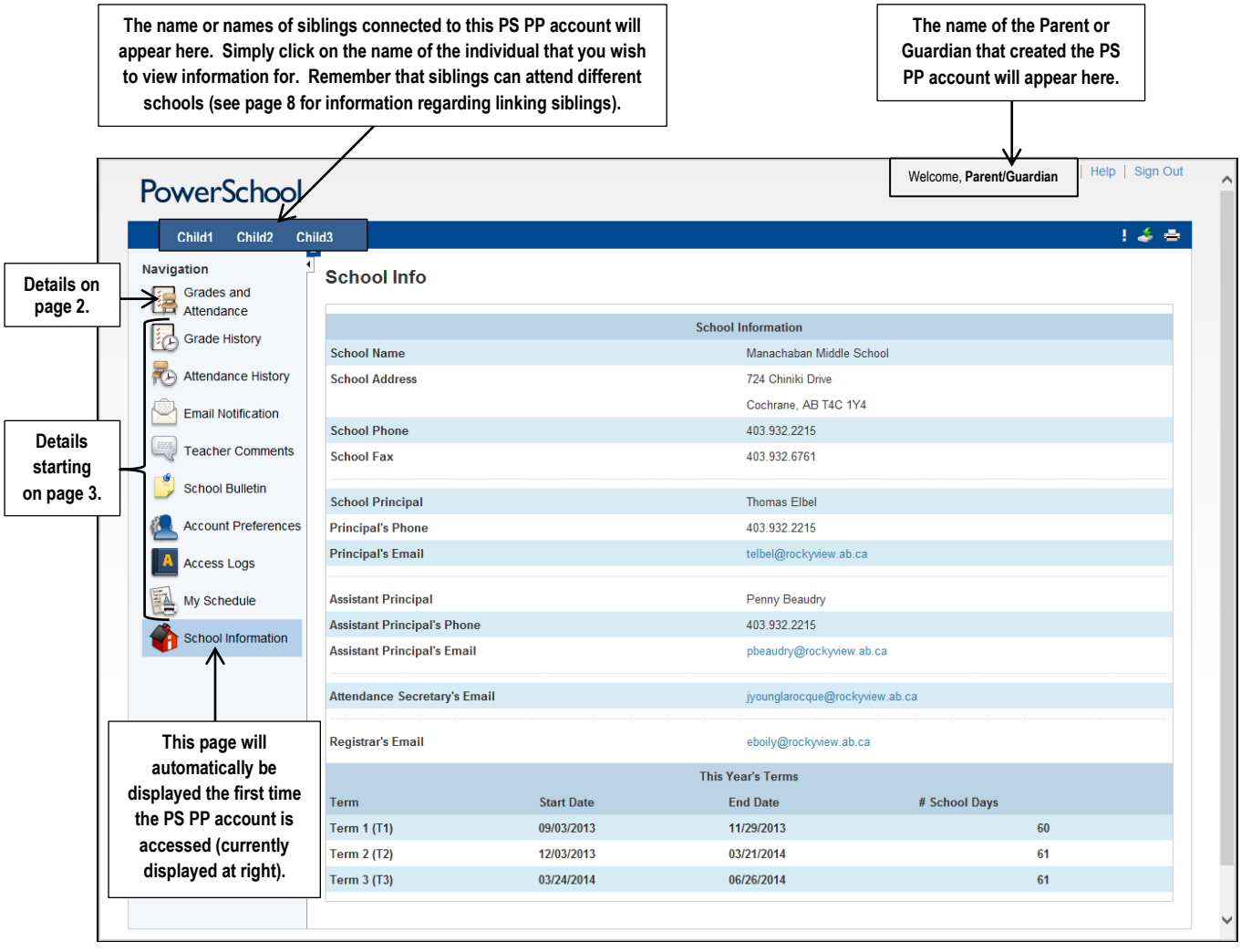
Navigating the PowerSchool Parent Portal

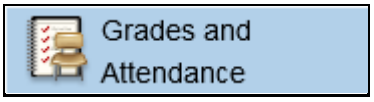
By this time, you will have created a PowerSchool Parent Portal (PS PP) account, which is now accessed by typing the following URL into the address bar of your Internet browser:

https://ps.rockyview.ab.ca/public

A link to the PS PP can also be found on our Manachaban website (select the ***Parents tab*** then click on the ***Powerschool Parents/Students viewlet***). The School Info page illustrated below is displayed the first time you enter the PS PP. Following your first entry to the portal, the page that is displayed will be the page you last viewed before signing out of your last visit. Some of the key features that you will see on any page have been described below.

