Staff Portal

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Staff Portal Overview

> This document is intended to be a guide to all of the various pages on the Staff Portal. You will access the staff portal at https://staffhs.mdy.org. You log in to the portal with your Windows credentials. Most of the time that would be your first inital last name. I.E. ybenchaviv. If you need to reset your password, you can send an email to techsupport@hs.mdy.org

The Staff Portal has a menu which is divided into various main categories. When you click on one of those titles, a list of pages for that category is displayed. Clicking on one of those titles will take you to that specific page. Throughout this manual pages will be referenced using both the category name and the page title using the following notation:

Category - Title Page

So for example, Schedules - Student Photos would mean to click the Schedules category, then Student Photos.

If you are trying to:

- Enter class attendance for your period: Class Attendance - Daily Class Attendance
- View Students on Medical Leave: Class Attendance - View Students on Medical Leave
- Daily COVID Questionnaire: Personal - Daily COVID Questionnaire
- Request to take a student out of another teacher's class: Out of Class Meetings - Request Out of Class Meeting
- Enter Weekly Academic Reports: Academic Reports - Add Reports
- Report an infraction that took place outside of class: Discipline - Report an Infraction
- Enter information about a meeting with a student: Guidance - Record Meeting With Student
- Enter information about a phone call with a parent: Guidance - Record Parent Phone Call
- Send an Email to Parents: Guidance - Send Email to Parents
- Enter Report Cards data: Report Cards - Report Card Grades and Comments
- See your teaching schedule: Schedules - Teacher Schedules
- See your class rosters: Schedules - Class Rosters
- Get contact information for a student: Schedules - Student Personal Data
- See a student's class schedule: Schedules - Student Schedules
- See photos of students: Schedules - Student Photos

- See your schedule for Parent Teacher Conferences: Schedules - Parent Teacher Conference Schedules
- Request permission for a school-related purchase: Purchases - Request a Purchase
- See your record of periods you didn’t submit class attendance: Class Attendance - View All Missing Attendance Periods
- See your record of absences this year: Personal - Your Building Attendance
- See your previous Weekly Academic Reports: Academic Reports - Previous Reports
- See your previous classroom attendance: Class Attendance - View Past Attendance
- Refer a student for guidance: Guidance - Refer a Student for Guidance

Staff Portal Instructional Guides

The MDYHS Staff Portal is our Student Information System (SIS). The portal is what you will use to enter class attendance, view schedules, enter report card data, and a whole lot more. You can access the MDYHS Staff Portal by visiting https://staff.mdyhs.net/. Once you access the website, you will need to sign in with your MDYHS account credentials. Below are some tutorials that will enhance your experience while using the MDYHS Staff Portal.

Class Attendance

- How to Take Class Attendance
- How to View Attendance from Past Classes
- How to View All Missing Attendance Periods
- How to Reply to Attendance Appeals
- How to Dispute Missing Attendance Periods
- How to View Students on Medical Leave

Academic Reports

- How to Add Weekly Academic Reports
- How to View This Week's Academic Reports
- How to View Previous Academic Reports

Report Cards & Progress Reports

- How to Enter Report Card Grades, Confirm Grades, and Enter Comments
- How to View Current Canvas Grades
- How to Enter Comments On Progress Reports

Discipline

- How to Report an Infraction
- How to Report an Infraction (Video)

Out of Class Meetings

- How to Request an Out of Class Meeting
- How to Reply to an Out of Class Meeting
- How to View Out of Class Meeting History
- How to Cancel an Out of Class Meeting

Guidance

- How to Record a Meeting With a Student
- How to Record a Phone Call With a Parent
- How to Record a Meeting With Other Staff
- How to Refer a Student for Guidance
- How to Send an Email to Parents

Schedules

- How to Find People in the Building
- How to View Class Rosters
- How to View Teacher Schedules
- How to View Student Personal Data
- How to View Student Photos
- How to View Student Schedules
- How to View Room Schedules
- How to View Testing Schedules
- How to View Parent Teacher Conference Schedules
- How to View Proctoring Schedules