

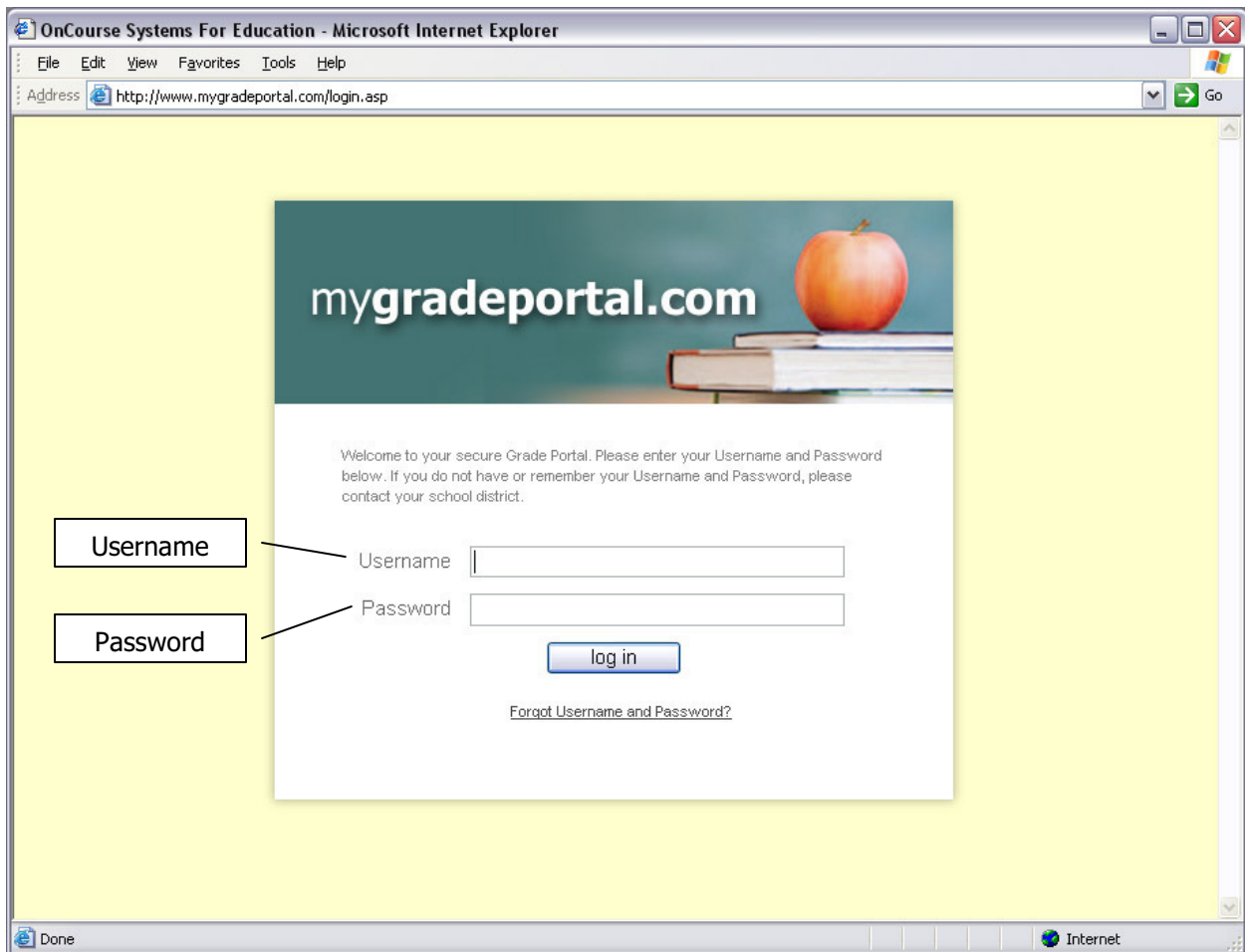
Getting Started

Username & Password - For security purposes you will need to receive a username and password from the student's school. Parents and students are each provided with their own unique username and password. If you do not have a username and password, please contact your school.

Accessing the Website - To access student assignments and grades you will need to go to www.mygradeportal.com via an Internet connected computer. Type your username and password into the corresponding text boxes on the homepage and click the "Login" button. (See diagram below)

Troubleshooting: If you are unable to successfully log into the website please try re-typing your username and password and clicking "Login" again. If you continue to have a problem, you may want to try clicking the "Forgot Username Password" link located below the username and password boxes. This feature requires that your account was setup with a valid email address. If a valid email address is found for your account you will be sent your username and password via email. If your account was not setup with a valid email address, please contact your school.

