










STUDENT PORTFOLIO



Adding Data to Student files

Digital information housed in Student Portfolio follows students K-12 in your school. Demographic information, plans and assessment data is included from Class Roster uploads.

Documentation can be added to the general Student Portfolio file or to individual plans, if purchased (i.e., Plans, PGP-I, PGP-HS and SSI).

- Search for student by grade, campus or name (teachers can search by class period)
-  Filter to narrow list of students
-  Batch to add a Note for multiple students
-  Student's name to open complete portfolio
- Notes – *(text-based documentation)*
 - *  Add a new note
 - *  View/edit/delete notes and select print options
- Files
 - *  Upload a .pdf document
 - *  View/edit/delete files
- Forms
 - *  Select and complete forms (developed in FormWorks - *sold separately*)
 - *  View/edit/delete forms and select print options
- Audit – *(Read only)*
 - * View activity in Student Portfolio or Plans

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STUDENT PORTFOLIO



Identifying Students/ Viewing Data

- Search for student by grade, campus or name (teachers can search by class period)
-  Filter to narrow list of students
-  Student's name to open complete portfolio including:
 - * Charts – STAAR, or Local assessment results in chart format. Color coded by content area. Sliding scale adjusts time periods; click  to print chart
 - * Profile – view student demographic data and class schedule as uploaded from class roster
 - * Data – view historical assessment data from State (STAAR, TELPAS, etc.), Local (from TEKScores), and TPRI/Tejas LEE (through DMAC)
 - * Plans – View any plan  developed in DMAC for a student
- Icons – view information in pop-up screens by utilizing the icons located at the top right:



- Print – print customized summaries of student information by making selections; print for one student at a time or a selected group

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