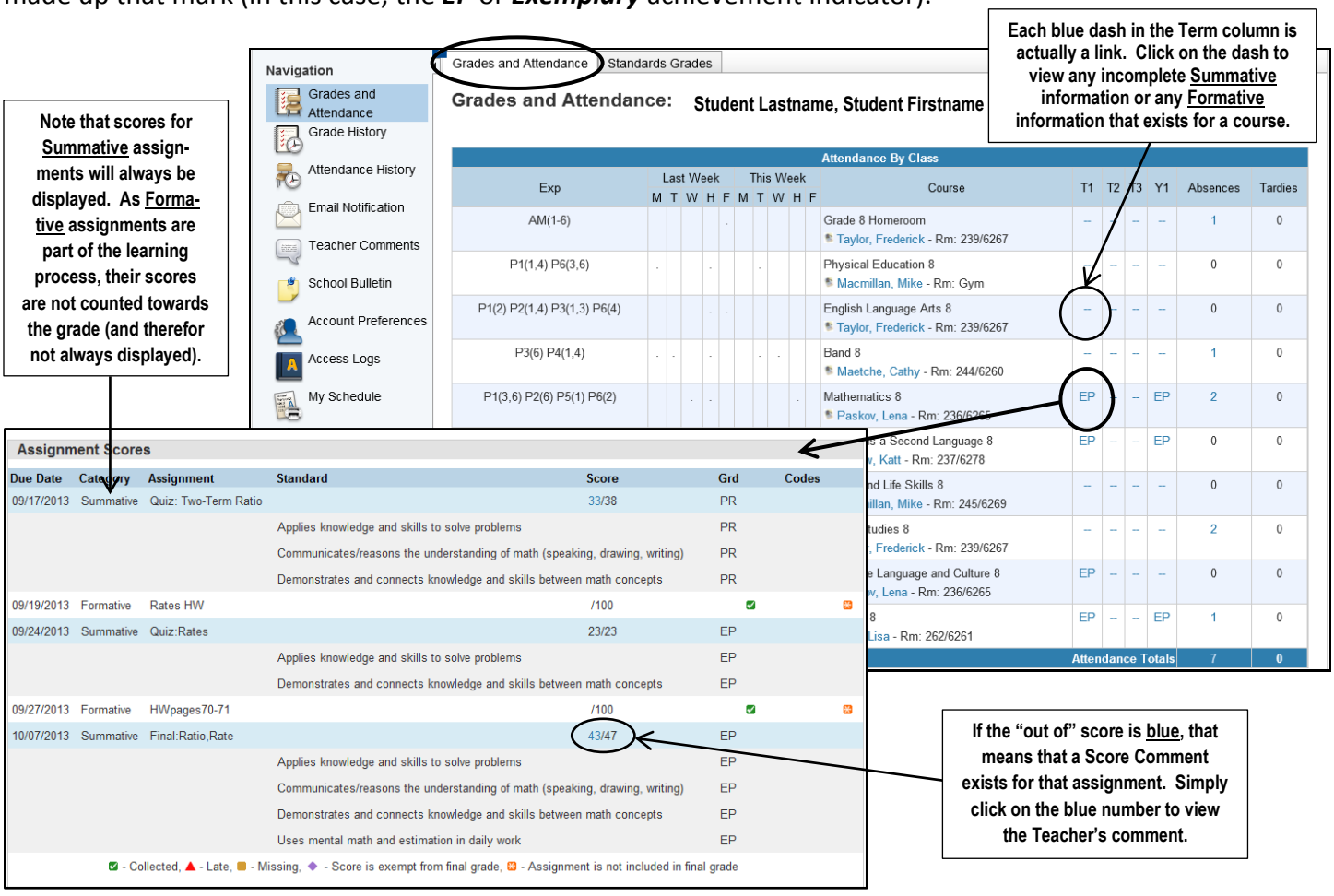


The most frequently visited page in the PS PP (selected from the Navigation pane on the left) is the ***Grades and Attendance page***. Features of this page and how to obtain detailed information via the links on it have been outlined in the following section. Details regarding other pages selected from the Navigation pane begin on page 3.



The ***Grades and Attendance link*** is by far the most "popular" link as it will display a student's Grades and Attendance data for the current school year. One very important thing to note on this page is that there are other links that allow a parent/guardian to "drill down" and obtain more detail regarding marks as well as attendance data. As per industry standard, links are in blue. Please note that clicking on a Teacher Name link results in direct connection to the Teacher's e-mail, but only if Microsoft Outlook is installed on the computer currently being used.

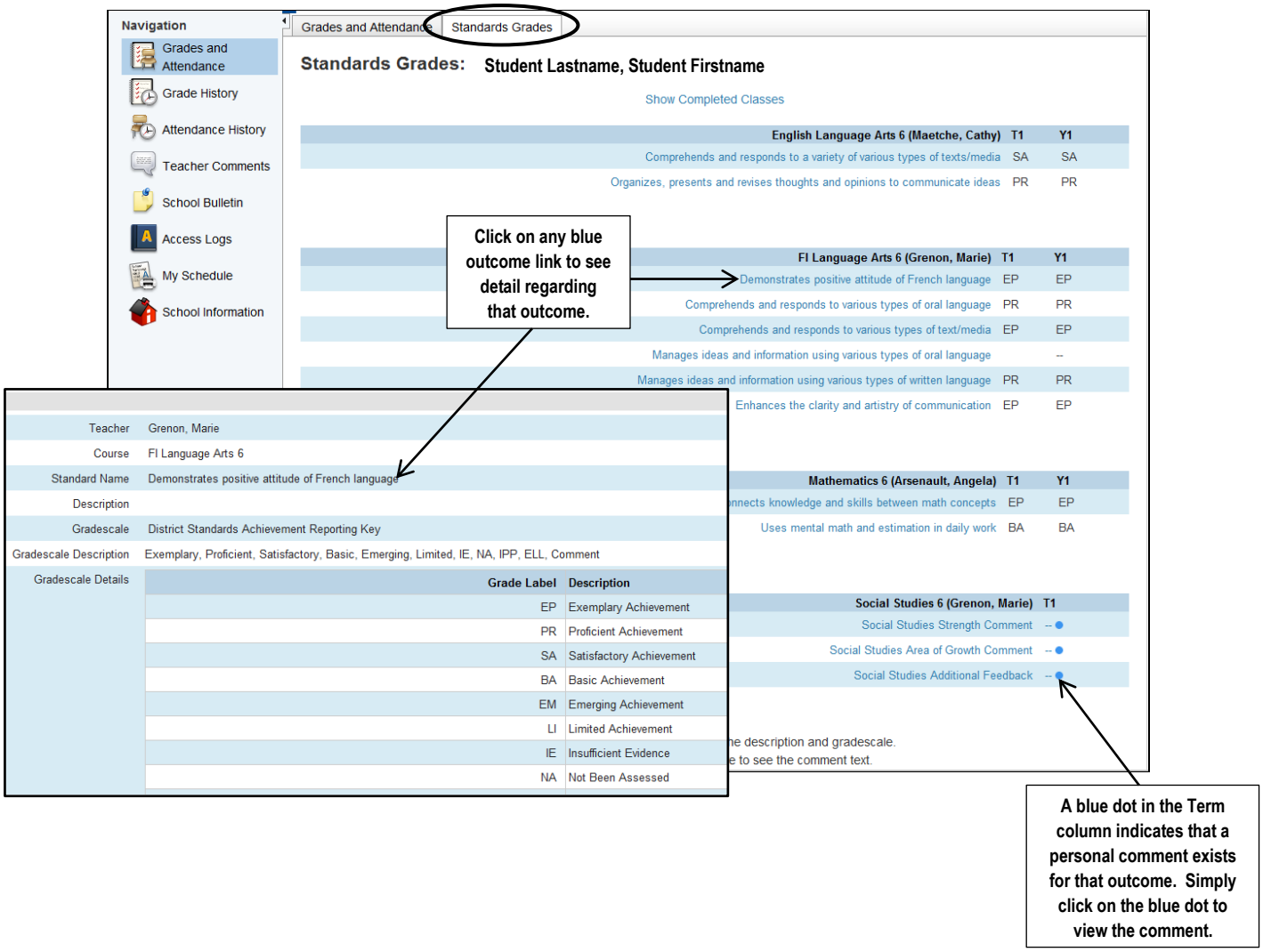
There are two tabs on the Grades and Attendance page; ***Grades and Attendance*** (the default and illustrated below) and ***Standards Grades*** (described in more detail on page 6). Following is an example of clicking on an ***Achievement Indicator*** in the Term column to obtain further information regarding the assignments that made up that mark (in this case, the ***EP*** or ***Exemplary*** achievement indicator).



