PowerSchool Student and Parent Portal User Guide

PowerSchool
Student Information System

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Preface

Use this guide to assist you while navigating the PowerSchool Student and Parent portal. This guide is based on the PowerSchool Student and Parent portal online help, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference.

The PowerSchool Student and Parent portal online help is updated as PowerSchool is updated. Not all versions of the PowerSchool Student and Parent portal online help are available in a printable guide. For the most up-to-date information, click **Help** on any page in the PowerSchool Student and Parent portal.

Referenced Sections

This guide is based on the PowerSchool Student and Parent portal online help, and may include references to sections that are not contained within the guide. See the PowerSchool Student and Parent portal online help for the referenced section.

Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

Navigation

This guide uses the > symbol to move down a menu path. If instructed to "Click **File > New > Window**," begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

Notes

It is easy to identify notes because they are prefaced by the text "**Note:**."

Introduction

Welcome to PowerSchool! PowerSchool helps your school access and maintain student, staff, and schedule information. PowerSchool is a database application that runs on a server, which is the center of your student information system. PowerSchool uses the Internet to facilitate student information management and communication among school administrators, teachers, parents, and students.

The PowerSchool Student and Parent portal is a tool that is integrated into the PowerSchool Student Information System (SIS) that is specifically developed for parents and students.

The PowerSchool Student and Parent portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, lunch menus and even personal messages from the teacher. Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can use their gradebook to make decisions on what information they want to share with parents and students.

Parent Access Management

Parent Access Management provides parents with the ability to have their own individual parent account, including user name and password. Your school's PowerSchool administrator may create your account or may have you create your own account using the appropriate access credentials. Once your account is created, you can manage your account information, link any and all students to your account (for whom you have parental and legal rights to), and set email and notifications preferences for each student linked to your account. If you've forgotten your account sign in information, you can retrieve them by using auto-recovery.

Note: This functionality is only available if enabled by your school.

Get Started

To get started, you must sign in to the PowerSchool Student and Parent portal.

Sign In to the PowerSchool Student and Parent Portal

Before you can sign in to the PowerSchool Student and Parent portal, you will need your school's PowerSchool Student and Parent portal URL, your username, and your password. If you do not have this information or have questions, contact your school.

Note: Do not use someone else's password or give your password to anyone else.

How to Sign In to the PowerSchool Student and Parent Portal

1. Open your Web browser to your school's PowerSchool Student and Parent portal URL. The Student and Parent Sign In page appears.

    Note: If the Parent and Student Sign In page does not automatically appear, click the **Sign In** tab.

2. Use the following table to enter information in the fields:

Field	Description
Select Language	Choose the language in which you want to view the PowerSchool Student and Parent portal from the pop-up menu. **Note:** If no more than one locale is configured, the pop-up menu does not appear.
Username	Enter your username.
Password	Enter your password. The characters appear as asterisks (*) to ensure greater security when you sign in. If you have forgotten your username or password, you can click **Forgot Username or Password?** For more information, see ***How to Recover Your Username**** or *****How to Recover Your Password****.

3. Click **Sign In**. The start page appears. For more information, see ***PowerSchool Student and Parent Portal Start Page***.

    Notes:

    - If your PowerSchool administrator has issued you a temporary password, you may be asked to reset your password upon first signing in. For more information, see ***How to Reset Your Password***.
    - If your password has expired, you may be asked to reset your password. For more information, see ***How to Reset Your Password***.
    - If you have exceeded the number of sign in attempts allowed, you may become locked out of PowerSchool. If so, contact your school.

Reset Your Password

If your PowerSchool administrator has issued you a temporary password or if your password has expired, use this procedure to reset your password.

How to Reset Your Password

1. Sign in to the PowerSchool Student and Parent portal. The Change Your Password page appears.
2. Use the following table to enter information in the fields:

Field	Description
Current Password	Enter your current password.
New Password	Enter a new password. If your school has established password complexity rules, password requirements will display. Enter your password based upon these requirements.
	Note: It is important to select a new password that you will remember. If you forget it, you cannot sign in to the PowerSchool Student and Parent portal without help from your PowerSchool administrator. It is not recommended that you write down your password because an unauthorized user could find it and gain access to PowerSchool. Try to commit your password to memory.

Re-Enter New Password	Enter your new password again exactly as you entered it in the above field.

3. Click **Enter**. The start page appears. For more information, see ***PowerSchool Student and Parent Portal Start Page***.

   Note: If one of the following messages appears, re-enter your password accordingly:

   - Current password is not correct.
   - New password must be at least [number] characters long.
   - New password must contain at least one uppercase and one lowercase letter.
   - New password must contain at least one letter and one number.
   - New password must contain at least one special character.
   - The verification password you enter must match the new password.
   - The password entered was previously used. Please enter a new password.

   The next time you sign in to the PowerSchool Student and Parent portal, use your new password.

Recover Your Password

If you have forgotten your PowerSchool Student and Parent portal password, you will be unable to sign in to the PowerSchool Student and Parent portal. Use this procedure to recover your password. Once you provide your user name and email address, the system authenticates your information and sends a security token to your email address. Using the security token, you can then sign in to the PowerSchool Student and Parent portal, where you will then be required to change your password. For more information, see ***How to Reset Your Password***.

Note: The security token is only valid for 30 minutes. If it expires before you can reset your password, perform the ***How to Recover Your Password*** again.

How to Recover Your Password

1. Open your Web browser to your school's PowerSchool Student and Parent portal URL. The Student and Parent Sign In page appears.

> **Note:** If the Parent and Student Sign In page does not automatically appear, click the **Sign In** tab.

2. Click **Forgot Username or Password?** The Recover Account Sign In Information page appears.
3. Click the **Forgot Password?** tab, if needed.
4. Use the following table to enter information in the fields:

Field	Description
Username	Enter your username.
Email Address	Enter your email address.

