

PowerSchool

Parent Portal

Access Guide

August 2010

Table of Contents

Getting Started	Page 3
Available Features of PowerSchool.....	Page 4
Grades and Attendance	Page 5
Attendance History	Page 7
Grade History	Page 8
Email Notification	Page 9
Teacher Comments.....	Page 11
Corresponding with Teachers	Page 12

Getting Started

Before you can log in to the PowerSchool Parent Portal, you will need your PowerSchool Parent Portal username and password. If you do not have this information, contact Mike Jans, Technology Coordinator at 834-2101 extension 343 or via E-mail at tech@sacredheartacademy.org.

Logging In To PowerSchool:

1. Open your web browser to the PowerSchool Parent Portal URL, <http://ps.sacredheartacademy.org> . The following login page will appear.

PowerSchool

Username

Password

[Forgot your member name or password?](#)

Enter

PEARSON Copyright© 2005 - 2009 Pearson Education, Inc., or its affiliates(s). All rights reserved.
www.PearsonSchoolSystems.com

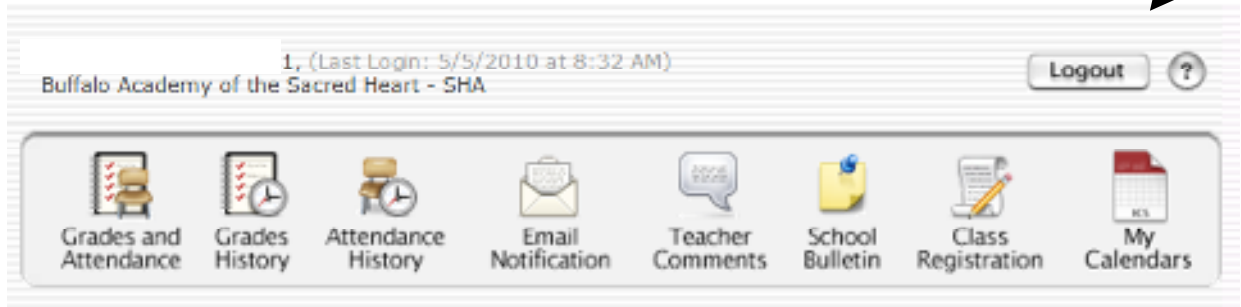
2. Type in the username (Confidential ID)
3. Type in your password (included with the Confidential ID)
4. Click on the "Enter" button

Note: Do not forget when you are through browsing in PowerSchool to Log Off from the site. That is done simply by clicking on the Log Out button which is available on all screens. Please close the Internet browser as well.



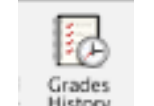


Note:
Always logout by clicking on the Log Out button which is available on all Screens

Navigation Bar

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



Available Features of PowerSchool

	<p>Grades and Attendance Provides access to a summary of your child's current grades and attendance at one glance.</p>
	<p>Attendance History Provides access to the complete attendance record for your child for the current term</p>
	<p>Grades History Provides access to your child's current year report card with current term grades.</p>
	<p>Email Notification Provides access to Automatic email notification configuration. It is here that you can set up to receive periodical emails with your child's grade and attendance information.</p>
	<p>Teacher Comments Provides access to each teacher's current comments for your child.</p>

Grades & Attendance

Click on the name of the teacher to open a blank email that you can send to that teacher

Click on the score to view the Class Score Detail Page

Exp	Last Week					This Week					Course	Q1	Q2	Q3	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F						
HR(A-F)											HR(A-F)	0	0	-	0	0
PL(A-C-F)											PL(A-C-F)			A 95	0	1
P2(A-F)											P2(A-F)	A 92	A 91	A 95	0	0
P3(A-F)											P3(A-F)	B+ 89	A- 91	A 95	0	0
											US HIST NOW	B	B+	A		

The Grades & Attendance page gives you a quick look at how your child is doing in school for the current semester. From this one screen you have access to attendance information for the last two weeks, names of and email links to teachers, current grade averages, and attendance totals for the current term.

Key Concept in PowerSchool: Anytime you see something in blue it means that it is a link to more information. There are three different locations on this page where this is available:

1. Teachers name - if you click on it you are able to email this teacher (Note: You must have your email settings set correctly for this to work)
2. Attendance totals - anytime you see a number in the attendance columns listed in blue you can click on it for more specific information about that absence or tardy.
3. Class Averages - you will notice that the score below the grades is listed in blue. By clicking on that number you will display the Class Score Detail page.

Note: To use the automatic email function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send messages.

Class Score Detail Page:

The Class Score Detail Page displays specific class assignment and grade information. As with the Grade and Attendance page if you see something written in blue it is a link to more information. The Assignment, Assignment Category, and the Score all have the potential for more information about them.

At the top of the page you may also find grading information that the teacher has submitted. This can help you understand the class expectations, grading schemes, and grading philosophies of the teacher for this particular class.

The screenshot shows the PowerSchool interface. At the top, there is a user profile for Riley, Joanna, with a Logout button. Below this is a navigation bar with icons for Grades and Attendance, Grades History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, and My Calendars. The main content area is titled "Class Score Detail" and contains a summary table, a teacher comment, a section description, and a detailed assignment table.

Course	Teacher	Expression	Final Grade ¹
CATI SOC 101	Riley, Joanna	P1(A,C-F)	A 96%

Teacher Comments: Please to have in class. Booklets work this quarter.

Section Description:

Due Date	Category	Assignment	Codes	Score	%	Grd
04/15/2010	HW	HOMEWORK		122/120	101.67	A+
04/15/2010	UJ	UJ		9.5/10	95	A
04/15/2010	PROJ	ESSAY		14/50	88	B+
04/15/2010	ISI	ISI		55/50	91.67	A-
04/15/2010	EXCR	EXTRA CREDIT				

Grades last updated on 4/20/2010

Legend: Collected, Late, Missing, 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.


