

Superkids Teacher Portal

Integration and Setup Guide

Teacher Portal

[Clever Instant Login \(single-sign on\)](#) - **Yes**

- Find the Superkids Teacher Portal app in Clever and send a request. We will approve the request to enable SSO.
- *Note that Instant Login is not the same as Secure Sync. To use Instant Login, accounts still need to be created in the Teacher Portal, either manually or by importing them.*

[Clever Secure Sync](#) (transfers user data and provisions user accounts) - **No**

[LTI](#) (via LMS compatible with LTI 1.1) - **No**

[Active Directory](#) – **No**

[API integration](#) (OneRoster, proprietary) - **No**

Superkids Online Fun

[Clever Instant Login \(single-sign on\)](#) - **No**

[Clever Secure Sync](#) (transfers user data and provisions user accounts) - **No**

[LTI](#) (via LMS compatible with LTI 1.1) - **No**

[Active Directory](#) – **No**

[API integration](#) (OneRoster, proprietary) - **No**

GETTING STARTED

School administrator

- The person at your institution designated the “school administrator” will receive an activation email automatically when the order is processed. After completing account setup, this person will be able to manage and create accounts from the school administrator interface in the Teacher Portal.
 - If your school administrator has not received this activation email, please contact Customer Experience at teachersupport@zaner-bloser.com.

Rostering – How are accounts created?

- School administrators can:
 - Create teacher accounts and classrooms using the **Create classes and teachers** page:

The screenshot shows the 'Create classes and accounts' page in the School Administrator Portal. The page header includes 'The Superkids Reading Program' logo, 'My Account', and 'Log Out' links. The main content area is titled 'Create classes and accounts' and contains a form with the following sections:

- Class grade and name:** A section with a dropdown menu for 'Class Grade*' and a text input for 'Class Name*'. A red asterisk indicates a required field. A red border highlights the 'Class Name*' field with the placeholder text '(e.g. Ms. Blossom's Grade 2 Class)' and a red error message 'Please enter a name for this classroom.' Below this is a 'Class id:' input field.
- Teachers assigned to this class:** A section with a red asterisk indicating a required field. It contains three input fields for 'Email*', 'First Name*', and 'Last Name*'. Red error messages are shown below each field: 'Please enter an email.', 'Please enter a first name.', and 'Please enter a last name.' A note above the fields states: 'Assign teachers to this classroom. If a teacher does not have an account yet, adding them below will create an account for them. You may add up to three teachers per classroom.'

A sidebar on the left contains navigation links: 'Create classes and teachers' (highlighted), 'Manage classes and students', 'Manage teachers and parents', 'Import classes and accounts', 'Manage administrators', 'View scores', 'Desktop shortcuts', 'View another school', 'Licenses', and 'Help'.

OR by **importing** a spreadsheet of teacher information on the **Import classes and accounts** page:

The Superkids Reading Program My Account Log Out
 SCHOOL ADMINISTRATOR PORTAL

ZB Digital Dev 2017
 School Year: 2019-2020

Import classes and accounts

Create classes and teachers

Manage classes and students

Manage teachers and parents

Import classes and accounts

Manage administrators

View scores

Desktop shortcuts

View another school

Licenses

Help

Step 1: Import teachers and classes | Step 2: Import students and parents

UPLOAD FILE | REVIEW & UPDATE | IMPORT COMPLETE

You can upload your class and teacher information to create classes and teacher accounts. The file must be in .xlsx format and include the following fields. The bold value is the field/column name and is followed by the notes about the field.

Download template file

Required Fields

- **email** - character limit (255), unique within the list and a valid email address
- **first_name** - character limit (50)
- **last_name** - character limit (50)
- **class_id** - character limit (100), unique identifier for a specific class within this school. The class_id is created by you and can be whatever you decide, so long as it is unique within this school. Use the class_id during student import to add students to a specific class.
- **class_name** - character limit (200)

Your file should look like this:

	A	B	C	D	E
1	email	first_name	last_name	class_id	class_name

Teachers receive a setup email automatically after their account and class are created.

