

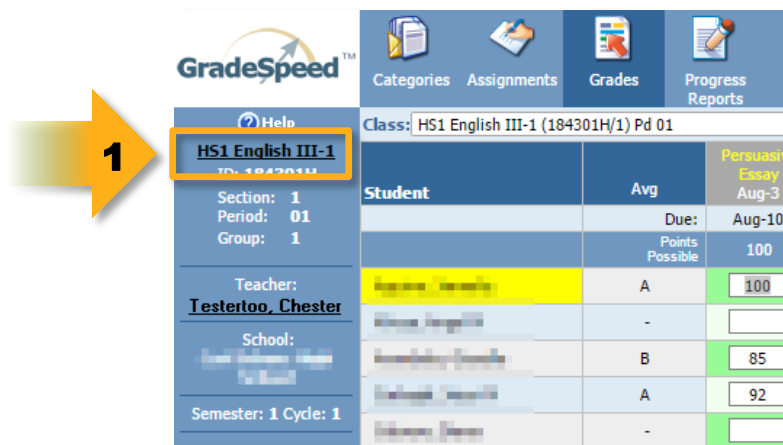
GRADEBOOK: PUBLISHING A DOCUMENT TO PARENT PORTAL

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.

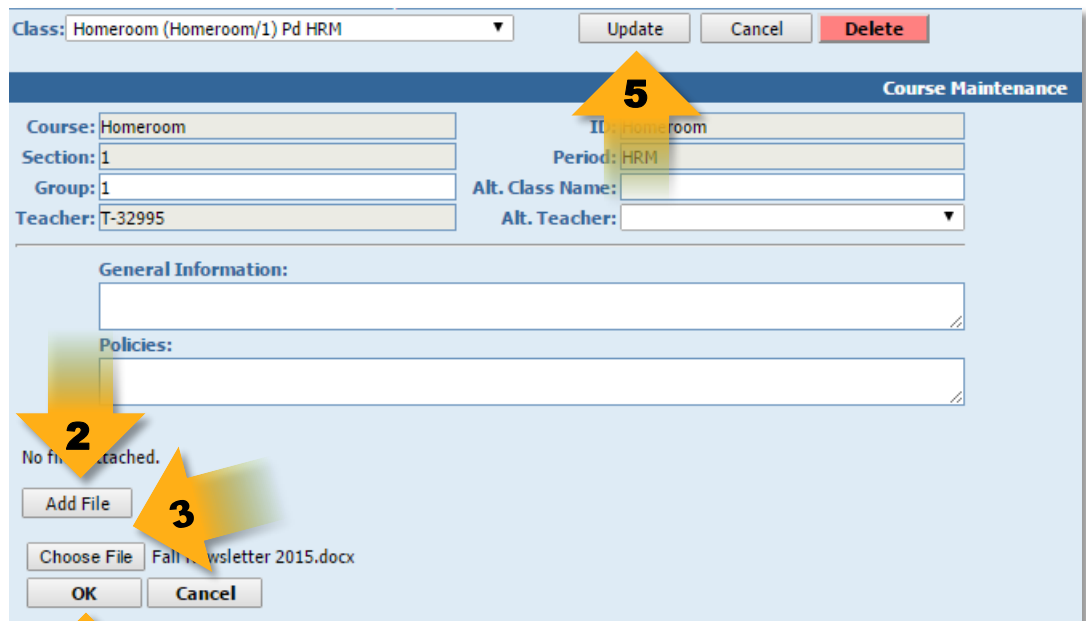


The screenshot shows the GradeSpeed interface. In the left-hand panel, the section 'HS1 English III-1' is highlighted with a yellow box and a yellow arrow labeled '1'. The main area displays a table of student grades for this section.

