

# Parent Access



Archdiocese of Baltimore

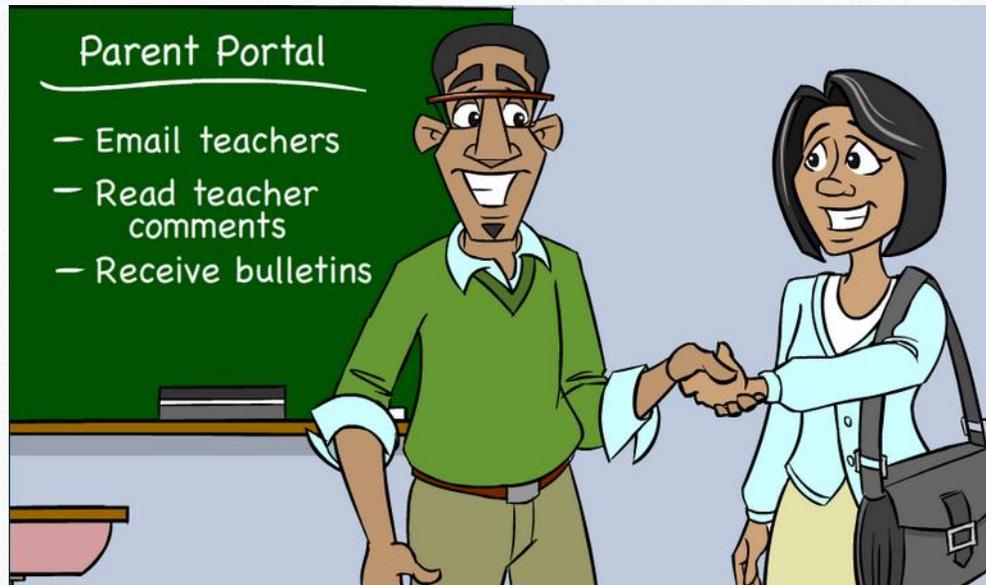
[archbalt.powerschool.com/public](http://archbalt.powerschool.com/public)



# Parent Portal

## What is it?

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- Communication tool between school and parents
- What information is on Parent Portal?
  - Grades (current and historical)
  - Attendance
  - Teacher Comments
  - Ability to e-mail teacher
  - Receive bulletin items

# Existing Account

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- If you already have a Parent Access account from the past, then log in with your current username and password.
- If you have forgotten your username and password, click the “Having Trouble Signing In” link.



The screenshot shows the PowerSchool login interface. At the top, there are two buttons: "Sign In" and "Create Account". The "Create Account" button is highlighted with an orange border. Below these buttons is the heading "Student and Parent Sign In". Underneath, there are two input fields: "Username" and "Password". Below the "Password" field is a link that says "Having trouble signing in?". A green arrow points to this link. At the bottom right of the form is a blue "Sign In" button.

# Create New Account

PowerSchool

Sign In **Create Account**

**Student and Parent Sign In**

Username

Password

[Having trouble signing in?](#)

**Sign In**

- You MUST receive a web letter from our school containing an initial Access ID and Access Password in order to set up your account. Contact Mrs. Abrams at [l.abrams@mmladeschool.com](mailto:l.abrams@mmladeschool.com) if you have not received the letter.
- If you have more than one child who is new to Parent Access, you will need a web letter for each child.
- Directions:
  - Click Create Account Tab
  - Click Create Account

# Create Account (Continued)

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The screenshot shows a web form titled "PowerSchool Create Parent Account". The form has a blue header with the "PowerSchool" logo. Below the header, the title "Create Parent Account" is displayed. The form contains several input fields: "First Name", "Last Name", "Email", "Desired Username", "Password", and "Re-enter Password". The "Password" field is split into two adjacent boxes. Below the "Re-enter Password" field, there is a section titled "Password must:" with a bullet point indicating "•Be at least 6 characters long". At the bottom of the form, there is a link that says "Link Students to Account".

PowerSchool	
<b>Create Parent Account</b>	
First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/> <input type="password"/>
Re-enter Password	<input type="password"/>
Password must: •Be at least 6 characters long	
<a href="#">Link Students to Account</a>	

- Directions:
  - Complete all fields (all are required)
    - First Name and Last Name is the **parent** information.
    - **The Username and Password is something YOU create, NOT the ones on the Web Letter.**
  - The username **cannot** be an email address.

