

## **For Teacher – To post a Plus Portals Assignment**

- 1) From PlusPortals, go to the HomePage for one of your classes, scroll down to Assignments and click Add.
- 2) Give Assignment a Title & Description (Ex. – “Activity 1.1.1” - Review Questions)
- 3) Select “Visible to Parents and Students”. Set Due date and Visible dates.
- 4) You may Attach a File or Post a Weblink. You may select to post to multiple class sections at once.
- 5) Choose “Add to Gradebook As Assignment”. Then new “Pulldowns” will appear: “Marking Period” and a 2<sup>nd</sup> Category. Use the 2<sup>nd</sup> “Category Pulldown” to choose the Gradebook Category for the assignment. (Ignore the 1<sup>st</sup> Category Pulldown- under Calendar)
- 6) Indicate Maximum Possible Points and select “Count in Averages”.
- 7) You may also select to Send an Email and/or Post to Calendar.
- 8) Click “Save”

## **For Student - To submit an assignment to Plus Portals**

- 1) Go to E-Locker – Choose Class Section
- 2) Click Upload – Say “NO” to OneDrive
- 3) Choose Class Assignment & Assignment Name (Ex. “Assignment 1.1.1”)
- 4) Attach Assignment File & Click Submit

## **For Teacher – To receive Students’ assignments**

- 1) Go to E-Locker. From Homework Hand-In Tab, select Class and Homework Assignment.
- 2) Click on each student assignment to open. You may leave comments.