

# PARENT MOBILE LEARNING GUIDE



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## Overview

The Mobile Parent platform is a streamlined, intuitive site which makes it easy for parents to increase their involvement in their student's education using the power of information while on-the-go. The Mobile Parent allows for instant online access to current and relevant information that will enhance your involvement with your student's academic career.

Unlike a mobile app, users do not need to download anything to access Mobile Parent. All that is needed is an internet browser and an internet connection, which allows the Mobile Parent site to be easily accessed by both Apple and Android smartphones and tablets.

This guide provides step-by-step instructions for parents to login and access information through Mobile Parent.

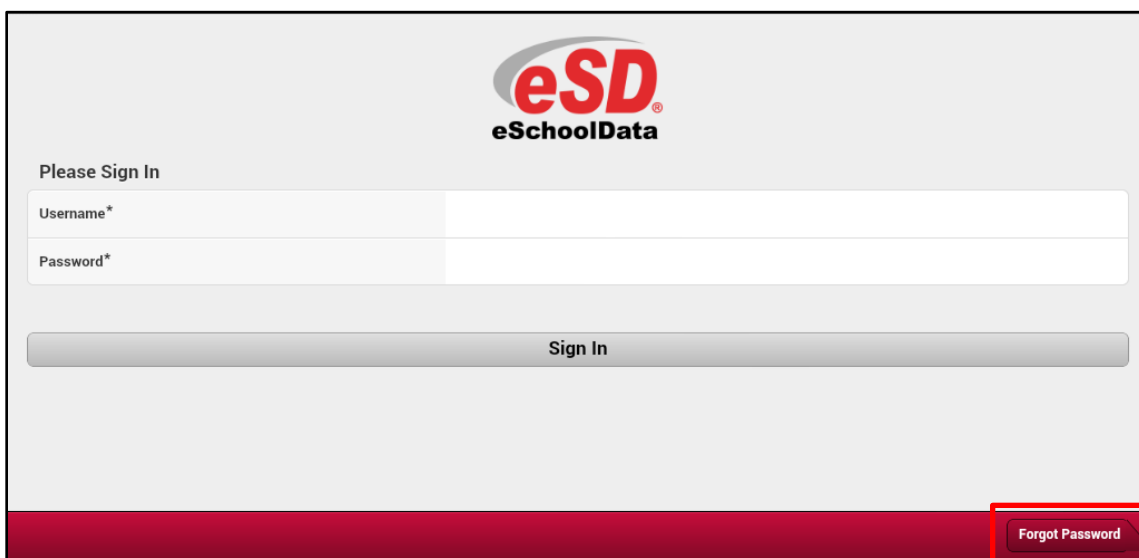
## Logging In

The Mobile Parent Link URL - <https://msis.csiu-technology.org/Mobile/Parent>. If your district has not listed the link on their website, the district will provide you with the necessary information to access the Mobile Parent web page.

If your district has chosen to auto-generate parent portal accounts, generic User ID and temporary Password information will be distributed to parents/guardians. Parents/guardians will **not** be required to manually request accounts.

If your district has NOT auto-generated parent portal accounts, you will need to go to the Parent Portal to request an account. Please see the **Portal – Parent View User Guide** for more instructions on requesting an account.

Enter your **Username** and **Password**, then click **Sign In**. If you have forgotten your password, click the **Forgot Password** button at the bottom right of the screen.



The screenshot shows the login interface for eSD eSchoolData. At the top center is the logo for eSD eSchoolData. Below the logo, the text "Please Sign In" is displayed. There are two input fields: "Username\*" and "Password\*". Below the input fields is a "Sign In" button. At the bottom right of the page, there is a "Forgot Password" button highlighted with a red box.

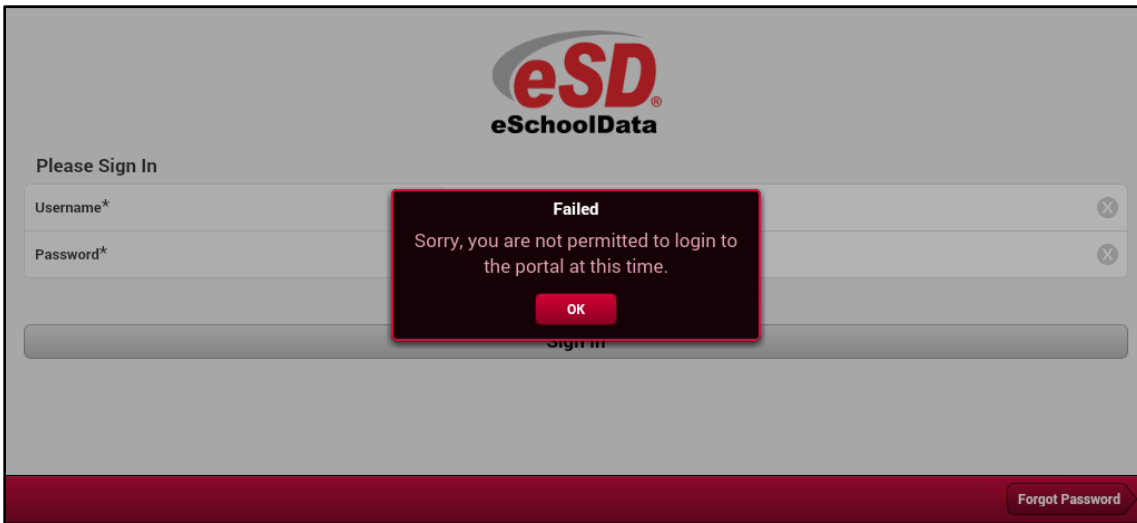
To reset your forgotten password, enter your **Username** or **Email**, and click **Submit**. An email will be automatically sent, containing a temporary URL (active for 24 hours) which will enable your password to be reset. Click the **Login** button to return to the login screen.

Upon first login, the District’s **Terms of Use** should be read. Click **I Agree** at the bottom of the Terms of Use to proceed further.




**Note:**  
If the account and password have been auto-generated by the district, the CSIU **strongly recommends** that users establish a new **Password** after agreeing to the Terms of Use.

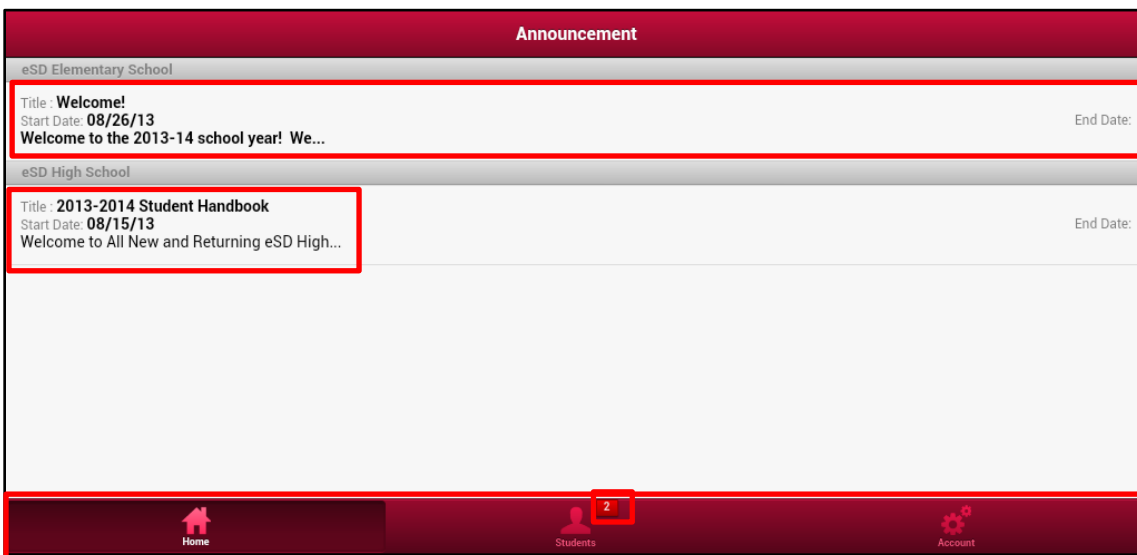
For more information, please see the **Account** options on pages 22 and following.

If the district has temporarily disabled Parent Portal logins, the system will return the below message when you sign in. Click **OK** to close the message.



