

Gloucester County Christian School
151 Golf Club Road
Sewell, NJ 08080
Phone: 856-589-1665

09/13/12

To the parents of

We at Gloucester County Christian School are excited to announce that we can provide you and Andrew with access to Andrew's current grades and attendance via the internet using the parent portal feature of our new software called PowerSchool. In addition to grades and attendance, you will be able to view the daily bulletin of announcements and have the ability to initiate an email to a teacher. Andrew will have access as well, but will not have the email capability.

Please be aware that Pre-K students and elementary homeschool students will not have any grade or attendance information to view through the portal. Access is being given to the parents of those students only so that they will be able to view the daily bulletin and email the teacher.

Enclosed are detailed instructions for your initial parental login and setup.

The ID and Password that you will use to set up your access for Andrew is as follows:

Confidential ID is: Given
Password is: Given) use this to set up student too.

Either you or Andrew may track academic progress from any location that has internet access. If you do not have internet access, the public library has computers open to access your child's records. Please keep your passwords confidential so only you can access the information.

The Grades and Attendance tab will allow you to check assignments and scores by clicking on the blue percentage across from a class. To email the teacher a question or concern, please click the blue teacher's name link. The Grades History tab will show you the grades your child received in previous grading periods. The Teacher Comments tab is used to access current teacher comments for your student and the School Bulletin tab has current announcements for our school

If you have any questions regarding the use of PowerSchool please contact Mr. Don Netz in the high school office at 856-589-1665.

Andrew's ID and Password for Andrew to log in under the student account is listed below. Please detach it and give it to Andrew.

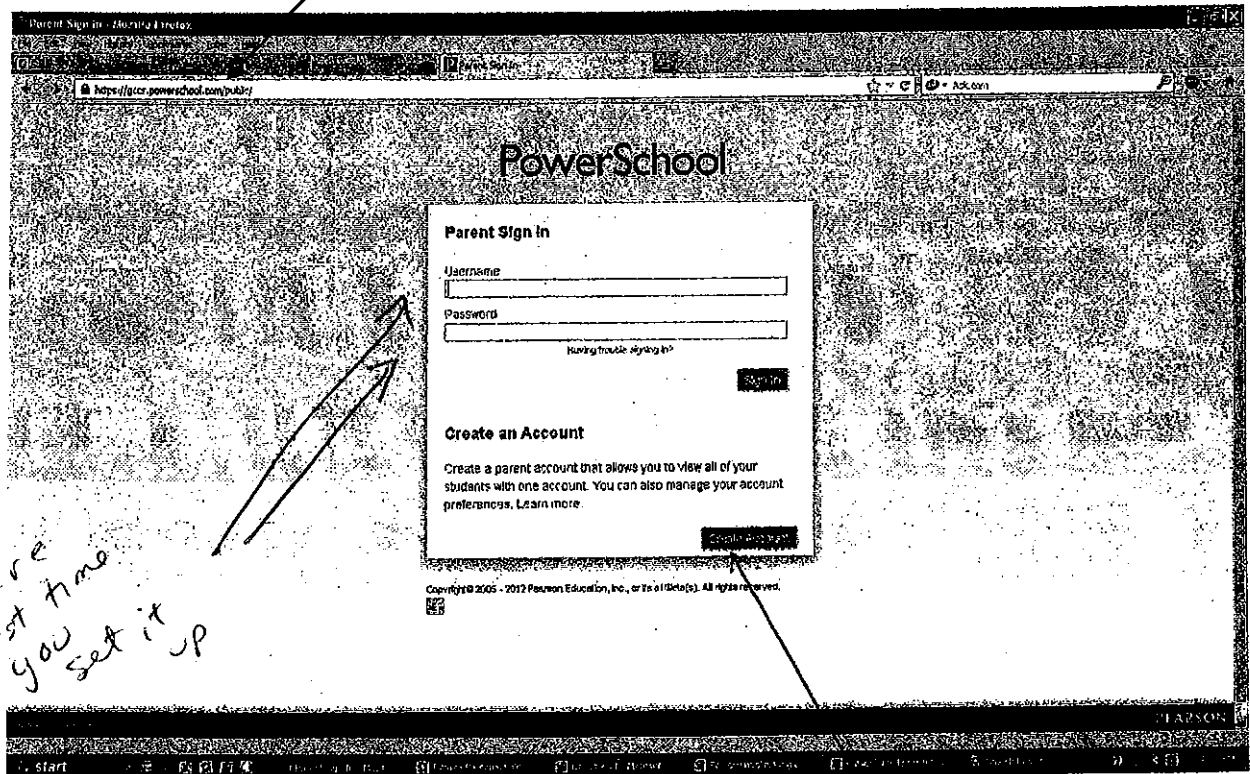
Andrew's Confidential ID is: Given by School
Andrew's Password is: Given by School

PowerSchool Parent Portal Guide

Note: Access to the parent and student portals will be “turned off” for students whose financial accounts are not current. Access to the portals will be reinstated within 2-3 days of the receipt of the past due amounts.

