

# Introduction to ClassMate District Portal

## Joomla! Administration

### Overview

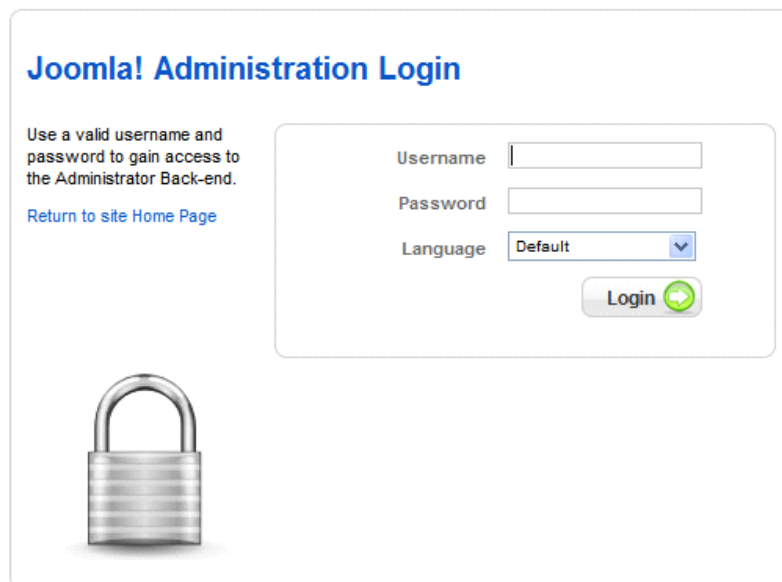
The ClassMate District Portal was designed for districts to access information about their students. Information such as Attendance, Grades, Discipline and Schedules are available for review. This access allows districts a comprehensive view of a student's performance at the Career and Technical Center or BOCES. This document will review customization and administrative options of the ClassMate District Online Portal.

### Accessing the Joomla! Administration Site

The Joomla! Administration site URL is your District Portal URL followed by /administrator

<http://classmate.classlink.us/dp/yourstename/administrator>

Administrative accounts must be established in Joomla! prior to login

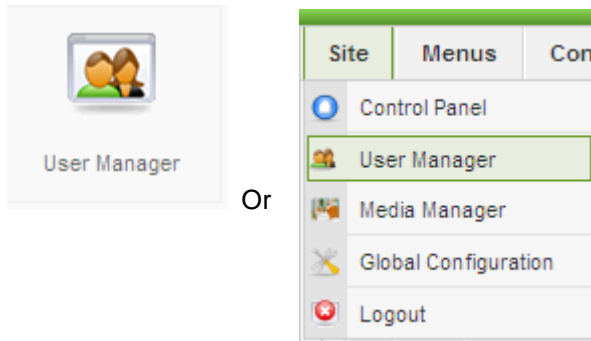


The screenshot shows the Joomla! Administration Login page. It features a title "Joomla! Administration Login" in blue. Below the title, there is a note: "Use a valid username and password to gain access to the Administrator Back-end." and a link "Return to site Home Page". The login form includes fields for "Username", "Password", and "Language" (set to "Default"). A "Login" button with a green arrow is at the bottom right of the form. To the left of the form is a large padlock icon.

### Creating a Joomla Administrator Account

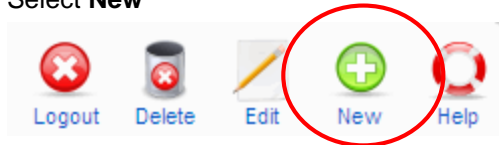
To create an administrative user name, Go to the User Manager on the Control Panel Page or got to the Site Menu> User Manager





