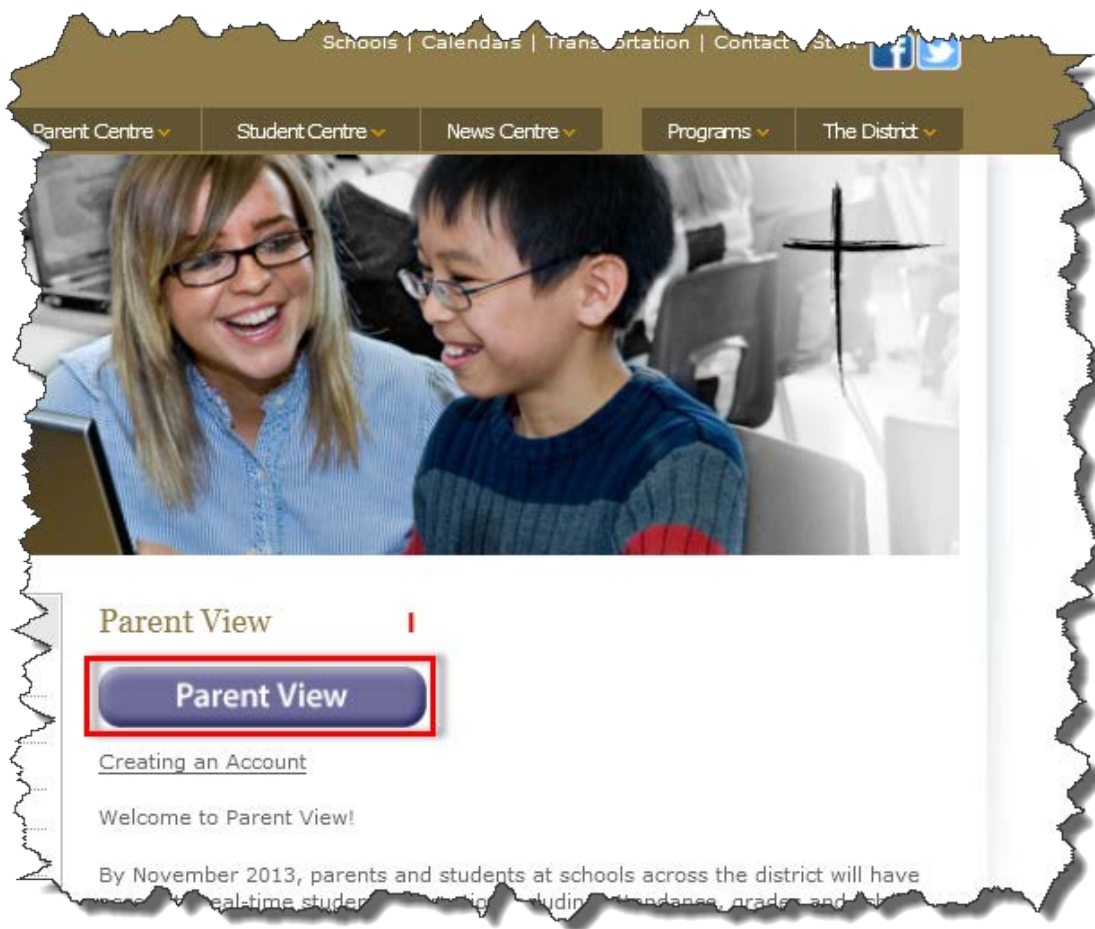


## PowerSchool Parent View- Create Account and Log in

Audience: Parents and Guardians

**Step 1** Click on the Parent View (1) button as below.



The “**Parent View**” button (1), will take you to a page like the one in **Step 2** on the next page.

**Step 2** When you click on the **Parent View** button on the first page, you will come to this page.

On the **Parent View** log in page as below, if you have not yet created an account, you must click on **Create Account (1)**

**PowerSchool**

**Parent Sign In**

Username

Password

[Having trouble signing in?](#)

[Sign In](#)

**Create an Account**

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences.  
[Learn more.](#)

**1** [Create Account](#)

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**Step 3**

**On this page, you create your Parent Account**

### Create Parent Account

First Name: Papa  
Last Name: Smurf  
Email: papa.smurf1@hotmail.com  
Desired Username: Papa Smurf  
Password: .....  
Re-enter Password: .....

Progress: Better

### Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

Student Name	Access ID	Access Password	Relationship
1. Betty Smurf	999999	.....	Father
2.			-- Choose
3.			Choose
4.			Choose
5.			Choose
6.			Choose
7.			Choose

9 Enter

**Step 4** Fill in all the fields with your parent information.

This does not need to match what is already in the PowerSchool information.

