

PowerSchool User Guide for Parents

Welcome to the American School **PowerSchool for Parents**. This information is intended to help you get started using PowerSchool.

What is PowerSchool?

PowerSchool offers parents real-time access to grades, attendance, homework assignments, and class information. You can e-mail teachers or ask for automatic updates on your child's progress and view the school bulletin. The PowerSchool website is available anywhere in the world, just by logging onto the Internet. PowerSchool for Parents is easy to use and will allow you take a more active role in your child's education. PowerSchool is a web-based student database management system.

How do I access PowerSchool for Parents?

There are two ways to access the PowerSchool website:

1. Access the ANS website at <http://www.ans.edu.ni> then Click on the word "**PowerSchool**" which appears in the list on the left side of the screen. Once the login page opens, click on the **Public Login** link.
OR
2. You can type in the web address for the parent login: <http://powerschool.ans.edu.ni/public/>

How do I login to PowerSchool?

If you do not have login information, you will need to obtain your PowerSchool username and password from the corresponding office (Elementary, Middle School or Secondary) or by e-mailing your request to technology@ans.edu.ni. In the e-mail, please include the name(s) of your child/children. If you do not have internet access or an e-mail account, please contact Bernabe Pastran, School Registrar at (505) 2278-0029 ext 21.

NOTE: If you have more than one child at ANS, you will have a separate login and password for each child.

- On the **ANS PowerSchool** login page (see example below), enter your confidential username. On the next line, type in the password.
- Remember this parent password is confidential...for your eyes only, and shouldn't be shared with anyone, even your child has a separate username and password.

PowerSchool

The image shows a login form for PowerSchool. It consists of two text input fields: the first is labeled 'Username' and the second is labeled 'Password'. Below the password field is a blue link that says 'Forgot your member name or password?'. At the bottom of the form is a blue button with the word 'Enter' written on it.

Once logged into PowerSchool, you have access to a variety of information at the click of a button. If you have Internet access at home, at work, or even your school library or media center, you can view information on your child/children at any time.

PowerSchool is a great communication tool...**but remember**...any questions you ever have about your son or daughter can still be answered the old-fashioned way...just by contacting our teachers.

Also, since teachers work with a large number of students, they may not be able to respond right away, so please be patient.

What will I be able to see and do once I login?

Once you've logged into PowerSchool, you will see a menu bar at the top of the page like the one below. On this screen, you also will find a complete listing of all your child's courses, teachers, grades, and attendance information.

Below is an **example** of what you will see once you login. Your child's name and grade will appear at the top, where "Jackson, Steve J, 9" appears now. Also, American Nicaraguan School will appear where "Apple Grove High School-Apple Grove School District" appears now.

The screenshot shows the PowerSchool interface for a user named Jackson, Steve J, 9, at Apple Grove High School - Apple Grove School District. The navigation menu includes: Grades and Grades Attendance History, Attendance History, Email Notification, Teacher Comments, School Bulletin Registration, Class, and My Calendars. The main content area is titled 'Grades and Attendance' and contains a table for 'Attendance By Class'.

Exp	Last Week					This Week					Course	Q1	Q2	S1	Q3	Q4	S2	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F									
P4(A-B)												AG Leadership Elsas, Sheldon	---	---	---	---	---	0	0
P6(A-B)						A						ResearchSkills King, Destiny	--	B- 83	B- 83	---	---	1	0
Attendance Totals																	1	0	

Below the table, it shows 'Current Weighted GPA (Q1):' and a link 'Show dropped classes also'.

IMPORTANT --- The information in blue font on the PowerSchool screen indicates there is more information about that grade, assignment, etc. If you click on any of these links (that is any word or numbers that are in blue font), the program will take you to another screen that will display a list of individual assignments, projects, or other class information.

IMPORTANT --- To return to the main page, click the word "PowerSchool" in the upper left corner of the screen.

According to a PowerSchool (Pearson) survey of 1550 parents, "99% want more frequent communication between schools and parents; 99% believe better communication boosts student achievement; 94% want to use the web to get more involved in their child's progress; 85% want more frequent progress updates; 52% are most interested in grades" (www.powerschool.com/new/parents/, March 2006).

What information can I see in each tab listed across the top of the screen?



Grades and Attendance

The **Grades and Attendance** screen (also the default main page) Shows when your child was tardy or absent. Click on the numbers in blue to find out the days and classes in which your son or daughter was late or absent. For a complete listing of all attendance codes, Scroll to the bottom of the screen.

This screen also shows you assignment and course grade information for your child that will be updated at least every two weeks, if not more frequently by teachers. Again, if you click on a grade in blue font, you will find more information about that course grade, assignments, and comments a teacher may have posted about the grade. **Grade information is not currently available for elementary students grades K3-2.**



Grades History

When the first semester has been completed, you will be able to look at the grades your child earned earlier this school year. Simply click on the icon marked **Grades History** for a complete listing of grades.



Attendance History

Click the **Attendance History** button to see your child's attendance record. On days when school isn't in session, a dash will appear. For a complete listing of all attendance codes, scroll to the bottom of the screen.



E-mail Notification

To receive automatic e-mail updates from the school, check off the information that you would like to receive about your son or daughter, how often you wish to receive it, and whether you want that information sent to you immediately (please note that we do not use PowerSchool to track lunch or fee balances of any type, so do not check **Balance Alert**). Press the **Submit** button. To stop receiving these automatic updates, simply unclick the boxes and press **Submit**.



Teacher Comments

From time to time, teachers may include comments about your child. To **e-mail any teacher**, simply click on his or her name. Since teachers work with a large number of students, they may not respond right away, so please be patient. They'll get in touch with you as soon as they can. You can e-mail teachers from the **Grades and Attendance** screen or from the **Teacher Comments** screen.



School Bulletin

The PowerSchool program gives students and parents access to the latest information happening in the school. Click on the **School Bulletin** and you will be directed to a link to the Weekly Bulletin.



Class Registration

ANS is **not currently using** online **Class Registration**, so even though you can view this page, you cannot "submit" any classes.



My Calendars

The **My Calendars** button links to a page that works with an Apple/Mac program, iCal. **We are in the process of linking this calendar to our school events calendar.**

IMPORTANT --- Be sure to always logout of the Parent Portal when you are finished viewing information. Otherwise, any person walking by your computer can view the confidential information and navigate to other screens within the portal.

Who do I contact if I have questions or concerns?

There is a searchable help index within the parent portal. You can access this by clicking on the question mark in the upper right corner of the screen by the logout button.

For questions about your **child's grades or attendance**, please **e-mail** the teacher.

We welcome your input on the **PowerSchool system** and we want to ensure that you are able to access the site. If you have difficulty logging into the site or if you have other PowerSchool access questions or comments, please contact our PowerSchool manager, Roberta Arguello or Bernabe Pastran, through e-mail technology@ans.edu.ni, phone (505-2278-0029 ext 35), or stop by the corresponding office (Elementary, Middle School or High School).

We trust you will find PowerSchool to be a useful resource for both you and your child!

Parent/Guardian Passwords:

Parent/Guardian Username and Password information is distributed via hardcopy or electronic mail.

To request your password information, please email: bpastran@ans.edu.ni or call 2278-0029 ext 21