General Staff Portal Settings

Last Modified on 11/03/2020 12:30 am EST

There are several general settings that affect the Staff Portal as a whole. These settings are edited from the *Staff Portal* menu >*Settings* > *Portal Settings*.

Staff Session Timeout Limit

Select a duration of time (between 5 min and 3 hours) after which your staff will be logged out of the Portal if they have not been active.

Features

Choose which Portal features you want to use. Select the*Attendance*, *Skills/Levels*, *Time Clock and/or Lesson Plans* feature by adding a check mark to the corresponding box.

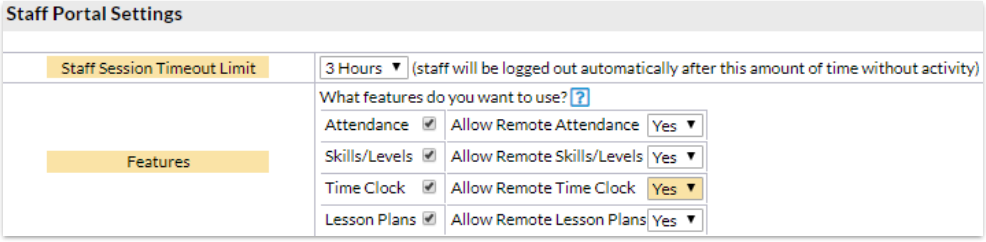
When the Staff Portal is launched remotely (through a URL) as opposed to from within your database (*Staff Portal* menu > *Launch Staff Portal*) staff are automatically able to:

- See all News (My News, Department News, and Staff News)
- View and print their schedule of classes and events
- View details of their classes (no information on enrolled students or contact information)
- Email the contacts of enrolled students (if their individual Staff Portal Settings allow them to send emails)

To allow staff to update information for a feature in the Portal when it has been launched remotely set **Allow Remote** *(feature name)* to **Yes** (the default is No).

For example, to allow a staff person to not only view and print their schedules, but to also enter their time when they are accessing the Portal remotely, set *Allow Remote Time Clock* to *Yes*.

Remote access is covered in more detail in the**Launch the Staff Portal** topic.

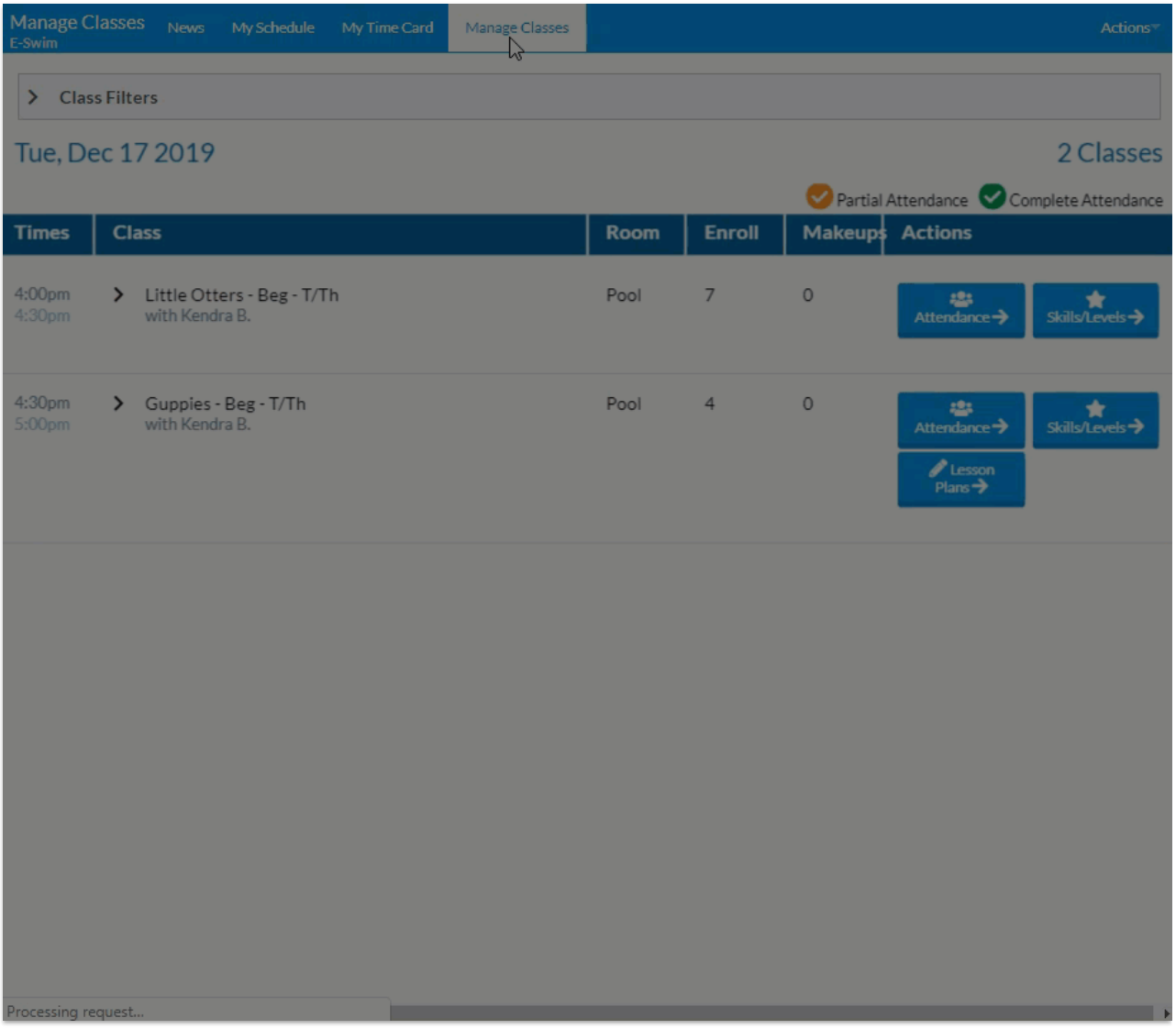


Family & Student Display Options

Use this section to customize the information that is displayed in the Staff Portal on the*Student List Page* and in *Details*.

Family & Student Display Options:	Which information do you want displayed in the staff portal?
Student List Page	Age/Gender/Birthdate ☑ Family Balance ☑ **Or Class Balance** (overrides Family Bal) No ▾ Future Drop Date ☑ Primary Contact ☑ Photo ☑
Show Additional Info	Roll Notes ☑ Editable ▾ Primary Contacts ☑ Emergency Contacts ☑ Family Address ☑ Grade Level ☑ Allergies/Special Needs ☑ Medications ☑

Sample class list and student details under *Manage Classes* > *Attendance* in the Staff Portal.



Setting the right Staff Portal permissions for your Users is very important!
Click this link to review the ***Staff Portal User Permission Requirements****.*