- **Create student accounts** by using the **ADD STUDENT** button on the **Edit/Manage Class** page:

Create classes and teachers

Manage classes and students

Manage teachers and parents

Import classes and accounts

Manage administrators

View scores

Desktop shortcuts

View another school

Licenses

Help

Class grade and name DELETE

Select the grade and enter a name for this class.

* - required

Class Grade*

Class Name* (e.g. Ms. Blossom's Grade 2 Class)

Class Id:

Teachers assigned to this class

Assign teachers to this classroom. If a teacher does not have an account yet, adding them below will create an account for them. You may add up to three teachers per classroom.

Email	Name		
sampleteacher@zane-bloser.com	Sample Teacher	Setup	Remove from this class

+ Add another teacher

Class Roster

Student ID	Student Last Name	Student First Name	Password Icon	View/Edit	Remove
ADD STUDENT					

OR by **importing** a spreadsheet of student information on the **Import classes and accounts** page:

The screenshot shows the 'Import classes and accounts' page in the Superkids Reading Program administrator portal. The page is titled 'ZB Digital Dev 2017' and 'School Year: 2019-2020'. The left sidebar contains navigation links: 'Create classes and teachers', 'Manage classes and students', 'Manage teachers and parents', 'Import classes and accounts' (highlighted), 'Manage administrators', 'View scores', 'Desktop shortcuts', 'View another school', 'Licenses', and 'Help'. The main content area is titled 'Import classes and accounts' and has two steps: 'Step 1: Import teachers and classes' and 'Step 2: Import students and parents'. Below the steps are three buttons: 'UPLOAD FILE', 'REVIEW & UPDATE', and 'IMPORT COMPLETE'. A text block explains that users can upload student and parent information to existing classes in an .xlsx format, listing required fields: class_id, student_id, first_name, last_name, parent_first, parent_last, and parent_email. A table below shows a sample spreadsheet header with columns A through G.

- **Create parent accounts** by using the **+ ADD PARENT/GUARDIAN** link on the **View Student** page:

The screenshot shows the 'Manage Account' page in the Superkids Reading Program administrator portal. The page is titled 'ZB Digital Dev 2017' and 'School Year: 2019-2020'. The left sidebar contains navigation links: 'Create classes and teachers', 'Manage classes and students' (highlighted), 'Manage teachers and parents', 'Import classes and accounts', 'Manage administrators', 'View scores', 'Desktop shortcuts', 'View another school', 'Licenses', and 'Help'. The main content area is titled 'Manage Account' and has a 'Student Information' section with fields for 'First name' (Sample), 'Last name' (Student), 'Student ID' (SAMPLE1231212), and 'Password' (camel). There is a 'deactivate this account' link. Below the student information is a 'Parent/Guardian 1' section with fields for 'First name' (Sample), 'Last name' (Parent), and 'Email' (sampleparent@zaner-bloser.com). There is a '+ add parent/guardian' link and a 'SAVE' button. A red arrow points to the '+ add parent/guardian' link.

OR by **importing** a spreadsheet of parent information (along with student information) on the **Import classes and accounts** page.

Create classes and teachers

Manage classes and students

Manage teachers and parents

Import classes and accounts

Manage administrators

View scores

Desktop shortcuts

View another school

Licenses

Help

Step 1: Import teachers and classes

Step 2: Import students and parents

UPLOAD FILE

REVIEW & UPDATE

IMPORT COMPLETE

You can upload your student and parent information to existing classes. The file must be in .xlsx format and include the following fields. The bold value is the field/column name and is followed by the notes about the field.

Download template file

Required fields

- class_id** - character limit (100), unique identifier for a specific class within this school. Use the class_id during student import to add students to a specific class
- student_id** - character limit (100), unique identifier for a specific student within this school. The student_id is created by you and can be whatever you decide, so long as it is unique within this school.
- first_name** - character limit (50), student's first name
- last_name** - character limit (50), student's last name
- parent_firsti** - character limit (50), parent's first name. To provide home access to online resources, add parent information to create a parent account.
- parent_lasti** - character limit (50), parent's last name
- parent_emaili** - character limit (255), parent email

Your file should look like this:

	A	B	C	D	E	F	G
1	class_id	student_id	first_name	last_name	parent_firsti	parent_lasti	parent_emaili
2							
3							

Choose File | No file chosen

CONTINUE

CANCEL

Parents receive a setup email automatically after their account is created.

