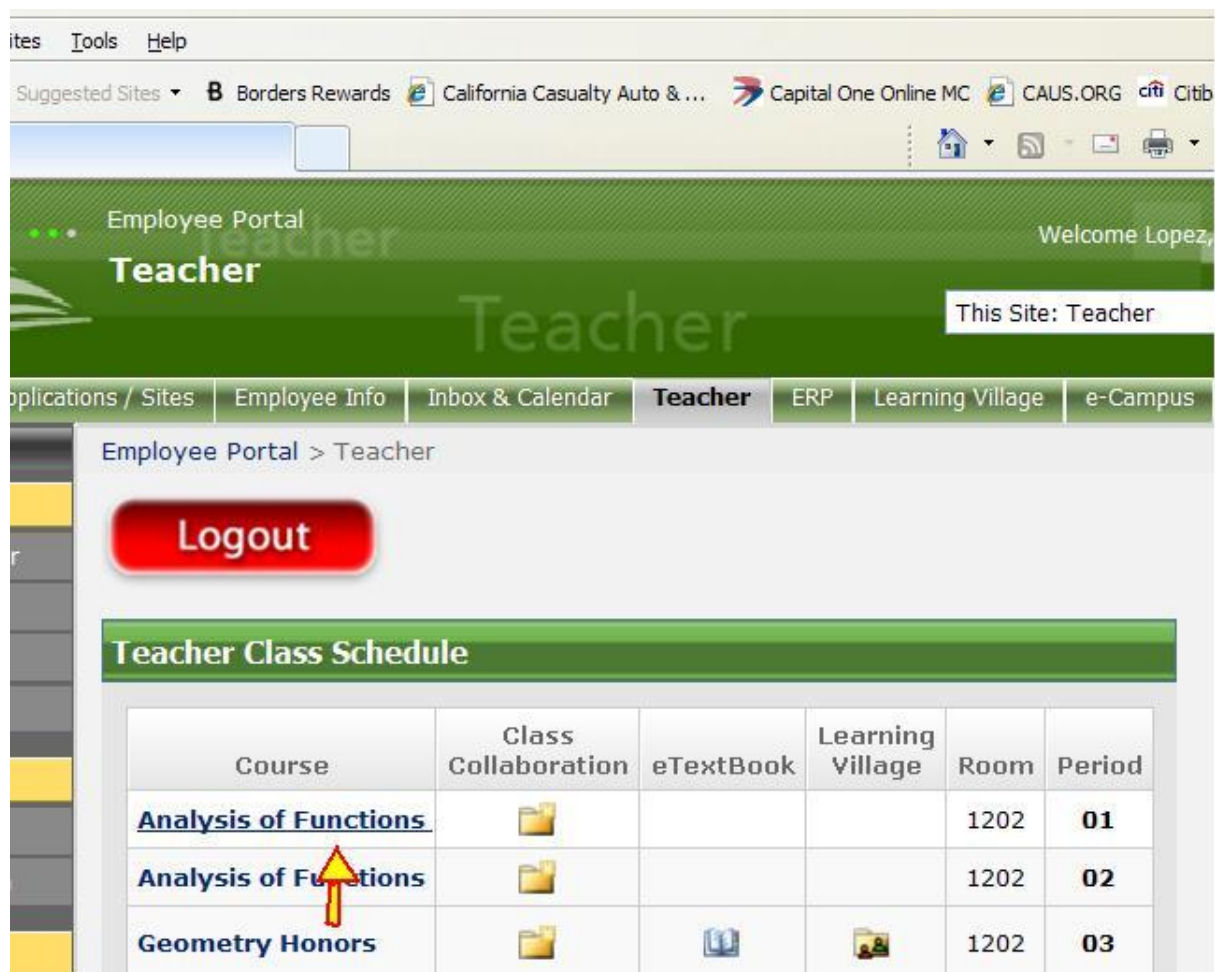# HOW TO ACCESS AND DOWNLOAD YOUR STUDENT PORTFOLIOS

The Student Portfolios are Found in your District Portal, under the Teacher Tab, inside the Classes Listed in your Teacher Class Schedule, accessible for each student in your classes.

The Student Portfolios are Adobe PDF documents that contain a plethora of significant Academic and other Information about your Students. They have the Student's Demographic Information, Historic attendance Information, Historic FCAT Information, Current FCAT and NRT Scores, Current Interim Assessment Scores as well as the Student's Academic Grades for all their classes, both current and for the last 2 years. It also lists Prior Schools they have attended.

To access these, Log-In to your Teacher Portal and Look for the "Teacher" Tab and Click on it as show in the following Screen Shot:

The next page will show a Listing of your Class Schedule like this:

Next Pick a Class for the Student(s) that you want to access their Portfolios and Click on the Class Link.

You will then get a Listing off all the Students in that class like this:

Select the Student(s) that you would like to access their Portfolios by Clicking on their Names and you will be taken to the following Screen:

You will see on the Right Side of this Screen right Below the FCAT Results table and above the Student Bus Info table a Link entitled: "**View Student Portfolio**."

