STUDENT PORTAL VIEW LEARNING GUIDE

TABLE OF CONTENTS

Overview

This guide provides step-by-step instructions for students to login and access information through the Student Portal. The Student Portal makes it easy for students to view current academic information, allowing immediate access to grades, assignments, school calendar, schedule, attendance and much more.

Logging In

All currently enrolled students will be provided with a Student Portal account. Please refer to your school district's website for an existing Student Portal Link. If your district has not listed the link on their website, the district will provide you with the necessary information to access the Student Portal web page.

Your school will provide you with a **Username** and default **Password**. Enter your Username and Password, and then click **Login**. At any time, if you have any questions regarding your eSD Student Portal account, please see your district's portal account administrator.
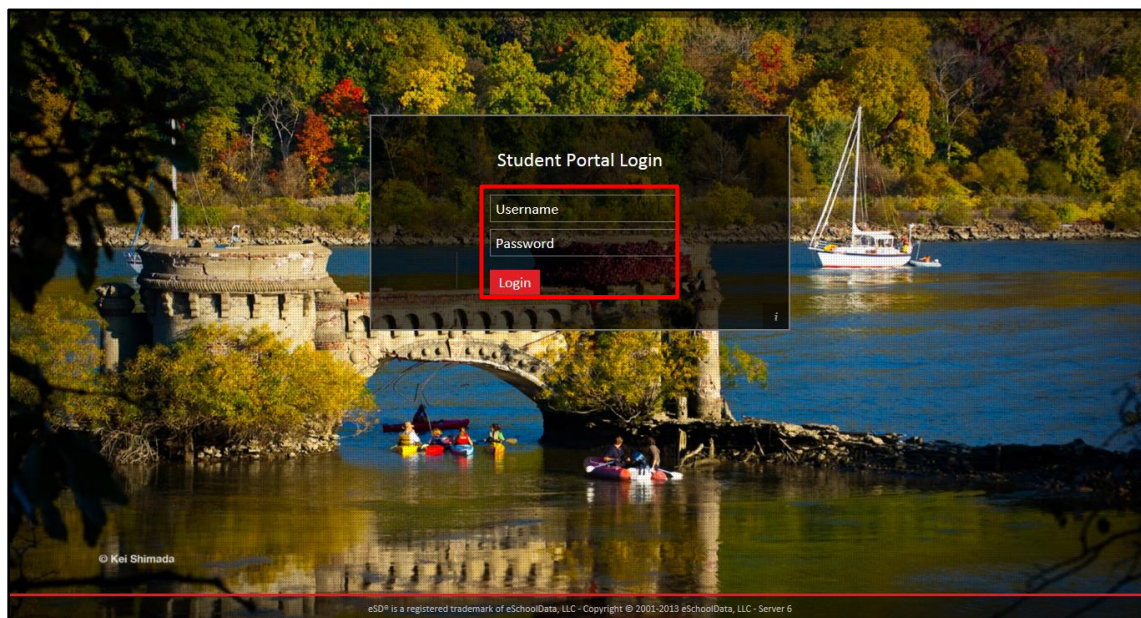
Note:
The photo displayed on the **Student Portal Login page** may change with the seasons.

Your district may require you to change your password on the first login. Enter the password given to you in the **Old Password** field, select and enter a new password in both the **New Password** and **Confirm Password** fields, then click **Save**.

Note:
Your district may have minimum password requirements.

Upon first login, the District's **Terms of Use** should be read. After reading, click **I Agree** to proceed further.

Getting Help

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

The **F.A.Q.** provides students with answers to commonly asked questions.

