

Uniondale Union Free School District

PowerSchool for Parents Handbook

Welcome to the Uniondale Union Free School District's *PowerSchool for Parents*. This information will get you started using PowerSchool and provide you with helpful tips. *PowerSchool for Parents* is easy to use and will allow you to take a more active role in your child's education. PowerSchool offers parents real-time access to grades, assignments and attendance. 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.

Corresponding 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 Uniondale High School and Lawrence Road and Turtle Hook Middle Schools 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. 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. Many 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.)
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 major tests and project grades entered into PowerSchool within two weeks of the due date, and that minor assignments and projects be posted within a week of their due date. Please be patient as it does take time.

4. Teacher email links are available on our district website (<http://www.uniondaleschools.org>). 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 your 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.

Logging In

You must obtain your PowerSchool *username* and *password* from your child's school. For security reasons, we do not give out this information over the phone or by email. Keep your username and password in a safe place. Your password protects your child's information. Do not share it with anyone.

To enter PowerSchool:

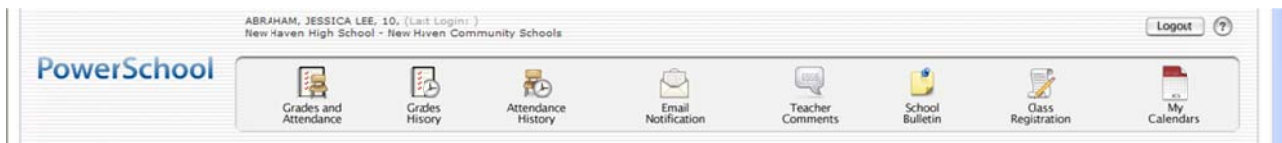
- ⌚ You can log in to **PowerSchool for Parents** by using any web browser. Type this address in the address bar: <https://powerschool.uufsd.net/public>
- ⌚ Or log onto the District's website at <http://www.uniondaleschools.org> and click on **PowerSchool** under the **PowerSchool** section on the left hand menu.
- ⌚ On the PowerSchool login screen, enter your username as it appears in the parent letter you received. On the next line, type in the confidential password exactly as it appears in your PowerSchool letter. 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 left hand corner.

***Note:** The letter "O" and the number zero can often be confused in your password, as well as the letter "I" and the number one. Try all possibilities before contacting the school.



The image shows the PowerSchool login interface. At the top, the word "PowerSchool" is displayed in a large, green, sans-serif font. Below this, there is a white rectangular box with rounded corners containing two input fields. The first field is labeled "Username" and the second is labeled "Password". Both fields are empty. Below the input fields, there is a blue, rounded rectangular button with the word "Enter" written in white text.

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.



Logging In (continued)

Here is a brief description of each active option followed by a detailed explanation:

- 🕒 **Grades and Attendance**-Displays the current term (quarter or trimester) grade, last week's and this 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;
- 🕒 **Teacher Comments**-Parents can view teacher comments.

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. Some non-graded classes or special programs/services will also be included and may not have attendance information.

Keep in mind; 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 in the HOMEROOM section to find out the days in which your son or daughter was late or absent.

PowerSchool - Windows Internet Explorer

https://ps.nhcv.misd.net/guardian/home.html

File Edit View Favorites Tools Help

PowerSchool

ABRAHAM, JESSICA LEE, 10. (Last Login:)
New Haven High School - New Haven Community Schools

Logout

PowerSchool

Grades and Attendance | Grades History | Attendance History | Email Notification | Teacher Comments | Class Registration | My Calendars

Grades and Attendance

View Standards Grades

Attendance By Class

Exp	Last Week					This Week					Course	M1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F				
1(A)											BUS. MMCA I A BARTLETT, LISA	A+ 100	0	0
2(A)											BIOLOGY (A) MCKERNAN, JAMES	--	0	0
3(A)											ENGLISH 9 (A) HOPPEL, CELIA	--	0	0
4(A)											GEOMETRY (A) BRYNER, KAREN	A+ 100	0	0
5(A)											AUTO TECH II(A) MILTON, CLARA	--	0	0
6(A)											ENGLISH 10 (A) STAPLETON, JAMES	--	0	0
7(A)											CIVICS (A) STIDHAM, VICTOR	A+ 100	0	0
Attendance Totals												0	0	

Attendance By Day

Last Week		This Week		Absences		Tardies		
M	T	W	H	F	S	YTD	SI	YTD
0	0	0	0	0	0	0	0	0
Attendance Totals				0	0	0	0	0

Legend
Attendance Codes: Blank=PRESENT | D=DOCTORS | F=FUNERAL | H=HOMEBOUND | I=ILLNESS | M=MEDICAL | O=OTHER | R=COURT | S=SUSPENDED | T=TARDY | U=UNEXCUSED | V=ACTIVITY | E=EXCUSED | Y=YOUTH HOME |
Citizenship Codes: O=Outstanding | S=Satisfactory | N=Not Satisfactory | U=Unacceptable |

Print Page

Course Name, Teacher Name and e-mail link

Current Average and Grade. Click to see more detail.

