eSD® Portal: Student View
User Guide
v. 7.1.0

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Overview

This guide provides step-by-step instructions for students to login and access information through the eSD® Student Portal. The eSchoolData Student Portal makes it easy for students to view current academic information, allowing immediate access to grades, assignments, school calendar, schedule, attendance and much more.

Logging In

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

Your school will provide you with a **Username** and default **Password**. Enter your Username and Password, and then click **Login**. At any time, if you have any questions regarding your eSD Student Portal account, please see your district's portal account administrator.
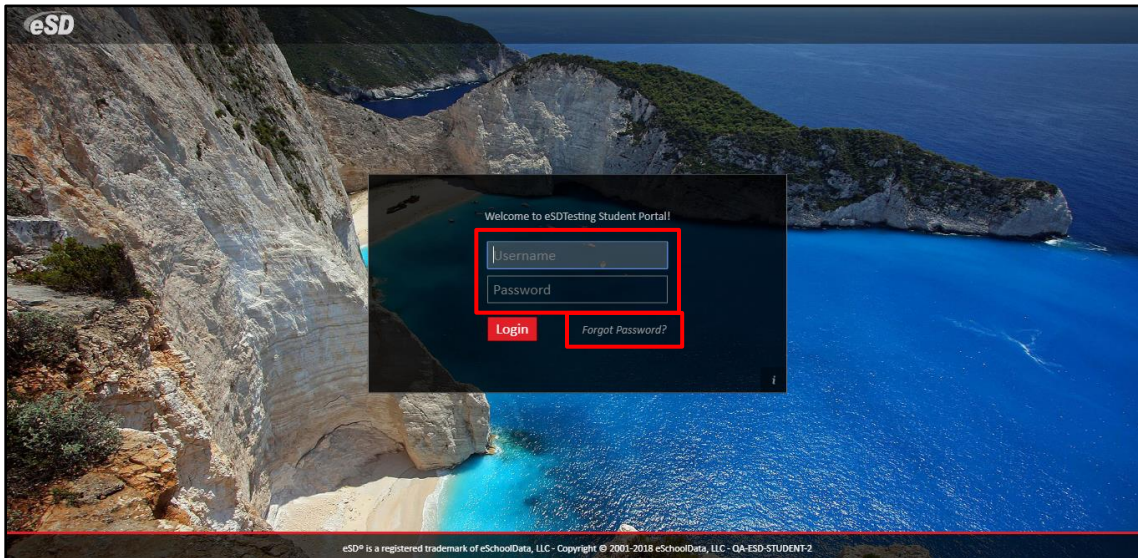
Your district may require you to change your password on the first login. Enter the password given to you in the **Old Password** field, select and enter a new password in both the **New Password** and **Confirm Password** fields, then click **Save**.

Important:
Portal accounts are locked automatically after **five (5) failed login attempts**, and a "locked account" email is automatically sent to the email address associated to the student record (if any).

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

Note:
To change a forgotten Password, click the **"Forgot Password?"** link. Please note that, in order for this link to work, an email address must be included on your student record.

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

Note:
Your district may have minimum password requirements.

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

Getting Help

Once logged in to your Portal account, click the **Help icon** in the upper right corner of any Student Portal screen to access the **eSchoolData Student Portal F.A.Q.**

The **F.A.Q.** provides students with answers to commonly asked questions. Click the **Home icon** or the **link** at the bottom of the page to return to the Home page.
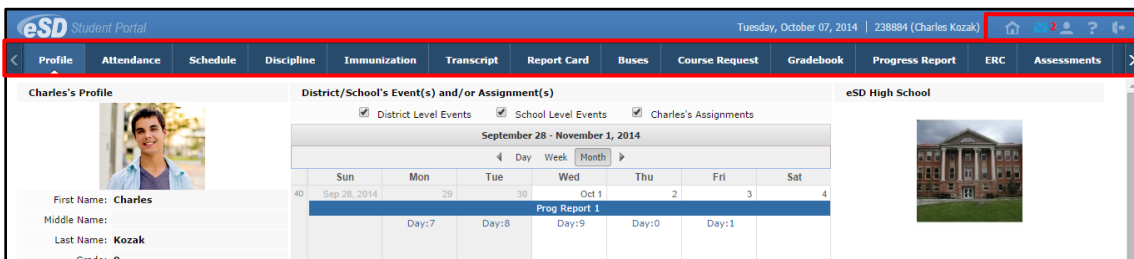
Navigating the Portal

Once you have successfully logged into the student portal, your **Profile** page will display. Click a **tab** to access the corresponding information. All tabs may not be available, and their order may differ from these screenshots, depending upon your school's use of the eSchoolData system. If there are more tabs than the resolution of your screen will show, the ends of the tabs 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.

