

Preparing your gradebook for the start of Second Semester

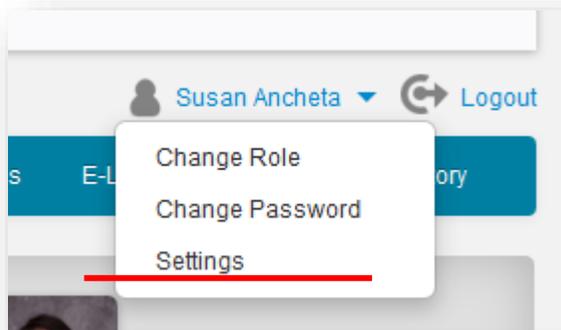
For those who teach semester long courses and for Theology 11, Theology 12, Government and AP Government

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.

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 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	B	ALL YEAR	<input type="checkbox"/>		<input type="checkbox"/>	

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.

0243/01	Calc 1A	H	SEM 1	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
0243/01	Calc 1B	H	SEM 2	<input type="checkbox"/>		<input type="checkbox"/>	

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

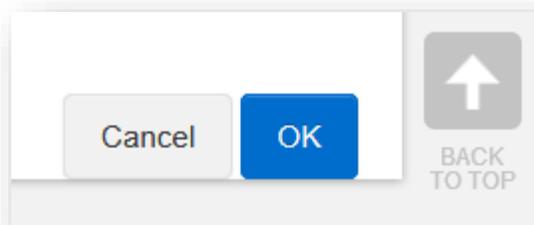
View which Course?
Only the selected courses will be shown in the TeacherPlus Portal

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

Be sure to click OK at the very bottom of the page to save your changes; your browser will automatically re-directed you to your PlusPortals Home Page.

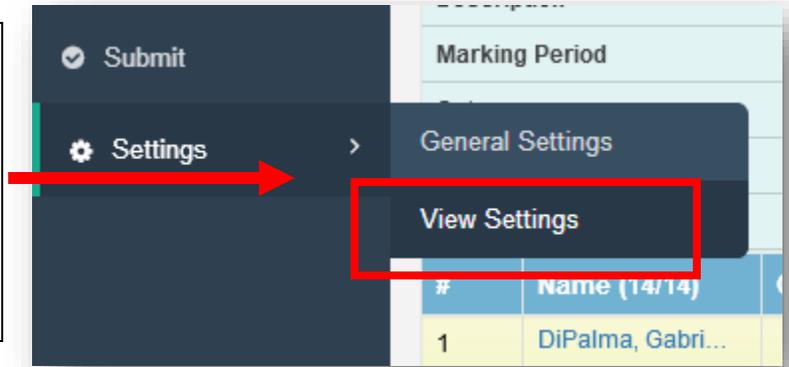


When you go back to your PlusPortals Home Page, you will see that your first semester sections no longer visible and the second semester sections are now visible, in the order you have specified.

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

Now check your gradebook, where you will need to hide first semester courses and show second semester.

From the left hand menu, click Settings and the Click "View Settings"



A window will open to select which gradebooks to view.

Select "Gradebooks" to open the list of all of your gradebooks.

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

The screenshot shows the 'View Settings' window for gradebooks. The 'Gradebooks' tab is selected and highlighted with a red box. The window displays the following information:

- Marking Period: SECOND QUARTER
- Also Show in the Gradebook Menu: Line 2 (Course Number and Meeting Time)
- Also Show in the Title Bar: Section Length (Quarter)

#	CRS/SC	Course Name	Display As	Meeting Time	Length	Submit Status	Active
1	0711/01	Intro Des	Intro Design...	F	SEM 1	Not Ready	<input checked="" type="checkbox"/>
2	0713/01	Intro Cer		D	SEM 2	Not Ready	<input type="checkbox"/>
3	0721/01	Design 1		G	SEM 2	Not Ready	<input type="checkbox"/>

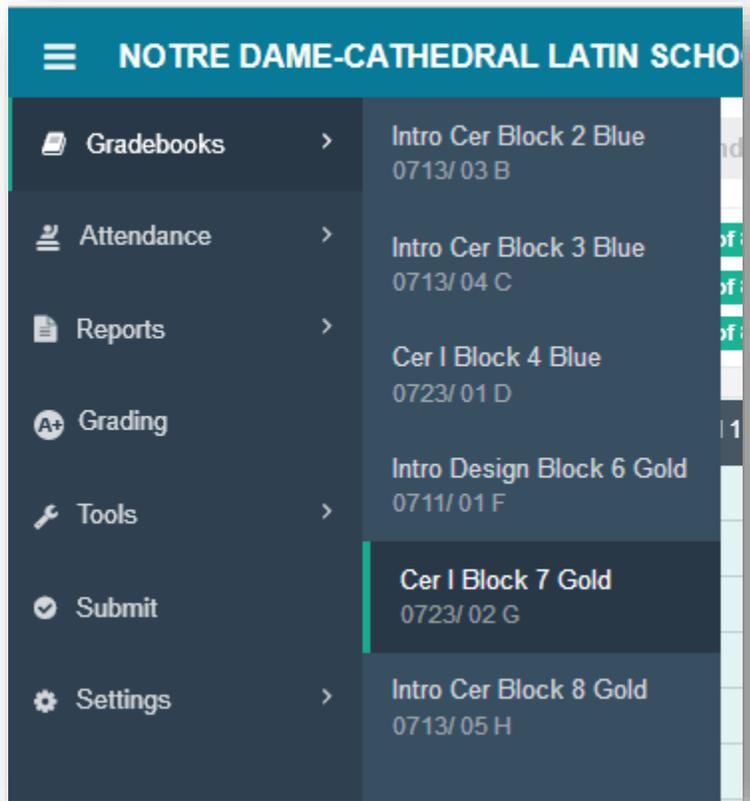
Meeting Time	Length	Submit Status	Active
F	SEM 1	Not Ready	<input checked="" type="checkbox"/>
D	SEM 2	Not Ready	<input type="checkbox"/>
G	SEM 2	Not Ready	<input type="checkbox"/>
D	SEM 1	Not Ready	<input checked="" type="checkbox"/>
A	SEM 2	Not Ready	<input type="checkbox"/>
C	SEM 2	Not Ready	<input type="checkbox"/>
F	SEM 2	Not Ready	<input type="checkbox"/>
G	SEM 1	Not Ready	<input checked="" type="checkbox"/>
B	SEM 1	Not Ready	<input checked="" type="checkbox"/>
C	SEM 1	Not Ready	<input checked="" type="checkbox"/>
H	SEM 1	Not Ready	<input checked="" type="checkbox"/>
E	SEM 2	Not Ready	<input type="checkbox"/>

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.

Then click **Save** at the top right hand corner of window to save your updates.

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



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

END OF INSTRUCTIONS