

# Parent Portal User Guide

## Web Version



*March 2020*

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## A. INTRODUCTION

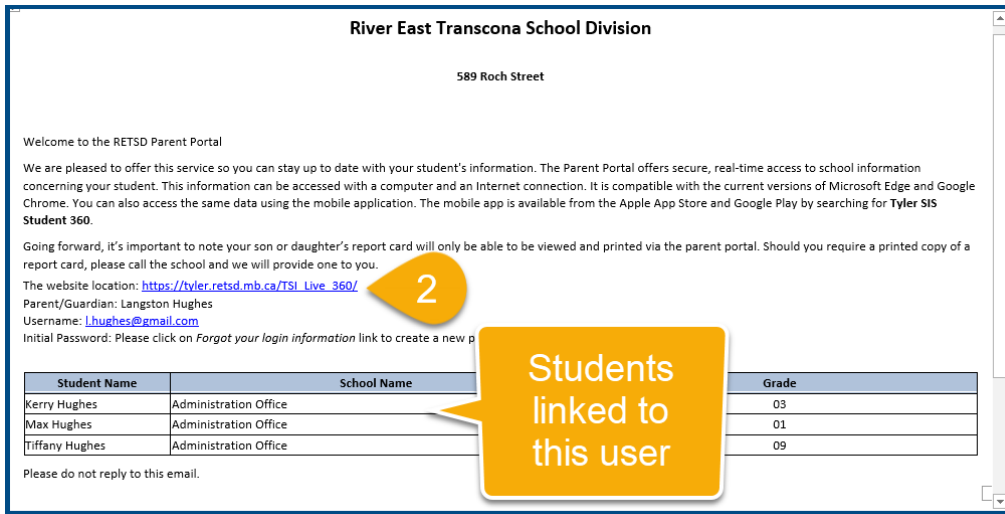
- The RETSD Portal is best experienced through a computer and Web browser. The Web browser version will always provide access to the full feature set and data.
- Most commonly used browsers have been tested and will work with this portal including:
  - Microsoft Edge Chromium (used in this guide)
  -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

Browser Icon	Name
	Microsoft Edge
	Google Chrome
	Mozilla Firefox

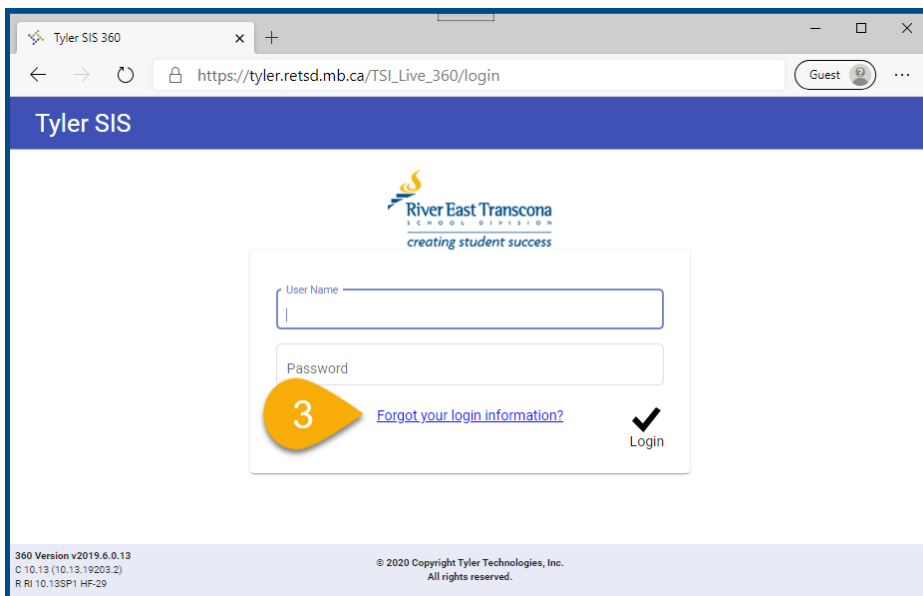
- Currently, browsers on mobile devices are not fully supported.
- Mobile device users need to download the mobile application. See the associated guide for more information.

