

Introduction to: ClassMate Student Portal



Overview

- Website Address
- Student Portal Login
- Student Attendance
- Student Discipline
- Student Grades
- Student Schedule
- Logout



Student Portal: Access

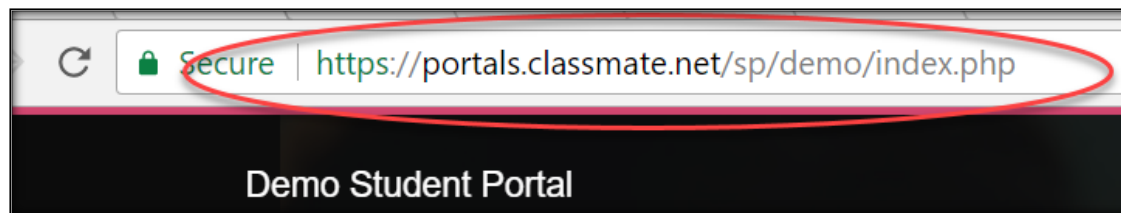
The ClassMate Student Portal is a secure site that allows Student to easily access important information on your Student Profile. You must have an internet connection to use the Student Portal. Contact your CTE Administrator with any questions.

Getting Started

- Using your computers Internet Browser, access your internet homepage
- In the address field type:

<https://portals.classmate.net/sp/ctcname>

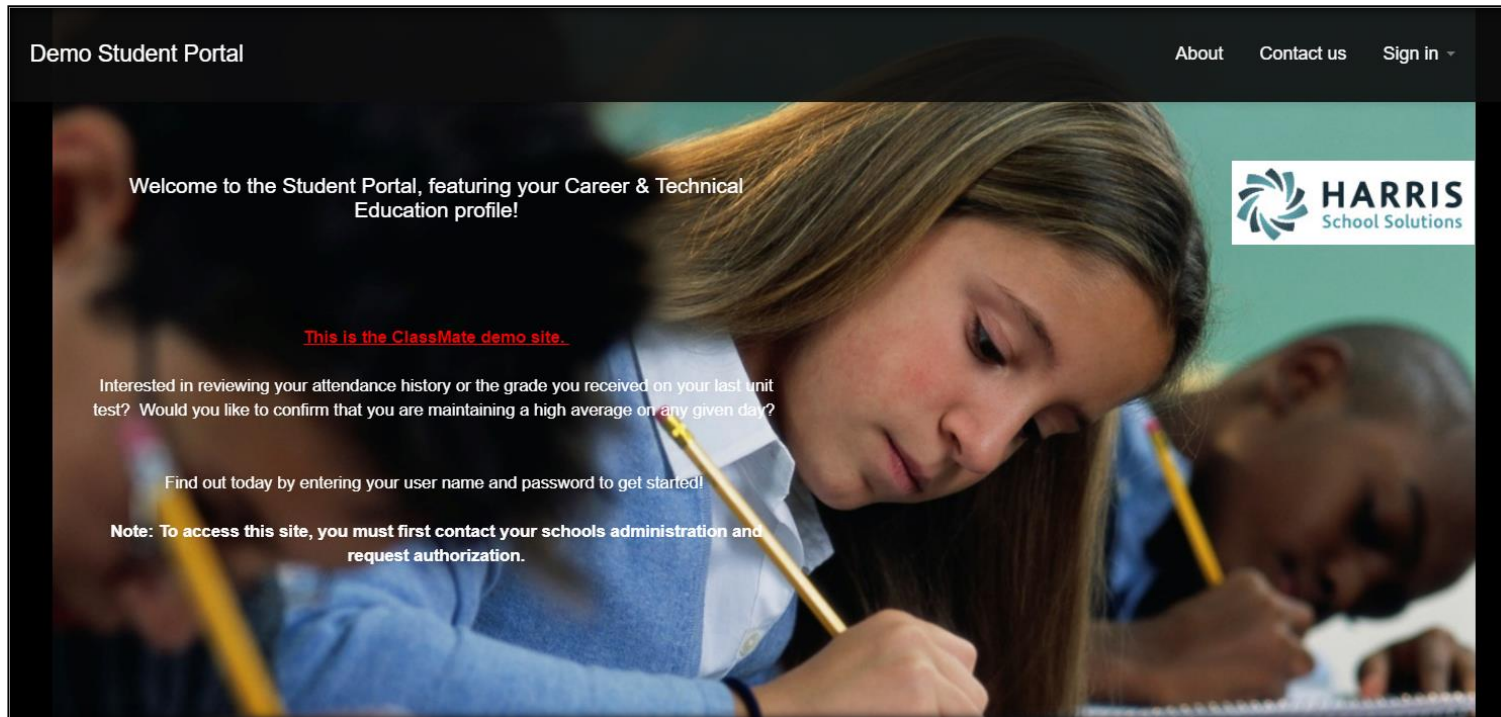
The CTC name you will use in the URL will be provided by your CTE



