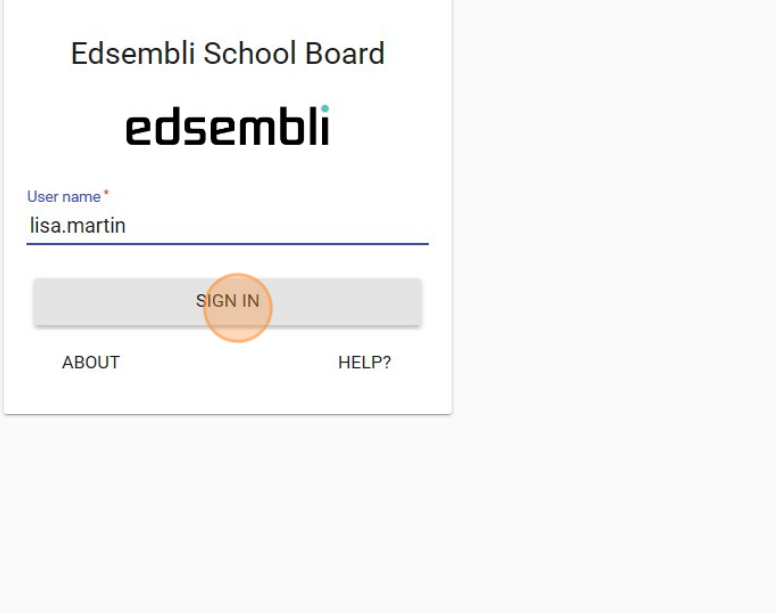


Edsembli Family Portal - Accessing and Navigating for Student's Information

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

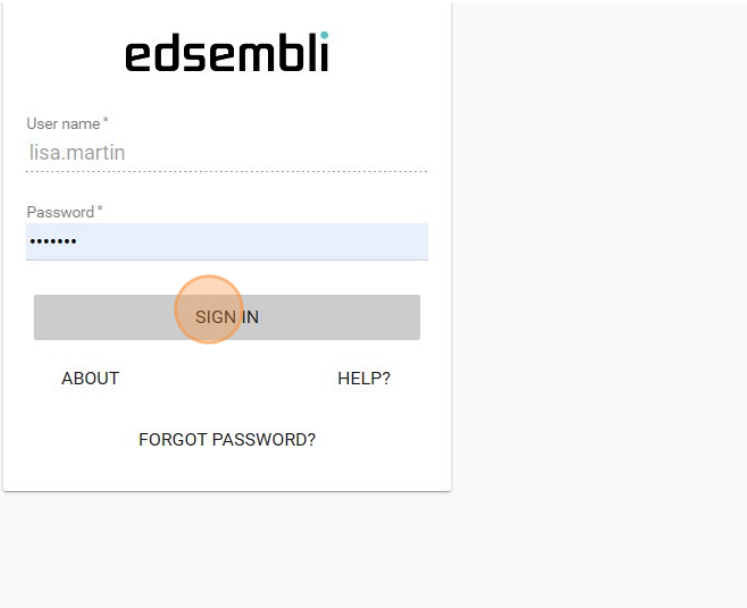
edsembli

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!

Welcome, Martin, Lisa Edsempi Sci

My students **Events**

Amelia Martin
Cardinal Carter CHS
Status: This year and next year

Emme Martin
St David CES
Status: This year and next year

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

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.

