

Introduction to: Student Username / Password Generation Management

January 2019



Student Username /Password Generation

Username /Password Generation

- Maintain Tab:
Modify Students User name
Modify Students Password
- Import Tab
Import New Student Account Information
- Export Tab
Export selected Student Account Information
- Generate Tab:
Create Usernames
Create Passwords



Student Username /Password Generation

Overview

ClassMate offers the ability to maintain Student Usernames and Passwords for two reasons.

* Students typically receive a login to their school's network. The Student Username/Password module provides Teachers/Administrators a place to store students credentials to look them up if forgotten.

* Integrating the Student Portal to the school's Active Directory. We allow sites to import a file containing Active Directory logins so when a student logs into the Student Portal their login is verified via Active Directory. This allows the student to be found in ClassMate and correct information to display on the Student Portal.



Student Username /Password Generation

- Student Username /Password Generation Key Terms

Maintain Tab: Modify or View students **Usernames** and **Passwords**

Import Tab: Allows users to import NEW Student Account Information via an excel template

Export Tab: Allows users to export Student Account Information from selected Locations and Options

Generate Tab: The ability to create Username and Password

Random Generation: Automatically configures Username and/or Password if desired.

Specific Generation Criteria: Allows users to choose Username and Password configuration.

Length: The Length of the Username or Password can't **exceed 99 character**.

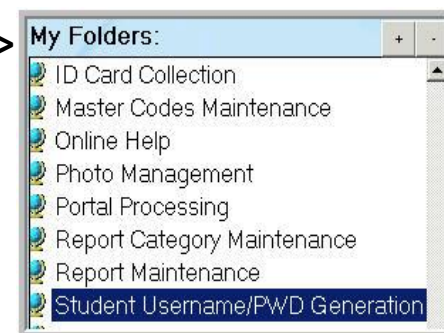
All Field lengths are a maximum of 99 characters



Student Username/Password Generation

Getting Started

Double Click **Modules > System Administrator Folder > Student Username/PWD Generation**



Create Student Usernames

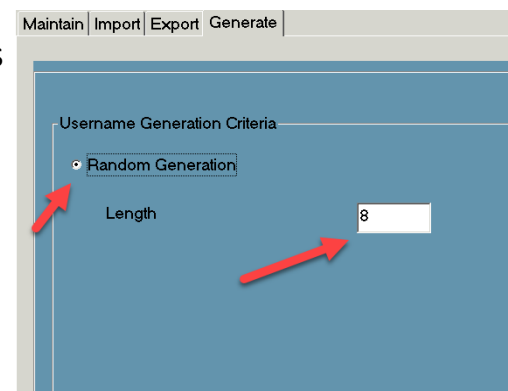
The ClassMate username functionality allows user to :

- Add **New** usernames anytime during the school year
- **AUTOMATICALLY** configures usernames if desired
- Allows users to choose **SPECIFIC CRITERIA** when configuring usernames

Generate Usernames Automatically

Generate Usernames Randomly

- Click the **Generate** tab
- In **User Generation Criteria**, select **Random Generation** by clicking the radio button to the left
- Type the desired username **Length**. Username should not exceed 99 characters
- Click the blue **Generate** button at the top of the module



Student Username /Password Generation

Create Student Usernames

Generate Usernames Using Specific Criteria

Click the **Generate** tab

- In top **User Generation Criteria** section, select **Specific Criteria** by clicking the radio button to the left
- Users have the ability to select up to three different criteria fields including characters from a variety of field types. Fields available from the drop down menu include: District ID, First Name, Last Name, School Calendar, State Secure ID, Student ID
- Type the **Character Length** in the first criteria field
- Click the **drop down menu** to select a field type. For example: First Name
- Specify if the character should be taken from the **“L”** left or **“R”** right of the field type.
- Repeat criteria selection from the remaining rows. A minimum of **ONE** criteria field must be identified

See screen shot next page for example: Using the criteria selected the username for Tom Smith (Student ID# 45678910) would be **TSmit4567**



Student Username/Password Generation

Maintain | Import | Export | **Generate**

Username Generation Criteria

Random Generation

Length:

Specific Criteria

Use characters from: L R

Use characters from: L R

Use characters from: L R

Password Generation Criteria

Random Generation

Length:

Character Type(s) to Include:

Include Upper Case

Include Lower Case

Include Numbers

Include Special Characters

Specific Criteria

Use characters from: L R

Use characters from: L R

Use characters from: L R



Student Username/Password Generation

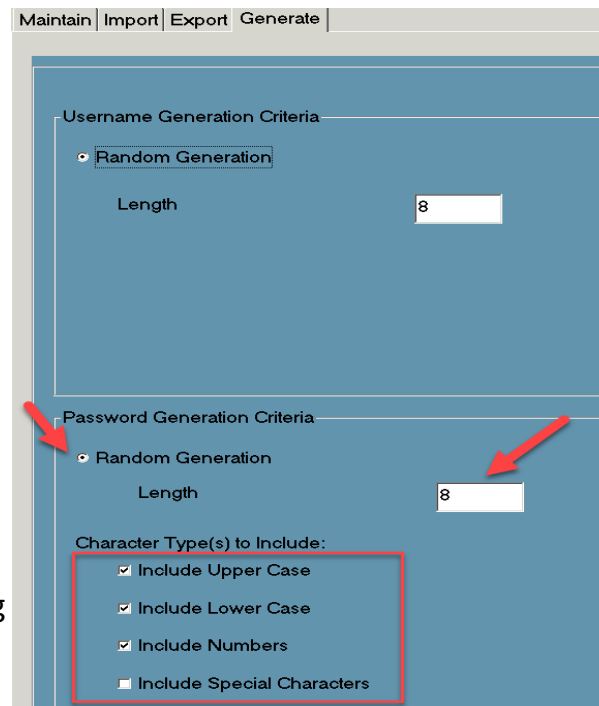
Create Student Passwords

ClassMate Password functionality allows users to:

- Add **NEW** passwords anytime during the school year
- **Automatically** configure Passwords if desired with character type choices
- Allows users to choose **Specific Criteria** when configuring passwords

Generate Passwords Automatically

- Click the **Generate** tab
- In **Password Generation Criteria** select **Random Generation** by clicking the radio button to the left
- Type the desired **Password Length** in the field
- Include Upper Case, Include Lower Case, Include Numbers are checked be **Default**.
ONE field **MUST** be checked, click on the box to the left of the Include Special Characters to include in password generation.
- Click blue **Generate** button at top of module



Maintain | Import | Export | Generate

Username Generation Criteria

Random Generation

Length

Password Generation Criteria

Random Generation

Length

Character Type(s) to Include:

Include Upper Case

Include Lower Case

Include Numbers

Include Special Characters



Student Username/Password Generation

Create Student Passwords

Generate Password Using Specific Criteria

- Click the **Generate** tab
- In **Password Generation Criteria**, select **Specific Criteria** by clicking the radio button to the left.
- Type the **Character Length** in the first criteria field
- Users have the ability to select up to three different criteria fields including characters from a variety of field types. Fields available from the drop down menu include: District ID, First Name, Last Name, School Calendar, State Secure ID and Student ID.

You can select the same criteria for both Username and Password

- Click the **drop down menu** to select a field type. For example: First Name
- Specify if the character should be taken from the **“L”** left or **“R”** right of the field type.
- Repeat criteria selection from the remaining rows. A minimum of **ONE** criteria field must be identified

See screen shot next page for example: Using the criteria selected the username for Tom Smith (Student ID# 45678910) would be **TSmit4567**



Student Username/Password Generation

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Maintain | Import | Export | **Generate**

Username Generation Criteria

Random Generation

Length:

Specific Criteria

Use characters from: L R

Use characters from: L R

Use characters from: L R

Password Generation Criteria

Random Generation

Length:

Character Type(s) to Include:

Include Upper Case

Include Lower Case

Include Numbers


Include Special Characters

Specific Criteria

Use characters from: L R

Use characters from: L R

Use characters from: L R



Student Username/Password Generation

Saving Usernames/Passwords

- To save **ALL** usernames & passwords Click the **Generate** Button located on the toolbar along the top of the screen.



- A confirmation message will display once generated.

