

# Parent/Student PowerSchool Introduction

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Fall 2017



# Step 1 - Create Account and Add Students

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- See handout on how to create your account
- You will need to get your child's access info from the letter sent out at the beginning of the year or call the main office of that building

[Link to Handout](#)

# Once logged in you will see this screen

Alerting

SwiftReach  
SwiftK12

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Calendars
- School Information
- Account Preferences
- Alert Solutions 2

Grades and Attendance:

Grades and Attendance Standards Grades

Click on Grade to see details

Click on number to view details of attendance

Exp	Attendance By Class										Absences	Tardies									
	Last Week					This Week							Course	Q1	E1	Q2	S1	Q3	E2	Q4	S2
	M	T	W	H	F	M	T	W	H	F											
1-3(A-B)											KCC - Found Interper Comm Email Dualeenrollment, Staff - Rm: KCC	[1]	[1]	[1]	[1]					0	0
1-3(A-B)											KCC - Intro to Psychology Email Dualeenrollment, Staff - Rm: KCC	[1]	[1]	[1]	[1]					0	0
4(A-B)				E							AP Stats Email Metcalf, Pamela - Rm: A204	B-82	[1]	[1]	B-82					1	0
5(A-B)				E							A.P. ENG. Email Lessnau, Raymond - Rm: B201	A 93	[1]	[1]	A 93					1	0
6(A-B)				E							SYMPHON BAND Email Driver, Blake - Rm: F102	A 100	[1]	[1]	A 100					1	0
45(B)											Seminar Email Lessnau, Raymond - Rm: B201	[1]	[1]	[1]	[1]					0	0
										Attendance Totals										3	0

Current Weighted GPA (Q1): 3.8205  
Show dropped classes also

Legend

Attendance Codes: Blank=Present | A=Absent | E=Excused Absent | U=Unexcused Absence | R=School Related | T=Tardy | O=Office | C=Court | D=Early Departure | I=In School Suspension | S=Out of School Suspension | H=Hospital/Itemfound | G-Z/CATC Exc/ Absence Arrived Late

# View Details of Grades or Attendance

PowerSchool

Welcome [ ] Help Sign Out

Alerting SwiftReach SwiftK12

Navigation

Grades and Attendance

Class Score Detail: [ ]

Grades and Attendance Standards Grades

Course	Teacher	Expression	Final Grade
AP Stats	Metcalf, Pamela	4(A-B)	[ ]

Teacher Comments:

Section Description:

Assignments and Scores

Assignments

Due Date	Category	Assignment	Flags	Score	%
10/31/2017	Test	TEST Chapter 3		--00	
10/31/2017	Activities	Activity 3.1- Locating states		21/23	91.3
10/26/2017	Quiz	Quiz 3.2		18/20	90
10/23/2017	Activities	Activity 3.2 Beak count		19/22	86.36
10/24/2017	Quiz	Quiz 3.1		21/25	84
10/13/2017	Activities	Activity 2.5 Be careful with Random Assignment		34/34	100
10/13/2017	Test	Test 2-Collecting Data Sensibly			
10/11/2017	Quiz	Quiz 2.2		18/20	90
10/10/2017	Activities	Activity 2.4- when water rises		17/17	100

PowerSchool

Alerting SwiftReach SwiftK12

Navigation

Grades and Attendance

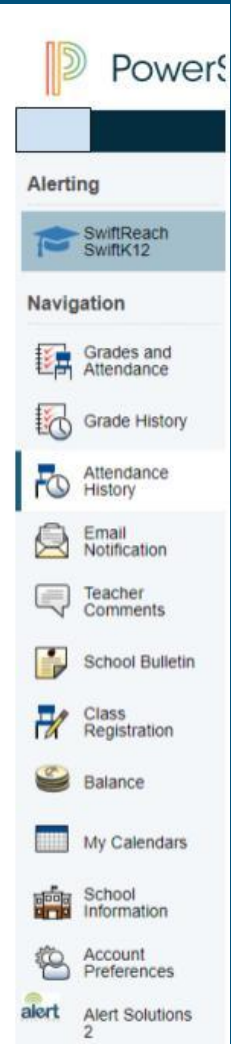
Meeting Attendance History: [ ]

