

# Parent Access



Archdiocese of Baltimore

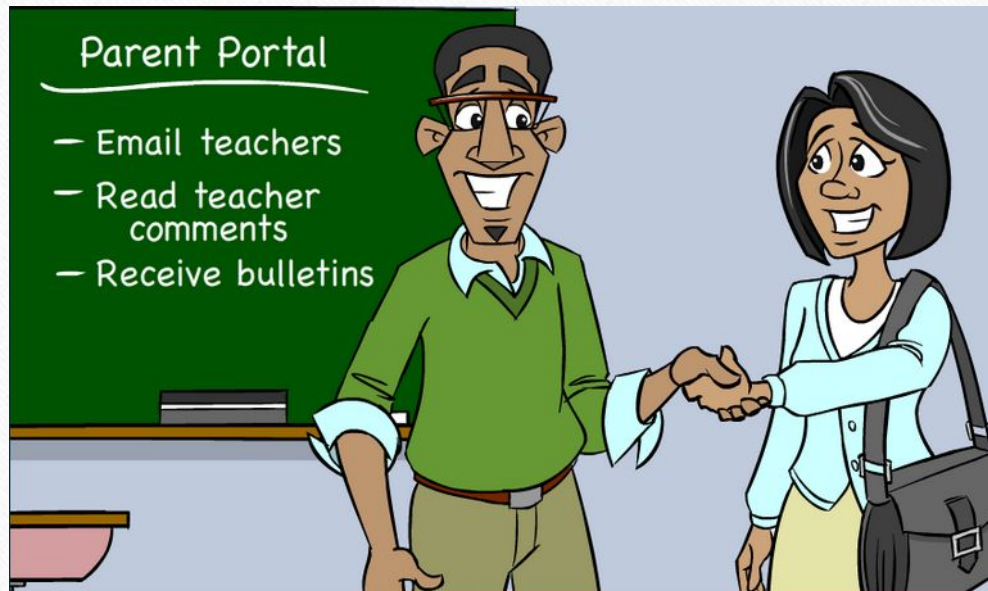
[archbalt.powerschool.com/public](http://archbalt.powerschool.com/public)



# Parent Portal

## What is it?

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

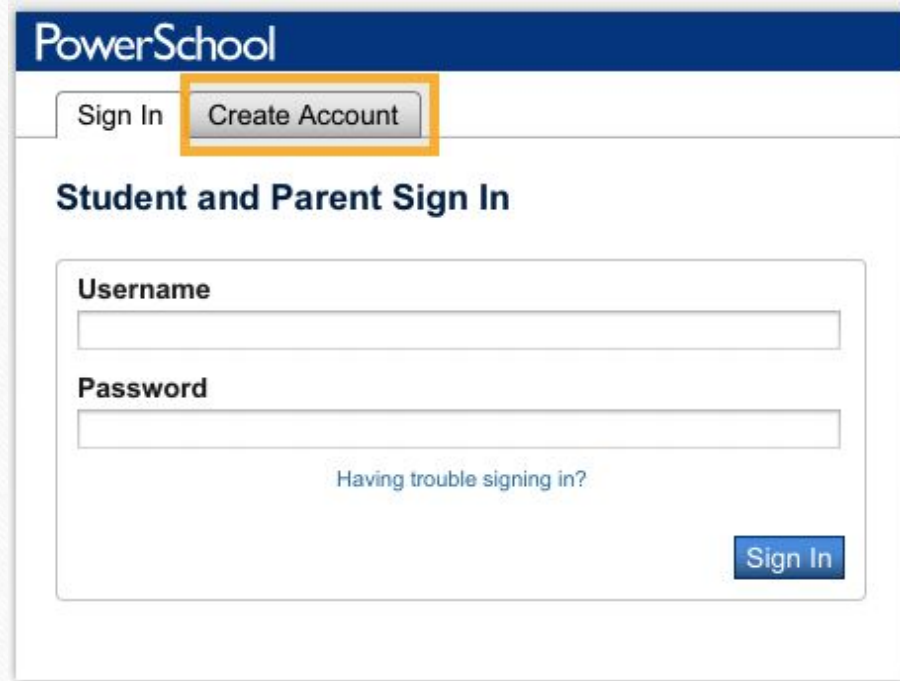


# Existing Account

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- 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

