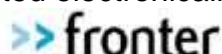


## Theme: Access for parents/carers

### Fronter 82

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#### What's new in this guide:

- There are no changes in this guide except including the setting '317 Enable instant user creation based on a template'

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## Introduction

This guide looks at how parents/carers can be created and granted access in Fronter. The examples attempt to illustrate known issues, and it is our wish that you will nod knowingly at a lot of what is presented.

Fronter is being continually developed and improved. As a result, this may produce discrepancies between the documentation and application. This guide has been written for Fronter 82.

We hope you find this guide useful.

August 2008  
Steinar Hov/Ingun Vaglid

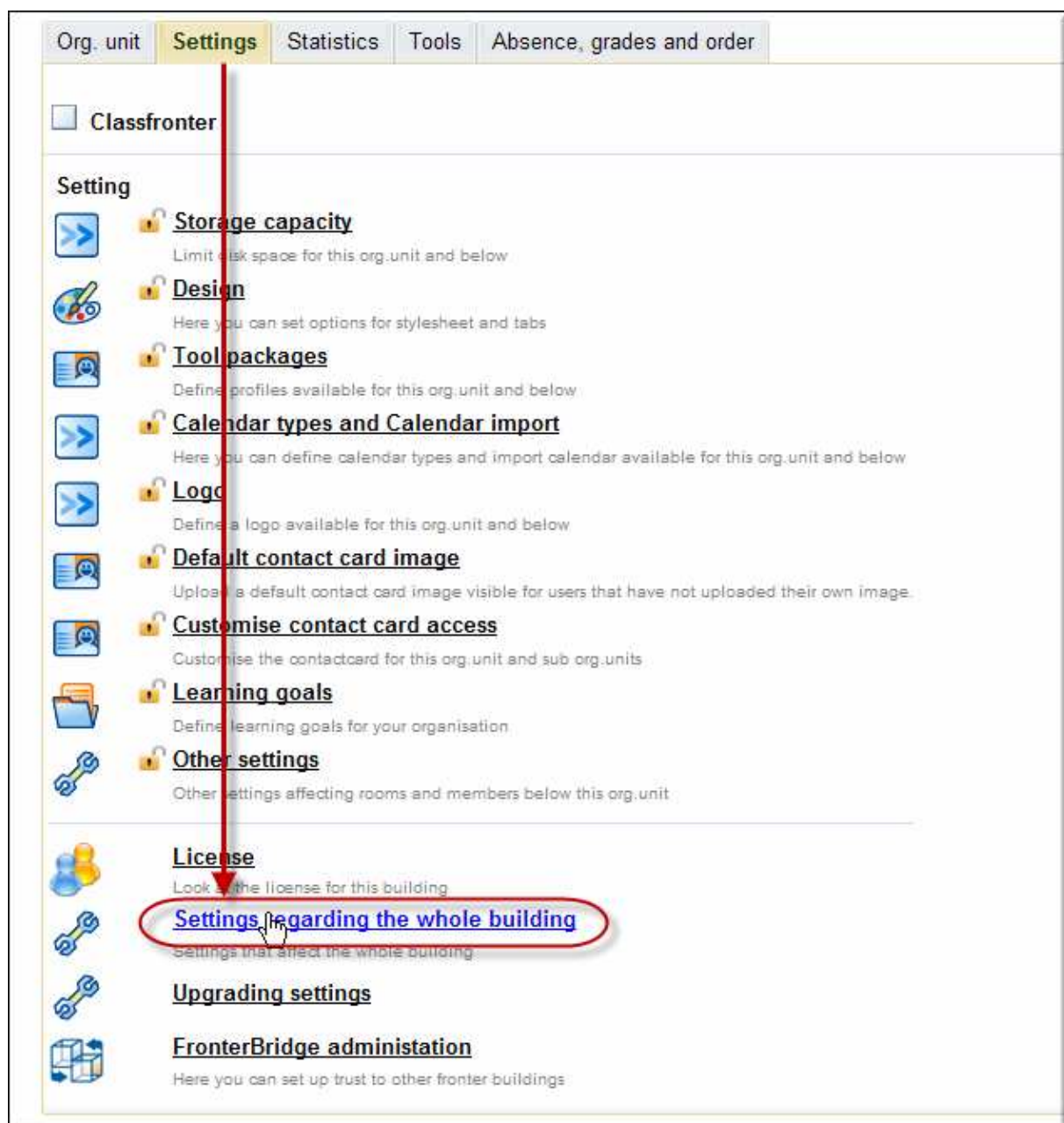
## Administrator's tasks

First this tool must be activated in the licence database by Fronter. Then the administrator must change a few settings that allow the contact teacher to link the parent/carer to the individual pupil.

