

**eSchoolData Mobile®**  
**Staff User Guide**  
v. 5.6.0



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## Overview

The eSchoolData Mobile® platform is streamlined and intuitive, making it easy for staff to access critical parts of the eSD® Interface while on-the-go. The eSchoolData Mobile® platform allows for instant mobile access, on both Apple and Android smartphones and tablets, to students' Profiles, teachers' Class Schedules, Attendance Roster, Gradebook, and more. (Some capabilities are restricted solely to the Teacher Interface, such as creating Categories and Assignments within the Gradebook.)

The eSchoolData Mobile® platform can be accessed in two ways:

- **Mobile® Web** (a mobile-friendly website, no download required)
- **Mobile® App** (download from the Apple App Store or Google Play)

This guide provides step-by-step instructions for staff to login and access information on the eSchoolData Mobile® platform, whether from Mobile® Web or Mobile® App. When differences exist between Mobile® Web and Mobile® App, instructions for each will be provided.

## Logging In

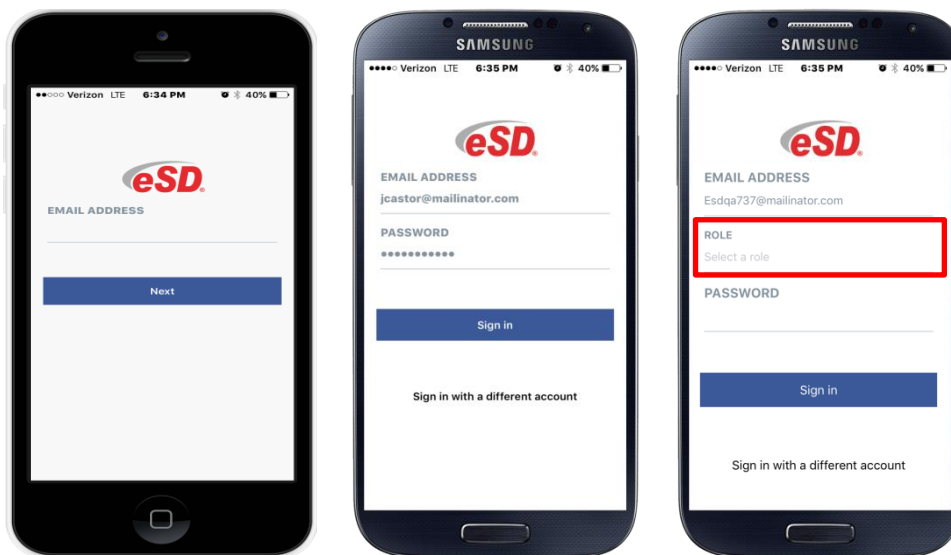
There are slight differences in the login process and login credentials used for Mobile® App (below) and Mobile® Web (next page). Once logged in, however, both display the same data.

### Mobile App: Login Credentials

The eSchoolData Mobile® App authenticates users via the **Email Address** associated with the user's account, instead of their User ID.

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

If your **Email Address** is also associated to a parent account in an eSD® district, a **Role** field appears between the **Email Address** and **Password**, allowing you to select the applicable district/role.



### Note:

The material presented in this guide assumes the user has a basic familiarity with the eSD® System.

For information on how to access and navigate the system, and select basic user preferences, please refer to the **Getting Started User Guide**.

### Note:

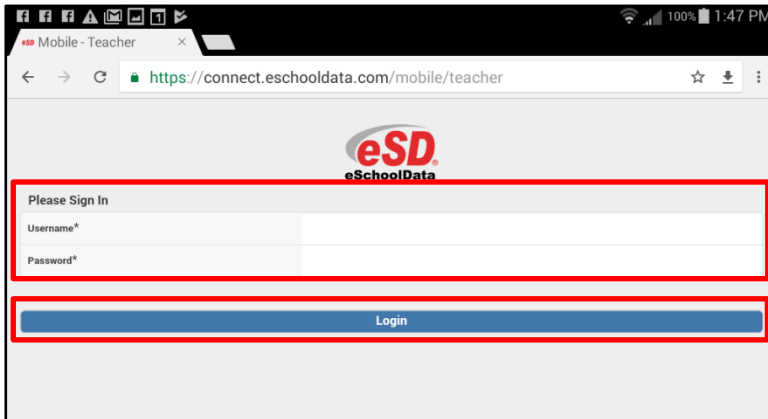
Unless otherwise indicated, **Mobile® App** screenshots were taken using an iPhone (in portrait orientation), and **Mobile® Web** screenshots were taken using an Android tablet (in landscape orientation).

Other smartphones and tablets may have slight display variations.

### Mobile Web: Login Link and Credentials

Please refer to your district's eSD® site for an existing Mobile Teacher Link (**District > Schools > School Information > Parent and Mobile Information**). If you do not have access to that page, or your district has not displayed the link, please contact your eSD® administrator.

Your **User ID** will be your eSD® Mobile Username. Enter your **Username** and **Password**, then tap **Login**.

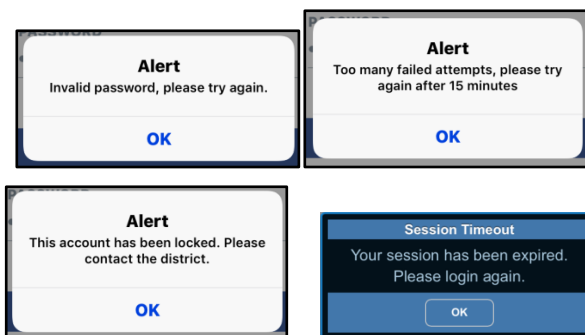


### System Messages






The system will prompt you if:

- you enter the **wrong password**,
- you exceed the limit of **failed login attempts**,
- your **account** has been **locked**,
- your **session has expired** due to inactivity.

Tap **OK** to close each message.

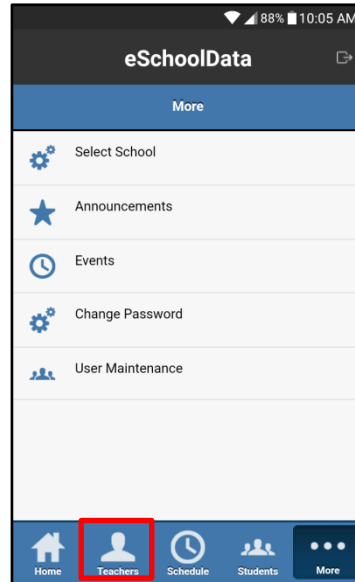
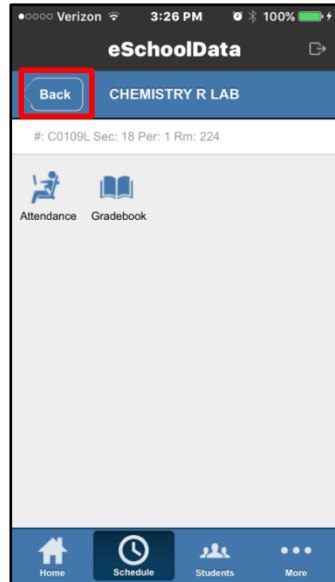
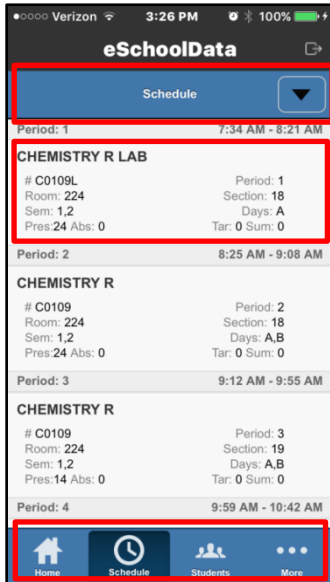


## Navigating eSD® Mobile Staff

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** , **Schedule** , **Students**  and **More**  tabs. Users with permission to access the **Staff Schedule Report** page will also see a **Teachers**  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.




