


JAMESTOWN AREA SCHOOL DISTRICT


eSCHOOL BOOK

PARENT REGISTRATION GUIDELINES


 You should only register if you are a parent/guardian of a student. Students should be provided their login names and passwords by the school district.

The following steps are a guide for parents to register in the eSchoolBook application. You will only need to register one time.


1. On the Login page, click the Not Registered? link.
2. On the Registration page, enter information in all of the Required fields (all fields with an **R**).

 Use the TAB key or your mouse to move to each field until you are ready to submit the information. The ENTER key acts like the **Insert** button and the **Cancel** button cancels the process and returns you to the Login page.

3. Enter the name(s) and grade(s) of your child/children in the text field at the bottom of the page.

 The eSchoolBook administrator needs to know the name and grade of your child so he/she can associate your login name with the appropriate student information.

4. Click the **Insert** button to submit the information. A registration message will display and your information is sent to the School District.

 Your login information must be processed by the School District before you can access the eSchoolBook application. This process may take several days and is dependent on the agreement sent out by the district.

PARENT/GUARDIAN HOME

The eSchoolBook application is a browser-based management tool that allows parents/guardians and students to review information relating to grades, assignments, attendance and more.

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Via eSchoolBook, parents/guardians and students have access to the following information:

- [Schedules](#)
- [Assignments](#)
- [Attendance](#)
- [Grades](#)
- [Teacher Notes](#)
- [Activities](#)

Parents/Guardians and students also have the ability to contact teacher's via [e-mail](#) .



ONLY those individuals that have been approved by the district will have access to student information.

AVAILABLE TABS

When parents/guardians first log into the eSchoolBook application, a web page (known as the Home page) displays with tabs of their child's/children's information. The student Home page will display the student's information.

The following tabs are available from the Home page of a Parent/Guardian:

[CHILD NAME](#) - Click the tab with the name of your child to access school-related information about that child. If you have multiple children (that have their records stored in the eSchoolBook application) you will have multiple tabs with each child's name on it.

The following tabs are available from the Home page of a Parent/Guardian and a Student:

[DIRECTORY](#) - Click this tab to access Building-specific information, such as the building's address, telephone number, and staff listings.

[PERSONAL](#) - Click this tab to access personal information such as your profile, a list of your children, and (if available) alerts.

[ACADEMICS](#) - Click this tab to access academic information about your child.

AVAILABLE LINKS

The following links are available on the Home page:

- View the school [calendar](#) for the student.

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- View [class](#) information for the student.

AVAILABLE TABS

When you first log into the eSchoolBook application, a web page (known as the Home page) displays with a summary of your information. The following tabs are available from the Home page:

[DIRECTORY](#) - Click this tab to access Building-specific information, such as the building's address, telephone number, and staff listings.

[PERSONAL](#) - Click this tab to access personal information such as your profile, a list of your children, and (if available) alerts.

[ACADEMICS](#) - Click this tab to access academic information about your child.

ACADEMICS TAB

The Academics Tab is available from the set of tabs at the top of the screen when you first log into the eSchoolBook application. The default tab is [Home](#). This tab allows you to access all academic options for your child.

Click this tab to access the following areas:

- [Student's Profile](#)
- [Schedule](#)
- [Assignments](#)
- [Attendance](#)
- [Grades](#)
- [Notes](#)
- [Activities](#)
- [Calendar](#)

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PROFILE

The Profile tab is available from the [Personal](#) tab.

The Profile tab displays your demographic information. The page lists your name, identification number, date of birth, gender, building in which you are enrolled, grade level, graduation year, address, notes, your picture (if uploaded by the district), and your parents/guardians that have access to your information.

DATA ENTRY FIELDS



Student's can ONLY modify the following Data Entry fields:

Login ID

Required. Enter your Login ID.

Password

Required. Enter your password.

E-mail

Enter your e-mail address.

When you are finished modifying the information, click the **Update** button to save the changes.

ALERTS (STUDENT)

Select the Alerts tab from the Personal tab.

The Alerts tab allows you to view the alerts to which you have subscribed. For each subscription, the page lists your or your child's name (only used in grade or attendance alerts), school name, type of alert (which is an update link), rules (only used in grade or attendance alerts).

Administrators create alerts, which then allow teachers, parents, and students to subscribe to them. When a users subscribes to an alert, e-mail notifications are sent to the individual, notifying them of a certain event or action that has occurred (i.e., absent child, failing grades, school closings).

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[Add/Remove an Alert](#)

To add an alert, click the *Add an Alert* link. To remove an alert, click the **Remove** button that is adjacent to the alert you want to remove from your subscription list.

[Update an Alert Type](#)

To update an alert type, click the *Alert Name* link (located in the Type column of the grid) to access an update page.

The update page allows you to modify the alert parameters. To update the record, modify the Update Fields.

UPDATE FIELDS

Alert Type

Update the alert type from the list. Administrators must mark alerts active in the Administration area before you can subscribe to it. If the alert is not available, contact your system administrator.

School

Update the school from the list. Different school buildings within the same district may have different alert types; therefore, if you update the building you may want to check the Alert types field (above) to see if different alert types are available. This field is only available for school-wide alerts.

Child


Select your name or your child's name from the list. This field is only available for attendance and/or grade alerts.

Score Below

Enter a low score for when an alert will be sent. For example, enter 60 if you want to receive an alert when you or your child receives a score less than a 60 percent.

