



A User Guide to MyIUSD

A guide for parents of elementary school
students to the Parent Portal

Learn how to get the most out of the Parent Portal. Find out what information is
available and how to access it.



Table of Contents

I.	How to Log In	Page 2
II.	Home Screen	Page 3
III.	Student Information	Page 4
	A. Demographics	Page 5
	B. Emergency Contacts	Page 6
	C. Class Schedule	Page 7
	D. Test Scores	Page 8
	E. Fees and Fines	Page 8
IV.	Attendance	Page 9
V.	Grades	Page 10
	A. Gradebook (not in use by all schools)	Page 10
	B. Current Assignments (not in use by all schools)	Page 11
	C. Grades	Page 12
VI.	Medical	Page 13
	A. Immunizations	Page 13
VII.	Resources	Page 14
	A. Downloading the Standards Based Report Card	Page 15

How to use MyIUSD

A brief user guide to the parent portal for parents of elementary school students

This document assumes you already have a parent account established and your students are attached.

Use of the parent portal always begins at the login page : <https://my.iusd.org/>



[How to use MY.IUSD.ORG](#) Requires FREE [Adobe Reader](#)

For assistance with MyIUSD.org please email MyIUSDFeedback@iusd.org

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Key in your email address and password. Click on "Log In".

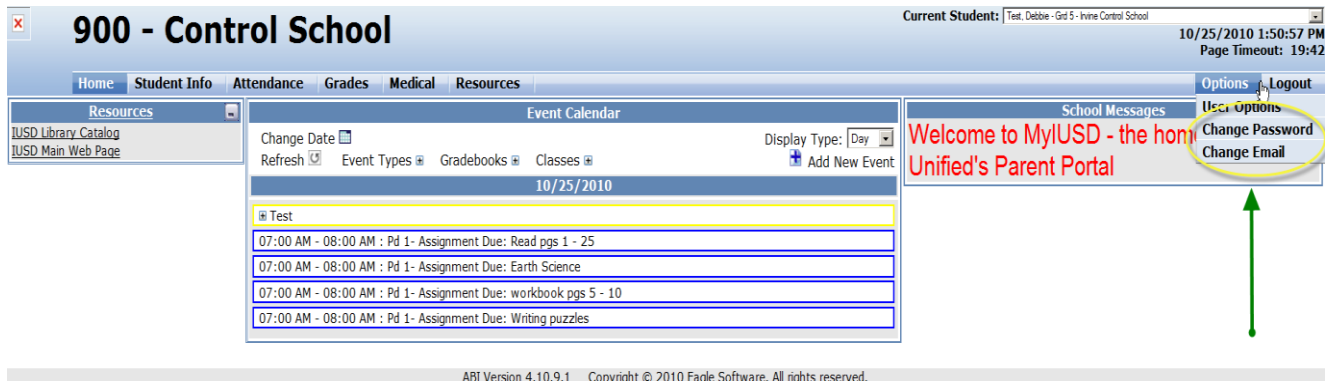
You will be taken to your home page with your child's information. The page has several different sections as noted:

This is the page on which you will start and navigate to additional pages and information. The numbered sections above:

1. The child's name, grade and school are shown. All information will be about this particular student. If you have additional students, you must select them in the dropdown on this box.
2. The school has some web links posted here that may be helpful. They may provide information about other available services. These will vary depending upon the school.
3. This is the calendar. It will display assignment due dates for any teacher(s) using the online gradebook. If you click on the + (plus sign) you will see a brief description of the assignment. You can set the calendar to display day, week or month.
4. The school may post messages for parents regarding upcoming events or activities.

Each page will only stay active for 20 minutes as a security measure. If there is no activity after 20 minutes, the account will automatically log-out. The amount of time remaining is shown in the upper right corner.

