



admin-set-up

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Various levels of administrative access can be set for TeacherPortal. Each district should designate appropriate staff members at the district and campus level to manage ASCENDER TeacherPortal and ASCENDER ParentPortal.

A single administrator account can give a user access to both TeacherPortal and ParentPortal admin pages.

- Access to TeacherPortal is established on district and campus menus in TxEIS Grade Reporting.
- Administrators can be given full maintenance access or inquiry-only access, and they can be given access to one campus, several campuses, or all campuses.
- Campus-level administrators can also be assigned Discipline-only access.

NOTE:

ParentPortal administrative access allows user to:

- Search for, review, impersonate, and delete ParentPortal accounts
- Active or inactivate TeacherPortal access by date
- Allow student discipline data, immunization, and test score data to be displayed for parents
- Manage online forms and online registration fields, and campus/district setup to use Online Registration
- View overall usage statistics for ParentPortal.

The admin page of ParentPortal can be accessed by adding /adminlogin.aspx to the end of the district's ParentPortal URL.

IMPORTANT: Before beginning, review TxEIS > Security Administration to determine who has access to ***TxEIS Grade Reporting > Maintenance > Gradebook Options.***

STEP 1. Create a Principal/Counselor or Instructor record.

TxEIS Registration > Maintenance > Campus Profile > Campus Information Maintenance > Principal/Counselor

Save

Campus ID: **Retrieve**

Demographic Info | **Control Info** | **Principal/Counselor**

| Delete | Details | Advisor Nbr | First Name | Middle | Last Name | Gen | Role Id | Frm Grd Lvl | To Grd Lvl | From Name Rng | To Name Rng | Staff ID |
|--------|---------|-------------|------------|-----------|-----------|-----|---------|-------------|------------|---------------|-------------|----------|
| | | 101 | ETHELYN | | FULLER | | 008 | 11 | 12 | | | 000582 |
| | | 113 | HORTENCIA | W | GONZALEZ | | 003 | 09 | 12 | | | 000660 |
| | | 115 | PATRICK | ZDYBOWICZ | SADLER | | 003 | 09 | 12 | | | 001280 |
| | | 152 | NADINE | DERRICK | ROBERTSON | | 020 | | | | | 001229 |
| | | 657 | HOLLY | D | GONZALEZ | | 000 | | | | | 000657 |
| | | 698 | CURTIS | M | CRAIN | | 000 | | | | | 000398 |
| | | 989 | Ozzie | | Castillo | | 000 | | | | | 999989 |
| | | 990 | aFirstname | | aLastname | | 000 | | | | | 999990 |
| | | 991 | Candy | | Wright | | 000 | | | | | 999991 |
| | | 992 | Laura | | Ellison | | 000 | | | | | 999992 |
| | | 993 | Jennifer | | Carver | | 000 | | | | | 999993 |
| | | 994 | Jay | | Young | | 000 | | | | | 999994 |
| | | 995 | Erin | | Schofield | | 000 | | | | | 999995 |
| | | 996 | Elisa | | Sanchez | | 000 | | | | | 999996 |
| | | 997 | Sylvia | | Salas | | 000 | | | | | 999997 |
| | | 998 | Priscilla | | Huerta | | 000 | | | | | 999998 |
| | | 999 | Annette | | Beard | | 000 | | | | | 999999 |

+ Add

Advisor Number: Name:

First Middle Last Generation

Role ID: From Grade Level: To Grade Level:

From Name Range: To Name Range:

Staff ID: Phone: - Ext:

