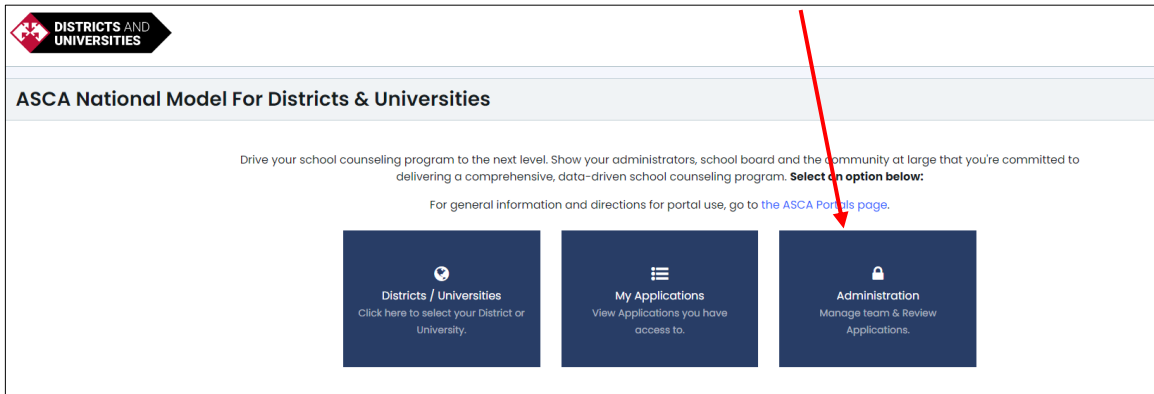
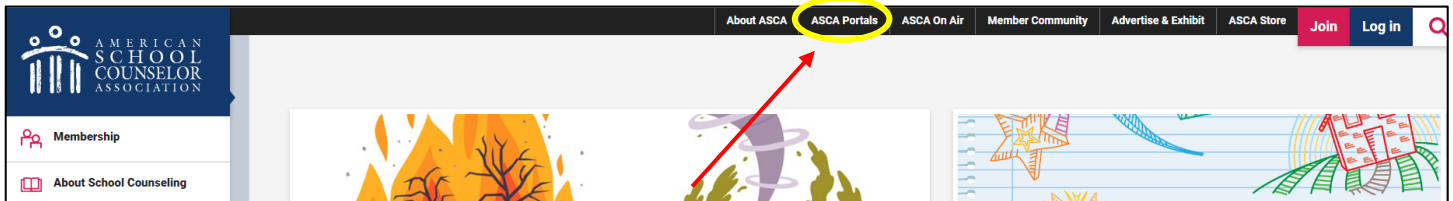


District Administrators Portal Directions

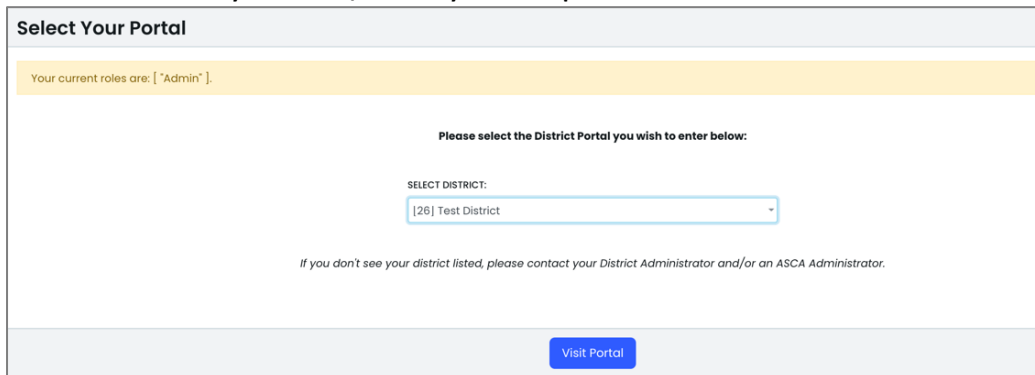
Login to <https://districts.schoolcounselor.org/> and select **Administration**:



