



West Shore School District

INSPIRE · ENGAGE · EMPOWER

PowerSchool Quick Start Guide - Part 1

ACCESSING POWERSCHOOL USING A BROWSER WINDOW

Logging In

Both parents and students can access PowerSchool at:

<https://psweb.wssd.k12.pa.us>

This link is also available on the District website as a Quick Link on the Student and Parent pages (click on the corresponding blue buttons).

Students will log in using their district credentials (the same username and password used to access their google accounts).

Parents will use an account they manually created. If you do not already have an account, please complete this form for assistance.

<https://forms.gle/f8A2egUwr9cpfoXp8>

PowerSchool SIS

Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

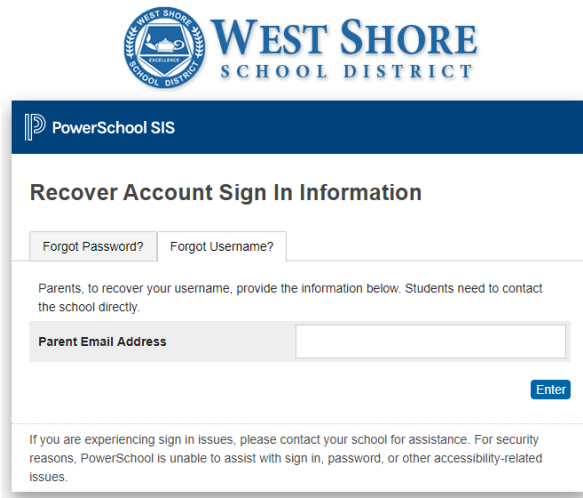
Sign In

Attention Parents!

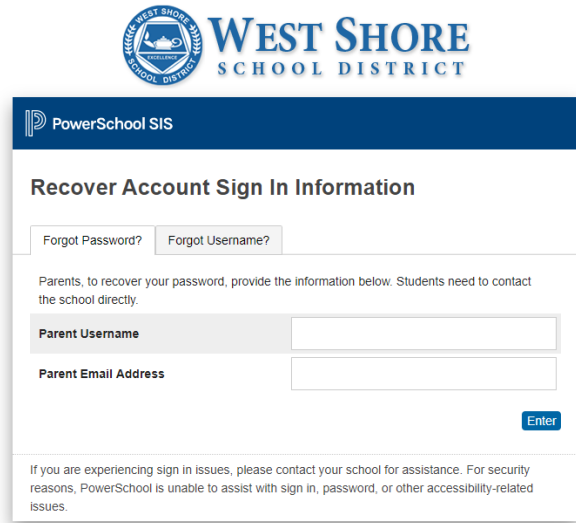
To access Pearson Realize, please log in using student username and password.

Forgotten Username or Password

If you have an account but have forgotten either your username or password, click the blue “Forgot Username or Password?” link to bring up the following screens and complete the requested information.



The screenshot shows the 'Recover Account Sign In Information' form for a forgotten username. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the title 'Recover Account Sign In Information' is displayed. There are two tabs: 'Forgot Password?' and 'Forgot Username?'. The 'Forgot Username?' tab is selected. The form contains a text input field labeled 'Parent Email Address' and a blue 'Enter' button. Below the form, there is a disclaimer: 'If you are experiencing sign in issues, please contact your school for assistance. For security reasons, PowerSchool is unable to assist with sign in, password, or other accessibility-related issues.'



The screenshot shows the 'Recover Account Sign In Information' form for a forgotten password. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the title 'Recover Account Sign In Information' is displayed. There are two tabs: 'Forgot Password?' and 'Forgot Username?'. The 'Forgot Password?' tab is selected. The form contains two text input fields: 'Parent Username' and 'Parent Email Address', and a blue 'Enter' button. Below the form, there is a disclaimer: 'If you are experiencing sign in issues, please contact your school for assistance. For security reasons, PowerSchool is unable to assist with sign in, password, or other accessibility-related issues.'

Please note: When requesting a password reset, there may be a delay from the time the reset is requested to when the provided reset code will work.


Please be patient and do not request a reset more than once during a short period of time.

