

In this packet you will:

1. Customize your PlusPortals Home Page
2. Customize your Gradebook views and Gradebook Settings

There are also Gradebook refreshers on:

1. Taking attendance
2. Adding Columns to your gradebook
3. Enter grades and annotations
4. Viewing student information
5. Exporting a blank gradebook to edit or print
6. Optional – creating custom views in your gradebook

PlusPortals Home Page Set Up

On logging in, you'll land on your PlusPortals home page. It will show all the sections you teach during the first semester and second semester, if you have a study hall or an activity block.

In each tile, you'll see the section name, course number/section number, meeting time, number of students, and a link to get to that section's gradebook. Resist the urge to click around for now, you'll have the opportunity to in the future.

Today, we'll manage your home page so that you'll only see the current semester and we can rename the tile with the block number for easy reference. (The Rediker System uses letters to indicate first period, second period, etc. Note the reference chart on the next page that shows how each meeting time relates to our block schedule)

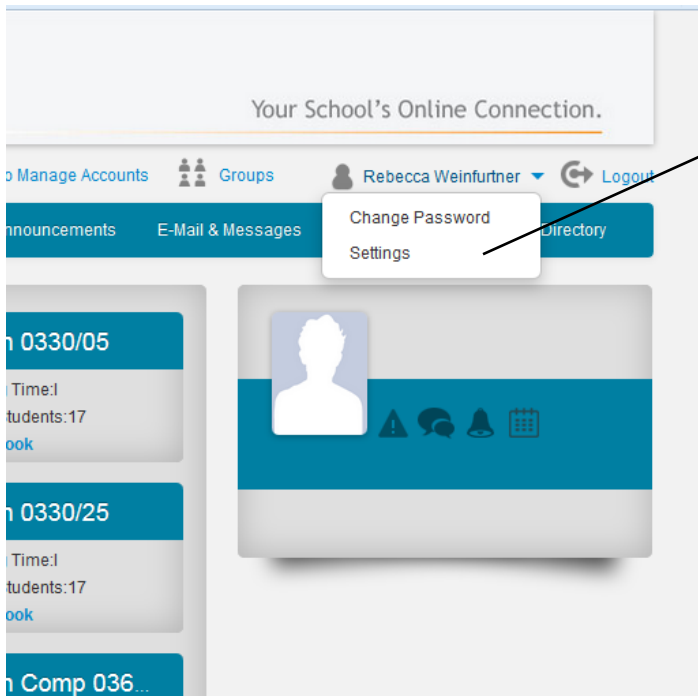
The screenshot displays the PlusPortals home page for a teacher named Rebecca Weinfurter. The page is titled "PlusPortals" and "Your School's Online Connection." The navigation menu includes "Home", "Gradebook", "Calendar", "School Announcements", "E-Mail & Messages", "E-Locker", "Forms", and "Directory". The main content area shows a grid of course tiles, each representing a section taught. The first tile, "Chem 0330/01", is highlighted with a yellow circle. The tiles are arranged in a 4x4 grid, with the last two cells in the bottom row empty. The tiles are as follows:

Section Name	Meeting Time	No. of Students	Gradebook Link
Chem 0330/01	A	19	Gradebook
Chem 0330/03	CDE	21	Gradebook
Chem 0330/04	G	19	Gradebook
Chem 0330/05	I	17	Gradebook
Chem 0330/21	A	19	Gradebook
Chem 0330/23	CDE	21	Gradebook
Chem 0330/24	G	19	Gradebook
Chem 0330/25	I	17	Gradebook
Chem Comp 036...	H	22	Gradebook
Chem Comp 036...	N	19	Gradebook
Chem Comp 036...	H	0	Gradebook
Chem Comp 036...	N	0	Gradebook
SH-10 0911/03	P	21	Gradebook
SH-10 0911/23	P	21	Gradebook

The "Home" section at the bottom of the page features two widgets: "Notifications and Alerts" and "Calendar".

Notifications and Alerts		
Title	Description	View

Calendar		
Events	Date	View



Click on the arrow next to your name to access the drop down menu and select settings.

A window will open up displaying all of your classes. Check the boxes for the classes you wish to see, uncheck for the ones you do not wish to see.

You can also re-order your courses here and how they will appear on your home page.

Settings

Course Sorting

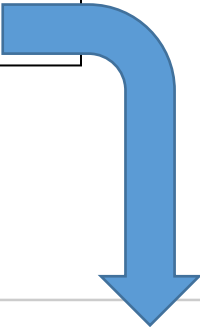
Sort Courses: Alphabetically By Course Number Custom Sort

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
2231/01	Alg II	A	ALL YEAR	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
2231/02	Alg II	D	ALL YEAR	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
2231/03	Alg II	E	ALL YEAR	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
2231/04	Alg II	G	ALL YEAR	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
0243/01	Calc 1A	H	SEM 1	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
5243/01	Calc 1B	H	SEM 2	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
0290/01	Col Calc 1	B	SEM 1	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
0291/01	Col Calc 2	B	SEM 2	<input checked="" type="checkbox"/>		<input type="checkbox"/>	

You can change the name of the course for yourself (parents and students will not see this)



