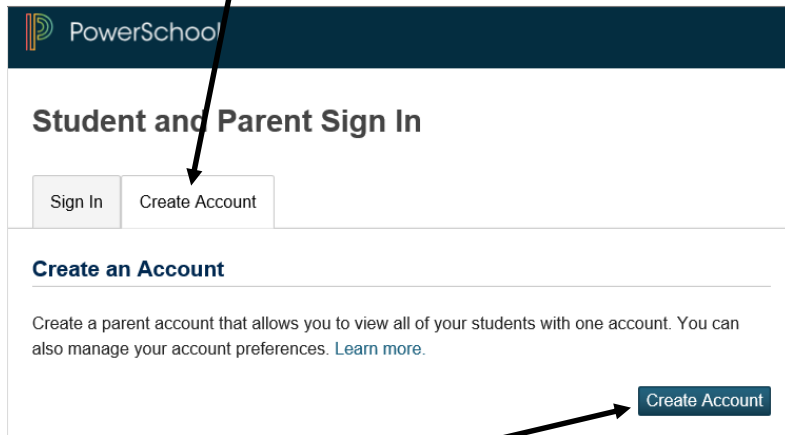


## PowerSchool Parent and Student Access Website

1. Sign into the Lethbridge Collegiate Institute PowerSchool Public Access Website at <https://ps.lethsd.ab.ca>
2. Click the Create Account Tab at the top NOTE: if you already have an account just sign in using your user name and password and go to step 19 to add a new student



PowerSchool

### Student and Parent Sign In

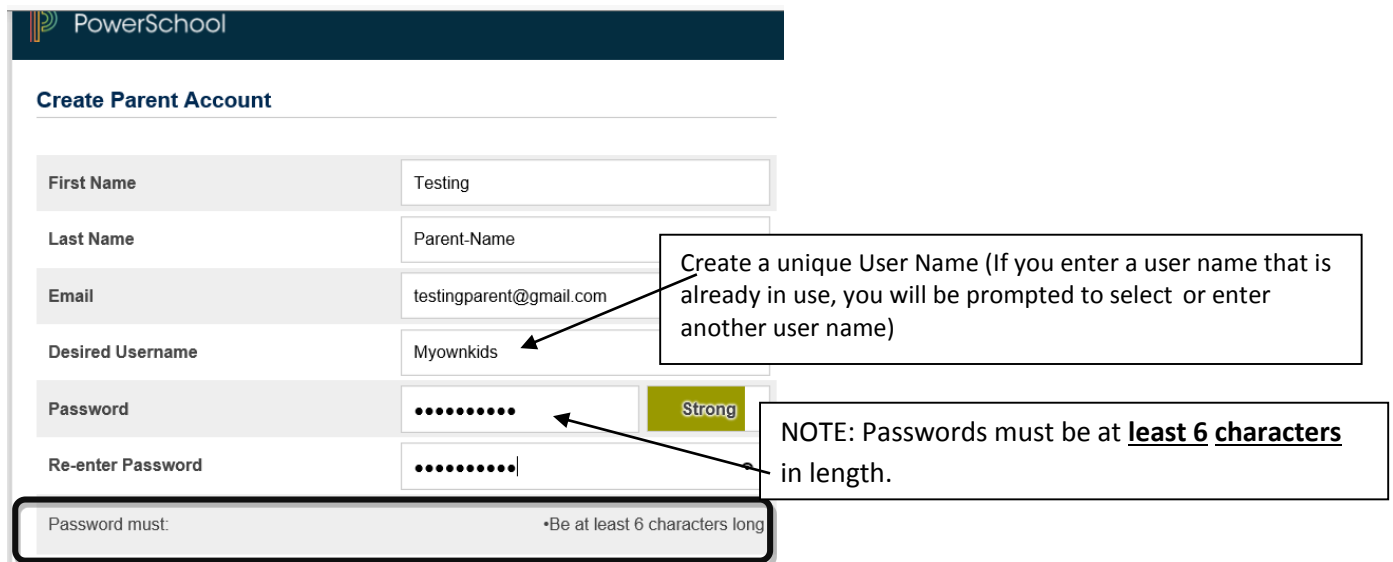
Sign In Create Account

#### Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

Create Account

3. Now click the Create Account button on the bottom
4. Fill in the information on the top part of this form.



PowerSchool

### Create Parent Account

First Name Testing

Last Name Parent-Name

Email testingparent@gmail.com

Desired Username Myownkids

Password ..... Strong

Re-enter Password .....

