

Westlake Middle School

Mt. Pleasant Central School District

825 Westlake Drive
Thornwood, NY 10594
Telephone: (914) 769-8540
Fax: (914) 769-8550

Mr. Anthony Mungoli
Principal
amungoli@mtplesd.org

Ms. Terri Outhouse
Assistant Principal
touthouse@mtplesd.org

New - Student Access to Online Grading Portal

Dear Parents and Guardians,

Starting next Wednesday, February 11, 2026, all 8th-grade students will be granted their own individual login access to our online grading portal. To prepare students for this new **problem-solving** resource, our Counselors will be meeting with all 8th-grade classes before they are given access to discuss the talking points below. Once we onboard our 8th Grade, we will provide access to 6th and 7th Grades.

Middle school is a pivotal time for developing **responsibility**. By providing students with direct access to their real-time progress, we aim to provide students with the tools to **reflect**, set goals, and become more independent. Below are the directions for students to log in and talking points for discussions at home on how to navigate this new level of transparency.

1. The Student Portal Link has been added to the district website, under the "Student Resources" tab, and to each student's Classlink page.
2. Each student's username will be their Student ID Number. Parents need to help their child by locating their Student ID Number in the Parent Portal.
3. Students are assigned a DEFAULT PASSWORD for their first login. They will be redirected to a password reset page where they can choose their own password. It is recommended that they use their Google school account password.
4. Upon being brought to the password reset page, it will ask for their "old" password. That will be the DEFAULT PASSWORD they used to log in.
5. You can also access this user guide for in-depth information:

 [eSD Portal Student User Guide.pdf](#)

DEFAULT PASSWORD:

Talking points for students to help them navigate the use of the student portal:

- Look at the portal with your parents the first few times you access it to discuss how you can both use it to build independence.
- Pick one day a week to sit down for 10 minutes and look at the portal together.
- Check in, don't obsess. Think of the portal like a weather app. It's great to check once or twice a week to see if you need an umbrella (or a makeup assignment), but you don't need to check it every five minutes.
- Focus on process, not just numbers. Instead of wondering "Why is this a 75?", try asking "What did I do on this assignment that led to this grade?"
- Use the portal to set goals. For example: "My goal is to make a plan to attend extra help so that I am focused on studying the correct material."
- The portal tells you *what*, but it doesn't tell you *why*. If you see a grade you didn't expect, don't panic. Ask yourself: *Did I forget to turn it in? Did I miss a deadline? Did I not understand the topic?*
- Remember that teachers are grading many assignments. A missing assignment might simply mean the teacher hasn't entered that grade yet. Look at the attached Portal User Student Guide for help.
- Take ownership. If you see a low grade, tell your parents *before* they see it. Say, "Hey, I saw I got a 75 on that quiz, and I'm going to ask the teacher to help me after school." They will be impressed by your honesty.
- If you're confused by a grade, don't just ignore it. Use the portal as a reason to go talk to your teacher. They love it when students take the initiative!
- Look at the big picture. Celebrate the "invisible" wins, like a string of improved scores in a tough subject.
- Your portal is for your eyes only. Don't compare your screen with your friends. Everyone has different strengths, and everyone is working towards different goals.

If you need assistance, you can reach out to your child's counselor.

Sincerely,

Anthony Mungoli

Principal

