Lesson #4 - Staff Portal Settings

Review (Optional)

The fourth lesson in this Learning Series, Staff Portal Settings, is designed to get you familiar with the Staff Portal and how to manage staff with it. You may wish to review the articles listed below before beginning.

- **Coaches / Instructors and Staff Category**

The review articles in the bullet list below will open the Help article in a new tab. When you are finished reviewing the material, close the tab and return to this page to access the next article using the links below.

- **The Staff Record**
- **Add Staff/Instructors**

The Staff Portal - An Overview

Permissions control the ability of your Users to see certain data and take specific actions. Before moving forward, review **Staff Portal User Permissions**.

The Staff Portal provides a secure place for your staff to: view their class and events schedules, record time worked in the time clock, enter their availability, record student attendance or skills/levels, view Lesson Plans, and create and view Resources.

- **Be Secure** -The Staff Portal is isolated from your Jackrabbit database, allowing your staff to manage their classes and time outside of Jackrabbit without needing access to sensitive data such as contact and financial information.

- **Be In Touch** - The Staff Portal is a great way to communicate with your staff. Use the *Staff* and *Department News* to broadcast messages in the Staff Portal. A login message can be entered into an individual staff member's record, and it will display on their News tab in *My News*.
- **Be Mobile** - Jackrabbit's Staff Portal is 'responsive', which detects the size of the device being used and will adjust to fit the screen size. This makes using the Portal much easier on a smart device!

Set Up and Explore the Staff Portal

Why should you use the Staff Portal for your organization? Let's have a look at the setup, functionality, and reporting options available to you with the Staff Portal.

	Set Up Your Staff Portal	***Ready to get started?*** Use the **Guided Staff Portal Setup** to get going in 5 easy steps! Staff can access the Staff Portal in multiple ways: • **Use a Link to Launch the Staff Portal Remotely** • **Launch the Staff Portal from Within Jackrabbit** • **Launch the Staff Portal for Multi-Locations** • **Save and Launch the Remote Access Staff Portal as an App on a Mobile Device** If a staff member forgets their password, they can click the *Forgot Your Password?* link at any time to generate a new one. See **Reset a Staff Portal Password** for more details.
	Staff Portal Settings	Once you have gone through the *Guided Staff Portal Setup* (above), there are additional settings that control staff access and features they can use in the portal: • **General Staff Portal Settings** • **Settings for Staff Portal Attendance** • **Settings for Staff Portal Skills/Levels** • **Settings for the Staff Portal Time Clock** Need to make some updates to individual settings for multiple staff members? Check out these additional articles: • **Edit All Staff Portal Settings** • **Edit All Staff Portal Login IDs**

	Staff Portal Features	These are the features (tabs) included in the Staff Portal. • **News** - create announcements for specific staff members, all staff, and by departments. See **Staff Portal News** for more info. • **My Schedule** - Instructors can view their schedule of classes and events. No need to send your instructors their schedules - they can **view and print their schedules** from here, including any classes they are substituting for! Increase efficiency and allow **staff to enter their own availability** and time off through their Staff Portal. • **My Time Card** - Staff can use the **Time Clock** to enter their worked hours. Refer to the **Enter Time in the Staff Portal Time Clock** section for more details on different time entries. • **Manage Classes** - Staff members can **take attendance**, **update skills/levels**, **view lesson plans**, **email students**, and add **resources**. Refer to **Manage Classes in the Staff Portal - The Main Page** for additional information.
	Reports	Staff Portal reports are an excellent way to keep track of staff members and their required tasks. These reports include: • **Incomplete Portal Attendance Report** • **Staff Portal Login ID Report** • **Staff Portal Log**

Share our YouTube tutorial, **Using Our Staff Portal**, with your staff to get them familiar with using their Staff Portals.

Guided Staff Portal Setup

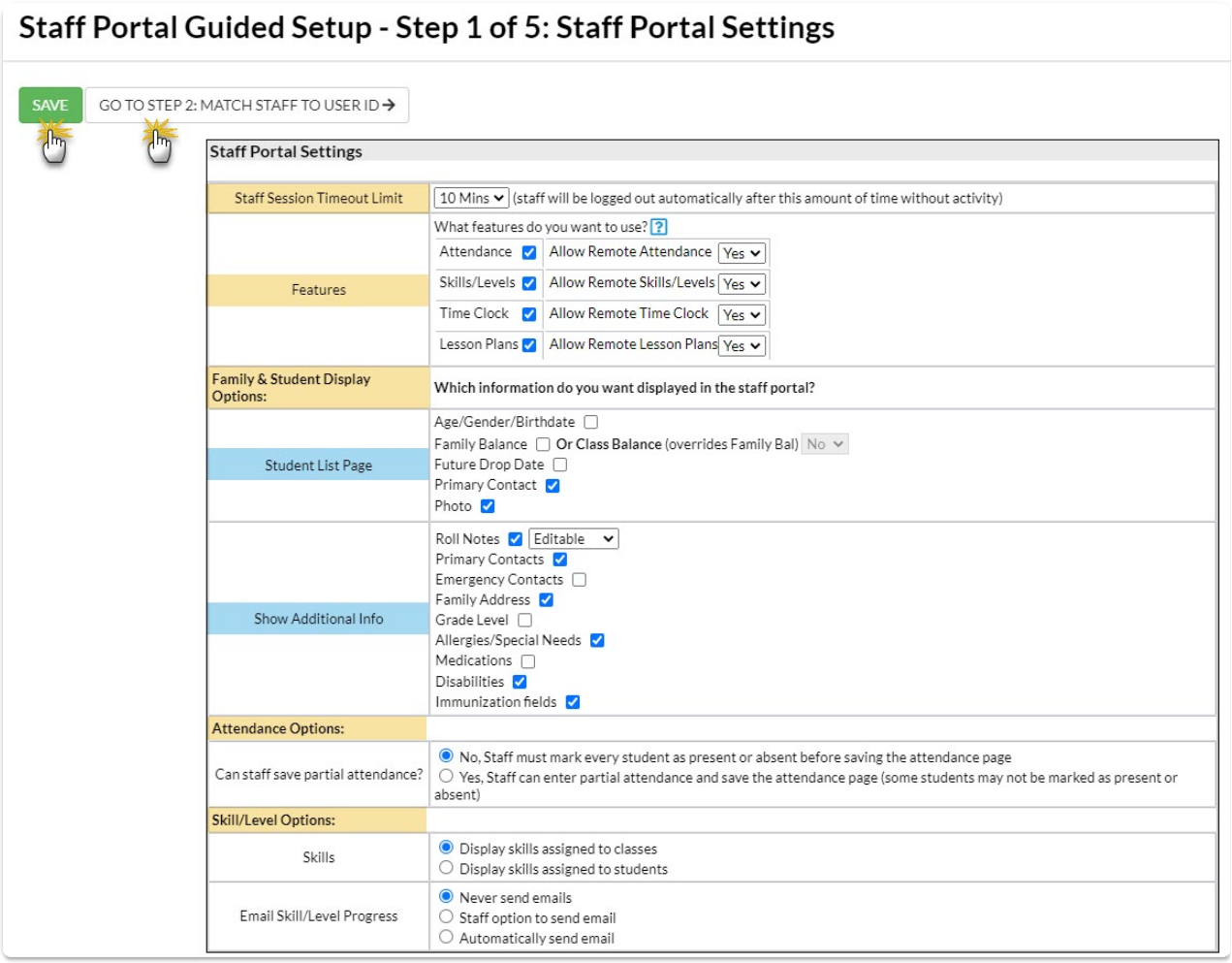
Jackrabbit offers a guided setup process that steps you through 5 tasks to quickly get your staff ready to log in to the Staff Portal. Go to the **Gear** icon > **Set Up** > **Guided Staff Portal** and click the **Start Guided Setup** button.

