eSD® Parent Portal User Guide

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Overview

This guide provides parents/guardians with a step by step guide for navigating the portal. The eSchoolData Parent Portal is a cutting-edge communications tool designed to increase your involvement in your student's education using the power of information. It is a highly secure, internet based application through which only registered parents and guardians of currently enrolled students who are eligible to receive correspondence can see their individual child's information. The eSchoolData Parent Portal allows for instant online access to current and relevant information that will enhance your involvement with your student's academic career.

The link to the Parent Portal and the Student Portal for HS students is accessed via the Parent Portal page on the Byram Hills District website at http://byramhills.org

System Requirements

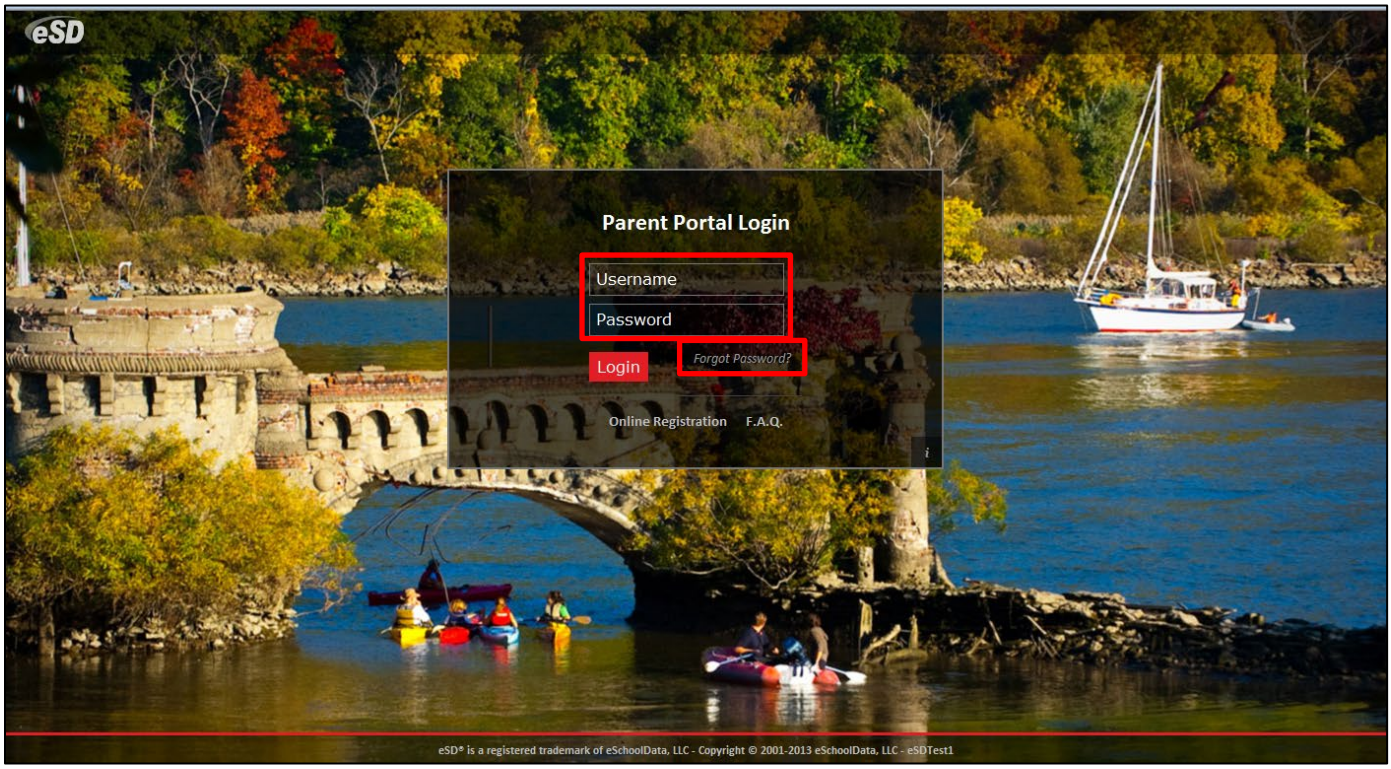
To effectively access your Parent Portal account, a Macintosh (OS X 10.7.5) or Windows PC (Windows 7) with an internet connection is needed.

For the best browsing experience, Safari 5.x, Google Chrome 27+, or Internet Explorer 11.x or Edge is recommended.

Adobe Acrobat Reader™ is also recommended. This PDF reader is available for free download at www.adobe.com/products/acrobat/readstep2.html.

Logging In

Enter the **Username** and **Password**. Click **Login**.



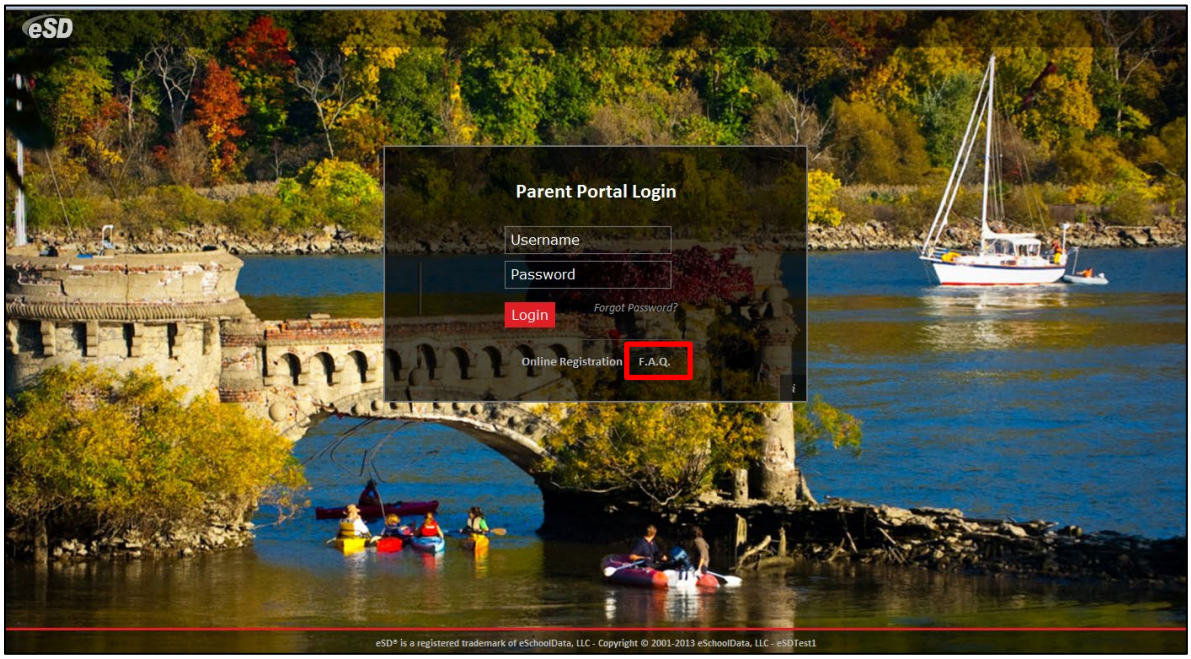
Note: *To retrieve a forgotten Password, click the link where it says* "**Forgot your password?**"

For further assistance with problems logging into the Parent Portal, please contact Mattie Garcia at 914-273-4250 ext. 3966 or magarcia@byramhills.org

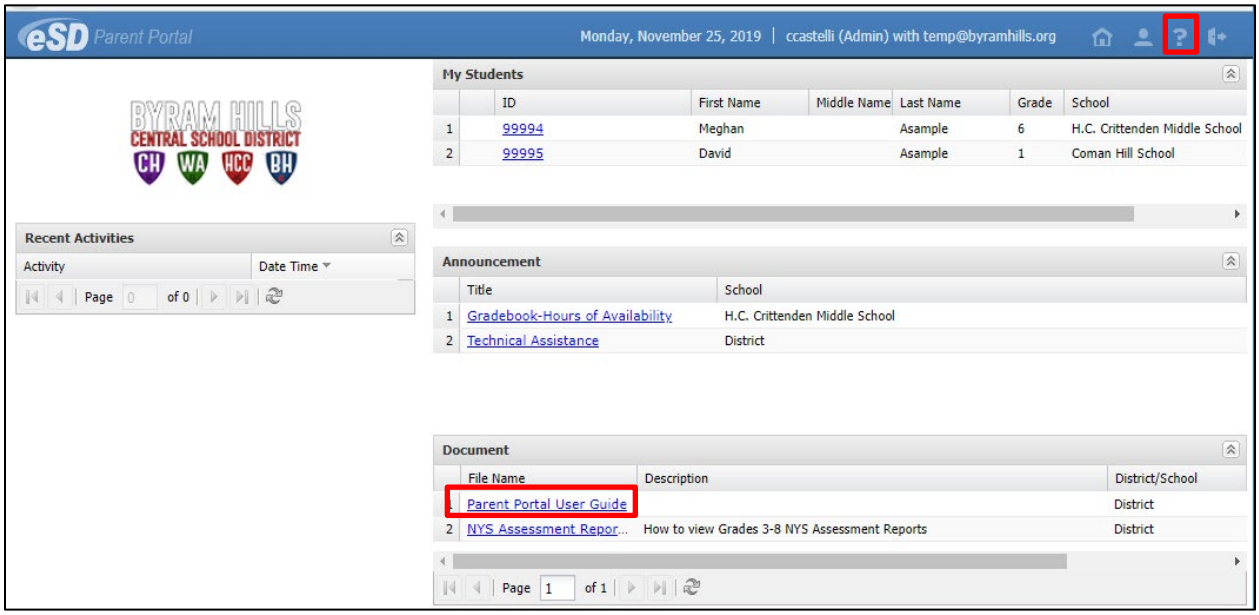
Upon first login, the District's Terms of Use are displayed. Click **I Agree** at the bottom of the Agreement to proceed further.

