My ZB Portal

Integration and Setup Guide

My ZB Portal

Clever Instant Login (single-sign on) - Yes

- Find the ZB Portal app in the Clever app gallery and send a request. We will approve the request to enable SSO.
- Note that Instant Login is not the same as Secure Sync. To use Instant Login, accounts still need to be created in ZB Portal, either manually or by importing them.

Clever Secure Sync (transfers user data and provisions user accounts) - No

LTI (via LMS compatible with LTI 1.1) - Yes

Active Directory – No

API integration (OneRoster, proprietary) - No

GETTING STARTED

Digital administrator

- The person at your institution designated the "digital administrator" will receive an activation email automatically when your order is processed. After completing account setup, this person will be able to manage and create accounts from the school administrator interface.
 - If your school administrator has not received this email, please contact Customer Experience at zbtechsupport@zaner-bloser.net.

The digital administrator interface looks like this:

My ZB Portal			proddev@zan	er-bloser.con
Home Reports	Help	My profile	Back to Portal	Log out
	\widehat{V} You are the school administrator for the following 1 school(s). Click on a school name to manage teachers, students, and licenses.			
Zaner-Bloser Product Development	School Id: zbedit2 1201 Dublin Rd COLUMBUS, OH 43215- United States School Setup			
	1. Add teachers individually or import multiple teachers.			
	2. If your school has student-facing products: Add students individually or import multi	ole students.		
	3. Distribute products to your teachers, students, and yourself.			
	Maintenance			
	Use these functions when you need to modify or remove existing accounts or properties related	ing to this scho	ol.	
	Manage teacher roster. (64 teacher account(s) in school)			
	Manage student roster. (480 student account(s) in school)			
	View or remove licenses.			
1	Manage classes.			

First, create a School ID

A school ID is used to distinguish your school from other schools in the system. If you have studentfacing products, students will use the school ID in combination with their username and password when they log in.

A school ID can be anything you decide, so long as it is unique in our system. If another school has already claimed your desired school ID, you will be told to choose a different one.



Rostering – How are accounts created?

- Digital administrators can:
 - Create teacher accounts using the Add Teachers Individually page:

MyZB Portal		proddev@zan	er-bloser.con
Home Reports Help	My profile	Back to Portal	Log out
Add Teacher For: Zaner-Bloser			
I want to provide my own username.			
User email *			
Provide the unique email address for the teacher.			
Confirm user email *			
Confirm the unique email address			
First name			
Last name			
School User Id *			
. This field should be unique for each user. Common School User ID's include email addresses for teachers and student ID numbers for students.			
Grade *			

OR by **importing** a spreadsheet of teacher information on the **Import Multiple Teachers** page:

My ZB Portal		proddev@zane	er-bloser.con
Home Reports Help	My profile	Back to Portal	Log out
Import teachers for: Zaner-Bloser			
Upload File / Map Fields / Preview			
The teacher import allows you to import and update teachers from your School Information System (SIS) into my.zaner- review the import format as seen in the exemplar CSV file below, and confirm that the necessary data is in a spreadsheet ex • Teacher CSV Exemplar			hould
Teacher roster file Choose File No file chosen Select a comma-separated value (CSV) file containing roster information. Please do not include headers. Upload Cancel			

Teachers receive a setup email automatically after their account is created.

• Create student accounts by using the Add Students Individually page:

My ZB Portal		proddev@zan	er-bloser.con
Home Reports Help	My profile	Back to Portal	Log out
Add Student For: Zaner-Bloser			
I want to provide my own username.			
Password Password strength:			
Confirm password *			
First name			
Last name			
School User Id *			
This field should be unique for each user. Common School User ID's include email addresses for teachers and student ID numbers for students.			
Grade *			
Kindergarten			•
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OR by **importing** a spreadsheet of student information* on the **Import Multiple Students** page:

My ZB Portal		proddev@zane	er-bloser.con
Home Reports Help	My profile	Back to Portal	Log out
Import students for: Zaner-Bloser			
Upload File / Map Fields / Preview			
The student import allows you to import and update students from your School Information System (SIS) into my zaner review the import format as seen in the exemplar CSV file below, and confirm that the necessary data is in a spreadsheet e Student CSV Exemplar 			hould
Student roster file Choose File No file chosen Select a comma-separated value (CSV) file containing roster information. Please do not include headers. Upload Cancel			

*Not all digital products have student-facing digital resources. If you are unsure, please check with your sales representative or Customer Experience (<u>zbtechsupport@zaner-bloser.net</u>) before creating student accounts that you may not need.