# Navigating the Portal

Once you have successfully logged into the student portal, your **Profile** page will display. Click a **tab** to access the corresponding information. All tabs may not be available, and their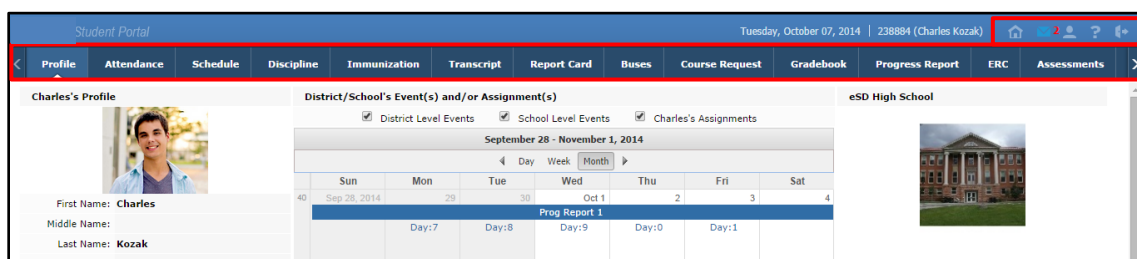 order may differ from these screenshots, depending upon your school's use of the CSIU SIS system. If there are more tabs than the resolution of your screen will show, the ends of the tabs row will display left < and right > scroll arrows, which will appear as inactive (greyed out) left < or right > arrows when there are no more hidden tabs.

On the top right side of the screen, the icon toolbar displays icons for **Home** ⌂, **Messages** ✉, **My Account** 👤, **Help** ❓ and **Logout** ⬅. The **Home icon** ⌂ in the icons toolbar at top right will return you to your Profile tab.

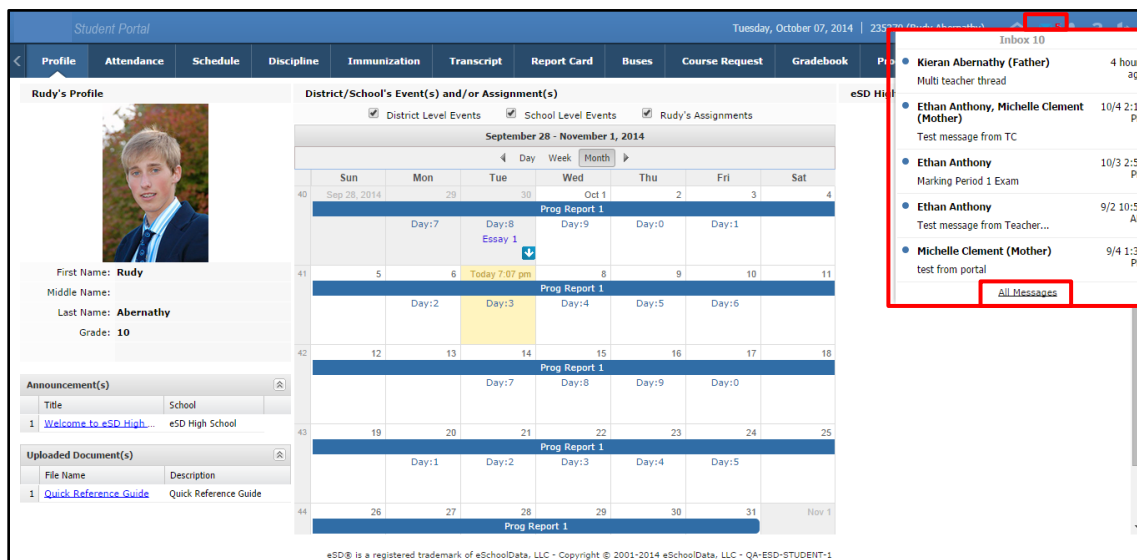Click the **My Account icon** 👤 to change your password. For more information, see **Updating Account Info** on page 20.
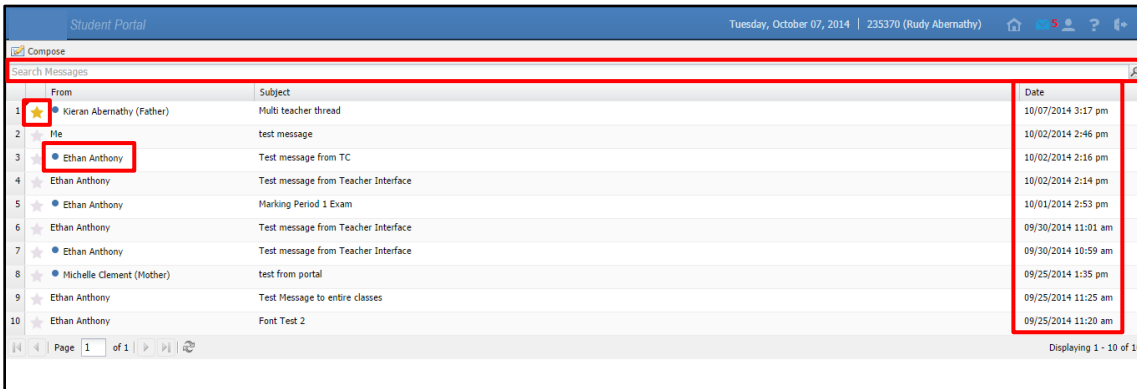
Messages

