

PARENT PORTAL VIEW LEARNING GUIDE



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Overview

This guide provides parents/guardians with a step by step guide outlining the registration process and how to navigate the portal. The Parent Portal is a cutting-edge communications tool designed to increase your involvement in your student's education using the power of information. The Parent Portal allows for instant online access to current, relevant information that will enhance your involvement with your student's academic career.

Account Registration

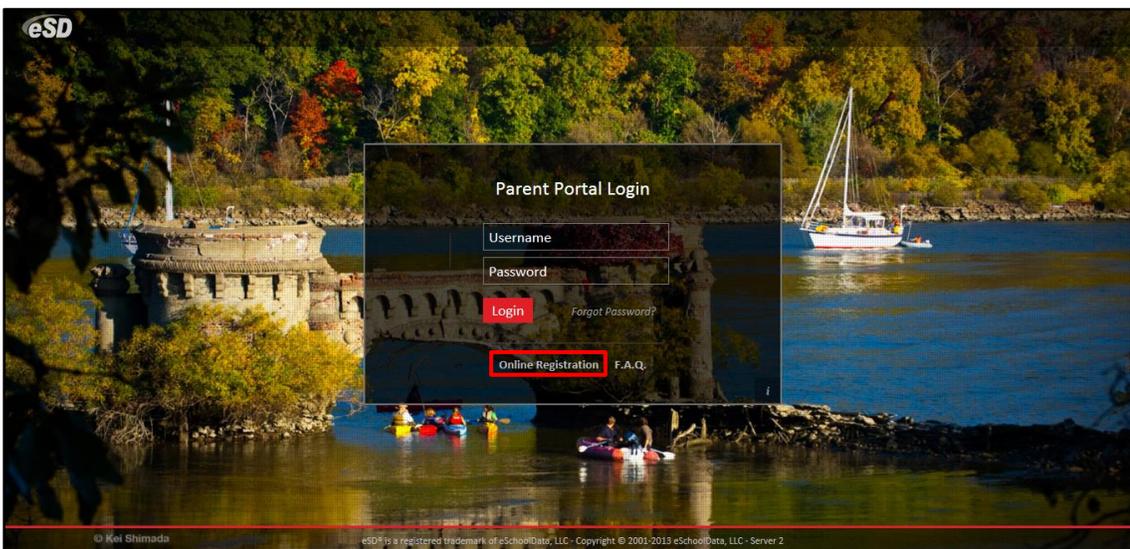
Please refer to your school district's website for an existing Parent Portal Link. If your district has not created a link on the school's website, you may use the link below.

Navigate to the school district's secure site (don't forget the **S** in https):

<https://ParentSIS.csiu-technology.org>

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 you have been given a User ID and temporary Password by the district, please skip to **Logging In** on page 5.

To request a parent/guardian portal account, click the link on the home page where it says **"Online Registration."**



Note:
The photo displayed on the **Parent Portal Login** page may change with the seasons.

An online **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**.

Parent Portal
Registration

Account Information Personal Information Student Information

Welcome to Parent Portal Registration!
STEP 1: Please enter your parent portal login information below.

* School District
(Start typing your school district then select your district in the list)

* Username
(Your ID is what you will use to login to the portal. You can change at any time from within the portal.)

* Email Address
(Your email address can be updated at anytime from within the portal. If you forget your password the account reset information will be sent to this account)

* Confirm Email Address

* Password
(Should be a minimum of 6 characters with at least 1 number)

* Confirm Password

* Authentication Question <-- Select -->

* Authentication Answer

Create Account Information >>

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Tip:
Keep a record of the **Username** and **Password** that you enter. You'll need them to log in once the account is approved.

Enter the required information on the **Personal Information** screen and click **Create Personal Information**.

Parent Portal
Registration

Account Information Personal Information Student Information

STEP 2: Information will be used to verify your identity. Please make sure you provide the information the district already has on file.

* First Name

Middle Name

* Last Name

* Street Address

Apartment #

* City

* State --Select--

* ZIP Code

* Phone - - x

<< Back to Account Information **Create Personal Information >>**

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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!**

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

Parent Portal
Registration

Account Information Personal Information Student Information

STEP 3: Please also make sure you provide at least one of your student(s) on file to verify your identity.

My Student(s) Your student(s) will show below after you have added.

ID Number	First Name	Last Name	Grade	School

Add Student

* ID Number

* School --Select--

* First Name

* Grade --Select--

* Last Name

Add Student to the above list Clear

<< Previous **Finish Registration!**

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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.

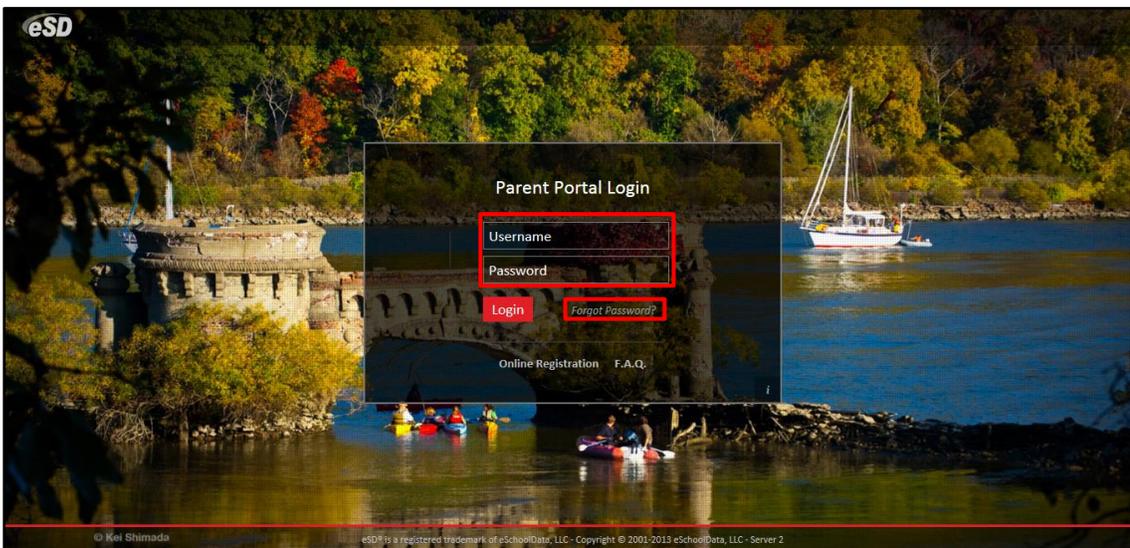


Logging In

Once the district has approved the account request, the parent/guardian will receive an email with a link to verify the email address and activate the account. Once the email's link is clicked and the email address verified, click **Login** to login to the account using the Username and Password created at the time of registration.

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.

Note:
To retrieve a forgotten Password, click the link where it says "**Forgot Password?**"



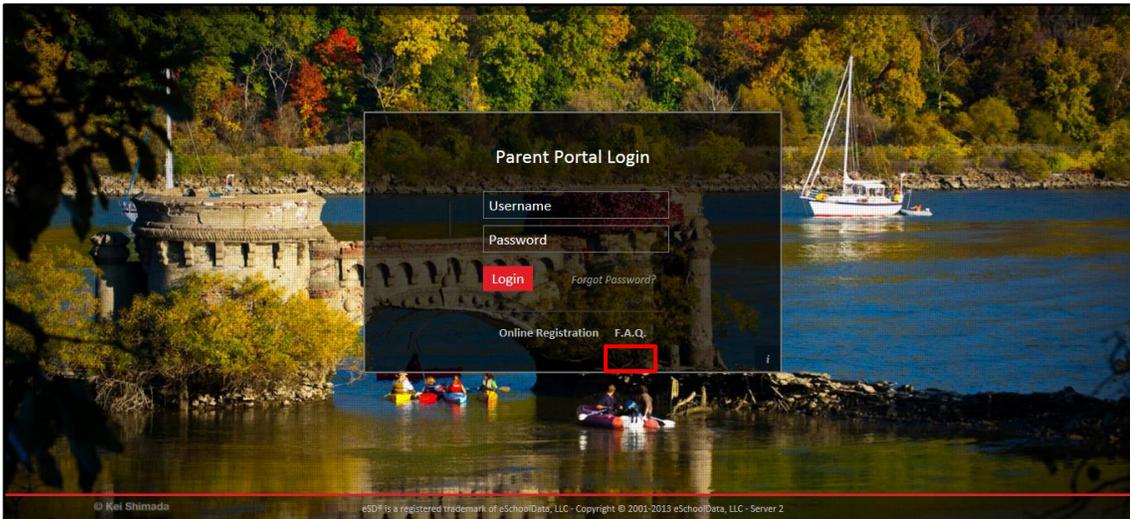
Upon first login, the District’s **Terms of Use** should be read. Click **I Agree** at the bottom of the Agreement to proceed further.

Note:
Parents/Guardians will be prompted to Agree to the District’s **Terms of Use** each time the Terms are amended.

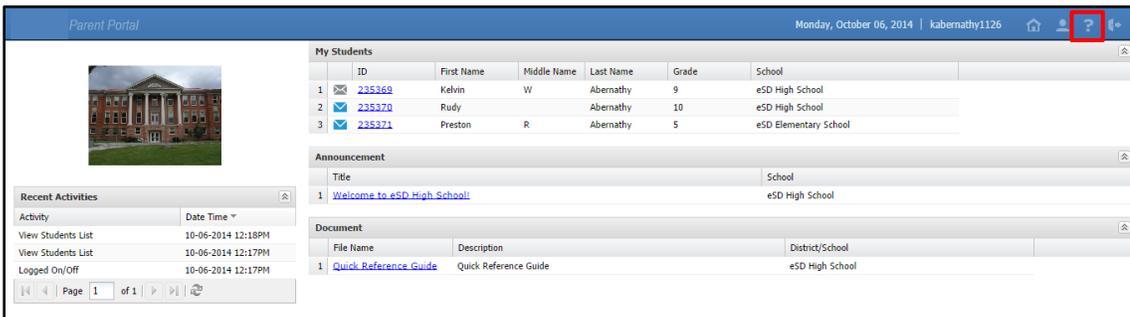
If the account has been auto-generated by the district, users will be required to establish a new **Password** and enter a **Primary Email Address** after agreeing to the Terms of Use. Users will also have the option to **Use this E-Mail address as my User Name**. Click **Save** when finished.

