eSD® Portal: Parent View User Guide

v. 11.6.0



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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.

Districts using Parent Portal will display Parent Portal Registration only. If the district is using Online Registration AND Parent Portal then the Login Page will contain fields for **both.**



- ✓ Parent Portal Registration: Request a new parent portal account
- ✓ <u>Online Registration</u>: Register new families and their students to attend school in the district.

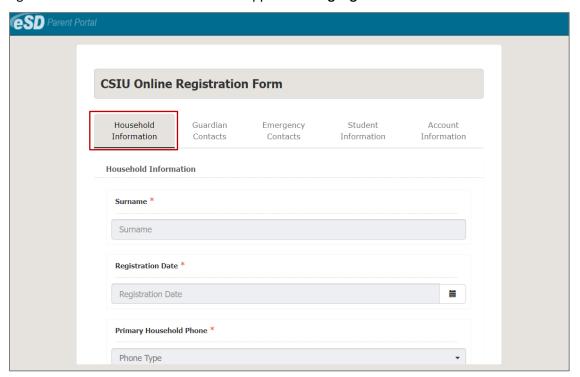
Online Registration

The Online Registration link is used by parents who are <u>new to the district</u> 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.

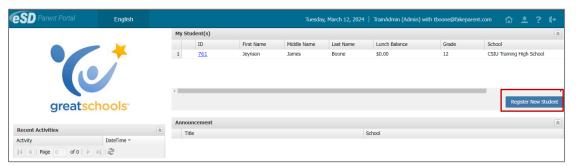
If you are new to the district, click the **Online Registration** link to register your household and students.

The <u>Online Registration Application Form</u> will open, with five tabs: Household Information, Guardian Contacts, Emergency Contacts, 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 you already have students enrolled in the district, but would like to register a new student using the portal log in and then click the "Register New Student" button.



When the **Online Registration Application Form** is launched via the **Register New Student button** from within the Portal then **Household Information** and **Contact Information tabs** will be pre-filled with data from the existing household.

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.

Note:

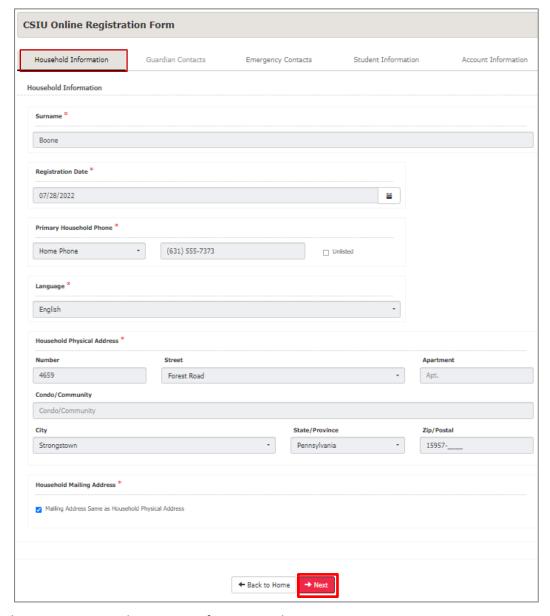
If the Register New Student button is used to launch the Online Registration form, the Household Information tab will be pre-filled with data currently in the system.

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 mailing address information.

Enter the **Primary Household Phone**, and any other required information (indicated by a red asterisk *).



Click **Next** to move to the Contact Information tab

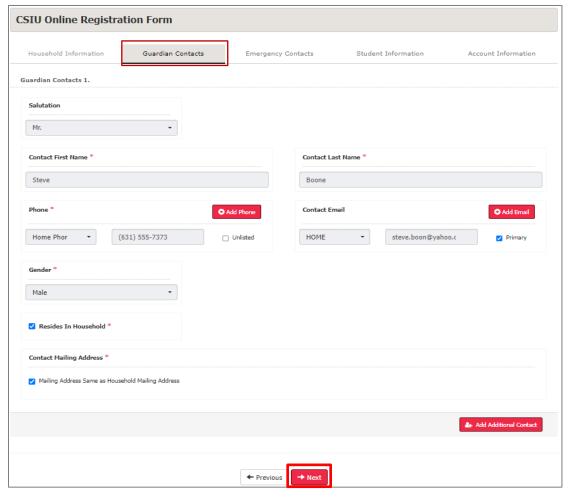
Note:

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.

Guardian Contacts Tab

Enter the requested information for the first parent/guardian in the household.



Click Add Additional Contact to add new contact.

Click Next to continue to the **Emergency Contact** tab.

Important information regarding Primary Email Address and Usernames

The eSD system uses either the Portal Account's **Username** or **Primary Email Address** for login authentication.