### Navigating Mobile Parent Site

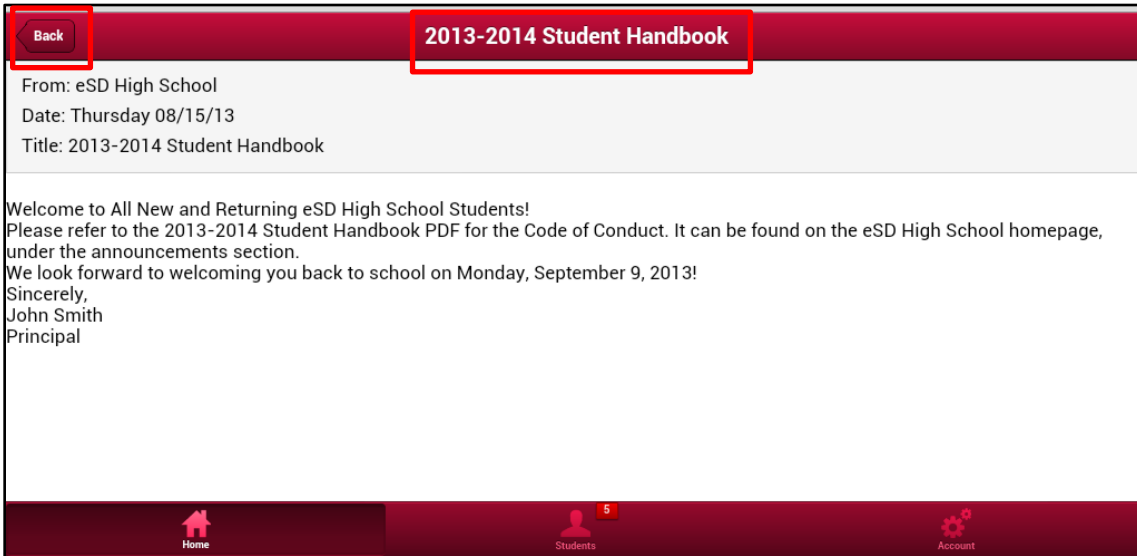
At the top of every page is the title bar, and at the bottom of every page is the navigation bar, with the **Home** , **Students**  and **Account**  tabs. Click an item on the page to select the item and move to that page.



**Note:**  
The superscripted number to the right of the **Students** icon indicates the number of students' records accessible by that parent/guardian.

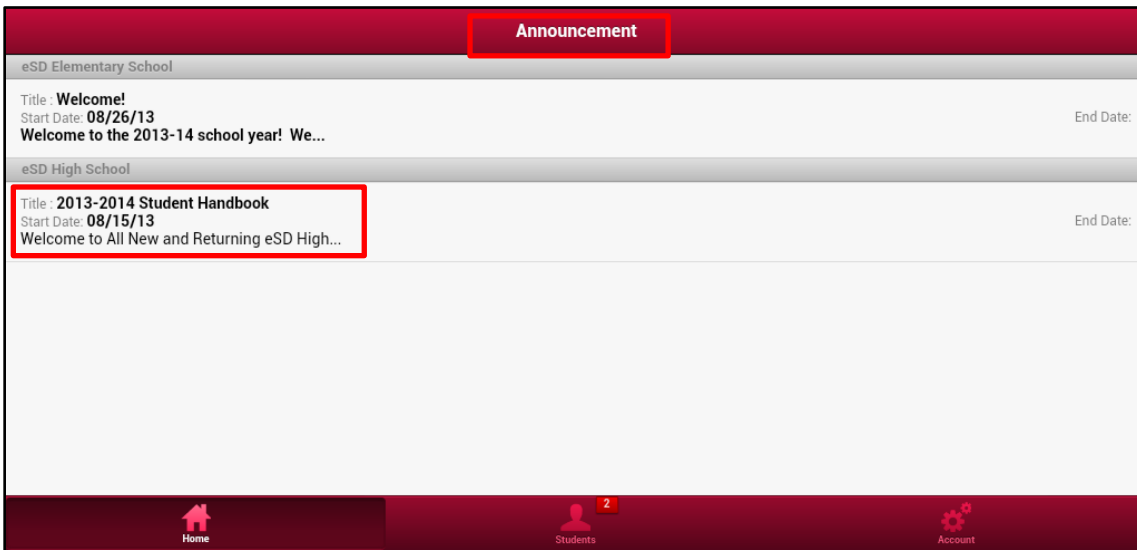
**Note:**  
The **Back** button will appear on the title bar EACH TIME the user selects an item on a screen.

The title bar will display the selected item, and a **Back** button appears to return users to the previous screen.

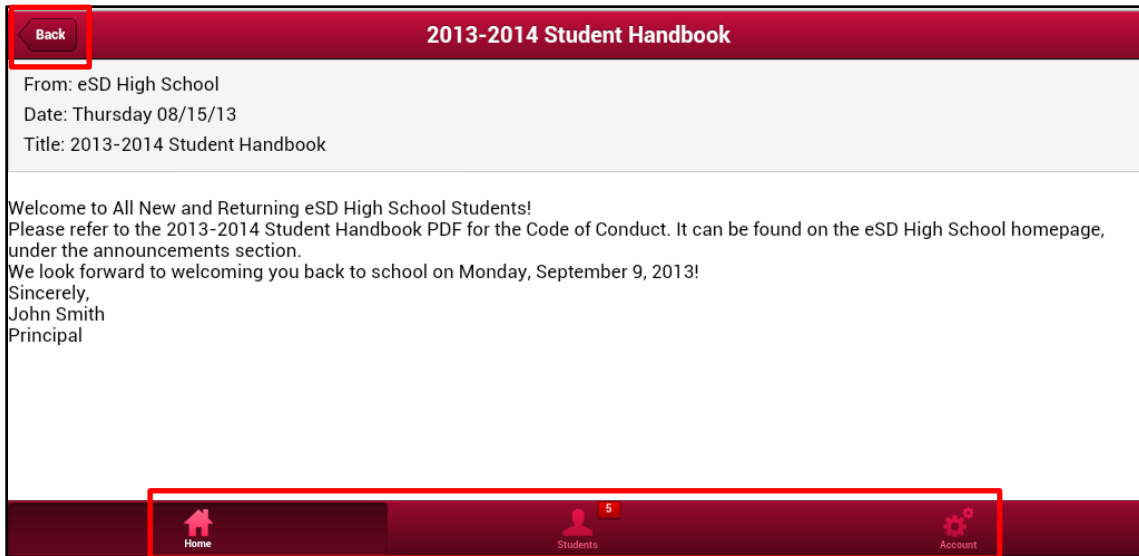


## Home Tab

The **Home** tab displays Announcements for each school building in which a child is enrolled. Click an announcement to read the full text.



Click **Back** to return to the Announcements list, or click the **Students** or **Account** tab to move to that page.



## Students Tab

The **Students** tab allows users to view information about each child. When a user selects the **Students** tab, the title bar displays the first student’s name. (Students are ordered by ID number.) Click the dots at the bottom of the screen to switch between students.

Click the **General Information icon** at the right end of the title bar to display the student’s ID, School, Grade and Gender. Click the icon again to close the pop-up screen.

Icons indicate the areas of information that may be viewed: **Attendance**, **Schedule**, **Discipline**, **Immunization**, **Transcript**, **Report Card**, **Buses**, **Course Request**, **Gradebook**, **Progress Report**, **ERC** (Elementary Report Card), **Assessments**, and **Fees**. The **Standards-Based Report Card** and **Standards-Based Progress Report** tabs are currently inactive.

Click an icon to display student-specific information related to that topic.

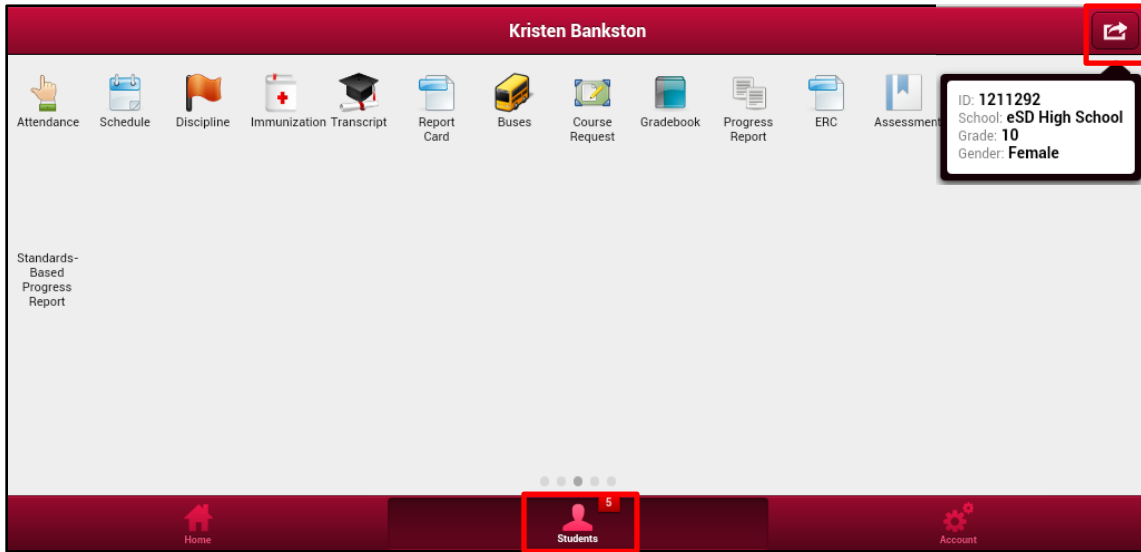
**Note:**

The following screenshots show all navigation areas, and may differ from what is available to the user, based upon district settings.