Getting Help

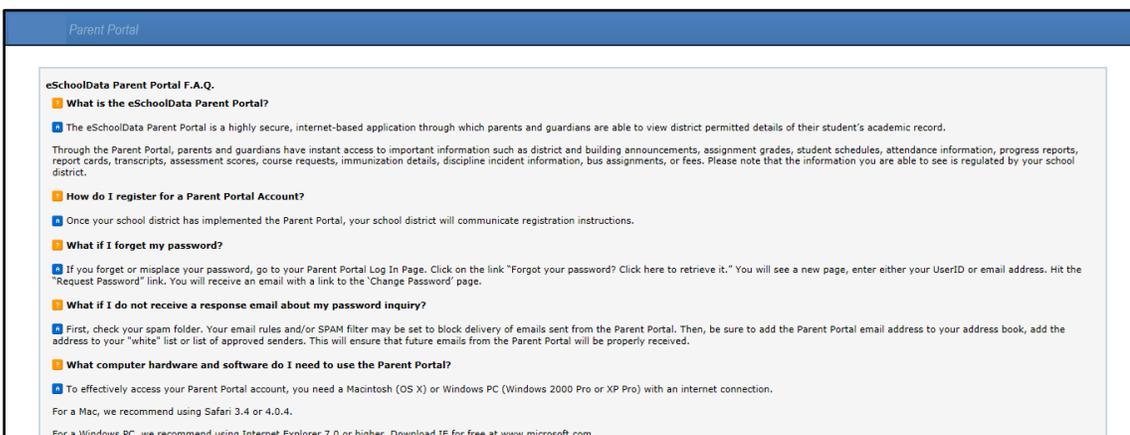
Users can get help both before and after logging in to the eSD® Parent Portal. From the Login screen, click the link where it says “F.A.Q.” to access the **Parent Portal F.A.Q.**



Once logged in to your Portal account, click the **Help icon** in the upper right corner of the Parent Portal screens to access the **Parent Portal F.A.Q.**



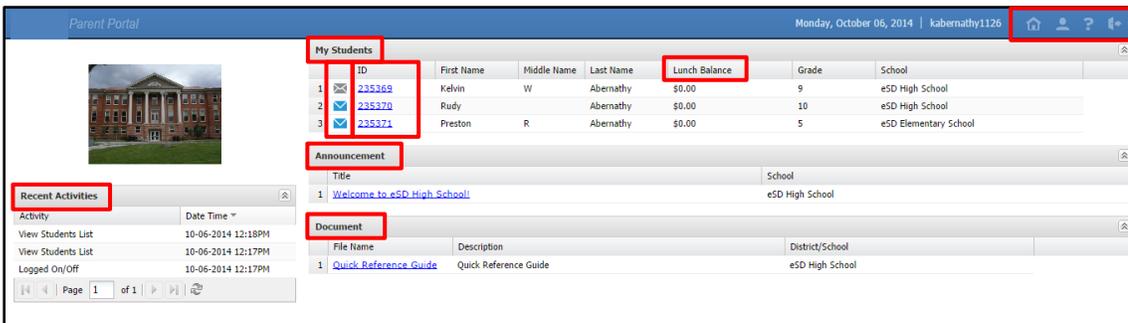
The **F.A.Q.** provides portal account holders with answers to commonly asked questions.



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 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** or the **New Message icon** to access the **Messages Inbox** for the specified student.



Note:
For more information about the **Profile Tab** and the other information tabs, see pages 12 - 24.

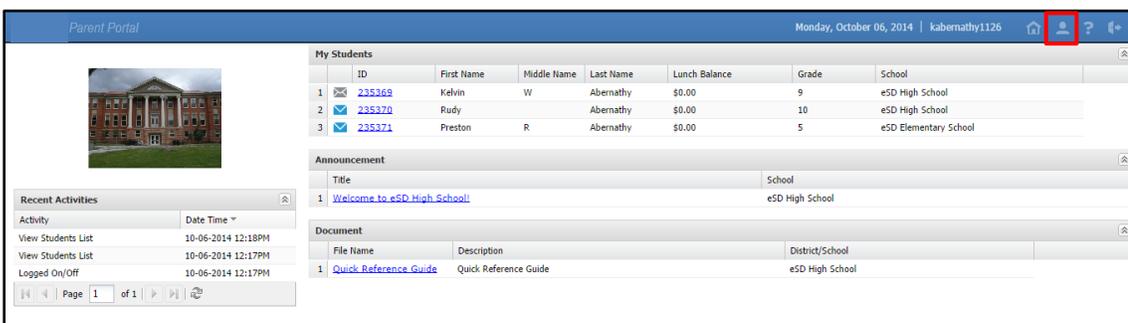
For more information about the **Messages Inbox**, see **Messages** on page 9.

If selected by your district, the **Students** list displays the current **Lunch Balance** for each child (see above screenshot), and also will include the last date that the **Lunch Balance** was updated. Parents can click into each child's profile, and view the **Fees** tab to see more detailed information about that child's **Lunch Balance**.

Note:
Since **Lunch Balances** are incorporated into the **Fees** module, districts may opt to display Lunch Balances as negative values (i.e., as credits), to maintain an accurate Fees balance.



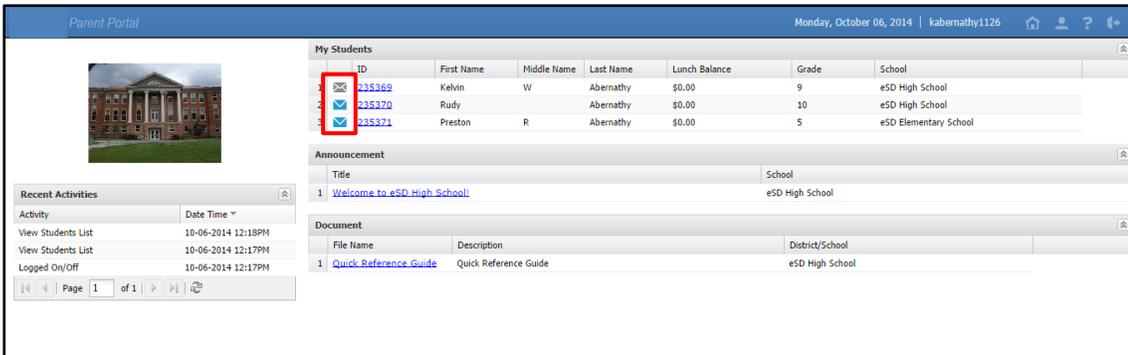
Click the **My Account icon** to update your portal account information (passwords, usernames, and primary email addresses), plus additional information as permitted by your district. For more information, see **Updating Account Info** on page 24.



Messages

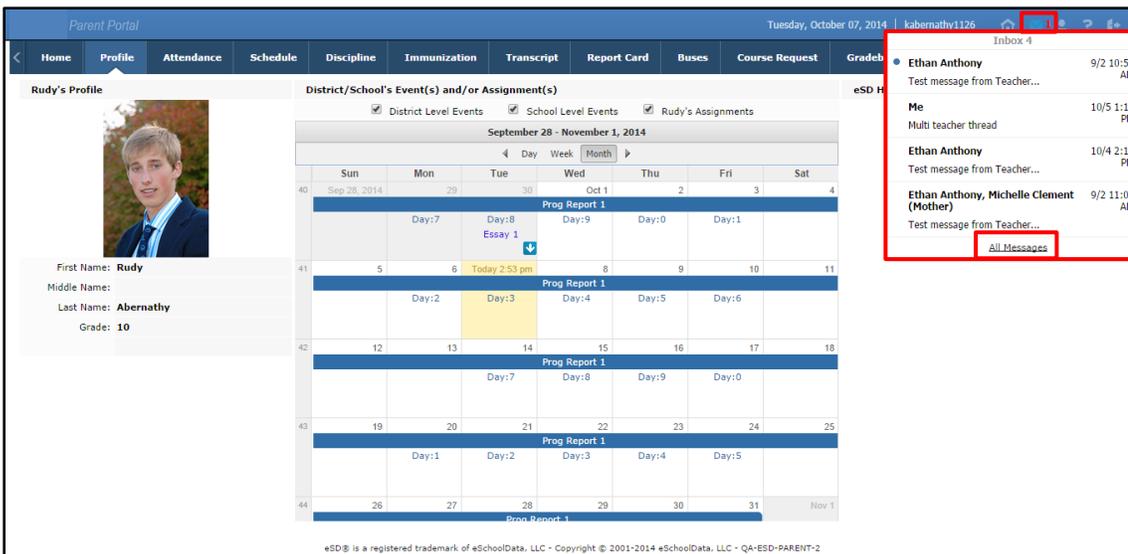
The Messages function allows parents/guardians to communicate with staff members about a specific student. Parents/guardians can access the **Messages** inbox for a student in two ways: from the **My Students** list on the Portal homepage and from the icon toolbar when viewing the student's information.

On the Portal homepage, the Messages icon will display as an **Inbox icon** , when there are no new messages about that student, or as a **New Message icon** . Click the Messages icon to access the **Messages Inbox** for the specified student.



ID	First Name	Middle Name	Last Name	Lunch Balance	Grade	School
235369	Kelvin	W	Abernathy	\$0.00	9	eSD High School
235370	Rudy		Abernathy	\$0.00	10	eSD High School
235371	Preston	R	Abernathy	\$0.00	5	eSD Elementary School

On the student information pages, the **Messages icon**  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**  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**.