These shall be based on settings that allow parents/carers to be registered. Therefore, we need a template (*User template*) for the parents/carers, the *View contacts* right for the teachers for this template and a setting that allows the tutor to register the parents/carers on the pupil's contact card.

## 317 Enable instant user creation based on a template

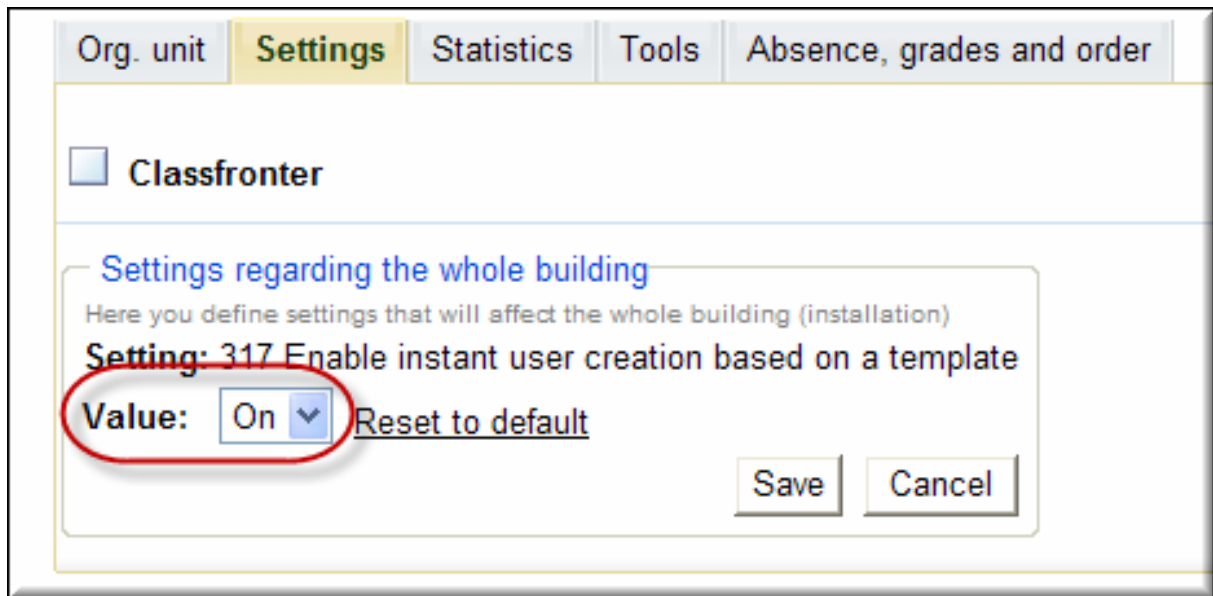
One global setting must be activated:



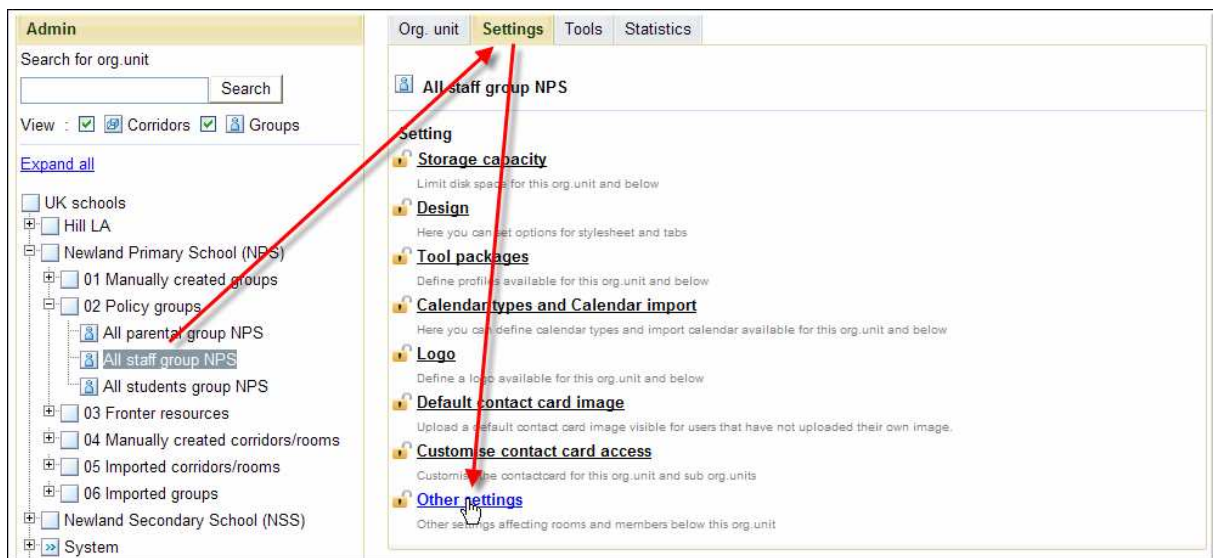
The screenshot shows the 'Settings' tab in the Fronter interface. A red arrow points from the 'Settings' tab to the 'Settings regarding the whole building' option, which is circled in red. The interface includes a navigation bar with 'Org. unit', 'Settings', 'Statistics', 'Tools', and 'Absence, grades and order'. Below the navigation bar, there is a 'Classfronter' section with a list of settings, each with an icon and a description. The 'Settings regarding the whole building' option is the one highlighted.

Setting	Description
<b>Storage capacity</b>	Limit disk space for this org.unit and below
<b>Design</b>	Here you can set options for stylesheet and tabs
<b>Tool packages</b>	Define profiles available for this org.unit and below
<b>Calendar types and Calendar import</b>	Here you can define calendar types and import calendar available for this org.unit and below
<b>Logo</b>	Define a logo available for this org.unit and below
<b>Default contact card image</b>	Upload a default contact card image visible for users that have not uploaded their own image.
<b>Customise contact card access</b>	Customise the contactcard for this org.unit and sub org.units
<b>Learning goals</b>	Define learning goals for your organisation
<b>Other settings</b>	Other settings affecting rooms and members below this org.unit
<b>License</b>	Look up the license for this building
<b>Settings regarding the whole building</b>	Settings that affect the whole building
<b>Upgrading settings</b>	
<b>FronterBridge administration</b>	Here you can set up trust to other frontier buildings

Edit the setting #317:



## Setting U15 – Tutor can create parents/carers



Under *Other settings* there are settings that allow parents/carers to be registered: *U15 – Tutors can register parents/carers*. We apply this setting to the *All staff group* node:

Org. unit **Settings** Tools Statistics

All staff group NPS

**Other settings**  
Other settings affecting rooms and members below this org.unit

Setting	Value	
U15 Tutor can create parent/carer user	On	<a href="#">Edit</a> <a href="#">Delete</a>

[Add](#)

## Contact card settings

There is also a setting that can be changed under *Contact card*:

<a href="#">Custom text area field 2</a>	<a href="#">Hidden</a>	<a href="#">Hidden</a>	<a href="#">Hidden</a>	<a href="#">Hidden</a>	<a href="#">Hidden</a>
<a href="#">Custom text area field 3</a>	<a href="#">Hidden</a>	<a href="#">Hidden</a>	<a href="#">Hidden</a>	<a href="#">Hidden</a>	<a href="#">Hidden</a>
Parent/carer	<a href="#">Visible</a>	<a href="#">Hidden</a>	<a href="#">Editable</a>	<a href="#">Editable</a>	<a href="#">Editable</a>
Remove parent/carer	<a href="#">Hidden</a>	<a href="#">Hidden</a>	<a href="#">Editable</a>	<a href="#">Editable</a>	<a href="#">Editable</a>

[Change to default](#)

This means *tutors* can register parents/carers linked to the individual pupil in the base group.

