

my **ZB** PORTAL

School 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.



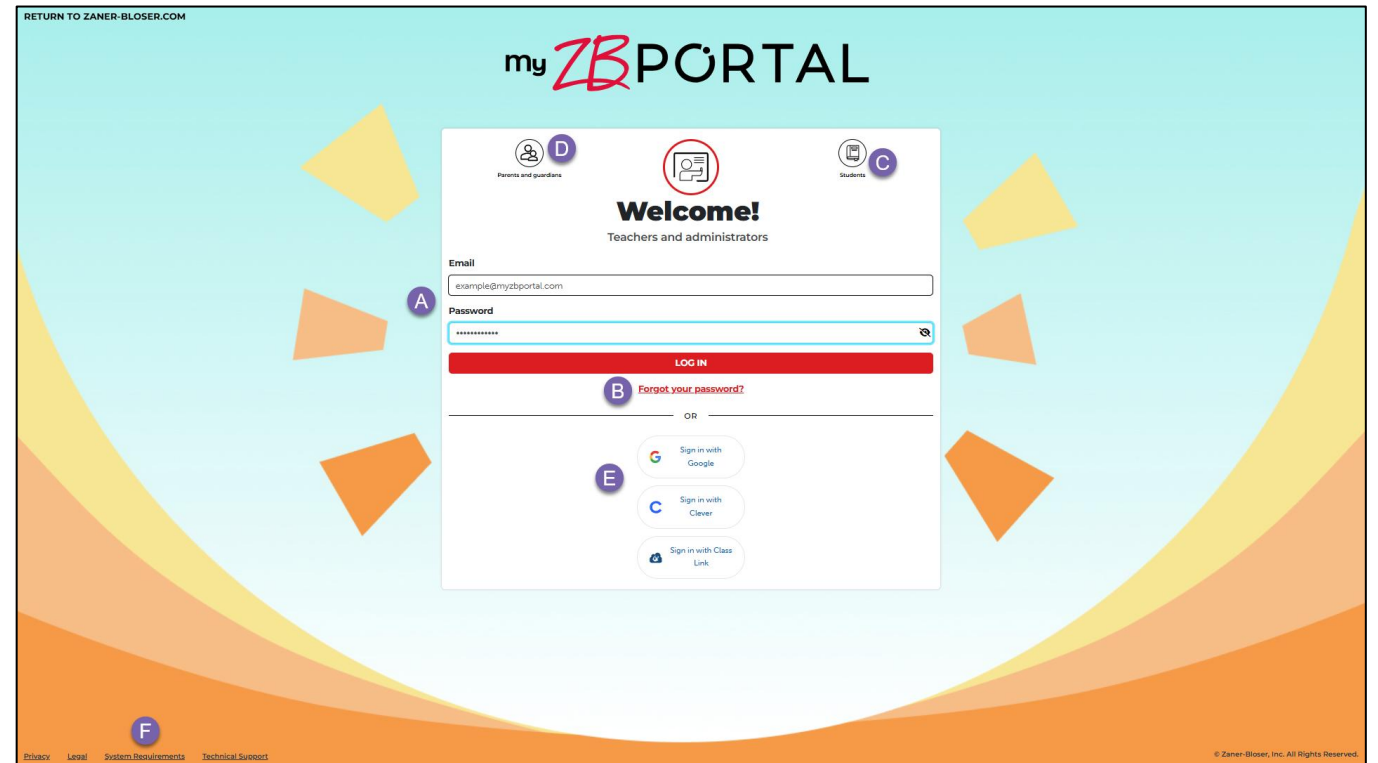
3

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

Logging in and Getting Started

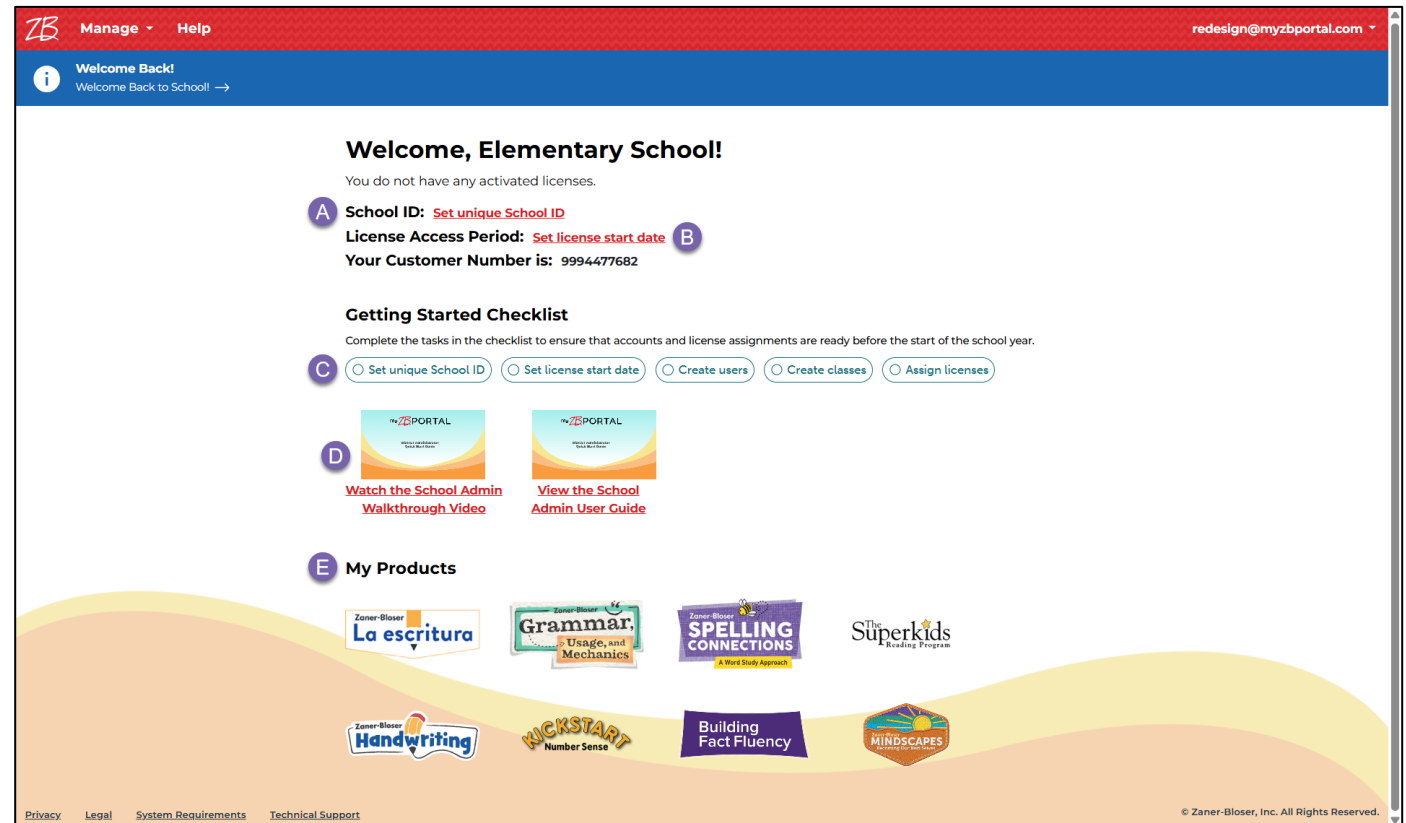
Logging In

- 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**.



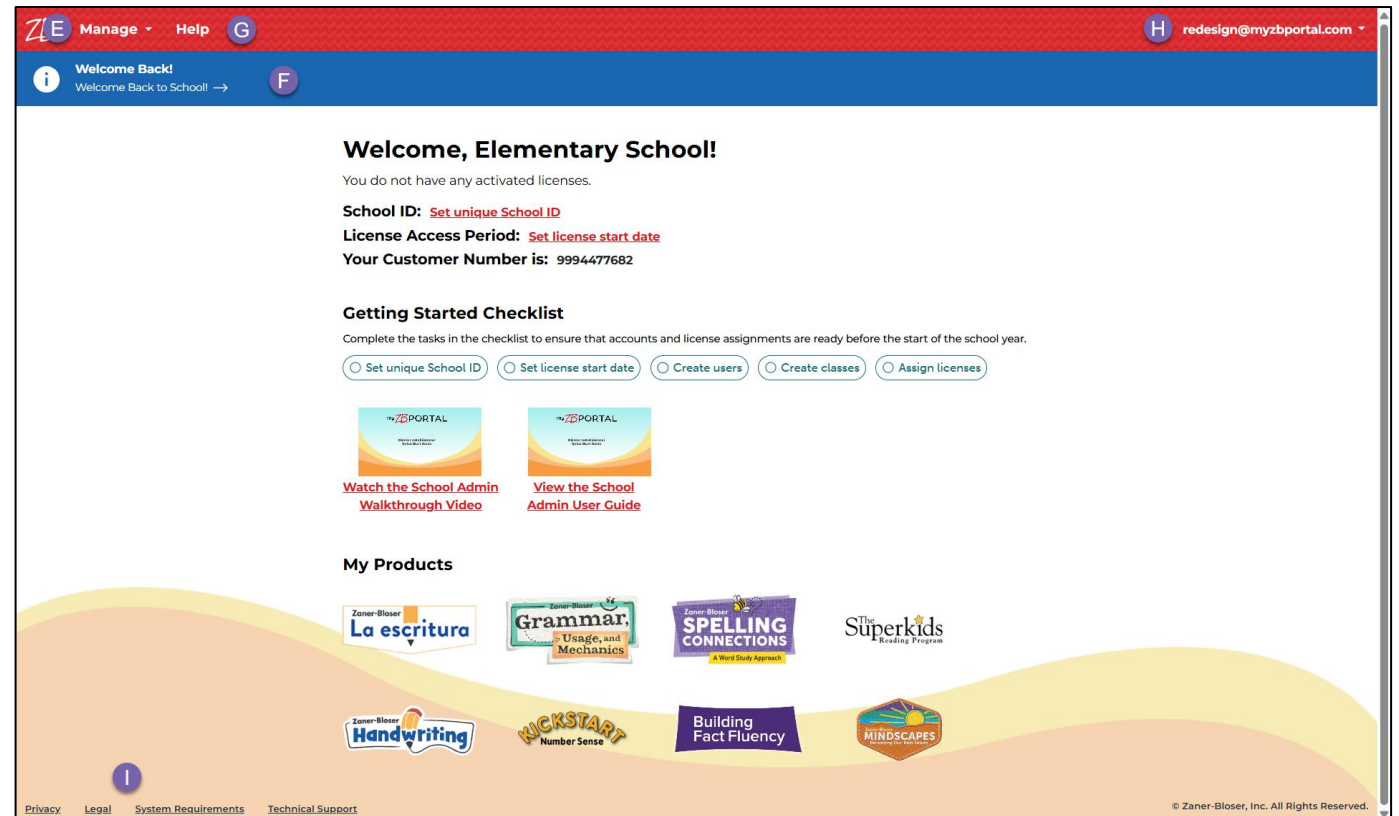
Navigating the Administrator Dashboard

- A** Once set, this is where the **School ID** is managed.
- B** Once set, this is the information for the **license access period**.
- C** The **Getting Started Checklist** leads Administrators through the initial setup steps.
- D** Watch the **Tutorial Video** or view the **School Administrator User Guide** for a quick overview of the dashboard.
- E** This is a list of the **Programs** that the school 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.
- J** Privacy, Legal, Technical Specifications, and Tech Support links can be found at the bottom of the page.