Discipline Approver: Receive Discipline Referral E-mail: E-mail Address:

or

TxEIS Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor

Course Selection Course Section Instructor Copy Course Section

| Del | Details | Instr Id | Staff ID | Grade Lvl | Section | Name L | Name F | Name M | Gen Cd | Dept Nbr | Homeroom | Reserved Room | Excl From Fall PEIMS |
|-----|---------|----------|----------|-----------|---------|----------|---------|-----------|--------|----------|----------|---------------|-------------------------------------|
| | | 911 | 001398 | | | SORENSEN | SALLIE | LEE | | | | | <input type="checkbox"/> |
| | | 912 | 000582 | | | FULLER | ETHELYN | | | | | | <input checked="" type="checkbox"/> |
| | | 913 | 000769 | | | HICKS | JO | FORREST | | | 204 | | <input type="checkbox"/> |
| | | 915 | 001217 | | | RICKS | MONICA | ANNE | | | GYM | | <input type="checkbox"/> |
| | | 920 | 001170 | | | QUERIN | MELISSA | EVONNE | | | LIB | | <input checked="" type="checkbox"/> |
| | | 924 | 001280 | | | SADLER | PATRICK | ZDYBOWICZ | | | | | <input checked="" type="checkbox"/> |
| | | 926 | 000340 | | | CENTILLI | CHERYL | JAY | | | | | <input checked="" type="checkbox"/> |
| | | 927 | 001299 | | | SANCHEZ | PHIL | V | | | | | <input checked="" type="checkbox"/> |
| | | 930 | 000676 | | | GRIFFIN | JACKIE | S | | | | | <input checked="" type="checkbox"/> |
| | | 932 | 000657 | | | GONZALEZ | HOLLY | D | | | | | <input checked="" type="checkbox"/> |
| | | 933 | 000533 | | | FELAN | ELIDA | CRAWFORD | | | 110 | | <input checked="" type="checkbox"/> |

4 / 4 + Add

Instr Nbr: 911 Staff ID: 001398 Home Room: Instructor Status: Active

Name: SALLIE LEE SORENSEN Generation

First Middle Last

Instructor Schedule

Maximum Values Study Halls/Day: Sections/Sem: Periods/Day: Preps/Sem: Contact Periods/Year:

Restrictions Department: Subject Area: Reserved Room:

Designators 1: 2: 3:

Elementary Grade: Section:

Exclude from Fall PEIMS:

STEP 2. Set up district or campus administrator account.

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

Save
School Year: 2020-2021
Campus

OPTIONS
TEACHER PROFILES
CATEGORIES
ADMINISTRATIVE USERS
FIRST DAY COUNTS CTRL

Search By Name:

| Delete | Detail | Name | Date Grades Updated | Status | Type of User | Password Expires | Password Last Changed | Run Group Report |
|--------|--------|------|---------------------|--------|--------------|------------------|-----------------------|------------------|
| | | | // | Reset | Read Only | // | // | No |

Rows: 1 Add

Name: _____
 User Name:
 Staff ID: ⋮
 Type of User: Read Only ▼
 Run Group Report:

The district Administrative Users tab is used to set up administrative users who can access, change, or inquire about teacher data at any campus.

You can also set up multi-campus users who can access multiple campuses as an administrator, but do not have access to all campuses in the district.

TIP: When creating a district-level admin user, DO NOT select **Multi Campus User**. This option should only be selected when setting a campus-level user to have access to multiple campuses.

All districts need at least one district-level administrative user.