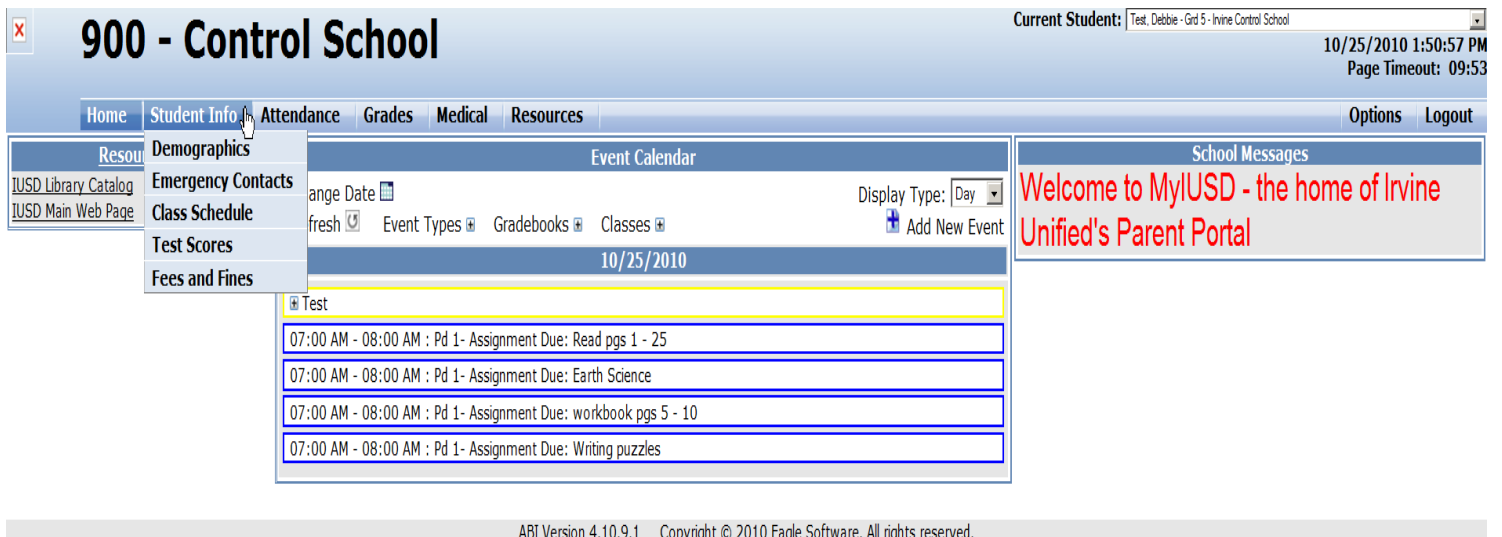
If you are looking to change your email address or password, please click on the options button and follow the directions.



At this point we will go through each major tab and sub-tab. You may wish to page down if you are looking for specific information.

I. Student Information

The tabs shown on the home screen will take you to information regarding your child. If you move your cursor to a tab and hold it, you will see any sub-tabs that are available:



The first sub-tab under Student Info is Demographics:

900 - Control School										Current Student: Test, Debbie - Grd 5 - Irvine Control School			
Home Student Info Attendance Grades Medical Resources										Options Logout			
Stu#	Last Name	First Name	Middle Name	Suffix	Sex	Grd	Age	Birthdate		Status			
47	Test	Debbie			F	5	11	6/7/1999		Active			
Perm ID#	Last Alias	First Alias	Middle Alias	Birth Verif		Status							
900090007						Active							
Address		City		State	Zip	Extn							
Mailing:		5050 Barranca Pkwy		Irvine	CA	92604							
Residence:		5050 Barranca Pkwy		Irvine	CA	92604							
Grid Code	ResSchl	IntDist	TransDist	Name Addr Ver									
H1000	Irvine Unified School District	Blank = No		10/25/2010									
Parent/Guardian		Telephone		Extn		Prog	Att Prg 1	Att Prg 2					
Name:	Deborah Test	Primary:		(949) 555-5555		Regular							
Ed Lvl:	Declined to state/Unknown	Student's Mobile:											
RcdRel:		Parent/Guardian 1:		(949) 333-3333		Schl:	Enter Date	Leave Date					
Email:		Parent/Guardian 2:		(949) 222-2222		Dist:	9/10/2009						
							10/23/2009						
Counselor	Locker	Corr Lang	Home Lang	Lang Desig		Family#							
Unassigned(0)				Blank = English Speaking		22017							
Ethnicity		Race		Birth City		State	Country						
No, not Hispanic or Latino		White											
User1	User2	User3	Gate	User5	User6	PS	User8	MG	Sarb	User11	User12	RepCrd	Message
					Z								
Stu Email Address		Network Login ID		State Stu ID		Next Schl							
debster@gmail.com		17debbietest				900							
Competency Tests Reading: Writing: Mathematics:													
<input type="button" value="Edit This Student Record"/>													

