
Student Manual

Use Google Chrome to access Engage Portal. Click the **Windows / Start** circle (bottom left) and type **Chrome**.

If it asks you to log in to Chrome ignore and type Engage link:

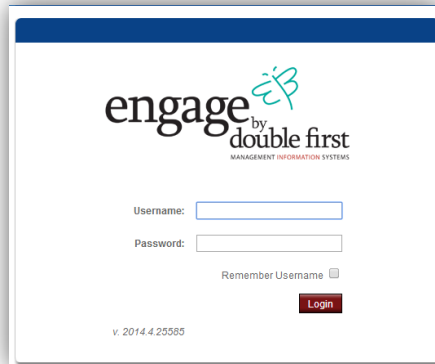
<https://portal.conti.sch.sa/>

If you get a warning about the security certificate, you should click proceed.

When accessing from outside school, you must **first** log in to the School system which is the grey login page, where you need to use your usual school username and password. **Next** you will be presented with the Engage login screen as below.

Student Manual

1. Log in to the portal



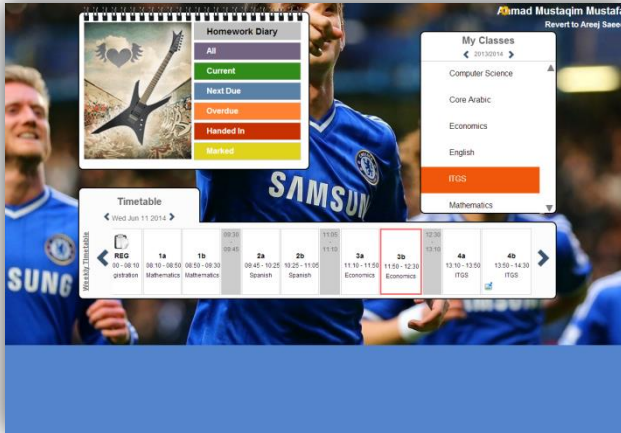
2. The pupils homepage consists of the following:

- Homework Diary
- My Classes
- Timetable



- ❖ You can change the settings of your account by clicking on the settings icon placed on the top right corner ⚙️

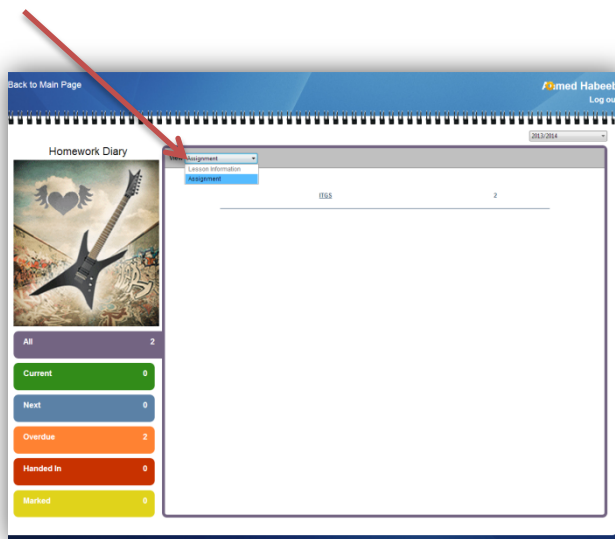
Student Manual

Pupil Home Page**A. Time Table****B. My Classes**

- Lists down all of the pupil's classes.
- Clicking on a subject takes you to homework diary as well. (like step 2 in C)

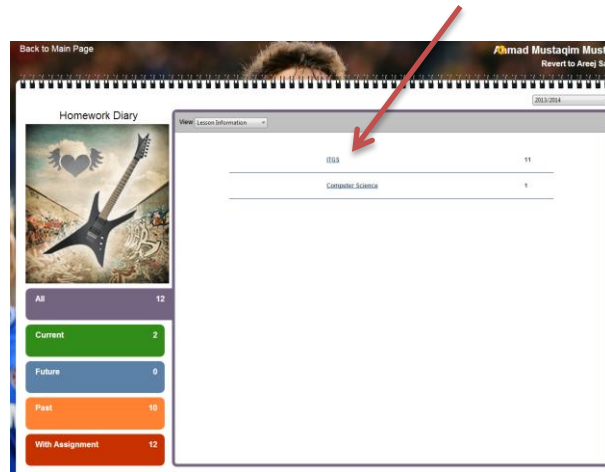
C. Homework Diary

- Click on any of the tabs to preview your homework diary (all information related to your homework).
- Now you can display the **Lesson Information** or **Assignment** for all the subjects a student has or a specific subject one at a time, according to the **view** tab found at the top. It will then display the list of subjects with the number of Lesson Information/Assignment accordingly.