Getting Help

Help is available both before and after logging in to the eSD® Parent Portal. From the Login screen, click the link **FAQ** to access the eSchoolData Parent Portal F.A.Q.



Once logged in to your Portal account, click the **Help** button ? in the upper right corner of the Parent Portal screens to access the eSchoolData Parent Portal F.A.Q. The Byram Hills Parent Portal User Guide is available under Uploaded File(s) section as well as the district website.



The **F.A.Q**. provides portal account holders with answers to commonly asked questions.

eSD Parent Portal

eSchoolData Parent Portal F.A.Q.

What is the eSchoolData Parent Portal?

The eSchoolData Parent Portal is a highly secure, internet-based application through which parents and guardians are able to view district permitted details of their student's academic record.

Through the Parent Portal, parents and guardians have instant access to important information such as district and building announcements, assignment grades, student schedules, attendance information, progress reports, report cards, transcripts, assessment scores, course requests, immunization details, discipline incident information, bus assignments, or fees. Please note that the information you are able to see is regulated by your school district.

How do I register for a Parent Portal Account?

Once your school district has implemented the Parent Portal, your school district will communicate registration instructions.

What if I forget my password?

If you forget or misplace your password, go to your Parent Portal Log In Page. Click on the link "Forgot your password? Click here to retrieve it." You will see a new page, enter either your UserID or email address. Hit the "Request Password" link. You will receive an email with a link to the 'Change Password' page.

What if I do not receive a response email about my password inquiry?

First, check your spam folder. Your email rules and/or SPAM filter may be set to block delivery of emails sent from the Parent Portal. Then, be sure to add the Parent Portal email address to your address book, add the address to your "white" list or list of approved senders. This will ensure that future emails from the Parent Portal will be properly received.

What computer hardware and software do I need to use the Parent Portal?

To effectively access your Parent Portal account, you need a Macintosh (OS X 10.5) or Windows PC (Windows XP Professional) with an internet connection.

For the best browsing experience, we recommend Safari 5.0, Google Chrome 27, or Internet Explorer 8.0, or later.

We also recommend having Adobe Acrobat Reader™. This PDF reader is available for free download at www.adobe.com/products/acrobat/readstep2.html.

How can I change the email address associated to my Parent Portal account?

The email address associated with your account can be changed by clicking on the "My Account" icon on your personal home page. Then, click "Update Account Info" from the tabs on the left and enter your new email address. Click "Save."

Who is eligible to register for a Parent Portal account?

Only parents and guardians of currently enrolled students who are also flagged to receive correspondence are eligible to register for an eSchoolData Parent Portal account.

Where can I access the eSchoolData Parent Portal from?

You can access the eSchoolData Parent Portal from anywhere you have access to a computer and internet access.

When are progress reports and report cards posted on the Parent Portal? How often is the data updated?

This varies by district. Check with your school's Parent Portal administrator.

What if I think there is incorrect information displayed on the Parent Portal?

Contact your school and/or your student's teacher to discuss any discrepancies.

Who can I talk to regarding attendance related issues?

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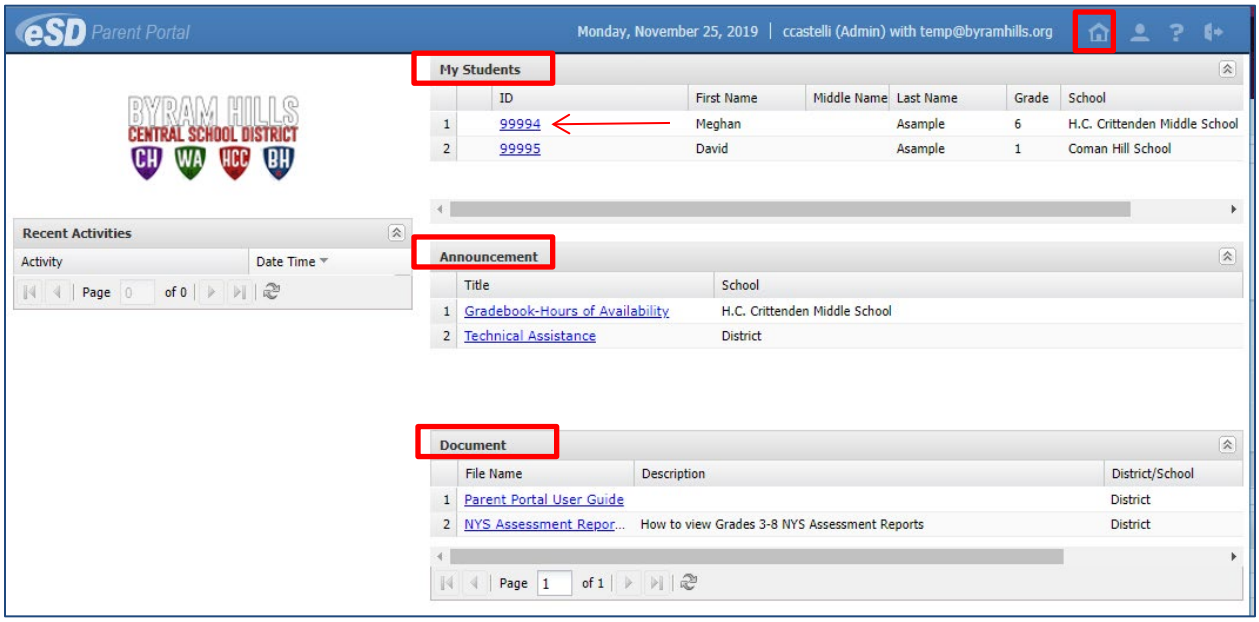
Technical Assistance

For further assistance with the Parent Portal, please contact Mattie Garcia at 914-273-4250 ext. 3966 or magarcia@byramhills.org

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 Uploaded File(s) for district or school. On the left side of the screen, Parents/Guardians can view a log of their Recent Activities on the portal.
Click on a **Student's ID** in the list of Student(s) to view student-specific information.
Click a tab to bring up the corresponding information.



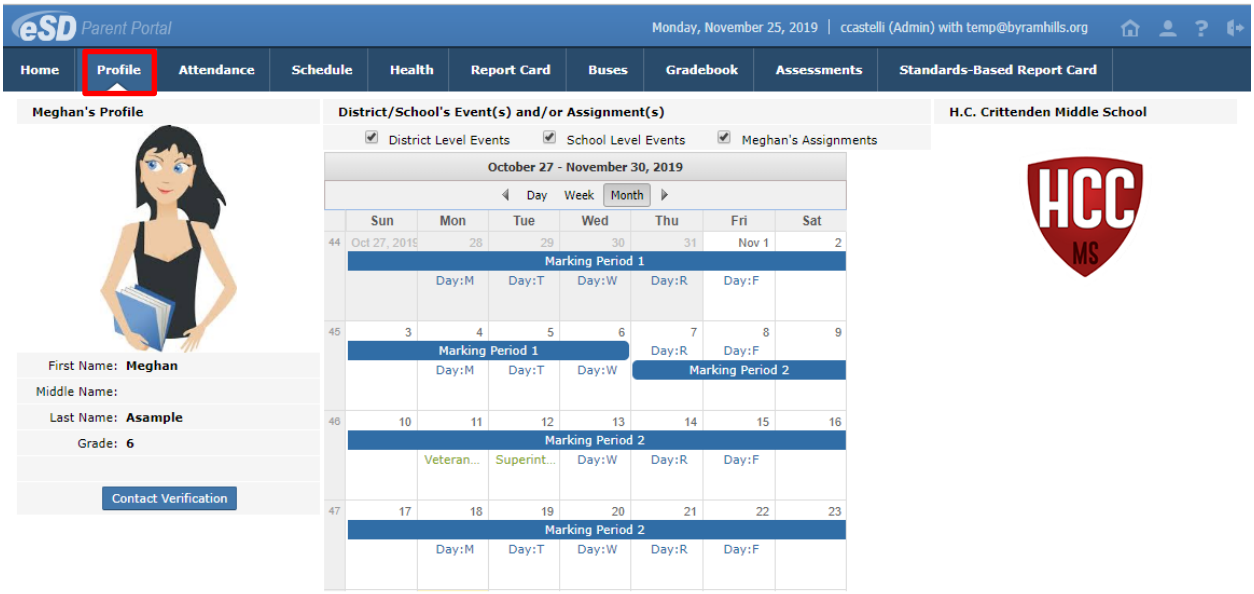
Tips:

The **Home** tab, as well as the **Home** button in the top right corner of the screen, 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.

