

my **ZB** PORTAL

District Administrator 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.



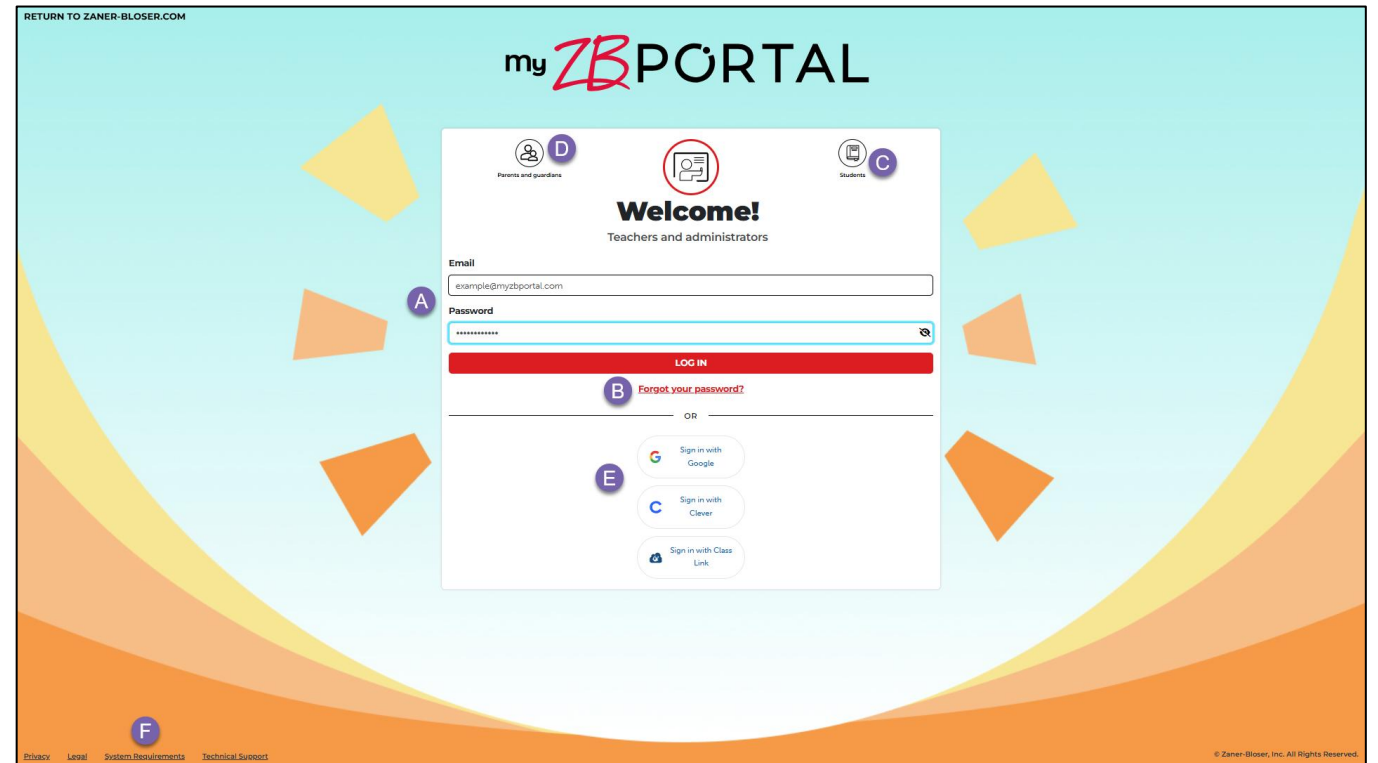
3

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

Logging in and Getting Started

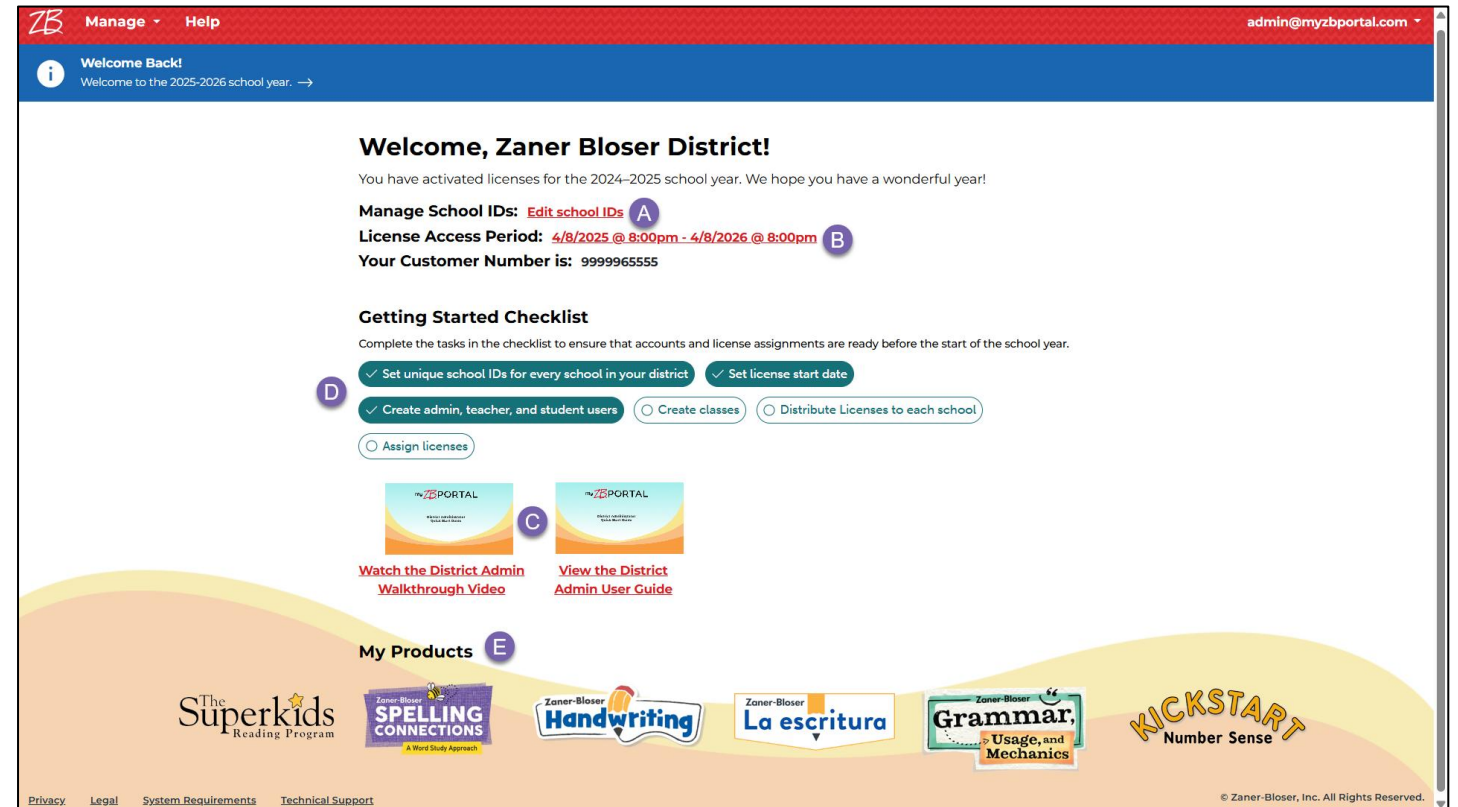
Logging In

- 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**.



Navigating the Administrator Dashboard

- A Once set, this is where the **School ID** is managed.
- B Once set, this is the information for the **license access period**.
- C Watch the **Tutorial Video** or view the **District Administrator User Guide** for a quick overview of the dashboard.
- D The **Getting Started Checklist** leads Administrators through the initial setup steps.
- E This is a list of the **Programs** that the district has purchased.



Navigating the Administrator Dashboard (Continued)

F

Select **Manage** to open a menu with links to the manage accounts and licenses pages.

G

Click the **Announcement Banner** to read any announcements to Administrators.

H

The **Help** tab leads to the Tech Support Page with tutorial videos, how-to guides, and tech support contact information.

I

This is **Account** tab. Administrators can manage their personal account and log out here.

The screenshot shows the Administrator Dashboard for the Zaner-Bloser Portal. At the top, there is a red navigation bar with 'Manage' (F) and 'Help' (H) tabs. Below this is a blue header with a 'Welcome Back!' message and a link to 'Welcome to the 2025-2026 school year'. The main content area features a 'Welcome, Zaner-Bloser District!' announcement, a 'Getting Started Checklist' with tasks like 'Set unique school IDs for every school in your district' and 'Set license start date', and a 'My Products' section with logos for Superkids, Spelling Connections, Handwriting, La Escribura, Grammar, and Kickstart Number Sense. The footer contains links for Privacy, Legal, System Requirements, and Technical Support, along with a copyright notice for Zaner-Bloser, Inc.

Setting the School Identifier

1

Before creating any accounts, a unique school ID must be set for each school in the district. Upon first login, administrators will be prompted to set these school IDs.

2

Administrators can also click **Set Unique School IDs for Every School in Your District** from the Quick Start list

3

Enter school IDs in the text boxes.

Keep in mind:

- This school ID should be unique, but easy to remember, as students will need it to log in.*
- The School ID should only contain alphabetic characters or numbers and must be less than 16 characters in length.

4

Once the school IDs for each school have been set, click **Confirm**.

The image displays two screenshots from the ZB portal. The top screenshot shows a 'Welcome, Zaner Bloser District!' page with a 'SET SCHOOL IDS' notification modal. The modal contains the text: 'Your License School IDs need to be set. Please go to the Set School IDs page or hit cancel to dismiss this notification.' and buttons for 'CANCEL' and 'GO TO SET SCHOOL IDS PAGE ->'. The bottom screenshot shows the 'Set School IDs' page with a 'BACK TO OVERVIEW' link and instructions: 'You are required to choose a school ID before you can manage classes and accounts within a school. Students will use their school ID in combination with their username/password to log in. Input school IDs and then select "SAVE" to proceed.' Below the instructions are two input fields for 'Bloser Elementary School' and 'Zaner Elementary School', and a 'SAVE' button.

*If a student-facing product is purchased.

Setting the School Year Start Date

Once the school IDs have been set, another pop-up window will appear, prompting the Digital Administrator to set the License Start Date

All licenses purchased this school year will activate automatically on the chosen date. They will expire one year after the activation date.

If the pop-up window was closed before setting the license start date, click on **Set Your License Start Date** in the **Quick Start List**.

1

Use the calendar button to choose the school year **Start Date**.

2

Use the calendar button to choose the school year **End Date**.

3

Then click **Set License Dates**.

Manage Help admin@myzbportal.com

Welcome, Zaner Bloser District!

