# eSD<sup>®</sup> Portal: Parent View User Guide v. 6.7.0



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# 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.

SD Parent Portal	
	You Must Agree to The Terms of Use Bafere Droceeding
	Support       Provident provident bit sorticit and information system.         Betain Fragures that you agree to this contract, it becomes a legally binding         Betain Fragures that is contract carefully. When you agree to this contract, it becomes a legally binding         The Datrick's goal in providing this service is to promote educational excellence by foolitating resources in providing this service; is to promote educational excellence by foolitating resources indication service.         Districk's goal in providing this service; is to promote educational excellence by foolitating resources indication service.       Image: Service indication in the information service.         Betain the information service.       It is service array to avoid an sport foor ta or deta to avoid insport foor ta or deta to avoid insport to avoid insport to except indication of this priviley. The agree indication agree indication of this priviley. The agree indication and the service providers agree for user access to information is a priviley. The batter than its service providers will not the responsible of the service. The District and its service providers will not the responsible of delays, non-deliveres, incorrect deliveres or service interruptions caused by the system or user errors deliveres will formation system.         To chrinest through the service.       The chrinest to any through other deliveres or service interruptions caused by the system or user errors define through the service.         To chrinest through the service.       The chrinest to any to responsibility for the accuracy of information atter to a service. <tr< th=""></tr<>
	I Agree I Do Not Agree
	eSD® is a registered trademark of eSchoolData, LLC - Copyright © 2001-2013 eSchoolData, LLC - Server 2

## 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.

SD Parent Portal			
	You must ch	ange your password for first login.	
	* Old Password		
	* New Password	(should be a minimum of 6 characters with at least 1 number)	
	* Confirm Password		
	Primary Email Address	Use this E-Mail address as my User Name	
	Confirm Email Address		
		Save Close	
	eSD® is a regis	tered trademark of eSchoolData, LLC - Copyright © 2001-2013 eSchoolData, LLC - Server 2	

# **Getting Help**

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



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. 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.** 

		My S	tudents						
			ID	First Name	Middle Name	Last Name	Grade	School	
		1 🖗	235369	Kelvin	w	Abernathy	9	eSD High School	
		2	235370	Rudy		Abernathy	10	eSD High School	
		3	235371	Preston	R	Abernathy	5	eSD Elementary School	
		Anno	ouncement						
Pacant Activities		т	ītle	High School!				School eSD High School	
Recent Activities	Reference a	т		High School!				School eSD High School	
activity	Date Time 🔻	т	itle Velcome to eSD	High Schooll					
		T 1 ¥ Docu	itle Velcome to eSD	High School! Description					

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

Parent Portal	Thursday, July 7, 2016   trainingesd (Admin) with eSchoolparent	•	?
eSchoolData Parent Portal F.A.O.			
What is the eSchoolData Parent Portal?			
A The eSchoolData Parent Portal is a highly secure, internet-based application through v	which parents and guardians are able to view district permitted details of their student's academic record.		
	nation such as district and building announcements, assignment grades, student schedules, attendance information, progr alls, discipline incident information, bus assignments, or fees. Please note that the information you are able to see is regul		
Bow do I register for a Parent Portal Account?			
Once your school district has implemented the Parent Portal, your school district will c	ommunicate registration instructions.		
What if I forget my password?			
If you forget or misplace your password, go to your Parent Portal Log In Page. Click of Hit the "Request Password" link. You will receive an email with a link to the 'Change Pass	in the link "Forgot your password? Click here to retrieve it." You will see a new page, enter either your UserID or email ad word' page.	dress.	
What if I do not receive a response email about my password inquiry?			
First, check your spam folder. Your email rules and/or SPAM filter may be set to block the address to your "white" list or list of approved senders. This will ensure that future er	: delivery of emails sent from the Parent Portal. Then, be sure to add the Parent Portal email address to your address boo mails from the Parent Portal will be properly received.	k, add	ł
2 What computer hardware and software do I need to use the Parent Portal?			

# **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**  $\cong$  or the **New Message icon**  $\cong$  to access the **Messages Inbox** for the specified student.

