

WEBMAIL – CHECKING EMAIL VIA THE INTERNET

1. Go to www.gulf.k12.fl.us
2. Click Webmail in the top right corner
3. Enter email address and password and click Sign In

The screenshot shows the homepage of the Gulf District Schools website. At the top, there is a navigation bar with links for Home, Webmail, and a link to the Next School Board Meeting on Aug 2, 2016 at 5:15 pm. The main header features the Gulf District Schools logo and a list of links: Students, Parents, Teachers, School Board, Contact Us, and Employment. On the right, there are weather widgets for Port St. Joe (88.3°F, Overcast) and Wewahitchka (82.8°F, Partly Cloudy), along with a 'Select a School' dropdown menu and the Superintendent's name, Jim Norton. The main content area includes a large photo of a group of teachers with the caption 'Teachers Recognized for "High Impact" in the classroom'. To the right of the photo is a 'News' section with links to 'Statewide Assessment Schedule 2016-17', '6 Great Ideas for Summer Learning', '2016-17 School Calendar Approved', and 'ESF Parent Survey'. At the bottom, there are logos for Port St. Joe High School, Wewahitchka High School, Port St. Joe Elementary, Wewahitchka Elementary, and Gulf District Adult School.

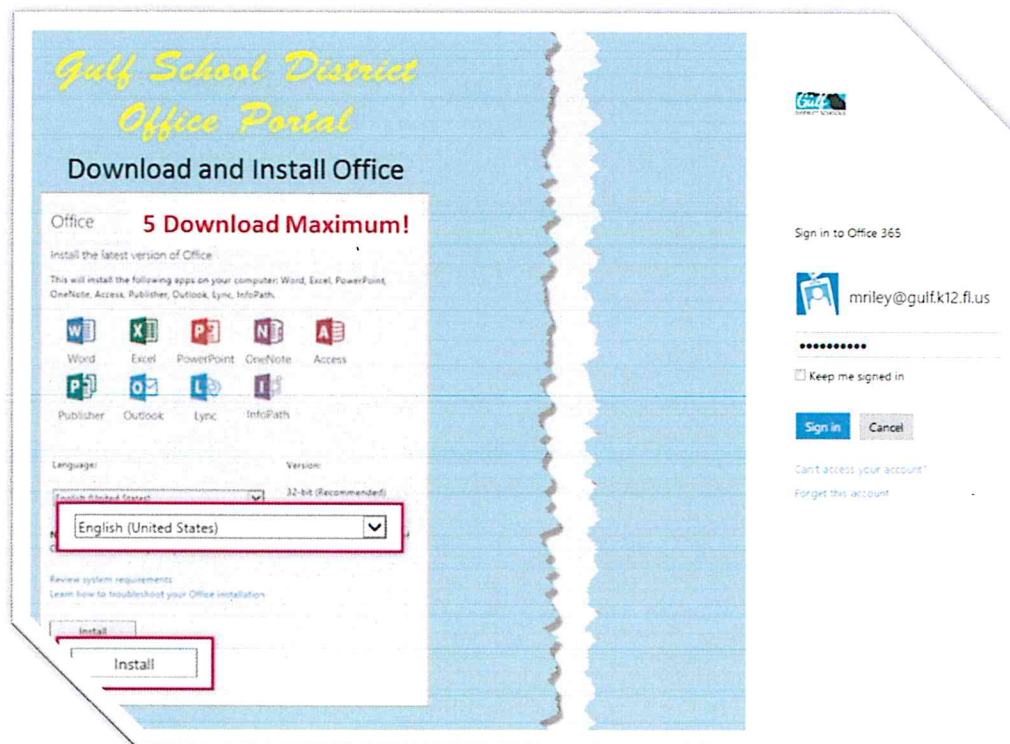
The screenshot shows the Microsoft Outlook Web App login page. The title is 'Microsoft Outlook Web App'. Below the title, there is a 'Security' section with a link to 'show explanation'. There are two radio buttons: 'This is a public or shared computer' (selected) and 'This is a private computer'. There is also a checkbox for 'Use the light version of Outlook Web App'. Below these options, there are two input fields: 'Domain\user name:' and 'Password:'. A 'Sign in' button is located below the password field. At the bottom, it says 'Connected to Microsoft Exchange' and '© 2010 Microsoft Corporation. All rights reserved.'