NOTE: Passwords must be at **least 6 characters** in length.

Create a unique User Name (If you enter a user name that is already in use, you will be prompted to select or enter another user name)

Password must: \*Be at least 6 characters long

5. You must link **at least one student** before you can create a user profile for yourself.

Re-enter Password

Password must: •Be at least 6 characters long

**Link Students to Account**

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1	Student Name	New, High School Kid
	Access ID	1000SAV.....
	Access Password	.....
	Relationship	Mother

Under the Student Name Column input the students entire legal name(s) that the school has on file (Last, First Middle)

Input the Access Id found in the parent letter

Input Access Password found in the parent letter

Input YOUR Relationship to the student from the dropdown

GO to the bottom of this page and click Enter (you can add up to 7 student's names in as long as you have the access id and passwords for them– each one would be different)

7	Student Name	<input type="text"/>
	Access ID	<input type="text"/>
	Access Password	<input type="text"/>
	Relationship	-- Choose <input type="checkbox"/>

6. If you are successful in creating your account your screen will look like this.

### Student and Parent Sign In

Sign In
Create Account

Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.

<b>Username</b>	<input type="text"/>
<b>Password</b>	<input type="password"/>

[Forgot Username or Password?](#)

7. Now you can sign in using your Newly Created Username and Password

8. In the PowerSchool Public Access website there are different icons found on the left

Exp	Last Week				This Week				Course	T1	T2	T3	Y1	Absences	Tardies
	M	T	W	H	M	T	W	H							
AM(M-F) PM(M-F)		L								Homeroom	--	--	--	4	1
1-2(M,W) 7(Th) 8(T,Th)	.	.	.	.	.	.	.	.	.	Science 3	--	--	--	0	0
1(F) 3-5(M-F)	.	.	.	.	.	.	.	.	.	Language Arts 3	MEA	--	--	0	0
6-7(F) 8(M)	.	.	.	.	.	.	.	.	.	Art 3	72.47	--	--	71.82	0
8(F) 9(M-T,Th)	.	.	.	.	.	.	.	.	.	Physical Education 3	75	--	--	75	0
8(W-Th) 9(W) 10(M-T,F)	.	.	.	.	.	.	.	.	.	Mathematics 3	74	--	--	74	0
											MC	--	--	0	0

9. The default screen is your students Current Grades and Attendance. Under the heading Courses the teacher name is in blue – if you click on this it will open your email so you can email directly to the teacher as this is a link to the teachers email address. (All blue highlighted items in PowerSchool are links) These grades and attendance are for the Actual Term that the school is in.

10. To check your students grades and how the student received this mark click on a blue mark

Grades and Attendance		Standards Grades													
Grades and Attendance: Canddi, Rand All															
Attendance By Class															
Exp	Last Week				This Week				Course	T1	T2	T3	Y1	Absences	Tardies
	M	T	W	H	F	M	T	W							
AM(M-F) PM(M-F)									Homeroom Walter, Memorese	--	--	--	--	0	0
1-2(M,W) 7(Th) 8(T,Th)	.	.	.	.	.	.	.	.	Science 3 Walter, Memorese	--	--	--	--	0	0
1(F) 3-5(M-F)	.	.	.	.	.	.	.	.	Language Arts 3 Walter, Memorese	ME/72.47	--	--	MEA/71.82	0	0
6-7(F) 8(M)	.	.	.	.	.	.	.	.	Art 3 Walter, Memorese	MEA/75	--	--	MEA/75	0	0

11. All the assignments that the teachers have input with marks will be in this page for this class. There could be different symbols in the teacher's gradebook. There is a legend of what these symbols mean at the bottom of this page.