Attendance Info

Course	Expression	9/4-9/8				9/11-9/15				9/18-9/22						
		M	T	W	F	M	T	W	F	M	T	W	F			
KCC - Found Interper Comm Dualenrollment, Staff KCC E: 09/05/2017 L: 01/27/2018	1(A)	-	-	-	-	-	-	-	-	-	-	-	-			
	1(B)	-	-	-	-	-	-	-	-	-	-	-	-			
	2(A)	-	-	-	-	-	-	-	-	-	-	-	-			
	2(B)	-	-	-	-	-	-	-	-	-	-	-	-			
	3(A)	-	-	-	-	-	-	-	-	-	-	-	-			
KCC - Intro to Psychology Dualenrollment, Staff KCC E: 09/05/2017 L: 01/27/2018	1(A)	-	-	-	-	-	-	-	-	-	-	-	-			
	1(B)	-	-	-	-	-	-	-	-	-	-	-	-			
	2(A)	-	-	-	-	-	-	-	-	-	-	-	-			
	2(B)	-	-	-	-	-	-	-	-	-	-	-	-			
	3(A)	-	-	-	-	-	-	-	-	-	-	-	-			
AP Stats Metcalf, Pamela A204 E: 09/05/2017 L: 01/27/2018	4(A)	-	-	-	-	-	-	-	-	-	-	-	-			
	4(B)	-	-	-	-	-	-	-	-	-	-	-	-			
A.P. ENG Lessnau, Raymond B201 E: 09/05/2017 L: 01/27/2018	5(A)	-	-	-	-	-	-	-	-	-	-	-	R			
	5(B)	-	-	-	-	-	-	-	-	-	-	-	-			
SYMPHON BAND Driver, Blake F102 E: 09/05/2017 L: 01/27/2018	6(A)	-	-	-	-	-	-	-	-	-	-	-	-			
	6(B)	-	-	-	-	-	-	-	-	-	-	-	-			
Seminar Lessnau, Raymond B201 E: 09/05/2017 L: 01/27/2018	4S(B)	-	-	-	-	-	-	-	-	-	-	-	-			
Course	Expression	10/23-10/27				10/30-11/3				11/6-11/10						
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F

# Navigation on the Left Side

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The screenshot shows a vertical navigation menu on the left side of a PowerSchool interface. At the top is the PowerSchool logo. Below it is a header bar with a light blue section on the left and a dark blue section on the right. The menu is organized into sections: 'Alerting' with a 'SwiftReach SwiftK12' item; 'Navigation' with items like 'Grades and Attendance', 'Grade History', 'Attendance History', 'Email Notification', 'Teacher Comments', 'School Bulletin', 'Class Registration', 'Balance', 'My Calendars', 'School Information', and 'Account Preferences'; and 'Alert Solutions 2' at the bottom. The 'Attendance History' item is highlighted with a dark blue bar on its left side.

PowerSchool

Alerting

- SwiftReach SwiftK12

Navigation

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

Alert Solutions 2

# E-mail Notification

**PowerSchool**

**Alerting**

- SwiftReach SwiftK12

**Navigation**

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification**
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Calendars
- School Information
- Account

**Email Notifications:**

**Contact Information**

Email Address: @sent.net

Additional Email Addresses:   
(separate multiple email addresses with commas)

**What Information Would You Like to Receive?**

- Summary of Current Grades and Attendance.
- Detail Report Showing Assignment Scores for Each Class.
- Detail Report of Attendance.
- School Announcements.
- Balance Alert (Note: will only be sent when student is low on funds).

**Frequency**

How Often?

Apply These Settings to All Your Students?

Send Now For

**Make sure E-mail is correct**

**Choose what and how you receive via E-Mail**

# Check School Bulletin

The screenshot displays a web application interface for school management. On the left is a vertical navigation menu with icons and labels for: Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, Balance, My Calendars, and School Information. A red arrow points to the 'School Bulletin' option. The main content area shows a form for 'Additional Email Addresses' with a text input field and a note '(separate multiple email addresses with commas)'. Below this is a section titled 'What Information Would You Like' with several radio button options: 'Summary of Current Grades and Attendance', 'Detail Report Showing Assignment Scores', 'Detail Report of Attendance', 'School Announcements', and 'Balance Alert (Note: will only be sent when student is low on funds)'. A 'Frequency' section contains a 'How Often?' dropdown menu set to 'Never' and a checkbox for 'Apply These Settings to All Your Students?'. A 'View School Bulletin' dialog box is overlaid on the right, featuring a close button (X) in the top right corner. The dialog title is 'View School Bulletin'. It contains a 'View other dates:' label, a date input field with '11/01/2017', and a calendar icon. The main content of the dialog is a text box with the text 'Pennfield High School Bulletin for Wednesday, November 01, 2017' and a line below it. Below the text box is the message 'No bulletin items were found for this date.' At the bottom right of the dialog, there is another 'View other dates:' label, a date input field with '11/01/2017', and a calendar icon. A red arrow points from the top right of the dialog towards the main content area.

