

my **ZB** PORTAL

**Teacher Quick
Start Guide
Without Classrooms**

This guide applies to users of the following digital products:



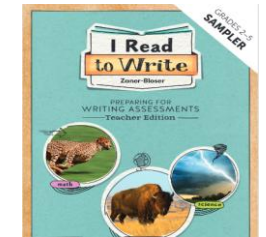
Building Fact Fluency
©2020



Kickstart: Early Number and Counting
Kickstart: Early Number and Counting en Español
©2021



Kickstart: Number Sense
Kickstart: Number Sense en Español
©2021



I Read to Write
©2021



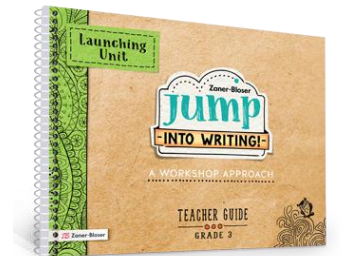
Mindscapes
©2024



Word Heroes
©2017



Word Wisdom
©2017



Zaner-Bloser Jump into Writing!
©2021

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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.



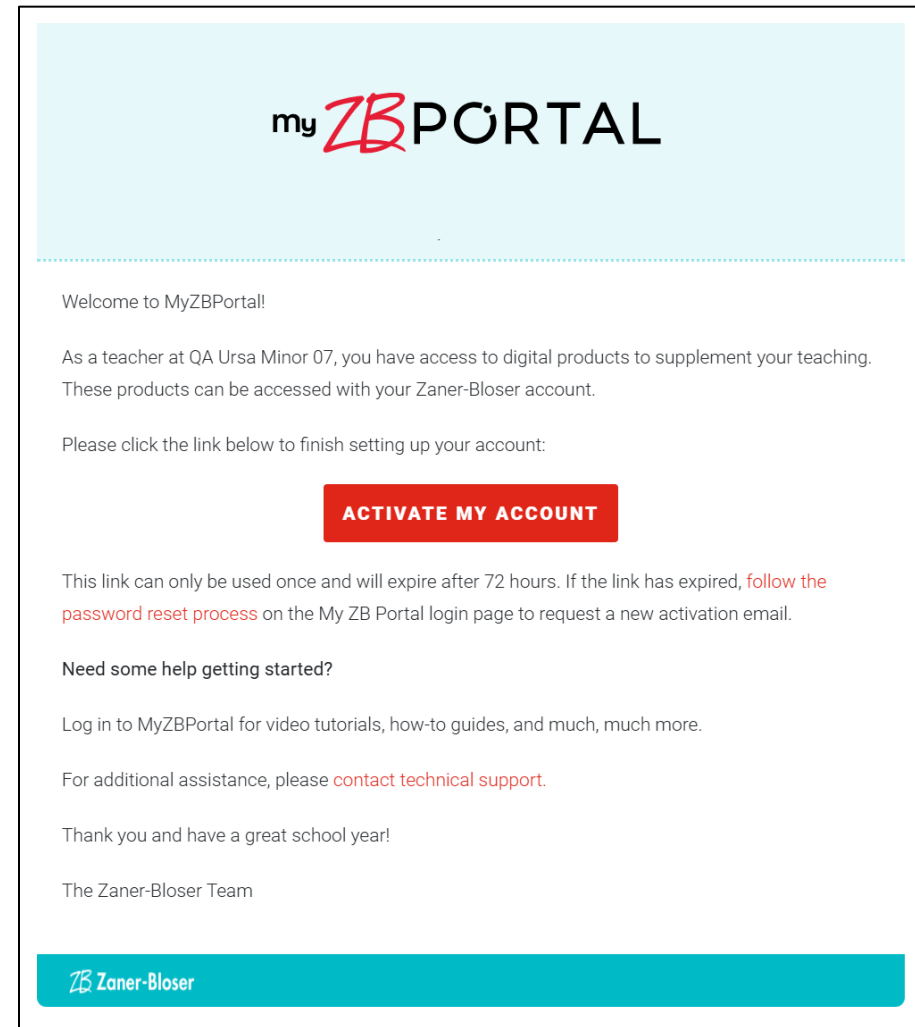
3

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.

