

my **ZB** PORTAL

Superkids Teacher Quick Start Guide

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Getting Access



1

A customer places an order with Zaner-Bloser. If the order contains a digital product, the customer will choose someone to be the District or School Administrator of their account.

The **District or School Administrator** is responsible for managing user accounts and licenses.



2

After the order is processed, an activation email and available licenses email are sent to the person chosen to be the District or School Administrator.

The District or School Administrator will click on the activation link in the email to finish setting up their account.



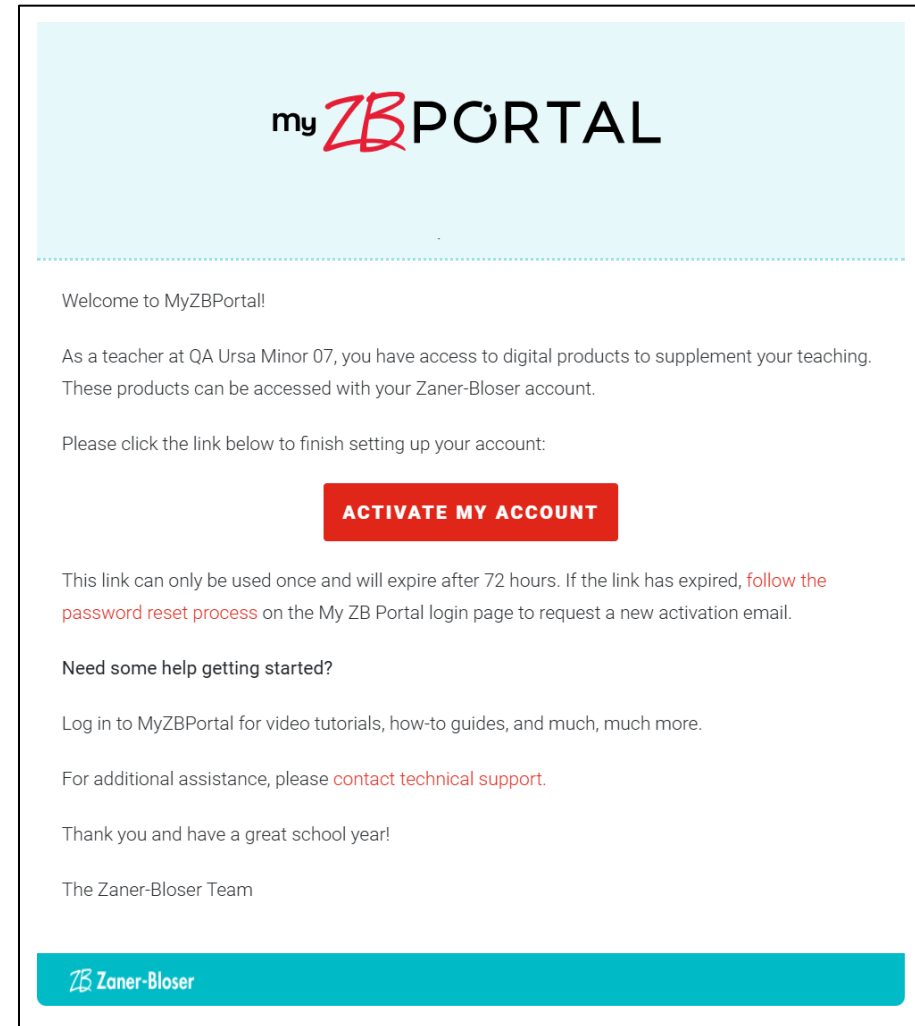
3

Once the District or School Administrator account has been set up, they will then navigate to myzbpportal.com to log in.

Activating Accounts

After the digital administrator has created accounts, activation emails will be sent out.

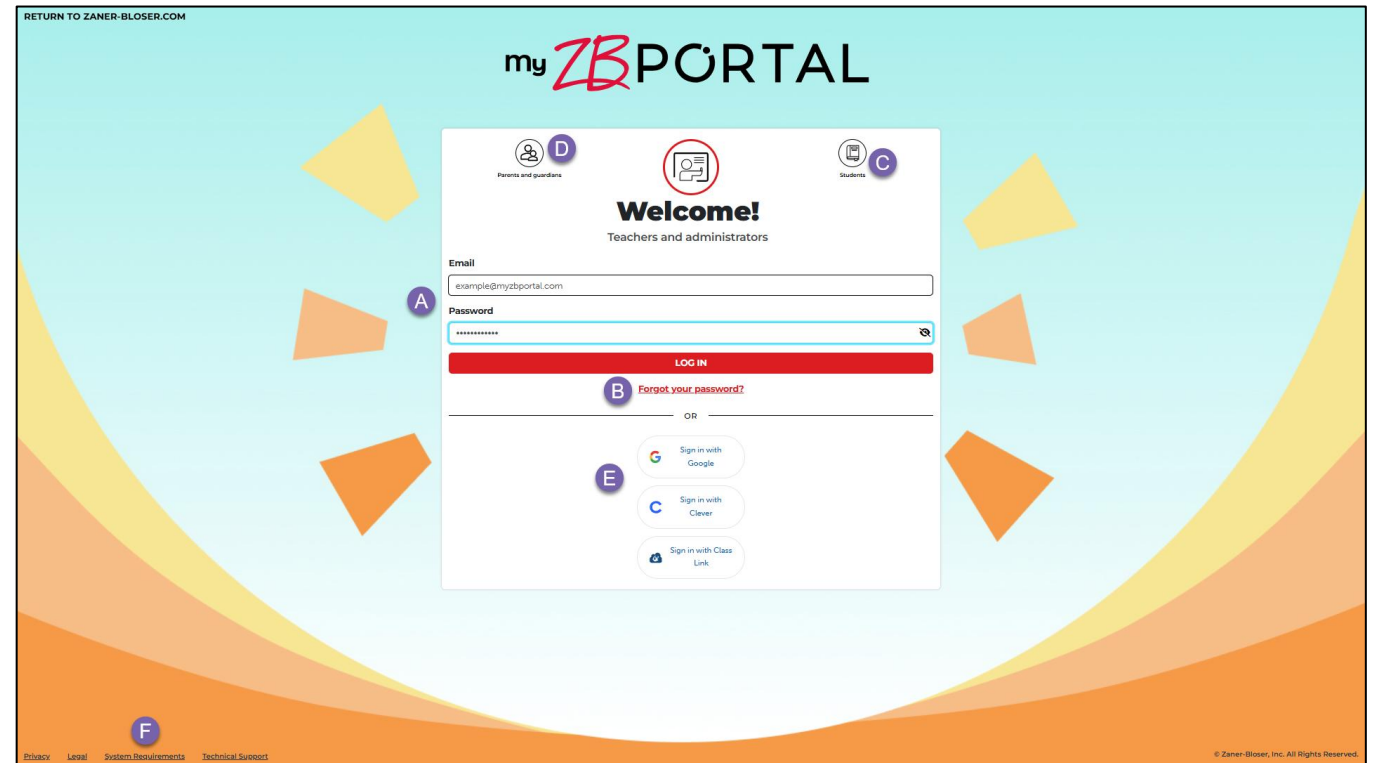
In the middle of the email is an activation link. Click on the activation link to finish setting up the account.



Logging in and Getting Started

Logging In

- A** Once the account has been set up, users can log in with their credentials here.
- B** Forgot your password? No worries! Click the **Forgot Your Password**.
- C** If students need to log in, click the **I'm a Student** link to switch to the student portal.
- D** If parents or guardians need to log in, click the **I'm a Parent** link to switch to the parent portal.
- E** These links show Zaner-Bloser's Single Sign-On Solutions.
- F** These links have important information about **privacy, legal, and system requirements**.



Assigning Teacher Licenses

1 Teachers can assign their own teacher licenses if the digital administrator has not already done this. **Check the box next to the teacher license** for it to be applied to your account.

Teacher licenses grant access to teacher resources, such as the Daily Lesson Page and printable materials.

If the license needed is not there, please talk to your digital administrator.

2 Once the licenses have been selected, click the **Assign and Continue** box.

Clicking on **Skip to Portal** allows users to proceed to the portal without assigning licenses. Licenses can be assigned later.

The screenshot shows the 'Assign Teacher Licenses' interface. At the top, there is a navigation bar with 'My Products', 'Classes', and 'Help' menus, and a user profile 'superkids@zportal.com (superschool)'. The main heading is 'Assign Teacher Licenses'. Below this, a welcome message and instructions are provided. A list of licenses is shown with checkboxes. The 'The Superkids Reading Program © 2017, Grade 1 Teacher License' is selected. There are two buttons: 'SKIP TO PORTAL' and 'ASSIGN AND CONTINUE'. A red circle with the number '2' is placed over the 'ASSIGN AND CONTINUE' button. A red circle with the number '1' is placed over the selected checkbox. The page also includes a footer with links for Privacy, Legal, System Requirements, and Technical Support, and a copyright notice for Zaner-Bloser, Inc.

Assigning Teacher Licenses (continued)

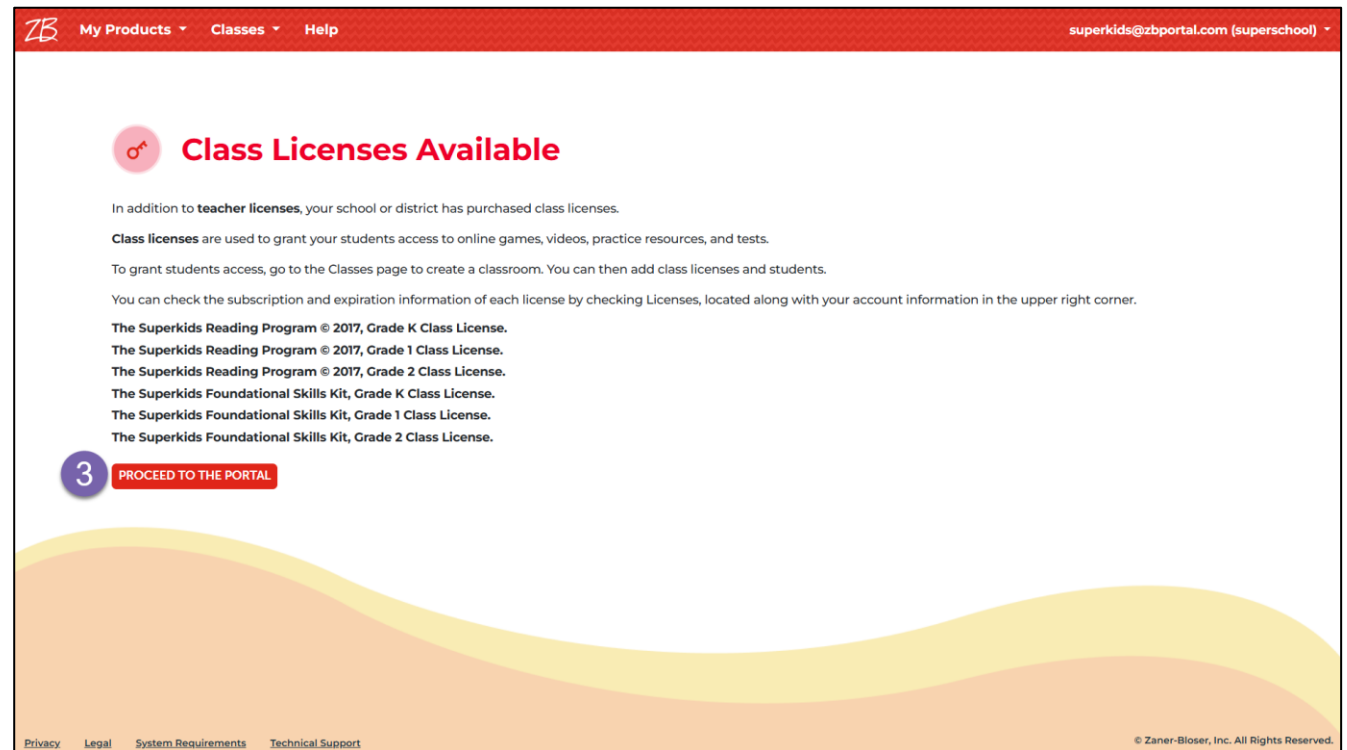
The next screen shows the class licenses the school or district has purchased.

Class licenses are assigned to classrooms and grant students access to games, books and videos in Superkids Online Fun.

Instructions on how to add a license to a class can be found on page 11 of this guide.

3

Click **Proceed** to the Portal to continue.



The screenshot shows a web interface for 'Class Licenses Available'. At the top, there is a navigation bar with 'ZB My Products', 'Classes', and 'Help' on the left, and 'superkids@zportal.com (superschool)' on the right. The main content area features a red circular icon with a key symbol and the heading 'Class Licenses Available'. Below this, there is explanatory text: 'In addition to teacher licenses, your school or district has purchased class licenses. Class licenses are used to grant your students access to online games, videos, practice resources, and tests. To grant students access, go to the Classes page to create a classroom. You can then add class licenses and students. You can check the subscription and expiration information of each license by checking Licenses, located along with your account information in the upper right corner.' A list of purchased licenses follows: 'The Superkids Reading Program © 2017, Grade K Class License.', 'The Superkids Reading Program © 2017, Grade 1 Class License.', 'The Superkids Reading Program © 2017, Grade 2 Class License.', 'The Superkids Foundational Skills Kit, Grade K Class License.', 'The Superkids Foundational Skills Kit, Grade 1 Class License.', and 'The Superkids Foundational Skills Kit, Grade 2 Class License.'. A prominent red button with a white '3' in a purple circle and the text 'PROCEED TO THE PORTAL' is positioned below the list. The footer contains links for 'Privacy', 'Legal', 'System Requirements', and 'Technical Support', along with the copyright notice '© Zaner-Bloser, Inc. All Rights Reserved.'

Navigating the Teacher Dashboard

- A** The **My Products tab** allows you to switch between different products.
- B** The **Classes tab** allows you to manage classes and assignments
- C** The **Reports tab** is where you can view activities and scores.
- D** You can manage your personal account on the **Account tab**.
- E** The **school ID** is in parentheses in the Account tab display. Students will use the school ID when logging into their own accounts.
- F** If there are any **announcements** from Superkids/Zaner-Bloser, they will be posted here.
- G** The footer contains helpful links to Privacy, Legal, and System Requirements information, as well as a link to Technical Support

The screenshot shows the Teacher Dashboard for 'The Superkids Reading Program'. At the top, there is a navigation bar with tabs: 'My Products', 'Classes', 'Report', and 'Help'. A user profile dropdown shows 'sk-teacher@myzportal.com (superschool)'. Below the navigation bar, there are links for 'Lesson Page', 'Materials', and 'Five-Day Planner'. A 'Welcome Back!' message is displayed. The main content area is titled 'Meet the Superkids Unit 2' and 'Lesson 2'. It features a 'Student Book Lesson' section with a list of activities: 'LISTENING COMPREHENSION' (including Student Book, Video Lessons, Daily Routines, Develop Listening Comprehension, Give Phonics Practice, Optional, and Ice Cream Paper) and 'DIFFERENTIATING INSTRUCTION' (including Tuck-In activities). A sidebar on the right contains an 'OPEN TEACHER'S GUIDE' button, 'NOTES', and 'STUDENT OBJECTIVES' dropdowns. The footer includes links for 'Privacy', 'Legal', 'System Requirements', and 'Technical Support', along with the copyright notice '© Zaner-Bloser, Inc. All Rights Reserved.'

Editing Account Information

1

To edit account information, click the Account tab and choose **My Account**.

2

Edit the user information or change the password in the appropriate fields.

3

Finally, click **Save**.

The image displays two screenshots of the Zaner-Bloser website interface. The top screenshot shows the 'My Account' dropdown menu in the top right corner, with 'My Account' highlighted by a red circle and the number 1. The bottom screenshot shows the 'My Account' page with form fields for 'User Information' (First Name, Last Name, Email) and 'Change Password' (New Password, Confirm Password). A red circle with the number 2 is around the email field, and a red circle with the number 3 is around the 'SAVE' button at the bottom of the page.

