

The Gateway Portal Page

2020-2021

SIS Gateway Portal Page

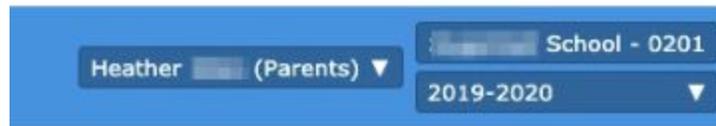
After logging in, the main Portal Page screen will be displayed. Each student linked to the parent has their own block on the Portal.

The screenshot displays the SIS Gateway Portal interface. On the left is a sidebar menu with options like 'Portal', 'School Information', 'My Profile', 'Preferences', 'Calendar', and user selection. The main content area is divided into several sections: 'District & School Announcements' with news and alerts; individual student profiles for Helen E Banuelos (Park Vista Community High - 2001 - H), Luke Adomo (Parther Run Elementary - 2161 - E), and Menna J Davis (Polo Park Middle - 2611 - M), each showing a 'Grades' table with columns for Pd, Rot, Course, Teacher, Ex, Unx, Tardy, and Grade; and a 'SIS Gateway Support and Resources' section with links for various languages.

- Anytime that you want to return to the main page, click the SIS logo in the upper left hand corner

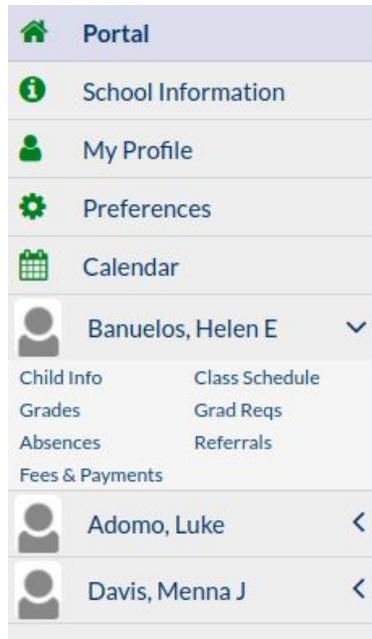


- The Blue Header: Identifies the student's school, the school year, and the current marking period.

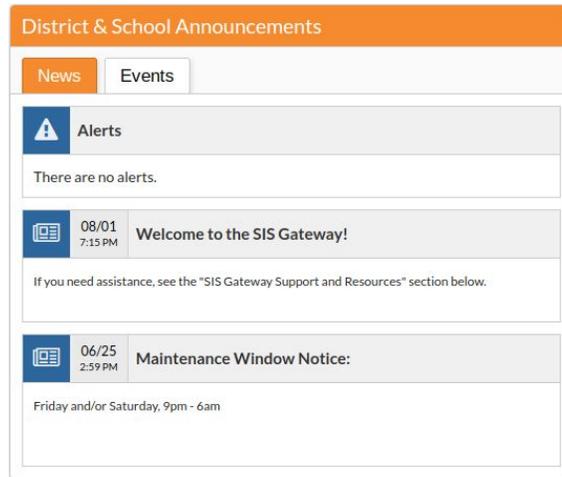


- **Left Side Menu:** Allows parents to access several features of the SIS Gateway. Here at the top, the Portal, School Information, Profile Information, Preferences, and Calendar can be located. Below that the Student's Name separates the Student Information, Grades, Absences, and much more.

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- **The District & School Announcements block** - This block is divided into two tabs, News and Events.
 - **News:** The News tab pulls from Portal Messages. Portal alerts provide important information including school messages, absences, upcoming tests, quizzes or assignments.



- **Events:** The Events tab pulls from public events on the Calendar and provides a direct link to the 30-day school calendar and displays the next seven calendar events set by the school. Click on the event name or View Calendar to see details.



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- **Individual Student Blocks**

- **Grades:** Grades tab displays the student's current Gradebook averages and a summary of their attendance.
- **Hyperlinked Columns:** The Grades tab contains hyperlinks to messages, absences, and detailed grade breakdowns.
 - **Teacher Column:** Clicking on the teachers name will open a message box to send the teacher an email. (additional information below under Emailing Teachers)
 - **Attendance Columns:** Clicking on the Ex, Unx, or Tardy columns will open the absences screen.
 - **Grade Column:** Clicking on the Grade column will open the grade detail for that class.

Davis, Menna J Polo Park Middle - 2611 - M							
Grades News Planner Reports							
Q1	Q2	Q3	Q4	03/31 - 05/29			
Pd	Course	Teacher	Ex	Unx	Tardy	Grade	
01	M/J COMPSI2 ACC HON	Raya, D	0	0	0	A	
02	M/J TEAM SPORTS GRD7	Zepeda, E	0	0	0	NG	
02	M/J TEAM SPORTS GRD7	Zepeda, E	0	0	0	A	
03	ALG 1 HON	Cerda, L	0	0	0	A	
04	M/J LG ART2 ADV (GM)	Ramos, G	0	0	0	A	
05	M/J STEM ENV SCI	Barajas, A	0	0	0	NG	
05	EX GREEN CONST & ARC	Barajas, A	0	0	0	A	
06	M/J CIVICS ADV GM	Brown, A	0	0	0	A	

Monroy, Daniel J Westward Elementary - 0351 - E							
Grades News Planner Reports							
Q1	Q2	Q3	Q4	TR1	TR2	TR3	03/31 - 05/29
Pd	Course	Teacher	Ex	Unx	Tardy	Grade	
00	Homeroom - 3rd Grade	N/A	0	0	0	NG	
11	LANG ARTS-03 (GIFMIX)	Lara, T	0	0	0	NG	
14	ACCEL MATH GRADE 3 (AMP)	Lara, T	0	0	0	NG	
20	SCIENCE GR 3(GFTMIX)	Lara, T	0	0	0	NG	
23	SS 3 (GRADE ONLY)	N/A	0	0	0	NG	
32	PE GR 3	Martin, R	0	0	0	NG	
32	MUSIC E - GRADE 03	Valencia, L	0	0	0	NG	
32	ART E - GRADE 03	Árias, M	0	0	0	NG	

- **News:** Displays student news feeds that include an overview of attendance, assignments and positive behaviors.

