

Parent Portal

This presentation will serve as a guide for understanding Parent Portal, the best way for staying informed about your children in Richland Two.

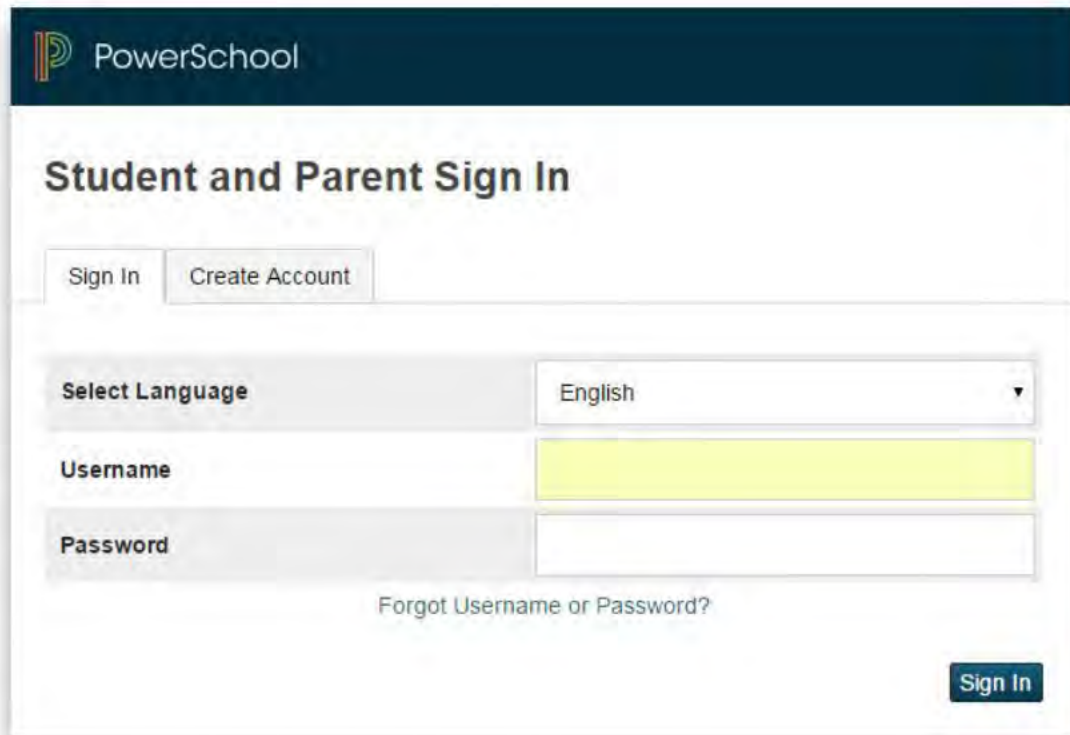
Parents can go to the following link to access Parent Portal (it will say PowerSchool), <https://psapp.richland2.org/public/>.

Portal para Padres

Esta presentación servirá como guía para comprender el ***Portal para Padres*** como la mejor manera de estar informado sobre su estudiante en Richland Dos.

Padres podrán acceder el *Portal para Padres* (el cual dirá PowerSchool) en el siguiente enlace, <https://psapp.richland2.org/public/>.

Parent Portal-Access to your child's Richland Two information



The screenshot shows the PowerSchool login interface. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". A "Select Language" dropdown menu is set to "English". Below that are input fields for "Username" and "Password". A "Forgot Username or Password?" link is located below the password field. A "Sign In" button is positioned at the bottom right of the form area.

PowerSchool

Student and Parent Sign In

Sign In Create Account

Select Language English

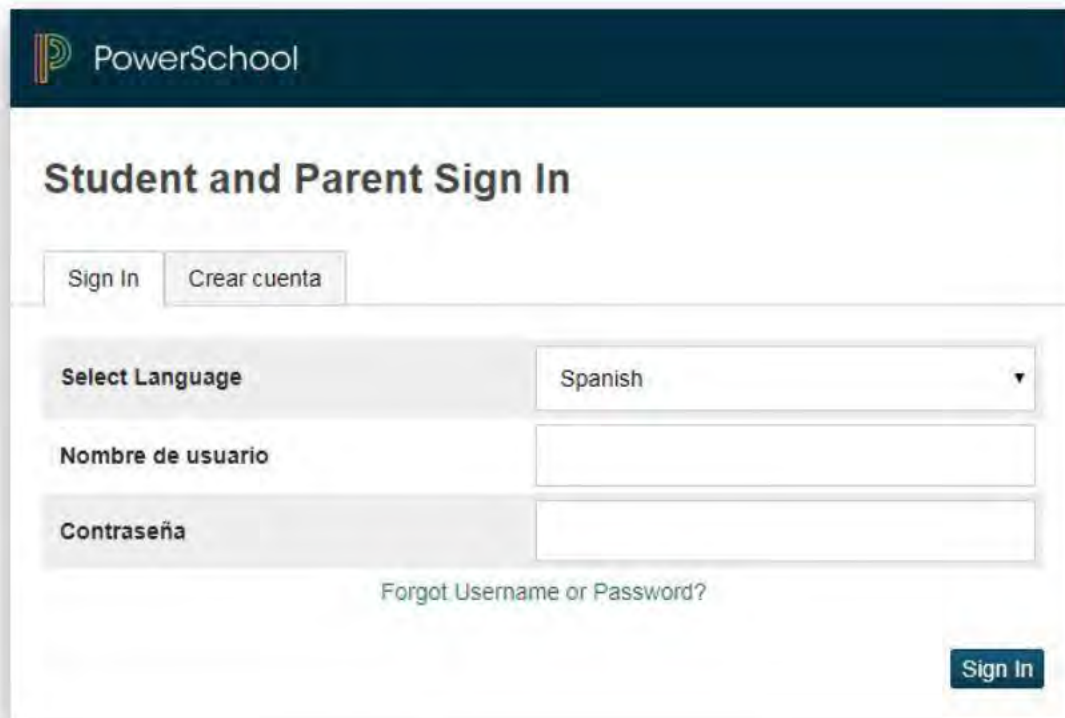
Username

Password

[Forgot Username or Password?](#)

