

## PowerSchool tutorial for parents and students

### Introduction

PowerSchool is the student information system used by the Somerset Hills School District. It is a web-based application that allows parents and students to log into a secure account from home, school or work; access real-time assignments, grades and attendance; request reports; email teachers; and more.

### Parent and Student Access to PowerSchool

PowerSchool web address is <http://powerschool.shsd.org/public/>. There is also a link on The Somerset Hills School District website (<http://www.shsd.org/>).

### Create a Parent Single Sign-on Account

To make access to your children's information easier, PowerSchool now offers a single sign-on option that allows parents to create one account from which to access information for each child in the family.

Parents of new students will receive a separate Access ID and Access Password for each child from the school(s). Parents of returning students will have Access IDs and Access Passwords from the previous year. If you have forgotten the Access ID or Password for your child, please contact the school office.

Once you have your child's Access ID and Password you are ready to set up a PowerSchool account.

Log into PowerSchool at <http://powerschool.shsd.org/public/>. Whether you are familiar with PowerSchool or new, follow instructions below to create a single sign-on account. It's as easy as 1,2,3!

**1. Click Create an Account.**

**2. Enter information to create your account.** (See sample info entered below.)

**3. For each child enter Name, Access ID, Password and select a relationship.**

**TIP:** Before starting step 2, decide on a User Name and Password and write them down.

Student Name	Access ID	Access Password	Relationship
1. Meredith	Smith123	••••	Mother, natural/adoptive
2. John	Smith480	••••	Mother, natural/adoptive
3.			- Choose
4.			- Choose
5.			- Choose
6.			- Choose
7.			- Choose

Your next screen will be a confirmation that your PowerSchool account has been created. Log back in using your User Name and Password. This is the area you will log into on all future visits to PowerSchool.

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

**Login**

User Name

Password

Having trouble logging in?

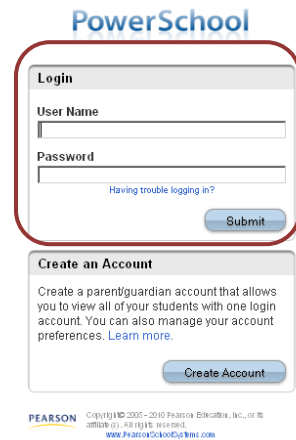
Submit

## Student Access to PowerSchool

New students will receive an Access ID and Access Password from your school. Returning students will have an Access ID and Access Password from the previous year. If you have forgotten your Access ID or Password, please contact the school office.

Log into PowerSchool at <http://powerschool.shsd.org/public/>.

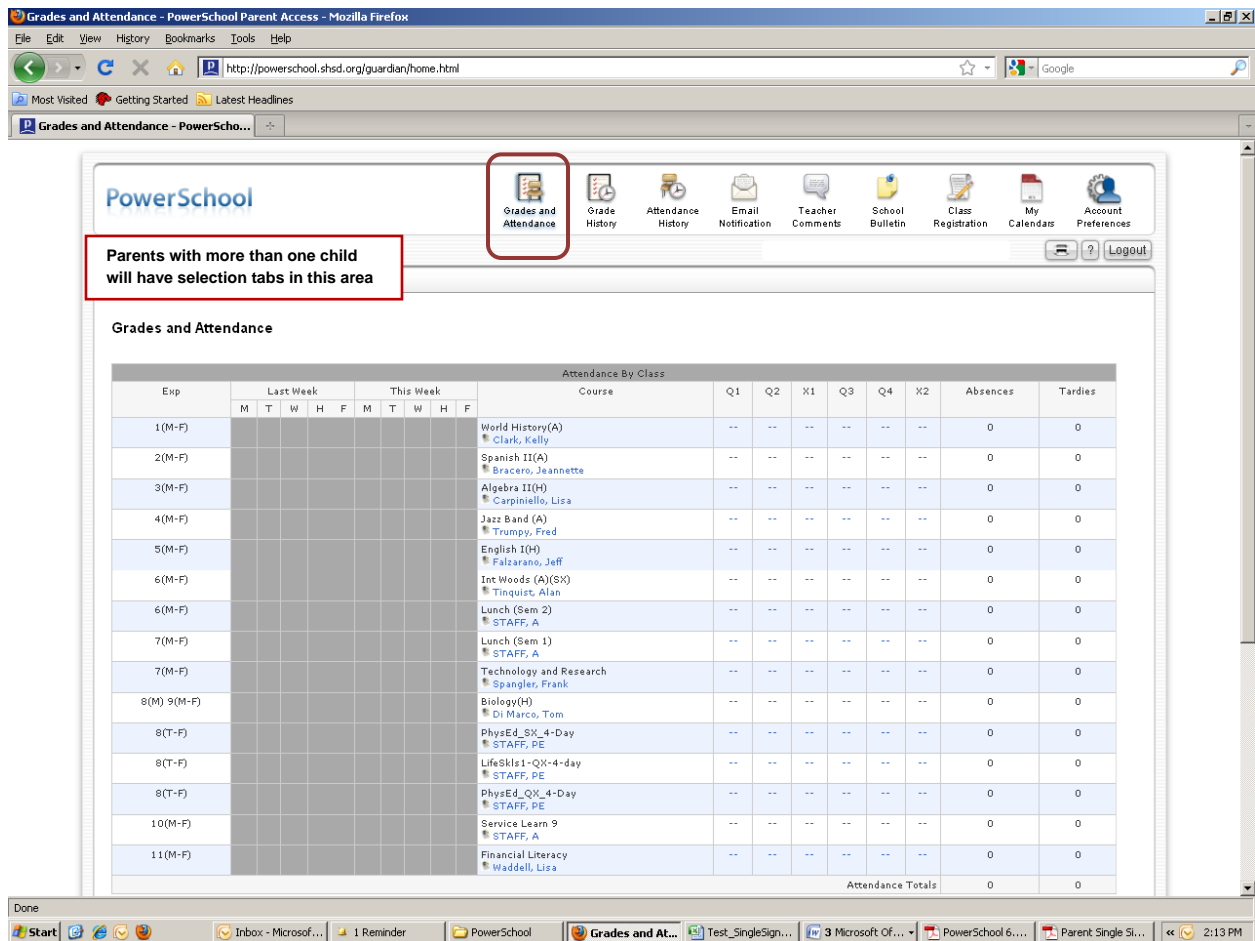
Enter Access ID under User Name and Access Password.



