



STUDENT PORTAL/COLLABORATION SITE

Reference Guide



Information Technology Services

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Reference Guide

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Logging In to Student Portal

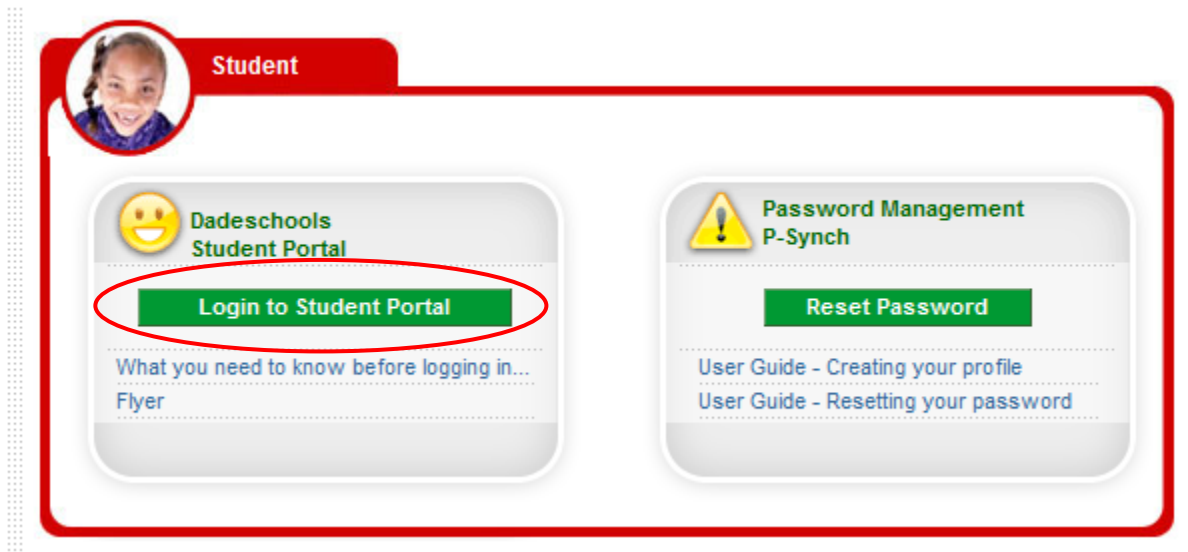
1. Click on the Student Tab on the <http://www.dadeschools.net> web site



2. Click on the **Login to Portal** Button



3. Type in your Username (Student #) and P-Synch Password (Your initial password is your two digit birth month, four digit birth year followed by the letters pw (eg: **mmyyyyppw**).



Student Portal Home Tab

- Check your grades online on a day to day basis
- Stay on top of things with District News and Events
- Take advantage of the Student Tools available: Riverdeep, FCAT Explorer, Online Dictionary, Online Encyclopedia, Virtual Library, Search Your Library, Scrub, WebMath
- Check your schedule
- Access District Documents
- Check the Weather, Latest News from Yahoo
- Watch educational videos
- Stay on top of Graduation Requirements
- And more...

The screenshot shows the Student Portal Home Tab interface. At the top, there is a navigation bar with 'Home', 'Personal Info', and 'Services/Sites'. Below this is a 'Surveys' section with a 'Student Portal Survey' link. A 'Logout' button is visible. A prominent 'Electronic Gradebook' button is labeled 'View Grades & Attendance'. The 'District News & Events' section includes news items like 'It Takes ... students to build the future.' and 'Code of Student Conduct 2007 - 2008'. The 'Student Tools' section features icons for Riverdeep, FCAT Explorer, Online Dictionary, Online Encyclopedia, Virtual Library, Search Your Library, SCRUB, and WebMath. The 'Student Class List' table shows course information and grades for various subjects. The 'Student District Documents' section lists documents like 'Student Attendance Board Rule (2)'. The 'Weather' section shows a current temperature of 79°F. The 'Latest News / RSS 1' section features a 'Yahoo! Education: SAT* TL...' article. The 'Videos' section includes a 'Building School Portals' video. The 'Graduation Requirements' section shows a 'Graduation' video. The 'District Calendar' section displays a calendar for June 2008. The 'Latest News / RSS 2' section features a 'Yahoo! Education: Word of...' article. The 'Student Resources' section lists various educational resources. The footer contains contact information for Miami-Dade County Public Schools.

