

# Parent Portal User Guide

## Web Version




*March 2020*

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## A. INTRODUCTION

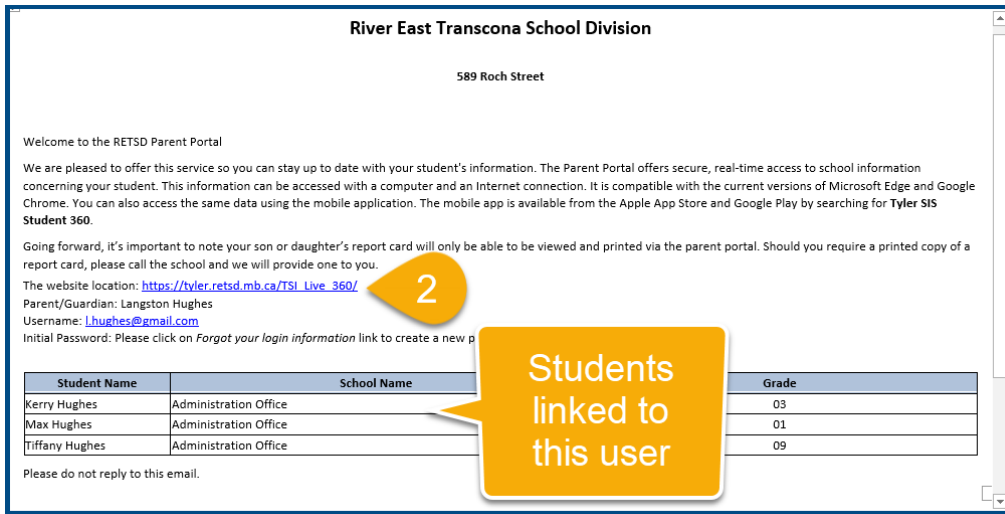
- The RETSD Portal is best experienced through a computer and Web browser. The Web browser version will always provide access to the full feature set and data.
- Most commonly used browsers have been tested and will work with this portal including:
  - Microsoft Edge Chromium (used in this guide)
  - Google Chrome
  - Mozilla Firefox

Browser Icon	Name
	Microsoft Edge
	Google Chrome
	Mozilla Firefox

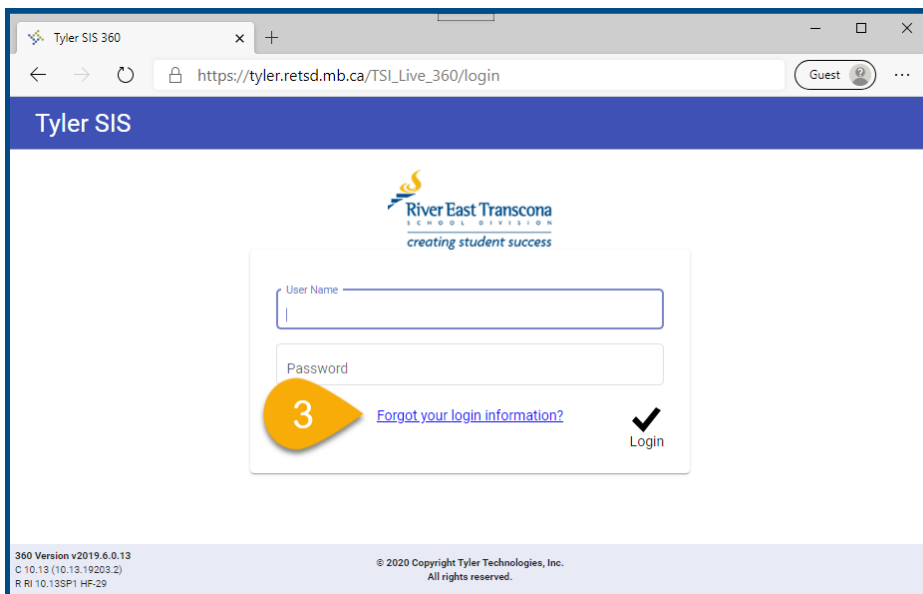
- Currently, browsers on mobile devices are not fully supported.
- Mobile device users need to download the mobile application. See the associated guide for more information.

