



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 name or names of siblings connected to this PS PP account will appear here. Simply click on the name of the individual that you wish to view information for. Remember that siblings can attend different schools (see page 8 for information regarding linking siblings).

The name of the Parent or Guardian that created the PS PP account will appear here.

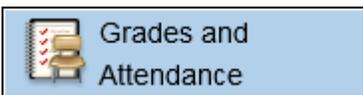
The screenshot shows the PowerSchool Parent Portal interface. At the top right, it says "Welcome, Parent/Guardian" with "Help" and "Sign Out" links. Below this is a navigation bar with "Child1", "Child2", and "Child3" tabs. On the left is a "Navigation" pane with icons for "Grades and Attendance", "Grade History", "Attendance History", "Email Notification", "Teacher Comments", "School Bulletin", "Account Preferences", "Access Logs", "My Schedule", and "School Information". The main content area is titled "School Info" and contains two tables. The first table is "School Information" with fields for School Name, Address, Phone, Fax, Principal, and Assistant Principal. The second table is "This Year's Terms" with columns for Term, Start Date, End Date, and # School Days.

Details on page 2.

Details starting on page 3.

This page will automatically be displayed the first time the PS PP account is accessed (currently displayed at right).

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).

**Note that scores for Summative assignments will always be displayed. As Formative assignments are part of the learning process, their scores are not counted towards the grade (and therefore not always displayed).**

Grades and Attendance
Standards Grades

Grades and Attendance: Student Lastname, Student Firstname

Each blue dash in the Term column is actually a link. Click on the dash to view any incomplete Summative information or any Formative information that exists for a course.

| Exp                         | Last Week |   |   |   | This Week |   |   |   | Course  | T1 | T2 | T3 | Y1       | Absences | Tardies |
|-----------------------------|-----------|---|---|---|-----------|---|---|---|---|----|----|----|----------|----------|---------|
|                             | M         | T | W | F | M         | T | W | F |   |    |    |    |          |          |         |
| AM(1-6)                     |           |   |   |   |           |   |   |   | Grade 8 Homeroom<br>Taylor, Frederick - Rm: 239/6267        | -  | -  | -  | -        | 1        | 0       |
| P1(1,4) P6(3,6)             |           |   |   |   |           |   |   |   | Physical Education 8<br>Macmillan, Mike - Rm: Gym           | -  | -  | -  | -        | 0        | 0       |
| P1(2) P2(1,4) P3(1,3) P6(4) |           |   |   |   |           |   |   |   | English Language Arts 8<br>Taylor, Frederick - Rm: 239/6267 | -  | -  | -  | -        | 0        | 0       |
| P3(6) P4(1,4)               |           |   |   |   |           |   |   |   | Band 8<br>Maetche, Cathy - Rm: 244/6260                     | -  | -  | -  | -        | 1        | 0       |
| P1(3,6) P2(6) P5(1) P6(2)   |           |   |   |   |           |   |   |   | Mathematics 8<br>Paskov, Lena - Rm: 236/6265                | EP | -  | -  | EP       | 2        | 0       |
|                             |           |   |   |   |           |   |   |   | Second Language 8<br>Katt - Rm: 237/6278                    | EP | -  | -  | EP       | 0        | 0       |
|                             |           |   |   |   |           |   |   |   | Life Skills 8<br>Macmillan, Mike - Rm: 245/6269             | -  | -  | -  | -        | 0        | 0       |
|                             |           |   |   |   |           |   |   |   | Studies 8<br>Taylor, Frederick - Rm: 239/6267               | -  | -  | -  | -        | 2        | 0       |
|                             |           |   |   |   |           |   |   |   | Language and Culture 8<br>Paskov, Lena - Rm: 236/6265       | EP | -  | -  | -        | 0        | 0       |
|                             |           |   |   |   |           |   |   |   | 8<br>Lisa - Rm: 262/6261                                    | EP | -  | -  | EP       | 1        | 0       |
| <b>Attendance Totals</b>    |           |   |   |   |           |   |   |   |   |    |    |    | <b>7</b> | <b>0</b> |         |