5. Click **Enter**. A confirmation message appears indicating an email has been sent to you with instructions for resetting your password.
6. Once you have received the email, open the email.
7. Click the link in the email. The Recover Password page appears.
8. Use the following table to enter information in the fields:

Field	Description
Username	Enter your username.
New Password	Enter a new password. If your school has established password complexity rules, password requirements will display. Enter your password based upon these requirements. **Note:** It is important to select a new password that you will remember. If you forget it, you cannot sign in to the PowerSchool Student and Parent portal without help from your PowerSchool administrator. It is not recommended that you write down your password because an unauthorized user could find it and gain access to PowerSchool. Try to commit your password to memory.
Confirm New Password	Enter your new password again exactly as you entered it in the above field.

9. Click **Enter**. The start page appears. For more information, see ***PowerSchool Student and Parent Portal Start Page***.

Recover Your Username

If you have forgotten your PowerSchool Student and Parent portal username, you will be unable to sign in to the PowerSchool Student and Parent portal. Use this procedure to recover your current username. Once you provide your email address, your current user name will be sent to your email.

How to Recover Your Username

1. Open your Web browser to your school's PowerSchool Student and Parent portal URL. The Student and Parent Sign In page appears.

   Note: If the Parent and Student Sign In page does not automatically appear, click the **Sign In** tab.

2. Click **Forgot Username or Password?** The Recover Account Sign In Information page appears.
3. Click the **Forgot Username?** tab.
4. Enter your email address in the first field.
5. Click **Enter**. A confirmation message appears indicating an email has been sent to you with your current username.

Create a Parent Account

Use this procedure to create a new parent account. In order to create an account, you must have the Access ID and Password for at least one student enrolled in school. When creating the account, you will need the Access ID and password for each student you want to associate to your parent account. If you do not have this information or have questions, contact your school.

How to Create a Parent Account

1. Open your Web browser to your school's PowerSchool Student and Parent portal URL. The Student and Parent Sign In page appears.
2. Click the **Create Account** tab. The Create Account page appears.
3. Click **Create Account**. The Create Parent Account page appears.
4. Use the following table to enter information in the Create Parent Account section:

Field	Description
First Name	Enter your first name.
Last Name	Enter your last name.
Email	Enter your email address. The email address you enter is used to send you select information, as well as account recovery notices and account changes confirmations. For more information, see **Email Notifications**.
Desired Username	Enter the username you would like to use when signing in to the PowerSchool Student and Parent portal. The user name must be unique. If you enter a user name that is already in use, you will be prompted to select or enter another user name.
Password	Enter the password you would like to use when signing in to the PowerSchool Student and Parent portal. If your school has established password complexity rules, password requirements will display. Enter your password based upon these requirements.
Re-Enter Password	Enter your password again exactly as you entered it in the above field.

5. Use the following table to enter information in Link Students to Account section:

Field	Description
Student Name	Enter the first and last name of the student you want to add to your account. **Note:** Regardless of the name you enter, the system will populate the name based on the access ID and password for the student.
Access ID	Enter the unique access ID for the student. **Note:** If you do not have this information, contact your school.

Access Password	Enter the unique access password for the student. **Note:** If you do not have this information, contact your school.
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.

6. Click **Enter**. The Student and Parent Sign In page appears. To continue, see ***How to Sign In to the PowerSchool Student and Parent Portal***.

Note: If one of the following messages appears, re-enter your password accordingly:

- Current password is not correct.
- New password must be at least [number] characters long.
- New password must contain at least one uppercase and one lowercase letter.
- New password must contain at least one letter and one number.
- New password must contain at least one special character.
- The verification password you enter must match the new password.
- The password entered was previously used. Please enter a new password.

The next time you sign in to the PowerSchool Student and Parent portal, use your new password.

Session Timeout

If you are not actively working in the PowerSchool Student and Parent portal, your session may time out. If so, you need to sign in again.

Note: In order to reload/restore the last page you were viewing/using, you must be using the same computer, same HTML5-compatible browser, and same portal. Additionally, if another user signs in after your session has timed out, your previous session cannot be reloaded/restored.

How to Sign In After Session Times Out

1. If the You have been signed out. Return to Sign In Page. pop-up appears, click **Sign In Page**.

2. **Sign in**. Depending on what page of the PowerSchool Student and Parent portal you were last using, one of the following pop-ups appear:
   - Reload Last Page - Your session timed out due to inactivity. Would you like to restore your previous session and reload the last page you were viewing?
   - Restore Selections(s), School and Term - Your session timed out due to inactivity. Would you like to restore your previous session and return to the last used school, term, student and/or teacher selection?
3. Do one of the following:
   - Click **Yes** to reload/restore the last page you were viewing/using.
   - Click **No** to sign in and access the start page.

PowerSchool Student and Parent Portal Start Page

When you sign in to the PowerSchool Student and Parent portal, the start page appears. This page serves as the central point from which you begin your PowerSchool Student and Parent portal session. The start page consists of the following main areas:

- **Header**
- **Navigation toolbar**
- **Navigation menu**

Header

The header appears at the top of the PowerSchool Student and Parent portal. The header includes the following information:

Field	Description
PowerSchool	Click to return to the start page from anywhere within the application.
Welcome, [Your Name]	The first and last name of the person signed in. Your name should appear. If it does not, contact your school's PowerSchool administrator.
	In an effort to ensure that your account is secure and your information protected, the date and time of the last time you signed in appears when you hover over your name. This information can be used to alert you to any unusual account

	activity. If you experience any unusual account activity, report it to your school.
Help	Click to access the PowerSchool Student and Parent portal online help. Assistance is just a click away!
Sign Out	Click to sign out of the PowerSchool Student and Parent portal. For more information, see ***Quit the PowerSchool Student and Parent Portal***.

