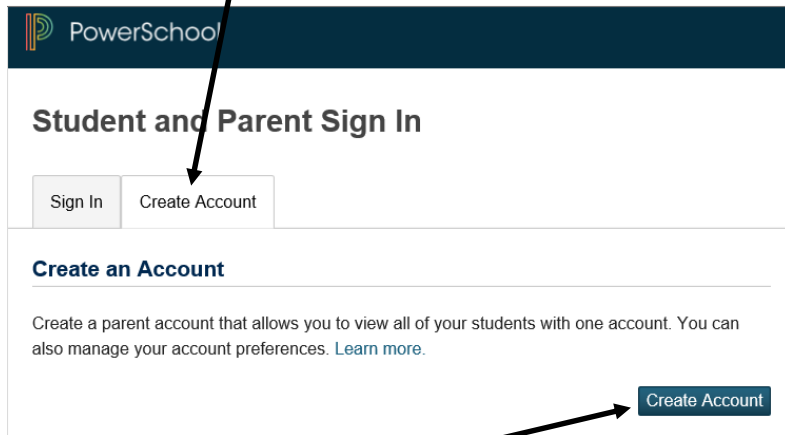


PowerSchool Parent and Student Access Website

1. Sign into the Peace Wapiti PowerSchool Public Access Website at <https://sis.pwsd76.ab.ca/public>
2. Click the Create Account Tab at the top NOTE: if you already have an account just sign in using your user name and password and go to step 19 to add a new student



3. Now click the Create Account button on the bottom
4. Fill in the information on the top part of this form.

5. You must link **at least one student** before you can create a user profile for yourself.

Re-enter Password

Password must: •Be at least 6 characters long

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account


1	Student Name	New, High School Kid
	Access ID	1000SAV.....
	Access Password
	Relationship	Mother

Annotations:
- Under the Student Name Column input the students entire legal name(s) that the school has on file (Last, First Middle)
- Input the Access Id found in the parent letter
- Input Access Password found in the parent letter
- Input YOUR Relationship to the student from the dropdown

GO to the bottom of this page and click Enter (you can add up to 7 student's names in as long as you have the access id and passwords for them– each one would be different)

7	Student Name	<input type="text"/>
	Access ID	<input type="text"/>
	Access Password	<input type="password"/>
	Relationship	-- Choose

6. If you are successful in creating your account your screen will look like this.

 PowerSchool

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?](#)

7. Now you can sign in using your Newly Created Username and Password

8. In the PowerSchool Public Access website there are different icons found on the left

Exp	Last Week				This Week				Course	T1	T2	T3	Y1	Absences	Tardies
	M	T	W	H	M	T	W	H							
AM(M-F) PM(M-F)		L							Homeroom	--	--	--	--	4	1
1-2(M,W) 7(Th) 8(T,Th)	Science 3	--	--	--	--	0	0
1(F) 3-5(M-F)	Language Arts 3	MEA	--	--	MEA	0	0
6-7(F) 8(M)	Art 3	72.47	--	--	71.82	0	0
8(F) 9(M-T,Th)	Physical Education 3	75	--	--	75	0	0
8(W-Th) 9(W) 10(M-T,F)	Mathematics 3	74	--	--	74	0	0
										MC	--	--	MC	0	0

9. The default screen is your students Current Grades and Attendance. Under the heading Courses the teacher name is in blue – if you click on this it will open your email so you can email directly to the teacher as this is a link to the teachers email address. (All blue highlighted items in PowerSchool are links) These grades and attendance are for the Actual Term that the school is in.

10. To check your students grades and how the student received this mark click on a blue mark

Grades and Attendance		Standards Grades													
Grades and Attendance: Canddi, Rand All															
Attendance By Class															
Exp	Last Week				This Week				Course	T1	T2	T3	Y1	Absences	Tardies
	M	T	W	H	F	M	T	W							
AM(M-F) PM(M-F)									Homeroom Walter, Memorese	--	--	--	--	0	0
1-2(M,W) 7(Th) 8(T,Th)	Science 3 Walter, Memorese	--	--	--	--	0	0
1(F) 3-5(M-F)	Language Arts 3 Walter, Memorese	ME/72.47	--	--	MEA/71.82	0	0
6-7(F) 8(M)	Art 3 Walter, Memorese	MEA/75	--	--	MEA/75	0	0

11. All the assignments that the teachers have input with marks will be in this page for this class. There could be different symbols in the teacher's gradebook. There is a legend of what these symbols mean at the bottom of this page.