Attendance

Attendance is reported in three areas of the Grades and Attendance screen:

- Last Week / This Week**
 This area provides a quick snapshot of your child's classroom attendance over the last two weeks.
- Absences / Tardies**
 This area provides a snapshot of your child's classroom attendance for each class throughout the school year.
- Attendance by Day**
 This area provides a quick snapshot of your child's daily attendance over the last two weeks, as well as a summary total of absences and tardies during the current quarter and for the entire year.

At the bottom of the Grades and Attendance page, you will find a legend for each attendance code.



Attendance By Day													
Last Week					This Week					Absences		Tardies	
M	T	W	H	F	M	T	W	H	F	Q4	YTD	Q4	YTD
										0	8	0	0
Attendance Totals										0	8	0	0

Legend

Attendance Codes: Blank=Present | LTC=Late to Class | NOT=Not in Class | IA=ISS AM/Present PM | IP=Present AM/ISS PM | OP=ISS AM/OSS PM | PO=Present AM/OSS PM | D=Doctor Excuse | E=Excused Absence | U=Unlawful Absence | X=Unexcused Absence | T=Tardy Excused | TU=Tardy Unlawful | TX=Tardy Unexcused | H=Early Dismissal | HU=Early Dismissal Unlawful | N=In School Suspension | O=Out of School Suspension | J=Educational Trip | M=College Visitation | G=School Activity | EP=Excused AM/Present PM | UP=Unlawful AM/Present PM | XP=Unexcused AM/Present PM | PE=Present AM/Excused PM | PU=Present AM/Unlawful PM | PX=Present AM/Unexcused PM | EU=Excused AM/Unlawful PM | XU=Unexcused AM/Excused PM | EX=Excused AM/Unexcused PM | UE=Unlawful AM/Excused PM | ED=Excused AM/Early Dismissal | UD=Unlawful AM/Early Dismissal | XD=Unexcused AM/Early Dismissal | TD=Tardy Excused/Early Dismissal | TUD=Tardy Unlawful/Early Dismissal | TE=Tardy Excused/Excused PM | TUE=Tardy Unlawful/Excused PM | TUU=Tardy Unlawful/Unlawful PM | TXD=Tardy Unexcused/Early Dismissal | TXE=Tardy Unexcused/Excused PM | UT=Tardy Excused/Unlawful PM | XT=Tardy Excused/Unexcused PM

Citizenship Codes: O=Outstanding | S=Satisfactory | N=Needs improvement | U=Unsatisfactory

Grading

When you first log into the portal, you'll see the **Grades and Attendance** page. For Middle and High School students, grades will be posted on this screen. For Elementary students, you'll want to click on the gray **Standards Grades** tab.

PowerSchool SIS | Welcome, | Today is: | Schedule: Regular Day | Help | Sign Out

Navigation: Grades and Attendance, Missing Assignments, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, Transportation

Grades and Attendance:

Grades and Attendance | **Standards Grades**

Email | teachers

Exp	Last Week					This Week					Course	Q1	Q2	Q3	Q4	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F							
1(1-6)														[1]	0	0	
MA(1-6)														[1]	0	0	
RD(1-6)														[1]	0	0	
WR(1-6)														[1]	0	0	

The Standards Grades tab will provide elementary parents with a list of your child's courses. From here you can use the blue **Expand All** button to display all class data at once, or you can click on each class name to view data one class at a time.

PowerSchool SIS | Welcome, | Today is: | Schedule: Regular Day | Help | Sign Out

Navigation: Grades and Attendance, Missing Assignments, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, Transportation, My Schedule

Standards Grades:

