ASCENDER PARENT PORTAL

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adminsummary

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Administrator Options

txConnect Admin > Administrator Options

Administrator access allows you to access txConnect as an administrator.

The Administrator Options page has three tabs: User Administration, Settings, and Statistics.

- **User Administration** - Log on as a parent and view data for the students of that parent. You will be "impersonating" a parent and will be able to navigate through txConnect as the parent.
- **Settings** - Manage the txConnect settings, including forms for new student enrollment and online registration.
- **Statistics** - View overall usage statistics for txConnect.

User Administration:

Use one of the following fields to retrieve the user (i.e., parent) you want to impersonate:

User
Email
Student ID
Student Name

Click **Search**. The users (i.e., parents) who meet the criteria are displayed with the following information:

User
Email
Student Count
Last Login

- Click the page numbers at the bottom of the grid to view any additional users.
- To change the sort order of the grid, click the column heading. Click it once to sort in ascending order. Click it again to sort in descending order.

Once you locate the user you want to impersonate, click .

If you have successfully set yourself as a txConnect parent user, the parent user ID is displayed in the **Active User** field. You can now navigate through txConnect as if you were that user.

If you logged on with a campus-level administrator ID, the following applies:

- You can only impersonate users who have students at the campus to which you are associated.
- You can only view students associated with the campus to which you are logged on, even if

the user you are impersonating has students at other campuses. For example, if you are logged on with a campus-level administrative ID for an elementary campus, and you impersonate a parent who has two students at that elementary campus and one student at the middle school campus, you will not see the middle school student; only the elementary students will be displayed.
- If a student is enrolled at multiple campuses, including the campus to which you are logged on, you can only see data for the student at the campus to which you are logged on.

- To delete a user account, click . You are prompted to confirm that you want to delete the account by typing DELETE. To continue, type DELETE, and then click **OK**. The user account is deleted.
- To view data for the user's students, select pages from the menu.
- To return to this page and impersonate a different parent, select Admin from the menu.

For district-level administrators, two export options allow you to export data from the user tables:

Users and Students
Users Only

Settings:

Click the Settings tab.

The settings tab allows you to maintain district-wide settings for txConnect.

If you are logged in as a multi-campus user, most of the following fields are not available.

txConnect is	• **Active** is displayed if the application is currently available to users. • **Inactive** is displayed if the application is not currently available to users.	
Parent Portal Mobile Control	**Allow users access to Parent Portal Mobile**	Indicate if you want to enable district-wide access to the mobile version of txConnect. If set to *No*, the message “Parent Portal Mobile Application Not Available” is displayed if a user attempts to access the txConnect mobile app.
	Path to Parent Portal Mobile	(Optional) Type the URL for accessing the mobile version of txConnect. The URL will be displayed on the login page for the non-mobile site. Click **Save**.
Discipline Control		
Assessment View Control		
Campus-Level Admins Control		

Path to Parent Reports	If the campus distributes report cards and IPRs electronically to parents, type the path to the folder where electronic copies of IPRs and report cards are stored.
Immunizations Control	

Under Immunizations Control:

In the Display Immunizations field, select Yes or No to indicate if you want to display immunizations data for parents/guardians in txConnect.

In the Immunizations Resource Path field, you can type a URL for a Web site providing information about immunization requirements, such as the Texas Department of State Health Services Web site. Click Save to save your changes.

Note: The Texas Education Code requires that a link to the Texas Department of State Health Services Web site be provided to parents/guardians as part of the Immunization Awareness program. The Immunizations Resource Path field provides a way to adhere to this requirement; however, you are not required to use this field.

Under Online Registration & New Student Enrollment:

The fields in this section allow you to maintain forms that can be used for new student enrollment and online student registration.

New Student Enrollment Versus Online Student Registration:

New Student Enrollment refers to the one-time process of enrolling a new student in the district. Only forms in the New Student Enrollment group, and static printable forms are used for new student enrollment.

Online Student Registration refers to the annual and ongoing maintenance of records for existing students (i.e., students already enrolled in the district), such as demographic data updates and form acknowledgement.

The Allow parents access to student registration forms field is set to No by default. Leave this field set to No until setup is complete. When you are ready to allow parents to update student registration data online in txConnect, select Yes.

Once this field is set to Yes, the following is available in txConnect for parents:

On the Summary page, the button will be displayed for each of his students.

On the My Account page, the button will be displayed in the View/Edit Forms column for the students.

Both buttons allow the parent to access online student registration forms and update data for their students.

If this field is set to No, parents will not have access to any online student registration functionality in txConnect. The Edit Settings link will not be displayed on the My Account page, and the Edit button under View/Edit Forms will not be enabled for any students. The New Student and Looking For Calendar links are also unavailable.

In the Active Online Registration date range From and To fields, specify the beginning and ending

dates for online registration. Click Save.

If dates are entered, and the current date is within these dates, a parent who has enrolled and added a student to his txConnect account will be prompted with a pop-up message on the Summary page to use the online registration features in txConnect.

If no dates are entered, or if the current date is outside the date range, the pop-up message is not displayed to parents on the Summary page.

Under District message to appear on registration confirmation page, type a message that will be displayed to a parent once he successfully updates online student registration information in txConnect. Click Update Message to save the changes.