TEACHER PORTAL – MICROSOFT OFFICE 365 PORTAL

Gulf County has purchased a District License for Office 365. This gives you 5 downloads of Office to install on your teacher desktop and laptop and other computers you use for work. Logging in to the Portal also gives you access to Office Online for Collaboration and OneDrive cloud storage. It's Office anywhere that you can get online with any device.

1. www.gulf.k12.fl.us
2. Teachers & Staff / Teacher Portal / Microsoft Office 365 Portal
3. <https://portal.office.com> to access the site directly
4. Login using your Gulf County Email Address and Password

DOWNLOAD OFFICE ON YOUR TEACHER DESKTOP AND LAPTOP



Microsoft Office Online – ONEDRIVE (cloud storage)

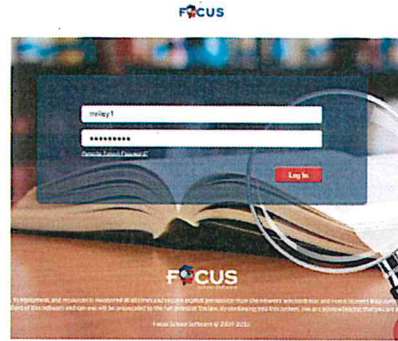
Log in to the Teacher Portal, select **OneDrive** to activate and then Create, Edit, Store, and Share documents with an online version of your favorite Office applications.



FOCUS - Log in Screen

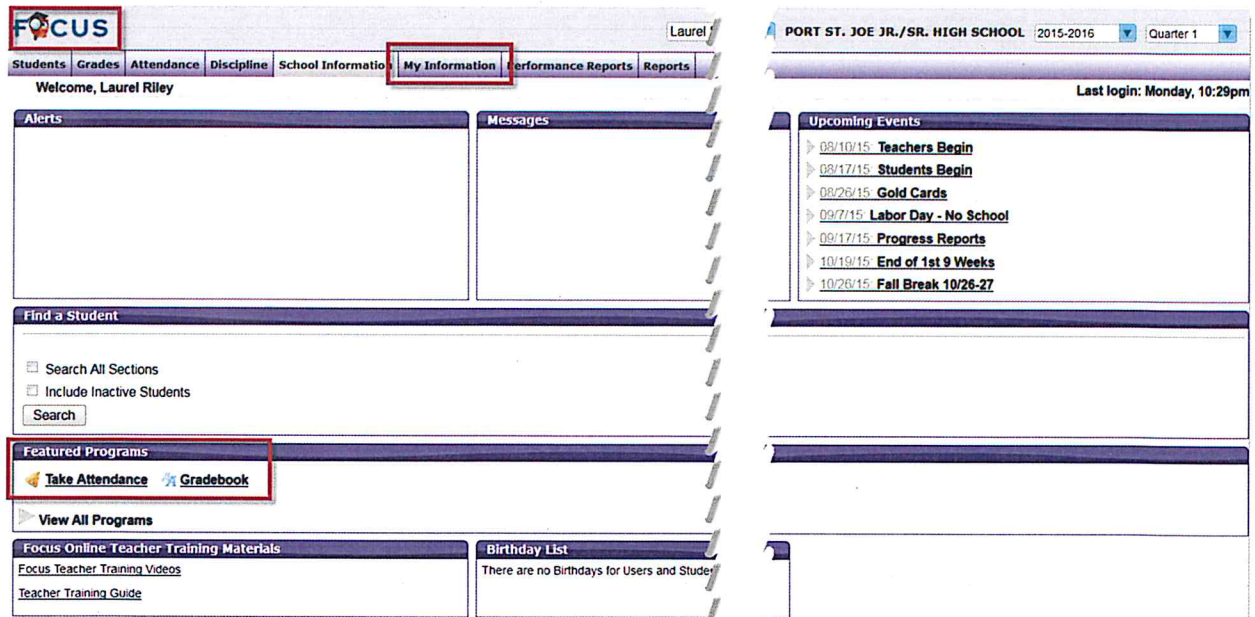
<https://focus.gulf.k12.fl.us>

1. Student Information System (SIS)
2. Gradebook and Attendance
3. Data Analysis




FOCUS – Welcome Screen / Dashboard

1. FOCUS icon in top left corner is your “Re-Focus” button. Always brings you back to your FOCUS Welcome Screen
2. Links to “Take Attendance” and “Gradebook” are always available under Featured Programs
3. Select “Preferences” under the “My Information” tab to Reset Password and Combine Sections for Taking Attendance



GRADES > GRADEBOOK CONFIGURATION

1. The Default settings below are recommended
2. Score Rounding – leave at Normal
3. Display Percentage in Gradebook – takes up extra space in your gradebook by creating two columns for each assignment
4. You must click SAVE to update changes made on this page!