**Note:**  
When users tap **Back** to return to the prior page, the previously selected item will be shaded blue.

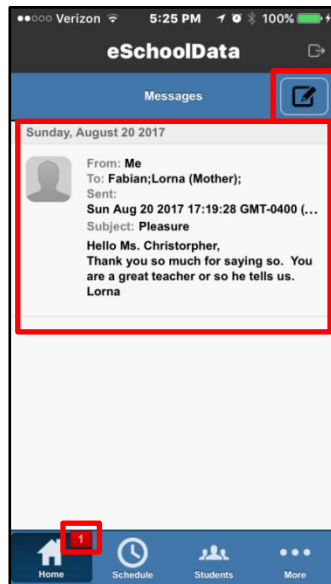
**Note:**  
The user's **Home Page Preference** also controls the Mobile **default tab**:

- **Staff Schedule Views** = Schedule tab
- **Attendance Profiles** = Students tab
- **Student Profile** = Students tab
- **No Home Page Preference** = Home tab

For information on setting the Home Page preference, please see the **Getting Started User Guide**.

## Home Tab (Messages)

The **Home** tab 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 (see below). Tap the **Compose button**  to create a new message (see next page).




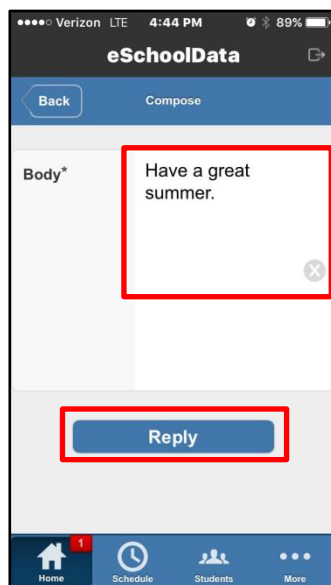
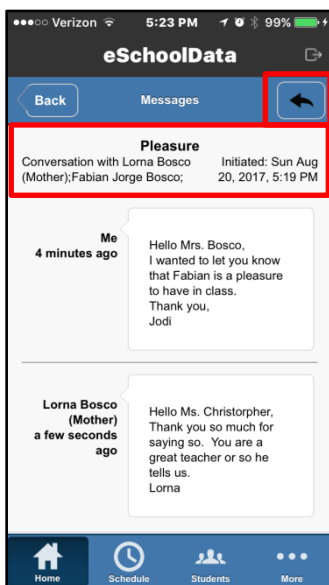
**Note:**  
Unread **Messages** are displayed in **bold text**.

**Note:**  
The superscripted number on the **Home tab** indicates the number of **unread Messages** in the inbox.


### 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.

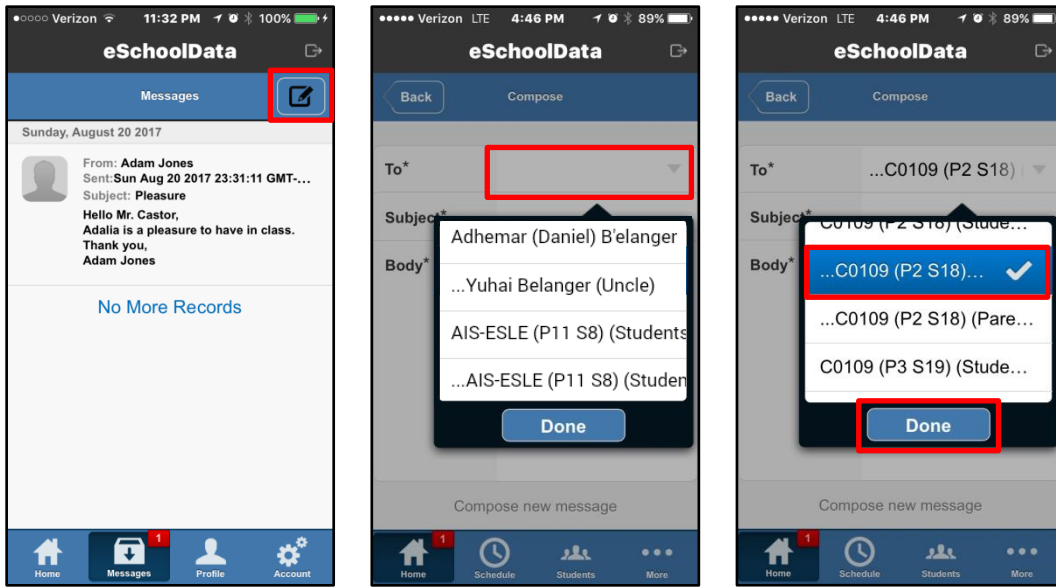


### Compose New Message

Tap the **Compose** button  to create a new message thread, then tap the **To\*** field to open a list of your classes, students and their guardians.

Users can select recipients by class (all students and guardians, all students, or all guardians) or by individual students and/or guardians.

Drag the list to display additional recipients, and tap to select the desired recipients. When finished selecting recipients, tap **Done**.

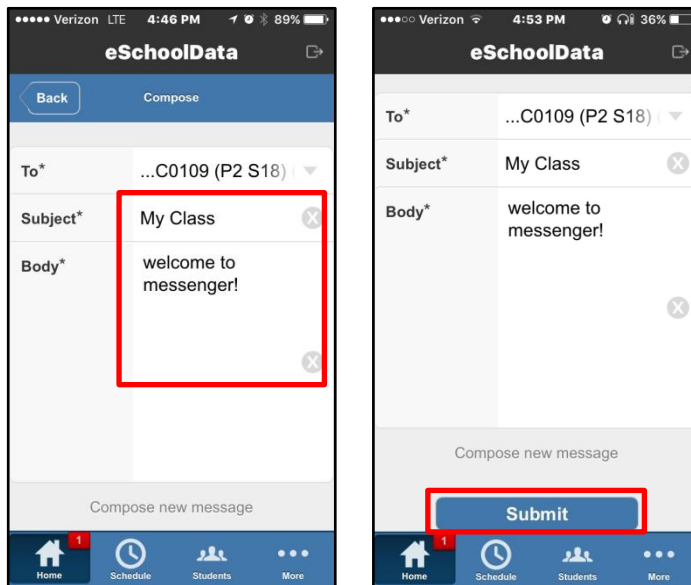


**Note:**  
The classes display as **Course # (Period Section)**. The class Recipient options are in the following order:  
Class (Students & Parents)  
...Class (Students)  
...Class (Parents)

The students' guardians are listed below each student, preceded by an ellipsis (...).

See middle and right screenshots for examples.

