MUSAC Classic Web Portals
School Installation - Important Notes

Contents

Teacher Portal Install

Teacher Portal Login and Password

To be able to access Classic Web Portals, teachers log in using their existing MUSAC Classic login. If required, these details can be edited in MUSAC Classic, through either Student Manager > Configure Settings > Staff + Their Dossiers, or Staff Manager > Edit Members. Current available tabs for teachers are shown below.
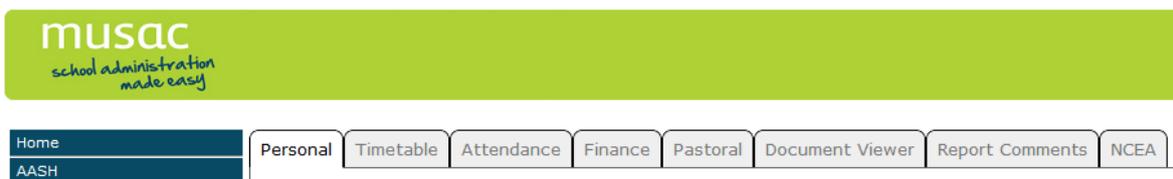
From the side menu teachers select their desired class (tutor or subject) and student, as well as log off and return home to the Portal selection screen. Primary schools will see their room name listed.

Note: If some subject classes are missing (secondary schools only), ensure the markbook is active and populated in CMAdmin.

Document Viewer tab

Teachers must check the contents of their folders to ensure they are comfortable for the contents to be available for wider viewing.

Any document in the student's own pdf sub-folder of CM will be available for parents and students to view once the portals are enabled by MUSAC.

The 'Document Viewer' tab displays in the Teacher Portal and is labelled 'Reports' in the Parent Portal. Listed are all reports saved as pdf's generated from CM or CMPrint, using the 'Save as pdf' option.
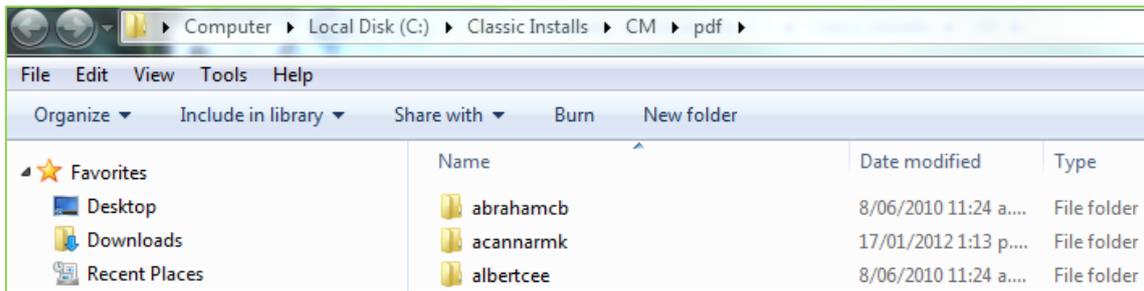
Report Comments

Teachers only are able to view this tab (for classes which have no markbook attached). Web portals version 12.5 must be used in conjunction with Classic version 12.5 (available early in Term 2).

To make the document available for teachers to view in the Portal and add comments:
CMAdmin > Other Utilities > Web Portal Configuration
Select the document(s) to make available in the Portal and drag across to the list Portal selection screen.

Parent Portal Install

Accessing the Parent Portal – Open ID

Access to the Parent Portal is using 'Open ID' so it is essential that the caregiver email addresses are either a Gmail account or Facebook account, and recorded in Student Manager.

'Open ID' is used to log into the Parent Portal. Users are authenticated by linking an existing account for their identification which means the same login details can be used for signing into our web portal website and others which accept OpenID authentication, eg. Google, Facebook, Yahoo! etc.

