



Teacher Navigation

Main Navigation Features for Teachers

1. Portal Page
2. Search for Students
3. Student Sub-Menus



Portal Page

Portal Screen

- **Course** drop-down menu: in the upper right-hand corner
- **Search** for students assigned to the teacher: in the Find a Student box
- **Alerts** for attendance, grade posting, new students, withdrawn students, processed referrals (if using the Focus electronic referral process)
- **Featured Program** links to Attendance and Gradebook

Main Menu

- **Students:** Search for students, view demographic information, and build Advanced Reports.
- **Grades:** View, edit, and configure the gradebook. Post final grades and view report cards.
- **Attendance:** Take attendance and view attendance reports.
- **Discipline:** Add a referral and view previous referrals.
- **School Information:** Basic information for the school (e.g. address, phone number, etc.)
- **My Information:** View the profile and edit preferences.
- **Reports:** View District Reports and view/edit Saved Advanced Reports.



My Preferences

My Preferences allows teachers to customize certain settings. Navigate to the **My Information** menu, select **Preferences**.

- **Display Options:** Allows the teacher to modify the portal display settings.
- **Student Listing:** Allows formatting for student lists throughout the site.
- **Columns in Students Lists:** Allows selection of additional information to display in the **Customized Student List**. Check the corresponding boxes in the column on the right.
- **Class Section Names:** All classes taught will be listed in this section. Teachers can customize how the section names display in their section dropdown.



Search For Students

STEP 1: Navigate to the **Find a Student** box on the main **Portal Page**.

STEP 2: Search for a student.

- A)** In the blank search bar, enter a full name, partial name (using either first or last names, or initials, or a student ID. Searches are not case sensitive.
- B)** Student names and student ID numbers can be space separated, comma separated, or copied from a list.
- C)** Select the necessary options: **Search All Sections, Include Inactive Students**.
- D)** Search based on **More Search Options**, which lists every student data field with teacher view or edit permissions.

STEP 3: Click **Search** to find the student(s) that match the specified criteria.

STEP 4: Options for **Students Lists** if more than one student was in search results:

- The list of students can be sorted by clicking on the headers.
- The list can be downloaded as an **Excel** spreadsheet and/or printed as a **PDF**.



Student Sub-Menus

STEP 1: Search for a student.

STEP 2: Click on a student's name in the search results to display the **Student Information** page.

STEP 3: **Student** tabs across the top and left can be accessed by the teacher.

- **Demographics:** Displays student demographic information such as address, birthdate, and program eligibilities.
- **Enrollment:** Displays the student's enrollment records, previous school information, and grade promotion status if the district has enabled view options for teachers.
- **Schedule:** Displays the student's current schedule.
- **Absences:** Displays an **Absence Summary** of the student's attendance.
- **Referrals:** A list of referrals the student has received.
- **Test History:** Displays a list of all imported and manually entered tests scores for tests the student has taken.