Enter a **Subject\*** for the new message and the **Body\*** of the message, then tap **Submit** to send the message.




**Note:**  
Depending on the mobile device, users may need to drag to display the **Submit** button.



## Schedule Tab

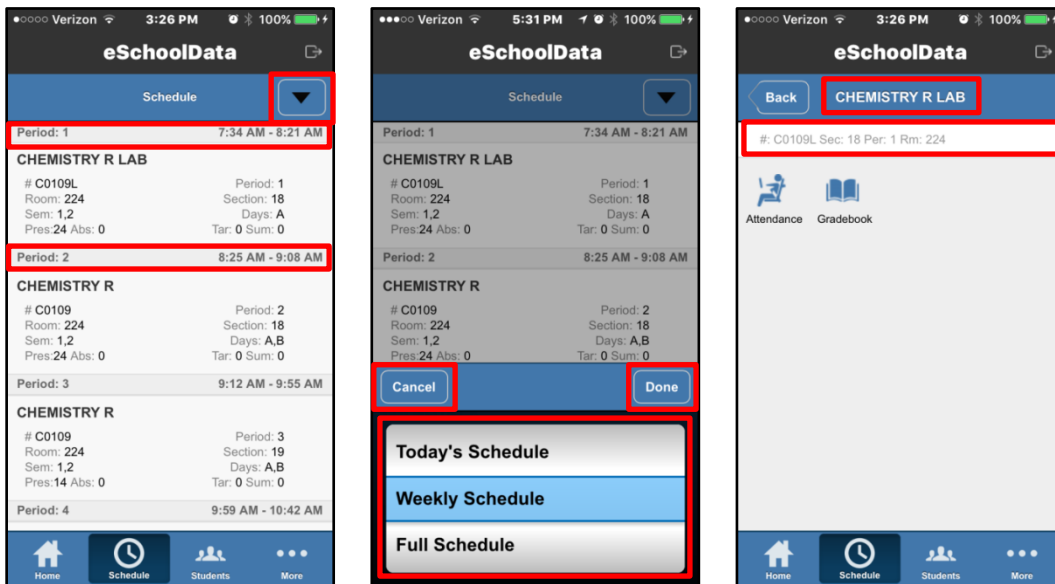
The **Schedule** tab allows users to navigate through their class schedule by day, week, or year. Teachers can select a class, then record class attendance and/or enter grades for existing Gradebook Assignments.

The Schedule tab defaults to **Today's Schedule**. Classes are grouped by period, separated by grey bars listing the period and the period start/end times. Each class lists the Course details (**Name, Number, etc.**), with the current period shaded yellow.

Tap the **Schedule View Selection icon**  to open the Schedule View Selection Bar. Swipe up or down to highlight the desired view, then tap **Done** to display your schedule in the selected View, or tap **Cancel** to close the Schedule View Selection Bar without making any changes.

Tap a **Class** on the **Schedule** list to open the **Class** page. The **Class** page displays the **Course name** on the Title Bar, with the grey **Class Information Bar** below, listing the **Course Number, Section, Period, and Room**, followed by the available **Teacher** icons.

Tap **Attendance**  to record today's attendance, or tap **Gradebook**  to enter grades for existing Gradebook Assignments.



**Note:**  
When using the Mobile platform, teachers are limited to entering **Grades for existing Assignments ONLY**.

Teachers cannot add **Categories** or **Assignments** to their Gradebook, nor enter grades for **Learning Standards** associated to Assignments.

These features are planned for future releases.

**Note:**  
The **Class Information bar** will appear below the title bar on ALL Class pages.


**Note:**  
After users select a class and return to the **Schedule** list, the most recently selected class will be shaded.

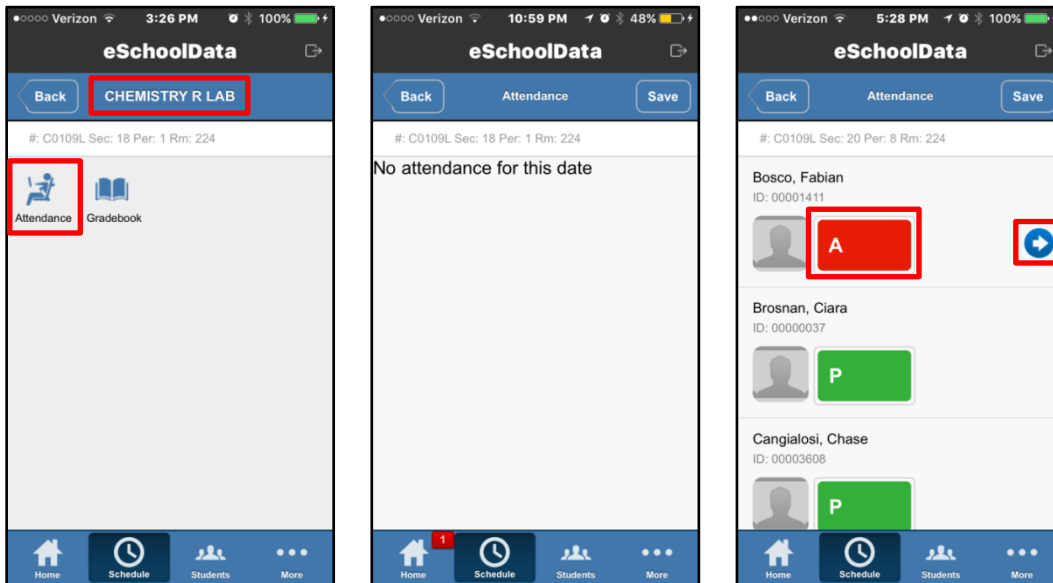
## Taking Attendance

From the **Schedule** tab, select the desired **Class**, then tap the **Attendance icon**  to take attendance.

If the selected class is not scheduled for the current date, the **Attendance** page will display “No attendance for this date.”

On the days when the class is scheduled, the **Attendance** page lists the class roster, with **Present** as the students’ default status (see exceptions in side note). Students are sorted alphabetically by **Last Name**, with their **Student ID** number listed below their name, followed by their photo (when available) and their Attendance Status.

Tap the **Attendance Status** button repeatedly to change the status from **Present** to **Absent** to **Tardy** and back to **Present**. When the **Attendance Status** is **Absent** or **Tardy**, an **Attendance Details icon**  is displayed (permissions based).



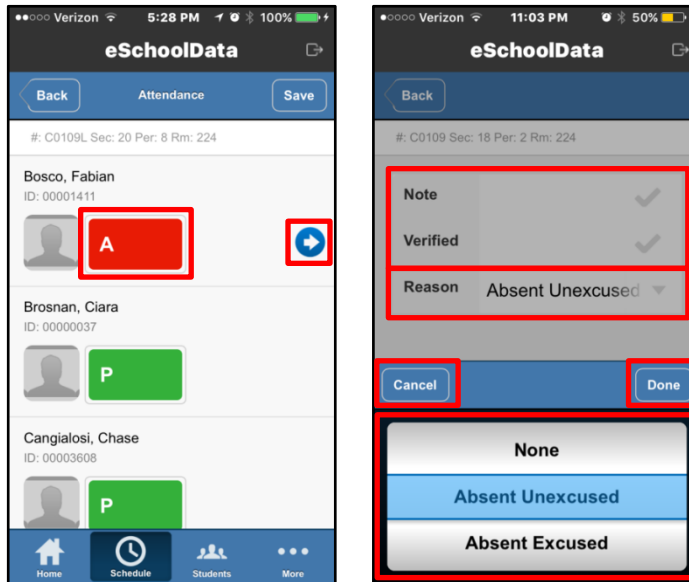
**Note:**  
Students with an **Attendance Event**, **Field Trip Event**, or previously assigned **Daily Attendance Status** that falls within or encompasses the class period will display an **Attendance Status** related to that Daily/Event Status.


