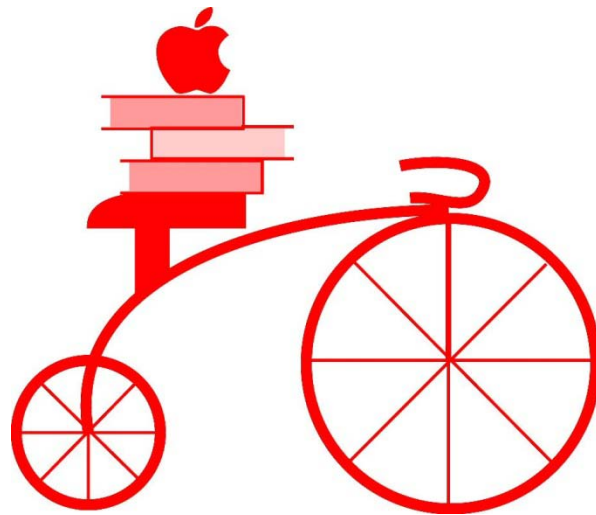


Volume

1

WESTFIELD PUBLIC SCHOOL DISTRICT

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# PowerSchool User Guide for Parents

**December 2013**

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*The Westfield Public Schools (WPS) is excited to offer this electronic resource to our middle and high school students and their families, to assist you in monitoring your students' academic progress and attendance. With this first release of the Power School Parent Portal, we have all features operating, except the Account Balances and My Calendars components. In the future we plan to expand this service to include more school information, account balances, and the use of My Calendars that will allow students and parents/guardians to synchronize their calendars with the teacher assignments, grades, and school activities. Once we finalize these additional features, we will let you know.*

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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

PowerSchools Parent Portal is a tool integrated into the PowerSchool Student Information System (SIS) used by the Westfield Public Schools and is specifically developed for parents and students. This new program provides a unique login code and password for students and their parents/guardian to login into the system for any student in grades 6-12. This new Parent Single Sign-On feature offers a number of benefits, including:

- access to multiple students grades and attendance with one login
- a personalized account for each parent and guardian
- the ability for parents/guardians to retrieve their own login information

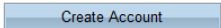

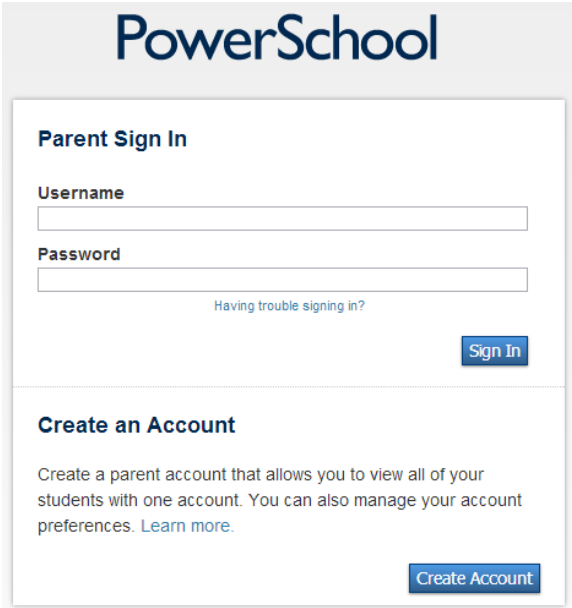
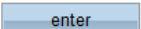
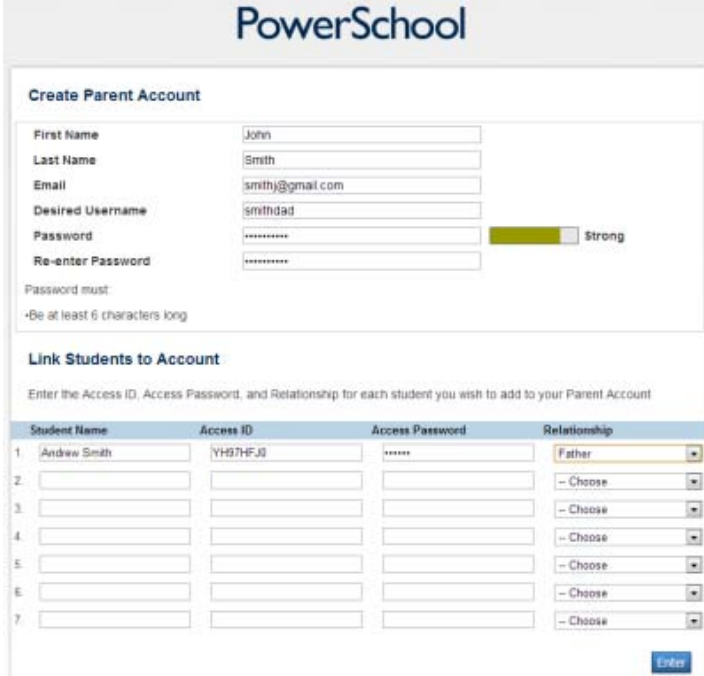
## Let's Get Started

