



## Access for Parents and Students

**Introduction:** The PowerParent application offers parents the opportunity to access real-time student information, such as grades, attendance, and class information. An Internet connection is the only requirement to use this exciting tool. All student information is delivered securely and can only be viewed by using the username and password information provided by your child's school.

PowerParent may be accessed by entering the unique Username and Password described below for **each** of your children in our schools (Please be aware that if you have more than one student in Warren Woods Public Schools, it will be necessary to login individually for each student. It is not currently possible to view all students with one login ID)

### Accessing PowerParent:

1. Login to the Internet by launching your internet browser (ie: Internet Explorer, Firefox, Safari).
2. Access to the Parent Portal can be found in one of two ways:
  - a. Go to district website: [www.warrenwoods.misd.net](http://www.warrenwoods.misd.net)
    - i. Select Schools in the left margin
    - ii. Select Warren Woods Tower High School
    - iii. Click the link in the left margin bar entitled "PowerParent"
  - b. Go to <https://ps.waw.misd.net/public>

The image shows a screenshot of the PowerSchool login interface. At the top, the 'PowerSchool' logo is displayed. Below the logo is a login form with two input fields: 'Username' and 'Password'. The 'Username' field contains the text 'myusernamehere'. The 'Password' field is filled with a series of black dots. Below the password field is a link that reads 'Forget your member name or password?'. At the bottom right of the form is a blue button labeled 'Enter'.

3. At the Parent Login Screen enter your Unique login Username and Password that was provided to you by your child's school and click **ENTER**.
4. ***Do not forget to Log Off when you have finished\*\****

### TIPS:

Blue words are hyperlinks to more detailed information. If it is **blue**, it is "clickable"

5. **Keep your user name and password in a safe place.** Your password protects your information. Do not share it with anyone. If you forget your information, or misplace it, please contact your school 586-439-4402 or email [powerparent@waw.misd.net](mailto:powerparent@waw.misd.net) and we will be happy to assist you.
6. Please be aware that grades will not be available / viewable until the teacher has recorded them electronically. **Please be patient with this process....it is not realistic to expect teachers to enter grades on the same day the assignment is due.**

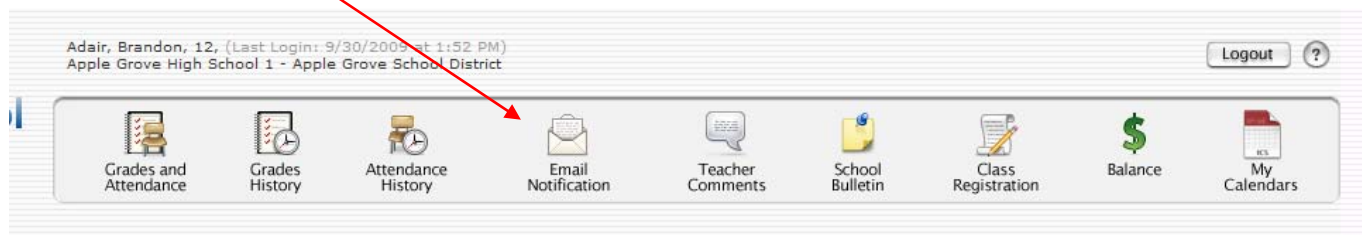
### Parent Menu:

Upon logging in to PowerParent, you will see the following menu bar at the top of the screen.

From this screen parents have access to:

- Grades and Attendance
- Grades History
- Attendance History
- Email Notifications
- School Bulletins
- Lunch and Fees Balances (Only Fee Balances are available at this time)
- Calendar Subscriptions (must have subscription to ICal)

You can access any of the above resources by clicking on the appropriate icons located at the top of your computer screen.



The default screen that appears is the Grades & Attendance screen:

1. Displays the current term's grade and attendance data.
2. If you have questions regarding attendance information, please contact your child's building attendance office.

