



ProgressBook StudentInformation Portal Guide



ProgressBook[®]
StudentInformation

Ohio

ProgressBook StudentInformation Portal Guide

(This document is current for v14.4.0 or later.)

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Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook StudentInformation Portal Guide* have been made.

Product Version	Heading	Page	Reason
14.4.0	Global	N/A	Converted source files to FrameMaker. Updated formatting/structure to match ProgressBook Suite. Rewrote topics using procedural steps.

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StudentInformation Portal

StudentInformation provides a portal (known in the application as the **Home** screen) where you can manage information you want to deliver to your users. This is the first screen users see when they sign in to the application. You can customize the content users see based on their specific school and/or district and their security settings.

Understand the Home Screen

You can manage content on the following areas of the **Home** screen:

- **Quick Links** – See [“Manage Quick Links.”](#)
- **Enrollment Alerts** – See [“Manage Enrollment Alerts.”](#)
- **Headlines** – See [“Manage Headlines.”](#)
- **Documents** – See [“Manage Documents.”](#)
- **Announcements** – See [“Manage Announcements.”](#)
- **Upcoming Events** – See [“Manage Events.”](#)

Note: You can determine the best location for the information you post. For example, a school bake sale could be an announcement or an upcoming event, while the results of the bake sale could be a headline.

The screenshot shows the StudentInformation Home Screen with a blue header bar containing navigation links: Home, Advanced Search, Feedback, Mgmt, Help, Version, and Print. The main content area is divided into several sections:

- Quick Links:** DALTON HIGH SCHOOL (Welcome Back), TCCSA ITC (Daily Absence List, Register For TCCSA Classes, HelpDesk Log On).
- Enrollment Alerts:** A table with columns School, Student, Alert Type, and Start Date.

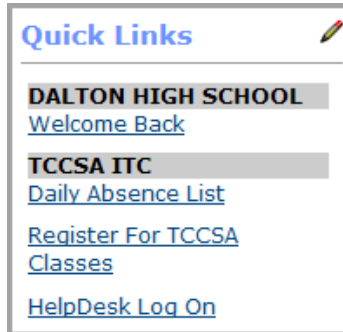
School	Student	Alert Type	Start Date
ASHLAND MIDDLE SCHOOL	COOK, PHYLLIS	Pending Enrollment	Feb 01, 2012
MONTGOMERY ELEMENTARY SCHOOL	BENNETT, ANDREW	Pending Enrollment	Mar 22, 2012
- Headlines!:** TCCSA ITC. For a tutorial on the use of the Help Desk system click here ---- [HelpDesk Tutorials](#).
- Documents:** A table with columns Title, School, Area, and Last Updated.

Title	School	Area	Last Updated
13/14 - Scheduling Check List - High and Middle School	TCCSA ITC		Jan 07, 2013
13/14 School Year Initialization Survey	TCCSA ITC		Nov 16, 2012
How to Finalize Your Schedule for the 13/14 School Year	TCCSA ITC		Jun 12, 2013
Manual Course History	TCCSA ITC		Feb 02, 2010
Testing Data - how to retrieve and load into DASL	TCCSA ITC		Aug 01, 2011
Transfer JVS Students for new year of 13/14	TCCSA ITC		Apr 01, 2013
Year End Checklist - Elementary schools	TCCSA ITC		Apr 25, 2011
Year-End Checklist - High and Middle Schools	TCCSA ITC		Apr 25, 2011
- Announcements:** DALTON HIGH SCHOOL. **NEW! High School Sports Update**. See what's happening in area athletics, and check out the write-up on our own students! [read more...](#)
- Upcoming Events:** DALTON HIGH SCHOOL. **NEW! Book Sale**. Dec 10; 8:00-Noon; Library. Sale of old books, magazines and DVDs.

StudentInformation Home Screen

Manage Quick Links


The **Quick Links** section lets you enter web links to help your users perform their daily tasks.

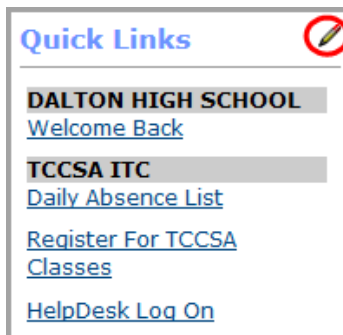


Quick Links Section of Home Screen

- To add a quick link, see [“Add Quick Links.”](#)
- To edit a quick link, see [“Edit Quick Links.”](#)
- To delete a quick link, see [“Delete Quick Links.”](#)

Add Quick Links

1. In the **Quick Links** area of the **Home** screen, click .



Add Quick Link

The **Manage Portal Links** screen displays.

2. Click **Add Link**.

		Title	Url	Mobile Url	Description	View Order
X	/	Welcome Back	Have a Great Fall			1
X	/	Daily Absence List	https://dasl.tccsa.net/DASL-Live/SIS/Attendance/DailyAbsenceList.aspx			1
X	/	Register For TCCSA Classes	http://event.tccsa.net/			2
X	/	HelpDesk Log On	https://helpdesk.usd.oecn.k12.oh.us/CAISD/PDMWEB.EXE	Hughett 8/16	Send Questions/Concerns	3

Manage Portal Links Screen

The add-edit version of the screen displays.

- In the **Title** field, enter a title for the link as you want it to appear in the **Quick Links** area.
- In the **Url** field, enter the URL (website address) of the web page to which you are linking, using the full http:// format, such as <http://www.ode.state.oh.us>

Note: If you are creating a link to another StudentInformation screen, you can use a relative link, replacing the location of the StudentInformation application with a tilde (~), as shown in the following example. This ensures the link remains valid, even if the StudentInformation application's location changes.

Full link:

<http://dasl.noacsc.org/StudentInformation/SIS/Attendance/DailyAbsenceByHomerom.aspx>

Relative link:

<~/SIS/Attendance/DailyAbsenceByHomerom.aspx>

Note: The **Mobile Url** field is not functional at this time.

- Optional: To display a tool tip when you hover over the quick link, in the **Description** field, enter more detailed information about the site.
- In the **View Order** field, enter a number to indicate the display order of this specific link relative to the other quick links.
- In the **Administrative School** drop-down list, select which school building (or district) should have administrative rights to maintain and update the quick link.
- In the **Intended Audience** drop-down lists, select which school and user group can view the quick link, or select the whole district and all groups.
- Click **Add Combination**.

The school/group combination displays in a table.

- Optional: To add another school/user group combination, repeat [step 8](#) through [step 9](#).
- Click **Save**. Or, to continue adding links, click **Save and New**.

Manage Portal Links
From this screen, you can display, add, change and delete data pertaining to portal link records.

Title: Ohio Department of Education

Url: http://www.ode.state.oh.us

Mobile Url:

Description:

View Order: 4

Administrative School: TCCSA ITC

Intended Audience: TCCSA ITC All

	School	Group
X	TCCSA ITC	All

Set Up New Quick Link

A confirmation message displays, and the new link displays in the list.

12. Optional: To preview the link on the **Home** screen, click **View Portal Page**.

Manage Portal Links
From this screen, you can display, add, change and delete data pertaining to portal link records.

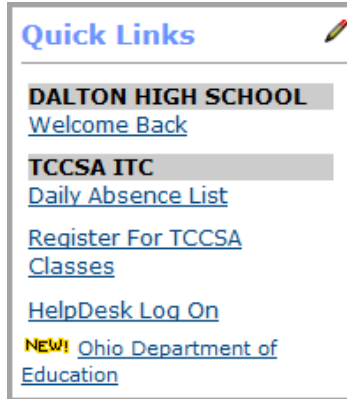
The Link was saved successfully

		Title	Url	Mobile Url	Description	View Order
X	/	Welcome Back	Have a Great Fall			1
X	/	Daily Absence List	https://dasl.tccsa.net/DASL-Live/SIS/Attendance/DailyAbsenceList.aspx			1
X	/	Ohio Department of Education	http://www.ode.state.oh.us			4
X	/	Register For TCCSA Classes	http://event.tccsa.net/			2
X	/	HelpDesk Log On	https://helpdesk.usd.oecn.k12.oh.us/CAISD/PDMWEB.EXE	Hughett 8/16	Send Questions/Concerns	3

Confirmation of Added Link


The link displays in the **Quick Links** area in the order you selected with a **NEW!** icon.

