

**Mobile Application  
Guardian User Guide**  
v. 7.6.0



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## Overview

The eSchoolData Mobile® platform is streamlined and intuitive, making it easy for parents to increase their involvement in their student's education using the power of information while on-the-go. The eSchoolData Mobile® platform allows for instant mobile access, on both Apple and Android smartphones and tablets, to current and relevant information that will enhance your involvement with your student's academic career.

The eSchoolData Mobile® platform can be accessed in two ways:

- **Web Browser** (AKA Mobile Web, a mobile-friendly website, no download required)
- **Mobile App** (download from the Apple App Store or Google Play)

This guide provides step-by-step instructions for parents to login and access information on the eSchoolData Mobile® platform, whether from a Web Browser (Mobile Web) or the Mobile App. When differences exist between Web Browser and Mobile App, instructions for each will be provided.

## Important Information re Primary Email Address and Username

Depending on how the guardian is logging in to their Parent Portal account (Mobile Web or Mobile App), the eSD system uses either the Portal Account's **Username** or **Primary Email Address** for login authentication.

- When logging in via **Mobile Web**, the system uses the portal account's **Username** as the login username.
- When logging in via the **eSD Mobile App**, the system uses the portal account's **Primary Email Address** as the login username.

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), the guardian's **Username** for EACH parent portal account **MUST** be different, but the **Primary Email Address** for each account can be the same email address.
2. Only **ONE** of that guardian's portal accounts can use the **Primary Email Address** as the **Username**.
3. An email address can be set as the **Primary Email Address** for only **ONE** guardian, but other guardians in the household with portal accounts can include that email address as a secondary email address.
4. **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.
5. 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.

### Note:

Unless otherwise indicated, **Mobile® App** screenshots were taken using an iPhone (in portrait orientation), and **Mobile® Web** screenshots were taken using an Android tablet (in landscape orientation).

Other smartphones and tablets may have slight display variations.

## Logging In

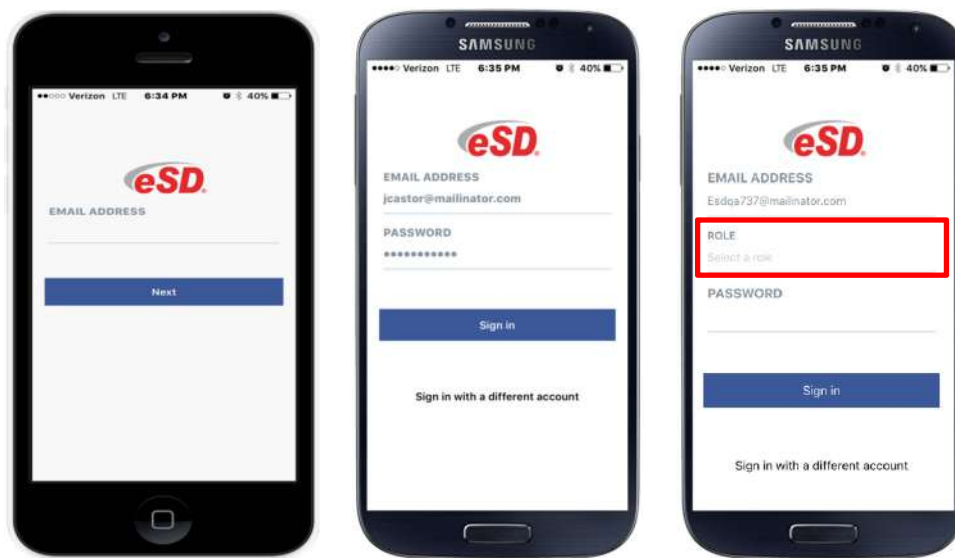
There are differences in the login process and login credentials used for Mobile App (below) and Mobile Web (next page). Once logged in, however, both display the same data.

### Mobile App: Login Credentials

The eSchoolData Mobile® App authenticates users via the **Primary Email Address** associated with the parent's Portal account, instead of the User ID associated to the Portal account.

Enter your **Primary Email Address** and tap **Next**. Enter your **Password** and tap **Sign in**. Users who have forgotten their password must contact their district to have it reset.

If your **Primary Email Address** is associated to students in multiple eSD® districts, or also associated to a staff account in an eSD® district, a **Role** field appears between the **Email Address** and **Password**, allowing you to select the applicable district/role.

**Note:**

The **Primary Email Address** is the address to which "Forgot Password?" emails are sent.

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

**Important:**

Portal accounts are locked automatically when users' **failed login attempts** exceed the defined limit, and a "locked account" email is automatically sent to the user's **Primary email address**.

Users will be directed to try again after a specified length of time.

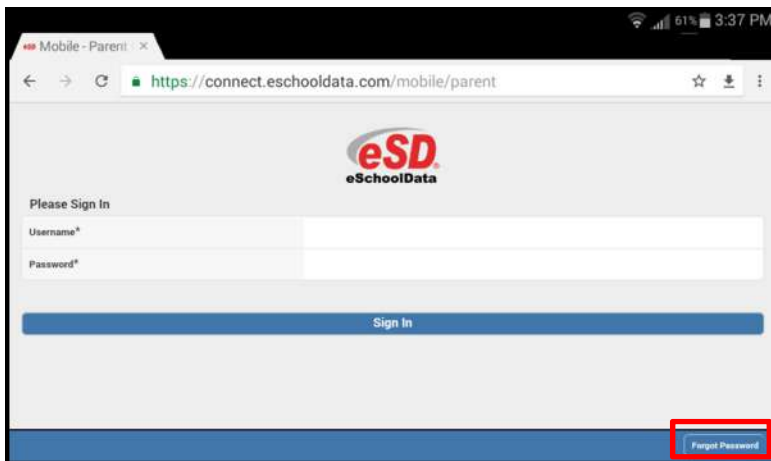
## Mobile Web: Login Link and Credentials

Please refer to your school district's website for an existing Mobile Web link. If your district has not listed the link on their website, the district will provide you with the necessary information to access the Mobile Web website.

