eSD® Portal: Parent View User Guide v. 3.2.0



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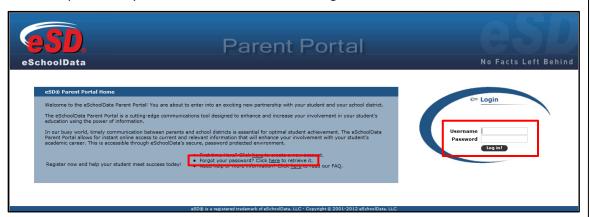
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A confirmation message will display stating that the Parent Portal registration has been successful. Once the account request has been approved by the school district, an **email** will be sent from the school district to the email address listed on the registration form.

Logging In

Once the district has approved the account request, the parent/guardian will receive an email with a link to verify the email address and activate the account. Once the email's link is clicked and the email address verified, click **Login** to login to the account using the Username and Password created at the time of registration.

If the district has chosen to auto-generate parent portal accounts, the User ID and temporary Password provided by the district should be used to login for the first time.



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



Note:

To retrieve a forgotten Password, click the link where it says "Forgot your password? Click <u>here</u> to retrieve it."

Note:

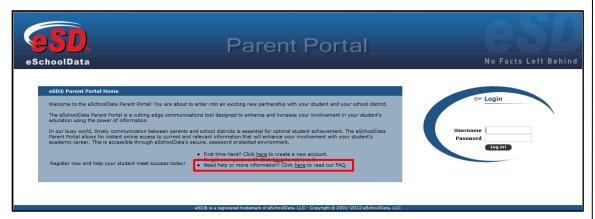
Parents/Guardians will be prompted to Agree to the District's **Terms of Use** each time the Terms are amended.

If the account has been auto-generated by the district, users will be required to establish a new **Password** and enter a **Primary Email Address** after agreeing to the Terms of Use. Users will also have the option to **Use this E-Mail address as my User Name**. Click **Save** when finished.

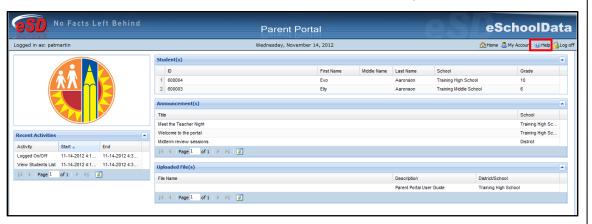


Getting Help

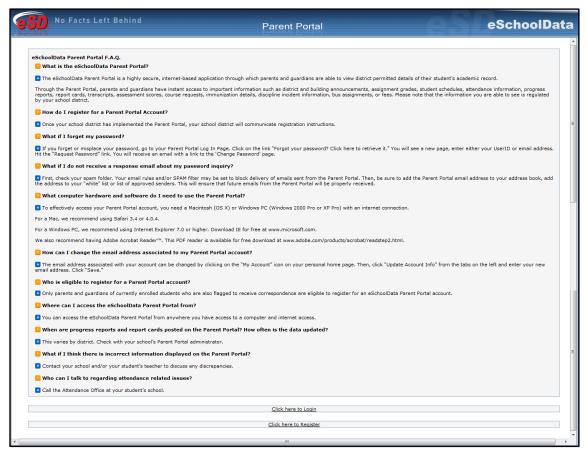
Users can get help both before and after logging in to the eSD® Parent Portal. From the Login screen, click the link where it says "Need help or more information? Click here to read our FAQ." to access the eSchoolData Parent Portal F.A.Q.



Once logged in to your Portal account, click the **Help** button in the upper right corner of the Parent Portal screens to access the **eSchoolData Parent Portal F.A.Q.**

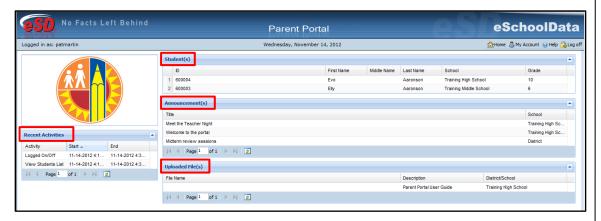


The **F.A.Q.** provides portal account holders with answers to commonly asked questions.



