

# Using the Parent Portal

## Pittsylvania County Schools

2016 - 2017

*Information Technology Department*

**If you have already created an account for your child/children, your username and password do not change while the Parent Portal is unavailable during the summer months. Use the same information to sign into the portal each fall.**

*If you are unable to login when school begins and you have already created an account that worked previously, please contact your school's office for assistance.*



## Introduction

- The Parent Portal of our student information system, PowerSchool, provides access to up-to-date information concerning academic progress and attendance, as well as important school information.
- **Parent/Guardian Users MUST Create an Account.** Contact the office of your child's school and arrange to pick up your child's **Parent Web Access Letter**. Use the information provided on this letter to create an account that you can use to enter the Parent Portal. Be prepared to show proper identification and to sign for the letter at the school. School personnel will not give this information out over the phone. If you have more than one student enrolled in PCS, obtain each child's letter.
- **Follow these steps to create your account:**
  - Enter the Parent Portal by choosing the **Parents** link on the Pittsylvania County Schools' home page and selecting **parent portal**.
  - Click the **Create Account** tab.
  - Enter your first and last name, email address, the user name you would like to use and the password\* you wish to use.  
**HINT: Write these down! 😊**  
*\*Must be at least 6 characters in length.*
  - Enter the child's first name as it appears on the Parent Web Access letter. Enter the Access ID (username) and the Access Password (password) EXACTLY as they appear on the letter – the login is case-sensitive. Select your relationship to the student from the menu.
  - Click the ENTER button. Your account has been created. From now on, use the username and password you just created to login to the Parent Portal. Enter it on the **Sign In** tab page shown above.

PowerSchool

Sign In Create Account

Student and Parent Sign In

Username

Password

Having trouble signing in?

Sign In

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### IMPORTANT:

If you have more than one child enrolled in Pittsylvania County Schools, use the account access information displayed on the **Parent Web Access Letter** for one of your children to create an account. Once your account has been created, login to the Parent Portal and add your other children using the specific account access information from each of their *Parent Web Access Letters*. See the steps under Account Preferences (page 4) for instructions.

## Navigation Menu

Notice the **Navigation Menu** along the right side of the page. This menu of icons appears on each screen. Use its **icons** to navigate through the portal and student **name tabs** to switch between children.

The screenshot shows the Powerschool Parent Portal interface. On the left is a vertical 'Navigation' menu with icons and labels. To the right of the menu are colored callout boxes explaining each icon's function. A red bracket groups the 'Teacher Comments', 'School Bulletin', and 'Class Registration' icons, with a callout stating they are not used except for the School Bulletin. At the bottom of the menu are fields for the District Code (LCBK) and download links for the App Store and Google Play.

**Navigation Menu Items:**

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- My Schedule
- School Information
- Account Preferences

**Callouts:**

- Name Tabs:** Switch between students here.
- Grades & Attendance:** View grades and attendance for the current year.
- Grade History:** View grades for prior years at PCS
- Attendance History:** View attendance for prior years at PCS
- These icons are not used with the exception of the School Bulletin (by some schools).
- My Schedule:** Student schedules (classes) appear here but not necessarily in the correct order or at the correct time.
- School Information:** Basic school information such as address and phone number
- Account Preferences:** Add additional students and manage your account information
- Apps are available for your mobile devices (iOS and Android). Use this district code if one is required for your app registration.

**District Code:** LCBK

**Download on the App Store**

**GET IT ON Google play**

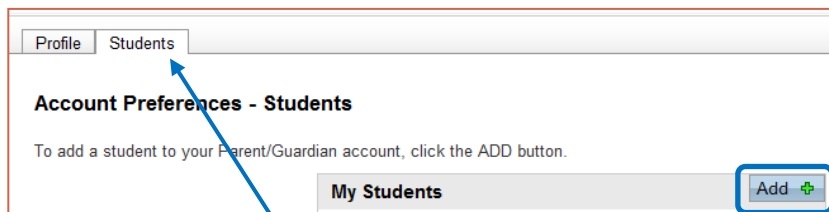
See pages 4 – 7 for additional information on using the Parent Portal.

## Account Preferences

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The **Account Preferences** icon contains information specific to the account you have created. This is where you add additional children to your account.

- To add children, follow these steps:
  - Obtain each child's Parent Web Access letter from the school.
  - Login to the Parent Portal using the account you created with information from your first child's Parent Web Access letter.
  - Click on the **Account Preferences** icon.



