

Parent Access

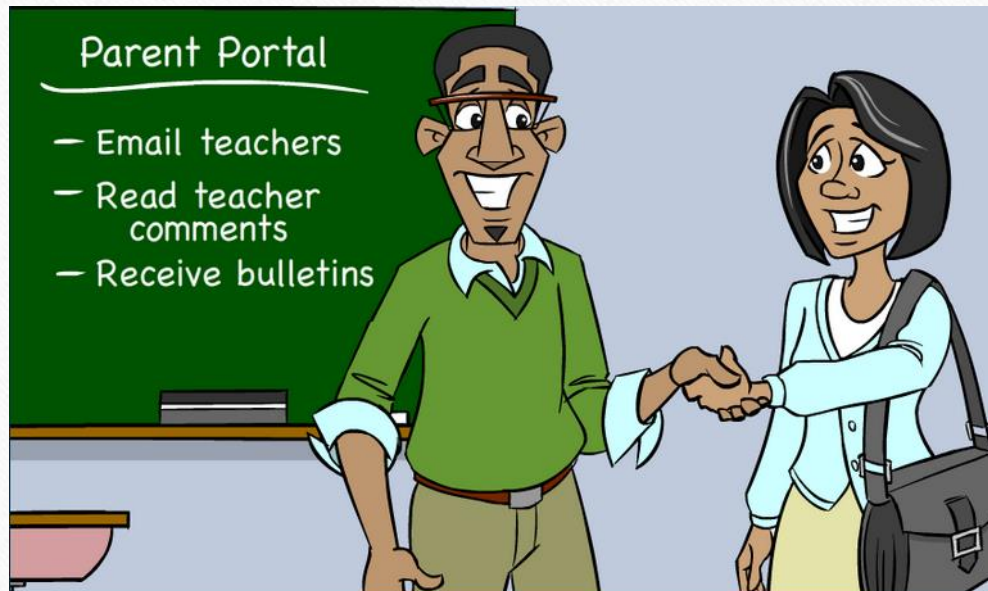


Archdiocese of Baltimore
archbalt.powerschool.com/public



Parent Portal

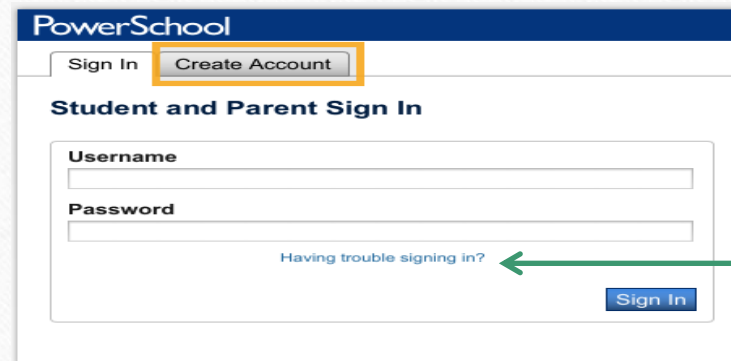
What is it?



- 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

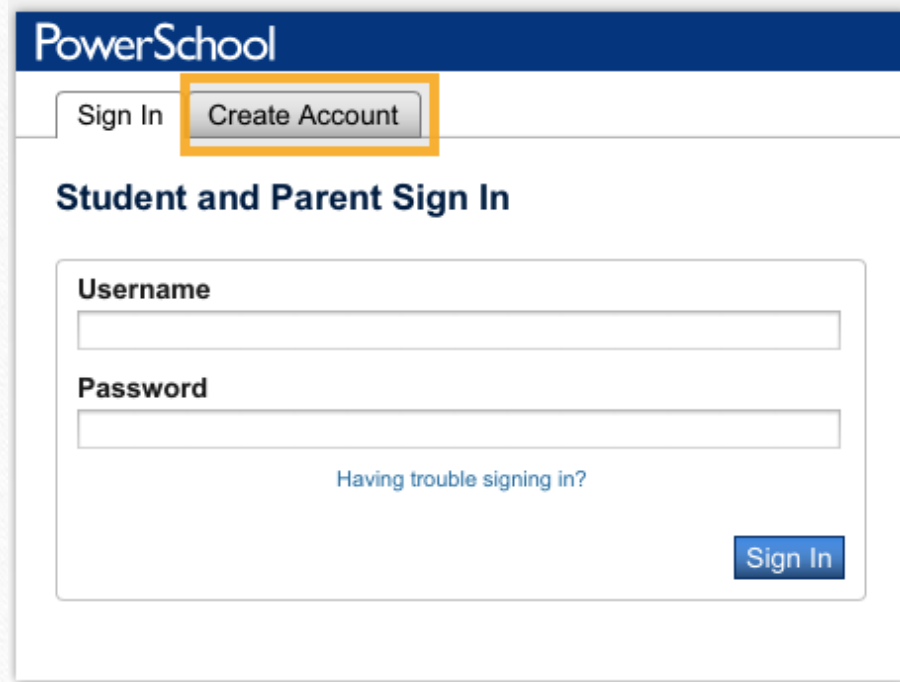
Existing Account

- 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 image shows a screenshot of the PowerSchool login page. At the top, there is a blue header with the 'PowerSchool' logo. Below the header, there are two buttons: 'Sign In' and 'Create Account'. The 'Create Account' button is highlighted with an orange border. Below these buttons, the text 'Student and Parent Sign In' is displayed. Underneath, there are two input fields: 'Username' and 'Password'. Below the 'Password' field, there is a link that says 'Having trouble signing in?' with a green arrow pointing to it from the right. At the bottom right of the form, there is a blue 'Sign In' button.

