

Powerschool Parent Portal User Guide

Introduction

Welcome to PowerSchool! PowerSchool helps your school access and maintain student and schedule information. PowerSchool uses the Internet to facilitate student information management and communication among school administrators, teachers, parents, and students.

PowerSchool Parent Portal is a tool that is integrated into the PowerSchool Student Information System that is specifically developed for parents and students.

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. Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can use their gradebook to make decisions on what information they want to share with parents and students.

Get Started

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

Sign In to PowerSchool Parent Portal

Before you can sign in to PowerSchool Parent Portal, you will need your school's PowerSchool Parent Portal URL (<http://www3.alleghany.k12.va.us>), your username, and your password. If you do not have this information or have questions, contact your school.

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

How to Sign In to PowerSchool Parent Portal

1. Open your Web browser to your school's PowerSchool Parent Portal URL. The Parent Sign In page appears.
2. Use the following table to enter information in the Parent Sign In fields:

Field	Description
Username	Enter your username.
Password	Enter your password. The characters appear as asterisks (*) to ensure greater security when you sign in.

3. Click **Sign In**. The start page appears.
 - If you have exceeded the number of sign in attempts allowed, you may become locked out of PowerSchool. If so, contact your school.

PowerSchool Parent Portal Start Page

When you sign 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 start page consists of the following main areas:

- **Header**
- **Navigation menu**

Header

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

Field	Description
PowerSchool	Click to return to the start page from anywhere within the application.
Welcome, [Your Name]	<p>The first and last name of the person signed in. Your name should appear. If it does not, contact your school's PowerSchool administrator.</p> <p>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.</p>
Help	Click to access the PowerSchool Parent Portal online help. Assistance is just a click away!
Sign Out	Click to sign out of PowerSchool Parent Portal. For more information, see <i>Quit PowerSchool Parent Portal</i> .

Navigation Menu

The navigation menu serves as the central point from which to navigate the pages of the PowerSchool Parent Portal. The navigation menu includes the following links:

Field	Description
Grades and Attendance	Click to view student grades and attendance for the current term.
Grades History	Click to view student grades for the previous term.
Attendance History	Click to view attendance history for the current term.
Email Notification	Click to set the e-mail notifications you can receive on a regular basis.
Teacher Comments	Click to view any teacher comments.
School Bulletin	Click to view the current school bulletin. Note: This icon only appears if School Bulletin is enabled.
Class Registration	Click to register for classes and view course requests.
My Calendars	Click to subscribe to specific homework and event calendars.

Work with the Navigation Menu

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.

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.

How to View Grades and Attendance

1. On the start page, click the **Grades and Attendance** from the navigation menu. The Grades and Attendance page appears.
2. Do one or more of the following:
 - To view attendance data for dropped classes, click **Show dropped classes also**.
 - 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.

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

Note: Icons indicate the status of assignments. For more information, see the icon legend at the bottom of the page.

- 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.
- 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.
- To view total absences or tardies for the semester or for the year-to-date, click a number in the Absences or Tardies column in the Attendance by Day section. Depending on your selection, the Dates of Attendance page displays the total absences or tardies for the semester or for the year-to-date.
- Use the browser **Back** button to return to the Grades and Attendance page.

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 start page, click **Grades History** from the navigation menu.
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

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.

How to View Attendance History

On the start page, click **Attendance History** from the navigation menu. The Attendance History page displays the student's attendance record for the current term.

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.

How to Set Up Email Notifications

1. On the start page, click **Email Notification** from the navigation menu. The Email Notifications: [Student Name] 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.

How often?	<p>Specify the rate at which you want to receive the selected information from the pop-up menu:</p> <ul style="list-style-type: none"> • Never • Weekly • Every Two Weeks • Monthly • Daily
Email Address	<p>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.</p>
Additional Email Addresses	<p>Enter additional email addresses that you want the selected information to be sent to. Separate multiple addresses with commas.</p>
Send now for [Student Name]?	<p>Select the checkbox to receive the selected information immediately.</p>

3. Click **Submit**. The Email Notifications: [Student Name] page appears. A confirmation message appears indicating the changes were saved.

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.

