



PowerSchool User Guide For Parents

<https://powerschool.gpcsd.ca/public>

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Understanding Power School Parent Portal

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. Creating a Parent Portal Account 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.

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 your 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 your school

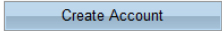
NOTE: The Access ID and Access Password for your student should be protected. Only provide this information to individuals who need to monitor your student's progress.

PROCESS STEPS

Launch a web browser (Internet Explorer, Safari, or FireFox) and go to PowerSchool Parent Portal URL:

- <https://powerschool.gpcsd.ca/public>
(A Link to this site should be available from you schools home web page, or place URL in Favorite)

If this is your first time to this screen you must click



to setup your account and get started.

If you have already created an account enter your user name and password and click



Creating an account requires 2 steps: creating the actual account and linking student to the account.

Create Account

Enter the following:

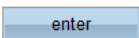
- Your First Name
- Your Last Name
- Your Email account
- Your desired login name
- Create a Password for your account

Link Students

You must know the students access ID and access Password to link them. (provide by school) Enter the following to make the link:

- Students name
- Access ID-Case Sensitive
- Access Password-Case Sensitive
- Your relationship

Once all information is entered click on



SCREEN SHOTS

PowerSchool

Login

User Name

Password

[Having trouble logging in?](#)

Create an Account

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)

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PowerSchool

Create Parent/Guardian Account

First Name

Last Name

Email

Desired User Name

Password Strong

Re-enter Password

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. Sue Johnson	sjohn	••••••	Mother, natural/adoptive
2. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
3. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
4. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
5. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
6. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
7. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose

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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



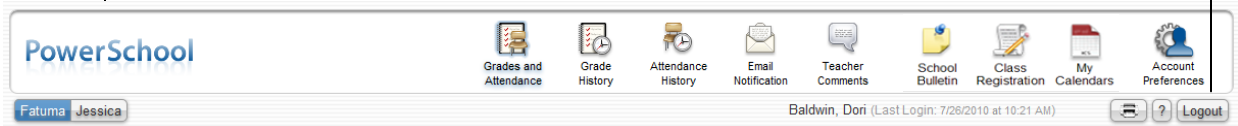
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Navigation Bar

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

PowerSchool Logo - Click to return to the start page

Logout - Click to log out of PowerSchool Parent Portal.












Student - Select between students by clicking on 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 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 .
 School Bulletin	School announcements and upcoming events For more information, see School Bulletin .
 Class Registration	Not Currently available
 My Calendars	Personal calendar application, a tool to help parents and students stay on top of daily events and better manage their time For more information, see My Calendars .
 Account Preferences	Use this feature to update account information and add/delete student associations. For more information, see Account Preferences .
	Additional options may be added as needed.

Printer Icon

In the navigation bar, under the main menu 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. This legend varies by school.

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..

Grades and Attendance

Attendance By Class

Exp	Last Week						This Week						Course	S1	Absences	Tardies	
	M	T	W	H	F	S	M	T	W	H	F	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	2(A)	B+ 89%

Teacher Comments: Meets lab/classroom work experiences.

Due Date	Category	Assignment	Score	%	Grd
06/24/2008	WB	WBW05	100/100	100	A
06/24/2008	WB	WBW07	80/100	80	B+
06/24/2008	WB	WBW08	100/100	100	A
06/24/2008	WB	WBW09	40/100	40	D-
06/27/2008	PK03	Assign 1	80/100	80	B-
06/27/2008	ATT	ATTWK1	100/100	100	A
06/27/2008	WB	WBW01	100/100	100	A

Grades last updated on 7/30/2008
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

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 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

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 Bulletins – How to view

On the main menu, click **School Bulletin**. The School Bulletin page displays any messages for the current day.

Note: The name of the selected student’s school or district appears in addition to today’s date.

To view another day’s bulletin, click a date link at the bottom of the page.

Class Registration - Currently Not Available

To manage a student’s course requests, use the Class Registration page to request classes for the next school year, as well as view any existing course requests for the upcoming year.

How to Register for Classes

1. On the main menu, click **Class Registration**. The Class Registration page appears.
Note: A **Road** icon appears if a teacher has recommended the course. Click to view the recommending teacher. A **Note** icon appears if the course contains prerequisite notes. Click to view.
2. Click the **Pencil** icon to select courses from each area as instructed. The Course Request pop-up window appears.
3. Use the following table to enter information in the fields:
Note: Click column headings to sort in ascending order. Click again to sort in descending order.

