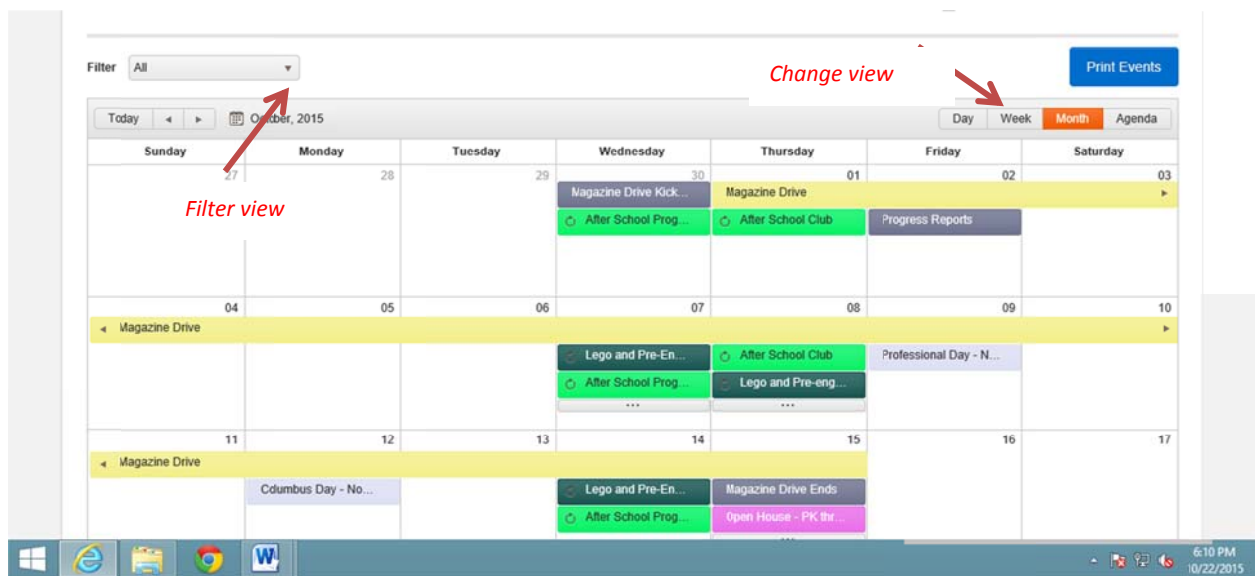


4. Tabs on the toolbar -



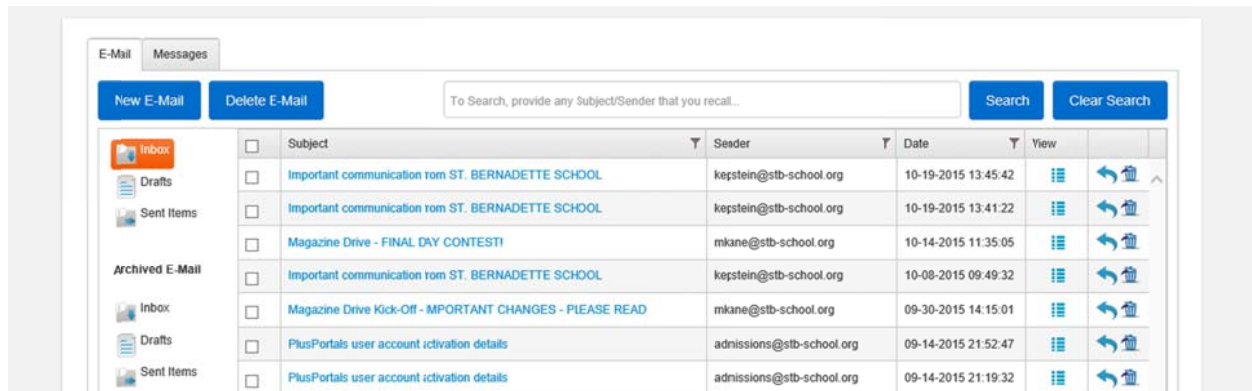
a. The Calendar lists all of the school wide events, days off, etc..



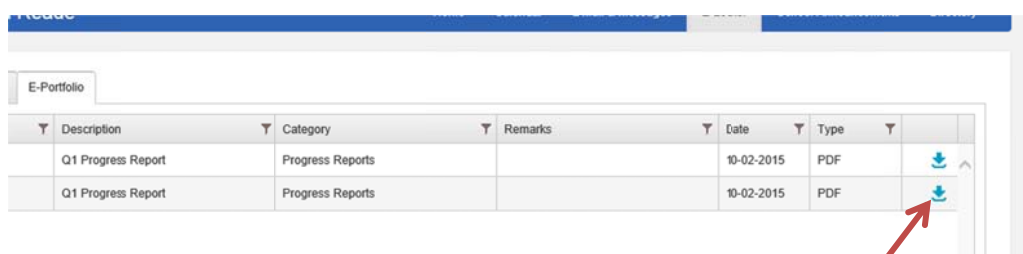
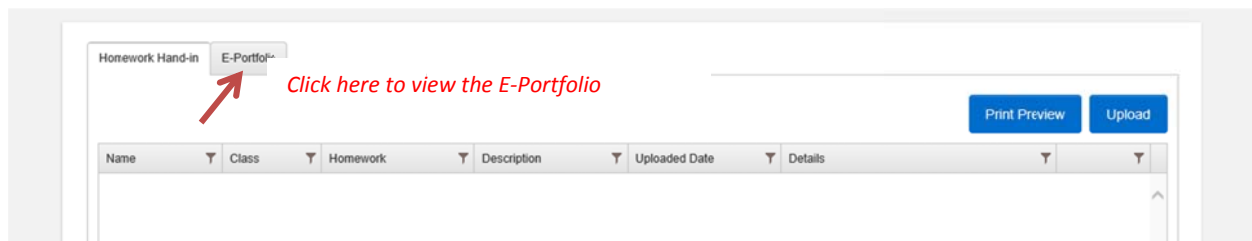
By clicking on the filter you are able to choose what categories you would like to view. You can also look at the calendar in day, month or agenda (lists all events by date) mode.

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- b. The E Mail & Messages contains any e-mails or messages sent to your student's class or to you directly by one of your student's teachers. You can also directly e-mail a teacher from here.



- c. E-Locker has a couple of different uses; The first tab is used if teachers assign homework that can be turned in via the portal. The second tab is the E-Portfolio and is where you can find your student's progress reports and report cards. Every quarter the progress reports and report cards will be uploaded to the E-Portfolio. This will eliminate the need to print or search through old emails to find a report card.



- d. School Announcements will bring you to the homepage to the school wide announcement section.
 e. Directory will bring you to the faculty/staff directory with the option of choosing the parent directory.

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