Other ***Achievement Indicators*** that may be displayed under a Term (to the right of the Course Name) include ***PR*** (Proficient), ***SA*** (Satisfactory), ***BA*** (Basic Achievement), ***EM*** (Emerging Achievement), ***LI*** (Limited Achievement), ***IE*** (Insufficient Evidence of Learning) or ***NA*** (Not Assessed this Term). Detailed information regarding

the assessment process and associated achievement indicators can be found on the Rockyview Website by typing the URL http://www.rockyview.ab.ca/home/21stC/assessing in the address bar of your browser.

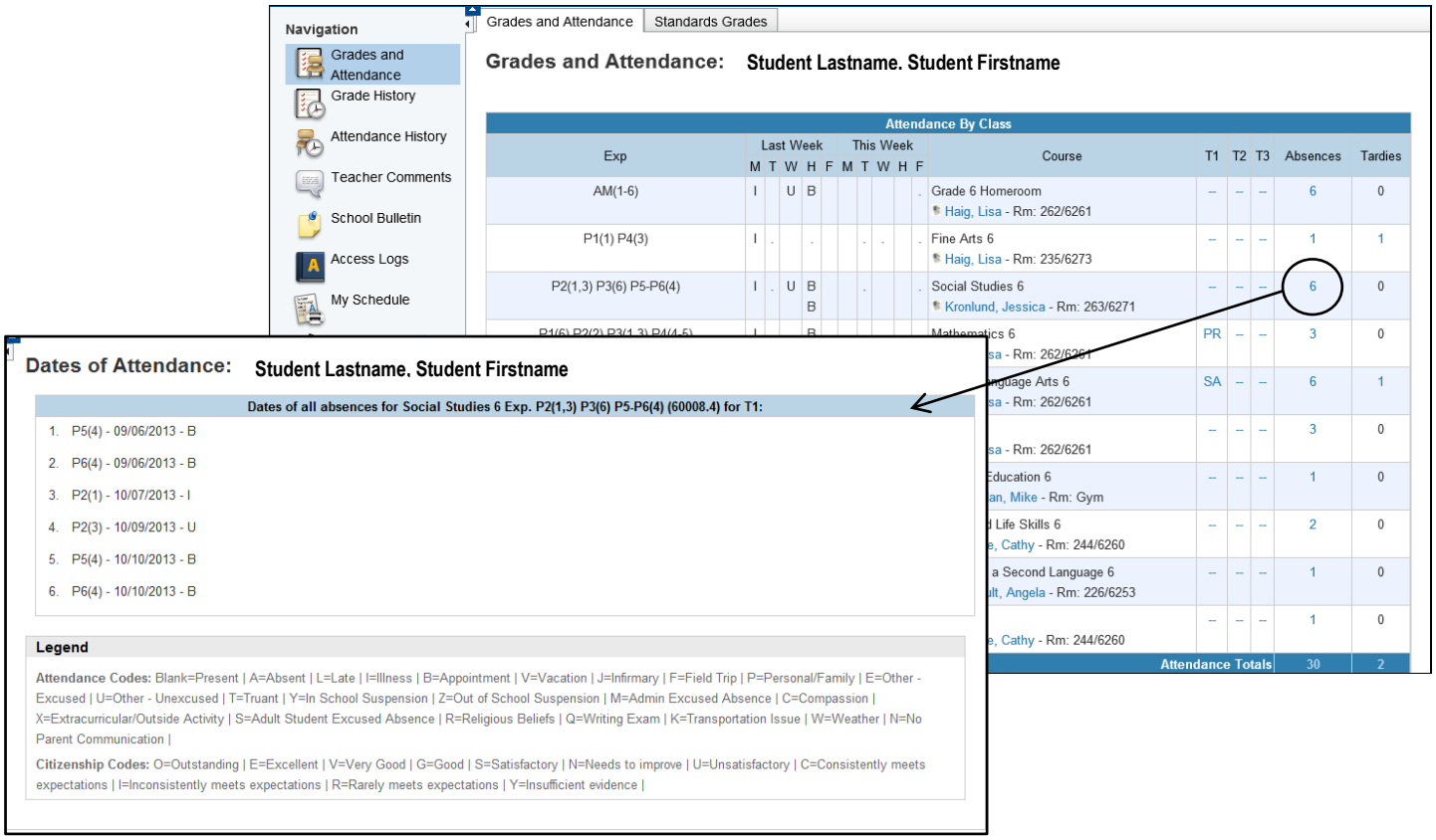
The ***Standards Grades tab*** allows an individual to view information that is organized by course. Under each course heading are the outcomes that have been addressed thus far for that class. An achievement indicator OR a ***Comment link*** (a blue dot) will be displayed to the right of each outcome. An outcome is itself a link that can be "drilled down" on for further information. For example:



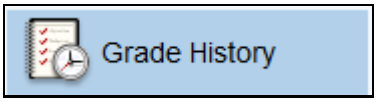
To obtain more information regarding the specific assignment(s) that an outcome is linked to, return to the Grades and Attendance page by clicking on the ***Grades and Attendance tab*** (to the left of the Standards Grades tab).

