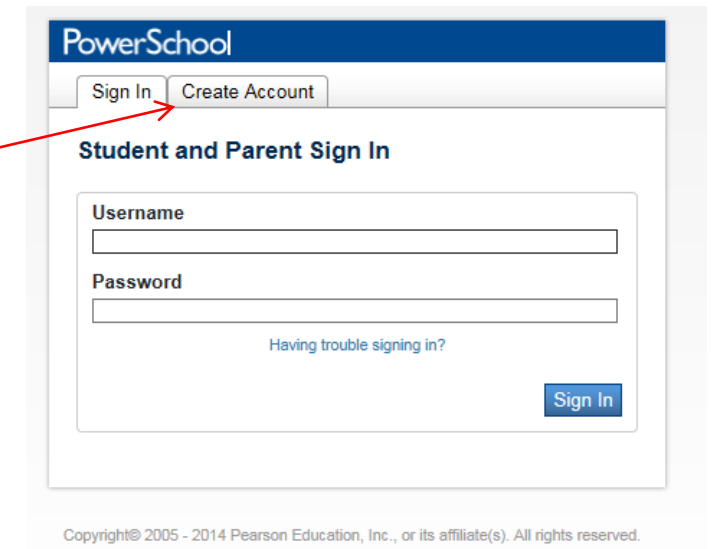


# Parent Access- Create an account

- All students are assigned an initial username and password which are needed to set up a PowerSchool account. This information will be provided by the school.
- To create a Parent Access account go to:  
<https://archbalt.powerschool.com/public>
- Click on Create Account



The screenshot shows the PowerSchool login interface. At the top, there is a blue header with the 'PowerSchool' logo. Below the header, there are two buttons: 'Sign In' and 'Create Account'. A red arrow points from the 'Create Account' button to the text 'Click on Create Account' in the list above. The main section is titled 'Student and Parent Sign In' and contains two input fields: 'Username' and 'Password'. Below these fields is a link that says 'Having trouble signing in?'. At the bottom right of the form is a blue 'Sign In' button. At the very bottom of the page, there is a small copyright notice: 'Copyright© 2005 - 2014 Pearson Education, Inc., or its affiliate(s). All rights reserved.'

# Parent Access- Create an account

## Create Parent Account

First Name	<input type="text"/>	
Last Name	<input type="text"/>	
Email	<input type="text"/>	
Desired Username	<input type="text"/>	
Password	<input type="password"/>	<input type="password"/>
Re-enter Password	<input type="password"/>	

Password must:

- Be at least 6 characters long

## Link Students to Account

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

1

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	<input type="text" value="-- Choose"/>

2

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	<input type="text" value="-- Choose"/>

# Parent Access- Create an account

- Account set up requirements

**Create a Parent/Guardian Account**

A parent/guardian account allows you to view the information for one or more students with a single login. You can also manage your personal account preferences.

To create a parent/guardian account, enter the following information:

- **Name** - Your first and last name
- **Email** - Student notifications and correspondence related to your parent/guardian account will be sent to this email
- **Desired User Name** - Your user name is your unique PowerSchool identity
- **Password** - Your password must be at least 6 characters long
- **Student Access Information** - Information for a minimum of one student, including the student name, Access ID, Access Password, and your relationship to the student

Login

# Parent Access- Create an account

## ■ Student Information:

- Student name- Name of student in system (must have at least one student)
- Access ID- Original Parent Access username (more then one parent can use \*\*i.e. Mother and Father)
- Access Password- Original Parent Access password (more then one parent can use\*\* i.e. Mother and Father)
- Relationship- What is the account holder's relationship to the student

See letter

# Parent Access- Create an account

- System will verify the following information:
  - Unique username and password (Parent Set Up)
  - Password is at least 6 characters in length
  - Student access information is correct
  - Only one account per e-mail address can be set up
  - Parents will receive an e-mail with any changes on their account once it is set up

# E-mail Preferences

- To receive reports of student(s) information e-mail preferences need to be set up in Parent Portal
- Reports that can be received:
  - Grades
  - Attendance
  - Assignment Scores and Descriptions
  - Comments

# E-mail Preferences

- To Set Up:
  - Click on the E-mail Notification icon on the left hand side of screen (4<sup>th</sup> icon left side)

