Using the PowerSchool Parent-Student Portal (Web Version)

1. Accessing the Website
2. Creating a Parent Account
3. Adding New Students to Your Parent Account
4. Overview and Assignments
5. Standards Grades
6. Report Cards and Historic Grades
7. Other Information

Accessing the Website

Each year, student passwords are cycled and the Student and Parent Login Information letters are sent home to new and returning students. This page includes how to locate the school’s unique PowerSchool website, and how to log in and create a parent portal account. If you lose this sheet, please contact the school and a new letter can be printed and mailed home.

You can find the link to PowerSchool on the school’s website, www.maplerun.org, or you can type the PowerSchool website address directly into your web browser, powerschool.maplerun.org.

Creating a Parent Account

The Parent Login letter contains an ‘Access ID’ and ‘Access Password’ for each student. This is not its own login; rather it is the keys for you to link your parent account to a student.

First, navigate to the website listed above, powerschool.maplerun.org and click on the Create Account tab. Then click the blue Create Account button.
Fill out the *Parent Account Details* section with your information. Select a password that is at least 6 characters long.

Next, move to the *Link Students to Account* section. This is where you will need the information in the Parent Login letter. You must link at least one student to create your account; you can add up to seven students at once on this screen (you can add more later).

Enter the **first & last name** of the student. Enter the **Access ID and Password** from the letter. Select the **relationship** that best describes your connection to this student.
After you have entered all of your students, scroll to the bottom of the screen and click the Enter button.

### Error Messages

If there is an error in one of the fields, you will see this flag after you click Enter:

**Parent Account Details**

![Warning flag: Reed Blende has not been added to your account. Valid student information must be entered.]

Typically this means that the Access ID and Access Password fields is incorrect. Please refer to the information in the letter and try again. This is **not** the same as the student’s personal login information in the Student Login letter.

If you did not enter information into one of the fields (all fields are required for the parent information and at least one student), then you will see this message:

![Warning flag: You must enter all required values.]

Please call the school if you need a new copy of the Parent Login letter.

When your account is created successfully, you will be returned to the login window.

![PowerSchool login window](image)

**Student and Parent Sign In**

Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.

- **Username**
- **Password**

Forgot Username or Password?

Sign In

Enter the **username and password** that you selected when you created the account. Please note that the login is **not** your email address. At any time in the future, if you have forgotten your username or password, please contact the school and we will provide you with the username and reset the password, after we verify your identity.
Adding New Students to Your Account

After logging in, click the **Account Preferences** button at the bottom of the left-hand navigation menu.

Then click the **Students** tab, and click the **Add** button near the top of the screen.

Fill in the fields on the pop-up window, then click **OK**.

You will now have two student names on the blue banner at the top of the screen. You can click on the names to switch between students without needing to log out and back in.
Overview and Assignments

When you first log in to the system, the screen that you see is called **Grades and Attendance**.

The middle section, **Attendance By Class**, lists the classes for the current term in progress. If the term is Semester 2, then classes that were semester 1 only (not including year-long courses) then they will not appear on this screen by default. (We will check in on those grades later in this guide.)

This screen is meant to be a snapshot of the present moment in grading. It displays this current term’s courses, the last two weeks of attendance, the current overall scores for the courses, and the year-to-date total absences and tardies for each class.

Below this is ‘**Attendance By Day**,’ which reviews the daily attendance for the last two weeks, as well as year-to-date. PowerSchool records both class-by-class attendance, as well as a single overall code for the day. (For example, a student may miss a class due to an appointment with Guidance, but still be Present for the day.)
To view the status of individual assignments, click on the current term’s link for the class that you want to view. For example, if we want to see the Semester 1 assignments for Algebra, then we would click on the link that lives at the intersection of Algebra and S1.

<table>
<thead>
<tr>
<th>Course</th>
<th>S1</th>
<th>P1</th>
<th>E1</th>
<th>S2</th>
<th>E2</th>
<th>Y1</th>
</tr>
</thead>
<tbody>
<tr>
<td>20th Cent Lit</td>
<td></td>
<td></td>
<td></td>
<td>[i]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email Rogers, Peter - Rm: A103</td>
<td>[i]</td>
<td>[i]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish I</td>
<td>[i]</td>
<td></td>
<td></td>
<td>[i]</td>
<td>[i]</td>
<td>[i]</td>
</tr>
<tr>
<td>Email Phillips, Bruce - Rm: A217</td>
<td>[i]</td>
<td>[i]</td>
<td>[i]</td>
<td>[i]</td>
<td>[i]</td>
<td></td>
</tr>
<tr>
<td>Algebra II</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email Hauptman, Melissa - Rm: W310</td>
<td></td>
<td></td>
<td>[i]</td>
<td>[i]</td>
<td>[i]</td>
<td>[i]</td>
</tr>
</tbody>
</table>

The icons [ i ] that come up a lot on this screen indicate that the course is active for this term, but there isn’t an overall score at this time. For classes graded on proficiencies (standards-based grading), this is normal. If the area is grayed out, that indicates this term column was not applicable to this class (for example, S1 and P1 do not apply to the semester 2 literature class).

