# WEBMAIL – CHECKING EMAIL VIA THE INTERNET

1. Go to www.gulf.k12.fl.us
2. Click Webmail in the top right corner
3. Enter email address and password and click Sign In

## TEACHER PORTAL – MICROSOFT OFFICE 365 PORTAL

Gulf County has purchased a District License for Office 365. This gives you 5 downloads of Office to install on your teacher desktop and laptop and other computers you use for work. Logging in to the Portal also gives you access to Office Online for Collaboration and OneDrive cloud storage. It's Office anywhere that you can get online with any device.

1. www.gulf.k12.fl.us
2. Teachers & Staff / Teacher Portal / Microsoft Office 365 Portal
3. https://portal.office.com to access the site directly
4. Login using your Gulf County Email Address and Password

## DOWNLOAD OFFICE ON YOUR TEACHER DESKTOP AND LAPTOP
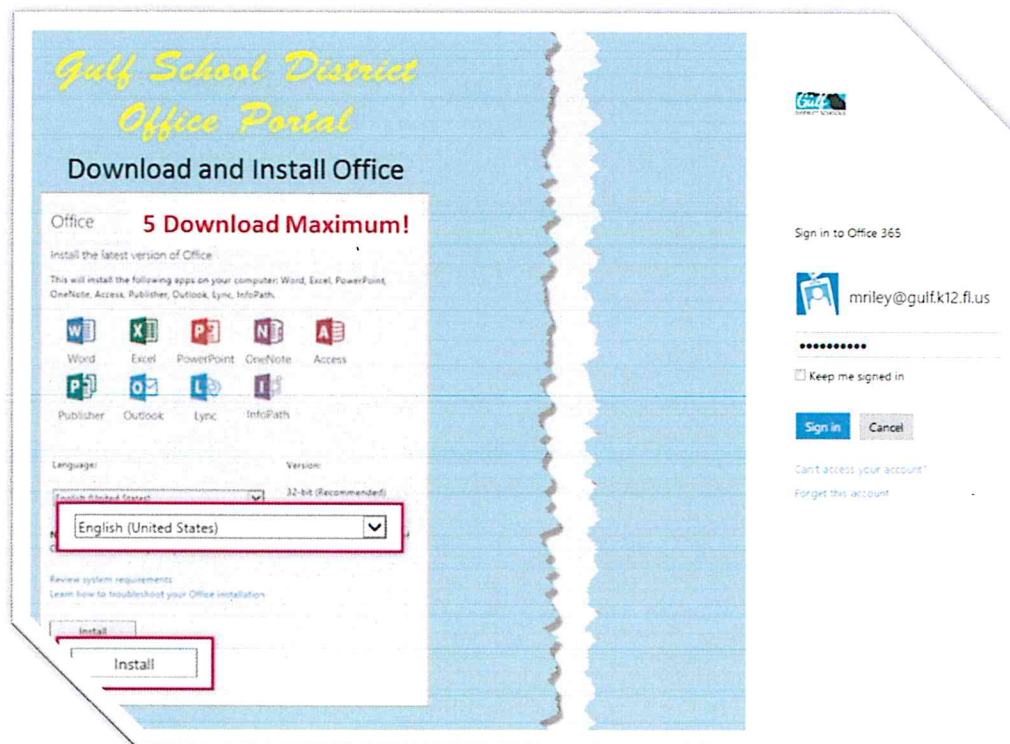


## Microsoft Office Online – ONEDRIVE (cloud storage)

Log in to the Teacher Portal, select **OneDrive** to activate and then Create, Edit, Store, and Share documents with an online version of your favorite Office applications.

## FOCUS - Log in Screen

https://focus.gulf.k12.fl.us

1. Student Information System (SIS)
2. Gradebook and Attendance
3. Data Analysis
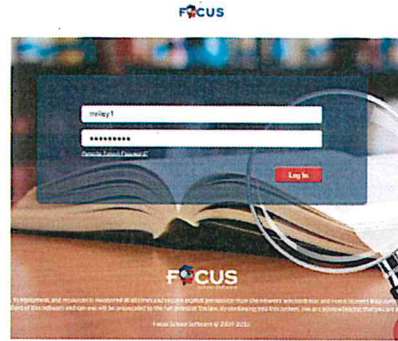


