

Teacher Portal — User Guide

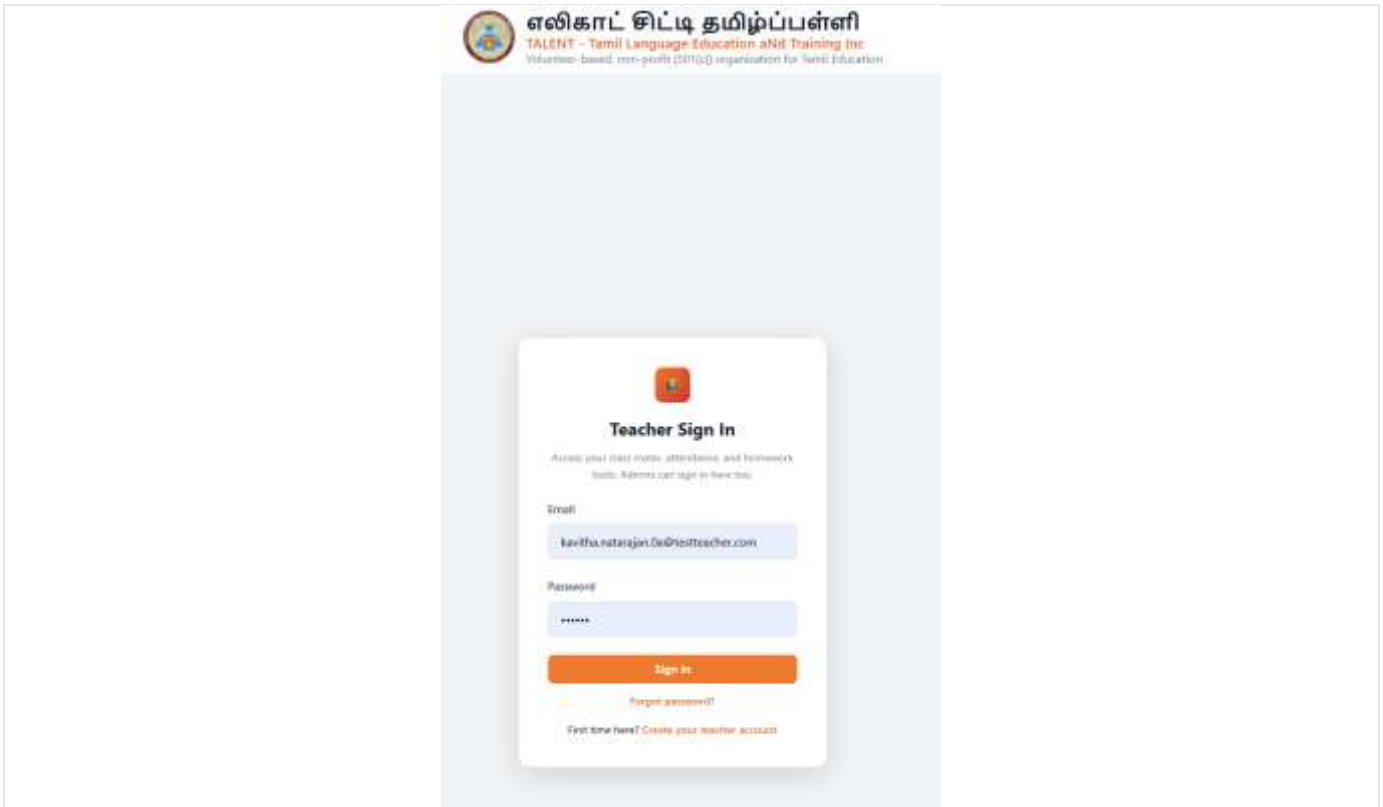
Everything you can do as a teacher, in the order you'll likely need it.

1. Getting Started: Creating Your Account

Before you can create your account, ExCo needs to have added you to the Teachers list with your email — if you get an error saying your email isn't recognized, check with ExCo first. The portal is reached from the public site's "Portal ▾" menu, top right of any page:



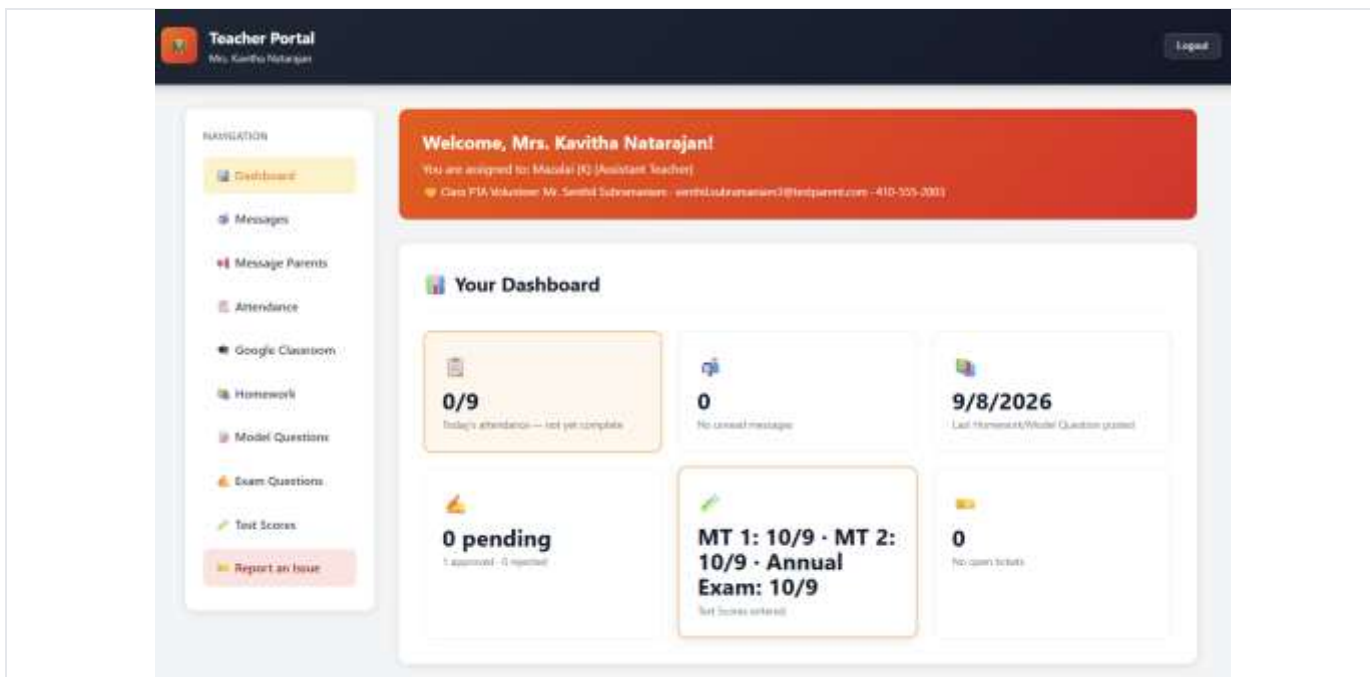
1. Go to Teacher Portal and click "Create your teacher account".
2. Enter the exact email ExCo has on file for you, and choose a password.
3. If your email matches a Teachers record, your account is created and you're signed in immediately. If not, you'll see an error — contact ExCo to confirm you've been added.
4. Next time, just sign in normally with that same email and password.



