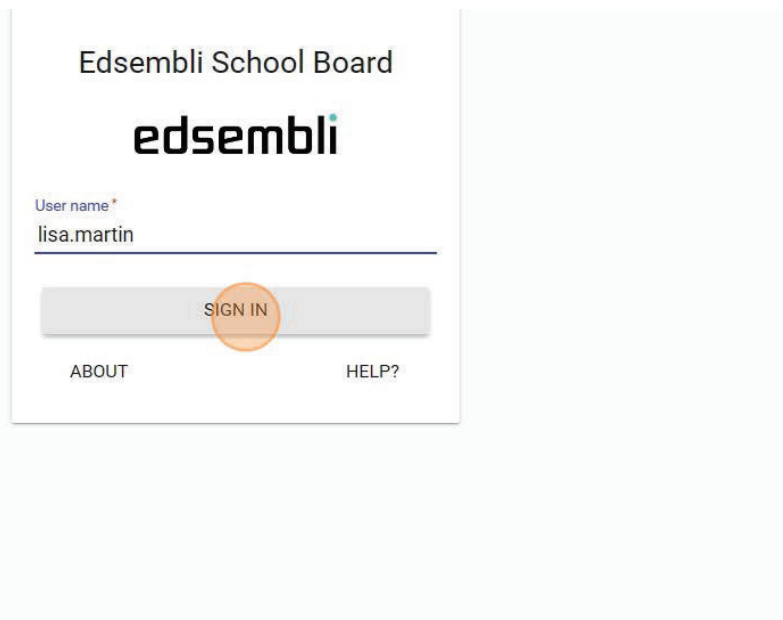# Edsembli Family Portal - Accessing and Navigating for Student's Information

Modified on: Tue, 14 Nov, 2023 at 8:34 PM

This guide provides step-by-step instructions on how to access and navigate the Edsembli Family Portal. It includes detailed instructions and clickable links to help users easily find and access various features such as digital documents, class information, attendance, achievements, marks, graduation requirements, and more. By following this guide, users can efficiently navigate and utilize the Edsembli Family Portal to access a student's information for their academic needs.

1. At the login page, type in the user name provided by your board
2. Click "SIGN IN", and you will be prompted for your password. If you have forgotten your password, select the FORGOT PASSWORD button.
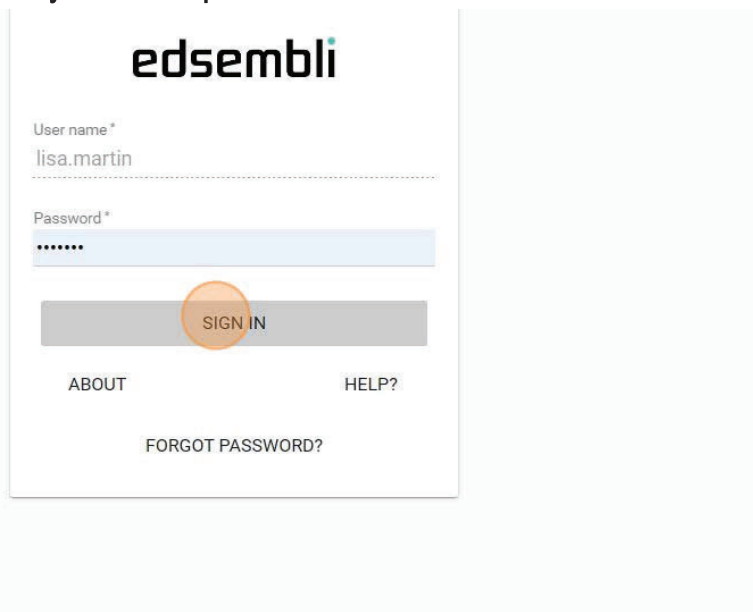

3. Click "SIGN IN", and the Family Portal will open.

4. On the landing page, you will be provided with access, based on Board/Division/District defined security settings, to all students associated with your account. Easily access students in different schools from the same landing page!

