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

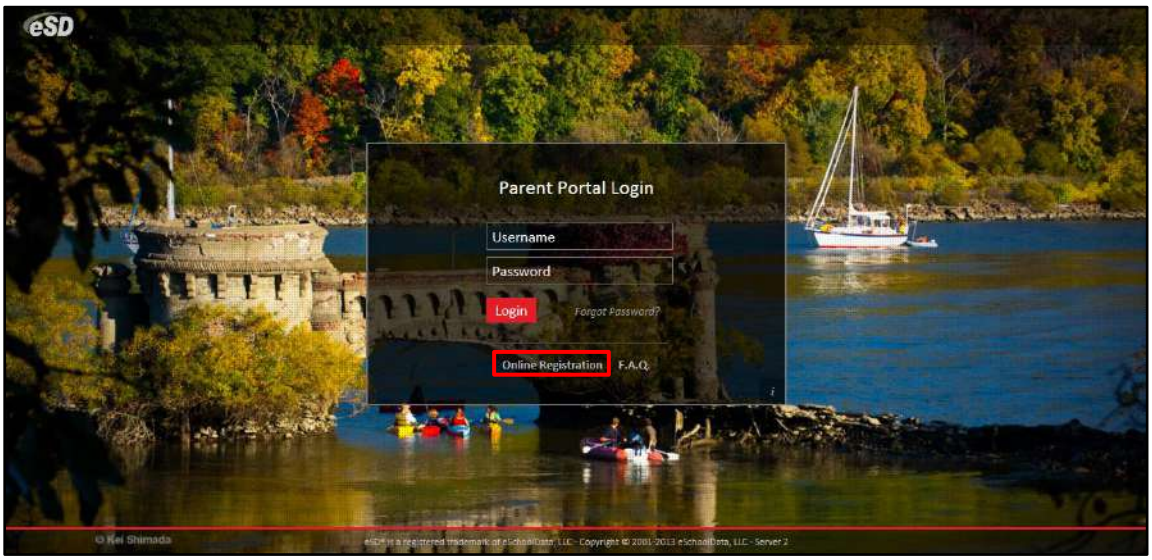
Please refer to your school district's website for an existing Parent Portal Link. If your district has not created a link on the school's website, you may use the link below.

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.

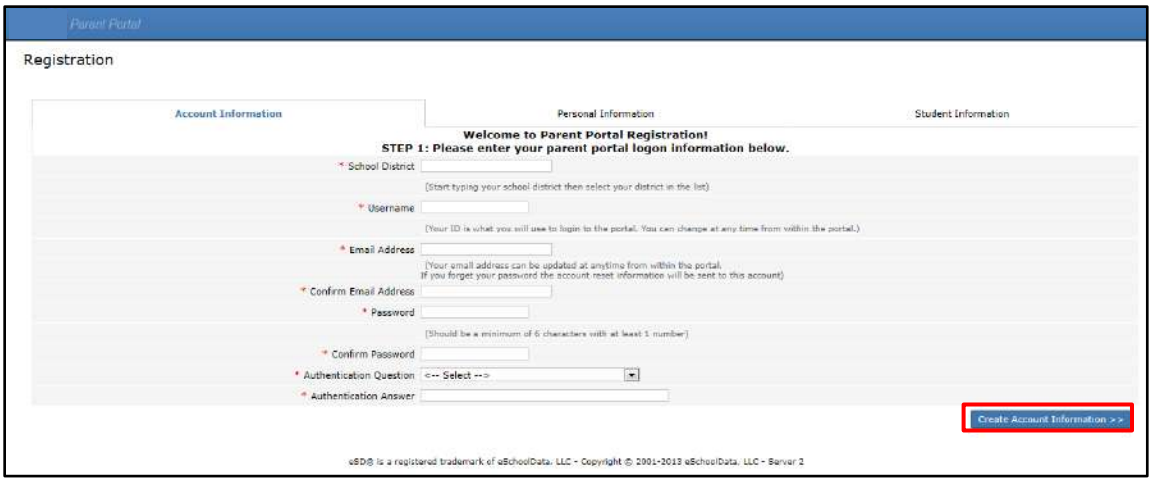
To request a parent/guardian portal account, click the link on the home page where it says **"Online Registration."**



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

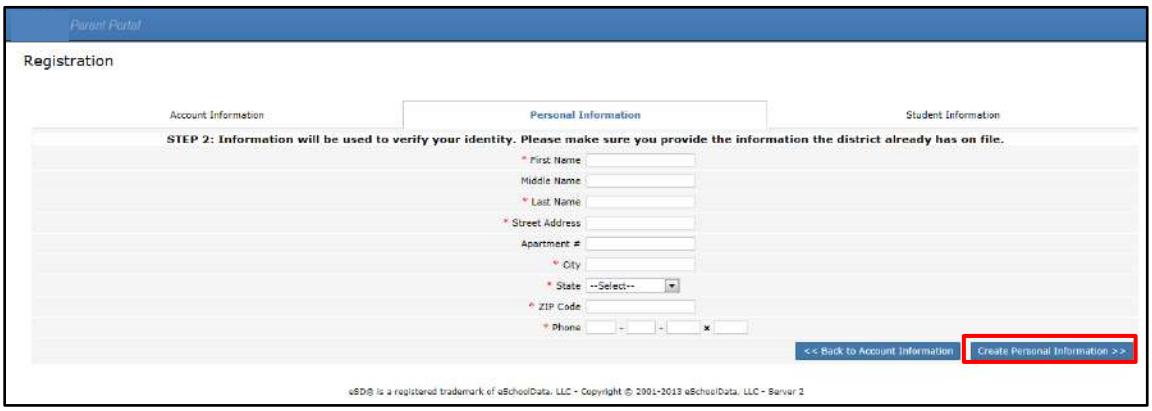
An online **Parent Portal Registration Form** will open.

Enter the required information (indicated by a red asterisk* before the field name) on the **Account Information** screen, then click **Create Account Information**.

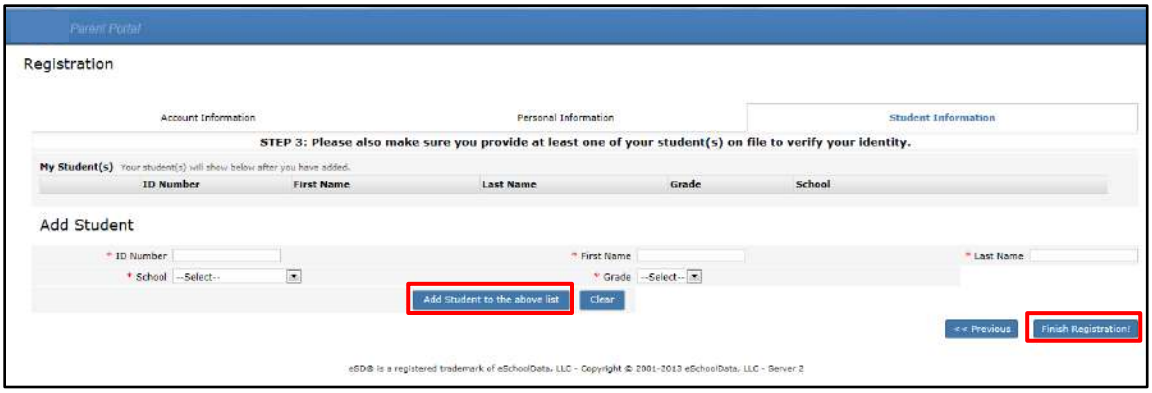


Tip:
Keep a record of the **Username** and **Password** that you enter. You'll need them to log in once the account is approved.

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



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.

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

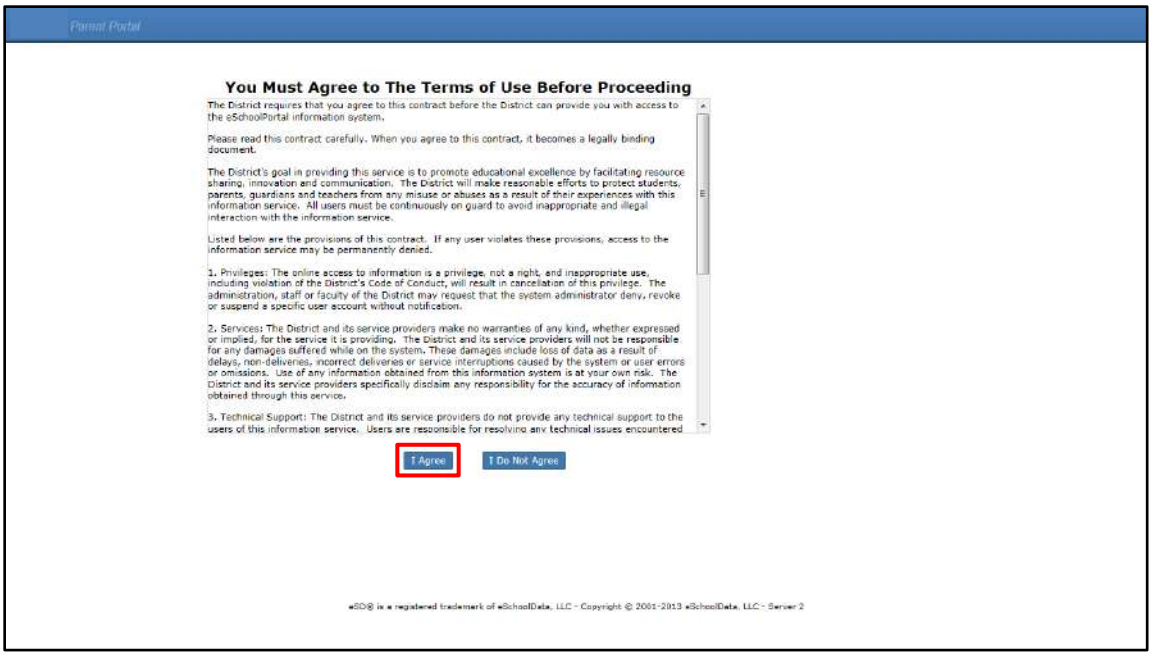
Once the district has approved the account request, the parent/guardian will receive an email with a link to verify the email address and activate the account. Once the email's link is clicked and the email address verified, click **Login** to login to the account using the Username and Password created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