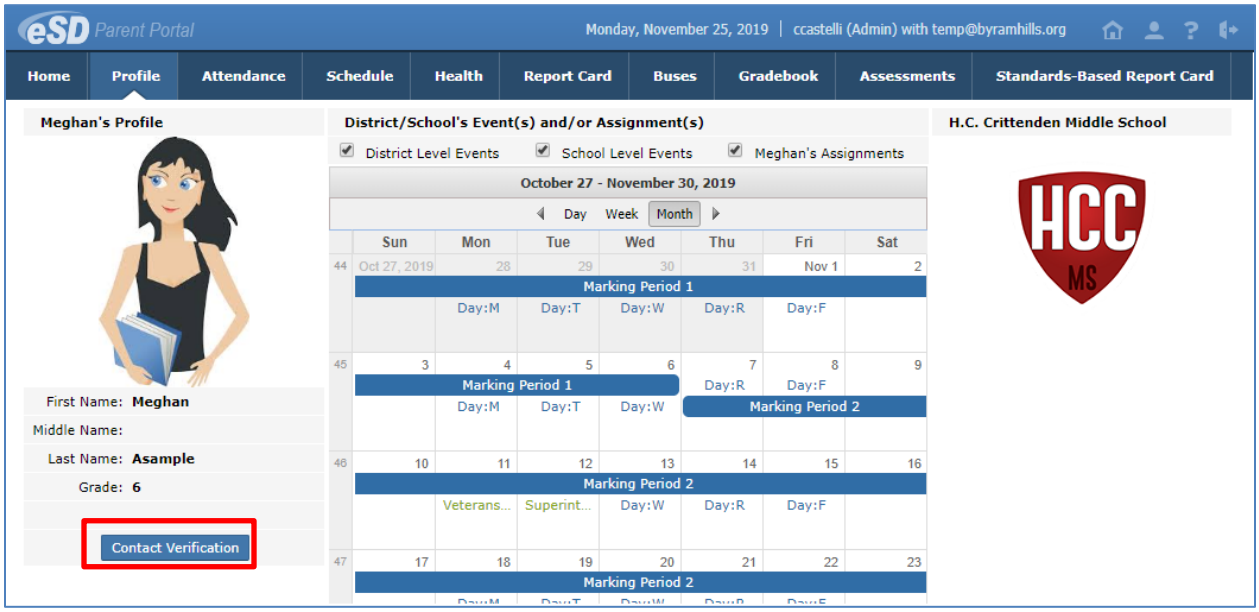
Profile Tab

The **Profile** tab displays information about the selected student including Name, School, Grade and a calendar of the District/School's Events and the selected student's assignments.



Contact Verification

Click the **Contact Verification** button on the student's profile to open their Contact Verification form. This form allows custodial Guardians to update their child's emergency contact information.



Emergency Contact Changes

Each child's information needs to be updated separately.

- On your child's Profile Page, click the **Contact Verification** button under their picture.
- When changes have been made, click the ***Verify*** button at the bottom of the screen.
- Contact updates may be made online here at any time.

Code of Conduct and Acceptable Use Policy (AUP)

At the beginning of each school year, Contact Verification is enforced and the Contact Verification form will automatically open when custodial Guardians try to access the student's Profile pages. The custodial Guardian must verify the student's contact information and sign off on the School Code of Conduct and District Acceptable Use Policy (AUP). This sign-off is required for students to have access to district technology.

Each child needs to be verified separately.

- When you click on the Student's ID on portal homepage, the Contacts tab will automatically open for the child.
- Verify the emergency contact information.
- Check off on the AUP and Code of Conduct questions.
- Include date for current or previous full-time active duty military personnel, if applicable.
- Click ***Verify*** button at the bottom of the screen to record your updates.

Additional Information/Links

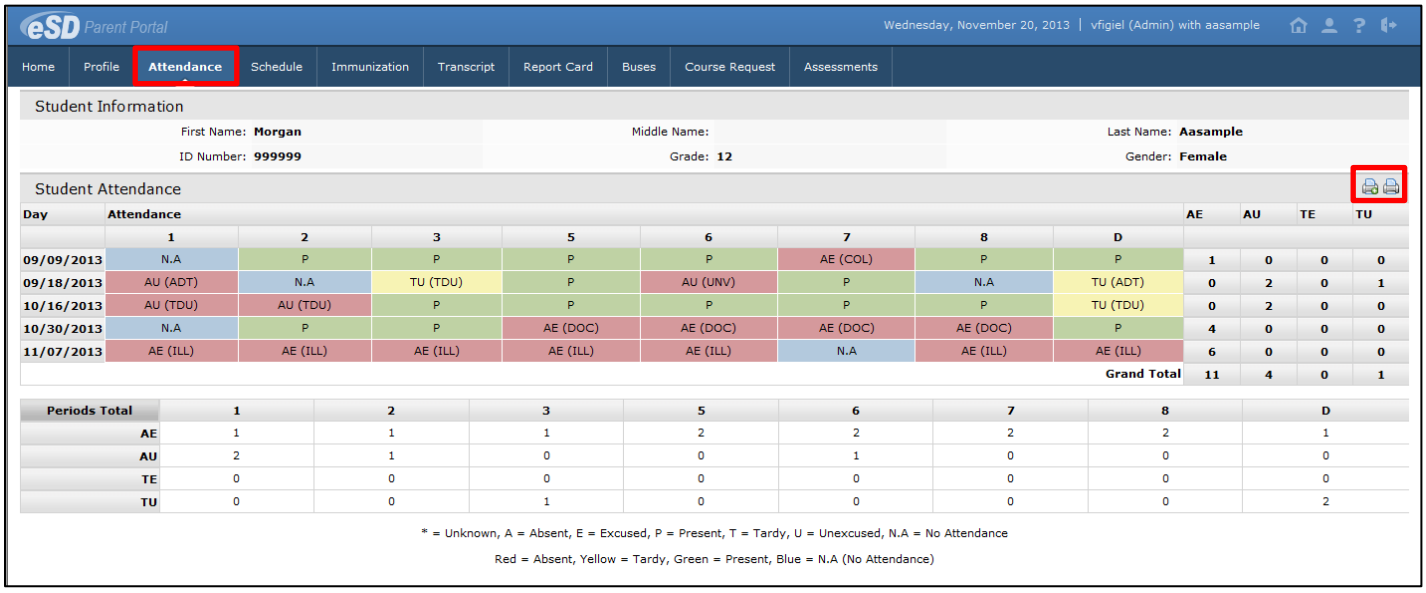
Click for detailed information on Updating Contacts. A link to these instructions are on the Contact Verification form as well.

Links to the Student Code of Code and AUP are below and are on the Contact Verification form.

Byram Hills High School Community Handbook/Code of Conduct
H.C. Crittenden Middle School Code of Conduct
Wampus Elementary Code of Conduct
Coman Hill Elementary Code of Conduct
Technology and Network Acceptable Use and Personal Privacy (AUP #4526)

Attendance Tab

Click the **Attendance** tab to view the student's Attendance. Click the **Print icon** to print the attendance information, or the **Print Note icon** to print an attendance note.



Day	Attendance								AE	AU	TE	TU
	1	2	3	5	6	7	8	D				
09/09/2013	N.A	P	P	P	P	AE (COL)	P	P	1	0	0	0
09/18/2013	AU (ADT)	N.A	TU (TDU)	P	AU (UNV)	P	N.A	TU (ADT)	0	2	0	1
10/16/2013	AU (TDU)	AU (TDU)	P	P	P	P	P	TU (TDU)	0	2	0	0
10/30/2013	N.A	P	P	AE (DOC)	AE (DOC)	AE (DOC)	AE (DOC)	P	4	0	0	0
11/07/2013	AE (ILL)	AE (ILL)	AE (ILL)	AE (ILL)	AE (ILL)	N.A	AE (ILL)	AE (ILL)	6	0	0	0
								Grand Total	11	4	0	1

Periods Total	1	2	3	5	6	7	8	D
AE	1	1	1	2	2	2	2	1
AU	2	1	0	0	1	0	0	0
TE	0	0	0	0	0	0	0	0
TU	0	0	1	0	0	0	0	2