5. The Summary page provides the user with an overview of the students' attendance, outstanding fees, marks and comments and Homework. All areas are expandable/ collapsible by selecting the up/ down chevron to see more or less in any section.
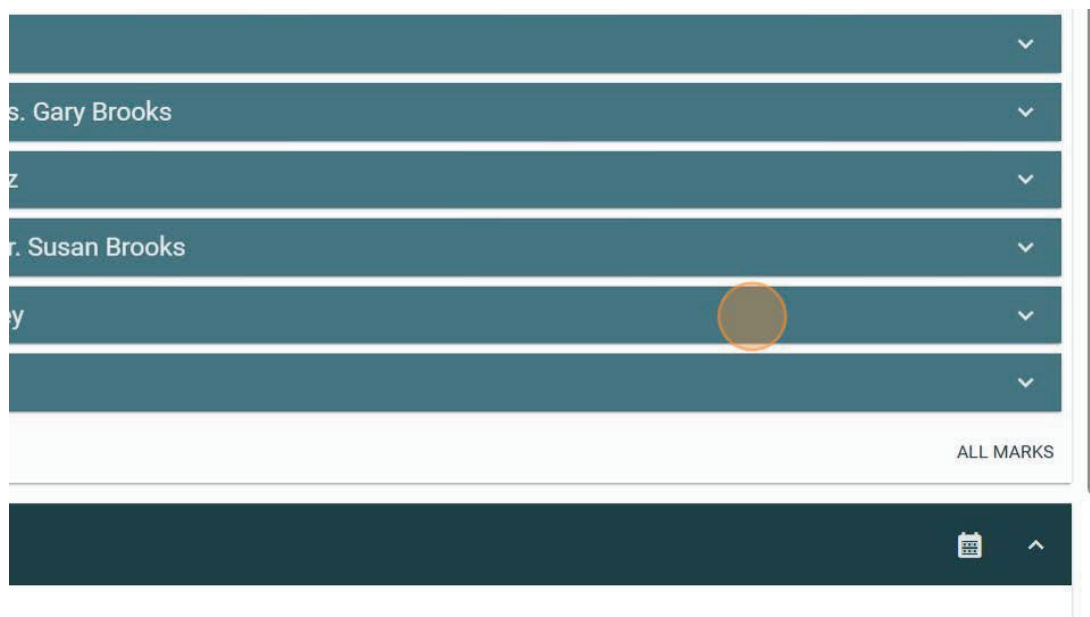

6. If the arrow is pointing down, clicking on it will expand the section, if the arrow is pointing up and the user clicks on it it will collapse the section.
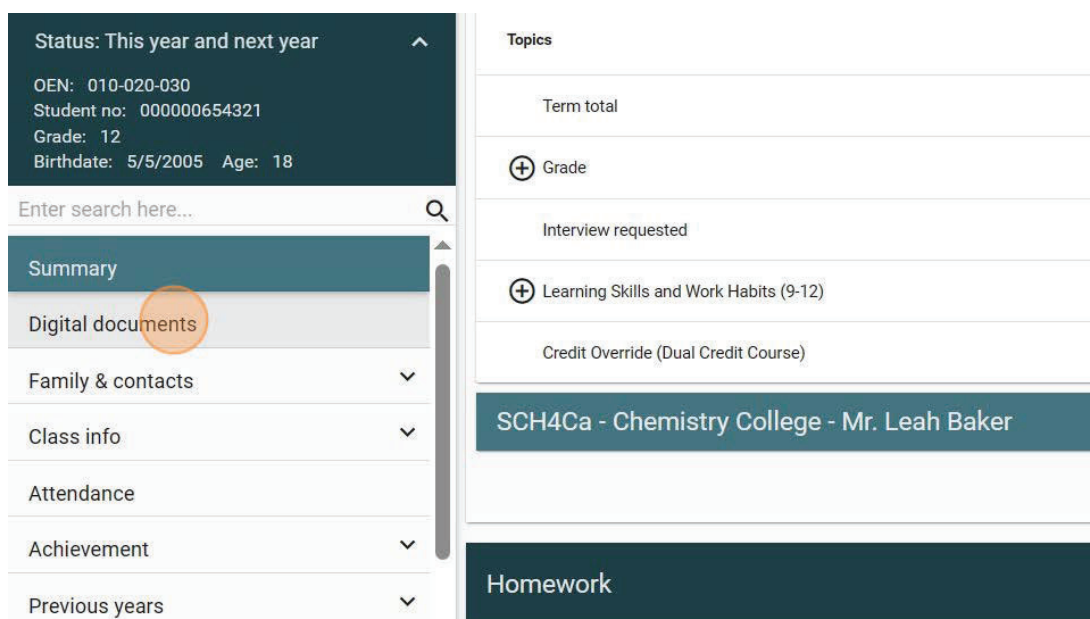
7. In the summary clicking on any section will show you more information on that section.

