

# **PowerSchool Parent Portal User Guide**

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PowerSchool 6.0  
Student Information System

**PEARSON**

**School District of Superior Parent Portal Website  
address: <https://powerschool.superior.k12.wi.us/public>**

# Get Started

To get started, you must log in to PowerSchool Parent Portal.

## Log In to PowerSchool Parent Portal

Before you can log in to PowerSchool Parent Portal, you will need your school's PowerSchool Parent Portal URL, your username, and your password. If you do not have this information or have questions, contact your school's PowerSchool administrator.

**Note:** Do not use someone else's password or give your password to anyone else.

## How to Log In to PowerSchool Parent Portal

1. Open your Web browser to your school's PowerSchool Parent Portal URL. The Log In page appears. <https://powerschool.superior.k12.wi.us/public>
2. Enter your username in the first field.
3. Enter your password in the second field.

**Note:** The characters appear as asterisks (\*) to ensure greater security when you log in.

4. Click **Enter**. The PowerSchool Parent Portal start page appears. For more information, see *PowerSchool Parent Portal Start Page*.

## PowerSchool Parent Portal Start Page

When you log in to PowerSchool Parent Portal, the start page appears. This page serves as the central point from which you begin your PowerSchool Parent Portal session. The PowerSchool Parent Portal start page consists of the following main areas:

- Navigation bar
- Main menu
- Printer icon

## Navigation Bar

The navigation bar appears at the top of the PowerSchool Parent Portal start page, and is common to every page in the application. The navigation bar includes the following information:

| Field              | Description   |
|--------------------|---|
| [PowerSchool Logo] | Click to return to the start page.  |
| [Student]          | The name of the student.  |
| [Login]            | In an effort to ensure that your account is secure and your information protected, the date and time of the last time you |

| Field             | Description  |
|-------------------|--|
|                   | logged in appears next to your name. If you hover over the date and time, you can view how your last session ended — by logging out, timing out, or logging off due to multiple concurrent logins. You will not see how your last session ended if it ended for any other reason, such as a server reset. This information can be used to alert you to any unusual account activity. If you experience any unusual account activity, report it to your school. |
| [School/District] | The name of the student's school and school district.  |
| Logout            | Click to log out of PowerSchool Parent Portal. For more information, see <i>Quit PowerSchool Parent Portal</i> .   |
| [Main Menu]       | Contains links to PowerSchool Parent Portal functions. For more information, see <i>Main Menu</i> .  |

## Main Menu

The main menu consists of several icons within the navigation bar and includes links to the following functions:

| Field                 | Description  |
|-----------------------|--|
| Grades and Attendance | Click to view student grades and attendance for the current term. For more information, see <i>Grades and Attendance</i> .       |
| Grades History        | Click to view student grades for the previous term. For more information, see <i>Grades History</i> .                            |
| Attendance History    | Click to view attendance history for the current term. For more information, see <i>Attendance History</i> .                     |
| Email Notification    | Click to set the e-mail notifications you can receive on a regular basis. For more information, see <i>Email Notifications</i> . |
| Teacher Comments      | Click to view any teacher comments. For more information, see <i>Teacher Comments</i> .  |
| School Bulletin       | Click to view the current school bulletin. For more information, see <i>School Bulletin</i> .                                    |
| Class Registration    | Click to register for classes and view course requests. For more information, see <i>Class Registration</i> .                    |
| <del>Balance</del>    | <del>Click to view the current lunch balance and fee transactions. For more information, see <i>Balance</i>.</del>               |
| My Calendars          | Click to subscribe to specific homework and event calendars. For more information, see <i>My Calendars</i> .                     |

## Printer Icon

Several pages in PowerSchool Parent Portal display a **Printer** icon at the bottom of the page. Click this icon and a printer-friendly version of the page displays in a secondary browser window.

## Work with the Main Menu

Read this section to understand the basics of working with the main menu.

**Note:** You do not need to complete the activities in any particular order, but you should be familiar with all of them.

### Grades and Attendance

Use this page to view the grades and attendance for the student in the current term. The legend at the bottom of the page displays the attendance and citizenship codes and their meanings.

#### How to View Grades and Attendance

1. On the main menu, click **Grades and Attendance**. The Grades and Attendance page appears.
2. To view attendance data for dropped classes, click **Show dropped classes also**.
3. To send e-mail to a teacher, click the name of the teacher.

