

PowerSchool

PARENT/GUARDIAN USER GUIDE

Cheshire Public Schools uses PowerSchool, which gives parents real-time access to attendance, grades and assignments, honor roll, graduation progress, and school announcements. Parents can also email teachers directly from PowerSchool, or choose to receive automatic updates to one or more email addresses. The PowerSchool link is available anywhere in the world, just by logging into the Internet. All information is secure and information about your child is only available to you.

PowerSchool is a tool to increase communication between parents and teachers. Each teacher will be maintaining grades and attendance in PowerSchool. We believe it is important for parents and students to become educated in the process of grades and assessment through PowerSchool.

USING POWERSCHOOL

Once you've logged into PowerSchool, you will see a menu bar at the top of the screen. The default screen that appears is the **Grades and Attendance** screen.

Navigation



Grades and Attendance



Grade History



Attendance History



Email Notification



School Bulletin



Account Preferences



Demographic Change



Honor Roll



School Information

Here is a brief description of each option:

Grades and Attendance- Displays the current term (quarter or semester) grade, past two week's attendance, and the attendance totals for the current term and/or the year.

Grades History- Displays courses and grades for the current year as well as previous years.

Attendance History- Displays detailed attendance information for the current year.

Email Notification- Parents can request various email notifications. *(it is strongly recommended that you sign up for parent notifications)

School Bulletin- Displays school bulletin items/announcements.

Account Preferences – change your account settings, password, or email address. You can also add your other children access codes to your account here.

Demographic Change - update your demographic information directly through PowerSchool

Honor Roll – displays the honor roll achievements your child has earned from 2009-2010 and 2010-2011.

School Information – displays important school information such administrator names, email, phone numbers, and term dates.

Class Registration- Course requests for the next school year (available Spring 2011)

Your child(ren)'s name(s) will appear below the menu bar. To switch between children, click on your child's name button.



To print a screen in a printer friendly format, click on the Printer icon



Print

CHESHIRE PUBLIC SCHOOLS RECOMMENDS THAT YOU PLEASE DO THE FOLLOWING:



Update your demographic information in PowerSchool and provide two code red numbers for automated emergency alerts.



Sign up Email Notifications for the daily bulletin, grades, and attendance

Grades and Attendance



**Grades and
Attendance**

From the Grades and Attendance Screen, you will find a complete listing of all your child's classes, teachers, current grade averages, and attendance information.

GET DETAILS ABOUT YOUR CHILD'S GRADES:

Any blue words and numbers are hyperlinks. By clicking on them, you will see the student's assignments, scores and any teacher comments. By clicking on a teacher's name, you can also send an email message to your child's teacher. Remember, your computer must be set up to send emails from your browser. Contact your Internet service provider for help with this feature.

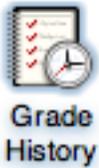
Grades: The blue links (letter grade and % score) give you more information about your child's grades. If you click on any of these links, it will take you to another screen that displays class information and a list of individual assignments, projects, etc. Click on the blue links to find out the details for the assignment. Please note that not every assignment will have a description. The date at the bottom of the screen shows you the last time the information was updated by the teacher.

To return to the first screen at any time, simply click on the **Grades and Attendance** icon at the top of the screen.

Attendance: The Grades and Attendance screen also shows when your child was tardy or absent. Click on the numbers in blue to find out the days in which your son or daughter was late or absent. Each type of attendance is represented by a letter code. A key is provided below the attendance.

Dodd – Attendance is taken through homeroom on a daily basis. Attendance information for your child will show up on the homeroom course line only.

Grades History



The **Grades History** screen allows you to view a list of all grades that your child has earned for past terms for the current and previous years. In one sense, this view is essentially a transcript screen. In this view, you are able to see the letter grade and percentage grade. You may click on the percentage grade to see the detail listing of scores that made up the final grade.

Dodd Terms: Q1=Quarter 1, Q2=Quarter 2, Q3=Quarter 3, Q4=Quarter 4, Y1 = Year (core courses only)

Attendance History



Click the **Attendance History** icon to see your child's attendance record by class for the current term or year. On days when school is not in session, a dash will appear. Attendance at Dodd is taken daily. For a complete listing of all attendance codes used at Dodd, scroll to the bottom of the screen.

Email Notification (CHESHIRE PUBLIC SCHOOLS RECOMMENDS)



The Email Notification screen allows you to register to receive automatic email updates sent to your personal email account. There are four areas that need to be configured for email notifications to begin.

The first item to configure is the type of information you want to receive. There are five options to choose from. (Note: the more you select the more email you will receive.)

Summary of current grades and attendance- Sends out one email giving a summary of final grade and attendance totals for each of your child's classes.

Detailed report of attendance- Sends out an email containing detailed attendance for each class enrolled in for the current term.

