



Quick Reference Guide  
**dcps.mygradeportal.com**

## Duval County Public Schools



### What is OnCourse My Grade Portal?

- **OnCourse** is a 100% web-based grade book, attendance, and communication program that is being implemented District wide.
- It will allow parents and students convenient access to progress reports, current grades and attendance online 24/7.
- **OnCourse** is a powerful, easy to navigate tool that will permit you to track your child progress more effectively.

### Getting Started

- **Username & Password** - For security purposes you will need to receive a username and password from the student's school. Parents and students will each be provided with a username and password. If you do not have a username and password, please contact the school.
- In order to obtain a username and password, parents must fill out a registration form in person.
- Please pick up your registration form in the Main Office.

### Accessing the Website

- To access student assignments and grades you will need to go to <https://dcps.mygradeportal.com> via an Internet connected computer.
- Type your username and password into the corresponding text boxes on the homepage and click the "Login" button

DCPS Grade Portal

Please provide your username and password to sign in.

Username: jd5555

Password: .....

Sign In

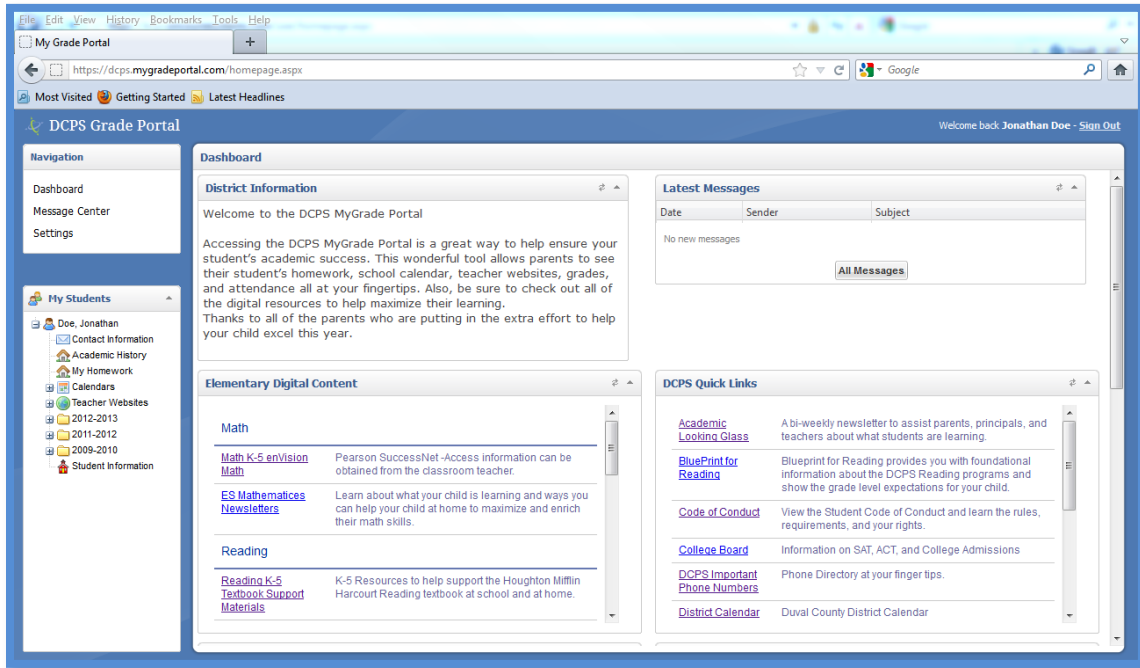
### Troubleshooting:

If you are unable to successfully log into the website please try re-typing your username and password and clicking "Login" again. If you continue to have a problem, you may want to try clicking the "Forgot Username Password" link located below the username and password boxes. This feature requires that your account was setup with a valid email address. If a valid email address is found for your account you will be sent your username and password via email. If your account was not setup with a valid email address, please contact your school.

If you are sure your mygradeportal.com username and password are correct, yet you still are unable to login, the probable cause is that cookies are blocked. Try to login using a different computer. If you are able to login successfully, this means your account is OK, and that the issue is related to the configuration of the local computer. The mygradeportal.com website requires Session Cookies to be enabled. Please check your browser settings, or other 3rd party security software you may have installed on your computer

## Viewing Grades and Student Information

After successfully logging in to the website the screen will be divided into sections.



The left hand side of the screen provides a menu that allows a parent or student to quickly view real time grades, attendance, and other information about the students.

### Contact Information

Click the *Contact Information* link to view the phone number and address information that the school has in their records. If this information is not correct, contact the school. This information **cannot be changed** in the GradePortal, contact the school instead.