## Template for parents/carers

Admin

Search for org. unit

View :  Corridors  Groups

[Expand all](#)

- UK schools
- Hill LA
- Newland Primary School (NPS)
  - 01 Manually created groups
  - 02 Policy groups
  - 03 Fronter resources
  - Parent/carer user template group NPS**
  - Template Instant user group NPS
  - User template group NPS
  - 04 Manually created corridors/rooms
  - 05 Imported corridors/rooms
  - 06 Imported groups

Org. unit Settings Tools Statistics Absence, grades and order

Parent/carer user template group NPS [Modify](#) [Move](#) [Delete](#)

Created by: Steinar Hov (2007-12-18 06:54)  
Allow to create sub: none  
Description:

Members

[Import members](#) [Import e-mail accounts](#) [Resign](#) [Enrol](#)

<input type="checkbox"/>	Surname, First Name	Username	E-mail
<input type="checkbox"/>	Parent/carer user template NPS		

[Resign](#)

Access rights [Give others access in this org. unit](#)

We must create a template for parents/carers:

**Contact**

Type:  Contact  Instant user  Companies  Booking items  **User template**

Template name:

Email message:

**User info**

First Name:

Surname:  Initials:

E-mail:  URL:

Addr.:

Tel.:  Tel.2:

Cell.:  Fax:

Company:  Link to company:

Location:

More info:

Parents/carers should be members of one (or more) groups:

**New user becomes member of group**

Group

UK schools

The relevant group must have been created beforehand:

Year 6 Staff group

02 Policy groups

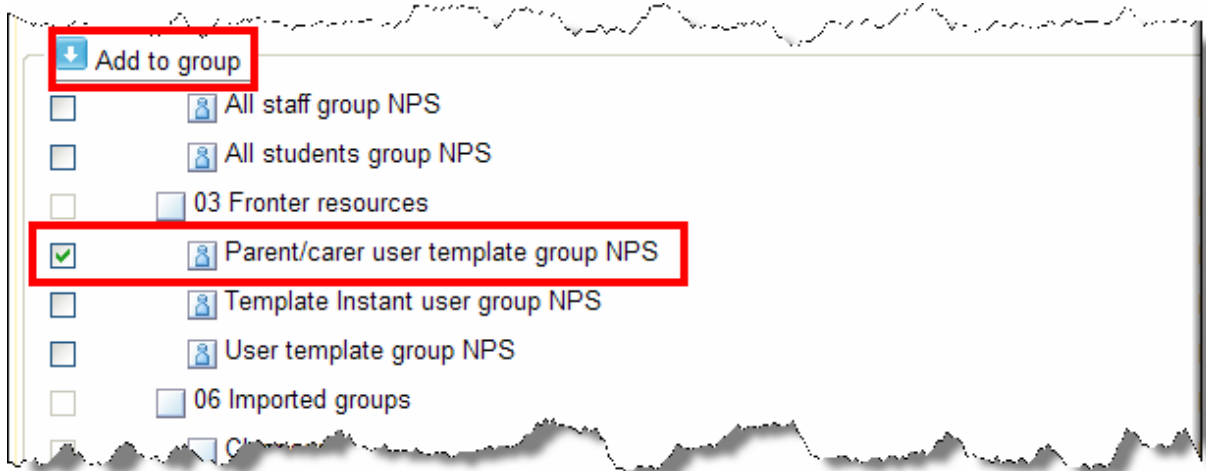
All parents/carers group NPS

All staff group NPS

All students group NPS

03 Front resources

The actual *template* must be assigned to a group:



When a parent/carer is created as a user in Fronter by clicking: 'Add parent/carer' on a pupil's contact, *Normal* and *Parent/carer* will automatically be ticked. You cannot edit the two fields, so you cannot change a parent/carer to only a Normal user. This is a security measure so we do not risk a parent/carer obtaining "normal" Fronter access by mistake. Make sure the parent/carer changes the password the first time they log on:



Regarding the *Personal tool package*, it is of no matter which is selected: Fronter will provide a default tool package for the parents.



Finally, the settings for the Today page can be changed:

Customise today

Choose display mode:

Area:1

Messages [New tool](#)

Area:2

News [New tool](#)

[Remove](#)

[Back](#)

For the tutors to have access to the template(s) for the parents/carers, they must have the *View contacts* right. Select the policy group *All staff group* and assign this right to it:

Admin

Search for org unit

View :  Corridors  Groups

Expand all

- UK schools
- Hill LA
- Newland Primary School (NPS)
  - 01 Manually created groups
  - 02 Policy groups
    - All parents/carers group NPS
    - All staff group NPS
    - All students group NPS
  - 03 Fronter resources
    - Parent/carer user template group NPS
    - Template Instant user group NPS
    - User template group NPS
  - 04 Manually created corridors/rooms
  - 05 Imported corridors/rooms
  - 06 Imported groups
- Newland Secondary School (NSS)

