



PowerSchool User Guide for Parents

PARK WEST SCHOOL DIVISION

PowerSchool User Guide for Parents

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Understanding PowerSchool Parent Portal with Single Sign-On

The Power of the application comes from understanding what it can do and how it can help you participate in your child's education.

Introduction

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

Parent Single Sign-On offers a number of benefits, including:

- access to multiple students with one login
- a personalized account for each parent and guardian
- the ability for parents/guardians to retrieve their own login information

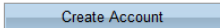

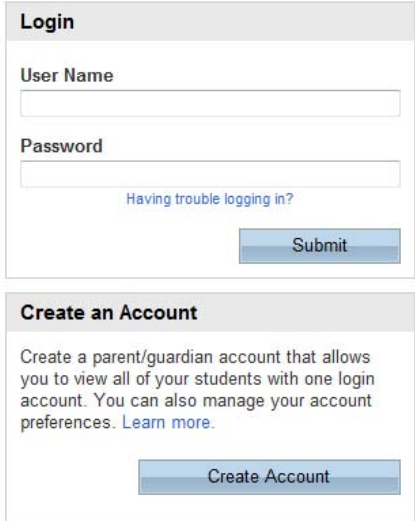

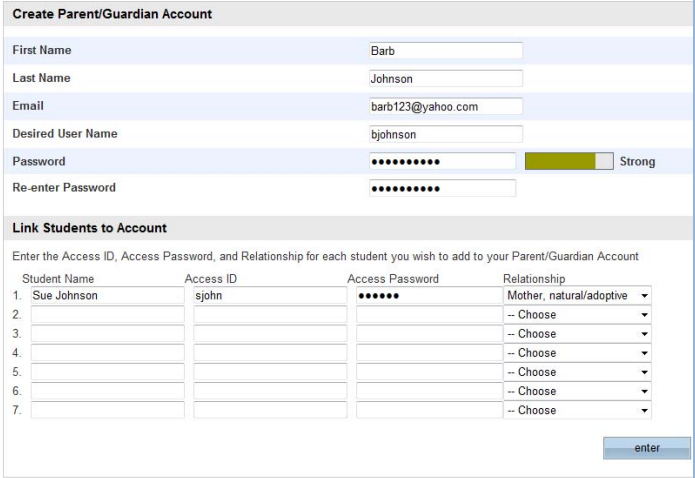
Let's Get Started

To get started, you must create your PowerSchool account and attach students to the account.

Creating Your PowerSchool Parent Portal Account

Before you can log in to PowerSchool Parent Portal, you will need to create your account and associate students to it. You should have received a letter from the school with your students Access ID and Access Password. These values are needed to attach a student to your account. If you do not have this information or have questions, contact Crystal Stebeleski at 204-842-2103 or cstebeleski@pwsd.ca or contact the school.

NOTE: The Access ID and Access Password for your student should be protected. Only provide this information to individuals who need to monitor your student's progress.

