

How to Participate in Class Discussions on PlusPortals

This guide will show you how to participate in class discussions posted on PlusPortals and where to locate them.

1. Sign into your PlusPortals page. Your homepage will come up as shown below.

The screenshot shows the PlusPortals homepage for Malachia Abney. The page features a navigation bar with links for Home, Calendar, Course Requests, Alerts, E-Mail & Messages, Directory, and E-Locker. Below the navigation bar is a user profile for Malachia Abney. The main content area is divided into four sections: Progress, Recent Scores, Attendance Totals, and Incidents.

Subject	Grade
Biano 10H (C) 032901	87
Chemistry (F) 082903	
English 2 (S) 022004	81
French 2H (D) 042001	84
Geometry (S) 052301	84
Global 2 H (B) 092701	78
Homeroom	

Description	Date	Score
Geometry - Homework	03-30-2020	98.00 / 100.00
Geometry - Classwork	03-30-2020	70.00 / 100.00
French 2H - Discussion Based - Dormir	03-18-2020	25.00 / 25.00
Global 2 H - Stanke Testimony	03-12-2020	6.00 / 6.00
Chemistry - Atomic History/Theory	03-11-2020	31.00 / 100.00
French 2H - Chamber Ideal Project	03-11-2020	90.00 / 100.00
Band 10H - #125	03-11-2020	100.00 / 100.00

Attendance Totals	
ABS EX HOLIDAY	1
ABS EX PICK	1
ABS UNEXCUSED	2
EARLY DISM MED	3
LATE TO SCHOOL	3

Incidents
01-08-2020 - Late to class
01-07-2020 - Late to class
11-26-2019 - Late to class
10-28-2019 - Using Cell Phone Outside of Cafeteria
10-04-2019 - Argument in Class/Hallway/Cafeteria

2. **Scroll down** and look for the **Coursework** section, which shows all of your upcoming assignments that's due as shown below.

The screenshot shows the PlusPortals Parent Student Details page for a student in Band 10H. The Coursework section is highlighted, showing a table of upcoming assignments. The table has columns for Class, Title, Description, Type, Due Date, and Actions. The first entry is for 'Global 2 H (0) 032701' with the title 'Totalitarianism Test', described as an assignment due 'Today'. The description includes instructions to read carefully and complete essays by Friday. Below the Coursework section, there is a 'School Links and Files' section with various resources like library databases and school information.

Class	Title	Description	Type	Due Date	Actions
Global 2 H (0) 032701	Totalitarianism Test	Read test instructions CAREFULLY. If you were absent on the day of the test and did not take it yet, you must complete it by Friday. BOTH short response essays (there's 2) must be completed. For all others, it is optional.	Assignment	Today	...

3. The coursework section will list all of your upcoming work, which includes Assignments, Quizzes, and Discussions for any of your classes with the Due Date. You will need to **scroll down and look for the Discussion** that pertains to your class as shown below.

This screenshot is similar to the first one but shows the Coursework table scrolled down. The second entry is for 'English 2 (0) 032694' with the title '2022 Daily Class Discussion Prompt', described as a discussion due 'Tomorrow'. The description mentions daily class discussion questions and asks for student participation.

Class	Title	Description	Type	Due Date	Actions
English 2 (0) 032694	2022 Daily Class Discussion Prompt	Hey, all! Welcome to our first Daily Class Discussion Questions. Each day of the week I will post a new Daily Class Discussion Question and ask you to contribute by the end of the day. As we will not have attendance and participation to count on anymore, your	Discussion	Tomorrow	...

- When you have located the discussion, **click on the Title of Discussion** to open it up. The discussion will load up as shown below.

The screenshot shows a web browser window displaying the PlusPortals website for Bishop Loughlin Memorial High School. The user is logged in as Malachia Abney. The page title is "English 2 (G) 0220/04 - Discussions". The main content is a "3/17 Daily Class Discussion Prompt" with the following text: "Hey, all! Welcome to our first Daily Class Discussion Questions. Each day of the week I will post a new Daily Class Discussion Question and ask you to contribute by the end of the day. As we will not have attendance and participation to count on anymore, your participation in class discussions will now be an essential component of English 2. Thank you for your diligence in adjusting to our new format. I look forward to hearing your responses!" Below the prompt are three posts: 1) Mr. Nathan Krasner (03/16/2020 - 01:31 PM) with a prompt: "Based on your reading up until Caesar's death, in your opinion and IN YOUR OWN WORDS please 1) Write one post below stating which character you believe would be the best ruler of Rome (even if it seems unlikely that this character would end up in power, be creative) and defending that position using AT LEAST 2 examples from the text, and 2) respectfully respond to another student's post, either supporting or challenging their claim using at least one example from the text. Students must use full sentences and proper grammar, and must complete both parts of this prompt in order to receive credit." 2) Pharaoh Rivers (03/20/2020 - 12:01 AM) with a reply: "I think Brutus would be the best leader because he was the one of the smartest out of all the senators and knew when to admit when he was wrong." 3) Ariel Capers (03/19/2020 - 06:44 PM) with a reply: "Reply to Pharaoh Rivers".