**Dismissed and Non-Attendance** statuses cannot be edited in the Mobile interface.

If the **Daily Status** or **Event starts/ends** during that period, the student’s arrival/ departure time will show 0:00. The teacher should enter the student’s actual class **Arrival time** before saving the class attendance.

### Absent Status

For the **Absent** status, tap **Note** and/or **Verified** (when applicable). Tap the **Reason** field to open the **Reasons menu**. Swipe up or down to highlight the applicable **Reason**, then tap **Done** to select it, or tap **Cancel** to close the menu without selecting a Reason.



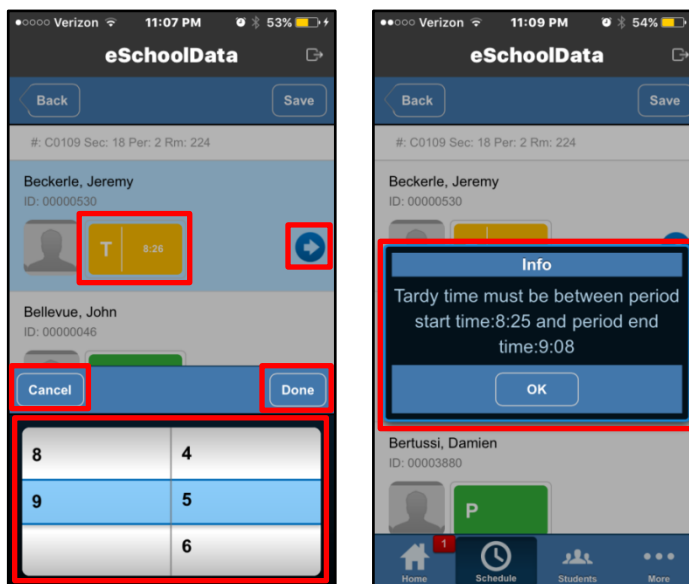
**Note:**  
Display of the **Attendance Details icon** , and selection of **Note, Verified, and Reason**, are all permission based.


### Tardy Status

Selecting the **Tardy** status automatically opens the **Time selection bar**. Select the time (**Hour and Minute**) the student arrived. When finished, tap **Done**. The time on the **Tardy Status** button will reflect the chosen time. Tap **Cancel** to close the **Time selection bar** without selecting a time.

An error message will display if the selected **Tardy Time** is outside the Period's **Start/End Times**. Tap **OK** to close the Info message and correct the Tardy Time.

**Note:**  
The listed **Hours** are determined by the Period's **Start/End Times**, and are displayed in **24-hr** format.

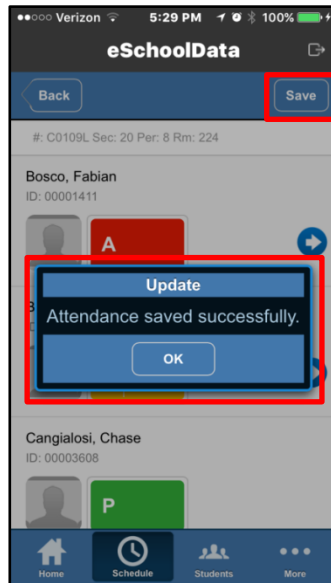


**Note:**  
Tap the **Attendance Details icon**  to select an **Attendance Reason** for a **Tardy Status**.

Selection of **Attendance Reasons** is permission based.

### Save Attendance

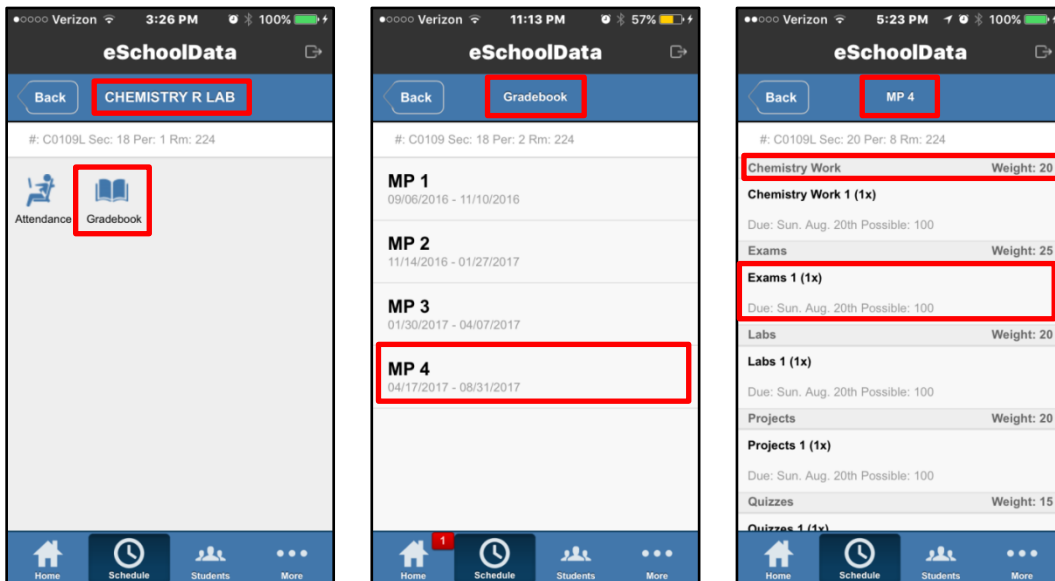
When all Attendance updates have been made, tap **Save**. Tap **OK** to close the Update message.



### Gradebook Entry

From the **Schedule** list, select the desired **Class**, then tap the **Gradebook icon** to enter assignment grades. The **Gradebook** page lists the selected course's **Marking Periods** with their start/end dates. Tap a **Marking Period** to open the **Marking Period** page, which lists the **existing** Gradebook assignments, grouped by **Category**.

The **Category** bar lists the Category weight. Each **Assignment** lists the **Assignment Name** and assignment **Multiplier** within parentheses (#x), followed by the **Assignment Due Date** and **Possible Points** (includes any **Bonus Points**). Tap an assignment to open the **Assignment Grade Entry** page.



**Important:**

When using the Mobile platform, teachers are limited to entering **Grades** for **existing Assignments** ONLY.

Teachers cannot add **Categories** or **Assignments** to their Gradebook, nor enter grades for **Learning Standards** associated to Assignments.

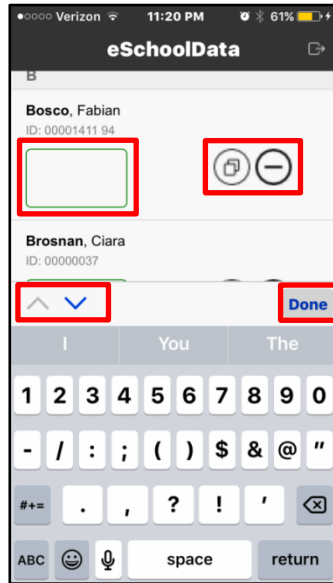
These features are planned for future releases.

