

my **ZB** PORTAL

# **Teachers with Classes Quick Start Guide**

This guide applies to users of the following digital products:



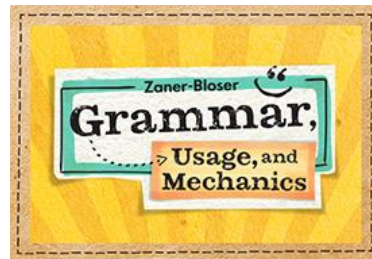
*Zaner-Bloser  
Handwriting  
©2025*



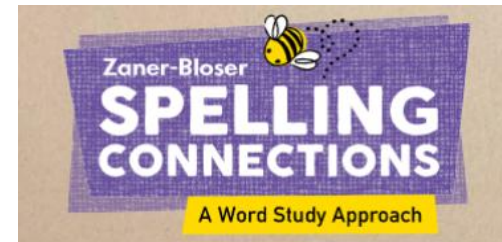
*Zaner-Bloser  
Handwriting  
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©2020*



*Zaner-Bloser  
Grammar, Usage and  
Mechanics ©2021*



*Spelling Connections  
©2022*

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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.



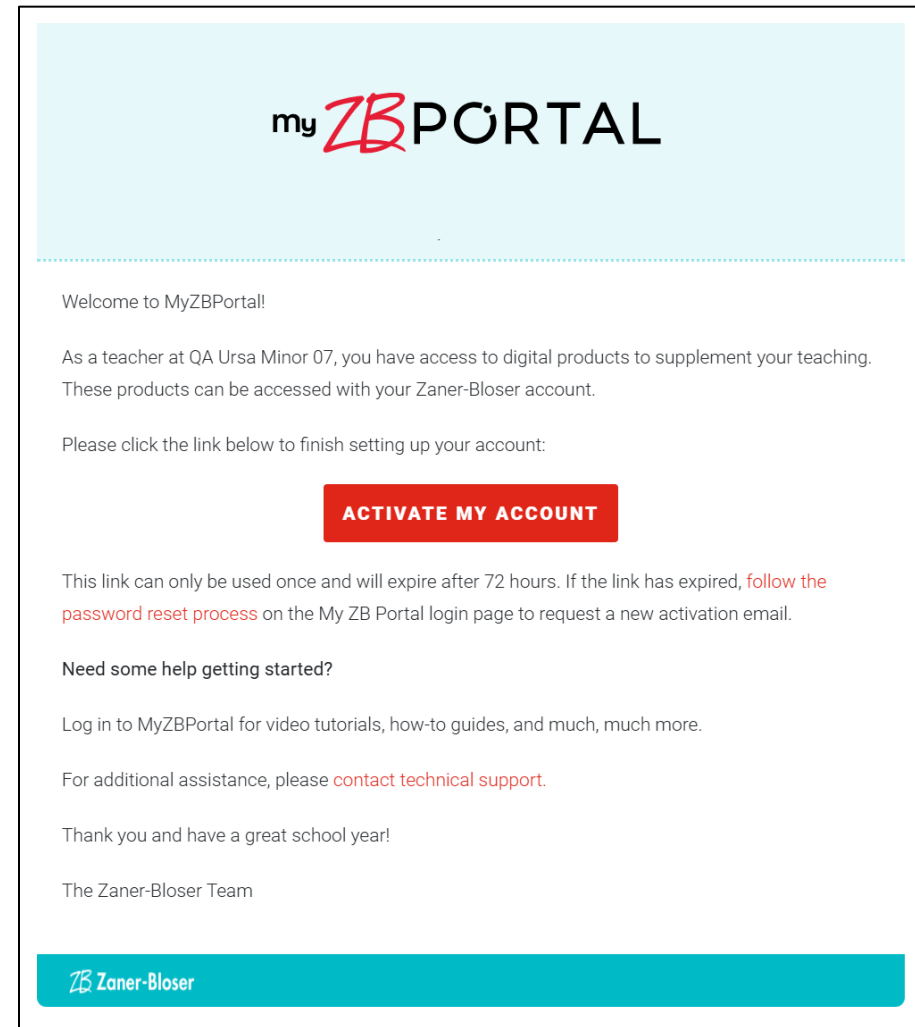
3

Once the District or School Administrator account has been set up, they will then navigate to [myzbpportal.com](https://myzbpportal.com) to log in.

# Activating Accounts

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

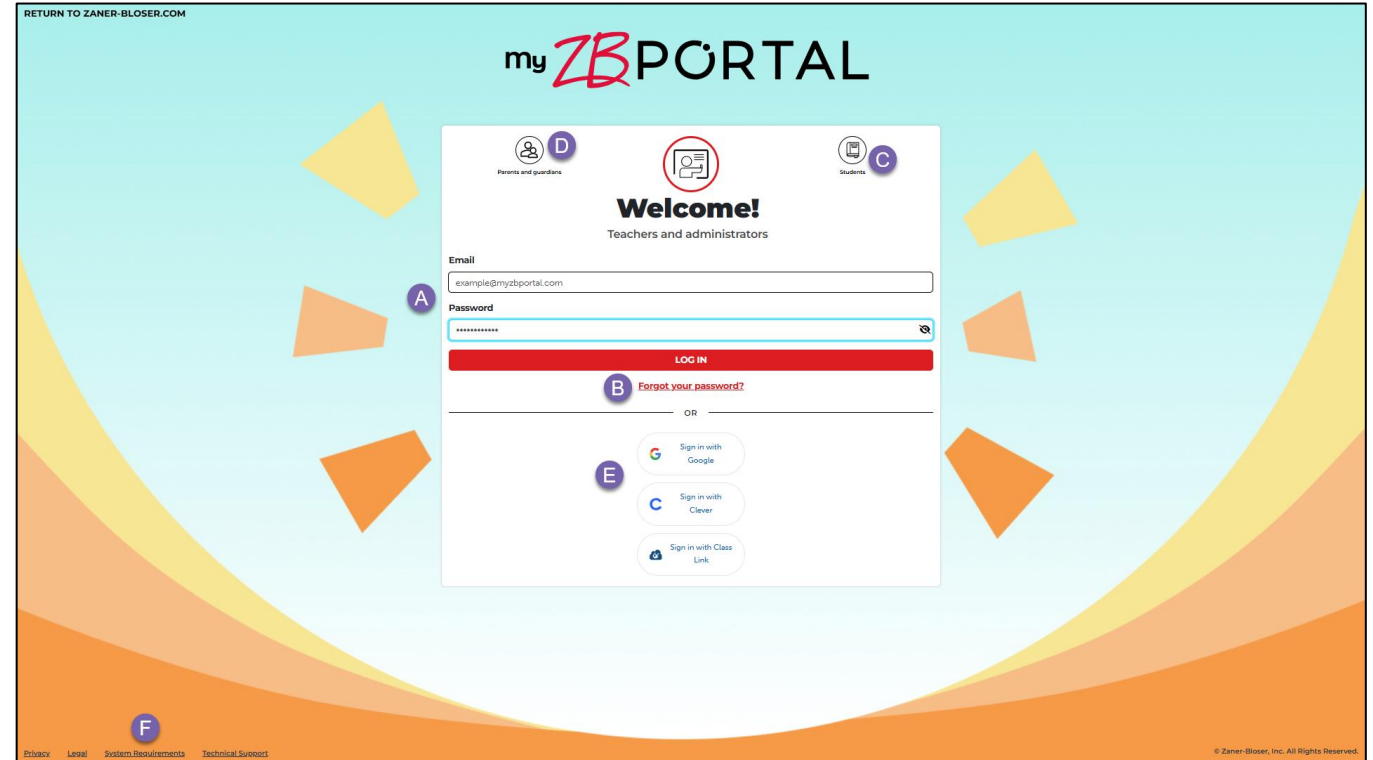
In the middle of the email is an activation link. Click on the activation link to finish setting up the account.



# **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 displays the 'Assign Teacher Licenses' interface. At the top, a red navigation bar includes the ZB logo, 'My Products', 'Classes', and 'Help' menus, along with the user's email 'teacherexample@myzbportal.com (elmschool)'. The main heading is 'Assign Teacher Licenses'. Below this, a welcome message and an explanation of teacher licenses are provided. A list of licenses is shown with checkboxes: 'Grammar, Usage, and Mechanics © 2021, Grade 2 Teacher License' (unchecked), 'Zaner-Bloser Handwriting Grade 1 @ 2025 Teacher License' (checked with a '1' icon), 'Zaner-Bloser La escritura © 2020, Grade 1 Teacher License' (unchecked), 'Spelling Connections © 2022, Grade 2 Teacher License' (checked), 'The Superkids Reading Program © 2017, Grade 1 Teacher License' (unchecked), and 'Kickstart: Number Sense © 2021, Stages A, B, C Teacher License' (unchecked). Two buttons are present: 'SKIP TO PORTAL' and 'ASSIGN AND CONTINUE' (with a '2' icon). A note explains that license details can be viewed in the account information, and a 'Skip to Portal' option is available for those who do not wish to assign licenses now.

