PowerSchool User Guide For Parents

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Introduction:

Understanding PowerSchool Parent Portal with Single Sign-On

PowerSchool's Parent Portal is a tool specifically designed for parents and students to keep track of their progress in their classes.

Parent Single Sign-On offers a number of benefits including:
- access to multiple students with one login.
- a personalized account for each parent and guardian.
- the ability for parents/guardians to retrieve their own login information.
- the ability to track students' grades and attendance, including a detailed log of all assignments in every class.

Getting Started:

Instructions for Parents New to BART's PowerSchool Portal

To get started, you must create your PowerSchool account and attach students. Go to:

https://bartcharter.powerschool.com/public/home.html

Creating a New PowerSchool Parent Portal Account

Before you can log into PowerSchool Parent Portal, you will need to create your account and associate students to it. You should have received a letter with your student's Access ID and Access Password. These values are needed to attach a student to your account. If you need this information about your student, please call BART at (413)743-7311.

Note: The Access ID and Access Password for your student should be protected. Only provide this information to individuals who need to monitor your student's progress.

Launch a web browser (Internet Explorer, Safari, Firefox) and go to the PowerSchool Parent Portal URL through the BART site as instructed in your letter. The first time you see this screen you must Create an Account.

PowerSchool

Parent Sign In

Username

Password

Having trouble signing in?

Sign In

Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. Learn more.

Create Account

Create Account

Fill in the fields appearing on the screen. Your e-mail and username must be unique (not associated with any existing PowerSchool accounts), and your password must be at least 6 characters long.

Create Parent Account

First Name	
Last Name	
Email	
Desired Username	
Password	
Re-enter Password	

Password must:

• Be at least 6 characters long

Link Students to your New Account

In this section, you will use the information you received in the letter from BART with the information specific to your students to link their accounts to yours. You must enter the **Student Name**, **Access ID**, and **Access Password** exactly as they appear in the letter. If you need this information about your student, please call BART (413)743-7311.

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

	Student Name	Access ID	Access Password	Relationship
1				--Choose
2				--Choose
3				--Choose
4				--Choose
5				--Choose
6				--Choose
7				Choose

Enter

You will need to enter this information for each student your wish to link to your account. Click **Enter** when you are done.

When your account has been successfully created, you will see this screen. Use the username and password you just created to login to the Parent Portal.

