PowerSchool Parent Portal

The purpose of this document is to give some orientation to the screens and features currently available through the Parent Portal. Parents should log in by going to: https://powerschool.mpcsd.org and typing in the username and password provided by the district.

1. Orientation

When you first log in, you are presented with the Main Screen (Grades and Attendance). To switch between screens, click any of the icons in the upper right corner of the window. To log out, click the Logout Button, also in the upper right. There are also Print and Help Buttons to the immediate left of the Logout Button. The screen shots below, for the fictitious student Veronica Salt, are similar to what you will see for your child.

Figure 1.

2. Grades And Attendance

This screen (Figure 1) gives you an overview of your child's grades and attendance to date for the current marking/attendance period. The first column (called the Expression in PowerSchool) represents the class period. To the right is the previous and current week's attendance, followed by a list of classes/teachers, letter and numeric grades by grading period (T1 = Trimester 1), and finally Year-To-Date absences and tardies. Please note that attendance is only recorded in PowerSchool during Homeroom period (first row), so other rows will always display 0.

3. Assignment Details

Clicking any blue grade will take you to the Class Score Detail screen (Figure 2), which displays all the assignments in the Teacher Gradebook that make up the grade for that class.

PowerSchool

Grades and Attendance   Attendance History   Email Notification

Salt, Veronica (Last Login: 10/25/2010 at 2:07 PM)

Grades and Attendance | Standards Grades

Class Score Detail

Course	Teacher	Expression	Final Grade[1]
HS Algebra	Keller, Lexy	1(A)	B 83%

Teacher Comments:

Section Description:

Due Date	Category	Assignment	Codes			Score	%	Grd
08/25/2010	HW	Who are you?				3/3	100	A+
08/26/2010	HW	Math Fun Facts				3.5/5	70	C-
09/01/2010	TST	ch. 1 quiz				27.5/40	68.75	D+
09/08/2010	TST	Intro to Alg. test				92/100	92	A-
09/08/2010	HW	Intro to Alg. HW				15/18	83.33	B
09/15/2010	TI	Student Agreement	✓		⊞	--		
09/17/2010	TST	3.1-3.5 quiz				7.5/10	75	C
09/24/2010	TST	ch. 3 test				78/100	78	C+
09/24/2010	HW	ch. 3 HW	L			20/22	90.91	A-
09/27/2010	HW	ch. 3 homework quiz				14/15	93.33	A
10/01/2010	HW	ch. 3 test corrections		M		0/2	0	F
10/06/2010	TST	4.1-4.6 quiz				35/40	87.5	B

Legend

Grades last updated on 10/15/2010

✓ - Collected, L - Late, M - 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.

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Figure 2.

For each assignment, you will see the due date, category, assignment name, point score, percentage and letter grade. There are also particular codes that a teacher may assign, indicating that the assignment was late, for example, or that it doesn't count as part of the final grade. The key to these colored codes is at the bottom of the window.

4. Assignment Descriptions

If any assignment has a note or description associated with it, the assignment name will be a blue link (e.g. Student Agreement in Figure 2). Clicking this link will take you to a screen containing the assignment description (Figure 3).

Figure 3.

5. Grade Details

Similarly, any grade that is blue (e.g. the 0 in the Ch 3 Test Corrections assignment in Figure 2) allows you to get more information about that grade. Clicking the 0 brings you to the Score Comment screen (Figure 4).

Figure 4.

6. Attendance Details

At the bottom of the main Grades And Attendance screen (Figure 1) is a summary Attendance By Day area. The attendance year is divided up into 6 time periods, each half a trimester. So the designation "6-2" in the Figure 1 means that we are currently in the second time period of the six. In other words, it is the second half of the first trimester. The next time period (the first half of the second trimester) will be 6-3. "YTD" means Year-To-Date.

Notice that both tardies must have occurred during the first half of T1, since the YTD total is 2, but the 6-2 total is 0. To get details on any attendance notations, click one of the blue numbers and you will be taken to the Dates of Attendance screen (Figure 5), which will list the dates of the absences or tardies.
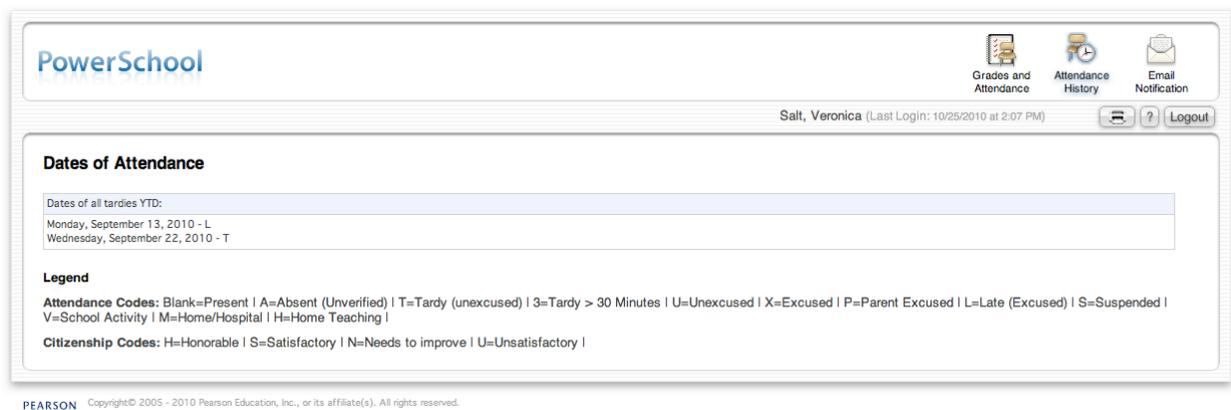

Figure 5.