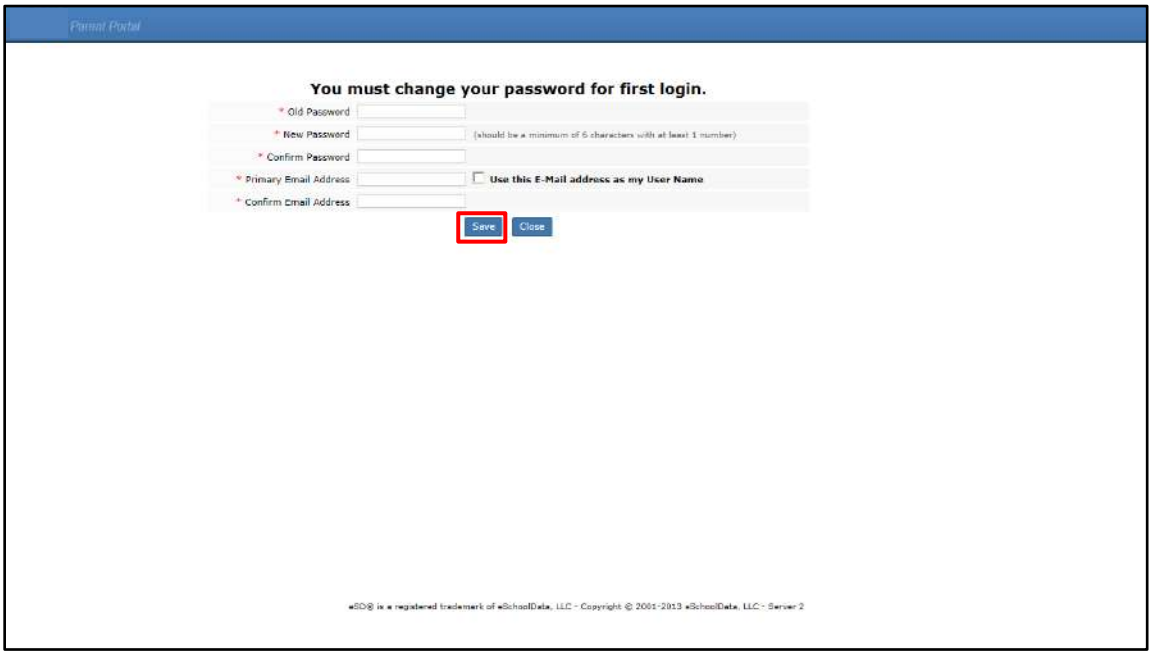
Note:
To retrieve a forgotten Password, click the link where it says **"Forgot Password?"**

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.

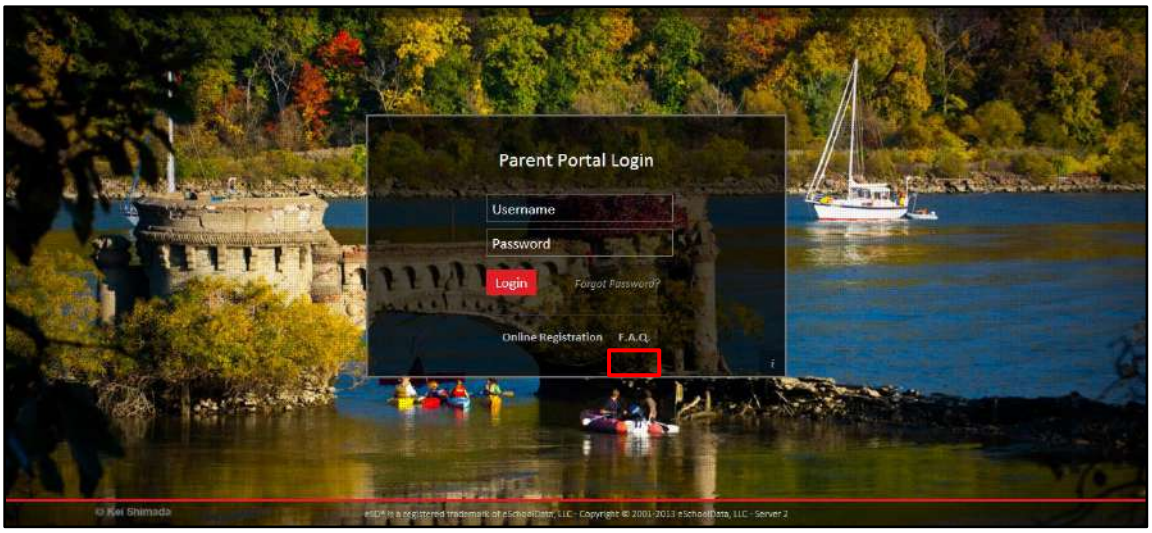


If the account has been auto-generated by the district, users will be required to establish a new **Password** and enter a **Primary Email Address** after agreeing to the Terms of Use. Users will also have the option to **Use this E-Mail address as my User Name**. Click **Save** when finished.



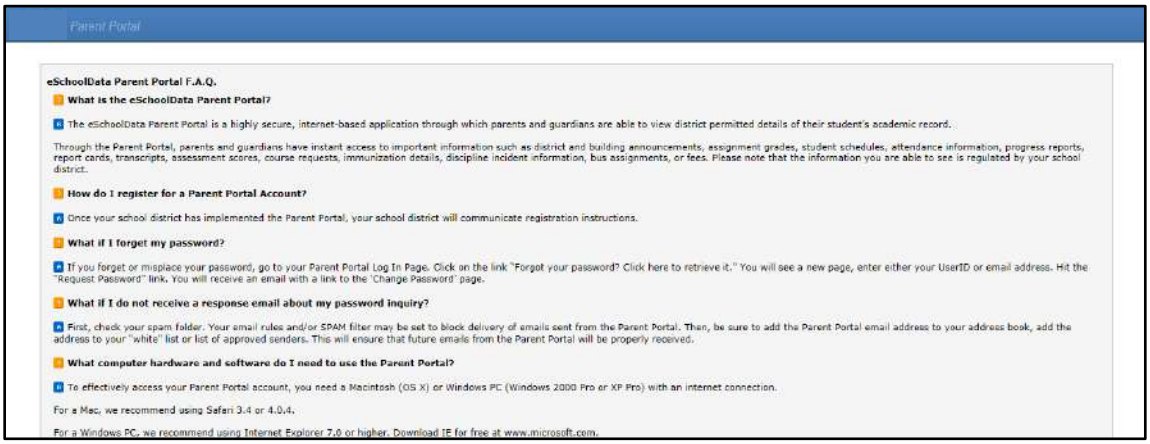
Getting Help

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.



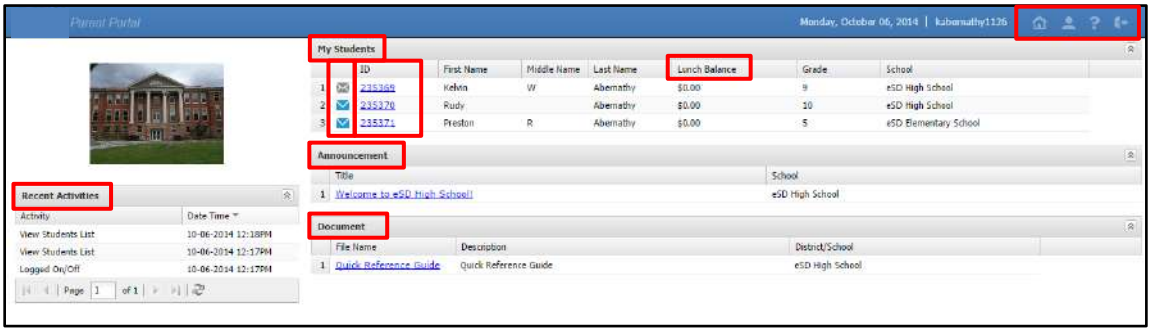
Navigating the Portal

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**.

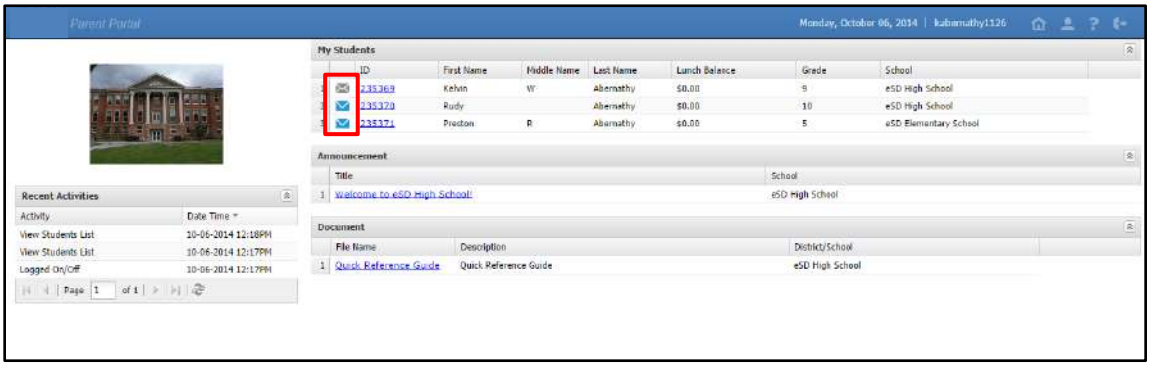
Note:
Since **Lunch Balances** are incorporated into the **Fees** module, districts may opt to display Lunch Balances as negative values (i.e., as credits), to maintain an accurate Fees balance.

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.