## Parent Startup Page (Default Screen)


**Grades and Attendance** View Standards Grades

Attendance By Class

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)	.	.	.	.	.	.	.	.	.	.	Speech Lura, Colleen R	B+ 88	A- 94	A- 91	A- 90	B+ 87	B+ 88	3	1
2(A)	.	.	.	.	.	.	.	.	.	.	Open Media Accatino, Steve	A 100	D+ 67	B 83	--	--	--	3	0
3(A)	.	.	.	.	.	.	.	.	.	.	Phys Ed 12 Maxedon, Kerry	A 98	A 98	A 98	--	--	--	2	0
4(A-B)											Consumer Math Adams, Mark B	B- 80	F 53	D 64	--	--	--	5	1
1(B)	.	.	.	.	.	.	.	.	.	.	Current Affairs Manston, Greg T	A- 93	B+ 89	A- 91	A- 90	A- 91	A- 91	3	1
2(B)	.	.	.	.	.	.	.	.	.	.	Chamber Singers Berndt, Gordie E	A 100	A 100	A 100	--	--	--	3	0
3(B)	.	.	.	.	.	.	.	.	.	.	Journalism Hastings, Jacquelyn V	F 44	F 59	F 51	F 12	F 45	F 30	5	0
												<b>Attendance Totals</b>		24	3				

Current Simple GPA (S1) 2.7223  
Show dropped classes also

Legend  
Attendance Codes: Blank=Present | NS=No Show | A=Absent | T=Tardy | P=Parent Excused | U=Unexcused | S=School Excused | I=In School Suspension | O=Out of School Suspension | X=Truant | V=Vacation | F=Field Trip |  
Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |

Print Page 

1. This screen shows current grades and attendance in each class for your student. The attendance view is for the past two weeks.
2. If you click on a Teacher's Name, you can email the teacher directly provided you have your computer and email account is set up properly.
3. If you click on a grade or percentage link, you can see all of the assignments for the selected grading period along with the scores for each of the assignments.

### TIPS:

- The "Attendance Totals" represent the total PERIODS absent/tardy, not total days. DAILY attendance is noted in the table at the bottom of the screen.
- You can see you child's periods/dates of absences by clicking on the total absence links in each respective class or on the attendance totals. Sample below:

### Dates of Attendance

Dates of all absences for Journalism Exp. 3(B) (ENG1100.2) for S1:

1. Monday, June 1, 2009 - U
2. Wednesday, June 3, 2009 - U
3. Friday, June 5, 2009 - U
4. Tuesday, September 1, 2009 - A
5. Friday, October 16, 2009 - A

**Attendance History Screen:** This represents your child's attendance record. On days when school is not in session, a dash will appear.

**Attendance History**

Course	Expression	6/1-6/5					6/8-6/12					6/15-6/19					6/22-6/26					6/29-7/3					7/6-7/10					7/13-7/17					7/20-7/24					7/27-7/31				
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F					
Speech Lura, Colleen R 115 E: 6/1/2009 L: 5/30/2010	1(A)	.	U	.	U	.	.	.	.	.	.	.	S	.	.	.	.	T	.	.	.	.	.	.	.	.	.	S	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
Open Media Accatino, Steve 141 E: 6/1/2009 L: 11/30/2009	2(A)	.	U	.	U	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.					
Phys Ed 12 Maxedon, Kerry LH23 E: 6/1/2009 L: 11/30/2009	3(A)	.	A	.	U	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.					
Consumer Math Adams, Mark B 113 E: 6/1/2009 L: 11/30/2009	4(A-B)	U	U	U	U	U	.	.	.	.	.	S	S	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.					
Current Affairs Manston, Greg T 123 E: 6/1/2009 L: 5/30/2010	1(B)	U	.	U	.	U	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.				
Chamber Singers Berndt, Gordie E 315 E: 6/1/2009 L: 11/30/2009	2(B)	U	.	U	.	U	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.				
Journalism Hastings, Jacquelyn V 217 E: 6/1/2009 L: 5/28/2010	3(B)	U	.	U	.	U	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.				

A Legend with Attendance Codes are listed at the bottom of the screen.

**Legend**

Attendance Codes: Blank=Present | NS=No Show | UNV=Unverified | TU=Tardy Unexcused | T=Tardy Excused | E=Excused | C=Career Day | CNS=Counselor | FNL=Funeral | FT=Field Trip | HBA=Homebased Services | HH=Homebound Hospitalized | I=Illness | LTE=Late | NTL=Notified Late | OFC=Office | OSS=Out of School Suspension | Rx=Medical Dr. Note | R=Religious | SK=Skip | U=Unexcused | V=Vacation | WE=Weather Excused | WU=Weather Unexcused | YTH=Youth Home |

**TIPS:**

A UNV absence code is a teacher assigned code. It is important that parents follow up with the attendance office explaining the reason for a student's absence by calling the attendance hotline. The attendance office converts all reported absences to the appropriate absence code.

