PowerSchool

Parent Portal Guide

Shelby County Schools
2011-2012

Logging Into PowerSchool

1. Open an Internet browser such as Firefox, Safari, Internet Explorer, etc.
2. Navigate to the PowerSchool Parent Portal at http://ps.scsk12.org/public

3. If you are logging in for the first time this school year, please begin with the Create an Account portion of the login window. All parent users must create an account.

    a. You will need the Access ID and Access Password from the Parent Portal letter that was sent to you by your child's school.

    b. Only parent Access IDs and Access Passwords can be used to create an account. Student logins will work without creating an account.

    NOTE: If you have already created an account you can log in at the top of the window with the username and password that you created.

4. When you have successfully created your account, you can proceed to login to PowerSchool using your newly created username and password.

Available PowerSchool Parent Portal Resources

Grades and Attendance
This is the default screen. Current grades and attendance for all of your child's classes will be displayed on this page.

Grades History
Grades earned in previous terms will display on this page.

Attendance History
Attendance for all of your child's classes will be displayed on this page. The number of days displayed on this page varies from school to school.

Email Notification
Use this window to request periodic emails that contain your child's grade and attendance information.

Teacher Comments
Comments entered by your child's teachers will display on this page.

School Bulletin
Announcements and information about school activities will be displayed on this page.

Class Registration
High and middle school students can view current and future course requests.

My Calendars
Assignments entered into the PowerTeacher gradebook by your child's teachers can be set to appear on your iCal (Macintosh) calendar software.

Honor Roll
High and middle school students can view their honor roll records.

Access Logs
Users can see records of PowerSchool access including the user, date and duration of viewing.

Account Preferences
Users can add children to their accounts and edit their profile information. This is where email addresses can be updated and passwords reset.

PowerSchool

Grades and Attendance

The Grades and Attendance page is the default page that displays when you log into the Parent Portal. This page gives you a quick overview of your student's progress. You can see attendance information for the last two weeks, teacher names with email links, current grade averages and attendance totals for the current term.

Grades and Attendance

Exp	Last Week					This Week					Course	Q1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F				
1-2(M)		.	.	.	.		.	.	.	.	8th Music Sims, Steffanie G	A 100 E	0	0
1-2(T,F)	.		.	.	**1.** .	.		.	.		8th Physical Education Willett, Jessica	A 100 E	0	0
1-2(W)	.	.		.	.	.	.		.	.	8th Library Inman, Karen L ← **2.**	--	0 → **4.**	0
1-2(R)	.	.	.		.	.	.	.	.		8th Art Martin, Keith A	C 77 E	0	0
3-4(M-F)											8th Social Studies Lynch, Blair Megan **3.** →	C 81	0	0

Attendance By Class

1. **Attendance Information** – Attendance codes entered by your child's teachers for the previous and current week are displayed here.
   NOTE: Elementary and middle school teachers record attendance during homeroom only.

2. **Teacher Name** – Clicking a teacher's name will open your email program so that you can send a message to that teacher. You can also place your mouse pointer over the teacher's name and see his/her email address on the bottom, left edge of your browser window.

3. **Current Average** – The blue numbers (and letter grades, if applicable) represent your child's average as recorded in the teacher's gradebook. Clicking a number will take you to the Class Score Detail page where you can see a list of the assignments and scores that make up your child's average.

4. **Attendance Totals** – Numbers in the Absences and Tardies columns can be clicked to see the specific dates of the absences and/or tardies. The Attendance By Day portion of the page shows your child's absences and tardies for the current week and the previous week and there is also a legend that explains the various attendance codes.

Class Score Detail

Course	Teacher	Expression	Final Grade
Pre-Calculus Honors	Pisano, Leonardo	1(A)	A 95%

Grading: The Nine Weeks average will be calculated based on total points earned from homework, class work, projects, quizzes and tests. The First Semester average will be calculated by multiplying each nine weeks averages by .4, the semester exam by .2 and adding the two products. Class rules: 1. Be in your seat when the tardy bell rings. 2. Have pencils sharpened and supplies ready at the start of class. 3. Demonstrate respect for yourself and others. - NEVER speak when someone else is speaking, and give special attention to your classmates when they are at the board. - DO NOT touch anything that does not belong to you 4. Do not put your head down during class. Conduct Grading: 1. If the student never violates the class rules, he/she will receive an E 2. If the student violates the tardy rule he/she will receive a Tardy Slip and the conduct grade will be dropped to an S 3. If the student goes to negative consequence 2, the conduct grade will be dropped to an S 4. If the student goes to negative consequence 3 or beyond, the conduct grade will be dropped to an N

