eSD® Portal: Parent View
User Guide

v. 7.1.0



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Overview

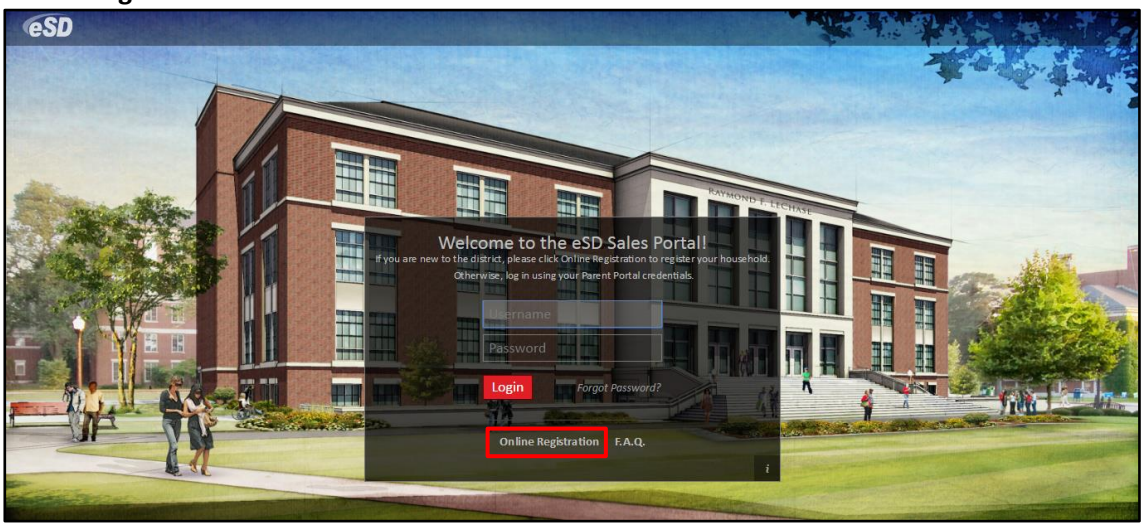
This guide provides parents/guardians with a step by step guide outlining the navigation and use of the parent portal. The eSchoolData Parent Portal is a cutting-edge communications tool designed to increase your involvement in your student's education using the power of information. The eSchoolData Parent Portal allows for instant online access to current, relevant information that will enhance your involvement with your student's academic career.

Parent Portal Login Page

Please refer to your school district's website for an existing Parent Portal Link. If your district has not created a Parent Portal link on the school's website, please contact them for the URL.

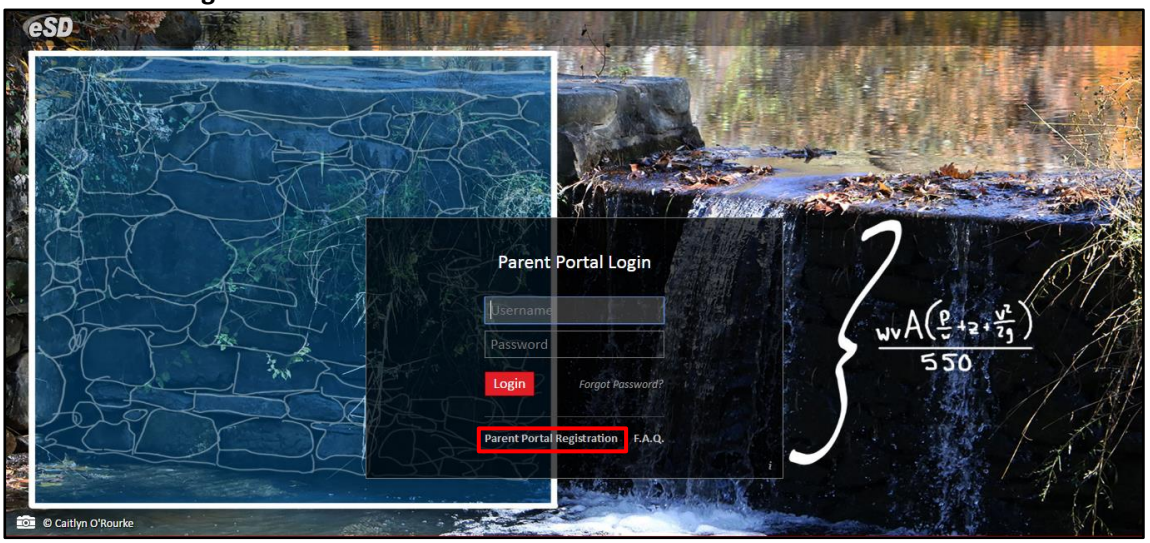
The Login Page will contain login fields and either an **Online Registration** link or a **Parent Portal Registration** link, depending on how the district has configured their Parent Portal.

Online Registration link:



Note:
A **Parent Portal Login page** customized with district's choice of text and image.

Parent Portal Registration link:



Note:
The uncustomized **Parent Portal Login page** displays the most recent winning student's entry from the eSchoolData® Login Page Art Contest.

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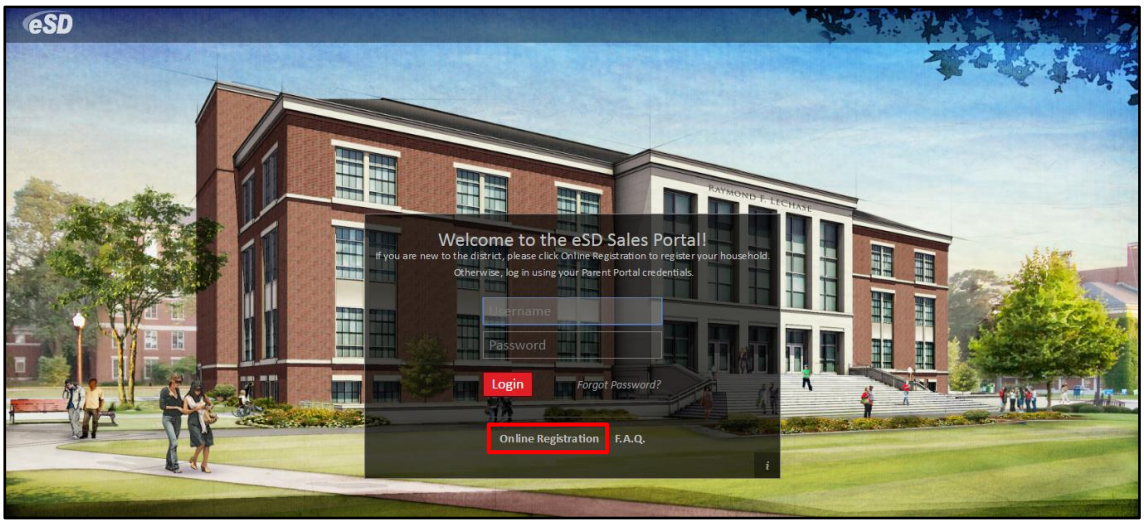
If you have been given a User ID and temporary Password by the district, please go to **Logging In** on page 13.

If you do NOT have a User ID and Password, and the Login Page displays an **Online Registration** link, please go to **Online Registration** on page 4. If the Login Page displays a **Parent Portal Registration** link, please go to **Parent Portal Registration** on page 11.

Online Registration

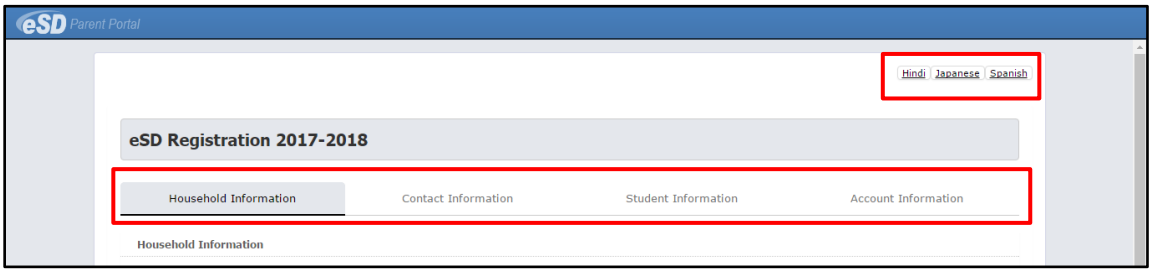
The Online Registration link is used by parents who are new to the district and need to register their students. If your students are already registered in the district but you have not been given a User ID and Password, please contact the district.

If you are new to the district, click the **Online Registration** link to register your household and students.



The Online Registration Application Form will open, with four tabs: Household Information, Contact Information, Student Information, and Account Information.

When provided by the district, a list of available **language translations** is displayed in the upper right-hand corner of the form. Click the applicable **language** to view the translated form.



If the **Online Registration Application Form** is launched via the **Register New Student button** AFTER the parent has logged in to the Portal, the **Household Information** and **Contact Information tabs** will be pre-filled with data currently in the system.

Note:
If the district did not customize the background image on the **Parent Portal Login page**, it displays the most recent winning student's entry from the eSchoolData® Login Page Art Contest.

Note:
Once a translation is displayed, English replaces the selected language in the list of language options.

Note:
The required fields on each Tab may vary from the sample screenshots on the following pages, based on the district's settings.

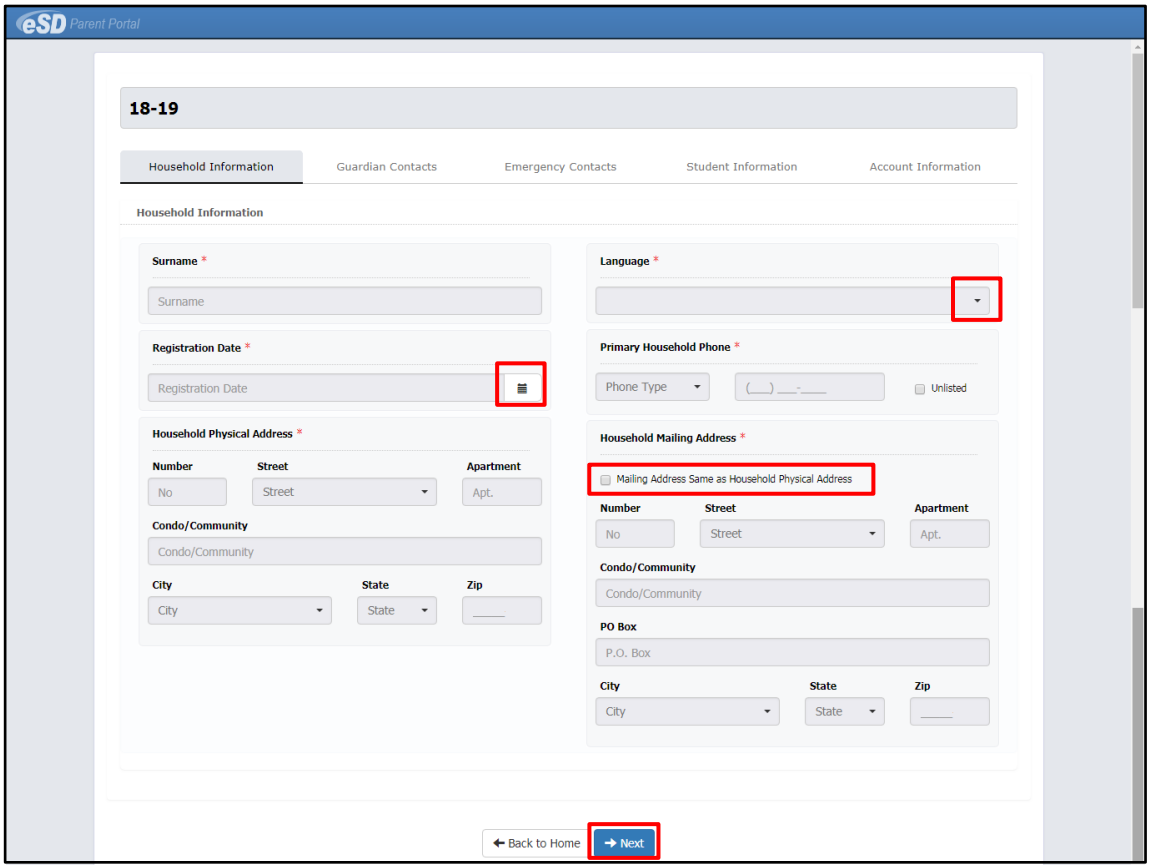
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Household Information Tab

Enter the Registration Date, household Surname and Language, and the Household Physical Address.

In the **Household Mailing Address** section, check **Mailing Address Same as Household Physical Address** (if applicable); otherwise enter the needed mailing address information.

Enter the **Primary Household Phone**, and any other required information (indicated by a red asterisk *), then click **Next** to move to the Contact Information tab.



Note:
If the **Register New Student button** is used to launch the Online Registration form, the **Household Information tab** will be pre-filled with data currently in the system.

Note:
Click the **Calendar icon** to select and enter the date in the correct format (mm/dd/yyyy).

Click the **Menu icon** to open the menu, or start typing in the field to display a list of matching options.

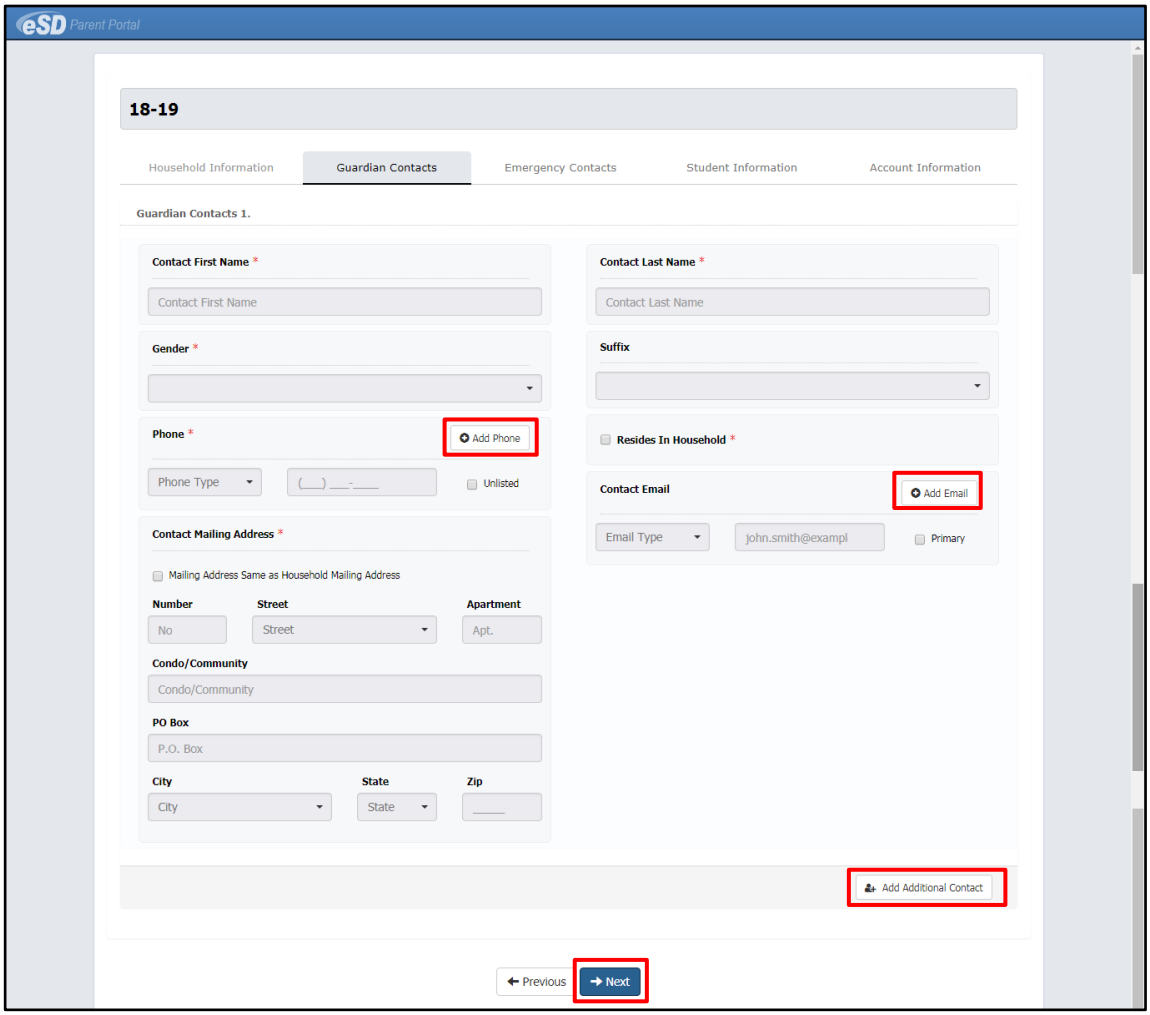
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Guardian Contacts Tab

Enter the requested information for the first parent/guardian in the household. In the **Contact Mailing Address** section, check **Mailing Address Same as Household Mailing Address** when applicable; otherwise enter the needed mailing address information.

When finished entering all required information for the first contact, click **Add Additional Contact** to add another Parent/Guardian.

When finished entering all Guardians, click **Next** to move to the Student Information tab.



Note:
If the **Register New Student button** is used to launch the Online Registration form, the **Guardian Contacts tab** will be pre-filled with data currently in the system.

Note:
eSchoolData recommends adding, at a **minimum**, one **Guardian**.

Note:
Click **Add Phone** or **Add Email** to add additional phone and/or email records for the Contact.

Check **Primary** for the email address that should be used for Portal communications.

Please see the **Important information regarding Primary Email Address and Usernames** on page 7 for primary email restrictions.

Contact Email is required only for the Guardian Contact that is signing the application.

