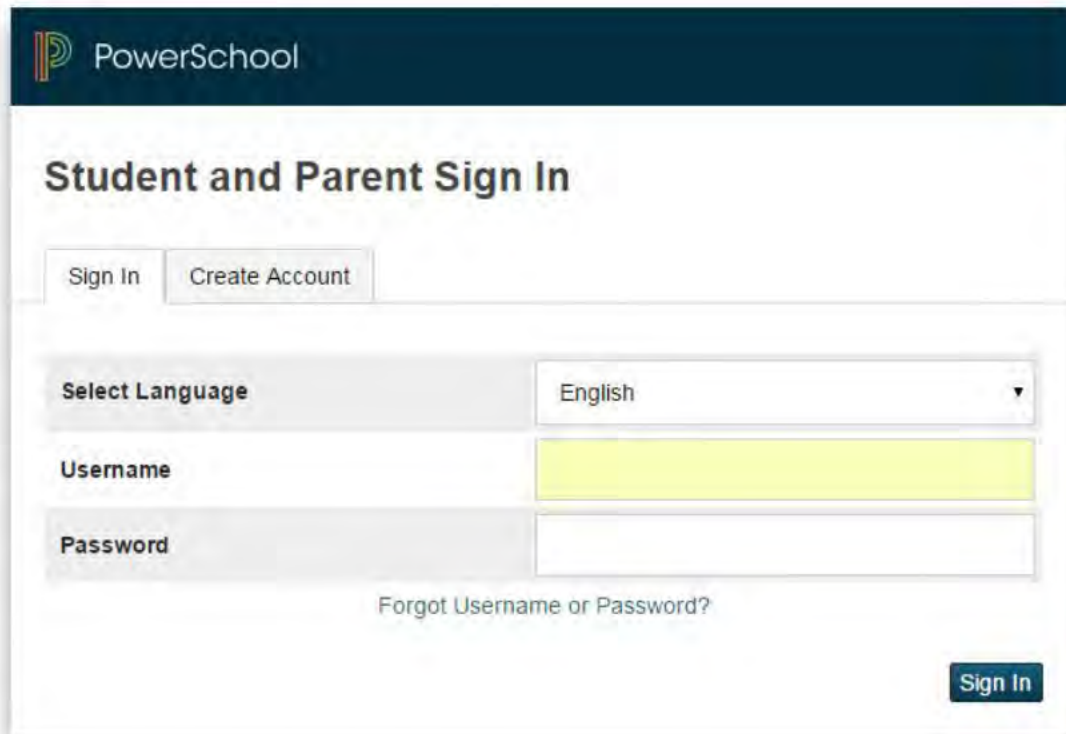


Parent Portal

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/>.

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". Below these are three input fields: "Select Language" (a dropdown menu set to "English"), "Username" (a text field with a yellow background), and "Password" (a text field). Below the password field is a link "Forgot Username or Password?". At the bottom right is a dark blue "Sign In" button.