Assigning Additional Licenses

1

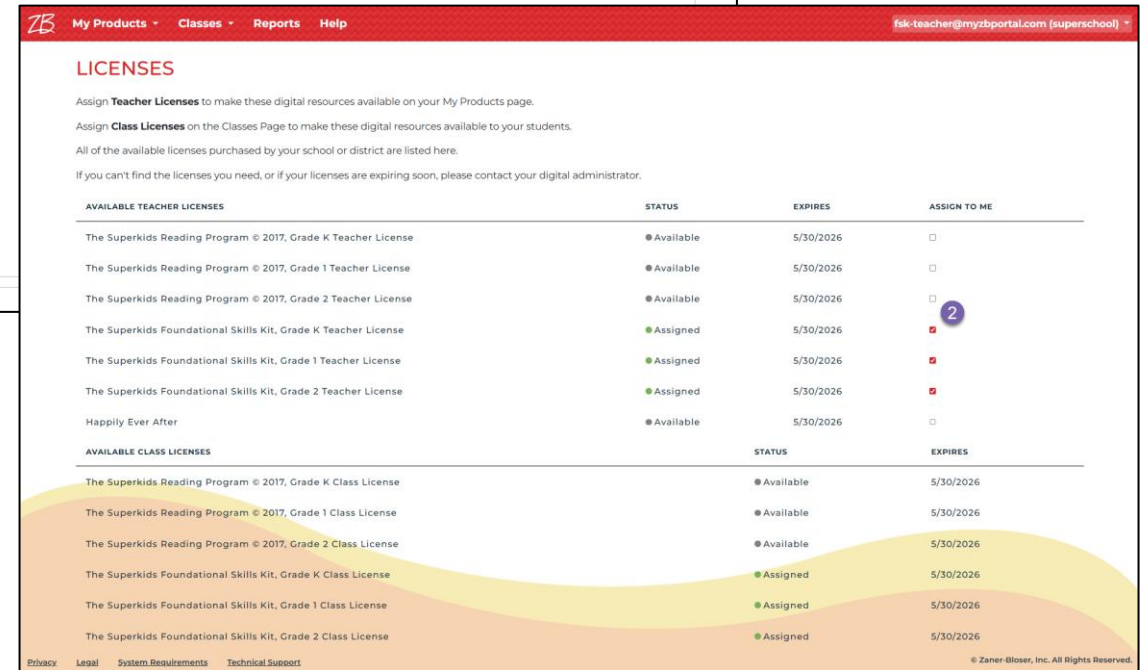
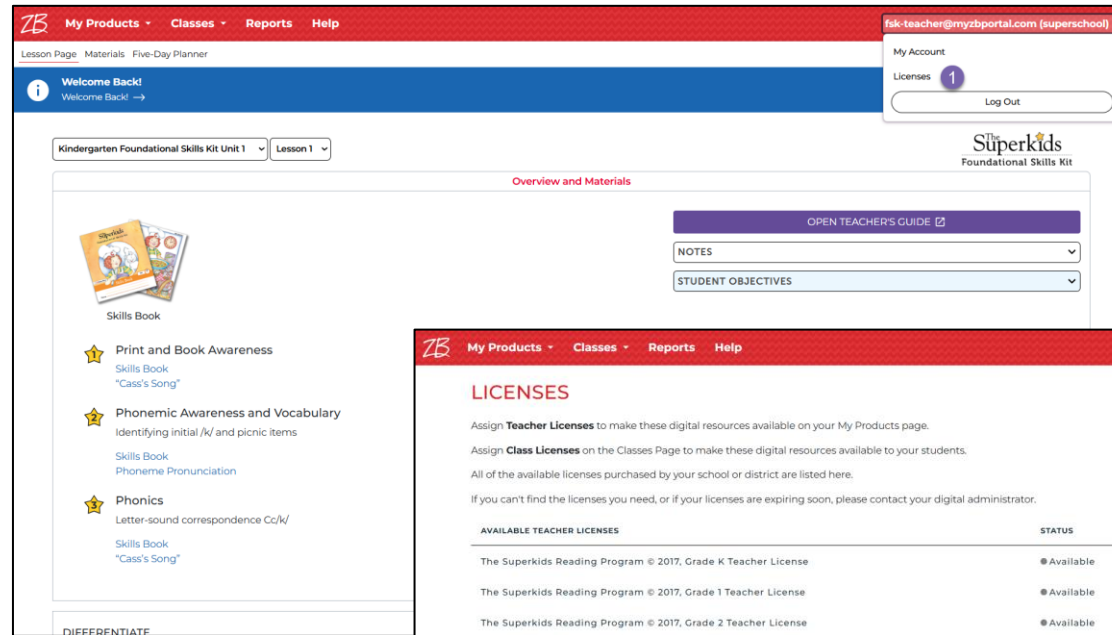
If additional licenses are needed, click the **Account** tab, and choose **Licenses**.

2

In the **Assign to me** column, check the box to add a license.

To remove a license, uncheck the box..

Remember that teacher licenses give access to teacher resources. Assign class licenses on the **Classes** page to grant students access to student-facing resources.



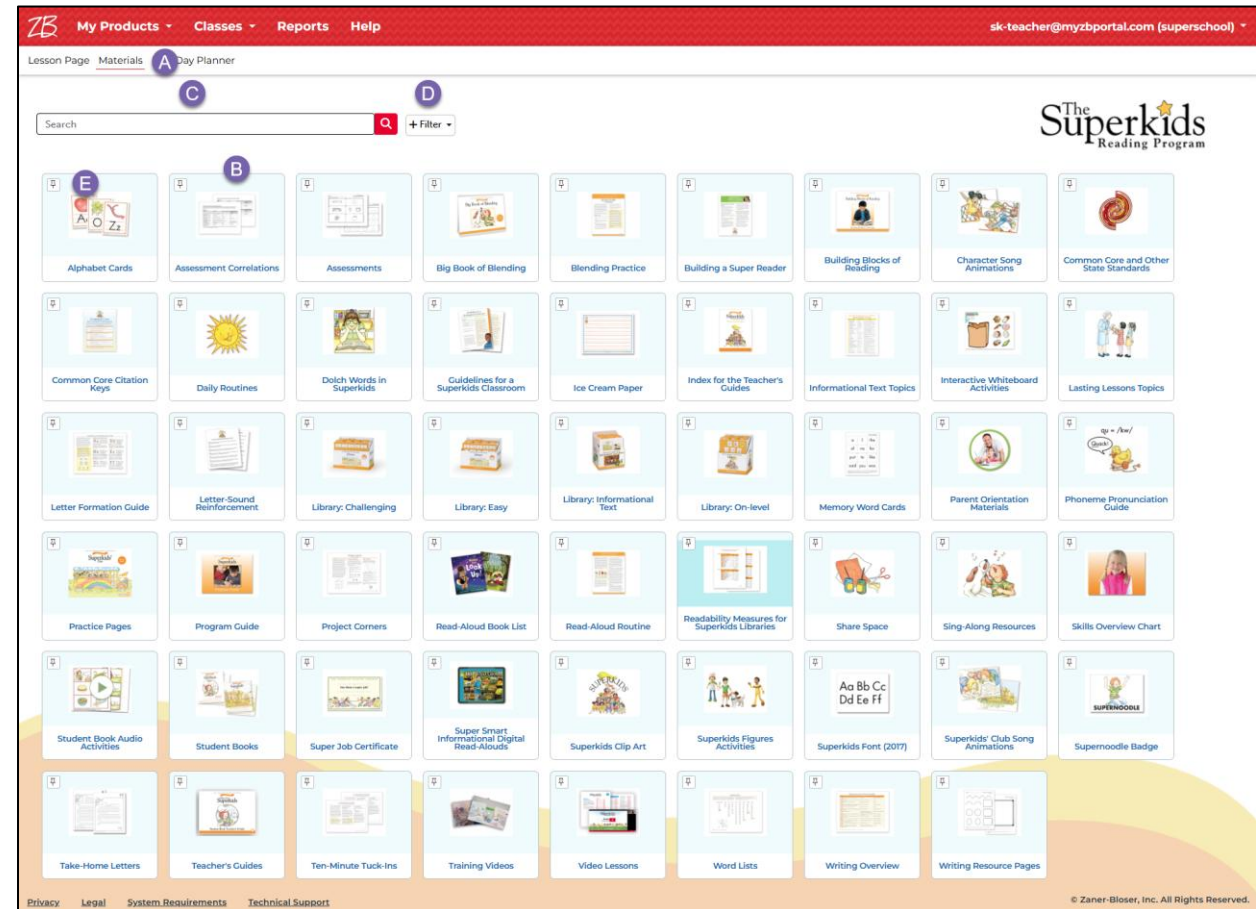
Teacher Resources

Navigating the Daily Lesson Page

- A** After logging in, you will see the **Daily Lesson Page**.
- B** Use the **dropdowns** to choose another Unit or Lesson.
- C** Click on the **lesson tabs** to toggle between lesson components, such as *Word Work*, *Reading* and *Writing*.
- D** Use the **hyperlinks** to open specific materials associated with this lesson.
- E** Access the Teacher's Guide by clicking the **Open Teacher's Guide** button.
- F** Click the **Notes dropdown arrow** to open the lesson notes box, which allows you to type and save notes associated with this lesson.
- G** View student objectives and state correlations in the **Student Objectives** dropdown menu.

Navigating the Materials Page

- A** Nearly all the Superkids print materials are available digitally. Click on the **materials tab** to find videos, printable resources, cards, library books, and workbooks.
- B** Click on a **tile** to open that material's subpage.
- C** You can **search** for specific resources by using the **search box**.
- D** Clicking on the **Filter Materials** narrows the materials down to just the ones that match your criteria.
- E** You can pin and unpin material you use the most to the top of the Materials page. Click on the **pin** to pin the material. Click the pin again to unpin the material



Setting up the Five-Day Planner

The **Five-Day Planner** will allow you plan which lessons will be taught on specific days in the school year. You can view up to five lessons (one week) at a time. Your digital administrator can also view your planner from their admin portal.

The first time you log in the Planner will default to today's date, the first Unit and first Lesson. The planner will update the next time you log in to the current date and lesson

- 1 If you need to change the start date, Unit, or Lesson, click the Reset My Planner Button on the left-hand side of the screen to make changes.
- 2 You can print the Planner by clicking on the **Print** icon at the top of the Calendar.

The screenshot displays the 'Five-Day Planner' interface. At the top, there is a navigation bar with 'My Products', 'Classes', and 'Help' menus, and a user profile 'kalbrecht@myzbportal.com (elmschool)'. Below the navigation bar, there are tabs for 'Lesson Page', 'Materials', and 'Five-Day Planner'. The main content area is divided into two sections. On the left is a 'CALENDAR' for 'JUNE 2025' with a 'Print' icon and a circled '2' next to it. The calendar shows dates from 1 to 30, with the week of June 15-21 highlighted. Below the calendar is a red button labeled 'RESET MY PLANNER' with a circled '1' next to it. On the right is a table with five columns representing the days of the week (JUN 16 MON to JUN 20 FRI). Each column contains lesson details for 'Adventures of the Superkids Review Unit'. The lessons are Lesson 1 through Lesson 4. Each lesson entry includes a title, a 'WORD WORK' dropdown, a 'READING' dropdown, a 'WRITING' dropdown, a 'DIFFERENTIATING INSTRUCTION' dropdown, and a 'UNIT RESOURCES' dropdown. At the bottom of the table is a button labeled 'VIEW STANDARDS COVERED IN THESE LESSONS'. The footer contains links for 'Privacy', 'Legal', 'System Requirements', and 'Technical Support', along with the copyright notice '© Zaner-Bloser, Inc. All Rights Reserved.'

Customizing the Five-Day Planner Page

The **Five-Day Planner** also gives you some flexibility in your planning. Here are steps to customize the Five-Day Planner

- 1 Use the Calendar to navigate between weeks of the school year.
- 2 Click on the dropdown arrow on the Calendar Bar skip a day
- 3 You can have the lesson extend over a few days click the three dots to extend. If you decide to shorten the time, then click the three dots again.
- 4 Clicking on the dropdown arrow in the View Standards Covered in These Lessons will expand and show the standards.

The image displays two screenshots of the Five-Day Planner interface. The top screenshot shows the calendar for June 2025 with a 'Skip' dropdown menu open over June 17th. The bottom screenshot shows the same interface with a 'RESET MY PLANNER' button and a 'VIEW STANDARDS COVERED IN THESE LESSONS' dropdown menu open over Lesson 3.

Top Screenshot: The interface shows a calendar for June 2025. A dropdown menu is open over June 17th (Tuesday), with the option 'Skip' selected. The lesson plan for June 17th-20th is 'Adventures of the Superkids Review Unit Lesson 1-4'. Each lesson has dropdown menus for 'WORD WORK' and 'READING'. A 'RESET MY PLANNER' button is visible at the bottom left.

Bottom Screenshot: The interface shows the same calendar. A dropdown menu is open over Lesson 3, with options 'Extend 1 day' and 'Shorten 1 day'. The lesson plan for June 17th-20th is 'Adventures of the Superkids Review Unit Lesson 1-4'. Each lesson has dropdown menus for 'WORD WORK', 'READING', 'WRITING', 'DIFFERENTIATING INSTRUCTION', and 'UNIT RESOURCES'. A 'VIEW STANDARDS COVERED IN THESE LESSONS' dropdown menu is open at the bottom right, showing a list of standards.

Classes Page

Creating a Class Steps 1-5

1 To create a class, click on the **Classes** tab.

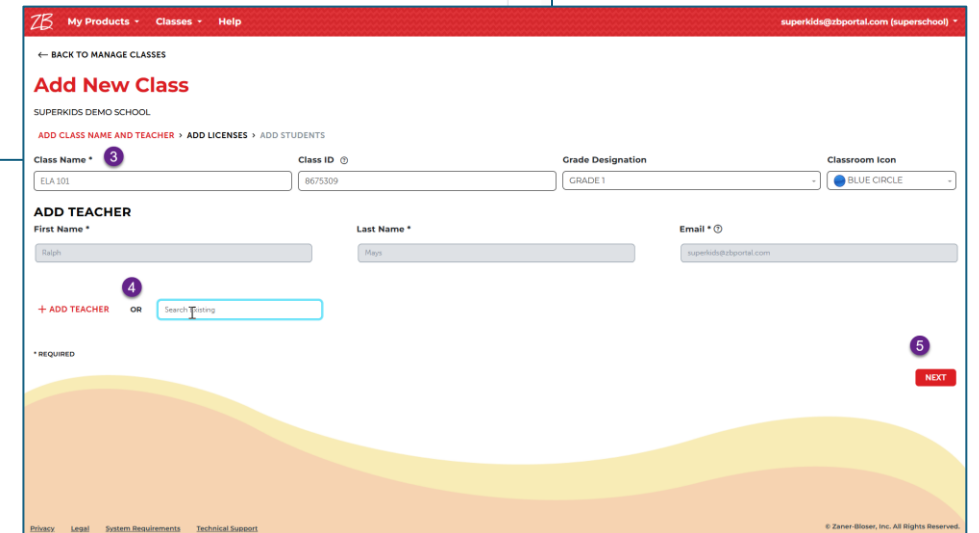
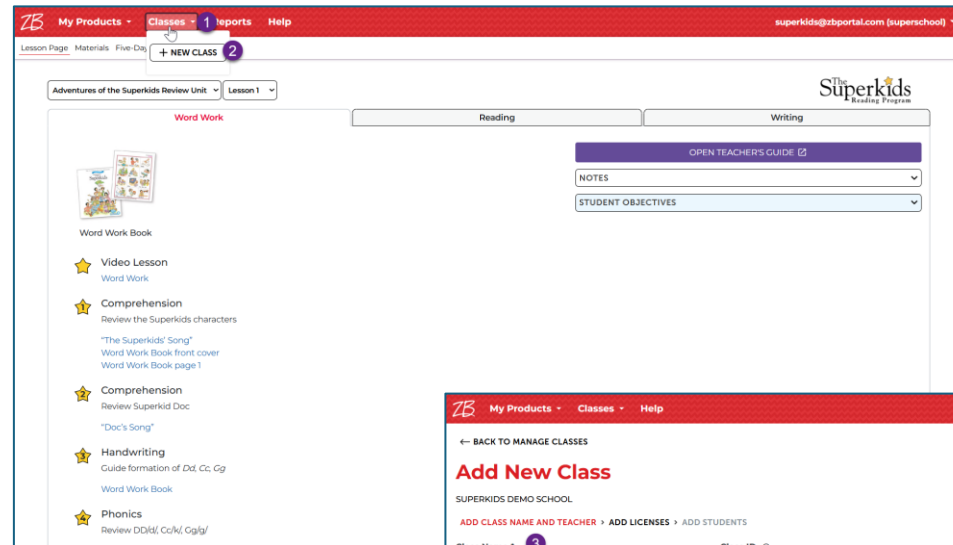
2 From the dropdown, click the **+New Class** button.