## B. FIRST LOGIN

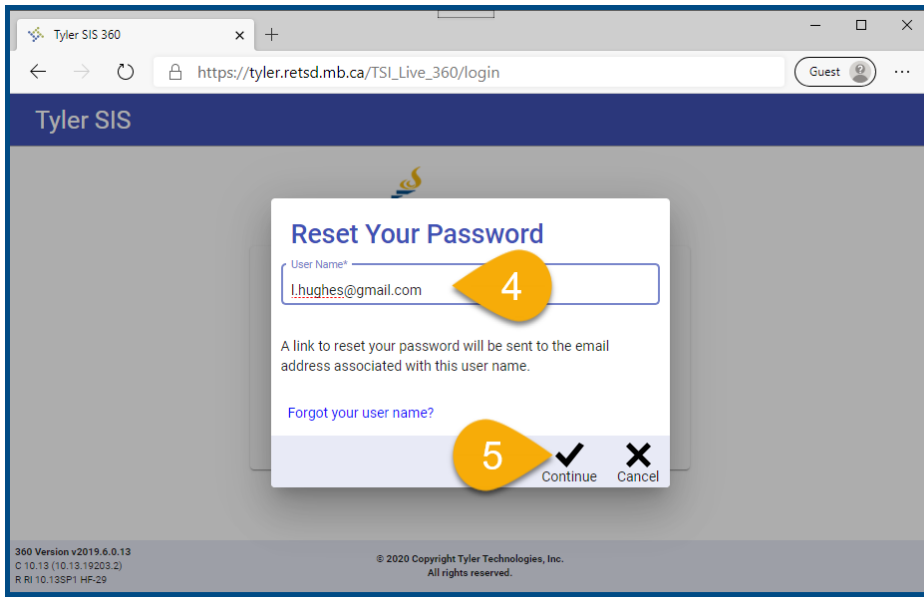
1. Schools will send out a notification to the email address of new portal users.
2. Click the included link to go to the portal site.
  - This will open your Web browser and go to the Parent Portal login site.



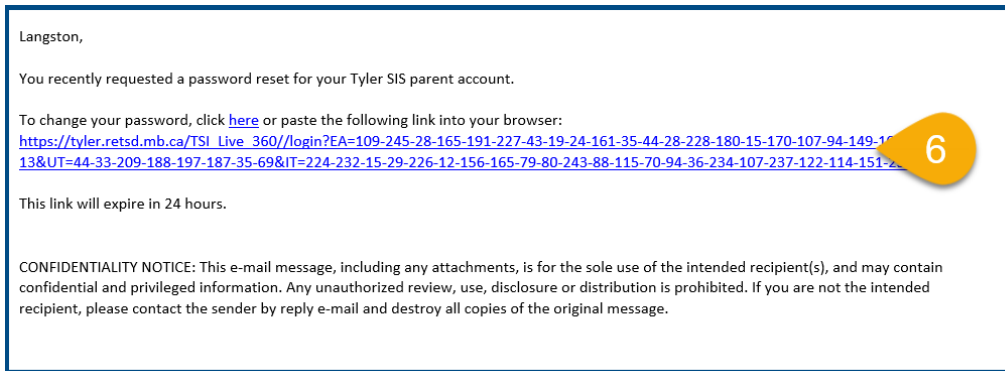
3. Click the **Forgot your login information** link.



