

# PowerSchool SIS (Enhanced UI): Student and Parent Portals

## Quick Reference Card **BROWSER Based**

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### Navigating the Portals

Students and contacts use the Navigation menu options to access student and school information. District-level portal preference settings determine the availability of the School Bulletin and Balance menu options .

### Grades and Attendance

Select **Grades and Attendance** to keep track of final grades and attendance totals for the current term. This is the term defined on the Set Current Grade Display page. Select a final grade to access the Class Score Detail page. Select **View** for an assignment to access additional details. On the Grades and Attendance page, select **Show dropped classes also** to review any dropped classes. Select the numbers in the Absences or Tardies columns to review the days that the student was absent or tardy. If your school uses standards grades, select the **Standards Grades** tab to review those grades.

### Grade History

Select **Grade History** to review the student's courses listed by term, including the grade, score, citizenship grade, and credit hours. Select a grade percentage to access the Class Score Detail page. If available, select **View Graduation Plan Progress** to review the student's progress in completing graduation requirements. The View Graduation Plan Progress link appears only if the "Graduation Plans for Schools" settings have been set up at the District Office, assigned to students, and made visible in the portal at the school level.

### Attendance History

Select the **Attendance History** icon to review an attendance grid for the current term. The grid is divided by course name and week. Absences, tardies, and other codes are explained in the legend at the bottom of the page.

### Email Notification

Select **Email Notification** to modify what information PowerSchool SIS will send via email and how frequently. Enter additional email addresses in the **Additional Notification Emails** field. Separate additional addresses with commas.

### Teacher Comments

Select **Teacher Comments** to review general comments regarding the student. Comments are listed to the right of the teacher's name. To send an email to a teacher, select the teacher's name.

### School Bulletin

Select **School Bulletin** to read today's announcements. Select the **Calendar** icon to review past or future announcements.

### Class Registration

During certain times of the year, select **Class Registration** to request courses for the next school year. The option is not available all year, but the PowerSchool SIS administrator often activates registration during the second semester. Select the **Edit** icon (which looks like a pencil) to select a course. Submit the form when you've selected all courses.

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### Balance

Select **Balance** to review meal and fee transactions, as well as a student's current fee balances.

Once signed in to PowerSchool Mobile, select options from the menu to review information about grades, assignments, attendance, and more.

### My Schedule

Review a student's current schedule based on periods and school days, or choose the **Matrix View** tab to access a class list.

### School Information

Use the School Information icon to review the school's address, phone number, fax number, and a map of the facilities.

### Account Preferences

Select **Account Preferences** to modify the parent or guardian's name, email, username, and password information on the Profile tab. On the **Students** tab, contacts can add students to their account.

## Accessing PowerSchool Mobile

PowerSchool Mobile is available to students and contacts to download at no cost. Just like PowerSchool SIS Student and Parent Portals, one app provides access for both students and contacts.

After installing the PowerSchool Mobile app, students and contacts take the following steps:

1. Enter the four-digit district code and the same username and password they use for PowerSchool SIS Student and Parent Portals
2. Select **Sign In**

# PowerSchool SIS Student and Parent Portals Quick Start Guide

Students and Parents use the same web address to access the Sign In page

## Student Sign In

Students use Google Single Sign on and don't need a username and password when logged into the Chromebrowser or on the provided District Chromebook.

## Parent Sign In

Before parents can sign in to PowerSchool SIS, they must contact Mrs. Kirchoff at the school to get an account created.

PowerSchool SIS

Parent Sign In

Sign In Create Account

Select Language English

Username

Password

Forgot Username or Password?

Sign In

Once the account is created, parents use their account information to sign in to either the portal or the app. User name for Parent and Student accounts will always be: first name.last name

## Navigate the Portals

Keep track of final grades and attendance totals for the current term  
View the student's courses listed by term, including the grade, score, citizenship grade, and credit hours

View an attendance grid for the current term

Modify email preferences and enter additional email addresses

View general comments regarding the student and send an email to the teacher

Read announcements for past, present and future dates

Request courses for the next school year

View a student's current schedule based on periods and school days, or choose a matrix view that includes a class list.

View the school's address, phone number, fax number, and a map of the facilities.

Parents can modify their name, email, username, and password, or add students to their account

PowerSchool SIS Kathryn Lacy

Navigation

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

District Code DLGJ

Download on the App Store

GET IT ON Google play

### Grades and Attendance: Christensen, Kathryn D

Grades and Attendance Standards Grades

Exp	Last Week					This Week					Course
	M	T	W	H	F	M	T	W	H	F	
1(A-B)										A	General Math Email Finton, Linda J - Rm: 120
2(A)	.					.					Intro to Art Email Russell, Chris C - Rm: 116
2(B)	.					.					Keyboarding Email Kook, Steve M - Rm: 211
3(A)	.					.					English 1
3(B)	.					.					
4(A)	.					.					