# Assigning Teacher Licenses (continued)

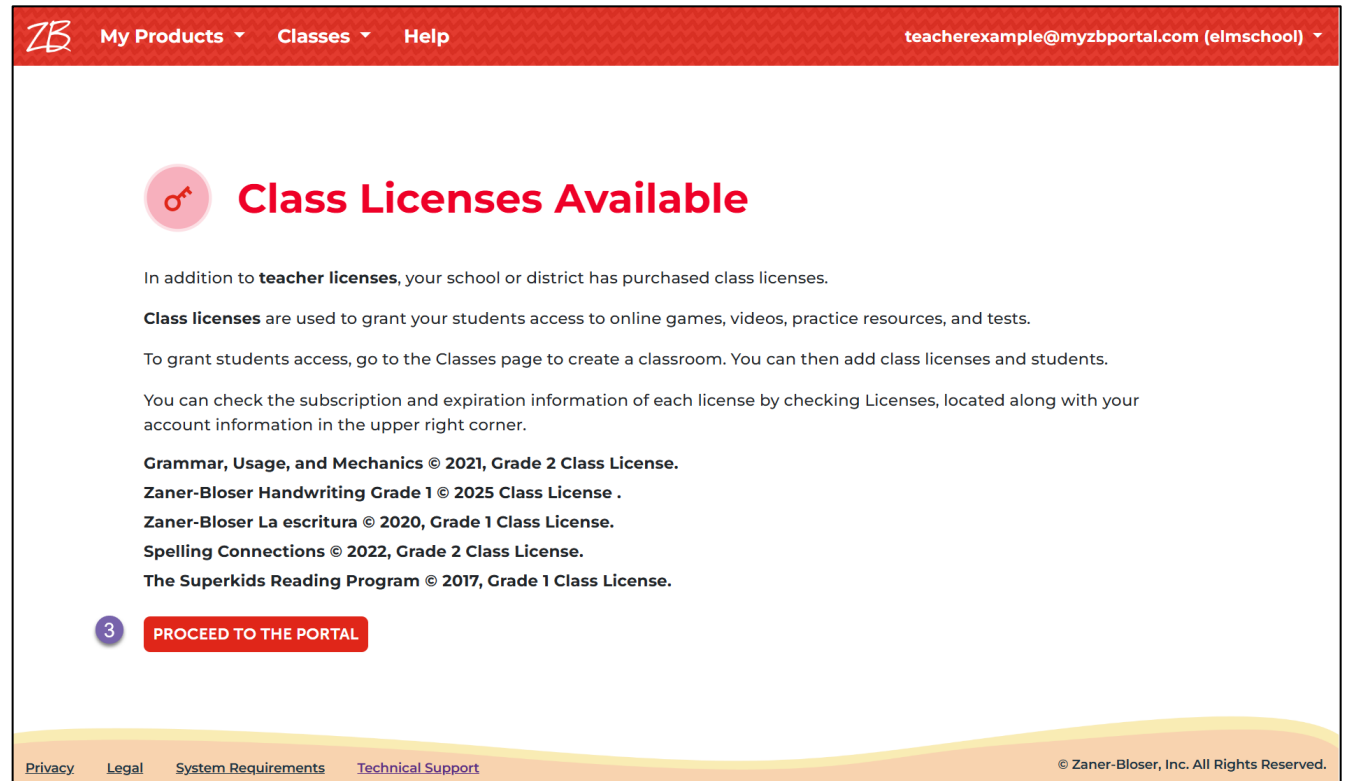
The next screen shows the class licenses the school or district has purchased.

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 with a red header. The header contains the ZB logo, navigation links for 'My Products', 'Classes', and 'Help', and a user email 'teacherexample@myzbportal.com (elmschool)'. The main content area has a red circular icon with a key symbol and the heading 'Class Licenses Available'. Below the heading, there is explanatory text about class licenses and a list of purchased licenses. At the bottom of the content area, there is a red button labeled 'PROCEED TO THE PORTAL' with a '3' in a purple circle to its left. The footer contains links for 'Privacy', 'Legal', 'System Requirements', and 'Technical Support', along with the copyright notice '© Zaner-Bloser, Inc. All Rights Reserved.'

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

## Class Licenses Available

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.

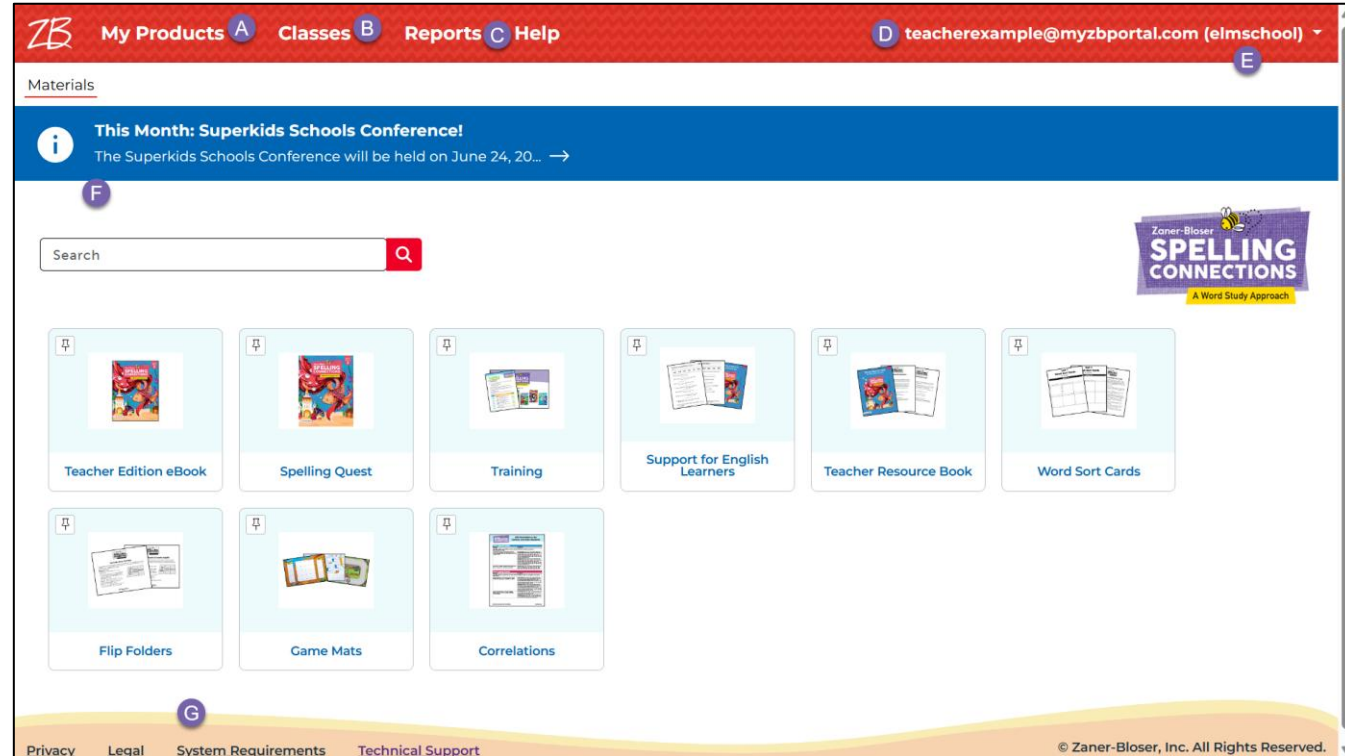
- Grammar, Usage, and Mechanics © 2021, Grade 2 Class License.**
- Zaner-Bloser Handwriting Grade 1 © 2025 Class License .**
- Zaner-Bloser La escritura © 2020, Grade 1 Class License.**
- Spelling Connections © 2022, Grade 2 Class License.**
- The Superkids Reading Program © 2017, Grade 1 Class License.**

3 **PROCEED TO THE PORTAL**

Privacy Legal System Requirements Technical Support © 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



# 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 shows two screenshots of the ZB My Account page. The top screenshot shows the main navigation menu with 'My Account' highlighted, and a dropdown menu with 'My Account' (1) and 'Logout'. The bottom screenshot shows the 'My Account' page with the following sections:

- My Account**: Your Customer Number is 9989955500
- User Information**:
  - First Name: Isabelle
  - Last Name: Sing
  - Email: fsk-teacher@myzbportal.com (2)
- Change Password**:
  - New Password: [Redacted]
  - Confirm Password: [Redacted]
- SAVE** (3)

The page also includes a search bar, a grid of product cards (Teacher Edition eBook, Spelling Quest, Flip Folders, Game Mats), and a footer with links for Privacy, Legal, System Requirements, and Technical Support.

# 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.

teacherexample@myzbportal.com (elmschool)

My Account

Licenses 1

Logout

Search

Teacher Edition eBook

Spell

Support for English

Flip Folders

fsk-teacher@myzbportal.com (superschool)

### LICENSES

Assign **Teacher Licenses** to make these digital resources available on your My Products page.  
Assign **Class Licenses** on the Classes Page to make these digital resources available to your students.  
All of the available licenses purchased by your school or district are listed here.  
If you can't find the licenses you need, or if your licenses are expiring soon, please contact your digital administrator.