The image shows the PowerSchool login and account creation interface. It features a 'Login' section with fields for 'User Name' and 'Password', a 'Submit' button, and a link for 'Having trouble logging in?'. Below this is a 'Create an Account' section with a 'Create Account' button. The footer includes the Pearson logo and copyright information: 'PEARSON Copyright © 2005-2010 Pearson Education, Inc. or its affiliate(s). All rights reserved. www.PearsonSchoolSystem.com'.

## The PowerSchool Environment

PowerSchool opens to the **Grades and Attendance** page. It is a quick lookup page which shows classes, teachers, grades and attendance which pull from the teacher gradebooks for the current term. Once grades start to appear under the terms, you may double-click the grade to see class assignments.



The screenshot shows the PowerSchool 'Grades and Attendance' page in a Mozilla Firefox browser. The page title is 'Grades and Attendance - PowerSchool Parent Access - Mozilla Firefox'. The URL is 'http://powerschool.shsd.org/guardian/home.html'. The page features a navigation menu with icons for 'Grades and Attendance', 'Grade History', 'Attendance History', 'Email Notification', 'Teacher Comments', 'School Bulletin', 'Class Registration', 'My Calendars', and 'Account Preferences'. A red box highlights the 'Grades and Attendance' icon with the text: 'Parents with more than one child will have selection tabs in this area'. Below the menu is a table titled 'Attendance By Class' with columns for 'Exp', 'Last Week', 'This Week', 'Course', 'Q1', 'Q2', 'X1', 'Q3', 'Q4', 'X2', 'Absences', and 'Tardies'. The table lists various classes and their attendance records. The bottom of the screenshot shows the Windows taskbar with several open applications.

Other pages may be accessed by clicking on the icons in the menu bar at the top of the screen.

**Grades History** shows final term grades that have been stored into student course history.

**Attendance History** gives a breakdown of dates absent and absence reasons.

**Email Notification** allows you to choose what reports you would like emailed to you and how often. This feature is optional, and reports can be quite voluminous. Most of this information can be obtained from the web pages.

**Teacher Comments** allows you to view comments teachers have made relative to the class. You may also find comments in the Grades and Attendance area relative to the term.

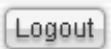
**School Bulletin** allows access to the school bulletin if one is published. Some buildings publish a weekly bulletin to the Somerset Hills School District website instead.

**Class Registration** is for course requests for the coming year. Although at times students are able to make selections on this page, it is current district policy that this is done while in the office of their guidance counselor.

**Account Preferences** is on parent accounts only. It allows parents to update account information and add additional students (if Access ID and Password are obtained from the school).



Click the question mark in the upper right portion of the screen below menu for help and information about the page you are on.



Remember to Logout when you are done.