Attendance By Class

Attendance By Day

Attendance Totals

Legend  
Attendance Code V=Vacation | F=F

Parent Excused | U=Unexcused | S=School Exc

### PowerSchool Mobile

One app provides access for both students and parents! After installing the FREE PowerSchool Mobile app:

1. Enter the four-digit district code and the same username and password used for the Student and Parent Portals. Friend's code is DLGJ.
2. Tap Sign In

To sign in, we need to know your district.

DISTRICT CODE  
DLGJ  
Where's My District Code?

Continue

**DO NOT INSTALL the Mobile App and attempt to login prior to setting up your account via a web browser.**

## Welcome to PowerSchool Mobile

PowerSchool Mobile gives you access to your student's data right in the palm of your hand!

### Device Requirements:

Mobile apps require the following operation system version installed on your device:

Mobile App	OS
PowerSchool Mobile (iOS) v21.4.5	iOS 12.0+ (iPhone, iPad, iPod Touch)
PowerSchool Mobile (Android) v21.4.5	Android 8.0+

### Mobile App Download

PowerSchool Mobile can be downloaded from the Apple App Store or the Google Play Store:

1. **iOS App:** <https://itunes.apple.com/us/app/powerschool-mobile/id973741088>
2. **Android App:** <https://play.google.com/store/apps/details?id=com.powerschool.portal>

#### Note:

1. You can also open the **App Store** app on your iOS device and search for "**PowerSchool**". PowerSchool apps should be the first results that appear.
2. You can also open the **Play Store** app on your Android device and search for "**PowerSchool**". PowerSchool apps should be the first results that appear.

### Sign in to the PowerSchool Mobile App for iOS

After you have downloaded the mobile app to your device, configure the app to recognize the server at your school district and then sign in to the app with your PowerSchool Student and Parent Portal username and password. The PowerSchool Mobile app walks you through the process.

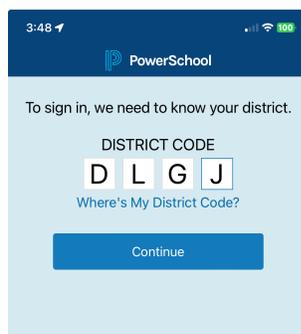
### Sign in to the PowerSchool Mobile App for Android

After you have downloaded the mobile app to your device, configure the app to recognize the server at your school district and then sign in to the app with your PowerSchool Student and Parent Portal username and password. The PowerSchool Mobile app walks you through the process.

**Note:** If you do not have a PowerSchool Student and Parent Portal account, contact us via the [UPS PowerSchool Form](#). you set up with an account.

### Enter the District Code-**DLGJ**

The district code is a four-digit code that you enter on the sign in screen. This connects the app to the PowerSchool SIS at your school district. You will then enter your username and password to sign in to PowerSchool.



### Enter Your Username and Password

On the Sign In screen, enter your PowerSchool Parent Portal username and password, and then tap **Go**. Your username will always be first name.last name.

## EXPLANATION OF PAGES WITHIN PARENT IOS APP

### Steps/Procedure

#### Dashboard

The **dashboard** is the main page of the app. It contains widgets of all features that have been enabled within your district. The GPA will display at the top and has a "tracker" using stars to show the student's progress within the GPA.

1. **Class Overview**, including the term, which will show the student's full class schedule and the current grade.
2. **Assignments Due** shows upcoming assignments, their due date, and the type of assignment.
3. **Assignments Graded**, will show the five most recent assignments and their grade. You can select "show all" to expand the menu on another page to show all graded assignments.
4. **Assignment Status** will show missing, incomplete, and late
5. **Attendance** is where you can see all excused and unexcused absences, as well as tardies and for which class the student was late or absent.
6. **School Bulletin** will show any communications the district has chosen to notify parents.

#### Classes

The **Classes** tab will show the student's full schedule for the school year, split up by quarters or semester (depending on the district setup). From the individual terms, you can select a class. This will open another page that will show the teacher information and allow you to e-mail the teacher directly.

From this individual class page, you can also see the current grade, absences, assignments, and standards associated with the course.

#### Calendar

The **Calendar** page allows you to see the current month, with all assignments marked on the day for which they are due. You can select a day to see which assignment is due and look at past days to see the grades for the assignments submitted.

#### Schedule

The **Schedule** page allows you to see the daily class schedule for the student with class timings and room number.

#### Account

The **Account** page allows you to sign out, choose your notification preferences, and switch to any student profiles. Here, you can also see which e-mail is associated with the account.

#### More

From **More**, you can see the **School** demographic information (location and contact information), **Help**, which has some tips and FAQs, and **About**. **About** will give you areas to submit **feedback**, contact **Mobile Support**, share the **Privacy Policy**, and show you the current **version**.