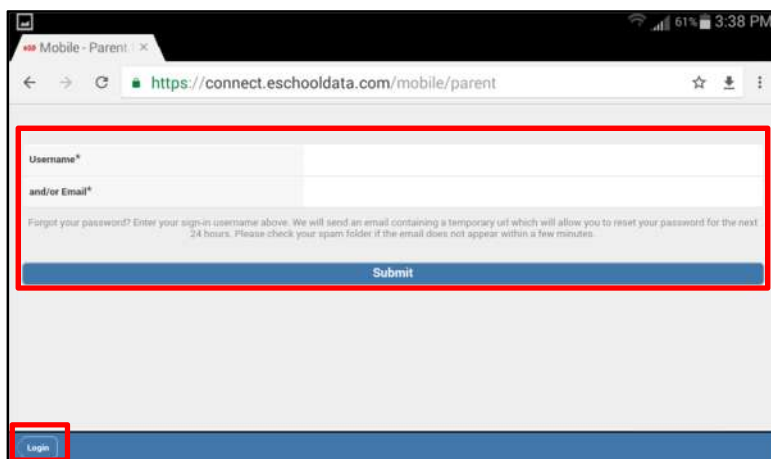
If your district has chosen to auto-generate parent portal accounts, generic User ID and temporary Password information will be distributed to parents/guardians. Parents/guardians will **not** be required to manually request accounts.

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

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



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



### Important:

Portal accounts are locked automatically when users' **failed login attempts** exceed the defined limit, 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.

## System Messages

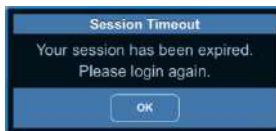
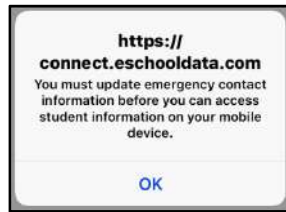
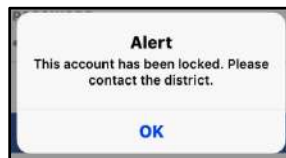
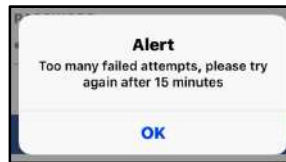
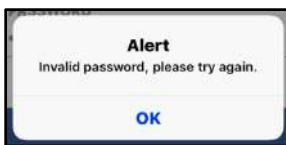
Upon first login, in order to proceed further, users must agree to the District's **Terms of Use**. Read the Terms of Use, then tap **I Agree** at the bottom of the page.



The system will prompt you if:

- you enter the **wrong password**,
- you exceed the **failed login attempts** limit,
- the district has **temporarily disabled logins**,
- your **account** has been **locked**,
- the district has **enforced Student Contact Verification**,
- your session has expired due to inactivity.

Tap **OK** to close each message.



### Note:

If the account and password have been auto-generated by the district, eSchoolData **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 21 and following.

### Note:

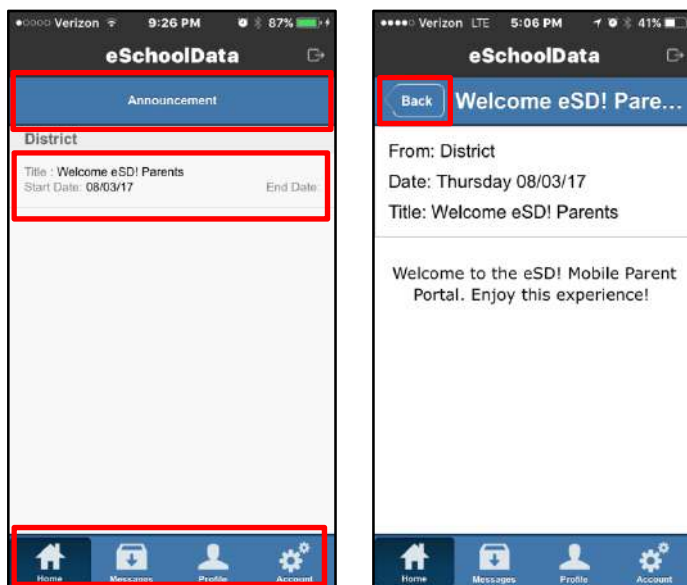
If **Student Contact Verification** has been enforced, the **Profile** tab will be inactive until all applicable **Student Contacts** have been verified. All other tabs remain active.

Users must log on to the **Mobile Web** (see URL in message) or the **Parent Portal** to verify Student Contacts.

## Navigating eSD® Mobile Parent

At the top of every page is the **Title Bar**, and at the bottom of every page is the **Navigation Bar**, with the **Home** , **Messages**  (when enabled by the district), **Profile**  and **Account**  tabs. Tap an item on the page to select and open the item.

Once an item has been selected, a **Back** button appears to return users to the previous screen. Tap **Back** to return to the previous screen, or tap another tab to move to that page (the **selected tab** has a darker background).

**Note:**

If **Messages** are enabled for at least one child's school, the **Messages** tab is launched by default upon login. Otherwise, the **Home** tab is launched.


**Note:**

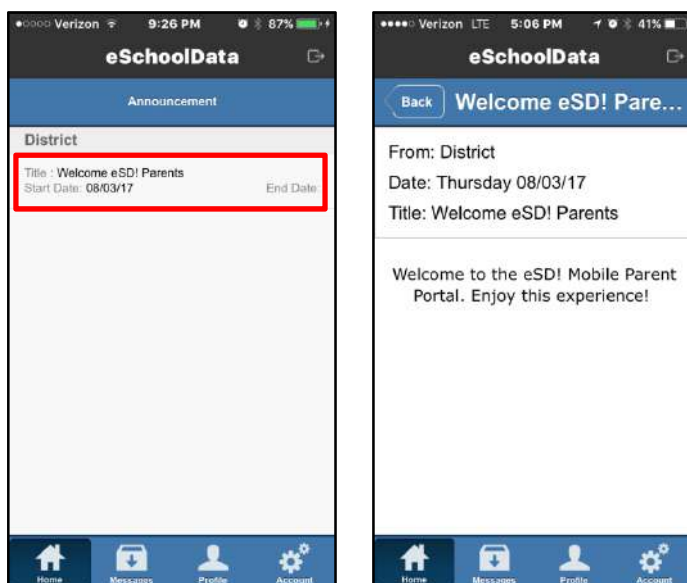
From any tab, swipe down to refresh the page.

**Note:**



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

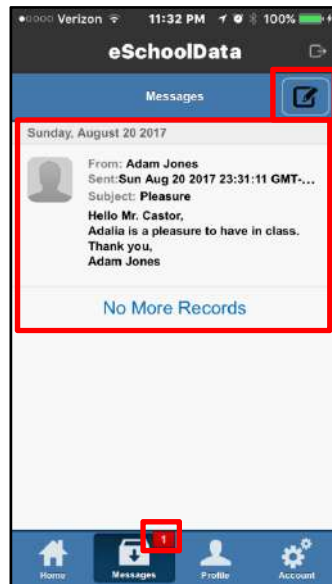
## Home Tab

The **Home** tab  displays currently posted Announcements, grouped by District and each child's school. Tap an announcement to read the full text.



