

Teacher Gradebook Portal

1. Each school that uses Portal for Gradbook has a Portal Administrator's account.
 - a. Creek Wood High School: Melissa Daniel, Joan Goodmiller, Emily Gullede
 - b. Dickson County High School: Karen Woolam, Kimberly Hale, Charlotte Wisdom
 - c. Charlotte Middle School: Penny Walton
 - d. Dickson Middle School: Joann Anderson
 - e. William James Middle School: Darlene McRee

2. ***Logging in to Portal Administrator's Account:***

- a. [Log in to Teacher Portal:](#)
- b. Select the **Administrator Tab** at the top of the page
- c. Select the **Portal User Maintenance** link in the middle of the page

3. ***Creating a New Teacher Account***

- a. For a teacher to be associated with a Portal account, he/she must already be entered into the school's Teacher Table and assigned to classes via the Meeting Times tab in the Star_Student Course Section Data.
- b. In the Add New User section:
 - i. Select User Type: Teacher
 - ii. Create User Name: When possible use the first initial of the first name followed by the last name. Do not type the "d220-" when creating a new user, system will add automatically.
 - iii. Create Password: User can change on login.
 - iv. Complete with First and Last Name
 - v. ***Teacher ID:*** Click the link and select. Do not type or account may not associate.
 - vi. Click "Add New User"

4. ***Unlocking/Changing Password on Teacher Account***

- a. To unlock a teacher's account or change/reset a teacher's password
- b. In the Change User Password/Unlock User section
 - i. ***Click the Username Link, Click on the Username***, then close the popup window
 - ii. Click the Get User Information button
 - iii. Enter Password
 - iv. Confirm Password

5. ***Re-associate a Teacher Account***

- a. At times a teacher's account may become disconnected from the classes they are teaching. To re-associate a teacher's account:
- b. In the Change Existing User section:
 - i. ***Click the Username Link, Click on the Username***, then close the popup window
 - ii. Click the Get User Information button
 - iii. Once populated, on the right-hand side: ***Click the Teacher ID Link***, select the teacher
 - iv. Click the "Change User" button