PROCESS STEPS	SCREEN SHOTS																																
<p>1.</p> <p>Launch a web browser (Internet Explorer, Safari, or FireFox) and go to PowerSchool Parent Portal URL:</p> <ul style="list-style-type: none"> • powerschool.pwsd.ca/public (NO www at the beginning) <p>If this is your first time to this screen you must click  to setup your account and get started.</p> <p>If you have already created an account enter your user name and password and click </p>	 <p>The screenshot shows the PowerSchool login page. At the top is the 'PowerSchool' logo. Below it are two main sections: 'Login' and 'Create an Account'. The 'Login' section has fields for 'User Name' and 'Password', a 'Submit' button, and a link for 'Having trouble logging in?'. The 'Create an Account' section has a 'Create Account' button and explanatory text about creating a parent/guardian account. At the bottom, there is a Pearson logo and copyright information: 'Copyright © 2005 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.PearsonSchoolSystems.com'.</p>																																
<p>2. Creating an account requires 2 steps: creating the actual account and linking the student or students to the account.</p> <p>Create Account Enter the following:</p> <ul style="list-style-type: none"> • First Name • Last Name • Unique Email account • Unique login name • Password <p>Link Students You must know the students access ID and access Password to link them. Enter the following to make the link:</p> <ul style="list-style-type: none"> • Students name • Access ID • Access Password • Your relationship <p>Once all information is entered click on </p>	 <p>The screenshot shows the 'Create Parent/Guardian Account' and 'Link Students to Account' screens. The 'Create Parent/Guardian Account' section has fields for 'First Name' (Barb), 'Last Name' (Johnson), 'Email' (barb123@yahoo.com), 'Desired User Name' (bjohnson), 'Password', and 'Re-enter Password'. A strength indicator shows 'Strong'. The 'Link Students to Account' section has a table for linking students:</p> <table border="1"> <thead> <tr> <th>Student Name</th> <th>Access ID</th> <th>Access Password</th> <th>Relationship</th> </tr> </thead> <tbody> <tr> <td>1. Sue Johnson</td> <td>sjohn</td> <td>*****</td> <td>Mother, natural/adoptive</td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td>-- Choose</td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td>-- Choose</td> </tr> <tr> <td>4.</td> <td></td> <td></td> <td>-- Choose</td> </tr> <tr> <td>5.</td> <td></td> <td></td> <td>-- Choose</td> </tr> <tr> <td>6.</td> <td></td> <td></td> <td>-- Choose</td> </tr> <tr> <td>7.</td> <td></td> <td></td> <td>-- Choose</td> </tr> </tbody> </table> <p>At the bottom right of the table is an 'enter' button. The Pearson logo and copyright information are at the bottom of the page.</p>	Student Name	Access ID	Access Password	Relationship	1. Sue Johnson	sjohn	*****	Mother, natural/adoptive	2.			-- Choose	3.			-- Choose	4.			-- Choose	5.			-- Choose	6.			-- Choose	7.			-- Choose
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3.			-- Choose																														
4.			-- Choose																														
5.			-- Choose																														
6.			-- Choose																														
7.			-- Choose																														

3. When your account is successfully created you will see this page. Use the user name and password you entered in the previous step to login to the parent portal.

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



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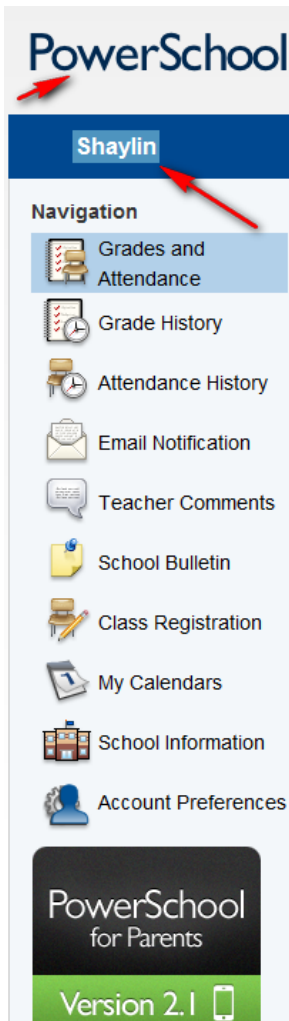
Navigation Bar

The navigation bar appears at the side of the PowerSchool Parent Portal start page, and is common to every page in the application.

Title - Click on the Powerschool title to return to the home page.











Students – Select between students by click on their name.

Main Menu - Contains links to PowerSchool Parent Portal functions. For more information, see Main Menu below.



Main Menu

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

FIELD	DESCRIPTION
 Grades and Attendance	Click to view student grades and attendance for the current term. For more information, see Grades and Attendance .
 Grades History	Click to view student grades for the previous term. For more information, see Grades History .
 Attendance History	Click to view attendance history for the current term. For more information, see Attendance History .
 Email Notifications	Click to set the e-mail notifications you wish to receive on a regular basis. For more information, see Email Notifications .
 Teacher Comments	Click to view any teacher comments. For more information, see Teacher Comments .
 School Bulletin	Click to view the school bulletin.
 Class Registrations	Class Registrations – click to see student class request (not using at this time in Parkwest).
 Calendars	Click to view calendars
 School Information	Click to view information about the schools. For more information, see School Information .
 Account Preferences	Use this feature to update account information and add/delete student associations. For more information, see Account Preferences .

Printer Icon

In the navigation bar, to the right is a printer icon.



Click this icon to print the current page for your records.

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 codes and their meanings.

