



ProgressBook StudentInformation Portal Guide



StudentInformation

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(This document is current for v19.4.0 or later.)

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Change Log

The following Change Log explains by Product Version, Heading, Page and Reason where changes in the *ProgressBook StudentInformation Portal Guide* have been made.

Product Version	Heading	Page	Reason
19.4.0	<i>"Add Documents"</i>	21	Added note to specify the document types that can be uploaded.

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StudentInformation Portal

StudentInformation provides a portal (known in the application as the **StudentInformation** screen) where you can manage information you want to deliver to your users. This is the first screen users see when they sign in to the application. You can customize the content users see based on their specific school and/or district and their security settings.

Understand the StudentInformation Screen

You can manage content for the following areas of the **StudentInformation** screen:

- **Headlines** – See [“Manage Headlines.”](#)
- **Quick Link** – See [“Manage Quick Links.”](#)
- **Announcements** – See [“Manage Announcements.”](#)
- **Upcoming Event** – See [“Manage Events.”](#)
- **Documents** – See [“Manage Documents.”](#)
- **Enrollment Alerts** – See [“Manage Enrollment Alerts.”](#)

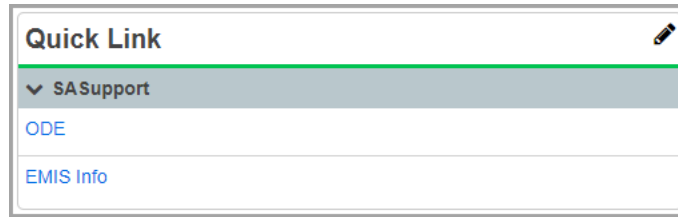
Note: You can determine the best location for the information you post. For example, a school bake sale could be an announcement or an upcoming event, while the results of the bake sale could be a headline.

The screenshot displays the StudentInformation Portal interface. At the top, there is a navigation bar with the title 'StudentInformation', a search bar containing '(Find Students)', and a 'Go To' button. The main content area is divided into several sections:

- Enrollment Alerts:** A table with columns for School, Student, Alert Type, and Start Date. It lists two pending enrollment alerts for SASupport Middle School.
- Headlines:** A section with a dropdown menu set to 'SASupport' and a large blue headline: 'Welcome SASupport High School Staff'. Below the headline is a link: 'Use this portal for all your student information needs'.
- Quick Link:** A section with a dropdown menu set to 'SASupport' and two links: 'ODE' and 'EMIS Info'.
- Announcements:** A section with a dropdown menu set to 'SASupport' and an announcement titled 'High School Sports Update'.
- Upcoming Event:** A section with a dropdown menu set to 'SA Support' and an event titled 'Book Sale' with details: 'Dec 10; 8:00am-12:00pm; Library Sale of old books, magazines, and DVDs'.
- Documents:** A table with columns for Title, School, Area, and Last Updated. It lists two documents: 'EMIS Manual - Student Records' and 'Postsecondary IRNs'.

Manage Quick Links

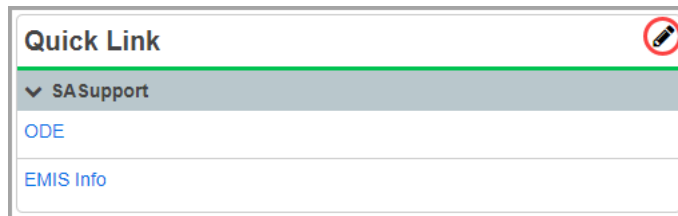
The **Quick Link** area lets you enter links to help your users perform their daily tasks.



- To add a quick link, see [“Add Quick Links.”](#)
- To edit a quick link, see [“Edit Quick Links.”](#)
- To delete a quick link, see [“Delete Quick Links.”](#)

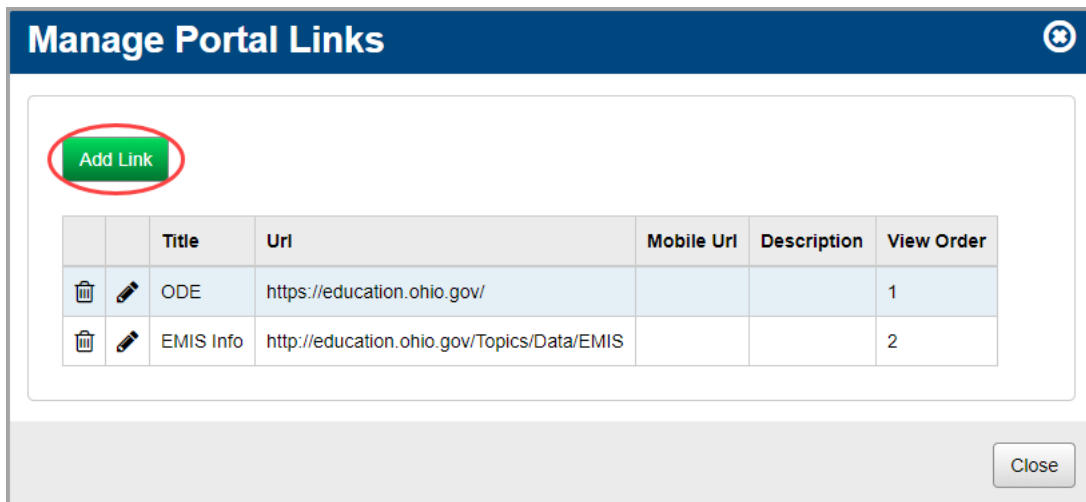
Add Quick Links

1. In the **Quick Link** area, click .



The **Manage Portal Links** window opens.

2. Click **Add Link**.



The add/edit version of the window displays.

3. In the **Title** field, enter a title for the link as you want it to display in the **Quick Link** area.

4. In the **Url** field, enter the URL (website address) of the web page to which you are linking, using the full http:// format, such as <http://www.education.ohio.gov>

Note: *If you are creating a link to another StudentInformation screen, you can use a relative link, replacing the location of the StudentInformation application with a tilde (~), as shown in the following example. This ensures the link remains valid, even if the StudentInformation application's location changes.*

Full link:

<http://dasl.abcde.org/StudentInformation/SIS/Attendance/DailyAbsenceByHomeroom.aspx>

Relative link:

<~/SIS/Attendance/DailyAbsenceByHomeroom.aspx>

Note: *The **Mobile Url** field is not functional at this time.*

5. (Optional) To display a tooltip when you hover your cursor over the quick link, in the **Description** field, enter more detailed information about the site.
6. In the **View Order** field, enter a number to indicate the display order of this specific link relative to the other quick links.
7. In the **Administrative School** drop-down list, select which school building (or district) should have administrative rights to maintain and update the quick link. Below that, select which school and user group can view the quick link, or select the whole district and all groups.
8. Click **Add Combination**.
The school/group combination displays in the **Intended Audience** table.
9. (Optional) To add another school/user group combination, repeat [step 7](#) through [step 8](#).

10. Click **Save**.

Manage Portal Links ✖

Title:*

Url:*

Mobile Url:

Description:

View Order:*

Administrative School: SASupport ▼

SASupport ▼ All ▼ Add Combination

Intended Audience:

	School	Group
🗑️	SASupport	All

Save
Back
Close

A confirmation message displays, and the new link displays in the list.

Manage Portal Links ✖

The Link was saved successfully ✕

Add Link

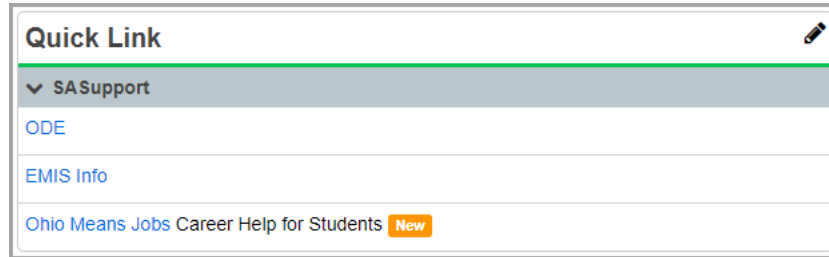
		Title	Url	Mobile Url	Description	View Order
🗑️	✎	ODE	https://education.ohio.gov/			1
🗑️	✎	EMIS Info	http://education.ohio.gov/Topics/Data/EMIS			2
🗑️	✎	Ohio Means Jobs	https://jobseeker.k-12.ohiomeansjobs.monster.com/seeker.aspx		Career Help for Students	3

Close

11. (Optional) To return to the **StudentInformation** screen, click **Close**.

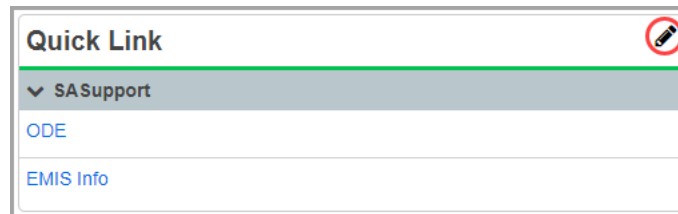
The link displays in the **Quick Link** area in the order you selected with **New** beside it.

Note: **New** displays for 3 days.




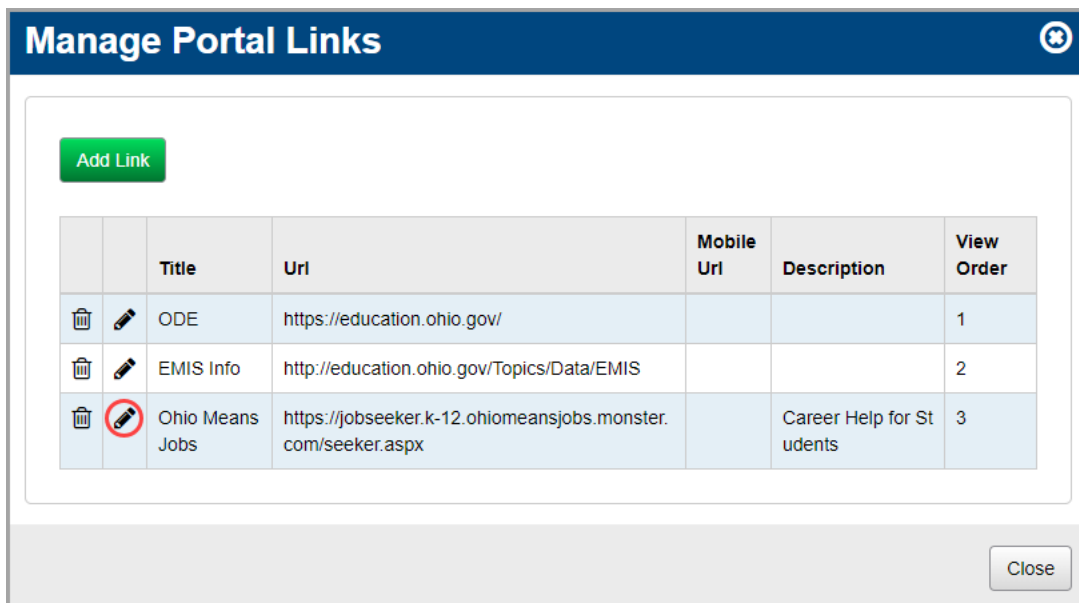
Edit Quick Links

1. In the **Quick Link** area, click .



The **Manage Portal Links** window opens.