Each step of the setup is saved individually. If you start the setup and need to finish at a later time, simply go to the **Gear** icon > **Set Up** > **Guided Staff Portal** and click through to the step where you left off.

Staff Portal Setup Step 1 - Staff Portal Settings

Step 1 in the Staff Portal setup is to customize the Staff Portal Settings. These settings, when enabled, are global and will affect all staff members.

Remember to click the **Save** button to save the settings. Once you have completed this step, the next step is to **Match Staff to User ID** (step 2).



Staff Session Timeout Limit	Set the length of time the Staff Portal will automatically log out with no activity. The Timeout Limit can be adjusted from 5 minutes up to 8 hours.
Features	Select the **Features** the staff can use in the Staff Portal. These include **Attendance**, **Skills/Levels**, **Time Clock**, and **Lesson Plans**. To allow staff to update information for a feature in the Portal when it has been launched remotely, set **Allow Remote** *(feature name)* to **Yes** (the default is No). For example, to allow a staff person to not only view and print their schedules but also enter their time when they are accessing the Portal remotely, set *Allow Remote Time Clock* to *Yes*. The **Launch the Staff Portal** topic covers remote access in more detail.
Family & Student Display Options	Select which information should be listed in the Staff Portal about the student. Visit **General Staff Portal Settings** to learn more about where the family and student information appears in the Staff Portal.
Attendance Options	Define whether or not staff can save partial attendance. Visit **Settings for Staff Portal Attendance** to review all settings related to taking attendance in the Staff Portal.
Skill/Level	Define which Skills you want to display in the Staff Portal and how you want to manage emails for student Skill/Level progress. Visit **Settings for Staff Portal Skills/Levels** to review all settings related to working with Skills/Levels in the Staff Portal.

If you use the **Time Clock** to keep track of staff hours, the setup for **Time Clock Departments**, **Time Clock Pay Periods**, and **Time Entry Settings** are located at the bottom of the Staff Portal Settings page.

Staff Portal Setup Step 2 - Match Staff to User ID

In order to open and log into the Staff Portal, a staff membe**must have** 1 of the following:

- **Jackrabbit User ID** - A Jackrabbit User ID allows access to your database and is controlled by user permissions. If you have a staff person who works in your database (has a User ID) and will also be using the Staff Portal, you can match their User ID to their staff record in this step. The benefit of this is that they will be able to use the same username and password to work in your database and to log into the Staff Portal; they will not have to remember two sets of login information. See Match Staff to their Jackrabbit User ID below.

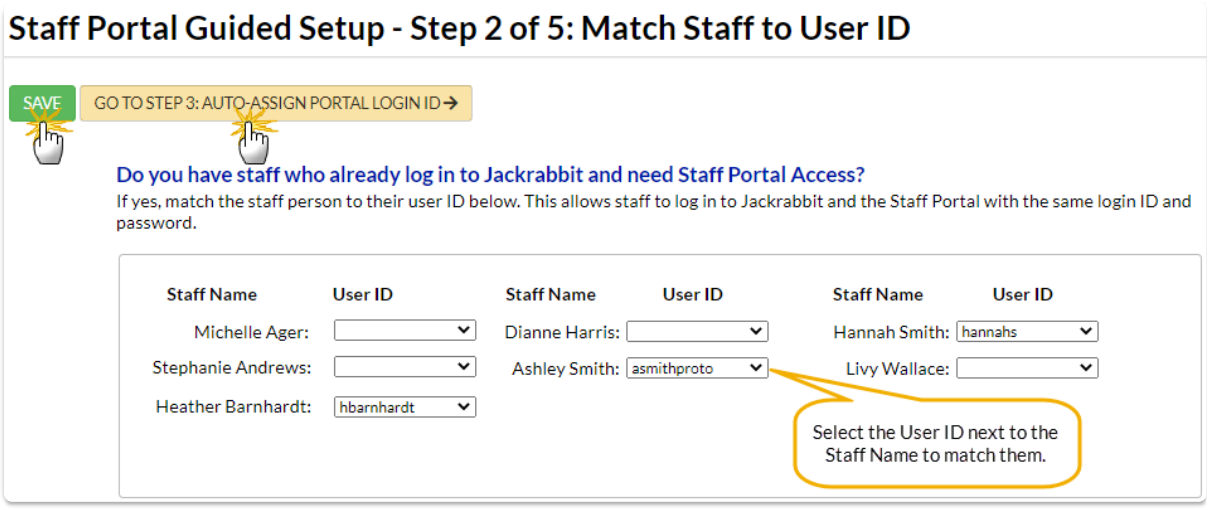
  OR

- **Staff Portal Login ID** - For any staff who do not have a Jackrabbit User ID and will need access to the Staff Portal, they will need to have a Login ID. A Staff Portal Login ID is used to access the Staff Portal only; it cannot be used to access your database. Staff who do not need to work with anything beyond class attendance, student skill management, and time clock should be assigned a Staff Portal Login ID as opposed to a Jackrabbit User ID. See **Staff Portal Setup Step 3 - Auto-Assign Portal Login ID**.

Match Staff to their Jackrabbit User ID

Step 2 of the setup is to match any staff who already have Jackrabbit User IDs to their staff record so they can use the same login information for both the Staff Portal and your database.