Clicking the S1 score takes you to the Class Score Detail page, which also lists the assignments.

**Class Score Detail: BENDER, Reed**

<table>
<thead>
<tr>
<th>Course</th>
<th>Teacher</th>
<th>Expression</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra II</td>
<td>Hauptman, Melissa</td>
<td>7(A)</td>
<td>CA 85%</td>
</tr>
</tbody>
</table>

**Assignments**

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Category</th>
<th>Assignment</th>
<th>Flags</th>
<th>Score</th>
<th>%</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/20/2018</td>
<td>Classwork</td>
<td>Making your own inequalities shapes</td>
<td>🤔🤔</td>
<td>~/10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/19/2018</td>
<td>Quiz</td>
<td>Quiz: Graphing Linear Inequalities</td>
<td>🤔🤔</td>
<td>~/40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/19/2018</td>
<td>Classwork</td>
<td>Graphing Even More Linear Inequalities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/15/2018</td>
<td>Classwork</td>
<td>Graphing More Linear Inequalities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/13/2018</td>
<td>Classwork</td>
<td>Graphing Linear Inequalities</td>
<td>🤔🤔</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Assignments are sorted by due date, with the most recent assignments at the top.

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Category</th>
<th>Assignment</th>
<th>Flags</th>
<th>Score</th>
<th>%</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/20/2018</td>
<td>Classwork</td>
<td>Making your own inequalities shapes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The first three columns of this section list the due date, assignment category, and assignment name.

The next section is **flags**.

Flags display information about the student’s performance on the assignment that are not easily displayed through a numerical score. The list of possible flags is at the bottom of the screen:

- **Icons**:
  - ▶️ - Standards
  - 🔴 - Has Description
  - ✅ - Has Comment
  - 🔍 - Collected
  - ☑️ - Late
  - 🔴 - Missing
  - 🟡 - Exempt from Final Grade
  - 🟢 - Absent
  - 🟢 - Incomplete
  - 🔴 - Excluded

The first column in the Flags section is the **Show Standards** button. This indicates that proficiencies/standards were attached to the assignment. In proficiency-based grading, this is where those scores will be visible. Click the button to pop-down the standards.

The next section is the **overall assignment score information**.

The first of these columns is the numeric assignment score. If the assignment had a potential max number of points possible, it will be the second number listed. If the assignment was given an overall score, it would be the first number. Examples:

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>--/10</td>
<td>The assignment is worth 10 points, but is not yet scored.</td>
</tr>
<tr>
<td>80/100</td>
<td>The assignment is worth 100 points, and the student earned 80 points.</td>
</tr>
<tr>
<td>--</td>
<td>The assignment does not have an overall score. This is normal when the assignment is primarily scored by proficiencies/standards.</td>
</tr>
</tbody>
</table>

Last updated 1/30/2019
If the assignment has been given an overall score, then PowerSchool will fill in the % and Grade columns. Please note that the % and Grade columns may be disabled on a school-by-school basis, and may not appear for you. This typically happens when the school is only using proficiency/standards-based grading.

<table>
<thead>
<tr>
<th>Score</th>
<th>%</th>
<th>Grade</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>35/40</td>
<td>87.5</td>
<td>4</td>
<td>View</td>
</tr>
</tbody>
</table>

The final column is the **Comment / Information** column. If there is an assignment description, and/or if the teacher added a comment to the student’s assignment score, this will have a View link that you can click on, which will pop out a window with the information.

### Standards Grades

Standards grades, both current and historical, can be found on the **Grades and Attendance** page, by clicking the **Standards Grades tab**. These are the overall standards grades for the class.

#### Standards Grades: BENDER, Reed

**Year**: 18-19

#### Current Classes

- **1(A) 20th Cent Lit - S2**: Rogers, Peter
- **3(A) Spanish I - 18-19**: Phillips, Bruce
- **7(A) Algebra II - 18-19**: Hauptman, Melissa

Standards grades are listed by year, and you can switch between years by using the **Year** drop-down in the upper-right corner. The list of classes is divided into two groups: Current Classes, and Completed Classes. To see what standards have been assessed, click on the name of the class and the list of standards and scores will pop down.

