



Colchester Public Schools

PowerSchool Parent Portal

Welcome to PowerSchool! PowerSchool helps your school access and maintain student, staff, and schedule information. PowerSchool is a database application that runs on a server, which is the center of your student information system. PowerSchool uses the Internet to facilitate student information management and communication among school administrators, teachers, and parents.

PowerSchool Parent Portal is a tool that is integrated into the PowerSchool Student Information System (SIS) that is specifically developed for parents and students.

PowerSchool Parent Portal gives parents access to information including attendance, grades and detailed assignment descriptions, and school bulletins. Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can use their gradebook to make decisions on what information they want to share with parents and students.

PowerSchool

Getting Started

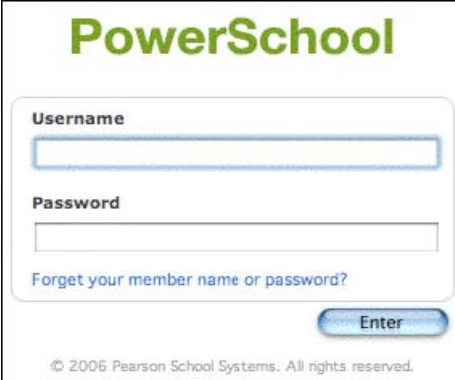
To get started, you must log in to PowerSchool Parent Portal.

Open PowerSchool Parent Portal

Before you can log in to PowerSchool Parent Portal, you will need your school's PowerSchool Parent Portal URL, your username, and your password. If you do not have this information or have questions, contact the school's main office.

How to Log In to PowerSchool Parent Portal

1. To log into PowerSchool Parent Portal, you will need to go to the school's homepage at <http://www.colchesterct.org> and click on the PowerSchool Parent Portal button.



The image shows a login form for the PowerSchool Parent Portal. At the top, the word "PowerSchool" is written in a green, bold font. Below this, there are two input fields: "Username" and "Password". The "Username" field is a simple text box, while the "Password" field is a text box with a light blue border. Below the password field, there is a link that says "Forget your member name or password?". At the bottom right of the form, there is a blue button labeled "Enter". At the very bottom of the form, there is a small copyright notice: "© 2006 Pearson School Systems. All rights reserved."

2. Enter your username in the first field.
3. Enter your password in the second field. The characters appear as asterisks (*) to ensure greater security when you log in.
4. Click **Enter**. The PowerSchool Parent Portal start page appears. For more information, see *PowerSchool Parent Portal Start Page*.

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PowerSchool Parent Portal Start Page

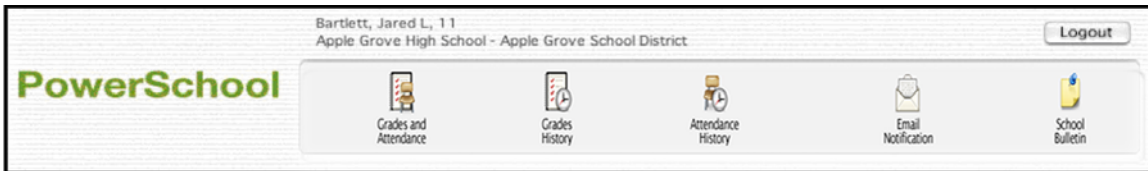
When you log in to PowerSchool Parent Portal, the start page appears. This page serves as the central point from which you begin your PowerSchool Parent Portal session.

The PowerSchool Parent Portal start page consists of the following main areas:

- Navigation bar
- Main menu
- Print icon

Navigation Bar

The navigation bar appears at the top of the PowerSchool Parent Portal start page, and is common to every page in the application.



The navigation bar includes the following information:

Feature	Description
[PowerSchool Logo]	Click to return to the start page.
[Student]	The name of the student.
[School/District]	The name of the student's school and school district.