Field	Description
[Course]	Select the checkbox for each course you want to request.
Course Name	The name of the course.
Number	The number used to identify the course.
Credits	The number of credits you receive for taking the course.
Prerequisite Notes	Descriptive text regarding academic requirements or authorizations that must be fulfilled prior to a enrollment in a course.
Alerts	Alert to indicate prerequisites have not been met, if any.

4. Click **Okay**. The Course Request pop-up window closes. A green checkmark appears in the area for which you selected courses.
Note: A red exclamation mark appears if courses need to be selected for an area.
5. Repeat Step 2 through Step 4 for each course request.
6. Click **Submit**. The [Scheduling Year] Course Requests page appears.

My Calendars

My Calendar, a personal calendar application, is a tool to help parents and students stay on top of daily events and better manage their time. Using My Calendar, you can subscribe to and receive homework and school event information in the form of a calendar on your desktop computer. With My Calendar, you can:

- Subscribe to calendars to keep up with homework assignments, grades, school events, and more.
- View more than one calendar at a time from within a single unified window to quickly identify schedule conflicts and pockets of free time.
- Keep your priorities straight with a built-in To Do list.

IMPORTANT: In order to use My Calendar, you must first have iCal installed on your computer. You will need Mac OS X version 10.2.3 or later to use iCal. iCal is available as a free download. For more information, visit the Apple Inc. Web site at www.apple.com/ical.

How to Subscribe to Calendars

1. On main menu, click **My Calendars**. The My Calendars page appears.
2. Click **Subscribe** in the Class Assignments Only column to receive the class assignments calendar. The iCal application opens, and the **Subscribe to** field automatically displays the calendar URL.
3. Click **Subscribe**. The Subscribing to <calendar name> page appears.
4. Use the following table to enter information in the applicable fields:

Field	Description
Title	By default, the system automatically populates this field with the class name.
Refresh	Select the checkbox to receive updated data, such as new homework assignments, grades, or school events, for the selected calendar. If you select the checkbox, use the pop-up menu to choose the refresh timeframe. It is recommended that you either select daily or weekly.
Remove Alarms	This function does not apply to My Calendar.
Remove To Do Items	By default, the checkbox is selected, and the system does not display the To Do List. Deselect the checkbox to enable the To Do List, which displays student homework assignments.


5. Click **Subscribe** in the **Class Assignments With My Scores and Final Grades** column. The iCal application opens, and the **Subscribe to** field automatically displays the calendar URL.
6. Click **Subscribe**. The Authentication page appears.
7. Enter your PowerSchool Parent Portal username and password. Click **OK**. The Subscribe to <calendar name> page appears. See Steps 4 and 5 for additional information.

