

PowerSchool User Guide
for Parents

NORTHERN LIGHTS 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. In previous versions of the application there was a separate login and password for each student requiring a parent to login in multiple times if they had more than one student attending at any school in Northern Lights Public Schools. The current version of PowerSchool includes a Parent Single Sign-On feature. 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

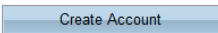

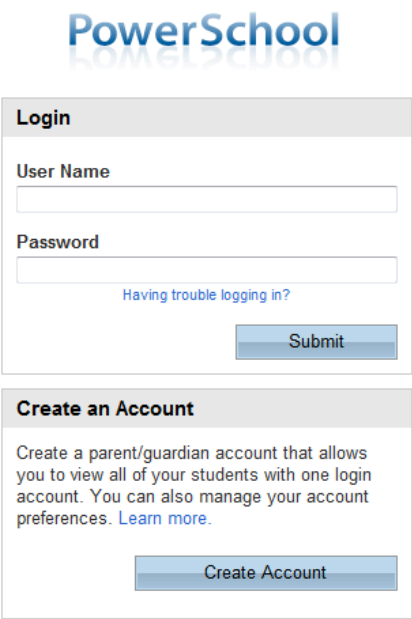
Let's Get Started

To get started, you must create your PowerSchool account and attach students.

Creating Your PowerSchool Parent Portal Account

Before you can log in to PowerSchool Parent Portal, you will need to create your account and associate students to it. You should have received a letter from your child's school with your child's Access ID and Access Password. These values are needed to attach a student to your account. If you do not have this information or have questions, contact your child's school or the Northern Lights Public Schools at 780-826-3145, ext 136.

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.*

PROCESS STEPS	SCREEN SHOTS
<p>Launch a web browser (Internet Explorer, Safari, FireFox, Chrome) and go to PowerSchool Parent Portal URL:</p> <ul style="list-style-type: none">• http://powerschool.nlsd.ab.ca/public/ (NO www at the beginning) <p>If this is your first time to this screen you must click </p> <p>to setup your account and get started.</p> <p>If you have already created an account enter your user name and password and click </p>	 <p>The screenshot shows the PowerSchool Parent Portal interface. At the top is the PowerSchool logo. Below it are two main sections: 'Login' and 'Create an Account'. The 'Login' section has fields for 'User Name' and 'Password', a 'Submit' button, and a link for 'Having trouble logging in?'. The 'Create an Account' section has a 'Create Account' button and a link for 'Learn more'. At the bottom of the screenshot is the Pearson logo and copyright information: 'Copyright© 2005 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.PearsonSchoolSystems.com'.</p>

Creating an account requires 2 steps: creating the actual account and linking student(s) to the account.

Create Account

Enter the following:

- First Name
- Last Name
- Unique Email account
- Unique login name
- Password

Link Students

You must know the students access ID and access Password to link them. Enter the following to make the link:

- Students name
- Access ID
- Access Password
- Your relationship

Once all information is entered click on

When your account is successfully created you will see this page. Use the user name and password you entered in the previous step to login to the parent portal.

PowerSchool

Create Parent/Guardian Account

First Name: Barb
 Last Name: Johnson
 Email: barb123@yahoo.com
 Desired User Name: bjohnson
 Password: [masked] Strong
 Re-enter Password: [masked]

Link Students to Account

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

Student Name	Access ID	Access Password	Relationship
1. Sue Johnson	sjohn	*****	Mother, natural/adoptive
2.			-- Choose
3.			-- Choose
4.			-- Choose
5.			-- Choose
6.			-- Choose
7.			-- Choose

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PowerSchool

Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

Login

User Name

Password

[Having trouble logging in?](#)

