ClassMate *for* Adult Education

Student Portal: Administrators Guide

Student Portal: Administrators Guide

Student Portal Overview

The ClassMate for Adult Education Student Portal provides student s the ability to browse offered courses/classes, register for classes and pay online. Additionally, students can view enrollment (present & past), financial transactions (present & past), grade and attendance. If a student is registered in a class that allows partial payments, student can also make online payments toward the balance due.

What we'll Learn.....

Portal Configuration: Admin Setup
- -Identifying Portal Admin
- -User Credentials:
  - Username
  - Password
- -Portal Configuration:
  - Images
  - Portal Text
  - Email Setup
    - Contact Us
    - Help
  - Testimonials
  - Settings
    - Inquiry
    - Waitlist
    - Self Registrations
    - Admin Approval
- -

Portal Configuration: Admin Setup
- -Registration
  - Viewable Fields
  - Mandatory Fields
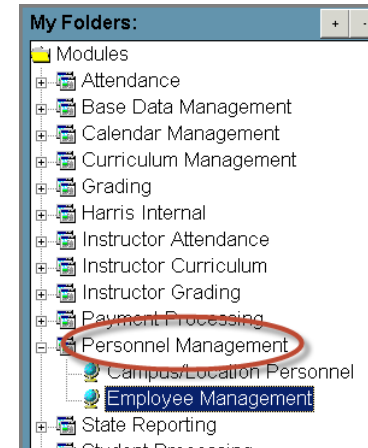- -Payment Gateway
- -Email Template Configuration

Student Portal: Administrators Guide

Getting Started

Double click > **Modules** > Double Click
Personnel Management Click **Employee Management**

A portal administrator must be identified in ClassMate**.** To flag a user as the portal administrator, select the **Admin** radio button located at the bottom of the general tab page in the Portal User Type Box and ensure the **User ID** is populated. **BOTH** must be present to login as an administrator.

Student Portal: Administrators Guide

Student Portal: Helpful Hints

- Portal Administrators will use their ClassMate **Password** to login to the portal
- Portal Administrators cannot change their password via the portal
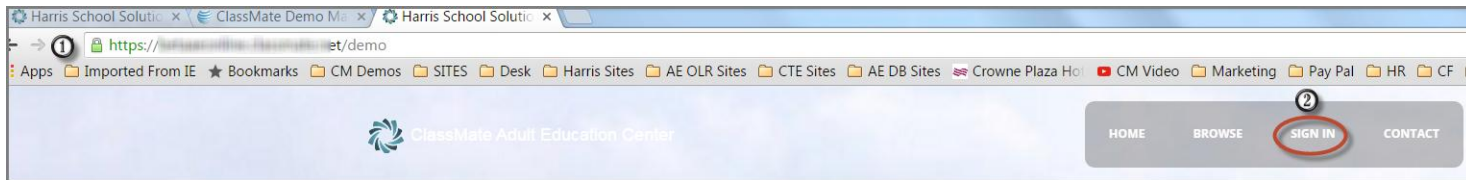- Portal Administrators username will be the email address populated in the employee management module general Tab>**Email Field**
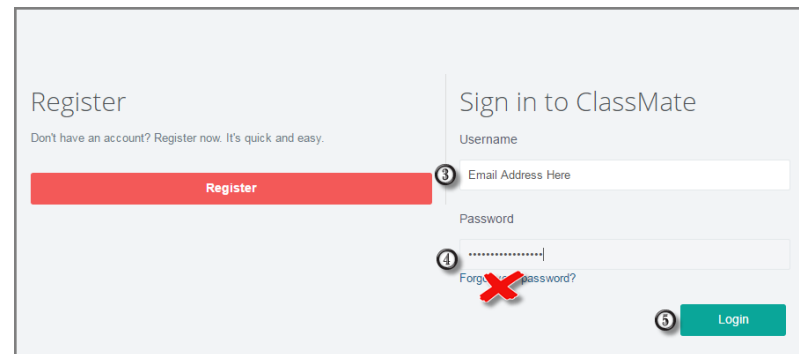
Student Portal: Administrators Guide