REQUIRED - SET LICENSE START/END DATE

Choose your school year and when your licenses will start/end

When setting the license start and end dates, please choose dates that are aligned to when your teachers will actually begin using the products.

Only one school year can be active at a time.
Once set, the license start/end dates cannot be changed until they expire.
Expirations can be manually triggered using the **Expire Licenses** button.

LICENSES SY 2024-2025

PRODUCT NAME	QTY	DURATION	ACTIVATES	EXPIRES	STATUS
SPELLING CONNECTIONS © 2022, GRADE 1	50	366	NOT ACTIVATED	NOT EXPIRED	NONACTIVE
SPELLING CONNECTIONS © 2022, GRADE 2	50	366	NOT ACTIVATED	NOT EXPIRED	NONACTIVE
SPELLING CONNECTIONS © 2022, GRADE 3	50	366	NOT ACTIVATED	NOT EXPIRED	NONACTIVE
SPELLING CONNECTIONS © 2022, GRADE 4	50	366	NOT ACTIVATED	NOT EXPIRED	NONACTIVE
SPELLING CONNECTIONS © 2022, GRADE 5	50	366	NOT ACTIVATED	NOT EXPIRED	NONACTIVE
SPELLING CONNECTIONS © 2022, GRADE 6	50	366	NOT ACTIVATED	NOT EXPIRED	NONACTIVE

Start Date: Choose d... End Date: Choose d... SET LICENSE DATES

Tips for Setting the School Year Start Date

Once set, the start date cannot be changed until the next school year.

Please keep in mind that the school year start date be different than the actual school start date, as teachers may want to get in ahead of time to set up classes and preview materials.

REQUIRED - SET LICENSE START/END DATE

Choose your school year and when your licenses will start/end

When setting the license start and end dates, please choose dates that are aligned to when your teachers will actually begin using the products.

Only one school year can be active at a time.
Once set, the license start/end dates cannot be changed until they expire.
Expirations can be manually triggered using the **Expire Licenses** button.

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SPELLING CONNECTIONS © 2022, GRADE 4	50	366	NOT ACTIVATED	NOT EXPIRED	NONACTIVE
SPELLING CONNECTIONS © 2022, GRADE 5	50	366	NOT ACTIVATED	NOT EXPIRED	NONACTIVE
SPELLING CONNECTIONS © 2022, GRADE 6	50	366	NOT ACTIVATED	NOT EXPIRED	NONACTIVE

Start Date: Choose d... End Date: Choose d... **SET LICENSE DATES**

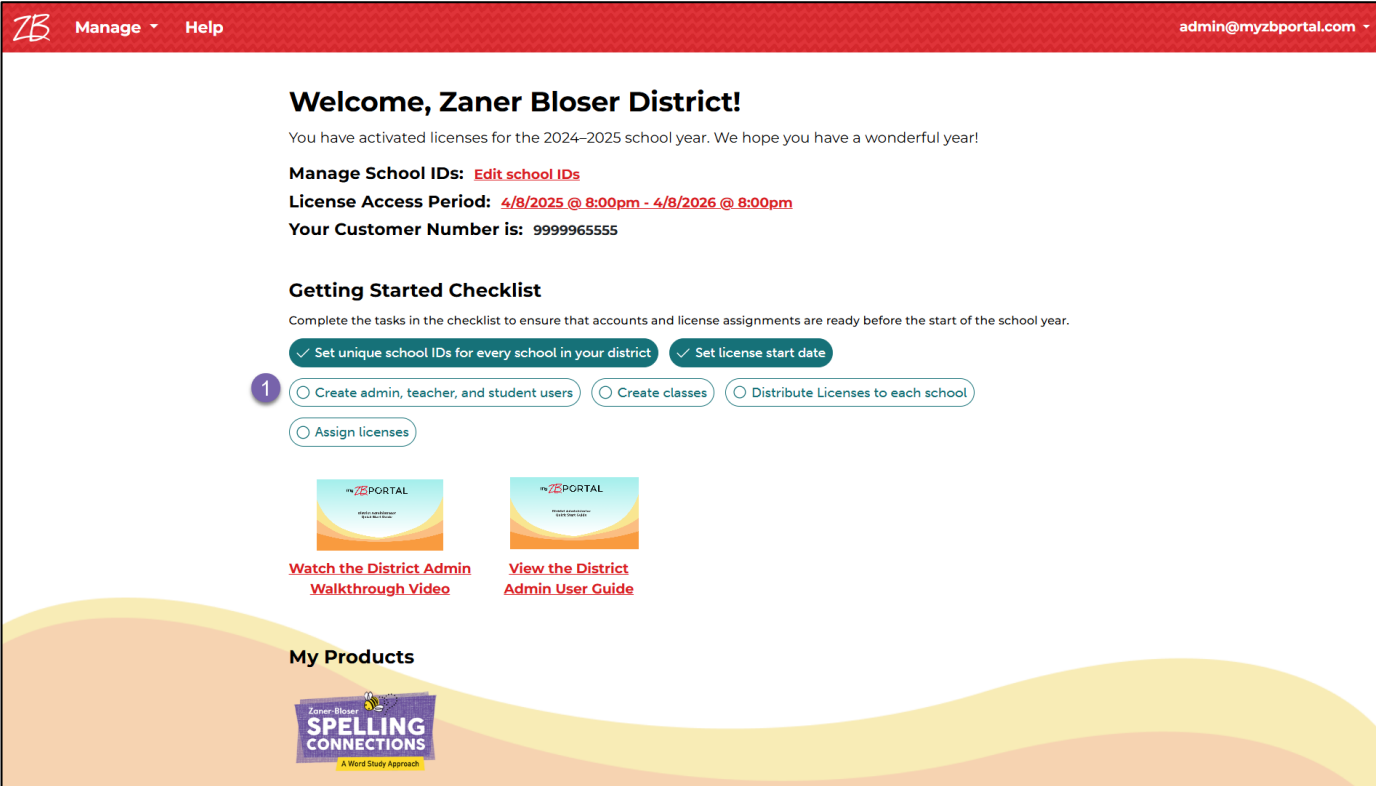
Create and Manage Users

Navigating to the User Management Page

The next step on the Getting Started Checklist is to create user accounts within My ZB Portal.

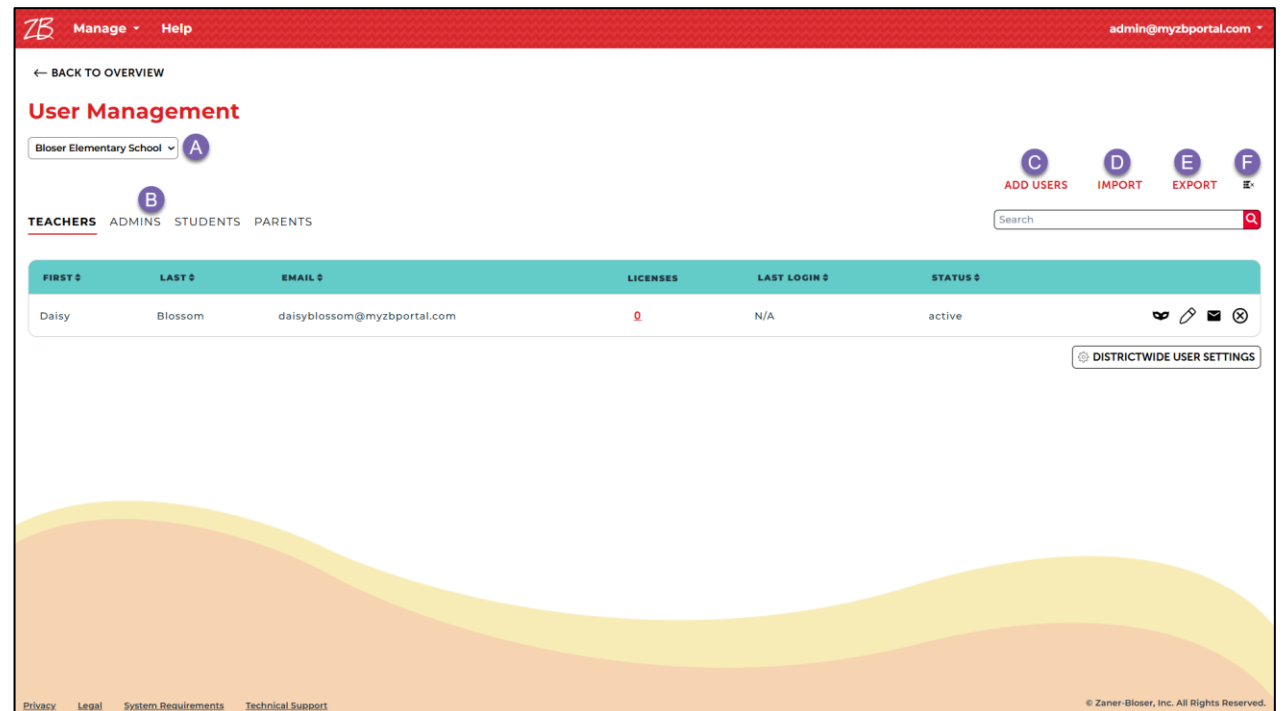
1

Click on Create Admin, Teacher, and Student Users to start setting up user accounts.