3 Fill in the requested information, such as the class name, class id, grade, and class icon.

4 If you need to add additional teachers to your class, click on **+ Add Teacher** and fill in the requested information.

Or **search** for an existing teacher by typing in the text box. There can be up to 5 teachers managing a single class.

5 Click **Next**.



Creating a Class Steps 6-9

6

On the Add Licenses page, check the box to choose the class license(s) for this class. Class licenses will grant all the students in the class access to digital materials.

7

Then click **Next**.

8

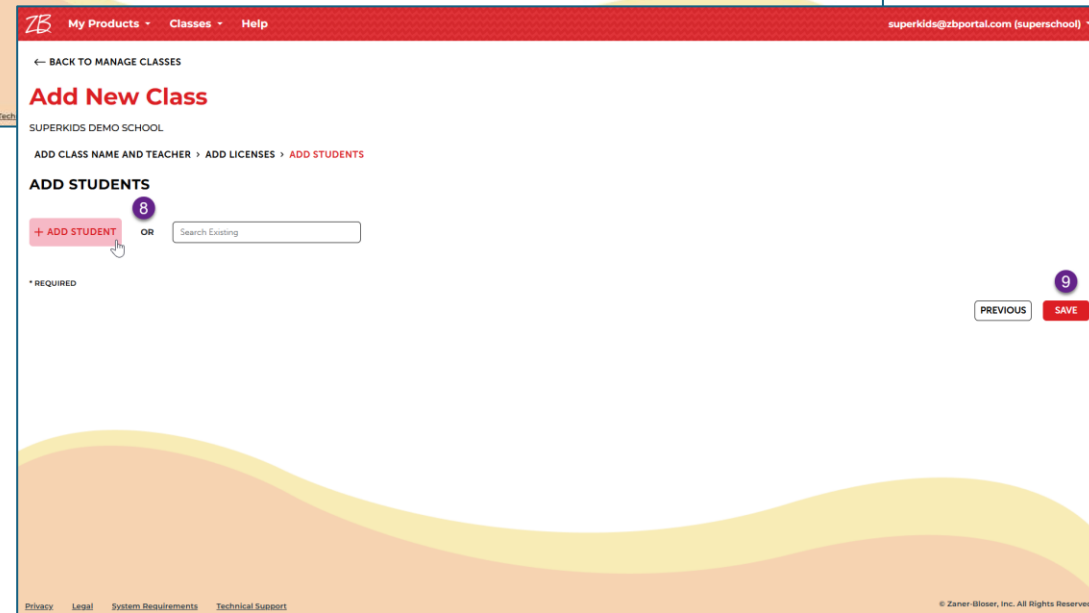
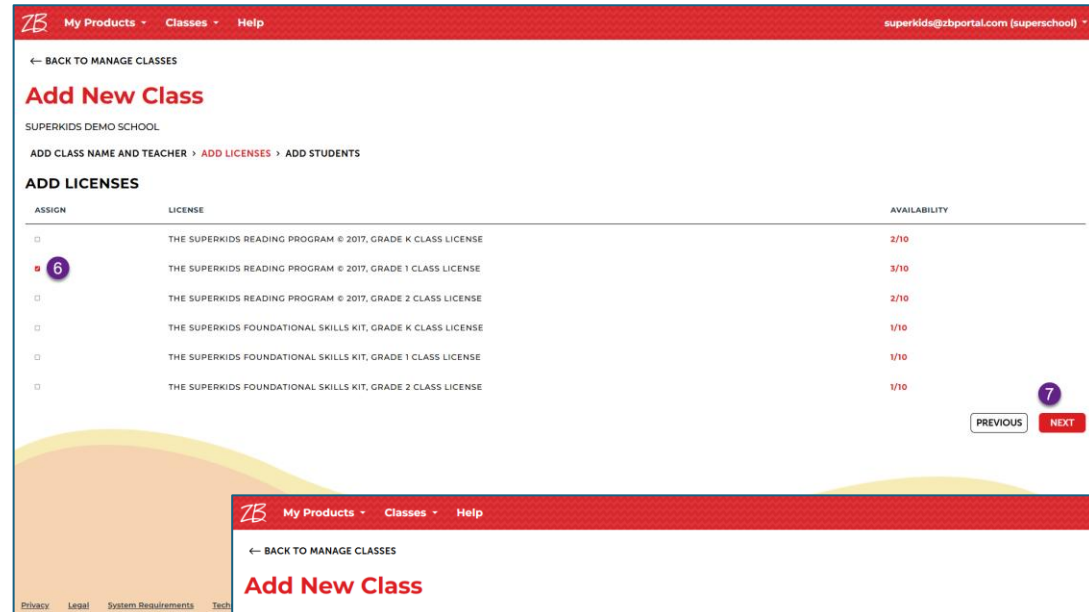
On the Add Students page, click on + Add a Student to add a new student. Fill in the required information

Or you can search for an existing student by typing the student's name in the text box.

Repeat this process to add additional students to the class.

9

Once you have added all of your students to the class, click on **Finish**.



Adding Students

If your digital administrator did not add students for you already, or you did not add them during the class creation process, you can do it now on the Classes Page .

- 1 Click on the + Student button to add the additional student or students.
- 2 A pop-up window will appear. Fill in the required information
- 3 Or if the student is an existing student from a previous year, start typing in the Search Existing box to add the student
- 4 Click + Student to keep adding students as needed.
- 5 Once finished, click **Save**.

The screenshot displays the ZB portal interface for the 'Classes - GRADE 1 ELA 101' page. The page features a navigation bar with 'My Products', 'Classes', 'Reports', and 'Help'. Below the navigation bar, there are links for 'Overview', 'Quests', 'Class Settings', and 'Manage Parent Portal'. The main content area shows the class name 'Classes - GRADE 1 ELA 101' and 'ELEMENTARY SCHOOL'. A table of students is visible, with columns for 'FIRST', 'LAST', 'USERNAME', and 'LAST LOGIN'. A '+ STUDENTS' button is highlighted with a red circle and the number 1. A pop-up window titled 'ADD STUDENT' is overlaid on the page, containing fields for 'Student First Name', 'Student Last Name', 'External ID', 'Username', 'Password', 'Retype Password', 'Parent First Name', 'Parent Last Name', and 'Parent Email'. A search box labeled 'Search Existing' is also present, with a red circle and the number 3 next to it. The '+ ADD STUDENT' button is highlighted with a red circle and the number 4, and the 'SAVE' button is highlighted with a red circle and the number 5.

Editing Students

From the Classes page you can edit a student's information.

1

Locate the student you want to edit, and click the **Pencil** icon next to their name

2

A window will pop-up. Make the desired changes.

3

Once finished, click **Save**.

The image shows two overlapping screenshots of the ZB portal interface. The top screenshot displays the 'Classes' page for 'GRADE 1 ELA 101' at 'ELEMENTARY SCHOOL'. It features a table of students with columns for 'FIRST', 'LAST', 'USERNAME', and 'LAST LOGIN'. A student named 'Student Example' is listed with the username 'sample' and 'never logged in'. A pencil icon next to the student's name is highlighted with a red circle and the number '1'. Below the table are buttons for '+ STUDENTS' and 'EDIT LICENCES'. The bottom screenshot shows the 'EDIT USER - STUDENT' modal window for 'Student Example'. It contains fields for 'Student First Name' (Student), 'Student Last Name' (Example), 'External ID', 'Username' (sample), and 'School' (Elementary School). There are also fields for 'CHANGE PASSWORD' (Password and Retype Password) and 'CLASSROOMS' (GRADE 1 ELA 101). The 'Last Activity' is shown as 'never logged in'. The modal has 'CANCEL' and 'SAVE' buttons at the bottom, with the 'SAVE' button highlighted by a red circle and the number '3'. A red circle with the number '2' is placed over the 'Student First Name' field.

Adding Parents/Caregivers to Student Accounts

If you did not add Parent information to the students when setting up their accounts, you can do that from the edit student screen.

1

Locate the student you want to add the parent to, and click the **Pencil** icon next to their name

2

A window will pop-up. Click + Parent and fill in the parent's information.

3

Or you can Search for Existing Parents by starting to type their name.

4

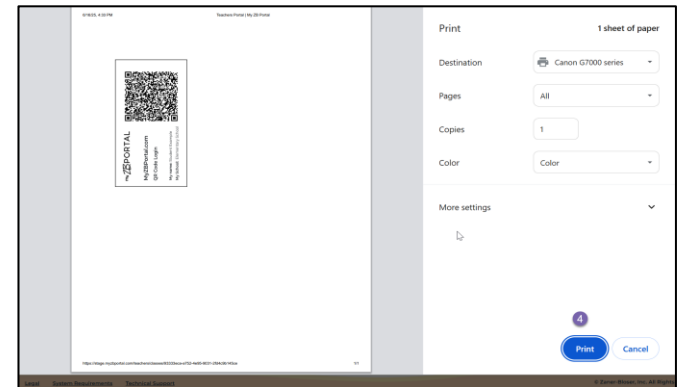
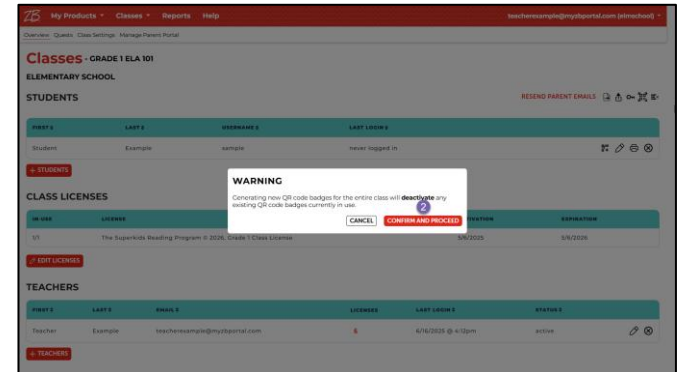
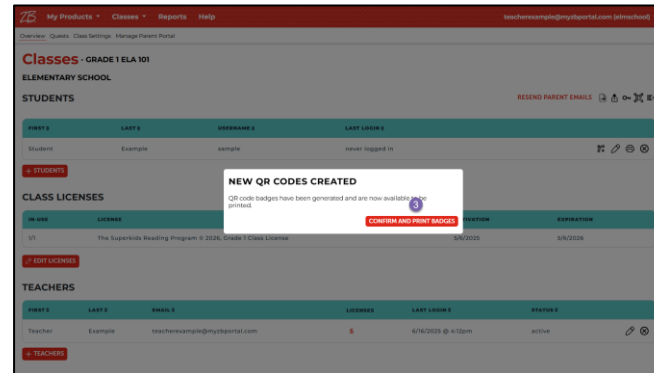
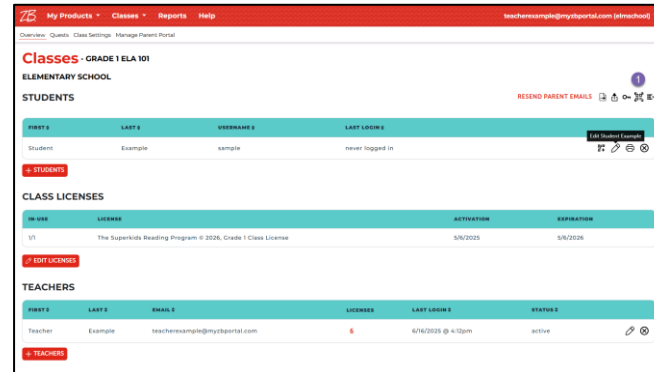
Once finished, click complete

Once the parent/caregiver information has been added, the parent/caregiver will receive an activation email that will allow them to set up a Parent Portal Account.

The image displays two screenshots of the ZB portal interface. The top screenshot shows the 'Classes - GRADE 1 ELA 101' page with a table of students. A pencil icon next to the student 'Example' is highlighted with a red circle and the number 1. The bottom screenshot shows the 'EDIT USER - STUDENT EXAMPLE' pop-up window. The 'ADD PARENT' button is highlighted with a red circle and the number 2. The 'Search Existing Parents' input field is highlighted with a red circle and the number 3. The 'SAVE' button is highlighted with a red circle and the number 4.

Generating QR Codes - Bulk

One of the easiest ways for students to sign in to My ZB Portal is with a QR code. Creating the codes in Bulk is best during the beginning of the year to generate codes for all the students at once.



1

To generate the QR code, click on the icon that **has four squares and arrows** in the upper right-hand side of the screen.

2

A warning will pop-up to let you know by doing this any previous QR codes you had created for this class will be deactivated. Click Confirm and Proceed.

3

Another box will pop up and let you know the codes have been created. Click Confirm and Print Badges.

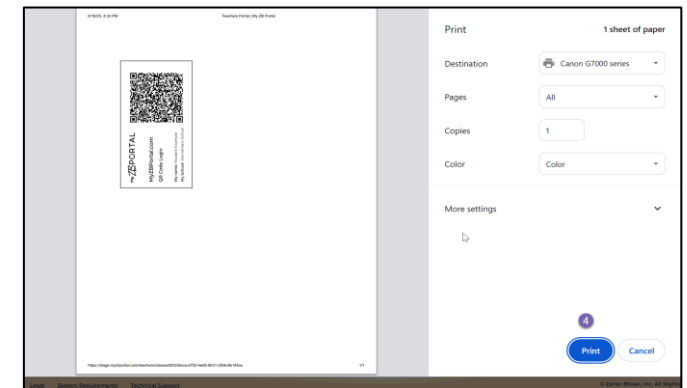
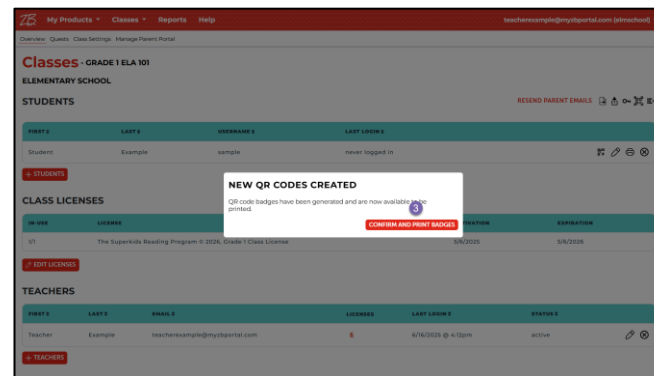
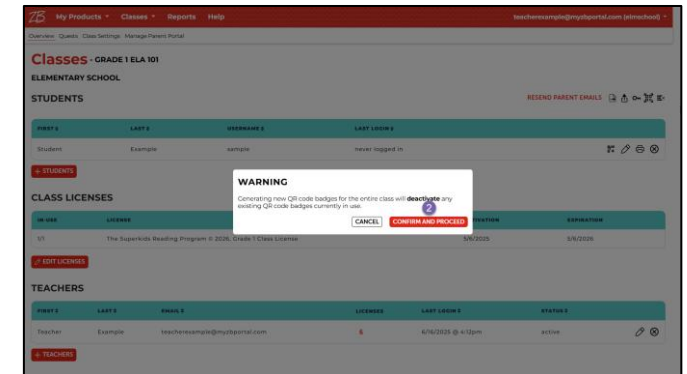
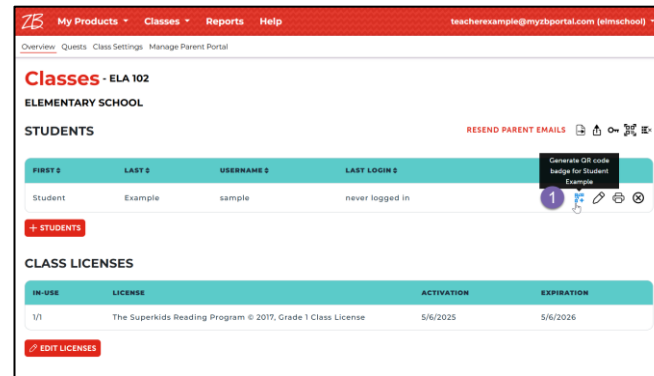
4

On the Printer Page, click Print

Generating QR Codes - Individual

Sometimes you'll just need to create a QR code for one student. Here's how to do it:

- 1 Locate the individual student in your roster of classes, click on the **QR code** icon next to the student's name.
- 2 A warning will pop-up to let you know by doing this any previous QR codes you had created for this student will be deactivated. Click **Confirm and Proceed**.
- 3 Another box will pop up and let you know the code has been created. Click **Confirm and Print Badges**.
- 4 On the Printer Page, click **Print**



Generating Passwords - Individual

Another option for students to access My ZB Portal is by username, password, and school id. Here are the steps to assign an individual student a password.