**Note:**

The order of **Categories** and **Assignments** is determined by the **Gradebook Sort Preference** (selected in the **Teacher Toolkit**).

Tap the **Grade** field for a selected student to enter a new grade or edit an existing grade. Grades are automatically saved once you tap outside the Grade field, or tap **Done**.

Tap the **Copy Grades icon** (📄) to copy the grade for this assignment to all other students in the class. Tap the **Delete Grades icon** (⊖) to delete the grades for this assignment from all students in the class.



**Note:**  
Some mobile devices have the ability to “jump” between fields.

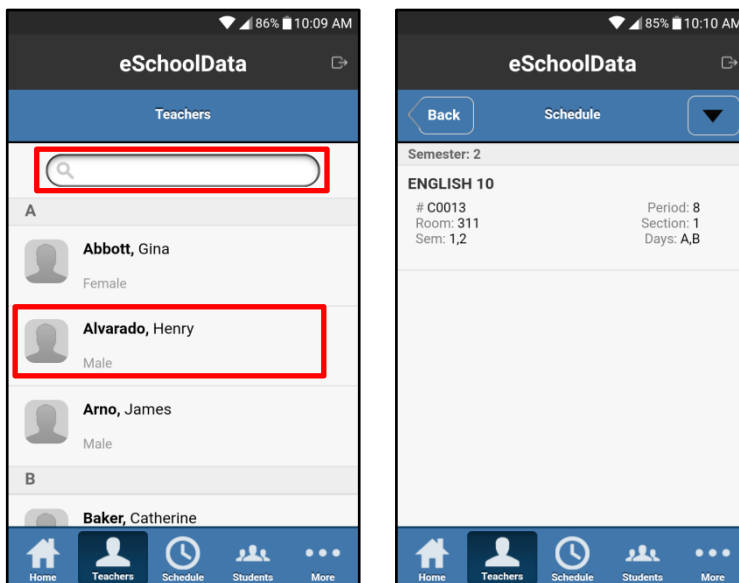
Tap the **Previous** or **Next Arrows** to move to the previous/next student’s **Grade** field.

Tap **Done** when finished entering Grades.

## Teachers Tab

The **Teachers** tab allows users to select other teachers, navigate through the selected teacher’s class schedule by day, week, or year, select one of that teacher’s classes, and record class attendance and/or enter grades for existing Gradebook Assignments.

Swipe to view additional teachers, or use the **Search** field at the top to narrow the list. Tap a teacher’s name to open their schedule (default **Today’s Schedule**).



**Note:**  
Access to the **Teachers** tab is permissions-based, and limited to users with access to the **Staff > Staff Schedule Report** menu.

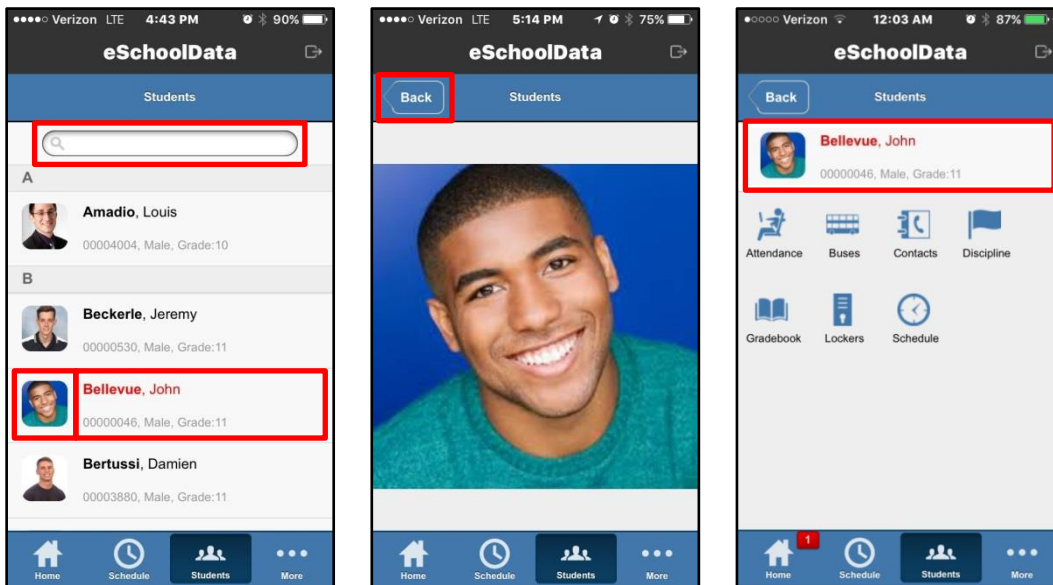
Users can navigate through the selected teacher’s schedule in the same way as their own schedule. For more information, see the **Schedule Tab** on page 8.

## Students Tab (Profiles)

The **Students** tab displays the **Students List**, grouped alphabetically by **Last Name/First Name**. Students' **ID Number**, **Gender**, and current **Grade Level** are listed below their name. Swipe to view additional names, or use the **Search** field at the top to narrow the output.

Tap a student's **Photo** to enlarge it, pinch to zoom in/out on the enlarged photo, and tap **Back** to return to the Students List.

Tap a student's **Name** to open their Profile, which displays the **Student Information Header** for the selected student (**Name**, **ID Number**, **Gender**, **Grade Level**, and **photo** when available), and the available **Profile icons**. Tap a **Profile icon** to view that information for the selected student.



**Note:**

**Student Names** in red have a **guardian alert** on file.


**Note:**

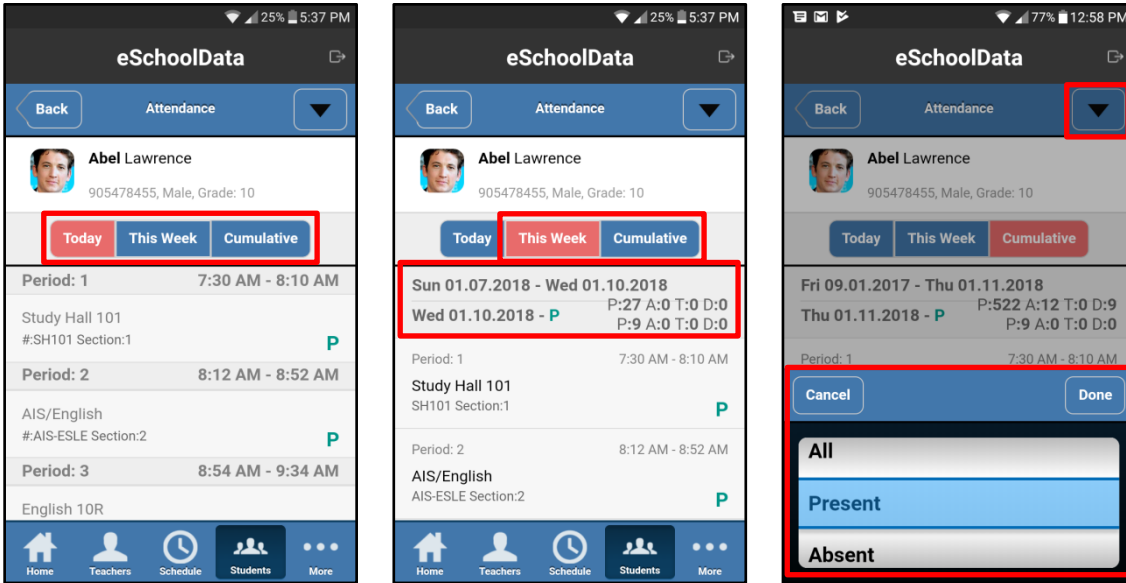
Users' access levels (district, school, or class) determine which students are included on the Students tab.