# Check Meal Balance and Fees

The screenshot displays a web application interface for checking meal balances and fees. On the left is a navigation menu with the following items: Grades and Attendance, Grade History, Attendance History, Email Notification, Power Announcement, Teacher Comments, School Bulletin, Class Registration, Balance, and My Calendars. The main content area is titled "Transactions:" followed by a search input field. Below this, there are two tables. The first table is titled "Meal Transactions - Current Balance: \$2.40" and has columns for Date, Time, Net, Balance, and Description. The second table is titled "Fee Transactions - Current Balance: \$" and has columns for Date, Time, Fee Type, Description, Fee, Paid, and Balance. A "Totals" row in the second table shows 0.00 for Fee, 0.00 for Paid, and 0.00 for Balance. A red starburst graphic with the text "Note: Log into Send Money to School for a more accurate account balance." is overlaid on the tables.

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Power Announcement
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Calendars

Transactions:

**Meal Transactions - Current Balance: \$2.40**

Date	Time	Net	Balance	Description
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**Fee Transactions - Current Balance: \$**

Date	Time	Fee Type	Description	Fee	Paid	Balance
Totals:				0.00	0.00	0.00

**Note: Log into Send Money to School for a more accurate account balance.**



# Account Preferences

**Account Preferences - Profile**

Profile | **Students** ← **Add Students**


If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

First Name:	<input type="text" value="Tammy"/>
Last Name:	<input type="text" value="Maginity"/>
Email:	<input type="text" value="maginitt@pennfield.net"/>
Select Language	<input type="text" value="Select a Language"/>
Username:	<input type="text" value="tmag"/>
Current Password:	<input type="password" value="*****"/>

**Change your password or update email**

Cancel Save

# SwiftReach K12 Messaging System



Alerting

SwiftReach  
SwiftK12

Navigation

- Grades and Attendance
- Grade History
- Attendance History



SwiftK12

Home Contact Information Alert Preferences

RSS Feed

Documents & Files

Date	Name	Description
Looks like there are no documents or files currently available		