## B. FIRST LOGIN

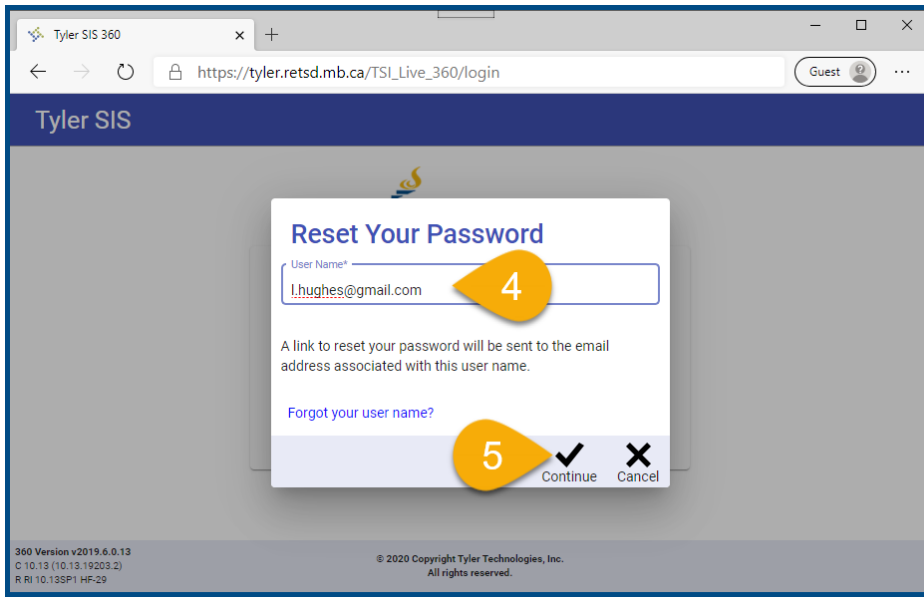
1. Schools will send out a notification to the email address of new portal users.
2. Click the included link to go to the portal site.
  - This will open your Web browser and go to the Parent Portal login site.



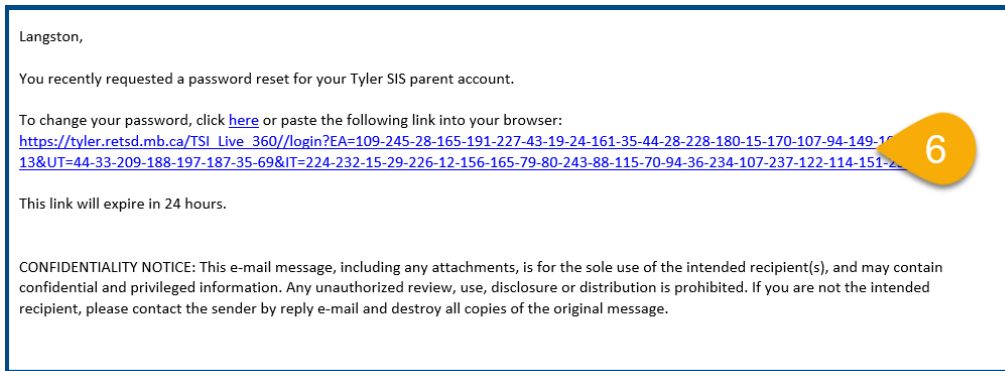
3. Click the **Forgot your login information** link.



4. Enter your email address.
5. Click the **Continue** button.



6. You will receive another email with a reset password link. Click this link.

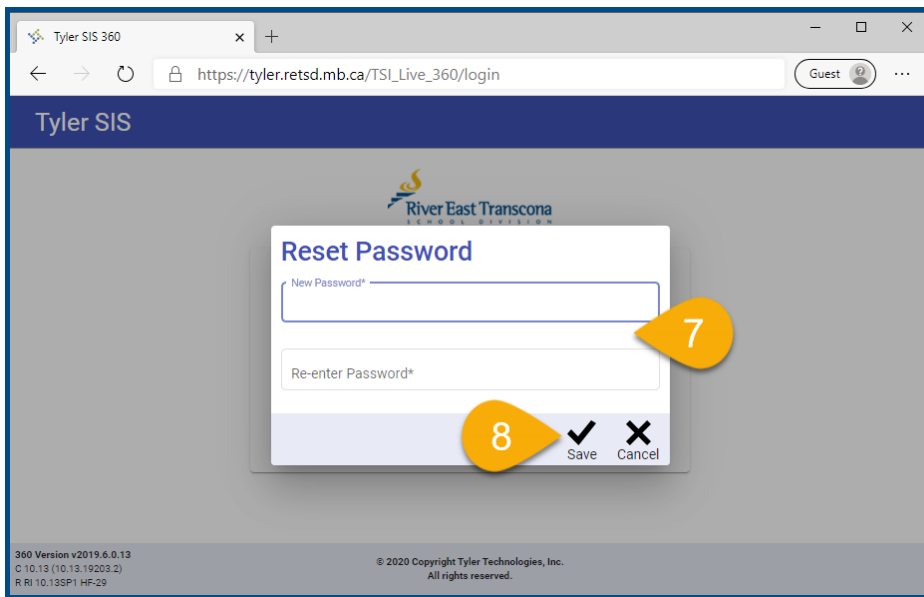


7. Enter your new (phrase-based) password and then repeat the entry. This password will need to fit the RETSD requirements:

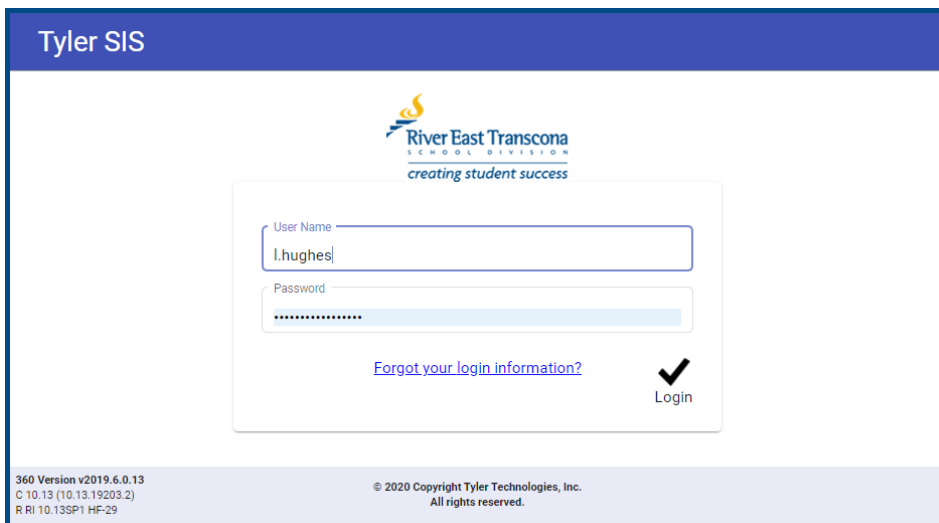
- At least 14 character long (including spaces)
- At least one upper case character
- At least one lower case character
- Special character like punctuation or symbol

Examples include:

- The Bombers are Grey Cup Champs!
- My dog's name is Santa's L Helper.



8. You will then be able to login to the portal and access the student information.



## C. THE HOME SCREEN

- This screen provides a menu to all available areas and summary information about the selected student.

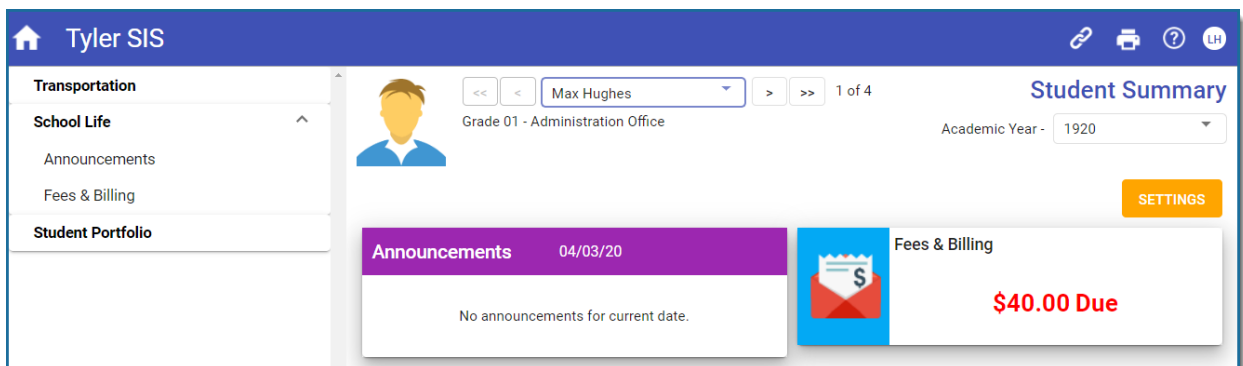
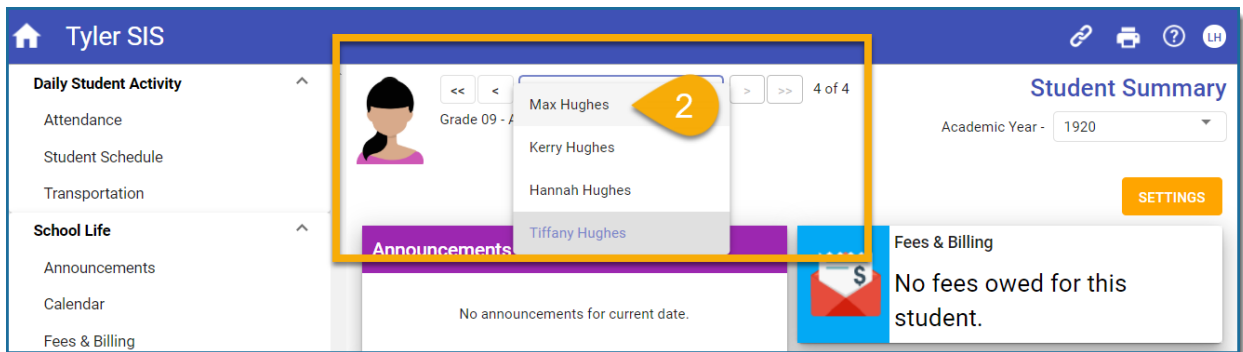
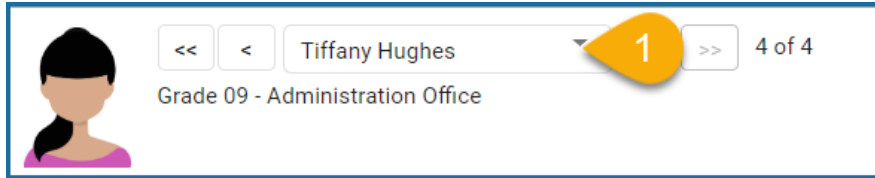
Area	Description
1	Student selection
2	User settings
3	Academic Year selection
4	Screen settings
5	Information Menu
6	Visible information “Cards”