Laurel Riley (Teacher)▼PORT ST. JOE JR./SR. HI

StudentsGradesAttendanceDisciplineSchool InformationMy InformationPerformance ReportsReports

Gradebook Configuration

Configuration

General

Score Rounding
☐ Up ☐ Down ☒ Normal
89.5 → 90 89.5 → 89 89.5 → 90
89.1 → 90 89.1 → 89 89.1 → 89

Assignment Sorting
☐ Newest First ☐ Newest Last ☐ Due Date ☐ Assigned Date ☐ Category ☐ Alphabetical

Default Due Date
☐ Today ☐ Tomorrow

☒ **Weight grades by assignment category**
You assign a percentage to each category in your gradebook. These percentages will be used to weight each student's overall average.

☒ **Add all assignments to each section of your course by default**
By default, each time you create a new assignment, it will be added to the gradebook for each section of your course, if you teach multiple sections of that course.

☐ **Display percentages in the gradebook**
Save room in your gradebook by turning this off, especially if most of your assignments are worth 100 points. If this option is turned off, only the points and letter grade will be displayed when viewing all assignments.

☒ **Display due date in assignment column heading**

☒ **Display assigned date in assignment column heading**

☐ **Full year gradebook**
Enable this feature if your students are allowed to turn in assignments at their own pace over the course of the year. This will eliminate having separate gradebooks for each quarter.

GRADES > GRADEBOOK CONFIGURATION (Continued)

1. Recommended that you enter Custom Grade X and Z.
2. You must click SAVE to update changes on this page!

FOCUS

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Gradebook Configuration

Configuration

Assignments at their own pace over the course of the year. This will eliminate having separate gradebooks for each quarter.

☐ **Enter student numbers in the gradebook**
This adds a column where you can enter a special code for each student. This helps when printing the grades to post – since students can identify their grade via the code instead of their name.

☐ **Only use letter grades in the gradebook — not points**

☐ **Display each student's grade level in the gradebook**

Custom Grades

Grade	Display Name	Type	Remove
*	Exc.	Exclude	
X	Exempt	Exclude ▼	<input type="checkbox"/>
Z	Zero	Zero ▼	<input type="checkbox"/>
		Exclude ▼	

Groups

☐ **Enable gradebook groups**

Name	Remove

Grade Title Colors

A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
NG	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save

GRADES > GRADEBOOK CATEGORIES & ASSIGNMENTS

1. You must ADD (+) Categories to hold assignment grades
2. A Gradebook with 3 Categories could be Test Grades, Homework Grades, Daily Grades
3. The total weight of your Categories must equal 100% (50%, 25%, 25%)
4. Press the + sign at the bottom left to begin adding Categories

FOCUS Laurel

Students Grades Attendance Discipline School Information My Information Per

Gradebook Categories & Assignments

New Assignment Category

Title Percent of Final Grade Automatically Drop the lowest X grades Color

Error: Category Weights do not add up to 100%. The sum of the "Percent of Final Grade" is 110%.

No Assignment Categories were found.

Assignment Category	Weight
+	

Check All WORLD HIST

- ☒ 01 01 - 002 - Laurel L Riley
- ☒ 04 04 - 001 - Laurel L Riley

WORLD HIST HON

- ☐ 02 02 - 001 - Laurel L Riley

LEAD SKLS DEV

- ☐ 02 02 - 030 - Laurel L Riley
- ☐ 05 05 - 006 - Laurel L Riley

AMER HIST

Save

- ☐ Quarter 1
- ☒ Quarter 2
- ☒ Quarter 3
- ☒ Quarter 4

GRADES > GRADEBOOK CATEGORIES & ASSIGNMENTS

1. Title – name of the assignment (ex. Chapter 1 Spelling Test)
2. Points – maximum points possible available on the assignment (typically 100)
3. Questions – total number of questions on the assignment (20 questions)
4. Category – select a Category from the dropdown menu (Test Grades)
5. Assignment Due Date – will be listed in the gradebook column heading
6. SAVE!

