INDIANAPOLIS PUBLIC SCHOOLS

PowerSchool User Guide for Parents

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Understanding PowerSchool Parent Portal with Single Sign-On

The Power of the application comes from understanding what it can do and how it can help you participate in your child's education.

Introduction

PowerSchools Parent Portal is a tool integrated into the PowerSchool Student Information System (SIS) specifically developed for parents and students. Parent Single Sign-On offers a number of benefits, including:

- access to multiple students with one login
- a personalized account for each parent and guardian
- the ability for parents/guardians to retrieve their own login information

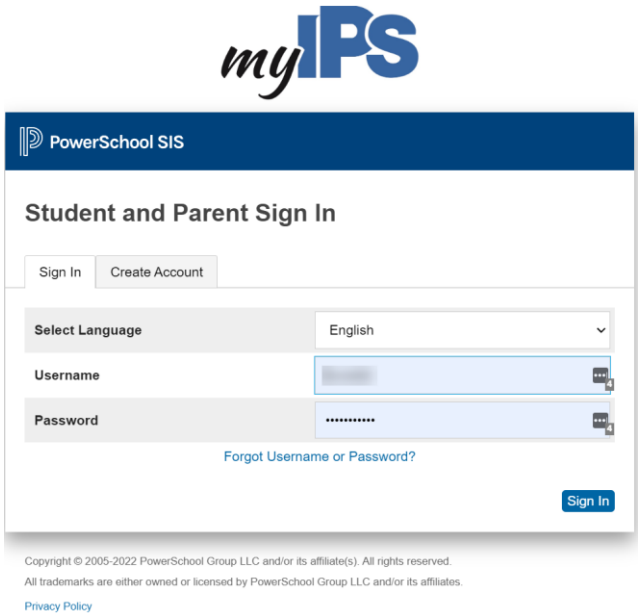
Let's Get Started

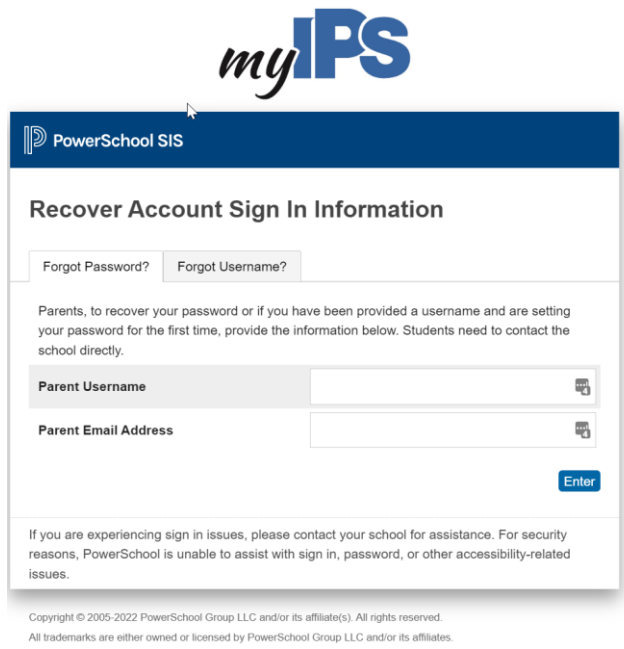
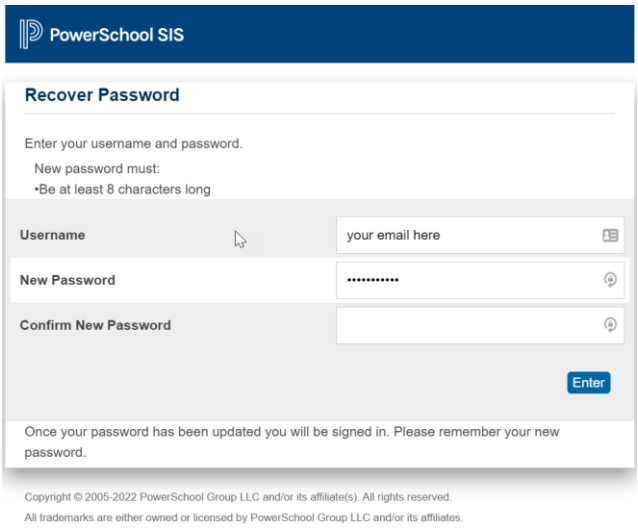
To get started, you must access your PowerSchool account.