Course Teacher	eText Book	Term	Room School	Grades:					Final Exam	Final Grade
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Midterm Exam		
Art		A	1006 5671	A	A	A	A			A
Physical Education CARTER		A	1006 5671	A	A	A	A			A
Mathematics		A	1006 5671	A	A	A	A			A
Art		A	1006 5671	A	A	A	A			A
Physical Education		A	1006 5671	A	A	A	A			A
Mathematics		A	1006 5671	A	A	A	A			A
Science		A	1006 5671	A	A	A	A			A
Music		A	1006 5671	A	A	A	A			A
Social Studies		A	4026 5671	A	A	A	A			A
Language Arts		A	4026 5671	B	A	A	A			A
Reading		A	4026 5671	A	A	A	A			A
Elementary Homeroom		A	1006 5671							

Student Portal Personal Info Tab

The Personal Tab allows you access to all your personal information. This is a good way to check to see if the school has the most accurate information about you.

Student Portal
Personal Info

Welcome | My Site | My Links | Logout

This Site: Personal Info

Home Personal Info Services/Sites

View All Site Content Student Portal > Personal Info

Student FCat Report

	FCAT TEST YEARS		STATUS	TREND
	07	08		
READING	1	2	▲	↑
MATH	2	2	▲	→
SCIENCE				

[VIEW STUDENT PORTFOLIO](#)

Student Information

Student Detail Information			
Student ID:		Homeroom:	
Student Name:		Free/Reduced Lunch:	
Gender:		Lunch Balance:	
Ethnicity:		Primary Exceptionality:	
Date of Birth:		ESOL Level:	
Current Grade:		LEP Entry Date:	

Graduation Requirements			
SSS Math:	N/A	SSS Reading:	N/A

Student Personal Information	
Home Address:	
Home Phone Number:	
Guardian/Parent Name:	
Guardian/Parent Phone Number:	

Student Bus Information	
Name:	
ID	
Home Address	
School	
Grade	
Home Room	

Bus Pickup Information	
Pickup Bus Number:	
Pickup Route Number:	
Pickup Stop Location:	
Pickup Time:	

Bus Drop-Off Information	
Drop-Off Bus Number:	
Drop-Off Route Number:	
Drop-Off Stop Location:	
Drop-Off Time:	

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Student Portal Services/Sites Tab

This tab allows students to download Antivirus protection for their home computers. It also provides a link to the Electronic Gradebook and other services available to students.

The screenshot shows the Student Portal interface for the Services/Sites tab. The top navigation bar includes the Student Portal logo, a 'Welcome' message, and links for 'My Site', 'My Links', and 'Logout'. Below this, the 'Services / Sites' section is active, with a search bar and a dropdown menu set to 'This Site: Services / Sites'. The main content area is divided into three sections: 'Antivirus Downloads' with links for 'Antivirus Installation Instructions' and 'Download Sophos Antivirus'; 'Electronic Gradebook' with a 'View Grades & Attendance' button and a 'Summer School' graphic; and 'My Services' with a 'SCRUB' link. The footer contains contact information for Miami-Dade County Public Schools.

Connecting with Your Teacher

Connecting with your teacher is as easy as a click away.

1. Click on the title of the class you want to access.

The image shows a 'Student Class List' table and a 'Teacher-Student Collaboration Page' for 'Ms. Daphne's English Honors 2'.

Student Class List Table:

Course Teacher	eText Book	Term	Room School	Grades:						
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Midterm Exam	Final Exam	Final Grade
English Honors 2 CHERRY DAPHNE		A	D620 7791	B	B	B	A	C	A	B
Advanced Placement European History HART JACK		A	D604 7791	B	A	A	A	A	A	A
African-American History UGALDE ANTONIO		1	D605 7791	A	A			A		A
African History UGALDE ANTONIO		2	D605 7791			A	B		A	A
Biology 1 EVANS VONETTA			D605 7791							
Introduction to Informatics NIMMONS KAWESI										
World History JENNINGS ANTHON										
Algebra 2 Honors WILSON JAVORIE										
Aerospace Science 2 HERRIOTT NORBER										
Integrated Science 3 FORERO RANDOLPH										

Teacher-Student Collaboration Page (Ms. Daphne's English Honors 2):

