

**eSD® Mobile Parent
User Guide**
v. 4.5.0



TABLE OF CONTENTS

Overview	3
Logging In	3
Navigating eSD® Mobile Parent	6
Home Tab	7
Students Tab	8
Attendance	9
Schedule	10
Discipline	11
Immunizations	13
Transcript	14
Report Card	15
Buses	15
Course Requests	16
Gradebook	18
Progress Report	19
ERC (Elementary Report Card)	20
Assessments	21
Fees	22
Standards-Based Report Card / Standards-Based Progress Report	22
Account Tab	23
Email	23
Password	24
Username	24
Logging Off	25

Overview

The eSD® Mobile Parent platform is a streamlined, intuitive site which makes it easy for parents to increase their involvement in their student's education using the power of information while on-the-go. The eSD® Mobile Parent allows for instant online access to current and relevant information that will enhance your involvement with your student's academic career.

Unlike a mobile app, users do not need to download anything to access eSD® Mobile Parent. All that is needed is an internet browser and an internet connection, which allows the eSD® Mobile Parent site to be easily accessed by both Apple and Android smartphones and tablets.

This guide provides step-by-step instructions for parents to login and access information through eSD® Mobile Parent.

Logging In

Please refer to your school district's website for an existing Mobile Parent 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 Parent web page.

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 more instructions on requesting an account.

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

The screenshot shows a mobile browser interface for the eSD Mobile Parent portal. At the top, the browser address bar displays 'https://connect.eschooldata.com/Mobile/parent'. Below the address bar is the eSD eSchoolData logo. The main content area is titled 'Please Sign In' and contains two input fields: 'Username*' and 'Password*'. Below these fields is a large 'Sign In' button. At the bottom right of the page, there is a 'Forgot Password' button, which is highlighted with a red box in the image.

Note:

The material presented in this guide assumes the user has a basic familiarity with the eSD® System.

For information on how to access and navigate the system, and select basic user preferences, please refer to the **Getting Started User Guide**.

Note:

All screenshots were taken using Google Chrome via a Samsung tablet. iPhones, iPads or other Android smartphones and tablets may have slight display variations.

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

The screenshot shows a mobile browser interface for the 'Mobile - Parent Portal'. The address bar displays 'https://connect.eschooldata.com/Mobile/parent'. The main content area contains a form with two input fields: 'Username*' and 'and/or Email*'. Below these fields is a message: 'Forgot your password? Enter your sign-in username above. We will send an email containing a temporary url which will allow you to reset your password for the next 24 hours. Please check your spam folder if the email does not appear within a few minutes.' A 'Submit' button is located at the bottom of the form. At the bottom of the page, there is a red bar with a 'Login' button.

Upon first login, the District's **Terms of Use** should be read. Click **I Agree** at the bottom of the Terms of Use to proceed further.

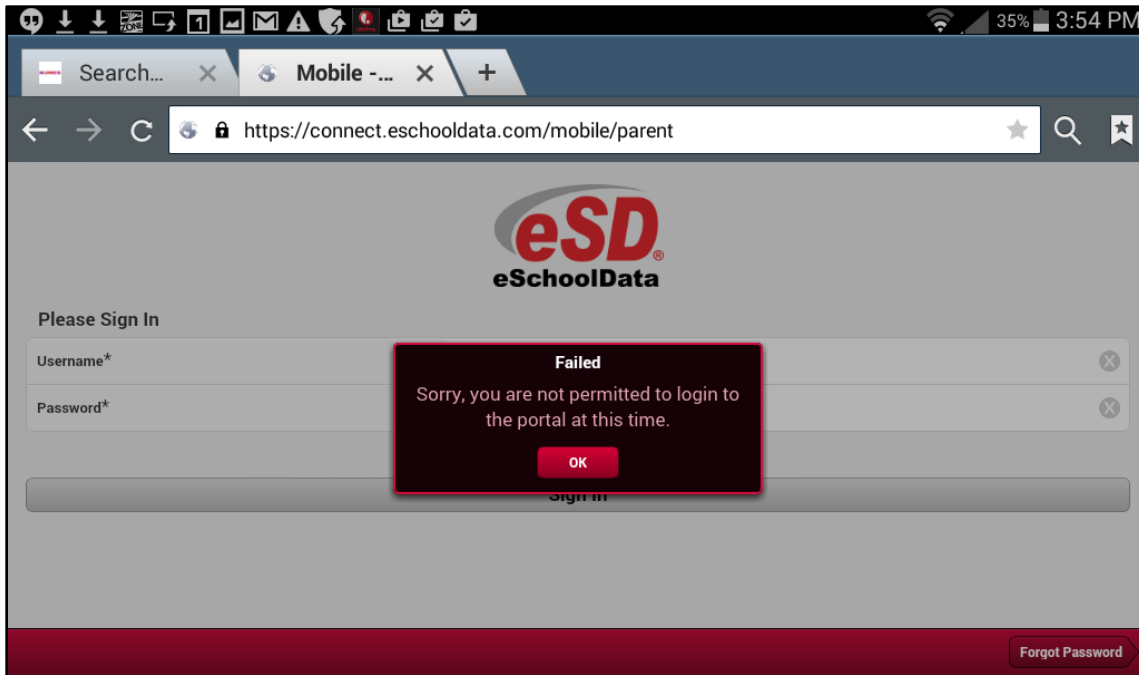
The screenshot shows the 'Terms of Use' screen on the mobile parent portal. The title 'Terms of Use' is centered at the top. The main text reads: 'The District requires that you agree to this contract before the District can provide you with access to the eSchoolPortal information system. Please read this contract carefully. When you agree to this contract, it becomes a legally binding document. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication. The District will make reasonable efforts to protect students, parents, guardians and teachers from any misuse or abuses as a result of their experiences with this information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service. Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be permanently denied. 1. Privileges: The online access to information is a privilege, not a right, and inappropriate use, including violation of the District's Code of Conduct, will result in cancellation of this privilege. The administration, staff or faculty of the District may request that the system administrator deny, revoke or suspend a specific user account without notification. 2. Services: The District and its service providers make no warranties of any kind, whether expressed or implied, for the service it is providing. The District and its service providers will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, incorrect deliveries or service interruptions caused by the system or user errors or omissions. Use of any information obtained from this information system is at your own risk. The District and its service providers specifically disclaim any responsibility for the accuracy of information obtained through this service. 3. Technical Support: The District and its service providers do not provide any technical support to the users of this information service. Users are responsible for resolving any technical issues encountered when trying to access this system. 4. Security: Security on any web-based system is the responsibility of all users of the system. Users hereby agree that they will not share their passwords. Users must agree that they will report any security concerns to the system administrator immediately and that if a security issue is detected, not to discuss or demonstrate the problem to other users of the system. 5. Identify: Users also attest that they are the rightful owners of the user name and password currently being used to access the system. Fraudulent use of another person's user name and password may result in legal action. 6. Vandalism: Vandalism is defined as any malicious attempt to modify, harm, or destroy data and/or computer systems and/or computer networks. This includes but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services and legal action. As the parent or guardian of a student in the District, I have read this contract and understand that this service is designed for educational purposes. I understand that it is impossible for the District and service provider to protect against all potential electronic security breaches. Therefore, I hereby waive all claims against the District, its officers, agents, employees and its service providers for damages occurring by reason of the use of the information system. I also agree to report any misuse of the' At the bottom, there are two buttons: 'I Agree' and 'I Do Not Agree'. The 'I Agree' button is highlighted with a red box.

Note:

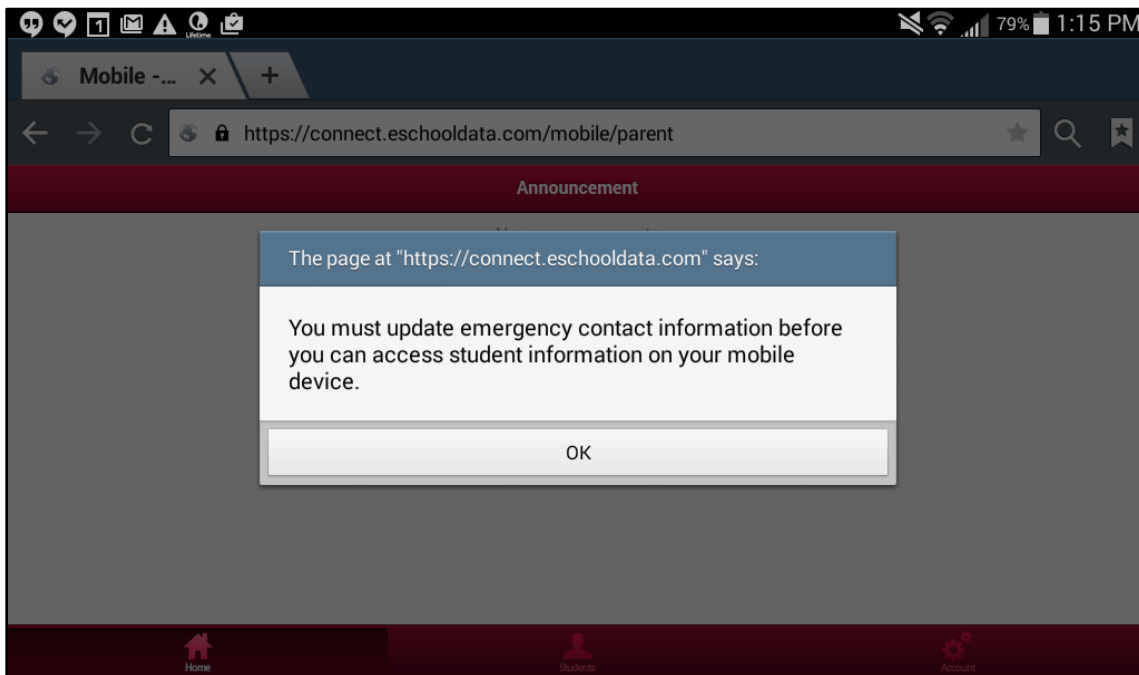
If the account and password have been auto-generated by the district, eSchoolData **strongly recommends** that users establish a new **Password** after agreeing to the Terms of Use.

For more information, please see the **Account** options on pages 23 and following.

If the district has temporarily disabled Parent Portal logins, the system will return the below message when you sign in. Click **OK** to close the message.






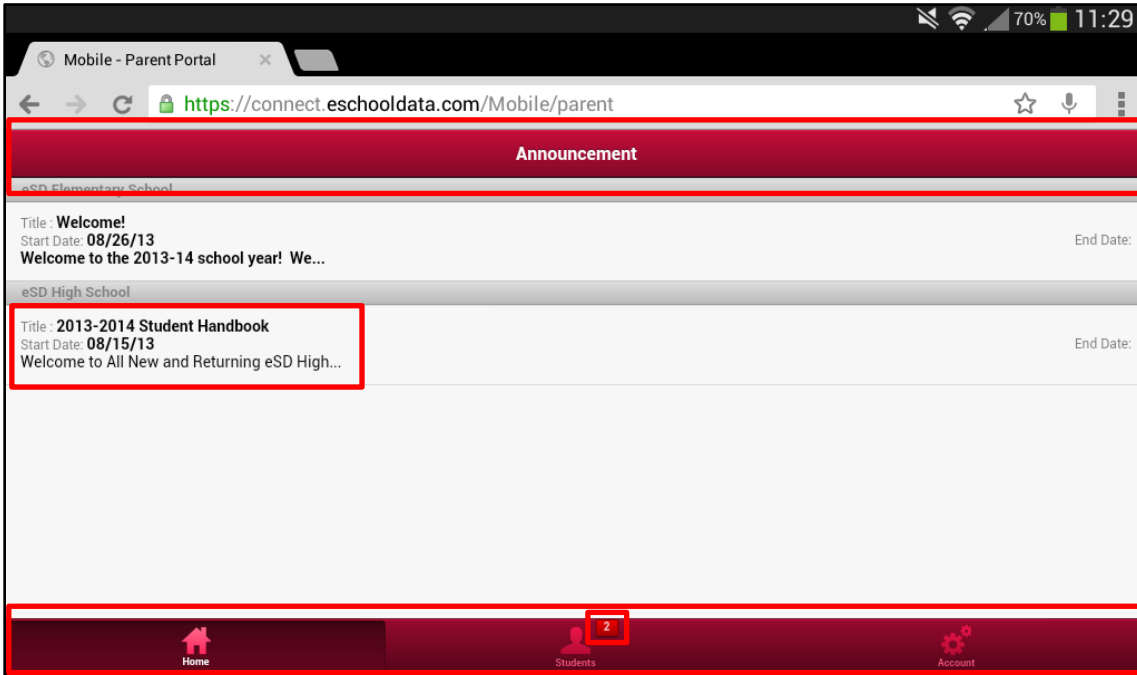
If the district has enforced Student Contact Verification, the system will return the below message when you sign in. Click **OK** to close the message, then log in to the **Parent Portal** to verify your student's Contacts.