- Read the instructions posted by the teacher along with the criteria. When ready to respond, **click Reply to Topic** to put up your initial post to the discussion. A textbox will appear as shown below to type in your thoughts on the discussion.

This screenshot shows the same PlusPortals page as the previous one, but with the "Reply to Topic" button clicked. A rich text editor has appeared, containing a "Format" toolbar with options for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and image. Below the toolbar is a text area with a cursor. At the bottom of the editor are "Cancel" and "Submit" buttons. A "Switch to simple text mode" link is also visible.

- Once you have typed in your notes, **click Submit** for it to be posted in the Discussion for your classmates and Teacher to see. If you need to reply to one of your classmates, you simply click the **Reply to (classmate)** option right under their comment.

That is all it takes to participate in Discussions in PlusPortals. If you are having problems locating the Discussion for your class under Coursework, you can also do the following below:

- From the PlusPortals homepage, **click on Class** that you know you should have a Discussion for as shown below.

The screenshot shows the PlusPortals interface for Bishop Loughlin Memorial High School. The user is logged in as Malachia Abney. The page displays the following data:

Progress		Recent Scores		
Subject	Grade	Description	Date	Score
Biano 10H (C) 012901	87	Geometry - Homework	03-30-2020	98.00 / 100.00
Chemistry (F) 082903		Geometry - Classwork	03-30-2020	70.00 / 100.00
English 2 (G) 022904	81	French 2H - Discussion Board - Dornik	03-18-2020	25.00 / 25.00
French 2H (D) 042901	84	Global 2 H - Stanke Testimony	03-12-2020	6.00 / 6.00
Geometry (S) 052301	84	Chemistry - Atomic History/Theory	03-11-2020	31.00 / 100.00
Global 2 H (G) 092701	78	French 2H - Chamber Ideal Project	03-11-2020	90.00 / 100.00
Homeroom		Band 10H - #126	03-11-2020	100.00 / 100.00

Attendance Tally		Incidents	
Category	Count	Date	Description
ABS EX HOLIDAY	1	01-08-2020	Late to class
ABS EX SICK	1	01-07-2020	Late to class
ABS UNEXCUSED	2	11-26-2019	Late to class
EARLY DISM MED	3	10-29-2019	Using Cell Phone Outside of Cafeteria
LATE TO SCHOOL	3	10-04-2019	Argument in Class/Hallway/Cafeteria

- Scroll down to Discussions** section of the class page to locate any Discussions that this class has posted as shown below.

The screenshot shows a web browser window with the URL plusportals.com/ParentStudentDetails/ParentStudentDetails. The interface includes a 'Problem Steps Recorder' window at the top left and a 'Coursework' section with a table of assignments. Below the coursework table is a 'Class Announcements and Alerts' section with a table of announcements.

Title	Description	Type	Due Date	Actions
307 Daily Class Discussion Prompt	Hey, all Welcome to our first Daily Class Discussion Questions. Each day of the week I will post a new Daily Class Discussion Question and ask you to contribute by the end of the day. As we will not have attendance and participation to count on anymore, your participation in class discussions will now be an essential component of English 2. Thank you for your diligence in adjusting to our new format. I look forward to hearing your responses!	Discussion	Tomorrow	
318 DDP2: Persuasion and Irony	Second Daily Discussion Prompt	Discussion	Tomorrow	...
319 DDP3: Basics	Our third daily discussion prompt. PLEASE READ ENTIRE PROMPT.	Discussion	Tomorrow	

Title	Description	View
Welcome Letter to Sophomores and Parents!	Please find attached an outline of the format of our online English classes moving forward.	
How to Post Classwork - E-Locker	Here's a guide to submitting work outside of the class discussion. Please standby for a st...	
English 2: Online Orientation Week 1	Just some guidelines for the beginning of our online English class	

Once you get to this point, **follow from Step 3 onwards** to proceed to post your response to this Discussion.

If you have any questions, you can email me at dmoe@blmhs.org