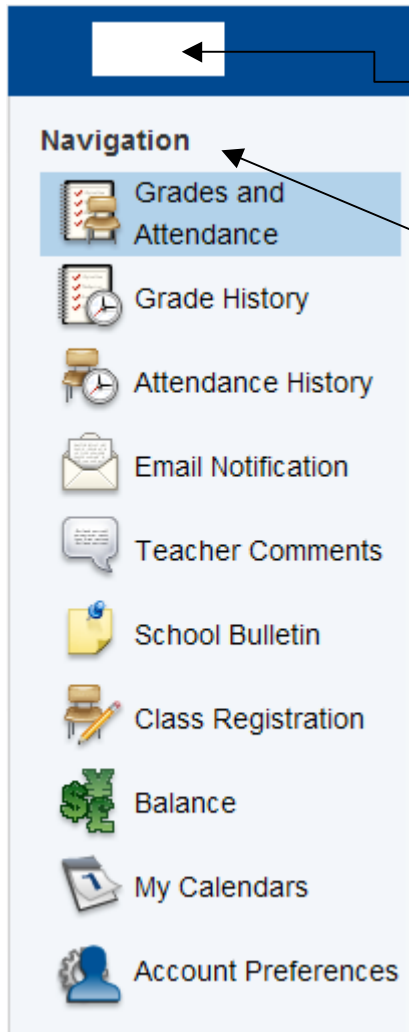
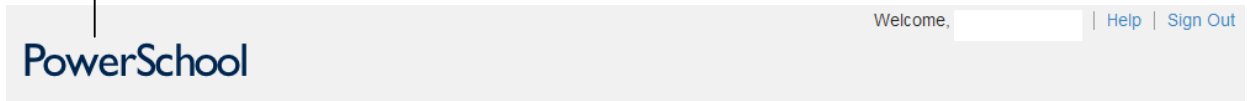
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Navigation Bar

The navigation bar appears at the side of the PowerSchool Parent Portal start page, and is common to every page in the application. The logos may differ from those shown depending on each school's setup.

PowerSchool Logo - Click to return to the start

Logout - Click to log out of PowerSchool Parent Portal.












Student(s)- Select between students by clicking on name

Main Menu - Contains links to PowerSchool Parent Portal functions. For more information, see Main Menu below

Main Menu

The main menu consists of several icons within the navigation bar and includes links to the following features:

FIELD	DESCRIPTION
 <p>Grades and Attendance</p>	Click to view student grades and attendance for the current term. For more information, see Grades and Attendance .
 <p>Grades History</p>	Click to view student grades for the previous term. For more information, see Grades History .
 <p>Attendance History</p>	Click to view attendance history for the current term. For more information, see Attendance History .
 <p>Email Notification</p>	Click to set the e-mail notifications you wish to receive on a regular basis. For more information, see Email Notifications .
 <p>Teacher Comments</p>	Click to view any teacher comments. For more information, see Teacher Comments .
 <p>Balance</p>	Some courses at NLPS require fees, click to view fee transactions. Please note: not all schools are using the Fee component of PowerSchool. For more information, see Balance .
 <p>Demographic Change</p>	To assist parents in keeping the school up to date on demographics, all demographic information can now be updated using the parent portal. For more information, see Demographic Change .
 <p>School Information</p>	Click to view information about the schools. For more information, see School Information .
 <p>Account Preferences</p>	Use this feature to update account information and add/delete student associations. For more information, see Account Preferences .
	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 view information for dropped classes, click [Show dropped classes also](#)

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

Grades and Attendance

Exp	Last Week							This Week							Course	S1	Absences	Tardies
	M	T	W	H	F	S	S	M	T	W	H	F	S	S				
1(A)		A	A					SR	SR						Criminal Justice Baldwin, D	B+ 89	3	2
Attendance Totals																3	2	

Current weighted GPA (S1): [Show dropped classes also](#)

Legend
Attendance Codes: A=Absent | E=Entered | SR=School Related | T=Tardy |
Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |

Print Page

To view grade detail, click a grade in the term column. The [Class Score Detail](#) page appears.

Class Score Detail

Course	Teacher	Expression	Final Grade ¹
Criminal Justice	Baldwin, D	1(A)	B+ 89%

Teacher Comments: Meets lab/classroom work experiences.

Due Date	Category	Assignment	Score	%	Grid
06/26/2008	WB	WBWK5	100/100	100	A
06/24/2008	WB	WBWK7	80/100	80	B-
06/24/2008	WB	WBWK8	100/100	100	A
06/24/2008	WB	WBWK9	60/100	60	D-
06/27/2008	PROJ	Assign 1	80/100	80	B-
06/27/2008	ATT	ATTWK1	100/100	100	A
06/27/2008	WB	WBWK1	100/100	100	A

^ - Score is exempt from final grade. * - Assignment is not included in final grade.
1 - 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.