**Assignment Scores**

| Due Date   | Category  | Assignment  | Standard | Score | Grd | Codes |
|------------|-----------|---|----------|-------|-----|-------|
| 09/17/2013 | Summative | Quiz: Two-Term Ratio  |          | 33/38 | PR  |       |
|            |           | Applies knowledge and skills to solve problems                              |          |       | PR  |       |
|            |           | Communicates/reasons the understanding of math (speaking, drawing, writing) |          |       | PR  |       |
|            |           | Demonstrates and connects knowledge and skills between math concepts        |          |       | PR  |       |
| 09/19/2013 | Formative | Rates HW  |          | /100  |     |       |
| 09/24/2013 | Summative | Quiz: Rates   |          | 23/23 | EP  |       |
|            |           | Applies knowledge and skills to solve problems                              |          |       | EP  |       |
|            |           | Demonstrates and connects knowledge and skills between math concepts        |          |       | EP  |       |
| 09/27/2013 | Formative | HW/pages70-71   |          | /100  |     |       |
| 10/07/2013 | Summative | Final:Ratio,Rate  |          | 43/47 | EP  |       |
|            |           | Applies knowledge and skills to solve problems                              |          |       | EP  |       |
|            |           | Communicates/reasons the understanding of math (speaking, drawing, writing) |          |       | EP  |       |
|            |           | Demonstrates and connects knowledge and skills between math concepts        |          |       | EP  |       |
|            |           | Uses mental math and estimation in daily work                               |          |       | EP  |       |

✔ - Collected, ▲ - Late, ■ - Missing, ◆ - Score is exempt from final grade, ✘ - Assignment is not included in final grade

If the “out of” score is blue, that means that a Score Comment exists for that assignment. Simply click on the blue number to view the Teacher’s comment.

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:

The screenshot shows the 'Standards Grades' page for a student. The 'Standards Grades' tab is selected in the navigation menu. The page displays a list of courses and their outcomes. A callout box points to a blue outcome link: "Click on any blue outcome link to see detail regarding that outcome." Another callout box points to a blue dot in the 'Term' column: "A blue dot in the Term column indicates that a personal comment exists for that outcome. Simply click on the blue dot to view the comment."

| Grade Label | Description              |
|-------------|--------------------------|
| EP          | Exemplary Achievement    |
| PR          | Proficient Achievement   |
| SA          | Satisfactory Achievement |
| BA          | Basic Achievement        |
| EM          | Emerging Achievement     |
| LI          | Limited Achievement      |
| IE          | Insufficient Evidence    |
| NA          | Not Been Assessed        |

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).

**Grades and Attendance: Student Lastname, Student Firstname**

| Exp                         | Attendance By Class |   |   |   |   |           |   |   |   |   | Course   | T1 | T2 | T3        | Absences | Tardies |
|-----------------------------|---------------------|---|---|---|---|-----------|---|---|---|---|--|----|----|-----------|----------|---------|
|                             | Last Week           |   |   |   |   | This Week |   |   |   |   |  |    |    |           |          |         |
|                             | M                   | T | W | H | F | M         | T | W | H | F |  |    |    |           |          |         |
| AM(1-6)                     |                     | I |   | U | B |           |   |   |   |   | Grade 6 Homeroom<br>Haig, Lisa - Rm: 262/6261        | -  | -  | -         | 6        | 0       |
| P1(1) P4(3)                 |                     | I |   |   |   |           |   |   |   |   | Fine Arts 6<br>Haig, Lisa - Rm: 235/6273             | -  | -  | -         | 1        | 1       |
| P2(1,3) P3(6) P5-P6(4)      |                     | I |   | U | B |           |   |   |   |   | Social Studies 6<br>Kronlund, Jessica - Rm: 263/6271 | -  | -  | -         | 6        | 0       |
| P1(6) P2(2) P3(4,3) P4(4,5) |                     | I |   |   | B |           |   |   |   |   | Mathematics 6<br>sa - Rm: 262/6261                   | PR | -  | -         | 3        | 0       |
|                             |                     |   |   |   |   |           |   |   |   |   | Language Arts 6<br>sa - Rm: 262/6261                 | SA | -  | -         | 6        | 1       |
|                             |                     |   |   |   |   |           |   |   |   |   | sa - Rm: 262/6261                                    | -  | -  | -         | 3        | 0       |
|                             |                     |   |   |   |   |           |   |   |   |   | Education 6<br>an, Mike - Rm: Gym                    | -  | -  | -         | 1        | 0       |
|                             |                     |   |   |   |   |           |   |   |   |   | Life Skills 6<br>e, Cathy - Rm: 244/6260             | -  | -  | -         | 2        | 0       |
|                             |                     |   |   |   |   |           |   |   |   |   | Second Language 6<br>ilt, Angela - Rm: 226/6253      | -  | -  | -         | 1        | 0       |
|                             |                     |   |   |   |   |           |   |   |   |   | e, Cathy - Rm: 244/6260                              | -  | -  | -         | 1        | 0       |
|                             |                     |   |   |   |   |           |   |   |   |   | <b>Attendance Totals</b>                             |    |    | <b>30</b> | <b>2</b> |         |