2. Your Dashboard

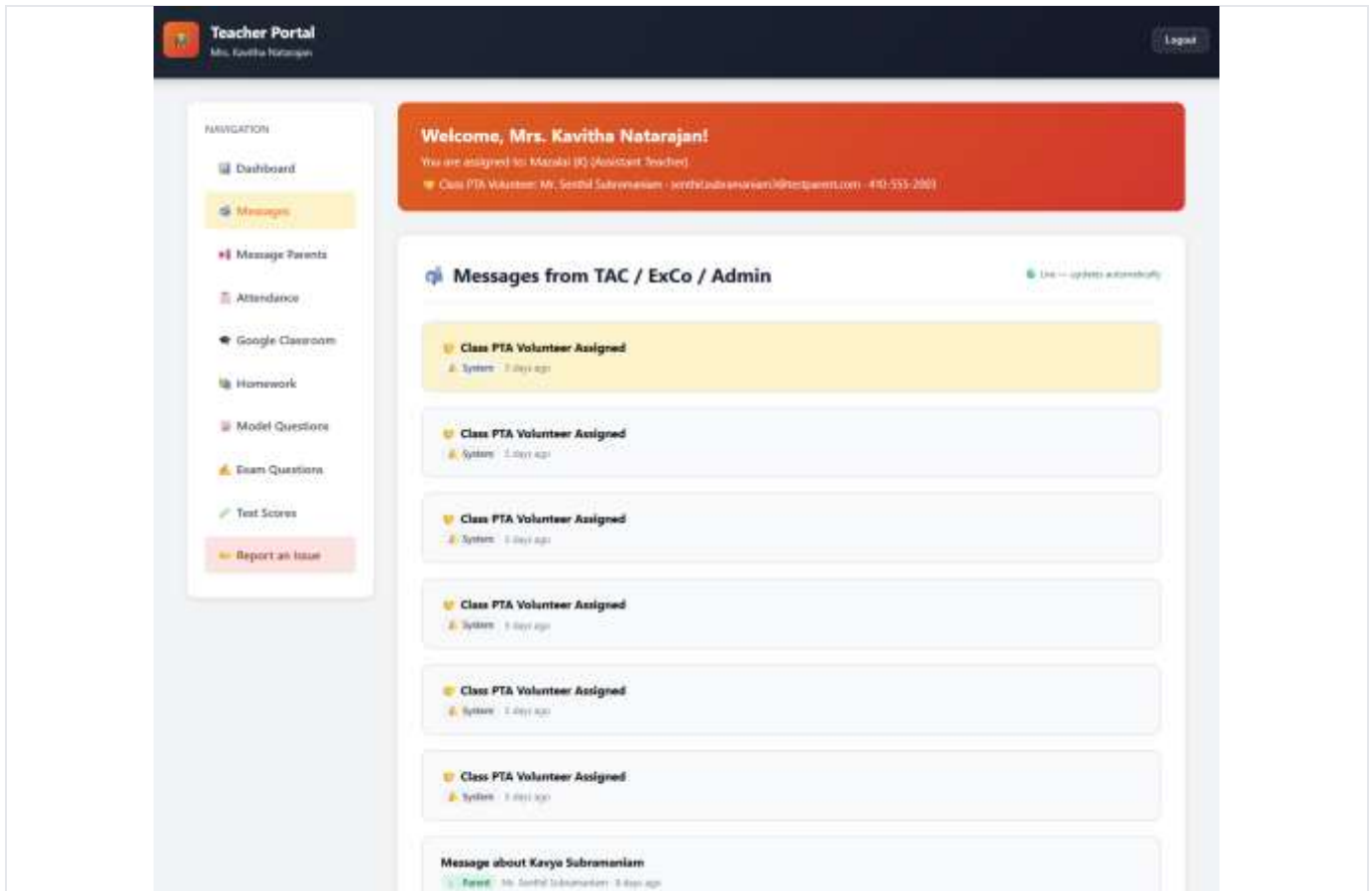
The default landing view once you sign in. Six clickable tiles, in this order, each jumping straight to the relevant tab: Attendance (today's status, marked or still outstanding), Messages (unread count), Homework (date of your most recent post), Exam Questions (your own submissions' status), Test Scores (entered across all three exams), and My Tickets (any open Service Desk tickets you've reported).

The orange Welcome banner above it confirms which class you're assigned to (grade, section, Primary or Assistant), and shows your class's PTA Volunteer contact info permanently, once one's been assigned.



3. Messages

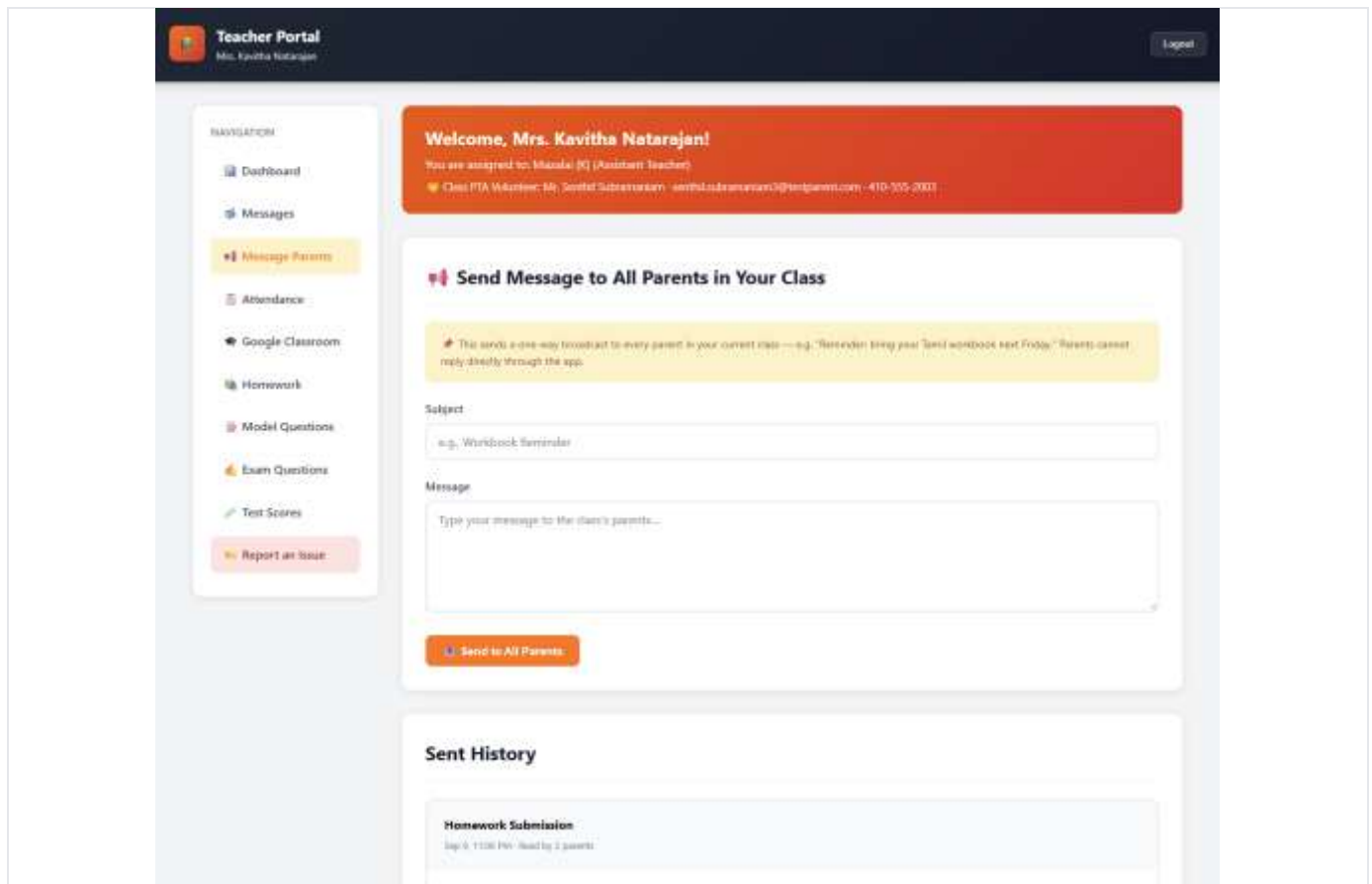
A combined inbox showing broadcasts from TAC/ExCo/Admin, direct notes from parents about their child, and system notifications (like a new PTA Volunteer assignment, shown with a gray "System" badge so it's not mistaken for an actual parent message). Unread items show an orange dot; click to expand and mark as read. Updates live — no need to refresh.