s. Gary Brooks

r. Susan Brooks

y

ALL MARKS

8. Click "Digital documents" to see documents you have been provided with access to.

Status: This year and next year

OEN: 010-020-030
Student no: 000000654321
Grade: 12
Birthdate: 5/5/2005   Age: 18

Enter search here...

Summary

Digital documents

Family & contacts

Class info

Attendance

Achievement

Previous years

Topics

Term total

⊕ Grade

Interview requested

⊕ Learning Skills and Work Habits (9-12)

Credit Override (Dual Credit Course)

SCH4Ca - Chemistry College - Mr. Leah Baker

Homework

9. Select the "Pdf" icon to download the document.

Welcome, Martin, Lisa

Edsembli Sch

Amelia Martin
Cardinal Carter CHS

Status: This year and next year

OEN: 010-020-030
Student no: 000000654321
Grade: 12
Birthdate: 5/5/2005   Age: 18

Enter search here...

Summary

Digital documents

Digital documents

Document type ↓

|	
PDF	Student transcript
StuTranscript.pdf	Student timetable
PDF	Student IEP Document

10. Click "Family & contacts"

OEN: 010-020-030
Student no: 000000654321
Grade: 12
Birthdate: 5/5/2005   Age: 18

Enter search here...

Summary

Digital documents

Family & contacts   ˅

Class info   ˅

Attendance

Achievement   ˅

Previous years   ˅

Emergency   ˅

PDF	Student IEP Document
PDF	Student timetable

11. Click "Contacts" to see the student contact information

Grade: 12
Birthdate: 5/5/2005   Age: 18

Enter search here...

Summary

Digital documents

Family & contacts   ˄

Contacts

Custody

Class info   ˅

Attendance

Achievement   ˅

Previous years   ˅

PDF	Student timetable

12. Click "Schedule" or Classes to see more information on the classes the student is currently enrolled in

Status: This year and next year ∧	PSK4Ua	Introductory Kinesiology	Mr. Owen
OEN: 010-020-030	HZT4Ua	Philosophy: Questions and Theories	Mrs. Gary
Student no: 000000654321			
Grade: 12	SCH4Ca	Chemistry College	Mr. Leah B
Birthdate: 5/5/2005 Age: 18			

Enter search here... 🔍

Classes

Schedule

Course selections

Attendance

Achievement ∨

Previous years ∨

Emergency ∨

Course workload - upcoming

Class	Title	Teacher
ENG4Ua	English (University)	Mrs. Susan
MDM4Ua	Mathematics for Data Management	Mr. Susan
BAT4Ma	Financial Accounting Principles	Mrs. Brent

