

Access and Print Your Student's Report Card Using Your Parent go.edustar Online Account

1. Login to your Parent go.edustar Online Account (***Username is your personal email address that you shared when you applied for the go.edustar Online Parent account, not a student account***)

<https://goedustar.harriscomputer.com/pol>

- If you do not have a go.edustar Parent Online Account please complete the form found at the end of this document and email it to cferry@ntsd.org by scanning or taking a picture with a smartphone.
- If you do not have a scanner or access to a smartphone please email the information to cferry@ntsd.org and the email request will be used as a signature.
- If you do not have an email address please contact Christopher Ferry at **724-901-1906**. Leave your full name, a contact number, and a time you will be available to take a call.

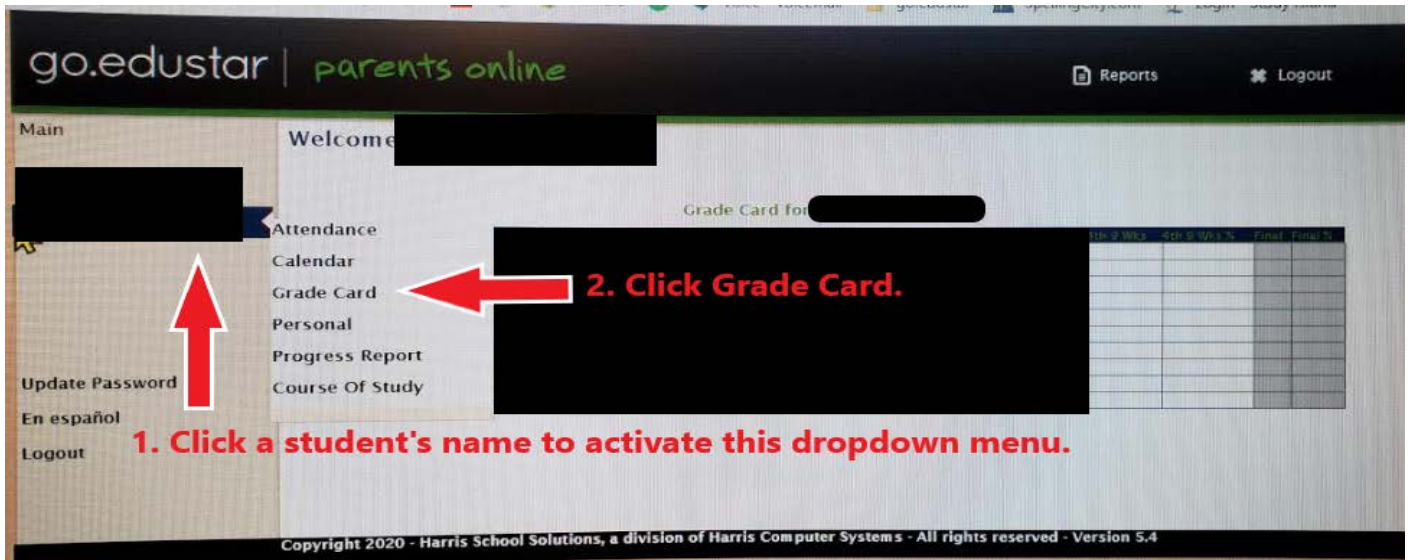
2. When you log in successfully you will see your student's names on the left column

The screenshot shows the go.edustar parents online interface. The top navigation bar includes the go.edustar logo, 'parents online' text, and links for 'Reports' and 'Logout'. The left sidebar contains links for 'Main', 'Student Names', 'Update Password', 'En español', and 'Logout'. The main content area displays a 'Grade Card for' section with a table of student performance data. The table has columns for Class, Instructor, and various weekly and final percentages. The student's name is redacted with a black box.