## Messages Tab

The **Messages** tab  displays the Message threads in the user's Inbox, grouped by **Date** in reverse chronological order (most recent first). Tap a Message to view the Message thread and/or to **Reply** to the Message (see below). Tap the **Compose button**  to create a new message (see next page).



**Note:**

**Messages** are enabled and disabled at the **school level**. Messages may not be available for all of your students, depending on the school's settings.

**Note:**


Unread **Messages** are displayed in **bold text**.

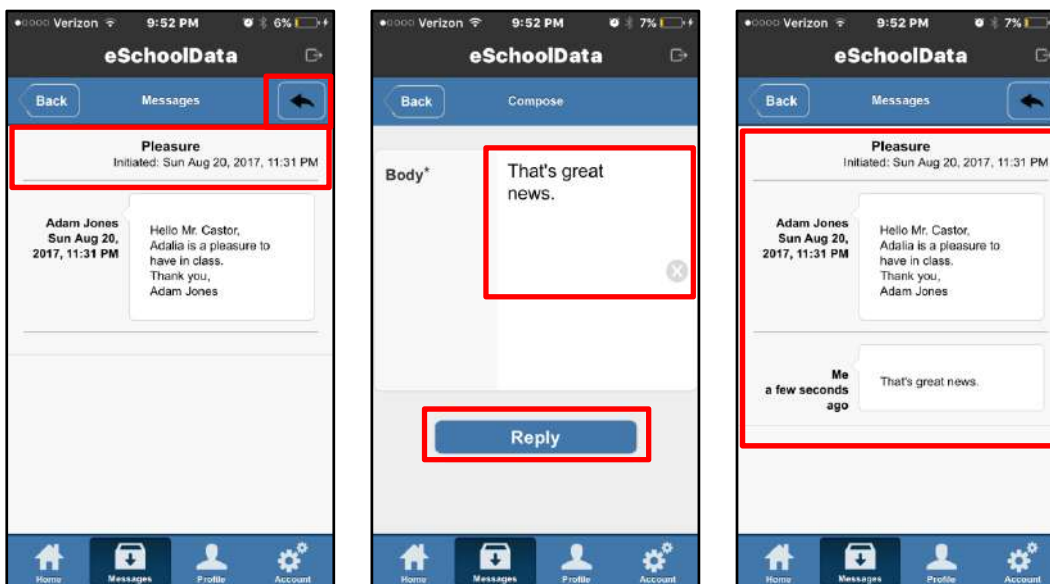
**Note:**

The superscripted number on the **Messages tab** indicates the number of **unread Messages** in the parent's inbox.


### View Message and Reply

The Message thread has a header that displays the **Subject** and **Date/Time** of the initial message in the thread, with each message in the thread separated by horizontal rules. Each message displays the message details (**Sender**, **Date/Time**) on the left and the message **Body** on the right.

Tap the **Reply button**  to compose a Reply. Enter the **Body\*** of the Reply message, then tap **Reply** to send the message. Once sent, the reply is displayed in the Message thread.




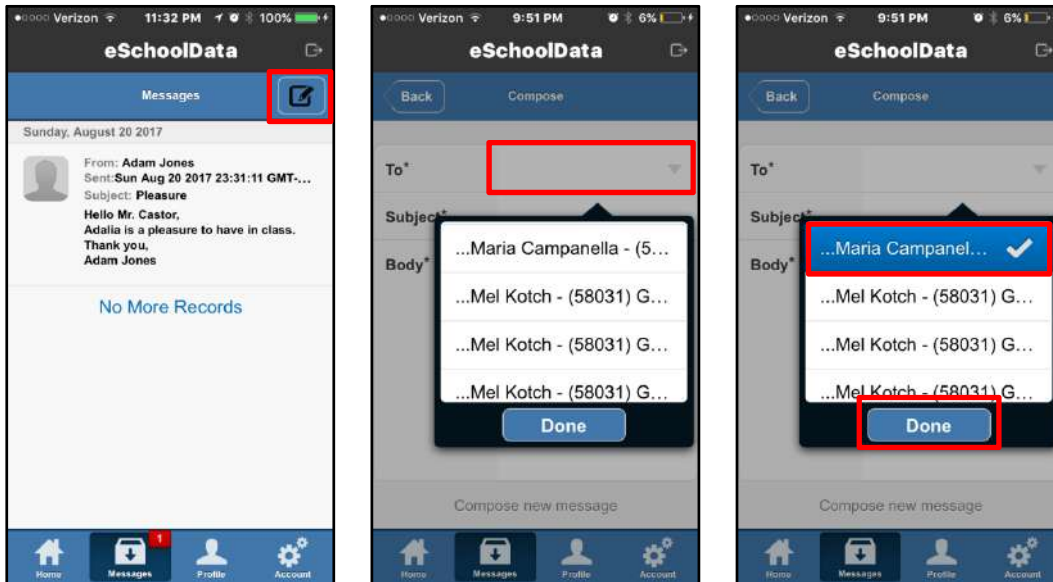
**Note:**

The **Reply button**  is disabled if the message is auto-generated by the eSD® system.

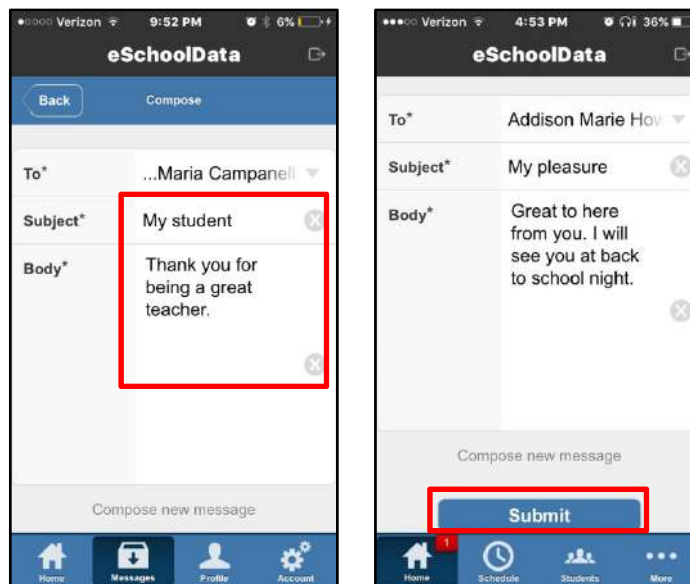


### Compose New Message

Tap the **Compose button**  to create a new message thread, then tap the **To\*** field to open a list of your students and their teachers. Drag the list to display additional recipients, and tap to select the desired recipient(s). When finished selecting recipients(s), tap **Done**.



















