

Parent Access



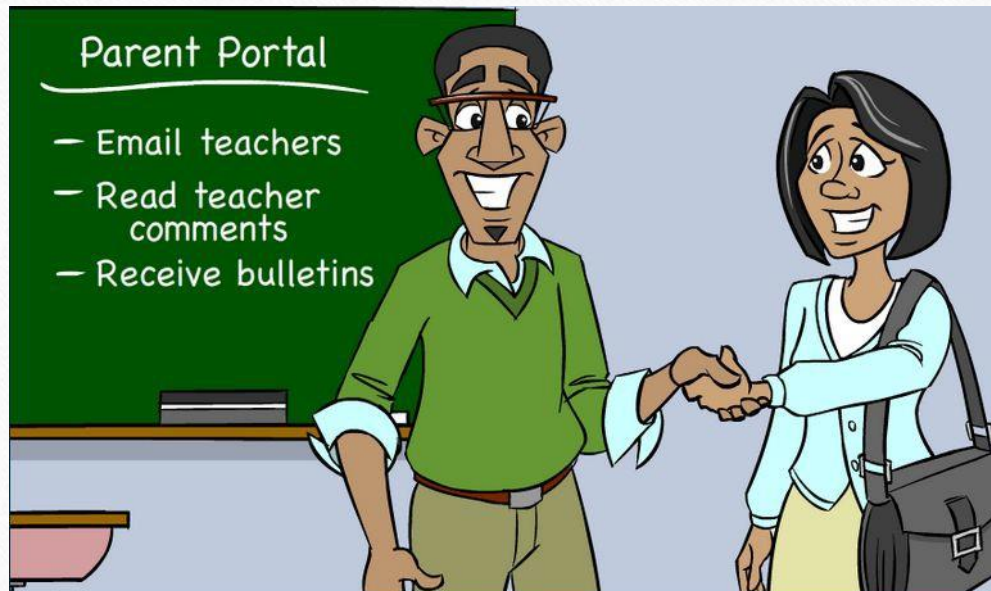
Archdiocese of Baltimore

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.

The screenshot shows a web form titled "PowerSchool" with a sub-header "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 the fields, there is a section titled "Password must:" with a bullet point indicating "•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	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

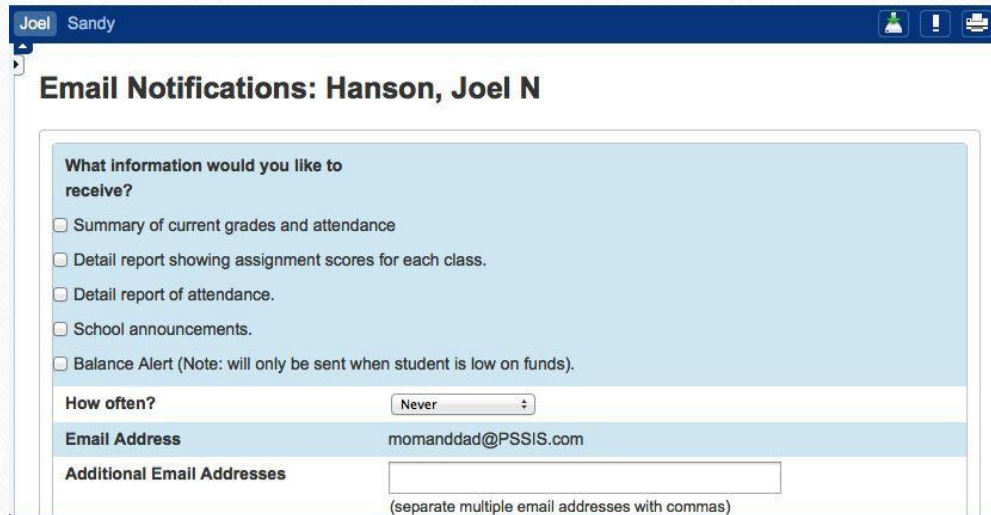
E-mail Preferences

The screenshot shows a web application interface. At the top, there is a header with the name "Joel Sandy" and some icons. Below the header is a navigation menu with the following items: "Grades and Attendance" (highlighted), "Grade History", "Attendance History", "Email Notification", "Teacher Comments", "School Bulletin", and "Class Registration". The main content area is titled "Grades and Attendance: Hanson, Joel N" and has two tabs: "Grades and Attendance" (selected) and "Standards Grades". Below the tabs is a table titled "Attendance By Class".

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 home, help, and print. Below the header, the page title is "Email Notifications: Hanson, Joel N". The main content area has a light blue background and contains the following sections:

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 [dropdown arrow]

Email Address momanddad@PSSIS.com

Additional Email Addresses [text input field]
(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

- 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

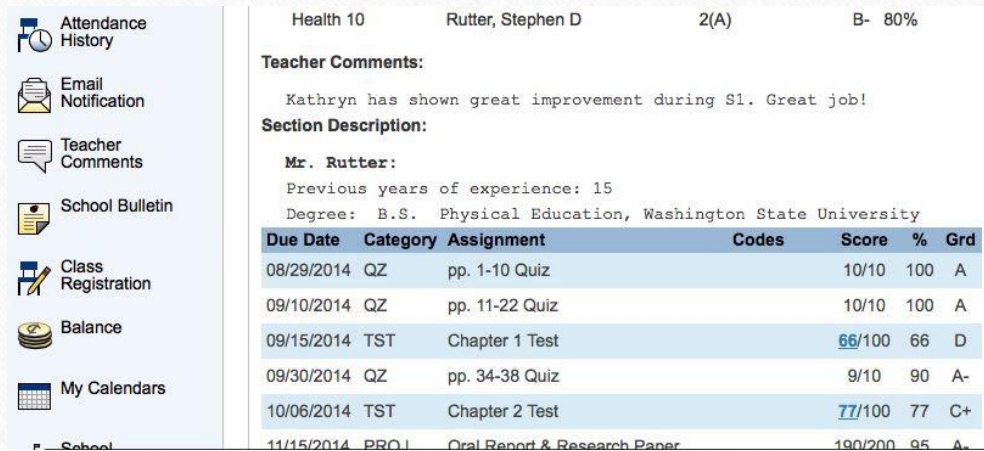
Teacher Comments: Christensen, Kathryn D

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 student's assignment page. On the left is a navigation menu with icons for 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 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	F										M	T	W	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 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