# Greater Clark County Schools
Guide for PowerSchool Parent Portal

Getting Started

The login page allows authorized users to access the web pages containing their student's information. Please keep this information in a secure location.

The username and password must be entered exactly as provided to you. Each username and password is unique to each student. If you have more than one child, you will have different logins for each child.

Parents and guardians may access the system by going to: http://pschool.gcs.k12.in.us/public

A link to the login screen can also be found on the Salem Community Schools website at http://www.gcs.k12.in.us/
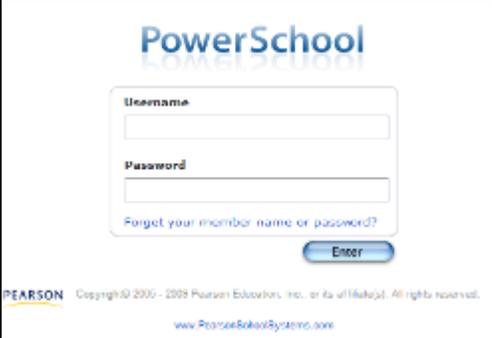
To keep your child's information secure, we will not give out Parent Portal passwords over the phone. If you need your username and password to access the Parent Portal, you must stop by your child's school to pick up the information, or call the school to request the information be mailed to you.

Grades and Attendance
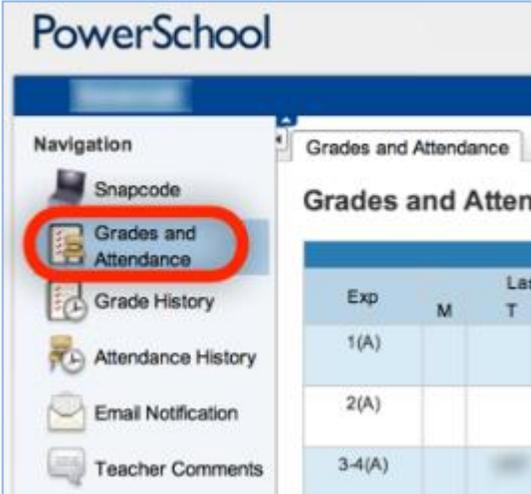
This is the default page that you see upon entering your username and password. To return to this page from any other menu selection, click on the blue PowerSchool logo or the Grades and Attendance icon at the top left of your screen. This page displays grade information and an overview of the student's attendance information from the current and previous weeks. The course names, teachers' names, real time grades, and attendance are displayed on this screen. Any item in blue is a link to additional information or teacher e-mail addresses.

Grades and Attendance: ~~Spencer, Savannah Brooke~~

	Attendance By Class															
	Last Week					**This Week**					**Course**	Q1	Q2	S1	Q3	Q4	S2	**Absences**	**Tardies**
Exp	M	T	W	H	F	M	T	W	H	F									

Exp	Last Week M	T	W	H	F	This Week M	T	W	H	F	Course	Q1	Q2	S1	Q3	Q4	S2	Absences	Tardies
1(A)											Exploring College and Careers, Middle Le 🕭 Schwartz, Patricia CMS - Rm: D232	A 95	--	A 95	--	--	--	0	0
2(A)											Science 6 🕭 Hedges, Keith CMS - Rm: D110	B 89	--	B 89	--	--	--	0	0
3-4(A)											Mathematics Adv 6 🕭 Knight, Jerri CMS - Rm: D115	B 85	--	B 89	--	--	--	0	1
5-6(A)											Language Arts 6 🕭 Traub, Kristin CMS - Rm: D118	A 93	--	A 95	--	--	--	0	0
7(A)											IMPACT 6 🕭 Watson, Tammy CMS - Rm: Library	A 96	--	--	--	--	--	0	0
8(A)											Social Studies 6 🕭 Harvey, Christina CMS - Rm: D130	B 83	--	B 87	--	--	--	0	0
P9(A)											Chorus 6 🕭 Hayden, Nathaniel CMS - Rm: C102	B 87	--	A 93	--	--	--	0	0
														Attendance Totals				**0**	**1**

Current Simple Middle GPA (Q1):

Show dropped classes also

	Attendance By Day													
	Last Week					**This Week**					**Absences**		**Tardies**	
M	T	W	H	F	M	T	W	H	F	13-14	YTD	13-14	YTD
										0	0	0	0
							Attendance Totals			0	0	0	0

Grades and Attendance—Dates of Attendance

Adv Chorus 👤 Spencer-Pierce, Bill	A+ 100	--		1	0

Clicking on the blue number under the Attendance column will bring up the attendance details for the class selected. This page displays any absences for the selected student. A legend will appear at the bottom of the screen explaining the different letter codes used for student attendance.