Note:
The **Announcements** and **Account** tabs are still active, but the **Students** tab will be inactive until all applicable **Student Contacts** have been verified on the Parent Portal.

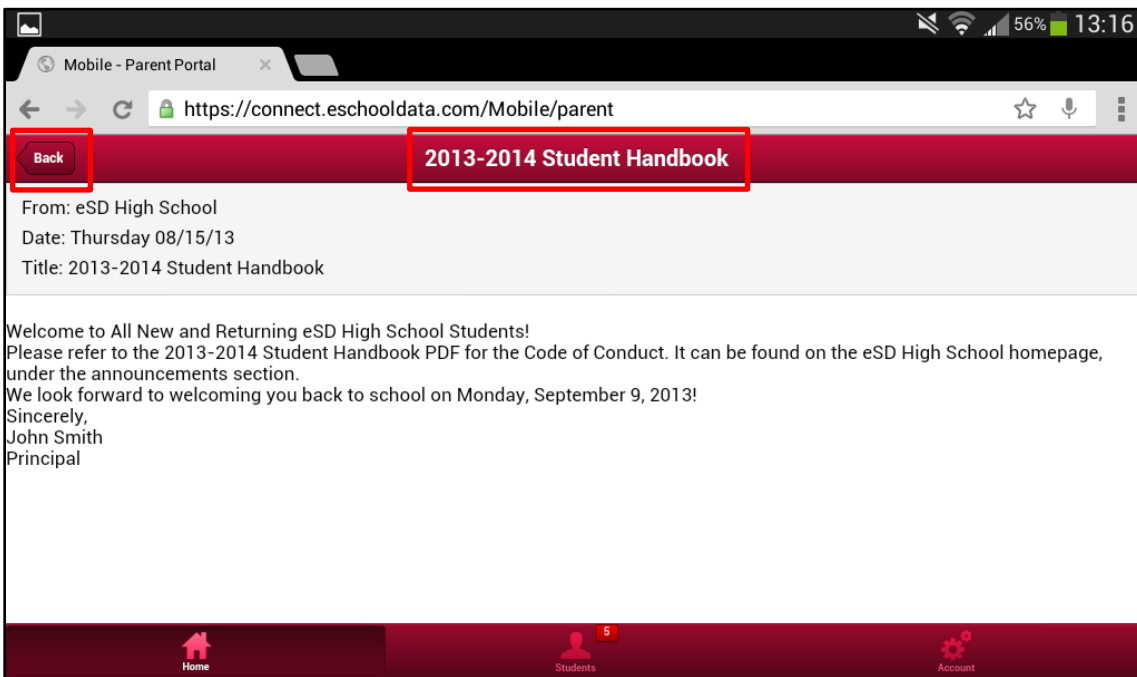
Navigating eSD® Mobile Parent

At the top of every page is the title bar, and at the bottom of every page is the navigation bar, with the **Home** , **Students**  and **Account**  tabs. Click an item on the page to select the item and move to that page.



Note:
The superscripted number to the right of the **Students** icon indicates the number of students' records accessible by that parent/guardian.

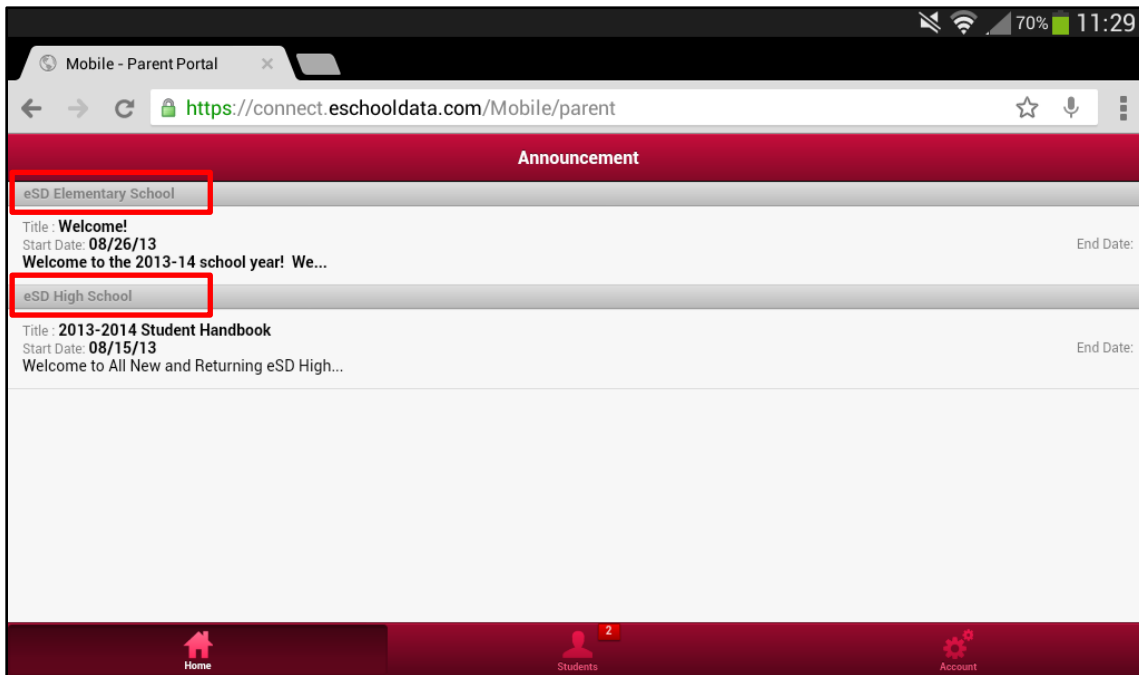
The title bar will display the selected item, and a **Back** button appears to return users to the previous screen.





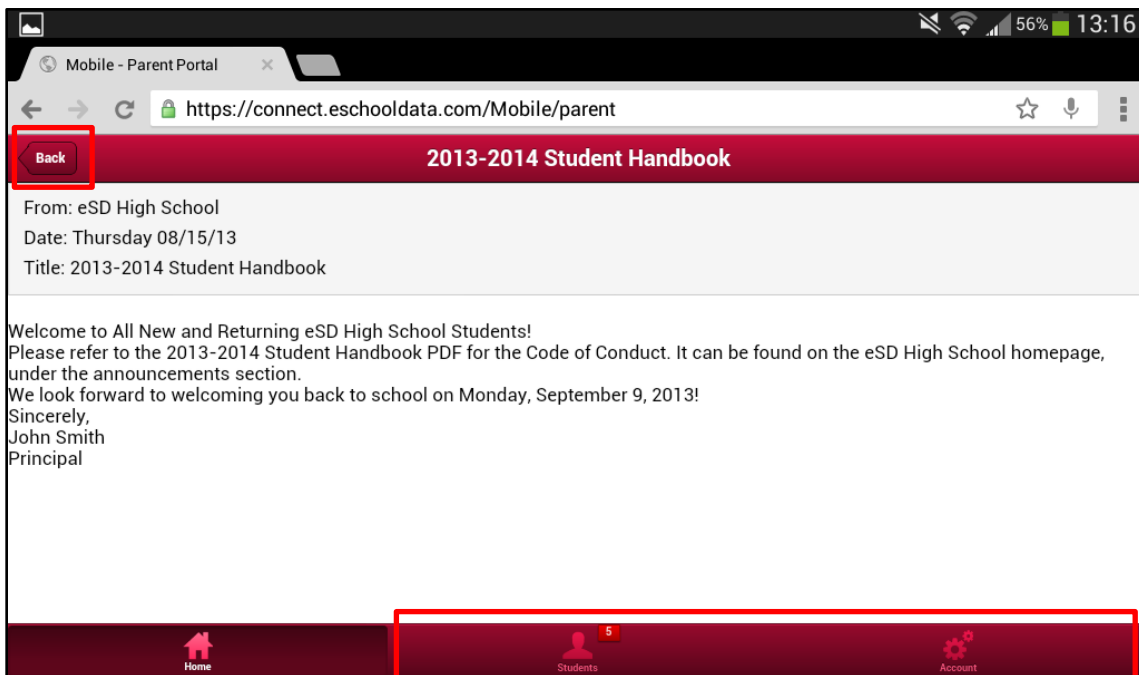
Note:
The **Back** button will appear on the title bar EACH TIME the user selects an item on a screen.

Home Tab

The **Home** tab displays Announcements for each school building in which a child is enrolled. Click an announcement to read the full text.

















Click **Back** to return to the Announcements list, or click the **Students**  or **Account**  tab to move to that page.



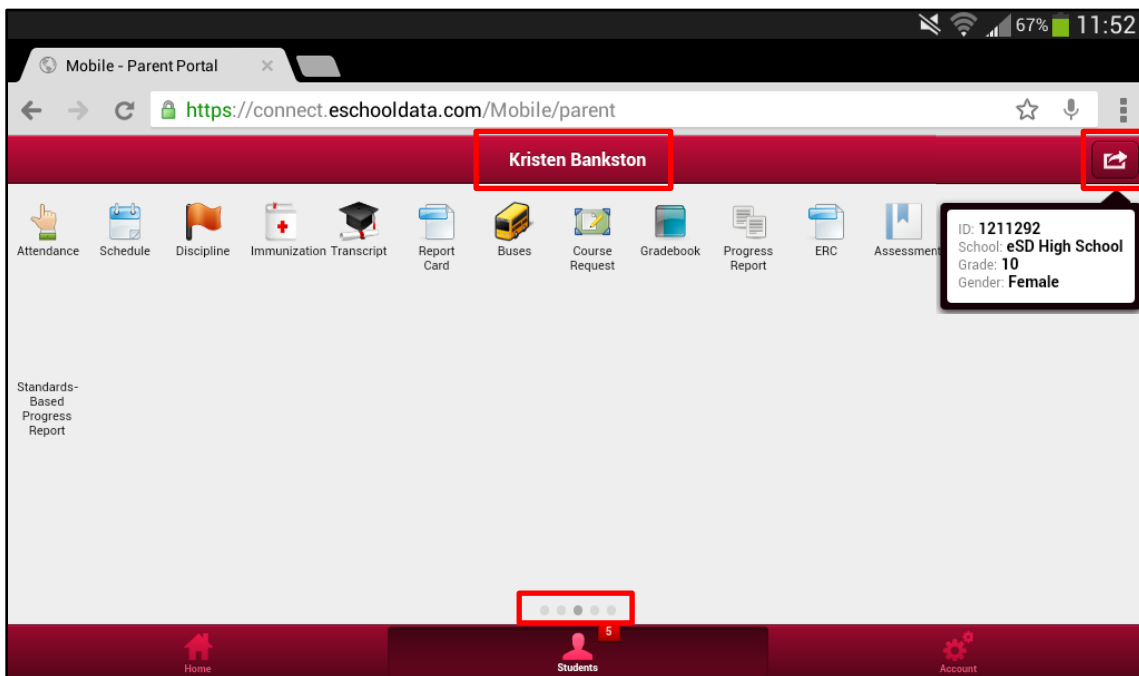
Students Tab

The **Students** tab allows users to view information about each child. When a user selects the **Students** tab, the title bar displays the first student's name. (Students are ordered by ID number.) Click the dots at the bottom of the screen to switch between students.

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

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

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




Note:

The following screenshots show all navigation areas, and may differ from what is available to the user, based upon district settings.

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 .

