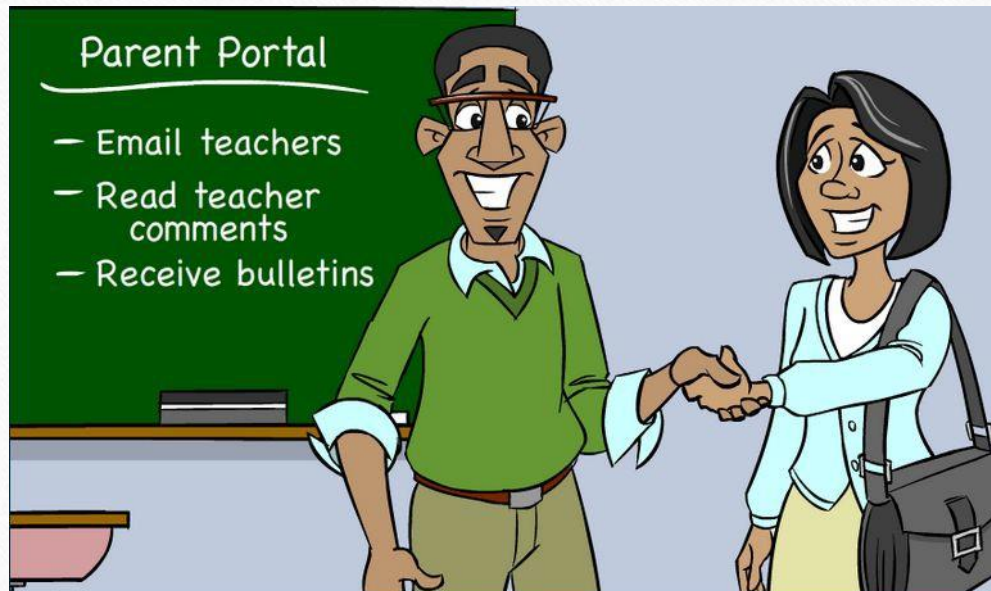# Parent Access

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 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

- 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.

- 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	Jeremy Green
Access ID	chparent135
Access Password	•••••
Relationship	Mother

2

Student Name	
Access ID	
Access Password	
Relationship	-- 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

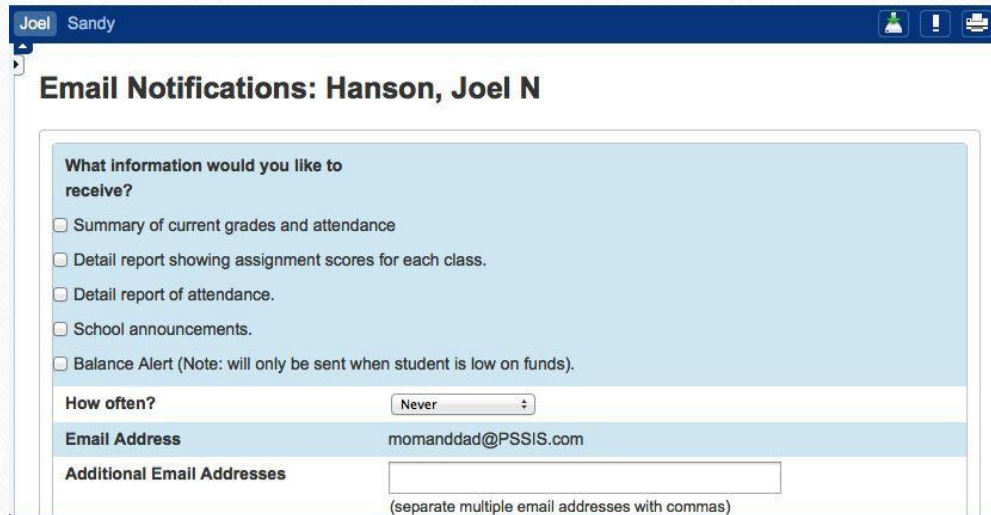 - Assignment Scores and Descriptions

  - Comments

E-mail Preferences

- 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

- 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.
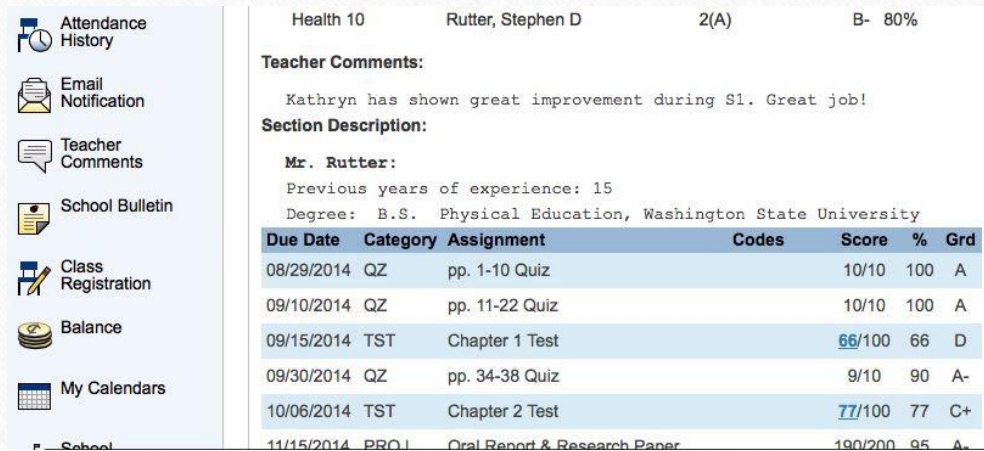
View General Teacher Comments

- 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 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

- 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 21071

  - **District Code is on web letter from school that contained your codes**

Local Policies

- At Sacred Heart School of Glyndon, Parent Access does not begin until third grade.

- Users will be locked out of PowerSchool for non-payment of tuition or other fees.

- Email hsmith@shgschool.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
- Must set up e-mail preferences in order to receive reports
- Can e-mail teachers
- App is available for Android and Apple