Grades and Attendance | Standards Grades

Year: 19-20

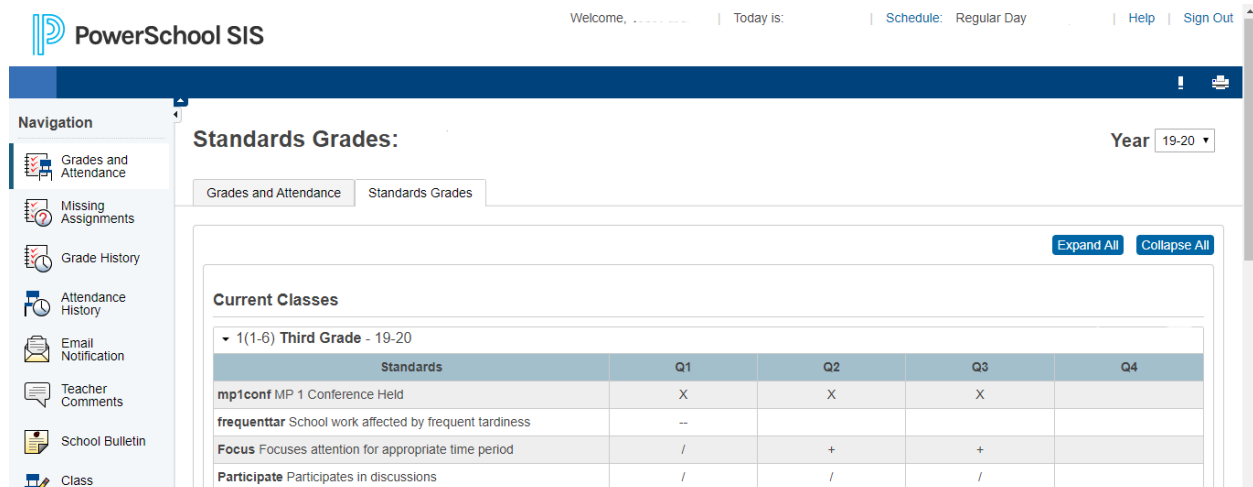
Expand All | Collapse All

Current Classes

- ▶ 1(1-6) **Third Grade** - 19-20
- ▶ MA(1-6) **Third Grade Math** - 19-20
- ▶ RD(1-6) **Third Grade Reading** - 19-20
- ▶ WR(1-6) **Third Grade Writing** - 19-20
- ▶ SC(1-6) **Third Grade Science** - 19-20
- ▶ SS(1-6) **Third Grade Social Studies** - 19-20
- ▶ 9(1) **Third Grade Music** - 19-20
- ▶ 9(3) **Third Grade Library** - 19-20

Elementary Grades

When you expand a class, you will see a list of skill areas your student is graded on and a grade per term.



The screenshot shows the PowerSchool SIS interface. The top navigation bar includes the PowerSchool SIS logo, a user welcome message, the current date, the schedule (Regular Day), and links for Help and Sign Out. The left sidebar contains a navigation menu with options: Grades and Attendance, Missing Assignments, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, and Class. The main content area is titled "Standards Grades" and includes a "Year" dropdown menu set to "19-20". Below this, there are tabs for "Grades and Attendance" and "Standards Grades". The "Standards Grades" tab is active, showing a table of "Current Classes" for "1(1-6) Third Grade - 19-20". The table has columns for "Standards", "Q1", "Q2", "Q3", and "Q4". The rows include "mp1conf MP 1 Conference Held", "frequenttar School work affected by frequent tardiness", "Focus Focuses attention for appropriate time period", and "Participate Participates in discussions".

Standards	Q1	Q2	Q3	Q4
mp1conf MP 1 Conference Held	X	X	X	
frequenttar School work affected by frequent tardiness	--			
Focus Focuses attention for appropriate time period	/	+	+	
Participate Participates in discussions	/	/	/	

Depending on the class, you will see one of the following:

- + Exceeds Expectations
- / Meets Expectations
- X Improvement Needed

- A Outstanding
- B Above Average
- C Average
- D Experiencing Difficulty
- E Expectations Not Met

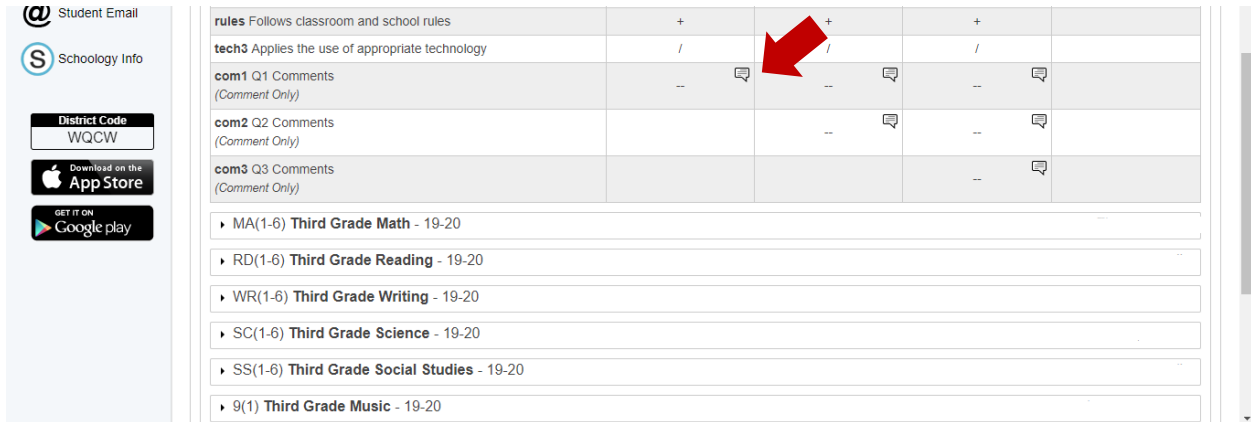
- A Advanced
- P Proficient
- I Improvement Needed