13. Click "Today" to change how you see the schedule.

Welcome, Martin, Lisa   **Edsembli Scho**

Amelia Martin
Cardinal Carter CHS   Today ⌄

Status: This year and next year ∧

OEN: 010-020-030
Student no: 000000654321
Grade: 12
Birthdate: 5/5/2005 Age: 18

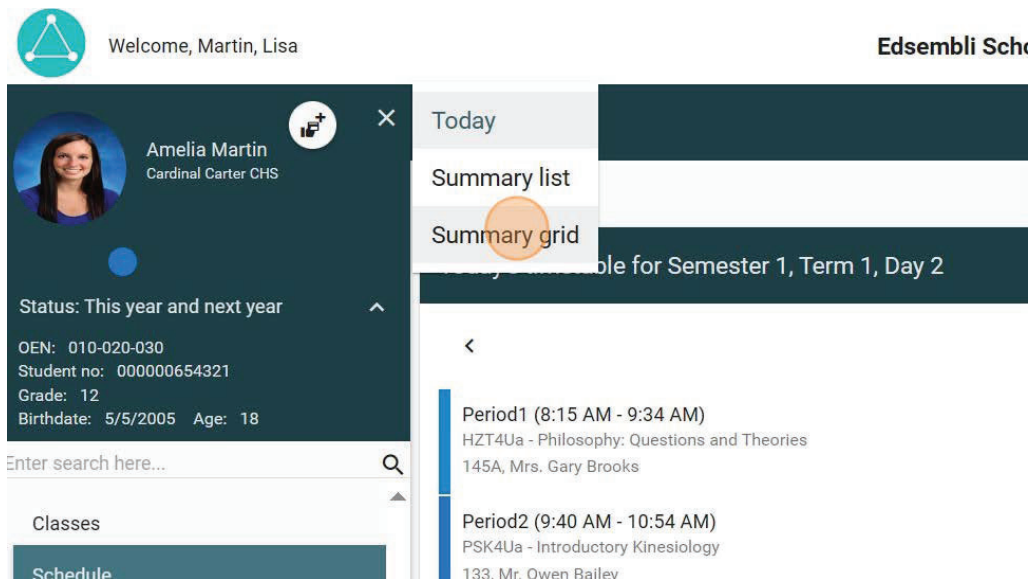nter search here... 🔍

Classes

Schedule

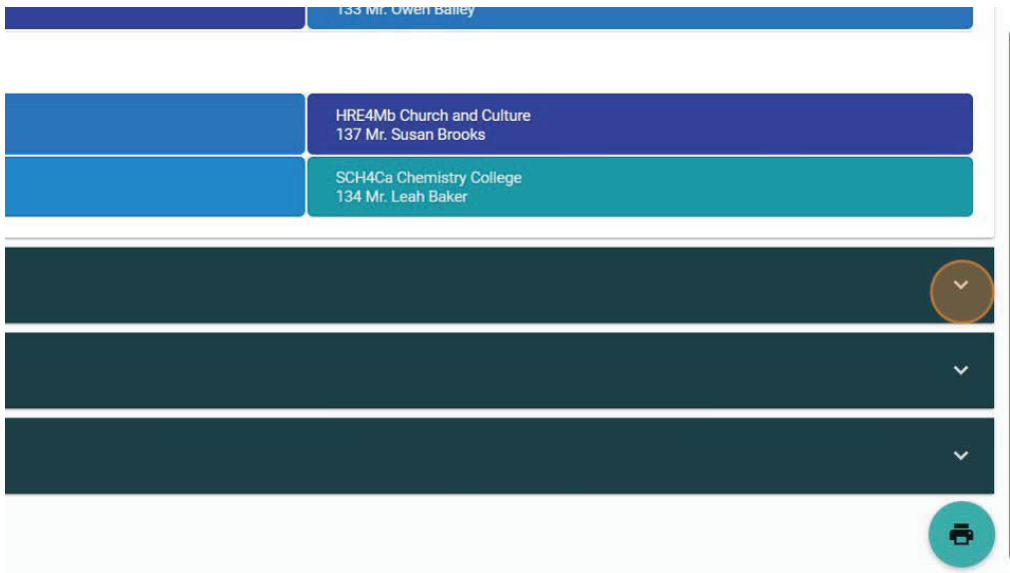**Today's timetable for Semester 1, Term 1, Day 2**

‹

Period1 (8:15 AM - 9:34 AM)
HZT4Ua - Philosophy: Questions and Theories
145A, Mrs. Gary Brooks

