

Communication>Parent Portal>Parent Setup>
Portal Settings

Permission: *Maintain Parent Portal*

Parent Portal Settings are used to control, by location, the information and features that will be displayed on the Parent Portal. In addition to maintaining settings for each location, the district can choose to display the American With Disabilities Act (ADA) Compliance feature for all locations in the district. Enabling this feature allows the portal user to make accessibility adjustments to portal pages. To maintain this setting, go to *System Admin>System Settings>District Settings>Defaults*. Select the *Communication* tab. The URL address for parent portal is <https://www.fridayparentportal.com/districtname>. **Note:** This is a sample URL, the district must modify it to contain their district name.

Table of Contents

Maintaining the Portal Year	1
Changing the Portal Default Year	2
Copy Settings	2
Student Data	3
Attendance	9
Instruction.....	11
Scheduling.....	15
Food Services	16
General	17
Summer School.....	22

Select the Location and click **Submit**.

Location: ▼

Maintaining the Portal Year

Portal Settings are year-based. Different settings can be used for each school year and each location if desired. In addition, those settings can be copied from year to year and location to location as discussed in the next section. To access another school year, change the year using the year drop-down list found in the upper left corner of the page.

18-19 ▼


19-20

18-19 <<

17-18

Note: The upcoming school year is not available until the academic year is opened. To open the upcoming school year, go to *System Admin>System Settings>District Settings>Roll Over>Academic Year*.

The current school year **cannot** be deactivated. Portal users cannot access upcoming years until the year is activated on the *General* tab.

1. *Portal Year is Active* - Checking this box will enable the year to be available on the portal. Once activated, portal users can toggle between years by clicking the  bar icon in the upper right of the portal page and then clicking *My Account>Change Year*.

Portal Year is Active ☒ The current portal year cannot be deactivated

Changing the Portal Default Year

Changing the portal default year is controlled in district defaults. Go to *System Admin>System Settings>District Settings>Defaults*. Go to the *Communication* tab to change the year to the desired default year. After clicking **Save All Tabs**, the Parent and Student Portals will default to the year selected upon successful log in.

Default School Year for Parent/Student Portal: 2019 - 2020 ▼

IMPORTANT: Once the default year is changed, go to Parent Portal Settings and activate an item or two so the navigation menu becomes available. If there aren't any active portal settings, the portal user logging in will get a message that portal is not available.

Copy Settings

The copy feature copies the settings from one year to the next and/or from one location to another.

1. Read all the warnings before beginning this process.
2. The "Copy From" location is the location that is currently being edited.
3. Choose the Academic Year that the settings will be copied to.
4. Choose the location where the settings will be copied to.
5. Check the "I have read the warnings above" statement.
6. Click **Copy** to complete the copy process. **Note:** **Copy** will not display until the warning statement box is checked.

Copy Settings

WARNINGS:

- This action will PERMANENTLY OVERWRITE the destination settings with the current location/year settings.
- This will NOT save any changes above before copying the settings.
- You will need to ensure that any timing-sensitive pages (schedule, grades, etc) are DISABLED after copying.

From - Parent Portal Settings To - Parent Portal Settings

Location: Senior High School
Year: 2018-2019

Academic
Years: 2018-2019 ▼

Location:
Use Shift or
CTRL
to select
multiple.

RHS - Realtime High School


HS - Senior High School

MB - Realtime Township High School

MS - Realtime Middle School

▲

▼

 [1 selected]

☒ I have read the warnings above

Copy

Portal Settings are grouped under individual tabs. The tabs are described below.

Student Data

Student Data	Attendance	Instruction	Scheduling	Food Services	General	Summer School
--------------	------------	-------------	------------	---------------	---------	---------------

1. **Display Contacts** - Displays the student's contact information on the *Contacts* page.

a. [Add/Edit Contact Note](#) - Add a note to appear on the *Contacts* page.

Contact Notes

← → ↶ ↷

ABC

Font

14

A

A

Please review all your contact information prior to September 30th. This includes your information and any additional contact names or phone numbers. We would appreciate your prompt response.

b. [Add/Edit Contact Verification](#) - Select Yes to display a checkbox on the *Contacts* page for parents to indicate they have verified their contact information. Add text to display instructions for the portal user and enter the date range. If dates are left blank, the verification checkbox will NOT display. Click **Save**. When the portal user checks the verification box, a message "Contacts have been verified" will display. Use the Contact Verification report to display who has verified this information. *Communication>Parent Portal >Parent Reports>Contact Verification Report*

Contact Verification

Show Contact Verification Question: ☒ Yes ▼

Question Text:

← → ↶ ↷

ABC

Font

Size

A

A

Please review your contact information. Once you have reviewed please check this box to let the school know that the contact information is correct.

If there are changes needed, please submit the changes. Changes will appear on the portal pages once the district has reviewed and processed the change requests..

Date Range: -

c. [Add/Edit Requirement](#) - Activating this requirement will force the portal user to verify their contact information before accessing portal menu items. The requirement will be active for the date range specified in the Contact Verification. Enter text to name the requirement button and text to display instructions for the portal user. Click **Save**. For more information on portal requirements, review the Help Document titled [Help - Portal - Parent - Portal Requirements Summary](#).

Contacts Requirement

This requirement will force the Parent Portal User to verify Contacts before viewing the portal.

To maintain the verification setting for Contacts go to Communication>Parent Portal>Parent Setup>Portal Settings - Student Data>Add/Edit Contact Verification link.

THIS REQUIREMENT WILL ONLY BE ACTIVE WITHIN THE DATE RANGE OF THE CONTACT VERIFICATION.

Button Text:

Description:

Requirement Active: ☒ Yes ☐ No

2. **Allow Update Contact Feature** - This setting allows the portal user to update contact information. The changes made do NOT update the contact records immediately. A Realtime user must review and approve the changes. This is done from *Communication>Parent Portal>Review Updates>Contacts*. **Tip:** If portal users can maintain address information, consider using **Dropdown Suggest** to keep addresses consistent throughout the district. Portal users will be prompted to use the district preferred format when typing address information. To activate this feature, go to *System Admin>System Settings>District Settings>Defaults*. Under the *Adding Students & Contacts* tab, set **Use Dropdown Suggest for Street, City, State, Zip** to Yes.

