District Administrators Portal Directions

Login to [https://districts.schoolcounselor.org/](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:

If you don't see your district listed, please contact your District Administrator and/or an ASCA Administrator.

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.

   ![RAMP Settings](image1)

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

   ![Additional Application Tabs](image2)

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

   ![Save District Settings](image3)

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.

   ![Schools](image4)
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, the click +Add User. To remove access, select Revoke Access.

Please note information in yellow box:
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:

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

a. Create a name for the review group in Name of Group.
b. 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.
c. 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:

![Assign Button]

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.

![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:

![RAMP Applications]

   a. 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.

   b. Use the Review function to open an application. You can leave comments in a section, or view the comments that a trainer entered.

   ![Review Function]

**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:

![Submit to RAMP]
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: