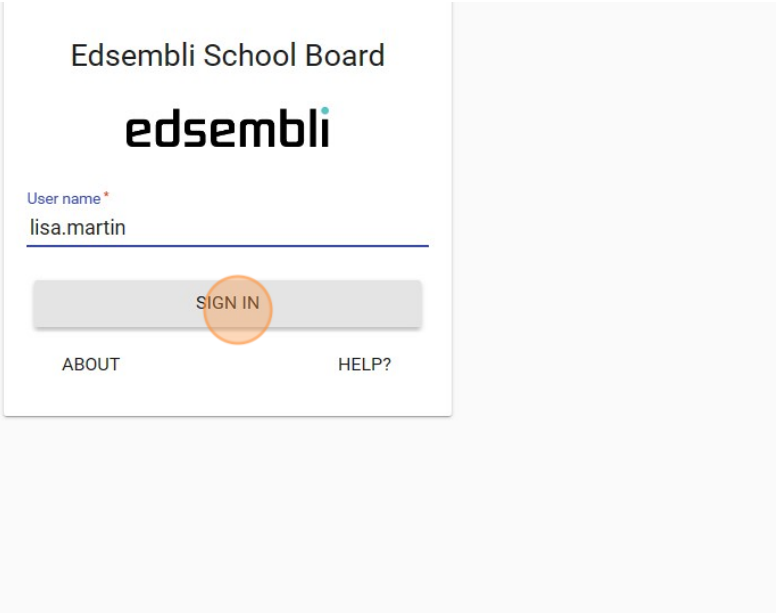


Edsembli Family Portal - Accessing and Navigating for Student's Information

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.



Edsembli School Board

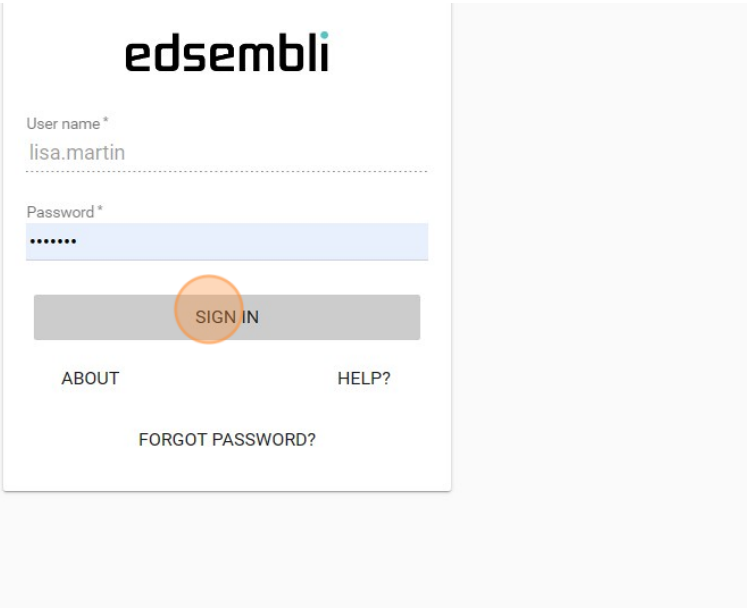
edsembli

User name*
lisa.martin

SIGN IN

ABOUT HELP?

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



edsembli

User name*
lisa.martin

Password*
.....

SIGN IN

ABOUT HELP?

FORGOT PASSWORD?

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!

The screenshot shows the Edsembli Sci landing page. At the top left, there is a logo and the text 'Welcome, Martin, Lisa'. At the top right, it says 'Edsembli Sci'. Below this, there are two main sections: 'My students' and 'Events'. The 'My students' section lists two students: Amelia Martin from Cardinal Carter CHS and Emme Martin from St David CES. Each student entry includes a profile picture, name, school, and a status dropdown menu set to 'This year and next year'. The 'Events' section shows the current date as Tuesday, November 14, 2023, and lists the days of the week for the following week: Wednesday, November 15, 2023; Thursday, November 16, 2023; Friday, November 17, 2023; and Saturday, November 18, 2023.