PowerSchool

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

Parent Sign In

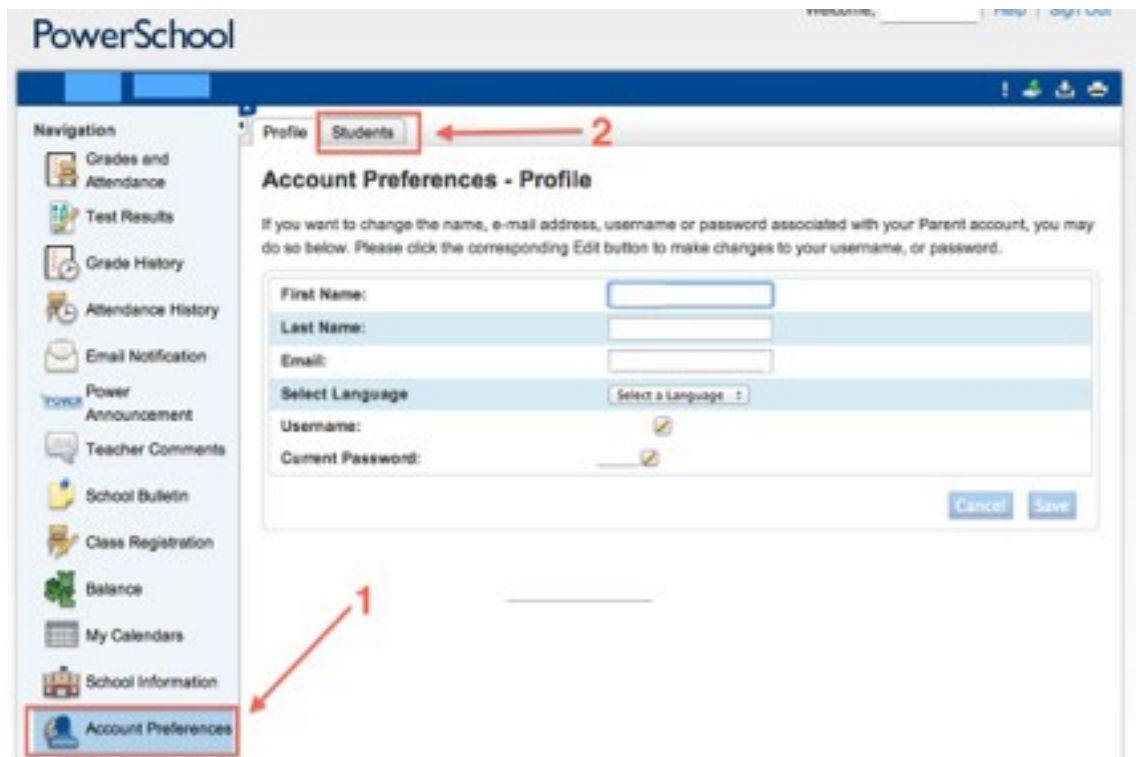Username

Password

Having trouble signing in?

Sign In

Updating Your Existing PowerSchool Account

Link Students to an Existing Account

To link new students to a PowerSchool Parent Portal account that already exists, select **Account Preferences** from the bottom of the Navigation Menu, and then select the **Students** tab at the top.

On the Students tab, select the blue **Add** button.

Profile | Students

Account Preferences - Students

To add a student to your Parent account, click the ADD button.

My Students　　　　　　　　　　　Add +

In the popup that appears, enter your student information. You will use the information you received in the letter from BART with the information specific to your students to link their accounts to yours. You must enter the **Student Name**, **Access ID**, and **Access Password** exactly as they appear in the letter. If you need this information about your student, please call BART's at (413)743-7311.

When done with each student, hit **Submit**. Repeat this process for each student you would like to add to your existing account.

# Making the Most of the PowerSchool Parent Portal

Navigation Bar

The Navigation Bar appears at the top of the Parent Portal Start Page and is common to every page.

Student names are in the upper left-hand corner of the page. Click here to switch which student you are viewing. The student whose information you are currently viewing will be highlighted in blue.

There are several icons to the right side of the bar. The most useful of these is the printer icon, which you can click on for a print-friendly version of the page you are currently viewing.

At the very top right of each page, you can also access the **Help** feature, which has instructions for several issues. You may also click on **Sign Out** at any time to end your session.
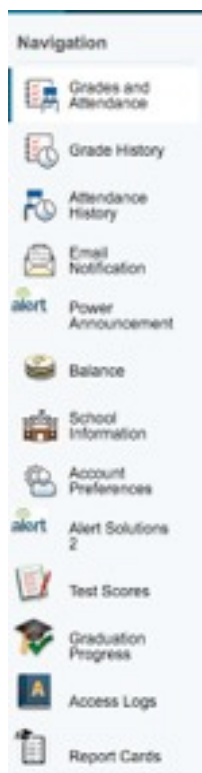
Navigation Menu

The Navigation Menu appears on the left-hand side of the Parent Portal and is common to every page. It serves as the central point from which to navigate the pages of the Parent Portal.

You can explore the Navigation Options listed below in any order, but all contain valuable information about your BART student. BART's options on the PowerSchool Parent Portal, which will be described in the next pages, are:

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Power Announcement
- Fees Balance

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- School Information
- Account Preferences
- Test Scores
- Graduation Progress
- Access Logs
- Report Cards

Grades and Attendance
Use this page to view the grades and attendance for the student in the current term.

Grades
Student grades are viewable at the top of this page, under the heading Attendance By Class. Each class is listed, and in addition to attendance, students' term averages are displayed. *Note: please disregard grades for S1 and S2: BART does not use these averages. Grades for seniors' college courses will be found in the Grade History tab.*

Exp	Last Week This Week M T W H F M T W H F	Course	T1	T2	T3	S1	S2	Absences	Tardies
HR(M-F)		Homeroom Weiskotten, Mayra A - Rm: 410	--		--			0	0
8P4(M-F)		Lunch Lunch, Lunch - Rm: Atrium	--		--			0	0
HP1(M-F)		English I Johnson, Sean Aram - Rm: 401	B 86		B+ 88			0	0
HP2(M-F)		Math I: Algebra/Intro to Geometry Trumble, Eric Pershing - Rm: 410	A+ 97		A+ 97			0	0
HP3(M,T,Th,F)		Spanish I Weiskotten, Mayra A - Rm: 409	A+ 97		A 95			0	0
HP4(M-F)		Advisory HS Weiskotten, Mayra A - Rm: 409	--		--			0	0
HP6(M-F)		Environmental Science Wheat, Miles David - Rm: 301	B- 82		B- 82			0	0
HP7(M,T,W,F)		American History I Bridges, Steven W - Rm: 402	A- 90		A- 90			0	0

Throughout the PowerSchool portal, anything that is blue can be clicked on for more information. On this page, clicking on a teacher's name will allow you to e-mail them with questions or concerns. Also, clicking on the student's T1 grade for a class will bring up a more detailed view of their assignments in this class. This view can be used both to track student progress AND to see what homework has been assigned in this class.

