.SS002.A.01 | 08/21/2012 05:45 PM |

- Click a student's name to view their information.
- Click an assessment in the Items to Be Graded column to grade it.
- Click the Gradebook button to view the entire Gradebook for the course (see Gradebook View section below).

Student Information

Clicking a student's name in the Items to Be Graded or Gradebook pages displays their student information.

Notice the small info bubble icon to the right of the student name.

Student FN176423 LN176423  

| | | |
|-----------|----------|--------------------|
| Completed | Rejected | Items To Be Graded |
| 1 | 0 | 5 |

Click this icon to expand the gray bar and see additional student information:

Student Details

Student FN176423 LN176423  

| | | | |
|---------------------|---------------------------|-----------------|---|
| Nickname: | | School: | Demo School ESW |
| Birthdate: | 09/05/2001 | Advisor: | inga.advisor.1 Test  |
| Age: | 11 | | inga.advisor.1@example.com |
| Username: | inga.ss.student.5 | Advisor: | inga.advisor.2 Test |
| Student ID: | 115882 at Demo School ESW | | inga.advisor.2@example.com |
| Gender: | Male | Advisor: | inga.advisor.3 Test |
| Status: | Active | | inga.advisor.3@example.com |
| Grade Level: | Twelfth Grade | Advisor: | inga.advisor.4 Test |
| | | | inga.advisor.4@example.com |

| | | |
|-----------|----------|--------------------|
| Completed | Rejected | Items To Be Graded |
| 1 | 0 | 5 |

Click the icon again to shrink the bar.

Notice also that you can send a message to the student via the message icon.

The Student Details view contains four tabs: Grades, Family Info, Notes, and Restrictions. Grades and Family Info contain new functionality.

Grades

The Grades tab contains information about all assessments for the student for the selected course.

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Student Details

Student FN176423 LN176423  

| | | |
|-----------|----------|--------------------|
| Completed | Rejected | Items To Be Graded |
| 1 | 0 | 5 |

Grades Family Info Notes Restrictions

Course Name: World History Part 1 - Competency Based **Grade:** 66 (GTD) 

Course Code: EDCB.SS002.A **Points Earned:** 250

Section Code: CBDEMOCP.SS002.A.1 **Points Possible:** 990

Teacher(s): Eileen.ss.teacher Test, Pittsburgh*DemoTeacher O'test **Non-Running Total(s):** 25.25%

Latest Enrollment: 07/30/2012 **Latest Drop:**

| Assignment | Points | Score | Percent | Submit Date | Attempts | Override  | Exempt  | Passed  | Clear  |
|----------------------------------|--------|-------|---------|-------------|----------|--|--|--|---|
| Unit 1 Lesson 1 Daily Assessment | 10 | 6 | 60% | 08/21/2012 | 1 of ∞ | | No | Yes | |
| Unit 1 Lesson 2 Daily Assessment | 10 | 8 | 80% | 08/21/2012 | 1 of ∞ | | No | Yes | |
| Unit 1 Lesson 3 Daily Assessment | 10 | 8 | 80% | 08/21/2012 | 1 of ∞ | | No | Yes | |
| Unit 1 Lesson 4 Daily Assessment | 10 | 8 | 80% | 08/21/2012 | 1 of ∞ | | No | Yes | |

Click an assessment's grade percent to view the student's work. Click the edit icons for the Override, Exempt, Passed, and Clear columns to edit the status of these parameters for assessments.

Notice the approval icon to the right of the Grade field at the top. Click this icon to submit the course for final approval.

Family Info

The Family Info tab contains contact information for the student, as well as any siblings in the system.

The screenshot shows the 'Student Details' page with the 'Family Info' tab selected. At the top, there are navigation icons (Home, Search, Mail, Settings) and a 'Sign Out' button. The student ID is FN241303 LN241303. Summary statistics show 0 Completed, 0 Rejected, and 4 Items To Be Graded. Below are tabs for Grades, Family Info, Notes, and Restrictions. The 'Student Contact Information' section lists: Primary Address (189 CIRCLE DRIVE Raytown, PA 53704), Phone Numbers (Primary: (000) 0000000), and Email (ga116290@example.com). The 'Primary Contact' section lists: First Name (FN241304), Last Name (LN241304), Relationship (Mother), Primary Address (235 S CORL ST Garden City, MT 72015), Phone Numbers (Primary: (000) 0000000), and Email (gap241304@example.com). A message icon is visible to the right of the Primary Contact heading.

Notice the message icon to the right of the Primary Contact heading. Any contact that is in the system will display this icon. Click it to send a message to the contact.

Gradebook View

Click the Gradebook button on the Items to Be Graded screen to view the entire course Gradebook.

The screenshot shows the 'Gradebook View' page for the course '2012 - 2013 > EDCB.LA003.D - American Literature P.4.CB > CBGA.LA003.D.2'. It features a 'Completed' count of 1, 'Rejected' count of 0, and 'Items To Be Graded' count of 3. The page includes a toolbar with 'Edit', 'Filter', 'Search', 'Download', 'Choose Fields', 'Legend', and 'Items to be Graded' buttons. A table displays student performance data with columns for 'Last-First', 'Username', 'ID', 'Total Pts', 'Non-R Pts', and multiple 'Ameri' assessment columns. The table shows five students with their respective scores and percentages. A pagination bar indicates '1 - 10 of 46' items. The footer contains the copyright notice: '© 2013 EdisonLearning, Inc. All Rights Reserved.'

Note the Completed, Rejected, and Items to Be Graded boxes in the upper right. Clicking the numbers in these boxes displays student assessments that meet the selected criteria:

- Completed – all work is either completed or exempted and is ready to submit for final grade
- Rejected – final grades that have been rejected by advisors
- Items to Be Graded – any student work in the course that requires your attention for grading

Of special interest are the new color coding and tabs. The various types of assessments are now color coded and can be filtered to view by clicking their colored tabs.