



Elementary Online Reporting Access Instructions

What is PowerSchool?

PowerSchool is an online reporting platform where students' marks, attendance, schedule information, and teacher comments can be found. PowerSchool gives parents and students continuous access to key information about students' learning. As a result of the continued popularity and success of reporting via PowerSchool we now have live reporting of student assessments through PowerSchool for **elementary and middle school**. With live reporting we no longer send paper report cards home throughout the year. Checking PowerSchool regularly is a key communication tool for teachers, parents, and students.

Live reporting means that you get to see how your child is doing on an ongoing basis, all year long vs. only getting a report 3 times per year.

Finding Student Marks

Once you have logged into your account, the default screen of Grades and Attendance will be displayed.

To find your child's mark, click on the link under the current term (T1, T2 or T3) column beside the desired subject. This will display the assignments that the teacher has entered into Powerschool. Please note that clicking on Y1 will simply display the entire year so far and not just the current term. (see below)

Navigation

Grades and Attendance

Grade History

Attendance History

Email Notification

Attendance By Class

Exp	Last Week		This Week		Course	T1	T2	E1	T3	Y1	Absences	Tardies						
	M	T	W	H									F	M	T	W	H	F
E1(D1-D6)						Elem_Att_4_AM Rm: 151	[i]	[i]	[i]	[i]	[i]	0	0					
E2(D1,D4) E4(D3,D6) E5(D3,D5-D6) E9(D1)						Elem_Math_4 Rm: 151	[i]	[i]	[i]	[i]	[i]	0	0					

To see assessment indicators for specific objectives, click on the blue box as shown below.

Navigation

Grades and Attendance

Grade History

Attendance History

Email Notification

Teacher Comments

School Bulletin

Class Registration

My Schedule

Course	Teacher	Expression	Final Grade ¹
Elem_Math_4		E2(D1,D4) E4(D3,D6) E5(D3,D5-D6) E9(D1)	E

Teacher Comments:

Section Description:

Display Standards

Assignments

Due Date	Category	Assignment	Flags	Score	Grade	View
06/25/2018	Term One	Plants Project		--		View
05/24/2018	Term One	Testse		--		View
05/09/2018	Term One	Test Assignment		--		



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By clicking the Display Standards box, you will see the screen below:

Due Date	Category	Assignment	Flags	Score	Grade	
06/25/2018	Term One	Plants Project		--		View
	4MATH.1.RO.N	Represents, compares and describes numbers to 10 000.		E		View Assignment Comments
	4MATH.2.RO.N	Adds and subtracts 3 and 4 digit numerals to 10 000, with and without decimals.		P		
	4MATH.3.RO.N	Understands and applies strategies for multiplication and related division facts to 9x9.		P		
	4MATH.4.RO.N	Multiplies 2 and 3 digit numerals by 1 digit numerals to solve problems.		P		
	4MATH.5.RO.N	Divides 2 digit numbers by 1 digit with and without remainders to solve problems.		P		

On either of the two previous screens, you can click on View (see above). This will allow you to read specific comments from your child's teacher.

Devices to Access PowerSchool On

PowerSchool has apps for mobile devices. However, for the most detailed information, we would suggest logging in to PowerSchool via the website (on your computer or phone) as the app does not currently display the most detailed information on student assessment. We hope to improve the app for elementary in the future.

Thank You

St. Marguerite would like to thank you for your understanding and patience with teachers and technology. This is a big shift from paper report cards, but having timely and targeted assessment information available all year long, lines up with our middle school practices, and best assessment practices.



Elementary Online Reporting Access Instructions

Dear Parents/Guardians;

Returning Users

If you have a PowerSchool account from last year feel free to continue using that username and password. As a security precaution, it is a good idea to change your password once logged in.

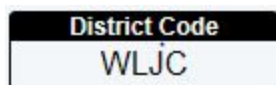
If you do not remember your username and password from last year, click on the “having trouble signing in?” link to retrieve this information.

New Users

Setting up your Parent PowerSchool account.

1. Navigate to the school website. Click on the PowerSchool link or go to <https://powerschool.rdcrcs.ca/public/> This will direct you to the Parent Portal in PowerSchool.
2. You will see a button labelled “Create Account”. Click the button.
3. Fill out the information requested on the upper part. This includes your first and last name, email, username and password.
 - a) Ensure email is correct. More than one account can be created for each student. However, you cannot use the same email address to create more than one account.
 - b) Usernames can be any combination of letters and numbers.
4. On the lower part of the account creation screen, you will notice a series of blank boxes for Student Name, Access ID and Password. Fill in each of the boxes. (This information will be provided to you by your teacher and/or Administrator).
5. If you have received more than one of these letters, use the Access ID and Password contained in the other letters to link your children to the same single account.
6. Once you have entered all the information, you may click on Enter.
7. If you want to add a second child in your account, sign in to your account, go to account settings, students, add (See page 2).

Download the PowerSchool App



If you have any questions, you may contact your child's school administration office during school/office hours and they can answer or direct you.



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Adding a Second Child to your PowerSchool Account

- 1) Navigate to the school website. Click on the PowerSchool link or go to <https://powerschool.rdcrcs.ca/public/> This will direct you to the Parent Portal in PowerSchool and sign in.
- 2) In the navigation bar on the left hand side click on Account Preferences



- 3) Click on the tab labelled "Students" then click the "Add" button

Account Preferences - Students



My Students

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

Add

- 4) Fill in each of the boxes. (This information will be provided to you by your teacher and/or Administrator). If you do not have this information please contact your child's school administration.

Add Student

Student Access Information

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose ▼

Cancel

OK

- 5) Click the "OK" button. Your child has now been successfully added.