

PowerSchool Access for Parents: Reference Guide

Introduction: The PowerParent application offers parents the opportunity to access real-time student information, such as grades, attendance, and class information. An Internet connection is the only requirement to use this exciting tool. All student information is delivered securely and can only be viewed by using the user name and password information provided by your child's school.

You will create your own user name and password. Once created, please keep your user name and password confidential so only you can access the information. Once you have completed and signed the required *PowerSchool Parent Portal User Agreement* and provided photo identification, you will be provided your student's family relation Access ID and Access Password to begin using the system.

Accessing the Parent Portal:

1. Login to the Internet by launching your internet browser (eg: Internet Explorer, Firefox, Safari) and navigating to the following web address:

<https://ps.eds.misd.net/public>

2. At the Parent Login Screen click on the **Create Account** button.

3. Fill in the requested information. **You must have a valid email address to continue.**

4. Use the letter provided to obtain the Access ID and Access Password for your student(s). You must type the information **EXACTLY** as it appears on the page.
 - a. Type the Student Name
 - b. Type the Access ID exactly as it appears on the page
 - c. Type the Access Password exactly as it appears on the page
 - d. Choose the appropriate Relationship (**Your relationship to the student**)
 - e. Repeat steps a, b, c and d if you have additional students.
 - f. Click enter to create the account.

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account

Student Name	Access ID	Access Password	Relationship
1.			-- Choose --
2.			-- Choose --
3.			-- Choose --
4.			-- Choose --
5.			-- Choose --
6.			-- Choose --
7.			-- Choose --

enter

5. **Keep your user name and password in a safe place.** Your password protects your information. Do not share it with anyone.
6. Login to the Parent Portal using your newly created User Name and Password

PowerSchool

Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

Login

User Name

Password

Having trouble logging in?

Submit

7. **Do not forget to Logout when you have finished!**

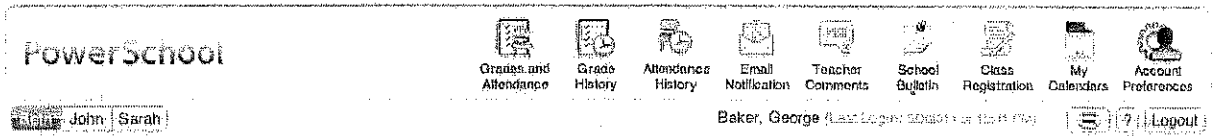
PowerSchool

Grades and Attendance | Grade History | Attendance History | Email Notification | Teacher Comments | School Bulletin | Class Registration | Calendars | Account Preferences

John | Sarah | Baker, George | Logout

Parent Menu:

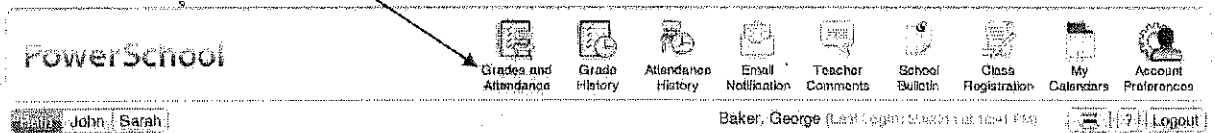
Upon logging in to the Parent Portal, you will see the following menu bar at the top of the screen:



From this screen parents have access to:

- Grades and Attendance
- Grades History
- Attendance History
- Email Notifications
- Teacher comments
- School Bulletins
- Class Registration
- Calendar Subscriptions (must have iCal or a calendar program similar to iCal to use)
- Account Preferences

You can access any of the above resources by clicking on the appropriate icons located at the top of your computer screen.



The default screen that appears is the Grades & Attendance screen:

1. Displays the current term's grade and attendance data.
2. If you have questions regarding attendance information, please contact your child's building attendance office.