2. In the row of the link you want to edit, click .



The add/edit version of the window displays.

3. Make any desired changes, and then click **Save**.

Note: For more information about the fields on this screen, see [“Add Quick Links.”](#)

Manage Portal Links ✖

Title:*

Url:*

Mobile Url:

Description:

View Order:*

Administrative School: SASupport ▼

▼ ▼ Add Combination

Intended Audience:

	School	Group
🗑	SASupport	All
🗑	All Buildings	All

Save
Back
Close

A confirmation message displays, and the updated link displays in the list.

Manage Portal Links ✖

The Link was saved successfully ✕

Add Link

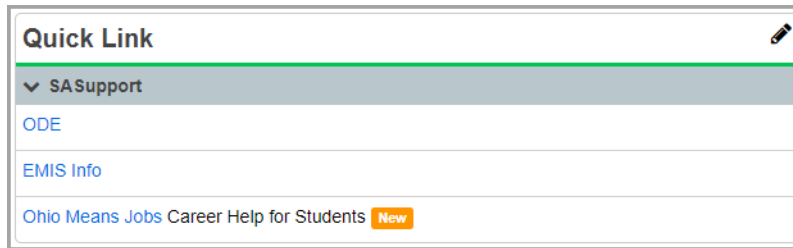
		Title	Url	Mobile Url	Description	View Order
🗑	✎	ODE	https://education.ohio.gov/			1
🗑	✎	EMIS Info	http://education.ohio.gov/Topics/Data/EMIS			2
🗑	✎	Ohio Means Jobs	https://jobseeker.k-12.ohiomeansjobs.monster.com/seeker.aspx		Career Help for Students	3

Close

4. (Optional) To return to the **StudentInformation** screen, click **Close**.

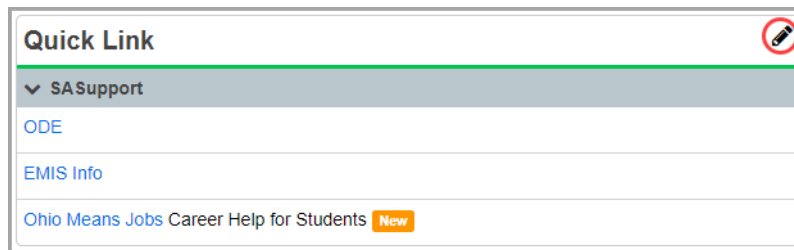
The updated link displays in the **Quick Link** area in the order you selected with **New** beside it.

Note: **New** displays for 3 days.




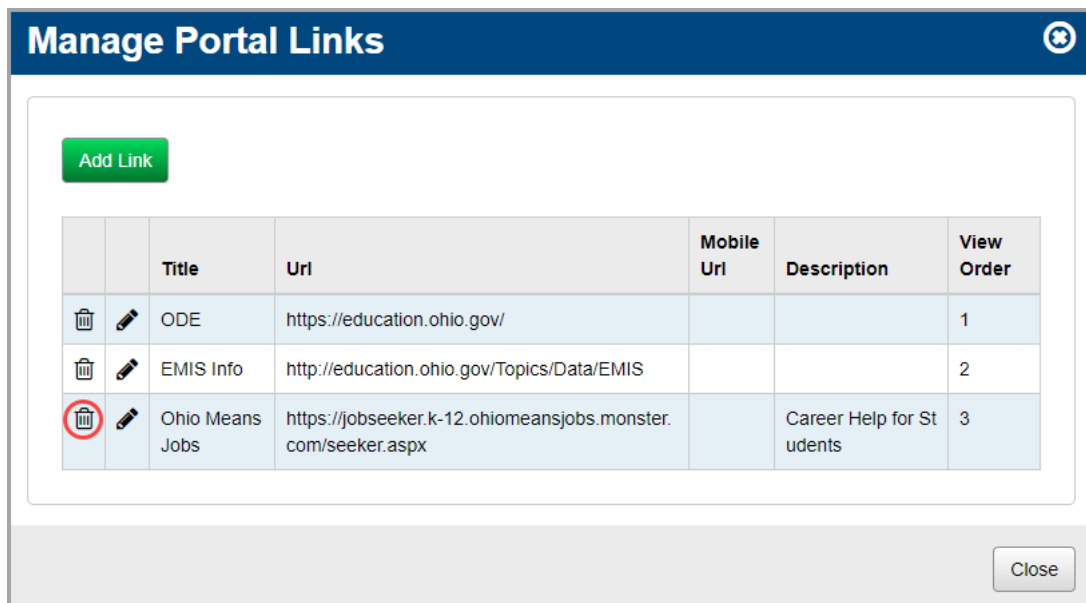
Delete Quick Links

1. In the **Quick Link** area, click .

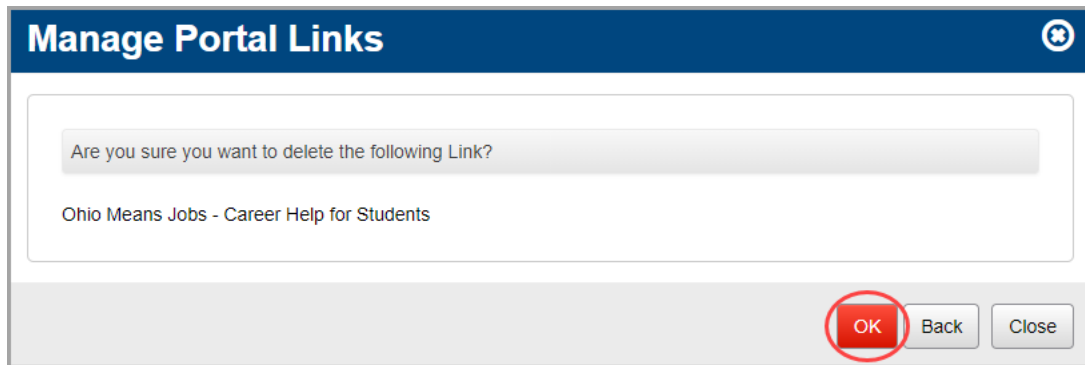


The **Manage Portal Links** window opens.

2. In the row of the link you want to delete, click .

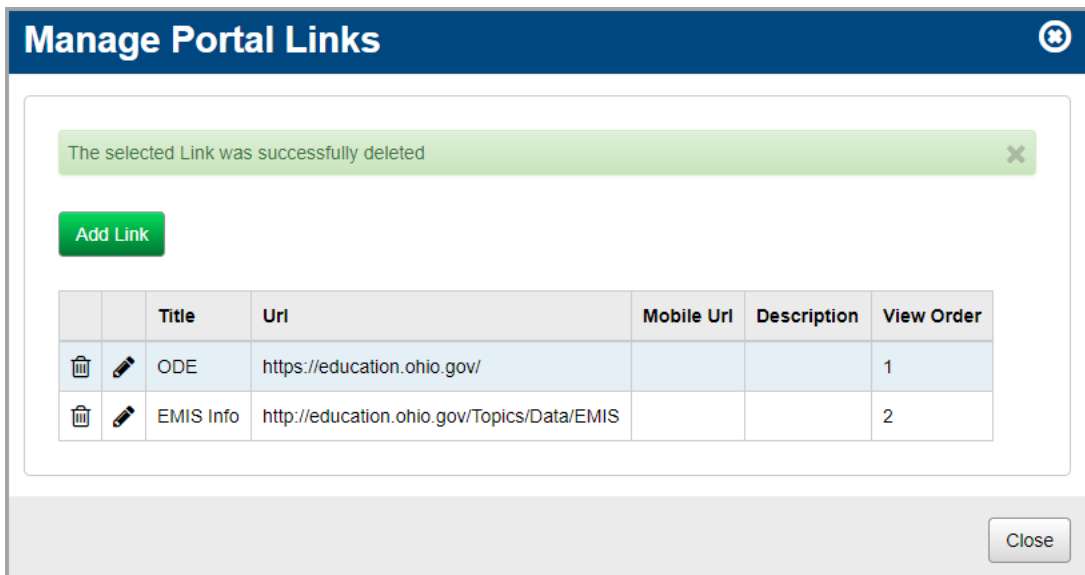


The following messages displays:



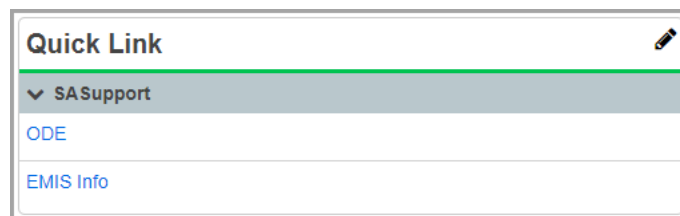
3. Click **OK**.

A confirmation message displays, and the link no longer displays in the list.



4. (Optional) To return to the **StudentInformation** screen, click **Close**.

The link no longer displays in the **Quick Link** area.



Manage Enrollment Alerts

The **Enrollment Alerts** area of the **StudentInformation** screen displays any pending enrollments or withdrawals that require your attention.

- To handle alerts related to pending enrollments, see [“Manage Pending Enrollments.”](#)
- To handle alerts related to pending withdrawals, see [“Manage Pending Withdrawals.”](#)

Manage Pending Enrollments

Pending enrollment alerts display only for students who withdrew from another building in your school district and are enrolling in your building. They do not display for students transferring from another district. The following events trigger pending enrollment alerts:

- A student already enrolled in the district has an enrollment track assignment to attend your building this year.
- Another school in your district withdrew the student and set your building as the “withdraw to” school.

Note: Pending enrollment alerts may take some time to display on the portal.

You can choose to enroll the student or remove the student from the list as follows:

1. In the **Enrollment Alerts** area, in the row of the student you want to enroll or remove, click



StudentInformation				
Enrollment Alerts				
	School	Student	Alert Type	Start Date
	SASupport Middle School	Aguilar, Taylen	Pending Enrollment	4/16/2018
	SASupport Middle School	Salazar, Ohanna	Pending Enrollment	4/16/2018

The **Manage Portal Enrollment Alerts** window opens.

2. Review the information, and perform one of the following actions:
 - To accept this pending enrollment, click **Enroll**. The **Student Registration Wizard** opens, and you can proceed to enroll the student.
 - To decline this pending enrollment and remove this enrollment alert, click **Remove**.
 - To return to the **StudentInformation** screen, click **Close**.

Manage Portal Enrollment Alerts ✖

From this screen, you can display, add, change and delete data pertaining to portal enrollment alert records.

Alert Type:

Student:

Student Number:

Acting School:

Start Date:

Comments:

Enroll
Remove
Close


Manage Pending Withdrawals



The following events trigger pending withdrawal alerts:

- The previous school (within your district) withdrew the student and set a future withdrawal date.
- A student was cross-enrolled in multiple buildings within your district for the same school year, and one of the other buildings withdrew the student.
- A student was enrolled in the previous school year and the current school year, and your school (or another school) withdrew the student from the previous school year.