**Step 5** Type in your student's first name and last name separated by a space.

**Step 6** Type in the **Access ID** of the student. This is the student's district number, with no leading zeros (6 or 7 digits). This is not their Alberta Student Number.

**Step 7** Type in the access password. This is a special password for this page. The password is your student's date of birth (month, date, and year). Use no dashes, commas, spaces or slashes. Also do not use leading zeros for the month or date. For example, the seventh of May 2001 would be **572001** .

**Step 8** Select your relationship to the student whose information you want to access.

**Step 9** Hit Enter to save this.

**Step 10** If you have created your log in successfully, you will get this screen below. Use the username and password you just created to sign in.

PowerSchool

Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.

### Parent Sign In

Username  
Papa Smurf

Password **10**  
●●●●●●●●●●

[Having trouble signing in?](#)

**11**

**Step 11** Click Sign In

If you forget the user name or password, use the **“Having Trouble signing in?”** link.

It will help you recover your password or username by matching it to the email address you provided when you created the account.

**Step 12**

This is your student's main page.

Click the **blue links** to see further details marks **(3)** for the each term (T1, T2 or T3) on this class's absences **(4)** or tardies.

**1** Click to your change to other student

**2** Click here to see Grades and Attendance

PowerSchool  
Welcome, Papa Smurf | Help | Sign Out  
SISTRN 02 CCSD Ver 1.2.1

Buddy Emily Jo Kelly M'Boy Sarah Wally

Navigation

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

Grades and Attendance Standards Grades

### Grades and Attendance: Smurf, Buddy Andrew

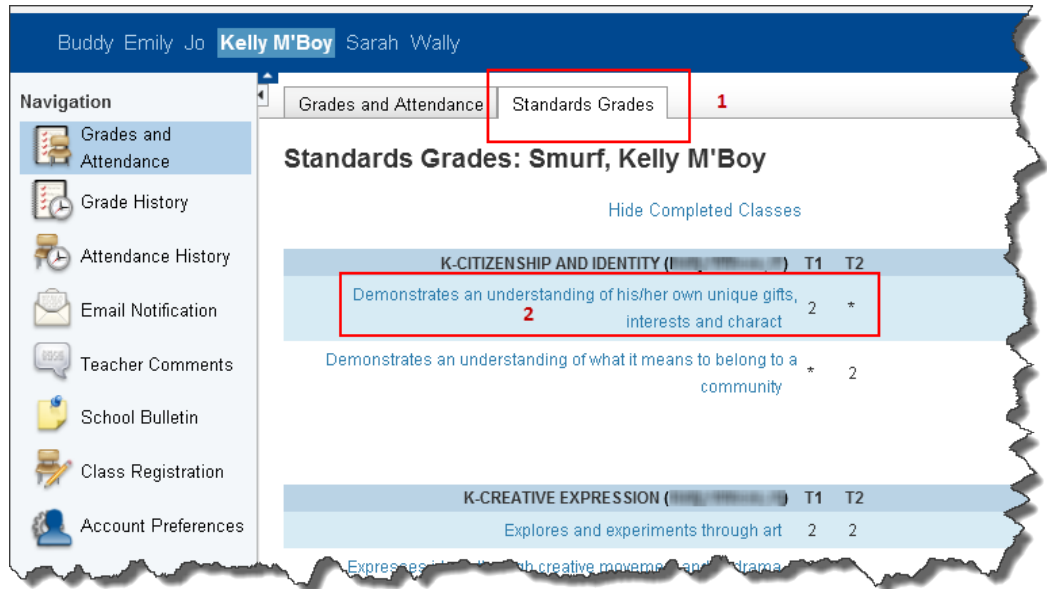
Exp	Last Week					This Week					Course	T1	T2	T3	Absences	Tardies	
	M	T	W	F	F	M	T	W	F	F							
AM(1-6)															1	0	
E-EL Attendance AM McCullough, J																	
PM(1-6)															2	0	
E-EL Attendance PM McCullough, J																	
NAP(1-6)	.	.	.	.	.	.	.	.	.	.	.	.	.	.	0	0	
E-Work Habits McCullough, J																	
NAP(1-6)	.	.	.	.	.	.	.	.	.	.	.	.	.	AC	AC	0	0
E-Physical Education 6 Hall, S																	
NAP(1-6)	.	.	.	.	.	.	.	.	.	.	.	.	.	AC	AB	0	0
E-Music-General 6 Charles, C																	

Click here at the bottom of the Absences and Tardies column to see totals for the school year and further details on absences **(5)** or tardies **(6)**. Note that these numbers will **only** appear when you roll your mouse over the area.