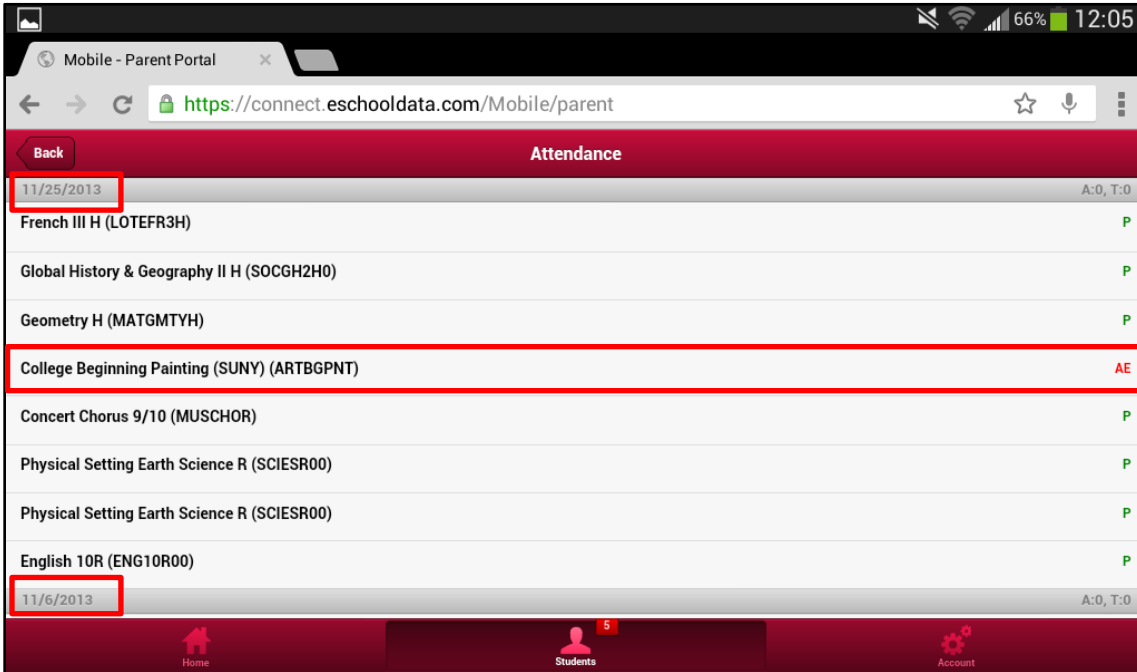
Note:

The **Standards-Based Report Card** and **Standards-Based Progress Report** pages are currently inactive.

Once these pages are active, icons will appear over the names and users will be able to navigate to these pages.

Attendance

The **Attendance icon**  opens a list of days when the student has missed at least one class. The grey bar displays the date, and the day's classes will display the period attendance status. Drag the list to display additional dates.



Note:

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

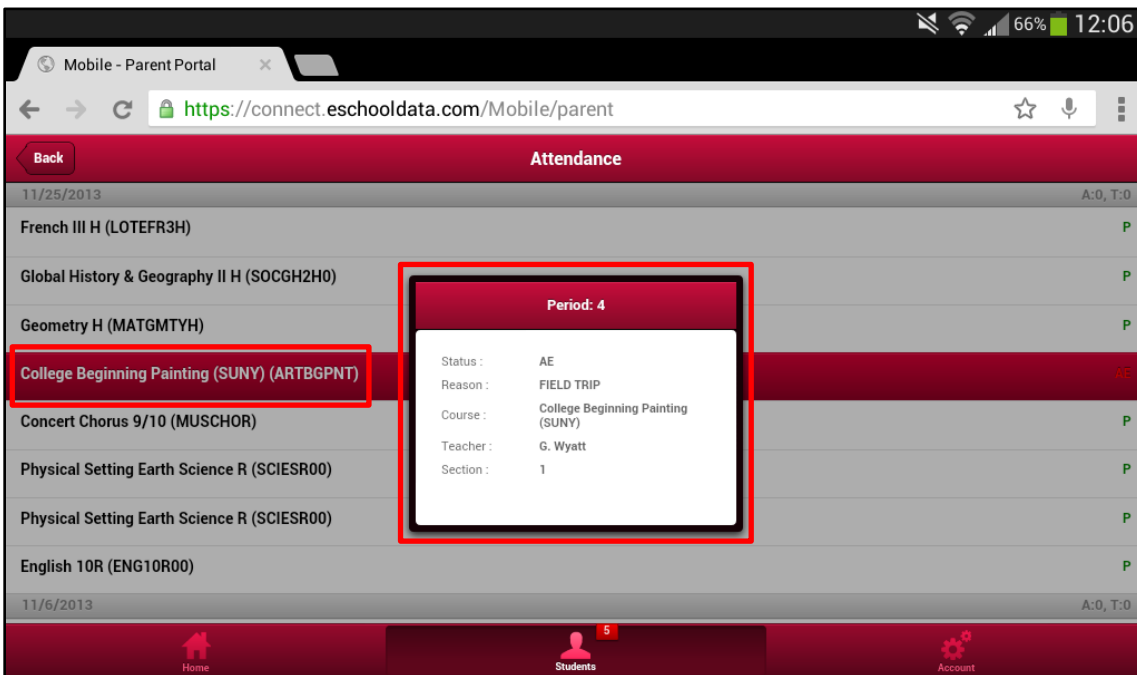
Attendance will be indicated by the following:

- 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

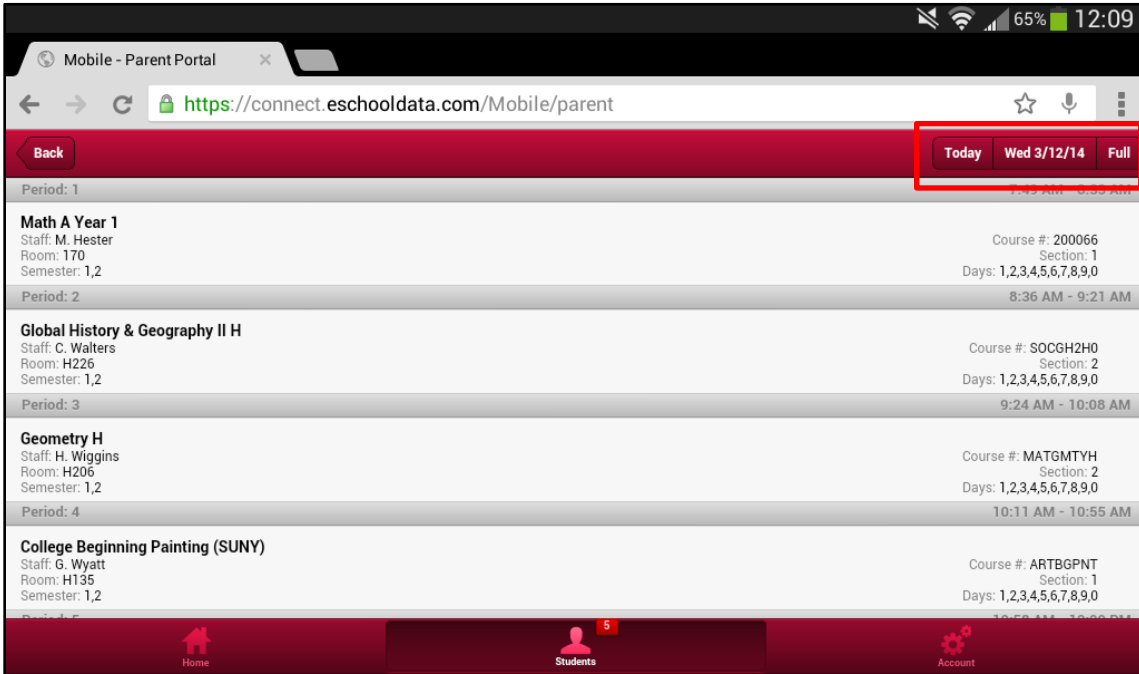
Click on a class to open the **Attendance Details** pop-up window. Click outside of that window to return to the Attendance screen.



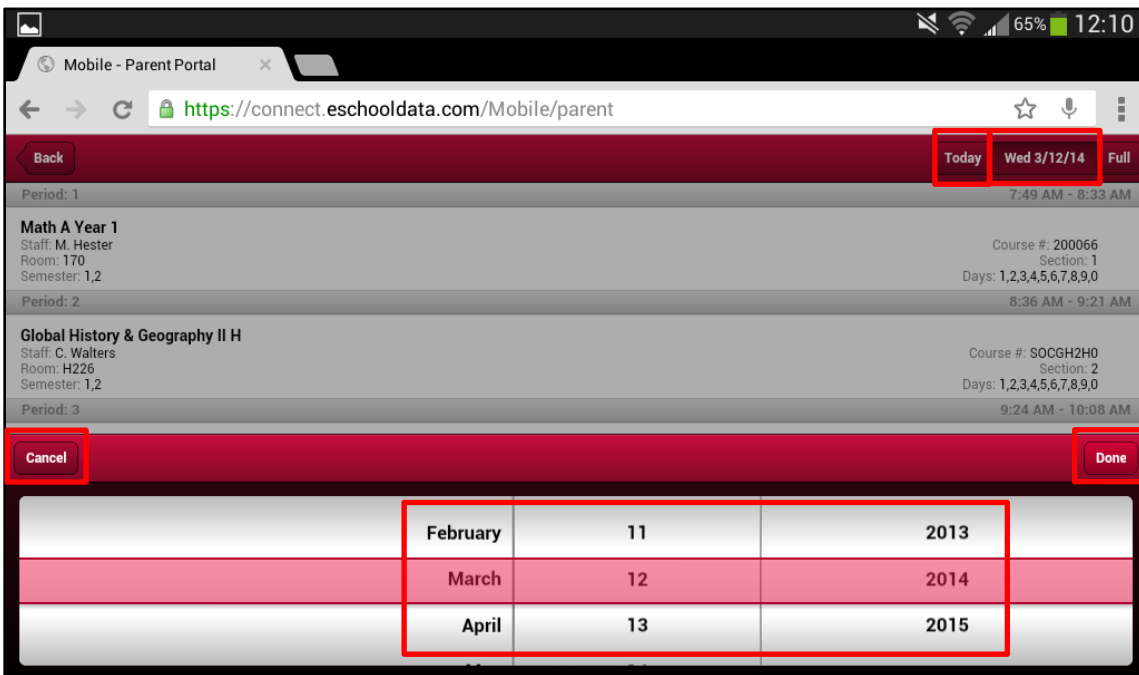
Schedule

The **Schedule** window defaults to **Today's** class schedule. It is sorted in period order, displaying essential information about each class. Use the **Calendar** buttons to select a specific day's schedule or the school-year schedule overview.

Note:
See below for further explanation of each **Calendar** button.



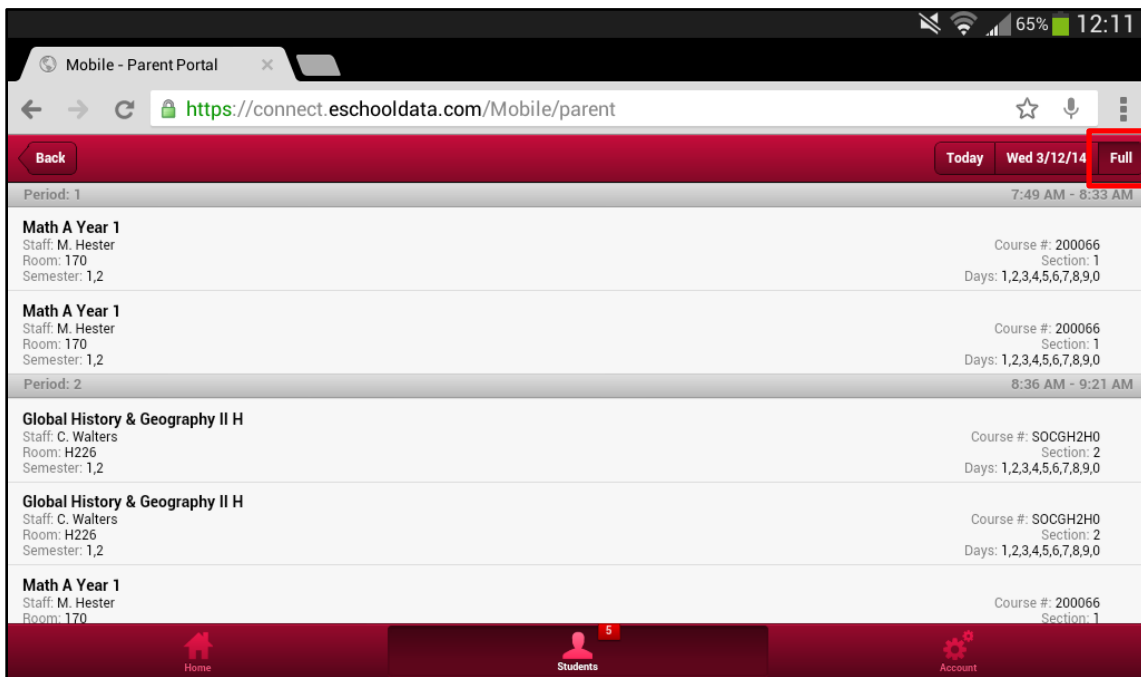
To see the student's Schedule on a different day, click the **Calendar Date** button to open the **Date Selection** menu. Drag the month, day and year to the desired date, and click **Done**.



