2020-2021 Version

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WESTFIELD
PUBLIC SCHOOLS

# PowerSchool Student and Parent Portal User Guide

JANUARY 2020

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***The Westfield Public Schools (WPS) is excited to offer this electronic resource to our students a their families, to assist you in monitoring your students' academic progress and attendance. W this release of the PowerSchool Parent Portal, we have all features operating, except the Accou Balances. In the future we plan to expand this service to include more school information an account balances. Once we finalize these additional features, we will let you know.***

# 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 program provides a unique login code and password for students and their parents/guardian to login into the system for any student in Pre-K through grade 12. This Parent Single Sign-On feature offers a number of benefits, including:

- access to multiple students grades, elementary report cards, 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

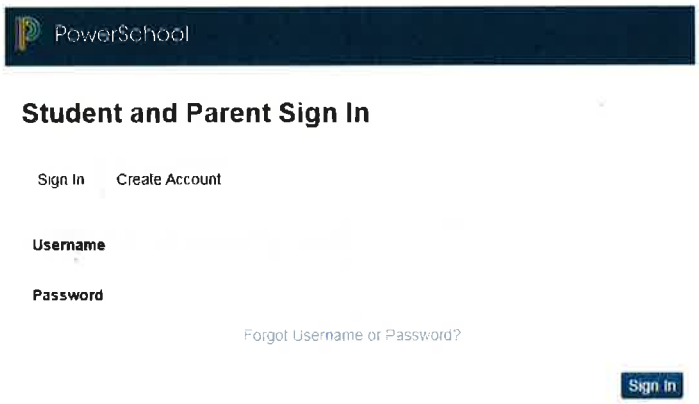
To get started, you must create your PowerSchool account and attach students.

### 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' 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 the school your student attends or WPS Assessment and Accountability Office at 413-642-9320

> ***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 |
|---|---|
| Launch a web browser (Chrome, Safari, FireFox, etc) and go to PowerSchool Parent Portal URL:<br>• ***ps.schoolsofwestfield.org***<br>***(NO www at the beginning)***<br><br>If this is your first time to this screen you must click Create Account<br><br>Sign In  Create Account<br><br>to setup your account and get started.<br><br>If you have already created an account enter your user name and password and click<br><br>Sign In |  |

Creating an account requires 2 steps: creating the actual account and linking the student to the account.

**Create Account**

Enter the following:

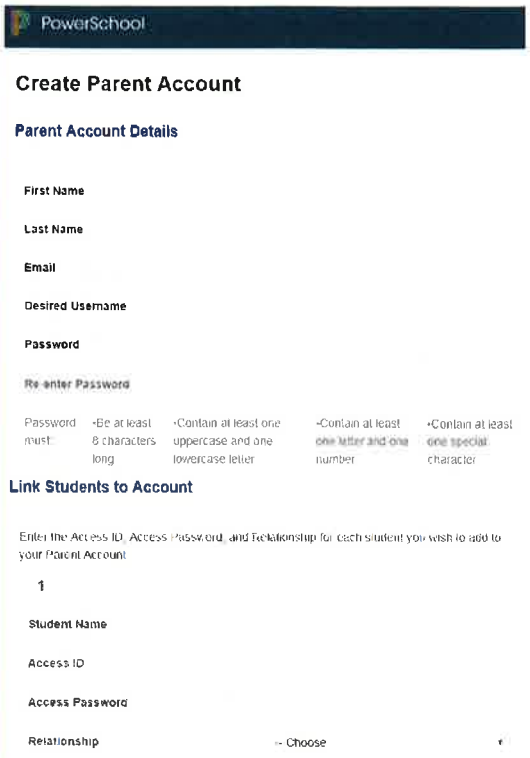
- First Name
- Last Name
- Unique Email account
- Unique login name
- Password

**Link Students**

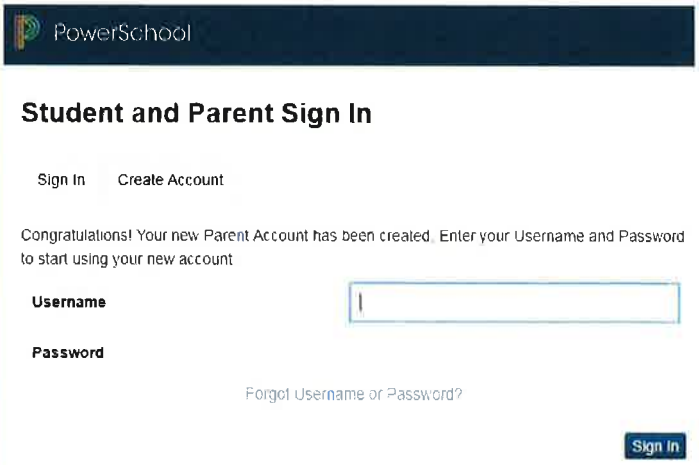
You must know the students access ID and access Password to link them. Enter the following to make the link:

