

INSTRUCTIONS ON TEACHER PORTAL GRADE ENTRY

1. Go to our county web site (www.dicksoncountyschools.org).
2. Scroll down to FACULTY AND STAFF RESOURCES, click the link for Staff Information.
3. Scroll down to link Teacher Portal.
4. A *sign-in page* opens. Near the top right of the page, click on **Login**.
5. The *Sign-In* page opens.
6. Your **USER NAME** is **D220-** (for district 220) followed by your first initial then last name.
7. Examples: D220-kwoods
 D220-sharper
 D220-billbailey (some of you have had adjustments made to your login)
8. Your password has already been assigned and will be given to you. Please note that the user names and passwords are **CASE-SENSITIVE** and will not work if not entered correctly.
9. Another *welcome page* opens. Click on the **Teacher tab** at the top left of the screen.
10. Your schedule page opens. (See Picture 1). *If you want to use this program as your gradebook, continue to number 10. If you only need to enter the final grade, skip to number 12.*
11. Click on **Gradebook**. The Teacher Gradebook screen opens. (See Picture 2).
12. Click on **Categories**. (Picture 3). The Class Categories page opens. Here is where you will assign categories to place your assignments/grades in. When finished, click on **Submit Gradebook Categories** at the bottom of the screen. Then use the red X at the top right to close the category page.
13. Click on **Grades** (Picture 1). This opens the grade posting page.
14. Enter each student's final grade next to their name on the list. You must use the mouse to click in each entry square.
15. Click on **Submit Grades**.
16. Print Grade Verification Sheets.