Note: It is important to understand which contact records a portal user can maintain. If the portal user is a **Lives Here** contact, they can edit their own information and all other contacts that are *not enabled* for portal. If the portal user is a **Mail Here** contact, they can edit their own information and all other contacts that are *not enabled* for portal excluding the **Lives Here** contact. If the portal user is a **Non-Mail Here** contact, they can edit their own information and any other **Non-Mail Here** contacts *not enabled* for portal excluding the **Lives Here** contact.

Display Contacts ☒ Add/Edit Contact Note / Add/Edit Contact Verification / Add/Edit Requirement

Allow Update Contact Feature

Allow Adding a New Contact

Allow Deletion Request of Non-Live/Mail Here Contacts

Allow Changes to Contact's Medical Contact Flag

Allow Changes to Contact's Pickup Flag

Allow Changes to Student Phone Number ☒

3. **Allow Adding a New Contact** -This setting allows the portal user to add new contacts for their student. The additions made do NOT update the contact record immediately. A Realtime user must review and approve the changes. This is done from *Communication>Parent Portal>Review Updates>Contacts*.
4. **Allow Deletion Request of Non-Live/Mail Here Contacts** -This setting allows the portal user to request deletion of a non-live/mail here contact. The option is found on Portal under *Contacts>Update Information*. This change does NOT delete the contact record immediately. A Realtime user must review and approve the changes. This is done from *Communication>Parent Portal>Review Updates>Contacts*.
5. **Allow Changes to Contact's Medical Contact Flag** - This setting allows the portal user to update the *Medical Contact* status within the *Contacts* page. The changes made do NOT update the contact record immediately. A Realtime user must review and approve the changes. This is done from *Communication>Parent Portal>Review Updates>Contacts*.
6. **Allow Changes to Contact's Pickup Flag** - This setting allows the portal user to update the *Allowed to Pick-up Student from School* status within the *Contacts* page. The changes made do NOT update

the contact record immediately. A Realtime user must review and approve the changes. This is done from *Communication>Parent Portal>Review Updates>Contacts*.

7. **Allow Changes to Student Phone Number** - This setting allows the portal user to add or edit the student's phone number. This phone number could be used by the district to contact the student via a call or text. The new phone number change will NOT update the student phone number on the *Personal* page record immediately. A Realtime user must review and approve the changes. This is done from *Communication>Parent Portal>Review Updates>Student Updates*.
8. **Display Activities** - Displays the activities that a student participates in on the *Activities* page.
 - a. [Add/Edit Activity Note/Options](#) - Use this link for options to display Activity Points and/or Activity Notes and to add additional communication concerning Activities.

The screenshot shows the 'Activity Notes' configuration window. At the top, there are two dropdown menus: 'Show Activity Points:' set to 'No' and 'Display Activity Notes:' set to 'No'. Below these is a rich text editor toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, and a text color picker. The text area below the toolbar is currently empty.

9. **Display Counselor** - Displays the student's counselor name in the header area.
10. **Display Case Manager** - Displays the student's case manager name in the header area.
11. **Display Discipline** - Displays the student's discipline log records on the *Discipline* page.
 - a. [Add/Edit Discipline Note/Options](#)

The screenshot shows the 'Discipline Notes' configuration window. It features several checkboxes: 'Display Incident:' (set to 'Only After Resolution Added'), 'Display Discipline Notes:' (checked), 'Display Discipline Points:' (checked), 'Display Incident Follow Up:' (checked), and 'Display Incident Response:' (checked). Below these is a rich text editor toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, and a text color picker. The text area below the toolbar contains the following text: 'Please review your student's discipline carefully. If you have any question call Bob Smith at 732-666-6666.' and 'If your student has 3 suspensions they will not be able to attend extra curricular activities.'

- i. *Display Discipline Incident* - Display the log entry (incident & resolution) on the portal as soon as it is added, or only after a resolution is added.

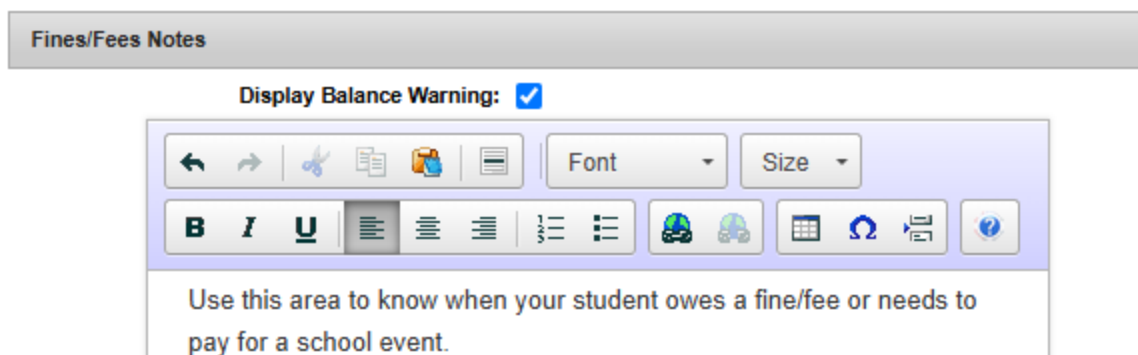
- ii. *Display Discipline Notes* - Display the incident & resolution notes that were entered concerning the event.
- iii. *Display Discipline Points* - Display the points and points total associated with the resolutions entered.
- iv. *Display Incident Follow Up* - Display the Incident Follow Up.
- v. *Display Incident Response* - Display the Incident Response.
- vi. Add additional notes concerning Discipline. This can be used to communicate discipline policies or the disciplinarian contact information.

12. **Limit Discipline to Current School Year** - When checked the discipline history that will display will be from the current school year. When unchecked, the entire history will display.

13. **Display Fines/Fees** - Displays the student's fines/fees and current balances on the *Fines/Fees* page.