Note: Pending withdrawal alerts may take some time to display on the portal.

You can choose to withdraw the student or remove the student from the list as follows:

1. In the **Enrollment Alerts** area, in the row of the student you want to withdraw or remove, click  .

Enrollment Alerts				
	School	Student	Alert Type	Start Date
	Test High School	Wall, Santiago	Pending Withdraw	11/16/2019
	Test High School	Wagner, Preston	Pending Withdraw	11/18/2019

The **Manage Portal Enrollment Alerts** window opens.

2. Review the information, and perform one of the following actions:
 - To accept this pending withdrawal, click **Withdraw**. The **Withdraw Student** screen displays, and you can proceed to withdraw the student.
 - To decline this pending withdrawal and remove this withdrawal alert, click **Remove**.
 - To return to the **StudentInformation** screen, click **Close**.

From this screen, you can display, add, change and delete data pertaining to portal enrollment alert records.

Alert Type: Pending Withdraw

Student: Wagner, Preston

Student Number: 468733526

Acting School: Test High School

Start Date: 11/18/2019

Comments:

Withdraw **Remove** Close

Manage Headlines

In the **Headlines** area, you can enter important headlines and messages for your users.

StudentInformation [Find Students] [Go To]

Headlines

▼ SASupport

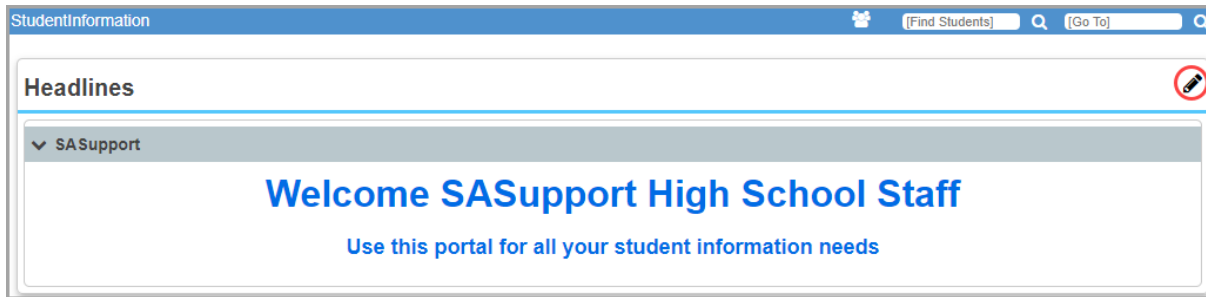
Welcome SASupport High School Staff

Use this portal for all your student information needs

- To add a headline, see [“Add Headlines.”](#)
- To edit a headline, see [“Edit Headlines.”](#)
- To delete a headline, see [“Delete Headlines.”](#)

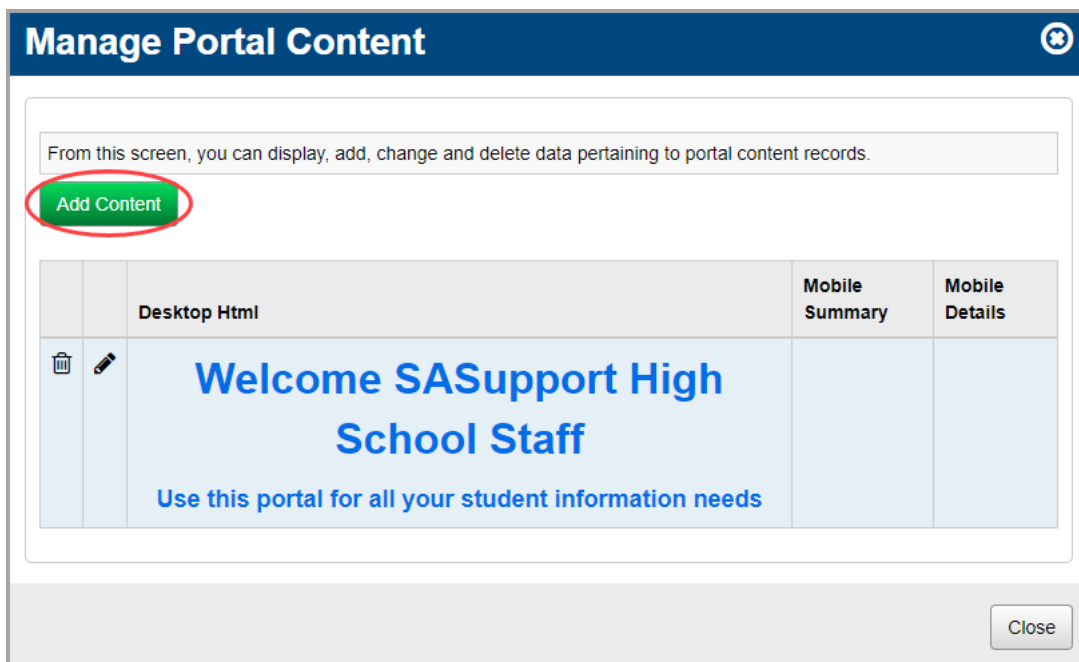
Add Headlines

1. In the **Headlines** area, click  .



The **Manage Portal Content** window opens.

2. Click **Add Content**.



The add/edit version of the window displays.

- In the **Desktop Html Content** field, enter the text that you want to display in the headline. You can use plain text and/or HTML (Hypertext Markup Language) to display the headline in different colors and sizes.

Note: A few helpful HTML tags are below. To learn more about HTML, go to: <http://www.w3schools.com/html/default.asp>

HTML Tag	Purpose
<h1>your text here</h1>	Heading1 – enlarges text
 	Line break
<hr>	Create horizontal line
<center>your text here</center>	Center text
<style="color:blue">	Color

Note: The **Mobile Summary** and **Mobile Details** fields are not functional at this time.

- In the **Administrative School** drop-down list, select which school building (or district) should have administrative rights to maintain and update the headline.
- In the **Intended School** drop-down list, select which school can view the headline, or select the whole district.
- In the **Intended Group** drop-down list, select which user group can view the headline, or select all user groups.
- Click **Add Combination**.
The school/group combination displays in a table.
- (Optional) To add another school/user group combination, repeat [step 5](#) through [step 7](#).

- Click **Save**. Or, to continue adding headlines, click **Save and New**.

Manage Portal Content ✖

Desktop Html Content:*

Mobile Summary:

Mobile Details:

Administrative School: SASupport ▼

Intended School: SASupport ▼

Intended Group: All ▼

Add Combination

	School	Group
🗑️	SASupport	All

Save
Save and New
Back
Close

A confirmation message displays, and the new headline displays in the list.

Manage Portal Content ✖

The Content was saved successfully ✖

From this screen, you can display, add, change and delete data pertaining to portal content records.

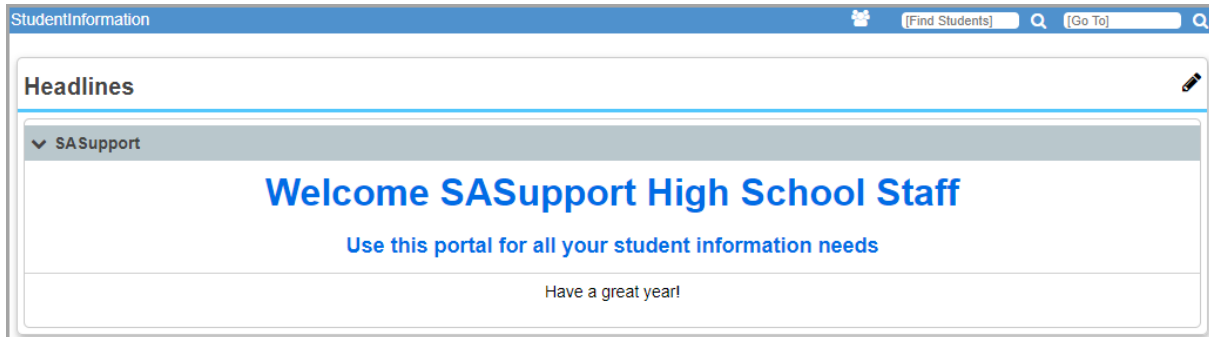
Add Content

	Desktop Html	Mobile Summary	Mobile Details
🗑️ ✎️	Welcome SASupport High School Staff Use this portal for all your student information needs		
🗑️ ✎️	Have a great year!		

Close

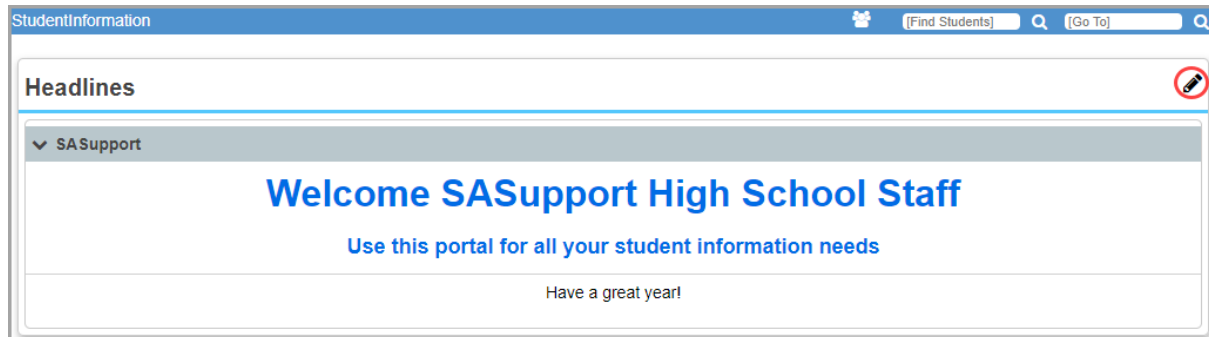
10. (Optional) To return to the **StudentInformation** screen, click **Close**.

The headline displays in the **Headlines** area.




