

Blackbaud Teacher Portal Guide for US, MSG & KH Educators

Log In

Log in to the Blackbaud Faculty Portal by going to [ASHMI.myschoolapp.com](https://ashmi.myschoolapp.com) which is listed on www.ashmi.org/faculty.

Use your **school email** as your login. Instead of having a unique password for the teacher portal, you will use your school Gmail account to access the portal.



Database Security: Your Google account gives you access to the Teacher Portal. Ensure you don't share your computer and always log off from your school Google account on other devices before letting others use them.

Attendance (for US, MSG and KH courses)

Attendance is taken from the **My Day → Schedule & Performance** screen.

Sample List View

Time	Block	Activity	Details	Attendance
8:00 AM - 8:15 AM	ADV	US Advising - Combs (ADV)	US 102	Take Attendance ▼ 0
12:30 PM - 1:15 PM	C	AP Psychology - 3 (C)	Mendel Building 105	Take Attendance ▼ 0
3:00 PM - 3:30 PM	ACT 1	Yearbook - 1 (ACT 1)	US 202	Take Attendance ▼ 0

Record attendance within the first 20 minutes of each class. This is particularly important for the first period of the day. Later, the school's assistant will normally have all absent students marked. However, you will still need to input tardies to class.

After Period 1, if a student is absent from your class but the attendance screen shows them as present, mark the student absent and notify the school assistant immediately. The student might be skipping class, or the office might not know they are absent and may need to contact a parent.

You can mark a student **Present**, **Absent Unexcused**, **Tardy**, or **Tardy to School**. **Tardy to School** should only be used by the first teacher of the day. This is the only type of tardy that goes on transcripts. If a student is late for any other class, select the normal **Tardy** option.

A comment box is present for attendance. Only use the comment box to record the number of minutes a student is tardy (e.g., 1 min, 5 min). If a student misses more than half a class period, the student should be marked as absent.

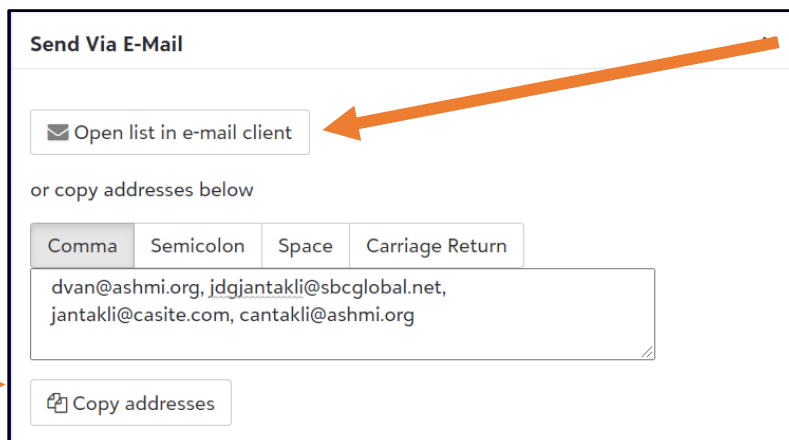
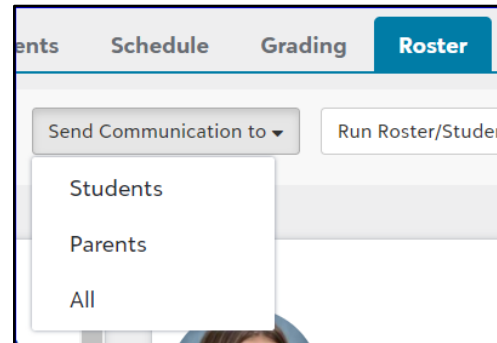
Class Pages

Class Pages are located under the “**Classes**” menu option in the Faculty Portal. You are asked to complete a **Bulletin Board** for each class. Use of the **Topics** tab is optional. (Topics can be used to create units of study with a Pinterest-like layout.) **Grading** is for report cards. The **Roster** tab lists your students and give you access to student and parent emails. Learn more below.

Bulk Emails and the Roster Page

Bulk emails to parents and/or students are done from the **Roster** screen of each class. Look for the “**Send Communication to**” button and select the appropriate group.

You can copy the email addresses to your school Gmail account. Be sure to paste the emails in the “**BCC**” field when emailing parents. Place your own email address in the “**To**” field.