- Via a Web Browser, the system uses the portal account's Username as the login username. Individual accounts
- Via the eSD Mobile App, the system uses the portal account's Primary Email Address as the login username. One account that allows the user to choose the building.

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:

It is recommended to add, 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.

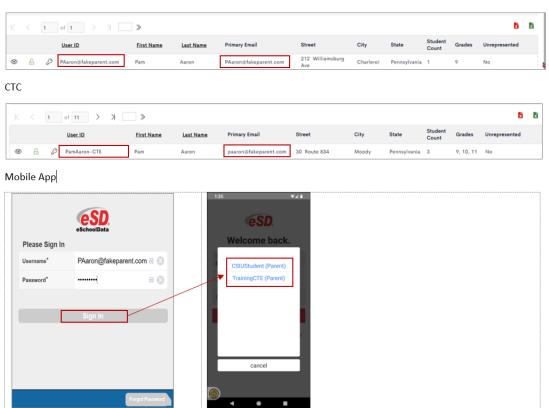
Please see the Important information regarding Primary Email Address and Usernames on page 6 for primary email restrictions.

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

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, or at a CTE)
 - The **Username** for EACH Parent Portal Account MUST be different
 - BUT **Primary Email Address** for each account can be the same email address.
 - Only ONE of the guardian's portal accounts can use the **Primary Email** Address as the **Username**.

K-12 District

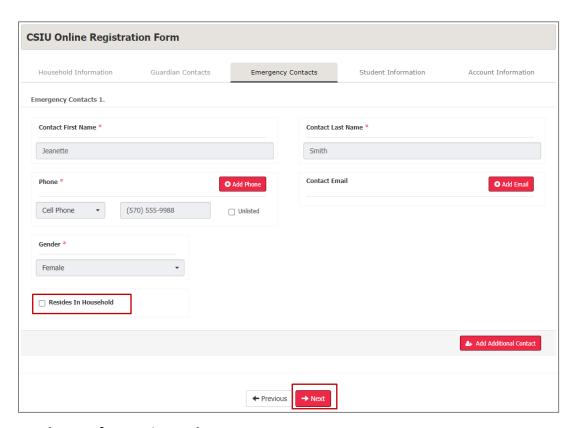


- An email address can be set as the Primary Email Address for only ONE guardian, but that email address can be used as a secondary email address for other household members.
- Web browsers use the portal account's Username for login authentication. Guardians
 with multiple portal accounts must log in using the Username and password
 established for EACH account.
- 4. 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.

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.

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

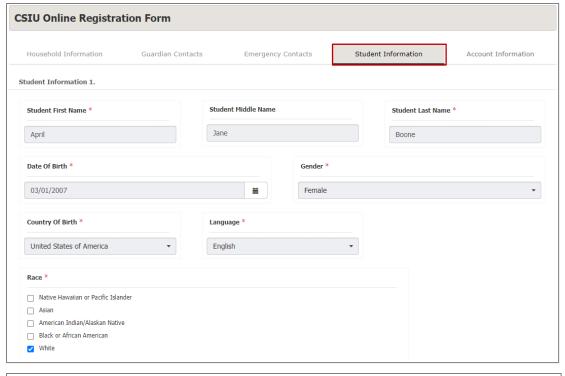
Note:

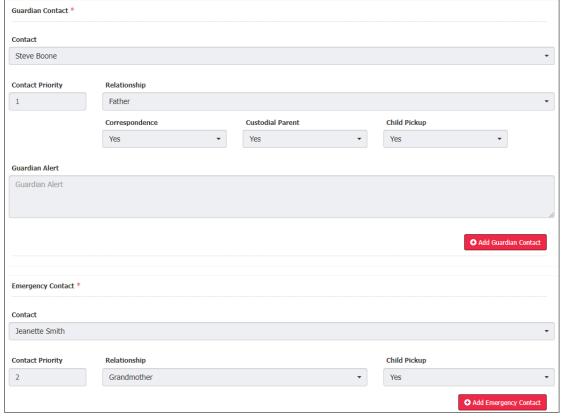
The CSIU recommends adding, at a minimum, one Emergency Contact.

Note:

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

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



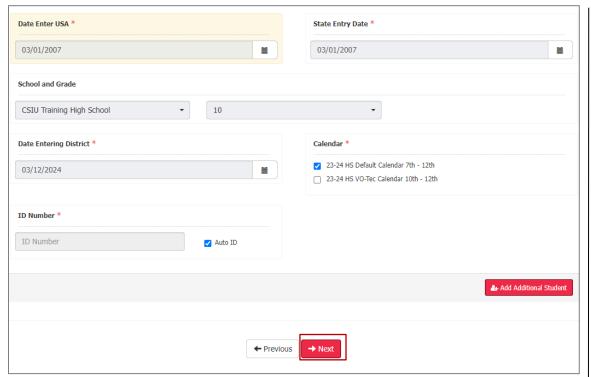


Note:

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.

