



# WESTPORT COMMUNITY SCHOOLS

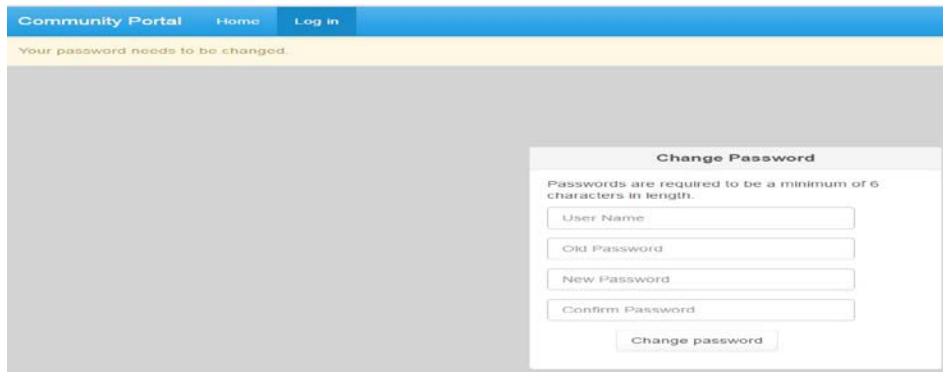
## Office of Human Resources & Data Administration

### COMMUNITY PORTAL QUICK REFERENCE GUIDE

To access the Community Portal:

- Follow the link from the Westport Community Schools homepage at <http://www.westportschools.org>
- Or
- Go directly to the site at [https://community.schoolbrains.com/wcs\\_community](https://community.schoolbrains.com/wcs_community)

Click on “Login”, and then enter the username and password provided. For your initial login you will be prompted to change your password. Your new password must be at least six characters in length. We recommend including at least one capital letter, number or punctuation mark so that your password will be difficult for others to guess.

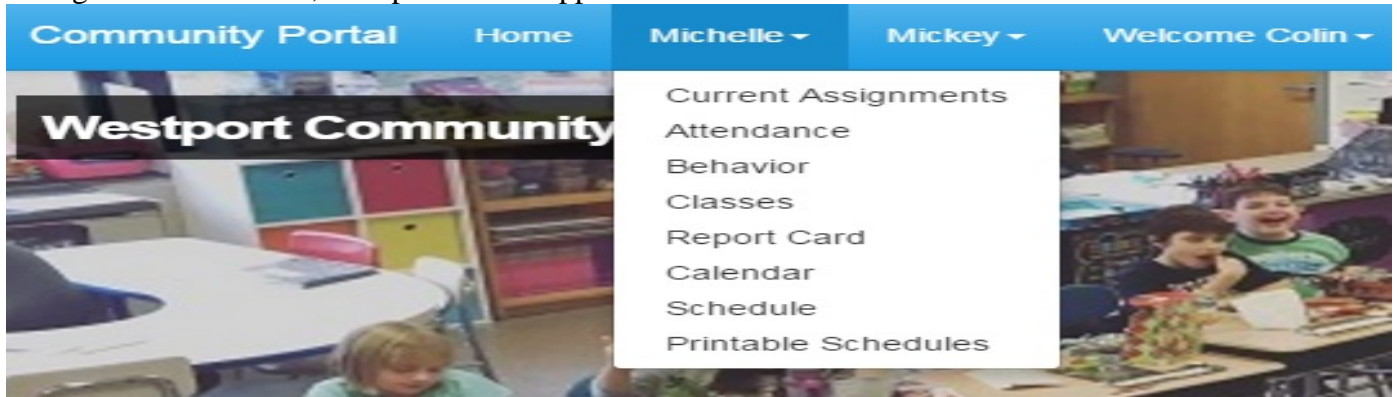


After successfully logging in, you will see a navigation bar at the top. All students related to you should appear in this navigation bar.



