

Parent + Student Engagement Tools

QUICK-START GUIDE | BASICS FOR ADMINISTRATORS

hero

LET'S GET STARTED: Enable the New Parent / Student Engagement Tools

1. Log in to <http://setup.heropowered.com>.
2. On your school dashboard you will see check boxes halfway down the page in a section called "Enable Features". Click on the features you want to enable. The ones that pertain to Parent + Student Engagement are:

Display Positive Behaviors: displays the students' positive behavior points

Display Referrals: displays the students' negative behavior points

Enable Push Notifications: notify parents in real-time on their mobile phones

Messaging: Allows parents to start conversations with staff about their students' behavior

School Goals (Total Points): Allows parents to see where their student aligns with campus-wide school behavior goals

Display Positive Behaviors	<input checked="" type="checkbox"/>
Display Referrals	<input checked="" type="checkbox"/>
Enable Hero Pass Printing	<input checked="" type="checkbox"/>
Enable Push Notifications	<input checked="" type="checkbox"/>
Messaging	<input checked="" type="checkbox"/>
School Goals (Total Points)	<input checked="" type="checkbox"/>

3. Click "**SAVE**" at the bottom of the page to save these new settings.

Secure Account Activation Key Creation and Management

Before parents and students are able to access the Hero Engagement Tools, a school administrator will have to create unique "activation keys" for them. This key is exclusive to the individual, and can be generated only by someone with administrator rights to your Hero account. This ensures the accounts are secure, and information can only be accessed by the school, teacher, and parent. This guide will walk you through how to create, share, and look up activation keys.

Getting Started

1. Log in to <https://access.heropowered.com>.
2. Click on the "Setup" icon () to gain access to the key management portal.
3. Click on "Key Management" to gain access to the Admin Portal.

Creating New Keys

1. Click the "**BATCH CREATE**" button. This will create the secure keys for parent + student access.

Please note that the initial "batch create" only creates keys for your current students. You would need to run the "BATCH CREATE" process again to create secure access keys for any new students (or parents) at your school.

Exporting All Keys

After you create keys for your students and parents, you'll want to provide that unique activation code to the correct user. The best way to do this is to export all data, and then do a mail merge to avoid having to do this process manually.

1. Click the “**EXPORT CSV / DATA**” button. This will export a spreadsheet with all the secure keys. You can then do a mail merge to notify all parents and students.

Looking Up Existing Keys

1. Click the “Student Lookup” icon. ()
2. Enter the search criteria for the student you need to view the secure activation key for.

Find a Student

First Name	Last Name	Grade	ID Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="SEARCH"/>

ONCE YOU HAVE THE STUDENT INFO DISPLAYED, NOTE THE FOLLOWING:

There are three sets of keys generated per student. One key is for the student, and two keys are for the parents/guardians. A Student Key is used by the student to access their Hero Data (positive behavior points, schedule, detentions, etc.) from the student page. The Parent Key is used by a parent to access their dashboard (same information the student sees AND the additional messaging function) from the Parent Page. Their key also associates them with a particular student.

The “**REVOKE KEY**” button allows you to delete a key associated with a parent or student. This will immediately deactivate both the student account, **and** the parent account associated with it.

The “**ADD KEY**” button allows you to add a key for a parent or student. Please note that only ONE parent key is originally generated per student. If you need to add another key (for a second parent or guardian) click the “**ADD KEY**” button, and a second key will be generated below the first.

Information	Schedule	Vehicle	Behavior History	Referral History	Keys		
Student Key <input type="button" value="ADD KEY"/>		Guardian Keys <input type="button" value="ADD KEY"/>					
Name	Key	Status	Revoke	Email Address	Key	Status	Revoke
<input type="text"/>	W6R7JG	Unused	<input type="button" value="REVOKE KEY"/>	<input type="text"/>	SE66TE	Active	<input type="button" value="REVOKE KEY"/>