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Important information regarding Primary Email Address and Usernames

Depending on how the guardian is logging in to their Parent Portal account (web browser or Mobile App), the eSD system uses either the Portal Account's **Username** or **Primary Email Address** for login authentication. When logging in via a **Web Browser**, the system uses the portal account's **Username** as the login username. When logging in via the **eSD Mobile App**, the system uses the portal account's **Primary Email Address** as the login username. Please see below for additional requirements regarding Usernames and Primary Email Addresses:

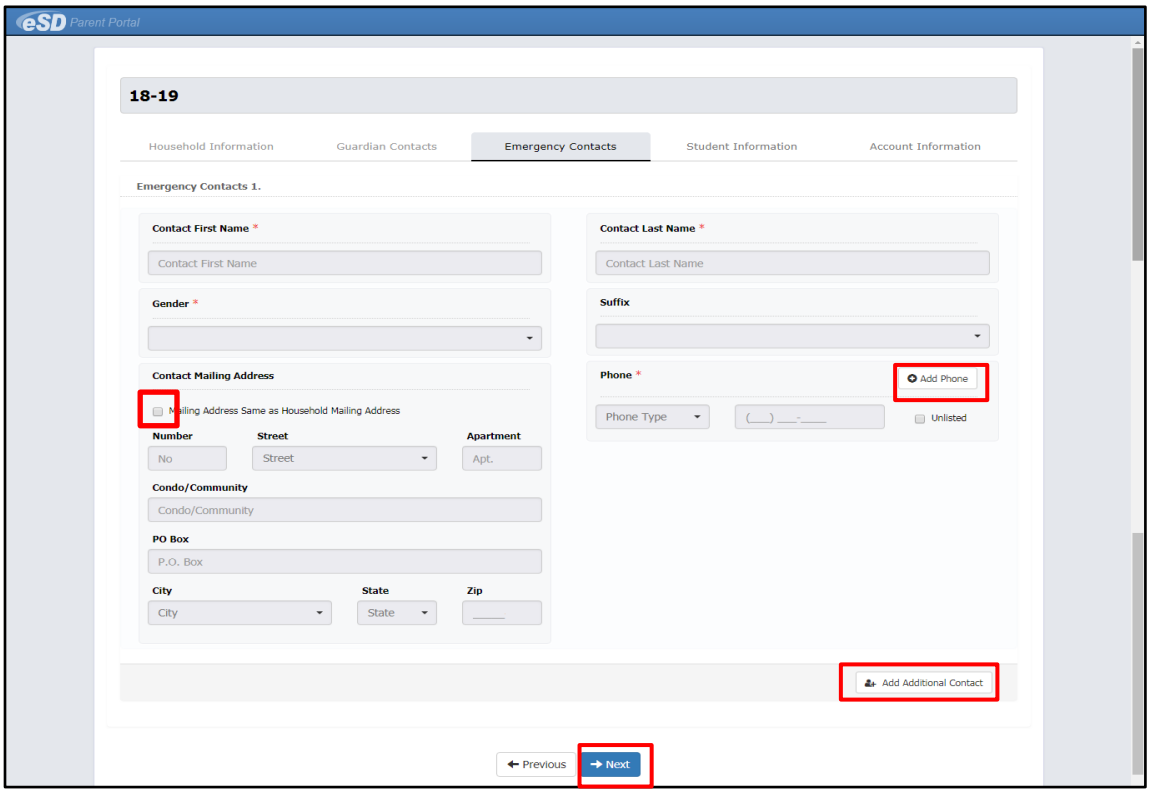
1. If a guardian has multiple portal accounts (i.e., students in different districts), the guardian's **Username** for EACH parent portal account MUST be different, but the **Primary Email Address** for each account can be the same email address.
2. Only ONE of that guardian's portal accounts can use the **Primary Email Address** as the **Username**.
3. An email address can be set as the **Primary Email Address** for only ONE guardian, but other guardians in the household with portal accounts can include that email address as a secondary email address.
4. **Web browsers** use the portal account's **Username** for login authentication. Guardians with multiple portal accounts must log in using the **Username** and password established for EACH account.
5. The **Mobile App** uses the **Primary Email Address** for login authentication, allowing guardians with multiple portal accounts to have access to each of their accounts via the App, by selecting the applicable Role and/or District upon login.

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Emergency Contacts Tab

Enter the requested information for the first emergency contact for the household. In the **Contact Mailing Address** section, check **Mailing Address Same as Household Mailing Address** when applicable; otherwise enter the needed mailing address information.

When finished entering all required information for the first contact, click **Add Additional Contact** to add another Emergency Contact. When finished entering all Emergency Contacts, click **Next** to move to the Student Information tab.



Student Information tab

Enter the required information for the first student in the household that needs to be registered. Select the first **Guardian Contact** from the Contacts entered on the Contact Information tab. When finished, click **Add Guardian Contact** to add another Guardian, when applicable. Select the first **Emergency Contact**, then click **Add Emergency Contact** if needed.

When finished, click **Add Additional Student** to enter the required information for the next student in the household.

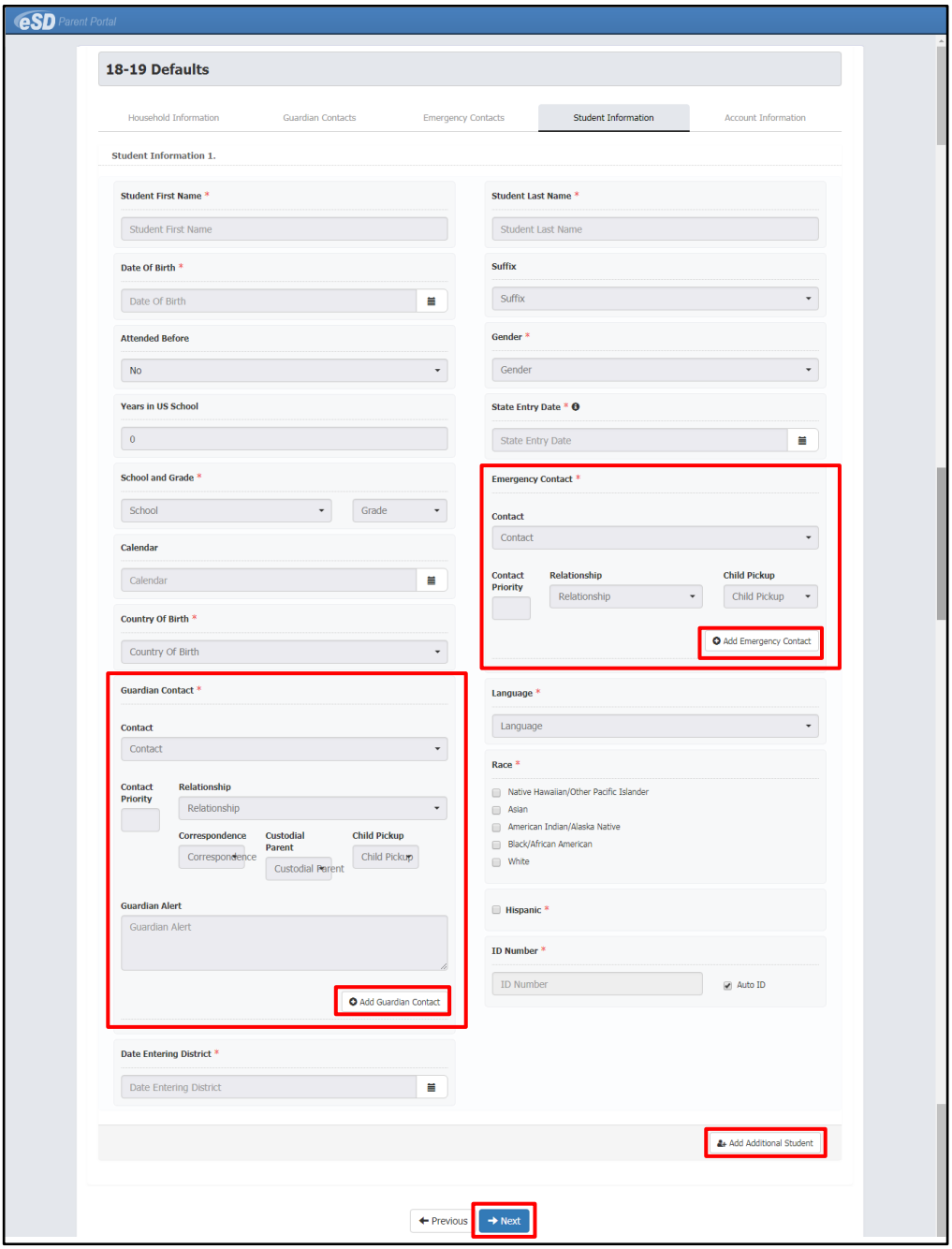
When finished entering information for all students in the household, click **Next** to move to the Contact Information tab.

Note:
If the **Register New Student button** is used to launch the Online Registration form, the **Emergency Contacts tab** will be pre-filled with contacts currently associated to students in the household.

Note:
eSchoolData recommends adding, at a **minimum**, one **Emergency Contact**.

Note:
Click **Add Phone** to add additional phone records for the Contact.

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Note:
ONE **Guardian Contact** and ONE **Emergency Contact** are required, at a minimum, for EACH student.

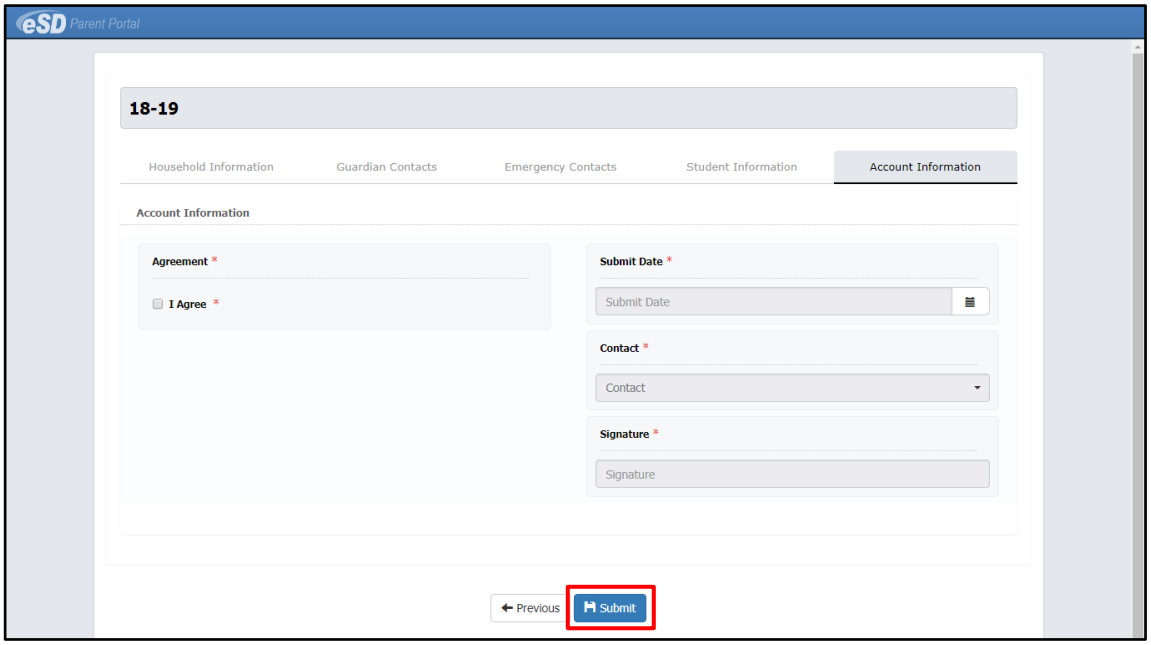
The **Contact Priority** is the order in which the student's **Guardian Contacts** and **Emergency Contacts** should be contacted.

Each of the student's Contacts (Guardian and Emergency) should have a **unique Contact Priority *for that student***, which may (or may not) be the same as their Contact Priority for another student in the household.

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Account Information tab

Read the Parent Portal User **Agreement** (when provided) and check **I Agree**, then select the Guardian **Contact** who will be signing the Agreement. Enter the Guardian's **Signature** and select the **Submit Date**, then click **Submit**.



An email (to the Contact selected on the Account Information tab) will automatically be generated when the Online Registration application is submitted, and again when the application is approved or denied.

If the Online Registration Application is approved, Parent Portal accounts will be automatically generated for each new Guardian with **Correspondence** checked AND an **Email Address** checked as **Primary**. Emails will automatically be sent to Guardians with new Portal accounts, containing their **User ID** and a temporary **Password**, along with a link to activate the account.

Note:
An **Email Address** is required for the Guardian **Contact** signing the Agreement.

Please see the **Important information regarding Primary Email Address and Usernames** for primary email restrictions, on page 7.

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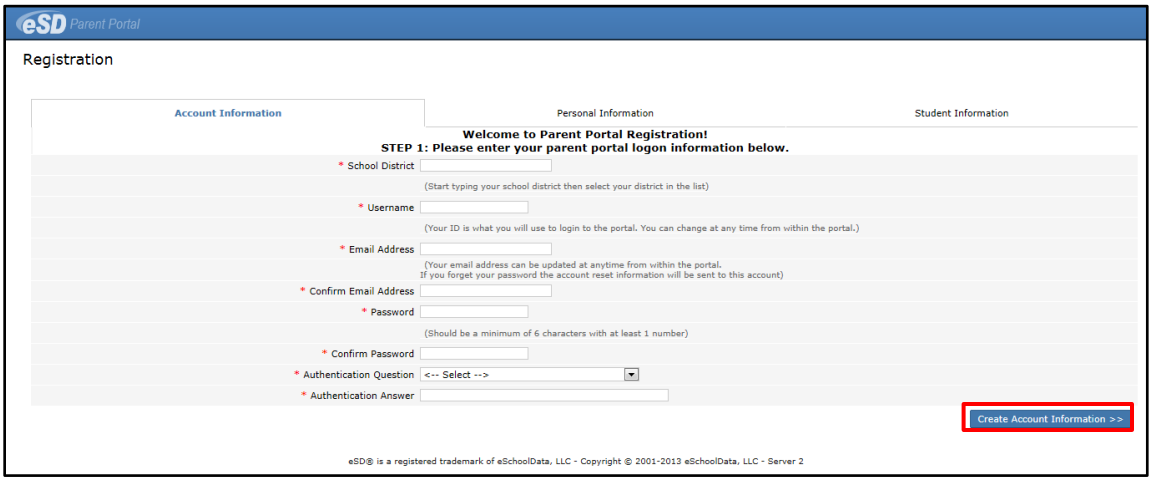
Parent Portal Registration

To request a parent/guardian portal account, click the link on the home page where it says **"Parent Portal Registration."**



A Parent Portal Registration Form will open.

Enter the required information (indicated by a red asterisk* before the field name) on the **Account Information** screen, then click **Create Account Information**.



Note:
The uncustomized **Parent Portal Login page** displays the most recent winning student's entry from the eSchoolData® Login Page Art Contest.

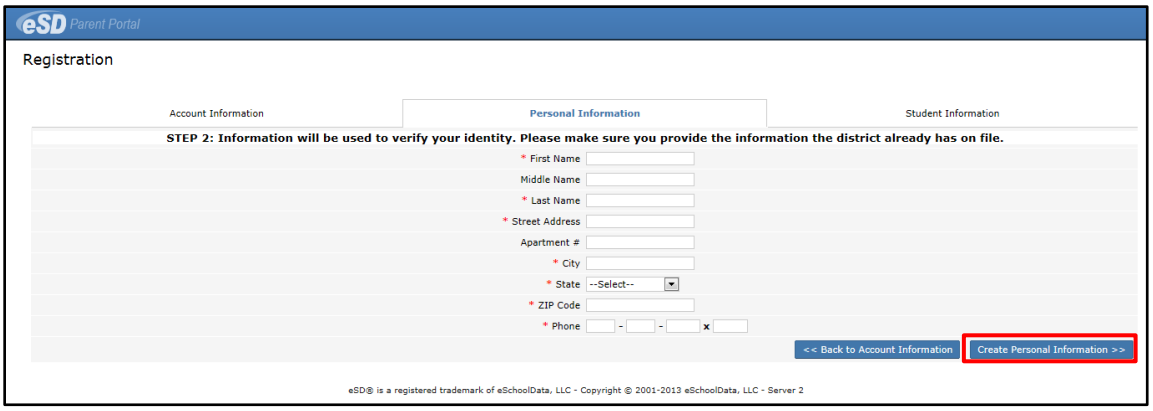
Note:
Username is restricted to max 254 characters and **Password** is restricted to max 50 characters.

The **Username** CANNOT include any of the following characters: !@#$%^&*()+=-[]{}<>?

For additional information about usernames and email addresses, please see the **Important information regarding Primary Email Address and Usernames** on page 7.

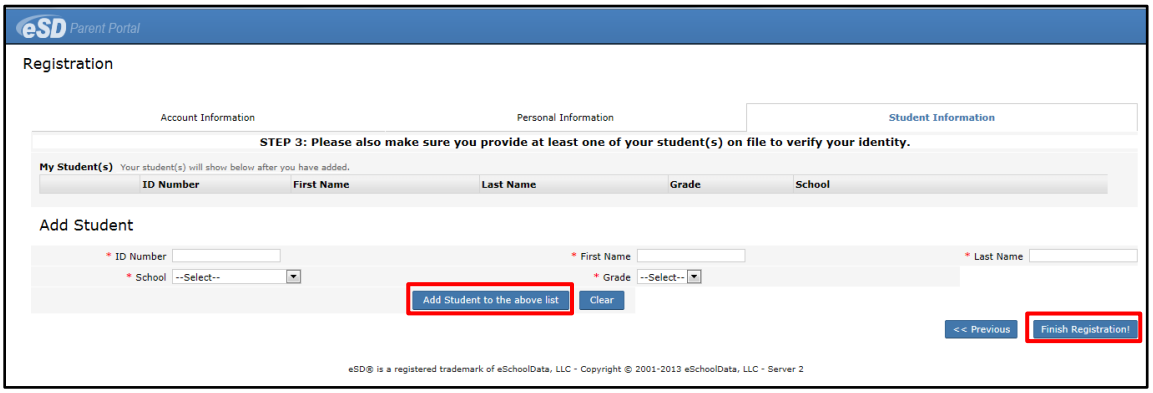
Tip:
Keep a record of the **Username** and **Password** that you enter. You'll need them to log in once the account is approved.

Enter the required information on the **Personal Information** screen and click **Create Personal Information**.

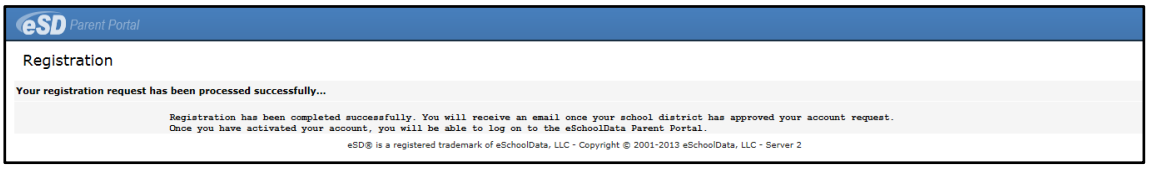


Complete the required information in the **Add Student** section of the **Student Information** screen and click **Add Student to the above list**. After adding your students, click **Finish Registration!**

Note:
Only one student is required to verify your identity. All your students will be listed on the account when approved.



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.

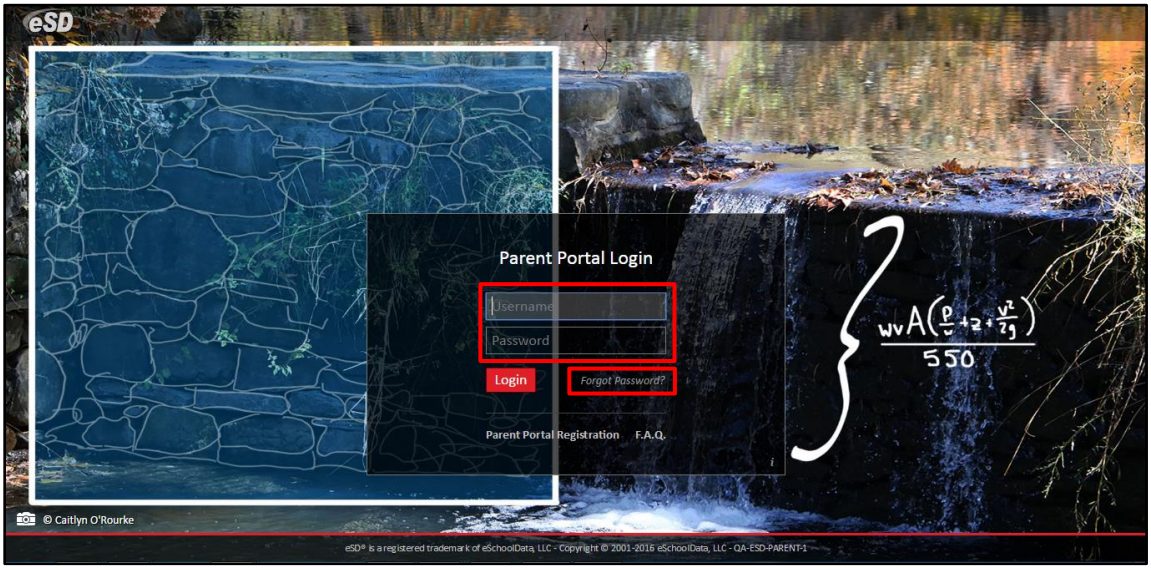


The account approval email will contain their **User ID** and a temporary **Password**, along with a link to activate the account.