AVAILABLE TEACHER LICENSES	STATUS	EXPIRES	ASSIGN TO ME
The Superkids Reading Program © 2017, Grade K Teacher License	● Available	5/30/2026	<input type="checkbox"/>
The Superkids Reading Program © 2017, Grade 1 Teacher License	● Available	5/30/2026	<input type="checkbox"/>
The Superkids Reading Program © 2017, Grade 2 Teacher License	● Available	5/30/2026	<input type="checkbox"/>
The Superkids Foundational Skills Kit, Grade K Teacher License	● Assigned	5/30/2026	<input checked="" type="checkbox"/>
The Superkids Foundational Skills Kit, Grade 1 Teacher License	● Assigned	5/30/2026	<input checked="" type="checkbox"/>
The Superkids Foundational Skills Kit, Grade 2 Teacher License	● Assigned	5/30/2026	<input checked="" type="checkbox"/>
Happily Ever After	● Available	5/30/2026	<input type="checkbox"/>

AVAILABLE CLASS LICENSES	STATUS	EXPIRES
The Superkids Reading Program © 2017, Grade K Class License	● Available	5/30/2026
The Superkids Reading Program © 2017, Grade 1 Class License	● Available	5/30/2026
The Superkids Reading Program © 2017, Grade 2 Class License	● Available	5/30/2026
The Superkids Foundational Skills Kit, Grade K Class License	● Assigned	5/30/2026
The Superkids Foundational Skills Kit, Grade 1 Class License	● Assigned	5/30/2026
The Superkids Foundational Skills Kit, Grade 2 Class License	● Assigned	5/30/2026

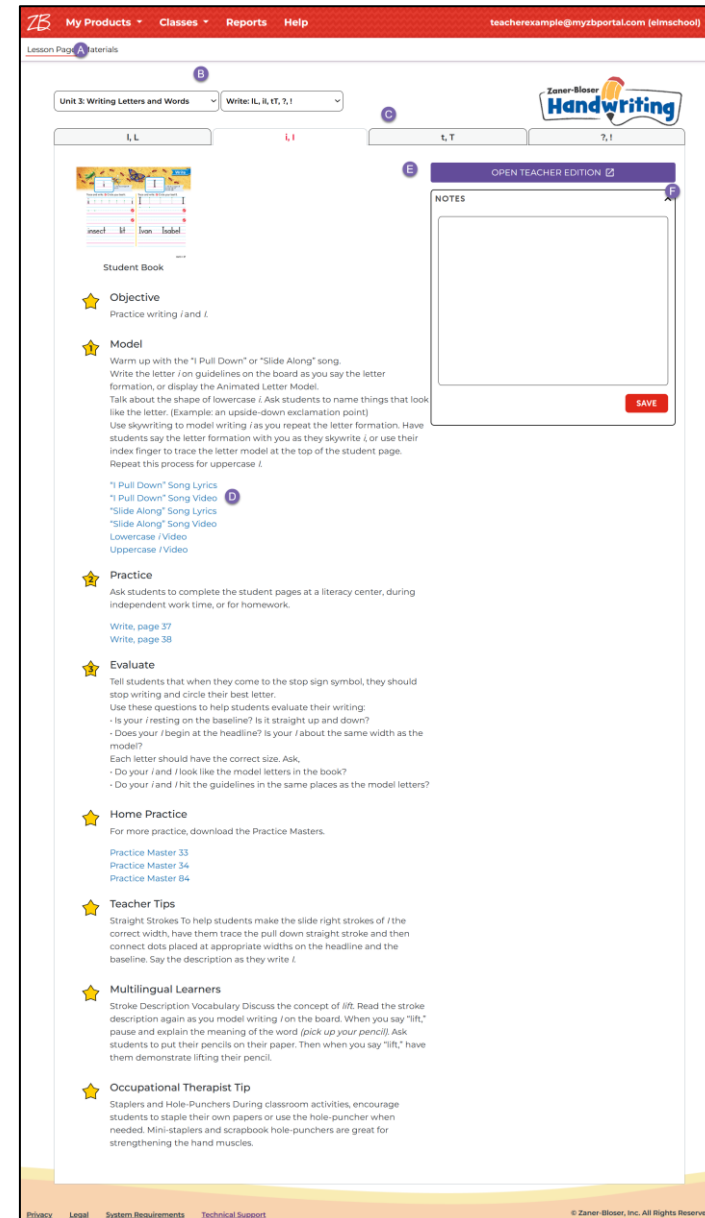
Privacy Legal System Requirements Technical Support

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# Teacher Resources

# Navigating the Daily Lesson Page

- A** For Zaner-Bloser Handwriting 2025 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.



# Navigating the Materials Page

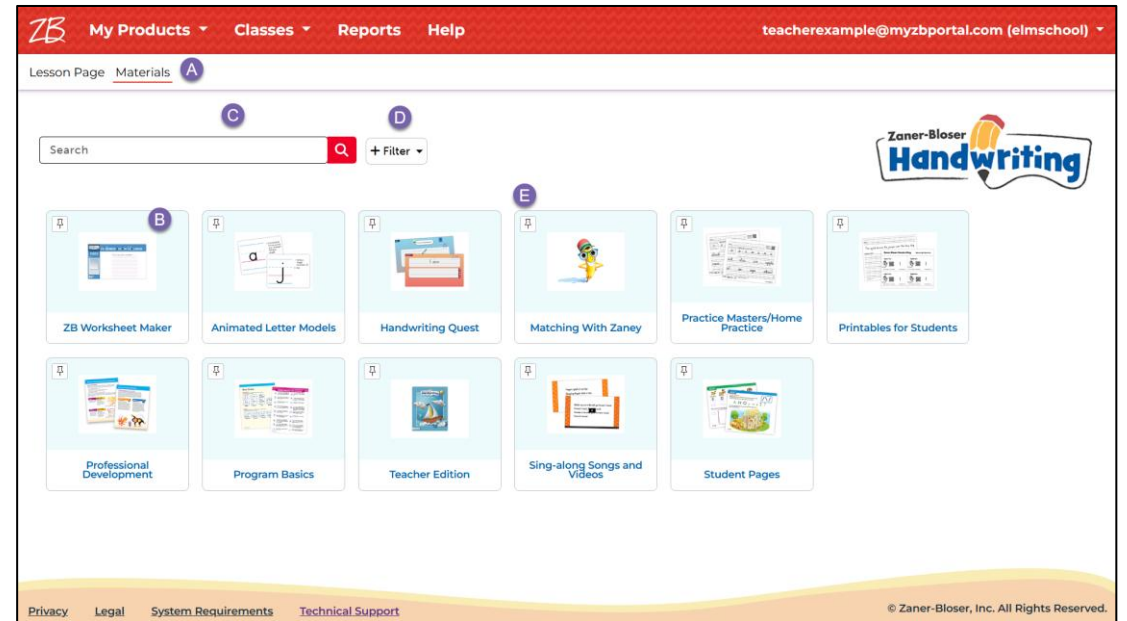
**A** Nearly all the digital print materials are available digitally. Click on the **materials tab** to find videos, printable resources, cards, library books, and workbooks.

**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



# Classes Page

# Creating a Class Steps 1-5

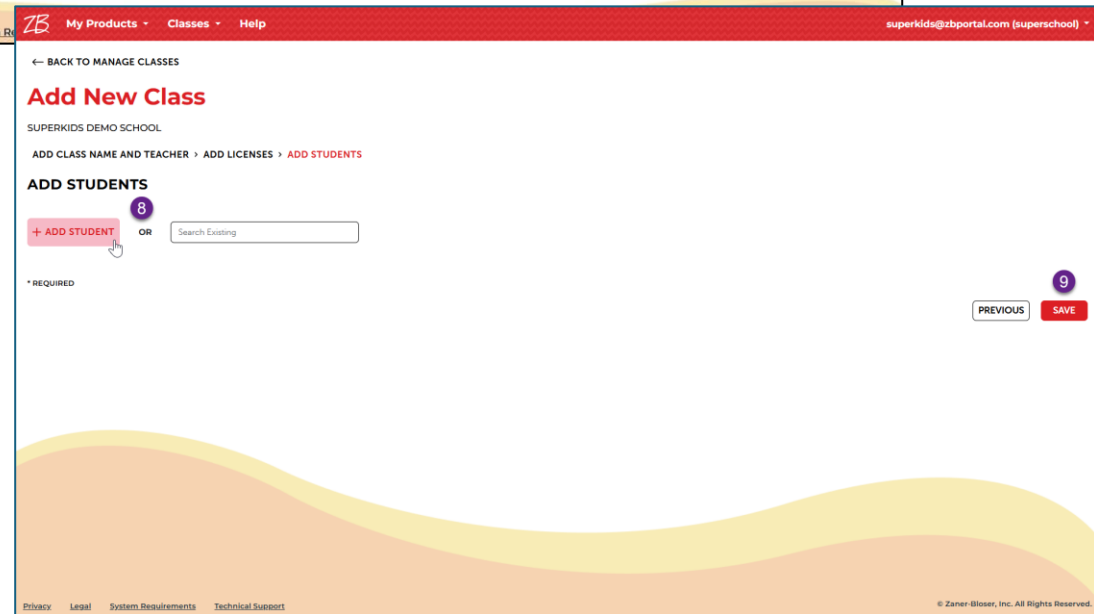
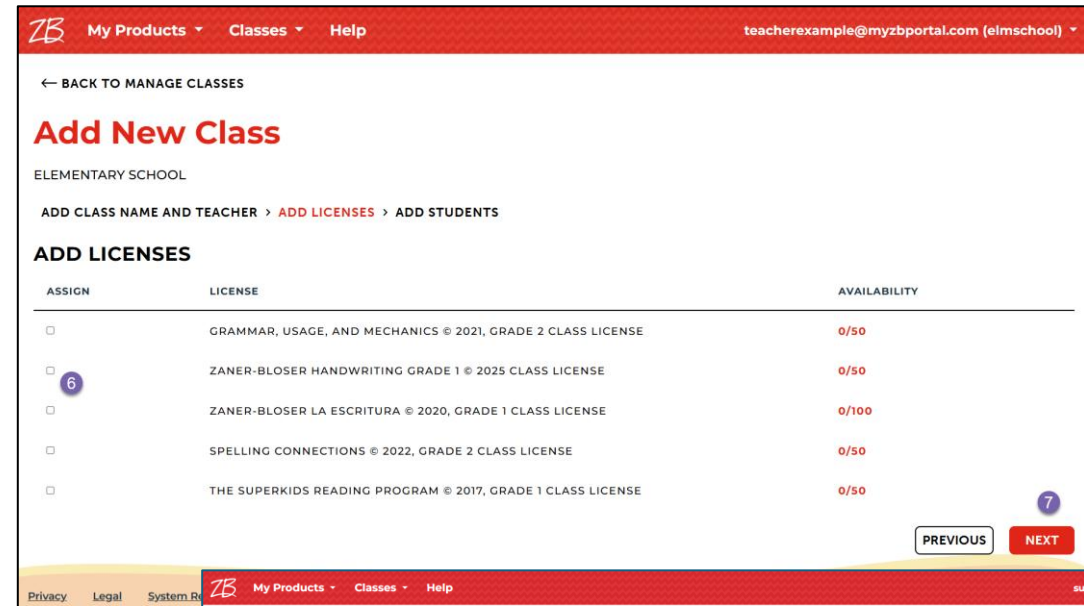
- 1 To create a class, click on the **Classes** tab.
- 2 From the dropdown, click the **+New Class** button.
- 3 Fill in the requested information, such as the class name, class id, grade, and class icon.
- 4 If you need to add additional teachers to your class, click on **+ Add Teacher** and fill in 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**.

