






# STUDENT PORTFOLIO

click-n-go



## Student Search

Data housed in Student Portfolio follows students K-12. Demographics and schedules come from Class Roster uploads; Plans and State/Local/National data displays based applications purchased and other data uploaded in DMAC.






- Search by grade, campus or name (teachers can search by class period); Toggle for groups
- Click  icons by each student for:
  - \* **Supports** – View/Edit Testing Supports
  - \* **Plans** – open active Learning Plans
  - \* **PGP** – open PGP-I or PGP-HS plans
  - \* **LPAC** – open LPAC documentation
-  **Filter** to narrow students by many different categories (demographics/tests/plans/etc.)
- Check by student names and click **Create Group** (next to Select All) to save group > You can generate custom instructional reports using the Groups tab in State Assessment and TEKSscore!
-  **Batch** to add a Note or Add/Remove Supports for multiple students at one time
-  **Print** documentation or export grids/lists
-  Open a student's complete portfolio (far right of student's name)

## Add Data

Add to a Portfolio or to individual plans, if purchased (i.e., Learning Plans (ALP/MTSS), PGP-I and PGP-HS).

- **Notes** – *text-based documentation*
- **Files** – .pdf attachments
- **Forms** – integrated with FormWorks® - sold separately; must link templates to Portfolio

### Common Icons:


- \*  Add new
- \*  Edit
- \*  Delete
- \*  Check icon to print documentation (green check appears when active)
- \*  Print options

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## Individual Portfolios

- From Student Search, click  icon to open a student's complete portfolio.
- Student Information shows at top of screen.
- Icons (top right) open pop-up windows.



- Use  icon to print selected categories for an individual student; check options to include.

### Left menu links:

- **Charts** – STAAR, or Local data (TEKScore). Color coded by content area; check to add/remove subjects. Slider adjusts years;  print chart.
- **Student Info** – student demographic data and class schedule (via class roster file).
- **Data** – Historical State (STAAR/TELPAS), Local (TEKScore), TPRI/Tejas LEE (through DMAC) and other National data (ACT/SAT/MAPP/mCLASS/IDEL, etc.).
- **Plans** – View plans  developed in DMAC for a student (ALP/MTSS/PGP-I/PGP-HS)
- **Supports** - Add/remove individual Testing Supports by content area.
- **Notes/Files/Forms** - Add documentation to a student's record (*see other side*).
- **Audit** – (*Read only*) - View all activity tied to a Student Portfolio or Plans; click column headers to sort information.

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