

# PowerSchool Parent Portal User Guide

PowerSchool  
Student Information System

**PowerSchool**

## **Get Started**

To get started, you must log in to PowerSchool Parent Portal.

***PowerSchool.penntrafford.org/public***

## **Log In to PowerSchool Parent Portal**

Before you can log in to PowerSchool Parent Portal, you will need your school's PowerSchool Parent Portal URL, your username, and your password. If you do not have this information or have questions, contact your school's PowerSchool administrator.

**Note:** Do not use someone else's password or give your password to anyone else.

## **How to Log In to PowerSchool Parent Portal**

1. Open your web browser to your school's PowerSchool Parent Portal URL. The Log In page appears.

2. Enter your username in the first field.

3. Enter your password in the second field.

**Note:** The characters appear as asterisks (\*) to ensure greater security when you log in.

4. Click Enter. The PowerSchool Parent Portal start page appears. For more information, see PowerSchool Parent Portal Start Page.

## **PowerSchool Parent Portal Start Page**

When you log in to PowerSchool Parent Portal, the start page appears. This page serves as the central point from which you begin your PowerSchool Parent Portal session. The PowerSchool Parent Portal start page consists of the following main areas:

- Navigation bar
- Main menu
- Printer Icon

## **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. The navigation bar includes the following information:

- PowerSchool Logo – click to return to the start page
- Student – The name of the student
- School District – the name of the student's school and school district
- Logout – Click to log out of PowerSchool Parent Portal. For more information, see *Quit PowerSchool Parent Portal*.
- Main Menu – Contains links to PowerSchool Parent Portal functions. For more information, see *Main Menu*.

## **Main Menu**

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

- Grades and Attendance – click to view student grades and attendance for the current term. For more information, see *Grades and Attendance*.
- Grades History – click to view student grades for the previous term. For more information, see *Grades History*.
- Email Notification – click to set the e-mail notifications you can receive on a regular basis. For more information, see *Email Notifications*.
- Teacher Comments – click to view any teacher comments. For more information, see *Teacher Comments*.
- School Bulletin – click to view the current school bulletin. For more information, see *School Bulletins*.
- My Calendars – click to subscribe to specific homework and event calendars. For more information, see *My Calendars*.

## **Printer Icon**

Several pages in PowerSchool Parent Portal display a printer icon at the bottom of the page. Click this icon and a printer-friendly version of the page displays in a secondary browser window.

## **Work with the Main Menu**

Read this section to help you 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.

## **Section Topics**

Attendance History  
Email Notifications  
Grades and Attendance  
Grades History  
My Calendars  
School Bulletins  
Teacher Comments

## **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 and citizenship codes and their meanings.

### **How to View Grades and Attendance**

1. On the main menu, click Grades and Attendance. The Grades and Attendance page appears.

2. To view attendance data for dropped classes, click Show dropped classes also.

3. To send e-mail to a teacher, click the name of the teacher.

Note: To use this function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send messages.

4. To view grade details, click a grade in the term column. The Class Score Detail page appears.

5. To view assignment details, click an assignment under the Assignment column. The Assignment Description page appears. Use the browser Back button to return to the Grades and Attendance page.

6. To view the absences or tardies for the selected class during this term, click a number in the Absences or Tardies column. The Dates of Attendance page displays all absences or tardies for that class.

7. To view the absences or tardies for all classes during this term, click a number in the Attendance Totals row. The Dates of Absence or Dates of Tardies page displays all absences or tardies. Use the browser Back button to return to the Grades and Attendance page.

8. In the Attendance by Day section, click a number in the Absences or Tardies column. Depending on your selection, the Dates of Attendance page displays the total absences or tardies for the semester or for the year-to-date.

## **Grades History**

Use this page to view quarter and semester grades for the student for the current term.

### **How to View Grades History**

1. On the main menu, click Grades History. The Grade History page appears.

2. Click a grade in the % column. The Class Score Detail page appears.

## **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 how often you would like to receive e-mail.

### **How to Set Up Email Notifications**

1. On the main menu, click Email Notification. The Email Notifications page appears.
2. Use the following table to enter information in the fields:

What information would you like to receive? - Specify which information you would like to receive by selecting the appropriate checkboxes:

- Summary of current grades and attendance
- Detailed reports showing all assignment scores for each class
- School announcements

How often? - Use the pop-up menu to specify how often you would like to receive the e-mail messages selected above.