Some grade levels will have a subject-based comment value:

- 1 Receiving Title I/Reading Help
- 2 Graded by the Learning Support Teacher
- 3 Grade Reflects Instructional Accommodations
- 4 Incomplete Homework/Assignments
- 5 High Test Scores
- 6 Low Test Scores

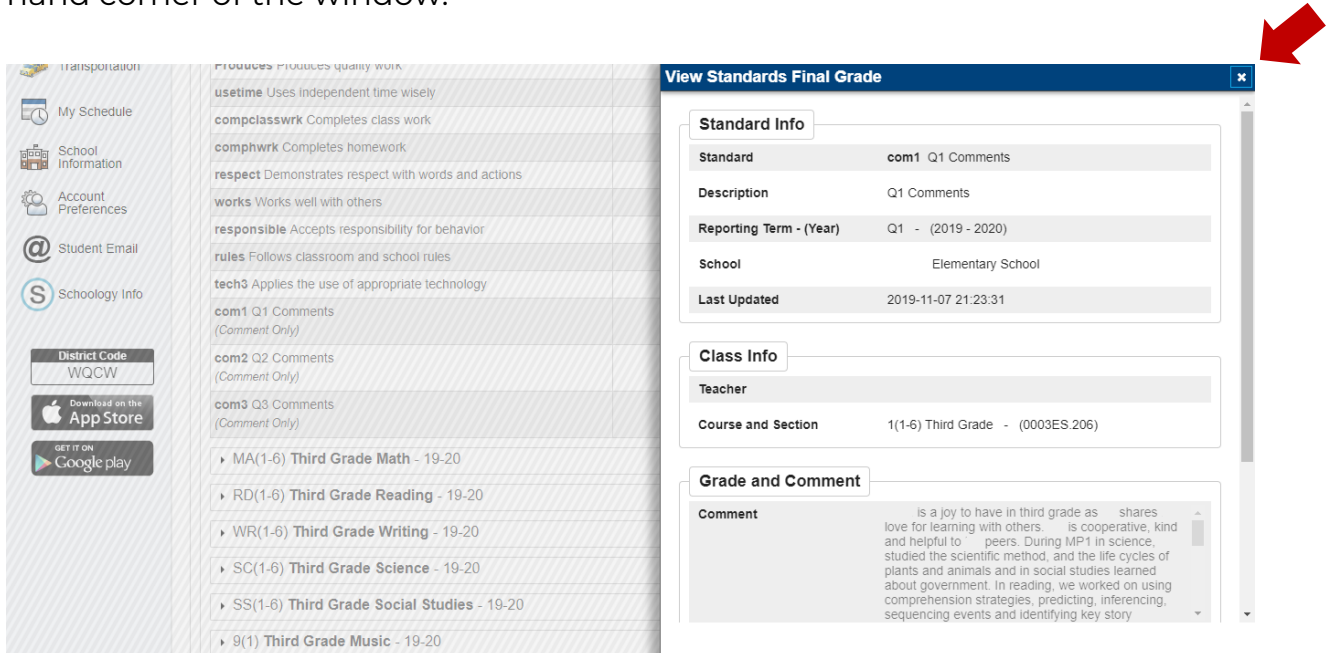
Elementary Teacher Comments

In PowerSchool, elementary parents can also view teacher comments. To view comments, click on the chat bubble icon.

