



## Working with Student Logins for the Student Progress Center

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# Working with Student Logins

## Turn on Student Login Capability on Student Progress Center (District Coordinator)

1. Go to then **Student Progress Center**. Login as **Admin**.
2. Click **Display** on left. On the screen section labeled **Display** in center, place a check mark for option labeled “**Allow Students to Login**”.
3. Click **Submit**.
4. To verify, click the Logout link at the bottom of the page. This will return the user to the initial login of Student Progress Center. The District Coordinator should now see a **Student** button for student access to the system.

## Create Student Logins/Passwords for a Large Group of Students (District Coordinator or School)

### Getting Started

1. After logging in to WebPams, select **System** in the left navigation panel.
2. Select **Entry**.
3. Select **Student Login Editor**.

### Setup Options

1. **Year** and **District**: These will default based on security settings.
2. **School**: Select a single school, a group of schools, or all schools in the district.
3. **As-of-Date**: This is the enrollment date for students. It will default to the current date.
4. **Grade**: Leave the **Grade** field blank if all grade levels are to be included. Otherwise, click in the box to the right of “**Grade**” to select the desired grade level(s).
5. **Ethnic**: Leave the **Ethnic** field blank if all ethnics are to be included. Otherwise, click in the box to the right of **Ethnic** to select the desired ethnic code(s).
6. **Gender**: Leave the Gender field blank if both genders are to be included. Otherwise, click in the box to the right of **Gender** to select the desired gender.
7. **Programs**: Leave the **Programs** field blank if all Programs are to be included. Otherwise, click in the box to the right of **Programs** to select the desired Program(s).
8. **Club**: Leave the **Club** field blank if all Clubs are to be included. Otherwise, click in the box to the right of **Club** to select the desired Club(s).
9. **Sport**: Leave the **Sport** field blank if all Sports are to be included. Otherwise, click in the box to the right of **Sport** to select the desired Sport(s).
10. **Show** (first instance): Select to limit the list of students to **All**, **Sped Only**, or **Non Sped**.
11. **Show** (second instance): Select to limit the list of students to **All**, **504 Only**, or **Non 504**.
12. Click **Ok** to move to the next screen.

### Definitions of Column Headers

1. **Sidno**: Local Student ID number.
2. **Student**: Full name of student.
3. **School**: School in which student is enrolled.
4. **Login ID**: Username generated by program.
  - Standard format is first initial last name and a sequential number if needed.
  - **NOTE**: Existing Login IDs that do not follow this format can be created on a student by student basis. These non-standard logins can be kept or replaced when making mass changes.
5. **Password**: Automatically generated value. It can be changed manually by clicking on the student’s login.
6. **Inactive**: If this box is checked then a student's or group of students' permission to use the Student Progress Center has been temporarily removed.
  - **Inactive** status can be removed or added as needed for all students, or just for selected students.

### How-to Create Logins / Passwords (First Instance)

1. To generate new Login IDs and passwords for all students, click the check box in the column header at the top left of the student list. This will place a select mark for each student.
2. Click the **Generate** button at the bottom of the screen.
3. The **Auto Generate** dialog box will appear.
4. For the **first** time/mass generation of IDs and Passwords you **MUST** check the top check boxes.
5. For the **first** time/mass generation of IDs and Passwords you **MUST** answer **No** to keep current IDs.

6. Click the **Generate Login Data** button.

### How to Edit Existing Logins/Passwords (Subsequent Instances)

1. Select an individual student or a group of students by clicking the check box to the left of the name(s).
2. Click the **Generate** button at the bottom of the screen.
3. An **Auto Generate** dialog box will appear.
4. Indicate which one or both of the items you want to generate (**Login ID/Password**) by clicking the appropriate check box. This will generate Login IDs for selected student(s) without an ID and it will generate new passwords to replace existing passwords for all selected students.
5. Respond to the question about whether or not you want to change the existing generated Login IDs.
  - **Answering Yes** will not change existing Login IDs but will generate new passwords if you have requested to do so above.
  - **Answering No** will change existing Login IDs that do not follow the first initial last name format and will generate new passwords if you have requested to do so above.
6. Click the **Generate Login Data** button if you are changing multiple students.
7. **Inactive Option:** To temporarily disable a student's account, click the select box under Inactive on the row of the student.