4. Message Parents

Send a one-way announcement to every parent in your current class.

1. Go to "Message Parents", write a Subject and Message.
2. Send. Your Sent History below shows each message with a live count of how many parents have read it.



5. Attendance

1. Go to Attendance, select a date.
2. Mark each student Present or Absent.
3. Before saving, check "Primary Teacher present" and/or "Assistant Teacher present" as applicable — the box matching your own role is checked automatically, since you're the one marking attendance.
4. Save.

Click any student's name to open their full profile — attendance summary to date, and the Recommend Skip Ahead option covered next.

The two presence checkboxes feed ExCo's Emergency Drill Attendance dashboard — a live, schoolwide headcount used to confirm everyone's safety in an actual emergency. Saving attendance is what sends your class's count and teacher presence to that dashboard; there's no separate step.

Teacher Portal
 Mrs. Kavitha Natarajan

Logout

NAVIGATION

- Dashboard
- Messages
- Message Parents
- Attendance**
- Google Classroom
- Homework
- Model Questions
- Exam Questions
- Test Scores
- Report an Issue

Welcome, Mrs. Kavitha Natarajan!
 You are assigned to: Maalal (K) (Assistant Teacher)
 📞 Class PTA Whatsapp: Mr. Senthil Subramaniam - senthil.subramaniam3@rediffmail.com - 410-555-3001

Attendance

09/17/2018 📅

Student	Status
Arun Kumar	☒ Present ☐ Absent
Divya Natarajan	☒ Present ☐ Absent
Karthik Krishnan	☒ Present ☐ Absent
Kavya Subramaniam	☒ Present ☐ Absent
Lakshmi Govindakrishnan	☒ Present ☐ Absent
Meenu Balasubramaniam	☒ Present ☐ Absent
Prithvi Raj	☒ Present ☐ Absent
Suresh Subramaniam	☒ Present ☐ Absent
Vijay Ramasamy	☒ Present ☐ Absent

Save Attendance

Attendance Report

Below the daily roster: pick an "as of" date and Generate Report for a summary across your whole class from the first day of school through that date — classes held, present/absent/not-marked counts, and an attendance percentage per student. Download Detailed CSV exports it.

NAVIGATION

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LAKESHI GUNDRAMANIAN

Present Absent

Meena Balasubramaniam

Present Absent

Priya Raj

Present Absent

Suresh Sundaram

Present Absent

Vijay Ramasamy

Present Absent

Save Attendance

Attendance Report

N of 18/08/2020

Generate Report

Shows attendance for every student in your class from the first day of school (Sep 4, 2020) through the date selected above.