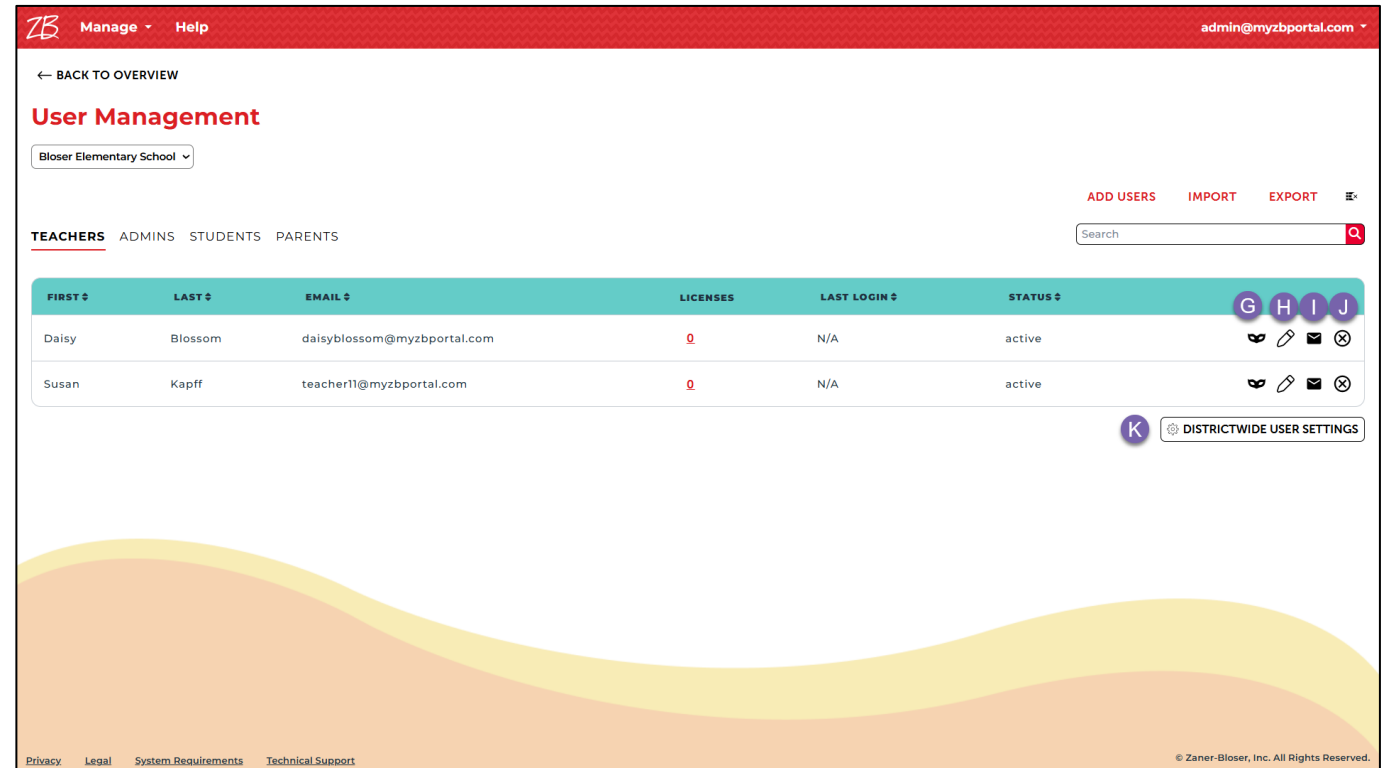
Navigating the User Management Page

- A** Digital Administrators will use the **School Dropdown** menu to toggle between schools within the district.
- B** The **Role** tabs will show the users by role for the school selected from the School Dropdown menu.
- C** The Digital Administrator will click on **Add Users** to manually add users. More information on pages 18-21.
- D** Clicking on the **Import** tab will allow Digital Administrators to import users and classes. More information on pages 15 - 17.
- E** The **Export** tab will allow Digital Administrators to export users into a spreadsheet.
- F** Clicking on the **Grid with an X** will delete all users by role type.



Navigating the User Management Page (Continued)

- G** Clicking on the **Mask** icon allows the Digital Administrator to Masquerade as a teacher
- H** The **Pencil** icon allows the Digital Administrator to Edit a user's information.
- I** Clicking on the **Envelope** icon will resend the users getting started email to them.
- J** Clicking on the **Circle with an X** icon will delete the user.
- K** The **Districtwide User Settings** will allow the Digital Administrator to turn on or off select functionality for users. More information on page 22.



Tips for User Accounts

- Once added to my ZB Portal, activation emails will be sent out to the Teachers, Parents, and District and School Administrators. They will contain a link that will allow the teachers to set up their account.
- The teacher will need to give the student their username, password, and school ID to be able to log in, unless a Single Sign-On Integration has been set up. Teachers can also print out a QR Code for students to use to log in from their Classes page.

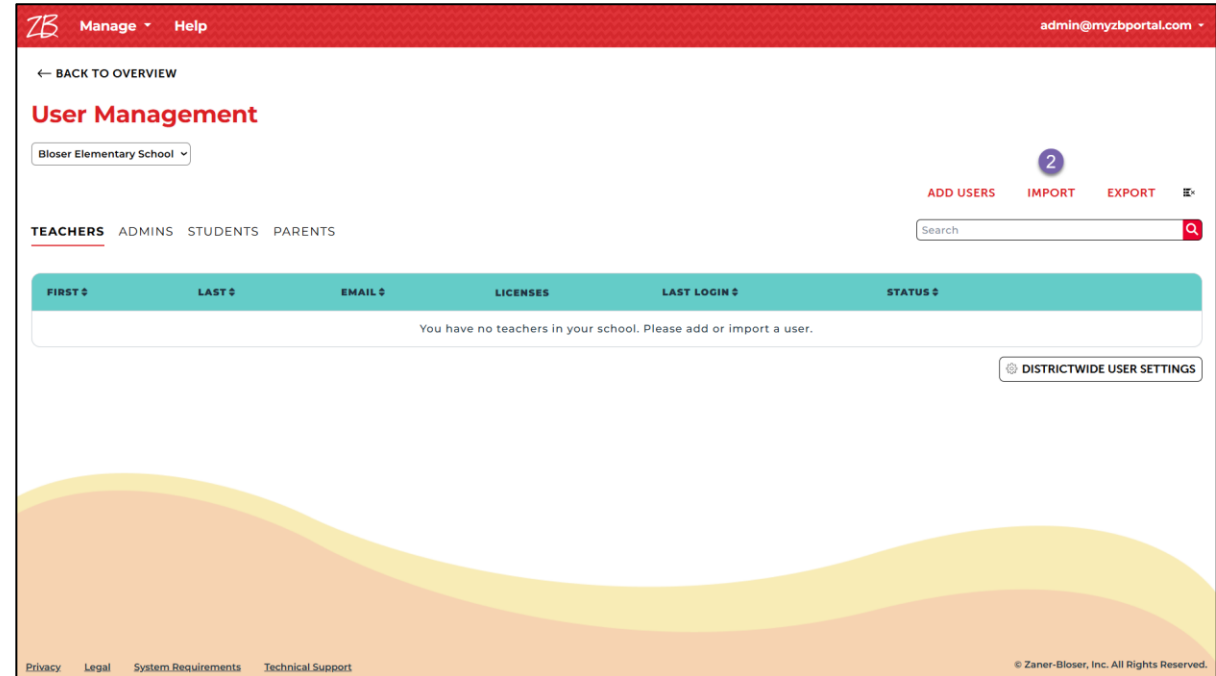
The screenshot displays the 'User Management' page in the ZB Portal. At the top, there is a red navigation bar with the ZB logo, 'Manage', 'Help', and the user email 'admin@myzbportal.com'. Below this is a breadcrumb link '← BACK TO OVERVIEW'. The main heading is 'User Management' in red, followed by a dropdown menu for 'Bloser Elementary School'. On the right side, there are buttons for 'ADD USERS', 'IMPORT', and 'EXPORT', along with a search bar. Below the search bar are tabs for 'TEACHERS', 'ADMINS', 'STUDENTS', and 'PARENTS'. The 'TEACHERS' tab is selected. A table with a teal header shows user details. The table has columns: 'FIRST', 'LAST', 'EMAIL', 'LICENSES', 'LAST LOGIN', and 'STATUS'. The first row contains: 'Daisy', 'Blossom', 'daisyblossom@myzbportal.com', '0', 'N/A', and 'active'. To the right of the table are icons for user actions (eye, edit, mail, delete) and a 'DISTRICTWIDE USER SETTINGS' button. At the bottom, there are links for 'Privacy', 'Legal', 'System Requirements', and 'Technical Support', and a copyright notice: '© Zaner-Bloser, Inc. All Rights Reserved.'

FIRST	LAST	EMAIL	LICENSES	LAST LOGIN	STATUS
Daisy	Blossom	daisyblossom@myzbportal.com	0	N/A	active

Importing Teacher, Student, or Admin Accounts (Steps 1-2)

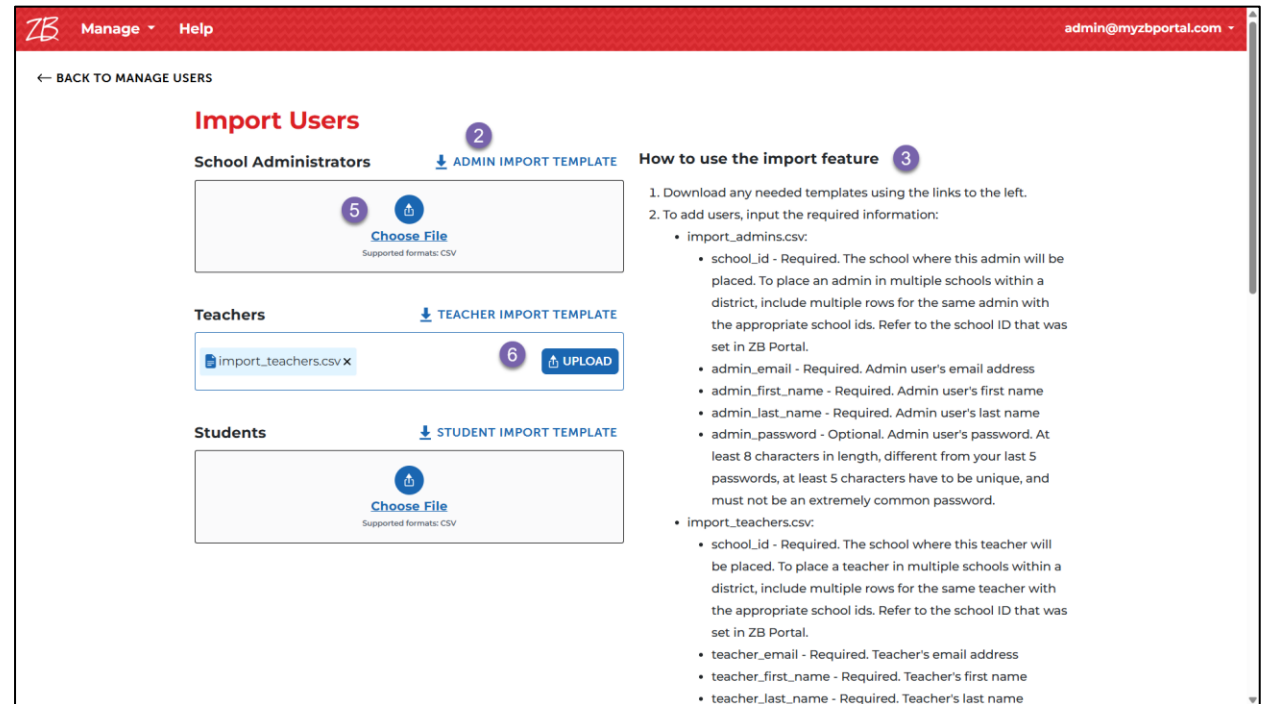
Importing a spreadsheet is the easiest way to create accounts for multiple teachers, students, or admins at once.

- 1 Next, click on the **Import** button.



