

How to get on to the portal at home:

Open web browser

Type www.sd5.bc.ca into the address bar

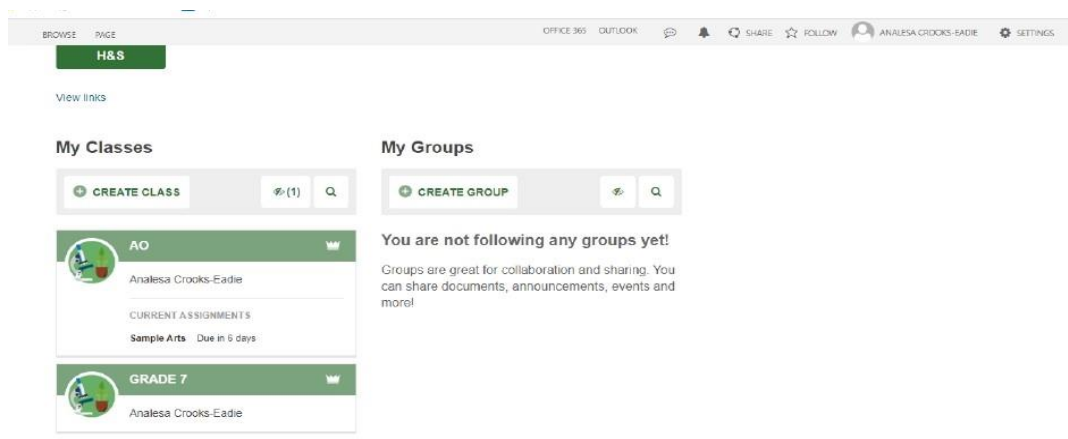
Click on the triangle drop down symbol beside “Utility Links”. This will be at top right corner OR at the bottom after scrolling down depending on your computer and browser.



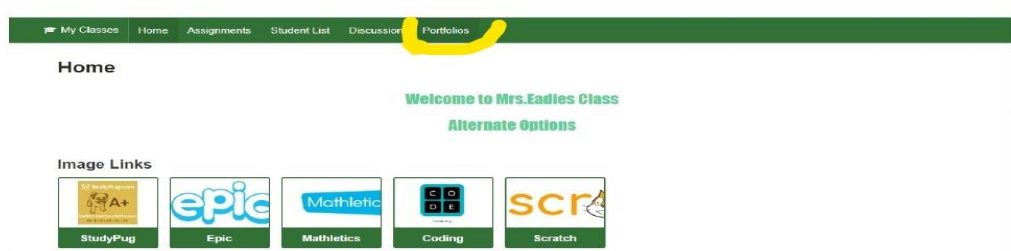
Select “Portal” from the drop down menu.

At this time the student will be asked to enter their username and password (just like they are logging on to a computer at the school). Their username is numbers and their password was something they picked (they have them memorized).

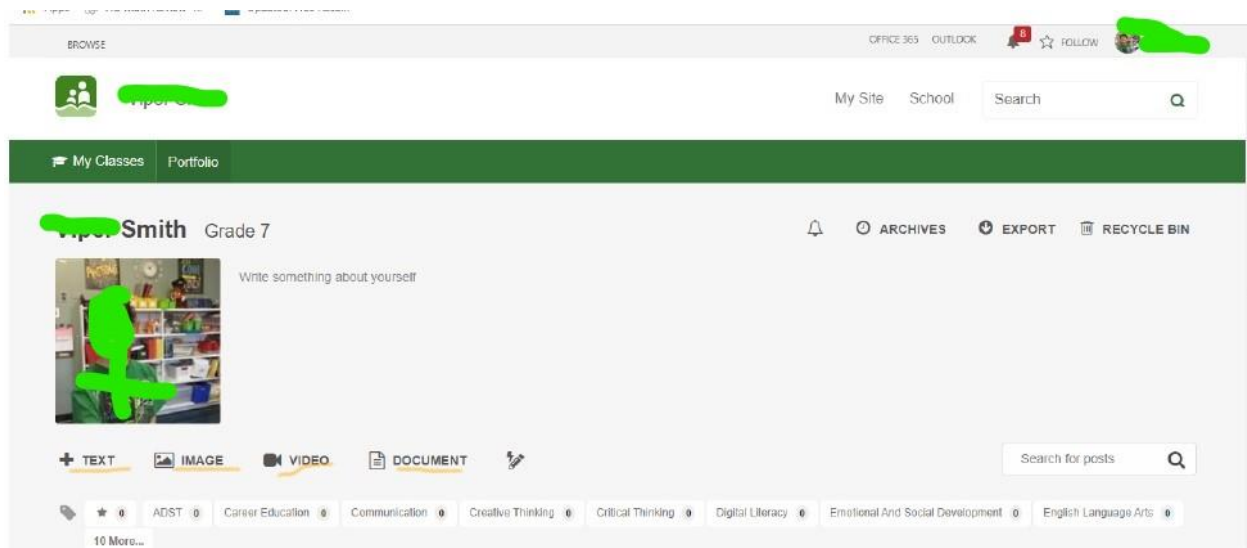
Once on the portal, scroll down to their class at the **bottom left** of the screen. From there, all the programs we use are available with a click.



Also once on the portal students can select **“Portfolio”** from the horizontal list near the top of the screen to see some of their school work.



How to submit work through PORTFOLIO



When students complete a piece of work they are either going to go to their portfolio and add an **"image"** or a **"document"** or **"text"**

Image - they find the image from their phone or computer...

Document - they find the document from their computer...

Text - they work in real time typing it into their portfolio

Every time something new is added (image, document, or text) to their portfolio a student should:

- 1) Give it a Title (at the top)
- 2) Tag whatever subject it is
- 3) Hit submit at the bottom

If successful, the student will be able to see what they have added when they return to their portfolio.

Here is the Website link: <https://www.youtube.com/watch?v=lp92xHz60UA#action=share>