

**eSD[®] Mobile Student
User Guide**
v. 4.2.0



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Overview

The eSD® Mobile Student platform is a streamlined, intuitive site which makes it easy for students to view current academic information, allowing immediate access to grades, assignments, school calendar, schedule, attendance and much more while on-the-go.

Unlike a mobile app, users do not need to download an app to access eSD® Mobile Student. All that is needed is an internet browser and an internet connection, which allows the eSD® Mobile Student site to be easily accessed by both Apple and Android smartphones and tablets.

This guide provides step-by-step instructions for students to login and access information through eSD® Mobile Student.

Logging In

All currently enrolled students will be provided with an eSD® Student Portal account, which will also enable eSD® Mobile Student access. Please refer to your school district's website for an existing Mobile Student Link. If your district has not listed the link on their website, the district will provide you with the necessary information to access the Mobile Student web page.

Your school will provide you with a **Username** and default **Password**. Enter your Username and Password, and then click **Sign In**. At any time, if you have any questions regarding your eSD® Mobile Student account, please see your district's portal account administrator.

The screenshot shows the login interface on an iPad. At the top, the browser address bar displays 'connect.eschooldata.com/Mobile/Student/trainingesd'. Below the address bar, the page title is 'Mobile - Student Portal'. The main content area features the text 'Please Sign In' followed by two input fields: 'Username*' and 'Password*'. A 'Sign In' button is positioned below these fields. At the bottom right of the page, there is a 'Forgot Password' link. Red rectangular boxes are drawn around the 'Username*' and 'Password*' input fields, the 'Sign In' button, and the 'Forgot Password' link.

If you have forgotten your password, click **Forgot Password**.

Note:

The material presented in this guide assumes the user has a basic familiarity with the eSD® System.

For information on how to access and navigate the system, and select basic user preferences, please refer to the **Getting Started User Guide**.

Note:

All screenshots were taken using an iPad. Android smartphones or tablets may have slight variations.

A new screen will appear; prompting students to enter either their username and/or email address. Click **Submit** to send a request to change passwords. Then click the **Login** button to return to the login screen.

Username*

and/or Email*

Forgot your password? Enter your sign-in username above. We will send an email containing a temporary url which will allow you to reset your password for the next 24 hours. Please check your spam folder if the email does not appear within a few minutes.

Submit

Login

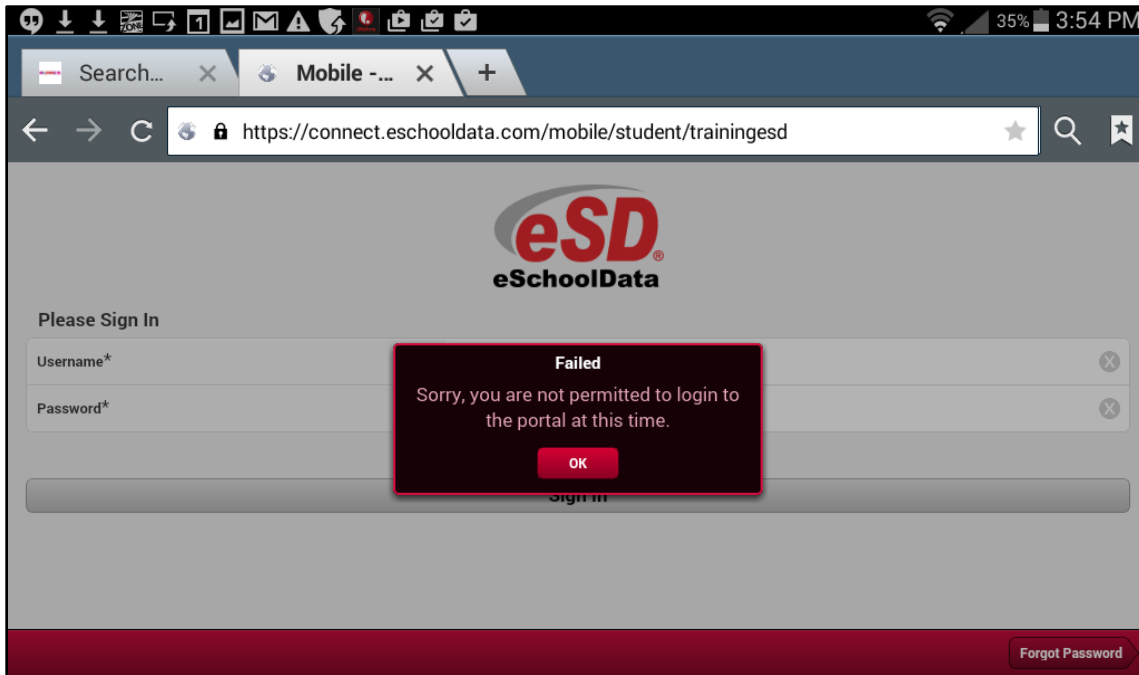
Upon first login, the District's **Terms of Use** should be read. Click **I Agree** to proceed further.

Terms of Use

The District requires that you agree to this contract before the District can provide you with access to the eSchoolPortal information system. Please read this contract carefully. When you agree to this contract, it becomes a legally binding document. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication. The District will make reasonable efforts to protect students, parents, guardians and teachers from any misuse or abuses as a result of their experiences with this information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service. Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be permanently denied. 1. Privileges: The online access to information is a privilege, not a right, and inappropriate use, including violation of the District's Code of Conduct, will result in cancellation of this privilege. The administration, staff or faculty of the District may request that the system administrator deny, revoke or suspend a specific user account without notification. 2. Services: The District and its service providers make no warranties of any kind, whether expressed or implied, for the service it is providing. The District and its service providers will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, incorrect deliveries or service interruptions caused by the system or user errors or omissions. Use of any information obtained from this information system is at your own risk. The District and its service providers specifically disclaim any responsibility for the accuracy of information obtained through this service. 3. Technical Support: The District and its service providers do not provide any technical support to the users of this information service. Users are responsible for resolving any technical issues encountered when trying to access this system. 4. Security: Security on any web-based system is the responsibility of all users of the system. Users hereby agree that they will not share their passwords. Users must agree that they will report any security concerns to the system administrator immediately and that if a security issue is detected, not to discuss or demonstrate the problem to other users of the system. 5. Identify: Users also attest that they are the rightful owners of the user name and password currently being used to access the system. Fraudulent use of another person's user name and password may result in legal action. 6. Vandalism: Vandalism is defined as any malicious attempt to modify, harm, or destroy data and/or computer systems and/or computer networks. This includes but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services and legal action. As the parent or guardian of a student in the District, I have read this contract and understand that this service is designed for educational purposes. I understand that it is impossible for the District and service provider to protect against all potential electronic security breaches. Therefore, I hereby waive all claims against the District, its officers, agents, employees and its service providers for damages occurring by reason of the use of the information system. I also agree to report any misuse of the information system to the system administrator. Misuse can come in many forms but can be viewed as the ability to view information of students other than my own or the ability to alter any information contained in the information system. I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in the revoking of my user account and appropriate legal action.

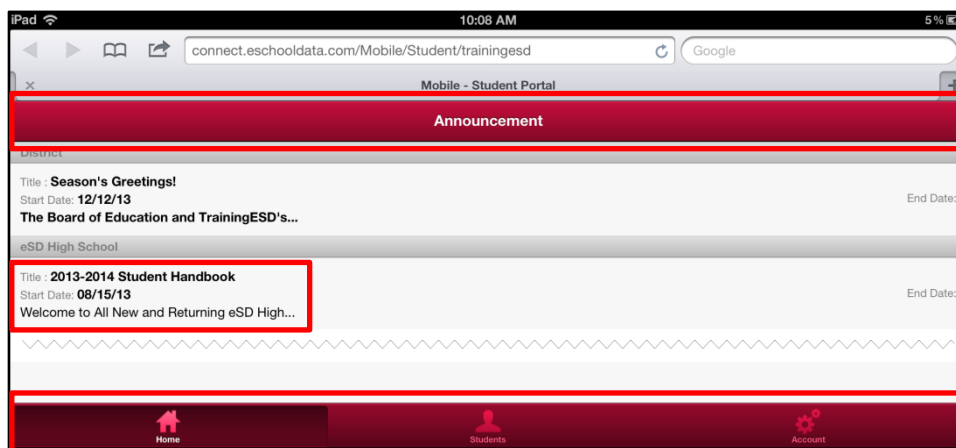
I Agree I Do Not Agree

If the district has temporarily disabled Student Portal logins, the system will return the below message when you sign in. Click **OK** to close the message.



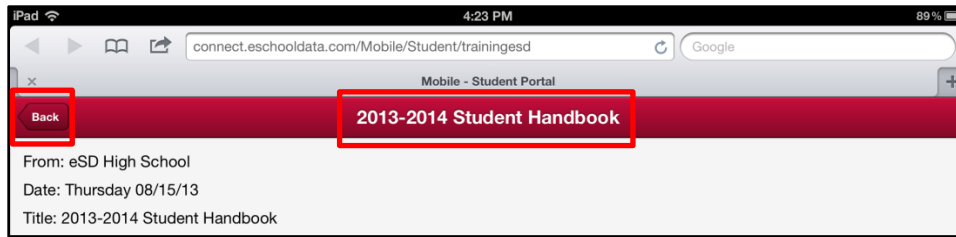
Navigating eSD® Mobile Student

Once logged into eSD® Mobile Student, the main screen allows users to navigate to different tabs within the platform. There is a Title Bar displayed at the top of the browser window and a Navigation Bar with three tabs (**Home** 🏠, **Students** 👤, and **Account** ⚙️) displayed at the bottom of the browser window, with the current tab indicated by darker shading. Click an item on the page to select the item and move to that page.



Note:
Screenshot has been cropped to conserve space.