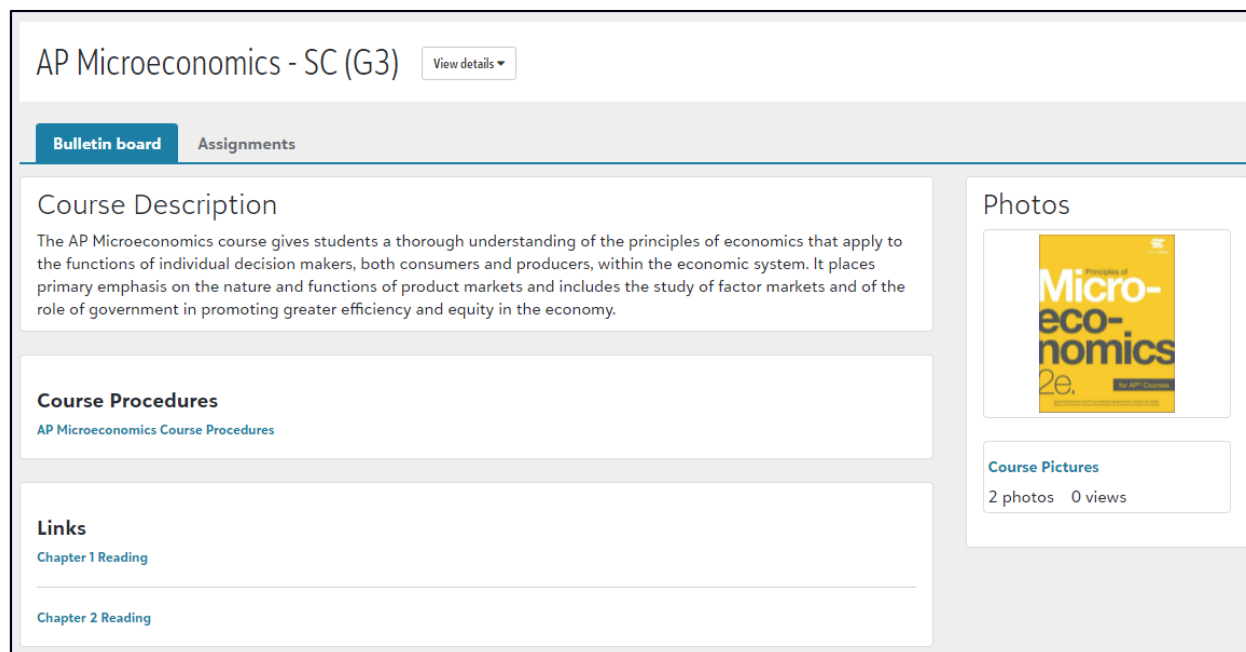
The “**Open list in e-mail client**” button should automatically open emails in your school Gmail account.

If it’s not working, go to [gmail.com](https://www.gmail.com) in Chrome, click the diamond-shaped handler button  in the address bar, and select **Allow** for the popup: "Allow gmail.com to open all email links?"

Tip: The Roster page has several reports. If you know you will have a sub for a future class, you can print a “Manual Attendance Sheet” for the substitute teacher. Look for the “**Run Roster/Student Reports**” button on the Roster page.

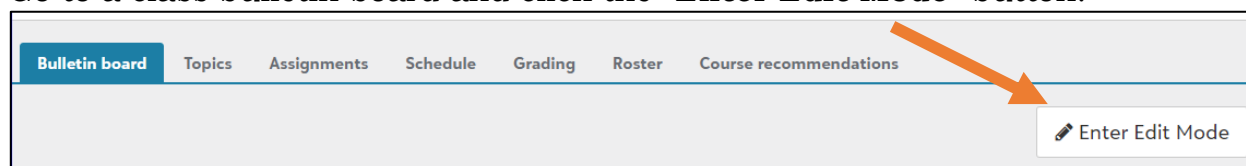
Class Pages and Bulletin Boards

When you open a class, you land on the **Bulletin Board** tab. Here you will post general information about your course. The page can house a variety of content types such as text, links, videos and more. Below is a sample Bulletin Board as a parent or student would see it.

