

Course Visibility in PlusPortals and the Gradebook - Third Quarter

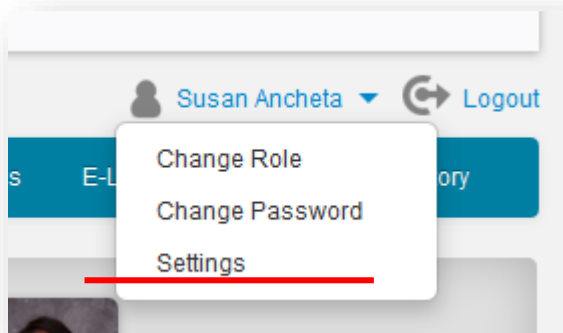
Academic and Specials Electives

At the beginning of the school year, you took steps to hide 2nd, 3rd, and 4th Quarter classes from your PlusPortals page and your gradebook view.

This guide has step by step instructions for hiding 1st and 2nd quarter classes, showing 3rd Quarter classes, and renaming them for your PlusPortals home page and Gradebook page.

1. Showing your third quarter courses in PlusPortals

Log into PlusPortals and click on your name to open a drop down menu; select Settings.



The Settings Page will open up for you. On this page, you will see:

1. All of your first and second quarter courses
2. Meeting time (Period/Block)
3. The quarter
4. Staff visibility (visible to you)
5. Staff display name (visible for you)
6. Visibility to Parents/Student
7. The display name for Parents/Students

2. Setting Visibility

Currently –your Quarter 2 classes are visible. To show Quarter 3 classes, check the boxes under Staff Visibility and Parent/Student Visibility.

To hide Quarter 1 & 2 courses from yourself, uncheck the Quarter 1 & 2 courses.

Continue to keep Quarter 1 & 2 courses visible to parents/students.

You can also rename the course for yourself, how it will appear to Parents and Students and re-order how the classes appear on your home page.

Settings

Course Sorting
Sort Courses: Alphabetically By Course Number Custom

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
2231/01	Alg II	A	ALL YEAR	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
0243/01	Calc 1A	H	SEM 1	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
0243/01	Calc 1B	H	SEM 2	<input type="checkbox"/>		<input type="checkbox"/>	

STAFF VISIBILITY (indicated by a red arrow pointing to the Staff Visibility column)

PARENT/STUDENT VISIBILITY (indicated by a red arrow pointing to the Parent/Student Visibility column)

Be sure to keep **both quarters visible to parents and students**, so that they have access to first quarter progress throughout the remainder of the school year.

3. Re-order how the class tiles appear on your PlusPortals home page.

Select on the option Custom Sort, click on the selected course that you would like to move, and move the course by clicking on the move options as listed towards the bottom of the page:

Settings

Course Sorting

Sort Courses: Alphabetically By Course Number Custom Sort

View which Course?

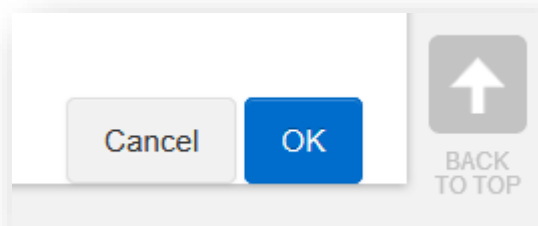
Only the selected courses will be shown in the TeacherPlus Portal

Course/Section	Course Name	Meeting Time	Length	Staff Visibility	Display Name for Staff	Parent/Student Visibility	Display Name for Parent/Student
0713/02	Intro Cer	A	SEM 1	<input checked="" type="checkbox"/>	IntCer Bl 1	<input checked="" type="checkbox"/>	Intro to Ceramics
0713/01	Intro Cer	A	SEM 2	<input checked="" type="checkbox"/>	IntCer Bl 1 S2	<input type="checkbox"/>	Intro to Ceramics

Move To Top
Move Up
Move Down
Move To Bottom

Meeting Time	Block	Meeting Time	Block
A/G	Specials		
B	1	H	4
C	2	I	5
D	3	J	6
E/K	Academic Electives		
F/L	Specials Electives		

Click OK at the very bottom of the page to save your changes; your browser will automatically re-direct you to your PlusPortals Home Page.