**Class Scores Detail Screen:**

**Class Score Detail**

Course	Teacher	Expression	Final Grade <sup>1</sup>
Speech	Lura, Colleen R	1(A)	B+ 88%

**Teacher Comments:**

**Section Description:**

Due Date	Category	Assignment	Codes	Score	%	Grd
06/13/2009	TST	One		9/10	90	A-
06/13/2009	HW	1		8/10	80	B-
08/08/2009	TST	two		9/10	90	A-
08/08/2009	HW	2		9/10	90	A-

Grades last updated on 9/23/2009

✔ - Collected, ✘ - Late, ✘ - Missing, ✘ - Score is exempt from final grade, ✘ - Assignment is not included in final grade

1 - This final grade may include assignments that are not yet published by the teacher. It may also be a result of special weighting used by the teacher.

Print Page

**TIPS:**

If an assignment title is **blue**, a detailed description or additional references are available which can be viewed by clicking on the link.

## Email Notifications Screen:

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)

**Submit**

1. Parents/Guardians are able to notifications for progress reports, attendance records, and school announcement alerts on a daily, weekly or monthly basis.
2. Click on the desired settings.
3. Enter email addresses where notifications may be sent.

### TIPS:

- Multiple email addresses can be entered simply by placing a comma ( , ) no spaces between each address. (eg: myemail@yahoo.com,myworkemail@workplace.net)
- When email reports are received, DO NOT reply to the email. That is an auto notification system. Your email responses will not be routed to the school or the teacher. To contact the teacher, please login to your PowerSchool account and click on the teacher link to send an inquiry.
- Be advised that teachers may not be able to update their gradebooks on a daily basis.

## Teacher Comments Screen

Teacher Comments*			
Exp.	Course	Teacher	Comment
1(A)	Speech	<a href="#">Lura, Colleen R</a>	Accepts responsibility for own actions.
2(A)	Open Media	<a href="#">Accatino, Steve</a>	

1. Teacher Comment Screen displays any comments your child's teacher has posted on behalf of the student.
2. If you have questions regarding any comments, click on the teacher name (blue link) to send an email to your child's teacher.

**Daily Bulletin Screen** Displays school announcements for previous, current and following day.

Apple Grove High School 1 Bulletin for Wednesday, September 30, 2009
No bulletin items were found for this date.
<a href="#">9/29/2009</a>   <a href="#">9/30/2009</a>   <a href="#">10/1/2009</a>

## Daily Balances Screen

Displays lunch account balances and any outstanding fee balances owed by your student.

1. Currently, the Lunch Transactions feature is not available.
2. The Fees Transaction feature is being utilized.

Fee Transactions - Current Balance: 100100						
Date	Time	Fee Type	Description	Fee	Paid	Balance
06/01/2009	7:39 AM	SOY Balance	SOY Balance	50.00	0.00	50.00
06/10/2009	11:48 AM	Activity Fee	Literature Book	10.00	10.00	0.00
06/18/2009	8:18 PM	Lab Fee	Science lab fee	50.00	0.00	50.00
Totals:				110.00	10.00	100.00

## My Calendars Screen

(Available only for MAC users who have iCal, or PC Users who have an iCal compatible program installed on their computer.)

### My Calendars

My calendars requires an application which supports the vCalendar standard. To use the Subscribe links below visit [iCalShare](#) to find an application that supports the vCalendar standard.

#### Homework Calendars

Exp	Course	Teacher	Class Assignments Only	Class Assignments With My Scores and Final Grades*
1(A)	Speech	Lura, Colleen R	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>
2(A)	Open Media	Accatino, Steve	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>
3(A)	Phys Ed 12	Maxedon, Kerry	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>
4(A-B)	Consumer Math	Adams, Mark B	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>
1(B)	Current Affairs	Manston, Greg T	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>
2(B)	Chamber Singers	Berndt, Gordie E	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>
3(B)	Journalism	Hastings, Jacquelyn V	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>

\*Subscription requests for calendars with assignment scores and final grades will require your PowerSchool username and password.

#### School Calendars

School Event Calendar - [Subscribe](#)

## Communicating with Teachers

PowerSchool is a tool to increase communication between parents and teachers. We are excited at the potential of this new application, but realize that with this comes a shift in the way we work and communicate. For example, the teachers at Warren Woods Tower High School are using PowerSchool Teacher's electronic grade book and have spent numerous hours learning how to use the program to its full potential. We believe that along with teachers, it is also important for parents to become educated in the process of grades and assessment. Before PowerSchool, parents received grade information only upon request or at scheduled times. With PowerSchool, it will now be possible for parents to check grade information at any point in the year. With that in mind, parents need to know and understand the following:

1. Each teacher has his or her own grading system. Some teachers work on a straight points system while others weigh the scores according to assignment categories (tests, quizzes, etc). Some give

grades for class participation while others do not accept late work. Our teachers inform all of their students at the beginning of the course of their expectations and their grading scheme. For this reason, it is very important for parents to read the grading policy provided by each teacher. Some teachers will list their grading policy on their teacher website or at the top of the PowerSchool *Class Score Detail* screens (clicking on the student's class average in the *Grades and Attendance* screen will take you there.) Other teachers will include grading policies in their course syllabus.