School Board 34:56 < > 🔔 👤 ? ⋮

October 2023

Fri	Mon	Tue	Wed	Thu	Fri
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22	23	24	25	26	27
29	30	31			

Hide all

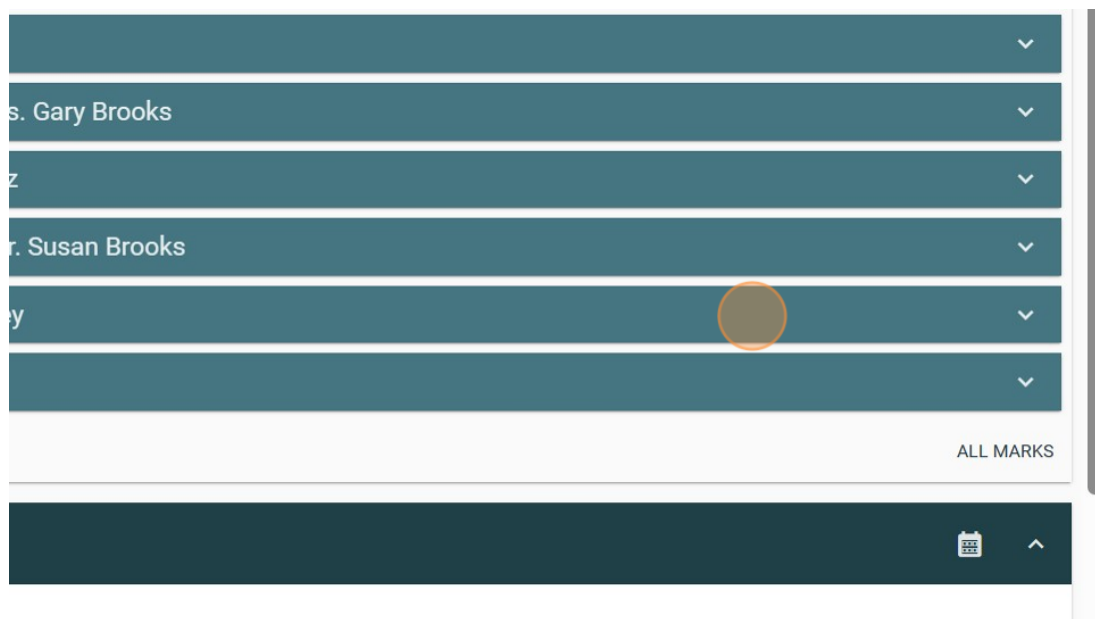
6. If the arrow is pointing down, clicking on it will expand the section, if the arrow is pointing up and the user clicks on it it will collapse the section.

