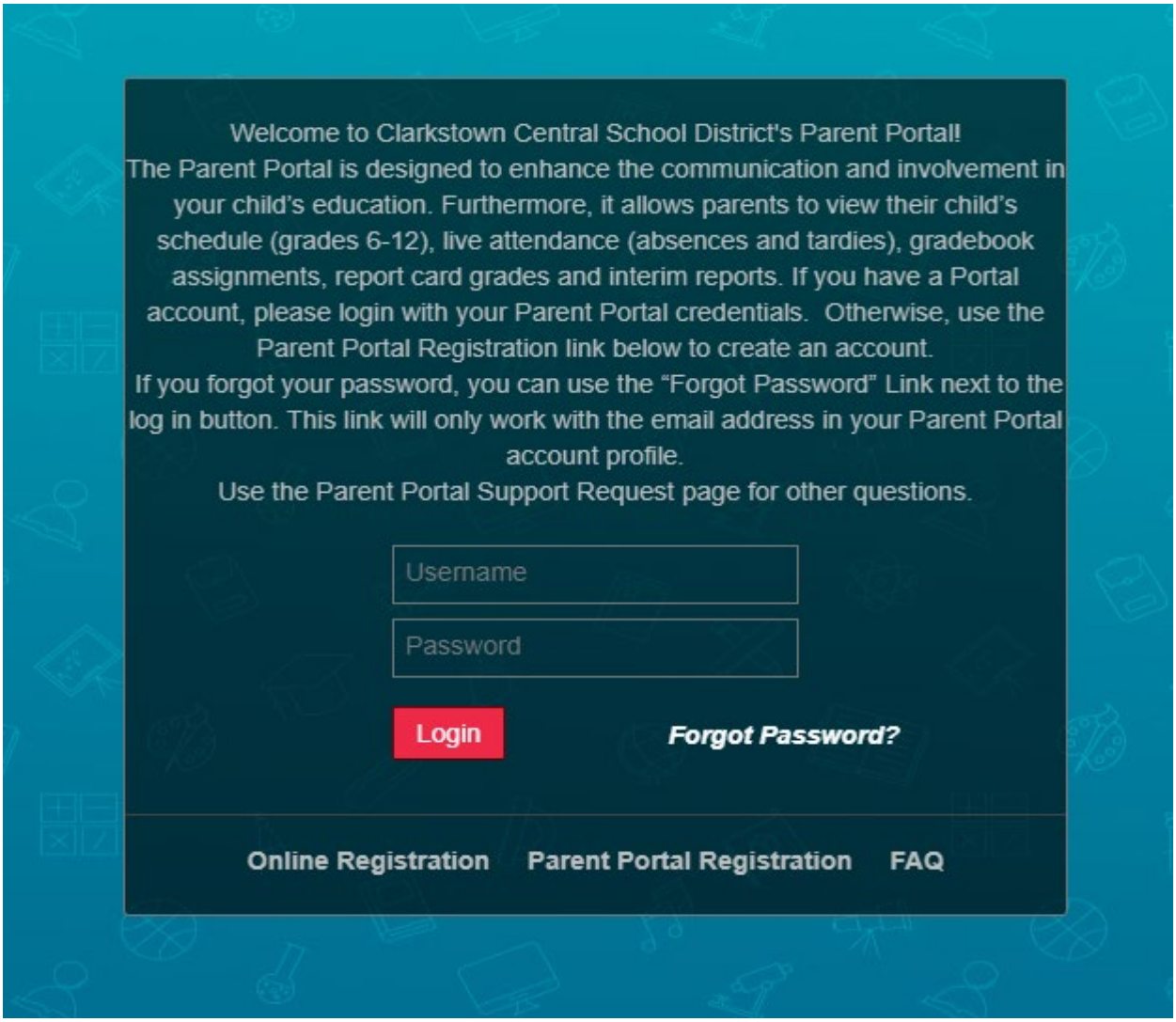
Clarkstown CCSD Guide to Using the eSD Parent Portal

To access the Parent Portal, Go To:

https://www.ccsd.edu/parents

The Parent Portal is designed to enhance the communication and involvement in your child's education. Furthermore, it allows parents to view their child's schedule (grades K-12), live attendance (absences and tardies), gradebook assignments, report card grades, bus information and interim reports. If you already have an account, you can login here. If you do not have an account, you can create one here.