Snap-shot of last 2 weeks attendance

To view information for dropped classes, click *Show dropped classes also*

To send an email to the teacher, click the name of the teacher. *To use this function, your web browser must be properly configured.*

Grades and Attendance

Attendance By Class														Course	S1	Absences	Tardies	
Exp	Last Week					This Week												
	M	T	W	H	F	S	S	M	T	W	H	F	S	S				
1(A)		A	A					SR	SR						Criminal Justice Baldwin, D	B+ 89	3	2
Attendance Totals																	3	2

Current weighted GPA (S1):
[Show dropped classes also](#)

Legend
Attendance Codes: A=Absent | E=Entered | SR=School Related | T=Tardy |
Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |

Print Page

To view grade detail, click a grade in the term column. The *Class Score Detail* page appears.

Class Score Detail

Course	Teacher	Expression	Final Grade ¹
Criminal Justice	Baldwin, D	1(A)	B+ 89%

Teacher Comments: Meets 180 classroom work experience.

Section Descriptions:

Site Date	Category	Assignment	Score	%	Grd
06/26/2008	WB	WB006	100/100	100	A
06/26/2008	WB	WB007	80/100	80	B+
06/26/2008	WB	WB008	100/100	100	A
06/26/2008	WB	WB009	80/100	80	B+
06/27/2008	PK01	Assign 1	80/100	80	B+
06/27/2008	ATT	ATT001	100/100	100	A
06/27/2008	WB	WB001	100/100	100	A

¹ - Score is exempt from final grade. ² - Assignment is not included in final grade.
³ - 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.

Print Page

To view attendance dates click on the Absences or Tardies number.

Dates of Attendance

Dates of all absences for Criminal Justice Exp. 1(A) (3333.1) for Sum 07:

- 1(A) - Wednesday, June 25, 2008 - A
- 1(A) - Tuesday, July 22, 2008 - A
- 1(A) - Wednesday, July 23, 2008 - A

Dates of Attendance

Dates of all tardies for Criminal Justice Exp. 1(A) (3333.1) for Sum 07:

- 1(A) - Monday, July 7, 2008 - T
- 1(A) - Thursday, July 10, 2008 - T

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 where to send the e-mail.

Email Notifications : Abdi, Fatuma S

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

Balance Alert (Note: Will only be sent when a student is low on funds.)

How often? Never ▼

Email Address doribaldwin@kentisd.org

Additional Email Addresses
(separate multiple email addresses with commas)

Apply these settings to all your students?

Send now for Fatuma?

[Submit](#)

Teacher Comments

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

Teacher Comments*

Exp.	Course	Teacher	Comment
1(A)	Criminal Justice	Baldwin, D	Meets lab/classroom work experiences. Please note that the Current Grade and Current % are subject to change when assignments are turned in by the end of the Quarter. The final Semester grade is made up of three components: First Quarter grade (45%), Second Quarter grade (45%), and our Final Evaluation (10%).

* Additional teacher comments may be found on the 'Grades and Attendance' and 'Grades History' pages. Find comments there by clicking on the reporting period score for the appropriate class.

Print Page


School Information

Use this page to view basic school information

School Info


School Information			
School Name	Kent Career Technical Center		
School Address	1655 East Beltline NE		
	Grand Rapids, MI 49525		
School Phone	(616)364-8421		
School Fax	(616)364-9140		
School Principal	Ron Moag		
Principal's Phone	(616)365-2319		
Principal's Email	ronmoag@kentisd.org		
Assistant Principal			
Assistant Principal's Phone			
Assistant Principal's Email			
Attendance Secretary's Email			
Registrar's Email			
This Year's Terms			
Term	Start Date	End Date	# School Days
Semester 1 (S1)	9/8/2009	1/21/2010	85
Semester 2 (S2)	1/25/2010	6/10/2010	90



Account Preferences

Use this page to change account login information and add/delete student associations. To add additional students to this account you will need to know the students access ID and access password. Edit user name and password by clicking on the  icon

Profile Students

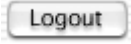
Account Preferences - Profile

If you want to change the name, e-mail address, user name or password associated with your Parent/Guardian account, you may do so below. Please click on the  icon to make changes to your user name, or password.

First Name:	<input type="text" value="Dori"/>
Last Name:	<input type="text" value="Baldwin"/>
Email:	<input type="text" value="doribaldwin@kentisd.org"/>
User Name:	<input type="text" value="topside"/> 
Current Password:	<input type="password" value="*****"/> 

Quit PowerSchool Parent Portal

When finished working in PowerSchool Parent Portal, it is important to log out of the application. You can log out of PowerSchool Parent Portal from any page in the application.

To log out, click  the upper right corner of the screen.

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