

Introduction to Parent Portal Joomla! Administration

Overview

The ClassMate Parent Portal was designed for Parents to access their children's information, including Attendance, Grades, Discipline and current Schedule detail. This access allows Parents a comprehensive view of their child's performance at the Career and Technical Center or BOCES. This document will review customization and administrative options for the ClassMate Parent Portal.

Accessing the Joomla! Administration Site

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

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

Administrative accounts must be established in Joomla! prior to login

Joomla! Administration Login

Use a valid username and password to gain access to the Administrator Back-end.

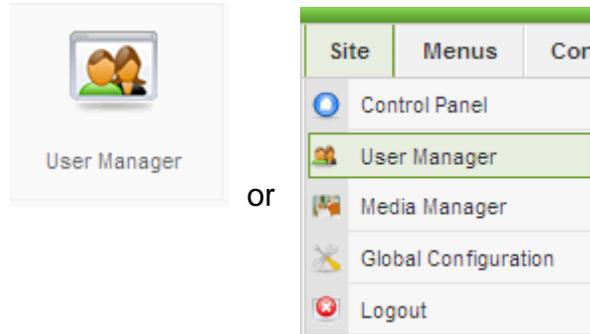
[Return to site Home Page](#)

Username	<input type="text"/>
Password	<input type="password"/>
Language	Default <input type="button" value="v"/>
<input type="button" value="Login"/> 	



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



Select **New**

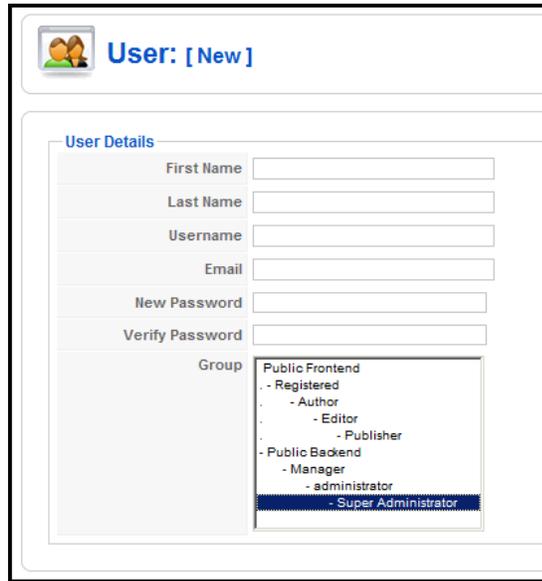


Enter the following information:

- **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





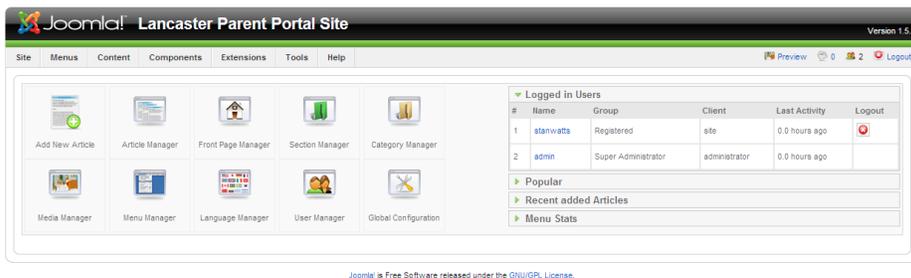
Creating a Registered User Account

To register parent users, follow the steps outlined above; however, select **Registered**, not Super Administrator under **Group** when establishing the account. We recommend having Parent Portal users register on the Portal welcome page to establish 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 selecting Control Panel