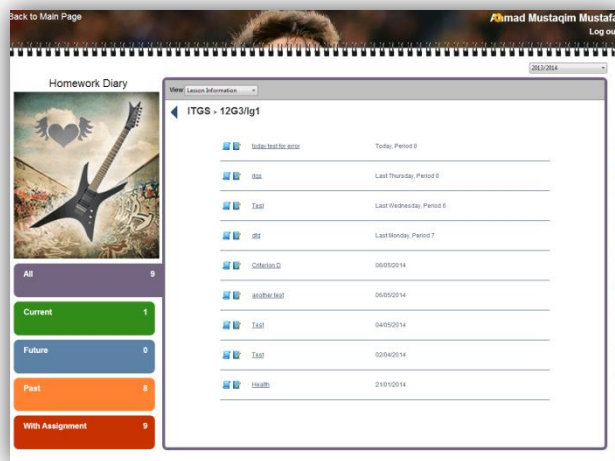


Student Manual

- Choosing Lesson Information:

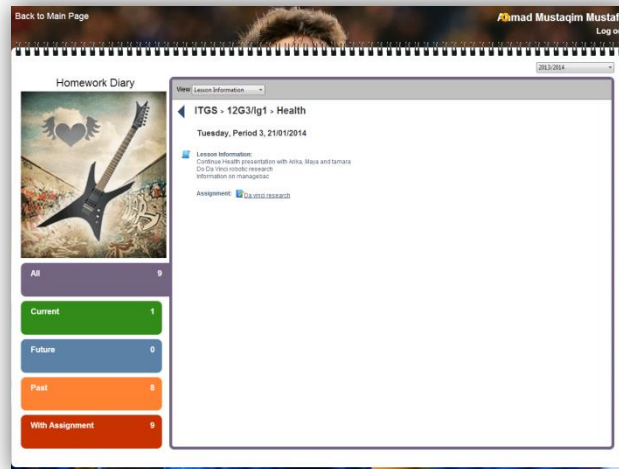


- The left panel, it shows the total number of All, Current, Future, Past lesson plans available for all subjects unless one subject from list is chosen. It also shows the total number of lesson plans that have assignments attached to them.
- Choose a subject: i.e. ITGS
you will get a list of all the lesson plans published for that subject, ITGS.
The left panel numbers change to represent that particular subject chosen.



Student Manual

- Choose a lesson plan from the list.