The title bar will display the selected item, and a **Back** button appears to return users to the previous screen.

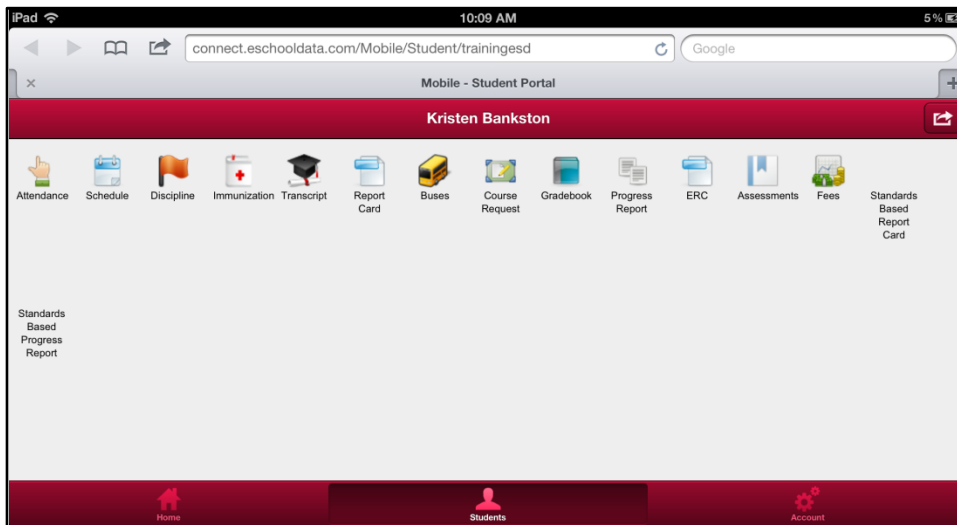


Note:
Screenshot has been cropped to conserve space.

The **Students** tab is broken down into the following sections, indicated by the icons following each:

- Attendance 🖱️
- Schedule 📅
- Discipline 🚩
- Immunization 🏠
- Transcript 🎓
- Report Card 📄
- Buses 🚗
- Course Request 📄
- Gradebook 📄
- Progress Report 📄
- ERC 📄 (Elementary Report Card)
- Assessments 📄
- Fees 🌳
- Standards-Based Report Card
- Standards-Based Progress Report

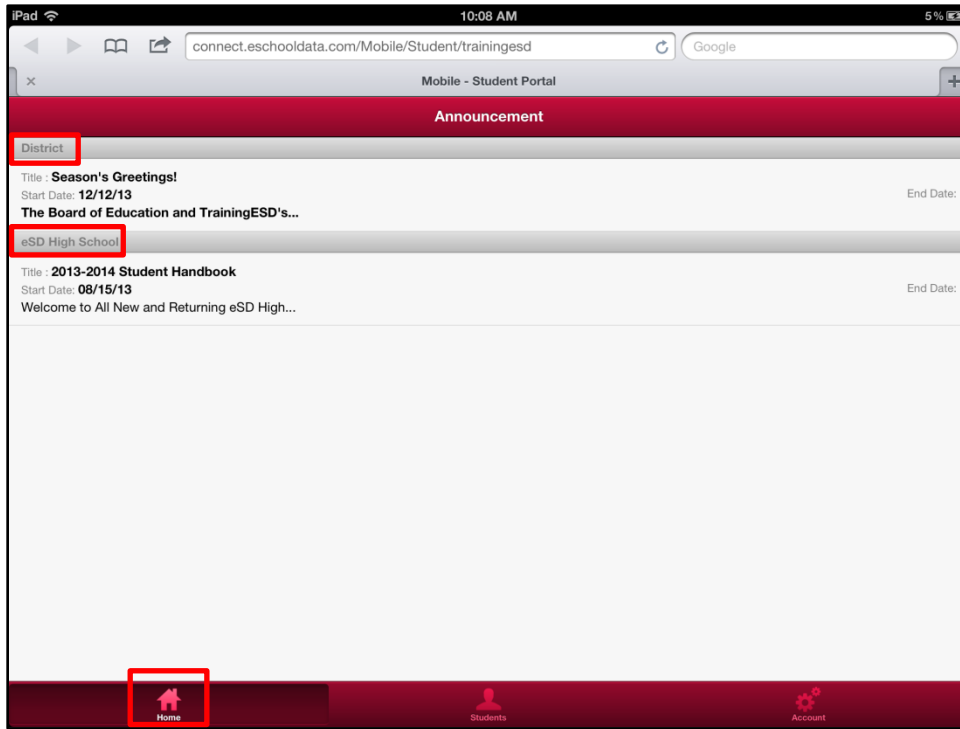
Note:
The **Standards-Based Report Card** and **Standards-Based Progress Report** tabs are currently inactive. They will be available in a future release.



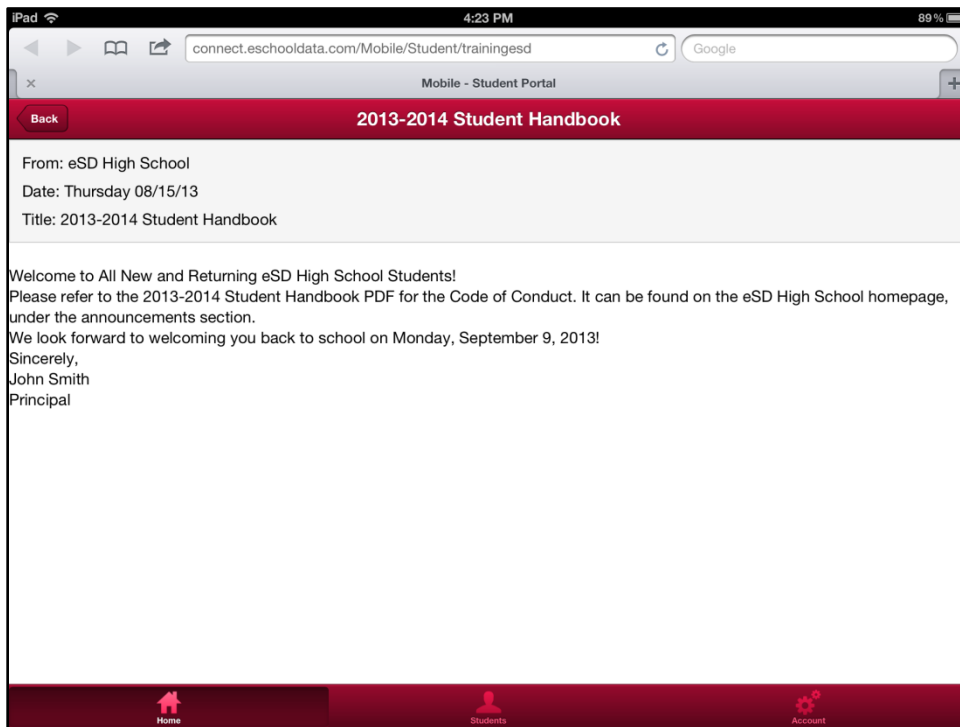
The following screenshots indicate a school district which has given permission to view all possible tabs within eSD® Mobile Student. Your view may vary, depending on your school district's use of eSD® Mobile.

Home Tab

Once you have successfully logged into eSD® Mobile Student, the home screen will display any announcements currently posted. Announcements are sorted by District and School.

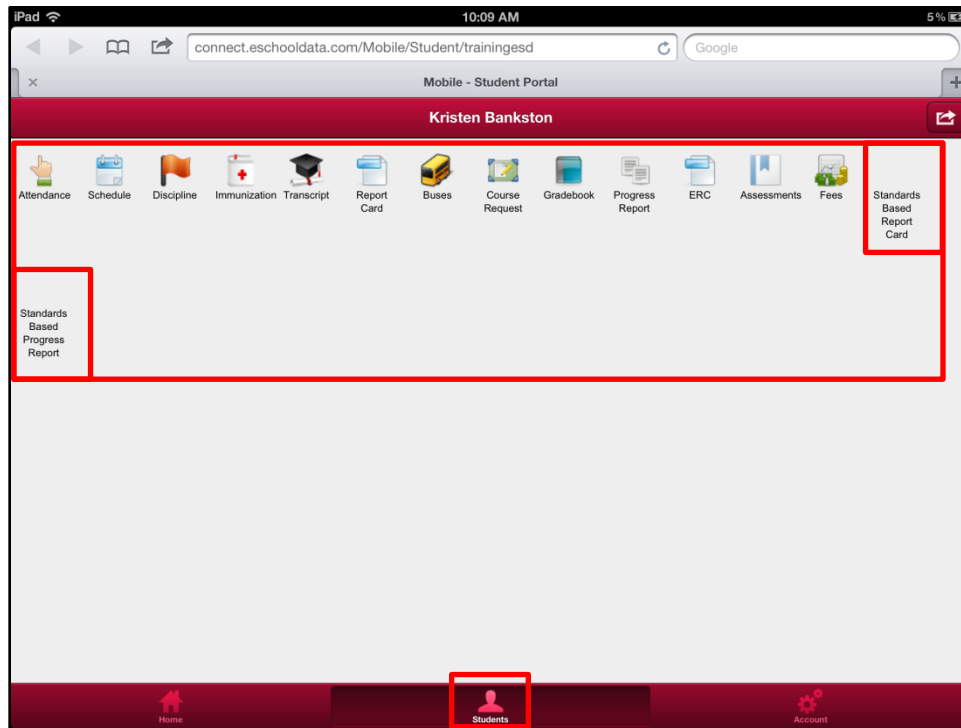




Click an announcement to view the full content.