Sign In

Portal para Padres- Acceso a la información de su estudiante en Richland Dos



The screenshot shows the PowerSchool login interface. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Crear cuenta". A "Select Language" dropdown menu is set to "Spanish". Below that are two input fields for "Nombre de usuario" and "Contraseña". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is in the bottom right corner.

PowerSchool

Student and Parent Sign In

Sign In Crear cuenta

Select Language Spanish

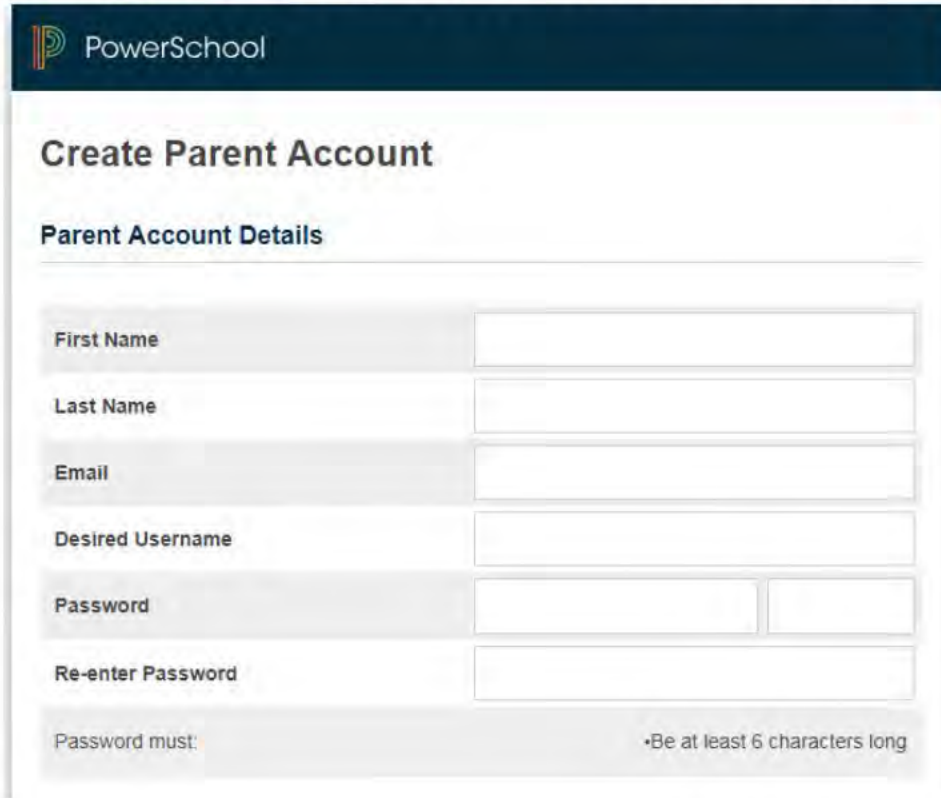
Nombre de usuario

Contraseña

[Forgot Username or Password?](#)

Sign In

Creating Parent Account can be done easily by having your child's student number available upon website registration. Once associated with that child you can then add more children through the Account Preferences section.



The image shows a screenshot of the PowerSchool website's 'Create Parent Account' registration form. The form is titled 'Create Parent Account' and is located under the 'Parent Account Details' section. The form contains several input fields for user information, including First Name, Last Name, Email, Desired Username, Password, and Re-enter Password. The Password field is split into two adjacent boxes. At the bottom of the form, there is a note indicating that the password must be at least 6 characters long.

