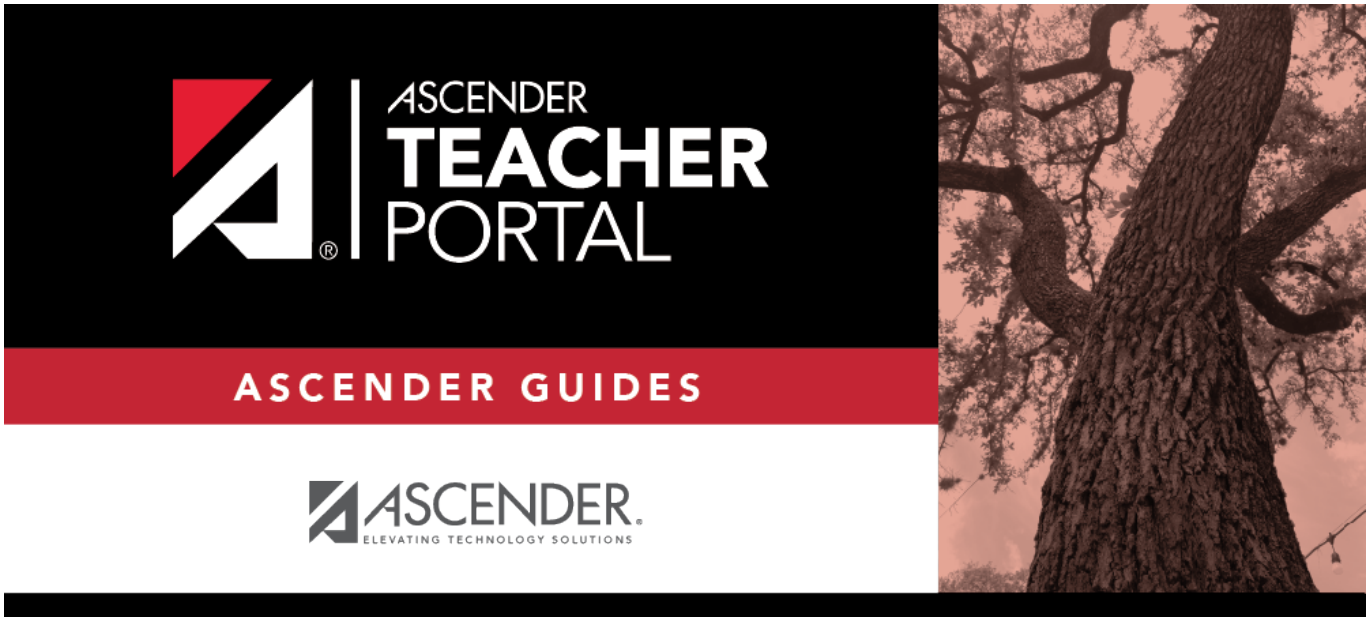


Administrator Access

Table of Contents

Administrator Access i
Administrator Access 1

TeacherPortal Administrator Guide

Administrator Access

Log on to TeacherPortal.

Administrators and non-administrators access TeacherPortal from the same Login page. To access the TeacherPortal Administrator pages, log on to TeacherPortal with an administrator user ID. Upon successful log on, the Administrator Options page is displayed.

NOTE: Administrative user accounts are retained from year to year, unlike teacher accounts. Teachers must re-register each year before logging on, as all TeacherPortal non-administrative user accounts are deleted at the end of each school year.

User Name	Type your user name. Your user name is not case-sensitive.
Password	Type your password. The typed text is hidden. Your password is case sensitive.

❑ Click **Login**.