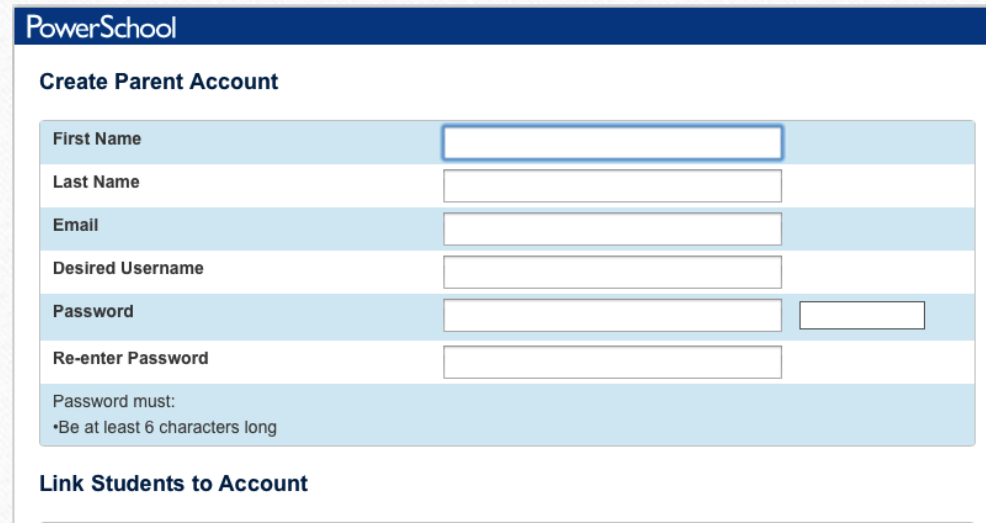
Create New Account



The screenshot shows the PowerSchool login interface. At the top is a blue header with the 'PowerSchool' logo. Below the header are two tabs: 'Sign In' and 'Create Account'. The 'Create Account' tab is highlighted with an orange rectangular box. Underneath the tabs is the section 'Student and Parent Sign In'. This section contains two input fields: 'Username' and 'Password'. Below the password field is a blue link that says 'Having trouble signing in?'. At the bottom right of the sign-in area is a blue 'Sign In' button.

- 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@msladeschool.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)



The screenshot shows the 'PowerSchool' logo at the top left of a form titled 'Create Parent Account'. 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 these fields, a light blue box contains the text 'Password must:' followed by a bullet point '•Be at least 6 characters long'. At the bottom of the form, there is a link that says 'Link Students to Account'.

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

[Link Students to Account](#)

- 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

- 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

Email Preferences

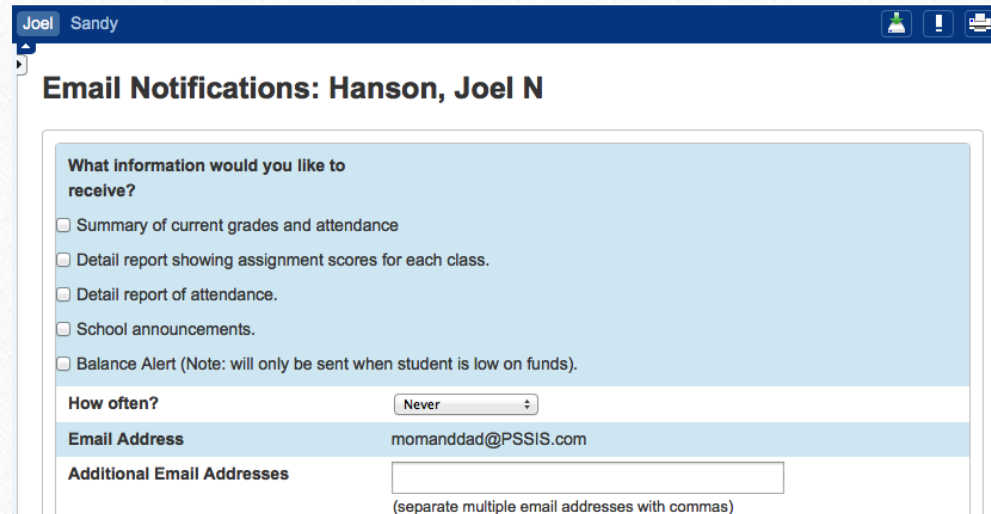
Setting Up Email Preferences

- Click on the Email Notification icon on the left hand side of screen (4th icon down).

The screenshot shows a web application interface for 'Joel Sandy'. The navigation menu on the left includes: Grades and Attendance, Grade History, Attendance History, Email Notification (highlighted with a green arrow), Teacher Comments, School Bulletin, and Class Registration. The main content area is titled 'Grades and Attendance: Hanson, Joel N' and contains a table of attendance data.