Click the **Messages icon** ✉ in the icon toolbar to view a summary of recent messages, with your 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 your messages, 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.

Note:
Click a **column header** to **Sort Ascending** by that column, click the header again to **Sort Descending**.
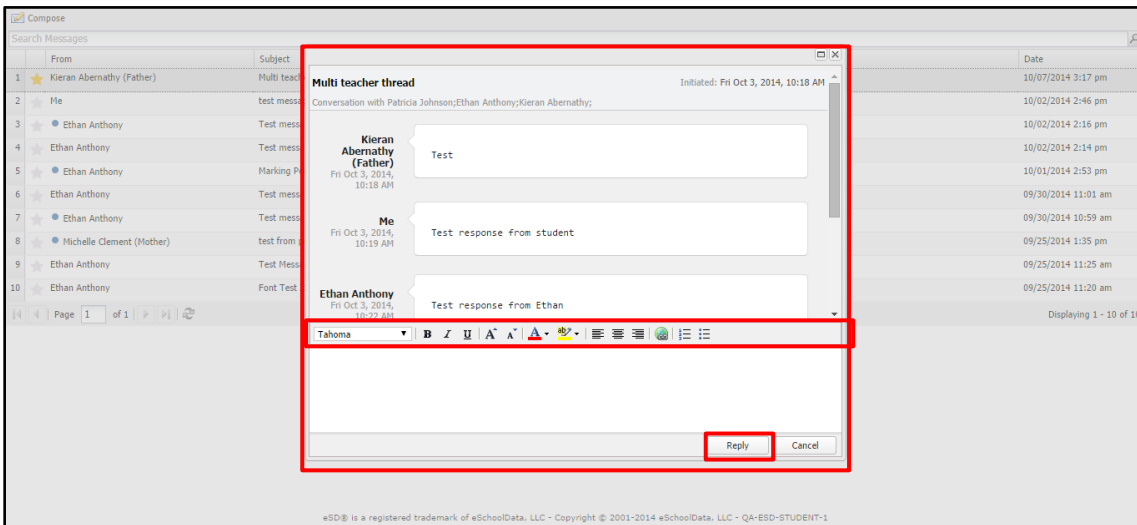
Note:
The **Editor toolbar** allows users to customize the text appearance, insert a link, and/or create lists.

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.
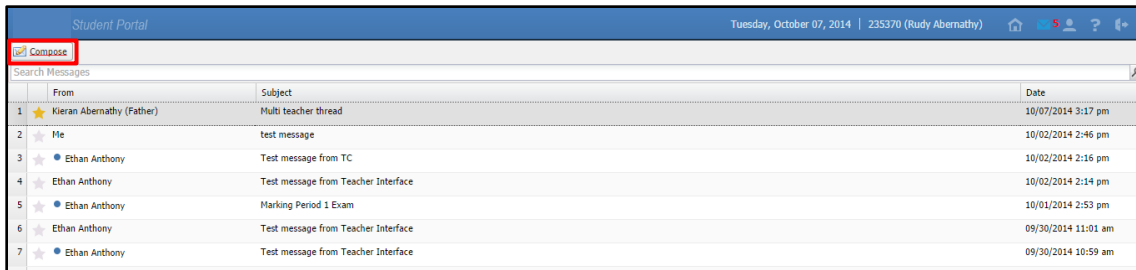
Note:
The **Classic Teacher Interface** has limited messaging capability that does not include message threads.
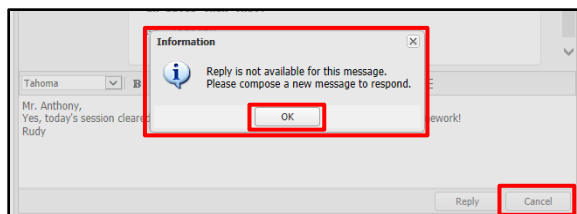
Tip:
Copy the text of your reply before clicking **Cancel**, and then paste it into the new message window.

