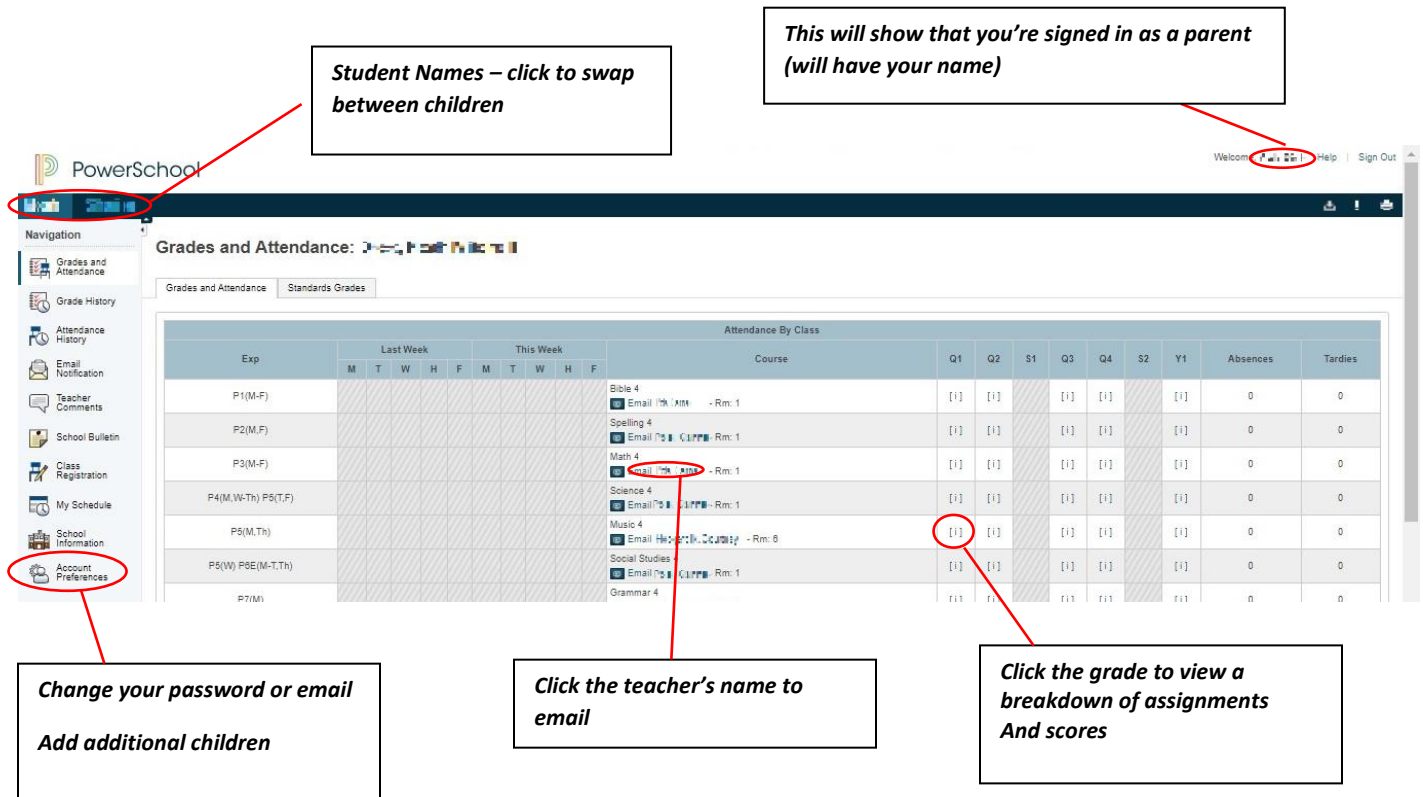


Parent Portal Interface

This document will show you what features are available to you as a parent in your PowerSchool account. Please note this would be the view you would get from a normal computer screen. You can also access this portal on a mobile device. Please see the last page for information on how to access the portal from a mobile device.