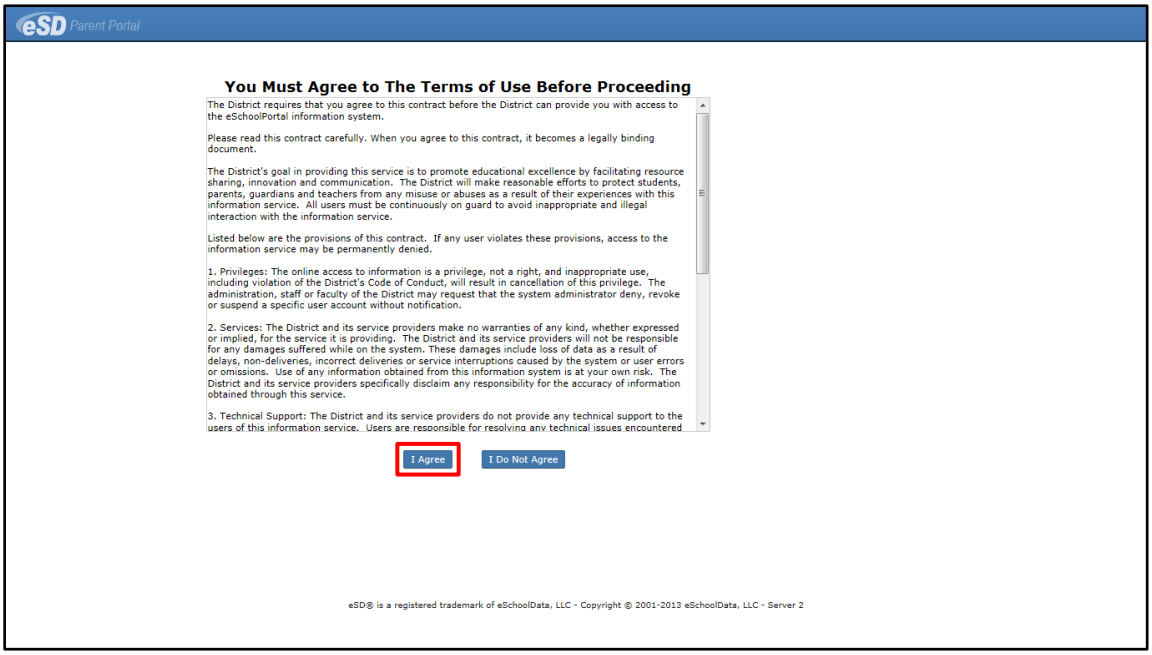
Logging In

If the parent/guardian has received an email with their User ID and temporary Password, click the link in the email to verify the email address. Once the email address is verified, click **Login** to login to the account using the provided credentials.

If the district has auto-generated the portal account, 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.



Important:
Portal accounts are locked automatically after **five (5) failed login attempts**, and a "locked account" email is automatically sent to the user's **Primary email address**.

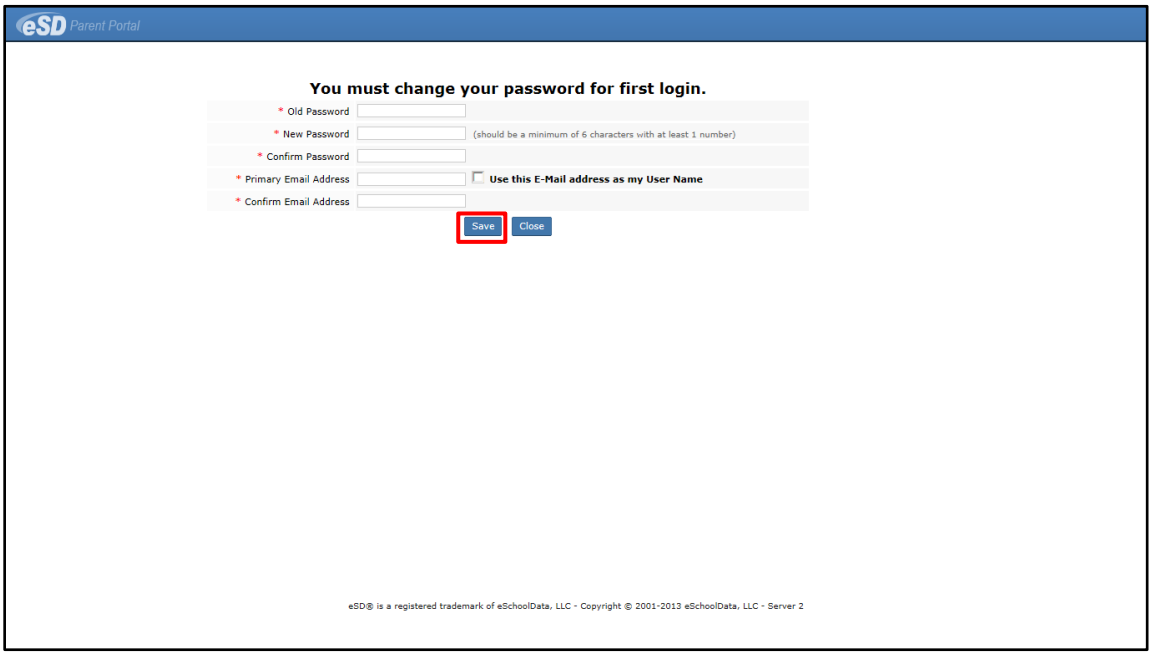
Users will be directed to contact their district to unlock the account.

Note:
To change a forgotten Password, click the **"Forgot Password?"** link. An email will be sent to the Primary Email associated to your portal account.

The background image on the **Parent Portal Login page** may change with the seasons.

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

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



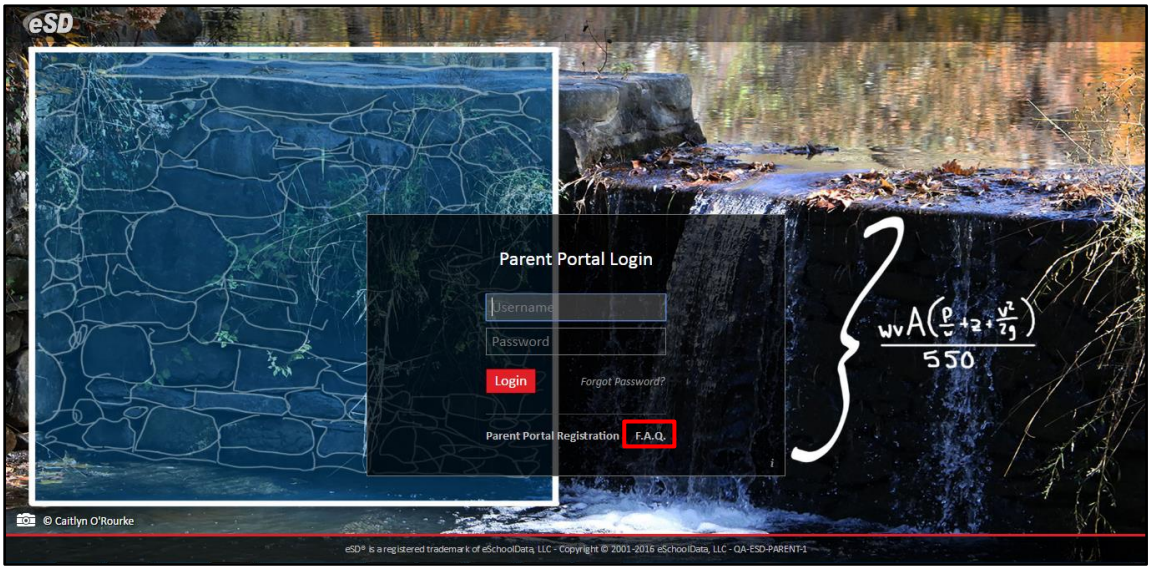
Note:
The **Primary Email Address** is the email address to which **"Forgot Password?"** emails will be sent.

An error message will be generated if the **Primary Email Address** is not specified, or is already being used for another account as a **User Name** or a **Primary Email Address**.

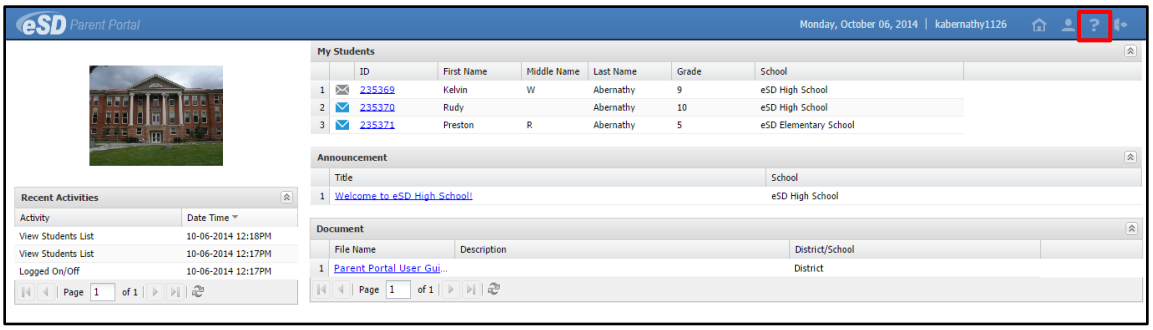
Please see the **Important information regarding Primary Email Address and Usernames** for primary email restrictions, on page 7.

Getting Help

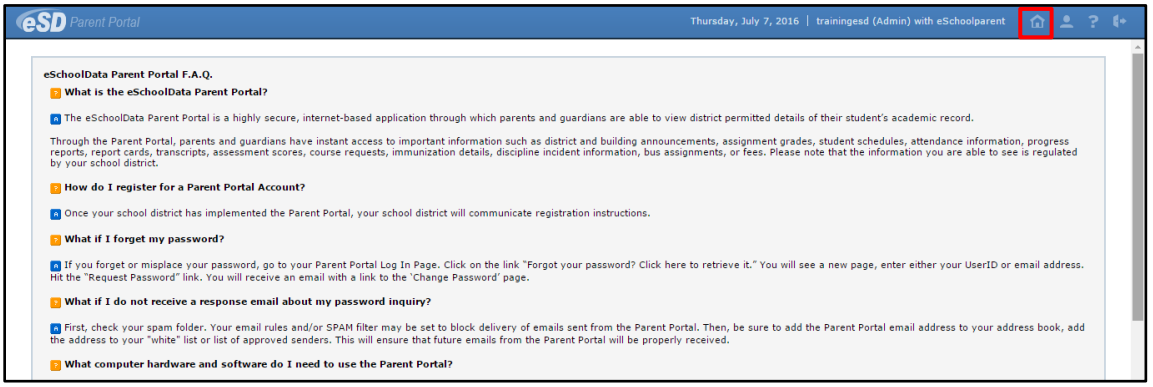
Users can get help both before and after logging in to the eSD® Parent Portal. From the Login screen, click the link where it says **"F.A.Q."** to access the **eSchoolData Parent Portal F.A.Q.**



Once logged in to your Portal account, click the **Help icon** 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.



Note:
When the **eSchoolData Parent Portal F.A.Q.** is accessed AFTER logging in to the Parent Portal, click the **Home icon** to return to the Home Page.

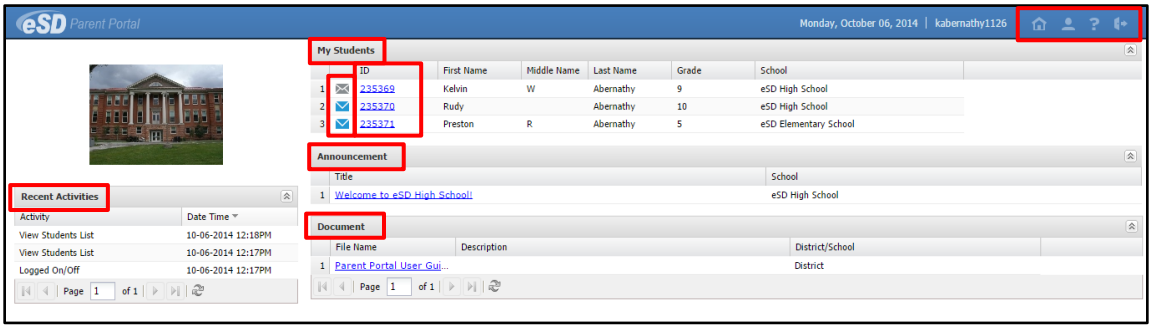
The icons at the top will NOT be available when the **F.A.Q.** is accessed from the **Login screen**.

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 **Document(s)**.

On the left side of the screen, Parents/Guardians can view a log of their **Recent Activities**. On the top right side of the screen, the icon bar displays icons for **Home**, **My Account**, **Help** and **Logout**.

Click on a hyperlinked **Student ID Number** in the list of **My Students** to view that student's information pages (defaults to the student's **Profile Tab**). Click the **Inbox icon** or the **New Message icon** to access the **Messages Inbox** for the specified student.



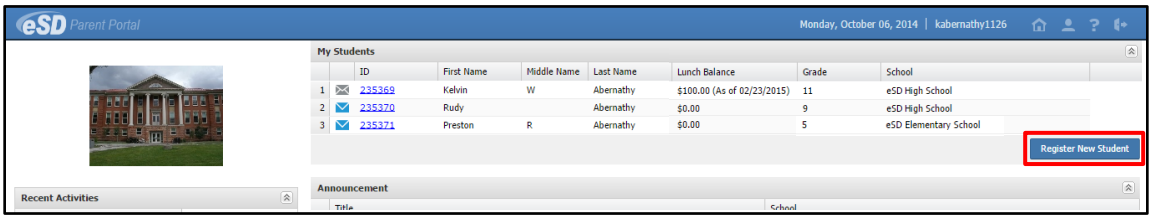
Note:
The **My Students** list includes graduated students for one year following graduation.

Note:
For more information about the **Profile Tab** and the other information tabs, see pages 23 - 35.

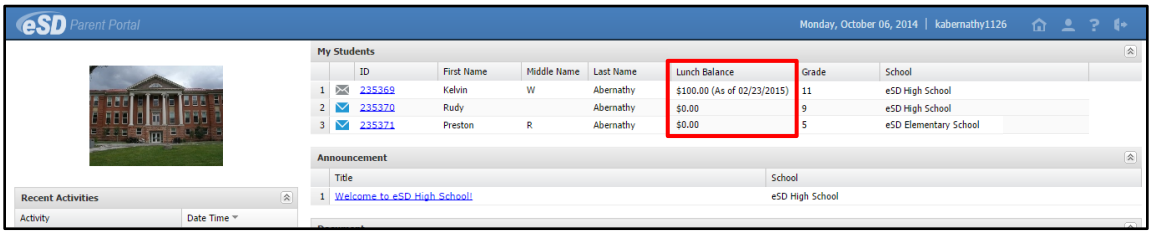
For more information about the **Messages Inbox**, see **Messages** on page 17.

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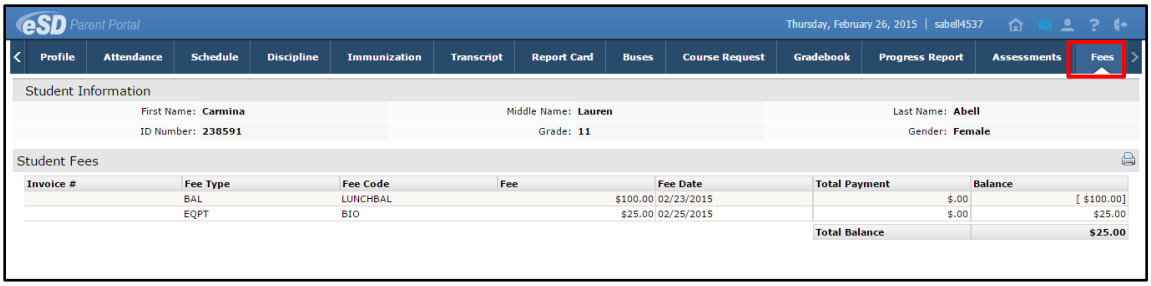
If enabled by your district, the **My Students** list displays a **Register New Student** button, which allows you to begin the registration process online for additional students in your family. For more information, see **Online Registration** on page 4.



If enabled by your district, the **My Students** list displays the **Lunch Balance** for each child, and the date that the **Lunch Balance** was last updated.

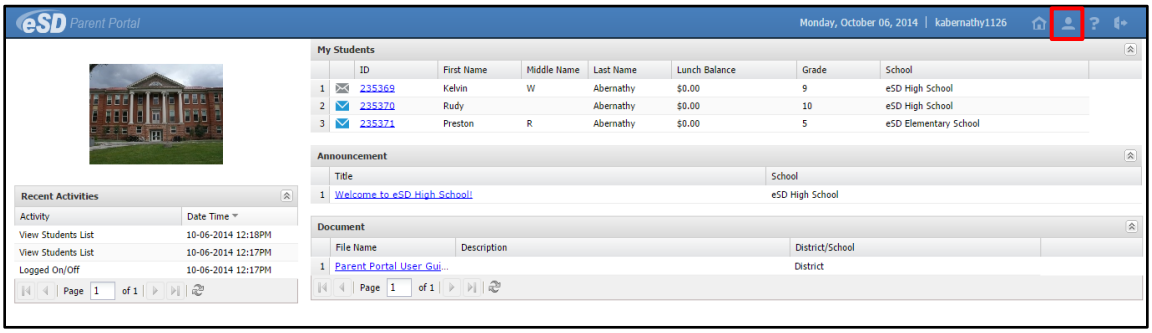


Lunch Balances also display on the applicable student's **Fees** tab (below), but are not included in the Fees **Total Balance**.



Note:
Lunch Balances display on the **Fees** tab, but are not included in the Fees **Total Balance**.

Click the **My Account icon** to update your portal account information (passwords, usernames, and primary email addresses), plus additional information as permitted by your district. For more information, see **Updating Account Info** on page 37.