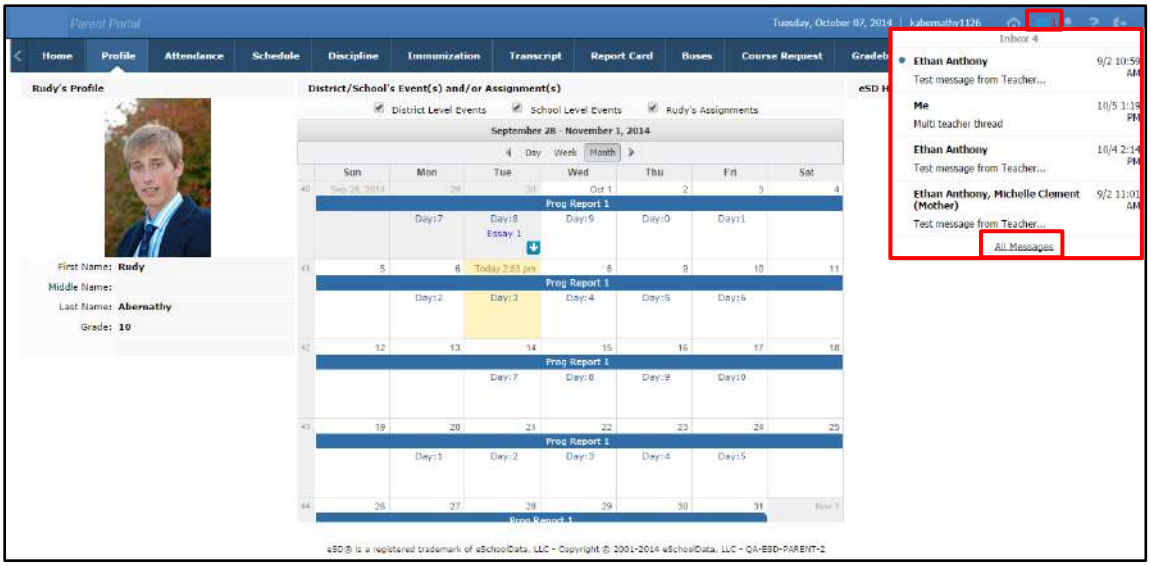
Messages

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.

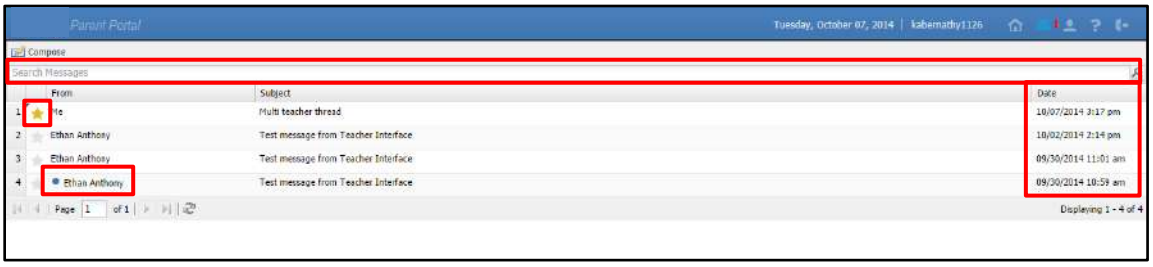


On the student information pages, the **Messages icon** ✉ will display in the icon bar at top right, and may be followed by a red numeral to indicate the number of new messages (when applicable). Click the **Messages icon** ✉ to view a summary of recent messages for that student, with most recent messages 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**.

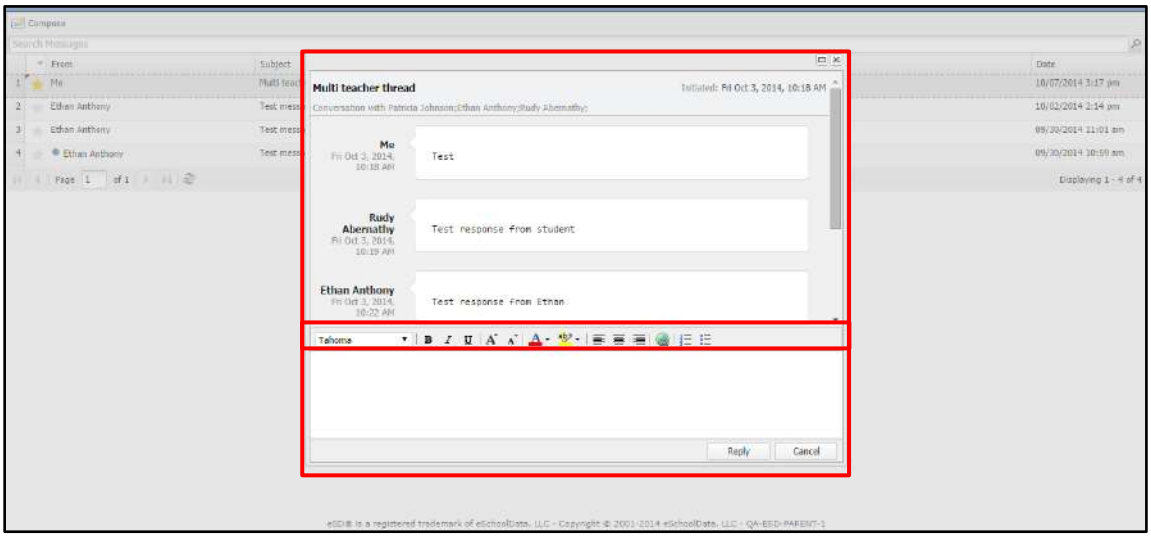


Messages Inbox

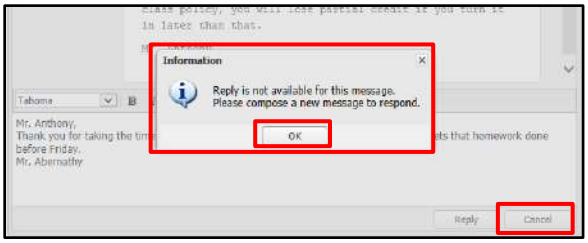
The **Messages Inbox** displays all messages related to the selected student, from the most recent to the oldest. The **New Thread icon** ● will display on each unread message. Click the **Favorite icon** ★ to bookmark a message thread. Type a search term in the **Search Messages field** and click the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

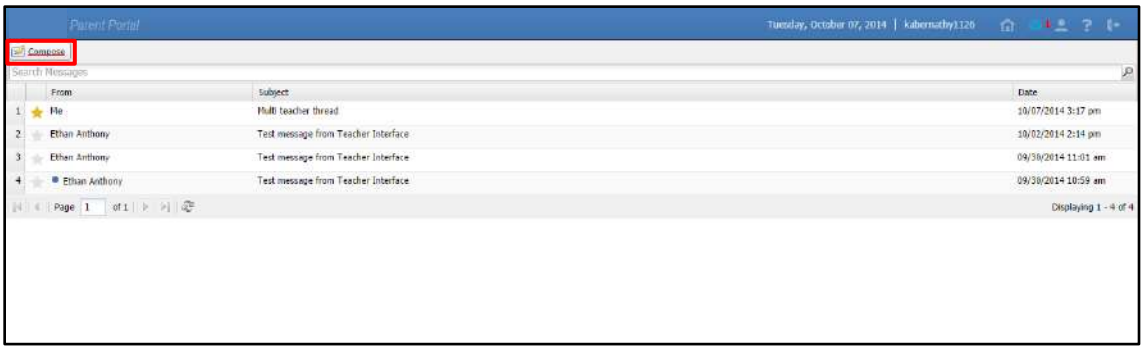
Note:
The **Editor toolbar** allows users to customize the text appearance, insert a link, and/or create lists.

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

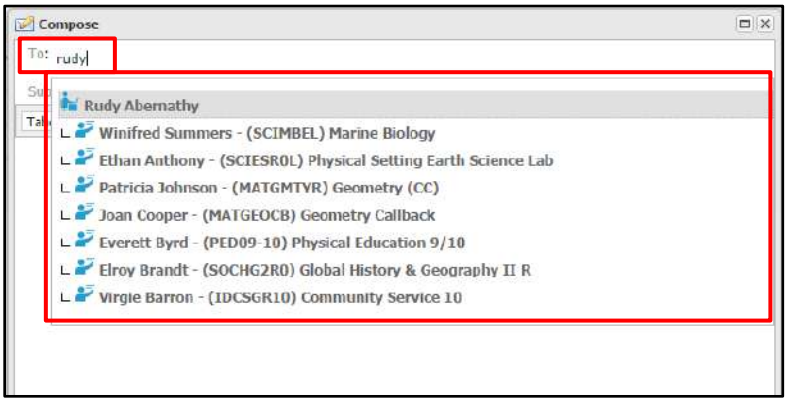
Tip:
Copy the text of your reply before clicking **Cancel**, and then paste it into the new message window.

New Message

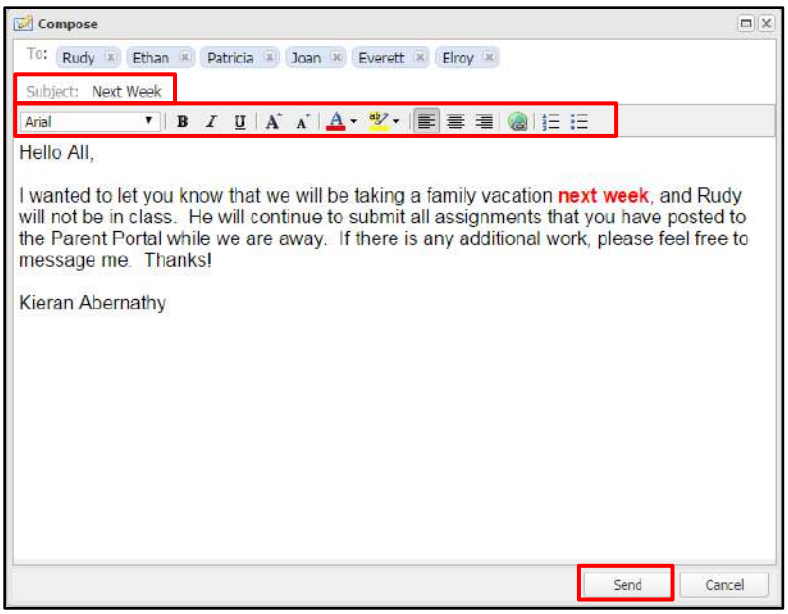
From the **Messages Inbox**, click **Compose** to create a new message.