Settings

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
0330/01	Chem	A	SEM 1	<input checked="" type="checkbox"/>	Chem Block 1	<input checked="" type="checkbox"/>	
0330/03	Chem	CDE	SEM 1	<input checked="" type="checkbox"/>	Chem Block 3, Lunch D	<input checked="" type="checkbox"/>	
0330/04	Chem	G	SEM 1	<input checked="" type="checkbox"/>	Chem Block 4	<input checked="" type="checkbox"/>	
0330/05	Chem	I	SEM 1	<input checked="" type="checkbox"/>	Chem Block 6	<input checked="" type="checkbox"/>	
0330/21	Chem	A	SEM 2	<input type="checkbox"/>		<input type="checkbox"/>	
0330/23	Chem	CDE	SEM 2	<input type="checkbox"/>		<input type="checkbox"/>	
0330/24	Chem	G	SEM 2	<input type="checkbox"/>		<input type="checkbox"/>	
0330/25	Chem	I	SEM 2	<input type="checkbox"/>		<input type="checkbox"/>	
0360/01	Chem Comp	H	SEM 1	<input checked="" type="checkbox"/>	Chem Comp BI 5	<input checked="" type="checkbox"/>	Chemistry Complement
0360/02	Chem Comp	N	SEM 1	<input checked="" type="checkbox"/>	Chem Comp BI 8	<input checked="" type="checkbox"/>	Chemistry Complement
0360/05	Chem Comp	H	SEM 2	<input type="checkbox"/>		<input type="checkbox"/>	Chemistry Complement
0360/06	Chem Comp	N	SEM 2	<input type="checkbox"/>		<input type="checkbox"/>	Chemistry Complement
0911/03	SH-10	P	SEM 1	<input checked="" type="checkbox"/>	Study Hall	<input checked="" type="checkbox"/>	
0911/23	SH-10	P	SEM 2	<input type="checkbox"/>		<input checked="" type="checkbox"/>	

Cancel

Blue		Gold	
Period Meeting Time	Block	Period Meeting Time	Block
A	Block 1	E	Block 5
B	Block 2	F	Block 6
P	Study Hall/Activity	P	Study Hall/Activity
C	Block 3	G	Block 7
D	Block 4	H	Block 8

This is what it looks like when you've finished in settings.

The screenshot shows the PlusPortals dashboard for user Rebecca Weinfurter. The navigation menu includes Home, Gradebook, Calendar, School Announcements, E-Mail & Messages, E-Locker, Forms, and Directory. The main content area displays a grid of course cards with the following details:

Course Name	Meeting Time	No. of Students	Action
Chem Block 1	A	19	Gradebook
Chem Block 3, L...	CDE	21	Gradebook
Chem Block 4	G	19	Gradebook
Chem Block 6	I	17	Gradebook
Chem Comp BI 5	H	22	Gradebook
Chem Comp BI 8	N	19	Gradebook
Study Hall	P	21	Gradebook

On the right side, there is a user profile card for Rebecca Weinfurter with a white silhouette icon and a blue bar containing notification icons (warning, speech bubble, bell, calendar).

Here is the before, for comparison

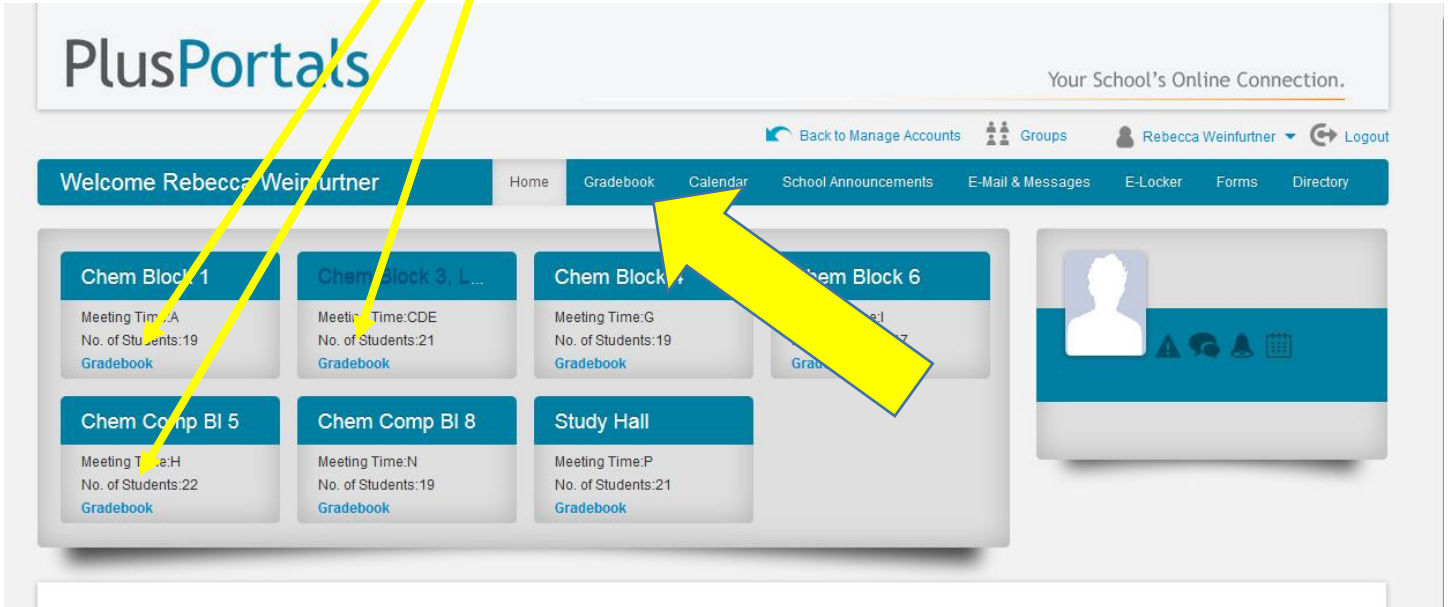
This screenshot shows the PlusPortals dashboard for the same user, Rebecca Weinfurter, but with outdated course information. The navigation menu is identical to the previous screenshot. The course cards are as follows:

Course Name	Meeting Time	No. of Students	Action
Chem 0330/01	A	19	Gradebook
Chem 0330/03	CDE	21	Gradebook
Chem 0330/04	G	19	Gradebook
Chem 0330/05	I	17	Gradebook
Chem 0330/21	A	19	Gradebook
Chem 0330/23	CDE	21	Gradebook
Chem 0330/24	G	19	Gradebook
Chem 0330/25	I	17	Gradebook
Chem Comp 036...	H	22	Gradebook
Chem Comp 036...	N	19	Gradebook
Chem Comp 036...	H	0	Gradebook
Chem Comp 036...	N	0	Gradebook
SH-10 0911/03	P	21	Gradebook
SH-10 0911/23	P	21	Gradebook

The user profile card on the right remains the same as in the previous screenshot.

Accessing and Setting up your Gradebook

There are two places to access your gradebooks. Either is fine. You'll discover that, in the Rediker applications, there are at least 2 ways to do any one thing.

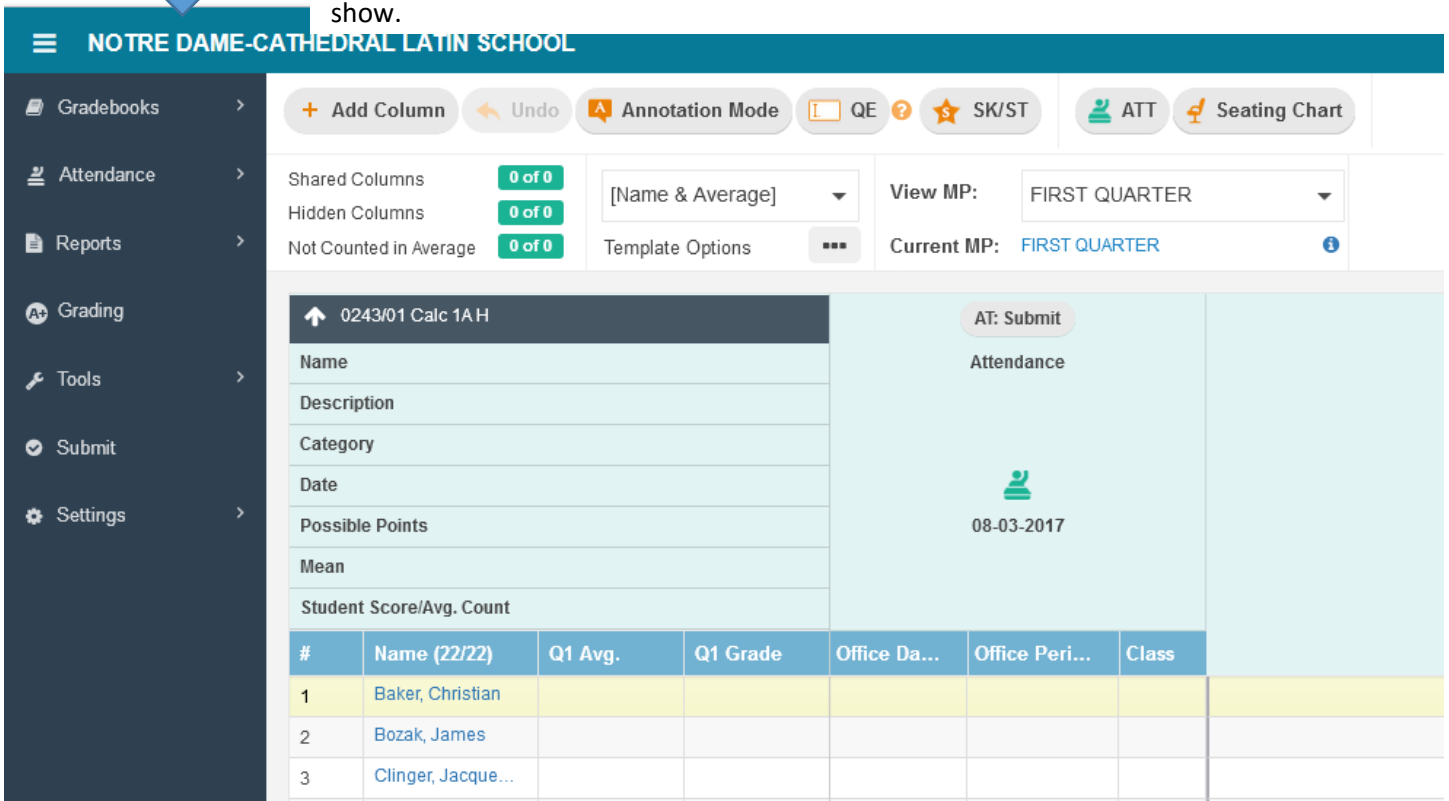


The screenshot shows the PlusPortals dashboard. At the top, it says "PlusPortals" and "Your School's Online Connection." Below that, there's a navigation bar with "Welcome Rebecca Weinfurter" and links for "Home", "Gradebook", "Calendar", "School Announcements", "E-Mail & Messages", "E-Locker", "Forms", and "Directory". A yellow arrow points to the "Gradebook" link. Below the navigation bar, there are several class cards for "Chem Block 1", "Chem Block 3", "Chem Block 4", "Chem Block 6", "Chem Comp BI 5", "Chem Comp BI 8", and "Study Hall". Each card shows meeting times and student counts, with a "Gradebook" link. A yellow arrow points to the "Gradebook" link on the "Chem Block 3" card. On the right, there's a user profile card for Rebecca Weinfurter with a "Logout" button and several notification icons.