FOCUS Janice Addison (Teacher) PORT ST. JOE ELEMENTARY SCHOOL 2011-2012 01 Read E Quarter 1

Students Grades Attendance Discipline School Information My Information

Gradebook

All Assignments Add an Assignment

Enter grades by Points Include Inactive Students Save

Add an Assignment

Title: Ch 1 Test Points: 100 Questions: 25

Category: Tests

Assignment Date: July 30, 2012 Due Date: July 31, 2012

Description: Test on Chapter 1

Save

Tests Homework Vocabulary

- **Add Assignment** – Enter a **Title** for the assignment, Maximum **Points** Possible, Number of **Questions**, Select a **Category** from the Drop Down Menu, **Assignment** Date and **Due** Date, optional **Description**, and **Save**.

FOCUS Laurel Riley (Teacher) PORT ST. JOE JR./SR. HIGH SCHOOL 2015-2016 01 - WORLD HIST Quarter 4

Students Grades Attendance Discipline School Information My Information Performance Reports Reports

Gradebook Categories & Assignments

3 Assignment Categories

Assignment Category	Weight
Daily Grades (8)	30%
Homework Grades (7)	30%
Test Grades (3)	40%

FOCUS

Laurel Riley (Teacher)

PORT ST. JOE JR./SR. HIGH SCHOOL

2015-2016

01 - WORLD HIST

Quarter 4

Students

Grades

Attendance

Discipline

School Information

My Information

Performance Reports

Reports

Gradebook

Enter grades by Points

☐ Include Inactive Students

Save

All Assignments

★ The grade posting period for Quarter 4 is closed. You cannot make changes to this gradebook without submitting a grade change request to the office.

20 Reports

Show First 9 Assignments

Grade	Student ID	Bell Ringers #2 (100) (Assigned 4/28 - Due 5/22)	Chp 29 TEST (100) (Assigned 5/18 - Due 5/18)	Chp 29 workbook pages (100) (Assigned 5/10 - Due 5/18)	Participation #2 (100) (Assigned 4/27 - Due 5/27)	Chp 29 sec 3 & 4 quizzes (100) (Assigned 5/13 - Due 5/13)	Chp 29 sec 1 & 2 quizzes (100) (Assigned 5/10 - Due 5/10)	Workbook page 263 with vocab (100) (Assigned 5/5 - Due 5/5)	Chp 27 test form B (100) (Assigned 4/28 - Due 4/28)	Chp 26 wa pages (100) (Assigned 4/28 - Due 4/28)			
		71% C	90	A 100	A 52	F 100	A 85	B Z	Zero	100	A 100	A 50	
		73% C	78	C 64	D 100	A 100	A 100	A 100	A 100	A 100	A 28	F 65	
		86% B	100	A 100	A 100	A 100	A 100	A 95	A Z	Zero	100	A 53	
		84% B	100	A 69	D 90	A 100	A 100	A 90	A 100	A 100	A 100	A 71	
		97% A	100	A 100	A 100	A 100	A 100	A 95	A 96	A 100	A 100	A 95	
		60% D	100	A 44	F 60	D 100	A 50	F 50	F 74	C 67	D 79	D 79	
		78% C	91	A 79	C 82	B 100	A 85	B 100	A 0	F 5	F 71	F 71	
		60% D	100	A 36	F 100	A 100	A 90	A Z	Zero	100	A Z	Zero	53
		67% D	100	A 36	F 98	A 100	A 50	F 80	B 78	C 83	B 95	B 95	
		92% A	100	A 100	A 98	A 100	A 100	A 100	A 100	A 100	A 100	A 100	
		82% B	91	A 100	A 62	D 100	A 100	A 70	C 100	A 83	B 95	B 95	
		68% D	X	Exempt	65	D 58	F 100	A 100	A X	Exempt	0	F 100	A 63
		82% B	100	A 100	A 100	A 100	A 95	A 95	A 100	A 100	A 100	A 89	
		60% D	0	F 62	D 94	A 100	A 0	F 80	B Z	Zero	89	B 50	
		60% D	Z	Zero	100	A 54	F 100	A 85	B 0	F Z	Zero	100	A 24
		87% B	X	Exempt	56	F 98	A 100	A X	Exempt	70	C 100	A 94	A 95
		90% A	100	A 100	A 100	A 100	A 95	A 95	A 90	A 100	A 100	A 100	
		90% A	100	A 72	C 93	A 100	A 100	A 100	A 100	A 100	A 100	A 95	
		87% B	100	A 94	A 100	A 100	A 100	A 100	A 100	A 100	A 89	B 100	
		36% F	0	F 29	F 30	F 100	A Z	Zero	Z	Zero	87	B 28	F 58
Average	76%	80.56%	75.3%	83.45%	100%	80.79%	69.47%	71.25%	78.3%	75.05%			

1. By default, all students are considered Present
2. If students are absent mark them Unexcused and click SAVE (you are done)
3. **If all students are present**, you must mark one student present (to activate the save button) and then click SAVE
4. Save must be clicked on the attendance screen to indicate that you have taken attendance

NOTES:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page.