On the top right side of the screen, the icon toolbar displays icons for **Home** 🏠, **Messages** ✉, **My Account** 👤, **Help** ❓ and **Logout** 🔛. The **Home icon** 🏠 in the icons toolbar at top right will return you to your Profile tab.

Click the **My Account icon** 👤 to change your password. For more information, see **Updating Account Info** on page 22.
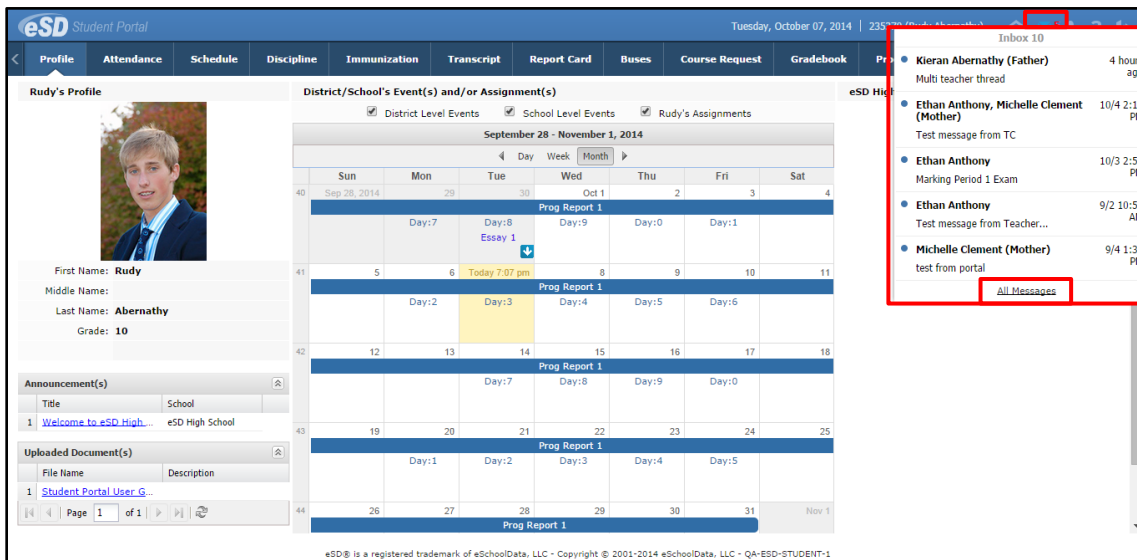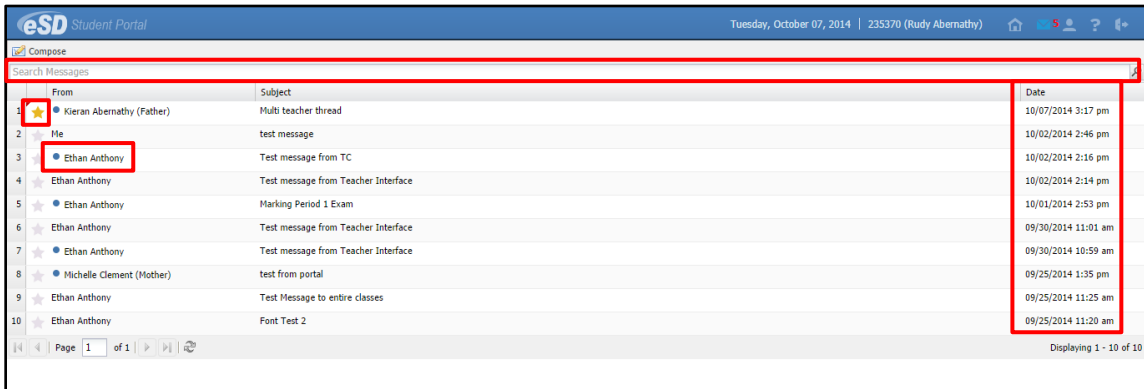
Messages