- **Teachers can:**
 - **Create student accounts** by using the **ADD STUDENT** button on the **My Class > Roster** page OR by importing a spreadsheet of student information on the **Import** page

My Class

Lessons

Materials

Training

Help

Ms Blaine's G2 Cla

Hary Blaine

Roster

Assign

Reports

Online Fun

Parent Portal

Manage Settings

← Back to Class Roster

Create New Students

Search Existing Students

Student First Name

Student Last Name

Student ID

Select a password

Sample

Student

SAMPLE12312

bear

Parent/Guardian

First Name

Last Name

Email

+ Add Parent/Guardian

+ Create Another Student

SAVE AND ADD TO CLASS ROSTER

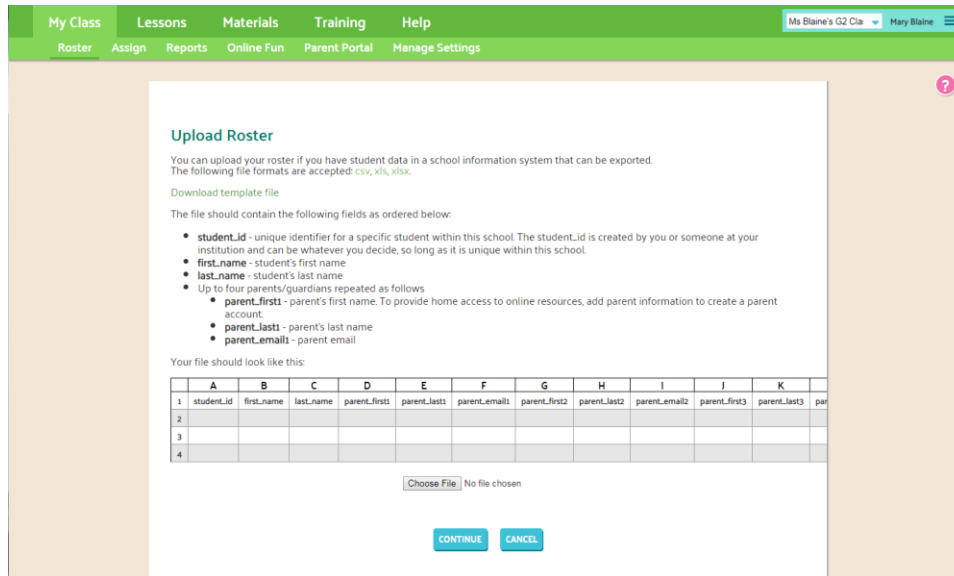
Terms of Use

Subscription Agreement

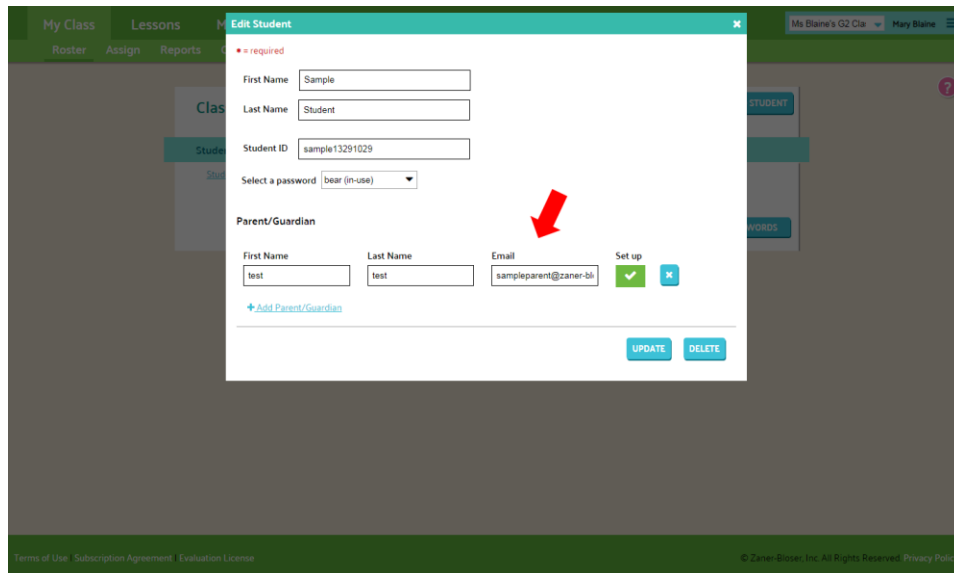
Evaluation License

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Privacy Policy



- **Parent accounts** by using adding parent information on the **Edit Student** popup OR by importing a spreadsheet of parent information (along with student information) on the **Import** page. Parents receive a setup email automatically once they are added.



My Class Lessons Materials Training Help Ms Blaine's G2 Cla Mary Blaine

Roster Assign Reports Online Fun Parent Portal Manage Settings

Upload Roster

You can upload your roster if you have student data in a school information system that can be exported. The following file formats are accepted: csv, xls, xlsx.

Download template file

The file should contain the following fields as ordered below:

- **student_id** - unique identifier for a specific student within this school. The student_id is created by you or someone at your institution and can be whatever you decide, so long as it is unique within this school.
- **first_name** - student's first name
- **last_name** - student's last name
- Up to four parents/guardians repeated as follows
 - **parent_first1** - parent's first name. To provide home access to online resources, add parent information to create a parent account.
 - **parent_last1** - parent's last name
 - **parent_email1** - parent email

Your file should look like this:

	A	B	C	D	E	F	G	H	I	J	K
1	student_id	first_name	last_name	parent_first1	parent_last1	parent_email1	parent_first2	parent_last2	parent_email2	parent_first3	parent_last3
2											
3											
4											

Choose File No file chosen

CONTINUE CANCEL

Licensing – How are licenses distributed?

- Licenses are distributed automatically when a school administrator creates a class.

licenses

The following products are assigned to this class:

Meet the Superkids (2017) Online Package

Superkids' Club (2017) Online Package

Kindergarten (2017) Informational Text Library, Second Semester

Superkids' Club (2017) On-Level Library

Meet the Superkids (2017) On-Level Library

Superkids' Club (2017) Easy Library

Superkids' Club (2017) Challenging Library

SAVE SAVE AND CREATE ANOTHER CANCEL

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If licenses for the grade are not available, you will not be able to create the class. You can check which licenses are available to you by looking at the **Licenses** page.

ZB Digital Dev 2017
School Year: 2019 - 2020

Active Licenses for ZB Digital Dev 2017

Kindergarten

Meet the Superkids (2017) Online Package	Superkids' Club (2017) Online Package	Kindergarten (2017) Informational Text Library, Second Semester	Superkids' Club (2017) On-Level Library

Grade 1

Meet the Superkids (2017) On-Level Library	Superkids' Club (2017) Easy Library	Superkids' Club (2017) Challenging Library

If you do not see the Licenses you need, please contact Customer Experience at teachersupport@zaner-bloser.com.

- If a class is renewed from a previous year, you will only be able to renew them if the licenses are available for the current school year. "Distribution" happens when the class is renewed.

Fl 2017 K	ID:	Grade: K	Teachers	Class created on: 9/5/19, 9:29 PM	Roster	Edit/Manage
First Grade Class	ID:	Grade: G1	Teachers: samplteacher@zaner-bloser.com	Class created on: 7/31/18, 6:05 AM		RENEW DELETE

- If you have **ADD ON** licenses such as Super Smart or technology packages (2015 edition only), you can add those to individual classes on the Edit/Manage Class page.

