# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview</td>
<td>3</td>
</tr>
<tr>
<td>Logging In</td>
<td>3</td>
</tr>
<tr>
<td>Getting Help</td>
<td>4</td>
</tr>
<tr>
<td>Navigating the Portal</td>
<td>5</td>
</tr>
<tr>
<td>Messages</td>
<td>5</td>
</tr>
<tr>
<td>Profile</td>
<td>8</td>
</tr>
<tr>
<td>Attendance</td>
<td>11</td>
</tr>
<tr>
<td>Schedule</td>
<td>11</td>
</tr>
<tr>
<td>Discipline</td>
<td>12</td>
</tr>
<tr>
<td>Immunization</td>
<td>12</td>
</tr>
<tr>
<td>Transcript</td>
<td>13</td>
</tr>
<tr>
<td>Report Card</td>
<td>13</td>
</tr>
<tr>
<td>Buses</td>
<td>14</td>
</tr>
<tr>
<td>Course Requests</td>
<td>14</td>
</tr>
<tr>
<td>Gradebook</td>
<td>15</td>
</tr>
<tr>
<td>Progress Report</td>
<td>16</td>
</tr>
<tr>
<td>Assessments</td>
<td>17</td>
</tr>
<tr>
<td>Fees</td>
<td>17</td>
</tr>
<tr>
<td>ERC</td>
<td>18</td>
</tr>
<tr>
<td>Custom ERC</td>
<td>18</td>
</tr>
<tr>
<td>Standards-Based Report Card</td>
<td>19</td>
</tr>
<tr>
<td>Standards-Based Progress Report</td>
<td>19</td>
</tr>
<tr>
<td>Updating Account Info</td>
<td>20</td>
</tr>
</tbody>
</table>
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.

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: The photo displayed on the Student Portal Login page may change with the seasons.

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 or 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** ![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 student information tab.

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 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.

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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.

![Attendance Tab](image)

**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.

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.

![Schedule Tab](image)

**Note:**

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.
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.

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

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.

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 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.

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

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.

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:
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.

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).

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

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

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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.