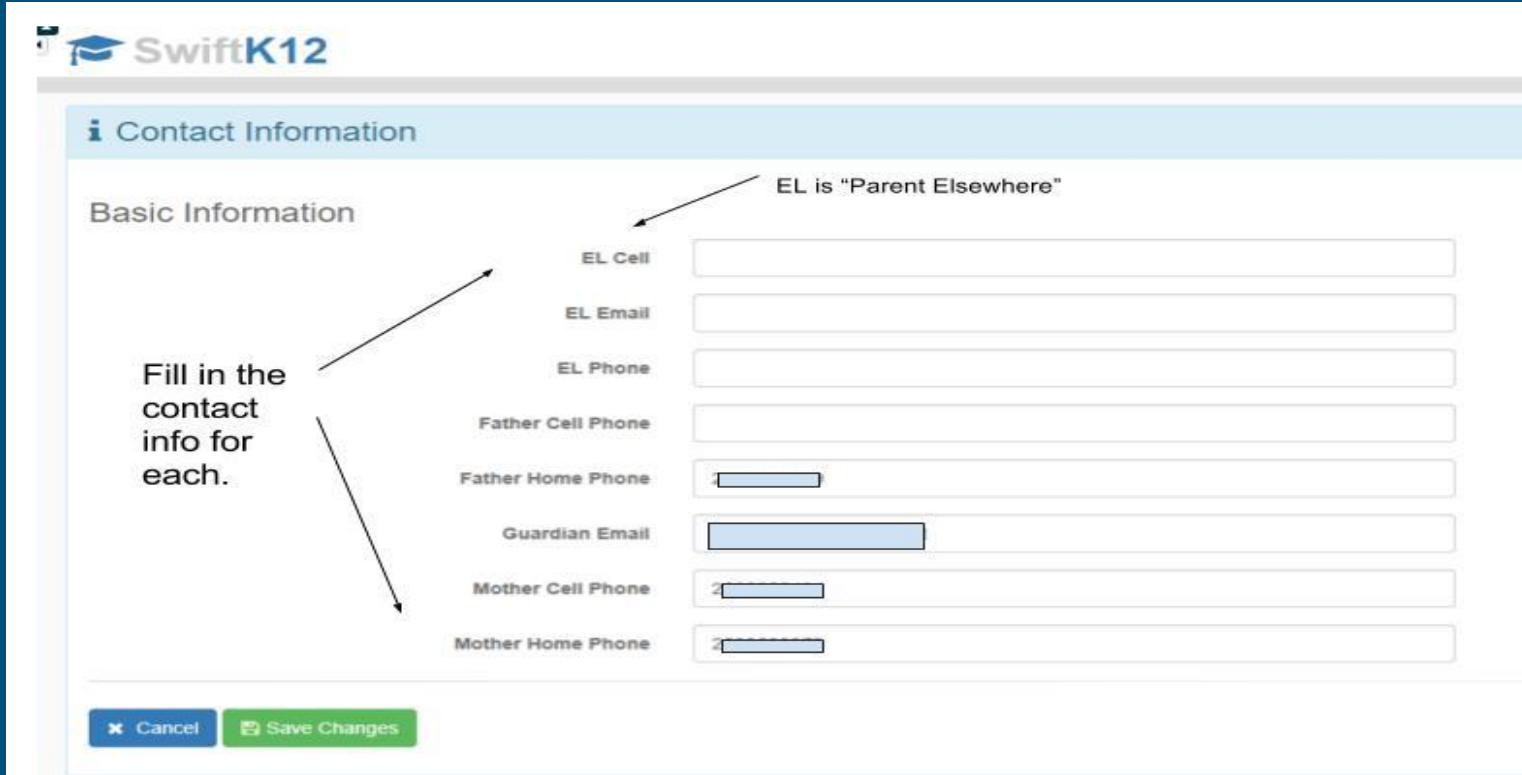
Click here to change contact info

Click here to change preferences

Recent Alerts

Date/Time	Category	Name	Action
Looks like there are no recent alerts.			

# Change and Update Contact Info



The screenshot shows the SwiftK12 web interface for updating contact information. The page title is "Contact Information" with an information icon. Under the "Basic Information" section, there are several input fields. Annotations include an arrow pointing to the "EL Cell" field with the text "Fill in the contact info for each." and another arrow pointing to the "EL Cell" field with the text "EL is 'Parent Elsewhere'". At the bottom, there are "Cancel" and "Save Changes" buttons.

**SwiftK12**

### Contact Information

Basic Information

EL is "Parent Elsewhere"

Fill in the contact info for each.

EL Cell

EL Email

EL Phone

Father Cell Phone

Father Home Phone

Guardian Email

Mother Cell Phone

Mother Home Phone

# Change Preferences for Alerts in Swift K12

The screenshot displays the SwiftK12 user interface for managing alert preferences. The page is titled "Alert Preferences" and is divided into four main sections: Attendance, Emergency, Fee Alerts, and General Information. Each section includes a descriptive note and a list of notification channels with checkboxes.

**SwiftK12** Home Contact Information

## Alert Preferences

### Attendance

This category is for alerts associated with attendance

- EL Cell
- EL Email
- EL Phone
- Father Cell Phone
- Father Home Phone
- Guardian Email
- Mother Cell Phone
- Mother Home Phone

### Emergency

This category is only for emergencies

- EL Cell
- EL Email
- EL Phone
- Father Cell Phone
- Father Home Phone
- Guardian Email
- Mother Cell Phone
- Mother Home Phone

### Fee Alerts

This category is for alerts regarding fees

- EL Cell
- EL Email
- EL Phone
- Father Cell Phone
- Father Home Phone
- Guardian Email
- Mother Cell Phone
- Mother Home Phone

### General Information

These are alerts that are for general information and reminders

- EL Cell
- EL Email
- EL Phone
- Father Cell Phone
- Father Home Phone
- Guardian Email
- Mother Cell Phone
- Mother Home Phone

# Download the PowerSchool Mobile App and use Code

The screenshot displays the PowerSchool mobile app interface. On the left, a navigation menu includes 'My Calendars', 'School Information', 'Account Preferences', and 'Alert Solutions 2'. The main content area shows a table with a row containing '4S(B)'. Below the table is a 'Legend' section with the following text:

**Legend**

**Attendance Codes:** Blank=Present | A=Absent | E=Excused Absent | U=U  
9=ZCATC School Related Absence | 4=ZCATC Exc. Absence Non-Charge |  
Experience |

**Citizenship Codes:** 1=Excellent | 2=Above Average | 3=Average | 4=Below

In the bottom left corner, a red box highlights three buttons: 'District Code' (with 'WNQN' entered below it), 'Download on the App Store', and 'GET IT ON Google play'. A red arrow points from the 'District Code' button towards the right side of the screen.