Contents

Where to Start 3

Change Your Password 4

Portal Navigation 5

Student Information Pages 6

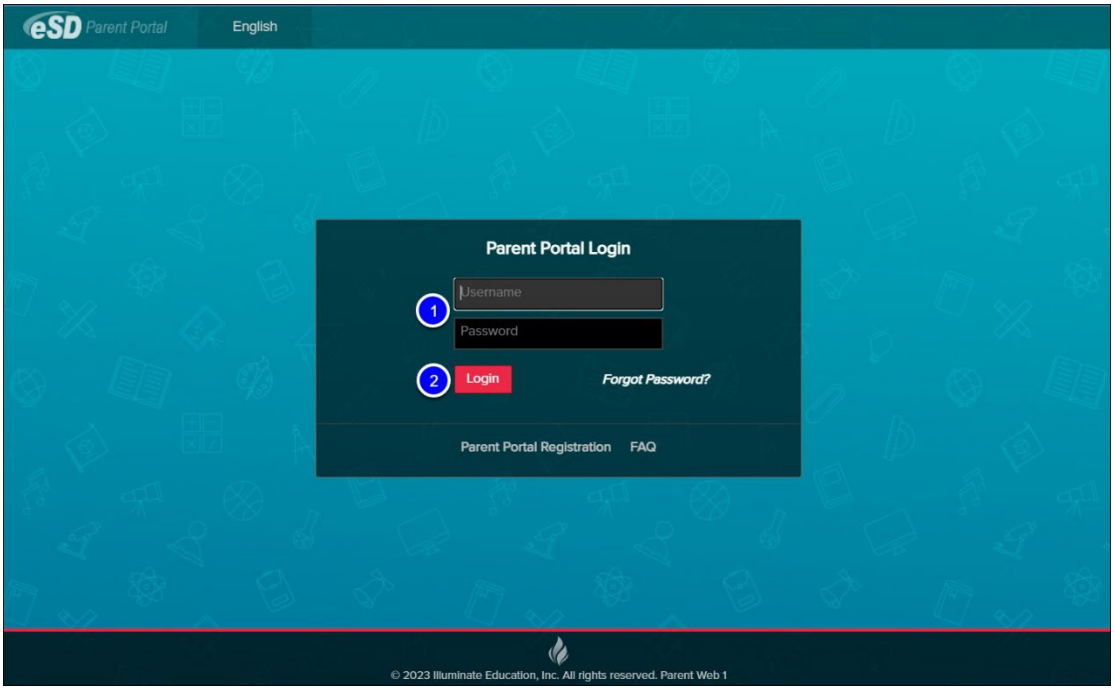
- Profile Tab 6
- Attendance Tab 7
- Schedule Tab 7
- Transcript Tab 8
- Report Card Tab 8
- Buses Tab 9
- Gradebook Tab 9
- Progress Reports Tab 11
- Fees Tab 11
- Standards Based Report Cards Tab 11

Account Settings 13

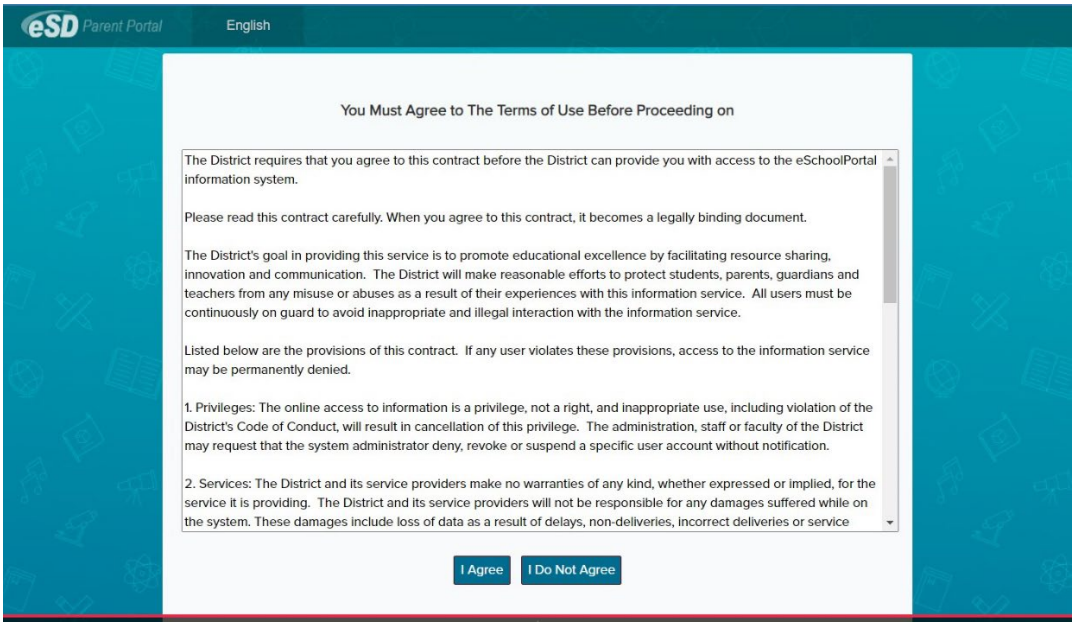
- Update Account Information 13

Where to Start

Go to district provided Parent Portal URL.



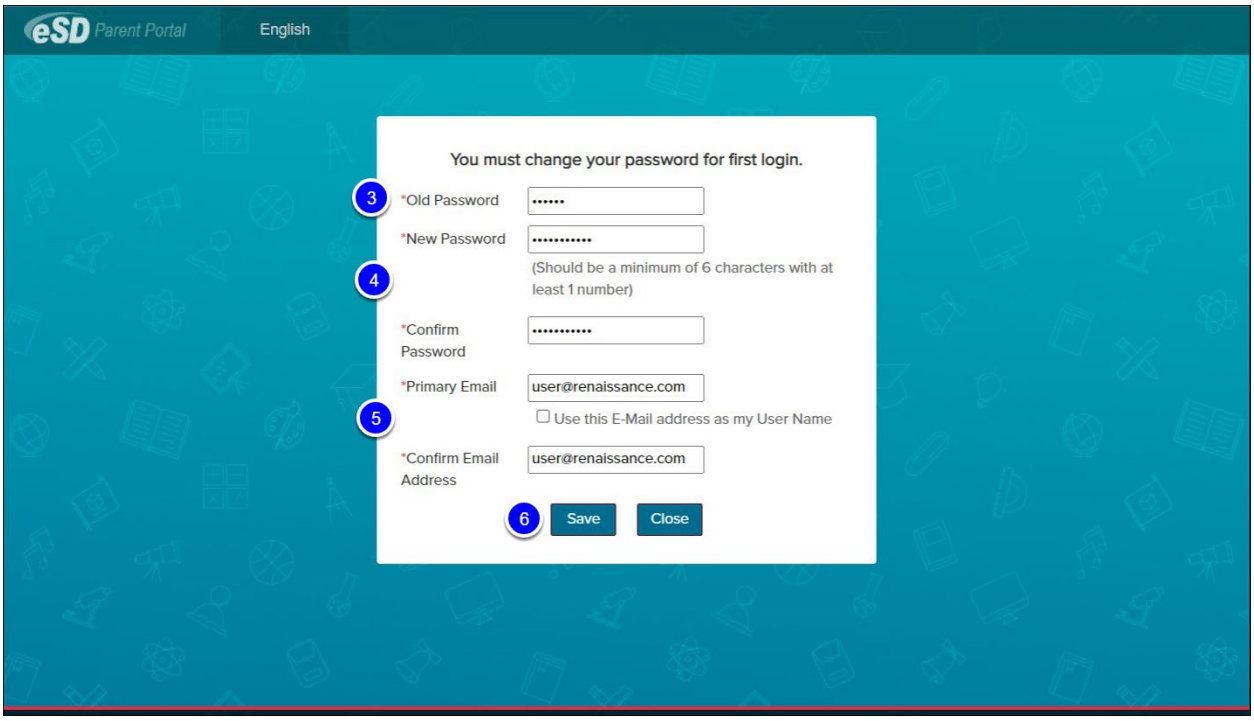
1. Enter your **Username** and **Password**.
2. Select **Login**.