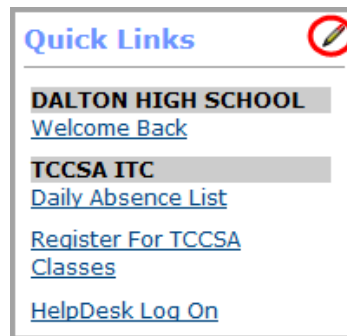
Note: The **NEW!** icon continues to display for three days.



New Quick Link

Edit Quick Links











1. In the **Quick Links** area of the **Home** screen, click .



Edit Quick Link

The **Manage Portal Links** screen displays.

2. In the row of the link you want to edit, click .

Home						
Manage Portal Links						
From this screen, you can display, add, change and delete data pertaining to portal link records.						
Add Link		View Portal Page				
		Title	Url	Mobile Url	Description	View Order
		Welcome Back	Have a Great Fall			1
		Daily Absence List	https://dasl.tccsa.net/DASL-Live/SIS/Attendance/DailyAbsenceList.aspx			1
		Ohio Department of Education	http://www.ode.state.oh.us			4
		Register For TCCSA Classes	http://event.tccsa.net/			2
		HelpDesk Log On	https://helpdesk.usd.oecn.k12.oh.us/CAISD/PDMWEB.EXE	Hughett 8/16	Send Questions/Concerns	3

Manage Portal Links Screen

The add-edit version of the screen displays.

3. Make any desired changes, and click **Save**.

Note: For more information about the fields on this screen, see “Add Quick Links.”

Manage Portal Links
From this screen, you can display, add, change and delete data pertaining to portal link records.

Title: Ohio Department of Education

Url: http://www.ode.state.oh.us

Mobile Url:

Description:

View Order: 4

Administrative School: TCCSA ITC

Intended Audience: TCCSA ITC All Add Combination

School	Group
X TCCSA ITC	All

Save Cancel

Edit Link

A confirmation message displays.

- Optional: To preview the link on the **Home** screen, click **View Portal Page**.

Manage Portal Links
From this screen, you can display, add, change and delete data pertaining to portal link records.

The Link was saved successfully

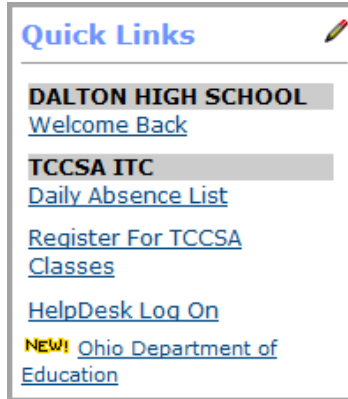
Add Link View Portal Page

		Title	Url	Mobile Url	Description	View Order
X	/	Welcome Back	Have a Great Fall			1
X	/	Daily Absence List	https://dasl.tccsa.net/DASL-Live/SIS/Attendance/DailyAbsenceList.aspx			1
X	/	Ohio Department of Education	http://www.ode.state.oh.us			4
X	/	Register For TCCSA Classes	http://event.tccsa.net/			2
X	/	HelpDesk Log On	https://helpdesk.usd.oecn.k12.oh.us/CAISD/PDMWEB.EXE	Hughett 8/16	Send Questions/Concerns	3

Confirmation of Updated Link


The updated link displays in the **Quick Links** area in the order you selected with a **NEW!** icon.

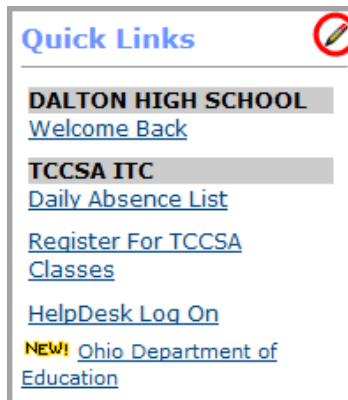
Note: The **NEW!** icon continues to display for three days.



Updated Quick Link


Delete Quick Links











1. In the **Quick Links** area of the **Home** screen, click .



Delete Quick Link

The **Manage Portal Links** screen displays.

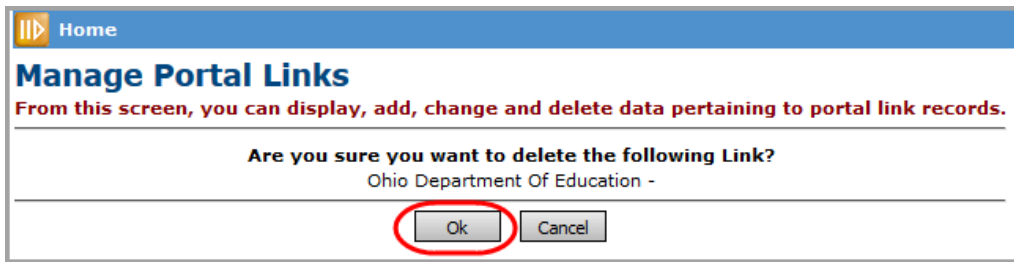
2. In the row of the link you want to delete, click .

Home						
Manage Portal Links						
From this screen, you can display, add, change and delete data pertaining to portal link records.						
Add Link		View Portal Page				
		Title	Url	Mobile Url	Description	View Order
		Welcome Back	Have a Great Fall			1
		Daily Absence List	https://dasl.tccsa.net/DASL-Live/SIS/Attendance/DailyAbsenceList.aspx			1
		Ohio Department of Education	http://www.ode.state.oh.us			4
		Register For TCCSA Classes	http://event.tccsa.net/			2
		HelpDesk Log On	https://helpdesk.usd.oecn.k12.oh.us/CAISD/PDMWEB.EXE	Hughett 8/16	Send Questions/Concerns	3

Manage Portal Links Screen

A message displays, asking if you are sure you want to delete the link.

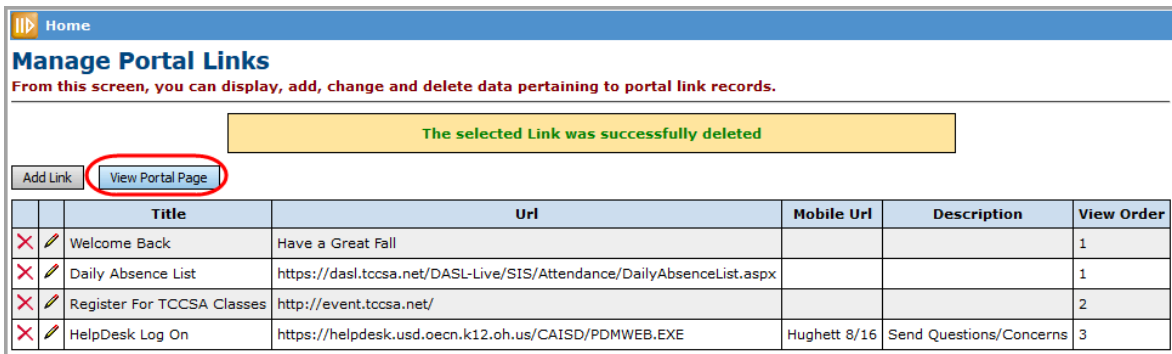
3. Click **Ok**.



Confirm Delete

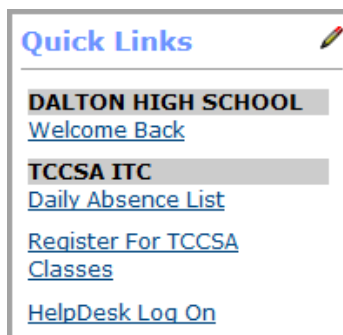
A confirmation message displays, and the link no longer appears in the list.

4. Optional: To see that the link no longer displays on the **Home** screen, click **View Portal Page**.



Confirmation of Deleted Link

The link no longer displays in the **Quick Links** area.



Quick Link Deleted

Manage Enrollment Alerts

The **Enrollment Alerts** area of the **Home** screen displays any pending enrollments or withdrawals that require your attention.

- To handle alerts related to pending enrollments, see [“Manage Pending Enrollments.”](#)
- To handle alerts related to pending withdrawals, see [“Manage Pending Withdrawals.”](#)



Manage Pending Enrollments

Pending enrollment alerts only display for students who withdrew from another building in your school district and are enrolling in your building. They do not display for students transferring from another district. The following events trigger pending enrollment alerts:

- A student already enrolled in the district has an enrollment track assignment to attend your building this year.
- Another school in your district withdrew the student and set your building as the “withdraw to” school.

