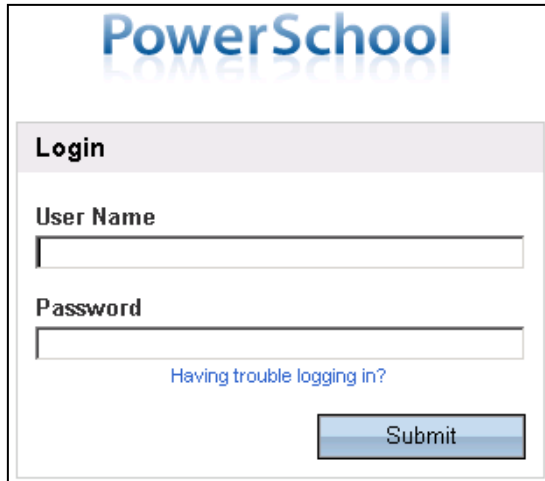


# PowerSchool Parent Portal

## Logging In

Go to the PowerSchool web site at [powerschool.blackgold.ca](http://powerschool.blackgold.ca) or follow the link on the school webpage at [elijhs.blackgold.ca](http://elijhs.blackgold.ca).

- Key in your User Name and Password and click on the **Submit** button.



The login form features the PowerSchool logo at the top. Below it is a 'Login' header. There are two input fields: 'User Name' and 'Password'. A link 'Having trouble logging in?' is positioned below the password field. A 'Submit' button is at the bottom right.

Your User Name format is generally:

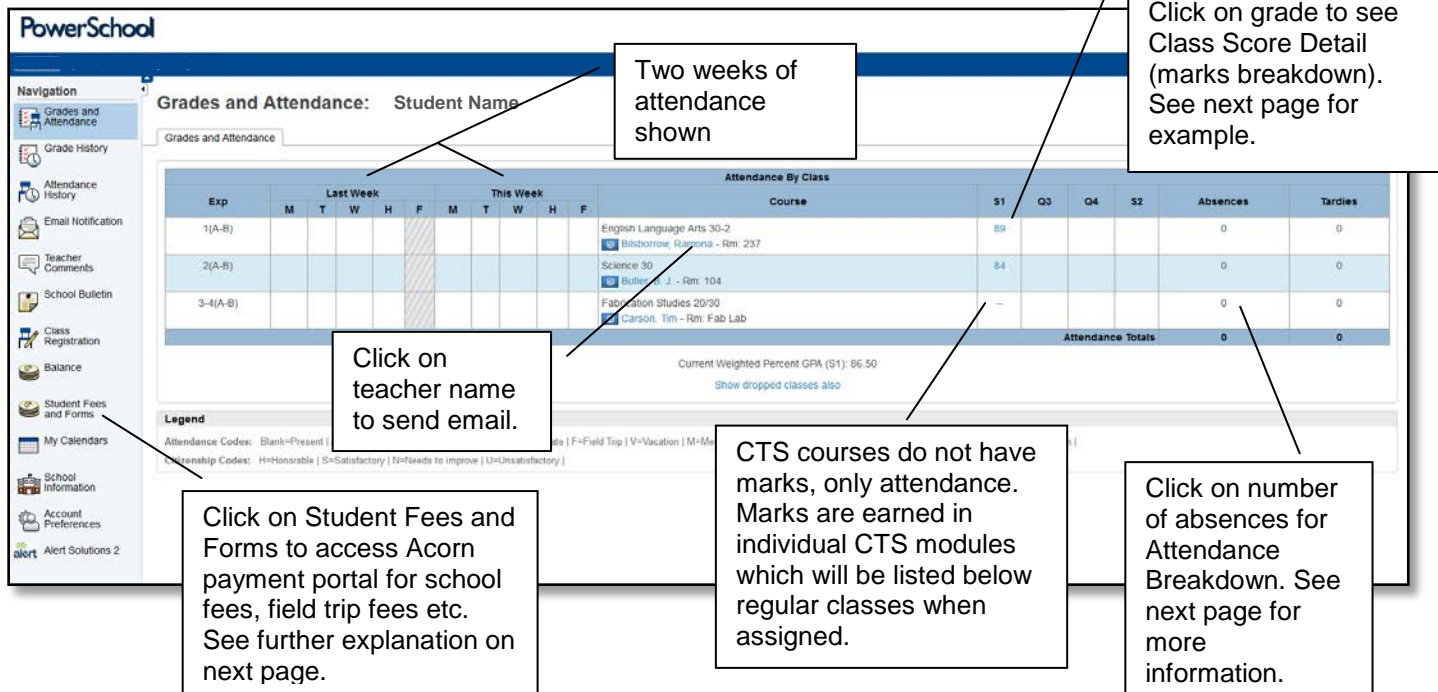
**firstname.lastname** (lower case)

