PowerSchool   Parent Portal-Quick Start

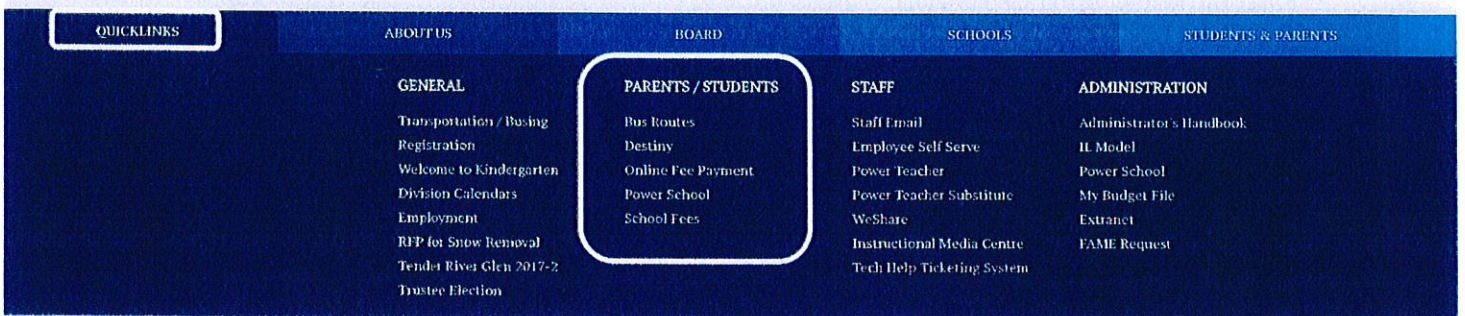## Creating your PowerSchool Parent Portal Account:

Before you can log in to PowerSchool Parent Portal, you will need to create your account and associate students to it. You should have received a letter from your child's school with your child(ren)'s *Access ID and Access Password*. These values are needed to attach a student to your account.

*If you do not have this information or have questions, please contact the school office.

<u>Process Steps:</u>
Use PowerSchool Parent Portal anywhere you have access to the Internet.

- Launch a web browser and go to PowerSchool Parent Portal URL:
  https://powerschool.cesd73.ca/public/

- You can also access PowerSchool Parent Portal by going to the Chinook's Edge Website http://www.cesd73.ca
  Quick Links> Parents/Students > PowerSchool

- If this is your first time to this screen you must click [Create Account] to set up your account and get started.

NOTE: If you have already created an account enter your username and password and click

[Sign In]

CREATING AN ACCOUNT

Creating an account requires *2 steps*: creating the actual account and linking student to the account.

PowerSchool

1. Create Parent Account
Enter the following:

- First Name
- Last Name
- Email
- Desired Username
- Password

Create Parent Account

First Name
Last Name
Email
Desired Username
Password
Re-enter Password

Password must:
- Be at least 6 characters long

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

Student Name	Access ID	Access Password	Relationship
1.			— Choose
2.			— Choose
3.			— Choose
4			— Choose
5.			— Choose
6.			— Choose
7.			— Choose

Enter

2. Link Students to Account
Enter the following to make the link:

- Students Name
- (Last, First)
- Access ID
- Access Password
- Your Relationship to student (usually mother/father)
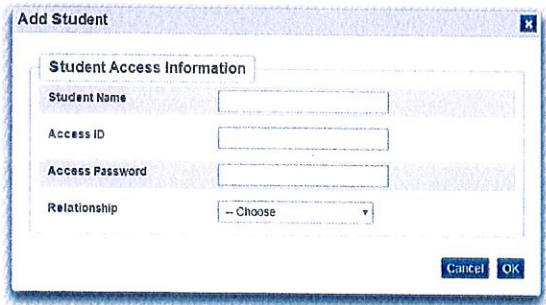
Once all information is complete click on [enter]

Once your account is successfully created you can now use the username and password you entered in the previous step to login to the parent portal.

ADD Students to existing Account

All students attending CESD73 schools can be linked to the same account.

