

## Preparing your gradebook for the start of Second Semester

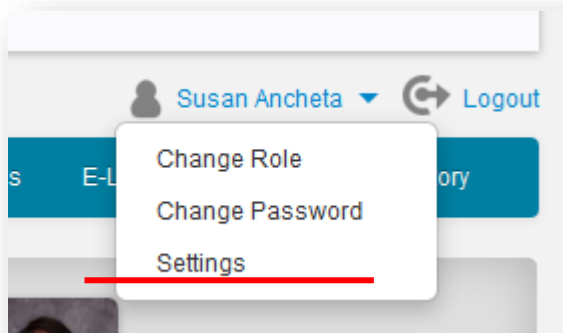
### For Theology, Visual Art, PE and other Semester 2 Courses

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

This guide has step by step instructions for hiding 1<sup>st</sup> semester classes, showing 2<sup>nd</sup> 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

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 header)

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

**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:

**Settings**

**Course Sorting**

Sort Courses:  Alphabetically  By Course Number  Custom Sort

**View which Course?**

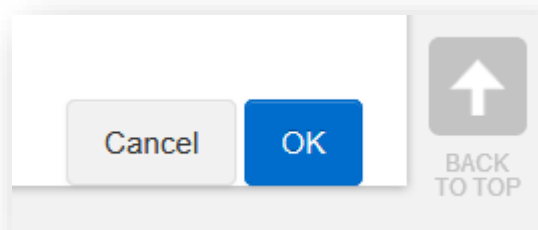
Only the selected courses will be shown in the TeacherPlus Portal

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	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.

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 main content area contains the following text and options:

\*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 Name	Display As	Meeting Time	Length	Submit Status	Active
1	0960/01	ELB 9		A	SEM 1	Not Ready	<input checked="" type="checkbox"/>
2	0961/01	ELB 10		A	SEM 1	Not Ready	<input checked="" type="checkbox"/>
3	0962/01	ELB 11		A	SEM 1	Not Ready	<input checked="" type="checkbox"/>
4	0963/01	ELB 12		A	SEM 1	Not Ready	<input checked="" type="checkbox"/>
5	5960/01	ELB 9		A	SEM 2	Not Ready	<input checked="" type="checkbox"/>

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	<input type="checkbox"/>
A	SEM 1	Not Ready	<input checked="" type="checkbox"/>
A	SEM 1	Not Ready	<input type="checkbox"/>
A	SEM 1	Not Ready	<input type="checkbox"/>
A	SEM 2	Not Ready	<input checked="" type="checkbox"/>
A	SEM 2	Not Ready	<input checked="" type="checkbox"/>
A	SEM 2	Not Ready	<input checked="" 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.

**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

☰ 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 A+ 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 3<sup>rd</sup> quarter gradebook.

**END OF INSTRUCTIONS**