This will be the view that you have when you click on either link. You can click from gradebook to gradebook very quickly at the top of the page.

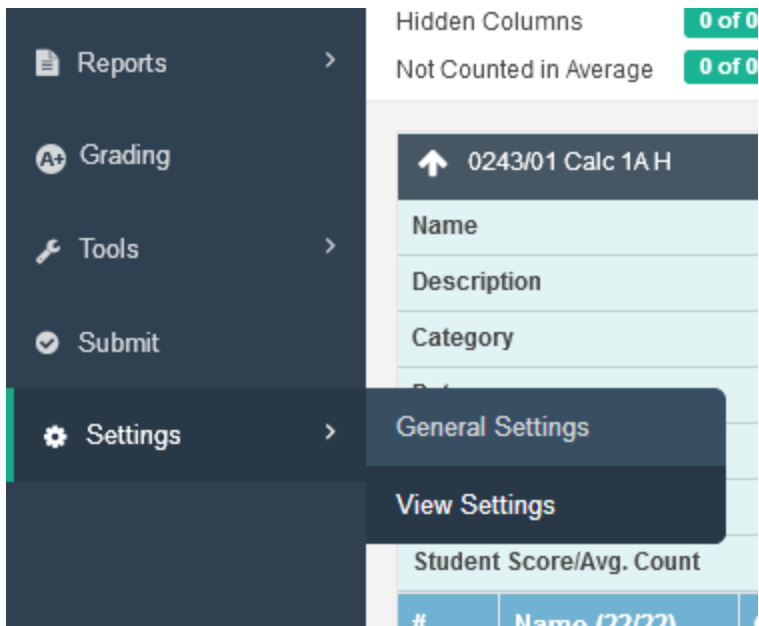
Notice that the semester classes are renamed with the Block # > your gradebook automatically syncs with some of the changes made in the Portal.

However, we still have to make some setting changes so that only Semester I sections show.



The screenshot shows the gradebook interface for Notre Dame-Cathedral Latin School. The top bar says "NOTRE DAME-CATHEDRAL LATIN SCHOOL". Below that, there's a navigation menu on the left with "Gradebooks", "Attendance", "Reports", "Grading", "Tools", "Submit", and "Settings". The main area has a toolbar with "Add Column", "Undo", "Annotation Mode", "QE", "SK/ST", "ATT", and "Seating Chart". Below the toolbar, there are settings for "Shared Columns" (0 of 0), "Hidden Columns" (0 of 0), "Not Counted in Average" (0 of 0), "Template Options", "View MP: FIRST QUARTER", and "Current MP: FIRST QUARTER". The main content area shows a class "0243/01 Calc 1A H" with a table of student scores and a "Submit" button.

#	Name (22/22)	Q1 Avg.	Q1 Grade	Office Da...	Office Peri...	Class
1	Baker, Christian					
2	Bozak, James					
3	Clinger, Jacque...					



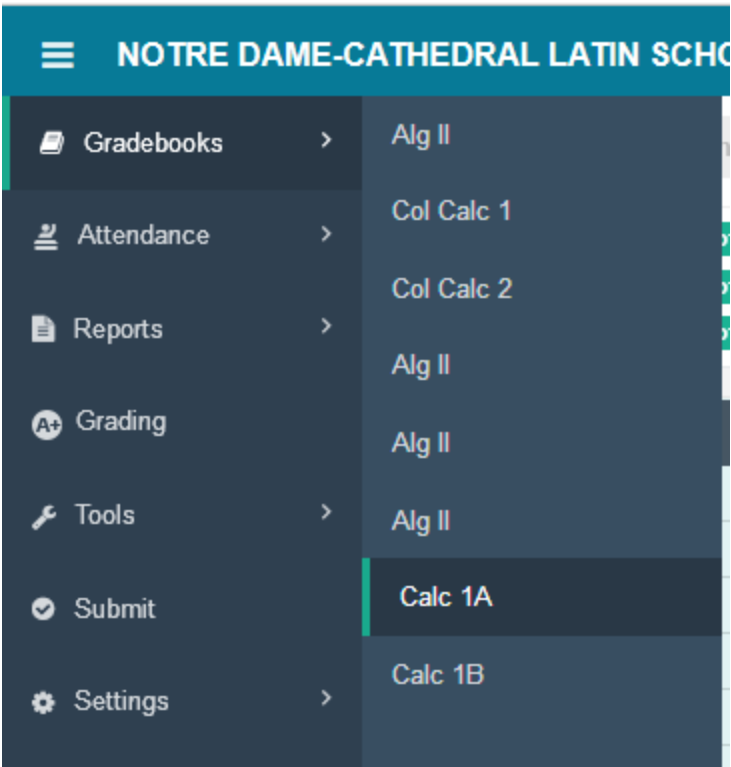
From the left hand menu, select Settings and then View Settings.

Toggle through the 3 menus:
 Sort Columns
 Header Rows
 Gradebooks

Go to the Gradebooks tab and check the gradebooks that should be active for semester 1 (and all year), uncheck semester 2 gradebooks.