- Teachers can:
 - Create student accounts by using the ADD A STUDENT button on the My Classes* page:

My Products N	Ay Classes	Reports	Help			txshine@zaner-bloser.	.com (txshine) 🔻
NEW CLASS					ASSIGNMENTS	EDIT CLASS NAME	DELETE CLASS
5th Grade Class A			STUDENT 🗸	USERNAME/ID 🗸	LAST ACTIVITY 🗸	MANAGE	
5th Grade Class B 5th Grade Class C			1		ents assigned to this class ye below to add students to this		
Spelling Grade 1			+ ADD A STUDENT				
Spelling Grade 2 c	lass 1						
Spelling Grade 3			Digita	l Products for Students			
Spelling Grade 4				There are no produ d product licenses to this classroo	ucts assigned to this classroo		
Spelling Grade 6			Add	I product licenses to this classroo	m so that your students can		
Team Mailloux						+ ADD PRODUCT	
		_					

*Not all digital products have student-facing digital resources. If a teacher does not have any student-facing digital resources, the My Classes and Reports pages will not show in ZB Portal.

Licensing – How are licenses distributed?

Teachers distribute licenses to themselves after they log in to ZB Portal for the first time, however licenses can also be distributed by the digital administrator using the **Distribute Products** page.

First, **select the teacher(s)** you wish to distribute product licenses to (by using the checkboxes beside their name) and then press **Select Products to Assign**:

		ts Help					My p	orofile B	ack to Porte	al Logiou
)IS1	tribute P	roduc	ts for: Zaner-Bl	loser Prodi	uct Dev	/elopmer	nt			
				users included in yo						
_										
las	ic Filters		Ad	Ivanced Filters						
									Re	set Apply
									Re	Apply
Sele	ct Products to A	ussign							Re	Apply
	ct Products to A	Last name "	User Id	User name	Product grade	Roles	School/District	Account created	Re Last login	Operations
	First name Product	Last	User Id proddevØzaner-bloser.con	proddev@zaner-		• school	School/District		Last login 07/16/2	Operations • Edit Prof
	First name	Last name .			grade		School/District	created	Last login	Operations • Edit Pro • Manage
	First name Product	Last name .		proddev@zaner-	grade	 school admin user 	School/District	created	Last login 07/16/2	Operations • Edit Pro • Manage License: • Transfer
	First name Product	Last name .		proddev@zaner-	grade	 school admin user teacher 	School/District PD	created	Last login 07/16/2	Operations • Edit Proi • Manage Licenses • Transfer Licenses
Selec	First name Product velopment	Last name_ Admin	proddevøzaner-bloser.con	proddev@zaner- bloser.con	grade None	 school admin user teacher user 		created 07/16/2019	Last login 07/16/2 019	Operations • Edit Pro

Then, select the **licenses** using the checkboxes and press **next**. The number of available licenses is a shown in the right column:

MyZB Portal		proddev@zane	r-bloser.com
Home Reports Help	My profile	Back to Portal	Log out
Distribute Products for: Zaner-Bloser Product Devel	opment		
\heartsuit Choose the products to assign to the selected teachers.			
Product	Scheme	Usage	
FontsOnline Plus	License per teacher	49/75 licenses u	sed
Grammar, Usage, and Mechanics Student Edition, Grade 2	License per teacher	54/75 licenses us	sed
Grammar, Usage, and Mechanics Student Edition, Grade 3	License per teacher	48/75 licenses u	sed
Grammar, Usage, and Mechanics Student Edition, Grade 4	License per teacher	48/75 licenses u	sed
Grammar, Usage, and Mechanics Student Edition, Grade 5	License per teacher	54/75 licenses us	sed
Grammar, Usage, and Mechanics Student Edition, Grade 6	License per teacher	48/75 licenses u	sed
Grammar, Usage, and Mechanics Student Edition, Grade 7	License per teacher	48/75 licenses u	sed
Grammar, Usage, and Mechanics Student Edition, Grade 8	License per teacher	48/75 licenses u	sed
Grammar, Usage, and Mechanics Teacher Edition, Grade 2	License per teacher	53/75 licenses us	sed
Grammar, Usage, and Mechanics Teacher Edition, Grade 3	License per teacher	48/75 licenses u	sed
Grammar, Usage, and Mechanics Teacher Edition, Grade 4	License per teacher	48/75 licenses us	sed