

Logging In

Once the district has approved the account request, the parent/guardian will receive an email which will provide a link to activate the account. Once the link is clicked, parents/guardians can now **Login** using the Username and Password that was created at the time of registration.

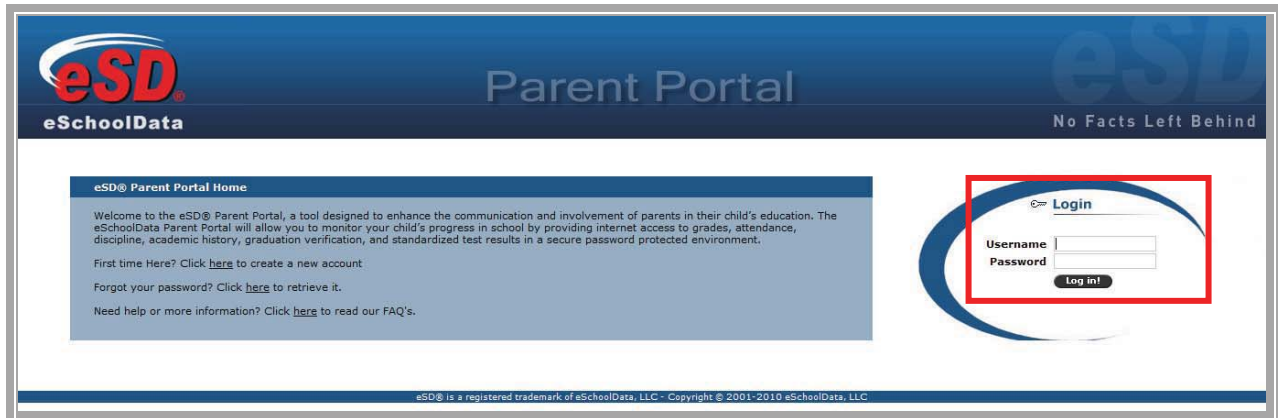


Figure 5 – Parent/Guardian Login

NOTE: The eSD® Parent Portal is best viewed using Internet Explorer 7 or Internet Explorer 8 in compatibility mode.

Upon first log on, the District terms and conditions disclaimer should be read. Click the **"I Agree"** button at the bottom of the Agreement. Parents/Guardians will be prompted to agree to District terms each time the terms are amended.