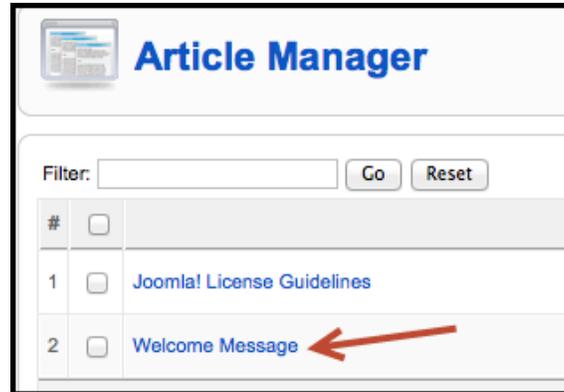


#	Name	Group	Client	Last Activity	Logout
1	stanwatts	Registered	site	0.0 hours ago	
2	admin	Super Administrator	administrator	0.0 hours ago	

Using the Article Manager to edit your portal Welcome Message

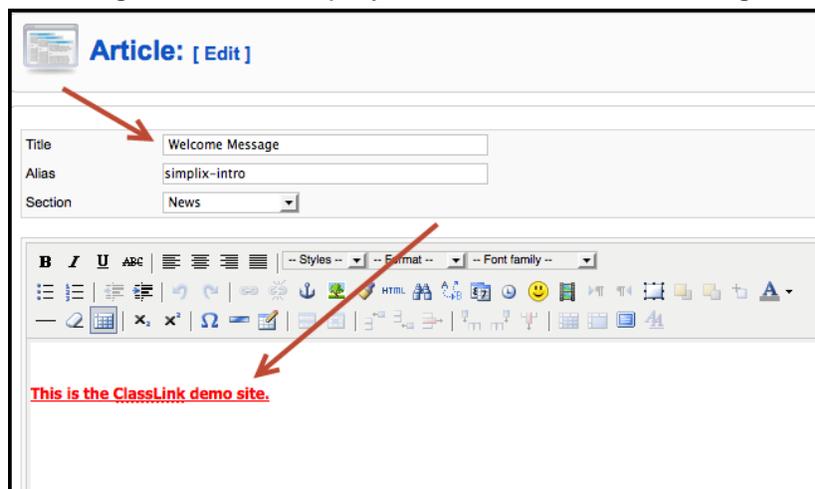
Access the **Article Manager** from the **Control Panel** Page or select the **Article Manager** from the **Content** Menu

(**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 **Welcome Message**)

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



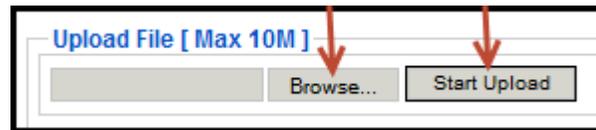
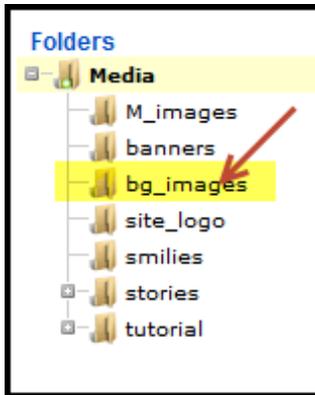
Uploading a Background Image & Logo using the Media Manager

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

To upload a Background Image:

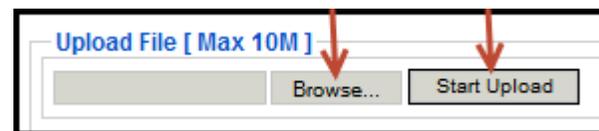
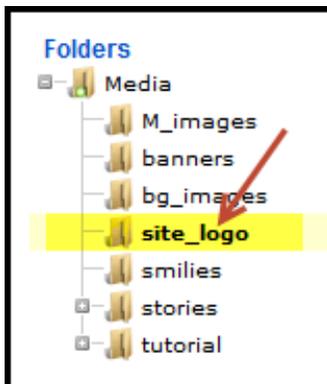
- Select the Media Manager from the Control Panel Page, or go to the Site Menu and select Media Manager
- Click bg_images to upload to the background images folder