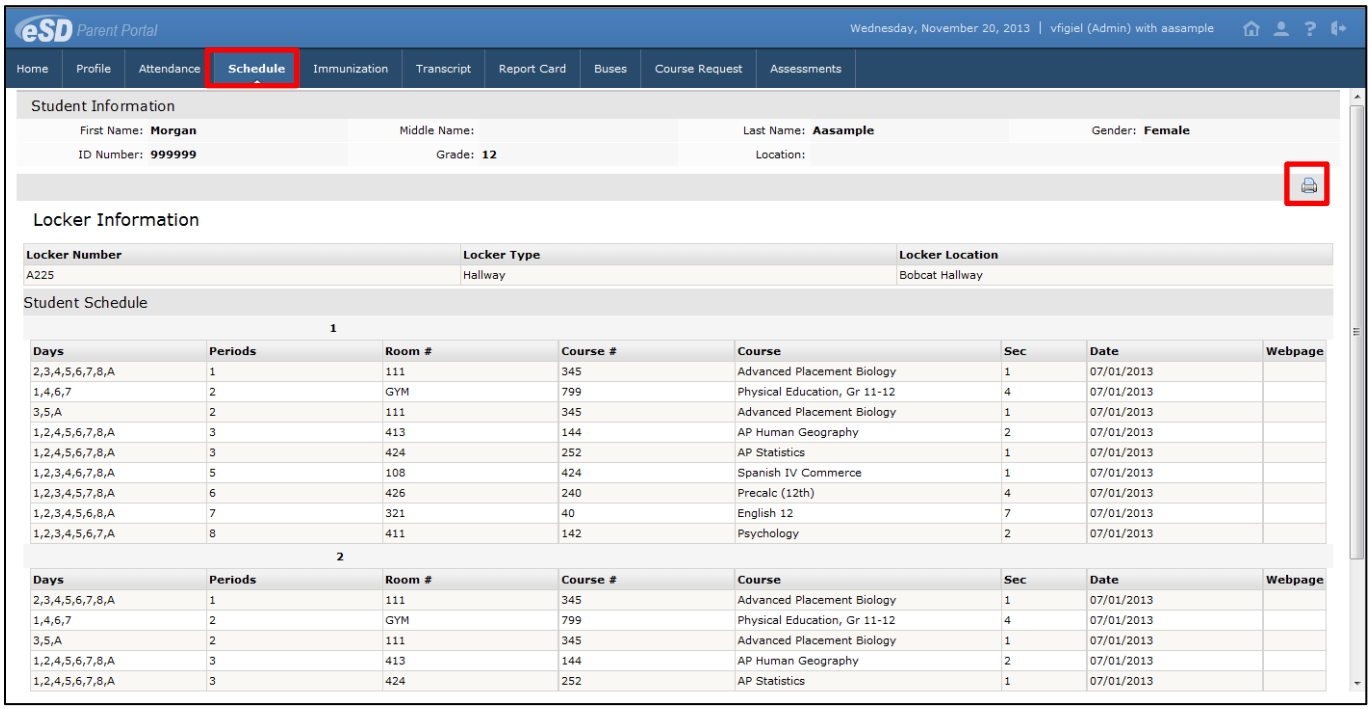
* = Unknown, A = Absent, E = Excused, P = Present, T = Tardy, U = Unexcused, N.A = No Attendance

Red = Absent, Yellow = Tardy, Green = Present, Blue = N.A (No Attendance)

Schedule Tab

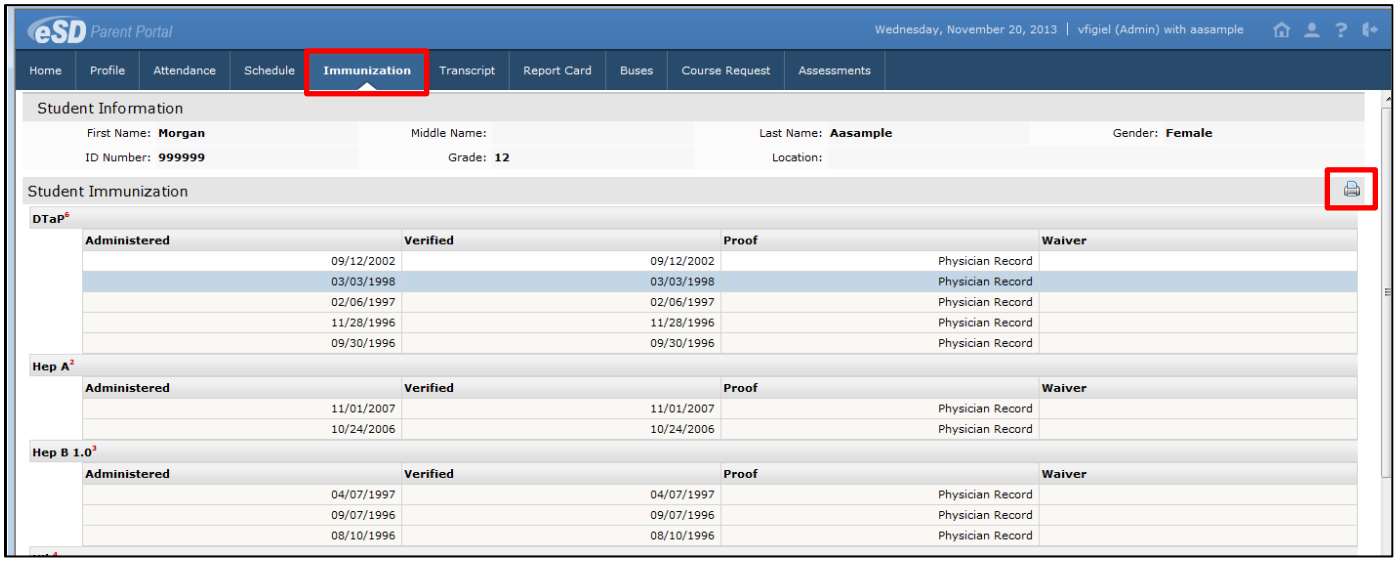
**H.C.Crittenden and Byram Hills High students only

Click on the **Schedule** tab to view the student's schedule. Click the **Print icon** to print the student's schedule.



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

**Byram Hills High students only, grades 10, 11, 12

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

eSD Parent Portal — Wednesday, November 20, 2013 | vfigiel (Admin) with aasample

Home | Profile | Attendance | Schedule | Immunization | **Transcript** | Report Card | Buses | Course Request | Assessments

Print

Student Name:	Morgan Aasample	District Name:	ByramHills
Student Phone:	(914) 555-1234	School Name:	Byram Hills High School
Parent/Guardian:	Theodore Aasample; Caroline Aasample	CEEB:	330-225
Gender:	Female	School Address:	12 Tripp Lane
DOB:	5/22/1996		Armonk, NY 10504
Graduation Date:	June 2014	School Phone:	(914) 273-9200
		School Fax:	(914) 730-0015
		Accreditation:	NYS Board of Regents

Course	Grade Level	Final Grade	Crdt Ernd
2010 - 2011			
English 9	9	B	1.00
Spanish I	9	A	1.00
Integrated Algebra	9	B	1.00
Physical Setting Earth Science Regents	9	A	1.00
Global History and Geography I	9	B	1.00
Tragedy & Triumph	9	B	0.50
Photography	9	A+	0.50
Studio In Art	9	A	0.50
Cardiopulmonary Resuscitation	9	P	0.00
Physical Education	9	A	0.50
Mentoring	9	P	0.00
Total			7.00
2011 - 2012			
English 10	10	B	1.00
Spanish II	10	B	1.00
Geometry (10th)	10	A	1.00
Living Environment Regents Biology	10	B	1.00
Science Research	10	A+	1.00
Global Studies II	10	A+	1.00
Advanced Photography	10	A+	0.50
Health Education	10	A+	0.50
Physical Education	10	A	0.50
Total			7.50
2012 - 2013			
English 11	11	A	1.00
Spanish III	11	A	1.00
Algebra 2/Trig (11th)	11	A	1.00
Physical Setting Chemistry A	11	B+	1.00
Science Research	11	A+	1.00
United States History	11	A+	1.00
AP Art Photo	11	A	1.00
Physical Education, Gr 11-12	11	A	0.50
Total			7.50
2013 - 2014 (Current Year)			
English 12	12		0.00
Spanish IV Commerce	12		0.00
Precalc (12th)	12		0.00
AP Statistics	12		0.00
Science Research	12		0.00
Advanced Placement Biology	12		0.00
Economics	12		0.00
Psychology	12		0.00
Physical Education, Gr 11-12	12		0.00
Senior Internship	12		0.00
Total			0.00
Grand Total			22.00

Date	Test	Score
06/16/2011	Regents Integrated Algebra	93
06/17/2011	Regents Phy Set/Earth Sci	84
06/13/2012	Regents Global History	94
06/15/2012	Regents ELA	81
06/19/2012	Regents Living Environment	85
06/20/2012	Regents Geometry	93
06/11/2013	Regents Phy Set/Chemistry	81
06/12/2013	Regents US History&Govt	93

ACADEMIC STANDING

AS OF	GPA
11/20/2013 08:40:10	3.778

Note: Tags for Advanced and Accelerated courses appear on transcripts until the end of the 2009-2010 school year. For courses thereafter, use the guide below. Freshmen Advanced and/or Accelerated courses are: Math 2A, Geometry A, Geometry, Biology A, Biology, French II, Italian II, and Spanish II. Sophomore Advanced and/or Accelerated courses are: Math 3A, Algebra II/Trig A, Algebra II/Trig, Biology A, Chemistry A, Chemistry, Science Research, French III, Italian III, and Spanish III. Junior Advanced and/or Accelerated courses are: Advanced Pre-Calculus, Pre-Calculus 11, Chemistry A, Physics A, Physics, Science Research, French IV, Italian IV, and Spanish IV. Senior Advanced and/or Accelerated courses are: Calculus, Physics A, Science Research, French V, Italian V, and Spanish V.