Importing Teacher, Student, or Admin Accounts (Steps 3-7)

- 2 Each section has a pre-formatted **template** that can be downloaded and used.
 - 3 This page also provides instructions and helpful definitions to help fill out the template.
 - 4 In the CSV template, fill in the required information and **Save** the file.
 - 5 Select **browse** and choose the saved file
 - 6 Finally, click **Upload**.
- Repeat as necessary throughout the year to create new accounts.



	A	B	C	D	E	F	G	H	I
1	school_id	teacher_email	teacher_first	teacher_last	teacher_password	class_id	class_name	class_grade	
2	bloser	sunshine@myzbportal.com	Sunny	Sunshine					
3	bloser	cloudy@myzbportal.com	Cloudy	Cloud					
4									
5									
6									
7									
8									
9									
10									

Tips for the Import Page

Here are some tips for importing:

- Please ensure the accuracy of the school IDs in the import sheet before uploading them, so that users and classrooms are placed in the right school.
- "School ID" refers to the IDs assigned to the schools in the district when the account was set up.
- If students were imported without passwords, the passwords will need to be added either manually or via import before the students can log in.
- District Admins cannot be imported. To create and manage District Administrator accounts, use the Manage District Administrators page.

Import Users

← BACK TO MANAGE USERS

School Administrators [ADMIN IMPORT TEMPLATE](#)

Choose File
Supported formats: CSV

Teachers [TEACHER IMPORT TEMPLATE](#)

import_teachers.csv x **UPLOAD**

Students [STUDENT IMPORT TEMPLATE](#)

Choose File
Supported formats: CSV

How to use the import feature

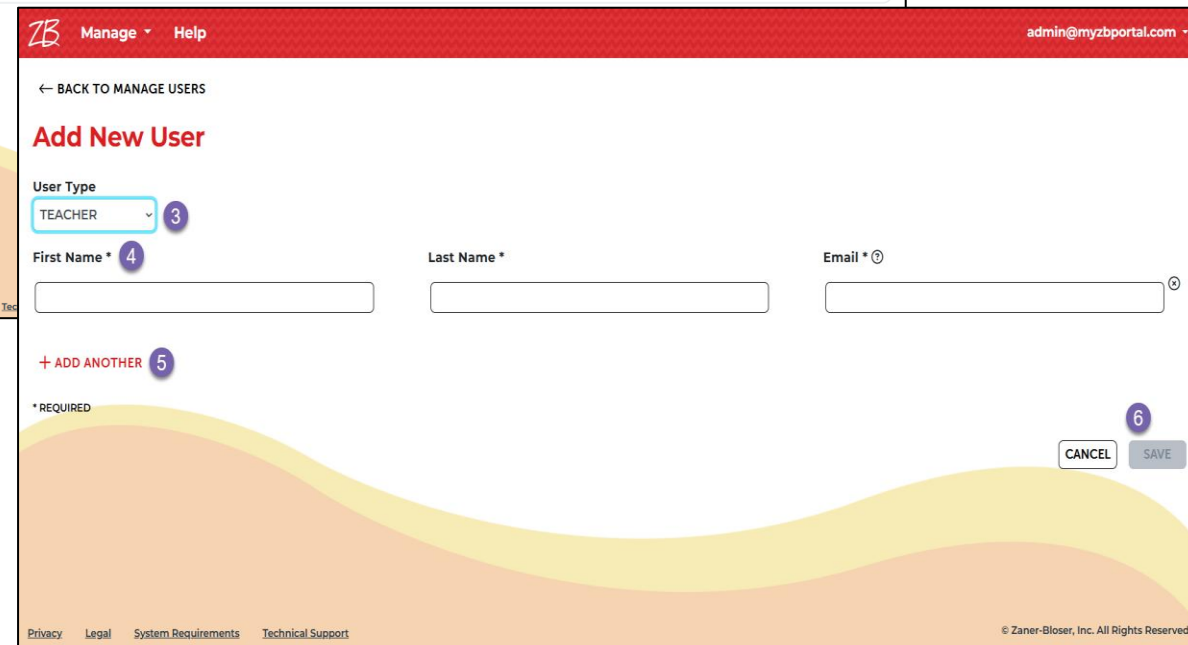
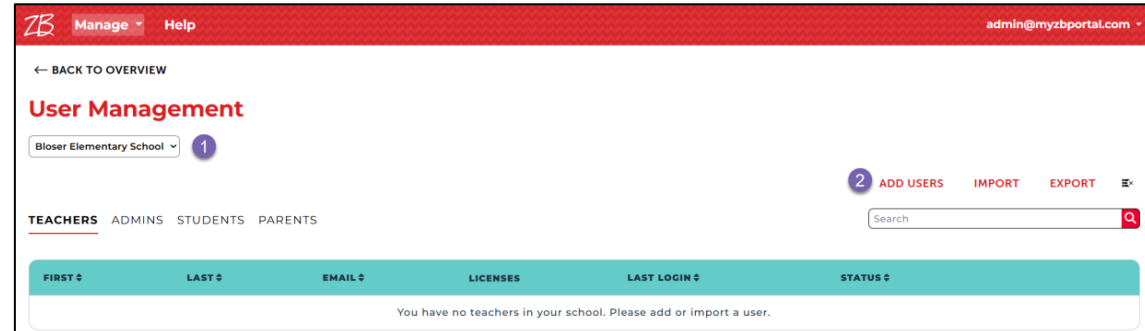
1. Download any needed templates using the links to the left.
2. To add users, input the required information:

- import_admins.csv:
 - school_id - Required. The school where this admin will be placed. To place an admin in multiple schools within a district, include multiple rows for the same admin with the appropriate school ids. Refer to the school ID that was set in ZB Portal.
 - admin_email - Required. Admin user's email address
 - admin_first_name - Required. Admin user's first name
 - admin_last_name - Required. Admin user's last name
 - admin_password - Optional. Admin user's password. At least 8 characters in length, different from your last 5 passwords, at least 5 characters have to be unique, and must not be an extremely common password.
- import_teachers.csv:
 - school_id - Required. The school where this teacher will be placed. To place a teacher in multiple schools within a district, include multiple rows for the same teacher with the appropriate school ids. Refer to the school ID that was set in ZB Portal.
 - teacher_email - Required. Teacher's email address
 - teacher_first_name - Required. Teacher's first name
 - teacher_last_name - Required. Teacher's last name

Creating Individual Teacher Accounts

From the Manage Users Page, teacher accounts can be created individually.

- 1 Choose a **school** from the dropdown menu.
- 2 Next click on the **Add Users** link.
- 3 Select a user type from the **dropdown** menu
- 4 Fill in the required information.
- 5 To add additional teachers, click **+Add Another**.
- 6 Once all the teachers have been added, click on **Save**.



Creating Individual Student Accounts

From the Manage Users Page, student accounts can be created individually.

1

Choose a **school** from the dropdown menu.

2

Next click on the **Add Users** link.

3

Select a user type from the dropdown menu

4

Fill in the required information.

5

To add additional students, click **+Add Another**.

6

Once all the students have been added, click on **Save**.

The image displays two screenshots of the ZB Manage Users interface. The top screenshot shows the 'User Management' page for 'Bloser Elementary School'. It features a navigation bar with 'Manage' and 'Help' options, and a user email 'admin@myzbportal.com'. Below the navigation, there's a 'BACK TO OVERVIEW' link and a 'User Management' title. A dropdown menu shows 'Bloser Elementary School' with a '1' next to it. To the right, there are buttons for 'ADD USERS' (with a '2' next to it), 'IMPORT', and 'EXPORT'. Below these buttons is a search bar. The main content area has tabs for 'TEACHERS', 'ADMINS', 'STUDENTS', and 'PARENTS'. A table header is visible with columns: 'FIRST', 'LAST', 'EMAIL', 'LICENSES', 'LAST LOGIN', and 'STATUS'. The table body is empty, with a message: 'You have no teachers in your school. Please add or import a user.' There is also a 'DISTRICTWIDE USER SETTINGS' button.

The bottom screenshot shows the 'Add New User' form. It has a navigation bar with 'Manage' and 'Help' options, and a user email 'admin@myzbportal.com'. Below the navigation, there's a 'BACK TO MANAGE USERS' link and an 'Add New User' title. The form has a 'User Type' dropdown menu set to 'STUDENT' (with a '3' next to it). Below this are fields for 'Student First Name *' (with a '4' next to it), 'Student Last Name *', 'External ID', 'Username *', 'Password', 'Retype Password', 'Parent First Name', and 'Parent Last Name'. At the bottom of the form, there is a '+ ADD ANOTHER' button (with a '5' next to it) and a '* REQUIRED' label. At the bottom right, there are 'CANCEL' and 'SAVE' buttons (with a '6' next to the 'SAVE' button). The footer contains links for 'Privacy', 'Legal', 'System Requirements', and 'Technical Support', and a copyright notice: '© Zaner-Bloser, Inc. All Rights Reserved.'

Creating Individual Parent and Caregiver Accounts

From the Manage Users Page, parent and caregiver accounts can be created individually.

1

Choose a **school** from the dropdown menu.

2

Next click on the **Add Users** link.

3

Select a user type from the dropdown menu

4

Fill in the required information.

5

To add additional parents and caregivers, click **+Add Another**.

6

Once all the parents and caregivers have been added, click on **Save**.

Creating Individual School Administrator Accounts

From the Manage Users Page, school administrator accounts can be created individually.

1

Choose a **school** from the dropdown menu.

2

Next click on the **Add Users** link.

3

Select a user type from the dropdown menu

4

Fill in the required information.

5

To add additional School Administrators, click **+Add Another**.

6

Once all the school administrators have been added, click on **Save**.

Manage Help admin@myzbportal.com

← BACK TO OVERVIEW

User Management

Bloser Elementary School 1

2 ADD USERS IMPORT EXPORT

Search

TEACHERS ADMINS STUDENTS PARENTS

FIRST	LAST	EMAIL	LICENSES	LAST LOGIN	STATUS
You have no teachers in your school. Please add or import a user.					

DISTRICTWIDE USER SETTINGS

Manage Help admin@myzbportal.com

← BACK TO MANAGE USERS

Add New User

User Type 3

STUDENT

Student First Name * 4

Student Last Name *

External ID

Username *

Password

Retype Password

Parent First Name

Parent Last Name

Parent Email

5 + ADD ANOTHER

* REQUIRED

6 CANCEL SAVE

Privacy Legal System Requirements Technical Support

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Creating Additional District Administrator Accounts

There can be up to 20 District Digital Administrators for the district.

1

To create additional District Digital Administrators, click on the **Manage** tab at the top of the screen.

2

From the dropdown menu, select **Manage District Administrators**.

3

Then click the **+New District Admin** button.

