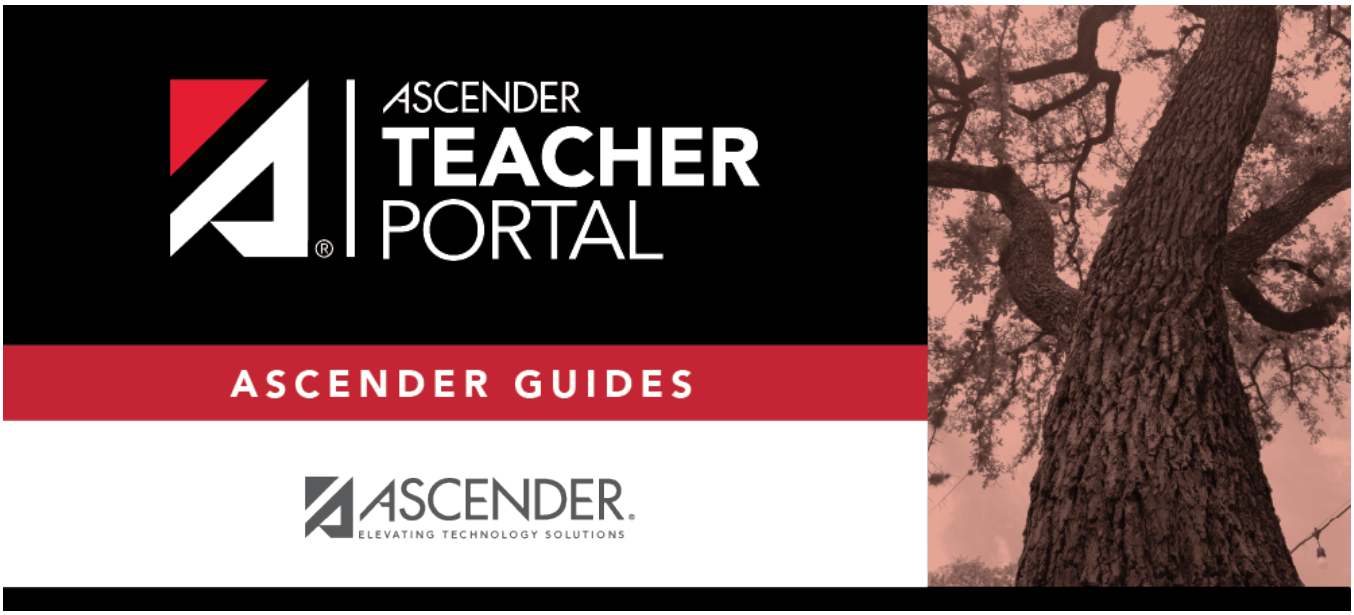

District Settings

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TeacherPortal Administrator Guide

District Settings

TeacherPortal Admin > Admin > District 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**

Update data:

❑ 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.

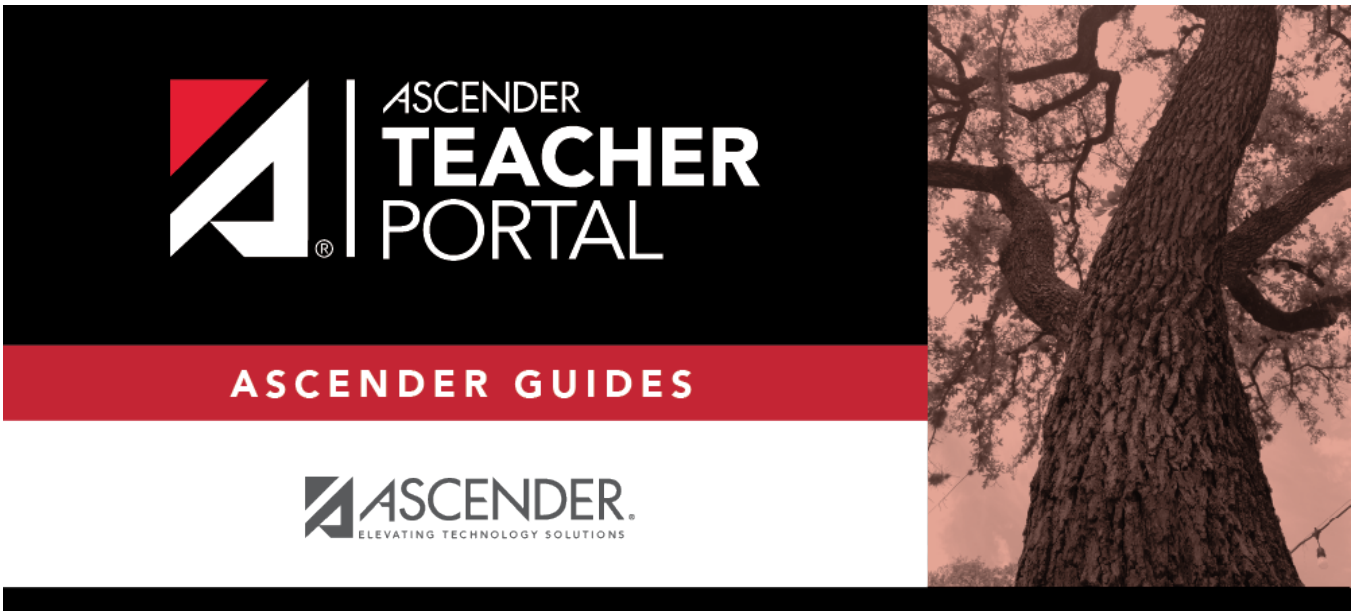
❑ Under **Other:**

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.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