

Parent Portal Instructions

Accessing the Parent Portal

1. Getting to the login screen

- Go to [<to be announced late September>](#) You will be prompted for your login and password.

2. Go to "Create an Account" and type in Parent first name and last name, email, your desired username, your desired password, and re-enter password.

3. Next scroll down and list all children in the same family to link your students to your account. Use your Parent Access ID and Parent Access Password for each child exactly as they are printed below (both are case sensitive). You and your child have separate passwords. It is advisable that you keep your username and password secure and not share it with anyone else.

The screenshot shows the PowerSchool login interface. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right of the form area.

Options in Portal

- Once logged on the system, parents will see a variety of options along the side of the screen.
- The page that initially appears (as the default) is called the Grades and Attendance Screen.

Exp	Last Week							This Week							Course	Q1	Q2	Q3	Q4	F1	E1	Absences	Tardies									
	M	T	W	H	F	S	S	M	T	W	H	F	S	S																		
0(A)																				Homeroom Jennings, Barbara					-						0	0
1(A)																				Enrichment & Remediation Jennings, Barbara					-						0	0
2(A)																				Exploring Bus Tech - 8th Jacobs, Keith M	100	-	-	-			83				0	0
3(A)																				Band (K-8) Mercer, Rebecca T	88	0	0	-							0	0
4(A)																				Math (K-8) Jennings, Barbara					-						0	0
5(A)																				Science (K-8) Jennings, Barbara					-						0	0
6(A)																				8th Grade Social Studies (K-8) Phillips, Keith					-						0	0
7(A)																				Language Arts Phillips, Keith					-						0	0
8(A)																				Non-Reporting Jennings, Barbara					-						0	0
																				Enrichment & Remediation					-						0	0

Attendance

- On the Grades and Attendance page, a parent can get a realtime 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 and will reveal the dates of each attendance event.

Grades

- 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. Updates will be biweekly.
- The grades in blue are clickable and will reveal details about the grade

The screenshot shows a web browser window displaying a Parent Portal. The page title is "Class Score Detail" and it shows information for a course named "Exploring Bus Tech - Bth" taught by "Jacobs, Keith M". The final grade is listed as "100 100%". Below this, there is a section for "Section Description" with a table of assignments. The table has columns for Due Date, Category, Assignment, Codes, Score, %, and Grd. The assignments listed are "Mobile Applications Assignment" (30/30, 100%), "5.01 Communicate the Write Way" (21/30, 70%), and "5.01 Basic Communication Skills" (24/30, 80%). A legend at the bottom explains the symbols used in the table: a green square for "Collected", a red triangle for "Late", a yellow square for "Missing", a blue square for "Score is exempt from final grade", and an orange square for "Assignment is not included in final grade". The page also includes a navigation menu on the left with options like "Grades and Attendance", "Grade History", "Attendance History", "Email Notification", "Teacher Comments", "School Bulletin", "Class Registration", "Balance", "My Calendars", and "School Information". The user is logged in as "Brandon James Bucklin".

Course	Teacher	Expression	Final Grade ¹
Exploring Bus Tech - Bth	Jacobs, Keith M	2(A)	100 100%

Teacher Comments:

Section Description:

Due Date	Category	Assignment	Codes	Score	%	Grd
09/05/2013	LA	Mobile Applications Assignment		30/30	100	100
09/06/2013	LA	5.01 Communicate the Write Way		21/30	70	70
09/15/2013	LA	5.01 Basic Communication Skills		24/30	80	80

Legend

Grades last updated on 09/15/2013

■ Collected ▲ Late ■ Missing ■ Score is exempt from final grade ■ Assignment is not included in final grade

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.)

➤ Click on the Email Notification link under the Navigation on the left of the screen

Email Notifications: Grossi, John Alessandro

Contact Information	
Email Address	tgrossi@conval.edu
Additional Email Addresses	<input type="text"/> <small>(separate multiple email addresses with commas)</small>
What Information Would You Like to Receive?	
Summary of Current Grades and Attendance.	<input type="checkbox"/>
Detail Report Showing Assignment Scores for Each Class.	<input type="checkbox"/>
Detail Report of Attendance.	<input type="checkbox"/>
School Announcements.	<input type="checkbox"/>
Balance Alert (Note: will only be sent when student is low on funds).	<input type="checkbox"/>
Frequency	
How Often?	Never <input type="text"/>
Apply These Settings to All Your Students?	<input type="checkbox"/>
Send Now For John?	<input type="checkbox"/>

- 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, email the teacher directly through their JCS email address

Printing a Page












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



- This icon is found at the top right of every page

Other Navigation Links

Navigation

-  Grades and Attendance
-  Grade History
-  Attendance History
-  Email Notification
-  Teacher Comments
-  School Bulletin
-  Class Registration
-  My Schedule
-  School Information
-  Account Preferences
-  CareDox

Logging Out

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