

Introduction to: ClassMate District Portal



Agenda Topics

- Website Address
- District Portal Login
- District Home Page
- Student Attendance
- Student Discipline
- Student Grades
- Student Schedule
- Logout



District Portal: Access

The ClassMate District Portal is a secure site that allows only authorized District & School personnel to easily access important student information.

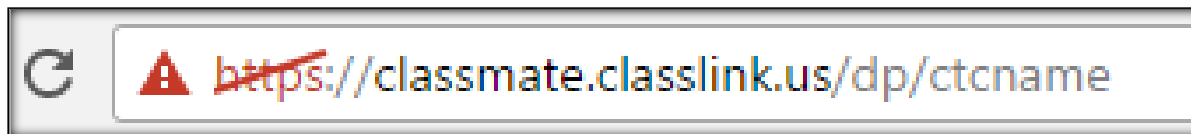
Prior to the first login, authorized users must have a valid email address entered into the ClassMate System. You must have an internet connection to use the District Portal. Contact your CTE ClassMate administrator with any questions.

Getting Started

- Using your computer's Internet Browser, access your internet homepage
- In the address field type:

<http://classmate.classlink.us/dp/ctcname/>

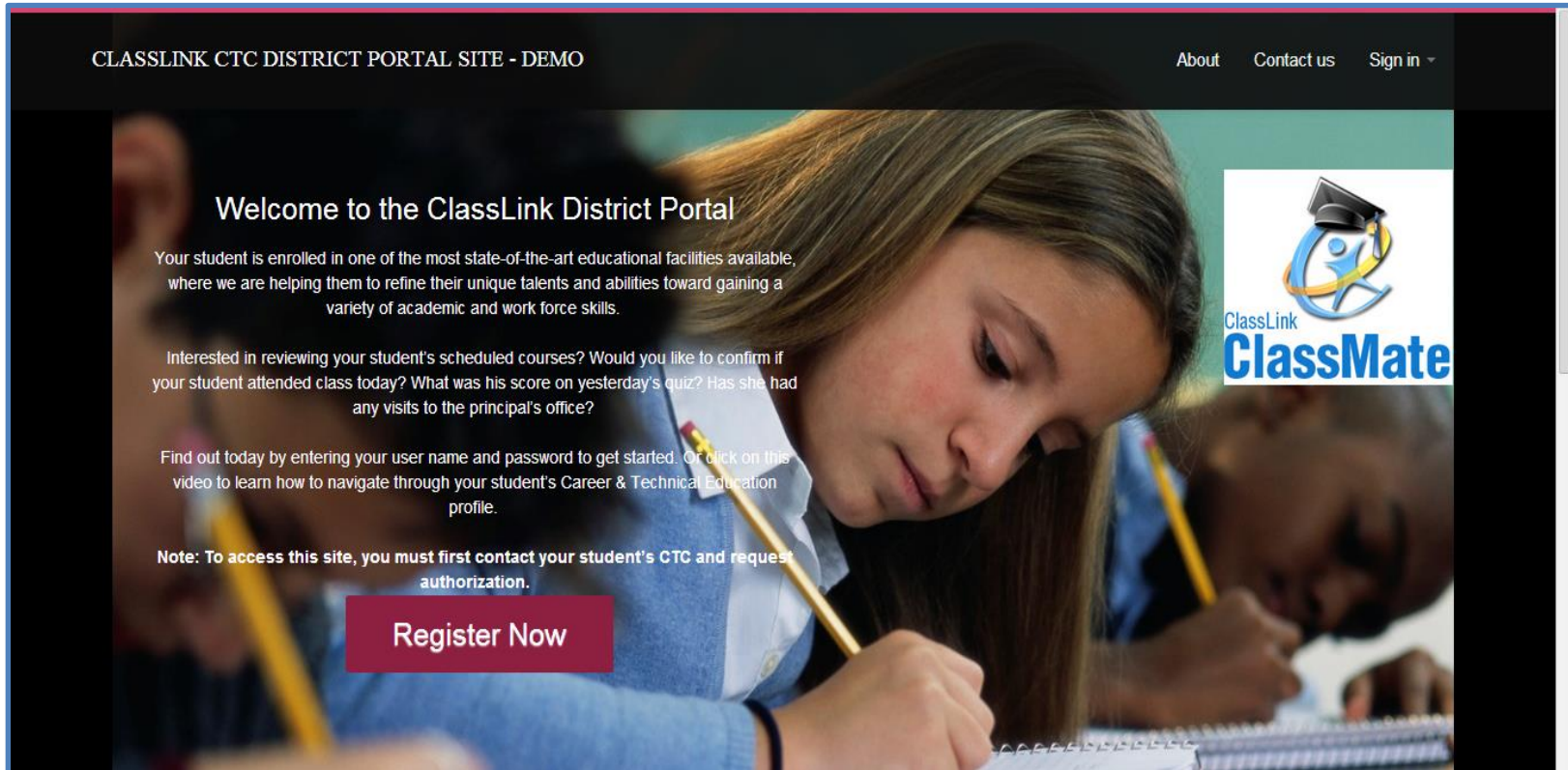
The ctcname you will use in the URL will be provided by your CTE