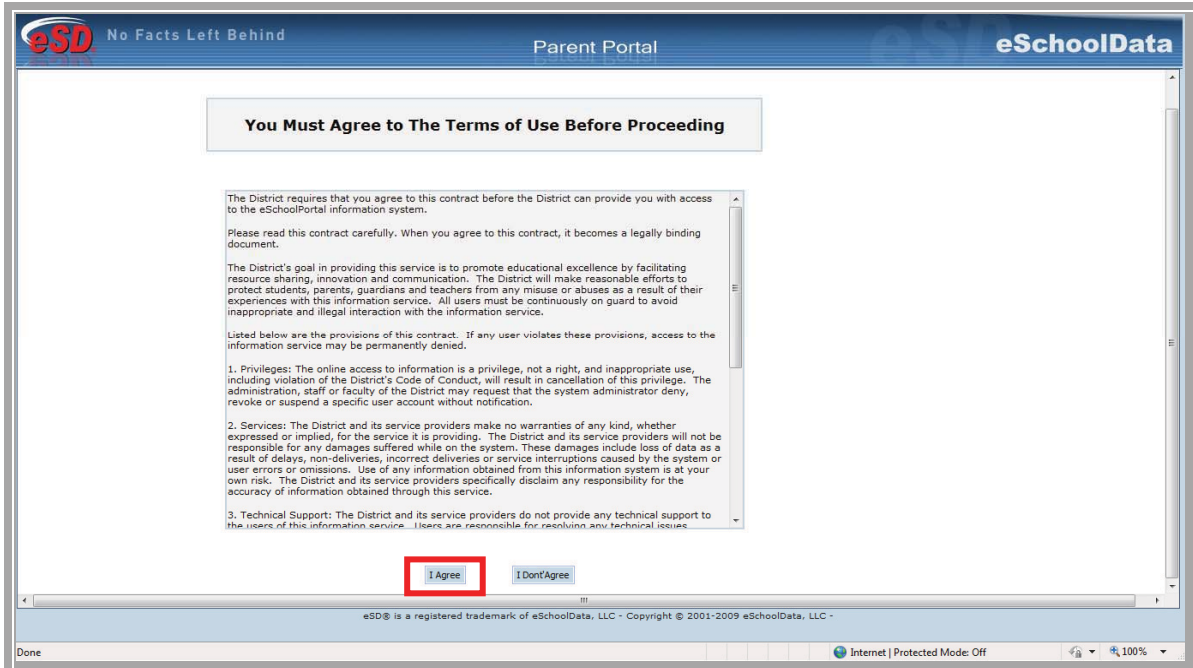


Figure 6 – Terms and Conditions

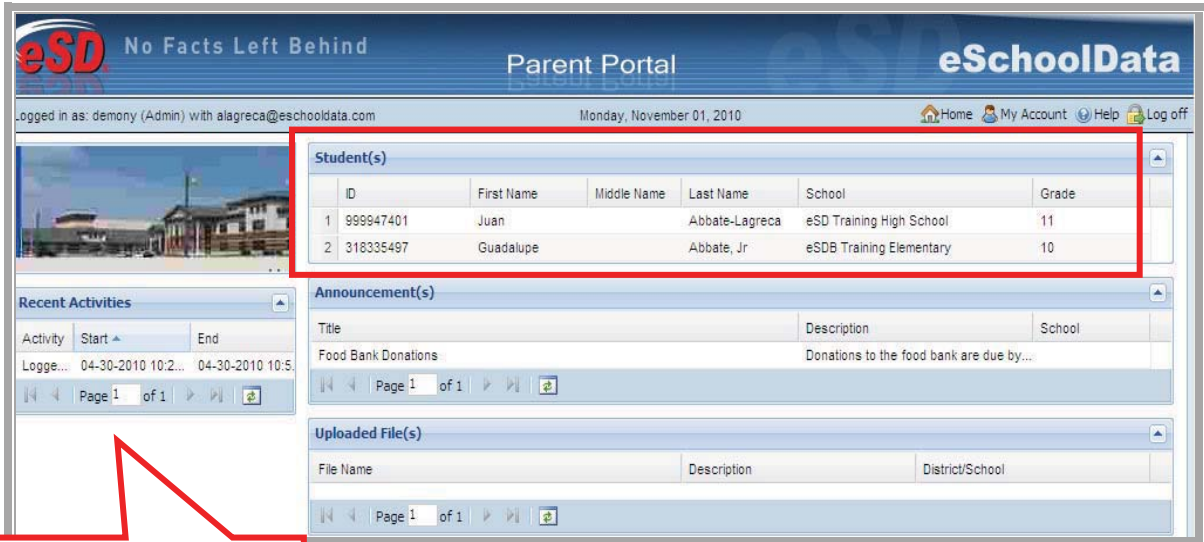
If the account has been system generated, upon first login, users will be required to establish a new password and enter a primary email address. Users will also have the option to use the email address as the account user name.



Figure 7 – Required Account Information

Navigating the Portal

With a successful login, the portal account holder can view district and building announcements and access any documents that have been uploaded by the district or building. **Click on the student's name to view student specific information.**



Parents/Guardians have the ability to view a log of their recent activities.

Figure 8 – Accessing Students

Clicking on a tab will bring up corresponding information. The tabs visible are dependent upon what the school district is using within the system. All tabs may not be available. From the **Profile** tab parents/guardians can access the conversation functionality, which allows parents/guardians to communicate with staff members.

Figure 9 – Student Profile Tab

Figure 10 – Student Profile Tab

Click on **Attendance** Tab, the student's Attendance will be viewable. Attendance will display based on settings established by the district.