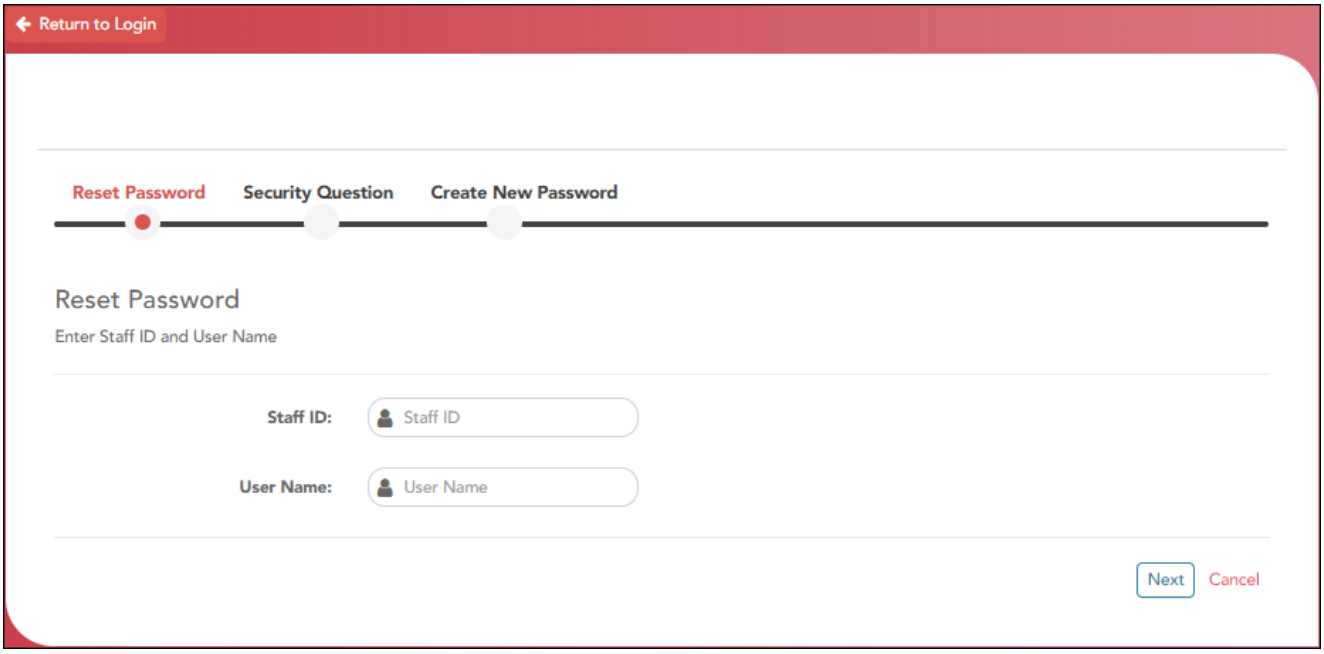
The Announcements page is displayed.

For security purposes, your password will expire periodically. If your password is expired, you are redirected to the Password Expired page before the Announcements page is displayed. Follow the instructions provided in the online Help for the Password Expired page.

Reset forgotten password.

Login Page > Reset Password

The Reset Password page allows you to reset a forgotten password or change your password. To reset your password, you must know your staff ID, user ID, and the correct answer to one of your password hint questions; otherwise, you must contact your campus administrator to have your account reset.



❑ From the Login page, click **Reset Password**.

The Reset Password page opens.

❑ To exit the Reset Password function without saving any changes, click **Return to Login**.

Reset Password

Staff ID	Type your six-digit district-assigned staff ID number.
User Name	Type the user name you created when you registered for TeacherPortal.

❑ Click **Next**.

If you entered the data correctly, the Security Question step opens.

Security Question:

Answer	One of your hint questions is displayed, as established in your User Profile. Type the answer to your hint question exactly as it appears in your profile.

❑ Click **Next**.

If you entered the data correctly, the Create New Password step opens.

Create New Password:

Password	Type a new password. You cannot reuse your last password. Requirements: Between 16 and 46 characters. Must include at least one of each of the following character types: • Uppercase letters (A–Z) • Lowercase letters (a–z) • Numbers (0–9) • At least one allowed special character
Confirm Password	Retype the password exactly as you typed it above. This step confirms that you typed your password as you intended.