District Portal URL Access

The ClassMate District Portal Welcome Page

- Authorized District & Staff personnel can Login
- A Customized Message from the CTC is displayed



CLASSLINK CTC DISTRICT PORTAL SITE - DEMO

About Contact us Sign in ▾

Welcome to the ClassLink District Portal



Your student is enrolled in one of the most state-of-the-art educational facilities available, where we are helping them to refine their unique talents and abilities toward gaining a variety of academic and work force skills.

Interested in reviewing your student's scheduled courses? Would you like to confirm if your student attended class today? What was his score on yesterday's quiz? Has she had any visits to the principal's office?

Find out today by entering your user name and password to get started. Or click on this video to learn how to navigate through your student's Career & Technical Education profile.

Note: To access this site, you must first contact your student's CTC and request authorization.

[Register Now](#)



District Portal Account Creation

First Time Users

Prior to logging into the ClassMate District Portal you must create an account. You will only have to create the account as a first time user.

- Click “Register Now”



District Portal Account Registration

First Time Users

The following information is mandatory for portal access.

Enter the following:

First & Last Name

Username

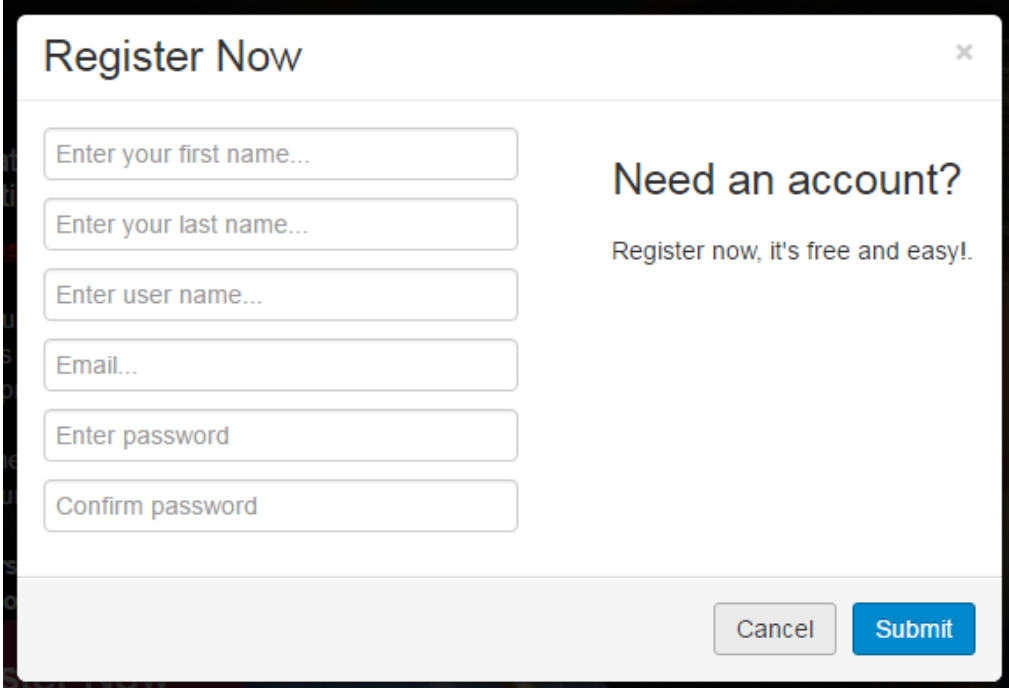
Email

Password

Confirm Password

Click the **Blue Submit** Button

An email registration confirmation will be sent to the email address entered during registration.