If this is your first time logging in, you must agree to the district's Terms of Use before you can access student data.

Change Your Password

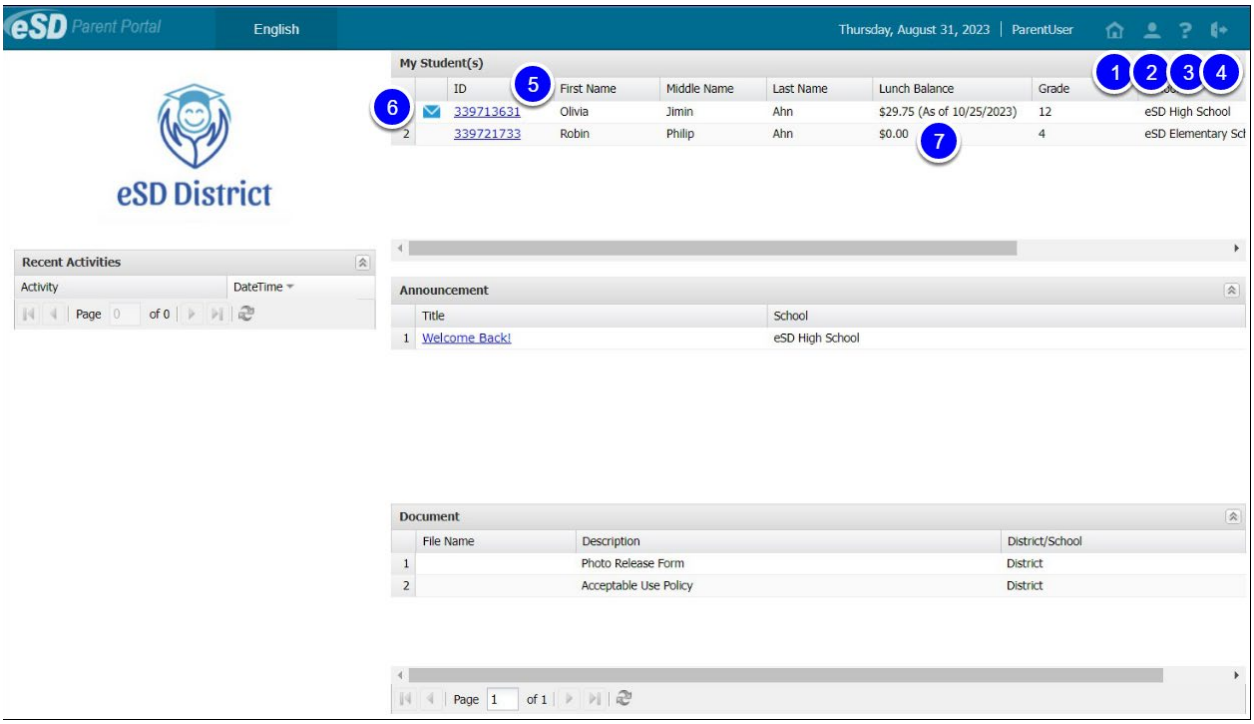
If this is your first time logging in:



3. Enter your **Old Password**.
4. Enter a **New Password** and re-enter in the **Confirm Password** space. It should be a minimum of 6 characters with at least 1 number.
5. Enter your **Primary Email** and re-enter in the **Confirm Email Address** space. Your Primary Email address is the address to which “Forgot Password?” emails are sent. Use the checkbox if you wish to use your email address as your username going forward.
6. Select **Save** to continue.

To maintain the integrity of the database and security of student information, a primary email address cannot be shared with more than one person, even if that person is you! Parents who have children attending more than one school district will need either to use a different primary email address, or work with your district’s parent portal administrator to create a generic user name.