How to View Teacher Comments

1. On the start page, click **Teacher Comments** from the navigation menu. The Teacher Comments page appears.
2. Use the following table to view teacher comments:

Field	Description
Reporting Term	By default, the student's schedule for the current term appears. Use the pop-up menu to select a different term.
Expression	The period and day combination of the course.
Course Number	The number used to identify the course.
Course	The name of the course.
Teacher	The name of the teacher teaching the course. Click to send an email to the teacher. Note: To use the e-mail 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 e-mail messages.
Comment	Comment entered by teacher. Note: If the column is blank, there are no teacher comments.
Show dropped classes	Click to view currently enrolled classes and dropped classes.
Show only current classes	Click to view only currently enrolled classes.

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.

How to View School Bulletins

1. On the start page, click **School Bulletin** from the navigation menu. The View School Bulletin pop-up appears.
2. Click the **Calendar** icon to select a date to view the bulletin for that day. On the calendar, dates that are shaded blue have a daily bulletin associated to them, the current date displays a black border, and the selected date has no shading. Use the arrow buttons to navigate to a different month.
3. When done viewing, click the **x** in the upper right hand corner to close the View School Bulletin pop-up.

My Calendars

My Calendars is a tool to help parents and students stay on top of daily events and better manage their time. My Calendars operates in conjunction with iCalendar, a personal desktop calendar application, whereby you can subscribe to and receive information about class assignments, assignment scores, final grades, and school events.

Note: In order to use My Calendars, you must first have installed a personal desktop calendar application on your computer that supports the iCalendar standard, such as iCal for Macintosh, Windows Calendar for Windows Vista or Microsoft Outlook.

How to Subscribe to Class Assignments Calendar

Note: This information is based on iCal for Macintosh. Step may vary depending on operating system and personal desktop calendar application.

1. On the start page, click **My Calendars** from the navigation menu. The My Calendars page appears.
2. Click **Subscribe** in the Class Assignments Only column to receive the class assignments calendar. The iCal application opens, and the **Subscribe to** field automatically displays the calendar URL.
3. Click **Subscribe**. The Subscribing to <calendar name> page appears.
4. Use the following table to enter information in the applicable fields:

Field	Description
Name	By default, the system automatically populates this field with the class name.
Description	By default, the system automatically populates this field with the class description.
Subscribe to	By default, the system automatically populates this field with the URL of your personal desktop calendar application.
Remove	By default, these checkboxes are selected and this information is not copied to your personal desktop calendar application. Deselect the To Do Items checkbox to enable the To Do List, which displays student homework assignments. Note: Alarms and Attachments do not apply to My Calendars.
Last updated	The date and time the calendar you are subscribing to was updated.
Auto-refresh	Choose the refresh timeframe. It is recommended that you either select daily or weekly. By choosing a refresh timeframe, you will receive updated data, such as new homework assignments, grades, or school events, for the selected calendar.

5. Click **OK**.

How to Subscribe to Class Assignments Calendar With My Scores and Final Grades

1. On the start page, click **My Calendars** from the navigation menu. The My Calendars page appears.
2. Click **Subscribe** in the **Class Assignments With My Scores and Final Grades** column. The iCal application opens, and the **Subscribe to** field automatically displays the calendar URL.
3. Click **Subscribe**. The Authentication page appears.
4. Enter your PowerSchool Parent Portal username and password.
5. Click **OK**. The **Subscribe to <calendar name>** page appears.
6. Enter information as needed. For field descriptions, see *How to Subscribe to Class Assignments Calendar*.
7. Click **OK**.

How to Subscribe to School Events Calendar

1. On the start page, click **My Calendars** from the navigation menu. The My Calendars page appears.
2. Click **Subscribe** in the Class Assignments Only column to receive the class assignments calendar. The iCal application opens, and the **Subscribe to** field automatically displays the calendar URL.
3. Click **Subscribe**. The **Subscribing to <calendar name>** page appears.
4. Enter information as needed. For field descriptions, see *How to Subscribe to Class Assignments Calendar*.
5. Click **OK**.

How to View My Calendars in iCal

Each of the calendars you subscribe to appear in the **Calendars** section of iCal. Note the colored checkbox next to each calendar. If the checkbox next to a calendar is selected, the information contained within that calendar displays within the calendar view as the color of the checkbox.

To view information about an item in the calendar view, click the item and information about the item appears in the Info drawer. If you have subscribed to any of the homework calendars, outstanding assignments appear as items on your student's **To Do by Priority** list. Click any of the items to view information about that item in the Info drawer.

Quit PowerSchool Parent Portal

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

Sign Out of PowerSchool Parent Portal

You can sign 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 **sign in** again.

How to Sign Out of PowerSchool Parent Portal

Click **Sign Out** in the header. The Sign In page appears. You must enter your username and password again to redisplay the start page.