1. Select the **User ID** from the drop-down next to a*Staff Name* to match the User ID to that staff person's record.
   - If you have staff who have existing database User IDs that are already matched to their staff record, their User ID will be shown next to their name. ***Note:*** *Revoked User IDs will not appear in the drop-down list.*
2. Match as many as are required, you do not have to match all staff to User IDs.
3. Click **SAVE** and **OK** in the confirmation window.
4. Click **GO TO STEP 3: AUTO-ASSIGN PORTAL LOGIN ID →**to advance to the next step. See **Staff Portal Setup Step 3 - Auto-Assign Portal Login ID**, or you can opt to leave the setup and continue at a later time.



You can 'un-match' the User ID and Staff Name by selecting the blank value in the User ID drop-down and saving your changes.

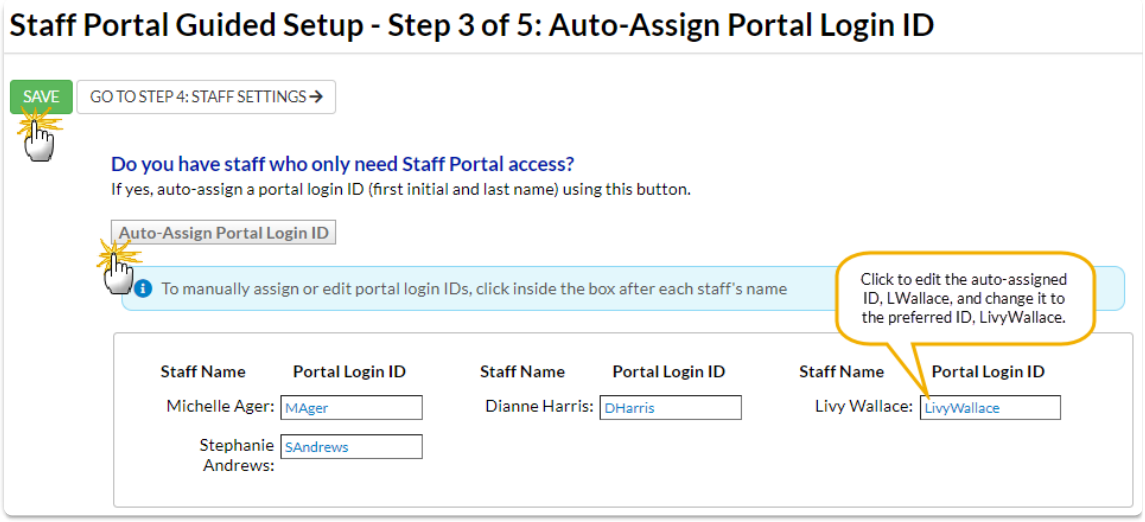
Staff Portal Setup Step 3 - Auto-Assign Portal Login ID

Step 3 of the guided setup gives you the option to auto-assign Portal Login IDs for those staff members that are NOT matched to a Jackrabbit User ID. For staff members that will have a Jackrabbit User ID and need Staff Portal access, see the previous step, **Staff Portal Setup Step 2 - Match Staff to User ID** for additional information.

The automatically assigned logins are in the format of the first initial and last name.

All Portal Login IDs must be unique within your database. When there are two (or more) staff members with the same last name and first initial, Jackrabbit will add a number behind the second Staff Portal Login ID. Example: Sandi Olson and Stephanie Olson would be added as SOlson and SOlson1.

1. Click the **Auto-Assign Portal Login ID** button to generate the IDs.
    - If you do not want to use the auto-assign feature and would prefer to manually assign Portal Login IDs, click into the text box after the Staff Name to enter the preferred Portal LoginID.
    - If you wish to change a previously assigned, or auto-assigned, Portal Login ID click into the text box to edit.

