

# 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 Create Account

PowerSchool

Parent Sign In

Username  
Password

Having trouble signing in?

Sign In

Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

Create Account

3. Fill in the information on the top part of this form.

PowerSchool

Create Parent Account

First Name: Testing  
Last Name: Parent  
Email: testingparent@test.com  
Desired Username: goodparent  
Password: [masked] Strong  
Re-enter Password: [masked]

New password must:  
•Be at least 6 characters long

Link Students to Account

Create a unique User Name (If you enter a user name that is already in use, you will be prompted to select or enter another user name)

NOTE: Passwords must be at **least 6 characters** in length.

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

Re-enter Password: [masked]

New 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

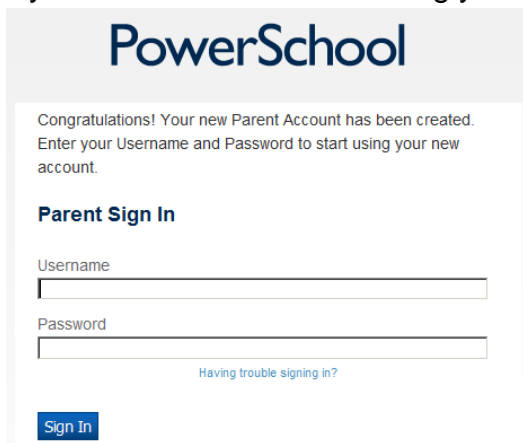
Student Name	Access ID	Access Password	Relationship
1. Canddi, Rand All	853	[masked]	Mother
2.	↑	↑	-- Choose
3.	↑	↑	-- Choose
4.	↑	↑	-- Choose
5.	↑	↑	-- Choose
6.	↑	↑	-- Choose
7.	↑	↑	-- Choose

Enter

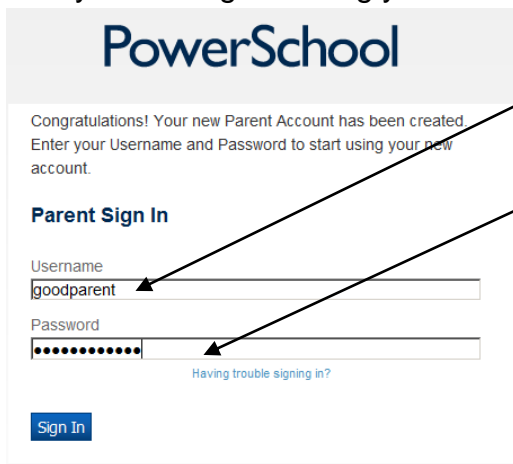
Under the Student Name Column input the students entire legal name(s) that the school has on file (Last, First Middle)

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

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



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



7. 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	F	M	T	W	H	F							
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	MEA	--	--	MEA	0	0
8(F) 9(M-T,Th)	.	.	.	.	.	.	.	.	.	.	Physical Education 3	MEA	--	--	MEA	0	0
6(W-Th) 7-8(W) 10(M-T,F)	.	.	.	.	.	.	.	.	.	.	Mathematics 3	MC	--	--	MC	0	0

8. 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.

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

Attendance By Class		Last Week		This Week				Course	T1	T2	T3	Y1	Absences	Tardies
Exp		M	T	W	H	F	M							
AM(M-F) PM(M-F)													0	0
1-2(M,W) 7(Th) 8(T,Th)		.	.	.	.	.	.	.	.	.	.	.	0	0
1(F) 3-5(M-F)		.	.	.	.	.	.	.	ME	.	.	MEA	0	0
									72.47			71.82		
6-7(F) 8(M)		.	.	.	.	.	.	.	MEA	.	.	MEA	0	0
									75			75		

10. 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 teachers gradebook. There is a legend of what these symbols mean at the bottom of this page.

Course	Teacher	Expression	Final Grade <sup>1</sup>
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		13/15	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.

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

12. 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.
<input type="button" value="Close"/>	

13. 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	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	

14. 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			
Homeroom Walter, Memorese 195 E: 08/10/2011 L: 06/29/2012	AM(M)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	AB	-	-	-	-	-	-	-	-	-	-	-
	AM(T)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	AM(W)	-	-	-	-	-	-	-	-	NR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	AM(Th)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	AM(F)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	PM(M)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	AB	-	-	-	-	-	-	-
	PM(T)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	PM(W)	-	-	-	-	-	-	-	-	-	NR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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 |

15. 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**

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.