Print Page

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

Dates of Attendance

Dates of all absences for Criminal Justice Exp. 1(A) (3333.1) for Sum 07:

- 1(A) - Wednesday, June 25, 2008 - A
- 1(A) - Tuesday, July 22, 2008 - A
- 1(A) - Wednesday, July 23, 2008 - A

Dates of Attendance

Dates of all tardies for Criminal Justice Exp. 1(A) (3333.1) for Sum 07:

- 1(A) - Monday, July 7, 2008 - T
- 1(A) - Thursday, July 10, 2008 - T

Grades History

Use this page to view quarter and semester grades for the student for the current term. As with the Grades and Attendance screen, clicking the grade in the % column will open the Class Score Detail Page.

Class Score Detail

Course	Teacher	Expression	Final Grade ¹
Criminal Justice	Baldwin, D	1(A)	B+ 89%

Teacher Comments: Meets lab/classroom work experiences.

Section Description:

Due Date	Category	Assignment	Score	%	Grd
06/26/2008	WB	WBWK6	100/100	100	A
06/26/2008	WB	WBWK7	80/100	80	B-
06/26/2008	WB	WBWK8	100/100	100	A
06/26/2008	WB	WBWK9	60/100	60	D-
06/27/2008	PROJ	Assign 1	80/100	80	B-
06/27/2008	ATT	ATTWK1	100/100	100	A
06/27/2008	WB	WBWK1	100/100	100	A

Grades last updated on 7/30/2008

^ - Score is exempt from final grade, * - Assignment is not included in final grade

1 - 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.

Print Page

A caret (^) indicates score is exempt from final grade. An asterisk (*) indicates an assignment is not included in final grade.

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.

Meeting Attendance History

Course	Expression	6/23-6/29					6/30-7/6					7/7-7/13					7/14-7/20					7/21-7/27					7/28-8/3					8/4-8/10				
		M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F	S	S
Criminal Justice Baldwin, D E: 6/22/08 L: 8/9/08	1(A)		A																																	

Legend
Attendance Codes: A=Absent | E=Entered | SR=School Related | T=Tardy |

Email Notifications

If you wish to receive information about your student's grades, attendance, and assignment scores, use this page to set up your 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.

Email Notifications : Abdi, Fatuma S

What information would you like to receive?

Summary of current grades and attendance

Detailed reports showing all assignment scores for each class

Detailed report of attendance

Balance Alert (Note: Will only be sent when a student is low on funds.)

How often? Never

Email Address doribaldwin@kentisd.org

Additional Email Addresses
(separate multiple email addresses with commas)

Apply these settings to all your students?

Send now for Fatuma?

Submit


Teacher Comments

Use this page to view any comments that teachers entered regarding items such as the student's achievement or behavior.

Teacher Comments*

Exp.	Course	Teacher	Comment
1(A)	Criminal Justice	Baldwin, D	Meets lab/classroom work experiences. Please note that the Current Grade and Current % are subject to change when assignments are turned in by the end of the Quarter. The final Semester grade is made up of three components: First Quarter grade (45%), Second Quarter grade (45%), and our Final Evaluation (10%).

* Additional teacher comments may be found on the 'Grades and Attendance' and 'Grades History' pages. Find comments there by clicking on the reporting period score for the appropriate class.

Print Page 

Balances

Use this page to view fee transaction information for the selected student. This page will only have information for students enrolled in a school that is using the Fee Component. If you are not able to access this page, contact the school for balance information.

Meal Transactions - Current Balance: \$0.00						
Date	Time	Net	Balance	Description		
Fee Transactions - Current Balance:						
Date	Time	Fee Type	Description	Fee	Paid	Balance
07/22/2008	11:11 AM	Lab Equipment	CJ Lab Fees	50.00	0.00	50.00
Totals:				50.00	0.00	50.00

Demographic Change

Use this page to update your demographic information for each student. You will be able to see the information currently on file with the school and only need to make changes where needed. Be sure to hit Submit once all changes have been entered.