Most of this information is self-explanatory. If you feel any of the information is incorrect you should contact the school.

1. Each field may contain a piece of information. Not all fields may be filled.
2. The fields for telephone numbers should be kept up to date as they are the way the school and/or teacher(s) may contact you. You can update them yourself.
3. Click on this box and you will get a popup box below allowing you to edit the home and work numbers.

Student Demographic Record for Debbie Cassandra Test	
Parent/Guardian Name	Debbie Smith
Telephone	9495555555
Father's Work	9494444444 ext <input type="text"/>
Mother's Work	9492222222 ext <input type="text"/>
<input type="button" value="Apply Changes"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

The next sub-tab is Emergency Contacts seen below. This shows the information on the various contacts including parents, relatives or neighbors.

The screenshot shows a web application interface for '900 - Control School'. The current student is 'Test, Debbie - Grd 5 - Irvine Control School'. The page is dated 10/25/2010 2:06:55 PM. The navigation menu includes Home, Student Info, Attendance, Grades, Medical, Resources, Options, and Logout. The 'Emergency Contacts' section lists four contacts: Deborah Test (Mother), Michael Test (Father), Shirley Test (Aunt), and Dr. Friendly (Physician). Each contact record includes fields for Name, Relationship, Telephone, Work, and Email, along with an 'Edit This Contact Record' link. The 'Email List' section is a table with columns for Name, Relation, and Email Address, listing the same contacts and the student, along with an 'Unassigned' counselor. A box at the bottom of the email list contains a list of email addresses: parent@gmail.com; anotherparent@gmail.com; aunt@gmail.com; debster@gmail.com. Three numbered callouts (1, 2, 3) are present: 1 points to the 'Email List' table, 2 points to the 'Telephone' field of Deborah Test, and 3 points to the 'Edit This Contact Record' link of Michael Test.

This section contains separate information regarding contacts in the event of an emergency. As with demographics this information needs to be kept up-to-date.

There are some distinct areas on the Emergency Contacts (as shown above) page:

1. These are the email addresses for all contacts associated with this student. The parent(s), student, and teacher(s) are all listed. These can be used to email one or more teachers as desired.
2. Each contact will have varied information listed. At a minimum a name and phone number should appear.
3. If any phone numbers need to be changed, simply click on the "Edit Contact Record" button. You will get another pop-up box to make allowed changes.

Any changes made will be reflected immediately upon clicking "apply changes"

The school will be notified of the change and who made it. This is a security measure.

The next sub-tab under Student Info is *Class Schedule*. This screen will give you information about your student's current schedule or teacher. A sample is seen below:

900 - Control School

Current Student: Test, Debbie - Grd 5 - Irvine Control School

10/25/2010 2:09:58 PM
Page Timeout: 19:51

Home Student Info Attendance Grades Medical Resources Options Logout

Class Schedule for Test, Debbie

Student Class Schedule									
Per	Sem	Days	Sec#	Course ID	Course Title	Tch#	Tch Name	Room	Email
1	Y	MTWTF	112	0005	Grade 5	11	Teacher	B13	Test@iUSD.org

1

1. These fields are some technical information about the class
2. The name of the course.
3. The teacher's name
4. The teacher's room number
5. The teacher's email address

There may also be a web site listed if the teacher has an individual web site.

If a parent wishes to contact a teacher, they may use the email addresses listed here. If a student changes their schedule or teacher at any point during the school year, it will be reflected here.