### Printing Student Logins/Passwords

1. In WebPams, go to **System > Entry > Student Login Editor**.
2. At the setup box, configure to obtain the desired listing of students.
  - Pay attention to the **Order to List** option.
3. At the bottom of the setup box, select one of the print options:
  - **Print Break on Homeroom:** If **Order to List** was set to **Homeroom**, selecting this option will break the print job on each different homeroom.
  - **Print Break on Student:** Selecting this option will create a separate page for each student in the listing.
  - **Print Break on School:** Selecting this option will break the print job on each school site.
4. Click **OK** on the setup box. The user will see the students listed on screen. Click the **Print** button to obtain the report in the manner selected on the setup box (ie... *Print Break on Homeroom*, *Print Break on Student*, or *Print Break on School*)
5. **NOTE:** If desired, the user can export any listing to MSExcel for any Mail Merge type activities. After clicking the **Print** button, choose either the "xls" or "csv" option to create an Excel type file to use as a data source for Mail Merge actions.

## Working with Single Student Logins/Passwords in Student Master (District Coordinator and School)

### Edit an Existing Login / Password in Student Master

1. Select **Student Master** from the areas on the left of the main screen of WebPams.
2. Find the student whose Login/ID and/or Password needs to be changed.
3. Click the **Permissions** tab at the bottom of the window.
4. Click the **View Access** button.
5. The **Student Login Permissions** popup will appear with the following options:
  - **Inactive:** Check to temporarily remove this student's permissions to access the Student Progress Center.
  - **User Name** and **Generate Login** button: Click the **Generate Login** button to create a new **User Name** (login) for the student.
  - **User Password** and **Generate Password** button: Click the **Generate Password** button to create a new **User Password**.
6. Click **Save** at the bottom of the Student Master window to save the information.
7. Click the **Close** button of the Student Login Permissions window.

## Allowing Students to Enter New Year Requests in the Student Progress Center (District Coordinator)

1. Prior to turning on this feature, the following should be done:
  - **Create New Year Master Schedule** (*Schedule > Entry > Create New Year Master Schedule*). The master schedule of the school should be rolled to next year. The system uses this listing of courses to determine the pick list for the student.
  - **Create New Year Student Master** (*Schedule > Entry > Create New Year Student Master*). The student should be rolled up to the next year at the school site. The system uses this enrollment to determine which school site the student is associated with for the new year, and as a result, which courses to select from.

2. On the **Student Progress Center**, click the **Admin** button, then login as the District Coordinator.
3. On the left, click the **Display** link. A set of options will be displayed in the center of the screen. Browse down to the section labeled **Schedule**.
4. For the option labeled “**Schools that allow students to enter requests (comma separated)**”, enter the three digit school code. If entering multiple schools, separate them with a comma.
  - **NOTE:** When the **Submit** button is clicked, the students from that site for next year are now allowed to enter requests.
  - When the time of request entry is over, remove the school site code to shut down the entry process for students.
5. Click the **Submit** button to store the settings.

## Appendix

### Allow a School Level Data Manager Access to Student Login Editor (District Coordinator)

1. Go to **System > Entry > User Management**. Configure the setup box for the desired school site(s).
2. Browse to the School Level Data Manager’s permissions.
3. Click on any permission in the **Category** column.
4. In the listing of **Categories**, go down to **Maintenance** and select “**NA**”.
5. Click **Save**.
6. A **Maintenance** Category row will be added to the user.
7. In the user’s **Maintenance** row, click in the **Program** cell (Column 2 spots to the right of Maintenance).
8. Sort the **Program** listing by Description, then browse down to **Student Login Editor**.
9. Set the permission for this to “**RW**”.
10. By doing it this way, the user will have permission in **Maintenance** to only the **Student Login Editor**. This will allow the school to manage their own logins.