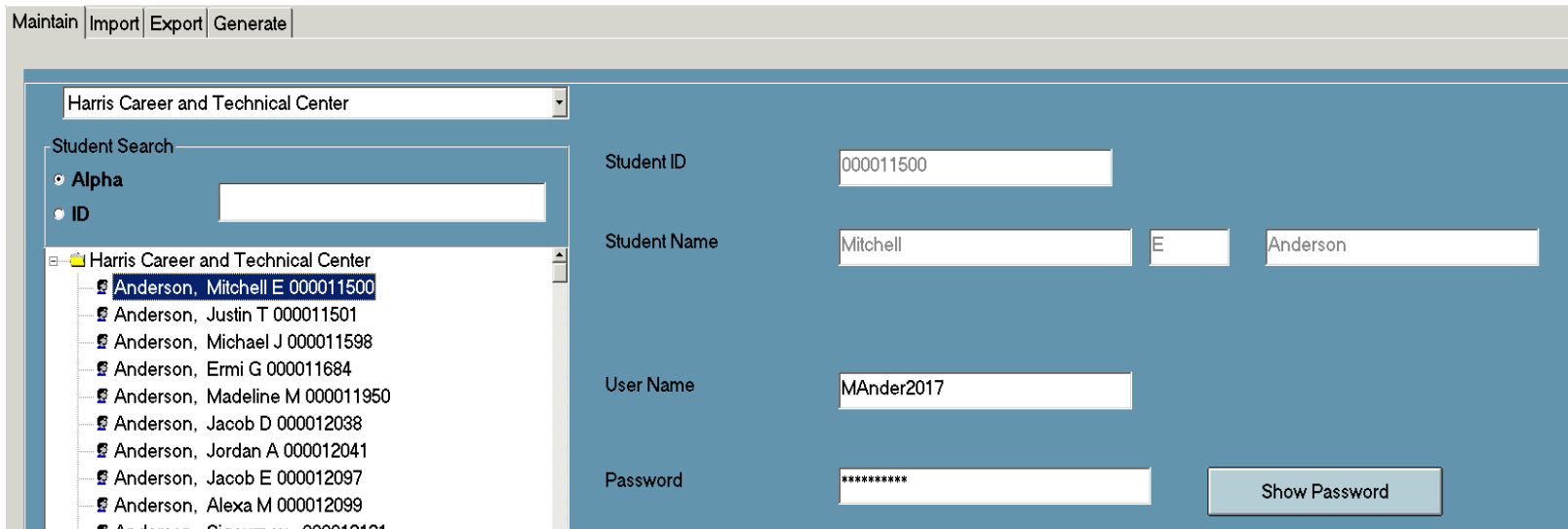


Student Username/Password Generation Management

Maintain Tab

Maintain Tab is used to manually modify a students Username or Password.

- ① You'll have the ability to select or search for a particular student
 - ② Student ID is displayed
 - ③ Student Name is displayed
 - ④ Student Username is displayed
 - ⑤ Students password - Click the **Show Password** button to display password
- Changing Username or Password** Users have the ability to change the username or password manually.
- After the change is made you must click **“save”** icon located on the tool bar.



Maintain | Import | Export | Generate

Harris Career and Technical Center

Student Search

- Alpha
- ID

Harris Career and Technical Center

- Anderson, Mitchell E 000011500
- Anderson, Justin T 000011501
- Anderson, Michael J 000011598
- Anderson, Ermi G 000011684
- Anderson, Madeline M 000011950
- Anderson, Jacob D 000012038
- Anderson, Jordan A 000012041
- Anderson, Jacob E 000012097
- Anderson, Alexa M 000012099
- Anderson, Si...

