

PowerSchool User Guide
for Parents

WILLOUGHBY-EASTLAKE SCHOOL DISTRICT

PowerSchool User Guide

37047 Ridge Road
Willoughby OH 44094

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Understanding PowerSchool 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. The Parent Portal 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.

Creating Your PowerSchool Parent Portal Account

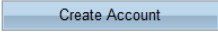
Before you can log in to PowerSchool Parent Portal, you will need to create your account and associate students to it. You should have received a letter from Willoughby-Eastlake City Schools with your students Access ID and Access Password. These values are needed to attach a student to your account. If you do not have this information or have questions, contact your child's 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:

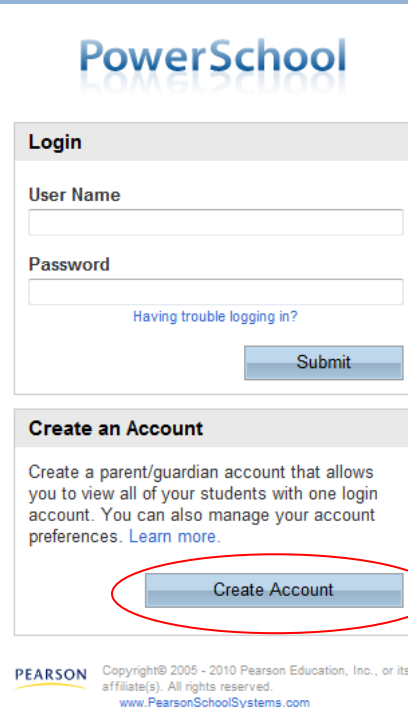
- pschool.weschools.org
(NO www at the beginning)

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



SCREEN SHOTS



The screenshot shows the PowerSchool login page. At the top is the PowerSchool logo. Below it is a 'Login' section with fields for 'User Name' and 'Password', and a 'Submit' button. A link for 'Having trouble logging in?' is also present. Below the login section is a 'Create an Account' section with a 'Create Account' button circled in red. At the bottom, there is a Pearson logo and copyright information: 'Copyright© 2005 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.PearsonSchoolSystems.com'.

Create Account

Enter the following:

- First Name
- Last Name
- Unique Email account (If parent / guardian share the same e-mail address, you can only set up one parent access account.)
- Unique login name
- Password

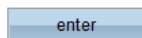
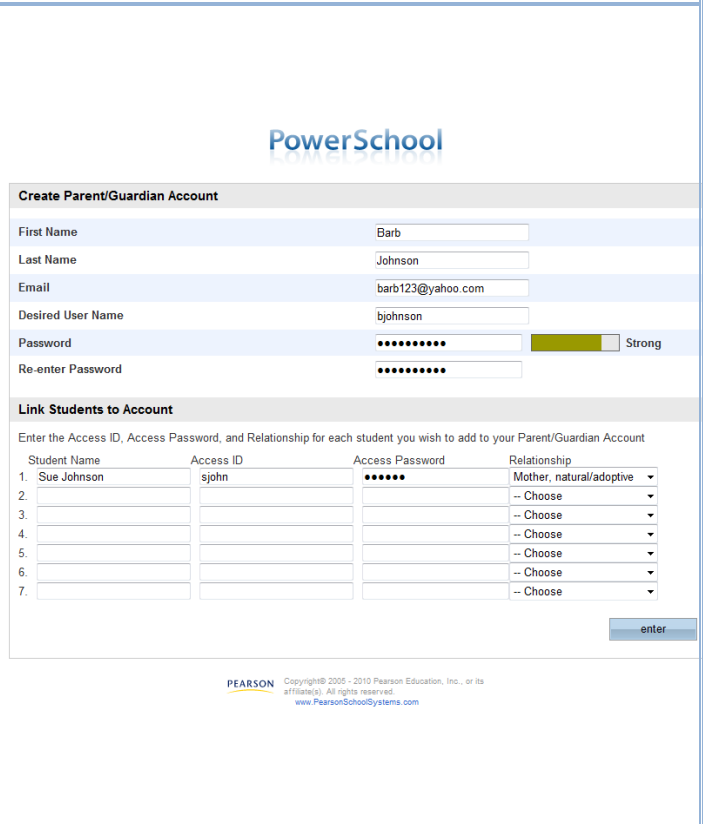
Link Students

You must know the students access ID and access Password to link them. (Access ID/Password are case-sensitive)

Enter the following to make the link:

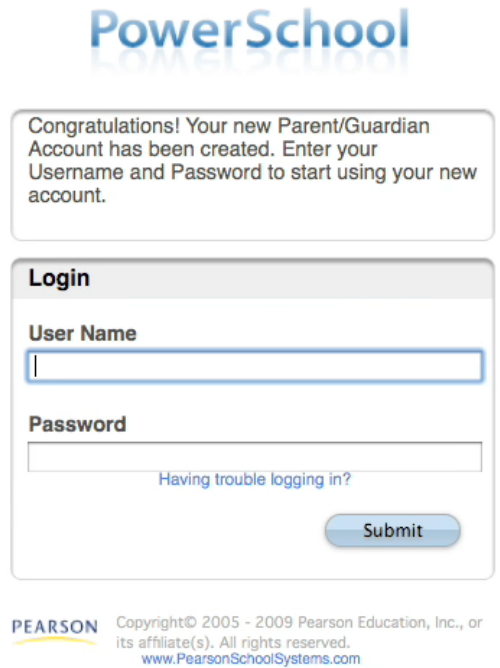
- Students name (First Last)
- Access ID (mailed home)
- Access Password (mailed home)
- Your relationship to student