Click the **Messages icon** ✉ in the icon toolbar to view a summary of recent messages, with your 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**.
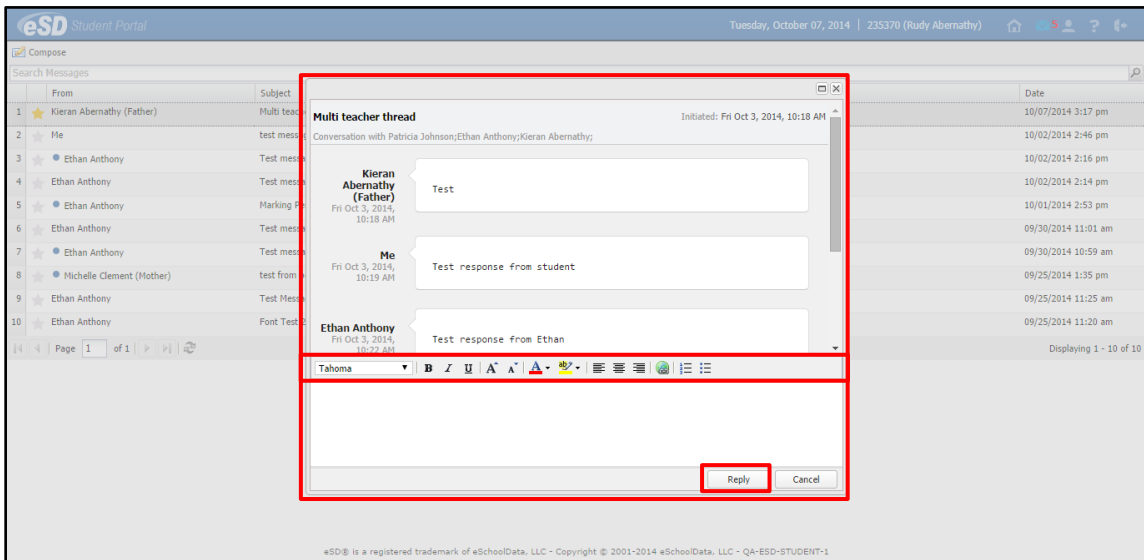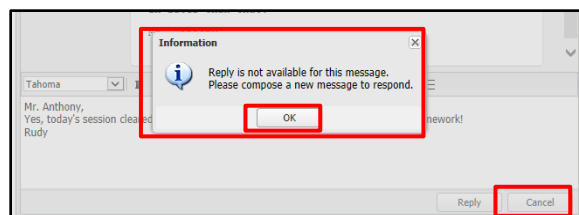
Messages Inbox

The **Messages Inbox** displays all your messages, 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.

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

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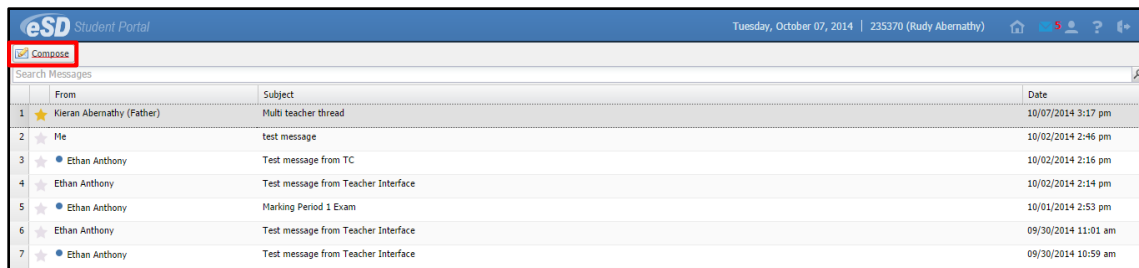The **Editor toolbar** allows users to customize the text appearance, insert a link, and/or create lists.

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.

