Parent Access

PowerSchool

Archdiocese of Baltimore
archbalt.powerschool.com/public
Parent Portal
What is it?

- Communication tool between school and parents
- What information is on Parent Portal?
  - Grades (current and historical)
  - Attendance
  - Teacher Comments
  - Ability to e-mail teacher
  - Receive bulletin items
Existing Account

• If already have Parent Access account from the past then log in with information already set up
• If forgot information click the Having Trouble Signing In blue link (picture on following screen)
Create New Account

- MUST receive the web letter from school with initial username and password
- Directions:
  - Click Create Account Tab
  - Click Create Account
Create Account Cont.

• Directions
  • Complete all fields (all are required)
    • First Name and Last Name is the PARENT information
    • Username and Password is something YOU create NOT the ones on the Web Letter
    • Username CANNOT be e-mail address
Create Account Cont.

- Link your student(s) to your newly created account

**Directions**
- Enter Student Name (first name then last name)
- Enter information from the Web Letter
- Pull down relationship to student
- Can add all of your students to account
- Click ENTER
E-mail Preferences

• To receive reports of student(s) information e-mail preferences need to be set up in Parent Portal

• Reports that can be received:
  • Grades
  • Attendance
  • Assignment Scores and Descriptions
  • Comments
E-mail Preferences

- To Set Up:
  - Click on the E-mail Notification icon on the left hand side of screen (4th icon down)
E-mail Preferences

• Cont. to set up e-mail notifications
  • Check the radio buttons of what you would like to receive
  • How often? Pull down the time you would like notifications
    • Once a week is sent on Sunday Evenings
  • Additional e-mail addresses may be added
  • Ability to set this for all students at one time
  • SUBMIT
View Teacher Comments/Parent E-mail/ Daily Bulletin

• Teacher Comments:
  • Teachers have ability to make general comments (at Progress Report time) for the overall grade for the class
  • Teachers can also make specific comments for a particular assignment

• Parent E-mail:
  • Parents can e-mail each teacher directly through Parent Access

• Daily Bulletin:
  • If school creates a bulletin announcement parent can view this announcement directly in Parent Access
View General Teacher Comments

- Directions:
  - Log into Parent Access Account
  - Click Teacher Comments on the left hand side
  - General comments will be shown in the middle of the screen (these comments are usually completed around end of marking period)
View Assignment Teacher Comments

- Directions:
  - Click the Grades and Attendance icon
  - Click on the Grade for a class
  - Click on the BLUE score
  - If there is no BLUE score then there is no comment for that assignment
E-mail Teacher

• To directly e-mail teacher from Parent Access

• Directions
  • Click on the Grades and Attendance Icon
  • Click on the teachers name in BLUE
    • This will open up e-mail and allow e-mail to be sent directly to the teacher
View Daily Bulletin

• If school utilizes Daily Bulletin feature
• Directions
  • Click on the School Bulletin icon
  • Would like to see a date in the past?
  • Click on the calendar icon on the Daily Bulletin and edit the date
View Grades and Attendance

- Grades and Attendance are what Parent Access is really all about
- Viewing Grades and Attendance is an easy process
- Attendance is only recorded in the morning so only AM Attendance class will show information
View Current Grades and Attendance

• To view current grades and attendance
  • Click on the Grades and Attendance Icon
  • In the middle is the information
• Anything in BLUE is clickable for more information
View Historical Grades

- Historical Grades are the same grades that were on the Progress Report
- Directions
  - Click on the Grades History Icon
  - Scroll of the Historical Grade interested in viewing
- Anything in BLUE is clickable for more information
Parent Access App

• App is available for both Android and Apple devices (including the Iwatch)
• Google Play and I-Tunes
• Download Information:
  • Server Name: archbalt.powerschool.com
  • Select School Name
  • If ask for zip code use 21201
Wrap Up

- Must have Web Letter with initial username and password to link self to student
- Single Sign On for multiple students
- Ability to view
  - Grades (current and historical)
  - Attendance
  - Daily Bulletin
- Must set up e-mail preferences in order to receive reports
- Can e-mail teachers
- App is available for Android and Apple