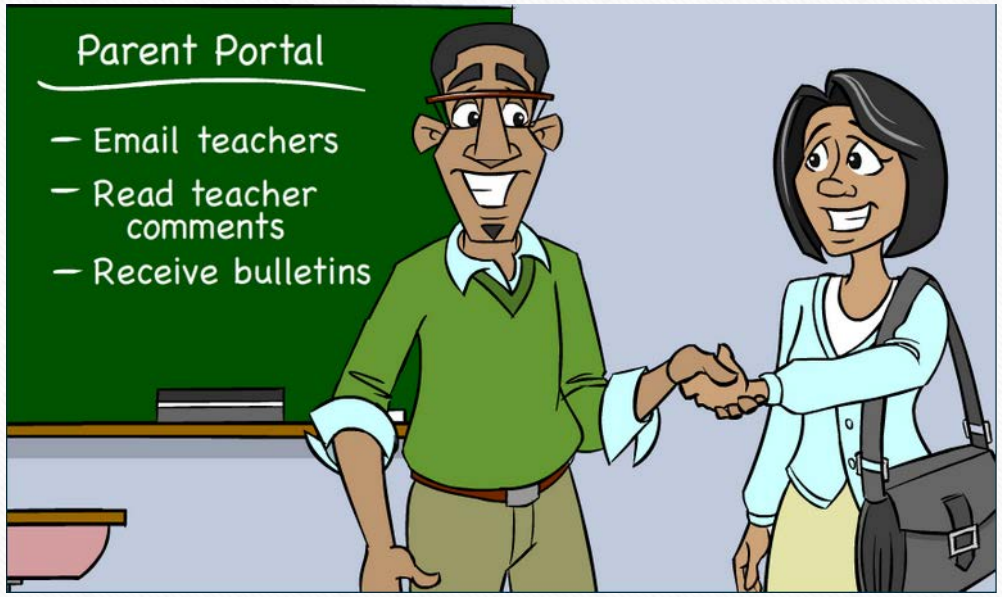
Parent Access

PowerSchool

Archdiocese of Baltimore

archbalt.powerschool.com/public

Parent Portal
What is it?

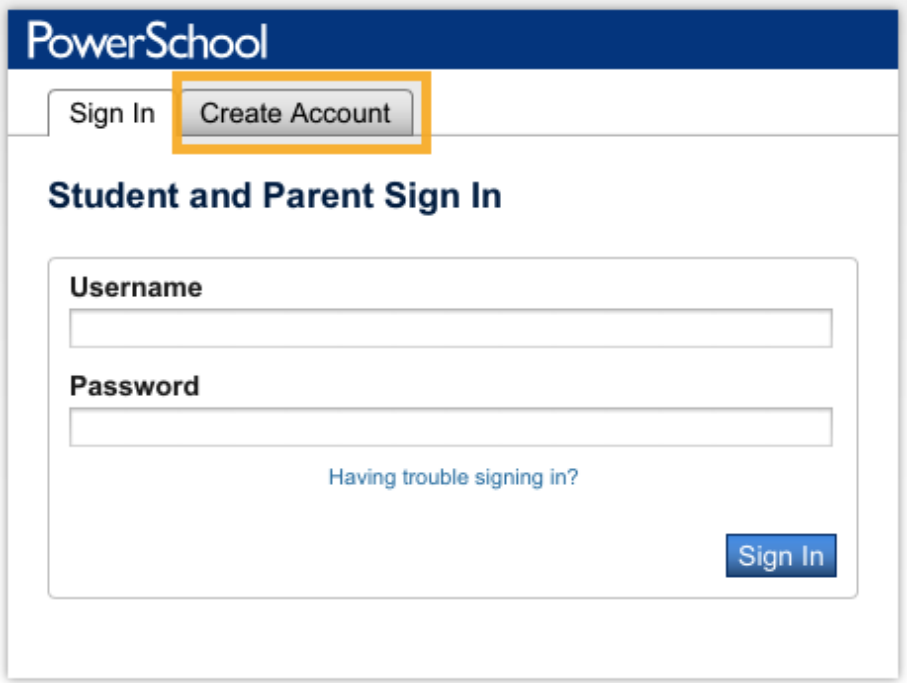


- Communication tool between school and parents
- What information is on Parent Portal?
  - Grades (current and historical)
  - Attendance
  - Teacher Comments
  - Ability to e-mail teacher
  - Receive bulletin items