Grades and Attendance		Standards Grades									
Class Score Detail:											
Course	Teacher	Expression	Final Grade ¹								
Language Arts 3	Walter, Memorese	1(F) 3-5(M-F)	MEA 72.47%								
Teacher Comments:											
Great Job											
Section Description:											
Due Date	Category	Assignment	Codes	Score	%	Grd					
09/06/2011	Comprehension	Assignment 1		19/27	70.37	MEA					
09/13/2011	Comprehension	Assignment 2	■	--/17							
09/16/2011	Spelling	Spelling List 1_1		10/15	66.67	MEA					
09/16/2011	Spelling	Spelling Test 3_1		15/15	86.67	MP					
09/16/2011	Spelling	Spelling Test 6_1	✓	--/15							
09/17/2011	Comprehension	Assignment 3	▲	--/35							
09/17/2011	Comprehension	Assignment 4	◆	--/31		ABS					
09/17/2011	Spelling	Spelling Test Check	⊠	1/1	100	ME					
09/26/2011	Writing Conv	Essay 1		--/50							
Legend											
Grades last updated on 09/17/2011											
✓ - Collected, ▲ - Late, ■ - Missing, ◆ - Score is exempt from final grade, ⊠ - Assignment is not included in final grade 1 - 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.											

12. If an assignment score is blue there is a comment attached to this assignment

13. If you click on the blue mark a pop up box will come up that show you the teacher's comment

Score Comment

Teacher: Walter, Memorese

Course: Language Arts 3

Assignment name: Spelling List 1_1

Date Due: 09/16/2011

Comment: Rand you need to spend more time on practicing your words.

[Close](#)

14. The Grades History tab will show you your student's courses that have been completed in for this student per school year. Broken down by reporting terms with any credits earned in the Hrs column.(note in this example there is no credits earned)

Grade History

Grade History		Standards Grade History											
2009-2010		2010-2011											
Course Name	Q1				Q2				Q3				
	Grade	%	Cit	Hrs	Grade	%	Cit	Hrs	Grade	%	Cit	Hrs	
Art 2				0	MP	88		0				0	
Computer Technology 2				0				0				0	
Health 2				0				0				0	
Homeroom				0				0				0	
Language Arts 2	ME	100		0	ME	100		0				0	
Library				0				0				0	
Mathematics 2	ME	95		0	MP	92		0	NYM	57		0	
Music 2		0		0		0		0		0		0	
Physical Education 2				0	NYM	67		0	MC	82		0	
Science 2				0	MP	90		0		0		0	
Social Studies 2				0				0				0	

15. The Attendance History Tab will show you your student's attendance for the current reporting term. With a legend on the bottom explaining the attendance.

Meeting Attendance History: Canddi, Rand All

Course	Expression	8/1-8/5				8/8-8/12				8/15-8/19				8/22-8/26				8/29-9/2				9/5-9/9				9/12-9/16							
		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			
Homeroom Walter, Memorese 195 E: 08/10/2011 L: 06/29/2012	AM(M)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	AM(T)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	AM(W)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	AM(Th)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	AM(F)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	PM(M)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	PM(T)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	PM(W)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PM(Th)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
PM(F)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

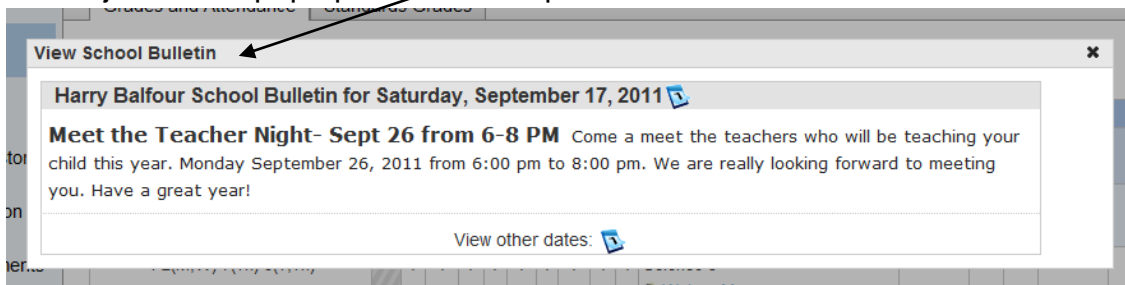
Legend

Attendance Codes: Blank= | Blank= | Blank=Present | L=Late | AB=Absent | SE=School Event | NR=Notification Received | IL=Illness | CB=Cancelled Bus | ISS=In School Suspension | OSS=Out of School Suspension |