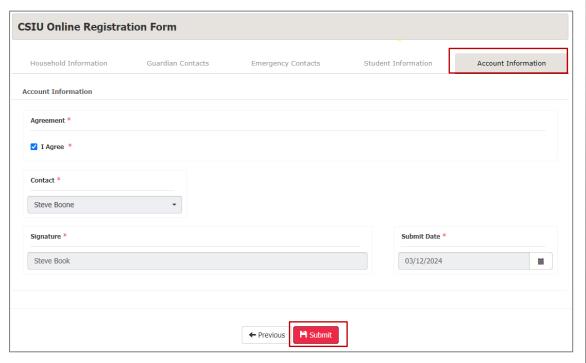
Each of the student's
Contacts (Guardian and
Emergency) should have a
unique Contact Priority for
that student, which may
(or may not) be the same
as their Contact Priority for
another student in the
household.



Click **Next** to continue to the Account Information tab.

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**.



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 6.

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.

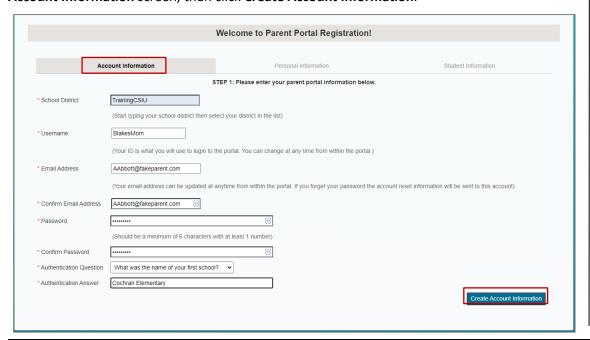
Parent Portal Registration

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 6.

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!**



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.

Note:

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

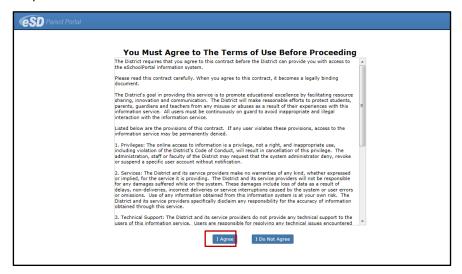
Logging In

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.



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.

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.

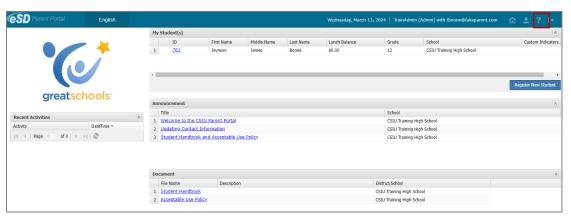


Getting Help

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.**



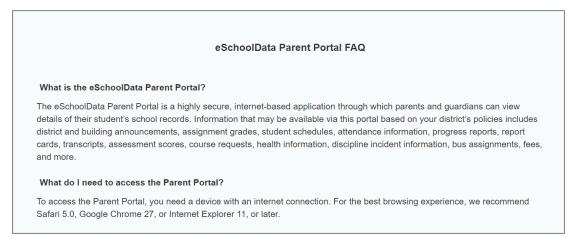
Note:

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 6.

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

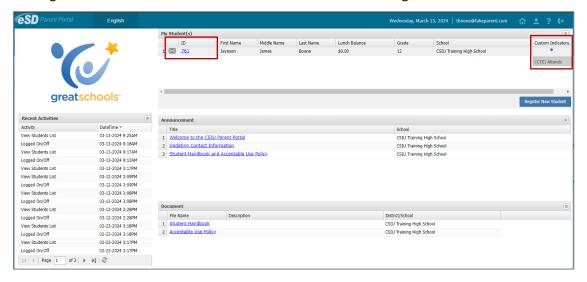


Navigating the Portal

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 update the **language preference** from English to Spanish, 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** to view messages. Hover over the **Custom Indicator** to view statuses assigned to students.



When 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 3.

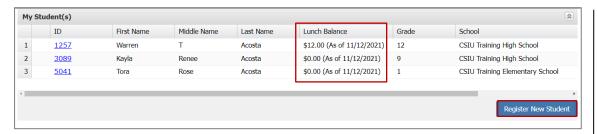
Note:

When the eSchoolData Parent Portal F.A.Q. is accessed AFTER logging in to the Parent Portal, click the Click Here to Home link at the bottom of the FAQ page to return to the Home screen.

