Guide to Your Parent Portal



Parent or Guardian of NBASD Student,

The District is moving to a new student information system for the 2014-

2015 school year. This change requires us to move to a new parent portal, in place of Edline. The following guide will walk you through the process of registering in the new portal. There is a more comprehensive guide available on the District webpage.

Go to www.nbasd.org

Under the families section of the main page you will see a link that says Parent Portal Resources (see arrow). Click on that link.



This will take you to the Parent Portal page. You will see a link for the CSIU Parent Portal. (see arrow). Click on that link.



This will take you to the Parent Portal Login. (see arrow). Click on that link.

Login Go to <u>https://parentsis.csiu-technology.org/</u>

Click on "<u>Online Registration</u>" (see arrow).



All Fields with a red star (*) are required fields. Enter your information and click on Create Account Information. (see arrow).

	Personal Information	Student Information
STE	Welcome to Parent Portal Registration! P 1: Please enter your parent portal logon information below.	
* School District		
	(Start typing your school district then select your district in the list)	
* Username		
	(Your ID is what you will use to login to the portal. You can change at any time from within the portal.)	
* Email Address		
	(Your email address can be updated at anytime from within the portal. If you forget your password the account reset information will be sent to this account)	
* Confirm Email Address		
* Password		
	(Should be a minimum of 6 characters with at least 1 number)	
* Confirm Password		
* Authentication Question	< Select> \$	
* Authentication Answer		
		Create Account Information >>

Enter required information and click on Create Personal Information. (see arrow)

Account Information		Personal Informatio	n	Student Information		
	STEP 3: Ple	ase also make sure you provide at least on	e of your student(s) on file to verify yo	our identity.		
ty Student(s) Your student(s) will show below after you have	added.					
ID Number	First Name	Last Name	Grade	School		
Add Student ID Number 14022 • First Name Syria	ah * Last Name Arnholt					
Add Student to the above list Clear						

Enter needed information, including your student's ID number. You only need to enter **one** of your children to verify your identity and then click on Finish Registration. (see arrow).

Registration
ur registration request has been processed successfully
Registration has been completed successfully. You will receive an email once your school district has approved your account request. Once you have activated your account, you will be able to log on to the eSchoolData Parent Portal.
eSD® is a registered trademark of eSchoolData, LLC - Copyright © 2001-2014 eSchoolData, LLC - Web6 Test

Your e-mail will contain a link to activate your account. Follow the directions in the email and then you will be able to log into the parent portal. **IF YOU DO NOT RECEIVE THE ACTIVATION EMAIL PLEASE CHECK YOUR SPAM FOLDER.** You can access via the district main page as listed in the directions in this guide or by using the following link:

Go to https://parentsis.csiu-technology.org/

Enter your Username and Password and click "Login"



If you lost or forgot your password you can select the forgot password link on the main portal login screen (see arrow).



Basic Navigation

Navigating the features of the Parent Portal is accomplished by clicking on various areas of the screen.

			My Students 4										
			ID First Nam		Middle Name	Last Name	Name Lunch Balance		School				
			10588	Arlis		Abramson Jr.	\$100.00 (As of 03/06/2014)	12	Demo High School				
		2	14026	April		Abramson	\$0.00	8	Demo Middle School				
Recent Activities 1	۲	3	<u>123456791</u>	Billy		Abramson III	\$300.00 (As of 03/06/2014)	2	Demo Elem School				
Activity	Date Time 👻	4	<u>998547</u>	Joan		Abramson	\$0.00	12	Demo High School				
Logged On/Off	12-04-2013 3:20PM												
View Students List	11-05-2013 1:37PM	Ап	nouncement 3										
View Arlis Abramson's Profile	11-05-2013 1:37PM		Title		Sc	hool							
View Students List	05-15-2014 11:54AM		nde -		50								
Logged On/Off	05-15-2014 11:54AM		-										
View Students List	05-15-2014 11:45AM	Do	cument 2										
Logged On/Off	05-15-2014 11:45AM		File Name	Desc	ription			District/Schoo	l				
Logged On/Off	04-01-2014 2:21PM	1	Internet Usage P	ermis Usag	e Form must be si	gned and returned to	the school each year before into	er Demo High Sc	Demo High School				
View Students List	03-27-2014 11:38AM	2	Parent User Guid	e Parer	nt User Guide			Demo High Sc	hool				
Logged On/Off	03-27-2014 11:38AM	3	School Calendar	Acad	emic Calendar for	12-13		District					
View Students List	03-27-2014 11:37AM	4	Lunch Menu - Ma	arch Demo	o Elementary Lunc	h Menu for March		Demo Elem So	hool				
Logged On/Off	03-27-2014 11:37AM												
View Arlis Abramson's Profile	03-04-2014 1:52PM												
View Students List	03-04-2014 1:51PM												
Logged On/Off	03-04-2014 1:51PM												
4 4 Page 1 of 4 ▶ ▶	2												