On the detailed view of a student's assignments for each class, parents can view children's average, any teacher comments, a course description, and your child's grades on each assignment for that class. Teachers at BART make every effort to update their gradebooks once a week.

Any blue text can be clicked for more information, and may include links to copies of the assignments, notes or descriptions about that assignment, and other helpful information.

The legend at the bottom of the page can help you interpret codes pertaining to your student, and also lets you know the last time grades were updated.

Please note that **blank** assignments (--) are ones which have not yet been graded by the teacher and are not factored into students' final averages, whereas as grades of **0** have been graded and do count toward a student average.

Attendance By Class

Exp	Last Week This Week M T W H F M T W H F	Course	T1	T2	T3	S1	S2	Absences	Tardies
HR(M-F)		Homeroom ☎ Weiskotten, Mayra A - Rm: 410	--			--		0	0
8P4(M-F)		Lunch ☎ Lunch, Lunch - Rm: Atrium	--			--		0	0
HP1(M-F)		English I ☎ Johnson, Sean Aram - Rm: 401	B 86			B+ 88		0	0
HP2(M-F)		Math I: Algebra/Intro to Geometry ☎ Trumble, Eric Pershing - Rm: 410	A+ 97			A+ 97		0	0
HP3(M,T,Th,F)	. .	Spanish I ☎ Weiskotten, Mayra A - Rm: 409	A+ 97			A 95		0	0
HP4(M-F)		Advisory HS ☎ Weiskotten, Mayra A - Rm: 409	--			--		0	0
HP6(M-F)		Environmental Science ☎ Wheat, Miles David - Rm: 301	B- 82			B- 82		0	0
HP7(M,T,W,F)	. .	American History I ☎ Bridges, Steven W - Rm: 402	A- 90			A- 90		0	0

Click here to e-mail →

Click here for a detailed grade report →

Class Score Detail:

Course	
Environmental Science	W

Teacher Comments:

Section Description:

Environmental Science is the intersection of the E
dependence on the living environment as well as t
interactions between people and the environment
climate change. A major focus of this course will b
world in which we live.

view syllabus

Due Date	Category	Assignment
08/22/2013	HW	Syllabus read
08/22/2013	HW	Exciting Topic exit ticket
08/23/2013	QZ	Rivers and watersheds
08/26/2013	QZ	Water Cycle Diagram ET
08/26/2013	HW	Water cycle diagram

Attendance

Student attendance for the year is found at the bottom of the Grades and Attendance screen.

The legend at the bottom of the page displays the attendance codes and their meanings.

Grade History

Use this page to view trimester grades for the student for the past terms. As with the Grades and Attendance screen, you can click on any blue text for more information, and specifically on a student's term grade for a complete breakdown of their assignments from that class.
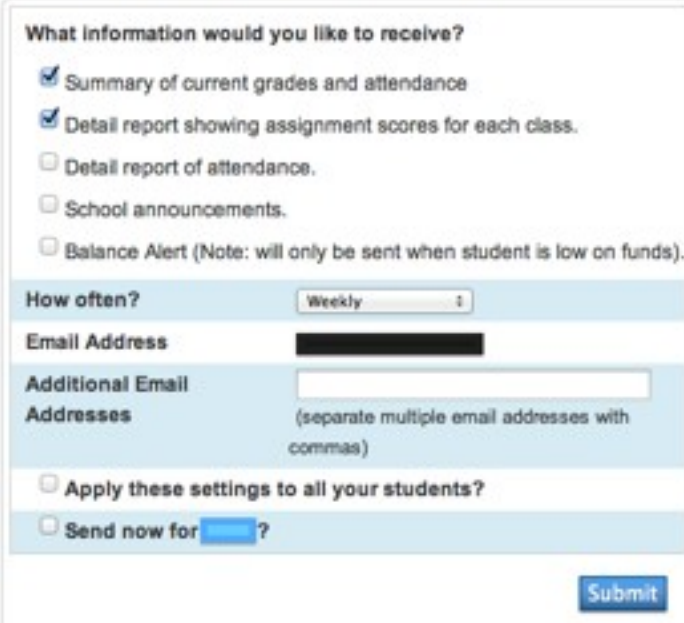
Attendance History

Use this page to view attendance records for the student in the current term. The legend at the bottom of the page displays the attendance codes and their meanings. Please note that at BART, although all classes are displayed, daily attendance is only recorded for the student's homeroom class.