OR teachers can add these ADD ON licenses from their **Licenses** page in the Teacher Portal:

My Class Lessons Materials Training Help

Ms Blaine's G2 Cla Mary Blaine

Your Classroom Products

Second-Grade 6-Year Online Package	SUPER Magazine for First Semester	SUPER Magazine for Second Semester

Big Book of Decoding for First Semester, Second Grade	Big Book of Decoding for Second Semester, Second Grade

Additional Products

Second Grade Book Club Extension Package (2019)

Superkids Online Fun – the student portal

Superkids Online Fun is where your students will read books, play games, and watch videos throughout the year. There are two ways to set up Superkids Online Fun:

- **Desktop shortcut** – if your students will use Superkids Online Fun on a desktop, laptop, or Chromebook, create a desktop shortcut for one-click access to Superkids Online Fun. The shortcut is a unique URL that you can **bookmark in your browser’s bookmarks bar, paste into an LMS link, or save to your computer desktop.**
 - School admins can create desktop shortcuts from the school admin interface on the **Desktop Shortcut** page. They can configure multiple shortcuts for different classrooms at their institution. Each shortcut is its own unique URL that will load Superkids Online Fun for the configured classes when it is clicked.

The screenshot shows the 'School Administrator Portal' for 'ZB Digital Dev 2017' (School Year 2019 - 2020). The page is titled 'Desktop Shortcuts' and provides instructions on how to use them. A 'CREATE A NEW SHORTCUT' button is visible. Below, there are two existing shortcuts: 'Greenhill School Shortcut' and 'Redhill School Shortcut', each with a unique URL and 'update' and 'delete' options.

Desktop Shortcuts

Desktop shortcuts offer one-click access to Superkids Online Fun and can be placed on the desktop of a computer, Chromebook's bookmarks bar, or embedded into an LMS. If your students use iPads or Android tablets, however, you must download the Superkids Online Fun application and manage each device individually from with the app's settings page. You cannot use a Desktop Shortcut on an iPad or Android tablet.

Desktop shortcuts can be a class-specific, school-specific, or incorporate all schools within a district. As a school administrator, you can create and configure multiple shortcuts.

Shortcuts expire at the end of each school year and must be created again when the new school year begins.

CREATE A NEW SHORTCUT

Greenhill School Shortcut update delete

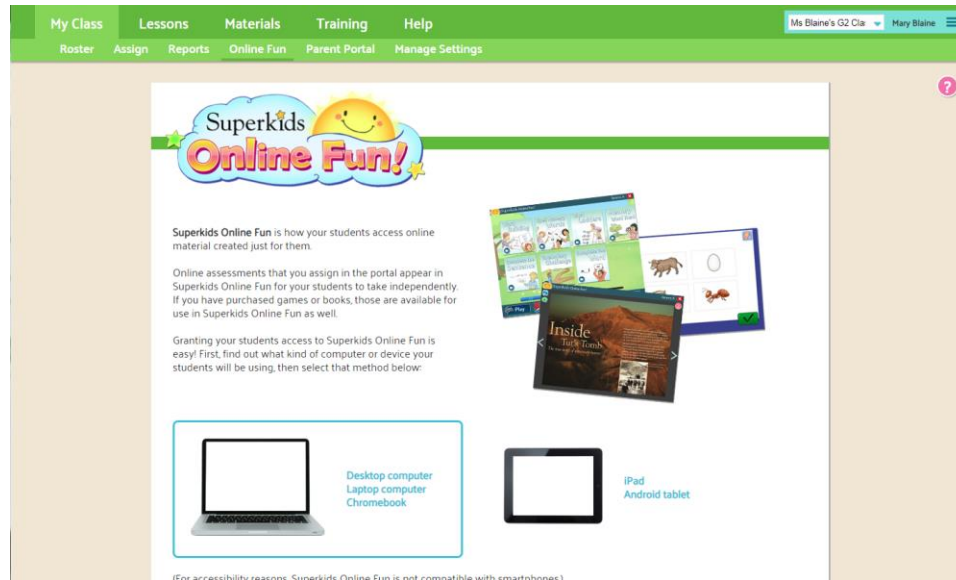
<https://teachers.rowlandreading.org/skof/index.html?apiEndpoint=https://apl.superkidsreading.com&token=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJqdGkiOiJmMwOGIRi04NjFhLTQ4NTRkYWQzOTYwZmZmMzRhOTk1CjEzNDg5UzZvcnRjZXRZCjE6ImhMGH3NzYsLTMsNjMNDZlNyjhMzQoLTYzNzBhYWNkZDkiNCsImV4cCI6MTUsMzUzOTUoMCwiaXNzIjoiaHRocHh6LyshGkuc3VwZl9raWRzcmVhZGluZy5jb2oiLCJhdWQiOiJodHRwczovLzFwaS5zdXBlcmtpZ2hny2WfkaW5nLnNvbi5l9zgtAzaandv9zGopDteE06e>