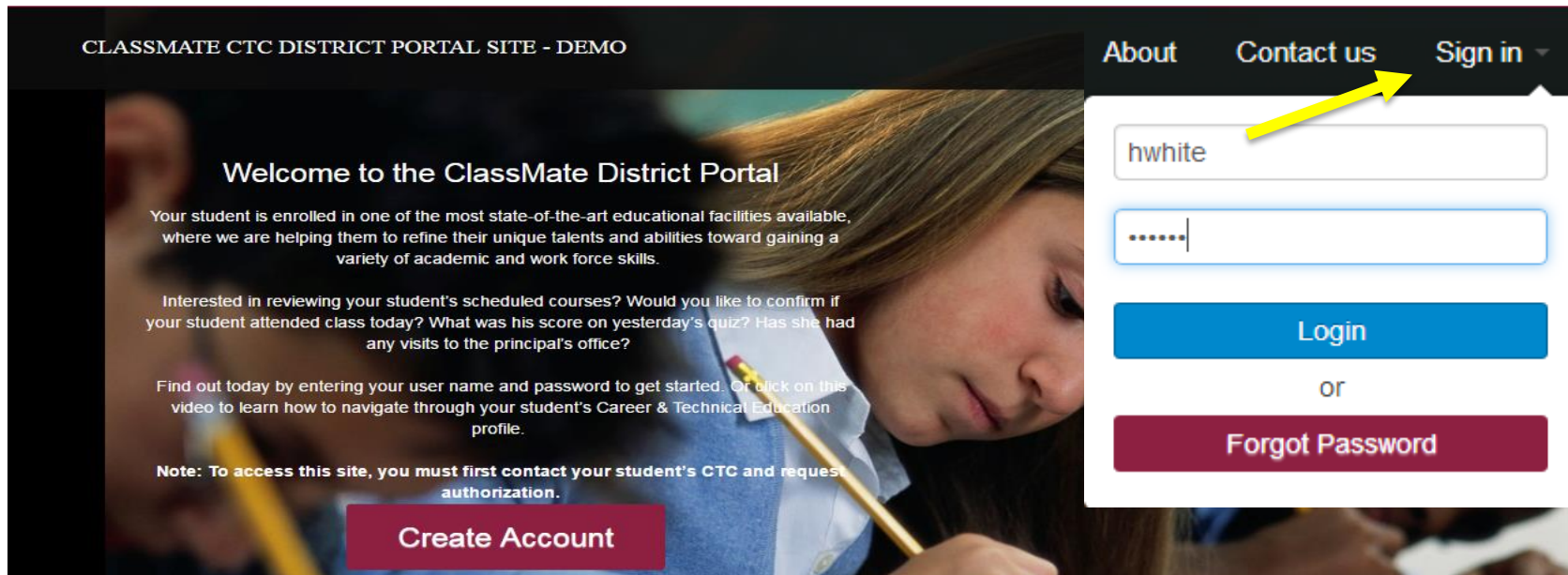
The screenshot shows a 'Register Now' form with the following fields: 'Enter your first name...', 'Enter your last name...', 'Enter user name...', 'Email...', 'Enter password', and 'Confirm password'. To the right of the form, there is a heading 'Need an account?' and the text 'Register now, it's free and easy!'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Submit'.

Note: You must enter the email address supplied to the CTC

District Portal Login

Logging In

- At the right corner of the screen – click Sign In
- Enter the User Name you created during registration
- Enter the password you created during registration
- Click Login



CLASSMATE CTC DISTRICT PORTAL SITE - DEMO

About Contact us Sign in

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Create Account

hwhite

.....