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



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

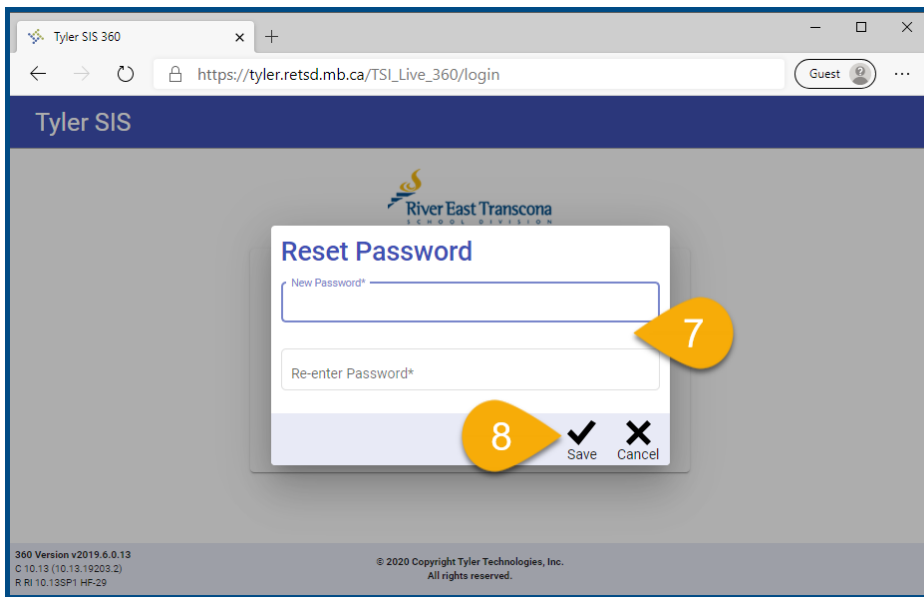


7. Enter your new (phrase-based) password and then repeat the entry. This password will need to fit the RETSD requirements:

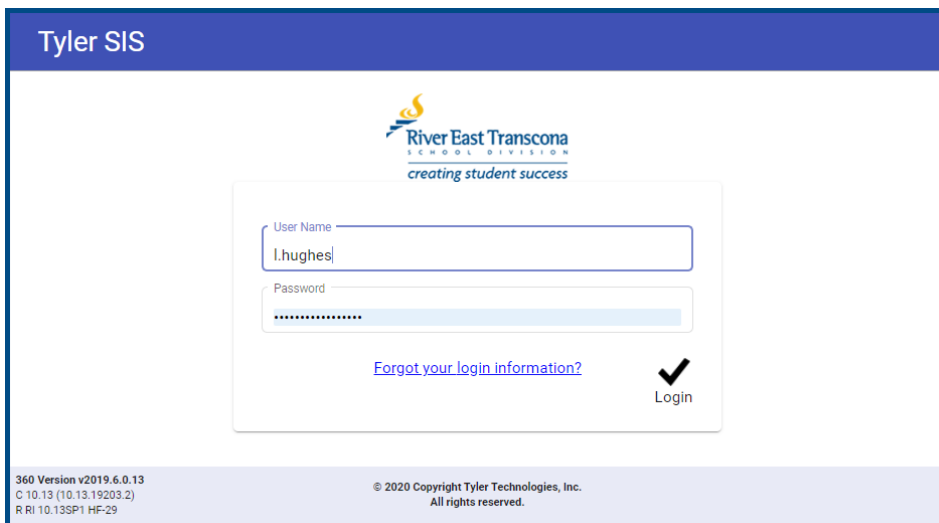
- At least 14 character long (including spaces)
- At least one upper case character
- At least one lower case character
- Special character like punctuation or symbol

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.