This screen will generally only display a current class. Classes for any future terms or years will not be seen. Those will become available once that term or year has started. Once a student moves to middle or high school there will be more teachers listed.

The next sub-tab under Student Information is Test Scores. This will include any state or district mandated tests that have been loaded in this system. Some examples are State of California CST yearly tests or CELDT Language testing. An example is seen below:

Test Scores														
Test ID	Part No.	Grd Lvl	Test Date	Test Description	Raw Score	Scale Score	Grd Equiv	Pctile	Sta Nine	Crv Eqv	Other	Perc	Prf Lvl	Rubric
CST	1	0.4	5/1/2010	Eng/Lang Arts Total	70	456	0.0	0	0	0	0	0	5	0
CST	2	0.4	5/1/2010	Mathematics	62	468	0.0	0	0	0	0	0	5	0
CST	1	0.3	5/11/2009	Eng/Lang Arts Total	66	529	0.0	0	0	0	0	0	5	0
CST	2	0.3	5/11/2009	Mathematics	66	602	0.0	0	0	0	0	0	5	0
OLSAT	0	0.3	12/8/2008	OLSAT	0	0	0.0	96	0	0	0	0	0	0
CELDT	0	0.3	9/6/2008	CA Eng. Lang. Dev. Test	97	582	0.0	0	0	0	0	0	0	0
CST	1	0.2	5/1/2008	Eng/Lang Arts Total	60	481	0.0	0	0	0	0	0	5	0
CST	2	0.2	5/1/2008	Mathematics	60	583	0.0	0	0	0	0	0	5	0

1. This shows the type of test. This is often the acronym used by the state or educators.
2. This is a description of the area tested
3. These are various scores which may be available. They are different for each test.

These numbers can be confusing and you may need assistance from a teacher to understand the scores or refer to any information sent home by the school or state.

The last sub-tab under Student Info is Fees & Fines. If your child is buying a spirit shirt as an example and still owes a balance, it will be listed here. An example is shown below:

Fee Records					
Code-Description	Amount Charged	Date Charged	Amount Paid	Date Paid	Balance
Spirit Shirt	15.00	10/25/2010	10.00		5.00

1. The description is listed here
2. The original amount
3. The balance owed.

III. Grades

The Grades tab is another one that will vary slightly depending upon the school and grade level. It is especially varied between elementary school and secondary school. An example of the sub-tabs is seen below.

Please be aware that not all elementary schools are using the online gradebook. If a school is not using it the tabs for Gradebook and Current Assignment will not appear.

The screenshot shows the '900 - Control School' interface. The 'Grades' menu is open, displaying sub-tabs: 'Gradebook', 'Current Assignments', and 'Event Calendar'. The 'Gradebook' sub-tab is selected, showing a list of assignments for 10/25/2010, including 'Test', '07:00 AM - 08:00 AM : Pd 1- Assignment Due: Read pgs 1 - 25', '07:00 AM - 08:00 AM : Pd 1- Assignment Due: Earth Science', '07:00 AM - 08:00 AM : Pd 1- Assignment Due: workbook pgs 5 - 10', and '07:00 AM - 08:00 AM : Pd 1- Assignment Due: Writing puzzles'. A 'School Messages' box on the right says 'Welcome to MyIUSD - the home of Irvine Unified's Parent Portal'. The footer indicates 'ABI Version 4.10.9.1 Copyright © 2010 Eagle Software. All rights reserved.'

The first sub tab is *Gradebook*. This screen will show a summary IF the teacher is using the online gradebook. An example is shown below

The screenshot shows the '900 - Control School' interface with the 'Gradebook Summary for Debbie Test' table. The table has the following columns: Details, Gradebook, Term, Pd, Teacher, %, Grade, Missing Assmts, Last Updated, and Status. The data rows are:

Details	Gradebook	Term	Pd	Teacher	%	Grade	Missing Assmts	Last Updated	Status
+	Math Grade 5 Test	Tri 1	1	Teacher	90.00	A-	0	10/25/2010 1:26 PM	
+	Science Grade 5 Test	Tri 1	1	Teacher	31.81	F	0	10/25/2010 1:27 PM	
+	Writing Grade 5 Test	Tri 1	1	Teacher	97.33	A	0	10/25/2010 1:27 PM	

The table is titled 'Gradebook Summary for Debbie Test' and the date is 10/25/2010 2:28:53 PM. The 'Current Student' is Test, Debbie - Grd 5 - Irvine.