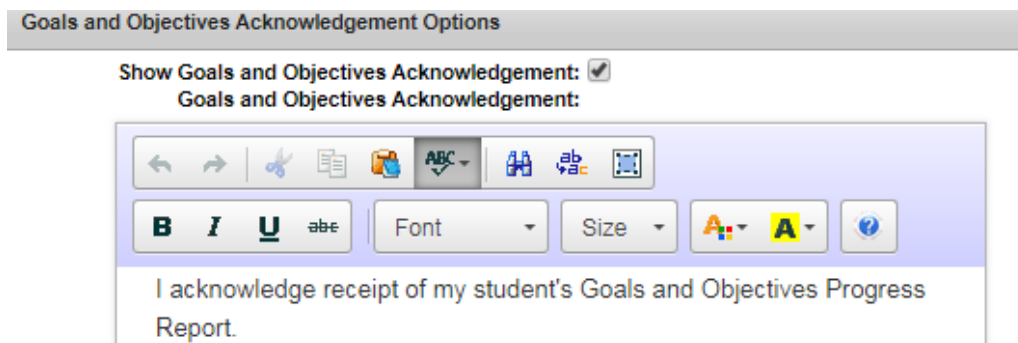
Note: A button to '**Make Online Payment**' will display for districts who have the *Fines/Fees with PaySchool Integration* module activated.

- a. [Add/Edit Fines/Fees Note](#) - Check the *Display Balance Warning* box to display a red Balance notation next to the **Fines/Fees Balance** menu option to alert the portal user that there is an unpaid fine/fee balance. Optionally add additional notes in the text box for the *Fines/Fees* page.




14. **Display Goals and Objectives Progress** - When checked, the student's current Goals & Objectives progress report will be displayed on the *G&O Progress* page. This will only display if the district is using the Special Education Module and the student has an implemented IEP.

- a. [Add/Edit Goals and Objectives Acknowledgement](#) - Select *Show Goals and Objectives Acknowledgement* to require portal users to read the acknowledgement note. The user will be required to click *Accept* before reviewing the Goals and Objectives progress report.



The dates the Goals & Objective Progress report appear on the Portal are controlled by a start date and end date in the Marking Period table. Go to *System Admin>System Settings>Locations>Marking Period Dates* to maintain the dates.

To view a report displaying who acknowledged or did not acknowledge the Goals and Objectives Progress via portal, go to *Communication>Parent Portal>Parent Reports>Goals & Objectives Acknowledgment Report*.

15. **Display Historic Goals and Objectives Progress** - When checked, the student's past Goals & Objectives progress reports will be displayed on the *G&O Progress* page. This will only display if the district is using the Special Education Module and the student has Goals & Objectives.
16. **Display Student Groups** - Displays the groups a student is assigned to in the My Student area. Click the  bar icon in the upper right of the portal page then click *My Student*.
17. **Display Correspondence** - Displays student Letters and Notifications on the *Correspondence* page.
 - a. [Edit Letter Types](#) - Select the letter types to display. The letters are grouped by category for ease of viewing when selecting multiple categories.

Letter Type

Display Attendance Letters:

☒

Display Attendance Warning Letters

☒

Display Attendance Report Letters

☐

Display Contact Letters:

☒

Display Course Request Letters:

☒

Display Discipline Letters:

☒

Display Food Service - General Letters:

☐

Display Food Service - Meal Application Letters:

☐

Display Fines Letters:

☒

Display Grading - Honor Roll Letters:

☒

Display Grading - Failure Letters:

☒

Display Portal (Student/Parent) Letters:

☒

Display Summer School Letters:

☐

Save

Cancel

- b. [Add/Edit Notifications](#) - Check the Display Notifications box to display Notifications sent via the Realtime Notification module. Additional Notes for the portal user can also be added. **Note:** The Notifications will display only if the logged in user is the student's *Lives Here* contact.

Notification Notes

Display Notifications:

☒

Notes:

←

→

✂

📄

📁

🔍

🔗

🔧

B

I

U

abc

Font

Size

A

A

🌐

The notifications below have been sent to you through text, phone or email from your student's school. If you have questions concerning this information please contact our office at 343-343-3434.

18. **Display Locker** - Displays the student's locker number and combination on the *Schedule* page.
19. **Medical - Physical Approval** - Displays basic information from student's physical records. Only the Physicals that were checked to 'Show On Portal' will display. The basic display includes the Date, Exp Date, Type, Pass/Fail, Notes and Approval detail.
20. **Medical - Extra Physical Info** - When checked, additional information from student's physical records will display. The additional physical information includes information such as the Doctor who performed the physical, sports the students is cleared for, etc.
21. **Medical - Health Insurance Update** - Checking this option will display a question on the *Health Insurance* page asking if the student has health insurance. If yes, the insurance company can be selected. If no, the user can agree to release their contact information to NJ Family Care.
 - a. [Edit Health Insurance Options](#) - Add additional notes concerning the *Health Insurance* page. Use the **Update available for** filter to restrict which contacts can update the Health Insurance information. The choice is the *Lives Here* contact or *ALL* contacts.

Health Insurance Notes

← → ✂ 📄 📁 📎 📧 📧

B *I* U abc Font Size A A

Please fill out the Health Insurance information for your child

Update available for: Lives Here Only ▼

Save Cancel

- b. [Add/Edit Requirement](#) - Activating this requirement will force the portal user to verify their Health Insurance information before accessing portal menu items. Enter text to name the requirement button and text to display instructions for the portal user. Click **Save**. For more information on portal requirements, review the Help Document titled [Help - Portal - Parent - Portal Requirements Summary](#).

Health Insurance Requirement

This requirement will force the Parent Portal User to complete all Health Insurance information before viewing the portal

Button Text: Health Insurance

Description: Verify Health Insurance Information

Requirement Active: ☒ Yes ☐ No

22. **Display Transportation - Bus/Route/Stop** - Displays the student's Bus information on the *Transportation* page.

- a. [Add/Edit Transportation Note](#) - Add additional notes for the *Transportation* page.