Key Concept: If there is an assignment listed but no score is recorded - check the date. This may be an assignment that has been listed to make parents aware of an upcoming due date. Teachers may also use special codes that indicate that an assignment has been received but is ungraded or that the assignment has not been turned in to the teacher.


Attendance History


The Attendance History page allows you to have a detailed view of your child's attendance in school during the current term. At the bottom of the page you will find the attendance legend that shows the attendance codes that are used at Buffalo Academy of the Sacred Heart.


Note: Parents are encouraged to review the attendance policy in the Student Handbook.


(Last Login: 5/5/2010 at 8:32 AM)
Logout ?






Grades and Attendance



Grades History



Attendance History


Email Notification


Teacher Comments


School Bulletin


Class Registration


My Calendars

Meeting Attendance History

Course	Expression	4/19-4/23				4/26-4/30				5/3-5/7				5/10-5/14				5/17-5/21			
		M	T	W	F	M	T	W	F	M	T	W	F	M	T	W	F	M	T	W	F
HOMEROOM 11 Taylor, Alison 202 E: 9/8/2009 L: 6/26/2010	HR(A)
	HR(B)
	HR(C)
	HR(D)
	HR(F)
	HR(F)
CATH SOC TCH Riley, Joanna 305 E: 2/2/2010 L: 6/26/2010	P1(A)
	P1(C)
	P1(D)
	P1(E)	.	.	T
	P1(F)
SPANISH III R Horshee, Martha 104 E: 9/8/2009 L: 6/26/2010	P2(A)
	P2(B)
	P2(C)
	P2(D)
	P2(E)
	P2(F)
MATH III H	P3(A)
	P3(B)
	P3(C)

Email Notification

The Email Notification page allows you as a parent to set up an automatic email update that is sent to your personal email account at home or at work. You will need to choose the settings you will want and then submit them (see diagram below).

There are four areas that need to be defined or set up for email notifications to start being sent to your personal e-mail account.

PowerSchool

Grades and Attendance | Grades History | Attendance History | Email Notification | Teacher Comments | School Bulletin | Class Registration | My Calendars

Email Notifications

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?

Email Address(es)

(separate multiple email addresses with commas)

The first item you need to configure is the type of information you want sent to you. You have 4 options to choose from. (Note: the more you select the more email you will receive)

- **Summary of current grades and attendance** - Sends out one e-mail giving a summary of final grade and attendance totals for each of your child's classes. This is the option we most recommend for parents.
- **Detailed reports showing all assignment scores for each class** - Sends out one email for each class with each assignment for the quarter with scores. **Note:** if your child has 6 classes you will receive 6 e-mails, one for each class. If you have multiple students enrolled within SHA, you could receive over 20 emails with detailed information - (for that reason we are not recommending this option).

- **Detailed report of attendance** - Sends out an e-mail containing detailed attendance for each class they are enrolled in for the current term.
- **School announcements** - This feature provides parents with an email notification of the daily bulletin.

Once you have chosen the above option you will need to configure the "How Often?" option of the notifications. You have 4 options to choose from: Never, Once a Week, Once Every Two Weeks (recommended option), and Once a Month.

Note: Because grades do not change dramatically over a short span it is recommended that you choose "Once Every Two Weeks" as the best option for most parents.

The next item, **Send Now**, allows you to have these e-mails sent to your e-mail account now. At any time you can come into this screen and check this box and click the submit button to have these e-mails sent. If this is not checked you will receive the next update according to the choices made above.

Note: At any time you can come back to this configurations screen and make changes to your choices. Upon hitting the Submit button those changes will take effect.

Finally you need to configure what e-mail accounts you want these e-mails sent to. Type in the email address of the account that you want e-mail sent to. You can have these e-mails sent to multiple e-mail accounts by simply separating the e-mail accounts with commas. The system allows up to two email accounts to be identified to receive automatic email notifications.

Teacher Comments

The Teacher Comments page allows you to view any comments that teachers may have submitted for your child. From here you are able to view your child's current schedule and who her teachers are. As with the Grades and Attendance screen, if a teacher has e-mail available you can click their name and send an e-mail to them.

Teacher Comments*			
Dep.	Course	Teacher	Comment
11R(A-C)	HOMEROOM 11	Taylor, Alison	
P1(A,C-F)	CATH SOC TECH	Riley, Joanne	
P2(A-F)	SPANISH III R	Hornbow, Martha	
P3(A-C)	MATH III II	Marzani, Ashley	
P4(A-F)	US HIST HON	Taylor, Alison	
P5(A,C)	JIVSR PE	Layman, Ken	

Corresponding with Teachers

PowerSchool was selected as SHA's student information system as a tool to increase communication between parents and teachers. SHA teachers began using PowerSchool in September of 2009 and have spent numerous hours learning how to use the program to its full potential.

Before PowerSchool, parents received grade information only upon request or at scheduled times i.e. progress reports, end of each quarter, end of the semester. With PowerSchool it will now be possible for parents to check grade information at any point in the semester. Here are a few key points to remember when corresponding with teachers.

Talk to your child first. Ask them about their grade(s) and attendance before contacting the school.

We want parents to be aware that due to the nature and weighting of some grading, student grades may fluctuate during the quarter. Please do not be too alarmed if you see this as it evens out toward the end of the marking period. Our guidelines for posting student grades are:

Every attempt will be made to post student grades as soon as feasible.

Teachers will post grades as soon as feasible with the understanding that some assignments (ex: research paper, unit test, long term assignments) may take 2-3 weeks to post.

Extraordinary circumstances may delay the immediate posting of some grades. - Everything will be posted by the end of the quarter.