Assignment Tab continued:
If you do not see a score for a student, this means that the teacher has not yet entered one. Please give the teachers a reasonable amount of time to enter their grades. Keep in mind that things like papers/reports/projects may take longer to grade than other assignments and the teacher may need a little more time to grade and enter these scores. A blank is NOT a zero.

To Contact a Teacher through email:
♦ Click on the Envelope icon in front of the teachers names in the “schedules” tab.

♦ Email all teachers:

Click on the Envelope at the top of the “Teacher” column in “schedules” tab

Trouble Shooting Parent Portal
♦ Make sure you are using Internet Explorer 8 or later/ or Safari 4.0. Firefox and Chrome may also work but there is no guarantee for functionality, security or performance.

♦ You will you need Adobe Reader—this is a free downloadable program. It is required to view or print some reports.

♦ Go to: http://get.adobe.com/reader/

FAQ’s
♦ You only need to complete one registration form to view all children registered in your care.

♦ You do not need to fill one out each year, only needs to be done once.

♦ Updating your email if you have changed your email requires you to go to the elmiraicityschools.com website and selecting “Update your email”

♦ It is advised to turn off your Pop-up blocker for this website.
Home Page:

This displays your student/students home information and will display tabs with additional information. This Contacts page will always be your home page.

Select the grey arrow by the student whose information you wish to view.

Home Icon — Indicates primary contact for the child
Paper/envelope — Indicates contact can receive email
Green Arrow — Indicates this contact can pick up student
Computer Monitor — Indicates this contact has Parent Portal

Schedule Tab:

Shows your students schedule and defaults to standard view, grid view gives you more info.

To Print: select Printer icon or export to pdf or word.

You can e-mail any teacher by clicking on the envelope icon in front of name OR you can e-mail all teachers at once by clicking on the envelope icon in the Teacher column header.

How to log into Parent Portal:

- go to: www.elmiracityschools.com
- select: Parent Portal (on the left of the screen)
- Click “Login”
- Username: this is the email address you used when signing up
- Password: this was emailed to you from ECSD

If this is your first time logging in you should change your password.
- Select the account tab
- Input the password sent to you
- Enter a new one you will remember
- If you forget your password, login in with your email address and a link for “forget password” will appear.

Attendance Tab:

This tab displays your student’s attendance for the current school year. You can have the option of changing the school year to see previous years attendance.

Grades Tab:

The grades tab shows your child’s grade based on the view you have selected.

Choose different views from the drop-down menus.

Viewing options are: Marking Period Grades, Progress Interval, Marking Period Average, Assessment Grades, and Final Grades.

- **Marking Period** — shows the marking period grade only if the period is over. If you choose marking period average then it will display that marking periods average.
- **Assessment Grades** — Shows any State or Local assessments your students have taken
- **Assignments** — Shows all assignments for all classes for that marking period. You can switch marking periods and select just one class from the drop-down menus.