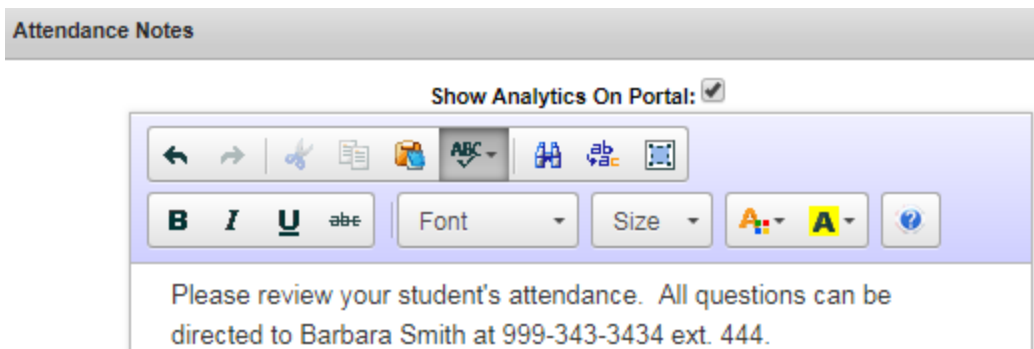
23. **Display Testing** - Displays student's Testing information on the *Testing* page. **Note:** By default, the test name displayed on portal comes from the Test Description in the Test Types table. If the district wants to display the name differently on portal, go to *Departments>Office>Testing>Test Types*. Click the icon next to a test and enter a Portal Test Description.

- a. [Add/Edit Testing Options](#) - Check **Show Analytics On Portal** and/or **Show Virtual Testing Ticket On Portal** to display them on the *Testing* page. Add additional notes for the portal user explaining the *Testing* page. **Tip:** Consider typing the State Testing Score Legends in the notes for reference.

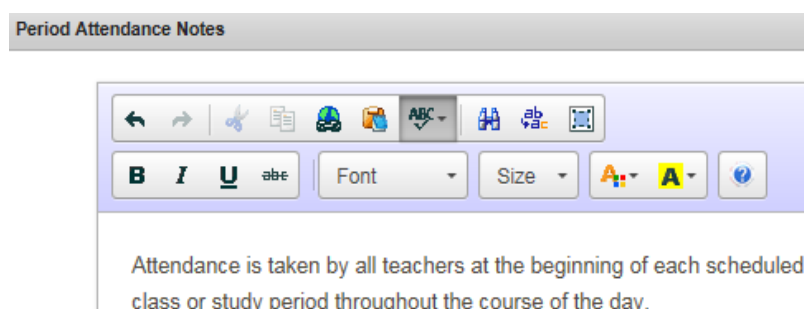
24. **Display Testing Score Details** - Displays additional cluster scores if they are available.
25. **Display Volunteer Hours** - Displays the student's Volunteer types and hours on the *Volunteer Hours* page.
26. **Display Daily Questionnaire** - If the district has created a Daily Student Questionnaire, check the box if it should display on portal. Daily Questionnaires are maintained by going to *Departments>Office>Daily Questionnaire>Add/Maintain Questionnaire*.

Attendance

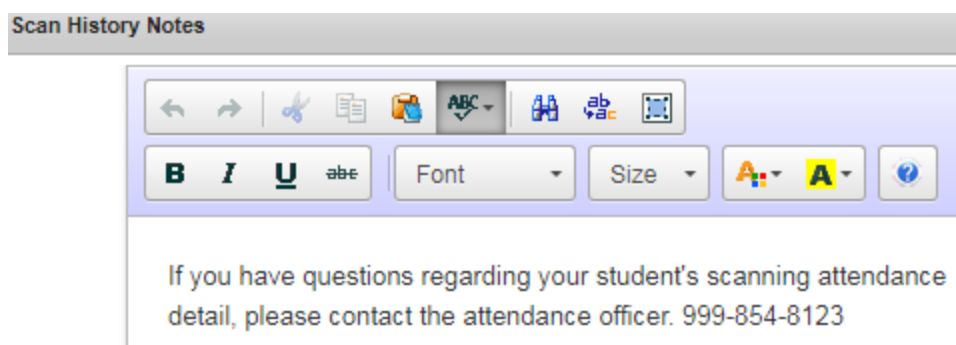
1. **Display Daily Attendance** - Displays the student's daily attendance code summary and daily detail. The detail displays the Attendance Date, Day, Description and Time. Click [Add/Edit Attendance Options](#) to access the setting to include Attendance Analytics on this page.
 - a. [Add/Edit Attendance Options](#) - Check *Show Analytics On Portal* to display Attendance Analytics on the *Daily Attendance* page. Add additional notes to the *Daily Attendance* page.



2. **Display Attendance Warnings** - This setting can be used if the location is using Attendance Warnings. Attendance Warnings can be configured by going to *Attendance>Daily>Maintenance>Warning Flags*. The '**Your student has Attendance Warnings**' message will display at the top of portal pages. The portal user can click **Details** to see the warning(s).
3. **Display Daily Attendance Comments** - This is used in conjunction with 'Display Daily Attendance'. If checked, the attendance comments will display with the Daily detail.
4. **Display Period Attendance** - Displays the student's period attendance detail on the *Period Attendance* page. The information can be displayed by Full Year, Days of Activity and Reason Totals.
 - a. [Add/Edit Period Attendance Note](#) - Add a note to the *Period Attendance* page.



5. **Display Student Scan History** - If the location uses student scanning, this setting will display an 'Attendance Scan History' option on the *Daily Attendance* page to view scan details.
 - a. [Add/Edit Period Scan History Note](#) - Add a note for the *Attendance Scan History* page.



6. **Display Period Times** - This is used in conjunction with 'Display Period Attendance'. If checked, the location's period start and end times will appear as a legend on the *Period Attendance* page.
7. **Allow Student Attendance Reporting** - This option allows the portal user to enter their student's attendance for the current day or for a range of dates through the *Daily Attendance* page. The portal

user *cannot* enter attendance for a previous day. The submitted attendance does NOT update the student's attendance immediately. A Realtime user must review and approve the changes. This is done from *Communication>Parent Portal>Review Updates>Attendance*.