PowerSchool - Windows Internet Explorer

http://sis.ccps.org/guardian/scores.html?frm=004;942298;begdate=8/25/2008&enddate=10/28/2008&fg=M1

PowerSchool

Student, 1, 3
Bay View Elementary - Cecil County Public Schools

Logout

PowerSchool

Grades and Attendance | Grades History | Attendance History | Email Notification | Teacher Comments | School Bulletin | Class Registration | My Calendars

Class Score Detail

Written	Expression	Final Grade ¹
Written	WRI(A)	A 91.3%

Teacher Comments:
Section Description:

Due Date	Category	Assignment	Score	%	Grd
09/05/2008	09 FORM	Letters	100/100	100	A
09/15/2008	09 FORM	Types of Sentences	100/100	100	A
09/15/2008	09 SUMM	Final Copy- Friendly Letter	80/100	80	B
09/15/2008	09 FORM	Grammar - Friendly Letter	80/100	80	B
09/22/2008	09 FORM	Mulan BCR	100/100	100	A
09/29/2008	09 FORM	Syllables PMES 1-3	90/100	90	A
	09 FORM	Subjects and Predicates	100/100	100	A

Grades last updated on 10/27/2008

¹ - Score is exempt from final grade, * - Assignment is not included in 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.

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Assignment Due Date

Assignment Type - Formative / Summative

Assignment Category

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 current 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 in for the current term.
- 🕒 **Detailed reports showing all assignment scores for each class**- Sends out one email for each class with each assignment for the quarter with scores. (Note: if your child has 5 classes you will receive 5 emails, one for each class. If you have multiple students in Grade 6 you can be receiving over 10 emails with detailed information. For that reason, we do not recommend selecting this option.)
- 🕒 **School announcements**-This feature is not currently in use.
- 🕒 **Balance Alert**-This feature is not currently in use.

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.

PowerSchool - Windows Internet Explorer
http://sis.ccps.org/guardian/autoemailsetup.html?49779957966186156529

Student: 1, 3
Bay View Elementary - Cecil County Public Schools

PowerSchool

- Grades and Attendance
- Grades History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- My Calendars

Email Notifications

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)

E-mail Address

E-mail Settings

Daily not recommended

Logout ?

Submit

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Internet 100%

Email Notification (continued)

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 may 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.*

Teacher Comments

One of three places teachers can leave comments about students. Comments are also available under assignments and posted with final grades.

PowerSchool - Windows Internet Explorer
 http://sis.ccps.org/guardian/teachercomments.html?6105873220091201259

Student: 1: 3
 Bay View Elementary - Cecil County Public Schools

PowerSchool

Grades and Attendance | Grades History | Attendance History | Email Notification | Teacher Comments | School Bulletin | Class Registration | My Calendars

Teacher Comments*

Exp.	Course	Teacher	Comment
HR(A)	Homeroom 3	Teacher, 1	
ART(A)	Art 3	Teacher, 2	
HEA(A)	Health 3	Teacher, 1	
HWR(A)	Handwriting 3	Teacher, 1	
MAT(A)	Mathematics 3	Teacher, 1	
MED(A)	Library/Media 3	Teacher, 3	
MUS(A)	General Music 3	Teacher, 4	
OLE(A)	Oral Language and Expression 3	Teacher, 1	
PE(A)	Phys Ed 3	Teacher, 5	
REA(A)	Reading 3	Teacher, 1	
SCI(A)	Science 3	Teacher, 1	
SOC(A)	Social Studies 3	Teacher, 6	
SPL(A)	Spelling 3	Teacher, 1	
WRI(A)	Written Language and Expression 3	Teacher, 1	
IA(A)	Integrated Arts 3	Teacher, 7	

* Additional teacher comments may be found on the 'Grades and Attendance' and 'Grades History' pages. Find comments there by clicking on the reporting period score for the appropriate class.

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Course Name

Link to contact teacher

Comments