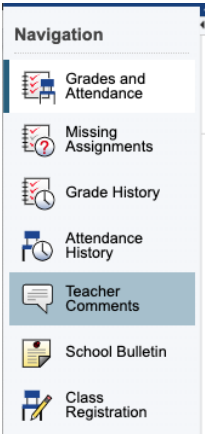


The screenshot shows a sidebar on the left with navigation options: Student Email, Schoology Info, District Code (WQCW), and app download buttons for the App Store and Google Play. The main content area displays a table of student comments with columns for student name, comment text, and a chat bubble icon. A red arrow points to the chat bubble icon for the first comment, 'com1 Q1 Comments'. Below the table is a list of subject categories: MA(1-6) Third Grade Math - 19-20, RD(1-6) Third Grade Reading - 19-20, WR(1-6) Third Grade Writing - 19-20, SC(1-6) Third Grade Science - 19-20, SS(1-6) Third Grade Social Studies - 19-20, and 9(1) Third Grade Music - 19-20.

After you click the chat icon, a screen will open allowing you to view the comment. To exit the comment screen, simply click on the **X** in the right-hand corner of the window.



The screenshot shows the 'View Standards Final Grade' window. The window title is 'View Standards Final Grade' with a red 'X' icon in the top right corner, indicated by a red arrow. The window content is divided into three sections: 'Standard Info', 'Class Info', and 'Grade and Comment'. The 'Standard Info' section shows: Standard: com1 Q1 Comments, Description: Q1 Comments, Reporting Term - (Year): Q1 - (2019 - 2020), School: Elementary School, Last Updated: 2019-11-07 21:23:31. The 'Class Info' section shows: Teacher: [Redacted], Course and Section: 1(1-6) Third Grade - (0003ES.206). The 'Grade and Comment' section shows: Comment: is a joy to have in third grade as shares love for learning with others. is cooperative, kind and helpful to peers. During MP1 in science, studied the scientific method, and the life cycles of plants and animals and in social studies learned about government. In reading, we worked on using comprehension strategies, predicting, inferencing, sequencing events and identifying key story.



Middle and High School Teacher Comments

In PowerSchool, secondary parents can also view teacher comments.

To view comments, click on the Teacher Comments button on the left side of the screen under Navigation.

Elementary Optional View

If you would prefer to see your child's grades in a format that more closely resembles the printed report card they typically receive, you can switch to **Classic View**. The link to this view is found at the bottom of the course listing on the Standards Grades tab.

From Classic View, elementary teacher comments can be viewed by clicking on the blue dots.

PowerSchool SIS

Welcome, | Today is | Schedule: Regular Day | Help | Sign Out

Navigation

- Grades and Attendance
- Missing Assignments
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- My Schedule
- School Information


Standards Grades:

Grades and Attendance Standards Grades

Show Completed Classes

Standards Grades

Third Grade (Flores, Janelle)	Q1	Q2	Q3
Focuses attention for appropriate time period	/	+	+
Follows directions	+	/	+
Participates in discussions	/	/	/
Produces quality work	/	/	/
Q1 Comments	-- ●	-- ●	-- ●
Q2 Comments	--	●	-- ●
Q3 Comments	--	--	-- ●
Completes class work	/	/	/
Completes homework	/	/	/
School work affected by frequent tardiness		--	--





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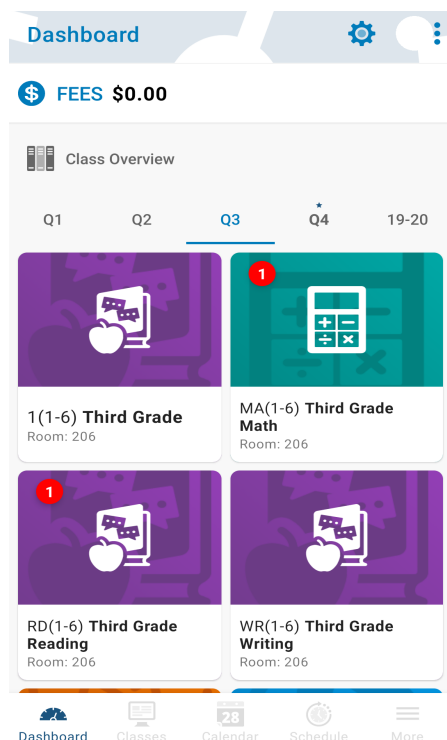
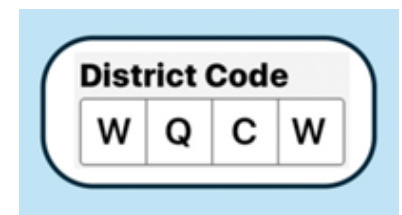
PowerSchool Quick Start Guide - Part 2