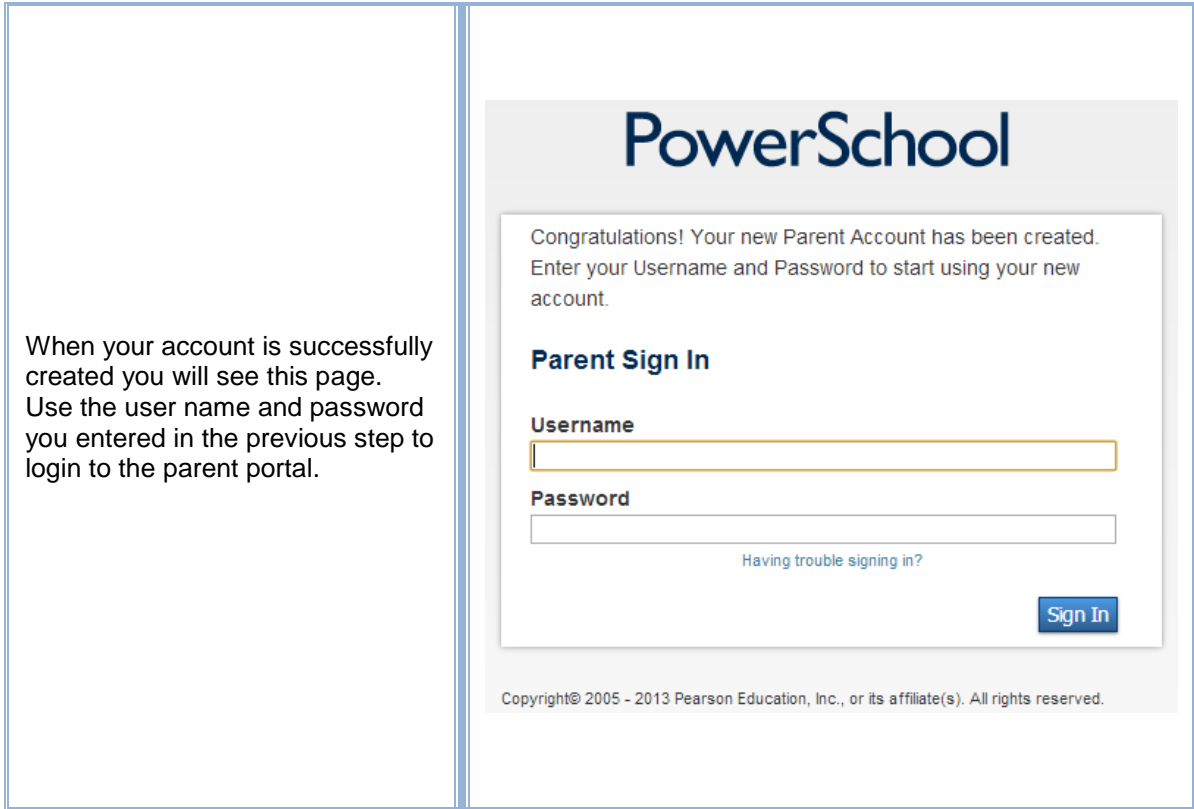
To get started, you must create your PowerSchool account and attach students.

### 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 should have received a letter from your child's school with his/her 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, contact your student(s) attending school or WPS business & Technology Office at 413-572-6407.