J-Spanish Language Arts 8 Acosta, R															0	0
J-Mathematics 8 (Core) Ulloa, M															0	0
J-Health and Life Skills 8 Seifert, K															0	0
J-Physical Education 8 Seifert, K															0	0
J-Social Studies 8 (Core) Wroe, S															0	0
J-Arts Lukowski, M															0	0
<b>Attendance Totals</b>														5	6	

**Step 13**

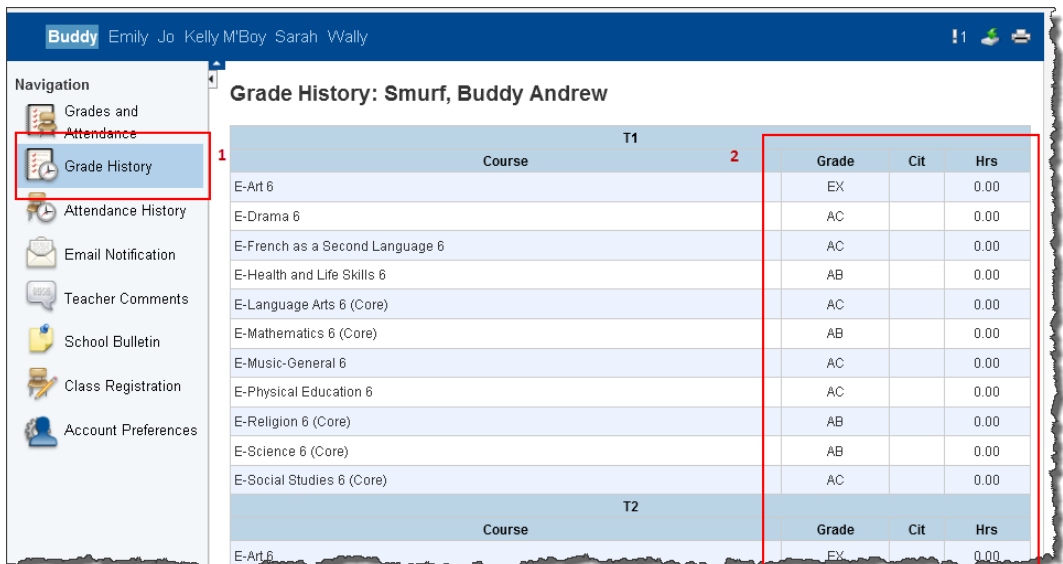
If you have a student in Kindergarten most marks are in the Standards Grades. Also Grades 1 to 6 **Work Habits** marks are here. You can click on **Standards Grades (1)** to see those indicators. You can also click on the **blue indicator (2)** to see the scale used for the indicators.



**Step 14**

Click on **Grade History (1)** to see the indicators from previous progress reports. Different grade levels will appear differently. Kindergarten does not use this screen.

Below, Buddy Andrew Smurf is an elementary student. His Grades for progress report one (T1) and progress report two (T2) are shown (2). Elementary does not use **Cit**. This is for Junior High students. Elementary also does not use **Hrs**. This is for Senior High students.



**Step 15**

If you have a Junior High student, **Grade History** will show you screen as below. Wally Smurf is a Junior High student. His indicators **(2)** show the percent in each subject under **Grade** and his citizenship/ work habits indicators under **Cit**. **Hrs** refers to credit hours and is only for high school students.

T1			
Course	Grade	Cit	Hrs
J-Communication Technology 9	83	3	0.00
J-Foods and Fashions 9	62	4	0.00
J-French as a Second Language 9	78	3	0.00
J-Health and Life Skills 9	98	4	0.00
J-Language Arts 9 (Core)	69	3	0.00
J-Mathematics 9 (Core)	70	3	0.00
J-Physical Education 9	86	4	0.00
J-Religion 9 (Core)	94	4	0.00
J-Science 9 (Core)	74	3	0.00
J-Social Studies 9 (Core)	81	4	0.00
T2			
Course	Grade	Cit	Hrs
J-Communication Technology 9	75	3	0.00
J-Foods and Fashions 9	79	4	0.00
J-French as a Second Language 9	80	3	0.00
J-Health and Life Skills 9	99	4	0.00
J-Language Arts 9 (Core)	67	3	0.00

**Step 16**

Below, Emily Smurf is a high school student. Her **Grade History (1)** shows her grades in percent **(2)** for progress report one from November **(R1)** and the end of semester one at the end of January **(S1)**. There is no **Cit** or citizenship /work habit indicator given in high school. The **Hrs** indicator shows the credit hours earned when the student completes the course at the end of semester 1 **(S1)** in January.

