

PowerSchool Parent Portal User Guide

What is PowerSchool Parent Portal?

PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins and even personal messages from the teacher.

The Access ID/Access Password emailed to you is not your username/password; you must create an account before continuing.

*******Must 1st Create an Account - Have you Created Your Account?*******

No – STOP

Please refer to the 'Quick Reference Guide to Creating an Account for PowerSchool Parent Portal'. An account must be created first - The document is attached to the email received with your Access ID and Access Password. Document can also be found at pa.gcsnc.com (do not enter the www in front of the address).

Yes

Review the following instructions, beginning at 'Log in to PowerSchool Parent/Student Portal.'

An Access ID/Access Password is assigned to each student in the Guilford County School System. Therefore you will need the Access ID/Access Password for each child.

Once the 'Create an Account' process has been completed, please continue.

Log in to PowerSchool Parent Portal:

Open your web browser to the GCS PowerSchool URL - ***gcsnc.powerschool.com/public***
(do not enter www in front of the address)

The Parent Sign-in page appears.

Enter the **username** you created.

Enter the **password** you created.

Must manually enter the information, system will not allow copy and paste.

Click **Sign In**.

Do not click Enter on your keyboard as it may not allow entry into the system.

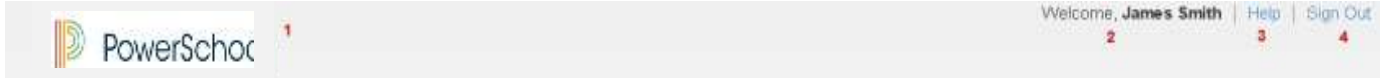
Having trouble signing in? – Click the link and complete the required information. Make sure the email address entered is the same email address that was used during the 'create an account' process. If not, the system will not send an email to you.

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The following are areas of PowerSchool Parent Portal that will be important to you:

Header:

The header appears at the top of the PowerSchool Parent Portal. The header includes the following information:



1. **PowerSchool Logo (see #1 above):** Click to return to the start page from anywhere within the application.
2. **Welcome (see #2 above)** [Your Name]: The first and last name of the person signed in appears here - 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.
3. **Help (see #3 above):** Click to access the PowerSchool Parent Portal online help. Assistance is just a click away!
4. **Sign Out (see #4 above):** Click to sign out of PowerSchool Parent Portal. We suggest you sign out each time you are through with PowerSchool Parent Portal.

Navigational 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:



5. **Student Tabs (see #5 above)** - The first names of the student(s) 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 displays information for the selected student. If you click the name of a student and the message "Student information is not available at this time" appears, contact your child's school.
6. **Notification Icon (see #6 above)** – Login security feature; displays date and time of your last system login.
7. **Printer Icon (see #7 above)** - 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/school district for that student.

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Navigation Menu:

The navigation menu serves as the central point from which to navigate the pages of the PowerSchool Parent Portal. The navigation menu will appear on each screen, making it very easy to navigate from one area to another.



1. **Grades and Attendance** - Click to view student grades and attendance for the current term. Notice the teacher name is a hyperlink – if you are using a Microsoft Outlook email account - Click the teacher name to send an email to that teacher.
2. **Test Results** – Click the PowerSchool tab in order to view EOG and EOC scores for your child.
3. **Grade History** - Click to view student's grades for the previous years. Click each tab within Grade History to view grades achieved during that school year. Explanation of grade abbreviations is found on the next page.
4. **Attendance History** - Click to view attendance history for the current year.
5. **Email Notification** – Click to set what information you would like to receive and how often. Additional email addresses can also be entered. The system will automatically send the requested information to all email addresses listed.
6. **Teacher Comments** - Click to view any teacher comments.
7. **School Bulletin** - Click to view information that has been posted. This is a good place to see announcements. Here you will also find dates as to when PowerSchool Parent/Student Portal will go offline.
8. **Class Registration** – Once the school provides access, click to register for classes for the upcoming school year. Elementary schools will not use this feature.
9. **My Schedule** – Matrix view of the student's schedule for the present term.
10. **School Information** – Click to see the school's address and phone number.
11. **Account Preferences** - Click to manage your PowerSchool Parent Portal account preferences. There is where you can change your email address, password or username and add your additional children to the account.