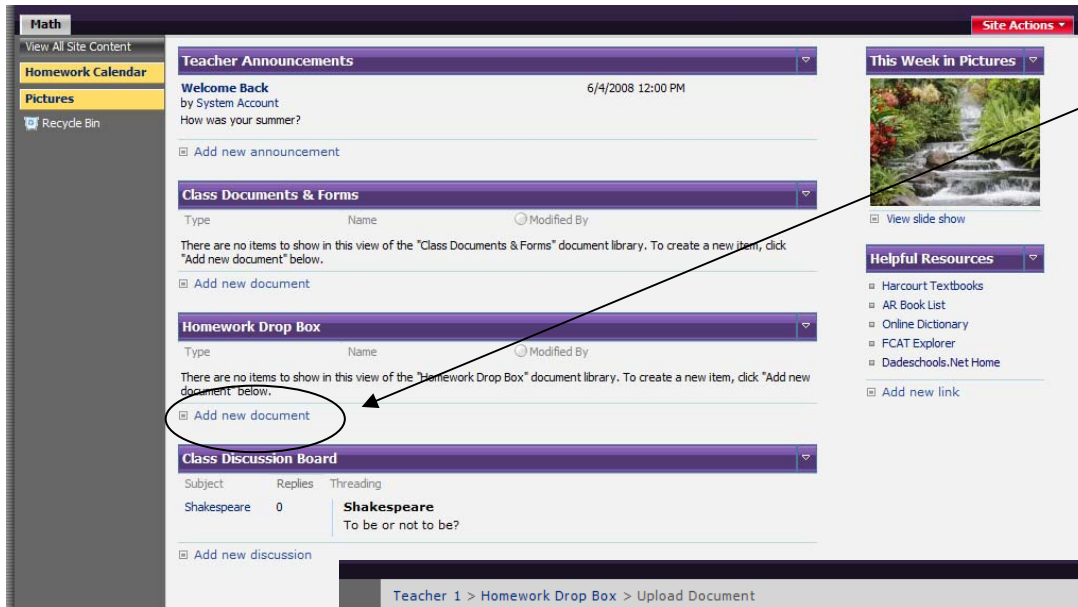
- Teacher Announcements:** Welcome Back! NEW by Prida, Annabel (6/26/2008 1:08 PM). This is going to be an exciting year exploring Romantic Literature.
- Class Documents & Forms:** Classroom Rules! NEW by Prida, Annabel.
- Homework Drop Box:** Parent Contact Sheet! NEW by Prida, Annabel.
- Class Discussion Board:** Mary Shelly! NEW. How was Percy Shelley an inspiration for *Frankenstein*?

Helpful Resources: Harcourt Textbooks, AR Book List, Online Dictionary, FCAT Explorer, Dadeschools.Net Home.

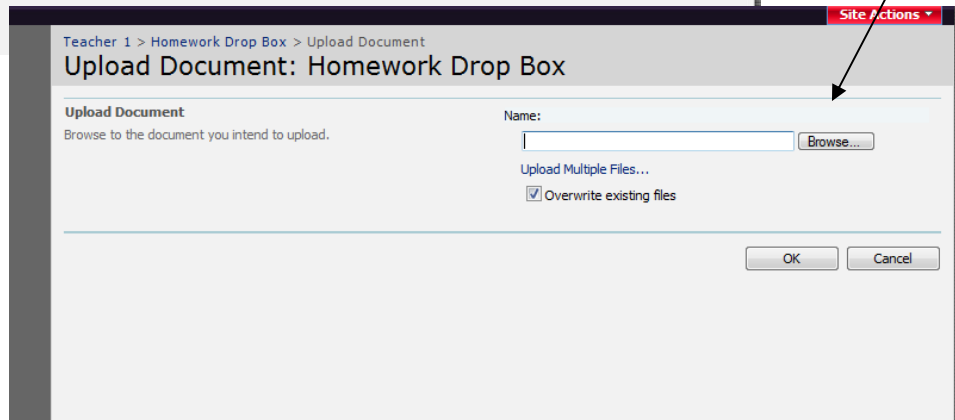
Once inside the Teacher-Student Collaboration Page, you will be able to check for any new Announcements made by your teacher. This is also a good place to find your latest homework assignments, class documents, participate in a class discussion and much more.

Homework Drop Box

Students can upload their homework from home. Once the document has been uploaded, your teacher will have access to it.