Detailed ***Attendance information*** can also be obtained from the Grades and Attendance page. As per the following illustration, the most current attendance data will be displayed to the left of the Course column (the previous and current weeks). Detailed year-to-date attendance data for each course (period) will be displayed

by clicking on any of the blue numbers (links) under the Absences or Tardies columns (to the right of the Term columns).

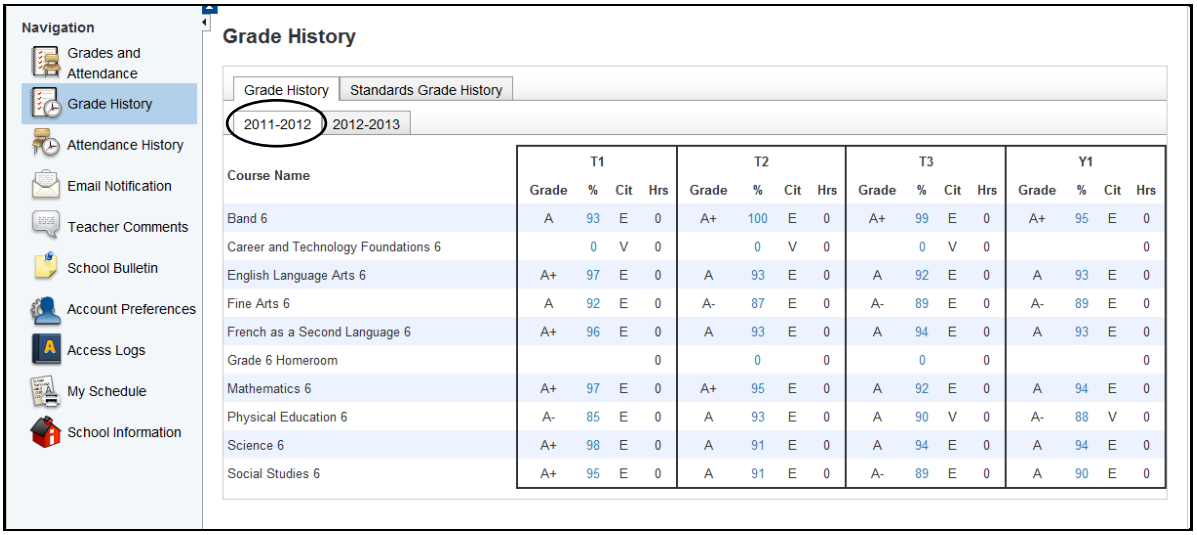


After "drilling down" on a specific grade or attendance link, simply click the ***Grades and Attendance link*** on the Navigation pane on the very left hand side of the monitor to return to the starting page.

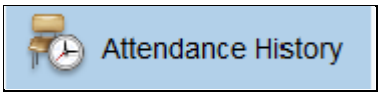


If a student has attended École Manachaban Middle School in the 2011-2012 and/or the 2012-2013 school years; a summary of the student's marks can be displayed for each year attended by first clicking on the ***Grade History link***.

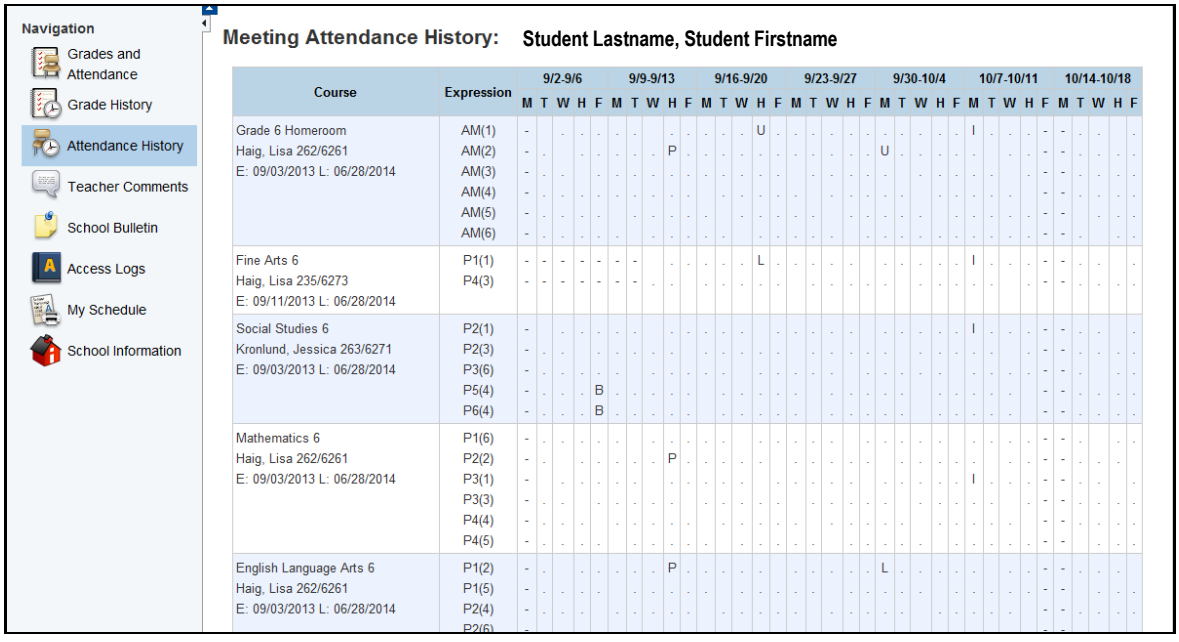
To view the marks history for a particular year, simply click on the tab of the desired school year. In the example below, marks for the 2011-2012 school year are displayed.