Click the 'pencil' icon then enter the new information and submit. If you receive an error message, please contact the data manager at your child's school and ask her/him to make the change for you.

Power School for Parents App – May click to download the PowerSchool App; *however, we do not support the PowerSchool App*. We suggest downloading the Guilford County Schools' app which is available in the App Store or Google Play. More information on GCS App can be found on the last page of this document.

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Viewing Grades and Attendance:

This screen is the 'Quick Look Up' screen - you can view your child's courses, grades, and attendance in one place.

Grades will appear in the columns for the appropriate term (Q1, Q2, etc.)

In order to see assignments attached to that grade, click the grade (it is in blue).

The system will navigate you to the assignments; showing the grade achieved for each assignment.

Absences and tardies will appear for each course for high school students.

Elementary and Middle School absences/tardies will appear in the Homeroom Course only.

The screenshot displays the 'Grades and Attendance' page for a student named Jillian Abrams. The page has a navigation sidebar on the left with options like 'Grades and Attendance', 'Grade History', 'Attendance History', 'Email Notification', 'Teacher Comments', 'School Bulletin', 'Class Registration', 'My Calendars', 'School Information', and 'Account Preferences'. The main content area shows a table titled 'Grades and Attendance: Abrams, Jillian'. The table has columns for 'Exp', 'Last Week', 'This Week', 'Course', 'Q1', 'Q2', 'E1', 'S1', 'F1', 'Absences', and 'Tardies'. The courses listed are: 1(A) HONORS ENGLISH I (Teacher: Daniels, Jordan Ray), 2(A) HONORS CIVICS & ECONOMICS (Teacher: Wiest, Wade Elizabeth), 3(A) HONORS BIOLOGY I (Teacher: Anderson, Anna Stefanie), 4(A) VISUAL ART (BEGINNING) (Teacher: Jackson, Katherine K), 5(A) HONORS SPANISH II (Teacher: Velazquez, Ashley), and 6(A) GEOMETRY (Teacher: Theelen, Jonathan M). At the bottom, there is a section for 'Attendance By Day' with columns for 'Last Week', 'This Week', 'Q4', 'YTD', and 'Tardies'.

Note: The Exam Grade is calculated in the Final Grade and therefore; until the student has completed the exam and exam grade is entered into the teacher's PowerSchool Gradebook, the Final Grade may differ from the Quarter Grade.

Explanation of Abbreviations

- Q1:** First quarter
- Q2:** Second quarter
- Q3:** Third quarter
- Q4:** Fourth quarter
- S1:** First semester
- S2:** Second semester
- E1:** Exam 1st semester
- E2:** Exam 2nd semester
- F1:** Final Grade
- A1:** Athletic grade for 1st semester
- A2:** Athletic grade for 2nd semester

Questions about grades? - Please contact the teacher name listed next to the course in question.

Grading Scale

- 90 - 100 = A**
- 80 - 89 = B**
- 70 - 79 = C**
- 60 - 69 = D**
- Below 69 = F**

Absent and Tardy Codes

Scroll to bottom of screen to find the legend related to the absent/tardy codes

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Adding additional children to your account:

Already have an active PowerSchool Parent Account and need to add other children to your account? No problem.

*****Do you have an Access ID and Access Password for the child you need to add?*****

No – STOP

Please visit pa.gcsnc.com (do not enter the www in front of the address) and register for the needed Access ID and Access Password. If you registered previously for another child, the system will not let you register again using the same email address. Contact parentassistant@gcsnc.com and ask us to remove the previous registration record.

Yes

Review the following instructions on how to proceed with adding another child to your active PowerSchool Parent Account.

Adding Another Child to Your Active PowerSchool Parent Account:

1. You will need the Access ID and Access Password for the children you wish to add to your account. You can gain this information by registering online at pa.gcsnc.com and the information will be emailed to you **or** you can visit the data manager at your child's school and ask for the information. Please call ahead before visiting the school to make sure the data manager is available.
2. Log into PowerSchool Parent Portal (see page 1 on how to log in).
3. Click on **Account Preferences**.
4. Click the **Students** tab.
5. The children presently attached to your account will appear. Click **Add**.
6. The system will navigate to a screen where you will need to enter the **Student Name**, **Access ID**, **Access Password**, and your **Relationship** to the child.
7. Click **Submit**. You have now added that child to your account and will be able to view grades, attendance, etc.