The user's **Security Permissions** control the visibility of the various **Profile icons**.

The various **Profile** pages are currently **Display Only**. The ability to add or edit data is planned for future releases.

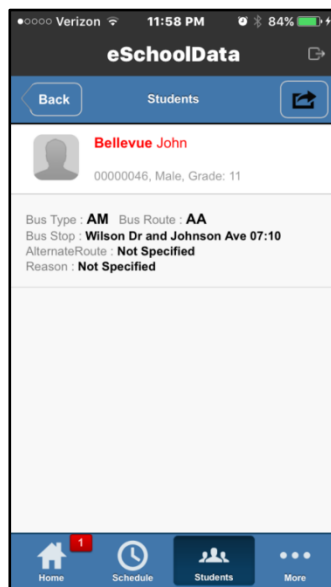
## Attendance

The **Attendance** page displays the student’s attendance for **Today** (default), **This Week**, or **Cumulative**, with **This Week** and **Cumulative** views also displaying tallies for the selected interval and the current date. Tap the **Filter button**  from any view to select and filter the results for a specific attendance status.



## Buses

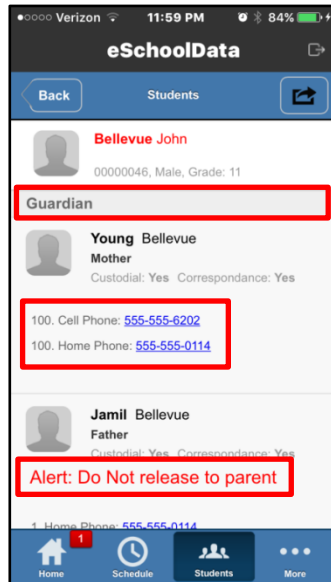
The **Buses** page lists the student’s bus information.



## Contacts

The **Contacts** page lists the student's **Guardian** and **Emergency Contact** information. The Contact's Relationship to the student and their Custodial/Correspondence settings appear below their name, followed by their contact phone priority and phone numbers. Existing **Guardian Alerts** will also appear on this page.


When **eSD® Mobile** is accessed using a smartphone, tapping a hyperlinked phone number will open the phone's dial screen with the selected number displayed, ready to initiate the call.

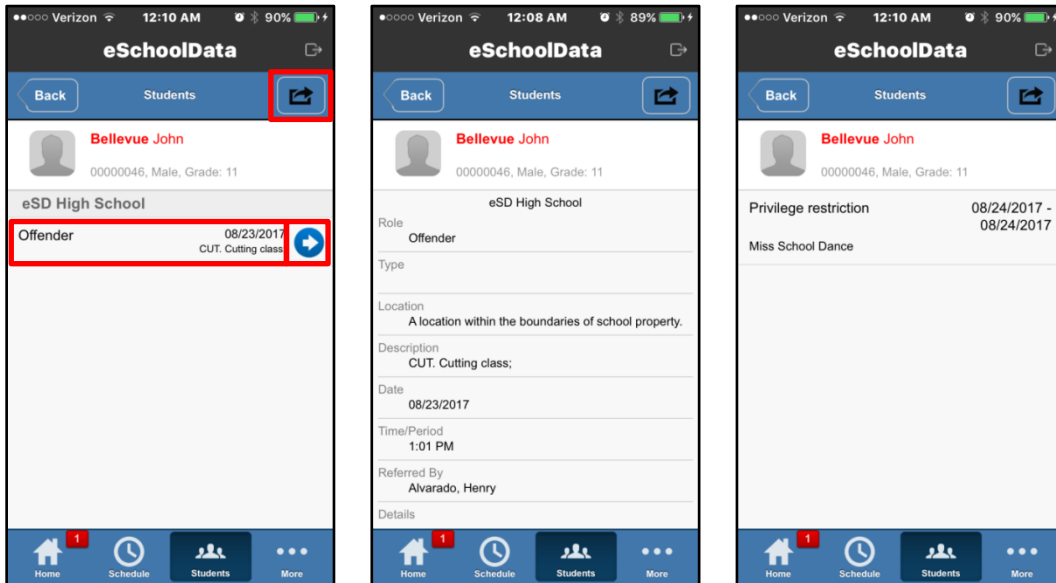



## Discipline

The **Discipline** page lists the student's incidents. Incidents are organized by school and show the student's status, incident date and a brief description.

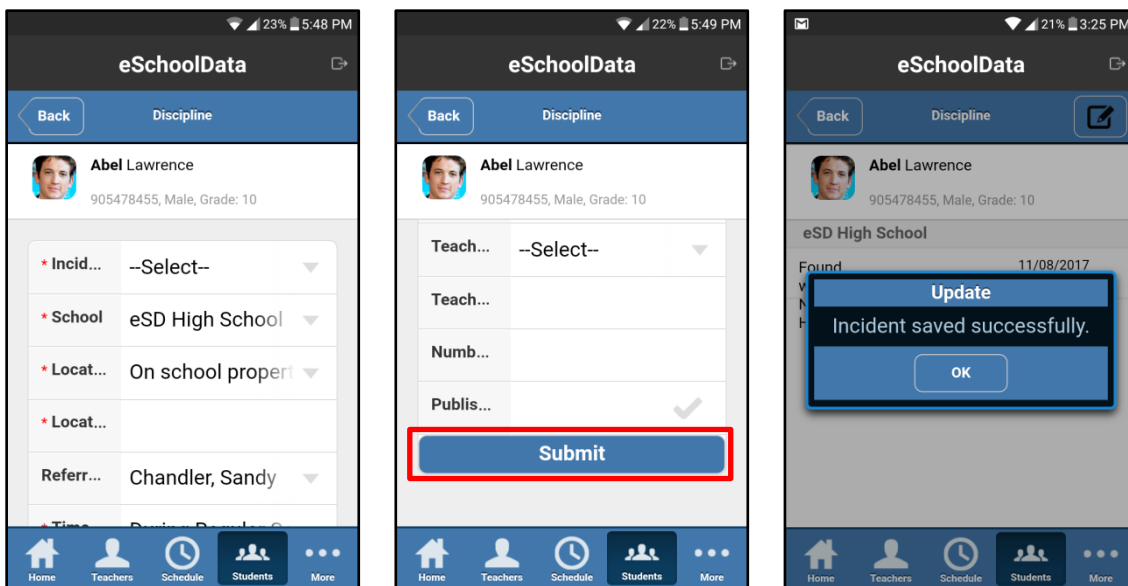
Tap the **Incident** to view the incident details. The **Discipline Details** page lists the details of the selected incident.

