



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://portals.classmate.net/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

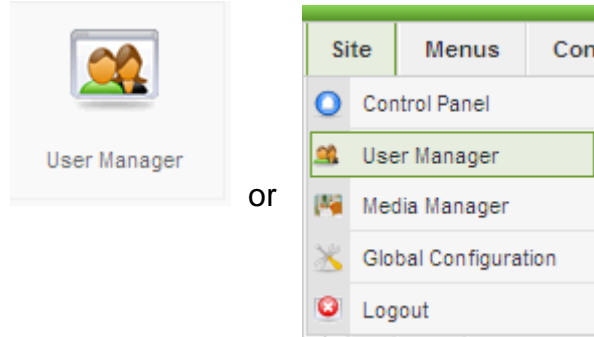
Password

Language

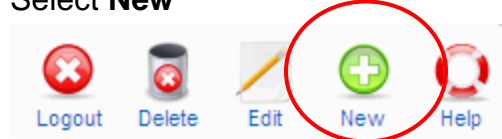
Login

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**

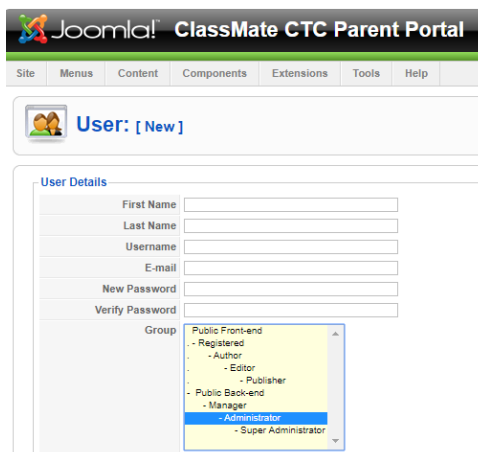


Note: To delete a user account in the User Manager, just click the checkbox to the left of the user account and click the delete icon



Enter the following information:

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



The screenshot shows the Joomla! 'ClassMate CTC Parent Portal' interface. The 'User: [New]' section is active. The 'User Details' form includes fields for First Name, Last Name, Username, E-mail, New Password, and Verify Password. The 'Group' dropdown menu is open, showing options like Registered, Author, Editor, Publisher, Manager, Administrator (highlighted), and Super Administrator.

Creating a Registered User Account

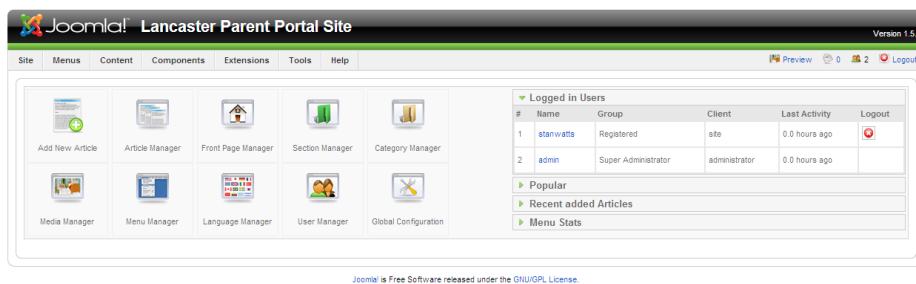
To register parent users, follow the steps outlined above; however, select **Registered**, not Administrator, under **Group** when establishing the account.

We recommend having Parent Portal users register on the Portal welcome page to establish a unique user name and password

