

Publishing Student Files and Links to the Parent Portal

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As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

[Here is the new version of this article in the Veracross Community.](#)

Overview

Student files and links can be published in the parent portal. Publishing has to be enabled in the portal configuration, at which point individual files and links can be published as desired (they can also be batch published using the standard batch updating feature of Axiom).

If enabled, a "Files" tab appears when clicking on a student's name in the parent portal (same place parents would go to see report cards, recent updates, etc.). Each file or link is flagged with the type (link, image, document, etc.), displays the update date, and has a link to view or download.

The functionality of publishing student files and links, by default, is hidden.

Parent Portal

Child List News & Events Single Link Lunch Menu Resources Departments Parent Portal

Alexander Student Overview Daily Schedule Recent Updates Assignments Files

Reports

SCHEDULE
Current Class Schedule

ATTENDANCE
Quarter 1 • Semester 1 • Quarter 2 • Quarter 3 • Semester 2 • Quarter 4

Files

Type	Description	Update Date	
LINK	American History Paper https://docs.google.com/document/d/1oC2-8M4jzzdvFW_tkmayVaOuE9W6hTMNYTfp...	Apr 17, 2017	View
IMAGE	Blue 2 File <i>blue2.png</i> (263 B)	Sep 3, 2009	Download
IMAGE	Class Photo <i>breuer_bg.bmp</i> (2.25 MB)	Sep 4, 2009	Download
IMAGE	DSC01684 <i>DSC01684.JPG</i> (1.39 MB)	Sep 4, 2009	Download
LINK	English Paper https://docs.google.com/document/d/1oC2-8M4jzzdvFW_tkmayVaOuE9W6hTMNYTfp...	Apr 17, 2017	View
IMAGE	Lighthouse Image <i>Lighthouse.jpg</i> (548.12 kB)	Jan 29, 2010	Download
IMAGE	Photo of Penguins <i>Penguins.jpg</i> (759.60 kB)	Jun 8, 2012	Download
IMAGE	Photo of Penguins <i>Penguins.jpg</i> (759.60 kB)	Jan 29, 2010	Download
DOCUMENT	Recommendation <i>extjs_in_action.pdf</i> (3.06 MB)	Sep 3, 2009	Download
DOCUMENT	VC Master Presentation <i>VC_Master_Presentation.ppt</i> (9.55 MB)	Jan 21, 2010	Download

Configuration

To enable this functionality in the portal, there are two fields to update in the portal configuration.

- **Student Files:** Set “enabled” to “true”. This enables the feature.
- **My Children Menu:** Set “student_files” to “true” if using this menu feature in the portal.

Category	Configuration	Value	Notes
Student Recent Updates	data.daily_attendance	true	
Student Recent Updates	data.class_attendance	true	
Student Recent Updates	data.behavior	false	
Student Recent Updates	data.student_comment	false	
Student Daily Schedule	enabled	true	
Student Daily Schedule	data.transportation	true	
Student Daily Schedule	data.daily_attendance	true	
Student Daily Schedule	data.class_attendance	true	
Student Daily Schedule	data.assignments	true	
Student Assignment Pla...	enabled	true	
Student Files	enabled	true	
My Children Menu	classes_and_reports	true	
My Children Menu	daily_schedule	true	
My Children Menu	recent_updates	true	
My Children Menu	assignment_planner	true	
My Children Menu	student_files	false	
Household Invoices	enabled	true	
Household Invoices	payment	true	
Parent Teacher Conferen...	enabled	true	

Individual links and files can be displayed via the Files and Links tabs of student records in Axiom. They are done on a per link basis, but can also be batch updated via the normal batch updating feature of Axiom. To do update individual files:

1. Navigate to the *Links* or *Files* tab of a student record.
2. Update the “Parent Portal Display” field to “Published”.
3. Click *Update*.

School Year	Classification	Description	URL	Parent Portal Display	Notes
17-18	Portfolio	English Paper	https://docs.google.com/document/d/1oC2-8...	Published	
17-18	Portfolio	American History Paper	https://docs.google.com/document/d/1oC2-8...	Published	

The “Parent Portal Display” field can be batch updated. This is helpful in cases where certain types of links or student files should be published in all parent portals. To do this:

1. Run a “Find Person Links” or “Find Student Files” query on the System homepage.
2. Pull in the “Parent Portal Display” field, if necessary.

3. Design the query to produce the results needed, e.g., use the file classification or description to narrow down the results.
4. Batch update the “Parent Portal Display” field.

Alternatively, “pop out” the query on the Files or Links tab of a student record, design the query, and batch update.