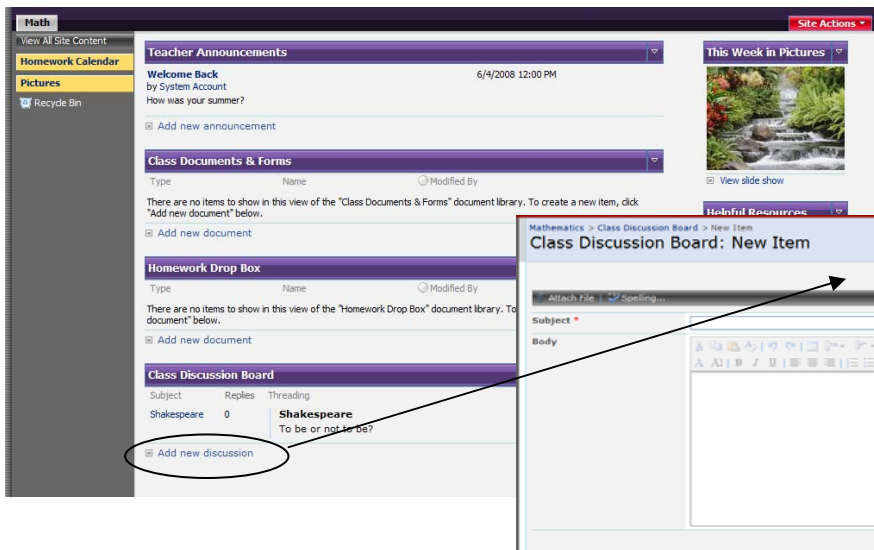


1. Click on Add new document
2. Click on Browse to attach file you wish to upload
3. Click OK

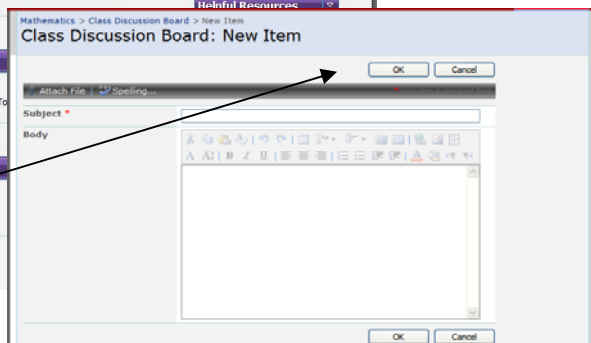


Class Discussion Board

Discussions boards provide forums for teachers and students to discuss topics with each other.



1. Click on Add New Discussion
2. Fill out pop-up window with information regarding the discussion



My Site

What is My Site?

My Site is a personal site that gives you a central location to manage and store your documents, content, links, and contacts. Design your My Site based on Web parts that you wish to have quick access to.

Each student has a My Site, which includes a public (*My Profile* Tab) and private view (*My Home* Tab). In the private view (My Home), students may add web parts that would be useful to them. Popular Web parts have already been added such as, RSS Viewer, Personal Documents, Shared Documents, My Pictures, My Links.

REMINDER: All students must abide by the *M-DCPS Acceptable Use Policy*. If students violate these policies, their rights will be revoked. For a full copy of the Policy visit:

http://www.dadeschools.net/technology/Acceptable_Use_Policy.htm

Private View: **My HOME** tab

My Site

Welcome | Portal Home Page | My Links | Logout

Student This Site: Gomez, Johnathon A

My Home My Profile Site Actions

Set as default My Site | Create Blog

Get Started with My Site

- Describe yourself and help others find you and know what you do
- Identify the people you know and work with to put your personal network to good use
- Upload your picture to help others easily recognize you at meetings and events
- Customize this page by adding or removing web parts to get more out of your My Site
- Learn more about My Site and see tips on what it can do for you

RSS Viewer

Web part is not bound to a feed. Open the tool pane to set the feed Url.

Personal Documents

Type	Name	Modified By
There are no items to show in this view of the "Personal Documents" document library. To create a new item, click "Add new document" below.		

Add new document

Shared Documents

Type	Name	Modified By
There are no items to show in this view of the "Shared Documents" document library. To create a new item, click "Add new document" below.		

Add new document

My Pictures

View slide show

My Links

You have not created any links.