#### 7(A) Algebra II - 18-19

<table>
<thead>
<tr>
<th>Standards</th>
<th>E1</th>
<th>S1</th>
<th>Y1</th>
<th>E2</th>
<th>S2</th>
</tr>
</thead>
<tbody>
<tr>
<td>BFA.PBGR.M.ALG2 Algebra II</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>BFA.PBGR.M.ALG2.1 Quadratics:</td>
<td>3</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BFA.PBGR.M.ALG2.1.a FACTORING QUADRATIC FUNCTIONS</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BFA.PBGR.M.ALG2.1.b SOLVING QUADRATIC FUNCTIONS BY TAKING SQUARE ROOTS</td>
<td>4</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Last updated 1/30/2019
Note that some scores are dashed lines. This means one of two things:
- This is a heading that helps to group standards and does not get assessed, or
- This standard has been attached to an assignment (possibly a future assignment) and does not yet have a score

Report Cards and Historic Grades

There are three locations we will look at regarding historic traditional grades. For the purpose of PowerSchool, we are using the word “traditional” to mean the overall/final course score such as pass/fail, as separate from the final standards scores for the course.

Grade History is a snapshot of historic grades from past classes.

Teacher Comments are the comments that the student received for past classes.

Report Cards (new as of 2018-19) will be an archive for report cards for schools using this particular module in PowerSchool (currently BFA and SATEC).

Report cards are archived when all of the final grades for the term have been verified, usually within two weeks of the end of term. The data in the report cards is available at all times on the parent/student portal, even if the archived report card is not yet available, using the above links for Grades > Standards, Teacher Comments, and Grade History.
The first place we will look is **Grade History**.

### Grade History: BENDER, Reed

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>%</th>
<th>Cit</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>20th Cent Lit</td>
<td>B-</td>
<td>83</td>
<td>0.50</td>
<td></td>
</tr>
<tr>
<td>Spanish I</td>
<td>A</td>
<td>0</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

This screen will display the traditional (overall) grade, percentage, citizenship (if used), and credit hours for past courses. For year-long courses (like Spanish in the example above), the *Hrs* (credit hours) column will show 0 for S1 - that is normal as credit is awarded after the completion of the class. Along the top, you will see tabs for prior years. If a course did not have a stored grade or comment for the term, it will not appear here. You can click on the value under the % column, and it will show you the assignments.

Next we will look at the **Teacher Comments** tab.

### Teacher Comments: BENDER, Reed

The drop-down ‘Reporting Term’ box allows you to move between terms in the current year. At this time the web interface does not allow you to move to prior years, though we hope that PowerSchool will enable this feature in the future.

Finally we will look at the **Report Cards** tab. This is a new module that we recently acquired for PowerSchool which allows us to not only create a more flexible report card for families and colleges, but also to be able to publish that report card to the parent and student portals.

If the school has not yet published any report cards, this is what you will see:

**No Current Report Cards Available At This Time**
Once a report card is published to the portal, clicking on the **Report Cards button** will open up the current report card. On the left hand side will be a menu, and on the right-hand side you will see a **Print** icon which allows you to print the current report card you are viewing.

The new system allows us to ‘archive’ report cards, which means we can ‘save’ report cards from prior terms/years, building up a collection of documents that chart your student’s progress over time. The list of archived report cards indicates the school, report card type, year and term. Next to that is the date on which the report card was archived. Click on a report card name to view it; it will open in a separate tab on your browser.

When you have finished viewing report cards, click on the large “**Return to PowerSchool**” button to close the report card viewer and return to the portal. (You may have been timed out of the portal if you were viewing the report card for a while, in which case you will be brought to the login screen.)

**Other Information**

One of the most-used features of the portal is to enable email notifications of grades, assignments, and attendance. To configure these notifications, first click on the ‘Email Notification’ button on the left-hand menu.

Clicking this option will open the Email Notification page, where you can configure email options.
1. In the first box, re-enter your email address, and add any additional email addresses that you would like to receive these mailings at. For example, if only one parent has a portal account, but both want to receive the emails.
2. Next, check off the box(es) for the information you want to see in the emails.
3. Finally, select how often you would like to receive these emails. This could be daily, weekly, bi-weekly, or monthly.
4. If you want these emails for all of your linked students, check the box next to ‘Apply These Settings to All Your Students’.
5. If you would like to receive the email report for the currently selected student immediately, you can check the box next to ‘Send Now for <Firstname>’.
6. Click Submit to save these settings.

PowerSchool also publishes the PowerSchool app for students and families. You can locate links to the app and the District Code to connect your app to our school on the left-hand side of the portal window, below the menu choices. The app will be covered in a separate future guide.