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Portfolio Tab
Student Profile

Click **Student Management, Students, Student Profile, Portfolio** to access the Portfolio tab.

What is the Portfolio Tab?

The Portfolio Tab may be used to create, view, and delete scanned images and videos of student work, such as written reports, drawings, awards, and performances. These can be saved to the media path as selected in the District Configuration screen.

Please note that you must have an image scanner installed to scan written reports and drawings into Skyward.

When would I use the Portfolio Tab?

Use this to store report cards so they can be available on Family Access. You can also save paperless copies of report cards from previous districts, awards earned in and out of school, audio and video clips, and images of larger projects.

The screenshot shows the 'Student Profile' page in Skyward. The sidebar on the left includes options like 'Entity', 'Home', 'General', 'Entity', 'Family', 'Emergency', 'Entry/Withdrawal', 'Attendance', 'Schedule', 'Locker', 'Grades', 'GPA', 'Portfolio', 'MN/NCLB', 'NCLB-2', 'Special Ed', 'Discipline', 'Health', 'Activity', and 'Customize Tabs'. The main content area displays student information: Language: 45 SPANISH, Race: HIS HISPANIC, Ancestry, Resident: Yes, Special Ed: No, Birth Cert: No, Birth City, Birth State: MN - MINNESOTA, Birth Country: USA, Birth County, Gender: Male, Library Card, Other ID: 00005195, Conv. Key, Transported: No, Other Name, Stu School Email, and Stu Home Email: scramble11650@done.com. There are also 'Student Actions' (Add, Delete, Transfer) and 'Distribute Student Demographic Information For' checkboxes for Military, Higher Ed, Public, District, and Local use.

Slide 2 - Slide 2

The screenshot shows a Mozilla Firefox browser window with the address bar displaying `http://broker4:89/scripts/cgiip.exe/WService=14416web/sstudtabs001.w`. The page title is "Entity: 000 - SM\ST\PR - 9303W - 03.07.10.02.01 - Mozilla Firefox". The browser's menu bar includes Favorites, Notes, Preferences, Create New Window, Service Call, Login History, and Help. The page content shows a user profile for "Entity (000) (000)" with the user name "CLAUDIA GERMANN" and the date "Monday, July 14th, 2008". A navigation bar includes "Home Page", "Students", "Student Profile", and a "Back" button. The main content area is divided into sections: "Student Ranges" (Student: HESLEREG000 -> HESLEYSR, REGGIE W), "Student Information" (Grad Year: 2009 (11), DOB: 11/12/1990 (17), Entity, School, Status: 020, 011, A, Default: 020, 011, A), "Extra Info" (Advisor: LU, ID: 00005195, Phone: (555)732-9530), and "Portfolio" (Edit Portfolio button, "There are no files in the Portfolio."). A yellow callout box points to the "Edit Portfolio" button with the text: "To add information to a students Portfolio Tab, click Edit Portfolio." A left-hand navigation menu lists various tabs: General, Entity, Family, Emergency, Entry/With, Attendance, Scheduling, Locker, Grades, GPA, Portfolio (highlighted), MN/NCLB, NCLB-2, Special Ed, Discipline, Health, Activity, and Customize Tabs.

Slide 3 - Slide 3

The screenshot shows a Mozilla Firefox browser window with two tabs. The active tab is titled 'Entity: 000 - SM\ST\PR - 9303W - 03.07.10.02.01 - Mozilla Firefox' and displays the URL 'http://broker4:89/scripts/cgiip.exe/WService=14416web/fattmview001.w?attGroup=Student&details=Portfolio&linkId=13806'. The browser's address bar and menu bar are visible. The page content includes a breadcrumb trail: 'Home Page | Students | Portfolio Tab | Student Attachments'. Below this is a section titled 'Student Attachments' containing a table with the following columns: Type, Description, Entered By, Entered Date, Entered Time, and File Size. The table currently contains the text 'No records available'. To the right of the table are three buttons: 'Add File', 'Add Link', and 'Back'. A yellow callout bubble with a speech bubble tail points to the 'Add File' button, containing the text 'To add an attachment, click Add File.' The browser's status bar at the bottom shows 'Done'.