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*)

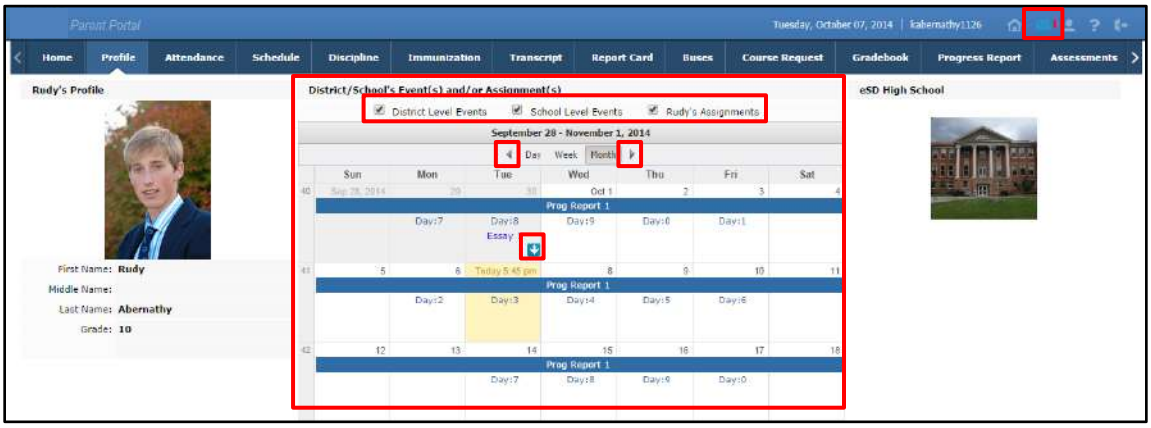
Profile Tab

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.

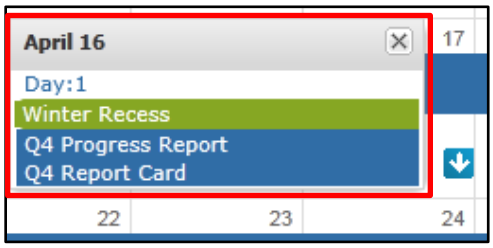
Note:
For more information about the **Messages icon**, see **Messages** on page 9.

Calendar

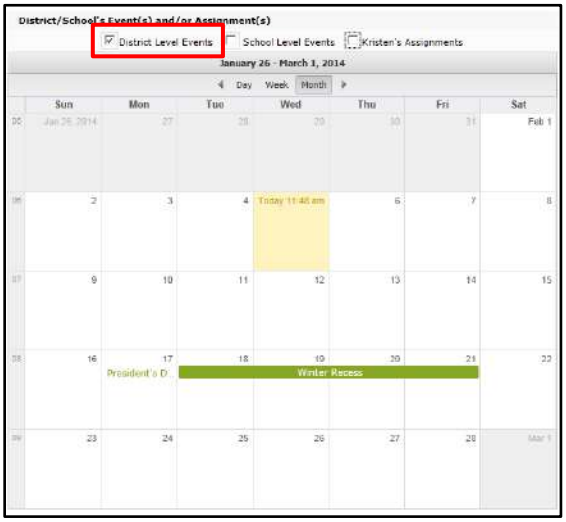
By default, the calendar displays the current Month, and all District Level and School Level Events along with the selected child's Assignments. Click the **Forward** and **Back arrows** to display another date range. If there are more events on a calendar date than can be displayed, that date box will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

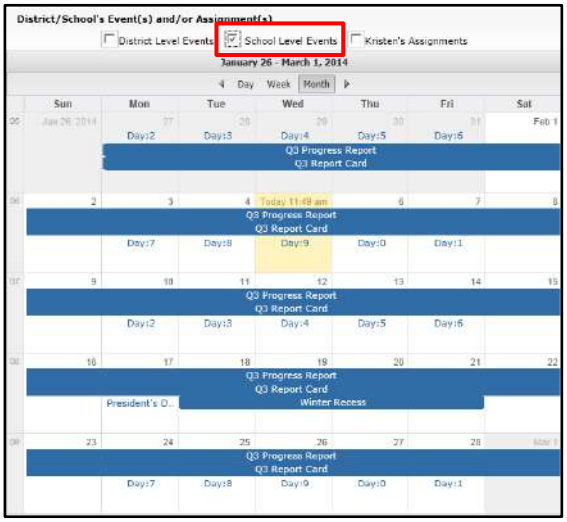


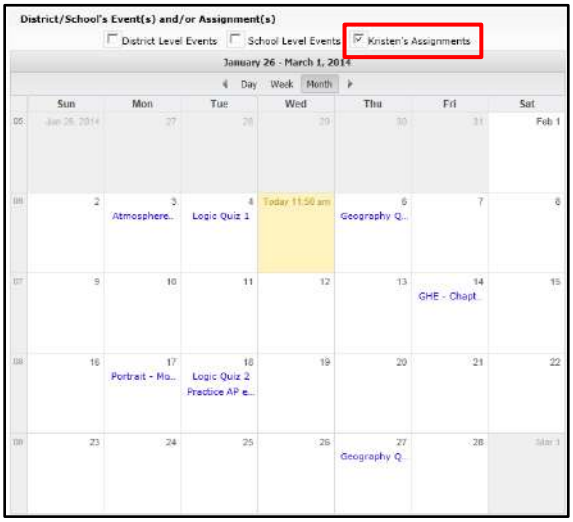
Click the **More Events icon** to open the Events box.



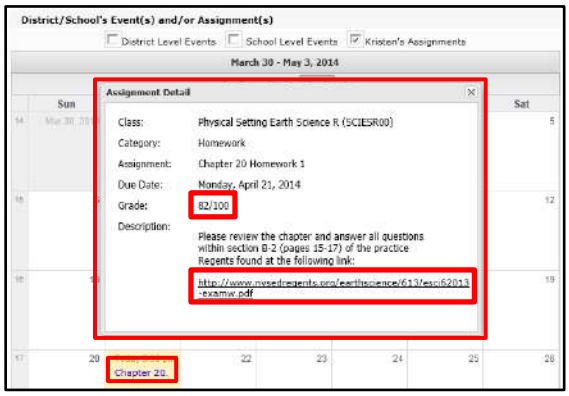
Parents/guardians can change the amount of information displayed by checking/unchecking the **Event** boxes. The following screenshots will display **District Level Events** only, **School Level Events** only, and **Student Assignments** only.



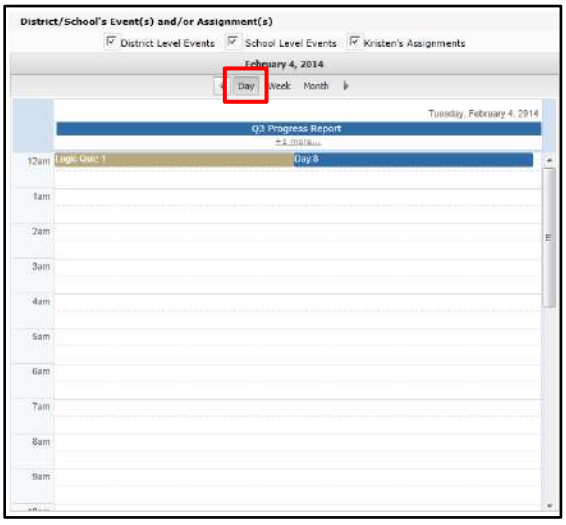


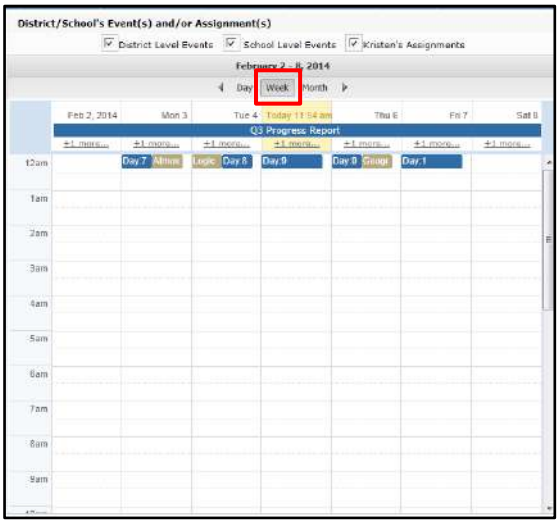


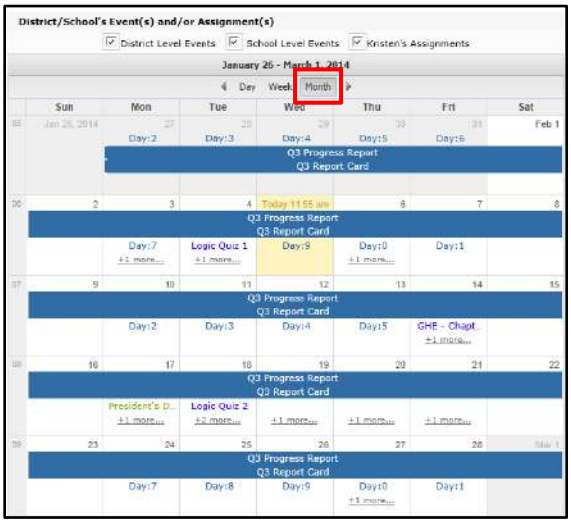
Click on an Assignment to open the **Assignment Details** window. The Grade (if shown) will display as **Earned**/**Possible Points**. The description of the Assignment may contain a hyperlinked URL, if included by the teacher.