- 1. Displays the recent activity on your parent portal.
- 2. Displays listing of files uploaded by the district.-If you see a file listed, click on it and you can either save it or open it.
- 3. Displays announcements from the district.

-If you see an announcement listed, scroll your mouse over it to see the message.

4. List of your children.

-Click on one of your listed children to see information about that child.

Student Profile

Immunization Transcript Report Card Buses Course Request Gradebook Progress Report Ass	ssessments Fees
District/School's Event(s) and/or Assignment(s)	Demo High School
District Level Events 🗹 School Level Events 🗹 Ayden's Assignments	
April 27 - May 31, 2014	
4 Day Week Month	
Sun Mon Tue Wed Thu Fri	Sat
18 Apr 27, 2014 20 23 30 May 1 Day:A Day:B Day:A Day:B Day:A	2 5 Eagle Valley High School
Chapter 20 Chapter 20 Unit 20 Test	
	Ayden's Messages
19 4 5 6 7 8	9 10 Rev Message
Day:B Day:A Day:B Day:A Day:B Homework 3	Title Course
20 11 12 13 14 100ay 246 pm 1 Day:A Day:B Day:A Day:B Day:A	16 17
Unit 21 Test	
21 18 19 20 21 22 2	23 24
Day:B Day:A Day:B Day:A Day:B	
	No messages to display
22 25 26 27 28 29 3 Memorial Day Day:A Day:B Day:A Day:B	30 31
Image: Constraint of the state of	16 17 23 24 11 ≤ Page □ of 0 > > > > > > > > > > > > > > > > > >

A series of tabs appear in the upper section of the screen. Use these tabs to view information about your student.

The student calendar display district and school level events, and student's class assignments. To 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.



C	District/School's Event(s) and/or Assignment(s)										
	District Level Events D School Level Events Arlis's Assignments										
	April 27 - May 31, 2014										
	🔄 Day Week Month 🕨										
	Sun	Mon	Tue	Wed	Thu	Fri	Sat				
18	Apr 27, 2014	28 Quiz 1	29	30 Chapter 20	May 1 Chapter 20	Today 1:48 pm Unit 20 Test Test 1	3				
19	4	5	6 Chapter 21	7 Homework 2	8	9 Homework 3	10				
20	11	12	13	14	15	16	17				
21	18	19	20	21	22	23	24				
22	25	26	27	28	29	30	31				

Clicking on an **Assignment** will open the Assignment Details window.

	April 27 - May 31, 2014										
				4	Day Week	Month					
	Sun	Mon		Tue	We	d	Thu		Fri	Sat	
18	Apr 27, 2014	Day:A Quiz 1	28	29 Day:B	Day Chapt	30 r:A er 20	May 1 Day:B Chapter 20	l	2 Day:A Jnit 20 Test Test 1	3	
19	4	Day:B	5 Assignment	6 Day:A Chanter 21 Detail	×	9 Day:B Iomework 3	10				
20	11	Day:A	Class: Category: Assignme Due Date	Class: Geometry (1014) Category: Tests Assignment: Unit 20 Test Due Date: Friday, May 02, 2014						17	
21	18	Day:B	Grade: 90/100 Description: Click on the following web address to review for the unit test. <u>http://www.csiu.org</u>						23 Day:B	24	
22	25	Memorial Di Memorial Holi							30 Day:B	31	

NOTE: For more information about a specific assignment, open the **GRADEBOOK** tab.

