

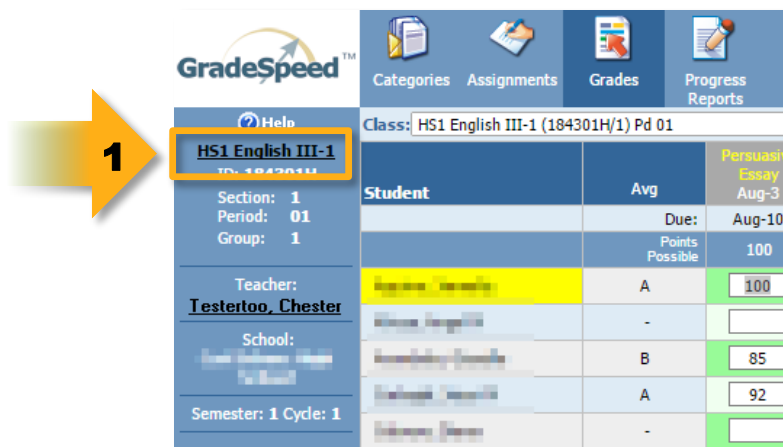
# GRADEBOOK: PUBLISHING A DOCUMENT TO PARENT PORTAL

## Quick Start Guide

This Quick Start Guide will take you through the process of uploading a document to Gradebook and making it visible to portal users.

### Open Section Preferences

1. In the left-hand panel, click on the section name.

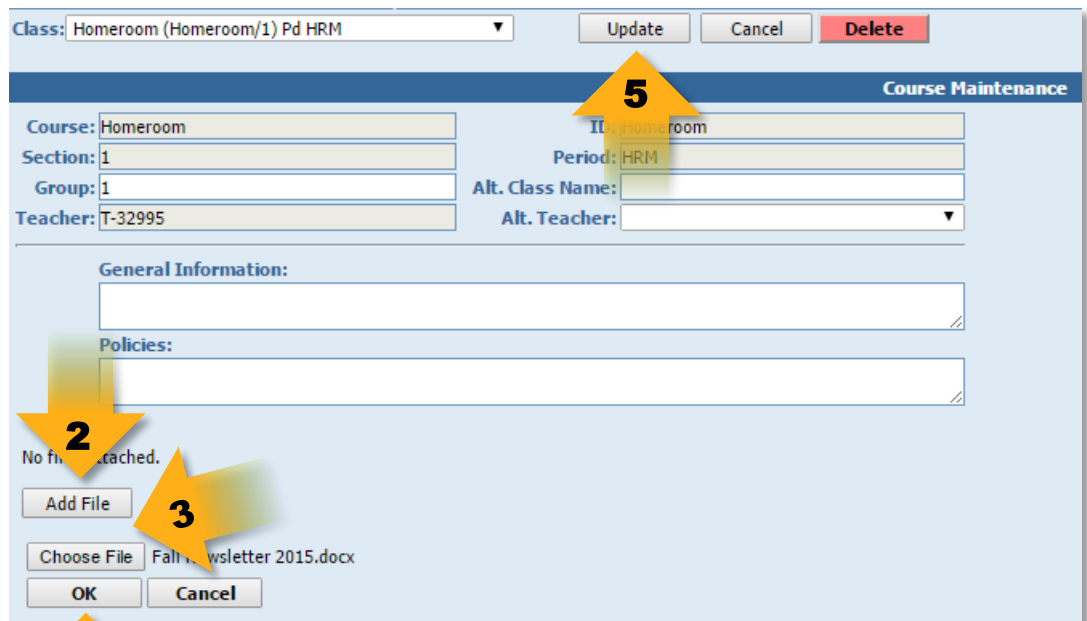


The screenshot shows the GradeSpeed interface. On the left, a sidebar contains a list of sections. The section 'HS1 English III-1' is highlighted with a yellow box, and a yellow arrow labeled '1' points to it. The main area displays details for this section, including the teacher's name 'Testertoo, Chester' and a table of student grades.

Student	Avg	Due:	Persuasive Essay Aug-3
		Aug-10	100
...	A		100
...	-		
...	B		85
...	A		92
...	-		