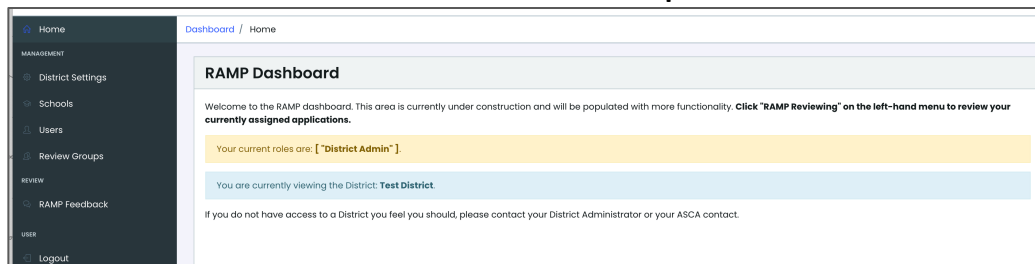
If you need assistance with logging in to the portal, please refer to the instructions found on ASCA's website on the ASCA Portals tab



Find your district/university in the drop down and select **Visit Portal**:

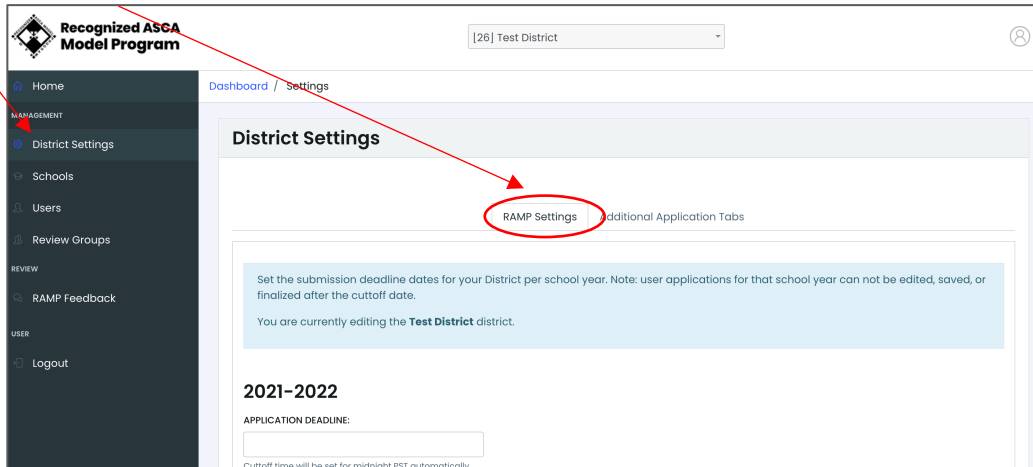


RAMP DASHBOARD will open:

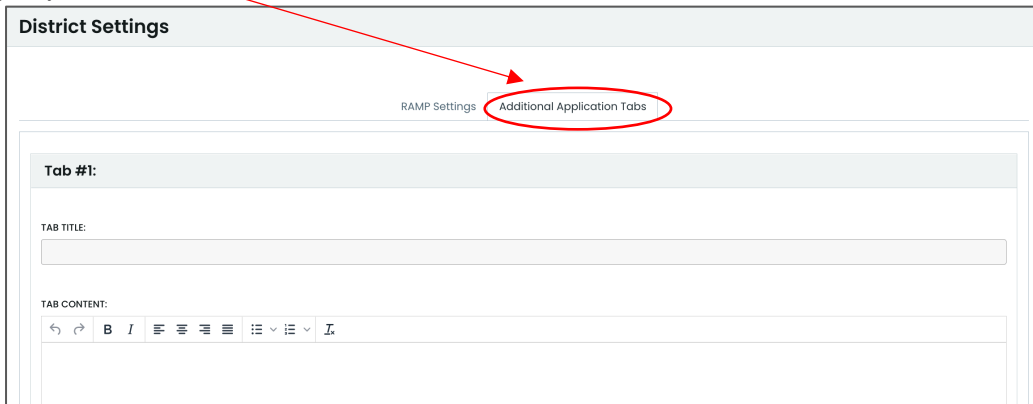


1. District Settings:

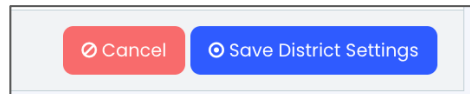
- a. **RAMP Settings** - allows you to set a specific due date, and create a message which will appear in the application.