Dates of Attendance

Dates of all absences for Adv Chorus Exp. 1(A) (1451.101) for S1:

1. 1(A) - Tuesday, August 24, 2010 - DOC

Legend
Attendance Codes: Blank=Present | AUV=Absence Unverified | AUX=Absence Unexcused | AUE=Absence Excused | TUE=Tardy Unexcused | TEX=Tardy Excused | PEX=Principal Excused | TRU=Truant | ISS=In School Suspension | OSS=Out of School Suspension | OSA=Alt School Suspension | ILE=Illness Excused | ILU=Illness Unexcused | DOC=Doctor Appointment | FNL=Funeral | VAC=Family Vacation | FEM=Family Emergency | COL=College Visit | REL=Religious Event | BUS=No Bus Service | CRT=Court Appearance | CSV=Community Service | FTR=Field Trip | ELE=Election Polls | JOB=Job Shadow | WTY=We The Youth | WKS=Workshop/Competition | OTR=Other Excused | HSE=Homebound Special Ed | HIL=Homebound Illness |

Citizenship Codes: O=Outstanding | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |

Grades and Attendance Class Score Detail

To view more detailed information about a particular class grade on the Grades and Attendance screen, click on the blue grade and percentage. You will be taken to the Class Score Detail page which shows assignments, due dates, points possible and grades.

SCIENCE 6 👤 Mahuron, Laura	A 95

Class Score Detail

Course	Teacher	Expression	Final Grade[1]
SCIENCE 6	Mahuron, Laura	5(A)	A 95%

Teacher Comments:

Section Description:

Due Date	Category	Assignment	Codes	Score	%	Grd
08/16/2010	HW	Classroom Procedure/Policy		10/10	100	A+
08/16/2010	HW	Drawing: Scientist at Work		10/10	100	A+
08/17/2010	HW	DR: Science and Scientist		20/20	100	A+
08/19/2010	HW	DR: Scientific Methods		18/21	85.71	B

Grades last updated on 8/23/2010

☑ - 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.

Our goal is for teachers to update scores each week. But please be patient as it does take time to grade and post assignments—especially big projects and research papers. If you have questions about the posting of assignments, please contact the individual teachers about their policies and procedures.

Grading systems may vary among teachers. Some work with a simple points system while others weight the scores according to assignment categories (Homework, Quizzes, Tests, etc). Some teachers give grades for class participation. Some teachers do not accept late homework, some do accept late work. It is important for parents and guardians to be familiar with the grading philosophy of the child's teachers.

Grades and Attendance Corresponding with Teachers

If you have an e-mail client application such as Outlook or Entourage, clicking on one of the teacher names under the course title will allow you to send an e-mail directly to the teacher. Please don't modify the subject line that is automatically entered onto the mail message. This subject line will help ensure that the message is identified as a parent contact to our staff within our e-mail system.

SCIENCE 6	A
🖱 Mahuron, Laura	95

If you are using web-based mail such as Yahoo or Hotmail, note the e-mail address when you move your mouse over the name and type it into your web e-mail. Depending on which browser you use, it may appear in the lower left corner of the window when you hover your mouse over the teacher's name. If you use the subject line —Parent Portal Contact,‖ the message will be identified more easily by our staff members.

Additional Information about Corresponding with Teachers

When a concern arises about attendance or a grade that appears in PowerSchool, we ask that you follow these steps:

• Talk with your child first. Ask them about their grades or attendance before contacting the school.

• Review the course grading system of the teacher. This may answer the question of why the students has received the grade or explain how the assignments add up to the current average.

• Check to see if there is an assignment description in the Class Score Detail page. If the assignment is listed in blue, you can click on the link for more detailed information. This may help to clarify what was involved or expected for a particular assignment.