Portal Navigation



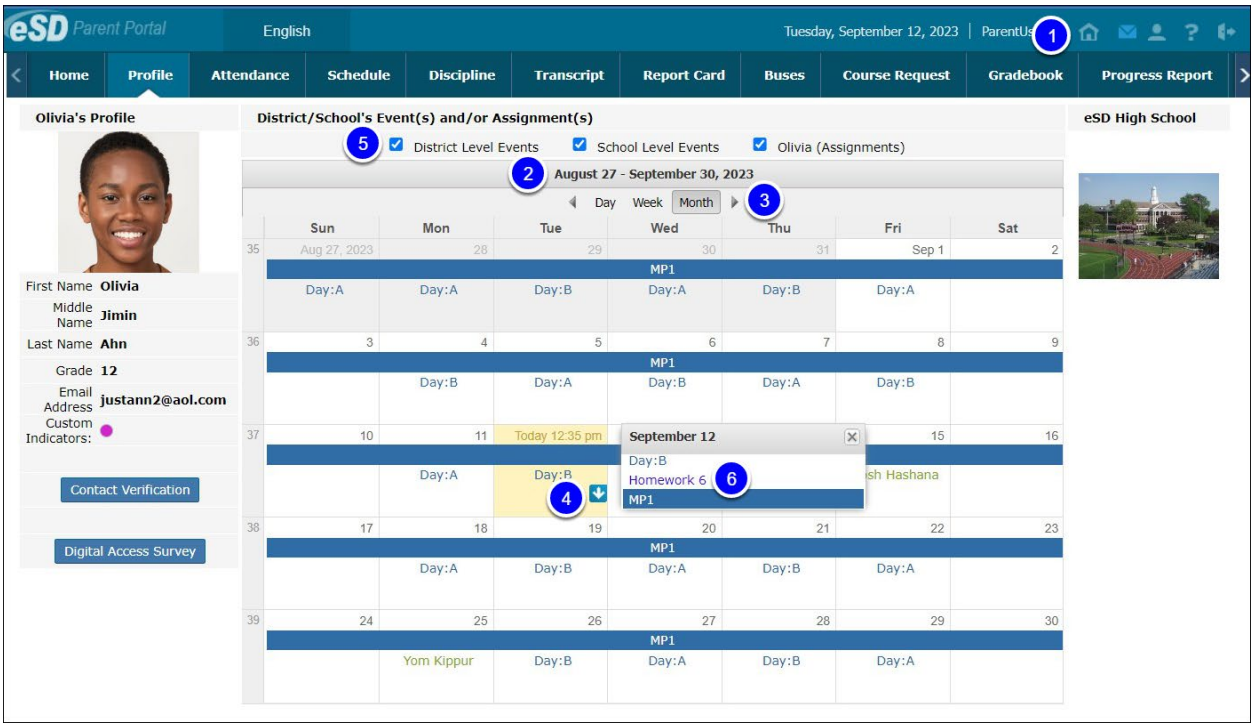
1. The **Home** icon takes users back to the page shown above at any time.
2. Use the **My Account** to update various account settings including account information, personal information, environmental settings, messaging preferences, and student picture settings.
3. The **Help** icon opens a new window to the Parent Portal FAQ, which provides answers to commonly asked questions.
4. Select the **Logout** icon to securely log out of the parent portal.
5. Select the hyperlinked Student ID Number in the list of **My Students** to access student information.
6. Select the **Inbox** icon or the **New Message** icon to access the Messages Inbox.
7. 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.

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

Student Information Pages

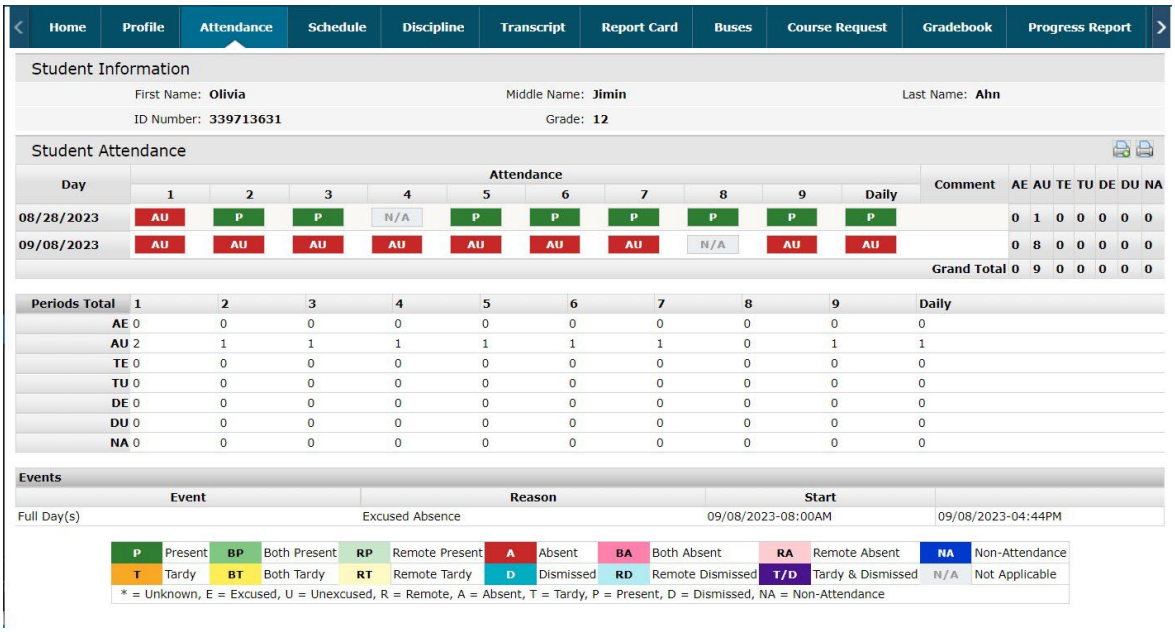
Profile Tab

After select the student's name or ID, you are directed to the Profile tab.