You can choose to enroll the student or remove the student from the list as follows:

1. In the **Enrollment Alerts** area of the **Home** screen, in the row of the student you want to enroll or remove, click .

Enrollment Alerts				
	School	Student	Alert Type	Start Date
	ASHLAND MIDDLE SCHOOL	COOK, PHYLLIS	Pending Enrollment	Feb 01, 2012
NEW 	MONTGOMERY ELEMENTARY SCHOOL	BENNETT, ANDREW	Pending Enrollment	Mar 22, 2012

Enrollment Alerts

The **Manage Portal Enrollment Alerts** screen displays.

2. Review the information, and perform one of the following actions:
 - To accept this pending enrollment, click **Enroll**. The **Student Registration Wizard** opens, and you can proceed to enroll the student.
 - To decline this pending enrollment and remove this enrollment alert, click **Remove**. (To return to the portal, click **View Portal Page**.)

Home » Extra System Permissions » SIS » Enrollment Alerts

Manage Portal Enrollment Alerts

From this screen, you can display, add, change and delete data pertaining to portal enrollment alert records.

Alert Type: Pending Enrollment

Student: BENNETT, ANDREW

Student Number: 800047

Acting School: EDISON ELEMENTARY SCHOOL

Start Date: 3/22/2012

Comments:

Enroll Remove View Portal Page


Manage Pending Enrollments


Manage Pending Withdrawals

The following events trigger pending withdrawal alerts:

- The previous school (within your district) withdrew the student and set a future withdrawal date.
- A student was cross-enrolled in multiple buildings within your district for the same school year, and one of the other buildings withdrew the student.
- A student was enrolled in the previous school year and the current school year, and you (or another school) withdrew the student from the previous school year.

You can choose to withdraw the student or remove the student from the list as follows:

1. In the **Enrollment Alerts** area of the **Home** screen, in the row of the student you want to withdraw or remove, click .

Enrollment Alerts				
	School	Student	Alert Type	Start Date
NEW! 	ASHLAND HIGH SCHOOL	AGUIRRE, PEARL	Pending Withdraw	Apr 18, 2012

Withdrawal Alerts

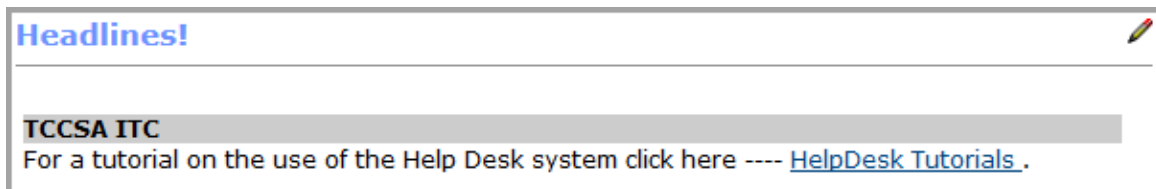
The **Manage Portal Enrollment Alerts** screen displays.

2. Review the information, and perform one of the following actions:
 - To accept this pending withdrawal, click **Withdraw**. The **Withdraw Student** screen opens, and you can proceed to withdraw the student.
 - To decline this pending withdrawal and remove this withdrawal alert, click **Remove**. (To return to the portal, click **View Portal Page**.)

Manage Pending Withdrawals

Manage Headlines


In the **Headlines** section of the **Home** screen, you can enter important headlines and messages for your users.

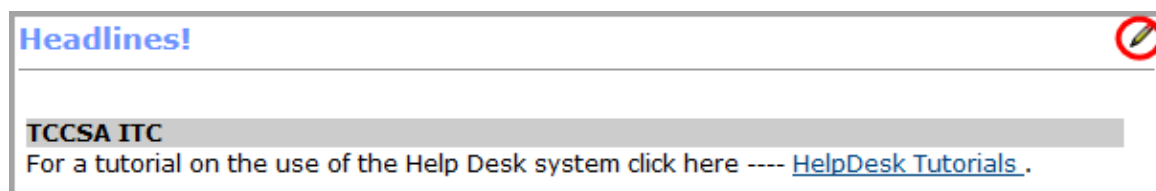


Headlines Section of Home Screen

- To add a headline, see [“Add Headlines.”](#)
- To edit a headline, see [“Edit Headlines.”](#)
- To delete a headline, see [“Delete Headlines.”](#)

Add Headlines

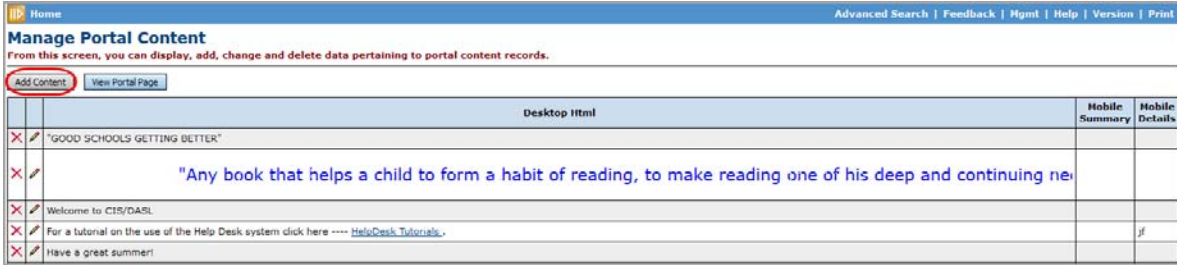
1. In the **Headlines** area of the **Home** screen, click .



Add Headline

The **Manage Portal Content** screen displays.

2. Click **Add Content**.



Manage Portal Content Screen

The add-edit version of the screen displays.

3. In the **Desktop Html Content** field, enter the text that you want to display in the headline. You can use plain text and/or HTML (Hypertext Markup Language) to display the headline in different colors and sizes.

Note: Following are a few helpful HTML tags. To learn more about HTML, go to: <http://www.w3schools.com/html/default.asp>

HTML Tag	Purpose
<h1>your text here</h1>	Heading1 – enlarges text
 	Line break
<hr>	Create horizontal line
<center>your text here</center>	Center text
<style="color:blue">	Color

Note: The **Mobile Summary** and **Mobile Details** fields are not functional at this time.

4. In the **Administrative School** drop-down list, select which school building (or district) should have administrative rights to maintain and update the headline.
5. In the **Intended Audience** drop-down lists, select which school and user group can view the headline, or select the whole district and all groups.
6. Click **Add Combination**.

The school/group combination displays in a table.

7. Optional: To add another school/user group combination, repeat [step 5](#) through [step 6](#).
8. Click **Save**. Or, to continue adding headlines, click **Save and New**.

Manage Portal Content
From this screen, you can display, add, change and delete data pertaining to portal content records.

Desktop Html Content: Welcome to Dalton Elementary

Mobile Summary:

Mobile Details:

Administrative School: DALTON ELEMENTARY

Intended Audience: TCCSA ITC Secretary [Add Combination](#)

	School	Group
X	TCCSA ITC	Principal
X	TCCSA ITC	Secretary

Save **Save and New** **Cancel**

Set Up New Headline

A confirmation message displays, and the new headline displays in the list.

- Optional: To preview the headline on the **Home** screen, click **View Portal Page**.

Manage Portal Content
From this screen, you can display, add, change and delete data pertaining to portal content records.

The Content was saved successfully

[Add Content](#) [View Portal Page](#)

	Desktop Html	Mobile Summary	Mobile Details
X	"GOOD SCHOOLS GETTING BETTER"		
X	"Any book that helps a child to form a habit of reading, to make reading one"		
X	Welcome to CIS/DASL		
X	For a tutorial on the use of the Help Desk system click here ---- HelpDesk Tutorials		if
X	Have a great summer!		
X	Welcome to Dalton Elementary		

Confirmation of Added Headline

The headline displays in the **Headlines** area with a **NEW!** icon.

Note: The **NEW!** icon continues to display for three days.


Headlines!

DALTON ELEMENTARY
NEW! Welcome to Dalton Elementary

TCCSA ITC
 For a tutorial on the use of the Help Desk system click here ---- [HelpDesk Tutorials](#) .

New Headline

Edit Headlines

1. In the **Headlines** area of the **Home** screen, click  .

Headlines!

DALTON ELEMENTARY
NEW! Welcome to Dalton Elementary

TCCSA ITC
 For a tutorial on the use of the Help Desk system click here ---- [HelpDesk Tutorials](#) .

Edit Headline

The **Manage Portal Content** screen displays.

