

PowerSchool User Guide for Parents

PALLISER REGIONAL SCHOOLS

PowerSchool User Guide for Parents

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Understanding PowerSchool Public (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

The PowerSchool Public 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

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 create your PowerSchool account and attach students to the account.

BUT -- before you can log into the PowerSchool Parent Portal, you will need to create your account and associate students to it. You should have received information from the school regarding how to obtain your student's **Access ID** and **Access Password**. You will need these to link your student(s) to your account.

NOTE: The Access ID and Access Password for your student should be protected. Only provide this information to individuals who need to monitor your student's progress.

Palliser Students will receive their own unique login credentials for the PowerSchool Student Portal.

If you have forgotten your Username or Password, click the link and the “**Recover Account Sign In**” page will allow you to enter your information and your information will be sent by email to you.

The screenshot shows the PowerSchool interface for recovering account information. At the top is the PowerSchool logo. Below it is the heading "Recover Account Sign In Information". There are two tabs: "Forgot Password?" (which is selected) and "Forgot Username?". Below the tabs is a message: "Parents, to recover your password, provide the information below. Students need to contact the school directly." There are two input fields: "Parent Username" and "Parent Email Address". An "Enter" button is located at the bottom right of the form area. At the bottom of the page, there is a note: "If you are experiencing sign in issues, please contact your school for assistance. For security reasons, PowerSchool is unable to assist with sign in, password, or other accessibility-related issues."

The screenshot shows the PowerSchool interface for recovering account information. At the top is the PowerSchool logo. Below it is the heading "Recover Account Sign In Information". There are two tabs: "Forgot Password?" and "Forgot Username?" (which is selected). Below the tabs is a message: "Parents, to recover your username, provide the information below. Students need to contact the school directly." There is one input field: "Parent Email Address". An "Enter" button is located at the bottom right of the form area. At the bottom of the page, there is a note: "If you are experiencing sign in issues, please contact your school for assistance. For security reasons, PowerSchool is unable to assist with sign in, password, or other accessibility-related issues."

STEP 2

Creating an account requires two steps:

1. Creating the Account
2. Linking your student(s) to the account

1. Enter Parent Account Details

Enter the Parent Account Details as shown in the screenshot. Enter a **unique** email address and a **unique** username for the account.

Follow the password rules to create a password.

2. Link Students to Account

You **must** know the student **Access ID** and **Access Password** to link them to the parent account. EACH student will have a unique Access ID and Access Password.

Up to 7 students can be linked to a parent account using this form. If you have additional students that require linking, contact the school office.

Once all information is entered correctly for all students, click the **Enter** button at the bottom of the screen.

PowerSchool

Create Parent Account

Parent Account Details

First Name	Edward
Last Name	Brown
Email	ebrown@gmail.com
Desired Username	ebrown
Password Strong
Re-enter Password

Password must: -Be at least 7 characters long -Contain at least one uppercase and one lowercase letter -Contain at least one letter and one number -Contain at least one special character

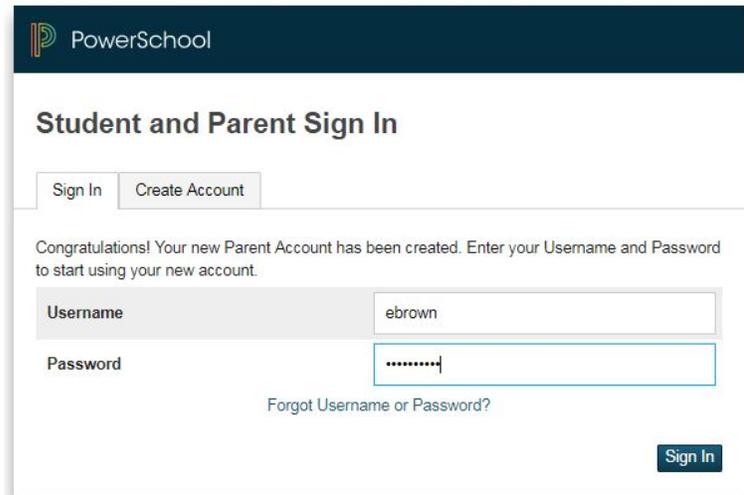
Link Students to Account

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

1	
Student Name	Charlie Brown
Access ID	123
Access Password
Relationship	Father

STEP 3

When your account is successfully created, the login page will be displayed. Use the username and password you setup above to log into the Public (Parent) Portal.