The Allow parent access to new student enrollment field is set to No by default. When you are ready to enable new student enrollment in txConnect, select Yes.

Once this field is set to Yes, the following are available in txConnect for parents:

On the Login page, the Have a New Student? link will be displayed allowing the parent to enroll a new student in the district.

On the Login page, the Looking For Calendars? link will be displayed allowing the parent to access existing district and campus calendars. The link is only displayed if at least one calendar exists.

On the My Account page, the Edit Settings link will appear next to Students allowing the parent to register his email address for his students.

In the New Student Enrollment Authentication Type field, indicate if you want to use email or CAPTCHA validation for new student enrollment.

Select Email to validate a user by email. With this validation process, an email message is sent to the user’s email address containing the registration code. The user must type the code, exactly as it appears in the message, in order to continue with the enrollment process.

Select Captcha to validate a user by CAPTCHA, which is a tool that protects websites against bots by generating codes that humans can pass but computer programs cannot pass. This option should only be used during short-term enrollment events such as Kinder Roundup.

When this option is enabled, the registration key is automatically generated once you correctly enter the CAPTCHA code. An email message is sent to the parent containing the registration key for his records.

Click the Forms Management page link to open the Forms Management page.

View statistics:

Click the Statistics tab.

Under Statistics, the following information is displayed. For campus-level users, only campus-wide statistics are displayed.

The Students with Associated Accounts is the district-wide number of students who are associated with a registered parent (i.e., the number of students for whom an account has been created).

For campus-level administrators, the Student with Associated Accounts is the campus–wide number associated with the parent.

Under Associated Students per Campus is the total number of students associated with a registered parent (i.e., the number of students for whom an account has been created) at each campus.

For campus-level administrators, the Associated Students per Campus is total number of student associated with the parent for the associated campus only.

The Total Users is the district-wide total number of users who have registered as of today's date.

Under Associated Users per Campus is the total number of users with students registered at each campus. Note that a user is counted more than once if he has students at more than one campus, such as a user with a student in middle school and a student in high school.

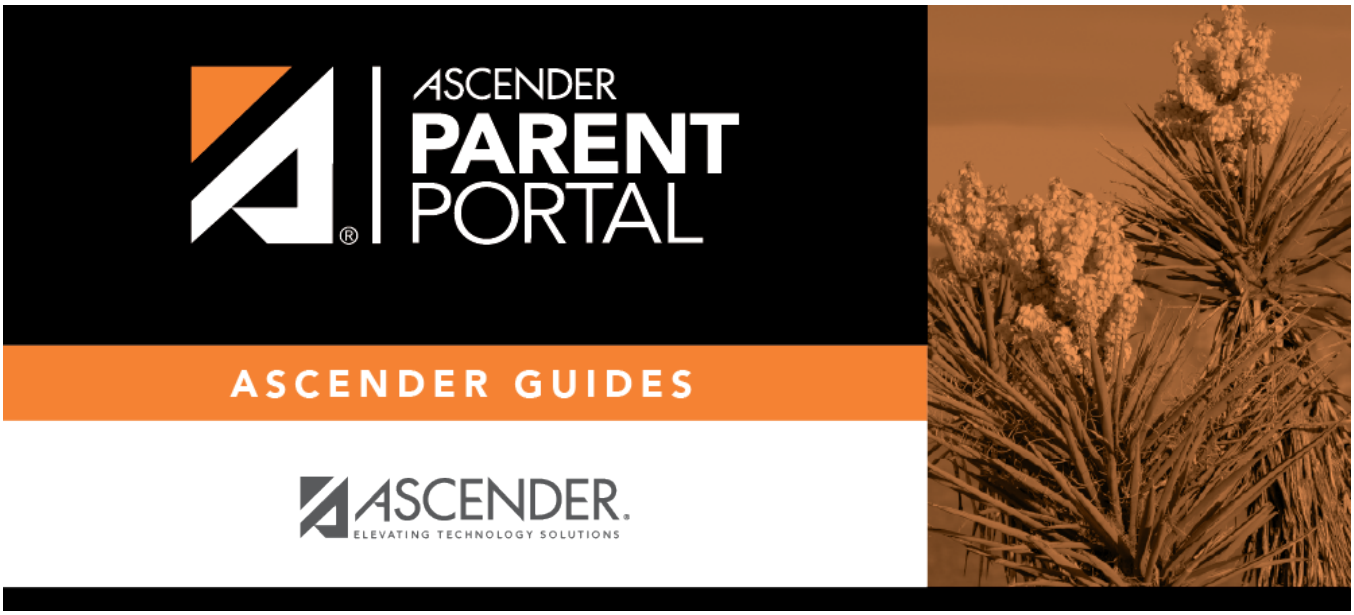
The Active Users since field lets you set a date to see the district-wide number of users who have logged on since the specified date. By default, the field is automatically set to one month prior to the current date.

To change the date, click the date link.

Type the date in the MM/DD/YYYY format. Or, if you click in the date field, a calendar is displayed allowing you to select a date from the calendar.

Click Set Range. The statistics are updated to the new numbers.

Note that changing the date is a temporary setting. When the page is refreshed, the value will always revert back to one month prior to the current date.


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