



DERBY 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. 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

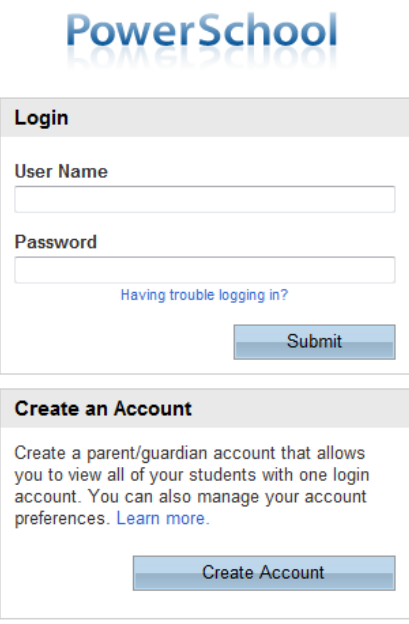
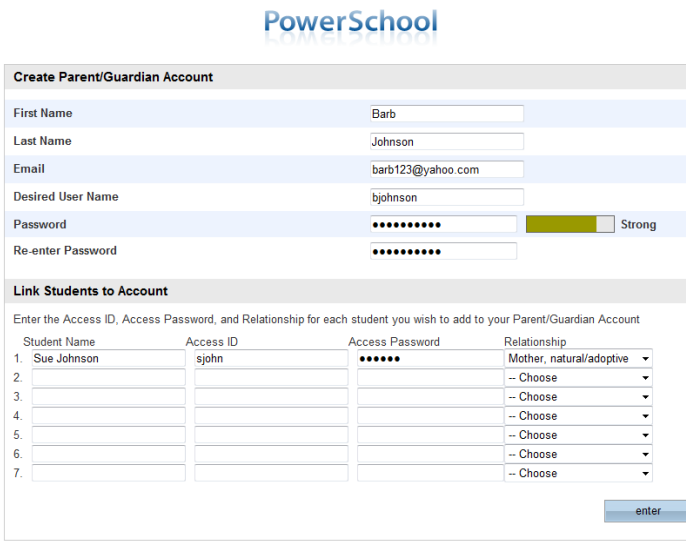
Let's Get Started

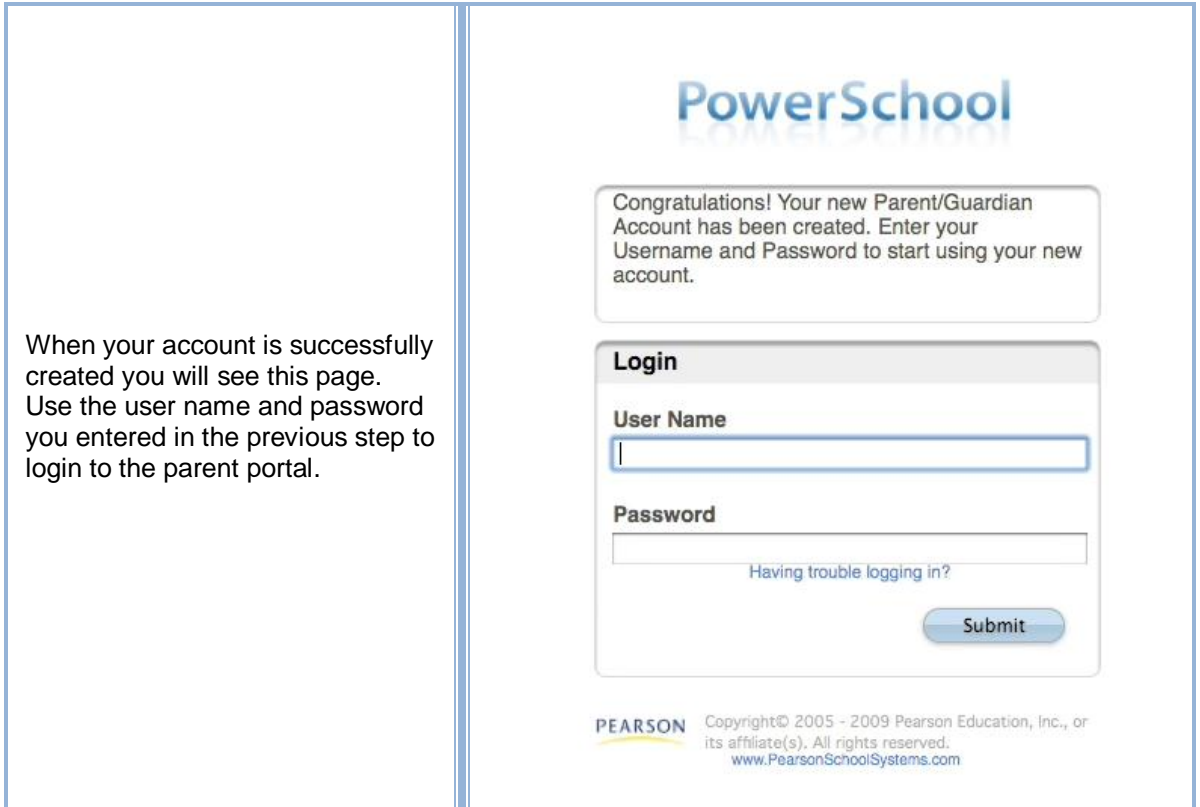
To get started, you must create your PowerSchool account and attach students.