PowerSchool

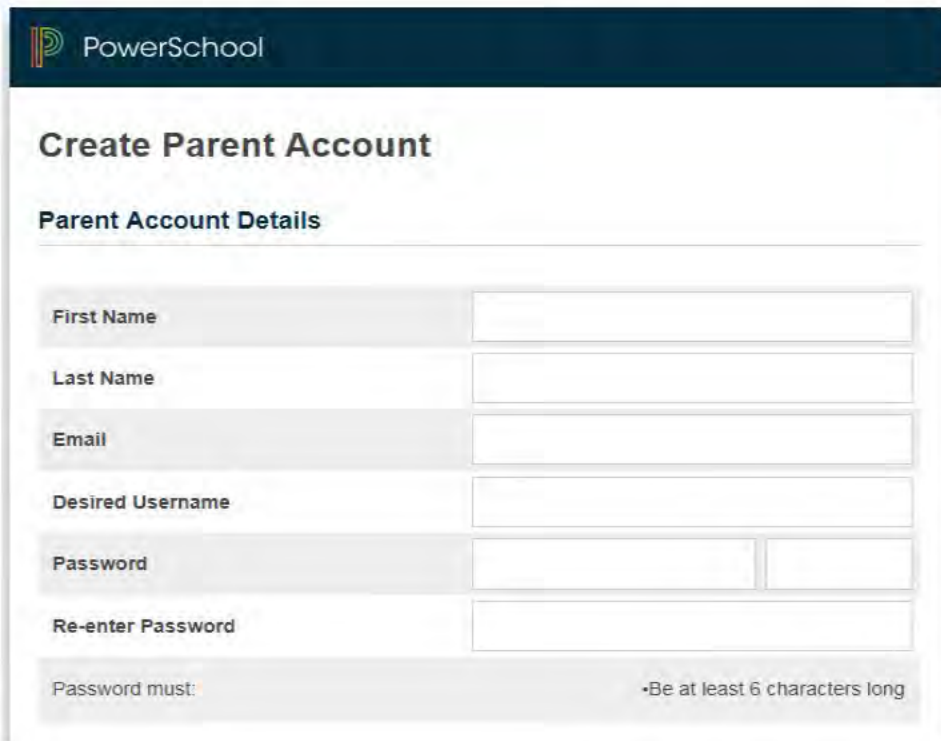
Create Parent Account

Parent Account Details

| | |
|-------------------|---|
| First Name | <input type="text"/> |
| Last Name | <input type="text"/> |
| Email | <input type="text"/> |
| Desired Username | <input type="text"/> |
| Password | <input type="password"/> <input type="password"/> |
| Re-enter Password | <input type="password"/> |

Password must: •Be at least 6 characters long

Es fácil crear una cuenta para padres, simplemente tenga disponible el *número de estudiante* de su hijo(a) al momento de ingresar a la página de registro en la red. Una vez que ingrese la información en el sistema para un primer hijo(a), la misma podrá asociar la información de su estudiante, y podrás añadir más hijos en la sección de *Preferencias de cuentas*.



The image shows a screenshot of the PowerSchool website's parent account creation page. At the top, there is a dark blue header with the PowerSchool logo and name. Below the header, the main heading is "Create Parent Account". Underneath, there is a section titled "Parent Account Details" with a horizontal line below it. The form consists of several input fields: "First Name", "Last Name", "Email", "Desired Username", "Password" (split into two adjacent boxes), and "Re-enter Password". At the bottom of the form, there is a note: "Password must: •Be at least 6 characters long".

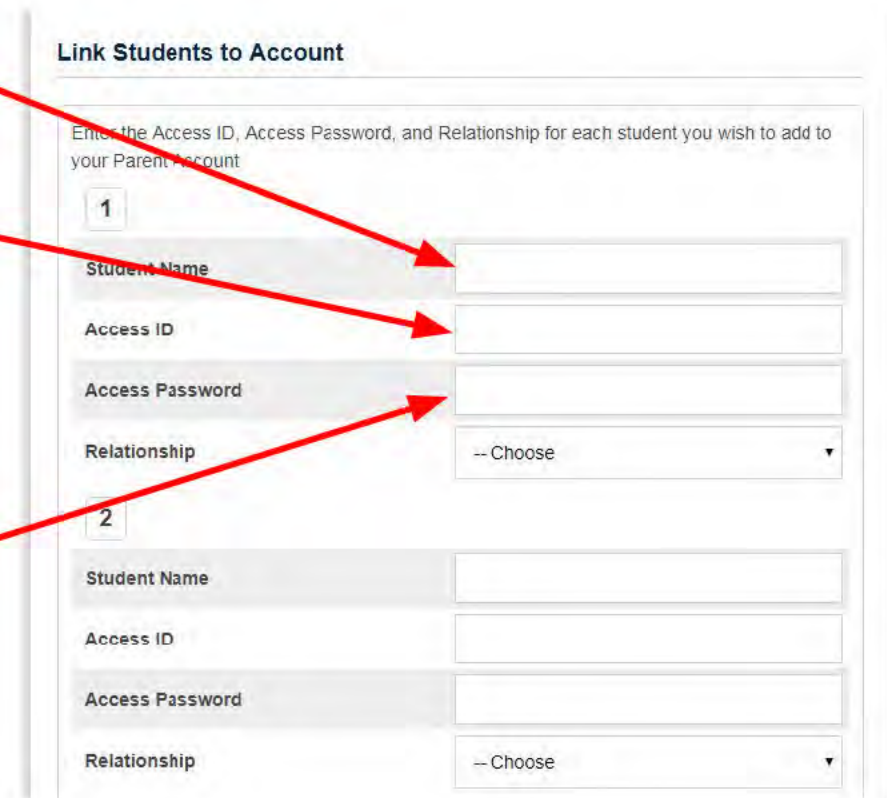
| PowerSchool | |
|---|---|
| Create Parent Account | |
| Parent Account Details | |
| First Name | <input type="text"/> |
| Last Name | <input type="text"/> |
| Email | <input type="text"/> |
| Desired Username | <input type="text"/> |
| Password | <input type="password"/> <input type="password"/> |
| Re-enter Password | <input type="password"/> |
| Password must: •Be at least 6 characters long | |

- Student Name: First Last
- Access ID will be the student's ID number (either 12 or 5 digits) that can be found on their most recent report card or current schedule.
- Access Password will be the student's birthday, using 6 digits without dashes or slashes. Example 02/16/1994 will be 021694.