Note:
Click **Today** to return to today's schedule.

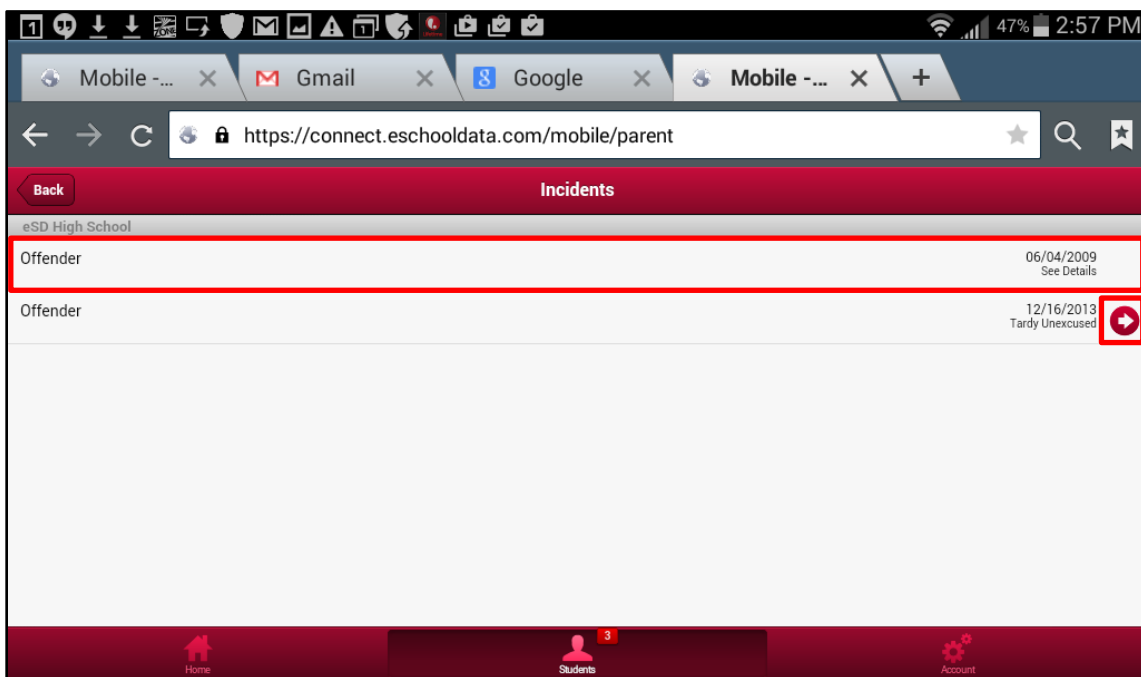
Note:
Click **Cancel** to exit the Calendar without changing the date.

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

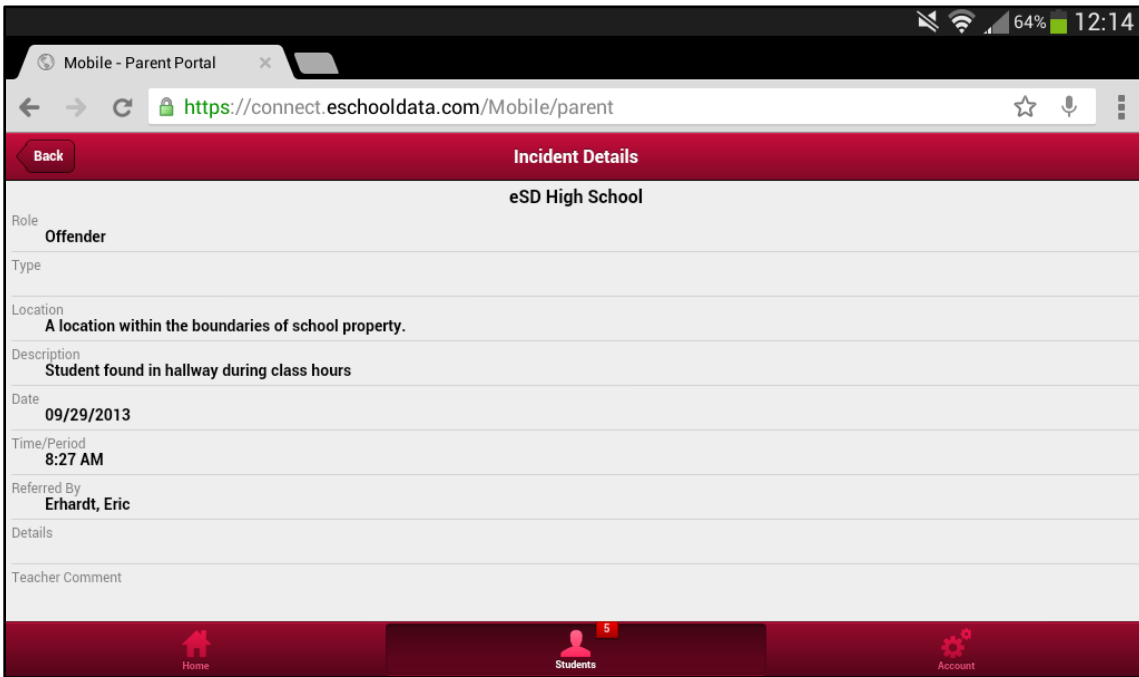


Discipline

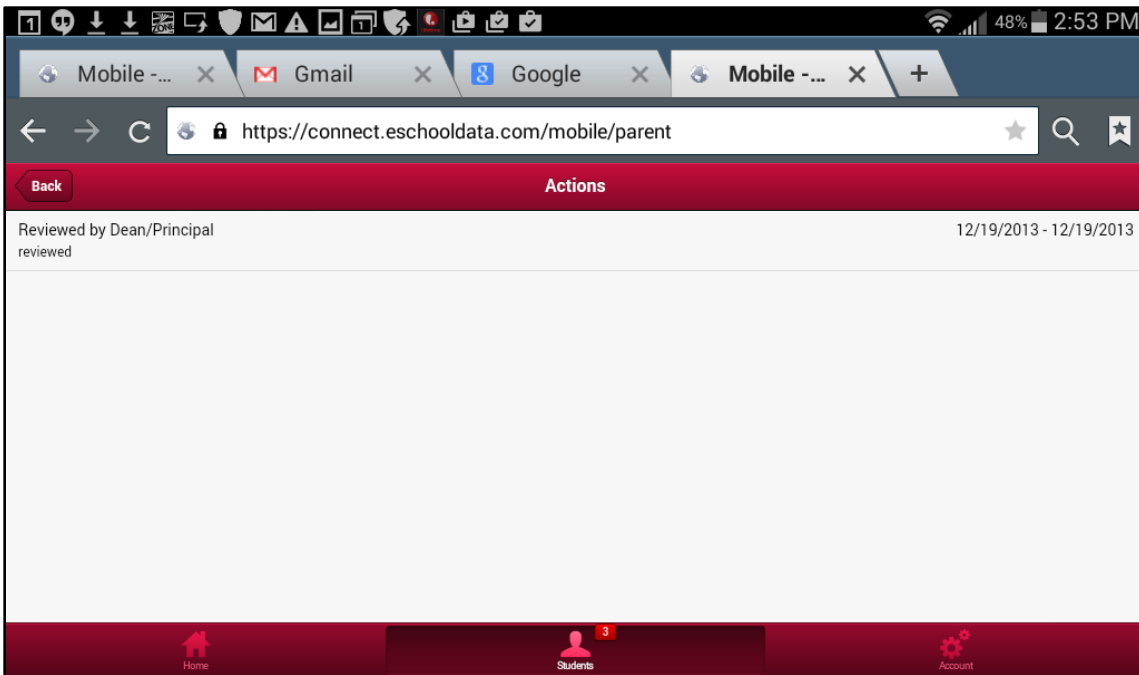
Click the **Discipline icon** 🚩 to open a list of the student's Incidents. Incidents will be sorted by the school that they occurred in, and will indicate the incident date and the student's involvement status in the incident. Click an incident to view its details. Click the **Incident Action icon** ➡ to view the assigned action.




The **Incident Details** page displays incident-specific information.

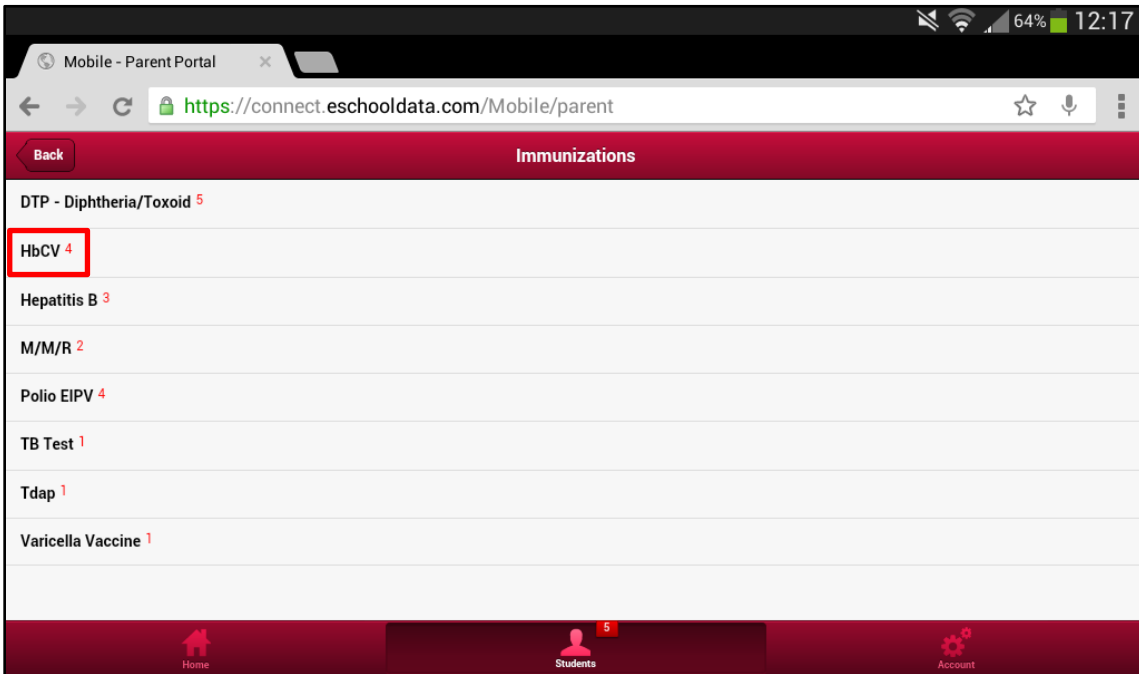


The **Actions** page displays the incident's assigned action details.

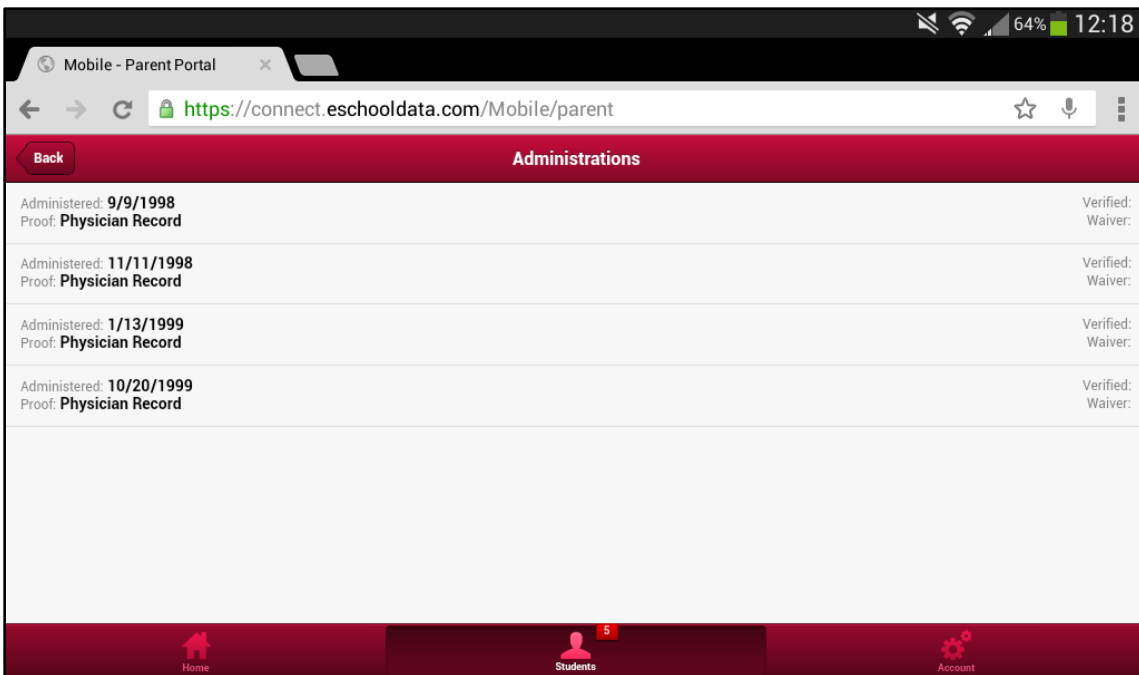


Immunizations


Click the **Immunizations icon**  to open the Immunizations window. All Immunizations that the student has received, as recorded by the district, will be displayed. The superscripted red number indicates the number of doses of each type of Immunization.