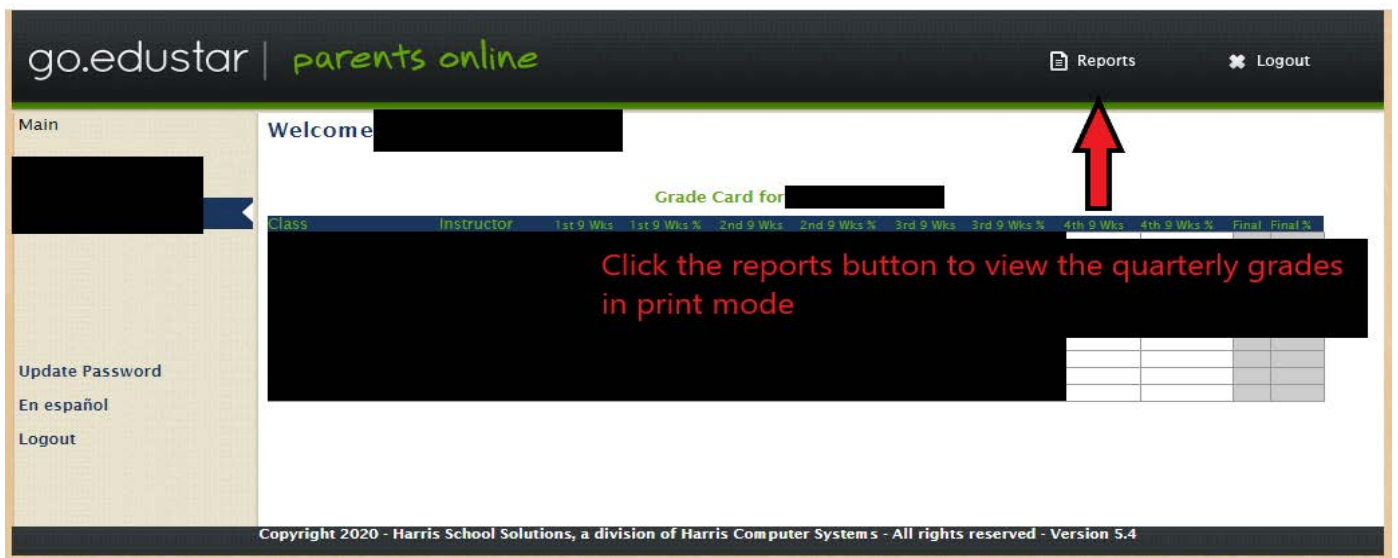
Class	Instructor	1st 9 Wks	1st 9 Wks %	2nd 9 Wks	2nd 9 Wks %	3rd 9 Wks	3rd 9 Wks %	4th 9 Wks	4th 9 Wks %	Final	Final %

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3. First Hover/Click the desired student's name and click **GRADE CARD**.



4. When you see the Grade Card grades click the **REPORTS** button.



5. First, click a **type of file** at the top of the report. The file will appear at the lower left corner of the screen. Click the icon to open the file.

The screenshot shows a web browser window with the address bar at 'about:blank'. The page displays a 'Grade Card' for 'Neshannock Memorial Elementary' in 'New Castle, PA'. It includes fields for 'Student's Name', 'Student's ID', 'Homeroom', 'Grade Level', and 'School Year: 2019-2020'. Below these is a table with columns for 'Course', 'Instructor', '1st 9 Weeks', '2nd 9 Weeks', '3rd 9 Weeks', '4th 9 Weeks', 'Final', and 'Comments'. A red arrow points to the 'PDF' button in the top navigation bar. A black text box with red text says: '1. Click CSV, EXCEL, PDF, WORD, or XML to open a savable, printable document. (For this example I selected PDF)'. Another black text box with red text at the bottom left says: '2. The file will appear at the bottom left corner. Click to open. Once open you can save it to your device and print.' A red arrow points to the PDF icon in the bottom left corner of the browser window.

6. When the file is open you will have two options. The first is **down arrow icon**. Click this icon to save the document to your device. The second is the **PRINT** icon. Click this to print the document.

The screenshot shows a PDF viewer window with the address bar at 'qr_9_weeks_with_exam'. The page displays the same 'Grade Card' report as in the previous screenshot. On the right side of the viewer, there are two yellow text boxes with red arrows pointing to the download and print icons in the top right corner. The first box says: 'Click to Download to your device'. The second box says: 'Click to Print'. At the bottom right of the viewer, there are three circular icons: a zoom icon, a plus icon, and a minus icon.

Dear Families/Guardians:

The Neshannock Township School District uses a service provided by Harris School Solutions called go.edustar. go.edustar provides real-time reports of student information that can be accessed by parents and students. Parents and students will have immediate access to:

- N** Demographic information
- N** Attendance records
- N** Grade/report card
- N** Progress reports
- N** Schedules
- N** Calendar Items

To create a Parents Online Web Portal account, please complete the go.edustar Parent Online Application Form and return it by snapping a picture/scanning/and emailing it to cferry@ntsd.org. The parent/guardian email will be added to our ProSOFT Student Information System. Within a few days, you will receive two emails that will complete the activation of your account **(Please check your Spam Folder)**. The first email will verify that the email address listed is active. The second email will include your login ID and Password to the Parents Online Web Portal. **Both emails will come from go.edustar.**

If you do not have an email account, please check the box indicating no email account and return the form to school. Additional information will be provided to families/guardians without email accounts.

Respectfully,

Christopher Ferry, Director of Technology

See Next Page for the application

Go.edustar Parent Online Application 2019-2020

Parents/guardians of First Grade Students, newly enrolled students, and parents/guardians who have **not** accessed go.edustar in the past should complete the application and return it to Mr. Christopher Ferry, Director of Technology at cferry@ntsd.org.

First Name	
Last Name	
Email	
Contact #	
Street	
City	
State	
Zip Code	

	First Name	Last Name	Grade
Child #1			
Child #2			
Child #3			
Child #4			
Child #5			

Parent's/Guardian's Signature	Date

Electronic access to your child's grades cannot be granted without a signed copy of this form on file.

☐

I do not have an email account.