2. Grades can change dramatically in the first few weeks of each marking period. In the beginning of each term, you may see zeros or wild shifts in the class average of your child. When there are only one or two assignments in the grade book, a low or high score can make a dramatic change in the overall grade average. The grade book instantly recalculates the overall grade as every assignment is entered. Please contact your child's teacher if you have concerns.
3. Teachers need time to grade projects, assignments, and tests. Each day teachers are expected to have new material and lesson plans ready for class. Many teachers are also involved in extra curricular activities that take time to plan and attend. With that in mind, teachers do need time to get the assignments graded. For example, a teacher will not be able to post grades for an essay assignment the next day when he/she has 25 students in their class. We have asked our teachers to try to have all grades entered into PowerSchool within a reasonable period of time. Please be patient as it does take time.
4. Teacher email links are available in PowerSchool, or on our district website (<http://www.warrenwoods.misd.net>). You may communicate with the teacher through email or by phone. If you choose to use email, realize that due to the nature of the job, most teachers have little time to respond to email during the school day. Do not expect an immediate response to email messages. However, if you do not receive a response from the teacher within a day or two, please contact the school. Any correspondence with the teacher through email is considered public record. Teachers may only share strictly factual information through email. For more detailed information, you should schedule a conference with you child's teacher.

## **Student Grade Concerns**

When a student's grade is of concern for a parent, we ask that you follow these steps:

1. Talk with your child first. Ask them what the situation is with their grades.
2. Read the grading policy of the teacher. This may answer the question of why the student has received the grade or explain how the assignments add up to the current average.
3. Check to see if there is an assignment description. In the Class Score Detail screen, if the assignment is listed in blue it will have more information about the assignment. This may help you in understanding what was involved or expected for a particular assignment.
4. Check the date of the assignment. An assignment handed in late may receive deductions from its score. Also, as stated previously, early in the marking period, overall grades can fluctuate dramatically because of the lack of assignments in the grade book.
5. See if there are any missing or late assignments that could be affecting the overall grade average.
6. If none of the above helps, you can contact a teacher for clarification about grades.

# Warren Woods Public Schools

## PowerSchool Parent Portal

### Frequently Asked Questions

#### What is required to connect to the PowerSchool server?

Users need the following to connect:

- 1) A computer with a connection to the Internet
- 2) An updated web browser - IE 6.0, Firefox 1.07 or later, Safari
- 3) A login id and password

#### May I change my PowerSchool password?

No, the system randomly generates the passwords and the user can not change it.

#### Are PowerSchool logins and passwords case sensitive?

No

#### I'm having trouble logging on. Do you have any suggestions?

Please check the following options first:

- Enter your password exactly as it was spelled in the letter from your child's school. The login was created from your child's last name. It may be the entire name or a portion of the name. It may include a 3 digit number after it. The password is a random 5 digit pin number.
- Try logging on from another computer. Computer settings may be different from one computer to another.
- Because of PowerSchool security settings, you can not "save" your password. You must always re-enter your password every time you login.
- If you continue to have trouble, call the Front Office at 439-4402. They will assist you.
  - You may need to provide **the following information**:
    - your name and phone number
    - your child's name,
    - the exact error message you're receiving.

A PowerSchool administrator will get back with you.

#### When I log into PowerSchool, I get an error that says "Login Page Expired. Please re-login or other error messages

Try any of the following to reconnect to PowerSchool

- Try your username and password again - this usually does it - if not,
- Empty your cache
- Try another browser.
- Update your browser to the latest version available. Internet Explorer, Firefox, Mozilla, Netscape, Safari are all compatible browsers.

#### Why will I have a different log on for each of my children?

The PowerSchool log on assigned to you takes you directly to one child's information. PowerSchool does not provide the option to allow one log on to be entered and then provide you a choice for which of your children's information to display. This is not an available feature in PowerSchool.