Exp	Last Week							This Week							Course	Absences	Tardies
	M	T	W	H	F	S	S	M	T	W	H	F					
1(A)	Phys Ed 11 Potter, Justin Z - Rm: Gym	2	0		
2(A-B)	Pre-Calculus Carlson, Steven N - Rm: 204	1	1		
3(A)	Beginning Pottery Wright, Scott T - Rm: 111	0	0		
4(A-B)	Chemistry 1 Dombeck, Bartolomeu	1	3		

E-mail Preferences (Continued)



The screenshot shows a web interface for 'Email Notifications: Hanson, Joel N'. At the top, there is a header bar with 'Joel Sandy' and icons for user, help, and print. The main content area is titled 'Email Notifications: Hanson, Joel N'. Below this, there is a section titled 'What information would you like to receive?' with five checkboxes: 'Summary of current grades and attendance', 'Detail report showing assignment scores for each class.', 'Detail report of attendance.', 'School announcements.', and 'Balance Alert (Note: will only be sent when student is low on funds)'. Below the checkboxes is a 'How often?' section with a dropdown menu set to 'Never'. Below that is an 'Email Address' field with the value 'momanddad@PSSIS.com'. At the bottom is an 'Additional Email Addresses' field with a placeholder text '(separate multiple email addresses with commas)'.

Joel Sandy

Email Notifications: Hanson, Joel N

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? Never

Email Address momanddad@PSSIS.com

Additional Email Addresses

(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

- 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' sidebar with icons and labels for '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:

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

 Attendance History	Health 10	Rutter, Stephen D	2(A)	B-	80%
 Email Notification	Teacher Comments: Kathryn has shown great improvement during S1. Great job!				
 Teacher Comments	Section Description: Mr. Rutter: Previous years of experience: 15 Degree: B.S. Physical Education, Washington State University				
 School Bulletin	Due Date	Category	Assignment	Codes	Score % Grd
 Class Registration	08/29/2014	QZ	pp. 1-10 Quiz		10/10 100 A
 Balance	09/10/2014	QZ	pp. 11-22 Quiz		10/10 100 A
 My Calendars	09/15/2014	TST	Chapter 1 Test		66/100 66 D
 School	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-

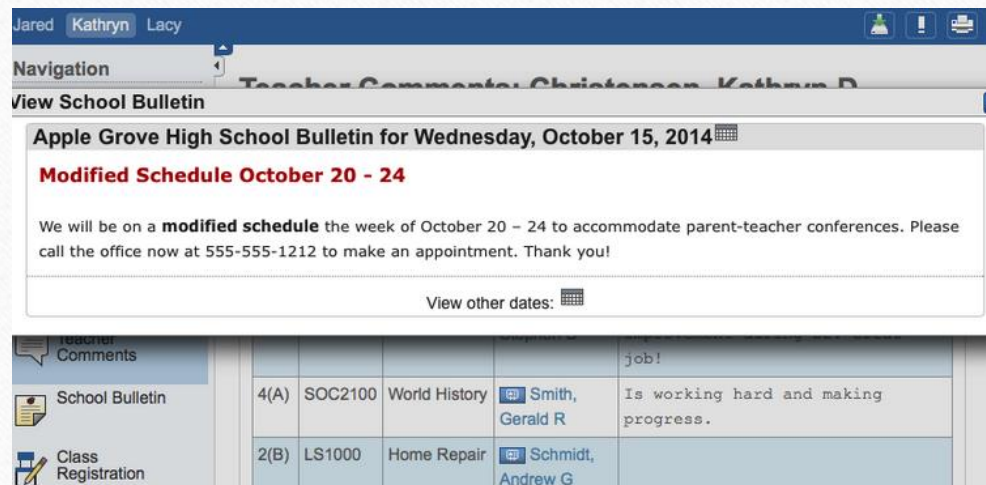
- Directions:
 - Click the Grades and Attendance icon.
 - Click on the Grade for a class.
 - Click on the BLUE score.
 - If there is no BLUE score, then there is no comment for that assignment.

Email Teacher

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



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

- 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

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 85	C 74	C 74	--	--	--	1	1
2(A)	Health 10 Rutter, Stephen D - Rm: LH23	D 65	D 66	D 66	--	--	--	1	1
3(A-B)											Algebra Vigen, Robert R - Rm: 222	A- 95	A- 91	A- 93	--	--	--	3	5

- Click on the Grades and Attendance Icon.
- Find the information in the middle of the screen.
- Anything in BLUE is clickable for more information.

View Historical Grades

Navigation

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

Grade History: Christensen, Kathryn D

[View Graduation Progress](#)

Q1				
Course	Grade	%	Clt	Hrs
Chemistry 1	A	98	H	0.0
English 1	A-	97	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	%	Clt	Hrs
Chemistry 1	A-	95	H	0.0
English 1		0	H	0.0
Health 10	D-	62	H	0.0

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

- 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

- 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
 - Select School Name
 - If you are asked for zip code, please use 21201.

Wrap Up

- 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.