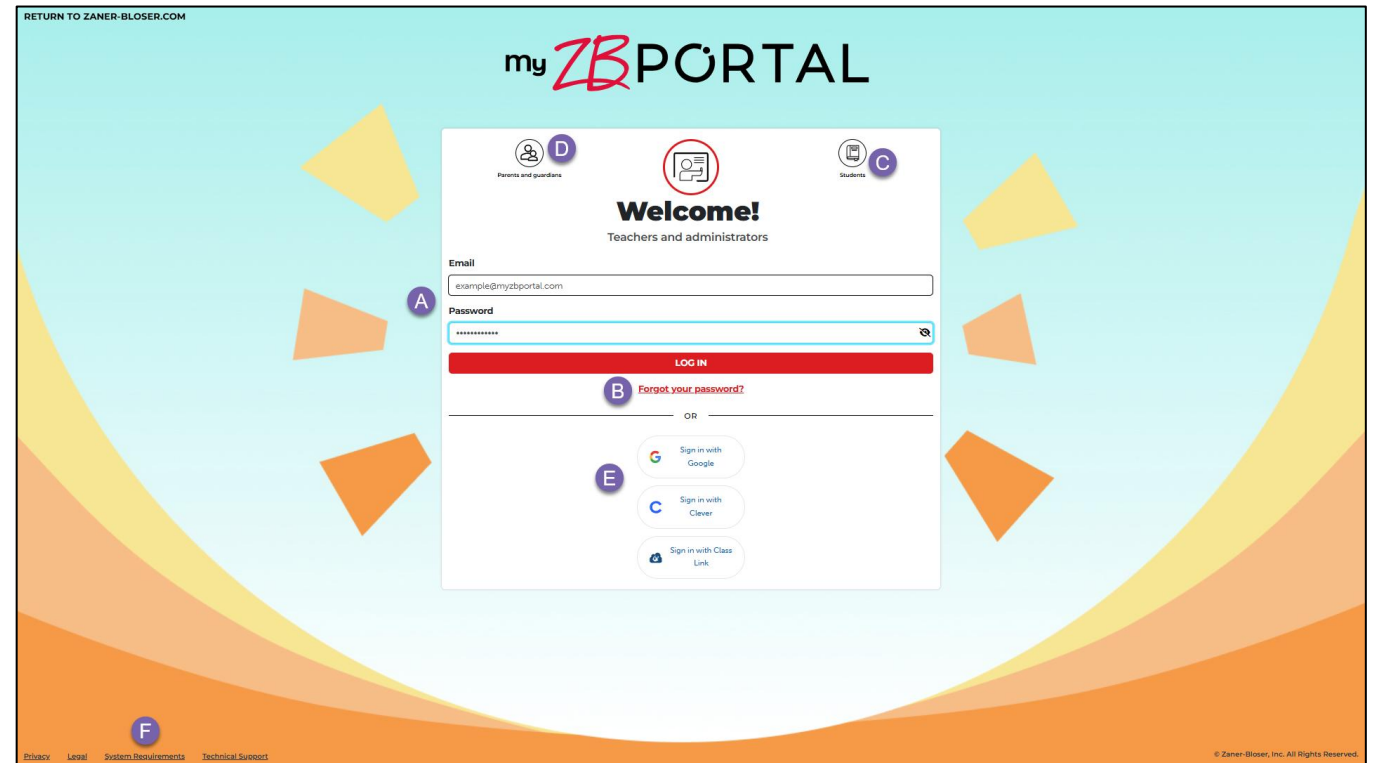
In the middle of the email is an activation link. Click on the activation link to finish setting up the account.