Setting the School Identifier

1

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

2

Administrators can also click **Set Unique School** from the Quick Start list

3

Enter school ID in the text box.

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 ID has been set, click **Save**.

The image displays two screenshots from the ZB portal. The top screenshot shows the 'Welcome, Elementary School!' page with a 'Getting Started Checklist' and a 'SET SCHOOL IDS' notification. The bottom screenshot shows the 'Set School ID' form with a text input field containing 'Elementary School' and a 'SAVE' button.

*If a student-facing product is purchased.

Setting the School Year Start Date

Once the school ID has 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**.

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

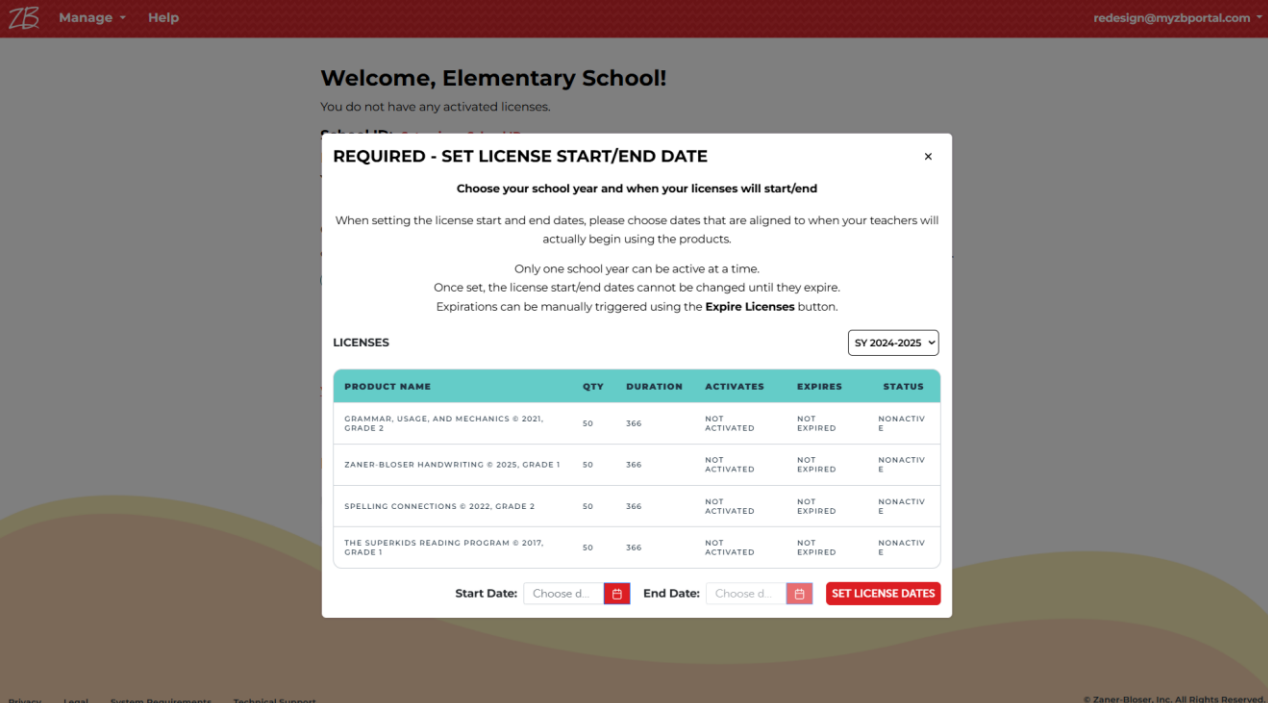
PRODUCT NAME	QTY	DURATION	ACTIVATES	EXPIRES	STATUS
GRAMMAR, USAGE, AND MECHANICS © 2021, GRADE 2	50	366	NOT ACTIVATED	NOT EXPIRED	NONACTIVE
ZANER-BLOSER HANDWRITING © 2025, GRADE 1	50	366	NOT ACTIVATED	NOT EXPIRED	NONACTIVE
SPELLING CONNECTIONS © 2022, GRADE 2	50	366	NOT ACTIVATED	NOT EXPIRED	NONACTIVE
THE SUPERKIDS READING PROGRAM © 2017, GRADE 1	50	366	NOT ACTIVATED	NOT EXPIRED	NONACTIVE

Start Date: Choose d. [Calendar Icon] End Date: Choose d. [Calendar Icon] **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.



The screenshot shows a web interface for ZB (Zaner-Bloser) with a dark red header. The main content area is grey and displays a 'REQUIRED - SET LICENSE START/END DATE' dialog box. The dialog box has a title bar with a close button (X) and contains the following text:

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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PRODUCT NAME	QTY	DURATION	ACTIVATES	EXPIRES	STATUS
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SPELLING CONNECTIONS © 2022, GRADE 2	50	366	NOT ACTIVATED	NOT EXPIRED	NONACTIV E
THE SUPERKIDS READING PROGRAM © 2017, GRADE 1	50	366	NOT ACTIVATED	NOT EXPIRED	NONACTIV E

At the bottom of the dialog box, there are two date pickers: 'Start Date: Choose d...' and 'End Date: Choose d...', both with calendar icons. To the right of these pickers is a red button labeled 'SET LICENSE DATES'.

The footer of the page contains links for 'Privacy', 'Legal', 'System Requirements', and 'Technical Support', and a copyright notice: '© Zaner-Bloser, Inc. All Rights Reserved.'

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 Users to start setting up user accounts.

ZB Manage - Help redesign@myzbportal.com (elmschool)

Welcome, Elementary School!

You have activated licenses for the 2024–2025 school year. We hope you have a wonderful year!

School ID: [elmschool](#)
License Access Period: [5/6/2025 @ 8:00pm - 5/6/2026 @ 8:00pm](#)
Your Customer Number is: 9994477682

Getting Started Checklist

Complete the tasks in the checklist to ensure that accounts and license assignments are ready before the start of the school year.

- Set unique School ID
- Set license start date
- Create users**
- Create classes
- Assign licenses

[Watch the School Admin Walkthrough Video](#) [View the School Admin User Guide](#)

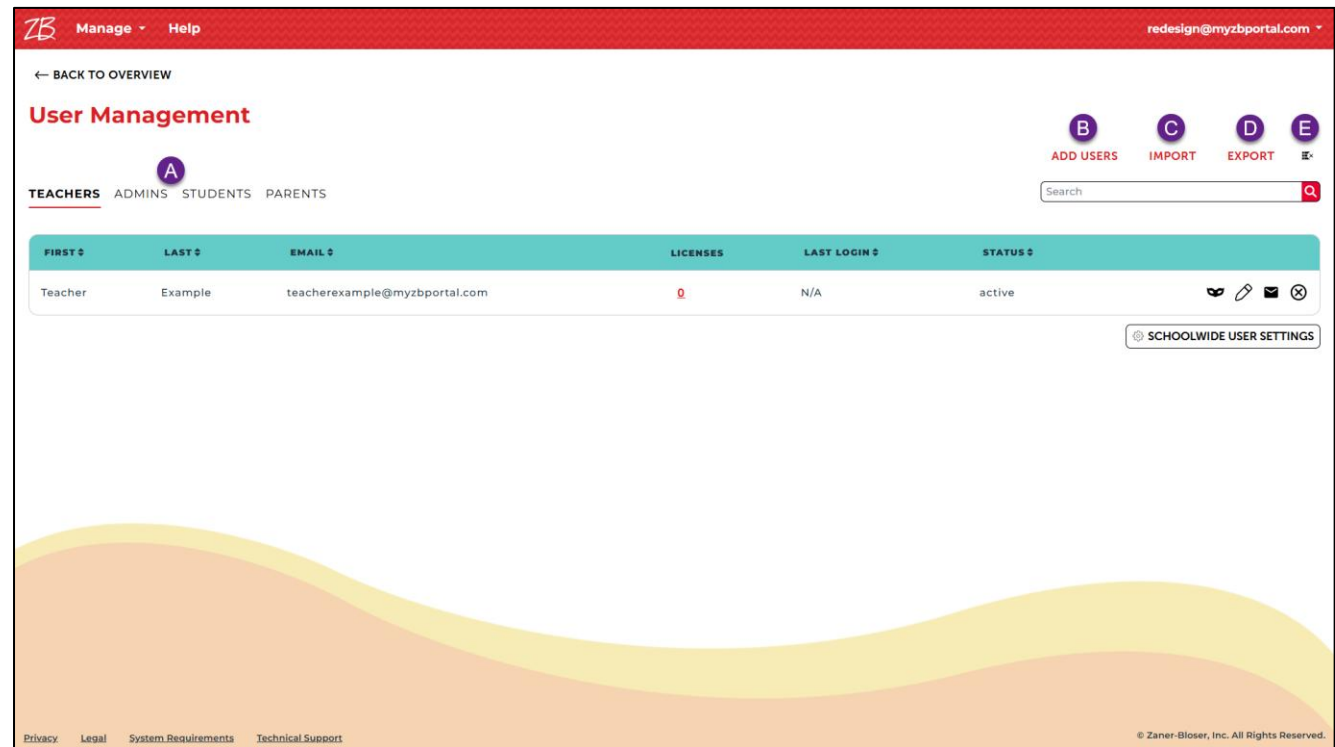
My Products

La Escriitura Grammar Usage and Mechanics SPELLING CONNECTIONS A Word Study Approach The Superkids Reading Program Handwriting NICKSTART Number Sense Building Fact Fluency MINDSCAPES

