

PowerSchool Parent Portal User Guide

Ledyard Public Schools

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Introduction

PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, and even personal messages from the teacher. Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can use their gradebook to make decisions on what information they want to share with parents and students.

Parent/Guardian Access Management

We have created your Guardian account. You will receive a letter from us with your password information. If your account login information gets lost, please email Mrs. Curtin @ gcurtin@ledyard.net in the Guidance Office and your information will be sent to you via US Mail to your home of record for security purposes.

Getting Started

Log into PowerSchool Parent Portal using the following URL:
www.powerschool.ledyard.net/public

- User name on the first line
- Password on the second line
- Click submit

Note: Your password is displayed as astericks for security purposes. You should never use someone else's password or give your password information to anyone else.

Navigation Bar

The navigation bar appears at the top of the PowerSchool Parent Portal start page. The navigation bar includes the following information:

Field	Description
[PowerSchool Logo]	Click to return to the start page.
[Main Menu]	Contains links to PowerSchool Parent Portal functions. For more information, see <i>Main Menu</i> .
[Your Name]	The first and last name of the person logged in. Your name should appear. If it does not, contact your guidance secretary.
[Login]	To ensure your account is secure, and your information protected, the date and time of the last time you logged in appears next to your name.
[Printer Icon]	Click to print a printer-friendly version of the page you are viewing. Additionally, the page includes the name of your student, the school and the school district.

Main Menu

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

Field	Description
Grades and Attendance	Click to view student grades and attendance for the current term.
Grades History	Click to view student grades for the previous term.
Attendance History	Click to view attendance history for the current term.
Email Notification	Click to set the e-mail notifications you can receive on a regular basis.
Teacher Comments	Click to view any teacher comments.
School Bulletin	Click to view the Ledyard Middle School Bulletins.
My Calendars	Click to subscribe to specific homework and event calendars.
Account Preferences	Click to manage your PowerSchool Parent Portal account preferences. For more information, see <i>Account Preferences</i> .

Grades and Attendance

The Grades and Attendance page displays comprehensive information about a student's grades and attendance for the current term. The legend at the bottom of the page displays the attendance and citizenship codes and their meanings.

How to View Grades and Attendance

1. Click the **Grades and Attendance** tab, if needed. The Grades and Attendance page appears.
2. Do one or more of the following:
 - To view attendance data for dropped classes, click **Show dropped classes also**.
 - To send e-mail to a teacher, click the name of the teacher.

Note: To use this function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send messages.

If your web browser is not configured correctly, just copy the email address, go to your personal email system, start a new message and then paste the address into your personal email "To" line.

- To view grade details, click a grade in the term column. The Class Score Detail page appears.
- To view assignment details, click a grade in the term column. The Class Score Detail page appears. Click an assignment under the Assignment column. The Assignment Description page appears. Use the browser **Back** button to return to the Grades and Attendance page.

Note: Icons indicate the status of assignments. For more information, see the icon legend at the bottom of the page.

How to View Standards Grades

1. On the main menu, click **Grades and Attendance**. The Grades and Attendance page appears.
2. Click the **Standards Grades** tab. The Standards Grades page appears.
 - Click **Show Completed Classes** to view standards grades for completed classes.
 - Click **Hide Completed Classes** to view only the classes for the current term.
 - Click on the blue "c" icon to view score comments.
 - Click the name of the standard to view the following details:
 - Teacher
 - Course
 - Standard Name
 - Gradescale
 - Gradescale Description
 - Gradescale Details

Grades History

The Grades History page displays information about a student's quarter and semester grades for the current term.

How to View Grades History

1. On the main menu, click **Grades History**. The Grade History page appears.
2. Click a grade in the % column. The Class Score Detail page appears.

A caret indicates score is exempt from final grade. An asterisk (*) indicates an assignment is not included in final grade. The number one (1) indicates 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. Click the special weighting link for more information.

How to View Attendance History

- On the main menu, click **Attendance History**. The Attendance History page displays the student's attendance. To view the absences or tardies for the selected class during this term, click a number in the Absences or Tardies column. The Dates of Attendance page displays all absences or tardies for that class.
- To view the absences or tardies for all classes during this term, click a number in the Attendance Totals row. The Dates of Absence or Dates of Tardies page displays all absences or tardies. Use the browser **Back** button to return to the Grades and Attendance page.

How to Set Up Email Notifications

1. On the main menu, click **Email Notification**. The Email Notifications page appears.
2. Use the following table to enter information in the fields:

Field	Description
What information would you like to receive?	Specify which information you would like to receive by selecting the appropriate checkboxes: <ul style="list-style-type: none"> • Summary of current grades and attendance • Detail report showing assignment scores for each class • Detail report of attendance • School announcements • Balance Alert
How often?	Specify the rate at which you want to receive the selected information from the pop-up menu: <ul style="list-style-type: none"> • Never • Weekly • Every Two Weeks • Monthly • Daily
Email Address	Display only of the email address associated to your parent/guardian account. The selected information, as well as account recovery notices and account changes confirmations will be sent automatically to this email address.

3. Click **Submit**. The Email Notifications page appears. A confirmation message appears indicating the changes were saved.

How to View Teacher Comments

1. On the main menu, click **Teacher Comments**. The Teacher Comments page appears.
2. To open an e-mail message to send to a teacher, click the teacher's name.

Note: To use the e-mail function, your Web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send e-mail messages.

If your web browser is not configured correctly, just copy the email address, go to your personal email system, start a new message and then paste the address into your personal email "To" line.

School Bulletins

The School Bulletin page serves as your school's "message board" whereby your school can post a variety of information for you to view.

How to View School Bulletins

1. On the main menu, click **School Bulletin**. The School Bulletin page displays any messages for the current day.
2. To view another day's bulletin, click a date link at the bottom of the page.

My Calendars

My Calendar, a personal calendar application, is a tool to help parents and students stay on top of daily events and better manage their time. Using My Calendar, you can subscribe to and receive homework and school event information in the form of a calendar on your desktop computer. With My Calendar, you can:

- Subscribe to calendars to keep up with homework assignments, grades, school events, and more.
- View more than one calendar at a time from within a single unified window to quickly identify schedule conflicts and pockets of free time.
- Keep your priorities straight with a built-in To Do list.

How to Subscribe to Calendars

1. On main menu, click **My Calendars**. The My Calendars page appears.
2. Click **Subscribe** in the Class Assignments Only column to receive the class assignments calendar. The iCal application opens, and the **Subscribe to** field automatically displays the calendar URL.
3. Click **Subscribe**. The Subscribing to <calendar name> page appears.
4. Use the following table to enter information in the applicable fields:

Log Out of PowerSchool Parent Portal

You can log out of PowerSchool Parent Portal from any page in the application.

Note: If you are not actively working in PowerSchool Parent Portal, your session may timeout. If so, you need to **log in** again.