Student Portal: Portal Configuration

① Enter the URL for your site the internet address field

② Select the **Sign In** option

③ Enter your email addresses in the **Username** field

④ Enter your ClassMate password in the **Password** field

⑤ Select the **GREEN** **Login** button

Helpful Hint: Portal Administrators may **NOT** change their password via the portal link

Student Portal: Administrators Guide

Student Portal: Portal Configuration

① Select the **Admin** down arrow to view options

② Select the **Portal Configuration** option

③ **Images Tab**: Select the **Choose File** button to browse and select the image to be used as the **Background Image** for your site

④ **Images Tab**: Select the **Choose File** button to browse and select the image to be used as the **Logo** for your site

⑤ Select the **BLUE** Save button
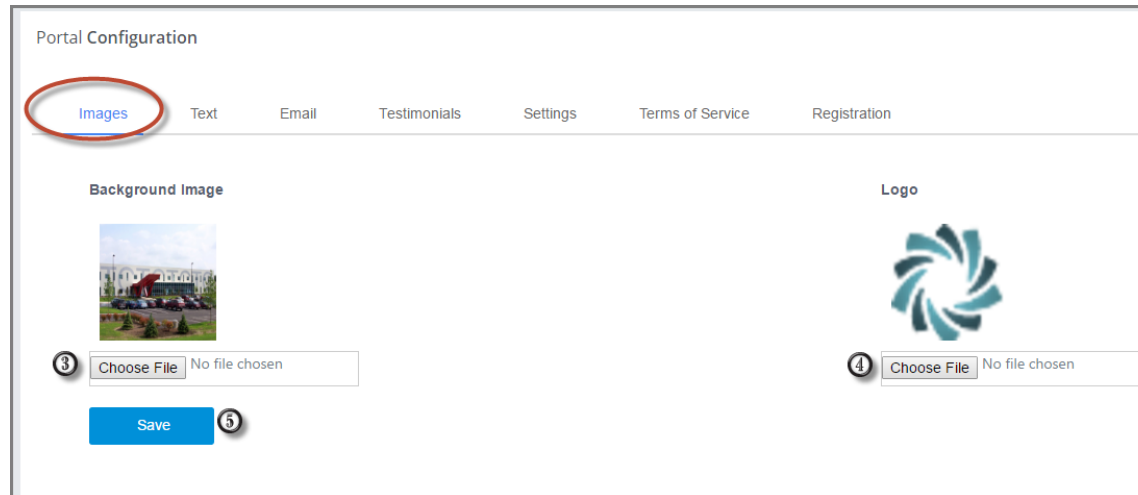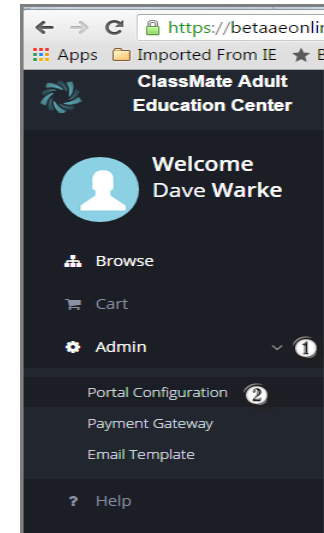
Student Portal: Administrators Guide

Student Portal: Portal Configuration

Portal Photo Information

ClassMate allows portal administrators the ability to upload photos & images. These files are use to customized not only the background of the student portal site but also for Programs, courses and classes and avatars. Portal Administrators can select from the ClassMate library of photos or upload their own. Please notes the following guideline for photos used on the Adult Education Student Portal:

Background Image, Logo & Avatar:
- No limit in size
- Image type should be .png or .jpg ONLY