❑ Click **Finish**.

Configure TeacherPortal.

NOTE: The functionality to upload a district logo has been removed. If a logo needs to be updated, it will need to be placed directly on the server with one of the applicable filename extensions below.

The following file types are acceptable:

(3 MB max)

- PNG
- JPG
- JPEG
- JPE

Once the transition is made to ASCENDER, the upload is available in District Administration.

TeacherPortal Admin > Admin > TP Settings

This page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID.

This page allows you to set several district-level configuration settings.

When you first log in to TeacherPortal as an administrator, you are required to complete the minimum of the following fields in order to use TeacherPortal:

- **Administrator Name**
- **Administrator Email**
- **Administrator Phone**

❑ Under **Special Notice and Hours of Operation:**

Special Notice	Use the text editor to type the special notice which is displayed on the TeacherPortal Login page. If blank, the notice is not displayed on the Login page.
Hours of Operation	Use the text editor to type the hours of operation which is displayed on the TeacherPortal Login page. If blank, the hours of operation are not displayed on the Login page.

❑ Under **Attendance:**

Tardy Time	Type the number of minutes tardy allowed during the ADA period (e.g., 10). If a student arrives to class after this number of minutes, the teacher should mark that student absent rather than tardy. If used, a message will be displayed on the TeacherPortal Post/View Attendance page to notify the teacher of this guideline.

❑ Under **Session:**

Session Timeout	Type the number of minutes before an inactive session expires (e.g., 30).
Session Warning	Type the number of minutes before a session expires that a warning message will be displayed. For example, if the warning message should be displayed two minutes before an inactive session expires, type 2.

❑ Under **Administrator Contact Information:**

Administrator Name	Type the TeacherPortal administrator's name.
Administrator Email	Type the TeacherPortal administrator's email.
Administrator Phone	Type the TeacherPortal administrator's phone number.

❑ Under **Other:**

Logging Off	Select this field if logging to the TeacherPortal log table should be turned off. Unselect it to turn it on. This setting is shown on the Admin > Admin Options page as **Disabled** if logging is turned off and **Working** if it's turned on. Logged Actions The following actions are logged to the database when logging is turned on: • Successful and failed login attempts by users or admins including incorrect user name or password, expired password, or locked account. • Accessing the Manage Categories page (under Settings). • Adding a category type under **Available Categories** on the Manage Categories page. • Saving changes to **Selected Categories** on the Manage Categories page. • Saving cycle grades on the Cycle Grades page.
Limit Class Role	Select *True* if access to TeacherPortal should be limited to teachers whose Class Role = 01 (Teacher of Record).

❑ Click **Save**.

❑ Under **Email Authentication Verification:**

Email Address	Type the email address to verify the SMTP settings.
Send	Click **Send** to send a verification email to the email address you supplied.

Enable various TeacherPortal features from TxEIS Grade Reporting.

Some district- and campus-level features are set in Grade Reporting.

Grade Reporting > Maintenance > TeacherPortal Options > District > Options

- Enable or disable TeacherPortal for all campuses
- Number of days before password expires
- Location of student photographs
- District-wide message for Announcements page

Grade Reporting > Maintenance > TeacherPortal Options > District > Hint Questions

- Questions for password recovery

Grade Reporting > Maintenance > TeacherPortal Options > District > Administrative Users

- Set up district-level administrative users
- Set up multi-campus users

Grade Reporting > Maintenance > TeacherPortal Options > District > Stds-Based Conv Tbl
Grade Reporting > Maintenance > TeacherPortal Options > District > Stds-Based Grd Standards
Grade Reporting > Maintenance > TeacherPortal Options > District > Stds-Based Crs Setup

- Settings for standards-based grading

Grade Reporting > Maintenance > TeacherPortal Options > District > Reading Levels