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

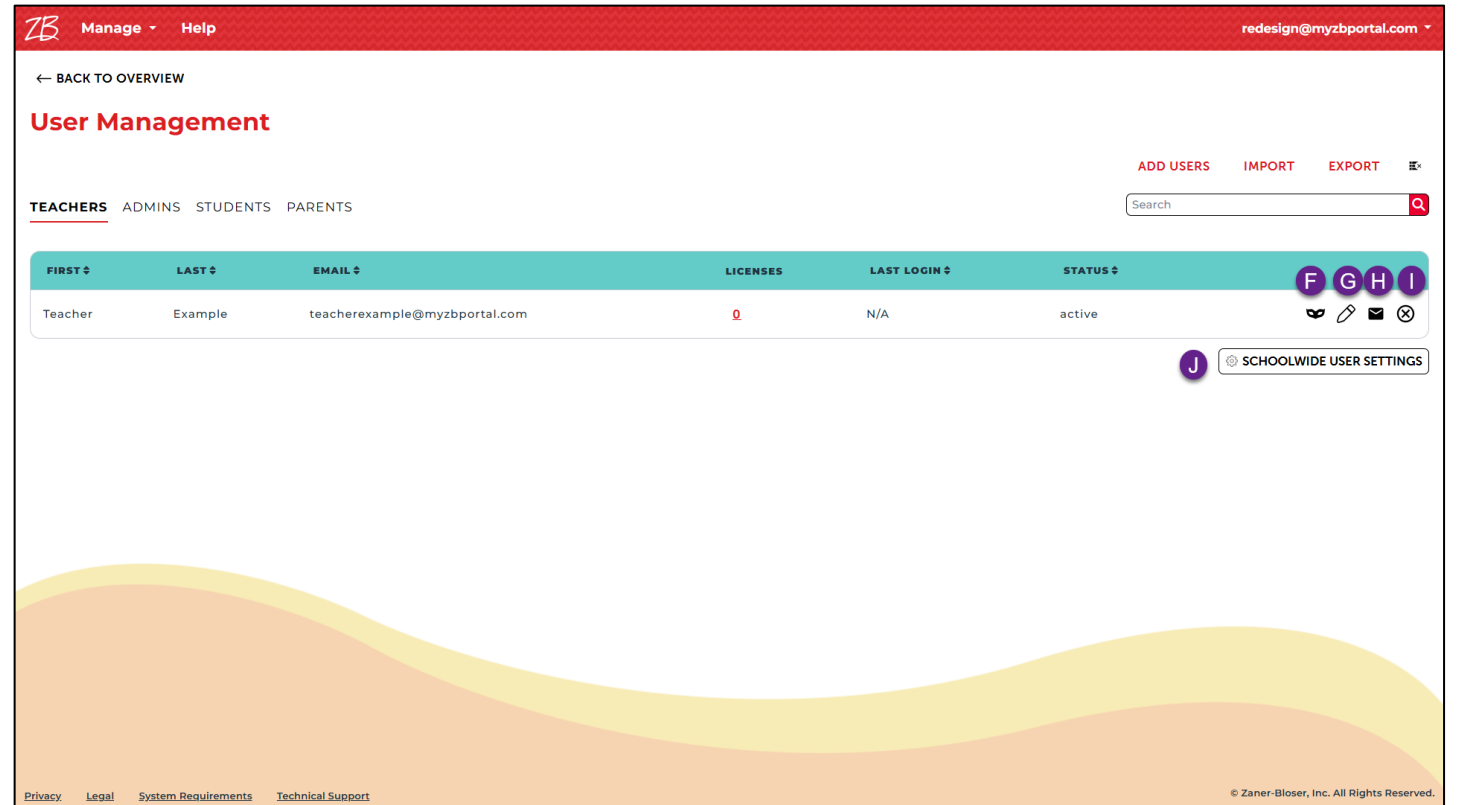
Navigating the User Management Page

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



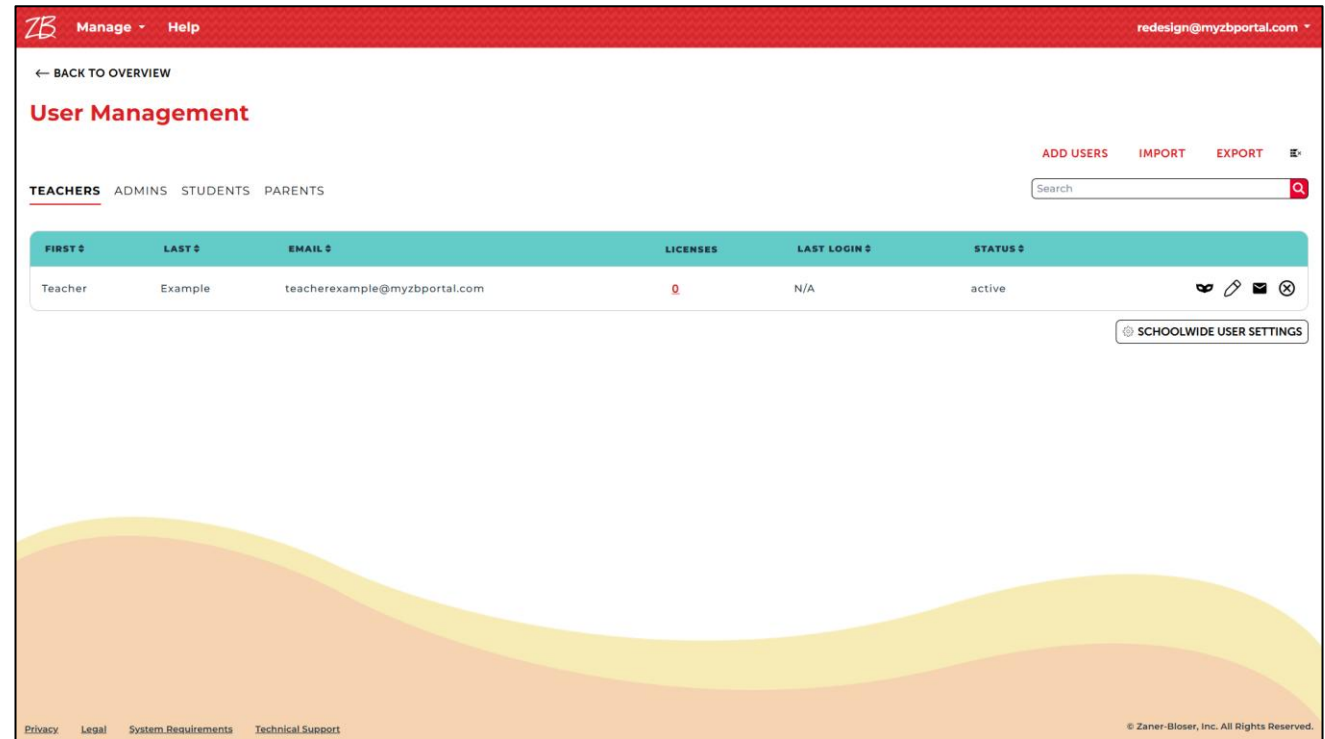
Navigating the User Management Page (Continued)

- F** Clicking on the **Mask** icon allows the Digital Administrator to Masquerade as a teacher
- G** The **Pencil** icon allows the Digital Administrator to Edit a user's information.
- H** Clicking on the **Envelope** icon will resend the users getting started email to them.
- I** Clicking on the **Circle with an X** icon will delete the user.
- J** The **School User Settings** will allow the Digital Administrator to turn on or off select functionality for users. More information on page 23.



Tips for User Accounts

- Once added to my ZB Portal, activation emails will be sent out to the Teachers, Parents, 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.

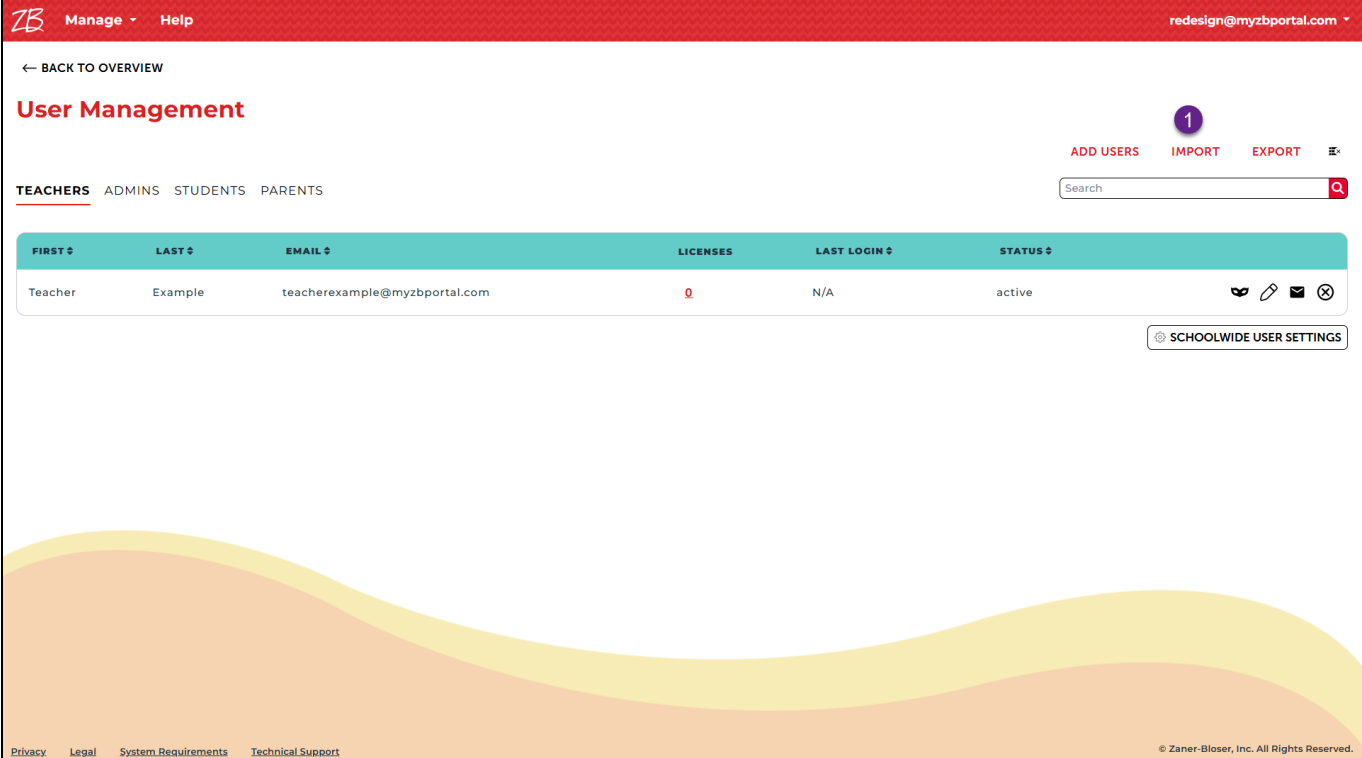


Importing Teacher, Student, or Admin Accounts (Step 1)