<b>eSD</b> Parent Portal								Monday, October 06, 2014   kaberr	nathy1126		P (+
		My Students									۲
	1000	ID	First Name	Middle Name	Last Name	Grade	School				
		1 🔀 235369	Kelvin	W	Abernathy	9	eSD Hig	gh School			
		2 🔀 235370	Rudy		Abernathy	10	eSD Hig	gh School			
		3 🔀 235371	Preston	R	Abernathy	5	eSD Ele	ementary School			
		Announcement Title					Scho	iol			۲
Recent Activities		1 Welcome to eSD Hig	h School!				eSD	High School			
Activity	Date Time 🔻										
View Students List	10-06-2014 12:18PM	Document									۲
View Students List	10-06-2014 12:17PM	File Name	Description					District/School			
Logged On/Off	10-06-2014 12:17PM	1 Parent Portal User G	<u>iui</u>					District			
Image         1         of 1         Image         Ima		Page 1 of	1   🕨 🕅 🦉								

# Note:

When the eSchoolData Parent Portal F.A.Q. is accessed AFTER logging in to the Parent Portal, click the Home icon in 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.

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. 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 36.

My Students           Image: Provide the strength of the strength	3
Image: Constraint of the standard state of the state of the standard state of the state of	
2         2         2         2         2         2         2         2         2         2         2         2         4         Abernathy         \$0.00         10         eSD High School           3         2         2         2         2         8         Abernathy         \$0.00         5         eSD Elementary School           Title         School           8         1         Welcome to eSD High School         eSD High School	
A 2 23-221     Mudry     Adematry     \$0.00     10     e-Dr mijh School       2     2     23-2321     Preston     R     Adematry     \$0.00     10     e-Dr mijh School       3     2     23-2321     Preston     R     Adematry     \$0.00     10     e-Dr mijh School       Announcement       Trie       8     1     Welcome to eSD High School!     eSD High School	
Recent Activities	
Announcement         School           Title         School           Recent Activities         1         Welcome to eSD High School         eSD High School	
Recent Activities a 1 Welcome to eSD High School: eSD High School	9
Arthity Date Time T	
	G
View Students List 10-06-2014 12:18PM Document	3
View Students List 10-06-2014 12:17PM File Name Description District/School	
Logged On/Off 10-06-2014 12:17PM 1 Parent Portal User Gui District	
Page 1 of 1   ▶       @	

# 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**  $\square$ , when there are no new messages about that student, or as a **New Message icon**  $\square$ . Click the Messages icon to access the **Messages Inbox** for the specified student.

eSD Parent Portal								Monday, October	06, 2014   kabernathy1126		
		My St	Idents								*
	-	_	ID	First Name	Middle Name	Last Name	Lunch Balance	Grade	School		
		1 🖂	235369	Kelvin	w	Abernathy	\$0.00	9	eSD High School		
		2	235370	Rudy		Abernathy	\$0.00	10	eSD High School		
		3 💟	235371	Preston	R	Abernathy	\$0.00	5	eSD Elementary School		
A DESCRIPTION OF THE OWNER OF THE		_	-								
		Annou	ncement								۲
		Tit	e					School			
Recent Activities		1 🞹	elcome to eSD High	School!				eSD High School			
Activity	Date Time 🕆										
View Students List	10-06-2014 12:18PM	Docun									8
View Students List	10-06-2014 12:17PM	Fil	e Name	Description				District/School			
Logged On/Off	10-06-2014 12:17PM	1 <u>Pa</u>	rent Portal User Gu	<u>i</u>				District			
4   4   Page 1 of 1   ▶	N 2		Page 1 of 1								

On the student information pages, the **Messages icon**  $\checkmark$  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**  $\checkmark$  to view a summary of recent messages for that student, with most recent messages listed first. The **New Thread icon**  $\bullet$  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**.

<b>ESD</b> Parent Portal								Tuesday, Octo	ber 07, 2014		? (+
< Home Profile Attendance Sch	edule	Discipline	Immunizatio	n Transcri	pt Repor	t Card Bus	ses Course	e Request	Gradeb	Ethan Anthony	9/2 10:59 AM
Rudy's Profile	Dist	rict/School's	Event(s) and/	or Assignment(	s)				eSD H	Test message from Teacher	АМ
A STATES		•	District Level Eve	nts 🗹 Scho	ol Level Events	Rudy's	Assignments			Ме	10/5 1:19 PM
				September 2	8 - November 1	, 2014				Multi teacher thread	PM
				4 Day	Week Month	>				Ethan Anthony	10/4 2:14
		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Test message from Teacher	PM
2 - Chin	40	Sep 28, 2014	29	30	Oct 1	2	3		4	Ethan Anthony, Michelle Clemer	t 9/2 11:01
			Day:7	P Day:8	rog Report 1 Day:9	Day:0	Day:1			(Mother)	AM
			Day:/	Essay 1	Day:9	Day:0	Day:1			Test message from Teacher	
				•						All Messages	
First Name: Rudy	41	5	6	Today 2:53 pm	8	9	10	1	1		
Middle Name:			0.000		rog Report 1	Day:5	David				
Last Name: Abernathy			Day:2	Day:3	Day:4	Day:5	Day:6				
Grade: 10											
	42	12	13	14	15	16	17	18	8		
					rog Report 1						
				Day:7	Day:8	Day:9	Day:0				
	43	19	20	21	22	23	24	25	5		
					rog Report 1						
			Day:1	Day:2	Day:3	Day:4	Day:5				
	44	26	27	28	29	30	31	Nov 1	1		
				Prog Ren	ort 1						
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		coologi is a regis	teres assemark of	cochooloata, EEC	copyright @ 21	ion con reactions	1010) EEO - QA-EO	e manen 1-2			