Enter a **Subject\*** for the new message and the **Body\*** of the message, then tap **Submit** to send the message.




**Note:**  
Depending on the mobile device, users may need to drag to display the **Submit** button.

## Profile Tab

The **Profile** tab  allows users to view information about each child. When a user selects the **Profile** tab, the title bar displays the first student's name, ordered by ID number. The dots at the bottom of the screen indicate the number of students tied to the parent's account, with the darker dot indicating the displayed student. Swipe left or right to view data for your other students.


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

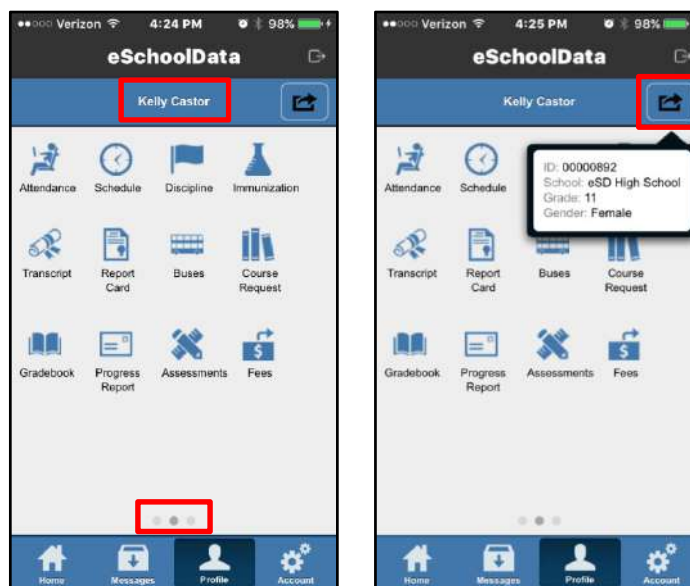
Tap an icon to display student-specific information related to that topic.

Tap the **General Information icon**  at the right end of the Title Bar to display the student's ID, School, Grade and Gender. Tap the icon again to close the pop-up screen.


### Note:

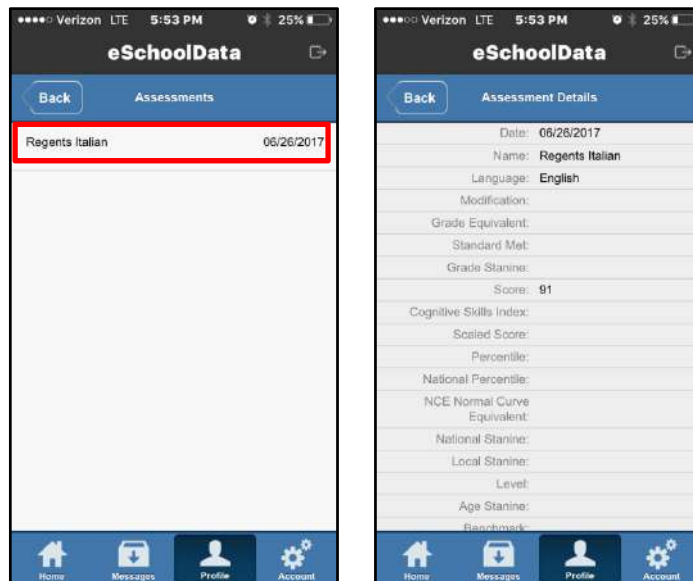
The visibility of icons is dependent upon district settings, and each building may display different icons.

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




## Assessments

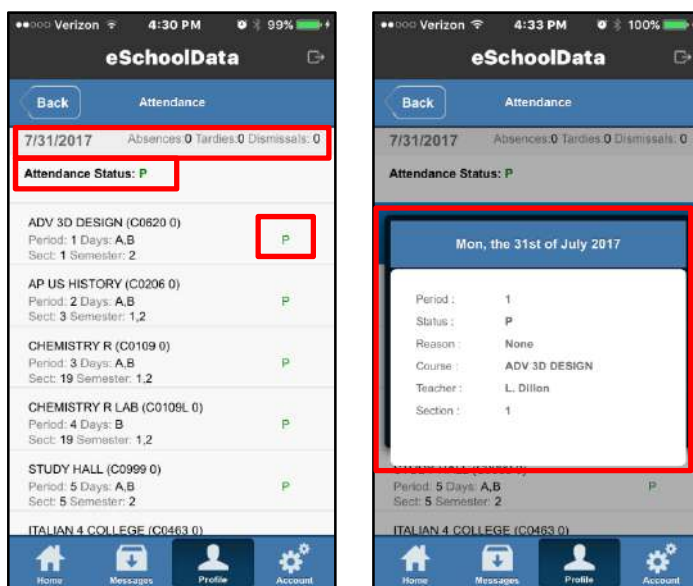
The **Assessments icon**  opens a list of the student's previous Assessments and the date that Assessment was administered. Tap an assessment to view more details. The **Assessment Details** window will show specific information regarding the selected Assessment.



## Attendance

The **Attendance icon**  displays the student's attendance. The **Date Header** displays the **Attendance Summary**, followed by the **Daily** and/or **Period** attendance statuses (when enabled by the district). Swipe to display additional dates.

Tap a class to open the **Attendance Details** pop-up window. Tap outside the pop-up to close it.



### Note:

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


Display of Attendance details are determined by the school's settings.

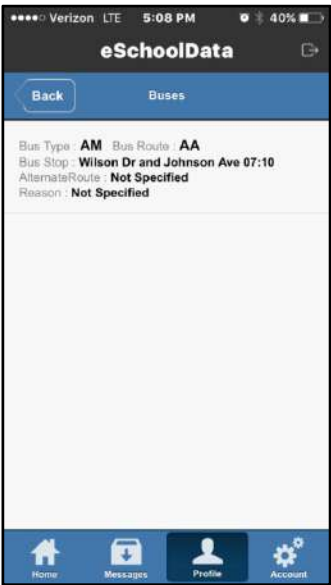
**Attendance** will be indicated by the following:

**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

## Buses

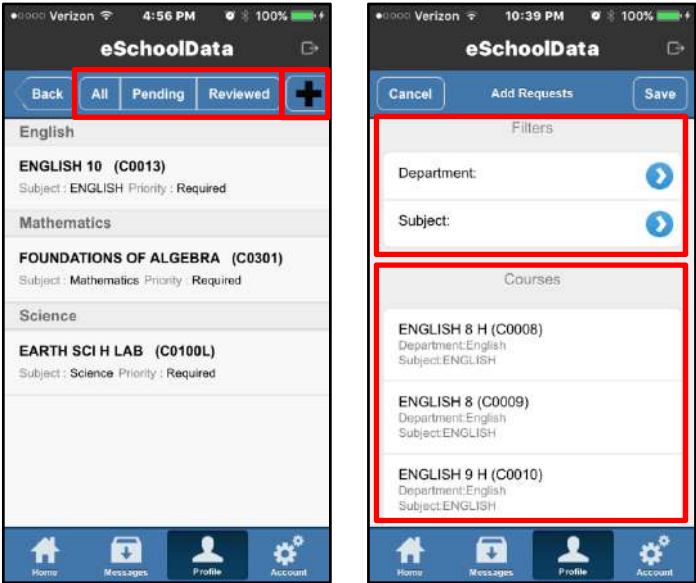
The **Buses icon**  opens the student’s bus information.