Day	Attendance										AE	AU	TE	TU				
	1	2	3	4	5	6	7	8	9	10								
10/24/2008	AU (AUN)	P	P	P	P	AU (AUN)	P	P	AU (AUN)	N.A	AU (AUN)	AU (AUN)	AU (AUN)	P	AU (AUN)			
11/05/2008	P	P	P	P	P	P	P	P	P	N.A	P	P	AU	P	P			
11/14/2008	AE (M)	P	P	P	P	P	P	P	P	N.A	P	P	P	P	DP (M)			
11/17/2008	P	P	P	P	P	P	P	P	N.A	P	AE (M)	P	P	DP	1			
12/05/2008	P	P	P	P	P	P	P	P	N.A	AE (ATHR)	P	P	P	DP	1			
12/12/2008	P	P	P	P	P	P	P	P	P	N.A	P	P	AE (M)	P	DP			
01/07/2009	P	P	P	P	P	P	P	P	P	N.A	P	N.A	AE (M)	P	P			
02/13/2009	AE (M)	P	P	P	P	P	P	P	P	N.A	P	P	P	P	P			
02/23/2009	AE (MED)	P	P	AE (MED)	P	AE (MED)	P	P	P	N.A	P	P	AE (M)	P	DP			
03/05/2009	P	P	P	P	P	P	P	P	P	N.A	AE (NUR)	N.A	AE (NUR)	P	DP			
03/06/2009	P	P	P	P	P	P	P	P	P	N.A	AE (NUR)	AE (NUR)	AE (NUR)	P	DP			
03/26/2009	P	P	P	P	P	P	P	P	P	N.A	AE (ETC)	P	P	P	DP			
04/03/2009	P	P	P	AE (FLD)	P	AE (FLD)	P	P	AE (FLD)	N.A	AE (FLD)	AE (FLD)	AE (FLD)	P	DP			
08/06/2009	AE (FLD)	AE (FLD)	P	AE (FLD)	P	AE (FLD)	P	P	N.A	AE (FLD)	AE (FLD)	AE (FLD)	P	DP (FLD)	8			
08/07/2009	P	P	P	P	P	P	P	P	P	N.A	P	N.A	P	P	AE (FLD)			
08/11/2009	P	P	P	P	PE (COLL)	AE (COLL)	P	P	AE (COLL)	N.A	AE (COLL)	AE (COLL)	P	P	P			
Grand Total											34	8	0	0	6	0	0	0

TU (TUV)
TE (ILL)
AE (DR)
TE (ILL)
AE (ILL)
P
AE (ILL)

Yellow Cells indicate Tardy
Red Cells indicate Absent
Green Cells indicate Present

Figure 11– Student Attendance Tab

* = Unknown, E = Excused, U = Unexcused, A = Absent, T = Tardy, P = Present, NA = No Attendance

Click on the **Schedule** Tab, and the student's schedule will be viewable.

Logged in as: lindacaccamo
Monday, August 24, 2009

Home Profile Attendance **Schedule** Transcript Report Card Gradebook Print

SEM 1

Days	Per.	Room	Course#	Course	Sec	Staff	Date
A,B,C,D,E,F					101	A. Stanley	06/16/2008
A,B,C,D,E,F					1	t. Hoov	06/04/2009
A,B,C,D,E,F					134	O. Elmore	08/11/2009
A,B,C,D,E					201	L. Modaniel	02/11/2009
A,B,C,D					301	C. George	06/16/2008
A,B,C,D,E,F					401	O. Elmore	06/16/2008
P A,B,C,D,F	5	B-128	N4443	Physics R	501	T. Watts	06/16/2008
A,B,C,D,E,F	7	B-205	N1335	AP English Lang	701	K. Beck	08/07/2008
A,C,E	8	GYM	N8366	P E 11-12	802	V. Lucas	06/16/2008
B	8	A-115	N4245	AP Biology	901	J. Little	06/16/2008
D	8	A-113	N4413	Physics Lab	801	J. Little	06/16/2008
A,B,C,D,E,F	9	B-119	N4245	AP Biology	901	J. Little	06/16/2008
A,B,C,D,E,F	10	A-120	N3223	Geometry R	55	G. Ackerman	08/20/2009

SEM 2

Days	Per.	Room	Course#	Course	Sec	Staff	Date
A,B,C,D,E,F	1	A-232	N2555	AP US Govt and Politics	101	A. Stanley	06/16/2008
A,B,C,D,E,F	1	A-244	5879	Living Environment	1	t. Hoov	06/04/2009
A,B,C,D,E,F	1 - 4	TBD	N9196	Crim Justice 2	134	O. Elmore	08/11/2009
A,B,C,D,E,F	2	C-120	N2555	Chemistry	201	L. Modaniel	02/11/2009

P -The Partially scheduled icon denotes the student has been pulled out of that class for a given day pattern. The pull out day pattern will be missing.