Due Date	Category	Assignment	Score	%	Grd
01/08/2007	QUIZ	7.2 Quiz	36/36	100	A
01/10/2007	HW	7.3 HW	10/10	100	A
01/11/2007	TEST	Ch.7 Test	106/100	106	A
01/19/2007	HW	7.5 Homework	0/10	0	F
01/19/2007	QUIZ	7.4-5 Quiz	28/38	73.68	D
01/24/2007	Classwork	Group participation	10/10	100	A
01/25/2007	QUIZ	8.1 QUIZ	36/33	109.09	A

Grades last updated on 1/30/2007

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Attendance History

The Attendance History page displays a detailed view of your child's attendance. A legend is provided at the bottom of the page to help you understand the attendance codes used by Shelby County Schools.

Course	Expression	9/5-9/9					9/12-9/16					9/19-9/23					9/26-9/30					10/3-10/7				
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F
Criminal Justice III Williams, John T 24 E: 8/8/11 L: 1/3/12	1(A)	-	AT								-															
English 12 (Standard) Levi, Jennifer 217 E: 8/8/11 L: 1/3/12	2(A)	-	AT								-															
Recreational Games Ring, Chris Gym E: 8/8/11 L: 1/3/12	3(A)	-	AT								-															
Bridge Math Bowen, Julie F 109 E: 8/8/11 L: 1/3/12	4(A)	-									-															
Study Hall 1st Sem Wallace, Brandon 10 E: 8/8/11 L: 1/3/12	5(A)	-									-															
ACT Prep (English) Hudson, Christopher A 208 E: 8/8/11 L: 1/3/12	6(A)	-									-															
Economics Hubbert, James Ray 413 E: 8/8/11 L: 1/3/12	7(A)	-									-															
Homeroom 12 Singarella, Susan 211 E: 8/8/11 L: 1/3/12	HR(A)	-									-															

Legend

Attendance Codes: Blank=Present I AT=Absent by teacher I EPA=Excused Partial Absence I UPA=Unexcused Partial Absence I TE=Tardy Excused I TU=Tardy Unexcused I E0=Excused absence I E1=Illness I E2=Death/illness family I E3=School Service I E4=Religious holiday I E5=Legal court summons I E6=Circumstance approved by Principal I U0=Unexcused absence I U1=Overslept/alarm problem/elec. off I U2=Transportation related I U3=Personal/family related I U5=Out of town/vacation I U99=Other I ISS=In school suspension I ISR=In School Remand I OSS=Out of school suspension I EXP=Expulsion I REM=Remanded to alt. setting I HB=Homebound I FT=Field trip I CT=Contract Student I

Parents are encouraged to read the attendance policy in the Shelby County Schools student handbook for clarification on attendance policies.

Grades History

The Grades History page allows you to view a list of all grades that your child has earned including the current term. This view can be thought of as an informal report card. Throughout the course of the school year you will see the following terms that apply to your child.

	Work	Testing Terms	Final Grades
Semester Schools	Q1 – Quarter 1	E1 – Semester 1 Exam	S1
	Q2 – Quarter 2	E2 – Semester 2 Exam	S2
	Q3 – Quarter 3		
	Q4 – Quarter 4		
		C (1, 2 or 3) – EOC or TCAP	
Trimester Schools	W1 – Trimester 1	X1 – Tri 1 Exam	T1
	W2 – Trimester 2	X2 – Tri 2 Exam	T2
	W3 – Trimester 3	X3 – Tri 3 Exam	T3
		C (1, 2 or 3) – EOC	

**Middle school courses with a semester exam: Algebra I, Spanish and Physical Science

Grade History

| Grade History | Standards Grade History |

| 2007-2008 | 2008-2009 | 2009-2010 | 2010-2011 | ⬅ **Select a school term here**