Send now? - Select this checkbox to immediately send the e-mail messages selected above.

Email Address(es)- Enter the e-mail addresses to which you want the system to send the e-mail messages selected above. Separate multiple addresses with commas.

3. Click Submit. The Changes Recorded page appears.

## **Teacher Comments**

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

### **How to View Teacher Comments**

1. On the main menu, click Teacher Comments. The Teacher Comments page appears.
2. To open an e-mail message to send to a teacher, click the teacher's name.

Note: To use the e-mail function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send e-mail messages.

## **School Bulletins**

Use this page to view daily school announcements.

### **How to View School Bulletins**

1. On the main menu, click School Bulletin. The School Bulletin page displays any messages for the current day.
2. To view another day's bulletin, click a date link at the bottom of the page.

## **My Calendars**

My Calendar, a personal calendar application, is a tool to help parents and students stay on top of daily events and better manage their time. Using My Calendar, you can subscribe to and receive homework and school event information in the form of a calendar on your desktop computer. With My Calendar, you can:

- Subscribe to calendars to keep up with homework assignments, grades, school events, and more.
- View more than one calendar at a time from within a single unified window to quickly identify schedule conflicts and pockets of free time.
- Keep your priorities straight with a built-in To Do list.

**IMPORTANT:** In order to use My Calendar, you must first have iCal installed on your computer. You will need Mac OS X version 10.2.3 or later to use iCal. iCal is available as a free download. For more information, visit the Apple Inc. web site at [www.apple.com/ical](http://www.apple.com/ical).

### **How to Subscribe to Calendars**

1. On main menu, click My Calendars. The My Calendars page appears.
2. Click Subscribe in the Class Assignments Only column to receive the class assignments calendar. The iCal application opens, and the Subscribe To screen appears.
3. The calendar URL is automatically populated in the Subscribe to text box. Click Subscribe. The Subscribing to <calendar name> screen appears.

Use the following to enter information in the applicable fields:

**Title** - By default, the system automatically populates this field with the class name.

**Refresh** - Select this checkbox to receive updated data, such as new homework assignments, grades, or school events, for the selected calendar. If you select this checkbox, use the pop-up menu to choose the refresh timeframe. It is recommended that you either select daily or weekly.

**Remove Alarms** - This function does not apply to My Calendar.

**Remove To Do Items** - By default, this checkbox is selected, and the system does not display the To Do List. Deselect the checkbox to enable the To Do List, which displays student homework assignments.

5. Click Subscribe. The calendar appears in iCal.
6. Click Subscribe in the Class Assignments With My Scores and Final Grades column. The iCal application opens, and the Subscribe To screen appears.
7. Click Subscribe. The Authentication screen appears.
8. Enter your PowerSchool Parent Portal username and password. Click OK. The Subscribe to <calendar name> screen appears. See Steps 4 and 5 for additional information.

### **How to View My Calendars in iCal**

Each of the calendars you subscribe to appear in the Calendars lists section of iCal. Note the colored checkbox next to each calendar. If the checkbox next to a calendar is selected, the information contained within that calendar displays within the calendar view as the color of the checkbox.

To view information about an item in the calendar view, click the item and information about the item appears in the Info drawer. If you have subscribed to any of the Homework Calendars, outstanding assignments appear as items on your student's To Do List. Click any of the To Do List items to view information about that item in the Info drawer.

### **Quit PowerSchool Parent Portal**

When finished working in PowerSchool Parent Portal, it is important to log out of the application.

### **Log Out of PowerSchool Parent Portal**

You can log out of PowerSchool Parent Portal from any page in the application.

**Note:** If you are not actively working in PowerSchool Parent Portal, your session may timeout. If so, you need to log in again.

### **How to Log Out of PowerSchool Parent Portal**

Click Logout in the navigation bar. The Log In page appears. You must enter your username and password again to redisplay the PowerSchool Parent Portal start page.