TIPS:

Blue words are hyperlinks to more detailed information. If it is **blue**, it is "clickable"

Please be aware that grades will not be available / viewable until the teacher has recorded them electronically. **Please be patient with this process....it is not realistic to expect teachers to enter grades on the same day the assignment is due.**

Grades and Attendance Screen -- Parent Startup Page (Default Screen)

Grades and Attendance View Standards Grades

Attendance By Class

Exp	Last Week					This Week					Course	Q1	Q2	S1	Q3	Q4	S2	Absences	Tardies	
	M	T	W	H	F	M	T	W	H	F										
1(A)											Speech Luna, Colleen R	B+	85	94	91	90	87	86	3	1
2(A)											Open Media Accattino, Steve	A	100	97	83				2	0
3(A)											Phys Ed 12 Alexander, Kerry	A	96	90	98				2	0
4(A-B)											Consumer Math Adams, Mark B	B-	80	73	64				5	1
1(B)											Current Affairs Manators, Greg T	A-	85	89	91	90	91	91	2	1
2(B)											Chamber Singers Bernst, Boudie S	A	100	100	100				2	0
3(B)											Journalism Hazlings, Jasquelyn V	F	44	28	31	12	45	30	5	0
Attendance Totals																	24	3		

Current Simple GRA (S1): 0.7223
Show dropped classes also

Legend
Attendance Codes: Blank=Present | NS=No Show | A=Absent | T=Tardy | P=Parent Excused | U=Unexcused | S=School Excused | School Suspension | O=Out of School Suspension | X=Truancy | V=Vacation | F=Field Trip
Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to improve | U=Unsatisfactory

Print Page

1. This screen shows current grades and attendance in each class for your student. The attendance view is for the past two weeks.
2. If you click on a Teacher's Name, you can email the teacher.
3. If you click on a grade or percentage link, you can see all of the assignments for the selected grading period along with the scores for each of the assignments.

TIPS:

- The "Attendance Totals" represent the total PERIODS absent/tardy, not total days. DAILY attendance is noted in the table at the bottom of the screen.
- You can see your child's periods/dates of absences by clicking on the total absence links in each respective class or on the attendance totals. Sample below:

Dates of Attendance

Dates of all absences for Journalism - Exp. 3(B) (ENG1100.2) for S1:

1. Monday, June 1, 2009 - U
2. Wednesday, June 3, 2009 - U
3. Friday, June 5, 2009 - U
4. Tuesday, September 1, 2009 - A
5. Friday, October 16, 2009 - A

Grade History Screen

Use this screen to see grade history and the assignments associated with the grade.

Course	Grade	%	Clt	Hrs
Computer OS	A-	90	H	0
English I	A-	95	H	0
Home Repair	A-	90	H	0
Open Study	A-	93	H	0
Phys Ed 10	A	96	H	0
Pre-Calculus		0	H	0
World History	A-	92	H	0

TIPS:

If an assignment title is **blue**, a detailed description or additional references are available which can be viewed by clicking on the link.

Class Score Detail

Course	Teacher	Expression	Final Grade
Computer OS	Sullivan, Henrique J	3(A)	A- (90%)

Teacher Comments: Section Description:

Due Date	Category	Assignment	Score	%	Grd
06/16/2010	TST	Test 2	88/100		BB B+
06/25/2010	HW	Principles	86/100		B6 B
07/23/2010	HW	Project 1	84/100		B4 B
08/13/2010	QZ	Quiz 1	100/100		100 A
09/03/2010	TST	Test 1	93/100		93 A-
09/24/2010	HW	Application	100/100		100 A
11/05/2010	HW	Project 2	93/100		93 A-
11/12/2010	QZ	Quiz 2	94/100		94 A-
11/24/2010	TST	Final Test	67/100		67 D+

Grade stored on 6/21/2010

Attendance History Screen

This represents your child's attendance record. On days when school is not in session, a dash will appear.