- b. **Additional Application Tabs** – allows you to create a tab for your district where counselors can upload information unique to your process:



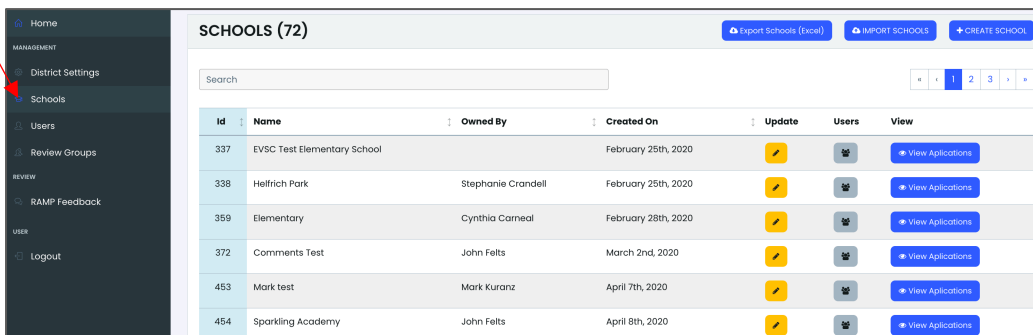
Save updates to your District Settings at the bottom of the page:



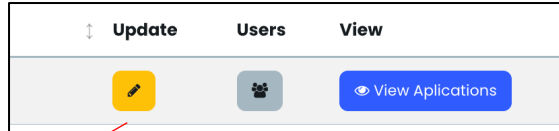
2. Schools: List of all schools that have created accounts in your district/university.

- Click on **Name** to sort alphabetically, or use **Search** to locate a school.
- Click on **View Applications** to access.
- The **Owned By** column indicates who created the account.

NOTE: If a school is missing, the person who created the account may have put it in another district in error. Contact portal support to have this fixed.



District Administrators can update the account owner by clicking on the *Update* button:



Click on *Remove*, then add the email address of the new account owner, and click *Update School*:

District Administrators can invite others to an application by clicking on the *Users* button:



Use this function to **add or remove counselors assigned to a school**. This is not for assigning district staff to do reviews – see #3 below.

Enter email address of counselor to be added, then click **+Add User**.

To remove access, select **Revoke Access**.

Please note information in yellow box:

You are editing the School Users - meaning the individual users who can MODIFY APPLICATION FIELDS, CHANGE UPLOADS, and SUBMIT the front-end application(s) for this School. Granting access to a user allows them all rights to edit an Application's contents. Please note that School Owners (the user who created the School originally) can also manage this information in the front-end of their RAMP Application. Changes made here will overwrite what your School Owner has set (and vice versa).

If you wish to invite someone to this Application, please use the add user function below. The user will receive an e-mail; they must click the button in their e-mail to accept the invitation and gain access.

You may also share with them this URL: <https://ramp4.org/verify/81846089-2768-4417-bb8a-8594278cafd1> instead if you wish to send a mass e-mail or share a link in a private school forum. Please note anyone with access to this link can access this School's applications.