# Create Account Cont.

## Link Students to Account

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

1	Student Name	Jeremy Green
	Access ID	chparent135
	Access Password	*****
	Relationship	Mother
2	Student Name	
	Access ID	
	Access Password	
	Relationship	-- Choose
3		

## Link Students to Account

- Directions:
  - Enter Student Name (first name then last name).
  - Enter information from the Web Letter.
  - Pull down your relationship to the student.
- Add any additional students new to Parent Access.
- Click Enter.

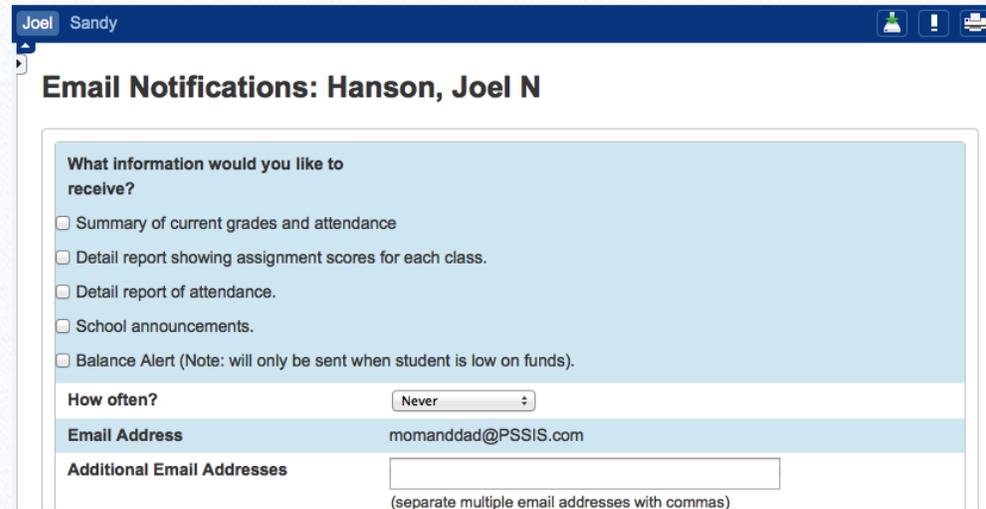
# Email Preferences

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- To receive reports of student(s) information, email preferences need to be set up in Parent Portal.
- Reports that can be received:
  - Grades
  - Attendance
  - Assignment Scores and Descriptions
  - Comments



# E-mail Preferences (Continued)



The screenshot shows a web browser window with a blue header bar containing the name "Joel Sandy" and icons for a user profile, a warning, and a printer. Below the header, the page title is "Email Notifications: Hanson, Joel N". The main content area has a light blue background and contains the following form elements:

- 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).
- How often?** with a dropdown menu currently set to "Never".
- Email Address** with the value "momanddad@PSSIS.com".
- Additional Email Addresses** with an empty text input field and a note: "(separate multiple email addresses with commas)".

## Email Notifications

- Check the boxes next to items you would like to receive.
- Use the drop down arrow to indicate the time would like notifications.
  - *Once a Week* is sent on Sunday evenings.
- Additional email addresses may be added.
- Ability to set this for all students at one time is available.
- Click Submit.

# View Teacher Comments/Parent Email/ Daily Bulletin

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- **Teacher Comments:**
  - Teachers have the ability to make general comments (at Progress Report time) for the overall grade for the class.
  - Teachers can also make specific comments for a particular assignment.
- **Parent Email:**
  - Parents can email each teacher directly through Parent Access.
- **Daily Bulletin:**
  - If the school creates a bulletin announcement, parent can view this announcement directly in Parent Access.

# View General Teacher Comments

The screenshot displays the Parent Access interface. On the left is a navigation menu with options: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments (highlighted), School Bulletin, and Class. The main content area is titled "Teacher Comments: Christensen, Kathryn D". Below the title is a "Reporting Term" dropdown set to "S1" and a "Show dropped classes also" button. A table lists teacher comments for various classes:

Exp.	Course #	Course	Teacher	Comment
1(A-B)	SCI2000	Chemistry 1	Sheen, Brian T	
2(A)	HE10	Health 10	Rutter, Stephen D	Kathryn has shown great improvement during S1. Great job!
4(A)	SOC2100	World History	Smith, Gerald R	Is working hard and making progress.
2(B)	LS1000	Home Repair	Schmidt,	

- Directions:
  - Log into the Parent Access account.
  - Click Teacher Comments on the left hand side.
- General comments will be shown in the middle of the screen (these comments are usually completed around end of marking period).