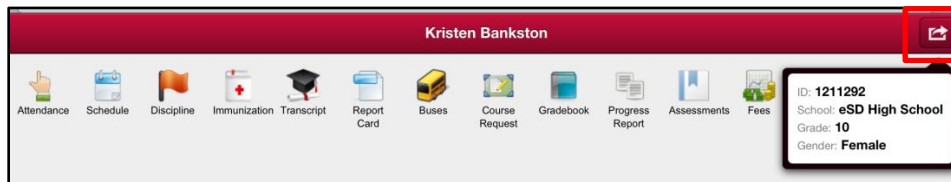


Students Tab

From the **Students** tab, users can navigate to pages which will display data specific to them, both academic and personal. Click the applicable icon to access corresponding information. All icons may not be available, and their order may differ from these screenshots, depending on your school's use of the eSD® Mobile system.



Click the **Display Info icon**  to view basic information. Click the **Display Info icon**  again to close the pop-up window.

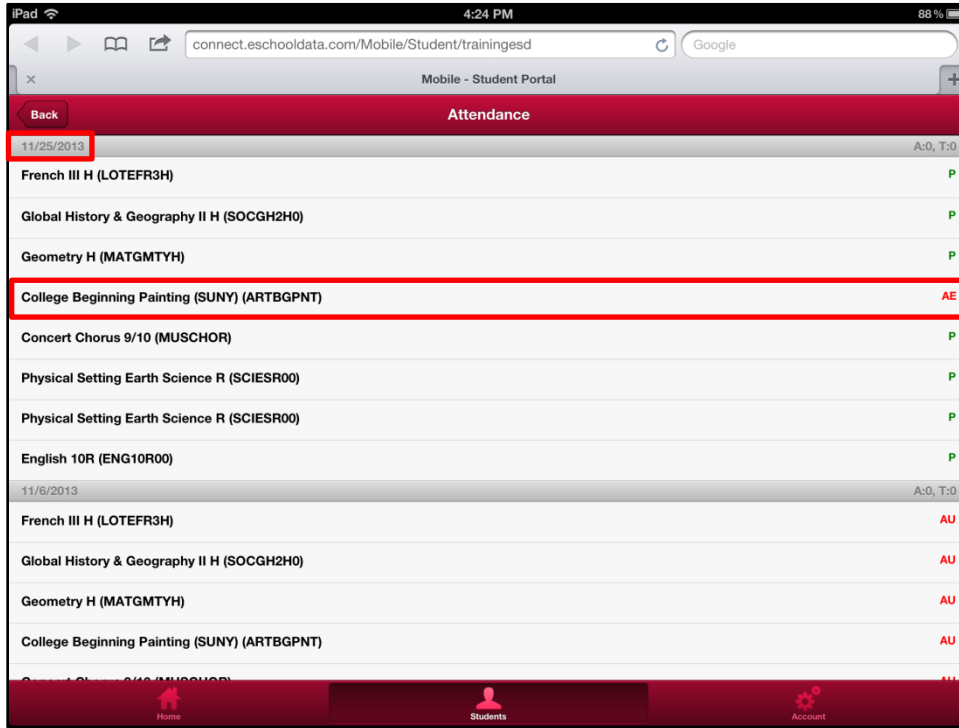


Note:
The **Standards-Based Report Card** and **Standards-Based Progress Report** pages are currently inactive.

Once these pages are active, icons will appear over the names and users will be able to click the icons.

Attendance

Click the **Attendance icon** to open your Attendance details. Attendance will display days where at least one class was missed, based on settings established by the district, and is separated by date.

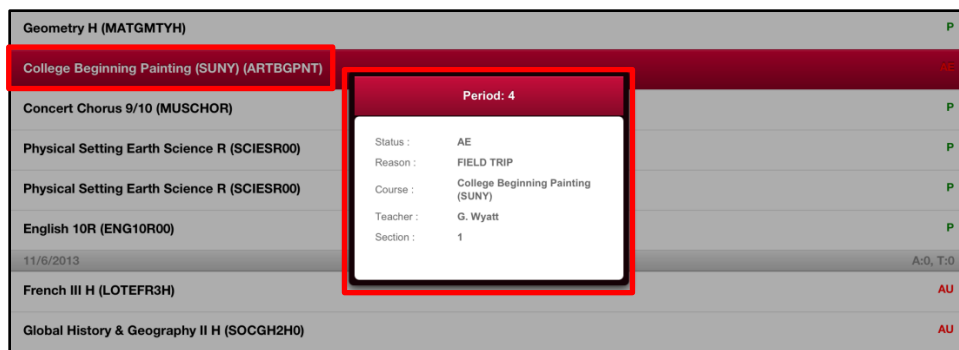


Note:
Dates are displayed in reverse chronological order, with the most recent on top.

Attendance will be indicated by the following:
P – Present (green)
A – Absent (red)
T – Tardy (yellow)
D – Dismissed (orange)
NA – Non-Attendance

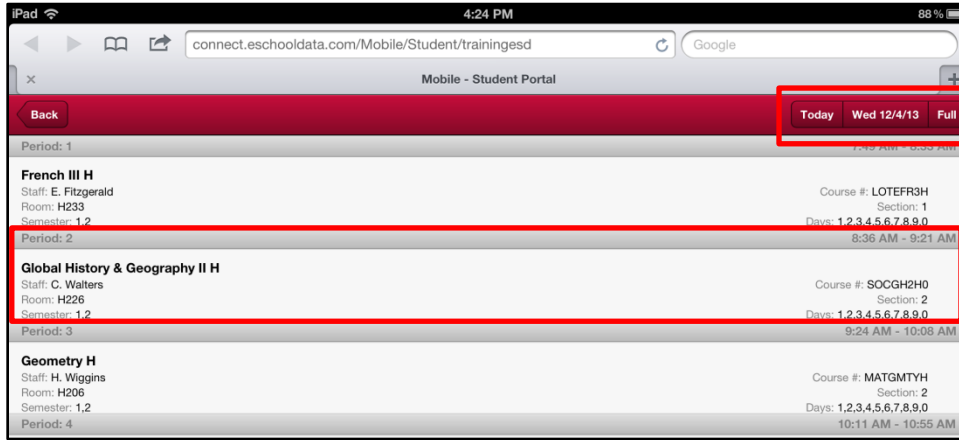
Absent/Tardy/Dismissed attendance will include one of these statuses:
E – Excused
U – Unexcused
***** – Unknown

Click on any class to view details regarding your Attendance Status for the indicated day. The selected class will be highlighted in red, and a pop-up window will show the attendance details. Click outside of the attendance details to close the pop-up window.

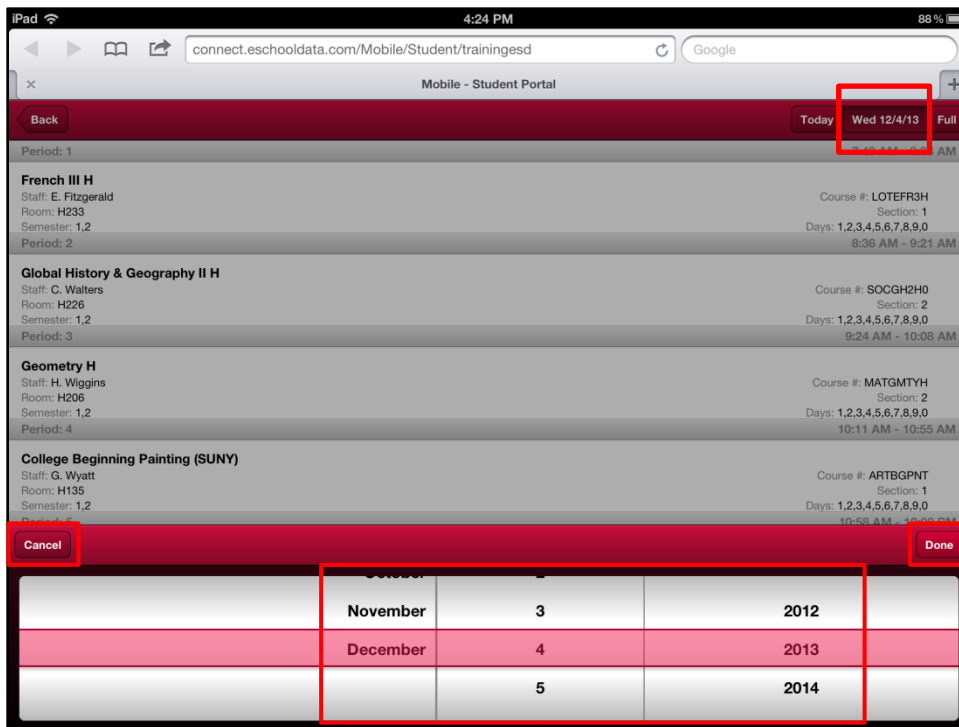


Schedule

Click the **Schedule icon** to view your class schedule, by period. Each period shows class details, including the Course name and number, Staff, Room, Semester, Section, and Days. Click the Date filters at the top right to view **Today's** schedule (the default view), a **Specific Date's** schedule, or your **Full year's** schedule.