Navigating the Portal

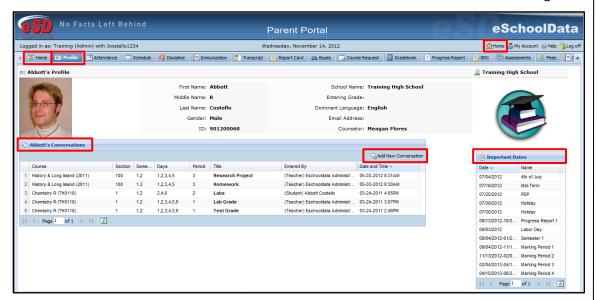
A successful login displays the Portal Homepage, which allows the portal account holder to see a list of their **Student(s)**, view district/school **Announcement(s)** and access any district/school **Uploaded File(s)**. On the left side of the screen, Parents/Guardians can view a log of their **Recent Activities**.



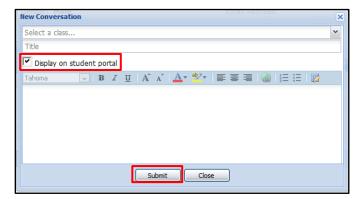
Click on a **Student's Name** in the list of **Student(s)** to view student-specific information.

Click a **tab** to bring up the corresponding information. All tabs may not be available, and their order may differ from these screenshots, depending upon your school district's use of the eSchoolData system.

The **Profile** tab displays **Important Dates**, such as Marking Period and Progress Report dates. Parents/guardians can also access the **Conversation** function, which allows parents/guardians to communicate with staff members. Click **Add New Conversation** to create a new message.



Select the class/teacher to which the new conversation is related and enter a **Title** for the conversation. Check **Display on student portal** to have the conversation display in the student's account on the Student Portal in addition to the selected class teacher's conversations list. Enter the message and when finished, click **Submit**.



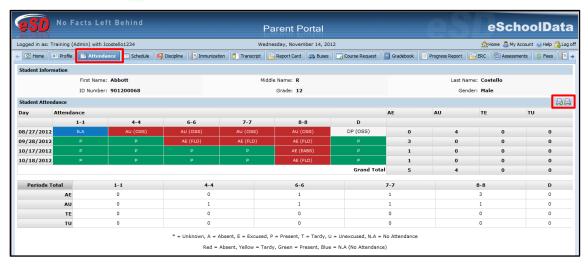
Tip:

The **Home** tab, as well as the **Home** button in the top right corner of the screen, will display your Portal Homepage with the list of your Students and the Announcements.

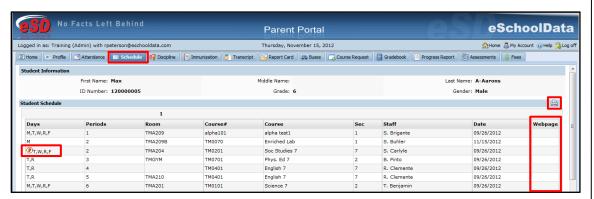
Tip:

Hover your mouse over an icon to display a Tooltip with the icon's name.

Click the **Attendance** tab to view the student's Attendance. Attendance will display based on settings established by the district. Click the **Print icon** to print the student's attendance, or the **Print Note icon** to print an attendance note.



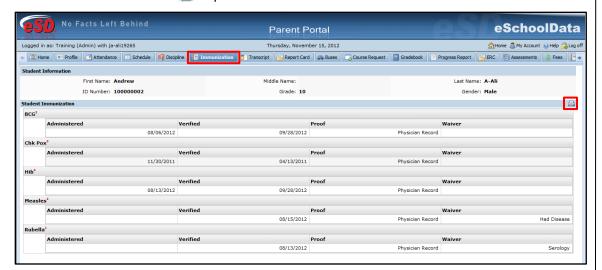
Click on the **Schedule** tab to view the student's schedule. The **Partially Scheduled icon** P denotes the student has been pulled out of that class for a given day pattern. The pull out day pattern(s) will be missing. If a teacher has enabled the eSD webpage functionality, a link to the teacher's webpage will display in the **Webpage** column. Click the **Print icon** to print the student's schedule.