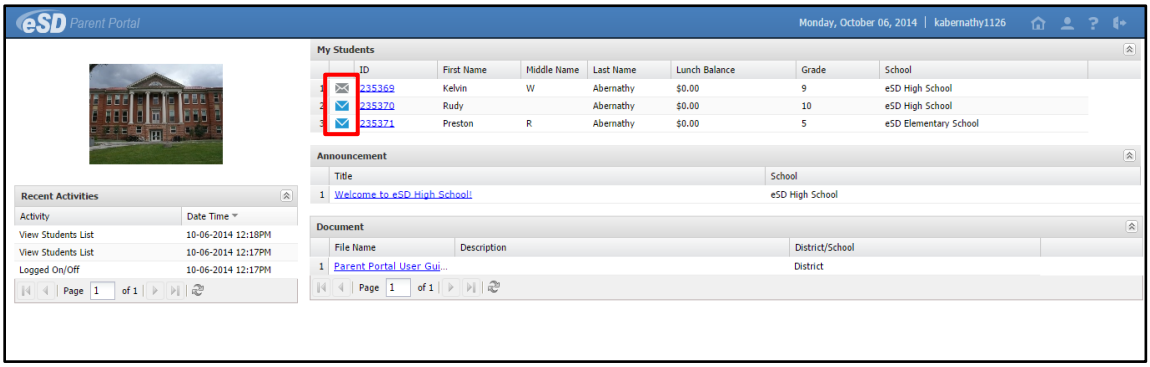


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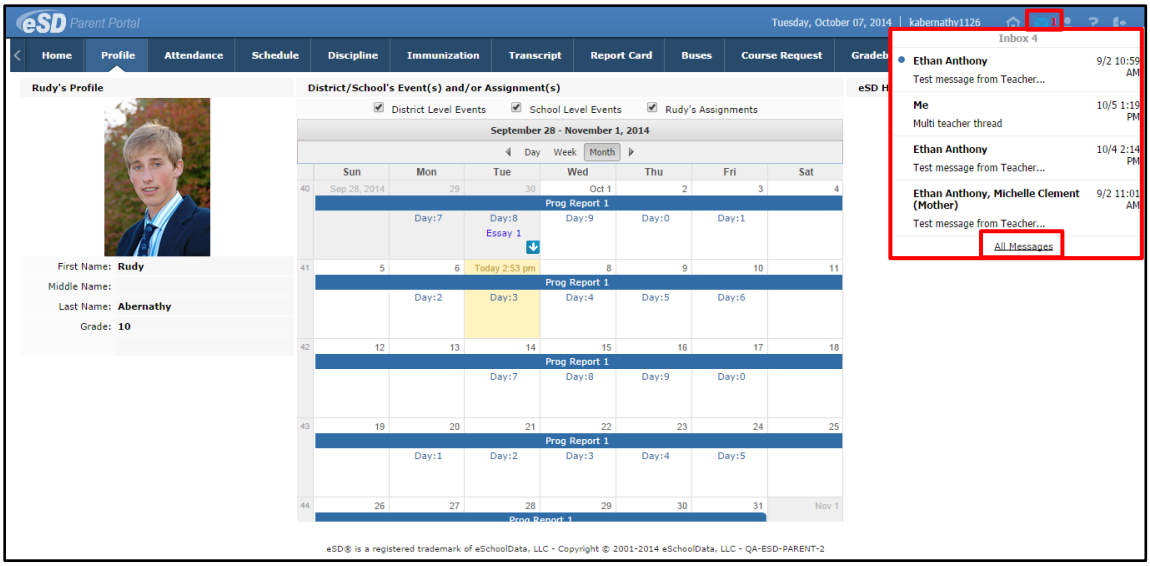
Messages

The Messages function allows parents/guardians to communicate with staff members about a specific student. Parents/guardians can access the **Messages** inbox for a student in two ways: from the **My Students** list on the Portal homepage and from the icon toolbar when viewing the student's information.

On the Portal homepage, the Messages icon will display as an **Inbox icon**, when there are no new messages about that student, or as a **New Message icon**. Click the Messages icon to access the **Messages Inbox** for the specified student.

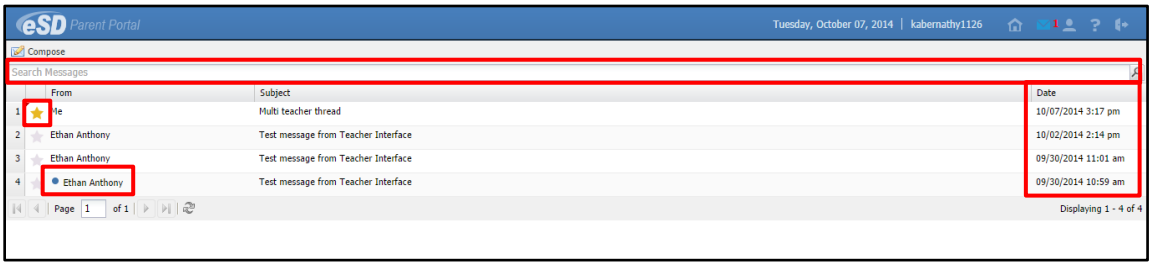


On the student information pages, the **Messages icon** will display in the icon bar at top right, and may be followed by a red numeral to indicate the number of new messages (when applicable). Click the **Messages icon** to view a summary of recent messages for that student, with most recent messages listed first. The **New Thread icon** will display on each unread message. Click a message to open both the **Messages Inbox** and that message, or click **All Messages** to open the **Messages Inbox**.

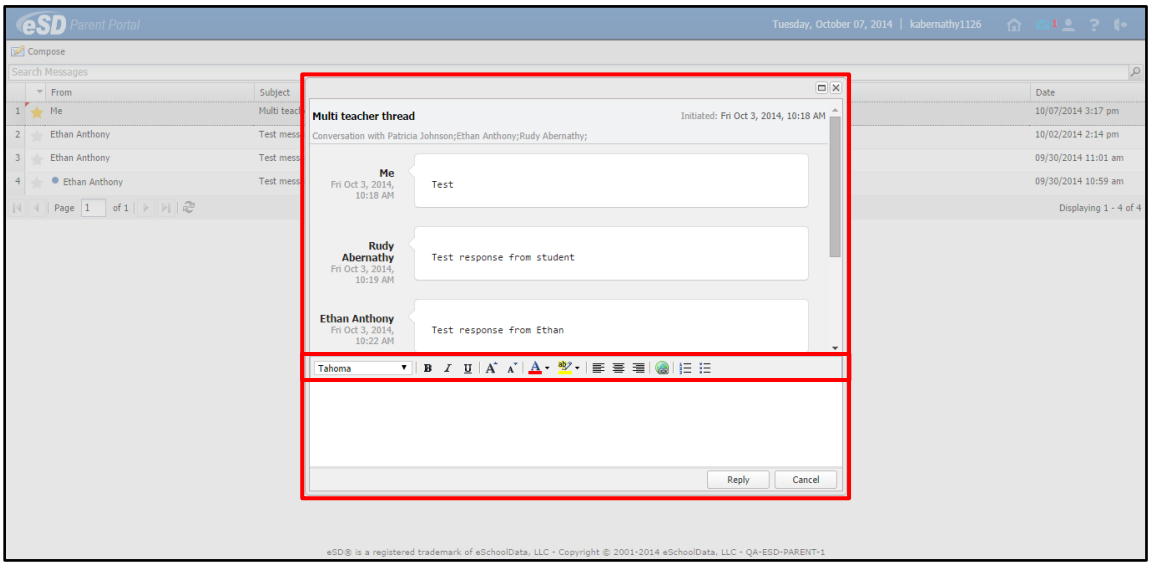


Messages Inbox

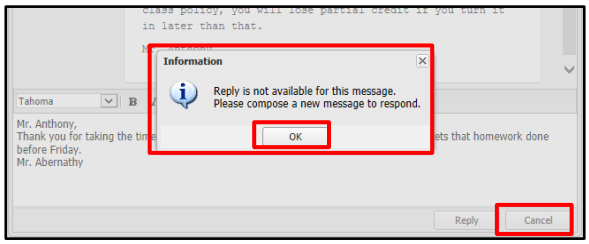
The **Messages Inbox** displays all messages related to the selected student, from the most recent to the oldest. The **New Thread icon** will display on each unread message. Click the **Favorite icon** to bookmark a message thread. Type a search term in the **Search Messages field** and click the **Search icon** to filter the list of messages. Click a message to view the message thread details and/or reply to the message.



The existing **Message** window is divided into two areas: the message thread details at top and the reply field below, with the **Editor toolbar** at the top of the reply field. Type your response in the reply field and click **Reply** to send the response to all participants in the conversation.



If the message was generated from the **Classic Teacher Interface** (instead of the **Teacher Connect Interface**), clicking **Reply** will open an Information window, stating that "Reply is not available for this message. Please compose a new message to respond." Click **OK**, then **Cancel** the reply.



Tip:
Click your browser's **Back button** to exit the **Messages Inbox** and return to the previous page (Portal homepage or student information page).

Note:
Click a **column header** to **Sort Ascending** by that column, click the header again to **Sort Descending**.

Note:
The **Editor toolbar** allows users to customize the text appearance, insert a link, and/or create lists.

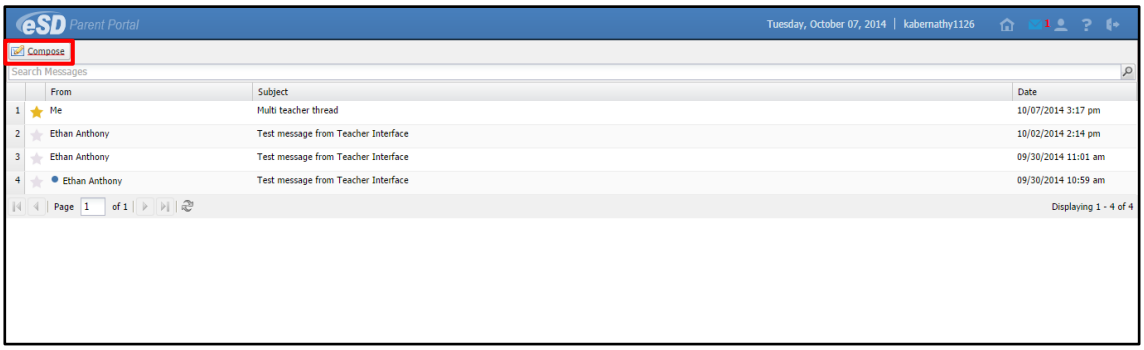
Note:
The **Classic Teacher Interface** has limited messaging capability that does not include message threads.

Tip:
Copy the text of your reply before clicking **Cancel**, and then paste it into the new message window.

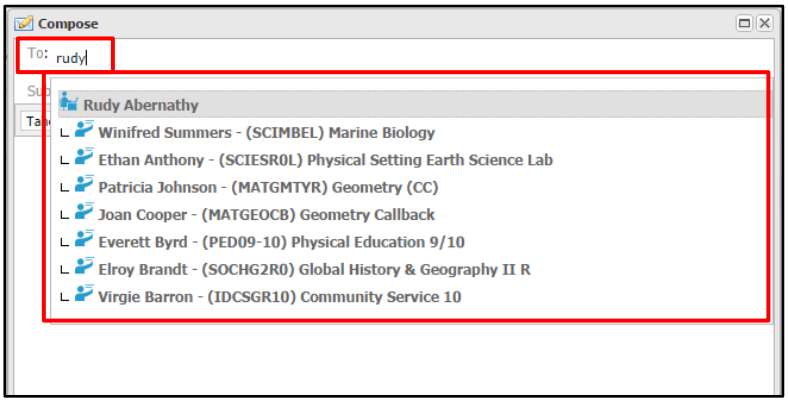
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New Message

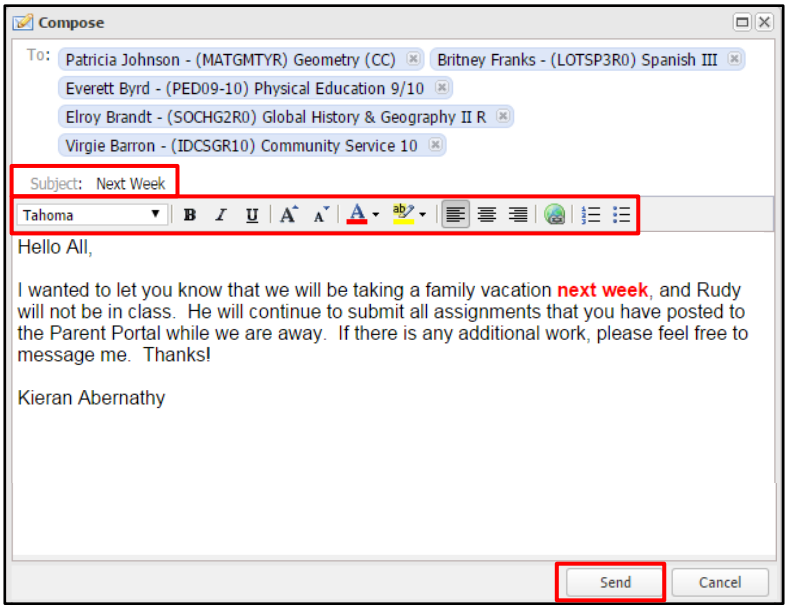
From the **Messages Inbox**, click **Compose** to create a new message.



In the **Compose** window, type your student's name in the **To** field to display a list of all of their teachers, then click a name to select the recipient. Repeat the process to select additional recipients to create a group message.



Enter a **Subject** and the message body. The **Editor Toolbar** allows users to customize the text, insert a link, or create lists. When finished, click **Send**.

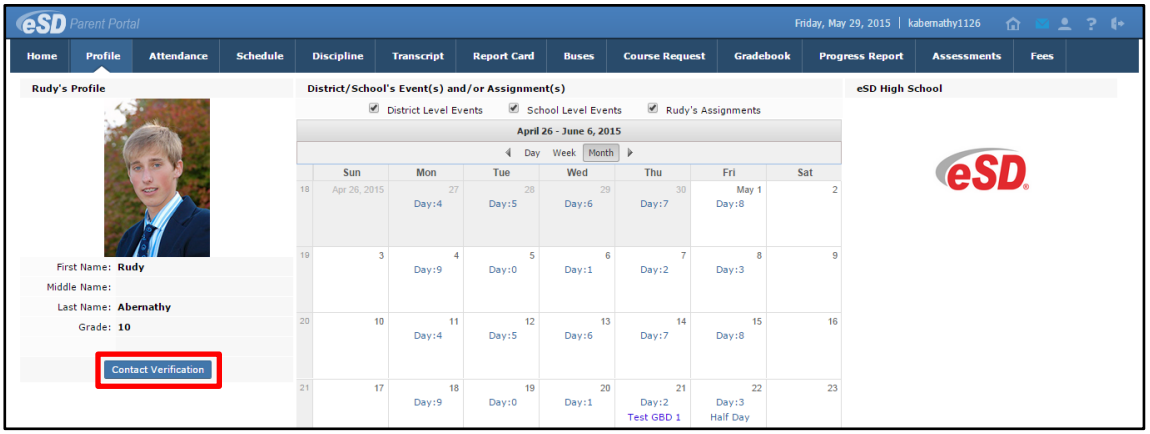


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Contact Verification

When enabled by the district, the **Contact Verification Form** allows custodial Guardians to update their student's contacts online.

Click the **Contact Verification** button on the student's Profile page to open their Contact Verification Form.

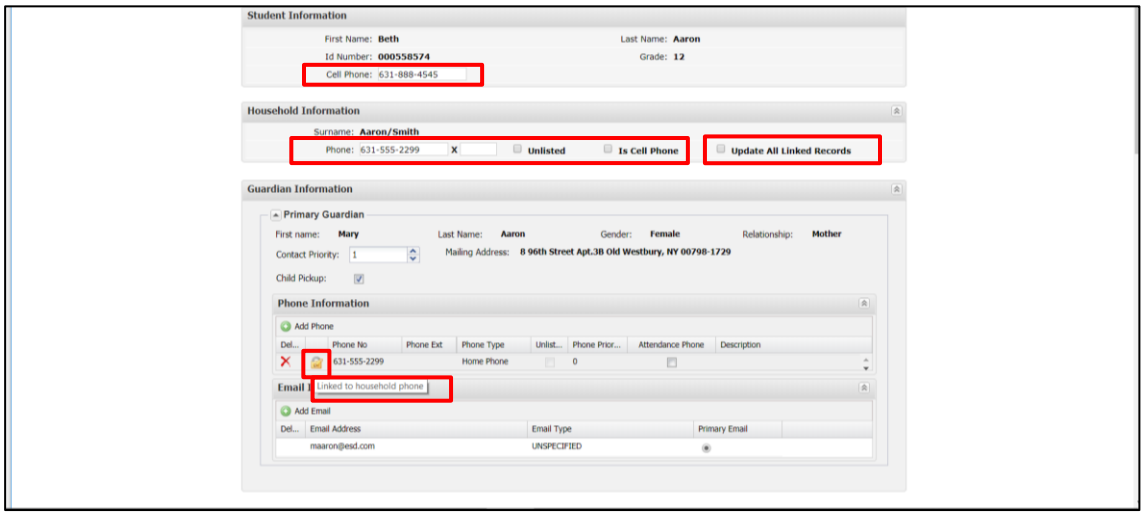


If Contact Verification is both enabled AND enforced, the Contact Verification Form will automatically open when custodial Guardians try to access the student's Profile pages. The custodial Guardian MUST update the student's contacts in order to access their Profile pages.

The Contact Verification Form has sections for Student Information, Household Information, Guardian Information (Primary Guardian and Guardian 2, when both live in the household), Emergency Contact Information, Physician Information, Employer Information and (when enabled) Additional Information.

In the **Student Information** section, parents can add/update the student's **Cell Phone**.

In the **Household Information** section, parents can update the **Household Phone**. Click **Update All Linked Records** to update the Home Phone record for all contacts (Guardian, Household Member, and Emergency Contact) who have the Household Phone as their Home Phone. (Linked records display a **Lock icon** to the left of the applicable phone number.)



Note:
Enforcement of **Contact Verification** restricts access to student information on both the **Parent Portal** and **Mobile Parent** sites.

Note:
Custodial guardians living OUTSIDE the Household can update only the **Student Information** and their personal **Guardian Information** and **Employer Information** sections.

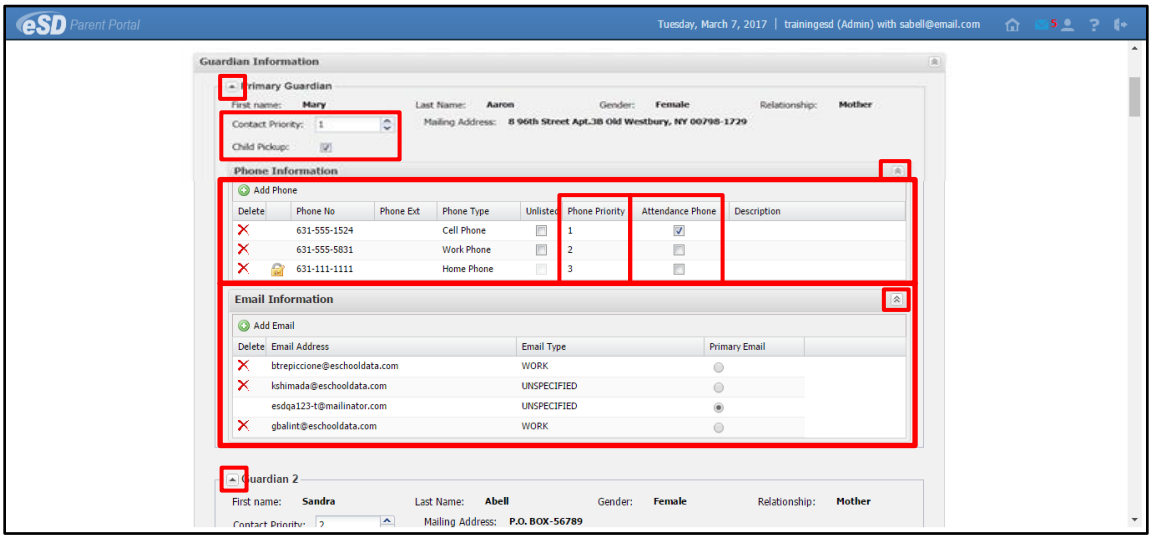
They will NOT be able to view or update **Household Information**, **Emergency Contact Information**, **Physician Information** or **Additional Information**.

Note:
Guardians must be flagged to receive correspondence to access students' information and the **Contact Verification** feature via the **Parent Portal**.