1

Locate the student you want to edit or add a password to, and click the **Pencil** icon next to their name

2

A window will pop-up. Edit or add the password for the student.

Password must:

- be at least 8 characters in length
- have at least 5 unique characters
- be different from your last 5 passwords
- not be an extremely common password

3

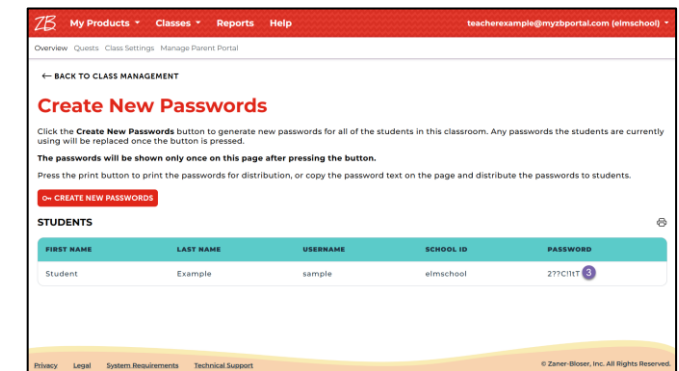
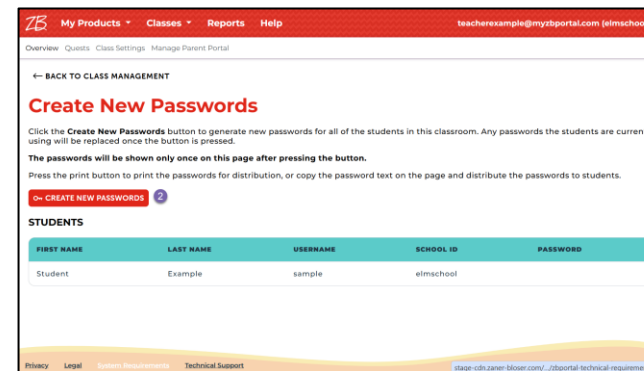
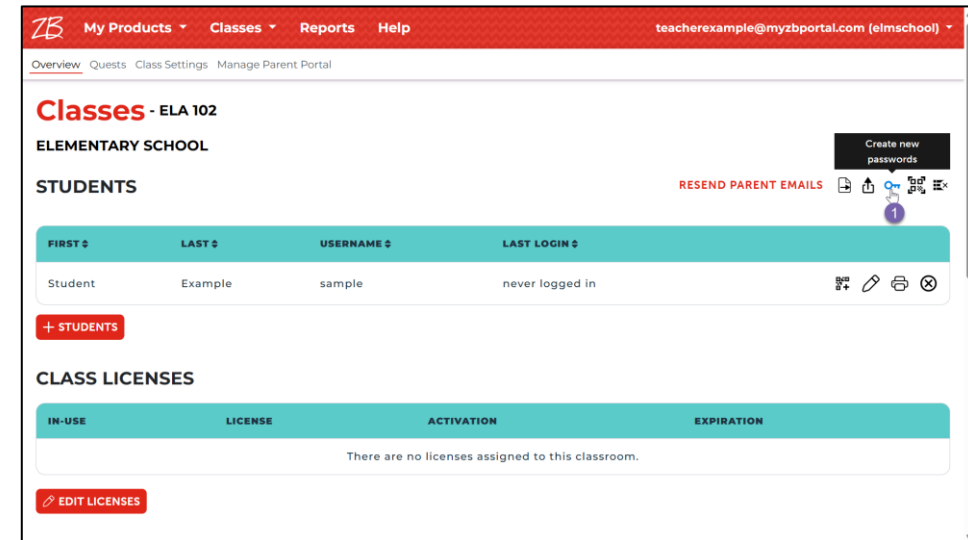
Once finished, click **Save**

The image displays two screenshots from the My ZB Portal interface. The top screenshot shows the 'Classes - GRADE 1 ELA 101' page for 'ELEMENTARY SCHOOL'. It features a 'STUDENTS' table with columns for 'FIRST', 'LAST', 'USERNAME', and 'LAST LOGIN'. A student named 'Example' is listed with the username 'sample' and 'never logged in'. A pencil icon next to the student's name is highlighted with a circled '1'. Below the table is a '+ STUDENTS' button. The 'CLASS LICENSES' section is also visible, showing a table with '1/1' and 'The Superkids R'. The bottom screenshot shows the 'EDIT USER - STUDENT EXAMPLE' modal window. It contains fields for 'Student First Name', 'Student Last Name', 'External ID', 'Username', and 'School'. The 'CHANGE PASSWORD' section has 'Password' and 'Retype Password' fields. A 'Password must:' box lists requirements: be at least 8 characters in length, have at least 5 unique characters, match in both fields, be different from your last 5 passwords, and not be an extremely common password. The modal also shows 'Last Activity: never logged in' and 'CANCEL' and 'SAVE' buttons. A circled '2' is next to the Password field, and a circled '3' is next to the SAVE button.

Generating Passwords - Bulk

There may be times where you need generate unique passwords for each student in your class. The Bulk Password Option is the way to go.

- 1 Click on the **Key** icon in the upper right-hand side of the screen.
 - 2 The Create New Passwords page will open. Click on Create New Passwords.
 - 3 The password will show in the Password column next to the students' names.
- ! Please note: **The passwords will be shown only once on this page after pressing the button. Clicking the button again will generate new passwords.**



Adding a Class License

If your digital administrator added a class for you but did not add a class license, you will need to add a **class license** to your class.

A class license is the license that gives students access to student resources.

- 1 In the Class Licenses section, click on the Edit Licenses button.
- 2 Check or uncheck the boxes next to the license(s) you wish to add or remove.
- 3 When you have finished making your selections click **Save**.

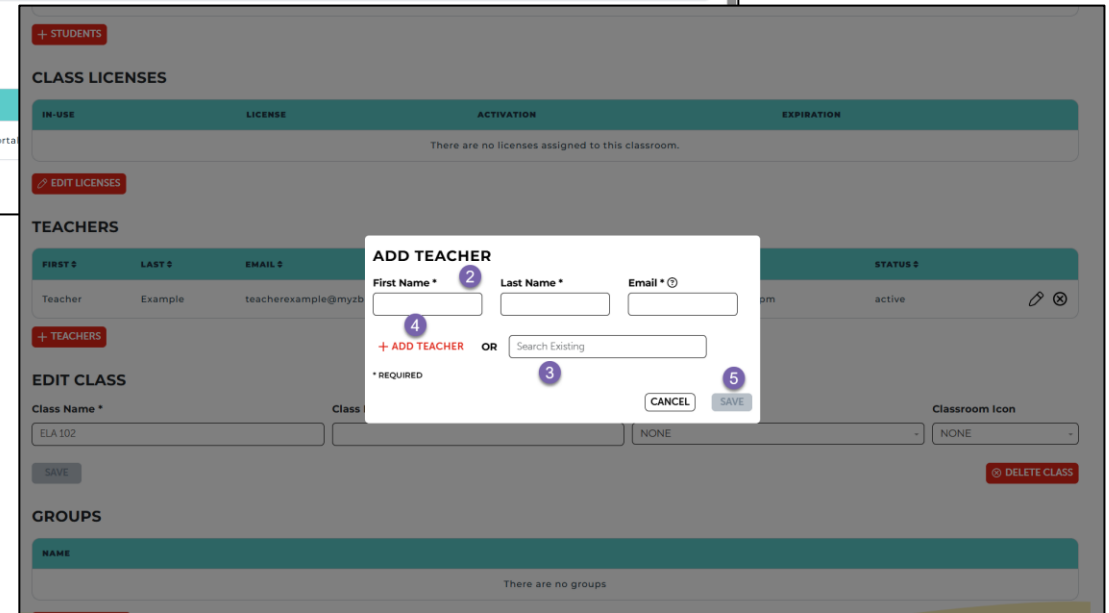
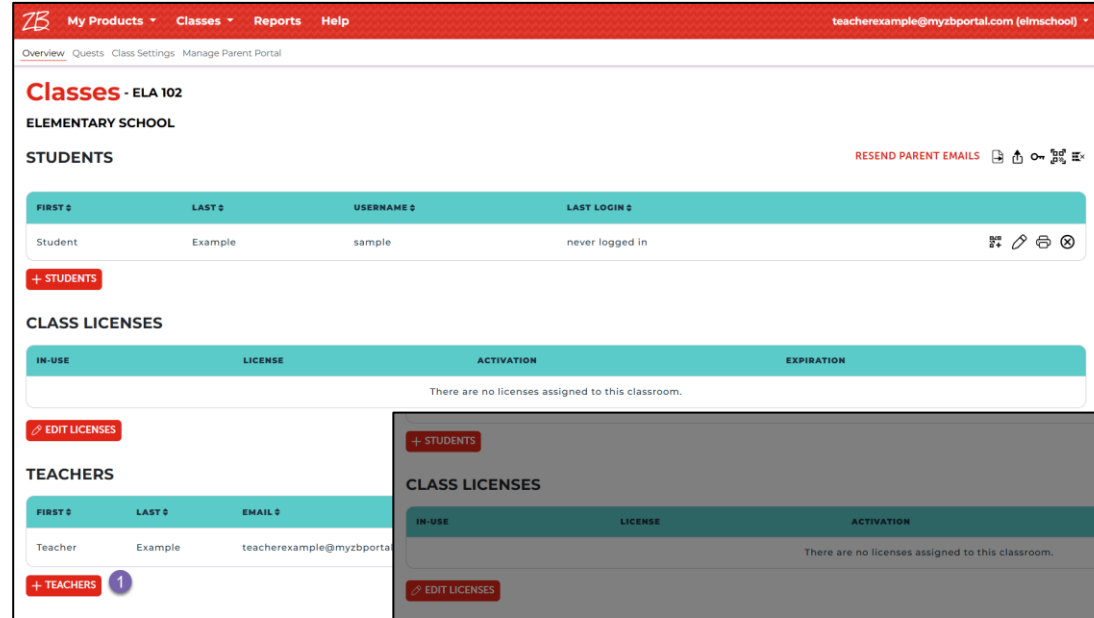
The screenshot shows the ZB portal interface for a class named 'Classes - ELA 102' at an 'ELEMENTARY SCHOOL'. The 'CLASS LICENSES' section is active, and the 'EDIT CLASSROOM LICENSES' modal is open. The modal displays a table of licenses with checkboxes for selection and availability counts.

ASSIGN	LICENSE	AVAILABILITY
<input type="checkbox"/>	GRAMMAR, USAGE, AND MECHANICS © 2021, GRADE 2 CLASS LICENSE	3/50
<input checked="" type="checkbox"/> 2	ZANER-BLOSER HANDWRITING GRADE 1 © 2025 CLASS LICENSE	1/50
<input type="checkbox"/>	ZANER-BLOSER LA ESCRITURA © 2020, GRADE 1 CLASS LICENSE	0/50
<input type="checkbox"/>	SPELLING CONNECTIONS © 2022, GRADE 2 CLASS LICENSE	1/50
<input checked="" type="checkbox"/>	THE SUPERKIDS READING PROGRAM © 2017, GRADE 1 CLASS LICENSE	1/50
<input type="checkbox"/>	THE SUPERKIDS READING PROGRAM © 2026, GRADE K CLASS LICENSE	0/50
<input type="checkbox"/>	THE SUPERKIDS READING PROGRAM © 2026, GRADE 1 CLASS LICENSE	0/50

Adding Additional Teachers to the Class

If there are multiple teachers teaching the same class, you may add up to 4 additional teachers.

- 1 Click on the + Teacher button to add the additional teachers.
- 2 A pop-up window will appear. Fill in the required information
- 3 Or if the teacher is an existing teacher, start typing in the Search Existing box to add the teacher.
- 4 Click + Teacher to keep adding students as needed.
- 5 Once finished, click **Save**.



Editing the Class

There may be times where you will want to edit the class information

1

Scroll down the Edit Class Section and make the required changes.

2

Once the changes are complete, click **Save**.

3

This is also where you can delete the class. To do so, click on Delete Class.