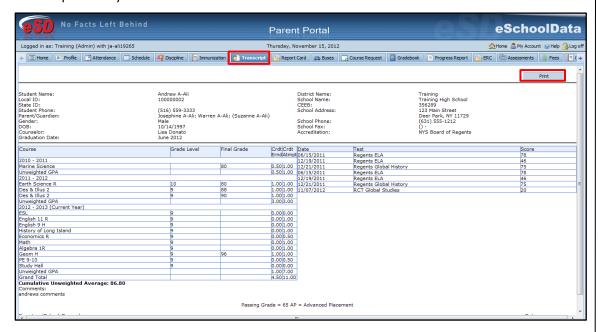
Click on the **Discipline** tab to view the student's discipline history. Click the **Print icon** has to print the student's discipline record.



Click on the **Immunization** tab to view the student's immunization records on file with the district. Click the **Print icon** at to print the student's immunization records.



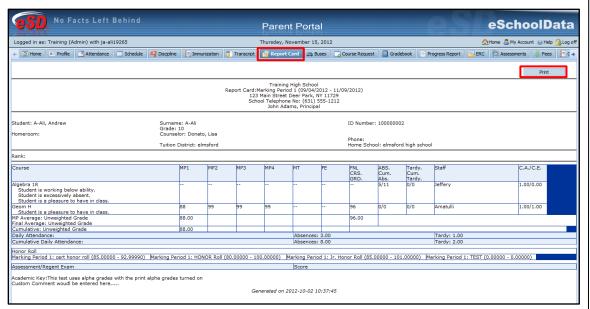
Click on the **Transcript** tab to view the student's transcript. Click **Print** to print an **unofficial** Transcript directly from this screen.



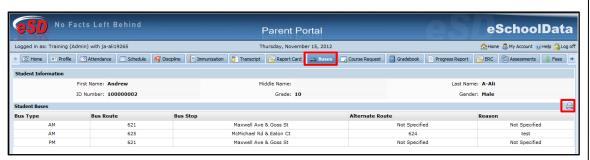
Note:

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

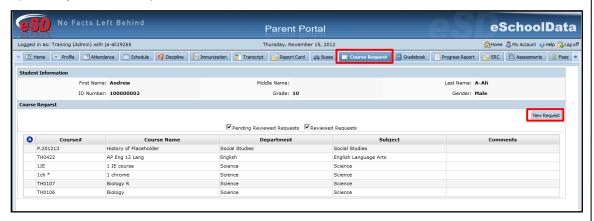
Click on the **Report Card** tab to view the student's report card. Click **Print** to print an **unofficial** Report Card directly from this screen.



Click on the **Buses** tab to view the student's bus information. Click the **Print icon** (a) to print the student's bus information.



Click on the **Course Requests** tab to view the student's current Course Requests. Depending on the district's policy and settings, parents/guardians will be able to enter new Course Requests by clicking the **New Request** button.

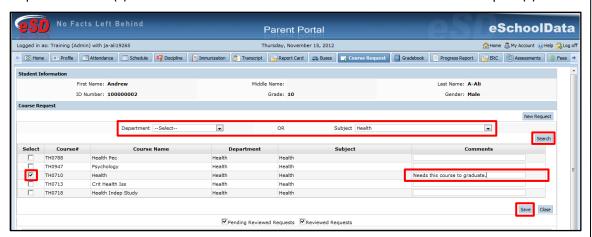


Note:

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

Note:

Course requests entered by parents can be deleted until they are approved. **Search** for courses by **Department** or **Subject** area. Check the **Select** checkbox next to the requested course(s). Comments can be added if desired. Click **Save** to add the request(s).

