

# Introducing Parents to PowerSchool's Parent Portal

## Quick Reference Card

### Introducing Parents to PowerSchool's Parent Portal

This course introduces you to the most common operations performed by parents and guardians in PowerSchool's Parent Portal. Subjects covered include Parent Portal account creation, sign in, grades and attendance, communications, and course registration.

#### Sign In

For parents, guardians, or students to sign in to the portal:

1. Enter the Internet address of your school's public PowerSchool server (add the suffix "/public" to the address if needed)
2. Enter the username and password, then click **Sign In**

If parents, guardians, or students forgot their usernames or passwords:

1. Click **Having trouble signing in?**
2. Select the tab for either "Forgot Password?" or "Forgot Username?"
3. Enter the username and email address to retrieve the password or enter the email address to retrieve the username, then click **Enter**
4. Account information will be sent to the email address

#### Create a Parent/Guardian Single Sign-in Account

For parents or guardians to create their own accounts:

1. Enter the Internet address of the school's public server (add the suffix "/public" to the address)
2. In the Create an Account section, click **Create Account**
3. On the Create Parent Account page, enter the parent/guardian

first name and last name in the appropriate fields

4. Enter the parent's email in the next field
5. Enter the desired username and password in the appropriate fields
6. Re-enter the password for security authentication
7. For each student to be associated to the account, enter the student name, access ID, and access password
8. Open the Relationship menu and select the appropriate relationship for each student being added
9. To create the account, click **Enter**

To update the first and last name, user name, and password for the account, click **Account Preferences**. Update information as needed under the Profile tab, then click **Save**.

#### Add Children to a Parent/Guardian Account

Once the account is created, a parent or guardian may still add students to the account.

1. In the Navigation menu, click **Account Preferences**
2. To add or edit students, click the Students tab
3. To add a child, click **Add**
4. In the Add Student window, enter the student name, access ID, and access password
5. Open the Relationship menu and select the correct relationship
6. Click **Submit**

#### Email Notifications

To modify the information sent to a parent or guardian:

1. In the Navigation menu, click **Email Notification**

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2. Select the desired information to be included in the email report
3. Open the "How often?" menu and select the frequency of report delivery
4. To send the report to other addresses, enter the addresses in the Additional Email Addresses field (separate additional addresses with commas)
5. If these changes are for all students on the account, check **Apply these settings to all your students?**
6. To send a report immediately for the selected student, click **Send now for [student name]**
7. To save the email preferences, click **Submit**

## Teacher Comments

To read teacher comments:

1. In the Navigation menu, click **Teacher Comments**
2. General comments regarding the student's performance in class are shown in the Comments column
3. To email the teacher, click the teacher's name
4. To view specific assignment score comments, click **Grades and Attendance**
5. Click a final grade/percentage link
6. On the Class Score Detail page, click the score link for an assignment to see the comment

Assignment scores are active links only if the teacher entered additional assignment information, such as a comment.

## School Bulletin

To view the daily school bulletin:

1. In the Navigation menu, click **School Bulletin**

2. The current bulletin is displayed in a separate window
3. To view previous bulletins, click one of the calendar icons and select the date
4. To close the bulletin, click **x**

## Current and Historical Grades and Attendance

To view a student's current grade and attendance information:

1. In the Navigation menu, click **Grades and Attendance**
2. To view the student's dropped classes, click **Show Dropped Classes also**
3. To view additional information about a term grade, click the link associated with that grade
4. If the teacher has included information about an assignment, click the assignment name to view it
5. The Assignment Description page includes the teacher, course, assignment name, and assignment description  
  
If the teacher has linked to a website to provide additional help, click the link to that page to view the site.
6. If your child's school uses standards-based grading, click the Standards tab to view standards grades
7. On the Standards Grades page, click **Show Completed Classes** to view standards grades for completed classes or click **Hide Completed Classes** to view the classes for the current term only
8. To view standards comments, click the blue icon
9. Click the name of the standard to view details about the teacher, course, standard name, grade scale, and description
10. Click the Grades and Attendance tab to return to the Grades and Attendance page
11. Click the numbers in either the Absences or Tardies columns to

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view information about the selected student's absences and tardies during the current term

To view a student's historical grade information:

1. In the Navigation menu, click **Grade History**
2. On the Grade History page, courses are listed by term showing the student's final grades, percentages, citizenship grades, and earned credit hours
3. To access the Class Score Detail page, click the final grade/percentage link for the desired class

To view a student's historical attendance information:

1. In the Navigation menu, click **Attendance History**
2. Course names are listed in the first column and the weekly dates are listed in the subsequent column headings

Attendance and other codes are defined in the legend at the bottom of the page.

## Graduation Progress

To view a student's graduation progress:

1. In the Navigation menu, click **Grades History**
2. Click **View Graduation Progress**
3. The student's course credit history is displayed, along with the student's remaining course credit requirements
4. Refer to PowerSource documentation on graduation progress for further information

## Registration, Balances, and Calendar

To register a student for next year's classes:

1. In the Navigation menu, click **Class Registration**
2. To identify the teacher or administrator who recommended a course for the student, click the Road icon on the registration page
3. To request a course, click the Pencil icon (edit button)
4. In the course window, select the course you want to request by clicking the course name check box and clicking **Okay**
5. After you have chosen all of the required courses, click **Submit**
6. To view the student's course requests, click **View Course Requests**

To view a student's fee balances:

1. In the Navigation menu, click **Balance**
2. Lunch status indicates if the student bought a lunch that day
3. The student's meal and fee transactions are for the current term

To subscribe to homework and school event calendars:

1. You must have the iCal calendar application and Mac OSX version 10.2.3 or later installed
2. In the Navigation menu, click **My Calendars**
3. Click **Subscribe** in the Class Assignments Only column to receive a calendar of the student's assignments
4. Click **Subscribe** in the Class Assignments With My Scores and Final Grades column to receive a calendar of the student's assignments with scores or final grades
5. Click **Subscribe** in the School Calendars section to receive a calendar of school events