Administrator Views

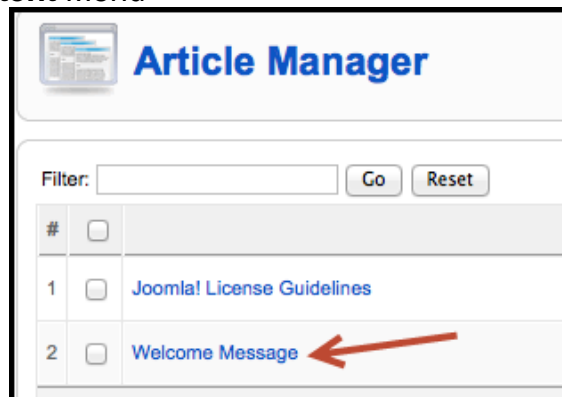
Control Panel View

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



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

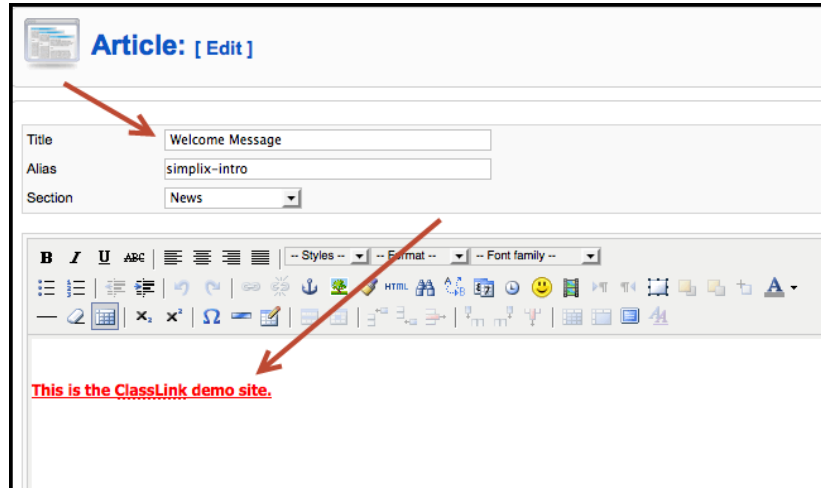


(Note: to edit the Welcome Message using Rich Text Formatting, go to **Site** Menu and select **“Global Configuration”**. Under Site Settings > **Default WYSIWYG Editor**, select **“Editor: TinyMCE 2.0)”** from the drop-down prior to editing the Welcome Message)



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

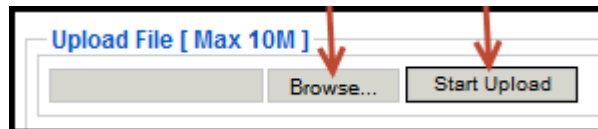
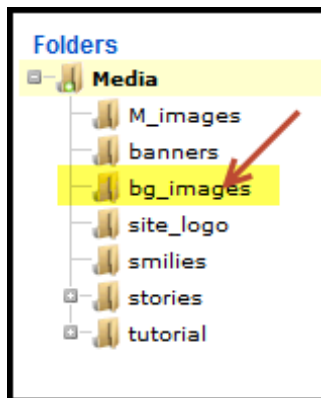


Uploading a Background Image & Logo using the Media Manager

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:

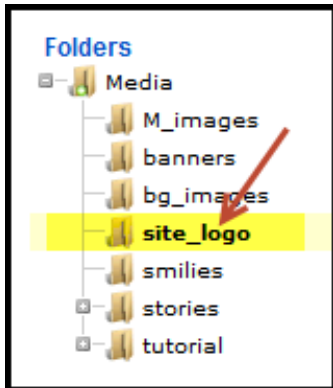
- Select the Media Manager from the Control Panel Page, or go to the Site Menu and select Media Manager
- Click bg_images to upload to the background images folder
- Under “Upload File”, click Browse to select a file. Then click “Start Upload” to upload





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

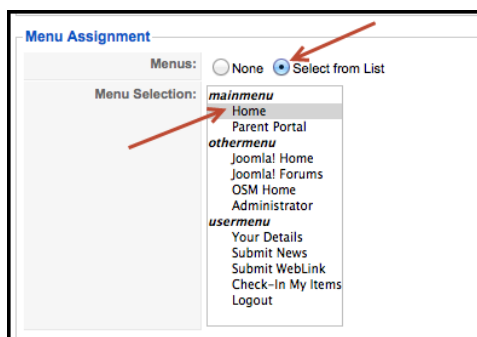
The Template Manager allows the portal administrator to select the Background Image and Logo to display on the Front Page of the Parent Portal

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 **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	beez		
2	Classmate Parent Portal!		✓

The Parent Portal Manager

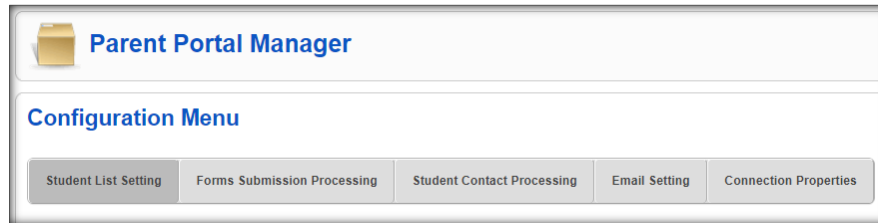
Use the Parent Portal Manager under the **Components Menu > Parent Portal** to:

- Set up what Student Views will be available on the portal (Student List Setting)
- Set up Forms Submission to be:
 - a. Viewed
 - b. Indicate that the form has been “Read”
 - c. Indicate that the form has been “Accepted” or “Denied”
 - d. Electronically sign/receive authorization on a form
- Set up Emergency Contact updates (Student Contact Processing)
- Set up Email Alerts, Subjects & Text
- Turn on Forms Submission and/or Emergency Card processing (Connection Properties)



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
- **Reset Visitor Counter:** Resets the counter for the number of visitors

Detail Settings

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

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 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

GRADE TYPES

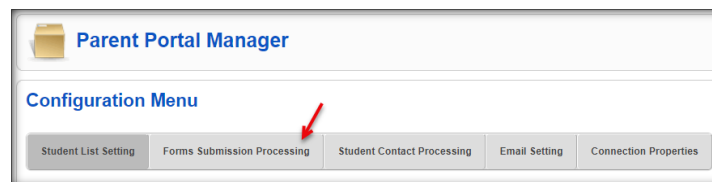
- **PGR** – allows you to change the Text View displaying on portal
- **Skill** – allows you to change the Text View displaying on portal and select if only Required Skills display and/or Contracted Skills display
- **Knowledge** – allows you to change the Text View displaying on portal and to include Assigned/non-Graded Activities
- **Workethic** – allows you to change the Text View displaying on portal and to include Grade/Work Ethic comment tab
- **PDP** – allows you to change the Text View displaying on portal
- **Employability** – allows you to change the Text View displaying on portal
- **Integrated Academics** – allows you to change the Text View displaying on portal and if to be include on Grading Page

EMAIL Properties

- **Teacher Email Subject Line** – allows you to enter what the Subject line of any email sent to the students teacher will display
- **Teacher Email CC, Email Address** – allows you to enter what the CC line of any email sent to the students teacher will display

Forms Submission Processing Setting

The **Forms Submission Processing Setting** allows the Joomla! administrator to set up and manage what Forms can be viewed by the Parent users.