Or


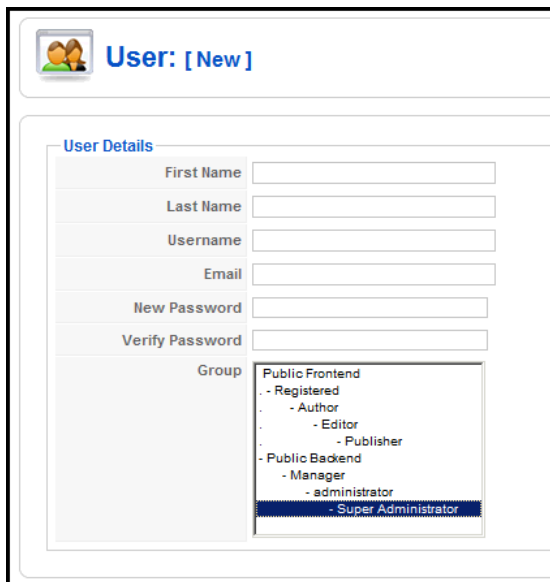
Select **New**



Enter the following information:

- Last Name
- First Name
- User Name
- Email
- New Password (Verify Password)
- Group (Super Administrator)

**Note:** To delete a user account in the User Manager, just click the checkbox to the left of the user account and click the delete icon

**User: [New]**

**User Details**

First Name:

Last Name:

Username:

Email:

New Password:

Verify Password:

Group: 

- Public Frontend
- Registered
- Author
- Editor
- Publisher
- Public Backend
- Manager
- administrator
- Super Administrator

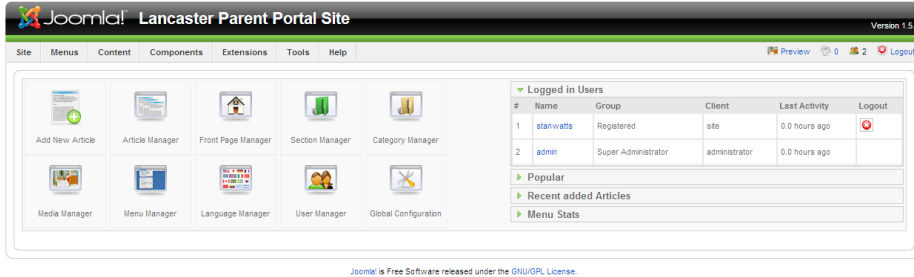
**Creating a Registered User Account:**

To register district users, follow the steps outlined above, however select Registered, not Super Administrator under Group when establishing the account. We recommend having District Portal users register on the Portal Welcome page to create a unique user name and password.

**Administrator Views**

Control Panel View

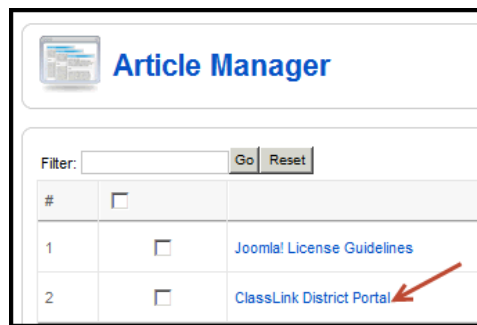
The Control Panel view is the first page the Joomla! Administrator will view upon login. Users can return to the Control Panel view by accessing the Site Menu and selected Control Panel



### Using the Article Manager to edit your portal Welcome Message

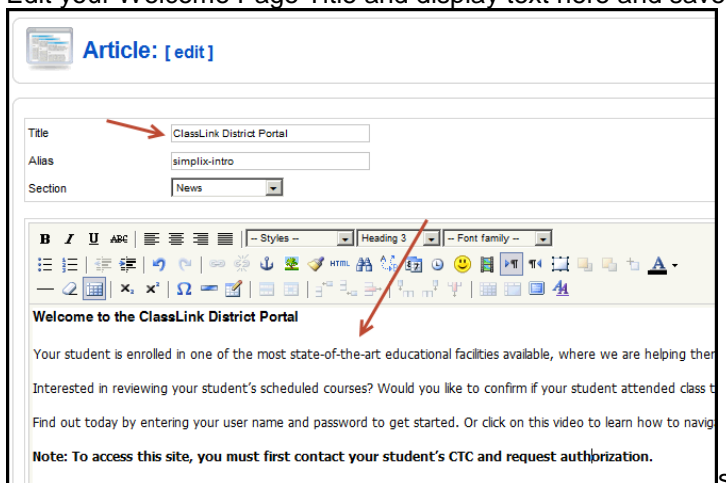
Access the **Article Manager** from the **Control Panel** Page or select the **Article Manager** from the **Content** Menu