The screenshot shows the Tyler SIS Parent Portal interface for student Tiffany Hughes. The header includes the student's name, grade (09 - Administration Office), and academic year (1920). The left navigation menu is categorized into Daily Student Activity, School Life, and Student History. The main content area features several summary cards: Announcements (04/03/20), Today's Attendance (0 Tardy, 0 Absent), Fees & Billing (No fees owed), Student Schedule (No Schedule Information), and Upcoming Events (No upcoming events). A calendar for April 2020 is also visible, with the 3rd highlighted. Numbered callouts (1-6) point to specific UI elements as defined in the table above.

## D. SELECTING THE STUDENT

- Portal accounts can now be linked to all the students that you have a connection with.
- Contact your school to make any required changes.

1. Click on the student selection list box
2. Click on the student name to display their associated information.



## E. VIEWING AND SAVING REPORT CARDS

- Schools publish report cards as PDF documents using the appropriate Provincial template.
- Report cards documents can be printed and or saved locally.
- All report cards from 2016 onwards are available on the portal in their associated Academic Year.

1. Select the **Academic Year** for the report card you wish to view.
2. Click on the **Student Portfolio** menu item.

The screenshot shows the 'Student Summary' page for a student named Tiffany Hughes. The left sidebar has a 'Student Portfolio' item highlighted with a yellow callout '2'. The main content area includes several sections: 'Announcements' (04/03/20), 'Today's Attendance' (0 Tardy, 0 Absent), 'Calendar' (April 2020), 'Fees & Billing' (No fees owed for this student), 'Student Schedule' (No Schedule Information), and 'Upcoming Events' (No upcoming events). A yellow callout '1' points to the 'Academic Year' dropdown menu set to '1920'.

3. Click on the **File Name** link for the report card that you wish to view.
  - The PDF document will appear in a new browser tab.

The screenshot shows the 'Student Portfolio' page for a student named Tiffany Hughes. The page displays a table of report cards. A yellow callout '3' points to the 'File Name' column, specifically to the link '1920\_01\_Report\_Card.pdf'.


Added	Category	Description	File Name	Size	Year	Added By
03/04/20	Report Cards	Report Card	<a href="#">1920_01_Report_Card.pdf</a>	696 KB	1920	Schroeder D
03/04/20	Report Cards	Report Card	<a href="#">1920_02_Report_Card.pdf</a>	696 KB	1920	Schroeder D




- Scroll through the PDF document and then click the **X** on the browser tab to return to the portal.