Student ID: 000011500

Student Name: Mitchell E Anderson

User Name: MAnder2017

Password: ***** Show Password

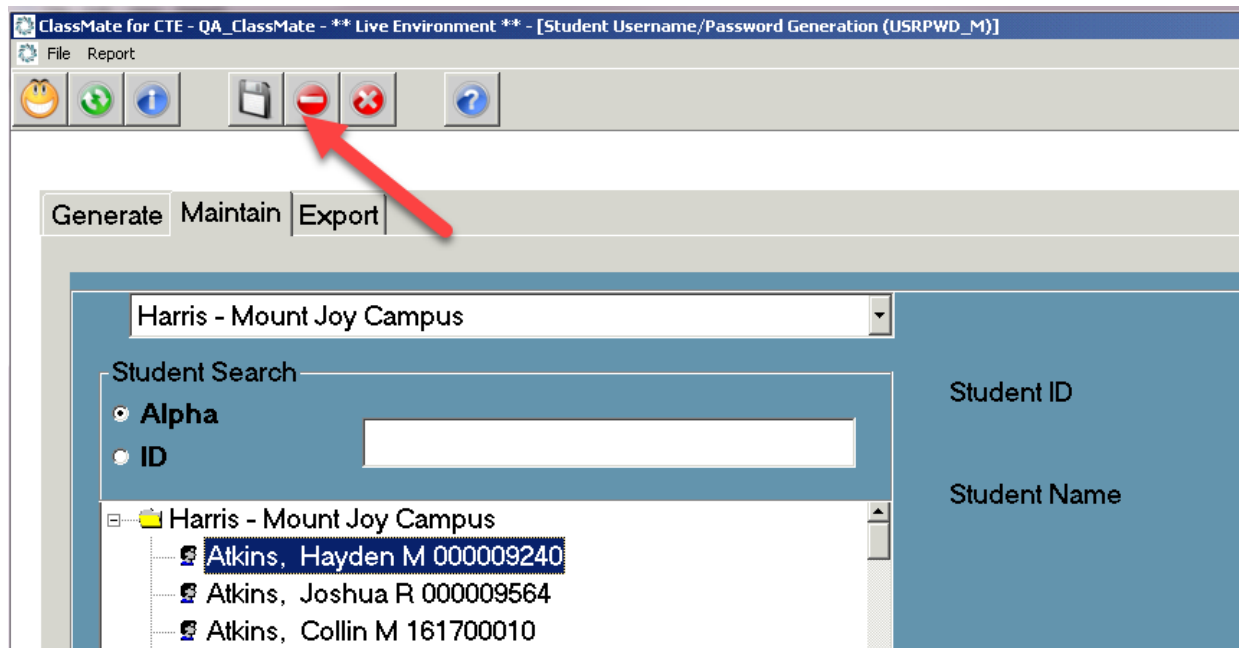


Student Username/Password Generation Management

Maintain Tab

You'll also have the ability to delete a username/password for a student.

- Select Student from listing
- Click the **RED** Delete button from top menu

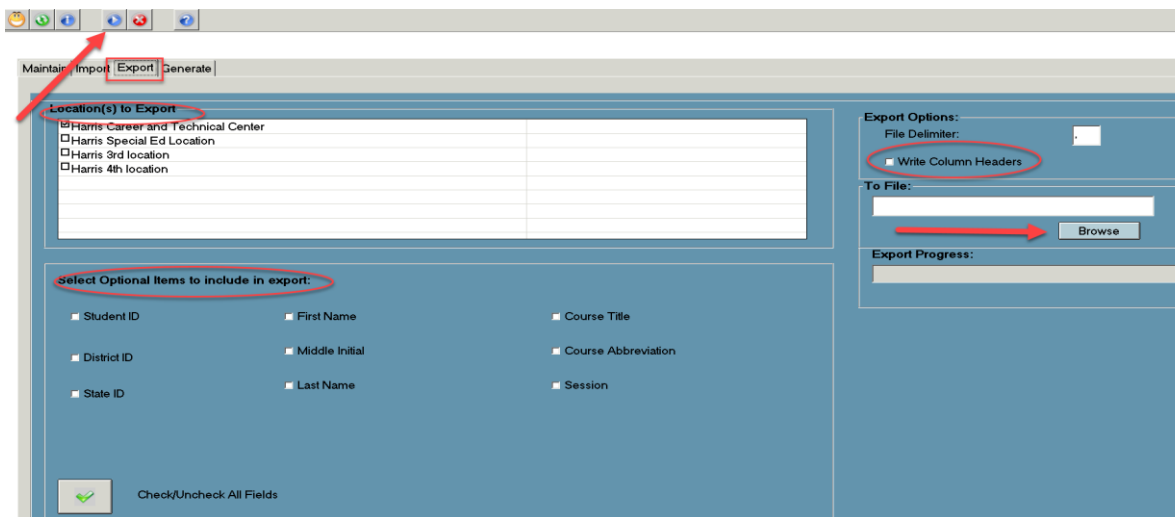


Student Username/Password Generation Management

Export Tab

Should the need arise to create an export file, a quick process exists within ClassMate.

- Select Location(s) to Export
- Select items to included in the export. Click on the box to the left of an item OR click the **GREEN** check mark button to include all items. **ONE** item must be selected.
- In **Export Options** select a file delimiter if you would like any thing other than a comma.
- Click to select **Write Column Headers** to include Headers in the exported file
- In **To File** click **Browse** button to select where to export the file
- Click the blue **Export** button at the top of module to export



Maintain | Import | **Export** | Generate

Location(s) to Export

<input checked="" type="checkbox"/>	Harris Career and Technical Center
<input type="checkbox"/>	Harris Special Ed Location
<input type="checkbox"/>	Harris 3rd location
<input type="checkbox"/>	Harris 4th location

Export Options:

File Delimiter: [.]

