

The HeadMaster orientation series is available with the purchase of HeadMaster Software. This set of online videos and resources are designed to take the administrative users through setup and provide teacher and parent training models. The HeadMaster support team is available to answer specific questions to help you along the way – 1-800-608-2589. In addition several training options are available to choose from including: web/phone training and on-site training. The HeadMaster team is committed to providing you with the resources you need to get the most out of your HeadMaster Software.

Orientation Videos:

1. Go to this link: www.acsctechnologies.com/learnportal
2. At the top of the window, click **Training**.
3. Select **Tutorials**.
4. Enter your **e-mail address, site number and PIN code**.
5. Print the **HeadMaster Orientation Video part 1** document.
6. To start the video, click **HeadMaster Orientation Video part 1**.
7. Bookmark the video once it is playing for future viewing.
8. View the video and complete the data entry in your HeadMaster Software.
9. View Orientation Part 2 and complete the data entry.

HeadMaster Documents:

www.headmasteracademy.com/learnportal

HeadMaster Software Check List:

PMSE I Administrator (Videos Parts 1 & 2)

Completed	Checklist Item	Date Completed
	Enter all HeadMaster Sites (teachers to be added in another area)	
	Enter each Site's Grade Levels	
	Enter all Zip Codes	
	Enter School Information	
	Enter School Logo (not required)	
	Enter Email Information	
	Enter Custom Fields (if needed)	
	Enter all Teacher Information	
	Enter all Staff Information	
	Enter all Student Information	
	Set up Grading Scales	
	Set up Grading Periods	
	Set up Subjects	
	Set up Classes	
	Enroll Students in Classes	
	Print Student & Teacher Schedules	

PMSE II Parent Access (Parent Login Overview)

Completed	Checklist Item	Date Completed
	Correspondence - Mass Email or Print letters with Parent accounts & passwords	
	Show parents the Parent Log In Power Point	

HeadMaster Knowledge Base:

1. Go to this link: www.acsctechnologies.com
 2. Under **Client Login Pages**, select **Knowledge Base**.
 3. Enter your **e-mail address, site number and PIN code**.
 4. In the **Search** field enter your question or enter an article number:
- Helpful Articles:**
- HeadMaster Online Parent Login Overview [22122](#)
 - Classroom Manager Teacher Login Overview [22121](#)
5. In the **Search** window field, select **HeadMaster**.
 6. Click **Search**.

PMSE II Teacher Access (Teacher Login Overview)

Completed	Checklist Item	Date Completed
	Using Reminders	
	Access Student Information	
	Access Teacher Information	
	School/Class Attendance	
	Set up Testing Chart	
	Set up Assignment Types	
	Post Grades - Customizer	
	Post Grades - Grading Periods	
	Post Grades - Assignments	
	Post Grades - Entering Grades	
	Post Grades - Update All Button	
	Post Grades - Student Filter	
	Post Grades - Teacher Comments	
	Unenroll Pkcs	
	Behavior	
	Correspondence	
	Reports	