

Parent Access



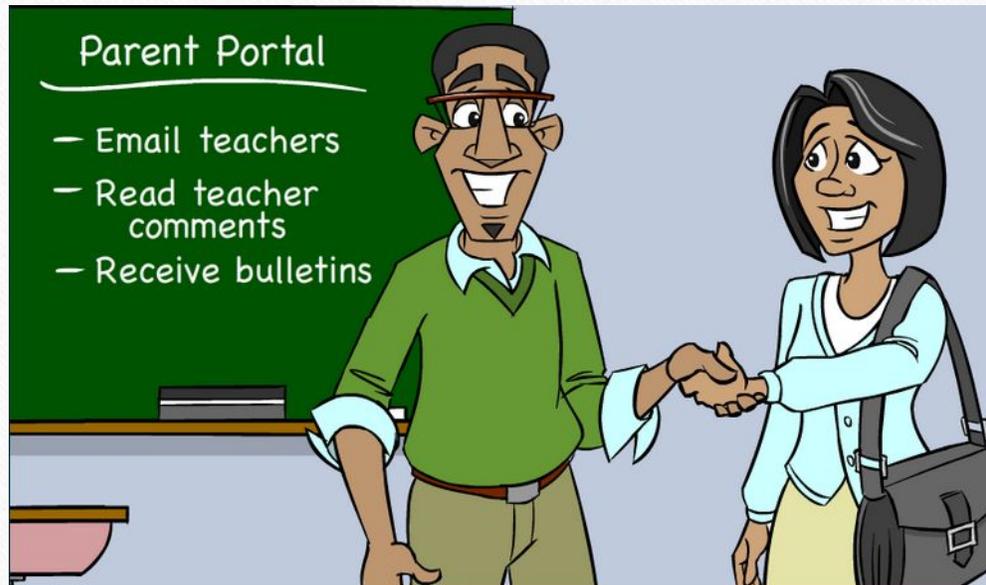
Archdiocese of Baltimore

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 teachers

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

PowerSchool

Sign In **Create Account**

Student and Parent Sign In

Username

Password

[Having trouble signing in?](#)

Sign In

- 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.

PowerSchool

Create Parent Account

First Name	<input type="text"/>	
Last Name	<input type="text"/>	
Email	<input type="text"/>	
Desired Username	<input type="text"/>	
Password	<input type="password"/>	<input type="password"/>
Re-enter Password	<input type="password"/>	

Password must:
•Be at least 6 characters long

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

- 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

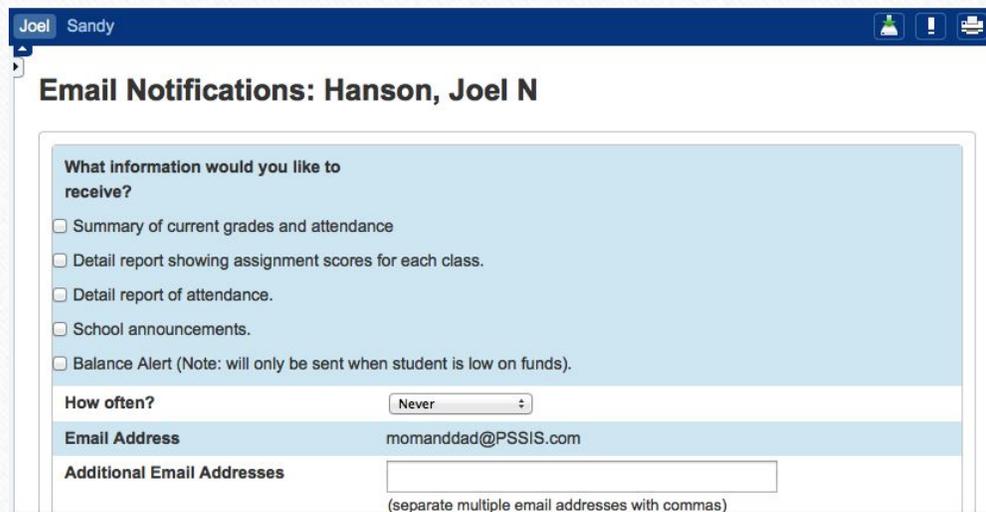
E-mail Preferences

The screenshot shows a web application interface for a user named Joel Sandy. The main content area is titled 'Grades and Attendance: Hanson, Joel N' and contains a table titled 'Attendance By Class'. The table has columns for 'Exp', 'Last Week' (M, T, W, H, F), 'This Week' (M, T, W, H, F), 'Course', 'Absences', and 'Tardies'. The table lists four classes: Phys Ed 11 (2 absences, 0 tardies), Pre-Calculus (1 absence, 1 tardy), Beginning Pottery (0 absences, 0 tardies), and Chemistry 1 (1 absence, 3 tardies). A navigation sidebar on the left includes options like 'Grades and Attendance', 'Grade History', 'Attendance History', 'Email Notification', 'Teacher Comments', 'School Bulletin', and 'Class Registration'. The 'Email Notification' icon is highlighted, indicating it is the focus of the instructions.