Report period: 2020-09-04 to 2020-10-05 — 8 classes held (at 10)

Student	Classes Held	Present	Absent	Not-Marked	Attendance %
Anur Kumar	8	8	0	0	100%
Divya Natarajan	8	5	1	0	83%
Karthik Krishnan	8	4	2	0	67%
Kavya Subramaniam	8	8	0	0	100%
Lakshmi Gopalakrishnan	8	8	0	0	100%
Meena Balasubramaniam	8	5	1	0	83%
Priya Raj	8	5	1	0	83%
Suresh Sundaram	8	8	0	0	100%
Vijay Ramasamy	8	8	0	0	100%

Download Detailed CSV

6. Recommend Skip Ahead

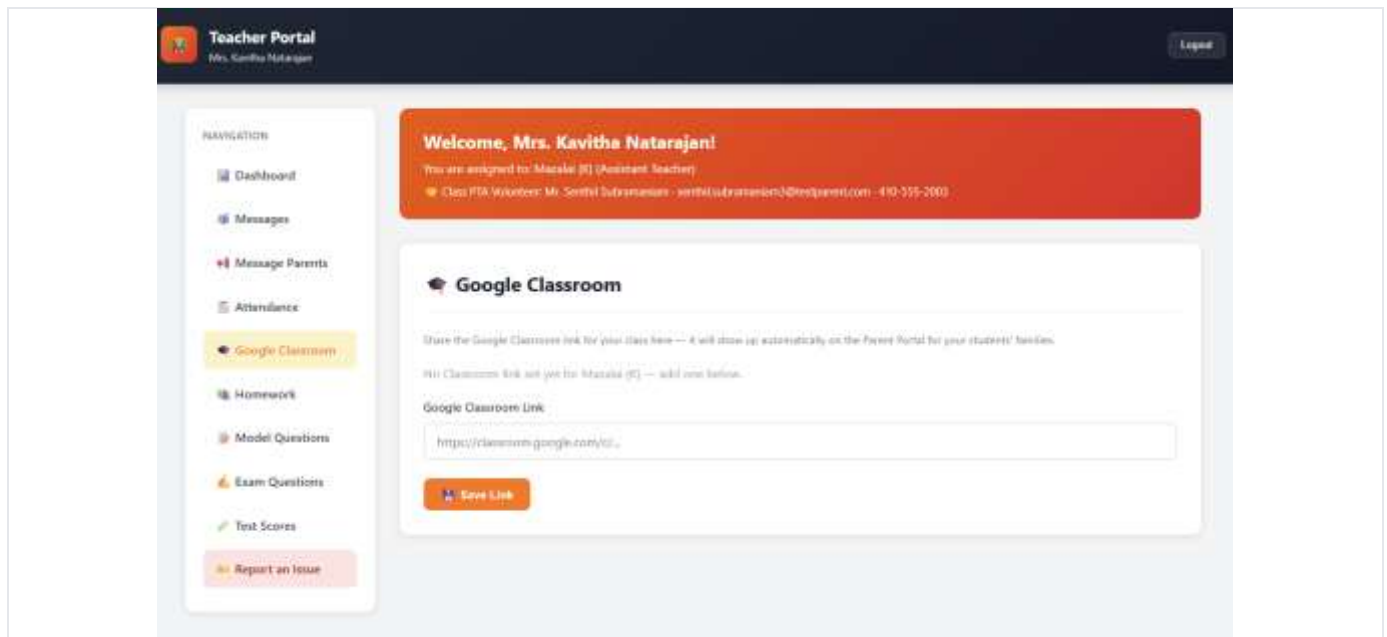
If a student is ready to move up a Nilai level ahead of the normal yearly schedule, you can recommend it directly from their profile (opened from the Attendance roster).

1. Open the student's profile, scroll to "🎓 Recommend Skip Ahead".
2. Choose the Nilai level you're recommending, and explain why in the reason field.
3. Submit — it goes to ExCo for review. If something's already pending for that student, you'll see a note instead of being able to submit a second one.

ExCo's decision (approved or rejected) isn't something you're notified of automatically yet — check back on the student's profile, or ask ExCo directly.