Login

or

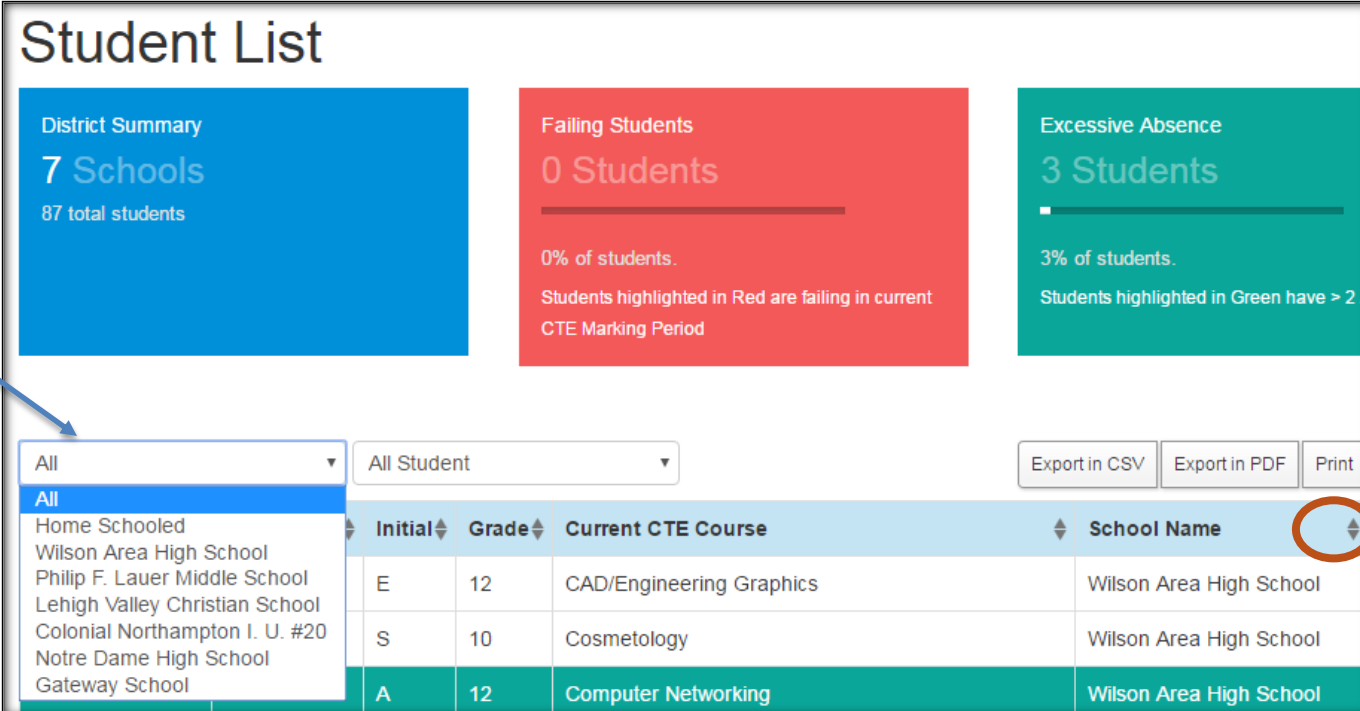
Forgot Password

Note: You may experience that when you log in, you do not have any access. For security reasons, the system administrator at the CTC will need to verify information prior to your first log in.

District Portal Student List

Accessing Student Views

- Upon login, all students from all schools the user is authorized to view will be displayed. The **District Summary** will display the number of schools the user has access to view.
- Select a specific school from the School Dropdown to filter by School
- You can also sort by School Name by clicking on the **School Name** column header



Student List

District Summary

7 Schools

87 total students

Failing Students

0 Students

0% of students.

Students highlighted in Red are failing in current CTE Marking Period

Excessive Absence

3 Students

3% of students.