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 the 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. Additional children can be added to your account using their unique Access Id and Access Password.

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, or FireFox) and go to PowerSchool Parent Portal URL:</p> <ul style="list-style-type: none"> • derby.powerschool.com <i>(NO www at the beginning)</i> <p>If this is your first time to this screen you must click</p> <p style="text-align: center;"><input type="button" value="Create Account"/></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 style="text-align: center;"><input type="button" value="Submit"/></p>	 <p>The screenshot shows the PowerSchool Parent Portal login and account creation 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 explanatory text about creating a parent/guardian account.</p> <p style="text-align: center;"><small>PEARSON Copyright© 2005 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.PearsonSchoolSystems.com</small></p>																																
<p>Creating an account requires 2 steps: creating the actual account and linking student to the account.</p> <p>Create Account</p> <p>Enter the following:</p> <ul style="list-style-type: none"> • First Name • Last Name • Unique Email account • Unique login name • Password <p>Link Students</p> <p>You must know the students Access ID and Access Password to link them. Enter the following to make the link:</p> <ul style="list-style-type: none"> • Student's name • Access ID • Access Password • Your relationship <p>Once all information is entered click on</p> <p style="text-align: center;"><input type="button" value="enter"/></p>	 <p>The screenshot shows the 'Create Parent/Guardian Account' and 'Link Students to Account' screens. The 'Create Parent/Guardian Account' section has fields for First Name (Barb), Last Name (Johnson), Email (barb123@yahoo.com), Desired User Name (bjohnson), Password, and Re-enter Password. There is a 'Strong' checkbox. The 'Link Students to Account' section has a table for entering student information.</p> <table border="1" data-bbox="836 1491 1518 1680"> <thead> <tr> <th>Student Name</th> <th>Access ID</th> <th>Access Password</th> <th>Relationship</th> </tr> </thead> <tbody> <tr> <td>1. Sue Johnson</td> <td>sjohn</td> <td>*****</td> <td>Mother, natural/adoptive</td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td>-- Choose</td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td>-- Choose</td> </tr> <tr> <td>4.</td> <td></td> <td></td> <td>-- Choose</td> </tr> <tr> <td>5.</td> <td></td> <td></td> <td>-- Choose</td> </tr> <tr> <td>6.</td> <td></td> <td></td> <td>-- Choose</td> </tr> <tr> <td>7.</td> <td></td> <td></td> <td>-- Choose</td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="enter"/></p> <p style="text-align: center;"><small>PEARSON Copyright© 2005 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.PearsonSchoolSystems.com</small></p>	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
Student Name	Access ID	Access Password	Relationship																														
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2.			-- Choose																														
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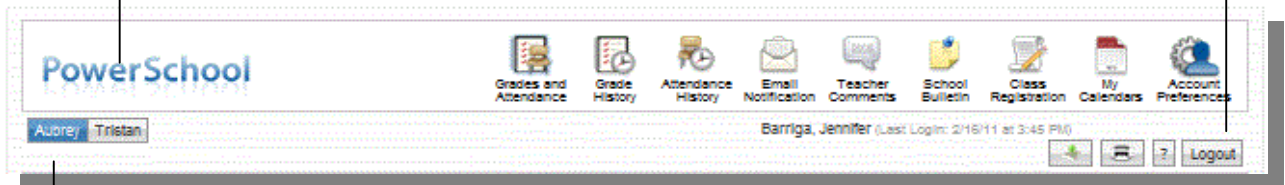
When your account is successfully created you will see this page. Use the user name and password you entered in the previous step to login to the parent portal.

Navigation Bar

The navigation bar appears at the top of the PowerSchool Parent Portal start page, and is common to every page in the application.

PowerSchool Logo - Click to return to the start

Logout - Click to log out of PowerSchool Parent Portal.



Student - Select between students by clicking on name

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

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.



