



# **PowerSchool Parent Portal User Guide**

PowerSchool 6.0 Student Information System

Fall 2009

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# Preface

## Legend

This guide uses the > symbol to move down a menu path. If instructed to “Click **File > New > Window,**” begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection. It is easy to identify notes because they are indented and prefaced by the text **Note:**.

## Audience

This information is intended for parents and students who use PowerSchool Parent Portal.

# **Introduction**

Welcome to PowerSchool! PowerSchool helps your school access and maintain student, staff, and schedule information. PowerSchool is a database application that runs on a server, which is the center of your student information system. PowerSchool uses the Internet to facilitate student information management and communication among school administrators, teachers, parents, and students.

PowerSchool Parent Portal is a tool that is integrated into the PowerSchool Student Information System (SIS) that is specifically developed for parents and students.

PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, and even personal messages from the teacher. Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can use their gradebook to make decisions on what information they want to share with parents and students.

# Get Started

To get started, you must log in to PowerSchool Parent Portal.

## Log In to PowerSchool Parent Portal

Before you can log in to PowerSchool Parent Portal, you will need your school's PowerSchool Parent Portal URL, your username, and your password. If you do not have this information or have questions, contact your school's PowerSchool administrator.

**Note:** Do not use someone else's password or give your password to anyone else.

### How to Log In to PowerSchool Parent Portal

1. Open your Web browser to your school's PowerSchool Parent Portal URL. The Log In page appears.
2. Enter your username in the first field.
3. Enter your password in the second field.

**Note:** The characters appear as asterisks (\*) to ensure greater security when you log in.

4. Click **Enter**. The PowerSchool Parent Portal start page appears. For more information, see *PowerSchool Parent Portal Start Page*.
5. If you forgot your username and/or password, visit [www.cghsnc.org](http://www.cghsnc.org), click the PowerSchool button and submit a request.

## PowerSchool Parent Portal Start Page

When you log in to PowerSchool Parent Portal, the start page appears. This page serves as the central point from which you begin your PowerSchool Parent Portal session. The PowerSchool Parent Portal start page consists of the following main areas:

- Navigation bar
- Main menu
- Printer icon

### Navigation Bar

The navigation bar appears at the top of the PowerSchool Parent Portal start page, and is common to every page in the application. The navigation bar includes the following information:

Field	Description
[PowerSchool Logo]	Click to return to the start page.
[Student]	The name of the student.

<b>Field</b>	<b>Description</b>
[Login]	In an effort to ensure that your account is secure and your information protected, the date and time of the last time you logged in appears next to your name. If you hover over the date and time, you can view how your last session ended — by logging out, timing out, or logging off due to multiple concurrent logins. You will not see how your last session ended if it ended for any other reason, such as a server reset. This information can be used to alert you to any unusual account activity. If you experience any unusual account activity, report it to your school.
[School/District]	The name of the student’s school and school district.
Logout	Click to log out of PowerSchool Parent Portal. For more information, see <i>Quit PowerSchool Parent Portal</i> .
[Main Menu]	Contains links to PowerSchool Parent Portal functions. For more information, see <i>Main Menu</i> .

## Main Menu

The main menu consists of several icons within the navigation bar and includes links to the following functions:

<b>Field</b>	<b>Description</b>
Grades and Attendance	Click to view student grades and attendance for the current term. For more information, see <i>Grades and Attendance</i> .
Grades History	Click to view student grades for the previous term. For more information, see <i>Grades History</i> .
Attendance History	Click to view attendance history for the current term. For more information, see <i>Attendance History</i> .
Email Notification	Click to set the e-mail notifications you can receive on a regular basis. For more information, see <i>Email Notifications</i> .
Teacher Comments	Click to view any teacher comments. For more information, see <i>Teacher Comments</i> .
School Bulletin	Click to view the current school bulletin. For more information, see <i>School Bulletin</i> .
Class Registration	Click to view course requests. For more information, see <i>View Course Requests</i> .
Balance	CGHS currently does not use this function.
My Calendars	Click to subscribe to specific homework and event calendars. For more information, see <i>My Calendars</i> .

# Work with the Main Menu

Read this section to understand the basics of working with the main menu.

**Note:** You do not need to complete the activities in any particular order, but you should be familiar with all of them.

## Grades and Attendance

Use this page to view the grades and attendance for the student in the current term. The legend at the bottom of the page displays the attendance and citizenship codes and their meanings.

### How to View Grades and Attendance

1. On the main menu, click **Grades and Attendance**. The Grades and Attendance page appears.
2. To view attendance data for dropped classes, click **Show dropped classes also**.
3. To send e-mail to a teacher, click the name of the teacher.

**Note:** To use this function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send messages.

4. To view grade details, click a grade in the term column. The Class Score Detail page appears.
5. To view assignment details, click a grade in the term column. The Class Score Detail page appears. Click an assignment under the Assignment column. The Assignment Description page appears. Use the browser **Back** button to return to the Grades and Attendance page.

**Note:** Icons indicate the status of assignments. For more information, see the icon legend at the bottom of the page.

6. To view the absences or tardies for the selected class during this term, click a number in the Absences or Tardies column. The Dates of Attendance page displays all absences or tardies for that class.
7. To view the absences or tardies for all classes during this term, click a number in the Attendance Totals row. The Dates of Absence or Dates of Tardies page displays all absences or tardies. Use the browser **Back** button to return to the Grades and Attendance page.
8. In the Attendance by Day section, click a number in the Absences or Tardies column. Depending on your selection, the Dates of Attendance page displays the total absences or tardies for the semester or for the year-to-date.
9. Use the browser **Back** button to return to the Grades and Attendance page.
10. **Note:** CGHS does use the Standards Grades function

## Grades History

Use this page to view quarter and semester grades for the student for the current term.