Attendance History

Course	Expression	6/1-6/5		6/8-6/12		6/15-6/19		6/22-6/26		6/29-7/3		7/6-7/10		7/12-7/17		7/20-7/24		7/27-7/31		
		M	T	W	F	M	T	W	F	M	T	W	F	M	T	W	F	M	T	W
Speech Lura, Colleen R 115 E: 6/1/2009 L: 5/30/2010	1(A)		U		U				S											S
Open Media Accatino, Steve 141 E: 6/1/2009 L: 11/30/2009	2(A)		U		U															
Phys Ed 12 Maxodon, Kerry LH23 E: 6/1/2009 L: 11/30/2009	3(A)		A		U															
Consumer Math Adams, Mark B 113 E: 6/1/2009 L: 11/30/2009	4(A-B)	U	U	U	U	U		S	S											
Current Affairs Mapston, Greg T 123 E: 6/1/2009 L: 3/30/2010	1(B)	U		U		U														
Chamber Singers Berndt, Gordie E 315 E: 6/1/2009 L: 11/30/2009	2(B)	U		U		U														
Journalism Hastings, Jacquelyn V 217 E: 6/1/2009 L: 5/28/2010	3(B)	U		U		U														

A Legend with Attendance Codes are listed at the bottom of the screen.

Legend
Attendance Codes: Blank=Present | NS=No Show | UV=Unverified | TU=Tardy Unexcused | T=Tardy Excused | E=Excused | C=Career Day |
CNS=Counselor | FNL=Funeral | FT=Field Trip | HSA=Homebased Services | HH=Homebound Hospitalized | I=Illness | LTE=Late | NTL=Notified Late
| OFC=Office | OSS=Out of School Suspension | Rx=Medical Dr. Note | R=Religious | SK=Skip | U=Unexcused | V=Vacation | WE=Weather Excused
| WU=Weather Unexcused | YTH=Youth Home |

TIPS:

A UNV absence code is a teacher assigned code. It is important that parents follow up with the attendance office explaining the reason for a student's absence by calling the attendance hotline. The attendance office converts all reported absences to the appropriate absence code.

Email Notifications Screen:

What information would you like to receive?

- Summary of current grades and attendance
- Detailed reports showing all assignment scores for each class
- Detailed report of attendance
- School announcements
- Balance Alert (Note: Will only be sent when a student is low on funds.)

How often?

Send now? Yes

Email Address(es)
(separate multiple email addresses with commas)

1. Parents/Guardians are able to subscribe to notifications for progress reports, attendance records, and school announcement alerts on a daily, weekly or monthly basis.
2. Click on the desired settings.
3. Enter email addresses where notifications may be sent.

TIPS:

- Multiple email addresses can be entered simply by placing a comma (,) no spaces between each address. (eg: myemail@yahoo.com,myworkemail@workplace.net)
- When email reports are received, DO NOT reply to the email. Messages are sent from an auto notification system. Your email responses will not be routed to the school or the teacher. To contact the teacher, please login to your PowerSchool account and click on the teacher link to send an inquiry.
- Be advised that teachers may not be able to update their gradebooks on a daily basis.

Teacher Comments Screen

Teacher Comments*				
Exp.	Course	Teacher	Comment	
1(A)	Speech	Lura, Colleen R	Accepts responsibility for our actions.	
2(A)	Open Media	Accatino, Steve		

1. Teacher Comment Screen displays any comments your child's teacher has posted on behalf of the student.
2. If you have questions regarding any comments, click on the teacher name (blue link) to send an email to your child's teacher.

School Bulletin Screen

Displays school announcements for previous, current and following day as well as other school related messages.

School Bulletin

Kelly Middle School Bulletin for Friday, May 06, 2011	
School Newsletter Kelly News (requires Adobe Acrobat Reader)	
SchoolRack Kelly's SchoolRack Page	
5/5/2011 5/6/2011 5/7/2011	

Class Registration Screen

This screen shows course requests.