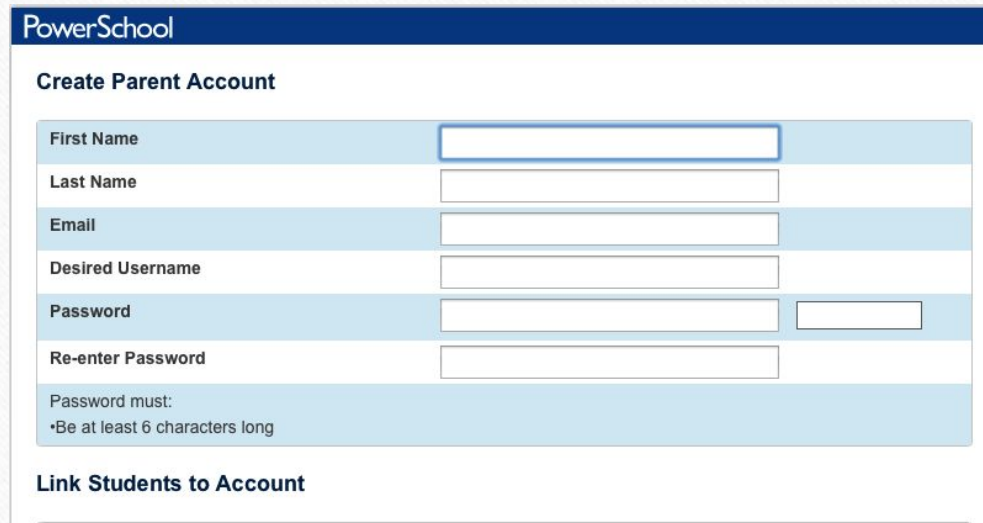


The screenshot shows the PowerSchool login interface. At the top is a blue header with the 'PowerSchool' logo. Below the header are two tabs: 'Sign In' and 'Create Account'. The 'Create Account' tab is highlighted with an orange border. Underneath the tabs is the section 'Student and Parent Sign In'. This section contains two input fields: 'Username' and 'Password'. Below the 'Password' field is a link that says 'Having trouble signing in?'. At the bottom right of the sign-in area is a blue 'Sign In' button.

- MUST receive the letter from school with access code and access password (*Those codes will not log you in directly! You must create your own account.*)
- Directions:
  - Click Create Account Tab
  - Click Create Account

# Create Account Cont.

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The screenshot shows the 'PowerSchool' logo at the top left of a form titled 'Create Parent Account'. The form contains several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. The 'Password' field is split into two adjacent boxes. Below these fields, a light blue box contains the text 'Password must:' followed by a bullet point '•Be at least 6 characters long'. At the bottom of the form, there is a link that says 'Link Students to Account'.

- 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 codes on the Web Letter
  - Username CANNOT be e-mail address



# Create Account Cont.

## 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	<input type="text" value="Jeremy Green"/>
Access ID	<input type="text" value="chparent135"/>
Access Password	<input type="password" value="....."/>
Relationship	<input type="text" value="Mother"/>

2

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

3

- Link your student(s) to your newly created account
- Directions
  - Enter Student Name (first name then last name)
  - Enter information from the Web Letter - ***THIS IS WHERE YOU USE THE CODES THAT WERE SENT TO YOU!***
  - Pull down relationship to student
- Can add all of your students to account
- Click ENTER

# E-mail Preferences

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- 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 (4<sup>th</sup> icon down)

Joel Sandy

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration

**Grades and Attendance: Hanson, Joel N**

Grades and Attendance Standards Grades

Exp	Last Week					This Week					Course	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F			
1(A)	.	.	.	.	.	.	.	.	.	.	Phys Ed 11 Potter, Justin Z - Rm: Gym	2	0
2(A-B)											Pre-Calculus Carlson, Steven N - Rm: 204	1	1
3(A)	.	.	.	.	.	.	.	.	.	.	Beginning Pottery Wright, Scott T - Rm: 111	0	0
4(A-B)						T					Chemistry 1 Dombeck, Bartolomeu	1	3



# E-mail Preferences

Joel Sandy

**Email Notifications: Hanson, Joel N**

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.
- ☐ Balance Alert (Note: will only be sent when student is low on funds).

