# Wallenpaupack Area School District
## PowerSchool Parent Portal

*Welcome to PowerSchool.* **PowerSchool Parent Portal** gives parents and students access to real-time information including attendance, grades, assignment descriptions, and school bulletins. Everyone stays connected. Students stay on top of assignments and parents are able to participate more fully in their student's progress.

**Getting Started**

To get started, you must login to the **PowerSchool Parent/Student Portal**. To do this, you must be on a computer with Internet access.

**To login to the Portal**

1. Open your Internet browser and go the WASD website: http://www.wallenpaupack.org
2. Click on the **Login** link on the left
3. Select **Parent School for Parents**, the login page appears
4. Enter your username in the first field. Logins may contain a space or comma.
5. Enter your password in the second field. Passwords are displayed as •'s to ensure greater security when you log in.

**PowerSchool Parent Portal Start Page**

When you login to **PowerSchool Parent Portal**, the start page appears. This page serves as the central point from which you begin your **PowerSchool Parent Portal** session.
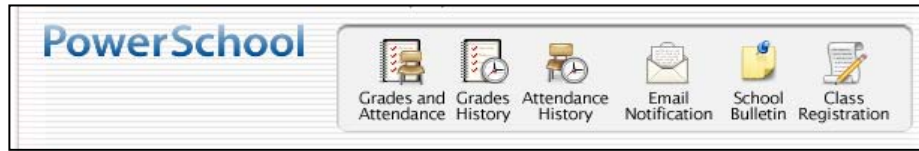
**Main Menu**

The main menu consists of several icons within the navigation bar and includes links to the following features:



| Feature | Description |
|---|---|
| Grades and Attendance | Click to view student grades and attendance for the current term |
| Grades History | Click to view student grades for the previous term |
| Attendance History | Click to view Attendance history for the current term |
| Email Notification | Click to set the email notifications you can receive on a regular basis |
| School Bulletin | Click to view the current school bulletin |
| Class Registration | Click to view course requests for the current school year |

**Grades and Attendance**

Use this page to view the grades and attendance for the student in the current term.

**How to View Grades and Attendance**

On the main menu, click **Grades and Attendance**. The **Grades and Attendance** page appears, anything in **blue** is "*clickable*" and leads to more information. If the teacher extends their grade average to two decimal places, you will see a rounded whole number listed on top and the grade with decimal places on the bottom.



Clicking the grade opens the **Class Score Detail** page. Listed will be assignments which are graded (50/50) and also future assignments (--/100). Additional codes may be listed in the Comments column.

| | | | | | |
|---|---|---|---|---|---|
| 09/18/2009 | QZ | Vocabulary Quiz # 1 | 46/50 | 92 | 92 |
| 09/22/2009 | QZ | Scarlet Ibis Quiz | 46.5/50 | 93 | 93 |
| 09/22/2009 | HW | Vocabulary Set # 2 | 23/30 | 76.67 | 76 |
| 09/24/2009 | QZ | "The Necklace" Quiz | 50/50 | 100 | 100 |
| 09/25/2009 | QZ | Vocabulary Quiz # 2 | --/50 | | |
| 09/29/2009 | QZ | "The Interlopers" Quiz | --/50 | | |

If an assignment is "*clickable*" (blue) the **Assignment Description** screen will open. Use the browser **Back** button to return to the Grades and Attendance Page.



**Assignment Description**

| Teacher | |
|---|---|
| Course | US History I H |
| Assignment name | Amendments |
| Description | Identify which amendment and right under the amendment is being violated in each situation. |

**View Attendance**

On the **Grades and Attendance** screen, attendance is displayed as summary information and is also displayed as detailed attendance for two weeks.

**NOTE**: The official attendance period is Homeroom in grades K-8 and Block 1 in grades 9-12. All attendance is entered in this official attendance period and then the appropriate attendance codes are moved to the correct times on the student schedule.

For example: If the student is excused at 1:30, the attendance code EDM (early dismissal) will be entered in the homeroom or Block 1 class and also in the correct class period to inform the classroom teacher the student will be dismissed early. A period in the attendance block indicates that the class does not meet that day.

| | Grades and Attendance | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

**Attendance By Class**

| Exp | Last Week | | | | | This Week | | | | | Course | Q1 | | Absences | Tardies |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | M | T | W | H | F | M | T | W | H | F | | | | | |
| B1(A-B) | | | | | | EAD | | EAD | EAD | | Fr__ Frey, Patricia | 98 98 | | 3 | 0 |
| B2(A) | . | | . | | . | EAD | . | EAD | | . | W__ Gregorski, Cindy | 67 67 | | 2 | 0 |
| B3(A-B) | | | | | | EAD | | EAD | EAD | | S__ Neenan, Ryan | 96 96.2 | | 3 | 0 |
| B4(A-B) | | | | | | EAD | | EAD | EAD | | U__ Bryden, Trent | 100 100 | | 3 | 0 |
| B2(B) | . | | . | | . | | . | EAD | . | | In_____ences Beilman, Karen | -- | | 1 | 0 |
| | | | | | | | | | | | | **Attendance Totals** | | 12 | 0 |

Current Added Value GPA (Q1):
Show dropped classes also

**Attendance By Day**

| | Last Week | | | | | This Week | | | | | Absences | | Tardies | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | M | T | W | H | F | M | T | W | H | F | Q1 | YTD | Q1 | YTD |
| | | | | | | EAD | | EAD | EAD | | 3 | 3 | 0 | 0 |
| | | | | | | | | **Attendance Totals** | | | 3 | 3 | 0 | 0 |

**View Dates of Attendance**

To view specific dates, click on either the number in the **Absences** column or the number in the summary section. The **Attendance by Day** screen will appear. This screen contains a detailed listing of a student's attendance record and also the attendance code legend.