If you are sure your [mygradeportal.com](http://www.mygradeportal.com) username and password are correct, yet you still are unable to login, the probable cause is that cookies are blocked. Try to login using a different computer. If you are able to login successfully, this means your account is OK, and that the issue is related to the configuration of the local computer. The [mygradeportal.com](http://www.mygradeportal.com) website requires Session Cookies to be enabled. Please check your browser settings, or other 3rd party security software you may have installed on your computer.



Viewing Grades

After successfully logging in to the website the screen will be divided into two sections. The left hand side of the screen provides a menu that allows a parent or student to quickly view real-time grades for each class. To view a students grades click the "Grades 200X-200X" link below the student's name. (See diagram below)

The screenshot shows the MyGradePortal.com website in Microsoft Internet Explorer. The browser address bar shows <http://www.mygradeportal.com/homepage.asp>. The page header includes the site logo and a welcome message: "Welcome Back - Joe Parent | Change Password | Help | Logout".

On the left side, there is a navigation menu for two students: "Smith, Mary" and "Smith, William". Under "Smith, Mary", there is a link for "Grades (2006-2007)". A callout box points to this link with the text: "Click 'Grades' text link to view student grades".

The main content area displays a "Student Grades Report" for "Smith, Mary" for the "School Year: 2006-2007". The report includes the school address: "Washington Elem entary, 10 Linden Street, Somewhere, CA 90210, (555) 555-5555". A "[Print]" button is located in the upper right corner of the report area.

The report contains a table with the following data:

Course	Instructor	1st MP	2nd MP	3rd MP	4th MP	Final
Science: Period 2	Johnson, A.	85 B				
Language Arts-Period 3: LA	Kamm, C.	89 B+				
Intensive 8 Math: Period 6	Kozlowski, J.	89.5 B+				
Reading-Period 4: Rdg	Musto, M.	92 A-				
Social Studies: Period 1	Seitz, N.	95 A				

Below the table, there is a link that says "-- End of Report --". A callout box points to the grade "95" in the "1st MP" column for "Social Studies: Period 1" with the text: "Click the grade to view the teachers grade book and any teacher comments."

The Student Progress Report will appear after clicking on a grade for a class and marking period. This report will display the student's real-time grade for each assignment. All reports can be printed by clicking on the [Print] button in the upper right hand corner of the screen. (See diagram below)

Please Note: Grades are calculated based on individual teacher grading policies. Each assignment will display a "weight" or "% of total grade".

MyGradePortal.com - Microsoft Internet Explorer

Address: http://www.mygradeportal.com/homepage.asp

Welcome Back - Joe Parent | Change Password | Help | Logout

mygradeportal.com

Print Report

Smith, Mary
Grades (2006-2007)

Smith, William
Grades (2006-2007)

Washington Elementary
10 Linden Street
Somewhere, CA 90210
(555) 555-5555

Student Grades Report
Smith, Mary
School Year: 2006-2007

Course: Science - Period 2
Current Class Grade: 85 - B

Instructor: Johnson A.
Current Status: Enrolled

Homework

Assignment Name	% of Total Grade	Due Date	Score	Grade %
Page 32 Q1-2	2.1%	9/12/2006	10/10	100%
Measurement Packet (Les. 1)	3.1%	9/15/2006	15/15	100%
1-3 Wksht; P. 24 Q 1-4	2.1%	9/19/2006	10/10	100%
Chap. 1 review	2.1%	9/20/2006	7/10	70%
Metrics Study Guide Wksht	2.1%	9/21/2006	0/10	0%
Density Packet	2.1%	9/25/2006	10/10	100%
12 Flash Cards	2.5%	10/5/2006	12/12	100%
two essays	2.1%	10/5/2006	8/10	80%

Category Analysis - Total Points Earned: 72 / Total Points Possible: 87 = [Category Grade: 82.76%]

Internet

Changing Password

It is recommended that you change your password every few months for security purposes. To change your password click on the "Change Password" link in the upper right hand corner of the screen after logging into the website. (See diagram below)

MyGradePortal.com - Microsoft Internet Explorer

Address: http://www.mygradeportal.com/homepage.asp

Welcome Back - Joe Parent | **Change Password** | Help | Logout

mygradeportal.com

Change Password

Smith, Mary
Grades (2006-2007)

Smith, William
Grades (2006-2007)

Washington Elementary
10 Linden Street

Student Grades Report