

# 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.

The screenshot shows the PowerSchool Parent Portal interface for student Veronica Salt. The page title is "Grades and Attendance - PowerSchool Parent Access". The browser address bar shows the URL "https://powerschool.mpcsd.org/guardian/home.html". The page features a navigation bar with "Grades and Attendance" and "Standards Grades" tabs. The main content area is titled "Grades and Attendance" and displays two tables: "Attendance By Class" and "Attendance By Day".

**Attendance By Class Table:**

Exp	Last Week					This Week					Course	T1	S1	T2	T3	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F							
HR(A)											Home Room 8 Hutseil, Jennifer	--	--	--	--	1	0
1(A)											HS Algebra Keller, Lexy	B 83	--	--	--	0	0
2(A)											Social Studies 8 Berkowitz, Barbara	B+ 88	--	--	--	0	0
3(A)											Science 8 Lyons, Tom	A 96	--	--	--	0	0
4(A)											English/Language Arts 8 Hutseil, Jennifer	A 94	--	--	--	0	0
5(A)											Enrichment 8 Hutseil, Jennifer	--	--	--	--	0	0
6(A)											Mixed Media Art Herzlinger, Anna	A 94	--	--	--	0	0
7(A)											PE 8 Bell, Harry	--	--	--	--	0	0
Attendance Totals												1	0				

Current Honor Roll GPA (T1):  
Show dropped classes also

**Attendance By Day Table:**

Last Week					This Week					Absences		Tardies	
M	T	W	H	F	M	T	W	H	F	6-2	YTD	6-2	YTD
										1	1	0	2
Attendance Totals										1	1	0	2

**Legend**  
**Attendance Codes:** Blank=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 |  
**Citizenship Codes:** H=Honorable | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |

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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.

The screenshot shows the PowerSchool interface for a user named Salt, Veronica. The main content area is titled "Class Score Detail" for the course "HS Algebra" taught by "Keller, Lexy" in "Expression 1 (A)". The final grade is listed as "B 83%". Below this, there is a table of assignments with the following columns: Due Date, Category, Assignment, Codes, Score, %, and Grd. The assignments table includes 13 rows of data, such as "Who are you?" (HW, 3/3, 100, A+), "Math Fun Facts" (HW, 3.5/5, 70, C-), and "ch. 1 quiz" (TST, 27.5/40, 68.75, D+). A legend at the bottom explains the colored icons used in the Codes column: a green checkmark for "Collected", a red square 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".

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	<a href="#">Student Agreement</a>	✔	--		
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	Ⓛ	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	Ⓜ	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, Ⓛ - 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.

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).

PowerSchool

Grades and Attendance Attendance History Email Notification

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

Grades and Attendance Standards Grades

### Assignment Description

Teacher	Keller, Lexy
Course	HS Algebra
Assignment name	Student Agreement
Description	Agreement for expected classroom behavior

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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).

View Score Comment

### Score Comment

Teacher	Keller, Lexy
Course	HS Algebra
Assignment name	ch. 3 test corrections
Date Due	10/1/2010
Comment	lost test

Close

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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.

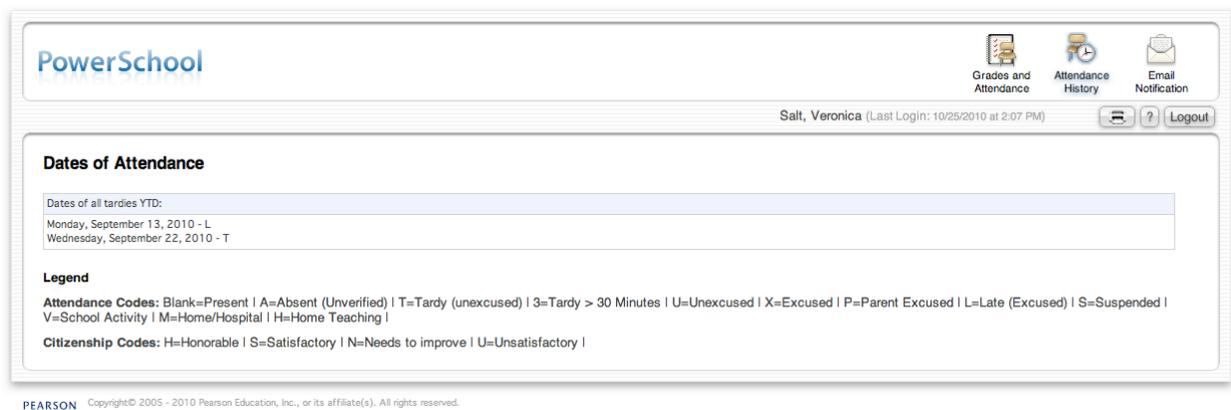


Figure 5.

## 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.

PowerSchool

Grades and Attendance Attendance History Email Notification

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

### Meeting Attendance History

Course	Expression	10/11-10/15				10/18-10/22				10/25-10/29				11/1-11/5				11/8-11/12				11/15-11/19				11/22-11/26			
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W
Home Room 8 Hutsell, Jennifer D7 E: 8/24/2010 L: 6/16/2011	HR(A)		P																										
HS Algebra Keller, Lexy C4 E: 8/24/2010 L: 6/16/2011	1(A)																												
Social Studies 8 Berkowitz, Barbara D6 E: 8/24/2010 L: 6/16/2011	2(A)																												
Science 8 Lyons, Tom C8 E: 8/24/2010 L: 6/16/2011	3(A)																												
English/Language Arts 8 Hutsell, Jennifer D7 E: 8/24/2010 L: 6/16/2011	4(A)																												
Enrichment 8 Hutsell, Jennifer D7 E: 8/24/2010 L: 6/16/2011	5(A)																												
Mixed Media Art Herzinger, Anna B7 E: 8/24/2010 L: 11/20/2010	6(A)																												
PE 8 Bell, Harry Multi E: 8/24/2010 L: 6/16/2011	7(A)																												

**Legend**  
**Attendance Codes:** Blank=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 |

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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.

PowerSchool

Grades and Attendance Attendance History Email Notification

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

### 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

How often?

Send now?  Yes

Email Address(es)

Submit

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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

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## Progress Report From Hillview Middle School

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**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]

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## B. Detailed Assignment Report by Class

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### Progress report for Salt, Veronica

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**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.

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]

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### *C. Detailed Report of Attendance*

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## **Detailed attendance report for Salt, Veronica**

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**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

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