ASCENDER PARENT PORTAL

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# adminsummary

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# Administrator Options

***txConnect Admin > Administrator Options***

This page allows you to access and manage 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 .

| | |
|---|---|
| **Active User** | If you have successfully set yourself as a ParentPortal user, the parent user name is displayed. You can now navigate through ParentPortal as if you were that parent. |

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** | •<br>**Active** is displayed if the application is currently available to users.<br>•<br>**Inactive** is displayed if the application is not currently available to users. |
| **txConnect is active as of** | |
| **Display schedules in txConnect** | |
| **Email Settings Status** | This field indicates if the email settings are set up correctly for the district in the config file.<br>•<br>**OK** is displayed if email is set up correctly.<br>•<br>**Email not configured** is displayed if email is not set up in the config file.<br>•<br>**Email not configured properly** is displayed if email is configured incorrectly. |

| | | |
|---|---|---|
| **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.<br>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** | | |
| **Student Data, Online Registration & New Student Enrollment** | | |

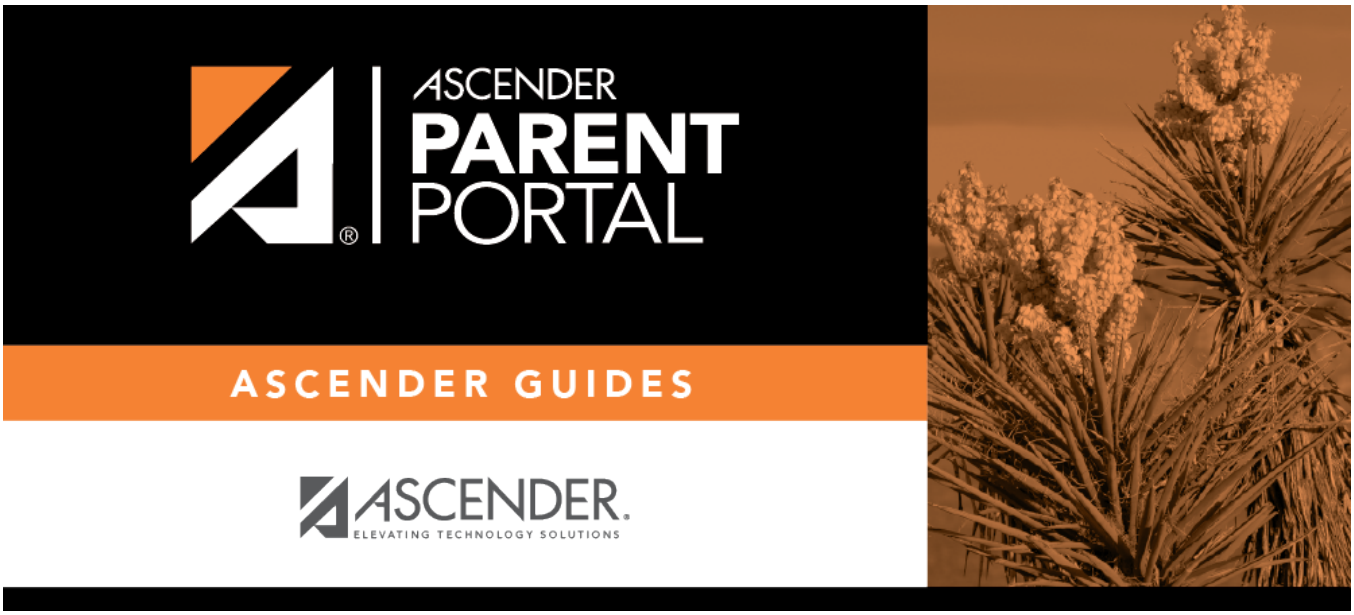
# Statistics:

Click the **Statistics** tab.

The following information is displayed. For campus-level users, only campus-wide statistics are displayed.

| | |
|---|---|
| **User Activity** | This graph provides 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.<br>To change the date:<br>1.<br>Click the date link.<br>2.<br>Type the date in the MM/DD/YYYY format. Or, click in the date field to select a date from the calendar.<br>3.<br>Click **Set Range**. The graph is updated with the new numbers.<br>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. |
| **Student Accounts** | This graph provides a count of parents in the district (or campus) with a txConnect account who have added at least one student to their account, and those who have not added any students to their account. |
| **Students with Associated Accounts** | This 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).<br>For campus-level administrators, this is the campus-wide number associated with the parent. |

| | |
|---|---|
| **Associated Students per Campus** | This 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.<br>For campus-level administrators, this is total number of student associated with the parent for the associated campus only. |
| **Total Users** | This is the district-wide total number of users who have registered as of today's date. |
| **Associated Users per Campus** | This 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. |
| **Active Users since** | This is 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.<br>To change the date:<br>1.<br>Click the date link.<br>2.<br>Type the date in the MM/DD/YYYY format. Or, click in the date field to select a date from the calendar.<br>3.<br>Click **Set Range**. The statistics are updated to the new numbers.<br>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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