School Board 34:54 < > 🔔 👤 ? ⋮

Show more

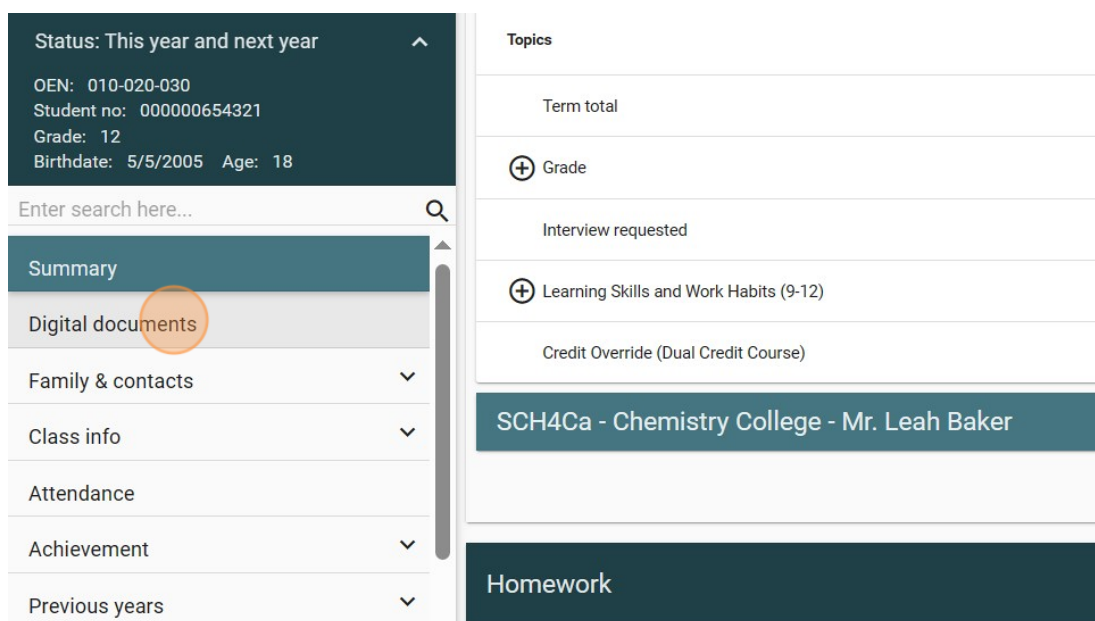
ent Bennett

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



A screenshot of a student profile summary page. The page features a list of sections, each with a downward arrow icon on the right. The sections are: 's. Gary Brooks', 'z', 'r. Susan Brooks', 'y', and an unlabeled section. A circular orange highlight is placed over the 'y' section. Below the list is a white bar with the text 'ALL MARKS' on the right. At the bottom of the page is a dark teal bar with a calendar icon and an upward arrow icon.

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



A screenshot of a student profile page. On the left is a dark teal sidebar with a search bar and a list of sections: 'Summary', 'Digital documents', 'Family & contacts', 'Class info', 'Attendance', 'Achievement', and 'Previous years'. The 'Digital documents' section is highlighted with a light grey background and a circular orange highlight. The main content area on the right is titled 'Topics' and contains a list of items: 'Term total', 'Grade', 'Interview requested', 'Learning Skills and Work Habits (9-12)', and 'Credit Override (Dual Credit Course)'. Below this list is a dark teal bar with the text 'SCH4Ca - Chemistry College - Mr. Leah Baker'. At the bottom of the main content area is a dark teal bar with the text 'Homework'.

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

Welcome, Martin, Lisa Edsebli 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. 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

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

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 Edsempli Scholix

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...

Classes

Schedule

Today

Summary list

Summary grid

Summary grid for Semester 1, Term 1, Day 2

<

Period1 (8:15 AM - 9:34 AM)
HZA4Ua - 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

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

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.

October 2023

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November 2023

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Change view

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 with orange circle) ▾
- 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

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

- Achievement ^
- Marks & comments**
- Graduation requirements
- Completed courses
- Assessment results

Previous years v

Emergency v

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

20. Click the arrow to expand a classes information

- rs. Gary Brooks v
- ez v
- Mr. Susan Brooks v
- ey v

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... Q

- Achievement ^
- Marks & comments**
- Graduation requirements
- Completed courses
- Assessment results

Previous years v

Emergency v

Special 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...

- 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

23. 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

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

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...

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

Work (576) 555-4246

Personal lisa.levy@edsembli.com

Emergency contact 4


Amy Wright



Sitter

Home (556) 555-5238

25. "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

26. 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
Bus 1 - 3:00 PM		

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

Welcome, Martin, Lisa Edsempli 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


28. 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

29. 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

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

Welcome, Martin, Lisa Edsempli 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

Enter search here... 🔍

- Summary
- Digital documents

Attendance


Student has perfect attendance.

Account balance - \$0.00

Marks & comments

Homework

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.