You must ensure, therefore, that caregivers have either a Gmail account login or Facebook account login (ie. managed by
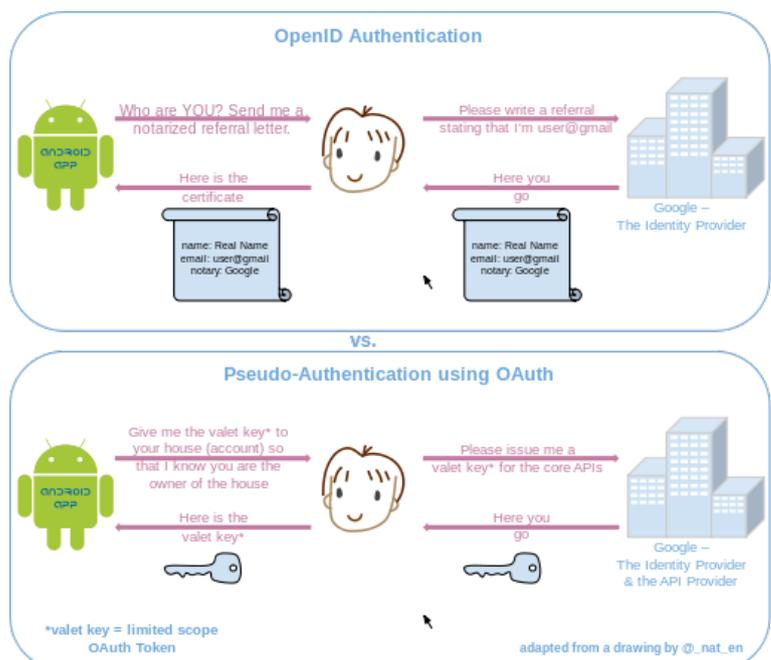
Google or Facebook). The reason for this is to alleviate schools having to manage the web portal logins, eg. when passwords are forgotten.

Before having MUSAC enable Caregiver access to the web portals service, each student's data must be checked in Student Manager in the following areas. If the recommended checks of information are not made before the portals are enabled by MUSAC, you may give access to parents who should not be able to access information including student timetable, etc. Your school settings in CMAdmin and Student Manager govern which information is available, and to whom.

Select each student and view their Caregiver details screen.

Linking Parents to Students – Access Rights

To achieve access to the Parent portal, the Caregiver must appear in the 'Currently listed' field, regardless of relationship.

Login – Email address

Using Open ID to login, it is essential that the caregiver email address is contained in the 'Email address' field in Student Manager, and is either a Gmail account or Facebook account.

Caregiver Flags

To view data in the Parent and Student portals, the flag settings determine access:

- Invoices = Financial transactions (except Student Portal)
- Reports = PDF Reports (all school types) and NCEA summary details (secondary schools only)
- Access Rights = Personal (incl Caregiver) data, Timetable and Attendance details

Those caregivers with the Emergency flag only, will not have access to data in the portal.

Where there are two parents with the same email address, we recommend that rights from the last parent checked are used. To avoid this assumption, the school can ensure unique email addresses are recorded, or the parents will have the same rights to view information.

Following is the most efficient way to check and edit caregiver email addresses and flags using the 'Global editing of caregivers' utility within Student Manager.

Globally checking and editing Caregiver details

Caregiver Details > Access Caregiver Utilities > Global editing of caregivers
This utility is accessed by opening any student's Personal Details document:

On this screen are two tabs:
- Editing caregiver details
- Editing caregiver relationships and flags

Editing Caregivers
To edit caregiver email addresses click the 'Editing caregivers' flag then for ease of use scroll the caregiver fields across until the 'Email' column is alongside the Title column. Email addresses can then be checked, edited or added as required. Saving occurs automatically. Columns can be sorted by clicking the title.