Existing Account

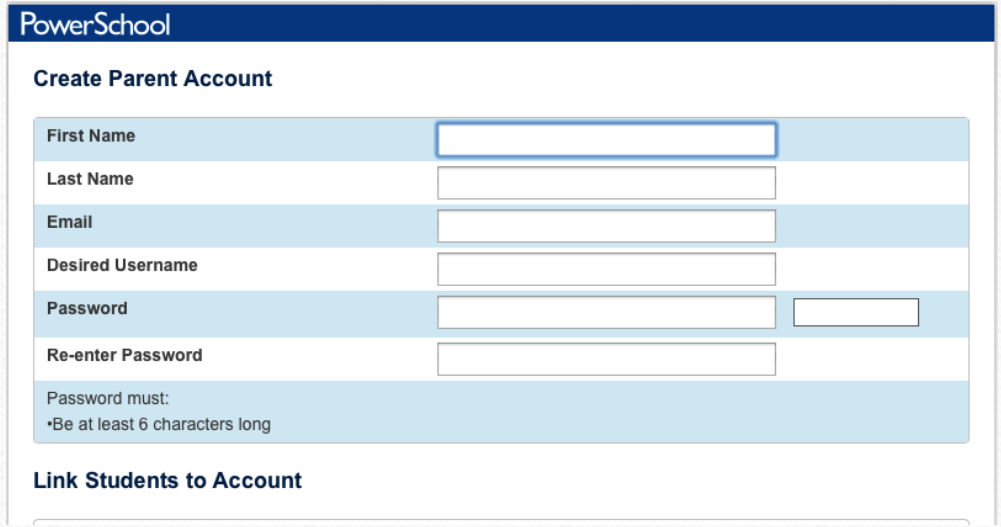
- If already have Parent Access account from the past then log in with information already set up
- If forgot information click the Having Trouble Signing In blue link (picture on following screen)

Create New Account



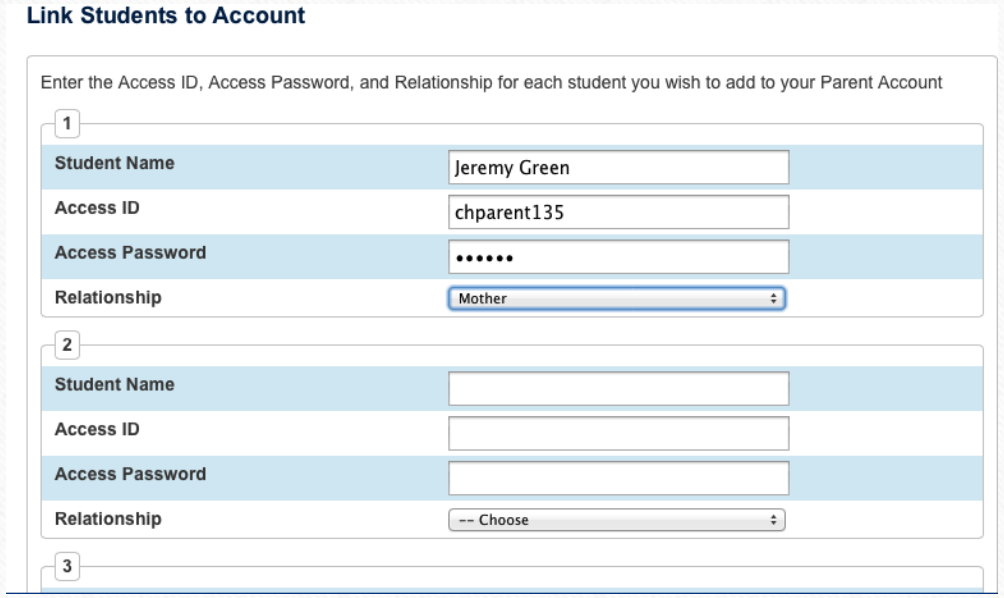
- MUST receive the web letter from school with initial username and password
- Directions:
  - Click Create Account Tab
  - Click Create Account

Create Account Cont.



- Directions
  - Complete all fields (all are required)
    - First Name and Last Name is the PARENT information
    - **Username and Password is something YOU create NOT the ones on the Web Letter**
    - Username CANNOT be e-mail address

Create Account Cont.