My Calendars Screen

(Available only for MAC users who have iCal, or PC Users who have an iCal compatible program installed on their computer.)

My Calendars

My calendars requires an application which supports the vCalendar standard. To use the Subscribe links below visit iCalendar to find an application that supports the vCalendar standard.

Homework Calendars

Exp.	Course	Teacher	Class Assignments Only	Class Assignments With My Scores and Final Grades*
1(A)	Speech	Lura, Colleen R	Subscribe	Subscribe
2(A)	Open Media	Accatino, Steve	Subscribe	Subscribe
3(A)	Phys. Ed 12	Haxodony, Kerry	Subscribe	Subscribe
4(A-B)	Consumer Math	Adams, Mark B	Subscribe	Subscribe
1(B)	Current Affairs	Hanston, Greg T	Subscribe	Subscribe
2(B)	Chamber Singers	Bendt, Gordie E	Subscribe	Subscribe
3(B)	Journalism	Hastings, Jacquelyn V	Subscribe	Subscribe

*Subscription requests for calendars with assignment scores and final grades will require your PowerSchool username and password.

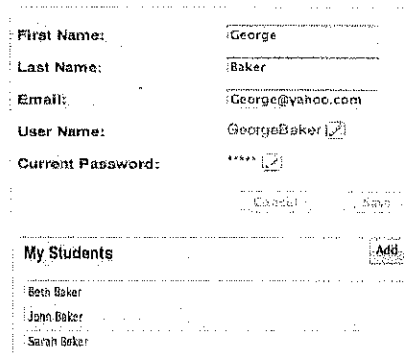
School Calendars

[School Event Calendar - Subscribe](#)

My Preferences Screen

This screen is where the user changes profile information and add students to their account.

- **Profile tab:**
 - Change name
 - Change User Name
 - Change Password
 - Change email address
- **Students tab:**
 - Add students to account



The screenshot shows a form with the following fields:

- First Name: George
- Last Name: Baker
- Email: George@yahoo.com
- User Name: GeorgeBaker1
- Current Password: ****

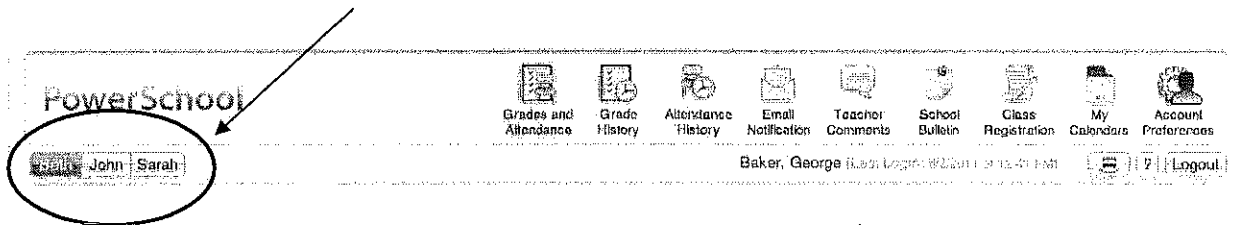
Buttons: Cancel, Save

My Students Add

- Both Baker
- John Baker
- Sarah Baker

Switching Between Students

Student(s) assigned to your account are listed in the upper-left corner of the Parent Portal screen. Click on the name to switch students.

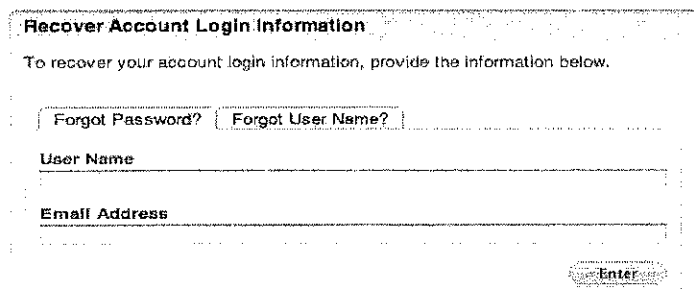


The screenshot shows the PowerSchool header with navigation icons for Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, My Calendars, and Account Preferences. Below the icons, the user is identified as Baker, George (Last Login: 8/22/01 1:01:40 PM). In the upper-left corner, the names John and Sarah are listed in a box, which is circled in red with an arrow pointing to it.