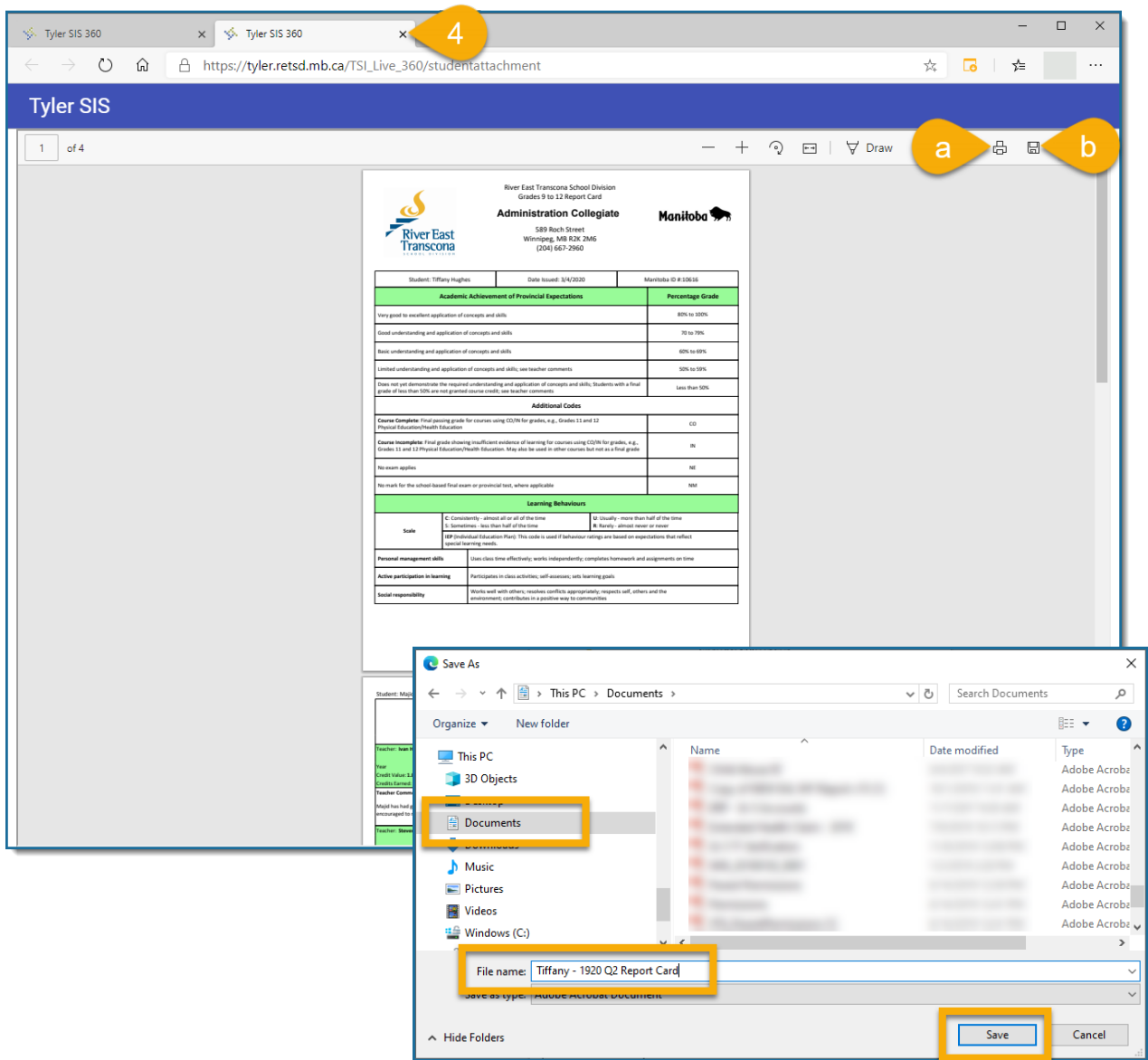
### Optional

#### a) Printing the Report Card

- Click the **Print**  icon to make a local printed copy of the report card.

#### b) Saving the Report Card

- Click the **Save**  icon to save a local copy of this PDF document for your records.
- Choose the location, document name and then click the **Save** button.