2. In the row of the headline you want to edit, click  .

		Desktop Html	Mobile Summary	Mobile Details
		"GOOD SCHOOLS GETTING BETTER"		
		"Any book that helps a child to form a habit of reading, to mak		
		Welcome to CIS/DASL		
		For a tutorial on the use of the Help Desk system click here ---- HelpDesk Tutorials .		jf
		Have a great summer!		
		Welcome to Dalton Elementary		

Manage Portal Content Screen

The add-edit version of the screen displays.

3. Make any desired changes, and click **Save**.

Note: For more information about the fields on this screen, see ["Add Headlines."](#)

Manage Portal Content
From this screen, you can display, add, change and delete data pertaining to portal content records.

Desktop Html Content: Welcome to Dalton Elementary

Mobile Summary:

Mobile Details:

Administrative School: DALTON ELEMENTARY

Intended Audience: TCCSA ITC Secretary

	School	Group
X	TCCSA ITC	Principal
X	TCCSA ITC	Secretary

Edit Headline

A confirmation message displays.

- Optional: To preview the headline on the **Home** screen, click **View Portal Page**.

Manage Portal Content
From this screen, you can display, add, change and delete data pertaining to portal content records.

The Content was saved successfully

	Desktop Html	Mobile Summary	Mobile Details
X	"GOOD SCHOOLS GETTING BETTER"		
X	"Any book that helps a child to form a habit of reading, to make reading one		
X	Welcome to CIS/DASL		
X	For a tutorial on the use of the Help Desk system click here ---- HelpDesk Tutorials		if
X	Have a great summer!		
X	Welcome to Dalton Elementary		

Confirmation of Updated Headline

The updated headline displays in the **Headlines** area with a **NEW!** icon.

Note: The **NEW!** icon continues to display for three days.

Headlines!

DALTON ELEMENTARY
NEW! Welcome to Dalton Elementary

TCCSA ITC
 For a tutorial on the use of the Help Desk system click here ---- [HelpDesk Tutorials](#) .

Updated Headline

Delete Headlines

1. In the **Headlines** area of the **Home** screen, click .

Headlines!

DALTON ELEMENTARY
NEW! Welcome to Dalton Elementary

TCCSA ITC
 For a tutorial on the use of the Help Desk system click here ---- [HelpDesk Tutorials](#) .

Edit Headline

The **Manage Portal Content** screen displays.

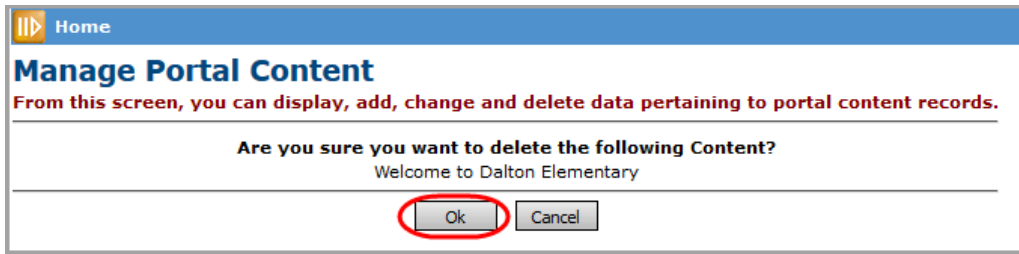
2. In the row of the headline you want to delete, click .

Home		Advanced Search Feedback Mgmt Help Version Print		
Manage Portal Content				
From this screen, you can display, add, change and delete data pertaining to portal content records.				
Add Content		View Portal Page		
		Desktop Html	Mobile Summary	Mobile Details
		"GOOD SCHOOLS GETTING BETTER"		
		"Any book that helps a child to form a habit of reading, to mak		
		Welcome to CIS/DASL		
		For a tutorial on the use of the Help Desk system click here ---- HelpDesk Tutorials .		jf
		Have a great summer!		
		Welcome to Dalton Elementary		

Manage Portal Content Screen

A message displays, asking if you are sure you want to delete the headline.

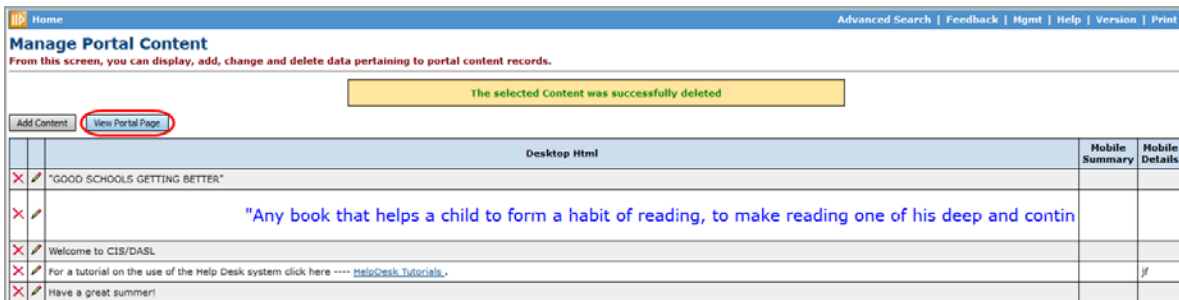
3. Click **Ok**.



Confirm Delete

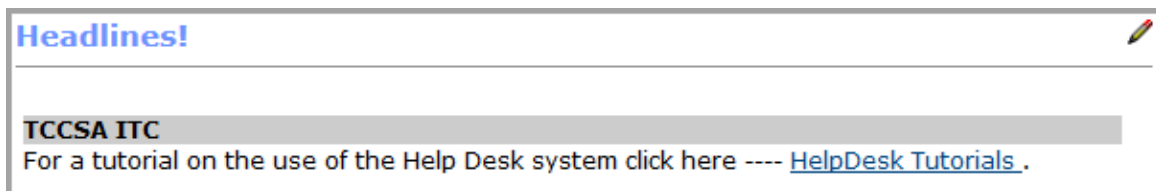
A confirmation message displays, and the headline no longer appears in the list.

- Optional: To see that the headline no longer displays on the **Home** screen, click **View Portal Page**.



Confirmation of Deleted Headline


The headline no longer displays in the **Headlines** area.



Headline Deleted

Manage Documents


In the **Documents** section of the **Home** screen, you can upload or link documents for your users.


Documents 			
Title	School	Area	Last Updated
13/14 - Scheduling Check List - High and Middle School	TCCSA ITC		Jan 07, 2013
13/14 School Year Initialization Survey	TCCSA ITC		Nov 16, 2012
How to Finalize Your Schedule for the 13/14 School Year	TCCSA ITC		Jun 12, 2013
Manual Course History	TCCSA ITC		Feb 02, 2010
Testing Data - how to retrieve and load into DASL	TCCSA ITC		Aug 01, 2011
Transfer JVS Students for new year of 13/14	TCCSA ITC		Apr 01, 2013
Year End Checklist - Elementary schools	TCCSA ITC		Apr 25, 2011
Year-End Checklist - High and Middle Schools	TCCSA ITC		Apr 25, 2011

Documents Section of Home Screen

- To add a document, see [“Add Documents.”](#)
- To edit a document, see [“Edit Documents.”](#)
- To delete a document, see [“Delete Documents.”](#)

Add Documents

1. In the **Documents** area of the **Home** screen, click .

Documents 			
Title	School	Area	Last Updated
13/14 - Scheduling Check List - High and Middle School	TCCSA ITC		Jan 07, 2013
13/14 School Year Initialization Survey	TCCSA ITC		Nov 16, 2012
How to Finalize Your Schedule for the 13/14 School Year	TCCSA ITC		Jun 12, 2013
Manual Course History	TCCSA ITC		Feb 02, 2010
Testing Data - how to retrieve and load into DASL	TCCSA ITC		Aug 01, 2011
Transfer JVS Students for new year of 13/14	TCCSA ITC		Apr 01, 2013
Year End Checklist - Elementary schools	TCCSA ITC		Apr 25, 2011
Year-End Checklist - High and Middle Schools	TCCSA ITC		Apr 25, 2011

Add Document

The **Manage Portal Documents** screen displays.