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

1

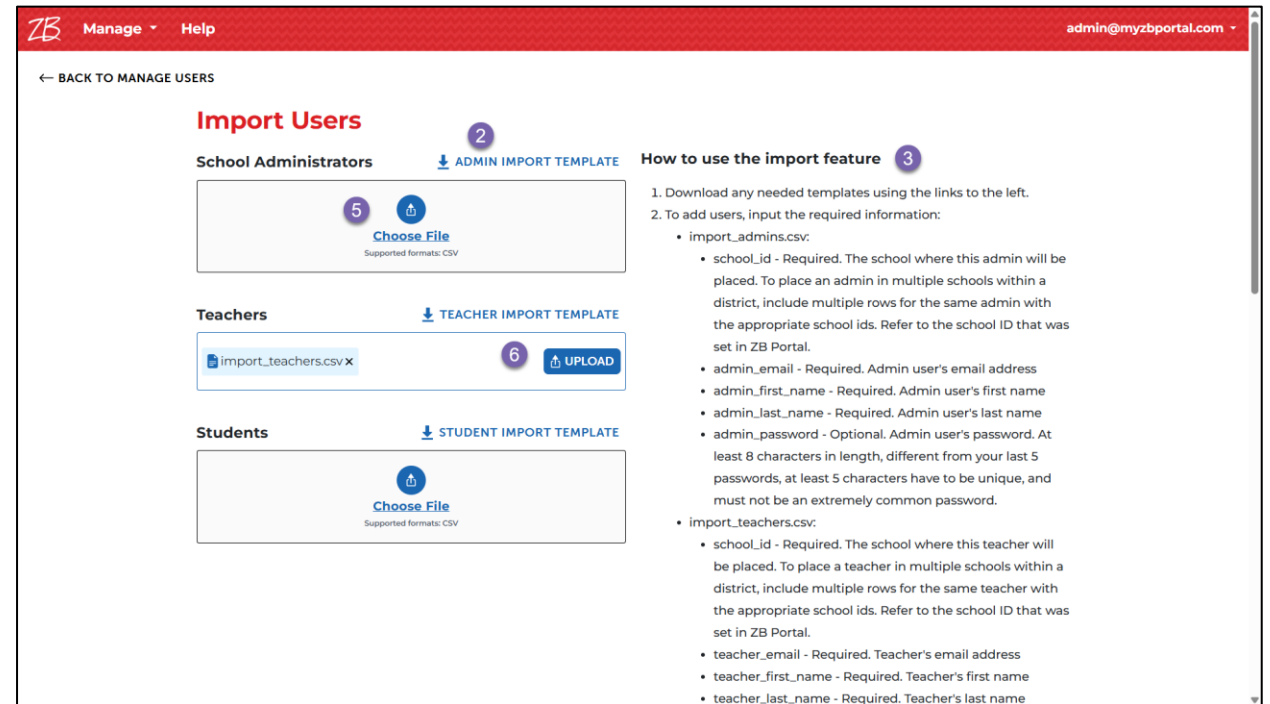
To get started, click on the **Import** button.



The screenshot shows the 'User Management' interface. At the top, there is a red header with the 'ZB' logo, 'Manage', and 'Help' options. Below the header, there is a navigation bar with '← BACK TO OVERVIEW' and 'User Management' in red. On the right side of the navigation bar, there are buttons for 'ADD USERS', 'IMPORT', and 'EXPORT'. The 'IMPORT' button is highlighted with a red circle and the number '1'. Below the navigation bar, there is a search bar and a list of tabs: 'TEACHERS', 'ADMINS', 'STUDENTS', and 'PARENTS'. The 'TEACHERS' tab is selected. Below the tabs, there is a table with columns: 'FIRST', 'LAST', 'EMAIL', 'LICENSES', 'LAST LOGIN', and 'STATUS'. The table contains one row with the following data: 'Teacher', 'Example', 'teacherexample@myzbportal.com', '0', 'N/A', and 'active'. To the right of the table, there are icons for user management (eye, edit, mail, delete) and a 'SCHOOLWIDE USER SETTINGS' button. 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.'

Importing Teacher, Student, or Admin Accounts (Steps 2-6)

- 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_fir	teacher_las	teacher_pa	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 ID in the import sheet before uploading them, so that users and classrooms are placed in the right school.
- "School ID" refers to the ID assigned to the school 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.

Import Users

← BACK TO MANAGE USERS

School Administrators ADMIN IMPORT TEMPLATE

Choose File
Supported formats: CSV

Teachers TEACHER IMPORT TEMPLATE

import_teachers.csvx UPLOAD

Students STUDENT IMPORT TEMPLATE

Choose File
Supported formats: CSV

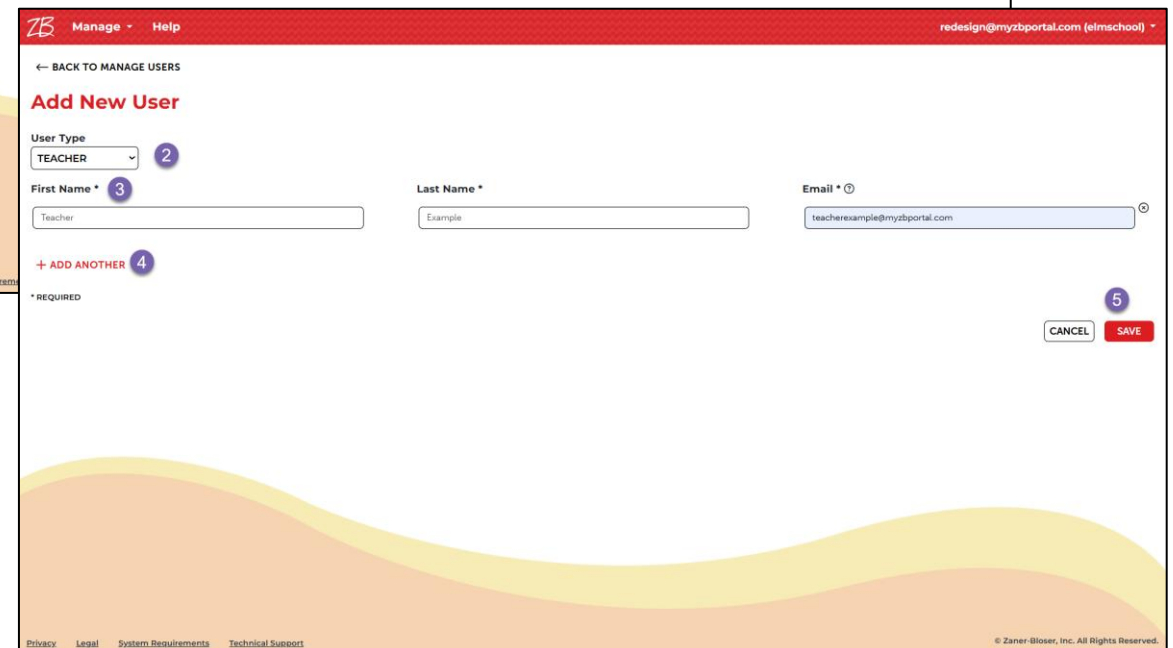
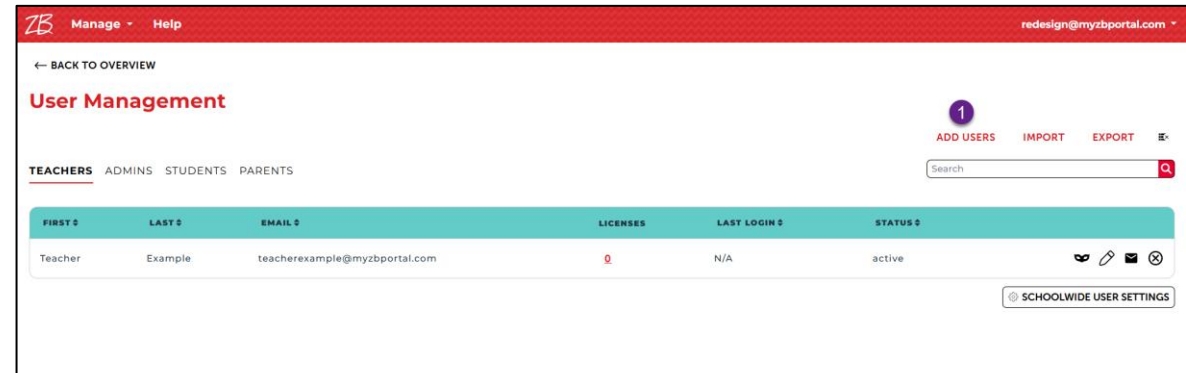
How to use the import feature

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 To get started, click on the **Add Users** link.
- 2 Select a user type from the **dropdown** menu
- 3 Fill in the required information.
- 4 To add additional teachers, click **+Add Another**.
- 5 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

To get started, click on the **Add Users** link.