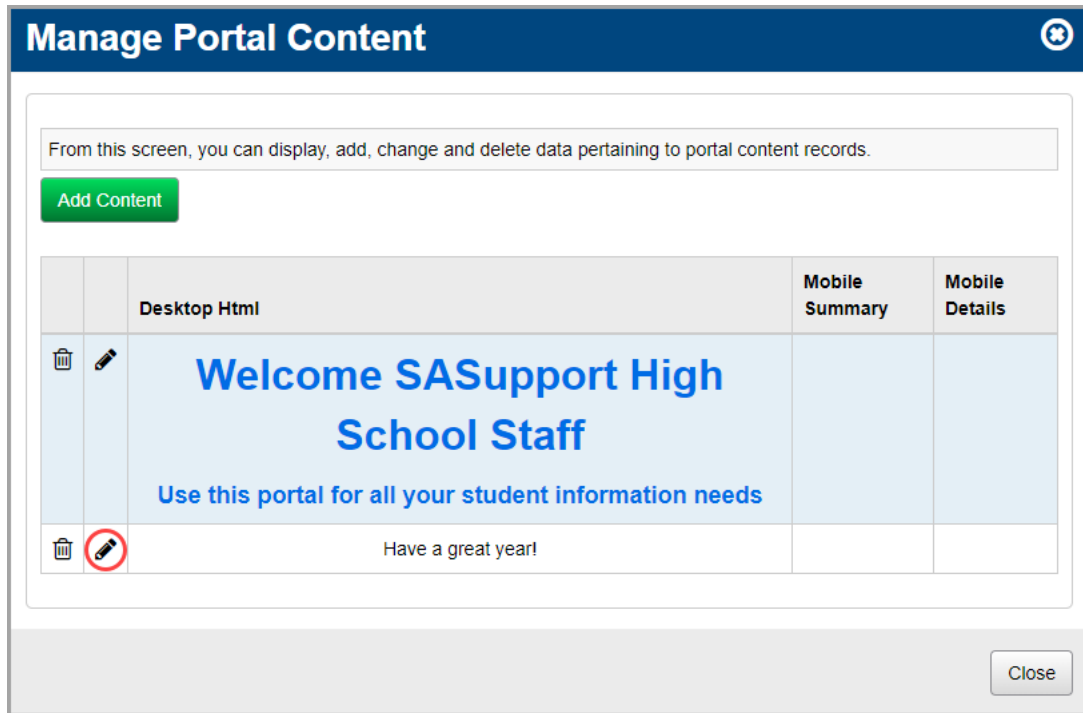
Edit Headlines





1. In the **Headlines** area, click .



The **Manage Portal Content** window opens.

- In the row of the headline you want to edit, click .



	Desktop Html	Mobile Summary	Mobile Details
 	Welcome SASupport High School Staff Use this portal for all your student information needs		
 	Have a great year!		

The add/edit version of the window displays.

- Make any desired changes, and then click **Save**.

Note: For more information about the fields on this screen, see [“Add Headlines.”](#)

Manage Portal Content

Desktop Html Content: *

Mobile Summary:

Mobile Details:

Administrative School:

Intended School:

Intended Group:

[Add Combination](#)

	School	Group
	SASupport	All
	SADoc	All

[Save](#) [Back](#) [Close](#)

A confirmation message displays, and the updated headline displays in the list.

Manage Portal Content

The Content was saved successfully

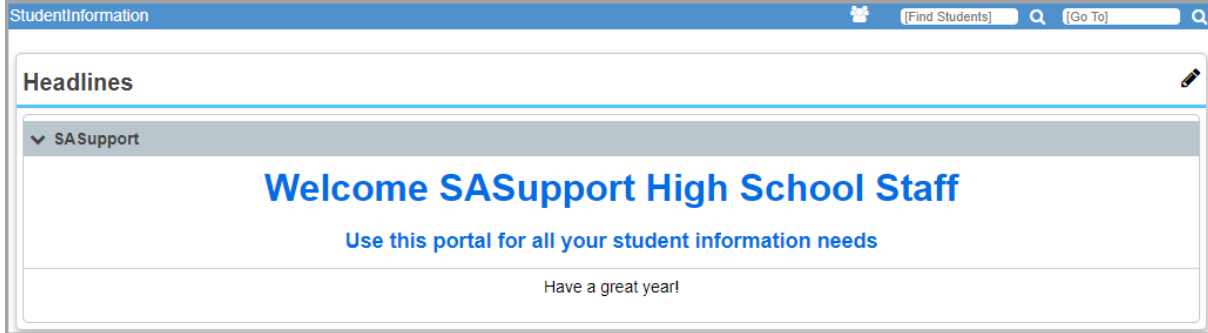
From this screen, you can display, add, change and delete data pertaining to portal content records.

[Add Content](#)

	Desktop Html	Mobile Summary	Mobile Details
	<p>Welcome SASupport High School Staff</p> <p>Use this portal for all your student information needs</p>		
	Have a great year!		

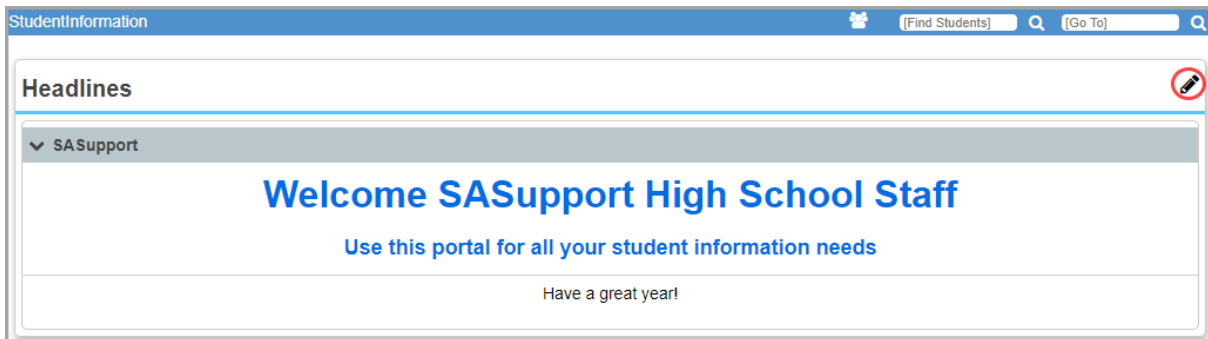
[Close](#)

- (Optional) To return to the **StudentInformation** screen, click **Close**.
The updated headline displays in the **Headlines** area.




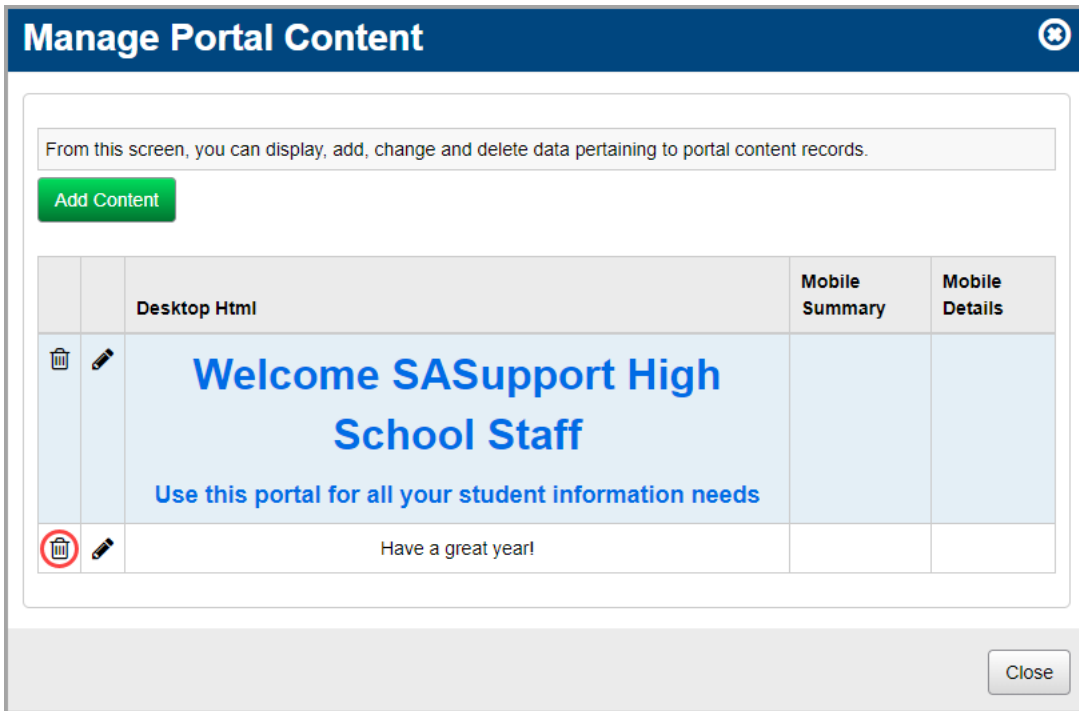
Delete Headlines

- In the **Headlines** area, click .



The **Manage Portal Content** window opens.





- In the row of the headline you want to delete, click .



Manage Portal Content

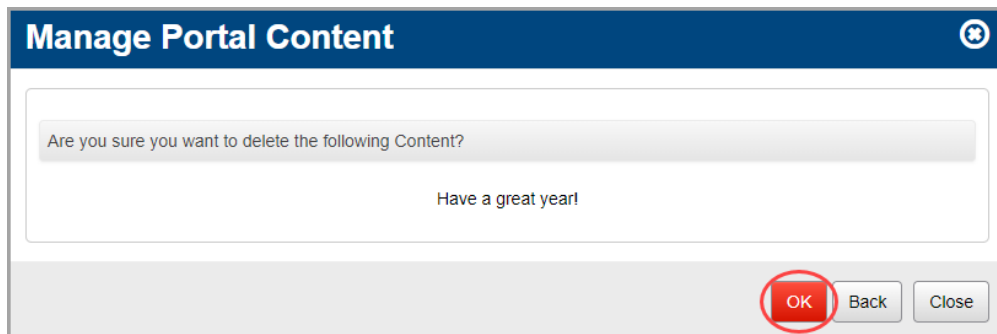
From this screen, you can display, add, change and delete data pertaining to portal content records.

Add Content

	Desktop Html	Mobile Summary	Mobile Details
 	Welcome SASupport High School Staff Use this portal for all your student information needs		
 	Have a great year!		

Close

The following message displays:



Manage Portal Content

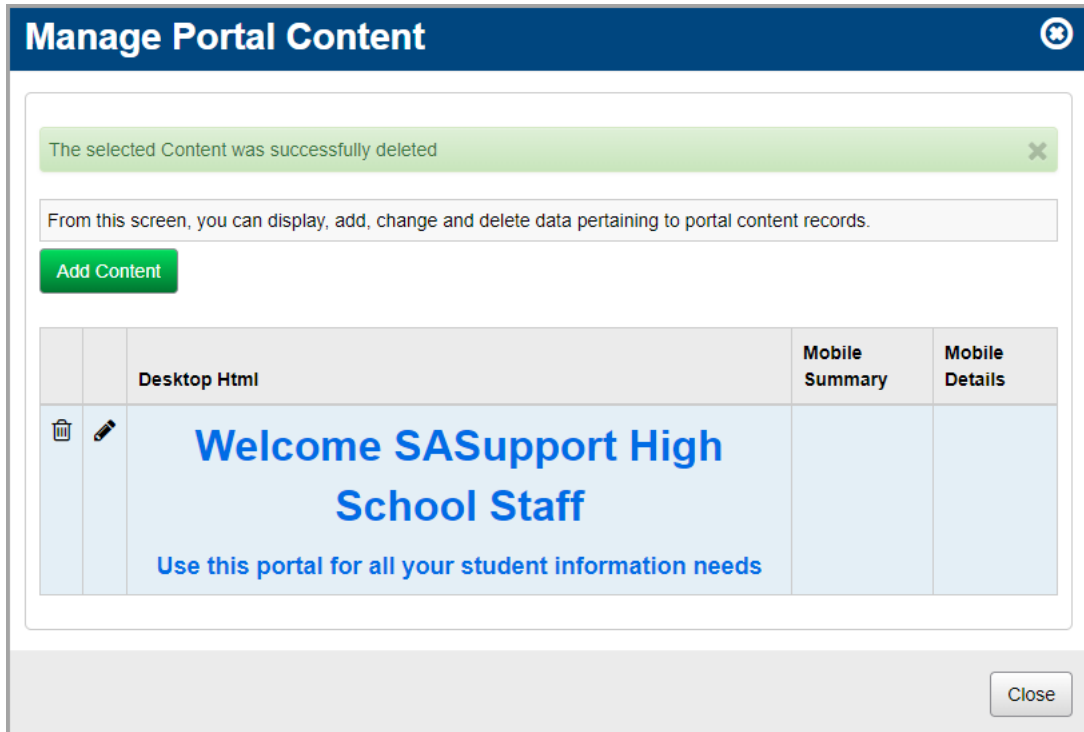
Are you sure you want to delete the following Content?