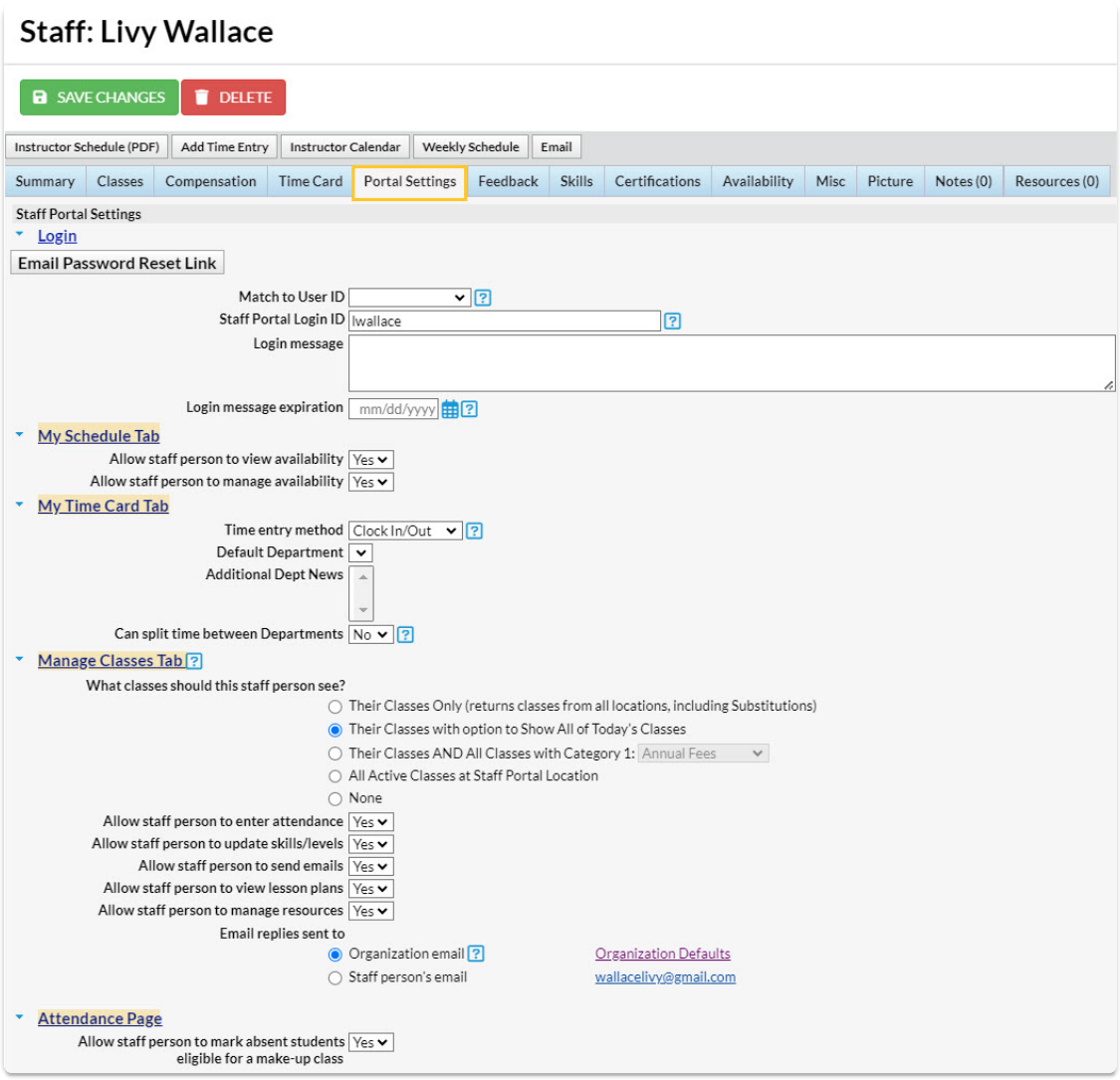


2. Click **SAVE** and **OK** in the confirmation window.
3. Click **GO TO STEP 4: STAFF SETTINGS →**to advance to the next step. See**Staff Portal Setup Step 4 - Staff Settings**, or you can opt to leave the setup and continue at a later time.

Staff Portal Setup Step 4 - Staff Settings

There are two groups of settings you can customize that affect your staff's use of the Staff Portal.

- Settings that are applied to your database as a whole and affect**ALL staff** (see **Step 1: Staff Portal Settings**).
- Settings that are applied to **INDIVIDUAL staff** on the *Portal Settings* tab of their *Staff* record. This step applies to these individual settings:



Staff Settings

Step 4 of the Staff Portal Setup deals with the individual staff settings and gives you the option to set up or edit these settings for your staff in mass (as opposed to going to each *Staff* record > *Portal Settings* tab individually).

1. Select the **box(es)** next to the staff name(s) whose Staff Portal Settings you want to set up or edit. Click the **Check All** button if the changes will apply to all staff listed. Use the**Uncheck All** button to reset.

2. In the *My Schedule Tab* section, define whether you want the staff to be able to view and manage their availability in the Staff Portal or only view it.

3. Make the selections in the *My Time Card Tab* section for the settings that you want to change. If a setting does not need to be changed leave the drop-down as *No Change*. These settings are

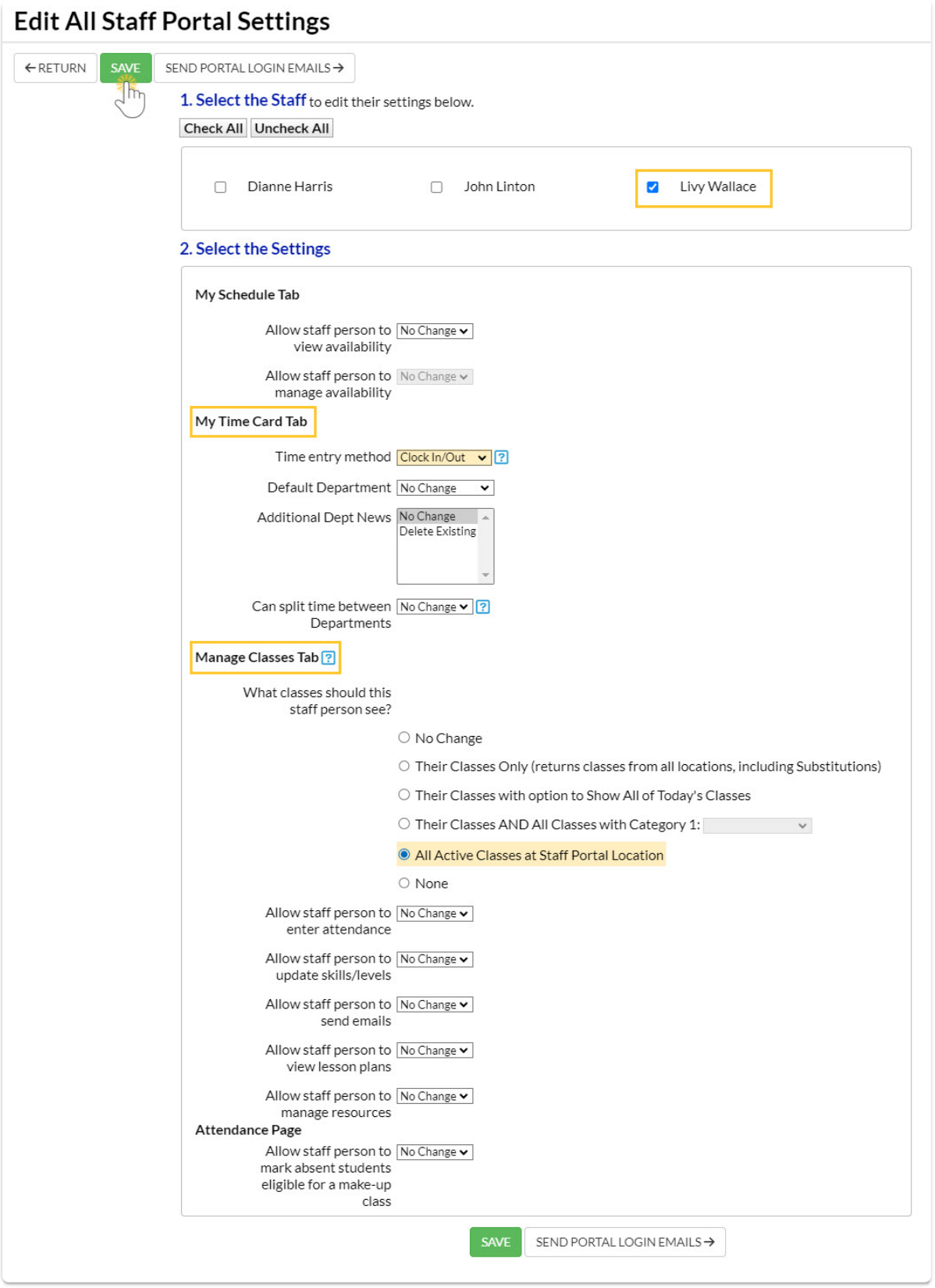
covered in detail in the *Time Clock* section, under **The Staff Portal.**

4. Make the selections in the *Manage Classes Tab* and *Attendance Page* sections for the settings that you want to change.
    - If a setting does not need to be changed leave the drop-down as *No Change*. These settings are covered in detail in the *Attendance* section, under **Attendance Settings.**

5. Click **Save** and **OK** in the confirmation window.

6. Click **Go To Step 5: Send Portal Login Email→** to advance to the final setup step. See **Staff Portal Setup Step 5 - Send Portal Login Email**, or you can leave the setup and continue at a later time.