Courses & Classes:
- Photo should be greater than 350 * 200 (width * height)
- No restrictions on image type
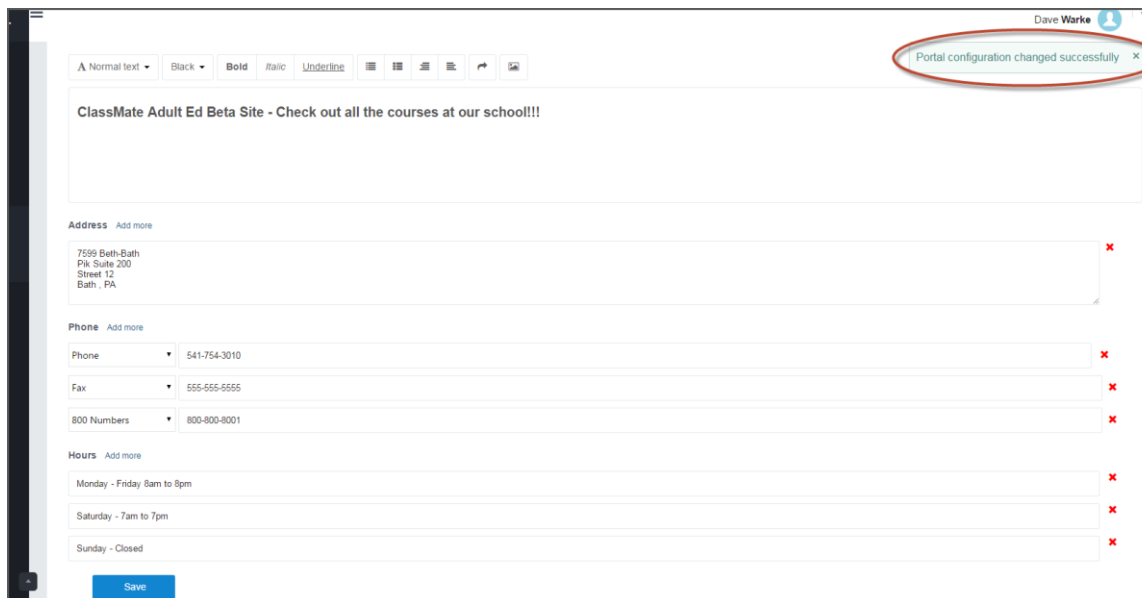
Architecture & Construction

Browse

Student Portal: Administrators Guide

Student Portal: Portal Configuration

The **Text Tab** allows portal administrators the ability to create verbiage and create the look and feel of the portal home page.
The Text Tab contains the following fields:

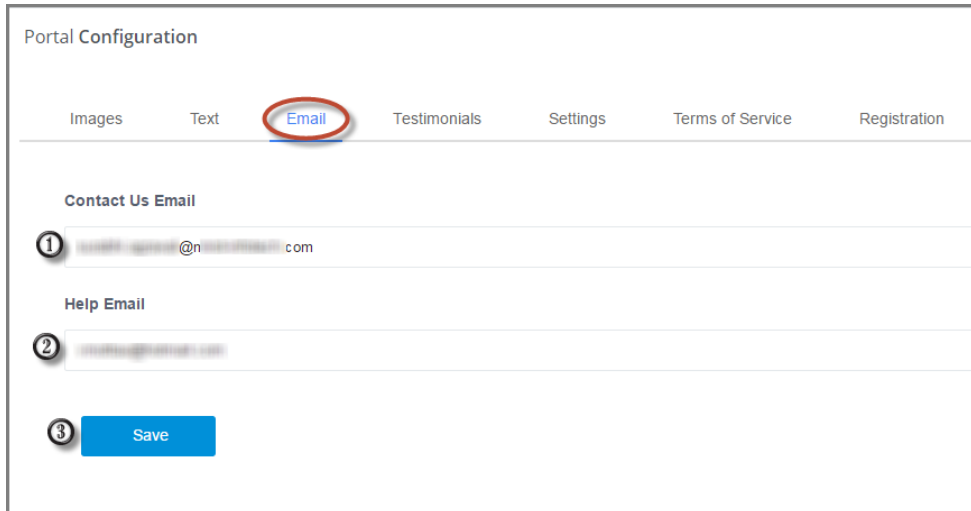|	
Banner Text:	Allows users to customize text font type, color**,** bold, placement, etc.
Address:	Allows users to enter the school address. Additional address fields can be added for additional campus (s)
Phone:	Allows users to enter the school phone number. Fax and 800 number fields can also be added. Limit of 3 phone fields.
Hours:	Allows users to enter the school hours. Additional fields can be added
Save:	Select the **BLUE** Save button. Notice the display message indicating the configurations have been successfully saved.