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

| | |
|-----------------|----------------------|
| 1 | |
| Student Name | <input type="text"/> |
| Access ID | <input type="text"/> |
| Access Password | <input type="text"/> |
| Relationship | -- Choose ▾ |
| 2 | |
| Student Name | <input type="text"/> |
| Access ID | <input type="text"/> |
| Access Password | <input type="text"/> |
| Relationship | -- Choose ▾ |



- Donde dice *Student name: First Last* - **Escriba el Primer nombre** y luego su **Apellido(s)**
- Luego el **Access ID: Número del Estudiante** **(Podrás encontrar el número de estudiante en su informe de calificaciones reciente ó su horario de clases más recientes.**
- El **Access Password** será la fecha **de nacimiento** usando 6 digitos sin los guiones o líneas. **Ejemplo: 02/16/1994 será 021694.**

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

Student Name

Access ID

Access Password

Relationship

-- Choose

2

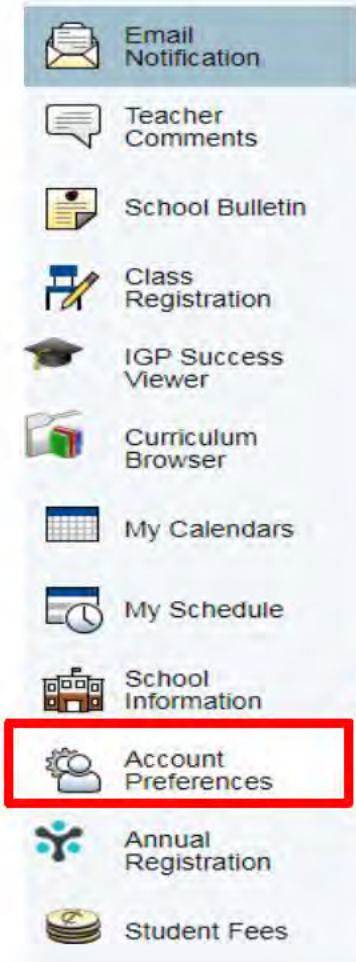
Student Name

Access ID

Access Password

Relationship

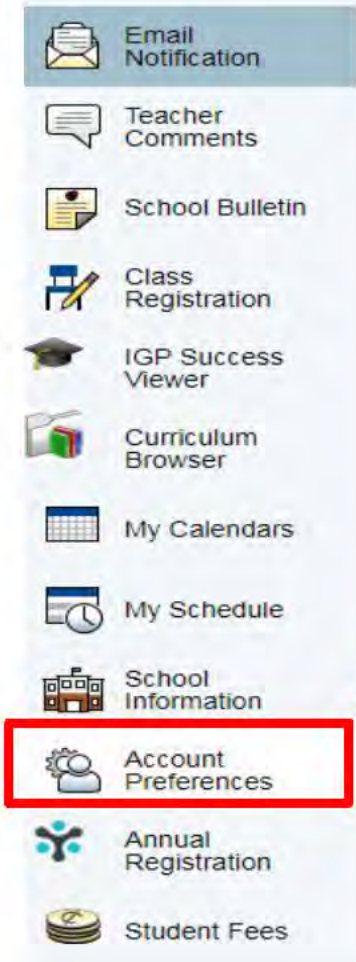
-- Choose



Once you have established your initial Parent Portal access and you need to add other children to your account.

How to add a student:

Select Account Preferences




Una vez que hayas creado el **Portal para Padres** inicial, tendrá acceso para añadir los demás hijos a su cuenta para padres.


¿Como añadir a un hijo(a)? -
Seleccione: **Preferencias de cuenta**

How to add a student:

Select Account Preferences

Navigation

 Grades and Attendance

 Grade History

 Attendance History

 Email Notification

Account Preferences - Students


Profile

Students

Add


My Students


To add a student to your Parent account, click the ADD button.




Select on the right,
“Add.”

Navigation

 Grades and Attendance

 Grade History

 Attendance History

 Email Notification

Account Preferences - Students

Profile

Students

My Students

To add a student to your Parent account, click the ADD button.

Add



Luego, donde dice **Mis estudiantes** a su lado derecho siguiendo la flecha roja, presione el botón azul **añadir**.

Add Student ✕

Student Access Information

| | |
|-----------------|--|
| Student Name | <input type="text"/> |
| Access ID | <input type="text"/> |
| Access Password | <input type="text"/> |
| Relationship | <input type="text" value="-- Choose"/> |

Cancel **OK**

Complete this information and the child should be added to your Parent Portal account (see previous slide for explanation of needed information).

Add Student ✕

Student Access Information

| | |
|-----------------|--|
| Student Name | <input type="text"/> |
| Access ID | <input type="text"/> |
| Access Password | <input type="text"/> |
| Relationship | <input type="text" value="-- Choose"/> |

Cancel **OK**

Deberá tener al frente una plantilla que dice: **Anadir Estudiante**
Acceder información del Estudiante

Nombre y Apellidos del Estudiante

ID de Acceso

Contraseña

Relación/Parentesco

Pessione Ok

Annual Registration

When this link is live, you will be able click on this icon to go to the link for Annual Registration/Proof of Residency. Here you can upload required documents and information.