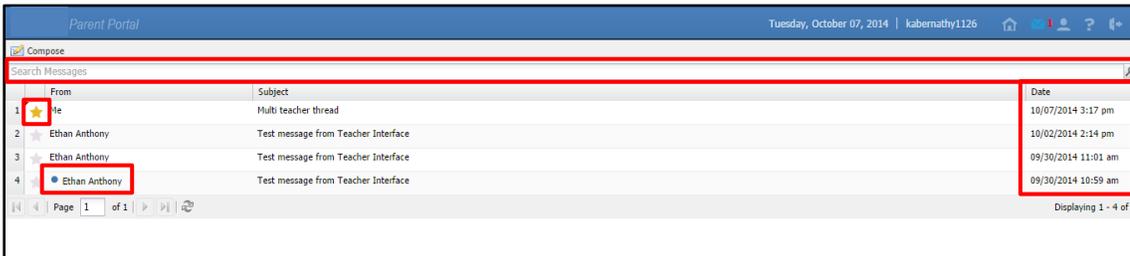


Messages Inbox

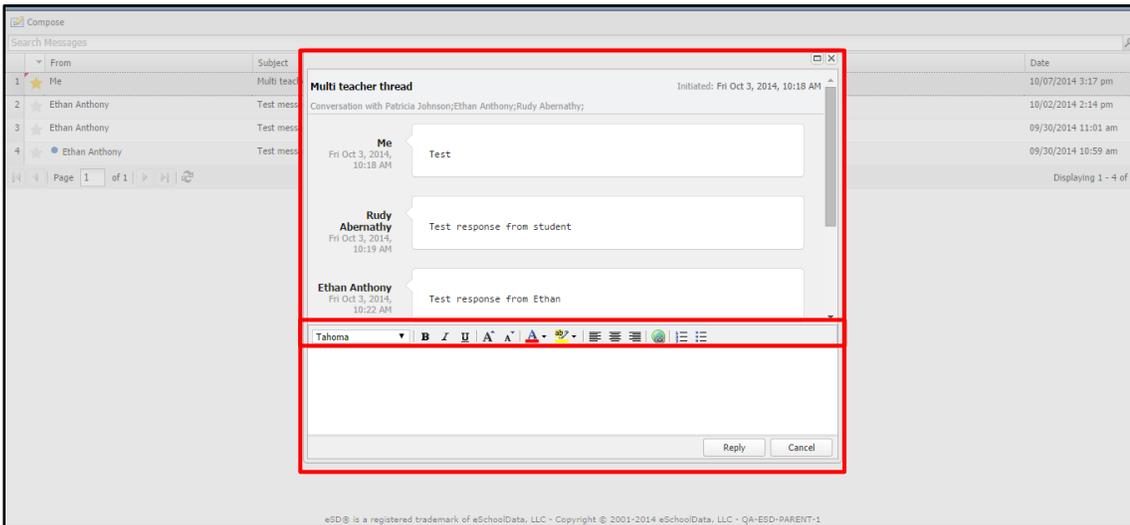
- Ethan Anthony** 9/2 10:59 AM
Test message from Teacher...
- Me** 10/5 1:19 PM
Multi teacher thread
- Ethan Anthony** 10/4 2:14 PM
Test message from Teacher...
- Ethan Anthony, Michelle Clement (Mother)** 9/2 11:03 AM
Test message from Teacher...
- All Messages**

Messages Inbox

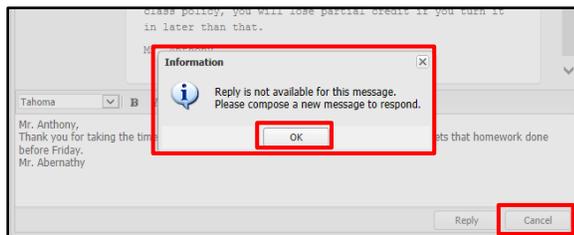
The **Messages Inbox** displays all messages related to the selected student, from the most recent to the oldest. The **New Thread icon** ● will display on each unread message. Click the **Favorite icon** ★ to bookmark a message thread. Type a search term in the **Search Messages field** and click the **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.



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**.

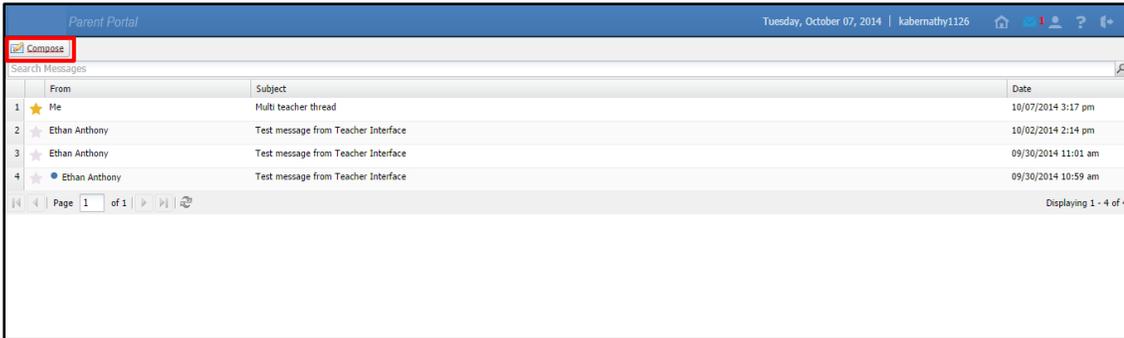
Note:
The **Editor toolbar** allows users to customize the text appearance, insert a link, and/or create lists.

Note:
The **Classic Teacher Interface** has limited messaging capability that does not include message threads.

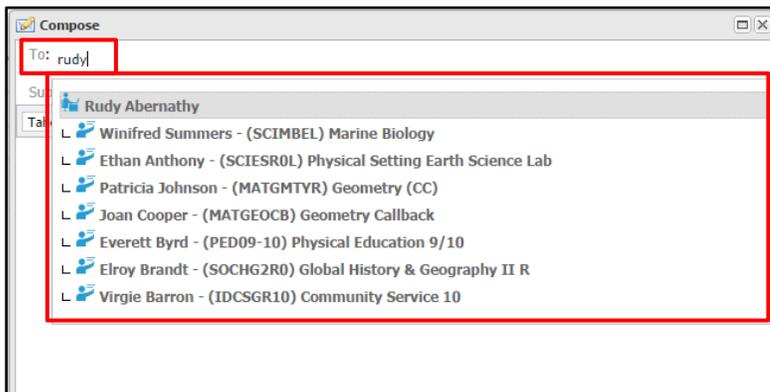
Tip:
Copy the text of your reply before clicking **Cancel**, and then paste it into the new message window.

New Message

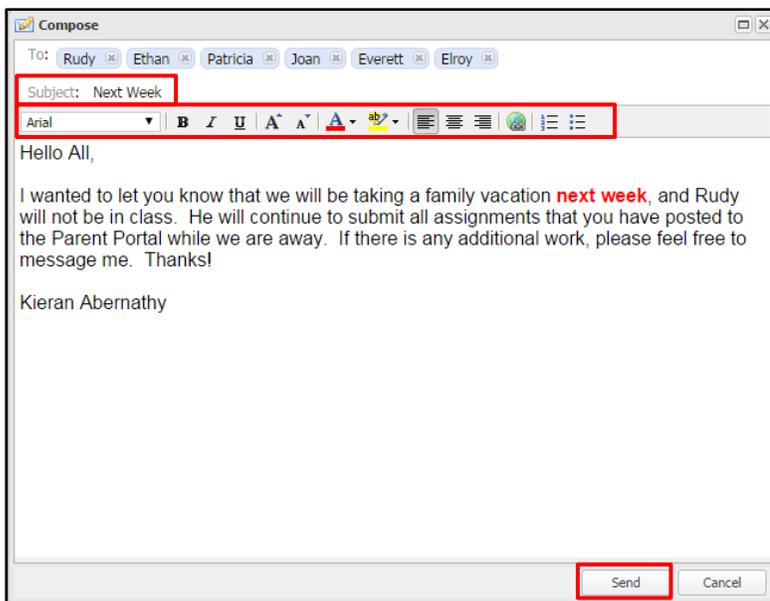
From the **Messages Inbox**, click **Compose** to create a new message.



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 link, or create lists. When finished, click **Send**.



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 CSIU SIS 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.



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.

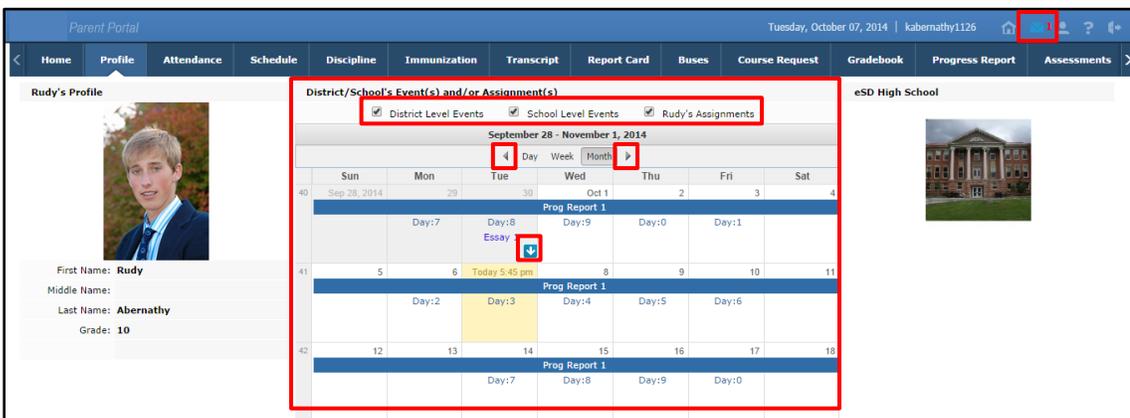
Hover your mouse over an icon to display a Tooltip with the icon’s name. (Example: My Account)

Profile Tab

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

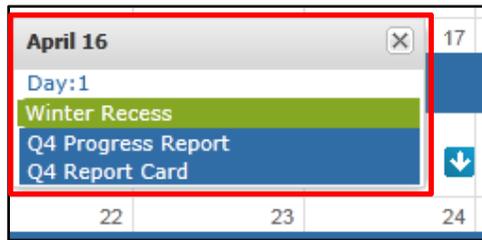
By default, the calendar displays the current Month, and all District Level and School Level Events along with the selected child’s Assignments. Click the **Forward**  and **Back**  arrows to display another date range. If there are more events on a calendar date than can be displayed, that date box will show the **More Events icon** .



