PowerSchool User Guide for Parents

December 2013
The Westfield Public Schools (WPS) is excited to offer this electronic resource to our middle and high school students and their families, to assist you in monitoring your students’ academic progress and attendance. With this first release of the Power School Parent Portal, we have all features operating, except the Account Balances and My Calendars components. In the future we plan to expand this service to include more school information, account balances, and the use of My Calendars that will allow students and parents/guardians to synchronize their calendars with the teacher assignments, grades, and school activities. Once we finalize these additional features, we will let you know.
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) used by the Westfield Public Schools and is specifically developed for parents and students. This new program provides a unique login code and password for students and their parents/guardian to login into the system for any student in grades 6-12. This new Parent Single Sign-On feature offers a number of benefits, including:

- access to multiple students grades and attendance 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 his/her 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 student(s) attending school or WPS business & Technology Office at 413-572-6407.

**NOTE:** The Access ID and Access Password for your child should be protected. Only provide this information to individuals who need to monitor your child’s progress.
Launch a web browser (Internet Explorer, Safari, or FireFox) and go to PowerSchool Parent Portal URL:

- ps.schoolsofwestfield.org (NO www at the beginning)

If this is your first time to this screen you must click to setup your account and get started.

If you have already created an account enter your user name and password and click

Creating an account requires 2 steps: creating the actual account and linking student 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.

**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
- **Help** - Click to see direction on the current page.
- **Signout** - Click to log out of PowerSchool Parent Portal.
- **Student** - Select between students by clicking on name
- **Printer** - To print current page for your records.
Main Menu

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades and Attendance</td>
<td>Click to view student grades and attendance for the current term. For more information, see <em>Grades and Attendance.</em></td>
</tr>
<tr>
<td>Grades History</td>
<td>Click to view student grades for the previous term. For more information, see <em>Grades History.</em></td>
</tr>
<tr>
<td>Attendance History</td>
<td>Click to view attendance history for the current term. For more information, see <em>Attendance History.</em></td>
</tr>
<tr>
<td>Email Notification</td>
<td>Click to set the e-mail notifications you wish to receive on a regular basis. For more information, see <em>Email Notifications.</em></td>
</tr>
<tr>
<td>Teacher Comments</td>
<td>Click to view any teacher comments. For more information, see <em>Teacher Comments.</em></td>
</tr>
<tr>
<td>Balance</td>
<td>Some schools at WPS require fees, click to view fee transactions. For more information, see <em>Balance.</em></td>
</tr>
<tr>
<td>My Calendars</td>
<td>Click to subscribe student class assignments to use a personal desktop iCalendar. For more information, see <em>My Calendars.</em></td>
</tr>
<tr>
<td>School Information</td>
<td>Click to view information about the schools. For more information, see <em>School Information.</em></td>
</tr>
<tr>
<td>Account Preferences</td>
<td>Use this feature to update account information and add/delete student associations. For more information, see <em>Account Preferences.</em></td>
</tr>
</tbody>
</table>

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.

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

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**Dates of Attendance:**

**Dates of all absences for Q2:**

1. 11/19/2013 - AU
2. 12/03/2013 - AU

**Dates of all tardies for Criminal Justice Exp: 1(A) (2200.1) for Sum Q7:**

1. 1(A) - Monday, July 7, 2008 - T
2. 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>%</th>
<th>Ctr</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra I CP1</td>
<td>80</td>
<td>80</td>
<td>0.000</td>
<td></td>
</tr>
<tr>
<td>Lit &amp; Comp 9 CP2</td>
<td>80</td>
<td>80</td>
<td>0.000</td>
<td></td>
</tr>
<tr>
<td>Physical Science CP2</td>
<td>88</td>
<td>88</td>
<td>0.000</td>
<td></td>
</tr>
<tr>
<td>Spanish I CP1</td>
<td>85</td>
<td>85</td>
<td>0.000</td>
<td></td>
</tr>
<tr>
<td>US History I CP1</td>
<td>95</td>
<td>95</td>
<td>0.000</td>
<td></td>
</tr>
<tr>
<td>Video/Audio Prod 1</td>
<td>84</td>
<td>84</td>
<td>0.000</td>
<td></td>
</tr>
</tbody>
</table>

A dash (-) indicates score is exempt from final grade. A dash (-) 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.

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.

**Teacher Comments**

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

**Balances (This feature is not yet available in Westfield)**

Use this page to view fee transaction information for the selected student. This page will only have information for students enrolled in a class that requires a fee be paid for class materials. If you are not able to access this page, contact the school for balance information.
My Calendars *(This feature is also not yet available!)*

Use this page to subscribe Class Assignments, My Scores, Final Grades, and School Events, use a personal desktop calendar application that supports the iCalendar standard, such as iCal for Macintosh, Windows Calendar for Windows Vista, or Microsoft Outlook.

NOTE: To subscribe for My Scores, Final Grades, and School Events, student login and password MUST be used.

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**Homework Calendars**

<table>
<thead>
<tr>
<th>Exp</th>
<th>Course</th>
<th>Teacher</th>
<th>Class Assignments Only</th>
<th>Class Assignments With My Scores and Final Grades*</th>
</tr>
</thead>
<tbody>
<tr>
<td>H-R(M-F)</td>
<td>HR0009</td>
<td>Simon, Kelly M</td>
<td>Subscribe</td>
<td>Subscribe</td>
</tr>
<tr>
<td>A(M-F)</td>
<td>LA1023</td>
<td>Dechristopher, Joseph P</td>
<td>Subscribe</td>
<td>Subscribe</td>
</tr>
<tr>
<td>B(M-F)</td>
<td>SC1023</td>
<td>Strycharz, Lisa M</td>
<td>Subscribe</td>
<td>Subscribe</td>
</tr>
<tr>
<td>C(M-F)</td>
<td>FL1013</td>
<td>Al-rekaby, Carrie</td>
<td>Subscribe</td>
<td>Subscribe</td>
</tr>
<tr>
<td>D(M-F)</td>
<td>DS1000</td>
<td>Mack, Kali</td>
<td>Subscribe</td>
<td>Subscribe</td>
</tr>
<tr>
<td>E(M-F)</td>
<td>SS1013</td>
<td>Piper, Robert M</td>
<td>Subscribe</td>
<td>Subscribe</td>
</tr>
<tr>
<td>F(M-F)</td>
<td>MA1013</td>
<td>Williams, Brian P</td>
<td>Subscribe</td>
<td>Subscribe</td>
</tr>
<tr>
<td>G(M-F)</td>
<td>CS6600</td>
<td>Whitaker, Karen C</td>
<td>Subscribe</td>
<td>Subscribe</td>
</tr>
<tr>
<td>10(M-F)</td>
<td>ND1003</td>
<td>Simon, Kelly M</td>
<td>Subscribe</td>
<td>Subscribe</td>
</tr>
</tbody>
</table>

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

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**School Calendars**

School Event Calendar - Subscribe

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*This Service is not yet available!*

*We will inform you when it is activated!*
**School Information**

Use this page to view basic school information.

<table>
<thead>
<tr>
<th>Name</th>
<th>Westfield High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Westfield High School 177 Montgomery Road Westfield, MA 01085</td>
</tr>
<tr>
<td>Phone</td>
<td>413-572-6463</td>
</tr>
<tr>
<td>Fax</td>
<td>413-572-6346</td>
</tr>
<tr>
<td>Map</td>
<td>No school map available</td>
</tr>
</tbody>
</table>

**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.
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 **Sign Out** 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.