PowerSchool

Student and Parent Sign In

Sign In Create Account

Select Language English

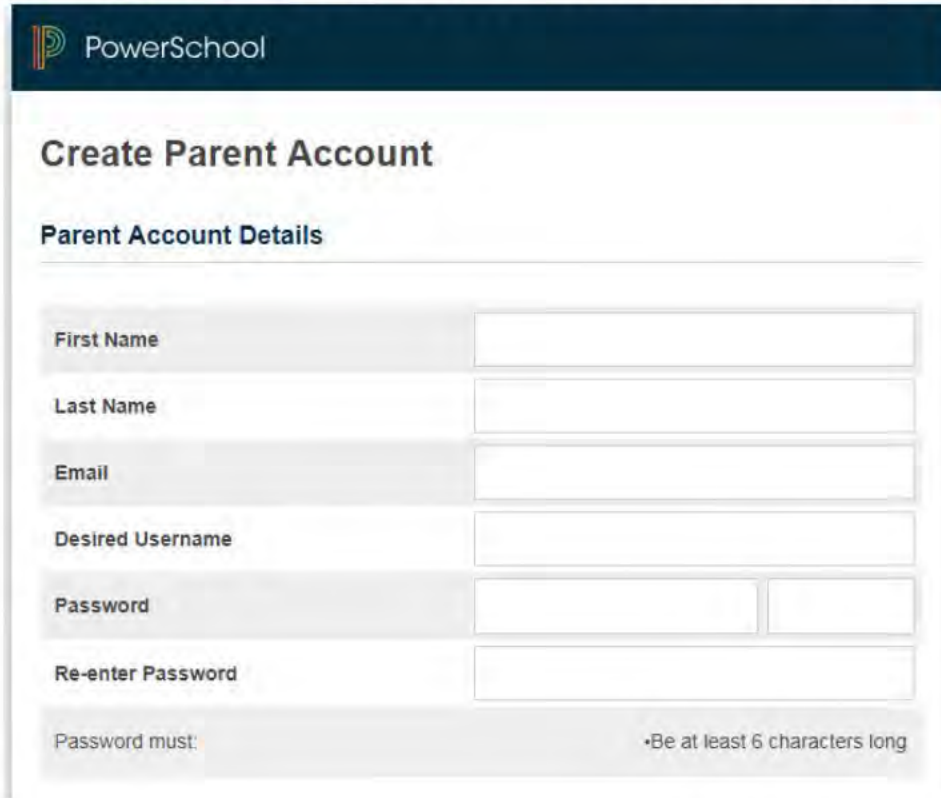
Username

Password

[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: 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: '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"/>

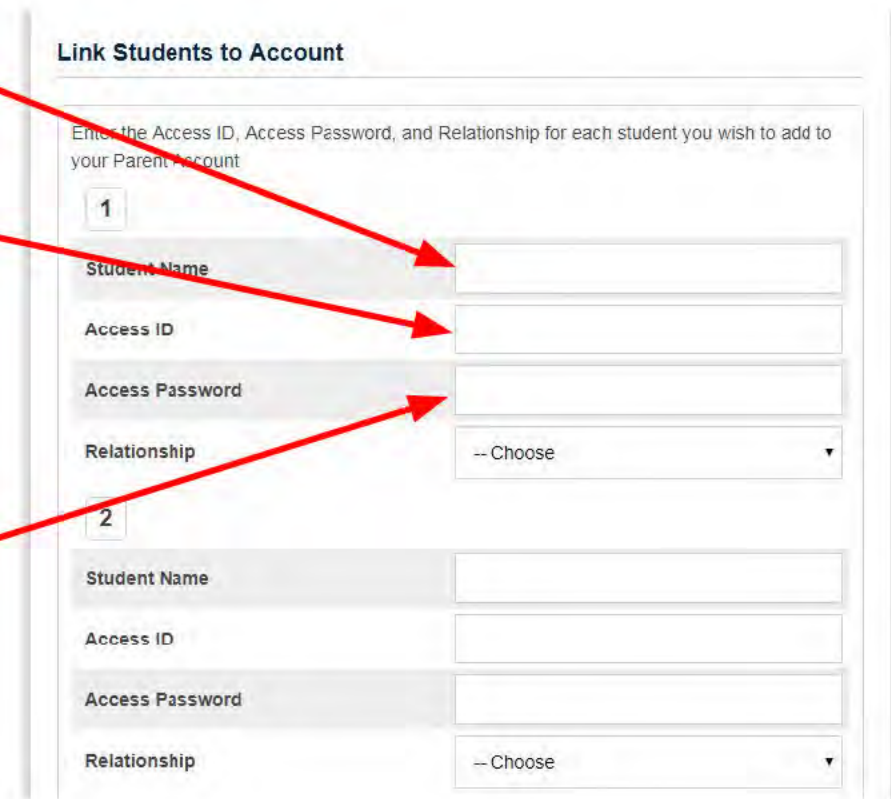
Password must: •Be at least 6 characters long

- 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 ▾

The image shows a web form titled "Link Students to Account". It contains two sections for adding students. Each section has a small box with a number (1 and 2) and four input fields: "Student Name", "Access ID", "Access Password", and "Relationship". The "Relationship" field is a dropdown menu with "-- Choose" and a downward arrow. Red arrows originate from the text on the left and point to the "Student Name", "Access ID", and "Access Password" fields of both student entries.





