



## PowerSchool Parent Access

### A Guide for Accessing Student Information on the Internet

#### Introduction

Parents of Holy Rosary Academy students will now be able to view student progress through PowerSchool, the school's student information system. PowerSchool is used to take attendance, store grades, produce transcripts, report cards, and more. PowerSchool "brings together teachers, students, parents and administrators" in an easily used web-based data system.

Parent access to PowerSchool will be by unique login ID (Username) and password. For families with more than one child in the school, a separate parent username and password will be provided for access to each child's information. If you lose your username and password, please contact Amanda Kreh at 615 883-1108 or by e-mail at [kreha@holyroary.edu](mailto:kreha@holyroary.edu). Login IDs and passwords will not be given out over the phone or in an email. This is to protect the confidentiality of your son/daughter's information.

#### How to get to PowerSchool

Parents may access PowerSchool from the district's website located at <http://aquinas.fatherryan.org>. You will automatically see the screen below.



**Username**

**Password**

[Forget your member name or password?](#)

**Enter**

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Step 1 - Enter your username and password. Be careful that you are entering the correct information. If your login contains an O or 0 ("oh" or zero) or a 1 or l (one or "eye"), it can be easy to enter the wrong letter. Notice that O's are wider than zeroes, and one's and l's are different on the top. Also, please note that username and password are not case sensitive. Caps and lower case can be ignored.

Step 2 - You're in! PowerSchool is very easy to navigate once you are in the system. Your home page will look like this:

The screenshot shows the PowerSchool interface. At the top, there is a navigation bar with icons for Grades and Attendance, Grades History, Attendance History, Email Notification, and Teacher Comments. The main content area is titled "Grades and Attendance" and contains a table for "Attendance By Class".

Exp	Last Week					This Week					Course	Q1	S1	Q3	S2	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F							
1(A)											Language & Comp AP Austin, Anna C	B+				0	0
2(A)											US History AP Fischer, Rita C	B+				0	0
3-4(A)											Biology AP O'Connor, Kevin C	A				0	0
5(A)											Jr. Study Hall Zubert, Dustin C					0	0
6(A)											Jr. Study Hall Olson, Chuck C					0	0
7(A)											Calculus AP (AB) Ames, Dan C	A				1	0
8(A)											Spanish IV Honors Wallinger, Heather C	A-				1	0
											<b>Attendance Totals</b>		<b>2</b>	<b>0</b>			

Current weighted GPA (Q1):  
Show dropped classes also

Attendance By Day		Absences		Tardies	
Last Week	This Week	S1	YTD	S1	YTD
M T W H F	M T W H F	0	0	0	0
<b>Attendance Totals</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Legend  
Attendance Codes: Blank=Present | T=Tardy | A=Absent | E=Excused | U=Unexcused | D=Doctor | B=Home Nurse | F=Family Emergency | L=Lead  
Doctor Note | I=In School Suspension | C=College | S=Out of School Suspension | M=Multiple In School Suspension | V=School Activity | R=Truest  
H=Homebound | J=Incarcerat | Q=Court | P=Multiple Out of School Suspension | B=Building Absence  
Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to Improve | U=Unsatisfactory

The first page you will see is the Grades and Attendance page. It displays the last two weeks attendance as well as the classes in which your student is currently enrolled and the current grade for the term. If you click on any of the "blue" links, you will be able to see additional information. Clicking on the letter grade in each class will provide you with a list of assignments, tests, and quizzes that you son/daughter has been assigned to do.

Course	Teacher	Expression	Final Grade
US History AP	Fischer, Rita C	2(A)	B+

Due Date	Category	Assignment	Score	Grid
08/22/2006	HW	Chapter 1 Packet	10/10	A+
08/22/2006	HW	Chapter 2 Packet	9/10	A-
08/22/2006	HW	Chapter 3 Packet	3/3	A+
08/22/2006	HW	Chapter 4 Packet	10/10	A+
08/22/2006	HW	Chapter 5 Packet	10/10	A+
08/22/2006	HW	Chapter 6 packet	8/10	A-
08/22/2006	HW	Zinn	27/28	A
09/08/2006	HW	Unit 1 IDs	19/20	A

Clicking on a “blue” assignment link will give you further information about that assignment.

Teacher	Course	Assignment name	Description
O'Connor, Kevin C	Biology AP	Macromolecular Summation	Worksheet contrasting macromolecules

