Preparing your gradebook for the start of Second Semester

For Theology and Semester Courses

At the beginning of the school year, you took steps to hide 2nd semester classes from your PlusPortals page and your gradebook view.

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

1. Showing your second semester courses in PlusPortals

Log into PlusPortals and click on your name to open a drop down menu; select Settings.
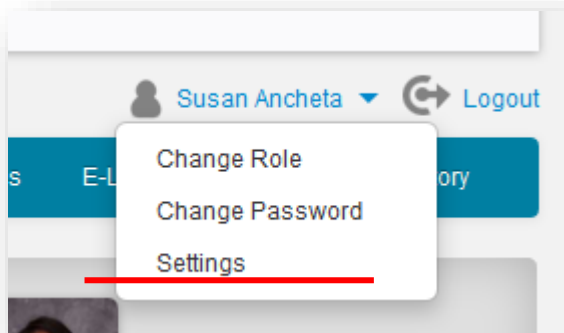
The Settings Page will open up for you. On this page, you will see:

1. All of your first and second semester courses

2. Meeting time (Period/Block)

3. The semester

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 – only your Semester 1 classes are visible. To show Semester 2 classes, check the boxes under Staff Visibility **and** Parent/Student Visibility.

> To hide Semester 1 courses from yourself, uncheck the Semester 1 courses.

> Continue to keep Semester 1 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

STAFF VISIBILITY

PARENT/STUDENT VISIBILITY

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	☑		☑	
0243/01	Calc 1A	H	SEM 1	☑		☑	
5243/01	Calc 1B	H	SEM 2	☐		☐	

Be sure to keep **both semesters visible to parents and students**, so that they have access to first semester 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:

Meeting Time	Block		Meeting Time	Block
A	1		E	5
B	2		F	6
C	3		G	7
D	4		H	8

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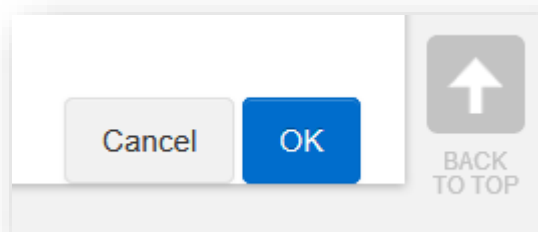
When you go back to your PlusPortals Home Page, you will see that your first semester sections are no longer visible and the second semester sections are now visible, in the order you have specified.

Now go to your Gradebook:

4. Hiding first semester grade books and making second semester gradebooks visible to you.

Hide first semester courses and show second semester 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.

		Cancel	Save	

appear in the [Gradebooks] tab.

se Number and Meeting Time)

gth (Quarter)

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

Meeting Time	Length	Submit Status	Active
A	SEM 1	Not Ready	☐
A	SEM 1	Not Ready	☑
A	SEM 1	Not Ready	☐
A	SEM 1	Not Ready	☐
A	SEM 2	Not Ready	☑
A	SEM 2	Not Ready	☑
A	SEM 2	Not Ready	☑

To hide first semester gradebooks, uncheck the box in the Active column.

To make second semester 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 semester sections appear in your Gradebooks list

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

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

END OF INSTRUCTIONS