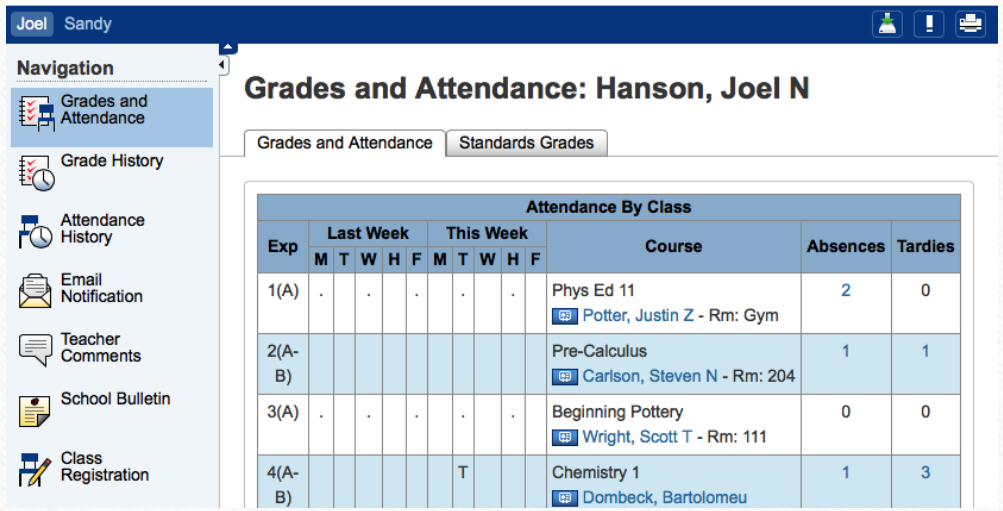


- Link your student(s) to your newly created account
- Directions
  - Enter Student Name (first name then last name)
  - Enter information from the Web Letter
  - Pull down relationship to student
- Can add all of your students to account
- Click ENTER

E-mail Preferences

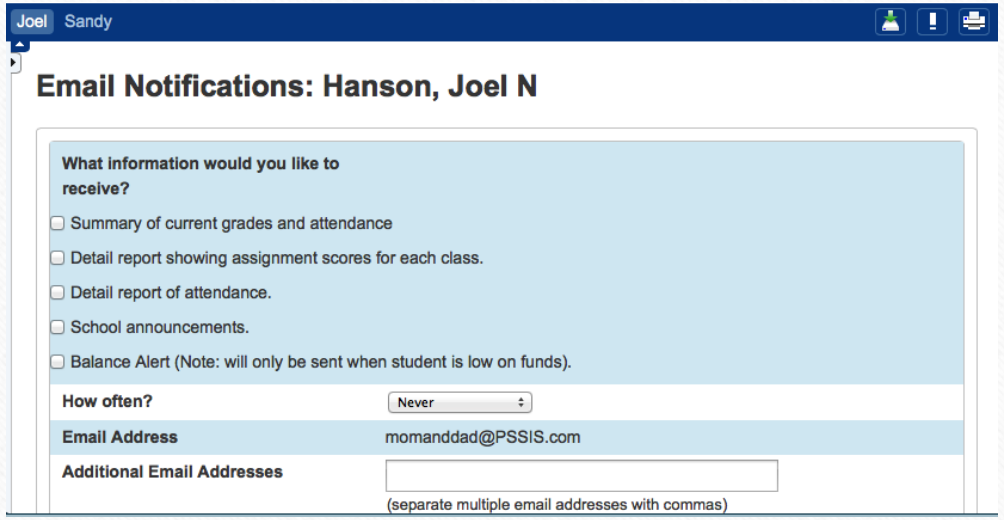
- To receive reports of student(s) information e-mail preferences need to be set up in Parent Portal
- Reports that can be received:
  - Grades
  - Attendance
  - Assignment Scores and Descriptions
  - Comments

E-mail Preferences



- To Set Up:
  - Click on the E-mail Notification icon on the left hand side of screen (4th icon down)