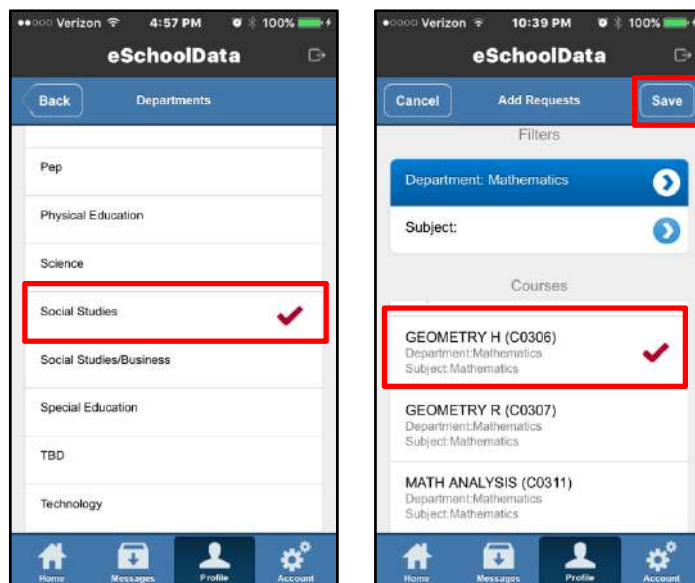
## Course Requests

The **Course Request icon**  opens a window which displays **All** (default view), **Pending**, and **Reviewed Course Requests**, grouped by **Department**. Tap 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. Swipe to view additional courses, or tap the **Department** or **Subject** button to filter the Courses list.




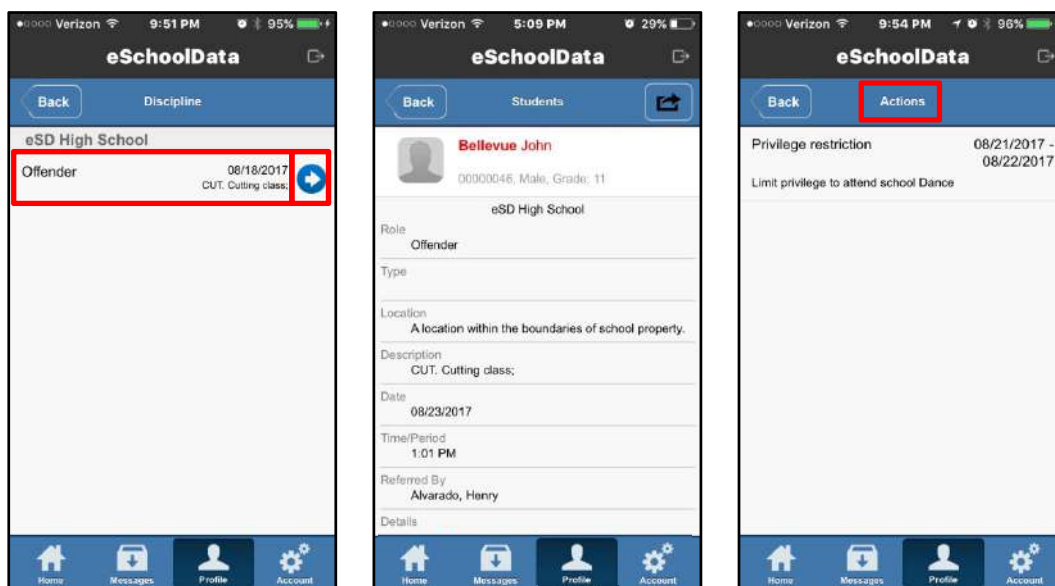
Tap a **Department** or **Subject** to select it as a filter, then tap a **Course** to select it. Selected courses are indicated by the red checkmark. Tap **Save** to enter the Course Request(s).




## Discipline

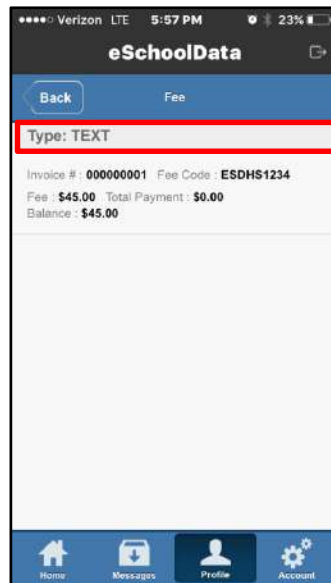
Tap the **Discipline icon**  to open a list of the student's Incidents. Incidents are grouped by the school in which they occurred, and indicate the incident date and the student's involvement status.

Tap an incident to view its details, or tap the **Incident Action Icon**  to view the assigned action. The **Incident Details** page displays additional incident information, while the **Actions** page displays the incident's assigned action details.





