

Setting up Automatic E-mail Notification in Power School

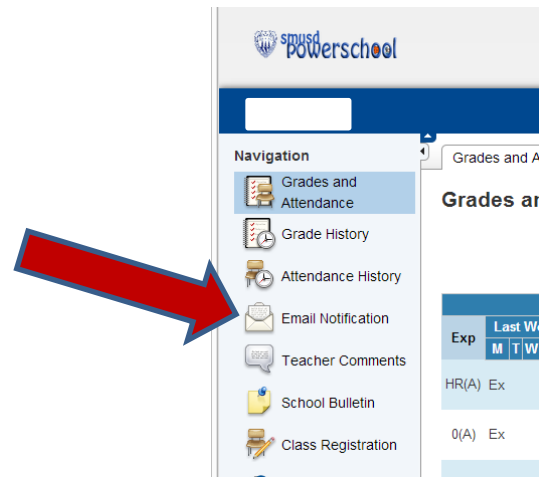
(T. Olson, 5/29/2013)

Parents can set up Power School to send them a weekly update of the detailed assignment grades earned by their students. This handy report provides a convenient, informative and timely way for parents to monitor their students' progress.

To activate this feature, parents first must logon to their Single Sign On (SSO) account at <https://smusd.powerschool.com> (sometimes called the "Parent Portal").

If this is your first time, you can find a detailed set of instructions by clicking on "create account" and then "Download how to guide".

Once you have created an SSO account and logged on, click on "E-mail Notification"



Next, select the box for "Detail report showing assignment scores for each class."

You may specify how often, and include additional email addresses.

To test this feature, select the box "Send now for..."

Finally, click on "Submit".

A detailed report should be sent within minutes to the e-mail(s) that you specified and then continue being sent automatically in the future.