(**Note:** to edit the Welcome Message using Rich Text Formatting, go the **Site** Menu and select “**Global Configuration**”. Under **Default WYSIWYG Editor**, select “**Editor: TinyMCE 2.0**) from the drop-down prior to editing the Welcome Message)



Select the title under **Choice #2** (text may vary, but will most likely be the name of your **CTE or BOCES** followed by “**District Portal**”

Edit your Welcome Page Title and display text here and save change



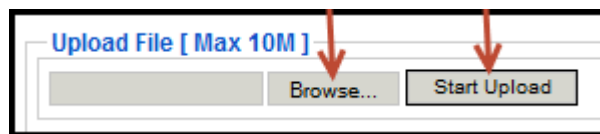
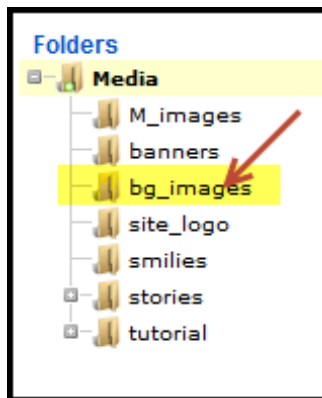
### Uploading a Background Image & Logo using the Media Manager



The Media Manager allows the portal administrator to upload a Background image and Logo image to display on the welcome page of the District Portal

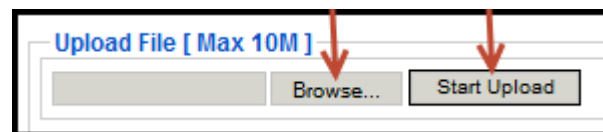
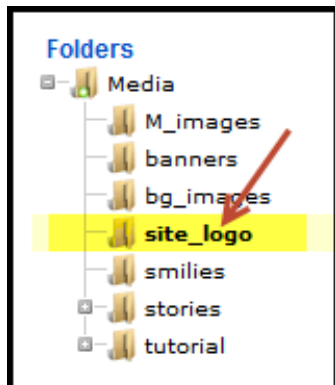
**To upload a Background Image:**

- Select the Media Manager from the Control Panel Page, or go to the Site Menu and select Media Manager
- Click bg\_images to upload to the background images folder
- Under “Upload File”, click Browse to select a file. Then click “Start Upload” to upload



**To upload a Logo Image:**

- Select the Media Manager from the Control Panel Page, or go to the Site Menu and select Media Manager
- Click site\_logo to upload to the logo images folder
- Under “Upload File”, click Browse to select a file. Then click “Start Upload” to upload



## Selecting a Background Image and Logo for the Welcome Page

The Template Manager allows the portal administrator select the Background Image and Logo to display on the Front Page of the District Portal

### To select a background image and logo for the front page:

- Under the **Extensions** Menu, select the **Template Manager**
- Click the ClassMate District Portal Template to upload the image

#		Template Name
1	<input type="radio"/>	beez
2	<input type="radio"/>	Classmate District Portal

- Under the **Parameters** section, select:
  - **Background Image:** Select an uploaded background image from the drop-down
  - **Contact Email:** Enter a contact email for a portal administrator
  - **Site Logo:** Select an uploaded logo image from the drop-down
  - **Video Tutorial Link:** Select a link to a video tutorial (when available)

**Parameters**

The Parameter-File \templates\classmate-district-portal\params.ini is **Writable!**

Background Image	<input type="text" value="portal welcome pic.jpg"/>
Contact Email	<input type="text" value="clportal@classlink.com"/>
Site Logo	<input type="text" value="logo.png"/>
video tutorial link	<input type="text"/>