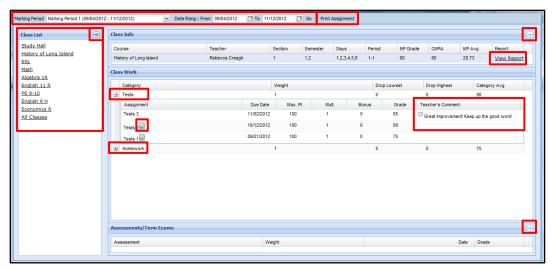


Click on the **Gradebook** tab then click **View Gradebook Assignments** to view the student's class list and published assignment categories and assignments.



Once the Gradebook window opens, select the **Marking Period** (defaults to the current Marking Period) or a specific **Date Range** (click **Go** after selecting the **From/To** dates), and click the course in the **Class List** you would like to view.

In the Class Work section, click the Expand icon I next to an Assignment Category to display the published assignments in that category. The Teacher's Comment column will display assignment-specific comments. Click the Assignment Description icon icon to view the assignment description. Click the View Report link to view any Performance Reports posted by the teacher. Click Print Assignment to print the displayed assignments.



Note:

Mini courses that occur between Marking Periods can be viewed using the All Classes selection from the Class List.

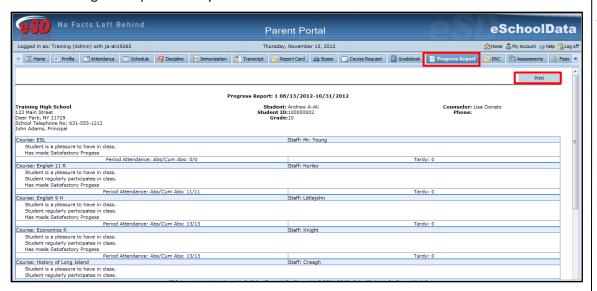
Note:

Alpha equivalents will display for the CMPA, Marking Period Average, and Marking Period Grade, when Alpha Grade Conversion has been set for the course.

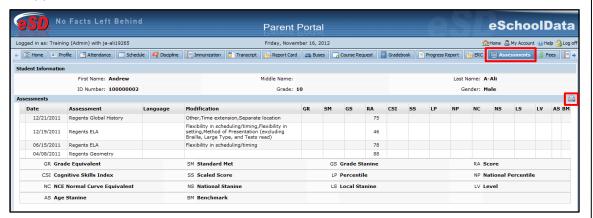
Note:

Users can Collapse or Expand Gradebook sections, and Hide or Display the Class List.

Click on the **Progress Report** tab to view the student's progress report. Click **Print** to print an **unofficial** Progress Report directly from this screen.



Click on the **Assessments** tab to view the student's assessments. Click the **Print icon** (a) to print a copy of the student's assessments.



Click on the **Fees** tab to view the student's fees. Invoice information and total balance will be displayed. Click the **Print icon** (a) to print a copy of the student's fees.



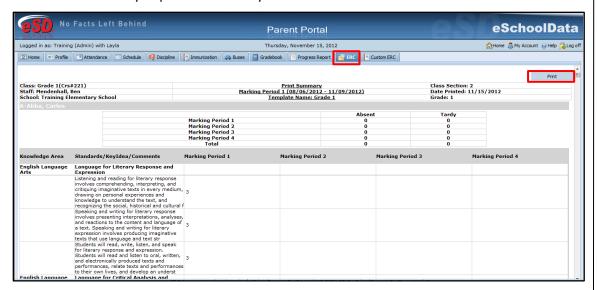
Note:

Progress Reports will be published to the Portal at the school district's discretion.

Note:

Assessments will be published to the Portal at the school district's discretion.

Click on the **ERC** tab to view the student's elementary report card. Click **Print** to print an **unofficial** Elementary Report Card directly from this screen.



Note:

Elementary Report Cards will be published to the Portal at the school district's discretion.