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.
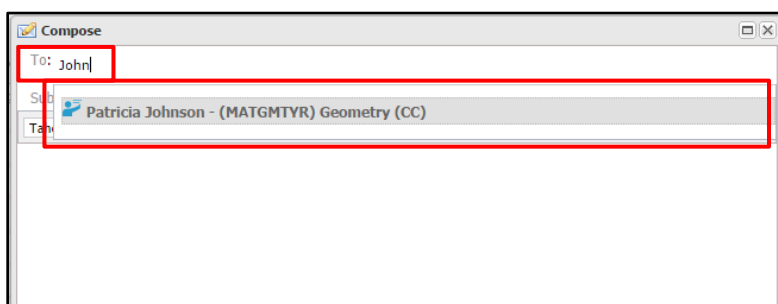
New Message

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

In the **Compose** window, type your teacher's or parent's name in the **To** field to display a list of matches, then click a name to select the recipient. Repeat the process to select additional recipients to create a group message.
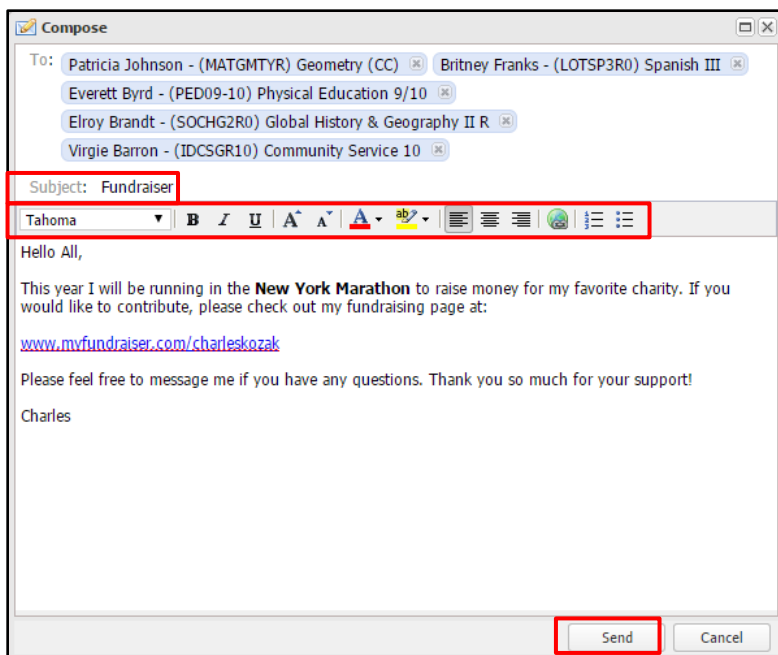

Enter a **Subject** and the message body. The **Editor Toolbar** allows users to customize the text, insert a link, or create lists. When finished, click **Send**.

Profile

The **Profile** tab displays your Student Information, Announcements, Uploaded Documents, and Calendar. Click an **Announcement** or **Uploaded Document** link to access the information. The **Student Documents** button will be available if the district has enabled the webEDGE integration. When this integration is enabled, the student documents will be launched in a new window.

Calendar

By default, the calendar displays the current Month, and all District Level / School Level Events along with your 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.

Students can change the amount of information displayed by checking or unchecking the **Event** boxes. The following screenshots will display **District Level Events** only, **School Level Events** only, and **Student Assignments** only.

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

Clicking on an Assignment will 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.

If the district has configured a learning tool provider integration, the **Assignment Details** window will display the **External Learning Tool** field. The **Launch** button will direct students to the corresponding assessment in the learning tool provider product.
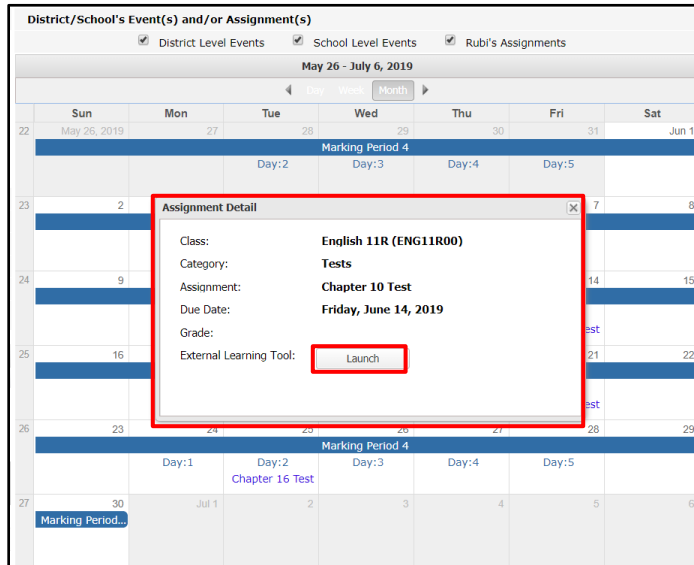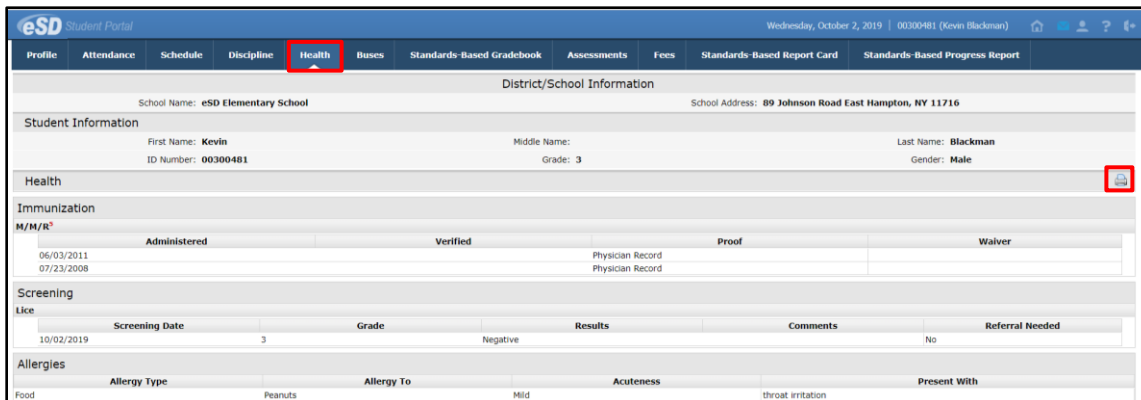