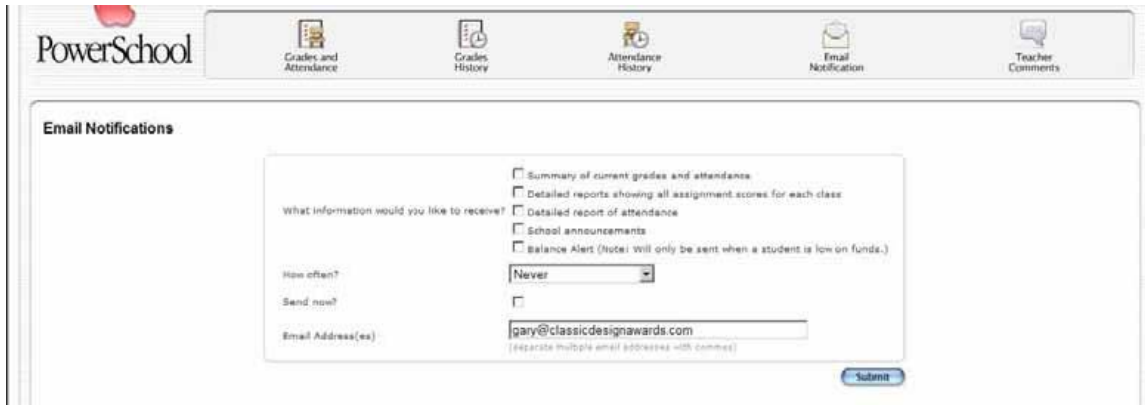
Clicking on the absence total will give you information regarding the day or period absence.

Dates of all absences for Calculus AP (AB) Exp. 7(A) (4131.3) for S1:

- 7(A) - Friday, August 25, 2006 - E

Legend  
Attendance Codes: B=Blank/Present | T=Tardy | A=Absent | E=Excused | U=Unexcused | D=Doctor | N=Home Nurse | F=Family Emergency | L=Need Doctor Note | I=In School Suspension | C=College | S=Out of School Suspension | M=Multiple In School Suspension | V=School Activity | R=Truant | H=Homebound | J=Jury Duty | O=Court | P=Multiple Out of School Suspension | B=Building Absence |  
Citizenship Codes: H=Honorable | S=Satisfactory | I=Needs to Improve | U=Unsatisfactory

You can send a teacher an email by clicking on the teacher’s name. This will launch your locally installed email client. The automatic Email Notification is perhaps the most innovative and widely anticipated feature of PowerSchool’s parent access module. This tool allows parents to select particular pieces of information to be sent automatically via email to any valid user-specified email account. You may select what information you want to receive and how often you want to receive it. Type in your email address (separate multiple email addresses with a comma) and click on the Submit button.



## Email Notifications

If you wish to receive information about your student's grades, attendance, and assignment scores, use this page to set up your e-mail preferences. You can specify which information you would like to receive, how often you would like to receive the information, and how often you would like to receive e-mail.

### How to Set Up Email Notifications

1. On the main menu, click **Email Notification**. The Email Notifications page appears.
2. Use the following table to enter information in the fields:

Field	Description
What information would you like to receive?	Specify which information you would like to receive by selecting the appropriate checkboxes: <b>Summary of current grades and attendance</b> <b>Detailed reports showing all assignment scores for each class</b> <b>Detailed report of attendance</b> <b>School announcements</b> <b>Balance Alert</b>
How often?	Use the pop-up menu to specify how often you would like to receive the e-mail messages selected above.
Send now?	Select the checkbox to immediately send the e-mail messages selected above.
Email Address(es)	Enter the e-mail addresses to which you want the system to send the e-mail messages selected above. Separate multiple addresses with a comma.

**Step 3** - The logout button in the top right corner of any page will log you out of the PowerSchool server, and return you to the login page. If you access PowerSchool from a public computer, make sure you log out of the system and quit the web browser completely.

## Final Important Points

Grades may be posted at any time during the quarter, but teachers will update their grades from the previous week every Tuesday by 1:30 p.m., with some caveats:

1. A kindergarten student's progress is not evaluated in the manner that the progress of an older student is evaluated. Kindergarten assignments will not be shown on PowerSchool. Kindergarten "grades" will not appear until the end of the first semester.
2. Please be conscious of the fact that if a teacher gave a comprehensive test on Friday of the previous week, those tests may not be in Tuesday's entries. Grading a large number of extensive tests takes time, particularly if essay answers are involved. Please do not e-mail the teacher and ask when they will be graded; it just takes more of the teacher's time to have to respond to multiple inquiries!
3. Large projects, research papers, even multi-page essays will take several days or longer to grade with attention and accuracy. A teacher with 50 or more projects or papers turned in will not have those graded in 2-3 days, nor would you want them to grade them that quickly.
4. The teachers are adapting to that new format, so please be patient with them, especially for the first few weeks.
5. Grades may be posted at any time during the term, but teachers will update their grades from the previous week in PowerSchool every Tuesday by 1:30 p.m. Please keep in mind that teachers enter grades into PowerSchool differently. Assignments and scores are not always clearly defined for this reason. PowerSchool displays real-time viewing of teacher grade books at that time.
6. Attendance is updated daily.

## If You Have Questions

**About the site** - Contact Amanda Kreh at [kreha@holyrosary.edu](mailto:kreha@holyrosary.edu).

**About a grade** - Contact the teacher via the PowerSchool email link or call the school (615 883-1108) and leave a message.

**About attendance** - Contact the school office 615 883-1108.

**About a password** - Contact Amanda Kreh at [kreha@holyrosary.edu](mailto:kreha@holyrosary.edu).