How often? Never

Email Address testingparent@test.com

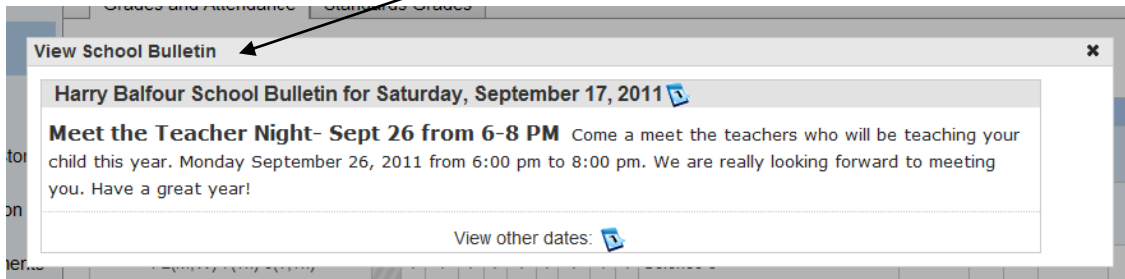
Additional Email Addresses (separate multiple email addresses with commas)

Apply these settings to all your students?

Send now for Rand?

Submit

16. 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.



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

Transactions: Candi, 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

18. 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 Candi	

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

Now your Student tab page shows both students

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

19. 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.				

20. 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	Homeroom HR.33 Walter, Memorese Room: 195 AM(M-F) PM(M-F) 11-12	Science 3 SCN3.3 Walter, Memorese Room: 195 1-2(M,W) 7(Th) 8(T,Th) 11-12	Language Arts 3 LA3.3 Walter, Memorese Room: 195 1(F) 3-5(M-F) 11-12	Homeroom HR.33 Walter, Memorese Room: 195 AM(M-F) PM(M-F) 11-12					Art 3 ART3.3 Walter, Memorese Room: 195 6-7(F) 8(M) 11-12	Physical Education 3 PED3.3 Walter, Memorese Room: 126 8(F) 9(M-T,Th) 11-12	Mathematics 3 MAT3.3 Walter, Memorese Room: 195 6(W-Th) 7-8(W) 10(M) 11-12
			T	11-12	Q1	Homeroom HR.33 Walter, Memorese Room: 195 AM(M-F) PM(M-F) 11-12	Social Studies 3 SST3.3 Walter, Memorese Room: 195 1-2(T,Th) 10(W) 11-12	Language Arts 3 LA3.3 Walter, Memorese Room: 195 1(F) 3-5(M-F) 11-12	Homeroom HR.33 Walter, Memorese Room: 195 AM(M-F) PM(M-F) 11-12	Computer Technology 3 COMP3.3 Walter, Memorese Room: 184 6-7(T) 11-12	Science 3 SCN3.3 Walter, Memorese Room: 195 1-2(M,W) 7(Th) 8(T,Th) 11-12	Physical Education 3 PED3.3 Walter, Memorese Room: 126 8(F) 9(M-T,Th) 11-12	Mathematics 3 MAT3.3 Walter, Memorese Room: 195 6(W-Th) 7-8(W) 10(M) 11-12
W	11-12	Q1				Homeroom HR.33 Walter, Memorese Room: 195 AM(M-F) PM(M-F) 11-12	Science 3 SCN3.3 Walter, Memorese Room: 195 1-2(M,W) 7(Th) 8(T,Th) 11-12	Language Arts 3 LA3.3 Walter, Memorese Room: 195 1(F) 3-5(M-F) 11-12	Homeroom HR.33 Walter, Memorese Room: 195 AM(M-F) PM(M-F) 11-12	Mathematics 3 MAT3.3 Walter, Memorese Room: 195 6(W-Th) 7-8(W) 10(M-T,F) 11-12			
				11-12	Q2	Homeroom HR.33 Walter, Memorese Room: 195 AM(M-F) PM(M-F) 11-12	Science 3 SCN3.3 Walter, Memorese Room: 195 1-2(M,W) 7(Th) 8(T,Th) 11-12	Language Arts 3 LA3.3 Walter, Memorese Room: 195 1(F) 3-5(M-F) 11-12	Homeroom HR.33 Walter, Memorese Room: 195 AM(M-F) PM(M-F) 11-12	Mathematics 3 MAT3.3 Walter, Memorese Room: 195 6(W-Th) 7-8(W) 10(M-T,F) 11-12			

21. 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.

This Year's Terms			
Term	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

22. 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 log out button and not the X.

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

- 1<sup>st</sup> icon is for Notifications (this will tell you the last time you logged in)
- 2<sup>nd</sup> icon is for saving the page
- 3<sup>rd</sup> icon is to Print the page you are viewing.