- List of district-defined reading levels

Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options:

- Type of posting allowed (attendance, grades, or both)
- Open/close the cycle for grade posting in TeacherPortal
- Allow semester override
- Allow attendance to be posted for a prior date
- Allow teachers to add new assignment categories
- Allow prior cycle grades to be modified
- Allow teachers to submit discipline referrals from TeacherPortal
- Allow teacher to create elementary skills-based report cards in TeacherPortal
- Allow teachers to create and use rubrics in TeacherPortal
- Allow teachers to add narratives on the Cycle Grades page
- Indicate the weighting types allowed at the campus
- Whether to display student special program information in TeacherPortal
- Allow standards-based grading, whether teachers can select courses, and which conversion table to use
- Campus-wide message for Announcements page

Grade Reporting > Maintenance > TeacherPortal Options > Campus > Teacher Profiles:

- View date when teacher last updated grades
- Modify teacher's security profile status (disable, unlock, reset)
- Modify teacher's access level
- View password expiration date
- View date password last changed
- Allow teachers to create groups

Grade Reporting > Maintenance > TeacherPortal Options > Campus > Categories:

- Establish assignment categories

Grade Reporting > Maintenance > TeacherPortal Options > Campus > Administrative Users:

- Set up campus-level administrative users

Grade Reporting > Maintenance > TeacherPortal Options > Campus > First Day Counts Ctrl:

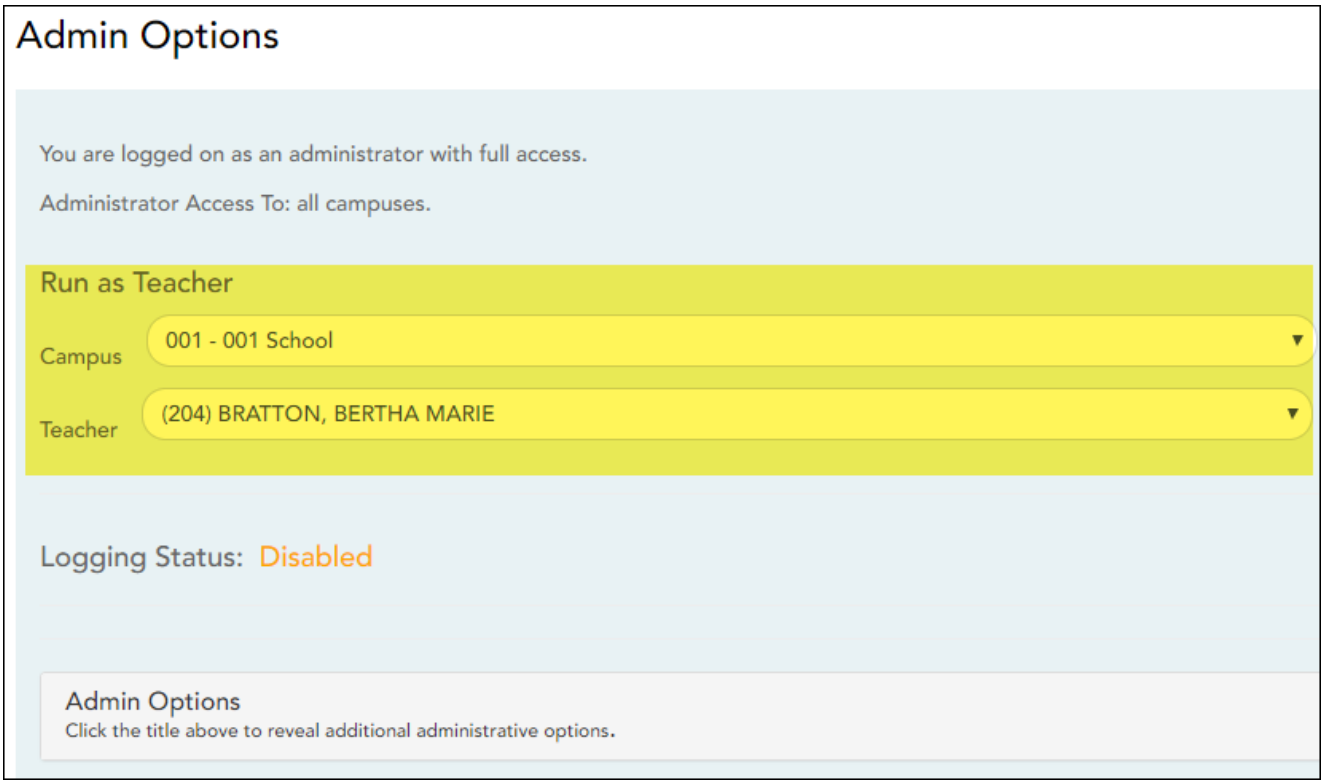
- Set campus-level options for Student Activation/First Day Counts
- Inactivate students

