



Quick Reference Guide MyGradePortal.com

powered by: **oncourse** systems for education

MyGradePortal.com is a secure online portal that links students and parents to teacher-published content, such as grades, class announcements, attendance, and more.

My Grade Portal Login

Please provide your username and password to sign in

Username: *
student123

Password: *

[Forgot password?](#)

Getting Connected

1. Retrieve your username/password from your school
2. Visit www.mygradeportal.com
3. Enter your username/password on the login screen
4. Click Sign-In to enter the Portal (see below)

Forgot your password?

- Click the Forgot Password link, enter your e-mail address, and your password will be sent to that address, or
- Contact your school and ask to be reassigned your username and password

MyGradePortal.com Welcome back Ed Andres - [Sign Out](#)

Navigation

- Dashboard
- Message Center
- Settings
- User Guide

Andres, Ed A.

- Contact Information
- Calendars
 - My Homework
 - NJ Demo Elementary Sch
 - Co-Curricular Events
 - Lab Schedule
 - Lunch Menu
 - Science Lab Schedule
- Teacher Websites
 - Bertulis (Teacher), Andre
 - Culbertson, Nancy
 - Prieto, Carol
 - Rey Jr., Nic
- 2009-2010
 - Report Card
 - Attendance
 - Discipline
 - Schedule

District Information

Welcome to the OnCourse Demo School District!

We are looking forward to a fun and exciting 2010-2011 school year. If you need any help, call 800-899-7204.

Latest Messages

Date	Sender	Subject
8/12/10	Rey Jr., Nic	Improving!

Figure 1: Inside the GradePortal

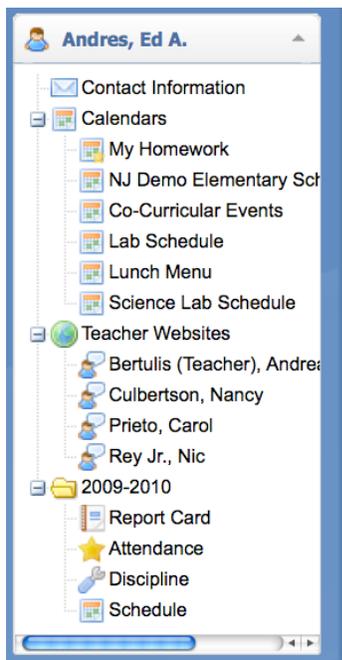
Checking Teacher Messages

If the teacher has sent any messages to your Portal, you will see them in the *Message Center* (pictured). Double-click the message to view the full text.

Latest Messages		
Date	Sender	Subject
8/12/10	Rey Jr., Nic	Improving!

[All Messages](#)

Accessing Student Information



Information for each student is accessed via the menu on the left-side of the screen (pictured).

Contact Information

Click the *Contact Information* link to view the phone number and address information that the school has in their records. If this information is not correct, contact the school. This information **cannot be changed** in the GradePortal, contact the school instead.

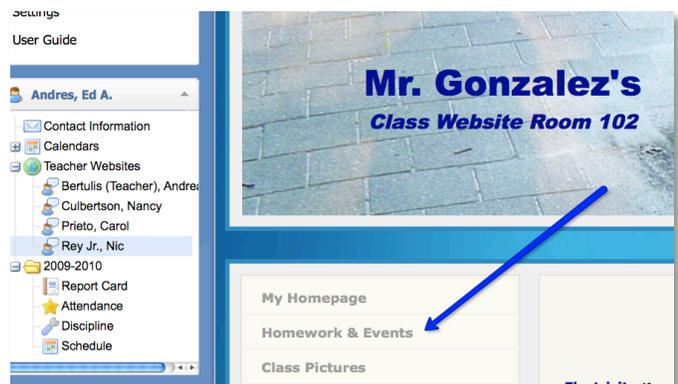
Calendars

Click the + next to the Calendars icon to view any online calendars maintained by your school. Click directly on the name of any calendar to view it.

Teacher Websites and Homework

Click the + next to the Teacher Websites icon to see a list of the teachers that the student sees at least once a day. To view the website maintained by that teacher, click on their name.

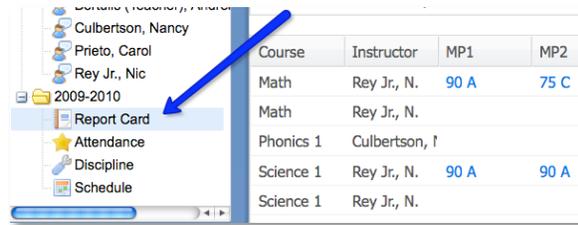
Most teachers keep their homework assignments on their teacher website, in an area called *Homework and Events*. Click the *Homework and Events* link on the teacher's website to access their homework calendar.



Viewing Student Report Card / Progress Reports

To view a report card or progress report, follow the steps below:

1. On the left-side menu, click the + next to the current school year (in the pictured example, the school year is 2009-2010)



2. Click the *Report Card* icon
3. The report card will appear
4. The real-time final grade will be displayed for each class in **BLUE**. To see a detailed progress report for any of these classes, click directly on the final grade. A sample progress report is shown below:

Progress Report [Print]

OC Elementary School
5 Main Street
Anytown, NJ 08055
(555) 555-5555
www.ocdemodistrict.k12.nj.us

Student Progress Report
Andres, Ed Andrew
School Year: 2nd Marking Period
Term: 2009-2010

Course: Math - MA - Rey Instructor: Rey Jr., Nic
Current Class Grade: 75 C Current Status: Enrolled

General Comments: Ed is doing well this term.

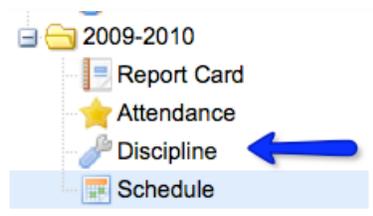
Grade Scale: 90+= A, 80+= B, 70+= C, 60+= D, 0+= F

Tests (60%)

Assignment Name	Weight*	Due Date	Score	Grade %
Chapter 1 Test	30%	01/28/2010	90/100	90%

Average Grade: [90%]

Viewing Attendance / Discipline / Schedule



To view the attendance, discipline, or schedule information, click the + next to the current school year and click the appropriate icon. The information will be displayed on the right side of the screen.

Important Note: Not every school will use the OnCourse Discipline + Attendance +Schedule features. If your school is not using these features, you will not see these buttons in the GradePortal.