Course Name	Q1				Q2				S1				Q3				Q4				S2			
	Grade	%	Cit	Hrs	Grade	%	Cit	Hrs	Grade	%	Cit	Hrs	Grade	%	Cit	Hrs	Grade	%	Cit	Hrs	Grade	%	Cit	Hrs
6th Art	A	97	E	0	A	93	E	0	A	95		0	A	94	E	0	A	93	E	0	A	94		0
6th Homeroom		0		0		0		0		0		0		0		0		0		0		0		0
6th Language Arts (Standard)	A	93	E	0	A	96	E	0	A	95		0	B	92	S	0	A	94	S	0	A	93		0
6th Math (Standard)	B	89	S	0	A	95	S	0	B	92		0	C	84	S	0	C	84	E	0	C	84		0
6th Music	A	99	E	0	C	81	E	0	B	90		0	A	95	S	0	C	83	E	0	B	89	G	0
6th Physical Education	A	100	E	0	A	100	E	0	A	100		0	A	100	E	0	A	100	E	0	A	100		0
6th Reading (Standard)	A	95	E	0	C	82	E	0	B	89		0	B	91	S	0	B	86	E	0	B	89		0
6th Science-Health	B	87	E	0	C	83	E	0	B	85		0	B	88	N	0	B	87	S	0	B	88		0
6th Social Studies	B	90	E	0	B	92	S	0	B	91		0	B	92	S	0	A	96	N	0	A	94		0

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**Email
Notification** Email Notification

The Email Notification page allows users to subscribe to automatic email updates on their child's status. You can choose the information that you would like to receive and how often you receive it.

Email Notifications : Hardin

What information would you like to receive?

☑ Summary of current grades and attendance
☐ Detailed reports showing all assignment scores for each class   ← **Check all information you would like included in your PowerSchool email notifications**
☐ Detailed report of attendance
☑ School announcements
☐ Balance Alert (Note: Will only be sent when a student is low on funds.) **- not used by Shelby County Schools**

How often?	Never ⌄	← **Select desired frequency of emails**
Email Address	r n@att.net	
Additional Email Addresses	_____	
	(separate multiple email addresses with commas)	
☐ Apply these settings to all your students? ← **Check here to set email notifications for multiple children**		

Submit

Subscribe to email notifications by selecting your desired options:

1.   What information would you like to receive?

- ❒ Summary of current grades and attendance – one email is sent and contains a summary of current grades and attendance (similar to what is seen when you log into the Parent Portal).
- ❒ Detailed reports showing all assignment scores for each class – in addition to the summary, a detailed listing of all assignments and scores will be included.
- ❒ Detailed report of attendance – detailed attendance information for each class your child is enrolled in for the current term.
- ❒ School announcements – school announcements from your child's school. NOTE: The school must use the PowerSchool Daily Bulletin to post announcements.
- ❒ Balance alert – This feature is currently not used in Shelby County Schools. Parents can visit http://parentonline.net to set up an account to monitor their child's lunch account.

2.   How often?

    ❐ Never
    ❐ Once a Week
    ❐ Once Every Two Weeks
    ❐ Once a Month
    ❐ Daily

3.   Email Addresses

    ❐ By default the email address associated with your Parent Portal account will receive any email notifications you subscribe to.
    ❐ You can add additional email addresses in the **Additional Email Addresses** field. If adding more than one, separate the addresses with a comma.
    ❐ Apply these settings to all your students? – If you have multiple students on your Parent Portal account you can check this box to request the same email notifications for each one.

5.   Click Submit to save your choices.

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Teacher Comments
Teacher Comments

The Teacher Comments page displays any comments that teachers document in their PowerTeacher gradebook regarding your child. The teachers' names appear in blue and are links that will open your email program so that you can send a message to that teacher (if your email program is properly set up for this feature).

Teacher Comments

Exp.	Course	Teacher	Comment
HR(A)	Homeroom 12	Lane, Lois	
1(A)	AP English 12 Lit. and Comp.	Twain, Mark	
2(A)	Programming II	Norton, Peter	Great Potential.
3(A)	Spanish III Honors	de Vega, Lope	
4(A)	US Government	Jefferson, Thomas	
5(A)	Pre-Calculus Honors	Pisano, Leonardo	
6(A)	AP Physics (C)	Einstein, Albert	Hard worker.

Print Page

School Bulletin

The School Bulletin will display any announcements that are posted to the PowerSchool portal by the schools. Using the School Bulletin feature is optional so it is possible that it is not in use by your child's school.