Period2 (9:40 AM - 10:54 AM)
PSK4Ua - Introductory Kinesiology
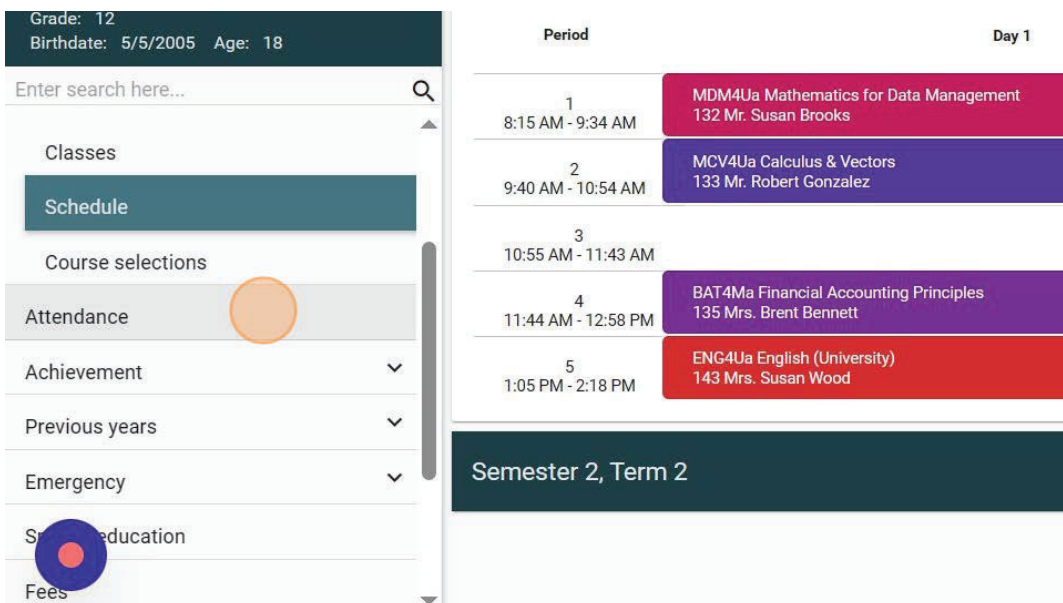133, Mr. Owen Bailey

14. Click "Summary grid"

Welcome, Martin, Lisa

Edsembli Sch...

Amelia Martin
Cardinal Carter CHS

Today
Summary list
Summary grid

...ble for Semester 1, Term 1, Day 2

Status: This year and next year

OEN: 010-020-030
Student no: 000000654321
Grade: 12
Birthdate: 5/5/2005   Age: 18

Enter search here...

Classes

Schedule

Period1 (8:15 AM - 9:34 AM)
HZT4Ua - Philosophy: Questions and Theories
145A, Mrs. Gary Brooks

Period2 (9:40 AM - 10:54 AM)
PSK4Ua - Introductory Kinesiology
133, Mr. Owen Bailey

15. Grid view of the timetable

133 Mr. Owen Bailey

HRE4Mb Church and Culture
137 Mr. Susan Brooks

SCH4Ca Chemistry College
134 Mr. Leah Baker

16. Click "Attendance" menu to see detailed information on the students attendance

Grade: 12
Birthdate: 5/5/2005   Age: 18

Enter search here...

Classes

Schedule

Course selections

Attendance

Achievement

Previous years

Emergency

S... education

Fees

Period	Day 1
1
8:15 AM - 9:34 AM	MDM4Ua Mathematics for Data Management
132 Mr. Susan Brooks
2
9:40 AM - 10:54 AM	MCV4Ua Calculus & Vectors
133 Mr. Robert Gonzalez
3
10:55 AM - 11:43 AM	
4
11:44 AM - 12:58 PM	BAT4Ma Financial Accounting Principles
135 Mrs. Brent Bennett
5
1:05 PM - 2:18 PM	ENG4Ua English (University)
143 Mrs. Susan Wood

Semester 2, Term 2

17. Select the Calendar icon to switch the view of the attendance.

18. Click "Achievement"

19. Click "Marks & comments" to navigate to detailed mark information

09/22/2023	SCH4Ca F Field trip	HRE4Mb F Field trip
09/21/2023	HZT4Ua F Field trip	PSK4Ua F Field trip
09/20/2023	SCH4Ca F Field trip	HRE4Mb F Field trip
09/19/2023	HZT4Ua F Field trip	PSK4Ua F Field trip
09/18/2023	SCH4Ca F Field trip	HRE4Mb F Field trip