Grades and Attendance		Standards Grades				
Class Score Detail:						
Course	Teacher	Expression	Final Grade <sup>1</sup>			
Language Arts 3	Walter, Memorese	1(F) 3-5(M-F)	MEA 72.47%			
Teacher Comments:						
Great Job						
Section Description:						
Due Date	Category	Assignment	Codes	Score	%	Grd
09/06/2011	Comprehension	Assignment 1		19/27	70.37	MEA
09/13/2011	Comprehension	Assignment 2	■	--/17		
09/16/2011	Spelling	Spelling List 1_1		10/15	66.67	MEA
09/16/2011	Spelling	Spelling Test 3_1		15/15	86.67	MP
09/16/2011	Spelling	Spelling Test 6_1	✓	--/15		
09/17/2011	Comprehension	Assignment 3	▲	--/35		
09/17/2011	Comprehension	Assignment 4	◆	--/31		ABS
09/17/2011	Spelling	Spelling Test Check	⊠	1/1	100	ME
09/26/2011	Writing Conv	Essay 1		--/50		
Legend						
Grades last updated on 09/17/2011						
✓ - 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.						

12. If an assignment score is blue there is a comment attached to this assignment

13. If you click on the blue mark a pop up box will come up that show you the teacher's comment

**Score Comment**

Teacher: Walter, Memorese

Course: Language Arts 3

Assignment name: Spelling List 1\_1

Date Due: 09/16/2011

Comment: Rand you need to spend more time on practicing your words.

[Close](#)

14. The Grades History tab will show you your student's courses that have been completed in for this student per school year. Broken down by reporting terms with any credits earned in the Hrs column.(note in this example there is no credits earned)

**Grade History**

Grade History		Standards Grade History											
2009-2010		2010-2011											
Course Name	Q1				Q2				Q3				
	Grade	%	Cit	Hrs	Grade	%	Cit	Hrs	Grade	%	Cit	Hrs	
Art 2				0	MP	88		0		0		0	
Computer Technology 2				0				0				0	
Health 2				0				0				0	
Homeroom				0				0				0	
Language Arts 2	ME	100		0	ME	100		0		0		0	
Library				0				0				0	
Mathematics 2	ME	95		0	MP	92		0	NYM	57		0	
Music 2		0		0		0		0		0		0	
Physical Education 2				0	NYM	67		0	MC	82		0	
Science 2				0	MP	90		0		0		0	
Social Studies 2				0				0				0	

15. The Attendance History Tab will show you your student's attendance for the current reporting term. With a legend on the bottom explaining the attendance.

**Meeting Attendance History: Canddi, Rand All**

Course	Expression	8/1-8/5				8/8-8/12				8/15-8/19				8/22-8/26				8/29-9/2				9/5-9/9				9/12-9/16				
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H
Homeroom Walter, Memorese 195 E: 08/10/2011 L: 06/29/2012	AM(M)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	AB	-	-	-	-	-	-	-	-	-	-	-	-
	AM(T)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	AM(W)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	AM(Th)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	AM(F)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	PM(M)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	PM(T)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	PM(W)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PM(Th)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
PM(F)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

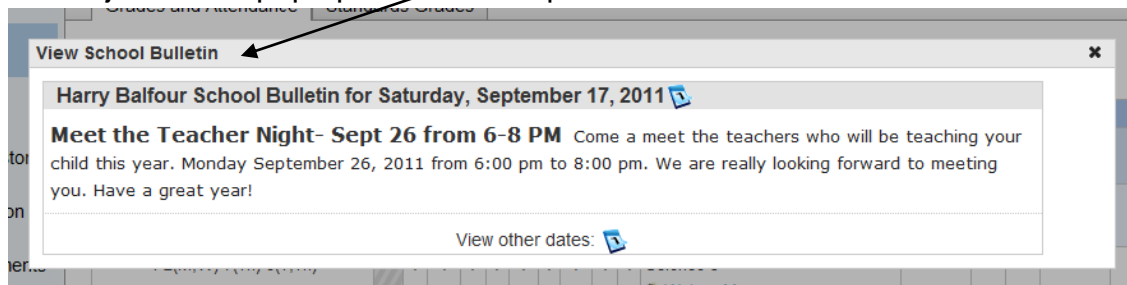
**Legend**

Attendance Codes: Blank= | Blank= | Blank=Present | L=Late | AB=Absent | SE=School Event | NR=Notification Received | IL=Illness | CB=Cancelled Bus | ISS=In School Suspension | OSS=Out of School Suspension |

16. Email Notification Tab will allow you to check off boxes if you want to be emailed with student information. It asked how often you would like this email to be sent to you. Note the email you input for your user account is defaulted for you so you do not have to add this email; however if you would like to add Additional email addresses for the notifications to be sent to you can add as many email addresses as you would like just separate each email address with a comma (,)

Email Notifications: Canddi, Rand All

17. School Bulletin – May or may not be used at your school so you may not see this icon. This can keep you informed of what is happening at your student’s school and when it is happening. This is just a little pop up that comes up.