Student Portal URL Access

The ClassMate Student Portal Welcome Page

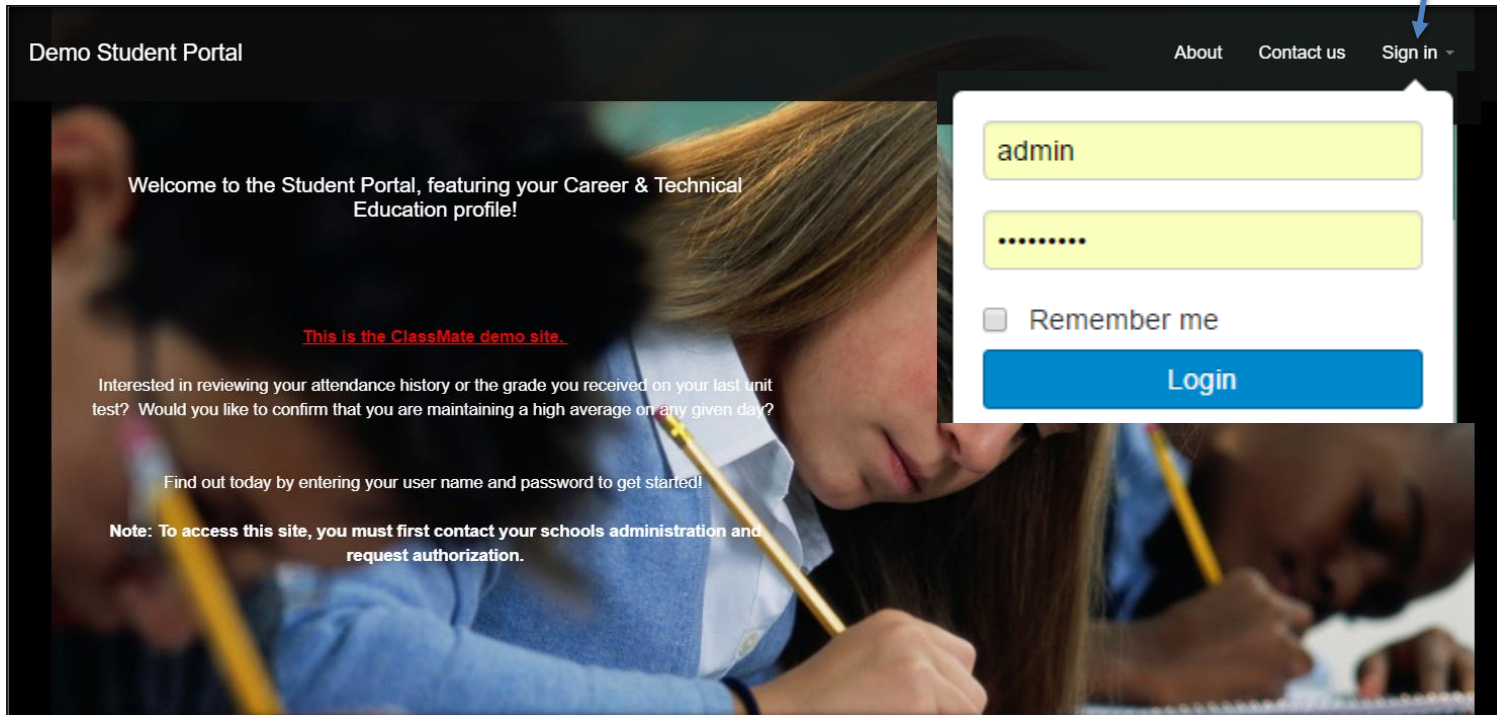
- Authorized Students can Login
- A Customized Message from the CTC is displayed