- a. [Add/Edit Attendance Notes/Codes/Time](#) - Use this option to select the attendance codes that will be available to the portal user, add a message/directions and/or limit the time the portal user can add attendance until for the current day.

Edit Attendance Codes		
Attendance Codes	Note	Time
<input type="checkbox"/> Absent - Excused <input type="checkbox"/> Absent - Unverified <input checked="" type="checkbox"/> Early Dismissal <input type="checkbox"/> Home Instruction <input type="checkbox"/> Suspension -Out of School <input checked="" type="checkbox"/> Tardy <input type="checkbox"/> Virtual Learning	<div> </div> <p>Parents, Please use this page to update your student's attendance for the day.</p> <p>THIS MUST BE COMPLETED BY 9:00AM</p>	Limit Current Day Attendance Time: Yes ▼ Until: 12:00PM Include Date Range Option: No ▼

Display Child Care - Displays the dates the student participated in Child Care sessions. **Note:** This option will display if the District has activated the Realtime Child Care module.

Instruction

Student Data	Attendance	Instruction	Scheduling	Food Services	General	Summer School
--------------	------------	-------------	------------	---------------	---------	---------------

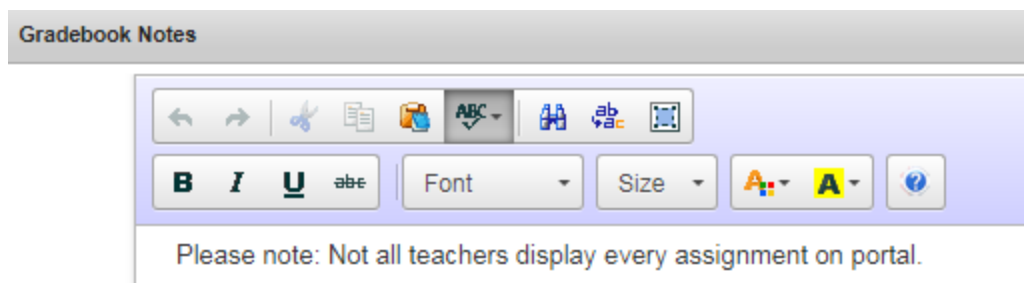
1. **Display Teacher Pages** - Displays the Teacher Course and Homeroom pages on the *Teacher Pages* page.
 - a. [Add/Edit Teacher Pages Note](#) - Add a note to the *Teacher Pages* page.

Teacher Pages Notes
<div> </div> <p>Teacher post important course information on their pages. Please check back frequently.</p>

2. **Parent Teacher Conference** - Use this setting to activate the *Teacher Conferences* page. The portal user will be able to request and view scheduled parent teacher conferences. Conference requests are NOT accepted immediately. A Realtime user must review and accept the Conference request by going to *Instruction>Conferences>Parent Teacher Conference>Review Conference Blocks*.
 - a. [Scheduling and Options](#) - Add a date range to control when portal users can request parent teacher conferences. A note can be added to give instructions to the portal user.

Parent Teacher Conference Options	
Scheduling Start Date:	8/12/2019
Scheduling End Date:	6/28/2020
Note:	Be sure to schedule your conferences early to ensure you get your preferred time!

3. **Display School Calendar w/Gradebook Assignments** - Displays the school calendar with gradebook assignments and student activity events on the *Calendar* page. Assignments will display on the calendar from the 'Assignment Date' through to the 'Due Date'.
4. **Display Gradebook** - Displays Gradebook averages, assignments and public teacher notes on the *Gradebook* page. There are several options within the teacher's Gradebook to include or not include their assignments on the portal. For more information on assignments, review the Help Document titled [Help - Gradebook - Assignments Add Maintain](#).
 - a. [Add/Edit Gradebook Note](#) - Add a note to the *Gradebook* page.




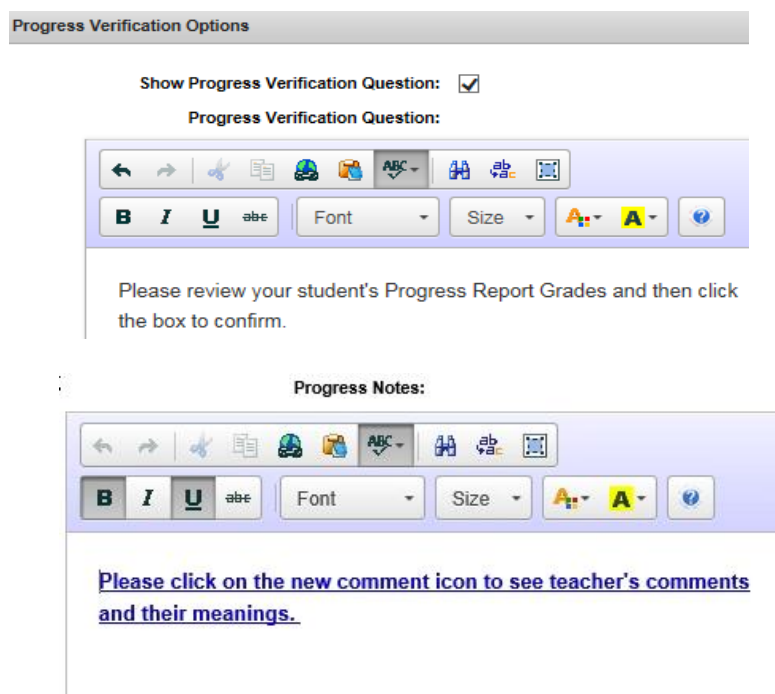
5. **Gradebook Unavailable on School Days** - If gradebook will not be available on portal during certain times of the school day, check the box. When checked, additional fields to enter a From and To time will display.
6. **Display Gradebook Assignments** - This option allows the user to view the individual assignments for each course listed on the *Gradebook* tab.
7. **Filter Grade Levels for Gradebook** - Check the box if only specific grade levels can view Gradebook on portal.
 - a. [Grade Level Access](#) - Select the grade levels allowed.