In the example below, **Livy Wallace** will have her **Time entry method** changed to *Clock In/Out* (from *Manual In/Out* - see above image) and the **Manage Classes Tab** will now show *All Active Classes at Staff Portal Location* (from *Their Classes Only* - see above image). All other settings will remain the same (*No Change*).



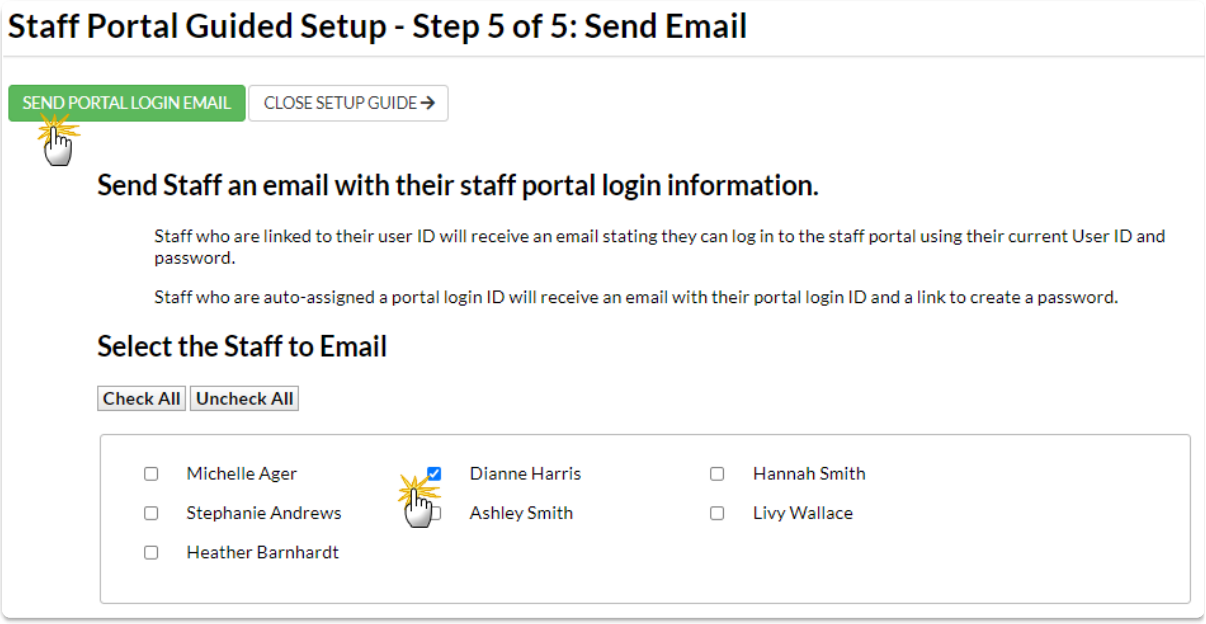
Staff Portal Setup Step 5 - Send Portal Login Email

Step 5 of the Staff Portal Guided Setup will send selected staff an email containing their staff portal

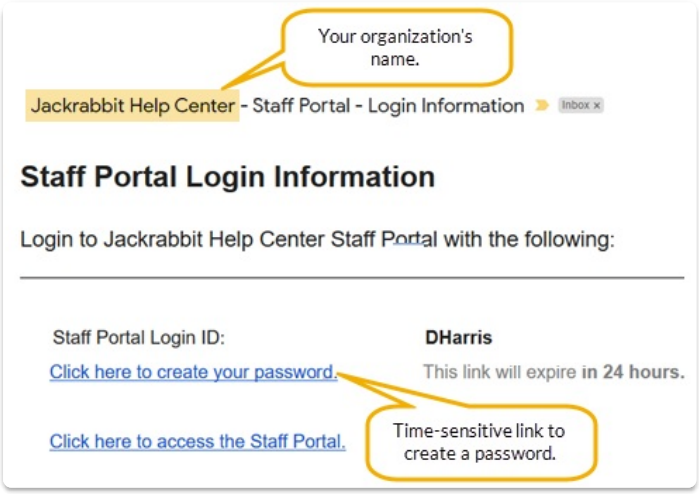
login information. The email will be sent to the email address on the *Summary* tab of their *Staff* record.

Different emails are sent based on whether the staff person was assigned an Auto-Assigned Portal Login ID **(Staff Portal Setup Step 3)** or if their Jackrabbit User ID was matched **(Staff Portal Setup Step 2)** to their staff record.

1. Mark the checkbox for the Staff you want to send the email to, or use the **Check All** button to select all the staff members. In this example, a single staff member is selected and Dianne Harris was auto-assigned a portal login ID of DHarris.



2. Click **SEND PORTAL LOGIN EMAIL**.
   - Staff who are linked to their Jackrabbit User ID receive an email stating they can log in to the Staff Portal using their current User ID and password.
   - When the Portal Login ID is auto-assigned, an email is sent containing the Staff Portal Login ID and a link for the staff person to create their password. The link is time-sensitive and expires in 24 hours.



3. Click **CLOSE SETUP GUIDE**.

The link to create the password is time-sensitive and expires in 24 hours.

QUIZ - Lesson #4 - Staff Portal Settings

When you have worked through all of the articles outlined in the lesson, select the Take the Quiz button to be taken to the Lesson #4 Quiz where you can test your understanding of the concepts in this lesson. You will be asked to enter an email address for quiz results to be sent. The quiz includes Review questions.

Quiz #4 - Staff Portal Settings

TAKE THE QUIZ

Number of Questions	Total Possible Points	Points Needed for an "A"	Points Needed for a "B"	Points Needed for a "C"
10	10	9	8	7

Return to Supervisors and Managers Menu to continue to next lesson

Click here to provide feedback for this lesson

Optional Topics - Lesson #4

Review the following articles if they apply to your organization.

Settings for Staff Portal Attendance

There are several settings that affect your staff's use of the Staff Portal for Attendance and control what they are able to see and do.

Some of these settings are at the organization level and affect all staff (global), while others can be set at the individual staff level.

Organization Settings (Global - affect all staff)

These settings are global and apply to all staff. Edit these settings from the *Staff (menu)* > *Staff Portal* > *Portal Settings*.

Features

Remote Access

Attendance Options

Staff Settings (Individual)

On the *Portal Settings* tab of the *Staff* record, several settings affect what that specific staff person can do in the Staff Portal in terms of class management.

Manage Classes Tab

Attendance Page

Settings for Staff Portal Skills/Levels

There are several settings that affect how your staff uses the Staff Portal for Skills/Levels and control what they are able to see and do.