The Parent Portal Interface



Student Names – click to swap between children

This will show that you're signed in as a parent (will have your name)

Change your password or email
Add additional children

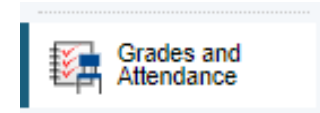
Click the teacher's name to email

Click the grade to view a breakdown of assignments And scores

Exp	Last Week					This Week					Course	Q1	Q2	S1	Q3	Q4	S2	Y1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F										
P1(M-F)											Bible 4 Email [Teacher Name] - Rm: 1	[1]	[1]		[1]	[1]		[1]	0	0
P2(M,F)											Spelling 4 Email [Teacher Name] - Rm: 1	[1]	[1]		[1]	[1]		[1]	0	0
P3(M-F)											Math 4 Email [Teacher Name] - Rm: 1	[1]	[1]		[1]	[1]		[1]	0	0
P4(M,W,Th) P5(T,F)											Science 4 Email [Teacher Name] - Rm: 1	[1]	[1]		[1]	[1]		[1]	0	0
P5(M,Th)											Music 4 Email [Teacher Name] - Rm: 6	[1]	[1]		[1]	[1]		[1]	0	0
P5(W) P6E(M-T,Th)											Social Studies Email [Teacher Name] - Rm: 1	[1]	[1]		[1]	[1]		[1]	0	0
P7(M)											Grammar 4	[1]	[1]		[1]	[1]		[1]	0	0

The next few pages will outline each part of the portal in detail.

Grades and Attendance:



Attendance:

- The first section includes an overview of the last 2 weeks of attendance.
 - o **Exp** refers to the Expression or frequency when the class occurs in the timetable. *E.g. for the first Exp it occurs during Period 1 Monday to Friday.*
- All class absences are represented by codes and the *Legend* gives an explanation of the codes.
 - o In Junior and Senior High school, attendance is taken for each period while the elementary grades only take attendance for the homeroom during the first period of the day.

Legend

Attendance Codes: Blank=Present | T=Tardy | HD=Half Day | UA=Unexcused Absence | EA=Excused Absence |

Grades:

- In the section for the *Courses*, you will see a listing of all courses that the student is enrolled in.
- Below the course name is the name of the teacher (*blocked out in this example*). If you click on the name of the teacher, you should be directed to your email program (if you use one) to send an email to the teacher. If you do not have an email program, the icon next to the teacher name will list the teacher's email so that you can send an email using your method of choice.
- As you navigate across the page you will see *Q1, Q2, S1, Q3, Q4, S2, and Y1*. Others that you don't see are *E1* or *E2* which are exam marks and will/may be added later. *Q1, Q2, E1, S1, Q3, Q4, S2, E2, and Y1* are all the codes for Jr/Sr High.








Q1	1 st reporting period
Q2	2 nd reporting period
E1	Exam 1, this could be a final exam, project or assessment at the end of the semester or a midterm exam, project or assessment at the midway part of a yearlong course.
S1	Semester 1, final mark for Semester 1
Q3	3 rd Reporting period
Q4	4 th reporting period

S2	Semester 2, final mark for Semester 2
E2	Exam 2, this could be a final exam, project or assessment at the end of the semester or a final exam, project or assessment for a yearlong course.
Y1	Final year end mark that will be associated with course completion, credit attainment and used for the student's transcript.

Scores Page



If you click on any of the grades in the reporting terms, you will see a breakdown of the assignments that the teacher has posted. This can include the *Due Date, categories, assignments, codes and information about outcomes and assessment methods. Comments and symbols appearing on this page present a profile of student work habits, indicating late or missing assignments.*

The **Codes** provided on the **Scores** page are as follows:

Icons	Explanation
 - Collected	The assignment has been collected
 - Late	The student submitted the work late
 - Missing	assignment has not yet been submitted
 - Exempt from Final Grade	score for this assessment will not be included in the grade
 - Absent	The student was absent for this particular assessment.
 - Incomplete	The assignment has not been completed appropriately.
 - Excluded	assignment is formative (practice), or for a variety of reasons not included in the student's grade

Other codes used by the teacher may appear. The explanations for these codes are provided in the description at the top of the **Scores** page. If not, please contact the teacher.

Links to teacher comments and assignment descriptions, may also be available on this page. Click on any blue hyperlink showing in the description, category, assignment, or score columns. A pop-up window with information appears. Click on a hyperlinked score, such as 8/10, to read teacher comments.