**Note:**

The visibility of icons is dependent upon district settings, and each building may display different icons.

For example, a high school student would not typically display an ERC (Elementary Report Card) icon.

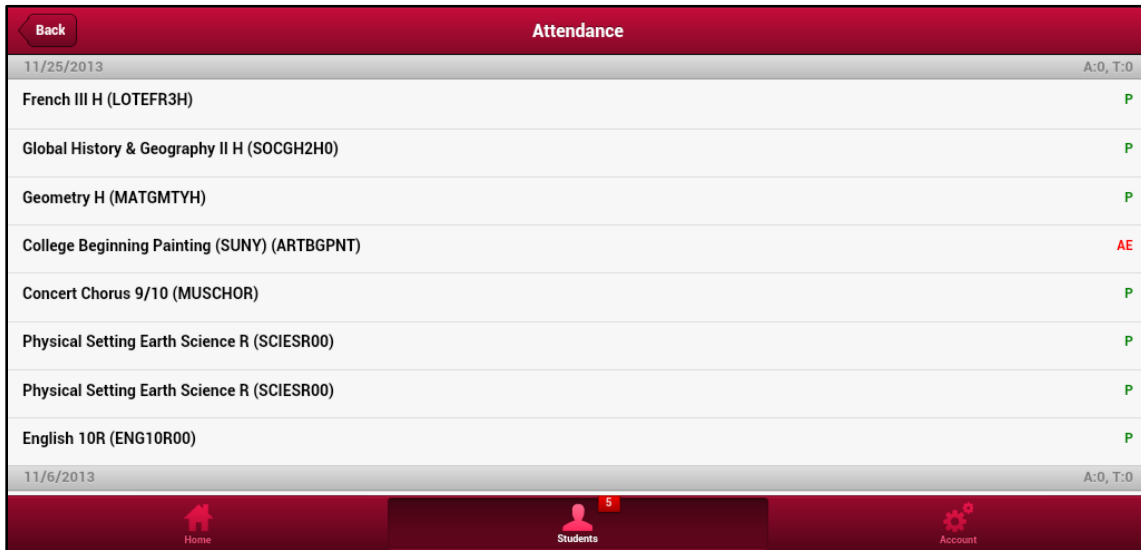


**Note:**  
The **Standards-Based Report Card** and **Standards-Based Progress Report** pages are currently inactive.

Once these pages are active, icons will appear over the names and users will be able to navigate to these pages.

**Attendance**

The **Attendance icon** opens a list of days when the student has missed at least one class. The grey bar displays the date, and the day’s classes will display the period attendance status. Drag the list to display additional dates.



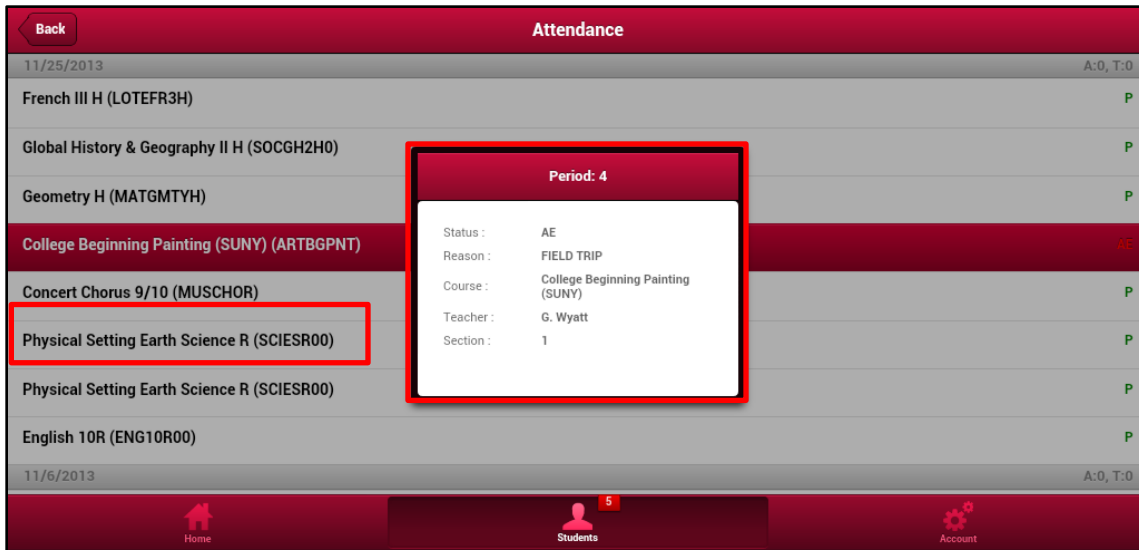
**Note:**  
**Dates** are displayed in reverse chronological order, with the most recent on top.

**Attendance** will be indicated by the following:  
**P** – Present (green)  
**A** – Absent (red)  
**T** – Tardy (yellow)  
**D** – Dismissed (orange)  
**NA** – Non-Attendance

**Absent/Tardy/Dismissed** attendance will include one of these statuses:  
**E** – Excused  
**U** – Unexcused  
**\*** – Unknown



Click on a class to open the **Attendance Details** pop-up window. Click outside of that window to return to the Attendance screen.



**Schedule**

The **Schedule** window defaults to **Today's** class schedule. It is sorted in period order, displaying essential information about each class. Use the **Calendar** buttons to select a specific day's schedule or the school-year schedule overview.

**Note:**  
See below for further explanation of each **Calendar** button.



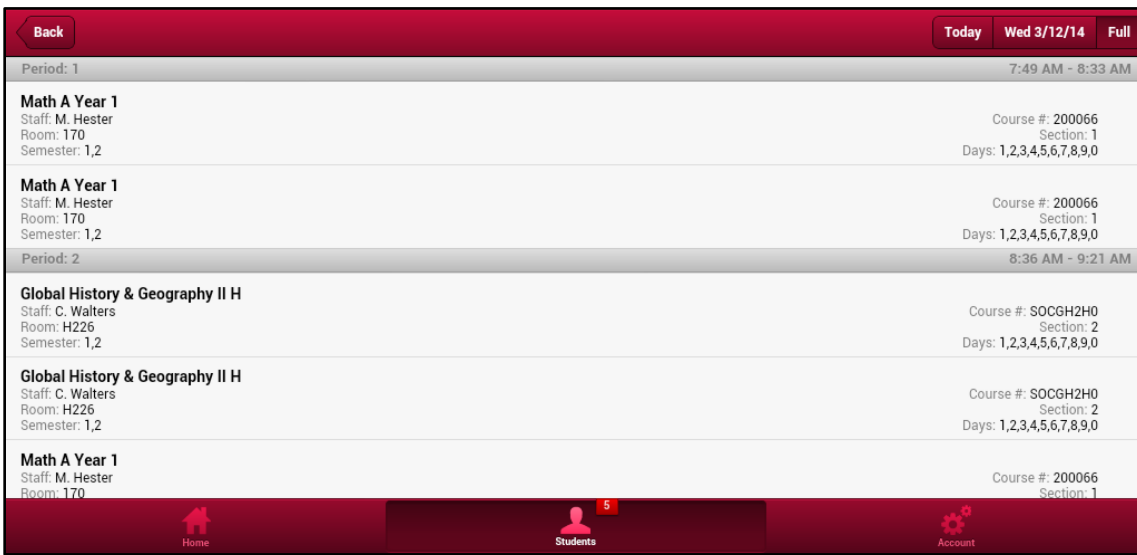
To see the student's Schedule on a different day, click the **Calendar Date** button to open the **Date Selection** menu. Drag the month, day and year to the desired date, and click **Done**.