Some of these settings are at the organization level and affect all staff (global) while others can be set at the individual staff level.

Organization Settings (Global - affect all staff)

These settings are global and apply to all staff. Edit these settings from the *Staff (menu)*> *Staff Portal* > *Portal Settings*.

Features

Remote Access

Skills/Levels Options

Staff Settings (Individual)

On the *Portal Settings* tab of the *Staff* record there are a few settings that affect what that specific staff person is able to do in the Staff Portal in terms of class management. They are found in the *Manage Classes Tab* section.

Manage Classes Tab

Attendance Page

Staff Availability in the Staff Portal

Knowing when staff is available to work and when they need time off is important for scheduling classes and finding substitutes. By tracking **Staff Availability in Jackrabbit**, you can see at a glance who is available and who isn't on the Daily Calendar, simplifying your planning.

Increase efficiency by allowing staff to communicate their availability to office administrators through their Staff Portal. Entering their own hours of availability and time off in the Staff Portal ensures there are fewer errors and more timely updates.

Expand/Collapse All

Settings for Staff Availability in the Staff Portal

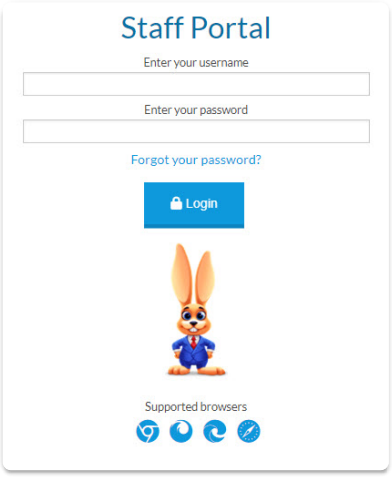
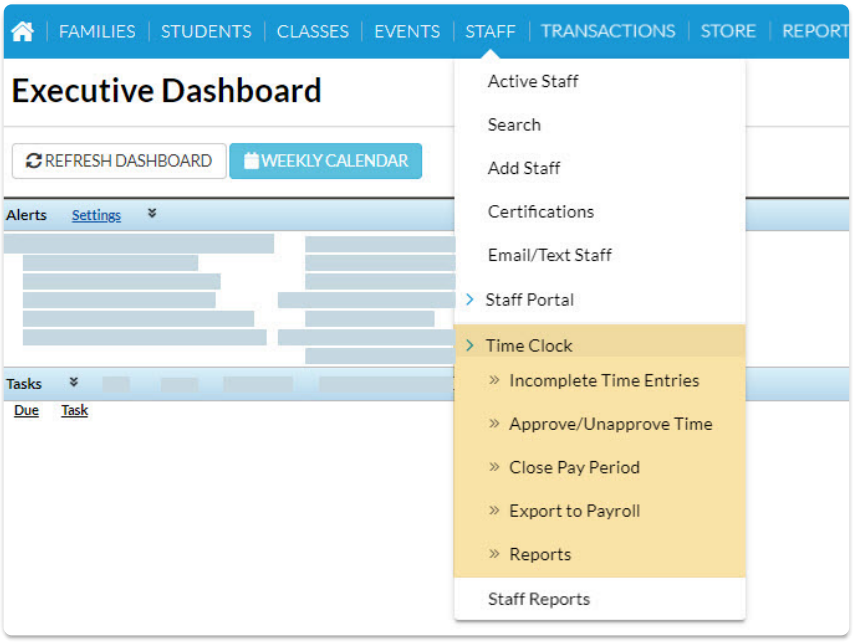
View and Manage Availability in the Staff Portal

Keep Track of Availability Changes Made in the Staff Portal

The Time Clock - An Overview

Permissions control the ability of your Users to see certain data and take specific actions. Before moving forward review **Time Clock Administrator - Required User Permissions**

Jackrabbit's Time Clock feature is designed to assist your organization in managing employee hours and preparing for payroll processing. There is no additional fee for this feature.

Record Time Staff enter and track their hours worked in the Time Clock through the *Staff Portal*.	
Administer Staff Hours A Jackrabbit User manages your Time Clock information including resolving incomplete time entries, approving time, closing pay periods, exporting to payroll, and reporting.	

Jackrabbit's Clock does not: calculate overtime wages with a multiplier (time and a half, double time, etc.), calculate any withholding, deductions or payroll taxes, or process payroll.

To enable the Time Clock feature go to **Staff** (menu) > **Staff Portal** > **Portal Settings**. In the *Features* section check the box next to **Time Clock** and click **Save Changes**. The remote access setting is covered in more detail in the **Time Clock Settings** section.

The Time Clock offers the following:

- Departments that act as “buckets” for staff hours.
- Multiple methods of time entry.
- Location and Department per time entry.
- Hour Type (regular, overtime, holiday, sick, vacation, PTO).
- Staff Pay Rates.
- Time entry approval, at either individual or department level.
- Optional “Time Buffer” that adds to scheduled class hours to identify overages between actual hours and scheduled class hours.
- Export total hour information to QuickBooks or Express Payroll.
- Estimate of Gross Wages.

Jackrabbit only accepts a 12-hour format when entering time into the time fields. You will be prompted to enter the next digit and am or pm. ***Note:*** *when entering a single-digit number, you must either enter a "0" before the number or enter a ":" after the number.* ***Military time is not accepted!***

Settings for the Staff Portal Time Clock

There are several settings that affect how your Time Clock functions. Some of these settings are at the organization level and affect all staff (global) while others are set at the individual staff level.

Organization Settings (Global - affect all staff)

Staff Settings (Individual) in a Staff Record

Frequently Asked Questions

Expand/Collapse All

Time Clock Departments

You can create *Time Clock Departments* to help you track hours that were worked within each department. This is especially helpful if your staff have multiple rates of pay or if you separate out the payroll expense by department. Departments are optional and can be named anything that works well for your organization.

- If you have multiple rates of pay for your staff depending on the type of work performed, it's important to consider this when naming the departments. In most cases, you will want to name the departments similar to what the pay rates are based on. Example: Jen Smith works both as a teacher and in the office. Jen is paid a different rate for each: $15/hr Teacher and $10/hr Office. It would be best to name the Departments *Teacher* and *Office*. This will help when you transfer the total hours to the payroll processor because her total hours are already split between the departments.
- If you have multiple programs and multiple rates of pay, your departments would most likely be named after the different programs. Example: Jen may work in the *Dance* department for $18/hr and the *Gymnastics* department for $16/hr.
- If you have a single rate of pay per staff person, you may still want to create departments in order to keep track of how many hours are being worked in each department.