Logging in and Getting Started

Logging In

- A** Once your account has been set up, you 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

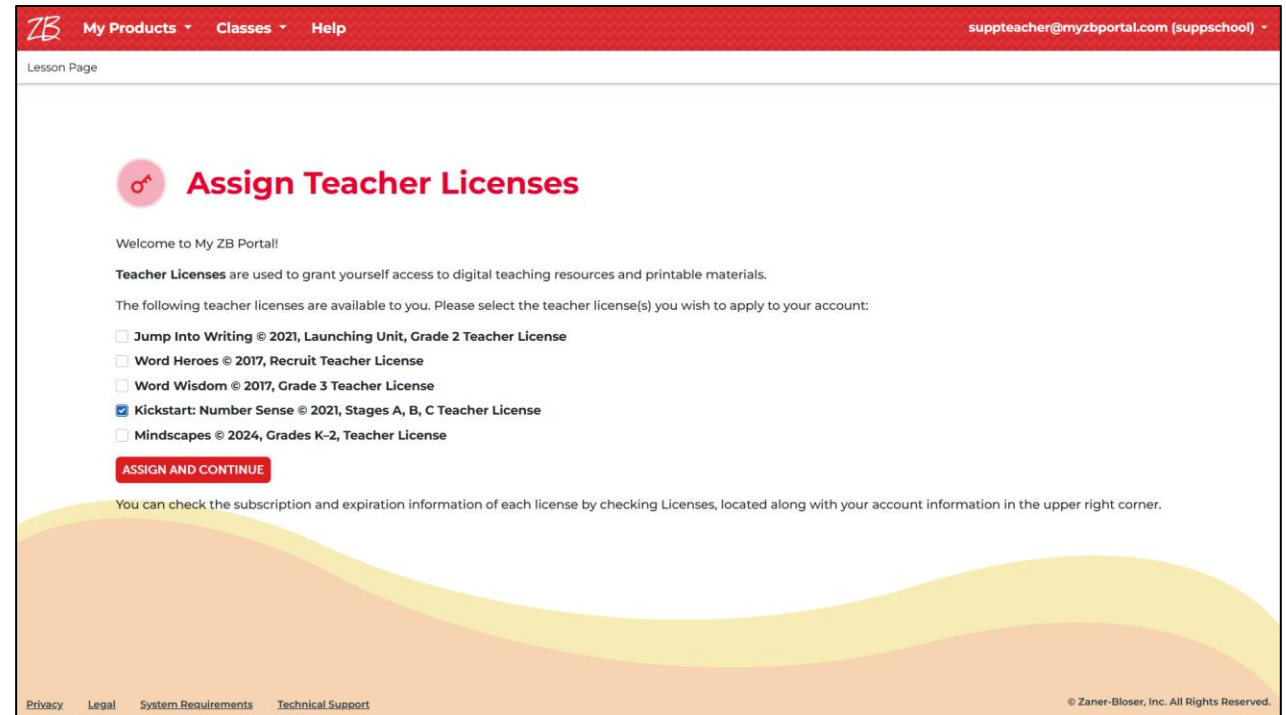
Teachers can assign their own teacher licenses if the digital administrator has not already done this. **Check the box next to the teacher license** for it to be applied to your account.

