

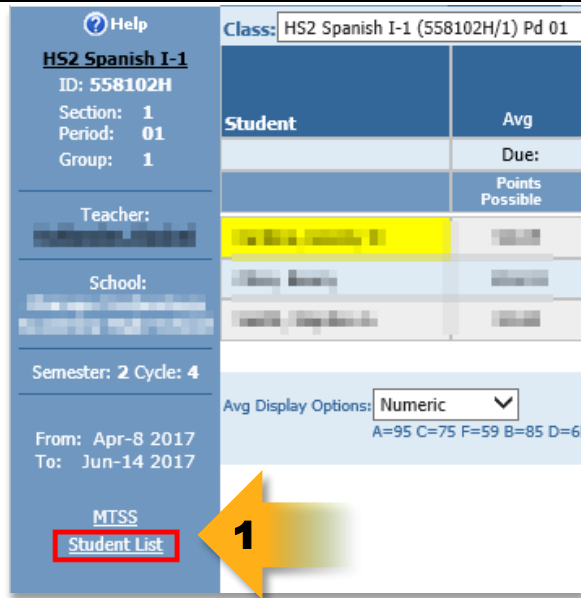
SENDING NOTES ON PARENT PORTAL

Step-by-Step Guide

This guide will cover posting a new note to parents and students, viewing posted notes from parents and students, and replying to posted notes.

Navigate to Student List

1. While on the main grades page, click 'Student List' on the left-hand panel.



Class: HS2 Spanish I-1 (558102H/1) Pd 01

Help

HS2 Spanish I-1

ID: 558102H

Section: 1

Period: 01

Group: 1

Teacher: [Name]

School: [Name]

Semester: 2 Cycle: 4

From: Apr-8 2017

To: Jun-14 2017

MTSS

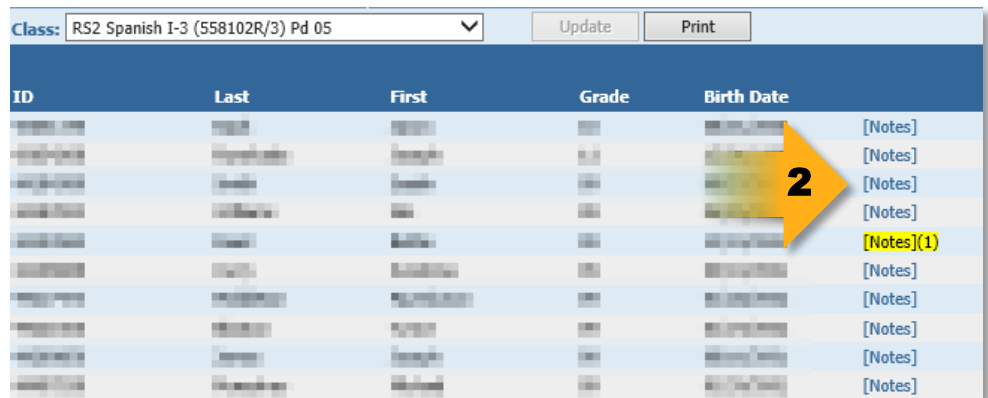
Student List

Avg Display Options: Numeric

A=95 C=75 F=59 B=85 D=60

Post a New Note

2. Click 'Notes' next to the desired student.

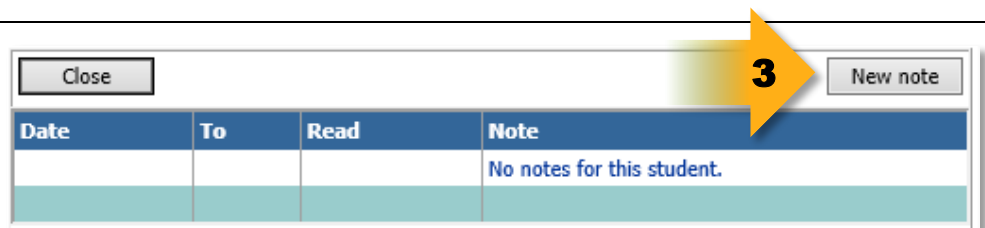


Class: RS2 Spanish I-3 (558102R/3) Pd 05

Update Print

ID	Last	First	Grade	Birth Date	
[ID]	[Last]	[First]	[Grade]	[Birth Date]	[Notes]
[ID]	[Last]	[First]	[Grade]	[Birth Date]	[Notes]
[ID]	[Last]	[First]	[Grade]	[Birth Date]	[Notes]
[ID]	[Last]	[First]	[Grade]	[Birth Date]	[Notes]
[ID]	[Last]	[First]	[Grade]	[Birth Date]	[Notes](1)
[ID]	[Last]	[First]	[Grade]	[Birth Date]	[Notes]
[ID]	[Last]	[First]	[Grade]	[Birth Date]	[Notes]
[ID]	[Last]	[First]	[Grade]	[Birth Date]	[Notes]
[ID]	[Last]	[First]	[Grade]	[Birth Date]	[Notes]
[ID]	[Last]	[First]	[Grade]	[Birth Date]	[Notes]

3. Click 'New Note.'



Close

New note

Date	To	Read	Note
			No notes for this student.

<p>4. Enter Date, Type, and Audience of Note.</p>	
<p>5. Type desired note.</p>	
<p>6. Click 'OK.'</p>	
<p>Viewing a Newly Posted Note</p> <p>7. Repeat Step 1. Then, find a student whose name has 'Notes' highlighted in yellow. Click on 'Notes.'</p>	
<p>8. The date, type of note, and sender (student or parent) appear alongside the note.</p>	
<p>Reply to a Posted Note</p> <p>9. Find the desired note, then click 'Reply.'</p>	
<p>10. Enter note.</p>	
<p>11. Click 'OK.'</p>	