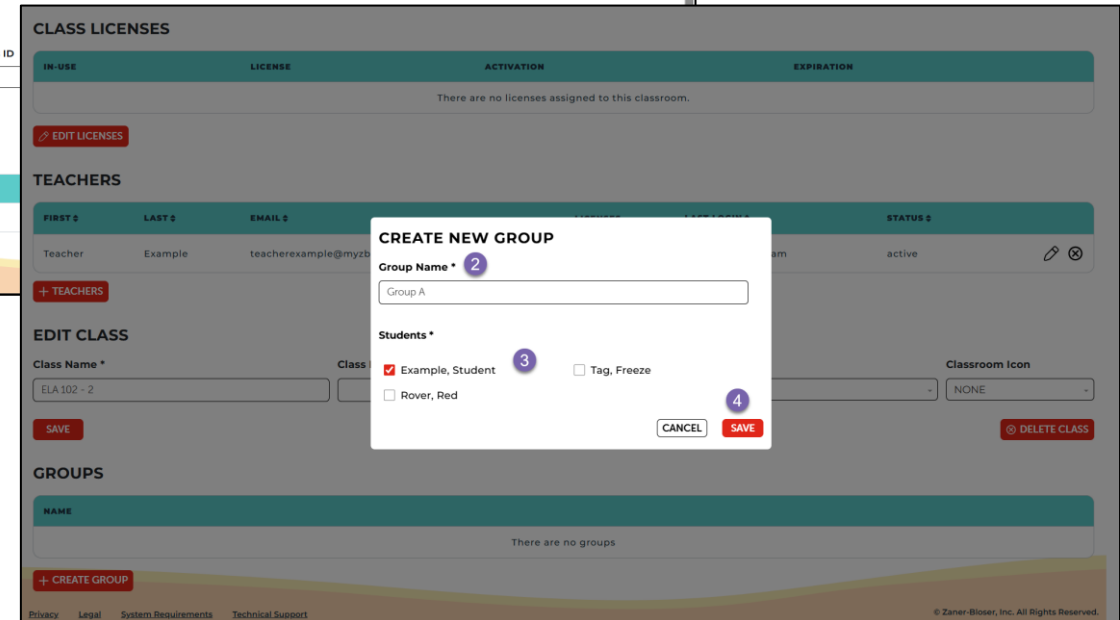
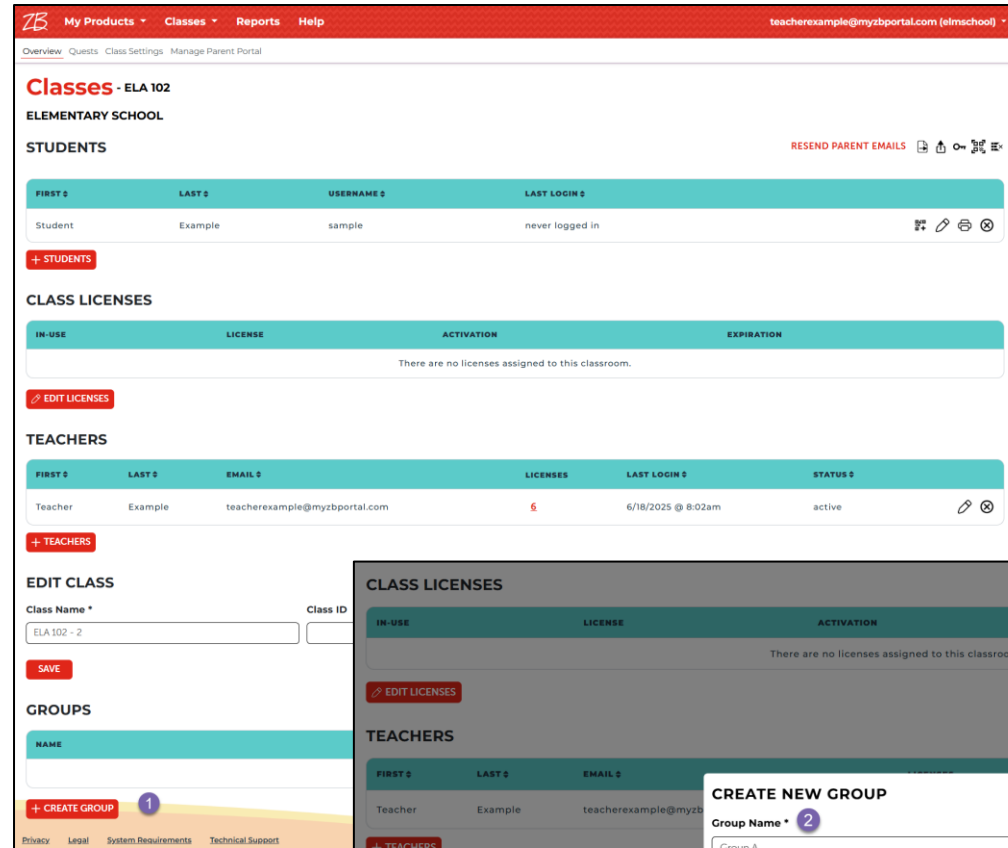
The screenshot shows the ZB portal interface for editing a class. The top navigation bar includes 'My Products', 'Classes', 'Reports', and 'Help'. The user is logged in as 'teacherexample@myzbportal.com (elmschool)'. The main content area is titled 'Classes - ELA 102' and 'ELEMENTARY SCHOOL'. It features several sections: 'STUDENTS' with a table containing one student record and a '+ STUDENTS' button; 'CLASS LICENSES' with a message 'There are no licenses assigned to this classroom.' and an 'EDIT LICENSES' button; 'TEACHERS' with a table containing one teacher record and a '+ TEACHERS' button; 'EDIT CLASS' with form fields for 'Class Name *' (containing 'ELA 102 - 2'), 'Class ID', 'Grade Designation' (set to 'NONE'), and 'Classroom Icon' (set to 'NONE'). Below these fields are 'SAVE' and 'DELETE CLASS' buttons. The 'DELETE CLASS' button is circled with a '3'. The 'GROUPS' section at the bottom has a message 'There are no groups' and a '+ CREATE GROUP' button. The footer contains links for 'Privacy', 'Legal', 'System Requirements', and 'Technical Support', along with the copyright notice '© Zaner-Bloser, Inc. All Rights Reserved.'

Creating Groups

Teachers have been asking for a way to put students in groups based on skill level and other criteria. Now you can!

- 1 To create a new group, scroll down to the group section. Click on **+ Create Group**.
- 2 A window will pop-up. **Name** your group.
- 3 Then **check** the box next to the student names that you want to include in your group.
- 4 Finally, click **Save**.

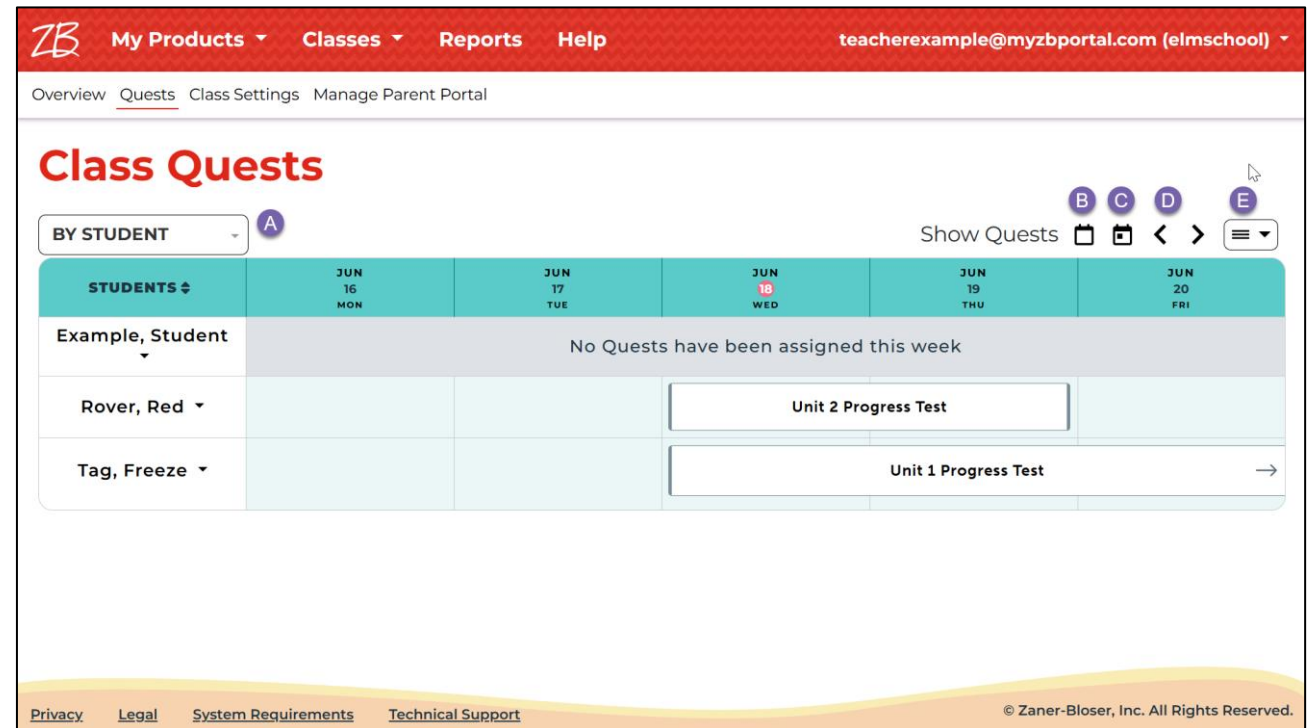
You can edit the Group by clicking on the **Pencil** Icon on the Classes Page in the Group Section.



Navigating Class Quests Page

The Class Quests page shows you a dashboard of your roster and what quests your students have been assigned.

- A** Use the **dropdown** to toggle between a student and group view.
- B** Click on the **Calendar** icon to see a calendar of the month.
- C** To return to Today's date, click the **Calendar with a square icon**.
- D** Use the **Arrow** icons to navigate to different weeks.
- E** Clicking on the **Three-Line** dropdown menu will allow you to create new Groups or new Quests.



Navigating Class Quests Page Student Dashboard

- F** This is an example of a student who does not have any quests assigned to them.
- G** If you set a due date on a quest, you still see the start and end date.
- H** If you do not set a due date, the quest will be open until the student completes it or until the end of the school year.
- I** If a student has multiple quests assigned to them, you will see multiple entries for the student.

The screenshot shows the 'Class Quests' page in a student dashboard. The page has a red header with the logo 'ZB' and navigation links: 'My Products', 'Classes', 'Reports', and 'Help'. The user email is 'teacherexample@myzbportal.com (elmschool)'. Below the header, there are tabs for 'Overview', 'Quests', 'Class Settings', and 'Manage Parent Portal'. The main title is 'Class Quests'. There is a filter dropdown set to 'BY STUDENT' and a 'Show Quests' button with a calendar icon and navigation arrows. The main content is a table with columns for dates: JUN 16 MON, JUN 17 TUE, JUN 18 WED, JUN 19 THU, and JUN 20 FRI. The first row is for 'Example, Student' and shows 'No Quests have been assigned this week'. The second row is for 'Rover, Red' and shows a quest 'Unit 2 Progress Test' on JUN 18. The third row is for 'Says, Simon' and shows a quest 'Unit 1 Progress Test' on JUN 18. The fourth row is for 'Tag, Freeze' and shows two quest entries: 'Unit 1 Progress Test' and 'Unit 2 Progress Test' on JUN 18. The footer contains links for 'Privacy', 'Legal', 'System Requirements', and 'Technical Support', and a copyright notice: '© Zaner-Bloser, Inc. All Rights Reserved.'

Creating Quests

- 1 To assign a quest use the **Three-Line** dropdown menu.
- 2 Select **Create New Quest**
- 3 A Create New Quest tool will pop-up. Select your **Product**.
- 4 Pick your **Unit** for the quest.
- 5 The **Activity** will prefill for Superkids as the only activity that is assignable is the Assessment.
- 6 The **Begin Date** will default to today's date, but change it to the day you want it to appear to students.
- 7 You can select a **Due Date** or leave it blank.
- 8 Select the number of **stars** you want to award students for completing the quest.

The screenshot displays the 'Class Quests' interface in the ZB My Products portal. The top navigation bar includes 'My Products', 'Classes', 'Reports', and 'Help'. The user is logged in as 'teacherexample@myzbportal.com (elmschool)'. The main content area shows a calendar view for June 16-19, with a 'Manage quests' dropdown menu containing 'Create New Group' and 'Create New Quest'. A modal form titled 'CREATE NEW QUEST' is open, with the following fields and options:

- Product ***: A dropdown menu with a red border and a red error message 'PRODUCT IS REQUIRED' below it.
- Unit ***: A dropdown menu.
- Activity ***: A dropdown menu with the text 'No options to select'.
- Begin Date ***: A date picker set to '06/18/2025'.
- Due Date ***: A date picker.
- Stars Awarded**: A numeric input field set to '1', with minus and plus buttons.
- Assign To: ***: Radio buttons for 'Students' (selected) and 'Groups'. Below are checkboxes for 'All', 'Tag, Freeze', 'Rover, Red', and 'Example, Student'.
- Buttons**: 'CANCEL' and 'CREATE' buttons at the bottom right.

Creating Quests (Continued)

9

You can either assign the quest to students or to a group.

10

To assign the quest to **students**, select the Student button.

You can either choose **All** students or **Specific** students by checking the box next to their name.

11

To assign the quest to a **group**, select the Group button.

12

Select the **group** for the quest by checking the box next to the group.

13

Once you have finished your selection, click **Create**.

The screenshot shows the 'CREATE NEW QUEST' form. The 'Product' field is empty with a red asterisk and a red error message 'PRODUCT IS REQUIRED' below it. The 'Unit' field is empty. The 'Activity' field is empty with the text 'No options to select'. The 'Begin Date' is set to '06/18/2025' and the 'Due Date' is empty. The 'Stars Awarded' is set to '1'. The 'Assign To:' section has 'Students' selected with a red radio button and 'Groups' unselected. Below this, there are four checkboxes: 'All', 'Tag, Freeze', 'Says, Simon', and 'Rover, Red', 'Example, Student'. A 'CANCEL' button is at the bottom right.

The screenshot shows the 'CREATE NEW QUEST' form. The 'Product' field is filled with 'THE SUPERKIDS READING PROGRAM © 2017, GRADE 1 CLASS LICENSE'. The 'Unit' field is filled with 'UNIT 1 PROGRESS TEST'. The 'Activity' field is filled with 'Assessment'. The 'Begin Date' is set to '06/18/2025' and the 'Due Date' is empty. The 'Stars Awarded' is set to '1'. The 'Assign To:' section has 'Groups' selected with a red radio button and 'Students' unselected. Below this, there is one checkbox: 'Group A'. A 'CANCEL' button and a 'CREATE' button are at the bottom right.

Selecting Class Settings – Whole Class

You can customize various features to suit your preferences in the Class Settings section.

1

Use the dropdown menu to toggle between other Zaner-Bloser Products.

2

These are your Global Settings. After completing a Superkids Unit, use the dropdown menu to switch to the next unit. That way, new content will automatically show up in the Student Portal and the Parent/Caregiver Portal.

3

Use the View Unlocked Content button to see when books, games, and videos will unlock.

4

Check this box if you want your students to customize their avatar

5

If you want to hide the quests from the students, make sure this box is checked. Students need to complete any quests before they can read books, play games, and watch videos .

ZB My Products ▾ Classes ▾ Reports Help teacherexample@myzbportal.com (elmschool) ▾

Overview Quests Class Settings Manage Parent Portal

Class Settings

1 THE SUPERKIDS READING PROGRAM © 2017, GRADE 1 ▾

Update content in Superkids Online Fun and Parent Portal to: ⓘ

2 ADVENTURES OF THE SUPERKIDS REVIEW UNIT ▾

3 **VIEW UNLOCKED CONTENT**

4 Enable avatar customization
Allows students to customize their avatars at any time in Superkids Online Fun. If disabled, students cannot edit their avatars after creating them for the first time. This setting applies to both in-school and at-home usage.

5 Hide quests in the student portal
Hides any active quests from the student's quest list. Use when you want to prevent students from doing a quest, such as an assessment, at home.

CANCEL SAVE CHANGES

Privacy Legal System Requirements Technical Support © Zaner-Bloser, Inc. All Rights Reserved.

Managing the Parent Portal

The Parent Portal is a great way to keep parents informed throughout the year.

1 Click on the **Manage Parent Portal** tab to post a message to parents.

2 Fill in the Title of the Post

3 Write the message of your post.

4 Then click **Post** to save your message.

Parents and Caregivers need to be attached to their child's account for them to be able to access the Parent and Caregive portal. See page 22 for more info.

The screenshot displays the 'Manage Parent Portal' interface. At the top, a red navigation bar contains the 'ZB' logo, 'My Products', 'Classes', 'Reports', and 'Help'. The user's email 'teacherexample@myzbportal.com (elmschool)' is visible in the top right. Below the navigation bar, a breadcrumb trail shows 'Overview', 'Quests', 'Class Settings', and 'Manage Parent Portal' (marked with a blue circle and the number 1). The main heading is 'Manage Parent Portal' in red. Underneath, there is a section for 'Post a class message' with a help icon. The form consists of a 'Title*' field (marked with a blue circle and the number 2), a 'Message*' field (marked with a blue circle and the number 3), and a 'POST' button (marked with a blue circle and the number 4). The 'Message*' field includes a rich text editor toolbar with options for bold, italic, underline, link, unlink, list, and text color.

Student Experience

Superkids Online Fun

Superkids Online Fun is for users of the Superkids Reading Program 2017©.

The new Superkids student digital experience will be arriving in My ZB Portal in the summer of 2026.



Accessing Superkids Online Fun

Students can access Superkids Online Fun in **two ways**

If students will access Superkids Online Fun on a desktop, laptop or Chromebook: Your student will log in at www.myzbportal.com/login/student.