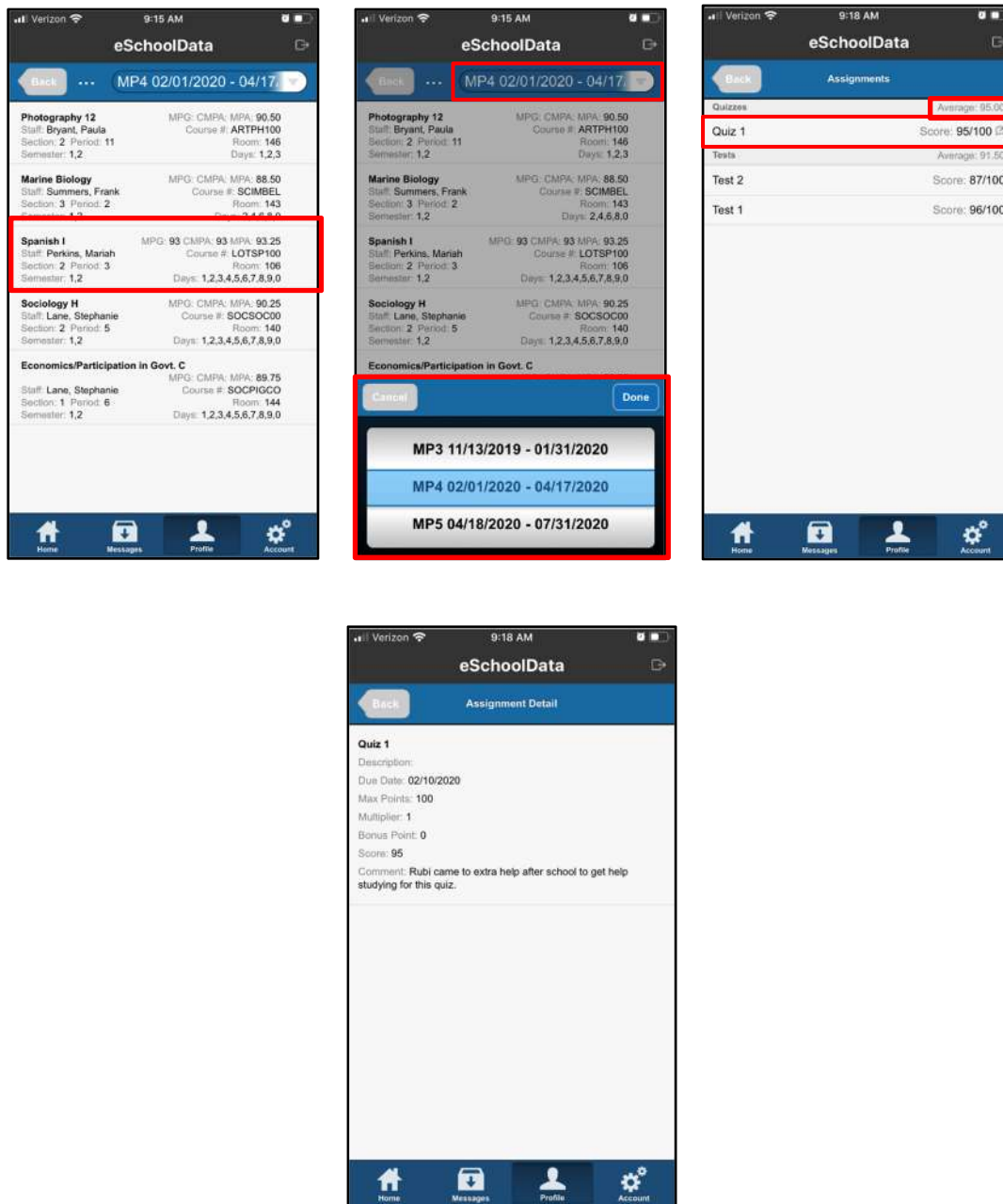
## Fees

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.



## Gradebook

The **Gradebook icon**  displays the student's current courses, in period order. The Marking Period Grade (**MPG**), Cumulative Marking Period Average (**CMPA**), and Marking Period Average (**MPA**) are displayed for each course when the district chooses to publish these values. Tap the **Marking Period** drop down menu to display courses that are graded during the selected marking period. Tap a **Course** to open the Gradebook. Published assignments are grouped by Assignment Category, with the current category average displayed at the right end of the Assignment Category headers. The **Comment icon**  is displayed next to the Score value when a comment has been entered for an assignment. Tap an **Assignment** to view the description, due date, maximum points, multiplier, bonus points, score, and comment details.



**Note:**

Assignments, and scores, are published at the teacher's discretion.


Scores are displayed as **Earned/Possible points**.

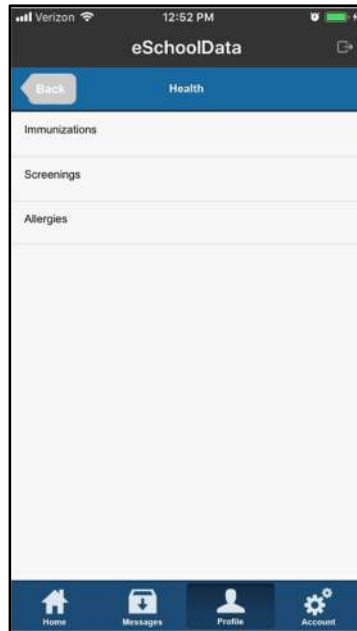
**Note:**

Assignments, and scores, are published at the teacher's discretion.

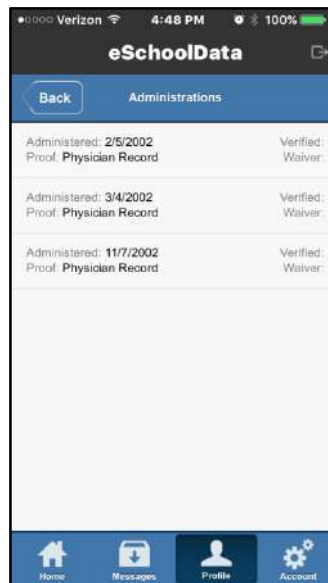
Scores are displayed as **Earned/Possible points**.

## Health

Tap the **Health icon**  to view the student's **Immunizations**, **Screenings**, and **Allergies** recorded by the district. Tap a menu option to view the records associated with each category.



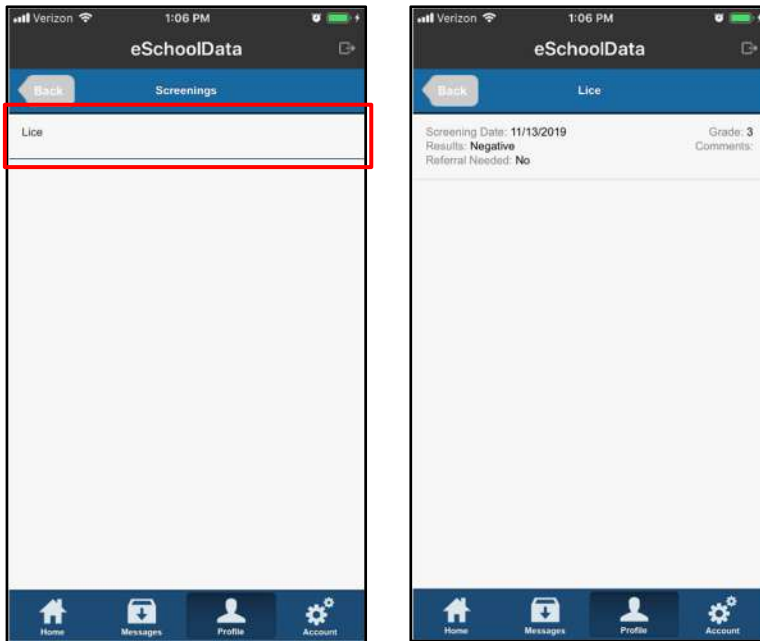
Tap an immunization to open the **Administrations** window, with details for each dose.