Figure 11a – Student Schedule Tab

Click on the **Report Card** Tab, the student's report card will be viewable. Users will also have the ability to print an unofficial Report Card directly from this screen.

eSD Training High School
Report Card: MP2 (11/09/2009 - 01/29/2010)
 151 Paradise Rd E Amherst, NY 11716
 School Telephone No: (631) 555-1084
 Dr. Jane Doe, Principal

Student: Sean, Evie
 DOB: 05/03/1995
 SSN#: xxx-xx-1111
 Tuition District: Williamsville Central School

ID Number: 319275757
 Home Room: 222
 Phone:

Grade: 9
 Counselor: Graham, Rita

MP Avg: 94.50 (UNWT.) Cumulative Avg: 92.25 (UNWT.) Rank: 40 (UNWT.)

Course	MP1	MP2	SEM AVG	MP3	MP4	MT	FE	FNL CRS. GRD.	ABS. Cum. Abs.	Tardy. Cum. Tardy.	Staff	C.A./C.E.
F1113 English 9A, Sem:11	95	85	95	89	86	99	--	93.0000	8/8	0/0	Abrams	/
E4224 Enviro A, Sec:11	99	--	--	--	--	--	--	--	12/19	0/0	Mrs. Duncan	/
E5524 Spanish 2A, Sec:3	88	99	--	--	--	--	--	--	9/4	0/0	Mrs. Warren	/
E9236 Phys Ed 11-12, Sec:3	77	89	--	--	--	--	--	--	0/0	0/0	Blue	/
F1444 Film Study, Sem:1	90	100	--	--	--	--	--	95.0000	0/2	0/0	Abrams	/

Daily Attendance: Absences: 0 Tardy: 0
 Cumulative Daily Attendance: Absences: 0 Tardy: 2

Honor Roll
 MP2: High (95.00 - 100.00)

Assessment Name Score

Spring Recess 3/30/2010 - 4/2/2010

MP1: MP1 MP2: MP2 SEM AVG: SEM AVG MP3: MP3 MP4: MP4 MT: Midterm Exam FE: Final Exam CE: Credits Earned CA: Credits Attempted

Generated on 2010-03-30 15:23:21

Figure 15 – Student Report Card

Click on the **Progress Report** Tab, the students' progress report will be viewable. Users will also have the ability to print an unofficial Progress Report directly from this screen.

Training High School
 123 Main Street
 Deer Park, NY 11729
 School Telephone No: 631-555-1212
 John Adams, Principal

Student: Abbott R. Costello
 Grade: 11

Course: Chemistry R
 Staff: Tarantino

Student is a pleasure to have in class.
 Student regularly participates in class.

Period Attendance: Abs/Cum Abs: 0/0 Tardy/Cum Tardy: 0/0

Progress Report : 3 02/01/2011-03/04/2011

Counselor: Meagan Flores
 Phone: 631-555-1214

Figure 16 – Student Progress Report

NOTE: All grade reporting documents will be published at the district's discretion.

Click on the **Grade Book** Tab, published categories and assignments will be accessible. Simply click on the course in the list you would like to view; all published assignments will appear under the section labeled **Class Work**.