NAME OF SCHOOL: Joni.test

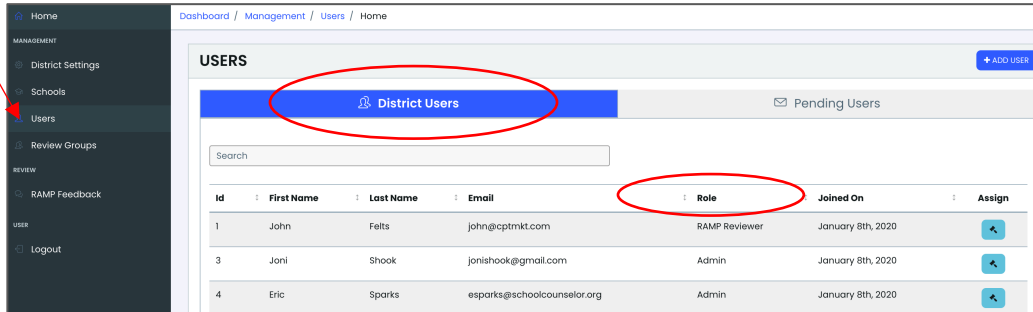
Add User

ENTER USER'S E-MAIL ADDRESS: [input field] + Add User

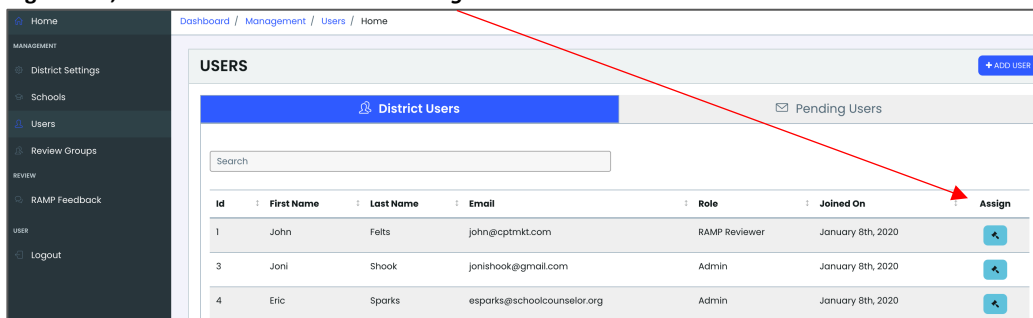
Currently Active Users

Full Name	Email
Joni Shook	jonishook@gmail.com
Erik Rogers	erik@cptmkt.com

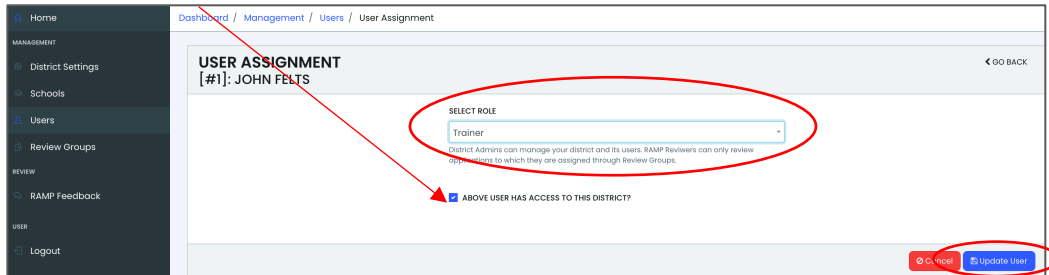
3. **Users:** List of all District Users who have access, along with the specific role assigned to the user. (Note – school counselors do not get added here, they are added/removed using the directions in #2 above.)



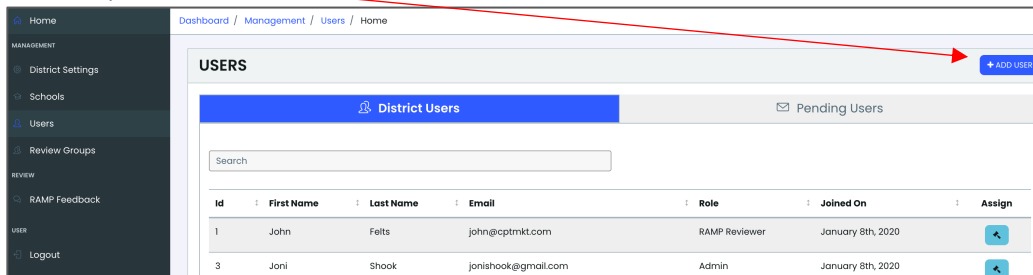
a. To change a role, select the blue button under **Assign**.



b. Assign your district staff who will be providing feedback as a “Trainer” from the dropdown menu in **Select Role**. Do not select any other user role. Then **Click the box next to Above User Has Access to this District?** Select **Update User**:



c. To add a Trainer, click on **Add User**:



Enter the email address that the individual will use to access the portal, select "Trainer" in *Select Role* dropdown menu, then click on *Add User to District*:

This will generate an email invitation to the individual, which will allow him/her to access the portal.