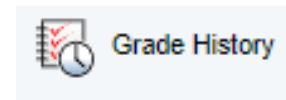
Icons	Explanation
 - Has Description	The teacher has included a description of the assignment.
 - Has Comment	The teacher has made a comment on the particular assignment.

A “Final Grade” will not appear until the end of the course. Teachers use best evidence of student learning to determine final grades. Students who demonstrate improved performance later in the course will have that evidence of learning reflected in their grade.

Refer to the marks, comments or scores on individual assessments or assignments. Encourage students to complete missing work and to target weaker areas for improvement.

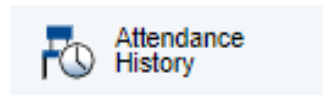
Grade History:

This section provides details of classes that the student has taken that are not in the current reporting period. Grades and Assignment details may/may not be accessible in this section.



Attendance History:

This section includes a complete attendance overview for the current reporting period within the same page. Absences will be listed and a *Legend* explaining the code will be listed at the bottom of the page. If you have a question about an attendance entry that requires clarification, please contact the school secretary or the teacher of the course.

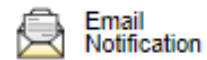


Legend

Attendance Codes: Blank=Present | T=Tardy | HD=Half Day | UA=Unexcused Absence | EA=Excused Absence

Email Notifications:

This section gives you the option of receiving email from PowerSchool with information about **grades, attendance, assignments, announcements** (*not in use at the moment*) or a **Balance Alert** (*not in use at the moment*). You can also add an additional email account to your notifications.



Contact Information

Email Address

Additional Email Addresses

What Information Would You Like to Receive?

Summary of Current Grades and Attendance.

Detail Report Showing Assignment Scores for Each Class.

Detail Report of Attendance.

School Announcements.

Balance Alert (Note: will only be sent when student is low on funds).

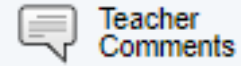
Frequency

How Often?

Apply These Settings to All Your Students?

You will also have the option of selecting how often that you want to receive the email: **Never, weekly, every 2 weeks, monthly or daily**. A valid email address is required to receive these notifications and you have the option of having them sent to multiple email addresses. There is also the option to have the settings apply for all of your children if their school has made the public portal available.

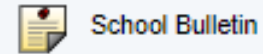
Teacher Comments:



This section will list the teacher comments from the report card for the selected reporting term. To change the reporting term you will need to click on the drop down menu at the top of the page (**Reporting Term**)

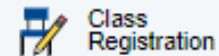
Reporting Term Y1 ▼

School Bulletin:



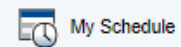
Schools have the option of preparing a school bulletin of informational items for students, staff and parents. At this time, we are not using this feature.

Class Registration:



Once PowerSchool is fully operational and utilizing the PowerScheduler module, High School students could make their next year's course selections via the public portal providing that they have activated their account. This feature is not currently being utilized.

My Schedule:



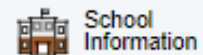
There are 2 views for this section; Week View and Matrix View.

The Week View page displays the student's schedule for the current week, using unique colors to distinguish each course.

The schedule matrix graphically represents a student's schedule for all days, periods, and terms in the selected year for the current school.

Week View Matrix View

School Information:



The School Information page displays the physical address and contact information for the school. Schools have an option to upload a school map and it will be displayed through this page.

Account Preferences:



The Account Preferences page provides you with the ability to manage your parent account information, including your name, user name, password, and email address. In addition, you can add any and all students for whom you have legal and parental rights to your account in order to view their information by way of your account. At this time, only our junior and senior high students have their public portals available for students and parents.

Accessing your account from an IOS device or Android device:



You have the option of accessing your account from an [IOS device](#) (*iPad, iPhone*) or an [Android device](#) (*Smartphones by Motorola, HTC, Samsung and Sony*).



When you download the appropriate App for your device, you will need this access code.

A screenshot of a mobile app interface showing a text input field with the label "District Code" in red text above it.

District Code

RQML

The interface for mobile devices will provide the same information but will look different than the web login.

Questions or Concerns?

If you have any questions about your account, send an email to techsupport@coaldalecs.com or contact the school via phone. You can also use this email to provide feedback on the portal and the information that it provides.

Questions relating to specific class or school information should be directed to the respective teacher or school.