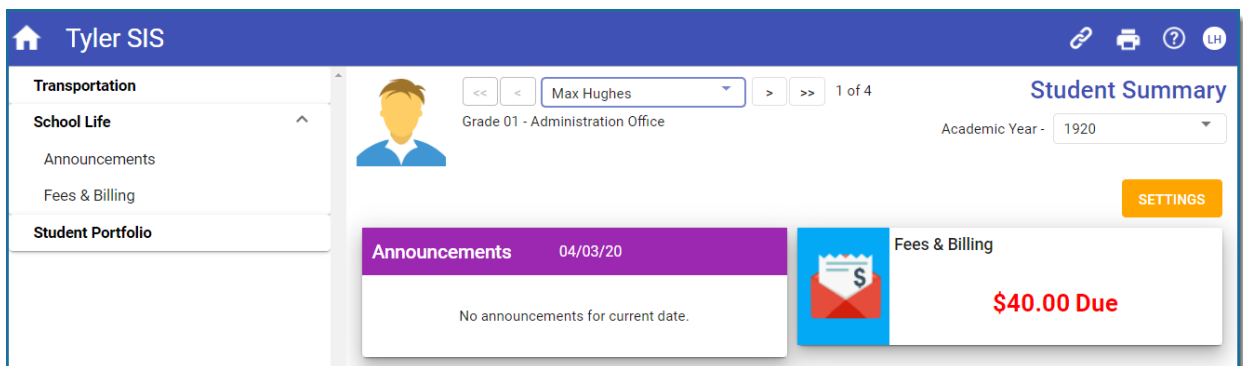
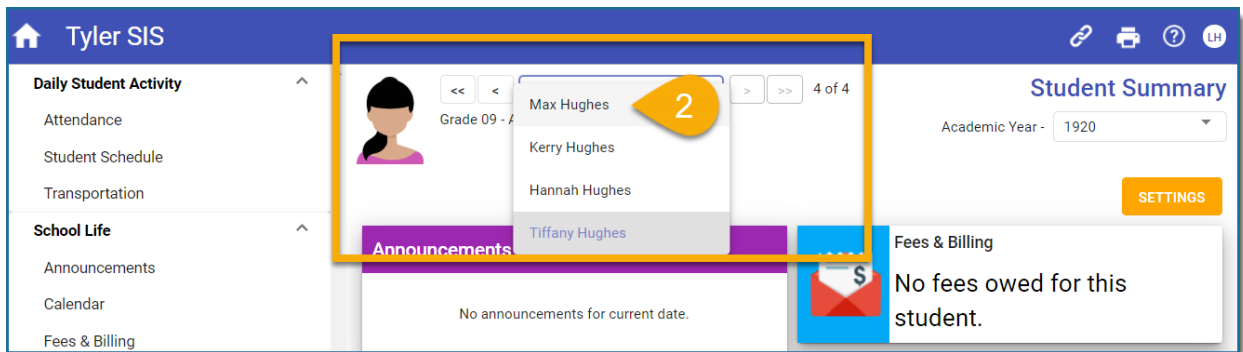
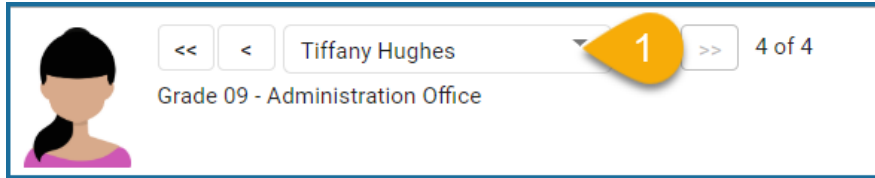
Area	Description
1	Student selection
2	User settings
3	Academic Year selection
4	Screen settings
5	Information Menu
6	Visible information “Cards”

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 displayed at the bottom, with the 3rd highlighted. Numbered callouts (1-6) point to the student selection dropdown, user settings icon, academic year dropdown, settings button, navigation menu, and the main content area respectively.

## 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.

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.


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.