Status: This year and next year ∧

OEN: 010-020-030
Student no: 000000654321
Grade: 12
Birthdate: 5/5/2005   Age: 18

Enter search here...   🔍

Achievement ∧

Marks & comments

Graduation requirements

Completed courses

Assessment results

Previous years ∨

Emergency ∨

■ Field trip

20. Click the arrow to expand a classes information

rs. Gary Brooks ∨

ez ∨

Mr. Susan Brooks ∨

ey ∨

Show

21. Click the plus sign on any topic to see the published Markbook items for any topic.

Grade: 12
Birthdate: 5/5/2005   Age: 18

Enter search here...   🔍

Achievement ∧

Marks & comments

Graduation requirements

Completed courses

Assessment results

Previous years ∨

Emergency ∨

S... education

Fees

MDM4Ua - Mathematics for Data Management - Mr.

PSK4Ua - Introductory Kinesiology - Mr. Owen Bailey

Topics

Term total

⊕ Grade

Expand markbook
interview requested

⊕ Learning Skills and Work Habits (9-12)

Credit Override (Dual Credit Course)

SCH4Ca - Chemistry College - Mr. Leah Baker

22. Click "Completed courses" to see a summary of the students' completed courses from previous years

Grade: 12 Birthdate: 5/5/2005 Age: 18			
Enter search here... 🔍	1/4	English	0	1

Achievement ∧	1/4	English	1	0
Marks & comments	0/1	French	0	0
Graduation requirements	2/3	Math	0	2
Completed courses	1/3	Math	1	0
Assessment results	1/2	Science	0	1
Previous years ∨	1/2	Science	1	0
Emergency ∨	0/1	History	0	0
Sp... education	1/1	Geography	1	0
Fees	1/1	Art	1	0

23. Click "Emergency" to view any Emergency information and contacts the school has for the student.

OEN: 010-020-030 Student no: 000000654321 Grade: 12 Birthdate: 5/5/2005 Age: 18			
Enter search here... 🔍		edsembli demo title	87	6/30/202
Assessment results	MPM1D	edsembli demo title	79	6/30/202
Previous years ∨	BBI1O	edsembli demo title	99	6/30/202
Emergency ∨	SNC1DF	edsembli demo title	85	6/30/202
Special education	ENG1D	edsembli demo title	89	6/30/202
Fees	ADA1O	edsembli demo title	75	6/30/202
Notes ∨				
Transportation				
L...				

24. Selecting any menu option will navigate you to the next area of interest.

Grade: 12 Birthdate: 5/5/2005 Age: 18	
Enter search here... 🔍	📞 Work (576) 555-4246
Emergency ∧	✉ Personal lisa.levy@edsembli.com
Contacts	
Alerts & notes	**Emergency contact 4**
Special education	**Amy Wright**
Fees	Sitter
Notes ∨	📞 Home (556) 555-5238
Transportation	
L...	
Exams	

25. "Transportation" shows the student transportation if maintained in the SIS.

Birthdate: 5/5/2005	Age: 18

Enter search here...

Achievement	⌄
Previous years	⌄
Emergency	⌄
Special education	
Fees	
Notes	⌄
Transportation	
Lockers	
Exams	

Unpaid fees

Date	Due	Fee type	Invoice
7/28/2023	9/1/2023	Course fees	78
3/28/2022	9/15/2023	Field Trip	76

26. Click "Lockers" to see locker information if maintained in the SIS

Birthdate: 5/5/2005	Age: 18

Enter search here...

