



**grade\_reporting\_teacherportal\_profiles\_body**





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A list of instructors at the campus is displayed.

- [The page can be re-sorted.](#)

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

☐ Click  for a record in the grid to view or edit the record.

The fields are displayed below the grid where you can add or update the record.

<b>Name</b>	The instructor's full name is displayed.
<b>User Name</b>	The TeacherPortal logon user name created by the instructor is displayed. For security reasons, the user name is only displayed below the grid so that only one user name is visible at a time.
<b>Staff ID</b>	The employee's social security number or employee number is displayed, depending on the district's setting for <b>Student Applications Staff ID</b> on <a href="#">Registration &gt; Maintenance &gt; District Profile &gt; District Maintenance &gt; Control Info.</a>
<b>Date Grades Updated</b>	The date on which the instructor last updated his grades in TeacherPortal is displayed.
<b>Status</b>	<p>Modify the instructor's security profile status as needed:</p> <p><i>Active</i> - The default setting when an instructor logs on to TeacherPortal. The <i>Active</i> setting can be changed to <i>Inactive</i> or <i>Reset</i>.</p> <p><i>Inactive</i> - Select to prevent an instructor from logging on to TeacherPortal. The <i>Inactive</i> setting can only be changed to <i>Reset</i>.</p> <p><i>Lock</i> - Displayed when an instructor has unsuccessfully tried to log on. The number of unsuccessful log on attempts is set by the district on <i>District Admin &gt; Options &gt; Login</i>. The <i>Lock</i> setting can be changed to <i>Reset</i>.</p> <p><i>Reset</i> - Select to reset an instructor's account if the <b>Status</b> field is set to <i>Lock</i>. The instructor will then have the ability to use the <b>Forget your password</b> link on the TeacherPortal Login page to reset his password. Once the user has reset the password in TeacherPortal, the status changes to <i>Active</i>.</p>
<b>Type of User</b>	<p>Modify the instructor's access level for TeacherPortal as needed.</p> <p><i>UIL</i> - The instructor has full maintenance access and can view the UIL report (i.e., Student Grades Report) in TeacherPortal which displays working cycle averages for all of the instructor's students for all of their courses, which allow the instructor to determine a student's UIL eligibility.</p> <p><i>blank</i> - The user does not have access to UIL reporting.</p>

<b>Password Expires</b>	The date on which the user's password will expire is displayed. It is calculated using the district password expiration option and the date on which the user's password was created or reset.
<b>Password Last Changed</b>	The date on which the user last updated his password is displayed.
<b>Create Groups</b>	<p>Select the type of access you want to give the instructor for creating student groups in TeacherPortal.</p> <p><i>No access</i> - The instructor cannot create student groups. If an instructor has no access, a campus- or district-level administrative user (impersonating the instructor) can create groups for the instructor.</p> <p><i>Course-wide access</i> - The instructor can create student groups that include only students enrolled in his courses. By default, instructors are set to course-wide access. Note that this allows the instructor to view information for students in their other courses.</p> <p><i>Campus-wide access</i> - The instructor can create student groups that include any students at the campus. By default, administrative users can create campus-wide groups.</p>

☐ Click **Save**.



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