## **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**  $\bigstar$  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.

eSD Parent Portal		Tuesday, October 07, 2014   kabernathy1126	
Compose			
Search Messages			۶
From	Subject		Date
1 ★ 4e	Multi teacher thread		10/07/2014 3:17 pm
2 🛖 Ethan Anthony	Test message from Teacher Interface		10/02/2014 2:14 pm
3 🔶 Ethan Anthony	Test message from Teacher Interface		09/30/2014 11:01 am
4 🚽 🔍 Ethan Anthony	Test message from Teacher Interface		09/30/2014 10:59 am
14 4 Page 1 of 1 > > 2			Displaying 1 - 4 of 4

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.

Compose				
		î		
▼ From	Subject			Date
🛧 Me	Multi teaci	Multi teacher thread	Initiated: Fri Oct 3, 2014, 10:18 AM	10/07/2014 3:17 pm
🛬 Ethan Anthony	Test mess	Conversation with Patricia Jo	hnson;Ethan Anthony;Rudy Abernathy;	10/02/2014 2:14 pm
🛬 Ethan Anthony	Test mess			09/30/2014 11:01 am
🔶 🔍 Ethan Anthony	Test mess	Me Fri Oct 3, 2014, 10:18 AM	Test	09/30/2014 10:59 am
4   Page 1 of 1   🕨 🕅				Displaying 1 - 4 o
		Rudy Abernathy Fri Oct 3, 2014, 10:19 AM	Test response from student	
		Ethan Anthony Fri Oct 3, 2014, 10:22 AM	Test response from Ethan	
		Tahoma 🔻 I	3 ℤ 및   Α` ѧ`   <u>▲</u> ・ थ <u>×</u>   ≣ ≣ ≡   @   ⊟ ⊟	
			Reply Cancel	
		÷		

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 <u>link</u>, 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.

## **New Message**

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

<b>ESD</b> Parent Portal		Tuesday, October 07, 2014   kabernathy1126 🏠 🔤 📍 🎼
Compose		
Gearch Messages		
From	Subject	Date
1 🌟 Me	Multi teacher thread	10/07/2014 3:17 pm
2 👷 Ethan Anthony	Test message from Teacher Interface	10/02/2014 2:14 pm
3 🔺 Ethan Anthony	Test message from Teacher Interface	09/30/2014 11:01 am
4 🄺 🍨 Ethan Anthony	Test message from Teacher Interface	09/30/2014 10:59 am
4 4   Page 1 of 1   ▶ ▶   4	å ×	Displaying 1 - 4 c

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.

🖬 🖬 Rudy Abernathy	
a 🗠 💵 Winifred Summers - (SCIMBEL) Marine Biology	
🗆 🚽 Ethan Anthony - (SCIESR0L) Physical Setting Earth Science Lab	
🗆 🖆 Patricia Johnson - (MATGMTYR) Geometry (CC)	
🗆 춛 Joan Cooper - (MATGEOCB) Geometry Callback	
∟ 뿓 Everett Byrd - (PED09-10) Physical Education 9/10	
🗆 🖆 Elroy Brandt - (SOCHG2R0) Global History & Geography II R	
∟ <section-header> Virgie Barron - (IDCSGR10) Community Service 10</section-header>	

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

Compose	
To: Patricia Johnson - (MATGMTYR)Geometry (CC) 🛞 Britney Franks - (LOTSP3R0)Spanish III 🖲	
Everett Byrd - (PED09-10) Physical Education 9/10 🛞	
Elroy Brandt - (SOCHG2R0) Global History & Geography II R 🛞	
Virgie Barron - (IDCSGR10) Community Service 10 📧	
Subject: Next Week	- 1
Tahoma ▼ B I U   A A   A • 唑 • 匡 ☰ ☰   @   늘 :=	
I wanted to let you know that we will be taking a family vacation <b>next week</b> , and Rudy will not be in class. He will continue to submit all assignments that you have posted to the Parent Portal while we are away. If there is any additional work, please feel free to message me. Thanks! Kieran Abernathy	0
Send Cance	ł