Write Column Headers

To File:

[] [Browse]

Export Progress:

[]

Select Optional Items to include in export:

<input type="checkbox"/> Student ID	<input type="checkbox"/> First Name	<input type="checkbox"/> Course Title
<input type="checkbox"/> District ID	<input type="checkbox"/> Middle Initial	<input type="checkbox"/> Course Abbreviation
<input type="checkbox"/> State ID	<input type="checkbox"/> Last Name	<input type="checkbox"/> Session

Check/Uncheck All Fields

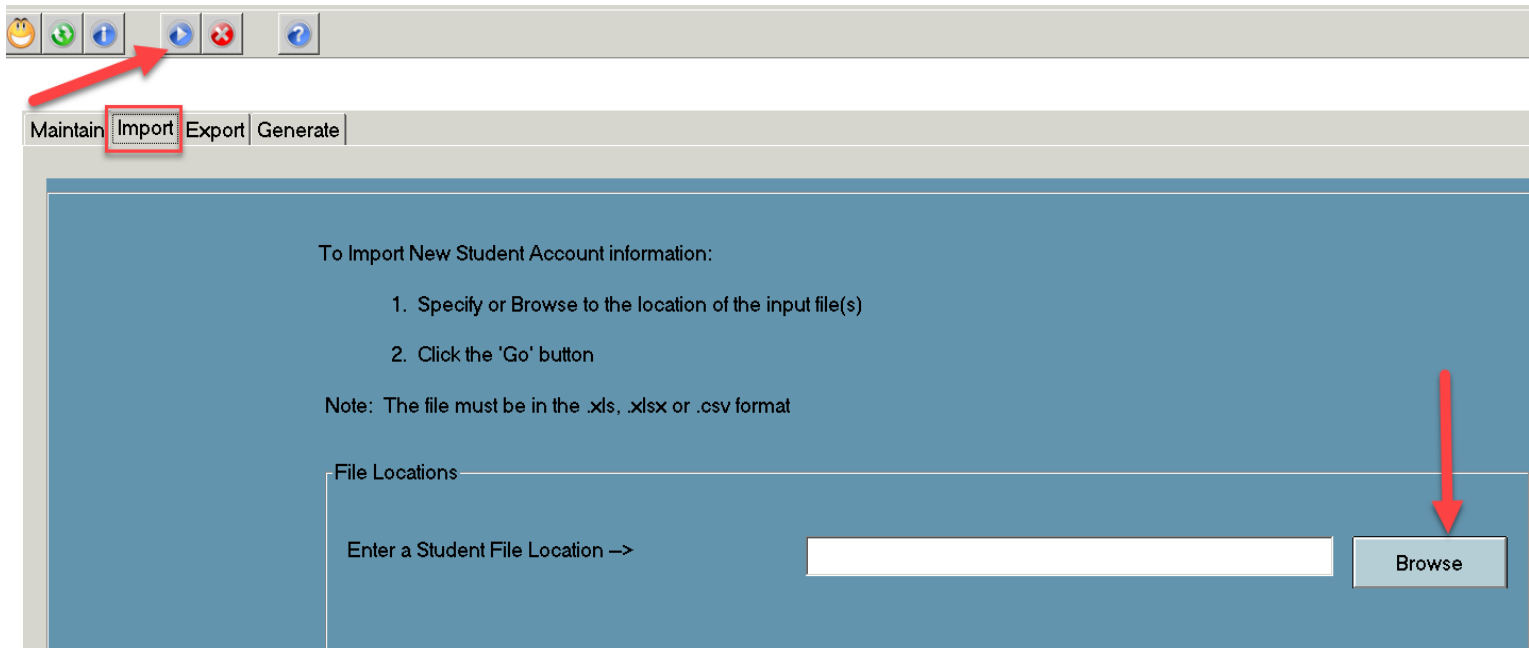


Student Username/Password Generation

Import Tab

If you have an Excel template with student data, you can use the **Import** tab to quickly import data into ClassMate

- Format to import is an Excel template with **.xlsx** extension
- Column Names need to be in the below order:
Username, Password, Student First Name, Student Last Name, ClassMate Student ID, Student Email Address
- Click the **Browse** button to locate the Student File on your computer
- Once **File Location** field populated click the blue **Import** button at the top of the module



Maintain **Import** Export Generate

To Import New Student Account information:

1. Specify or Browse to the location of the input file(s)
2. Click the 'Go' button

Note: The file must be in the .xls, .xlsx or .csv format

File Locations

Enter a Student File Location →

ClassMate

1660 Valley Central Parkway

Suite 500

Bethlehem, PA 18017

Questions? Contact us!

ClassMate HelpDesk

855-984-1228

support.classmate.net