*\*Please contact the Data Administrator if your students do not appear or other students are present.\**

Clicking a student's name, a dropdown will appear.



**Current Assignments** menu option will first show only assignments due in the previous two and next two weeks.

**Course: Science 7-03**

Teacher: Flanagan, Thomas

The assignments menu option will first only show assignments due in the previous two and next two weeks.

There are no assignments published for this course with a due date between 9/19/2016 to 10/19/2016

**Course: Algebra 1-02**

Teacher: Santos, Mary

To see all assignments for that class, click on the course name.

| Assignments due between 9/19/2016 to 10/19/2016       | Due       | Grade | Term |
|---|-----------|-------|------|
| Ch. 1 TEST Solving Equations                          | 10/4/2016 |       | T1   |
| Ch. 1.4 Quiz Absolute, variables Both, variables only | 9/28/2016 |       | T1   |

**Attendance** menu option will show just a calendar view of days out and office assigned codes.

**Attendance**

| Code | Description       | Count |
|------|-------------------|-------|
| A    | Absence           | 1     |
| A*   | Absence Excused   | 0     |
| T    | Tardy             | 0     |
| T*   | Tardy Excused     | 0     |
| D    | Dismissed         | 1     |
| D*   | Dismissed Excused | 0     |

**September**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

**October**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

**Behavior** menu option will show whenever the student is reported for a discipline referral incidents.

**Behavior**

**Behavior Referral**  
 Date Occured: 10/4/2016  
 Time Occured: 2:00 PM  
 Location:  
 Code: Profanity to Staff,Verbal Profanity  
 Description:  
 Reported By: Rapoza, Michelle

**Classes** menu option will show all of the classes the student is enrolled in. When you click the name of each course it will take you to the assignments and grades for that course as well as the ability to access the teachers email.

**Algebra 1-02**  
**Teacher: Santos, Mary**

**Student: Fredericks, Michelle**

Assignments | Grades | Teacher

| Assignment   | Due       | Grade | Term |
|--|-----------|-------|------|
| Ch. 1 TEST Solving Equations<br>Category: TESTS                            | 10/4/2016 | **    | T1   |
| Ch. 1.4 Quiz Absolute, variables Both, variables only<br>Category: Quizzes | 9/28/2016 | **    | T1   |
| 1.2 Quiz Solving Equations<br>Category: Quizzes                            | 9/19/2016 | **    | T1   |

**Report Card** menu option will allow you to print the most recent report card for that student.

**Grades** menu option will display any posted report card grades.

**Calendar** menu option shows all over your student’s attendance, assignments, and behavior issues in one location.

**Calendar**

School Calendar |  Attendance |  Schedule |  Referrals |  Assignments

<< < > >>

| Sunday | Monday                              | Tuesday  | Wednesday |
|--------|-------------------------------------|--|-----------|
| 25     | 26                                  | 27   | 28        |
| 2      | 3                                   | 4  | 5         |
|        | WJHS<br>Absent - Fredericks, Mickey | WJHS<br>TESTS<br>Attendance Other - Fredericks,<br>Referral - Michelle | WJHS      |
| 9      | 10                                  | 11   | 12        |
|        | Holiday                             | WJHS   | WJHS      |
| 16     | 17                                  | 18   | 19        |

**Schedule** menu option shows your student’s daily class schedule.

Under “**Welcome** Parent Name”, you have the option to view your information on file with your students as well as the ability to change your password.

Community Portal | Home | Michelle ▾ | Mickey ▾ | **Welcome Colin ▾**

**Update My Information**

Save

Update My Information  
 Change Password  
 Log off

**Identification**

First Name  
 Colin

Last Name  
 Fredericks

Occupation

For Questions, Comments, or Concerns pertaining directly to the Community Portal please contact [mfredericks@westportschools.org](mailto:mfredericks@westportschools.org)

For Questions, Comments, or Concerns pertaining directly to your students data or information please contact your students’ school directly.