Joel Sandy

Navigation

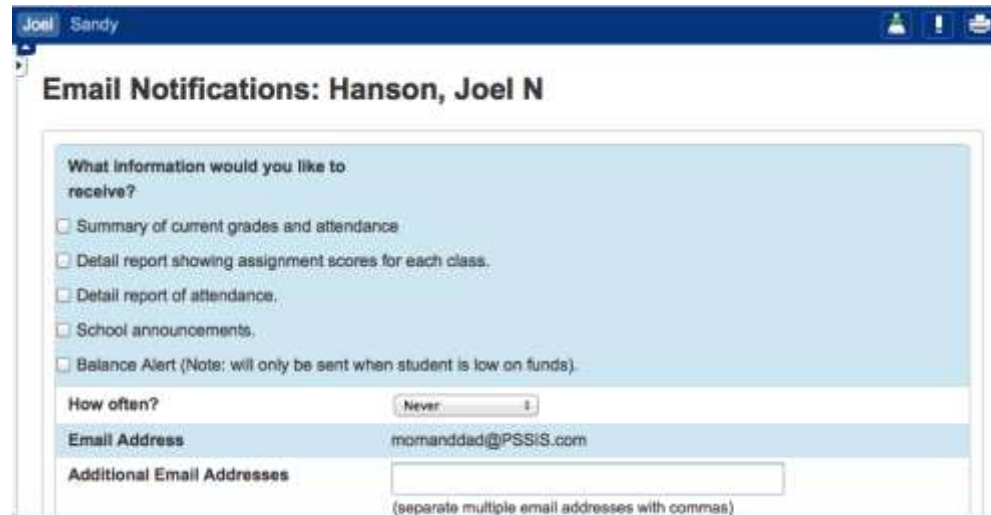
- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration

Grades and Attendance: Hanson, Joel N

Grades and Attendance Standards Grades

Exp	Last Week					This Week					Course	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F			
1(A)	-	-	-	-	-	-	-	-	-	-	Phys Ed 11 Potter, Justin Z - Rm: Gym	2	0
2(A-B)											Pre-Calculus Carlson, Steven N - Rm: 204	1	1
3(A)	-	-	-	-	-	-	-	-	-	-	Beginning Pottery Wright, Scott T - Rm: 111	0	0
4(A-B)						T					Chemistry 1 Dombeck, Bartolomeu	1	3

# E-mail Preferences



The screenshot shows a web browser window with a blue header bar containing the name 'Joel Sandy' and three small icons. Below the header, the page title is 'Email Notifications: Hanson, Joel N'. The main content area has a light blue background and contains the following elements:

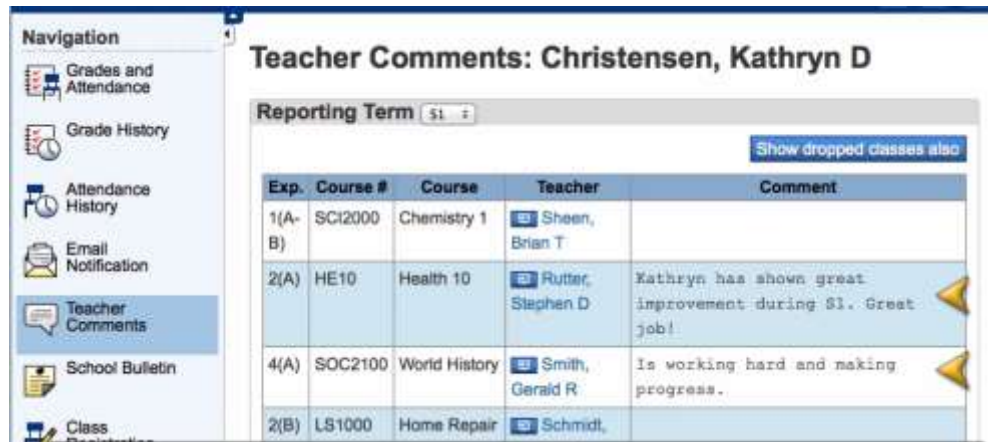
- A heading: 'What information would you like to receive?'
- Five checkboxes with labels:
  - ☐ Summary of current grades and attendance
  - ☐ Detail report showing assignment scores for each class.
  - ☐ Detail report of attendance.
  - ☐ School announcements.
  - ☐ Balance Alert (Note: will only be sent when student is low on funds).
- A 'How often?' label followed by a dropdown menu showing 'Never'.
- An 'Email Address' label followed by the text 'momanddad@PSSIS.com'.
- An 'Additional Email Addresses' label followed by an empty text input field.
- A small note below the input field: '(separate multiple email addresses with commas)'