Add Link

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Public View: MY PROFILE tab

The screenshot displays a user profile page with the following sections:

- Organization Hierarchy:** Student Name, 04, STUDENT
- Documents:** A table with columns for Type, Name, Last Modified, Location, and Properties. One document is listed: 'educationipart002' (Type: Document, Last Modified: 7/14/2008 11:13 AM, Location: Shared Pictures).
- Colleagues:** No links to colleagues shared by this user.
- In Common with You:** Lists items shared with the user: First manager you both share, Colleagues you both know, Memberships you both share.
- Memberships:** No memberships found.
- Links:** No links shared by this user.

The left sidebar contains the following navigation options:

- View All Site Content
- My Profile
 - Details
 - Links
 - Colleagues
 - Memberships
- Documents
 - Personal Documents
 - Shared Documents
- Pictures
 - Shared Pictures
- Lists
 - My Calendar
- Sites

In the Public View (*My Profile* Tab), other students are able to see some information about each other once you have added them as a classmate (colleague). In order to share more details about yourself with other students, fill out the Details area of your profile.

Keep in mind, any documents you upload in *Shared Documents* or *Shared Pictures* will be seen by your added classmates (colleagues). Any documents you put in *Personal Documents* will only be seen and accessible by you.

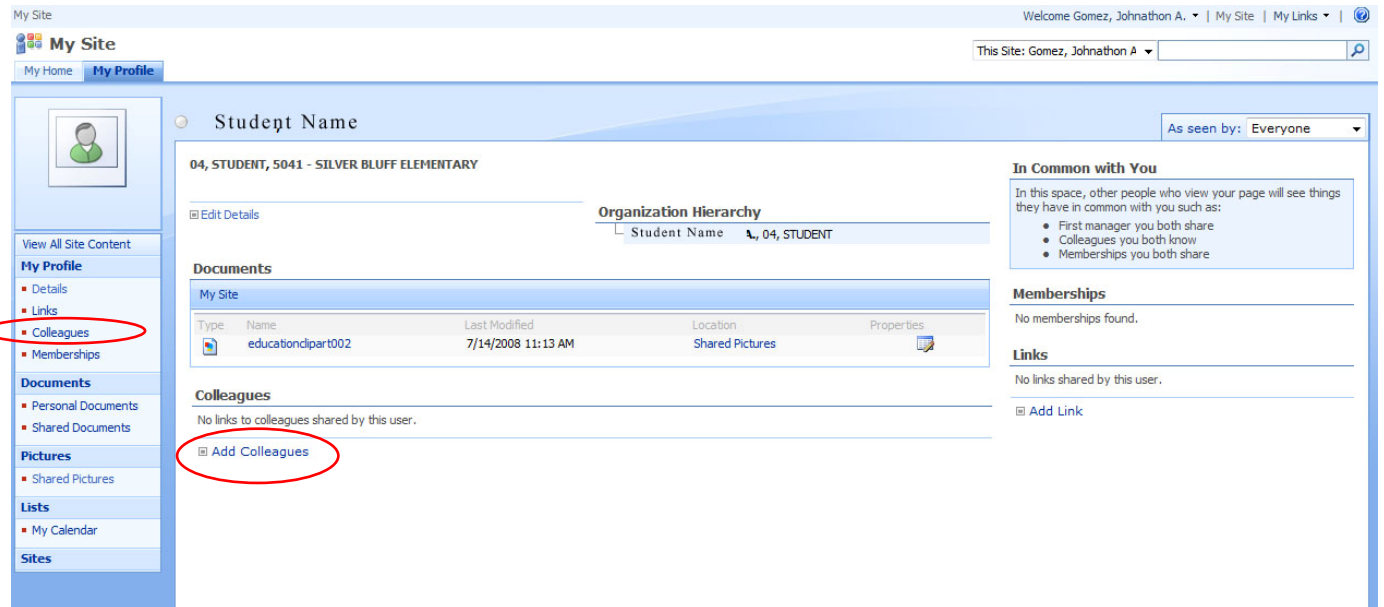
My Site Details

If you wish to share more information with your classmates and friends, fill out the Details under the My Profile section on the left navigation area.