**Dates of Attendance: Student Lastname, Student Firstname**

Dates of all absences for Social Studies 6 Exp. P2(1,3) P3(6) P5-P6(4) (60008.4) for T1:

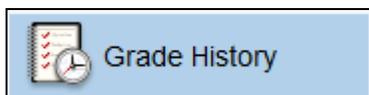
- P5(4) - 09/06/2013 - B
- P6(4) - 09/06/2013 - B
- P2(1) - 10/07/2013 - I
- P2(3) - 10/09/2013 - U
- P5(4) - 10/10/2013 - B
- P6(4) - 10/10/2013 - B

**Legend**

Attendance Codes: Blank=Present | A=Absent | L=Late | I=Illness | B=Appointment | V=Vacation | J=Infirmary | F=Field Trip | P=Personal/Family | E=Other - Excused | U=Other - Unexcused | T=Truant | Y=In School Suspension | Z=Out of School Suspension | M=Admin Excused Absence | C=Compassion | X=Extracurricular/Outside Activity | S=Adult Student Excused Absence | R=Religious Beliefs | Q=Writing Exam | K=Transportation Issue | W=Weather | N=No Parent Communication |

Citizenship Codes: O=Outstanding | E=Excellent | V=Very Good | G=Good | S=Satisfactory | N=Needs to improve | U=Unsatisfactory | C=Consistently meets expectations | I=Inconsistently meets expectations | R=Rarely meets expectations | Y=Insufficient evidence |

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.



**Navigation**

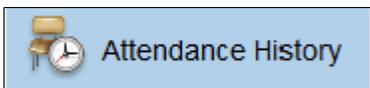
- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Account Preferences
- Access Logs
- My Schedule
- School Information

### Grade History

Grade History
Standards Grade History

2011-2012
2012-2013

| 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.

**Navigation**

- Grades and Attendance
- Grade History
- Attendance History
- Teacher Comments
- School Bulletin
- Access Logs
- My Schedule
- School Information

### Meeting Attendance History: Student Lastname, Student Firstname

| 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        | F | M         | T | W         | F | M         | T | W          | F | M           | T | W | F |
| Grade 6 Homeroom<br>Haig, Lisa 262/6261<br>E: 09/03/2013 L: 06/28/2014        | AM(1)      | -       | - | -        | - | -         | - | U         | - | -         | - | -          | I | -           | - | - | - |
|   | AM(2)      | -       | - | -        | - | P         | - | -         | - | U         | - | -          | - | -           | - | - | - |
|   | AM(3)      | -       | - | -        | - | -         | - | -         | - | -         | - | -          | - | -           | - | - | - |
|   | AM(4)      | -       | - | -        | - | -         | - | -         | - | -         | - | -          | - | -           | - | - | - |
|   | AM(5)      | -       | - | -        | - | -         | - | -         | - | -         | - | -          | - | -           | - | - | - |
|   | AM(6)      | -       | - | -        | - | -         | - | -         | - | -         | - | -          | - | -           | - | - | - |
| Fine Arts 6<br>Haig, Lisa 235/6273<br>E: 09/11/2013 L: 06/28/2014             | P1(1)      | -       | - | -        | - | -         | - | L         | - | -         | - | -          | I | -           | - | - | - |
|   | P4(3)      | -       | - | -        | - | -         | - | L         | - | -         | - | -          | - | -           | - | - | - |
|   |            | -       | - | -        | - | -         | - | -         | - | -         | - | -          | - | -           | - | - | - |
| Social Studies 6<br>Kronlund, Jessica 263/6271<br>E: 09/03/2013 L: 06/28/2014 | P2(1)      | -       | - | -        | - | -         | - | -         | - | -         | - | -          | I | -           | - | - | - |
|   | P2(3)      | -       | - | -        | - | -         | - | -         | - | -         | - | -          | - | -           | - | - | - |
|   | P3(6)      | -       | - | -        | - | -         | - | -         | - | -         | - | -          | - | -           | - | - | - |
|   | P5(4)      | -       | - | -        | B | -         | - | -         | - | -         | - | -          | - | -           | - | - | - |
|   | P6(4)      | -       | - | -        | B | -         | - | -         | - | -         | - | -          | - | -           | - | - | - |
|   |            | -       | - | -        | - | -         | - | -         | - | -         | - | -          | - | -           | - | - | - |
| Mathematics 6<br>Haig, Lisa 262/6261<br>E: 09/03/2013 L: 06/28/2014           | P1(6)      | -       | - | -        | - | -         | - | P         | - | -         | - | -          | - | -           | - | - | - |
|   | P2(2)      | -       | - | -        | - | -         | - | P         | - | -         | - | -          | - | -           | - | - | - |
|   | P3(1)      | -       | - | -        | - | -         | - | -         | - | -         | - | -          | I | -           | - | - | - |
|   | P3(3)      | -       | - | -        | - | -         | - | -         | - | -         | - | -          | - | -           | - | - | - |
|   | P4(4)      | -       | - | -        | - | -         | - | -         | - | -         | - | -          | - | -           | - | - | - |
|   | P4(5)      | -       | - | -        | - | -         | - | -         | - | -         | - | -          | - | -           | - | - | - |
| English Language Arts 6<br>Haig, Lisa 262/6261<br>E: 09/03/2013 L: 06/28/2014 | P1(2)      | -       | - | -        | - | -         | - | P         | - | -         | L | -          | - | -           | - | - | - |
|   | P1(5)      | -       | - | -        | - | -         | - | -         | - | -         | - | -          | - | -           | - | - | - |
|   | P2(4)      | -       | - | -        | - | -         | - | -         | - | -         | - | -          | - | -           | - | - | - |
|   | P2(6)      | -       | - | -        | - | -         | - | -         | - | -         | - | -          | - | -           | - | - | - |
|   |            | -       | - | -        | - | -         | - | -         | - | -         | - | -          | - | -           | - | - | - |
|   |            | -       | - | -        | - | -         | - | -         | - | -         | - | -          | - | -           | - | - | - |