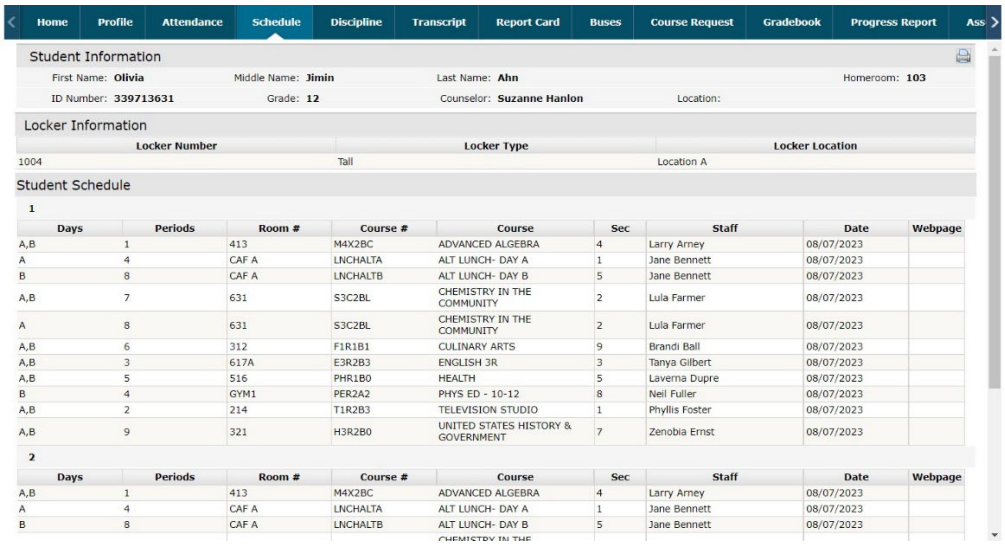
1. **Messages** for the individual student can be access at the top right of the page.
2. By default, the calendar displays the current **Month**, and all District Level and School Level Events along with the selected student's Assignments.
3. Select the **Forward** and **Back arrows** to display another date range.
4. If there are more events on a calendar date than can be displayed, that date box will show the **More Events** icon.
5. Parents/guardians can change the amount of information displayed by checking/unchecking the **Event** boxes.
6. Select 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.

Attendance Tab



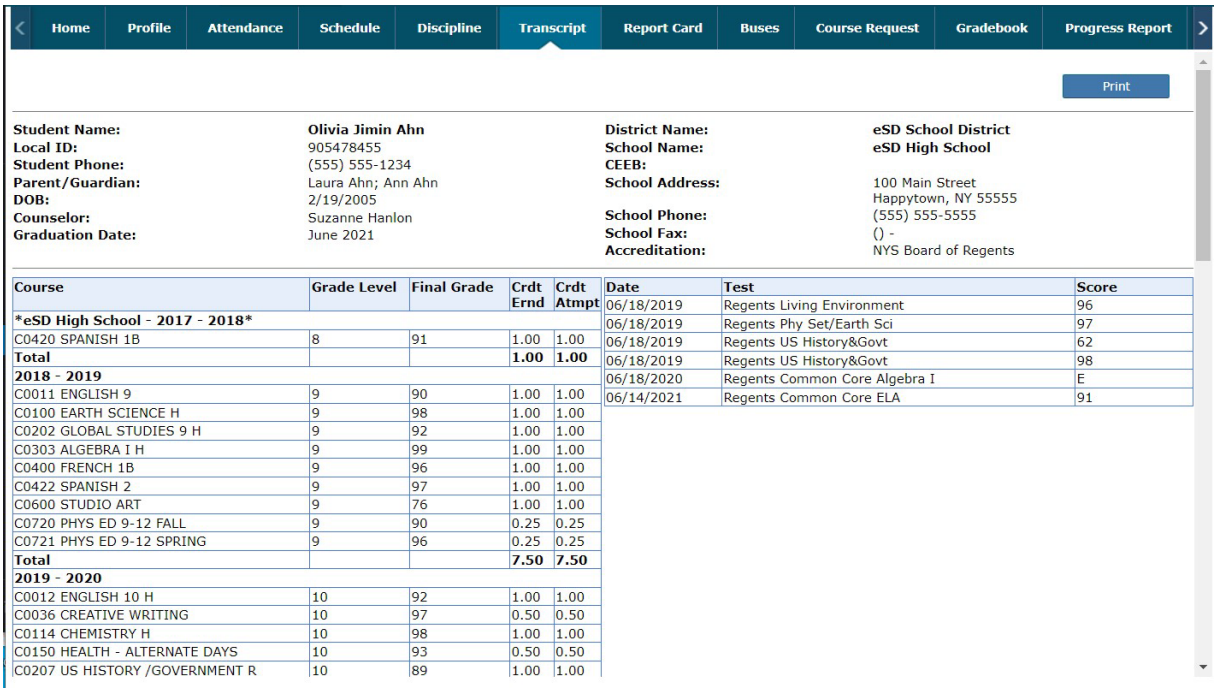
The Attendance tab displays student's Daily/Period Attendance, Comments, and Attendance Events based on settings established by the school.

Schedule Tab



The Schedule tab to view the student's schedule. The Partially Scheduled icon pre_sch denotes the student is not expected to attend classes based on the standard day pattern associated with the class. For example, a study hall may meet on Monday – Friday, but if the student is only free on 3 of the 5 days, this is considered "partial scheduling". If an icon appears in the Webpage column, clicking the icon will direct the user to the teacher's personal Webpage.

