PowerSchool for Parents Instructional Video Transcript

Welcome! This tutorial will give you a brief overview of the PowerSchool for Parents (ParentPortal) Online Resource. This site allows parents and guardians to view important information about their student's progress in school.

You will receive a letter from the administrator of your child's school that contains the login and password information that is specific for your child. If you have more than one child in school, you will be given separate logins for each student.

Let's begin by logging into the system. This is the main screen for PowerSchool. At the top of the page you will see the navigation icons. In this system, you will be able to see your student's grades and attendance records. You will be able to request email notifications, see comments left by teachers, and keep current on what is happening at your student's school.

The first screen is the Grades and Attendance page. From here, you will be able to view the courses in which your child is enrolled. You can see the last two weeks of attendance records and the number of absences and tardies for each class. Report card grades and the most current in-progress grade from the teacher's grade book are listed here. Your child's current simple GPA is calculated at the bottom of the page.

If you look at the two-week attendance section of the screen, you will notice dots on certain days of the week, this indicates the days when the class is not in session. Everything on this page that is in blue is a link to more detailed information. For example, if we wanted to see more details about this child's current grade in Technical English, all you would have to do is click on that grade in the S1 column. Here you can see the specific assignments that make up the current in-progress grade that we clicked on: the due date, assignment name, and scores are all listed on this page.

Let's go back to the main page by clicking on the Grades and Attendance icon. On the main screen, all of the absences and tardies are totaled at the bottom of each column. To get a detailed view of the absences, simply click on that number. This screen shows the exact date and the attendance code for each absence. Notice that there is a legend at the bottom of this screen to help you determine what type of absence it was.

Let's move to the Grade History section. The Grade History page is another way to view the quarterly grades for each class. Like the main page, we can see specific details about a grade by clicking on the blue number in the percent column. Here we see all the individual assignments and tests that made up that grade. Assignment number 6 is in blue, this means the teacher added additional details about that score. Let's see what is says.

Now that we have sent all the information about the grade history, let's take a look at the attendance history. The attendance history is listed by day and week. This is a long detailed screen and you may have to scroll down to see all of the information.

The next area that we are going to look at is the Email Notification section. From this screen you can choose what information you would like to receive via email. Next, choose how often you would like to receive the emails. If you would like to receive your first email report immediately, click on the Send Now box. You will then need to determine who will receive these emails. If you want this report to go out to more than one address, separate the addresses by using a comma. Your email addresses have been saved and your new report has been sent.

The next area we will look at is the Teacher Comment page. If you would like to communicate with a specific teacher regarding your student's grades, attendance, or comments, you can click on the teacher's name. If you have email setup on your computer, clicking on the teacher's name should bring up your email window with the teacher's name in the TO field. If it doesn't, please contact your email provider not the school district.

The last area we will look at is the School Bulletin page. The School Bulletin is a great place to keep up with what's happening at the school. You can see past bulletins by clicking on the date at the bottom of the screen. You can also print out this page by clicking on the Print Page icon.

When you are done using PowerSchool make sure that you always log out.

We hope that you have found this tutorial helpful and engaging.

 If you have further questions, please contact your local school administrator.

Thank you and we hope you have a great year.