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

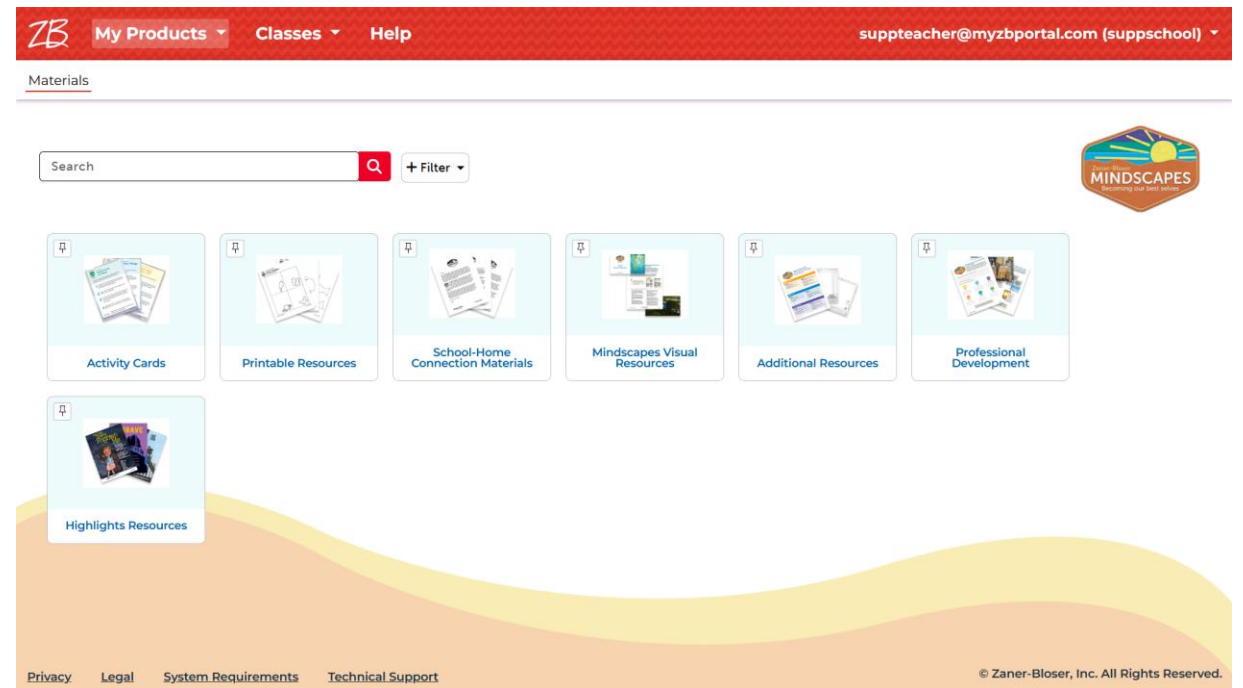
Once you have selected your licenses, click the **Assign and Continue** box.



The screenshot shows the 'Assign Teacher Licenses' page in the ZB portal. The page has a red header with the ZB logo, navigation links for 'My Products', 'Classes', and 'Help', and a user email 'suppteacher@myzbportal.com (suppschool)'. Below the header, the page title is 'Lesson Page'. The main content area features a red circular icon with a key symbol and the heading 'Assign Teacher Licenses'. A welcome message follows, along with an explanation of teacher licenses. A list of available licenses is shown with checkboxes: 'Jump Into Writing © 2021, Launching Unit, Grade 2 Teacher License', 'Word Heroes © 2017, Recruit Teacher License', 'Word Wisdom © 2017, Grade 3 Teacher License', 'Kickstart: Number Sense © 2021, Stages A, B, C Teacher License' (which is checked), and 'Mindscapes © 2024, Grades K-2, Teacher License'. A red 'ASSIGN AND CONTINUE' button is positioned below the list. A note at the bottom of the content area states: '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.' The footer contains links for 'Privacy', 'Legal', 'System Requirements', and 'Technical Support', along with the copyright notice '© Zaner-Bloser, Inc. All Rights Reserved.'