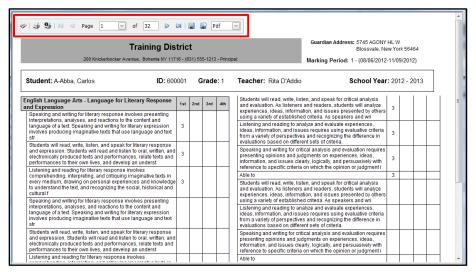
Click on the **Custom ERC** tab to view the student's custom elementary report card. Select the **Marking Period** then click **View Custom ERC**.



Custom ERCs will be published to the Portal at the school district's discretion.

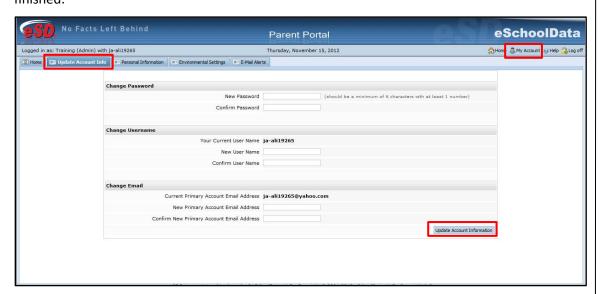
Note:

The **Custom ERC** will be generated and will open in a new window. Use the toolbar at top left to navigate through, **Print** and/or **Save** the Custom ERC.

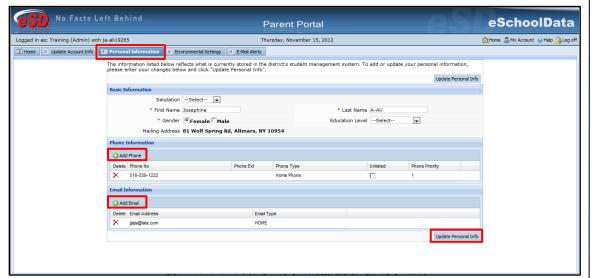


Updating Account Info

Parents/guardians can update account information at any time. Click the **My Account** button at the top right of the Portal screens. The **Update Account Info** tab is the default tab. From here, passwords, usernames, and primary email addresses can be changed. Enter the new information in one or all of these categories, and click **Update Account Information** when finished.



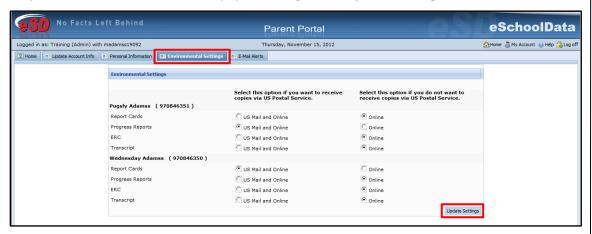
Click the **Personal Information** tab to request changes to your personal information. The following fields can be updated: **Salutation**, **First Name**, **Last Name**, **Gender**, **Education Level**, **Phone Information** and **Email Information**. Additional phone numbers and email addresses can be added using the **Add Phone** and **Add Email** buttons. Click the **Delete icon** × to delete an existing phone number or email address. Click **Update Personal Info** when finished to submit the change request. Portal administrators have the option to accept or ignore change requests.



Note:

Once a guardian submits a request to update personal information, they will be prevented from submitting a subsequent request until all changes in the prior request have been accepted or ignored.

Parents/guardians will have access to the **Environmental Settings** tab if the school district is implementing a "Go Green" initiative to reduce the mailings of grade reporting documents. Parents/guardians can select, for each student, which available grade reporting documents they wish to continue to receive as paper mailings. Click **Update Settings** when finished.



Click the **E-Mail Alerts** tab to set your email alert preferences. Under **E-Mail Preferences**, select your preferred email **Format** (HTML or Text) and **Delivery** format/frequency (Individual E-Mails, Daily Digest, Weekly Digest, or Monthly Digest).

For each student, check the **Student Alerts** for which you wish to subscribe. Once checked, the default **Delivery** format will be set to your preferred Delivery format, but can be changed on a student-by-student basis.

For each school, check the **School Alerts** for which you wish to subscribe. Once checked, the default **Delivery** format will be set to your preferred Delivery format, but can be changed. When finished, click **Update**.