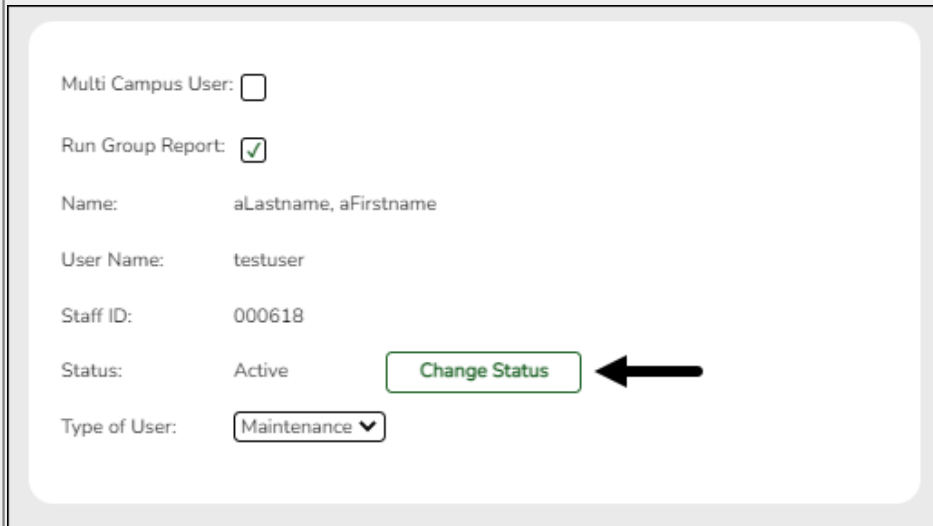
Click **+Add** to add an administrative user.

The fields below the grid are enabled.

Staff ID Type the employee's employee number, or click  to select a principal/counselor or teacher.

NOTE: A staff ID can be set up as a district administrator or a campus administrator, but not both. However, the same staff ID with a unique user ID can also be used for creating a teacher login.

IMPORTANT: If you are setting up a teacher and a district administrator using the same Staff ID, you must add the teacher first, and then add the administrator.
The **Status** field is displayed in place of the **Staff ID** field (below the grid) once the record is saved, and it is set to *Reset* by default.



Multi Campus User:

Run Group Report:

Name: aLastname, aFirstname

User Name: testuser

Staff ID: 000618

Status: Active [Change Status](#) ←

Type of User: Maintenance ▾

Click the **Change Status** button to change the status. The options are as follows:

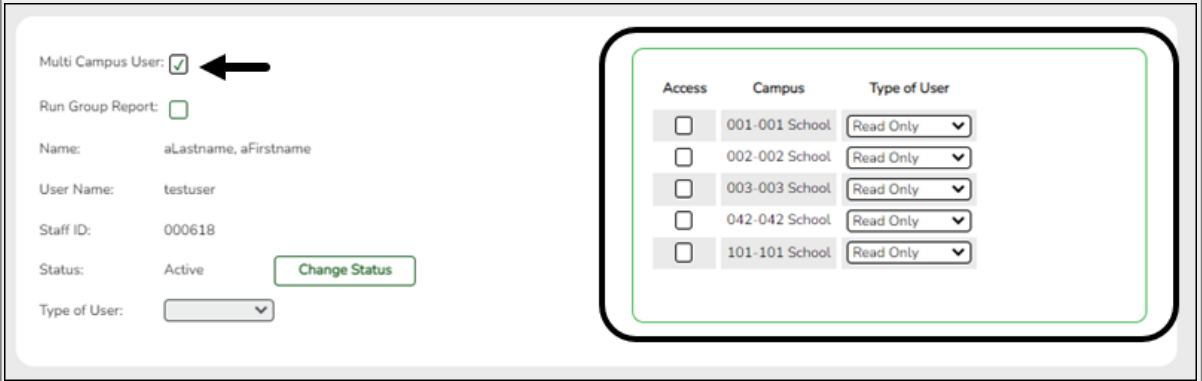
Inactive - Prevent a user from logging on to TeacherPortal.

Reset - Reset a user's account allowing that user to register using the **New User** link on the TeacherPortal Login page.

Multi Campus User Select only if the user is not a district-level user. The field should only be selected for a campus-level user who needs administrative access to multiple campuses.

- When multi-campus users log on to ASCENDER TeacherPortal, they are prompted to select a campus from list of campuses they have been given access to.
- When multi-campus users log on to ASCENDER ParentPortal Admin, they will be able to impersonate only users at the campuses they have been given access to. Multi-campus users will have access to limited statistics are displayed on **ASCENDER ParentPortal Admin > Admin Settings > Site Statistics**.