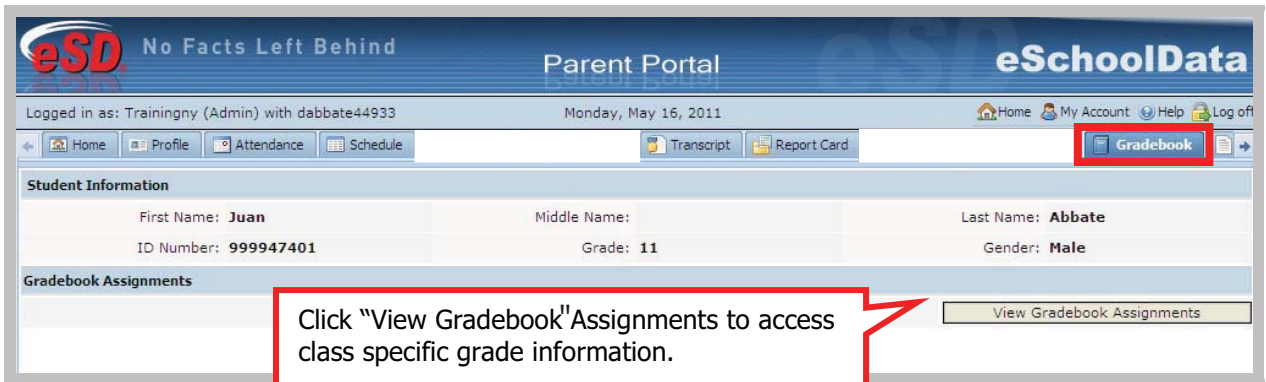


Figure 19– Accessing Teacher’s Grade books

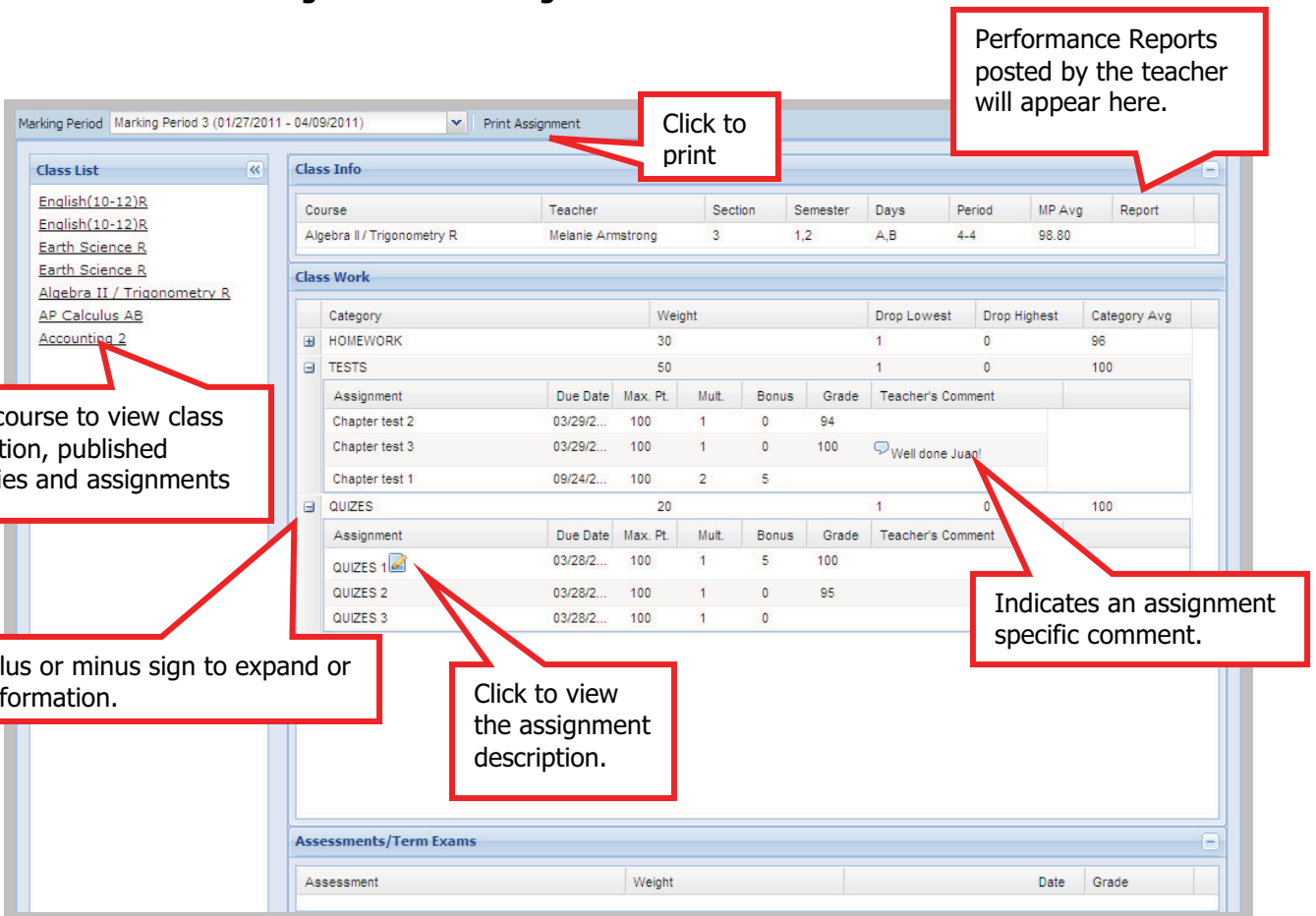


Figure 19a– Viewing Grade books

Click the **Help** icon in the upper right corner to access the eSchoolData Parent Portal F.A.Q. This F.A.Q. provides portal account holders with answers to commonly asked questions.

eSchoolData Parent Portal F.A.Q.

Q What is the eSchoolData Parent Portal?

