

# 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**

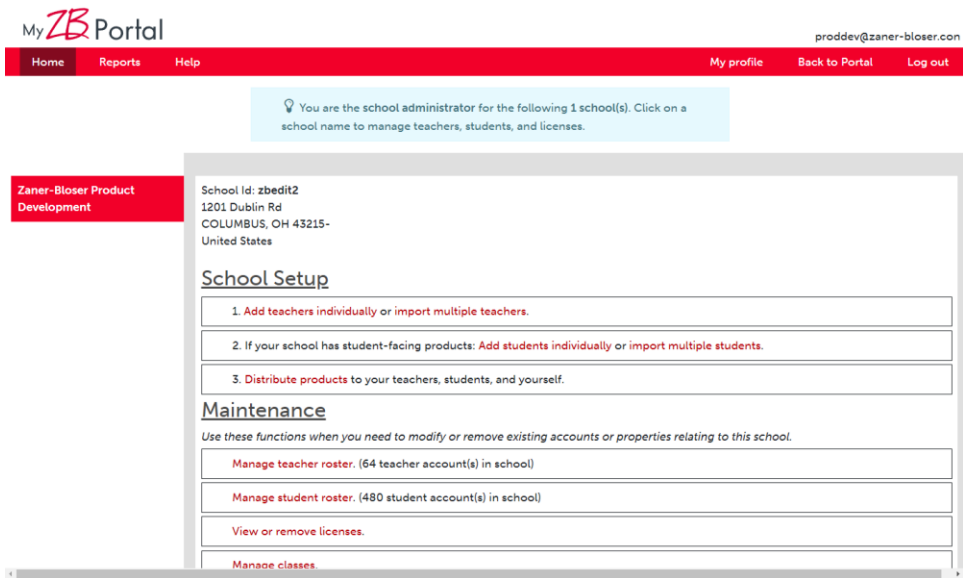
[API integration](#) (OneRoster, proprietary) - **No**

## 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](mailto:zbtechsupport@zaner-bloser.net).

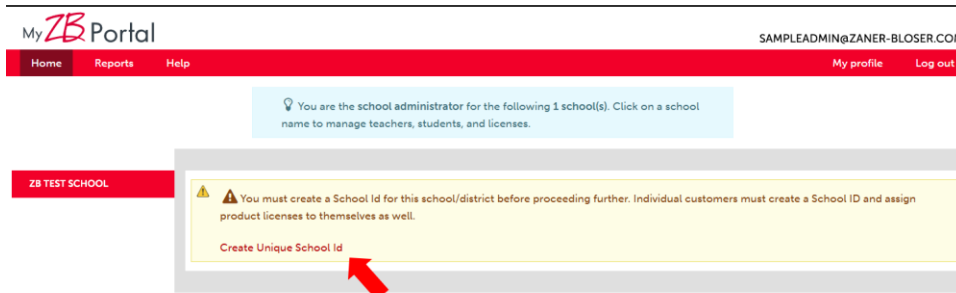
The **digital administrator interface** looks like this:



## First, create a School ID

A school ID is used to distinguish your school from other schools in the system. If you have student-facing 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@zaner-bloser.com

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:

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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-bloser.com. Before you begin, you should review the import format as seen in the exemplar CSV file below, and confirm that the necessary data is in a spreadsheet exported from your SIS.

- [Teacher CSV Exemplar](#)

**Teacher roster file**

No file chosen

Select a comma-separated value (CSV) file containing roster information. Please do not include headers.

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

- Create student accounts by using the **Add Students Individually** page:

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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 \***

**Country/District**

OR by **importing** a spreadsheet of student information\* on the **Import Multiple Students** page:

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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-bloser.com. Before you begin, you should review the import format as seen in the exemplar CSV file below, and confirm that the necessary data is in a spreadsheet exported from your SIS.

- [Student CSV Exemplar](#)