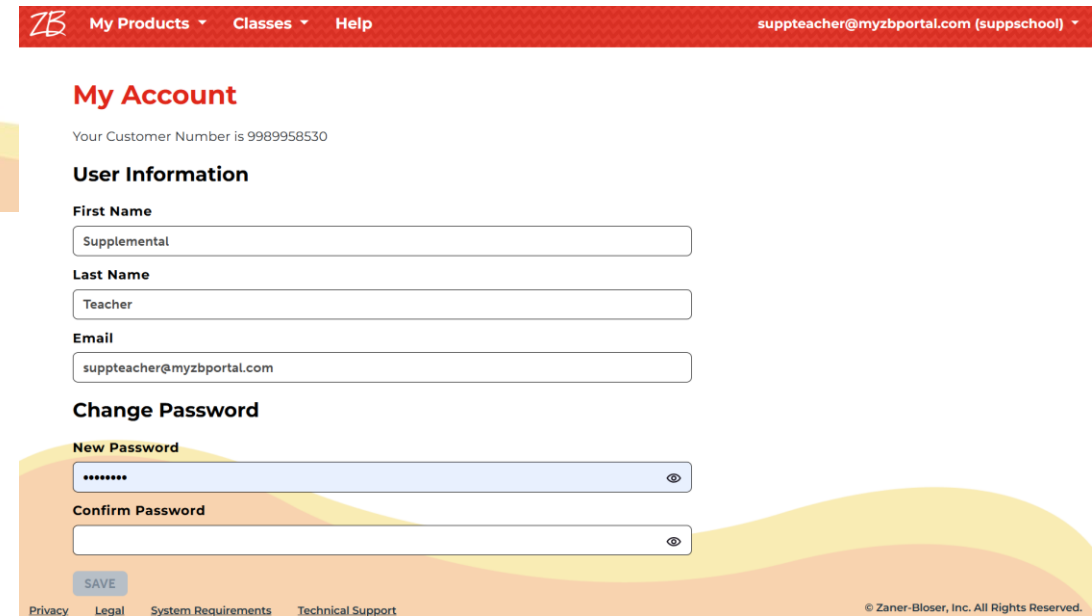
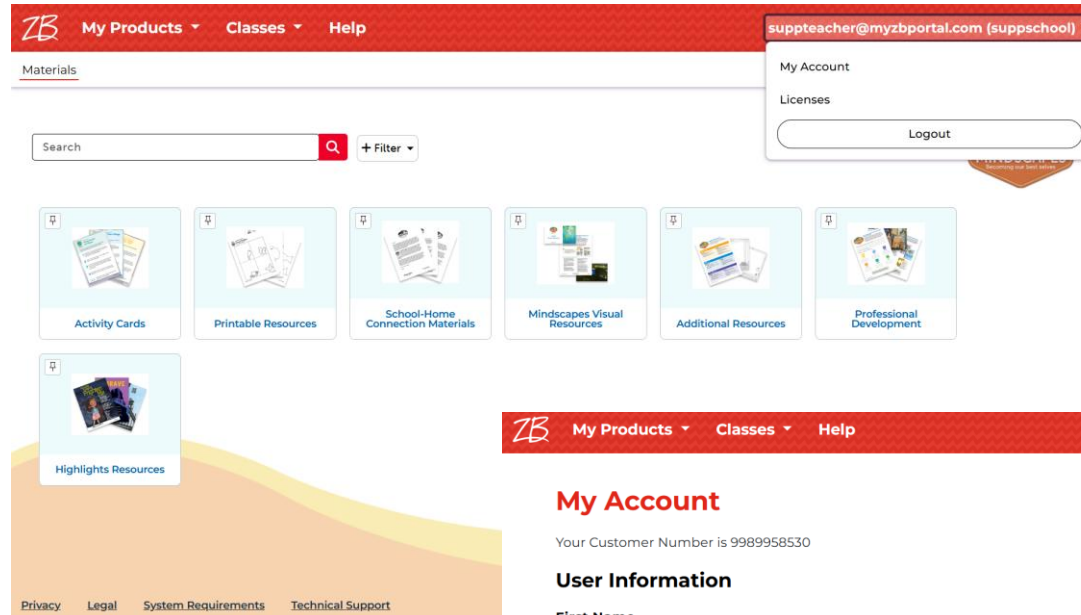
Navigating the Teacher Dashboard

- A** If you are using more than one Zaner-Bloser digital product, the **My Products** tab allows you to switch between them.
- B** This is your **Account** tab. You can manage your personal account and log out here.
- C** The **Announcements Banner** shows any announcements from Zaner-Bloser.
- D** The **Help** tab contains user guides and tutorial videos.
- E** 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**.



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.

The screenshot shows the ZB My Products portal interface. The top navigation bar includes 'My Products', 'Classes', and 'Help'. The user is logged in as 'suppteacher@myzbportal.com (suppschool)'. The 'Licenses' page is displayed, featuring a table of available teacher licenses. The table has four columns: 'AVAILABLE TEACHER LICENSES', 'STATUS', 'EXPIRES', and 'ASSIGN TO ME'. All licenses listed are currently assigned, indicated by a green dot in the 'STATUS' column and a checked checkbox in the 'ASSIGN TO ME' column.