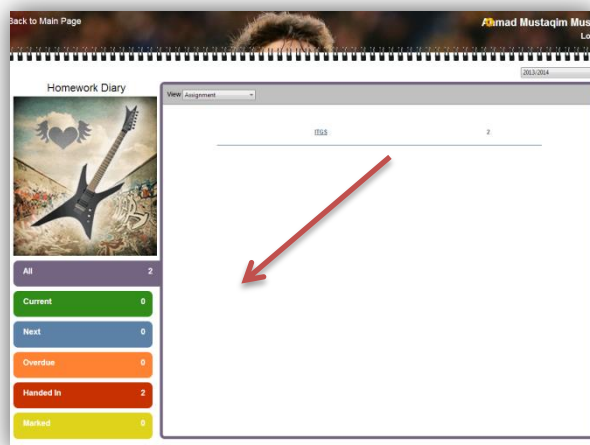


Each Lesson Information contains the following

Class name

Lesson Info

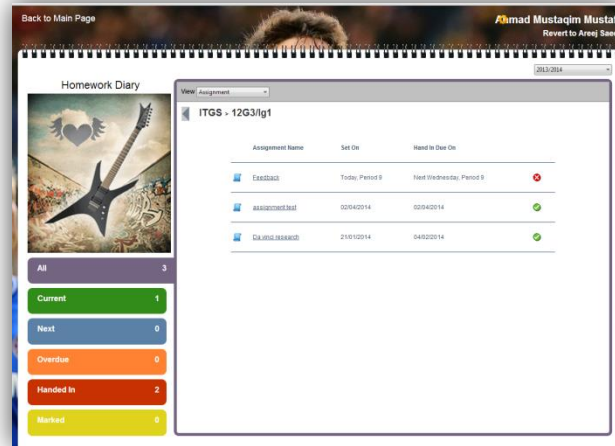
Assignment



- Choosing Assignment:**

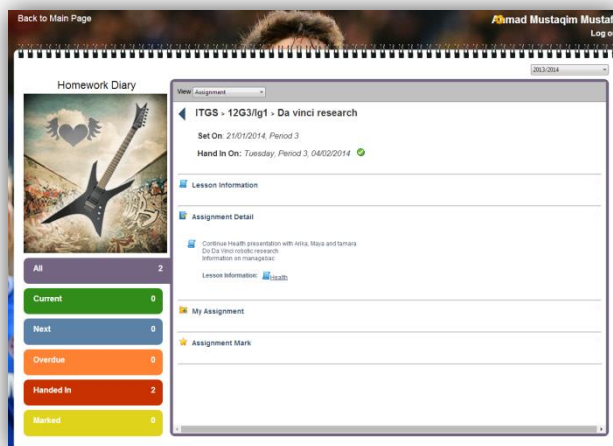
It lists down the subject/s that has published assignments.

Student Manual



- The left panel shows the total number of **All**, **Current**, **Next**, **Overdue**, **Handed In** and **Marked** assignments to the subjects listed. If one subject is chosen, the numbers in the left panel will change accordingly.
- Choose a subject, i.e. **ITGS**
- A list of all the assignments will be listed with the due dates (if there was any).
- On the right last column:

✔ means that hand in is required
 ✖ means no hand in required



- Choose one assignment from the list.

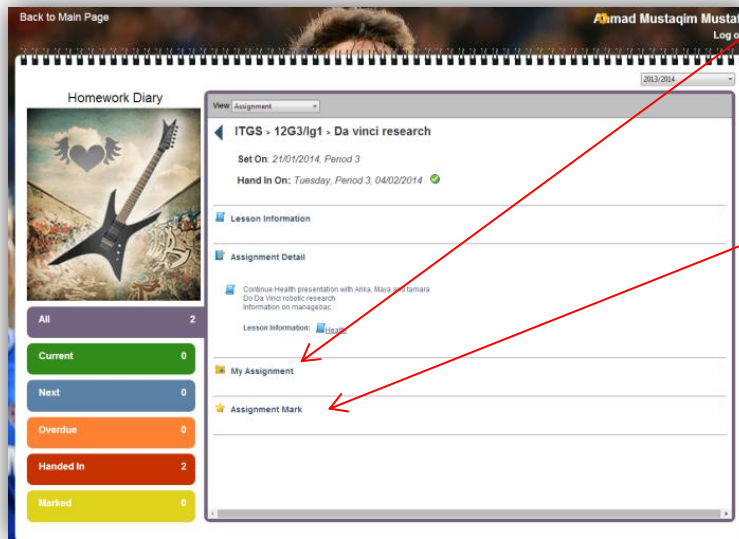
Date of Creating
Assignment

Hand in info (date if any)

Student Manual

- The page will display the **Subject**, **Class name**, **Assignment Name**, **date of creating the assignment** and its **due date**.

Assignment Detail



My Assignment: if the pupil has submitted the assignment it should be showing here.

Assignment Mark: The assignment mark will be displayed here.

Left Panel has 6 tabs as follows:

Left panel

- All:** All published assignments
- Current:** Any current assignment available.
- Next:** Next due assignment.
- Overdue:** any overdue assignment
- Handed in:** Any assignments that were handed in
- Marked:** assignments that have been marked.

- ❖ Whenever you want to go back from a page, make sure to click on the big arrow next to the subject name