**Note:**  
Click **Today** to return to today's schedule.



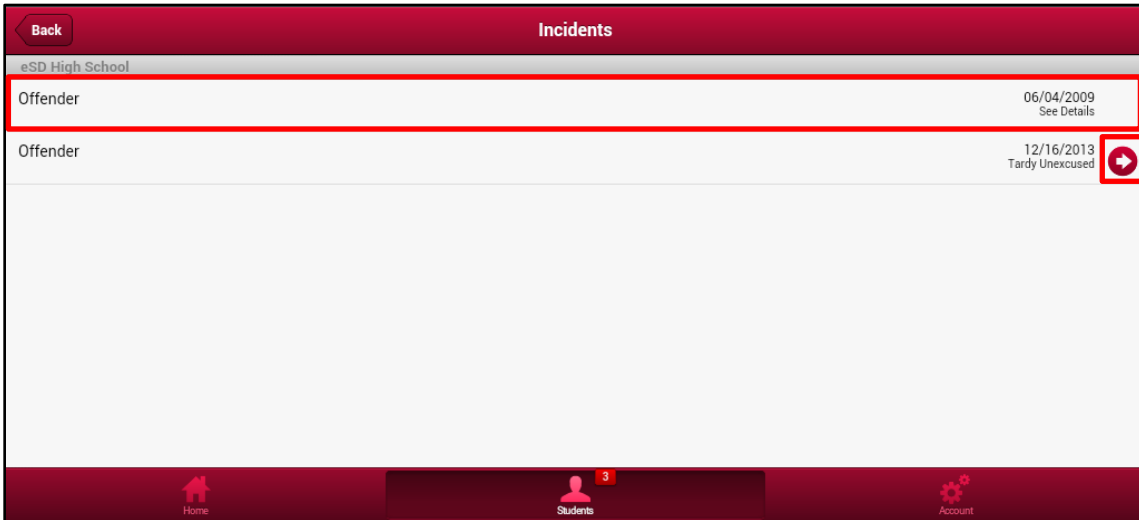
**Note:**  
Click **Cancel** to exit the Calendar without changing the date.

Click the **Full** button to open the school-year schedule overview. All classes will display for each period, and indicate the Semester and Days that the class runs. Drag to display additional periods.

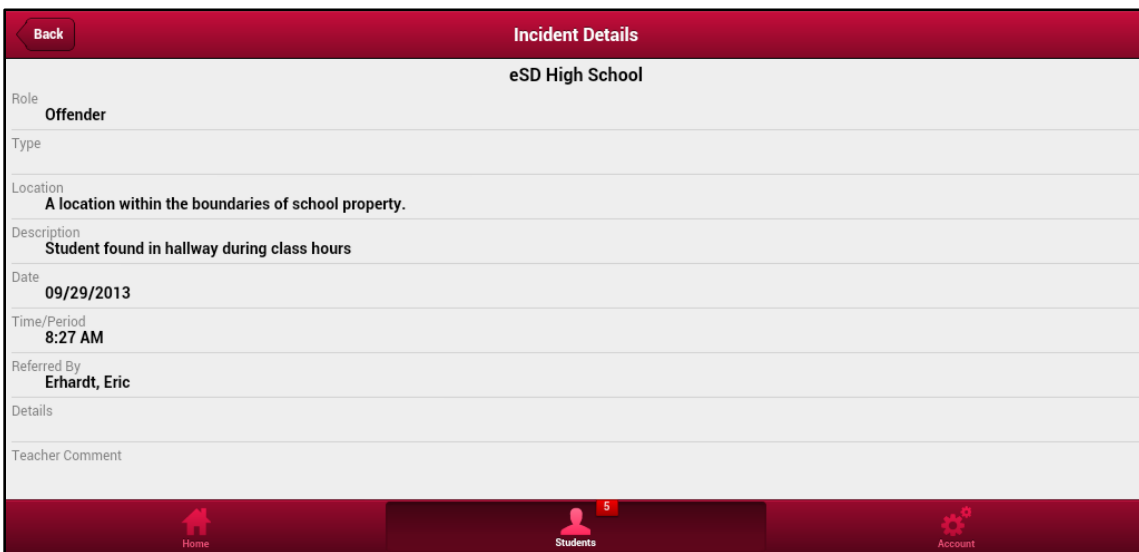


**Discipline**

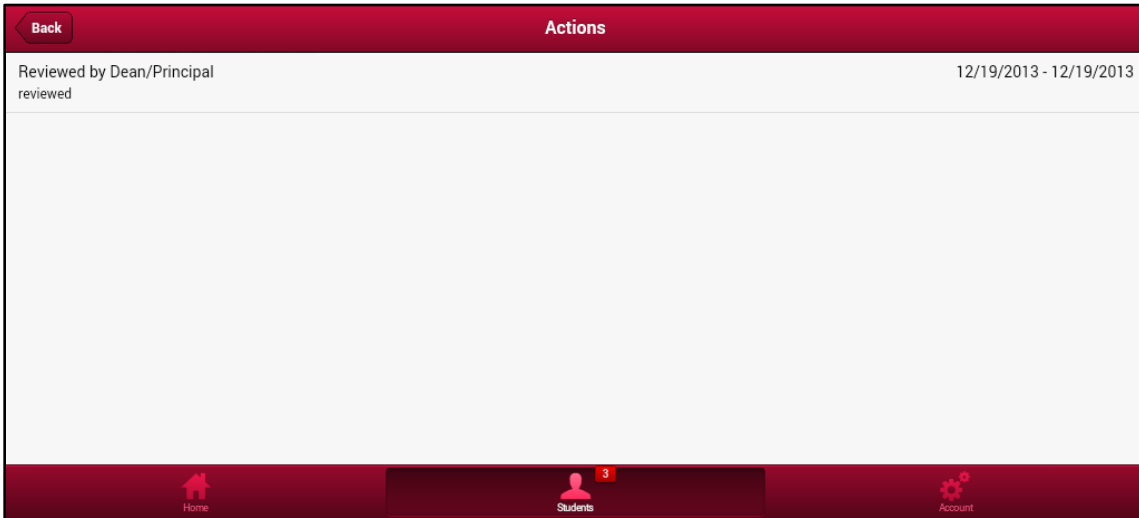
Click the **Discipline icon** 🚩 to open a list of the student’s Incidents. Incidents will be sorted by the school that they occurred in, and will indicate the incident date and the student’s involvement status in the incident. Click an incident to view its details. Click the **Incident Action icon** ➡ to view the assigned action.




The **Incident Details** page displays incident-specific information.

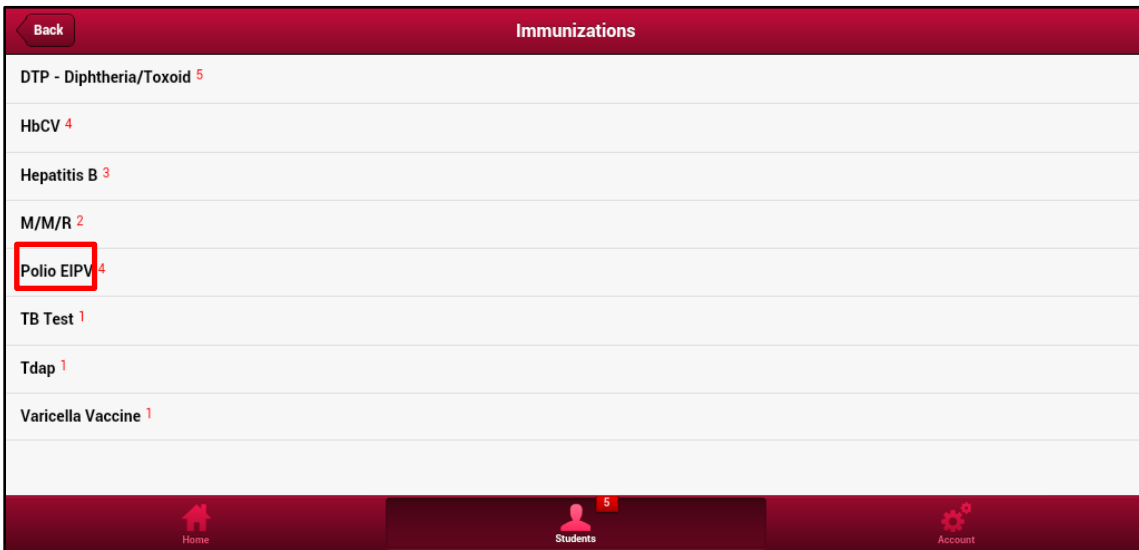


The **Actions** page displays the incident’s assigned action details.



**Immunizations**


Click the **Immunizations icon**  to open the Immunizations window. All Immunizations that the student has received, as recorded by the district, will be displayed. The superscripted red number indicates the number of doses of each type of Immunization.



Click on an Immunization to open the **Administrations** window. This displays the Administered dates, the Proof of immunization, and whether it was Verified or if a Waiver for the immunization dose was received.

Administrations	
Administered: <b>9/9/1998</b> Proof: <b>Physician Record</b>	Verified: Waiver:
Administered: <b>11/11/1998</b> Proof: <b>Physician Record</b>	Verified: Waiver:
Administered: <b>1/13/1999</b> Proof: <b>Physician Record</b>	Verified: Waiver:
Administered: <b>10/20/1999</b> Proof: <b>Physician Record</b>	Verified: Waiver:

**Transcript**

The **Transcript** icon  opens a window that displays an unofficial version of the student’s transcript. Drag to view the remainder of the transcript.