# **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.

eSD Pare	ent Portal								-	Monday, Octo	ber 06, 2014   ka	bernathy1126 😭	<b>■1</b> <u>1</u> ? €
Home	Profile	Attendance	Schedule	Discipline	Immunization	Transcrip	t Report	Card Bus	es Cours	e Request	Gradebook	Progress Report	My Account
Rudy's Prof	ile		1	District/School's	Event(s) and/or	Assignment(s)	)				eSD High So	hool	
	1. 4.30	- Aug			District Level Event	s 🕑 Schoo	l Level Events	Rudy's	Assignments				
	1					September 28	- November 1, 2	014				-	
						4 Day V	Veek Month	÷					1
	1			Sun	Mon	Tue	Wed	Thu	Fri	Sat			5
		-	40	Sep 28, 2014			Oct 1	2	3		1		
	200					Pro	og Report 1						
					Day:7	Day:8	Day:9	Day:0	Day:1			and the second sec	

# **Profile Tab**

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

(	SD Par	rent Portal									Tuesda	y, Octob	er 07, 2014   ka	abernathy1126 🏠	<u>⊴1</u> 2 ? (+
<	Home	Profile	Attendance	Schedule	Discipline	Immunizatio	on Transcri	ipt Repoi	t Card E	uses C	ourse Requ	iest	Gradebook	Progress Report	Assessments >
	Rudy's Pro	ofile			District/School'	s Event(s) and/	or Assignment(	s)					eSD High Se	chool	
		1.	and the second			District Level Eve	nts 🗹 Scho	ool Level Events	Rudy	's Assignmen	ts				
			70				September 2	8 - November 1	, 2014						
			-No Page				4 Day	Week Month	Þ						
		20			Sun	Mon	Tue	Wed	Thu	Fri	S	at			
		100		40	Sep 28, 2014		30	Oct 1	2		3	4			
		Contraction of the					F	rog Report 1						The second s	
		1000				Day:7	Day:8	Day:9	Day:0	Day:1					
							Essay 1								
							· · · · · · · · · · · · · · · · · · ·								
	First N	lame: Rudy		41	5	6	Today 5:45 pm	8	9		10	11			
	Middle N	lame					F	rog Report 1							

## 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**.

6		rent Portal									Tuesday, Octo	ber 07, 2014   ka	bernathy1126 🏠	<u>≥1</u> ? (+
<	Home	Profile	Attendance	Schedule	Discipline	Immunizatio	n Transcr	ipt Report	t Card Bus	es Cours	se Request	Gradebook	Progress Report	Assessments >
	Rudy's Pro	ofile		<u>     Г</u>	District/School'	s Event(s) and/c	or Assignment(	s)				eSD High So	hool	
		1	1-1-1-1-1-1			District Level Ever	nts 🗹 Scho	ool Level Events	🗹 Rudy's /	Assignments				
			7				September 2	8 - November 1,	2014					
			-				🖣 Day	Week Month	•					
		200	5 Mart		Sun	Mon	Tue	Wed	Thu	Fri	Sat			
		Carlos -		41	Sep 28, 2014	29	30	Oct 1 Prog Report 1	2	3	4	1		
			15			Day:7	Day:8	Day:9	Day:0	Day:1				
							Essay 1							
	First N	lame: Rudy		4	5	6	Today 5:45 pm	8	9	10	11	1		
	Middle N	Vame:				Day:2	Day:3	Prog Report 1 Day:4	Day:5	Day:6				
	Last N	Name: Abern	athy			Day:2	Day:5	Ddy:4	Day:5	Day:0				
	G	Grade: 10												
				4:	2 12	13	14	15	16	17	18	3		
							Day:7	Prog Report 1 Day:8	Day:9	Day:0				
							Day:/	Day:0	Day:9	Day:U				

# 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.

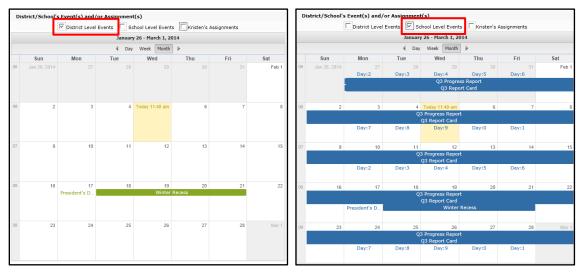
Hover your mouse over an icon to display a Tooltip with the icon's name. (*Example: My Account*)

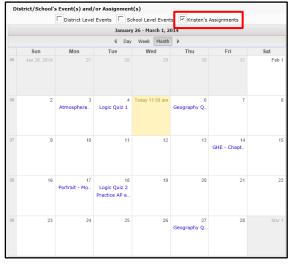
Note:

For more information about the **Messages icon**, see **Messages** on page 17. Click the **More Events icon V** to open the Events box.