How often? Never

Email Address momanddad@PSSIS.com

Additional Email Addresses   
(separate multiple email addresses with commas)

- 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

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- 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 - *This feature is not utilized at St. Joseph School - Fullerton*




# View General Teacher Comments


The screenshot shows a web application interface for viewing teacher comments. On the left is a 'Navigation' sidebar with icons and labels for 'Grades and Attendance', 'Grade History', 'Attendance History', 'Email Notification', 'Teacher Comments' (which is highlighted), 'School Bulletin', and 'Class'. The main content area is titled 'Teacher Comments: Christensen, Kathryn D'. Below the title is a 'Reporting Term' dropdown menu set to 'S1' and a 'Show dropped classes also' button. A table displays the following data:


Exp.	Course #	Course	Teacher	Comment
1(A-B)	SCI2000	Chemistry 1	Sheen, Brian T	
2(A)	HE10	Health 10	Rutter, Stephen D	Kathryn has shown great improvement during S1. Great job!
4(A)	SOC2100	World History	Smith, Gerald R	Is working hard and making progress.
2(B)	LS1000	Home Repair	Schmidt,	


- 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


 Attendance History


 Email Notification


 Teacher Comments

 School Bulletin

 Class Registration

 Balance

 My Calendars

 School

Health 10

Rutter, Stephen D

2(A)

B- 80%

**Teacher Comments:**  
Kathryn has shown great improvement during S1. Great job!

**Section Description:**  
**Mr. Rutter:**  
Previous years of experience: 15  
Degree: B.S. Physical Education, Washington State University

Due Date	Category	Assignment	Codes	Score	%	Grd
08/29/2014	QZ	pp. 1-10 Quiz		10/10	100	A
09/10/2014	QZ	pp. 11-22 Quiz		10/10	100	A
09/15/2014	TST	Chapter 1 Test		66/100	66	D
09/30/2014	QZ	pp. 34-38 Quiz		9/10	90	A-
10/06/2014	TST	Chapter 2 Test		77/100	77	C+
11/15/2014	PROJ	Oral Report & Research Paper		190/200	95	A-

- 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

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- 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

Jared Kathryn Lacy

Navigation

Teacher Comments Christensen Kathryn D

View School Bulletin

Apple Grove High School Bulletin for Wednesday, October 15, 2014

**Modified Schedule October 20 - 24**

We will be on a **modified schedule** the week of October 20 - 24 to accommodate parent-teacher conferences. Please call the office now at 555-555-1212 to make an appointment. Thank you!

View other dates:

Teacher Comments

School Bulletin

Class Registration

				job!
4(A)	SOC2100	World History	Smith, Gerald R	Is working hard and making progress.
2(B)	LS1000	Home Repair	Schmidt, Andrew G	

- 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

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- 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

Jared Kathryn Lacy

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin

**Grades and Attendance: Christensen, Lacy F**

Grades and Attendance Standards Grades

Exp	Last Week					This Week					Course	Q1	Q2	S1	Q3	Q4	S2	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F									
1(A)	-	-	-	-	-	-	-	-	-	-	Keyboarding Kook, Steve M - Rm: 211	B 85	C 74	C 74	--	--	--	1	1
2(A)	-	-	-	-	-	-	-	-	-	-	Health 10 Rutter, Stephen D - Rm: LH23	D 65	D 66	D 66	--	--	--	1	1
3(A-B)											Algebra Vigen, Robert R - Rm: 222	A- 95	A- 91	A- 93	--	--	--	3	5

- 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

Navigation

- Grades and Attendance
- Grade History**
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance

**Grade History: Christensen, Kathryn D**

[View Graduation Progress](#)

Q1				
Course	Grade	%	Clt	Hrs
Chemistry 1	A	98	H	0.0
English 1	A-	97	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	%	Clt	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

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- 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 asked for zip code use 21201
  - **District Code is on web letter from school that contained your codes**



# Local Policies

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- 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](mailto:powerschool@stjoefullerton.org) if you have any questions.

# Wrap Up

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- 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