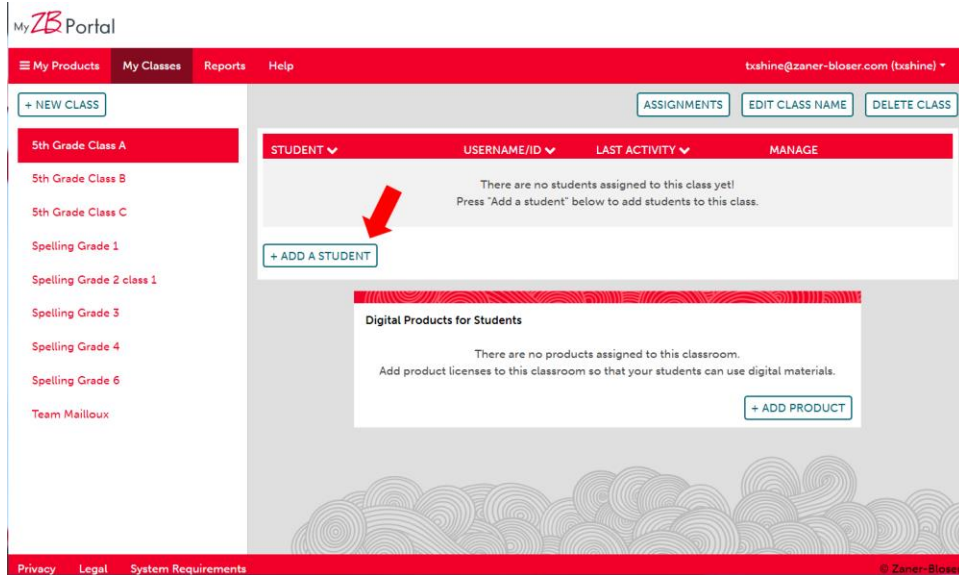
**Student roster file**

No file chosen

Select a comma-separated value (CSV) file containing roster information. Please do not include headers.

\*Not all digital products have student-facing digital resources. If you are unsure, please check with your sales representative or Customer Experience ([zbttechsupport@zaner-bloser.net](mailto:zbttechsupport@zaner-bloser.net)) 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:

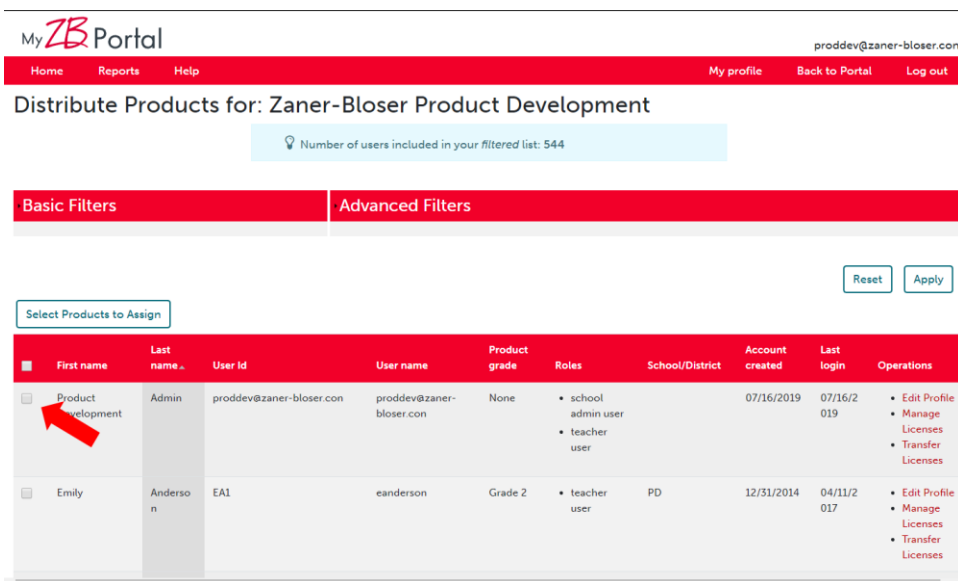


\*Not all digital products have student-facing digital resources. If a teacher does not have any student-facing digital resources, the My Classes and Reports pages will not show in ZB Portal.

## 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**:



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

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Home Reports Help My profile Back to Portal Log out

### Distribute Products for: Zaner-Bloser Product Development

Choose the products to assign to the selected teachers.

Product	Scheme	Usage
<input type="checkbox"/> FontsOnline Plus	License per teacher	49/75 licenses used
<input type="checkbox"/> Grammar, Usage, and Mechanics Student Edition, Grade 2	License per teacher	54/75 licenses used
<input type="checkbox"/> Grammar, Usage, and Mechanics Student Edition, Grade 3	License per teacher	48/75 licenses used
<input type="checkbox"/> Grammar, Usage, and Mechanics Student Edition, Grade 4	License per teacher	48/75 licenses used
<input type="checkbox"/> Grammar, Usage, and Mechanics Student Edition, Grade 5	License per teacher	54/75 licenses used
<input type="checkbox"/> Grammar, Usage, and Mechanics Student Edition, Grade 6	License per teacher	48/75 licenses used
<input type="checkbox"/> Grammar, Usage, and Mechanics Student Edition, Grade 7	License per teacher	48/75 licenses used
<input type="checkbox"/> Grammar, Usage, and Mechanics Student Edition, Grade 8	License per teacher	48/75 licenses used
<input type="checkbox"/> Grammar, Usage, and Mechanics Teacher Edition, Grade 2	License per teacher	53/75 licenses used
<input type="checkbox"/> Grammar, Usage, and Mechanics Teacher Edition, Grade 3	License per teacher	48/75 licenses used
<input type="checkbox"/> Grammar, Usage, and Mechanics Teacher Edition, Grade 4	License per teacher	48/75 licenses used