

# Introducing Parents to PowerSchool's Parent Portal

## Sign In - Create a Parent/Guardian Single Sign-in Account

For parents, guardians, or students to sign in to the portal:

1. Enter the Internet address of the school's public server.

**<https://ansoncountyschools.powerschool.com/public/home.html>**

2. In the Create an Account section, click **Create Account**.

3. On the **Create Parent Account** page, enter the parent/guardian first name and last name in the appropriate fields.

4. Enter the parent's email in the next field.

5. Enter the desired username and password in the appropriate fields.

6. Re-enter the password for security authentication.

7. For each student to be associated to the account, enter the student name, access ID, and access password (accessID/access password located on the document from your school).

8. Open the Relationship menu and select the appropriate relationship for each student being added.

9. To create the account, click **Enter**.

To update the first and last name, username, and password for the account, click **Account Preferences**. Update information as needed under the Profile tab, then click **Save**.

## Add Children to a Parent/Guardian Account

Once the account is created, a parent or guardian may still add students to the account.

1. In the Navigation menu, click **Account Preferences**.

2. To add or edit students, click the Students tab.
3. To add a child, click **Add**.
4. In the Add Student window, enter the student name, access ID, and access password.
5. Open the Relationship menu and select the correct relationship.
6. Click **Submit**.

## **Email Notifications**

To modify the information sent to a parent or guardian:

1. In the **Navigation** menu, click **Email Notification**.
2. Select the desired information to be included in the email report.
3. Open the “**How often?**” menu and select the frequency of report delivery.
4. To send the report to other addresses, enter the addresses in the **Additional Email Addresses** field (separate additional addresses with commas).
5. If these changes are for all students on the account, check **Apply these settings to all your students?**
6. To send a report immediately for the selected student, click **Send now for [student name]**.
7. To save the email preferences, click **Submit**.

## **Teacher Comments**

To read teacher comments:

1. In the Navigation menu, click **Teacher Comments**.
2. General comments regarding the student’s performance in class are shown in the Comments column.
3. To email the teacher, click the teacher’s name.
4. To view specific assignment score comments, click **Grades and Attendance**.

5. Click a final grade/percentage link.

6. On the **Class Score Detail** page, click the score link for an assignment to see the comment Assignment scores are active links only if the teacher entered additional assignment information, such as a comment.

## **Current and Historical Grades and Attendance**

To view a student's current grade and attendance information:

1. In the **Navigation** menu, click **Grades and Attendance**.
2. To view the student's dropped classes, click **Show Dropped Classes also**.
3. To view additional information about a term grade, click the link associated with that grade.
4. If the teacher has included information about an assignment, click the assignment name to view it.
5. The Assignment Description page includes the teacher, course, assignment name, and assignment description If the teacher has linked to a website to provide additional help, click the link to that page to view the site.
6. If your child's school uses standards-based grading, click the **Standards** tab to view standards grades.
7. On the Standards Grades page, click **Show Completed Classes** to view standards grades for completed classes or click **Hide Completed Classes** to view the classes for the current term only.
8. To view standards comments, click the blue icon.
9. Click the name of the standard to view details about the teacher, course, standard name, grade scale, and description.
10. Click the Grades and Attendance tab to return to the Grades and Attendance page.
11. Click the numbers in either the **Absences** or **Tardies** columns to view data in the current term.

To view a student's historical grade information:

1. In the Navigation menu, click **Grade History**.
2. On the **Grade History** page, courses are listed by term showing the student's final grades, percentages, and earned credit hours.
3. To access the **Class Score Detail** page, click the final grade/percentage link for the desired class To view a student's historical attendance information: 1. In the Navigation menu, click **Attendance History**
4. Course names are listed in the first column and the weekly dates are listed in the subsequent column headings Attendance and other codes are defined in the legend at the bottom of the page.