Navigation Toolbar

The navigation toolbar appears at the top of the start page, and is common to every page in the application. The navigation toolbar includes the following information:

Field	Description
[Student Tabs]	The first names of the students associated to your parent account appear in alphabetical order. Click the name of the student for whom you want to view information. The page refreshes and display information for the selected student. For more information, see ***Account Preferences***.
	If you click the name of a student and the message "Student information is not available at this time." appears, contact your school's PowerSchool administrator.
[Applications Button]	If you have access to PowerSchool Learning, you can access it from this button.
	1. Click the button (an upward-right arrow). The Applications drawer slides into view.
	2. Click the **Application** link you want to launch. The application launches in a separate window (or tab depending on your browser settings).
	Note: The window that appears is not served by PowerSchool. It is rendered from a separate server. If the

	window does not launch, contact your school's PowerSchool administrator. **Note:** If you are not actively working in the PowerSchool Student and Parent portal, your session may time out. If so, you need to **sign in** again. 3. When you are finished working in the application, be sure to sign out of the application. 4. When you are finished working in the PowerSchool Student and Parent portal, be sure to sign out of the PowerSchool Student and Parent portal. **Note:** This button only appears if a plugin has been installed and enabled and you have been granted access to the plugin.
[MyData Button]	Click to download your students' data, including grades and attendance, in an XML-formatted file that you can store on your computer and use it in other applications, providing a comprehensive view of your students' learning profile throughout the students' educational career. The MyData button is a joint project between the Office of Educational Technology and the White House Office of Science and Technology Policy that, among other goals, allows access to student data in order to create a personal learning profile that is easily portable. **Note**: This button may not appear if the school has not enabled it.
[Notifications Button]	Click the exclamation point to access the Notifications pop-up. The Password Security section displays the date and time of the last time you signed in. The display appears when you hover over your name. This information can be used to alert you to any unusual account activity. If you experience any unusual account activity, report it to your school.
[Printer Button]	Click to print a printer-friendly version of the page you are viewing. Additionally, the page includes the name of the selected student and the school and school district for that student.

Navigation Menu

The navigation menu serves as the central point from which to navigate the pages of the PowerSchool Student and Patent portal. The navigation menu includes the following links:

Field	Description
Grades and Attendance	Click to view student grades and attendance for the current term. For more information, see **Grades and Attendance**.
Test Results	Click to view student test results for the current term. For more information, see **Test Results**.
Grades 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 can 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 the current school bulletin. For more information, see **School Bulletins**. **Note:** School Bulletin only appears if School Bulletin is enabled.
Class Registration	Click to register for classes and view course requests. For more information, see **Class Registration**.
Balance	Click to view the current lunch balance and fee transactions. For more information, see **Balances**. **Note:** Balance only appears if Lunch Balance is enabled.

My Schedule	Click to view student schedule. For more information, see *My Schedule*.
School Information	Click to view school address and contact numbers, and download a school map if available. For more information, see **School Information**.
Account Preferences	Click to manage your PowerSchool Student and Parent portal account preferences. For more information, see **Account Preferences**.
Pearson Digital Learning Platforms	Click to launch Pearson Digital Learning Platforms. For more information, see **Pearson Digital Learning Platforms**.
Schoolnet	Click to launch Schoolnet. For more information, see **Schoolnet**.
Your District Code	A four-digit code appears. Enter this code in the PowerSchool Mobile app to allow you to sign in to your district. **Note:** This code appears if the PowerSchool server is registered with the mobile service server. If the server is not registered, this field does not appear.

Work with Plugins

Once a plugin is enabled, the plugin link appears in the PowerSchool based on the navigation links defined in the plugin configuration file.

Pearson Digital Learning Platforms

Once Pearson Digital Learning Platforms is enabled, links appear in PowerTeacher. Using the link, users can launch Pearson Digital Learning Platform from within PowerSchool while keeping their PowerSchool session active allowing them to work in both applications simultaneously. Additionally, if SAML inline authentication settings have been configured, users may sign directly in to Pearson Digital Learning Platforms without using the SSO link within PowerSchool.

Note: When a new student or teacher user is added to PowerSchool, it may take up to 24 hours for their user profile has been established. During that time, Pearson Digital Learning Platforms may be launched; however, content will not yet be available

Note: The link only appears if Pearson Digital Learning Platforms enabled, the selected school has been granted access to the link, and you are signed in as a student.

How to Launch Pearson Digital Learning Platforms in the PowerSchool Student and Parent Portal

Use this procedure to launch Pearson Digital Learning Platforms in the PowerSchool Student and Parent portal.

Note: The link only appears if Pearson Digital Learning Platforms enabled, the selected school has been granted access to the link, and you are signed in as a student.

1. Sign in to the PowerSchool Student and Parent portal.

    Note: For more information about signing in to the PowerSchool Student and Parent portal, see the *PowerSchool Student and Parent Portal User Guide* available on **PowerSource**.

2. On the start page, click **Pearson Courses** in the navigation menu. The Pearson Dashboard launches in a separate window (or tab depending on your browser setting).

    Note: The window that appears is not served by PowerSchool. It is rendered from a separate server. If the window does not launch, contact your school's PowerSchool administrator.

3. Click **Pearson Digital Learning Platforms**. Pearson Digital Learning Platforms home page appears.

    Note: If you are not actively working in the PowerSchool Student and Parent portal, your session may time out. If so, you need to **sign in** again.

4. When you are finished working in Pearson Digital Learning Platforms, be sure to sign out of the application.
5. When you are finished working in the PowerSchool Student and Parent portal, be sure to sign out of the PowerSchool Student and Parent portal.

How to Sign In to Pearson Digital Learning Platforms as a Student

Use this procedure to sign directly in to Pearson Digital Learning Platforms as a student without using the SSO link within PowerSchool.

Note: SAML inline authentication settings must be configured.

1. Open your Web browser to your school's Pearson Digital Learning Platforms URL. The Single Sign-On page appears.
2. Select your district from the pop-up menu.
3. Click **Continue**. The Single Sign-On page refreshes.
4. Click **Sign in as a Student**. The Student and Parent Sign In page appears.
5. Use the following table to enter information in the fields:

Field	Description
Select Language	Choose the language in which you want to view the PowerSchool Student and Parent portal from the pop-up menu. **Note:** If no more than one locale is configured, the pop-up menu does not appear.
Username	Enter your username.
Password	Enter your password. The characters appear as asterisks (*) to ensure greater security when you sign in.

6. Click **Sign In**. Pearson Digital Learning Platforms launches.

Note: Depending on SAML Inline Authentication settings, Pearson Digital Learning Platforms either replaces your existing browser window or opens in a new browser window.