New Message

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

In the **Compose** window, type your teacher's or parent's name in the **To** field to display a list of matches, then click a name to select the recipient. Repeat the process to select additional recipients to create a group message.
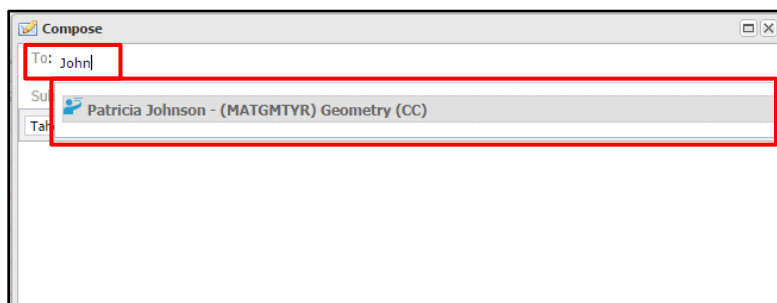
Enter a **Subject** and the message body. The **Editor Toolbar** allows users to customize the text, insert a link, or create lists. When finished, click **Send**.
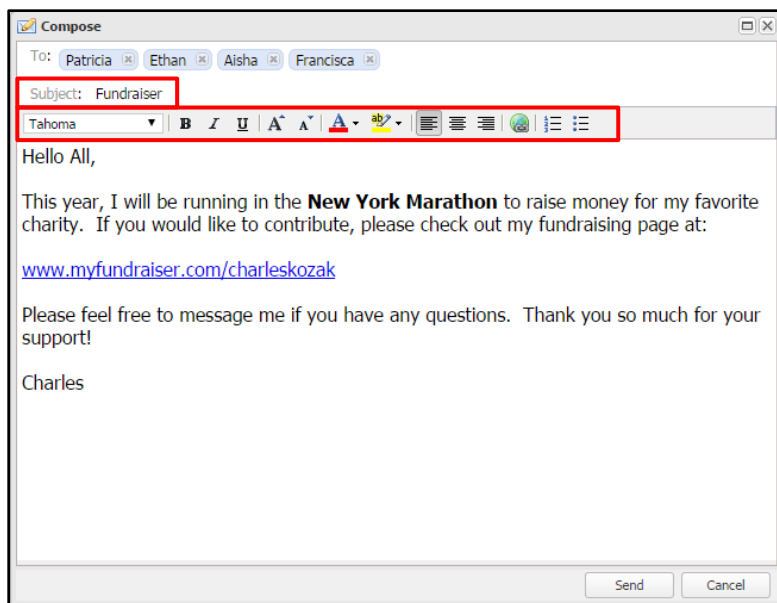
Profile

The **Profile** tab displays your Student Information, Announcements, Uploaded Documents, and Calendar. Click an **Announcement** or **Uploaded Document** link to access the information.

Calendar

By default, the calendar displays the current Month, and all District Level / School Level Events along with your 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.