2

Select a user type from the dropdown menu

3

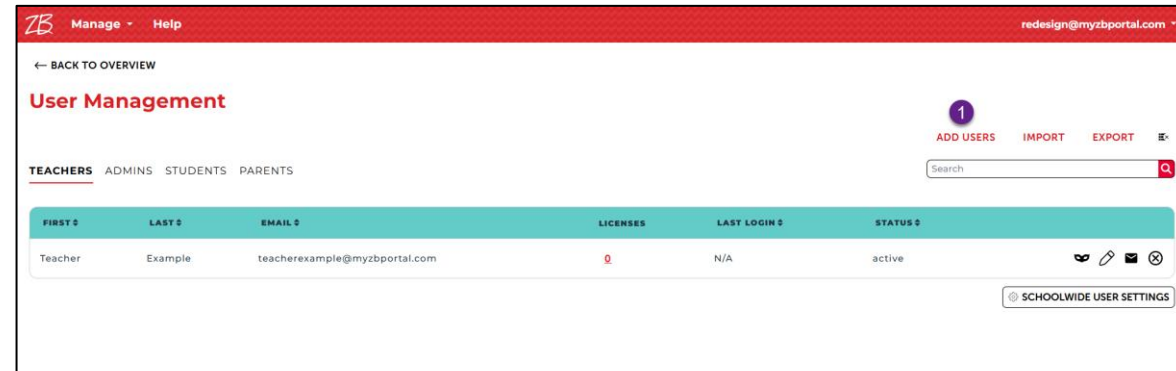
Fill in the required information.

4

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

5

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



Creating Individual Parent and Caregiver Accounts

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

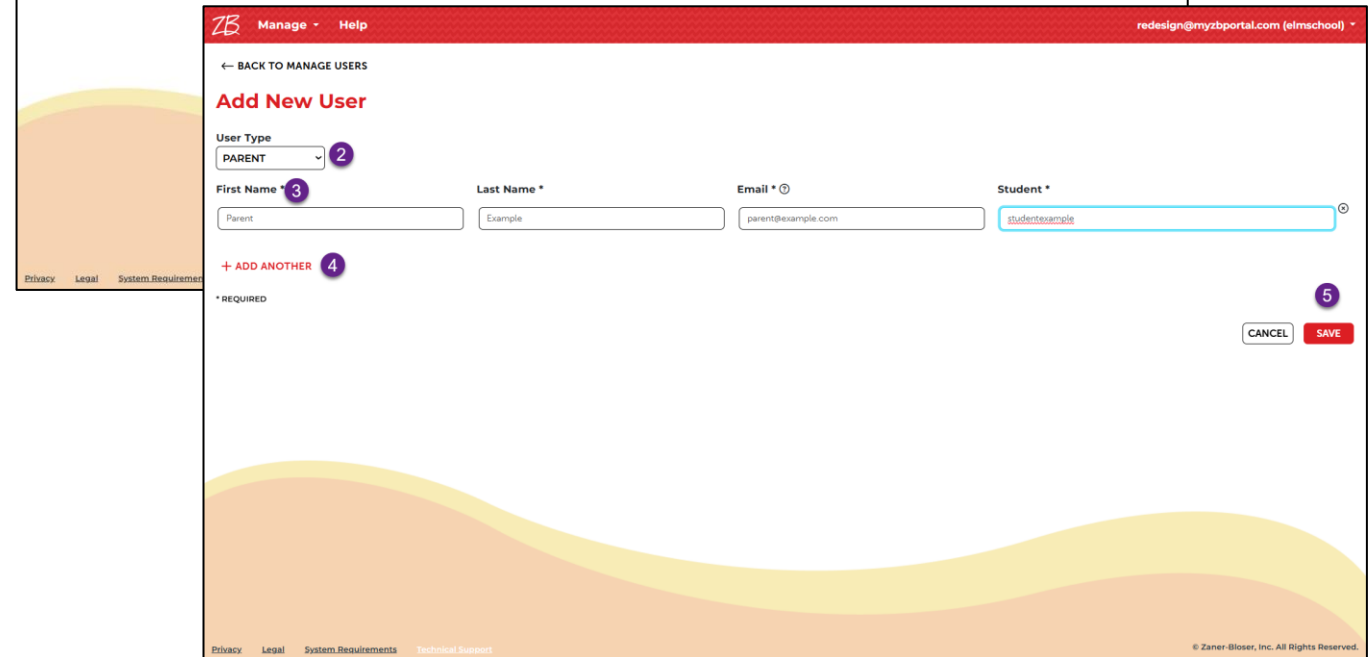
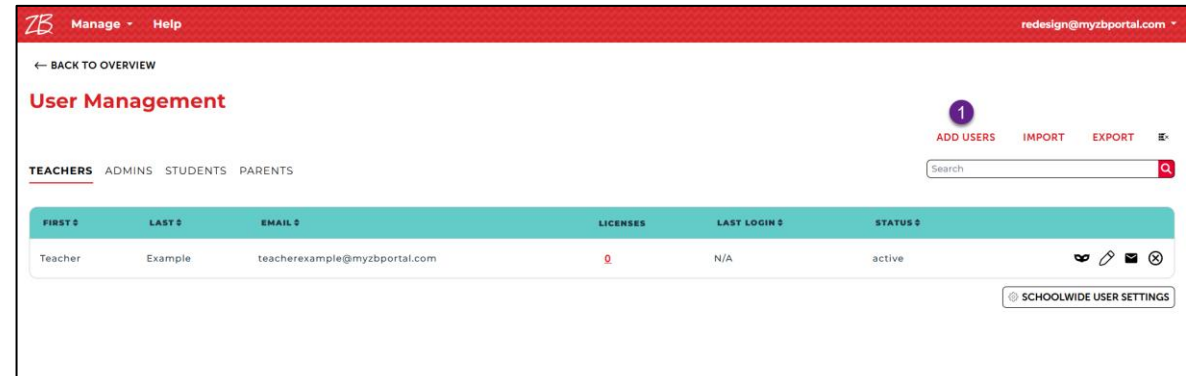
1 To get started, click on the **Add Users** link.

2 Select a user type from the dropdown menu

3 Fill in the required information.

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

5 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 To get started, click on the **Add Users** link.
- 2 Select a user type from the dropdown menu
- 3 Fill in the required information.
- 4 To add additional School Administrators, click **+Add Another**.
- 5 Once all the school administrators have been added, click on **Save**.

The top screenshot shows the 'User Management' page. It features a red header with 'ZB Manage Help' and 'redesign@myzbportal.com'. Below the header is a navigation bar with '← BACK TO OVERVIEW' and 'User Management'. There are buttons for 'ADD USERS', 'IMPORT', and 'EXPORT'. A search bar is present. Below the search bar is a table with columns: 'FIRST', 'LAST', 'EMAIL', 'LICENSES', 'LAST LOGIN', and 'STATUS'. The table contains one row: 'Teacher', 'Example', 'teacherexample@myzbportal.com', '0', 'N/A', 'active'. There are icons for user actions and a 'SCHOOLWIDE USER SETTINGS' button.

The bottom screenshot shows the 'Add New User' form. It features a red header with 'ZB Manage Help' and 'redesign@myzbportal.com (elmschool)'. Below the header is a navigation bar with '← BACK TO MANAGE USERS' and 'Add New User'. There is a 'User Type' dropdown menu set to 'SCHOOL ADMIN'. There are input fields for 'First Name *' (containing 'Administrator'), 'Last Name *' (containing 'Example'), and 'Email *' (containing 'example@administrator.com'). There is a '+ ADD ANOTHER' button. At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

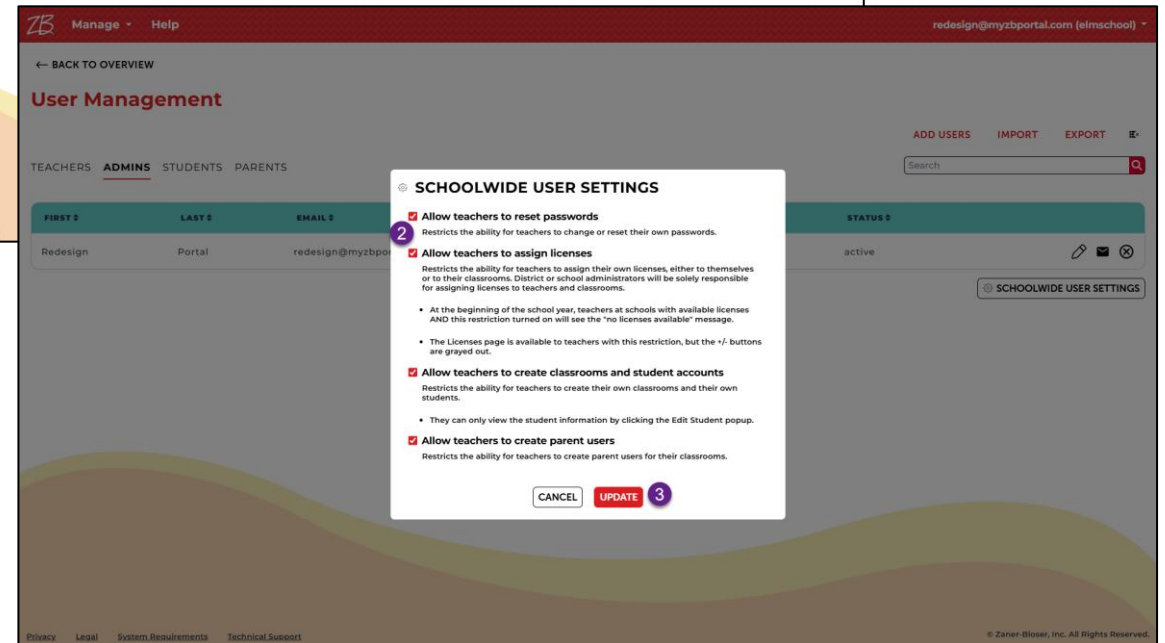
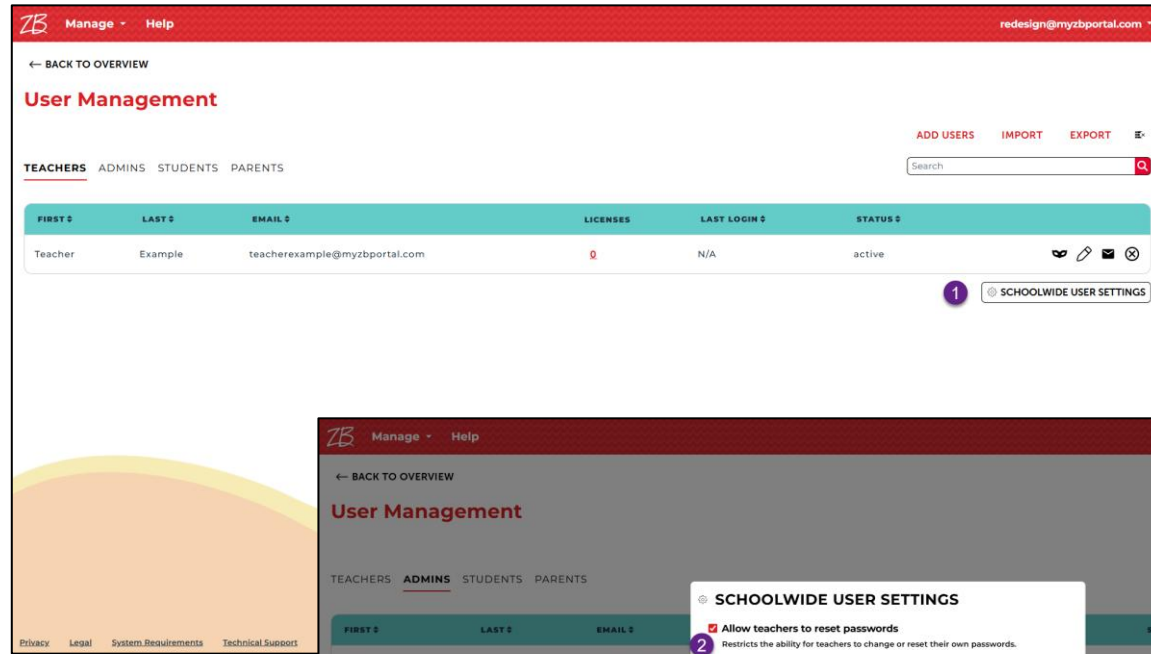
Managing User Settings