### Academic History

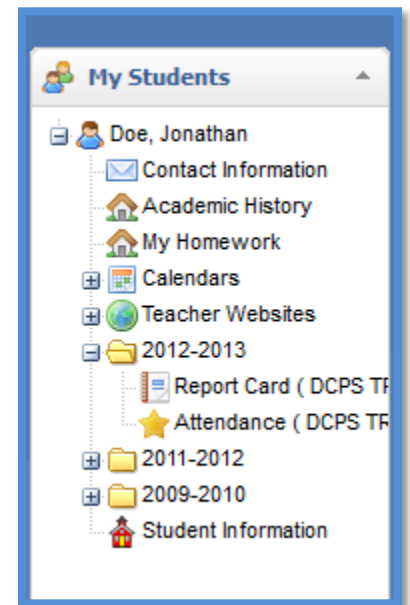
Click on the Academic History and you will see the Academic History of your child's grades

### Calendars

Click the + next to the Calendars icon to view any online calendars maintained by your school. Click directly on the name of any calendar to view it.

### Teacher Websites and Homework

Click the + next to the Teacher Websites icon to see a list of the teachers that the student sees at least once a day. To view the website maintained by that teacher, click on their name. Some teachers keep their homework assignments on their teacher website, in an area called *Homework and Events*.



Click the *Homework and Events* link on the teacher's website to access their homework calendar the teacher's website to access their homework calendar.

### Viewing Student Report Card / Progress Reports

1. To view a report card or progress report, follow the steps below: On the left-side menu, click the + next to the current school year (in the pictured example, the school year is 2012-2013)
2. Click the *Report Card* icon
3. The report card will appear
4. The real-time final grade will be displayed for each class in **BLUE**. To see a detailed progress report for any of these classes, click directly on the final grade.

The screenshot shows a web interface for 'My Students'. On the left is a navigation menu with options like 'Contact Information', 'Academic History', 'My Homework', 'Calendars', 'Teacher Websites', and school years '2012-2013', '2011-2012', and '2009-2010'. A red arrow points to the '2012-2013' folder. The main area displays a table of subjects and grades for 'Smith, M.':

Computers	Smith, M.	95 A
Language Arts	Smith, M.	86 B
Mathematics	Smith, M.	85 B
Music	Smith, M.	89 B
Science	Smith, M.	97 A
Social Studies	Smith, M.	65 D

Below the table, there is an 'Attendance' section with 'MP1' and 'Absent'/'Present' categories.

5. A sample progress report is shown below: the Student Progress Report will appear after clicking on a grade for a class and marking period. This report will display the student's real-time grade for each assignment. All reports can be printed by clicking on the [Print] button in the upper right hand corner of the screen.

The screenshot shows a 'Progress Report' window for 'Doe, Jonathan' in the '2009-2010' school year, '1st Marking Period'. The course is 'Mathematics - 101' with a 'Current Class Grade: 85 B'. The instructor is 'Smith, M' and the student's status is 'Enrolled'. A 'Print' button is visible in the top right corner.

**Course: Mathematics - 101**  
**Current Class Grade: 85 B**

Grade Scale: 90+= A, 80+= B, 70+= C, 60+= D, 0+= F

Assignment Name	% of Total Grade	Due Date	Score	Grade %
Chapter 1 Test	11.1%	08/03/2009	85/100	85%
Chapter 2 Test	11.1%	08/03/2009	91/100	91%
Chapter 3 Test	11.1%	08/03/2009	93/100	93%

## Viewing Attendance

To view attendance click the + next to the current school year and click the *Attendance* icon. The information will be displayed on the right side of the screen.

## Viewing the MyGrade Portal Dashboard

- This is where you can view Announcements and Latest Messages from our District and from your student's school.
- The Dashboard also includes many digital instructional resources to help support classroom instruction online 24/7.

The screenshot displays the DCPS MyGrade Portal dashboard. The browser's address bar shows the URL <https://dcps.mygradeportal.com/homepage.aspx>. The page title is "DCPS Grade Portal" and "My Grade Portal". The navigation sidebar on the left includes "Dashboard", "Message Center", "Settings", and "My Students" (with a sub-menu for "Doe, Jonathan"). The main content area is divided into four sections:

- District Information:** Welcome to the DCPS MyGrade Portal. Accessing the DCPS MyGrade Portal is a great way to help ensure your student's academic success. This wonderful tool allows parents to see their student's homework, school calendar, teacher websites, grades, and attendance all at your fingertips. Also, be sure to check out all of the digital resources to help maximize their learning. Thanks to all of the parents who are putting in the extra effort to help your child excel this year.
- Latest Messages:** A table with columns "Date", "Sender", and "Subject". It shows "No new messages" and an "All Messages" button.
- Elementary Digital Content:** Links for "Math" (Math K-5 enVision Math, ES Mathematics Newsletters) and "Reading" (Reading K-5 Textbook Support Materials).
- DCPS Quick Links:** Links for "Academic Looking Glass", "Blueprint for Reading", "Code of Conduct", "College Board", "DCPS Important Phone Numbers", and "District Calendar".

Red arrows in the image point to the "+" icon in the browser's address bar, the "Getting Started" link in the navigation bar, and the "All Messages" button in the Latest Messages section.