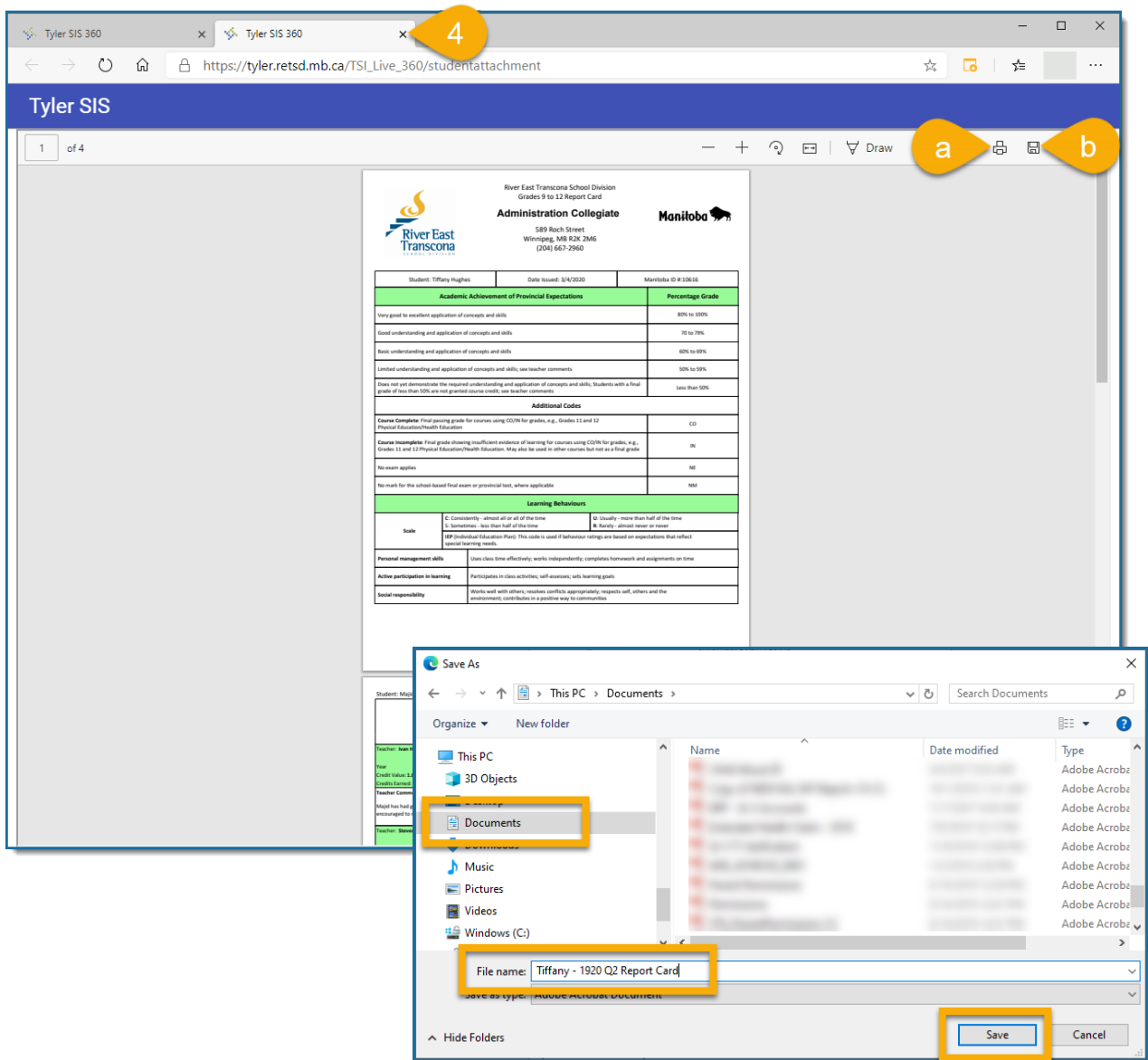
### Optional

#### 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.

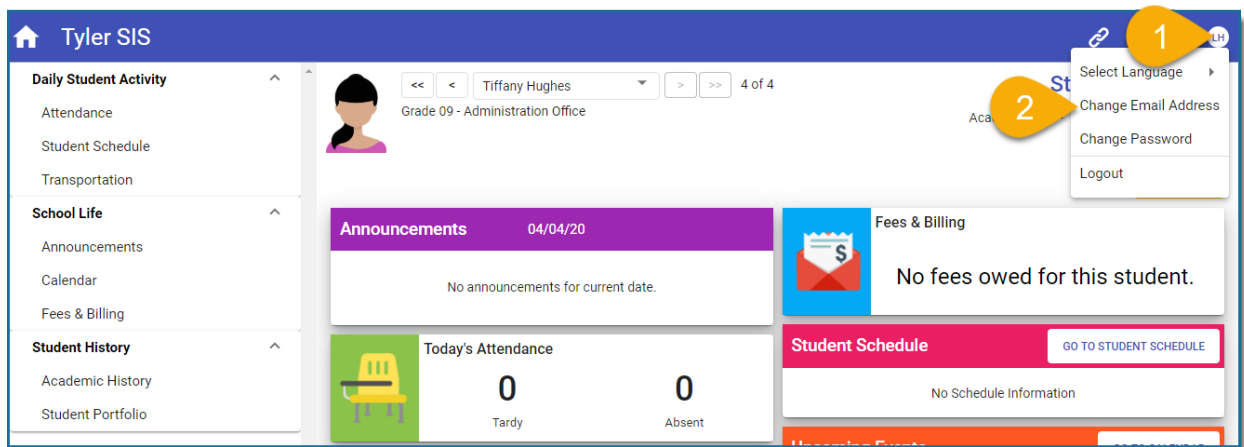


The screenshot shows a web browser window with two tabs, both labeled 'Tyler SIS 360'. The active tab is labeled '4'. The browser address bar shows the URL: [https://tyler.retsd.mb.ca/TSI\\_Live\\_360/studentattachment](https://tyler.retsd.mb.ca/TSI_Live_360/studentattachment). The page content is a 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		CC
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