R1			
Course	Grade	Cit	Hrs
CALM	86		0.00
ELA 20-1	75		0.00
Math 20-3	82		0.00
Religious Studies 25 3	74		0.00
S1			
Course	Grade	Cit	Hrs
Art 30	84		5.00
CALM	79		3.00
ELA 20-1	65		5.00
Math 20-3	81		5.00
Religious Studies 25 3	67		3.00

**Step 17**

Clicking on **Attendance History (1)** will show the students attendance record for the entire year. It is broken up week by week (9/3-9/7 is for the week of September 3 to September 7). You will have to scroll up and down and side to side to see the entire year. If there is no attendance code, such as **NOR** (no acceptable reason) or **L** for (Late), then the student was set as present for that AM, PM or subject period.

**Meeting Attendance History: Smurf, Bob**

Course	Expression	9/3-9/7					9/10-9/14					9/17-9/21					9/24-9/28					10/1-10/5					10/8-10/12					10/15-10/19					10/22-10/26				
		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					
E-EL Attendance AM	AM(1-6)	-																																							
E-EL Attendance PM	PM(1-6)	-																																							

**Step 18**

Clicking on **Email Notification (1)** will allow you to set when you would like information sent to your email box on a regular basis. After you choose your settings, please click **Submit (2)** to start and save your settings.

**Email Notifications: Smurf, Kelly M'Boy**

What information would you like to receive?

Detail report of attendance.

School announcements.

How often? Never

Email Address: patrick.doyle@cssd.ab.ca

Additional Email Addresses:

(separate multiple email addresses with commas)

Apply these settings to all your students?

Send now for Kelly M'Boy?

**Submit**



**Step 19**

The **Teacher Comments (1)** page shows the comments from the progress reports. Set the progress report comments you want to see in the **Reporting Term (2)** drop down box. The **Comment (3)** area will show you the comments.

*Note that Kindergarten students only have comments for all subjects presented in the course Religion comment area. Elementary students have comments for each subject. Junior and Senior High does not show comments here. More information on Junior and Senior High school marks is available in D2L(Desire 2Learn).*

**Teacher Comments: Smurf, Kelly M'Boy**

Reporting Term: T2

Exp.	Course #	Course	Teacher	Comment
AM(1-6)	ELATTAM	E-EL Attendance AM		
NAP (1-6)	KCI	K-CITIZENSHIP AND IDENTITY		
NAP (1-6)	KPSR	K-PERSONAL AND SOCIAL RESPONSIBILITY		
NAP (1-6)	KEL	K-EARLY LITERACY		
NAP (1)	KREL	K-RELIGION		enjoys the school environment and is making good progress in the Kindergarten program. He is interested in the themes we have studied and he completes all of the theme related and special activities. enjoys socializing with his classmates and needs to be mindful of appropriate times to share with the group and focusing his attention on tasks in order to finish during lesson time. Keep up the good efforts. I am looking forward to seeing you at the parent/teacher interviews on March 14th or 15th to discuss progress.

**Step 20**

Clicking on the **School Bulletin (1)** page will show you the school's bulletins for that student.

The **Class Registration (2)** page, as below, will show you the courses a student has requested for next year. This is for Grades 9 to 12 presently and is only available around February to June for the upcoming year.