Have a great year!

OK Back Close

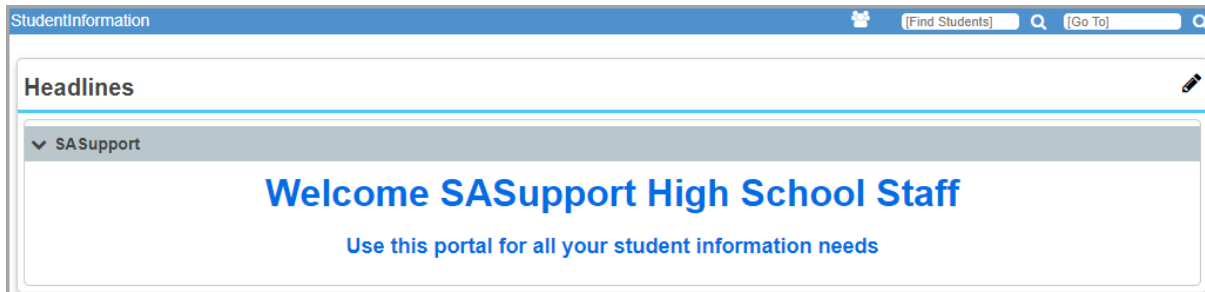
- Click **OK**.

A confirmation message displays, and the headline no longer displays in the list.



- (Optional) To return to the **StudentInformation** screen, click **Close**.

The headline no longer displays in the **Headlines** area.



Manage Documents

In the **Documents** area, you can upload or link documents for your users.

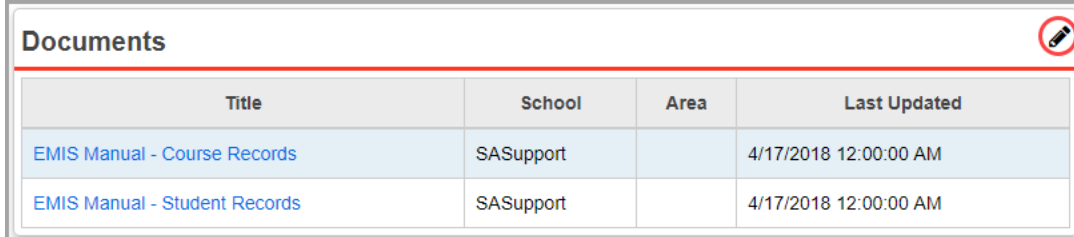
Documents			
Title	School	Area	Last Updated
EMIS Manual - Course Records	SASupport		4/17/2018 12:00:00 AM
EMIS Manual - Student Records	SASupport		4/17/2018 12:00:00 AM

- To add a document, see [“Add Documents.”](#)

- To edit a document, see “[Edit Documents.](#)”
- To delete a document, see “[Delete Documents.](#)”

Add Documents

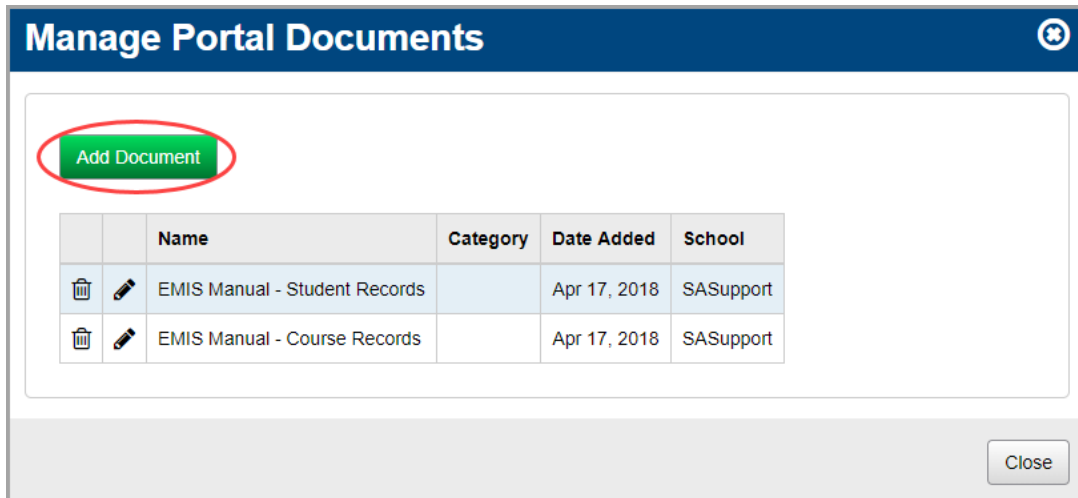
1. In the **Documents** area, click .







Title	School	Area	Last Updated
EMIS Manual - Course Records	SASupport		4/17/2018 12:00:00 AM
EMIS Manual - Student Records	SASupport		4/17/2018 12:00:00 AM

The **Manage Portal Documents** window opens.

2. Click **Add Document**.



	Name	Category	Date Added	School
 	EMIS Manual - Student Records		Apr 17, 2018	SASupport
 	EMIS Manual - Course Records		Apr 17, 2018	SASupport

The add/edit version of the window displays.

3. In the **Name** field, enter a name for the document.
4. (Optional) In the **Category** field, enter a category for this document.

Note: You can use categories to separate documents by subject area, user, etc.

5. Decide whether you want to provide a link to a document on the web or physically upload the document to the StudentInformation website:
 - To link to the web, in the **URL to Browse** field, enter the full URL (web address) of the document, including **http://**

- To upload a document, in the **Upload to Web Server** area, click **Browse**, and navigate to and select the file.

Note: For security reasons, there is a maximum document upload size for StudentInformation and the .NET framework. If your document exceeds that size, an error occurs. Your ITC can adjust this size (the default maximum size is 4MB) but only after hours. This is because changing the size limit requires a config file change and server reboot. As a workaround, you can upload a small placeholder document that the ITC staff can replace with the larger document per the location in the DASL.config file.

Note: Only the following document types can be uploaded: .doc, .docx, .dot, .dotx, .htm, .html, .mp4, .mp3, .pdf, .png, .ppt, .pptx, .pps, .ppsx, .pub, .rtf, .txt, .xls, .xlsx, and .zip.

Note: To remove the file, click **Clear**.

- In the **Administrative School** drop-down list, select which school building (or district) should have administrative rights to maintain and update the document. Then, select which school and user group can view the document, or select the whole district and all groups.
- Click **Add Combination**.
The school/group combination displays in the **Intended Audience** table.
- (Optional) To add another school/user group combination, repeat [step 6](#) through [step 7](#).
- Click **Save**. Or, to continue adding documents, click **Save and New**.

Manage Portal Documents

Name:

Category:

URL to Browse:

- or -

Upload to Web Server: Student Activity Form.docx is uploaded

Administrative School:

Intended Audience:







	School	Group
<input type="button" value="trash"/>	SASupport	All

A confirmation message displays, and the new document displays in the list.

Manage Portal Documents

The Document was saved successfully

Add Document

	Name	Category	Date Added	School
 	EMIS Manual - Student Records		Apr 17, 2018	SASupport
 	EMIS Manual - Course Records		Apr 17, 2018	SASupport
 	Student Activity Form		Apr 17, 2018	SASupport

Close

10. (Optional) To return to the **StudentInformation** screen, click **Close**.

The new document link displays in the **Documents** area.

Documents

Title	School	Area	Last Updated
EMIS Manual - Course Records	SASupport		4/17/2018 12:00:00 AM
EMIS Manual - Student Records	SASupport		4/17/2018 12:00:00 AM
Student Activity Form	SASupport		4/17/2018 12:00:00 AM

Edit Documents

1. In the **Documents** area of the **StudentInformation** screen, click .

Documents







Title	School	Area	Last Updated
EMIS Manual - Course Records	SASupport		4/17/2018 12:00:00 AM
EMIS Manual - Student Records	SASupport		4/17/2018 12:00:00 AM
Student Activity Form	SASupport		4/17/2018 12:00:00 AM

The **Manage Portal Documents** window opens.

- In the row of the document you want to edit, click .

Manage Portal Documents ⊕

Add Document

		Name	Category	Date Added	School
		EMIS Manual - Student Records		Apr 17, 2018	SASupport
		EMIS Manual - Course Records		Apr 17, 2018	SASupport
		Student Activity Form		Apr 17, 2018	SASupport

The add/edit version of the window displays.

- Make any desired changes, and then click **Save**.

Note: For more information about the fields on this screen, see [“Add Documents.”](#)

Manage Portal Documents ⊕

Name:*

Category:

URL to Browse:



- or -

Upload to Web Server:

Student Activity Form.docx is uploaded

Administrative School:

Intended Audience:

	School	Group
	SASupport	All
	SADoc	All

A confirmation message displays, and the updated document displays in the list.

Manage Portal Documents ✕

The Document was saved successfully ✕

Add Document

	Name	Category	Date Added	School
	EMIS Manual - Student Records		Apr 17, 2018	SASupport
	EMIS Manual - Course Records		Apr 17, 2018	SASupport
	Student Activity Form		Apr 17, 2018	SASupport

Close

- (Optional) To return to the **StudentInformation** screen, click **Close**.

The updated document link displays in the **Documents** area.

