PowerSchool
Powerschool Parent Portal User Information

Welcome to Powerschool Parent Portal! This portal gives parents and students access to real-time information, including attendance, grades, and assignment information. This does not replace the Teacher WebPages that provide information on classroom activities, homework and schedules, but is an additional communication tool that is available to students and parents.

This document provides a quick review of the information available on the Powerschool Parent Portal as well as new information on the SINGLE SIGN ON SYSTEM.

The Parent Portal is set up for parents to see all of their students under one login. Please follow the instructions below to setup your PowerSchool Account. If you are a returning parent and had set up an account last year, your account is still active. If you have forgotten your login information, go to the login page and click on the "Having Trouble Logging In?" link.

How To Set Up Your Parent Account:

1. Open your Web browser to the St. Anthony PowerSchool Parent Portal at https://sasr.powerschool.com/public The Log In page appears.

2. Click Create Account. The Create Parent/Guardian Account page appears

3. Enter your first name, last name and email

4. Enter your desired user name. It must be unique. If the name you choose already exists, you will be prompted to enter a different one after you press the enter button.

5. Enter your desired password - it must be at least 6 characters long

6. Re-enter your password

7. Enter your student's first and last name

8. Enter the **Parent ID** listed on the enclosed letter in the Access ID field

9. Enter the **Parent Password** listed on the enclosed letter in the Access Password

10. Enter your relationship to the student

11. If you have a Parent ID and Password for another student, you may enter them on the next line. When all student information has been completed, press the enter button.

12. If successful, you will be directed to the login screen. If you receive an error message (forgot to fill in a field, your user name or email address are not unique, etc.), you must correct the error(s) **AND re-enter the parent password(s) for all students listed**. You may then press the enter button again. Continue correcting errors until you see the login screen after pressing the enter button.

13. Once you reach the login screen, use the username/password you just created to login to the Parent Portal. This now becomes your account login. If you desire more than one parent/guardian account for your student, please provide the Parent ID and Parent Password to anyone that you authorize to access your student's information.

14. Once you log into the PowerSchool Parent Portal, you may sign up for email alerts to be sent directly to you. If you had these set up previously, you will need to set them up again in your new account. You may change your alert status at any time, or change your email address or by clicking on Account Settings.

If you need assistance or have questions, please contact Rose Jin at jin@sasr.org or Jill Eaton at eaton@sasr.org.

Powerschool Parent Portal Start Page:

Grades and Attendance Icon
This is the main Powerschool Parent Portal page. This is what you will see when you first login to Powerschool. This will also be the most useful page for parents and students as they use the portal for grade/assignment information. The columns are listed below:
- **Exp:** These are the codes assigned to each class that identify day and period.
- **Last week/This week**: On this page, attendance is shown for a two week period.
- **Course:** Identifies the class and the teacher. Teacher's names are in blue, which means it's a link to their email. You can click on the link and send an email to the teacher. Note: Although "6-8 Computers" shows as a course, this class is not a graded class.
- **Grade columns**: These columns list the grades for each reporting period. What you will see includes Quarter Grades (stored grades) and the current reporting period (current progress report or trimester). Reporting periods are:
    - Q1 = 1st Quarter Report
    - S1 = Semester 1 Report Card Grades
    - Q3 = 3rd Quarter Report
    - S2 = Semester 2 Report Card Grades
    - Y1 = Final Grades for the Year

    Each grade that shows up blue is a link to the **Class Score Detail** page. See Class Score Detail below for more specific information on this page.
- **Absences and Tardies**: This indicates how many absences/tardies the student has had in the current Trimester. If a number appears in one of these columns, it is blue and is a link to more specific information such as the date and the absence/tardy code.

Grades History Icon
This page is somewhat duplicative of the Grades and Attendance page. It shows the stored trimester grades for each student. This page also shows a Percentage and a 'Hrs" column. These columns are default columns for this application and do not correspond to our grading system or scale. We ask that you disregard the percentage and hours information and obtain grade information from the main Grades and Attendance page.

Attendance History
Use this page to view the attendance record for the current term. A key to the attendance codes appears at the bottom of the page.

Email Notification:
If you wish to receive information about your student's grades and attendance, use this page to set up your email preferences. You can specify which information you would like to receive, how often you would like to receive the information and to what email you would like to have it sent.

 Teacher Comments:

Use this page to view any comments that teachers have entered regarding your student. These comments are not necessarily the same comments that are included on your child's report card.
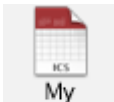
 School Bulletin:

Use this page to view daily messages from the school. We don't anticipate using this extensively as we feel parents can obtain information from our website and through the Roadrunner Newsletter.

 Class Registration:

This page does not apply to St. Anthony School.

 My Calendars:

This page does not apply to St. Anthony School.

Class Score Detail Page:

When you click on a student grade in any of the grade columns on the **Grades and Attendance Page**, you will go to the **Class Score Detail Page**.

This page provides details of specific assignments and student scores for those assignments. The page includes the **due date**, the **category** for the assignment (Project, Daily Work, Homework, Test, Quiz, etc.), the **name of the assignment**, the **score** and the **grade**. If the assignment name appears in blue, you can click on the name and get additional information.

In addition to the student scores/grades on individual assignments, this page also allows teachers to code assignments with additional information. Available codes include: **Collected** (✓), Late (L), **Missing** (M), **Exempt from Final Grade** (EX), and **Not Included in Final Grade** (*).

Teachers may also put comments on a specific assignment for your student. If a comment has been entered, the **Score** for the assignment is blue and **is a link to the comment.**

Questions?

If you have questions about navigation in the Powerschool Parent Portal, please contact Rose Jin at jin@sasr.org or Jill Eaton at eaton@sasr.org or call 425-255-0059. For questions relating to assignments or grades, please contact your child's teacher.