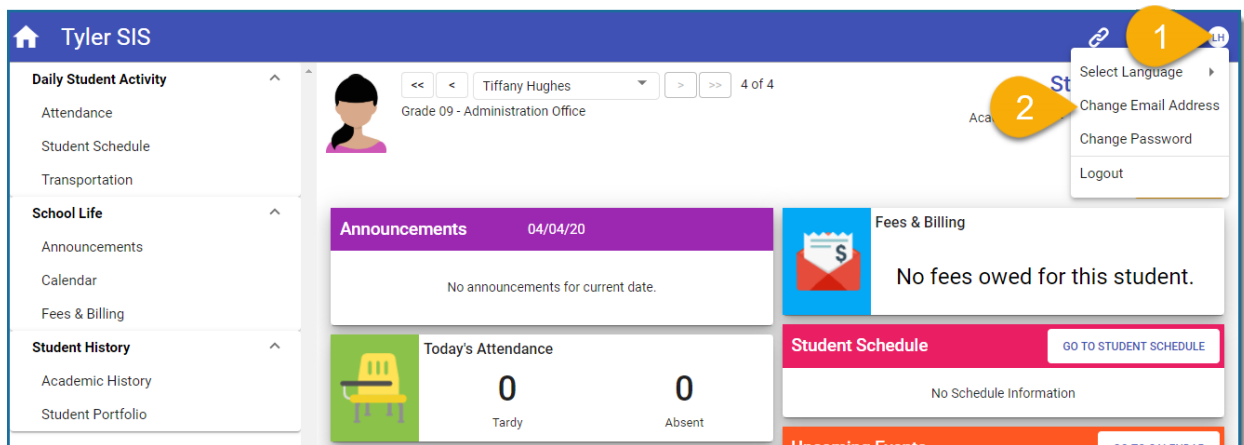


The screenshot shows a web browser window with two tabs, both labeled 'Tyler SIS 360'. The active tab is labeled '4'. The browser address bar shows the URL: [https://tyler.retsd.mb.ca/TSI\\_Live\\_360/studentattachment](https://tyler.retsd.mb.ca/TSI_Live_360/studentattachment). The page content is a PDF report card for 'River East Transcona School Division, Grades 9 to 12, Report Card, Administration Collegiate, Manitoba'. The report card includes a table for 'Academic Achievement of Provincial Expectations' and 'Learning Behaviours'. A 'Save As' dialog box is open over the PDF, showing the file name 'Tiffany - 1920 Q2 Report Card' and the 'Save' button highlighted. The dialog also shows the file is being saved to 'This PC > Documents'.

Student: Tiffany Hughes	Date Issued: 1/4/2020	Manitoba ID #: 53616
Academic Achievement of Provincial Expectations		Percentage Grade
Very good to excellent application of concepts and skills		80% to 92%
Good understanding and application of concepts and skills		70 to 79%
Basic understanding and application of concepts and skills		60% to 69%
Limited understanding and application of concepts and skills; see teacher comments		50% to 59%
Does not yet demonstrate the required understanding and application of concepts and skills; Students with a final grade of less than 50% are not granted course credit; see teacher comments		less than 50%
Additional Codes		
Course Complete: Final passing grade for courses using CQ/M for grades, e.g., Grades 11 and 12 Physical Education/Health Education		CO
Course Incomplete: Final grade showing sufficient evidence of learning for courses using CQ/M for grades, e.g., Grades 11 and 12 Physical Education/Health Education. May also be used in other courses but not as a final grade		IN
No exam applies		NE
No mark for the school-based final exam or provincial test, where applicable		NM
Learning Behaviours		
Scale	C: Consistently - almost all or all of the time S: Sometimes - less than half of the time BP (Individual Education Plan): This code is used if behaviour ratings are based on expectations that reflect special learning needs	D: Usually - more than half of the time E: Rarely - almost never or never
Personal management skills	Does class time effectively; works independently; completes homework and assignments on time	
Active participation in learning	Participates in class activities; self-assesses; sets learning goals	
Social responsibility	Works well with others; resolves conflicts appropriately; respects self, others and the environment; contributes in a positive way to communities	

## F. CHANGING YOUR EMAIL ADDRESS

- Portal users can now change the email address used by the school(s) without having to call or go to the school.
  - Email address changes will automatically also change your portal Username to match this new email address.
1. Click on the **Username** icon located at the top right corner of the **Home** screen. It should be your initials.
    - A menu will appear.
  2. Click on the **Change Email Address** menu item.
    - A new dialogue box will appear