4

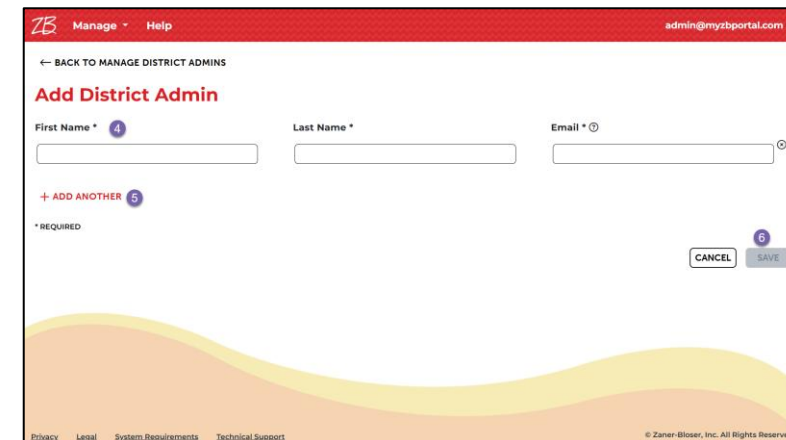
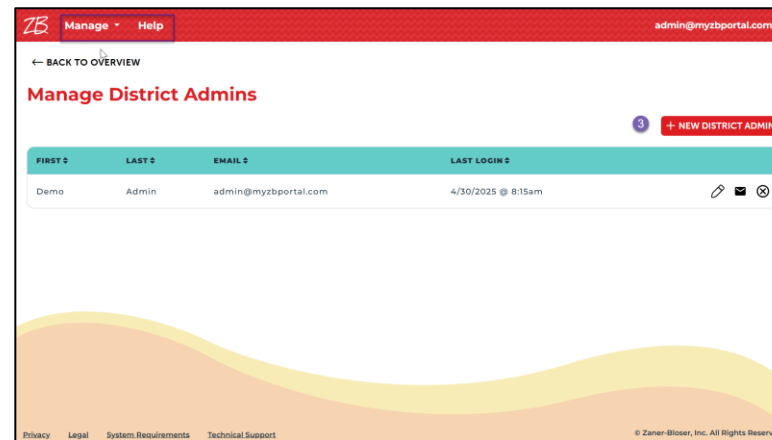
Fill in the required information.

5

Click **+Add Another** to add additional Administrators.

6

Once all the district administrators have been added, click on **Save**.



Managing User Settings

There are several configurable user settings that can control the functionality available to users in My ZB Portal.

1

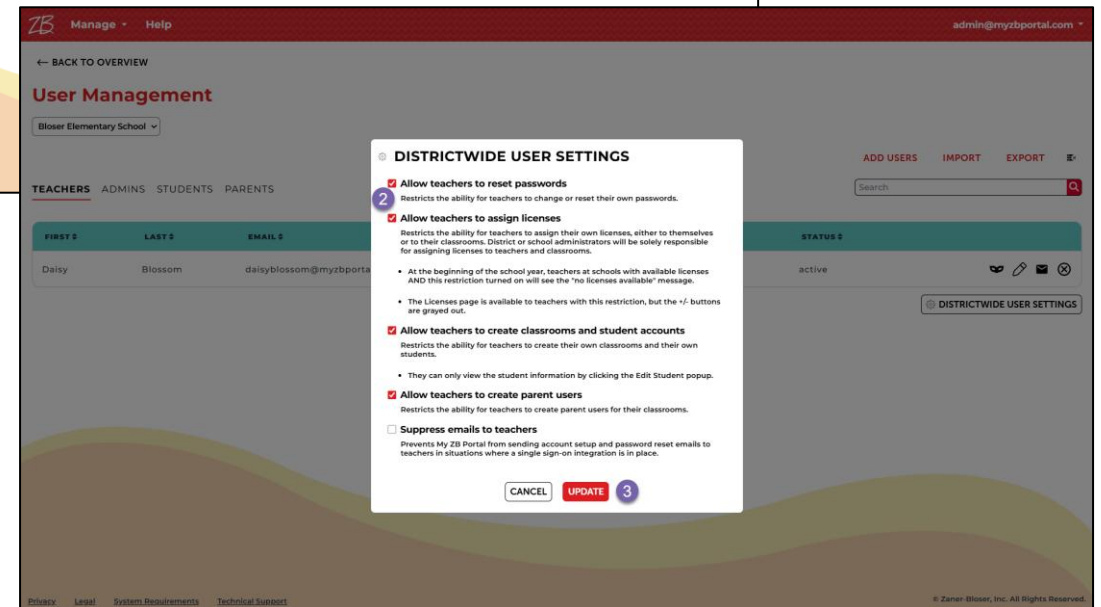
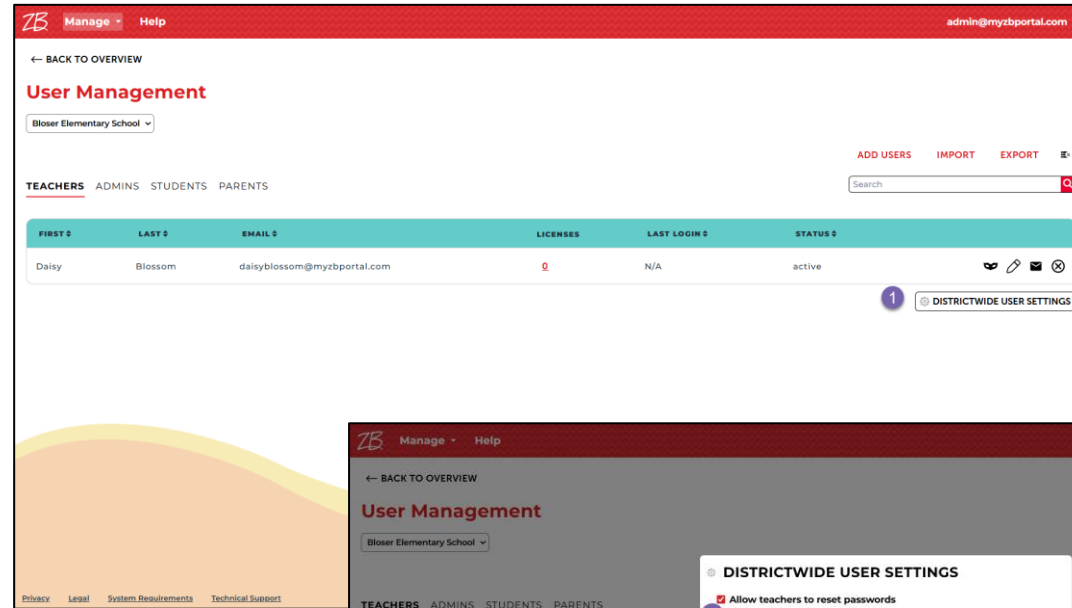
Click the Districtwide **User Settings** button.

2

A box will pop with choices for various user settings. Click the box next to the selection.

3

Once finished, click **Update**.



Generating Student Passwords (bulk option)

From the Manage Users Page, passwords can be generated for students. Passwords can also be created by editing users.

1

Choose a **school** from the dropdown menu.

2

Next click on the **Students tab**.

3

Click on the **Key** icon.

4

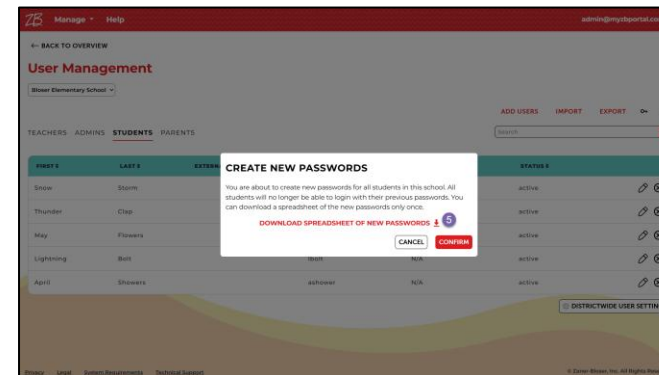
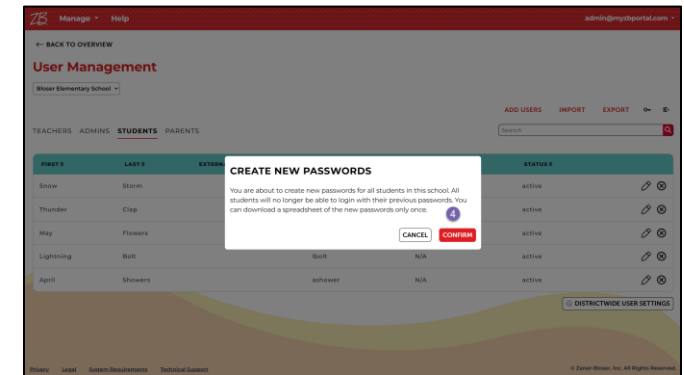
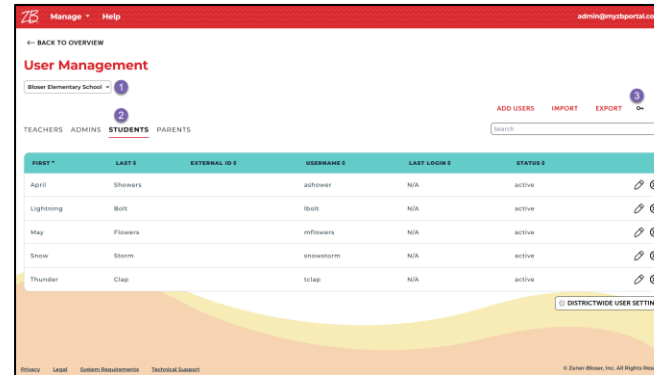
A warning pop up box will appear asking for confirmation to generate new passwords. Click **Confirm**.

5

A link to download the passwords will appear.

!

Please note: clicking this button will create new passwords for all the students in the school. These passwords will replace any passwords currently in use.



Create and Manage Classes

Creating Classes (Steps 1-3)

If the Digital Administrator did not set up a rostering integration or import classes, Administrators can create individual classes to grant students access to digital materials. Teachers can also create their own classes unless the option has been restricted in user settings.