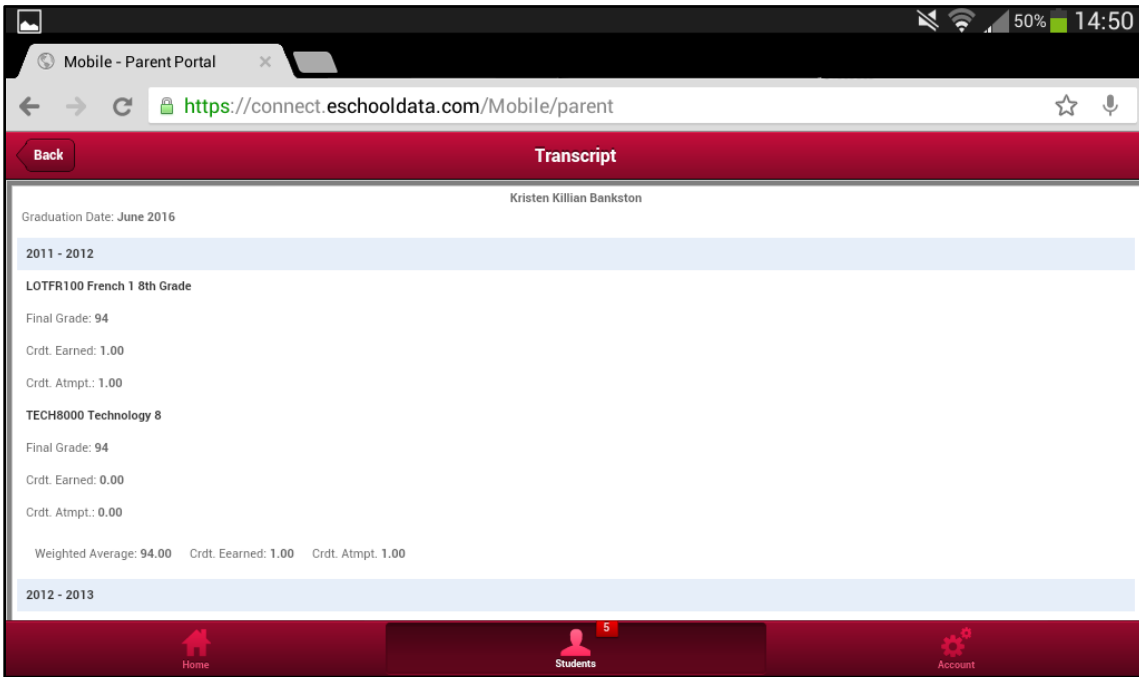


Click on an Immunization to open the **Administrations** window. This displays the Administered dates, the Proof of immunization, and whether it was Verified or if a Waiver for the immunization dose was received.



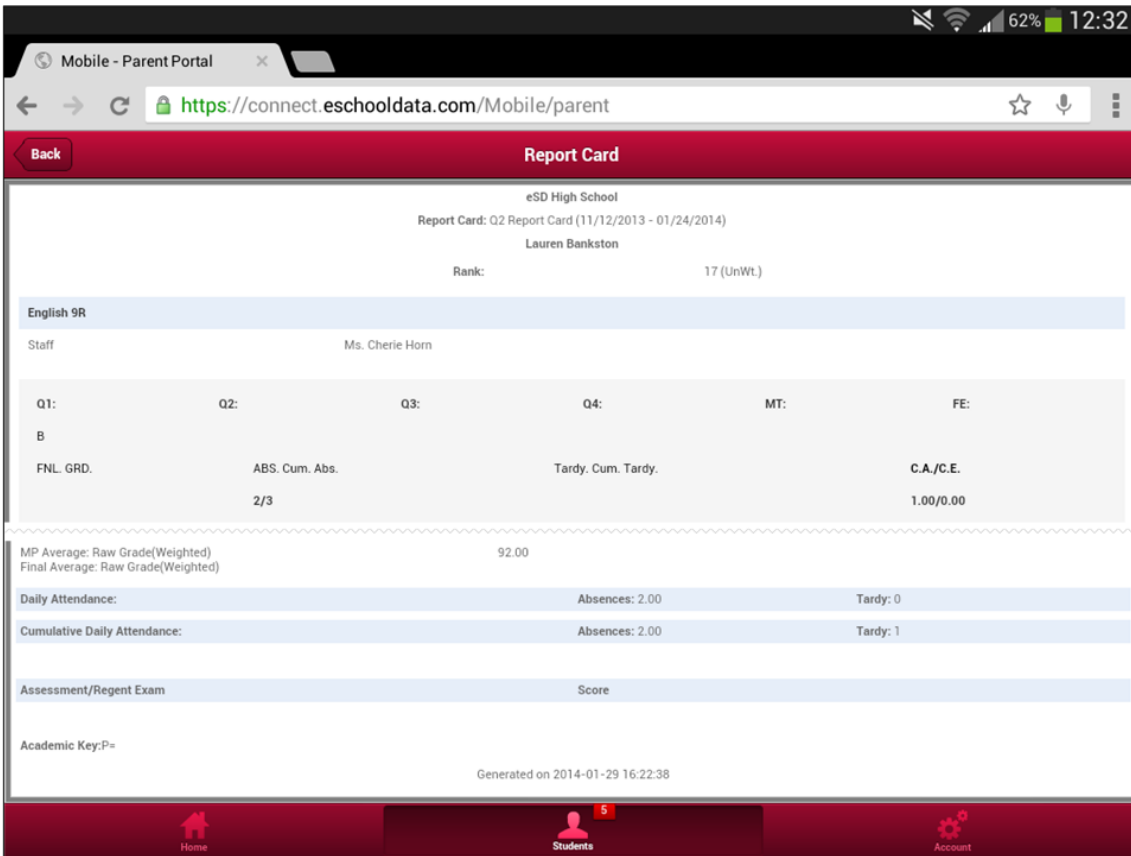
Transcript

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



Report Card

The **Report Card icon** opens a window that displays the current report card.

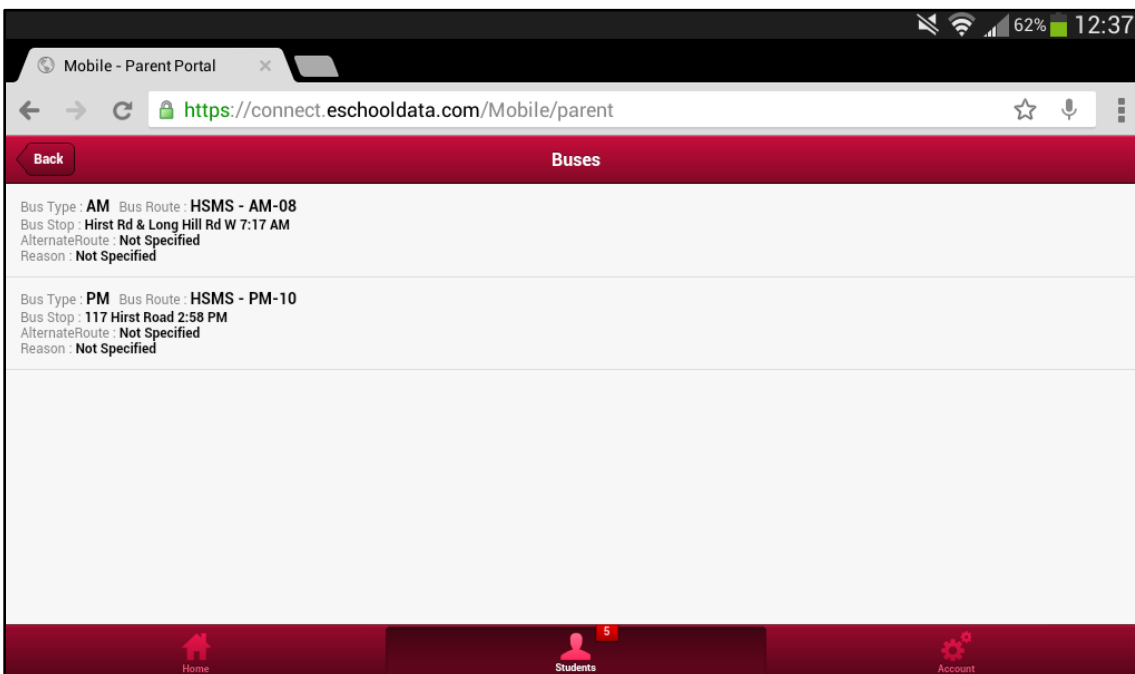


Note:
Report cards are published to Mobile sites at the school district's discretion.



Note:
Screenshot has been cropped and re-assembled to display the top and bottom of the report card screen.

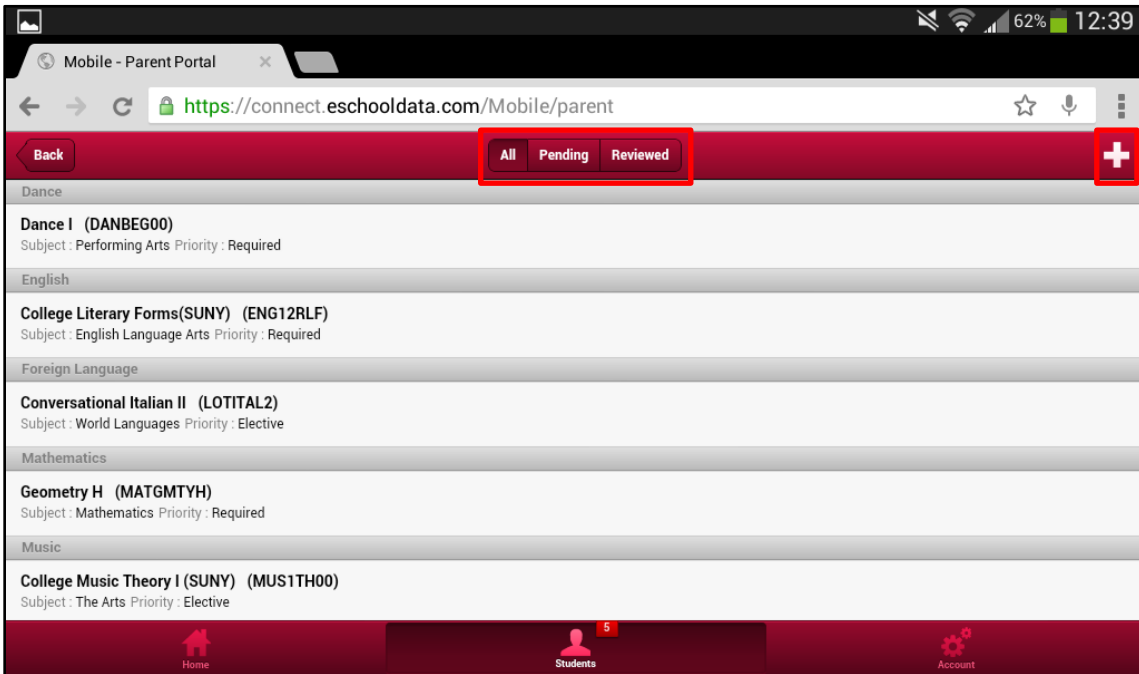
Buses


The **Buses icon** opens the student's AM and PM bus information.