Students can change the amount of information displayed by checking or unchecking the **Event** boxes. The following screenshots will display **District Level Events** only, **School Level Events** only, and **Student Assignments** only.
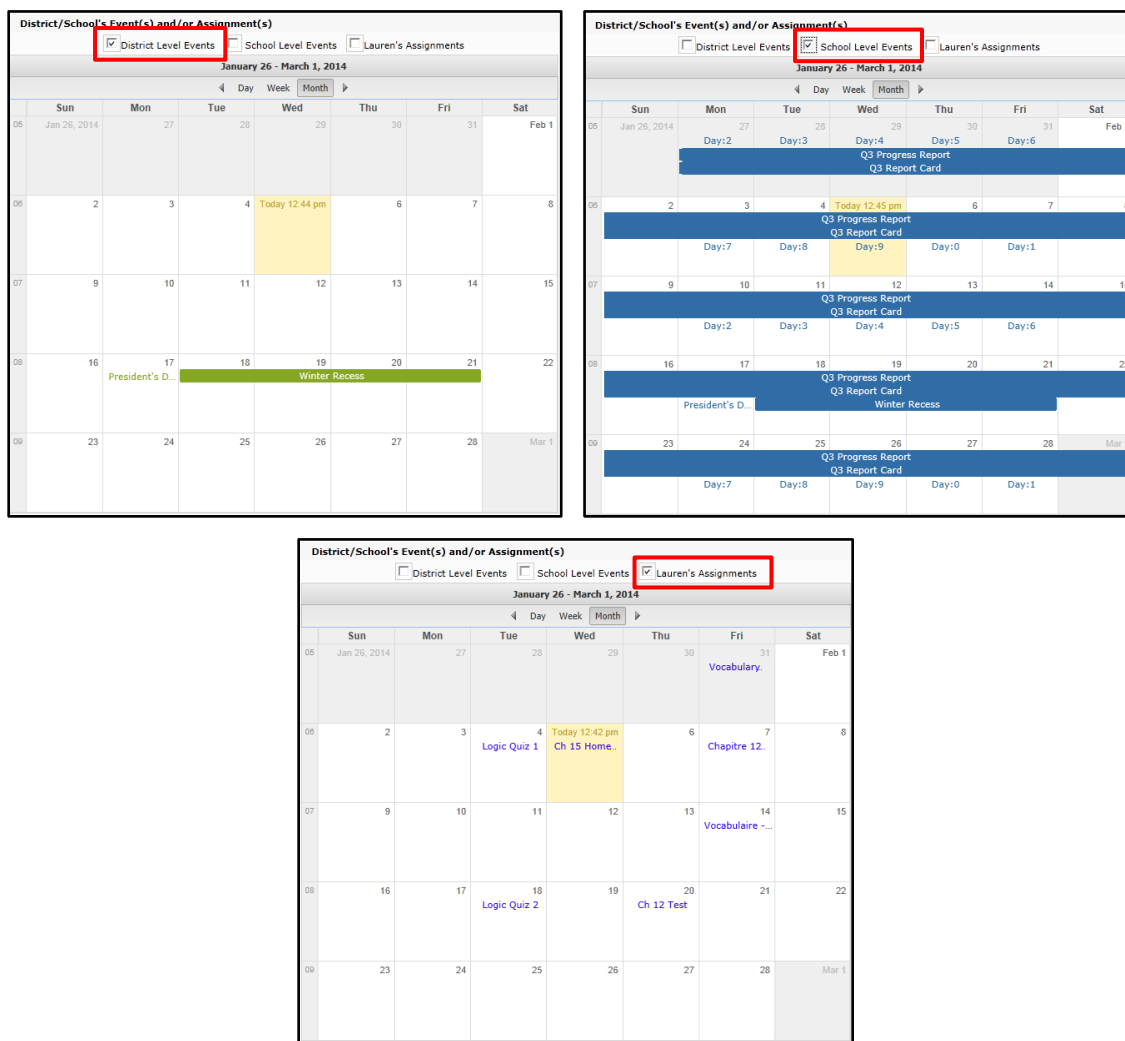
Clicking on an Assignment will open the **Assignment Details** window. The Grade (if shown) will display as **Earned/Possible Points**. The description of the Assignment may contain a hyperlinked URL, if included by the teacher.
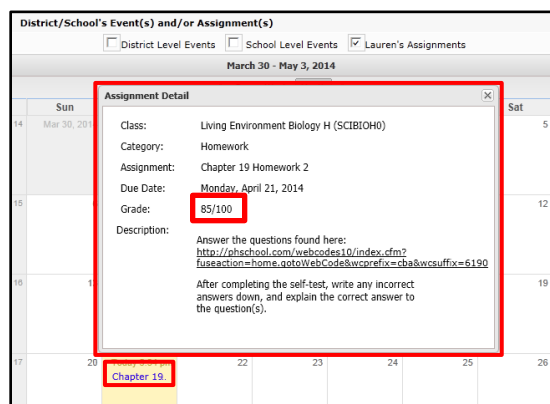
Note:
For more information about a specific assignment, open the **Gradebook** tab.