The first screenshot shows the 'Classes' dropdown menu with the '+ NEW CLASS' button highlighted. The second screenshot shows the 'Add New Class' form with the following fields and steps:

- Class Name \*** (3): ELA 101
- Class ID** (2): 8675309
- Grade Designation**: GRADE 1
- Classroom Icon**: BLUE CIRCLE
- ADD TEACHER** (4): Search box with 'Testing' entered
- Next** (5): Red button

# 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 a class named 'Classes - GRADE 1 ELA 101' at an 'ELEMENTARY SCHOOL'. The page shows a table of students with columns for First Name, Last Name, Username, and Last Login. A '+ STUDENTS' button is highlighted with a circled '1'. An 'ADD STUDENT' pop-up window is overlaid on the page, containing the following fields and options:

- Student First Name \* (Field 2)
- Student Last Name \* (Field 2)
- External ID ⓘ (Field)
- Username \* ⓘ (Field)
- Password (Field)
- Retype Password (Field)
- Parent First Name (Field)
- Parent Last Name (Field)
- Parent Email (Field)
- + ADD STUDENT (Field 4) OR Search Existing (Field 3)
- \* REQUIRED (Text)
- CANCEL (Button)
- SAVE (Button 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 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'. The modal contains sections for 'USER INFORMATION', 'CHANGE PASSWORD', and 'CLASSROOMS'. The 'USER INFORMATION' section has fields for 'Student First Name' (containing 'Student'), 'Student Last Name' (containing 'Example'), 'External ID', and 'Username' (containing 'sample'). The 'School' dropdown is set to 'Elementary School'. The 'CHANGE PASSWORD' section has 'Password' and 'Retype Password' fields. The 'CLASSROOMS' section shows 'GRADE 1 ELA 101'. A 'Last Activity' field shows 'never logged in'. The modal has 'CANCEL' and 'SAVE' buttons at the bottom. A red circle with the number '2' is next to the 'Student First Name' field, and a red circle with the number '3' is next to the 'SAVE' button.

# 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

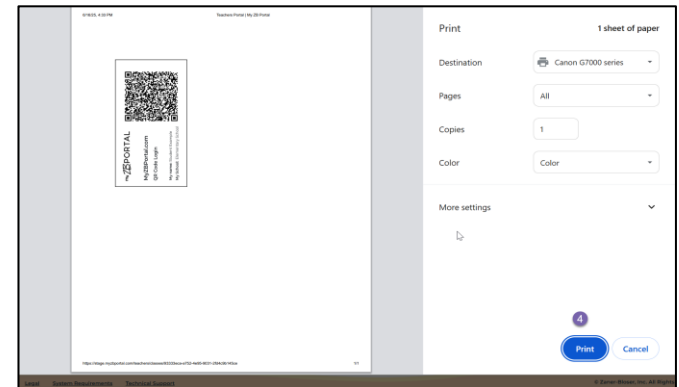
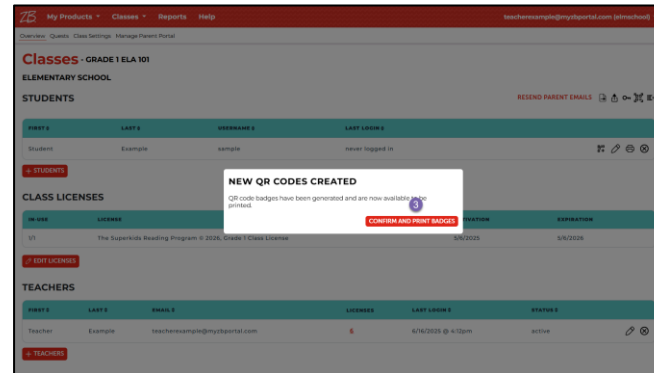
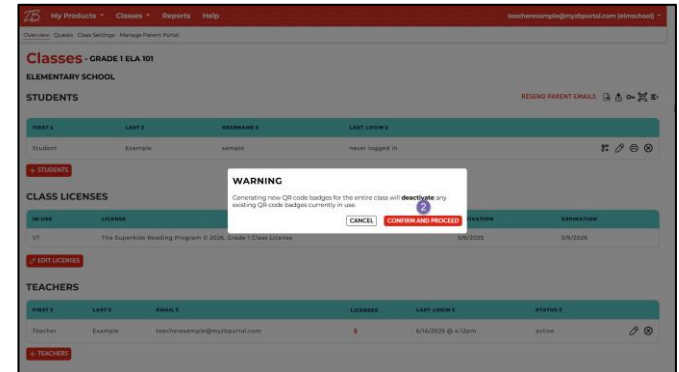
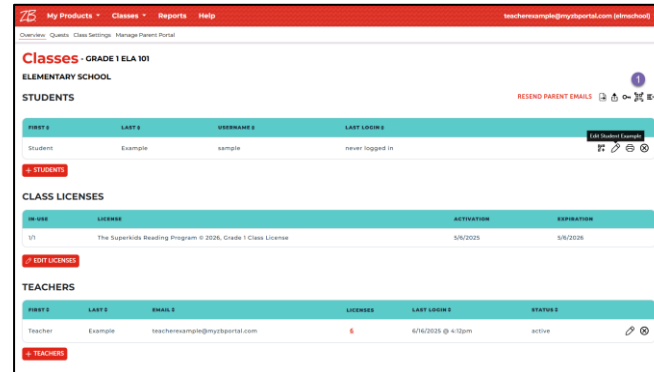
Once finished, click complete

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.

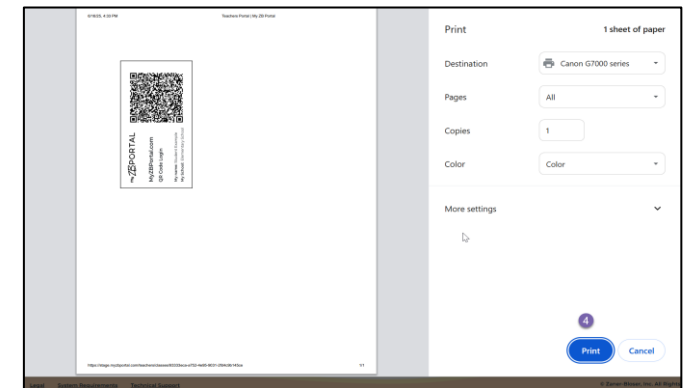
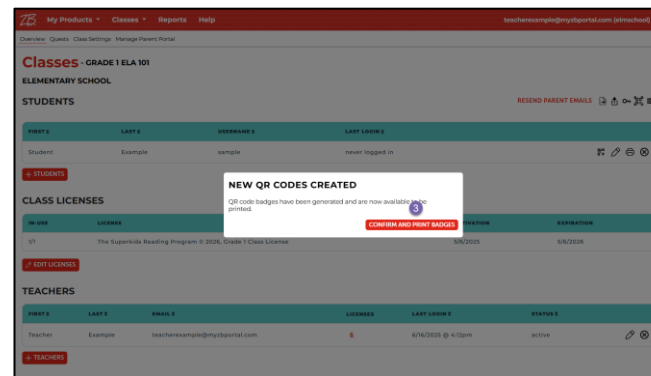
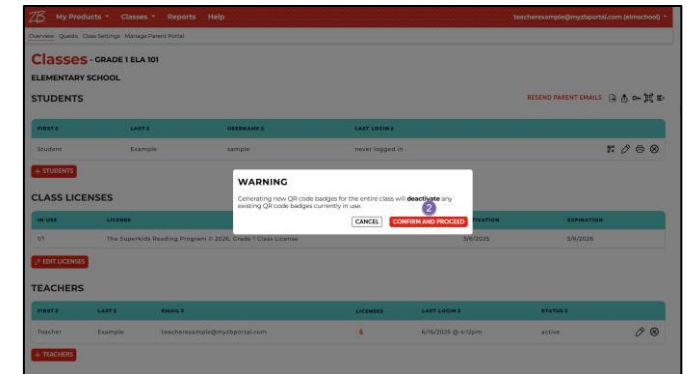
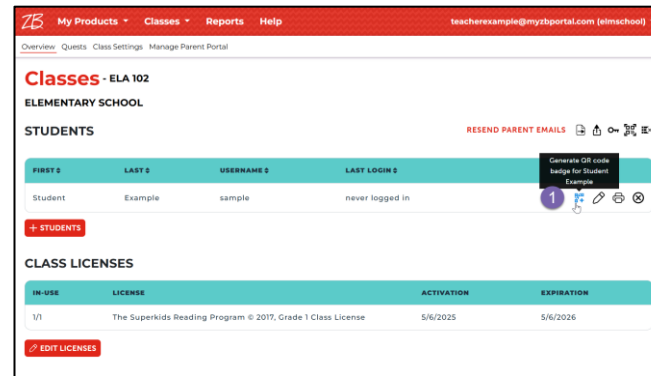
4

