



PowerSchool

St. James-Assiniboia School Division PowerSchool Portal

The PowerSchool Portal provides parents access to school announcements, real-time attendance information and, most importantly, student grades. Parents can log into a secure and private web portal where they can view detailed assessment reports of their child's progress in all of their classes. Parents will also have the option of having attendance and/or grade reports automatically emailed to them at regular intervals to keep them informed throughout the year.

Creating a Parent Portal Account

In order to access your child's attendance and assessment information in the portal, you will require a portal account. If you already have an account in the system, you can simply add additional students to your existing account using the access information provided below. (Access your Account Preferences to add your child to your existing portal account.) Otherwise, you will first need to create an account on the system.

In order to access your child's assessment and attendance information in PowerSchool using your portal account, you will need to have their unique access ID and access password as provided by the school office. If you are in need of this information, please contact the school secretary.

Point your web browser (Internet Explorer, Firefox, Safari) to <http://ps.sjsd.net>

Click the **Create Account** button to begin the process.

Enter your first and last name and your email address.

Create a user name and password that you will use to log into the portal.

Enter your child's name, access ID, access password as provided by the school.

If you have more than one child in St. James-Assiniboia schools, you will only need the one portal account as a parent. With that one account, you are able to view information for each of your children, once you have entered each of their unique access codes into your Account Preferences page.

Your child can also log into the portal and access the same information you will see as a parent. The school will provide this information to your child at the start of the school year.



Grades and Attendance

PowerSchool

Have more than one child?
Switch children here

[Help](#) | [Sign Out](#)

Danielle

Navigation

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

Grades and Attendance

Standards Grades

Grades and Attendance

Exp	Last Week		This Week		Course	Attendance By Class					Absences	Tardies
	M	T	W	F		T1	T2	T3	T4	E1		
3(1-6)					HAIRSTYLING 40SG * Bell, L	95				95	0	0
5(1-6)				E	English 40S Literary Focus * Pauls, S M	82				82	1	0
6(1-6)				E	CHIMIE 40S FI * Roy, N. H	98				95	1	0
8(1-6)					Physics 40S * Smith, D J	--				--	0	0
7(1,3,5)					MUSICAL THEATRE 45G * Bees, K Johnson	86				86	3	0
9(2)					PE 40T OF SCHOOL * Roadley, P. F	--				--	0	0
Attendance Totals											5	0

Portal toolbar

2 week attendance
summary
(Homeroom only)

Email teacher by
clicking on name

Click on current class
grade to view
gradebook

Class Score Detail Page

PowerSchool

Click assignment name to
display assignment details

Current grade

Danielle

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Grades and Attendance

Standards Grades

Class Score Detail:

Course	Teacher	Expression	Final Grade ¹
CHIMIE 40S FI	Roy, N. H	6(1-6)	98

Due Date	Category	Assignment	Codes	Score	Grd
09/12/2012	TST	Test de revue		37/37	100
09/19/2012	QZ	Quiz - La structure atomique		16.5/17	97
09/20/2012	PROJ	Graphiques - La périodicité		15/15	100
09/24/2012	QZ	Quiz cumulatif - Struc. atom. et périodicité		33/36	92
10/03/2012	PROJ	Travail - Ordre des réactions		15/15	100
10/04/2012	QZ	Quiz - La cinétique		12/15	80
10/05/2012	PROJ	Labo - La vitesse de réaction		25	
10/12/2012	TST	Test - La cinétique		160	

Legend

Grades last updated on 10/12/2012
 ■ - 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.

Click assignment scores to
display teacher comments,
where entered.



Email Notifications Page

The Email Notifications page allows you to request attendance and gradebook updates to be emailed to you automatically from PowerSchool.

PowerSchool

The screenshot shows the PowerSchool web interface. On the left is a navigation menu with icons and labels: Grades and Attendance, Grade History, Attendance History, Email Notification (highlighted), Teacher Comments, School Bulletin, Class Registration, My Calendars, and Account Preferences. The main content area is titled 'Email Notifications: Smith, Danielle'. It contains a form with the following sections:

- What information would you like to receive?**
 - ☒ Summary of current grades and attendance
 - ☒ Detail report showing assignment scores for each class.
 - ☐ Detail report of attendance.
 - ☐ School announcements.
 - ☐ Balance Alert (Note: will only be sent when student is low on funds).
- How often?** (Dropdown menu set to 'Weekly')
- Email Address** (Text field containing 'rsmith@gmail.net')
- Additional Email Addresses** (Text field with a note: '(separate multiple email addresses with commas)')
- ☐ Apply these settings to all your students?
- ☐ Send now for Danielle?

A 'Submit' button is located at the bottom right of the form.

Other Portal Toolbar Icons



Grade History

Grade History

Allows you to view Term and Semester grades as reported on Division report cards.



Attendance History

Attendance History

Displays information about your child's attendance record for the current term.



School Bulletin

School Bulletin

Your school office will regularly post daily announcements in the School Bulletin section of the portal for parents and students.



Class Registration

Class Registration

Class registration will be used in the new year to have students register for their 2013-14 courses.



Account Preferences

Account Preferences

Allows you to manage your portal account. You can change your name, email address, password and add other children to your portal account as necessary.



PowerSchool

PowerSchool Portal Questions and Answers



How often can I expect my child's teachers to update the information in the portal?

Teachers have been asked to update their gradebooks at least once every 2 weeks.

Who can see my child's information?

Only you and your child! Not only does the portal run over a secure web connection, the only way to connect a child's information to a portal user account is with the child's access code and password.

Help! I have forgotten my password. Who do I call?

The PowerSchool Portal has a self-service password retrieval system. Provided you have entered your email address correctly when you created the account, PowerSchool can send you an email to reset your password. If you are still having troubles, contact your school secretary.

I have some concerns about my child's recent marks. I need to speak with the teacher.

Your child's teacher is always more than willing to discuss your child's progress with you. However, the portal also provides an opportunity for parents to first have a discussion with their child about their recent achievement.

I don't have internet access at home. How can I get this information?

Regular report cards will still be issued as in the past. Additionally, you can always request this information from the school at any time.

My child is over 18. Will I have access to his/her information?

When a student turns 18 years of age, parental access to his/her information in the portal is disabled. With the student's consent, the school will re-activate parental access.