Click this

Main Menu

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

FIELD	DESCRIPTION
 Grades and Attendance	Click to view student grades and attendance for the current year. For more information, see Grades and Attendance .
 Grades History	Click to view student grades for the previous terms in the current year. For more information, see Grades History .
 Attendance History	Click to view attendance history for the current year. For more information, see Attendance History .
 Email Notification	Click to set the e-mail notifications you wish to receive on a regular basis. For more information, see Email Notifications .
 Teacher Comments	Click to view teacher comments. For more information, see Teacher Comments .
 School Bulletin	Click to view the current school bulletin. For more information, see School Bulletin .
 Class Registration	Click to view course requests. For more information, see Class Registration .
 My Calendars	Click to subscribe to specific homework and event calendars. For more information, see My Calendars .
 Account Preferences	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.

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 year. 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.**

Exp	Last Week					This Week					Course	Q1	Q2	X1	S1	Q3	F1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F									
1(M-F)											Physical Education Grate, Alyson	--	--	--	--	93 93 93	2	0	
2(M-F)											English I (CP) Russo, Angela	87 87	84 84	91 91	86 86	82 82	85 85	2	0
3(M-F)											Band (CP) McGovern, Maureen	93 93	100 100	74 74	92 92	100 100	93 93	2	0
HR(M-F)	-	-	-	-	-	-	-	-	-	-	Homeroom Carrion, Nelda	--	--	--	--	--	--	0	0
Adv(M-F)	-	-	-	-	-	-	-	-	-	-	Advisory Group Bradshaw, Matthew	P 90	P 90	--	P 90	--	P 90	0	0
4(M-F)											Ancient World History (CP) Bradshaw, Matthew	93 93	93 93	83 83	91 91	93 93	92 92	2	0
5(M-F)											Spanish II (CP) Cote, Sharon	87 87	80 80	82 82	83 83	--	83 83	2	0
6b(M-F)											Algebra I (CP) Leszczynski, Thomas	86 86	78 78	68 68	79 79	--	79 79	2	1
7(M-F)		T									Science and Society (CP) Liu, Kimberly	84 84	96 96	84 84	93 93	94 94	94 94	2	1
Attendance Totals																	14	2	
Current Weighted GPA (Q3): 3.82																			
Show dropped classes also																			

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

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

Course	Teacher	Expression	Final Grade
English I (CP)	Russo, Angela	2(M-F)	87 87%

Teacher Comments:

cooperative
 * please to have to class
 good completion of projects
 Section Description:

Due Date	Category	Assignment	Codes	Score	%	Grid
08/31/2010	HW	Notebook check		20/20	100	100
08/31/2010	HW	Syllabus forms		20/20	100	100
09/02/2010	HW	3 pages		20/20	100	100
09/03/2010	NC	NB Quiz 8/30-9/3		28/28	100	100
09/07/2010	PROJ	Goals Paper		88/100	88	88
09/08/2010	HW	God and Goddess facts		20/20	100	100
09/08/2010	HW	Drawings of Odysseus		25.5/30	85	85
09/09/2010	HW	Questions BK 1		17/20	85	85

Dates of Attendance

Dates of all absences for Physical Education Exp. 1(M-F) (9911.3) for S2:
1(R) - Thursday, February 10, 2011 - AC
1(F) - Friday, February 11, 2011 - AC

Dates of Attendance

Dates of all tardies for Algebra I (CP) Exp. 6b(M-F) (8411.2) for S2:
6b(M) - Monday, January 31, 2011 - T

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. Report Card and Progress Report Comments can be found on the Class Score Detail Page.

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

School Bulletin

This page serves as the school's 'Message Board' whereby the school can post a variety of information for you to view.

School Bulletin

Derby High School Bulletin for Wednesday, April 6, 2011

Launch of Parent Portal

Derby Public Schools will launch PowerSchool's Parent Portal on April 8, 2011. More information can be found on our website at www.derbyps.org/parent

4/5/11 | 4/6/11 | 4/7/11

Class Registration

Use this page to view any existing course requests for the upcoming year. This is not your child's schedule for the upcoming year.

2010-2011 Course Requests

Crs Num	Course	Type	Cr Hrs	Prerequisite Notes
1. 0222	Ancient World History (CP)	Required	1.00	
2. 3112	English I (CP)	Required	1.00	
3. 4325	Spanish II (CP)	Required	1.00	
4. 5911	Physical Education	Required	0.50	
5. 5912	Health	Required	0.50	
6. 8411	Algebra I (CP)	Required	1.00	
7. 9512	Science and Society (CP)	Required	1.00	
8. 1816	Band (CP)	Elective	1.00	
9. 7719	Woodworking I (CP)	Elective	1.00	
Total Credit Hours Requested			8.00	
1. 1837	Music Appreciation (CP)	Alternate	0.50	
2. 1892	Hand Made Jewelry (CP)	Alternate	0.50	
Total Alternate Hours Requested			1.00	

My Calendars

Use this tool to subscribe to and receive homework and school event information in the form of a calendar on your computer. You will need an application which supports the vCalendar standard. To find an application that supports vCalendar visit <http://www.icalshare.com/>.