**Note:**

The superscripted **red number** indicates the number of doses recorded for each immunization.




Tap a screening to view the Screening Date, Results, Referral Needed, and additional fields available for each screening type.

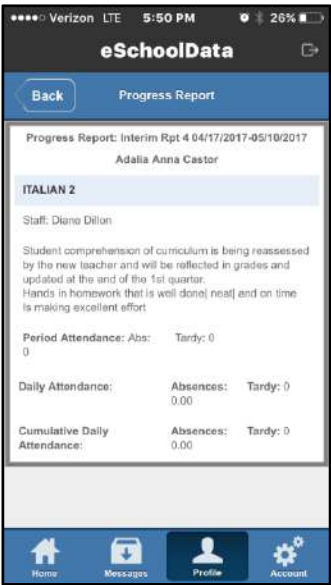


Tap an allergy to view the details associated to each allergy record, including Allergy Type, Allergy To, Acuteness, and Present With fields.




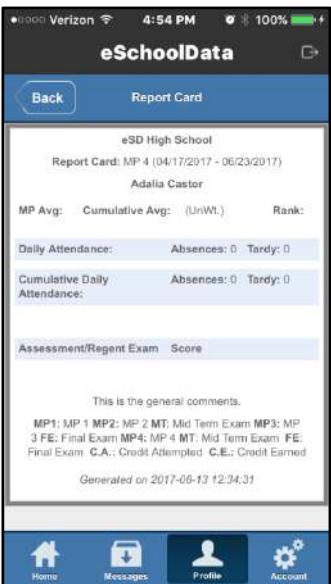
## Progress Report

The **Progress Report icon**  opens a window that displays the current progress report. Swipe to view the remainder of the Progress Report.




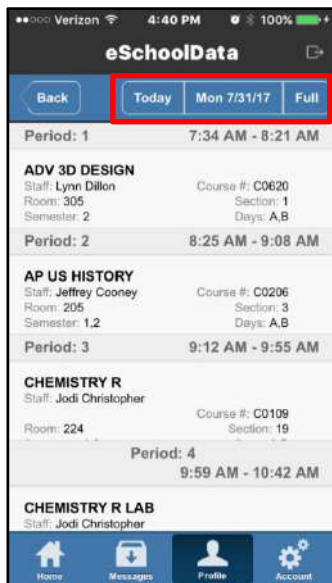
## Report Card

The **Report Card icon**  opens a window that displays the current report card. Swipe to view the remainder of the Report Card.



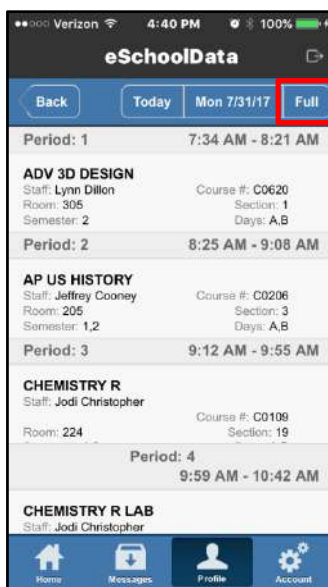
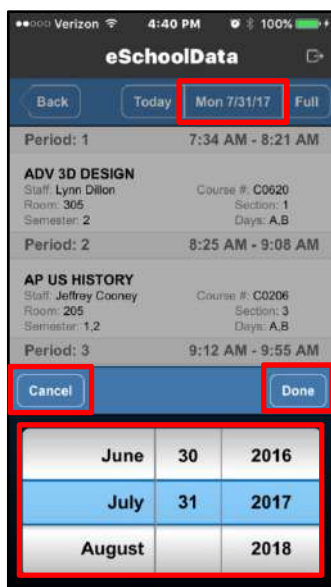
## Schedule

The **Schedule** icon  opens a window that displays **Today's** class schedule by default, sorted in period order, with essential information about each class. Tap the **Date** button to select a specific day's schedule or **Full** to see the school-year schedule overview.



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

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



### Note:

See below for further explanation of the **Date** and **Full** buttons.

Displayed class details (Staff, etc.) are determined by the school's settings.


### Note:

Tap **Today** to return to today's schedule.

### Note:

Tap **Cancel** to exit the Calendar without changing the date.

## Standards-Based Progress Report

The **Standards-Based Progress Report** icon  opens a window that displays the current standards-based progress report. Swipe to view the remainder of the standards-based report.



**eSchoolData**

Back Standard-Based Progress Report

**eSD Elementary School 3**  
 200 Knickerbocker Ave  
 Bohemia NY 11718  
 Tel: 555-555-5555  
 Principal: Sarah Daly  
 School Year: 2016 - 2017


**Pearl River School District**


| Attendance/Marking Period | MP 1 | MP 2 | MP 3 | MP 4 | Total |
|---------------------------|------|------|------|------|-------|
| Days Absent               | 1    | 0    | 0    | 0    | 1     |
| Days Tardy                | 1    | 0    | 0    | 0    | 1     |

| ART (Roberts)        | MP 1 | MP 2 | MP 3 | MP 4 | NA  |
|----------------------|------|------|------|------|-----|
| Understands concepts | --   | --   | --   | --   | 1 = |
| Understands concepts | --   | --   | --   | --   | 2 = |

Home Messages Profile Account

## Standards-Based Report Card

The **Standards-Based Report Card** icon  opens a window that displays that displays the current standards-based report card. Swipe to view the remainder of the standards-based report card.



**eSchoolData**

Back Standard-Based Report Card

**eSD Elementary School 3**  
 200 Knickerbocker Ave  
 Bohemia NY 11718  
 Tel: 555-555-5555  
 Principal: Sarah Daly  
 School Year: 2016 - 2017


**Pearl River School District**

| Attendance/Marking Period | MP 1 | MP 2 | MP 3 | MP 4 | Total |
|---------------------------|------|------|------|------|-------|
| Days Absent               | 1    | 0    | 0    | 0    | 1     |
| Days Tardy                | 1    | 0    | 0    | 0    | 1     |

| ART (Roberts)        | MP 1 | MP 2 | MP 3 | MP 4 | NA  |
|----------------------|------|------|------|------|-----|
| Understands concepts | --   | --   | --   | --   | 1 = |
| Understands concepts | --   | --   | --   | --   | 2 = |

Home Messages Profile Account

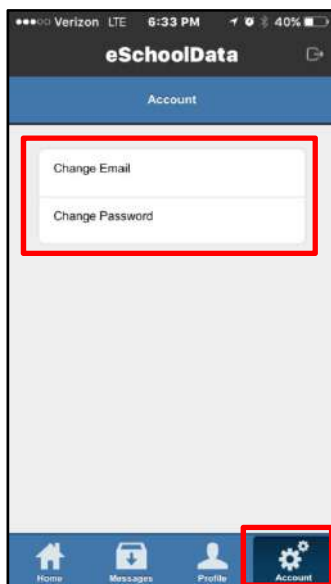
## Transcript

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



## Account Tab

Tap the **Account Tab**  to change your **Primary Email Address** or your **Password**, then tap **Change Email** or **Change Password**.



