

PowerSchool Access for Parents and Students

Dear Parents,

When you view your child's information through the parent portal during the designated report card times, you will be leaving a digital signature. In the past, you were required to sign and return your son or daughter's report card to school. You will be doing this digitally when you login and view the records. The following guide will walk you through the various steps you need to take to find specific information about your child.

Thank you for your patience as we work to implement our new grading program.

Follow these steps below to access the PowerSchool Public Access:

1. Logon to the Internet
2. Type in the address bar of your Internet Browser:
<https://powerschool.munster.k12.in.us/public>
3. Type your username and password into the appropriate spaces.
Then click the Enter button.

Your username and password was given to you in August

4. If you have lost or forgotten your username and/or password, please contact the school office 836-8615



The image shows a screenshot of the PowerSchool login interface. At the top, the 'PowerSchool' logo is displayed in blue. Below the logo, there are two input fields: 'Username' and 'Password'. Below these fields is a link that says 'Forget your member name or password?'. At the bottom right of the form is a blue button labeled 'Enter'. An arrow from step 3 of the instructions points to the 'Enter' button.

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5. Once you have logged in, you will see the main PowerSchool screen.

From this screen you have access to:

- ❖ Grades and Attendance
- ❖ Grades History
- ❖ Attendance History
- ❖ Email Notifications
- ❖ School Bulletins
- ❖ Balance

6. You can access any of these resources by clicking on the appropriate icons located at the top of the screen.

Grades and Attendance

[View Standards Grades](#)

Exp	Last Week					This Week					Course	Q1	Q2	S1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F						
1(A)											Speech Lura, Colleen R	B+ 88 H	A- 92 H	B+ 89 H	0	0
2(A-B)											Physics Martin, Gabriel U	--	--	--	0	0
3(A)											Open Study Accatino, Steve	--	--	--	0	1
4(A-B)											French 2 Kyser, Kenneth	--	--	--	4	0
1(B)											Current Affairs Manston, Greg T	A- 93 H	A- 91 H	A- 92 H	0	0
3(B)											Journalism Hastings, Jacquelyn V	B 83 H	B+ 87 H	B 86 H	0	0
Attendance Totals													4	1		

Current Simple GPA (S1): 3.6667
[Show dropped classes also](#)

GRADES AND ATTENDANCE

1. This screen shows the current grades and attendance in each class for your child. The attendance view is for the past two weeks.

You may see your child's attendance history by clicking on the **Attendance History** icon at the top of the page.

2. By clicking on a **teacher's Name**, you can email a teacher directly (assuming your computer and email are setup correctly).

3. By clicking on a **percentage or grade** displayed, you can see all of the assignments for this grading period and the scores received on each.

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Grades and Attendance Standards Grades

Class Score Detail

Course	Teacher	Expression	Final Grade ¹
KG R/LA	Lieser, Andrea	Rdg(A)	3 67%

Teacher Comments:
Section Description:

Due Date	Category	Assignment	Codes	Score	%	Grd
09/20/2010	HW	Letter Recognition		5/5	100	1
09/20/2010	QZ	a, c, b, d, and e		5/10	50	3
09/20/2010	Class work	Books skills		2/3	66.67	3

Legend

4. If an assignment title is colored blue, a detailed description or additional references for this assignment are available. You can view this information by clicking on the **link** (assignment name).

An **assignment description** example is shown below.

Grades and Attendance Standards Grades

Assignment Description

Teacher	Lieser, Andrea
Course	KG R/LA
Assignment name	Letter Recognition
Description	The letters c, d, b, a, and e

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STANDARDS TAB

1. This screen displays the standards that have been assessed by the assignment and the score it received. Sometimes only a portion of the standard has been taught and assessed. For example, the kindergarten standard of “counts to 100” is taught and assessed throughout the year. Your child might receive an assignment grade of 1 and a standard grade of 2 because she can count from 0 to 10 (1 for the assignment grade) but not to 100 (2 for the standard). Art, music, and PE give only a standards grade for effort in grades K and 1 and a conduct and effort grade for grades 2 and 3.
2. Clicking on the standard name shows the grade scale.

[Show Completed Classes](#)

2nd Gr Music (Samardzija, Joanne)		Q1
Conduct		1
Effort		1
2nd Gr Reading (Szanyi, Carol)		Q1
Identify the meaning or lesson of a story.		1
2nd Gr Soc Studies (Szanyi, Carol)		Q1
Civics and Government		1

Click on the standard name to see the description and gradescale.
🗨 = Comment. Click on the score to see the comment text.

Print Page 

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EMAIL NOTIFICATION

1. This screen allows you to set up progress reports, attendance records, and school announcement alerts which can be emailed each day, week, or month.
2. Click the appropriate **checkboxes** and choose a time period from the **drop down menu**.
3. Make sure you add your email address.
NOTE: If you wish to have this information sent to multiple email addresses, please separate each address with a comma (,).
4. Click on Submit.

NOTE: When you receive emailed progress reports, **DO NOT** reply to the email if you have a question. Instead, login to PowerSchool, select the Current Grades and Attendance screen, and click on the teacher's name that you wish to contact. Replies to the progress reports **DO NOT** return to the teachers.

Email Notifications

The screenshot shows a form titled "Email Notifications" with the following fields and options:

- What information would you like to receive?**
 - Summary of current grades and attendance
 - Detailed reports showing all assignment scores for each class
 - Detailed report of attendance
 - School announcements
 - Balance Alert (Note: Will only be sent when a student is low on funds.)
- How often?**
- Send now?**
- Email Address(es)**
(separate multiple email addresses with commas)







Submit

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TEACHER COMMENTS

1. This screen displays any teacher comments that have been posted for your child.
2. By clicking on the **teacher's name**, you can email a teacher directly (assuming your computer and email are setup correctly).

Teacher Comments*

Exp.	Course	Teacher	Comment
1(A)	Speech	 Lura, Colleen R	
2(A-B)	Physics	 Martin, Gabriel U	Self-motivated and consistent.
3(A)	Open Study	 Accatino, Steve	
4(A-B)	French 2	 Kyser, Kenneth	
1(B)	Current Affairs	 Manston, Greg T	
3(B)	Journalism	 Hastings, Jacquelyn V	

SCHOOL BULLETINS

1. If your school posts a newsletter or a daily bulletin, you will be able to view it here.

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BALANCES

1. This screen displays your student's lunch account balance.

Transactions

Meal Transactions - Current Balance: \$34.10							
Date	Time	Net	Balance	Description			
Fee Transactions - Current Balance:							
Date	Time	Fee Type	Description	Fee	Paid	Balance	
Totals:				0.00	0.00	0.00	