- Students name
- Access ID
- Access Password
- Your relationship

Once all information is entered click on enter




When your account is successfully created you will see this page. Use the username 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

**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 |
|---|---|
| Grades and Attendance | Click to view student grades and attendance for the current term. For more information, see ***Grades and Attendance.*** |
| Grade History | Click to view student grades for the previous term. For more information, see ***Grades History.*** |
| Attendance History | Click to view attendance history for the current term. For more information, see ***Attendance History.*** |
| Email Notification | Click to set the e-mail notifications you wish to 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. **Note**: School Bulletin only appears if School Bulletin is enabled by the school. |
| Balance | Some schools at WPS require fees, click to view fee transactions. For more information, see ***Balance.*** |
| Student Schedule | Click to view student's full year schedule. |
| My Schedule | Click to view student current week schedule. |
| School Information | Click to view information about the schools. For more information, see ***School Information.*** |
| Account Preferences | Use this feature to update account information and add/delete student associations. For more information, see ***Account Preferences.*** |

### 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.

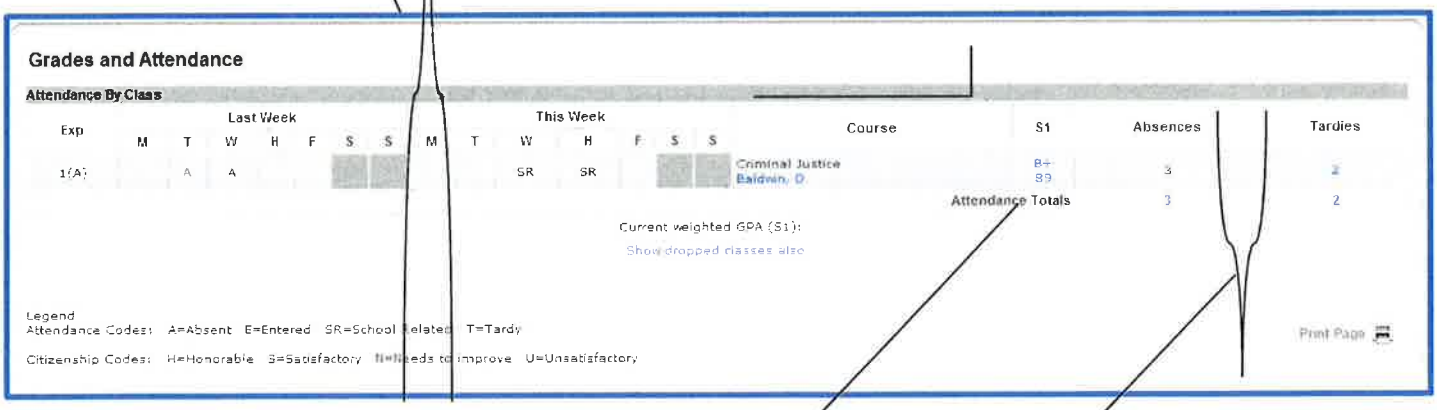
### Grades and Attendance

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

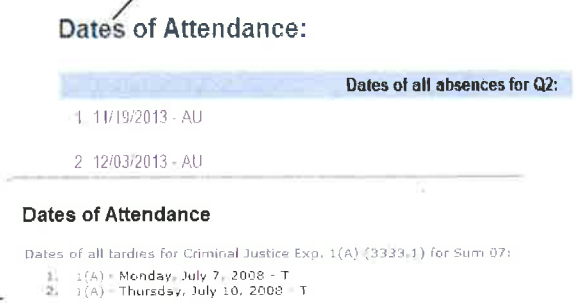
To view information for dropped classes, click *Show dropped classes also*

To send an email to the teacher, click the name of the teacher. *To use this function, your web browser must be properly configured.*




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

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



## Grades History (Grades 5 - 12 only)

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.

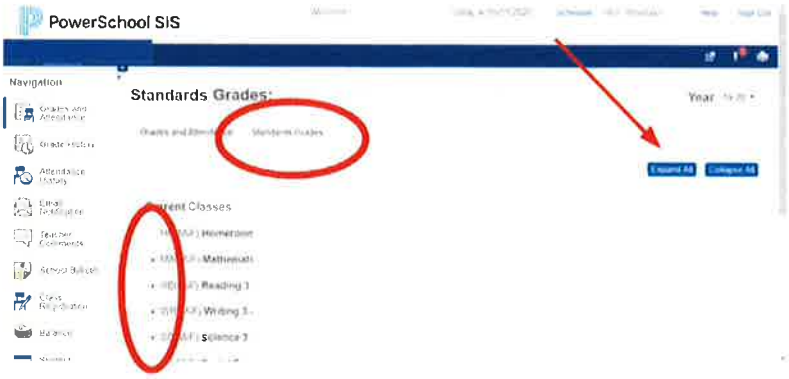
**Grade History:**

| Course | Q1 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.