Org. unit Settings Tools Statistics Absence, grades and order

**Parent/carer user template group NPS** [Modify](#) [Move](#) [Delete](#)

Created by: Steinar Hov (2007-12-18 06:54)  
Allow to create sub: none  
Description:

Members

Surname, First Name Username E-mail

Parent/carer user template NPS

[Resign](#)

Access rights

Name	Contact access	Room access
<input checked="" type="checkbox"/> All staff group NPS	View contacts	No access

[Give others access in this org. unit](#)

[Remove](#)

Contacts which have inherited rights from a higher level

Through the *Tutor* right it will now be possible to register parents/carers via the contact card for the pupil in the base group.

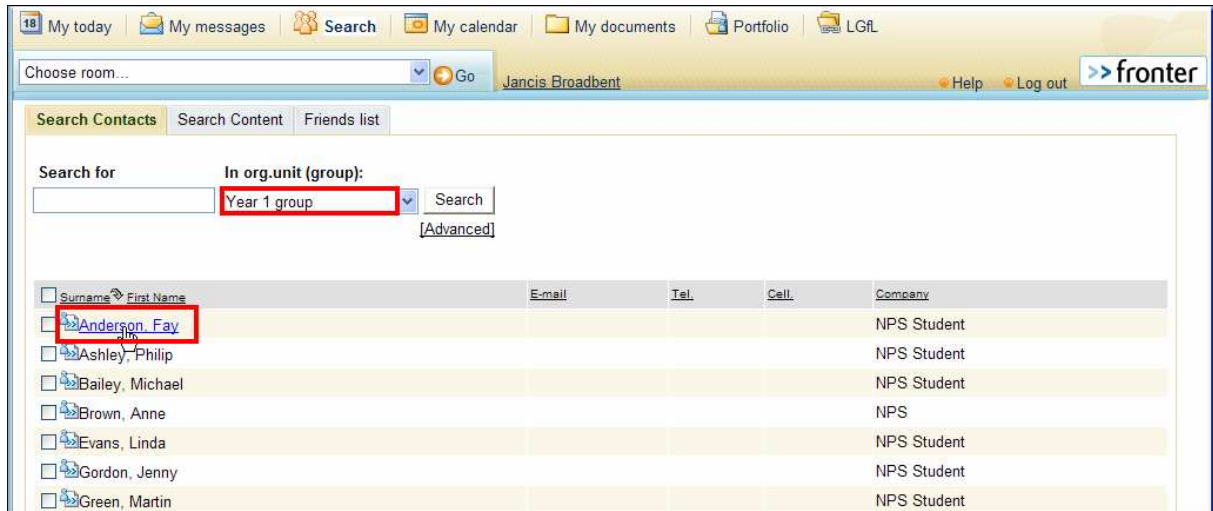
### Closing comments

Parents/carers can also be granted access to rooms through them being added as an individual or (ideally) as a group. You must decide if there should be several groups for parents/carers and then also a selection of *User templates* in order to add them to these.

## The tutor's tasks

After the administrator has made the necessary arrangements the tutor can register parents/carers to individual pupils in the base group.

Here, the tutor (Jancis Broadbent) has found the pupils in her base group (Year 1 group) and clicks on the first pupil, Fay Anderson:



She now sees this pupil's contact card:



Here we see *Add new parent/carer* right at the bottom:

We see that the template for the parents/carer has automatically been selected (if no other templates have been created). The mobile phone number is the user name so that in the future we can link the service to SMS in Fronter.

The password can be entered (twice) or you can use the *Create new password* button to generate a password automatically.

There are now two options: *Absence* and *Portfolio*:

When a parent/carer logs on there will be a pre-defined tool list:

Here the parent/carer will have access to their child's absence and portfolio, in the same way the child has.

## Version control

Version	Date	Description	Person responsible
81.1	13.12.07	Theme: Parent/carer in Fronter.	Steinar Hov
82.1	14.08.08	Same	Steinar Hov

## QA Review

Date	Approved by	Comments
14.12.07	Georg Ranhoff	Reviewed and corrected
14.08.08	Ingun Vaglid	Approved