

PowerSchool User Guide  
for Parents

ARDMORE CITY 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

PowerSchool's Parent Portal is a tool integrated into the PowerSchool Student Information System (SIS) specifically developed for parents and students. In previous versions of the application there was a separate login and password for each student requiring a parent to login in multiple times if they had more than one student attending Ardmore City Schools. PowerSchool now has a Parent Single Sign-On feature of the application. 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 may have received a letter from your child's school with your students 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, please contact your school or Addie Downing at (580) 226-7650, ext. 114, or [adowning@ardmore.k12.ok.us](mailto:adowning@ardmore.k12.ok.us).

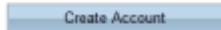
***NOTE: The Access ID and Access Password for your student should be protected. Only provide this information to individuals who need to monitor your student's progress.***

PROCESS STEPS

Launch a web browser (Internet Explorer, Safari, or FireFox) and go to PowerSchool Parent Portal URL:

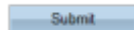
- <http://powerschool.ardmoreschools.org/public>  
**(NO www at the beginning)**

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 two steps: creating the actual account and linking student to the account.

**Create Account**

Enter the following:

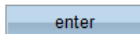
- First Name
- Last Name
- Unique Email account
- Unique login name
- Password

**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



SCREEN SHOTS

PowerSchool

**Login**

User Name

Password

[Having trouble logging in?](#)

**Create an Account**

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)

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PowerSchool

**Create Parent/Guardian Account**

First Name: Barb  
Last Name: Johnson  
Email: barb123@yahoo.com  
Desired User Name: bjones123  
Password: \*\*\*\*\*  Strong  
Re-enter Password: \*\*\*\*\*

**Link Students to Account**

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account

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 -

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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 page

**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

## 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 term. For more information, see <a href="#">Grades and Attendance</a> .
 Grades History	Click to view student grades for the previous term. For more information, see <a href="#">Grades History</a> .
 Attendance History	Click to view attendance history for the current term. For more information, see <a href="#">Attendance History</a> .
 Email Notification	Click to set the e-mail notifications you wish to receive on a regular basis. For more information, see <a href="#">Email Notifications</a> .
 Teacher Comments	Click to view any teacher comments. For more information, see <a href="#">Teacher Comments</a> .
 School Information	Click to view information about the schools. For more information, see <a href="#">School Information</a> .
 Account Preferences	Use this feature to update account information and add/delete student associations. For more information, see <a href="#">Account Preferences</a> .
	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.

### 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 weeks attendan  
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.*

**Grades and Attendance**

Attendance By Class

Exp	Last Week						This Week						Course	S1	Absences	Tardies
	M	T	W	H	F	S	M	T	W	H	F	S				
1(A)		A	A				SR	SR					Criminal Justice Baldwin, D	S+ 89	3	2
Attendance Totals														3	2	

Current weighted GPA (S1):  
[Show dropped classes also](#)

Legend  
Attendance Codes: A=Absent | E=Entered | SR=School Related | T=Tardy |  
Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to improve | U=Unsatisfactory

Print Page

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

**Class Score Detail**

Student	Teacher	Assignment	Score	N	S1
1(A)	1(A)	1(A)	100	100	A
1(A)	1(A)	1(A)	100	100	A
1(A)	1(A)	1(A)	100	100	A
1(A)	1(A)	1(A)	100	100	A
1(A)	1(A)	1(A)	100	100	A
1(A)	1(A)	1(A)	100	100	A

Print Page

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

**Dates of Attendance**

Dates of all absences for Criminal Justice Exp.: 1(A) (3333.1) for Sum 07:

- 1(A) - Wednesday, June 25, 2008 - A
- 1(A) - Tuesday, July 22, 2008 - A
- 1(A) - Wednesday, July 23, 2008 - A

**Dates of Attendance**

Dates of all tardies for Criminal Justice Exp.: 1(A) (3333.1) for Sum 07:

- 1(A) - Monday, July 7, 2008 - T
- 1(A) - Thursday, July 10, 2008 - 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 dcribaldwin@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.

**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 Information

Use this page to view basic school information


**School Info**

School Information	
School Name	Kent Career Technical Center
School Address	1655 East Beltline NE
	Grand Rapids, MI 49525
School Phone	(616)364-8421
School Fax	(616)364-9140
School Principal	Ron Meag
Principal's Phone	(616)365-2319
Principal's Email	<a href="mailto:ronmeag@kentisd.org">ronmeag@kentisd.org</a>
Assistant Principal	
Assistant Principal's Phone	
Assistant Principal's Email	
Attendance Secretary's Email	
Registrar's Email	


This Year's Terms			
Term	Start Date	End Date	# School Days
Semester 1 (S1)	9/8/2009	1/21/2010	85
Semester 2 (S2)	1/23/2010	6/10/2010	90



## 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

Profile **Students**

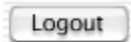
### Account Preferences - Profile

If you want to change the name, e-mail address, user name or password associated with your Parent/Guardian account, you may do so below. Please click on the  icon next to the changes to your user name, or password.

First Name:	<input type="text" value="Dori"/>
Last Name:	<input type="text" value="Baldwin"/>
Email:	<input type="text" value="doribaldwin@kentisd.org"/>
User Name:	topside 
Current 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  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.