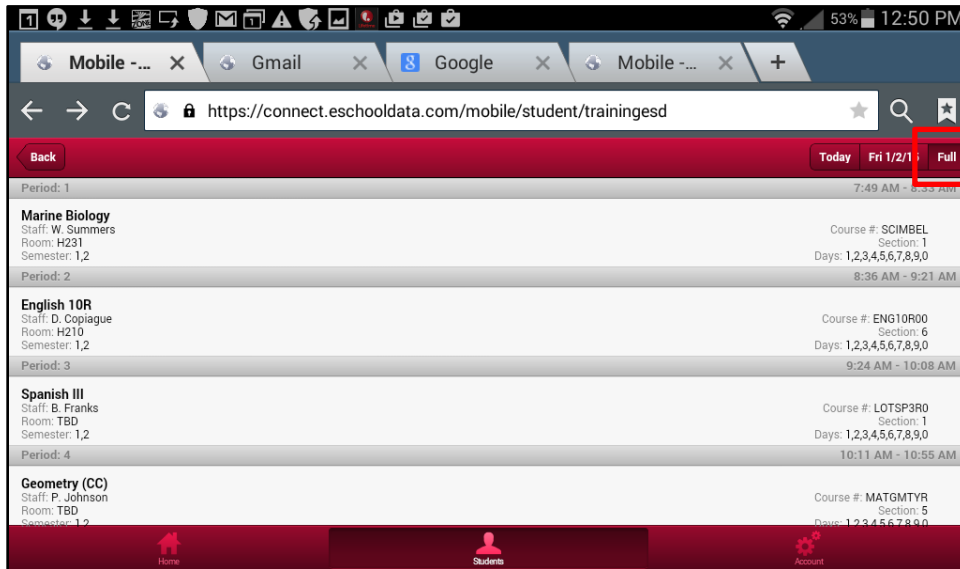
Click the **Specific Date** to open the Calendar selection bar. From the Calendar, scroll up or down to change the **Month, Day, and Year**. When finished, click **Done**.



Note:
Click **Today** to return to today's schedule.

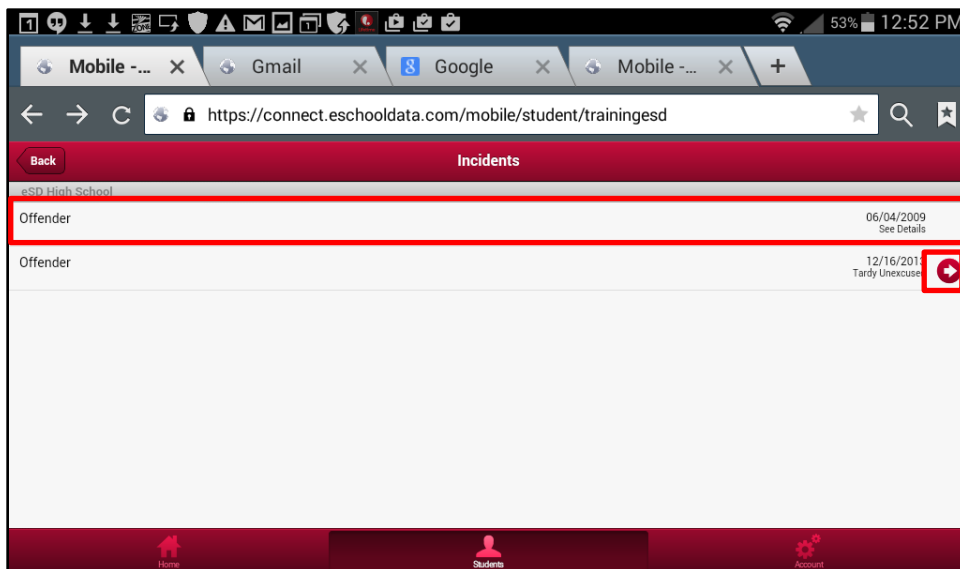
Note:
Click **Cancel** to exit the Calendar without changing the date.

Click the **Full** button to open the school-year schedule overview. All classes will display for each period, and indicate the Semester and Days that the class runs. Drag to display additional periods.

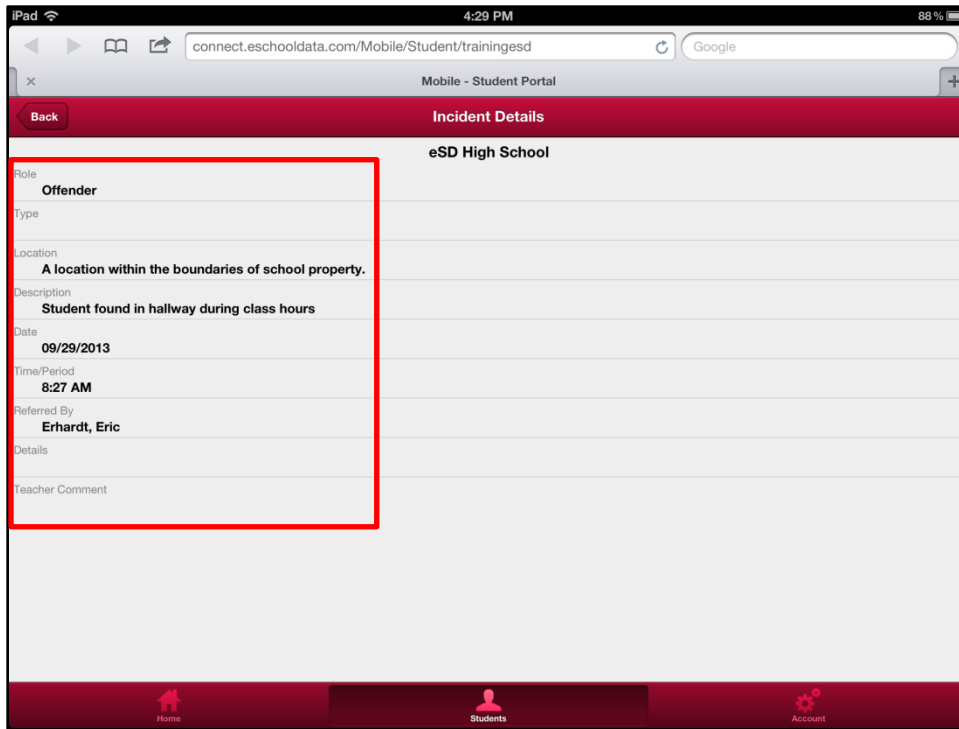


Discipline

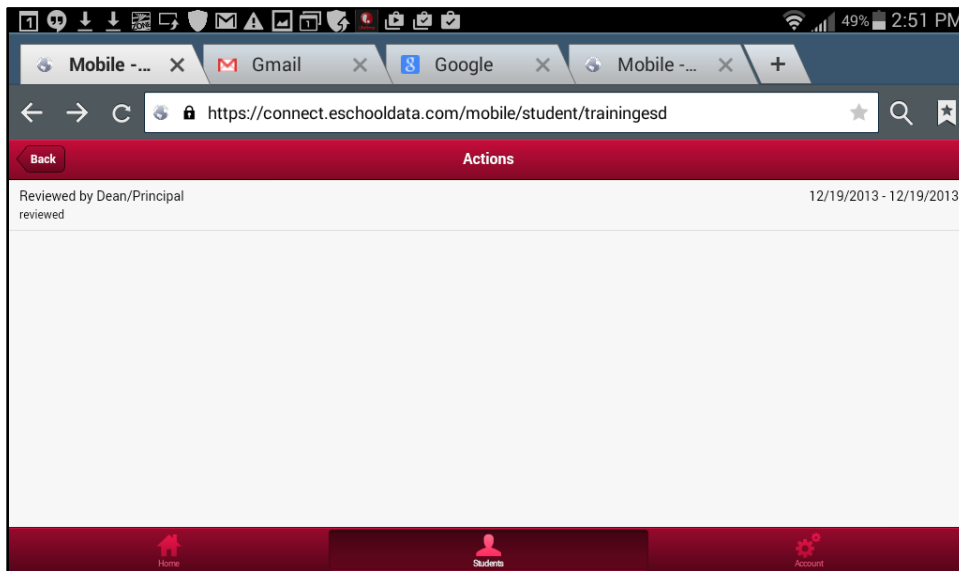
Click the **Discipline icon** 🚩 to view your discipline history. Incidents are arranged by school and date, and indicate your status. Click an incident to view its details. Click the **Incident Action icon** ➡ to view the assigned action.




The **Incident Details** page shows the Role, Type, Location, Description, Time/Period, Referred By, Details, and Teacher Comment.

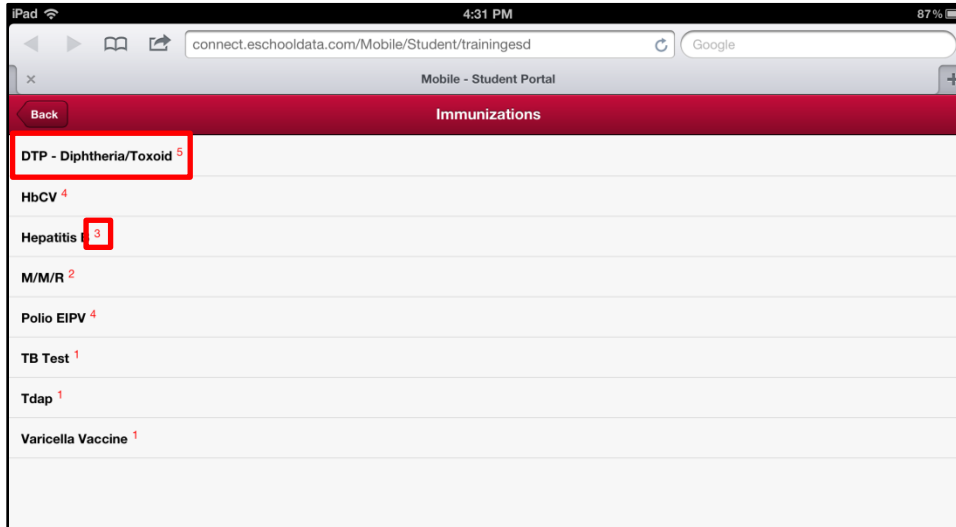


The **Actions** page displays the incident's assigned action details.