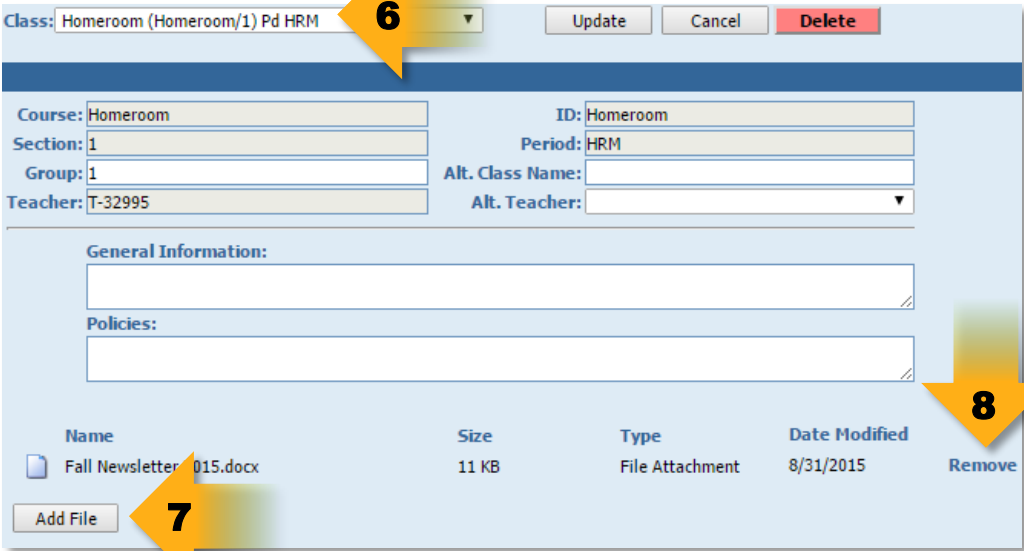
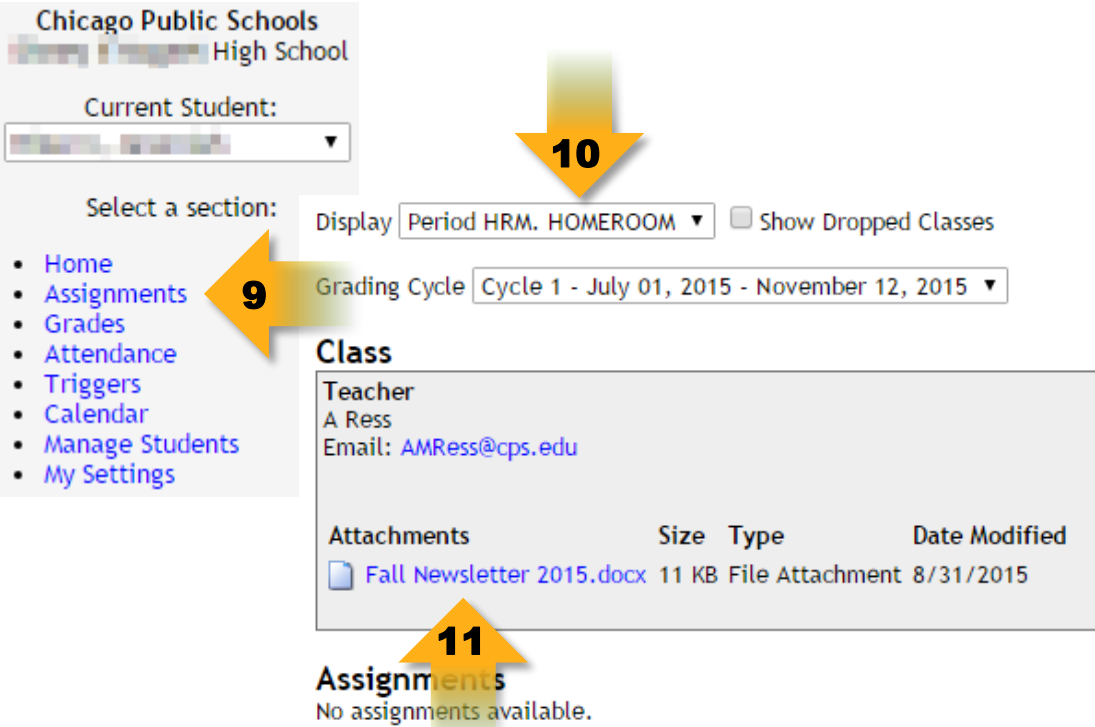
Student	Avg	Due:	Persuasive Essay Aug-3
		Aug-10	Points Possible: 100
Angela, Angela	A		100
Angela, Angela	-		
Angela, Angela	B		85
Angela, Angela	A		92
Angela, Angela	-		

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. The 'Class' dropdown is set to 'Homeroom (Homeroom/1) Pd HRM'. The 'Update' button is highlighted with a yellow arrow labeled '5'. Below the form, a file selection dialog is open, showing 'Fall Newsletter 2015.docx' selected. The 'Add File' button is labeled '2', the 'Choose File' button is labeled '3', and the 'OK' button in the dialog is labeled '4'.

<p>Additional Steps</p> <p>6. Change the section in the Class: dropdown and repeat steps 2-5 for any additional sections.</p>	
<p>7. Add additional files here.</p>	
<p>8. Click Remove to delete files.</p>	
<p>View Attachment in Parent Portal</p> <p>9. After a parent logs in, have them click on the assignments link.</p>	
<p>10. Select the appropriate class in the "Display" dropdown.</p>	
<p>11. The uploaded attachment will be viewable directly under the teacher's email address.</p>	