Transcript	
Kristen Killian Bankston	
Graduation Date: June 2016	
<b>2011 - 2012</b>	
<b>LOTFR100 French 1 8th Grade</b>	
Final Grade: 94	
Crdt. Earned: 1.00	
Crdt. Atmpt.: 1.00	
<b>TECH8000 Technology 8</b>	
Final Grade: 94	
Crdt. Earned: 0.00	
Crdt. Atmpt.: 0.00	
Weighted Average: 94.00   Crdt. Earned: 1.00   Crdt. Atmpt. 1.00	
<b>2012 - 2013</b>	

### Report Card

The **Report Card icon**  opens a window that displays the current report card.

**Report Card**

eSD High School  
 Report Card: Q2 Report Card (11/12/2013 - 01/24/2014)  
 Lauren Bankston

Rank: 17 (UnWT)

**English 9R**  
 Staff: Ms. Cherie Horn

Q1:	Q2:	Q3:	Q4:	MT:	FE:
B					
FNL. GRD.	ABS. Cum. Abs.	Tardy. Cum. Tardy.		C.A./C.E.	
	2/3			1.00/0.00	

MP Average: Raw Grade(Weighted) 92.00  
 Final Average: Raw Grade(Weighted)

Daily Attendance:	Absences: 2.00	Tardy: 0
Cumulative Daily Attendance:	Absences: 2.00	Tardy: 1

Assessment/Regent Exam Score


Academic Key:P=

Generated on 2014-01-29 16:22:38

**Note:**  
 Report cards are published to Mobile sites at the school district's discretion.

**Note:**  
 Screenshot has been cropped and re-assembled to display the top and bottom of the report card screen.

### Buses



The **Buses icon**  opens the student's AM and PM bus information.

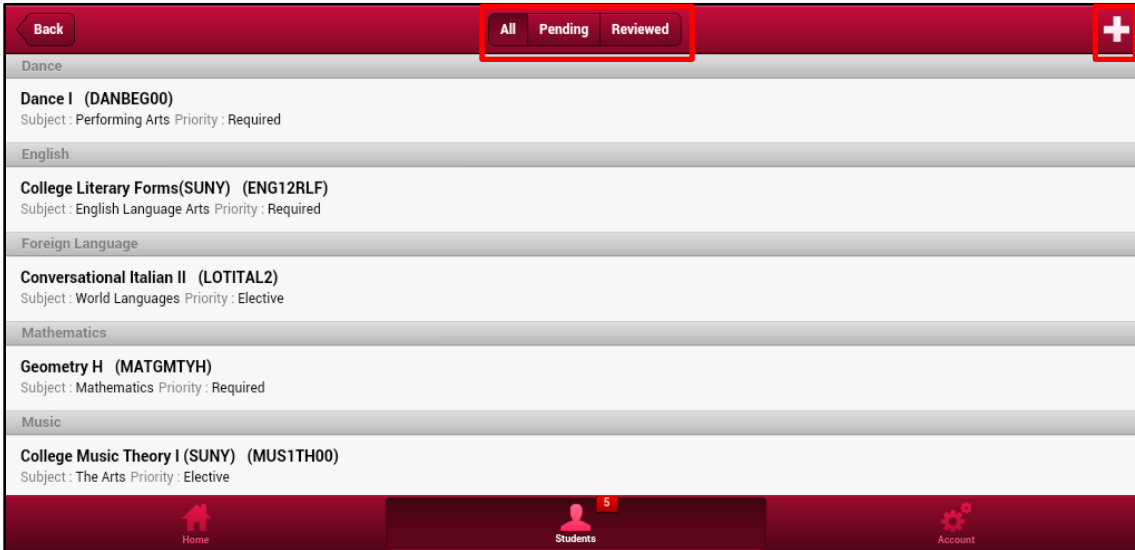
**Buses**


Bus Type : **AM** Bus Route : **HSMS - AM-08**  
 Bus Stop : **Hirst Rd & Long Hill Rd W 7:17 AM**  
 AlternateRoute : **Not Specified**  
 Reason : **Not Specified**

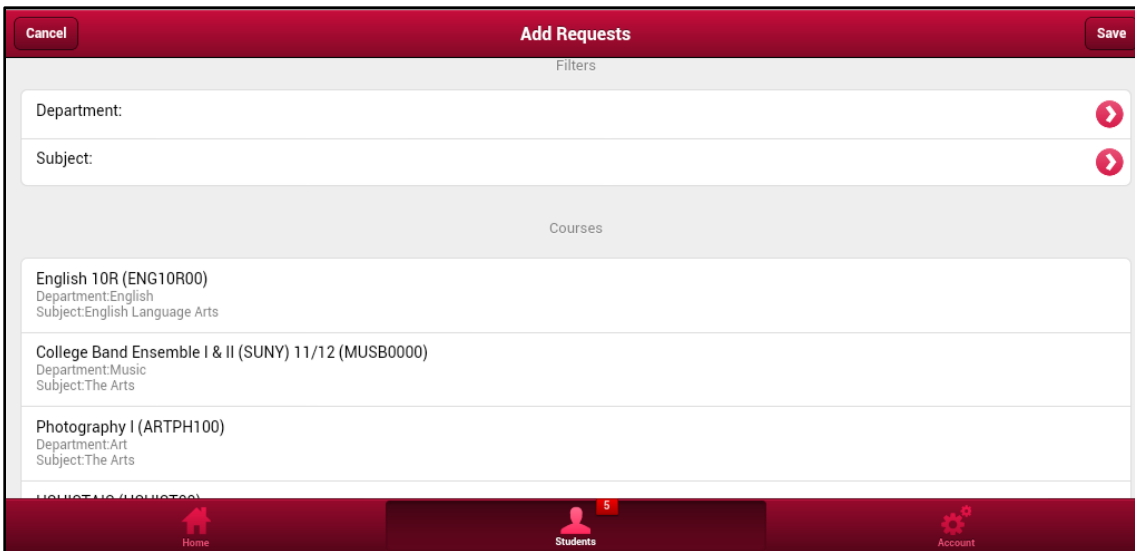
Bus Type : **PM** Bus Route : **HSMS - PM-10**  
 Bus Stop : **117 Hirst Road 2:58 PM**  
 AlternateRoute : **Not Specified**  
 Reason : **Not Specified**

### Course Requests

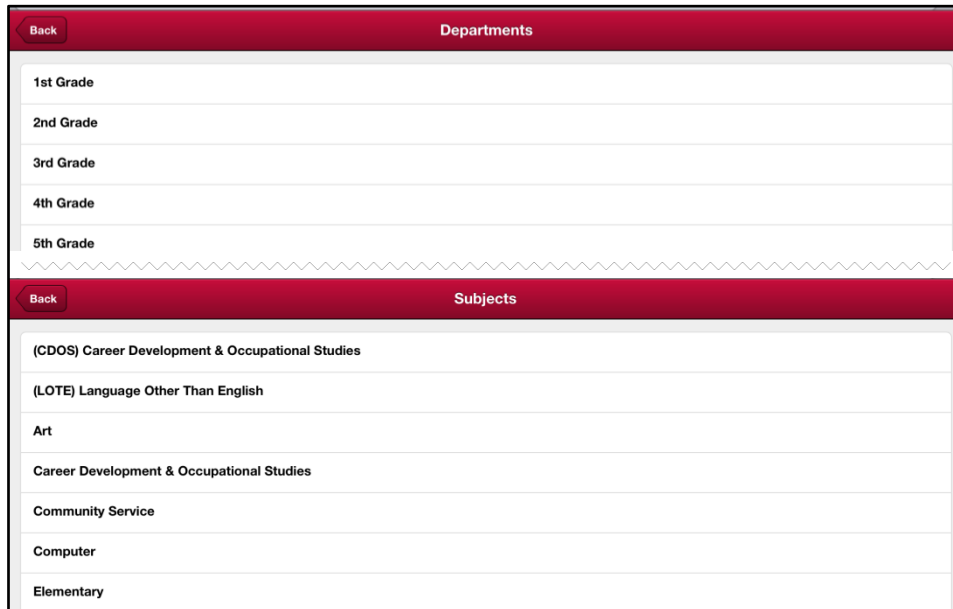
The **Course Request icon**  opens a window which displays **All**, **Pending**, and **Reviewed Course Requests**, organized by Department. The default view is **All Course Requests**. Click the **Add Course Request icon**  to enter a new Course Request.



On the **Add Requests** screen, all available courses are displayed in the Courses section. Drag the list to view additional courses, or filter the list by **Department** or **Subject**. Click the Filter Menu icon  to select a **Department** or **Subject**.



