

Mater Dei Website Cheat Sheet

www.materdeischool.org

NEWS & SCHEDULES – Our Most Frequently Visited Sections!

If you need:	Click on Main Heading	<i>Then Subheading</i>
The Monthly Newsletter, the Weekly Notes or Additional Correspondence	Parents	<i>News, then click on month</i>
The Monthly Calendar or the Annual Academic Calendar	Parents	<i>Schedules</i>
The Lunch Menu	Parents	<i>Schedules</i>
K-8 Supply Lists	Parents	<i>Schedules</i>
Staff Email	Our School	<i>Staff</i>
Classroom Websites	Our School	<i>Classroom Websites</i>

Using the Online Portal

Log in to the Online Portal using the information provided in September. If you would like a copy of your information, please contact the office at 233-1727.

THE ONLINE PORTAL – Real Time Information at the Click of a Mouse!

If you need:	Click on Main Heading	<i>Then on Subheading</i>
Your Contact Information	It appears when you log in	<i>Click on Additional Family Info to check General and Emergency Information</i>
Lunch Payment Information	View Lunch Payment Information	
The Student Directory	School Directory	<i>You can see the entire directory or sort by grade level, homeroom or individual student</i>
To Change Your Password	Change Password	
To Check Student Grades	Student Name	<i>Progress Report. You can click on each class to see every assignment that has been recorded in the gradebook</i>
To Check Student Absences/Tardies	Student Name	<i>Attendance</i>

Please note that any changes made in our database are immediately available through the Online Portal. For example, if a family has moved and has submitted the information to the office, their updated address and phone number immediately replace their previous information.

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LINKS – Don't Clutter Your Bookmarks – Link from Here!

If you need:	Click on Main Heading	<i>Then Subheading</i>
Mater Dei Contact Info	About Us	<i>Contact Info</i>
The Most Recent Partners in Faith Newsletter	Parents	<i>Link on the Parents Main Page</i>
Mater Dei Facebook Page	Parents	<i>Link on the Parents Main Page</i>
Mater Dei Parish Website	Parents	<i>Link on the Parents Main Page</i>
Archdiocesan Curriculum Standards	Our School	<i>Curriculum</i>
Mater Dei Building Report Card for the State of Kansas	Our School	<i>AYP</i>
Information about PTO	Parents	<i>PTO</i>
Items the School Collects	Our School	<i>Ways you can help on the Main Page</i>
Links to Helpful Websites	Students	<i>Check It Out</i>
Information about the Child Care Center	Parents	<i>Child Care</i>

FORMS – Print Them When You Need Them!

If you need:	Click on Main Heading	<i>Then Subheading</i>
The Mater Dei Handbook	Parents	<i>Handbook</i>
Student Registration Form	Parents	<i>Forms</i>
Emergency information	Parents	<i>Forms</i>
Stewardship Form	Parents	<i>Forms</i>
Tuition Form	Parents	<i>Forms</i>
Catholic Education Foundation (cef) Scholarship Application	Parents	<i>Forms</i>
Sports Physicals (student athletes in grades 6-8)	Parents	<i>Forms</i>
Manna Order Form	Parents	<i>Forms</i>

MATER DEI ATHLETICS – Go Knights!

If you need:	Click Main Heading	<i>Then Subheading</i>	Topic
TPL Sports Schedules	Extra Curricular	<i>Sports</i>	Choose sport schedule
Practice Times	Extra Curricular	<i>Sports</i>	MD Gym Schedule
TPL Handbook	Extra Curricular	<i>Sports</i>	TPL Handbook