Transcript Tab

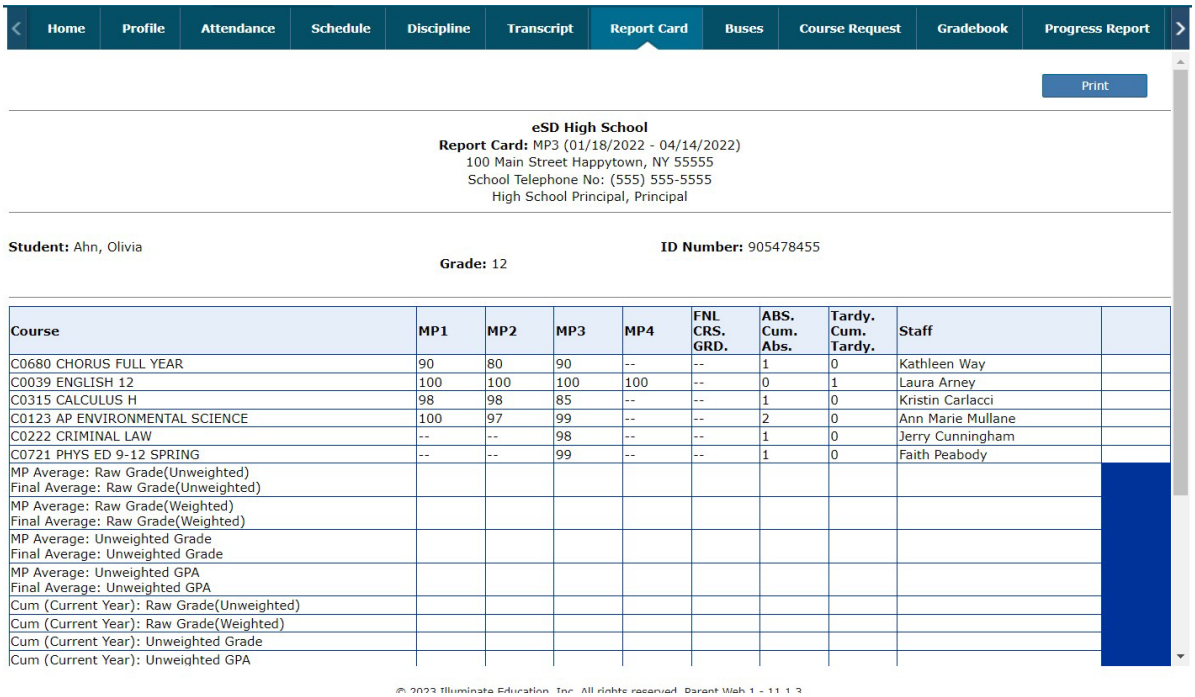


Course	Grade Level	Final Grade	Crdt Ernd	Crdt Atmpt
eSD High School - 2017 - 2018				
C0420 SPANISH 1B	8	91	1.00	1.00
Total			**1.00**	**1.00**
2018 - 2019				
C0011 ENGLISH 9	9	90	1.00	1.00
C0100 EARTH SCIENCE H	9	98	1.00	1.00
C0202 GLOBAL STUDIES 9 H	9	92	1.00	1.00
C0303 ALGEBRA I H	9	99	1.00	1.00
C0400 FRENCH 1B	9	96	1.00	1.00
C0422 SPANISH 2	9	97	1.00	1.00
C0600 STUDIO ART	9	76	1.00	1.00
C0720 PHYS ED 9-12 FALL	9	90	0.25	0.25
C0721 PHYS ED 9-12 SPRING	9	96	0.25	0.25
Total			**7.50**	**7.50**
2019 - 2020				
C0012 ENGLISH 10 H	10	92	1.00	1.00
C0036 CREATIVE WRITING	10	97	0.50	0.50
C0114 CHEMISTRY H	10	98	1.00	1.00
C0150 HEALTH - ALTERNATE DAYS	10	93	0.50	0.50
C0207 US HISTORY /GOVERNMENT R	10	89	1.00	1.00

Date	Test	Score
06/18/2019	Regents Living Environment	96
06/18/2019	Regents Phy Set/Earth Sci	97
06/18/2019	Regents US History&Govt	62
06/18/2019	Regents US History&Govt	98
06/18/2020	Regents Common Core Algebra I	E
06/14/2021	Regents Common Core ELA	91

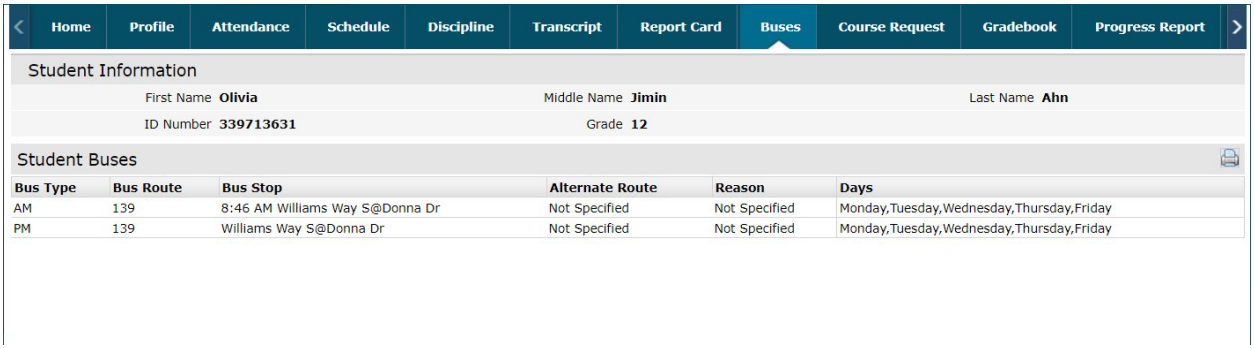
The Transcript tab displays the most recently published, unofficial student transcript.