AVAILABLE TEACHER LICENSES	STATUS	EXPIRES	ASSIGN TO ME
Jump Into Writing © 2021, Launching Unit, Grade 2 Teacher License	Assigned	5/19/2026	<input checked="" type="checkbox"/>
Word Heroes © 2017, Recruit Teacher License	Assigned	5/19/2026	<input checked="" type="checkbox"/>
Word Wisdom © 2017, Grade 3 Teacher License	Assigned	5/19/2026	<input checked="" type="checkbox"/>
Kickstart: Number Sense © 2021, Stages A, B, C Teacher License	Assigned	5/19/2026	<input checked="" type="checkbox"/>
Mindscapes © 2024, Grades K-2, Teacher License	Assigned	5/19/2026	<input checked="" type="checkbox"/>

Teacher Resources

Navigating the Daily Lesson Page

A

If you are a Kickstart customer, you will see the **Daily Lesson Page**.

B

Use the **dropdowns** to choose another Stage or Day.

C

Use the **hyperlinks** to open specific materials associated with this lesson.

D

Click the **Notes dropdown arrow** to open the lesson notes box, which allows you to type and save notes associated with this lesson.

The screenshot shows the 'Daily Lesson Page' for 'Kickstart Number Sense'. At the top, there is a red navigation bar with the 'ZB' logo, 'My Products', 'Classes', and 'Help' menus. The user's email 'suppteacher@myzbportal.com (suppschool)' is displayed on the right. Below the navigation bar, there are two dropdown menus: 'Stage A: Days 1-15' and 'Day 1'. The 'KICKSTART Number Sense' logo is in the top right corner. The main content area is titled 'Day 1' and contains a list of materials under the heading 'STAGE A: DAYS 1-15'. Each material is preceded by a yellow star icon. The materials listed are: 'Daily Instruction Day 1', 'Subitizing' (with sub-items 'Subitizing Dot Cards', 'Subitizing Dot Card A', and 'Subitizing Dot Card B'), 'Count' (with sub-item 'Counting activity (in class)'), 'Song' (with sub-items 'Counting to 20', 'Songbook', and 'Video'), and 'Number of the Day' (with sub-items 'Number Card 4', 'Student Number Paths', and '6 cubes per student'). A 'NOTES' dropdown menu is located in the top right of the main content area. At the bottom of the page, there is a footer with links for 'Privacy', 'Legal', 'System Requirements', and 'Technical Support', along with the copyright notice '© Zaner-Bloser, Inc. All Rights Reserved.'

Navigating the Materials Page

A

The **materials tab** has all of the teacher resources organized by category.

B

Click on a **tile** to open that material's subpage.

C

Clicking on the **Filter Materials** narrows the materials down to just the ones that match the criteria.

D

Users can **search** for specific resources by using the **search box**.

E

Teachers can pin and unpin material they use the most often to the top of the Materials page. Click on the **pin** to pin the material. Click the pin again to unpin the material

The screenshot shows the Zaner-Bloser Materials page. At the top, there is a red navigation bar with the ZB logo, "My Products", "Classes", and "Help" dropdown menus, and a user email "suppteacher@myzbportal.com (suppschool)". Below the navigation bar, the page title "Materials" is displayed. A search bar with a red search icon and a "+ Filter" dropdown is located. To the right of the search bar is the "MINDSCAPES" logo. The main content area features seven resource tiles, each with a pin icon in the top-left corner and a title below the image: "Activity Cards", "Printable Resources", "School-Home Connection Materials", "Mindscapes Visual Resources", "Additional Resources", "Professional Development", and "Highlights Resources". At the bottom of the page, there is a footer with links for "Privacy", "Legal", "System Requirements", and "Technical Support", and a copyright notice: "© Zaner-Bloser, Inc. All Rights Reserved."

Help

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.](#)

