eSD Mobile App – Quick Guide for Parents

Logging In:

➢ Enter your Email Address and tap **Next** – Enter your Password and tap **Sign in**.

  o Password is the SAME password to log into eSD Parent Portal

Navigating:

➢ At the top of every page is the Title Bar, and at the bottom of every page is the Navigation Bar, which contains the Home, Messages, Profile, and Account Tab.

➢ Tap an item on a page to select it and open that page. Once an item has been selected, a Back button appears to return users to the previous screen. Tap Back to return to the previous screen or tap another tab to move to that page (the selected tab has a darker background).

➢ Swipe down on any tab to refresh the page.

Home Tab: The Home tab displays currently posted **Announcements**, grouped by District and each child's school. Tap an announcement to read the full text.

Messages Tab: The **Messages** tab (if enabled by district) displays the Message threads in the user's Inbox, grouped by Date in reverse chronological order (most recent first).

Tap a Message to view the Message thread and/or to Reply to the Message. Tap the Compose button to create a new message

➢ View Message and Reply the Message thread has a header that displays the Subject and Date/Time of the initial message in the thread, with each message in the thread separated by horizontal rules. Each message displays the message details (Sender, Date/Time) on the left and the message Body on the right. Tap the Reply button to compose a Reply. Enter the Body* of the Reply message, then tap Reply to send the message. Once sent, the reply is displayed in the Message thread.

➢ Tap the Compose button to create a new message thread, then tap the To* field to open a list of your students and their teachers. Drag the list to display additional recipients and tap to select the desired recipients(s). When finished selecting recipients(s), tap Done.

Profile Tab: The **Profile** tab allows users to view information about each child. The dots at the bottom of the screen indicate the number of students tied to the parent's account, with the darker dot indicating the displayed student. Swipe left or right to view data for your other students. Icons indicate the areas of information that may be viewed: **Assessments**, **Attendance**, **Buses**, **Course Request**, **Discipline**, **Gradebook**, **Immunization**, **Progress Report**, **Report Card**, **Schedule**, **Standards-Based Report Card** and **Transcript**. Tap an icon to display student-specific information related to that topic. Tap the **General Information** icon at the right end of the Title Bar to display the student's ID, School, Grade and Gender. Tap the icon again to close the pop-up screen.

➢ The visibility of icons is dependent upon district settings, and each building may display different icons.

Student Profile Icons (Decided by District):

Assessments

➢ The Assessments icon opens a list of the student's previous Assessments and the date that Assessment was administered. Tap an assessment to view more details. The Assessment Details window will show specific information regarding the selected Assessment.

Attendance

➢ The Attendance icon displays the student's attendance. The Date Header displays the Attendance Summary, followed by the Daily and/or Period attendance statuses (when enabled by the district). Swipe to display additional dates. Tap a class to open the Attendance Details pop-up window. Tap outside the pop-up to close it.

Buses

➢ The Buses icon lists the student's bus information.

Course Requests (If enabled)

➢ The Course Request icon opens a window which displays All (default view), Pending, and Reviewed Course Requests, grouped by Department. Tap the Add Course Request icon to enter a new Course Request.

Discipline

➢ The Discipline Icon displays a list of the student's Incidents. Incidents are grouped by the school in which they occurred and indicate the incident date and the student's involvement status.
➢ Tap an incident to view its details or tap the Incident Action Icon to view the assigned action. The Incident Details page displays additional incident information, while the Actions page displays the incident's assigned action details.

Gradebook

➢ The Gradebook icon displays the student's current courses, in period order. Tap a Course to open the Gradebook, which displays the course's Marking Periods. Tap the desired Marking Period to view published assignments for that Course/Marking Period. Published assignments are grouped by Assignment Category, with the current Marking Period Average (MPA) displayed at the right end of the Assignment Category headers.

Immunizations

➢ Tap the Immunizations icon to view the student's immunizations recorded by the district. Tap an immunization to open the Administrations window, with details for each dose.

Progress Report

➢ The Progress Report icon opens a window that displays the current progress report. Swipe to view the remainder of the Progress Report.

Report Card

➢ The Report Card icon opens a window that displays the current report card. Swipe to view the remainder of the Report Card.

Schedule

➢ The Schedule icon opens a window that displays Today's class schedule by default, sorted in period order, with essential information about each class. Tap the Date button to select a specific day's schedule or Full to see the school-year schedule overview.

Standards-Based Report Card

➢ The Standards-Based Report Card icon opens a window that displays that displays the current standards-based report card. Swipe to view the remainder of the standards-based report card.

Transcript

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

Account: The **Account** Tab to change your Primary Email Address or your Password, then tap Change Email or Change Password.

Change Email

➢ Your current Primary Email will auto-populate the Current field. Enter your new email address in the New* and Confirm* fields, then tap Submit. Your Primary Email Address will be updated immediately

Change Password

➢ Enter your current password in the Current* field, and your new password in the New* and Confirm* fields, then tap Submit. Your password will be updated immediately.