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.



When 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**.



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**.

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



On the student information pages, the **Messages icon** \bowtie 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).

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

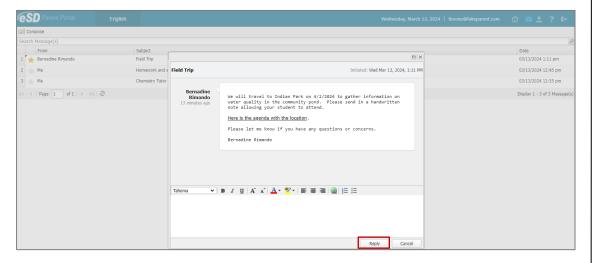


Messages Inbox

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.



Tip:

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

Note:

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

Note:

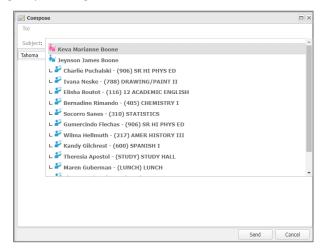
The Editor toolbar allows users to customize the text appearance, insert a link, and/or create lists.

New Message

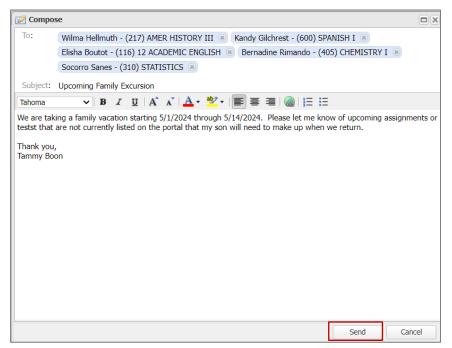
From the Messages Inbox, click Compose to create a new message.



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.



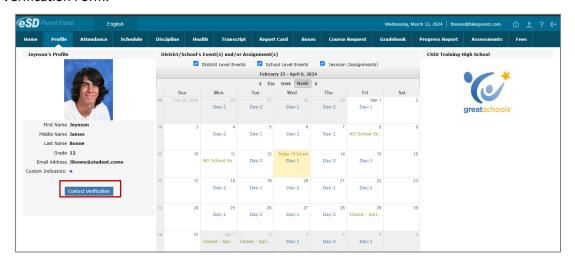
Enter a **Subject** and the message body. The **Editor Toolbar** allows users to customize the text, insert a <u>link</u>, or create lists. When finished, click **Send**.



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.

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.

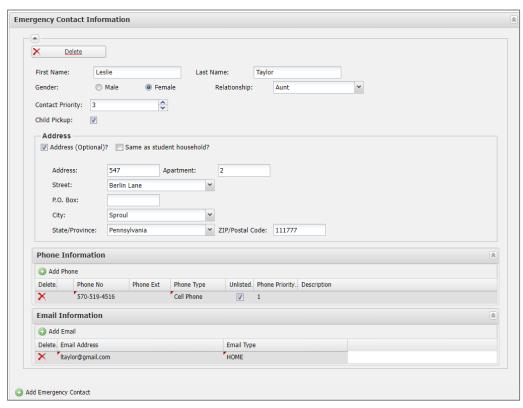
Important:

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

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.



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. Click **Add Emergency Contact** to add additional contacts.



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.

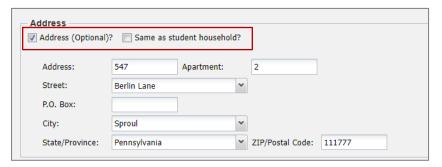
Guardians can specify a phone to be used for **Attendance** calls.

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

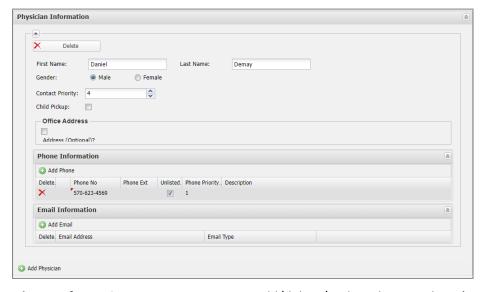
The **Primary Email** is the email address to which **"Forgot Password?"** emails, and other Portal communications, will be sent.

Please see the Important information regarding Primary Email Address and Usernames for primary email restrictions, on page 6.

When **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.