Sign in to existing account. Select Students tab under Account Preferences and Add.

Account Preferences - Students

Use the information provided by the school specific to this student.

Student Names will appear in the top left corner. You can move back and forth between students.

Tips: Everything that is Blue in Parent Portal is clickable, this will take you into detailed information.

Information Inside the Parent Portal

Navigation Bar:
The navigation bar appears at the top of the PowerSchool Parent Portal start page.
If you have more than one student on this account select students name in top left hand corner.

PowerSchool Logo – Click to return to the start page   **Sign Out** – Click to log out of PowerSchool Parent Portal.

Grades and Attendance- View Students current grades and attendance.

Grade History - View Students Grades for a previous Term. Starts at Grade 9.

Attendance History – View Students attendance history for previous terms.

Email Notification – Click to set the email notifications for Attendance/Marks/ School Announcements. Note this does not replace the school messenger emails and announcements.

Teacher Comments- Select proper term and view teachers comments.

School Bulletin – View Daily School Announcements. Some schools do not use this feature.

Class Registration – View and select next year's courses. Only applicable to Grade 9 – 12.

Balance - This will take you to Online Fee Management System (Quick Pay). Must create account through Quick Pay.

My Calendars - NA

School Information – School Address, Email, Phone Number

Account Preferences- Update your username, change your password and add and delete students

COMING SOON - SCHOOL ENGAGE FOR ONLINE DEMOGRAPHIC AND REGISTRATION FORMS

Assignment, Outcomes, and Comments in Parent Portal

GRADES and ATTENDANCE SCREEN

Q1	T1	Q2	S1	T2	Q3	Q4	T3	S2

a. **QUARTERS and TERMS**

Y1 - Full year course, S1- Semester one, S2 - Semester two course, T1 - Trimester one 1, T2 - Trimester two , T3 - Trimester three   Quarters - Q1, Q2, Q3 and Q4.

b. **MARKS in TERMS** click on any blue link, this will take you to the list of assignments and outcomes attached to them.
   a. Core Subjects: will have a % mark, this will include ELA, Mathematics, Social Studies, Science, French Language Arts.
   b. All other subjects will be outcome based marked (no %), this will include Art, Band, French Second Language, Music, Physical Education, Drama, Health, and all CTF options.

Clicking on the Blue mark, 0, or [i] (no assignments assigned yet), then on [icon] This will take you into the assignment to show what outcomes were assessed and graded.

STANDARD GRADES TAB

HOMEROOM CLASSES – in this class you will find the LSW- Learning Skill, Attitudes, and Work Habits. The main 5 Attributes will be assessed only once a Term.

By clicking on the arrow by the subject this will give you all terms for the year and all outcomes assessed during that term

Standards Grades: Standards, Test   Year 17-18 ▾

Grades and Attendance	Standards Grades

Expand All Collapse All

Current Classes

Class	Teacher
▸ HR1(A) HOMEROOM 5 - 17-18	Beuker, Karen
▸ HR2(A) French 5 - 17-18	Beuker, Karen
▸ HR2(A) Science 5 - 17-18	Beuker, Karen
▸ LA(A) Mathematics 5 - 17-18	Beuker, Karen
▸ SS(A) Social Studies 5 - 17-18	Beuker, Karen
▸ PE(A) Physical Education 5 - 17-18	Beuker, Karen
▸ MU(A) Music 5 - 17-18	Beuker, Karen
▸ OPT(A) CTF Business A - T1	Beuker, Karen
▸ OPT(A) CTF Business B - T2	Beuker, Karen
▸ OPT(A) CTF Business C - T3	Beuker, Karen
▸ OPT(A) Drama 5 - 17-18	Beuker, Karen
▸ ART(A) Art 5 - 17-18	Beuker, Karen
▸ COM(A) English Language Arts 5 - 17-18	Beuker, Karen

▸ **LA(A) Mathematics 5** - 17-18

▸ **SS(A) Social Studies 5** - 17-18

This view will only show the outcomes of the subject and if they are assessed on them for all Terms.