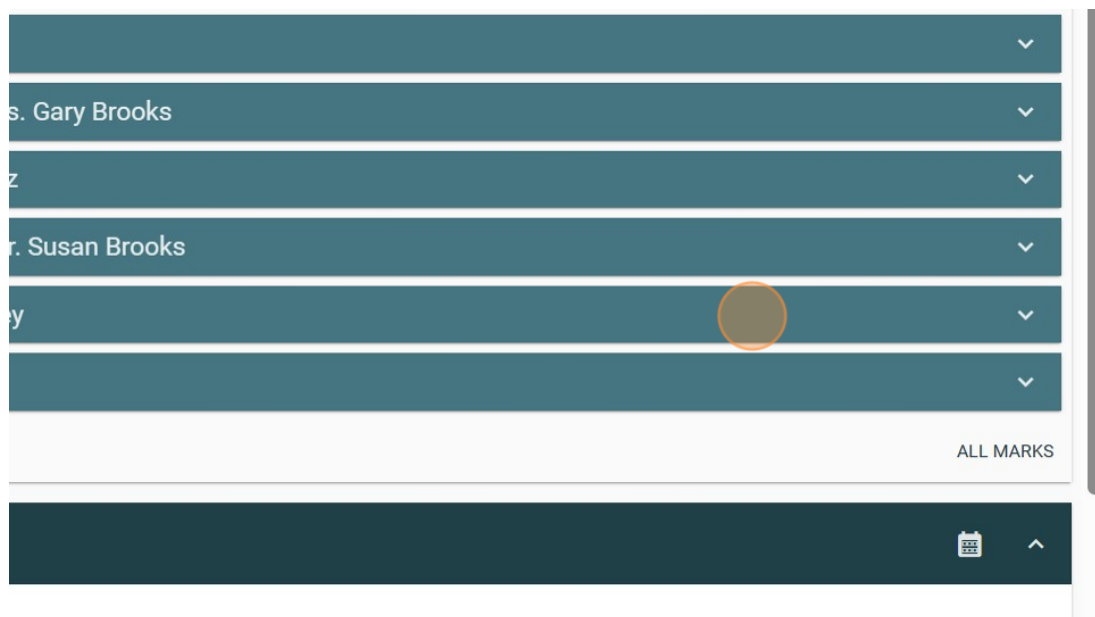
5. The Summary page provides the user with an overview of the students' attendance, outstanding fees, marks and comments and Homework. All areas are expandable/ collapsible by selecting the up/ down chevron to see more or less in any section.

The screenshot shows the 'School Board' interface. At the top, it displays the time '34:56' and navigation icons. Below this is a calendar for October 2023. The calendar is organized by days of the week: Fri, Mon, Tue, Wed, Thu, and Fri. The dates are shown in a grid format. The date '22' is highlighted in blue. On the right side of the calendar, there is a vertical scrollbar and a 'Hide all' button.

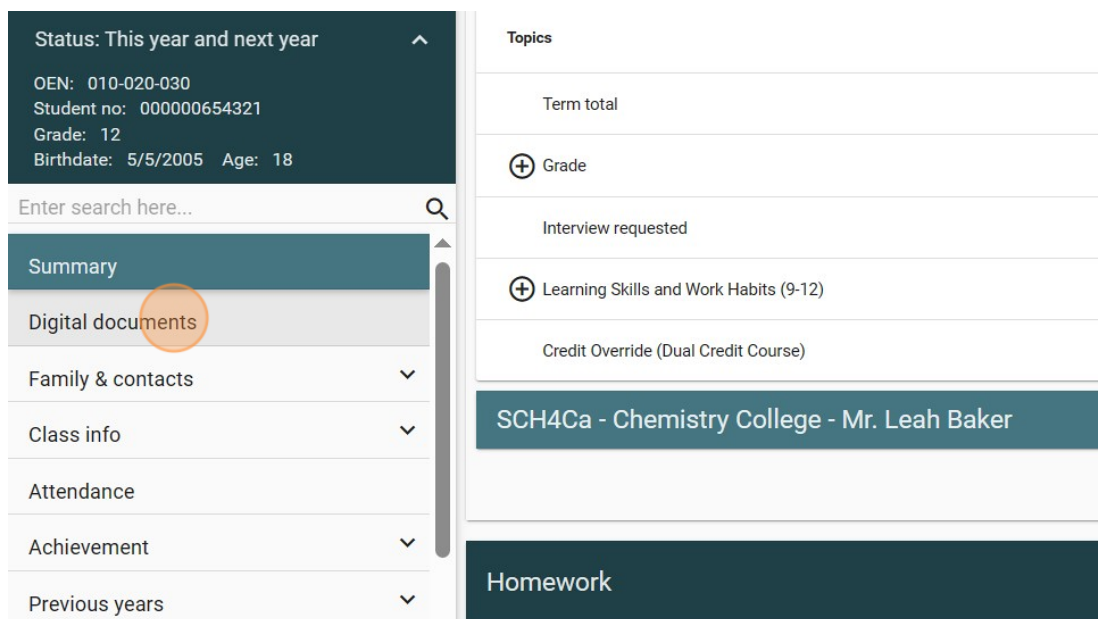
6. If the arrow is pointing down, clicking on it will expand the section, if the arrow is pointing up and the user clicks on it it will collapse the section.