When you select the field, a campus grid is displayed allowing you to select the campuses and levels of access for the user at each campus.



| | |
|---------------------|---|
| Access | Select for each campus you want to grant the user access to. |
| Type of User | Select the access level the user will have in TeacherPortal. <ul style="list-style-type: none"> • <i>Read Only</i> - Allow inquiry-only access to all accounts. The user can view data for any teacher in order to verify information. • <i>Maintenance</i> - Allow administrative access to all user accounts. The user can change grades, post attendance, and make other changes for any teacher at a campus. An administrative user cannot make changes to a teacher's profile. • <i>Discipline Only</i> - Allow access to the Discipline Referral page only. No other TeacherPortal pages will be accessible. IMPORTANT: The Allow Discipline Referrals field must be selected for the campus on Maintenance > Gradebook Options > Campus > Options; otherwise, the campus will not be accessible to the user when logging on to TeacherPortal. |

When you click **Save**, note that the **Campus Access** column in the grid will display the number of campuses the user has access to.
WARNING: If you clear the **Multi Campus User** field for a user, he will be given district-wide access.

Run Group Report Select to give the user access to the student groups reports in TeacherPortal. If selected, the **Special Programs** field is displayed on the Student Grades Report Selection page in TeacherPortal allowing the user to produce the report for a selected group of students, including students in generic programs.

User Name Type the employee's user name. The user name is only displayed below the grid so that only one user name is visible at a time.

The user name is not case-sensitive must meet the following criteria:

- Unique in the district
- 6-8 alphanumeric characters

| | |
|---------------------|---|
| Type of User | Select the access level the user will have in TeacherPortal. This field only applies to district-level users; the field is disabled if Multi Campus User is selected. <i>Read Only</i> - Allow inquiry-only access to all accounts. The user can view data for any teacher in order to verify information. <i>Maintenance</i> - Allow administrative access to all user accounts. The user can change grades, post attendance, and make other changes for any teacher at a campus. An administrative user cannot make changes to a teacher's profile. NOTE: The <i>Discipline-only</i> option is only available for campus-level TeacherPortal administrators. |
| Name | The employee's full name is displayed once the record is save. |





Click **Save**.

You are prompted to confirm that you want to add the new user. Click **Yes**.

In the grid, the following fields are displayed:

| | |
|------------------------------|--|
| Date Grades Updated | The date on which the user last updated grades in TeacherPortal is displayed. |
| Password Expires | 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. |
| Password Last Changed | The date on which the user last updated his password is displayed. The field is not updated if the user does not change his password. |

Click **Save**.

| | |
|---|---|
|  | Click  to update the fields as needed. Click OK , and then click Save . The changes are displayed in the grid. Or, click Cancel to close the window without making changes. |
|  | <p>Delete a row.</p> <ol style="list-style-type: none"> Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved). A row can only be deleted if the user has no attendance, grade, or assignment records. You can select multiple rows to be deleted at the same time. Click save</p> |

Grade Reporting > Maintenance > Gradebook Options > Campus > Administrative Users

Maintenance > Gradebook Options > Campus

Save

Options Teacher Profiles Categories Administrative Users First Day Counts Ctrl

Search By Name:

| Delete | Detail | Name | Date Grades Updated | Status | Type of User | Password Expires | Password Last Changed | Run Group Report |
|--------|--------|------|---------------------|--------|--------------|------------------|-----------------------|------------------|
| | | | // | Reset | Read Only | // | // | No |

Rows: 1 + Add

Name:

User Name:

Staff ID:

Type of User:

Run Group Report:




The campus Administrative Users tab allows you to set up employees as campus administrative users who can access, change, or inquire about teacher data at their campus.

Any existing TeacherPortal campus administrative users are listed.

Multi-campus administrators who were set up on the district Administrative Users tab are listed too, but only if they have been granted access to the campus to which you are logged on.

Click **+Add** to add an administrative user.