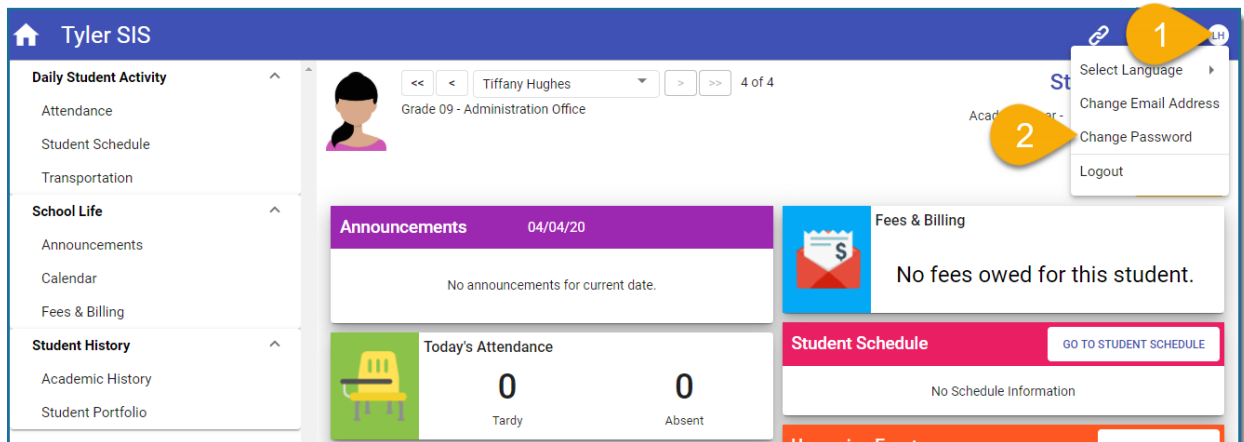


3. Enter, and then re-enter your new email address.
4. Click the **Save** icon.

5. Make note that this new email address will also be your portal Username. Click the **Save** button to confirm this.

## G. CHANGING YOUR PASSWORD

1. Click on the **Username** icon located at the top right corner of the **Home** screen. It should be your initials.
  - A menu will appear.
2. Click on the **Change Email Address** menu item.
  - A new dialogue box will appear



3. Enter your current (old) password.
4. Enter, and then re-enter your new password
5. Click the **Save** icon.

Remember, RETSD uses phrase-based passwords which have the following requirements:

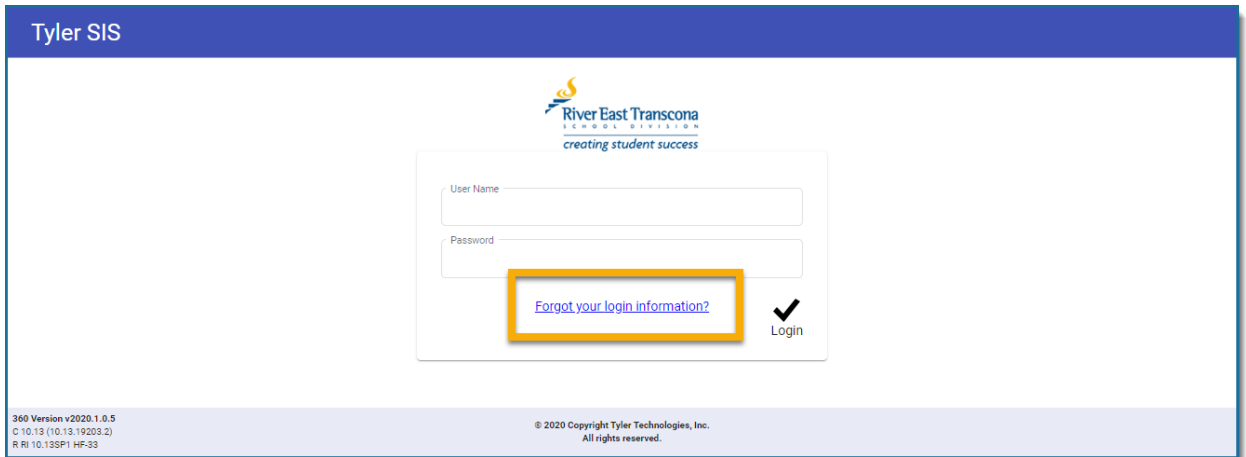
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- Special character like punctuation or symbol

Examples include:

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- My dog's name is Santa's L Helper.