First Time Parent Login Instructions:

1. Open the internet browser on your computer.
2. Type <https://gccs.powerschool.com/public> into the address bar (not into Google).



3. The screen above will appear. Click on the “Create Account” button at the bottom right corner of the screen.
4. The screen on the next page will appear. You will have the opportunity to link each of your students to your account so that each time you log in, you will be able to see all of your students. Link the student even if you only have one in your family.

5. Enter your first and last name and your email address where you want PowerSchool to send you an email to let you know that a grade has been entered for your student.
6. Select a user name and password that you want to use for your account. Do not use any of the ID and Passwords on the blue letter that you received. Re-enter the password that you have chosen.
7. For each of the students in your family for whom you received a blue letter, enter the student name (first and last), Confidential ID (into the Access ID field), and Password located in the middle of the blue letter. Then enter your relationship to the student. Be sure to repeat this for each of your students.
8. After entering all of your students, click the "Enter" box at the bottom of the page.
9. This will bring you to the original sign in screen where you will enter the user name and password that you entered to set up your account.
10. Each parent may set up an account by following the same instructions. However, a different email address must be associated with each account that is set up.
11. By clicking on preferences, you will be able to indicate how often you wish to be emailed with grade changes as well as add any additional email addresses to your account.

Student Login Instructions:

Enter the Student ID and Password from the bottom of the blue letter.

Introducing Parents to PowerSchool's Parent Portal

Quick Reference Card

Introducing Parents to PowerSchool's Parent Portal

This course introduces you to the most common operations performed by parents and guardians in PowerSchool's Parent Portal. Subjects covered include Parent Portal account creation, sign in, grades and attendance, communications, and course registration.

Sign In

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

1. Enter the Internet address of your school's public PowerSchool server (add the suffix "/public" to the address if needed)
2. Enter the username and password, then click **Sign In**

If parents, guardians, or students forgot their usernames or passwords:

1. Click **Having trouble signing in?**
2. Select the tab for either "Forgot Password?" or "Forgot Username?"
3. Enter the username and email address to retrieve the password or enter the email address to retrieve the username, then click **Enter**
4. Account information will be sent to the email address

Create a Parent/Guardian Single Sign-in Account

For parents or guardians to create their own accounts:

1. Enter the Internet address of the school's public server (add the suffix "/public" to the address)
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
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, user name, 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**

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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.

School Bulletin

To view the daily school bulletin:

1. In the Navigation menu, click **School Bulletin**

2. The current bulletin is displayed in a separate window
3. To view previous bulletins, click one of the calendar icons and select the date
4. To close the bulletin, click **x**

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

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view information about the selected student's absences and tardies during 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, citizenship grades, 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**
2. 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.

Graduation Progress

To view a student's graduation progress:

1. In the Navigation menu, click **Grades History**
2. Click **View Graduation Progress**
3. The student's course credit history is displayed, along with the student's remaining course credit requirements
4. Refer to PowerSource documentation on graduation progress for further information

Registration, Balances, and Calendar

To register a student for next year's classes:

1. In the Navigation menu, click **Class Registration**
2. To identify the teacher or administrator who recommended a course for the student, click the Road icon on the registration page
3. To request a course, click the Pencil icon (edit button)
4. In the course window, select the course you want to request by clicking the course name check box and clicking **Okay**
5. After you have chosen all of the required courses, click **Submit Requests**
6. To view the student's course requests, click **View Course Requests**

To view a student's fee balances:

1. In the Navigation menu, click **Balance**
2. Lunch status indicates if the student bought a lunch that day
3. The student's meal and fee transactions are for the current term

To subscribe to homework and school event calendars:

1. You must have the iCal calendar application and Mac OSX version 10.2.3 or later installed
2. In the Navigation menu, click **My Calendars**
3. Click **Subscribe** in the Class Assignments Only column to receive a calendar of the student's assignments
4. Click **Subscribe** in the Class Assignments With My Scores and Final Grades column to receive a calendar of the student's assignments with scores or final grades
5. Click **Subscribe** in the School Calendars section to receive a calendar of school events

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