1

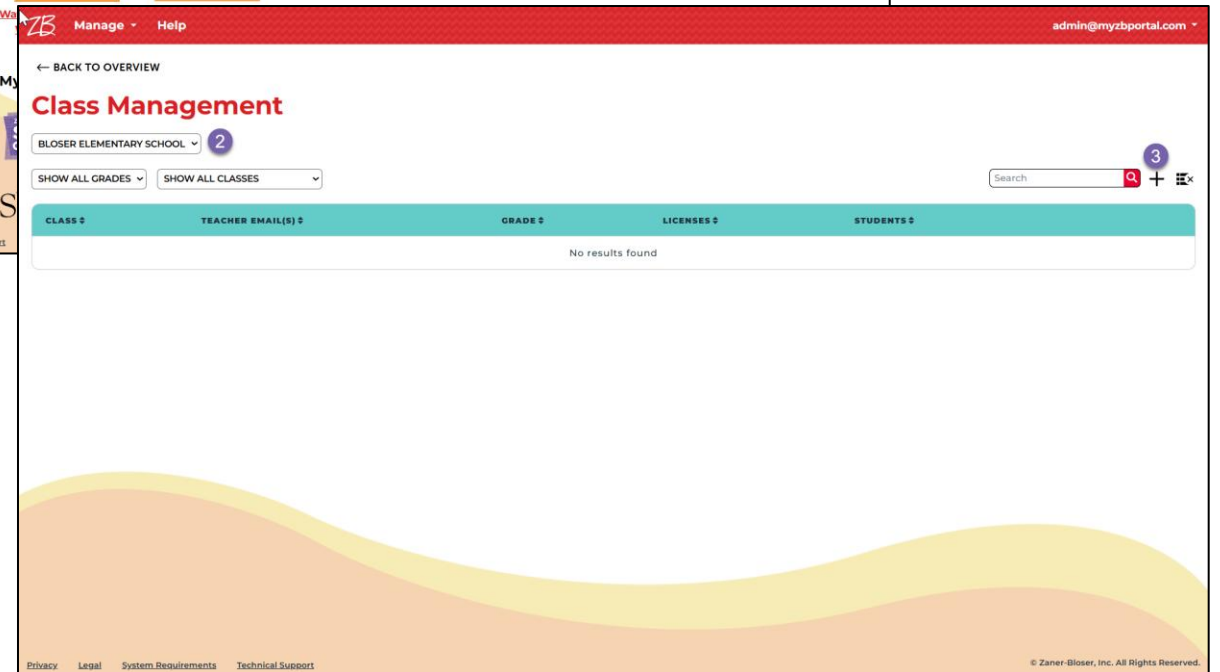
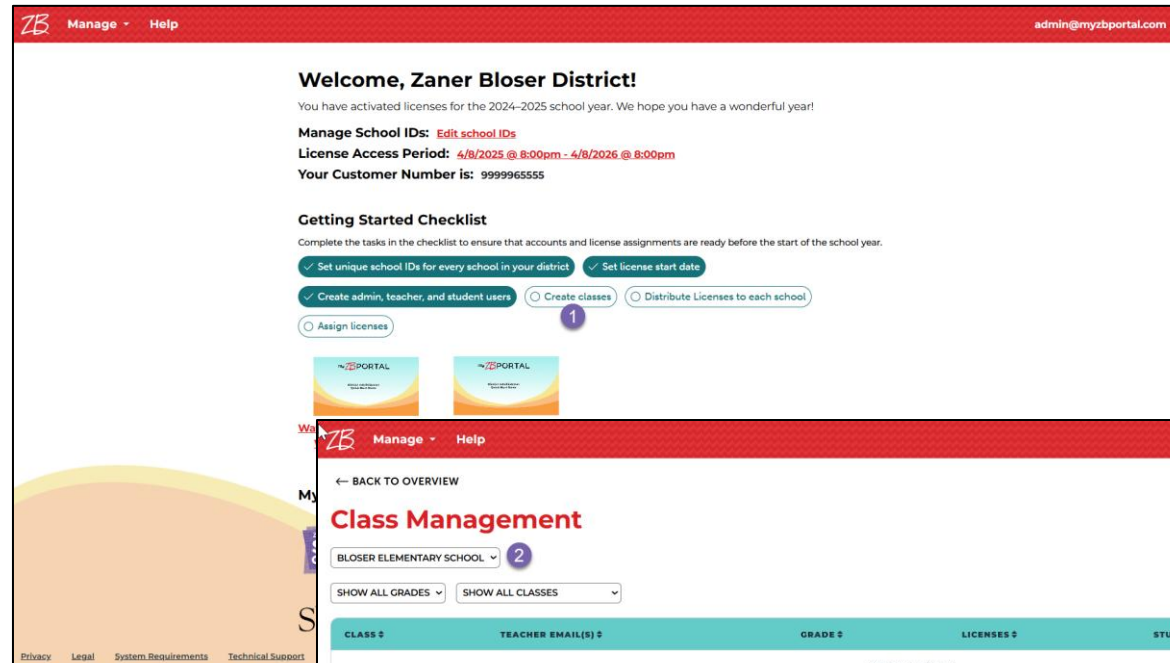
Click on **Create Classes** to get started.

2

On the Manage Classes page, choose a school from the **dropdown** menu.

3

To create a new class, click on the **+** button.



Creating Classes (Steps 4-8)

4

Fill in the required information:

- Class Name
- Class ID (optional)
- Grade Designation (optional)
- Class icon (optional)
- Teacher First Name
- Teacher Last Name
- Teacher Email

5

Use **+ Add Teacher** to add additional teachers to the class. There can be up to 5 teachers managing a single class.

Or search for an existing teacher by typing in the text box.

6

Click **Next**.

7

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

8

Then click **Next**.

Creating Classes (Steps 9-11)

9

Fill in the required information:

- First Name (the student's first name)
- Last Name (the student's last name)
- External ID (the student's school ID). This is not mandatory but can assist with identification across systems (such as an SIS).
- Username (the student's username). The student will use the username to log in.
- Password (password for the student). The password must contain at least eight characters and be different from the user's five previous passwords.

Or search for an existing student by typing in the text box.

10

Click **+Add Another** to add additional students to the class.

11

Click on **Finish**.

The screenshot shows the 'Add New Class' form in the ZB portal. The form is for Blosor Elementary School and is titled 'Add New Class'. It includes a breadcrumb trail: 'ADD CLASS NAME AND TEACHER > ADD LICENSES > ADD STUDENTS'. The 'ADD STUDENTS' section contains several input fields: 'Student First Name *' (with a circled 9), 'Student Last Name *', 'External ID', 'Username *', 'Password', 'Retype Password', 'Parent First Name', 'Parent Last Name', and 'Parent Email'. Below these fields is a '+ ADD STUDENT' button (with a circled 10) and a 'Search Existing' text box (with a circled 9). At the bottom right, there are 'PREVIOUS' and 'SAVE' buttons (with a circled 11). The footer includes '© Zaner-Bloser, Inc. All Rights Reserved'.

Editing Existing Classes

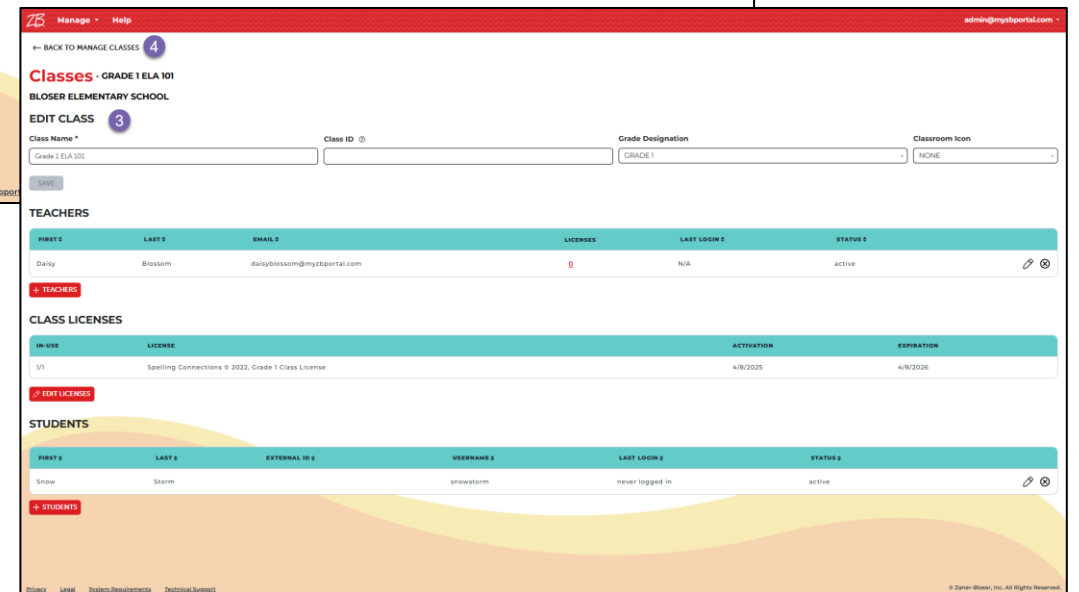
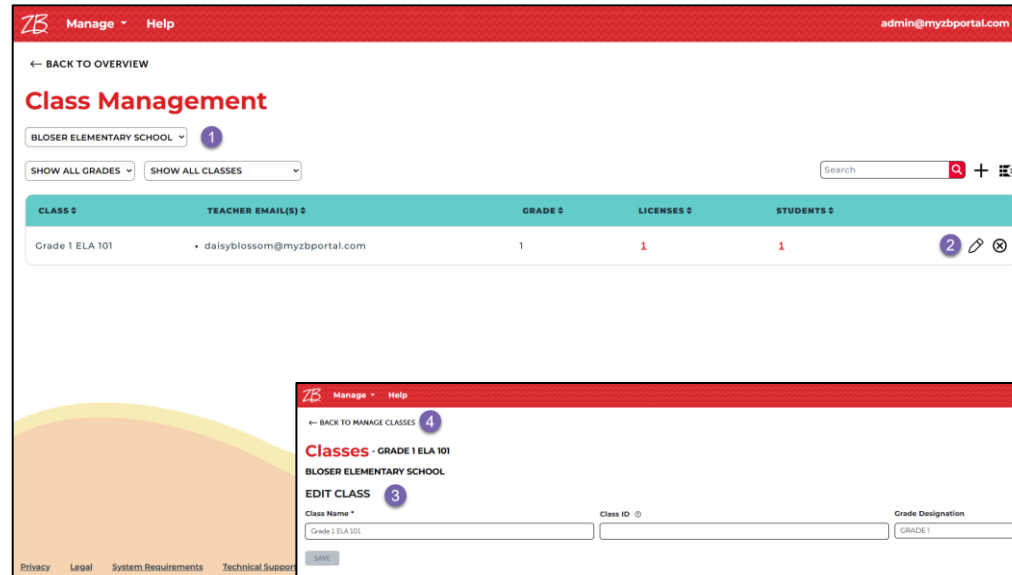
Digital Administrator can also edit classes on the Class Management Page

1 Choose a school from the **dropdown** menu.

2 Click the **pencil** icon to edit the class.

3 On this page, Administrators can edit the class information, add/remove teachers, add/remove class licenses, and add/remove students.

4 Once finished updating the class, click the link **Back to Manage Classes**.



Remove All Students

Digital Administrators have the option to remove all the students from classes at a school with a click of a button.