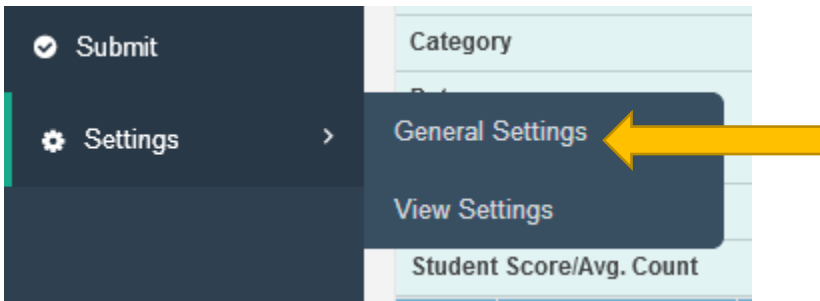
And then make sure to Save your changes

#	CRS/SC	Course Name	Display As	Meeting Time	Length	Submit Status	Active
1	0243/01	Calc 1A		H	SEM 1	Not Ready	<input checked="" type="checkbox"/>
2	0290/01	Col Calc 1		B	SEM 1	Not Ready	<input checked="" type="checkbox"/>
3	0291/01	Col Calc 2		B	SEM 2	Not Ready	<input checked="" type="checkbox"/>
4	2231/01	Alg II		A	ALL YEAR	Not Ready	<input checked="" type="checkbox"/>
5	5243/01	Calc 1B		H	SEM 2	Not Ready	<input checked="" type="checkbox"/>
6	2231/02	Alg II		D	ALL YEAR	Not Ready	<input checked="" type="checkbox"/>
7	2231/03	Alg II		E	ALL YEAR	Not Ready	<input checked="" type="checkbox"/>
8	2231/04	Alg II		G	ALL YEAR	Not Ready	<input checked="" type="checkbox"/>



From the left hand menu, click on Gradebooks to view your list of Active Gradebooks

Settings: Go to Settings, select General Settings:



Use the right hand scroll bar to go through the options one by one.

A screenshot of the 'General Settings' page. The page title is 'General Settings'. There are 'Cancel' and 'Save' buttons at the top right. The settings are organized into sections: 'Score Options', 'Entered score exceeds maximum possible points', 'Enter key moves focus', 'Number of decimal places to use', and 'Turbo Mode Settings'. A callout box on the right contains the following text:

RECOMMENDED:
Warn for exceeding maximum points possible
Enter key move **Down**
1 decimal place
Turbo Mode Settings: Standard or Turbo

- Turbo, you will have to remember to click Recalculate

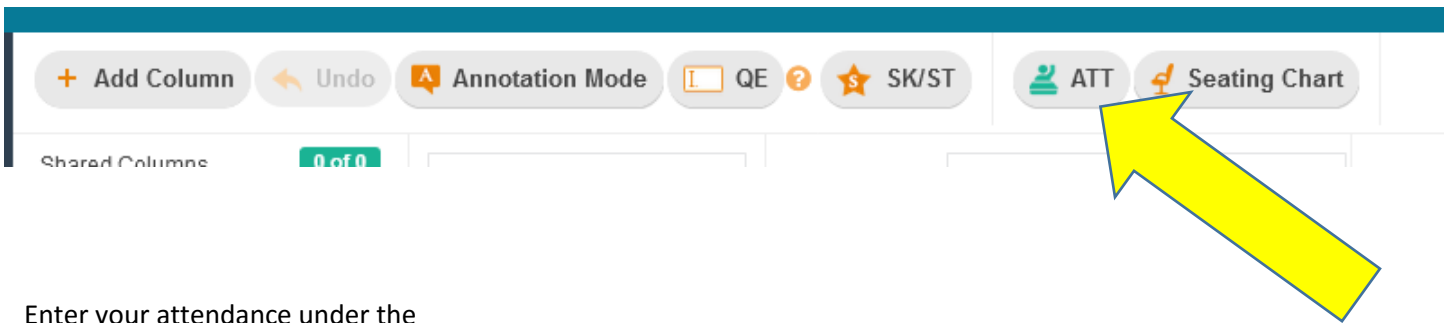
Keep Lunch Count turned off – that is a feature for the Elementary School.

Column Options: you can add columns to the left of your gradebook data, or to the right. But remember, there's an option to sort the columns or drag the columns to re-order.

Feel free to explore the other settings.

1. Taking and Submitting Attendance

Your attendance column will automatically show the current day/date. If you don't see the attendance column, click on the attendance button.



Enter your attendance under the "Class" Column. After Kathy pulls the attendance, the Office Daily column will populate with the attendance codes.

A blank cell means PRESENT.

Click once for Tardy and a T will show up.

Click again for Absence and A will fill the field.

Please have your attendance complete by 8:15 so that Kathy can process the daily attendance.

Study Hall and Activity teachers, please take attendance every day.

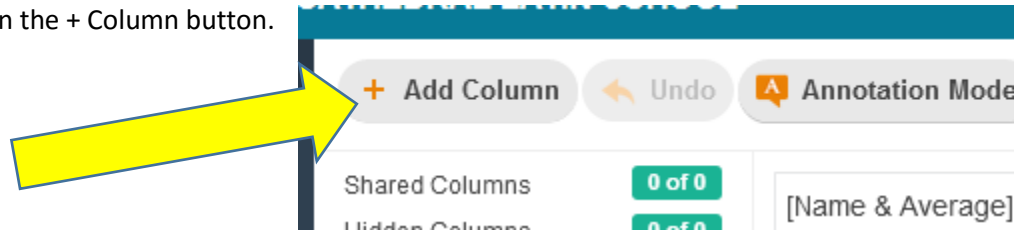
Optional Training Topic:

If you have time, look at the seating chart button.