Class Registration

The Class Registration page displays middle and high school students' most recent course requests.

2011-2012 Course Requests for

	Crs Num	Course	Type	Cr Hrs	Prerequisite Notes
1.	0801S	8th Language Arts (Standard)	Required	0.00	
2.	0806S	8th Math (Standard)	Required	0.00	
3.	0807	8th Science	Required	0.00	
4.	0814	8th Social Studies	Required	0.00	
5.	0852J2	8th Physical Education	Required	0.00	
6.	0853	8th Art	Required	0.00	
7.	0854	8th Music	Required	0.00	
8.	0983J	Academic Exploration	Required	0.00	
9.	9601J	8th Library	Required	0.00	
10.	9685J	8th Homeroom	Required	0.00	
Total Credit Hours Requested				**0.00**	

PowerSchool
My Calendars

The My Calendars page allows you to subscribe to assignment and grade notifications via your calendar. You must use iCal on a Mac computer.

My Calendars

My Calendars operates in conjunction with iCal, a personal desktop calendar application. iCal runs on any Macintosh computer with Mac OS X v10.2.3 or later. It is recommended that you install Mac OS X v10.2.3 before downloading iCal. Visit iCal's web site to obtain a free download of iCal.

Homework Calendars

Exp	Course	Teacher	Class Assignments Only	Class Assignments With My Scores and Final Grades*
1-2(M)	8th Music	Sims, Steffanie G	Subscribe	Subscribe
1-2(T,F)	8th Physical Education	Willett, Jessica	Subscribe	Subscribe
1-2(W)	8th Library	Inman, Karen L	Subscribe	Subscribe
1-2(R)	8th Art	Martin, Keith A	Subscribe	Subscribe
3-4(M-F)	8th Social Studies	Lynch, Blair Megan	Subscribe	Subscribe
5-7(M-F)	8th Language Arts (Standard)	Moulton, Pamela Lynn	Subscribe	Subscribe
8-9(M-F)	8th Science	Reynolds, Judith O	Subscribe	Subscribe
10-11(M-F)	8th Math (Standard)	Ledford, Jennifer Nicole	Subscribe	Subscribe
12-13(M-F)	Academic Exploration	Lynch, Blair Megan	Subscribe	Subscribe
HR(M-F)	8th Homeroom	Lynch, Blair Megan	Subscribe	Subscribe

*Subscription requests for calendars with assignment scores and final grades will require your PowerSchool username and password.

School Calendars

School Event Calendar - Subscribe

PowerSchool
Honor Roll

The Honor Roll page lists each time your child made the honor roll in middle and high school. The page shows the school year, the term (Store Code) and the level of honor roll (i.e. Academic Honor Roll, Principal's List, etc.)

Honor Roll

School Year	Grade Level	School Name	Store Code	Honor Roll Method	Level Met
2009-2010	6	Elmore Park Middle	Q1	Q1 Elm Honor Roll	Academic Honor Roll

PowerSchool

Access Logs

Access Logs

This page displays the details of how often and when a user logs into the Parent Portal. Users can see dates, duration and users.

Parent / Student Access Summary

Parent Access Summary

	Date	Time	Accessed By	Duration (minutes)
1.	9/28/2011	8:21 AM	Hardin,	12.10
2.	9/28/2011	8:57 AM	Hardin,	1.08
3.	9/27/2011	11:29 AM	Hardin,	12.40
4.	9/27/2011	10:34 AM	Hardin,	14.99
5.	9/27/2011	8:33 AM	Hardin,	11.22
6.	9/27/2011	10:58 AM	Hardin,	13.80
7.	9/27/2011	11:11 AM	Hardin,	0.55
8.	9/27/2011	1:50 PM	Hardin,	11.87
9.	9/26/2011	3:33 PM	Hardin,	11.54
10.	9/26/2011	2:38 PM	Hardin,	0.12
11.	9/26/2011	2:10 PM	Hardin,	26.96
12.	9/26/2011	3:49 PM	Hardin,	12.07

Account Preferences

Parent/Guardian users can update the account username, email address and password through the Profile tab.

Parent/Guardian users can add children to their accounts through the Students tab. **NOTE:** Access IDs and Passwords provided by the school are required to add students.