1

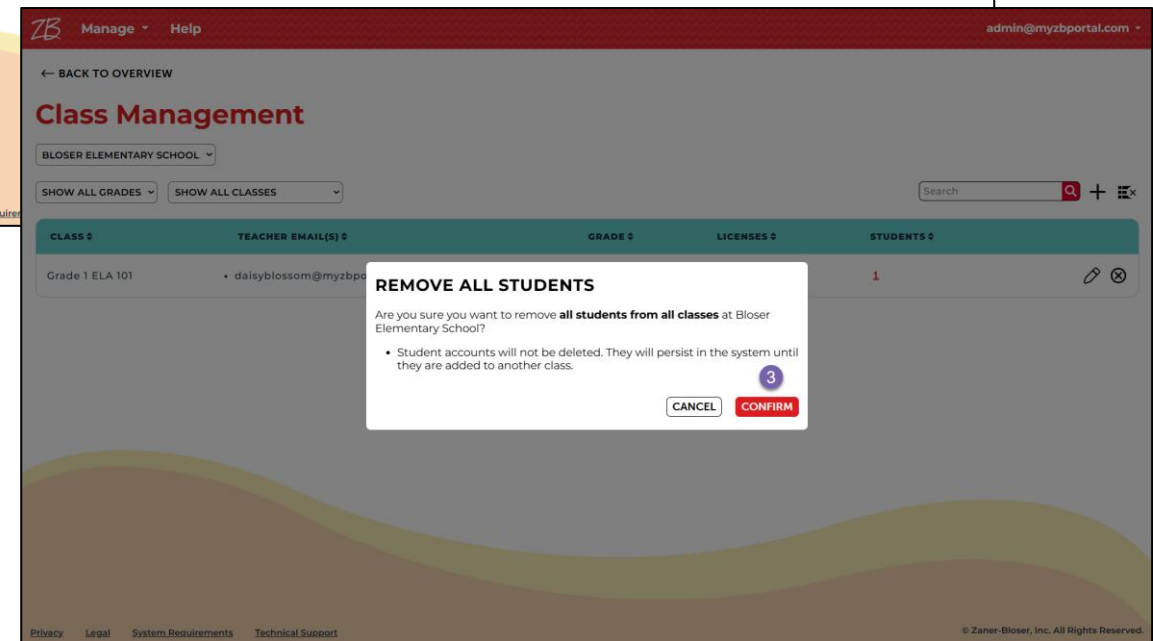
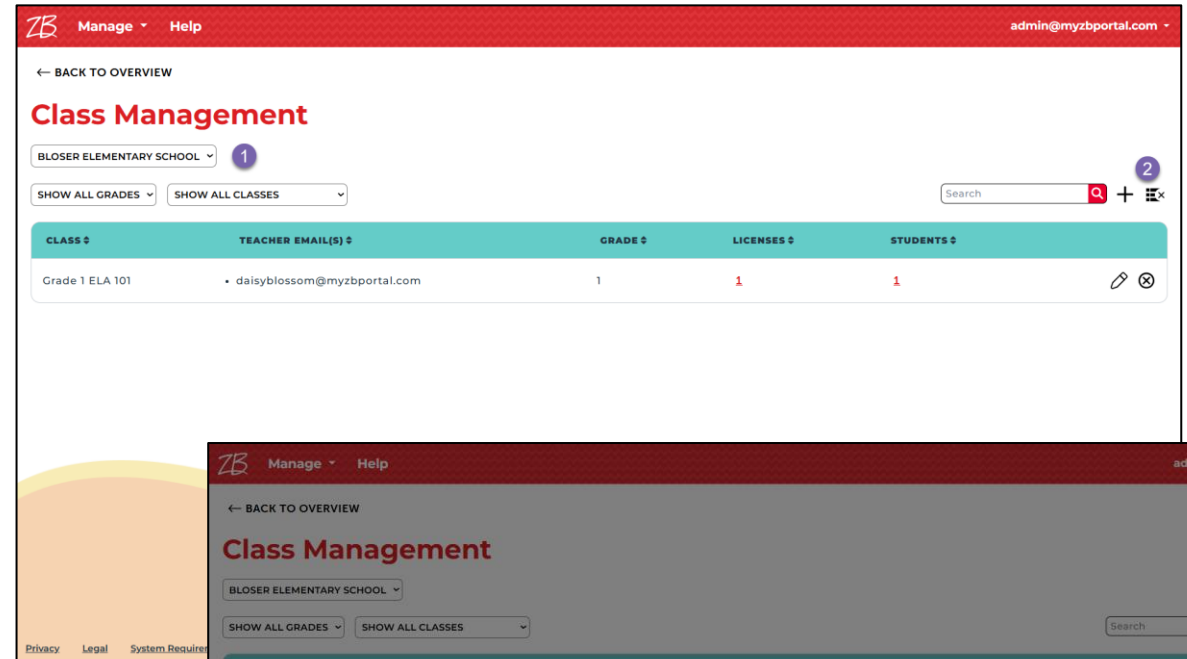
Choose a school from the **dropdown** menu.

2

Click on the **grid** icon on the right-hand side of the screen.

3

A warning will pop-up confirming the decision to delete students from all of the classes. Click **Confirm** to delete the students from the classes.



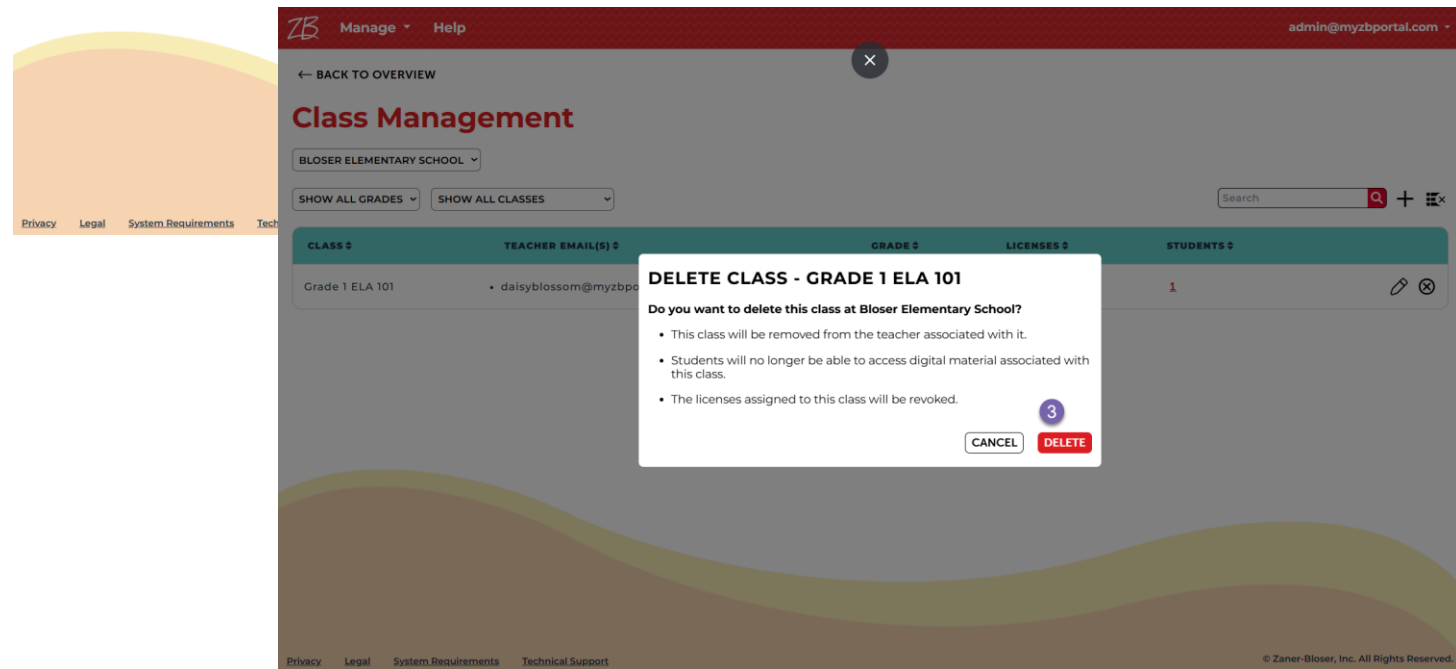
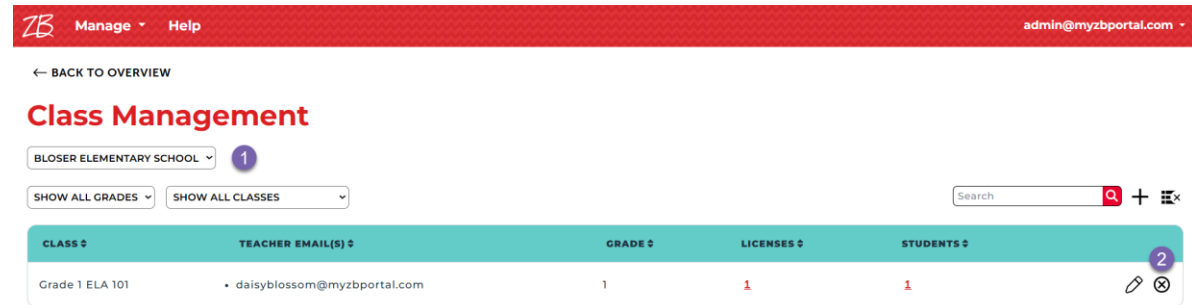
Deleting Classes

Digital Administrator can delete classes on the Class Management Page

1 Choose a school from the **dropdown** menu.

2 Click on the **X in a circle** icon on the right-hand side of the screen next to the class to be deleted.

3 A warning will pop-up confirming the decision to delete class. Click **Confirm** to delete the class.



Distributing Licenses

Distributing Licenses to Schools

1 If the district purchased licenses at the district level, click the **Distribute licenses to each school button** on the **Getting Started Checklist**.

2 On the Distribute Licenses page, choose a school from the **dropdown** menu.

3 In the box next to each license, indicate how many licenses to distribute to this school.

4 Click **Confirm**.

Repeat this process to distribute the licenses to any additional schools.

Note that **Teacher Licenses** are for teachers (TEs, printable resources), and **Class Licenses** are for **students** (games, activities, etc.).

The image shows two screenshots of the ZB portal interface. The top screenshot displays the 'Welcome, Zaner Bloser District!' page with a 'Getting Started Checklist'. The checklist includes items like 'Set unique school IDs for every school in your district', 'Set license start date', 'Create admin, teacher, and student users', 'Create classes', and 'Distribute Licenses to each school'. The bottom screenshot shows the 'Distribute Licenses' page for 'ZANER ELEMENTARY SCHOOL'. It features a table with columns for 'LICENSE', 'AVAILABLE', 'AT THIS SCHOOL', and 'IN USE'. The table lists various 'Spelling Connections' licenses for different grades and license types (Teacher License vs. Class License). A '3' is circled in the 'AT THIS SCHOOL' column for the first row. A '4' is circled in the 'CONFIRM' button at the bottom right.