If the individual you invited has never logged into the portal, his/her name will appear under *Pending User* until he/she successfully logs in:

Id	Email	Role	Invited On
7	bob@cptmkt.com	District Admin	September 21st, 2021
14	test@test.com	RAMP Reviewer	September 21st, 2021

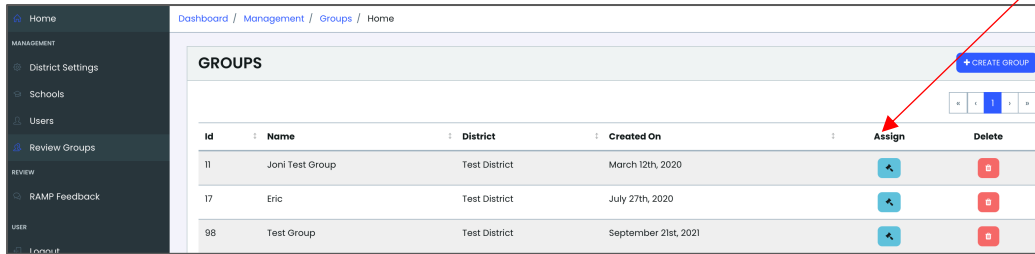
4. *Review Groups*: Use this function to create groups of schools that your district staff (Trainer role) will review. Select *Create Group*:

Id	Name	District	Created On	Assign	Delete
11	Joni Test Group	Test District	March 12th, 2020	←	✖
17	Eric	Test District	July 27th, 2020	←	✖
98	Test Group	Test District	September 21st, 2021	←	✖

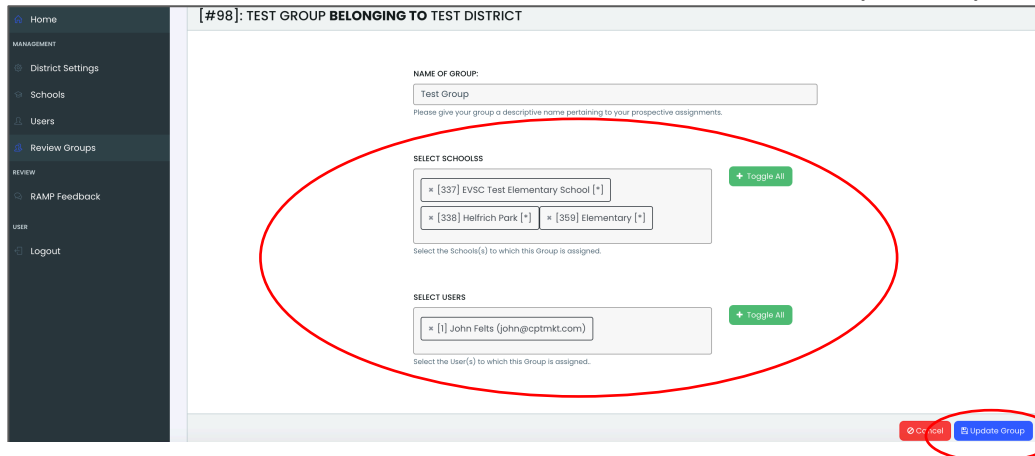
- Create a name for the review group in *Name of Group*.
- Click in the *Select Schools* box where all schools will appear. Scroll to find schools that this Trainer will be reviewing and add the schools by clicking on the name.
- Click in the *Select Users* box, and add name(s) of those who will be reviewing the schools selected. Click on *Create Group* when finished.

You will now see the new group in the *Review Groups* section. Repeat these steps for all Trainers who will be providing feedback.