E-mail Preferences

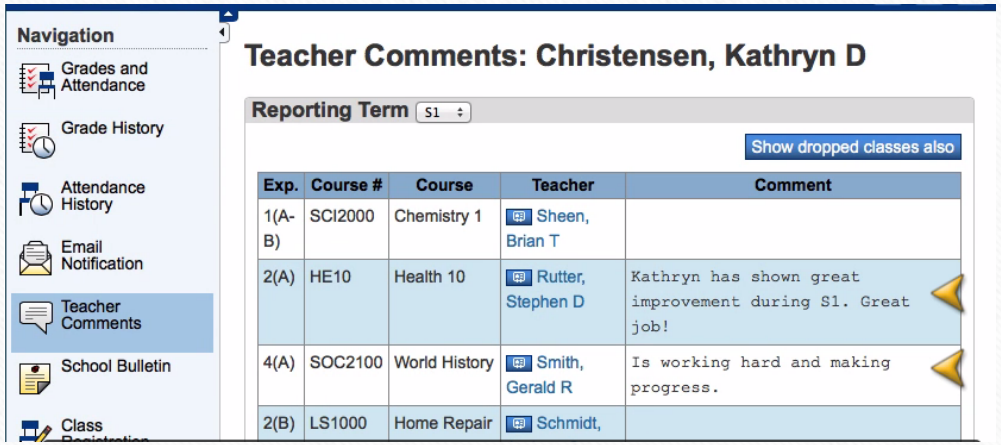


- Cont. to set up e-mail notifications
  - Check the radio buttons of what you would like to receive
  - How often? Pull down the time would like notifications
    - Once a week is sent on Sunday Evenings
  - Additional e-mail addresses may be added
  - Ability to set this for all students at one time
  - SUBMIT

View Teacher Comments/Parent E-mail/ Daily Bulletin

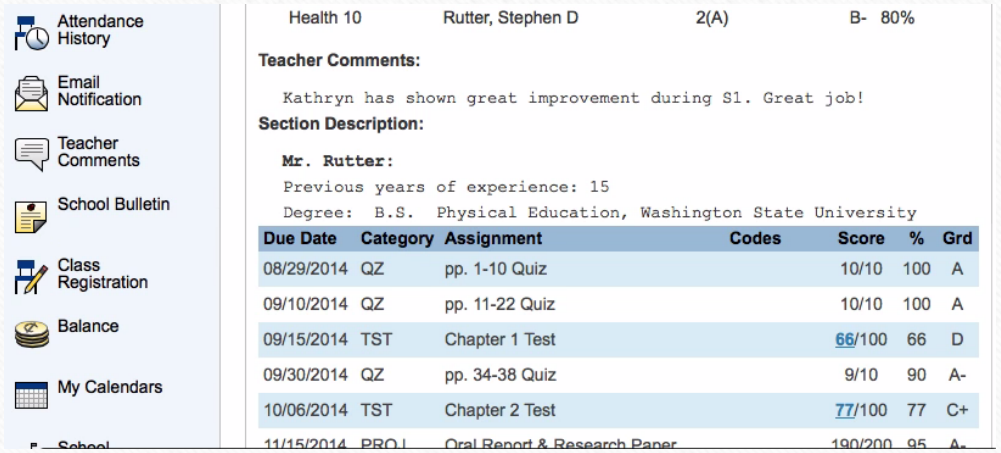
- Teacher Comments:
  - Teachers have ability to make general comments (at Progress Report time) for the overall grade for the class
  - Teachers can also make specific comments for a particular assignment
- Parent E-mail:
  - Parents can e-mail each teacher directly through Parent Access
- Daily Bulletin:
  - If school creates a bulletin announcement parent can view this announcement directly in Parent Access

View General Teacher Comments



- Directions:
  - Log into Parent Access Account
  - Click Teacher Comments on the left hand side
- General comments will be shown in the middle of the screen (these comments are usually completed around end of marking period)