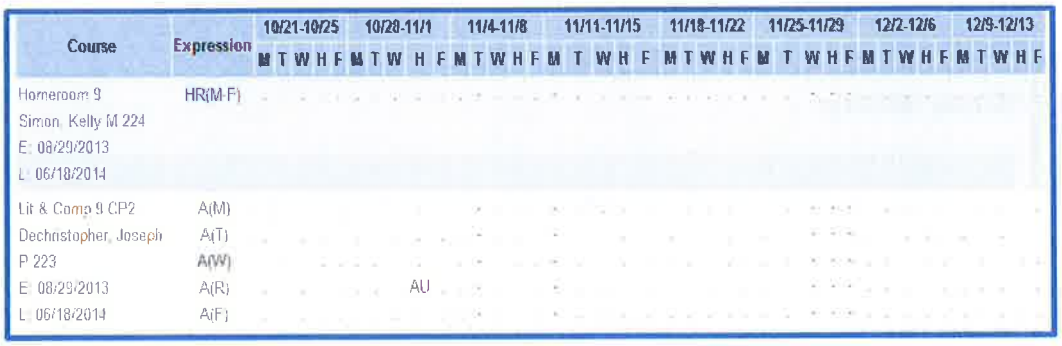
## Elementary Report Cards

Use this page to view report cards for students in grades K - 4. First, choose the Standards Grades tab, and then either Expand All (to the right) or expand each section one at a time using the ➤ next the course name.



## Attendance History

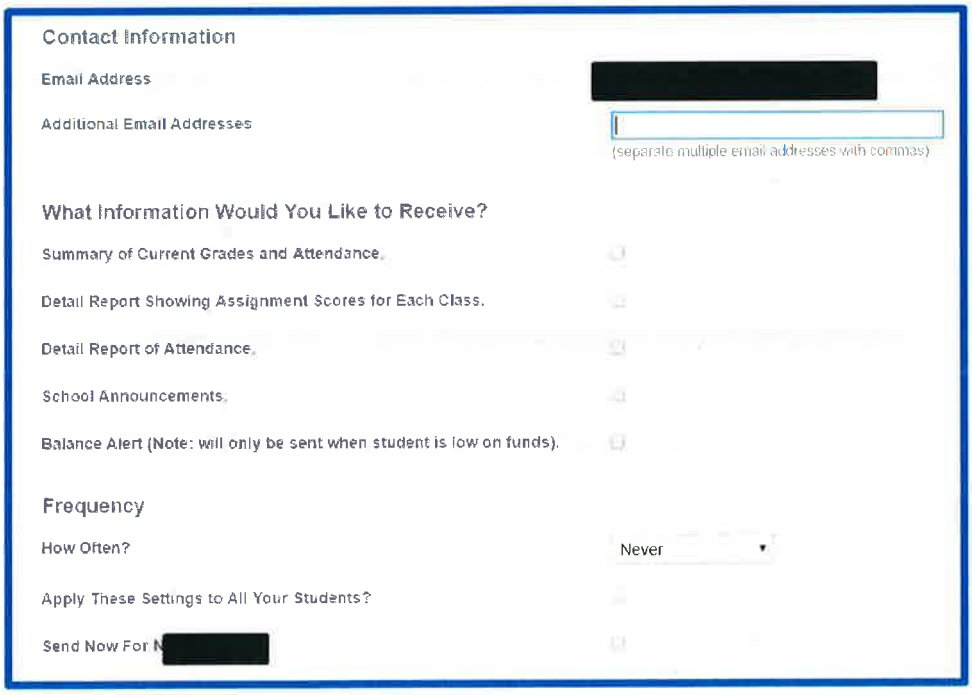
Use this page to view attendance records for the student in the current term. The legend at the bottom of the page displays the attendance codes and their meanings.



| 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 | M | T | W | H | F | M | T | W | H | F | M | T | W | H | F | M | T | W | H | F |
| Homeroom 9 | HR(M-F) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Simon, Kelly M 224 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E: 08/29/2013 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| L: 06/18/2014 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lit & Comp 9 CP2 | A(M) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dechristopher, Joseph | A(T) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P 223 | A(W) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E: 08/29/2013 | A(R) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| L: 06/18/2014 | 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.



Contact Information

Email Address [redacted]

Additional Email Addresses

(separate multiple email addresses with commas)

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).

Frequency

How Often? Never

Apply These Settings to All Your Students?