The fields below the grid are enabled.

| | |
|-------------------------|--|
| <p>Staff ID</p> | <p>Type the employee's employee number, or click  to select a principal/counselor or teacher.</p> <p>NOTE: A staff ID can be set up as a district administrator or a campus administrator, but not both. However, the same staff ID with a unique user ID can also be used for creating a teacher login.</p> <p>The Status field is displayed in place of the Staff ID field (below the grid) once the record is saved, and it is set to <i>Reset</i> by default.</p> <div data-bbox="288 483 1295 846" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Name:</p> <p>User Name: <input type="text"/></p> <p>Staff ID: <input type="text"/> </p> <p>Type of User: <input type="text" value="Read Only"/> </p> <p>Run Group Report: <input type="checkbox"/></p> </div> <p>Click the Change Status button to change the status. The options are as follows:</p> <p><i>Inactive</i> - Prevent a user from logging on to TeacherPortal.</p> <p><i>Reset</i> - Reset a user's account allowing that user to register using the New User link on the TeacherPortal Login page.</p> |
| <p>User Name</p> | <p>Type the employee's user name. The user name is only displayed below the grid so that only one user name is visible at a time.</p> <p>The user name is not case-sensitive must meet the following criteria:</p> <ul style="list-style-type: none"> • Unique in the district • 6-8 alphanumeric characters |



| | |
|-------------------------|---|
| Type of User | <p>Select the access level the user will have in TeacherPortal.</p> <p><i>Read Only</i> - Allow inquiry-only access to all accounts. The user can view data for any teacher in order to verify information.</p> <p><i>Maintenance</i> - Allow administrative access to all user accounts. The user can change grades, post attendance, and make other changes for any teacher at a campus. An administrative user cannot make changes to a teacher's profile.</p> <p><i>Discipline Only</i> - Allow the user will have access to the Discipline Referral page only. No other TeacherPortal pages will be accessible to Discipline-only users. NOTE: The <i>Discipline-only</i> option is only available for campus-level TeacherPortal administrators.</p> <p>Also, Allow Discipline Referrals must be selected for the campus on Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options; otherwise, the campus will not be accessible when the user logs on to TeeacherPortal.</p> <p>NOTE: If you modify this field for a multi-campus administrator, the change will also be reflected on the district Administrative Users tab for the campus to which you are logged on.</p> <p>NOTE: If you modify this field for a multi-campus administrator, the change will also be reflected on the district Administrative Users tab for the campus to which you are logged on.</p> |
| Run Group Report | Select to allow the user to run group reports in TeacherPortal. |
| Name | The employee's full name is displayed once the record is saved. |

Click **Save**.


You are prompted to confirm that you want to add the new user. Click **Yes**.

In the grid, the following fields are displayed:

| | |
|------------------------------|--|
| Date Grades Updated | The date on which the user last updated grades in TeacherPortal is displayed. |
| Password Expires | 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. |
| Password Last Changed | The date the user last updated his password is displayed. |

 Click  to update the fields as needed, click **OK**, and then click **Save**. The changes are displayed in the grid. Or, click **Cancel** to close the window without making changes.

Delete a row.

1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

You can select multiple rows to be deleted at the same time. Click save

A row can only be deleted if the user has no attendance, grade, or assignment records. If you delete a row for a multi-campus administrator, the district Administrative User page will also reflect that the user no longer has access to the campus.