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



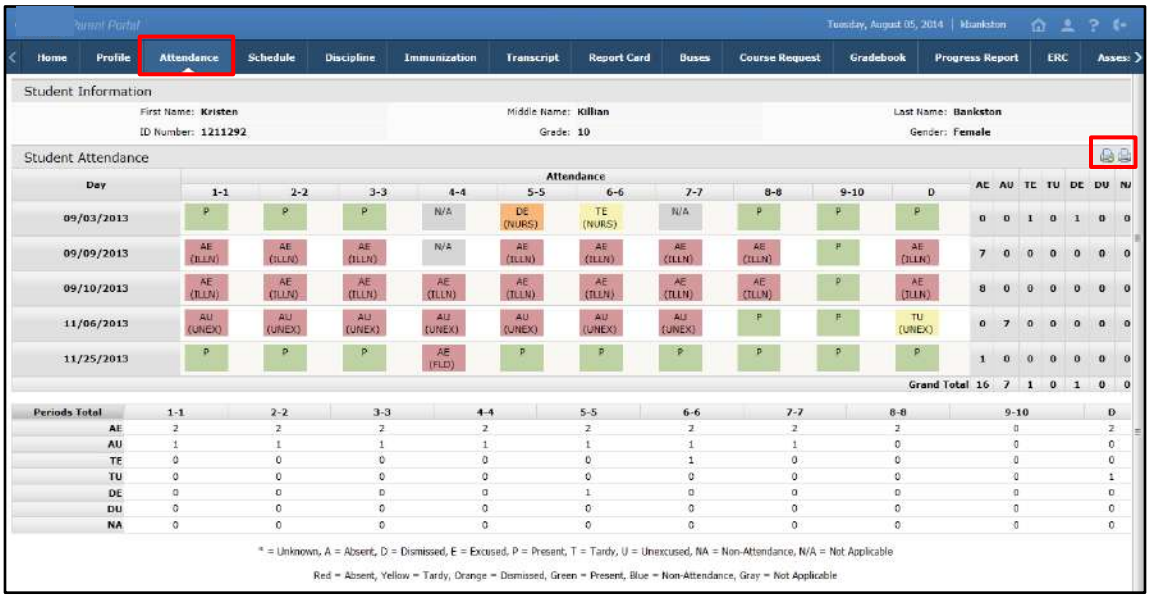




Note:
For more information about a specific assignment, open the **Gradebook** tab.

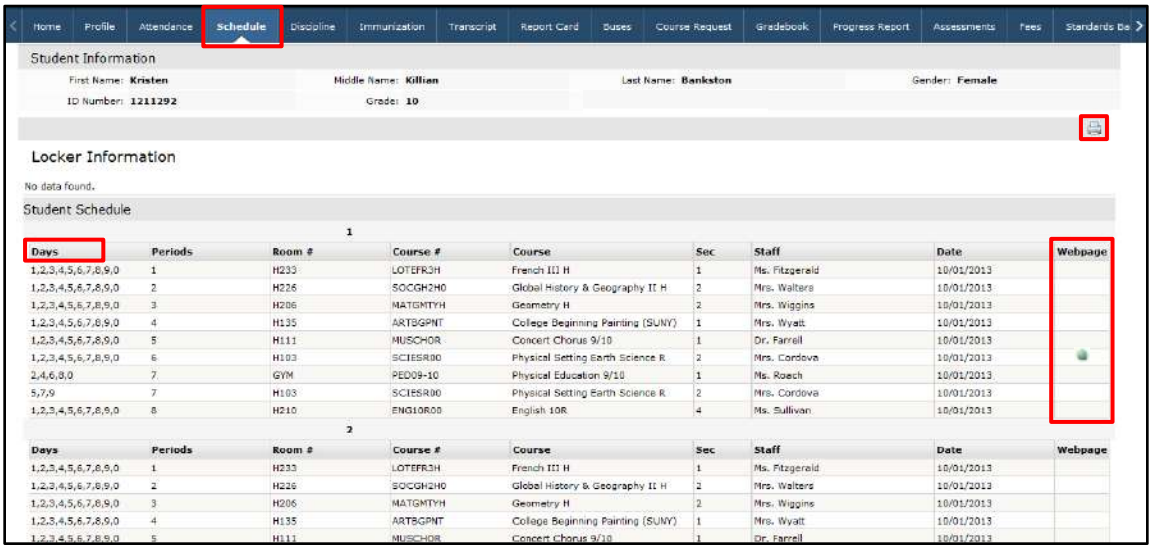
Attendance Tab

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.



Schedule Tab

Click on the **Schedule** tab to view the student's schedule. The **Partially Scheduled icon** (P) denotes the student has been pulled out of that class for a given day pattern. The pull out day pattern(s) will be missing. If a teacher has enabled the eSD webpage functionality, a link to the teacher's webpage will display in the **Webpage** column. Click the **Print icon** to print the student's schedule.



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.

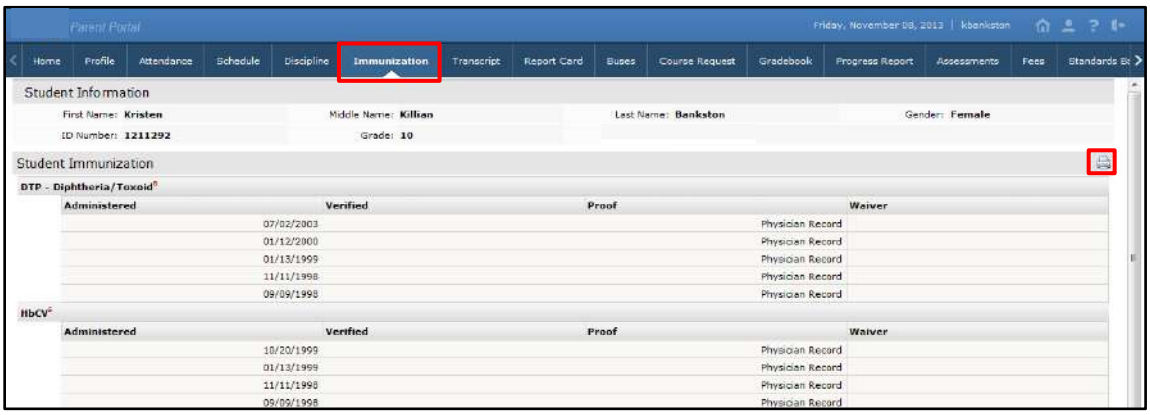
Note:
The teacher's webpage will display ALL classes for that teacher. Select the appropriate class from the left-side column to view that class' webpage.

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.

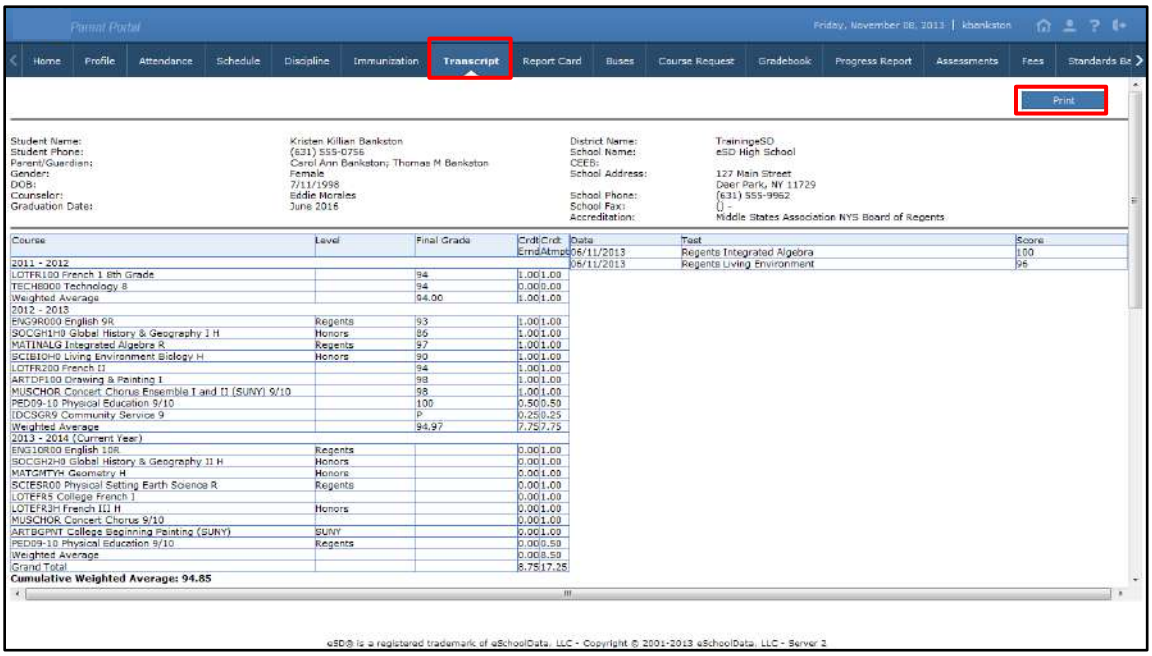
Immunization Tab

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.