Course Name	T1				T2				T3				Y1			
	Grade	%	Cit	Hrs	Grade	%	Cit	Hrs	Grade	%	Cit	Hrs	Grade	%	Cit	Hrs
Band 6	A	93	E	0	A+	100	E	0	A+	99	E	0	A+	95	E	0
Career and Technology Foundations 6		0	V	0		0	V	0		0	V	0				0
English Language Arts 6	A+	97	E	0	A	93	E	0	A	92	E	0	A	93	E	0
Fine Arts 6	A	92	E	0	A-	87	E	0	A-	89	E	0	A-	89	E	0
French as a Second Language 6	A+	96	E	0	A	93	E	0	A	94	E	0	A	93	E	0
Grade 6 Homeroom				0		0		0		0		0				0
Mathematics 6	A+	97	E	0	A+	95	E	0	A	92	E	0	A	94	E	0
Physical Education 6	A-	85	E	0	A	93	E	0	A	90	V	0	A-	88	V	0
Science 6	A+	98	E	0	A	91	E	0	A	94	E	0	A	94	E	0
Social Studies 6	A+	95	E	0	A	91	E	0	A-	89	E	0	A	90	E	0

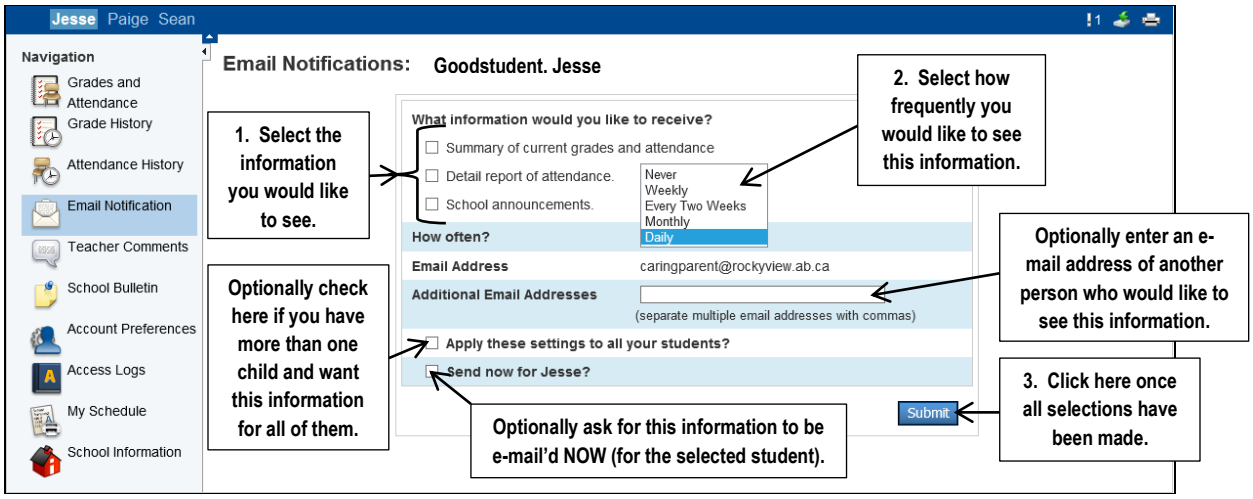


Selecting this link from the Navigation pane allows a parent or guardian to view a week by week summary of a student's attendance for the current Term of the current school year. The definition of each attendance code can be found by scrolling down to the bottom of the page.

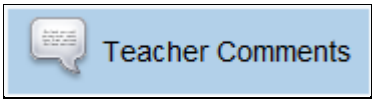


Course	Expression	9/2-9/6					9/9-9/13					9/16-9/20					9/23-9/27					9/30-10/4					10/7-10/11					10/14-10/18				
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F
Grade 6 Homeroom	AM(1)	-	.	.	.	.	.	.	.	.	.	.	.	.	.	U	.	.	.	.	.	.	.	.	.	.	I	.	.	.	.	-	-	.	.	.
Haig, Lisa 262/6261	AM(2)	-	.	.	.	.	.	.	.	P	.	.	.	.	.	.	.	.	.	.	.	U	.	.	.	.	.	.	.	.	.	-	-	.	.	.
E: 09/03/2013 L: 06/28/2014	AM(3)	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	-	-	.	.	.
	AM(4)	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	-	-	.	.	.
	AM(5)	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	-	-	.	.	.
	AM(6)	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	-	-	.	.	.
Fine Arts 6	P1(1)	-	-	-	-	-	-	-	.	.	.	.	.	L	.	.	.	.	.	.	.	.	.	.	.	.	I	.	.	.	.	-	-	.	.	.
Haig, Lisa 235/6273	P4(3)	-	-	-	-	-	-	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	-	-	.	.	.
E: 09/11/2013 L: 06/28/2014																																				
Social Studies 6	P2(1)	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	I	.	.	.	.	-	-	.	.	.
Kronlund, Jessica 263/6271	P2(3)	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	-	-	.	.	.
E: 09/03/2013 L: 06/28/2014	P3(6)	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	-	-	.	.	.
	P5(4)	-	.	.	.	B	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	-	-	.	.	.
	P6(4)	-	.	.	.	B	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	-	-	.	.	.
Mathematics 6	P1(6)	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	-	-	.	.	.
Haig, Lisa 262/6261	P2(2)	-	.	.	.	.	.	.	.	P	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	-	-	.	.	.
E: 09/03/2013 L: 06/28/2014	P3(1)	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	I	.	.	.	.	-	-	.	.	.
	P3(3)	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	-	-	.	.	.
	P4(4)	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	-	-	.	.	.
	P4(5)	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	-	-	.	.	.
English Language Arts 6	P1(2)	-	.	.	.	.	.	.	.	P	.	.	.	.	.	.	.	.	.	.	.	L	.	.	.	.	.	.	.	.	.	-	-	.	.	.
Haig, Lisa 262/6261	P1(5)	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	-	-	.	.	.
E: 09/03/2013 L: 06/28/2014	P2(4)	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	-	-	.	.	.
	P2(6)	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	-	-	.	.	.