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

PROCESS STEPS	SCREEN SHOTS																																
<p>Launch a web browser (Internet Explorer, Safari, or FireFox) and go to PowerSchool Parent Portal URL:</p> <ul style="list-style-type: none"> <li>• <a href="http://ps.schoolsofwestfield.org">ps.schoolsofwestfield.org</a> <i>(NO www at the beginning)</i></li> </ul> <p>If this is your first time to this screen you must click  to setup your account and get started.</p> <p>If you have already created an account enter your user name and password and click </p>	 <p>The screenshot shows the PowerSchool Parent Sign In page. It has a header with the PowerSchool logo. Below it is a 'Parent Sign In' section with fields for 'Username' and 'Password', a 'Sign In' button, and a link for 'Having trouble signing in?'. Below that is a 'Create an Account' section with a 'Create Account' button and a 'Learn more' link.</p> <p>Copyright© 2005 - 2013 Pearson Education, Inc., or its affiliate(s). All rights reserved.</p>																																
<p>Creating an account requires 2 steps: creating the actual account and linking student to the account.</p> <p><b>Create Account</b> Enter the following:</p> <ul style="list-style-type: none"> <li>• First Name</li> <li>• Last Name</li> <li>• Unique Email account</li> <li>• Unique login name</li> <li>• Password</li> </ul> <p><b>Link Students</b> You must know the students access ID and access Password to link them. Enter the following to make the link:</p> <ul style="list-style-type: none"> <li>• Students name</li> <li>• Access ID</li> <li>• Access Password</li> <li>• Your relationship</li> </ul> <p>Once all information is entered click on </p>	 <p>The screenshot shows the PowerSchool 'Create Parent Account' page. It has a header with the PowerSchool logo. Below it is a 'Create Parent Account' section with fields for 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. There is a 'Strong' indicator for the password. Below that is a 'Link Students to Account' section with a table for entering student information.</p> <table border="1" data-bbox="743 1564 1437 1774"> <thead> <tr> <th>Student Name</th> <th>Access ID</th> <th>Access Password</th> <th>Relationship</th> </tr> </thead> <tbody> <tr> <td>1. Andrew Smith</td> <td>YH97HFJ</td> <td>*****</td> <td>Father</td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td>-- Choose --</td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td>-- Choose --</td> </tr> <tr> <td>4.</td> <td></td> <td></td> <td>-- Choose --</td> </tr> <tr> <td>5.</td> <td></td> <td></td> <td>-- Choose --</td> </tr> <tr> <td>6.</td> <td></td> <td></td> <td>-- Choose --</td> </tr> <tr> <td>7.</td> <td></td> <td></td> <td>-- Choose --</td> </tr> </tbody> </table> <p>An 'Enter' button is located at the bottom right of the table.</p>	Student Name	Access ID	Access Password	Relationship	1. Andrew Smith	YH97HFJ	*****	Father	2.			-- Choose --	3.			-- Choose --	4.			-- Choose --	5.			-- Choose --	6.			-- Choose --	7.			-- Choose --
Student Name	Access ID	Access Password	Relationship																														
1. Andrew Smith	YH97HFJ	*****	Father																														
2.			-- Choose --																														
3.			-- Choose --																														
4.			-- Choose --																														
5.			-- Choose --																														
6.			-- Choose --																														
7.			-- Choose --																														



### 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

**Help** - Click to see direction on the current page.

**Signout** - Click to log out of PowerSchool Parent Portal.












**Student** - Select between students by clicking on name


**Printer** - To print current page for your records.

## Main Menu

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

FIELD	DESCRIPTION
 <p>Grades and Attendance</p>	<p>Click to view student grades and attendance for the current term. For more information, see <a href="#">Grades and Attendance</a>.</p>
 <p>Grades History</p>	<p>Click to view student grades for the previous term. For more information, see <a href="#">Grades History</a>.</p>
 <p>Attendance History</p>	<p>Click to view attendance history for the current term. For more information, see <a href="#">Attendance History</a>.</p>
 <p>Email Notification</p>	<p>Click to set the e-mail notifications you wish to receive on a regular basis. For more information, see <a href="#">Email Notifications</a>.</p>
 <p>Teacher Comments</p>	<p>Click to view any teacher comments. For more information, see <a href="#">Teacher Comments</a>.</p>
 <p>Balance</p>	<p>Some schools at WPS require fees, click to view fee transactions. For more information, see <a href="#">Balance</a>.</p>
 <p>My Calendars</p>	<p>Click to subscribe student class assignments to use a personal desktop iCalendar. For more information, see <a href="#">My Calendars</a>.</p>
 <p>School Information</p>	<p>Click to view information about the schools. For more information, see <a href="#">School Information</a>.</p>
 <p>Account Preferences</p>	<p>Use this feature to update account information and add/delete student associations. For more information, see <a href="#">Account Preferences</a>.</p>
	<p>Additional options may be added as needed.</p>

## 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 2 weeks attendance

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	S	M	T	W	H	F	S	S				
1(A)		A	A					SR	SR						Criminal Justice Baldwin, D	B+ 89	3	2
<b>Attendance Totals</b>															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

Course	Teacher	Expression	Final Grade
Criminal Justice	Baldwin, D	1(A)	B+ 89%


Teacher Comments: Meets 1st/2nd classroom work experiences.

Backlog Description:

Due Date	Category	Assignment	Score	%	Grd
06/24/2008	WR	WRWR6	100/100	100	A
06/24/2008	WR	WRWR7	80/100	80	B
06/24/2008	WR	WRWR8	100/100	100	A
06/24/2008	WR	WRWR9	60/100	60	D-
06/27/2008	PKD1	Assign 1	80/100	80	B-
06/27/2008	ATT	ATTWR3	100/100	100	A
06/27/2008	WR	WRWR1	100/100	100	A

Grades last updated on 7/30/2008

\* - Score is exempt from final grade. \* - Assignment is not included in final grade.  
1 - This final grade may include assignments that are not yet published by the teacher. It may also be a result of special weighting used by the teacher.