Student Portal: Administrators Guide

Student Portal: Portal Configuration

The **Email Tab** allows portal administrators the ability to direct student requests for information and help to the appropriate school employees. The email addresses entered into the fields are for your school employees **ONLY**. ClassMate does **NOT** provide your student with information or direct help support.

①   **Contact Us Email:**   Allows portal administrators to direct student requests for more information to the school employee email address entered into this field

②   **Help Email:**   Allows portal administrators to direct student requests for help to the school employee email address entered into this field

③   **Save:**   Select the **BLUE** Save button. Notice the display message indicating the configuration have been successfully saved
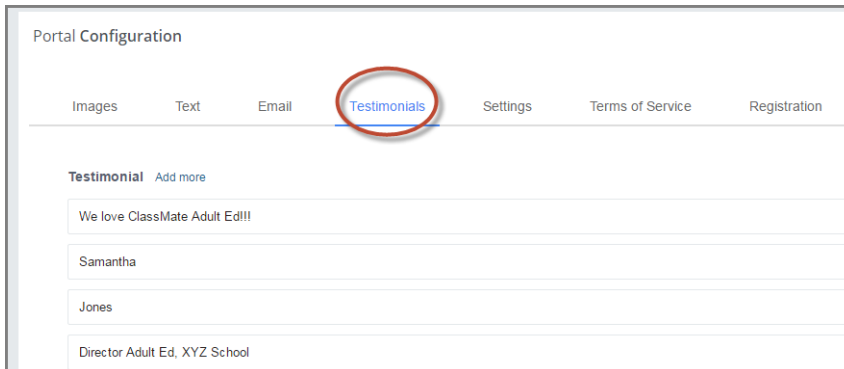
Student Portal: Administrators Guide

Student Portal: Portal Configuration

The **Testimonials Tab** allows portal administrators the ability to create testimonials. These will display on the home page of the portal and scroll. Up to 4 testimonials can be created.

Testimonial :   Allows portal administrators to enter testimonials

Save: Select the **BLUE** Save button. Notice the display message indicating the configuration have been successfully saved
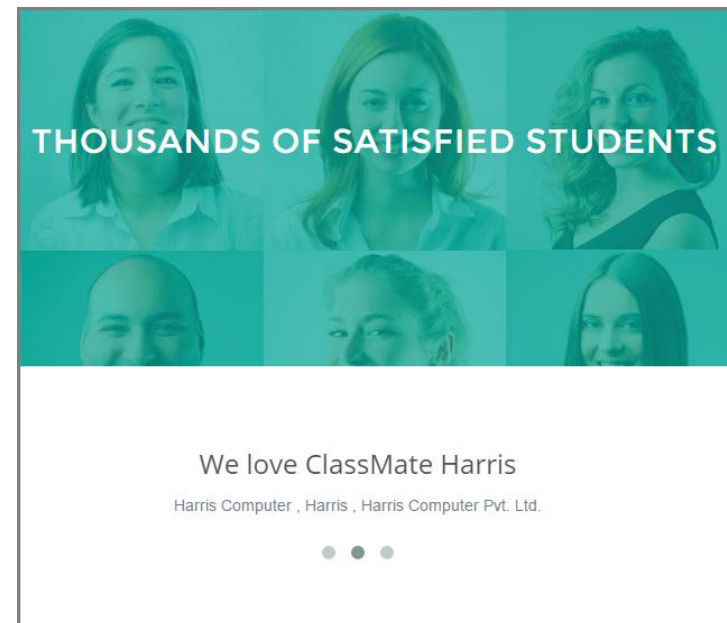
Student Portal: Administrators Guide

Student Portal: Portal Configuration

The **Settings Tab** allows portal administrators the ability to adjust the portal global settings , which enable specific functionality on the portal.