Using the Mobile App

The PowerSchool Public Portal mobile app is a free app available for both Apple (Apple Store) and Android (Google Play Store) devices.

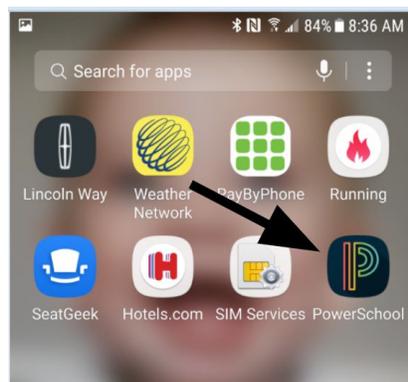
The interface on the mobile application looks slightly different than on the web browser due to the space constraint of the smaller device.

After downloading the mobile app, you will be asked to enter the **DISTRICT CODE** prior to entering your login credentials.

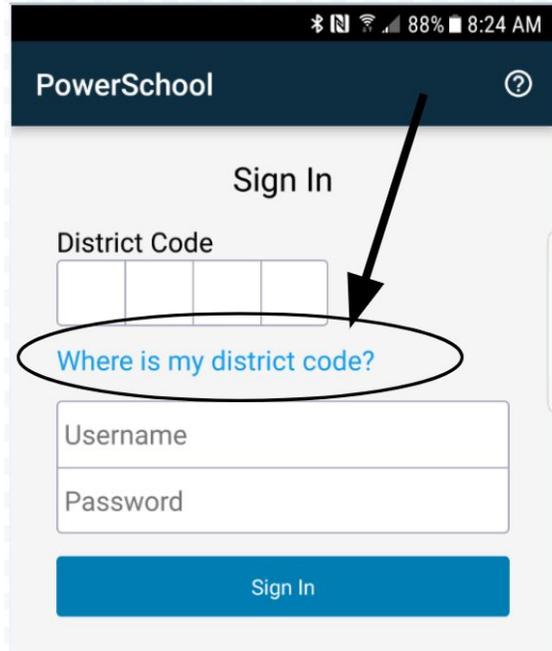
The District Code for Palliser is:

QRWW

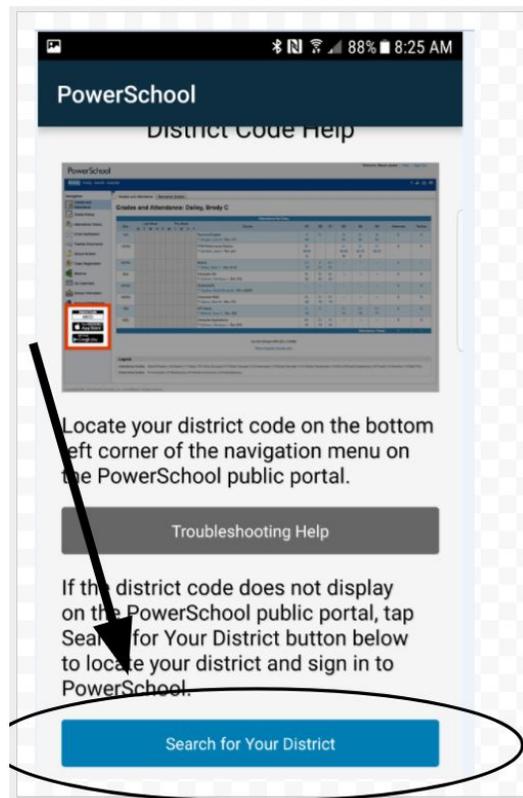
1. Once the app is downloaded to your device, click the PowerSchool icon



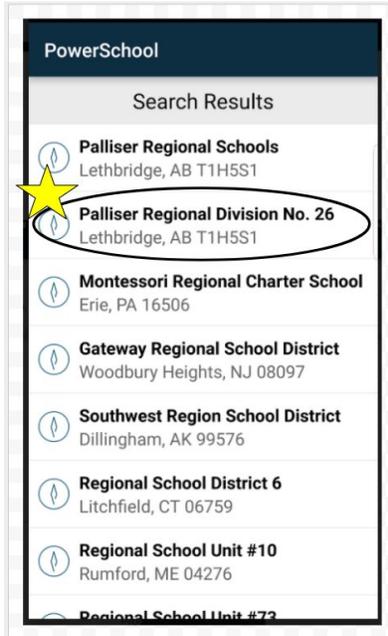
2. You can enter the District Code directly OR you can click the link that says **“Where is my district code?”**