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

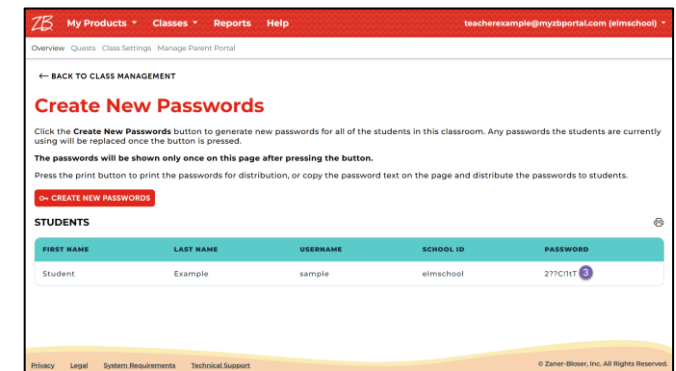
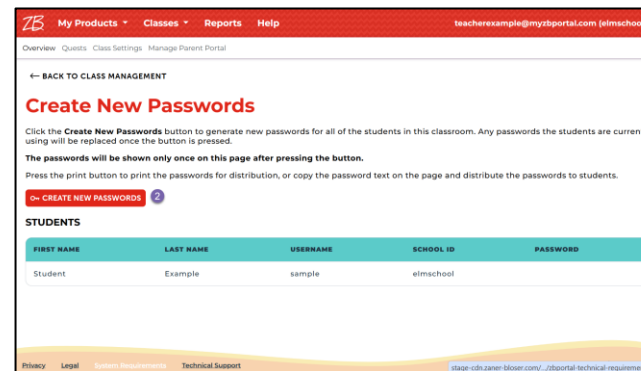
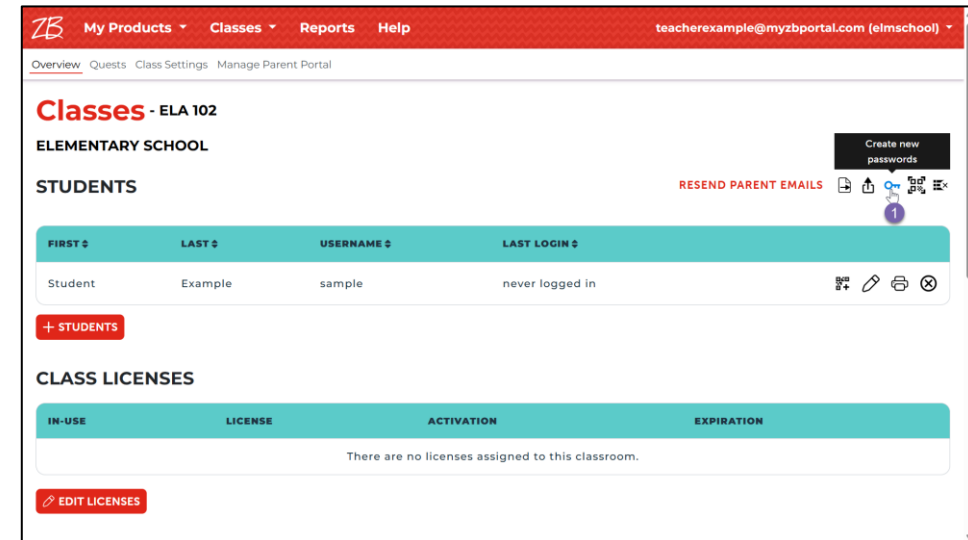
Once finished, click **Save**

The top screenshot shows the 'Classes - GRADE 1 ELA 101' page with a table of students. A pencil icon is highlighted next to a student named 'Example'. The bottom screenshot shows the 'EDIT USER - STUDENT EXAMPLE' modal window with 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 requirements tooltip is visible at the bottom of the modal.

# 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**.

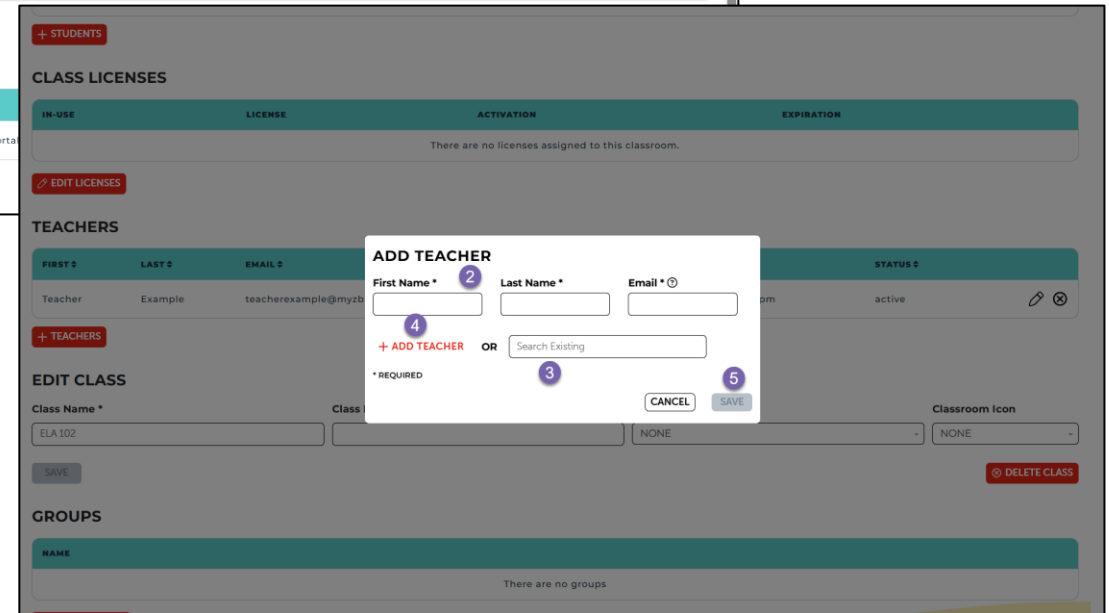
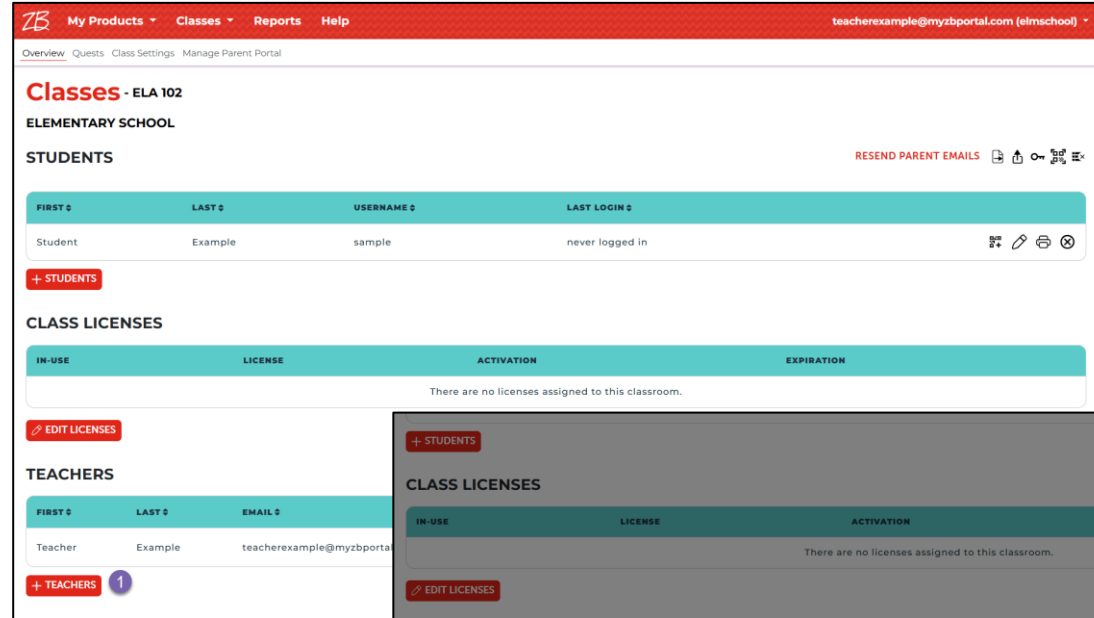
The screenshot shows the MyZB portal interface. At the top, there is a navigation bar with 'My Products', 'Classes', 'Reports', and 'Help'. The user is logged in as 'teacherexample@myzbportal.com (elmschool)'. The main content area is titled 'Classes - ELA 102' and 'ELEMENTARY SCHOOL'. Under the 'STUDENTS' section, there is a table with columns for 'FIRST', 'LAST', 'USERNAME', and 'LAST LOGIN'. Below the table is a '+ STUDENTS' button. The 'CLASS LICENSES' section is currently empty, with an 'EDIT LICENSES' button (marked with a '1'). An 'EDIT CLASSROOM LICENSES' modal window is open, showing a table with columns for 'ASSIGN', 'LICENSE', and 'AVAILABILITY'. The table lists several licenses, with the second one, 'ZANER-BLOSER HANDWRITING GRADE 1 @ 2025 CLASS LICENSE', checked (marked with a '2'). The modal has 'CANCEL' and 'SAVE' buttons (marked with a '3').