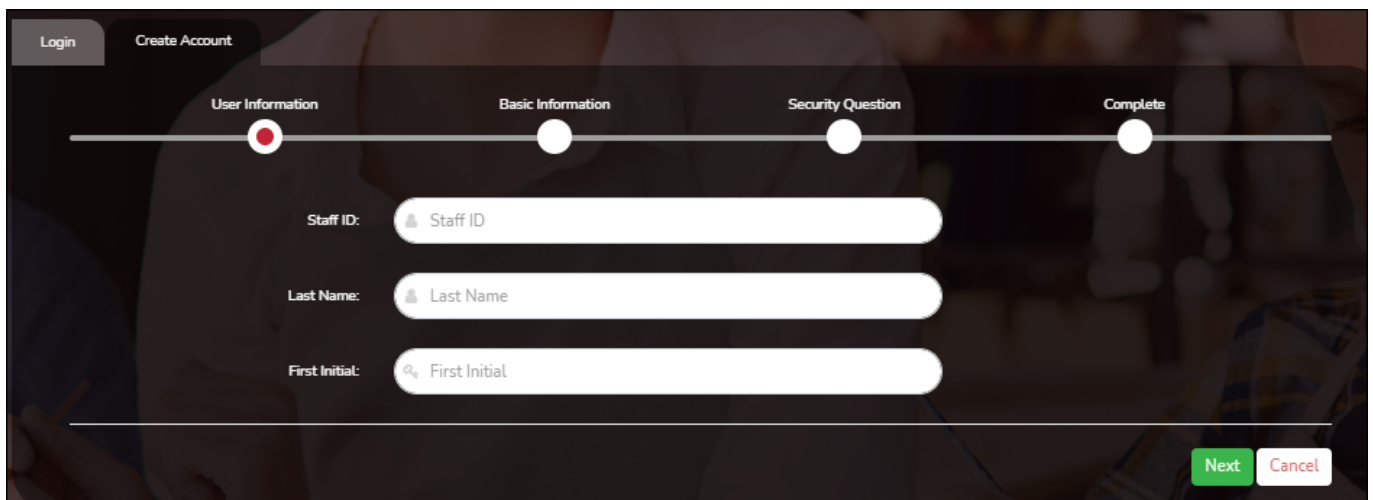
STEP 3. Create a TeacherPortal account.

Navigate to the district's TeacherPortal login page.

From the Login page, click **Create Account**. The User Information page is displayed.

To exit without saving any changes, click **Return to Login**.

User Information:



The screenshot shows the 'User Information' page of the TeacherPortal login process. At the top, there are two tabs: 'Login' and 'Create Account'. Below the tabs is a progress bar with four steps: 'User Information', 'Basic Information', 'Security Question', and 'Complete'. The 'User Information' step is currently active, indicated by a red dot. Below the progress bar, there are three input fields: 'Staff ID' with a person icon, 'Last Name' with a person icon, and 'First Initial' with a magnifying glass icon. At the bottom right of the form, there are two buttons: 'Next' (green) and 'Cancel' (white).

| | |
|-----------------|----------------------------|
| Staff ID | Type your staff ID number. |
|-----------------|----------------------------|

| | |
|----------------------|---|
| Last Name | Type your last name |
| First Initial | Type the first letter of your first name. |

Click **Next**.

If you entered the data correctly, the Basic Information step opens.

Basic Information:

| | |
|------------------|--|
| User Name | Type a unique user name that will identify you when you log on to the system, such as a combination of letters from your first and last name. <ul style="list-style-type: none"> Your user name must be 6-25 alphanumeric characters and must be unique within the district. Your user name is not case-sensitive. If you type a name that is already used, available alternatives are suggested. |
| Password | Type a password that you will use when you log on to TeacherPortal. Requirements: Between 16 and 46 characters. Must include at least one of each of the following character types: <ul style="list-style-type: none"> Uppercase letters (A-Z) Lowercase letters (a-z) Numbers (0-9) At least one allowed special character Forbidden characters: space, !, ?, *, &, ^ |

| | |
|------------------------------|--|
| Password Verification | Retype the password exactly as you typed it above. This step confirms that you typed your password as you intended. |
| PIN | Type a four-digit numeric personal identification number (PIN) that you will use when you post data in TeacherPortal. Avoid using 1234, 4321, or all the same number, as these are common and easily guessed. |

Click **Next**.