Documents 			
Title	School	Area	Last Updated
EMIS Manual - Course Records	SASupport		4/17/2018 12:00:00 AM
EMIS Manual - Student Records	SASupport		4/17/2018 12:00:00 AM
Student Activity Form	SASupport		4/17/2018 12:00:00 AM

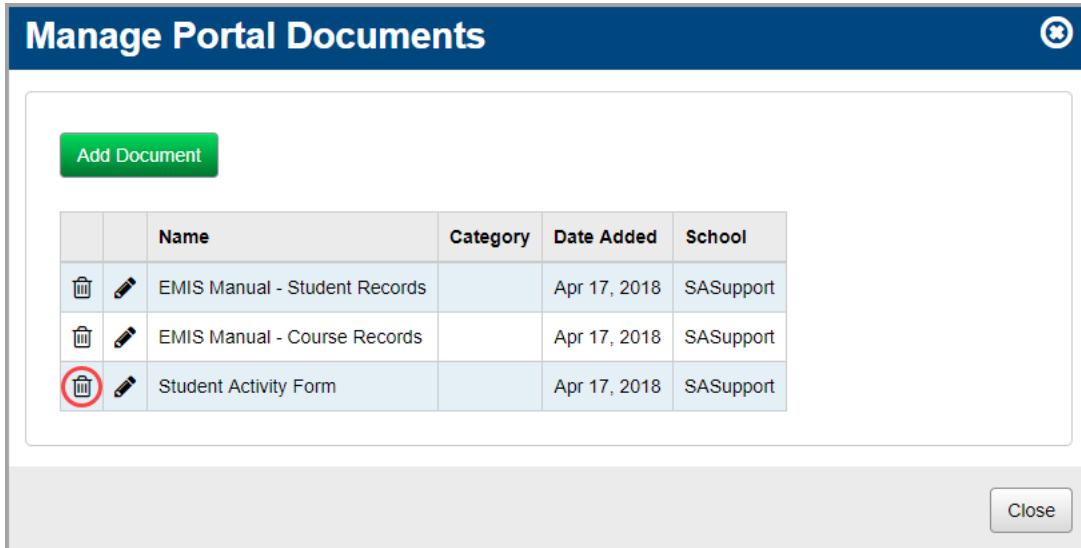
Delete Documents

- In the **Documents** area of the **StudentInformation** screen, click

Documents 			
Title	School	Area	Last Updated
EMIS Manual - Course Records	SASupport		4/17/2018 12:00:00 AM
EMIS Manual - Student Records	SASupport		4/17/2018 12:00:00 AM
Student Activity Form	SASupport		4/17/2018 12:00:00 AM







The **Manage Portal Documents** window opens.

2. In the row of the document you want to delete, click .



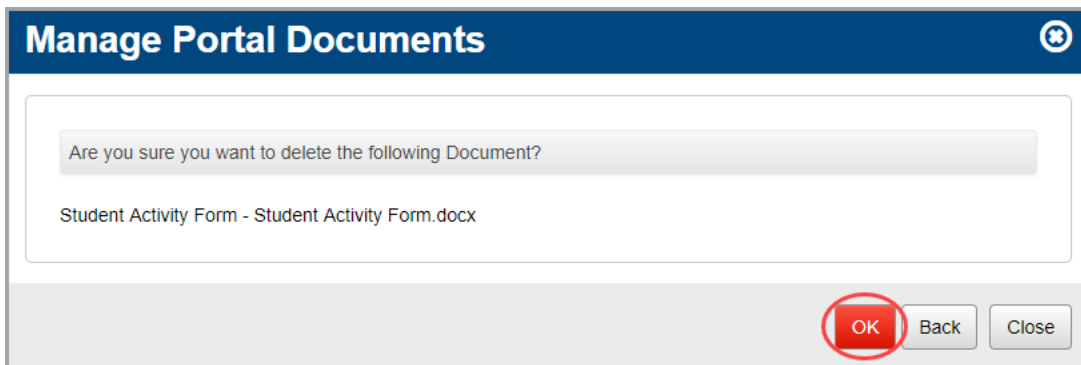
Manage Portal Documents

[Add Document](#)

	Name	Category	Date Added	School
 	EMIS Manual - Student Records		Apr 17, 2018	SASupport
 	EMIS Manual - Course Records		Apr 17, 2018	SASupport
 	Student Activity Form		Apr 17, 2018	SASupport

[Close](#)

The following message displays:



Manage Portal Documents

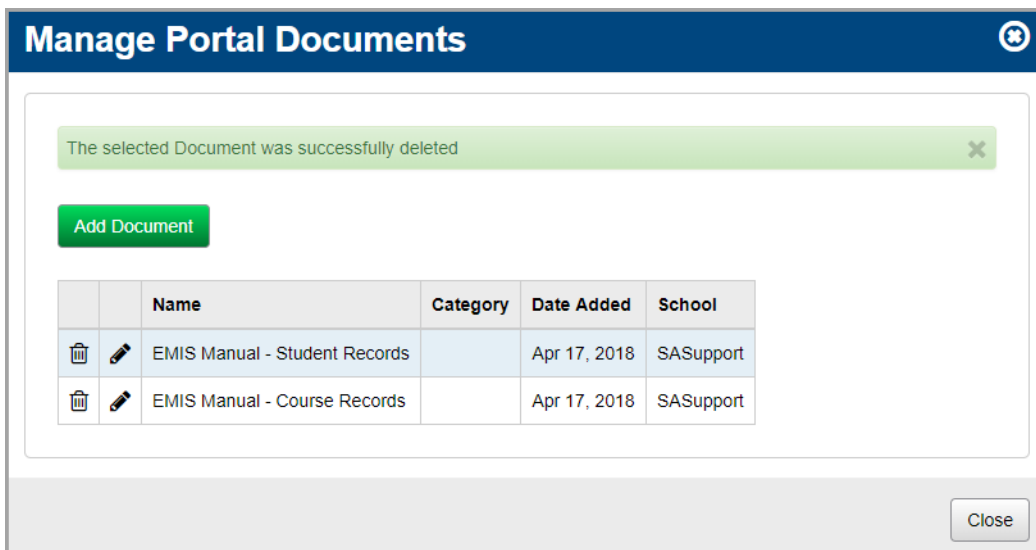
Are you sure you want to delete the following Document?

Student Activity Form - Student Activity Form.docx

[OK](#) [Back](#) [Close](#)

3. Click **OK**.





A confirmation message displays, and the document no longer displays in the list.



Manage Portal Documents

The selected Document was successfully deleted


[Add Document](#)

	Name	Category	Date Added	School
 	EMIS Manual - Student Records		Apr 17, 2018	SASupport
 	EMIS Manual - Course Records		Apr 17, 2018	SASupport

[Close](#)

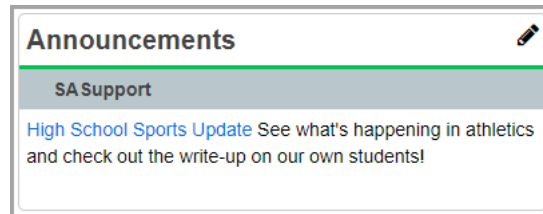
4. (Optional) To return to the **StudentInformation** screen, click **Close**.

The document link no longer displays in the **Documents** area.

Documents 			
Title	School	Area	Last Updated
EMIS Manual - Course Records	SASupport		4/17/2018 12:00:00 AM
EMIS Manual - Student Records	SASupport		4/17/2018 12:00:00 AM

Manage Announcements

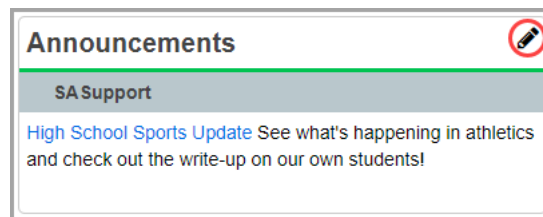
In the **Announcements** area, you can post time-sensitive announcements for your users.



- To add an announcement, see [“Add Announcements.”](#)
- To edit an announcement, see [“Edit Announcements.”](#)
- To delete an announcement, see [“Delete Announcements.”](#)

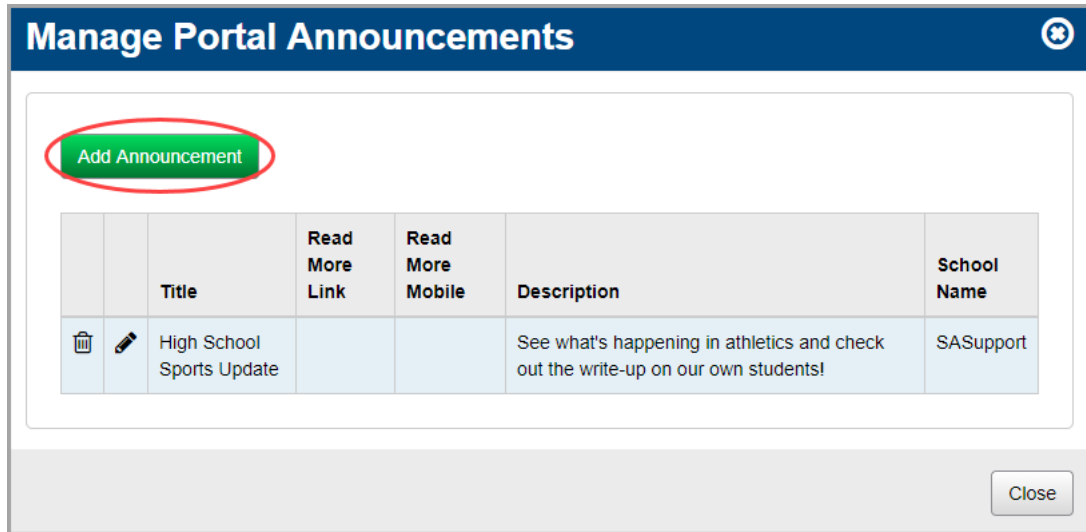
Add Announcements

1. In the **Announcements** area, click .



The **Manage Portal Announcements** window opens.

2. Click **Add Announcement**.



The add/edit version of the window displays.

3. In the **Title** field, enter a title for the announcement.
4. (Optional) To add a link to a corresponding web page, enter the full URL (web address) of the page, including **http://**

Note: The **Read More (Mobile)** option is not functional at this time.

5. In the **Description** field, enter any details related to the announcement.
6. In the **Expires** field, enter the date on which the announcement should stop displaying, or select a date from the calendar date picker. This field defaults to 8 days from the current date.
7. In the **Administrative School** drop-down list, select which school building (or district) should have administrative rights to maintain and update the announcement. Then, select which school and user group can view the announcement, or select the whole district and all groups.
8. Click **Add Combination**.

The school/group combination displays in the **Intended Audience** table.

9. (Optional) To add another school/user group combination, repeat [step 7](#) through [step 8](#).

10. Click **Save**. Or, to continue adding announcements, click **Save and New**.

Manage Portal Announcements
✖

Title:*

Read More Link:

Read More (Mobile):

Description:*

Mon - Mrs. Smith
 Tue - Mr. Jones
 Thu - Miss Dell

Expires:*

Administrative School:

[Add Combination](#)

Intended Audience:

	School	Group
	SASupport	All

Save
Save and New
Back
Close

A confirmation message displays, and the new announcement displays in the list.

Manage Portal Announcements
✖

The Announcement was saved successfully
✕

[Add Announcement](#)

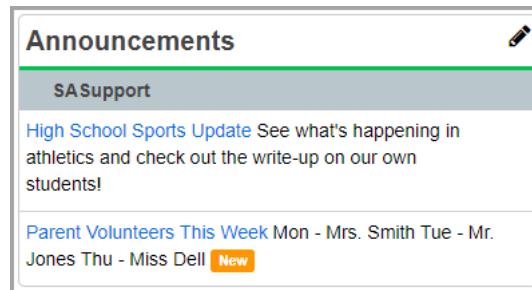
		Title	Read More Link	Read More Mobile	Description	School Name
		High School Sports Update			See what's happening in athletics and check out the write-up on our own students!	SASupport
		Parent Volunteers This Week			Mon - Mrs. Smith Tue - Mr. Jones Thu - Miss Dell	SASupport

Close

11. (Optional) To return to the **StudentInformation** screen, click **Close**.