Select the **class/teacher** to which the new conversation is related and enter a **Title** for the conversation. Check **Display on parent portal** to have the conversation display in your parent's account on the Parent Portal in addition to the selected class teacher's conversations list. Enter the message and when finished, click **Submit**.

	×
Teacher: M. Bosco - Geometry (1014) Section: 3 Period: 1	•
Homework Question - Chapter 22	
✓ Display on parent portal	
Arial 🔽 🖪 I 🗓 A 🗛 🖓 - 📑	= = 🙆 🗄 🗄 😰
Will the homework assignment for chapter 22 be similar to 21? I n because of a field trip in another class, so I thought I could get this	nay be out of school that day turned in early.]
	Submit Close

Attendance

Click the attendance tab to view your child's attendance. Attendance will display based on settings established by the district. Click the Print icon to print attendance information.

< P	rofile	Attenda	ance Schedule	Discipline	Immunization	Transcript	Report Card	Buses	Course Request	Gradebook	Progress R	eport	Assessme	ents Fe	es s	Standaro	ls Base	d Report >
S	Student Information																	
	First Name: Lauren Middle Name: Killian Last Name: Bankst											ston						
			ID Number: 12	11294				Grade: 9					Gend	ler: Fema	le			
S	Student Attendance																	
Day	,		Attendance												AE	AU	TE	ти
			1-1	2-2	3-3		4-4	5-5	6-6	7-	7	8-8		D				
	11/06/	2013	AU (UNEX)	AU (UNEX) AU (UNE	X) AL	(UNEX)	AU (UNEX)	AU (UNEX)	AU (U	NEX)	P	τυ	(UNEX)	0	7	0	0
	11/08/	2013	AE (MEDE)	Р	P		P	P	Р	F	• • • • • •	P		P	1	0	0	0
													G	irand Tot	al 1	7	0	0
	Periods	Total	1-1		2-2	3-3		4-4	5-5		6-6		7-7		8-	B		D
		AE	1		0	0		0	0		0		0		0			0
		AU	1		1	1		1	1		1		1		0			0
	TE 0 0		0		0	0		0		0		0			0			
		τu	0		0	0		0	0	0 0 0 1								
	* = 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

Click the **SCHEDULE TAB** to view your child's schedule. Click the Print icon it the schedule. The webpage functionality gives you a one click link to the teacher's webpage.

Profile Attendance	Schedule Disciplin	e Immunization	Transcript	Report Card	Buses	Course Request	Gradeboo	k Progress Report	Assessments	Fees	Standards Based Repo
Student Information											
Firs	st Name: Lauren			Middle N	ame: Killia	an			Last Name: Ba	nkston	
ID	ID Number: 1211294								Gender: Fei	nale	
Student Schedule											4
Student Schedule											
Days	Periods	Co	urse #		Course			Sec	Date		Webpage
2,4,6,8,0	1	PE	D09-10		Physical E	ducation 9/10		4	07/01/2013		
7,9	1	MU	ISORCHL		Freshmen	Orchestra Lab		1	07/23/2013		
1,2,3,4,5,6,7,8,9,0	2	so	IBIOHO		Living Envi	ironment Biology H		1	07/01/2013		
1,2,3,4,5,6,7,8,9,0	3	MA	TGMTYH		Geometry	н		2	07/01/2013		
1,2,3,4,5,6,7,8,9,0	4	EN	G9R000		English 9R			1	07/01/2013		
1	5	so	пвіоно		Living Envi	ironment Biology H		1	07/01/2013		
1,2,3,4,5,6,7,8,9,0	5	MU	JSORC10		Concert O	rchestra 9/10		1	07/01/2013		
1,2,3,4,5,6,7,8,9,0	6	AR	TFSA00		Foundation	is in Studio in Art		2	07/01/2013		
1,2,3,4,5,6,7,8,9,0	7	so	CGH1H0		Global History & Geography I H			3	07/01/2013		
1,2,3,4,5,6,7,8,9,0	8	LO	TFR200		French II			2	07/01/2013		
Days	Periods	Co	urse #		Course			Sec	Date		Webpage

High School and Middle School.....

