Parent Portal Instruction Sheet

Logging Into PowerSchool Parent Portal

Before you can log in to PowerSchool Parent Portal, you will need your username and password. To obtain this information, please contact Mrs. Ryden in the office. (riley.ryden@wolfcreek.ab.ca or 403-843-3761)

Note: Do not use someone else's password or give your password to anyone else. Passwords are specific to individual students/families.

How to Log In to PowerSchool Parent Portal

Open your Web browser to Rimbey Junior Senior High School School website URL:

https://ps.wolfcreek.ab.ca/public/

Click on the Parent Login PowerSchool link in the left side menu. The Login page appears. Enter your username in the first field. Enter your password in the second field.

Note: The characters appear as asterisks (*) to ensure greater security when you log in.

Click **Enter**. The PowerSchool Parent Portal start page appears.

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:
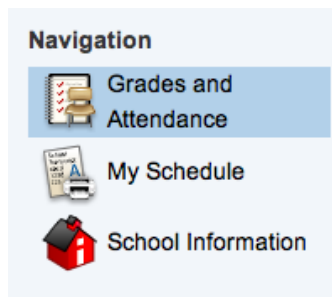
Navigation Menu   Grades & Attendance Overview

												Attendance By Class								
Exp	Last Week					This Week					Course	T1	T2	T3	S1	S2	F1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F									
1-2(A-E)											Chemistry 20 Bramfield, B RH	--	--	--	87	--	--	0	0
3-4(A-E)											Work Experience Valens, J RH	--	--	--		--	--	0	0
5-6(A-E)											Social Studies 20-1 Nagel, B RH	--	--	--	76	--	--	0	0
7-8(A-E)											Physics 20 Osinchuk, J RH	--	--	--	55	--	--	0	0
															Attendance Totals			0	0

Power School Parent Portal: Working with the Main Menu

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 and citizenship codes and their meanings.

 1. On the main menu, click Grades and Attendance. The Grades and Attendance page appears.

2. To send e-mail to a teacher, click the name of the teacher.

Note: To use this 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 messages.

Please keep in mind that teachers have various methods of grading and the number of assignments given varies based on the course content and individual teaching style. For example, a math teacher may assign regular homework assignments and give tests more frequently than an art teacher. An art teacher might base the grade on several large projects and give little written work. Please consider this information carefully.

When a concern arises about attendance or a grade that appears in PowerSchool, we ask that you follow the following steps:

1. Talk with your child first. Ask them about their grade(s) or attendance as they may have the information that you are looking for, prior to contacting the school.
2. Review the course grading philosophy/system of the teacher. This may answer the question of why the student has received the grade or explain how the assignments add up to the current average. Our teachers inform all of their students at the beginning of the course what their expectations and grading policy will be. For this reason, it is very important for a parent/guardian to read the grading philosophy contained in the Course Outline which was provided to each student at the beginning of the course.
3. Check the date of the assignment. An assignment may not yet be due or may not have been handed in before the assignment date, which may be reflected in the current grade.
4. Realizing that no system is perfect, if a discrepancy is found, please send an email to the attention of the Teacher. We are all working together to achieve the highest level of consistency and accuracy as possible.

Viewing Grades:

1. To view current grade details, click a grade under the appropriate semester/term *(S1 or S2 for High school courses, F1 for Jr. High core courses, T1 – T4 for Junior High Complimentary 7 CTS Courses).* The Class Score Detail page appears.

2. To view assignment details, click a grade in the term column *(S1 or S2 for High school courses, F1 for Jr. High core courses, T1 – T4 for Junior High Complimentary 7 CTS Courses).* The Class Score Detail page appears. 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. Note: Icons indicate the status of assignments. For more information, see the icon legend at the bottom of the page.

   NOTE: the Assignment Details feature will be available at a later date.

A Note on Grading & Weighting Assignments:

Teachers use special weighting to affect how certain assignments are counted toward the final grade. The following is an example showing how special weighting may be used.

Ms. Jones assigns a nightly homework assignment but these assignments are not counted in the final grade. Quizzes and tests each count as 1/2 of the final grade. Ms. Jones only counts quizzes and tests in the final grade. One half of the grade is from quizzes (100%) and one half is from tests (96%). Therefore the final mark is 98%

Student A in Ms. Jones' class has received the following scores		
Assignment Name	**Score**	**Does this assignment count?**
Homework 1	70%	Ms. Jones does not count homework in the final grade
Homework 2	70%	Same as above
Quiz 1	100%	Ms. Jones counts quizzes as 1/2 of the final grade
Test 1	96%	Ms. Jones counts tests as 1/2 of the final grade
Final Grade:	**98%**	

Viewing Absences & Lates:

1. To view the absences or lates for the selected class during <u>the current term </u>click a number (in blue) in the Absences or Lates column. The Dates of Attendance page displays absences or lates for that class for the current term.

> If you have questions about your child's attendance please contact either Mrs. Ryden or the teacher directly.

2. To view the absences or lates for all classes during the current <u>term</u>, click a number in the Attendance Totals row. The Dates of Absence or Dates of lates page displays all absences or lates Use the browser Back button to return to the Grades and Attendance page. A legend of absence codes appears at the bottom of the page.

   A "dot" in the table indicates the child is not scheduled to be in school on that day, or attendance was not taken. A clear space indicates the student was present. Absent is denoted with an "AB" in the table and late is shown with a "L". A more detailed legend for this screen is available at the bottom of the page.

Other Information Available through the parent Portal:

Use this page to view quarter and semester grades for the student for the current term. This information is also reflected in the grades and attendance area.

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

This page will allow you to view any comments entered by the Student's teachers regarding items such as the student's achievement or behaviour. Comments will most likely be added at mid term and at the end of the semester.