Detailed reports showing all assignment scores for each class- sends out one email for each class with each assignment for the quarter. (Note: if your child has 6 classes you will receive 6 emails, one for each class. If you have multiple students at Dodd or CHS you can be receiving over 12 emails with detailed information.)

School announcements- Sends out school announcement and daily bulletin information in a plain text format.

Next, configure the "How Often?" option of notifications. There are five options to choose from: Never, Once a Week, Once Every Two Weeks, Once a Month, or Daily.

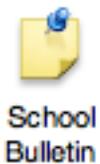
The next item, "Send Now", allows you to have the emails sent to your email account immediately. Check this box at any time and click the submit button to have emails sent immediately. If this is not checked you will receive the next update according to the choices made above. The server sends out the emails automatically on Mondays for all options except "Daily."

Note: You can make changes to this configuration screen at any time. Upon hitting the Submit button, the changes will take effect.

The final step is to configure what email accounts you want to activate. Type in the email address of the account that you want to use to receive PowerSchool emails. **You can have the email sent to multiple email addresses by simply separating the email addresses with a comma.** Please check your addresses carefully; incorrect email addresses will prevent you from receiving your requested notifications.

Note: The emails are generated by the PowerSchool system. **PLEASE DO NOT REPLY TO THE AUTOMATED EMAILS.** The message will not be received or read. If you have a question about the content of the emails, please contact the teacher or the school.

School Bulletin



The PowerSchool program gives parents access to the latest information and happenings for each school. Click on the **School Bulletin** button to pull up the list of school announcements. At the bottom of this screen, you can also access information from other dates, by clicking on the Calendar icon.

Class Registration

Class Registration is activated once a year, typically in February, for students to request classes for the next school year. More information will become available when we begin the class registration process for next year.

Demographic Change (CHESHIRE PUBLIC SCHOOLS RECOMMENDS)



Demographic Change

From the Demographic Change tab, you will be able to update our PowerSchool records with your current demographic information.

You will see this screen:
Demographic Update

	On file with the school	Please make your updates
Name (last,first MI)	<input type="text"/>	If you make changes, please use the suggested formats.
Student Residence Address	<input type="text"/>	<input type="text"/>
Student Mailing Address	<input type="text"/>	<input type="text"/>
Home Phone	<input type="text"/>	<input type="text"/> 000-000-0000
CODE RED PHONE NUMBERS		Telephone Numbers to receive Automated Emergency Message Alerts
PRIMARY CODE RED PHONE		<input type="text"/> 000-000-0000
ALTERNATE CODE RED PHONE		<input type="text"/> 000-000-0000
Contact #1 Info	<input type="text"/>	<input type="text"/>
Relationship	<input type="text"/>	<input type="text"/>
Custody	<input type="text"/>	To change custody setting, please contact school
Address	<input type="text"/>	<input type="text"/>
Home Phone	<input type="text"/>	<input type="text"/> 000-000-0000
Cell Phone	<input type="text"/>	<input type="text"/> 000-000-0000
Email Address	<input type="text"/>	<input type="text"/>
Employer Name	<input type="text"/>	<input type="text"/>
Employer Phone	<input type="text"/>	<input type="text"/> 000-000-0000

The left column will show the data that is currently stored in our PowerSchool database. If you need to make changes to any field, please enter it in the right column.

If you make changes, please use the suggested formats.

Code Red Numbers

Code Red is our automated emergency message alert system. The phone numbers you enter in the Code Red boxes will be called so you can receive automated emergency message alerts. Please enter **2** code red telephone numbers.

Emergency Contact Information

In case of an emergency, please enter contact information other than the parent/guardian. You may enter up to 2 emergency contacts.



Submit

When you have finished making all of your changes, click the Submit button in the lower right hand corner of your screen.

If you have multiple children, please click on your next child's name in the upper left hand corner and repeat these instructions.

Honor Roll



The Honor Roll tab displays all honor roll awards earned for Dodd Middle School. For more information on Dodd's Honor Rolls, please refer to the Student Handbook.

School Information



The School Information tab displays important school information (address, phone number, fax). It also displays information about our school administration, and provides and an email address for the registrar and attendance secretaries.

The term dates for Dodd Middle School also appear on this screen.

Account Preferences



Account Preferences contains two tabs: Profile and Students. On the Profile tab, you can view and change the name, email address, user name, or password with your Parent/Guardian account. Click on the  edit button to make changes to your user name or password

The Students tab displays the children you have added to your account. To add another child to your Parent/Guardian account, click the . A window will appear asking for the access code and access password for that child. Click the  button after you have entered all required information.

PLEASE NOTE:

Parent Accounts contain functionality that the student accounts don't have, such as Demographic Change.

Parent account login information **SHOULD NOT** be given to your children. Students at Dodd Middle School have their own, separate student accounts.

Unauthorized access of parent accounts will block the parent accounts from being used.