Email Notification

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

You can also select choose to apply e-mail settings to all students, or cause e-mails to be sent on request.

Power Announcement

Use this screen to set your preference for automated messages from BART, including emergency notifications, school cancellations, and attendance messages. Messages can be sent via phone, e-mail, or text, as you prefer.

▾ Preferences By Message Type

Option	Choice
Contact me using Text Messaging.	☐
Contact me using Email.	☑
Contact me using Phone Calls.	☑

▾ Preferences By Contact Field

Field	Data	Option	
Home Phone		Send Phone Calls ☑	
Contact 1 Cell Phone Text ☐		Send Phone Calls ☑	Send
Guardian Email		Send Emails ☑	

▾ Preferences By Message Category

Category	Message Types to Recieve				
Emergency Notifications	Emergency Messages will be sent to all available contact methods				
Student Bulletins	Text ☐	Email ☑	Voice ☑		
Attendance Notifications	Text ☐	Email ☑	Voice ☐		
School Cancellation Messages	Text ☐	Email ☑	Voice ☑		

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Balance

This page displays the record of a student's lunch purchases, as well as displaying their current account balance.

Meal Transactions - Current Balance:				**$-9.00**
Date	**Time**	**Net**	**Balance**	**Description**
08/22/2013	02:52 PM	-0.40	-0.40	Meal/Lunch
08/23/2013	11:47 AM	-0.40	-0.80	Meal/Lunch
08/26/2013	04:25 PM	-0.40	-1.20	Meal/Lunch
08/26/2013	04:17 PM	-0.30	-1.50	Meal/Breakfast
08/27/2013	10:17 AM	-0.40	-1.90	Meal/Lunch
08/28/2013	11:23 AM	5.00	3.10	Lunch Deposit
08/28/2013	11:53 AM	-0.50	2.60	A La Carte items
08/29/2013	09:45 AM	-0.30	2.30	Meal/Breakfast
08/29/2013	09:50 AM	-0.40	1.90	Meal/Lunch
08/30/2013	11:52 AM	-0.50	1.40	A La Carte items
08/30/2013	11:21 AM	-0.30	1.10	Meal/Breakfast
09/03/2013	01:53 PM	-0.40	0.70	Meal/Lunch
09/04/2013	04:30 PM	-0.40	0.30	Meal/Lunch

School Information

This tab includes contact information for BART.

Account Preferences

The Account Preferences page provides you the ability to manage your parent account information. Use the **Profile** tab to change account login information.

Use the **Students** tab to add additional students to this account. Please see page 7 of this guide for more detailed information.

Test Scores

This page will detail student performance on assessments taken at BART, such as the MCAS and PSAT.

Graduation Progress

Check in on your student's progress toward meeting BART graduation requirements (high school only).

Access Logs

Tracks you and your students' access to PowerSchool.

Report Cards
At the end of each trimester, digital copies of report cards will be made available here. Paper copes will always be mailed out, as well.

Quitting PowerSchool Parent Portal

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

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

To logout, click located in the upper righthand corner of the screen.

Note: If you are not actively working in the Parent Portal, your session may timeout. If this happens you will need to log back into the PowerSchool Parent Portal.

Help & Resources

General Help

For general help using BART's PowerSchool Parent Portal, please call BART at (413)743-7311.

Outside Resources

Help Feature in PowerSchool Parent Portal

Click in the upper-right corner for help with a wide range of topics.

PowerSchool Student and Parent Portals

Free download for iBooks published by Pearson.

https://itunes.apple.com/us/book/powerschool-student-parent/id703960450?ls=1

Pearson Distance Learning

A YouTube guide to changing your personal preferences

http://www.youtube.com/watch?v=vYiLCN89vkg&feature=youtu.be

More YouTube Help Videos

There are many other YouTube guides which are not produced by Pearson. Searching for the issue you are having within YouTube's search bar is likely to turn up some how-to videos that you may find helpful.