Forgotten User Name or Password

If you have forgotten your User Name or Password, follow these steps to obtain your information

- Click "Having trouble logging in?" on the login screen.
- Choose either "Forgot Password?" or "Forgot User Name?"
- Enter the requested information, then click Enter



The screenshot shows the "Recover Account Login Information" form with the following fields:

- Forgot Password? Forgot User Name?
- User Name
- Email Address

Buttons: Enter

Communicating with Teachers

PowerSchool is a tool to increase communication between parents and teachers. We are excited at the potential of this new application, but realize that with this comes a shift in the way we work and communicate. For example, the teachers are using PowerSchool's Teacher Electronic Gradebook and are learning how to use the program to its full potential. We believe that along with teachers, it is also important for parents to become educated in the process of grades and assessment. With PowerSchool, it will now be possible for parents to check grade information at any point in the year. With that in mind, parents need to know and understand the following:

1. Each teacher has their own grading system. Some teachers work on a straight points system while others weigh the scores according to assignment categories (tests, quizzes, etc). Some give grades for class participation while others do not accept late work. Our teachers inform all of their students at the beginning of the course of their expectations and their grading scheme. For this reason, it is very important for parents to read the grading policy provided by each teacher. Some teachers may list their grading policy at the top of the PowerSchool *Class Score Detail* screens (clicking on the student's class average in the *Grades and Attendance* screen will take you there.) Other teachers will include grading policies in their course syllabus.
2. Grades can change in the first few weeks of each marking period. In the beginning of each term, you may see zeros or shifts in the class average of your child. When there are only one or two assignments in the gradebook, a low or high score can make a dramatic change in the overall grade average. The gradebook instantly recalculates the overall grade as every assignment is entered. Please contact your child's teacher if you have concerns.
3. Teachers need time to grade projects, assignments, and tests. Each day teachers are expected to have new material and lesson plans ready for class. Many teachers are also involved in extra curricular activities that take time to plan and attend. With that in mind, teachers do need time to get the assignments graded. For example, a teacher will not be able to post grades for an essay assignment the next day when he/she has a full schedule of students in their class. We have asked our teachers to try to have all grades entered into PowerSchool within a reasonable period of time. Please be patient as it does take time.
4. Teacher email links are available in PowerSchool. You may communicate with the teacher through email or by phone. If you choose to use email, realize that due to the nature of the job, most teachers have little time to respond to email during the school day. Do not expect an immediate response to email messages. However, if you do not receive a response from the teacher within a day or two, please contact the school. Any correspondence with the teacher through email is considered public record. Teachers may only share strictly factual information through email. For more detailed information, you should schedule a conference with you child's teacher.

Student Grade Concerns

When a student's grade is of concern for a parent, we ask that you follow these steps:

1. Talk with your child first. Ask them what the situation is with their grades.
2. Read the grading policy of the teacher. This may answer the question of why the student has received the grade or explain how the assignments add up to the current average.
3. Check to see if there is an assignment description. In the Class Score Detail screen, if the assignment is listed in blue it will have more information about the assignment. This may help you in understanding what was involved or expected for a particular assignment.
4. Check the date of the assignment. An assignment handed in late may receive deductions from its score. Also, as stated previously, early in the marking period, overall grades can fluctuate dramatically because of the lack of assignments in the grade book.
5. See if there are any missing or late assignments that could be affecting the overall grade average.
6. If none of the above helps, you can contact a teacher for clarification about grades.