

Edit All (Staff Portal) Staff Settings

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Edit All Staff Settings allows you to work with the individual Staff Portal settings (*Staff record > Portal Settings* tab) for multiple staff at one time. Go to the **Staff** (menu) > **Staff Portal** > **Edit All Staff Settings**.

Editing staff settings is also done as the fourth step of the of the Guided Staff Portal Setup and is covered in full detail in our Help article [Staff Portal Setup Step 4 - Customize Staff Settings](#).

Edit All Staff Portal Settings

← RETURN

SAVE

SEND PORTAL LOGIN EMAILS →

1. Select the Staff to edit their settings below.

Check All Uncheck All

- Stephanie Andrews Linton John Livy Wallace
 Dianne Harris Carter Smith

2. Select the Settings

My Schedule Tab

Allow staff person to view availability

Allow staff person to manage availability

My Time Card Tab

Time entry method ?

Default Department

Additional Dept News
Delete Existing
ADMIN
D-TEACH
FRTDSK

Can split time between Departments ?

Manage Classes Tab ?

What classes should this staff person see?

- No Change
 Their Classes Only
 Their Classes with option to Show All of Today's Classes (this helps when substitute teaching another staffs' classes)
 Their Classes AND All Classes with Category 1:
 All Active Classes at Staff Portal Location
 None

Allow staff person to enter attendance

Allow staff person to update skills/levels

Allow staff person to send emails

Allow staff person to view lesson plans

Allow staff person to manage resources

Attendance Page

Allow staff person to mark absent students eligible for a make-up class