Inquiry is Enabled :   Allows students to make an inquiries via the portal for specific classes. Inquiries are easily identified allowing school marketing employees to contact the potential student quickly.

Waitlist is Enabled: Allows students to register for a class when no seats are available. ClassMate automation will place the student on the waitlist for the specific class.

Self Registration is Enabled: This features turns self-registration on or off for ALL classes. If self-registration is turned off, a button displays with a message to call the school to register. The phone number for this display is pulled form the phone field on the Text Tab.
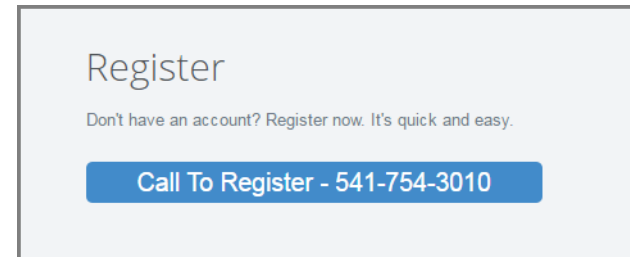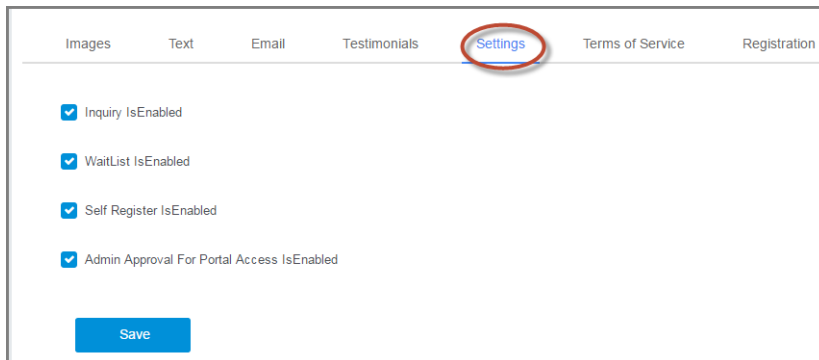
Student Portal: Administrators Guide

Student Portal: Portal Configuration

The **Settings Tab** allows portal administrators the ability to adjust the portal global settings , which enables specific functionality on the portal.

Admin Approval For Portal Access in Enabled:
This feature allows schools a greater level of control over student registration. If enabled, will NOT have the ability to register for classes until the student has been flagged in ClassMate as yes for "**Portal Access**". If enabled, the school the school **MUST** approve students for portal access before they can register.

