

# 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.

Staff Portal Settings																	
Staff Session Timeout Limit	3 Hours ▼ (staff will be logged out automatically after this amount of time without activity)																
Features	What features do you want to use? <a href="#">?</a> <table border="1"><tbody><tr><td>Attendance</td><td><input checked="" type="checkbox"/></td><td>Allow Remote Attendance</td><td>Yes ▼</td></tr><tr><td>Skills/Levels</td><td><input checked="" type="checkbox"/></td><td>Allow Remote Skills/Levels</td><td>Yes ▼</td></tr><tr><td>Time Clock</td><td><input checked="" type="checkbox"/></td><td>Allow Remote Time Clock</td><td>Yes ▼</td></tr><tr><td>Lesson Plans</td><td><input checked="" type="checkbox"/></td><td>Allow Remote Lesson Plans</td><td>Yes ▼</td></tr></tbody></table>	Attendance	<input checked="" type="checkbox"/>	Allow Remote Attendance	Yes ▼	Skills/Levels	<input checked="" type="checkbox"/>	Allow Remote Skills/Levels	Yes ▼	Time Clock	<input checked="" type="checkbox"/>	Allow Remote Time Clock	Yes ▼	Lesson Plans	<input checked="" type="checkbox"/>	Allow Remote Lesson Plans	Yes ▼
Attendance	<input checked="" type="checkbox"/>	Allow Remote Attendance	Yes ▼														
Skills/Levels	<input checked="" type="checkbox"/>	Allow Remote Skills/Levels	Yes ▼														
Time Clock	<input checked="" type="checkbox"/>	Allow Remote Time Clock	Yes ▼														
Lesson Plans	<input checked="" type="checkbox"/>	Allow Remote Lesson Plans	Yes ▼														

## 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 <input checked="" type="checkbox"/> Family Balance <input checked="" type="checkbox"/> Or Class Balance (overrides Family Bal) <span>No ▾</span> Future Drop Date <input checked="" type="checkbox"/> Primary Contact <input checked="" type="checkbox"/> Photo <input checked="" type="checkbox"/>	
Show Additional Info	Roll Notes <input checked="" type="checkbox"/> <span>Editable ▾</span> Primary Contacts <input checked="" type="checkbox"/> Emergency Contacts <input checked="" type="checkbox"/> Family Address <input checked="" type="checkbox"/> Grade Level <input checked="" type="checkbox"/> Allergies/Special Needs <input checked="" type="checkbox"/> Medications <input checked="" type="checkbox"/>	

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

Manage Classes  
E-Swim

News
My Schedule
My Time Card
Manage Classes

Actions ▾

> Class Filters

Tue, Dec 17 2019
2 Classes

☒ Partial Attendance
☒ Complete Attendance

Times	Class	Room	Enroll	Makeups	Actions
4:00pm 4:30pm	> Little Otters - Beg - T/Th with Kendra B.	Pool	7	0	<div>Attendance →</div> <div>Skills/Levels →</div>
4:30pm 5:00pm	> Guppies - Beg - T/Th with Kendra B.	Pool	4	0	<div>Attendance →</div> <div>Skills/Levels →</div> <div>Lesson Plans →</div>

Processing request...



Setting the right Staff Portal permissions for your Users is very important!  
 Click this link to review the [Staff Portal User Permission Requirements](#).