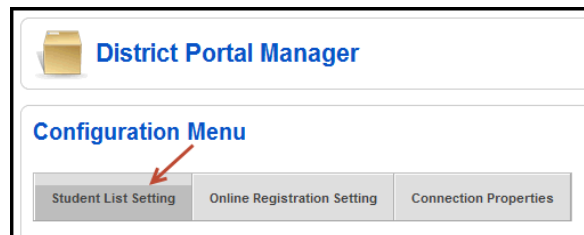
## The District Portal Manager

Use the District Portal Manager found under the **Components Menu > District Portal** to:

- Determine what Student Views will be available on the portal
- Determine if Online Registration will be open to Counselors
- Determine what Online Registration options will be available to Counselors
- Determine if Multiple Locations will be available on the District Portal

### Student List Setting

The **Student List Setting** allows the administrator to configure the View Settings and Detail Settings for the District Portal



### View Settings



View Settings include:

- **View Current Student List** :Allows Registered portal user to view current students
- **View Failing Students**: Allows Registered portal user to see failing students (indicated in red highlight)
- **Student Link to Details Live**: Provides portal user with access to live student data within student views
- **Allow Student Update Requests**: Permits registered users to make schedule change requests
- **School Personnel: Show Teacher Contacts**: Displays hyperlink to teacher email addresses to authorized school personnel
- **District Personnel: Show Teacher Contacts**: Displays hyperlink to teacher email addresses to authorized district personnel

## Detail Settings

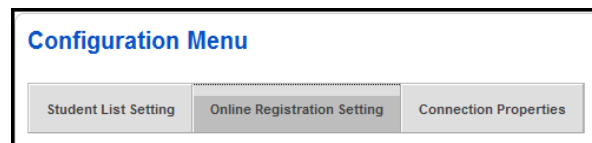
Detail Settings		
View Name	Enable	Custom Message
Attendance	<input checked="" type="checkbox"/>	Our school believes that regular student attendance is directly related to academic and vocational success, benefits a student's emotional and social development, provides the opportunity for important communication between teacher and student, and establishes regular habits of dependability important to the future employability success of the student. Please review attendance with your child regularly.

Detail Settings determine what views are available and text for each view is entered here  
Detail Setting Student Views include:

- **Attendance:** Displays enrolled student attendance, current and previous marking periods
- **Grades:** Displays enrolled student grades; only includes components in MP grade formula
- **Discipline:** Displays the Discipline Infraction Code & Discipline Action Codes only (no details)
- **Schedule:** Displays the student's current schedule
- **Reporting:** Displays Report Card and Progress Report Data
- **\*Schedule Change Requests:** Allows the authorized portal user to make schedule change requests including course changes, class session changes, withdrawals, drops & new schedule requests

## Online District Registration Setting

The **Online District Registration Setting** allows the Joomla! administrator to determine what Online Registration Options will be available to registered users



**View Settings** options include:

- **View Registration:** Defaults all registered user accounts to "View & Update" registration status in the User Manager
- **View Integrated Academics:** Allows flagged integrated academics to display under the associated course during course preference selection on the registration portal
- **Enable SL Location Registration:** Allows registered users to register students under multiple locations
- **Email Required:** A student email address is required to complete a registration request



**View Settings**

- View Registration
- View Integrated Academics
- Enable SL Location Registration
- Email Required

**Dashboard Labels** options include:

- **Quota:** Defaults to term “Seats”; Any term can be substituted for Dashboard display
- **Accepted:** Defaults to “Approved”; Students display as “Accepted” when the registration record is processed into Student Registration Information in ClassMate. Any term can be substituted
- **Registered:** Defaults to “Registered”; Students display as “Registered” once a registration request is entered by a portal user. Any term can be substituted

**Dashboard Labels**

Quota:	Seats
Accepted:	Approved
Registered:	Registered

### Connection Properties Setting

**Configuration Menu**

Student List Setting	Online Registration Setting	Connection Properties
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**Connection Properties/ Account Setting** allows the Joomla! administrator to turn Online Registration on or off

**Account Setting**

- Turn on Online District Registration

