

PowerSchool

Parent User Guide

For

Cincinnati Public Schools



<http://powerschool.cps-k12.org>

PowerSchool Student Information System

Released August 2011

Document Owner: Documentation Services

This edition applies to Release 7.0.1 of the [product name] software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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Preface

Use this guide to assist you while navigating the PowerSchool Parent Portal. This guide is based on the PowerSchool Parent Portal online help, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference.

The PowerSchool Parent Portal online help is updated as PowerSchool is updated. Not all versions of the PowerSchool Parent Portal online help are available in a printable guide. For the most up-to-date information, click **Help** on any page in the PowerSchool Parent Portal.

Referenced Sections

This guide is based on the PowerSchool Parent Portal online help, and may include references to sections that are not contained within the guide. See the PowerSchool Parent Portal online help for the referenced section.

Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

Navigation

This guide uses the > symbol to move down a menu path. If instructed to “Click **File** > **New** > **Window**,” begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

Notes

It is easy to identify notes because they are prefaced by the text “**Note:**.”

Introduction

Welcome to PowerSchool! PowerSchool helps your school access and maintain student, staff, and schedule information. PowerSchool is a database application that runs on a server, which is the center of your student information system. 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 (SIS) 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, lunch menus 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

To log in to PowerSchool Parent Portal, visit <http://powerschool.cps-k12.org>. You will need your username, and your password. If you do not have this information or have questions, contact the Help Desk at 363-0390 or helpdesk@cps-k12.org

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 <http://powerschool.cps-k12.org>. The Parent Sign In page appears.

Use the following table to enter information in the Parent Sign In fields:

Field	Description
Select Language	Choose the language in which you want to view the PowerSchool Parent Portal from the pop-up menu. Note: If no more than one locale is configured, the pop-up menu does not appear.
Username	Enter your username.
Password	Enter your password. The characters appear as asterisks (*) to ensure greater security when you sign in. If you have forgotten your username or password, you can click Having trouble signing in? For more information, see <i>How to</i>

	<i>Recover Your Username or How to Recover Your Password.</i>
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3. Click **Sign In**. The start page appears. For more information, see *PowerSchool Parent Portal Start Page*.

How to Reset Your Password

Currently, you must contact the Help Desk at 363-0390 or helpdesk@cps-k12.org

How to Recover Your Password

If you have forgotten your PowerSchool Parent Portal password, you will be unable to sign into the PowerSchool Parent Portal. Currently, you must contact the Help Desk at 363-0390 or helpdesk@cps-k12.org

How to Recover Your Username

Currently, you must contact the Help Desk at 363-0390 or helpdesk@cps-k12.org

How to Create a Parent Account

Currently, you must contact the Help Desk at 363-0390 or helpdesk@cps-k12.org

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 toolbar

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 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:

Field	Description
[Student Tabs]	<p>The first names of the students 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 display information for the selected student. For more information, see <i>Account Preferences</i>.</p> <p>If you click the name of a student and the message "Student information is not available at this time." appears, contact your school's PowerSchool administrator.</p> <p>Note: These tabs only appear if parent single sign-on security is enabled. For more information, see <i>Parent Access Management</i>.</p>
[Download Icon]	Click to download an export file containing student data similar

Field	Description
	<p>to the printable view data. This data file is intended to help facilitate upload into other products, including Pearson's Alleyoop. Alleyoop is a social guidance network for college-bound teens. Alleyoop helps teens and their parents explore future college and career goals, set short-term grade goals, and get the coaching they need to get ready for success in college and beyond. For more information, see the Alleyoop Web site.</p> <p>Note: The icon only appears when the Grades and Attendance tab is selected.</p>
[Printer Icon]	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 and school district for that student.

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. For more information, see <i>Grades and Attendance</i> .
Grades History	Click to view student grades for the previous term. For more information, see <i>Grades History</i> .
Attendance History	Click to view attendance history for the current term. For more information, see <i>Attendance History</i> .
Email Alert/Phone Change	Click to set the e-mail notifications you can receive on a regular basis. Also click to submit changes to phone numbers to the school office. For more information, see <i>Email Notifications</i> .
School Bulletin	Click to view the current school bulletin. For more information, see <i>School Bulletins</i> . Note: This icon only appears if School Bulletin is enabled.
Class Registration	Click to register for classes and view course requests. For more information, see <i>Class Registration</i> .
Balance	Click to view the current fee transactions. For more information, see <i>Balances</i> .
Bus Info	Click to view information about bus stops and route information.

Graduation Progress	Check graduation requirements and progress toward meeting
Demographics	Click to view the contact information currently on file.
Honor Roll	The terms the student made honor roll listing
Test Scores	Test scores history for Ohio Achievement Test, Ohio Graduation Test, SAT, ACT, PSAT, and PLAN.
Discipline Log	Discipline incidents (only office referrals are listed).
Access Log	Dates, times and durations of parents and students logging into PowerSchool
Standards	Click to view list of Ohio standards for student's grade level.
Student Dashboard	Link to the Student Dashboard, showing strengths and weaknesses on the state tests and district assessments, including Ohio standards and ways to improve on weaknesses.
School Information	Click to view school address, principal contact information, term schedule, and a link to the school Dashboard.
My Calendars	Click to subscribe to specific homework and event calendars. For more information, see <i>My Calendars</i> .

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.

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. For more information, see *Account Preferences*.

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.

Standards Grades

The Standards Grades page displays information about a student's standards grades and comments for the current term. By default, only classes currently in progress appear.