- Continue to set up e-mail notifications
  - Check the radio buttons for the information you wish to receive
  - How often? Click **How often?** drop down to set frequency of notifications
    - Once a week is sent on Sunday Evenings
  - Additional e-mail addresses may be added to receive notifications
  - Ability to set this for all students at one time
  - SUBMIT



# View General Teacher Comments

- Directions:
  - Log into Parent Access Account
  - Click Teacher Comments on the left hand side
- General comments will be shown in the middle of the screen (these comments are usually completed around the end of marking period)











The screenshot shows a web application interface for viewing teacher comments. On the left is a navigation menu with options: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments (highlighted), School Bulletin, and Class. The main content area is titled "Teacher Comments: Christensen, Kathryn D". Below the title is a "Reporting Term" dropdown set to "S1" and a "Show dropped classes also" button. A table displays the following data:

Exp.	Course #	Course	Teacher	Comment
1(A-B)	SC12000	Chemistry 1	Sheen, Brian T	
2(A)	HE10	Health 10	Rutter, Stephen D	Kathryn has shown great improvement during S1. Great job!
4(A)	SOC2100	World History	Smith, Gerald R	Is working hard and making progress.
2(B)	LS1000	Home Repair	Schmidt,	

# View Assignment Teacher Comments

- Directions:
  - Click the Grades and Attendance icon
  - Click on the Grade for a class
  - Click on the BLUE score
    - If there is no BLUE score then there is no comment for that assignment

 Attendance History	Health 10	Rutter, Stephen D	2(A)	B-	80%
 Email Notification	<b>Teacher Comments:</b>				
 Teacher Comments	Kathryn has shown great improvement during SI. Great job!				
 School Bulletin	<b>Section Description:</b>				
 Class Registration	Mr. Rutter:				
 Balance	Previous years of experience: 15				
 My Calendars	Degree: B.S. Physical Education, Washington State University				
 School	<b>Due Date</b>	<b>Category</b>	<b>Assignment</b>	<b>Codes</b>	<b>Score % Grd</b>
	08/29/2014	QZ	pp. 1-10 Quiz		10/10 100 A
	09/10/2014	QZ	pp. 11-22 Quiz		10/10 100 A
	09/15/2014	TST	Chapter 1 Test		66/100 66 D
	09/30/2014	QZ	pp. 34-38 Quiz		9/10 90 A-
	10/06/2014	TST	Chapter 2 Test		77/100 77 C+
	11/15/2014	REQ	Oral Report & Research Paper		190/200 95 A-

# E-mail Teacher

- You may directly e-mail a teacher from Parent Access
- Directions:
  - Click on the Grades and Attendance Icon
  - Click on the teacher's name in BLUE
    - This will open up e-mail and allow message to be sent directly to the teacher

# View Grades and Attendance

- Viewing Grades and Attendance is an easy process
- Attendance is recorded in the morning so only AM Attendance class will show information

# View Current Grades and Attendance

- To view current grades and attendance
  - Click on the Grades and Attendance Icon
  - In the middle is the information
- Anything in BLUE is clickable for more information



Exp	Last Week					This Week					Course	Q1	Q2	S1	Q3	Q4	S2	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F									
1(A)	-	-	-	-	-	-	-	-	-	-	Keyboarding Kook, Steve M - Rm: 211	85	74	74	-	-	-	1	1
2(A)	-	-	-	-	-	-	-	-	-	-	Health 10 Rutler, Stephen D - Rm: LM23	65	66	66	-	-	-	1	1
3(A-B)	-	-	-	-	-	-	-	-	-	-	Algebra Vigen, Robert R - Rm: 222	95	91	93	-	-	-	3	5

# View Historical Grades

Navigation

- Grades and Attendance
- Grade History**
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance

**Grade History: Christensen, Kathryn D**

[View Graduation Progress](#)

Q1				
Course	Grade	%	Clt	Hrs
Chemistry 1	A	95	H	0.0
English 1	A-	91	H	0.0
Health 10	C-	72	H	0.0
Home Repair	A-	91	H	0.0
Programming	A	95	H	0.0
World History	B+	87	H	0.0

Q2				
Course	Grade	%	Clt	Hrs
Chemistry 1	A-	95	H	0.0
English 1		0	H	0.0
Health 10	D-	52	H	0.0

- Historical Grades are the same grades that were on the Progress Report
- Directions
  - Click on the Grades History Icon
  - Scroll to find the Historical Grade interested in viewing
- Anything in BLUE is clickable for more information