Updated November 1<sup>st</sup>, 2013

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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.

**1. Select the information you would like to see.**

**2. Select how frequently you would like to see this information.**

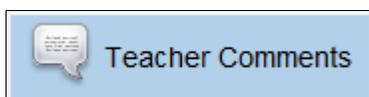
**Optionally check here if you have more than one child and want this information for all of them.**

**Optionally enter an e-mail address of another person who would like to see this information.**

**3. Click here once all selections have been made.**

**Optionally ask for this information to be e-mail'd NOW (for the selected student).**

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 each class 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).

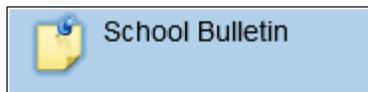
**Teacher Comments: Goodstudent, Paige**

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 screenshot shows the 'Attendance By Class' report with a 'View School Bulletin' window overlaid. The bulletin contains the following text:

**Manachaban Middle School Bulletin for Thursday, October 31, 2013**

**Remembrance Day Assembly & Lifetouch Picture Retakes**

The Manachaban **Remembrance Day Assembly** will be held on **Thursday, November 7th, 2013** in the gymnasium. The assembly will commence at **10:30 a.m.** and all parents/guardians are welcome to attend! Lifetouch **Picture Retakes** will take place in the afternoon of **Thursday, November 7th, 2013**. Students must bring their order sheets with them.

Should you have any questions regarding either of the above two events, please do not hesitate to contact the Office at 403-932-2215.

View other dates:

| Exp                   | Last Week | This Week         | Course   | T1 | T2 | T3 | Absences | Tardies |
|-----------------------|-----------|-------------------|--|----|----|----|----------|---------|
| AM(1-6)               |           | I . . . . .       | Grade 8 FI Homeroom  | -  | -  | -  | 1        | 0       |
| P1-P2(2) P4-P5(6)     |           | . . . I . . . . . | Science 8<br>Paskov, Lena - Rm: 236/6265                       | SA | -  | -  | 2        | 0       |
| P1(3,5-6) P2(4) P3(2) |           | . . . I . . . . . | FI Language Arts 8<br>Hryciw, Katt - Rm: 237/6278              | SA | -  | -  | 1        | 0       |
| P4(3) P5(2,5)         |           | . . . . .         | Physical Education Enrichment 8<br>Macmillan, Mike - Rm: Arena | -  | -  | -  | 0        | 0       |
| P4(5) P5(3) P6(2,6)   |           | . . . I . . . . . | Social Studies 8<br>Hryciw, Katt - Rm: 237/6278                | PR | -  | -  | 1        | 0       |



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**).