ENROLLING & REGISTERING IN ePDC

Step #1 – Enrolling in ePDC

- Go to the PAEC website – www.paec.org
- Locate the yellow FloridaLearns Academy tab and the green ePDC box
- Choose the “**First Time Visitor**” link
- Select desired state from the drop-down box
- Select your school district from the drop-down box
- Select your school from the drop-down box
- Select job class from the drop-down box
- Select job title from the drop-down box
- Enter your first name, last name and email address. Boxes marked with an asterisk (*) are required information. You will not be added to the database unless these areas are complete.
- Create a password with at least 8 digits, and a combination of upper and lower case letters, and numbers. Click **submit**. (You will receive confirmation by e-mail within 24 hours. You must click the link provided in the confirmation email to activate your account.)

Step #2 – Registering for a Professional Development Activity

- Go to the PAEC website – www.paec.org.
- Locate the yellow FloridaLearns Academy tab and the green ePDC box.
- Choose the “**course registration**” link.
- Select your school district from the drop-down box.
- Select your school from the drop-down box. Click next.
- Select your name from the drop-down box and enter your password. Click next.
- A variety of search options will be made available for you.
 - If you use the “**Search by Course Title**” option, select the title of the professional development activity you wish to participate in from the drop-down box. This will give you basic information on the course. You may select the “details” button for more information about the activity.
- Select the white “**register**” button.
- Read the ePDC course policies and select the “accept” button at the bottom of the page to proceed.
- Choose the credit option and the primary purpose for completing the activity. Click “**Submit**”.
 - You may use the ‘back’ button at any time to navigate to the previous screen.
- Click the word “here” to pay for the activity. To pay for more than one activity, click the “register for courses” button at the top of the page. To remove a course, click “remove.”
- Click the “**pay by credit card**” button to pay with a credit card, or the “**print order to pay by mail**” to send the payment by purchase order, check or money order.
- To complete the order by credit card click on “**click here for secure payment form**”.
- Complete the one-page form and click “**submit**.” (Note: credit card payments are verified with 24 hours. Access to the activity will not be permitted until verification is received from credit card company.)

Single Sign-on

www.fldoe.org/sso



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

HOME ABOUT NEWS SUPPORT TUTORIALS

FDOE Single Sign-On

The Single Sign-On (SSO) Portal provides users within Florida's educational community with a convenient way to log into multiple state resources with one account.

SELECT AN OPTION BELOW TO GET STARTED






EDUCATORS



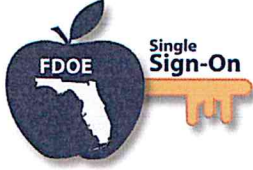
K-12 STUDENTS




GUEST ACCESS




FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org







Sign in with one of these accounts




SSO Hosted Users




Students




Florida Department of Education




Alachua County School District



Baker County School District



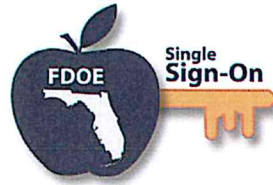
Bradford County School District



Brevard County School District



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fldoe.org



Enter your username and password

Sign in

[Forgot Password](#)

[Back To Account Selection](#) | [Account Selection Help](#)

If you are having trouble signing in please contact your district or college support. SSO support is also available via the links below.



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MANAGE ACCOUNT

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[Security Questions](#)

[User Profile](#)

Welcome MARTIN RILEY



The resources below are available for your use based on your role and permissions. To access the resource, click the resource name.



Resources & Assessments

- [CPALMS](#)
- [ELA Formative Assessments \(Grades K-8\)](#)
- [PMRN](#)
- [IBTP - Test Platform](#)
- [PEER](#)



Dashboards & Reports

- [Florida Education ID](#)
- [Student Access Report](#)



Teacher & Leader Development

- [Florida School Leaders](#)