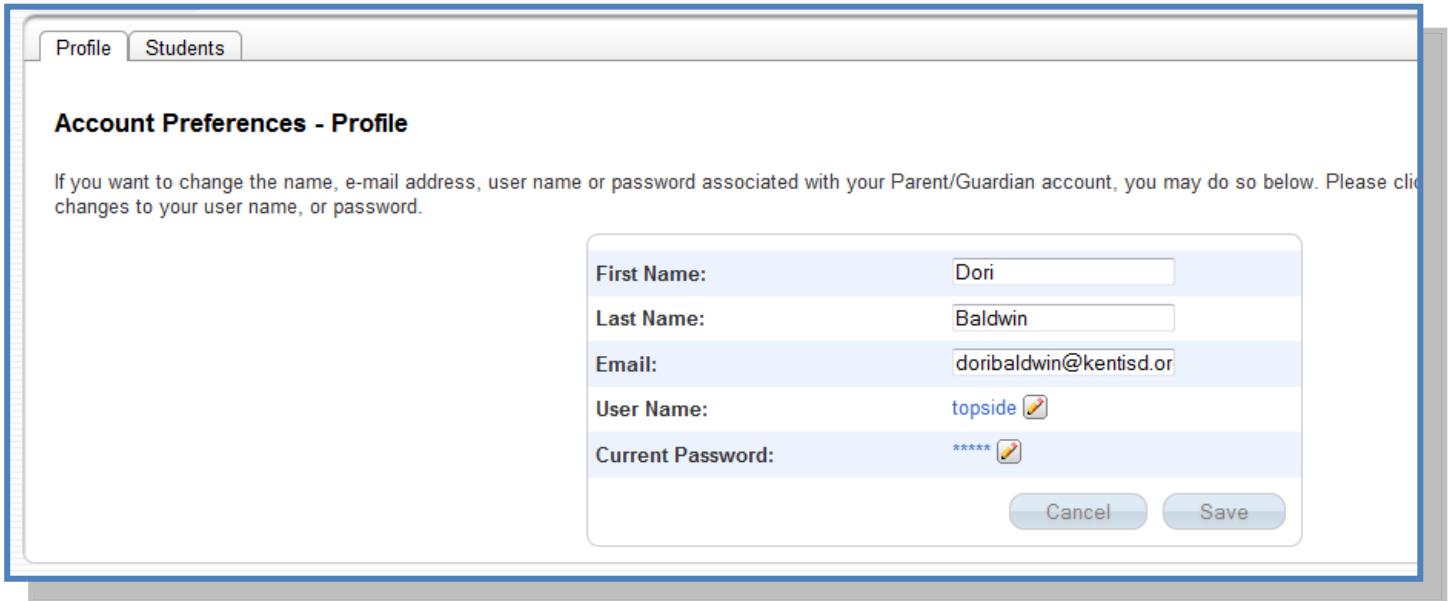
How to View My Calendars in iCal

Each of the calendars you subscribe to appear in the **Calendars** section of iCal. Note the colored checkbox next to each calendar. If the checkbox next to a calendar is selected, the information contained within that calendar displays within the calendar view as the color of the checkbox.

To view information about an item in the calendar view, click the item and information about the item appears in the Info drawer. If you have subscribed to any of the homework calendars, outstanding assignments appear as items on your student's **To Do by Priority** list. Click any of the items to view information about that item in the Info drawer.

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  .con



Profile Students

Account Preferences - Profile

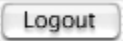
If you want to change the name, e-mail address, user name or password associated with your Parent/Guardian account, you may do so below. Please click the pencil icon to edit changes to your user name, or password.

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  the upper right corner of the screen.

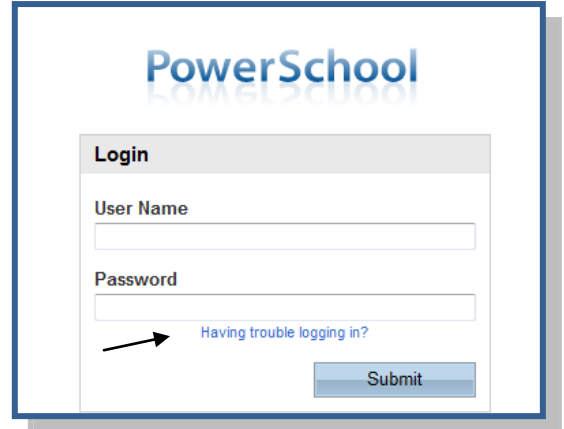
NOTE: If you are not actively working in PowerSchool Parent Portal, your session may timeout. If so, you need to log in again.

How to Recover Your Password

If you have forgotten your PowerSchool Parent Portal password, you will be unable to log into the PowerSchool Parent Portal. Use this procedure to recover your password. Once you provide your user name and email address, the system authenticates your information and sends a security token to your email address. Using the security token, you can then log back into the PowerSchool Parent Portal, where you will then be required to change your password. For more information, see *How to Reset Your Password*.

Note: The security token is only valid for 30 minutes. If it expires before you can reset your password, perform the *How to Recover Your Password* again.

1. Open your Web browser to your school's PowerSchool Parent Portal URL. The Log In page appears.
2. Click **Having trouble logging in?** The Recover Account Login Information page appears.
3. Click the **Forgot Password?** tab, if needed.
4. Enter your user name in the first field.
5. Enter your email address in the second field.

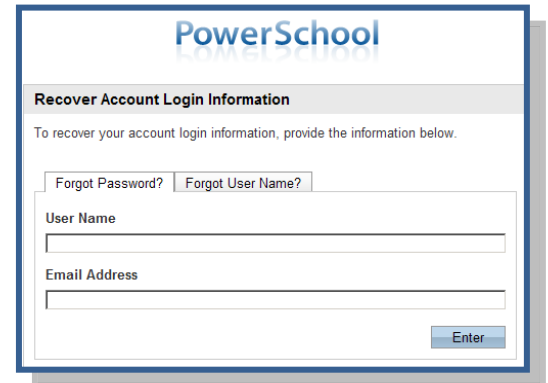


6. Click **Enter**. A confirmation message appears indicating an email has been sent to you with instructions for resetting your password.