Transcript Tab

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



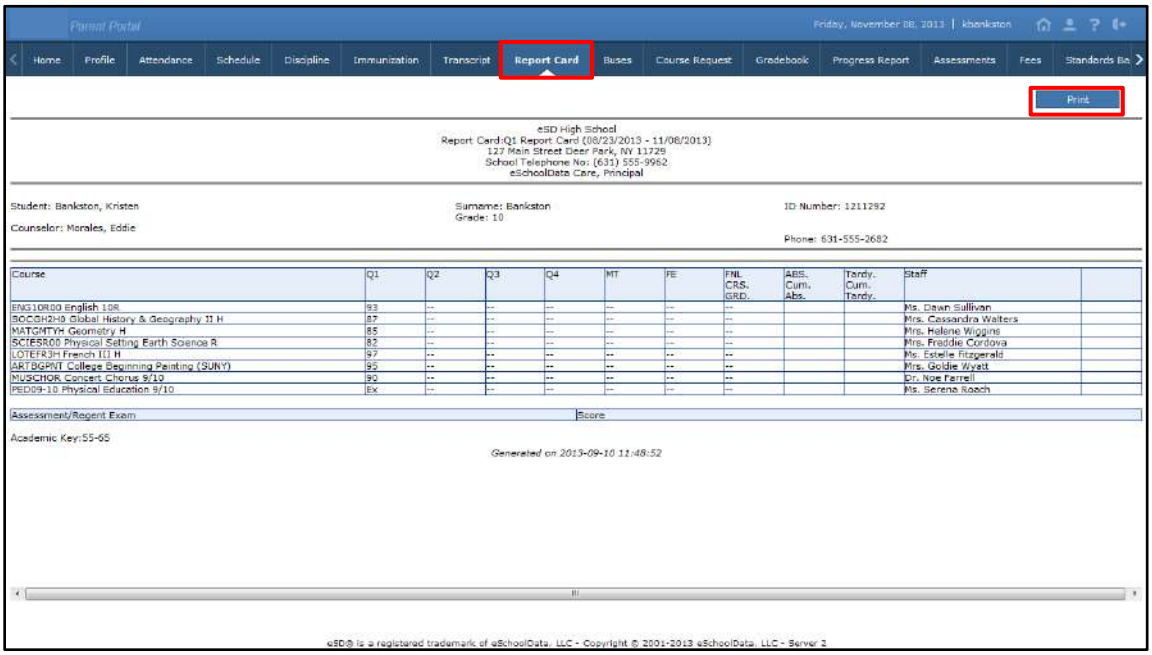
Note:
Transcripts will be published to the Portal at the school district's discretion.

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.



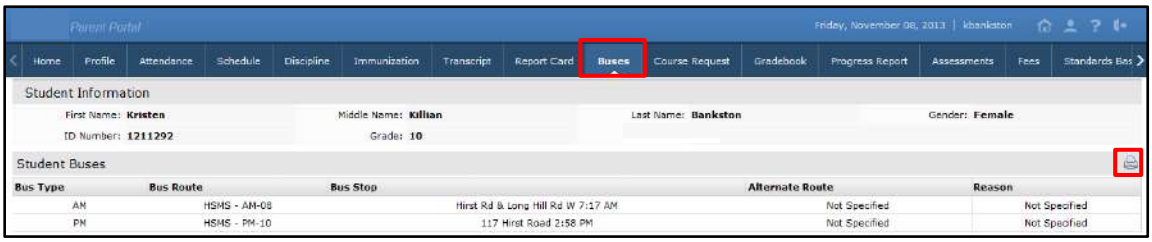
Note:
Report Cards will be published to the Portal at the school district's discretion.

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

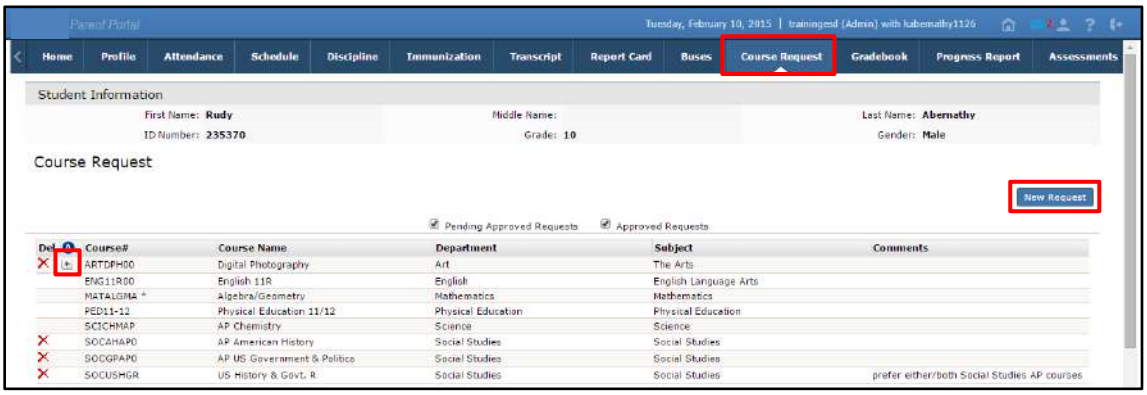
Click on the **Buses** tab to view the student's bus information. Click the **Print icon** to print the student's bus information.



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.



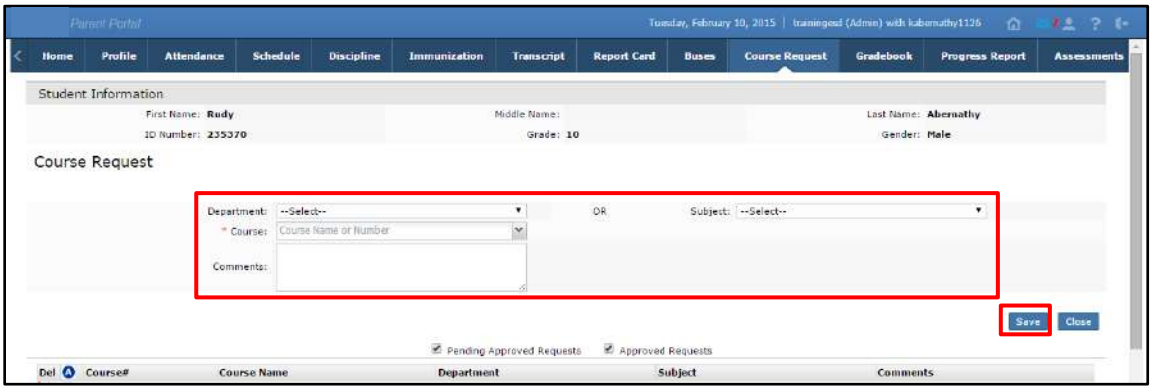
Note:
Existing Course Requests are sorted by Course Number.

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.

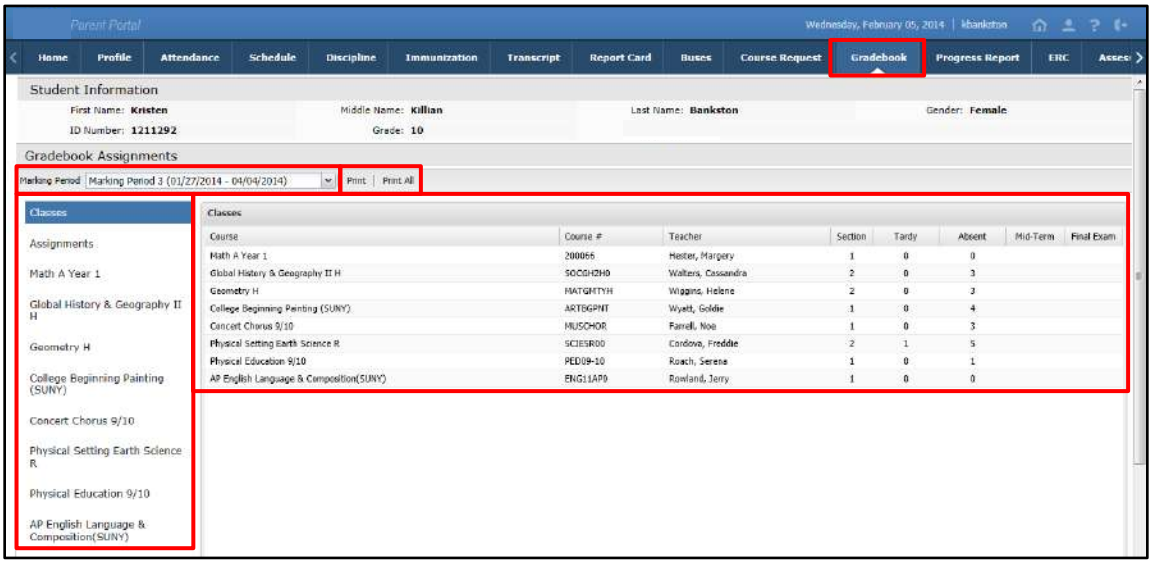


Note:
The list of **Courses** is sorted by **Course Number**.

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.

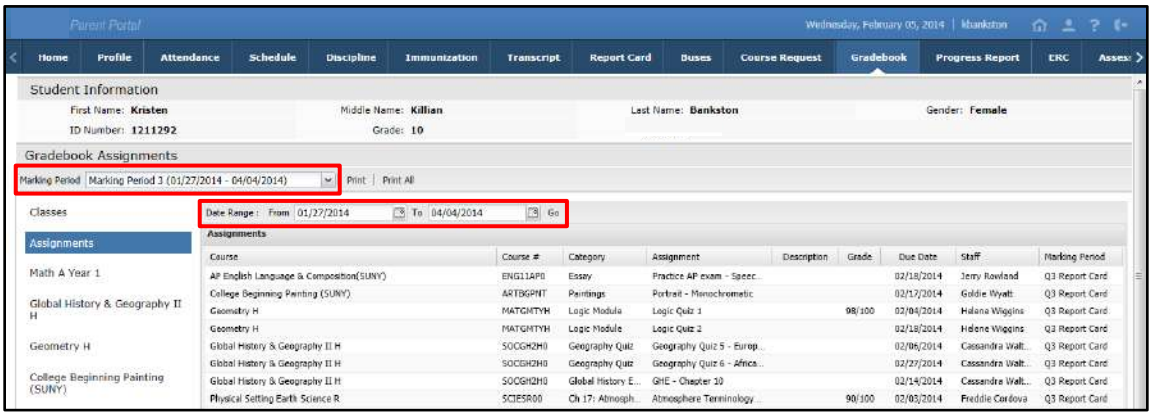
The default view is of the student schedule arranged by period. Users can change the **Marking Period** (defaults to the current Marking Period) from the drop-down menu, click **Assignments** to view all class assignments, and click a course in the **Classes List** to view specific details.



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.