Student Portal: Administrators Guide

Student Portal: Portal Configuration

The **Terms of Service Tab** allows portal administrators the ability to upload .PDF documents related to terms of service and usage. ClassMate customers browse to the file location and upload the.PDF document to display.
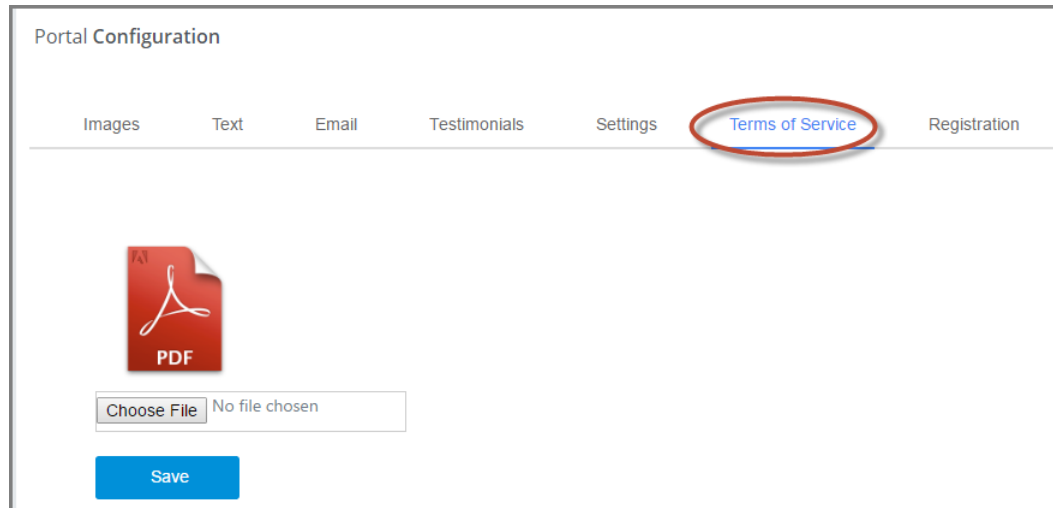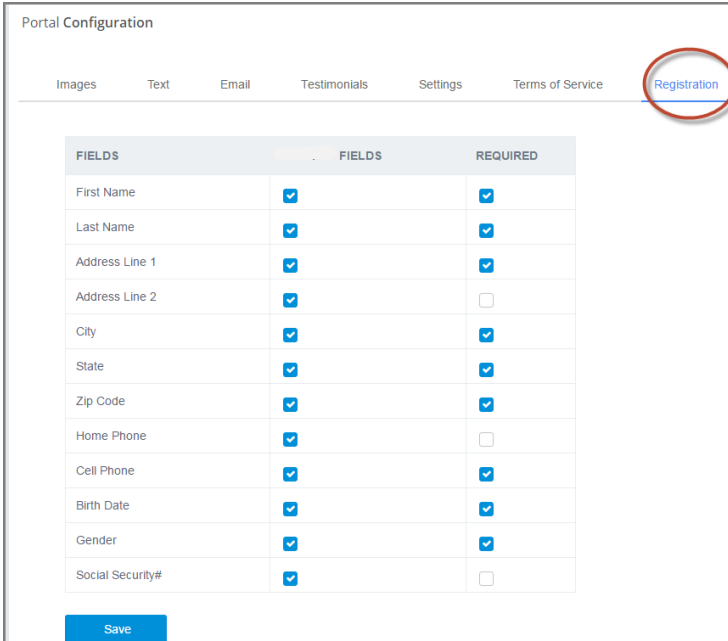
Student Portal: Administrators Guide

Student Portal: Portal Configuration

The **Registration Tab** allows portal administrators the ability to select from a listing of fields to be visible on the portal when students register for a portal account. Additionally, administrators can also flag the fields as "**Mandatory**" meaning registrants **MUST** complete the field or they will not be able to complete the registration process. and usage. Fields Include:

-First Name

-Last Name

-Address Line 1

-Address Line 2

-City

-State

-Zip Code

-Home Phone

-Cell Phone

-Birth Date

-Gender

-Social Security #

Portal **Configuration**

Images	Text	Email	Testimonials	Settings	Terms of Service	Registration

FIELDS	FIELDS	REQUIRED
First Name	☑	☑
Last Name	☑	☑
Address Line 1	☑	☑
Address Line 2	☑	☐
City	☑	☑
State	☑	☑
Zip Code	☑	☑
Home Phone	☑	☐
Cell Phone	☑	☑
Birth Date	☑	☑
Gender	☑	☑
Social Security#	☑	☐

Save

Student Portal: Administrators Guide

Student Portal: Portal Configuration

Registration Help Hints:

After a student has registered on the ClassMate Student Portal an automated registration email will be generated and sent to the email address entered during the registration process. The registration email contains the following information:

Student Name

Email Address

Password

Welcome Cooper Stern!