How to Recover Your User Name

If you have forgotten your PowerSchool Parent Portal user name, you will be unable to log into the PowerSchool Parent Portal. Use this procedure to recover your current user name. Once you provide your email address, your current user name will be sent to your email.

1. Open your Web browser to your school's PowerSchool Parent Portal URL. The Log In page appears.
2. Click **Having trouble logging in?** The Recover Account Login Information page appears.
3. Click the **Forgot User Name?** tab.
4. Enter your email address in the first field.
5. Click **Enter**. A confirmation message appears indicating an email has been sent to you with your current user name.

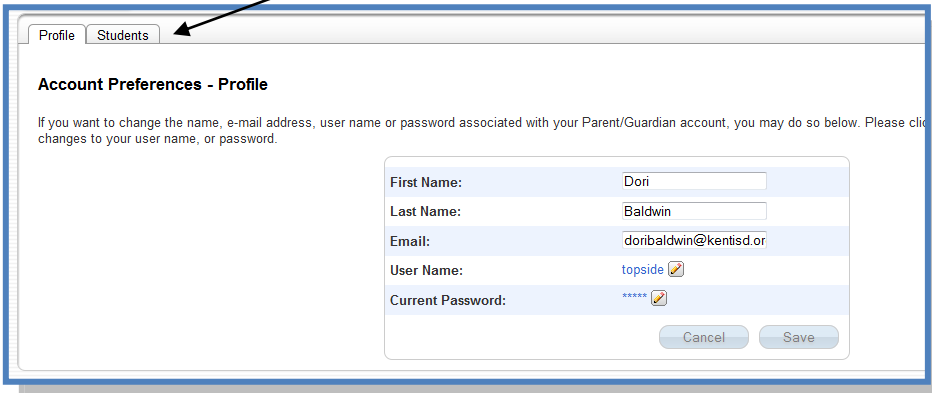


How to Add a Student to Your Parent/Guardian Account

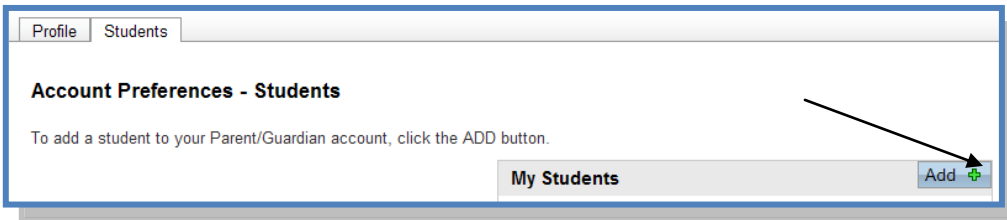
Use this procedure to add one or more students to your parent/guardian account. You will need an Access ID and Access Password. If you do not have this information or have questions, contact your school

On main menu, click **Account Preferences**. The Account Preferences – Profile page appears.

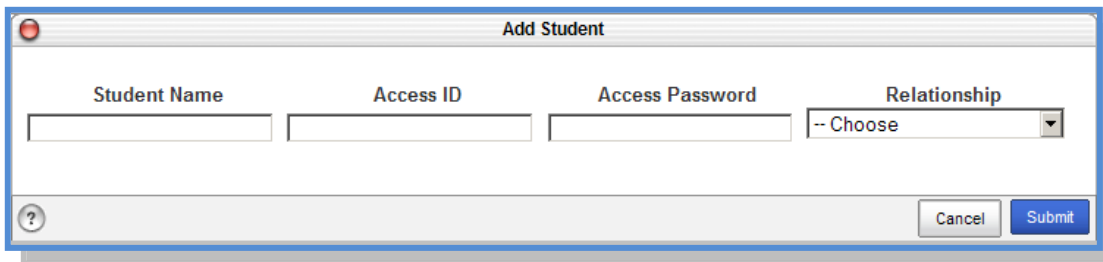
1. Click the **Students** tab.



2. On the Students tab, click the **Add** icon to add a student to your parent/guardian account. The Add Student dialog appears.



3. Use the following table to enter information in the fields:



Note: The **Cancel** and **Save** buttons appear shaded until information is entered.

Field	Description
Student Name	Enter the first and last name of the student you want to add to you account. Note: Regardless of the name you enter, the system will populate the name based on the access ID and password for the student.
Access ID	Enter the unique access ID for the student. Note: If you do not have this information, contact your school’s PowerSchool administrator.
Access Password	Enter the unique access password for the student. Note: If you do not have this information, contact your school’s PowerSchool administrator.
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.