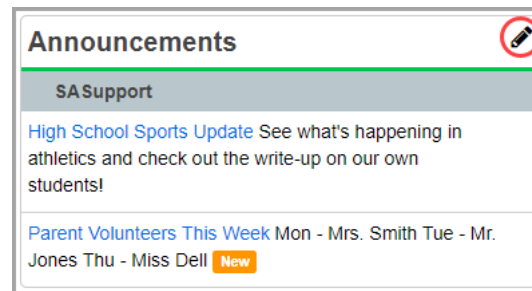
The announcement displays in the **Announcements** area with **New** beside it. Announcements display sorted by administrative school and then by date created.

Note: **New** displays for 3 days.



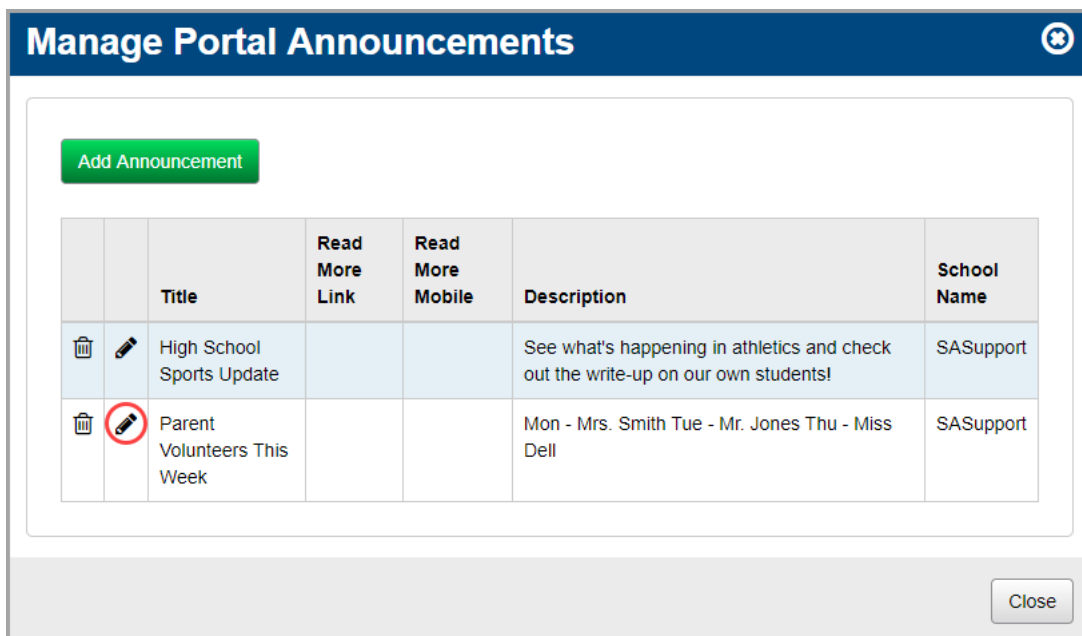
Edit Announcements

1. In the **Announcements** area, click .



The **Manage Portal Announcements** window opens.

2. In the row of the announcement you want to edit, click .



The add/edit version of the window displays.

3. Make any desired changes, and then click **Save**.

Note: For more information about the fields on this screen, see “Add Announcements.”

Manage Portal Announcements
⊗

Title:

Read More Link:

Read More (Mobile):

Description:

Mon - Mrs. Smith
 Tue - Mr. Jones
 Thu - Miss Dell

Expires:

Administrative School:

Add Combination

Intended Audience:

	School	Group
	SASupport	All
	SADoc	All

Save
Back
Close

A confirmation message displays, and the updated announcement displays in the list.

Manage Portal Announcements
⊗

The Announcement was saved successfully
✕

Add Announcement

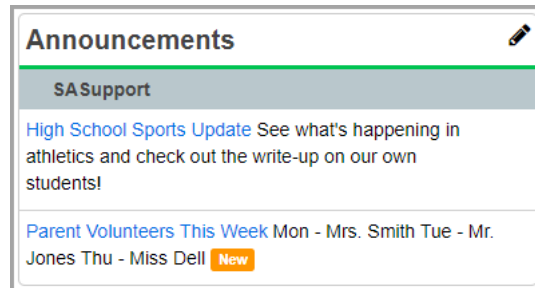
		Title	Read More Link	Read More Mobile	Description	School Name
		High School Sports Update			See what's happening in athletics and check out the write-up on our own students!	SASupport
		Parent Volunteers This Week			Mon - Mrs. Smith Tue - Mr. Jones Thu - Miss Dell	SASupport

Close

- (Optional) To return to the **StudentInformation** screen, click **Close**.

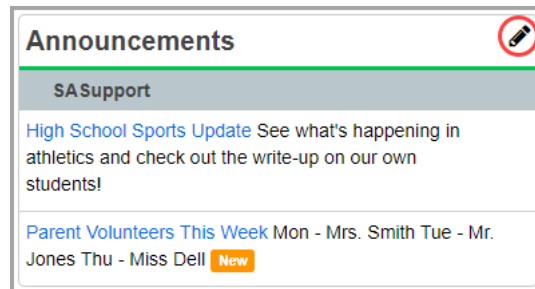
The updated announcement displays in the **Announcements** area with **New** beside it.

Note: **New** displays for 3 days.





Delete Announcements

- In the **Announcements** area, click .







The **Manage Portal Announcements** window opens.


2. In the row of the announcement you want to delete, click .

Manage Portal Announcements 

Add Announcement

		Title	Read More Link	Read More Mobile	Description	School Name
		High School Sports Update			See what's happening in athletics and check out the write-up on our own students!	SASupport
		Parent Volunteers This Week			Mon - Mrs. Smith Tue - Mr. Jones Thu - Miss Dell	SASupport

The following message displays:

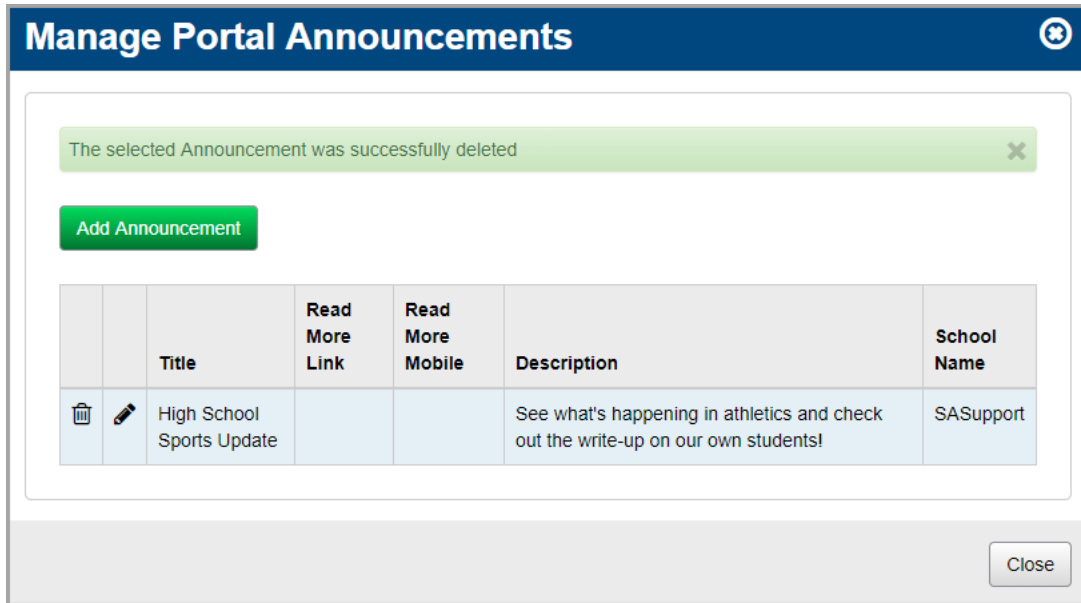
Manage Portal Announcements 

Are you sure you want to delete the following Announcement?

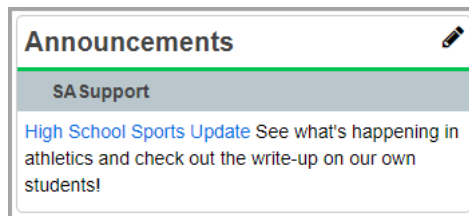
Parent Volunteers This Week - Mon - Mrs. Smith Tue - Mr. Jones Thu - Miss Dell

3. Click **OK**

A confirmation message displays, and the announcement no longer displays in the list.

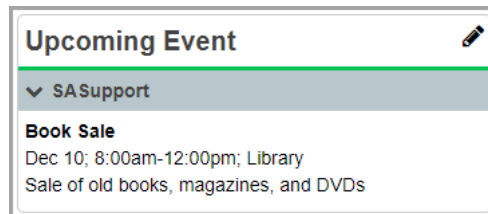


- (Optional) To return to the **StudentInformation** screen, click **Close**.
The announcement no longer displays in the **Announcements** area.



Manage Events

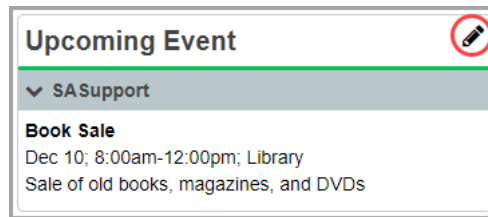
In the **Upcoming Event** area, you can post information about scheduled events such as concerts, bake sales, meetings, and sporting events.



- To add an event, see [“Add Events.”](#)
- To edit an event, see [“Edit Events.”](#)
- To delete an event, see [“Delete Events.”](#)

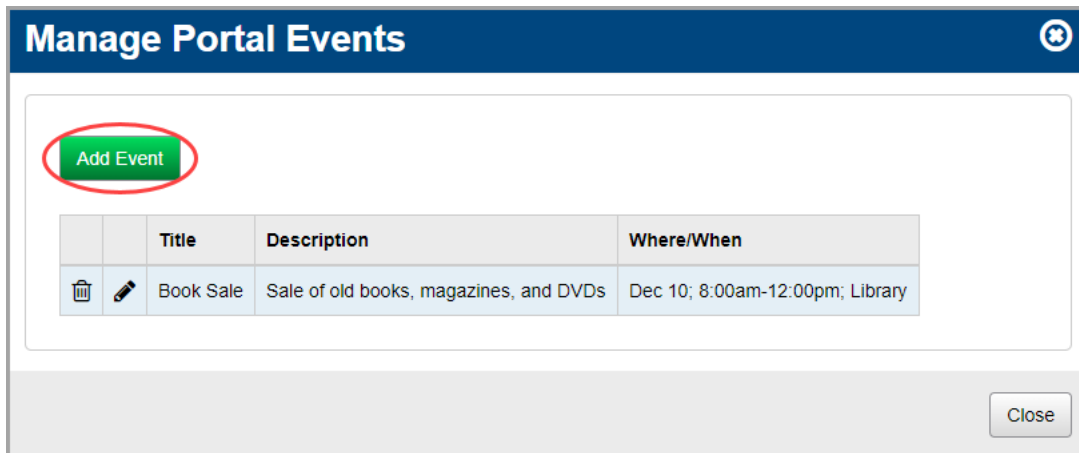
Add Events

1. In the **Upcoming Event** area, click .



The **Manage Portal Events** window opens.