2. Click **Add Document**.

		Name	Category	Date Added	School
X	/	How to Finalize Your Schedule for the 13/14 School Year		Jun 12, 2013	TCCSA ITC
X	/	Manual Course History		Feb 02, 2010	TCCSA ITC
X	/	13/14 - Scheduling Check List - High and Middle School		Jan 07, 2013	TCCSA ITC
X	/	Year-End Checklist - High and Middle Schools		Apr 25, 2011	TCCSA ITC
X	/	Year End Checklist - Elementary schools		Apr 25, 2011	TCCSA ITC
X	/	Transfer JVS Students for new year of 13/14		Apr 01, 2013	TCCSA ITC
X	/	Testing Data - how to retrieve and load into DASL		Aug 01, 2011	TCCSA ITC

Manage Portal Documents Screen

The add-edit version of the screen displays.

- In the **Name** field, enter a name for the document.
- Optional: In the **Category** field, enter a category for this document.

Note: You can use categories to separate documents by subject area, user, etc.

- Decide whether you want to provide a link to a document on the web or physically upload the document to the StudentInformation website:
 - To link to the web, in the **URL to Browse** field, enter the full URL (web address) of the document, including **http://**
 - To upload a document, in the **Upload to Web Server** area, click **Browse**, and navigate to and select the file.

Note: For security reasons, there is a maximum document upload size for StudentInformation and the .NET framework. If your document exceeds that size, an error occurs. Your ITC can adjust this size (the default maximum size is 4MB), but only after hours. This is because changing the size limit requires a config file change and server reboot. As a workaround, you can upload a small placeholder document that the ITC staff can replace with the larger document per the location in the DASL.config file.

Note: To remove the file, click **Clear**.

- In the **Administrative School** drop-down list, select which school building (or district) should have administrative rights to maintain and update the document.
- In the **Intended Audience** drop-down lists, select which school and user group can view the document, or select the whole district and all groups.
- Click **Add Combination**.

The school/group combination displays in a table.

- Optional: To add another school/user group combination, repeat [step 7](#) through [step 8](#).

10. Click **Save**. Or, to continue adding documents, click **Save and New**.

Manage Portal Documents
From this screen, you can display, add, change and delete data pertaining to portal document records.

Name: Student Activity Form ✎
 Category:
 URL to Browse:
 - or -
 Upload to Web Server: Browse... No file selected. Clear Student Activity Purpose.xls is uploaded
 Administrative School: TCCSA ITC
 Intended Audience: TCCSA ITC All Add Combination

School	Group
X TCCSA ITC	All

Save Save and New Cancel

Add New Document

A confirmation message displays, and the new document displays in the list.

11. Optional: To preview the document link on the **Home** screen, click **View Portal Page**.

Manage Portal Documents
From this screen, you can display, add, change and delete data pertaining to portal document records.

The Document was saved successfully


Add Document View Portal Page

	Name	Category	Date Added	School
X ✎	Student Activity Form		Mar 11, 2014	TCCSA ITC
X ✎	How to Finalize Your Schedule for the 13/14 School Year		Jun 12, 2013	TCCSA ITC
X ✎	Manual Course History		Feb 02, 2010	TCCSA ITC
X ✎	13/14 - Scheduling Check List - High and Middle School		Jan 07, 2013	TCCSA ITC
X ✎	Year-End Checklist - High and Middle Schools		Apr 25, 2011	TCCSA ITC
X ✎	Year End Checklist - Elementary schools		Apr 25, 2011	TCCSA ITC
X ✎	Transfer JVS Students for new year of 13/14		Apr 01, 2013	TCCSA ITC
X ✎	Testing Data - how to retrieve and load into DASL		Aug 01, 2011	TCCSA ITC

Confirmation of Added Document


The document link displays in the **Documents** area with a **NEW!** icon. Documents display sorted by administrative school and then by document name.


Note: The **NEW!** icon continues to display for three days.

Documents 			
Title	School	Area	Last Updated
13/14 - Scheduling Check List - High and Middle School	TCCSA ITC		Jan 07, 2013
13/14 School Year Initialization Survey	TCCSA ITC		Nov 16, 2012
How to Finalize Your Schedule for the 13/14 School Year	TCCSA ITC		Jun 12, 2013
Manual Course History	TCCSA ITC		Feb 02, 2010
NEW! Student Activity Form	TCCSA ITC		Mar 11, 2014
Testing Data - how to retrieve and load into DASL	TCCSA ITC		Aug 01, 2011
Transfer JVS Students for new year of 13/14	TCCSA ITC		Apr 01, 2013
Year End Checklist - Elementary schools	TCCSA ITC		Apr 25, 2011
Year-End Checklist - High and Middle Schools	TCCSA ITC		Apr 25, 2011

New Document

Edit Documents

1. In the **Documents** area of the **Home** screen, click .









Documents 			
Title	School	Area	Last Updated
13/14 - Scheduling Check List - High and Middle School	TCCSA ITC		Jan 07, 2013
13/14 School Year Initialization Survey	TCCSA ITC		Nov 16, 2012
How to Finalize Your Schedule for the 13/14 School Year	TCCSA ITC		Jun 12, 2013
Manual Course History	TCCSA ITC		Feb 02, 2010
NEW! Student Activity Form	TCCSA ITC		Mar 11, 2014
Testing Data - how to retrieve and load into DASL	TCCSA ITC		Aug 01, 2011
Transfer JVS Students for new year of 13/14	TCCSA ITC		Apr 01, 2013
Year End Checklist - Elementary schools	TCCSA ITC		Apr 25, 2011
Year-End Checklist - High and Middle Schools	TCCSA ITC		Apr 25, 2011

Edit Document

The **Manage Portal Documents** screen displays.

2. In the row of the document you want to edit, click .

The screenshot shows the 'Manage Portal Documents' interface. At the top, there is a 'Home' button and a title 'Manage Portal Documents'. Below the title is a red instruction: 'From this screen, you can display, add, change and delete data pertaining to portal document records.' There are two buttons: 'Add Document' and 'View Portal Page'. Below these is a table with columns: Name, Category, Date Added, and School. The table contains eight rows of document records. The first row, 'Student Activity Form', has a red circle around its edit icon (a pencil).

	Name	Category	Date Added	School
X 	Student Activity Form		Mar 11, 2014	TCCSA ITC
X 	How to Finalize Your Schedule for the 13/14 School Year		Jun 12, 2013	TCCSA ITC
X 	Manual Course History		Feb 02, 2010	TCCSA ITC
X 	13/14 - Scheduling Check List - High and Middle School		Jan 07, 2013	TCCSA ITC
X 	Year-End Checklist - High and Middle Schools		Apr 25, 2011	TCCSA ITC
X 	Year End Checklist - Elementary schools		Apr 25, 2011	TCCSA ITC
X 	Transfer JVS Students for new year of 13/14		Apr 01, 2013	TCCSA ITC
X 	Testing Data - how to retrieve and load into DASL		Aug 01, 2011	TCCSA ITC

Manage Portal Documents Screen

The add-edit version of the screen displays.

3. Make any desired changes, and click **Save**.

Note: For more information about the fields on this screen, see [“Add Documents.”](#)

The screenshot shows the 'Edit Document' form. It has a 'Home' button and the title 'Manage Portal Documents'. Below the title is the same red instruction as the previous screen. The form fields are: 'Name' (text box with 'Student Activity Form'), 'Category' (text box), 'URL to Browse' (text box), '- or -', 'Upload to Web Server' (with 'Browse...' button, 'No file selected.', 'Clear' button, and 'Student Activity Purpose.xls is uploaded'), 'Administrative School' (dropdown menu with 'TCCSA ITC'), 'Intended Audience' (dropdown menu with 'TCCSA ITC' and 'All', and an 'Add Combination' button). Below these is a small table with columns 'School' and 'Group', containing one row: 'TCCSA ITC' and 'All'. At the bottom, there are 'Save' and 'Cancel' buttons. The 'Save' button is circled in red.

Edit Document

A confirmation message displays.

4. Optional: To preview the document link on the **Home** screen, click **View Portal Page**.

Home

Manage Portal Documents

From this screen, you can display, add, change and delete data pertaining to portal document records.

The Document was saved successfully

Add Document **View Portal Page**

		Name	Category	Date Added	School
X		Student Activity Form		Mar 11, 2014	TCCSA ITC
X		How to Finalize Your Schedule for the 13/14 School Year		Jun 12, 2013	TCCSA ITC
X		Manual Course History		Feb 02, 2010	TCCSA ITC
X		13/14 - Scheduling Check List - High and Middle School		Jan 07, 2013	TCCSA ITC
X		Year-End Checklist - High and Middle Schools		Apr 25, 2011	TCCSA ITC
X		Year End Checklist - Elementary schools		Apr 25, 2011	TCCSA ITC
X		Transfer JVS Students for new year of 13/14		Apr 01, 2013	TCCSA ITC
X		Testing Data - how to retrieve and load into DASL		Aug 01, 2011	TCCSA ITC

Confirmation of Updated Document

The link to the updated document displays in the **Documents** area with a **NEW!** icon.