**Note:** To use this function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send messages.

4. To view grade details, click a grade in the term column. The Class Score Detail page appears.
5. To view assignment details, click a grade in the term column. The Class Score Detail page appears. Click an assignment under the Assignment column. The Assignment Description page appears. Use the browser **Back** button to return to the Grades and Attendance page.

**Note:** Icons indicate the status of assignments. For more information, see the icon legend at the bottom of the page.

6. To view the absences or tardies for the selected class during this term, click a number in the Absences or Tardies column. The Dates of Attendance page displays all absences or tardies for that class.
7. To view the absences or tardies for all classes during this term, click a number in the Attendance Totals row. The Dates of Absence or Dates of Tardies page displays all absences or tardies. Use the browser **Back** button to return to the Grades and Attendance page.
8. In the Attendance by Day section, click a number in the Absences or Tardies column. Depending on your selection, the Dates of Attendance page displays the total absences or tardies for the semester or for the year-to-date.
9. Use the browser **Back** button to return to the Grades and Attendance page.

## How to View Standards Grades

1. To view standards grades, click **View Standards Grades**. The Standards Grades page appears.
2. Click **Show Completed Classes** to view standards grades for completed classes.
3. Click **Hide Completed Classes** to view only the classes for the current term.
4. Click on the blue "c" icon to view score comments.
5. Click the name of the standard to view the following details:
  - o Teacher
  - o Course
  - o Standard Name
  - o Gradescale
  - o Gradescale Description
  - o Gradescale Details
6. Use the browser **Back** button to return to the Grades and Attendance page.

## Grades History

Use this page to view quarter and semester grades for the student for the current term.

## How to View Grades History

1. On the main menu, click **Grades History**. The Grade History page appears.
2. Click a grade in the % column. The Class Score Detail page appears.

A caret (^) indicates score is exempt from final grade. An asterisk (\*) indicates an assignment is not included in final grade. The number one (1) indicates 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. Click the special weighting link for more information.

## Attendance History

Use this page to view the attendance record for the student in the current term. The legend at the bottom of the page displays the attendance codes and their meanings.

## How to View Attendance History

On the main menu, click **Attendance History**. The Attendance History page displays the student's attendance record for the current term.

## Email Notifications

If you wish to receive information about your student's grades, attendance, and assignment scores, use this page to set up your e-mail preferences. You can specify which information you would like to receive, how often you would like to receive the information, and how often you would like to receive e-mail.

## How to Set Up Email Notifications

1. On the main menu, click **Email Notification**. The Email Notifications page appears.
2. Use the following table to enter information in the fields:

| Field                                       | Description   |
|---|---|
| What information would you like to receive? | Specify which information you would like to receive by selecting the appropriate checkboxes: <ul style="list-style-type: none"> <li>• <b>Summary of current grades and attendance</b></li> <li>• <b>Detailed reports showing all assignment scores for each class</b></li> <li>• <b>Detailed report of attendance</b></li> <li>• <b>School announcements</b></li> <li>• <b>Balance Alert</b></li> </ul> |
| How often?                                  | Use the pop-up menu to specify how often you would like to receive the e-mail messages selected above.  |
| Send now?                                   | Select the checkbox to immediately send the e-mail messages selected above.   |
| Email Address(es)                           | Enter the e-mail addresses to which you want the system to send the e-mail messages selected above. Separate multiple addresses with commas.  |

3. Click **Submit**. The Changes Recorded page appears.

## Teacher Comments

Use this page to view any comments that teachers entered regarding items such as the student's achievement or behavior.

### How to View Teacher Comments

1. On the main menu, click **Teacher Comments**. The Teacher Comments page appears.
2. To open an e-mail message to send to a teacher, click the teacher's name.

**Note:** To use the e-mail function, your Web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send e-mail messages.

## School Bulletins

Use this page to view daily school announcements.

# Quit PowerSchool Parent Portal

When finished working in PowerSchool Parent Portal, it is important to log out of the application.

## Log Out of PowerSchool Parent Portal

You can log out of PowerSchool Parent Portal from any page in the application.

**Note:** If you are not actively working in PowerSchool Parent Portal, your session may timeout. If so, you need to **log in** again.

## How to Log Out of PowerSchool Parent Portal

Click **Logout** in the navigation bar. The Log In page appears. You must enter your username and password again to redisplay the PowerSchool Parent Portal start page.





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