PARK WEST SCHOOL DIVISION

PowerSchool User Guide for Parents

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 with 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 Symantha Dunn at 204-842-2103 or sdunn@pwsd.ca or contact the school.
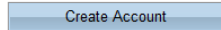
NOTE: *The Access ID and Access Password for your student should be protected. Only provide this information to individuals who need to monitor your student's progress.*

| PROCESS STEPS	SCREEN SHOTS
1. Launch a web browser (Internet Explorer, Safari, or FireFox) and go to PowerSchool Parent Portal URL: • ***powerschool.pwsd.ca/public (NO www at the beginning)*** If this is your first time to this screen you must click `Create Account` to setup your account and get started. If you have already created an account enter your username and password and click `Submit`	

2. Creating an account requires 2 steps: creating the actual account and linking the student or students to the account.
 	
Create Account
    Enter the following:
    • First Name
    • Last Name
    • Unique Email account
    • Unique login name
    • Password
 	
Link Students
    You must know the students access ID and access Password to link them. Enter the following to make the link:
    • Students name
    • Access ID
    • Access Password
    • Your relationship
 	
Once all information is entered click on `enter`	
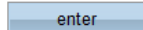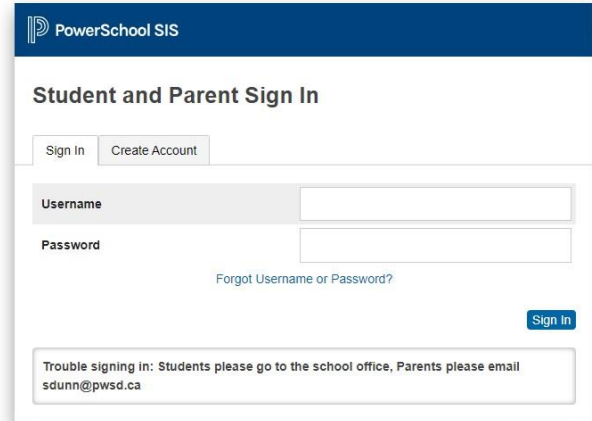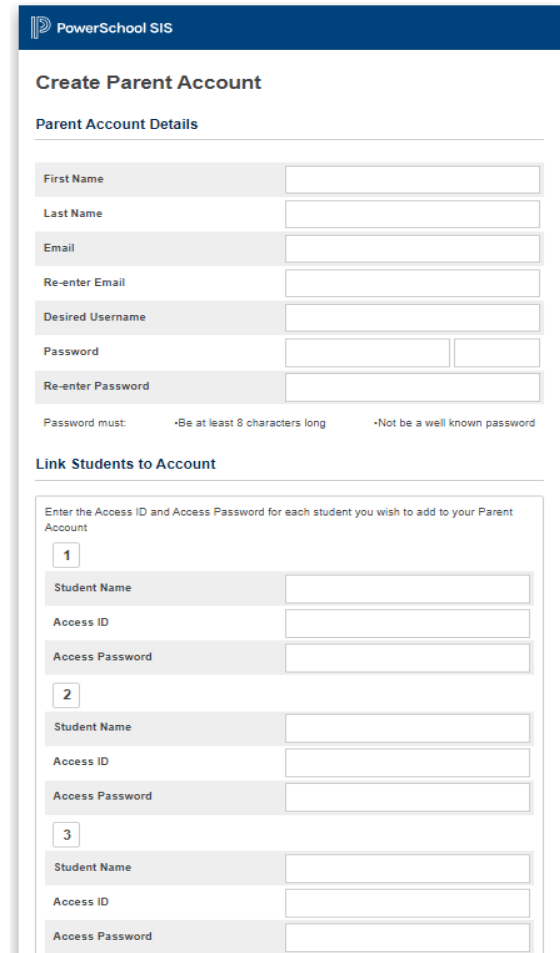
3. When your account is successfully created you will see this page. Use the username and password you entered in the previous step to login to the parent portal.

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 clicking on their name.

