Parent/Student Access in PowerSchool

PowerSchool is a web-based student information system that we use at HTH Village. Parents and students can access real-time student performance information, communicate with teachers, and track assignments and daily attendance.

Follow these steps to access PowerSchool:

1. Logon to the Internet.

2. Type http://powerschool.hightechhigh.org/public
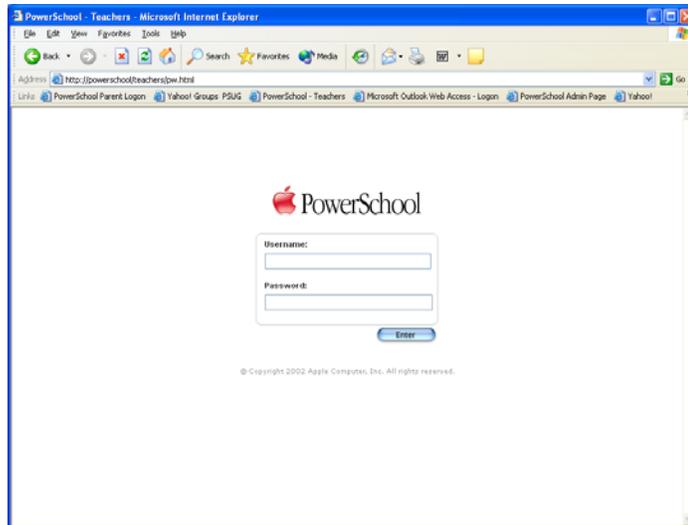
3. Type your **username** and **password** in the boxes. Click **Enter**.

4. This will display the main PowerSchool screen. From this screen you will have access to grades and attendance, grades history, attendance history, email notifications, teacher comments, school bulletins, and meal balances (Meal balance is currently not in use).
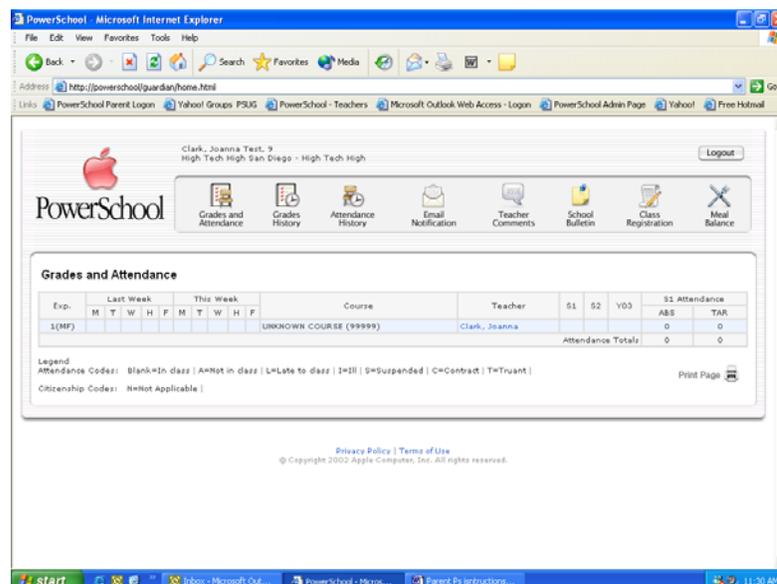
5. You can access any of these resources by clicking the **icons** located at the top of the screen.

Grades and Attendance

1. This screen shows the current grades and attendance in each class.

2. By clicking on a **teacher's name**, you can email a teacher (if your computer is setup correctly).

3. By clicking on a **percentage** displayed for a grading period, you can see all of the assignments for this grading period and the scores received on each.

4. If an assignment title is blue, then that teacher has included additional descriptions or references for this assignment. Click on the **link (assignment title)** to display the information.

Grades History

1. This screen displays grades from previous grading periods.

2. Again, by clicking the **percentage** you can see the assignment scores earned for these grades.

Attendance History

1. This screen shows the complete attendance/tardy record for the current grading period for each class. The legend at the bottom of the page defines the attendance codes.

Email Notification

1. This screen allows you to set up progress reports, attendance records, school announcements, and meal balance alerts to be emailed each day, week, or month.

2. Click the appropriate **buttons** and choose a **time period** from the drop box.

3. Make sure you add your **email address**!

4. Click **submit**.

5. **VERY IMPORTANT:** When you receive a progress report in your email, do *NOT* reply to the progress email if you have a question. Instead, click the logo to go back to the home screen and click on a **teacher's name**.

Teacher Comments

1. This screen displays any teacher comments that teachers have posted for you.

2. Again, you can click a **teacher's name** to email the teacher.

School Bulletin

1. This screen displays the daily bulletin for your school.

2. Click on the **date links** to scroll through the days of the school year.

Class Registration

1. This screen is used for students to register for classes online at the beginning of the school year.
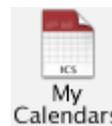
My Calendars

1. This feature allows you to use the existing electronic calendar on your computer to view your student's assignments and grades. Please email me at address below for more detailed instructions on how to use this feature.

Forgotten Password

Please contact Joanna Clark @ jclark@hightechhigh.org or 619-243-5014 to request your login and password.