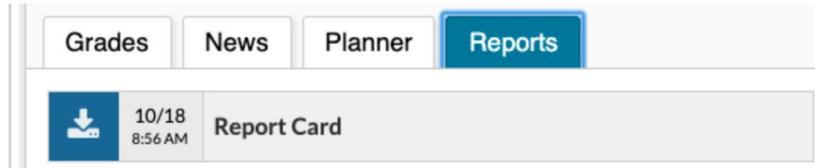
Grades News Planner Reports			
Tuesday - 12/10/2019			
C	12/10 4:15 PM	UV Lab (14.5/20)	AP ENV SCI
Z	12/10 3:48 PM	Tragedy of the Commons (0/10)	AP ENV SCI
A	12/10 3:10 PM	Reflection on Ted Talk (3/3)	AP ENV SCI

- **Planner:** The Planner tab displays an overview of the upcoming assignments that are due.

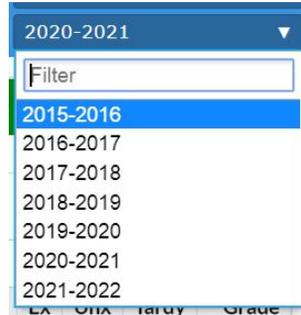
Grades News Planner Reports	
Assignments Due	
02/02	
02/03	
02/04	
02/05	▪ Ch. 14 Questions 1-20(PRE-CALCULUS HON)

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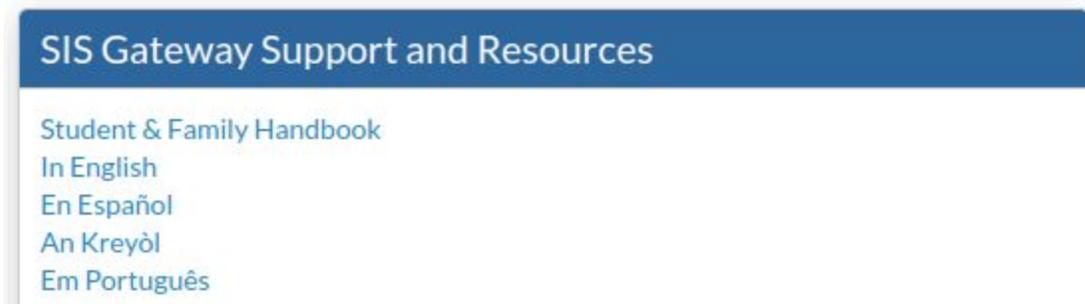
- **Reports:** The Reports tab contains links to report cards and test score reports.



- Change the school year in the upper right corner of the blue header to see prior year report cards and test score reports.



- **SIS Gateway Support and Resources** - Provides links to training documents and other useful links.



- **Emailing Teachers:** From the portal page, inside the student block, click on the teacher's name to send an email.

Teacher	Ex	Unx	Tardy	Grade
Gullbrand, K	0	0	0	A
Blackford, S	0	2	0	A

- Generate your message in the pop-up window and click send.

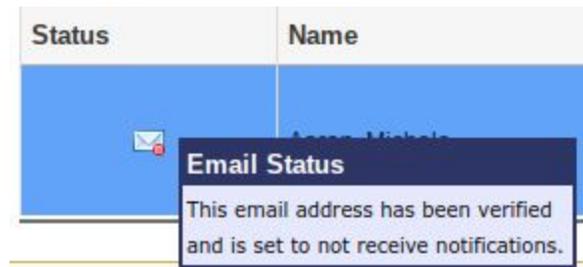


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- **Email Notifications:** In **Preferences > Notifications**, parents can set up email notifications regarding grades, absences, discipline, fees, assignments and/or upcoming events. Follow the steps below to set up email notifications.

Display Options		Notifications	Linked Accounts	
1 Parent				
Status	Name	Email	Frequency	Summaries
	McFadden, Floriana Marie	No Email on File	Daily	<input checked="" type="checkbox"/> Attendance <input checked="" type="checkbox"/> Billing Fees <input checked="" type="checkbox"/> Grades Link <input checked="" type="checkbox"/> Discipline <input checked="" type="checkbox"/> Upcoming Assignments <input checked="" type="checkbox"/> Events and Messages

- The email that will receive notifications can be found under **Email**.
- The Status column indicates whether the email has been verified via the link sent. To ensure that the email address is verified, mouse over the mail icon to review the status. If it indicates that it has not been verified, check the email and complete the verification process.



- Using the dropdown, decide how often to receive email notifications.



- Using the checkboxes, decide what notifications to receive.

Summaries	
<input checked="" type="checkbox"/> Attendance	<input checked="" type="checkbox"/> Discipline
<input checked="" type="checkbox"/> Billing Fees	<input checked="" type="checkbox"/> Upcoming Assignments
<input checked="" type="checkbox"/> Grades Link	<input checked="" type="checkbox"/> Events and Messages

- Click **SAVE** to ensure all changes are saved.

Save