• Check the due date of the assignment. An assignment handed in late may receive deductions from its score.

• No system is perfect, so if a discrepancy is found, please send an e-mail to the attention of the teacher. We are all working to achieve a high level of consistency and accuracy. Please be patient, this system is also new to teachers and we are still working to develop it to the best it can be
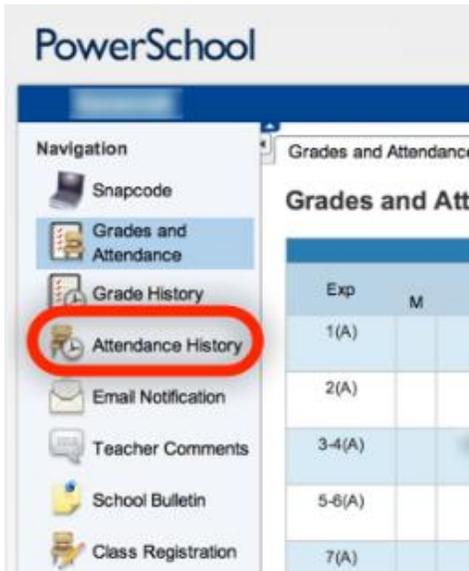
Grade History
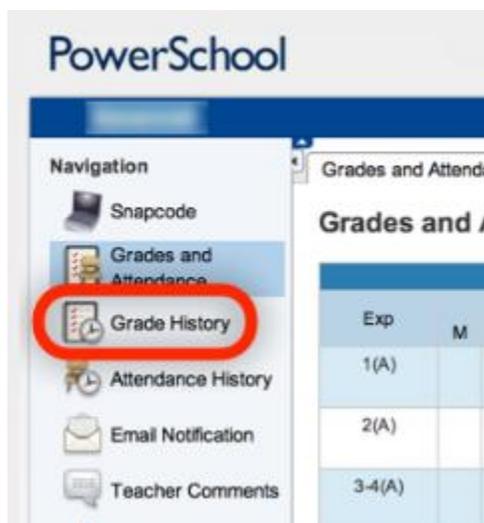
This button displays the student's grade history. It shows final grade for each semester during the current year. Please be aware that grades changed after report changed after the report card was sent WILL NOT appear updated on this screen.

Click on the blue grade to display a detailed list of grades for the class for that term.

Clicking on the blue number under the Attendance column will bring up the attendance details for the selected class. This page displays the overall attendance of the selected student. A legend will appear at the bottom of the screen explaining the different letter codes used for student attendance.

Meeting Attendance History

Course	Expression	8/9-8/13 M T W H F	8/16-8/20 M T W H	8/23-8/27 F	8/30-9/3 M T W H F	9/6-9/10 M T W H F	9/13-9/17 M T W H F	9/20-9/24 M T W H F
AAA staff 1, Not Given 215 E: 8/2/2010 L: 7/1/2011	AAA(A)	-		AEX		-		
P.E./SWIMMING White, Sherry GYM E: 8/2/2010 L: 10/11/2010	1(A)	-		AEX		-		
Learning Lab/MUSIC 6 Day, Melissa 230 E: 8/2/2010 L: 10/11/2010	2(A)	-		AEX		-		
Language Arts 6 Abner, Amy 228 E: 8/2/2010 L: 1/3/2011	3(A) 4(A)	- -		AEX AEX		- -		
INTRO TECH Miller, Brett 101 E: 8/2/2010 L: 1/3/2011	5(A)	-		AEX		-		
SCIENCE 6 Gwaltney, Jim 213 E: 8/2/2010 L: 1/3/2011	6(A)	-		AEX		-		
Social Studies 6 staff 1, Not Given 215 E: 8/2/2010 L: 1/3/2011	7(A)	-		AEX		-		
Intro to Pre-Algebra Motsinger, Brian 108 E: 8/2/2010 L: 1/3/2011	8(A)	-		AEX		-		