Students also have the ability to view the calendar by **Day**, **Week**, or **Month** (default view), as shown below.
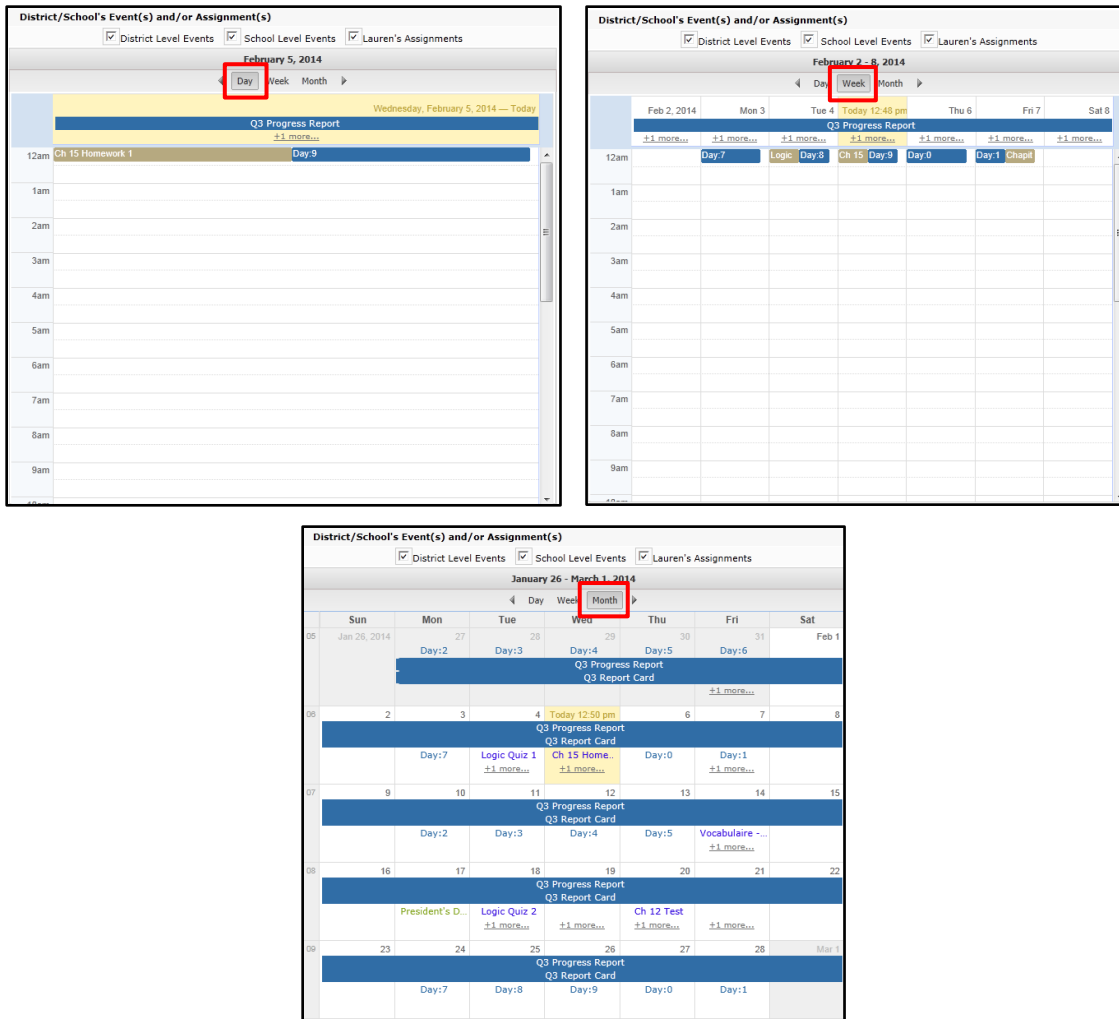
Attendance

Click the **Attendance** tab to view your Attendance. Attendance will display based on settings established by the district. Click the **Print icon** 🖨 to print your attendance.