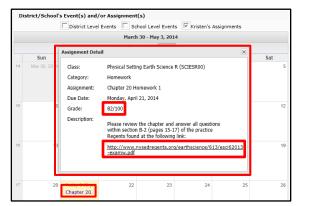


Parents/guardians can change the amount of information displayed by checking/unchecking the **Event** boxes. The following screenshots will display **District Level Events** only, **School Level Events** only, and **Student Assignments** only (on next page).



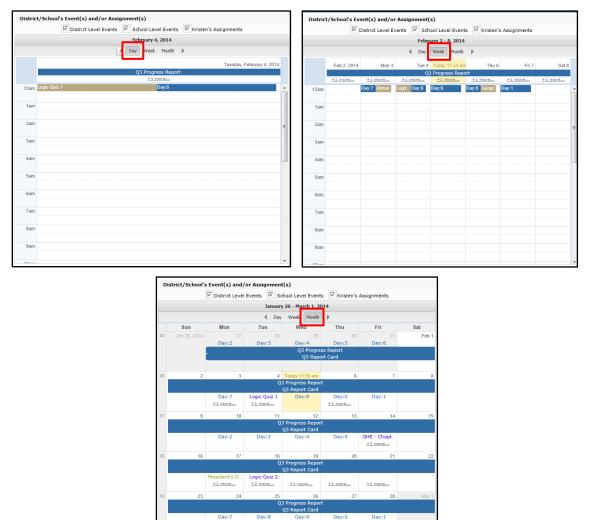


Click on an Assignment to open the **Assignment Details** window. The Grade (if shown) will display as **Earned/Possible Points**. The description of the Assignment may contain a hyperlinked URL, if included by the teacher.



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

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



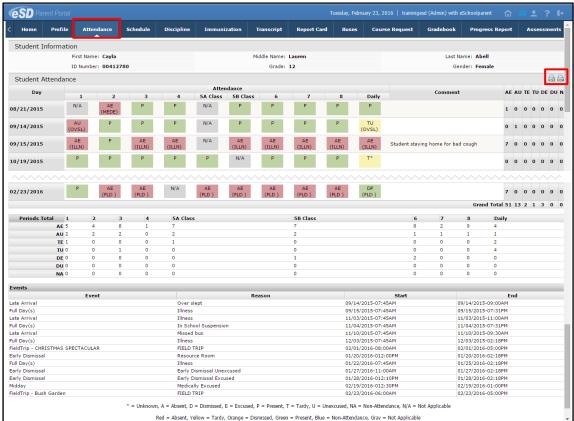
+1 more..

Note:

# 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** at to print the student's attendance, or the **Print Note icon** to print an attendance note.



Assessments cutting off the printout.

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

The Attendance Note and

Student Attendance must be printed in landscape

with **no margins** to avoid

# **Discipline Tab**

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

e	SD F															
	Home	Profile	Attendance	Schedule	Discipline	Immunization	Transcript R	leport Card	Buses	Course Req	uest Grade	book	Progress Report	Assessments	Fees	Standards Ba
5	Studen	t Informa	ation													
			First Name:	Kristen			Middle	Name: Killi	an				Last Nam	e: Bankston		
			ID Number:	1211292				Grade: 10					Gende	r: Female		
5	Studen	t Disciplin	e													
Ro	le in the	Incident	Incident	Туре	Location	Description		Date	1	'ime/Period	Referred By	/ D	etails	Teacher Comm	ent	
Sc	hool Na	me : eSD H	ligh School													
Off	ender		First Incide	ent Tardy	A location within the boundaries of schoo property.		late to class withou	<sup>it</sup> 09/17/201	13 1	3:20:00	Cordova, Fre	ddie in w e:	risten Bankston howed up 15 minutes ito the class period, ithout a note xplaining her bsence.			
		Action	Туре				Date					Descr	iption			
															То	tal: 1 Incident