Students highlighted in Green have > 2 A

All Student

Export in CSV | Export in PDF | Print

Initial	Grade	Current CTE Course	School Name
E	12	CAD/Engineering Graphics	Wilson Area High School
S	10	Cosmetology	Wilson Area High School
A	12	Computer Networking	Wilson Area High School



District Portal Student List

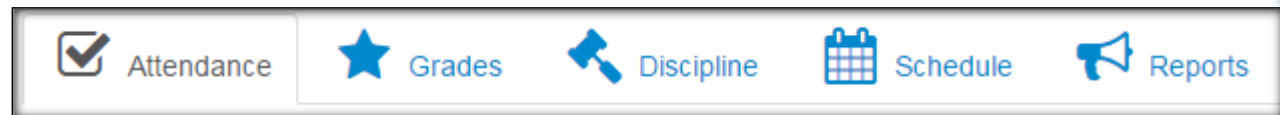
Accessing Student Views

- To access Student Views, click on the name of the student from the list.

Last Name	First Name	Initial	Grade	Current CTE Course	School Name	District Name
Akian	Maureen	E	12	CAD/Engineering Graphics	Wilson Area High School	Wilson School District
Burson	Anora	S	10	Cosmetology	Wilson Area High School	Wilson School District
Burson	Brandon	A	12	Computer Networking	Wilson Area High School	Wilson School District