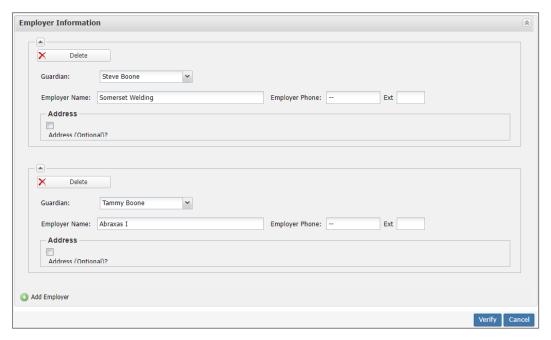


In the **Physician Information** section, parents can add/delete/update physician information (**Address** is optional, and functions the same as in the Emergency Contact section, but without the **Same as Student Household** check field). Click **Add Physician** to add additional physicians.



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

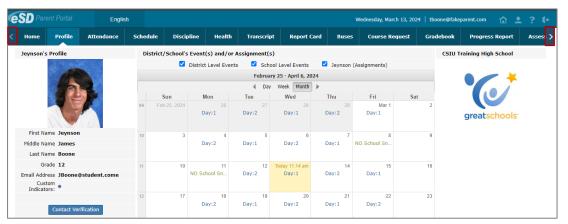
In the **Employer Information** section, parents can add/delete/update their employer's information (**Address** is optional, functions same as **Emergency** Contact, but without the **Same** as **Student Household** check field). Click **Add Employer** to add additional information.



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

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.



Note:

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

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.

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)

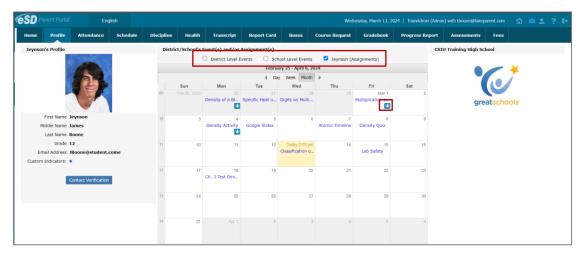
Profile

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.

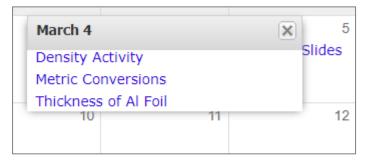


Calendar

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**.



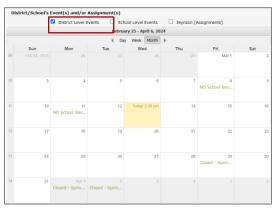
Click the **More Events icon ▼** to open the Events box.

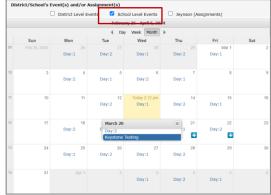


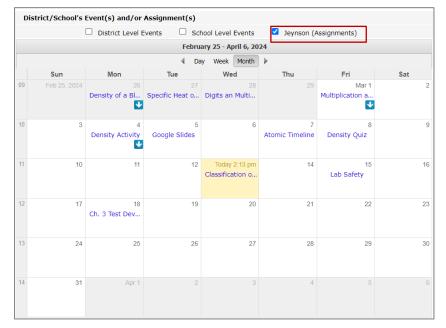
Parents/guardians can change the amount of information displayed by checking/unchecking the **Event** boxes. The following screenshots will display **District Level Events** only, **School Level Events** only, and **Student Assignments** only (on next page).

Note:

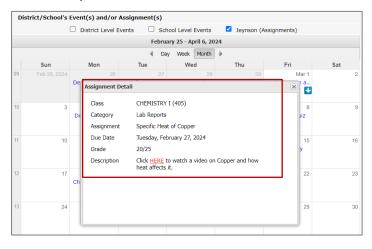
For more information about the **Messages icon**, see **Messages** on page 16.







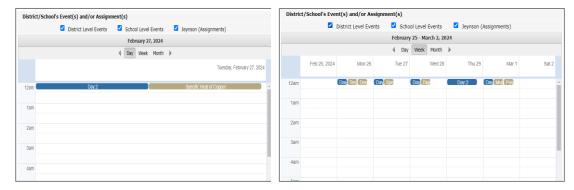
Click on an Assignment to open the **Assignment Details** window. The Grade (if shown) will display as **Earned/Possible Points**. The description of the Assignment may contain a hyperlinked URL, if included by the teacher.



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.

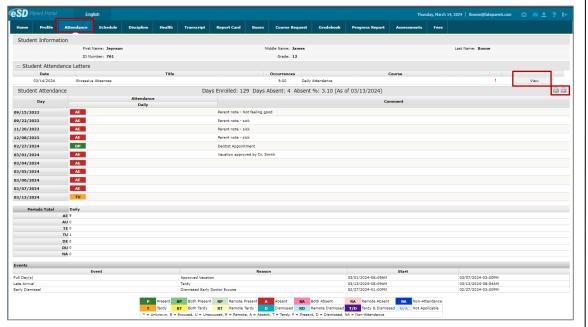


Attendance

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.