If your account was just set up by the school, or if you requested to have your password reset, your temporary password will be:

**powerschool** (lower case – all one word)

You will immediately be prompted to change your password (minimum 6 characters)

## Home Screen: Summary of Grades and Attendance



The home screen displays a navigation sidebar on the left with links to Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, Balance, Student Fees and Forms, My Calendars, School Information, Account Preferences, and Alert Solutions 2. The main content area is titled 'Grades and Attendance: Student Name'. It features a table with columns for 'Exp', 'Last Week' (M, T, W, H, F), 'This Week' (M, T, W, H, F), 'Course', 'S1', 'Q3', 'Q4', 'S2', 'Absences', and 'Tardies'. The table lists three courses: English Language Arts 30-2, Science 30, and Fabrication Studies 20/30. Below the table, there is a 'Legend' section and a 'Current Weighted Percent GPA (S1): 86.50' display. Callout boxes provide additional information: 'Two weeks of attendance shown' points to the week columns; 'Grades hyperlink - Click on grade to see Class Score Detail (marks breakdown). See next page for example.' points to the course row; 'Click on teacher name to send email.' points to the teacher name in the course row; 'Click on Student Fees and Forms to access Acorn payment portal for school fees, field trip fees etc. See further explanation on next page.' points to the 'Student Fees and Forms' link in the sidebar; 'CTS courses do not have marks, only attendance. Marks are earned in individual CTS modules which will be listed below regular classes when assigned.' points to the 'Fabrication Studies 20/30' course; and 'Click on number of absences for Attendance Breakdown. See next page for more information.' points to the 'Absences' column.

Exp	Last Week					This Week					Course	S1	Q3	Q4	S2	Absences	Tardies		
	M	T	W	H	F	M	T	W	H	F									
1(A-B)											English Language Arts 30-2 Blaisdell, Ramona - Rm: 237	89				0	0		
2(A-B)											Science 30 Butler, J. - Rm: 104	84				0	0		
3-4(A-B)											Fabrication Studies 20/30 Carson, Tim - Rm: Fab Lab	-				0	0		
												Attendance Totals						0	0

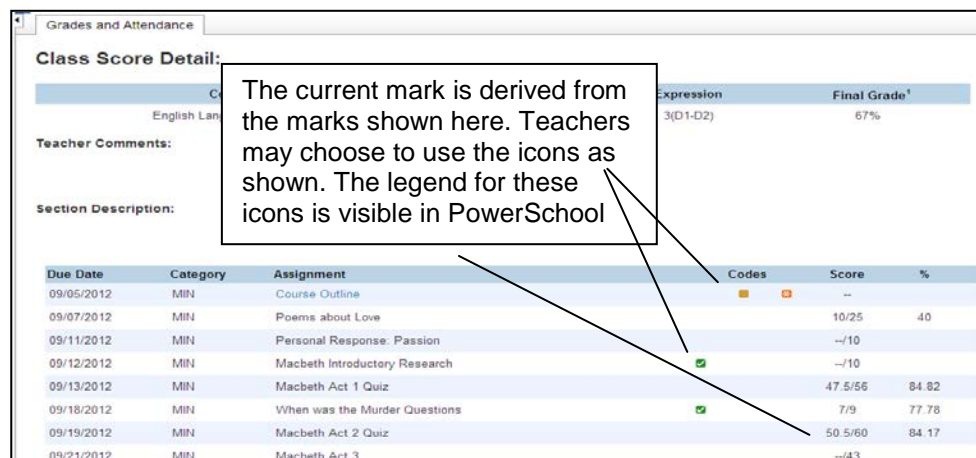
Current Weighted Percent GPA (S1): 86.50  
Show dropped classes also