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

Security Question:

The screenshot shows a user interface for the 'Security Question' step. At the top, there are four progress indicators: 'User Information', 'Basic Information', 'Security Question' (which is highlighted with a red dot), and 'Complete'. Below the progress indicators, there is a instruction: 'Provide answers to three different questions. The information will assist you in resetting your password.' The form contains three question-answer pairs:

- Question 1: Mother's maiden name. (Dropdown menu)
- Answer 1: Answer 1. (Text input field)
- Question 2: High school mascot? (Dropdown menu)
- Answer 2: Answer 2. (Text input field)
- Question 3: Where were you born? (Dropdown menu)
- Answer 3: Answer 3. (Text input field)

At the bottom right of the form, there are three buttons: 'Back' (green), 'Next' (green), and 'Cancel' (white).

| | |
|-----------------|--|
| Question | Select three questions to which you will provide an answer. The questions are asked in the event that you forget your password. You must select three different questions. You cannot repeat any questions/answers. |
| Answer | Type the answer to each question. If you forget your password, you will be required to answer the question correctly in order to recover your account. Be sure to select questions for which you will easily remember your answer. Answers are case sensitive. |

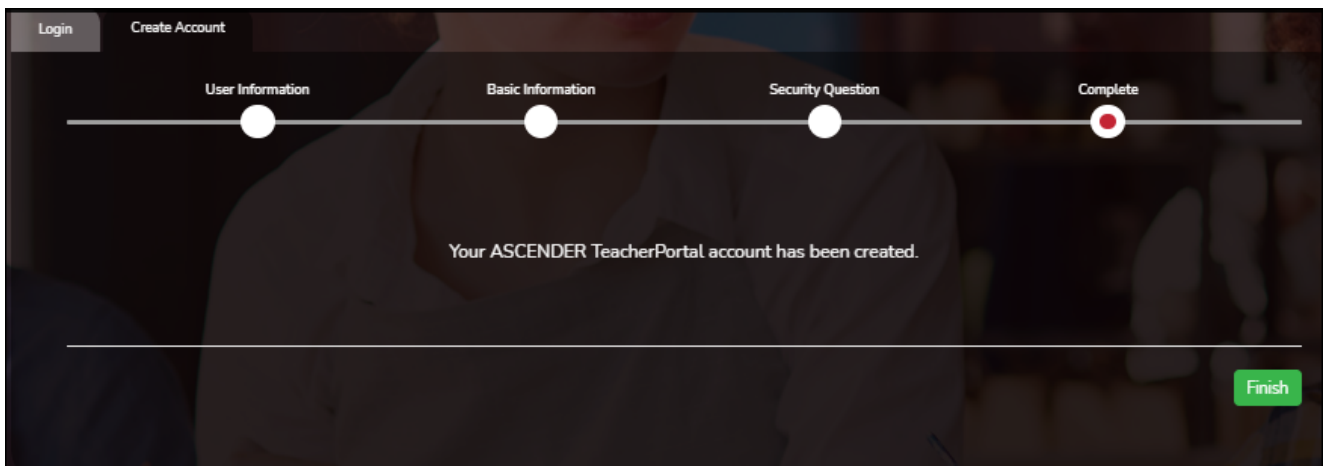
License Agreement

Review and accept the End User License Agreement (EULA) for ASCENDER. This agreement must be accepted in order to proceed.

Select **Accept**.

Click **Next**.

If you entered all required data, the Complete page opens.



Click **Finish**.

The Announcements page opens.

The TeacherPortal and ParentPortal Administrator account is now setup and the user is logged in.

NOTE: To log on to the ParentPortal Admin account you will need the district's admin URL for ASCENDER ParentPortal. For example, if the district's ASCENDER ParentPortal URL is <https://district.regionxx.net:2222/ParentPortal/login?distid=ccddd>, then the district admin ASCENDER ParentPortal URL is <https://district.regionxx.net:2222/ParentPortal/adminlogin?distid=ccddd> (adminlogin instead of login)



Back Cover