The screenshot shows the 'School Board' interface. At the top, it displays the time '34:54' and navigation icons. Below this, there are several sections that can be expanded or collapsed. Each section has a chevron icon (up or down) on the right side. The first section is expanded, showing a list of items. The second section is collapsed, showing only the chevron icon. The third section is also collapsed, showing only the chevron icon. The text 'ent Bennett' is visible in the first expanded section.

7. In the summary clicking on any section will show you more information on that section.



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



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

Welcome, Martin, Lisa Edsembli Schc

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 ↓


-  Student transcript
-  StuTranscript.pdf Student timetable
-  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

 Student IEP Document


 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

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

Enter search here... Q

- Classes
- Schedule**
- Course selections
- Attendance
- Achievement v
- Previous years v
- Emergency v

| | | |
|--------|------------------------------------|------------|
| PSK4Ua | Introductory Kinesiology | Mr. Owen |
| HZT4Ua | Philosophy: Questions and Theories | Mrs. Gary |
| SCH4Ca | Chemistry College | Mr. Leah E |

Course workload - upcoming

| Class | Title | Teacher |
|--------|---------------------------------|------------|
| ENG4Ua | English (University) | Mrs. Susa |
| 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

Status: This year and next year ^
OEN: 010-020-030
Student no: 000000654321
Grade: 12
Birthdate: 5/5/2005 Age: 18

Enter search here... Q

- Classes
- Schedule**

Today v

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 Bailev

14. Click "Summary grid"

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... Q

- Classes
- Schedule

Today

- Summary list
- Summary grid**

Summary grid 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

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 |
| | |
| | |
| | |
| | |
| | |

Print icon

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

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

Enter search here... Q

- Classes
- Schedule
- Course selections
- Attendance**
- Achievement
- Previous years
- Emergency
- Student 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.

School Board

34:56 < > 🔔 👤 ? ☰

Change view

| October 2023 | | | | | November 2023 | | | | |
|--------------|-----|-----|-----|-----|---------------|-----|-----|-----|-----|
| Mon | Tue | Wed | Thu | Fri | Mon | Tue | Wed | Thu | Fri |
| 2 | 3 | 4 | 5 | 6 | | | 1 | 2 | 3 |
| 9 | 10 | 11 | 12 | 13 | 6 | 7 | 8 | 9 | 10 |
| 16 | 17 | 18 | 19 | 20 | 13 | 14 | 15 | 16 | 17 |
| 23 | 24 | 25 | 26 | 27 | 20 | 21 | 22 | 23 | 24 |
| 30 | 31 | | | | 27 | 28 | 29 | 30 | |

18. Click "Achievement"

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 (highlighted)
- Previous years
- Emergency
- Special education
- Fees
- Notes

| | | |
|------------|------------------------|------------------------|
| 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 |

Field trip

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

The screenshot shows a student profile on the left with details: Status: This year and next year, OEN: 010-020-030, Student no: 000000654321, Grade: 12, Birthdate: 5/5/2005, Age: 18. Below the profile is a search bar and a navigation menu. The 'Marks & comments' option is highlighted with an orange circle. To the right, a table lists field trips with dates from 09/18/2023 to 09/22/2023 and course codes like SCH4Ca, HRE4Mb, HZT4Ua, and PSK4Ua. A legend below the table shows a blue square for 'Field trip'.

