

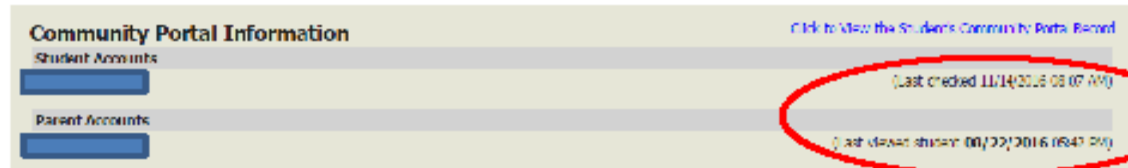
Viewing Sapphire Portal Information (graciously provided by Steve Vogel song)

1. Click on a student's name in your Gradebook.

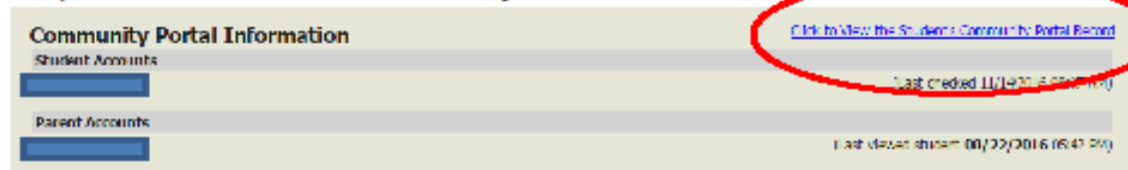
2. On the Quick lookup Screen click on "Community Portal Information"



3. This shows you when the student and parent last logged in.



4. If you want to see what the Portal has on it just click the "Click to view"



5. This page shows what the portal page will look like.