Student Attendance Letters area lists attendance letters generated when students meet district attendance thresholds as defined by the LEA. Click the **View** button to view the letter.

Click the **Print icon** (a) to print the student's attendance, or the **Print Note icon** (b) to print an attendance note.



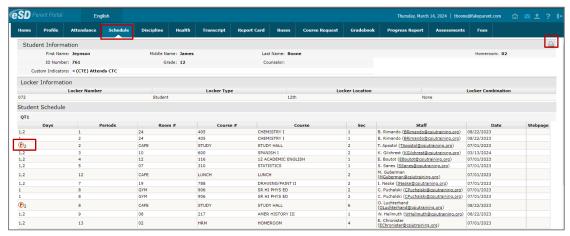
Note:

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.

Schedule

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.



Discipline

Click on the **Discipline** tab to view the student's discipline history.

Click the **Print icon** a to print the student's discipline record.



Note:

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

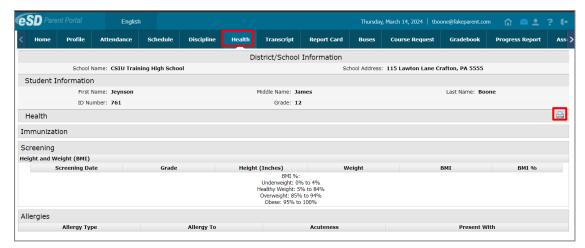
If the user is accessing this page using a **Safari** browser, a link to the Edge document may appear instead of the document. Click the link to access the document in a new window.

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.

Health

Click on the **Health** tab to view the student's health records on file with the district. Click the **Print icon** at the print the student's health records.

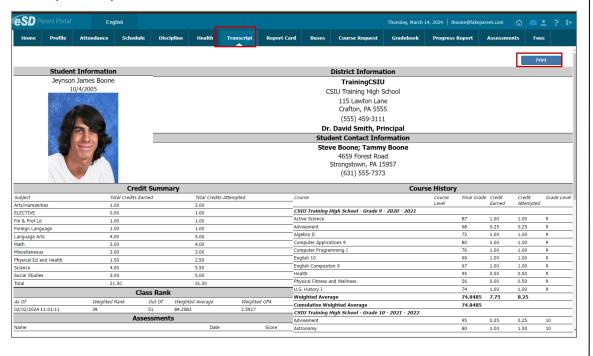


Note:

Transcripts are published to the Portal at the school district's discretion.

Transcript

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



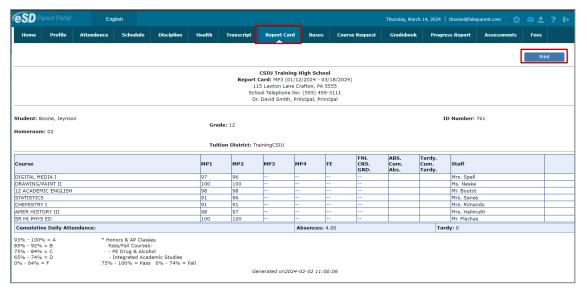
Note:

If the district has opted to display a **customformat 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 the student's report card. Click **Print** to print an **unofficial** Report Card directly from this screen.



Buses

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



Course Request

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 may enter new Course Requests by clicking the **New Request** button.

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:

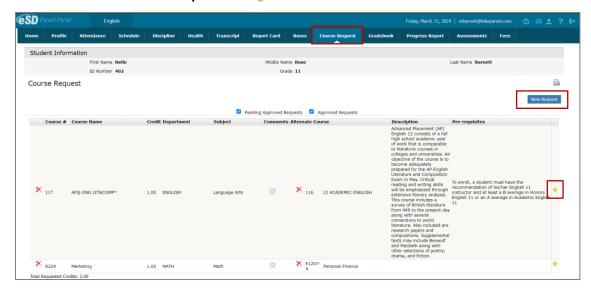
If the district has opted to display a **custom-format Report Card**, the page layout may differ.

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.

Note:

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

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

Click New Request to 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:

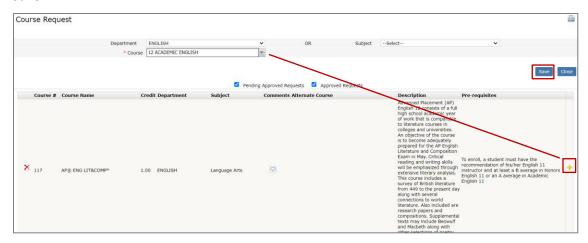
Parents can **Delete** X Course Requests that they (or their child) entered, UNTIL the requests are approved.