## H. RESETTING A FORGOTTEN PASSWORD

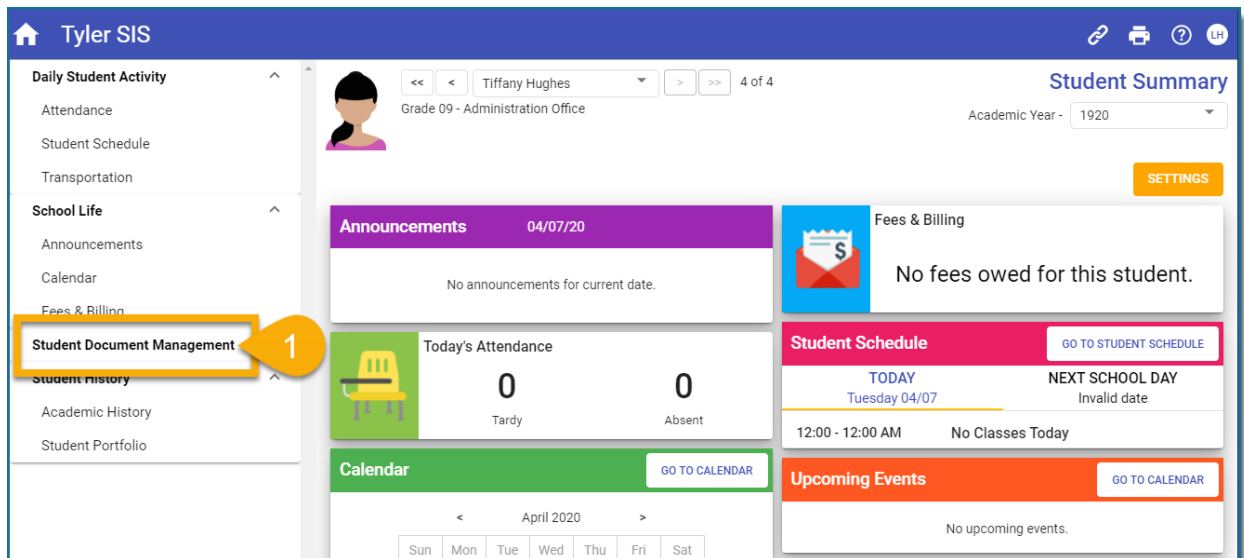
- Please reference the process for **First-Time Login** starting on step 3.



## I. STUDENT DOCUMENT MANAGEMENT

- An additional menu item will appear if a student is receiving services from a divisional clinician.
- This area will provide access to clinical reports in PDF format.

1. Click on the **Student Document Management** link menu item.



2. Click on the **View** link associated with either the **Summary Report** or **Consult Note**.
  - This will display the PDF document on a new browser tab.

The screenshot shows the Tyler SIS Parent Portal interface. At the top, the user is identified as Tiffany Hughes, Grade 09 - Administration Office. The main content area displays a list of documents under 'SSU - Annual Summary Report' and 'SSU - Consult Note'. A 'View' link is highlighted with a yellow callout '2'. A browser window opens, displaying a PDF document titled 'STUDENT SERVICES ANNUAL SUMMARY REPORT' for student Tiffany Hughes. The browser window has callouts '3', 'a', and 'b' pointing to the address bar, the print icon, and the save icon respectively.

**STUDENT SERVICES ANNUAL SUMMARY REPORT**

River East Transcona School Division, Administration Offices, 589 Roch St., Winnipeg, Manitoba, Phone: 204.667.7130, Fax: 204.661.5618, www.retsd.mb.ca

Legal Last name:	Hughes	Legal First name:	Tiffany
School:	Administration Office	Grade:	09
Birthdate (mm/dd/yyyy):	06/22/05	Student #:	125505
MET #:		Service provider:	C lin021
Discipline:	Social Work	Date of report (mm/dd/yyyy):	04/01/20

The information contained in this report is CONFIDENTIAL and protected under provincial privacy legislation. Due to the specialized nature of its content, this report should be interpreted by a qualified clinician. This report may be duplicated and released outside of the education system ONLY with the consent of the parent/guardian or adult student. Due to the changing and developing nature of children, the information and recommendations contained in this report are meant for current use. Reference to this report in future years should be made with caution.

**SUMMARY OF STUDENT PROGRESS**

**SUMMARY OF SERVICES PROVIDED**

**STUDENT GOALS/OUTCOMES FOR NEXT YEAR**

**SERVICE/SUPPORT PLAN FOR NEXT YEAR**

**SIGNATURE**

Signature:


Name and credentials:

Cc: Student Service File  
Parent/Guardian  
Pupil Support File(School)


Page 1 of 1 | 55 42020 | Hughes, Tiffany | 2005-06-22

## Optional

### a) Printing the report

- Click the **Print**  icon to make a local printed copy of the report card.

### b) Saving the report

- Click the **Save**  icon to save a local copy of this PDF document for your records.
- Choose the location, document name and then click the **Save** button.