Report Card Tab



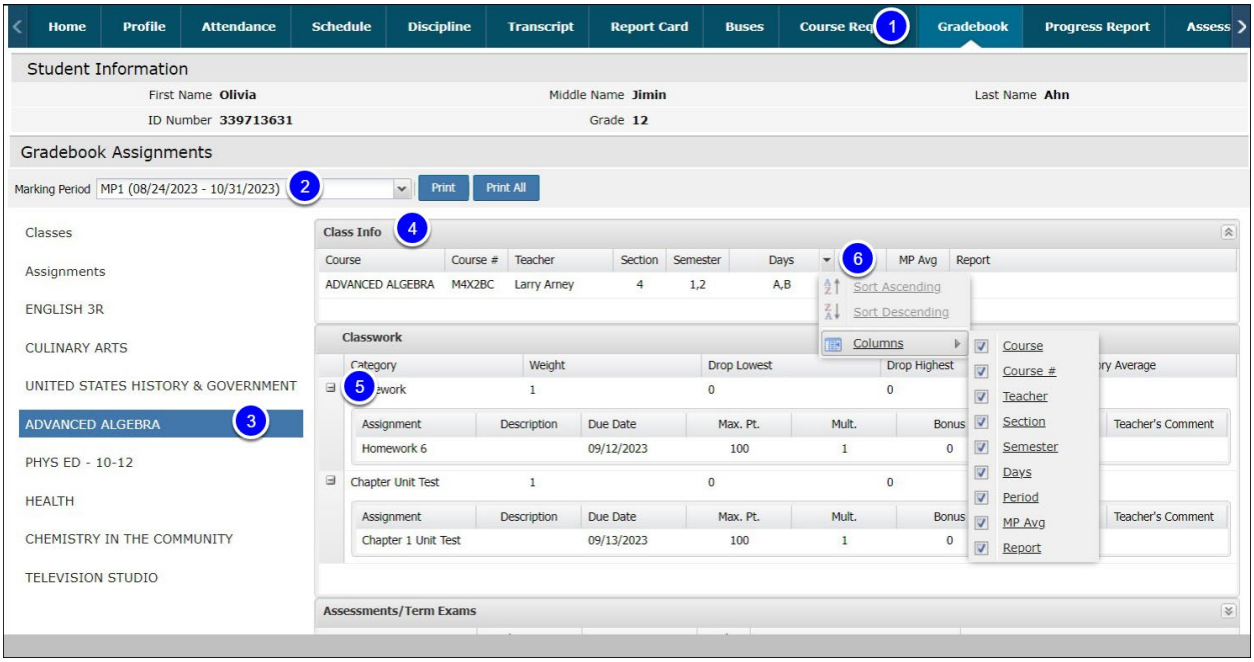
The Report Card tab displays the most recently published Report Card.

Buses Tab



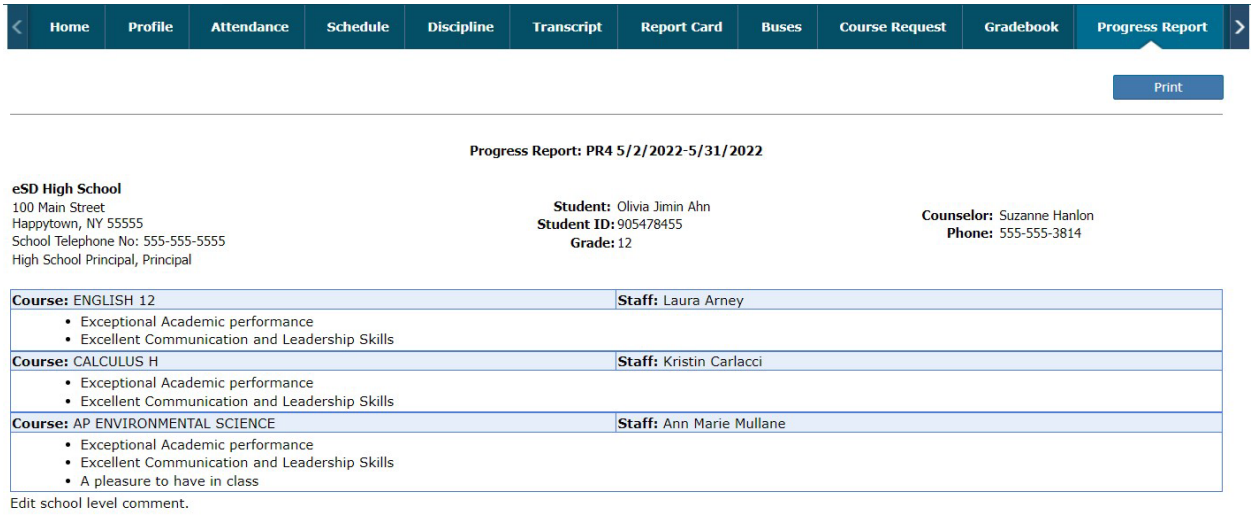
The Buses tab displays student bus information.

Gradebook Tab



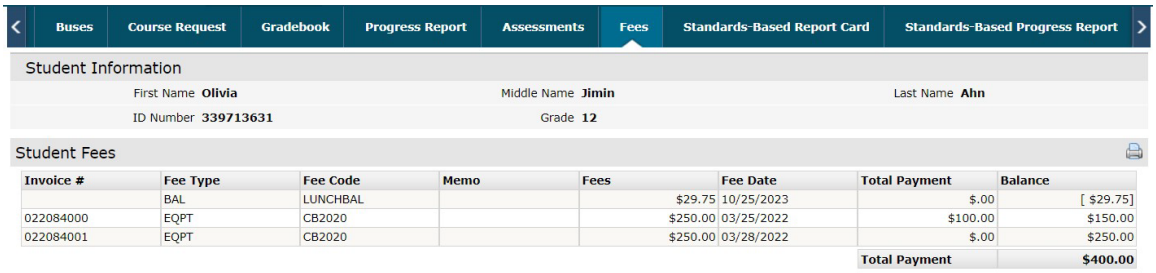
1. Select the **Gradebook** tab to view the student's classes list and published assignments. The Gradebook Assignments window is broken into two sections.
2. Change the Marking Period (defaults to the current Marking Period) from the drop-down menu
3. Select Assignments to view all class assignments, and select a course in the Classes List to view specific details.
4. **Class information** and assignment details appear in a table. Select the Assignment Description icon to view the assignment description, which may contain relevant external URL links. 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.
5. Use the **Expand** icon next to an Assignment Category to display the published assignments in that category.
6. Hover over a column header and select the **Menu** icon to open the menu. Users can sort by that column (ascending or descending) and change the displayed columns.