Schedule

Click the **Schedule** tab to view your schedule. The **Partially Scheduled icon** Ⓟ denotes you have 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 your 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

Click on the **Discipline** tab to view your discipline history. Click the **Print icon** 🖨 to print your discipline record.

Immunization

Click on the **Immunization** tab to view your immunization records on file with the district. Click the **Print icon** 🖨 to print your immunization records.

Transcript

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

Report Card

Click on the **Report Card** tab to view your report card. Click **Print** to print an **unofficial** Report Card directly from this screen.

Buses

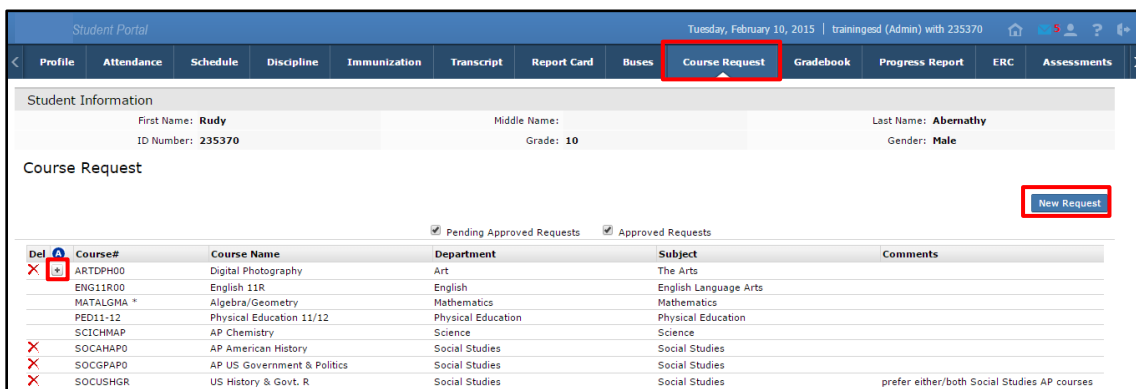Click on the **Buses** tab to view your bus information. Click the **Print icon** 🖨 to print your bus information.

Course Requests

Click on the **Course Requests** tab to view your current Course Requests. Click the **Expand icon** ➕ (when present) to display Alternate Requests.

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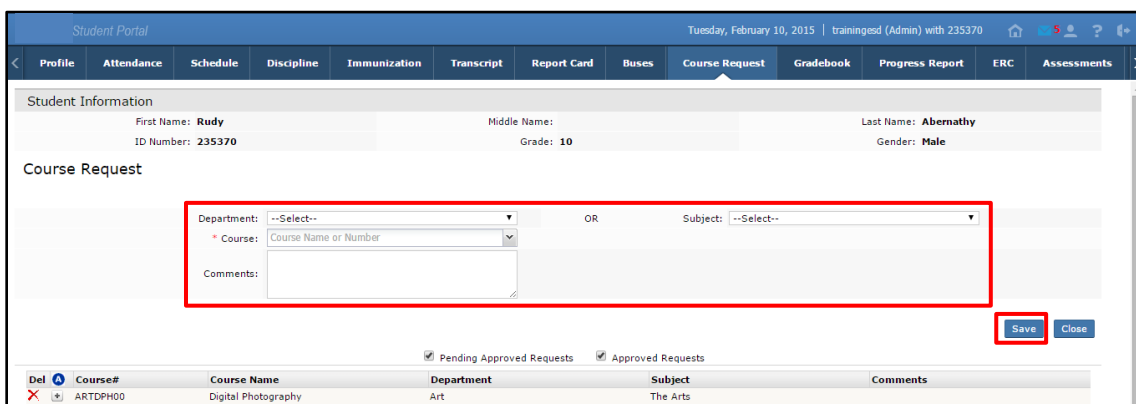
New Request

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.

Gradebook

Click on the **Gradebook** tab to view your 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 your 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.

Progress Report

Click on the **Progress Report** tab to view your progress report. Click **Print** to print an **unofficial** Progress Report directly from this screen.