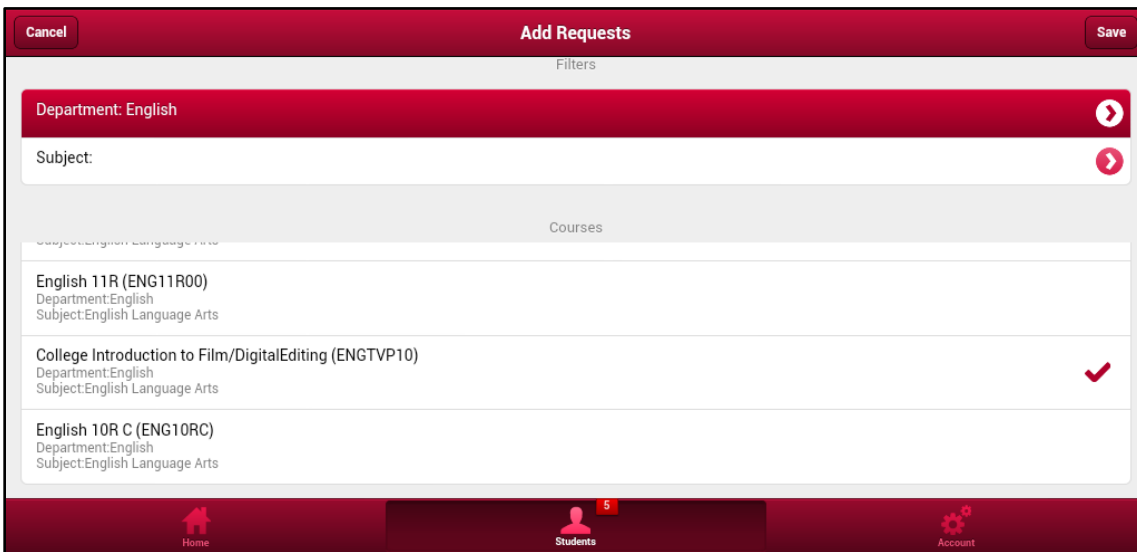
Click on a **Department** or **Subject** to select it as a filter.



**Note:**  
Screenshot has been cropped and reassembled to show both sets of filters.


**Departments** and **Subjects** display on separate screens.

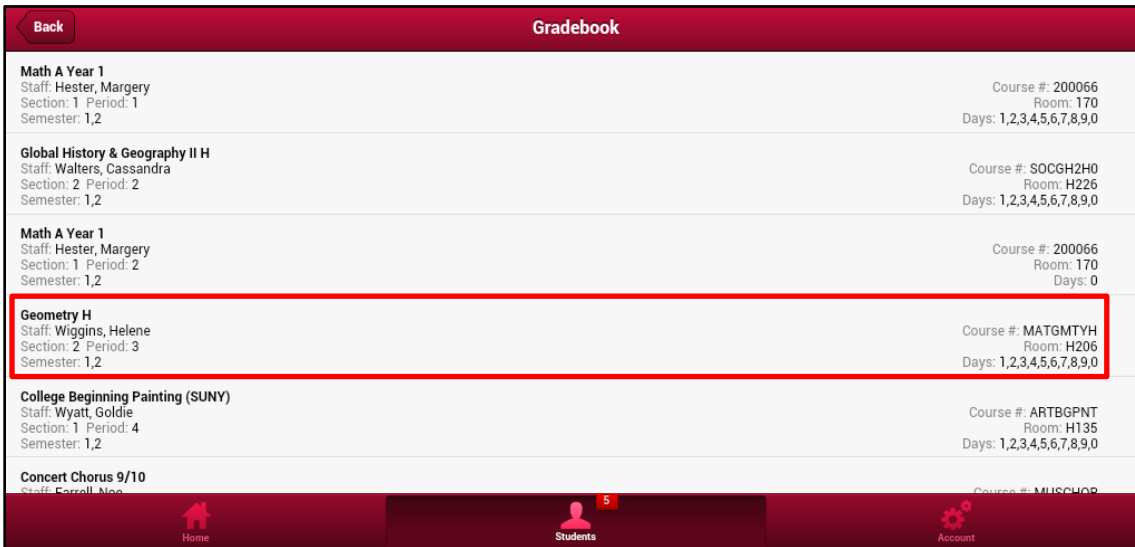
Click a Course to select it. Selected courses are indicated by the red checkmark. Click **Save** to enter the Course Request(s).



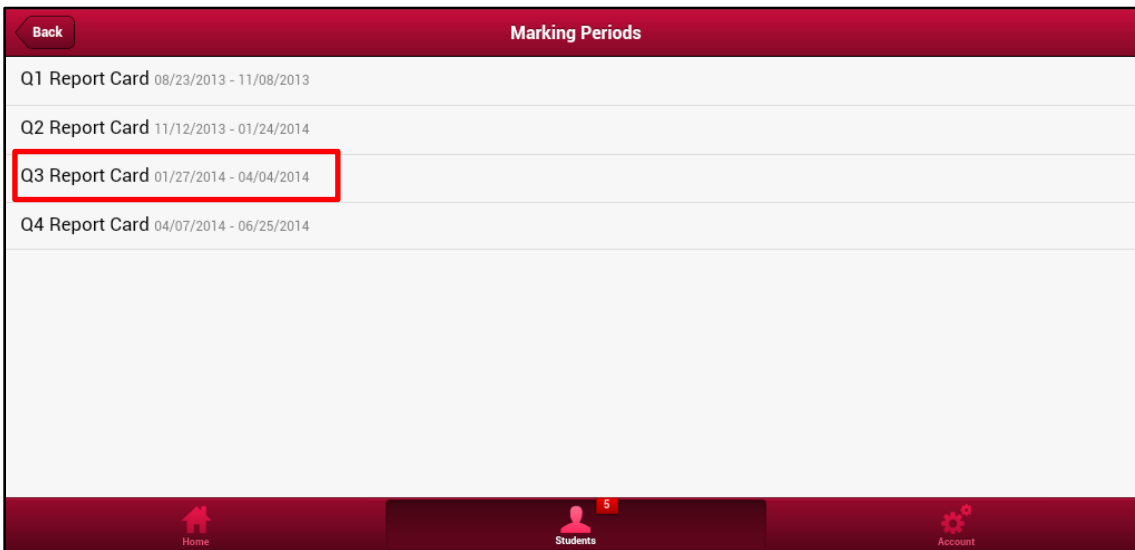


### Gradebook

The **Gradebook icon**  opens a window displaying the student's current courses, in period order. Click a Course to open the Gradebook for the selected course.

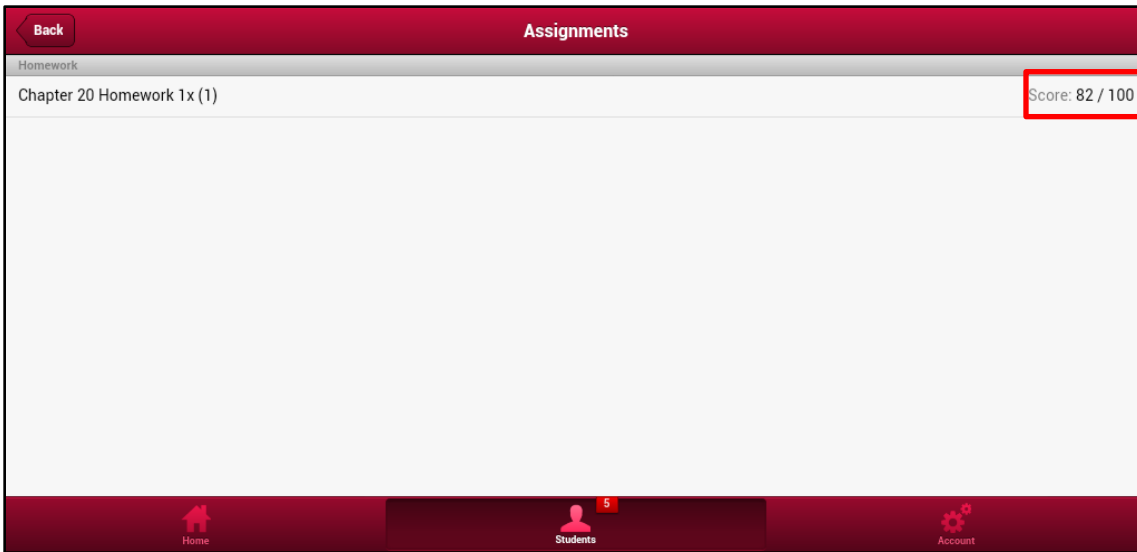


The selected Course's Gradebook is delineated by Marking Period. Select the desired Marking Period to view Gradebook details for that Marking Period.



Any assignments or exams that a teacher publishes will be posted on the Mobile site. Scores are displayed (at the teacher’s discretion) with **Earned/Possible points**.