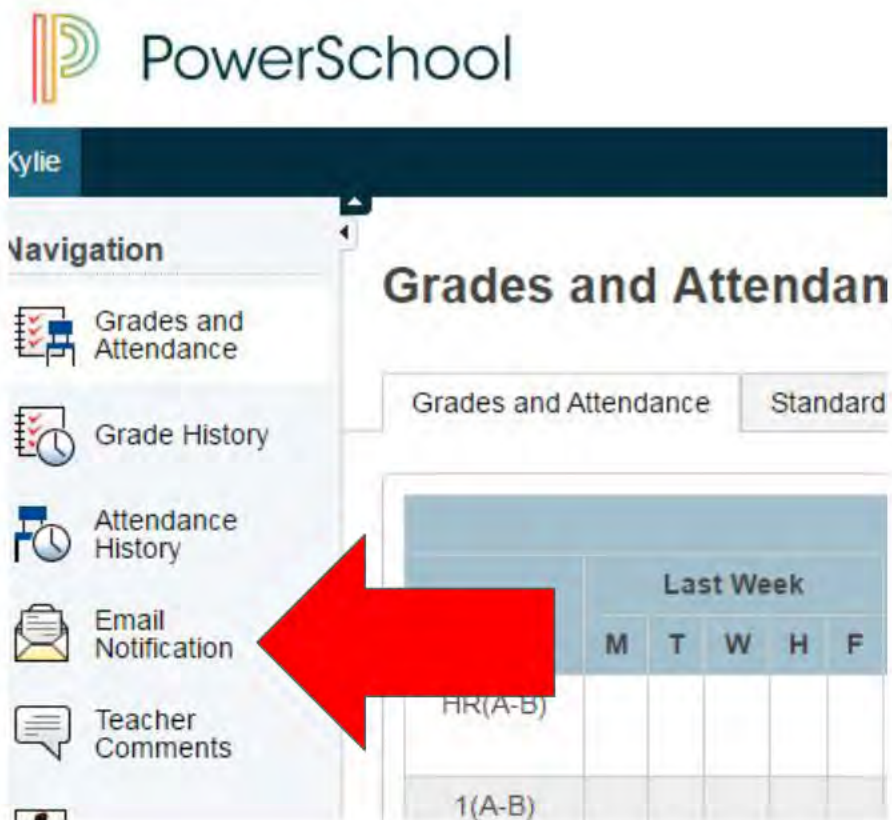


Registro Anual

Cuando el enlace “**Registro Anual**” esté disponible, usted podrá entrar para **Matricular** a su estudiante y enviar toda documentación requerida.



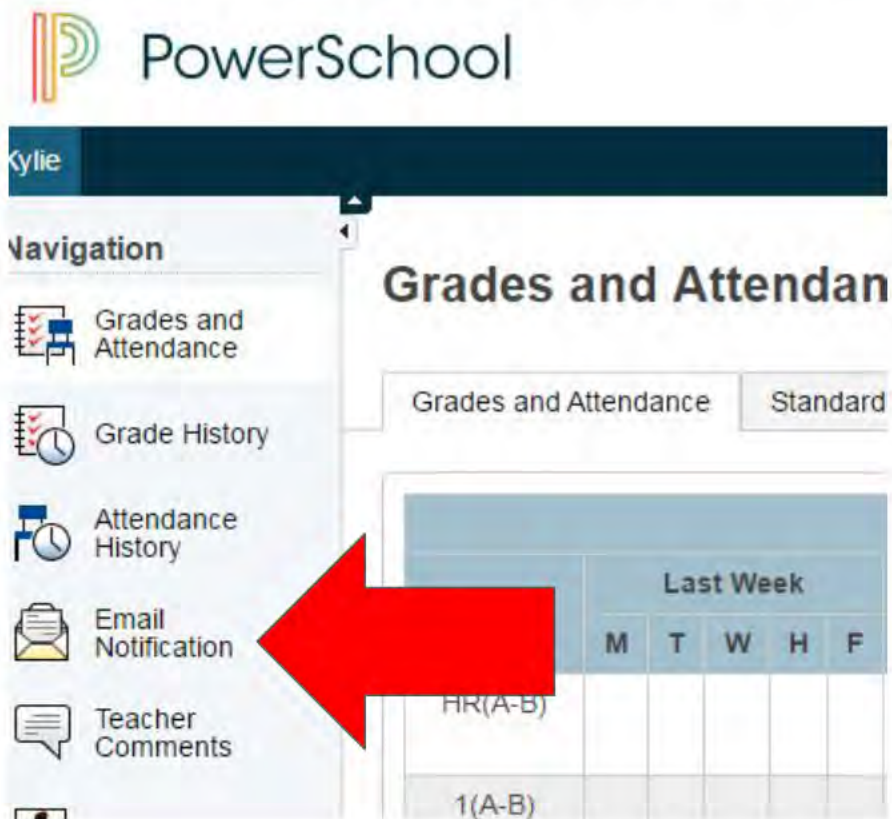
E-mail Notifications



The image shows the PowerSchool user interface. At the top left is the PowerSchool logo. Below it is a dark blue header bar with the name 'Kylie'. A navigation sidebar on the left contains several menu items: 'Grades and Attendance', 'Grade History', 'Attendance History', 'Email Notification', and 'Teacher Comments'. A large red arrow points to the 'Email Notification' menu item. The main content area is titled 'Grades and Attendance' and features two tabs: 'Grades and Attendance' (selected) and 'Standard'. Below the tabs is a table with the following structure:

| | Last Week | | | | |
|---------|-----------|---|---|---|---|
| | M | T | W | H | F |
| HR(A-B) | | | | | |
| 1(A-B) | | | | | |










