Parent Portal Accounts (Teacher View)

Enrollment · https://docs.dacapoinventory.com/doc/parent-portal-accounts-teacher-view/

The **Parent Portal Accounts** page allows teachers to view which parents have access to student information and identify students who are not yet linked to a parent account. This page is primarily informational and communication-focused, with fewer administrative actions than the Director of Music view.

Purpose of This Page

As a teacher, this page helps you:

- See which parents have active Parent Portal accounts
- Understand which students are linked to which parent accounts
- Identify students who are **not yet connected** to a Parent Portal account
- Communicate with families when appropriate
- Monitor parent login activity for awareness and support

This page does **not** grant full administrative control over parent accounts.

Parent Portal Accounts List

The first table displays all Parent Portal accounts associated with your building.

Information Shown

Each row includes:

- **Parent Name**
- **Parent Email Address**
- **Children / Students**

- Students currently linked to the parent account

- **Ensemble(s)**
  - Ensembles the linked students participate in

- **Login Activity**
  - Total login count
  - Most recent login date

You may use the search and filter tools to quickly locate specific parents or students.

Available Teacher Actions

Teachers have access to a limited set of actions, including:

- **Viewing parent–student relationships**
- **Opening student contact information** (when available)
- **Reviewing login activity** to help troubleshoot access questions

More advanced account management actions (such as security restrictions or account-level changes) are reserved for directors or district administrators.

Students Not Linked to a Parent Portal Account

The second table lists **students who are not currently connected to any Parent Portal account**.

Why This Is Helpful

This view allows you to:

- Identify families who may not yet have Parent Portal access
- Follow up with parents who may need assistance creating or linking an account
- Ensure families are receiving important communications

Each row shows:

- **Student Name**
- **Ensemble(s)**
- **Available actions** (view-only or informational)

Communicating With Families

Depending on your district's permissions, you may be able to email families directly from this page using built-in communication tools. This is helpful for:

- Reminding families to set up Parent Portal access
- Sharing general information
- Directing parents to district resources

Email access and options may vary by district role.

What Teachers Cannot Do on This Page

For clarity, teachers **cannot**:

- Create or delete Parent Portal accounts
- Change parent security restrictions
- Designate volunteer coordinators
- Modify district-wide Parent Portal settings

These actions are handled by Directors of Music or district administrators.

Best Practices

- Use this page regularly to ensure families are connected.
- Refer parents with access issues to your Director or district contact when needed.

- Encourage families of unlinked students to create or complete Parent Portal access early in the year.