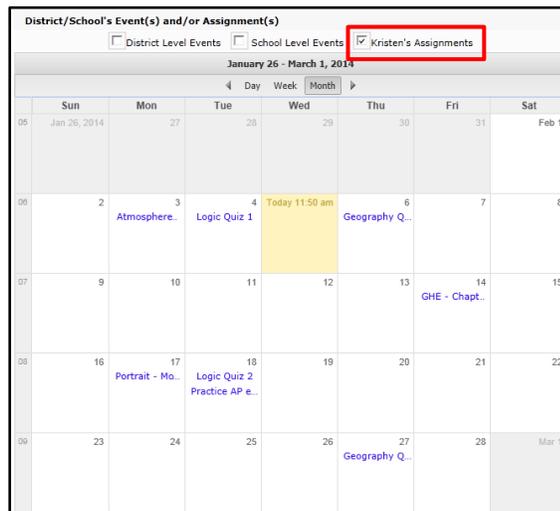
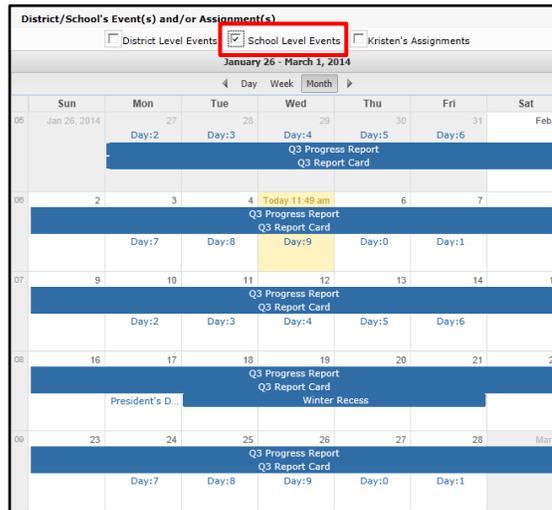
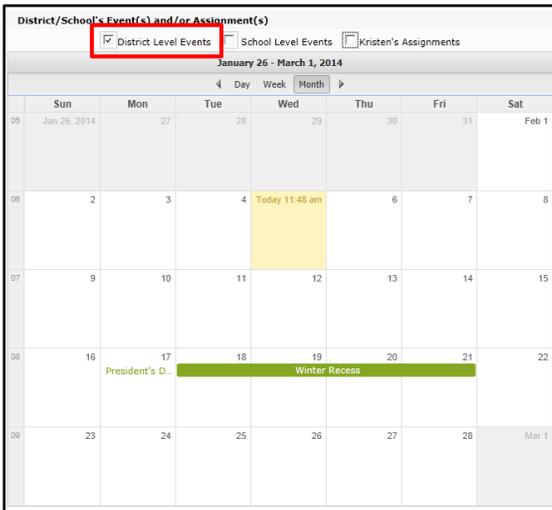
Note:

For more information about the **Messages icon**, see **Messages** on page 9.

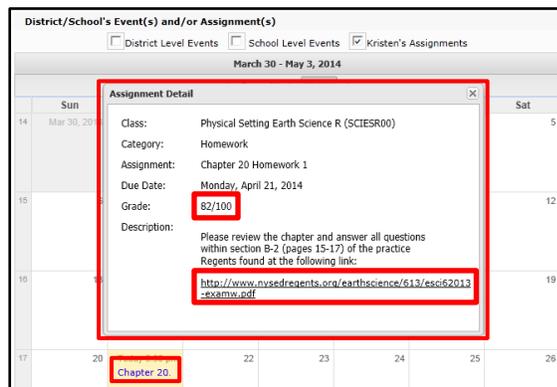
Click the **More Events icon**  to open the Events box.



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.

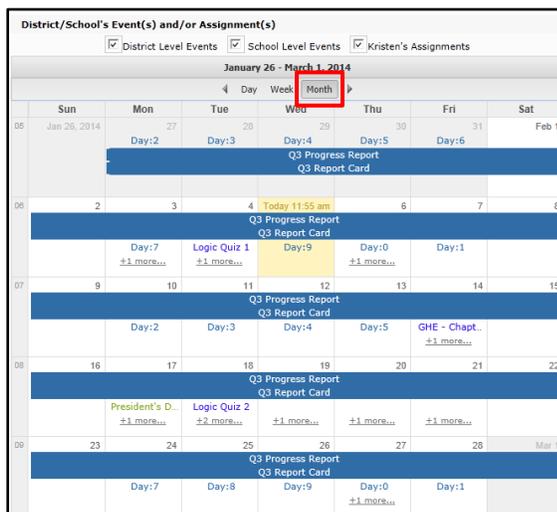
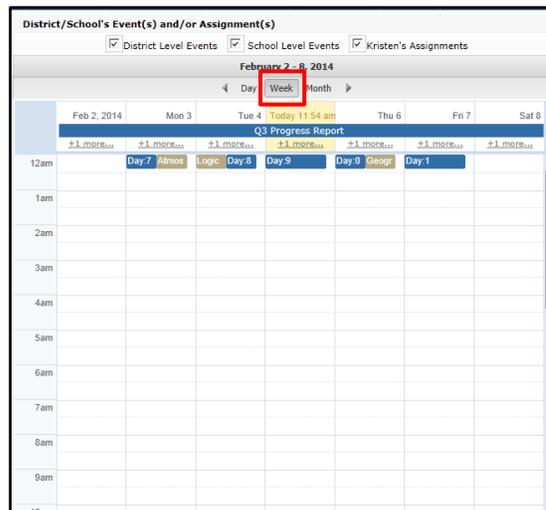
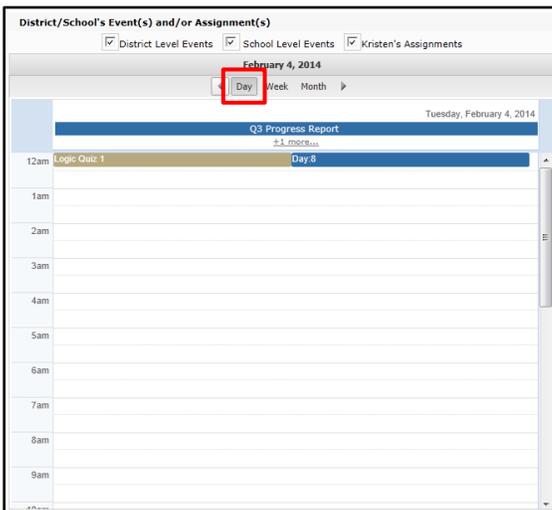


Click on an Assignment to open the **Assignment Details** window. The Grade (if shown) will display as **Earned/Possible Points**. The description of the Assignment may contain a hyperlinked URL, if included by the teacher.



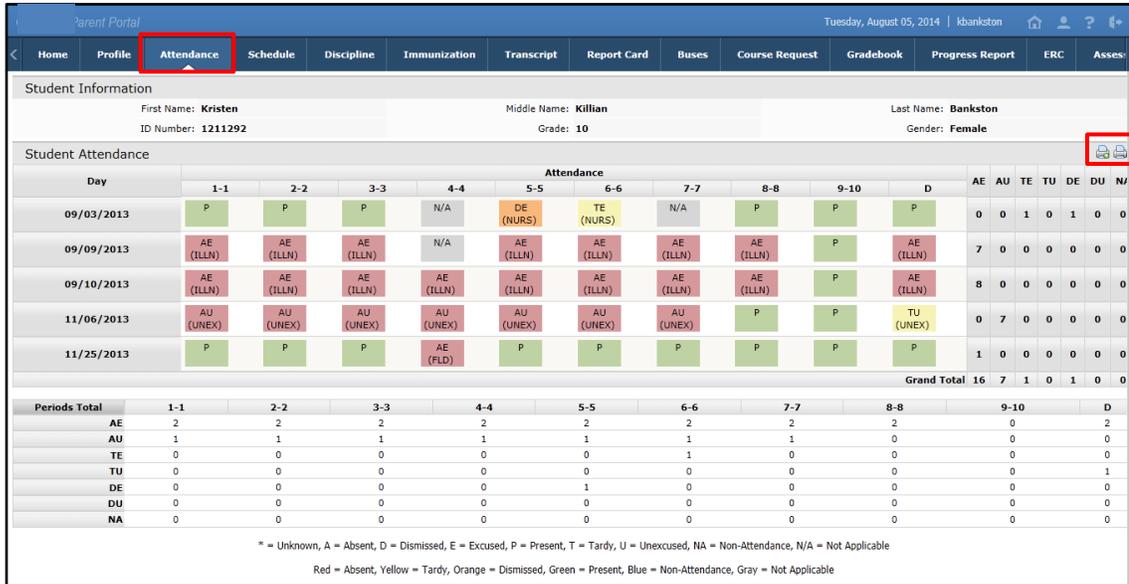
Note:
For more information about a specific assignment, open the **Gradebook** tab.