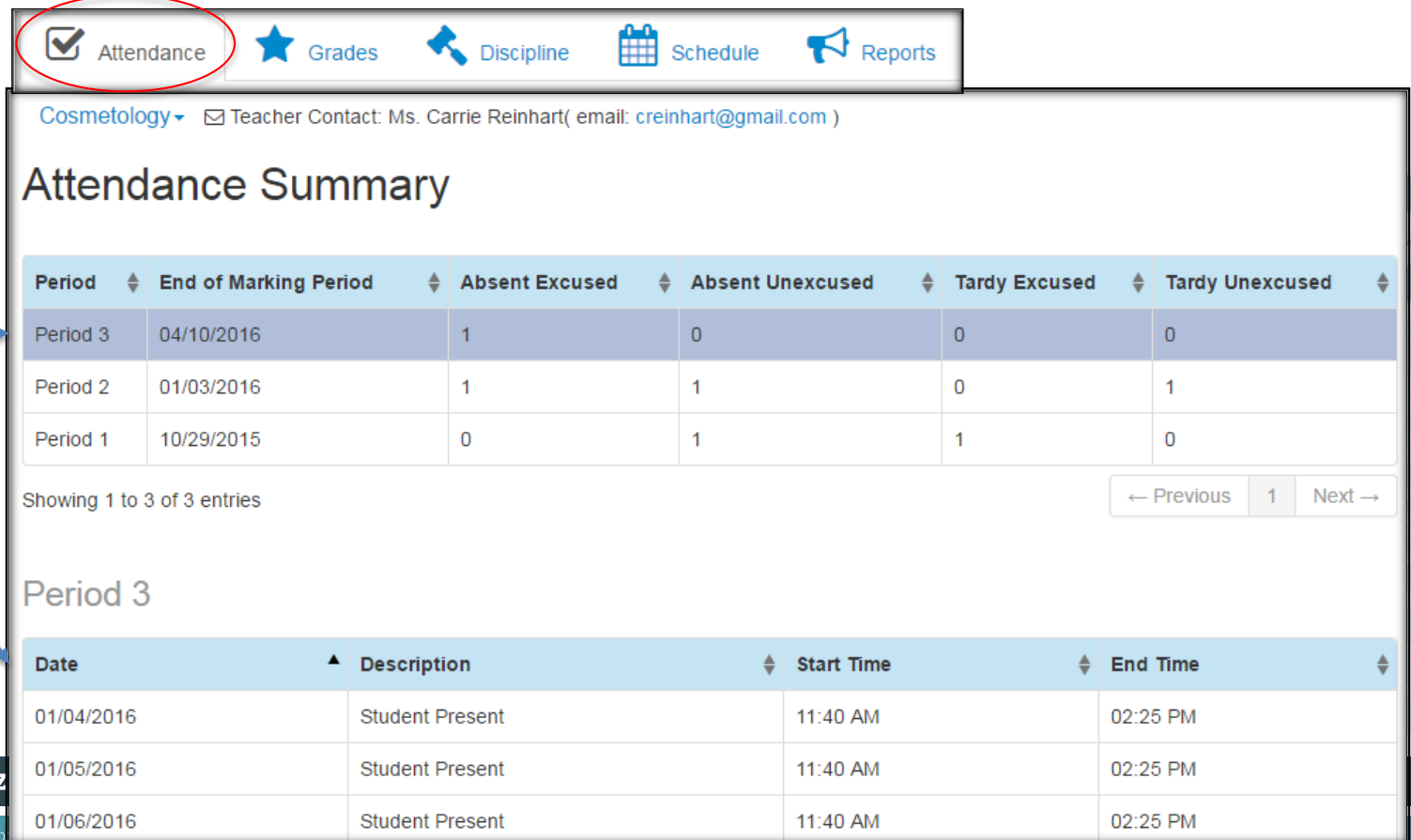
Student Views

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



Viewing Student Attendance

- The attendance view provides an attendance summary along with details for the selected student
- 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 ★ Grades ↗ Discipline 📅 Schedule 📢 Reports

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

Attendance Summary

Period	End of Marking Period	Absent Excused	Absent Unexcused	Tardy Excused	Tardy Unexcused
Period 3	04/10/2016	1	0	0	0
Period 2	01/03/2016	1	1	0	1
Period 1	10/29/2015	0	1	1	0

Showing 1 to 3 of 3 entries

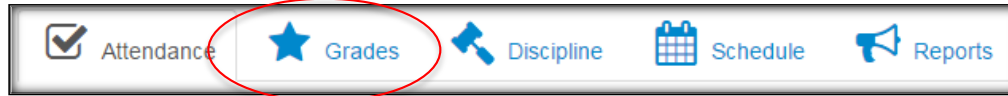
← Previous 1 Next →

Period 3

Date	Description	Start Time	End Time
01/04/2016	Student Present	11:40 AM	02:25 PM
01/05/2016	Student Present	11:40 AM	02:25 PM
01/06/2016	Student Present	11:40 AM	02:25 PM

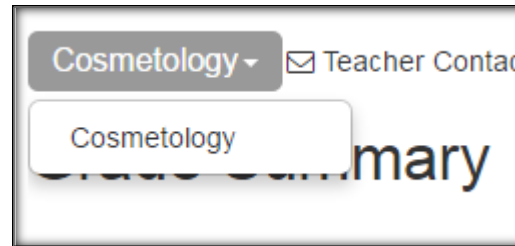
Click the Period to see details below

Viewing Student Grades



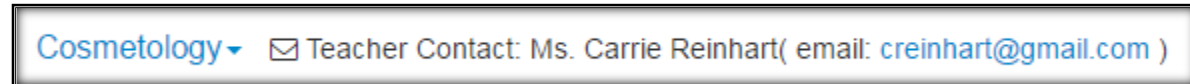
Selecting a Course

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



Teacher Contact

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



District Portal: Grade Details

Grade Summary

- The Grade Summary shows Marking Period grades and Current grades

Grade Details

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

Click the Period to see details below

Grade Summary

Marking Period Grade = Skill - 33.34% Knowledge - 33.33% Work Ethics - 33.33% ✕

Period	End of Marking Period	PGR	Skill	Knowledge	Work Ethics
Current	06/14/16	-	-	-	0
Period 1	10/29/15	86	88	96	57

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

Grade Details for Period 1

Skill
[Knowledge](#)
[Work Ethics](#)

Task Id	Description	End Date	Grade
000102	Keeps all tools in school and in a clean and orderly condition II	09/23/15	08
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

Showing 1 to 4 of 4 entries ← Previous 1 Next →

District 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



District 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
- A descriptive activity name is recommended.