Examples of department names might be by program (gym, dance, swim, office), by type of work activity (teaching, private, party, admin) or a combination of both (gym-teach, gym-private, dance-party, office-admin, etc.). ***Note:*** *Although the field will take up to 10 characters, only the first 5 characters are exported when you export the file. Therefore, make sure that the first five characters of each Department name is UNIQUE.*

Assign Departments

1. Point to **Staff** (menu) > **Staff Portal** > **Portal Settings**.
2. Click the **Add Department** button in The *Time Clock Departments* section, to add a new department.
3. In the *Add Department* window, give the department a short abbreviation**Dept. Code** and enter a **Dept. Name**. You can choose to assign specific staff members, who are responsible for approving time entries for specific departments, as **Dept. Manager(s)**. The *Dept. Managers* drop-down displays all active staff. Hold the CTRL button to select multiple managers. (To see a listing of active staff members, point to **Staff** in the menu bar and click**List Active Staff**.)

4. Continue using the **Add Department** button to add more departments up to a total of 50 which is the maximum number of allowed Time Clock Departments.

A manager is only able to approve time and run reports for the department(s) he/she manages. Make sure to have the Approve/Unapprove Time *permission checked under the Gear (icon) > Settings > Users & Permissions* > Select a User ID > User Permissions (left menu) > Staff Portal *category for each department manager's User ID.*

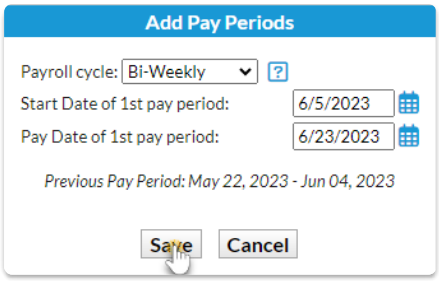
Time Clock Pay Periods

A *Pay Period* is a recurring length of time over which employee time is recorded and paid*Pay Periods* can be one of the following: Weekly, Bi-Weekly, Monthly, Semi-Monthly, or Custom. A *Pay Period* can start on any day of the week. It's very important to create *Pay Periods* as it will help you manage and maneuver through the system more efficiently. If you do not create *Pay Periods*, you will not be able to *Approve Time* and *Close Pay Period* (which marks each time entry with a pay date)***Note:*** *Only one pay cycle is allowed. For example, you can not have both a weekly and a monthly set of pay periods.*

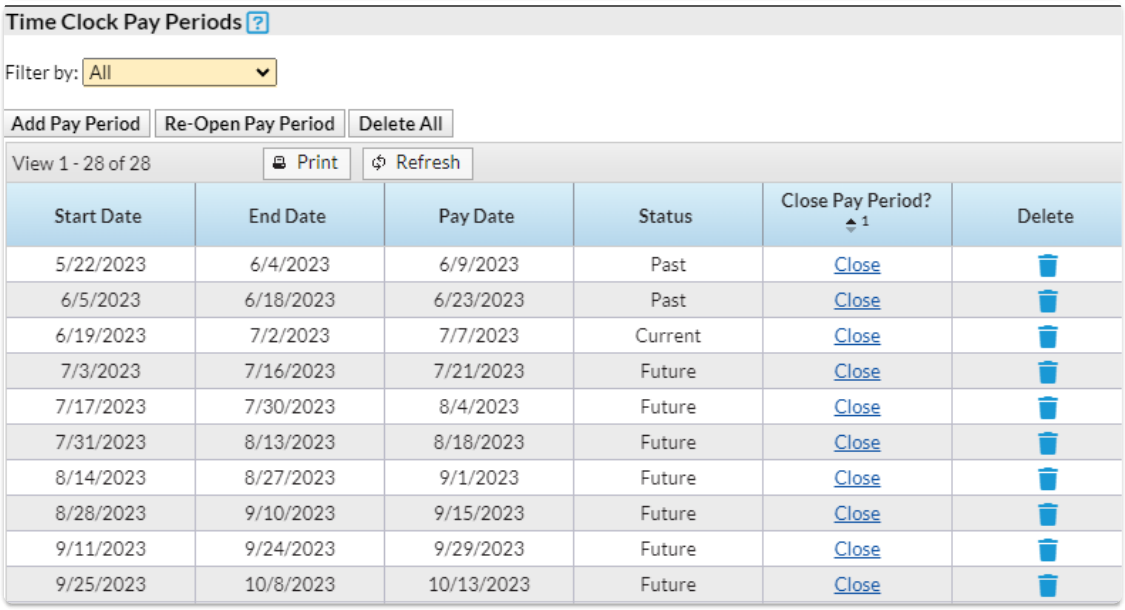
To add a pay cycle that is not one of the common options (weekly, bi-weekly, monthly, or semi-monthly) use the pay cycle drop-down option **Custom** *in the* Add Pay Period *window. This custom pay cycle can also be used to add only one pay period; Jackrabbit does not auto-populate pay periods for custom cycles.*

Add a Pay Period

1. Go to **Staff** (menu) > **Staff Portal** > **Portal Settings**.
2. Click **Add Pay Period** in the *Time Clock Pay Periods* section.
3. Select the **Payroll cycle** in the pop-up box.
4. Enter the **Start Date** of the **1st pay period**. This is the date of the first workday in the pay period. ***Note:*** *If you select Semi-Monthly (i.e. staff are paid on the 1st & 15th of the month), you'll need to enter the start date of the 1st and the 2nd pay period.*
5. Enter the **Pay Date** of the **1st pay period.** This is the date that staff receives their wages (check date). ***Note:*** *If you select Semi-Monthly you'll need to enter both the 1st and 2nd pay date.*
6. Verify that you have entered the information correctly.



7. Click **Save**. Click **OK** to confirm. 12 months of pay periods based on the payroll cycle you have chosen are created. ***Note:*** *When adding a custom payroll cycle you can enter as many periods as you wish, Jackrabbit does not auto-create periods for custom cycles.*



Start Date	End Date	Pay Date	Status	Close Pay Period? ▲1	Delete
5/22/2023	6/4/2023	6/9/2023	Past	Close	
6/5/2023	6/18/2023	6/23/2023	Past	Close	
6/19/2023	7/2/2023	7/7/2023	Current	Close	
7/3/2023	7/16/2023	7/21/2023	Future	Close	
7/17/2023	7/30/2023	8/4/2023	Future	Close	
7/31/2023	8/13/2023	8/18/2023	Future	Close	
8/14/2023	8/27/2023	9/1/2023	Future	Close	
8/28/2023	9/10/2023	9/15/2023	Future	Close	
9/11/2023	9/24/2023	9/29/2023	Future	Close	
9/25/2023	10/8/2023	10/13/2023	Future	Close	

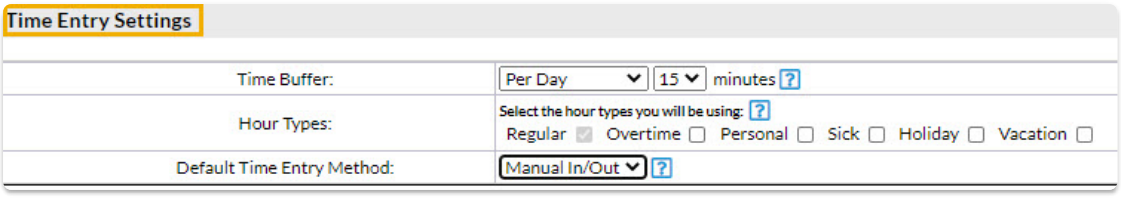
Pay Periods must be deleted if an error is made, there is no way to edit them once they have been created.