20. Click the arrow to expand a classes information

The screenshot shows a list of class entries in a dark teal color. Each entry has a small white dropdown arrow on the right side. The arrow for the last entry is highlighted with an orange circle. A 'Show' button is visible at the bottom right of the list.

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

The screenshot shows a list of topics in a dark teal color. The topics listed are: MDM4Ua - Mathematics for Data Management - Mr. [Name], PSK4Ua - Introductory Kinesiology - Mr. Owen Bailey, and SCH4Ca - Chemistry College - Mr. Leah Baker. Below the first two topics, there is a 'Topics' section with a 'Term total' and a 'Grade' topic. The 'Grade' topic has a plus sign icon next to it, which is highlighted with an orange circle. A tooltip 'Expand markbook' is visible over the plus sign. Below the 'Grade' topic, there is a 'Learning Skills and Work Habits (9-12)' topic with a plus sign icon next to it. A 'Credit Override (Dual Credit Course)' option is also visible.

22. Click "Graduation requirements" to see a summary of what the student has already achieved towards graduation

OEN: 010-020-030
Student no: 00000654321
Grade: 12
Birthdate: 5/5/2005 Age: 18

Enter search here... 🔍

- Achievement ^
- Marks & comments**
- Graduation requirements**
- Completed courses
- Assessment results
- Previous years v
- Emergency v
- Special Education

MDV4Ua - Calculus & Vectors - Mr. Robert Gonzalez
MDM4Ua - Mathematics for Data Management - Mr. ...
PSK4Ua - Introductory Kinesiology - Mr. Owen Bailey

Topics

Term total

⊖ Grade

Testing 1

Interview requested

⊕ Learning Skills and Work Habits (9-12)

Credit Override (Dual Credit Course)

23. Click "Projected" to see what the student will achieve when they complete the classes in their current timetable.

School Board 34:55 < > 🔔 👤 ? ⋮

Summary

- Earned
- Projected**

| Course | Required credits | Remaining credits |
|--------|------------------|-------------------|
| | 4 | 3 |
| | 1 | 1 |
| | 3 | 2 |
| | - | - |

24. 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...

- Achievement
- Marks & comments
- Graduation requirements**
- Completed courses**
- Assessment results
- Previous years
- Emergency
- Special education
- Fees

| | | | |
|-----|-----------|---|---|
| 1/4 | English | 0 | 1 |
| 1/4 | English | 1 | 0 |
| 0/1 | French | 0 | 0 |
| 2/3 | Math | 0 | 2 |
| 1/3 | Math | 1 | 0 |
| 1/2 | Science | 0 | 1 |
| 1/2 | Science | 1 | 0 |
| 0/1 | History | 0 | 0 |
| 1/1 | Geography | 1 | 0 |
| 1/1 | Art | 1 | 0 |

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

ENR: 010-020-030
Student no: 00000654321
Grade: 12
Birthdate: 5/5/2005 Age: 18

Enter search here...

- Assessment results
- Previous years
- Emergency**
- Special education
- Fees
- Notes
- Transportation
- Log out

| | | | |
|--------|---------------------|----|----------|
| 00010 | edsembli demo title | 97 | 6/30/202 |
| MPM1D | edsembli demo title | 79 | 6/30/202 |
| BB10 | edsembli demo title | 99 | 6/30/202 |
| SNC1DF | edsembli demo title | 85 | 6/30/202 |
| ENG1D | edsembli demo title | 89 | 6/30/202 |
| ADA10 | edsembli demo title | 75 | 6/30/202 |

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

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

Enter search here...