Student Portal Login

Logging In

- At the right corner of the screen – click Sign In
- Enter the User Name provided to you
- Enter the password provided to you
- Click Login








Student Portal: Student Views

Student Views

- There are 5 student views to choose from:
 - Attendance
 - Grades
 - Discipline
 - Schedule
 - Reports
- Click on a student view icon to view student details

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 Attendance  Grades  Discipline  Schedule  Reports



Viewing Student Attendance

- The attendance view provides an attendance summary along with details for a specified marking period.
- By clicking on a Marking Period, you can view the details of the attendance.
- You can sort by the date and attendance condition by clicking on Date and Description Field Headings

Attendance Summary

Period	End of Marking Period	Absent Excused	Absent Unexcused	Tardy Excused	Tardy Unexcused
Period 4	05/23/2018	1	0	0	0
Period 3	03/19/2018	1	0	0	0
Period 2	01/11/2018	2	0	0	0
Period 1	10/27/2017	2	1	1	0

Showing 1 to 4 of 4 entries

← Previous 1 Next →

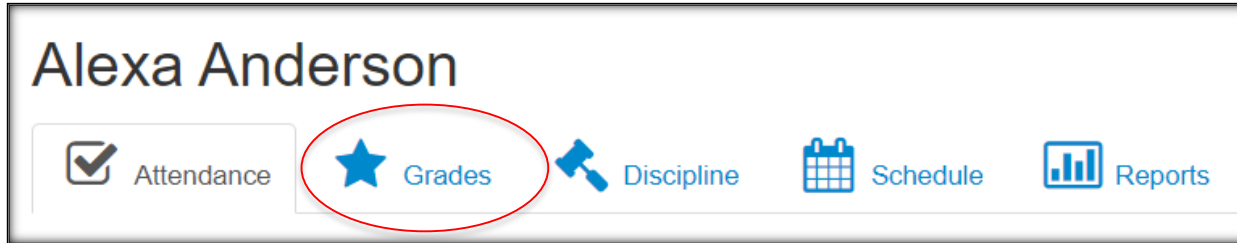
Period 4

Date	Description	Start Time	End Time
03/20/2018	Student Present	11:40 AM	02:25 PM
03/21/2018	Doctors Excuse - Absent Excused	11:40 AM	02:25 PM
03/22/2018	Student Present	11:40 AM	02:25 PM
03/23/2018	Student Present	11:40 AM	02:25 PM

Click the Period to see details below

Student Portal: Grades View

Viewing Student Grades

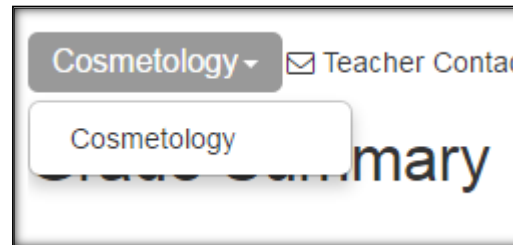


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Attendance Grades Discipline Schedule Reports

Selecting a Course

- Use the Course Name Drop Down box to select a course to view

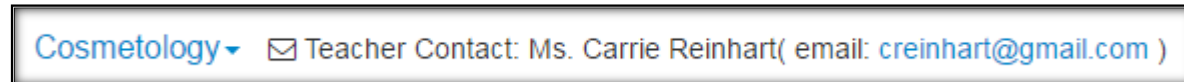


Cosmetology ▾ Teacher Contact

Cosmetology

Teacher Contact

- Teacher contact information may be available if provided by the CTC



Cosmetology ▾ Teacher Contact: Ms. Carrie Reinhart(email: creinhart@gmail.com)