Once all information is entered click on

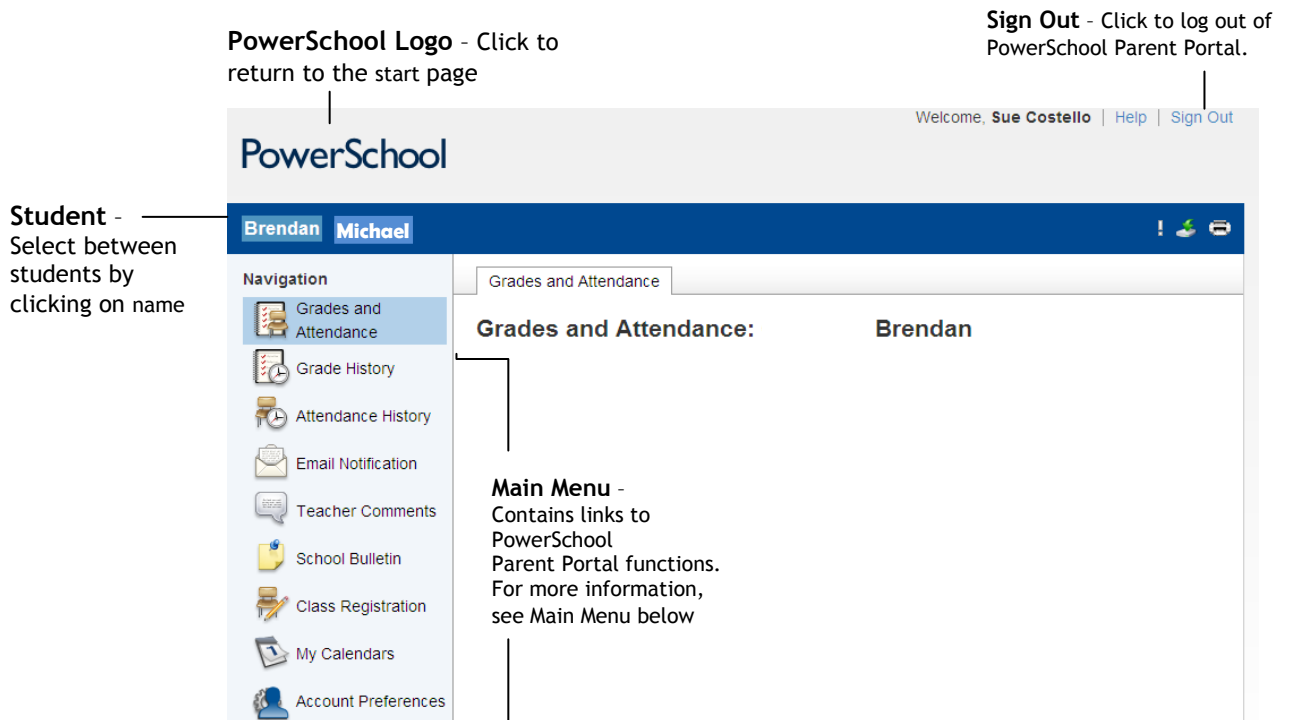
The screenshot shows the 'Create Parent/Guardian Account' and 'Link Students to Account' screens. The 'Create Parent/Guardian Account' section has fields for 'First Name' (Barb), 'Last Name' (Johnson), 'Email' (barb123@yahoo.com), 'Desired User Name' (bjohnson), 'Password', and 'Re-enter Password'. A strength indicator shows 'Strong'. The 'Link Students to Account' section has a table with columns for 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The first row is filled with 'Sue Johnson', 'sjohn', and '*****'. Below the table is an 'enter' button. At the bottom, there is a Pearson logo and copyright information: 'Copyright© 2005 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.PearsonSchoolSystems.com'.

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.












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.



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 .
 Grade 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	Click to view information about the school. For more information, see School Bulletin .
 Class Registration	Use this page to request classes for the next year and to view any existing course requests, more details coming in the Spring.
 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, 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.



Click this

Work with the Main Menu

Read this section to understand the basics of working with the main menu.

Grades and Attendance

Use this page to view the grades and attendance for the student in the current term. Note, this grade information is from the teacher's gradebook and will change throughout the quarter as scores are added and/or updated. The legend at the bottom of the page displays the attendance codes and their meanings.

Exp (Expression) = Period
(M-F) = Days of Week

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	M	T	W	H	F	S				
1(A)		A	A						SR	SR			Criminal Justice Baldwin, D	B+ 89	3	2
Current weighted GPA (S1):												Attendance Totals		3	2	

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 associated with the count of 'occurrences' (shown here) 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	PRDJ	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

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(A) - Wednesday, June 25, 2008 - A
- 1(A) - Tuesday, July 22, 2008 - A
- 1(A) - Wednesday, July 23, 2008 - A

There is a Help link next to your name at the top right of each page to help answer questions that you may have.

