STUDENT PORTAL/COLLABORATION SITE
Reference Guide

Information Technology Services
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Logging In to Student Portal

1. Click on the Student Tab on the http://www.dadeschools.net web site

2. Click on the Login to Portal Button

3. Type in your Username (Student #) and P-Synch Password (Your initial password is your two digit birth month, four digit birth year followed by the letters pw (eg: mmyyyyyw)).
- Check your grades online on a day to day basis
- Stay on top of things with District News and Events
- Take advantage of the Student Tools available: Riverdeep, FCAT Explorer, Online Dictionary, Online Encyclopedia, Virtual Library, Search Your Library, Scrub, WebMath
- Check your schedule
- Access District Documents
- Check the Weather, Latest News from Yahoo
- Watch educational videos
- Stay on top of Graduation Requirements
- And more...
**Student Portal Personal Info Tab**

The Personal Tab allows you access to all your personal information. This is a good way to check to see if the school has the most accurate information about you.

![Image of Student Portal Personal Info Tab]

- **Student ID:**
- **Student Name:**
- **Gender:**
- **Ethnicity:**
- **Date of Birth:**
- **Current Grade:**
- **Homeroom:**
- **Free/Reduced Lunch:**
- **Lunch Balance:**
- **Primary Exceptionality:**
- **ESOL Level:**
- **LEP Entry Date:**

**Student Information:**

**Graduation Requirements**

- **SSS Math:** N/A
- **SSS Reading:** N/A

**Student Personal Information**

- **Home Address:**
- **Home Phone Number:**
- **Guardian/Parent Name:**
- **Guardian/Parent Phone Number:**

**Student Bus Information**

- **Name:**
- **ID:**
- **Home Address:**
- **School:**
- **Grade:**
- **Home Room:**

**Bus Pickup Information**

- **Bus Pickup Number:**
- **Bus Pickup Route:**
- **Bus Stop Location:**
- **Bus Pickup Time:**

**Bus Drop-Off Information**

- **Drop-Off Bus Number:**
- **Drop-Off Route:**
- **Drop-Off Stop Location:**
- **Drop-Off Time:**
This tab allows students to download Antivirus protection for their home computers. It also provides a link to the Electronic Gradebook and other services available to students.
Connecting with Your Teacher

Connecting with your teacher is as easy as a click away.

1. Click on the title of the class you want to access.

Once inside the Teacher-Student Collaboration Page, you will be able to check for any new Announcements made by your teacher. This is also a good place to find your latest homework assignments, class documents, participate in a class discussion and much more.
**Homework Drop Box**

Students can upload their homework from home. Once the document has been uploaded, your teacher will have access to it.

1. Click on Add new document
2. Click on Browse to attach file you wish to upload
3. Click OK

**Class Discussion Board**

Discussions boards provide forums for teachers and students to discuss topics with each other.

1. Click on Add New Discussion
2. Fill out pop-up window with information regarding the discussion
My Site

What is My Site?

My Site is a personal site that gives you a central location to manage and store your documents, content, links, and contacts. Design your My Site based on Web parts that you wish to have quick access to.

Each student has a My Site, which includes a public (My Profile Tab) and private view (My Home Tab). In the private view (My Home), students may add web parts that would be useful to them. Popular Web parts have already been added such as, RSS Viewer, Personal Documents, Shared Documents, My Pictures, My Links.

REMEMBER: All students must abide by the M-DCPS Acceptable Use Policy. If students violate these policies, their rights will be revoked. For a full copy of the Policy visit:

http://www.dadeschools.net/technology/Acceptable_Use_Policy.htm

Private View: My HOME tab
In the Public View (My Profile Tab), other students are able to see some information about each other once you have added them as a classmate (colleague). In order to share more details about yourself with other students, fill out the Details area of your profile.

Keep in mind, any documents you upload in Shared Documents or Shared Pictures will be seen by your added classmates (colleagues). Any documents you put in Personal Documents will only be seen and accessible by you.
My Site Details

If you wish to share more information with your classmates and friends, fill out the Details under the My Profile section on the left navigation area.

![Image of a form with options for name, title, about me, picture, responsibilities, skills, past projects, interests, schools, birthday, assistant, mobile phone, fax, home phone, account name, work phone, office, department, and work email, each with options to show to everyone or specific groups.]
My Site Adding Colleagues

Adding classmates is as simple as clicking Colleagues under the My Profile section on the left navigation area or by clicking on Add Colleagues in the Colleagues web part in you’re My Profile tab.

1. To add classmates, click on the phone book icon (people picker).

2. Type in the last name of the classmate you wish to add, and click on the magnifying glass icon to search. The names will appear in the box. Select the correct student and click ADD and OK.

3. Decide whether you wish to show your selection to your other colleagues or just yourself.

4. You may choose to place your classmates into groups. (Example: 5th Grade Math, Tennis Team, etc...)