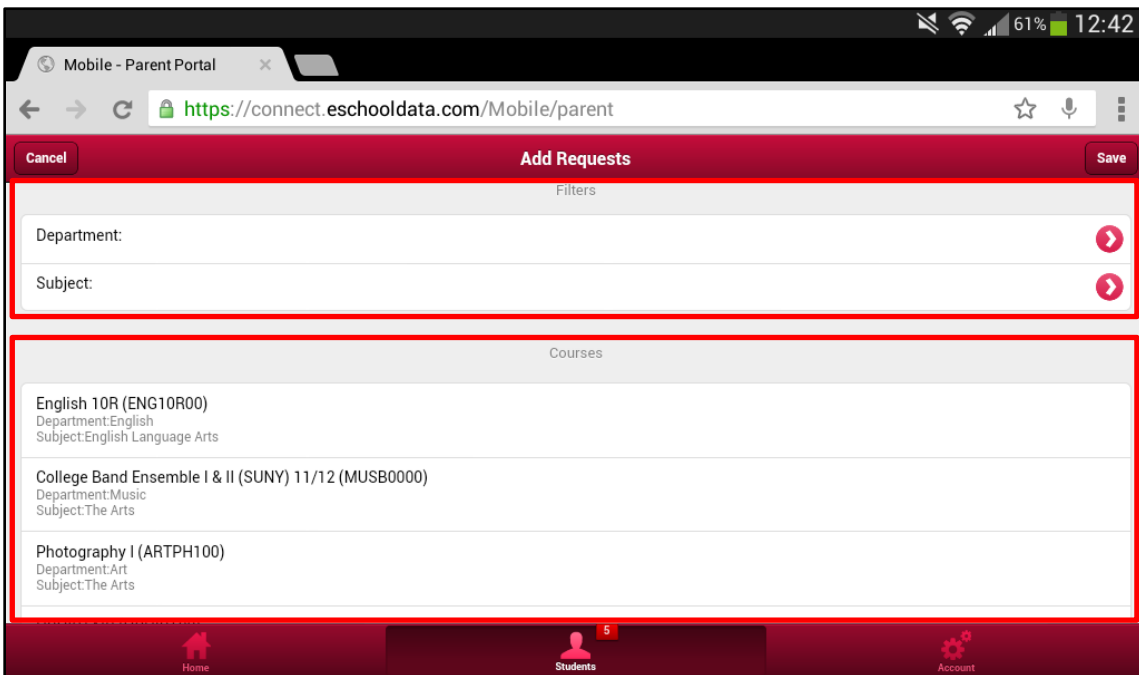


Course Requests

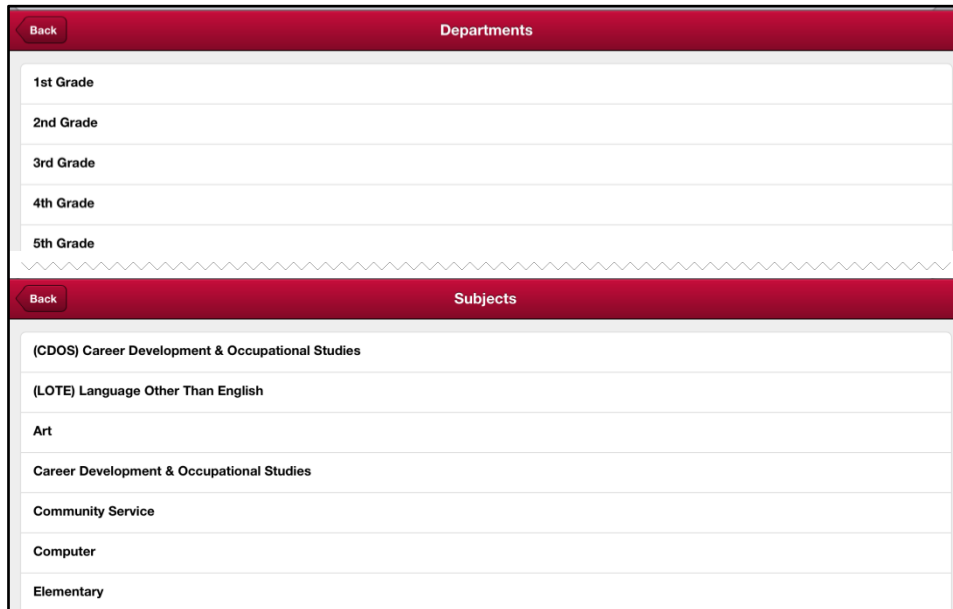
The **Course Request icon**  opens a window which displays **All**, **Pending**, and **Reviewed Course Requests**, organized by Department. The default view is **All Course Requests**. Click the **Add Course Request icon**  to enter a new Course Request.



On the **Add Requests** screen, all available courses are displayed in the Courses section. Drag the list to view additional courses, or filter the list by **Department** or **Subject**. Click the Filter Menu icon  to select a **Department** or **Subject**.



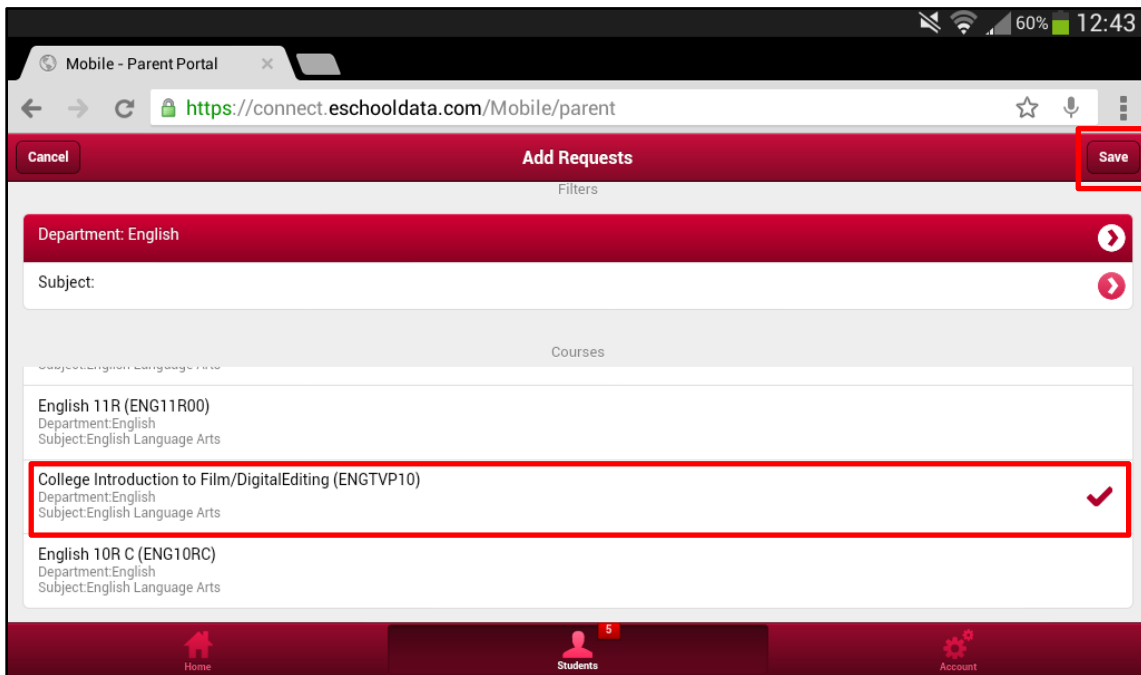
Click on a **Department** or **Subject** to select it as a filter.




Note:
Screenshot has been cropped and reassembled to show both sets of filters.

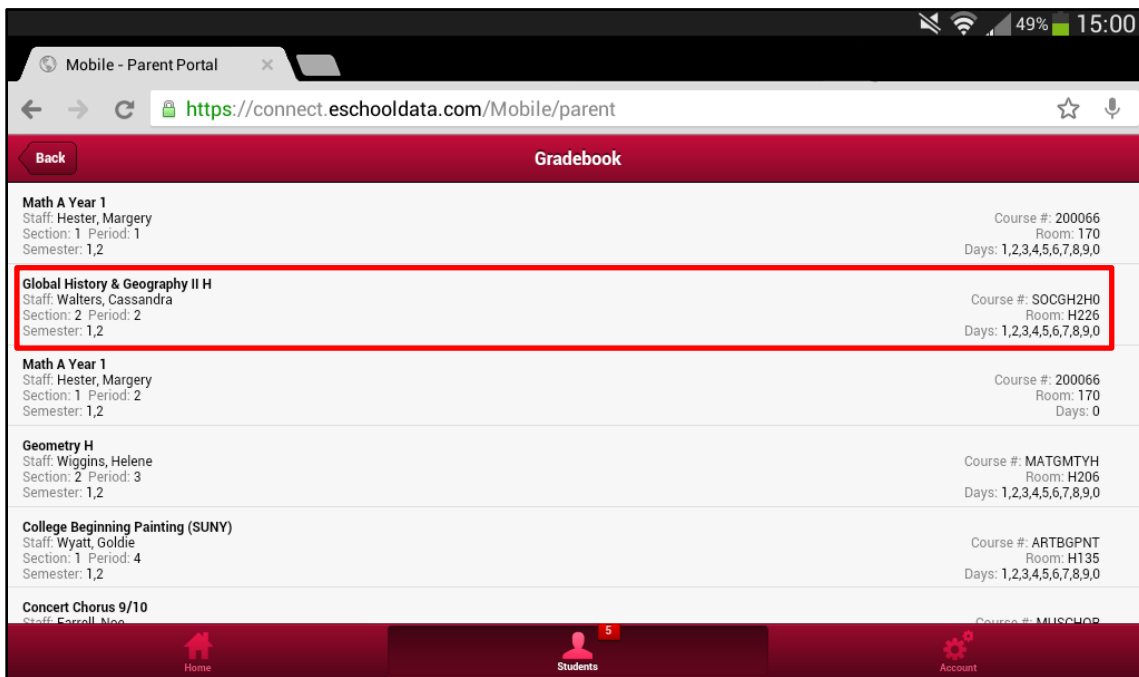
Departments and **Subjects** display on separate screens.

Click a Course to select it. Selected courses are indicated by the red checkmark. Click **Save** to enter the Course Request(s).

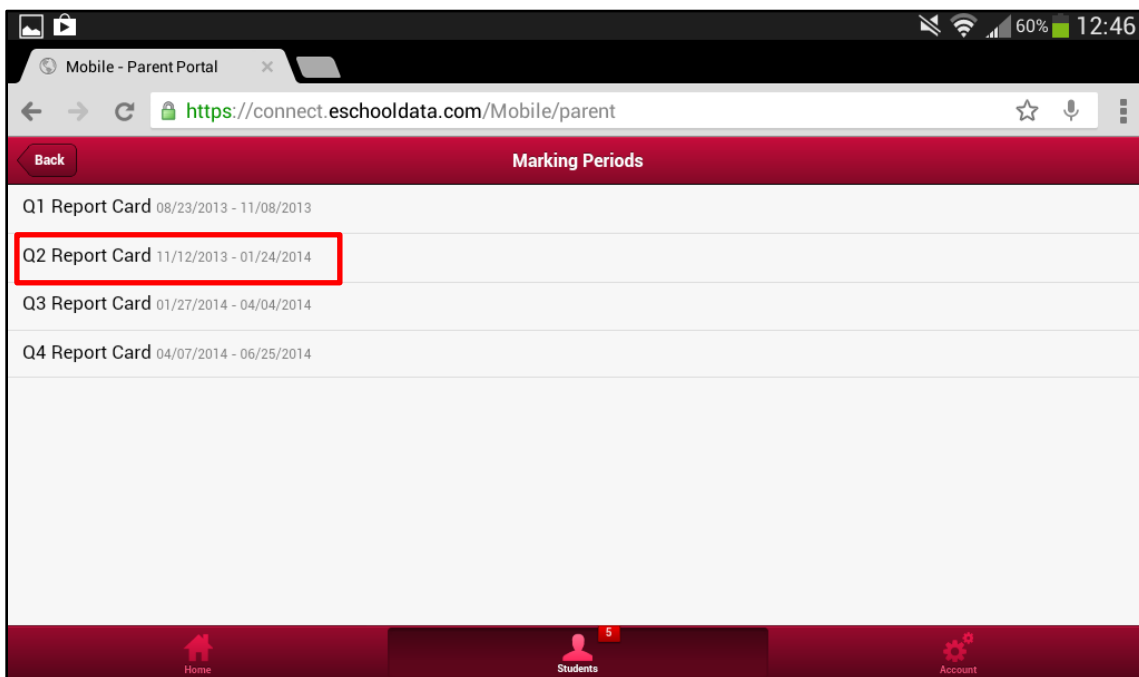


Gradebook

The **Gradebook icon**  opens a window displaying the student's current courses, in period order. Click a Course to open the Gradebook for the selected course.