Accessing Your PowerSchool Parent Portal Account

IPS has already created your parent portal account for you. To access this account, you will need to know the email the school has for you in PowerSchool. This will be the same email where you receive other communication from the school and district

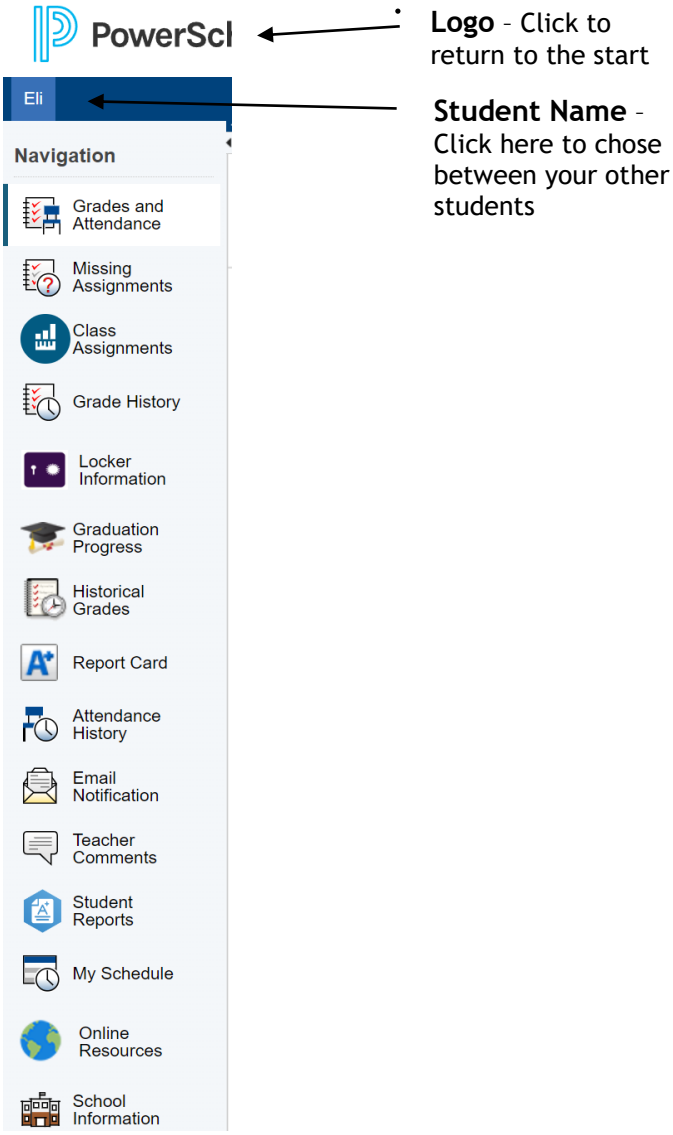
***NOTE**: If you are receiving this document attached to an email that is the email you will use in this process.*

PROCESS STEPS	SCREEN SHOTS
1. Launch a web browser (Chrome, Internet Explorer, Safari, or FireFox) and go to PowerSchool Parent Portal URL: • ***https://myips.powerschool.com*** ***(NO www at the beginning)*** 2. If you have already set your password enter your user name and password and click Sign In 3. If this is your first time to this screen you must click Forgot Username or Password? to setup your account and get started.	

PROCESS STEPS	SCREEN SHOTS
1. On this page put in the email that you have associated with your student in the "Parent Username" and the "Parent Email Address" line. Then click on Enter 2.This will send an email to your email address with a header of: **PowerSchool Password Reset Request**	
3. You click on the link in the email, and it will bring you to this screen. Enter your email in for the username and then enter the password you want to use in both password lines. Once those are filled in click Enter	

Navigation Menu

The navigation appears on the side of the PowerSchool Parent Portal start page, and is common to every page in the application.



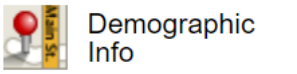
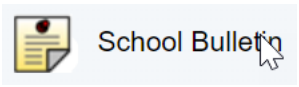
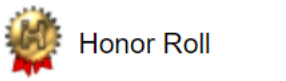
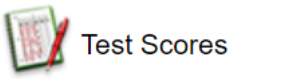
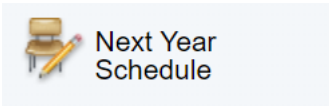
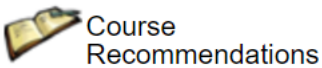
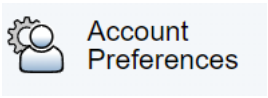
PowerSchool Logo - Click to return to the start

