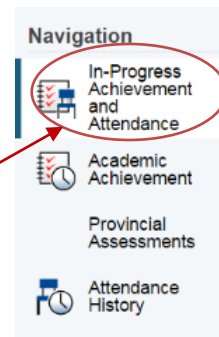


HOW TEACHERS CAN PREVIEW THE STUDENT-PARENT PORTAL IN POWERTEACHER

The Student-Parent Portal allows users to view grades, attendance, student bell schedule, provincial assignment data, achievement history, linked outcomes, as well as any published assignments that teachers have entered in their Gradebook.

After logging into the Portal, the default page to appear is the In-Progress Achievement and Attendance page. If teachers are curious to see how their Gradebook assignments, scores, linked outcomes, etc. are displayed in the Student-Parent Portal, teachers can access this same page by going to the **Portal Lookup** page in PowerTeacher.



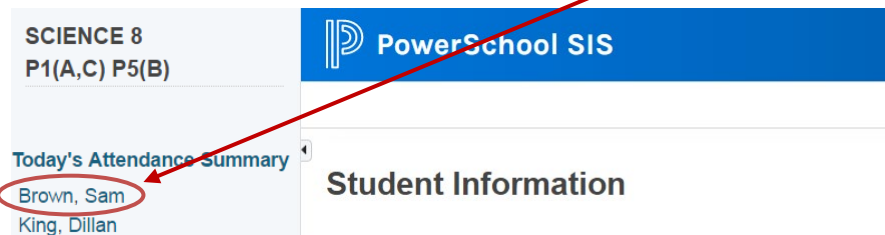
So, by viewing the Portal Lookup page in PowerTeacher, teachers will essentially see the same page that parents, guardians and students will see when they first log into the Portal.

To access the Portal Lookup page in PowerTeacher:


1. Log into PowerTeacher.
2. Determine which class the student is enrolled in, and then click on the **student information** icon to the right of the class name.



3. After clicking the student information icon, the Student Information page appears with the selected class roster displayed in the navigation pane. Click the last name of the student you wish to view.



4. To view the student's In-Progress Achievement and Attendance (Portal) page, choose the Portal Lookup page from the **Select screens** menu by first:

- (1) clicking on the arrow  to access the drop-down list,
- (2) choose Portal Lookup from the options.