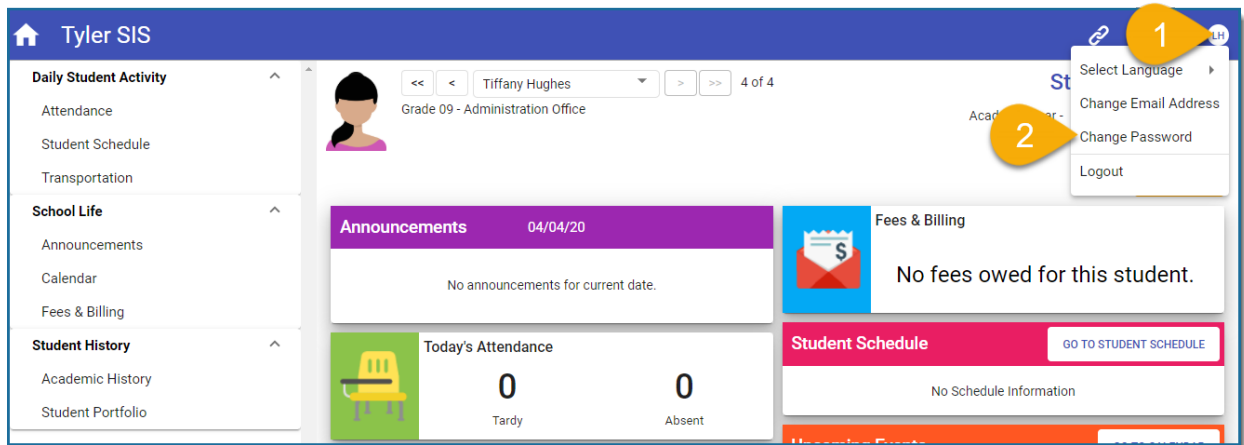


3. Enter, and then re-enter your new email address.
4. Click the **Save** icon.

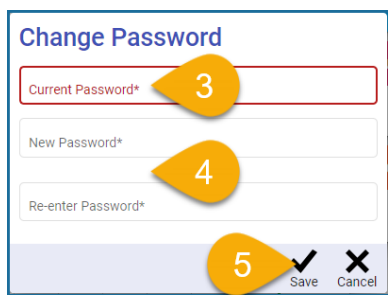
5. Make note that this new email address will also be your portal Username. Click the **Save** button to confirm this.

## 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:

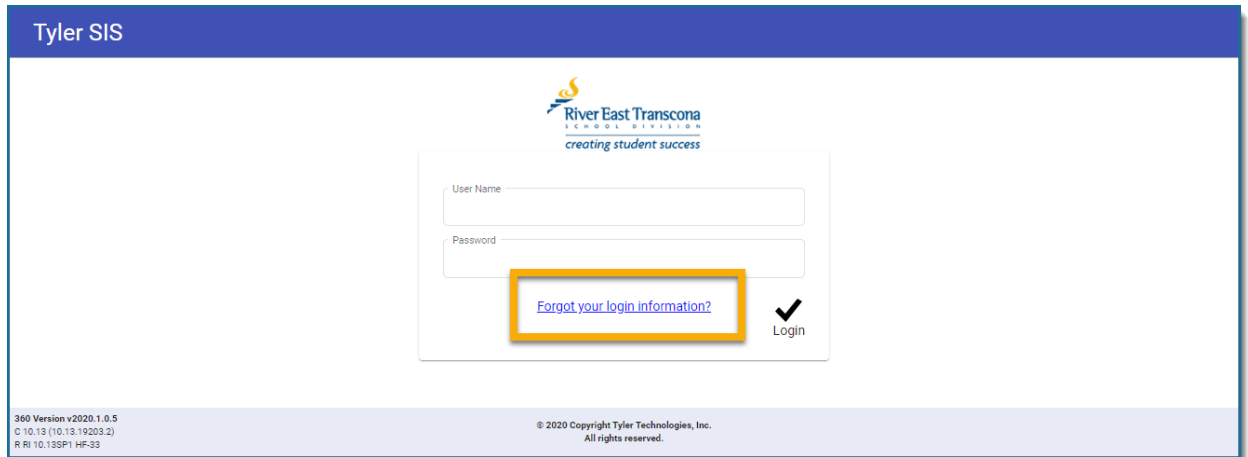
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- At least one upper case character
- At least one lower case character
- Special character like punctuation or symbol