## FOCUS – Welcome Screen / Dashboard

1. FOCUS icon in top left corner is your "Re-Focus" button. Always brings you back to your FOCUS Welcome Screen
2. Links to "Take Attendance" and "Gradebook" are always available under Featured Programs
3. Select "Preferences" under the "My Information" tab to Reset Password and Combine Sections for Taking Attendance
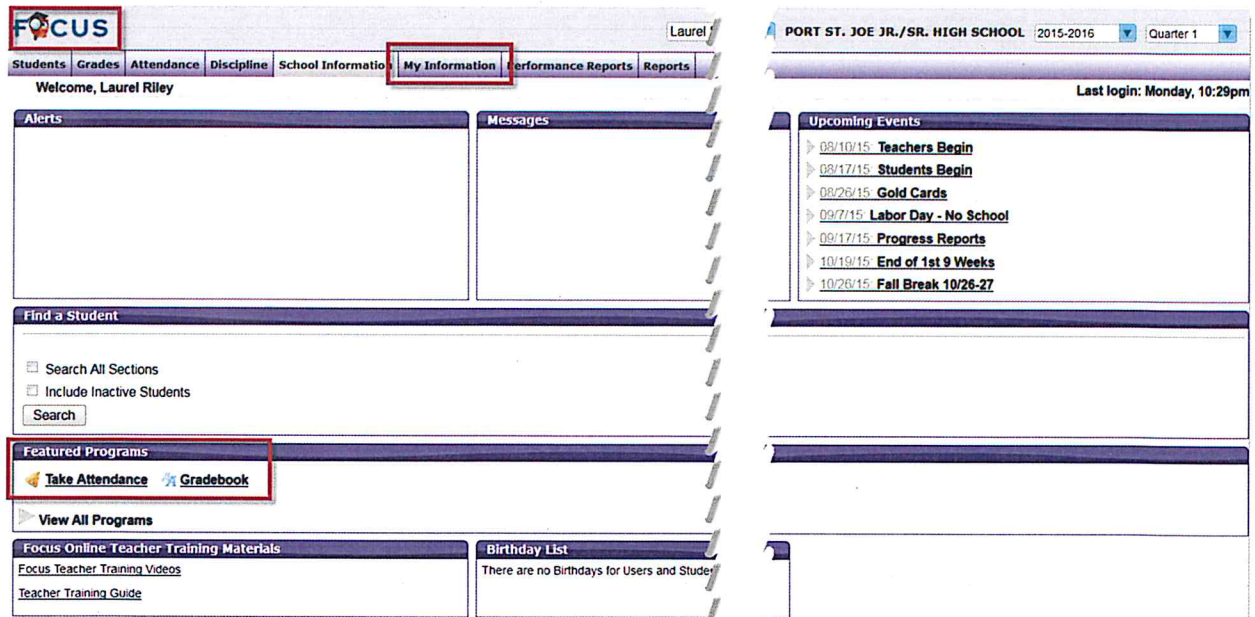
# GRADES > GRADEBOOK CONFIGURATION

1. The Default settings below are recommended
2. Score Rounding – leave at Normal
3. Display Percentage in Gradebook – takes up extra space in your gradebook by creating two columns for each assignment
4. You must click SAVE to update changes made on this page!

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**F⚫CUS**

Laurel Riley (Teacher) ▼  PORT ST. JOE JR./SR. HI

| Students | Grades | Attendance | Discipline | School Information | My Information | Performance Reports | Reports |

## Gradebook Configuration

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**Configuration**

**General**

**Score Rounding**

○ Up — 89.5 > 90 / 89.1 > 90    ○ Down — 89.5 > 89 / 89.1 > 89    ⦿ Normal — 89.5 > 90 / 89.1 > 89

**Assignment Sorting**

⦿ Newest First   ○ Newest Last   ○ Due Date   ○ Assigned Date   ○ Category   ○ Alphabetical

**Default Due Date**

⦿ Today   ○ Tomorrow

☑ **Weight grades by assignment category**
You assign a percentage to each category in your gradebook. These percentages will be used to weight each student's overall average.

☑ **Add all assignments to each section of your course by default**
By default, each time you create a new assignment, it will be added to the gradebook for each section of your course, if you teach multiple sections of that course.

☐ **Display percentages in the gradebook**
Save room in your gradebook by turning this off, especially if most of your assignments are worth 100 points. If this option is turned off, only the points and letter grade will be displayed when viewing all assignments.

☑ **Display due date in assignment column heading**

☑ **Display assigned date in assignment column heading**

☐ **Full year gradebook**
Enable this feature if your students are allowed to turn in assignments at their own pace over the course of the year. This will eliminate having separate gradebooks for each quarter.