# **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.

eSD														
< Home	Profile	Attendance	Schedule	Discipline	Immunization	Transcript	Report Car	d Buses	Course Reques	t Gradebook	Progress Report	Assessments	Fees	Standards Ba 🕽
														Print
						12	eSD Hig I:Q1 Report Car 7 Main Street D hool Telephone eSchoolData	eer Park, NY 1 No: (631) 555	1729 -9962					
Student: Bar						Surname Grade: 1	: Bankston 0			ID Nu	mber: 1211292			
Counselor: 1	forales, Edd	lie								Phone	: 631-555-2682			
Course					Q1	Q2 Q:	Q4	МТ	(	NL ABS. CRS. Cum. GRD. Abs.	Tardy. St Cum. Tardy.	aff		
ENG10R00 E	inglish 10R				93					-		. Dawn Sullivan		
SOCGH2H0	Global Histo	ry & Geography	IIH		87					-		s. Cassandra Walte	ers	
MATGMTYH										-	Mr	s. Helene Wiggins		
SCIESR00 P	hysical Sett	ing Earth Scienc	e R							-		s. Freddie Cordova		
LOTEFR3H F					97					-		. Estelle Fitzgerald		
ARTBGPNT O MUSCHOR C	College Beg	inning Painting (	SUNY)		95 90					-		s. Goldie Wyatt		
PED09-10 P	oncert Cho	rus 9/10										. Noe Farrell . Serena Roach		
NED03-10 N	nysical Educ	ation 9/10			EX					-	Ms	. Serena koach		
Assessment	Depent Eva							Score						
Assessment	Regent Exc							Score						
Academic Ke	ey:55-65													
						0	enerated on 20	13-09-10 11:4	8:52					
														•
				-5	D® is a registered	trademark of e	SchoolData U.C.	- Convright @	2001-2013 eSchoo	Data LLC - Serve	ar 7			

## 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.

# **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.

<b>eSD</b> Pare	ent Portal						Wedne	sday, Apri	l 26, 201	7   trainingesd (	Admin) with	sabell@emai	l.com 🏠	<b>1</b> 4	<b>.</b> ?	ł
< Home	Profile	Attendance	Schedule	Discipline	Immunization	Transcript	Report Card	Buses	C	ourse Request	Gradeb	ook Pi	rogress Repo	ort	Elem Repo	or )
Student Inf	formation															
	First	Name: Cayla				Middle Name: La	iren				La	st Name: A	bell			
	ID N	mber: 90547	3445			Grade: 12						Gender: Fo	emale			
Gradebook /	Assianmen	s														
Marking Period Ma	arking Period 4	(04/18/2017 - 0	8/10/2017)	✓ Print Pi	rint All											
	-															-
Classes		<b>^</b>	Classes													
Assianments			Course		Course #	Teacher	▼ Period	Section	Semester	Days	Tardy	Absent	MP Grade	CMPA	MP Avg	
roorginneneo			Study Hall		SH1		21 <u>so</u>	rt Ascendi	ing	1,2,3,4,5,6,7	0	0				^
			Physical Education	on 11/12	PED11-12		Z↓ <u>So</u>	rt Descen	ding	2,4,6,8,0	0	0				
Conversationa	l Italian II		Marine Biology		SCIMBEL	Shimada, Kei	THE CO	lumns	Þ	Course	0	1	100			
Drawing & Pair	nting 1		Marine Biology		SCIMBEL	Shimada, Kei	2		`	Course #	0	1	97			
branning of rai	intering 1		Conversational I	talian II	LOTITAL2	Grant, Tom	3	1	1,2	✓ Teacher	0	1				
AP English Lite	erature & Con	p(SUNY)	Marine Biology		SCIMBEL	Shimada, Kei	3	1	1,2	Period	0	1	100			
Spanish II			Marine Biology		SCIMBEL	Shimada, Kei	3	1	12	Section	0	1	97			
Spanish II			College Science	Research (SUNY/UH	S) SCIBMR10	Ward, Doug	5	3	1,2	Room	0	0				
College Spanis	sh II (SUNY)		College Science	Research (SUNY/UH	S) SCIBMR10	Ward, Doug	5A	3	1,2	Semester	0	0				
			SOCTEST		SOC12	hernandez, Miguel	5B Cla	1	1.2	✓ <u>Semester</u>	0	0				
Physical Educa	ation 11/12		SOCTEST		SOC12	hemandez, Miguel	8	1	12	✓ <u>Davs</u> ✓ <u>Tardy</u>	0	0				
College Scienc	e Research (S	UNY/UHS)	College Spanish	II (SUNY)	LOTSP5H0	Cervantes, Carmella	6	1	12	Absent	0	0				
			College Spanish	II (SUNY)	LOTSP5H0	Cervantes, Carmella	9	1	1.2	MP Grade	0	0				
Marine Biology			Drawing & Paint		APT00100	Wyatt, Goldie	10	2	1	· in orace		0				

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.