Save and Close Cancel and Go Back		Show To
Name:	<input type="text"/>	Everyone
Title:	<input type="text"/>	Everyone
About me:	<div style="border: 1px solid #ccc; padding: 5px;"> <p>A AI B I U </p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> </div> <p>Provide a personal description expressing what you would like others to know about you.</p>	Everyone
Picture:	<div style="border: 1px solid #ccc; padding: 5px;"> <input type="button" value="Choose Picture"/> </div> <p>Upload a picture to help others easily recognize you at meetings and events.</p>	Everyone
Responsibilities:	<input type="text"/> <p>Include things related to current projects, tasks or job description. (e.g. Sales, Project XYZ, Marketing Driver)</p>	Everyone
Skills:	<input type="text"/> <p>Include skills used to perform your job or previous projects. (e.g. C++, Public Speaking, Design)</p>	Everyone ▾
Past projects:	<input type="text"/> <p>Provide information on previous projects, teams or groups.</p>	Everyone ▾
Interests:	<input type="text"/> <p>Share personal and business related interests.</p>	Everyone ▾
Schools:	<input type="text"/> <p>List the schools you have attended.</p>	Everyone ▾
Birthday:	<input type="text"/>	Everyone ▾
Assistant:	<input type="text"/>	Everyone
Mobile phone:	<input type="text"/>	My Colleagues ▾
Fax:	<input type="text"/>	Everyone ▾
Home phone:	<input type="text"/>	My Colleagues ▾
Account name:	CONTENTM\johnd	Everyone
Work phone:	<input type="text"/>	Everyone
Office:	<input type="text"/>	Everyone
Department:	<input type="text"/>	Everyone
Work e-mail:	<input type="text"/>	Everyone

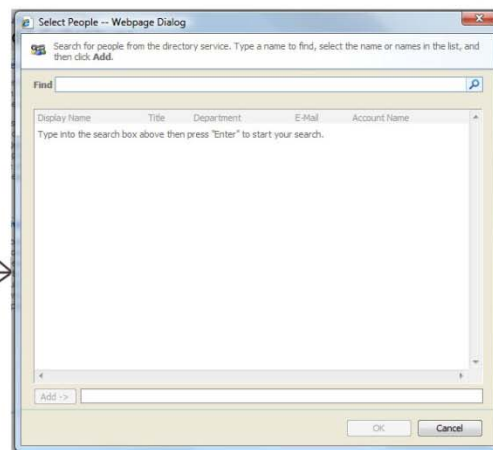
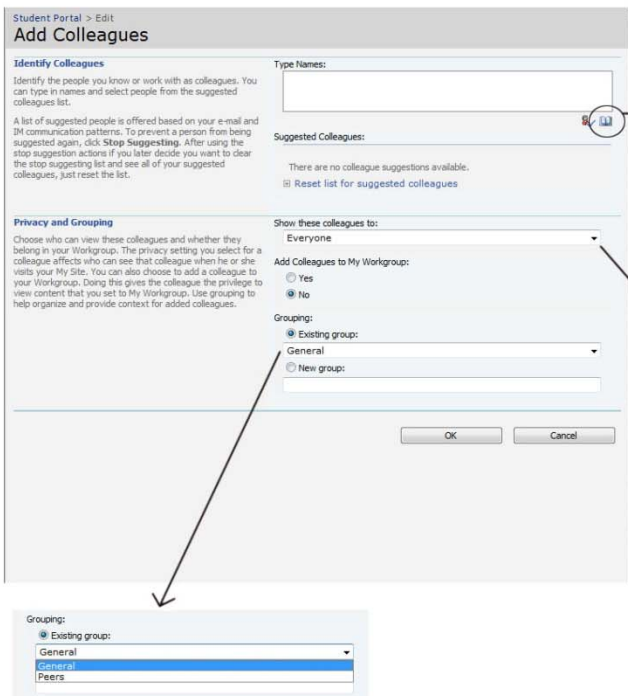
My Site Adding Colleagues

Adding classmates is as simple as clicking Colleagues under the My Profile section on the left navigation area or by clicking on Add Colleagues in the Colleagues web part in you're *My Profile* tab.



1. To add classmates, click on the phone book icon (people picker)

2. Type in the last name of the classmate you wish to add, and click on the magnifying glass icon to search. The names will appear in the box. Select the correct student and click ADD and OK.



3. Decide whether you wish to show your selection to your other colleagues or just yourself.

4. You may choose to place your classmates into groups. (Example: 5th Grade Math, Tennis Team, etc...)