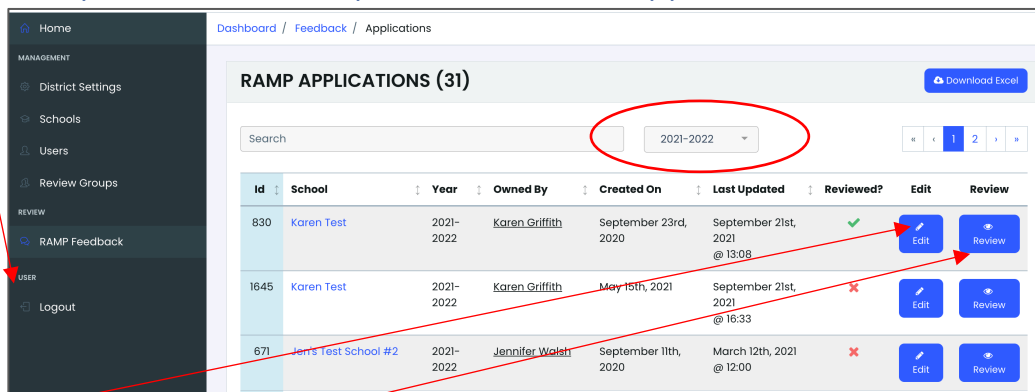
- d. As District Administrator, you can select any group you've created to view the assignments. Click on the blue *Assign* button next to a group:



- e. To remove a School or a District User from a User Group, select the school name or user name and a list will appear within the box. Click on the name in the list and it will be removed. Click on *Update Group*.



5. *RAMP Feedback* - As District Administrator, you will see all school applications here. Select the school year from the drop down to access applications in that timeframe:

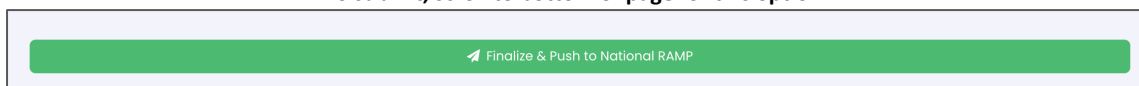


- Use the *Edit* function to change a school's application to a different year. Please note, this may alter the information they entered due to updates in the portal that reflect the rubric for the year selected.
- Use the *Review* function to open an application. You can leave comments in a section, or view the comments that a trainer entered.

Finalize and Push to RAMP

IMPORTANT: The Push feature is only for those schools in your district/university who are applying for RAMP and have told you they are ready to submit to RAMP. DO NOT SELECT THIS unless that is the case! This function will move the school from your district/university to National.

Open the school application by clicking on *Review*.
 Confirm that all sections have been completed.
 To submit, scroll to bottom of page for this option:



This view is what your district staff in “Trainer” role will see when they open *RAMP Feedback*. The schools listed have been assigned to their User Group. If User Groups have not been created, Trainers will not see any applications here:

The screenshot shows the 'Recognized ASCA Model Program' interface. The top navigation bar includes a home icon, the program name, a dropdown menu for '[26] Test District', and a user profile icon. The left sidebar contains a 'REVIEW' section with 'RAMP Feedback' highlighted (indicated by a red arrow) and a 'USER' section with a 'Logout' link. The main content area is titled 'RAMP APPLICATIONS (30)' and includes a 'Download Excel' button. Below this is a search bar, a year selector set to '2021-2022', and a pagination control showing page 2 of 2. The main content is a table with the following data:

Id	School	Year	Owned By	Created On	Last Updated	Reviewed?	Edit	Review
830	Karen Test	2021-2022	Karen Griffith	September 23rd, 2020	September 21st, 2021 @ 13:08	✓	Edit	Review
1645	Karen Test	2021-2022	Karen Griffith	May 15th, 2021	September 21st, 2021 @ 16:33	✗	Edit	Review
671	Jen's Test School #2	2021-2022	Jennifer Walsh	September 11th, 2020	March 12th, 2021 @ 12:00	✗	Edit	Review