Check the grade level to allow the Portal User to view this option. If none of the grade levels are checked this feature will not be activated.

Grade	Allowed to View Page
09	<input checked="" type="checkbox"/>
10	<input checked="" type="checkbox"/>
11	<input checked="" type="checkbox"/>
12	<input checked="" type="checkbox"/>

8. **Gradebook Marking Periods to Display** - Check which marking periods will be available when displaying the gradebook courses and assignments.
9. **Display Gradebook Category Percentages** - Displays the weight percentage for each gradebook category.
10. **Display Gradebook Category Averages** - Displays the student's average for each gradebook category.

11. **Display Gradebook Skills/Standards** - Displays Skills/Standards grades when viewing course sections from the *Grades* page. **Note:** This option is only available if the location is using Skill/Standards report cards.
12. **Display Gradebook Skills/Standards Averages** - Displays Skills/Standards averages when viewing course sections from the *Gradebook* page. Click the  icon to display the averages. **Note:** This option is only available if the location is using Skill/Standards report cards.
13. **Display Homework** - Displays gradebook assignments set to display on the *Homework* page. Homework will display on the **day it is due**. The *Calendar* page displays homework assignments from the date assigned up to and including the due date.
14. **Display Progress Grades and Comments** - Displays progress grades and comments on the *Progress Reports* page.
 - a. **Progress Tab Options (Verification and Notes)** - Check 'Show Progress Verification Question' to have the portal user verify they have viewed their student's progress report grades/comments. Enter a verification question and add general notes on the page. Go to *Communication>Parent Portal>Parent Reports>Grade Verification Report* to run a report to show who verified their Progress Report grades.



The screenshot shows two sections of a web interface. The top section, titled "Progress Verification Options", has a checkbox labeled "Show Progress Verification Question:" which is checked. Below it is a text input field labeled "Progress Verification Question:". The bottom section, titled "Progress Notes:", contains a rich text editor with a toolbar (including undo, redo, bold, italic, underline, font color, background color, and link) and a text area. The text area contains the following text: "Please review your student's Progress Report Grades and then click the box to confirm." and "Please click on the new comment icon to see teacher's comments and their meanings."

15. **Display Marking Period Grades and Comments** - Displays marking period grades and comments on the *Grades* page.
 - a. **Grades Tab Options (Verification and Notes)** - Check 'Show Grade Verification Question' to have the portal user verify they have viewed their student's marking period grades/comments. Enter a verification question and add general notes on the page. Go to *Communication>Parent Portal>Parent Reports>Grade Verification Report* to run a report to show who verified their Marking Period grades.

Grade Verification Options

Show Grade Verification Question: ☒

Grade Verification Question:

B *I* U abc Font Size A+ A

Please review your student's Marking Period Grades and then click the box to confirm.

Grade Notes:

B *I* U abc Font Size A+ A

Please click on the new comment icon to see teacher's comments and their meanings.

16. **Show Additional Report Cards** - This setting is found at the bottom of the [Grades Tab Options \(Verification and Notes\)](#) page. Select Yes to display Additional Report Cards.

Show Additional Report Cards: Yes ▼

17. **Display Honor Roll** - Displays the honor roll level and date the student achieved honor on the *Honor Roll* page.
- a. [Add/Edit Honor Roll Note](#) - Add a note to the Honor Roll page.

B *I* U abc Font Size A+ A

If you have questions regarding Honor Roll, contact your counselor.

18. **Print Transcript** - Displays a *View Transcript* button on the *Grades* page. This enables the portal user to print the transcript.
19. **Show Withheld Report Card Notes** - If a student's report card is set to prevent viewing it from portal, this setting will display the notes that were entered on the Withholding Options record. The notes are displayed on the *Grades* page in red.


Your student's Report Card information is being withheld. If you have questions please contact your student's school. Thank you.
Megan's report card is being withheld because of unpaid fines.

Scheduling

Student Data	Attendance	Instruction	Scheduling	Food Services	General	Summer School
--------------	------------	-------------	------------	---------------	---------	---------------

1. **Display Student Schedule** - Displays the student schedule on the *Schedule* page.
 - a. [Add/Edit Schedule Note](#) - Add a note to the *Schedule* page.

Schedule Notes


B I U | Font | Size | A | A | ?
Schedule change requests must be sent no later than 2 weeks after the start of school.

2. **Display Student Schedule as** - Choose how the schedule should display.
 - a. **List** - Title, ID, Section, Teacher, Room, Meeting Day/Period, Marking Period
 - b. **Block** - By selected marking period, Title, ID, Section, Teacher, Room, Meeting Day/Period
 - c. **Course/Period Only** - Same as List except Teacher and Room are not displayed
 - d. **Course Only** - Title and ID only
3. **Filter Grade Levels for Schedule** - Check the box if only specific grades levels in this location should display the schedule. When the box is checked, the [Grade Level Access](#) link will display. Click the link to check the individual grade levels and click **Save** when done.

Grade Level Access

Check the grade level to allow the Portal User to view this option. If none of the grade levels are checked this feature will not be activated.

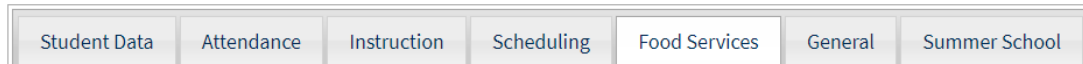
Grade	Allowed to View Page
09	<input checked="" type="checkbox"/>
10	<input checked="" type="checkbox"/>
11	<input type="checkbox"/>
12	<input type="checkbox"/>

4. **Print Schedule** - When checked, the *View Schedule* or *Block Schedule Printer Friendly* button will be available on the *Schedule* page. This enables the portal user to print the schedule.
5. **Display Locker Combo (Printed Schedule)** - Displays the student's locker combination on the printed schedule.
6. **Display Period Legend (Printed Schedule)** - Displays the Period Times legend on the printed schedule.
7. **Display Course Requests** - Displays the student's course requests on the *Course Request* page.
Note: The Grade Level table has a 'Hide Portal Course Requests' setting that may affect the display of course requests. To check this setting, go to *System Admin>System Settings>Location>Grade Levels*.
8. **Limit Course Request Display to only Portal Course Requests** - Check this box if the portal user should only see the course requests created via portal. If left unchecked, ALL course requests will display including those created by district staff, via placement and the portal user.