If students will access Superkids Online Fun on an iPad or Android tablet: please visit the Apple App Store or Google Play Store and search for "Superkids Online Fun" to download the app.



Please note, Superkids Online Fun is not recommended for use with smartphones.



Logging in as a Student

1

From the main login page at myzbportal.com, Students will click on the **Student** button to be taken to the student log in page.

There are three ways students can log in; with a QR Code Badge, Single Sign-On, or Username, Password, and School ID

2

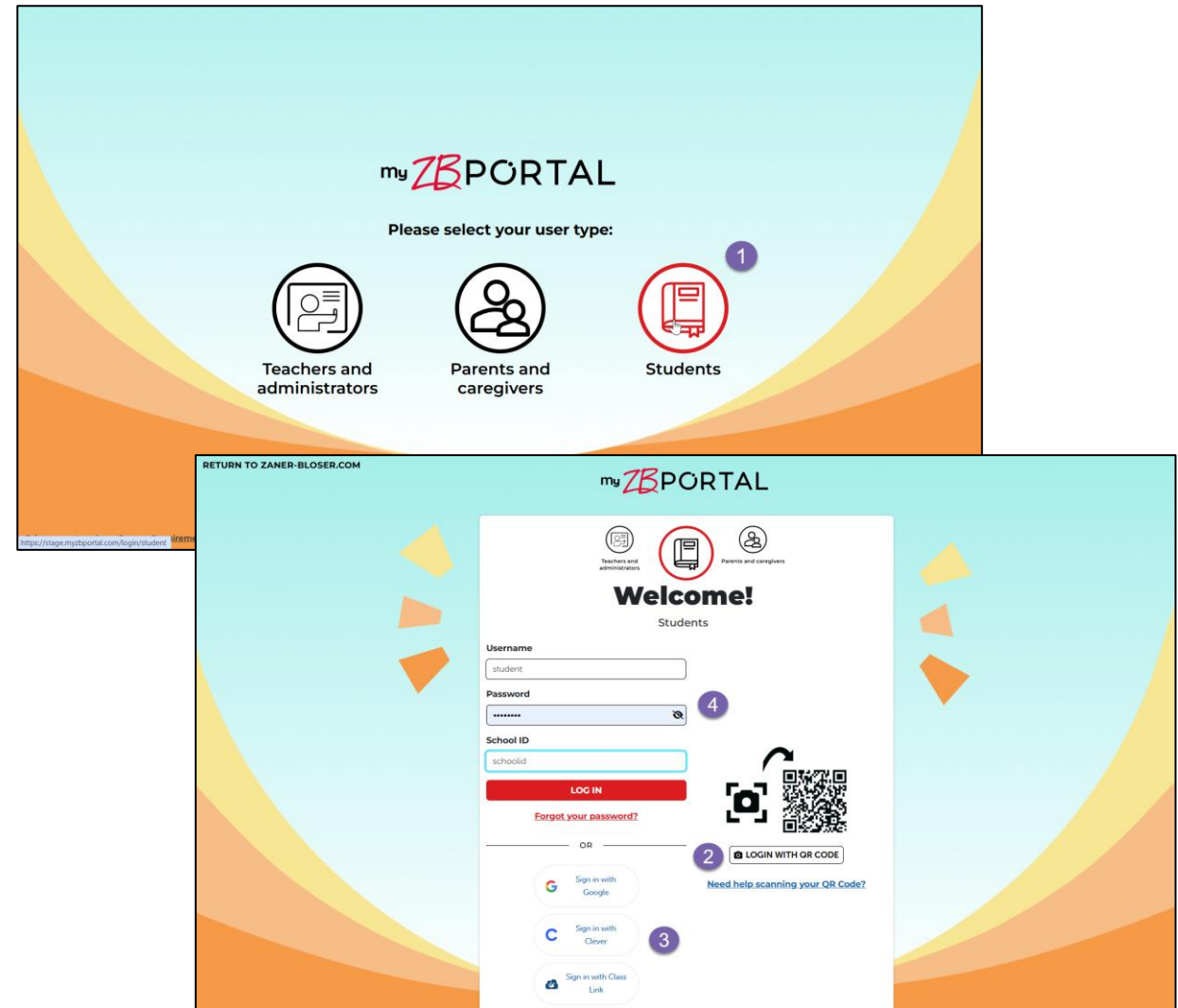
To use the QR Code Badge, click **Scan QR Code**, and hold the QR Code Badge up to the camera, and it will log the student in.

3

If your digital administrator has set up a **Single Sign-On (SSO) integration** students may use that method to log in as well.

4

Or students will need three pieces of information to log in. They will need their **username, password, and school ID**.



Students Using the Superkids Online Fun App

For students using Superkids online fun, the app needs to be installed on the device. Once done, the student will click on the app to log in.

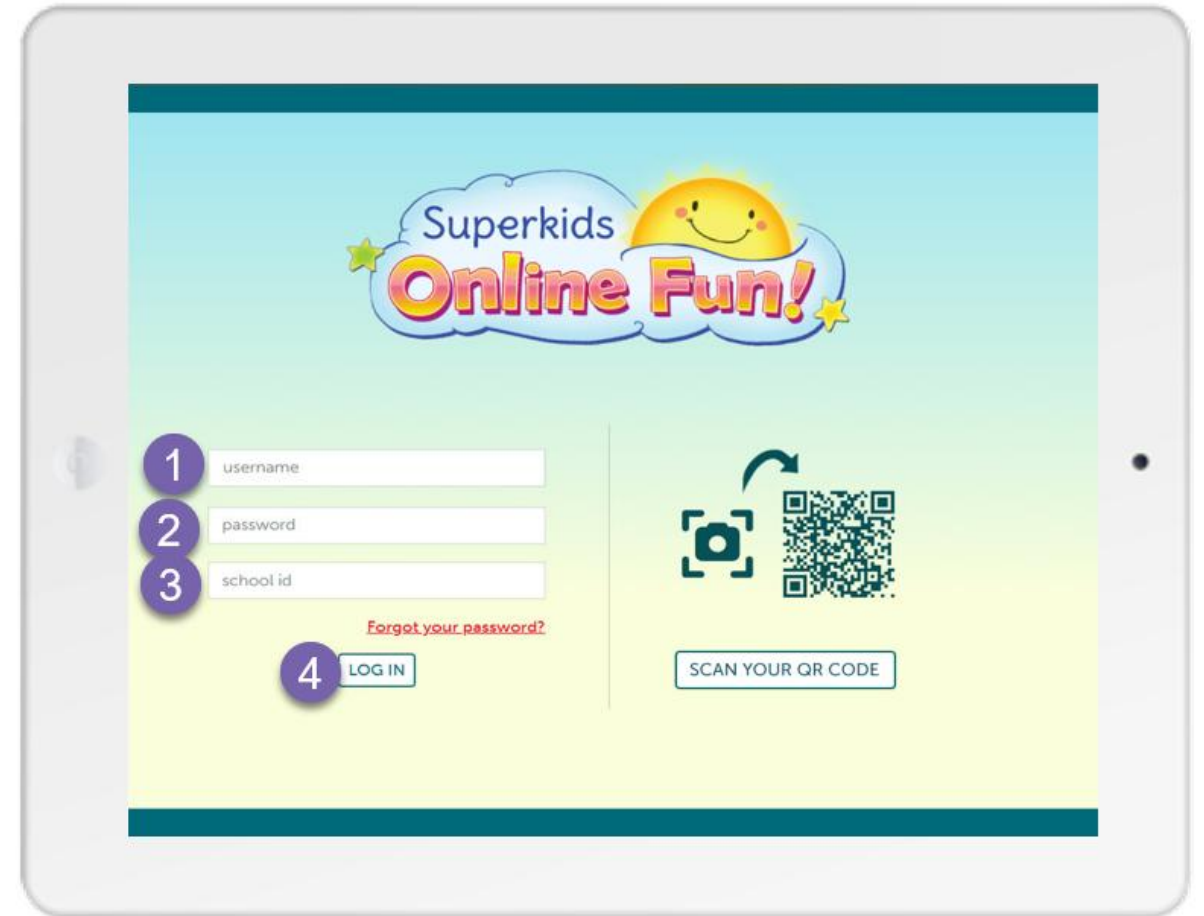
1 They will enter the **username** you assigned to them.

2 Next, they will enter their assigned **password**.

3 Then they will enter **the school ID**. This was set by your digital administrator.

4 Then they will click on the **Log In** button.

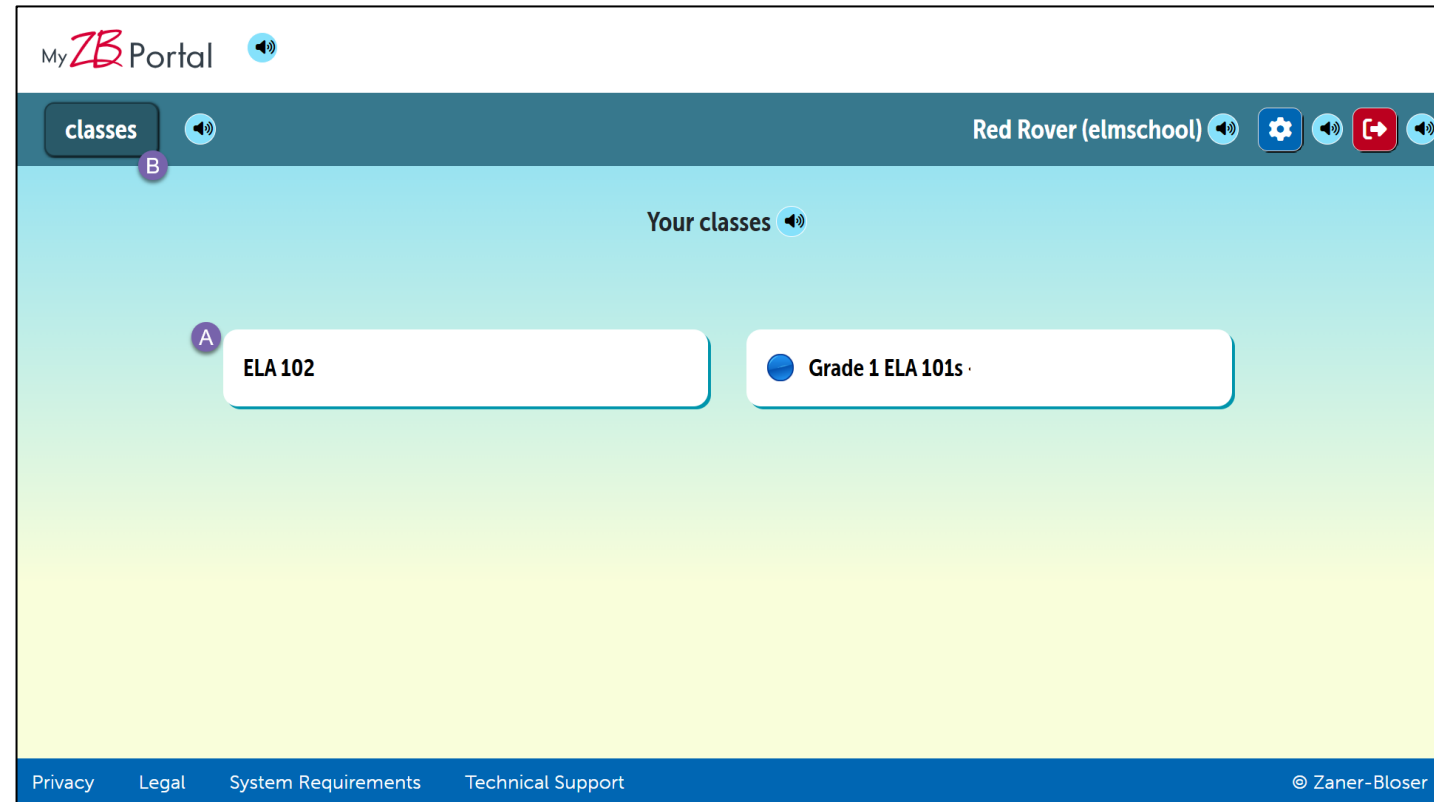
! Please note: students can also use QR code badges or SSO to log into the Superkids Online Fun app.



Selecting a Class

Students can be rostered into multiple classes.

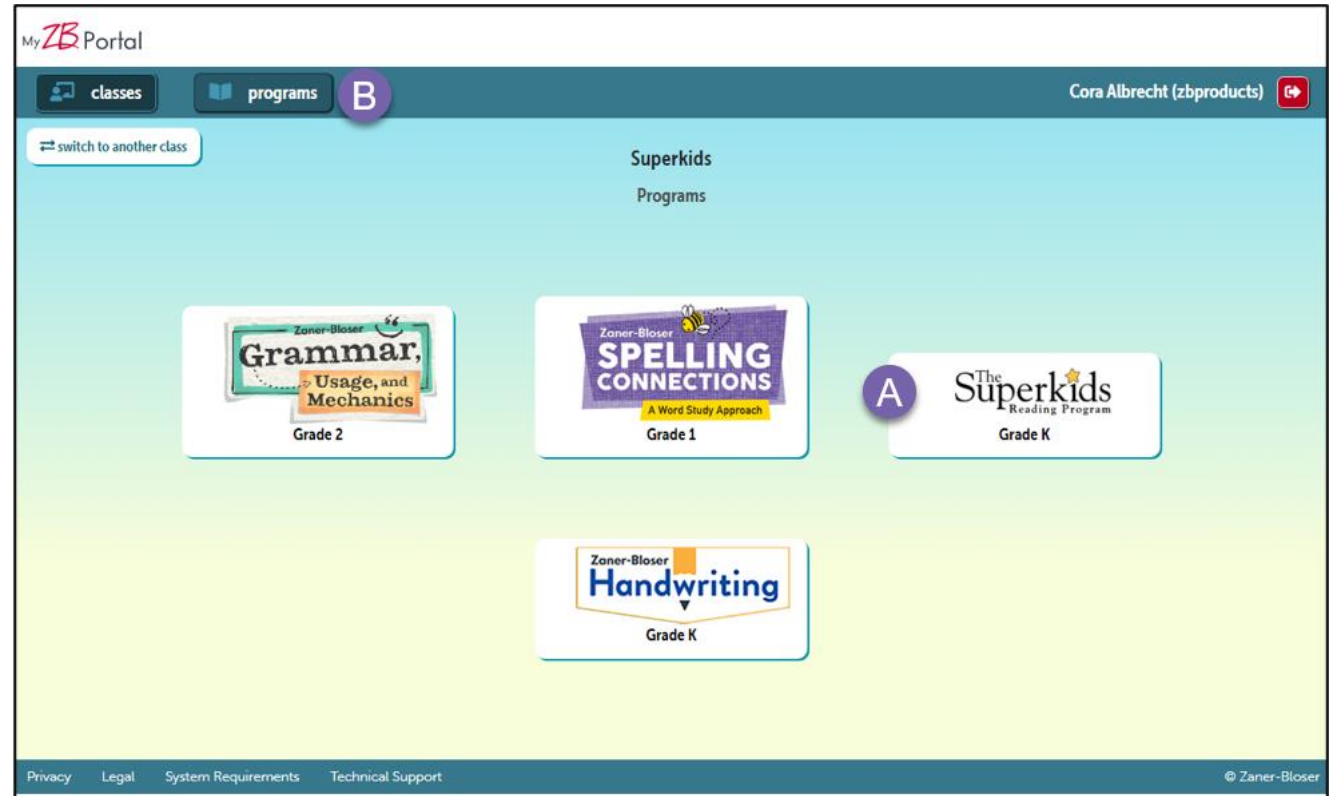
- A** If a student is rostered into more than one class, upon logging into ZB Portal, they will be asked to select which class they'd like to work in.
- B** If they need to switch to a different class later, they will click on the **Classes** button in the top navigation to switch classes.



Selecting a Program

A class can have multiple program licenses assigned to it.