7. Google Classroom

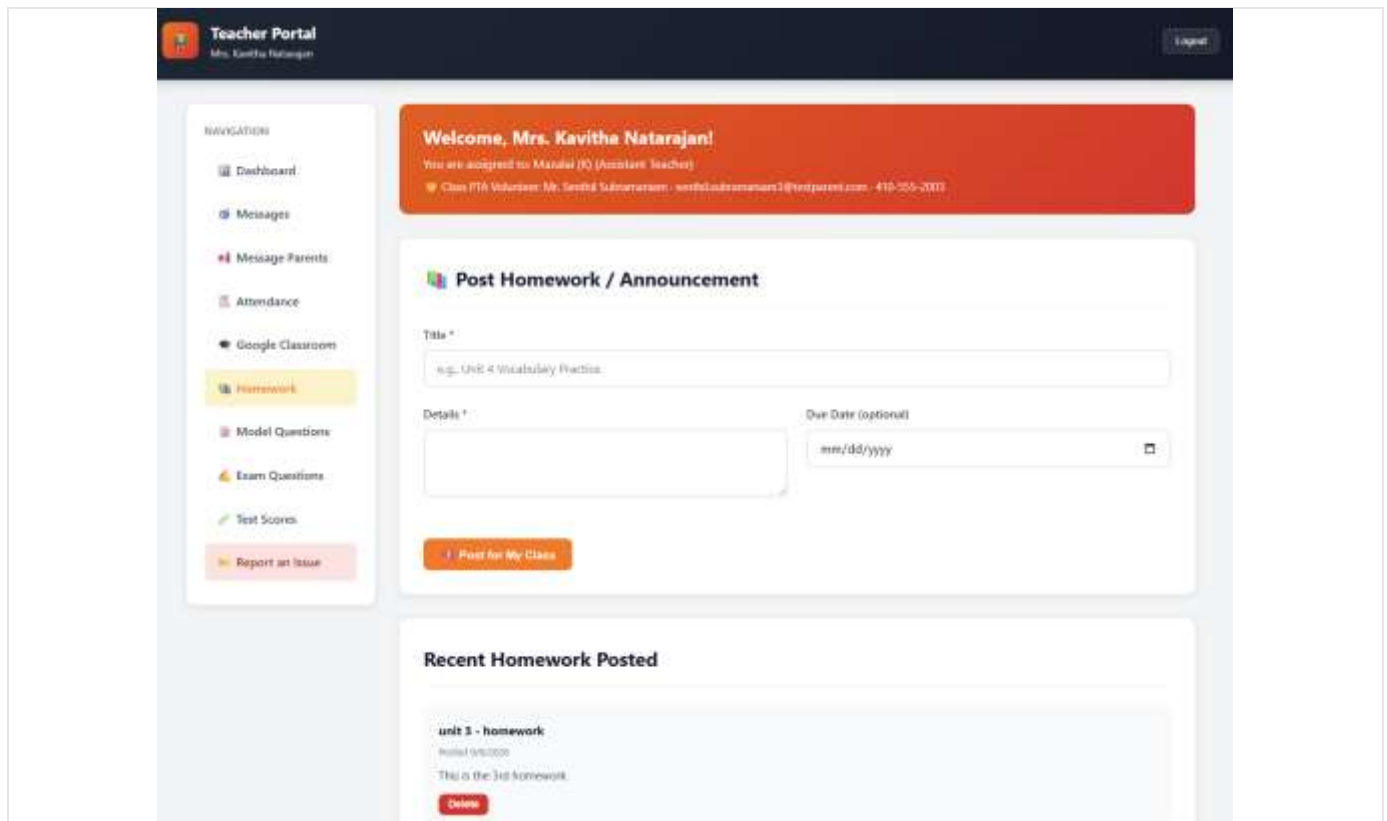
Set or update the Google Classroom link for your class — this is what parents see under their own Google Classroom tab.