Schoolnet

Schoolnet provides a centralized solution for aligning student assessments, curriculum, and instruction where administrators, teachers, and parents are able to view summarized information for schools, classes and students, as well as detailed reporting and analysis. Using these tools can help administrators, teachers, and parents improve school performance and increase student achievement. When accessing Schoolnet, My Schoolnet is the main landing page, or portal, for logged-in Schoolnet users. It is designed to provide quick, one-click access to Schoolnet components.

Once Schoolnet is configured, the Schoolnet link appears in the PowerSchool Student and Parent portal. Using the link, users can launch Schoolnet from within PowerSchool while keeping their PowerSchool session active allowing them to work in both applications simultaneously. Additionally, if SAML inline authentication settings have been configured, users may sign directly in to Schoolnet without using the SSO link within PowerSchool.

How to Launch Schoolnet in the PowerSchool Student and Parent Portal

Use this procedure to launch Schoolnet in the PowerSchool Student and Parent portal.

Note: The Schoolnet link only appears if Schoolnet is enabled at the system, district, and school level, and you are signed in as a student.

1. **Sign in** to the PowerSchool Student and Parent portal.
2. On the start page, click **Schoolnet** in the navigation menu. Schoolnet launches the My Schoolnet page in a separate window (or tab depending on your browser setting).

   Note: The window that appears is not served by PowerSchool. It is rendered from a separate Schoolnet server. For detailed information, see the *Schoolnet online help*. If the window does not launch, contact your school's PowerSchool administrator.

   Note: If you are not actively working in the PowerSchool Student and Parent portal, your session may time out. If so, you need to **sign in** again.

3. When you are finished working in Schoolnet, be sure to log out of Schoolnet. A confirmation page appears indicating you have been successfully logged out of Schoolnet.
4. Do one of the following:

- If you are finished working in the PowerSchool Student and Parent portal, click **Sign Out of PowerSchool** to sign out of the PowerSchool Student and Parent portal.
- If you would like to continue working in the PowerSchool Student and Parent portal, click **Return to PowerSchool**. The start page appears.

Note: If on a multi-tenant environment, the PowerSchool Sign In page appears. If you would like to continue working in PowerSchool, sign in to PowerSchool.

How to Sign In to Schoolnet as a Student

Use this procedure to sign directly in to Schoolnet as a student without using the SSO link within PowerSchool.

Note: SAML inline authentication settings must be configured.

1. Open your Web browser to your school's Schoolnet URL. The Single Sign-On page appears.
2. Select your district from the pop-up menu.
3. Click **Continue**. The Single Sign-On page refreshes.
4. Click **Sign in as a Student**. The Student and Parent Sign In page appears.
5. Use the following table to enter information in the fields:

Field	Description
Select Language	Choose the language in which you want to view the PowerSchool Student and Parent portal from the pop-up menu. **Note:** If no more than one locale is configured, the pop-up menu does not appear.
Username	Enter your username.
Password	Enter your password. The characters appear as asterisks (*) to ensure greater security when you sign in.

6. Click **Sign In**. Schoolnet launches.

   Note: Depending on SAML Inline Authentication settings, Schoolnet either replaces your existing browser window or opens in a new browser window.

Work with the Navigation Menu

Read this section to understand the basics of working with the navigation menu. You do not need to complete the activities in any particular order, but you should be familiar with all of them.

Remember, if you have more than one student associated to your parent account, use the student tabs that appear in the navigation bar to select the student for which you want to view information. For more information, see **_Account Preferences_**.

Grades and Attendance

The Grades and Attendance page displays comprehensive information about a student's grades and attendance for the current term. The legend at the bottom of the page displays the attendance and citizenship codes and their meanings.

Note: If a room has been defined for a section, the room number appears next to the teacher's name.

How to View Grades and Attendance

1. On the start page, click the **Grades and Attendance** from the navigation menu. The Grades and Attendance page appears.
2. Use the following table to view grades and attendance information:

Field	Description
Details About [Teacher]	1. Click to view the details about the teacher. The Details About [Teacher] pop-up appears. 2. To send e-mail to a teacher, click **Email**. 3. Click the **x** to close the pop-up when done viewing. **Note:** To use the email function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send messages.
Email [Teacher]	1. Click to send an e-mail to a teacher. Your email application opens.

	2. Compose and send email. **Note:** To use the email function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send messages.
[Grade in Term Column]	1. Click a grade in the term column to view grade details. The Class Score Detail page appears. 2. Use the browser **Back** button to return to the Grades and Attendance page. **Note:** Icons indicate the status of assignments. For more information, see the icon legend at the bottom of the page.
[Grade in Term Column]	1. Click a grade in the term column to view assignment details. The Class Score Detail page appears. 2. Click an assignment under the Assignment column. The Assignment Description page appears. 3. Use the browser **Back** button to return to the Grades and Attendance page. **Note:** Icons indicate the status of assignments. For more information, see the icon legend at the bottom of the page.
Show Dropped Classes Also	Click to view attendance data for dropped classes. The page refreshes and displays attendance data for dropped classes.
Absences	1. Click a number in the Absences column to view the absences for the selected class during this term. The Dates of Attendance page displays all absences for that class. 2. Use the browser **Back** button to return to the Grades and Attendance page.
Tardies	1. Click a number in the Tardies column to view the tardies for the selected class during this term. The Dates of Attendance page displays all tardies for that class.

	2. Use the browser **Back** button to return to the Grades and Attendance page.
Attendance Totals [Absences]	1. Click a number in the Attendance Totals row to view the absences for all classes during this term. The Dates of Absence page displays all absences. 2. Use the browser **Back** button to return to the Grades and Attendance page.
Attendance Totals [Tardies]	1. Click a number in the Attendance Totals row to view the tardies for all classes during this term. The Dates of Tardies page displays all tardies. 2. Use the browser **Back** button to return to the Grades and Attendance page.
[Attendance By Day] Absences	1. Click a number in the Absences column in the Attendance by Day section, to view total absences for the semester or for the year-to-date. Depending on your selection, the Dates of Attendance page displays the total absences for the semester or for the year-to-date. 2. Use the browser **Back** button to return to the Grades and Attendance page.
[Attendance By Day] Tardies	1. Click a number in the Tardies column in the Attendance by Day section, to view total tardies for the semester or for the year-to-date. Depending on your selection, the Dates of Attendance page displays the total tardies for the semester or for the year-to-date. 2. Use the browser **Back** button to return to the Grades and Attendance page.