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

Note:

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

To add an alternate course request, click the **Gold** and select the alternate course and click **Save**.



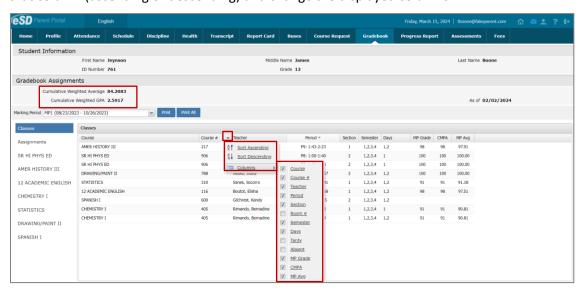
Gradebook

Click on the **Gradebook** tab to view the student's classes list and published assignments. When the districts enables students cumulative grades they will be listed at the top of the Gradebook Assignments section.

The Gradebook Assignments window is broken into two sections; the **Classes List** menu on the left, and the **Classes** window on the right.

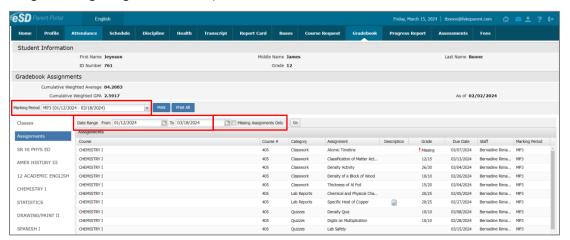
The default view is of the student schedule arranged by period. Users can change the **Marking Period** (defaults to the current Marking Period) from the drop-down menu, click **Assignments** to view all class assignments, and click a course in the **Classes List** to view specific details.

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.



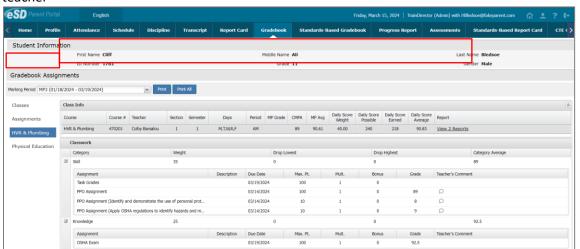
Tardy and Absent totals on the gradebook screen are **class attendance**, not attendance for the day.

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



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

ELA's that use a daily work ethic grade will display the **daily score category** weight possible and earned points along with the average for the category. To view the daily score details click the **Report icon** or the **View Reports** link to view any Student Achievement Report posted by the teacher



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

Note:

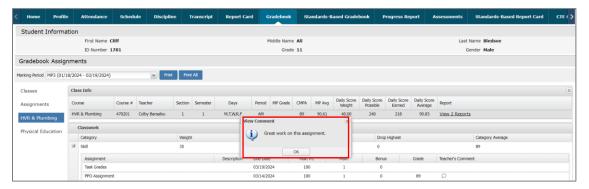
The **Print** button will open a new window which displays the current classes screen for printing.

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

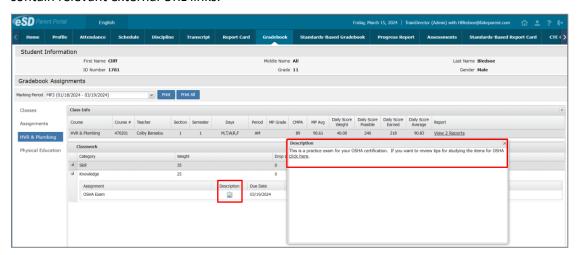
Note:

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

The Teacher's Comment column will display assignment-specific comments.



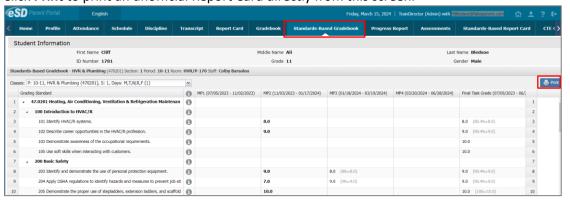
Click the **Assignment Description icon** at to view the assignment description, which may contain relevant external URL links.



Click the **Report icon** 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.

Standards-Based Gradebook

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



Note:

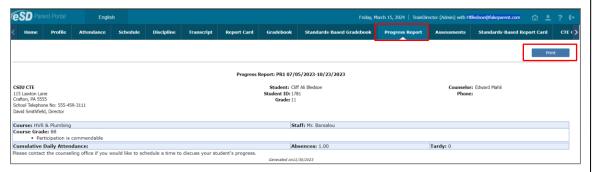
Alpha grade equivalents may display in the Class Info section when Alpha Grade Conversion has been set for the course.