Print Page 

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

### Dates of Attendance:

**Dates of all absences for Q2:**

- 11/19/2013 - AU
- 12/03/2013 - AU

### 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

## Grades History

Use this page to view quarter and semester grades for the student for the current term. As with the Grades and Attendance screen, clicking the grade in the % column will open the Class Score Detail Page.

Grade History:					
Q1					
Course	Grade	%	Cit	Hrs	
Algebra I CP1	80	80		0.000	
Lit & Comp 9 CP2	80	80		0.000	
Physical Science CP2	88	88		0.000	
Spanish I CP1	85	85		0.000	
US History I CP1	95	95		0.000	
Video/Audio Prod 1	84	84		0.000	

A dash (-) indicates score is exempt from final grade. A dash (-) indicates an assignment is not included in final grade.

## Attendance History

Use this page to view attendance records for the student in the current term. The legend at the bottom of the page displays the attendance codes and their meanings.

Course	Expression	10/21-10/25		10/28-11/1		11/4-11/8		11/11-11/15		11/18-11/22		11/25-11/29		12/2-12/6		12/9-12/13					
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F
Homeroom 9 Simon, Kelly M 224 E: 08/29/2013 L: 06/18/2014	HR(M-F)	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
Lit & Comp 9 CP2 Dechristopher, Joseph P 223 E: 08/29/2013 L: 06/18/2014	A(M) A(T) A(W) A(R) A(F)	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.

## 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:**

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).

How often?

Email Address

Additional Email Addresses   
(separate multiple email addresses with commas)

Apply these settings to all your students?

Send now for Timothy?

### Teacher Comments

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

Reporting Term

Exp.	Course #	Course	Teacher	Comment
A(A)	MA8000	Mathematics 8	Piper, Rena S	Commendable Effort Commendable Conduct

### Balances *(This feature is not yet available in Westfield)*

Use this page to view fee transaction information for the selected student. This page will only have information for students enrolled in a class that requires a fee be paid for class materials. If you are not able to access this page, contact the school for balance information.

**Meal Transactions - Current Balance: \$0.00**

Date	Time	Net	Balance	Description

**Fee Transactions - Current Balance:**

Date	Time	Fee Type	Description	Fee	Paid	Balance
07/22/2008	11:11 AM	Lab Equipment	CJ Lab Fees	50.00	0.00	50.00
Totals:				50.00	0.00	50.00

***This Service is not yet available!***

My Calendars *(This feature is also not yet available!)*

Use this page to subscribe Class Assignments, My Scores, Final Grades, and School Events, use a personal desktop calendar application that supports the iCalendar standard, such as iCal for Macintosh, Windows Calendar for Windows Vista, or Microsoft Outlook.

NOTE: To subscribe for My Scores, Final Grades, and School Events, student login and password MUST be used.

Homework Calendars				
Exp	Course	Teacher	Class Assignments Only	Class Assignments With My Scores and Final Grades*
HR(M-F)	HR0009	Simon, Kelly M	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>
A(M-F)	LA1023	Dechristopher, Joseph P	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>
B(M-F)	SC1023	Strycharz, Lisa M	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>
C(M-F)	FL1013	Al-rekaby, Carrie	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>
D(M-F)	DS1000	Mack, Kali	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>
E(M-F)	SS1013	Piper, Robert M	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>
F(M-F)	MA1013	Williams, Brian P	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>
G(M-F)	CS5600	Whitaker, Karen C	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>
10(M-F)	ND1003	Simon, Kelly M	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>

\*Subscription requests for calendars with assignment scores and final grades will require your PowerSchool username and password.

School Calendars
School Event Calendar - <a href="#">Subscribe</a>


***This Service is not yet available!***  
***We will inform you when it is activated!***


## School Information

Use this page to view basic school information

School Information	
<b>Name:</b>	Westfield High School
<b>Address:</b>	Westfield High School 177 Montgomery Road Westfield, MA 01085
<b>Phone:</b>	413-572-6463
<b>Fax:</b>	413-572-6346
<b>Map:</b>	No school map available.


## 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
<b>Account Preferences - Profile</b>	
If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.	
<b>First Name:</b>	<input type="text" value="John"/>
<b>Last Name:</b>	<input type="text" value="Smith"/>
<b>Email:</b>	<input type="text" value="jsmith@yahoo.com"/>
<b>Select Language</b>	<input type="text" value="Select a Language"/> ▼
<b>New Username:</b>	<input type="text" value="jsmith2"/>
<b>Current Password:</b>	***** 
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

## 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.