Standards Grades

The Standards Grades page displays information about a student's standards grades and comments for the current term. By default, only classes currently in progress appear.

How to View Assignment Standards Grades

1. On the start page, click the **Grades and Attendance** from the navigation menu. The Grades and Attendance page appears.
2. Click the **Show Standards** icon next to the Assignments column. Standards assessed for the assignment, the code for the assignment and the score appear. See the Legend at the bottom of the page for an explanation of the different code icons.
3. Click the **Hide Standards** icon to collapse the standards.

How to View Standards Final Grades

1. On the start page, click the **Grades and Attendance** from the navigation menu. The Grades and Attendance page appears.
2. Click the **Standards Grades** tab. The Standards Grades page appears.
   - Click **Show Completed Classes** to view standards grades for completed classes.
   - Click **Hide Completed Classes** to view only the classes for the current term. Note that these links only appear if classes have already completed.
   - If a score appears as a link, click to open the View Standards Final Grade drawer.

Analytics Student Data

The Analytics Student View page displays Analytics student data. This tab only appears if Analytics is enabled. For more information, contact your school's PowerSchool administrator.

How to View Analytics Student Data

1. On the start page, click **Grades and Attendance** from the navigation menu. The Grades and Attendance page appears.
2. Click the **Analytics Student View** tab. The Analytics Student View page appears.

   Note: The data that appears on the graph is not served by PowerSchool. It is rendered from a separate Analytics server. For more information on the configuration of Analytics, see the Analytics documentation.

Test Results

The Test Results page displays comprehensive information about a student's benchmark, classroom, and standardized test results.

Note: The Test Results page only appears if Schoolnet is enabled at the system, district, and school level, and you are signed in as a student.

Note: The content that appears is not served by PowerSchool. It is rendered from a separate Schoolnet server. If content does not appear, contact your school's PowerSchool administrator.

Note: When accessing the Test Results page, you may encounter one or more of the following error messages:

Error	Description
Test results are currently unavailable. Please try again later.	Indicates that the system is down and cannot make network contact.
Test data is not available for this student.	Indicates there is currently no test data available for the student.
Record could not be found. Check with your system administrator for assistance.	Indicates one of the following: • Student is not enrolled at a school that is integrated with Schoolnet. • Student's account has not yet been set up in Schoolnet. • Student's account has been set up in Schoolnet, but credentials are still being set up.

How to View Benchmark Test Results by Test

1. On the start page, click **Test Results** from the navigation menu. The Test Results page displays.
2. Click the **Benchmark Tests** tab. Benchmark tests for the selected student appear.
3. Use the following table to enter information in the Filters fields:

Field	Description
School Year	Choose the school year from the pop-up menu.
Test Category	Choose one of the following test categories from the pop-up menu: • **All Test Categories** (default) • **State Benchmark** • **District Benchmark** • **School Benchmark**
View By	Choose the **Test** option.

The following information appears for each test the student has taken:

- Test Name and Description
- Test Date
- Test Score
- Score Group

4. If signed in as a parent, click the name of the test to view further details.
5. Click the **Benchmark Tests** tab to return to list of benchmark tests.

> **Note:** For more information, see the *Schoolnet online help*.

How to View Benchmark Test Results by Standard

1. On the start page, click **Test Results** from the navigation menu. The Test Results page displays.
2. Click the **Benchmark Tests** tab. Benchmark tests for the selected student appear.
3. Use the following table to enter information in the Filters fields:

Field	Description
School Year	Choose the school year from the pop-up menu.

Test Category	Choose one of the following test categories from the pop-up menu: • **All Test Categories** (default) • **State Benchmark** • **District Benchmark** • **School Benchmark**
View By	Choose the **Standard** option.

The following standards information appears for each test the student has taken:

- Standard
- Last Assessed
- Score
- Score Group

4. If signed in as a parent, click the name of the standard to view further details.
5. Click the **Benchmark Tests** tab to return to list of benchmark tests.

   Note: For more information, see the *Schoolnet online help*.

How to View Classroom Test Results by Test

1. On the start page, click **Test Results** from the navigation menu. The Test Results page displays.
2. Click the **Classroom Tests** tab. Classroom tests for the selected student appear.
3. Use the following table to enter information in the Filters fields:

Field	Description
School Year	Choose the school year from the pop-up menu.
Test Category	Choose one of the following test categories from the pop-up menu: • **All Test Categories** • **Common Classroom**

	• **My Classroom**
View By	Choose the **Test** option.

The following information appears for each test the student has taken:

- Test Name and Description
- Test Date
- Test Score
- Score Group

4. If signed in as a parent, click the name of the test to view further details.
5. Click the **Classroom Tests** tab to return to list of classroom tests.

   Note: For more information, see the *Schoolnet online help*.

How to View Classroom Test Results by Standard

1. On the start page, click **Test Results** from the navigation menu. The Test Results page displays.
2. Click the **Classroom Tests** tab. Classroom tests for the selected student appear.
3. Use the following table to enter information in the Filters fields:

Field	Description
School Year	Choose the school year from the pop-up menu.
Test Category	Choose one of the following test categories from the pop-up menu: • **All Test Categories** • **Common Classroom** • **My Classroom**
View By	Choose the **Standard** option.

The following standards information appears for each test the student has taken:

- Standard
- Last Assessed
- Score
- Score Group

4. If signed in as a parent, click the name of the standard to view further details.
5. Click the **Classroom Tests** tab to return to list of classroom tests.

   Note: For more information, see the *Schoolnet online help*.