8. Homework

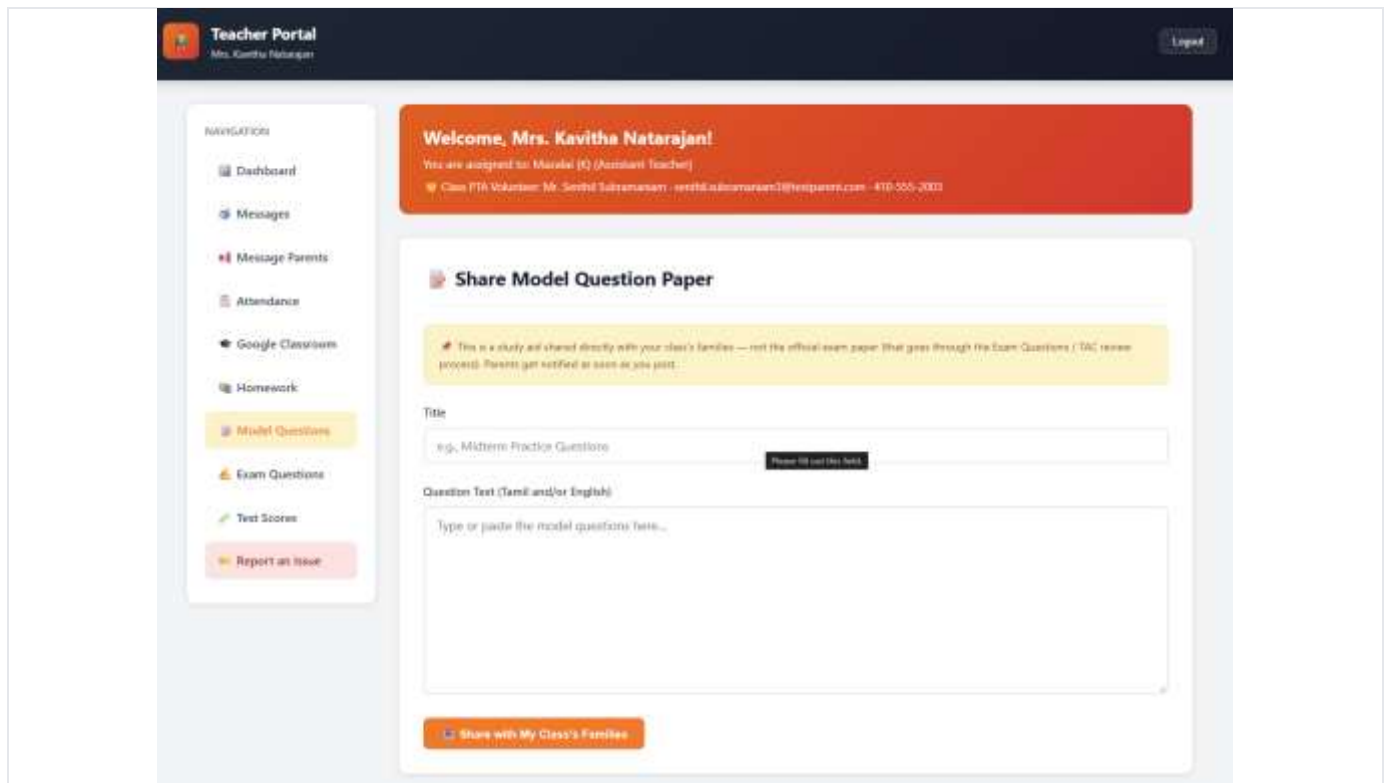
1. Go to Homework, fill in a title, description, and optional due date.
2. Post it — it appears immediately for parents in your class, with an unread indicator until they view it.

Each post in Recent Homework Posted has its own Delete button, if you need to remove something you posted by mistake.



9. Model Questions

Share study-aid question sets directly with your class's parents — these skip the formal review process used for actual exam papers, since they're just practice material. Parents are notified as soon as you post.



10. Exam Questions

This is the formal, reviewed pathway for actual exam papers.

1. Go to Exam Questions and submit your question paper text, with the exam and exam date.
2. TAC reviews it — you'll see it move to Approved or Rejected (with comments) in "My Submissions", and this updates live — no need to refresh the page.
3. If rejected, revise and resubmit using the same screen.
4. Once approved, click "Send to ExCo for Printing" — ExCo handles the rest.

PDF attachments for this feature are built but currently disabled, pending board approval — see Known Limitations. Text-only submissions work normally.

The screenshot shows the 'Teacher Portal' interface for Mrs. Kavitha Natarajan. The left sidebar contains navigation links: Dashboard, Messages, Message Parents, Attendance, Google Classroom, Homework, Model Questions, **Exam Questions** (highlighted), Test Scores, and Report an Issue. The main content area is titled 'Submit Exam Questions' and includes a welcome message, a note about question paper submission to the Talent Academic Council (TAC), and a form with fields for Exam selection, Exam Date, and a text area for the Question Paper Text. There is also a section for attaching a PDF, which is currently disabled, and buttons for 'Submit for TAC Review' and 'Reset'.

Teacher Portal
Mrs. Kavitha Natarajan

Welcome, Mrs. Kavitha Natarajan!
You are assigned for: Mizuki (G) (Assistant Teacher)
Class PTA Volunteer: Mr. Senthil Subramaniam - senthil.subramaniam@hospiparis.com - 416-555-2003

Submit Exam Questions

Submitted question papers go to the Talent Academic Council (TAC) for review. Once approved, you can send the final version to EdCA for printing.

Exam: Exam Date:

Question Paper Text (Tamil and/or English)
Type or paste your question paper here...

Attach a PDF (Correcting Score — pending board approval)
 No file chosen

PDF attachments are being reviewed by the board before enabling. For now, please use the text field above.

11. Test Scores

1. Select an exam from the dropdown — Max Score defaults to 100 but can be changed if a particular exam is scored differently.
2. Enter each student's score. Only numbers are accepted — the field will flag anything else before you can save.
3. Save Scores.

Teacher Portal

Mrs. Kavitha Natarajan

Logout

NAVIGATION

Dashboard

Messages

Message Parents

Attendance

Google Classroom

Homework

Model Questions

Exam Questions

Test Scores

Report an Issue

Welcome, Mrs. Kavitha Natarajan!

You are assigned to: Matula PQ (Assistant Teacher)

Class PTA Whatsapp: Mr. Senthil Subramanian - senthilsubramanian3@teachparent.com - 410-505-2003

Enter Test Scores

Exam

Max Score

Select exam...

