PowerSchool

PowerSchool
Parent User Guide
For
Cincinnati Public Schools

http://powerschool.cps-k12.org

PowerSchool Student Information System

PEARSON

Contents

Preface

Legend

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.

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

Audience

This information is intended for parents and students who use PowerSchool Parent Portal.

Introduction

PowerSchool is the computer system used by Cincinnati Public Schools to keep track of student information. PowerSchool is used by principals, school office staff, teachers, counselors, central office staff, parents, and students.   It helps parents be an active part of their children's education and keep track of academic progress on a daily basis.

The system is accessed through a web site, so you can view it from home, work, or the local library. There is even a computer in every CPS school designated specifically for parents to use to check PowerSchool. Parents also may use the computer in the Customer Help Center at the district headquarters.

The information about your child is private and password protected. You will not be able to see other students' records and other parents cannot see your children's records.

Get Started

To get started, you must log in to PowerSchool Parent Portal.

Log In to PowerSchool Parent Portal

To log in to PowerSchool Parent Portal, visit http://powerschool.cps-k12.org You will need your username, and your password. If you do not have this information or have questions, contact the Help Desk at 363-0390 or helpdesk@cps-k12.org

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

How to Log In to PowerSchool Parent Portal

1   Open your Web browser to http://powerschool.cps-k12.org. The Log In page appears.
2   Enter your username in the first field.
3.   Enter your password in the second field.
           Note: The characters appear as asterisks (*) to ensure greater security when you log in.
4.   Click Enter. The PowerSchool Parent Portal start page appears. For more information, see
           PowerSchool Parent Portal Start Page.

PowerSchool Parent Portal Start Page

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

Navigation bar

Navigation Bar

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

Field	Description
[PowerSchool Logo]	Click to return to the start page.
[Student]	The name of the student.
[School/District]	The name of the student's school and school district.

Field	Description
Logout	Click to log out of PowerSchool Parent Portal. For more information, see *Quit PowerSchool Parent Portal*.
[Main Menu]	Contains links to PowerSchool Parent Portal functions. For more information, see *Main Menu*.

Main Menu

The main menu consists of several icons within the navigation bar and includes links to the following features:

Field	Description
Grades and Attendance	This quick lookup page shows your child's current classes and current grades from the teachers' gradebooks. Attendance totals are also shown. Specific assignments, scores, and comments can be viewed by clicking on a quarterly grade. Assignment comments can then be viewed by clicking on any blue assignment grade. For more information, see *Grades and Attendance*.
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*.
Demographic	Student and parent address, phone and email information
School Bulletin	Click to view the current school bulletin. For more information, see *School Bulletin*.
Class Registration	Click to register for classes and view course requests. For more information, see *Class Registration*.
Balance	Click to view the current fee transactions. For more information, see *Balance*.

Graduation Progress	Check graduation requirements and progress toward meeting those requirements
Honor Roll	The terms the student made honor roll listing
Test Scores	Test scores history for Ohio Achievement Test, Ohio Graduation Test, SAT, ACT, PSAT, and PLAN.
Discipline Log	Discpline problems, complete with the date of the incident and brief title.
Access Log	Dates, times and durations of parents and students logging into PowerSchool
Standards	Standards-based grades entered by teacher(s).
Student Dashboard	Link to the Student Dashboard, showing strengths and weaknesses on the state tests and district assessments, including Ohio standards and ways to improve on weaknesses.
School Information	School address, principal information, term dates, and link to the Building Futures Dashboard.

Printer Icon

Several pages in PowerSchool Parent Portal display a Printer icon at the bottom of the page. Click this icon and a printer-friendly version of the page displays in a secondary browser window.

Work with the Main Menu

Read this section to understand the basics of working with the main menu.

Note: You do not need to complete the activities in any particular order, but you should be familiar with all of them.

Grades and Attendance

Use this page to view the grades and attendance for the student in the current term. The legend at the bottom of the page displays the attendance and citizenship codes and their meanings.

How to View Grades and Attendance

1   On the main menu, click Grades and Attendance. The Grades and Attendance page appears.
2   To view attendance data for dropped classes, click Show dropped classes also.
3.   To send e-mail to a teacher, click the name of the teacher.
     Note: To use this 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.
4   To view grade details, click a grade in the term column. The Class Score Detail page appears.

5 To view assignment details, click a grade in the term column. The Class Score Detail page appears. Click an assignment under the Assignment column. The Assignment Description page appears. Use the browser Back button to return to the Grades and Attendance page.
6 To view the absences or tardies for the selected class during this term, click a number in the Absences or Tardies column. The Dates of Attendance page displays all absences or tardies for that class.
7 To view the absences or tardies for all classes during this term, click a number in the Attendance Totals row. The Dates of Absence or Dates of Tardies page displays all absences or tardies. Use the browser Back button to return to the Grades and Attendance page.
8 In the Attendance by Day section, click a number in the Absences or Tardies column. Depending on your selection, the Dates of Attendance page displays the total absences or tardies for the semester or for the year-to-date.
9 To view teacher comments, click a grade in the term column. Comments may be displayed at the top of the page, or you may click on an assignment grade to see comments specific to an assignment.

Grades History

Use this page to view quarter and semester grades for the student for the current term.

How to View Grades History

1 On the main menu, click Grades History. The Grade History page appears.
2 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

Use this page to view the attendance record for the student in 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 main menu, click Attendance History. The Attendance History page displays the student's attendance record for the current term.

Email Notifications

If you wish to receive information about your student's grades, attendance, and assignment scores, use this page to set up your e-mail preferences. You can specify which information you would like to receive, how often you would like to receive the information, and how often you would like to receive e-mail.

How to Set Up Email Notifications

1 On the main menu, click Email Notification. The Email Notifications 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 •Detailed reports showing all assignment scores for each class •Detailed report of attendance •School announcements •Balance Alert
How often?	Use the pop-up menu to specify how often you would like to receive the e-mail messages selected above.
Send now?	Select the checkbox to immediately send the e-mail messages selected above.
Email Address(es)	Enter the e-mail addresses to which you want the system to send the e-mail messages selected above. Separate multiple address with commas.

3. Click Submit. The Changes Recorded page appears.

School Bulletins

Use this page to view daily school announcements.

How to View School Bulletins

1   On the main menu, click School Bulletin. The School Bulletin page displays any messages for the current day.
2   To view another day's bulletin, click a date link at the bottom of the page.

Class Registration (coming soon)

Use this page to request classes for the next year and to view any existing course requests.

How to Register for Classes

1   On the main menu, click Class Registration. The Class Registration page appears.
2   Select the courses that you want to request for the next enrollment period from the pop-up menus.
3   Click Submit. The Future Course Requests page appears.

How to View Course Requests

1   On the main menu, click Class Registration. The Class Registration page appears.
2   Click View future course requests. The Future Course Requests page displays existing course requests.

Balances

Use this page to view fee transaction information for the selected student.

Note: If you are not able to access this page, contact your school for balance information.

How to View Balances

On main menu, click Balances. The Balances page appears.

Quit PowerSchool Parent Portal

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

Log Out of PowerSchool Parent Portal

You can log out of PowerSchool Parent Portal from any page in the application.

Note: If you are not actively working in PowerSchool Parent Portal, your session may timeout. If so, you need to log in again.

How to Log Out of PowerSchool Parent Portal

Click Logout in the navigation bar. The Log In page appears. You must enter your username and password again to redisplay the PowerSchool Parent Portal start page.

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www.PearsonSchoolSystems.com