If you delete a pay period in error use the*Custom payroll cycle*, in the *Add Pay Period window > Payroll cycle* drop-down, to add back the deleted pay period. With the*Custom payroll cycle*, you are able to add as many pay periods as you need; pay periods are not auto-populate for custom cycles.

Deleting pay periods does not delete any time entries that are associated with them.The entries remain intact, however, when you view a staff member's Time Clock tab you will not be able to display the entries using the Time Period drop-down until you have added new pay periods. Any Clock report offering Pay Period as a filter will also be affected until new pay periods are added back.

Time Clock Time Entry Settings

When you are setting up the Time Clock for your organization, there are 3 Time Entry Settings available in the *Staff > Staff Portal > Portal Settings*. They are: Time Buffer, Hour Types, and Default Time Entry Method.



Time Buffer

In the time approval process, the person approving employee time is alerted when a staff person's actual hours worked are greater than their scheduled hours.

Scheduled hours are calculated from the class start and end times located within each class the staff person is assigned to. The Time Buffer setting allows you to add time to the staff's *scheduled* time. If staff are paid for time before and/or after class, for example for set up or clean up, enter this additional time as a time buffer. This will provide a more accurate comparison between actual and scheduled hours. After adding a time buffer, be sure to click **Save Changes**.

There are 3 Time Buffer options:

- **Per Class** - the amount of minutes entered will be added to each scheduled class duration. Example: If your organization adds 5 minutes before and after class, enter 10 minutes as the buffer. If staff is only allowed 5 minutes between classes, enter 5 as the buffer.
- **Per Day** - The amount of minutes entered will be added to each day's scheduled time. Example: If your organization adds 15 minutes to each day worked, add 15 as the buffer.
- **Per Time Entry** - The amount of minutes entered will be added to each time entry. Example: If your organization adds on 15 minutes before staff start work and 15 minutes at the end of their shift, add 30 as the buffer.

Hour Types

The purpose of *Hour Types* is to mark each time entry with a description of what the hour represents. Place a check mark next to the hour types your organization will use. **Save Changes**. Only the checked hour types will be available for staff to select*.

- **Regular** - normal staff hours (this is reserved and can't be unchecked)
- **Overtime** - hours which are at a higher rate of pay due to hours being over state limits (remember that overtime pay will not be calculated. Only hours can be specified as overtime hours.)
- **Holiday, Sick, Vacation, PTO** - hours not actually worked but staff are paid for these hours

**The Hour Type* Overtime *is not available for selection by the staff when entering their time in the clock. A User with the* Time Clock *permission can assign overtime from the staff person's* Time Card *tab.*

It's important for staff to record time entries for the hours which weren't worked but for which they are paid. For example, if an employee gets vacation time, they will need to enter these hours into the time clock. This is the only way these hours will be included in the pay period. Otherwise, the staff will not have this time in the approved hour totals and will not be compensated for them.

EXPRESS PAYROLL	If you are using Express Payroll, make sure that your Jackrabbit Hour Types match your Express Payroll Pay Types.

Default Time Entry Method

Jackrabbit offers 3 different methods for your staff to enter their time in the Staff Portal. Click on the links for more information on each method.

- **Clock In/Out Method**
- **Manual In/Out Method**
- **Total Hours Method**

If most or all of your employees have the same time entry method, you can set a *Default Time Entry Method*.

All newly created staff will automatically have this method saved to their *Portal Settings* tab. Defaulted *Time Entry Methods* can always be changed by going to the staff member's *Portal Settings* tab, changing the *Time Entry Method*, and saving the change.

To change staff time entry methods in mass, use Edit All Staff Settings from the *Staff Portal* menu.

View Lesson Plans in the Staff Portal

The Jackrabbit Staff Portal provides a secure place for your staff to view Lesson Plans for their classes.

- Guarantee staff members are aware of class guidelines and expectations.
- Updates made to Lesson Plans are immediately visible in the Staff Portal.

Master Lesson Plans are created in *Classes* menu > *Master Lesson Plans*. See **Create a Master Lesson Plan** for detailed instructions on how to create your master Lesson Plans. Additionally, Lesson Plans can also be created under a specific class in *Classes* > *List Active Classes* (select a class) > *Lesson Plan* tab.

Staff Portal Settings

Two Staff Portal settings must be set to *Yes* to enable your staff to view Lesson Plans in their Staff Portal:

- *Staff Portal* menu > *Settings* > *Portal Settings*
- *Staff Portal* menu > Settings > *Edit All Staff Portal Settings*

Set Portal Settings

Set Edit All Staff Portal Settings

View Lesson Plans in the Staff Portal

1. Log in to the Staff Portal.
2. Click on **Manage Classes**.
3. Click **Lesson Plans** under **Actions**. You will only see the Lesson Plans button when Lesson Plans have been created and are assigned to a class.

4. Review the *Lesson Plan*. This includes: *Date* (when lesson plan was added to the class), *Lesson Name*, *Theme*, *Description*, *Instructor Comments*, and *Order*. The Lesson Plans are view only in the Staff Portal.

QUIZ - Optional - Lesson #4 - Staff Portal Settings

When you have worked through all of the articles outlined in the lesson, select the Take the Quiz button to be taken to the Lesson #4 Quiz where you can test your understanding of the concepts in

this lesson. You will be asked to enter an email address for quiz results to be sent. The quiz includes Review questions.

Quiz #4 - Optional - Staff Portal Settings

TAKE THE QUIZ

Number of Questions	Total Possible Points	Points Needed for an "A"	Points Needed for a "B"	Points Needed for a "C"
11	17	15	13	11

Return to Supervisors and Managers Menu to continue to next lesson

Click here to provide feedback for this lesson