**Dates of Attendance**

Dates of all absences for French I Exp. B1(A-B) (HS0505.1) for Q1:

1. Monday, September 21, 2009 - EAD
2. Wednesday, September 23, 2009 - EAD
3. Thursday, September 24, 2009 - EAD

Legend
Attendance Codes: Blank=Present | NEC=No Excuse Card | EHD=Excused Half Day | EAD=Excused All Day | UHD=Unexcused Half Day | UAB=Unexcused All Day | TDE=Excused Tardy | TDU=Unexcused Tardy | DRE=Doctor's Excuse | HMB=Homebound | SUS=Suspended | VAC=Vacation | PLC=Placement | EVT=School Activity | EDM=Early Dismissal | NED=Nurse Early Dismissal | ISS=In-School Suspension |

Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |

**Attendance History**

Attendance History displays the student's attendance for the current term.

| | Expression | 9/7-9/11 | | | | | 9/14-9/18 | | | | | 9/21-9/25 | | | | | 9/28-10/2 | | | | | 10/5-10/9 | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 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 |
| 5/2010 | B1(A-B) | - | - | | | | | | | | | EAD | | EAD | EAD | | | | | | | | | | | |
| 58 5/2010 | B2(A) | - | - | | . | | . | | . | | . | EAD | . | EAD | | . | | . | | . | | . | | . | | . | |
| 5/2010 | B3(A-B) | - | - | | | | | | | | | EAD | | EAD | EAD | | | | | | | | | | | |
| 5/2010 | B4(A-B) | - | - | | | | | | | | | EAD | | EAD | EAD | | | | | | | | | | | |
| ences 25/2010 | B2(B) | - | - | - | | . | | . | | . | | . | | . | EAD | . | | . | | . | | . | | . | | . | |
| | Expression | 10/12-10/16 | | | | | 10/19-10/23 | | | | | 10/26-10/30 | | | | | 11/2-11/6 | | | | | 11/9-11/13 | | | | | |
| | | 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 |
| 5/2010 | B1(A-B) | | | | | | | | | | | | | | | | | | | | | - | - | - | | |
| 58 5/2010 | B2(A) | . | | . | | . | | . | | . | | . | | . | | . | | . | | . | | - | - | - | | |

## Email Communications

- PowerSchool is configured to work with client email system, such as; Microsoft Outlook or Outlook Express.
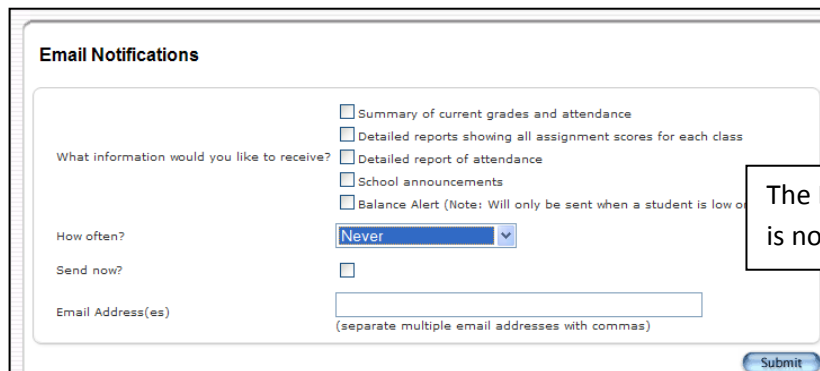- PowerSchool does not work with web-based email systems, such as Yahoo, Google, Go or AOL.

To use a web-based email system, hover the mouse over the teacher's name and a '**mailto:** *name@wallenpaupack.org*' will appear in the lower-left corner of your screen. Copy this address into your web-based email system and send message.

## Email Notifications

Use this page to select which e-mail messages you want to receive on a regular basis, including the student's grades, attendance, and assignment scores.
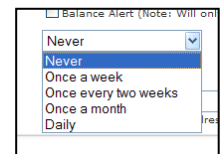
## How to Receive Automatic E-Mail Progress Reports

On the main menu, click **Email Notification**. The email notification page appears. Select any of the checkboxes.



The Lunch Balance feature is not being used by WASD

Use the drop-down menu to choose how often you want to receive the selected messages. At any time you may return to the **Email Notifications** screen and modify your selections.
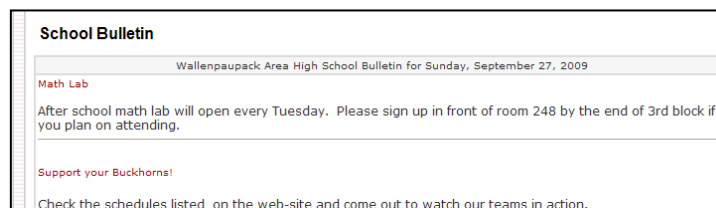


Enter a valid email address to which you want the system to send the email messages. If entering more than one email, separate addresses with commas.

**NOTE**: When you enter the email address and submit, this information will automatically be sent to PowerSchool and will become part of the student's data. You can list as many address as you want, but only the first one will go into the student data system.

## School Bulletin

Use this page to view school announcements for the current day. This information is updated daily.



## Grades History

This page will be used to view final quarter and semester grades. At this time this screen does not display any information.

## Class Registration

This page displays the courses in which the student is currently enrolled.