You are sucessfully registered with AEOnline.
You can now log in with following credentials:
Email: ▓▓▓▓▓▓▓▓▓▓▓▓▓▓
Password: ▓▓▓▓▓▓▓

Thanks & Regards,
The Harris School Solutions Team

If a student does not receive confirmation of portal registration, the following items should be checked:

Email address: Ensure the email address has been entered correctly and contains no typos

Email Address: Ensure the email address is viable

Email provider is not blocking emails from the ClassMate Student portal as spam, etc.
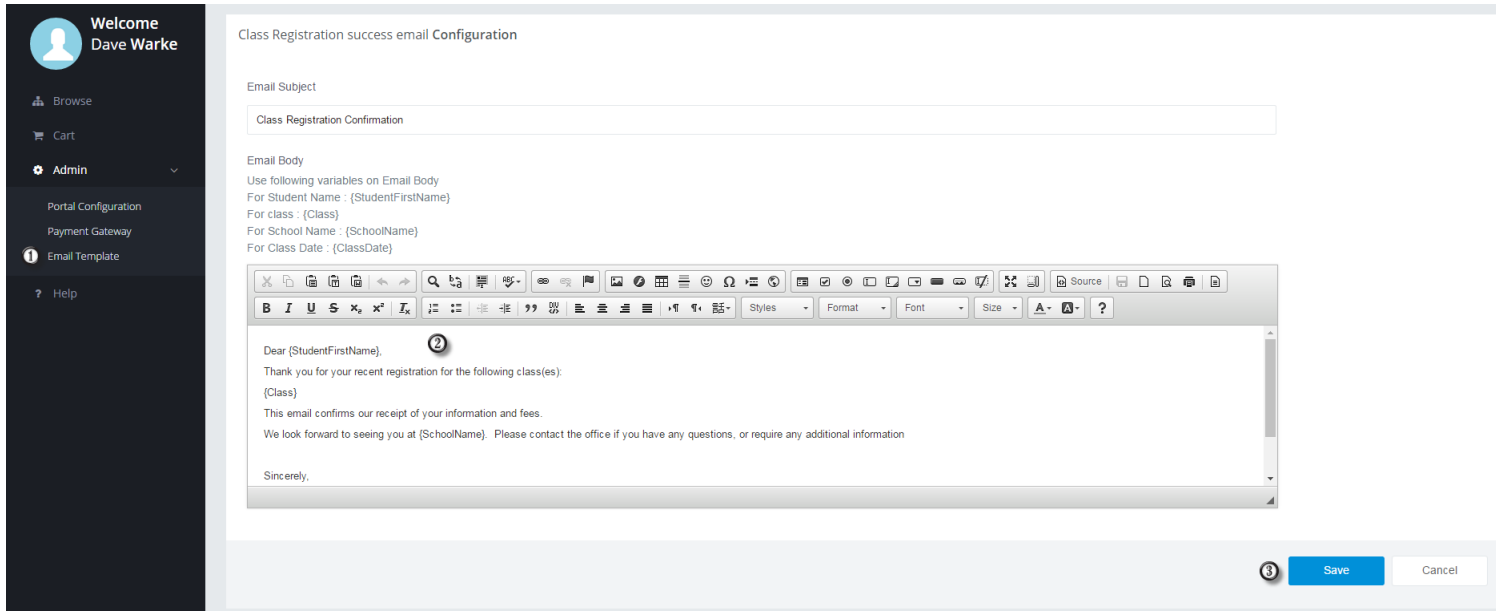
Student Portal: Administrators Guide

Student Portal: Portal Configuration

Students registering for classes via the ClassMate Student Portal by default will receive an email (configured by the Portal Administrator) confirming the successful registration. Portal Administrators can configure the confirmation email using the Email Template link.

① Select the **Email Template** link

② Enter the desired verbiage and variable fields from the email choices to configure the email

③ Select the **BLUE Save** button

ClassMate *for Adult Education*

7599 Beth-Bath Pike
Bath, PA 18014

Need Assistance? Give us a call.
855-984-1228 Help Desk: Option 1

www.classmate.net
http://harrisschoolsolutions.com/