Student Portal: Grade Details

Grade Summary

- The Grade Summary shows Marking Period grades and Current (to date) grades

Grade Details

- Grade Details are provided for Skill, Knowledge and Work Ethic Grades

Click the
Period to
see details
below

Grade Summary

Marking Period Grade = Skill - 33.34% Knowledge - 33.33% Employability - 33.33% x

Period	End of Marking Period	PGR	Skill	Knowledge	Employability
Current	05/23/18	94	90	95	97
Period 2	01/11/18	82	80	84	80
Period 1	10/27/17	89	90	88	98

Showing 1 to 3 of 3 entries ← Previous 1 Next →

Grade Details for Current

Skill	Task Id	Description	End Date	Grade
Knowledge	000202	Discuss the legal limitations involved in the duties of the health care worker, their professional role and scope of practice.	03/23/18	10
Work Ethics	000206	Identify the legal responsibilities and ethical behavior of a health care provider.	03/23/18	08

Showing 1 to 2 of 2 entries ← Previous 1 Next →

Student Portal: Skill Grade View

Skill Grade View

- A skill grade assesses hands-on practical tasks
- Task ID's, Descriptions, Dates and Grades can be viewed

Grade Details for Period 1

Skill	Task Id ▲	Description	End Date	Grade
Knowledge	000102	Keeps all tools in school and in a clean and orderly condition II	09/23/15	08
Work Ethics	000103	Keeps all tools in school and in a clean and orderly condition III	09/23/15	07
	000302	Perform a professional shampoo and rinse II	09/23/15	10
	000303	Perform a professional shampoo and rinse III	09/23/15	10



Student Portal: Knowledge View

Knowledge Grade View

- A knowledge grade assesses a student's understanding of basic theory
- Activity ID's, Activity Names, Dates and Grades can be viewed

Grade Details for Period 1

Skill	Date	Activity Name	Possible Points	Grade
Knowledge	09/23/15	Math Warm-up sheets: Week of 9/8/14	10	10
Work Ethics	08/12/15	Facials	100	97
	09/23/15	Skin Structure and Growth	100	100
	09/23/15	Skin Disorders and Diseases	100	100
	09/24/15	Color Wheel Quiz	100	100
	09/16/15	Skin Disease and Disorder Test	100	95
	09/23/15	Paraffin Wax Quiz	100	82



Student Portal: Work Ethics View

Work Ethics View

- A Work Ethics grade assesses a student's employability attributes, including punctuality, proper attire, communication and teamwork skills.
- Work ethics grades are displayed in a real-time environment.
- If the teacher wrote a comment for the student it would display in the Comments column.

Grade Details for Period 1

Skill	Date	Comment	Grade	Attend Description
Knowledge	08/06/15		10	Student Present
Work Ethics	08/07/15		10	Student Present
	08/10/15		10	Student Present
	08/11/15		10	Student Present
	08/12/15		10	Student Present
	08/13/15		10	Student Present








Student Portal: Discipline View

Discipline View

- The Discipline View displays the Date, Discipline Name, Course and Action Taken

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 Attendance
  Grades
  Discipline
  Schedule
  Reports

Discipline Summary





Date	Discipline Name	Course	Action Taken
09/23/15	Insubordination	Cosmetology	Written Warning

Student Portal: Schedule View

Schedule View

- The schedule view displays the student's current schedule

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Attendance
  Grades
  Discipline
  **Schedule**
 Reports

Schedule Summary

Course	Class	Mon	Tue	Wed	Thur	Fri	Room	Instructor	Location
Cosmetology	PM2	11:40 AM	11:40 AM	11:40 AM	11:40 AM	11:40 AM	Cosmetology Classroom 640	Carrie Reinhart creinhart@gmail.com	Harris Career and Technical Center







Student Portal: Reporting View

Reporting View

- The Reporting view allows the Student to view **submitted** Progress Reports and Report Cards

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Attendance  Grades  Discipline  Schedule  **Reports**

Report Summary

Report Card Progress Report

Marking Period 1
October 29, 2015
School: Wilson Area High School
Grade: 12

Mouse over the report card comment number to see the comment

Report Card **Grade Equivalent** Legend



Student Portal: Reporting View

Report Card View

Mouse over the report card comment number to see the comment

Report Card

Grade Equivalent

Legend

Program/Course/Class Teacher name	Factors					Comments			Marking Period				
	K	W	S	P	E	C1	C2	C3	1	2	3	4	F
Cosmetology Carrie Reinhart	96	57	88	90	74				86				

