PowerSchool
Parent Access Instructions

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PowerSchool Instructions

## I. Viewing Grades, Assignments and Absences

1) Log into the PowerSchool site at http://ps.notredameacademy.com/public using the username and password provided to you. You will have one username and password PER student.
2) From the screen below, you can view your child's grades, assignments, contact the teacher, etc.

3) Whenever you see something in blue, that means it is a link with more information available to you. For example, if you click on the teacher's name under the class name, you will be directed to your email to send the teacher an email.

4) If you click on the grade, you will be directed to a screen that shows you what assignments make up this grade, as you see below:
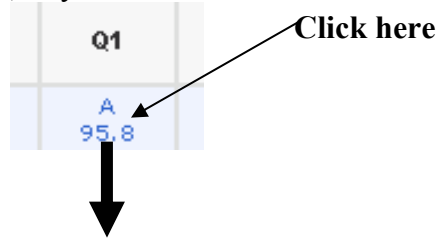
Click here

Q1

A
95.8

Class Score Detail

Course	Teacher	Expression	Final Grade
Christian Lifestyles	Nett, Lisa	1(A)	A 95.8%

Due Date	Category	Assignment	Score	%	Grd
09/01/2004	HW	Intro Wksheet	25/25	100	A+
09/02/2004	HW	Developmental Tasks	35/35	100	A+
09/09/2004	HW	True Clrs Grp	15/16	93.75	A-
09/09/2004	HW	True Clrs Sheet	20/20	100	A+

5) Once again, you see Intro Wksheet is in blue. That means you can click on that and also view more information. In this case, it is a description of the assignment called Intro Wksheet.

Assignment Description

Teacher	Nett, Lisa
Course	Christian Lifestyles
Assignment name	Intro Wksheet
Description	This was an introductory assignment to assess students' attitudes about the topics we will discuss in this class.

6) To get back to the schedule with grades, you can either click on the PowerSchool logo, the big red apple, OR click on "Grades and Attendance" located right next to the logo, OR just keep hitting your browser's Back button.

7) You will see an Absences column as well. If you click on the blue number, you will see the dates your student was absent from class, along with the attendance code reasons.

Dates of Attendance

Dates of all absences for Christian Lifestyles Exp. 1(A) (207.01) for Q1:
1. Thursday, September 9, 2004 - RE
2. Wednesday, September 22, 2004 - IL
3. Tuesday, September 28, 2004 - BD

Legend
Attendance Codes:

Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |

*** You can also click on the Absences Total from the main screen and see all classes and dates together. ***

II. To view your child's attendance

1) Log into the PowerSchool site at http://ps.notredameacademy.com using the username and password provided to you. You will have one username and password PER student
2) Click on the Attendance History button located along the top menu bar.

3) You will be shown a grid with dates and absence codes in the dates that your student was absent or missing from class:

Course	Expression	9/27-10/1	10/4-10/8	10/11-10/15	10/18-10/22	10/25-10/29
		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
Hns Sophomore English Stary, Steven P112 E: 8/23/2004 L: 5/28/2005	1(A)		IL A	-		
Spanish II Grelecki, Kelly 215 E: 8/23/2004 L: 5/28/2005	2(A)		IL	-		
Computer Lit & Appl* Pease, Andrea 111 E: 8/23/2004 L: 1/17/2005	3(A)		IL	-		
Sophomore Theology Winkler, David 107 E: 8/23/2004 L: 5/28/2005	4(A)		IL	-		
Honors Biology Hollenback, Ann 208 E: 8/23/2004 L: 5/28/2005	5A(A)		IL	-		
Lunch - S1 Unassigned, Unassigned CAFE E: 8/23/2004 L: 1/17/2005	5B(A)		IL	-		
US History/Government Schultz, Matthew 103 E: 8/23/2004 L: 5/28/2005	6(A)		IL	-		
Study Hall - S1 Asibinac, Amy 215 E: 8/23/2004 L: 1/17/2005	7(A)		IL	-		
Geometry w/Trigonometry Galarneau, Kelly 209 E: 8/23/2004 L: 5/28/2005	8(A)		IL	-		

III. Setting E-Mail Notifications

1) Click on the "Email Notification" button located along the top menu bar
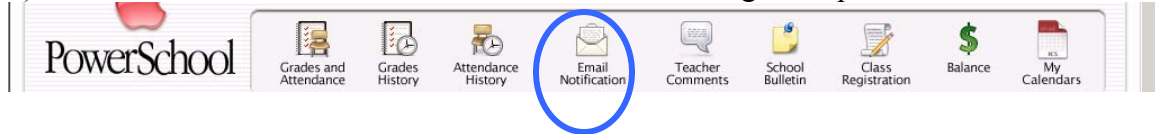
2) You can choose what you would like to be emailed about. For example, if you would like an email with daily announcements, grades, attendance, etc. You can check as many of the checkboxes as you wish. We do NOT use the balance feature however, so do not expect updates on your tuition balance, etc via PowerSchool.


3) Below the information checkboxes, you will see a timeframe dropdown box. This is to let the system know how often it should automatically send you an email update on this information. You have a choice of Never, Once a Week, Once Every Two Weeks, Once a Month and Daily.
4) If you would like an update NOW, then check the box that says Send Now?
5) Finally, please enter your email address in the bottom "Email Address(es)" box. If you have more than one, please separate them with commas (For example, gdegroot@notredameacademy.com, ginadegroot@hotmail.com)
6) Finally, press the Submit button

IV. Viewing Teacher Comments

1) Log into the PowerSchool site at http://ps.notredameacademy.com/public using the username and password provided to you. You will have one username and password PER student
2) Click on the Teacher Comments button along the top menu bar.
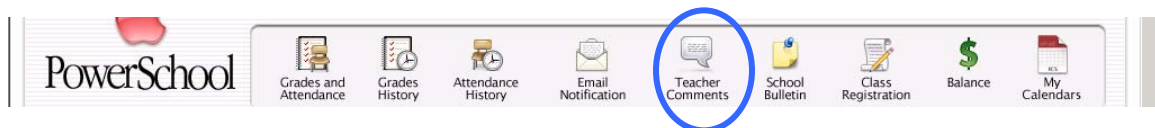
3) For each class, you have teacher comments available. This is shown if a teacher chooses to post a comment about your student. If there is a comment, your screen will look like this:

Teacher Comments			
Exp.	Course	Teacher	Comment
1(A)	Christian Lifestyles	Nett, Lisa	Conscientious student.

*** Again, you see the teacher name in *blue*. Clicking the teacher name will give the email address of the teacher ***

V. Viewing Announcements

1) Click on the "School Bulletin" button from the top menu bar
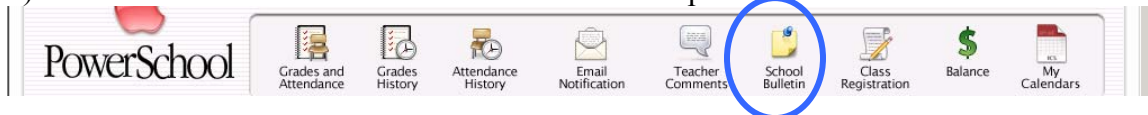
2) You will be redirected to the postings of the daily announcements
3) At the bottom of the screen, you have the option to view the day before and the day after. Typically, there will not be an announcement posted for the day after.