16. Email Notification Tab will allow you to check off boxes if you want to be emailed with student information. It asked how often you would like this email to be sent to you. Note the email you input for your user account is defaulted for you so you do not have to add this email; however if you would like to add Additional email addresses for the notifications to be sent to you can add as many email addresses as you would like just separate each email address with a comma (,)

Email Notifications: Canddi, Rand All

17. School Bulletin – May or may not be used at your school so you may not see this icon. This can keep you informed of what is happening at your student’s school and when it is happening. This is just a little pop up that comes up.



18. Balance – Will show you what fees have been applied to your student what has been paid and how much is owing

Transactions: Canddi, Rand All

Fee Transactions - Current Balance: \$50.00

Date	Time	Fee Type	Description	Fee	Paid	Balance
09/01/2011	10:31 PM	Text Fees		60.00	60.00	0.00
09/01/2011	10:32 PM	Special Event Fees		10.00	5.00	5.00
09/01/2011	10:32 PM	YB Fees		45.00	0.00	45.00
Totals:				115.00	65.00	50.00

19. Account Preferences – you can change you email address in here and currently the only Language you can choose is English. If you Click ~~Students~~ you can add more children if you did not add all your children (who have access to parent/student web)

Profile **Students**

Account Preferences - Profile

If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

First Name:	Testing
Last Name:	Parent
Email:	testingparent@test.com
Select Language	Select a Language
Username:	goodparent
Current Password:	*****

Cancel Save

Click Add

Profile **Students**

Account Preferences - Students

To add a student to your Parent account, click the ADD button.

My Students	Add +
Rand Canddi	

The following pop up opens. Note you will need the access id and access password for this student as it is different from the other student you have on your profile) Submit

Account Preferences - Students

Add Student

Student Name	Access ID	Access Password	Relationship
Kasha More Dollars	552	...	Mother_step

Cancel Submit

Now your Student tab page shows both students

Profile **Students**

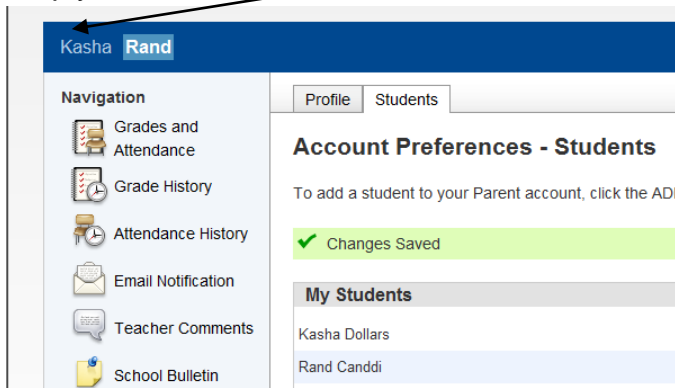
Account Preferences - Students

To add a student to your Parent account, click the ADD button.

✓ Changes Saved

My Students	
Kasha Dollars	
Rand Canddi	

You will also see at the top left what student you are viewing. To change to the other student simply click on that student's name and click on any icon on the left side.



20. Access Logs – Will give you a summary of every time you logged in and when your student logged in

Parent / Student Access Summary

Parent Access Summary				
Date	Time	Accessed By	Duration (minutes)	
1. 09/17/2011	3:15 PM	Parent, Testing	7.00	
2. 09/17/2011	10:29 PM	Parent, Testing	14.00	
3. 09/17/2011	3:27 PM	Parent, Testing	4.00	
4. 09/17/2011	3:45 PM	Parent, Testing	10.00	
5. 09/17/2011	4:44 PM	Parent, Testing	11.00	
6. 09/17/2011	4:04 PM	Parent, Testing	4.00	
7. 09/17/2011	4:13 PM	Parent, Testing	5.00	
8. 09/17/2011	4:20 PM	Parent, Testing	4.00	

Student Access Summary		
Date	Time	Duration (minutes)
No student accesses for this student.		

21. My Schedule – will show your students schedule – colour coded broken down by day, period and Term

Enrollments for current school only.