# View Assignment Teacher Comments

The screenshot shows a sidebar on the left with the following navigation options: Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, Balance, My Calendars, and School. The main content area displays the following information:

Health 10 Rutter, Stephen D 2(A) B- 80%

**Teacher Comments:**  
Kathryn has shown great improvement during S1. Great job!

**Section Description:**  
**Mr. Rutter:**  
Previous years of experience: 15  
Degree: B.S. Physical Education, Washington State University

Due Date	Category	Assignment	Codes	Score	%	Grd
08/29/2014	QZ	pp. 1-10 Quiz		10/10	100	A
09/10/2014	QZ	pp. 11-22 Quiz		10/10	100	A
09/15/2014	TST	Chapter 1 Test		66/100	66	D
09/30/2014	QZ	pp. 34-38 Quiz		9/10	90	A-
10/06/2014	TST	Chapter 2 Test		77/100	77	C+
11/15/2014	PROJ	Oral Report & Research Paper		190/200	95	A-

- Directions:
  - Click the Grades and Attendance icon.
  - Click on the Grade for a class.
  - Click on the BLUE score.
    - If there is no BLUE score, then there is no comment for that assignment.

# Email Teacher

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## Emailing a Teacher from Parent Access

- Directions:
  - Click on the Grades and Attendance Icon.
  - Click on the teacher's name in BLUE.
    - This will open up email and allow email to be sent directly to the teacher.

# View Daily Bulletin

Jared Kathryn Lacy

Navigation

Teacher Comments: Christensen, Kathryn D

View School Bulletin

Apple Grove High School Bulletin for Wednesday, October 15, 2014

**Modified Schedule October 20 - 24**

We will be on a **modified schedule** the week of October 20 – 24 to accommodate parent-teacher conferences. Please call the office now at 555-555-1212 to make an appointment. Thank you!

View other dates: [calendar icon]

Teacher Comments					job!
School Bulletin	4(A)	SOC2100	World History	Smith, Gerald R	Is working hard and making progress.
Class Registration	2(B)	LS1000	Home Repair	Schmidt, Andrew G	

## Schools Utilizing the Daily Bulletin Feature

- Directions:
  - Click on the School Bulletin icon.
- To see a date in the past:
  - Click on the calendar icon on the Daily Bulletin and edit the date.

# View Grades and Attendance

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- Grades and Attendance are what Parent Access is really all about.
- Viewing Grades and Attendance is an easy process.
- Attendance is only recorded in the morning, so only AM Attendance class will show information.

# View Current Grades and Attendance

## View Current Grades and Attendance

- Click on the Grades and Attendance Icon.

- Find the information in the middle of the screen.

- Anything in BLUE is clickable for more information.

Jared Kathryn Lacy

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin

**Grades and Attendance: Christensen, Lacy F**

Grades and Attendance Standards Grades

Exp	Last Week					This Week					Course	Q1	Q2	S1	Q3	Q4	S2	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F									
1(A)	.	.	.	.	.	.	.	.	.	.	Keyboarding Kook, Steve M - Rm: 211	B	C	C	--	--	--	1	1
2(A)	.	.	.	.	.	.	.	.	.	.	Health 10 Rutter, Stephen D - Rm: LH23	D	D	D	--	--	--	1	1
3(A-B)											Algebra Vigen, Robert R - Rm: 222	A-95	A-91	A-93	--	--	--	3	5

# View Historical Grades

Historical Grades are the same grades that were on the Progress Report.

**Grade History: Christensen, Kathryn D** [View Graduation Progress](#)

Q1				
Course	Grade	%	Cit	Hrs
Chemistry 1	A	98	H	0.0
English 1	A-	91	H	0.0
Health 10	C-	72	H	0.0
Home Repair	A-	91	H	0.0
Programming	A	96	H	0.0
World History	B+	87	H	0.0

Q2				
Course	Grade	%	Cit	Hrs
Chemistry 1	A-	95	H	0.0
English 1		0	H	0.0
Health 10	D-	62	H	0.0

- Directions:
  - Click on the Grades History icon.
  - Scroll on the Historical Grade you are interested in viewing.
- Anything in BLUE is clickable for more information.

# Parent Access App

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- The App is available for both Android and Apple devices (including the Iwatch).
- Google Play and I-Tunes
- Download Information:
  - Server Name: [archbalt.powerschool.com](http://archbalt.powerschool.com)
  - Select School Name
  - If you are asked for zip code, please use 21201.

# Wrap Up

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- You must have a Web Letter with an Access ID and Access Password to link to the student.
- Single Sign-On is available for multiple students.
- You have the ability to view:
  - Grades (current and historical).
  - Attendance.
  - Daily Bulletin.
- You must set up email preferences in order to receive reports.
- You can email teachers directly.
- The App is available for Android and Apple devices.