### How to View Grades History

1. On the main menu, click **Grades History**. The Grade History page appears.
2. Click a grade in the % column. The Class Score Detail page appears.

A caret (^) indicates score is exempt from final grade. An asterisk (\*) indicates an assignment is not included in final grade. The number one (1) indicates this final grade may include assignments that are not yet published by the teacher. It may also be a result of special weighting used by the teacher. Click the special weighting link for more information.

## Attendance History

Use this page to view the attendance record for the student in the current term. The legend at the bottom of the page displays the attendance codes and their meanings.

### How to View Attendance History

On the main menu, click **Attendance History**. The Attendance History page displays the student's attendance record for the current term.

## Email Notifications

If you wish to receive information about your student's grades, attendance, and assignment scores, use this page to set up your e-mail preferences. You can specify which information you would like to receive, how often you would like to receive the information, and how often you would like to receive e-mail.

### How to Set Up Email Notifications

1. On the main menu, click **Email Notification**. The Email Notifications page appears.
2. Use the following table to enter information in the fields:

Field	Description
What information would you like to receive?	Specify which information you would like to receive by selecting the appropriate checkboxes: <ul style="list-style-type: none"><li>• <b>Summary of current grades and attendance</b></li><li>• <b>Detailed reports showing all assignment scores for each class</b></li><li>• <b>Detailed report of attendance</b></li><li>• <b>School announcements</b></li></ul>
How often?	Use the pop-up menu to specify how often you would like to receive the e-mail messages selected above.

Send now?	Select the checkbox to immediately send the e-mail messages selected above.
Email Address(es)	Enter the e-mail addresses to which you want the system to send the e-mail messages selected above. Separate multiple addresses with commas.

3. Click **Submit**. The Changes Recorded page appears.

## Teacher Comments

Use this page to view any comments that teachers entered regarding items such as the student's achievement or behavior.

### How to View Teacher Comments

1. On the main menu, click **Teacher Comments**. The Teacher Comments page appears.
2. To open an e-mail message to send to a teacher, click the teacher's name.

**Note:** To use the e-mail function, your Web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send e-mail messages.

## School Bulletins

Use this page to view daily school announcements.

### How to View School Bulletins

1. On the main menu, click **School Bulletin**. The School Bulletin page displays any messages for the current day.
2. To view another day's bulletin, click a date link at the bottom of the page.

## View Course Requests

Use the following procedure to view any existing course requests.

### How to View Course Requests

1. On the main menu, click **Class Registration**. The Class Registration page appears.
2. Click **View future course requests**. The [Scheduling Year] Course Requests page.

## My Calendars

My Calendar, a personal calendar application, is a tool to help parents and students stay on top of daily events and better manage their time. Using My Calendar, you can subscribe to and receive homework and school event information in the form of a calendar on your desktop computer. With My Calendar, you can:

- Subscribe to calendars to keep up with homework assignments, grades, school events, and more.
- View more than one calendar at a time from within a single unified window to quickly identify schedule conflicts and pockets of free time.
- Keep your priorities straight with a built-in To Do list.

**IMPORTANT:** In order to use My Calendar, you must first have iCal installed on your computer. You will need Mac OS X version 10.2.3 or later to use iCal. iCal is available as a free download. For more information, visit the Apple Inc. Web site at [www.apple.com/ical](http://www.apple.com/ical).

### How to Subscribe to Calendars

1. On main menu, click **My Calendars**. The My Calendars page appears.
2. Click **Subscribe** in the Class Assignments Only column to receive the class assignments calendar. The iCal application opens, and the **Subscribe to** field automatically displays the calendar URL.
3. Click **Subscribe**. The Subscribing to <calendar name> page appears.
4. Use the following table to enter information in the applicable fields:

Field	Description
Title	By default, the system automatically populates this field with the class name.
Refresh	Select the checkbox to receive updated data, such as new homework assignments, grades, or school events, for the selected calendar. If you select the checkbox, use the pop-up menu to choose the refresh timeframe. It is recommended that you either select daily or weekly.
Remove Alarms	This function does not apply to My Calendar.
Remove To Do Items	By default, the checkbox is selected, and the system does not display the To Do List. Deselect the checkbox to enable the To Do List, which displays student homework assignments.

5. Click **Subscribe** in the **Class Assignments With My Scores and Final Grades** column. The iCal application opens, and the **Subscribe to** field automatically displays the calendar URL.
6. Click **Subscribe**. The Authentication page appears.
7. Enter your PowerSchool Parent Portal username and password. Click **OK**. The Subscribe to <calendar name> page appears. See Steps 4 and 5 for additional information.

## How to View My Calendars in iCal

Each of the calendars you subscribe to appear in the **Calendars** section of iCal. Note the colored checkbox next to each calendar. If the checkbox next to a calendar is selected, the information contained within that calendar displays within the calendar view as the color of the checkbox.

To view information about an item in the calendar view, click the item and information about the item appears in the Info drawer. If you have subscribed to any of the homework calendars, outstanding assignments appear as items on your student's **To Do by Priority** list. Click any of the items to view information about that item in the Info drawer.

## Quit PowerSchool Parent Portal

When finished working in PowerSchool Parent Portal, it is important to log out of the application.

## Log Out of PowerSchool Parent Portal

You can log out of PowerSchool Parent Portal from any page in the application.

**Note:** If you are not actively working in PowerSchool Parent Portal, your session may timeout. If so, you need to **log in** again.

## How to Log Out of PowerSchool Parent Portal

Click **Logout** in the navigation bar. The Log In page appears. You must enter your username and password again to redisplay the PowerSchool Parent Portal start page.