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



Attendance Tab

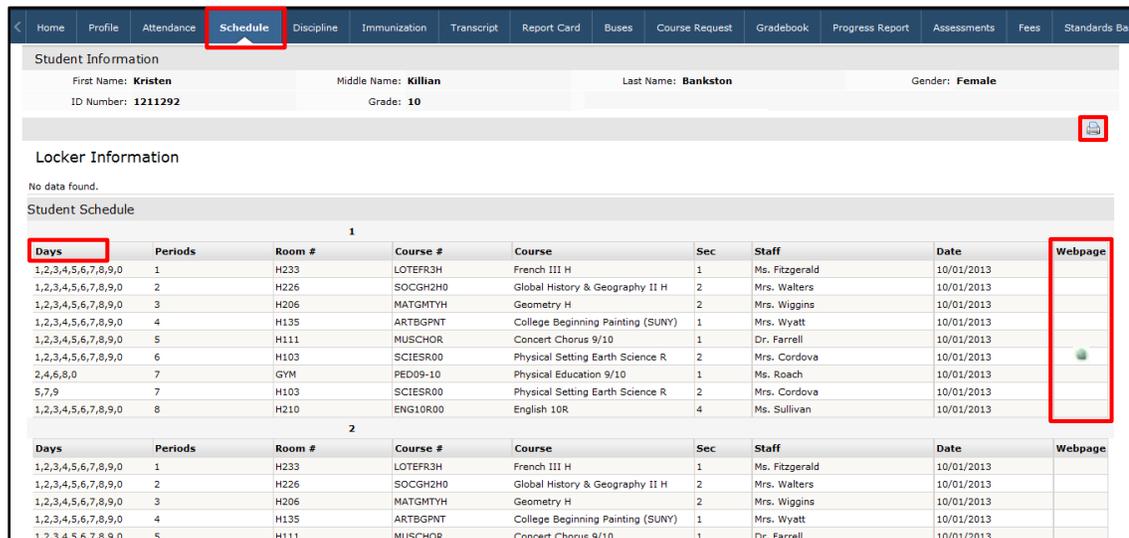
Click the **Attendance** tab to view the student's Attendance. Attendance will display based on settings established by the district. Click the **Print icon**  to print the student's attendance, or the **Print Note icon**  to print an attendance note.



Day	1-1	2-2	3-3	4-4	5-5	6-6	7-7	8-8	9-10	D	AE	AU	TE	TU	DE	DU	N/
09/03/2013	P	P	P	N/A	DE (NURS)	TE (NURS)	N/A	P	P	P	0	0	1	0	1	0	0
09/09/2013	AE (ILLN)	AE (ILLN)	AE (ILLN)	N/A	AE (ILLN)	AE (ILLN)	AE (ILLN)	AE (ILLN)	P	AE (ILLN)	7	0	0	0	0	0	0
09/10/2013	AE (ILLN)	P	AE (ILLN)	8	0	0	0	0	0	0							
11/06/2013	AU (UNEX)	P	P	TU (UNEX)	0	7	0	0	0	0	0						
11/25/2013	P	P	P	AE (FLD)	P	P	P	P	P	P	1	0	0	0	0	0	0
Grand Total											16	7	1	0	1	0	0

Schedule Tab

Click on the **Schedule** tab to view the student's schedule. The **Partially Scheduled icon**  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.



Days	Periods	Room #	Course #	Course	Sec	Staff	Date	Webpage
1,2,3,4,5,6,7,8,9,0	1	H233	LOTEFR3H	French III H	1	Ms. Fitzgerald	10/01/2013	
1,2,3,4,5,6,7,8,9,0	2	H226	SOCGH2H0	Global History & Geography II H	2	Mrs. Walters	10/01/2013	
1,2,3,4,5,6,7,8,9,0	3	H206	MATGMTYH	Geometry H	2	Mrs. Wiggins	10/01/2013	
1,2,3,4,5,6,7,8,9,0	4	H135	ARTBGPNT	College Beginning Painting (SUNY)	1	Mrs. Wyatt	10/01/2013	
1,2,3,4,5,6,7,8,9,0	5	H111	MUSCHOR	Concert Chorus 9/10	1	Dr. Farrell	10/01/2013	
1,2,3,4,5,6,7,8,9,0	6	H103	SCIESR00	Physical Setting Earth Science R	2	Mrs. Cordova	10/01/2013	
2,4,6,8,0	7	GYM	PED09-10	Physical Education 9/10	1	Ms. Roach	10/01/2013	
5,7,9	7	H103	SCIESR00	Physical Setting Earth Science R	2	Mrs. Cordova	10/01/2013	
1,2,3,4,5,6,7,8,9,0	8	H210	ENG10R00	English 10R	4	Ms. Sullivan	10/01/2013	

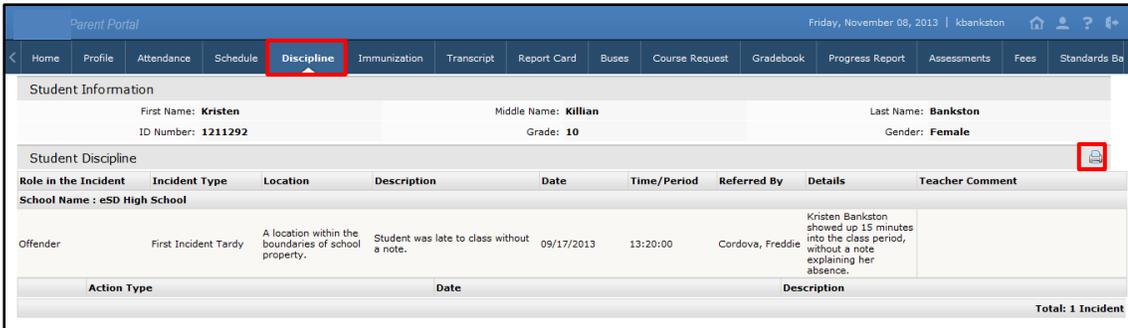
Note:
If the district has opted to display a **custom-format Schedule** (using Edge Document Systems), the page layout may differ.

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.

Discipline Tab

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



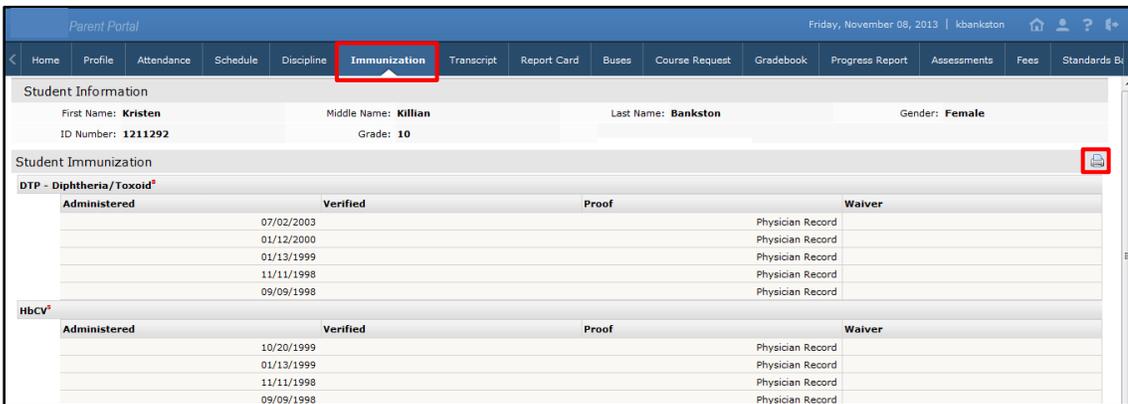
The screenshot shows the Parent Portal interface with the 'Discipline' tab selected. The student information section displays: First Name: Kristen, Middle Name: Killian, Last Name: Bankston, ID Number: 1211292, Grade: 10, Gender: Female. A red box highlights the 'Discipline' tab in the navigation menu and the 'Print icon' in the top right of the student information section.

Role in the Incident	Incident Type	Location	Description	Date	Time/Period	Referred By	Details	Teacher Comment
Offender	First Incident Tardy	A location within the boundaries of school property.	Student was late to class without a note.	09/17/2013	13:20:00	Cordova, Freddie	Kristen Bankston showed up 15 minutes into the class period, without a note explaining her absence.	

Total: 1 Incident

Immunization Tab

Click on the **Immunization** tab to view the student's immunization records on file with the district. Click the **Print icon**  to print the student's immunization records.



The screenshot shows the Parent Portal interface with the 'Immunization' tab selected. The student information section is identical to the previous screenshot. A red box highlights the 'Immunization' tab in the navigation menu and the 'Print icon' in the top right of the student information section.

DTP - Diphtheria/Toxoid ^a			
Administered	Verified	Proof	Waiver
	07/02/2003		Physician Record
	01/12/2000		Physician Record
	01/13/1999		Physician Record
	11/11/1998		Physician Record
	09/09/1998		Physician Record

HbcV ^a			
Administered	Verified	Proof	Waiver
	10/20/1999		Physician Record
	01/13/1999		Physician Record
	11/11/1998		Physician Record
	09/09/1998		Physician Record

Transcript Tab

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

Course	Level	Final Grade	Crd/Crdt	Date	Test	Score
2011 - 2012						
LOFR100 French 1 8th Grade		94	1.00/1.00	06/11/2013	Regents Integrated Algebra	100
TECH8000 Technology 8		94	0.00/0.00	06/11/2013	Regents Living Environment	96
Weighted Average		94.00	1.00/1.00			
2012 - 2013						
ENCSR000 English 9R	Regents	93	1.00/1.00			
SOCGH100 Global History & Geography I H	Honors	86	1.00/1.00			
MATTN100 Integrated Algebra R	Regents	97	1.00/1.00			
SCIES100 Living Environment Biology H	Honors	90	1.00/1.00			
LOFR200 French II		94	1.00/1.00			
ARTDP100 Drawing & Painting I		98	1.00/1.00			
MUSCHOR Concert Chorus Ensemble I and II (SUNY) 9/10		98	1.00/1.00			
PED09-10 Physical Education 9/10		100	0.50/0.50			
IDCSGR9 Community Service 9		P	0.25/0.25			
Weighted Average		94.97	7.75/7.75			
2013 - 2014 (Current Year)						
ENG10R00 English 10R	Regents		0.00/1.00			
SOCGH200 Global History & Geography II H	Honors		0.00/1.00			
MATGMTYH Geometry H	Honors		0.00/1.00			
SCIESR00 Physical Setting Earth Science R	Regents		0.00/1.00			
LOTEFRS College French I			0.00/1.00			
LOTEFR3H French III H	Honors		0.00/1.00			
MUSCHOR Concert Chorus 9/10			0.00/1.00			
ARTBGINT College Beginning Painting (SUNY)	SUNY		0.00/1.00			
PED09-10 Physical Education 9/10	Regents		0.00/0.50			
Weighted Average			0.00/0.50			
Grand Total			8.75/17.25			
Cumulative Weighted Average: 94.85						

Note:
Transcripts will be published to the Portal at the school district's discretion.