7. Attendance History

The second icon in the upper-right corner of the Parent Portal window is for Attendance History. Clicking this icon brings you to a screen that will give a more extensive view of attendance during the current attendance time period (e.g. 6-2). Again, please note that PowerSchool only stores attendance for the Home Room period (first row). Dashes indicate days that students do not attend school. In the example below (Figure 6), there is one absence indicated on Tuesday, 10/12.

Figure 6.

8. Email Notifications

The third icon in the upper-right corner of the Parent Portal window is to sign up for Email Notifications. Clicking this icon brings you to the screen below (Figure 7), where you can choose from three reports to receive, the frequency that you would like to receive them, and the email address(es) to send them to. You can also opt to receive an immediate copy of the chosen report(s). Please note that the second report - *Detailed reports showing all assignment scores for each class* - if selected, will result in multiple emails, one per class, even for those classes (such as Home Room) where there are no assignments. There is no information in these reports that is not available on the Parent Portal, so this feature is intended as a convenience so that you don't have to log in regularly. A sample of each report is provided in the next section.

Figure 7.

IMPORTANT: *Please note that since there is one parent account per student, changes to Email Notification settings affect all parents (and all listed email addresses). Each parent cannot currently have separate email notifications.*

9. **Sample Email Notification Reports**

   A. *Summary of Current Grades and Attendance*

Progress Report From Hillview Middle School

From : powerschool@mpcsd.org   Fri, Oct 15, 2010 03:19 PM
Subject : Progress Report From Hillview Middle School
     To : jbowlby@mpcsd.org

Progress Report For Salt, Veronica as of 10/15/2010

Summary Report

PERIOD 1(A): HS Algebra (Teachers: Keller, Lexy)
  Current Grade: B Absences: 0 Tardies: 0

PERIOD 2(A): Social Studies 8 (Teachers: Berkowitz, Barbara)
  Current Grade: B+ Absences: 0 Tardies: 0

PERIOD 3(A): Science 8 (Teachers: Lyons, Tom)
  Current Grade: A Absences: 0 Tardies: 0

PERIOD 4(A): English/Language Arts 8 (Teachers: Hutsell, Jennifer)
  Current Grade: A Absences: 0 Tardies: 0

PERIOD 5(A): Enrichment 8 (Teachers: Hutsell, Jennifer)
  Current Grade: -- Absences: 0 Tardies: 0

PERIOD 6(A): Mixed Media Art (Teachers: Herzlinger, Anna)
  Current Grade: A Absences: 0 Tardies: 0

PERIOD 7(A): PE 8 (Teachers: Bell, Harry)
  Current Grade: Absences: 0 Tardies: 0

PERIOD HR(A): Home Room 8 (Teachers: Hutsell, Jennifer)
  Current Grade: -- Absences: 1 Tardies: 2

For up-to-date information on your student 24 hours a day see the school web site at http://powerschool.mpcsd.org/public/

This information is provided for convenience only and has not been verified for accuracy. Not intended to be an official report.

[102-T1-T1-102-3]

B. *Detailed Assignment Report by Class*

Progress report for Salt, Veronica

From : powerschool@mpcsd.org   Fri, Oct 15, 2010 03:19 PM

Subject : Progress report for Salt, Veronica

To : jbowlby@mpcsd.org

Grading period: T1
Student: Salt, Veronica
Course: HS Algebra
Period: 1(A)
Instructor: Keller, Lexy
Current overall grade**: B

08/25/10 "Who are you?" Grade: A+ (3/3=100%)
08/26/10 "Math Fun Facts" Grade: C- (3.5/5=70%)
09/01/10 "ch. 1 quiz" Grade: D+ (27.5/40=68.75%)
09/08/10 "Intro to Alg. test" Grade: A- (92/100=92%)
09/08/10 "Intro to Alg. HW" Grade: B (15/18=83.33%)
09/15/10 "Student Agreement" Grade: * (--/0)*
09/17/10 "3.1-3.5 quiz" Grade: C (7.5/10=75%)
09/24/10 "ch. 3 test" Grade: C+ (78/100=78%)
09/24/10 "ch. 3 HW" Grade: A- (20/22=90.91%)
09/27/10 "ch. 3 homework quiz" Grade: A (14/15=93.33%)
10/01/10 "ch. 3 test corrections" Grade: F (0/2=0%)
10/06/10 "4.1-4.6 quiz" Grade: B (35/40=87.5%)

^ - Score is exempt from final grade
* - Assignment is not included in final grade
** - This final grade may include assignments that are not yet published by the teachers. It may also be a result of special weighting used by the teacher.

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[102-T1-T1-102-3]

C. *Detailed Report of Attendance*

Detailed attendance report for Salt, Veronica

From : powerschool@mpcsd.org   Fri, Oct 15, 2010 03:19 PM

Subject : Detailed attendance report for Salt, Veronica

To : jbowlby@mpcsd.org

Attendance detail report for Salt, Veronica for classes belonging to the 6-2 term:

DAILY PERIOD BREAKDOWN
Expression HR(A):
 - 9/13/2010 L, - 9/22/2010 T, HR(A) - 10/12/2010 P

(Code Legend: =Present, A=Absent (Unverified), T=Tardy (unexcused), 3=Tardy > 30 Minutes, U=Unexcused, X=Excused, P=Parent Excused, L=Late (Excused), S=Suspended, V=School Activity, M=Home/Hospital, H=Home Teaching)

TOTALS
1 Absences
2 Tardies