1. The subject is shown here. As previously mentioned not all teachers may be using the online gradebook. If they are not, no information will be listed here.

**Click on the individual gradebook for more in-depth information for that particular subject.

2. The name of the teacher is listed here.

3. The current overall grade is shown. Depending upon the school or options, you may only see the current percentage.

4. How many assignments are currently missing? These are assignments that are past there due date and have yet to be submitted and/or graded.

The next sub-tab is Current Assignments. This screen will show any assignments that are currently assigned and have a future due date. An example is seen below:

900 - Control School

Current Student: Test, Debbie - Grd 5 - Irvine Control Schoc

Home Student Info Attendance Grades Medical Resources

Active Assignments (Homework) for Debbie Test on 10/25/2010

Pd	Course	Assn #	Description	Doc	Type	Assigned	Due Time	Max Points
Assignments Due: 11/9/2010								
1	Math Grade 5 Test	3	Chapters 1 - 10		Test	10/22/2010		75

1. This is the subject area or course that has issued the assignment

2. This is a brief description of the assignment.

3. This is the maximum value of the assignment once graded.

This screen will vary as assignments become due and new ones are added. In this way a parent may keep abreast of their student's homework.

* Again, this applies only to teachers using the online gradebook.

The next *Grades* sub-tab is...*Grades* ! This screen shows the grades for each marking period as the year progresses. For a short time at the end of each grading period, it will not be available when teachers are compiling grades. Once they are complete, you will be notified by email that grades are again available. An example of the *Grades* sub-tab is shown below:

900 - Control School		Current Student: Test, Debbie - Grd 5 - Irvine Control School		10/25/2010 2:35:40 PM Page Timeout: 19:49											
Home		Student Info		Attendance		Grades		Medical		Resources		Options		Logout	
Comment 1		Comment 2		Comment 3											
Debbie is a hard working student.		Debbie has made progress.		Debbie has had a good year. She is being promoted to the 6th grade											
Standard	M1	M2	M3	M4											
Reading															
Reading Achievement	A-Excellent	B-Good	B-Good												
Reading Effort	S-Satisfactory	S-Satisfactory	S-Satisfactory												
Vocabulary and Concept Development															
Reading Comprehension															
Structural Features of Text		X													
Narrative Analysis and Literary Form															
Writing															
Writing Achievement	C-Satisfactory	B-	C+												
Writing Effort	S-Satisfactory	S-Satisfactory	S-Satisfactory												
Organization and Focus															
Evaluation and Revision	X														
English Language Conventions															
English Language Conventions Achievement	A-Excellent	A-Excellent	B-Good												
English Language Conventions Effort	S-Satisfactory	S-Satisfactory	S-Satisfactory												
Sentence Structure and Grammar															
Punctuation and Capitalization															
Spelling Achievement	B-Good	B-Good	B-Good												
Spelling Effort	O-Outstanding	O-Outstanding	O-Outstanding												
Listening Effort	S-Satisfactory	O-Outstanding	O-Outstanding												
Speaking Effort	S-Satisfactory	S-Satisfactory	S-Satisfactory												
Standard	M1	M2	M3	M4											

This screen shot shows an example of grades for each trimester (M1, M2, M3) for which grades are available.

1. These are comments made by the teacher for each trimester.
2. These are the grades for M1 which is Marking Period 1 or Trimester 1.
3. An "X" means a student needs improvement in this area.
4. You may download a pdf version of the actual report card in *Resources*. There will be an explanation of the process later in this document.

As indicated previously, you will be notified by email when grades for the previous grading period are available.