Global caregivers utilities

Hiding fields	Default details	Unconnected caregivers	Global editing of caregivers

Editing caregivers	Editing caregivers' relationships and flags			

Family name	First name	Title	Email	School assistance 1	Sc
FARWARD	Kuvin J	Mr	...@infogen.net.nz	P.T.A.	Ma
CAMMANGS	Teni	Ms	...ngs@xtra.co.nz		
SEKENIWE	Oichiro	Mr	t...@that.com		
GERDINER	Lydua	Mrs	t...th.co.nz		
JAONG	Jong-Tao	Mr	t...n@naver.com		
JUMIESON	Pouline	Mrs	t...u@ihug.co.nz		
WULLBUNK	Suzannu	Mrs	s...nk@xtra.co.nz		
DIWMAN	Jockie	Mrs	s...i@slingshot.co.nz		
ROPSON	Brunt	Mr	s...uting@kol.co.nz		
KOLKOLLY	Yvunne	Mrs	s...@strongelectrical.co.nz		
SUDDON	Duvid	Mr	s...mons@xtra.co.nz		
RUNNUTT	Inne	Mrs	g...s@wanganuimotors.co		
STONT	Paulette	Mrs	i...s@inspire.net.nz	P.T.A.	
WATTY	Clere	Mrs	3...@xtra.co.nz		
CHAMBARLAIN	Lillian		w...nganui@xtra.co.nz		
SPITNER	Sulina	Ms	r...ata@yahoo.com		

Caregiver flags for accessing information can be checked and edited as required by clicking the '**Editing caregivers' relationships and flags'** tab then editing the Access rights, Reports and Invoices flags. Columns can be sorted by clicking the title.

Hiding fields	Default details	Unconnected caregivers	Global editing of caregivers						

Editing caregivers	Editing caregivers' relationships and flags								
Caregiver	Student	Relationship	Invoices	Reports	Voting right	Emergency	Living with	Legal guard	Access righ
Mr Cidric E NIPIA	ISBIRN, Zibraan Farook	Father	No	No	Yes	No	Yes	Yes	Yes
Mr Vactor M HUUPER	ISBIRN, Zibraan Farook	Mother	No	No	Yes	No	Yes	Yes	Yes
Mr Celin C FIWLIE	GIICH, Jason Ian	Mother	No	No	No	No	Yes	Yes	Yes
Mr Celin C FIWLIE	NAILSON, Evan Roy	Mother	No	No	No	No	Yes	Yes	Yes
Mr Ryun PITIRS	GIICH, Jason Ian	Father	No	No	No	No	Yes	Yes	Yes

- Invoices = Financial transactions
- Reports = PDF Reports (all school types) and NCEA details (secondary schools only)
- Access Rights = Personal (incl Caregiver), Timetable and Attendance details

Multiple flags can be quickly changed by clicking and holding the mouse button on the first record then dragging downwards to the last record and letting the mouse button go.

Once your School is able to confirm the components from Student Manager's Caregiver details have been checked, MUSAC is notified and can enable the Parent and Student Portals service.

Document Viewer tab

To avoid exposing data which you do not wish caregivers or students to see, it is essential that teachers check the contents of their folders to ensure they are comfortable for the contents to be available for wider viewing. Any document in the student's own pdf sub-folder of CM will be available for parents and students to view once the portals are enabled by MUSAC.

The 'Document Viewer' tab displays in the Teacher Portal and is labelled 'Reports' in the Parent Portal. Listed are all reports saved as pdf's generated from CM or CMPrint, using the 'Save as pdf' option.
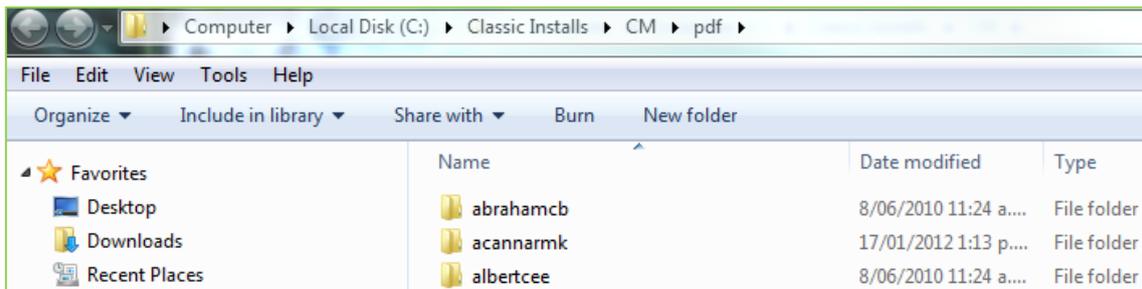
Student Portal Install