Note:
Mini courses that occur between Marking Periods can be viewed using the **All Classes** selection from the **Class List**.
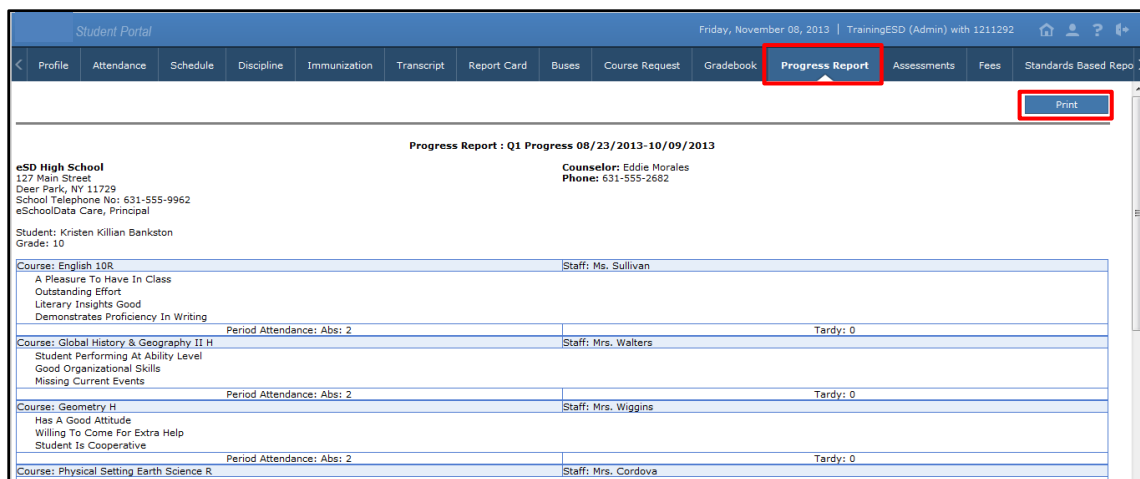
Note:
Users can **Collapse** [⌃] or **Expand** [⌄] the **Class Info** section.

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**).

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

Click on the **Assessments** tab to view your assessments. Click the **Print icon** 🖨 to print a copy of your assessments. If enabled by the district, the **Assessment Report** button will open a detailed report of student assessments.

Fees

Click on the **Fees** tab to view your fees, including any **Lunch Balances**. Invoice-specific information and your total balance will be displayed. Click the **Print icon** 🖨 to print a copy of your fees.

ERC

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

Custom ERC

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

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

Click on the **Standards-Based Report Card** tab to view your Standards-Based report card. Click **Print** to print an **unofficial** Standards-Based 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

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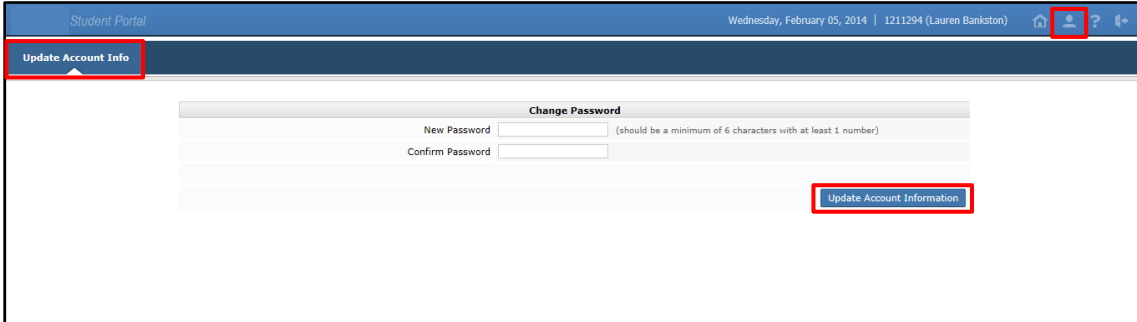

Note:
Standards-Based Progress Reports will be published to the Portal at the school district's discretion.

Updating Account Info

Click the **My Account icon** at the top right of the Portal screens to change your password. The **Update Account Info** tab is the default tab. Enter the new password and confirm it, then click **Update Account Information**.