Notificaciones por Correo Electrónico



The image shows the PowerSchool user interface. At the top, the PowerSchool logo is displayed. Below it, a dark blue header bar contains the name "Kylie". A navigation sidebar on the left lists several options: "Grades and Attendance", "Grade History", "Attendance History", "Email Notification", "Teacher Comments", and a partially visible "Parent" option. A large red arrow points to the "Email Notification" option. The main content area is titled "Grades and Attendance" and features two tabs: "Grades and Attendance" (selected) and "Standard". Below the tabs is a table with the following structure:

| | Last Week | | | | |
|---------|-----------|---|---|---|---|
| | M | T | W | H | F |
| HR(A-B) | | | | | |
| 1(A-B) | | | | | |

Select your preference for E-mail notifications

-  Grades and Attendance
-  Grade History
-  Attendance History
-  Email Notification
-  Teacher Comments
-  School Bulletin
-  Class Registration
-  IGP Success Viewer
-  Curriculum Browser

What Information Would You Like to Receive?

- Summary of Current Grades and Attendance.
- Detail Report Showing Assignment Scores for Each Class.
- Detail Report of Attendance.
- School Announcements.
- Balance Alert (Note: will only be sent when student is low on funds).

How Often?

Weekly ▾










Email Address

Additional Email Addresses

- Apply These Settings to All Your Students?

These notifications have check boxes you can select for grades, certain school announcement, and account alerts.

Seleccione su preferencia para notificaciones por Correo Electrónico

-  Grades and Attendance
-  Grade History
-  Attendance History
-  Email Notification
-  **Teacher Comments**
-  School Bulletin
-  Class Registration
-  IGP Success Viewer
-  Curriculum Browser

What Information Would You Like to Receive?

- Summary of Current Grades and Attendance.
- Detail Report Showing Assignment Scores for Each Class.
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- Balance Alert (Note: will only be sent when student is low on funds).


How Often?

Weekly ▼

Email Address

Additional Email Addresses

- Apply These Settings to All Your Students?

Podrá seleccionar al presionar su cursor  cuál información interesas recibir.

Luego, puedes indicar cuán frecuente desea recibir esta información.

Coteje que su correo electrónico este actualizado

Podrá colocar otros correos electrónicos adicionales

Finalmente, podrá seleccionar si desea aplicar estas preferencias a todos sus estudiantes.

Checking Grades

All Linked student accounts will be listed here. Click on the student you wish to see.

Once you select the student name, click on Grades and Attendance

The screenshot shows the PowerSchool interface. At the top, the PowerSchool logo is on the left, and a dark blue navigation bar contains three tabs: "Student 1", "Student 2", and "Student 3". A red arrow points from the left text to the "Student 1" tab. Below the navigation bar is a "Navigation" menu with several options, each with an icon. A red arrow points from the left text to the "Grades and Attendance" option. To the right of the navigation menu is the "Grades and Attendance" section, which has two tabs: "Grades and Attendance" (selected) and "Standards Grade". Below these tabs is a table with the following structure:

| Exp | Last Week | | | | | This V | | |
|--------|-----------|---|---|---|---|--------|---|---|
| | M | T | W | H | F | M | T | W |
| 0(A-B) | | | | | | | | |
| 1(A-B) | | | | | | | | |
| 2(A-B) | | | | | | | | |
| 3(A-B) | | | | | | | | |
| 4(A-B) | | | | | | | | |
| 4(A-B) | | | | | | | | |

At the bottom left of the interface, there is a "Student Fees" icon and label.

Checking Grades

Grades and Attendance:

Click on the numerical values for each grading period to see individual assignment grades

Grades and Attendance

Standards Grades

| Attendance By Class | | | | | | | | | | | | | | | | | | | | | |
|---------------------|-----------|---|---|---|---|-----------|---|---|---|---|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Exp | Last Week | | | | | This Week | | | | | Course | Q1 | Q2 | E1 | S | Q3 | Q4 | E2 | S | C1 | Y1 |
| | M | T | W | H | F | M | T | W | H | F | | | | | | | | | | | |
| 0(A-B) | | | | | | | | | | | Homeroom Teacher Name | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] |
| 1(A-B) | | | | | | | | | | | Lang Arts Mag Teacher Name | 88 | 92 | [] | 90 | 79 | 100 | [] | 90 | [] | 90 |
| 2(A-B) | | | | | | | | | | | Accelerated/Honors Mathematics Mag Teacher Name | 81 | 80 | [] | 81 | 86 | 91 | [] | 89 | [] | 85 |
| 3(A-B) | | | | | | | | | | | InstrMusic:Strings Teacher Name | 98 | 99 | [] | 99 | 98 | [] | [] | 98 | [] | 99 |
| 4(A-B) | | | | | | | | | | | Foreign Language Elective Teacher Name | | | | | 98 | 100 | [] | 99 | | |
| 4(A-B) | | | | | | | | | | | Study Skills Teacher Name | | | | | [] | [] | [] | [] | | |
| 5(A-B) | | | | | | | | | | | Science Mag Teacher Name | 90 | 99 | [] | 95 | 96 | 100 | [] | 98 | [] | 97 |
| 6(A-B) | | | | | | | | | | | Social Studies Mag Teacher Name | 82 | 81 | [] | 82 | 81 | [] | [] | 81 | [] | 82 |

¿Cómo Verificar las Calificaciones?

Presione como señala la flecha roja el valor numérico para ver las tareas asignadas y su calificación.