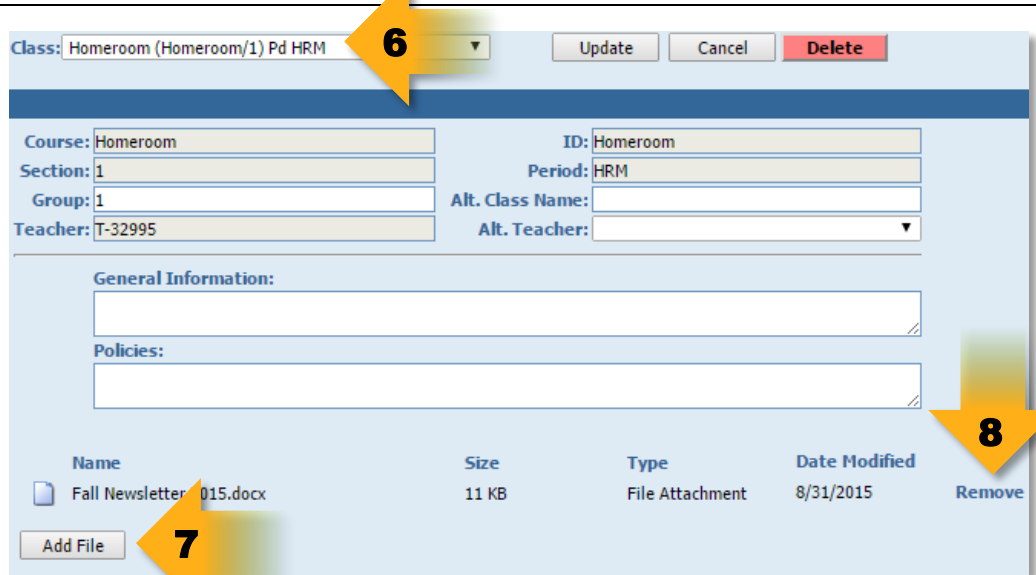
### Attach a File

2. Click
3. Select  to find the desired file to attach.
4. After selecting the file, click .
5. Click .



The screenshot shows the 'Course Maintenance' form. At the top, there are buttons for 'Update', 'Cancel', and 'Delete'. Below, there are input fields for 'Course', 'Section', 'Group', and 'Teacher'. A yellow arrow labeled '2' points to the 'Add File' button. Below that, a yellow arrow labeled '3' points to the 'Choose File' button, which has selected the file 'Fall Newsletter 2015.docx'. A yellow arrow labeled '4' points to the 'OK' button. At the top right of the form, a yellow arrow labeled '5' points to the 'Update' button.

- Additional Steps**
- Change the section in the **Class:** dropdown and repeat steps 2-5 for any additional sections.
  - Add additional files here.
  - Click **Remove** to delete files.



Class: Homeroom (Homeroom/1) Pd HRM [Update] [Cancel] [Delete]

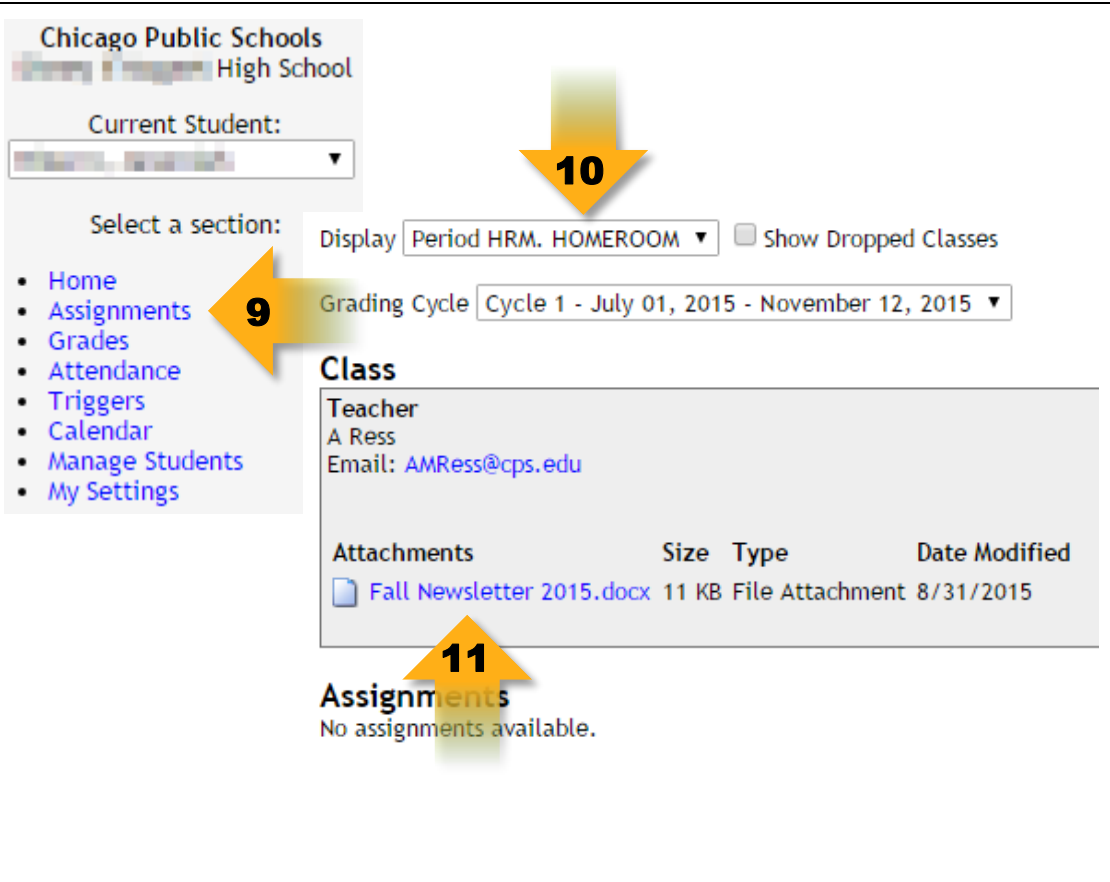
Course: Homeroom ID: Homeroom  
 Section: 1 Period: HRM  
 Group: 1 Alt. Class Name:  
 Teacher: T-32995 Alt. Teacher:

General Information:  
 Policies:

Name	Size	Type	Date Modified	
Fall Newsletter 2015.docx	11 KB	File Attachment	8/31/2015	Remove

[Add File]

- View Attachment in Parent Portal**
- After a parent logs in, have them click on the assignments link.



Chicago Public Schools  
 High School

Current Student:

Select a section: Display Period HRM. HOMEROOM [Show Dropped Classes]

- Home
- Assignments**
- Grades
- Attendance
- Triggers
- Calendar
- Manage Students
- My Settings

Grading Cycle Cycle 1 - July 01, 2015 - November 12, 2015

**Class**

Teacher  
 A Ress  
 Email: AMRess@cps.edu

Attachments	Size	Type	Date Modified
Fall Newsletter 2015.docx	11 KB	File Attachment	8/31/2015

**Assignments**  
 No assignments available.

- Select the appropriate class in the "Display" dropdown.
- The uploaded attachment will be viewable directly under the teacher's email address.