View Assignment Teacher Comments

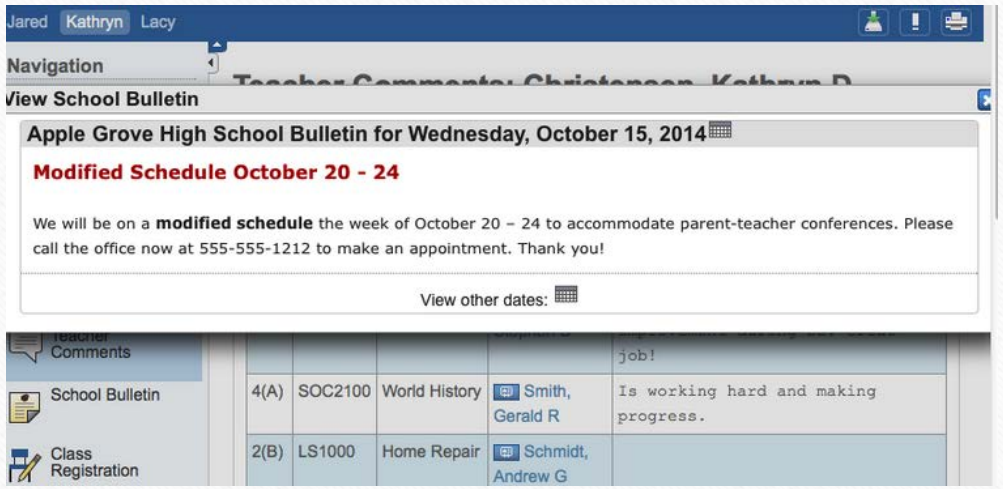


- Directions:
  - Click the Grades and Attendance icon
  - Click on the Grade for a class
  - Click on the BLUE score
    - If there is no BLUE score then there is no comment for that assignment

E-mail Teacher

- To directly e-mail teacher from Parent Access
- Directions
  - Click on the Grades and Attendance Icon
  - Click on the teachers name in BLUE
    - This will open up e-mail and allow e-mail to be sent directly to the teacher

View Daily Bulletin

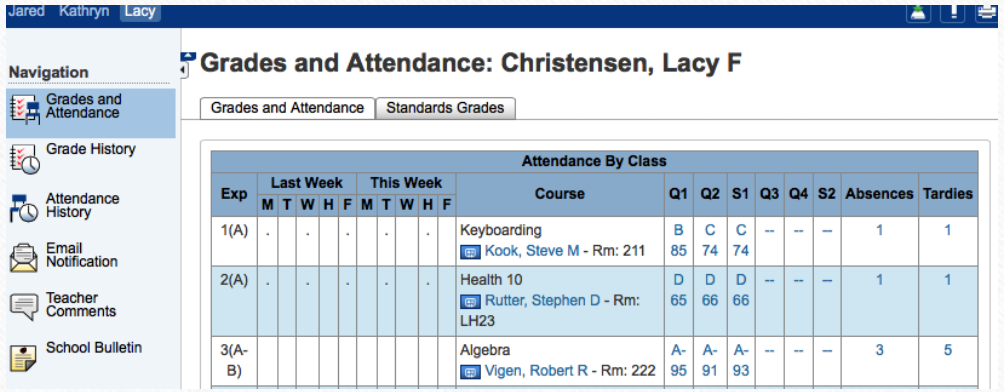


- If school utilizes Daily Bulletin feature
- Directions
  - Click on the School Bulletin icon
- Would like to see a date in the past?
  - Click on the calendar icon on the Daily Bulletin and edit the date

View Grades and Attendance

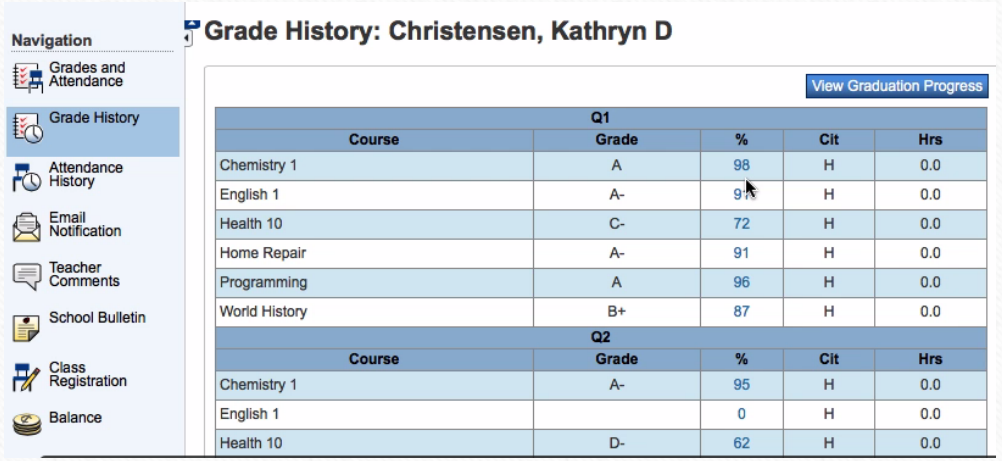
- Grades and Attendance are what Parent Access is really all about
- Viewing Grades and Attendance is an easy process
- Attendance is only recorded in the morning so only AM Attendance class will show information