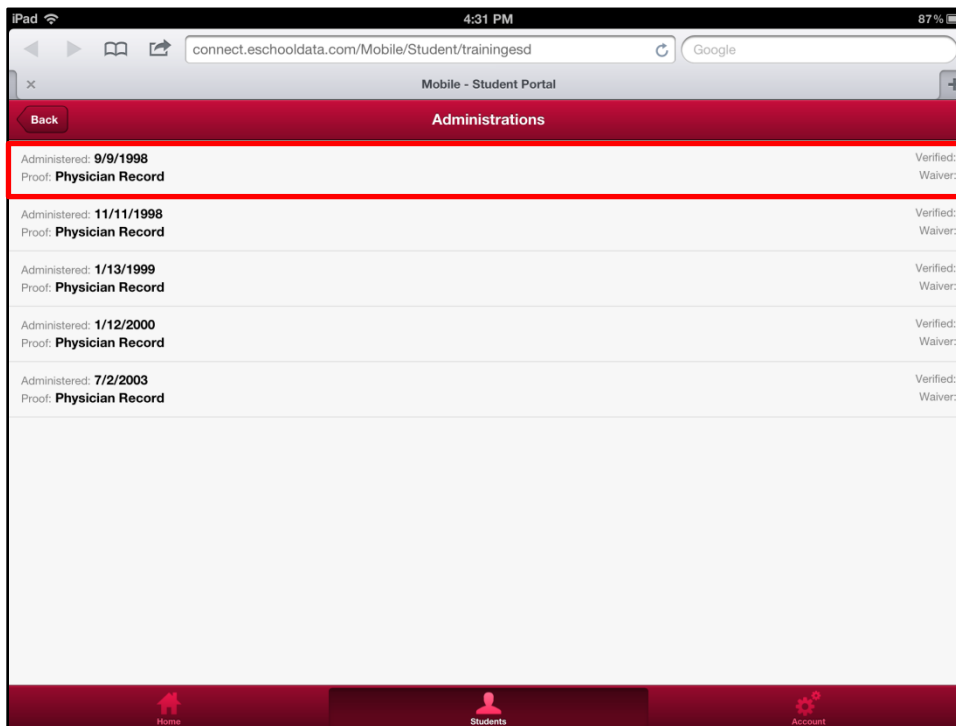


Immunizations


Click on the **Immunization icon**  to view your immunization records on file with the district. The red superscripted number next to the immunization name indicates the number of doses administered, as per the district's record.

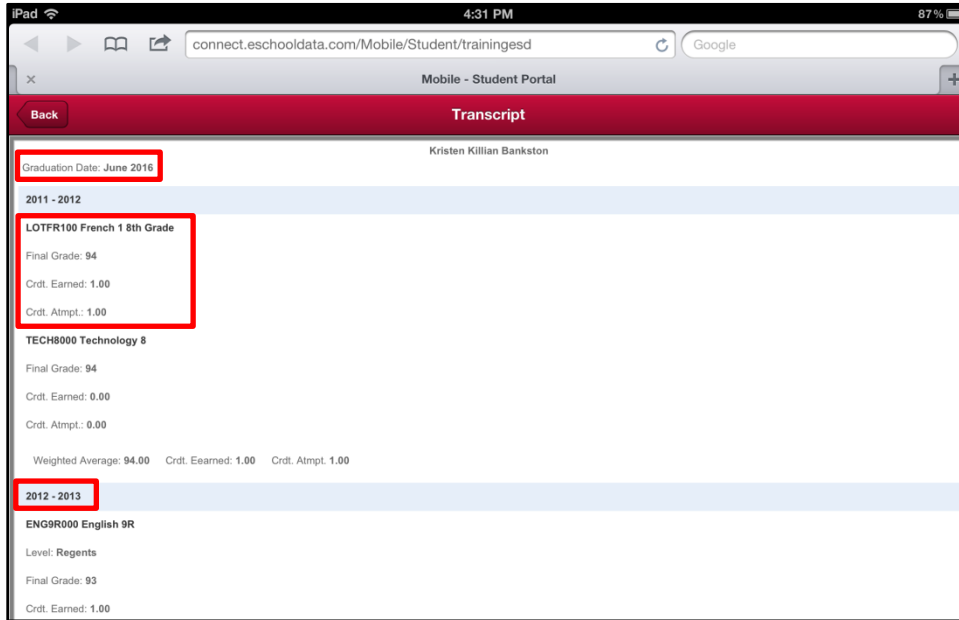


Click on an immunization to open the **Administrations** record. The record will show the date each dose was administered, the proof, if the dose was verified, or if there was a waiver.



Transcript

Click the **Transcript icon**  to view your transcript. It shows your projected graduation date, and the courses which are credited to your degree, per school year. Each course shows the course number and name, the course level, your final grade, and the credits earned/attempted.

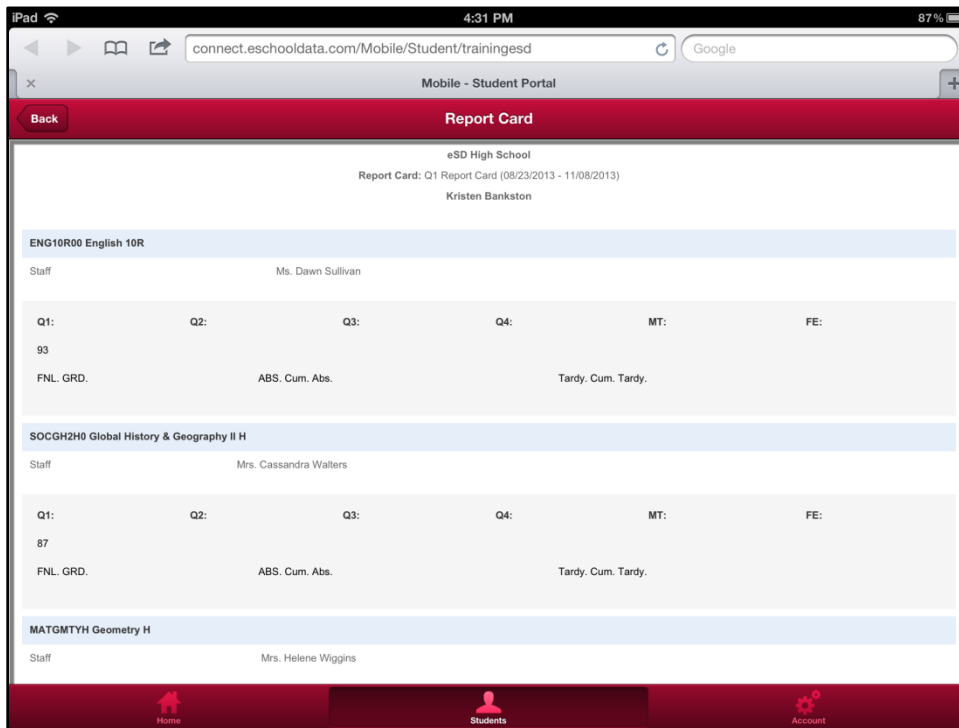


Note:

Transcripts will be published to the Mobile site at the school district's discretion.

Report Card


Click on the **Report Card icon**  to view your report card.

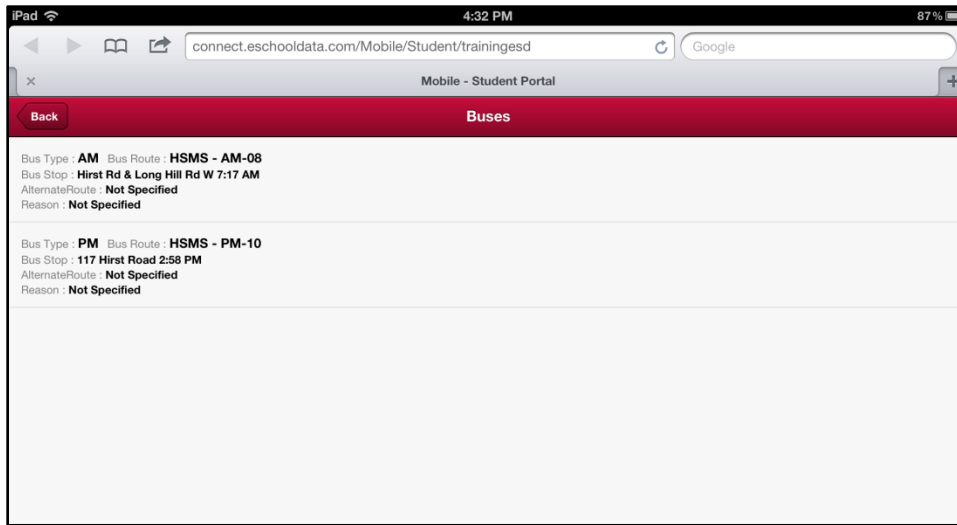


Note:



Report Cards will be published to the Mobile site at the school district's discretion.

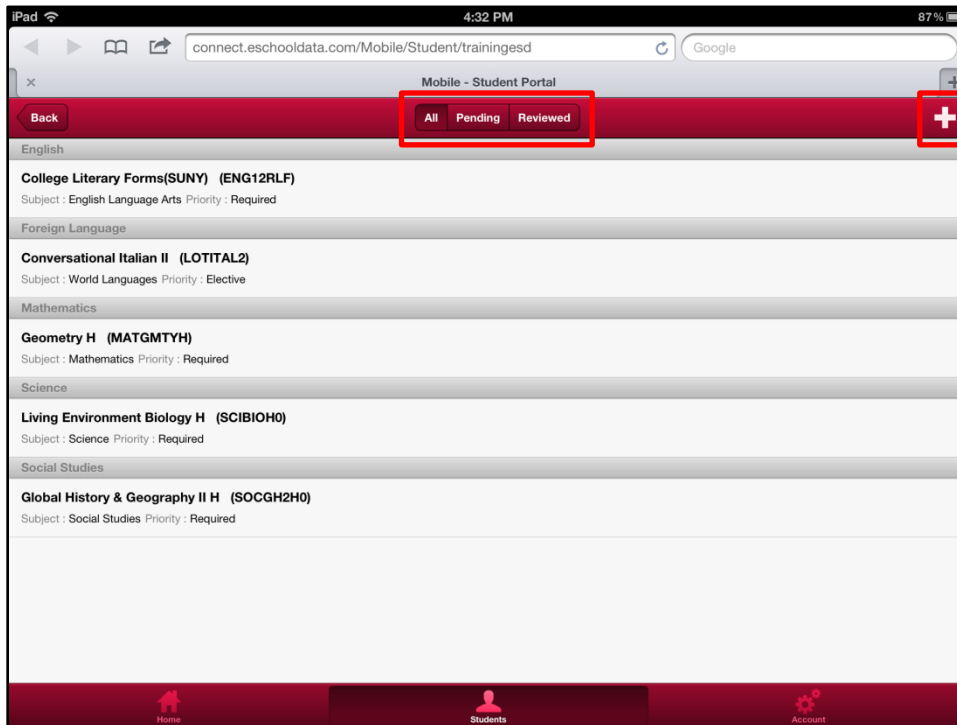
Buses


Click on the **Buses icon**  to view your bus information.