Note:
If the district has opted to display a **custom-format Transcript** (using Edge Document Systems), 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.

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.

Course	Q1	Q2	Q3	Q4	MT	FE	PNL	ABS	Tardy	Staff
ENG10R00 English 10R	93	--	--	--	--	--	--	--		Ms. Dawn Sullivan
SOCGH200 Global History & Geography II H	87	--	--	--	--	--	--	--		Mrs. Cassandra Walters
MATGMTYH Geometry H	85	--	--	--	--	--	--	--		Mrs. Helene Wiggins
SCIESR00 Physical Setting Earth Science R	82	--	--	--	--	--	--	--		Mrs. Freddie Cordova
LOTEFR3H French III H	97	--	--	--	--	--	--	--		Ms. Estelle Fitzgerald
ARTBGINT College Beginning Painting (SUNY)	95	--	--	--	--	--	--	--		Mrs. Goldie Wyatt
MUSCHOR Concert Chorus 9/10	90	--	--	--	--	--	--	--		Dr. Noe Farrell
PED09-10 Physical Education 9/10	Ex	--	--	--	--	--	--	--		Ms. Serena Roach

Assessment/Regent Exam | Score

Academic Key: 55-65

Generated on 2013-09-10 11:48:52

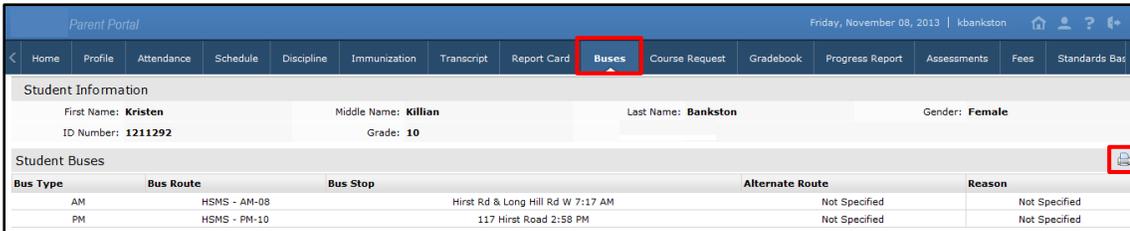
Note:
Report Cards will be published to the Portal at the school district's discretion.

Note:
If the district has opted to display a **custom-format Report Card** (using Edge Document Systems), 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.

Buses Tab

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

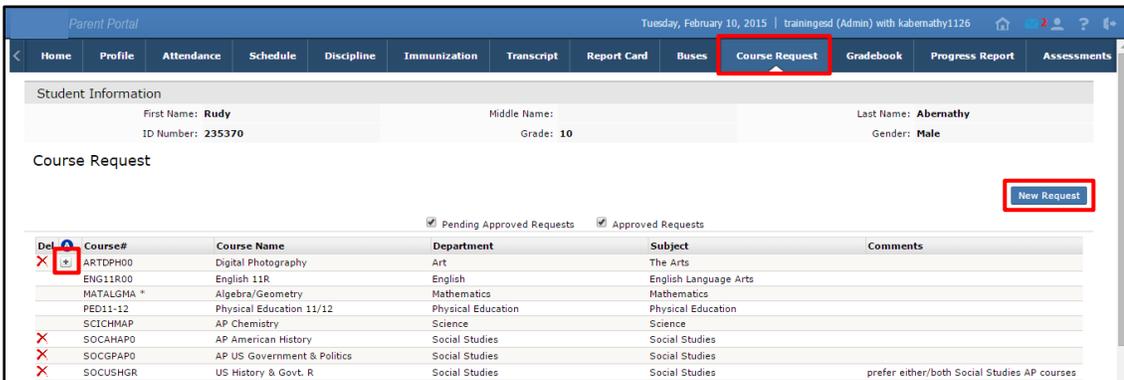


Bus Type	Bus Route	Bus Stop	Alternate Route	Reason
AM	HSMS - AM-08	Hirst Rd & Long Hill Rd W 7:17 AM	Not Specified	Not Specified
PM	HSMS - PM-10	117 Hirst Road 2:58 PM	Not Specified	Not Specified

Course Requests Tab

Click on the **Course Requests** tab to view the student's current Course Requests. Click the **Expand icon**  (when present) to display Alternate Requests.

Depending on the district's policy and settings, parents/guardians will be able to enter new Course Requests by clicking the **New Request** button.



Del	Course#	Course Name	Department	Subject	Comments
X	ARTDPH00	Digital Photography	Art	The Arts	
	ENG11R00	English 11R	English	English Language Arts	
	MATALGMA *	Algebra/Geometry	Mathematics	Mathematics	
	PED11-12	Physical Education 11/12	Physical Education	Physical Education	
	SCICHMAP	AP Chemistry	Science	Science	
X	SOCACHAP0	AP American History	Social Studies	Social Studies	
X	SOCGPAP0	AP US Government & Politics	Social Studies	Social Studies	
X	SOCUSHGR	US History & Govt. R	Social Studies	Social Studies	prefer either/both Social Studies AP courses

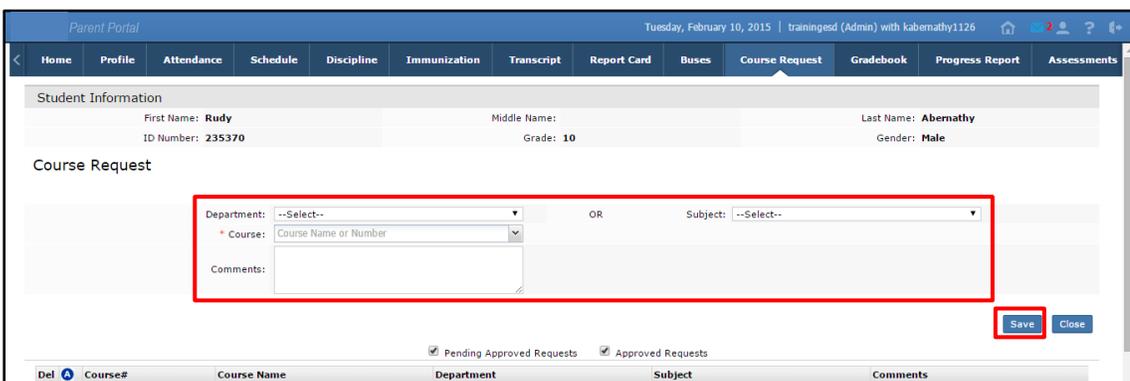
Note:
Existing Course Requests are sorted by Course Number.

Note:
Parents can **Delete**  Course Requests that they (or their child) entered until the requests are approved.

Note:
When clicked, the **Expand icon**  changes to a **Collapse icon** .

New Request

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. Click **Save** to add the request.



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

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.

The screenshot shows the Parent Portal interface with the **Gradebook** tab selected. The **Classes** menu item is highlighted in the left sidebar. The main area displays a table of classes with the following data:

Course	Course #	Teacher	Section	Tardy	Absent	Mid-Term	Final Exam
Math A Year 1	200066	Hester, Margery	1	0	0		
Global History & Geography II H	SOCGH2HD	Walters, Cassandra	2	0	3		
Geometry H	MATGMTYH	Wiggins, Helene	2	0	3		
College Beginning Painting (SUNY)	ARTBGPNT	Wyatt, Goldie	1	0	4		
Concert Chorus 9/10	MUSCHOR	Farrell, Noe	1	0	3		
Physical Setting Earth Science R	SCIESR00	Cordova, Freddie	2	1	5		
Physical Education 9/10	PED09-10	Roach, Serena	1	0	1		
AP English Language & Composition(SUNY)	ENG11AP0	Rowland, Jerry	1	0	0		

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.

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 (click **Go** after selecting the **From/To** dates).

The screenshot shows the Parent Portal interface with the **Assignments** menu item selected in the left sidebar. The main area displays a table of assignments with the following data:

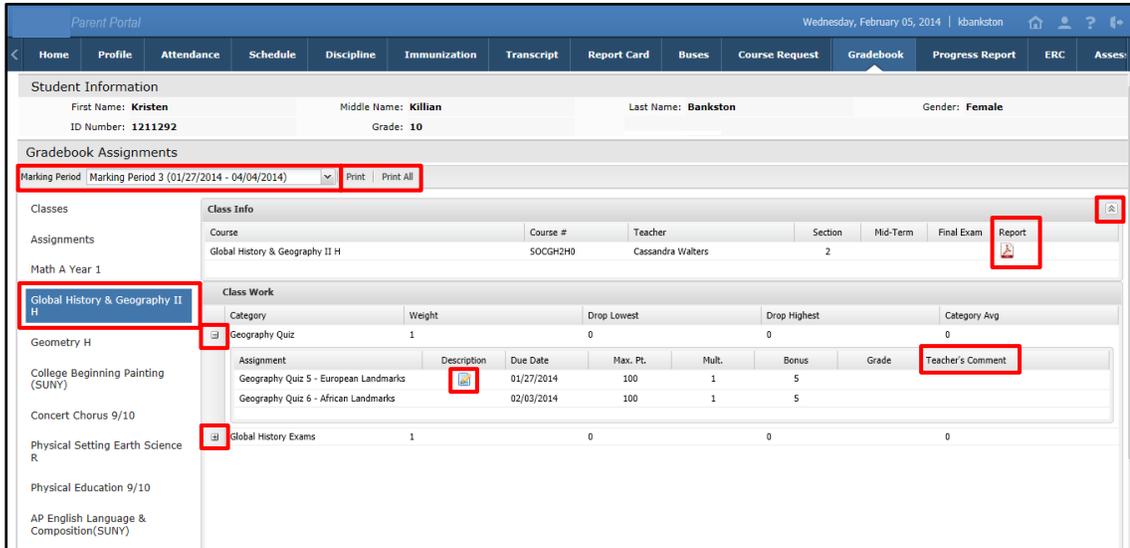
Course	Course #	Category	Assignment	Description	Grade	Due Date	Staff	Marking Period
AP English Language & Composition(SUNY)	ENG11AP0	Essay	Practice AP exam - Speec...			02/18/2014	Jerry Rowland	Q3 Report Card
College Beginning Painting (SUNY)	ARTBGPNT	Paintings	Portrait - Monochromatic			02/17/2014	Goldie Wyatt	Q3 Report Card
Geometry H	MATGMTYH	Logic Module	Logic Quiz 1		98/100	02/04/2014	Helene Wiggins	Q3 Report Card
Geometry H	MATGMTYH	Logic Module	Logic Quiz 2			02/18/2014	Helene Wiggins	Q3 Report Card
Global History & Geography II H	SOCGH2HD	Geography Quiz	Geography Quiz 5 - Europ...			02/06/2014	Cassandra Walt...	Q3 Report Card
Global History & Geography II H	SOCGH2HD	Geography Quiz	Geography Quiz 6 - Africa...			02/27/2014	Cassandra Walt...	Q3 Report Card
Global History & Geography II H	SOCGH2HD	Global History E...	GHE - Chapter 10			02/14/2014	Cassandra Walt...	Q3 Report Card
Physical Setting Earth Science R	SCIESR00	Ch 17: Atmosph...	Atmosphere Terminology...		90/100	02/03/2014	Freddie Cordova	Q3 Report Card