<b>ESD</b> Par	rent Portal							Wednesd	ay, May 31, 2	017   trainingesd (	Admin) with	elcamino	<u>۵</u>	<b>∞5</b> ≜ ? (+
< Home	Profile	Attendance	Schedule	Discipline	Immunization	Transcript	Report Car	d Buses	Course R	equest Grade	ebook	Progress R	eport	Elem Report C
Student Ir	nformation													
	Fi	rst Name: Kiernan				Middle Name	e:				Last Nam	e: Abernat	hy	
	IC	Number: 905478	454			Grade	e: 9				Gende	r: Female		
Gradebook Marking Period		ents 1 (08/20/2016 - 10	)/31/2016)	▼ Print	Print All									
Classes			Date Range :	From 08/20/20	16 📑 То	10/31/2016	🕒 🗖 Missir	ng Assignments Only	/ Go					
Assignments			Assignment	s										
Assignments			Course			Course #	Category	Assignment	<b>▼</b> 1	Description Grade	Due Dat	e Staff		Marking Period
WBL Year 1			Algebra 2			MATALGII	classwork	classwork 1	21	Sort Ascending	10/26/20	16 Britney	Franks	Q2 Report Card
Drawing & Pa	pinting 1		Algebra 2			MATALGII	classwork	classwork 2	Z↓	Sort Descending	10/26/20	16 Britney	Franks	Q2 Report Card
Drawing & Pa	among 1		Algebra 2			MATALGII	essay	essay1	TER	Columns 🕨	Cours		ranks	Q2 Report Card
AP English La	anguage & Ci	omposition(SUNY)	Algebra 2			MATALGII	essay	essay2	(GED		Cours		ranks	Q2 Report Card
Algebra 2			Algebra 2			MATALGII	lab	lab1		t -	Cated		ranks	Q2 Report Card
Algebra 2			Algebra 2			MATALGII	lab	lab2		t -	Assiq		ranks	Q2 Report Card
Discrete Math	hematics		Discrete Mat	hematics		MATDISC	HW	HW 2		t -	Descr		Adams	Q2 Report Card
			Discrete Mat	hematics		MATDISC	Tests	Test 1		t	Grad		Adams	Q1 Report Card
SOCTEST			Drawing & Pa	inting 1		ARTDP100	Tests	Tests 1		100/1		ned Date	thony	Q1 Report Card
											Due D			
											Staff			
											Marki	ng Period		
												_		

## 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.

## 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. 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** at to view the assignment description, which may contain relevant external URL links. Click the **Report icon** are 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.

Home Profile Att	endance Sche	dula D	iscipline	Immunizati		ranscript	Report (	-	uses	Course	loguart	Gradeboo	k Drag	ress Report	Asse
Home Prome Atto	endance Sche		iscipilite	unnunizau		ranscript	Report		uses	Course	request	Gradeboo	K Prog	ress report	ASSC
Student Information															
First Nan	ne: Alex				м	liddle Name:	Erin					La	ast Name: A	ckermann	
ID Numb	er: 00004196					Grade:	12						Gender: M	1ale	
Fradebook Assignments				_											
wrking Period Marking Period 1 (09/0	06/2018 - 11/10/2018	) ~	Print Print	All											
Classes	Class Info														
Assignments	Course	Course #	Teacher	Section	Semester	Days	Period	MP Grade	СМРА	MP Avg	Daily Sco Weight	Daily Sco Possibl	Daily Sco Earned	Daily Sco Averag	Report
ICC COLLEGE ENGLISH	MARINE ECOLOGY	C0120	Kei Shimada	1	1,2	A,B	4			97.17	1.00	10	10	100.00	A
NGLISH 12	Class Work														
	Category		W	eight			Drop Lowest			Dro	p Highest		Ca	ategory Avg	
1ARINE ECOLOGY	в		1				0			0			91	1.5	
NTRO SPORTS MEDICINE	Assignment			Descrip	otion D	ue Date	Max.	Pt.	Mult.		Bonus	Grade	Teacher	's Comment	
AP GOVERNMENT & POLITICS	B 2			2		0/24/2018	10		1		0	85			
a coverance a courses	B 1				1	0/24/2018	10	)	1		5	98			
BUSINESS MATH	□ 4		1				0			0			10	00	
IANUFACTURING	Assignment			Descrip	otion D	ue Date	Max.	Pt.	Mult.		Bonus	Grade	Teacher	's Comment	
UNCH GRADE 12	A 2				1	0/24/2018	10	)	1		0	100			
	A 1				1	0/24/2018	10	)	1		0				