Tap the **Incident Action icon**  to view the assigned action. The **Discipline Action** page lists the details of the assigned action.



Tap the **Create button**  (screenshot above) to create a new Discipline Incident. Enter the required fields, then tap **Submit** to create the incident. Tap **OK** to close the Success message.

**Note:**  
Some fields will be pre-filled, based on the current date, time and user, but can be edited as needed.

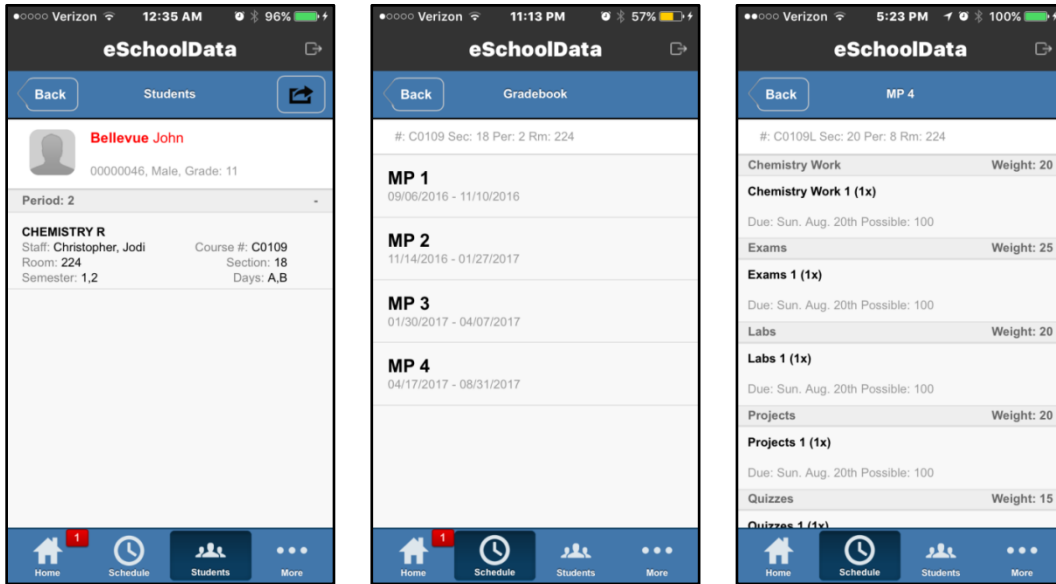


## Gradebook

The **Gradebook** page displays your classes that the selected student is enrolled in. Tap a **Class** to view the Marking Period options for that class.

Tap a **Marking Period** to view the published Assignments.

The **Assignments** page will list the **published** assignments and grades.

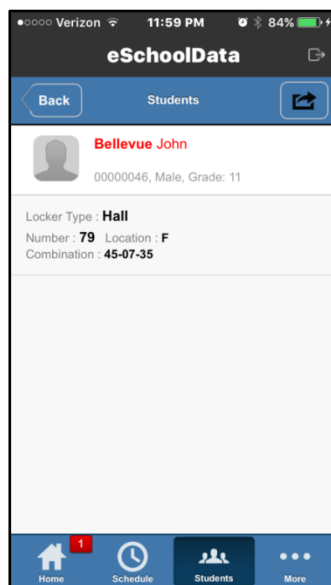


**Important:**  
Staff with access to the **Student Profile List** (Student > Student Profile) can view **Profile** pages for ALL students in the school.

However, the **Gradebook** page will be blank if the student is NOT enrolled in a class that they teach.

## Lockers

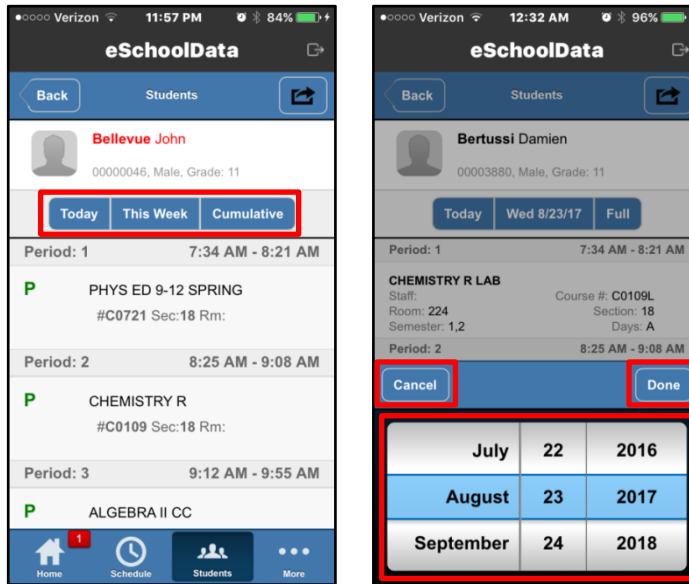
The **Lockers** page displays locker information for the selected student.



## Schedule

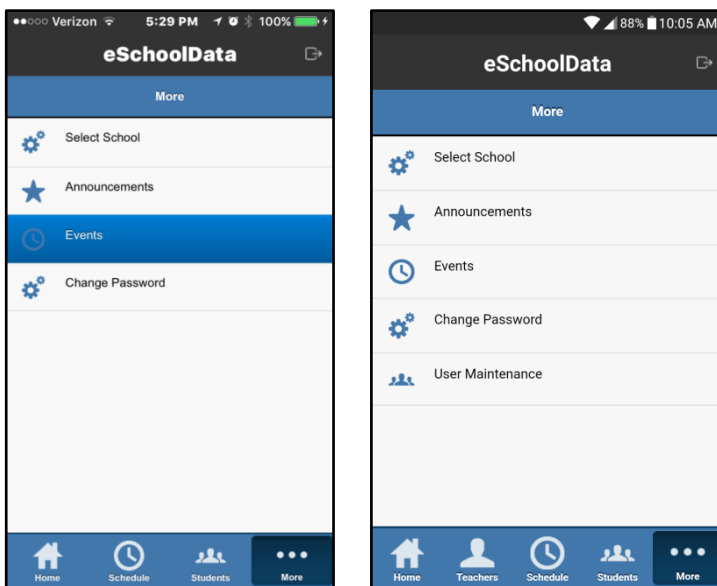
The **Schedule** page displays the student’s schedule by period, for **Today** (default view), a selected **Date**, or the **Full Schedule**. Tap the **Date** button to select a different date.

The **Date Selection Bar** opens at the bottom of the screen. Scroll up or down until the desired date (**Month**, **Day**, and **Year**) is highlighted in red, then tap **Done** to display the student’s schedule on that date. Tap **Cancel** to close the Date Selection Bar without making any changes.



## More Tab

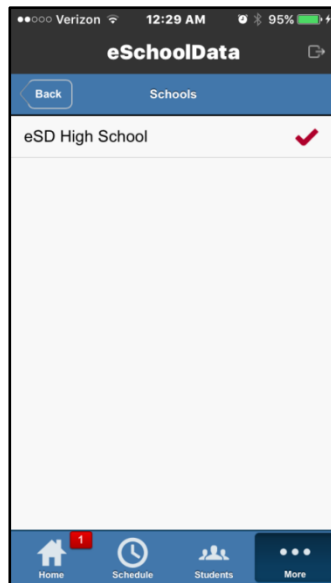
The **More** tab displays the other pages that staff can access in eSD® Mobile Teacher. Tap the desired option to open that page.