Examples include:

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

## H. RESETTING A FORGOTTEN PASSWORD

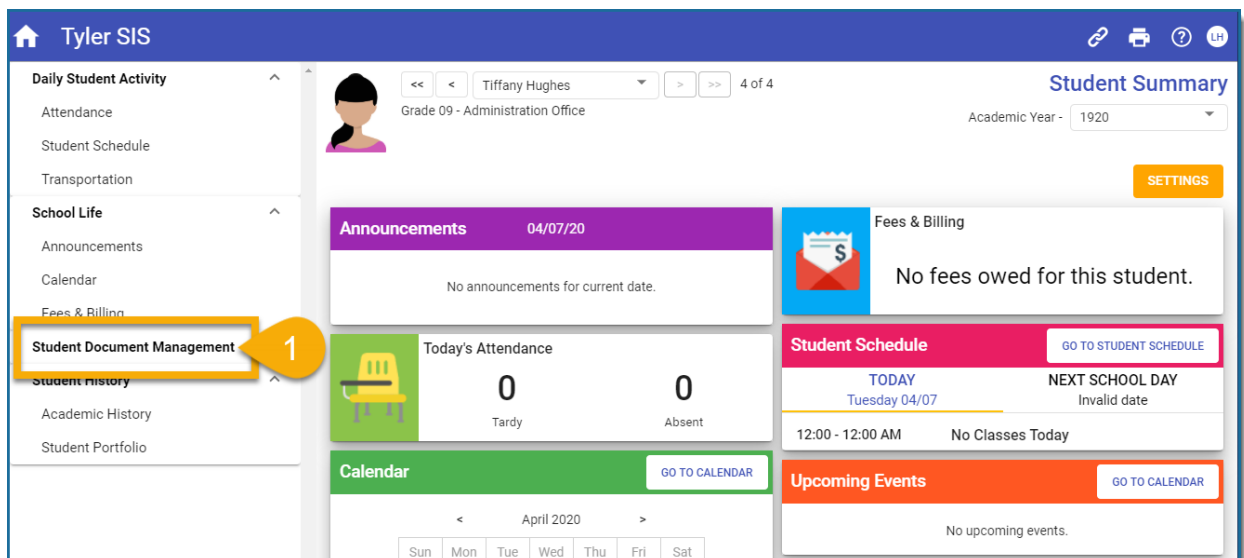
- Please reference the process for **First-Time Login** starting on step 3.



## 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 interface. At the top, it says 'Tyler SIS' and 'Student Document Management'. Below that, there's a navigation bar with 'SSU - Annual Summary Report' and 'SSU - Consult Note'. A table lists reports with columns for 'Author' and 'Date'. A 'View' link is highlighted with callout 2. The report is displayed in a browser window with callout 3 pointing to the address bar. The browser toolbar shows 'Print' (callout a) and 'Save' (callout b) icons. The PDF content includes a header for 'STUDENT SERVICES ANNUAL SUMMARY REPORT' from River East Transcona School Division, contact information, a table with student details (Legal Last name: Hughes, Legal First name: Tiffany, School: Administration Office, Grade: 09, Birthdate: 06/22/05, Student #: 125505, MET #: C In021, Discipline: Social Work, Date of report: 04/01/20), a confidentiality disclaimer, and sections for 'SUMMARY OF STUDENT PROGRESS', 'SUMMARY OF SERVICES PROVIDED', 'STUDENT GOALS/OUTCOMES FOR NEXT YEAR', 'SERVICE/SUPPORT PLAN FOR NEXT YEAR', 'SIGNATURE', and 'Cc: Student Service File, Parent/Guardian, Pupil Support File(School)'. The footer says '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.