Progress Reports Tab



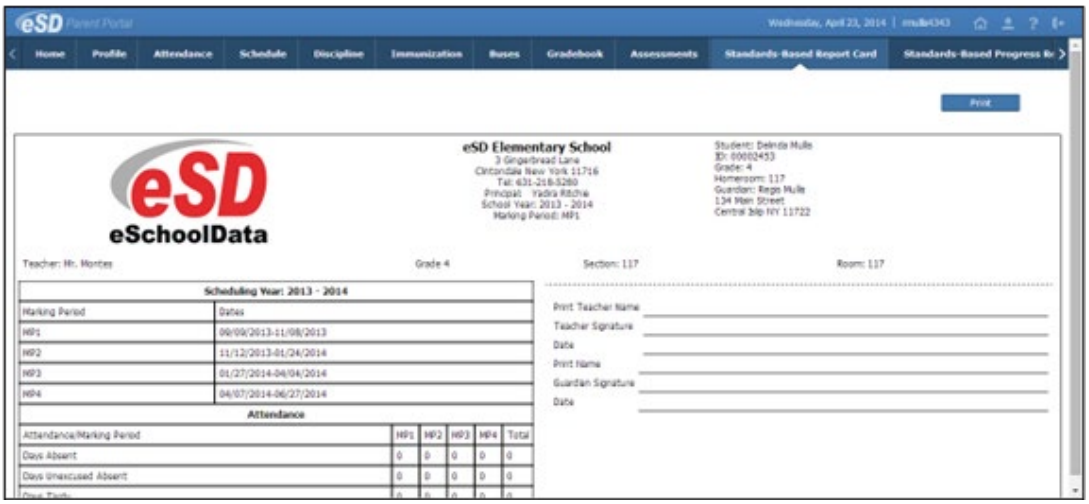
The Progress Report tab displays the most recently published Progress Report.

Fees Tab



The Fees tab displays student's IT device status only.

Standards Based Report Cards Tab

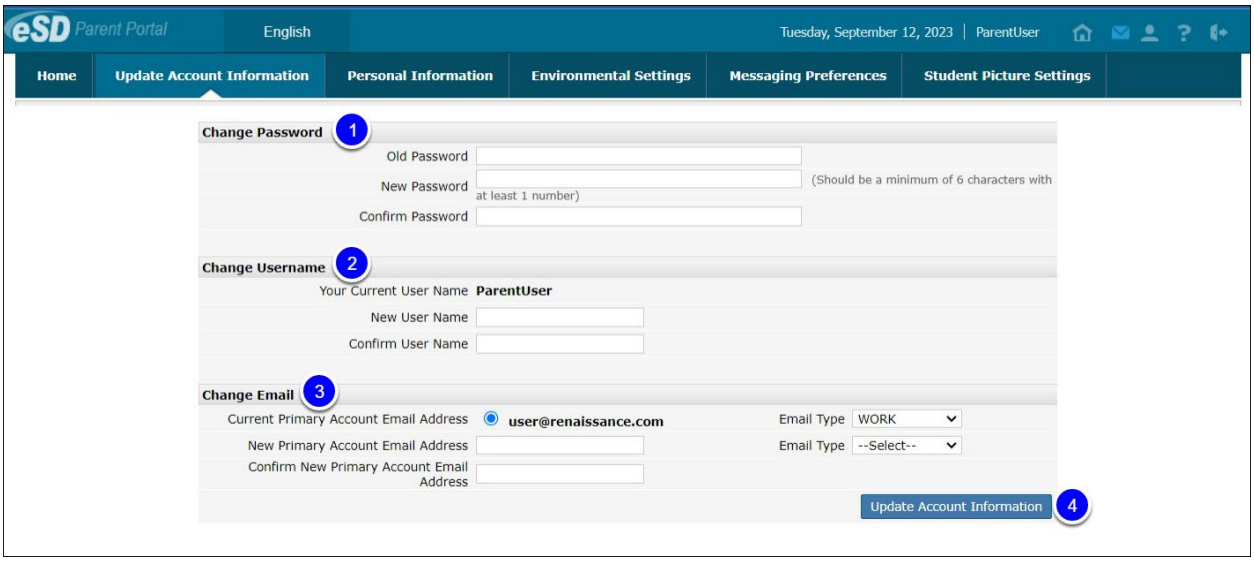


The Standards-Based Report Card tab displays the most recently published Standards-Based report card.

Account Settings

Update Account Information

After selecting the My Account icon at the top right hand corner of the portal, the Update Account Info tab is the default tab.



1. To change your **Password**, enter your existing password, then enter a new password and confirm it.
2. To change your **Username**, enter your new desired username and then confirm it.
3. The **Current Primary Account Email Address** will be indicated in the list of email addresses associated with 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.
4. Enter the latest information in one or all these categories and select **Update Account Information** when finished.