**2013-2014 Course Requests: Smurf, Wally**

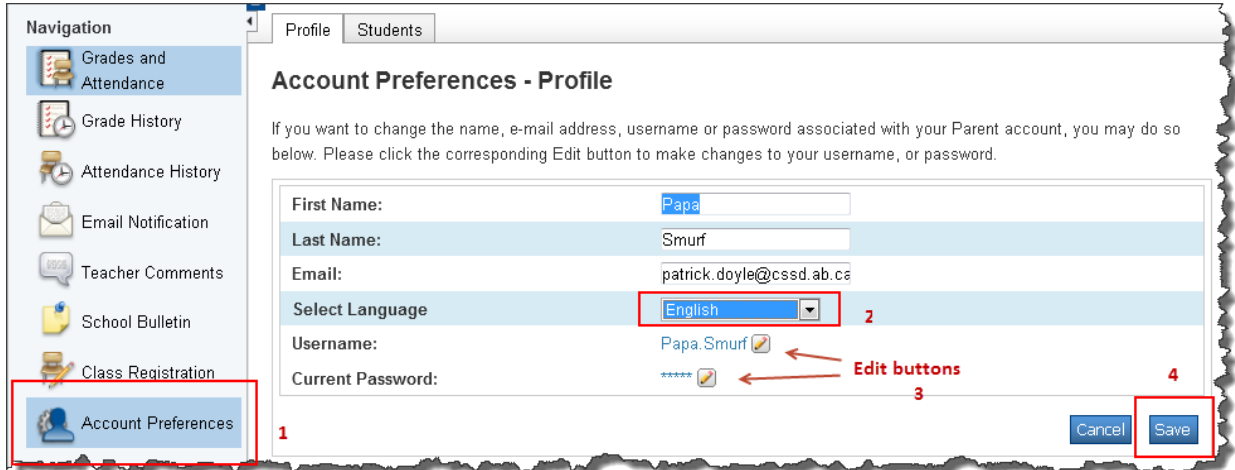
Crs Num	Course	Type	Cr Hrs	Prerequisite Notes
1. 10CMAM3	Car Maintenance10M 3cr	Required	0.00	
2. 10CON5	Construction Tech10 5cr	Required	0.00	
3. 10FOD5	Foods10 5cr	Required	0.00	
4. 10SPMED3	Sports Medicine10 3cr	Required	0.00	
5. ELA1105	ELA 10-1	Required	5.00	No prerequisite set by Ab Ed; recommended gr
6. LDC14603	Religious Studies 15 3	Required	3.00	No prerequisite set by Alberta Ed
7. MAT1791	Math 10C	Required	5.00	Prerequisite set by Ab Ed; Mandatory grade 9 M
8. PED1445B3	Physical Ed 10 Boys 3	Required	3.00	No prerequisite set by Alberta Ed
9. SCN1270	Science 10	Required	5.00	No prerequisite set by Alberta Ed
10. SST1771	Social Studies 10-1	Required	5.00	No prerequisites set by Alberta Ed
11. TA	TA	Required	0.00	
<b>Total Credit Hours Requested</b>			<b>26.00</b>	

**Step 21**

Clicking on the **Account Preferences (1)** page allows you to change the settings for your account to the PowerSchool view. You must click **Save (4)** to keep your changes.

Note that there is only one language available, English (2).

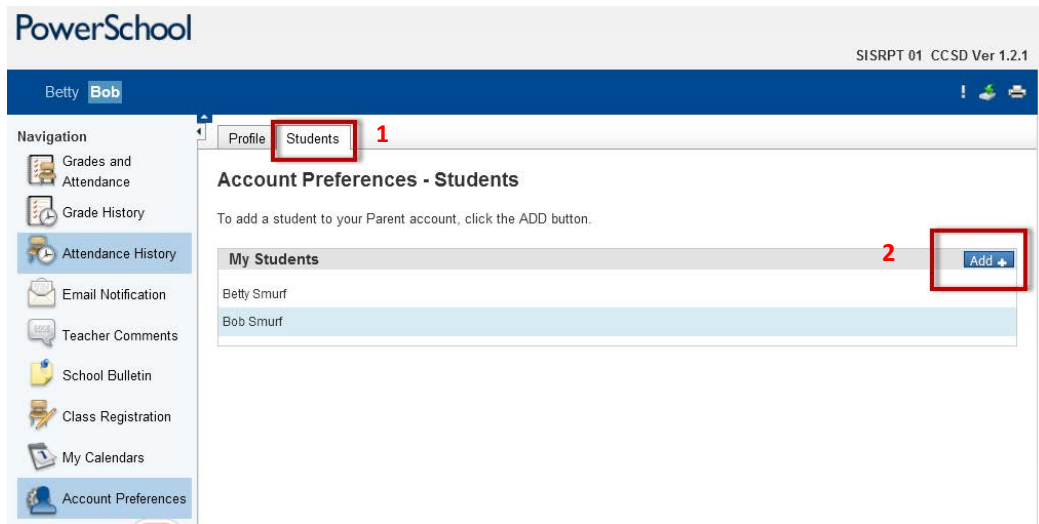
Using the **Edit Buttons (3)**, the yellow pencils, you can also change your **Username** and **Current Password**. Be sure to click save to **Save (4)** your changes.



**Step 22**

Clicking on the **Students tab (1)** will show you the student or students in your account

The **Add button (2)** will let you add other students to you account if you have the name, id and password for that student. *Note that you cannot drop a student from your account without help from the administrator of the view accounts.*



**That is it! We hope this Parent View will bring you useful and timely information to assist your family.**