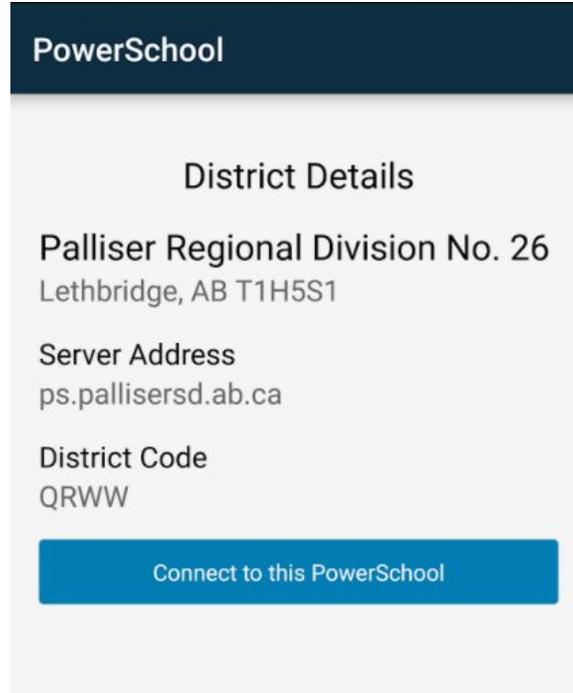
3. Click the link that says **“Search for Your District”**



4. You can type in “Palliser Regional Schools” into the search line. Choose the second entry listed: **Palliser Regional Division No. 26**.



5. You will get the District Details box, click **Connect to this PowerSchool**



6. The code will be inserted and you will now be able to enter your login credentials.

PowerSchool

Sign In

District Code

Q R W W ✓ ⚠

[Where is my district code?](#)

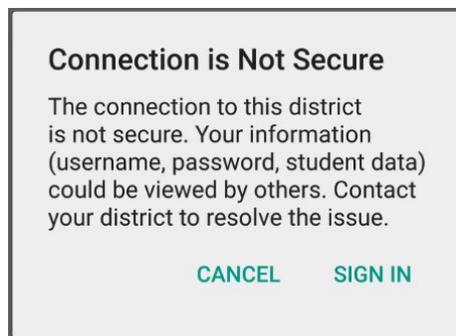
Username

Password

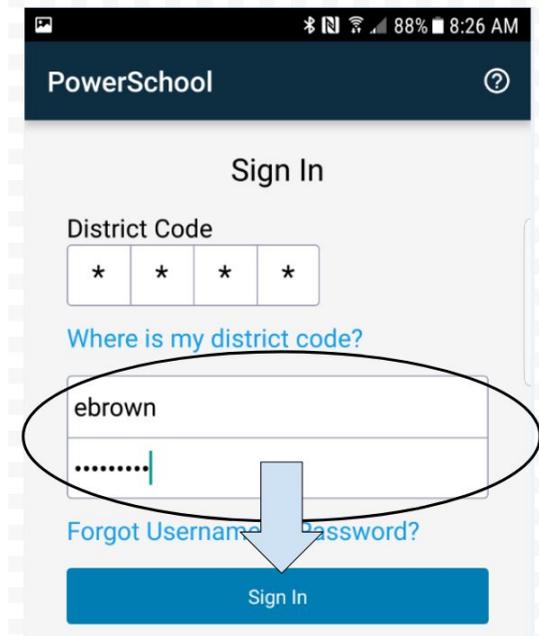
[Forgot Username or Password?](#)

Sign In

5. If you get a message announcing that the connection is not secure, please disregard. The connection to the URL **is** a secure connection.