Legend
Attendance Codes: Blank=Present | AUE=Absence Unexcused | AUH=Absence Unexcused Half Day | AEX=Absence Excused | AEH=Absence Excused Half Day |
AUV=Absence Unverified | TUE=Tardy Unexcused | TEX=Tardy Excused | TRU=Truant | TRH=Truant Half Day | ISS=In School Suspension | OSS=Out of School
Suspension | OSA=Alt School Suspension | ILE=Illness Excused | ILH=illness Excused Half Day | ILU=Illness Unexcused | IUH=Illness Unexcused Half Day |
DOC=Doctor Appointment | DCH=Doctor Appointment Half Day | FNL=Funeral | FNH=Funeral Half Day | VAC=Family Vacation | FEM=Family Emergency |
PEX=Principal Excused | BUS=No Bus Service | CRT=Court Appearance | OEX=Other Excused | FTR=Field Trip | HIL=Homebound Illness | HSE=Homebound
Special Ed |

If you believe there are discrepancies, please contact your school's attendance office directly.
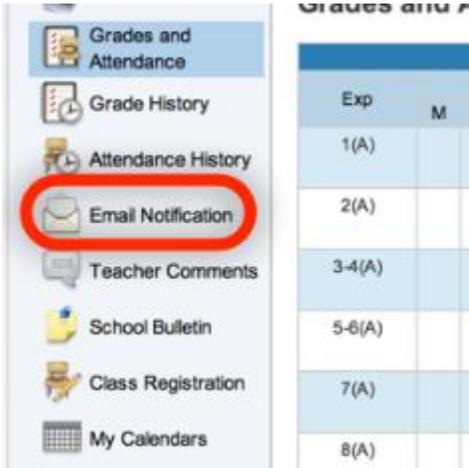
Students and Primary Parents/Guardians may elect to have updates sent at regular intervals by PowerSchool through e-mail. You must complete the relevant sections in order to receive email updates. There are four types of updates – you may choose any or all.

Email Notifications

☐ **Summary of current grades and attendance** - Sends out one email giving a summary of the grades in progress and attendance totals for all classes for that student.

☐ **Detailed reports showing all assignment scores for each class** -Sends out one email for each class with every assignment for the quarter with scores. (Note: If your student has 6 classes you will receive 6 emails, one for each class. If you have multiple students enrolled you will receive quite a few e-mails if you choose this option.)

☐ **Detailed report of attendance** – Sends out an email containing detailed attendance for each class for the current term.
☐ **School Announcement** -Sends out an email containing the highlighted items/activities on the daily bulletin. *(Currently, not all of our schools are using the electronic daily bulletin system).

This page will allow you to view any comments entered by the student's teachers. This information is the same information that would appear on a student's report card. The teachers' names are listed in blue. You may click on them to e-mail the teacher directly if you have any questions.

Please do not modify the automatic assigned subject line on the e-mail message as it will assist teachers and our mail system to better identify your communication.

Teacher Comments

Exp.	Course	Teacher	Comment
1(A)	Creative Writing	Blecher, Nancy	Good class attitude.
2(A)	Calculus AB	Ellenbaum, Gail	
3(A)	Physics	Lang, Robert E	Missing homework assignments.
4-5(A)	Us History	Matakis, Kristen	
6-7(A)	Strength Training	Crenshaw, Derrick	Good class participation.
8(A)	Lunch	Staff, Com	
9(A)	Intro To Speech	Lenning, Maryanne	
10(A)	Spanish 4H	Paul-Giffey, Sue	

School Bulletin
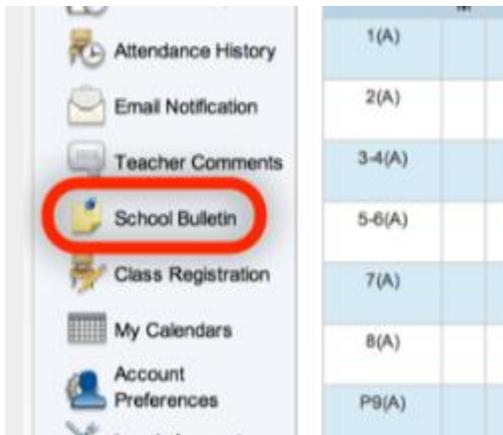
This page will show you the School Bulletin. School Bulletins will include announcements, important dates and other information. Currently, not all of our schools have begun using the daily School Bulletin, but we hope to implement the School Bulletins soon in all SCS schools.