LICENSE	AVAILABLE	AT THIS SCHOOL	IN USE
Spelling Connections © 2022, Grade 1 Teacher License	18	3	0
Spelling Connections © 2022, Grade 1 Class License	18	0	0
Spelling Connections © 2022, Grade 2 Teacher License	18	0	0
Spelling Connections © 2022, Grade 2 Class License	18	0	0
Spelling Connections © 2022, Grade 3 Teacher License	18	0	0
Spelling Connections © 2022, Grade 3 Class License	18	0	0
Spelling Connections © 2022, Grade 4 Teacher License	18	0	0
Spelling Connections © 2022, Grade 4 Class License	18	0	0
Spelling Connections © 2022, Grade 5 Teacher License	18	0	0
Spelling Connections © 2022, Grade 5 Class License	18	0	0
Spelling Connections © 2022, Grade 6 Teacher License	18	0	0
Spelling Connections © 2022, Grade 6 Class License	18	0	0

Assign and Revoke Licenses

Navigating the Licenses Page

- A** The **in-use** column shows the number of licenses used versus the number of licenses purchased.
- B** The **licenses** column will show the name of the license purchased.
 - **Teacher licenses** are assigned to teacher users and are used to grant access to digital teaching resources and printable materials.
 - **Class licenses** are assigned to classes and are used to grant students within those classes access to online games, videos, and tests.
- C** The **Activation date** is based on the license start date that was selected by a Digital Administrator.
- D** The **Expiration date** reflects the license expiration based on the license start date.
- E** The **Revoke All** button will allow for mass-revoking of all currently-assigned licenses.

← BACK TO OVERVIEW

Assign and Revoke Licenses

BLOSER ELEMENTARY SCHOOL ALL LICENSES REVOKE ALL

	IN-USE A	LICENSE B	ACTIVATION C	EXPIRATION D
<input type="radio"/>	0/4	Spelling Connections © 2022, Grade 1 Class License	4/8/2025	4/8/2026
<input type="radio"/>	0/4	Spelling Connections © 2022, Grade 1 Teacher License	4/8/2025	4/8/2026

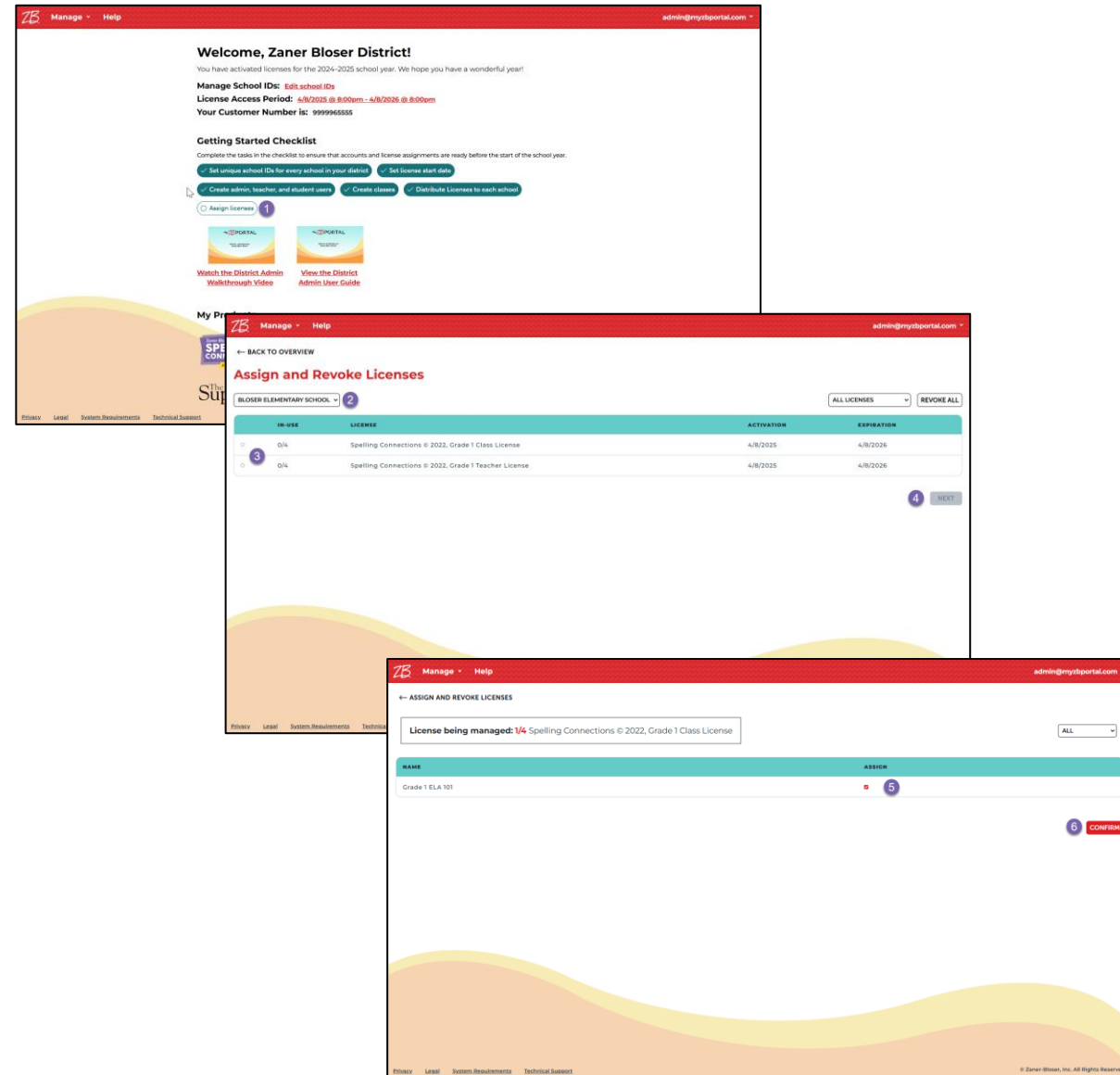
NEXT

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Assigning Licenses by License Type

Teachers can select their own licenses when they log on to My ZB Portal for the first time, but Digital Administrator can also assign licenses.

- 1 From the Getting Started Checklist, click **Assign licenses**.
- 2 On the Assign and Revoke Licenses page, choose a school from the **dropdown** menu.
- 3 Click the checkbox next to the name of the license to be assigned. The licenses that show in this list are licenses purchased by the school or district this year.
- 4 Click **Next**.
- 5 Click on the box in the **Assign** column beside the teacher(s) or classroom(s) to which the license should be assigned.
- 6 Click **Confirm**.



Assigning Licenses by User

Multiple licenses can be assigned to a single user at once on the Manager Users Page.

1

Click on the **Manage** tab at the top of the screen.

2

From the dropdown menu, select **Manage Users**

3

Choose a **school** from the dropdown menu.

4

Click the **Teacher Tab**.

5

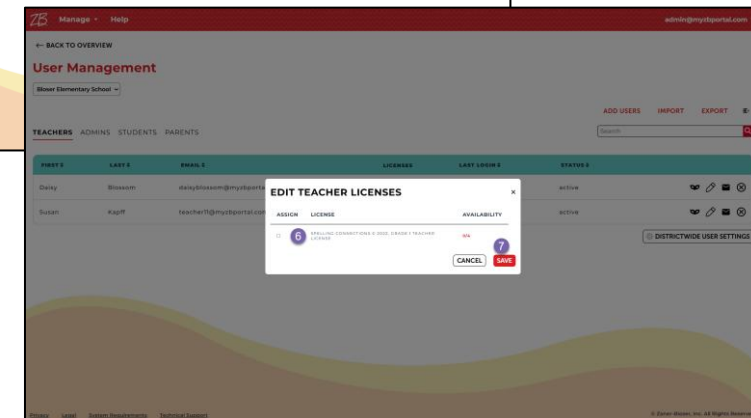
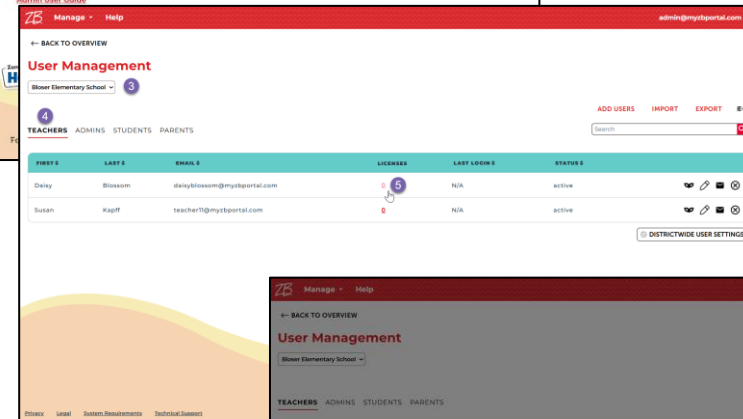
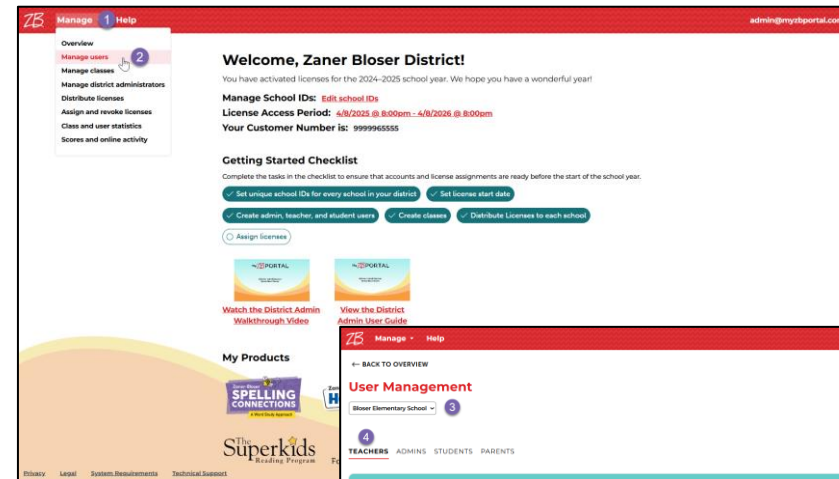
Click on the **number** in the Licenses column.

6

A pop-up will appear with a list of available licenses. Choose the license(s) to assign to the user.

7

Click **Save**.



Reports

Reports – Coming Soon!

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.](#)