Note: The **NEW!** icon continues to display for three days.


Documents

Title	School	Area	Last Updated
13/14 - Scheduling Check List - High and Middle School	TCCSA ITC		Jan 07, 2013
13/14 School Year Initialization Survey	TCCSA ITC		Nov 16, 2012
How to Finalize Your Schedule for the 13/14 School Year	TCCSA ITC		Jun 12, 2013
Manual Course History	TCCSA ITC		Feb 02, 2010
NEW! Student Activity Form	TCCSA ITC		Mar 11, 2014
Testing Data - how to retrieve and load into DASL	TCCSA ITC		Aug 01, 2011
Transfer JVS Students for new year of 13/14	TCCSA ITC		Apr 01, 2013
Year End Checklist - Elementary schools	TCCSA ITC		Apr 25, 2011
Year-End Checklist - High and Middle Schools	TCCSA ITC		Apr 25, 2011

Updated Document

Delete Documents


1. In the **Documents** area of the **Home** screen, click .


Documents 

Title	School	Area	Last Updated
13/14 - Scheduling Check List - High and Middle School	TCCSA ITC		Jan 07, 2013
13/14 School Year Initialization Survey	TCCSA ITC		Nov 16, 2012
How to Finalize Your Schedule for the 13/14 School Year	TCCSA ITC		Jun 12, 2013
Manual Course History	TCCSA ITC		Feb 02, 2010
NEW! Student Activity Form	TCCSA ITC		Mar 11, 2014
Testing Data - how to retrieve and load into DASL	TCCSA ITC		Aug 01, 2011
Transfer JVS Students for new year of 13/14	TCCSA ITC		Apr 01, 2013
Year End Checklist - Elementary schools	TCCSA ITC		Apr 25, 2011
Year-End Checklist - High and Middle Schools	TCCSA ITC		Apr 25, 2011

Delete Document

















The **Manage Portal Documents** screen displays.

- In the row of the document you want to delete, click .

 Home

Manage Portal Documents

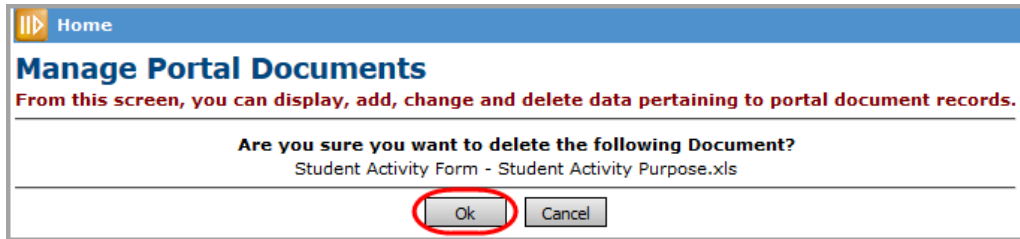
From this screen, you can display, add, change and delete data pertaining to portal document records.

		Name	Category	Date Added	School
		Student Activity Form		Mar 11, 2014	TCCSA ITC
		How to Finalize Your Schedule for the 13/14 School Year		Jun 12, 2013	TCCSA ITC
		Manual Course History		Feb 02, 2010	TCCSA ITC
		13/14 - Scheduling Check List - High and Middle School		Jan 07, 2013	TCCSA ITC
		Year-End Checklist - High and Middle Schools		Apr 25, 2011	TCCSA ITC
		Year End Checklist - Elementary schools		Apr 25, 2011	TCCSA ITC
		Transfer JVS Students for new year of 13/14		Apr 01, 2013	TCCSA ITC
		Testing Data - how to retrieve and load into DASL		Aug 01, 2011	TCCSA ITC

Manage Portal Documents Screen

A message displays, asking if you are sure you want to delete the document.

- Click **Ok**.



Confirm Delete

A confirmation message displays, and the document no longer appears in the list.

- Optional: To see that the document no longer displays on the **Home** screen, click **View Portal Page**.

Home

Manage Portal Documents

From this screen, you can display, add, change and delete data pertaining to portal document records.


The selected Document was successfully deleted

Add Document View Portal Page

		Name	Category	Date Added	School
X		How to Finalize Your Schedule for the 13/14 School Year		Jun 12, 2013	TCCSA ITC
X		Manual Course History		Feb 02, 2010	TCCSA ITC
X		13/14 - Scheduling Check List - High and Middle School		Jan 07, 2013	TCCSA ITC
X		Year-End Checklist - High and Middle Schools		Apr 25, 2011	TCCSA ITC
X		Year End Checklist - Elementary schools		Apr 25, 2011	TCCSA ITC
X		Transfer JVS Students for new year of 13/14		Apr 01, 2013	TCCSA ITC
X		Testing Data - how to retrieve and load into DASL		Aug 01, 2011	TCCSA ITC

Confirmation of Deleted Document

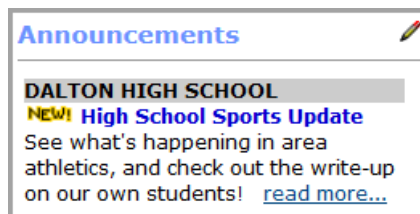
The document link no longer displays in the **Document** area.

Documents 			
Title	School	Area	Last Updated
13/14 - Scheduling Check List - High and Middle School	TCCSA ITC		Jan 07, 2013
13/14 School Year Initialization Survey	TCCSA ITC		Nov 16, 2012
How to Finalize Your Schedule for the 13/14 School Year	TCCSA ITC		Jun 12, 2013
Manual Course History	TCCSA ITC		Feb 02, 2010
Testing Data - how to retrieve and load into DASL	TCCSA ITC		Aug 01, 2011
Transfer JVS Students for new year of 13/14	TCCSA ITC		Apr 01, 2013
Year End Checklist - Elementary schools	TCCSA ITC		Apr 25, 2011
Year-End Checklist - High and Middle Schools	TCCSA ITC		Apr 25, 2011

Document Deleted

Manage Announcements

In the **Announcements** section of the **Home** screen, you can post time-sensitive announcements for your users.

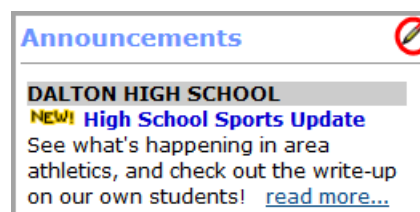


Announcements Section of Home Screen

- To add an announcement, see [“Add Announcements.”](#)
- To edit an announcement, see [“Edit Announcements.”](#)
- To delete an announcement, see [“Delete Announcements.”](#)

Add Announcements

1. In the **Announcements** area of the **Home** screen, click  .



Add Announcement

The **Manage Portal Announcements** screen displays.

- Click **Add Announcement**.

	Title	Read More Link	Read More Mobile	Description	School Name
X	High School Sports Update	read-more...	read-more...	See what's happening in area athletics, and check out the write-up on our own students!	DALTON HIGH SCHOOL

Manage Portal Announcements Screen

The add-edit version of the screen displays.

- In the **Title** field, enter a title for the announcement.
- Optional: To add a link to a corresponding web page, enter the full URL (web address) of the page, including **http://**

Note: The **Read More (Mobile)** option is not currently functional.

- In the **Description** field, enter any details related to the announcement.
- In the **Expires** field, enter the date when the announcement should stop displaying, or select a date from the calendar date picker. This field defaults to eight days from the current date.
- In the **Administrative School** drop-down list, select which school building (or district) should have administrative rights to maintain and update the announcement.
- In the **Intended Audience** drop-down lists, select which school and user group can view the announcement, or select the whole district and all groups.
- Click **Add Combination**.

The school/group combination displays in a table.

- Optional: To add another school/user group combination, repeat [step 8](#) through [step 9](#).
- Click **Save**. Or, to continue adding announcements, click **Save and New**.

Home

Manage Portal Announcements

From this screen, you can display, add, change and delete data pertaining to portal announcement records.

Title: Parent Volunteers This Week

Read More Link:

Read More (Mobile):

Description:
Mon - Mrs. Smith
Tue - Mr. Jones
Thu - Miss Dell

Expires: 3/19/2014

Administrative School: TCCSA ITC

Intended Audience: TCCSA ITC All

School	Group
X TCCSA ITC	All

Save | Save and New | Cancel

Add New Announcement

A confirmation message displays, and the new announcement displays in the list.