Accessing the Student Portal – Open ID

Access to the Student Portal is using 'Open ID' so it is essential that the email addresses are either a Gmail account or Facebook account, and recorded in Student Manager > Personal Details document.

'Open ID' is used to log into the Student Portal. Users are authenticated by linking an existing account for their identification which means the same login details can be used for signing into our web portal website and others which accept OpenID authentication, eg. Google, Facebook, Yahoo! etc.
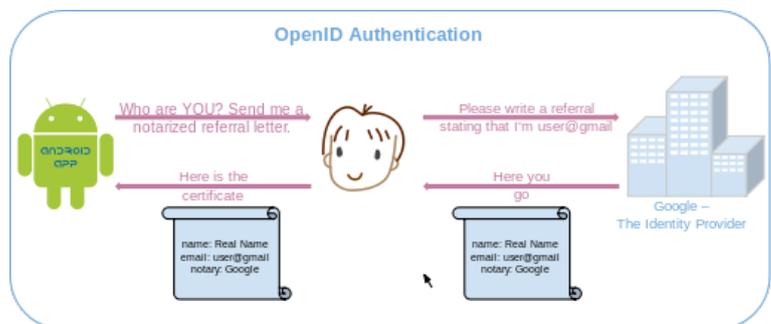
You must ensure, therefore, that students have either a Gmail account or Facebook account (ie. managed by Google or Facebook). The reason for this is to alleviate schools having to manage the web portal logins, eg. when passwords are forgotten.
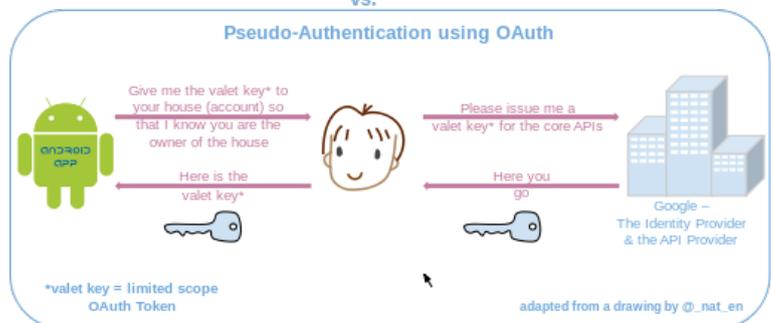
It is important before having MUSAC enable Student access to the web portals service, each student's data must be checked in Student Manager including their email address field.
Note: new students or those with changes to the email field will not be able to gain access to the web portal until the following day after the email address has been added.

If the recommended checks of information are not made before the portals are enabled by MUSAC, students may view documents their teachers would rather they did not have access to. Your school settings in CMAdmin and Student Manager govern which information is available, and to whom.

Check Students' Email Address Fields

To achieve access to the Student portal, each student must have a suitable Open ID email address contained in their Student Manager Personal details document. The most efficient way to check and edit student email addresses is to click into grid mode (bottom left of screen), scroll across until you see the students' email field. Right-click in the column title to sort and filter this column if required.

Student View

Current available tabs for students are Personal details, Timetable, Attendance, Document Viewer (for Reports) and an NCEA tab.

The Log off button returns to the login screen in your browser.