# GRADES > GRADEBOOK CONFIGURATION (Continued)

1. Recommended that you enter Custom Grade X and Z.
2. You must click SAVE to update changes on this page!

## GRADES > GRADEBOOK <u>CATEGORIES</u> & ASSIGNMENTS

1. You must ADD (+) Categories to hold assignment grades
2. A Gradebook with 3 Categories could be Test Grades, Homework Grades, Daily Grades
3. The total weight of your Categories must equal 100% (50%, 25%, 25%)
4. Press the + sign at the bottom left to begin adding Categories



## GRADES > GRADEBOOK CATEGORIES & <u>ASSIGNMENTS</u>

1. Title – name of the assignment (ex. Chapter 1 Spelling Test)
2. Points – maximum points possible available on the assignment (typically 100)
3. Questions – total number of questions on the assignment (20 questions)
4. Category – select a Category from the dropdown menu (Test Grades)
5. Assignment Due Date – will be listed in the gradebook column heading
6. SAVE!



> **Add Assignment** – Enter a **Title** for the assignment, Maximum **Points** Possible, Number of **Questions**, Select a **Category** from the Drop Down Menu, **Assignment** Date and **Due** Date, optional **Description**, and **Save**.

## ☆ Gradebook Categories & Assignments

**3 Assignment Categories**

| Assignment Category | Weight |
|---|---|
| Daily Grades (8) | 30% |
| Homework Grades (7) | 30% |
| Test Grades (3) | 40% |

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## ☆ Gradebook

Enter grades by Points ▼  ☐ Include Inactive Students  [Save]

All Assignments ▼  ★ The grade posting period for Quarter 4 is closed. You cannot make changes to this gradebook without submitting a grade change request to the office.  Reports

20 Students          Show First 9 Assignments

| Grade | | Student ID | Bell Ringers #2 (100) (Assigned 4/28 - Due 5/23) | | Chp 29 TEST (100) (Assigned 5/18 - Due 5/18) | | Chp 29 workbook pages (100) (Assigned 5/10 - Due 5/18) | | Participation #2 (100) (Assigned 4/27 - Due 5/27) | | Chp 29 sec 3 & 4 quizzes (100) (Assigned 5/13 - Due 5/13) | | Chp 29 sec 1 & 2 quizzes (100) (Assigned 5/10 - Due 5/10) | | Workbook page 263 with vocab (100) (Assigned 5/5 - Due 5/5) | | Chp 27 test form B (100) (Assigned 4/28 - Due 4/28) | | Chp 26 wo pages (100) (Assigned 4/2 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 71% C | | 90 | A | 100 | A | 52 | F | 100 | A | 85 | B | Z | Zero | 100 | A | 100 | A | 50 |
| | 73% C | | 78 | C | 64 | D | 100 | A | 100 | A | 100 | A | 100 | A | 100 | A | 28 | F | 65 |
| | 86% B | | 100 | A | 100 | A | 100 | A | 100 | A | 100 | A | 95 | A | Z | Zero | 100 | A | 53 |
| | 84% B | | 100 | A | 69 | D | 90 | A | 100 | A | 100 | A | 90 | A | 100 | A | 100 | A | 71 |
| | 97% A | | 100 | A | 100 | A | 100 | A | 100 | A | 100 | A | 95 | A | 96 | A | 100 | A | 95 |
| | 60% D | | 100 | A | 44 | F | 60 | D | 100 | A | 50 | F | 50 | F | 74 | C | 67 | D | 79 |
| | 78% C | | 91 | A | 79 | C | 82 | B | 100 | A | 85 | B | 100 | A | 0 | F | 5 | F | 71 |
| | 60% D | | 100 | A | 36 | F | 100 | A | 100 | A | 90 | A | Z | Zero | 100 | A | Z | Zero | 53 |
| | 67% D | | 100 | A | 36 | F | 98 | A | 100 | A | 50 | F | 80 | B | 78 | C | 83 | B | 95 |
| | 92% A | | 100 | A | 100 | A | 98 | A | 100 | A | 100 | A | 100 | A | 100 | A | 100 | A | 100 |
| | 82% B | | 91 | A | 100 | A | 62 | D | 100 | A | 100 | A | 70 | C | 100 | A | 83 | B | 95 |
| | 68% D | | X | Exempt | 65 | D | 58 | F | 100 | A | 100 | A | X | Exempt | 0 | F | 100 | A | 63 |
| | 82% B | | 100 | A | 100 | A | 100 | A | 100 | A | 95 | A | 95 | A | 100 | A | 100 | A | 89 |
| | 60% D | | 0 | F | 62 | D | 94 | A | 100 | A | 0 | F | 80 | B | Z | Zero | 89 | B | 50 |
| | 60% D | | Z | Zero | 100 | A | 54 | F | 100 | A | 85 | B | 0 | F | Z | Zero | 100 | A | 24 |
| | 87% B | | X | Exempt | 56 | F | 98 | A | 100 | A | X | Exempt | 70 | C | 100 | A | 94 | A | 95 |
| | 90% A | | 100 | A | 100 | A | 100 | A | 100 | A | 95 | A | 95 | A | 90 | A | 100 | A | 100 |
| | 90% A | | 100 | A | 72 | C | 93 | A | 100 | A | 100 | A | 100 | A | 100 | A | 100 | A | 95 |
| | 87% B | | 100 | A | 94 | A | 100 | A | 100 | A | 100 | A | 100 | A | 100 | A | 89 | B | 100 |
| | 36% F | | 0 | F | 29 | F | 30 | F | 100 | A | Z | Zero | Z | Zero | 87 | B | 28 | F | 58 |
| Average | 76% | | 80.56% | | 75.3% | | 83.45% | | 100% | | 80.79% | | 69.47% | | 71.25% | | 78.3% | | 75.05% |