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



District 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

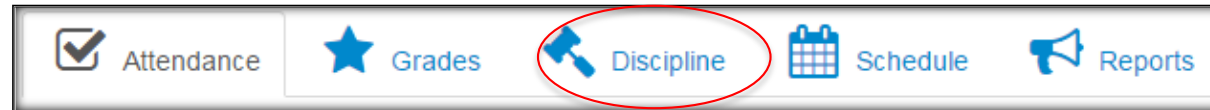
Skill	Date	Comment	Grade	Attend Description
Knowledge	08/06/15		10	Student Present
Work Ethics	08/07/15		10	Student Present
	08/10/15		10	Student Present
	08/11/15		10	Student Present
	08/12/15		10	Student Present
	08/13/15		10	Student Present



District Portal: Discipline View

Discipline View

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



Our Administration and Faculty maintain a Student Code of Conduct, which we expect your child to adhere to while they are in the building or at any school-related activity. If you have any questions on a discipline referral recorded for your child, please contact the school administration to schedule a parent conference.

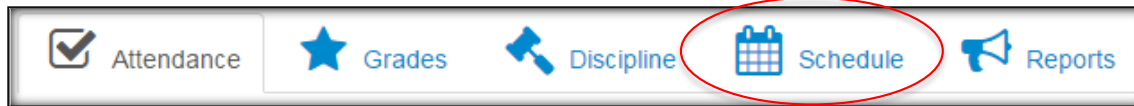
Discipline Summary

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

District Portal: Schedule View

Schedule View

- The schedule view displays the student's current schedule



We work closely with your child's Home School District to accommodate scheduling requests for enrollment into any particular Career & Technical Education course that is offered. If your child has a specific course request, please contact the guidance counselor to schedule a parent conference.

Schedule Summary

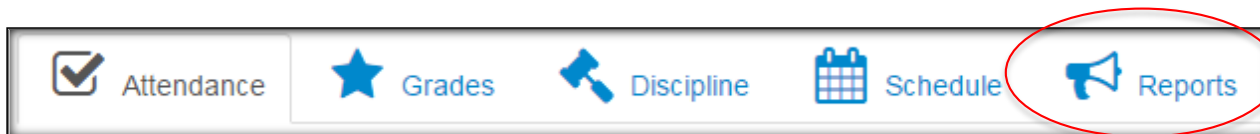
Course	Class	Mon	Tue	Wed	Thur	Fri	Room	Instructor	Location
Cosmetology	PM2	11:40 AM	11:40 AM	11:40 AM	11:40 AM	11:40 AM	Cosmetology Classroom 640	Carrie Reinhart creinhart@gmail.com	Harris Career and Technical Center



District Portal: Reporting View

Reporting View

- The Reporting view allows the District and/or Staff personnel to view **submitted** Progress Reports and Report Cards



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



District 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 :				



