



PowerSchool Parent Portal Quick Guide

Parents and guardians of students in the Connor Academy will now be able to view student progress through PowerSchool. PowerSchool "brings together teachers, students, parents, and administrators" in an easily used web-based data system. PowerSchool, and the parent portal, may be accessed from any place with Internet access. Parent access to PowerSchool will be by unique login ID (username) and password. For families with more than one child in the School, a separate parent username and password will be provided for access to each child's information.

The login page allows authorized users to access the web pages containing their student's information. The username and password must be entered exactly as provided to you. Each username and password is unique to each student. If you have multiple children in the School, you will have different logins for each child.

Login - Parents/guardians may access the system by going to: <http://ps.academycharter.net>

Please refer to the Parent Portal Single Sign On Guide for additional setup instructions



Grades and Attendance

Grades and Attendance - This is the default page that you see upon successfully entering your username and password. To return to this page from any other menu selection, click on the green PowerSchool logo or the Grades and Attendance icon at the top left of your screen. This page displays an overview of the student's attendance information from the current and previous weeks and grade information. There is a legend at the bottom of the screen to explain the meaning of all attendance codes. The course names, teachers' names, term grades, and recorded attendance are also displayed on this screen. All text items that are blue are links to additional information or email links to teachers.

Absences
0

Absence Link - Clicking on numbers within the Absences column will link you to a detailed list of absences for a particular course.

Homeroom
Freeman, Alison
Social Beha
Copy Email Address

Corresponding with Teachers - If you are using an email client application (i.e. Outlook, Outlook Express) clicking on one of the teacher names under the Course title will allow you to send an email directly to the teacher. If

you are using a web-based email such as Gmail, Yahoo, or Hotmail, simply right click to copy the address and then paste it into your email program.

T1
S 79

Term Grade Links - Clicking on the blue grade number below or the number grade in term column (T1, T2, T3) will bring up a "Class Score Detail" page for the selected course. This page displays the due date of the assignment, the name of the assignment, the category and the score received for each assignment. **PLEASE NOTE:** The yearly grade/average, is NOT official until the final Report Card of the year.

Grading Systems - Each teacher has his or her own grading system. Some teachers work on a straight points system while others weight the scores according to assignment categories (Homework, Quizzes, Tests, etc. If needed, please contact the teacher directly for a copy of his or her grading policy.

Grade Fluctuation - Grades can change dramatically in the first few weeks of each quarter. In the beginning of each quarter you may see big shifts in the class average of your child. This is simply because when there are only one or two assignments in the gradebook, a low or high score can make a dramatic change in the overall grade.



Grade
History

Grade History - The Grades History icon will display historical grade information from previous quarters and semesters during the year. Please be aware that grades changed after the report card was sent WILL NOT appear updated in this screen. Click on the blue grade percentage (above) to display a detailed list of grades for that term. You will then be able to view a list of all completed assignments, quizzes, tests, projects, or any other points earned that are factored into the grading period.



Attendance
History

Attendance History - This page displays the overall attendance of the selected student for all classes. A legend will appear at the bottom of the screen explaining all of the different letter codes used for student attendance. If you believe that there are any attendance discrepancies please contact the teacher or school's attendance office directly.



Email
Notification

Email Notifications - Parents/Guardians may elect to have updates sent at regular intervals by PowerSchool. You must complete relevant sections in order to receive email updates. There are four types of updates - you may choose any or all.
Summary of current grades and attendance - Sends out one email giving a summary of the grades in progress and attendance totals for all classes for that student.

Detailed reports showing all assignments for each class - Sends out one email for each class with every assignment for the quarter with scores. (Note: If your student has 6 classes you will receive 6 emails, one for each class. If you have multiple students enrolled you may receive quite a few emails if you choose this option.)

Detailed report of attendance - Sends out an email containing detailed attendance for each class for the current term.

If you have any **Technical Issues** and need **Technical Support** please call **232-1447** or email mark.sorensen@academycharter.net. Please direct any other inquiries to the appropriate teachers.