Feature	Description
Logout	Click to log out of PowerSchool Parent Portal. For more information, see <i>Quitting PowerSchool Parent Portal</i> .
[Main Menu]	Contains links to PowerSchool Parent Portal functions. For more information, see <i>Main Menu</i> .

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Main Menu

The main menu consists of several icons within the navigation bar and includes links to the following features:

Feature	Description
Grades and Attendance	Click to view student grades and attendance for the current term. For more information, see <i>Grades and Attendance</i> .
Grades History	Click to view student grades for the previous term. For more information, see <i>Grades History</i> .
Attendance History	Click to view attendance history for the current term. For more information, see <i>Attendance History</i> .
Email Notification	Click to set the e-mail notifications you can receive on a regular basis. For more information, see <i>Email Notifications</i> .
School Bulletin	Click to view the current school bulletin. For more information, see <i>School Bulletin</i> .

Print Icon

Several pages in PowerSchool Parent Portal display a print icon



at the bottom of the page. Click this icon and a printer-friendly version of the page displays in a secondary browser window. Use your browser print command to print the page.

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Working with the Main Menu

Read this section to help you understand the basics of working with the main menu.

Note: You do not need to complete the activities in any particular order, but you should be familiar with all of them.

Grades and Attendance

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.

How to View Grades and Attendance

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

Grades and Attendance																
Attendance By Class																
Exp	Last Week					This Week					Course	Q1	Q2	S1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F						
1(A)											Health 12 Maxedon, Kerry				0	0
1(B)	A	.	A	.	.	Speech Lura, Colleen R	A 100	A 100	A 100	3	0
2(A)											Swimming Sand, Victor E				0	0
2(B)											Chamber Singers Berndt, Gordie E				0	0
3(A)	A	.	A	.	A	.	A	.	.	.	Current Affairs Manston, Greg T	C 75	D- 60	D+ 68	1	0
3(B)	.	A	.	A	.	A	.	A	.	.	AP American Lit and Comp Bowe, Sheldon K	C+ 78	D- 60	D+ 69	1	0
4(A-B)											Spanish 2 Visitor, Temporary				0	0
Attendance Totals														5	0	

Current Simple GPA (S1): 2.22
[Show dropped classes also](#)

Attendance By Day													
Last Week					This Week					Absences		Tardies	
M	T	W	H	F	M	T	W	H	F	S1	YTD	S1	YTD
					A	A	A			0	9	0	0
Attendance Totals										0	9	0	0

2. To view attendance data for dropped classes, click **Show dropped classes also**.

3. 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.

4. To view grade details, click a grade in the term column. The Class Score Detail page appears.

Class Score Detail					
Course	Teacher	Expression	Final Grade		
Speech	Lura, Colleen R	1(B)	A 100%		
Due Date	Category	Assignment	Score	%	Grd
05/19/2006	ASMTS	SPEECH ERRORS	15/15	100	A
Grades last updated on 5/19/2006					

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5. To view assignment details, 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.

Assignment Description	
Teacher	Lura, Colleen R
Course	Speech
Assignment name	SPEECH ERRORS
Description	2. Syntactic Development List 25 speech errors that you have heard and recorded over the past week.

6. To view the absences or tardies for the selected class during this term, click a number in the Absences or Tardies column. The Dates of Attendance page displays all absences or tardies for that class.

Dates of Attendance
Dates of all absences for Speech Exp. 1 (B) (ENG2100.4) for S1:
1. Thursday, May 25, 2006 - A
2. Monday, July 17, 2006 - A
3. Friday, July 21, 2006 - A

7. To view the absences or tardies for all classes during this term, click a number in the Attendance Totals row. The Dates of Absence or Dates of Tardies page displays all absences or tardies. Use the browser **Back** button to return to the Grades and Attendance page.