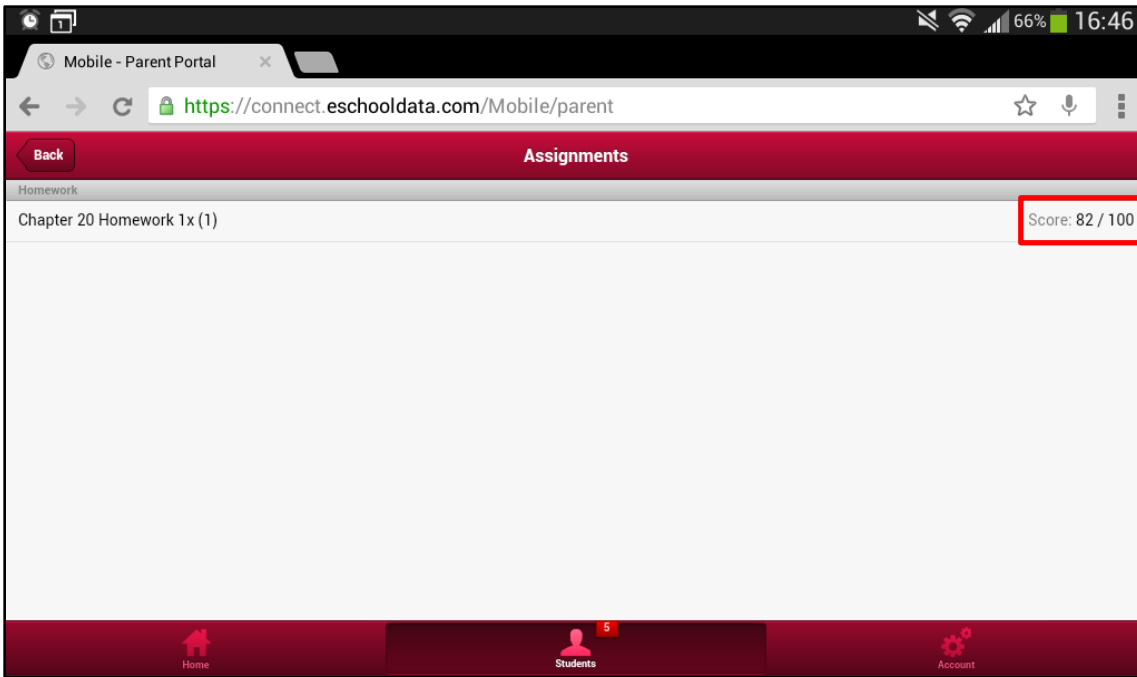


The selected Course's Gradebook is delineated by Marking Period. Select the desired Marking Period to view Gradebook details for that Marking Period.



Any assignments or exams that a teacher publishes will be posted on the Mobile site. Scores are displayed (at the teacher’s discretion) with **Earned/Possible points**.

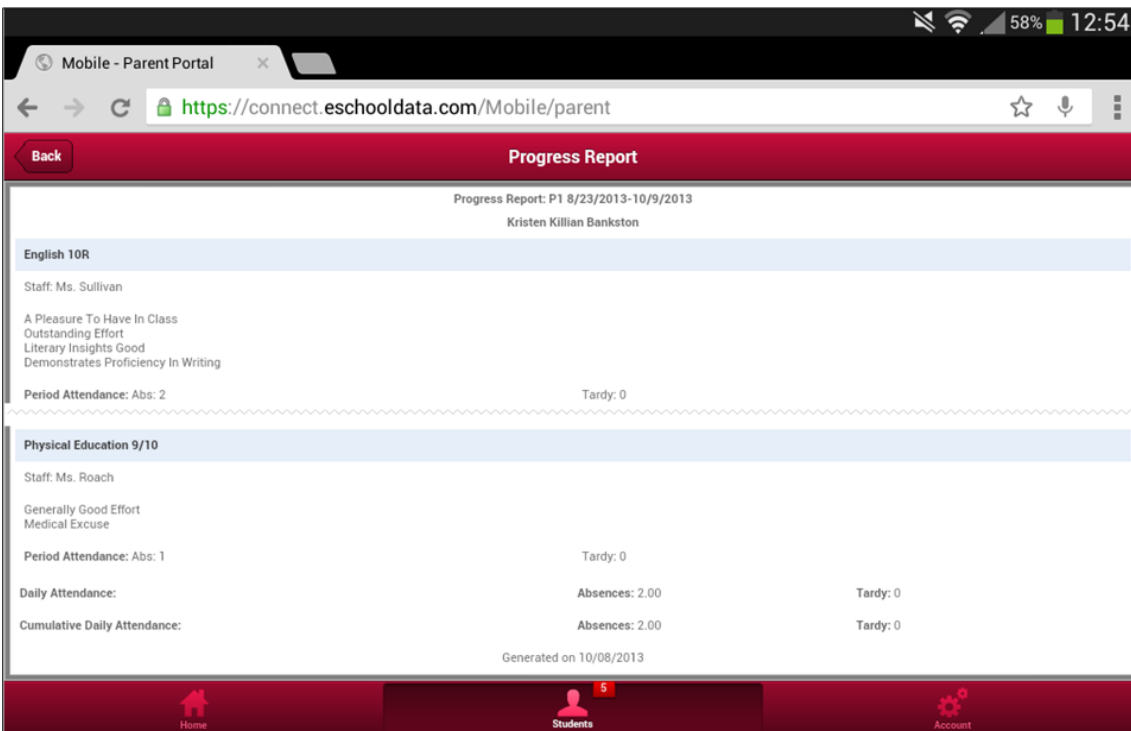
Note:
Gradebook Assignments are published at the teacher’s discretion.



Progress Report

The **Progress Report icon** opens a window that displays the current progress report.

Note:
Progress reports are published to Mobile sites at the school district’s discretion.



Note:
Screenshot has been cropped and reassembled to display the top and bottom of the progress report screen.

ERC (Elementary Report Card)

The **ERC icon** opens a window that displays the current ERC.

The screenshot shows a mobile browser interface for the 'Mobile - Parent Portal'. The URL is <https://connect.eschooldata.com/Mobile/parent>. The page title is 'ERC'. The student's name is 'Jack Bankston'. The report is for 'ERC: M2 (01/27/2014 - 06/25/2014)' by staff 'Morse, Cornelia' using the 'Grade 1' template. The attendance table shows 0 Absent and 0 Tardy days. The academic performance section includes 'Math' (Counting and Cardinality) and 'Elementary' (LIBRARY) with various standards and scores. The bottom navigation bar has icons for Home, Students, and Account.

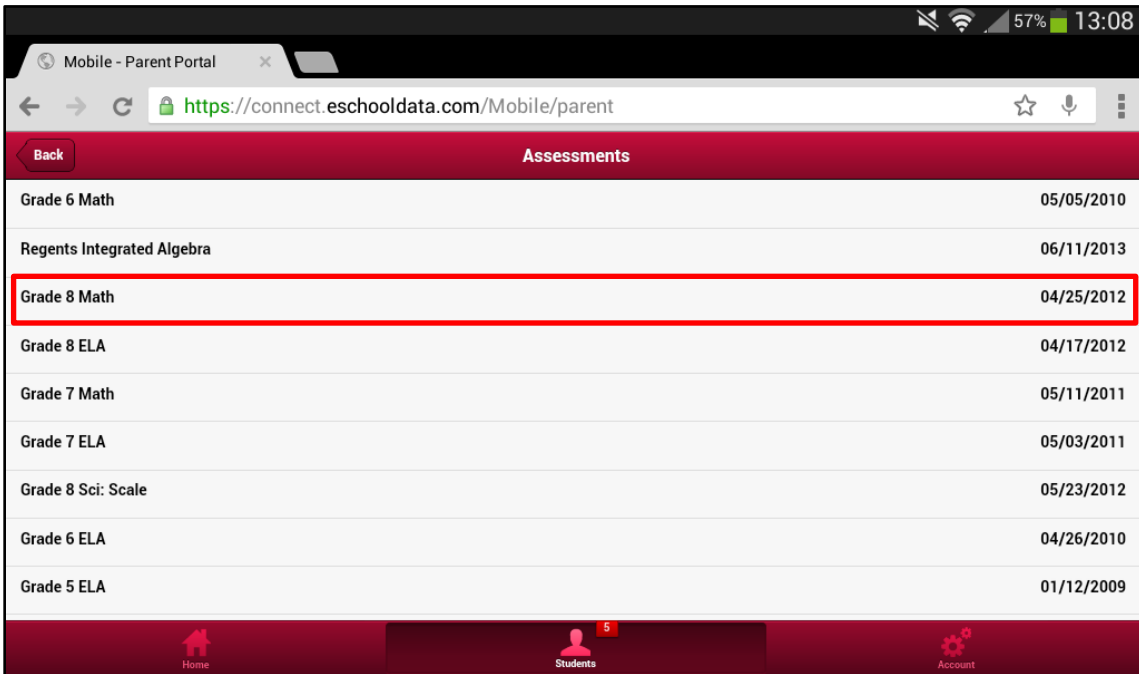
Knowledge Area	Standards/KeyIdea/Comments	M1	M2
Math	Counting and Cardinality		
	Counts to 100 by ones		
	Interacts appropriately with others	3	
	Respects rights, diversity, and property of others	3	
Elementary	LIBRARY		
	Participates with a positive attitude		
	Understands Concepts		
	Library Comments		

Note:
ERCs are published to Mobile sites at the school district's discretion.

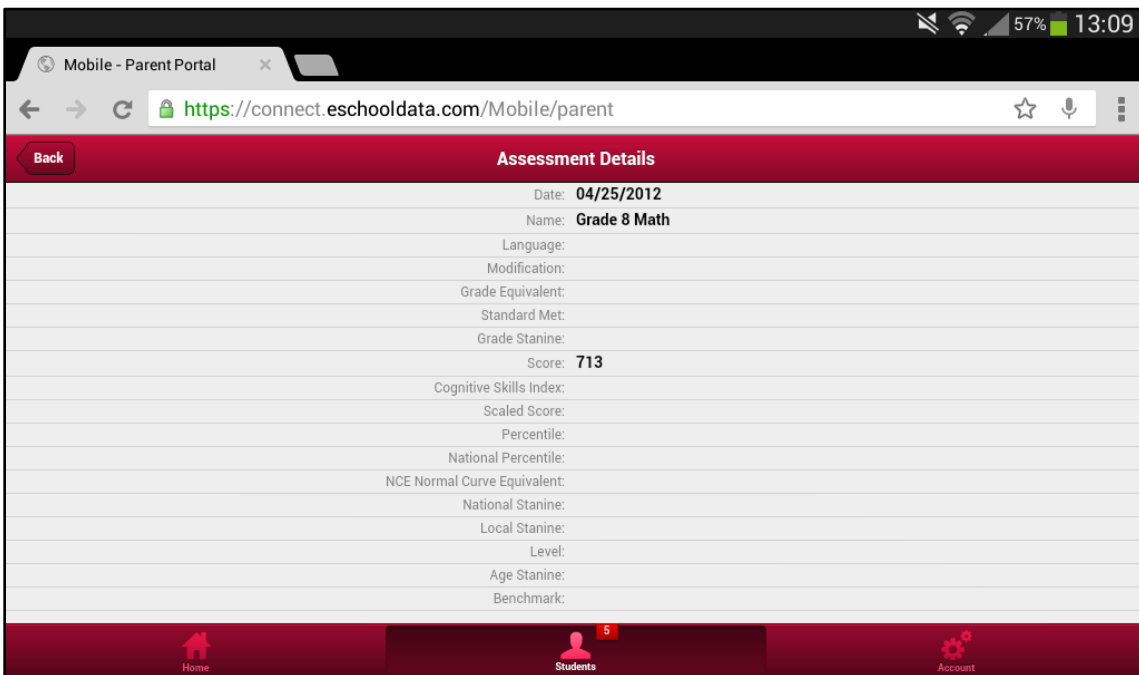
Note:
Screenshot has been cropped and reassembled to display the top and bottom of the ERC screen.

