

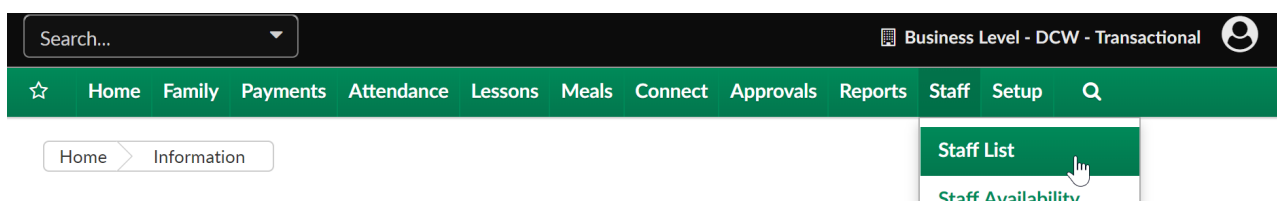
How to authorize staff to see students in the Teacher/Staff portal

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The Staff portal allows staff or teachers the ability to assign staff members or teachers to specific classrooms or categories for semesters.

Staff members can log in using the staff portal, where they can create a small set of reports, record attendance or view directories for the assigned classroom. Staff members do not have access to financial records.

From the main menu select the Staff menu, then select Staff List.



Search for staff by entering criteria in the search area, then press the Search button.

A screenshot of the 'Staff List' search form. At the top, there are breadcrumb links: 'Staff > Staff List'. The form has a blue 'Search' button at the top left. Below it, there are three radio buttons for 'View': 'Active' (selected), 'Inactive', and 'All'. To the right, there is a 'Center' dropdown menu with 'DCW - Transactional' selected. Below these are four input fields: 'Last Name', 'First Name', 'Phone', and 'Employee Id', each with a small icon (person, person, phone, and ID card respectively) to its left. At the bottom right of the form is a green 'Search' button with a magnifying glass icon. A mouse cursor is pointing at this button.

Select the lock icon next to the teachers name in the Teacher/Staff List box.

Teacher/Staff List							
	Teacher/Staff Name	Center	Phone	Email	User Id		
	BoPeep, Little	DCW - Transaction	Home: Cell:	12/30/2016	littlebopeep		
	OfHearts, Queen	DCW - Transaction	Home: Cell:	12/30/2016			
	OfScots, Mary/Queen	DCW -	Home:	12/30/2016			

If the staff has already been authorized to any semesters, categories or classrooms the detail will display in the top box.

Staff -> [Staff List](#) -> Security (Queen OfHearts)

Add New Security Level

Teacher Program List with Active Semesters - Queen, OfHearts - Show All			
Semester	Category	Room/Program	
No data to display			

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Security Level	
Room Number:	<input type="text"/>
Semester:	<input type="text"/>
Category:	-- <input type="text"/>
Classroom:	-- <input type="text"/>
<input type="button" value="SAVE"/>	

To add a new authorization go to the Security Level section and select the combination of semester, category or classroom details, then press save.

If you want a teacher to see all students associated with a certain semester select only the semester.

Security Level

Room Number:

Semester:

Category:

Classroom:

If you want a teacher to be able to see students only in a particular classroom, you would select only the classroom that they should see.

Security Level

Room Number:

Semester:

Category:

Classroom:

You would continue this process until the teacher has access to the students you want them to be able to see.