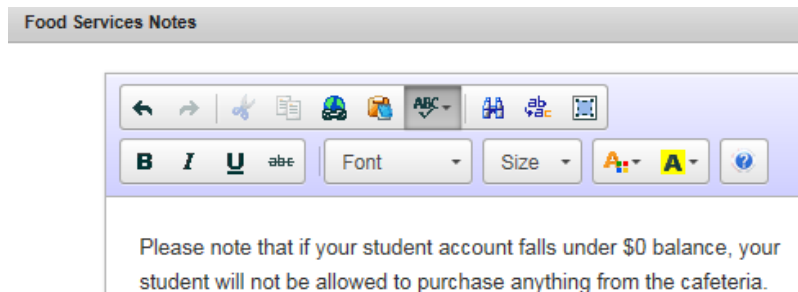
9. **Add Course Requests** - This option adds the capability for a portal user to ADD COURSE REQUESTS. There are several mandatory steps that need to be done before course requests can be created through portal. Review the Help Document titled [Help - Portal - Course Request Guide](#).
10. **Course Request Year** - Select if Course Requests should display for the current or next school year.
11. **Display Cohort on Student Header** - The student's individual Cohort Group based on the location's Group Type will display in the portal header.

Food Services

Note: These options will only be available if the Realtime Cafeteria Module is active.



1. **Food Services - Main** - Displays the student's account summary on the *Food Services* page. Online Payments can be made from this page if the district has activated this feature.
 - a. [Add/Edit Food Services Note](#) - Add a note to the *Food Services* page.



2. **Food Services - Item Exceptions** - This feature gives the portal user the option to remove specific items for purchase and type a message to be seen at the Cafeteria Point of Sale (POS). Item Exceptions are NOT updated immediately. A Realtime user must review and approve the changes. This is done from *Communication>Parent Portal>Review Updates>Food Item Exceptions*. Once approved, to see the exclusions on the student, go to *Cafeteria>Account Maintenance>Options>Item Exclusions*.
3. **Food Services - Calendar** - Displays the location's menu calendar by month via *Menu Calendar button* located at the bottom of the *Food Services* page. The menu calendar is maintained at *Departments>Cafeteria>Maintenance/Setup>Calendars*.
4. **Food Services - Purchase History** - Displays the student's purchase history via *Purchase History* button located at the bottom of the *Food Services* page.
5. **Food Services - Meal Application** - This gives the portal user the ability to submit a meal application to the district for review. Districts can review and approve applications by going to *Government>Meal program Meal Application>Pending Applications*. Once approved, the information will be added to the student's *Federal>Meal* tab. Notes can be added and the option to select a Meal Application choice can be set as required.

- a. [Add/Edit Meal Application Note](#) - Add a note to the *Meal Application* page.

- b. [Add/Edit Requirement](#) - The Portal Meal Application can be set to require a response from the portal user. Once active, Portal users must select from the following options to fulfill the requirement:


I do NOT wish to apply at this time - The portal user will be able to submit the application at another time.

Save Application and Submit to District - The application is available to complete and submit.

I Do Not Wish to Apply - The application will no longer be available.

Select the **Button Text**, enter a **Description** and set **Requirement Active** to Yes. Click **Save**.

General

1. **Portal Year is Active** - Enables the year to be available. To view settings for a specific year, select a year in the upper left of the page. Once activated, portal users can toggle between years by clicking the  bar icon in the upper right of the portal page, and then clicking on *My Account* > *Change Year*.
2. **Display Homepage** - Displays the customized homepage on the *Homepage* page.
3. **Display School Info** - Displays the School Name, Address and Main Phone on the *District Info* page. This information is maintained at *System Admin* > *System Settings* > *Locations* > *Add/Maintain*.

4. **Display District Info** - Displays the District Name, Address, Phone and Fax on the *District Info* page. This information is maintained at *System Admin>System Settings>District Settings>Address*.
5. **Display Teacher Names** - Displays the teacher names on these portal pages: *Gradebook, Schedule, Teacher Pages, Teacher Conferences, Progress Reports* and *Grades* pages.
6. **Display Alt. Teacher's Name** - Displays the alternate teacher names on these portal pages: *Gradebook, Schedule, Teacher Pages, Teacher Conferences, Progress Reports* and *Grades* pages. Alternate teachers are maintained in the Master Schedule.
7. **Display Homeroom Teacher's Name** - Displays the Homeroom teacher name in the header area.
8. **Display Alt. Homeroom Teacher's Name** - This option will display if *Display Homeroom Teacher's Name* is checked. Displays the Alternate Homeroom teacher's name in the header area. The alternate homeroom teacher's name is maintained in the Rooms table.
9. **Display Teacher's Email Address** - This enables teacher names to be a link the portal user can click on to email the teacher.
10. **Display Documents** - Displays documents uploaded through the students *Documents* tab and/or *Communication>Parent Portal>Parent Maintenance>Documents*. Documents must be flagged to display on portal for them to display.
 - a. **Add/Edit Document Note** - Add a note and optional links to the *Documents* page.

www.ourschool.org to find the documents.' At the bottom of the form are 'Save' and 'Cancel' buttons."/>

Go to the District Documents area to print or complete the documents and then use the Document Requests section to upload the documents back to our offices. If you have any questions contact Mark Wilson at 999-0009. You can also go to our website at www.ourschool.org to find the documents.

Save Cancel

- b. **Add/Edit Requirement** - Activating this requirement will force the portal user to verify they reviewed portal documents before accessing portal menu items. Enter text to name the requirement button and add a description for the portal user. Click **Save**. For more information on portal requirements, review the Help Document titled *Help - Portal - Parent - Portal Requirements Summary*. **Note:** For Districts using eSign Documents, eSign requests will be considered part of the Document Requirement feature.