A The eSchoolData Parent Portal is a highly secure, internet-based application through which parents and guardians are able to view district permitted details of their student's academic record.

Through the Parent Portal, parents and guardians have instant access to important information such as district and building announcements, assignment grades, student schedules, attendance information, progress reports, report cards, transcripts, assessment scores, course requests, immunization details, discipline incident information, bus assignments, or fees. Please note that the information you are able to see is regulated by your school district.

Q How do I register for a Parent Portal Account?

A Once your school district has implemented the Parent Portal, your school district will communicate registration instructions.

Q What if I forget my password?

A If you forget or misplace your password, go to your Parent Portal Log In Page. Click on the link "Forgot your password? Click here to retrieve it." You will see a new page, enter either your UserID or email address. Hit the "Request Password" link. You will receive an email with a link to the "Change Password" page.

Q What if I do not receive a response email about my password inquiry?

A First, check your spam folder. Your email rules and/or SPAM filter may be set to block delivery of emails sent from the Parent Portal. Then, be sure to add the Parent Portal email address to your address book, add the address to your "white" list or list of approved senders. This will ensure that future emails from the Parent Portal will be properly received.

Q What computer hardware and software do I need to use the Parent Portal?

A To effectively access your Parent Portal account, you need a Macintosh (OS X) or Windows PC (Windows 2000 Pro or XP Pro) with an internet connection.

For a Mac, we recommend using Safari 3.4 or 4.0.4.

For a Windows PC, we recommend using Internet Explorer 7.0 or higher. Download IE for free at www.microsoft.com.

We also recommend having Adobe Acrobat Reader™. This PDF reader is available for free download at www.adobe.com/products/acrobat/readstep2.html.

Q How can I change the email address associated to my Parent Portal account?

A The email address associated with your account can be changed by clicking on the "My Account" icon on your personal home page. Then, click "Update Account Info" from the tabs on the left and enter your new email address. Click "Save."

Q Who is eligible to register for a Parent Portal account?

A Only parents and guardians of currently enrolled students who are also flagged to receive correspondence are eligible to register for an eSchoolData Parent Portal account.

Q Where can I access the eSchoolData Parent Portal from?

A You can access the eSchoolData Parent Portal from anywhere you have access to a computer and internet access.

Q When are progress reports and report cards posted on the Parent Portal? How often is the data updated?

A This varies by district. Check with your school's Parent Portal administrator.

Q What if I think there is incorrect information displayed on the Parent Portal?

A Contact your school and/or your student's teacher to discuss any discrepancies.

Q Who can I talk to regarding attendance related issues?

A Call the Attendance Office at your student's school.

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Figure 22 – Parent Portal F.A.Q.

Updating Account Info

Parents/guardians can update account information at any time, by clicking on the “**My Account**” icon and then clicking on “**Update Account Info**” tab. From this screen, passwords, usernames, and primary email addresses can be changed. Simply enter the new information in one or all of these categories, when finished “**Update Account Information**” button.