ASSIGN	LICENSE	AVAILABILITY
<input type="checkbox"/>	GRAMMAR, USAGE, AND MECHANICS © 2021, GRADE 2 CLASS LICENSE	0/50
<input checked="" type="checkbox"/>	ZANER-BLOSER HANDWRITING GRADE 1 @ 2025 CLASS LICENSE	1/50
<input type="checkbox"/>	ZANER-BLOSER LA ESCRITURA © 2020, GRADE 1 CLASS LICENSE	0/100
<input checked="" type="checkbox"/>	SPELLING CONNECTIONS © 2022, GRADE 2 CLASS LICENSE	1/50
<input type="checkbox"/>	THE SUPERKIDS READING PROGRAM © 2017, 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 'Classes - ELA 102' page in the ZB portal. The page is divided into several sections: 'STUDENTS', 'CLASS LICENSES', 'TEACHERS', 'EDIT CLASS', and 'GROUPS'. The 'STUDENTS' section contains a table with one student entry. The 'CLASS LICENSES' section is empty. The 'TEACHERS' section contains one teacher entry. The 'EDIT CLASS' section has four input fields: 'Class Name \*' (with a circled '1' next to it), 'Class ID', 'Grade Designation', and 'Classroom Icon'. Below these fields are 'SAVE' (with a circled '2') and 'DELETE CLASS' (with a circled '3') buttons. The 'GROUPS' section is empty.

FIRST	LAST	USERNAME	LAST LOGIN
Student	Example	sample	never logged in

IN-USE	LICENSE	ACTIVATION	EXPIRATION
There are no licenses assigned to this classroom.			

FIRST	LAST	EMAIL	LICENSES	LAST LOGIN	STATUS
Teacher	Example	teacherexample@myzbportal.com	5	6/18/2025 @ 8:02am	active

Class Name \*  Class ID  Grade Designation  Classroom Icon

# Creating Groups

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

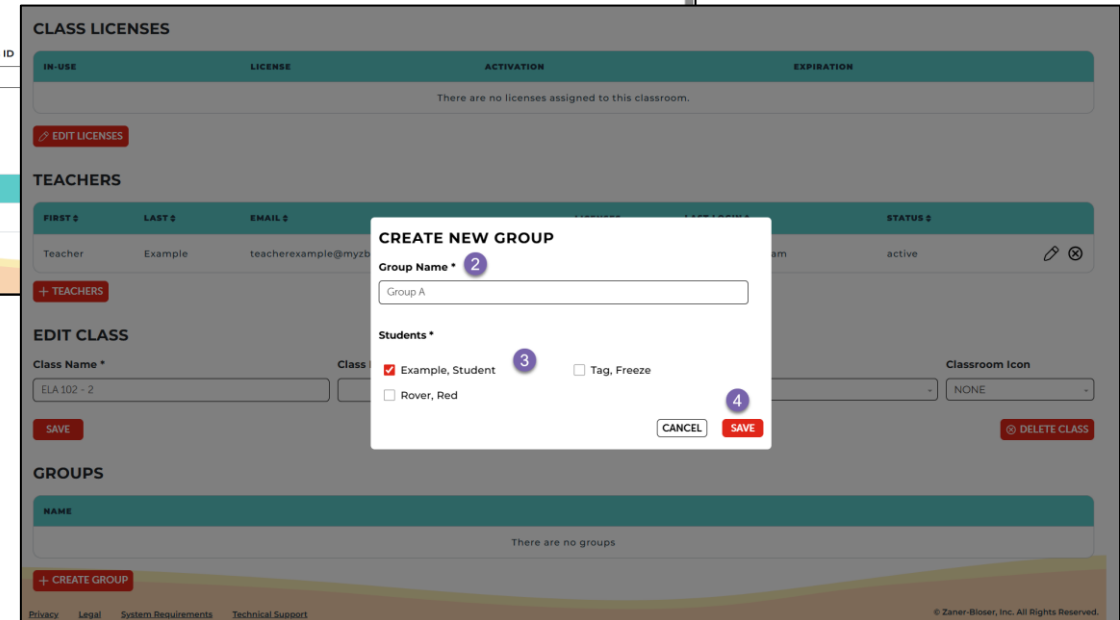
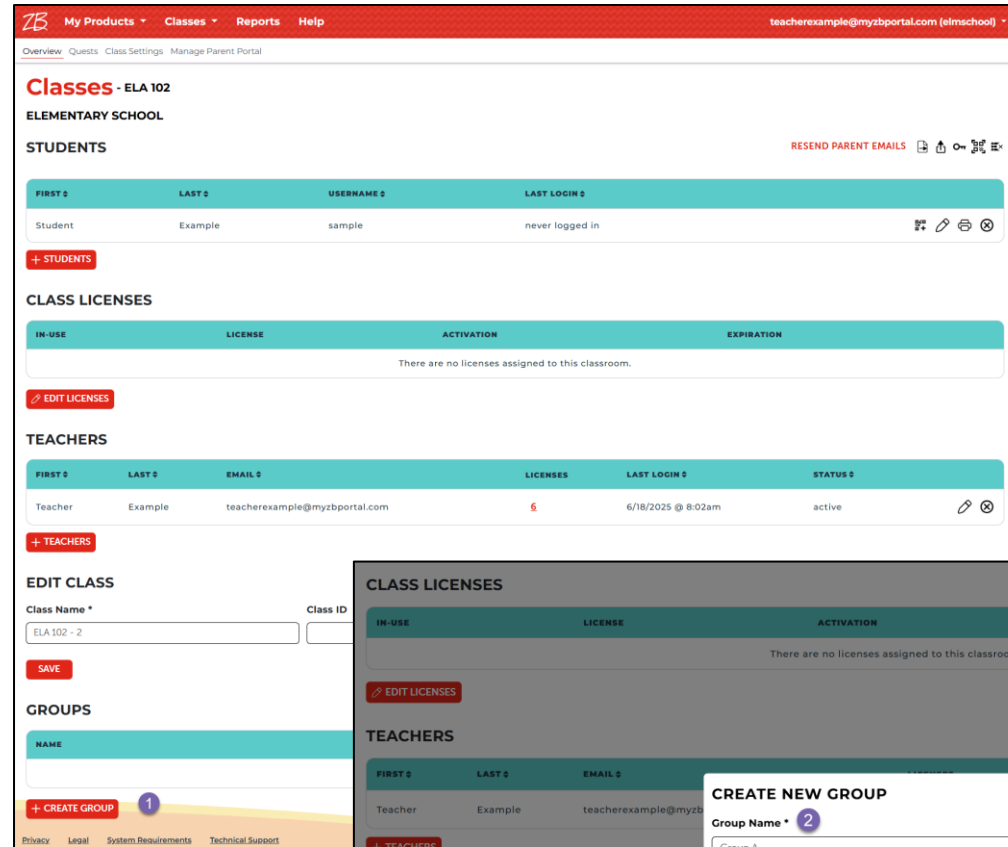
1 To create a new group, scroll down to the group section. Click on **+ Create Group**.

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**.

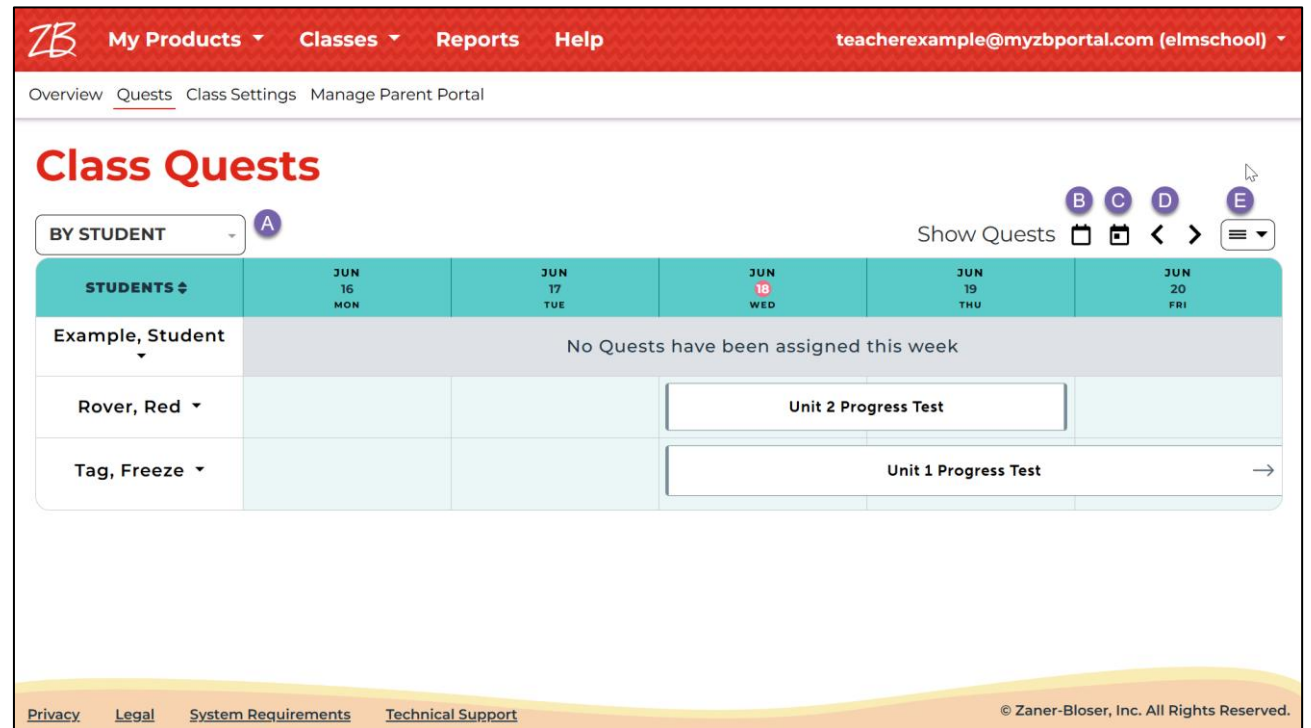
You can edit the Group by clicking on the **Pencil** Icon on the Classes Page in the Group Section.