Schools may have different options based on grade level.

Home Profile Attendance Schedule Discipline Immunization Transcript Report Card Buses Course Request Gradebook Progress Report Assessments Fees

Home: At any time, you can return to the main page by clicking on the Home tab.

Profile: This tab shows general information for each of your children.

Schedule: Your child's schedule (by semester).

Discipline: Any documentation relating to a discipline issue.

Immunization: A listing of all immunizations.

Transcript: (High School Only) A transcript of your child's grades.

Report Card: A view of your child's most recent report card.

Buses: A view of your child's bus information

Course Request: A listing of requested and/or approved course requests.

Gradebook: Specific information about your child's grades by course. Click on the specific class and assignments for details.

Progress Report: A view of your child's most recent progress report.

Assessments: A view of your child's assessments (PSSA, Keystone, ACT, SAT...)

Fees: Information about student fees

Elementary Schools.....

e Profile Attendance Schedule Discipline Immunization Gradebook Progress Report

Home: At any time, you can return to the main page by clicking on the Home tab.

ERC

Custom ERC

Standards-Based Report Card

Standards-Based Progress Repo

Profile: This tab shows general information for each of your children.

Schedule: Your child's schedule (by semester).

Discipline: Any documentation relating to a discipline issue.

Immunization: A listing of all immunizations.

Gradebook: Specific information about your child's grades by course. Click on the specific class and assignments for details.

Progress Report: A view of your child's most recent progress report.

ERC: Will display your child's elementary report card.

Custom ERC: Will display your child's customized elementary report card.

SBRC: Will display your child's standards based report card.

SBRC Progress Report: Will display your child's standards based progress report.

My Account



In the upper right corner of the screen is a section named My Account.

Update Account Info: Allows you to change account information - password, username, and e-mail address.

Update Account Info	Personal Information	Environmental Settings	Picture Setting	
	Change Password			
			New Passwor	d (should be a minimum of 6 characters with at least 1 number)
La Car			Confirm Passwor	rd
	Change Username			
			Your Current User Nam	ittlebear
			New User Nam	ie la
			Confirm User Nam	ie
	Change Email			
			Current Primary Account Email Addres	ss lcardennis@csiu.org
			New Primary Account Email Addres	35
		Co	onfirm New Primary Account Email Addres	35
				Update Account Information

Personal Information: Allows you to update personal information (if enabled).



Environmental Settings: You can elect **not** to receive paper copies of documents.

Environment	al Settings	Picture Setting		
	Environme	ntal Settings		
			Select this option if you want to receive copies via US Postal Service.	Select this option if you do not want to receive copies via US Postal Service.
	Arlis Abrams	on Jr. (10588)		
	Progress Repo	rts	US Mail and Online	Online
	April Abrams	on (14026)		
	Report Cards		US Mail and Online	Online
	Progress Repo	rts	O US Mail and Online	Online
	ERC		O US Mail and Online	Online
	Transcript		O US Mail and Online	Online
	Billy Abramso	on III (123456791)		
	Report Cards		US Mail and Online	Online
	Progress Repo	rts	O US Mail and Online	Online
	ERC		O US Mail and Online	Online
	Transcript		O US Mail and Online	Online
	Joan Abrams	on (998547)		
	Progress Repo	rts	US Mail and Online	Online
				Update Settings

