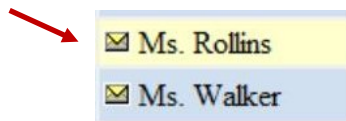


### Assignment Tab continued:

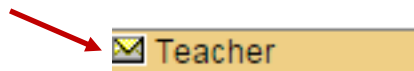
If you do not see a score for a student, this means that the teacher has not yet entered one. Please give the teachers a reasonable amount of time to enter their grades. Keep in mind that things like papers/reports/projects may take longer to grade than other assignments and the teacher may need a little 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 [elmiracityschools.com](http://elmiracityschools.com) website and selecting “Update your email”
- ◆ It is advised to turn off your Pop-up blocker for this website.

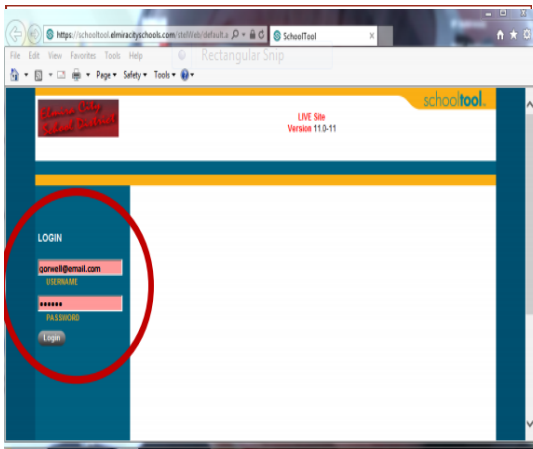
# SchoolTool Parent Portal- For Parents



Your Guide to Parent Portal in the Elmira City School district.

Quick tips on how to utilize , use and trouble shoot the Parent Portal Website.

Adapted from Elmira City Schools Website  
Created by Sonia Barchet  
EDA Library Media Specialist



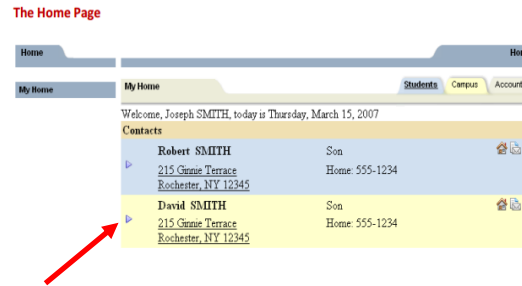
### How to log into Parent Portal:

- ◆ —go to:  
www.elmiracitieschools.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.

### 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:

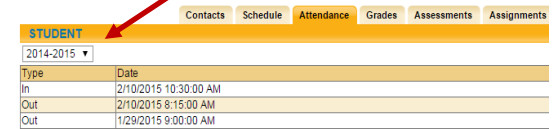
Shows your students schedule and defaults to standard view, grid view gives you more info.

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

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

### 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.