12. Optional: To preview the announcement on the **Home** screen, click **View Portal Page**.

Home

Manage Portal Announcements

From this screen, you can display, add, change and delete data pertaining to portal announcement records.

The Announcement was saved successfully

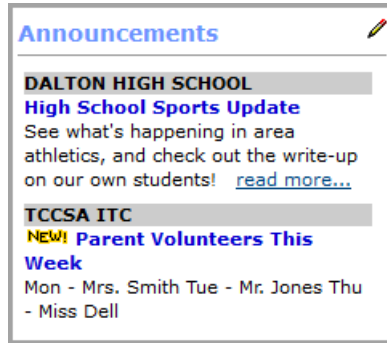
Add Announcement | **View Portal Page**

	Title	Read More Link	Read More Mobile	Description	School Name
X	High School Sports Update	read-more...	read-more...	See what's happening in area athletics, and check out the write-up on our own students!	DALTON HIGH SCHOOL
X	Parent Volunteers This Week			Mon - Mrs. Smith Tue - Mr. Jones Thu - Miss Dell	TCCSA ITC

Confirmation of Added Announcement

The announcement displays in the **Announcements** area with a **NEW!** icon. Announcements display sorted by administrative school and then by date created.

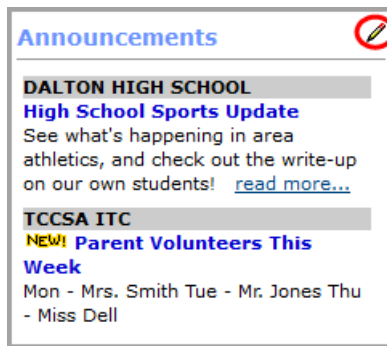
Note: The **NEW!** icon continues to display for three days.



New Announcement

Edit Announcements

1. In the **Announcements** area of the **Home** screen, click  .



Edit Announcement

The **Manage Portal Announcements** screen displays.

2. In the row of the announcement you want to edit, click  .

Home					
Manage Portal Announcements					
From this screen, you can display, add, change and delete data pertaining to portal announcement records.					
Add Announcement		View Portal Page			
	Title	Read More Link	Read More Mobile	Description	School Name
	High School Sports Update	read-more...	read-more...	See what's happening in area athletics, and check out the write-up on our own students!	DALTON HIGH SCHOOL
	Parent Volunteers This Week			Mon - Mrs. Smith Tue - Mr. Jones Thu - Miss Dell	TCCSA ITC

Manage Portal Announcements Screen

The add-edit version of the screen displays.

3. Make any desired changes, and click **Save**.

Note: For more information about the fields on this screen, see [“Add Announcements.”](#)

Home

Manage Portal Announcements

From this screen, you can display, add, change and delete data pertaining to portal announcement records.

Title: Parent Volunteers This Week

Read More Link:

Read More (Mobile):

Description: Mon - Mrs. Smith
Tue - Mr. Jones
Thu - Miss Dell

Expires: 3/19/2014

Administrative School: TCCSA ITC

Intended Audience: TCCSA ITC All

School	Group
X TCCSA ITC	All

Edit Announcement

A confirmation message displays.

- Optional: To preview the announcement on the **Home** screen, click **View Portal Page**.

Home

Manage Portal Announcements

From this screen, you can display, add, change and delete data pertaining to portal announcement records.

The Announcement was saved successfully

	Title	Read More Link	Read More Mobile	Description	School Name
X	High School Sports Update	read-more...	read-more...	See what's happening in area athletics, and check out the write-up on our own students!	DALTON HIGH SCHOOL
X	Parent Volunteers This Week			Mon - Mrs. Smith Tue - Mr. Jones Thu - Miss Dell	TCCSA ITC

Confirmation of Updated Announcement

The updated announcement displays in the **Announcements** area with a **NEW!** icon.

Note: The **NEW!** icon continues to display for three days.

Announcements

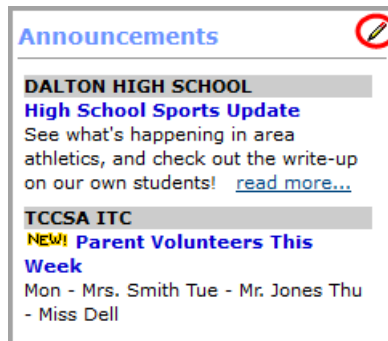
DALTON HIGH SCHOOL
High School Sports Update
 See what's happening in area athletics, and check out the write-up on our own students! [read more...](#)

TCCSA ITC
NEW! Parent Volunteers This Week
 Mon - Mrs. Smith Tue - Mr. Jones Thu - Miss Dell

Updated Announcement

Delete Announcements

1. In the **Announcements** area of the **Home** screen, click .



Delete Announcement

The **Manage Portal Announcements** screen displays.

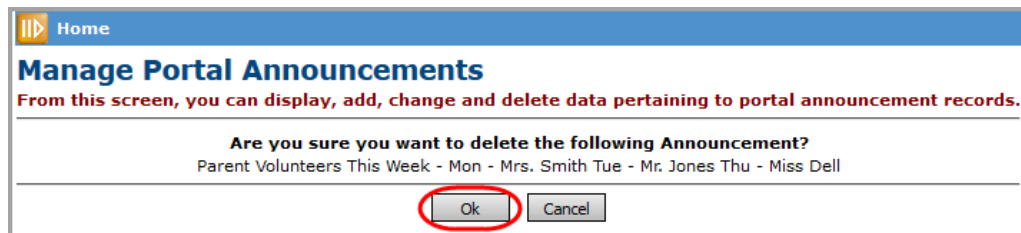
2. In the row of the announcement you want to delete, click .

Home					
Manage Portal Announcements					
From this screen, you can display, add, change and delete data pertaining to portal announcement records.					
Add Announcement		View Portal Page			
	Title	Read More Link	Read More Mobile	Description	School Name
	High School Sports Update	read-more...	read-more...	See what's happening in area athletics, and check out the write-up on our own students!	DALTON HIGH SCHOOL
	Parent Volunteers This Week			Mon - Mrs. Smith Tue - Mr. Jones Thu - Miss Dell	TCCSA ITC

Manage Portal Announcements Screen

A message displays, asking if you are sure you want to delete the announcement.

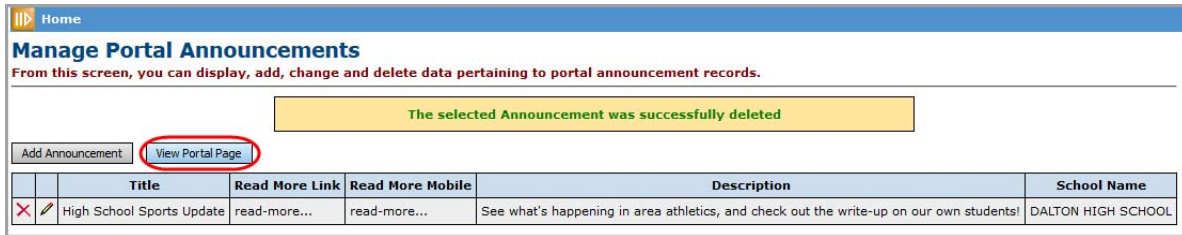
3. Click **Ok**.



Confirm Delete

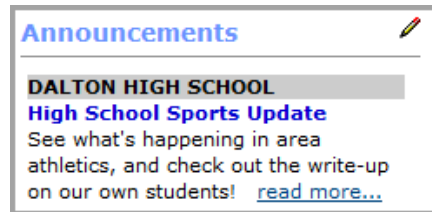
A confirmation message displays, and the announcement no longer appears in the list.

4. Optional: To see that the announcement no longer displays on the **Home** screen, click **View Portal Page**.



Confirmation of Deleted Announcement

The announcement no longer displays in the **Announcements** area.



Announcement Deleted

Manage Events

In the **Upcoming Events** section of the **Home** screen, you can post information about scheduled events such as concerts, bake sales, meetings and sporting events.