Student Name - Click here to chose between your other students

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	Click to view student grades and attendance for the current term. For more information, see ***Grades and Attendance.***
 Missing Assignments	Click here to view if any teacher has labeled an assignment missing.
 Class Assignments	Click here to view all of the assignments assigned to your student and the scores on each of them. Make sure you click on the correct marking period when doing this.
 Grade History	Click to view student grades for the previous terms and years. For more information, see ***Grades History.***
 Locker Information	Only used in schools that store their lockers in PowerSchool. Generally this is at the middle and high school level.
 Graduation Progress	Tracks the graduation progress for students in high school.
 Historical Grades	Similar to Grade History but on this page all past grades are listed on one page
 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 wish to receive on a regular basis. For more information, see ***Email Notifications.***
 Teacher Comments	Click to view any teacher comments and also links to email teachers
 Student Reports	Used to pull current and past report card PDFs starting the 2022-23 school year.
 School Information	Click to view information about the schools.

	Click to view your student's bus stop information. Updated nightly
	Click here to view basic demographic information we have for your student.
	Some schools put in information here for parents to view
	Shows historical honor rolls for schools that use this feature.
	Shows historical test scores that have been uploaded into PowerSchool
 	Used at the high school level to show next year scheduling information during the spring semester
	Use this feature to update account information and add/delete student associations. For more information, see ***Account Preferences.***
	This links are used to help you setup the phone app on your Apple or Android phone. After installing the apps you will need the four digit district code ZPSH.
	Additional options may be added as needed.

Printer Icon

In the navigation bar, under the main menu is a printer icon.  Click this icon to print the current page for your records.

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 codes and their meanings.

Snap-shot of last 2 weeks attendance

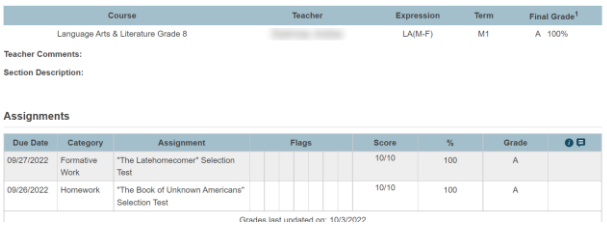
To send an email to the teacher, click the name of the teacher. ***To use this function, your web browser must be properly configured.***

This is the current grade in PowerSchool for your student.

Attendance By Class

Exp	Last Week M	T	W	H	F	This Week M	T	W	H	F	Course	M1	M2	S1	M3	M4	S2	Y1	Absences	Tardies
AT(M-F)	T	P	P	P	P	T	P	P			Attendance Email [redacted] - Rm: 230	[i]	[i]		[i]	[i]		[i]	0	3
LA(M-F)											Language Arts & Literature Grade 8 Email [redacted] - Rm: 229	A 100	[i]		[i]	[i]		A 100	0	0

To view grade detail, click a grade in the term column. The ***Class Score Detail*** page appears.



Course	Teacher	Expression	Term	Final Grade[1]
Language Arts & Literature Grade 8	[redacted]	LA(M-F)	M1	A 100%

Teacher Comments:

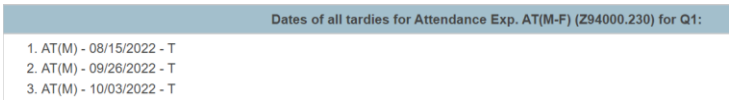
Section Description:

Assignments

Due Date	Category	Assignment	Flags	Score	%	Grade
09/27/2022	Formative Work	"The Latehomecomer" Selection Test		10/10	100	A
09/26/2022	Homework	"The Book of Unknown Americans" Selection Test		10/10	100	A

Grades last updated on: 10/3/2022

To view attendance dates click on the Absences or Tardies number.