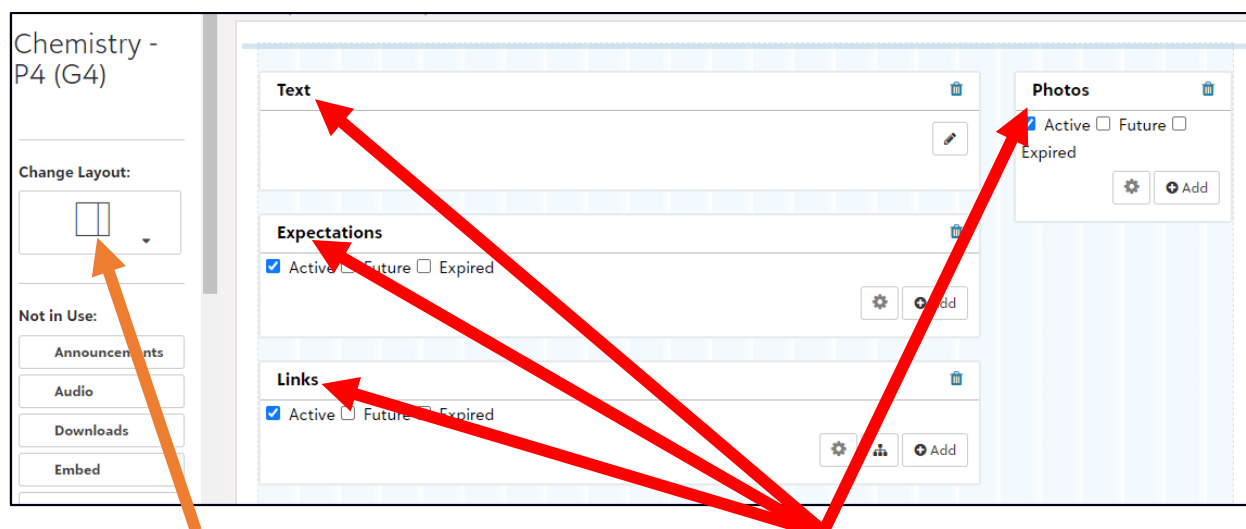


BULLETIN BOARD SET UP DIRECTIONS

Go to a class bulletin board and click the “**Enter Edit Mode**” button.



You will see a default layout has already been created for you. Please use this layout so parents and students see a consistent look for all bulletin boards.



Keep this **layout**. You should see these **four content blocks**. You can add blocks that are “Not in Use” from the left side if need be.

The **Text** box will be your “Course Description.” Click the **pencil icon** to edit it.

- Enter “**Course Description**” in the Description field and then enter the description for the course in the Text field.
- You should be able to copy and paste the course description from the Plan of Studies or some other digital source.
- Feel free to add other useful information and links in this section such as your learning platform, best way to contact you, etc.

The **Expectations** box will display your “Syllabus” or “Course Procedures.”

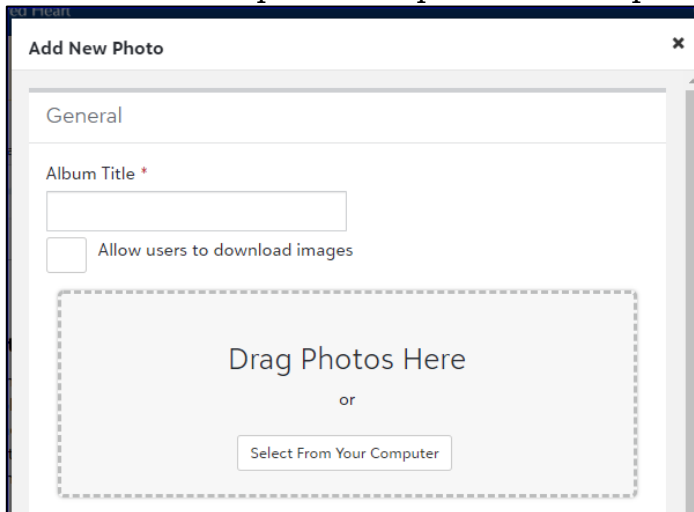
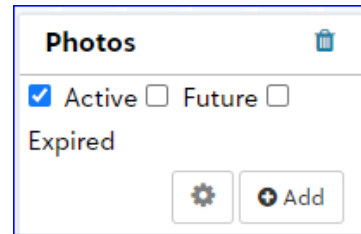
- The Header Text of this section will be “Expectations” unless you click the **gear symbol** and enter something different.
- Click the **Add button** to upload your syllabus / course procedures.
 - For a title, include the course name (e.g., Algebra 1 Course Procedures or Algebra 1 Syllabus).
 - You can attach a file from your computer or from Google Drive. **Please upload PDF files and not Word docs for this section.** Google Doc files will be converted to PDF for you.
 - You can also add additional text without uploading if you wish.