My Calendars

My calendars requires an application which supports the vCalendar standard. To use the Subscribe links below visit ICalShare to find an application that supports the vCalendar standard.

Homework Calendars

Exp	Course	Teacher	Class Assignments Only	Class Assignments With My Scores and Final Grades*
1(M-F)	Physical Education	Grate, Alyson	Subscribe	Subscribe
2(M-F)	English I (CP)	Russo, Angela	Subscribe	Subscribe
3(M-F)	Band (CP)	McGovern, Maureen	Subscribe	Subscribe
HR(M-F)	Homeroom	Carrion, Nelda	Subscribe	Subscribe
Adv(M-F)	Advisory Group	Bradshaw, Matthew	Subscribe	Subscribe
4(M-F)	Ancient World History (CP)	Bradshaw, Matthew	Subscribe	Subscribe
5(M-F)	Spanish II (CP)	Cote, Sharon	Subscribe	Subscribe
6(M-F)	Algebra I (CP)	Leszczynski, Thomas	Subscribe	Subscribe
7(M-F)	Science and Society (CP)	Liu, Kimberly	Subscribe	Subscribe

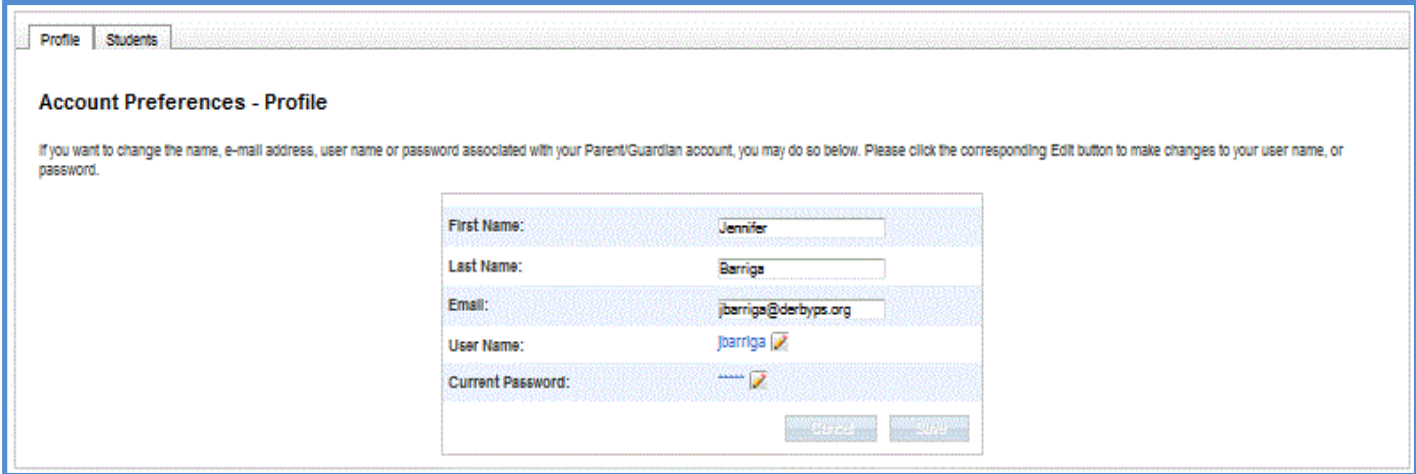
*Subscription requests for calendars with assignment scores and final grades will require your PowerSchool username and password.

School Calendars

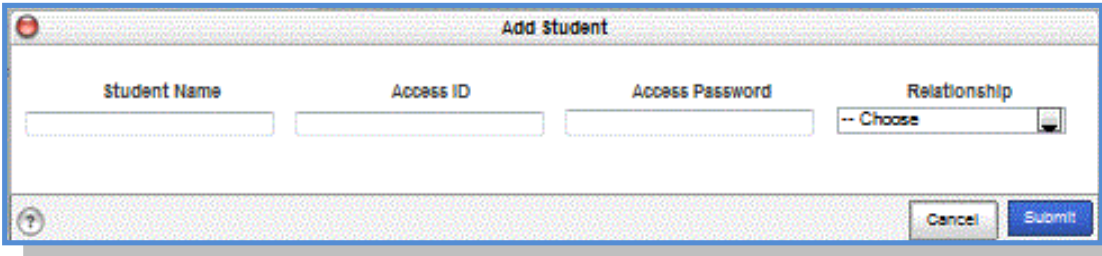
School Event Calendar - [Subscribe](#)

Account Preferences

Use this page to change account login information and add/delete student associations. Edit user name and password by clicking on the  icon.




To add additional students to this account you will need to know the student's Access ID and Access Password.



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  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.