NOTE: The electronic signature area is legally binding and should be reviewed and answered with care.

Demographic Update

TO INSURE ACCURATE INFORMATION PLEASE REVIEW THE ENTIRE FORM. YOUR ELECTRONIC SIGNATURES ARE REQUIRED AT THE BOTTOM.		
	On file with the school	Please make your updates
Name (last,first MI)	Baars, Jessica	If you make changes, please use the suggested formats.
Student's Date of Birth	5/15/1993	<input type="text"/> mm/dd/yyyy
Student's City of Birth	Grand Rapids	<input type="text"/>
Address	1115 SAN JOSE DR SE GRAND RAPIDS, MI 49506	<input type="text"/> <input type="text"/>
Home Phone	616-241-0081	<input type="text"/> 000-000-0000
Parent's Email	sbaars@iserv.net	<input type="text"/>
Student's Email		<input type="text"/>
Father's Information		
Name:	Steven Baars	<input type="text"/>
Employer:		<input type="text"/>
Day Phone:	616-241-0081	<input type="text"/> 000-000-0000
Cell Phone:		<input type="text"/> 000-000-0000
Mother's Information		
Name:	Judy Baars	<input type="text"/>
Employer:		<input type="text"/>
Day Phone:	616-241-0081	<input type="text"/> 000-000-0000
Cell Phone:		<input type="text"/> 000-000-0000
Guardian Information		

----- ELECTRONIC SIGNATURES -----	
** By answering the following you are providing electronic approval on these items. **	
<input type="checkbox"/>	I give Kent Career Technical Center personnel permission to administer Non-Aspirin to Jessica
<input type="checkbox"/>	As a parent/guardian, I authorize medical personnel to render necessary medical treatment to Jessica. I give consent to release this information to the Kent Career Technical Center personnel to promote the health and safety of Jessica, thus enhancing her ability to learn.
<input type="checkbox"/>	Jessica has my permission to participate in scheduled field trips at KCTC.
<input type="checkbox"/>	Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The School Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. I give permission to include Jessica in this directory.
<input type="checkbox"/>	Students may be photographed or interviewed as part of a school-related activity promoting KCTC. We may use these promotional activities in materials Kent Intermediate School District is developing for our schools and community. While we cannot guarantee use of any particular photo or provide any compensation, materials such as these are very important to telling the story of our schools and community. I give Jessica permission to participate in any promotional activities associated with Kent Career Technical Center.
<input type="checkbox"/>	I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with Jessica. We understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. ** I give permission for Jessica to use and access the Internet at school and for the School Board to issue an internet/email account to Jessica ** I give permission for Jessica's image (photograph) to be published online, provided only her first name is used. ** I give permission for the School Board to transmit "live" images of Jessica (as part of a group) over the Internet via a web cam. ** I authorize and license the School Board to post Jessica's class work on the Internet without infringing upon any copyright Jessica may own with respect to such class work. I understand only Jessica's first name will accompany such class work.


School Information

Use this page to view basic school information

School Info


School Information			
School Name	Kent Career Technical Center		
School Address	1655 East Beltline NE		
	Grand Rapids, MI 49525		
School Phone	(616)364-8421		
School Fax	(616)364-9140		
School Principal	Ron Moag		
Principal's Phone	(616)365-2319		
Principal's Email	ronmoag@kentisd.org		
Assistant Principal			
Assistant Principal's Phone			
Assistant Principal's Email			
Attendance Secretary's Email			
Registrar's Email			
This Year's Terms			
Term	Start Date	End Date	# School Days
Semester 1 (S1)	9/8/2009	1/21/2010	85
Semester 2 (S2)	1/25/2010	6/10/2010	90



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 user name and password by clicking on the  icon

Profile Students


Account Preferences - Profile

If you want to change the name, e-mail address, user name or password associated with your Parent/Guardian account, you may do so below. Please click on the  icon to make changes to your user name, or password.

First Name:	<input type="text" value="Dori"/>
Last Name:	<input type="text" value="Baldwin"/>
Email:	<input type="text" value="doribaldwin@kentisd.or"/>
User Name:	<input type="text" value="topside"/> 
Current Password:	<input type="password" value="*****"/> 

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  in 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.