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

1 Click the **Schoolwide 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

Click on the **Students** tab.

2

Click on the **Key** icon.

3

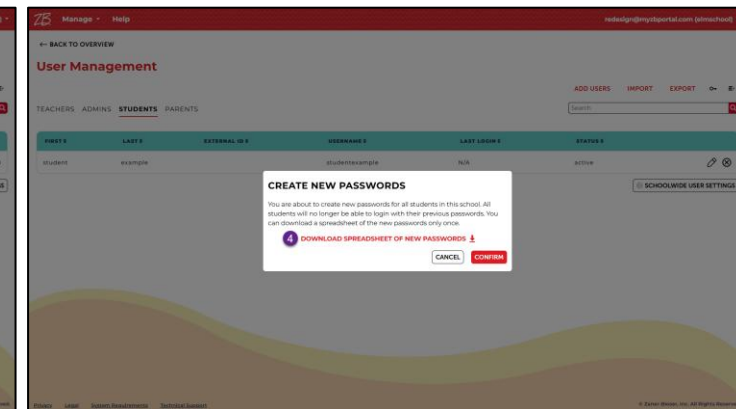
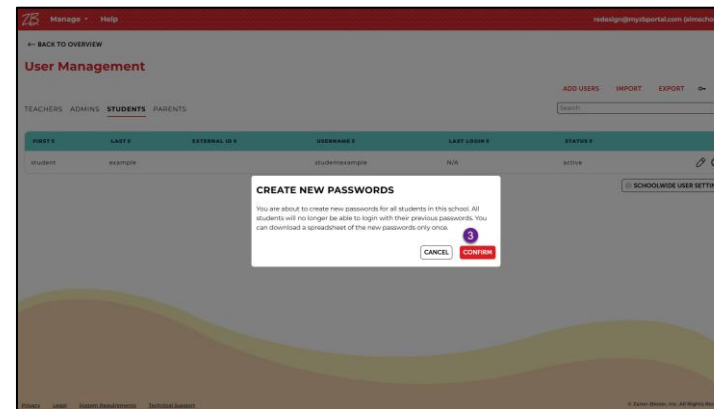
A warning pop up box will appear asking for confirmation to generate new passwords. Click **Confirm**.

4

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.

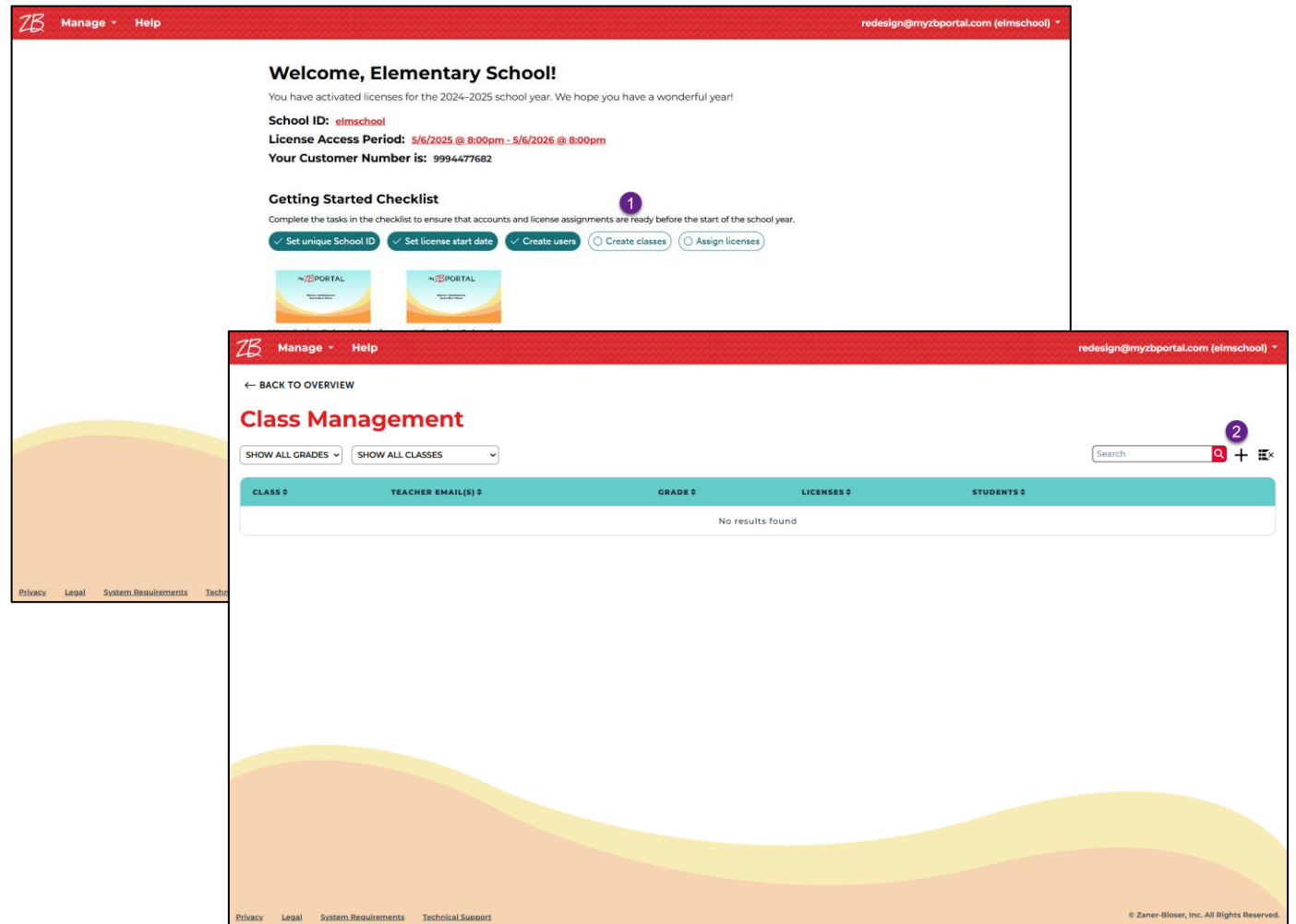


Create and Manage Classes

Creating Classes (Steps 1-2)

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



Creating Classes (Steps 3-7)

- 3 Fill in the required information:
 - Class Name
 - Class ID (optional)
 - Grade Designation (optional)
 - Class icon (optional)
 - Teacher First Name
 - Teacher Last Name
 - Teacher Email
- 4 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.
- 5 Click **Next**.
- 6 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.
- 7 Then click **Next**.

Manage Help redesign@myzbportal.com (elmschool)

← BACK TO MANAGE CLASSES

Add New Class

ELEMENTARY SCHOOL

ADD CLASS NAME AND TEACHER > ADD LICENSES > ADD STUDENTS

Class Name * Class ID Grade Designation Classroom Icon

ADD TEACHER

First Name * Last Name * Email *

+ ADD TEACHER OR

* REQUIRED

5 NEXT

Manage Help redesign@myzbportal.com (elmschool)

← BACK TO MANAGE CLASSES

Add New Class

ELEMENTARY SCHOOL

ADD CLASS NAME AND TEACHER > ADD LICENSES > ADD STUDENTS

ADD LICENSES

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

6

PREVIOUS **7** NEXT

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Creating Classes (Steps 8-10)

8

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.

9

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

10

Click on **Finish**.

The screenshot shows the 'Add New Class' form in the ZB portal. The form is titled 'Add New Class' and is for an 'ELEMENTARY SCHOOL'. It has a breadcrumb trail: '← BACK TO MANAGE CLASSES > ADD CLASS NAME AND TEACHER > ADD LICENSES > ADD STUDENTS'. The 'ADD STUDENTS' section is highlighted with a purple circle containing the number 8. The form contains several input fields: 'Student First Name *' (with a purple circle 8), 'Student Last Name *' (with a purple circle 8), 'External ID' (with a purple circle 8), 'Username *' (with a purple circle 8), 'Password' (with a purple circle 8), 'Retype Password' (with a purple circle 8), 'Parent First Name', 'Parent Last Name', and 'Parent Email'. There is a search bar with a purple circle 9 and the text '+ ADD STUDENT OR Search Existing'. At the bottom right, there are 'PREVIOUS' and 'SAVE' buttons, with a purple circle 10 above the 'SAVE' button. The footer includes 'Privacy', 'Legal', 'System Requirements', 'Technical Support', and '© Zaner-Bloser, Inc. All Rights Reserved.'