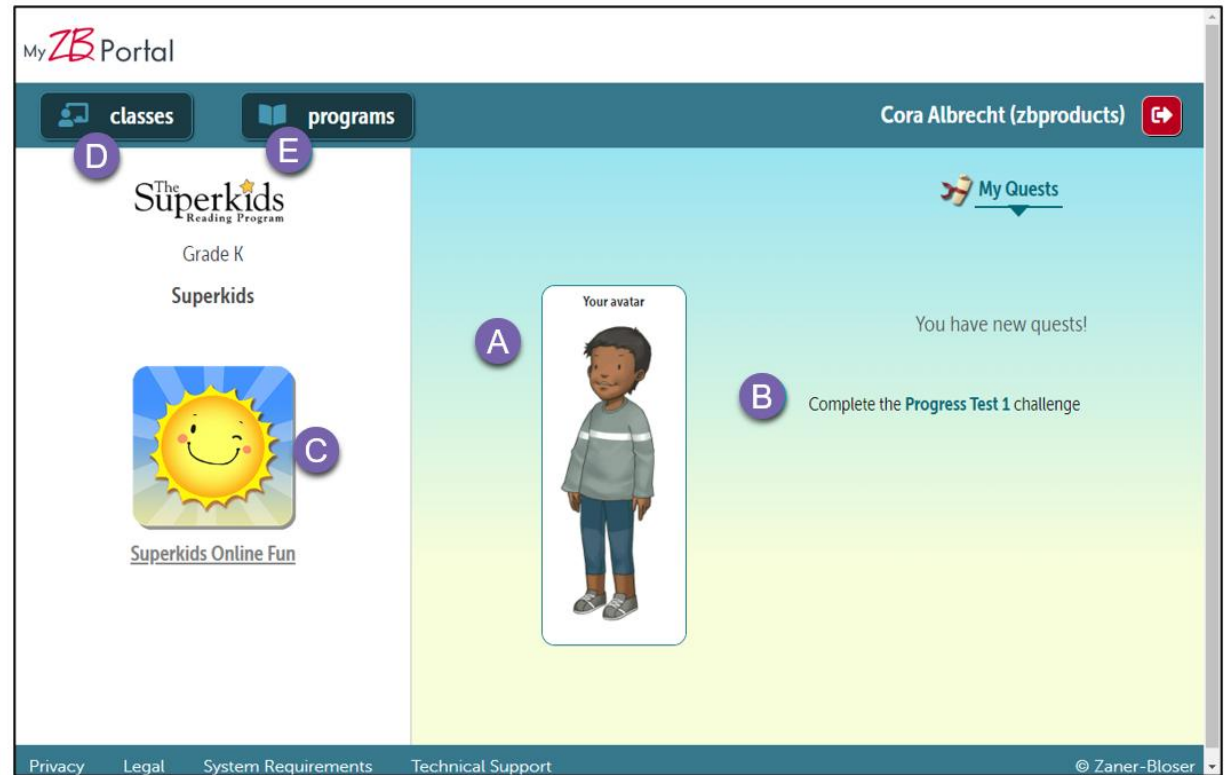
- A** If a student logs into a class that has multiple program licenses assigned, they will be asked to select which program they want to access.
- B** If a student needs to switch to a different program, they will click on the **Program** button to change programs.



Student Dashboard

When a student logs into ZB Portal, they will have access to Superkids Online Fun and any quests that have been assigned to them.

- A** If they have logged into Superkids Online Fun and created an **avatar**, it will appear here.
- B** If they have an online assessment **quest** assigned to them, it will appear under **My Quests**.
- C** If they want to go to Superkids Online Fun to play games, read books, or watch videos, they will click on the **Superkids Online Fun Sun icon**.
- D** If the student is in multiple classes, they will use the **Classes** button to change classes.
- E** If the student has access to multiple Zaner-Bloser programs, they can click on the **Programs** button to change programs.

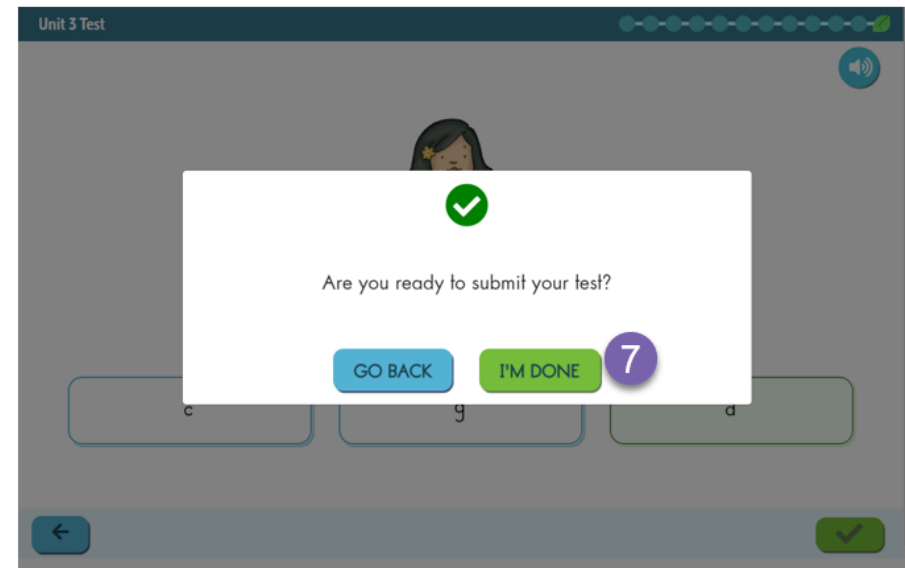
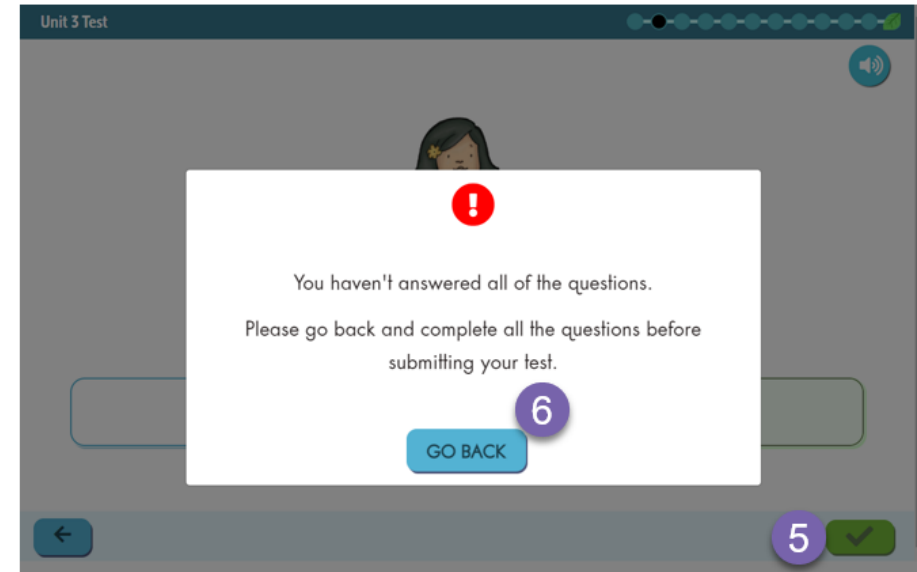


Going on a Quest (Continued)

- 5 Once they reach the end of the assessment, they will be presented with a **green submit button**.
- 6 If the student has not answered all the questions, they will be prompted to **go back** and answer the skipped questions.
- 7 If the student has completed all the test questions, they can submit their test by clicking on the **finish button**.

The assessment will be automatically scored and show up on your Reports page.

Some assessments have manual parts, such as writing. These manual parts must be done on paper. You will have the ability to enter scores for manual parts on the Reports page.



About Superkids Online Fun

The first time that the student logs into Superkids Online Fun, they will first create a Superkid avatar for themselves!

Once they have created their avatar, they can play games, read books, and watch song videos with the Superkids.

The content and navigation in the desktop/browser version of Superkids Online Fun is the same as the app version.

Content in Superkids Online Fun is managed by the teacher using the **Class Settings** page in ZB Portal.



Navigating Superkids Online Fun

In Superkids Online Fun, students get to play games, read books, and watch videos with the Superkids.

A

Students can access games by clicking **Play**.

B

Books, Magazines, and Readers can be found by clicking on **Read**.

C

The Superkids Character Song Videos are accessed by clicking **Watch**.

D

If a student wants to change how their avatar looks, they will click on **All About Me**.

This is also where they can add special hats to their avatar. Special hats are earned by completing objectives in Superkids Online Fun, such as watching 5 videos.

Students can review the criteria for earning a special hat in the Badges section of All About Me.

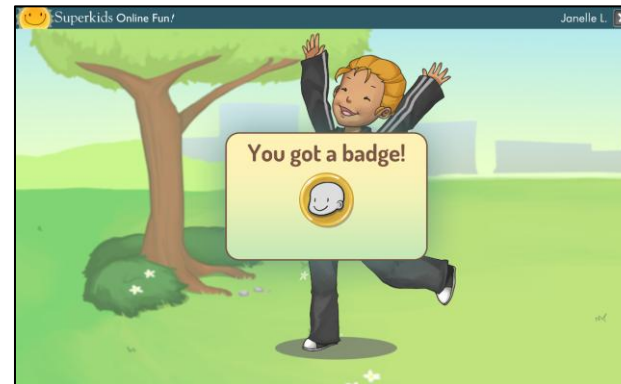
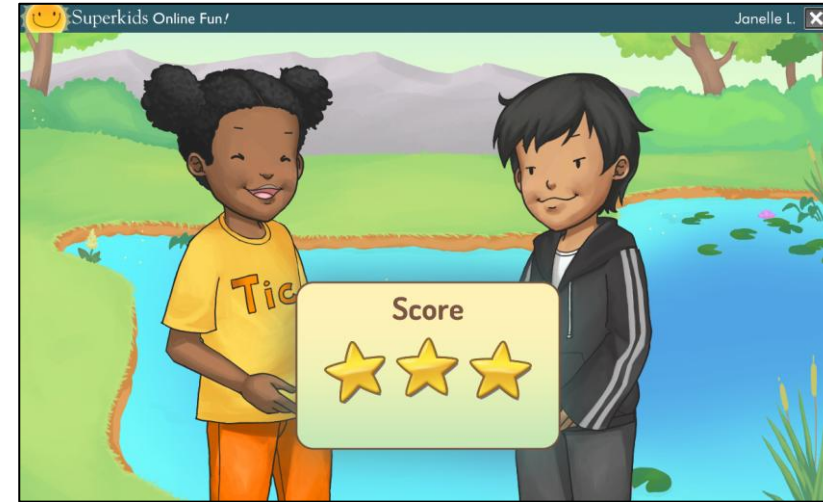


Earning Stars, Badges, and Hats

As your students play games, read books and watch videos, they earn **stars**.

When they meet certain criteria, they will unlock **badges**.

Sometimes the badges unlock special **hats** that the students can use to decorate their avatar.



Parents and Caregiver Portal

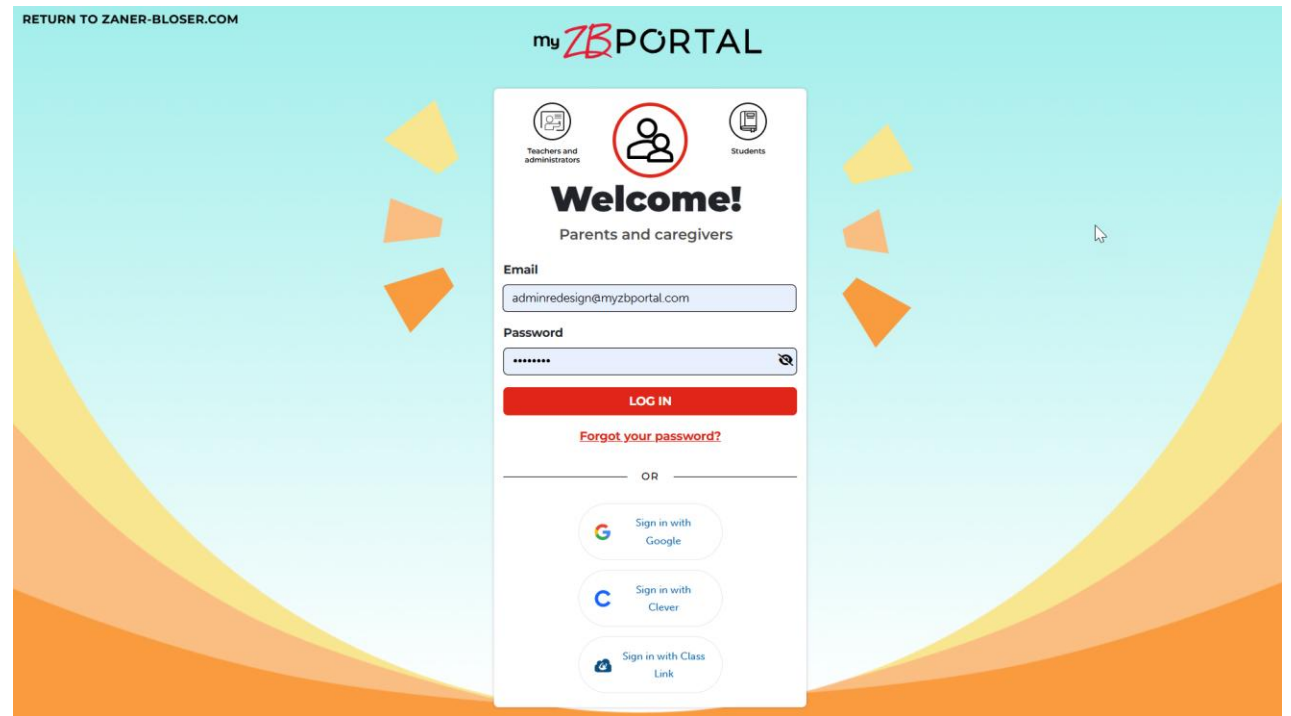
Logging in to the Parent/Caregiver Portal

From the Parents and Caregivers log into the Parents and Caregivers Portal at www.myzbportal.com/login/parent.

Users Page, teacher accounts can be created individually.

Parent and caregiver information (name and email address) needs to be added to their child's account on your roster for the parent and caregivers to be able to access the Parent Portal. Instructions are on page 22.

Once the parents or caregivers information has been added, the parent/guardian will receive an activation email that will allow them to finish setting up their Parent and Caregiver Portal account.



Logging in to the Parent/Caregiver Portal - Continued

A

Once they have set up their account, they can log in with their **email address and password**.