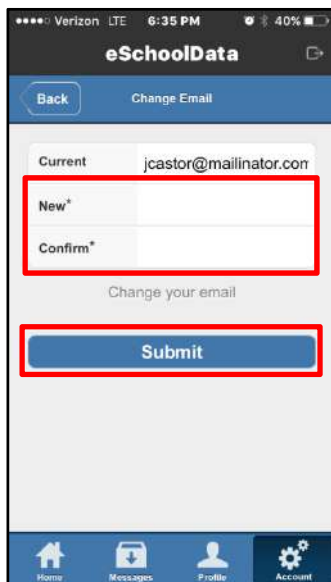
**Note:**  
Please see **Important Information re Primary Email Address and Username** on page 3.

**Note:**  
When logged into **Mobile Web**, users can also change their **Username**.

For more information, see **Change Username** on page 23.

### Change Email

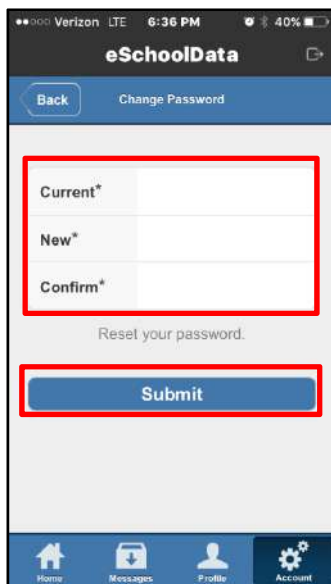
Your current **Primary Email** will auto-populate the **Current** field. Enter your new email address in the **New\*** and **Confirm\*** fields, then tap **Submit**. Your **Primary Email Address** will be updated immediately.

**Note:**

Please see **Important Information re Primary Email Address and Username** on page 3.

### Change Password

Enter your current password in the **Current\*** field, and your new password in the **New\*** and **Confirm\*** fields, then tap **Submit**. Your password will be updated immediately.

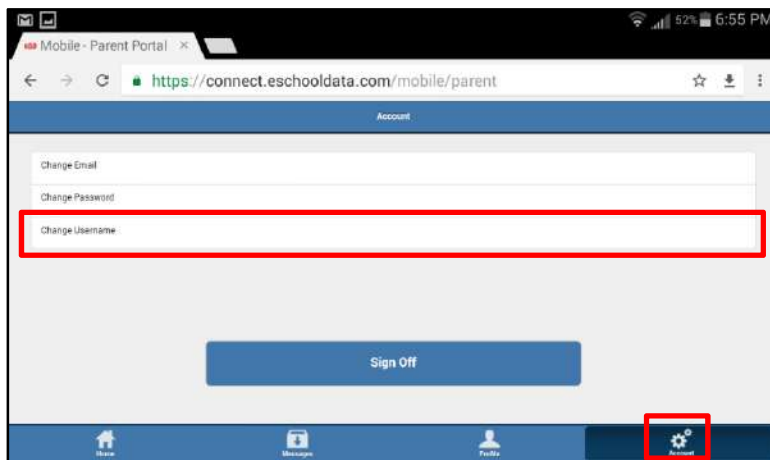
**Note:**

If the account and password have been auto-generated by the district, eSchoolData **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 21 and following.

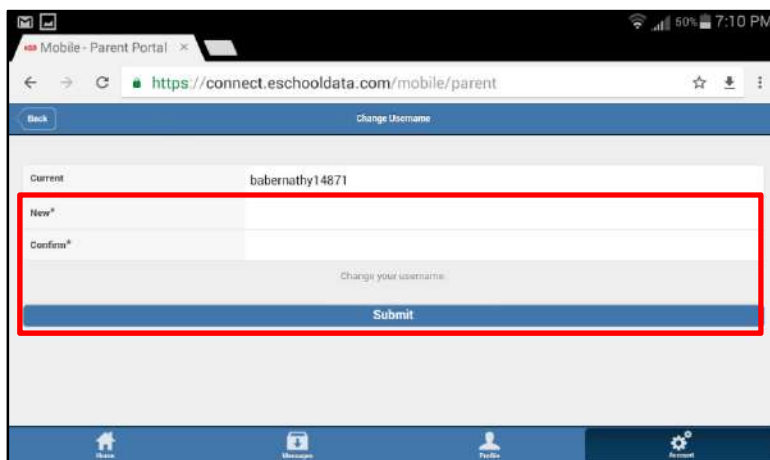
**Change Username (Mobile Web only)**

Tap **Change Username** to change your account's **Username**. This option is available **ONLY** when logged in to **Mobile Web**.



**Note:**  
Please see **Important Information re Primary Email Address and Username** on page 3.


Your current username will auto-populate the **Current\*** field. Enter a new username in the **New\*** and **Confirm\*** fields, then tap **Submit**. Your Username will be updated immediately.

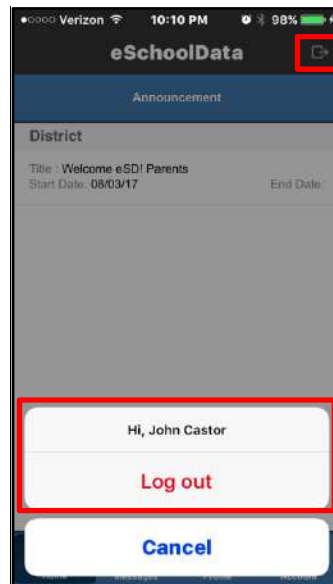


## Logging Off


There are slight differences in the Log Off process for Mobile® App and Mobile® Web.

### Mobile App

From ANY tab, tap the **Log Out icon**  above the **Title Bar** to log off, then tap the **Log out** button to confirm signing off eSchoolData Mobile®.



### Mobile Web

From the **Account Tab** , tap the **Sign Off** button, then tap **Yes** to confirm signing off eSD eSchoolData Mobile®.