Send Now For N[redacted]

## Teacher Comments

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

Reporting Term Q1

| Exp. | Course # | Course | Teacher | Comment |
|---|---|---|---|---|
| A(A) | MA8000 | Mathematics 8 | [redacted] | Commendable Effort<br>Commendable Conduct |

## Balances

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:

*This Service is available through MySchoolBucks*

| | | | |
|---|---|---|---|
| Totals: | 50.00 | 0.00 | 50.00 |

Use this page to view the student's schedule for the current week.

NOTE: There are two ways to display a student's schedule. The Week View displays the student's schedule for the current week. The Matrix View displays the student's schedule for the selected term in a graphical format.

Week View

| | Monday 01/06/2020 | Tuesday 01/07/2020 | Wednesday 01/08/2020 | Thursday 01/09/2020 | Friday 01/10/2020 |
|---|---|---|---|---|---|
| | Homeroom 4<br>Smith, Johnson<br>45<br>09:10 AM - 09:15 AM | Homeroom 4<br>Smith, Johnson<br>45<br>09:10 AM - 09:15 AM | Homeroom 4<br>Smith, Johnson<br>45<br>09:10 AM - 09:15 AM | Homeroom 4<br>Smith, Johnson<br>45<br>09:10 AM - 09:15 AM | Homeroom 4<br>Smith, Johnson<br>45<br>09:10 AM - 09:15 AM |

Matrix View

| | | | | | |
|---|---|---|---|---|---|
| | | | Homeroom 4<br>HR4000.1<br>Smith, James<br>Room: 45<br>HR(M-F) 19-20 | Mathematics 4<br>MA0004.1<br>Smith, Kennedy<br>Room: 45<br>MA(M-F) 19-20 | Reading 4<br>RE0004.1<br>John, Lisa<br>Room: 45<br>RE(M-F) 19-20 |
| F | 19-20 | T2 | | | |

## School Information

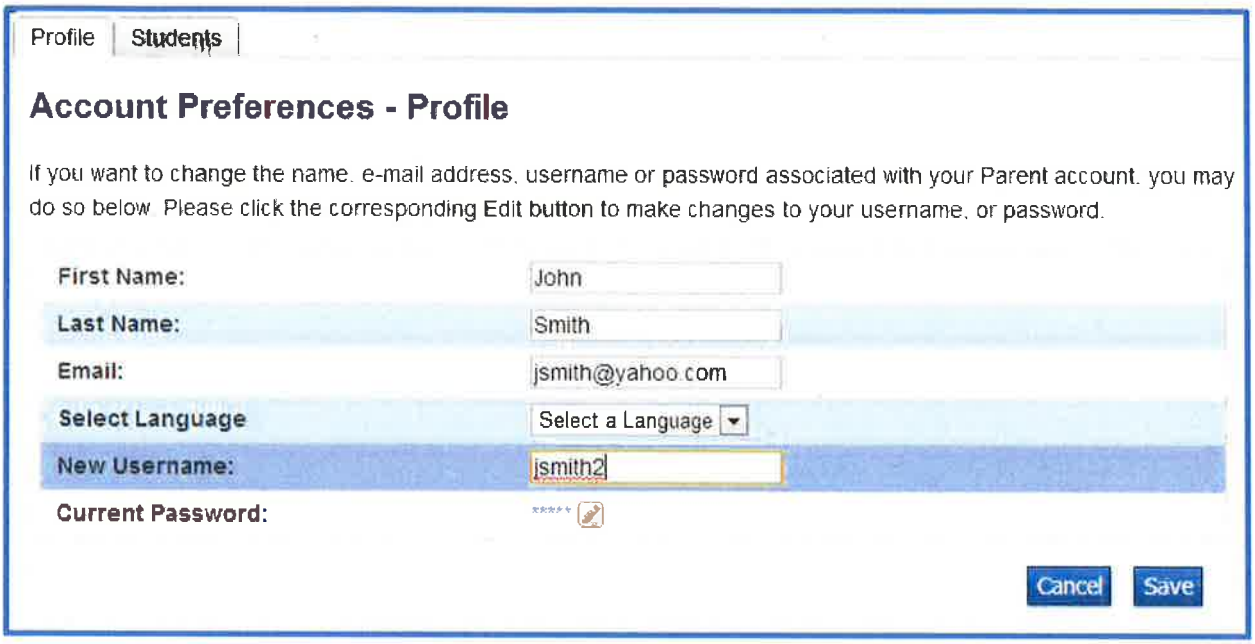
Use this page to view basic school information

### School Information

| | |
|---|---|
| Name: | Westfield High School |
| Address: | Westfield High School 177 Montgomery Road Westfield, MA 01085 |
| Phone: | 413-572-6463 |
| Fax: | 413-572-6346 |
| Map: | 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




## 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 Sign Out 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.