2. Click **Add Event**.



The add/edit version of the window displays.

3. In the **Title** field, enter a title for the event.
4. In the **Description** field, enter any details related to the event. You can use plain text and/or HTML (Hypertext Markup Language) to display the event in different colors and sizes.

Note: A few helpful HTML tags are below. To learn more about HTML, go to: <http://www.w3schools.com/html/default.asp>

HTML Tag	Purpose
<h1>your text here</h1>	Heading1 – enlarges text
 	Line break
<hr>	Create horizontal line
<center>your text here</center>	Center text
<style="color:blue">	Color

5. In the **Where/When** field, enter the date, time, and/or location of the event.
6. In the **Expires** field, enter the date on which the event should stop displaying, or select a date from the calendar date picker. This field defaults to eight days from the current date.

7. In the **Administrative School** drop-down list, select which school building (or district) should have administrative rights to maintain and update the event. Then, select which school and user group can view the event, or select the whole district and all groups.
8. Click **Add Combination**.
The school/group combination displays in the **Intended Audience** table.
9. (Optional) To add another school/user group combination, repeat [step 7](#) through [step 8](#).
10. Click **Save**. Or, to continue adding events, click **Save and New**.

Manage Portal Events

Title: Christmas Concert

Description: MS/HS Bands

Where/When: Dec 5; 6:00pm; Auditorium

Expires: 4/25/2018

Administrative School: SASupport

SASupport All **Add Combination**

Intended Audience:

	School	Group
	SASupport	All

Save **Save and New** **Back** **Close**

A confirmation message displays, and the new event displays in the list.

Manage Portal Events

The Event was saved successfully

Add Event

	Title	Description	Where/When
	Book Sale	Sale of old books, magazines, and DVDs	Dec 10; 8:00am-12:00pm; Library
	Christmas Concert	MS/HS Bands	Dec 5; 6:00pm; Auditorium

Close

11. (Optional) To return to the **StudentInformation** screen, click **Close**.

The event displays in the **Upcoming Events** area with **New** beside it. Events display sorted by administrative school and then by expiration date.

Note: **New** displays for 3 days.

Upcoming Event

SA Support

Book Sale
Dec 10; 8:00am-12:00pm; Library
Sale of old books, magazines, and DVDs

Christmas Concert **New**
Dec 5; 6:00pm; Auditorium
MS/HS Bands

Edit Events

1. In the **Upcoming Event** area, click .


Upcoming Event

SA Support

Book Sale
Dec 10; 8:00am-12:00pm; Library
Sale of old books, magazines, and DVDs





Christmas Concert **New**
Dec 5; 6:00pm; Auditorium
MS/HS Bands

The **Manage Portal Events** window opens.

- In the row of the event you want to edit, click .

Manage Portal Events ⊕

Add Event

		Title	Description	Where/When
		Book Sale	Sale of old books, magazines, and DVDs	Dec 10; 8:00am-12:00pm; Library
		Christmas Concert	MS/HS Bands	Dec 5; 6:00pm; Auditorium

Close

The add/edit version of the window displays.

- Make any desired changes, and then click **Save**.

Note: For more information about the fields on this screen, see [“Add Events.”](#)


Manage Portal Events ⊕

Title:*

Description:*

MS/HS Bands



Where/When:*

Expires:* 

Administrative School: SASupport ▼

SADoc ▼ All ▼ Add Combination

Intended Audience:

	School	Group
	SASupport	All
	SADoc	All





Save

Back

Close

A confirmation message displays, and the updated event displays in the list.

The screenshot shows the 'Manage Portal Events' window. At the top, there is a blue header with the title 'Manage Portal Events' and a settings icon. Below the header, a green confirmation message reads 'The Event was saved successfully' with a close button. Underneath is a green 'Add Event' button. A table lists the events:

	Title	Description	Where/When
 	Book Sale	Sale of old books, magazines, and DVDs	Dec 10; 8:00am-12:00pm; Library
 	Christmas Concert	MS/HS Bands	Dec 5; 6:00pm; Auditorium

At the bottom right of the window is a 'Close' button.

4. (Optional) To return to the **StudentInformation** screen, click **Close**.

The updated event displays in the **Upcoming Event** area with **New** beside it.

Note: **New** displays for 3 days.

The screenshot shows the 'Upcoming Event' section. It has a title 'Upcoming Event' and an edit icon. Below the title is a dropdown menu for 'SASupport'. The events listed are:


- Book Sale**
Dec 10; 8:00am-12:00pm; Library
Sale of old books, magazines, and DVDs
- Christmas Concert** **New**
Dec 5; 6:00pm; Auditorium
MS/HS Bands

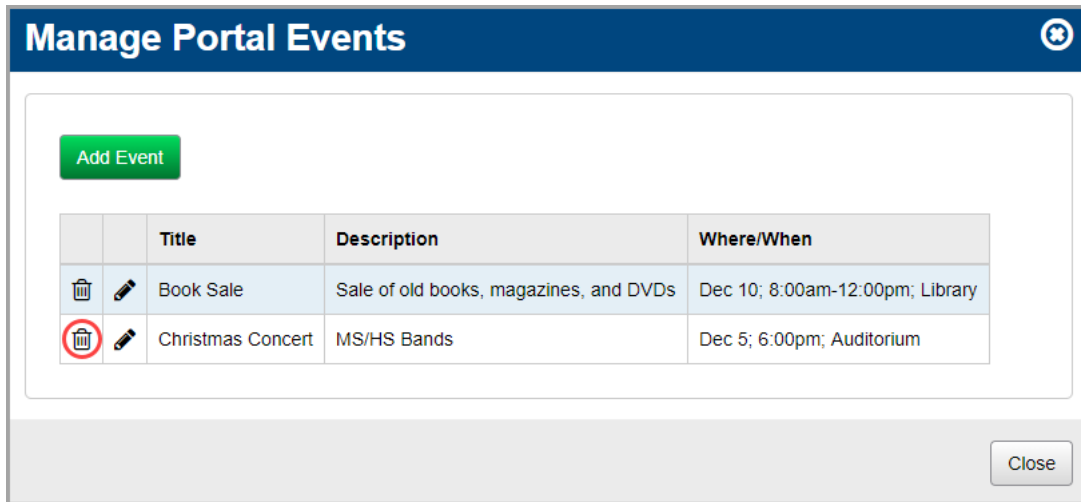
Delete Events





1. In the **Upcoming Event** area, click .

This screenshot is identical to the previous one, but the edit icon in the top right corner is circled in red with a diagonal slash through it, indicating that the edit function is disabled or being highlighted for deletion.

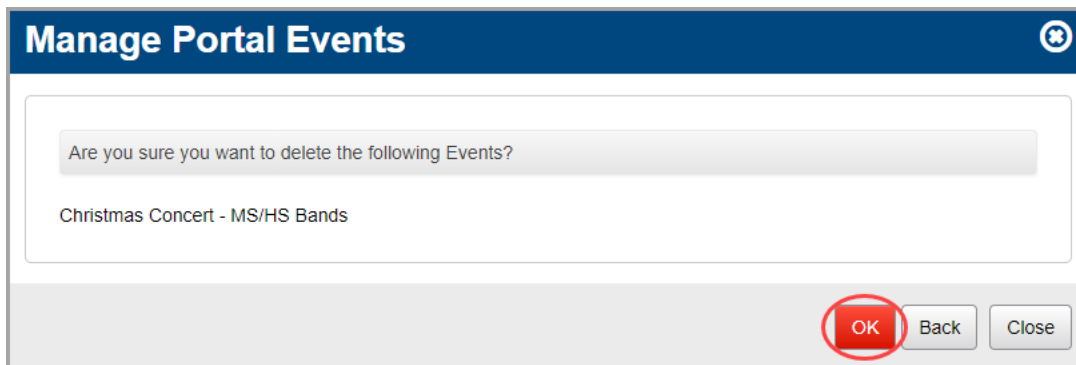
The **Manage Portal Events** window opens.

- In the row of the event you want to delete, click .



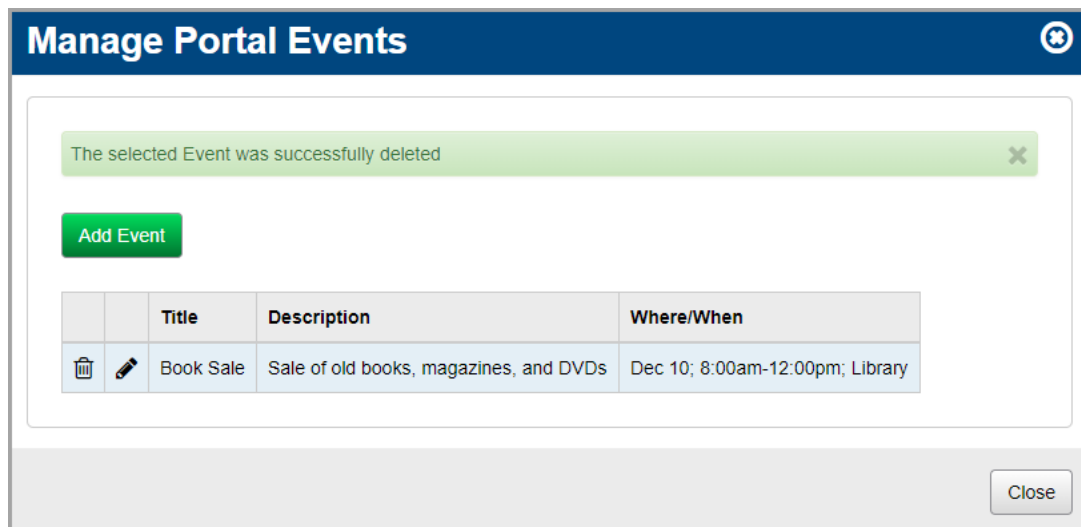
		Title	Description	Where/When
		Book Sale	Sale of old books, magazines, and DVDs	Dec 10; 8:00am-12:00pm; Library
		Christmas Concert	MS/HS Bands	Dec 5; 6:00pm; Auditorium



The following message displays:



- Click **OK**.


A confirmation message displays, and the event no longer displays in the list.



		Title	Description	Where/When
		Book Sale	Sale of old books, magazines, and DVDs	Dec 10; 8:00am-12:00pm; Library

- (Optional) To return to the **StudentInformation** screen, click **Close**.

The event no longer displays in the **Upcoming Event** area.

Upcoming Event 

▼ SASupport

Book Sale
Dec 10; 8:00am-12:00pm; Library
Sale of old books, magazines, and DVDs