As an administrator, there are two ways to access student data:

- Impersonate a teacher then use TeacherPortal as that teacher.
- Use the Admin - Student Grades page to search for a student and view semester exam grades, semester and final averages, and credits awarded.

Impersonate a teacher.

Admin > Admin Options



This page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID.

This page allows you to select the teacher for whom you want to log in with administrator privileges. After you select a teacher from this page, you can access TeacherPortal as if you were that teacher; however, there are some differences:

- The Admin menu is displayed in the main menu. Click **Admin** to return to this page to select another teacher.
- In the Settings menu, the Update Admin Profile menu item appears instead of Update Profile.

There are multiple levels of administrator access:

- Administrator with full access - You can perform all functions, including saving, posting, and printing.
- Inquiry-only access - You can view all pages, but all buttons (except Print buttons) are disabled. Even if you change data in a field, you cannot save changes, so all changes will be lost when you leave the page. Inquiry-only users can print data.

Any changes you make while you are logged in as an administrator are logged with the administrator user ID. This allows you to distinguish between changes actually made by the

teacher and changes made by an administrative user.

Run as Teacher	**Select Campus**	Select the campus of the teacher you want to impersonate. If you are a district-level administrator with “all campuses” access, all campuses in the district are listed. If you are a multi-campus-level administrator with “multiple campuses” access, the campuses you have been given access to are listed. If you are a discipline-only user for a campus, the campus is only listed in the drop down allowed by the district.
	Select Teacher	The list is filtered according to the selected campus and includes all teachers at the campus who currently have a user ID for TeacherPortal. The list is sorted alphabetically by the teacher's last name and includes the instructor ID. If a teacher teaches at more than one campus, the teacher's name is displayed for each campus.

Once you select a campus and teacher, the campus name, teacher name, and instructor ID are displayed in the left-side navigation bar.

Select a page from the main menu to access a page.

Audit teacher activity.

Reports > User Log Report

This page is only available to users who log on to TeacherPortal with a district-level security administrator user ID.

The User Log Report provides a district-level report of all TeacherPortal user actions according to your specified criteria.

User logging must be turned ON by unselecting the **Logging Off** option on *Admin > District Settings*.

❑ Specify report options:

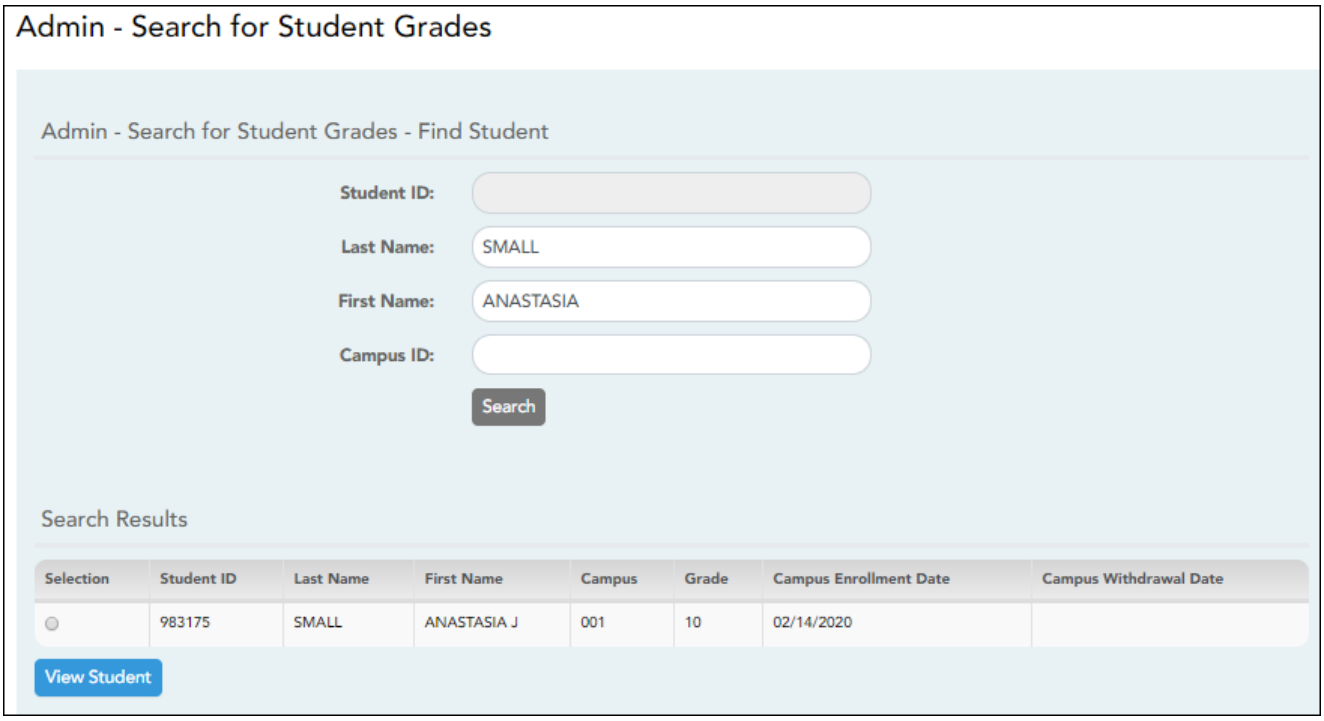
Primary Data Selection Options	**Page**	Select the TeacherPortal page to view user activity for, or select *ALL* to view activity for all pages.
	User	Select the user to view user activity for, or select *ALL* to view activity for all users in the district.
	If you make a selection in both fields, the results will include user actions for the user for the selected page only. You cannot select *ALL* for both fields.	
Filtering Options	**From** **To**	To limit your search to a particular date range, type the beginning and ending dates.
	Limit data by a specific action - Action	To limit your search to a particular user action (e.g., save), select the action.
	Limit data by a keyword in the action detail - Action	(Optional) To further limit your search, type an action. This is a free-form search that will return any matches that occur in the **Action Detail** column in the TeacherPortal Log table, which is where all user actions are stored. For example, type a student ID to locate records referencing the student ID during a specified data range. Because of the wide range of data included in this column, it may be helpful to generate the report once without entering data in this field, and then review the data first. Upon reviewing the data contained in the **Action Detail** column of the report, you may identify search strings that will help you further limit the report data if needed, and then you can re-run the report with a value typed in the **Action** field.
Separate data by user session	Select to group the report data by session (i.e., user ID or page, and then date-time stamp). Otherwise, the report data will be sorted by date-time stamp. Note that a user session is created each time you open a browser and request data from a server. A user session ends when you close the browser or when a timeout occurs.	

❑ Click **Generate**.

- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.

Search for student.

Admin - Search for Student Grades



This page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID.

