












## PowerSchool Parent Portal Instructions for Accessing Information (See Instructions for Setting Up your Account first)

The navigation bar is on the left side of every page in the Parent Portal. There are several icons (pictures) with descriptions next to them. When you click on an icon it will take you to the page with the information described. Your name is displayed in the top right corner, along with a link for Help and Sign Out to click when you are ready to exit the portal. There is also a Printer icon for you to print a printer-friendly version of what you are viewing.

If you have 1 student you will see the first name of your child on a blue tab on the left side under PowerSchool. If you have more than one student you will see their first names in alphabetical order. If you don't see them you can add them by clicking on the Account Preferences icon (see instructions below).

The following icons are currently on the system but may change during the year:

 <p>Grades and Attendance</p>	<p>When you click on the Grades and Attendance icon a screen will show you your student's schedule with his/her attendance for 2 weeks on the left and totals on the right as well as grades. There is a legend on the bottom of the screen with the codes and descriptions of absence types and citizenship. Anything you see in blue is a link that you can click on that will take you to another screen with detail information. The teacher names under the courses have email links but your web browser must be configured to automatically open your email application. You will see the teacher's email address in the bottom left corner of your screen when you put the cursor on the name. If you click on a grade, it will display gradebook information. To go back to the previous screen, click on the Grades and Attendance icon. If you click on a number under Absences it will display detail information for the quarter. A row that is gray designates a class that is not current.</p>
 <p>Grade History</p>	<p>This screen will display your child's grades for each year with the amount of credits earned under Hrs which stands for Credit Hours. Gradebook information can also be viewed by clicking on a grade for the past 2 years only since we did not have Power Teacher in previous years. Standards Grades History will be implemented next year.</p>
 <p>Attendance History</p>	<p>The Attendance History screen will display your child's attendance for this year with the Legend explaining the codes on the bottom of the screen. Dashes indicate a class is not in session.</p>
 <p>Email Notification</p>	<p>On the email notification screen you may select the email you wish to receive, how often you would like to receive email, add another email address and apply settings to all of your children. These settings will be saved but you can change them at any time. If you wish to have an email sent immediately you can click on the box Send now for ___? (the name of your child). The Email Address you entered when you registered is shown on this screen but cannot be edited on this screen. You can modify that address in the Account Preferences screen. Parents should be selective when setting automatic e-mail notification options as they may result in a large increase in volume to their email inbox. These options may be changed at any time.</p>

 Teacher Comments	The Teacher Comments screen will have comments per class regarding achievement, citizenship and behavior.
 Class Registration	This icon will be present when the schools are scheduling for the next school year. It will display your child's course requests.
 Account Preferences	Account Preferences is the information you entered when you set up your account. You may change this information at any time. There are two tabs: Profile and Students. On the Profile tab, to change your First Name, Last Name or Email, simply type over the information. If you want to change your User Name, click on the icon of the pencil. To change your Password you will need to key in the current password and then key in the new one twice. On the Students tab you may Add a child by clicking on the Add button. You will need the Access ID and Password from the school. When you have entered the information, click Submit.
 Honor Roll	If your child has made the honor roll, this screen will have a history of the year, grade, quarter and honor roll level (general or maximum).
 My Schedule	My Schedule is your child's schedule for the current year.
 Next Years Schedule	This screen will display information about your child's schedule next year
 School Information	This screen will display information about the school address, phone numbers, email addresses and term dates.

When you are finished viewing your child's information, it is important to remember to click on the Sign Out link in the top right hand corner of the screen.

For more information, log onto our website: <http://www.whps.org/whps/parentportal/>