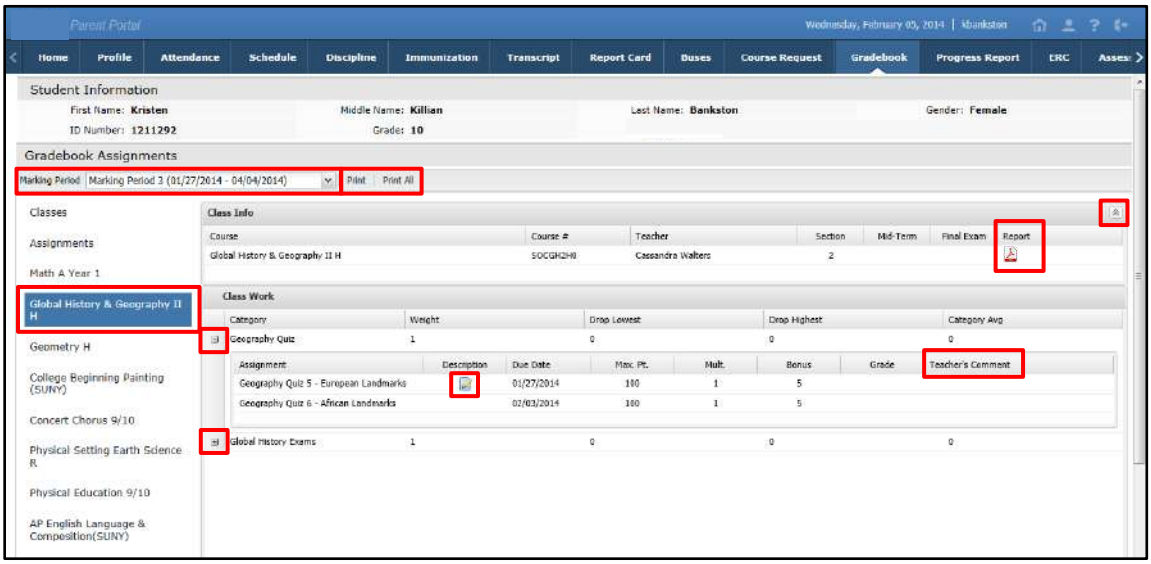
The Assignments window allows users to search for Assignments by **Marking Period** (defaults to the current Marking Period) as well as by a specific **Date Range** within the selected Marking Period (click **Go** after selecting the **From**/**To** dates).



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**.

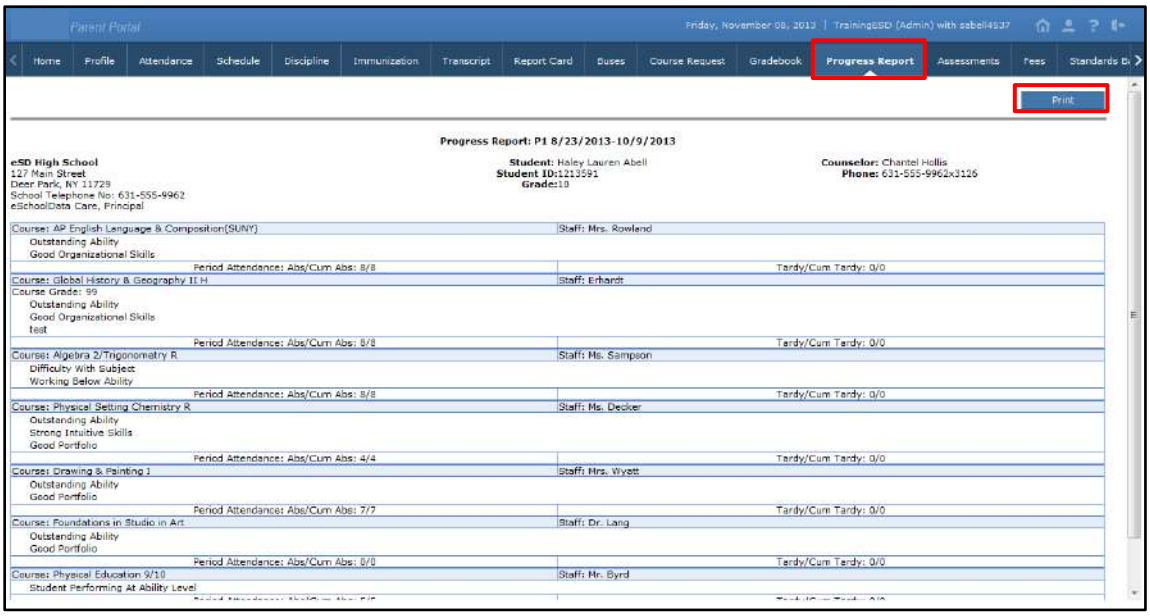
Note:
Users can **Collapse** or **Expand** the **Class Info** section.

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.



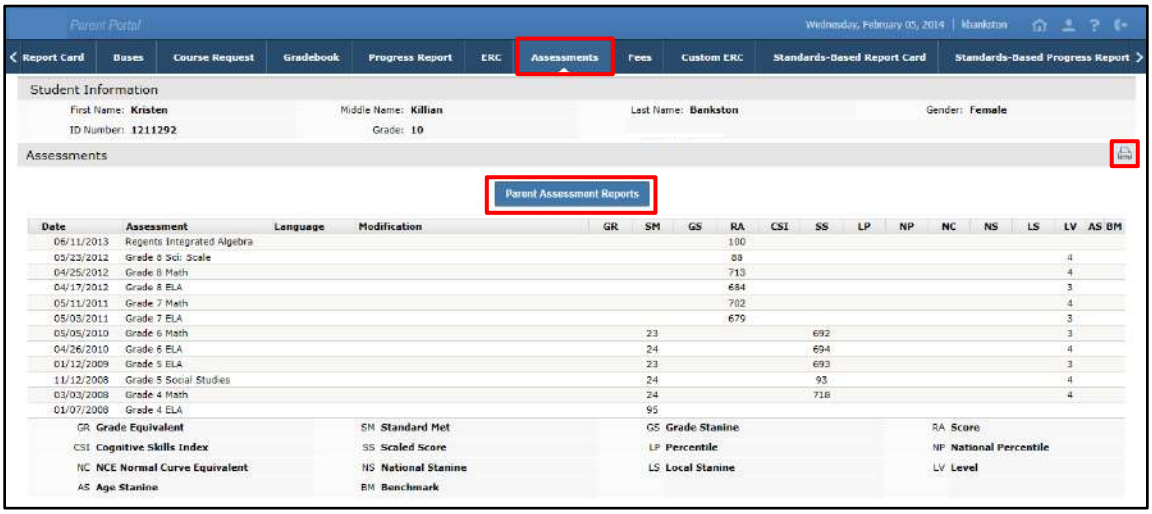
Note:
Progress Reports will be published to the Portal at the school district's discretion.

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.



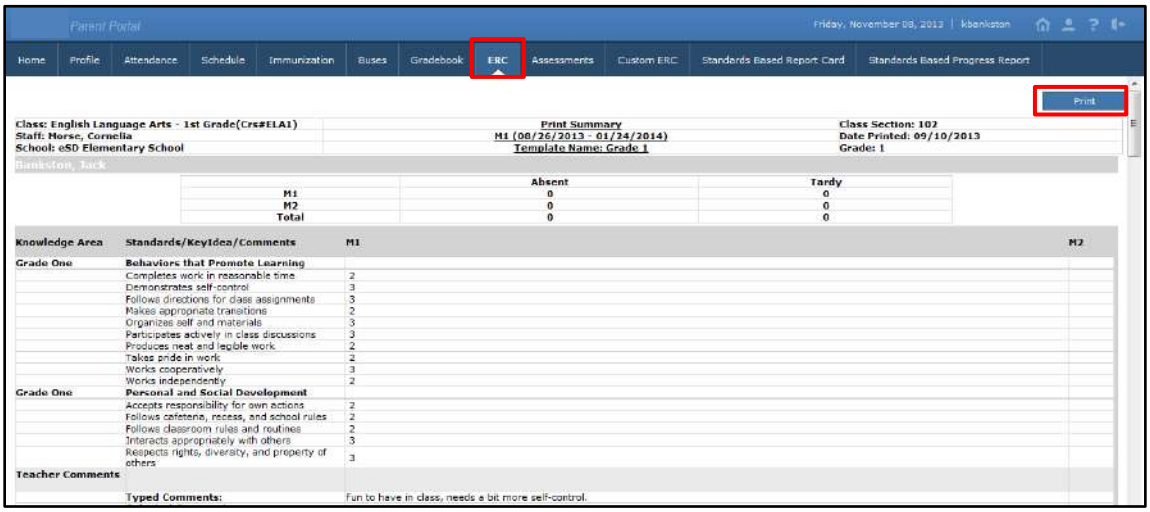
Note:
Assessments will be published to the Portal at the school district's discretion.

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.

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.



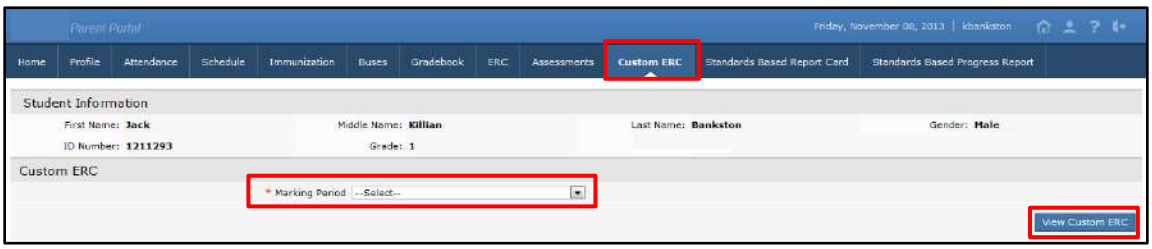
Note:
Elementary Report Cards will be published to the Portal at the school district's discretion.

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.

