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eSD® Student Portal
Student View

This chapter provides a step by step guide for Students to login and access information through the eSD® Student Portal. The eSchoolData Student Portal will make it easy for students to view current academic information by allowing for immediate access to grades, assignments, school calendar, schedule, attendance and much more.

All currently enrolled students will be provided with an eSD Student Portal account. Please refer to the 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 **Log in**. At anytime if you have any questions regarding your eSD Student Portal account please see your district's portal account administrator.

Figure 1 – Logging in

NOTE: The eSD® Student Portal is best viewed using Internet Explorer 7 or Internet Explorer 8 in compatibility mode.

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Upon logging in, you must "**I Agree**" to "The Terms of Use." After reading the document, click "I Agree." If "I Agree" is not selected, access to the eSD student portal will be prohibited.

Figure 2– Terms of Use

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Once you have successfully logged into the student portal your Profile page will display. Click on an Informational Tabs to access the corresponding information. The tabs visible are reflective of your school district's settings. All tabs may not be available

Figure 3 – Profile Tab

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From the **Profile** tab students can access the conversation functionality, which allows students to communicate with staff members via internal messages.

Select the desired class from this drop down menu.

Check the "Display on parent portal" checkbox to have this message display on the parent portal.

Click the "Add New Conversation" button to create a new message. When finished, click **Submit.**

Figure 4 – Student Portal Conversations

Click on **Attendance** Tab, the student's Attendance will be viewable. Attendance will display based on settings established by the district.

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

Figure 5 – Student Attendance

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Click on the **Schedule** Tab, and the student's schedule will be viewable. Click the print icon to print a copy of the schedule. If a teacher has enabled the eSD webpage functionality a link to the staff member's webpage will display in the Webpage column.

Figure 6– Student Schedule

℗ -The Partially scheduled icon denotes the student has been pulled out of that class for a given day pattern. The pull out day pattern will be missing.

Click on the **Discipline** Tab, the student's discipline history will be viewable.

Figure 7 – Student Discipline

Click on the **Immunization** Tab, the student's Immunization Report will show immunization records on file with the district.
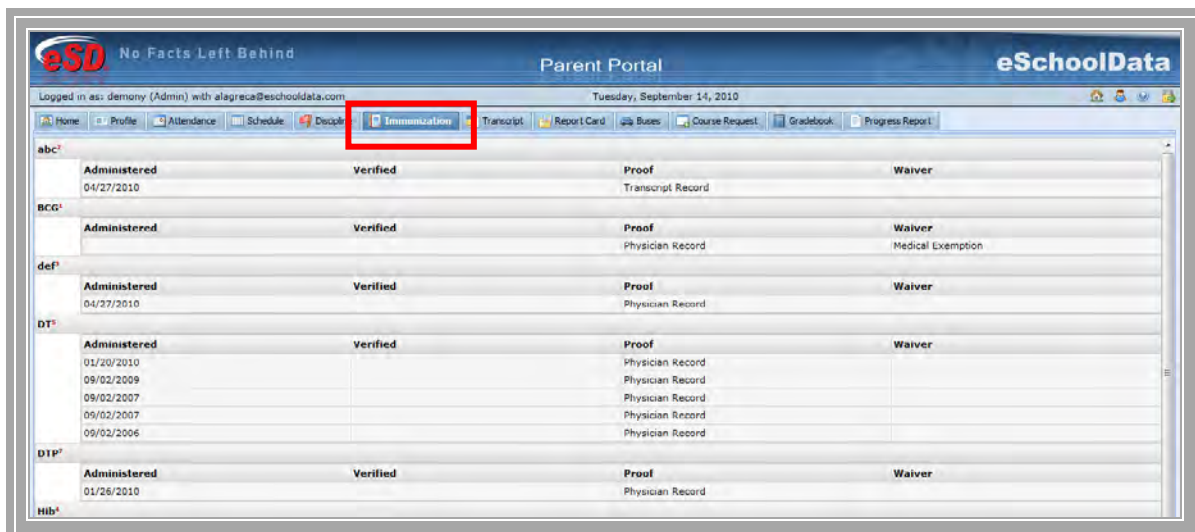

Figure 8 – Student Immunizations

Click on the **Transcript** Tab, the student's transcript will be viewable. Click the Print button to print an unofficial transcript directly from this screen.

Figure 9 – Student Transcript

Click on the **Report Card** Tab, the student's report card will be viewable. Users will also have the ability to print an unofficial Report Card directly from this screen.

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Figure 10 – Student Report Card

Click on the **Progress Report** Tab, the student's progress report will be viewable. Users will also have the ability to print an unofficial Progress Report directly from this screen.

Figure 11 – Student Progress Report

NOTE: All grade reporting documents will be published at the district's discretion.

Click on the **Buses** Tab, the student's Bus Information will be viewable.

Figure 12 – Student Buses

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Click on the **Course Requests** Tab, the student's current Course Requests will be viewable. Depending on the district's policy and settings, students and possibly parents/guardians will be able to submit new requests. To enter a new course request click the **New Request** button. The system will then allow students to search for courses by either Department or Subject area. Comments can also be added. Click **Save** to add a request.

Figure 13 – Student Course Requests

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Click on the **Grade Book** Tab, published categories and assignments will be accessible. Simply click on the course you would like to view; all published assignments will appear under the section labeled **Class Work**.

Figure 14– Viewing Teachers' Grade books

Click on the **Fees** Tab, the student's Fees will be available to view. Invoice information and total balances will be displayed. Click the **Print** icon to print a copy of the student's Fees.

Figure 15 – Student Fees

Click on the **Assessments** Tab, student's assessments selected to be displayed on the portal will display. A copy can be printed by clicking the **Print** icon.

Figure 16– Student Assessments

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Updating Account Information

Students can change their passwords at any time by clicking on the "👤My Account" icon. From the "**Update Account Info**" tab, student passwords can be changed. Simply enter the new password and confirm it. When finished click the "**Update Account Information**" button.

Figure 17– Changing Passwords

Click the **Help** icon in the upper right corner to access the eSchoolData Student Portal F.A.Q. This F.A.Q. provides students with answers to commonly asked questions.

Figure 18– Student Portal F.A.Q.

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