District 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

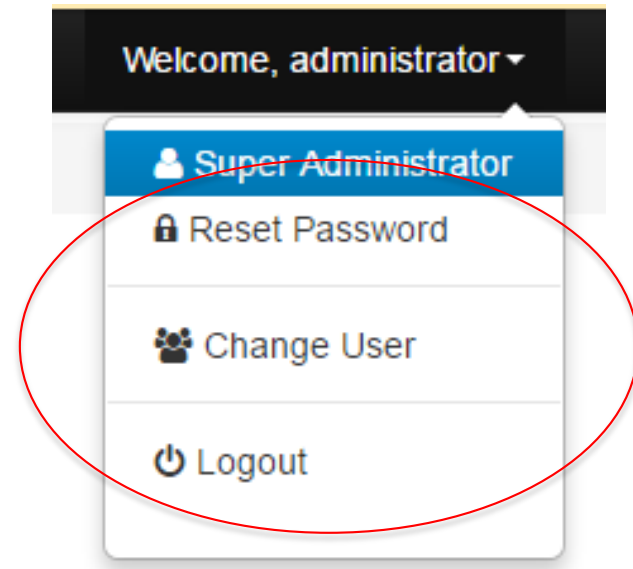


District Portal: User Account Options

Using User Account options

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

- Reset your password
- Logout

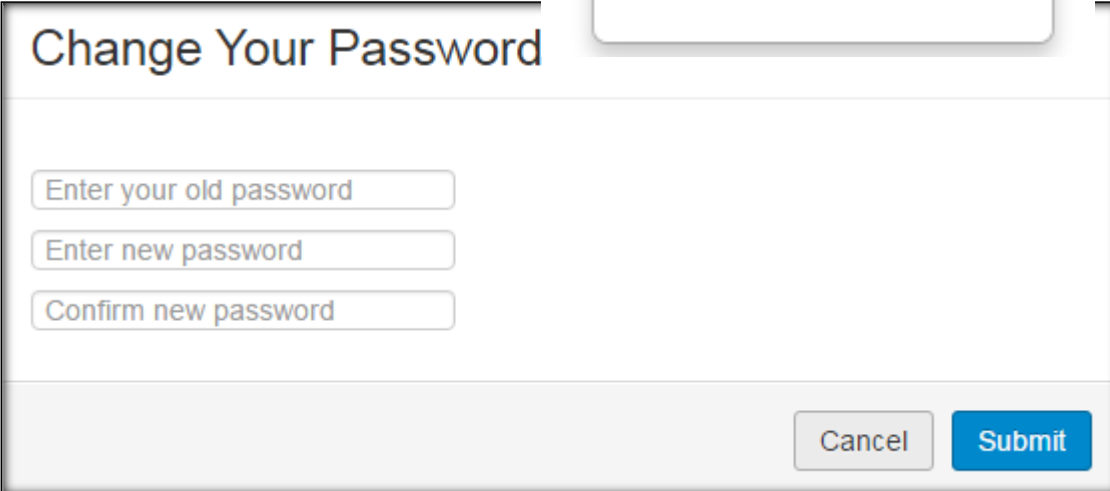
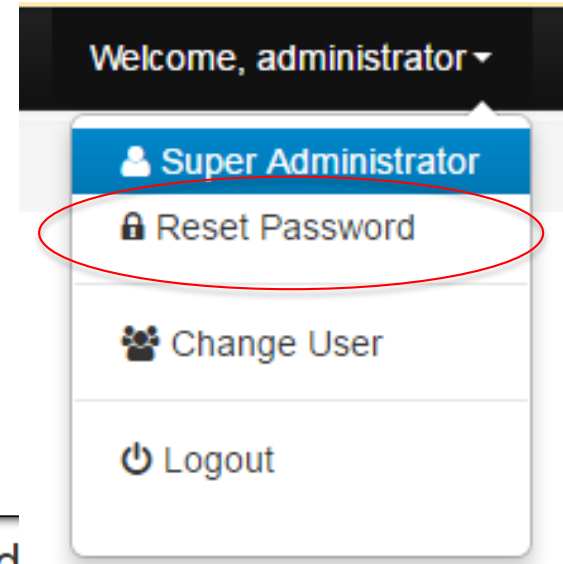


District Portal: User Account Options

Using User Account options

To reset your password, click Reset Password.

Enter in your old password, then your new password, followed by the new password again. Click Submit.



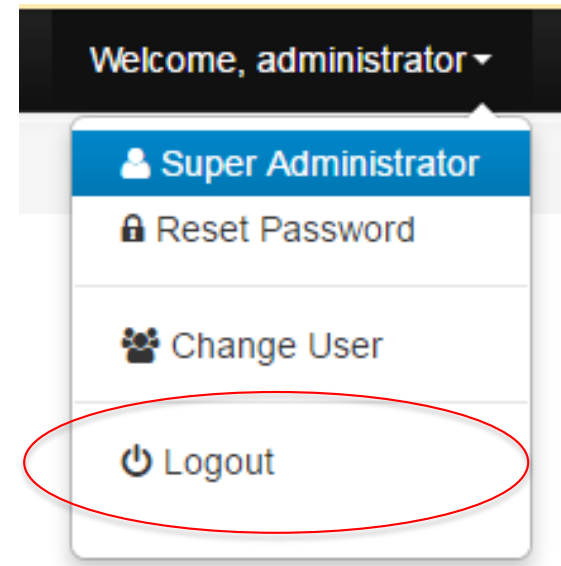
A screenshot of a "Change Your Password" form. The form has three input fields: "Enter your old password", "Enter new password", and "Confirm new password". At the bottom right, there are two buttons: "Cancel" and "Submit".



District Portal: User Account Options

Using User Account options

To Log Off of the Portal, click Log Out



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