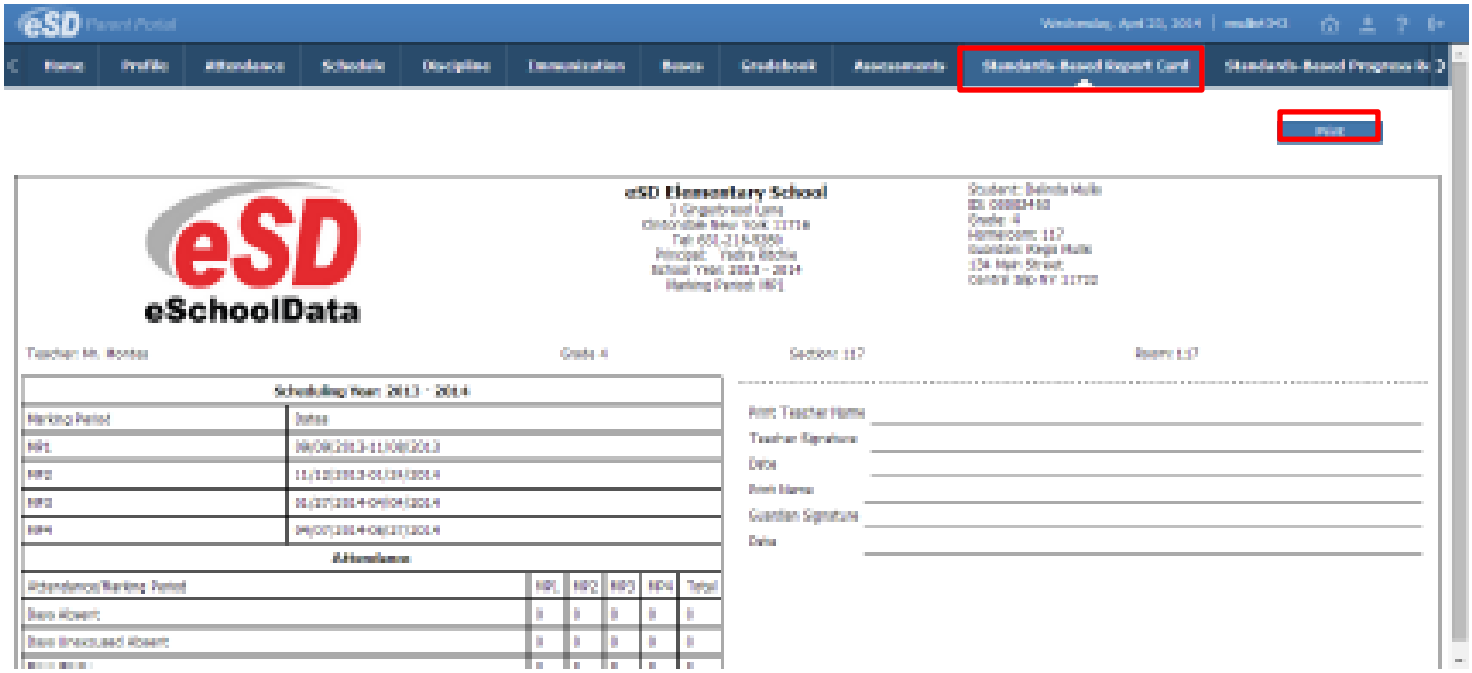
Signature/School Counselor:_____ Date:_____

Generated on 11/20/2013

Standards-Based Report Cards (SBRC)

**Coman Hill and Wampus students only

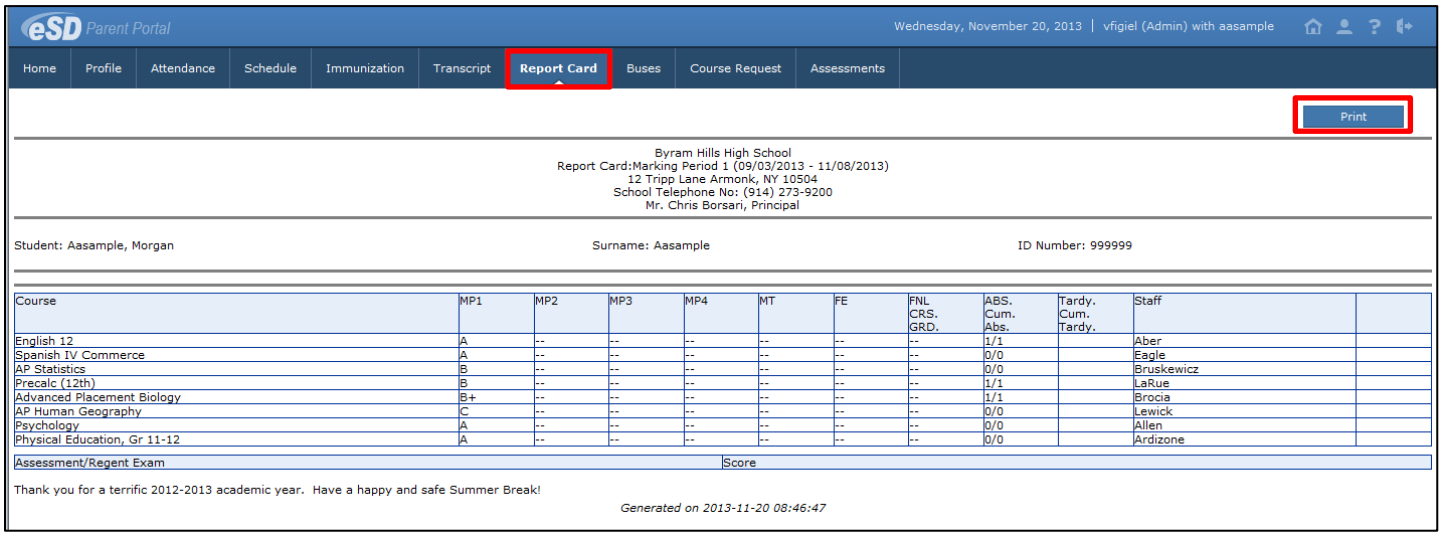
Click the **Standards-Based Report Card** tab to access the elementary student's Report Card. Click **Print** to print directly from this screen.



Report Card Tab

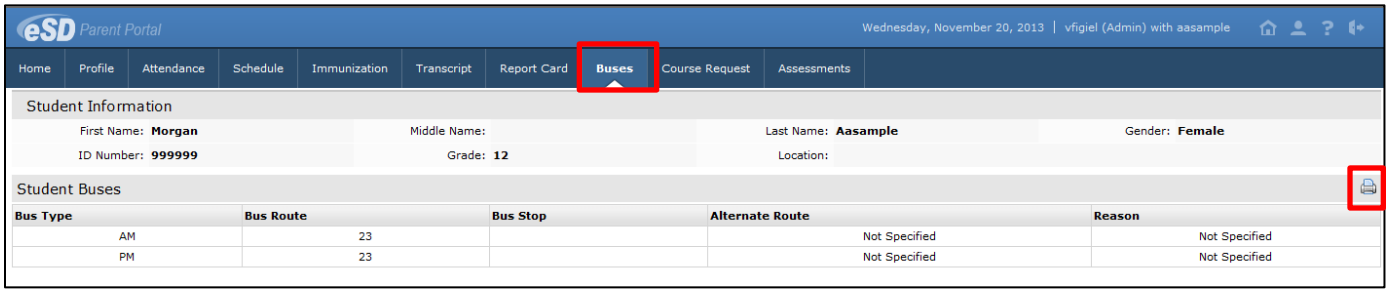
**H.C.Crittenden and Byram Hills High students only

Click on the **Report Card** tab to view the student's report card. Click **Print** to print Report Card directly from this screen.



Bus Tab

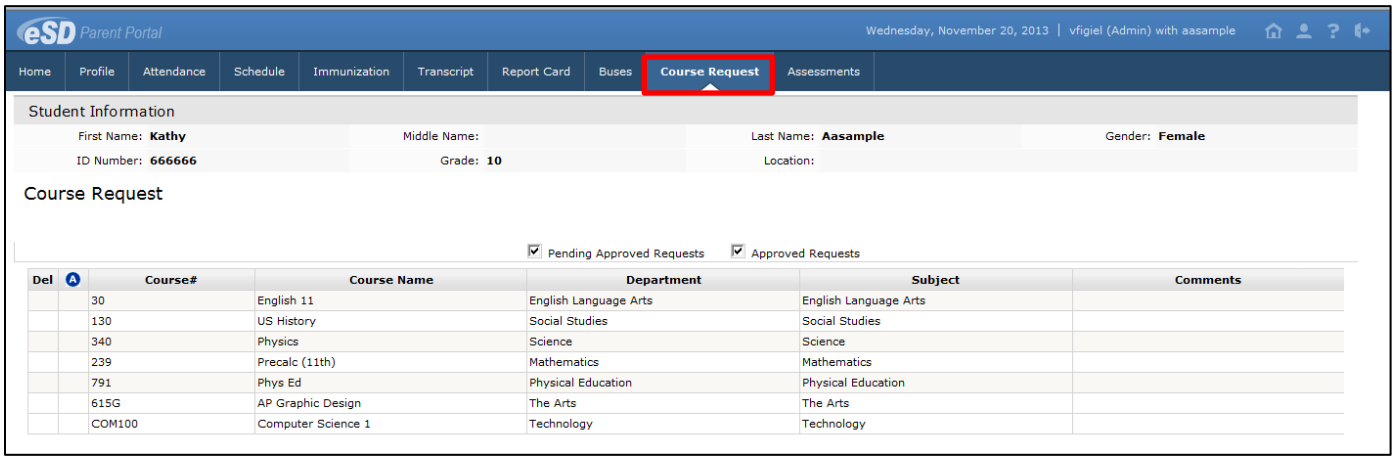
Click on the **Buses** tab to view the student's bus information. Click the **Print icon** to print the student's bus information.