6. You will be now be taken back to the login screen. Enter your username and password and click the **Sign In** button.

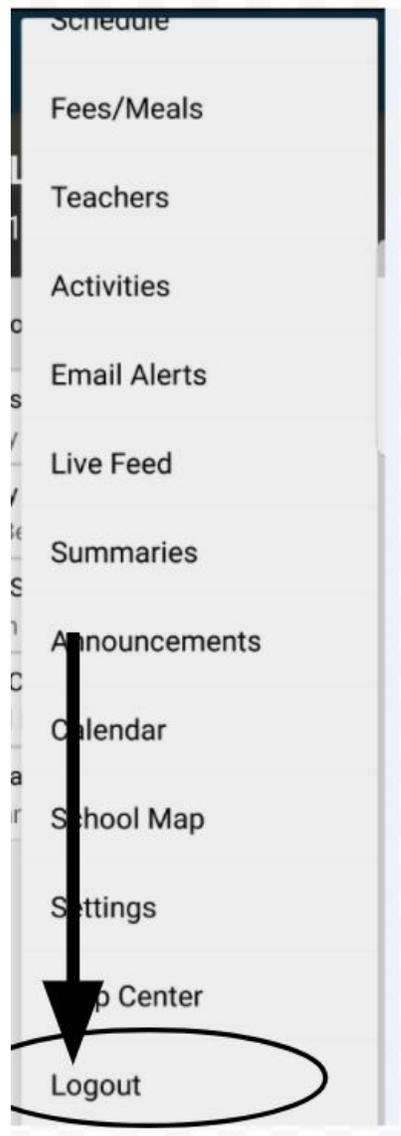


7. You will now be taken to your students' page. You will be able to toggle between students if multiple students are linked to your account.
8. When you are finished using the app, make sure to **Logout** to keep your child's information secure.

Click the three dots in the upper right corner of the *Dashboard* page (or any page in the app).



Then choose **Logout** at the bottom of the list that appears:



NOTE: *You will NOT be required to connect the the server again unless you uninstall the application from your mobile device. The next time you access the app on your device you will only need to enter your login credentials.*

Navigating the Public Portal

Read this section to understand the basics of working with the navigation menu. You do not need to complete the activities in any particular order, but you should be familiar with all of them. Remember, if you have more than one student associated to your parent account, use the student tabs that appear in the navigation bar to select the student for which you want to view information.

NOTE: All the information below is also available in the **Help** menu which is located by clicking the help link near the top of the window.

Grades and Attendance

The Grades and Attendance page displays comprehensive information about a student's grades and attendance for the current term. The legend at the bottom of the page displays the attendance and citizenship codes and their meanings. Note: If a room has been defined for a section, the room number appears next to the teacher's name.

Reporting term grades will be displayed once the final grade for the reporting term has been entered by the teacher and submitted to the portal via the school office.

Once reporting term grades have been submitted and if the teacher is using the PowerTeacher Pro Gradebook application, parents will be able to click on the grade in the term column to display the assignment details.

Grades and Attendance screen:

Exp	Last Week					This Week					Course	R1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F				
P1(1-2,4) P2(2) P3(3,5)											Physics 20 Email Thompson, Jeremy - Rm: 215	0	0	0
P1(3,5) P2(1,3-4) P5(1)											Biology 20 Email Bergsma, Brian - Rm: 213	BB	0	0
P2(5) P3(1-2) P4(2-4)											Social Studies 20-1 Email Barwegen, Katelyn - Rm: 107	100	1	0
P3(4) P4(1) P5(3)											Green Certificate Email Loman, Sherryl		0	0
P4(5) P5(2,4)											Physical Education 20 - 3 CREDIT Email VandeGriend, Jan - Rm: Gym	100	0	0

Class Score Detail screen:

Course	Teacher	Expression	Final Grade ¹
Biology 20	Bergsma, Brian	P1(3,5) P2(1,3-4) P5(1)	88%

Teacher Comments:

Section Description:

Assignments

Due Date	Category	Assignment	Flags	Score	%	
10/04/2017	Unit 4 Assignments	Chapter 8 Notes Assignments		10/10	100	
10/04/2017	Unit 4 Quiz	Digestion Quiz		9.5/10	95	
10/04/2017	Unit 4 Assignments	The Magical story of Digestion		9.2/10	92	
09/22/2017	Unit 3 Exam	Unit C Exam		8/10	80	
09/21/2017	Unit 3 Assignments	Unit C Homework Check		10/10	100	
09/20/2017	Unit 3 Quiz	Cellular Respiration Quiz		9.7/10	97	
09/13/2017	Unit 3 Quiz	Photosynthesis Quiz		9.4/10	94	

Users are able to send email to a teacher right from this screen by clicking on the link that shows "Email <teacher name>"