Legend  
Attendance Codes: Blank=Present | F=Field Trip | V=Vacation | M=Missed  
Gradeship Codes: H=Honorable | S=Satisfactory | I=Needs to improve | U=Unsatisfactory

At the midterm point for each semester (mid-November for Semester 1 and mid-April for Semester 2), a midterm mark will be stored. The first term for Semester 1 is stored as Q1 and Q3 shows the first term for Semester 2. After these marks have been stored, the current cumulative mark will be visible under S1 or Q2 for Semester 1; current cumulative mark for semester 2 after midpoint will be under S2 or Q4.

## Breakdown of Marks (Class Score Detail)

This is a sample of the breakdown of the marks (Class Score Detail) which was accessed from the grades hyperlink on the main *Grades and Attendance* page.



The current mark is derived from the marks shown here. Teachers may choose to use the icons as shown. The legend for these icons is visible in PowerSchool

Due Date	Category	Assignment	Codes	Score	%
09/05/2012	MIN	Course Outline		--	
09/07/2012	MIN	Poems about Love		10/25	40
09/11/2012	MIN	Personal Response: Passion		--/10	
09/12/2012	MIN	Macbeth Introductory Research		--/10	
09/13/2012	MIN	Macbeth Act 1 Quiz		47.5/56	84.82
09/18/2012	MIN	When was the Murder Questions		7/9	77.78
09/19/2012	MIN	Macbeth Act 2 Quiz		50.5/60	84.17
09/21/2012	MIN	Macbeth Act 3		--/43	

## Accessing historical marks information for Semester 1 during Semester 2

The default view for Grades and Attendance is always the current semester. To access marks from Semester 1 once Semester 2 starts (after February 1), go to Grade History from the navigation bar on the left and scroll to the bottom of the page to look at the box titled S1. These are the final marks for the courses in Semester 1. The other box titles reflect the following marks: Q1=end of term 1 mark, Q2=end of term 2 mark, G1=PAT exam marks, E1=Final class exam mark or diploma exam mark.

## Breakdown of Attendance

If there are numbers under the *Absences* column, click on the number to view dates and attendance codes. 'M' is excused for medical/illness; 'A' is excused for non-medical reasons; 'U' is an unexcused absence (skip). If any absence codes are incorrect, please call the school to have them corrected.

## Student Fees and Forms (portal for online payments)

You will be able to pay for any fees or fines that your child has incurred including lost books, field trip/school trip fees, transportation fees, order a yearbook or pay for specific fees or items for a class, e.g. mechanics coveralls. If you have large outstanding amounts such as a school trip that you are paying in installments and you need to pay for another item, go into View Cart and you can temporarily remove these larger items from your cart to ensure you are only paying for the items you require at that time. Call the school if you require assistance.

## Requesting Email Notifications

Click the *Email Notification* button on the navigation bar, at the left of each screen, to select the types of reports you would like to receive by email and to schedule how often the reports will be sent.

Parents can choose to receive the following reports:

- Summary of current grades and attendance;
- Detailed reports showing all assignment scores for each class;
- Detailed report of attendance;
- School Announcements (select frequency of 'Daily' to receive these every day)

## PowerSchool Mobile App

There is an iPhone app and an Android app for PowerSchool. You will be prompted for the district code for Black Gold Regional Schools: T C D S

If you have any questions or if you require further information, please contact **Tracy Buchak** at 780.986.2184 or email [tracy.buchak@blackgold.ca](mailto:tracy.buchak@blackgold.ca).