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

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.”

Add Student ✕

Student Access Information

Student Name

Access ID

Access Password

Relationship

Cancel **OK**

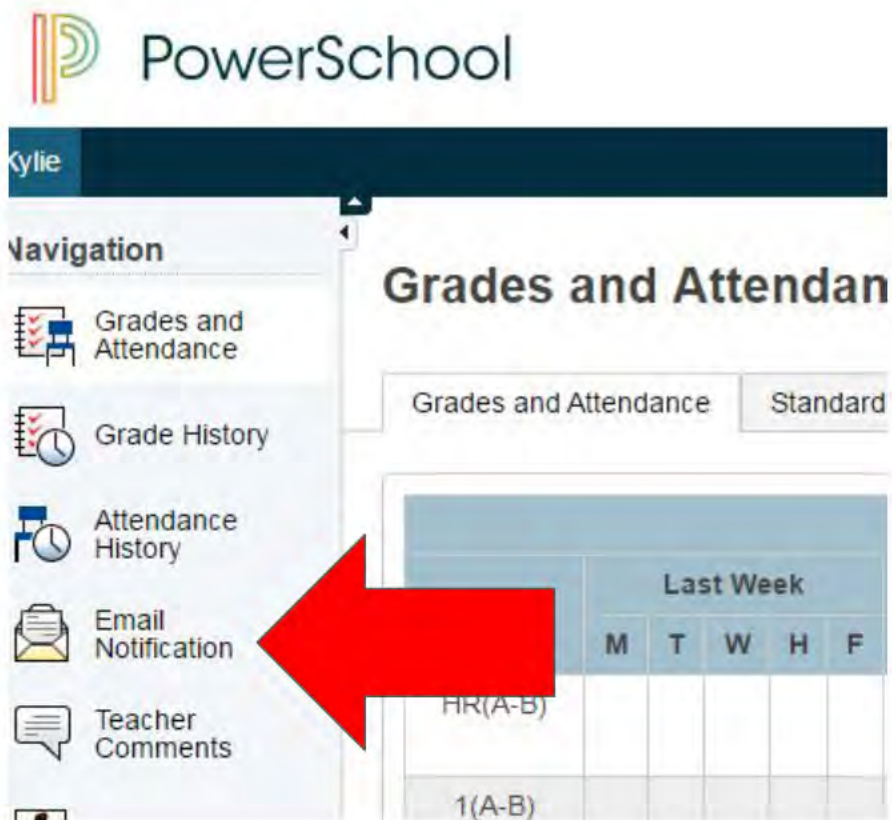
Complete this information and the child should be added to your Parent Portal account (see previous slide for explanation of needed information).

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.












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' 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.

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 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

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



Paying Fees

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

The screenshot shows the top navigation bar of the Richland School District Two Fee Site. On the left is the district logo. On the right, there is a shopping cart icon with a red exclamation mark, a 'CART \$0.00' label, and buttons for 'View Cart' and 'Checkout'. A '>> Log Off' link is also present. Below the navigation bar is a 'Summary' tab with a dropdown menu. A red arrow points from the text 'Click on student tab for line item list of fee charges.' to this dropdown menu. Below the 'Summary' tab, the page content begins with the heading 'SUMMARY' and the instruction: 'Click on each student's tab to review their fees. Then click on View Cart to make a payment.' At the bottom, a table header is visible with columns for 'Student ID', 'Name', 'Grade', 'School', 'Dues', and '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.

Add Lunch Money to Account

RICHLAND SCHOOL DISTRICT TWO

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.

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.

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
mmalpartida@richland2.org