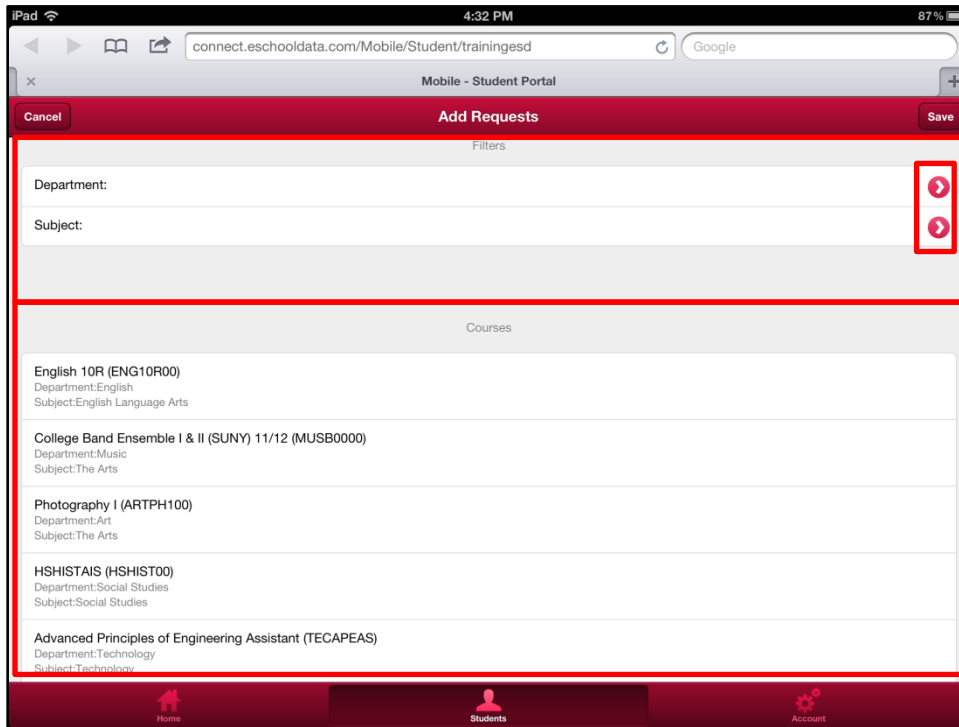


Course Request

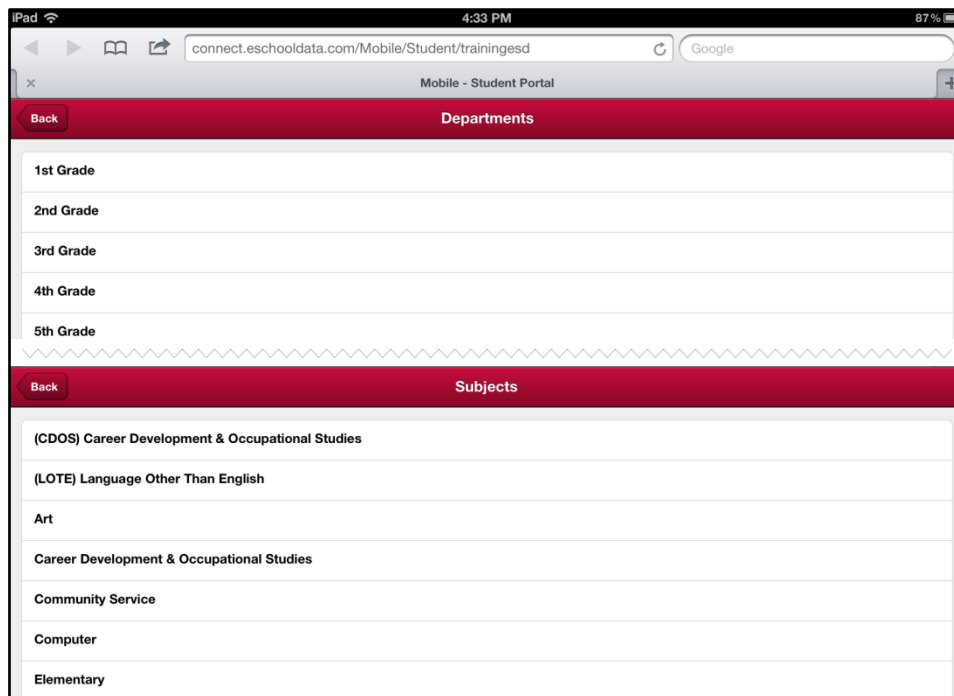
Click on the **Course Request icon**  to view your course request(s). Click **All**, **Pending** or **Reviewed** to see applicable course requests. Current requests are defined by subjects. Click the **Add Request icon**  to enter a new course request.



The **Add Requests** screen is separated into two sections; **Filters** and **Courses**. Use the Filters to narrow the list of courses in the Courses section. Click the Filter Menu icon  to choose a **Department** or **Subject**.

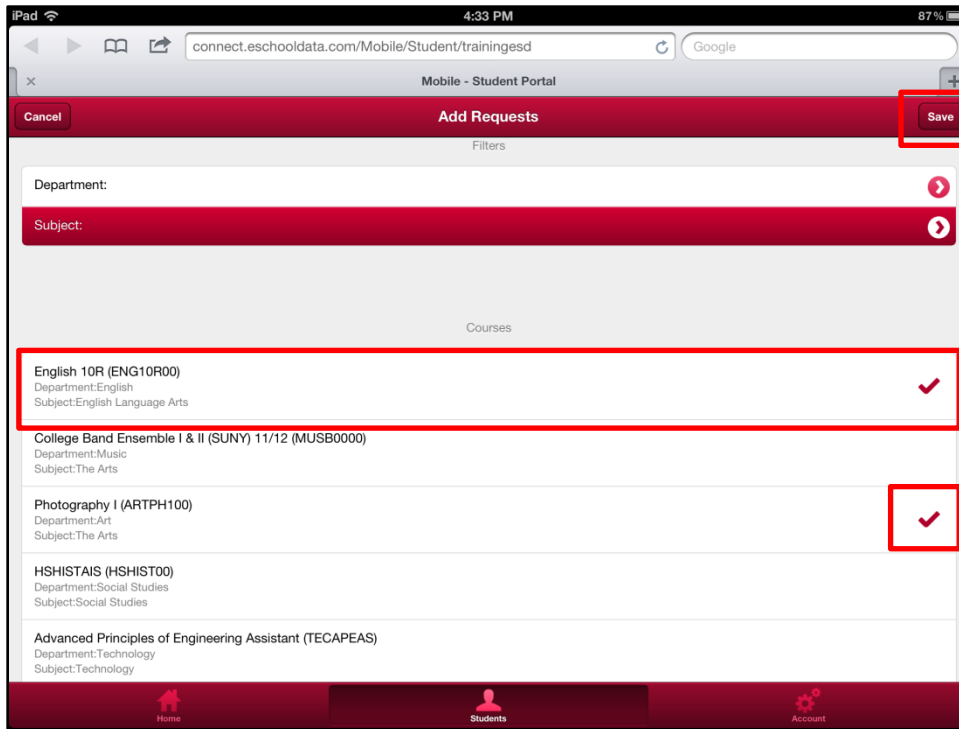


Click on a **Department** or **Subject** to select it as a filter.



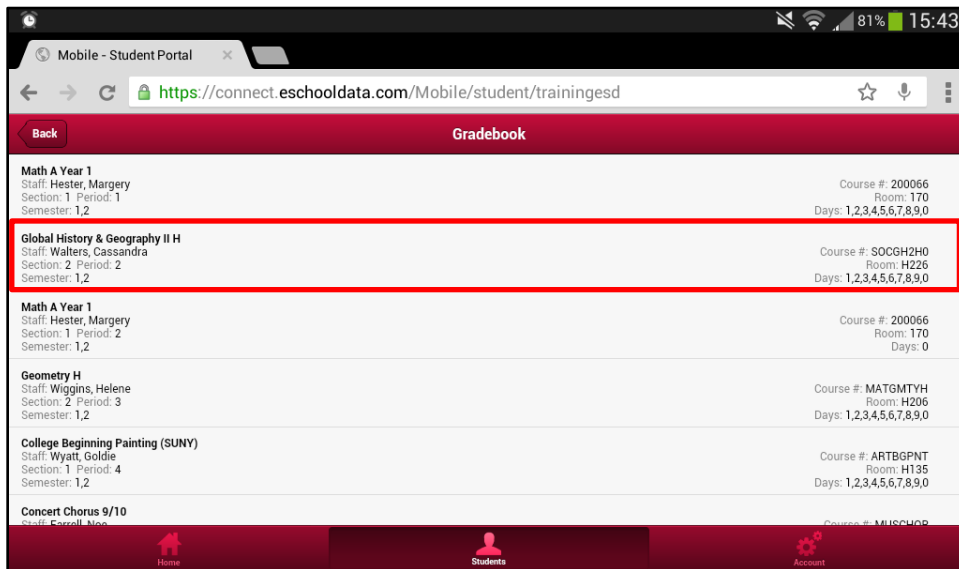
Note:
Screenshot has been cropped and reassembled to show both sets of filters.
Departments and **Subjects** display on separate screens.