IV. Medical

The 4th major tab is Medical. The only sub-tab currently available is Immunizations. An example of that screen is seen below:

WOODBRIDGE 900 - Control School Current Student: Test, Debbi 10

Home Student Info Attendance Grades **Medical Records** Resources

Immunizations Immunization Records

	Date1	Date2	Date3	Date4	Date5	Booster	Exemption Code	Exemption Date
Polio	3/15/1993	3/16/1994	8/26/1994	12/17/1995				
DTP	6/15/1993	12/13/1994	6/25/1996	11/17/1998	12/8/2004			
MMR	7/16/1995	7/17/1997						
HEP/B								
HEP/A	12/15/1994							
Varic	12/17/1994							
HIB	6/1/2004	12/15/2004	6/14/2005					
Phys								

	Date1	Date2	MM	Pos	Neg	Date 1	Comment
TB Skin Test							

	Date	Normal	Abnormal	Comment
Chest XRay				

	Code	Date
Requirements Met (A):	<input checked="" type="checkbox"/>	Date: 9/14/2008
Status (B):	<input type="checkbox"/>	Date:
Exemptions		
Medical Reasons - Permanent (C):	<input type="checkbox"/>	
Medical Reasons - Temporary (D):	<input type="checkbox"/>	
Personal Beliefs (E):	<input type="checkbox"/>	

Records Presented: 3

1. This shows you the sub-tab of Immunizations. There may be additional sub-tabs in the future.
2. This is the type of immunization.
3. This is the date of the immunization
4. This indicates whether all immunization requirements have been met.

There may be additional information shown on this page depending upon the student and grade level. For questions regarding this page, please contact your school's Nurse or Health Clerk.

V. Resources

This last major tab is still being developed. Some schools may have a scattering of information here while others may have very little. **For elementary schools there is one very important report in the Reports sub-tab.** Below you will see the sub-tabs in this example:

900 - Control School Current

Home Student Info Attendance Grades Medical Resources

Resources

- Online Resource Center 1
- School and District News 2
- Reports 3

Change Date Refresh Event Types Display Type: Day Add New Event

10/25/2010

Test
07:00 AM - 08:00 AM : Pd 1- Assignment Due: Read pgs 1 - 25
07:00 AM - 08:00 AM : Pd 1- Assignment Due: Earth Science
07:00 AM - 08:00 AM : Pd 1- Assignment Due: workbook pgs 5 - 10
07:00 AM - 08:00 AM : Pd 1- Assignment Due: Writing puzzles

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The three sub tabs shown above may vary by school.

1. The Online Resource Center is a list of the same links that are available on the Home Screen (page 3)

2. School and District News may be used in the future to share important and timely news with parents.

900 - Control School Current Student: []

Home Student Info Attendance Grades Medical Resources

SCHOOL & DISTRICT NEWS

Latest News

10/25/2010 National Walk-To-School Day

National Walk-To-School Day

Just do it !

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3. Reports (the third sub-tab under Resources) are planned to be a series of links that will allow parents to download pdf copies of reports. The first one available is the Standards Based Report Card.