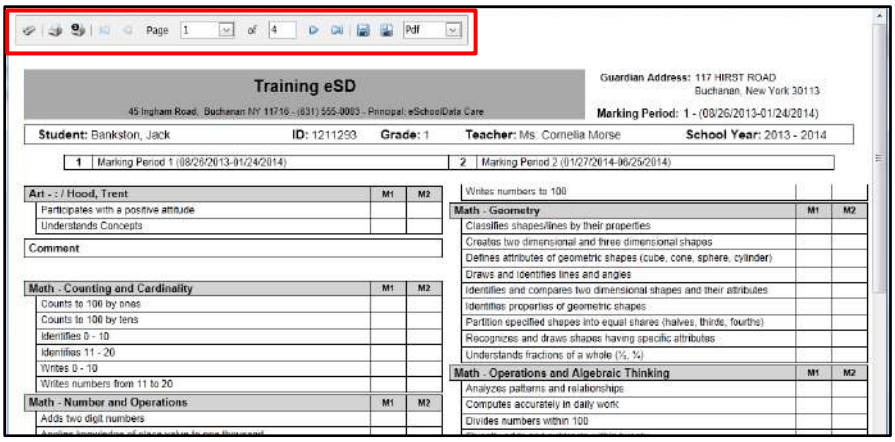
Custom ERC Tab

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



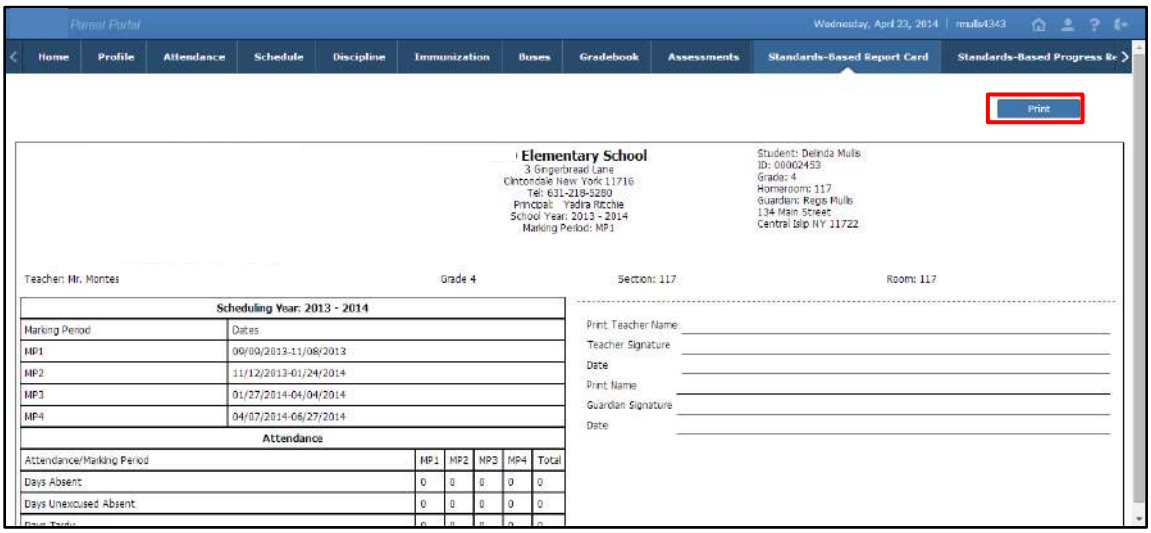
Note:
Custom ERCs will be published to the Portal at the school district's discretion.

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.

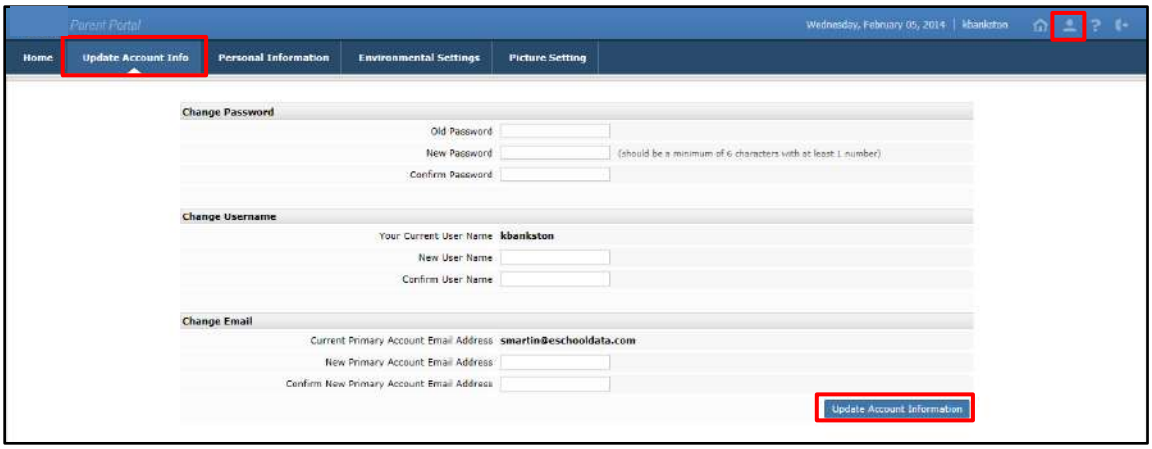
Standards-Based Progress Report Tab

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.

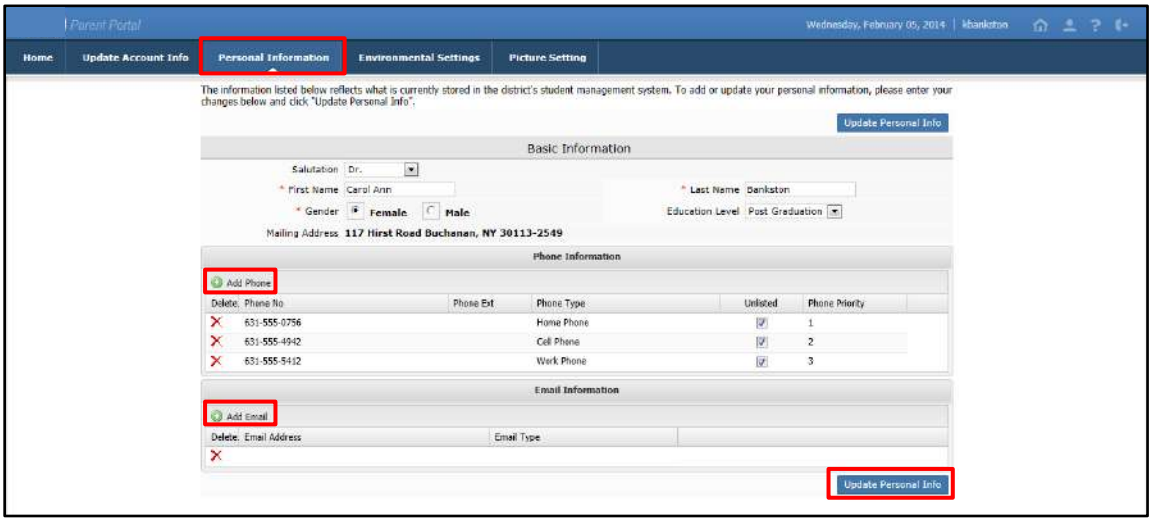
Updating Account Info

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.

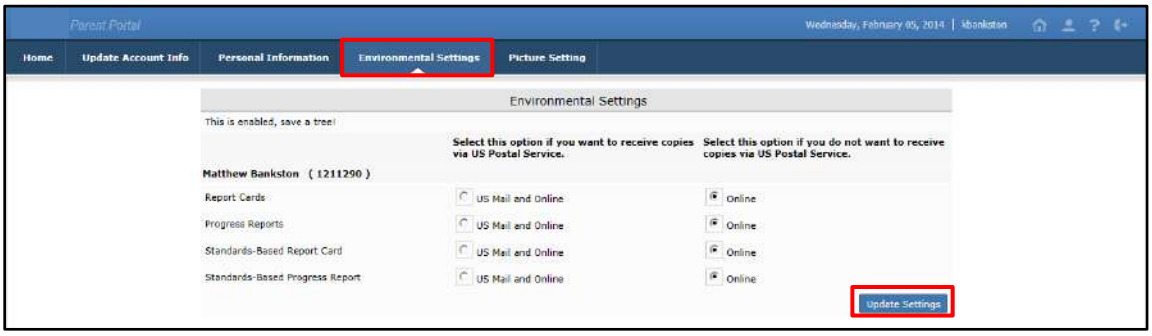
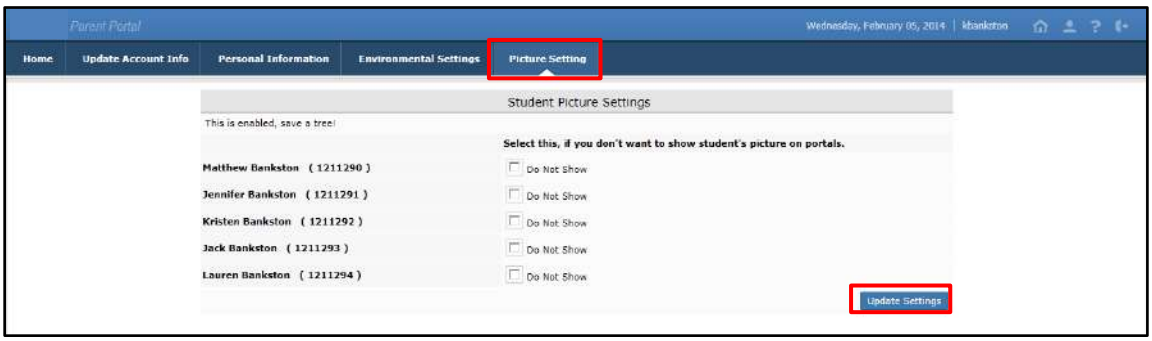


Click the **Personal Information** tab to request changes to your personal information. The following fields can be updated: **Salutation**, **First Name**, **Last Name**, **Gender**, **Education Level**, **Phone Information** and **Email Information**. Additional phone numbers and email addresses can 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.