Chem Block 1				AT: Submit Attendance	
#	Student Name	MQ1 Avg.	MQ1 Grade	Office Daily	Class
1	Baker, Emma				
2	Carlozzi, Isabella				
3	Carroscia, Alexai				
4	Clemente, Antho				
5	Delaney, Maura				
6	Eusanio, Lauren				
7	Friedl, John				
8	Gardner, Jacquel				
9	Hetki, Stephanie				
10	Jost, Dylan				

2. Adding Assignments

To add an assignment, click on the + Column button.

A screenshot of the 'Add Column' dialog box. The title is 'Add Column'. At the top left, there is a button '+ Add Columns From Previous Year'. Below this, there are several sections:

- Add To:** Radio buttons for 'Current Gradebook Only' (selected), 'All Gradebooks of the Current Course', 'All Gradebooks', and 'Selected Gradebooks'.
- Current Section:** Text field containing '0243/01 Calc 1A H'.
- Name:** Text input field.
- Description:** Text input field.
- Category:** Dropdown menu showing 'Achievement'.
- Maximum Possible Points:** Text input field.
- Date:** Text input field showing '08-03-2017' with a calendar icon and '+/-' buttons.
- Marking Period:** Dropdown menu showing 'FIRST QUARTER'.
- Checkboxes:** 'Lock Column' (unchecked), 'Count in Averages' (checked, highlighted with a red box), 'Add to PlusPortals as Homework' (unchecked), and 'Shared (Public) Column' (checked, highlighted with a red box).

At the bottom, there are buttons for 'Link Skills/Standards', 'Cancel', and 'Create Column'.

This window gives you the options to enter grades for one gradebook, to all sections, to all gradebooks or to selected gradebooks.

There are 20 characters to name your assignment.

There are at least 30 characters to include a description.

The categories are already provided for you.

Enter the DATE DUE for date.

Lock column – optional, does not allow you to make any changes to a column (you can unlock it very easily.)

Count in averages – I'm not sure why you wouldn't.

Shared means grade on assignment shared with students and parents.

Add as Homework – kind of a misnomer. It really means add this assignment to the PlusPortals **so that students and parents can see this upcoming assignment.**

Skip Link Skills/Standards.

Click create columns when ready

You MUST check all 3 boxes when entering a new assignment. If you do not, grades will not count in averages, students and parents will not be able to see the assignment when checking grades, and the assignment will not be posted in PlusPortals for students and parents to see.

Chem Block 1				
Name		20 character		
Description		At least 30 c		
Marking Period		QTR 1		
Category		Academic Ac		
Date		8/10/2015		
Possible Points		25.00		
#	Student Name	MQ1 Avg.	MQ1 Grade	20 character:
1	Baker, Emma			
2	Carlozzi, Isabella			
3	Carroscia, Alexa			
4	Clemente, Antho			
5	Delaney, Maura			
6	Eusanio, Lauren			
7	Friedl, John			

Note that the Padlock symbol shows that the column is locked.

If you try to add scores, nothing will happen.

Click on the padlock to unlock the column.

Note that the green circle shows that the assignment is viewable to parents and students.

What happens if you click on that symbol?

Chem Block 1		20 character		
Description		At least 30 c		
Marking Period		QTR 1		
Category		Academic Ac		
Date		8/10/2015		
Possible Points		25.00		
Grade	20 character:			

To easily edit the assignment, hover over the assignment (place your cursor over "QTR 1"), and double click.

The edit window will pop up for you.

To delete one column at a time, hover over the assignment (over "QTR 1") right click, select Current Column > Delete.

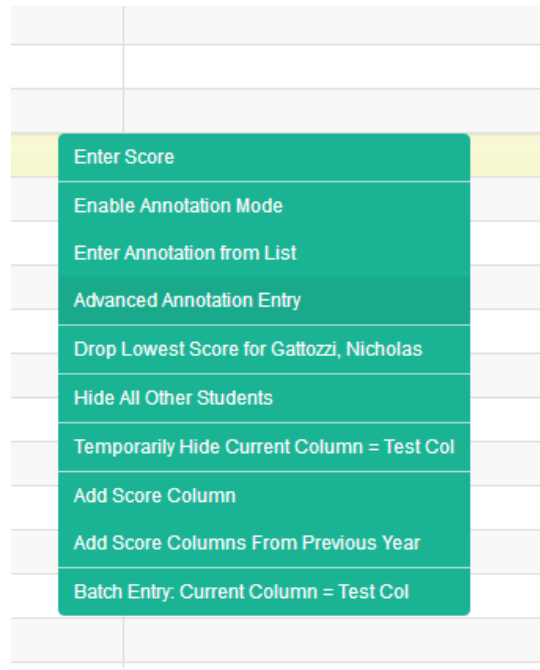
3. Enter Grades and Annotations

When entering grades, you have 3 options:

1. Enter a number score
2. Enter X for exempt
3. Enter NS for Not Submitted

By right clicking on the cell, a menu will open up. Today, we will cover annotations.

Optional Topic:
Batch entering grades (Column fill)



Select Advanced Annotations Entry

This window will pop up to make comments easily from one student to the next.

If you click on the annotation field, you can create a list of short cut annotations for yourself.

If you right click on the field, you can enter a free form comment.

However, you **cannot** use both a short entry and a free form entry in the same field.

Test each out to see what happens.