The **Links** section is optional and won’t appear unless you use it.

- Click the **Add button** to add a link.
 - A Title is required.
 - The link can be any URL.
 - Once working with multiple links, use the organize button () to sort links.

The **Photos** section will be used to add some visual appeal to the page. Please use a photo that directly relates to the course. Images should be of high quality.

- Click the **Add button** for each photo album you wish to create.
- You can add many photos at once when creating an album. Each album needs a title. Captions for pictures are optional.



Those are four common content types you can add to a Bulletin Board. You can add additional items to your bulletin board if you wish. Once you use a content element, you cannot use it again except for the layout elements (i.e., horizontal lines and spacers).

A video can be added two ways: You can use the **Video** content type which assumes you have a video on your computer to upload, or you can use the **Embed** content type and get the embed / share code from a content source such as YouTube.

Make sure to Preview the page as you work and publish your work when done.

Sign Out

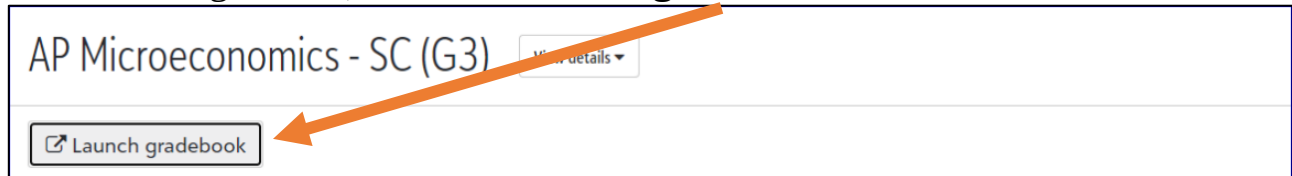
Sign out of the Faculty Portal using the menu in the upper right with your name.

The Gradebook and Assignments

Note: You must first setup the gradebook before entering assignment scores.

Gradebook Setup

After selecting a class, click the “**Launch gradebook**” button.



AP Microeconomics - SC (G3) [View details](#)

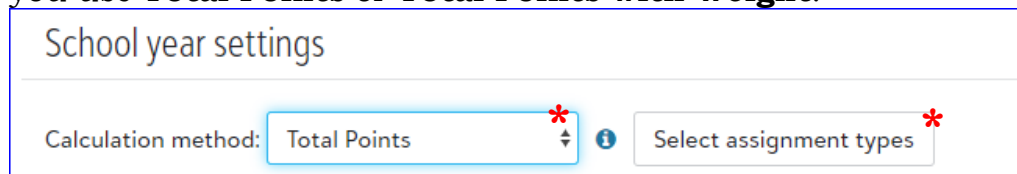
[Launch gradebook](#)

Then click [More](#) →  **Settings**. **Maximize the screen**. There are three areas to explore:

- 1. Display options** – There are many display settings to control. It’s recommended you keep the initial settings until you start using the gradebook.
- 2. Gradebook access** – Add a check to the gradebook information parents and students can view. Initially there is no access. You can change this at any time. **Keep Year cumulative unchecked.**

Gradebook access				
Role	Marking period cumul...	Year cumulative	Assignment grades	Assignment grade comments
Parents	☐ ✓?	☐	☐ ✓?	☐ ✓?
Students	☐ ✓?	☐	☐ ✓?	☐ ✓?

- 3. Grade calculation** – This section is very important. If not set up correctly, student grades will not calculate as you expect.
 - For **School Year Settings** there are three choices. It is recommended you use **Total Points** or **Total Points with Weight**.



School year settings

Calculation method: [Total Points](#) * [Select assignment types](#) *

Total Points: Final grade is based on total points earned divided by total points possible.

Total Points with Weight: Final grade is based on multiplying the points earned in each assignment type by its weight and summing these weighted scores. Select this option if the final grade is based on something like 30% homework, 40% quizzes, and 30% exams, yet each assignment within those categories is worth varying points.

- b. Next click the “**Select assignment types**” button. Select those assignment types (i.e., categories) you wish to use for your class. **You must select at least one type.** (Use “Assigned Work” if you only want one type.) If you wish to use an assignment type that is not listed, contact your Learning Community Leader.
- c. For each assignment type that you pick, you set the **Weight (%)** unless you are doing total points. (Ignore “Letter grade scale.”) You can also set “Number to drop per marking period” and “Default max points.” If using weighting, make sure your **Total weight** is 100%. The same settings can be applied to any of your other courses.