Type	Description	Entered By	Entered Date	Entered Time	File Size
No records available					

Slide 4 - Slide 4

The screenshot shows a Mozilla Firefox browser window with two tabs. The active tab is titled "Entity: 000 - SM\ST\PR - 9303W - 03.07.10.02.01 - Mozilla Firefox" and displays the URL "http://broker4:89/scripts/cgiip.exe/WService=14416web/fattmview001.w". The browser's address bar shows "http://broker4:89/scripts/cgiip.exe/WService=14416web/fattmview001.w". The page content includes a navigation menu on the left with items like "Home", "General", "Entity", "Family", "Emergency", "Entry", "Attendance", "Schedule", "Locker", "Grade", "GPA", "Portfolio", "MN/M", "NCLB", "Special", "Discipline", "Health", "Activity", and "Customize Tabs". The main content area is titled "Add Student Attachment" and contains a form with the following fields: "* Type:" (dropdown menu set to "Attachments"), "Entered Date:" (07/14/2008), "Entered Time:" (9:29 AM), "Entered By:" (CLAUDIA GERMANN), "* Description:" (text area containing "Copy of entry in the School Bus Safety Poster contest."), and "* Attached File:" (text input field with a "Browse..." button). To the right of the form are "Save" and "Back" buttons. Two yellow callout boxes are overlaid on the form: one pointing to the description field with the text "Fill in the description of the attachment that you are entering.", and another pointing to the "Browse..." button with the text "Scroll the Browse to find where the Attached File is. Click Save." The browser's status bar at the bottom shows "Done".

Slide 5 - Slide 5

The screenshot displays a web browser window with the following details:

- Browser Title:** Entity: 000 - SM\ST\PR - 9303W - 03.07.10.02.01 - Mozilla Firefox
- Address Bar:** http://broker4:89/scripts/cgiip.exe/WService=14416web/ssidtabs001.w
- Page Title:** Entity (000) (000) - User Name: CLAUDIA GERMANN - Monday, July 14th, 2008
- Page Content:** Home Page | Students | Student Profile
- Form Title:** Add Student Attachment
- Form Fields:**
 - * Type: Attachments (dropdown menu)
 - Entered Date: Attachments (dropdown menu)
 - Entered Time: report card (dropdown menu)
 - Entered Time: 9:52 AM (text input)
 - Entered By: CLAUDIA G (text input)
 - * Description: (empty text area)
 - * Attached File: (empty text input with a Browse... button)
- Buttons:** Save, Back
- Callout:** A yellow callout box with the text: "To attach copies of historical report cards, click Report Cards." points to the Description field.
- Footer:** Asterisk (*) denotes a required field

