

TeacherPortal Set up and Daily Task

Where do
I find
TeacherPortal?



www.staffordmsd.org

Staff>TeacherPortal

Create an Ascender TeacherPortal account

(staff ID with leading 0's)

*Username, password, and PIN
will be used daily



Setting Up Assignment Categories

Settings>Manage Categories

Grade Category Distribution

Grades 2-3 70% Daily 30% Test

Grade 4 60% Daily 40% Test

Grades 5-8 50% Daily 50% Test

Grades 9-12 45% Daily 55% Test Regular Courses

40% Daily 60% Test Pre-AP Courses

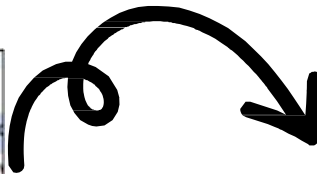
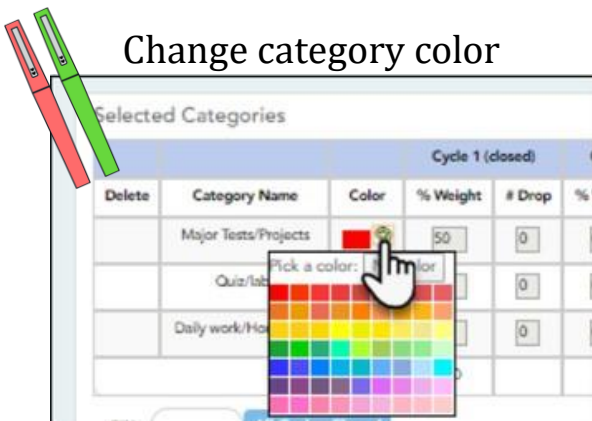
30% Daily 70% Test Dual Credit Courses



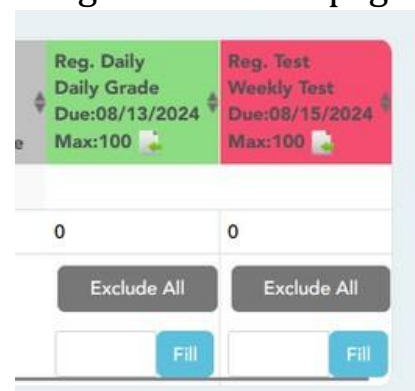
Categories can be copied to another course
with the **SAME** categories requirements!



Change category color



Assignment Grade page



Settings>Update Profile



Change Password



Change Pin



Enter Phone Number (Parents will see this!)



Enter Email Address (Parents can easily click and send email)



Enter Notes (conference time, anything else for parents)



Default Due Date (auto assign a date)

View Student Information

In Attendance or Grades

Click student ID number [123456](#) to view student information.



Birthday



Grade Level



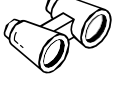
Special Programs



Medical Alerts



Local Programs (Athletic teams, staff parent, etc.)



Contacts with contact information

Daily Tasks-Attendance



Attendance>Post/View Attendance

Post at the start of every period



ADA Time is a **TIME**, not a period



Elementary 9:25

ECC 9:25

Middle 9:30

High 9:30

STEM 9:25

ADA =



Date: 08/12/2024 Semester: 1 Period: Period: 03

Attendance

PIN:

Date: 08/12/2024 Semester: 1 Period: 03

Student ID	Last Name	First Name	Attendance			Grade	Course-Section
270200	BOWERS	BOWIE	☐ Absent	☐ Tardy	☒ Present	10	03 ComPhotolab (1040-03)
*250147	CARDENAS	CARTER	☒ Absent	☐ Tardy	☐ Present	12	03 ComPhotolab (1040-03)
*240119	CASTRO	CASH	☐ Absent	☒ Tardy	☐ Present	12	03 ComPhotolab (1040-03)

After attendance has been recorded, enter PIN and click post.

Daily Tasks-Grade Reporting



Create assignments

Settings>Manage Assignments

PIN:

Delete	Assignment Name	Category	Date Assigned	Date Due	Total Points	Extra Credit	Do Not Drop	Notes
☒	Daily	Reg. Daily	Date:	Date:	100	☐	☐	
☒	Weekly Test	Reg. Test	Date:	Date:	100	☐	☐	

PIN:

Copy Assignments to Another Course-Section-Cycle

Dates
Required

Copy To
Other
Sections

Notes
Viewable
In Portals

Enter assignment grades

Grades>Assignment Grades

Student ID	Student Name	Cycle Average	Reg. Daily Daily Due:None Max:100	Reg. Test Weekly Test Due:None Max:100
504028	AGUILAR, DEVIN L	92		
504288	BOSQUEZ, BRITTANY N	83		
504139	SCHUSTER, ETHAN J	76		
Overall Averages:			0	0
			Exclude All	Exclude All
			Fill	Fill



Auto Fill Grades



Change Assignments
per Page

Discipline

Discipline Referral

Discipline>Discipline Referral

The screenshot shows a web form titled "Record Details". At the top, there are three input fields: "Student ID", "Student Name", and "Grd Lvl", each with a "Delete" button (marked with an 'x') to its left. A "Schedule" button is to the right of the "Grd Lvl" field. Below these fields is a blue button labeled "Add Another Student". The form then has a "Severity:" dropdown menu set to "Low" and an "Offense Description:" dropdown menu set to "--- Select ---". A large text area for "Referrer Comments:" follows, with a "2000 Characters Remaining" indicator on the right. Below the comments area are fields for "Incident Date:" (with a calendar icon and the date "07/26/2024"), "Incident Time:" (with the time "01:54:06 PM"), and a checkbox labeled "Sent to Office". There are also dropdown menus for "Teacher Course-Section:" and "Incident Location:", both set to "--- Select ---". At the bottom, there is a "PIN:" input field and three buttons: "Submit Referral", "Save Draft", and "Cancel".

1

Type Student Name or ID

2

Add another student if needed

3

Choose offense description: Campus Major or Campus Minor

4

Enter comments, no other student names, use facts, and no opinions

5

Enter pin, then save draft or submit referral



Admin will not see referral until it is submitted