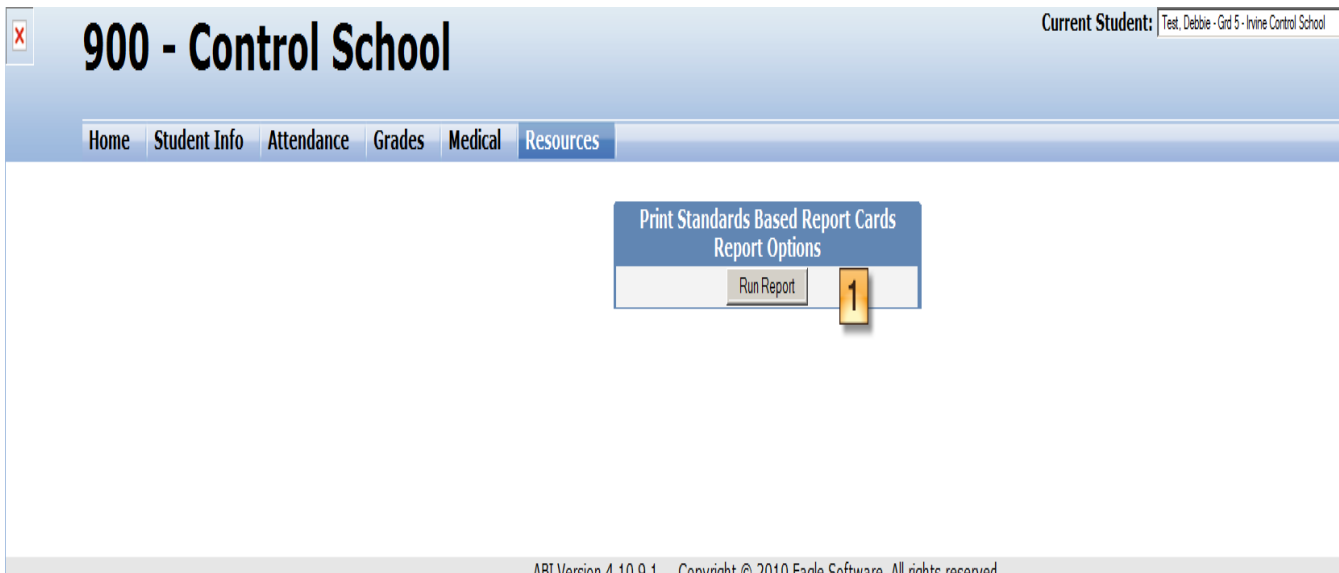


900 - Control School Current

Home Student Info Attendance Grades Medical **Resources**

[Standards Based Report Card](#) **1**

1. Once you have clicked on the Reports sub-tab, you will see the link as shown above. You want to click on the Standards Based Report Card link. You must have your pop-up blocker turned off. You will then see the screen below:



900 - Control School Current Student: Test, Debbie - Grd 5 - Irvine Control School

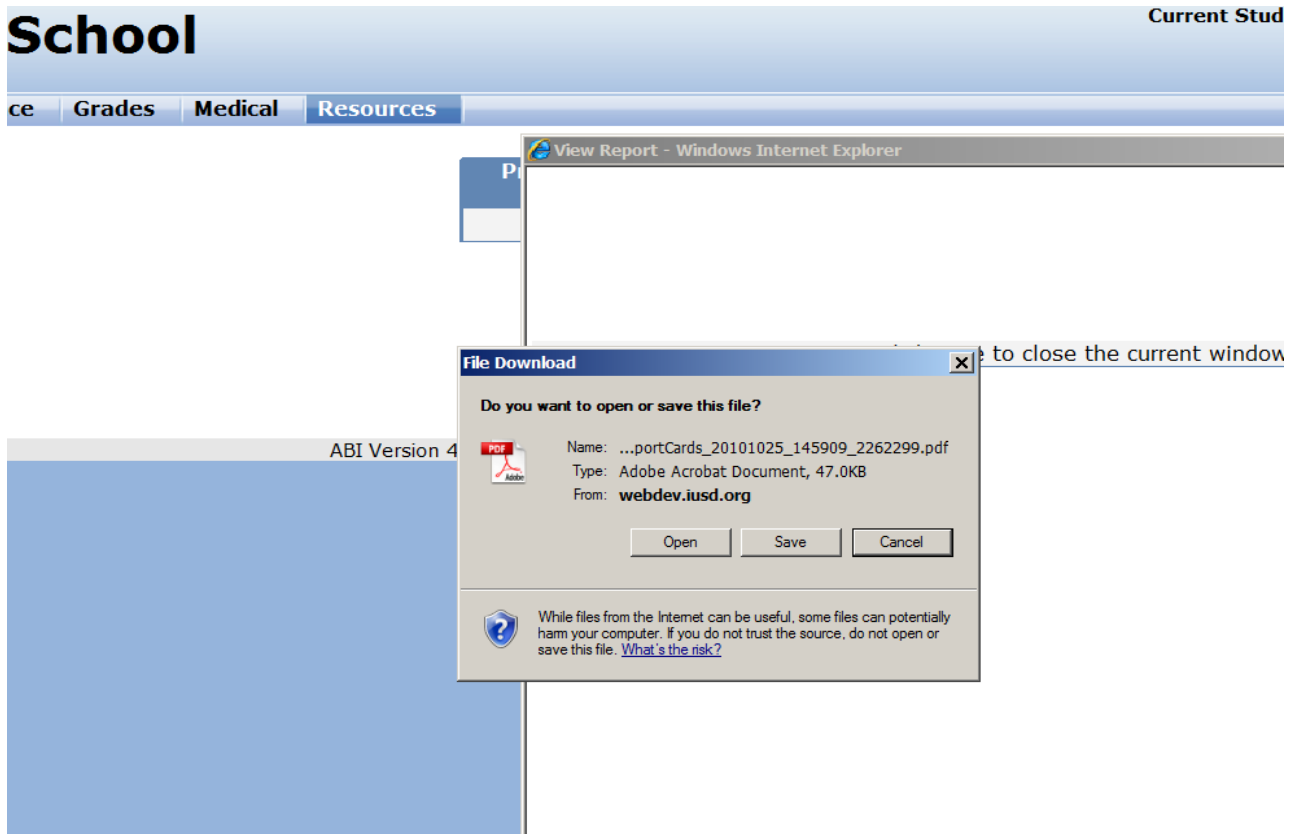
Home Student Info Attendance Grades Medical **Resources**

