

Access Document from Student Portfolio

Select Student > Portfolio

The screenshot shows the 'People Management' interface for 'Jane Doe'. On the left, there are filters for 'Student' (set to 'All'), 'Substatus', and checkboxes for 'District Wide Filter' and 'Next Year Filter'. A search bar contains 'Doe, Jane' and a dropdown shows 'Doe, Jane'. A red arrow points to this dropdown with the text '1. Select Student'. In the center, the student's contact information is displayed: '555 Sample St., Sample City, MI, 55555', 'Home Phone', 'Cell Phone', and 'sdaughter@gmail.com'. On the right, a vertical menu lists document types: 'Interests', 'Medical', 'P/T Confer', 'Portfolio', 'Religion', 'Report Car', 'Schedule', and 'School'. A red arrow points to 'Portfolio' with the text '2. Select Portfolio'.

Select All Document Types Menu

The screenshot shows the 'All Document Types' menu. At the top, there are buttons for 'Delete', 'Download', 'Edit', and '+ Add'. Below is a table with columns: 'Name', 'Type', 'Date Added', 'Added By', 'Year', 'Term', 'Grade Level', 'Class', and 'Note'. A red arrow points to the hamburger menu icon on the left with the text 'Select All Document Types Menu'. On the right, a vertical menu lists document types: 'Interests', 'Medical', 'P/T Conference', 'Portfolio', 'Religion', 'Report Card', and 'Schedule'.

Verify the Toggle for "View by all Staff" is set to (Green) and Click Anywhere in Shaded Area to Return to Previous Menu

The screenshot shows the 'Portfolio' view. At the top, there is a toggle for 'View by all Staff' which is currently turned on (green). A red arrow points to this toggle with the text '1. Select "View by all"'. Below the toggle is a list of document types: 'All', 'Class Work', 'General', 'Gradebook', 'Progress Report', 'Report Card', and 'Transcript'. A red arrow points to the 'All' option with the text '2. Click Anywhere in Shaded Area'. The main content area is shaded grey and contains the text 'No files have been added.'

You will now see a list of available files, **Click File** to open

<input type="checkbox"/>	Name	Type	Date Added ↓
<input type="checkbox"/>	2023-2024...	Progress Report	Feb 8, 2024
<input type="checkbox"/>	2023-2024...	Report Card	Jan 30, 2024
<input type="checkbox"/>	2023-2024...	Progress Report	Nov 22, 2023
<input type="checkbox"/>	20232024...	General	Mar 27, 2023
<input type="checkbox"/>	20232024...	General	Mar 27, 2023
<input type="checkbox"/>	12 Home I...	General	Mar 27, 2023
<input type="checkbox"/>	Birth certifi...	General	Mar 27, 2023
<input type="checkbox"/>	20232024...	General	Mar 27, 2023
<input type="checkbox"/>	20232024...	General	Mar 23, 2023
<input type="checkbox"/>	ICA report ...	General	Mar 23, 2023
<input type="checkbox"/>	20232024...	General	Mar 23, 2023

Select Document