How to View Standardized Test Results

1. On the start page, click **Test Results** from the navigation menu. The Test Results page displays.
2. Click the **Standardized Tests** tab. Standardized tests for the selected student appear.
3. Choose the **School Year** from the pop-up menu. The following information appears for each standardized test the student has taken:
   - Section
   - Score Group
   - Raw Score
   - Scaled Score
4. If signed in as a parent, click the name of a standardized test to view test details.
5. Click the **Standardized Tests** tab to return to list of standardized tests.

   Note: For more information, see the *Schoolnet online help*.

Grades History

Use this page to view term grades for the selected student. The course, letter grade, percentage points, citizenship grade, and credit hours are noted for each term.

Note: To view the student's graduation plan progress or to select post-secondary plans, click **View Graduation Progress**. For more information, see ***Graduation Progress***.

How to View Grades History

1. On the start page, click **Grades History** from the navigation menu. The Grades History page appears. By default the current year is selected.
2. To view grade history information for a past term, click the term tab you want to view.

3. If viewing the current year, click a grade in the % column. The Class Score Detail page appears.

    A caret (^) indicates score is exempt from final grade. An asterisk (*) indicates an assignment is not included in final grade. The number one (1) indicates 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. Click the special weighting link for more information.

Attendance History

The Attendance History page displays information about a student's attendance record for the current term. The legend at the bottom of the page displays the attendance codes and their meanings.

How to View Attendance History

On the start page, click **Attendance History** from the navigation menu. The Attendance History page displays the student's attendance record for the current term.

Email Notifications

The Email Notifications page provides you with the ability to manage your parent account email preferences, including what information you would like to receive, how often you would like to receive the information, and any additional email addresses that you would like the information sent to. Email preferences may be applied to a single student or all students associated to your parent account.

How to Set Up Email Notifications

1. On the start page, click **Email Notification** from the navigation menu. The Email Notifications: [Student Name] page appears.
2. Use the following table to enter information in the fields:

Field	Description

What information would you like to receive?	Specify which information you would like to receive by selecting the appropriate checkboxes: • **Summary of current grades and attendance** • **Detail report showing assignment scores for each class** • **Detail report of attendance** • **School announcements** • **Balance Alert**
How often?	Specify the rate at which you want to receive the selected information from the pop-up menu: • **Never** • **Weekly** • **Every Two Weeks** • **Monthly** • **Daily**
Email Address	Display only of the email address associated to your parent account. The selected information, as well as account recovery notices and account changes confirmations will be sent automatically to this email address. **Note:** To change your email address, see ***How to Change Your Account Preferences***.
Additional Email Addresses	Enter additional email addresses that you want the selected information to be sent to. Separate multiple addresses with commas.
Apply these settings to all your students?	Select the checkbox to apply the email preferences to all students associated to your parent account.
Send now for [Student Name]?	Select the checkbox to receive the selected information immediately.

3. Click **Submit**. The Email Notifications: [Student Name] page appears. A confirmation message appears indicating the changes were saved.

Teacher Comments

The Teacher Comments page displays any comment that a teacher has entered regarding a student, such as a student's achievement or behavior.

Note: Additional teacher comments may be found on the **Grades and Attendance** page and **Grades History** page.

How to View Teacher Comments

1. On the start page, click **Teacher Comments** from the navigation menu. The Teacher Comments page appears.
2. Use the following table to view teacher comments:

Field	Description
Reporting Term	By default, the student's schedule for the current term appears. Use the pop-up menu to select a different term.
Exp.	The expression indicates the period and day combination of the course.
Course #	The course number indicates the number used to identify the course.
Course	The name of the course.
Teacher	• The name of the teacher teaching the course. • Click to send an email to the teacher. • Click the **Details** icon next to the teacher's name to view the details about the teacher. The Details About [Teacher] pop-up appears. To send e-mail to a teacher, click the name of the teacher. When done viewing, click the **x** to close the pop-up. **Note:** To use the email function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send messages.

Comment	Comment entered by teacher. **Note:** If the column is blank, there are no teacher comments.
Show dropped classes	Click to view currently enrolled classes and dropped classes.
Show only current classes	Click to view only currently enrolled classes.

School Bulletins

The School Bulletin page serves as your school's message board whereby your school can post a variety of information for you to view.

Note: If you are not able to access this page, **School Bulletins** may not be enabled. Contact your school for information.

How to View School Bulletins

1. On the start page, click **School Bulletin** from the navigation menu. The View School Bulletin pop-up appears.
2. Click the **Calendar** icon to select a date to view the bulletin for that day. On the calendar, dates that are shaded blue have a daily bulletin associated to them, the current date displays a border, and the selected date has no shading. Use the arrow buttons to navigate to a different month.
3. When done viewing, click the **x** in the upper right hand corner to close the View School Bulletin pop-up.

Class Registration

Using the Class Registration page in PowerSchool Student and Parent portal, students and their parents can manage their course requests.

Register for Classes

Use the following procedure to request classes for the next year.

How to Register for Classes

Use the following procedure to request classes for the next year.

1. On the start page, click **Class Registration** from the navigation menu. The Class Registration page appears.
2. Use the following table to view search results:

Field	Description
View Course Requests	For more information, see **View Course Requests**.
[Course Group]	Course requests are grouped by course group. If a course requests is not associated to a course group, it appears under Additional Requests.
[Course]	Requested courses. If the following appear, click view more information: • A red **Exclamation** icon indicates an alert. • A **Note** icon appears if the course contains prerequisite notes. • A **Road** icon indicates a teacher has recommended the course.
[Edit]	Click the **Pencil** icon next to request a course or modify and existing request. **Note:** If the course request was entered by your school administrator, it cannot be modified. To modify, contact your school administrator. If the following appear, click view more information: • A green **Checkmark** icon indicates if the request listed satisfies the requirements of the course group. • A red **Exclamation icon** indicates an alert.

Requires at least credit hours	Indicates the minimum number of credit hours in all course groups excluding Additional Requests.
Requesting credit hours	Indicates the sum of credit hours in all course groups excluding Additional Requests.
Requesting additional credit hours	Indicates the sum of credit hours of requested courses under Additional Requests.