When you go back to your PlusPortals Home Page, you will see that your first Quarter sections are no longer visible and the second Quarter sections are now visible, in the order you have specified.

Now go to your Gradebook:

4. Hiding first and second quarter grade books and making 3rd quarter gradebooks visible to you.

Hide first and second quarter courses and show third quarter courses.

From the left hand menu, click Settings and then select the Gradebooks tab

You will see that the Display Name has automatically updated to the Display Name entered from the PlusPortals set up page.

The screenshot shows the PlusPortals interface for Notre Dame-Cathedral Latin School. The left-hand navigation menu is visible, with the 'Settings' option highlighted with a red box. The main content area is titled 'Settings' and has a sub-tab 'Gradebooks' also highlighted with a red box. Below the sub-tabs, there are 'Cancel' and 'Save' buttons. The page contains instructions and options for configuring the gradebook display. A table lists the courses currently displayed in the gradebook.

NOTRE DAME-CATHEDRAL LATIN SCHOOL

Gradebooks Attendance Reports Grading Tools Submit Settings

Settings

Sort Columns Header Rows **Gradebooks** General Settings

Cancel Save

*Active gradebooks are those which you have selected to appear in the [Gradebooks] tab.

Marking Period: FIRST QUARTER

Also Show in the Gradebook Menu: Line 2 (Course Number and Meeting Time)

Also Show in the Title Bar: Section Length (Quarter)

*Choose Custom Gradebook order, you want to display in the [Gradebooks] tab. You can drag and drop the fields to change their order.

#	CRS/SC	Course Na...	Display As	Meeting Time	Length	Submit Status	Active
1	4201/02	BudgetFin	Budget an...	FL	QTR 3	Not Ready	<input checked="" type="checkbox"/>
2	4201/03	BudgetFin	Budget an...	FL	QTR 4	Not Ready	<input checked="" type="checkbox"/>
3	HOME...	4154	Homeroo...			Not Ready	<input type="checkbox"/>
4	0270/01	MATH 7	7 Block 1 ...	B	ALL YEAR	Not Ready	<input checked="" type="checkbox"/>
5	0271/01	PreAlgebra	7 Block 3 ...	D	ALL YEAR	Not Ready	<input checked="" type="checkbox"/>

Cancel Save

appear in the [Gradebooks] tab.

se Number and Meeting Time)

yth (Quarter)

the [Gradebooks] tab. You can drag and drop the fields to

Meeting Time	Length	Submit Status	Active
FL	QTR 3	Not Ready	<input checked="" type="checkbox"/>
FL	QTR 4	Not Ready	<input checked="" type="checkbox"/>
		Not Ready	<input type="checkbox"/>
B	ALL YEAR	Not Ready	<input checked="" type="checkbox"/>
D	ALL YEAR	Not Ready	<input checked="" type="checkbox"/>
H	ALL YEAR	Not Ready	<input checked="" type="checkbox"/>
I	ALL YEAR	Not Ready	<input checked="" type="checkbox"/>

To hide 1st/2nd quarter gradebooks, uncheck the box in the Active column.

To make 3rd quarter gradebooks visible, make sure to check the box in the Active column.

Save your updates at the top right hand corner of this window...

After making these changes, you will notice that only your second quarter sections appear in your Gradebooks list

☰ NOTRE DAME-CATHEDRAL LATIN SCHO

- Gradebooks > Intro Cer Block 2 Blue 0713/ 03 B
- Attendance > Intro Cer Block 3 Blue 0713/ 04 C
- Reports > Cer I Block 4 Blue 0723/ 01 D
- Grading > Intro Design Block 6 Gold 0711/ 01 F
- Tools > Cer I Block 7 Gold 0723/ 02 G
- Submit
- Settings > Intro Cer Block 8 Gold 0713/ 05 H

5. Now you are able add columns to your 3rd quarter gradebook.

END OF INSTRUCTIONS