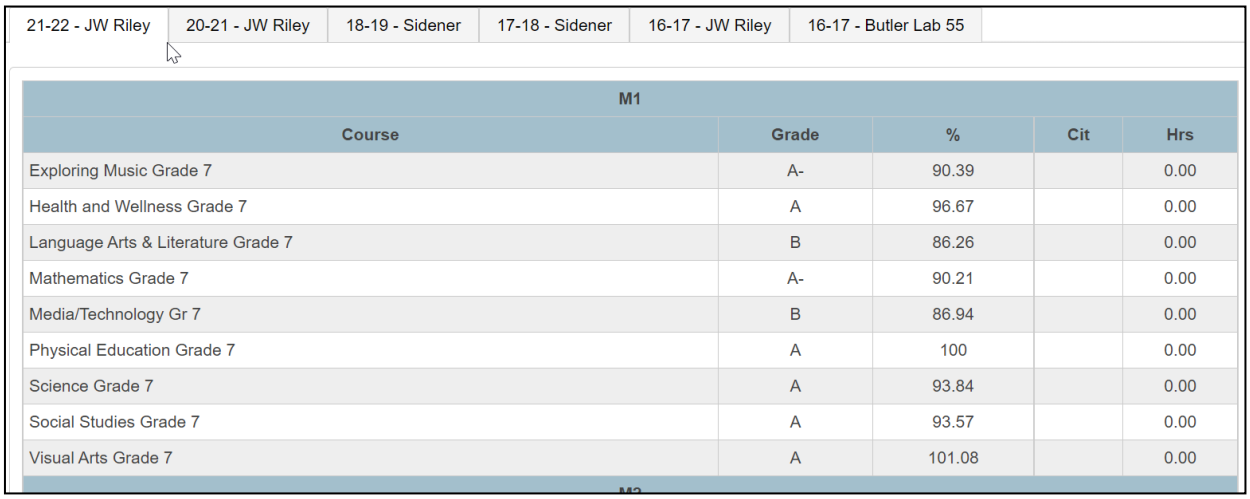


Dates of all tardies for Attendance Exp. AT(M-F) (Z94000.230) for Q1:

1. AT(M) - 08/15/2022 - T
2. AT(M) - 09/26/2022 - T
3. AT(M) - 10/03/2022 - T

Grades History

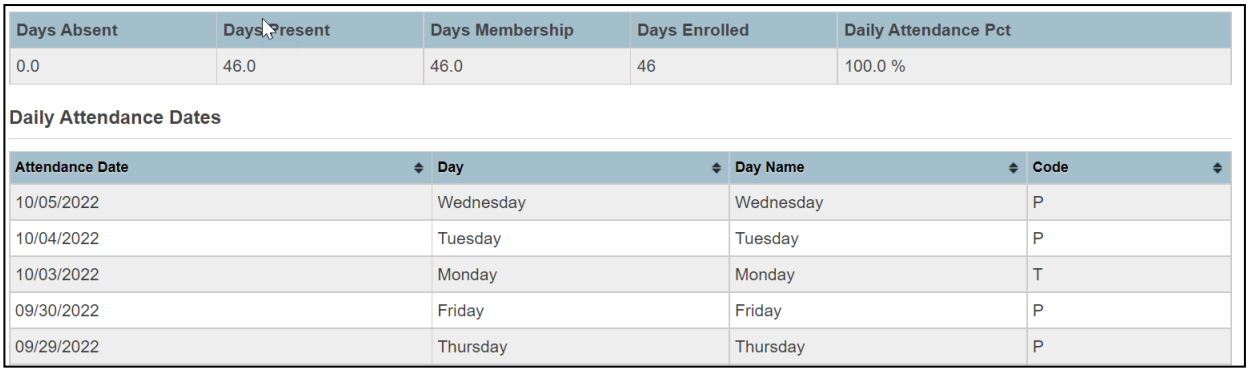
Use this page to view quarter and semester grades for the student for any year and term



M1				
Course	Grade	%	Cit	Hrs
Exploring Music Grade 7	A-	90.39		0.00
Health and Wellness Grade 7	A	96.67		0.00
Language Arts & Literature Grade 7	B	86.26		0.00
Mathematics Grade 7	A-	90.21		0.00
Media/Technology Gr 7	B	86.94		0.00
Physical Education Grade 7	A	100		0.00
Science Grade 7	A	93.84		0.00
Social Studies Grade 7	A	93.57		0.00
Visual Arts Grade 7	A	101.08		0.00

