

# Quick Reference Guide for Parents Using Nexgen Parent Portal

Log onto [www.ccsknights.org](http://www.ccsknights.org)

On the right side under quick links choose: **ESD Nexgen Parent Portal**

Step 1: Login using the username and password you have been assigned.

Step 2: Read over and agree to the terms of use.

Step 3: With a successful login, the ability to view the student(s) is available. Click on student to view.

The screenshot shows the parent portal interface. At the top right, there are navigation icons for Home, Help, and Logout. Below these are buttons for Home, Change Account Info., and Help. The main content area includes a 'Student(s)' table with two entries, 'Recent Activities', and 'Announcement(s)'. The browser's taskbar at the bottom shows the Start button and several open applications.

Student(s)	
1	318270959 Lucas Ackerman eSD Demo High School 10
2	318270960 Melina Yamamoto Ackerman eSD Demo High School 12

Recent Activities	
Logged On/Off	08-24-2009 12:45PM 08-24-2009 12:50PM
View Melina Ackerman's Profile	08-24-2009 12:50PM

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Step 4: With Clicking on different tabs will bring up different information. For example:

Profile Tab

The screenshot shows the 'Profile' tab selected in the navigation menu. The profile information for Melina Ackerman is displayed. The navigation menu includes Home, Profile, Attendance, Schedule, Discipline, Immunization, Transcript, Report Card, Buses, Course Request, and Gradebook. The profile information is as follows:

Melina's Profile	
First Name: <b>Melina</b>	School Name: <b>eSD Demo High School</b>
Middle Name: <b>Yamamoto</b>	Entering Grade: <b>12</b>
Last Name: <b>Ackerman</b>	Dominant Language: <b>English</b>
Gender: <b>Female</b>	Email Address:
ID: <b>318270960</b>	Family Surname: <b>ACKERMAN</b>

Important Dates

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## Attendance Tab

### Attendance Key

AE = Absence Excused  
 AU = Absence Unexcused  
 TE = Tardy Excused  
 TU = Tardy Unexcused

## Schedule Tab

Days	Per.	Room	Course#	Course	Sec	Staff	Date
A,B,C,D,E,F	1	A-232	N2555	AP US Govt and Politics	101	A. Stanley	06/16/2008
A,B,C,D,E,F	1	A-244	5879	Living Environment	1	t. Hoov	06/04/2009
A,B,C,D,E,F	1 - 4	TBD	N9196	Crim Justice 2	134	O. Elmore	08/11/2009
A,B,C,D,E,F	2	C-130	N6656	Choraleers	201	L. Mcdaniel	02/11/2009
A,B,C,D,E,F	3	AUD	N6636	Symph Orchestra	301	C. George	06/16/2008
A,B,C,D,E,F	4	CAFE	N8021	Lunch 12	401	O. Elmore	06/16/2008
A,B,C,D,E,F	5	B-128	N4443	Physics R	501	T. Watts	06/16/2008
A,B,C,D,E,F	7	B-205	N1335	AP English Lang	701	K. Beck	08/07/2008
A,C,E	8	GYM	N8366	P E 11-12	802	V. Lucas	06/16/2008
B	8	A-115	N4245	AP Biology	901	J. Little	06/16/2008
D	8	A-113	N4413	Physics Lab	801	J. Little	06/16/2008
A,B,C,D,E,F	9	B-119	N4245	AP Biology	901	J. Little	06/16/2008
A,B,C,D,E,F	10	A-120	N3223	Geometry R	55	G. Ackerman	08/20/2009

## Gradebook Tab

➤ Notice the Class List on the left.

➤ Choose a class by clicking on the name.

➤ Under class work you will see categories. Click on the + to display each assignment under that category.

If you have any questions, please contact Mary Shambo @ 688-2306 or mshambo@ccsknights.org