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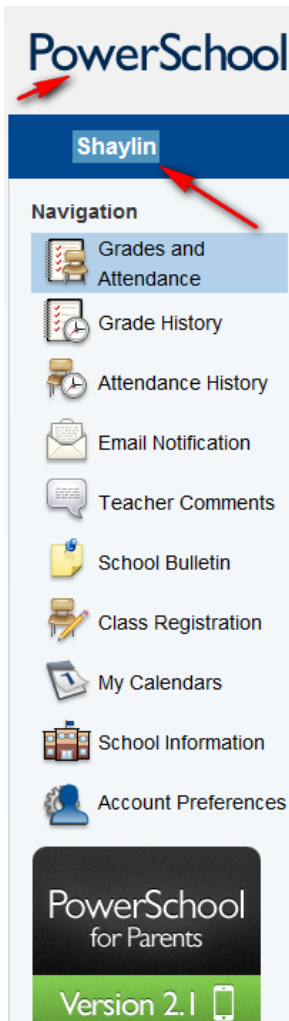
Main Menu

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 Notification	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.*
	Click to view the school bulletin.
	Class Registrations – click to see student class request (not using at this time in Park West).
	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

Exp	Last Week							This Week							Course	S1	Absences	Tardies
	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.

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

Class Score Detail

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

Teacher Comments: Meets lab/classroom work experiences.

Section Description:

Due Date	Category	Assignment	Score	%	Grd
06/26/2008	WB	WBWK6	100/100	100	A
06/26/2008	WB	WBWK7	80/100	80	B-
06/26/2008	WB	WBWK8	100/100	100	A
06/26/2008	WB	WBWK9	60/100	60	D-
06/27/2008	PROJ	Assign 1	80/100	80	B-
06/27/2008	ATT	ATTWK1	100/100	100	A
06/27/2008	WB	WBWK1	100/100	100	A

Grades last updated on 7/30/2008

^ - Score is exempt from final grade. * - Assignment is not included in final grade

1 - 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

Dates of Attendance

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

1. 1(A) - Wednesday, June 25, 2008 - A
2. 1(A) - Tuesday, July 22, 2008 - A
3. 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. 1(A) - Monday, July 7, 2008 - T
2. 1(A) - Thursday, July 10, 2008 - T

Grades History

Use this page to view quarter and semester grades for the student for the current term. As with the Grades and Attendance screen, clicking the grade in the % column will open the Class Score Detail Page.

Class Score Detail

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

Teacher Comments: Meets lab/classroom work experiences.

Section Description:

Due Date	Category	Assignment	Score	%	Grd
06/26/2008	WB	WBWK6	100/100	100	A
06/26/2008	WB	WBWK7	80/100	80	B-
06/26/2008	WB	WBWK8	100/100	100	A
06/26/2008	WB	WBWK9	60/100	60	D-
06/27/2008	PROJ	Assign 1	80/100	80	B-
06/27/2008	ATT	ATTWK1	100/100	100	A
06/27/2008	WB	WBWK1	100/100	100	A

Grades last updated on 7/30/2008

^ - Score is exempt from final grade, * - Assignment is not included in final grade

1 - 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

A caret (^) indicates score is exempt from final grade. An asterisk (*) indicates an assignment is not included in final grade.

Attendance History

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

Meeting Attendance History

Course	Expression	6/23-6/29							6/30-7/6							7/7-7/13							7/14-7/20							7/21-7/27							7/28-8/3							8/4-8/10						
		M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F	S	S
Criminal Justice Baldwin, D E: 6/22/08 L: 8/9/08	1(A)		A		-	-						-	-	T				T		-	-						-	-			A	A		-	-				SR	SR		-	-						-	-

Legend

Attendance Codes: A=Absent | E=Entered | SR=School Related | T=Tardy |

Email Notifications

I f you wish to receive information about your student's grades, attendance, and assignment scores, use this page to set up you 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

U se 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 🖶

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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]
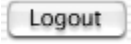
| Profile | Students |

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 cli[ck] changes to your user name, or password.

First Name:	Dori
Last Name:	Baldwin
Email:	doribaldwin@kentisd.or
User Name:	topside ✏
Current Password:	***** ✏

Cancel   Save

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 Logout the upper right corner of the screen.

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