School year settings

Calculation method: Total Points with Weight ⓘ Select assignment types

Assignment t...	Letter grade ...	Weight (%)	Number to d...	Default max ...
Homework (...)	⌵	60		
Quiz (QUIZ)	⌵	20		10
Test (TEST)	⌵	20		

Total weight 100%

Other sections to apply

☐ Lab Assistant

- d. Press the **Save** button when done.

Adding Assignments

Blackbaud allows for **Assignments**, online **Assessments**, and online **Discussions**. We will only focus on Assignments in this document. All three can be added from the **Assignments** tab of a class. Assignments and Discussions can be added from the Gradebook screen.

Note: You can post assignments either as graded or non-graded (Non-graded example: Read Chapter 2). Non-graded assignments will not appear in the gradebook as you will not enter grades for them.

Click the **Add** button from the Gradebook or the Assignments tab and select **Assignment**. See the next page for the **Add Assignment** screen. Although this screen looks complex, only four items need be entered:

- Title
- Assignment type
- Max Points
- Due Date

Add assignment

Basic setup

Advanced settings **5**

Details

Title * **1**

Description

Assignment type * **2** ☐ Select from all assignment types

Publishing options

Section	Assigned	Due 4	Assigned to	Publish
☒ Honors Chemistry - 1 (G3)	08/19/2026 3:00 PM	Due date ⓘ Next meeting ▾ 9/1/26 Due time Start of class ▾ 11:45 AM	Full section	Now ▾
☒ Honors Chemistry - 2 (B3)	08/19/2026	Due date ⓘ Next meeting ▾	Full section	Now ▾

Evaluation

☒ Add to gradebook

Total score

Max points * **3**

☒ Publish grade

☒ Add to cumulative grade

Submission

Submission type *

No assignment submission ▾

1. Add a **Title**. The description is optional.
2. Select the **Assignment type**. Only the assignment types you set up for the class will show in the drop-down menu.
Do not check "Select from all assignment types" as this will introduce additional assignment types into your gradebook. Notice you can add attachments and links to your assignments.
3. **Max points** is required and must be greater than zero.
Make sure "**Add to gradebook**" is checked for assignments you will score. "Add to gradebook" and "Add to cumulative grade" should also be checked. (This is the default.) File submissions are possible; the default is no assignment submission.
4. The **Due date** can be "Next meeting" time or you can select a date. Assignment dates must fall within a term. Note: other sections of the same course default to getting the same assignments.
5. The **Advanced settings** tab as items not normally used.
 - a) "**Mark as extra credit**" is for an extra credit assignment. You still give these assignments a non-zero Max points value.
 - b) It's highly recommended the **Assignment Factor** (or multiplier) be left at "1."
 - c) You can create **Multiple instances** of an assignment.

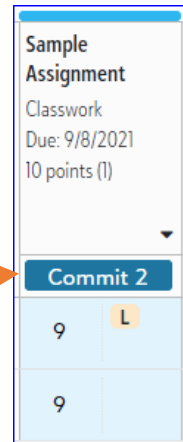
Note: You can set defaults for all assignments you add. When viewing the gradebook, click “...More” -> Preferences. This probably won’t be needed for most users.

Entering Scores and Comments

Naturally, scores can be entered on the Gradebook screen. You can also enter scores via the Assignment tab if you click an assignment’s title.

Using the gradebook, scores can be quickly entered. Entered values autosave. You can also click the cell next to the score field to pick applicable indicators (late, missing, etc.) and/or enter comments. You can also view the **change history** for a student’s assignment.

Commit grades – This feature lets you enter scores but not show them to students and parents until you are ready. As you enter grades in the gradebook, you will see the **Commit** button automatically appear.



Sample Assignment	
Classwork	
Due: 9/8/2021	
10 points (1)	
Commit 2	
9	L
9	

Note: Entering a mark such as **Incomplete**, **Late**, and **Missing** will not affect a student’s grade by itself. So, you might want to mark a student assignment missing and enter a score of zero if you wish for it to impact the gradebook cumulative average.

Other items to explore with gradebooks:

- Plenty of **Reports** are available including “Grade Book Printout” and “Empty Assignment Grid Report.”
- “**Bulk Actions**” and “**Edit Assignment Details**” are located under the arrows next to assignments.
- Next to each student’s name is an arrow to view “**See Learning Profile**” if applicable and “**See student’s gradebook.**”