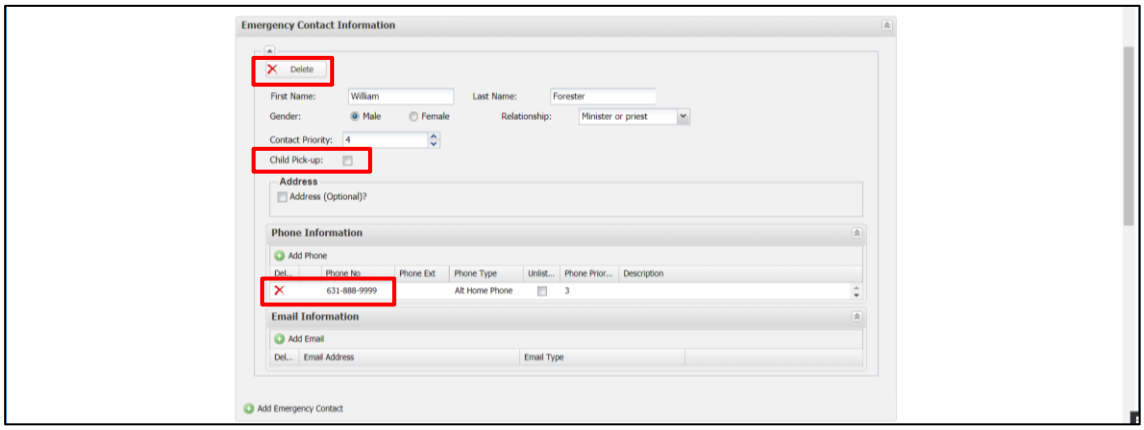
Important:
Household Address and **Guardian Addresses** CANNOT be updated via the **Contact Verification Form**. Guardians must contact the school to change their address.

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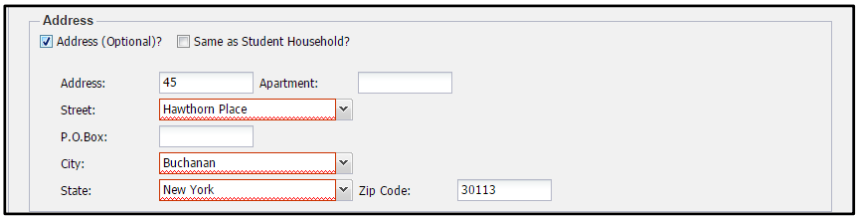
In the **Guardian Information** section, parents can update the **Contact Priority**, **Phone Information** and **Email Information** (Email Address, Email Type, Primary Email) and checkmark the **Child Pickup** checkbox for the Primary Guardian and other Guardians residing in the household. Click the **Collapse icon** at the beginning of a guardian's information to collapse that contact card; click the **Expand icon** to expand it again.



In the **Emergency Contact Information** section, parents can add/delete/update emergency contact information (**Address** is optional) and allow **Child Pick** up by adding a check mark in the **Child Pickup** Checkbox.



If **Address** is checked, parents can indicate that the address is the **Same as Student Household** (which automatically hides the address entry fields) or add/edit the emergency contact's address.



Note:
Guardians residing in the household can VIEW (but NOT edit) the name and contact priority of guardians living OUTSIDE the Household.

Contact Priority sets the order in which the student's contacts are called.

Phone Priority sets the order for calling a person's phones. This defaults to the order in which phone numbers are entered, but can be changed.

Guardians can specify a phone to be used for **Attendance** calls.

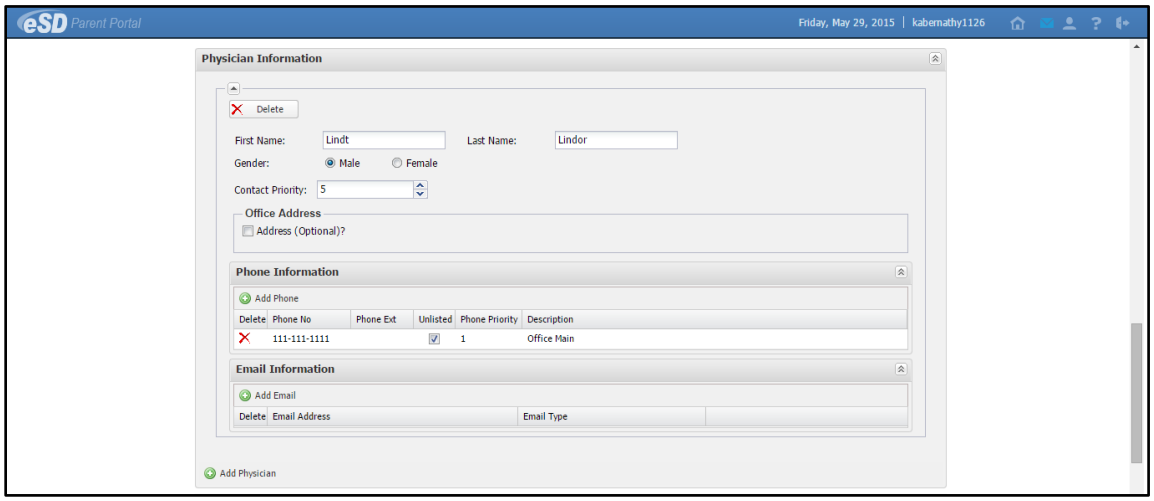
Phone Extensions can include up to five (5) digits.

The **Primary Email** is the email address to which **"Forgot Password?"** emails, and other Portal communications, will be sent.

Please see the **Important information regarding Primary Email Address and Usernames** for primary email restrictions, on page 7.

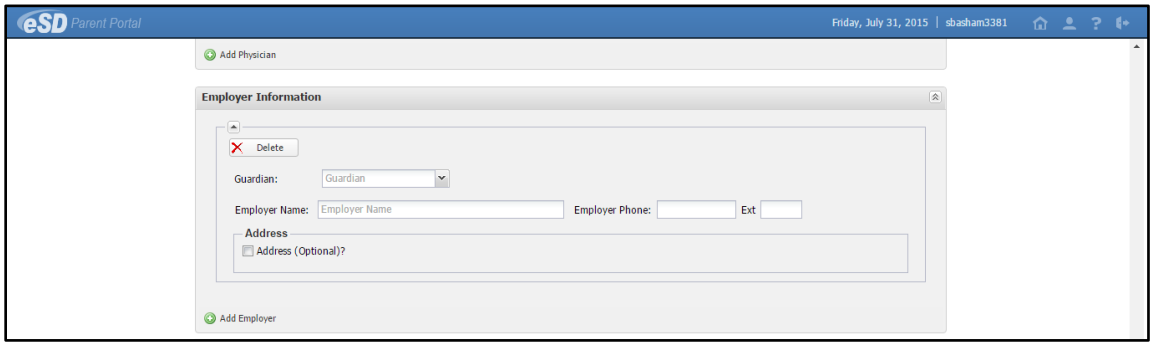
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In the **Physician Information** section, parents can add/delete/update physician information (**Address** is optional, and functions the same as in the Emergency Contact section, but without the **Same as Student Household** checkfield).



Note:
Phone Extensions can include up to five (5) digits.

In the **Employer Information** section, parents can add/delete/update their employer's information (**Address** is optional, functions same as Emergency Contact, but without the **Same as Student Household** checkfield).

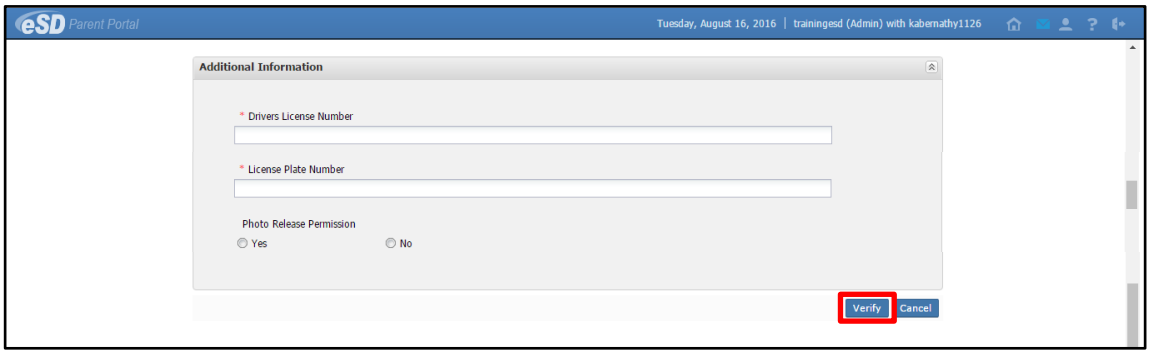


Note:
Phone Extensions can include up to five (5) digits.

In the **Additional Information** section, parents can add/update any additional information requested by the district.

Note:
The **Additional Information** section is displayed ONLY if enabled by the district.

When finished, click **Verify** to submit the verified contact information; the changed records are automatically updated in eSD®.



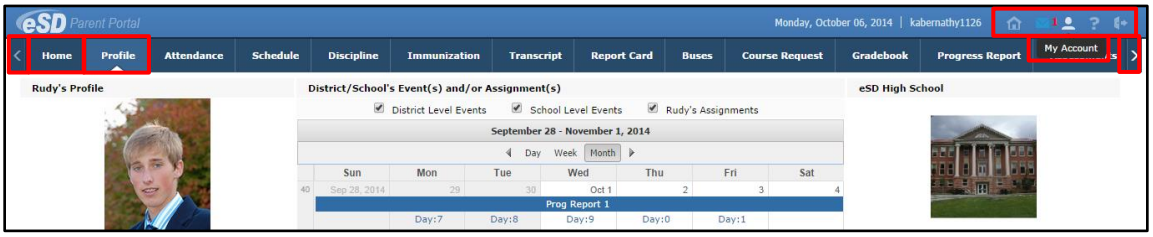
Note:
When **Contact Verification** is **enforced**, the parent's verification restores access to the student's data, on both the **Portal** and **Mobile** sites.

Verification by ANY custodial guardian restores access to the student's data for ALL custodial guardians.

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Student Information Pages

When a student's ID number is clicked, the student's **Profile** tab displays by default. Click another **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. If there are more tabs than the resolution of your screen will show, the ends of the header row will display left ‹ and right › scroll arrows, which will appear as inactive (greyed out) left ‹ or right › arrows when there are no more hidden tabs.



Tip:
The **Home** tab (as well as the **Home** icon in the icon bar at top right) will display your Portal Homepage with the list of your Students and the Announcements.

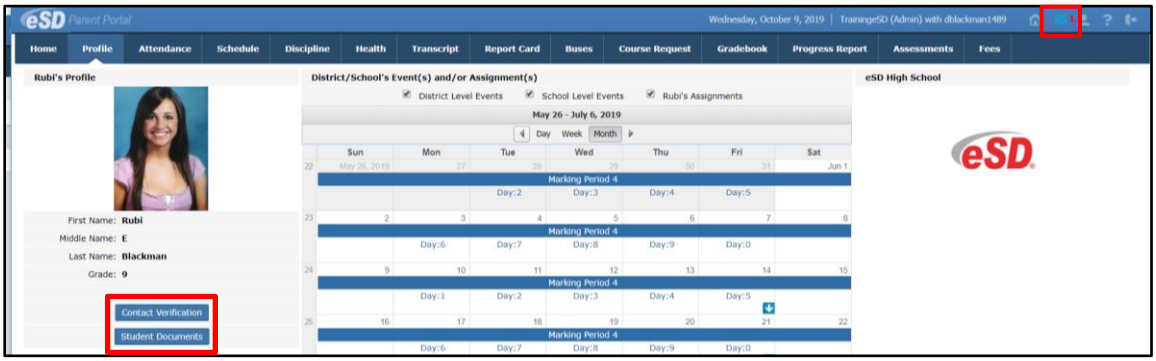
Hover your mouse over an icon to display a Tooltip with the icon's name. (*Example: My Account*)

Profile Tab

The **Profile** tab displays that student's personal information and their **Calendar**, as well as an additional **Messages icon** in the icon bar at top right. When applicable, the **Messages icon** will be followed by a red numeral that indicates the number of new messages.

The **Contact Verification** button will be displayed if this feature has been enabled by the district.

The **Student Documents** button will be displayed if the district has enabled the webEDGE integration. When this integration is enabled, the student documents will be launched in a new window.



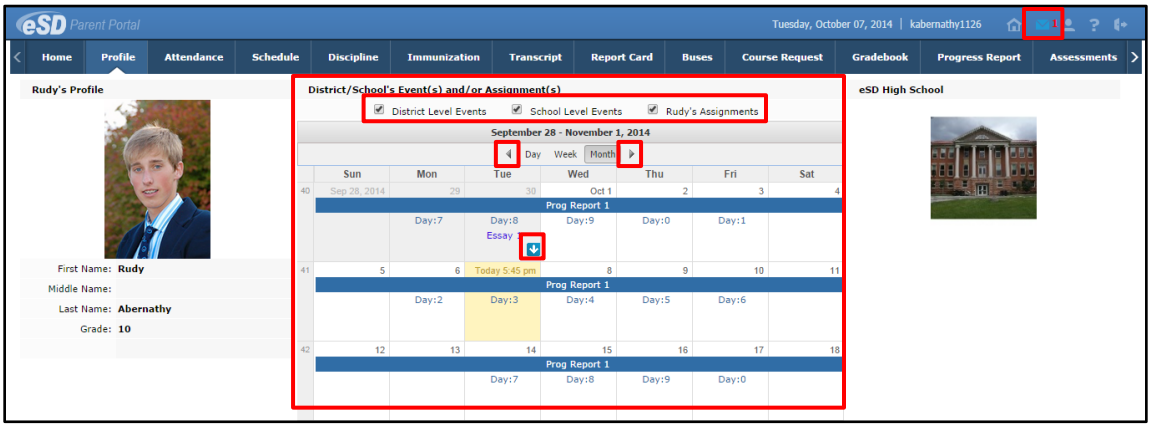
Note:
For more information about the **Messages icon**, see **Messages** on page 17.

For more information about the **Contact Verification** feature, see Contact Verification on page 20.

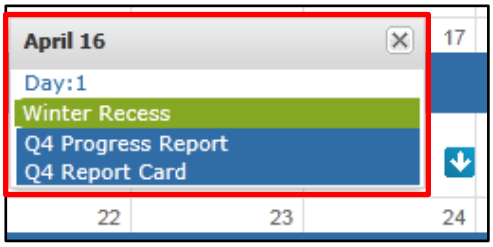
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Calendar

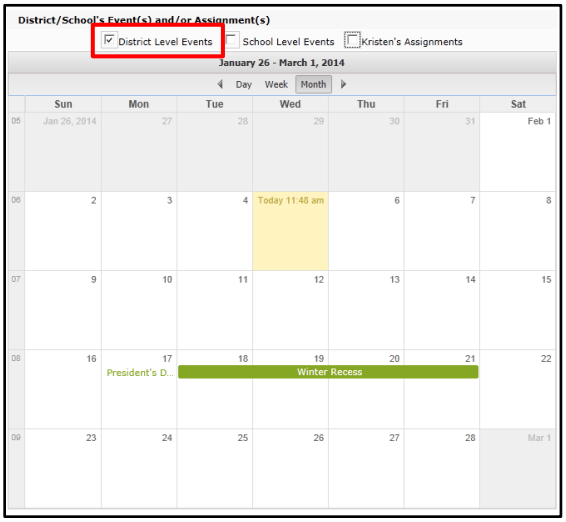
By default, the calendar displays the current Month, and all District Level and School Level Events along with the selected child's Assignments. Click the **Forward** ▶ and **Back** ◀ **arrows** to display another date range. If there are more events on a calendar date than can be displayed, that date box will show the **More Events icon** ⬇.

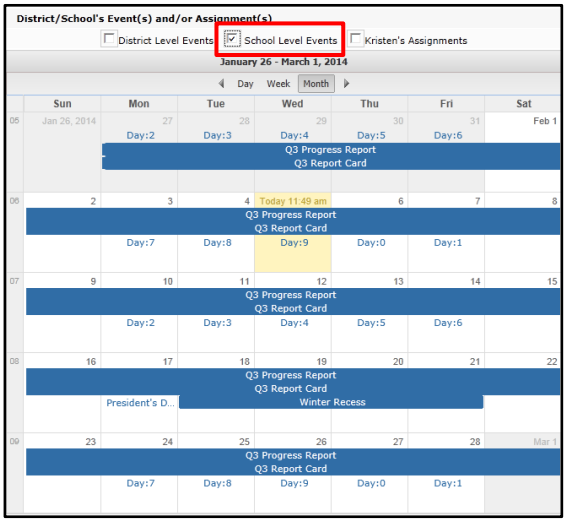


Click the **More Events icon** ⬇ to open the Events box.

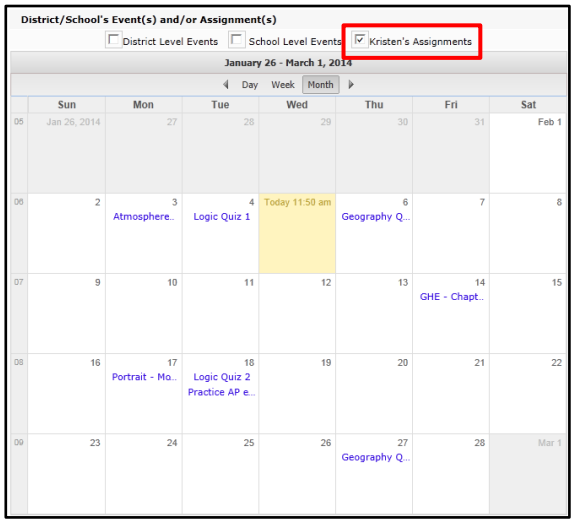


Parents/guardians can change the amount of information displayed by checking/unchecking the **Event** boxes. The following screenshots will display **District Level Events** only, **School Level Events** only, and **Student Assignments** only (on next page).

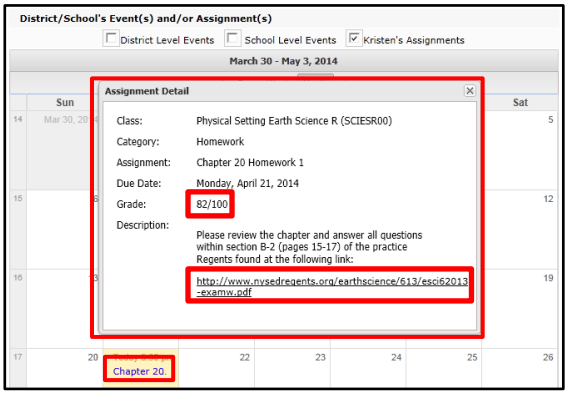




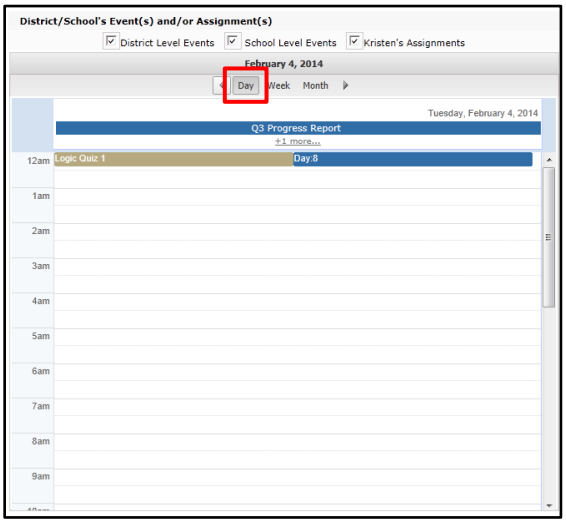
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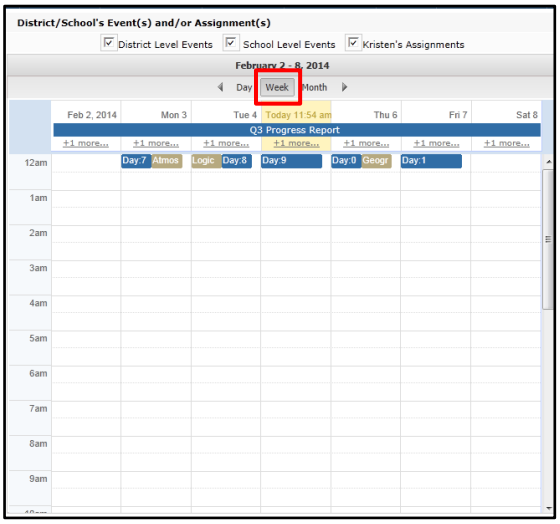


Click on an Assignment to open the **Assignment Details** window. The Grade (if shown) will display as **Earned**/**Possible Points**. The description of the Assignment may contain a hyperlinked URL, if included by the teacher.



