

## ***Rediker (Plus Portals) Frequently Asked Questions***

### ***“How do I read the classroom newsletters and school-wide news on the portal?”***

1. Log in at: [www.plusportals.com/stellamarisacademy](http://www.plusportals.com/stellamarisacademy)
2. Click on your child's picture
3. Click on “Newsfeed” at the top of the web page
4. All the newsletters will be listed under “class announcements” and “school announcements.”

### ***“How do I update the emergency contact information for my child(ren)?”***

1. Under your child's name, click the Demographics tab.
2. Select the EDIT button on the far right of the page to populate the fields ER C1 NAME through ER C2 PICKUP.
3. Please complete any demographic information that might be missing.
4. \*Remember to click SAVE\*.

### ***“Is there a directory on the portal?”***

Yes. The school directory is live on the Plus Portals site for parents/guardians. Contact information is hidden for anyone who indicated they did not want their personal information shared on the release forms back in September. You are able to search by student name, parent name, student grade and student class (homeroom teacher name). The listing is a parent/guardian directory of the students in a class. By clicking “print” a pdf pops up which contains all the basic info.

### ***“Where can I go to learn more about Rediker (Plus Portals) and its functions?”***

Log in at: [www.redikersupport.com/documentation/parentplus.htm](http://www.redikersupport.com/documentation/parentplus.htm)

Site User Help – Interactive guides and videos on the following topics:

1. Viewing classroom progress
2. Submitting homework through E-locker
3. Sending e-mails and messages
4. Viewing the newsfeed and calendar
5. Customizing the directory listing
6. Customizing the e-mail notifications