Course Request Tab

** Byram Hills High students only

Click on the **Course Requests** tab to view the student's current Course Requests.
Note: This option is available during specific times in the school year.



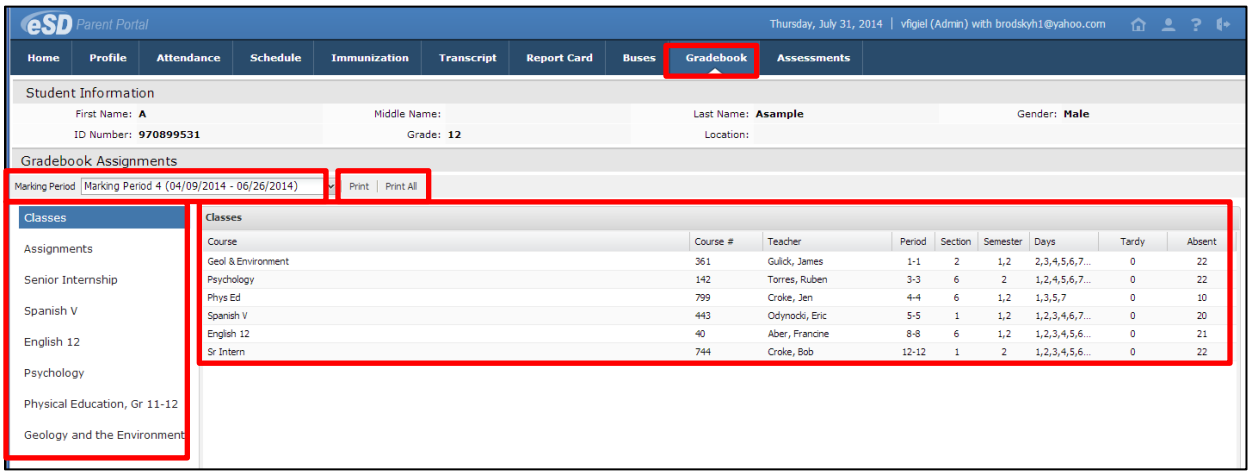
Gradebook Tab

**H.C.Crittenden and Byram Hills High students only

Note: The gradebook tab is only available outside of school days before 7 AM and after 3 PM.

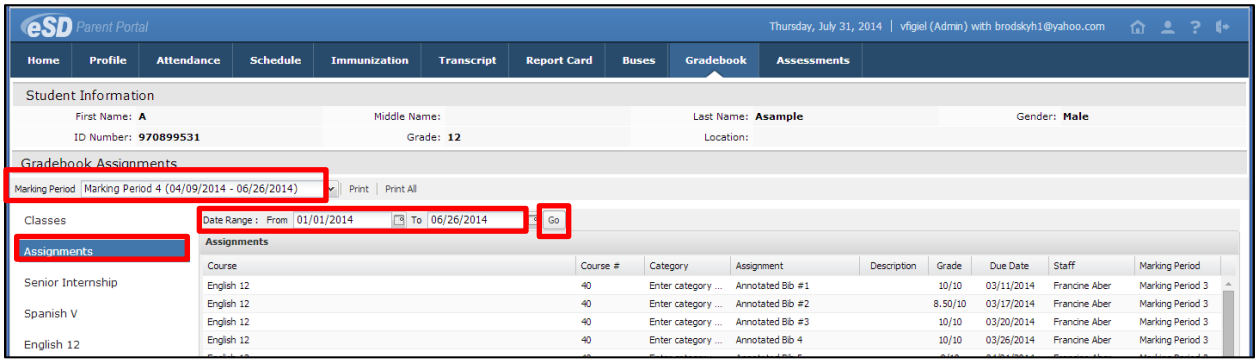
Click on the **Gradebook** tab to view the student's classes list and published assignments. The Gradebook Assignments window is broken into two sections; the **Classes List** menu on the left, and the **Classes** window on the right.

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.



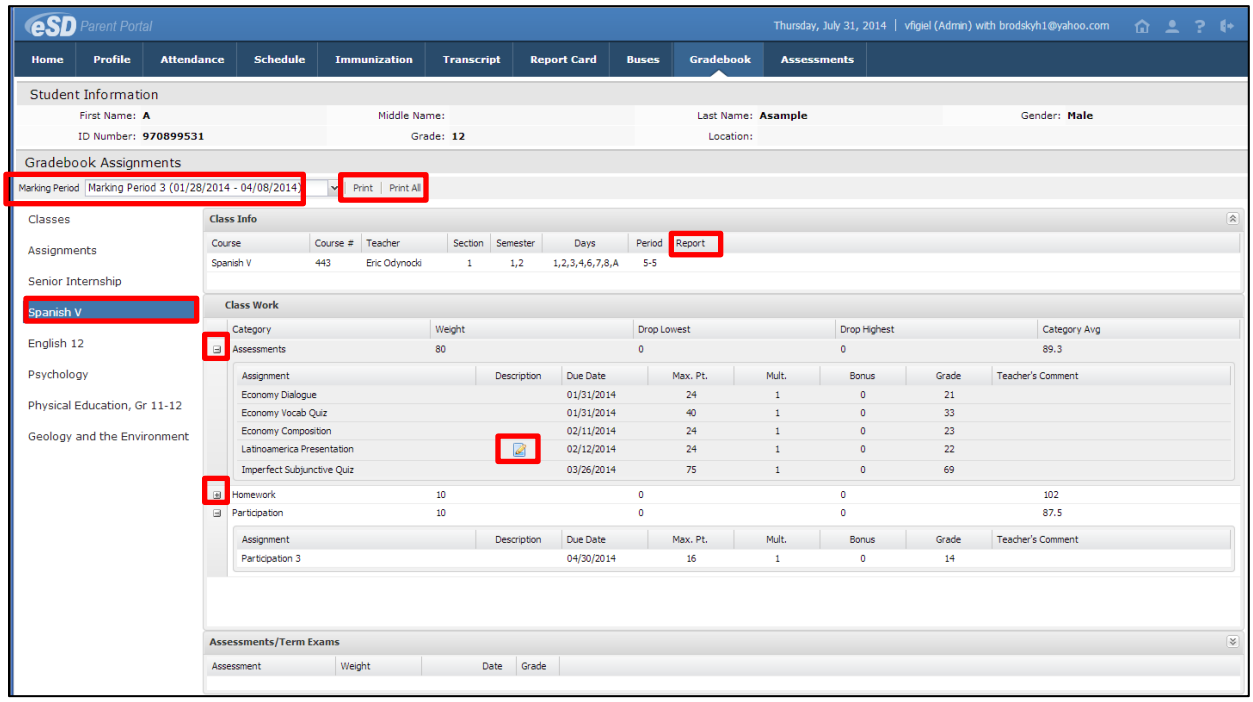
Note: *The **Print** button will open a new window which displays the current classes screen for printing. The **Print All** button will open a new window that separates each class into a section for compartmentalized printing.*

The **Assignments** window allows users to search for Assignments for all classes 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).