This page is the first step in viewing the Admin - Student Grades page. You must select a specific student at a specific campus before viewing the Admin - Student Grades page.

Although this page is for administrative users, the page can be used to run the Admin Student Grades report for a student group by any user who has existing groups. If you are running the group report, the page title is Admin Student Grades - Find Student From Group. Also, the **Student Groups** field is displayed instead of the student search options.

❑ Specify search criteria:

NOTE: You can search either by student ID or name; you cannot use both options at the same time.

Student ID	Begin typing the student's ID. As you begin typing the ID, a drop-down list displays students whose student ID matches the numbers you have typed. From the drop-down list, select a student.
Last/First Name	Begin typing the student's last or first name. As you begin typing the name, a drop-down list displays students whose name matches the letters you have typed. From the drop-down list, select a student.

Campus ID	Type the campus ID at which the student is currently enrolled. If you are logged on as a campus-level administrator, the campus ID is set to the campus you are logged on to and cannot be changed.

❑ Click **Search**.

Enrolled students who match the criteria entered are listed, including student ID, name, campus, grade level, and enrollment date for each campus. Students are sorted by last name, first name, and enrollment date. At this time **Campus Withdrawal Date** does not populate.

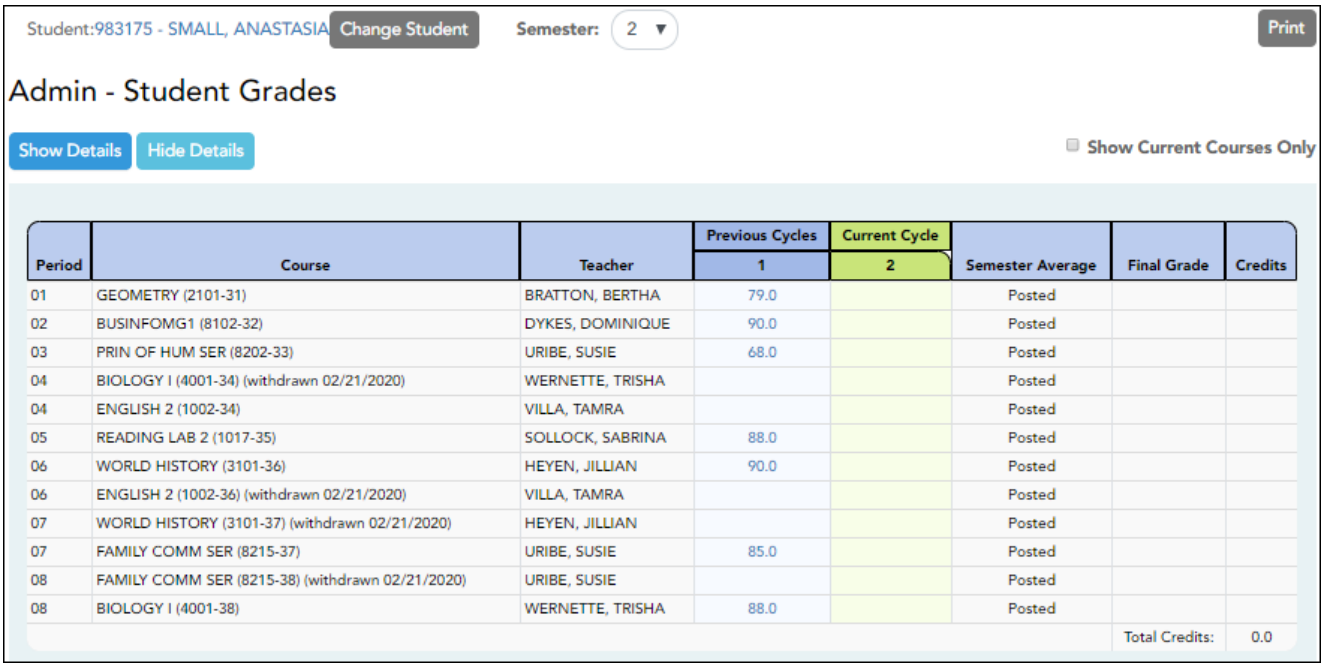
Student Groups	The field is displayed if you are running the group report. Select the student group from which you want to select a student.