Click on a course to select it. A red checkmark ✓ will appear, indicating it has been selected. When finished, click **Save**.

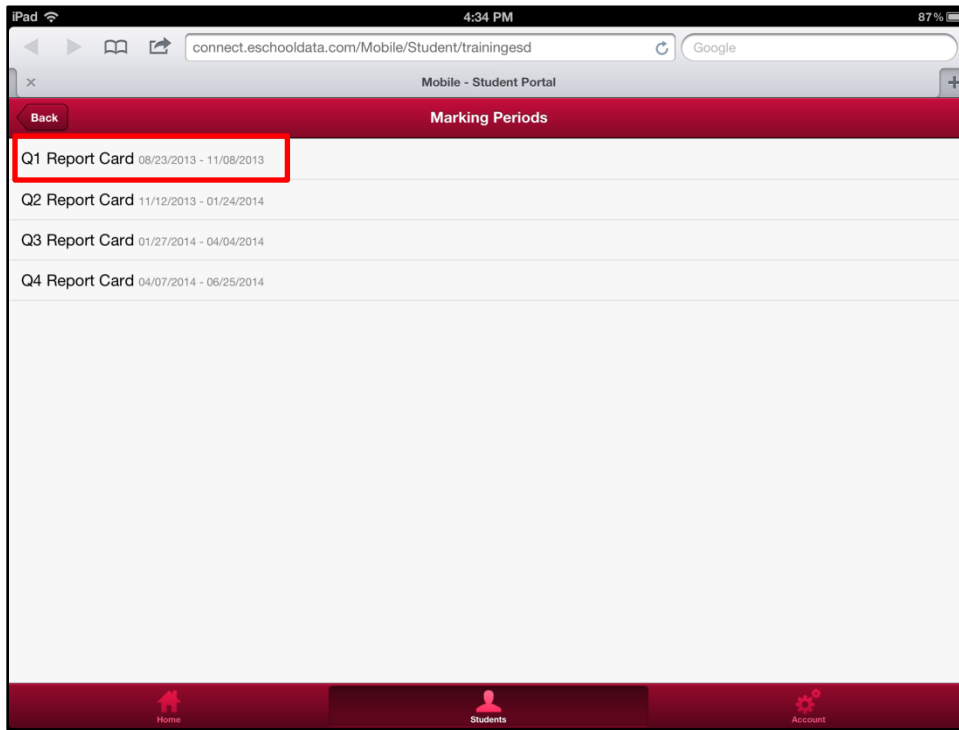


Gradebook

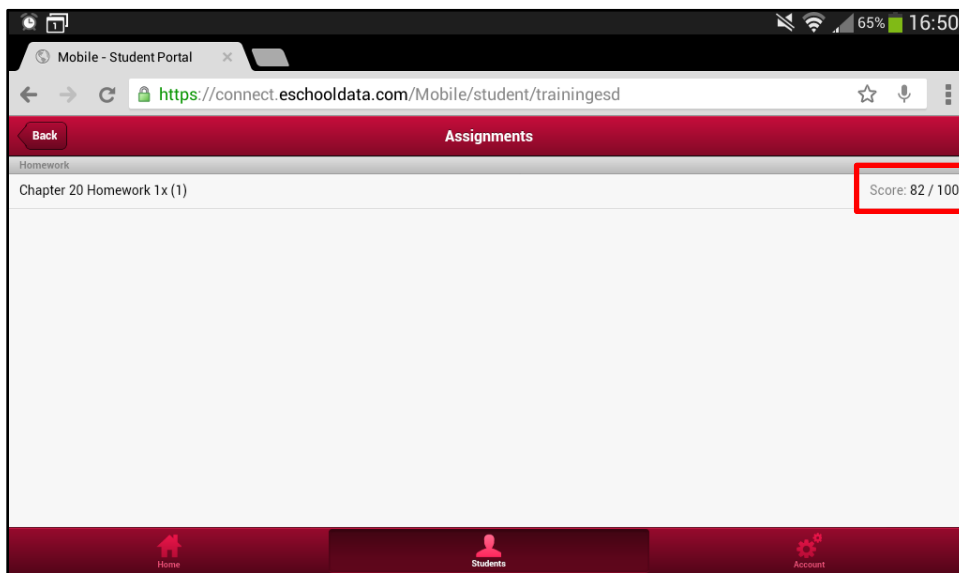
Click the **Gradebook icon** to view your class list. The default view is your schedule arranged by period. Click a course to view assignment details by marking period.



Select a Marking Period. All marking periods are shown, with the start and end dates in grey.



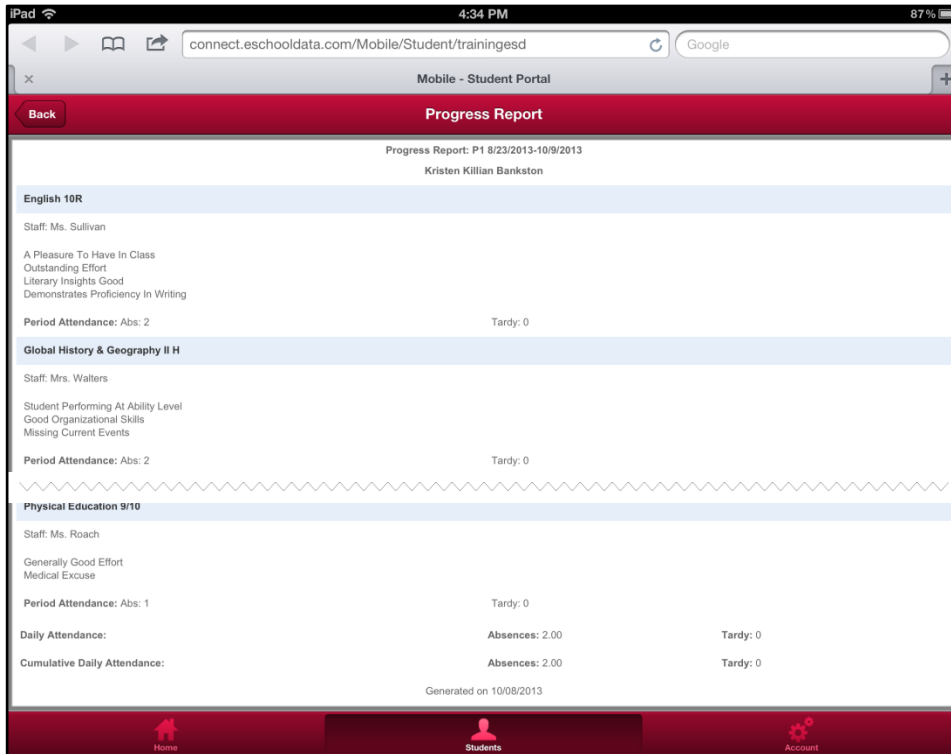
Assignments for the selected course and marking period will display. The assignments are shown under the selected type and, if the score is displayed, it will show as **Earned/Possible points**.



Note:
Assignments and Grades are posted at the teacher's discretion.

Progress Report

Click the **Progress Report icon** to view your progress report.

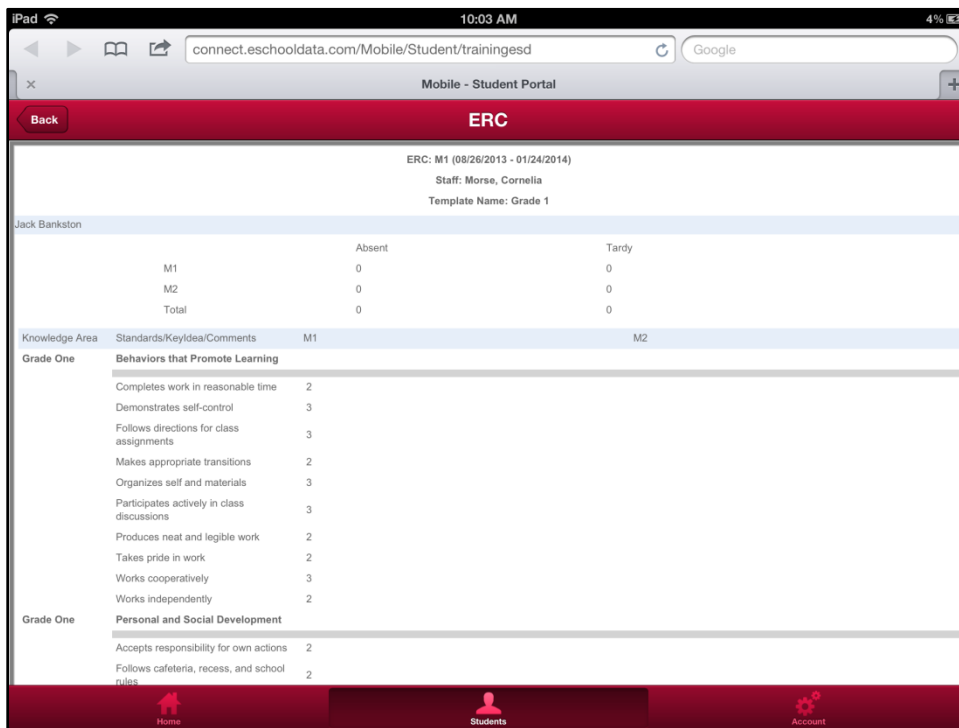


Note:
Progress Reports will be published to the Mobile site at the school district's discretion.