Grades and Attendance:

Grades and Attendance Standards Grades

| Exp | Attendance By Class | | | | | | | | | | | | | | | | | | | | |
|--------|---------------------|---|---|---|---|-----------|---|---|---|---|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|----|
| | Last Week | | | | | This Week | | | | | Course | Q1 | Q2 | E1 | S | Q3 | Q4 | E2 | S | C1 | Y1 |
| | M | T | W | H | F | M | T | W | H | F | | | | | | | | | | | |
| 0(A-B) | | | | | | | | | | | Homeroom Teacher Name Email | [] | [] | [] | [] | [] | [] | [] | [] | [] | |
| 1(A-B) | | | | | | | | | | | Lang Arts Mag Teacher Name Email | 88 | 92 | [] | 90 | 79 | 100 | [] | 90 | [] | 90 |
| 2(A-B) | | | | | | | | | | | Accelerated/Honors Mathematics Mag Teacher Name Email | 81 | 80 | [] | 81 | 86 | 91 | [] | 89 | [] | 85 |
| 3(A-B) | | | | | | | | | | | InstrMusic:Strings Teacher Name Email | 98 | 99 | [] | 99 | 98 | [] | [] | 98 | [] | 99 |
| 4(A-B) | | | | | | | | | | | Foreign Language Elective Teacher Name Email | | | | | 98 | 100 | [] | 99 | | |
| 4(A-B) | | | | | | | | | | | Study Skills Teacher Name Email | | | | | [] | [] | [] | [] | | |
| 5(A-B) | | | | | | | | | | | Science Mag Teacher Name Email | 90 | 99 | [] | 95 | 96 | 100 | [] | 98 | [] | 97 |
| 6(A-B) | | | | | | | | | | | Social Studies Mag Teacher Name Email | 82 | 81 | [] | 82 | 81 | [] | [] | 81 | [] | 82 |

Checking Individual Assignment Grades


Assignments

| Due Date | Category | Assignment | Flags | Score | % |   |
|------------|------------------|---|---|-------|-----|---|
| 04/06/2020 | Cognitive Skills | Perseus and the Gorgon's Head |  | 5/5 | 100 | View |
| 04/03/2020 | Cognitive Skills | Medusa's Head - During Reading Plot Summary |  | 5/5 | 100 | View |
| 04/01/2020 | Cognitive Skills | April 1 |  | 5/5 | 100 | View |
| 03/31/2020 | Cognitive Skills | March 31 |  | 5/5 | 100 | View |
| 03/30/2020 | Cognitive Skills | March 30 |  | 5/5 | 100 | View |
| 03/27/2020 | Cognitive Skills | March 27 |  | 5/5 | 100 | View |
| 03/26/2020 | Cognitive Skills | March 26 |  | 5/5 | 100 | View |

Grades last updated on: 4/24/2020

Legend

1 - This final grade may include assignments that are not yet published, or may be the result of special weighting used by the teacher. Click to view additional information on special weighting.










Icons  - Has Description |  - Has Comment |  - Collected |  - Late |  - Missing |  - Exempt from Final Grade |  - Absent |  - Incomplete |  - Excluded

Check here if you see any icons or symbols that may appear in the flags area next to the scores.

Click "View" to see teacher comments

Revisión de la calificación de cada asignación individualmente

Assignments

| Due Date | Category | Assignment | Flags | Score | % |   |
|------------|------------------|---|---|-------|-----|---|
| 04/06/2020 | Cognitive Skills | Perseus and the Gorgon's Head |  | 5/5 | 100 | View |
| 04/03/2020 | Cognitive Skills | Medusa's Head - During Reading Plot Summary |  | 5/5 | 100 | View |
| 04/01/2020 | Cognitive Skills | April 1 |  | 5/5 | 100 | View |
| 03/31/2020 | Cognitive Skills | March 31 |  | 5/5 | 100 | View |
| 03/30/2020 | Cognitive Skills | March 30 |  | 5/5 | 100 | View |
| 03/27/2020 | Cognitive Skills | March 27 |  | 5/5 | 100 | View |
| 03/26/2020 | Cognitive Skills | March 26 |  | 5/5 | 100 | View |

Grades last updated on: 4/24/2020

Legend

1 - This final grade may include assignments that are not yet published, or may be the result of special weighting used by the teacher. Click to view additional information on special weighting.

Icons  - Has Description |  - Has Comment |  - Collected |  - Late |  - Missing |  - Exempt from Final Grade |  - Absent |  - Incomplete |  - Excluded

Observa la leyenda abajo de la pagina para ver si aparece al lado de alguna calificación estos símbolos. Presione View (Ver) para acceder comentarios hechos del profesor.

Click
"View" to
see
teacher
comments

Paying Fees

When you select Student Fees, you will be directed to a separate site where you can then pay all fees for your student(s).



School Information



Account Preferences



Annual Registration



Student Fees



¿Alguna deuda?

Cuando selecciona el ícono **“cuotas del estudiante”** conocido también como **Student Fees**, serás dirigido a otra página en que podrá pagar las cuotas escolares o deudas de su(s) estudiante(s).



School
Information



Account
Preferences



Annual
Registration



Student Fees

Paying Fees

Click on student tab for line item list of fee charges.

Summary

SUMMARY

Click on each student's tab to review their fees. Then click on **View Cart** to make a payment.

| Student ID | Name | Grade | School | Title | Lunch |
|------------|------|-------|--------|-------|-------|
|------------|------|-------|--------|-------|-------|

Once at the Fee Site you will be able to see a “summary” of all fee costs. To see a specific breakdown of charges, click on the individual student name tab.