Day	Terms	AM	1	2	3	4	5	PM	6	7	8	9	10
M	11-12	Q1 T1	Homeroom HR.33 Walter, Memorese Room: 195	Science 3 SCN3.3 Walter, Memorese Room: 195	Language Arts 3 LA3.3 Walter, Memorese Room: 195	Arts 3 LA3.3 Walter, Memorese Room: 195	Homeroom HR.33 Walter, Memorese Room: 195	AM(M-F) PM(M-F) 11-12			Art 3 ART3.3 Walter, Memorese Room: 195	Physical Education 3 PED3.3 Walter, Memorese Room: 126	Mathematics 3 MAT3.3 Walter, Memorese Room: 195
			AM(M-F) PM(M-F) 11-12	1-2(M,W) 7(Th) 8(T,Th) 11-12	1(F) 3-5(M-F) 11-12	AM(M-F) PM(M-F) 11-12	6-7(F) 8(M) 11-12	8(F) 9(M-T,Th) 11-12	6(W-Th) 7-8(W) 10(M-T,F) 11-12				
T	11-12	Q1 T1	Homeroom HR.33 Walter, Memorese Room: 195	Social Studies 3 SST3.3 Walter, Memorese Room: 195	Language Arts 3 LA3.3 Walter, Memorese Room: 195	Arts 3 LA3.3 Walter, Memorese Room: 195	Homeroom HR.33 Walter, Memorese Room: 195	Computer Technology 3 COMP3.3 Walter, Memorese Room: 184	Computer Technology 3 COMP3.3 Walter, Memorese Room: 184		Science 3 SCN3.3 Walter, Memorese Room: 195	Physical Education 3 PED3.3 Walter, Memorese Room: 126	Mathematics 3 MAT3.3 Walter, Memorese Room: 195
			AM(M-F) PM(M-F) 11-12	1-2(T,Th) 10(W) 11-12	1(F) 3-5(M-F) 11-12	AM(M-F) PM(M-F) 11-12	6-7(T) 11-12	1-2(M,W) 7(Th) 8(T,Th) 11-12	8(F) 9(M-T,Th) 11-12	6(W-Th) 7-8(W) 10(M-T,F) 11-12			
W	11-12	Q1 T1	Homeroom HR.33 Walter, Memorese Room: 195	Science 3 SCN3.3 Walter, Memorese Room: 195	Language Arts 3 LA3.3 Walter, Memorese Room: 195	Arts 3 LA3.3 Walter, Memorese Room: 195	Homeroom HR.33 Walter, Memorese Room: 195	Mathematics 3 MAT3.3 Walter, Memorese Room: 195	Mathematics 3 MAT3.3 Walter, Memorese Room: 195				Social Studies 3 SST3.3 Walter, Memorese Room: 195
			AM(M-F) PM(M-F) 11-12	1-2(M,W) 7(Th) 8(T,Th) 11-12	1(F) 3-5(M-F) 11-12	AM(M-F) PM(M-F) 11-12	6(W-Th) 7-8(W) 10(M-T,F) 11-12			1-2(T,Th) 10(W) 11-12			

22. School information – shows the School name, address, phone number, fax, Principals name etc.

School Info

School Information	
School Name	Harry Balfour School
School Address	10815 - 104 St Grande Prairie, AB T8V 6R2
School Phone	(780) 532-9276
School Fax	(780) 532-0253

On the bottom of this School information is the breakdown of dates for all the terms for the school and the number of school days within this date range.

Term	This Year's Terms		
	Start Date	End Date	# School Days
Quarter 1 (Q1)	08/01/2011	11/05/2011	97
Quarter 2 (Q2)	11/06/2011	02/04/2012	91
Quarter 3 (Q3)	02/05/2012	04/29/2012	85
Quarter 4 (Q4)	04/30/2012	06/28/2012	60

23. Sign Out (log out) of PowerSchool. Click on the Sign Out button always as this is a web-based program you should always click the logout button and not the X.

The screenshot shows the top right corner of the PowerSchool parent portal. The text 'Welcome, Testing Parent' is visible. To the right, there are links for 'Help' and 'Sign Out'. Below these links is a blue horizontal bar containing three icons: a notification bell, a save icon, and a print icon. A callout box with a black border contains the following text:

- Help button will help you if you have questions regarding anything in the parent portal
- There are also 3 icons found on the top right of all pages
- ! – Notifications (this will tell you the last time you logged in)
- 2nd icon is for saving the page
- 3rd icon is to Print the page you are viewing.