5. Click **Submit**.
6. Click the **Pencil** icon to select courses from each area as instructed. The Course Request pop-up window appears.
7. Use the following table to enter information in the fields:

Note: Click column headings to sort in ascending order. Click again to sort in descending order.

Field	Description
[Course]	Select the checkbox for each course you want to request.
Course Name	The name of the course.
Number	The number used to identify the course.
Course Description	A short description of the course.
Credits	The number of credits you receive for taking the course.
Prerequisite Notes	Descriptive text regarding academic requirements or authorizations that must be fulfilled prior to an enrollment in a course.
Alerts	Alert to indicate prerequisites have not been met, if any.

8. Click **Okay**. The Course Request pop-up window closes. A green checkmark appears in the area for which you selected courses.

    Note: A exclamation mark appears if courses need to be selected for an area.

9. Repeat Step 2 through Step 4 for each course request.
10. Click **Submit**. The [Scheduling Year] Course Requests page appears.

View Course Requests

Use the following procedure to view any existing course requests.

Note: To view the student's graduation plan progress or to select post-secondary plans, click **View Graduation Progress**. For more information, see *Graduation Progress*.

How to View Course Requests

1. On the start page, click **Class Registration** from the navigation menu. The Class Registration page appears.
2. Click **View course requests**. The [Scheduling Year] Course Requests page.
3. Click **Course Catalog** to reference the current course catalog. The Course Catalog pop-up appears.
4. Enter search criteria in the **Search** field.
5. To filter by columns:
    a. Click **+**.
    b. From the first pop-up menu, choose one of the following:
        - **Course Name**
        - **Course Number**
        - **Description**
    c. Enter search criteria in the search field.

        Note: Use a comma-separated list for multiple values.

    d. Click **Apply**. The page refreshes and display filtered results.
6. To add another filter, click **+** and repeat steps a through d.

    Note: The **+** appears shaded if all filters have been added.

7. To delete a filter, click **-** next the filter.
8. Click **Apply**. The page refreshes and display filtered results.

Note: To remove all filter selections, click **Clear**.

9. Use the following table to view search results:

Note: Click the name of a column to sort by that column in ascending order. Click again to sort in descending order. By default, students are sorted by Name and then Grade Level.

Field	Description
Course Name	The course name appears.
Course Number	The course number appears.
Description	The course description appears.
[Pagination]	Use to navigate the search results.
Rows/Page	By default, ten records display per page. To view more records per page, enter the appropriate number in the field.

10. Click **Close** when done.

Balances

The Transactions page displays a student's lunch balance and fee transaction information for the current term.

Note: If you are not able to access this page, **Balances** may not be enabled. Contact your school for information.

How to View Balances

On the start page, click **Balances** from the navigation menu. The Transactions page appears. The Meal Transactions section displays the student's current lunch balance and each transaction line item. The Fee Transactions section displays the student's current fee balance and each transaction line item.

My Schedule

There are two ways to display a student's schedule. The **Week View** displays the student's schedule for the current week. The **Matrix View** displays the student's schedule for the selected term in a graphical format.

How to View a Student's Schedule Using the Week View

1. On the start page, click **My Schedule** from the navigation menu. The My Schedule page appears.
2. Click the Week View tab, if needed. The Week View page displays the student's schedule for the current week, using unique colors to distinguish each course.

How to Display a Student's Schedule Using the Matrix View

The schedule matrix graphically represents a student's schedule for all days, periods, and terms in the selected year for the current school.

1. On the start page, click **My Schedule** from the navigation menu. The My Schedule page appears.
2. Click the **Matrix View** tab. The Matrix View page appears. The schedule matrix view displays the student's schedule for each period and day in each term. Identical colors on the schedule indicate the same course. A blank block means that nothing is scheduled for that block in that term. Each block can include the following information, depending on the matrix display preferences: course name, course number, section number, teacher name, room number, expression (the combination of periods and days), and year term.

School Information

The School Information page displays the physical address and contact information for the school. If the PowerSchool administrator has uploaded a school map, the map displays on this page as well.

How to View School Information

On the start page, click **School Information** from the navigation menu. The School Information page displays the following information:

Field	Description

Name	The school's name.
Address	The school's street address, city, state, and zip code.
Phone	The school's phone number including area code.
Fax	The school's fax number including area code
Map	The school map.

How to Download the School Map

1. On the start page, click **School Information** from the navigation menu. The School Information page appears.
2. Depending on the format of the school map provided, do one of the following:
   - Right-click on the map image, and then select **Save Image As** from the pop-up menu.
   - Click on the link provided next to the **Map** field to download as a PDF.
3. Once the map is downloaded, you can print the file for you reference.

Account Preferences

The Account Preferences page provides you with the ability to manage your parent account information, including your name, user name, password, and email address. In addition, you can add any and all students for whom you have legal and parental rights to your account in order to view their information by way of your account.

Note: To edit or remove a student associated to your account, contact your school.

How to Change Your Account Preferences

Use this procedure change the name, e-mail address, user name or password associated with your parent account.

1. On the start page, click **Account Preferences** from the navigation menu. The Account Preferences – Profile page appears.
2. Click the **Profile** tab, if needed.
3. On the Profile tab, use the following table to enter information in the fields:

Note: The **Cancel** and **Save** buttons appear shaded until information is entered.

Field	Description
First Name	Enter your first name.
Last Name	Enter your last name.
Email	Enter your email address.
Select Language	Use the pop-up menu to choose the language in which you want view email and notifications sent from PowerSchool.
Username	Click the **Pencil** icon and then enter the user name you would like to use when signing in to the PowerSchool Student and Parent portal in the **New Username** field. **Note:** This field appears as read-only if Unified Classroom is enabled.
Current Password	Click the **Pencil** icon and then enter: 1. Enter your PowerSchool Student and Parent portal password in the **Current Password** field. 2. Enter your new PowerSchool Student and Parent portal password in the **New Password** field. If your school has established password complexity rules, password requirements will display. Enter your password based upon these requirements. 3. Re-enter your new PowerSchool Student and Parent portal password in the **Confirm Password** field.

4. Click **Save**. A confirmation message appears indicating your account is updated. Additionally, an account changes confirmation email is sent to your email address.