## ATTENDANCE > TAKE ATTENDANCE

1. By default, all students are considered Present
2. If students are absent mark them Unexcused and click SAVE (you are done)
3. **If all students are present,** you must mark one student present (to activate the save button) and then click SAVE
4. Save must be clicked on the attendance screen to indicate that you have taken attendance



## NOTES:

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## ENROLLING & REGISTERING IN ePDC

Step #1 – Enrolling in ePDC
- Go to the PAEC website – www.paec.org
- Locate the yellow FloridaLearns Academy tab and the green ePDC box
- Choose the **"First Time Visitor"** link
- Select desired state from the drop-down box
- Select your school district from the drop-down box
- Select your school from the drop-down box
- Select job class from the drop-down box
- Select job title from the drop-down box
- Enter your first name, last name and email address. Boxes marked with an asterisk (*) are required information. You will not be added to the database unless these areas are complete.
- Create a password with at least 8 digits, and a combination of upper and lower case letters, and numbers. Click *submit*. (You will receive confirmation by e-mail within 24 hours. You must click the link provided in the confirmation email to activate your account.)

Step #2 – Registering for a Professional Development Activity
- Go to the PAEC website – www.paec.org.
- Locate the yellow FloridaLearns Academy tab and the green ePDC box.
- Choose the **"course registration"** link.
- Select your school district from the drop-down box.
- Select your school from the drop-down box. Click next.
- Select your name from the drop-down box and enter your password. Click next.
- A variety of search options will be made available for you.
    - If you use the **"Search by Course Title"** option, select the title of the professional development activity you wish to participate in from the drop-down box. This will give you basic information on the course. You may select the "details" button for more information about the activity.
- Select the white **"register"** button.
- Read the ePDC course policies and select the "accept" button at the bottom of the page to proceed.
- Choose the credit option and the primary purpose for completing the activity. Click **"Submit"**.
    - You may use the 'back' button at any time to navigate to the previous screen.
- Click the word "here" to pay for the activity. To pay for more than one activity, click the "register for courses" button at the top of the page. To remove a course, click "remove."
- Click the **"pay by credit card"** button to pay with a credit card, or the **"print order to pay by mail"** to send the payment by purchase order, check or money order.
- To complete the order by credit card click on **"click here for secure payment form"**.
- Complete the one-page form and click **"submit."** *(Note: credit card payments are verified with 24 hours. Access to the activity will not be permitted until verification is received from credit card company.)*

# Single Sign-on

## www.fldoe.org/sso

## FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

### FDOE Single Sign-On
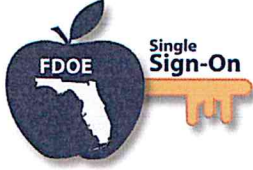
Enter your username and password

59-mriley@gulf.k12.fl.us

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**Sign in**

Forgot Password

Back To Account Selection | Account Selection Help

If you are having trouble signing in please contact your district or college support. SSO support is also avaliable via the links below.

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## FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

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Home

### Welcome MARTIN RILEY

**MENU**

My Resources

Admin Portal

Reports

Authorization Information

**MANAGE ACCOUNT**

Change/Reset Password

Security Questions

User Profile

The resources below are available for your use based on your role and permissions. To access the resource, click the resource name.

**Resources & Assessments**

- CPALMS
- ELA Formative Assessments (Grades K-8)
- PMRN
- IBTP - Test Platform
- PEER

**Teacher & Leader Development**

- Florida School Leaders

**Dashboards & Reports**

- Florida Education ID
- Student Access Report