Achievement	⌄
Previous years	⌄
Emergency	⌄
Special education	
Fees	
Notes	⌄
Transportation	
Lockers	
Exams	

Comment

Last modified
4/5/2022

Outbound

Outbound bus

Bus 1 - 3:00 PM

Route/bus	Number	Ope

27. To navigate back to the landing page at any time, select the triangle symbol.

28. Select another student to see their information

29. Navigation works the same between schools, some menues (specifically under achievement) do not apply to Elementary students so are not available when in an Elementary school (for example, Graduation requirements, Course selections)

30. Select the triangle to go back to the main page.

31. Click "ONLINE FORMS" to navigate to available Online forms. Selecting the forms button on the specific student will bring up the forms available for that specific school\ student. New registrations will allow you to register a student for a new school.
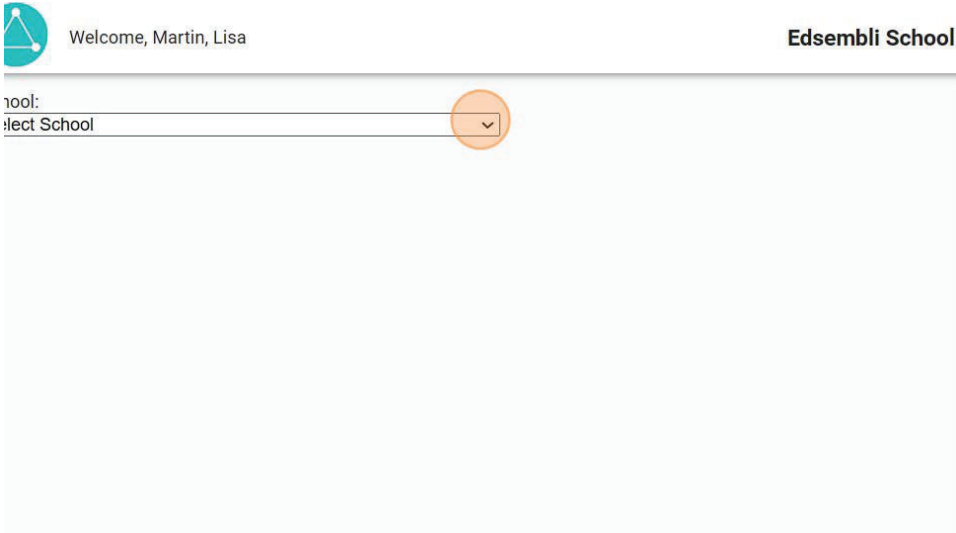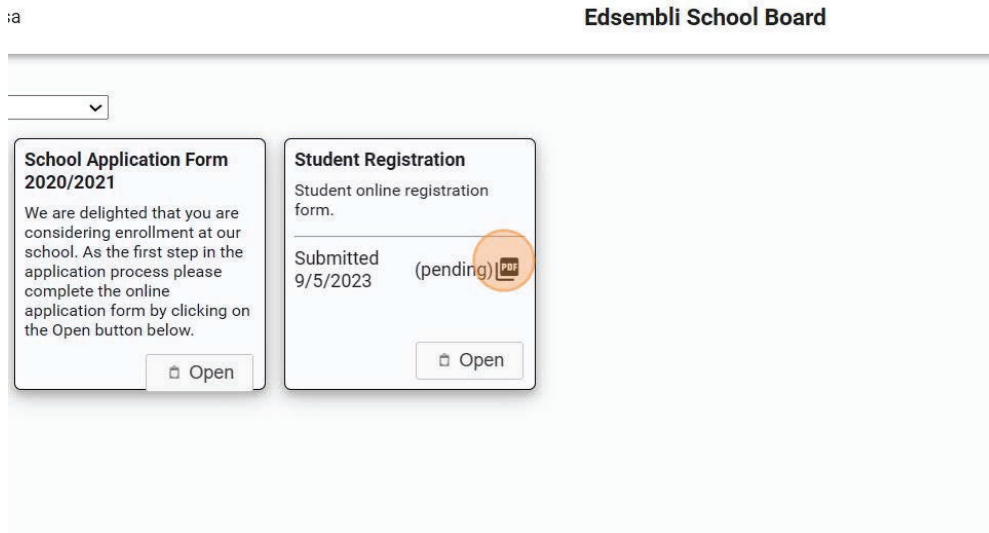
32. Click this dropdown to select the school to register your new student in.

33. To see any pending forms, select the pdf icon on the registration card. A notification will be created when you complete form.