B

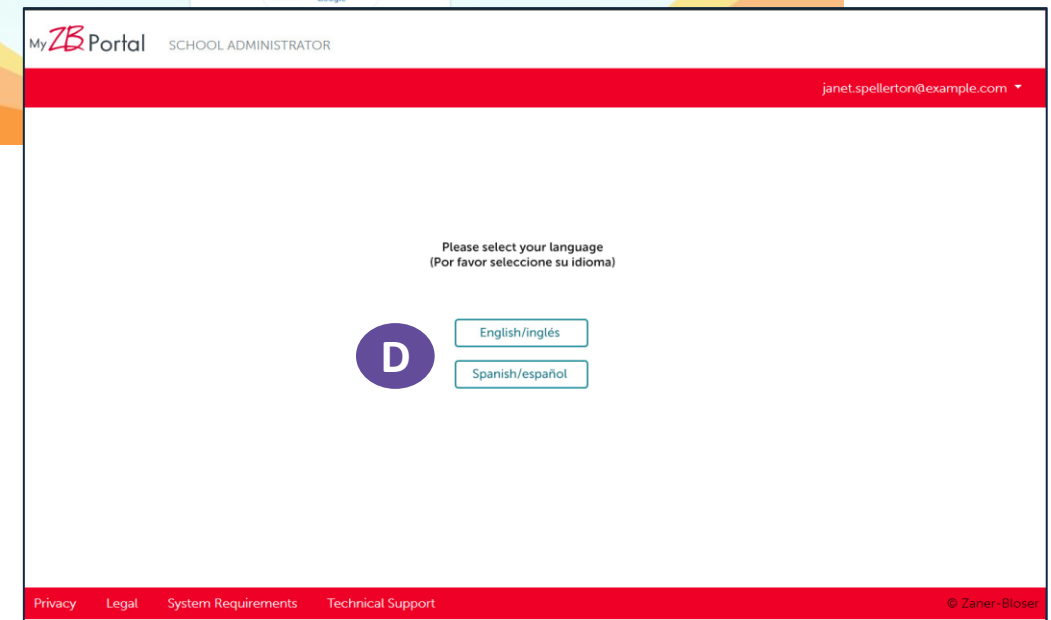
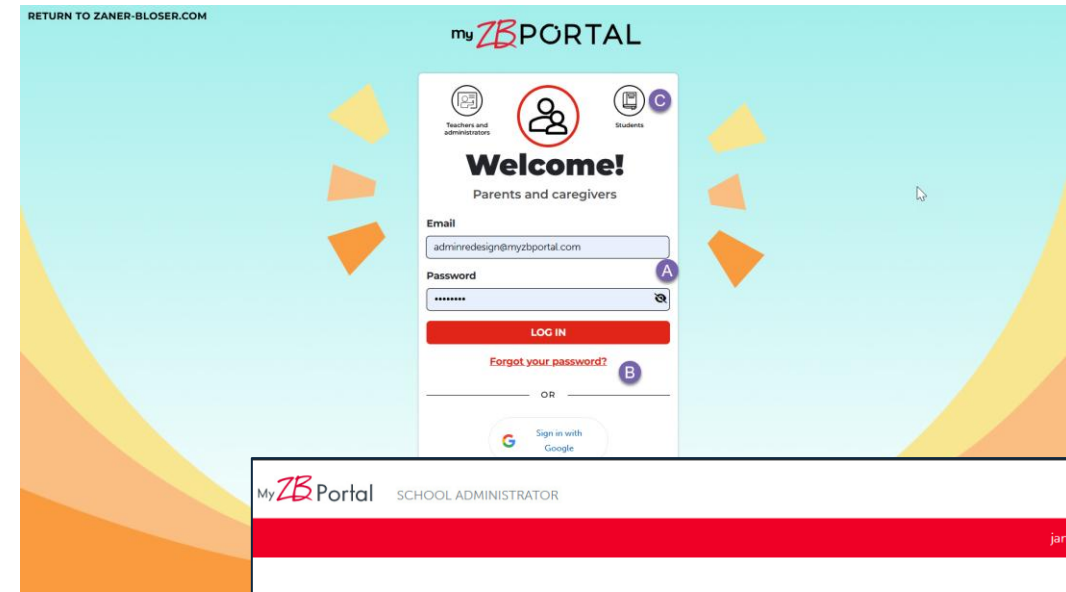
Clicking on the **Forgot Your Password** link will allow users to reset their passwords.

C

If students need to log in, click the **I'm a Student** link to switch to the student portal.

D

The first time they log in, they will select their **preferred language**.



Navigating the Parent/Caregiver Portal

A When the parent or caregiver first logs in they will see their student's name. If they have more than one student using Superkids or Zaner-Bloser products, they can toggle between the students by clicking on the name, and then selecting the other student

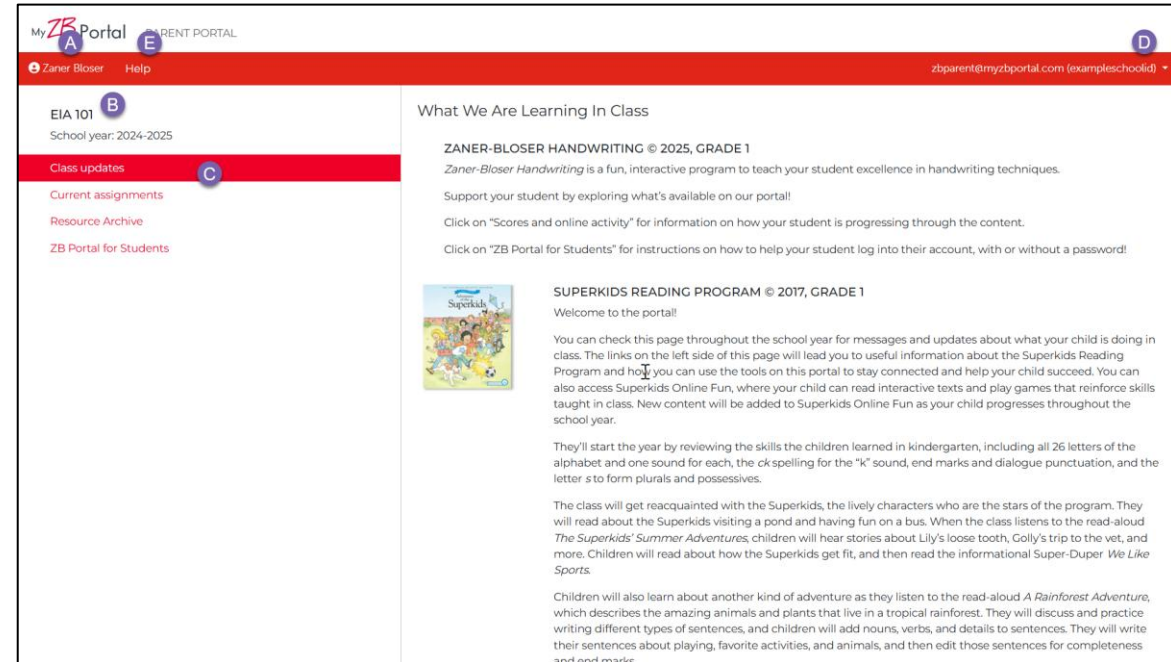
B They will also see the **student's class and the current school year**

C The left-hand navigation includes:

- Class Updates
- Current Assignments
- Scores and Online Activity
- Resources Archive
- ZB Portal for Students

D This is where the parent or caregiver can update their **account information and log out**.

E The **Help** button is where the parent or caregiver can find additional troubleshooting and usage guides.



Reviewing Current Assignments

A Clicking on Current Assignments will list any activities or quests that you have assigned.

B The Current Assignments page will list the activity, when the activity was assigned, and the status of the activity.

The screenshot shows the My ZB Portal Parent Portal interface. The top navigation bar is red and contains the user's name 'Ben Song', a 'Help' link, and the email 'msong@myzbportal.com (azbschool)'. The main content area is divided into two columns. The left column contains a sidebar menu with options: 'SK Assessments' (School year: 2024-2025), 'Class updates', 'Current assignments' (highlighted with a red bar and a blue 'A' callout), 'Scores and online activity', 'Resource Archive', and 'ZB Portal for Students'. The right column is titled 'Current Assignments' and shows a table for the 'Superkids Reading Program © 2017, Grade 1'. A blue 'B' callout points to the table header. The table has three columns: 'ACTIVITY', 'ASSIGNED', and 'STATUS'. One row is visible with the activity 'Unit 9 Progress Test', assigned on '4/2/2025', and with a status of 'not started'. The footer is red and contains links for 'Privacy', 'Legal', 'System Requirements', and 'Technical Support', along with the copyright notice '© Zaner-Bloser'.

ACTIVITY	ASSIGNED	STATUS
Unit 9 Progress Test	4/2/2025	not started

Viewing the Resource Archive

The **Resource Archive** is where parents and caregivers can access additional resources and activities for your child.

A

If their child has access to several Zaner-Bloser programs, use the **drop-down menu to toggle between programs.**

B

Clicking on the **resource name** will display a list of all assets available.

C

To open a specific **resource**, click on the asset link.

!

Please Note: Not all Zaner-Bloser Programs have resources in the Resource Archive.

The screenshot displays the 'MyZB Portal PARENT PORTAL' interface. The user is logged in as 'Ben Song' with a 'Help' link. The page title is 'Resource Archive'. A red navigation bar contains the user's name and email. The main content area shows a list of resources. At the top, there is a drop-down menu labeled 'A' with the selected item 'The Superkids Reading Program © 2017, Grade 1'. Below this, a list of resources is shown, each with a right-pointing arrow. The resource 'Letter Formation Guide' is highlighted in blue and labeled 'B'. Below it, a link 'All Units Letter Formation Guide' is labeled 'C'. Other resources include 'Alphabet Cards', 'Backpack Pages', 'Letter-Sound Reinforcement', 'Parent Orientation Materials', 'Program Guide', 'Song Animations', 'Sound-Spelling Cards', 'Spelling Lists', 'Super Smart Informational Digital Read-Alouds', 'Video Lessons', and 'Word Work Book'. The footer contains links for 'Privacy', 'Legal', 'System Requirements', and 'Technical Support', along with the copyright notice '© Zaner-Bloser'.

Resources Available in the Resource Archive

The Superkids Reading Program © 2017

Grade K

Alphabet Cards
Building Blocks of Reading
Building a Super Reader
Character Song Animations
Ice Cream Paper
Letter Formation Guide
Letter-Sound Reinforcement
Program Guide
Parent Orientation Materials
Read-Aloud Routine
Student Books
Student Book Audio Activities
Superkids' Club Songs Animations
Super Smart Informational Digital
Read-Alouds
Take-Home Letters
Video Lessons

Grade 1

Alphabet Cards
Backpack Pages
Letter Formation Guide
Letter-Sound Reinforcement
Program Guide
Parent Orientation Materials
Song Animations
Spelling Lists
Sound-Spelling Cards
Super Smart Informational Digital
Read-Alouds
Video Lessons
Word Work Book

Grade 2

Backpack Pages
Letter Formation Guide
Program Guide
Parent Orientation Materials
Song Animations
Sound-Spelling Cards
Spelling Lists
Video Lessons
Word Work Book

Resources Available in the Resource Archive

The Superkids Foundational Skills Kit

Grade K

Alphabet Cards
Building a Super Reader
Instructional Overview
Letter Formation Guide
Letter-Sound Reinforcement
Song Animations
Skills Books

Grade 1

Alphabet Cards
Backpack Pages
Building a Super Reader
Instructional Overview
Letter Formation Guide
Letter-Sound Reinforcement
Song Animations
Skills Books
Sound-Spelling Cards
Spelling Lists

Grade 2

Backpack Pages
Instructional Overview
Letter Formation Guide
Skills Books
Sound-Spelling Cards
Spelling Lists

Viewing the ZB Portal for Students

The **ZB Portal for Students** page displays helpful login information about how their child can access MyZBPortal.com.

A

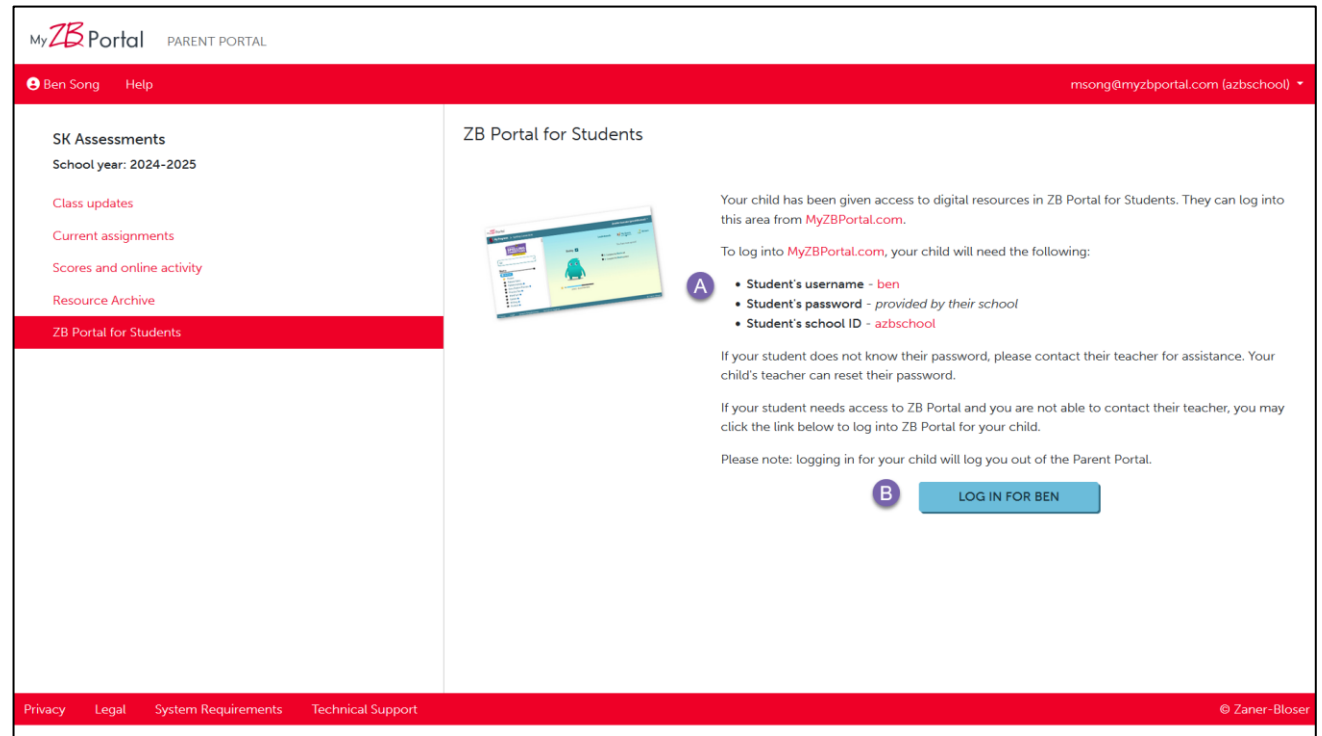
Their child's name and school ID is displayed. For security purposes, the child's password is not displayed.

B

Clicking the Log in For Student's Name will allow the parent or caregiver to log in for their child, even if their child cannot remember their password.

!

Please note: Clicking on the button to log in as the child will immediately log the parent or caregiver out of the Parent Portal.



The screenshot displays the MyZB Portal Parent Portal interface. The top navigation bar includes the MyZB Portal logo, the text 'PARENT PORTAL', the user name 'Ben Song', a 'Help' link, and the email 'msong@myzbportal.com (azbschool)'. The main content area is divided into two columns. The left column contains a sidebar menu with links for 'SK Assessments', 'School year: 2024-2025', 'Class updates', 'Current assignments', 'Scores and online activity', 'Resource Archive', and 'ZB Portal for Students'. The right column is titled 'ZB Portal for Students' and contains a small image of the ZB Portal for Students interface. Below the image, there is a paragraph explaining that the child has been given access to digital resources and can log into this area from MyZBPortal.com. This is followed by a list of login requirements: 'Student's username - ben', 'Student's password - provided by their school', and 'Student's school ID - azbschool'. A note states that if the student does not know their password, they should contact their teacher. Another note mentions that if the student needs access and the parent cannot contact the teacher, they can click a link to log into ZB Portal for their child. A final note states that logging in for the child will log the parent out of the Parent Portal. At the bottom of the right column, there is a blue button labeled 'LOG IN FOR BEN' with a circled 'B' next to it. The footer of the page includes links for 'Privacy', 'Legal', 'System Requirements', and 'Technical Support', along with the copyright notice '© Zaner-Bloser'.

Help

Integrating with My ZB Portal

We offer the following
Rostering and Single Sign-On
Integrations

Automated Rostering

- OneRoster 1.1 csv (via SFTP)
- Clever Secure Sync

Single Sign-On (SSO)

- Clever Instant Login
- LTI 1.3
- Google

To get started, [contact Zaner-Bloser Technical Support](#)



Finding Help

Click the **Help Link** or the **Technical Support** for help with My ZB Portal.

This page contains links to user guides, tutorial videos, FAQs, and contact information.

For additional assistance, [contact Zaner-Bloser Technical Support.](#)