Welcome, Sue | Help | Sign Out

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. This screen shows grades as they appear on the report card after the quarter has ended.

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	M	T	W	H	F																																																																																																																																																																																																																																																					
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Legend
Attendance Codes: A=Absent | E=Entered | SR=School Related | T=Tardy |

Email Notifications

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

Not Currently Available →

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 Bulletin

Use this page to view school bulletins.

Box Tops for Education We are collecting Box Tops for Education again this year. They earn valuable \$\$\$ for our classrooms. Kelly Robb has generously agreed to oversee the collection. Please encourage your students to bring them in. We will collect from each teacher monthly. Kelly will remind you to send them to her room. We will start collecting Sept. 30th.

Cross Country Meet There is a cross-country meet this afternoon here at Willowick Middle. It begins at 4:15.

Class Registration

Use this page to view any existing course requests.

Crs Num	Course	Type	Cr Hrs
1. 1503	Psychology	Required	0.50
2. 1621	AP American History	Required	1.00
3. 2403	General Biology	Required	1.00
4. 3101	Honors Algebra II/Trig	Required	1.00
5. 3903	Multimedia Com.	Required	0.50
6. 532	AP English Language & Comp	Required	1.00
7. 6414	Home Repair/Maint Outdoor	Required	0.50

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.

My Calendars:

Homework Calendars				
Exp	Course	Teacher	Class Assignments Only	Class Assignments With My Scores and Final Grades*
1(M-F)	1621	Quinlan, Patrick J	Subscribe	Subscribe
8(M-F)	532	Holt, Jennifer N	Subscribe	Subscribe

*Subscription requests for calendars with assignment scores and final grades will require your PowerSchool username and password.

School Calendars
School Event Calendar - Subscribe

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.

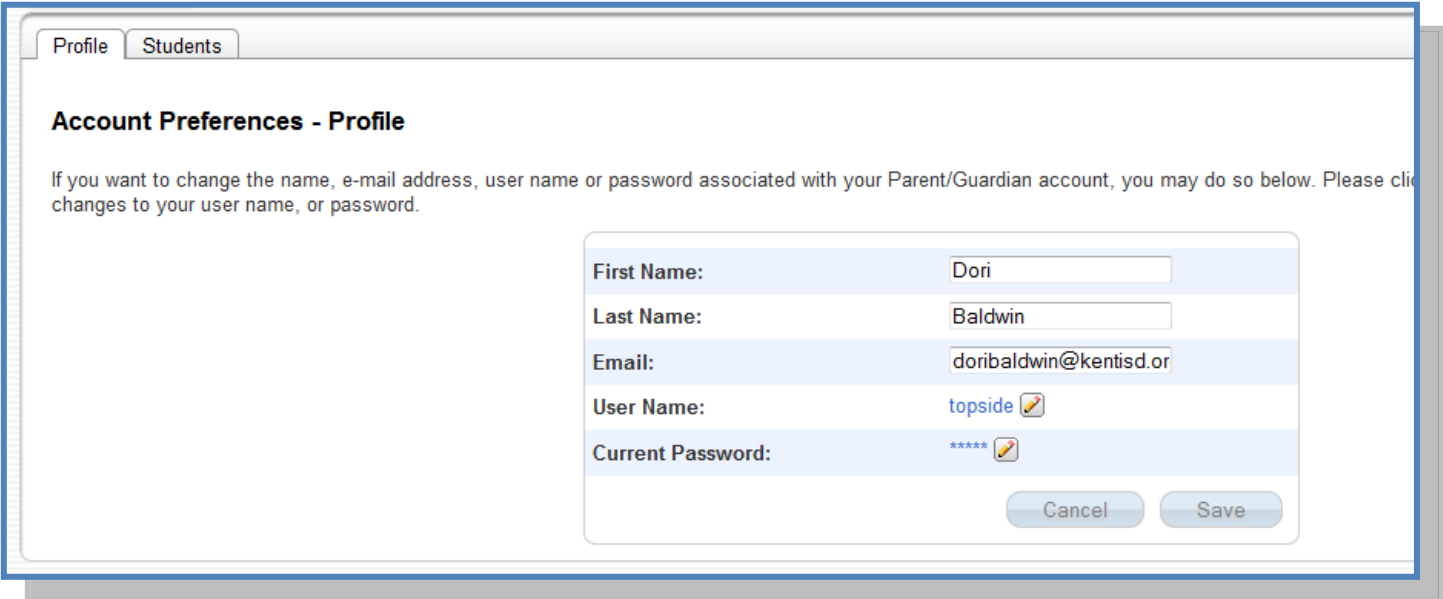
How to View My Calendars in iCal

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  icon



Profile Students

Account Preferences - Profile

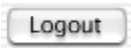
If you want to change the name, e-mail address, user name or password associated with your Parent/Guardian account, you may do so below. Please click on the pencil icon next to the field you want to change to your user name, or password.

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.