Paying Fees

Presione en la pestaña con el nombre del estudiante para hacer cualquier pago requerido.

RICHLAND SCHOOL DISTRICT TWO

>> Log Off

CART
\$0.00

View Cart ➔

Checkout ➔

My Orders

Summary

SUMMARY

Click on each student's tab to review their fees. Then click on **View Cart** to make a payment.

| Student ID | Name | Grade | School | Due | Lunch |
|------------|------|-------|--------|-----|-------|
|------------|------|-------|--------|-----|-------|

Podrás ver un **resumen** de todo lo adeudado. Si deseas conocer más específico el desglose de lo adeudado, presione la pestaña con el nombre de su hijo(a).

Add Lunch Money to Account

The screenshot shows the Richland School District Two account management page. At the top left is the district logo. On the right, there is a shopping cart icon with a red exclamation mark, labeled 'CART \$0.00', and buttons for 'View Cart' and 'Checkout'. Below these are 'Log Out' and 'My Orders' links. A 'Summary' tab is active. The main content area features a blue bar with a right-pointing arrow, followed by a table with columns for 'SCHOOL FEES \$0.00', 'ADDITIONAL ITEMS \$0.00', and 'TOTAL DUE \$0.00'. Below this is a red 'Lunch Card \$0.00' button with 'Add Money' and 'History' options. A 'School Fees Due Now' section includes 'Future Charges' and 'Paid' tabs, and a 'Print Statement' button. A message states 'No School Fees due at this time.' and 'Please see below for Additional Items. Added items will show in the cart.' At the bottom right, it shows 'Total Due: \$0.00' and an 'Additional Items' section.

RICHLAND SCHOOL DISTRICT TWO

Log Out

CART \$0.00

View Cart

Checkout

My Orders

Summary

SCHOOL FEES \$0.00

ADDITIONAL ITEMS \$0.00

TOTAL DUE \$0.00

Lunch Card \$0.00

Add Money

History

School Fees Due Now

Future Charges

Paid

Print Statement

No School Fees due at this time.

Please see below for Additional Items.
Added items will show in the cart.

Total Due: \$0.00

Additional Items

Be sure you are clicked on the individual student tab so you can add money to a student's lunch account. You also can see fee charges and print statements.

Añadir dinero para el almuerzo a la cuenta

RICHLAND SCHOOL DISTRICT TWO

CART \$0.00

View Cart

Checkout

Summary

Lunch Card \$0.00 **Add Money** **History**

SCHOOL FEES \$0.00 **ADDITIONAL ITEMS \$0.00** **TOTAL DUE \$0.00**

School Fees Due Now **Future Charges** **Paid** **Print Statement**

No School Fees due at this time.

Please see below for Additional Items. Added items will show in the cart.

Total Due: \$0.00

Additional Items


Asegúrese de presionar la pestaña con el nombre de su estudiante para añadir dinero a su cuenta de comidas (desayuno y/o almuerzo). También, podrá ver e imprimir documentos relacionados.

Checkout


RICHLAND SCHOOL DISTRICT TWO


Summary

Log Out


 **CART**
\$0.00

View Cart →
Checkout →

 My Orders

| | | | |
|---|------------------------------|-----------------------------------|----------------------------|
|  | SCHOOL FEES \$0.00 | ADDITIONAL ITEMS \$0.00 | TOTAL DUE \$0.00 |
|---|------------------------------|-----------------------------------|----------------------------|

Lunch Card \$0.00 **Add Money** **History**

School Fees Due Now **Future Charges** **Paid**  **Print Statement**

No School Fees due at this time.

Please see below for Additional Items.
Added items will show in the cart.

Total Due: \$0.00

Additional Items

When ready to make your payment, select the “View Cart” to see summary of what you’re paying for or “Checkout” and that will allow you to insert Card information to complete payment.

¿Listo para hacer pagos y salir de la página?

RICHLAND SCHOOL DISTRICT TWO

Summary

CART \$0.00

[View Cart](#)

[Checkout](#)

[My Orders](#)

| | | | |
|--|------------------------------|-----------------------------------|----------------------------|
| | SCHOOL FEES \$0.00 | ADDITIONAL ITEMS \$0.00 | TOTAL DUE \$0.00 |
|--|------------------------------|-----------------------------------|----------------------------|

Lunch Card \$0.00 [Add Money](#) [History](#)

School Fees Due Now [Future Charges](#) [Paid](#) [Print Statement](#)

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Please see below for Additional Items.
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Total Due: \$0.00

Additional Items

Seleccione dónde ve el carrito de compras y presione el botón que indica “**Ver carro de compras**”, aquí podrá ver un resumen de lo que estará pagando o donde dice “**Check Out**” (Pagos).

Additional Questions

If you have have additional questions accessing Parent Portal, please go to our contact your child's school registrar.

Cualquier otra información para acceder el ***Portal para Padres***, por favor entre a nuestra página del distrito El Portal para Padres les brinda a los padres acceso confidencial a través de PowerSchool a las calificaciones de su hijo, las asignaciones de clases y autobuses, la asistencia y otra información. ¿Necesitas ayuda? **Haga clic aquí y siga las instrucciones**. Comuníquese con la escuela de su hijo para obtener más ayuda. o comuníquese con la escuela de su hijo o las funcionarias que atienden a la comunidad hispana. dmagun@richland2.org
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