Advanced Annotation Entry

Done

0243/01 Calc 1A H

Name: Test Col
Description: Achieve...
Category: Achieve...
Date: 08-03-2017
Possible Points: 10.00

To enter an annotation, highlight the cell next to a student's score and use any of the following methods:

- Begin typing the first letter(s) of the intended annotation and choose from the drop-down list that appears.
- Double-click on the intended annotation from the list on the right.
- Right-click and select Enter Free-Form Annotation to enter a Free-Form annotation.

#	Student Name	Test Col	Annotations	Delete
1	Baker, Christian			⊙
2	Bozak, James			⊙
3	Clinger, Jacqueline			⊙
4	Ferrell, William			⊙
5	Gattozzi, Nicholas			⊙
6	King, Kameron			⊙
7	Kline, Natalie			⊙
8	Kristoff, Maxwell			⊙
9	Lesko, Madelyn			⊙
10	Mann, Dominic			⊙
11	Markiewicz, Stefani			⊙
12	Otto, Haley			⊙
13	Queen, Kevin			⊙
14	Robert, Graciela			⊙

Note: Most used annotations at top

Annotation	Code
Did not watch the Powtoon video and compl...	Pow

Add Annotation to List

Viewing Student Information

Category			8/10/2015		
Date					
Possible Points					
#	Student Name	MQ1 Avg.	MQ1 Grade	Office Daily	Class
1	Baker, Emma				
2	Carlozzi, Isabella				
3	Carroscia, Alexai				
4	Clemente, Antho				
5	Delaney, Maura				
6	Eusanio, Lauren				
7	Friedl, John				
8	Gardner, Jacquell				
9	Hetki, Stephanie				
10	Jost, Dylan				

To view Student information, click on a student's name.

A window will pop up showing student information.

0330/01 A 0330/03 C... 0330/04 G 0360/01 H 0330/05 1 0360/02 N

0 of 1 Undo Annotation Mode Template Options Curr MP: FIRST QUARTER

Chem Block 1

Isabella Carlozzi Student Name

Demographics

STUDENT ADDRESS 11900 Raintree Drive Chardon, OH 44024	Parent/Guardian Dr. and Mrs. John Carlozzi	Phone (440) 285-7721
Gender F	Birth Date 04-23-1999	ADVISOR Mrs. Alisa Testa-Finelli
STUDENT CELL (440) 226-9338	EMERGENCY PHONE	GRADE 11

Contact Details

Father: John Carlozzi
 ✉ carlzi@windstream.ne...
 ☎ (440) 285-7721
 📱 (440) 488-8642