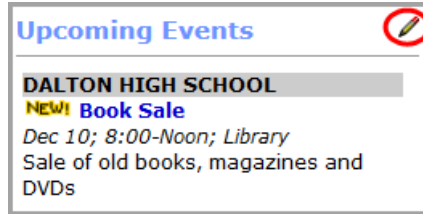


Upcoming Events Section of Home Screen

- To add an event, see [“Add Events.”](#)
- To edit an event, see [“Edit Events.”](#)
- To delete an event, see [“Delete Events.”](#)

Add Events

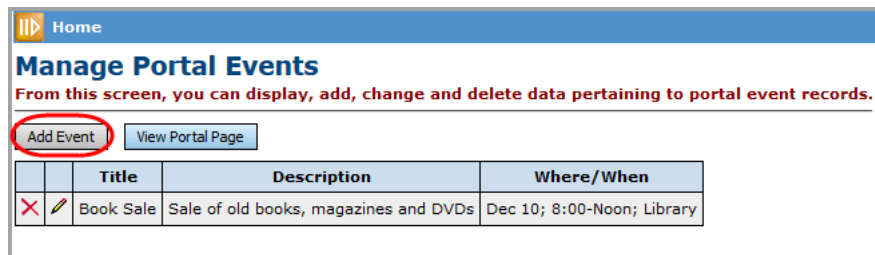
1. In the **Upcoming Events** area of the **Home** screen, click .



Add Event

The **Manage Portal Events** screen displays.

2. Click **Add Event**.



Manage Portal Events Screen

The add-edit version of the screen displays.

3. In the **Title** field, enter a title for the event.
4. In the **Description** field, enter any details related to the event. You can use plain text and/or HTML (Hypertext Markup Language) to display the event in different colors and sizes.

Note: Following are a few helpful HTML tags. To learn more about HTML, go to: <http://www.w3schools.com/html/default.asp>

HTML Tag	Purpose
<h1>your text here</h1>	Heading1 – enlarges text
 	Line break
<hr>	Create horizontal line
<center>your text here</center>	Center text
<style="color:blue">	Color

5. In the **Where/When** field, enter the date, time and/or location of the event.
6. In the **Expires** field, enter the date when the event should stop displaying, or select a date from the calendar date picker. This field defaults to eight days from the current date.
7. In the **Administrative School** drop-down list, select which school building (or district) should have administrative rights to maintain and update the event.
8. In the **Intended Audience** drop-down lists, select which school and user group can view the event, or select the whole district and all groups.

9. Click **Add Combination**.

The school/group combination displays in a table.

10. Optional: To add another school/user group combination, repeat [step 8](#) through [step 9](#).
11. Click **Save**. Or, to continue adding events, click **Save and New**.

Manage Portal Events
From this screen, you can display, add, change and delete data pertaining to portal event records.

Title: Christmas Concert

Description: MS/HS Bands

Where/When: Dec 5; 3:00; Auditoria

Expires: 3/19/2014

Administrative School: All Buildings

Intended Audience: TCCSA ITC All Add Combination

School	Group
X TCCSA ITC	All

Save Save and New Cancel

Add New Event

A confirmation message displays, and the new event displays in the list.

12. Optional: To preview the event on the **Home** screen, click **View Portal Page**.

Manage Portal Events
From this screen, you can display, add, change and delete data pertaining to portal event records.

The Event was saved successfully

Add Event View Portal Page

	Title	Description	Where/When
X	Book Sale	Sale of old books, magazines and DVDs	Dec 10; 8:00-Noon; Library
X	Christmas Concert	MS/HS Bands	Dec 5; 3:00; Auditoria

Confirmation of Added Event

The event displays in the **Upcoming Events** area with a **NEW!** icon. Events display sorted by administrative school and then by expiration date.

Note: The **NEW!** icon continues to display for three days.


New Event





Edit Events

1. In the **Upcoming Events** area of the **Home** screen, click .

Edit Event

The **Manage Portal Events** screen displays.

2. In the row of the event you want to edit, click .

		Title	Description	Where/When
		Book Sale	Sale of old books, magazines and DVDs	Dec 10; 8:00-Noon; Library
		Christmas Concert	MS/HS Bands	Dec 5; 3:00; Auditoria

Manage Portal Events Screen

The add-edit version of the screen displays.

3. Make any desired changes, and click **Save**.

Note: For more information about the fields on this screen, see [“Add Events.”](#)

Home

Manage Portal Events

From this screen, you can display, add, change and delete data pertaining to portal event records.

Title: Christmas Concert

Description: MS/HS Bands

Where/When: Dec 5; 3:00; Auditoria

Expires: 3/19/2014

Administrative School: All Buildings

Intended Audience: TCCSA ITC | All | Add Combination

School	Group
X TCCSA ITC	All

Save | **Cancel**

Edit Event

A confirmation message displays.

- Optional: To preview the event on the **Home** screen, click **View Portal Page**.

Home

Manage Portal Events

From this screen, you can display, add, change and delete data pertaining to portal event records.

The Event was saved successfully

Add Event | **View Portal Page**

	Title	Description	Where/When
X	Book Sale	Sale of old books, magazines and DVDs	Dec 10; 8:00-Noon; Library
X	Christmas Concert	MS/HS Bands	Dec 5; 3:00; Auditoria

Confirmation of Updated Event

The link to the updated event displays in the **Upcoming Events** area with a **NEW!** icon.

Note: The **NEW!** icon continues to display for three days.

Upcoming Events

All Buildings
NEW! Christmas Concert
 Dec 5; 3:00; Auditoria
 MS/HS Bands

DALTON HIGH SCHOOL
Book Sale
 Dec 10; 8:00-Noon; Library
 Sale of old books, magazines and
 DVDs

Updated Event

Delete Events

1. In the **Upcoming Events** area of the **Home** screen, click .


Upcoming Events

All Buildings
NEW! Christmas Concert
 Dec 5; 3:00; Auditoria
 MS/HS Bands

DALTON HIGH SCHOOL
Book Sale
 Dec 10; 8:00-Noon; Library
 Sale of old books, magazines and
 DVDs

Edit Event





The **Manage Portal Events** screen displays.

2. In the row of the event you want to delete, click .

Home

Manage Portal Events
 From this screen, you can display, add, change and delete data pertaining to portal event records.

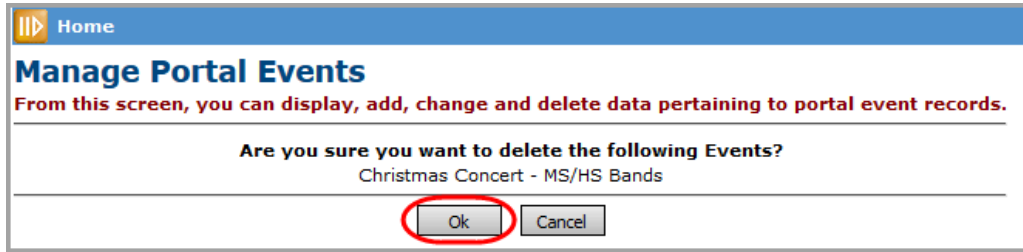
Add Event View Portal Page

		Title	Description	Where/When
		Book Sale	Sale of old books, magazines and DVDs	Dec 10; 8:00-Noon; Library
		Christmas Concert	MS/HS Bands	Dec 5; 3:00; Auditoria

Manage Portal Events Screen

A message displays, asking if you are sure you want to delete the event.

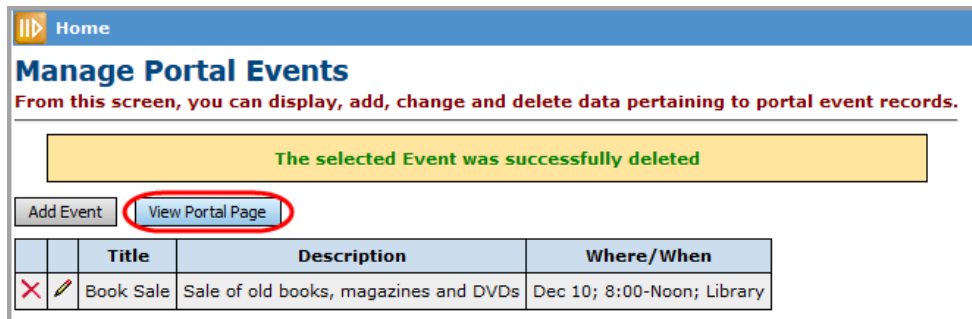
3. Click **Ok**.



Confirm Delete

A confirmation message displays, and the event no longer appears in the list.

4. Optional: To see that the event no longer displays on the **Home** screen, click **View Portal Page**.



Confirmation of Deleted Event

The event no longer displays in the **Upcoming Events** area.



Event Deleted