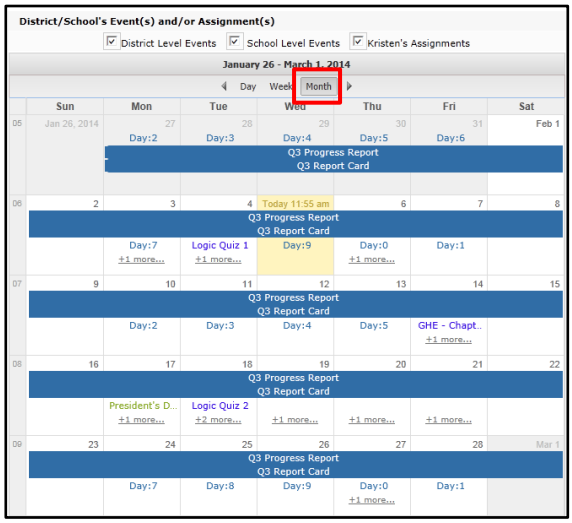
Parents/guardians can view the calendar by **Day** or **Week**, in addition to the default **Month** view, as shown below.





Note:
For more information about a specific assignment, open the **Gradebook** tab.

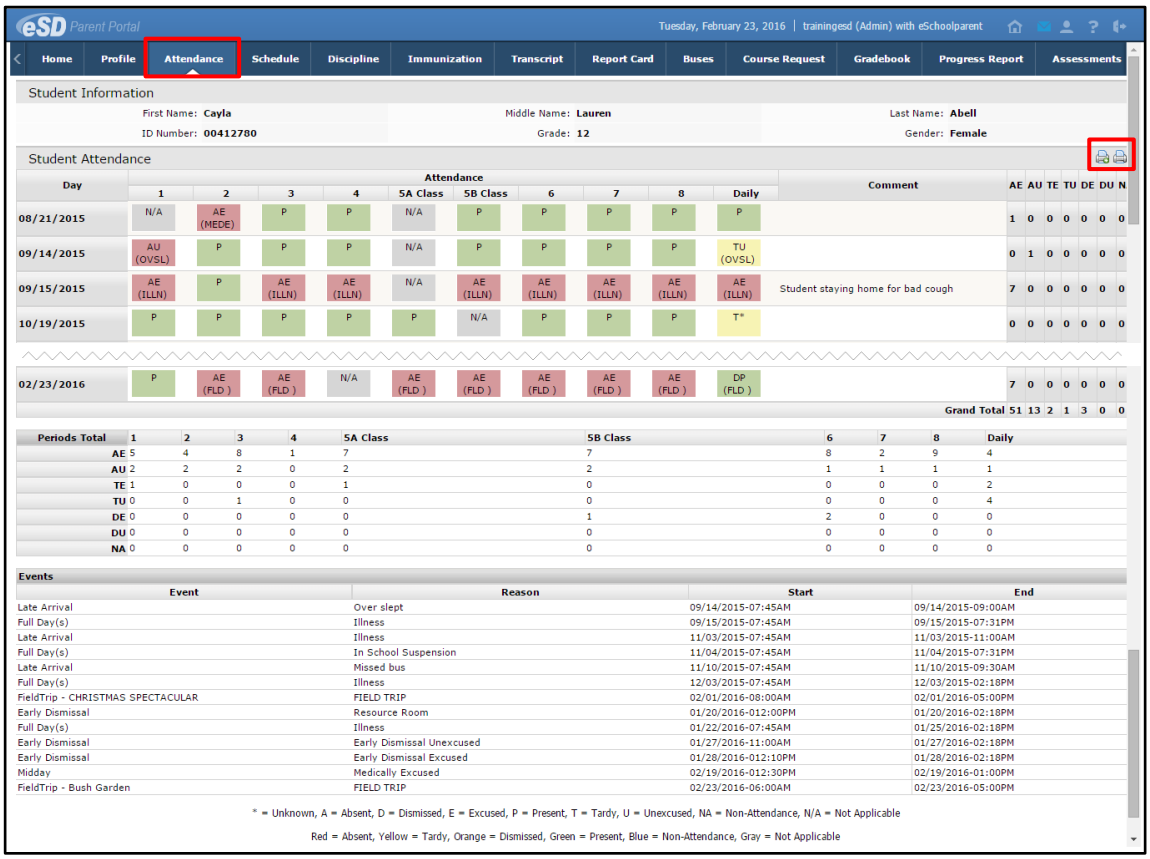
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Attendance Tab

Click the **Attendance** tab to view the student's Attendance. Display of students' **Daily/Period Attendance**, **Comments** and **Attendance Events** is 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.



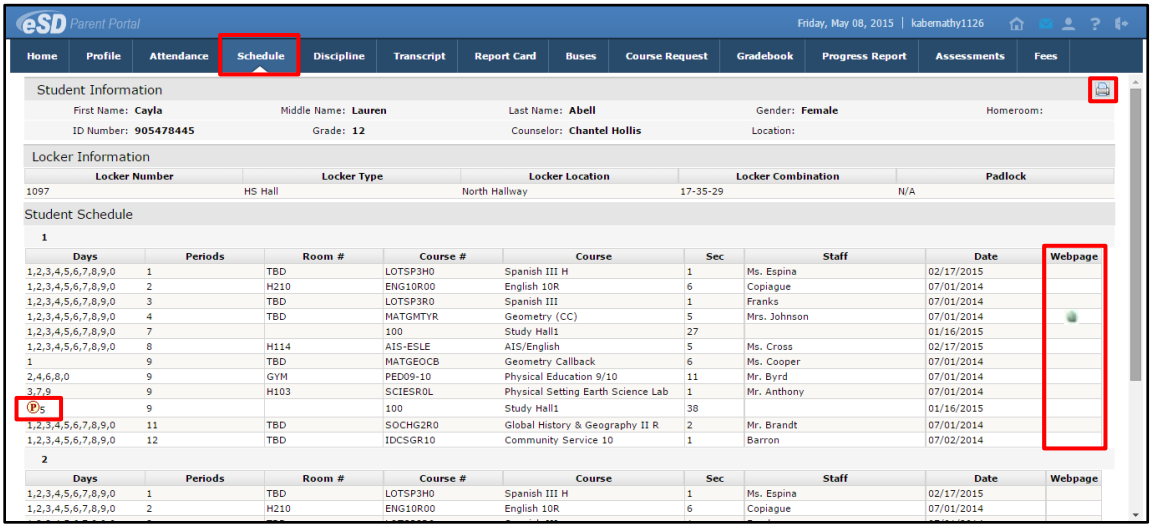
Note:
The **Attendance Note** and **Student Attendance** must be printed in **landscape** with **no margins** to avoid cutting off the printout.

The tooltip displayed when users hover-over each icon includes this information.

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Schedule Tab

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.



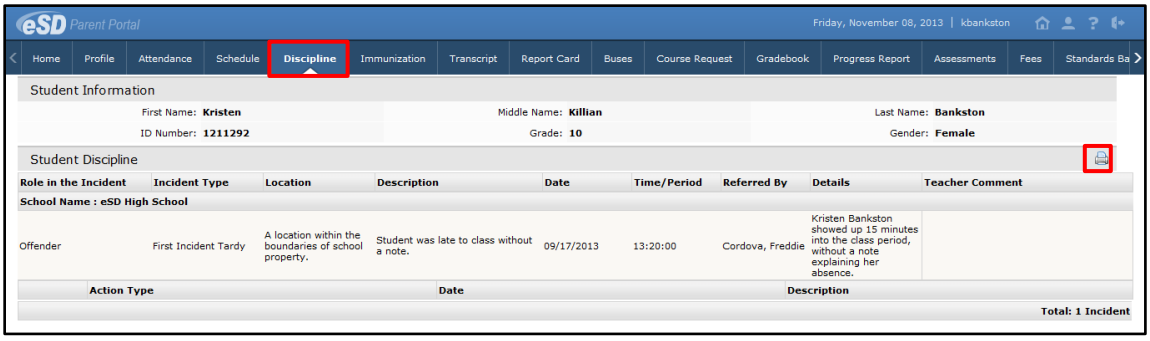
Note:
If the district has opted to display a **custom-format Schedule**, the page layout may differ.

If the user is accessing this page using a **Safari** browser, a link to the Edge document may appear instead of the document. Click the link to access the document in a new window.

Note:
The teacher's webpage will display ALL classes for that teacher. Select the appropriate class from the left-side column to view that class' webpage.

Discipline Tab

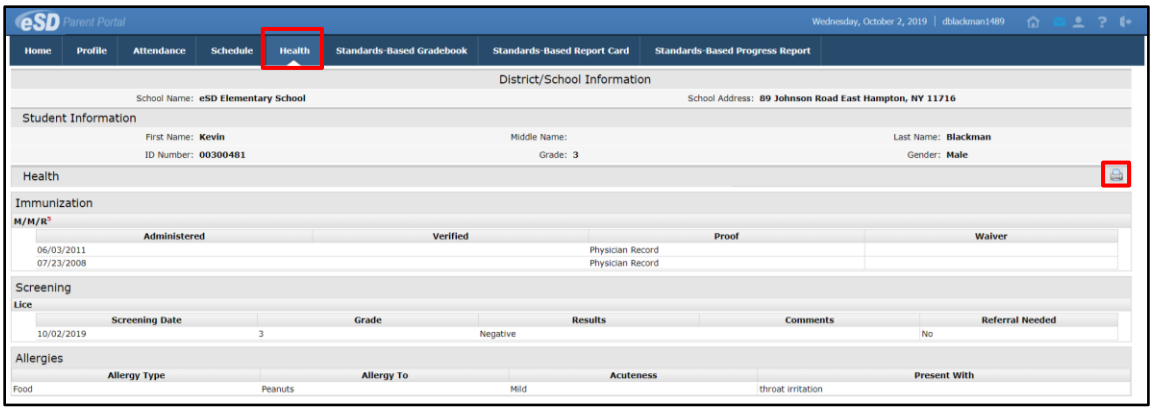
Click on the **Discipline** tab to view the student's discipline history. Click the **Print icon** to print the student's discipline record.



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Health Tab

Click on the **Health** tab to view the student's immunization records, screenings, and allergies on file with the district. Click the **Print icon** to print the student's health records.

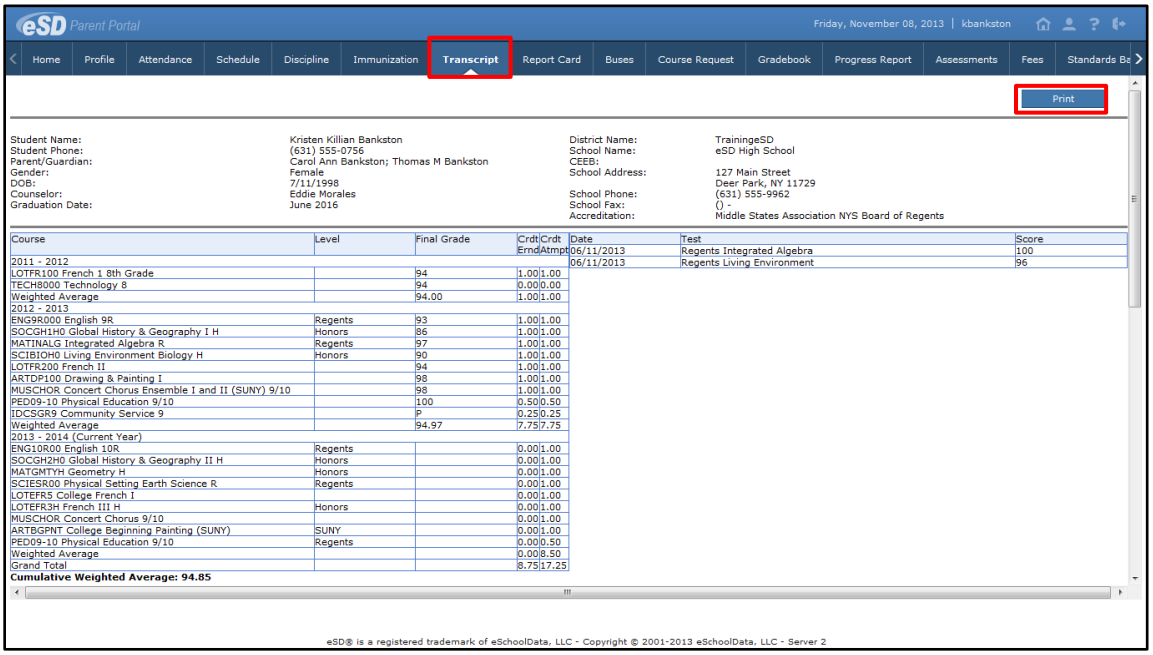


Note:
The settings that drive the display of immunizations, screenings, and allergies can be enabled separately and will be published to the Portal at the school district's discretion.

Transcript Tab

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

Depending on the district and the browser being used, a link to the transcript may appear below the Student Information section. Click the link to view the transcript.



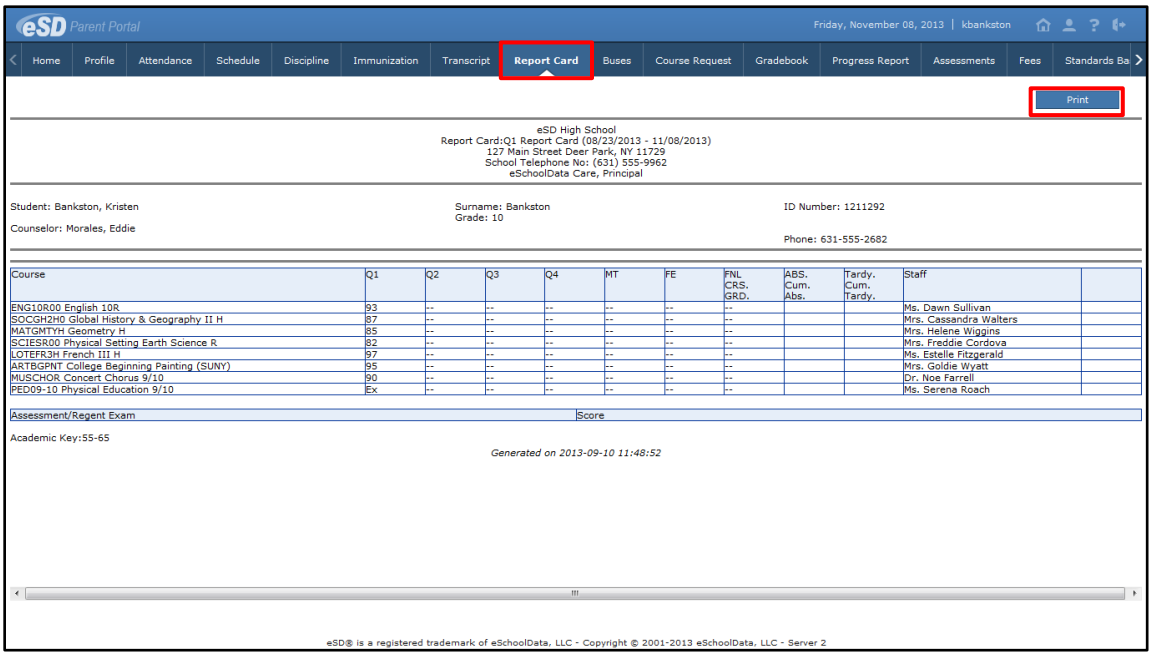
Note:
Transcripts will be published to the Portal at the school district's discretion.

Note:
If the district has opted to display a **custom-format Transcript**, the page layout may differ.

If the user is accessing this page using a **Safari** browser, a link to the custom document may appear instead of the document. Click the link to access the document in a new window.

Report Card Tab

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.



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

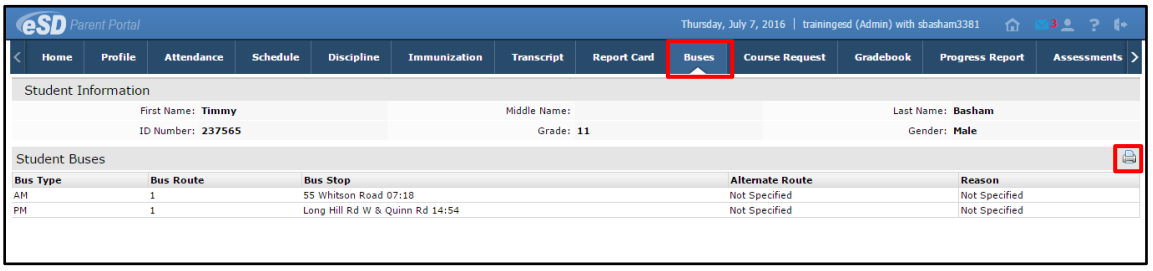
Translations of Report Card comments will display, when available.

Note:
If the district has opted to display a **custom-format Report Card**, the page layout may differ.

If the user is accessing this page using a **Safari** browser, a link to the custom document may appear instead of the document. Click the link to access the document in a new window.

Buses Tab

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



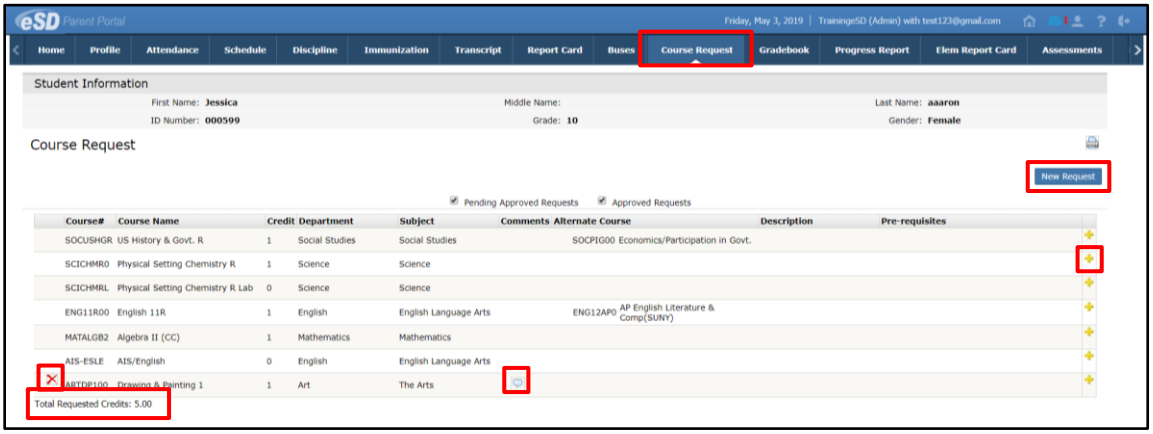
Note:
The **Pick Up** / **Drop Off** times are displayed, in 24-hour format, at the end of the **Bus Stop** (when available).

