

# PowerSchool

Cheshire Public Schools is using PowerSchool which offers parents real-time access to attendance, fee balances, and school announcements. In addition, grades and assignments are available for students attending Cheshire High School and Dodd Middle School. Parents can also email teachers directly from PowerSchool, or choose to receive automatic updates to one or more email addresses. The PowerSchool link is available anywhere in the world, just by logging into the Internet. All information is secure and information about your child is only available to you.

PowerSchool is a tool to increase communication between parents and teachers. We are excited at the potential of this new technology, but realize that with this comes a paradigm shift. Each teacher will be maintaining grades and attendance in PowerSchool.

We believe it is important for parents and students to become educated in the process of grades and assessment through PowerSchool. With PowerSchool, it will now be possible for parents to check grade and attendance information at any time throughout the school year.

## Accessing PowerSchool

Your parent and student login and password are located at the top of this letter. You may access PowerSchool on any type of computer and any internet browser anytime after August 31, 2009.

To access PowerSchool, open your internet browser and type the following address:

<http://powerserver.cheshirect.org>.

On the PowerSchool login screen, enter your username. On the next line, type in the confidential password exactly as it appears on your PowerSchool letter and click the Enter button. Passwords are case sensitive.

Do not forget to log off when you are done in PowerSchool. Click on the **Logout** button, which is available in all screens in the upper right hand corner.

Once you've logged into PowerSchool, you will see a menu bar at the top of the screen. The default screen that appears is the **Grades and Attendance** screen.



The image shows a login form with two input fields: 'Username' and 'Password'. Below the password field is a link that says 'Forgot your member name or password?'. At the bottom right of the form is a blue button labeled 'Enter'.



### Here is a brief description of each option:

- **Grades and Attendance-** Displays the current term (quarter or semester) grade, past two week's attendance, and the attendance totals for the current term and/or the year.
- **Grades History-** Displays all previous grades for the current year.
- **Attendance History-** Displays attendance for the current year.
- **Email Notification-** Parents can request various email notifications.
- **School Bulletin-** Displays school bulletin items/announcements.
- **Class Registration-** Course requests for the next school year.
- **Balance-** Displays lunch balance and daily transactions, and other fees.

## Grades and Attendance

On this screen, you will find a complete listing of all your child's classes, teachers, current grade averages, and attendance information.

Any blue words and numbers are hyperlinks. By clicking on them, you can find more detailed information. By clicking on a teacher's name, you can also send an email message to your child's teacher. Remember, your computer must be set up to send emails from your browser. Contact your Internet service provider for help with this feature.

**Grades:** The blue links (letter grade and % score) give you more information about your child's grades. If you click on any of these links, it will take you to another screen that displays class information and a list of individual assignments, projects, etc. Click on the blue links to find out the details for the assignment. Please note that not every assignment will have a description. The date at the bottom of the screen shows you the last time the information was updated by the teacher.

To return to the first screen at any time, simply click on the **Grades and Attendance** icon at the top of the screen.

**Attendance:** This screen also shows when your child was tardy or absent. Click on the numbers in blue to find out the days in which your son or daughter was late or absent. Attendance procedures vary by school:

**Dodd Middle School-** Attendance is taken once daily in the AM in grade level homeroom

**CHS-** Attendance is taken at the beginning of each class, periods 1-8 and Advisory. Refer to the CHS Student Handbook for more information on the attendance policy.

## Grades History

The **Grades History** screen allows you to view a list of all grades that your child has earned for past terms in the current year only. In one sense, this view is essentially a report card screen. In this view, you are able to see the letter grade and percentage grade. You may click on the percentage grade to see the detail listing of scores that made up the final grade.

**Dodd Terms:** Q1=Quarter 1, Q2=Quarter 2, Q3=Quarter 3, Q4=Quarter 4, Y1 = Year

**CHS Terms:** Q1=Quarter 1, Q2=Quarter 2, E1=Mid Term Exam, S1=Semester 1, Q3=Quarter 3, Q4=Quarter 4, E2=Final Exam, S2=Semester 2, Y1 = Year

## Attendance History

Click the **Attendance History** icon to see your child's attendance record by class for the current term or year. On days when school is not in session, a dash will appear. CHS is the only school where attendance is taken for every class. For CHS, on days a class is not in session, due to the rotating schedule, a dot will display. For a complete listing of all attendance codes used in each school, scroll to the bottom of the screen. Check the student handbook for a more detailed description of the attendance codes used.

## Email Notification

The Email Notification screen allows you to register to receive automatic email updates sent to your personal email account. There are four areas that need to be configured for email notifications to begin.

The first item to configure is the type of information you want to receive. There are five options to choose from. (Note: the more you select the more email you will receive.)

**Summary of current grades and attendance-** Sends out one email giving a summary of final grade and attendance totals for each of your child's classes.

**Detailed report of attendance-** Sends out an email containing detailed attendance for each class enrolled in for the current term. This report would only be useful for CHS students.

**Detailed reports showing all assignment scores for each class-** sends out one email for each class with each assignment for the quarter. (Note: if your child has 6 classes you will receive 6 emails, one for each class. If you have multiple students at Dodd or CHS you can be receiving over 12 emails with detailed information.)

**School announcements-** Sends out school announcement information in a plain text format.

**Balance Alert-** Will only be sent when a student has outstanding fees for lost textbooks, etc.

Next, configure the "How Often?" option of notifications. There are five options to choose from: Never, Once a Week, Once Every Two Weeks, Once a Month, or Daily.

The next item, "Send Now", allows you to have the emails sent to your email account immediately. Check this box at any time and click the submit button to have emails sent immediately. If this is not checked you will receive the next update according to the choices made above. The server sends out the emails automatically on Mondays for all options except "Daily."

**Note:** You can make changes to this configuration screen at any time. Upon hitting the Submit button, the changes will take effect.

The final step is to configure what email accounts you want to activate. Type in the email address of the account that you want to use to receive PowerSchool emails. **You can have the email sent to multiple email addresses by simply separating the email addresses with a comma.** Please check your addresses carefully; incorrect email addresses will prevent you from receiving your requested notifications.

**Note:** *The emails are generated by the PowerSchool system. **PLEASE DO NOT REPLY TO THE AUTOMATED EMAILS.** The message will not be received or read. If you have a question about the content of the emails, please contact the teacher or the school.*

## **School Bulletin**

The PowerSchool program gives parents access to the latest information happening in school. Click on the **School Bulletin** button to pull up the list of school announcements. At the bottom of this screen, you can also access information from a previous day's bulletin by clicking on a previous date.

## **Class Registration**

Class Registration is activated once a year, typically in February, for students to request classes for the next school year. More information will become available when we begin the class registration process for next year. If you have questions concerning class registration please email Sue Leonard at [sleonard@cheshire.k12.ct.us](mailto:sleonard@cheshire.k12.ct.us).

## **Balance**

The PowerSchool program gives parents access when a student has outstanding fees for lost textbooks, dues, or other fees.

If you have any questions concerning the PowerSchool system, please email Andrew Abate at [aabate@cheshire.k12.ct.us](mailto:aabate@cheshire.k12.ct.us). If you have any questions concerning your child's grade, please click on the teacher's email address located on the Grades and Attendance page.