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

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

E-mail Preferences



The screenshot shows a web browser window with a blue header bar containing the name "Joel Sandy" and icons for user profile, help, and print. Below the header, the page title is "Email Notifications: Hanson, Joel N". The main content area is a light blue box with the heading "What information would you like to receive?". It contains five radio button options: "Summary of current grades and attendance", "Detail report showing assignment scores for each class.", "Detail report of attendance.", "School announcements.", and "Balance Alert (Note: will only be sent when student is low on funds)". Below this is a "How often?" section with a dropdown menu currently set to "Never". The "Email Address" field contains "momanddad@PSSIS.com". The "Additional Email Addresses" field is empty, with a note below it: "(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

- 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

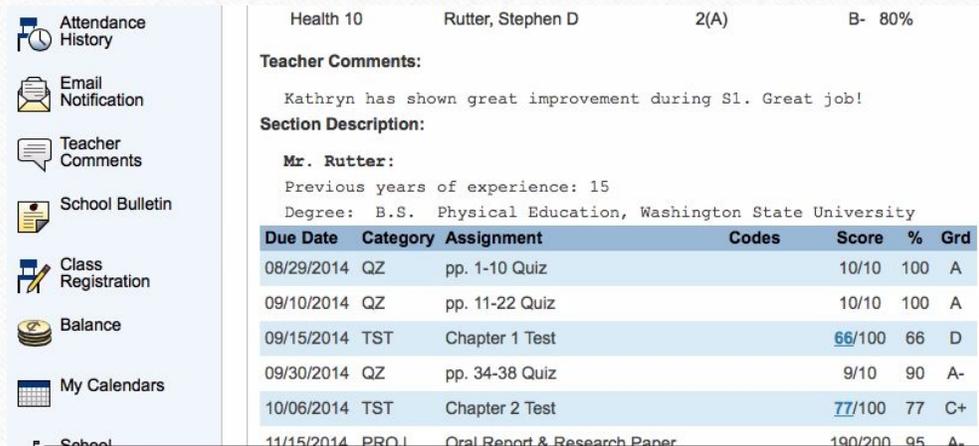
Teacher Comments: Christensen, Kathryn D

Reporting Term: S1 Show dropped classes also

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



The screenshot shows a sidebar on the left with the following navigation options: Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, Balance, My Calendars, and School. The main content area displays the following information:

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-

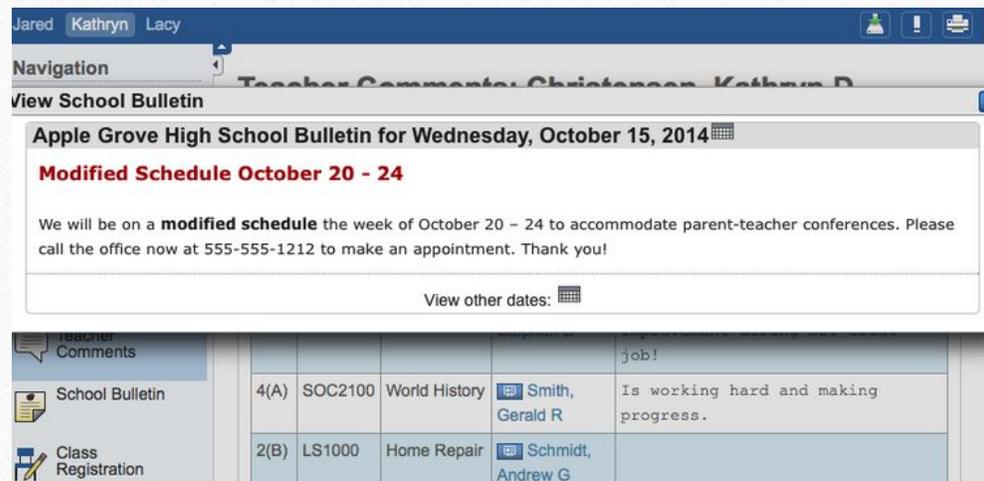
- Directions:

- 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

- 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

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: [calendar icon]

Teacher Comments					job!
School Bulletin	4(A)	SOC2100	World History	Smith, Gerald R	Is working hard and making progress.
Class Registration	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

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

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.

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