Forms Submission Settings include:

Detail Settings:

Ref ID	Enable	View Name	File	Custom Message	Include Permission Indicator	Include Digital Signature	Disable Editing Permission Indicator once selected	Disable Editing Acceptance Indicator once selected	Delete
PPSH	<input checked="" type="checkbox"/>	Student Handbook	new.pdf	This is a copy of our Student Handbook. Please review this document along with your student and check the box to indicate you have read the	<input type="checkbox"/>	This is to certify:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- **Ref ID:** 4 character code found on Codes in Master Codes Maintenance “Student Forms Checklist 1700-99”. This ref ID indicates what should occur in Student Forms checklist in



Student Master Information. When the Form/Code has a Ref ID, which is also entered in Joomla, this ties this form to the Parent Portal forms. When this form is indicated as being “Read” and/or “Accepted”/“Denied”, the appropriate form will be checked in Student Forms checklist in Student Master Information.

- Example Form: Student Handbook, found in Master Codes Maintenance as Student Handbook.
- To tie it to Parent Portal:
 - Standard “Read” Indication: The Ref ID should start with PP, followed by 2 digits that indicate the form name. This must always exist. Example: PPSH would be the code for Student Handbook.
 - Optional “Accepted” Indication: The Ref ID should match the Standard “Read” Indication, with an additional code -Y to indicate acceptance. Example: PPSH-Y
 - Optional “Declined” or “Denied” Indication: The Ref ID should match the Standard “Read” Indication, with an additional code -N to indicate Non-acceptance. Example: PPSH-N
- **Enable:** If you want this form to be viewable on the Portal, this should be checked.
- **View Name:** The name that the form will be displayed as on the Portal.
- **File:** This is the .pdf that will be viewable in the “view pane” for the parents to view.
 - The file is uploaded under: **Site > Media Manager > Media Folder > Forms**
- **Custom Message:** This is the message that can be customized by the individual site, for the Parents to read.
This can include instructions, or the purpose of the form as examples.
- **Include Permission Indicator:** This is a check box, if checked, this adds a “Yes/No” toggle on the Portal. This is used as “Acceptance/Declined” option.
There is also a custom message to be included, which the parent user will see.
Example message: “Please indicate your acceptance of our Insurance Policy”. A Yes/No is necessary in this example.
- **Include Digital Signature:** This is a check box, if checked, this adds a signature box on the Portal. This is used for electronic signatures. You simply instruct to type in the box their name.
Example message: By typing your name and selecting “I Agree”, you are applying your electronic signature to this form.
- **Disable Editing Permission Indicator once Selected:** This is a security setting where if this is checked, once the Permission Indicator is selected on the portal by a Parent User, it cannot be unchecked.
- **Disable Editing Acceptance Indicator once Selected:** This is a security setting where if this is checked, once the Acceptance Indicator is selected on the portal by a Parent User, it cannot be unchecked.
- **Delete:** If you want to remove a form, select this box and save.
-

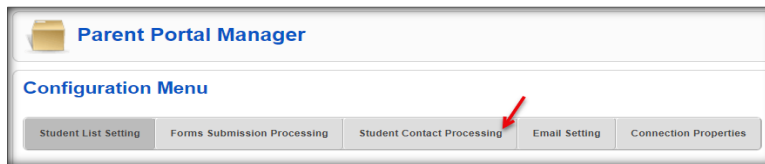


To Add a Form:

- Fill in the fields under “Add the New Form” appropriately.

Student Contact Processing Setting

Allows the Joomla! administrator to set up security around how Student Contact Information is updated from the Portal by parent users. This information that is added or edited will automatically update Student Contact Information in ClassMate.



Student Contact Settings Include:

Settings:

Please indicate the level of contact security required

Allow logged in user to update any contact information

Allow logged in user to update only contact information they entered

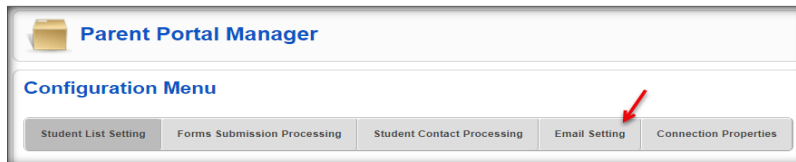
Allow no update to contact information

Settings:

- Allow logged in user to Update ANY contact information, even that which was not entered by this user
- Allow logged in user to update only contact information they entered; other contact information is still viewable
- Allow no update to contact information; other contact information is still viewable

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