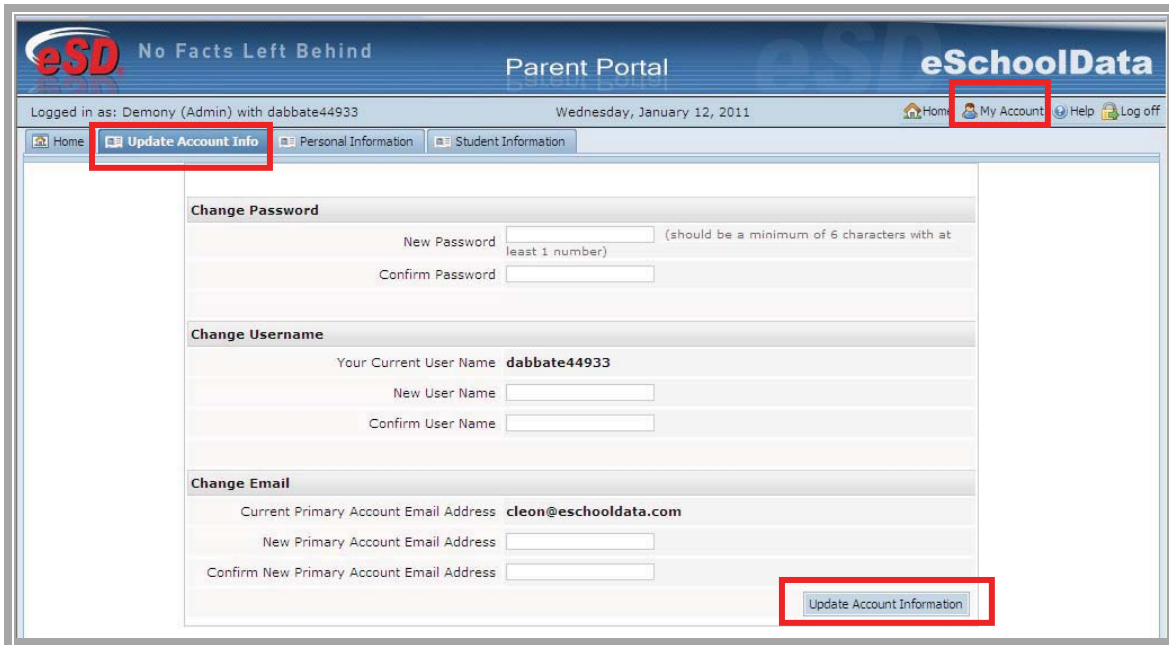


Figure 23 – Update Account Info Tab

Parents/guardians can request changes to their personal information by clicking on the **“Personal Information”** tab. From this screen, portal account holders have the ability to request updates to their personal information that currently exists in eSchoolData. 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 also be added. Users must click the **“Update Personal Info”** button when finished. Requests will be accepted or ignored by portal administrators.

NOTE: Once a guardian submits a request to update personal information, they will be prevented from submitting a subsequent request until pending requests have been accepted or ignored.

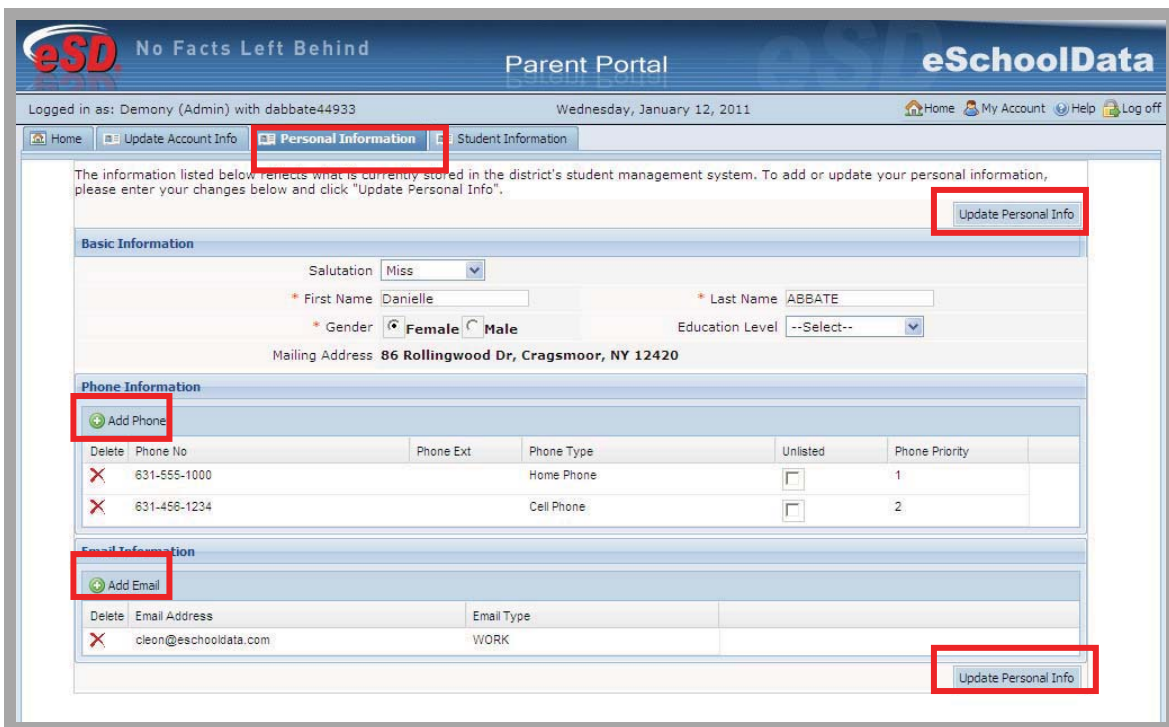


Figure 24 – Personal Information Tab