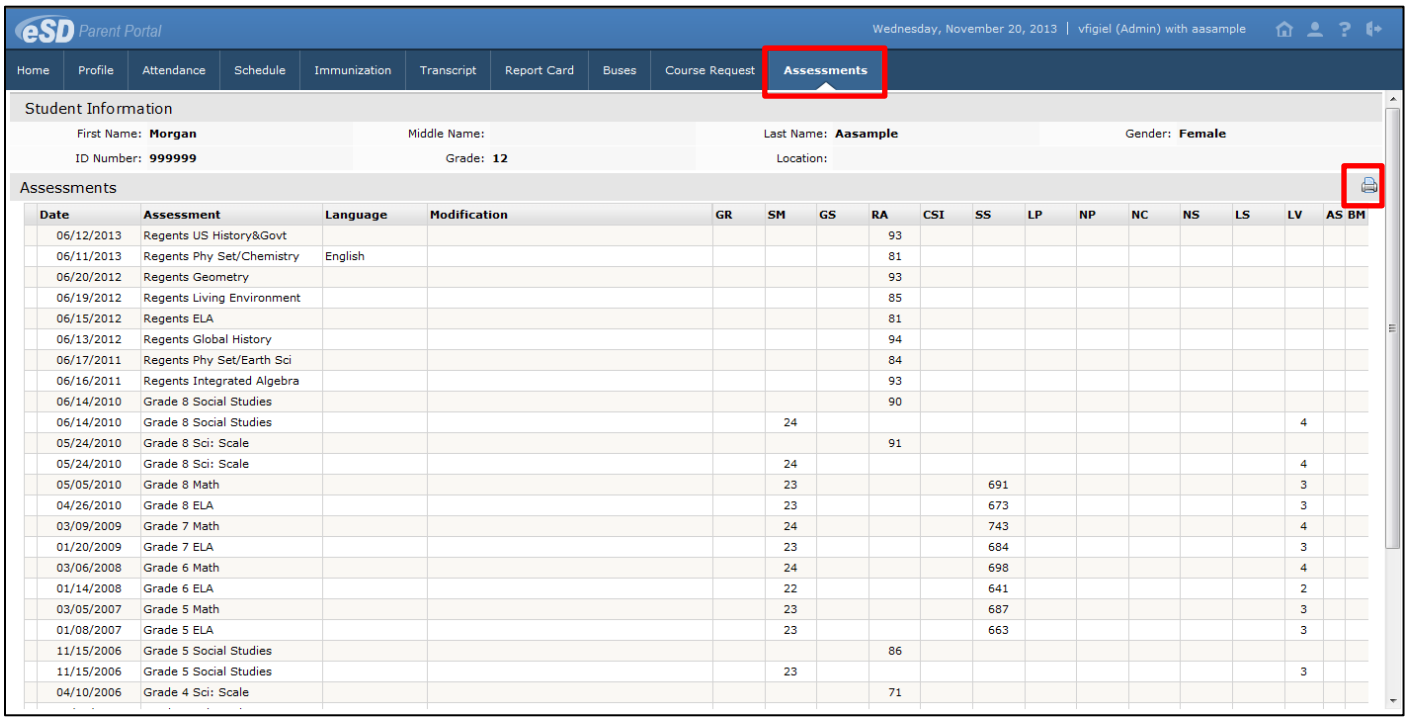
Click a **Class** name from the Classes List menu to display specific details for the selected Class.

In the **Class Work** section, click the **Expand icon** ⊞ next to an Assignment Category to display the published assignments in that category. Click the **Assignment Description** icon to view the assignment description, which may contain relevant external URL links. Click the **Report** link to view any Performance Reports posted by the teacher. Click **Print** to print the displayed assignments, or **Print All** to print assignments for each class.



Assessments

Click on the **Assessments** tab to view the student's assessments. Click the **Print icon** to print a copy of the student's assessments.

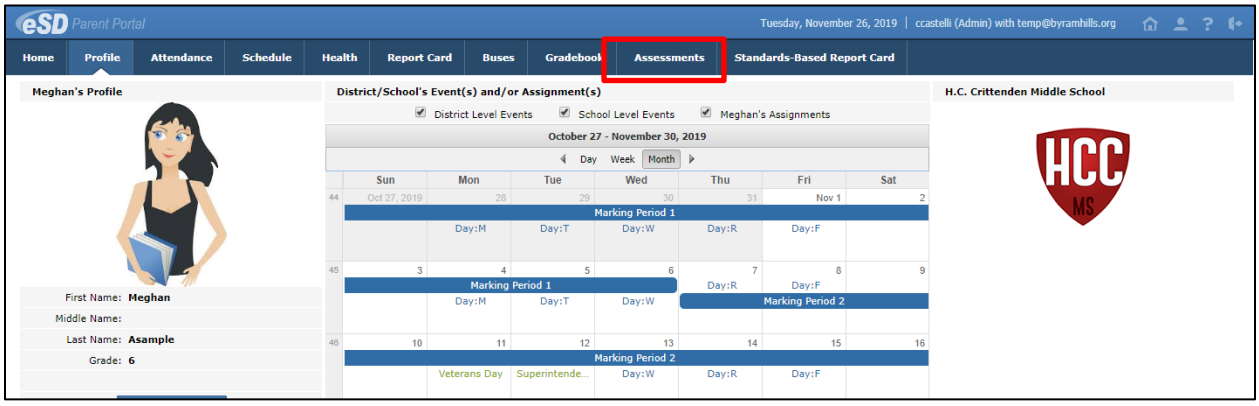


Date	Assessment	Language	Modification	GR	SM	GS	RA	CSI	SS	LP	NP	NC	NS	LS	LV	AS	BM
06/12/2013	Regents US History&Govt						93										
06/11/2013	Regents Phy Set/Chemistry	English					81										
06/20/2012	Regents Geometry						93										
06/19/2012	Regents Living Environment						85										
06/15/2012	Regents ELA						81										
06/13/2012	Regents Global History						94										
06/17/2011	Regents Phy Set/Earth Sci						84										
06/16/2011	Regents Integrated Algebra						93										
06/14/2010	Grade 8 Social Studies						90										
06/14/2010	Grade 8 Social Studies				24										4		
05/24/2010	Grade 8 Sci: Scale						91										
05/24/2010	Grade 8 Sci: Scale				24										4		
05/05/2010	Grade 8 Math				23				691						3		
04/26/2010	Grade 8 ELA				23				673						3		
03/09/2009	Grade 7 Math				24				743						4		
01/20/2009	Grade 7 ELA				23				684						3		
03/06/2008	Grade 6 Math				24				698						4		
01/14/2008	Grade 6 ELA				22				641						2		
03/05/2007	Grade 5 Math				23				687						3		
01/08/2007	Grade 5 ELA				23				663						3		
11/15/2006	Grade 5 Social Studies						86										
11/15/2006	Grade 5 Social Studies				23										3		
04/10/2006	Grade 4 Sci: Scale						71										

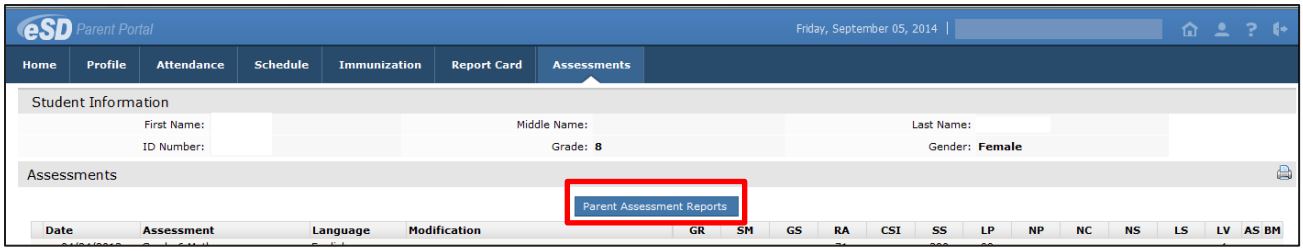
- Assessments continued on next page.

Viewing Parent Assessment Reports for Grades 3-8 Math, ELA and Science Assessments

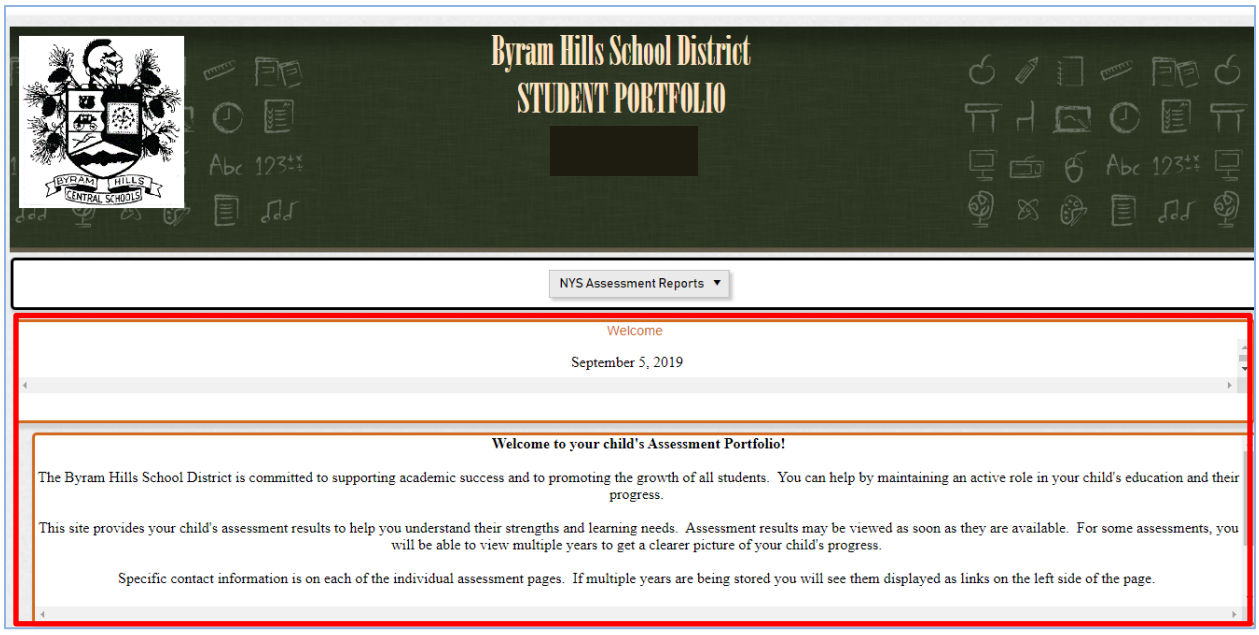
Click on the **Assessment** tab.



Click on the **Parent Assessment Reports** box.