Select that Link by Clicking on it and a File Download Dialog Box will appear like this:
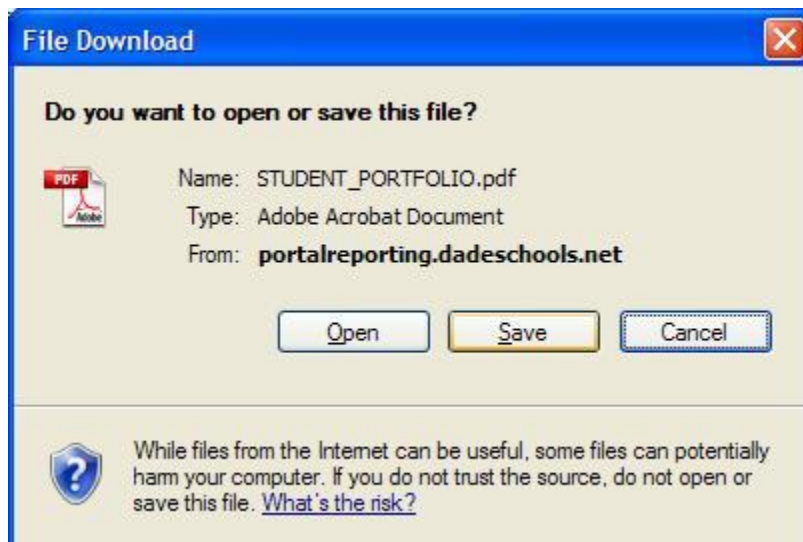
Hit the Save button and then Select a Filename for your Student and a Place on your Hard Disk to Save your Student Portfolios.

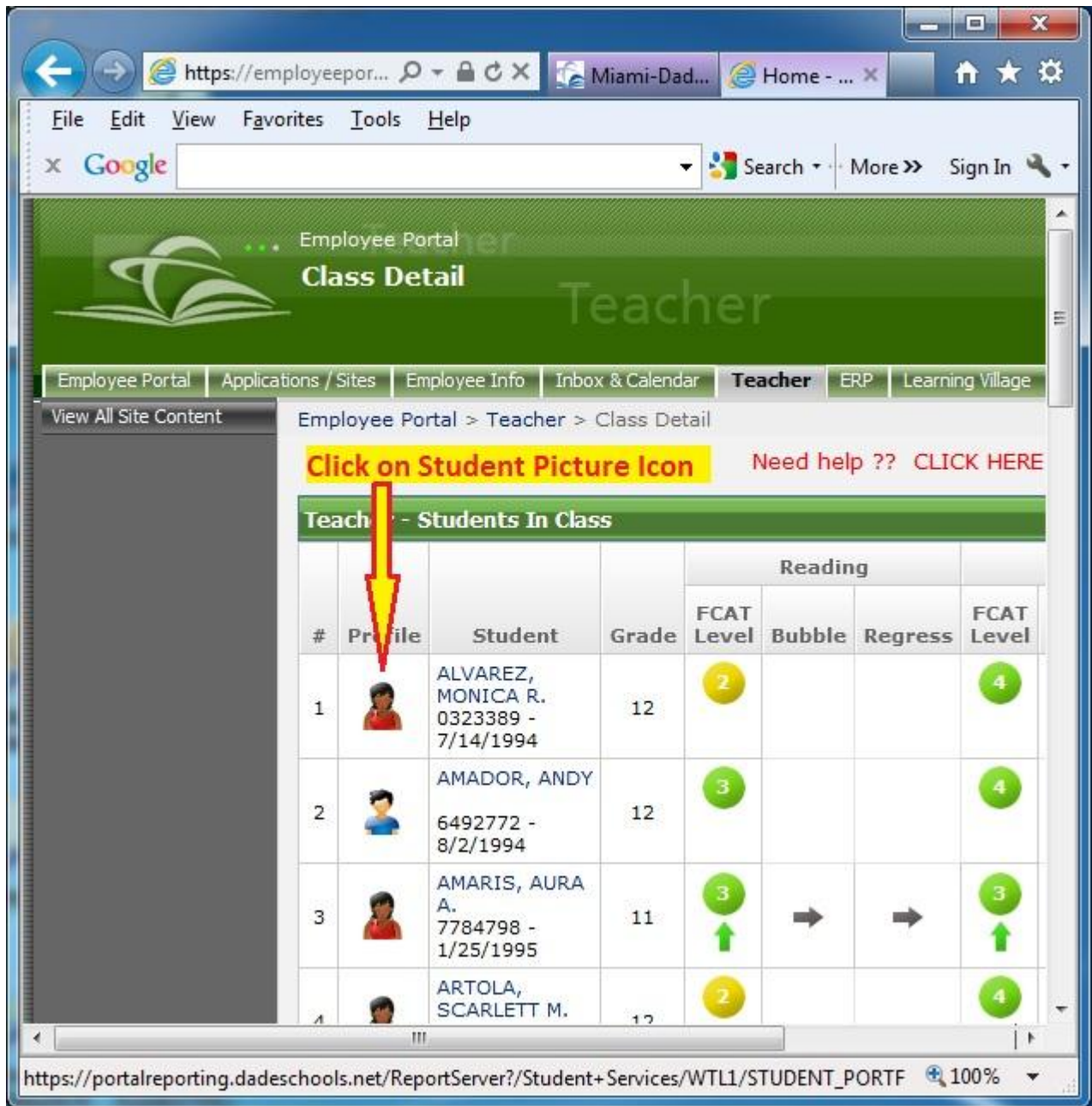An Alternate way to access your Student Portfolio is to Click on the Student Picture Icon Located just to the left of each student name in your Class Detail Page as shown in the following Screen Shot on the Next Page:

This method will bring up the File DownLoad Dialog Box directly.

After Clicking on the Student Picture Icon, and the File Download Dialog Box appears, then as outlined above, you Hit the Save button and then Select a Filename for your Student and a Place on your Hard Disk to Save your Student Portfolios.