

## *Navigating the Student Portal: 2008-09*

Logging on: Click on the “Student Portal” link under the Quicklinks on the left side of the EMS home page.

You will see:



User ID

Password

*Passwords are Case Sensitive*

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Your **User ID** is your full **10-digit student number**. Add two zeroes to the front of your usual computer password to get all 10 digits.

*Example:* usual password is 12312345, then User ID = 0012312345

Your **password** is your **birth date** in this format: **MM\_DD\_YYYY**

*Example:* for a birthdate of April 29, 1995, the password is 04\_29\_1995

Once you enter your User ID and password in the correct boxes, click Login.

The first time you log in, you will see a disclaimer. You should read this and accept it (button at the bottom of the page). This only appears once.

Links to individual class pages here

## Your Home Page

Logout button here

Links to individual class pages here

**GREENWICH PUBLIC SCHOOLS**  
Setting the Standard for Excellence in Public Education

Logout

User: Lily  
Last Login: 11/29/2007 1:44:44 PM  
Thursday, November 29, 2007 @ 1:55:45 PM ET

Home | Email | My Resources | Classes | Class Grades & State Tests | My School District | Tech Support | Learning Student Portal

Digital Locker | Bookmarks | Calendar | Homework | Webmail | ePortfolio | Help

**My Classes - To Late Absences**

Class	Unexcused	Excused	Total
<a href="#">PH ED 8 S1</a>			
<a href="#">SCIENCE 8</a>			
<a href="#">ALGEBRA 8</a>			
<a href="#">ALP ENG 8</a>			
<a href="#">SS 8</a>			
<a href="#">SPAN 8B</a>			
<a href="#">HEALTH 8</a>			
<a href="#">ORCH 8 S1</a>			
<a href="#">CHORUS 8</a>			

**District / School Announcements**

[Bookfair Coming Up](#)  
11/29/2007

[Upcoming Events](#)  
11/07/2007

[2008-2009 Budget Development](#)  
11/07/2007

[More News](#)

**RSS Feeds**

[Swastika case heads to arbitration](#)  
Thu, 29 Nov 2007 00:00:00 -0500

[Reading hits the road as storymobile visits preschoolers](#)  
Thu, 29 Nov 2007 00:00:00 -0500

**My Calendar**

Work and Events Calendar - November, 2007

Classes / Announcements	Mon - Nov 26, 2007	Tue - Nov 27, 2007	Wed - Nov 28, 2007	Thu - Nov 29, 2007	Fri - Nov 30, 2007
PH ED 8 S1 No Announcements					
SCIENCE 8 No Announcements					
ALGEBRA 8 No Announcements					
ALP ENG 8 Using Online Homework Calendar					

Homework, tests, quizzes and projects will appear here

District and school news, news from the *Greenwich Time*, and research resources appear in boxes on the left side

The homework calendar has two views: Academic Schedule and My Classes. Choose the view that you prefer.

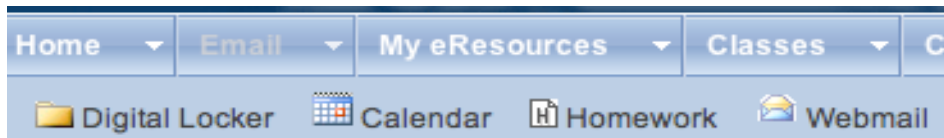


The titles of your homework assignments will act as links to the actual assignments.

Click on the links to get the full assignments.



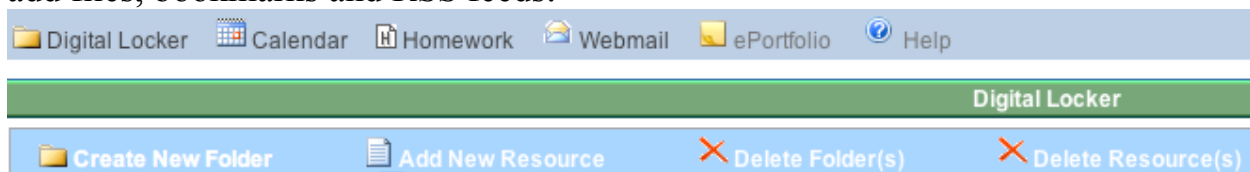
To return to your home page, simply click "Home" at the top left side.



Your Digital Locker is the place where you may save documents and files you need to work on both at school and at home. This is for files you need currently. **It is NOT a storage place for all of your files.** You have limited space – you must delete the files in the digital locker once you are finished working on them and you have saved them safely at home or at school.

**\*\*Avoid using spaces in your file names. The digital locker doesn't like this\*\***  
 Example: **My Best Essay.doc** should be changed to **MyBestEssay.doc**

In your digital locker, you have a personal folder with your name on it. You may add files, bookmarks and RSS feeds:



Click on the “Add New Resource” button

Resource Type: Document

Display Icon: [None, Document, Folder, etc.]

Select File to Upload (Required): /private/Network/Servers/ Browse...

Resource Title: map

Description: This is a map of the school

Buttons: Save, Cancel

Callout boxes:

- Choose the type of resource in this box
- You can choose an icon to identify what kind of file or resource this is.
- Click on the browse button, locate your file, and click “open” to choose the file.
- Give your file or resource a title to help you find it easily.
- You may write a description of what it is if you like.
- Click Save when you are finished.



## Homework

The Homework icon takes you here:

The screenshot shows a navigation bar with icons for Digital Locker, Bookmarks, Calendar, Homework, Webmail, ePortfolio, and Help. Below the navigation bar, there are three main components:

- Event Calendar:** A calendar for November 2007. The date 29 is highlighted in red. A legend indicates: green square for 'Date with Class Event', red square for 'Selected Date', and white square for 'Date with no Class Event'.
- Class Events:** A daily view for Thursday, November 29, 2007. It shows a list of periods on the left: Period 1 (OPEN), Period 2 (SPAN 8B), and Period 3 (ALP ENG 8). The other periods (4-8) are not visible in this view.
- Text Box:** A white box with a black border containing the text: "This is a daily view. There are links to each of your class pages by period on the left, and a calendar showing all the days you have homework in highlighted in green and today's date highlighted in red. The large box shows today's homework normally, but if you choose a different date on the calendar, it will also show you that day's homework."

## Webmail

The Webmail icon takes you to your ePals account, which is your school email account. This account is limited to emailing teachers and other students, and is monitored. This will be functioning with a seamless signon (so you don't have to sign in separately) in the near future. Look for updates on the website.