Assessments


The **Assessments icon** opens a list of the student’s previous Assessments and the date that Assessment was administered. Click an assessment to view more details.

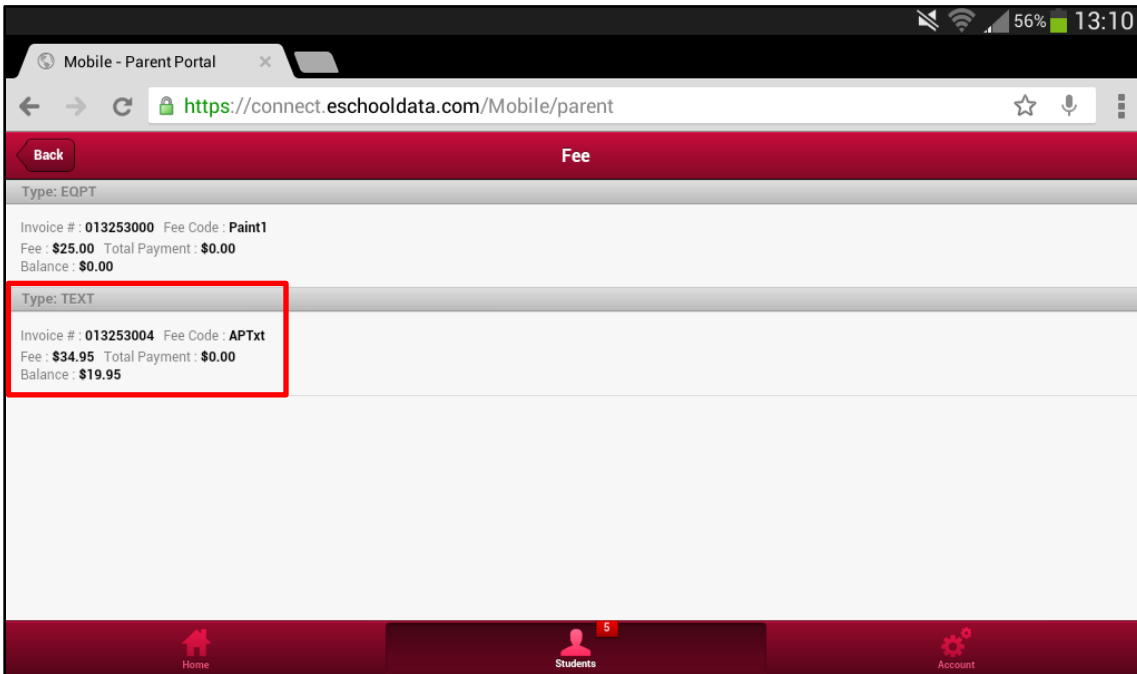


The Assessment Details window will show specific information regarding the selected Assessment.



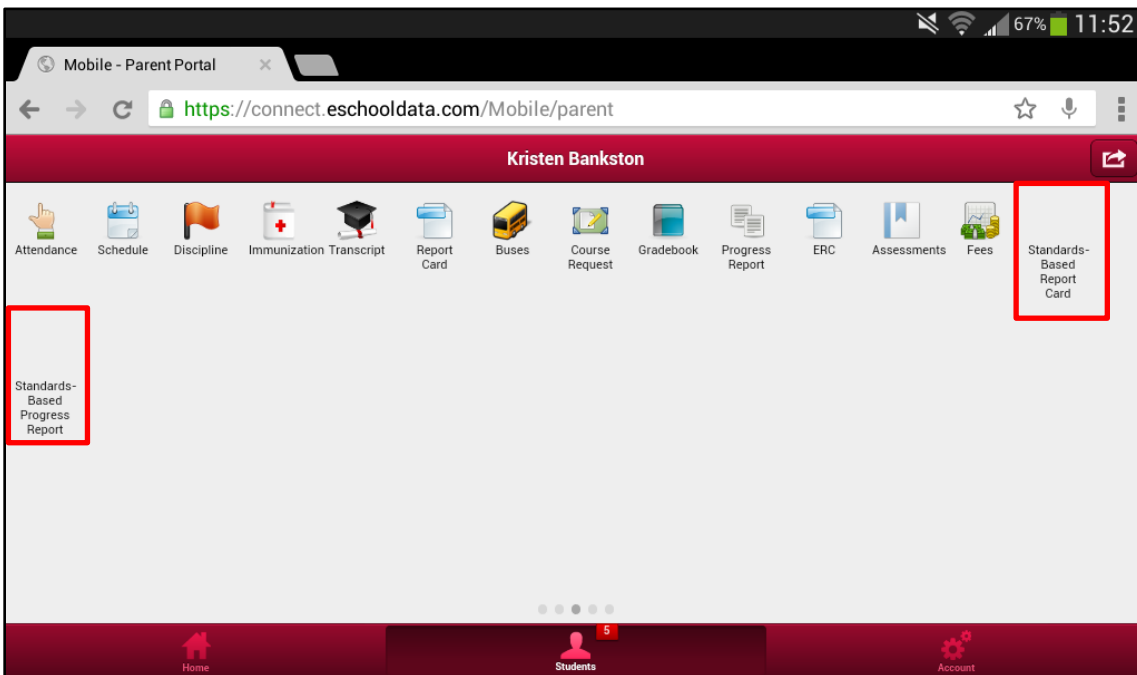
Fees

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.



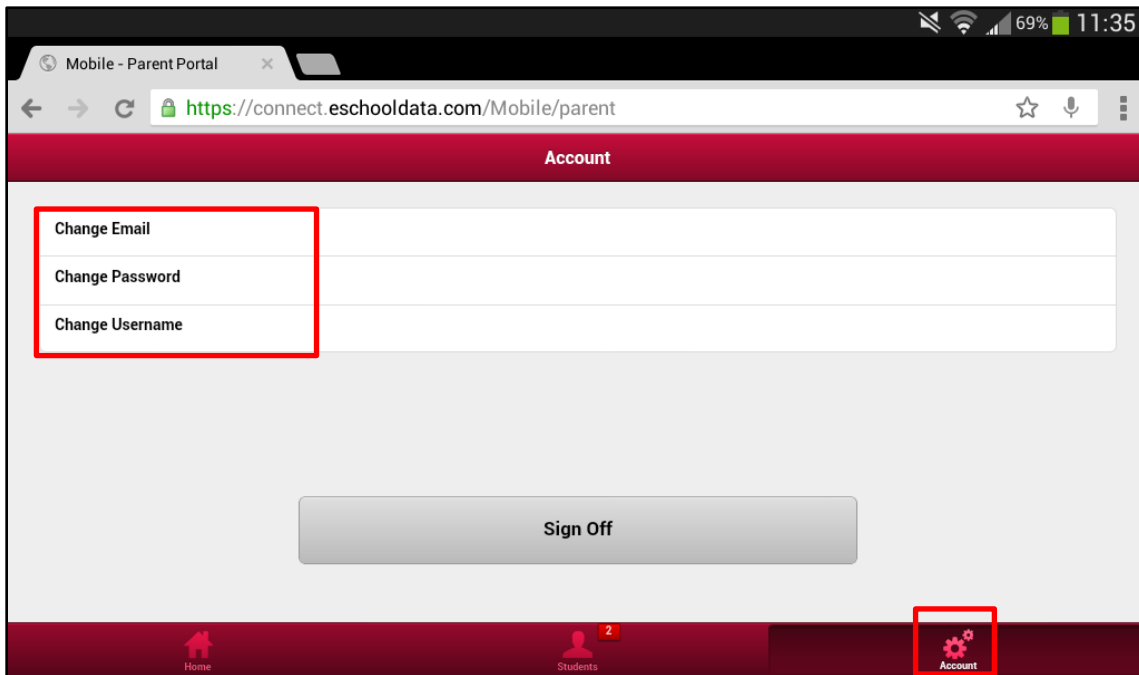
Standards-Based Report Card / Standards-Based Progress Report

The **Standards-Based Report Card** and **Standards-Based Progress Report** pages are currently inactive. They will be available in a future release.



Account Tab

Click the **Account icon** in the Navigation bar to open the **Account** tab. From this screen, users can update their email, password and username.



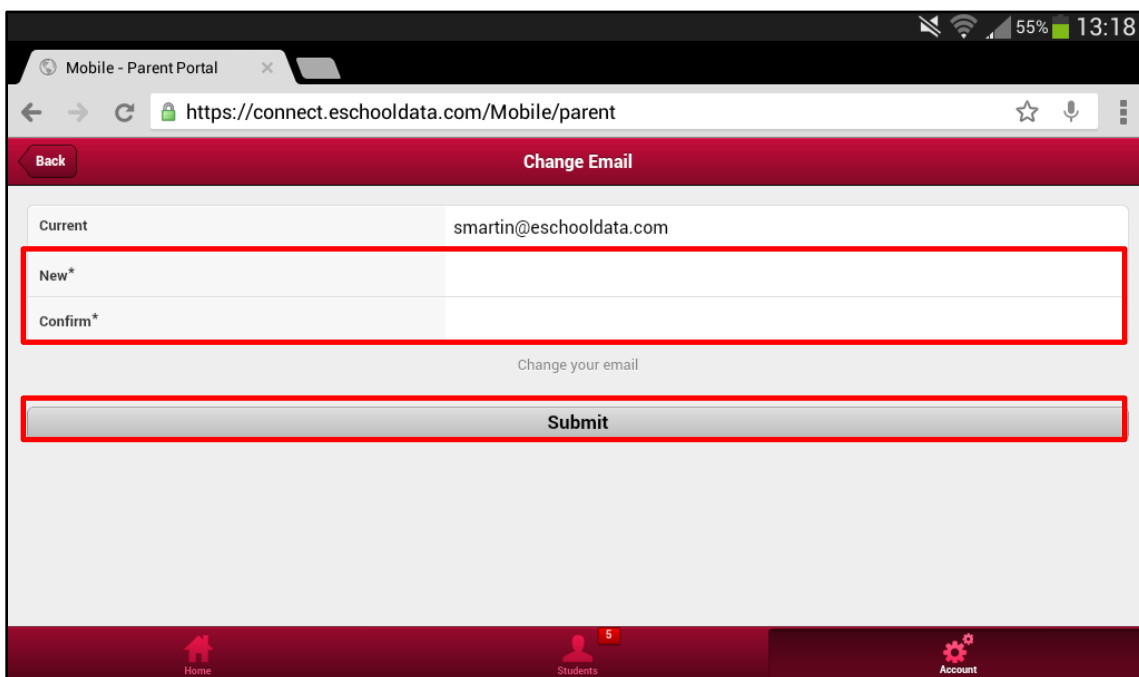
Note:

To update any other personal information, users will either need to be logged into the Parent Portal on a laptop/desktop computer or meet with District personnel to handle changes.

The district decides what personal information can be updated via the Parent Portal and what must be updated in person with District personnel.

Email

Select **Change Email** to update your email information. Your current email will auto-populate the field. Enter your new email address in the **New*** and **Confirm*** fields. Click **Submit** to update your email.



Password

Select **Change Password** to update your password. Enter your current password in the **Current*** field, and your new password in the **New*** and **Confirm*** fields. Click **Submit** to update your password.

The screenshot shows a mobile browser interface for the 'Change Password' page. The address bar displays 'https://connect.eschooldata.com/Mobile/parent'. The page title is 'Change Password'. A 'Back' button is in the top left. The form contains three input fields: 'Current*', 'New*', and 'Confirm*'. Below the fields is the text 'Reset your password.' and a 'Submit' button. The bottom navigation bar includes 'Home', 'Students' (with a notification badge), and 'Account'.

Username

Select **Change Username** to update your username. Your current username will auto-populate. Enter a new username in the **New*** and **Confirm*** fields. Click **Submit** to update your username.

The screenshot shows a mobile browser interface for the 'Change Username' page. The address bar displays 'https://connect.eschooldata.com/Mobile/parent'. The page title is 'Change Username'. A 'Back' button is in the top left. The form contains three input fields: 'Current' (pre-filled with 'kbankston'), 'New*', and 'Confirm*'. Below the fields is the text 'Change your username.' and a 'Submit' button. The bottom navigation bar includes 'Home', 'Students' (with a notification badge), and 'Account'.

Logging Off

Click the **Account icon** in the Navigation bar to open the **Account** tab. Click the **Sign Off** button, then click **Yes** to confirm signing off eSD® Mobile Parent.