Document Requirement

Button Text:

Description:

Requirement Active: ☒ Yes ☐ No

- c. [Document Requests](#) - If the portal Document Requests feature has been activated, enter upload instructions. To activate this feature, contact Realtime Support.

Document Requirement

Upload Instructions:

Using the process below, upload the requested documents.
 Notice that the *only* type of documents that can uploaded are PDF, JPG and PNG documents and the maximum document size is 5 MB.
 If you have questions please contact our Mary Wilson at 234-123-1234 Ext 5.

Upload Completed Instructions:

Thank you for uploading the requested document.
If there are other documents requested, return to the your student's Documents tab and click the Upload Documents button continue the process.
 If all documents have been completed, we will be contacting you with any questions.

11. **Display Sign Up Documents** - Displays documents that were uploaded through *Communication>Parent Portal>Parent Maintenance>Sign Up Types* on the *Sign Ups* page.

- a. [Add/Edit Sign Up Note](#) - Add a note to the *Sign Ups* page.

Sign Up Notes

We are proud to offer many activities, clubs, volunteering and trips for our students. Please read all descriptions and contact coach or advisor listed with activity if there are any questions. Documents for permission and other required forms may be required before signing up for the event.

12. **Display Surveys** - Display district created surveys on the *Survey* page. Review the Help Document titled [Help - Surveys](#) for more information about Surveys.

a. [Add/Edit Survey Note](#) - Add a note to the *Survey* page.

Please fill out the surveys.

b. [Add/Edit Requirement](#) - Activating this requirement will force the portal user to take the survey before accessing portal menu items. Enter text to name the requirement button and add a description for the portal user. Click **Save**. For more information on portal requirements, review the Help Document titled [Help - Portal - Parent - Portal Requirements Summary](#).

Survey Requirement

This requirement will force the Parent Portal User to complete all mandatory Surveys before viewing the portal. To maintain the mandatory setting for Surveys go to Communication>Surveys>Maintenance>Surveys.

Button Text:

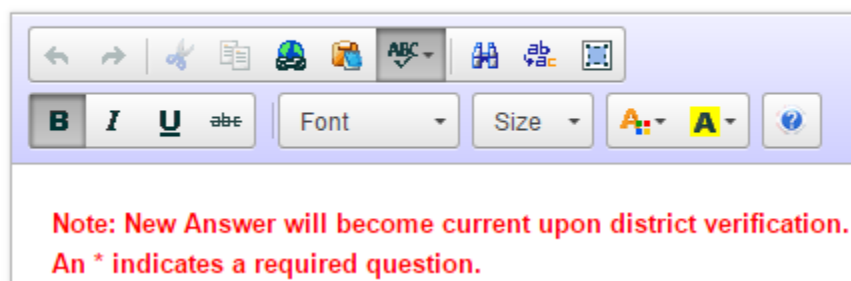
Description:

Requirement Active: ☒ Yes ☐ No

13. **Display Parent Questions** - Displays questions on the *Parent Questions* page that were created through *Communication>Parent Portal>Parent Maintenance>Questions*. Go to *Communication>Parent Portal>Parent Reports>Question Responses* to run a report to show answers to the questions.

a. [Add/Edit Parent Questions Note](#) - Add a note for the *Parent Questions* page.

Parent Questions Notes



Note: New Answer will become current upon district verification.
An * indicates a required question.

- b. [Add/Edit Requirement](#) - Activating this requirement will force the portal user to answer the questions before accessing portal menu items. Enter text to name the requirement button and add a description for the portal user. Click **Save**. For more information on portal requirements, review the Help Document titled [Help - Portal - Parent - Portal Requirements Summary](#).

Parent Questions Requirement

This requirement will force the Parent Portal User to answer all mandatory Parent Questions before viewing the portal. To maintain the mandatory setting for Parent Questions go to Communication>Parent Portal>Parent Maintenance>Questions.

THIS REQUIREMENT WILL ONLY BE ACTIVE WITHIN THE DATE RANGE OF THE PARENT QUESTION.

Button Text:

Description:

Requirement Active: ☒ Yes ☐ No

14. **Display Student Pickup** - This option allows the portal user to view and add Student Pickup information for times when students will not be taking their usual route home from school. **Note:** Before activating this option on portal, the Reasons must be maintained. See the Help Document titled [Help-Transportation-Student Pickup](#).

- a. [Add/Edit Pickup Options](#) - **Limit Current Day Pickup Time** can be used to prevent users from adding an entry after a specific time on the current day. Notes can be added if desired.

swilliams@realtime.com.'" data-bbox="215 654 772 884"/>

Student Pickup Time

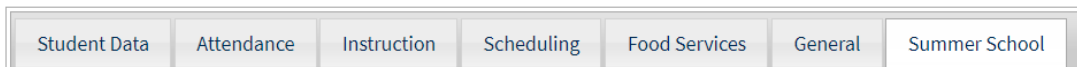
Limit Current Day Pickup Time: ? Yes Until: 10:40AM

Notes:

Use this feature to let us know if your student will not be taking their scheduled way home from the school day. Please add notes to communicate the details. If you have questions contact Sue Williams, our Administrative Assistant, at 888-999-9999 ext 24 or email at swilliams@realtime.com.

15. **Display Student Pictures** - Displays the student picture in the header area.
16. **Display IEP** - Displays the *View IEP* menu item for students who have an IEP.
17. **Display 504** - Displays the *View 504* menu item for students who have a 504 plan.
18. **Display I&RS** - Displays the *View I&RS* menu item for students who have an I&RS plan.
19. **Display RTI** - Displays the *View RTI* menu item for students who have an RTI plan.

Summer School



1. **Display Summer School Attendance** - Displays the student's summer school attendance.
2. **Display Summer School Schedule** - Displays the student's summer school schedule.
3. **Display Summer School Grades** - Displays the student's summer school grades.
4. **Display Summer School Gradebook** - Displays the student's summer school gradebook.
5. **Display Summer School Report Card Print Button** - Displays the summer school report card.