Editing Existing Classes

Digital Administrator can also edit classes on the Class Management Page

1

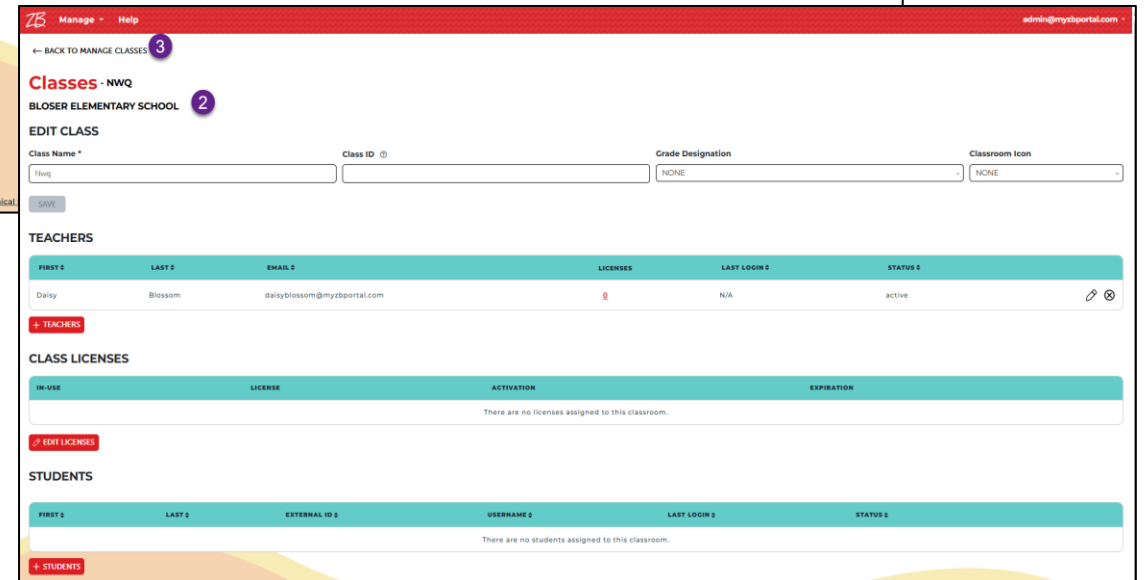
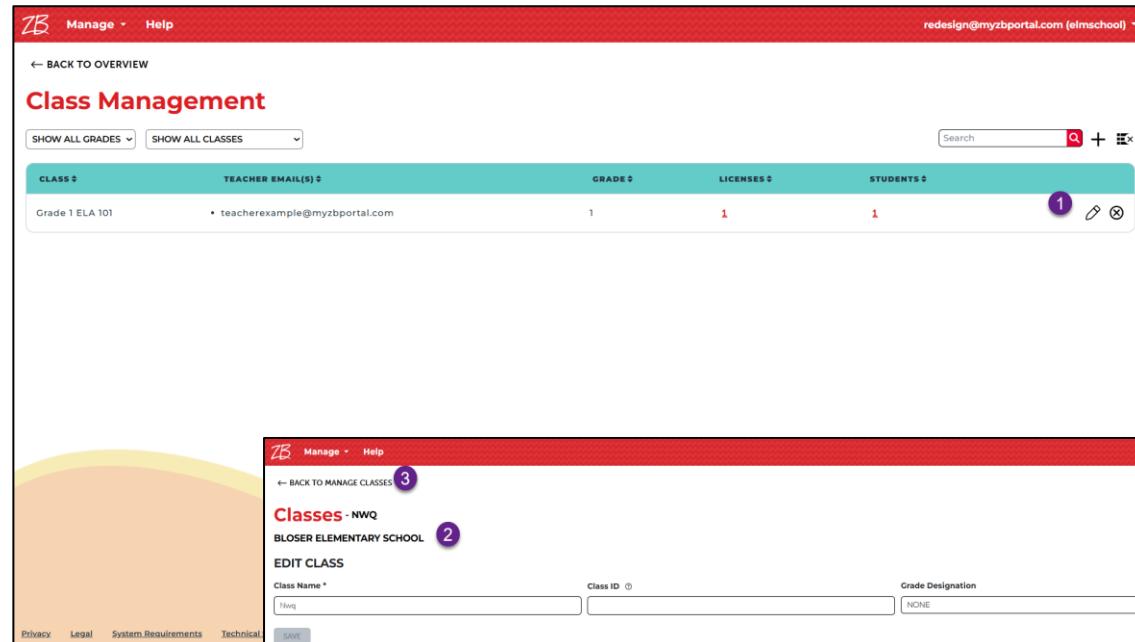
Click the **pencil** icon to edit the class.

2

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

3

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



Remove All Students

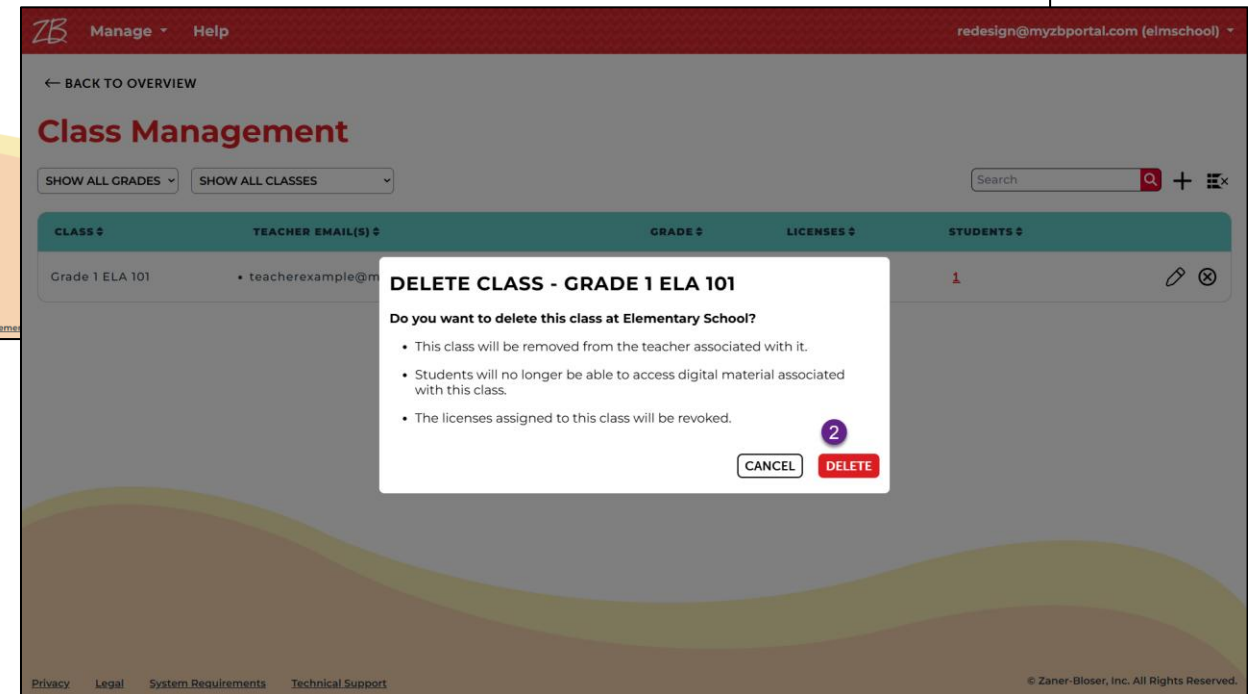
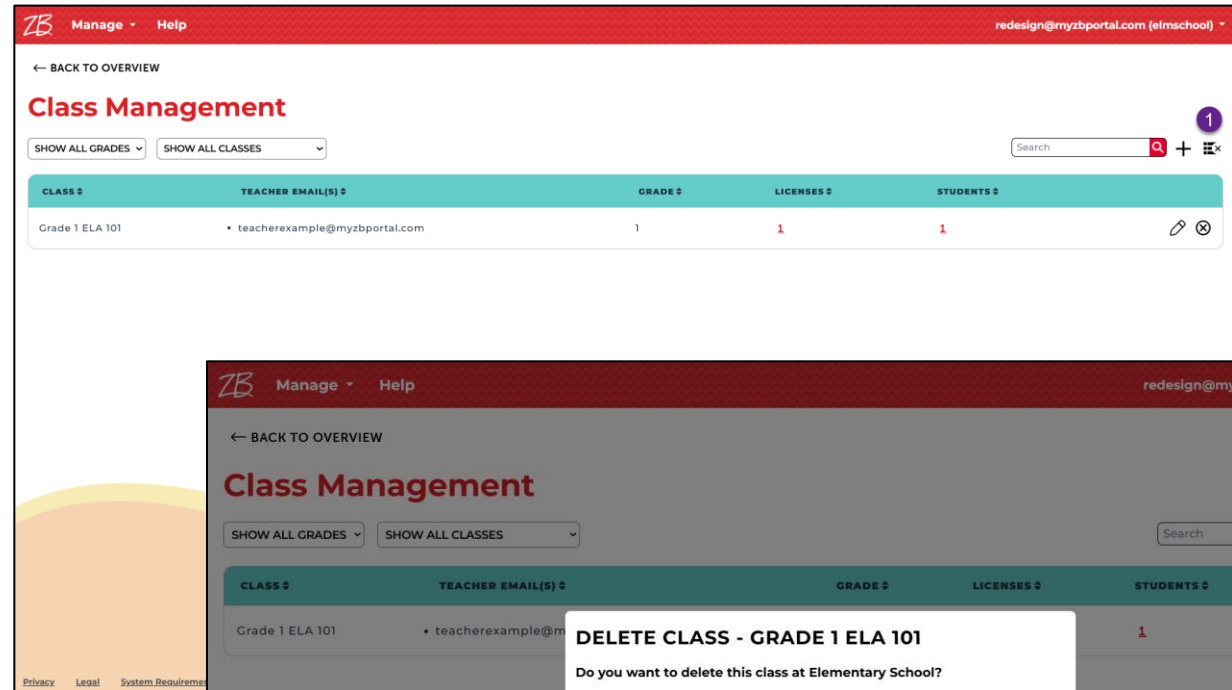
Digital Administrators have the option to remove all the students from classes at a school with a click of a button.