**Account Preferences - Profile**

If you want to change the name, e-mail address, username or password associated with your Parent account, you may use the corresponding Edit button to make changes to your username, or password.

Navigation: Profile (selected), Students

Fields to be edited:

- First Name: Caring
- Last Name: Parent
- Email: caringparent@rockyview
- Select Language: English
- Username: caringparent
- Current Password: [masked]

Callout boxes:

- Make sure that this e-mail address is accurate. When using the **E-Mail Notification Link** (see page 6), all reports are forwarded to this address.
- Click on the “eraser” to make changes to your PS PP account **NAME**.
- Click on the “eraser” to make changes to your PS PP account **PASSWORD**.
- Don't forget to save all changes!

Form instructions:

Enter your current password and the new password you would like

New password must:

- Be at least 7 characters long
- Contain at least one uppercase and one lowercase letter
- Contain at least one letter and one number
- Contain at least one special character

Buttons: Cancel, Save

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.

**Account Preferences - Students**

To add a student to your Parent account, click the ADD button.

Navigation: Profile, Students (selected)

My Students:

|       |
|-------|
| Jesse |
| Paige |
| Sean  |

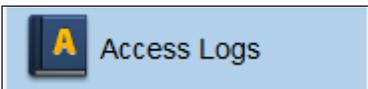
Callout boxes:

- Click here first in order for the Add Student box to be displayed (below).
- Select YOUR relationship to the student (i.e., Mother, Father).
- Enter your student's name in this field.
- Information to be entered in these two fields can be obtained from your student's teacher or the school office.
- Click here once all information has been entered. Please verify your data before submitting.

**Add Student** form:

| Student Name         | Access ID            | Access Password      | Relationship |
|----------------------|----------------------|----------------------|--------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | -- Choose    |

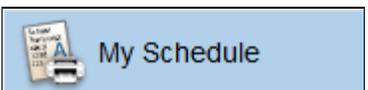
Buttons: Cancel, Submit



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 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.

| ADVISORY                             |             | PERIOD (of the six periods/day)                                  |  |   |  |  |  |   |  |  |
|--------------------------------------|-------------|--|--|---|--|--|--|---|--|--|
| Enrollments for current school only. |             |  |  |   |  |  |  |   |  |  |
| Day                                  | Terms       | AM   | P1   | P2  | P3   | P4   | P5   | P6  |  |  |
| 1                                    | 13-14<br>T1 | Grade 7<br>Homeroom<br>70001.3<br>Levson, Dave<br>Room: 231/6258 | Mathematics 7<br>70006.3<br>Levson, Dave<br>Room: 231/6258                     | French as a Second<br>Language 7<br>70011.7C123FSL<br>Duval, Daniel<br>Room: 230/6256 | English Language Arts 7<br>70003.3<br>Paterson, Trinity J<br>Room: 228/6266    | Art 7<br>70004a.7A1ARPT<br>Hryciw, Katt<br>Room: 235/6273                      | Science 7<br>70007.3<br>Levson, Dave<br>Room: 231/6258               |   |  |  |
|                                      |             | Grade 7<br>Homeroom<br>70001.3<br>Levson, Dave<br>Room: 231/6258 | English Language<br>Arts 7<br>70003.3<br>Paterson, Trinity J<br>Room: 228/6266 | Band 7<br>70004d.7B123BAN<br>Maetche, Cathy<br>Room: 244/6260                         | Mathematics 7<br>70006.3<br>Levson, Dave<br>Room: 231/6258                     | English Language<br>Arts 7<br>70003.3<br>Paterson, Trinity J<br>Room: 228/6266 | Social Studies 7<br>70008.3<br>Paterson, Trinity J<br>Room: 228/6266 | Physical Education 7<br>70009.3<br>Levson, Dave<br>Room: Gym                          |  |  |
|                                      |             | Grade 7<br>Homeroom<br>70001.3<br>Levson, Dave<br>Room: 231/6258 | Physical<br>Education 7<br>70009.3<br>Levson, Dave<br>Room: Gym                | Mathematics 7<br>70006.3<br>Levson, Dave<br>Room: 231/6258                            | English Language<br>Arts 7<br>70003.3<br>Paterson, Trinity J<br>Room: 228/6266 | Science 7<br>70007.3<br>Levson, Dave<br>Room: 231/6258                         | Social Studies 7<br>70008.3<br>Paterson, Trinity J<br>Room: 228/6266 | French as a Second<br>Language 7<br>70011.7C123FSL<br>Duval, Daniel<br>Room: 230/6256 |  |  |