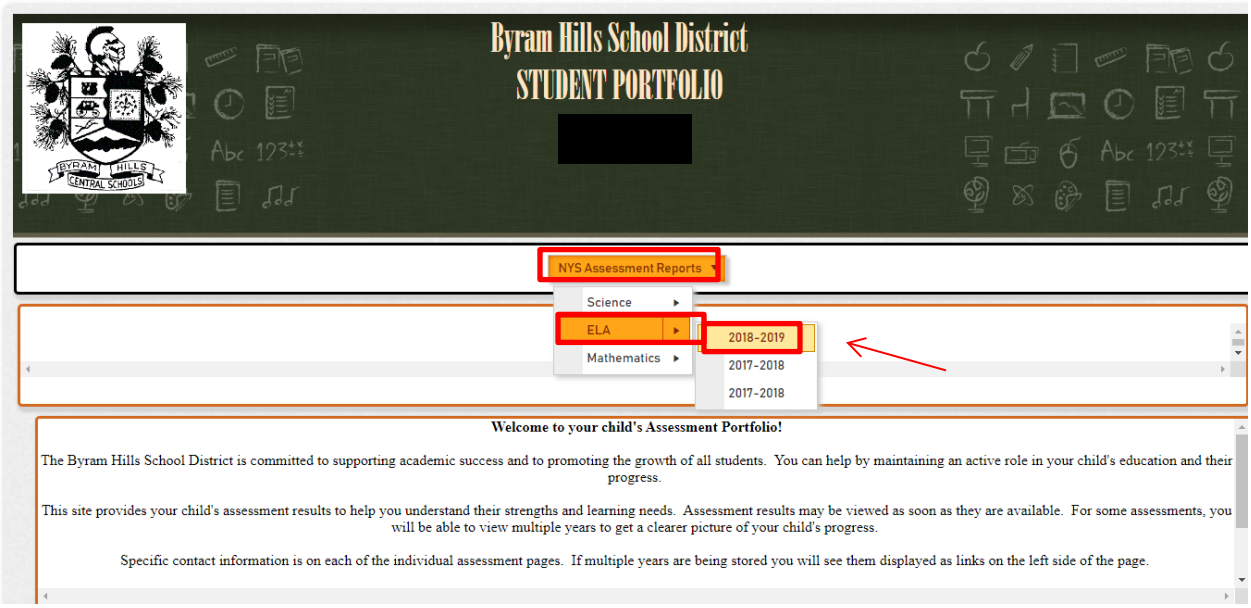


The Student's Assessment Portfolio screen opens up.

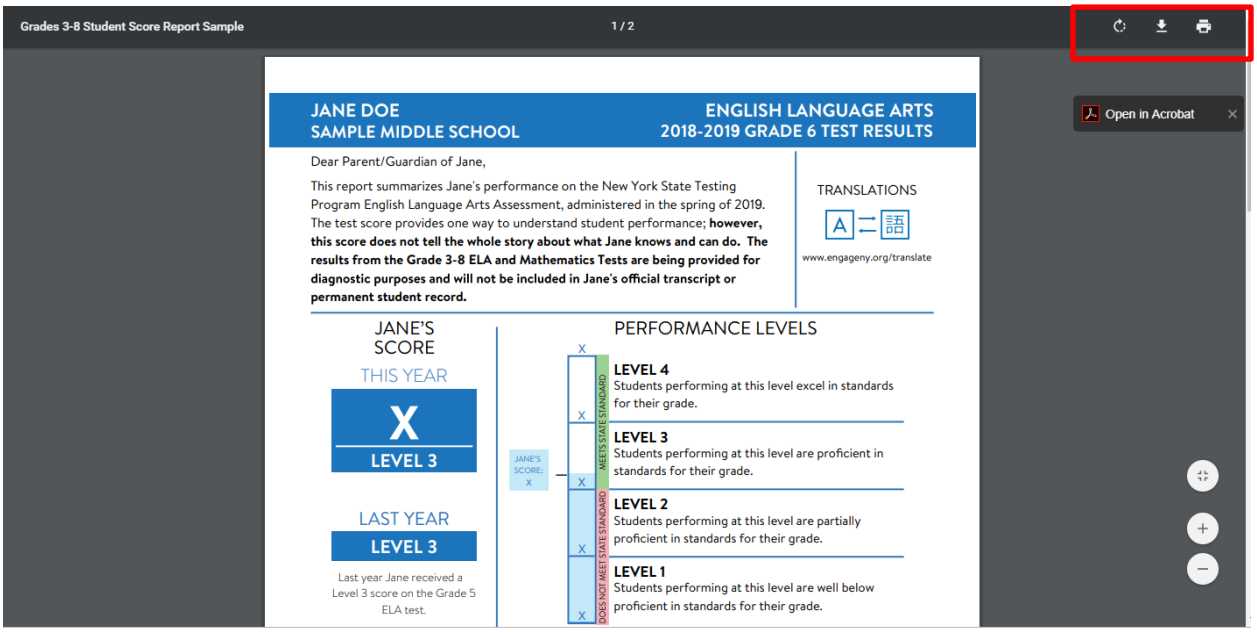


Please read the **District "Welcome" Message** which includes information and helpful links about the NYS assessments and parent reports.

To read your child's report, click the **NYS Assessment Reports** box. It will drop-down a subject list. Click on the **subject area** for the assessment you want to view. Then click the **year** of the assessment. In example below, we highlighted the ELA parent report for 2018-2019.



A copy of the selected report displays. You can **print a copy** by right-clicking within the document, then click Print. Alternatively, you can move your cursor to the top of the screen and when the toolbar appears, click the Download icon to save a copy, or the Print icon to print a copy (*browser specific).



Updating Account Information

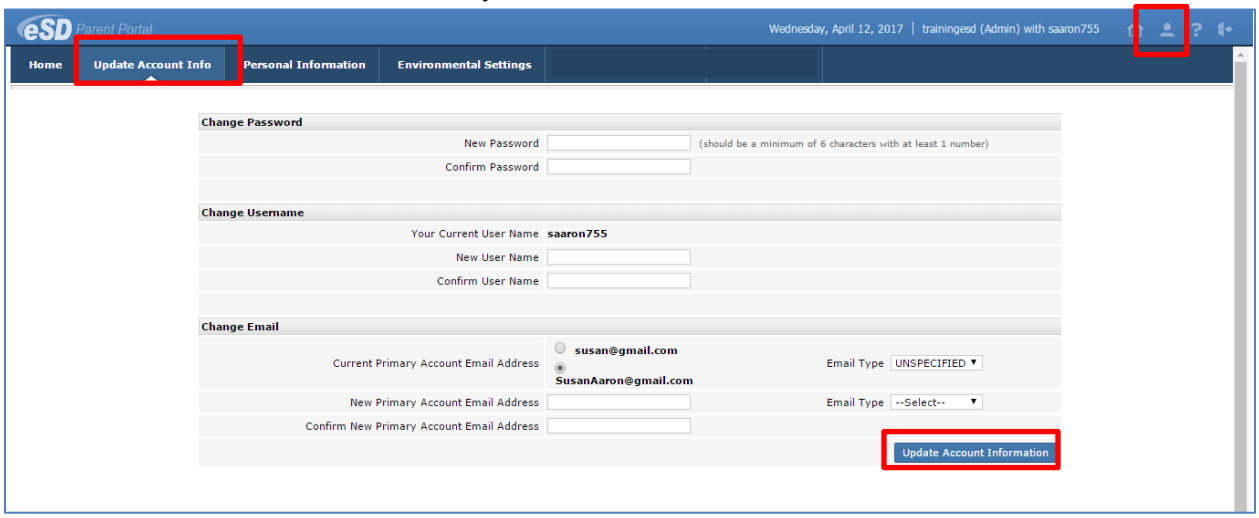
Parents/guardians can update their Account information at any time. Click the **My Account** button at the top right of the Portal screens.

Update Account Tab

The **Update Account Info** tab is the default tab. From here, parent portal passwords, usernames, and primary email address can be changed. Enter the new information in one or all of these categories, and click **Update Account Information** when finished.

The **Current Primary Account Email Address** will be indicated in the list of email addresses associated to the Guardian's record. Select a different email address as the **Current Primary Account Email Address** and the appropriate **Email Type** for that address, OR enter the **New Primary Account Email Address** and select the **Email Type** for the new email address.

An error message will be presented if the New Primary Account Email Address is already used within the district as another's Primary Account Email Address.



Personal Information Tab

Click the **Personal Information** tab to view your personal information, such as First and Last Name, Mailing Address, Phone Information and Email Information.

eSD Parent Portal

Wednesday, November 20, 2013 | vfigiel (Admin) with aasample

Home | Update Account Info | **Personal Information** | Environmental Settings

The information listed below reflects what is currently stored in the district's student management system.

Basic Information

Salutation	**Mrs.**		
First Name	**Caroline**	Last Name	**Aasample**
Gender	**Female**	Education Level	
Mailing Address	**999 Main Street Armonk, NY 10504**		

Phone Information

Phone No	Phone Ext	Phone Type	Unlisted	Phone Priority
914-555-3333		Cell Phone	No	1
914-555-7777		Work Phone	No	2
914-555-1234		Home Phone	No	3

Email Information

Email Address	Email Type
caasample@myemail.com	HOME