Note: If one of the following messages appears, re-enter your password accordingly:

- Current password is not correct.

Note: There are only a certain number of times you may enter an incorrect password before being locked out. If you become locked out, contact your school directly for assistance.

- New password must be at least [number] characters long.
- New password must contain at least one uppercase and one lowercase letter.
- New password must contain at least one letter and one number.
- New password must contain at least one special character.
- The verification password you enter must match the new password.
- The password entered was previously used. Please enter a new password.

The next time you sign in to the PowerSchool Student and Parent portal, use your new password.

Note: If you change your email address, the account changes confirmation email is sent to both the old and new email addresses.

How to Add a Student to Your Parent Account

Use this procedure to add one or more students to your parent account. You will need an Access ID and Access Password. If you do not have this information or have questions, contact your school's PowerSchool administrator.

1. On the start page, click **Account Preferences** from the navigation menu. The Account Preferences – Profile page appears.
2. Click the **Students** tab.
3. On the Students tab, click the **Add** icon to add a student to your parent account. The Add Student dialog appears.
4. Use the following table to enter information in the applicable fields:

    Note: The **Cancel** and **Save** buttons appear shaded until information is entered.

Field	Description
Student Name	Enter the first and last name of the student you want to add to your account. **Note:** Regardless of the name you enter, the system will populate the name based on the access ID and password for the student.

Access ID	Enter the unique access ID for the student. **Note:** If you do not have this information, contact your school's PowerSchool administrator.
Access Password	Enter the unique access password for the student. **Note:** If you do not have this information, contact your school's PowerSchool administrator.
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.

5. Click **Submit**. The Add Student Dialog closes. The newly added student appears under My Students. Additionally, an account changes confirmation email is sent to your email address.

Graduation Progress

The Graduation Progress page displays the student's four-year graduation plan, any post-secondary plans, and the progress of each of those plans.

How to View Graduation Progress

Use this procedure to view course requirements and completion status.

1. On the main menu, do one of the following:
   - Click **Grades History**. The Grade History page appears.
   - Click **Class Registration** and then **View future course requests**. The [Scheduling Year] Course Requests page.
2. Click **View Graduation Progress**. The Graduation Progress page displays the following information for each plan:

Field	Description
Select Post Secondary Plans	To select a post-secondary plan: 1. Click **Select Post-Secondary Plans**. The Post-Secondary Plans Selection page appears.

	2. In the first box, click the name of the post-secondary plan you want to select. The name appears in the second box. 3. Repeat Step 2 for each post-secondary plan you want to select. 4. Click **Submit**. The Graduation Progress page appears. To remove a post-secondary plan: 1. Click **Select Post-Secondary Plans**. The Post-Secondary Plans Selection page appears. 2. In the box on the right, click the **Minus (-)** button next to the name of the post-secondary plan you want to delete. The post-secondary plan no longer appears. 3. Repeat Step 2 for each post-secondary plan you want to delete. 4. Click **Submit**. The Graduation Progress page appears.
Graduation Plan	The name of the graduation plan. To view additional information: 1. Click the name of the graduation plan. The [Graduation Plan] drawer opens. 2. Review information. 3. Click **Close**.
Required Tests	
Test Name	The name of a required test for this graduation plan to track test scores, such as ACT, STAR, etc. Click to view detailed information.

Action	To view a waiver for a required test:
	
	1. Click the **Notebook** icon. The View Waiver drawer opens and displays the following information:
	    • **Test Name**
	    • **Waiver Type**
	    • **Waiver Reason**
	    • **Waiver Source**
	    • **Waiver Date**
	    • **Authorized By**

	2. Click **Close**. The View Waiver drawer closes. **Note:** The **Notebook** icon only appears if they **Allow Waiver** checkbox on the Edit Graduation Plan Test Requirements page has been enabled and a waiver has been added for the subject group.
Attempts	The number of times the student has taken the required test.
Completed	Indicates whether the student has passed, failed, waived, or has not taken the required test.
Subject Groups	
Subject Group	The name of the subject group within the graduation plan used to track credit hours for a specific subject area. To view additional information: 1. Click the name of a subject group. The [Subject Group] drawer opens. 2. Review information. 3. Click **Close**.
[Waiver]	To view a waiver for a subject group: 1. Click the **Notebook** icon. The View Waiver drawer opens and displays the following information: • **Graduation Plan** • **Subject Group** • **Path to Node** • **Waiver Type** • **Waiver Reason** • **Waiver Source** • **Elective Subject Group** • **Waiver Date** • **Credit Waived** • **Authorized By** 2. Click **Close**. The View Waiver drawer closes.

	Note: The **Notebook** icon only appears if the **Allow Waiver** checkbox on the Edit Graduation Plan Requirement page has been enabled and a waiver has been added for the subject group.
Earned	The total number (and individual number) of credits for courses within the subject group that the student has earned.
Enrolled	The total number of courses within the subject group that the student is currently enrolled in.
Requested	The total number (and individual number) of credits for courses within the subject group that the student has requested.
Waived Credits	The total number of credits within the subject group that can be waived.
Applied Waiver Credits	The total number of credits within the subject group that have be waived.
Required	The total number of credits within the subject group that are required.
Progress	The total number of credits within the subject group that are in progress. Progress is indicated by the use of a color-coded bar: • Dark green indicates completed credits. • Green indicates current enrollments. • Blue indicates waived credits. • Yellow indicates requested credits.
[Checkmark]	A green checkmark indicates that a requirement has been completely satisfied with earned credits.

Quit the PowerSchool Student and Parent Portal

When finished working in the PowerSchool Student and Parent Portal, it is important to sign out of the application.

Sign Out of the PowerSchool Student and Parent Portal

You can sign out of the PowerSchool Student and Parent portal from any page in the application.

Note: If you are not actively working in the PowerSchool Student and Parent portal, your session may time out. If so, you need to **sign in** again.

How to Sign Out of the PowerSchool Student and Parent Portal

Click **Sign Out** in the header. The Student and Parent Sign In page appears. You must enter your username and password again to re-display the start page.