- Emergency
- Contacts**
- Alerts & notes
- Special education
- Fees
- Notes
- Transportation
- Log out
- Exams

Work (576) 555-4246

Personal lisa.levy@edsembli.com

Emergency contact 4


Amy Wright



Sitter

Home (556) 555-5238

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

Grade: 12
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 |

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

Grade: 12
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 | Open |
|-----------|--------|------|
| | | |

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

Welcome, Martin, Lisa Edsembli Scl

Go to the starting page ✕

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... 🔍

- Achievement v
- Previous years v

Locker 0049

| | |
|------------------------------|-------------------------|
| Locker | |
| Locker number 0049 | Locker bank |
| Lock | |
| Serial number 99999999999 | Combination 20-20-20 |

30. Select another student to see their information

Amelia Martin
Cardinal Carter CHS

Status: This year and next year v

Emme Martin
St David CES

Status: This year and next year v

New registrations

ONLINE FORMS

14

Tuesday
November 2023

Semester 1, Term 1, Day 2 (Normal day)

- Wednesday, November 15, 2023
- Thursday, November 16, 2023
- Friday, November 17, 2023
- Saturday, November 18, 2023
- Sunday, November 19, 2023
- Monday, November 20, 2023

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

OEN: 010-020-030
Student no: 000000654321
Grade: 4
Homeroom: 2 - 145
Mrs. Brent Foster
Birthdate: 3/3/2014 Age: 9 Years 8 Months

Enter search here... 🔍

- Digital documents ^
- Family & contacts v
- Class info v
- Attendance v
- Achievement v
- Previous years v
- Special education v

Account balance - \$0.00

Marks & comments

Homework

<

Mon, Nov 13

Tue, Nov 14

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

Welcome, Martin, Lisa

Edsembli Sci

Go to the starting page

Emme Martin
St David CES

Status: This year and next year

OEN: 010-020-030
Student no: 00000654321
Grade: 4
Homeroom: 2 - 145
Mrs. Brent Foster
Birthdate: 3/3/2014 Age: 9 Years 8 Months

Attendance

Student has perfect attendance.

Account balance - \$0.00

Marks & comments

Homework

Enter search here...

Summary

Digital documents

33. 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.

Emme Martin
St David CES

Status: This year and next year

New registrations

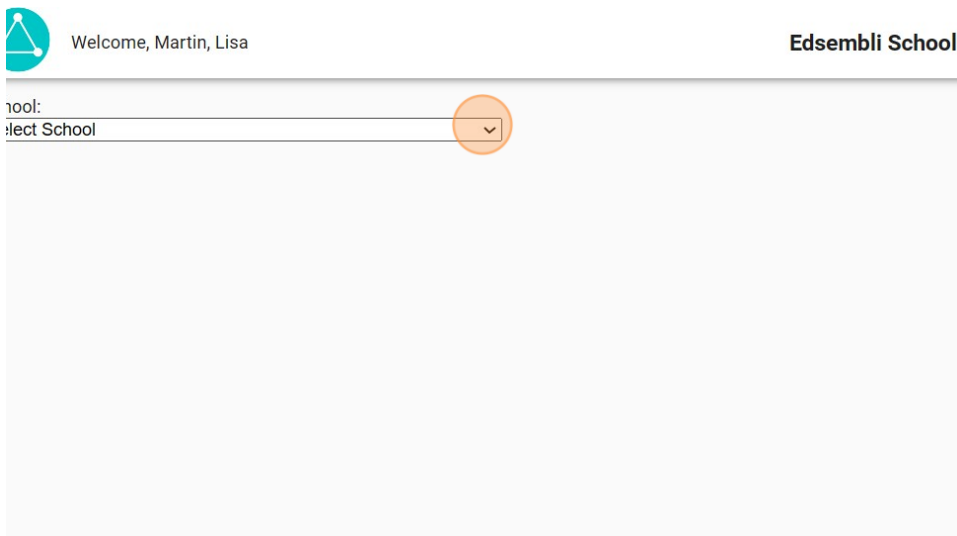
ONLINE FORMS

- Friday, November 17, 2023
- Monday, November 20, 2023
- Tuesday, November 21, 2023
- Wednesday, November 22, 2023
- Thursday, November 23, 2023

edsembli CONNECT Build date: 11/14/2023 10:38

edsembli CONNECT is designed to provide student information to students, teachers, parents, and administrative staff. Unauthorized use of authentic...

34. Click this dropdown to select the school to register your new student in.



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