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

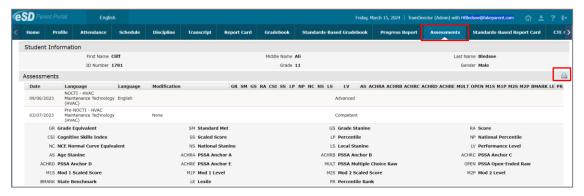
Progress Report

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.



Assessments

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.



Fees

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



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.

Note:

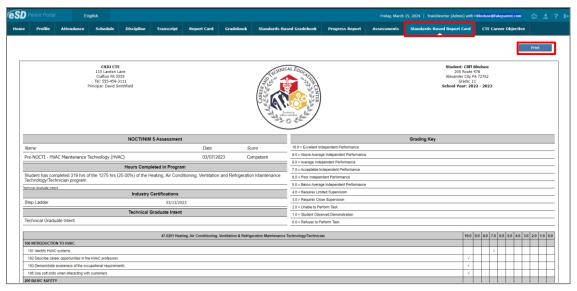
Assessments will be published to the Portal at the school district's discretion.

Note:

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

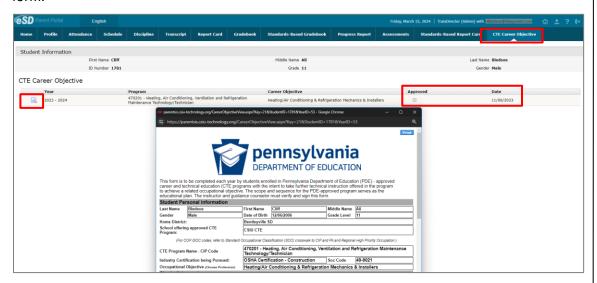
Standards-Based Report Card

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.



CTE Career Objective

Click the Standards-Based Report Card tab to view the student's CTE Career Objective form. Click **Approved** to enter a date and signature. Click **View** icon to view the Career Objective form.



Note:

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

Updating Account Info

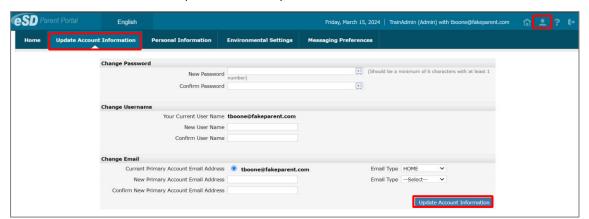
Parents/guardians can update account information at any time. Click the **My Account icon** at the top right of the Portal screens. The **Update Account Info** tab is the default tab.

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 6.

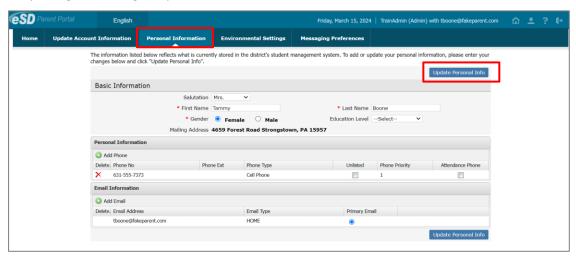
Note:

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

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

Personal Information

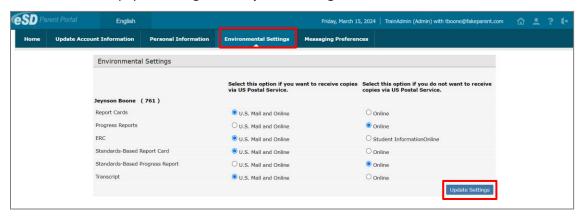
When enabled by your district, click the **Personal Information** tab to request changes to your personal information. The following fields can be updated: **Salutation**, **First Name**, **Last Name**, **Gender**, **Education Level**, **Phone Information** and **Email Information**. Additional phone 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.



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.



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.

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

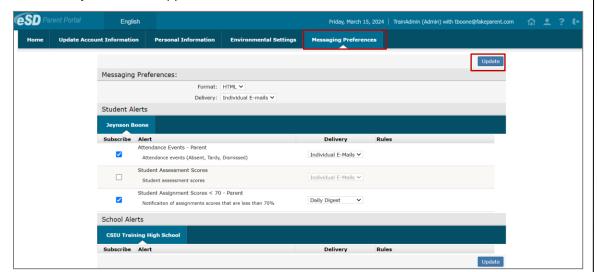
Delivery: Individual E-Mails, Daily Digest, Weekly Digest, Monthly Digest, Messaging Only

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.



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.