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Course Requests Tab

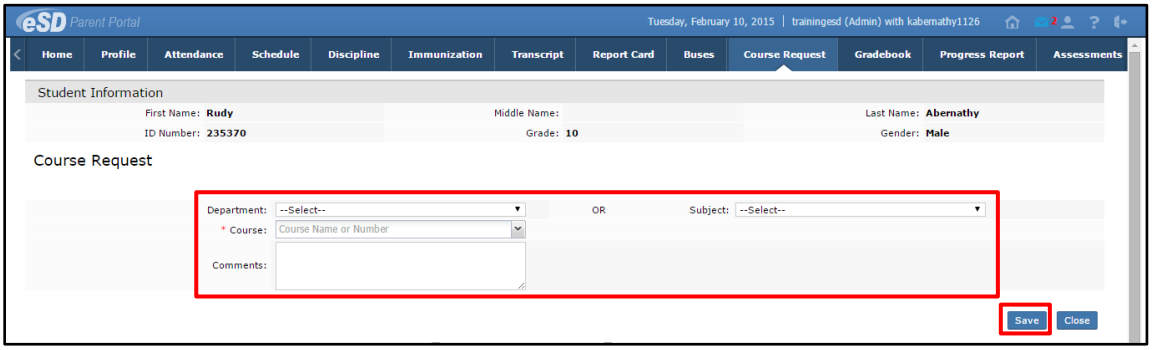
Click on the **Course Requests** tab to view the student's current Course Requests. Alternate Requests display to the right of the associated course request.

Depending on the district's policy and settings, parents/guardians will be able to enter new Course Requests by clicking the **New Request** button. When enabled, parents/guardians will be able to enter Alternate Course Requests by clicking the **Add Alternate Course Request icon**.

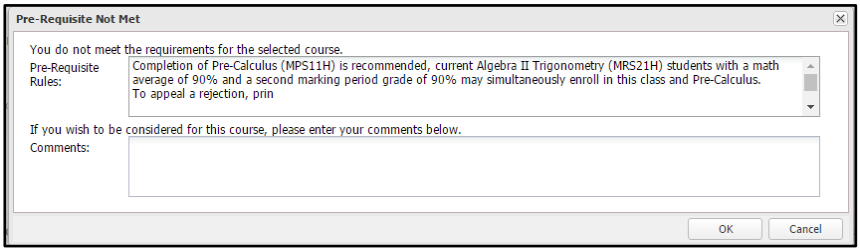


New Course Request/Alternate Course Request

Open the **Course menu** to select a course from the list, or type the **Course Name** or **Number** into the **Course** field. Use the **Department** or **Subject** field to narrow the list of available courses. Comments can be added if desired (New Course Requests only). Click **Save** to add the request.



If the course has a pre-requisite that the student does not meet, the **Pre-Requisite Not Met** message box will appear, detailing the course pre-requisite. To be considered for the course, enter **Comments** and click **OK**; otherwise, click **Cancel** to close the message box and select another course.



Note:
Schools may limit the total number of credits that can be requested. The **Total Requested Credits** displays the sum of current course request credits, whether entered by parent, student or school staff.

When entering a course request, if the requested credits will exceed the limit set by the school, an error message will display and the course request will not be saved.

Note:
Parents can **Delete** Course Requests that they (or their child) entered, UNTIL the requests are approved.

Click the **Comments icon** to view and/or enter a Comment.

Note:
The list of **Courses** is sorted by **Course Number**.

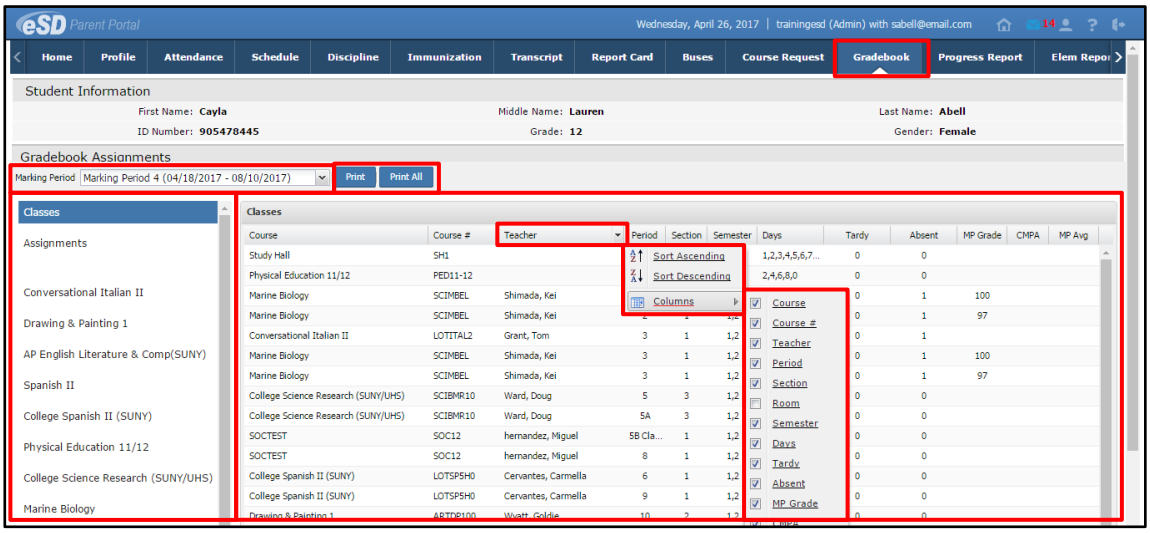
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Gradebook Tab

Click on the **Gradebook** tab to view the student's classes list and published assignments. The Gradebook Assignments window is broken into two sections; the **Classes List** menu on the left, and the **Classes** window on the right.

The default view is of the student schedule arranged by period. Users can change the **Marking Period** (defaults to the current Marking Period) from the drop-down menu, click **Assignments** to view all class assignments, and click a course in the **Classes List** to view specific details.

Hover over a column header and click the **Menu icon** ▾ to open the menu. Users can sort by that column (ascending or descending) and change the displayed columns.

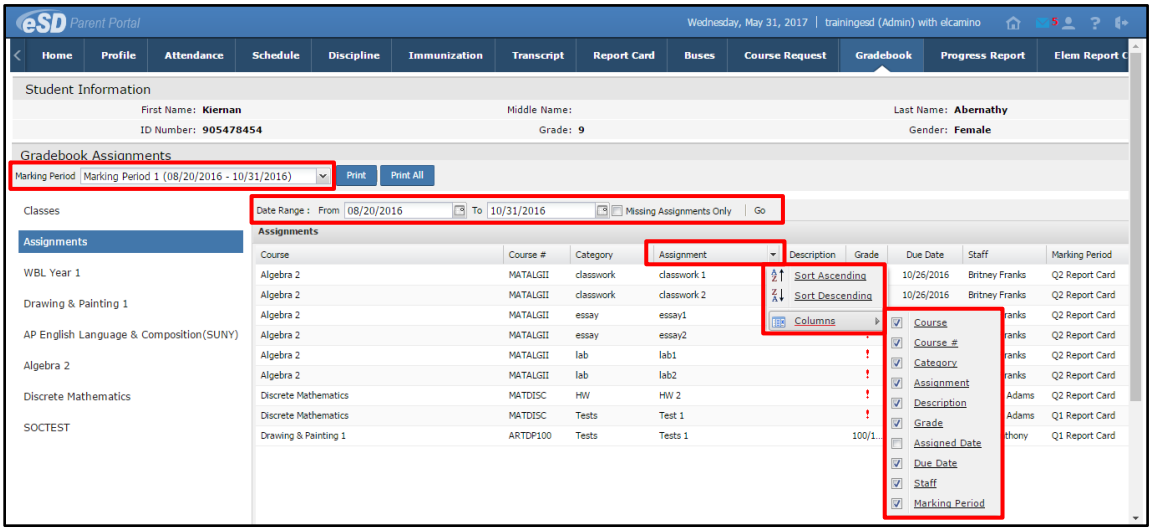


Note:
The **Print** button will open a new window which displays the current classes screen for printing.

The **Print All** button will open a new window that separates each class into a section for compartmentalized printing.

The Assignments window allows users to search for Assignments by **Marking Period** (defaults to the current Marking Period), as well as by a specific **Date Range** within the selected Marking Period and/or by **Missing Assignments Only** (click **Go** to activate the Date Range/Missing Assignments filters).

Hover over a column header and click the **Menu icon** ▾ to open the menu. Users can sort by that column (ascending or descending) and change the displayed columns.



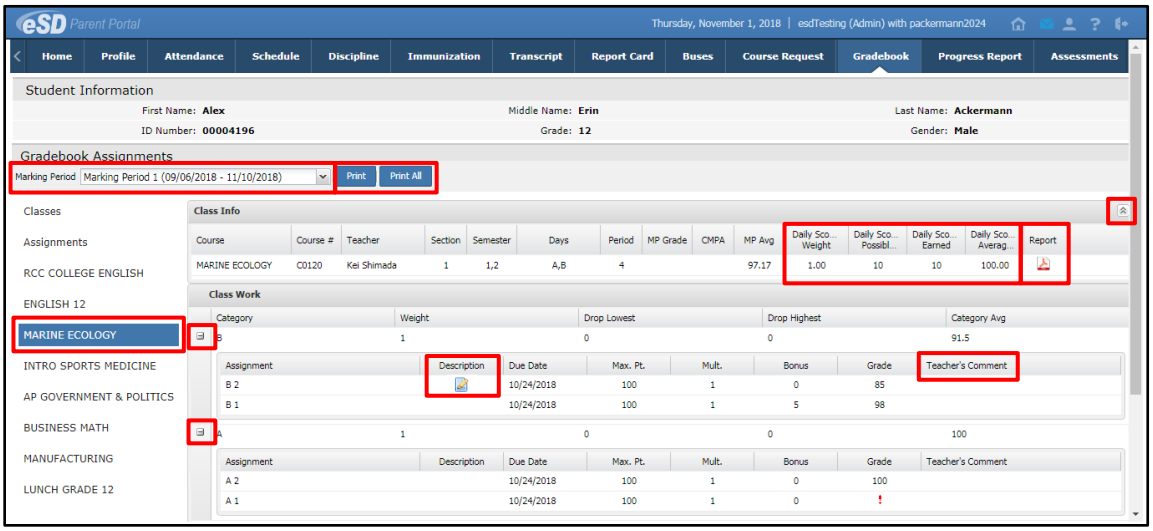
Note:
The **From/To Dates** default to the selected Marking Period's Start/End Dates.

Note:
Assignments with associated **Learning Standards** will display the Learning Standard within parentheses after the assignment name.

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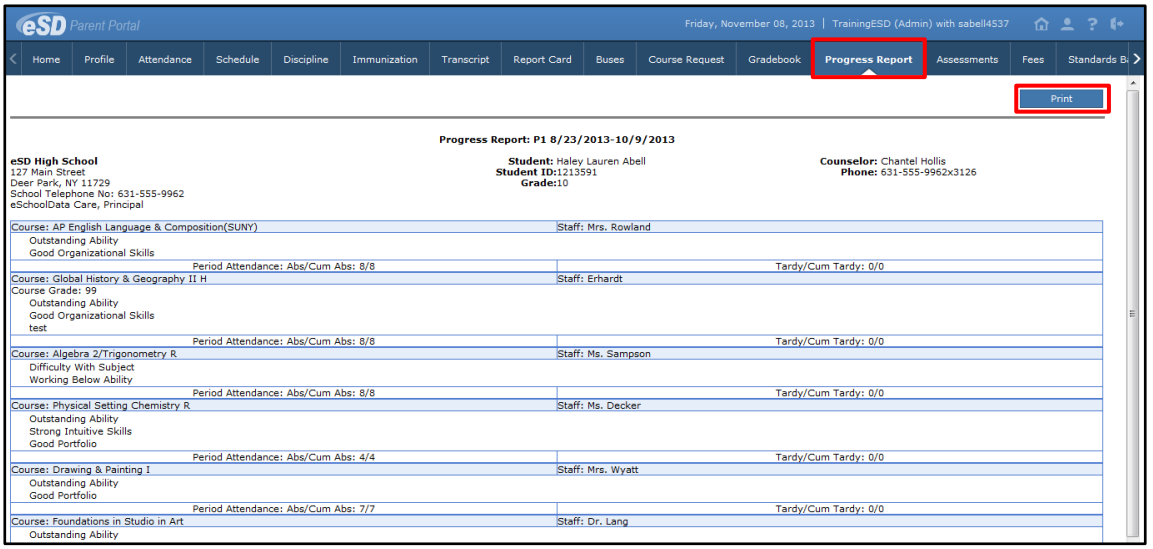
Click a Class name from the Classes List menu to display specific details for the selected Class.

In the **Class Work** section, click the **Expand icon** next to an Assignment Category to display the published assignments in that category. Assignments with associated Learning Standards will display the Learning Standard name within parentheses after the assignment name. The **Teacher's Comment** column will display assignment-specific comments. Click the **Assignment Description icon** to view the assignment description, which may contain relevant external URL links. Click the **Report icon** or the **View Report** link to view any Student Achievement Report posted by the teacher. Click **Print** to print the displayed assignments, or **Print All** to print assignments for each class.



Progress Report Tab

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.



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

Note:
Users can **Collapse** or **Expand** the **Class Info** section.

Alpha grade equivalents will be displayed in the **Class Info** section when **Alpha Grade Conversion** has been set for the course.

If the teacher has included **Daily Scores** in the **Marking Period Average**, four **Daily Score** columns are displayed in the **Class Info** section.

Teachers have the option to display or hide Category details (**Weight**, **Drop Lowest**, **Drop Highest**, and **Category Average**).

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

Translations of Progress Report comments will display, when available.

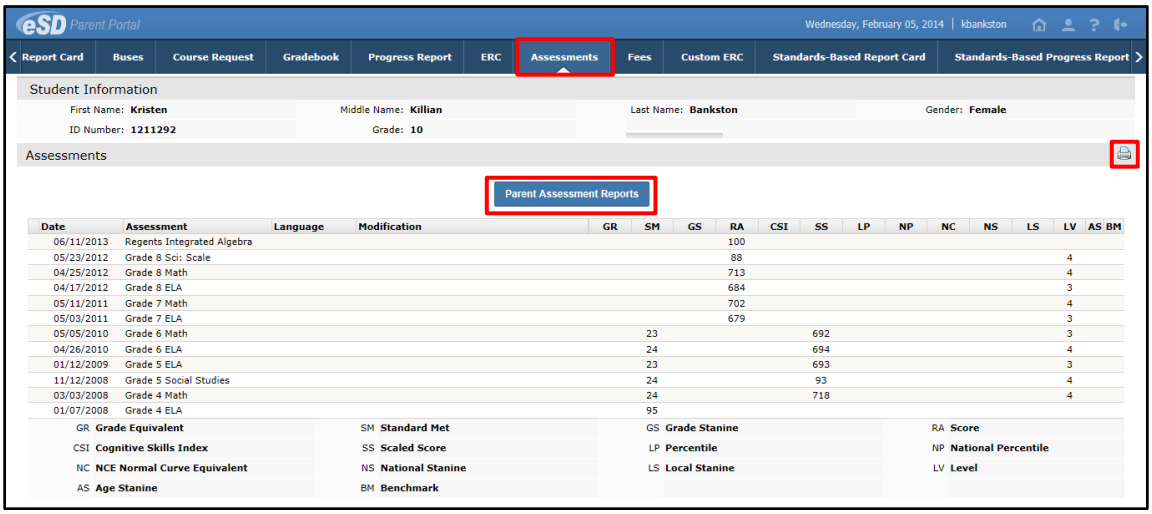
If the district has opted to display a **custom-format Progress Report**, the page layout may differ.

If the user is accessing this page using a **Safari** browser, a link to the custom document may appear instead of the document. Click the link to access the document in a new window.

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Assessments Tab

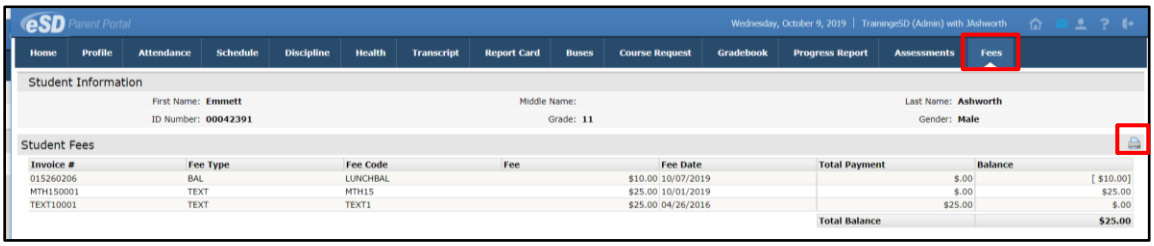
Click on the **Assessments** tab to view the student's assessments. Click the **Print icon** to print a copy of the student's assessments. If enabled by the district, the **Parent Assessment Reports** button will open a detailed report of student assessments.



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

Fees Tab

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

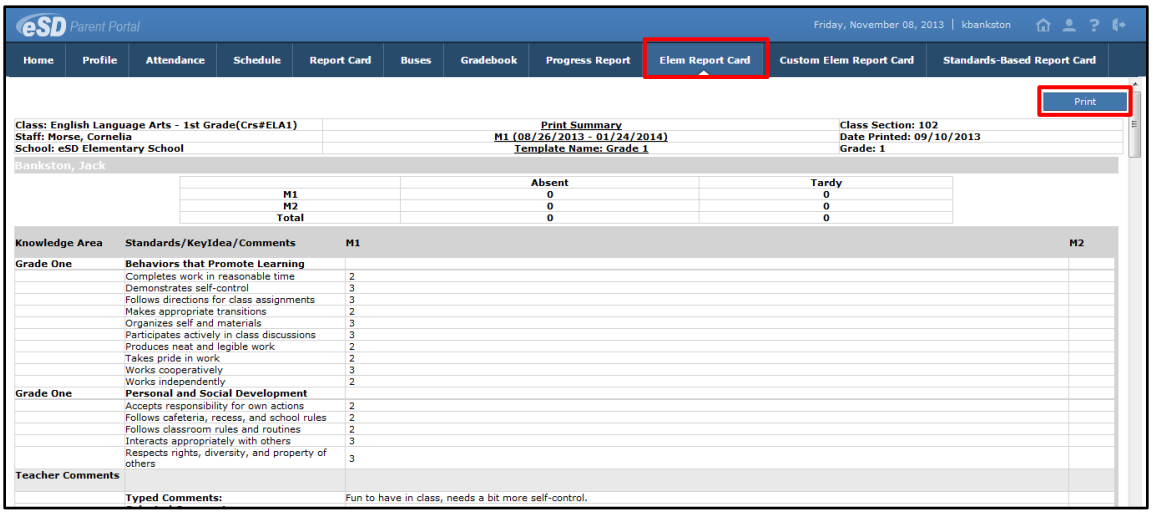


Note:
Lunch Balances display on the **Fees** tab, but are not included in the Fees **Total Balance**.

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Elem Report Card Tab

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



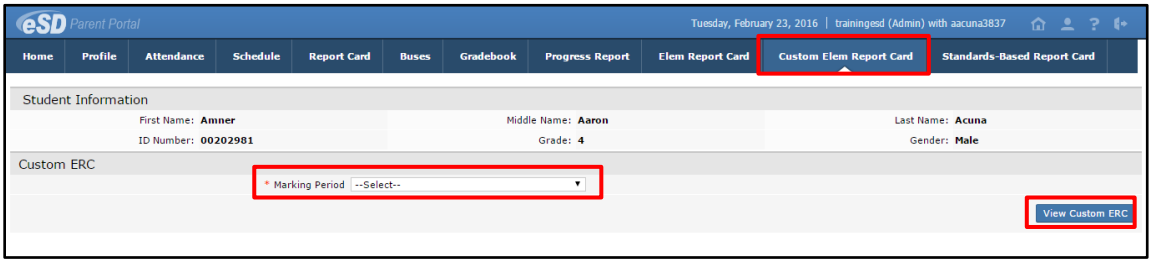
Note:
Elementary Report Cards will be published to the Portal at the school district's discretion.