### **Can other people see my child's grades and information?**

As long as you protect your password, others will not be able to see your child's information. Each child/parent is issued a unique identification log in and password. Remember to log out when you are finished reviewing the information in PowerSchool. **Do not share your child's login information or password with anyone.**

### **May I view my child's grades online at any time or is it limited to just certain times of the day?**

Parent access to PowerSchool is available 24/7 (24 hrs/day, 7 days/week). At some times throughout the school year, PowerSchool may be unavailable for short periods of time due to routine maintenance and/or periods of high volume usage. At the end of the school year, the Parent Portal will be closed for maintenance until the beginning of the following academic year.

### **Do all teachers post grade and attendance information to the PowerSchool server?**

Attendance is posted by teachers and by the office. All teachers assign and post grades to PowerSchool at different times. Some may give grades to their students' everyday and some may give far fewer grades during the semester and marking periods. This is up to each teacher and depends upon their grading system. If you see grades in PowerSchool for some teachers but not others, this is a normal function of the way teachers assign and post grades. There are many factors that determine how soon a teacher can assess and return assignments. Essays and research papers take longer to grade than a quiz. Coaching, club sponsorships, and family commitments can also affect turnaround time, as well as a teacher's student load. All teachers do their best to grade their students and communicate their progress in a timely manner. As always you may contact teachers by e-mail or request a phone call or meeting at any time.

### **Do all teachers use the same grading scales?**

Grading scales are common among teachers and classes in the same building. However, teachers are allowed to make adjustments their grading scales. Please check with your child's teacher regarding their grading scale policy.

### **What does the assignment "due date" mean?**

The way in which teachers enter scores and due dates of an assignment varies and is somewhat based on individual preference. As shown in PowerSchool, due dates could mean any of the following:

- The date the assignment was given
- The date the assignment was recorded in the grade book
- A future date when the assignment will be due and/or recorded.

If you have questions about this, please ask your student to check with the teacher.

### **What does the symbol “- - “ mean on the default grade screen for a class?**

There is a chance that the class may not have met yet or simply a matter of timing between your access and the teacher's update. The other option is that the teacher has opened the grade book and entered an assignment, but has yet to record any scores for that assignment.

### **I've added up the total number of points my student has accumulated in a class and divided it by the total points possible and come up with a different grade than what's showing in PowerSchool. Will you explain?**

This difference is probably related to the **weighting** applied according to the weighted grading scale in place. Tests and quizzes may be weighted differently than homework and projects. Please contact the individual teacher regarding their weighting policies. Most teachers make their grading and weighting policies known to students at the beginning of the Semester.

### **I know that teachers sometimes weight different categories of grades. How does this affect how a grade is calculated?**

Some teachers calculate grades by total points, and others use categories such as tests, quizzes, daily work to organize and give different weights to grades; how teachers weight grades is an individual decision. To understand a specific grade calculation, please contact the individual teacher.

### **What is the proper procedure to follow if I have questions regarding my child's grades in a class?**

We encourage parents to have a discussion with their child first and recommend that the student contact the teacher to answer any questions. If there continue to be questions, we recommend that you contact your child's teacher directly, either by email or voicemail. This will result in the quickest resolution to your question.

### **I have requested email notification. I received emails and replied to the PowerSchool auto-email with a question, but have not received a response. Why?**

The PowerSchool auto-generated email is created and sent by the PowerSchool server, not by an individual. The server will not reply to your email sent to that address. If you have questions about your child's progress, please direct those questions directly to the teacher.

### **How often can we expect attendance to be updated?**

Attendance is updated daily. Teachers take attendance for every class. The Attendance Office Staff update absence reasons as parents have followed up with an explanation for the student's absence. It is important that parents call the school absence hotline (586-439-4563) to report any absences for their child.

### **Who do I contact if I have questions?**

<b>Question Topic</b>	<b>Person to Contact</b>
Grades for class assignments during the current semester	Your student's teachers. Teachers' email contact info is available in PowerSchool and on the district website.
General questions, Class schedules, and Absences	High School Office: 586-439-4402
Grades on transcripts, GPA, graduation progress, and class rank.	Your student's guidance counselor. High School Counseling Office: 586-439-4577
Attendance in a specific class on a specific day	The Attendance Office: 586-439-4564 <b><i>(Do not report absences on this line).</i></b>
To report an absence	Absence Hotline: 586-439-4563
PowerParent Portal	Email to: powerparent@waw.misd.net

### **Disclaimer**

This system is provided as a communication tool. Grades and other information supplied by this system are not official records and are subject to ongoing change due to the nature of school operations. For official grades and student records, contact the school directly.