# **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.

CSD Parent Portal				1	1				3   TrainingESD (Adr	-		≗?⊮
Home Profile Attendan	ce Schedule	Discipline	Immunization	Transcript	Report Card	Buses	Course Request	Gradebook	Progress Report	Assessments	Fees	Standards Bi
											Pr	int
				Progress R	eport: P1 8/23/	2013-10/	9/2013					
<b>25D High School</b> 127 Main Street Deer Park, NY 11729 School Telephone No: 631-555-9962 SchoolData Care, Principal				5	Student: Haley Student ID:1213 Grade:10		ell		Counselor: Chante Phone: 631-55			
ourse: AP English Language & Cor	position(SUNY)				Staff	: Mrs. Rowla	nd					
Outstanding Ability	, south				p to the							
Good Organizational Skills												
	Period Attendan	ce: Abs/Cum Ab	s: 8/8					Tardy/0	Cum Tardy: 0/0			
Course: Global History & Geography	II H				Staff:	: Erhardt						
Course Grade: 99 Outstanding Ability Good Organizational Skills test												:
	Period Attendan	ce: Abs/Cum Ab	s: 8/8					Tardy/0	Cum Tardy: 0/0			
Course: Algebra 2/Trigonometry R					Staff:	: Ms. Samps	ion					
Difficulty With Subject Working Below Ability												
	Period Attendan	ce: Abs/Cum Ab	s: 8/8					Tardy/0	Cum Tardy: 0/0			
Course: Physical Setting Chemistry	R				Staff:	: Ms. Decke	r					
Outstanding Ability Strong Intuitive Skills Good Portfolio												
	Period Attendan	ce: Abs/Cum Ab	s: 4/4					Tardy/0	Cum Tardy: 0/0			
Course: Drawing & Painting I					Staff:	: Mrs. Wyatt						
Outstanding Ability Good Portfolio												
	Period Attendan	ce: Abs/Cum Ab	s: 7/7					Tardy/0	Cum Tardy: 0/0			
Course: Foundations in Studio in Art					Staff:	: Dr. Lang						

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.

# **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.

eSD							
ome	Update Account I	nfo	Personal Information	Environmental Settings	Messaging Preferences	Picture Setting	
		Chang	je Password				
				New Password		(should be a minimum of	6 characters with at least 1 number)
				Confirm Password			
		Chang	je Username				
				Your Current User Name	saaron755		
				New User Name			
				Confirm User Name			
		Chang	je Email				
					susan@gmail.com		
			Current P	Primary Account Email Address	۲		Email Type UNSPECIFIED *
					SusanAaron@gmail.com		
				Primary Account Email Address			Email TypeSelect 🔻
			Confirm New F	Primary Account Email Address			
							Update Account Information
							-
_							

## 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:

! # \$ % ^ & \* ( ) + = - [ ] { } <> ?

#### **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.

			adnesday, April 12, 2017	
unt Info Personal Informat	tion Environmental Settings M	essaging Preferences Picture Se	tting	
The information listed below your changes below and cli	w reflects what is currently stored in the distri ick "Update Personal Info".	t's student management system. To add or	update your personal inf	formation, please enter
				Update Personal Info
Basic Information				
	Salutation Ms. 🔻			
	* First Name Susan	* Last Name	Aaron	
	* Gender 🖲 Female 🔍	tale Education Level	Bachelor Degree 🔻	
	Mailing Address 6 96th Street Apt.3	3 Old Westbury, NY 00798-1729		
Phone Information				
Add Phone				
Delete Phone No	Phone Ext Phone T	pe Unlisted	Phone Priority	Attendance Phone
× 631-555-9234	Cell Pho		1	
★ 631-555-2299	Home Ph	one 🔽	2	
Email Information				
Add Email				
Delete Email Address	Email Ty	e Primary Er	mail	
× susan@gmail.com	HOME	0		
SusanAaron@gmail	l.com UNSPEC	FIED		
				Update Personal Info

#### **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.

eSD									with saaron755	
Home	Update Account Infe	o Perso	nal Information	Environmental Settings	Messag	ing Preferences	Picture Setting			
								Update		
		Messaging	Preferences:							
				Format: HTML 🔻						
				Delivery: Individual E-Ma						
		Student A	lerts	Individual E-Ma Daily Digest						
		AA Aaron	Jewell Aaron	Johnny Weekly Digest Monthly Digest Messaging Only	laron					
		Subscribe				Delivery	Rules			
		•	Progress Report Progress Report Up	load		Individual E-Ma	ils 🔻			
		¥	Report Cards Report Card Upload			Individual E-Ma	ils 🔻			
		School Ale	erts							
		eSD Elem	entary School	eSD High School						
		Subscribe				Delivery	Rules			
			School News News Bulletin			Individual E-Ma	ils ¥			
								Update		

#### 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.

#### 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**.