Students also have the ability to view the calendar by **Day**, **Week**, or **Month** (default view), as shown below.

Attendance

Click the **Attendance** tab to view your Attendance. Attendance will display based on settings established by the district. Click the **Print icon** 🖨 to print your attendance.

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

The tooltip displayed when hovering over the icon includes this information.

Schedule

Click the **Schedule** tab to view your schedule. The **Partially Scheduled icon** Ⓟ denotes you have 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 your schedule.

Discipline

Click on the **Discipline** tab to view your discipline history. Click the **Print icon** 🖨 to print your discipline record.

Health

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

Transcript

Click on the **Transcript** tab to view your 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

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

Buses

Click on the **Buses** tab to view your bus information. Click the **Print icon** 🖨 to print your bus information.
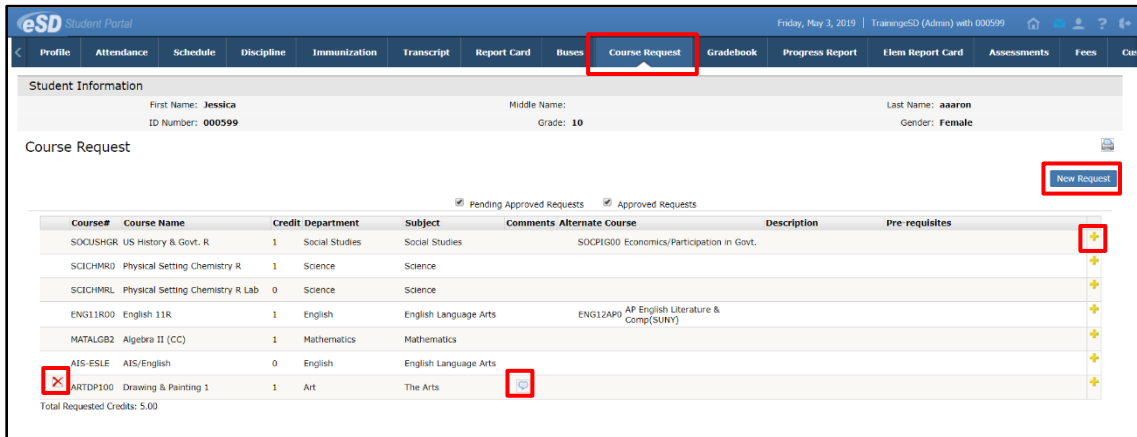
Course Requests