100

Student

Score

Select an exam above to enter scores.

Save Scores

Test Score Report

Select one or more exams to generate a report across your class.

Midterm Exam 1

Midterm Exam 2

Annual Exam

Generate Report

Test Score Report

Check off which exams to include (Midterm Exam 1, Midterm Exam 2, Annual Exam — any combination), Generate Report, and see every student's scores across those exams side by side. Download CSV exports it.

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Meera Balasubramanian 12
Priya Raj 34
Suresh Sundaram 55
Vijay Ramasamy 64

Save Scores

Test Score Report

Select one or more exams to generate a report across your class

☒ Midterm Exam 1
☒ Midterm Exam 2
☒ Annual Exam

Generate Report

Student	Midterm Exam 1	Midterm Exam 2	Annual Exam
Arun Kumar	12/100	67/100	23/100
Divya Natarajan	17/100	26/100	77/100
Karthik Krishnan	22/100	22/100	67/100
Kavya Subramanian	44/100	45/100	21/100
Lakshmi Gopalakrishnan	62/100	75/100	60/100
Meera Balasubramanian	12/100	82/100	99/100
Priya Raj	34/100	39/100	100/100
Suresh Sundaram	65/100	55/100	1/100
Vijay Ramasamy	64/100	9/100	22/100

Download CSV

13. Student Emergency Contacts

A quick-reference list of parent and emergency contact details for your own class only — built for exactly the situation where you need this information in a hurry.

1. Go to Student Emergency Contacts in the sidebar.
2. See every student's Parent 1 / Parent 2 name and phone, plus their emergency contact name and phone, in one table.
3. Click Export Excel to download the same information as a spreadsheet.

14. Calendar

Shows upcoming events in two categories: General (the same events visible on the public website) and Teacher (things specific to teachers — midterm periods, workshops, staff meetings — that parents don't see). Filter chips let you switch between All, General, and Teacher. This is read-only for teachers; General and Teacher events are added by ExCo.

15. Change Password

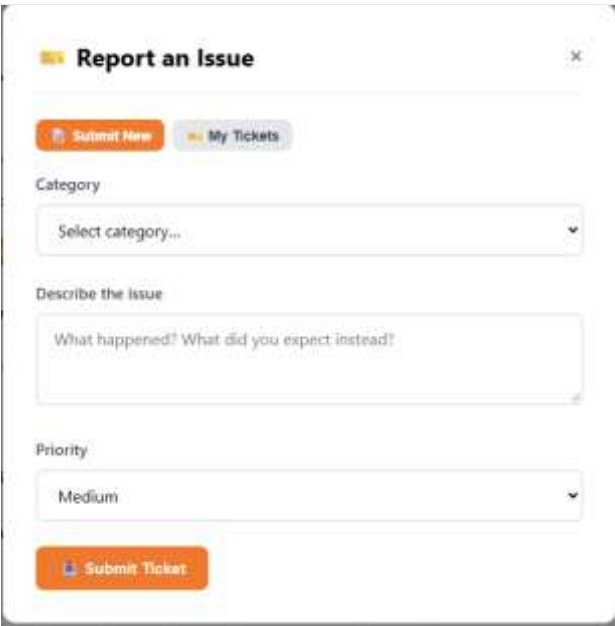
Click "🔑 Change Password" next to Logout, in the header. Enter your current password once (to confirm it's really you) and your new password twice, then save.

16. Report an Issue

Use this for anything not working as expected. The window has two tabs:

- Submit New — choose a category, describe the issue, and submit.

- My Tickets — every ticket you've submitted, with its current status. Click one open to see the full description and any comments from Admin, and reply directly from there — your reply lands in the same conversation Admin sees, so it's a genuine back-and-forth, not a one-way form.



The screenshot shows a 'Report an Issue' modal window. At the top, there's a title bar with a close button. Below the title, there are two buttons: 'Submit New' (orange) and 'My Tickets' (grey). The form contains three main sections: 'Category' with a dropdown menu showing 'Select category...', 'Describe the issue' with a text area containing the placeholder 'What happened? What did you expect instead?', and 'Priority' with a dropdown menu showing 'Medium'. At the bottom, there is a large orange 'Submit Ticket' button.

⚠ Known Limitations (as of this testing round)

These are known, not bugs — no need to report them unless something behaves differently than described here.

- PDF attachments for Exam Question submissions are built but disabled, pending a board decision on the Firebase Blaze plan. Text-only submissions work fully in the meantime.
- You aren't notified when ExCo decides on a Skip Ahead recommendation — check the student's profile or ask directly.
- Model Questions and Homework don't currently support file attachments, only typed text.