Showing 1 to 1 of 1 records

← Previous 1 Next →

Attendance


Attendance	Previous	Current	Total	% Complete
Tardy Unexcused:	0	0	0	%
Absent Excused:	0	0	0	
Absent Unexcused:	0	1	1	
Tardy Excused :				



Student Portal: Reporting View

Progress Report View

Select a Progress Reporting Period to view the Submitted Progress Report

Cosmetology ▾  Teacher Contact: Ms. Carrie Reinhart(email: creinhart@gmail.com)

Date Submitted	Progress Status	MP	IDNum
09/23/2015	Not Working To Full Potential	1	1

View of Progress Report:

Progress Report Details

Student Progress Report

Megan Burson

Questions regarding this report can be answered by emailing your child's teacher at creinhart@gmail.com

Your child's progress in this class is: Not Working To Full Potential

Knowledge: 69

Skill: 88

Progress Report # : 1
 Sending School : Wilson Area High School
 Course : Cosmetology
 Instructor : Carrie Reinhart
 Grade : 12

Grade to Date: 73 As of 09/23/2015

Comments/Recommendations
 Improvement is required to succeed in this course

Comments/Recommendations
 Shows improvement

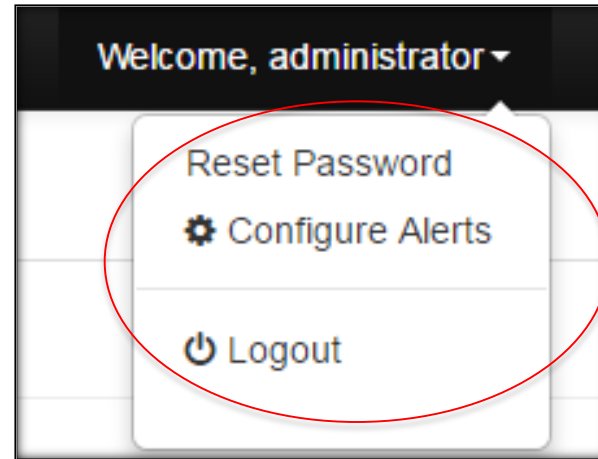


Student Portal: User Account Options

Using User Account options

In the top right hand corner, you have some options for your user account:

- Configure /Set up Email Alerts
- Reset your password
- Logout



To set Email alerts regarding your profile, select Configure Alerts



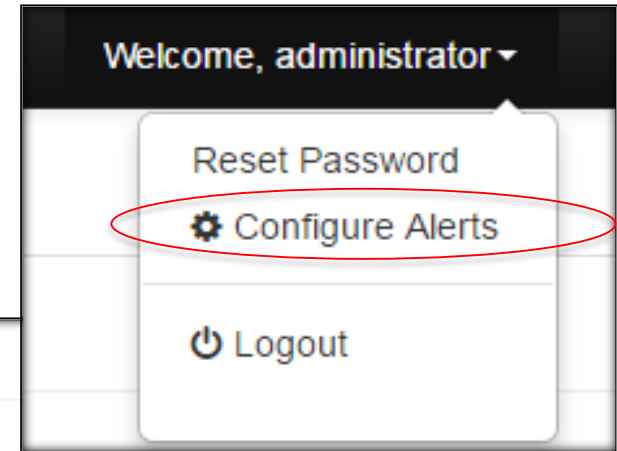
Student Portal: User Account Options

Using User Account options

To set Email alerts regarding your profile, select Configure Alerts

Identify any Alert you would like to receive by checking the box next to the alert.

For grading – you can set a marking period grade threshold.



Email Alert Configuration

Attendance

- Student is Absent
- Student is Tardy

Grading

- Student's marking period grade has fallen below

Discipline

- Student has recieved a discipline referral
- Student has been assigned a suspension

Assignments

- Student has been given a new Knowledge assignment



ClassMate

855-984-1228 Help Desk:
Option 1
www.classmate.net