Dates of Absence for S1
Open Study - Exp. 1 (A)
Speech - Exp. 1 (B)
1. Thursday, May 25, 2006 - A
2. Monday, July 17, 2006 - A
3. Friday, July 21, 2006 - A
Trigonometry - Exp. 2 (A-B)
Current Affairs - Exp. 3 (A)
1. Friday, June 16, 2006 - A
AP American Lit and Comp - Exp. 3 (B)
1. Friday, June 2, 2006 - A

8. In the Attendance by Day section, click a number in the Absences or Tardies column. Depending on your selection, the Dates of Attendance page displays the total absences or tardies for the semester or for the year-to-date.

Dates of Attendance
Dates of all absences YTD:
1. Monday, November 20, 2006 - U
2. Tuesday, November 21, 2006 - U
3. Wednesday, November 22, 2006 - U
4. Thursday, November 23, 2006 - U
5. Friday, November 24, 2006 - U
6. Monday, January 8, 2007 - V
7. Monday, January 22, 2007 - A
8. Tuesday, January 23, 2007 - A
9. Wednesday, January 24, 2007 - A

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Grades History

Use this page to view the quarter and semester grades for the student for the current term.

How to View Grades History

1. On the main menu, click **Grades History**. The Grade History page appears.

Grade History				
Q1				
Course	Grade	%	Cit	Hrs
Chamber Singers	A	0		0
Health 12	A	0		0
Speech	A	0		0
Swimming	A	0		0
Q2				
Course	Grade	%	Cit	Hrs
Chamber Singers	A	0		0
Health 12	A	0		0
Swimming	A	0		0
S1				
Course	Grade	%	Cit	Hrs
Speech	A	0		0

2. Click a grade in the % column. The Class Score Detail page appears.

Class Score Detail					
Course	Teacher	Expression	Final Grade		
			A (90%)		
Due Date	Category	Assignment	Score	%	Grd
No assignments found.					
Grade stored on 1/29/2007					

Attendance History

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

How to View Complete Attendance Records

On the main menu, click **Attendance History**. The Attendance History page displays the student's attendance record for the current term.

Meeting Attendance History																					
Course	Expression	5/15-5/19				5/22-5/26				5/29-6/2				6/5-6/9				6/12-6/16			
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F
Health 12 Maxedon, Kerry 304 E: 5/15/06 L: 5/11/07	1(A)
Speech Lura, Colleen R 115 E: 5/15/06 L: 5/11/07	1(B)	A
Swimming Sand, Victor E Pool E: 5/15/06 L: 11/17/06	2(A)

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Email Notifications

Use this page to select which e-mail messages you want to receive on a regular basis, including the student's grades, attendance, and assignment scores.

How to Receive Automatic E-mail Progress Reports

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

Email Notifications

What information would you like to receive?

- Summary of current grades and attendance
- Detailed reports showing all assignment scores for each class
- Detailed report of attendance
- School announcements
- Balance Alert (Note: Will only be sent when a student is low on funds.)

How often?

Send now?

Email Address(es)
(separate multiple email addresses with commas)

3. Click **Submit**. The Changes Recorded page appears.

School Bulletin

Use this page to view the daily school announcements.

How to View the School Bulletin

1. On the main menu, click **School Bulletin**. The School Bulletin page displays any messages for the current day
2. To view another day's bulletin, click a date link at the bottom of the page

School Bulletin

Apple Grove High School Bulletin for Monday, January 29, 2007

Volunteer Opportunity
For students who might be interested in making a difference in the lives of those who have Muscular Dystrophy. There is a camp that is held at Camp Harmon from August 12th -17th. If you would like to apply to be a volunteer at the camp please see Mrs. Barker in the Career Center.

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Quitting PowerSchool Parent Portal

Log Out of PowerSchool Parent Portal

When you are finished working in PowerSchool Parent Portal, it is important to log out of the application, which can be done from any page in the application.

Note: If you are not actively working in PowerSchool Parent Portal, your session may time out. If so, you need to log in again.

How to Log Out of PowerSchool Parent Portal

On the main menu, click **Logout**. The Log In page appears. You must enter your username and password again to redisplay the PowerSchool Parent Portal start page.