# 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 navigation links: 'My Products', 'Classes', 'Reports', and 'Help'. The user is logged in as 'teacherexample@myzbportal.com (elmschool)'. Below the header, there are tabs for 'Overview', 'Quests', 'Class Settings', and 'Manage Parent Portal'. The main content area is titled 'Class Quests' and features a filter set to 'BY STUDENT'. A calendar view shows the week from June 16 (Monday) to June 20 (Friday). The table below shows the following data:

STUDENTS	JUN 16 MON	JUN 17 TUE	JUN 18 WED	JUN 19 THU	JUN 20 FRI
Example, Student		F No Quests have been assigned this week			
Rover, Red		G	Unit 2 Progress Test		
Says, Simon		H	Unit 1 Progress Test		→
Tag, Freeze		I	Unit 1 Progress Test		→
			Unit 2 Progress Test		

At the bottom of the page, there are links for 'Privacy', 'Legal', 'System Requirements', and 'Technical Support', along with the 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 For the **Activity**, you can either choose **All** or **specific** activities for the students to complete.
- 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 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 table of students with columns for dates from June 16 to June 19. A 'Manage quests' dropdown menu is open, showing 'Create New Group' and 'Create New Quest' (highlighted with a red box and a '2'). A 'CREATE NEW QUEST' modal is open, showing the following fields:

- Product \*** (3): SPELLING CONNECTIONS © 2022, GRADE 2 CLASS LICENSE
- Unit \*** (4): UNIT 2 - SHORT E
- Activity \*** (5):  All,  Pretest,  Pattern Video,  Pattern Activity,  Extra Pattern Practice,  Practice Test,  Word Sort,  Games,  Writing,  Posttest
- Begin Date \*** (6): 06/20/2025
- Due Date \*** (7): [Blank]
- Stars Awarded \*** (8): 1
- Assign To: \***:  Students,  Groups
- Assign To:**  All,  River, Red,  Says, Simon,  Tag, Freeze

The modal has 'CANCEL' and 'CREATE' buttons at the bottom right. The background interface shows a message: 'No Quests have been assigned this week' and a 'Unit 2 Progress Test' button.

# 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

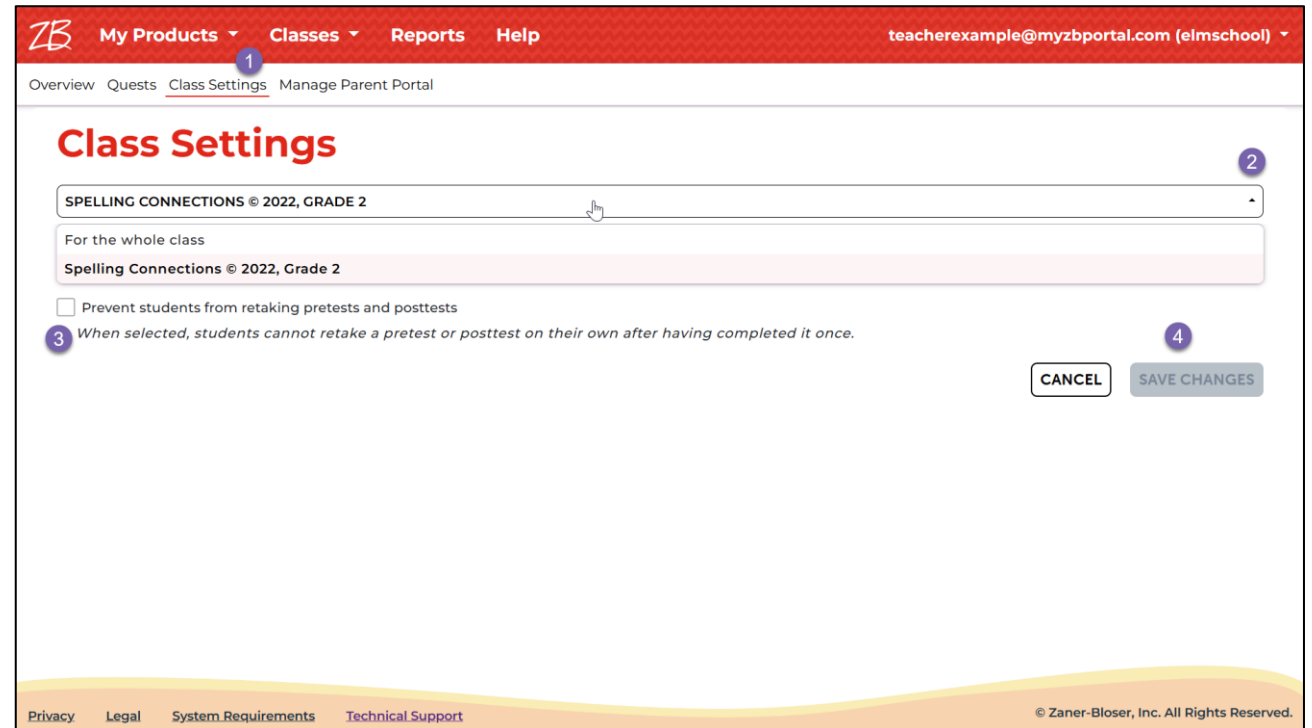
Once you have finished your selection, click **Create**.

The screenshot shows the 'CREATE NEW QUEST' form. The 'Product' field is empty with a red border and the text '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' is unselected. Below this, there are four checkboxes: 'All', 'Tag, Freeze', 'Says, Simon', and 'Example, Student'. A 'CANCEL' button is visible 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' is unselected. Below this, there is one checkbox: 'Group A'. A 'CANCEL' button and a 'CREATE' button are visible at the bottom right.

# Selecting Class Settings

- 1 You can customize various features to suit your preferences in the Class Settings section.
- 2 Use the dropdown menu to toggle between other Zaner-Bloser Products and Whole Class Settings. .
- 3 Check any boxes that you would like to activate in your class. There is a description of what each setting does.
- 4 Once you have made your selections, click on Save Changes



# 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 and menu items: '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'. Underneath, there is a section for 'Post a class message' with a help icon. The form includes 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 browser's address bar shows 'teacherexample@myzbportal.com (elmschool)'.

# Parents and Caregiver Portal

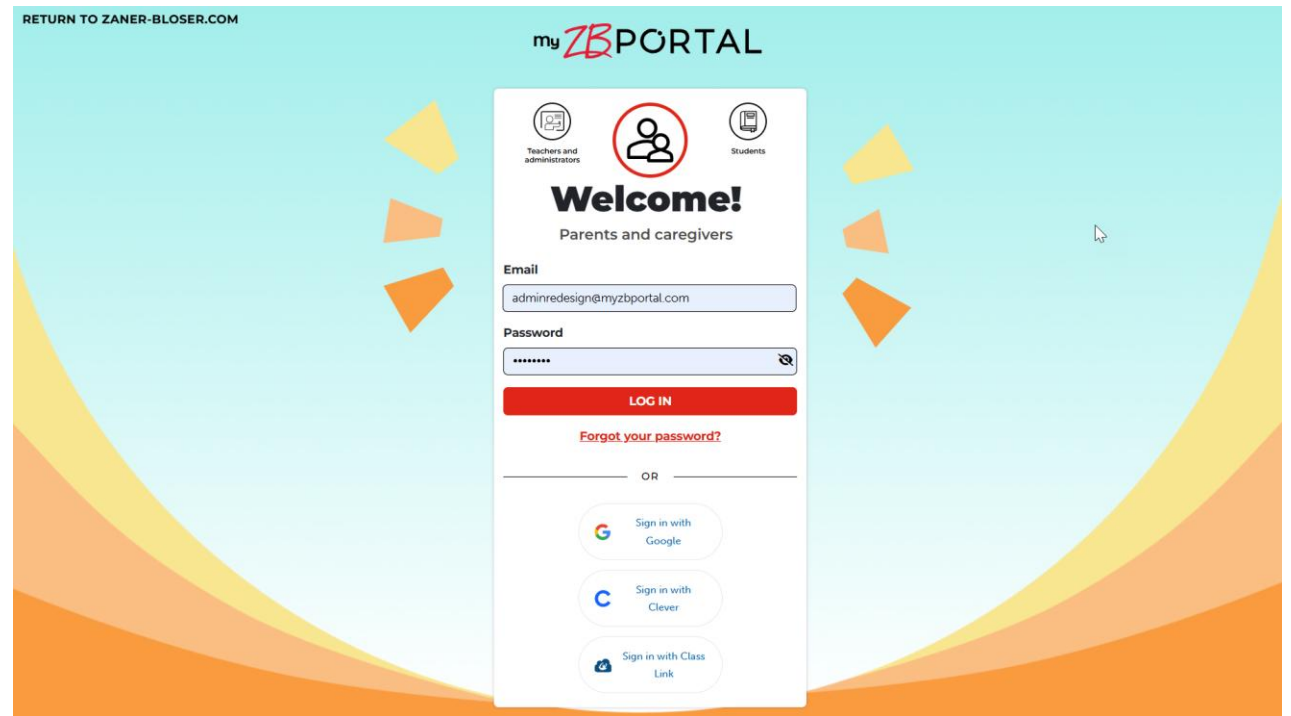
# Logging in to the Parent/Caregiver Portal

