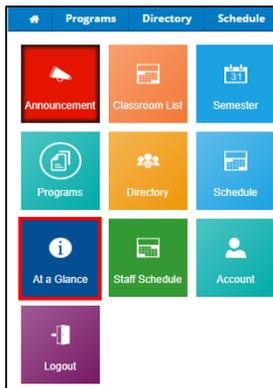


# Teacher/Staff Portal - At a Glance

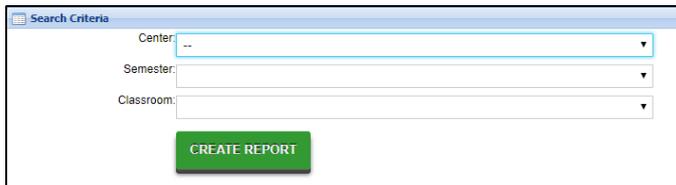
Last Modified on 12/04/2018 10:33 am EST

The At a Glance tile within the teacher/staff portal allows staff to pull a report with center, semester, classroom, and student information.

1. From the teacher/staff portal home screen, click At a Glance

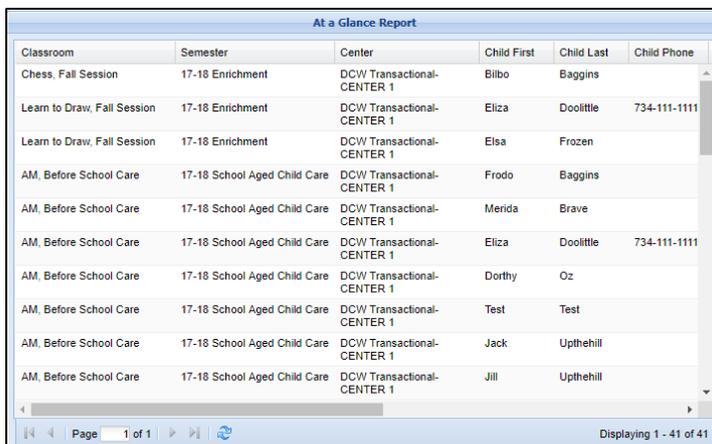


2. Enter the Search Criteria - using no criteria will pull all centers, semesters, and classrooms

A screenshot of the 'Search Criteria' form. It features three dropdown menus labeled 'Center:', 'Semester:', and 'Classroom:'. The 'Center' dropdown is currently set to '--'. Below the dropdowns is a green button labeled 'CREATE REPORT'.

- o Center
- o Semester
- o Classroom

3. Click Create Report
4. The following will be displayed:



Classroom	Semester	Center	Child First	Child Last	Child Phone
Chess, Fall Session	17-18 Enrichment	DCW Transactional-CENTER 1	Bilbo	Baggins	
Learn to Draw, Fall Session	17-18 Enrichment	DCW Transactional-CENTER 1	Eliza	Doolittle	734-111-1111
Learn to Draw, Fall Session	17-18 Enrichment	DCW Transactional-CENTER 1	Elsa	Frozen	
AM, Before School Care	17-18 School Aged Child Care	DCW Transactional-CENTER 1	Frodo	Baggins	
AM, Before School Care	17-18 School Aged Child Care	DCW Transactional-CENTER 1	Merida	Brave	
AM, Before School Care	17-18 School Aged Child Care	DCW Transactional-CENTER 1	Eliza	Doolittle	734-111-1111
AM, Before School Care	17-18 School Aged Child Care	DCW Transactional-CENTER 1	Dorothy	Oz	
AM, Before School Care	17-18 School Aged Child Care	DCW Transactional-CENTER 1	Test	Test	
AM, Before School Care	17-18 School Aged Child Care	DCW Transactional-CENTER 1	Jack	Uptehill	
AM, Before School Care	17-18 School Aged Child Care	DCW Transactional-CENTER 1	Jill	Uptehill	

- o Classroom

- Semester
  - Center
  - Student name
  - Student Phone
  - Guardian Information
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