Dashboard Tour

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Navigation Through Teacher Portal Dashboard

This is the dashboard a teacher will view first when they log in.



From the top on the right hand side, you can find the H**elp** button for any assistance you may need.

Next, if you have any missing attendances from any course you will be able to see a notification of **missing attendances**. By clicking on the notification/alert you will be redirected to another page where you can**** take attendance.



You can take missing attendance by clicking on the **'Take Attendance'** on the particular date. Here you will find the list of students for whom you can assign attendance.

Next, you will see a notification tab if any other than the one displayed individually on the dashboard.

After that, there will be notifications of your classes divided into 'Today's Classes' and 'All Classes'.



When you click on **All Classes** you will find all the the courses and classes assigned to you.

After you click on any class you will see the class details with several tabs. Each of these tabs are described in the Class Details article.

You will able to see the notification for Notice which is created by the administration and placed just next to the course section.

Below Notice, there will be a Mental Health Info section

Under the course sections, you will find the Event and Holidays Calendar, here you can find the list of upcoming events and holidays with name, start date, and end date.

Just beside the list, you will also see a calendar with the same information, you can interchange between months by clicking on < or >.

Teacher Portal Dashboard At A Glance

This is the dashboard that you will see as a teacher when you log in. Before we start to navigate the dashboard let's start with the**** header.



In the header you will find the S**chool Year** that you can change according to the year you want to work with, and the **Marking Period.** Make sure you are on the correct marking period so that the class operations are recorded correctly.

On the right-hand side , you will see your **Profile** image**** and when clicked it will give you these three options:

- My account
- Change password
- Logout option

In the middle section of the screen, the following will be displayed:

1. On the very top of the dashboard yo will see missing attendance notifications if you have any.
2. Below that is a notification bar that signifies that you have ungraded assignments.
3. Your classes will be listed as rectangular cards and will show today's classes first. You can click on all classes to see the classes you are scheduled. Clicking on any class card will take you to the class details.
4. If the school has any notices to display, it will show on your dashboard.
5. Mental health information is also displayed prominently on the dashboard.
6. Lastly the school calendar will be displayed. If there are events scheduled for the month, it will be displayed on the calendar as dots and mousing over will show the details.