Note:
If the district has opted to display a **custom-format Elem Report Card**, the page layout may differ.

If the user is accessing this page using a **Safari** browser, a link to the custom document may appear instead of the document. Click the link to access the document in a new window.

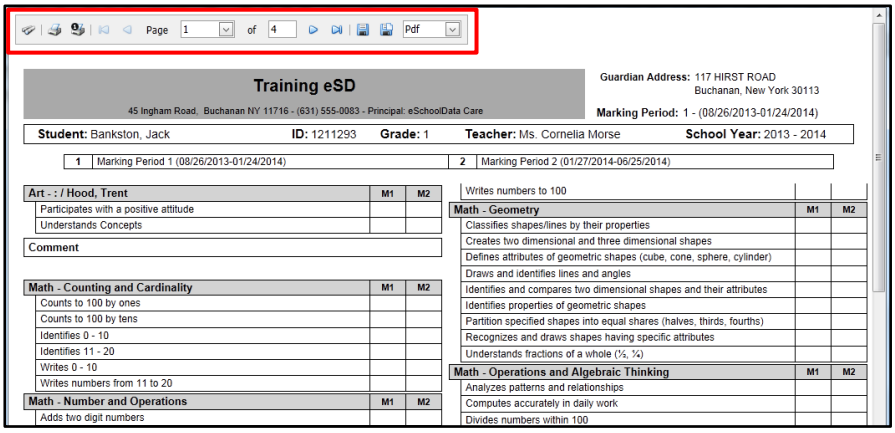
Custom Elem Report Card Tab

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



Note:
Custom Elem Report Cards will be published to the Portal at the school district's discretion.

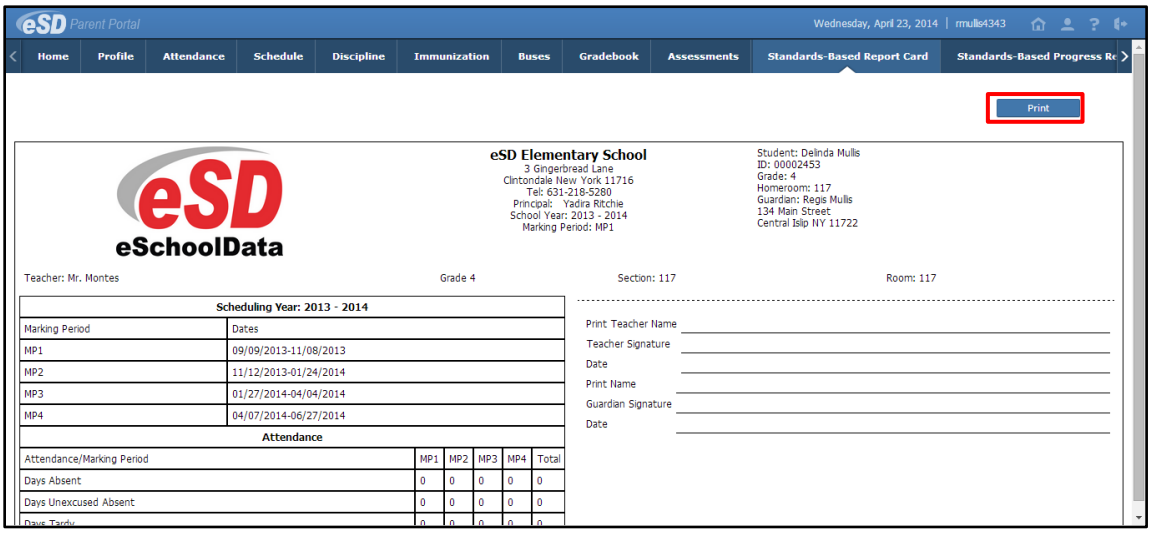
The **Custom ERC** will be generated and will open in a new window. Use the toolbar at top left to navigate through, **Print** and/or **Save** the Custom ERC.



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Standards-Based Report Card Tab

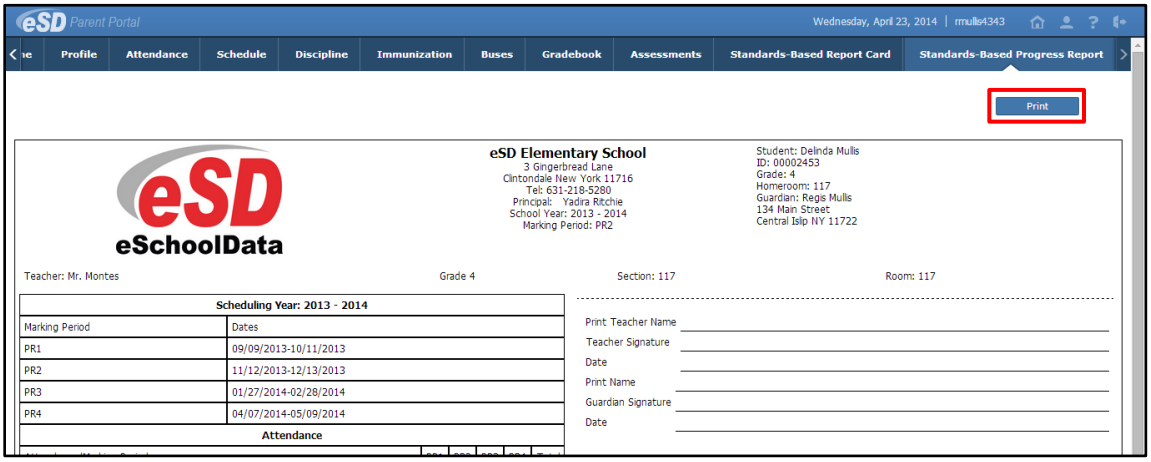
Click the Standards-Based Report Card tab to view the student's Standards-Based report card. Click **Print** to print an **unofficial** Report Card directly from this screen.



Note:
Standards-Based Report Cards will be published to the Portal at the school district's discretion.

Standards-Based Progress Report Tab

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

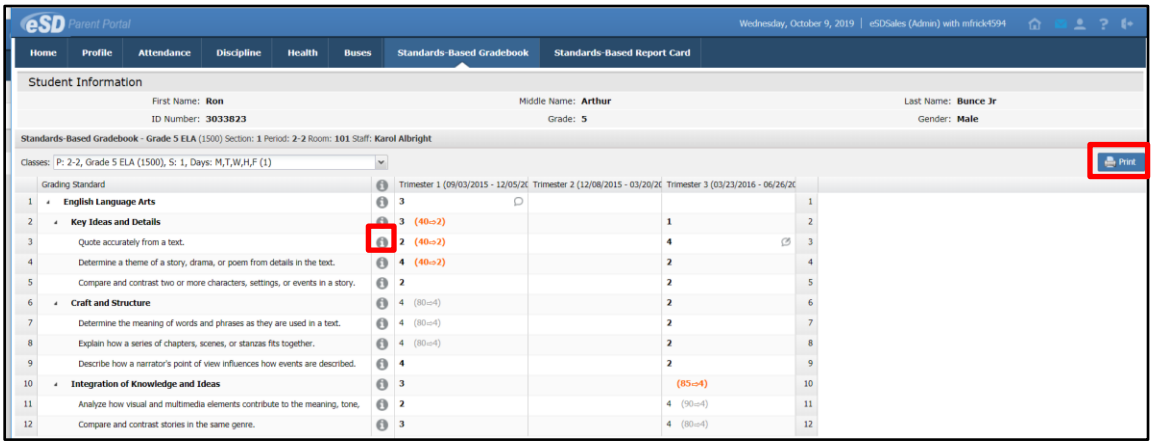


Note:
Standards-Based Progress Reports will be published to the Portal at the school district's discretion.

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Standards-Based Gradebook Tab

Click the Standards-Based Gradebook tab to view the student's Standards-Based progress for each class to which a template is associated. In-progress grades will be displayed for each standard that is associated with an auto calculation. Parents can view the details of each auto calculation by using the **Information** **icon**, which will present the calculation, possible grades, and assignments associated with the corresponding standard. Click **Print** to print an unofficial gradebook directly from this page.



Note:
Standards-Based Gradebook information will be published to the Portal at the school district's discretion.

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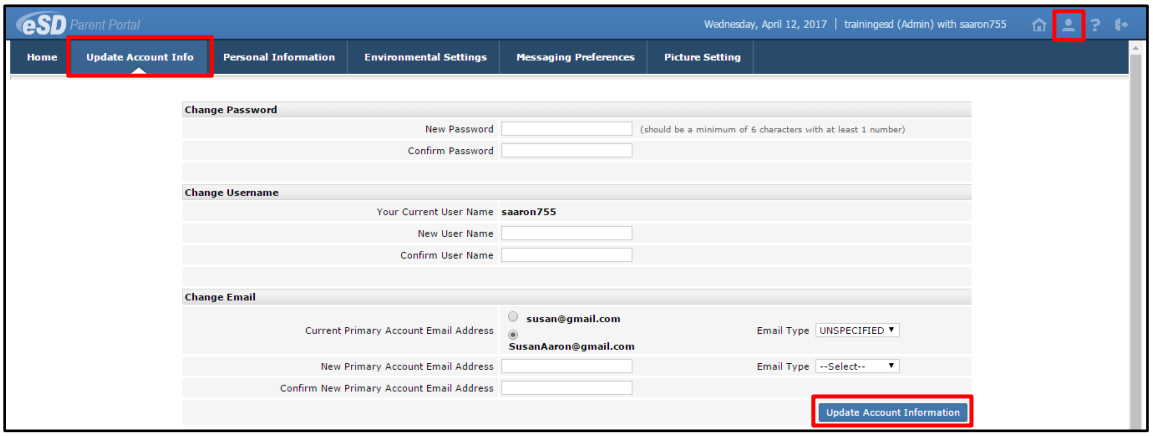
Updating Account Info

Parents/guardians can update account information at any time. Click the **My Account icon** at the top right of the Portal screens. The **Update Account Info** tab is the default tab.

Update Account Info
From here, **Passwords**, **Usernames**, and **Primary Email Address** can be changed. Enter the new information in one or all of these categories, and click **Update Account Information** when finished.

The **Current Primary Account Email Address** will be indicated in the list of email addresses associated to the Guardian's record. Select a different email address as the **Current Primary Account Email Address** and the appropriate **Email Type** for that address, OR enter the **New Primary Account Email Address** and select the **Email Type** for the new email address.

An error message will be presented if the New Primary Account Email Address is already used within the district as another person's Primary Account Email Address.



Note:
The **Primary Email Address** is the email address to which **"Forgot Password?"** emails, and other Portal communications, will be sent.

An error message will be generated if the **Primary Email Address** is already being used for another account as a **User Name** or a **Primary Email Address**.

Please see the **Important information regarding Primary Email Address and Usernames** for primary email restrictions, on page 7.

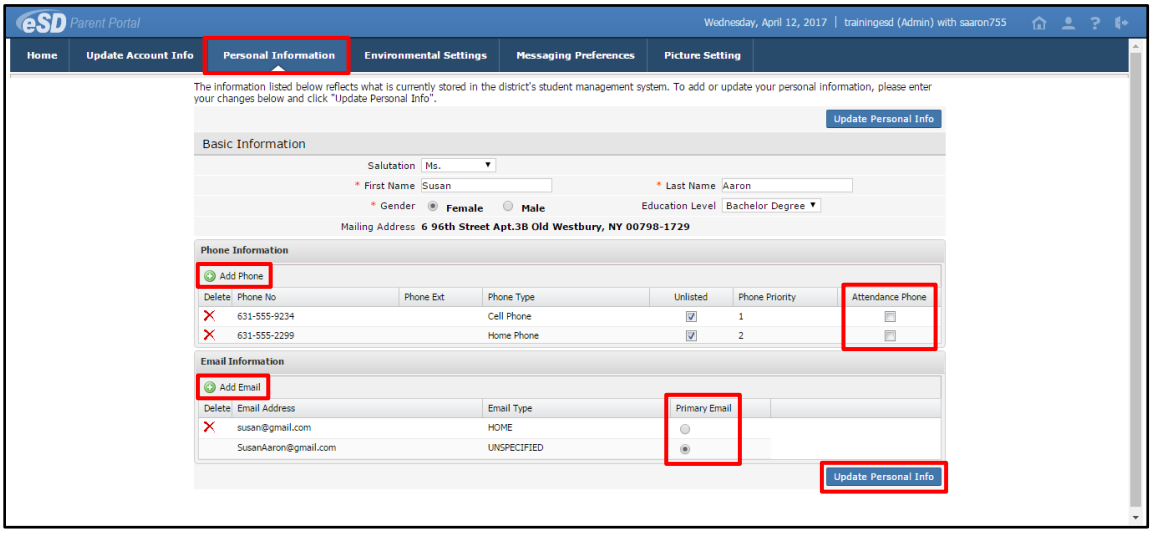
Note:
Username is restricted to max 254 characters and **Password** is restricted to max 50 characters.

The **Username** CANNOT include the following characters:
! # $ % ^ & * ( ) + = - [ ] { } < > ?

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Personal Information

When enabled by your district, 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.

Note:
In the **Education Level** selections, **OT** = Other, and **US** = Unspecified.

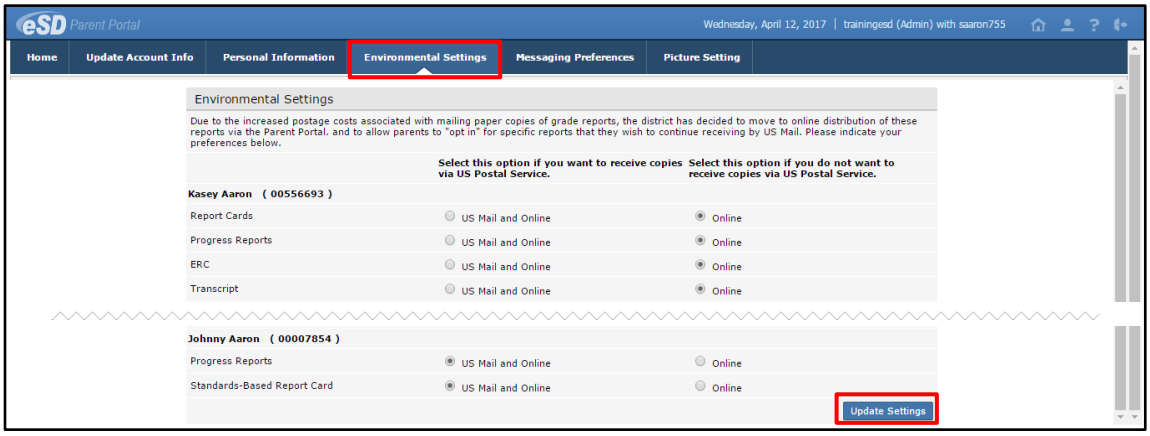
Guardians can specify the phone to be used for **Attendance** calls.

Guardians cannot **Edit** or **Delete** the email address marked as **Primary Email**. Use the **Update Account Info tab** to change the **Primary Email Address**.

Environmental Settings

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.

For each student, parents/guardians can select which available grade reporting documents they wish to receive as paper mailings. Click **Update Settings** when finished.



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Messaging Preferences

When enabled by your district, the **Messaging Preferences** tab allows parents to subscribe to email alerts, and set the email formats and delivery schedules.

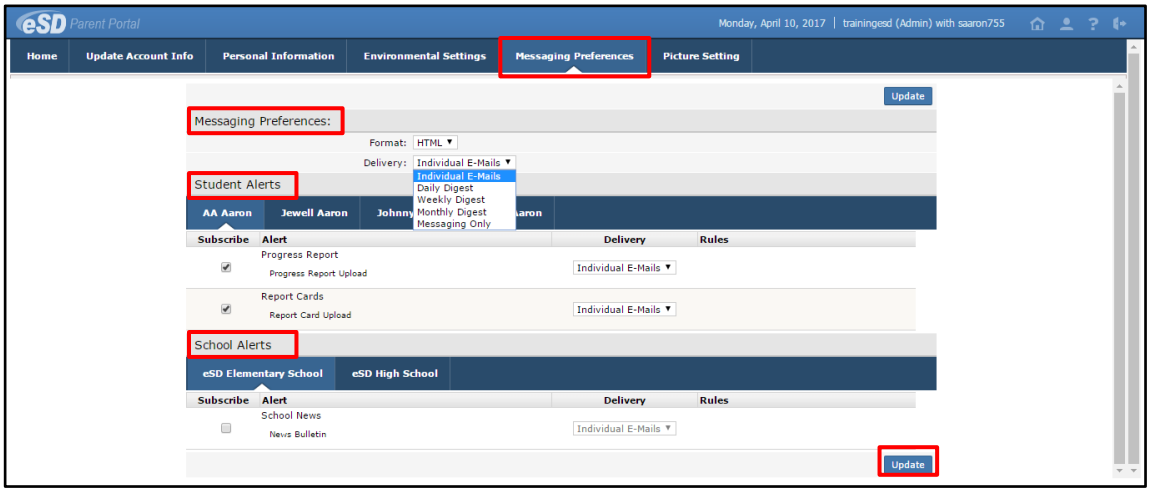
The **Messaging Preferences** section allows you to set the default options for email **Format** and **Delivery** schedule.

Format: HTML or Text
Delivery: Individual E-Mails, Daily Digest, Weekly Digest, Monthly Digest, Messaging Only

Student Alerts / School Alerts

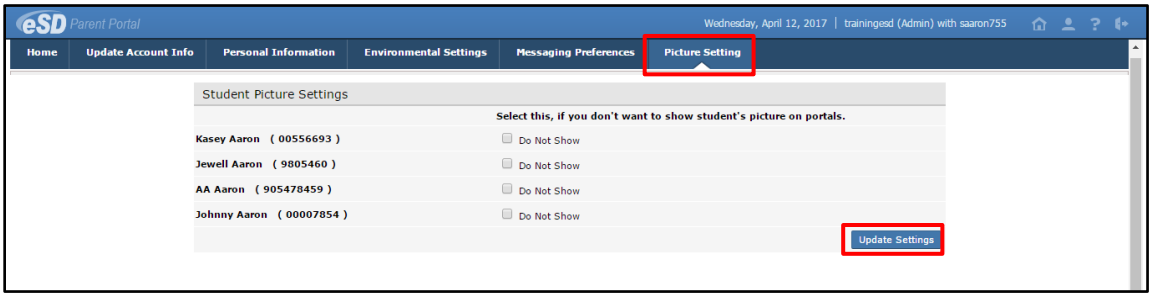
Select each student and each school to view the Alerts applicable to that student/building. Check/uncheck **Subscribe** to change the default settings for each alert, and set the **Delivery** method for each subscribed alert.

Subscribe: Check to receive alert, uncheck to stop.
Delivery: Select the applicable schedule, if different from the **Preferences** selection.



Picture Setting

When enabled by your district, the **Picture Setting** tab allows you to control whether your child's photo is displayed on the eSD® Portals. Check the **Do Not Show** checkbox ☐ to hide your child's photo. Click **Update Settings** when finished.



Note:
Digests are compilations of emails, delivered daily, weekly, or monthly.

The district may restrict **Delivery** options to **Messaging Only**, which delivers all **email alerts** to the parent's **Messages Inbox** ONLY.

Emails related to **Portal Account status** and **Online Registration applications** will be delivered to the specified **Primary Email address**.

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