Note:
Screenshot has been cropped and reassembled to show both top and bottom of screen.

ERC (Elementary Report Card)

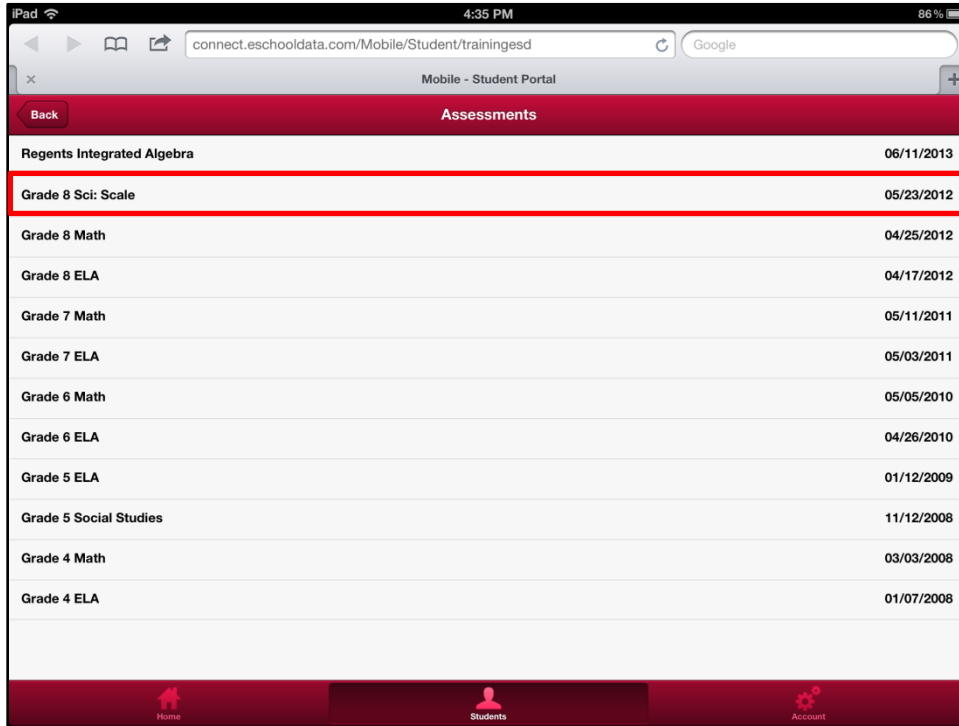
Click on the **ERC icon** to view your report card.



Note:
ERC's will be published to the Mobile site at the school district's discretion.

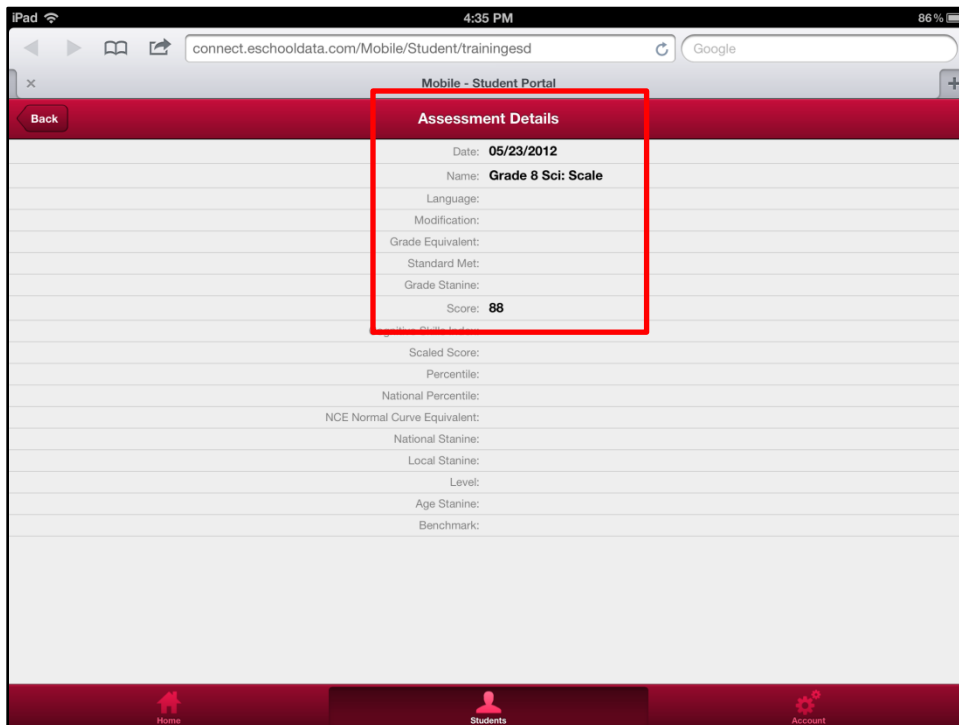
Assessments

Click the **Assessments icon** to view your assessments. The default view shows the most recent assessment first, with the assessment name and the date it was taken. Click an assessment to view its details.




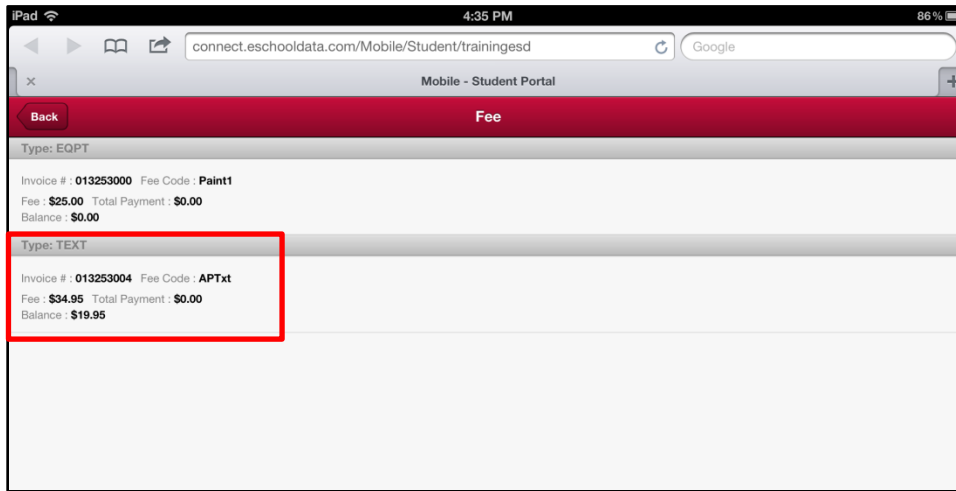
Note:
Assessments will be published to the Mobile site at the school district's discretion.

The Assessment Details page will display recorded details for the selected assessment.



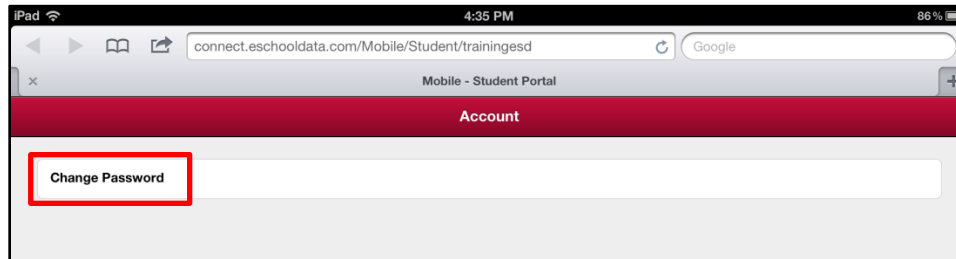
Fees

Click the **Fees icon**  to view your fees, grouped by Fee Type, in alphabetical order. Included in the details are the **Invoice #**, **Fee Code**, **Fee Amount**, **Total Payment**, and **Balance**.



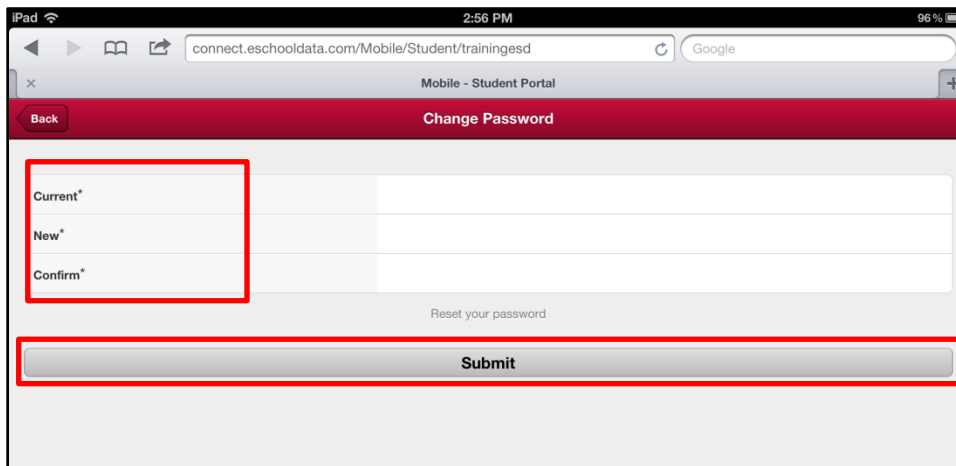
Account Tab

From the **Account** tab, you can change your password. Click **Change Password**.



Change Password

Enter your **Current** password. Enter your **New** password in both the **New** and **Confirm** fields. Click **Submit** to reset your password.



Logging Off

Click the **Account icon** in the Navigation bar to open the **Account** tab. Click the **Sign Off** button, then click **Yes** to confirm signing off eSD® Mobile Student. Click **No** to stay logged into eSD® Mobile Student.