[view included classes >](#)

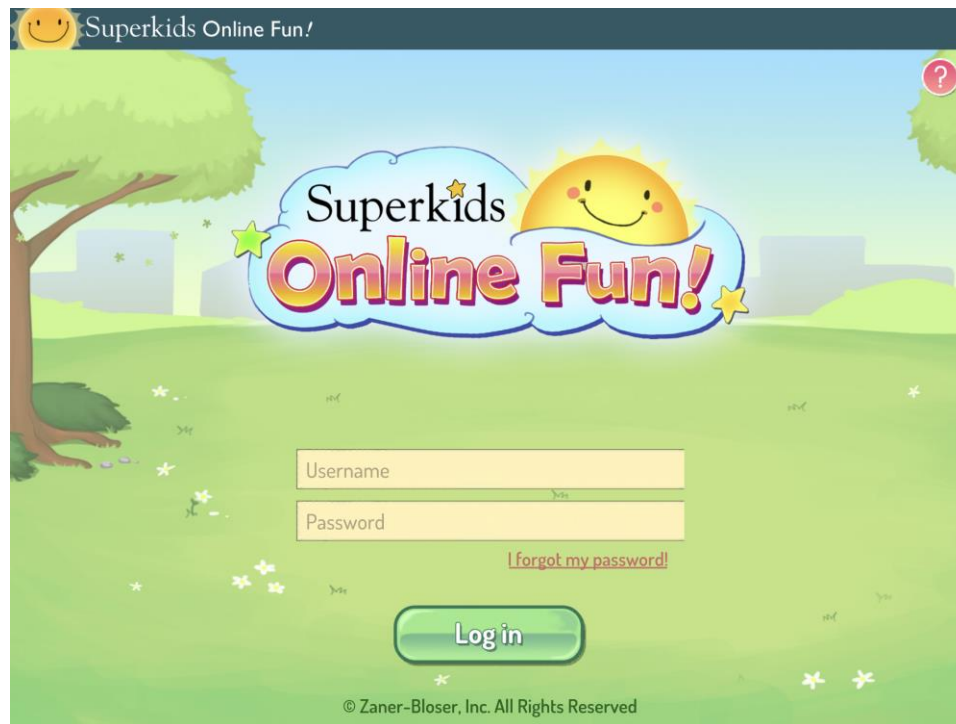
Redhill School Shortcut update delete

<https://teachers.rowlandreading.org/skof/index.html?apiEndpoint=https://apl.superkidsreading.com&token=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJqdGkiOiJmMwOGIRi04NjFhLTQ4NTRkYWQzOTYwZmZmMzRhOTk1CjEzNDg5UzZvcnRjZXRZCjE6ImhMGH3NzYsLTMsNjMNDZlNyjhMzQoLTYzNzBhYWNkZDkiNCsImV4cCI6MTUsMzUzOTUoMCwiaXNzIjoiaHRocHh6LyshGkuc3VwZl9raWRzcmVhZGluZy5jb2oiLCJhdWQiOiJodHRwczovLzFwaS5zdXBlcmtpZ2hny2WfkaW5nLnNvbi5l9zgtAzaandv9zGopDteE06e>

- Teachers can create a desktop shortcut for their own class on the **Online Fun** page in the Teacher Portal.



- **Online Fun app** – if your students will use Superkids Online Fun on an iPad or Android device, **download the app from the App Store or Google Play store**. Search for “Superkids Online Fun” to find the app in the store.
 - On the app’s login screen, teachers/parents/school admins can **log in with the username and password they use to log into the Teacher Portal**. The app will remain logged in until “log out” is chosen.



- All the classrooms at your school will show in the class list in the app. You can filter this list to just one classroom by selecting a **Default Class** in the **Settings** area (press the gear icon to access the Settings area).