

# How to Navigate the PowerSchool Public Portal as a Parent

Go <http://www.westportps.org> or any school homepage and click on the **PS Home Access** link at the top. Choose to sign-in as a parent and enter your WPS username and password. (The same username and password you use for Schoology. If you are already logged into Schoology, you will not have to login again.)



Only certain parts of the portal are turned on at this time. *The mobile app and the portal will show different things.* For example, you can only get your report cards in the portal. The app is available “as is” at this time.

On the **Grades and Attendance** page you will find:

Click the PowerSchool logo from any page to return to this home

Click printer icon on any page to print a copy of the page

Current grade total- click here to get into the gradebook

Class Period (Days Class Meets)

Click Here to see a list of all your students past assignments for

Guidance Counselor

Exp	Last Week					This Week					Course	Q1	E1	Q2	S1	Q3	E2	Q4	S2	F1	Absences	Tardies		
	M	T	W	H	F	M	T	W	H	F														
P2(A-B,D)											CRIT. ANALYSIS FILM & LIT. Email Bauks, Jesse - Rm: 2002	A- 90.33	[i]	[i]	A- 90.33							0	0	
P3(A-C)											A CAPPELLA CHOIR Email Rosenberg, Luke - Rm: 458	[i]	[i]	[i]	[i]	[i]	[i]	[i]	[i]			0	0	
P4(B-D)											A.P. STATISTICS Email Abraham, Phil - Rm: 2062												0	0
P5(A,C-D)											A.P. PHYSICS C+LAB Email Klouda, Joanne - Rm: 3033												0	0
P6(B-D)											3-D DESIGN & ENGINEER.+LAB Email Wong, Humphrey - Rm: 1033	100	[i]	[i]	100								0	0
											A.P. CALCULUS AB	N			N									

**Important note:** Semester and final grades display *but are not fully calculated and finalized* until the end of the term and posted to the report card.

To see individual assignments by class, click on the [i] or posted grade for a specific class.

Once on the **Class Score Detail** page, *scroll to the bottom* to see the assignments and any posted grades.

The screenshot shows the 'Assignments' section of the PowerSchool interface. It features a table with the following columns: Due Date, Category, Assignment, Flags, Score, %, and Grade. The table lists three assignments:

Due Date	Category	Assignment	Flags	Score	%	Grade
09/08/2017	Formative Assessment	First Viewing, "Unbreakable"				
09/07/2017	Group Presentation	Film Term Project				
09/06/2017	Assignment	Permission Slip				

Below the table, it states 'Grades last updated on: 9/13/2017'. A legend below explains various icons: Has Description, Has Comment, Collected, Late, Missing, Exempt from Final Grade, Absent, Incomplete, and Excluded.

On the **Attendance History** page you will find:

The screenshot shows the 'Meeting Attendance History' page in PowerSchool. It displays a matrix for the course 'CRIT. ANALYSIS FILM & LIT. Bauks, Jesse 2002'. The matrix has columns for dates and days of the week (M, T, W, H, F) for five periods: 8/28-9/1, 9/4-9/8, 9/11-9/15, 9/18-9/22, and 9/25-9/29. A purple callout box points to the dashes in the matrix with the text: 'Attendance by class. A dash means your child was present. Attendance will only show for days class meets.'

On the **My Schedule** page you will find:

The screenshot shows the 'My Schedule' page in PowerSchool. It displays a weekly schedule matrix with tabs for 'Week View' and 'Matrix View'. A purple callout box points to the tabs with the text: 'Two ways to view the schedule'. The matrix shows classes for Wednesday (09/13/2017), Thursday (09/14/2017), and Friday (09/15/2017) from 08:00 AM to 09:45 AM.

	Wednesday 09/13/2017	Thursday 09/14/2017	Friday 09/15/2017
08:00 AM	A CAPPELLA CHOIR Rosenberg, Luke 456 07:30 AM - 08:20 AM	CRIT. ANALYSIS FILM & LIT. Bauks, Jesse 2002 07:30 AM - 08:20 AM	A CAPPELLA CHOIR Rosenberg, Luke 456 07:30 AM - 08:20 AM
09:00 AM	A.P. STATISTICS Abraham, Phil 2062 08:25 AM - 09:45 AM	CRIT. ANALYSIS FILM & LIT. Bauks, Jesse 2002 08:25 AM - 09:45 AM	A.P. STATISTICS Abraham, Phil 2062 08:25 AM - 09:45 AM

On the **Email Notification** page you will find:

The screenshot shows the 'Email Notifications' page in the PowerSchool Guardian system. The browser address bar displays 'https://powerschool.westportps.org/guardian/autoemailsetup.html'. The page title is 'Email Notifications'. The left navigation menu includes 'Grades and Attendance', 'Attendance History', 'Email Notification', 'My Schedule', 'Account Preferences', 'High School Report Card', and 'Print Student Transcript'. The main content area is titled 'Email Notifications:' and contains several sections: 'Contact Information' with fields for 'Email Address' and 'Additional Email Addresses' (with a note to separate multiple addresses with commas); 'What Information Would You Like to Receive?' with checkboxes for 'Summary of Current Grades and Attendance.', 'Detail Report Showing Assignment Scores for Each Class.', and 'Detail Report of Attendance.'; and 'Frequency' with a 'How Often?' dropdown menu set to 'Never', and checkboxes for 'Apply These Settings to All Your Students?' and 'Send Now For Nathanael?'. Two purple callout boxes are present: one pointing to the 'Email Address' field with the text 'The email address notifications will be sent to automatically', and another pointing to the 'Additional Email Addresses' field with the text 'Space to manually type in additional email addresses. Notifications can be sent to additional addresses, including those not part of the student demographics record.' The Windows taskbar at the bottom shows the time as 2:29 PM on 9/14/2017.

On the **Account Preferences** page you will find:

The screenshot shows the 'Account Preferences' page in the PowerSchool Guardian system. The browser address bar displays 'https://powerschool.westportps.org/guardian/accountmanagement\_profile.html'. The page title is 'Account Preferences - Profile'. The left navigation menu includes 'Grades and Attendance', 'Attendance History', 'Email Notification', 'My Schedule', 'Account Preferences', 'High School Report Card', and 'Print Student Transcript'. The main content area is titled 'How to Update Account Information' and contains the following text: 'To update your password click [here](#)'. A purple callout box points to the 'here' link with the text 'A link to the password management page'. Below this, it states: 'The ability to update your email address and your phone numbers will be available at a future date. Please contact the parent helpdesk at parenthelpdesk@westportps.org or 203-341-1214 to update your information in the interim.' The Windows taskbar at the bottom shows the time as 2:31 PM on 9/14/2017.