Attendance History

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



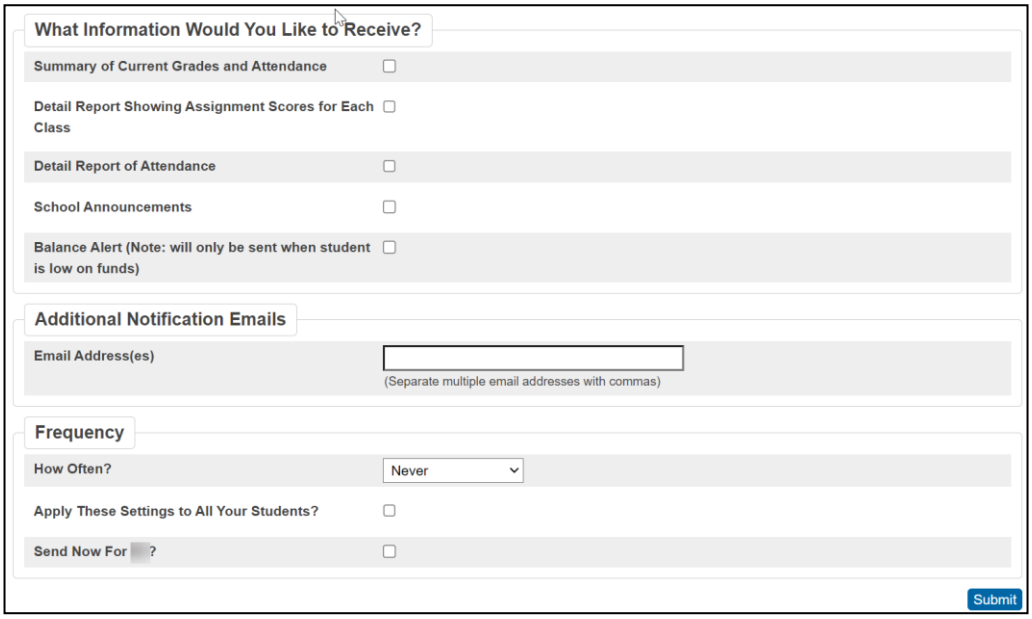
Days Absent	Days Present	Days Membership	Days Enrolled	Daily Attendance Pct
0.0	46.0	46.0	46	100.0 %

Daily Attendance Dates

Attendance Date	Day	Day Name	Code
10/05/2022	Wednesday	Wednesday	P
10/04/2022	Tuesday	Tuesday	P
10/03/2022	Monday	Monday	T
09/30/2022	Friday	Friday	P
09/29/2022	Thursday	Thursday	P

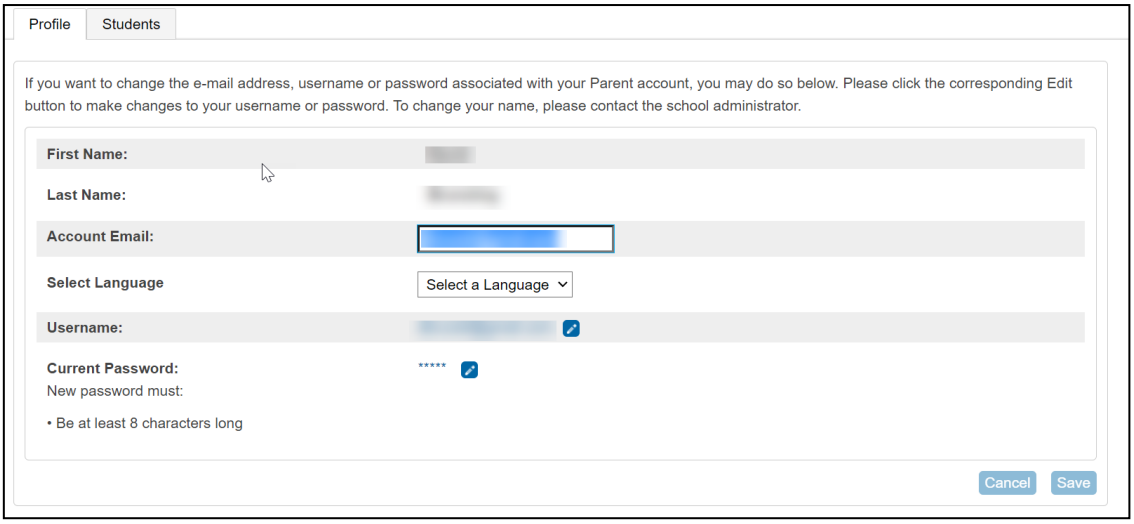
Email Notifications

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



Account Preferences

Use this page to change account login information and add/delete student associations. To add additional students to this account you will need to know the students access ID and access password. Edit username and password by clicking on the icon



Quit PowerSchool Parent Portal

When finished working in PowerSchool Parent Portal, it is important to log out of the application. You can log out of PowerSchool Parent Portal from any page in the application.

To log out, click Sign Out on the upper right corner of the screen.

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