Slide 6 - Slide 6

The screenshot shows a Mozilla Firefox browser window with two tabs. The top tab is titled 'Entity: 000 - SM\ST\PR - 9303W - 03.07.10.02.01 - Mozilla Firefox' and shows a URL 'http://broker4:89/scripts/cgiip.exe/WService=14416web/sstudtabs001.w'. The bottom tab is titled 'Entity: 000 - SM\ST\PR - 9303W - 03.07.10.02.01 - Mozilla Firefox' and shows a URL 'http://broker4:89/scripts/cgiip.exe/WService=14416web/fatmview001.w'. The browser's address bar shows 'http://broker4:89/scripts/cgiip.exe/WService=14416web/fatmview001.w'. The browser's status bar shows 'Done'. The browser's menu bar includes 'File', 'Edit', 'View', 'Tools', 'Window', and 'Help'. The browser's toolbar includes 'Home', 'Back', 'Forward', 'Stop', 'Reload', 'Print', 'Home Page', 'Students', 'Portfolio Tab', and 'Student Attachments'. The browser's title bar shows 'Entity (000) (000) - User Name: CLAUDIA GERMANN - Monday, July 14th, 2008'. The browser's content area shows a page titled 'Student Attachments' with a table of 'Available Student Attachments'. The table has columns for 'Type', 'Description', 'Entered By', 'Entered Date', 'Entered Time', and 'File Size'. The table is currently empty, with the text 'No records available' displayed below the header. To the right of the table are three buttons: 'Add File', 'Add Link', and 'Back'. A yellow callout box with a pointer to the 'Add Link' button contains the text: 'In order to attach a link to a desired file, click Add Link.' The browser's status bar shows 'Done'. The browser's menu bar includes 'File', 'Edit', 'View', 'Tools', 'Window', and 'Help'. The browser's toolbar includes 'Home', 'Back', 'Forward', 'Stop', 'Reload', 'Print', 'Home Page', 'Students', 'Portfolio Tab', and 'Student Attachments'. The browser's title bar shows 'Entity (000) (000) - User Name: CLAUDIA GERMANN - Monday, July 14th, 2008'. The browser's content area shows a page titled 'Student Attachments' with a table of 'Available Student Attachments'. The table has columns for 'Type', 'Description', 'Entered By', 'Entered Date', 'Entered Time', and 'File Size'. The table is currently empty, with the text 'No records available' displayed below the header. To the right of the table are three buttons: 'Add File', 'Add Link', and 'Back'. A yellow callout box with a pointer to the 'Add Link' button contains the text: 'In order to attach a link to a desired file, click Add Link.' The browser's status bar shows 'Done'. The browser's menu bar includes 'File', 'Edit', 'View', 'Tools', 'Window', and 'Help'. The browser's toolbar includes 'Home', 'Back', 'Forward', 'Stop', 'Reload', 'Print', 'Home Page', 'Students', 'Portfolio Tab', and 'Student Attachments'. The browser's title bar shows 'Entity (000) (000) - User Name: CLAUDIA GERMANN - Monday, July 14th, 2008'. The browser's content area shows a page titled 'Student Attachments' with a table of 'Available Student Attachments'. The table has columns for 'Type', 'Description', 'Entered By', 'Entered Date', 'Entered Time', and 'File Size'. The table is currently empty, with the text 'No records available' displayed below the header. To the right of the table are three buttons: 'Add File', 'Add Link', and 'Back'. A yellow callout box with a pointer to the 'Add Link' button contains the text: 'In order to attach a link to a desired file, click Add Link.'

Slide 7 - Slide 7

The screenshot shows a web browser window with the address bar displaying `http://broker4:89/scripts/cgiip.exe/WService=14416web/sstudtabs001.w`. The browser's address bar also shows the path `http://broker4:89/scripts/cgiip.exe/WService=14416web/fattmview001.w`. The page title is "Entity: 000 (000) (000)". The user is logged in as "User Name: CLAUDIA GERMANN" and the date is "Monday, July 14th, 2008".

The main content area is titled "Add Student Attachment" and contains the following fields and controls:

- * Type:
- Entered Date:
- Entered Time:
- Entered By:
- * Description:
- * Attached File:

Buttons for "Save" and "Back" are located to the right of the form. A yellow callout box with a speech bubble icon contains the text: "Enter a Description and locate the attachment. Click Save." A note at the bottom left states "risk (*) denotes a required field".

Slide 8 - Slide 8

The screenshot shows two overlapping browser windows. The top window is titled 'Entity: 000 - SM\ST\PR - 9303W - 03.07.10.02.01 - Mozilla Firefox' and displays a student profile page for 'Entity (000) (000)'. The user is identified as 'CLAUDIA GERMANN' and the date is 'Monday, July 14th, 2008'. The page includes a 'Student Ranges' section with a dropdown menu showing 'Student: HESLEREG000' and 'HESLEYSR, REGGIE W'. There are 'Add', 'Delete', and 'Transfer' buttons in the 'Student Actions' section.

The bottom window is titled 'Entity: 000 - SM\ST\PR - 9303W - 03.07.10.02.01 - Mozilla Firefox' and displays the 'Add Student Link' form. The form includes the following fields and controls:

- * Type: Attachments (dropdown menu)
- Entered Date: 07/14/2008
- Entered Time: 9:31 AM
- Entered By: CLAUDIA GERMANN
- * Description: Video of Reggie's game winning touchdown. (text area)
- * URL: http:// (text input)
- Buttons: Save, Back, Run

A yellow callout box with a pointer to the form contains the following text:

Enter information pertaining to the attachment and the URL address.
Click Run to verify, then click Save.

Asterisk (*) denotes a required field

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