How to View Standards Grades

1. On the start page, click the **Grades and Attendance** from the navigation menu. The Grades and Attendance page appears.
2. Click the **Standards Grades** tab. The Standards Grades page appears.
 1.
 - Click **Show Completed Classes** to view standards grades for completed classes.
 - Click **Hide Completed Classes** to view only the classes for the current term.
 - If a score appears as a link, click to view score comments.
 - Click the name of the standard to view the following details:
 - Teacher
 - Course
 - Standard Name

- Gradescale
- Gradescale Description
- Gradescale Details

Grades History

Use this page to view quarter and semester grades for the student for the current term.

Note: To view the student's graduation plan progress or to select post-secondary plans, click **View Graduation Progress**. For more information, see *Graduation Progress*.

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: <ul style="list-style-type: none"> • Summary of current grades and attendance • Detail report showing assignment scores for each class • Detail report of attendance • School announcements • Balance Alert
How often?	Specify the rate at which you want to receive the selected information from the pop-up menu: <ul style="list-style-type: none"> • Never • Weekly • Every Two Weeks • Monthly • Daily
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 <i>How to Change Your Account Preferences</i> .
Additional Email Addresses	Enter additional email addresses that you want the selected information to be sent to. Separate multiple addresses with commas.
Apply these settings to all your students?	Select the checkbox to apply the email preferences to all students associated to your parent account.
Send now for [Student Name]?	Select the checkbox to receive the selected information immediately.

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

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.

Class Registration

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

Register for Classes

Use the following procedure to request classes for the next year.

How to Register for Classes

Use the following procedure to request classes for the next year.

1. On the start page, click **Class Registration** from the navigation menu. The Class Registration page appears.
Note: A **Road** icon appears if a teacher has recommended the course. Click to view the recommending teacher. A **Note** icon appears if the course contains prerequisite notes. Click to view.
2. Click the **Pencil** icon to select courses from each area as instructed. The Course Request pop-up window appears.
3. Use the following table to enter information in the fields:
Note: Click column headings to sort in ascending order. Click again to sort in descending order.

Field	Description
[Course]	Select the checkbox for each course you want to request.

Course Name	The name of the course.
Number	The number used to identify the course.
Credits	The number of credits you receive for taking the course.
Prerequisite Notes	Descriptive text regarding academic requirements or authorizations that must be fulfilled prior to a enrollment in a course.
Alerts	Alert to indicate prerequisites have not been met, if any.

Click **Okay**. The Course Request pop-up window closes. A green checkmark appears in the area for which you selected courses.

Note: A red exclamation mark appears if courses need to be selected for an area.

4. Repeat Step 2 through Step 4 for each course request.
5. Click **Submit**. The [Scheduling Year] Course Requests page appears.

View Course Requests

Use the following procedure to view any existing course requests.

Note: To view the student's graduation plan progress or to select post-secondary plans, click **View Graduation Progress**. For more information, see *Graduation Progress*.

How to View Course Requests

1. On the start page, click **Class Registration** from the navigation menu. The Class Registration page appears.
2. Click **View course requests**. The [Scheduling Year] Course Requests page.

Balances

The Transactions page displays a student's fee 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.

How to View Balances

On the start page, click **Balances** from the navigation menu. The Transactions page appears. The Fee Transactions section displays the student's current fee balance and each transaction line item.

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.

Graduation Progress

The Graduation Progress page displays the student's four-year graduation plan, any post-secondary plans, and the progress of each of those plans. Progress is indicated by the use of a color-coded bar. Dark green indicates earned credits; light green indicates currently enrolled credits; and yellow indicates requested/planned credits. A green checkmark indicates that a requirement has been completely satisfied.

How to View Graduation Progress

Use this procedure to view course requirements and completion status.

1. On the main menu, do one of the following:
 - Click **Grades History**. The Grade History page appears.

- Click **Class Registration** and then **View future course requests**. The [Scheduling Year] Course Requests page.
2. Click **View Graduation Progress**. The Graduation Progress page displays the following information for each plan:
 - Subject Group
 - Earned
 - Enrolled
 - Requested
 - Required Progress
 3. Click the name of a Subject Group to additional information.
 4. Click **Close** when you are done viewing.

How to Select a Post-Secondary Plan

Use this procedure to select a post-secondary plan.

1. On the main menu, do one of the following:
 - Click **Grades History**. The Grade History page appears.
 - Click **Class Registration** and then **View future course requests**. The [Scheduling Year] Course Requests page.
2. Click **View Graduation Progress**. The Graduation Progress page appears.
3. Click **Select Post-Secondary Plans**. The Post-Secondary Plans Selection page appears.
4. In the first box, click the name of the post-secondary plan you want to select. The name appears in the second box.
5. Repeat Step 4 for each post-secondary plan you want to select.
6. Click **Submit**. The Graduation Progress page appears.

How to Remove a Post-Secondary Plan

Use this procedure to remove a post-secondary plans.

1. On the main menu, do one of the following:
 - Click **Grades History**. The Grade History page appears.
 - Click **Class Registration** and then **View future course requests**. The [Scheduling Year] Course Requests page.
2. Click **View Graduation Progress**. The Graduation Progress page appears.
3. Click **Select Post-Secondary Plans**. The Post-Secondary Plans Selection page appears.
4. In the box on the right, click the **Minus (-)** button next to the name of the post-secondary plan you want to delete. The post-secondary plan no longer appears.
5. Repeat Step 4 for each post-secondary plan you want to delete.
6. Click **Submit**. The Graduation Progress page appears.

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.