Print Standards Based Report Cards
Report Options

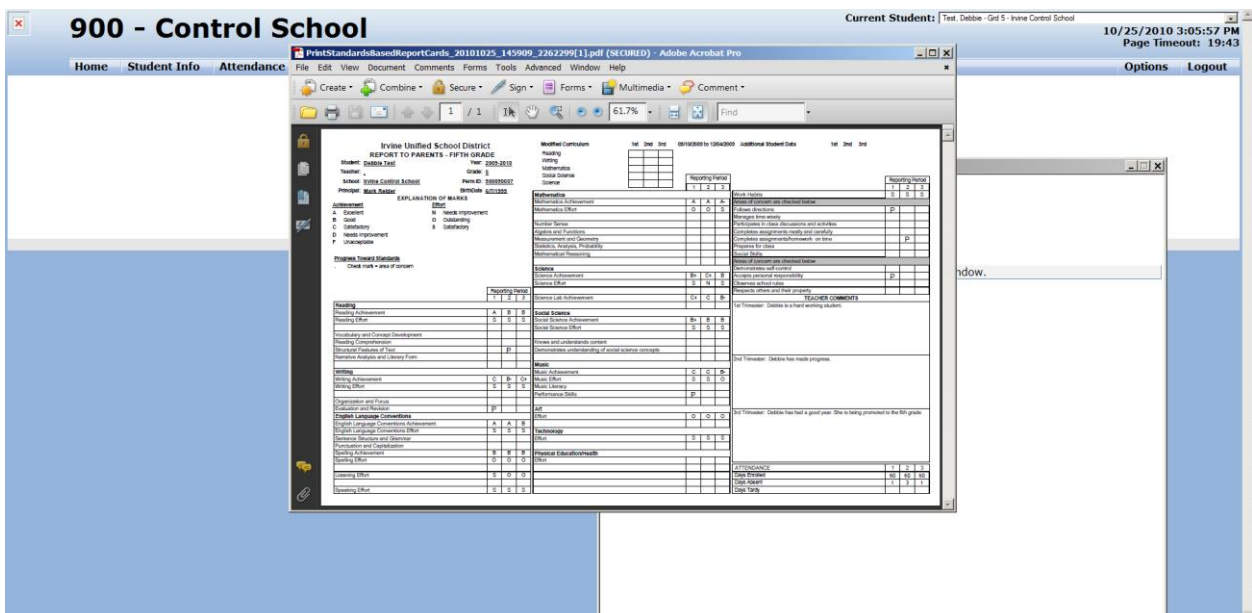
Run Report **1**

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1. Click on Run Report. You will get the pop-up seen below:



This will allow you to open the report card and/or save it to your computer. The finished product looks identical to the printed report card.



If you have additional questions regarding how to use MyIUSD please send an email to myiusdfeedback@iusd.org.