The students in the selected group are listed.

❑ Select the student record you want to view, and click **View Student**.

The Admin - Student Grades page opens.

Admin - Student Grades



Period	Course	Teacher	Previous Cycles 1	Current Cycle 2	Semester Average	Final Grade	Credits
01	GEOMETRY (2101-31)	BRATTON, BERTHA	79.0		Posted		
02	BUSINFOMG1 (8102-32)	DYKES, DOMINIQUE	90.0		Posted		
03	PRIN OF HUM SER (8202-33)	URIBE, SUSIE	68.0		Posted		
04	BIOLOGY I (4001-34) (withdrawn 02/21/2020)	WERNETTE, TRISHA			Posted		
04	ENGLISH 2 (1002-34)	VILLA, TAMRA			Posted		
05	READING LAB 2 (1017-35)	SOLLOCK, SABRINA	88.0		Posted		
06	WORLD HISTORY (3101-36)	HEYEN, JILLIAN	90.0		Posted		
06	ENGLISH 2 (1002-36) (withdrawn 02/21/2020)	VILLA, TAMRA			Posted		
07	WORLD HISTORY (3101-37) (withdrawn 02/21/2020)	HEYEN, JILLIAN			Posted		
07	FAMILY COMM SER (8215-37)	URIBE, SUSIE	85.0		Posted		
08	FAMILY COMM SER (8215-38) (withdrawn 02/21/2020)	URIBE, SUSIE			Posted		
08	BIOLOGY I (4001-38)	WERNETTE, TRISHA	88.0		Posted		
						Total Credits:	0.0

This page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID.

This page allows you to view semester exam grades, semester and final averages, and credits awarded for all of a student's courses, which allows administrators to determine UIL eligibility and locate students who may be at risk for losing eligibility.

Semester	By default, a condensed view of the current semester and cycle is displayed. To view data for a previous semester, select the semester.
Show Current Courses Only	By default,all of the student's courses for the semester are displayed, including courses from which he has withdrawn. Select the field to see only the student's current courses. The student's working cycle average is displayed for the current cycle, unless a posted or override grade exists. The semester average is labeled as **Posted**, **Override**, or **Working**. If all courses are displayed and the student withdrew from a course, the message "withdrawn" and the withdrawal date are displayed next to the course title.
Show All Detail	A condensed overview of the student's cycle grades for all of his courses is displayed by default. Click **Show All Detail** to view all details for all courses for the current cycle. The detailed view includes the student's assignment grades, working cycle average, override grade (if present), and posted grade. Assignment grades are sorted by due date, and then by assignment name within each category. For each assignment, the due date is displayed and an indication of whether the assignment was late or a re-do. Dropped grades display the message "(Dropped)" next to the grade. If the teacher is using points-based weighting, the points earned and possible points are displayed. For example, 9/10 is displayed if the student earned 9 points and the assignment is worth 10 points. If the teacher is using percentage-based weighting, the actual points and total possible points are displayed if the total possible points is less than 100 (e.g., 45/50). For students who transferred into the class, the transfer date, transfer average, and transfer weight are displayed. See the Calculate Averages guide for an explanation of calculating averages.
Hide All Detail	Click to return to the condensed view, or click **Close Details** for a particular course to condense the view for that course only. You can also click the current cycle grade to condense the view for that course.

Previous Cycles	To view details for a specific course for a previous cycle, click the grade average for the cycle. Click **Close Details** to close the view for that average.
Student	Click the student ID to view the student's profile.

Change Student	Click to view data for another student. The Admin Student Grades - Search for Student Grades page is displayed allowing you to search for another student.
Print	Print the data displayed on the page.