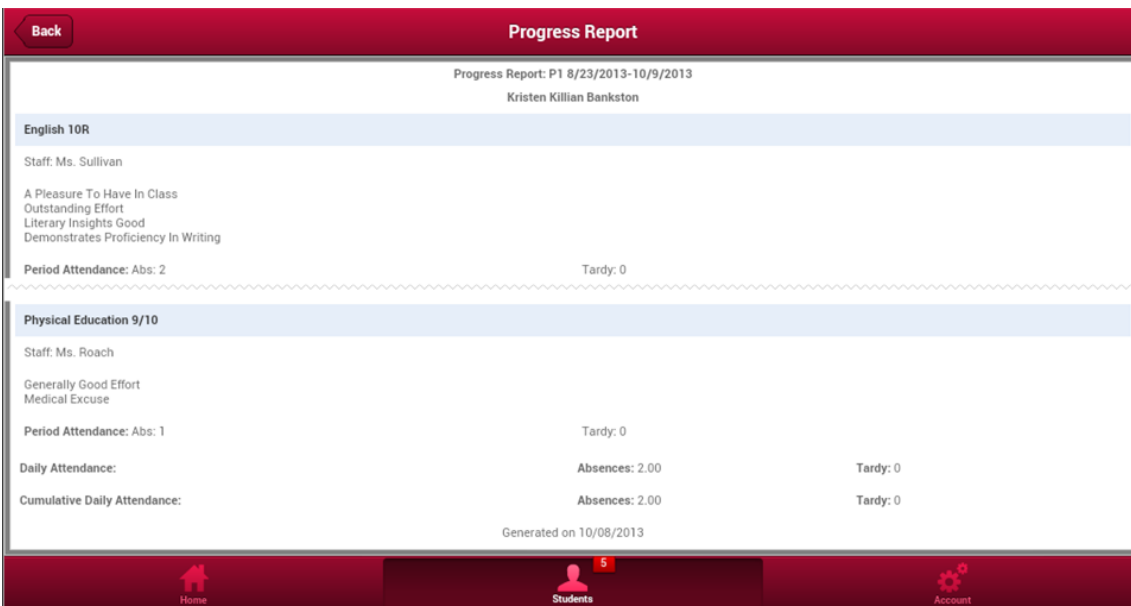
**Note:**  
Gradebook Assignments are published at the teacher’s discretion.



**Progress Report**


The **Progress Report icon** opens a window that displays the current progress report.

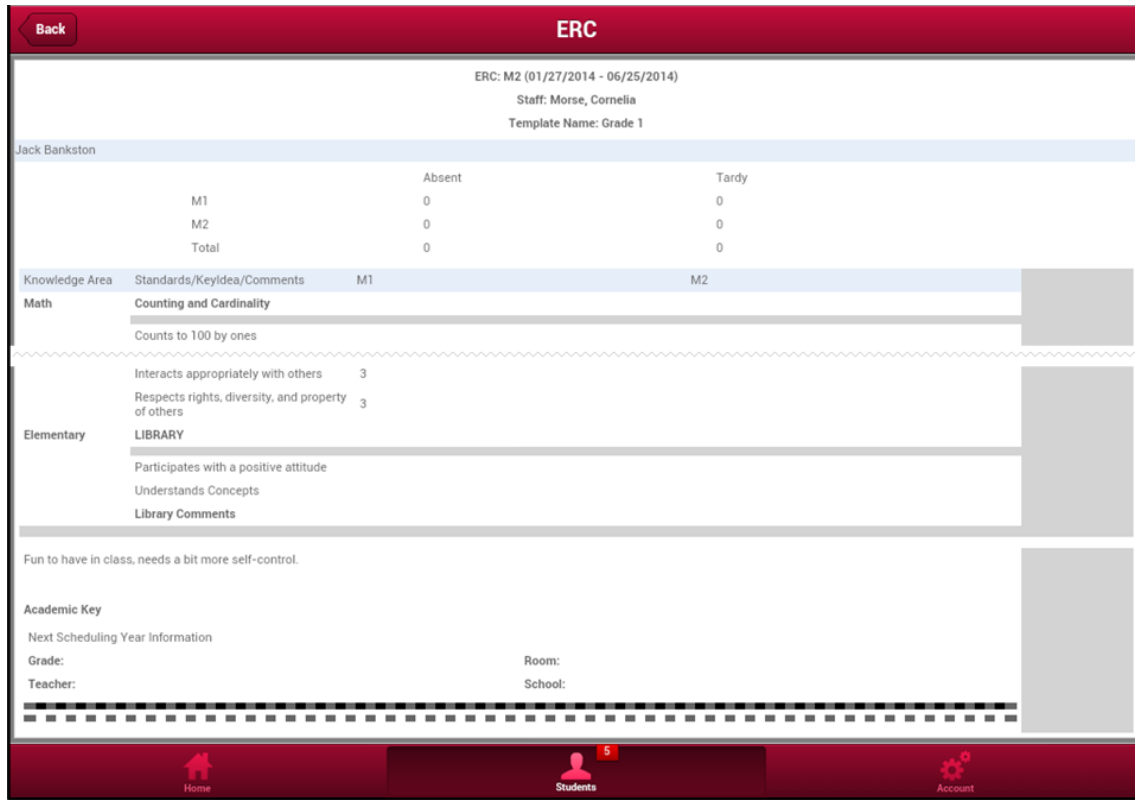
**Note:**  
Progress reports are published to Mobile sites at the school district’s discretion.



**Note:**  
Screenshot has been cropped and reassembled to display the top and bottom of the progress report screen.

### ERC (Elementary Report Card)

The **ERC icon**  opens a window that displays the current ERC.



**ERC**

ERC: M2 (01/27/2014 - 06/25/2014)  
 Staff: Morse, Cornelia  
 Template Name: Grade 1

Jack Bankston

	Absent	Tardy
M1	0	0
M2	0	0
Total	0	0

Knowledge Area	Standards/KeyIdea/Comments	M1	M2
Math	Counting and Cardinality		
	Counts to 100 by ones		
	Interacts appropriately with others	3	
	Respects rights, diversity, and property of others	3	
Elementary	LIBRARY		
	Participates with a positive attitude		
	Understands Concepts		
	Library Comments		

Fun to have in class, needs a bit more self-control.

Academic Key


Next Scheduling Year Information

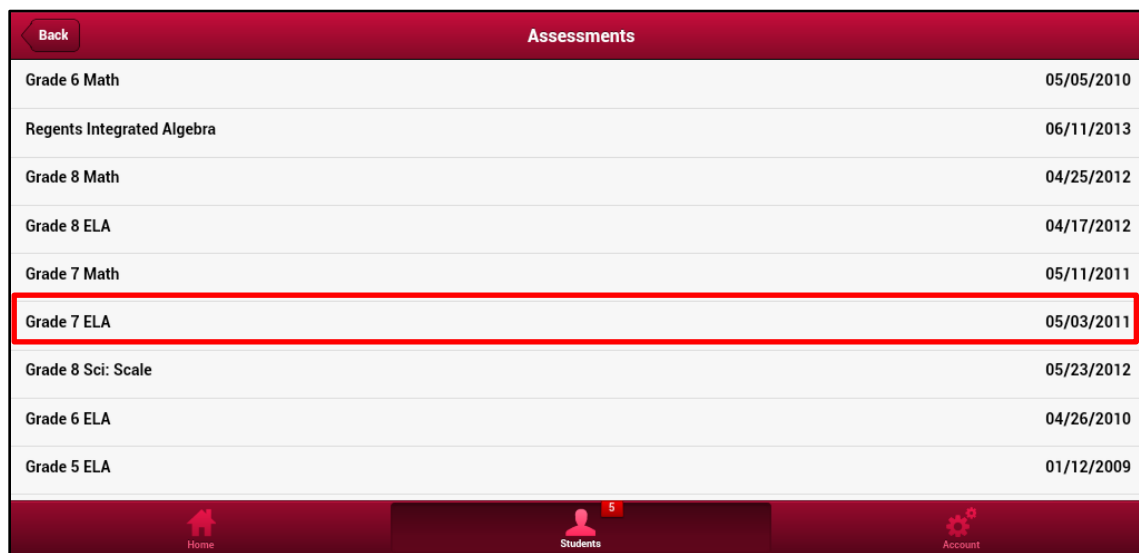
Grade: \_\_\_\_\_ Room: \_\_\_\_\_  
 Teacher: \_\_\_\_\_ School: \_\_\_\_\_

**Note:**  
 ERCs are published to Mobile sites at the school district's discretion.

**Note:**  
 Screenshot has been cropped and reassembled to display the top and bottom of the ERC screen.

### Assessments

The **Assessments icon**  opens a list of the student's previous Assessments and the date that Assessment was administered. Click an assessment to view more details.