- Click on the **Students tab** (upper left).
  - Click the **Add** button.
  - Enter the **child's first name** (as it appears on the letter), the **Access ID** (username), and the **Access password** (password) found on the web access letter. Choose your **relationship** to the child from the menu.
  - Click **submit**.
  - Repeat these steps to enter each of your children. Now, each child's first name will appear as a colored tab at the top of each screen in the parent portal. Use those tabs to switch between children to view information.
- To change the name, e-mail address, user name or password associated with your **Parent/Guardian account**, click on the **Account Preferences** icon.
  - Click the corresponding Edit button (pencil icon) to make changes.
  - Click the Save button.

## Grades & Attendance Tab

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- The Grades & Attendance screen is the main page of the portal. You can view your child's class schedule, grades, and attendance for the current year from this page.
- Here, grading periods, or marking periods, are displayed as M1, M2, and M3, meaning that the school year is currently in the third marking period. Additional grading term codes such as S1 are used to indicate semesters, particularly in the high schools.
- Any text that appears blue is a hyperlink to additional information.
- Teacher names are hyperlinks; however, clicking on the teacher name attempts to launch Outlook as the vehicle by which to send the email. If Outlook has not been configured on the machine, any email sent this way would not reach the teacher. Email must be sent to the teacher through *the parent's own email client*.

### Grades

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- Letter grades are hyperlinks. Click on a grade to view additional information about the grade.
- The linked page, Class Score Detail, shows assignments given and their respective scores. Teachers may also add symbols (shown in the legend at the bottom of the page).

- If an assignment name or grade appears as a hyperlink, the teacher has added additional information. Click on the hyperlink to view the detailed information.
- It is important to note that teachers may assign more weight to some grades such as quizzes and tests, affecting the way in which the assignment grades average. If you did not receive a grading policy from your child's teacher and the teacher has not posted this information for you to view through the portal, you may wish to contact him or her to request this information

### *Attendance*

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- Attendance for the current marking period appears to the right of the schedule.
- Gray bars to the left of the class schedule indicate that the class is not in session during the current marking period. These may or may not be visible, depending on the term the school has chosen to display.
- Click on any blue numeral for details about the number of absences or tardies.
- Notice the attendance codes at the bottom of the attendance detail screen.
- Attendance totals for both the current marking period and the year to date appear below the student's schedule. View details in the same way.
- Attendance for students attending Pittsylvania County Schools is calculated on a daily basis. Although it is not mandatory, some teachers choose to mark meeting, or period, attendance. Viewing this data if available can reveal trends in absences and tardies at certain times of the day.

### *Show Dropped Classes Link*

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Click on Show Dropped Classes to view grades for any classes the student has dropped, including those dropped due to a school transfer within the division.

### *Standards Grades Tab*

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- Click on the **Standards Grades** tab to the right of the Grades and Attendance tab to view any standards-based grades.
- Currently, only students in grades K – 5 have standards-based grades.



## Grades History & Attendance History Icons

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- Click on the Grades History icon to view the final averages for completed marking periods and/or years. Each year is displayed on a separate tab.
- Click the average itself for more detail.



- Click the Attendance History icon to view detailed meeting attendance for the current marking period.

## Email Notification (currently disabled)\*

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*\*The PowerSchool Mobile app for Android/iOS will provide instant notifications of grade changes and attendance (absences). The app is available through the App Store and Google Play. The District Code, necessary to enable the app, is available at the bottom of the sidebar menu (See page 3 of this guide.)*

## School Bulletin (not used by all schools)

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- The School Bulletin is updated at the school and includes important dates, meetings, and other information the school administration deems relevant to parents.
- Click on the **School Bulletin** icon to read this information.

## Class Registration [not currently used]

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- Use this icon to register for classes when if this option is available.
- View classes for which your student has registered (when this option is made available).

## Teacher Comments & Calendar [not currently available]

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- Teacher comments are not visible through this icon of the portal. Teachers may choose to enter comments concerning assignments or grades. If so, the assignment name or letter grade will appear as a blue hyperlink.
- Our schools do not use an online event calendar.

## Help

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- Click on the question mark beneath the Navigation Menu in the upper right of any screen to view screen-specific help.

## Printing Portal Information

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- Click on the printer icon beneath the Navigation Menu to print the information on that particular screen.

## Logging Out of the Parent Portal

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- When you have finished viewing your child's information, click the logout button.

***Knowledge is Power...Stay Informed!***



### Works Cited

Images: <http://office.microsoft.com/en-us/images/>