**Using The Parent Portal**

Options in Portal

- Once logged into the system, parents will see a variety of options across the top of the page.
- The page that initially appears (as the default) is called the Grades and Attendance Screen. The icons Class Registration and My Calendars are not used at this time.

Grades & Attendance

- On the Grades and Attendance page, a parent can get a real time view of last week's and this week's attendance by period, as well as total absences by period for the current semester.

- These absent and tardy totals are clickable (as is anything in blue), and will reveal the dates of each attendance event.

Grades and Attendance

Attendance By Class
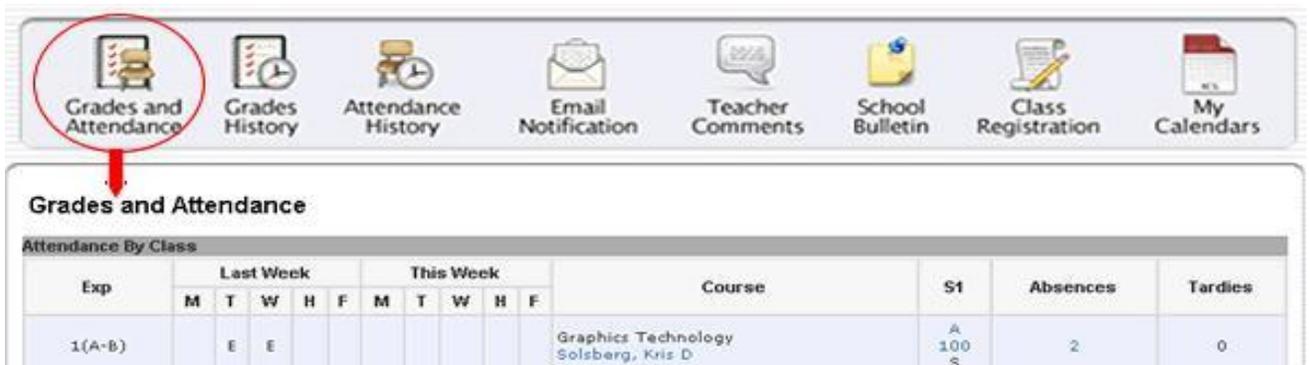
Exp	Last Week					This Week					Course	S1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F				
1(A-B)		E	E								Graphics Technology Solsberg, Kris D	A 100 S	2	0

Grades

- Also on the Grades and Attendance screen, parents can view the cumulative grade for each course in which the student is currently enrolled. This view provides a quick summary (a snapshot, if you will) detailing exactly where a student stands in each course or subject area for the current semester. These are the grades, as they exist in the teacher's grade books right now.

Course	q1	c1	Absences	Tardies
Language Arts 8 Pugliese, Colleen N	B- S	0 S	0	0
Girls PE 8 Pond, Dawn E	A S	0 S	0	0

- This real time information on current grades helps parents understand exactly what areas require extra attention.
- The grade (in blue) is actually a link to more information about what course work made up this grade. Clicking on the grade displays a list of assignments, CFAs, projects, tests, and/or quizzes for the class.

To find out the details behind the B in English, parents simply need to click on the B grade

Course	Teacher	Expression	Final Grade
Language Arts 8	Pugliese, Colleen N	1(A-B)	B-

8th Grade Language Arts Please check your child's agenda and the homework calendar below if your child has several missing assignments or zeros. Go to our Campbell

Due Date	Category	Assignment	Score	Grd
08/29/2005	8 LA	Portfolio Folder	23/25	A-
08/31/2005	8 LA	Spelling HW- Unit #1	22/35	D-
09/01/2005	8 LA	Nouns packet pgs. 3 & 4	15/16	A-
09/02/2005	8 LA	Warm-up #1 - 8/29-9/2	21/21	A
09/06/2005	8 LA	Spelling Test Unit #1	55/68	B-

- They quickly see that received a D on the Spelling Homework and a B- on the Spelling Test, which certainly impacted the overall grade. In the future parents could simply click on the assignment (if blue) and get details on that particular assignment.

Email Notification

Email Notification

- Parents can receive email notification of certain situations or events that might require their intervention, such as poor scores on recent assignments, unexcused absences, etc.

- These emails can be scheduled as frequently as daily, and can be sent to multiple email addresses (to include other parents, etc.)
- Simply check the box for the information you'd like to receive, choose how often you'd like to receive this information and provide your email address(es).
- If multiple email addresses are entered, separate each with a comma. Click the Submit button to save these settings.
- To stop receiving these automatic emails, simply return to the Email Notification screen, uncheck the boxes and click the Submit button.

Important Note: When you receive these reports via email, replying back is not a valid option as the email will be sent back to the System Administrator. Instead, return to the Grades & Attendance screen and click on the teacher's name.

Printing a Page

- Parents can print any page displayed in PowerSchool by clicking on the

- This icon is found at the bottom right of every page. A new browser window will open. Choose File>Print .

Logging Out

- To close out of PowerSchool and end your session, please click on the LOGOUT button inthe upper right corner of the PowerSchool window. When returned to the log on screen, you may close the browser program.