The image contains two screenshots of the PowerSchool Parent Portal. The top screenshot shows the 'Account Preferences - Students' page with the 'Students' tab selected. A red box highlights the 'Add' button in the top right corner, with a red arrow labeled '5' pointing to it. The bottom screenshot shows the 'Add Student' form. A red box highlights the form fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. A red arrow labeled '6' points to the 'Access ID' field, and another red arrow labeled '7' points to the 'Submit' button at the bottom right of the form. A red arrow labeled '4' points to the 'Students' tab in the top navigation bar, and a red arrow labeled '5' points to the 'Add' button in the top right of the 'Account Preferences - Students' page.

Access to Other Family Members:

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Want to give a family member access to your child's grades and attendance? If so, following the instructions listed:

If you have an active PowerSchool Parent Portal account and you want another family member to view your child's grades and attendance, you can certainly make that happen. Following are instructions on how you can issue access to the Parent Portal to other family members.

Access can be granted two different ways:

1. Give the family member:
 - a. The **Access ID** and **Access Password** that you received from the registration process or from your child's school.
 - b. The Quick Reference Guide for Creating a PowerSchool Parent Account.
 - c. The PowerSchool Parent Portal web address: gcsnc.powerschool.com (do not enter www in the address).
 - d. A copy of these instructions pages 1-5.

OR

2. Follow instructions in the Quick Reference Guide for Creating a PowerSchool Parent Account, entering the family member's name and email address instead of your name and email address. Make sure you do the following:
 - a. Enter your child's name.
 - b. Enter your **Access ID** and **Access Password** that you received from the registration process or from your child's school.
 - c. Enter the family member's relationship to your child. Click Enter – do not click Enter from your keyboard as the system will not accept that function.
 - d. Provide the username and password you created for the family member.
 - e. Provide a copy of these instructions to the family member, letting him/her know you have created an account for them.

The family member can now see everything you see for your child within PowerSchool Parent Portal.

Keep in mind if the family member contacts the school regarding their PowerSchool Parent Portal account, the school will not be able to help them unless they are listed as parent or guardian to the student.

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Guilford County Schools App for Parents:

Parents can now download the new Guilford County Schools app from your portable devices. Once the app is downloaded, you will find a link to PowerSchool within the app. Go to download apps from your portable device, enter Guilford County Schools and download (screen shot of the app shown below).



PowerSchool Parent Portal App:

PowerSchool Parent Portal App has been updated; therefore, following are instructions on how to access the newest version of the PowerSchool Parent Portal App. One must follow each step provided in order to be successful accessing PowerSchool Parent Portal.

- Download the app (PowerSchool on your mobile device)
- If you already have the app on the device, remove it and then download it again (this step will give you the latest version)

Step 1: Click
"Where is my District Code?"



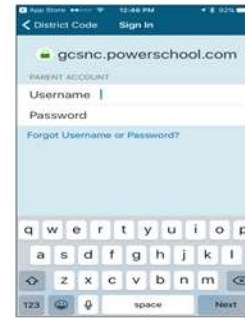
Step 2: Click
"Enter Server Address"



Step 3: Enter the PowerSchool server address: gcsnc.powerschool.com
Click "Continue"



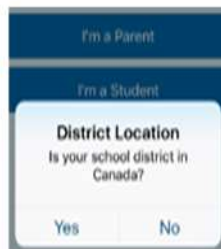
Step 4: Enter your parent portal Username and Password



Step 5: Choose
"I'm a Parent"



Step 6: Is your district in Canada? - Choose "No"



Step 7: Class Overview appears
Scroll down for more data



If parents have more than one (1) child with GCS, click the pull-down arrow in the upper right-hand corner, click the child's name. Data for that child will appear.

Choose one of the icons in this area to access a different screen