View Current Grades and Attendance



- To view current grades and attendance
  - Click on the Grades and Attendance Icon
  - In the middle is the information
- Anything in BLUE is clickable for more information

View Historical Grades



Q1				
Course	Grade	%	Cit	Hrs
Chemistry 1	A	98	H	0.0
English 1	A-	91	H	0.0
Health 10	C-	72	H	0.0
Home Repair	A-	91	H	0.0
Programming	A	96	H	0.0
World History	B+	87	H	0.0
Q2				
Course	Grade	%	Cit	Hrs
Chemistry 1	A-	95	H	0.0
English 1		0	H	0.0
Health 10	D-	62	H	0.0

- Historical Grades are the same grades that were on the Progress Report
- Directions
  - Click on the Grades History Icon
  - Scroll of the Historical Grade interested in viewing
- Anything in BLUE is clickable for more information

Parent Access App

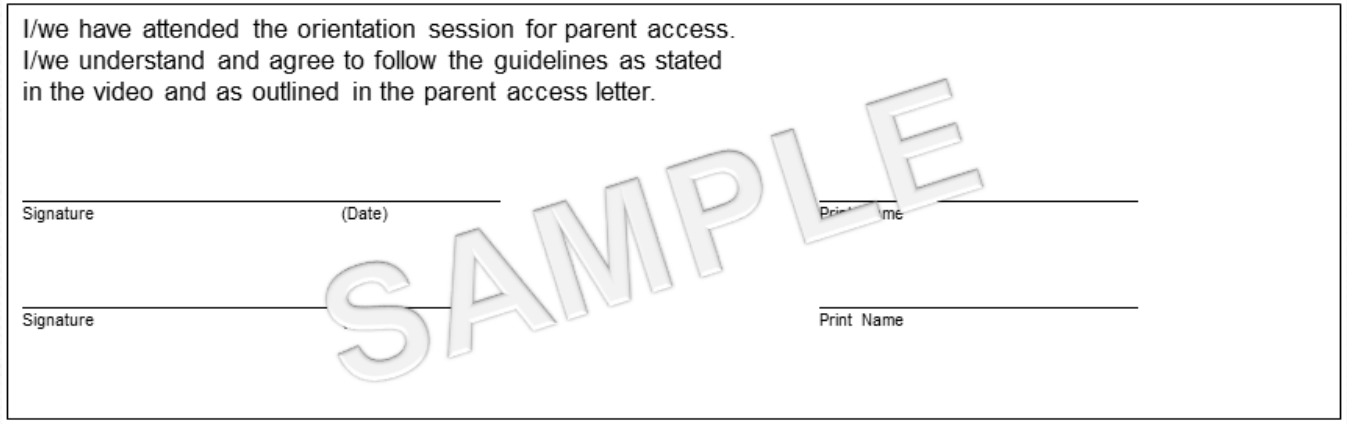
- App is available for both Android and Apple devices (including the iWatch)
- Google Play and I-Tunes
- Download Information:
  - Server Name: archbalt.powerschool.com
  - Select School Name
  - If ask for zip code use 21201

Local Policies

- At St. Joseph School, Fullerton, Parent Access does not begin until third grade.
- Users will be locked out of PowerSchool for non-payment of tuition or other fees.
- Email powerschool@stjoefullerton.org if you have any questions.

Disclaimer Form

- Parents must print and sign the Form below (with Disclaimer Statement printed on it) in order to receive their child's log in ID and password. Please send it to the school office, ATTN: Mrs. Starcher.
- Click here for Disclaimer Form



I/we have attended the orientation session for parent access.
I/we understand and agree to follow the guidelines as stated
in the video and as outlined in the parent access letter.

Signature (Date) Print Name

Signature Print Name

SAMPLE

Wrap Up

- Must have Web Letter with initial username and password to link self to student
- Single Sign On for multiple students
- Ability to view
  - Grades (current and historical)
  - Attendance
  - Daily Bulletin
- Must set up e-mail preferences in order to receive reports
- Can e-mail teachers
- App is available for Android and Apple