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**  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.

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



The screenshot shows the Parent Portal interface for a student named Kristen Killian Bankston in Grade 10. The 'Gradebook Assignments' section is active, showing a list of classes on the left and detailed assignment information on the right. The class 'Global History & Geography II H' is selected. The 'Class Info' section shows the course name, number (SOCGH2HD), teacher (Cassandra Walters), and section (2). The 'Class Work' section displays a table of assignments with columns for Category, Weight, Drop Lowest, Drop Highest, Category Avg, Assignment, Description, Due Date, Max. Pt., Mult., Bonus, Grade, and Teacher's Comment. Red boxes highlight the 'Print' and 'Print All' buttons, the 'Global History & Geography II H' class name, the 'Expand' icon, the 'Report' icon, the 'Description' icon, and the 'Teacher's Comment' column header.

Category	Weight	Drop Lowest	Drop Highest	Category Avg
Geography Quiz	1	0	0	0

Assignment	Description	Due Date	Max. Pt.	Mult.	Bonus	Grade	Teacher's Comment
Geography Quiz 5 - European Landmarks		01/27/2014	100	1	5		
Geography Quiz 6 - African Landmarks		02/03/2014	100	1	5		

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.

Teachers have the option to display or hide Category details (**Weight, Drop Lowest, Drop Highest, and Category Average**).

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.

Progress Report: P1 8/23/2013-10/9/2013

eSD High School
 127 Main Street
 Deer Park, NY 11729
 School Telephone No: 631-555-9962
 eSchoolData Care, Principal

Student: Haley Lauren Abell
Student ID: 1213591
Grade: 10

Counselor: Chantel Hollis
Phone: 631-555-9962x3126

Course	Staff	Period Attendance: Abs/Cum Abs	Tardy/Cum Tardy
Course: AP English Language & Composition(SUNY)	Staff: Mrs. Rowland	8/8	0/0
Outstanding Ability			
Good Organizational Skills			
Course: Global History & Geography II H	Staff: Erhardt	8/8	0/0
Outstanding Ability			
Good Organizational Skills			
test			
Course: Algebra 2/Trigonometry R	Staff: Ms. Sampson	8/8	0/0
Difficulty With Subject			
Working Below Ability			
Course: Physical Setting Chemistry R	Staff: Ms. Decker	8/8	0/0
Outstanding Ability			
Strong Intuitive Skills			
Good Portfolio			
Course: Drawing & Painting 1	Staff: Mrs. Wyatt	4/4	0/0
Outstanding Ability			
Good Portfolio			
Course: Foundations in Studio in Art	Staff: Dr. Lang	7/7	0/0
Outstanding Ability			
Good Portfolio			
Course: Physical Education 9/10	Staff: Mr. Byrd	0/0	0/0
Student Performing At Ability Level			

Note:
 Progress Reports will be published to the Portal at the school district's discretion.

Note:
 If the district has opted to display a **custom-format Progress Report** (using Edge Document Systems), 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.

Assessments Tab

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.

Student Information

First Name: **Kristen** Middle Name: **Killian** Last Name: **Bankston** Gender: **Female**
 ID Number: **1211292** Grade: **10**

Assessments

Parent Assessment Reports

Date	Assessment	Language	Modification	GR	SM	GS	RA	CSI	SS	LP	NP	NC	NS	LS	LV	AS	BM
06/11/2013	Regents Integrated Algebra						100										
05/23/2012	Grade 8 Sci: Scale						88									4	
04/25/2012	Grade 8 Math						713									4	
04/17/2012	Grade 8 ELA						684									3	
05/11/2011	Grade 7 Math						702									4	
05/03/2011	Grade 7 ELA						679									3	
05/05/2010	Grade 6 Math				23				692							3	
04/26/2010	Grade 6 ELA				24				694							4	
01/12/2009	Grade 5 ELA				23				693							3	
11/12/2008	Grade 5 Social Studies				24				93							4	
03/03/2008	Grade 4 Math				24				718							4	
01/07/2008	Grade 4 ELA				95												
	GR Grade Equivalent		SM Standard Met			GS Grade Stanine						RA Score					
	CSI Cognitive Skills Index		SS Scaled Score			LP Percentile						NP National Percentile					
	NC NCE Normal Curve Equivalent		NS National Stanine			LS Local Stanine						LV Level					
	AS Age Stanine		BM Benchmark														

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

Fees Tab

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

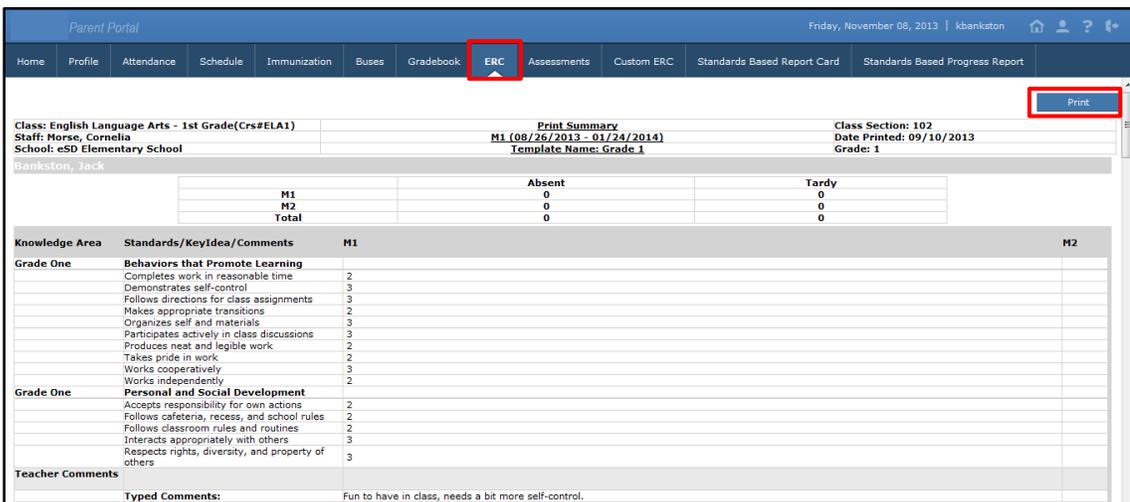


The screenshot shows the Parent Portal interface with the 'Fees' tab selected in the navigation bar. Below the navigation bar is the 'Student Information' section, which includes the student's name (Kristen Killian Bankston), ID number (1211292), and grade (10). The main section is titled 'Student Fees' and contains a table with the following data:

Invoice #	Fee Type	Fee Code	Fee	Fee Date	Total Payment	Balance
013253000	EQPT	Paint1	\$25.00	09/16/2013	\$25.00	\$8.00
013253004	TEXT	APTxt	\$34.95	09/11/2013	\$15.00	\$19.95
Total Balance						\$19.95

ERC Tab

Click on the **ERC** tab to view the student’s elementary report card. Click **Print** to print an **unofficial** Elementary Report Card directly from this screen.



The screenshot shows the Parent Portal interface with the 'ERC' tab selected. The 'Print Summary' section displays the following information:

- Class: English Language Arts - 1st Grade(Crs#ELA1)
- Staff: Morse, Cornelia
- School: eSD Elementary School
- Print Summary: M1 (08/26/2013 - 01/24/2014)
- Template Name: Grade 1
- Class Section: 102
- Date Printed: 09/10/2013
- Grade: 1

Below this is a table for 'Bankston, Jack' showing attendance data:

	M1	M2	Absent	Tardy
M1			0	0
M2			0	0
Total			0	0

The main section is a table for 'Knowledge Area' with columns for 'Standards/KeyIdea/Comments', 'M1', and 'M2'. It lists various standards for 'Grade One' under 'Behaviors that Promote Learning' and 'Personal and Social Development'. A 'Teacher Comments' section at the bottom contains the text: 'Typed Comments: Fun to have in class, needs a bit more self-control.'

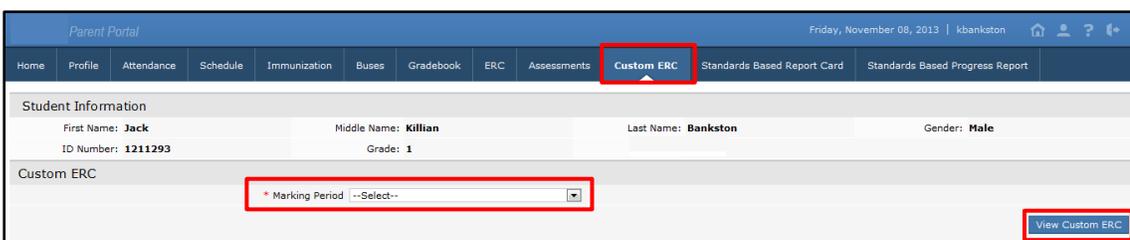
Note:
Elementary Report Cards will be published to the Portal at the school district’s discretion.