 **Emme Martin**
St David CES

Status: This year and next year v

New registrations

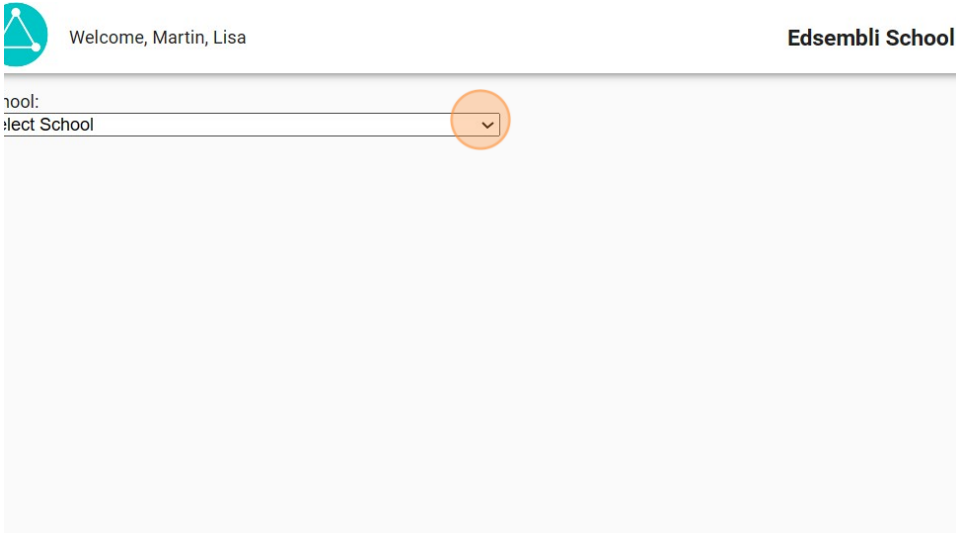
[ONLINE FORMS](#)

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

 **edsempli CONNECT** Build date: 11/14/2023 10:38

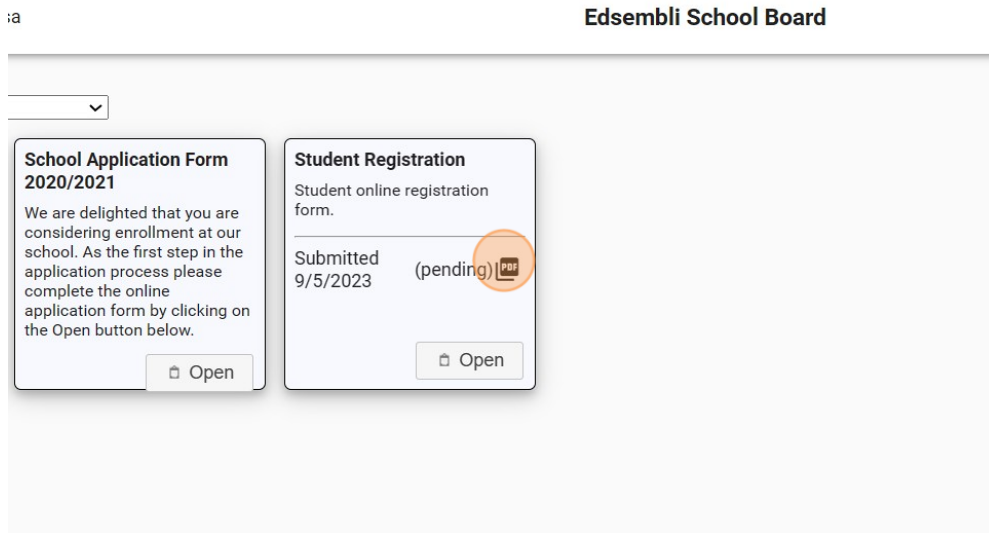
edsempli CONNECT is designed to provide student information to students, teachers, parents, and administrative staff. Unauthorized use of authentic...

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



The screenshot shows the top navigation bar of the Edsembli School website. On the left is a logo with a triangle and the text "Welcome, Martin, Lisa". On the right is the text "Edsembli School". Below the navigation bar is a large, empty white rectangular area. At the top of this area, there is a dropdown menu with the text "Select School" and a small orange circle with a white downward arrow next to it.

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



The screenshot shows the "Edsembli School Board" header. Below it is a white rectangular area containing two registration cards. The first card is titled "School Application Form 2020/2021" and contains the text: "We are delighted that you are considering enrollment at our school. As the first step in the application process please complete the online application form by clicking on the Open button below." and an "Open" button. The second card is titled "Student Registration" and contains the text: "Student online registration form." and "Submitted 9/5/2023 (pending)". To the right of the "(pending)" text is a small orange circle with a white PDF icon. Below this text is an "Open" button.