Distrie	t/School's Event(s) and/or Assignment(s)	District/School's Event(s) and/or Assignment(s)								
	District Level Events School Level Events Arlis's Assignments	District Level Events School Level Events								
	May 2, 2014	April 27 - May 3, 2014								
	∢ Day Week Month ▶	∢ Day Week Month ▶								
	Friday, May 2, 2014 — Today		Apr 27, 2014	Mon 28	Tue 29	Wed 30	May 1	Today 1:52 pm	Sat 3	
12am	Unit 20 Test Test 1	12am		Quiz 1		Chapter 20	Chapter 20	Unit Test 1		^
1am		1am								
2am		2am								
Sam		Sam								
4am		4am								
5am		5am								
6am		6am								
7am		7am								
8am		8am								
9am		9am								
10am		10am							`	~

You also have the ability to view the calendar by Day, or Week, as shown below.

Messages

The message function, which allows communication with teachers. If parents have messaged teachers, it will appear on this Message inbox. Click **New Message** to start a conversation.

CYU Stu	📣 🖞 Student Portal 🛛 👔 Friday, May 02, 2014 districtadmin (Admin) with 10588 🏠 👱 💡 🕪												
Profile	Attendance	Schedule]	(mmunizat	on Transcr	ipt Repo	rt Card B	uses Cour	se Request	Gradebook	Progress Rep	ort Assessme	ents Fees	
Arlis's Profile				District/School's Event(s) and/or Assignment(s)					Fri Today 1:46 pm Day:A	Sat 3	Demo High School		
First Name: Arlis				4	Quiz 1	6	Chapter 20	Chapter 20	Unit 20 Test Test 1	10	Irlis's Messages		
Last Name: Abramson Jr. Grade: 12 Location:			10		Day:B	Day:A Chapter 21	Day:B Homework 2	Day:A	Day:B Homework 3		Title Course 2 Test 2 Geometry (1014) 3 test Geometry (1014)		
Counselor: Cindy F Announcement(s) Title		Fow School	20	11	12 Day:A	13 Day:B	14 Day:A	15 Day:B	16 Day:A	17	 test Quiz Quiz Field Trip 	Geometry (1014) Geometry (1014) Geometry (1014) Geometry (1014)	
1 <u>Snow Day</u> 2 <u>Prom Pron</u> 3 <u>Final Mark</u>	<u>vs</u> mise king Period B	District Demo High School Demo High School	21	18	19 Day:B	20 Day:A	21 Day:B	22 Day:A	23 Day:B	24	 Field Trip Test Test 4 Page 1 	Geometry (1014) Geometry (1014) Geometry (1014) of 1	

Miscellaneous

Help: There is a button in the upper right corner of the screen that, when selected, will display a number of Frequently Asked Questions.

Printing: There are buttons throughout the program that allows you to print a particular page.

If you need support to access your account please send an email to Mr. Eric Guthrie at <u>eguthrie@nbasd.org</u> Please refer to the parent guide and FAQ section (see arrow) on the portal login screen prior to sending the email.



Logging off the program

When you are finished, please log out of the program but selecting the "Log off" button in the upper right corner of any screen.

Parent Portal Use

Parent Portal is parent/guardian access to a variety of student-related information. It has been designed to be used as another form of communication with teachers and administrators to help support your child(ren)'s education.

As a condition of using the Parent Portal, I, as a legal parent or guardian, have read and understand the following:

- 1. Username and passwords are to be kept confidential. Do not give your password to your child(ren).
- 2. If you notice an error with any of your child's information or with the system, please contact your district administrators.
- 3. If you notice a mistake with any of your child(ren)'s grades, please e-mail his/her teacher directly.
- 4. Concerns about grades and assignments should be addressed to your child's teacher.
- 5. New Brighton School District does not provide technical support for your home or work computer system.
- 6. Even though you will be able to check grades 24 hours a day / 7 days a week, teachers generally will post grades within one week.
- 7. The school district is providing access as a privilege, and if abused, access may be revoked at any time.
- 8. New Brighton School District and it's directors, employees and agents are not responsible for any claims and/or damages arising from my use or inability to use the system.