**Assessments**


Grade 6 Math	05/05/2010
Regents Integrated Algebra	06/11/2013
Grade 8 Math	04/25/2012
Grade 8 ELA	04/17/2012
Grade 7 Math	05/11/2011
Grade 7 ELA	05/03/2011
Grade 8 Sci: Scale	05/23/2012
Grade 6 ELA	04/26/2010
Grade 5 ELA	01/12/2009

The Assessment Details window will show specific information regarding the selected Assessment.

**Assessment Details**

Date: **04/25/2012**  
Name: **Grade 8 Math**  
Language:  
Modification:  
Grade Equivalent:  
Standard Met:  
Grade Stanine:  
Score: **713**  
Cognitive Skills Index:  
Scaled Score:  
Percentile:  
National Percentile:  
NCE Normal Curve Equivalent:  
National Stanine:  
Local Stanine:  
Level:  
Age Stanine:  
Benchmark:

**Fees**

The **Fees icon**  opens a window which displays any fees that the student has accrued. Fees are sorted by Type, and display the invoice number, fee amount, total payment, and balance.

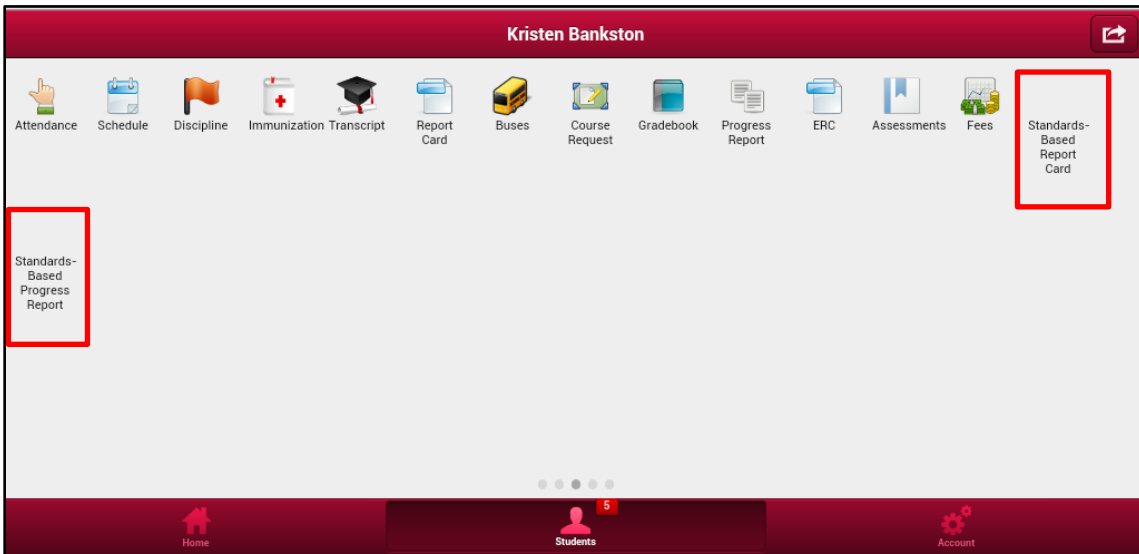
**Fee**

Type: EQPT  
Invoice #: **013253000** Fee Code: **Paint1**  
Fee : **\$25.00** Total Payment : **\$0.00**  
Balance : **\$0.00**

Type: TEXT  
Invoice #: **013253004** Fee Code: **APTxt**  
Fee : **\$34.95** Total Payment : **\$0.00**  
Balance : **\$19.95**

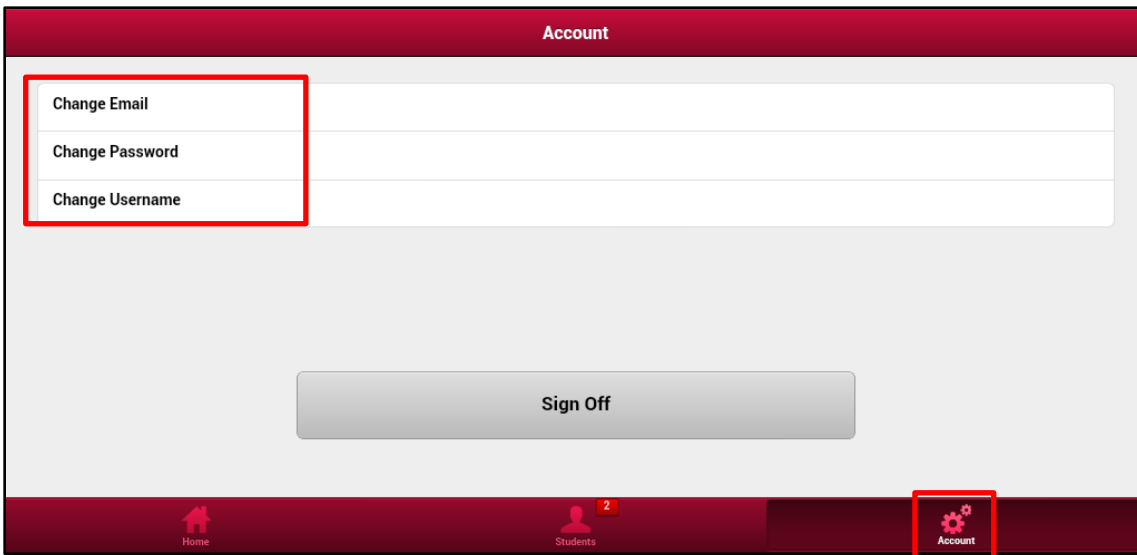
### Standards-Based Report Card / Standards-Based Progress Report

The **Standards-Based Report Card** and **Standards-Based Progress Report** pages are currently inactive. They will be available in a future release.



## Account Tab

Click the **Account icon** in the Navigation bar to open the **Account** tab. From this screen, users can update their email, password and username.



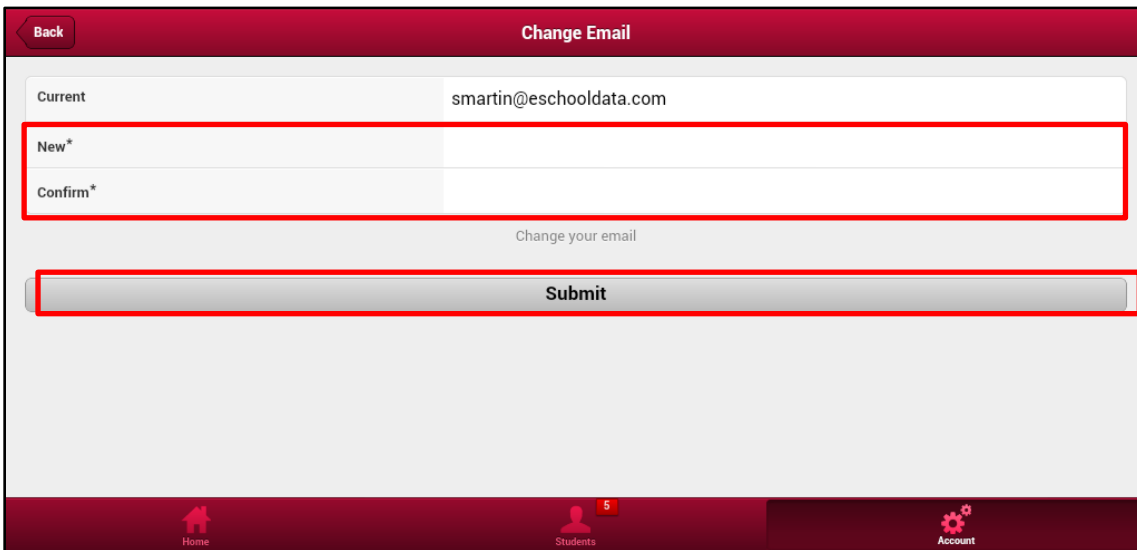
**Note:**

To update any other personal information, users will either need to be logged into the Parent Portal on a laptop/desktop computer or meet with District personnel to handle changes.

The district decides what personal information can be updated via the Parent Portal and what must be updated in person with District personnel.

### Email

Select **Change Email** to update your email information. Your current email will auto-populate the field. Enter your new email address in the **New\*** and **Confirm\*** fields. Click **Submit** to update your email.



**Password**

Select **Change Password** to update your password. Enter your current password in the **Current\*** field, and your new password in the **New\*** and **Confirm\*** fields. Click **Submit** to update your password.

Change Password

Current\*

New\*

Confirm\*

Reset your password.

Submit

Home Students Account

**Username**

Select **Change Username** to update your username. Your current username will auto-populate. Enter a new username in the **New\*** and **Confirm\*** fields. Click **Submit** to update your username.

Change Username

Current kbankston

New\*

Confirm\*

Change your username.

Submit

Home Students Account

## Logging Off

Click the **Account icon** in the Navigation bar to open the **Account** tab. Click the **Sign Off** button, then click **Yes** to confirm signing off Mobile Parent.