Exp	Last Week							This Week							Course	R1	Absences	Tardies	
	M	T	W	H	F	S	S	M	T	W	H	F	S	S					
P1(1-2,4) P2(2) P3(3,5)																Physics 20 Email Thompson, Jeremy - Rm: 215	0	0	0
P1(3,5) P2(1,3-4) P5(1)																Biology 20 Email Bergsma, Brian - Rm: 213	88	0	0
P2(5) P3(1-2) P4(2-4)																Social Studies 20-1 Email Barwiegen, Katelyn - Rm: 107	100	1	0
P3(4) P4(1) P5(3)																Green Certificate Email Loman, Sheryl		0	0
P4(5) P5(2,4)																Physical Education 20 - 3 CREDIT Email VandeGriend, Jon - Rm: Gym	100	0	0

Absences

Click a number in the Absences or Tardies column to view the absences/tardies for the selected class during this term. The Dates of Attendance page displays all absences for that class.

Dates of Attendance: Brown, Charlie

Dates of all absences for Social Studies 20-1 Exp. P2(5) P3(1-2) P4(2-4) (SST27715.11) for S1:	
1.	P3(1) - 09/11/2017 - EA

Legend

Attendance Codes: Blank=Present | A=Absent | EA=Excused Absence | L=Tardy | LE=Leave Early | D=Discipline | SA=School Absence |
Citizenship Codes: C=Consistently Demonstrates | S=Sometimes Demonstrates | I=Infrequently Demonstrates |

Grades History

Use this page to view term grades for the selected student. The course, letter grade, percentage points, citizenship grade, and credit hours are noted for each term.

Note: To view the student's graduation plan progress or to select post-secondary plans, click View Graduation Progress. Graduation Progress will not be available unless this has been set up at the school level.

Attendance History

The Attendance History page displays information about a student's attendance record for the current term. The legend at the bottom of the page displays the attendance codes and their meanings.

Email Notifications

The Email Notifications page provides you with the ability to manage your parent account email preferences, including what information you would like to receive, how often you would like to receive the information, and any additional email addresses that you would like the information sent to.

Email preferences may be applied to a single student or all students associated to your parent account.

Email Address Display only of the email address associated to your parent account. The selected information, as well as account recovery notices and account changes confirmations will be sent automatically to this email address.

Note: To change your email address, see How to Change Your Account Preferences in the Help file in the portal.

Additional Email Addresses

Enter additional email addresses that you want the selected information to be sent to. Separate multiple addresses with commas.

Teacher Comments

The Teacher Comments page displays any comment that a teacher has entered regarding a student, such as a student's achievement or behavior.

Note: Additional teacher comments may be found on the Grades and Attendance page and Grades History page.

Note: If the column is blank, there are no teacher comments.

School Bulletins

The School Bulletin page serves as your school's message board whereby your school can post a variety of information for you to view.

Note: If you are not able to access this page, School Bulletins may not be enabled. Contact your school for information.

Class Registration

Using the Class Registration page in PowerSchool Student and Parent portal, students and their parents can manage their course requests.

Balances

The Transactions page displays a student's lunch balance and fee transaction information for the current term. Note: If you are not able to access this page, Balances may not be enabled. Contact your school for information.

My Schedule

There are two ways to display a student's schedule.

The Week View displays the student's schedule for the current week.

The Matrix View displays the student's schedule for the selected term in a graphical format. The schedule matrix view displays the student's schedule for each period and day in each term. Identical colors on the schedule indicate the same course. A blank block means that nothing is scheduled for that block in that term. Each block can include the following information, depending on the matrix display preferences: course name, course number, section number, teacher name, room number, expression (the combination of periods and days), and year term.

School Information

The School Information page displays the physical address and contact information for the school.

Account Preferences

The Account Preferences page provides you with the ability to manage your parent account information, including your name, user name, password, and email address. In addition, you can add any and all students for whom you have legal and parental rights to your account in order to view their information by way of your account.

Note: To edit or remove a student associated to your account, contact your school.

Graduation Progress

If enabled by your school, the Graduation Progress page displays the student's four-year graduation plan, any postsecondary plans, and the progress of each of those plans.

Quit the PowerSchool Student and Parent Portal

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

Note: If you are not actively working in the PowerSchool Student and Parent portal, your session may time out. If so, you need to sign in again.