From the Parents and Caregivers log into the Parents and Caregivers Portal at [www.myzbportal.com/login/parent](http://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

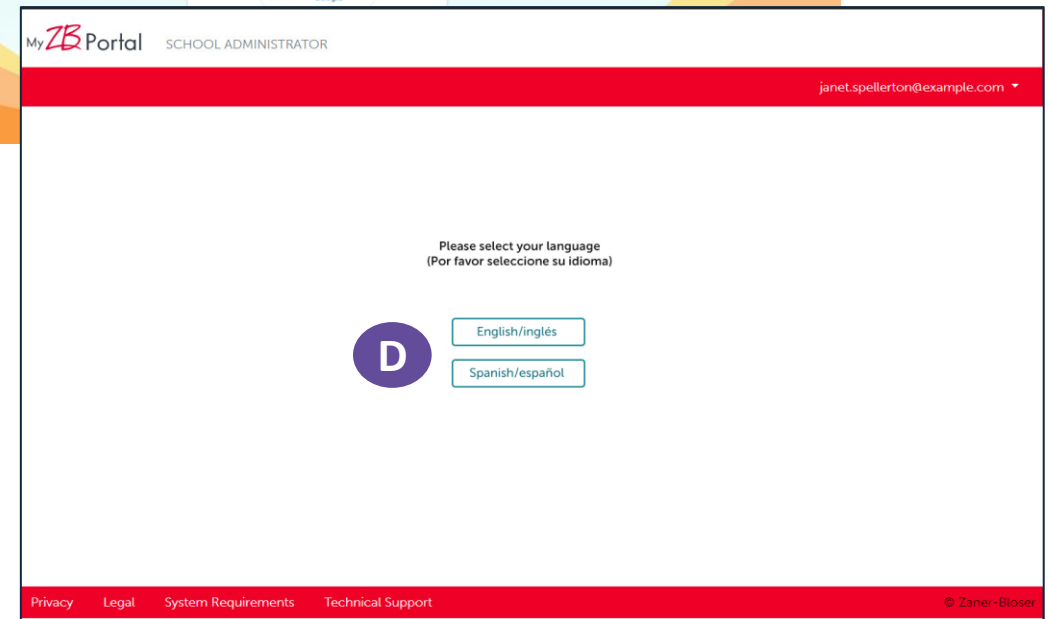
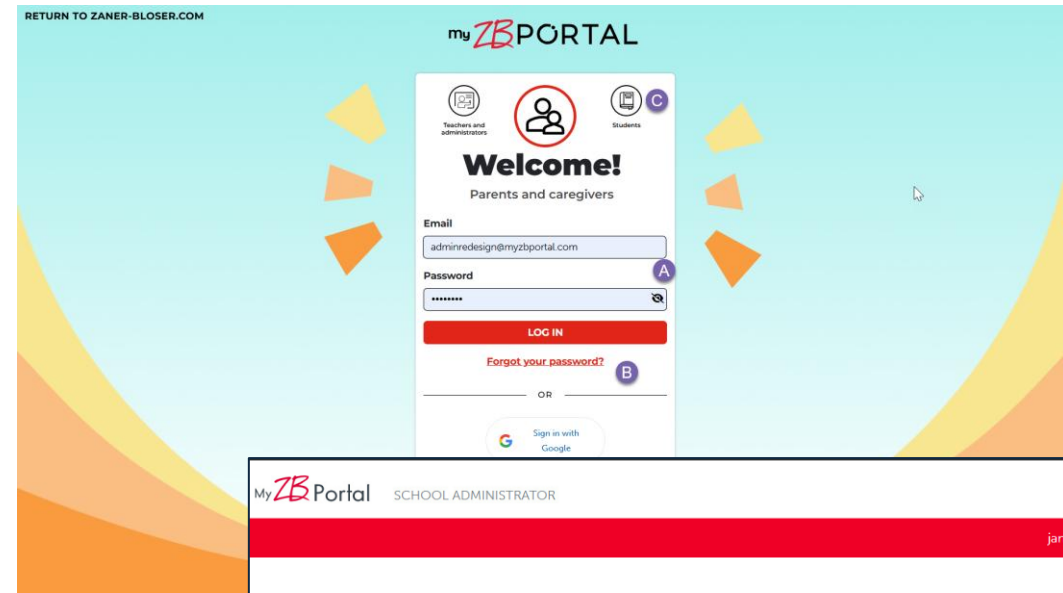
Clicking on the **Forgot Your Password** link will allow users to reset their passwords.

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

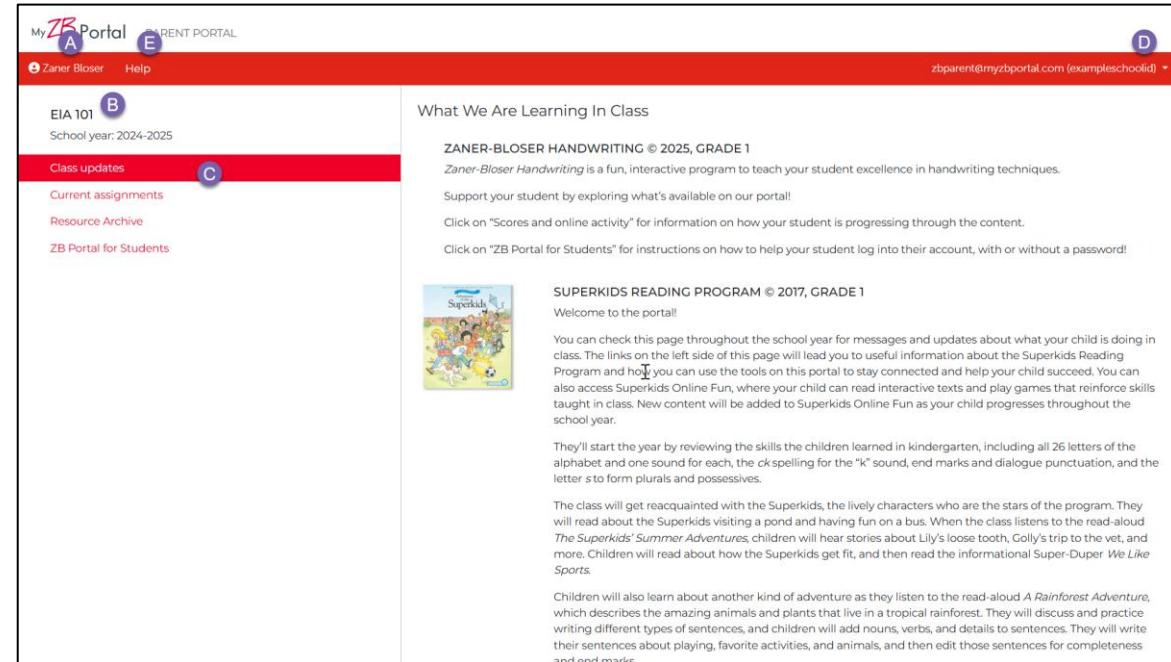
**B** They will also see the **student's class and the current school year**

**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.

MyZB Portal PARENT PORTAL

Ben Song Help msong@myzbportal.com (azbschool)

SK Assessments  
School year: 2024-2025

Class updates

**A** Current assignments

Scores and online activity

Resource Archive

ZB Portal for Students

Current Assignments

Superkids Reading Program © 2017, Grade 1

<b>B</b> ACTIVITY	ASSIGNED	STATUS
Unit 9 Progress Test	4/2/2025	not started

Privacy Legal System Requirements Technical Support © Zaner-Bloser

# 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 'The Superkids Reading Program @ 2017, Grade 1' with a callout 'A'. Below this, a list of resources is shown, including 'Alphabet Cards', 'Backpack Pages', 'Letter Formation Guide' (with a callout 'B'), 'All Units Letter Formation Guide' (with a callout 'C'), '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'. Each resource has a right-pointing arrow. The footer contains links for 'Privacy', 'Legal', 'System Requirements', and 'Technical Support', along with the copyright notice '© Zaner-Bloser'.

# 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 shows the MyZB 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 split into two columns. The left column has a white background and lists navigation options: 'SK Assessments', 'School year: 2024-2025', 'Class updates', 'Current assignments', 'Scores and online activity', 'Resource Archive', and 'ZB Portal for Students' (highlighted with a red bar). The right column has a white background and is titled 'ZB Portal for Students'. It contains a small image of the ZB Portal for Students interface, a paragraph explaining that the child has access to digital resources, and a list of login requirements: 'Student's username - ben', 'Student's password - provided by their school', and 'Student's school ID - azbschool'. Below this is a 'LOG IN FOR BEN' button. A footer bar is red and contains 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.](#)