Note:
If the district has opted to display a **custom-format ERC** (using Edge Document Systems), 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.

Custom ERC Tab

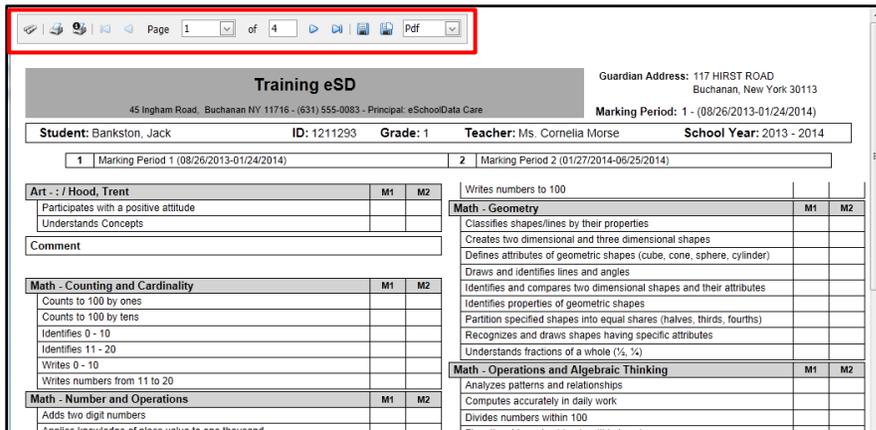
Click on the **Custom ERC** tab to view the student’s custom elementary report card. Select the **Marking Period** then click **View Custom ERC**.



The screenshot shows the Parent Portal interface with the 'Custom ERC' tab selected. The 'Student Information' section shows the student's name (Jack Killian Bankston), ID number (1211293), and grade (1). Below this is a 'Custom ERC' section with a dropdown menu for 'Marking Period' and a 'View Custom ERC' button.

Note:
Custom ERCs will be published to the Portal at the school district’s discretion.

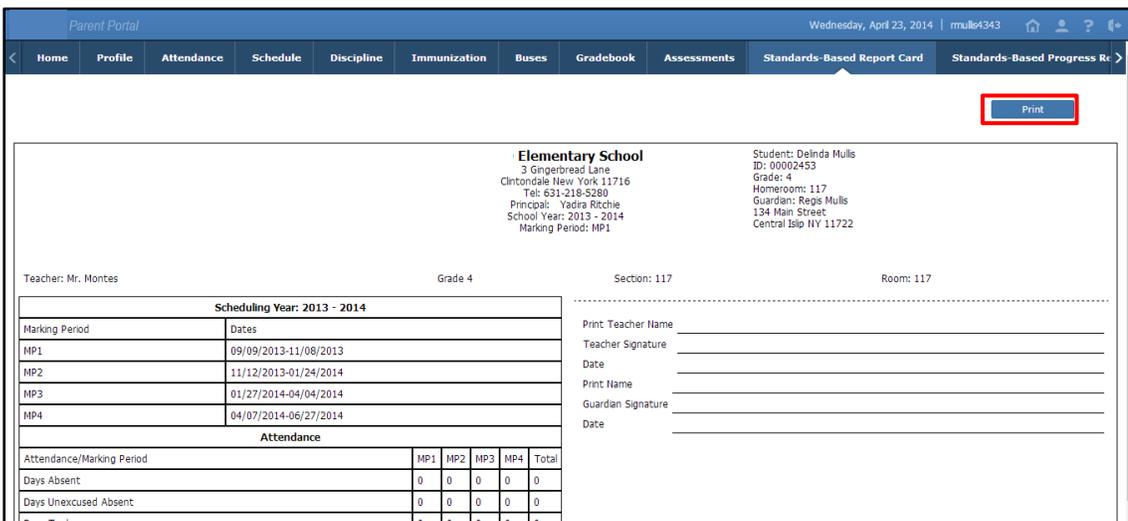
The **Custom ERC** will be generated and will open in a new window. Use the toolbar at top left to navigate through, **Print** and/or **Save** the Custom ERC.



Standards-Based Report Card Tab

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.

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



Standards-Based Progress Report Tab

Click the Standards-Based Progress Report tab to view the student’s Standards-Based progress report. Click **Print** to print an **unofficial** Progress Report directly from this screen.

Note: Standards-Based Progress Reports will be published to the Portal at the school district’s discretion.

Parent Portal | Wednesday, April 23, 2014 | rmulle4343

Profile | Attendance | Schedule | Discipline | Immunization | Buses | Gradebook | Assessments | Standards-Based Report Card | **Standards-Based Progress Report**

Print

Elementary School
 3 Gingerbread Lane
 Clintondale New York 11716
 Tel: 631-218-5280
 Principal: Yadira Ritchie
 School Year: 2013 - 2014
 Marking Period: PR2

Student: Delinda Mullis
 ID: 00002453
 Grade: 4
 Homeroom: 117
 Guardian: Regis Mullis
 134 Main Street
 Central Islip NY 11722

Teacher: Mr. Montes | Grade 4 | Section: 117 | Room: 117

Scheduling Year: 2013 - 2014	
Marking Period	Dates
PR1	09/09/2013-10/11/2013
PR2	11/12/2013-12/13/2013
PR3	01/27/2014-02/28/2014
PR4	04/07/2014-05/09/2014

Attendance					
Attendance/Marking Period	PR1	PR2	PR3	PR4	Total
Days Absent	0	0	0	0	0
Days Unexcused Absent	0	0	0	0	0

Print Teacher Name _____
 Teacher Signature _____
 Date _____
 Print Name _____
 Guardian Signature _____
 Date _____

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. From here, passwords, usernames, and primary email addresses can be changed. Enter the new information in one or all of these categories, and click **Update Account Information** when finished.

Parent Portal | Wednesday, February 05, 2014 | kbankston

Home | **Update Account Info** | Personal Information | Environmental Settings | Picture Setting

Change Password

Old Password
 New Password (should be a minimum of 6 characters with at least 1 number)
 Confirm Password

Change Username

Your Current User Name: **kbankston**
 New User Name
 Confirm User Name

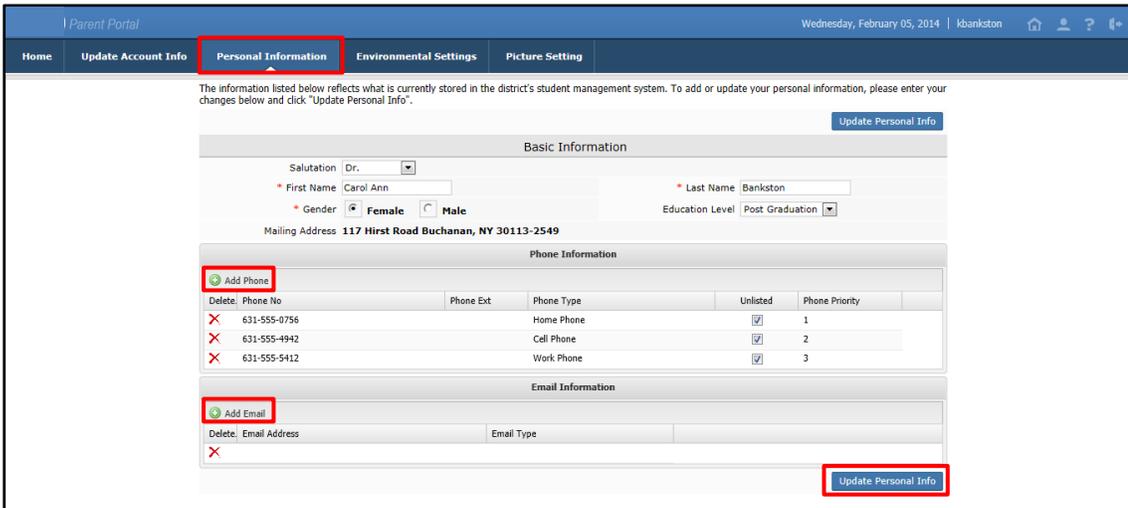
Change Email

Current Primary Account Email Address: **smartin@schooldata.com**
 New Primary Account Email Address
 Confirm New Primary Account Email Address

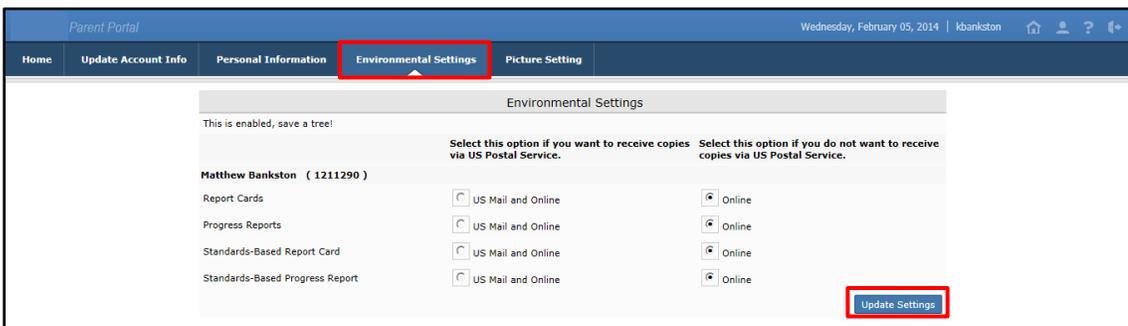
Update Account Information

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.

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.



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. Parents/guardians can select, for each student, which available grade reporting documents they wish to continue to receive as paper mailings. Click **Update Settings** when finished.



The **Picture Setting** tab controls whether your child’s photo is displayed on the eSD® Portals. Check the **Do Not Show** checkbox to hide your child’s photo. Click **Update Settings** when finished.

