

Star_Student Teacher Portal

Teacher Portal

The teacher portal is the *Star_Student* environment in which teachers will work. There is a specific URL for the portal (shortcuts are located on your desktop and the MCPS Homepage.) Once access to the portal is attained, teachers should sign in by entering their User Name and Password and clicking log in. Teacher's username and password will be the same as Novell. ***If you change your Novell password it will be changed in Portal as of the next morning.***

Upon login two tabs are available:

Welcome – displays Portal homepage as well as pertinent Division or school messages

Teacher - displays icons for gaining access to teacher schedule.



Teacher Schedule

Teacher Schedule displays all classes assigned to the teacher. For each class listed teachers can do the following by clicking on the corresponding link beside the desired class: access student *Rosters*, take *Attendance*, configure and maintain *Gradebook*, prepare student *Evaluations*, and create and maintain a *Seating* chart.

Teacher Schedule										Customize	About					
Name: COSTER, FRANK Department: ENGLISH Homeroom: 101 9TH GRADE HOMEROOM 101																
School	PD	Start	End	Sem	Course	Sec Name	Room	Days	Load							
CHS	01	08:00	08:40	FY	112CHS 001	ENGLISH 10	101	MTWRF	8	Roster	Attendance	Gradebook	Interims	Grades	Evaluations	Seating
	02	08:45	09:25	FY	108CHS 002	ENG 9 HONORS	101	MTWRF	5	Roster	Attendance	Gradebook	Interims	Grades	Evaluations	Seating
	02	08:45	09:25	FY	109CHS 002	ENGLISH 9	101	MTWRF	11	Roster	Attendance	Gradebook	Interims	Grades	Evaluations	Seating
	03	09:30	10:10	FY	115CHS 002	ENGLISH 11	101	MTWRF	9	Roster	Attendance	Gradebook	Interims	Grades	Evaluations	Seating
	04	10:15	10:55	FY	DUTY	LUNCH			0							
	05	11:00	11:40	S1	120CHS 001	SAT VERB PREP	101	MTWRF	3	Roster	Attendance	Gradebook	Interims	Grades	Evaluations	Seating
	05	11:00	11:40	S2	120CHS 002	SAT VERB PREP	101	MTWRF	2	Roster	Attendance	Gradebook	Interims	Grades	Evaluations	Seating
	06	11:45	12:25	FY	DUTY	PREPARATION			0							
	07	12:30	13:10	FY	108CHS 001	ENG 9 HONORS	101	MTWRF	1	Roster	Attendance	Gradebook	Interims	Grades	Evaluations	Seating
	07	12:30	13:10	FY	109CHS 001	ENGLISH 9	101	MTWRF	9	Roster	Attendance	Gradebook	Interims	Grades	Evaluations	Seating
	08	13:15	13:55	FY	122CHS 002	CREATIVE WRITE	101	MTWRF	8	Roster	Attendance	Gradebook	Interims	Grades	Evaluations	Seating
	09	14:00	14:40	FY	122CHS 001	CREATIVE WRITE	101	MTWRF	0	Roster	Attendance	Gradebook	Interims	Grades	Evaluations	Seating