Grade


Enter the grade for when an alert will be sent. For example, enter C if you want to receive an alert when you or your child receives a grade less than a C.

 If you have children in different buildings, you may want to add the same alert type for each child.

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CHILD NAME

 Your child's name will display on this tab. Therefore, this documentation uses the generic term Child Name or Student Name to identify links and tabs that are found throughout the eSchoolBook application.

The Child Name Tab is available from the [Home](#) tab and to parents/guardians that have a their child's record stored in the eSchoolBook application.

Click this tab to access school-related information about this child.

The following links are available:

- The [student's name](#) (for parents/guardians) to access schedule information.
- The [school calendar](#) to view school events, class events, activity events, assignment due dates, and if school is in session.
- The [class](#) name to view class-specific information and/or contact the teacher.
- The name of an [assignment](#) to view assignment information or print out the assignment.
- The [Grade](#) link to view grades. Click on the column heading (Grades) to view information.
- The [Attendance](#) link to view attendance records. Click on the column heading (Attendance) to view information.

You can also click any of the other tabs to access additional information, such as another child's name, [Directory](#), [Personal](#), or [Academics](#)

SCHEDULE

The Schedule page is available when you click the *Student Name* link on the [Home](#) page, [My Children](#) tab, or from the [Academics](#) tab.

The Schedule page displays the student's class schedule. The Schedule page lists the school year, class identification number, class name, period, start and end time, room name, status, teacher name, marking period in which the class meets, [e-mail address](#) (contact) for the teacher.

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The following link is also available:

- [Class Name](#) (The *class* link displays as the name of the class.) - Click this link to view a description of the course.

ATTENDANCE

The Attendance tab is available from the [Academic](#) tab and from the links on the [Home](#) tab.

The Attendance tab displays your daily attendance records. The daily attendance tab lists the period and bell schedule, class name, attendance for that day (present, absent, tardy, etc.), the time in which you arrived to school or left from school, and/or any comments associated with the absence.



[Changing the Date](#)

To change the date, use the **Date** field and enter a month, day, and/or year in MM/DD/YYYY format. Click the **Go** button to adjust to the desired date. You might change the date to view upcoming assignments or past assignments if they are not listed.

You can click the Calendar link to open the [calendar window](#) and select a date.

CUMULATIVE ATTENDANCE

The Cumulative Attendance Link is available from the [Attendance](#) main page.

To view cumulative attendance records, click the *Cumulative Attendance* link on the main Attendance page. The Cumulative Attendance page will open. The Cumulative Attendance page displays the student's cumulative attendance records up to the current date.

The page also lists the class name, period and bell schedule, marking period, number of days present, number of days absent, total number of days, and number of days late.

The following link is also available:

- [Marking Period](#) (The marking period link displays as the name of the marking period.) - Click this link to view attendance information on a day-by-day basis.

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MARKING PERIOD ATTENDANCE

The Marking Period Attendance Link is available from the [Cumulative Attendance](#) page.

The Marking Period page allows you to view attendance records on a day-by-day basis for a marking period. The page also lists the date of an absence, type of absence, time (if tardy or early dismissal), length (duration of absence), and any comments associated with the absence.

 To access Marking Period Attendance records if you are on the main [Attendance page](#):

 To access Marking Period Attendance Records if you are on the [Cumulative Attendance page](#):

 Use the **Marking Period** drop-down box to change the marking period.


The following links are also available:

- [Cumulative Attendance](#) - Click this link to return to the Cumulative Attendance page and view cumulative attendance records.
- [Daily Attendance](#) - Click this link to return to the Attendance main page and view daily attendance records.

GRADES

The Grades page is available from when you click the *Grade* heading on the [Child Name](#) tab or from the [Academics](#) tab.

The Grades page displays the student's grades for a specified time frame (marking period, semester, or school year), and any missing or incomplete assignments. The page lists the class name, type of grade (points or letter), assignment type, points available and points earned, grade percentage, weight percentage of the assignment, and grade weight that the student received.

 Depending on what the assignment is, areas of the grid may or may not display information.

 [Changing the Time Frame](#)

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To change the time frame of grades that display, use the, use the **Period** field to select the marking period, semester, or school year.

The grid automatically adjusts to the specified time frame. You might change the **Period** to view grades for a specific marking period, semester, or for the entire school year.

The following links are also available:

- [Assignment Type](#) (The assignment type link displays as the name of the assignment, which is located under the Type column of the grid.) - Click this link to view all grades for the subject.
- [Format for Printing](#) - Click this link to format the grades for printing.

NOTES

The Notes page is available when you click the *Student Name* link on the [Home](#), [Academics](#), or [My Children](#) tab.

The Notes page displays a list of notes that a teacher has posted for the parents/guardians, student, and/or staff. The teacher has the ability to post the note just for the parents/guardians.

This page lists the class name, note topic, date the note was posted, if an attachment exists for the note (if available), the teacher name (originator), and phone number of the originator (if available).



Use the Previous and Next links to move to other pages of information.



[View a Note](#)

The following link is also available:

- Originator (The originator link displays as the name of the teacher.) - Click this link to compose and send an [e-mail message](#) to the originator of the note.

Note: Please understand that we do not use all of the functions of eSchool Book. Unfortunately most of the information in eSchool Book comes from other programs and applications our District uses and eSchool Book is an interface into those systems.