- 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

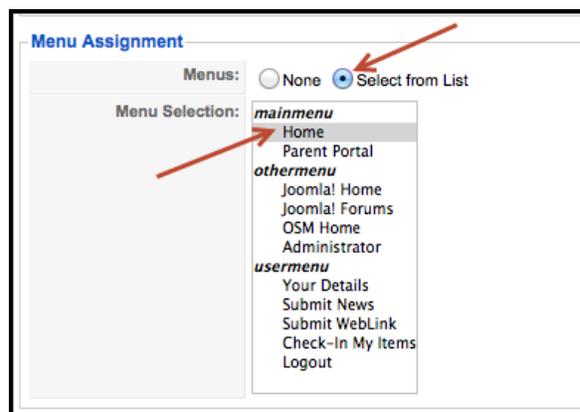
The Template Manager allows the portal administrator to select the Background Image and Logo to display on the Front Page of the Parent Portal

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

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

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

- Under the **Extensions** Menu, select the **Template Manager**
- Under the **Menu Assignment** section, verify the following selections:
 - **Select from List** is selected
 - **Home** is selected



- 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)



Please Note: Make sure “ClassMate” Parent Portal! is flagged as “Assigned” in the Template Manager or you will receive an error message when accessing the home

page of the portal

#	Template Name	Default	Assigned
1	<input type="radio"/> beez		
2	<input type="radio"/> Classmate Parent Portal		<input checked="" type="checkbox"/>

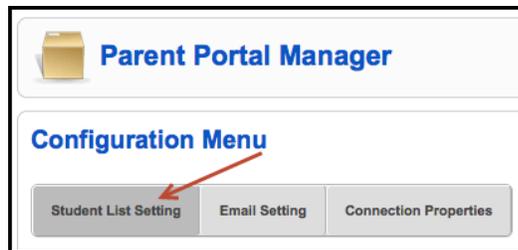
The Parent Portal Manager

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

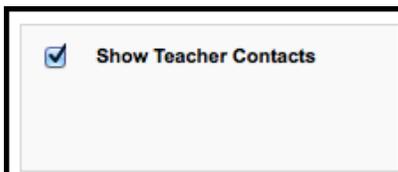
- Determine what Student Views will be available on the portal
- Determine if Email Alerts will be available on the portal

Student List Setting

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



View Settings



View Settings include:

- **Show Teacher Contacts:** Displays hyperlink to teacher email addresses to authorized Parent users

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.

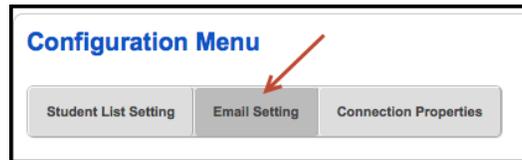
Detail Settings determine what views are available and what text will display for each view

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
- ***Email Alerts:** Allows the authorized portal user to configure email alerts for attendance, grades, discipline & assignments
- **Reporting:** Displays Report Card and Progress Report Data

Email Setting

The **Email Setting** allows the Joomla! administrator to determine what email Alerts will be available to registered parent users



Email Setting options include:

- **Email Alert Setup:** Determine if email alerts will go out Once a Day, Twice a Day, and select times email(s) will be sent

Email Alert Setup:

Please indicate the frequency and kickoff time(s) of eMail alert notifications:

<input checked="" type="radio"/> Once/Day	Time: <input type="text" value="06:00:00"/>
<input type="radio"/> Twice/Day	Time: <input type="text" value="--Select Time--"/> Time: <input type="text" value="--Select Time--"/>

- **Alert Message Customization:** Determine which alerts will be available to parent users, and customize email Subject Lines and Email Body Text



Please select the alerts that you would like to make available on the Parent Portal

Attendance

This option will allow parents to receive an email when their student has been marked as either Absent or Tardy or Both.

Email Subject Line:

Email Body Text:

```
Your student, <<name>>, has been marked
either Absent or Tardy on <<date>>.

If you have questions, please contact the
main office at (555) 555-5555.

Thank you,
CTC Attendance Officer
```

NOTE: You can place following indicators in the body of the email in order to include the data in the email.

- <<name>> = Student's Name will be included
- <<date>> = Absent/Tardy Date will be included