

# Northwestern Regional School District PowerSchool Parent Portal User Guide

## Preface

### Legend

This guide uses the > symbol to move down a menu path. If instructed to “Click File > New > Window,” begin by clicking the File menu. Then, click New and Window. The option noted after the > symbol will always be on the menu that results from your previous selection.

It is easy to identify notes because they are indented and prefaced by the text “**Notes.**”

## Introduction

Welcome to PowerSchool! PowerSchool helps your school access and maintain student, staff, and schedule information. PowerSchool is a database application that runs on a server, which is the center of your student information system. PowerSchool uses the Internet to facilitate student information management and communication among school administrators, teachers, parents, and students.

PowerSchool Parent Portal is a tool that is integrated into the PowerSchool Student Information System (SIS) that is specifically developed for parents and students.

PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, lunch menus and even personal messages from the teacher. Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can use their gradebook to make decisions on what information they want to share with parents and students.

## Get Started

### Log In to PowerSchool Parent Portal

Before you can log in to PowerSchool Parent Portal, you will need your school's PowerSchool Parent Portal URL, your username, and your password. If you do not have this information or have questions, contact your **HOUSE OFFICE**.

**Note:** Do not use someone else's password or give your password to anyone else.

## How to Log In to PowerSchool Parent Portal

1. Open your web browser to your school's PowerSchool Parent Portal URL. <http://powerschool.nwr7.org>
2. The Login page appears.
3. Enter your username in the first field.
4. Enter your password in the second field. **Note:** The characters appear as asterisks (\*) to ensure greater security when you log in.
5. Click **Enter**. The PowerSchool Parent Portal start page appears. For more information, see *PowerSchool Parent Portal Start Page*.

## PowerSchool Parent Portal Start Page

When you log in to PowerSchool Parent Portal, the start page appears. This page serves as the central point from which you begin your PowerSchool Parent Portal session. The PowerSchool Parent Portal start page consists of the following main areas:

- Navigation bar
- Main menu
- Printer Icon

### Navigation Bar

The navigation bar appears at the top of the PowerSchool Parent Portal start page, and is common to every page in the application. The navigation bar includes the following information:

| Field              | Description  |
|--------------------|--|
| [PowerSchool Logo] | Click to return to the start page.   |
| [Student]          | The name of the student.   |
| [School/District]  | The name of the student's school and school district.  |
| Logout             | Click to log out of PowerSchool Parent Portal. For more information, see <i>Quit PowerSchool Parent Portal</i> . |
| [Main Menu]        | Contains links to PowerSchool Parent Portal functions. For more information, see <i>Main Menu</i> .              |

### Main Menu

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

| Field   | Description  |
|---|--|
| Grades and Attendance                                     | Click to view student grades and attendance for the current term. For more information, see <i>Grades and Attendance</i> .       |
| Grades History  | Click to view student grades for the previous term. For more information, see <i>Grades History</i> .                            |
| Attendance History  | Click to view attendance history for the current term. For more information, see <i>Attendance History</i> .                     |
| Email Notification<br><b>Not implemented at this time</b> | Click to set the e-mail notifications you can receive on a regular basis. For more information, see <i>Email Notifications</i> . |
| Teacher Comments  | Click to view any teacher comments. For more information, see <i>Teacher Comments</i> .  |

|   |   |
|---|---|
| School Bulletin   | Click to view the current school bulletin. For more information, see <i>School Bulletins</i> .                |
| Class Registration<br><b>Not implemented at this time</b> | Click to register for classes and view course requests. For more information, see <i>Class Registration</i> . |
| Balance<br><b>Not implemented at this time</b>            | Click to view the current lunch balance and fee transactions. For more information, see <i>Balances</i> .     |
| My Calendars<br><b>Not implemented at this time</b>       | Click to subscribe to specific homework and event calendars. For more information, see <i>My Calendars</i> .  |

Note: In order to allow access at this time we are not implementing or supporting some of the features. In the future we will implement as much as possible. Watch the school bulletin for announcements about the addition of features.

## Grades and Attendance

Use this page to view the grades and attendance for the student in the current term. The legend at the bottom of the page displays the attendance codes and their meanings.

### How to View Grades and Attendance

1. On the main menu, click **Grades and Attendance**. The Grades and Attendance page appears.
2. To view attendance data for dropped classes, click **Show dropped classes also**.
3. To send e-mail to a teacher, click the name of the teacher. You must setup you Internet browser and email program for use of this feature. In the future we will develop a hint sheet.
4. To view grade details, click a grade in the term column. The Class Score Detail page appears.
5. To view assignment details, click an assignment under the Assignment column. The Assignment Description page appears. Use the browser **Back** button to return to the Grades and Attendance page.
6. To view the absences or tardies for the selected class during this term, click a number in the Absences or Tardies column. The Dates of Attendance page displays all absences or tardies for that class.
7. To view the absences or tardies for all classes during this term, click a number in the Attendance Totals row. The Dates of Absence or Dates of Tardies page displays all absences or tardies. Use the browser **Back** button to return to the Grades and Attendance page.
8. In the Attendance by Day section, click a number in the Absences or Tardies column. Depending on your selection, the Dates of Attendance page displays the total absences or tardies for the semester or for the year-to-date.

### How to View Grades History

1. On the main menu, click **Grades History**. The Grade History page appears.
2. Click a grade in the % column. The Class Score Detail page appears.

### How to View Attendance History

On the main menu, click **Attendance History**. The Attendance History page displays the student's attendance record for the current term.

## Email Notifications **Not implemented at this time**

### How to Set Up Email Notifications **Not implemented at this time**

### How to View Teacher Comments

1. On the main menu, click **Teacher Comments**. The Teacher Comments page appears.
2. To open an e-mail message to send to a teacher, click the teacher's name.

**Note:** To use the e-mail function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send e-mail messages.

### How to View School Bulletins

1. On the main menu, click **School Bulletin**. The School Bulletin page displays any messages for the current day.
2. To view another day's bulletin, click a date link at the bottom of the page.

**Class Registration** **Not implemented at this time**

**Balances** **Not implemented at this time**

**My Calendars** **Not implemented at this time**