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

Depending on your district's policy and settings, you will be able to enter new Course Requests by clicking the **New Request** button. When enabled, you 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 you do 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.
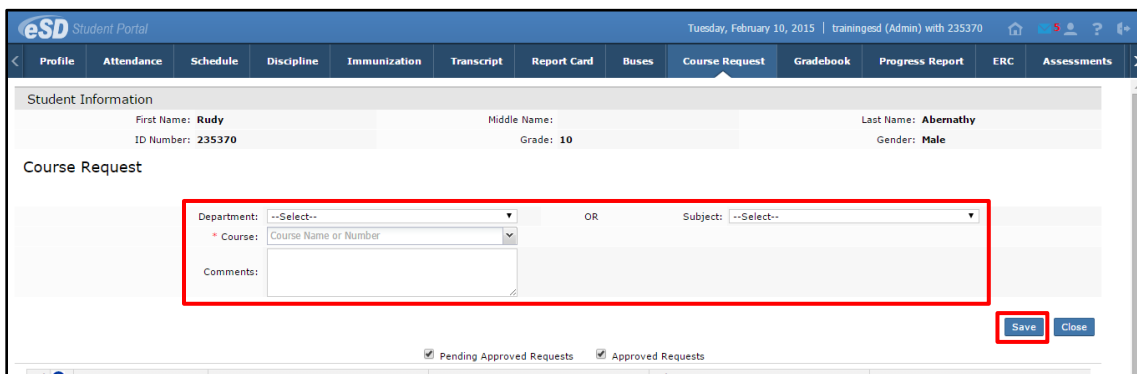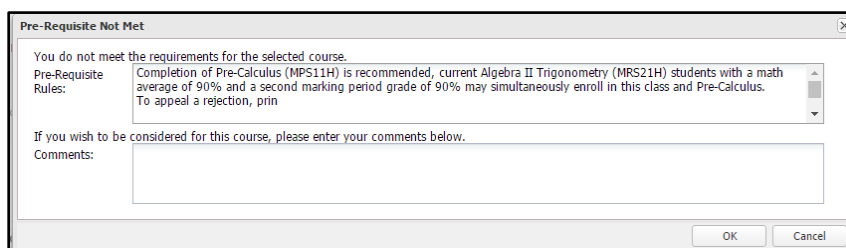
Note:
You can **Delete** ✖ Course Requests that you (or your parent/guardian) entered, UNTIL they are approved.

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

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

Gradebook

Click on the **Gradebook** tab to view your 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 your 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:
Assignments with associated **Learning Standards** will display the Learning Standard within parentheses after the assignment name.

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.

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**).

Progress Report

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

Assessments

Click on the **Assessments** tab to view your assessments. Click the **Print icon** 🖨 to print a copy of your assessments. If enabled by the district, the **Assessment Report** button will open a detailed report of student assessments.
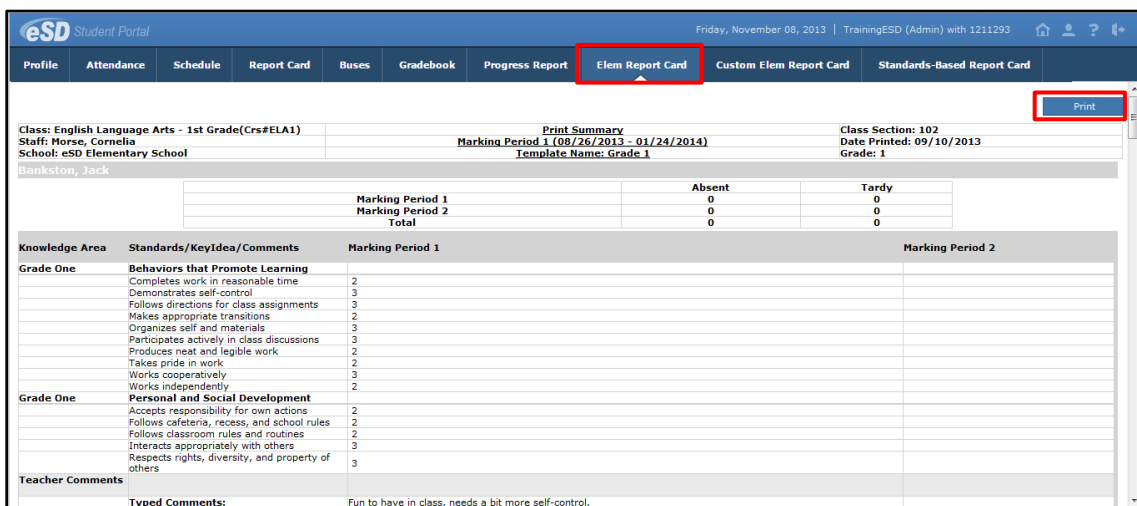
Fees

Click on the **Fees** tab to view your fees, including any **Lunch Balances**. Invoice-specific information and your total balance will be displayed. Click the **Print icon** 🖨 to print a copy of your fees.