**Note:**  
The **User Maintenance** menu option is limited to users with the **System > Administration > User Maintenance** permission.

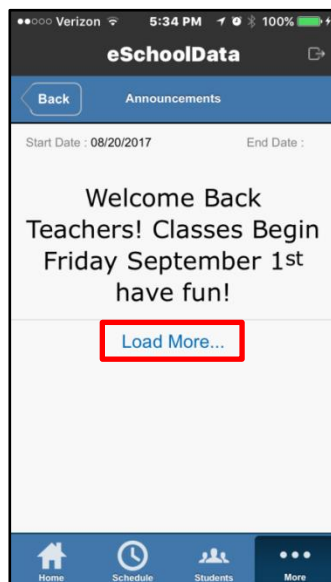
## Select School

Teachers who teach in multiple buildings can tap the desired building to switch between school buildings. The red checkmark ✓ indicates the active building.



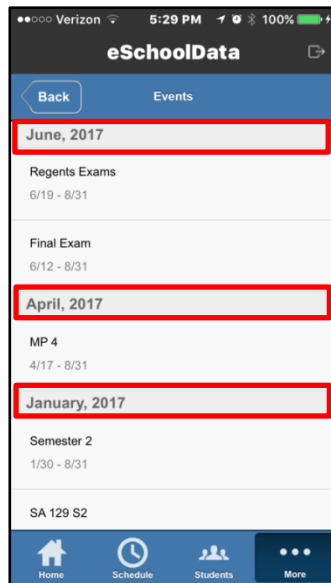
## Announcements

The **Announcements** page displays the current district/building announcements. Tap **Load More...** to view additional Announcements.



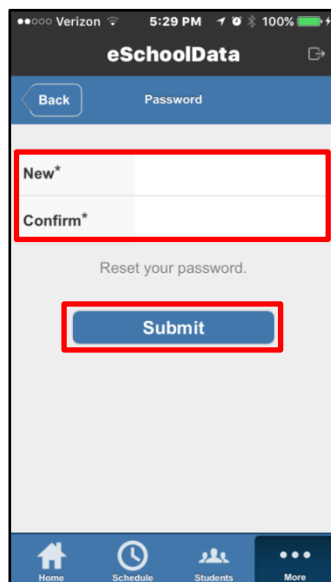
## Events

The **Events** page displays district/building events by month. Event details include the event start/end dates, and will include start/end times if the event is not a full-day event.



## Change Password



The **Change Password** page allows you to reset your password. Enter your new password in the **New\*** and **Confirm\*** fields, then tap **Submit**. Tap **OK** to close the **Success** message.



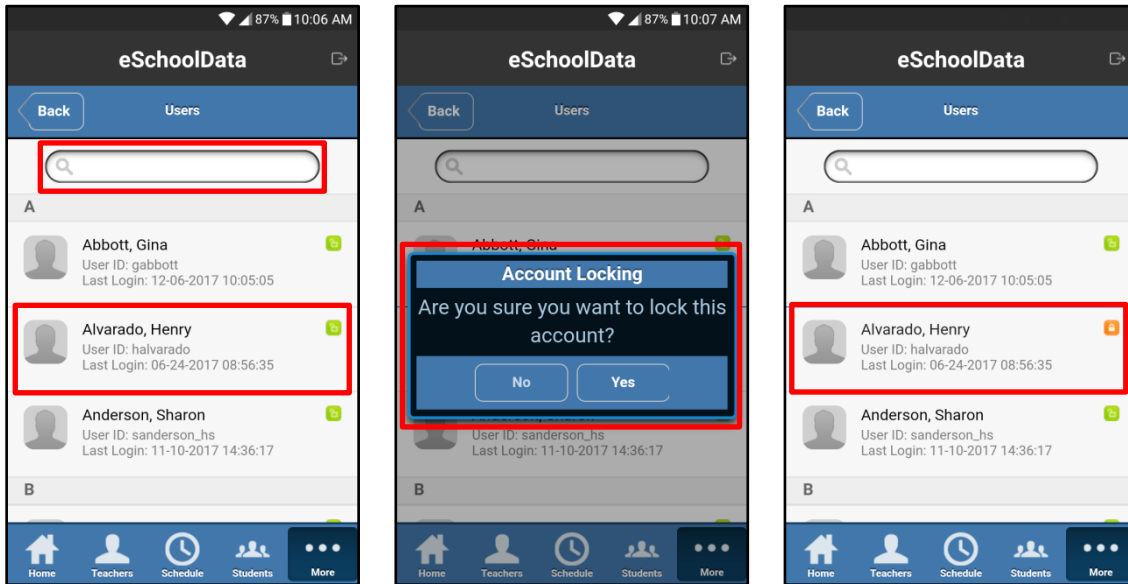
**Note:** Users will be prompted if the **New** and **Confirm** fields do not match.

Tap **OK** to close the message and re-enter the new password.

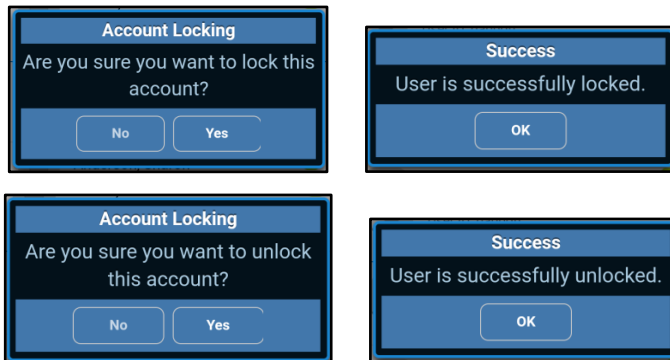
## User Maintenance

The User Maintenance ( or Users) page allows users to lock or unlock user accounts. Icons display the current status of each account: **Unlocked**  or **Locked** . Swipe to view additional staff members, or use the **Search** field at the top to narrow the list.

Tap a staff name to lock or unlock the account, tap **Yes** to confirm the Account Locking action and **OK** to close the Success message. The page will refresh to show the new account status.




The **Account Locking** and **Success** messages vary based on the selected action (lock/unlock).

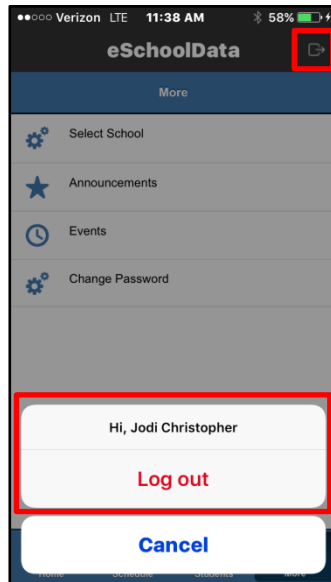


## Logging Off

There are slight differences in the Log Off process for Mobile® App and Mobile® Web.

### Mobile App

From ANY tab, tap the **Log Out icon**  above the **Title Bar** to log off, then tap the **Log out** button to confirm signing off eSchoolData Mobile®.



### Mobile Web

From the **More Tab**, tap the **Sign Off** button, then tap **Yes** to confirm signing off eSD eSchoolData Mobile®.