1

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

2

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

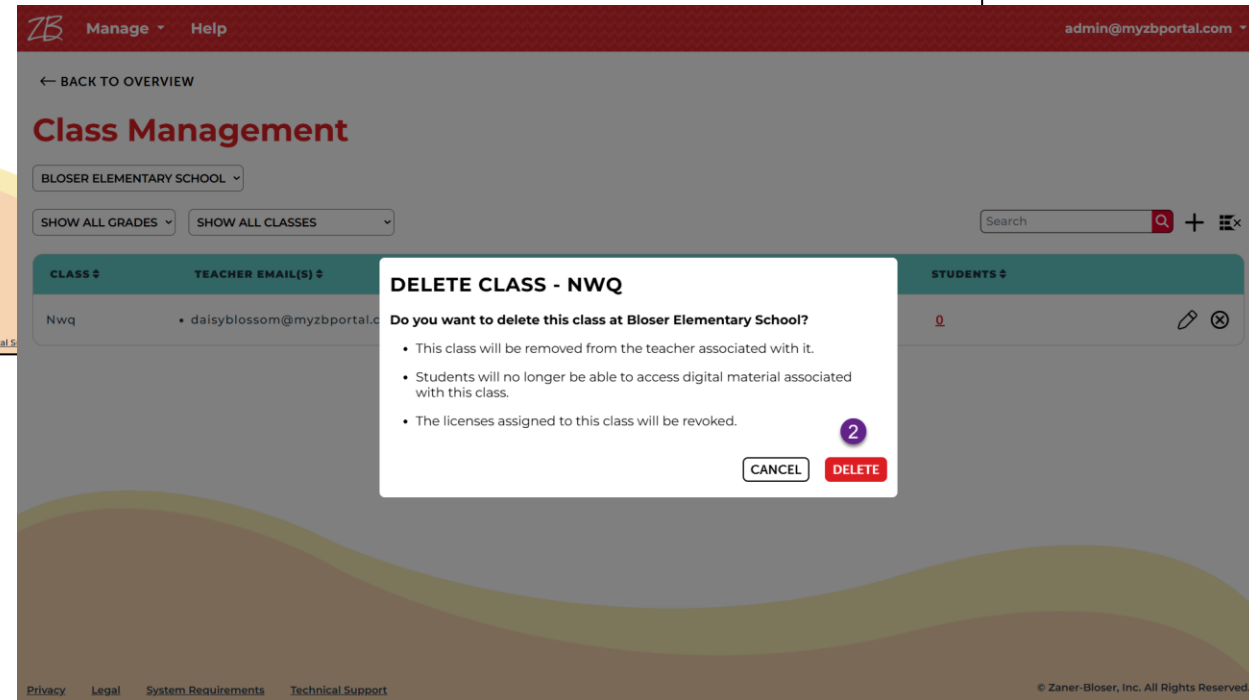
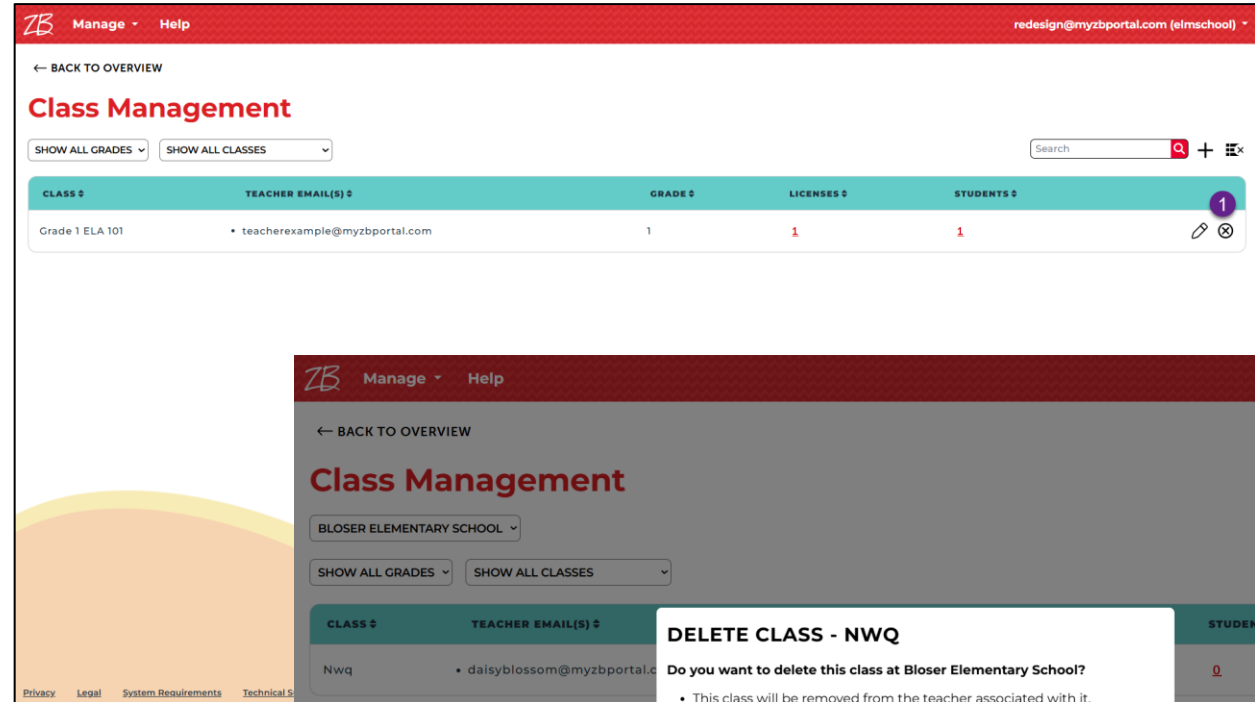
Digital Administrator can delete classes on the Class Management Page

1

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

2

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



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

ALL LICENSES [v] REVOKE ALL

IN-USE A	LICENSE B	ACTIVATION C	EXPIRATION D
0/50	Grammar, Usage, and Mechanics © 2021, Grade 2 Teacher License	5/6/2025	5/6/2026
0/50	Grammar, Usage, and Mechanics © 2021, Grade 2 Class License	5/6/2025	5/6/2026
0/50	Zaner-Bloser Handwriting Grade 1 © 2025 Teacher License	5/6/2025	5/6/2026
0/50	Zaner-Bloser Handwriting Grade 1 © 2025 Class License	5/6/2025	5/6/2026
0/50	Zaner-Bloser La escritura © 2020, Grade 1 Teacher License	5/6/2025	5/6/2026
0/50	Zaner-Bloser La escritura © 2020, Grade 1 Class License	5/6/2025	5/6/2026
0/50	Spelling Connections © 2022, Grade 2 Teacher License	5/6/2025	5/6/2026
0/50	Spelling Connections © 2022, Grade 2 Class License	5/6/2025	5/6/2026
0/50	The Superkids Reading Program © 2017, Grade 1 Teacher License	5/6/2025	5/6/2026
0/50	The Superkids Reading Program © 2017, Grade 1 Class License	5/6/2025	5/6/2026

Privacy Legal System Requirements Technical Support

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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 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 this year.
- 3 Click **Next**.
- 4 Click on the box in the **Assign** column beside the teacher(s) or classroom(s) to which the license should be assigned.
- 5 Click **Confirm**.

The first screenshot shows the 'Getting Started Checklist' with the 'Assign Licenses' step highlighted. The second screenshot shows the 'Assign and Revoke Licenses' page with a table of licenses. The third screenshot shows the 'Assign' step where a license is being assigned to a teacher.

IN-USE	LICENSE	ACTIVATION	EXPIRATION
<input checked="" type="checkbox"/>	Grammar, Usage, and Mechanics © 2021, Grade 2 Teacher License	5/6/2025	5/6/2026
<input type="checkbox"/>	Grammar, Usage, and Mechanics © 2021, Grade 2 Class License	5/6/2025	5/6/2026
<input type="checkbox"/>	Zaner-Bloser Handwriting Grade 1 © 2025 Teacher License	5/6/2025	5/6/2026
<input type="checkbox"/>	Zaner-Bloser Handwriting Grade 1 © 2025 Class License	5/6/2025	5/6/2026
<input type="checkbox"/>	Zaner-Bloser La escritura © 2020, Grade 1 Teacher License	5/6/2025	5/6/2026
<input type="checkbox"/>	Zaner-Bloser La escritura © 2020, Grade 1 Class License	5/6/2025	5/6/2026
<input type="checkbox"/>	Spelling Connections © 2022, Grade 2 Teacher License	5/6/2025	5/6/2026
<input type="checkbox"/>	Spelling Connections © 2022, Grade 2 Class License	5/6/2025	5/6/2026
<input type="checkbox"/>	The Superkids Reading Program © 2017, Grade 1 Teacher License	5/6/2025	5/6/2026

License being managed: 1/50 Grammar, Usage, and Mechanics © 2021, Grade 2 Teacher License

NAME	ASSIGN
teacherexample@myzbportal.com	<input type="checkbox"/>

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

Click the **Teacher Tab**.

4

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

5

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

6

Click **Save**.

The first screenshot shows the 'Welcome, Elementary School!' page with a 'Getting Started Checklist' that includes 'Assign licenses'. The second screenshot shows the 'User Management' page with a table of users. The third screenshot shows the 'EDIT TEACHER LICENSES' pop-up window with a list of licenses to assign.

FIRST	LAST	EMAIL	LICENSES	LAST LOGIN	STATUS
Teacher	Example	teacherexample@myzportal.com	5	N/A	active

ASSIGN	LICENSE	AVAILABILITY
<input type="checkbox"/>	GRAMMAR, USAGE, AND MECHANICS © 2001, GRADE 2 TEACHER LICENSE	0/50
<input type="checkbox"/>	DANIEL BLOSER HANDWRITING GRADE 1 © 2002 TEACHER LICENSE	0/50
<input type="checkbox"/>	DANIEL BLOSER LA ESCRITURA © 2000, GRADE 1 TEACHER LICENSE	0/50
<input type="checkbox"/>	SPELLING CONNECTIONS © 2003, GRADE 2 TEACHER LICENSE	0/50
<input type="checkbox"/>	THE SUPREMACY READING PROGRAM © 2001, GRADE 1 TEACHER LICENSE	0/50
<input type="checkbox"/>	HIGHEST-LEVEL NUMBER SENSE © 2001, GRADES A, B, C TEACHER LICENSE	0/50

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)

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.](#)