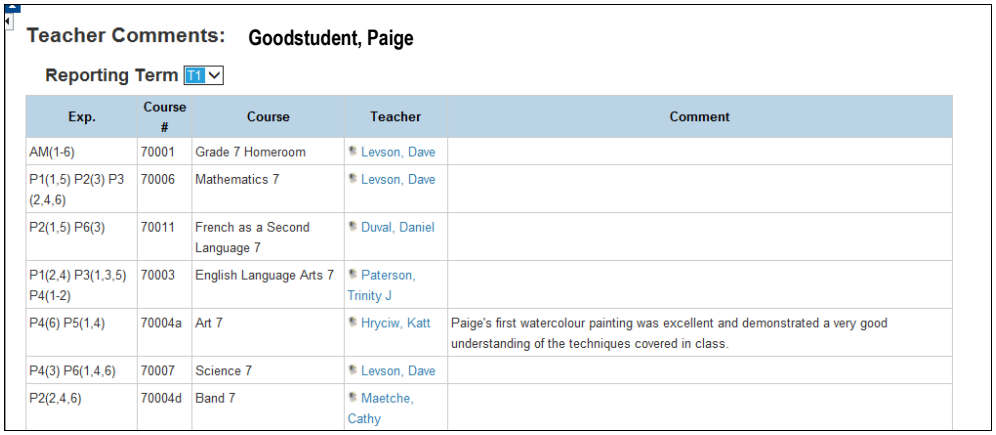
The ***Email Notification link*** allows a parent/guardian to determine whether they would like student information for one or all of their students forwarded to them via e-mail on a regular basis.



It should be noted that the information reports or summaries contain the same information that is displayed in the PS PP. The Email Notification link simply allows a parent/guardian to receive the same information via a different medium and in a slightly different format.



This link allows a parent or guardian to view a summary of the "overall" Teacher comment for <u>each class</u> the student is in for the selected Term (if a comment has in fact been entered). This "overall" comment can also be viewed by "drilling down" on an achievement indicator on the Grades and Attendance page (see page 2).

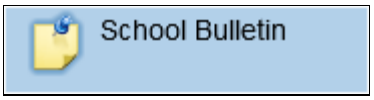


Teacher Comments: Goodstudent, Paige

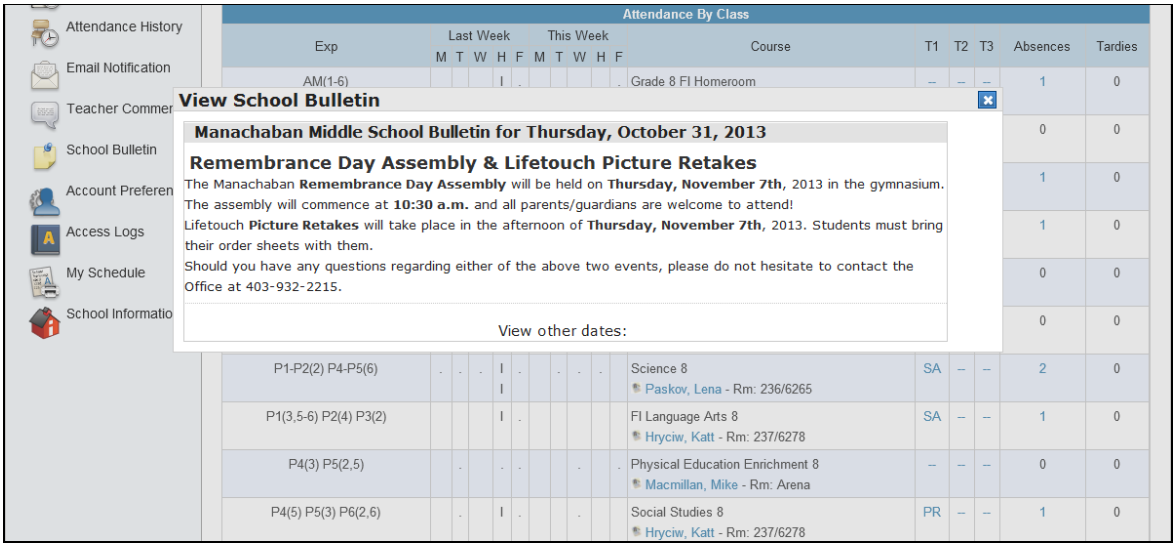
Reporting Term T1

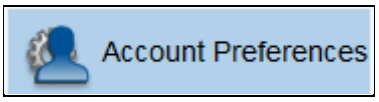
Exp.	Course #	Course	Teacher	Comment
AM(1-6)	70001	Grade 7 Homeroom	Levson, Dave	
P1(1,5) P2(3) P3 (2,4,6)	70006	Mathematics 7	Levson, Dave	
P2(1,5) P6(3)	70011	French as a Second Language 7	Duval, Daniel	
P1(2,4) P3(1,3,5) P4(1-2)	70003	English Language Arts 7	Paterson, Trinity J	
P4(6) P5(1,4)	70004a	Art 7	Hryciw, Katt	Paige's first watercolour painting was excellent and demonstrated a very good understanding of the techniques covered in class.
P4(3) P6(1,4,6)	70007	Science 7	Levson, Dave	
P2(2,4,6)	70004d	Band 7	Maetche, Cathy	

Please note that clicking on a Teacher Name link (the Teacher's name in blue in the Teacher column) will result in direct connection to that Teacher's e-mail, but only if Microsoft Office is installed on the computer currently being used.



Periodically, key events and dates or messages will be displayed as a School Bulletin in the PS PP. Simply click on the ***School Bulletin link*** after which a small window will appear over top of the current window. Click on the blue "X" at the top right of the View School Bulletin window in order to uncover the previous window.