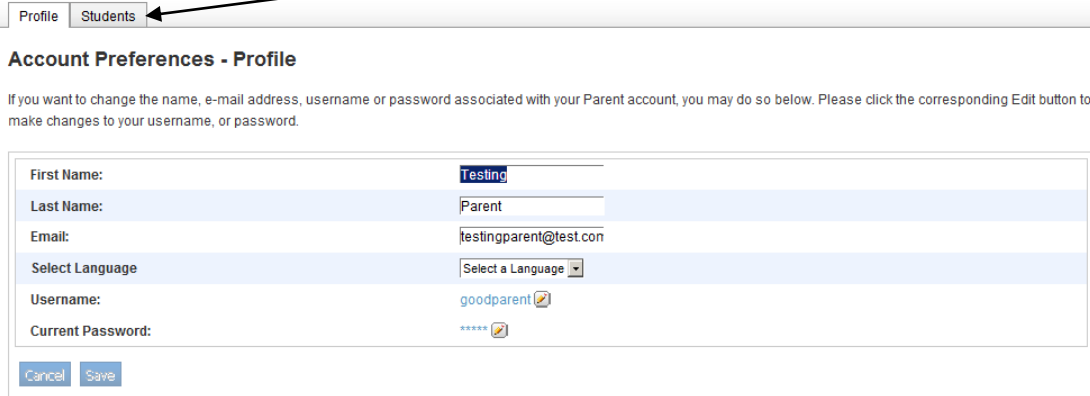
18. Balance – Will show you what fees have been applied to your student what has been paid and how much is owing

Transactions: Canddi, Rand All

Fee Transactions - Current Balance: \$50.00

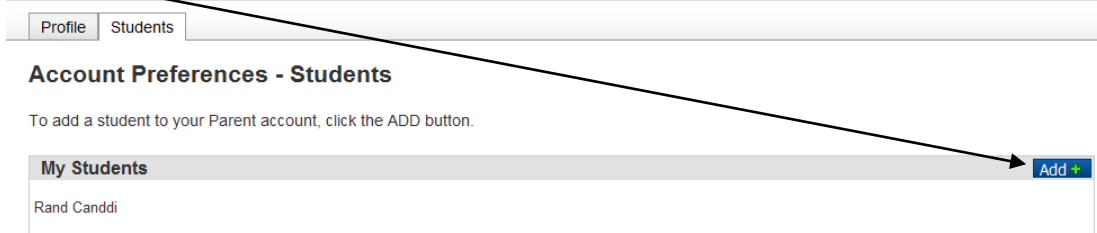
Date	Time	Fee Type	Description	Fee	Paid	Balance
09/01/2011	10:31 PM	Text Fees		60.00	60.00	0.00
09/01/2011	10:32 PM	Special Event Fees		10.00	5.00	5.00
09/01/2011	10:32 PM	YB Fees		45.00	0.00	45.00
Totals:				115.00	65.00	50.00

19. Account Preferences – you can change you email address in here and currently the only Language you can choose is English. If you Click Students you can add more children if you did not add all your children (who have access to parent/student web)