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

Elem Report Card

Click on the **Elem Report Card** tab to view your elementary report card. Click **Print** to print an **unofficial** Elementary Report Card directly from this screen.
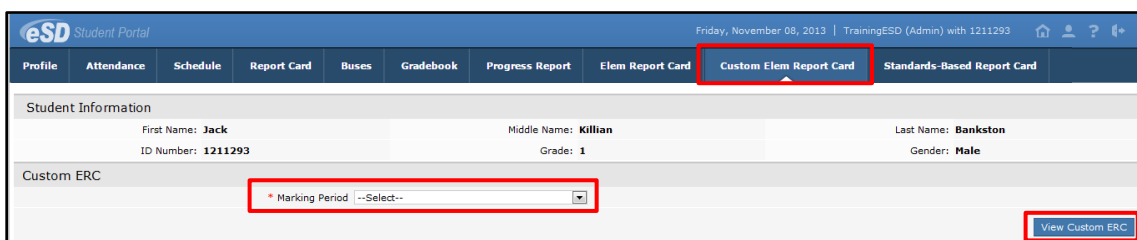
Note:
Elementary Report Cards will be published to the Portal at the school district's discretion.

Note:
If the district has opted to display a **custom-format ERC**, 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

Click on the **Custom Elem Report Card** tab to view your 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.

Standards-Based Report Card

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

Standards-Based Progress Report

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

Standards-Based Gradebook

Click the Standards-Based Gradebook tab to view your 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. 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.

My Account Info

Students can update their account password 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

Enter the new password and confirm it, then click **Update Account Information**.

Messaging Preferences

If enabled by your district, click the **Messaging Preferences** tab to subscribe to E-Mail Alerts.

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

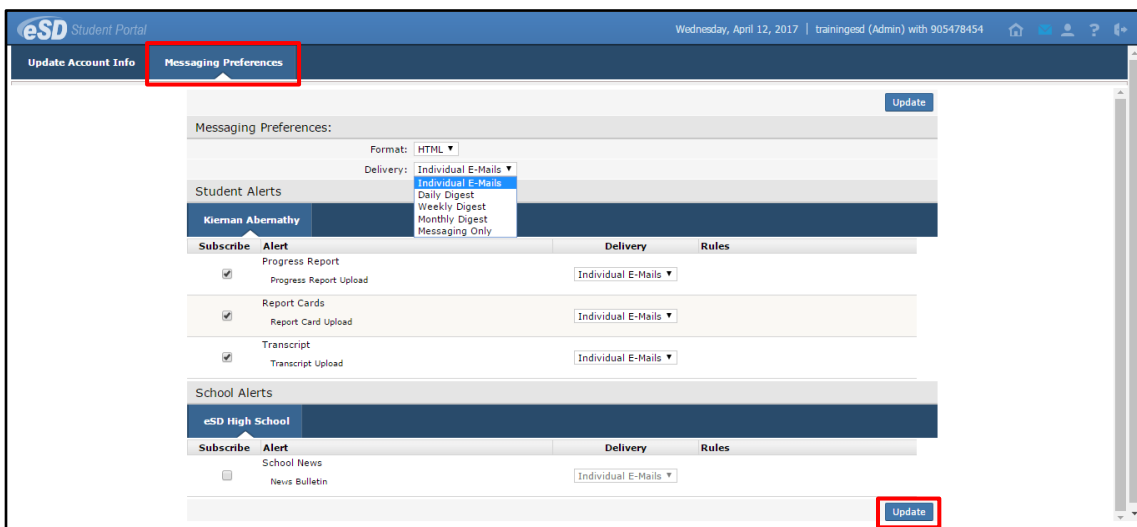> **Format:** HTML or Text
> **Delivery:** Individual E-Mails, Daily Digest, Weekly Digest, Monthly Digest, Messaging Only

Check/uncheck **Subscribe** to select the **Student Alerts** and/or **School Alerts** you wish to receive, 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.

When finished, click **Update** to save your selections.

Note:

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

Your district may restrict **Delivery** options to **Messaging Only**, which delivers all **email alerts** to your **Messages Inbox** ONLY.

Emails related to **Portal Account status** will be delivered to the email address associated to your account (when available).