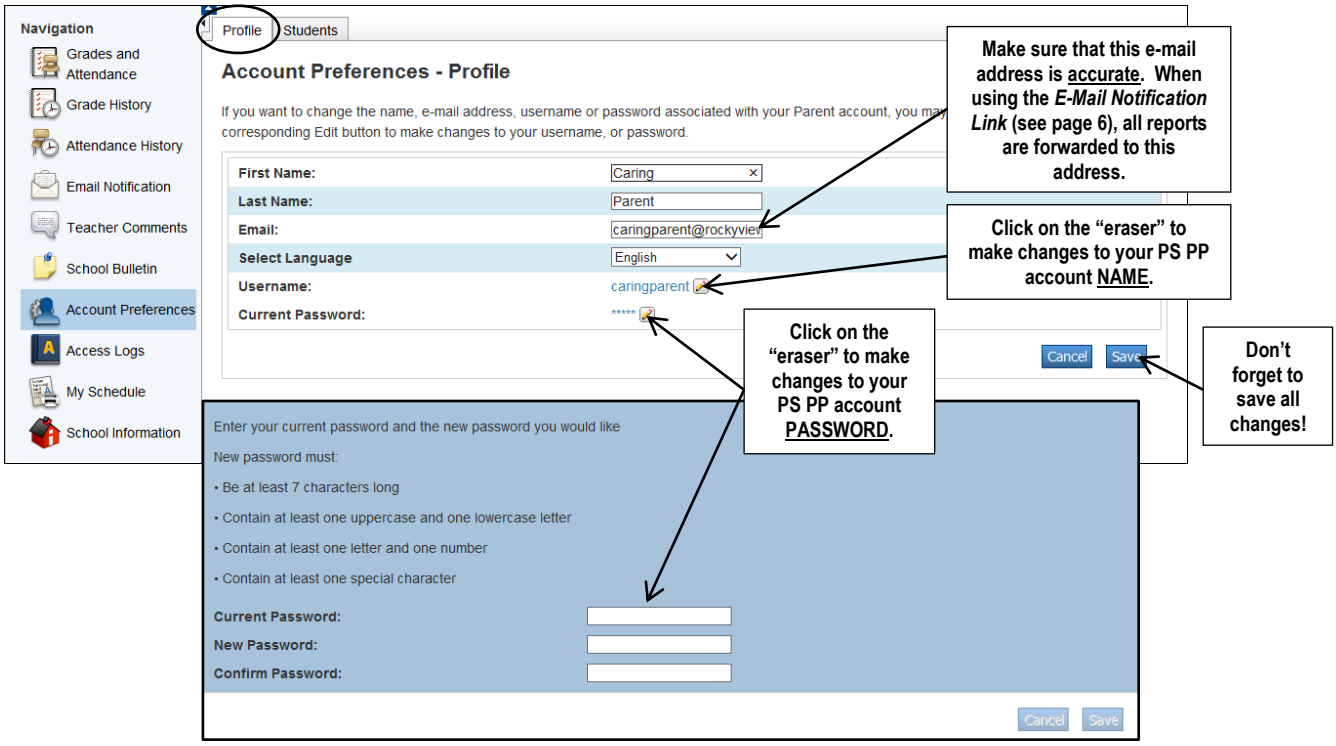


The ***Account Preferences link*** is one of the most important links under the Navigation column. The Account Preferences page contains two tabs:

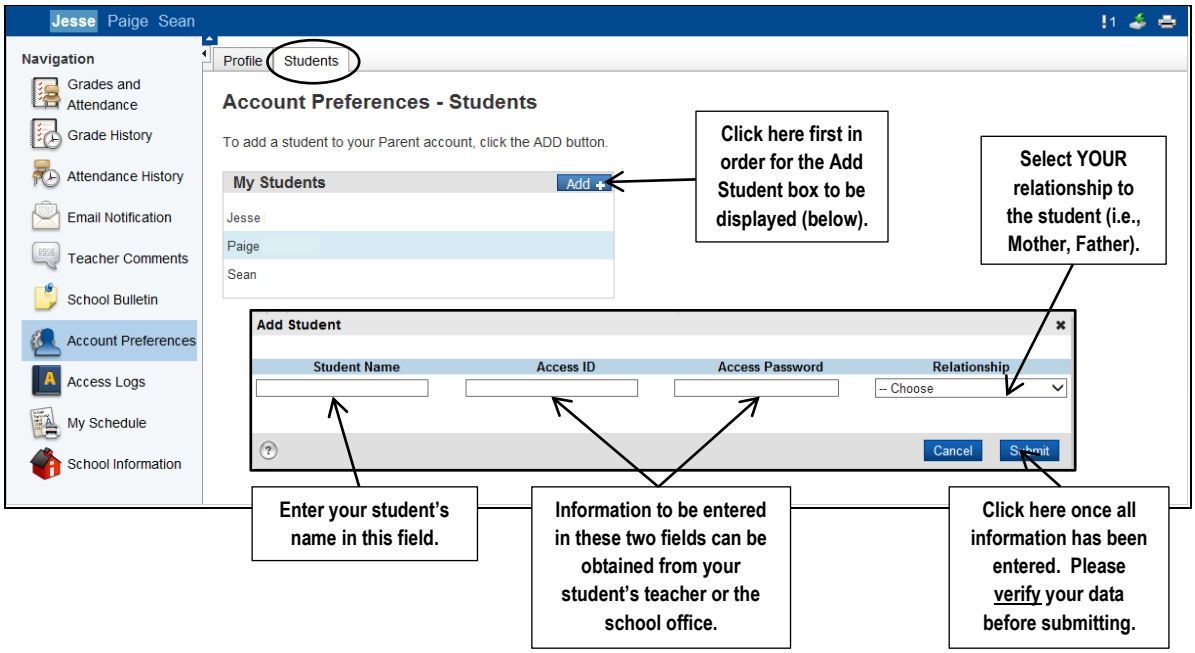
- The ***Profile tab*** allows the parent or guardian to make changes to their PS PP account. For example, the parent or guardian may change the account name or the password. He or she may also change the e-mail address to which Grades/Attendance reports are forwarded to (via the E-Mail Notification feature as described on page 6).

- The ***Students tab*** is where a parent or guardian can LINK additional students (siblings) so that Grades or Attendance data for all siblings may be viewed using one PS PP account. Please note that students who attend any school in Rockyview (who are siblings or who have the same guardian) can be linked to a single PS PP account.

