

Teacher/Staff Portal Overview

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The Teacher/Staff Portal is a hub that any user added under Staff > Staff List will have access to. By default, those teachers and staff members will be associated with the staff/teacher portal role.

On the home screen of the portal, the below tiles are available:

- [Announcement](#)- important and general information is posted here from the business level or admin users.
 - Announcements are created from the admin side under [Connect > Announcements](#)
 - [Classroom List](#) - this list displays the number of children expected by center and classroom on each day
 - [Semester](#)- this displays the number of children expected by center, classroom, and semester
 - [Programs](#)- this tile allows staff to pull classroom reports and the ability to merge information records
 - [Directory](#)- staff is able to pull Directory Reports by semester, category, or classroom
 - [Schedule](#)- this section will allow staff to check in/out students
 - At a Glance - allows staff to pull a report based on center, semester, or classroom. Report displays student's full name, phone number, and guardian information
 - [Staff Schedule](#) - will display the staff members schedule and able to view attendance
 - Account - displays the staff member's user name, authentication code, full name, and the ability to reset their password
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