Mother: Christine Carlozzi
 ☎ (440) 285-7721
 📱 (440) 487-7186

Column Scores

Name	Score
20 characters	

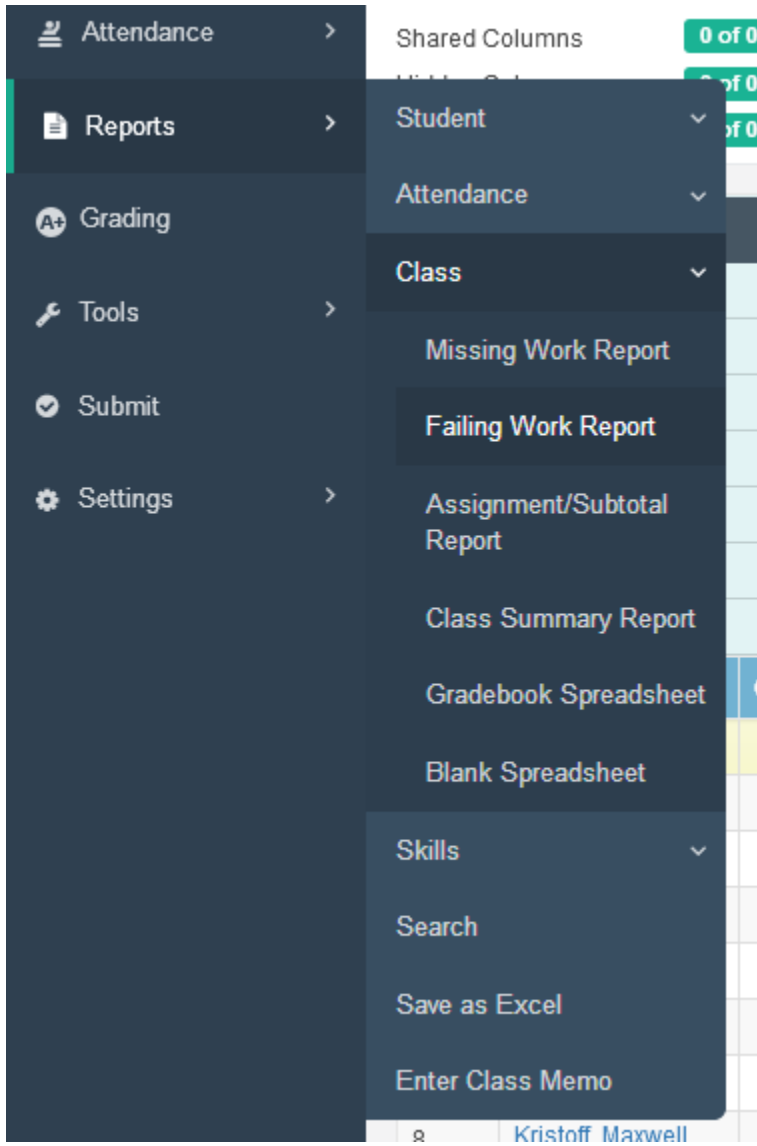
Class Attendance

Total Tardies : 0
Total Absences : 0

Score Analysis

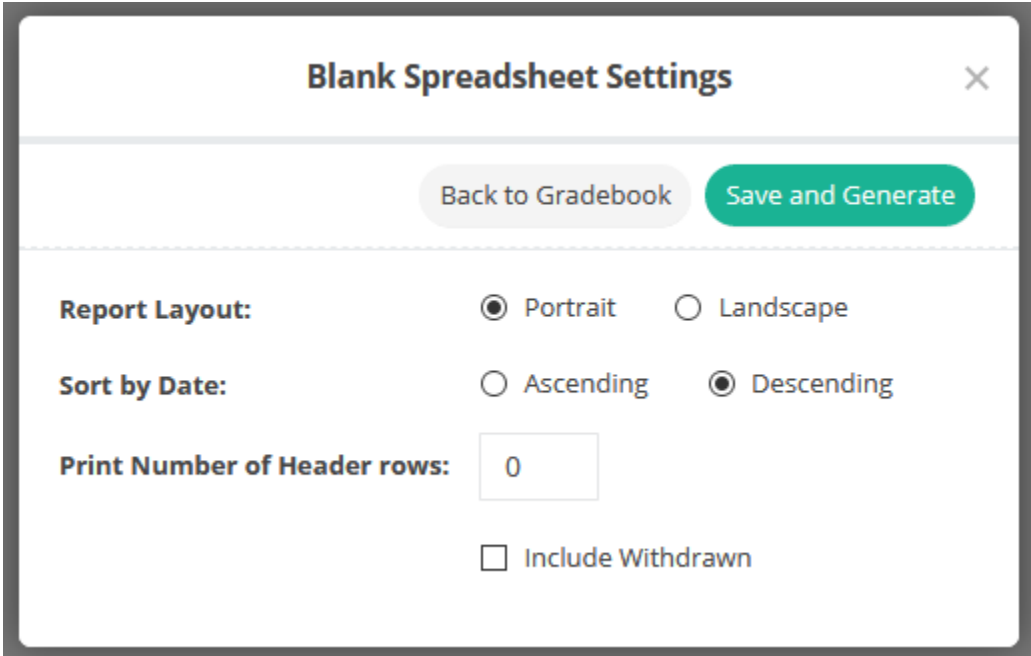
Legend: Student (Blue), Class (Orange)

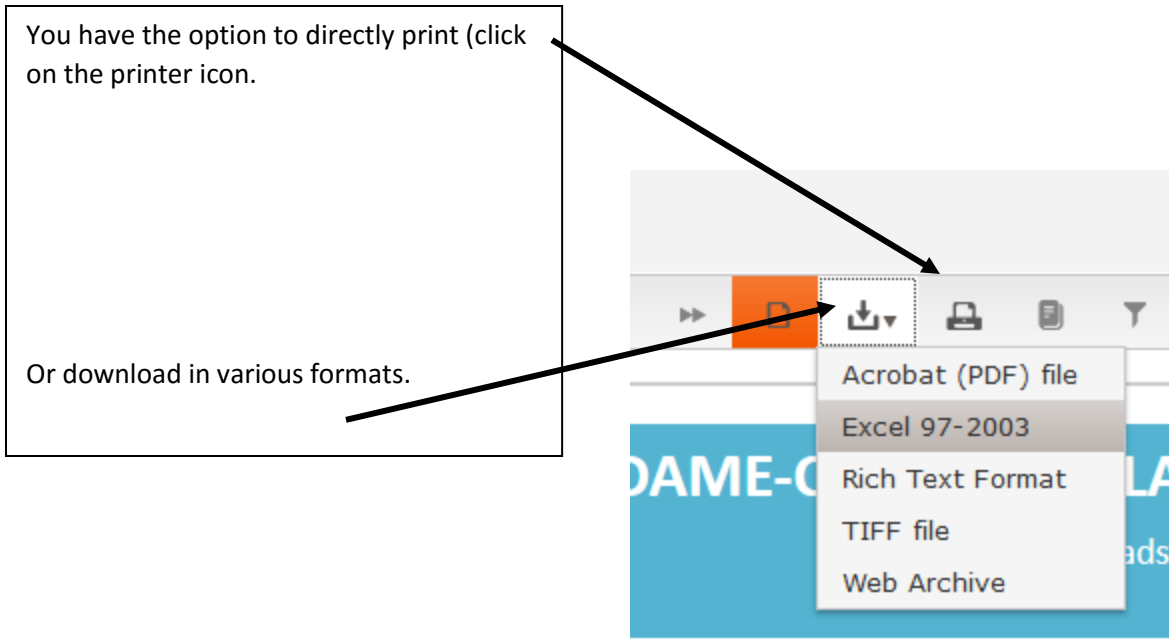
4. Exporting a blank version of your gradebook to excel



Go to Reports, Class and Blank Spreadsheet.

A new window will open asking for set up. Click save and generate.





And that brings us to the end of the 5 tasks you need to know to get you through the first 2 weeks of school.

If you like to poke around and figure things out, please do! You'll find that there are many right click options and tools at your disposal. On your PlusPortals home page, I've provided you with resources that you may find helpful (lower right hand corner).

If you have some time, you can customize views of your gradebook to show Grade, Birth Date, etc.

Go to Template Options to select the demographic information that you'd like to see, such as Grade, Birth Date, ADVISOR, as my example above shows.