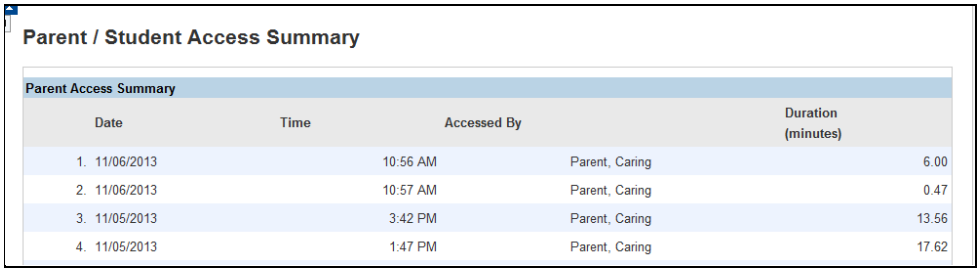
The following illustration outlines the administrative procedures that may be performed by an individual wishing to change their PS PP account information (the ***Profile tab***).



The following illustration outlines the steps that must be performed in order to link an additional Rockyview student (the ***Students tab***) to your existing PS PP account. Note that the given name for each student linked will appear on the top blue "band" of each page.



This link simply allows a parent or guardian to view a list of the times that the information for a particular student has been accessed (viewed). As per the sample below, the date and time that the information was accessed will be displayed along with who accessed the information (i.e., in the event that parents have separate PS PP accounts, both names will be displayed under the "Accessed By" column). The duration of the session will be displayed in the last column.

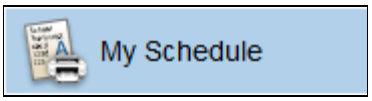


Parent / Student Access Summary

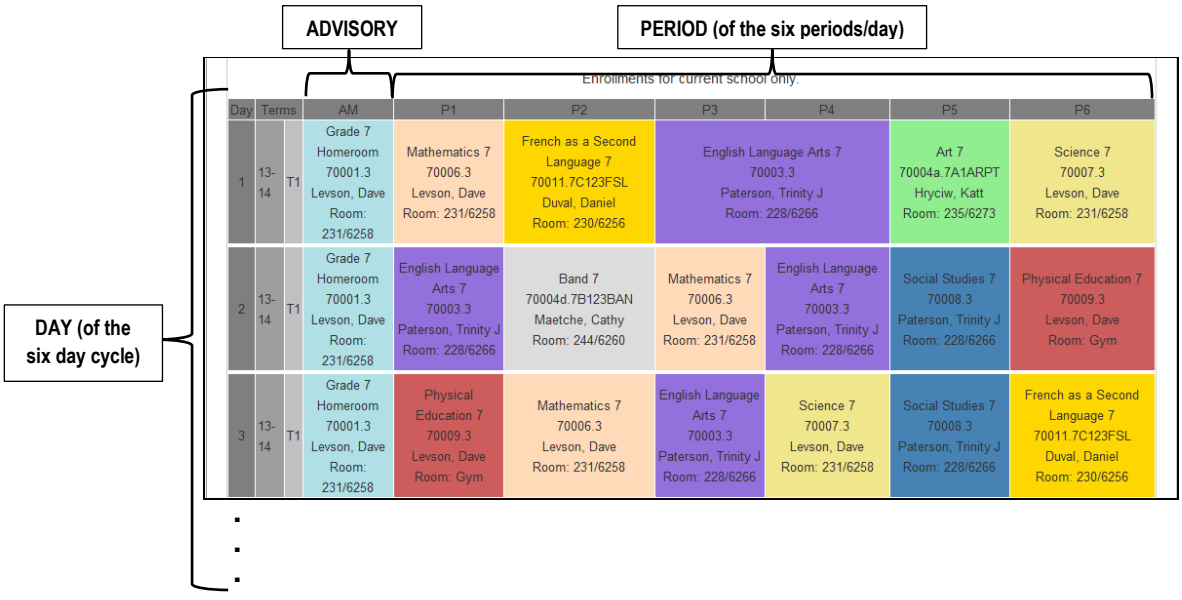
Parent Access Summary

	Date	Time	Accessed By	Duration (minutes)
1.	11/06/2013	10:56 AM	Parent, Caring	6.00
2.	11/06/2013	10:57 AM	Parent, Caring	0.47
3.	11/05/2013	3:42 PM	Parent, Caring	13.56
4.	11/05/2013	1:47 PM	Parent, Caring	17.62

As students may have their own PS PP accounts and view their own information (only), student access can also be monitored by parents or guardians. Student access information can be found by scrolling down to the bottom of the Parent/Student Access Summary page (parent access will always be displayed first).



The ***My Schedule link*** will allow a parent or guardian to view the current Term's schedule for a student. As in the partial example below, the school day is listed vertically while the school period is listed horizontally.



Day	Terms		AM	P1	P2	P3	P4	P5	P6
1	13-14	T1	Grade 7 Homeroom 70001.3 Levson, Dave Room: 231/6258	Mathematics 7 70006.3 Levson, Dave Room: 231/6258	French as a Second Language 7 70011.7C123FSL Duval, Daniel Room: 230/6256	English Language Arts 7 70003.3 Paterson, Trinity J Room: 228/6266		Art 7 70004a.7A1ARPT Hryciw, Katt Room: 235/6273	Science 7 70007.3 Levson, Dave Room: 231/6258
2	13-14	T1	Grade 7 Homeroom 70001.3 Levson, Dave Room: 231/6258	English Language Arts 7 70003.3 Paterson, Trinity J Room: 228/6266	Band 7 70004d.7B123BAN Maetche, Cathy Room: 244/6260	Mathematics 7 70006.3 Levson, Dave Room: 231/6258	English Language Arts 7 70003.3 Paterson, Trinity J Room: 228/6266	Social Studies 7 70008.3 Paterson, Trinity J Room: 228/6266	Physical Education 7 70009.3 Levson, Dave Room: Gym
3	13-14	T1	Grade 7 Homeroom 70001.3 Levson, Dave Room: 231/6258	Physical Education 7 70009.3 Levson, Dave Room: Gym	Mathematics 7 70006.3 Levson, Dave Room: 231/6258	English Language Arts 7 70003.3 Paterson, Trinity J Room: 228/6266	Science 7 70007.3 Levson, Dave Room: 231/6258	Social Studies 7 70008.3 Paterson, Trinity J Room: 228/6266	French as a Second Language 7 70011.7C123FSL Duval, Daniel Room: 230/6256