

Introduction to staff Canvas EPS Portal

1. On the left menu staff can find EPS Portal
2. On the home page of the EPS Portal are Key Topic-based Portal icons which link directly to the portal along with a link to additional portals. Some portals are for specific audiences – others will have a self-enroll option for the first time you access.
 - Using the EPS Portal icon should help with easy access other portals from this home page. This should save staff from adding portals as favorites on their dashboards.
3. Academic Portals are set up for instructional staff. Access is set up centrally. If any staff need access please complete a support ticket for [Canvas Request](#)
4. To streamline access for elementary staff can select grade level circle and will find a shortcut to each key content area grade level page.
5. Content-specific circles will go directly to content portal homepage with pull down to P-12 pages.

The screenshot shows the EPS Portal interface. On the left is a blue sidebar menu with icons for Account, Dashboard, EPS Portal (highlighted with a red box and a blue circle with the number 1), Courses, Calendar, Inbox, History, Commons, Studio, and Help. The main content area has a header with 'EPS Portal' and 'Home' tabs, and navigation links for About, Teach, Learn, and Tools. Below the header is a banner for 'EVERETT PUBLIC SCHOOLS Portal' with a link to 'Diversity, Equity & Inclusion'. A text block explains the portal's purpose and provides a link to a support ticket. Below this is a section titled 'Key Topic-based Portals' (callout 2) with four icons: Canvas, Digital Tools, LMS SIS, and Special Services, each with a 'Self enroll here' link. To the right of these icons is a link to 'Additional Portals...'. Below the 'Key Topic-based Portals' section is a section titled 'Academic Portals' (callout 3) with a text block explaining access for instructional staff and a link to email for access. Below this is a section titled 'Access By Grade Level' (callout 4) with a row of six blue circles containing the letters P, K, 1, 2, 3, 4, 5. Below this is a section titled 'Access By Content Area' (callout 5) with a grid of orange circles containing the text: CAREER & TECHNICAL EDUCATION, ENGLISH LANGUAGE ARTS, HEALTH AND FITNESS, MATH, SCIENCE, SOCIAL STUDIES, and WORLD LANGUAGES. On the right side of the interface, there are buttons for 'View Course Stream', 'View Course Calendar', and 'View Course Notifications', and a 'To Do' section with 'Nothing for now' and 'Recent Feedback' with 'Nothing for now'.