

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 Portal Guided Setup - Step 1 of 5: Staff Portal Settings

SAVE

GO TO STEP 2: MATCH STAFF TO USER ID →

| Staff Portal Settings | |
|-----------------------------------|---|
| Staff Session Timeout Limit | <input type="text" value="10 Mins"/> (staff will be logged out automatically after this amount of time without activity) |
| Features | What features do you want to use? ? Attendance <input checked="" type="checkbox"/> Allow Remote Attendance <input type="text" value="Yes"/> Skills/Levels <input checked="" type="checkbox"/> Allow Remote Skills/Levels <input type="text" value="Yes"/> Time Clock <input checked="" type="checkbox"/> Allow Remote Time Clock <input type="text" value="Yes"/> Lesson Plans <input checked="" type="checkbox"/> Allow Remote Lesson Plans <input type="text" value="Yes"/> |
| Family & Student Display Options: | Which information do you want displayed in the staff portal? Age/Gender/Birthdate <input type="checkbox"/> Family Balance <input type="checkbox"/> Or Class Balance (overrides Family Bal) <input type="text" value="No"/> Future Drop Date <input type="checkbox"/> Primary Contact <input checked="" type="checkbox"/> Photo <input checked="" type="checkbox"/> |
| Student List Page | Roll Notes <input checked="" type="checkbox"/> <input type="text" value="Editable"/> Primary Contacts <input checked="" type="checkbox"/> Emergency Contacts <input type="checkbox"/> Family Address <input checked="" type="checkbox"/> Grade Level <input type="checkbox"/> Allergies/Special Needs <input checked="" type="checkbox"/> Medications <input type="checkbox"/> Disabilities <input checked="" type="checkbox"/> Immunization fields <input checked="" type="checkbox"/> |
| Attendance Options: | Can staff save partial attendance? <input checked="" type="radio"/> No, Staff must mark every student as present or absent before saving the attendance page <input type="radio"/> Yes, Staff can enter partial attendance and save the attendance page (some students may not be marked as present or absent) |
| Skill/Level Options: | Skills <input checked="" type="radio"/> Display skills assigned to classes <input type="radio"/> Display skills assigned to students |
| Email Skill/Level Progress | <input checked="" type="radio"/> Never send emails <input type="radio"/> Staff option to send email <input type="radio"/> Automatically send email |

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.

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| <p>Features</p> | <p>Select the Features the staff can use in the Staff Portal. These include Attendance, Skills/Levels, Time Clock, and Lesson Plans.</p> <p>To allow staff to update information for a feature in the Portal when it has been launched remotely, set Allow Remote (<i>feature name</i>) to Yes (the default is No).</p> <p>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 <i>Allow Remote Time Clock</i> to <i>Yes</i>.</p> <p>The Launch the Staff Portal topic covers remote access in more detail.</p> |
| <p>Family & Student Display Options</p> | <p>Select which information should be listed in the Staff Portal about the student.</p> <p>Visit General Staff Portal Settings to learn more about where the family and student information appears in the Staff Portal.</p> |
| <p>Attendance Options</p> | <p>Define whether or not staff can save partial attendance.</p> <p>Visit Settings for Staff Portal Attendance to review all settings related to taking attendance in the Staff Portal.</p> |
| <p>Skill/Level</p> | <p>Define which Skills you want to display in the Staff Portal and how you want to manage emails for student Skill/Level progress.</p> <p>Visit Settings for Staff Portal Skills/Levels to review all settings related to working with Skills/Levels in the Staff Portal.</p> |



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.