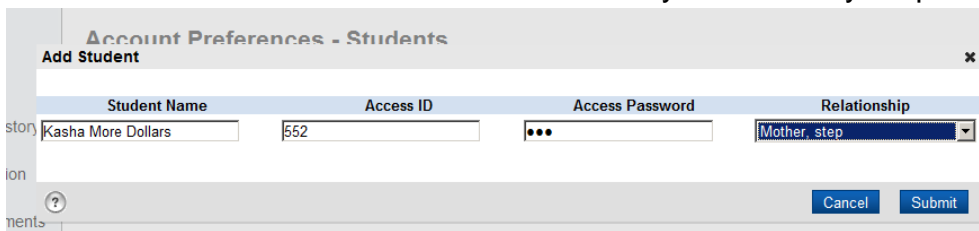
The screenshot shows the 'Account Preferences - Profile' page. At the top, there are two tabs: 'Profile' and 'Students'. An arrow points from the text above to the 'Students' tab. Below the tabs, the page title is 'Account Preferences - Profile'. A message reads: 'If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.' Below this is a form with the following fields: 'First Name' (Testing), 'Last Name' (Parent), 'Email' (testingparent@test.com), 'Select Language' (Select a Language), 'Username' (goodparent), and 'Current Password' (\*\*\*\*\*). At the bottom of the form are 'Cancel' and 'Save' buttons.

Click Add



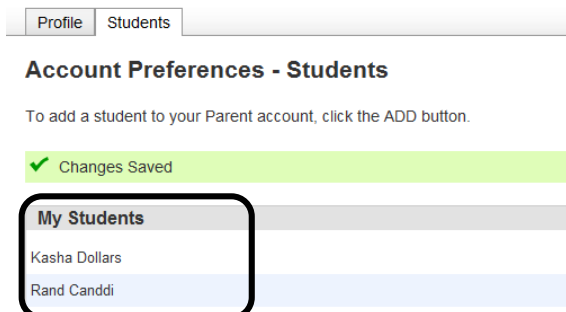
The screenshot shows the 'Account Preferences - Students' page. At the top, there are two tabs: 'Profile' and 'Students'. Below the tabs, the page title is 'Account Preferences - Students'. A message reads: 'To add a student to your Parent account, click the ADD button.' Below this is a section titled 'My Students' with a table containing one student: 'Rand Canddi'. To the right of the table is an 'Add +' button. An arrow points from the text 'Click Add' to this button.

The following pop up opens. Note you will need the access id and access password for this student as it is different from the other student you have on your profile) Submit



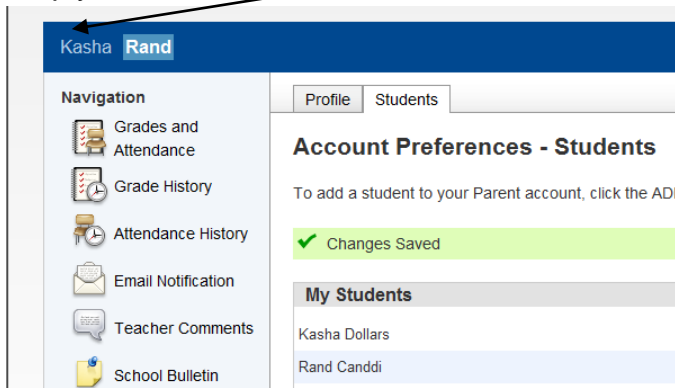
The screenshot shows a pop-up window titled 'Account Preferences - Students' with a sub-header 'Add Student'. It contains a table with the following columns: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The table has one row with the following values: 'Kasha More Dollars', '552', '...', and 'Mother\_step'. At the bottom of the pop-up are 'Cancel' and 'Submit' buttons.

Now your Student tab page shows both students



The screenshot shows the 'Account Preferences - Students' page. At the top, there are two tabs: 'Profile' and 'Students'. Below the tabs, the page title is 'Account Preferences - Students'. A message reads: 'To add a student to your Parent account, click the ADD button.' Below this is a green banner that says 'Changes Saved'. Below the banner is a section titled 'My Students' with a table containing two students: 'Kasha Dollars' and 'Rand Canddi'. The 'My Students' section is circled in black.

You will also see at the top left what student you are viewing. To change to the other student simply click on that students name and click on any icon on the left side.



20. Access Logs – Will give you a summary of every time you logged in and when your student logged in

Parent / Student Access Summary

Parent Access Summary				
Date	Time	Accessed By	Duration (minutes)	
1. 09/17/2011	3:15 PM	Parent, Testing	7.00	
2. 09/17/2011	10:29 PM	Parent, Testing	14.00	
3. 09/17/2011	3:27 PM	Parent, Testing	4.00	
4. 09/17/2011	3:45 PM	Parent, Testing	10.00	
5. 09/17/2011	4:44 PM	Parent, Testing	11.00	
6. 09/17/2011	4:04 PM	Parent, Testing	4.00	
7. 09/17/2011	4:13 PM	Parent, Testing	5.00	
8. 09/17/2011	4:20 PM	Parent, Testing	4.00	

Student Access Summary		
Date	Time	Duration (minutes)
No student accesses for this student.		

