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

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