21. My Schedule – will show your students schedule – colour coded broken down by day, period and Term

Enrollments for current school only.

Day	Terms	AM	1	2	3	4	5	PM	6	7	8	9	10
M	11-12	Q1 T1	Homeroom HR.33 Walter, Memorese Room: 195	Science 3 SCN3.3 Walter, Memorese Room: 195	Language Arts 3 LA3.3 Walter, Memorese Room: 195	1(F) 3-5(M-F) 11-12	Homeroom HR.33 Walter, Memorese Room: 195	AM(M-F) PM(M-F) 11-12			Art 3 ART3.3 Walter, Memorese Room: 195	Physical Education 3 PED3.3 Walter, Memorese Room: 126	Mathematics 3 MAT3.3 Walter, Memorese Room: 195
			AM(M-F) PM(M-F) 11-12	1-2(M,W) 7(Th) 8(T,Th) 11-12				6-7(F) 8(M) 11-12	8(F) 9(M-T,Th) 11-12	6(W-Th) 7-8(W) 10(M) -T,F) 11-12			
T	11-12	Q1 T1	Homeroom HR.33 Walter, Memorese Room: 195	Social Studies 3 SST3.3 Walter, Memorese Room: 195	Language Arts 3 LA3.3 Walter, Memorese Room: 195	1(F) 3-5(M-F) 11-12	Homeroom HR.33 Walter, Memorese Room: 195	AM(M-F) PM(M-F) 11-12	Computer Technology 3 COMP3.3 Walter, Memorese Room: 184	6-7(T) 11-12	Science 3 SCN3.3 Walter, Memorese Room: 195	Physical Education 3 PED3.3 Walter, Memorese Room: 126	Mathematics 3 MAT3.3 Walter, Memorese Room: 195
			AM(M-F) PM(M-F) 11-12	1-2(T,Th) 10(W) 11-12				1-2(M,W) 7(Th) 8 (T,Th) 11-12	8(F) 9(M-T,Th) 11-12	6(W-Th) 7-8(W) 10(M) -T,F) 11-12			
W	11-12	Q1 T1	Homeroom HR.33 Walter, Memorese Room: 195	Science 3 SCN3.3 Walter, Memorese Room: 195	Language Arts 3 LA3.3 Walter, Memorese Room: 195	1(F) 3-5(M-F) 11-12	Homeroom HR.33 Walter, Memorese Room: 195	AM(M-F) PM(M-F) 11-12	Mathematics 3 MAT3.3 Walter, Memorese Room: 195	6(W-Th) 7-8(W) 10(M-T,F) 11-12			Social Studies 3 SST3.3 Walter, Memorese Room: 195
			AM(M-F) PM(M-F) 11-12	1-2(M,W) 7(Th) 8(T,Th) 11-12						1-2(T,Th) 10(W) 11- 12			



22. School information – shows the School name, address, phone number, fax, Principals name etc.

**School Info**

School Information	
School Name	Harry Balfour School
School Address	10815 - 104 St Grande Prairie, AB T8V 6R2
School Phone	(780) 532-9276
School Fax	(780) 532-0253

On the bottom of this School information is the breakdown of dates for all the terms for the school and the number of school days within this date range.

Term	This Year's Terms		
	Start Date	End Date	# School Days
Quarter 1 (Q1)	08/01/2011	11/05/2011	97
Quarter 2 (Q2)	11/06/2011	02/04/2012	91
Quarter 3 (Q3)	02/05/2012	04/29/2012	85
Quarter 4 (Q4)	04/30/2012	06/28/2012	60

23. Sign Out (log out) of PowerSchool. Click on the Sign Out button always as this is a web-based program you should always click the logout button and not the X.

Help button will help you if you have questions regarding anything in the parent portal

There are also 3 icons found on the top right of all pages

! – Notifications (this will tell you the last time you logged in)

2<sup>nd</sup> icon is for saving the page

3<sup>rd</sup> icon is to Print the page you are viewing.