ACCESSING POWERSCHOOL USING THE MOBILE APP

Android

<https://play.google.com/store/apps/details?id=com.powerschool.portal>

The Android Dashboard provides a Class Overview, Assignments (upcoming and recent assignments, as well as any assignments with a status flag), Attendance (recent classroom absences), and School Bulletins.



Click on a class to view your child's grades.

Class Detail

The class detail screen will give you a list of assignments, class attendance, and access to your child's standards grades.

Click on the **Standards** tab to view each of the grading areas and levels your child achieved.

Teacher Comments

Teacher comments your child received will be previewed on the Standards tab.

To view the complete comments, please use an internet browser to access PowerSchool and not the mobile app.

Attendance

The mobile app displays class-based attendance only. If you would like to see daily attendance data, please use the Parent/Student Portal.

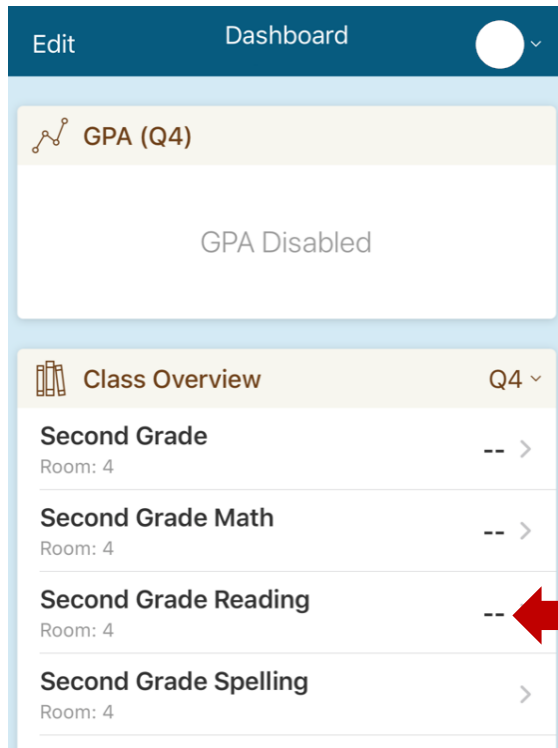
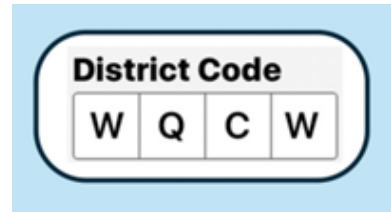
The screenshot shows the PowerSchool mobile app dashboard. At the top, there is a 'Dashboard' header with a settings gear icon and a menu icon. Below the header, there are two summary cards: 'GPA (Q4)' with 'No GPA' and 'FEES' with '\$0.00'. The main section is titled 'Attendance' and shows two 'Not in Class' entries for 'Thu Feb 27': 'Math 7' and 'Science 7'.

The screenshot shows the 'Standards' tab for '1(1-6) Third Grade'. The top navigation bar is purple with a close button and the text '1(1-6) Third Grade'. Below the navigation bar are three tabs: 'Assignments', 'Attendance', and 'Standards', with a red arrow pointing to the 'Standards' tab. The main content area shows two status indicators: 'Produces quality work' and 'Meets Expectations'. Below this are three sections of comments: 'Q1 Comments', 'Q2 Comments', and 'Q3 Comments', each with a brief description of student performance.

Apple iOS:

<https://apps.apple.com/us/app/powerschool-mobile/id973741088>

The iOS Dashboard provides a Class Overview, Assignments (upcoming and recent assignments, as well as any assignments with a status flag), Attendance (recent classroom absences), and School Bulletins.



Click on a class to view your child's grades.

Class Detail

The class detail screen will give you a list of assignments, class attendance, and access to your child's standards grades.

Click on the class name to view each of the grading areas and levels your child achieved.

Teacher Comments

Teacher comments your child received will be previewed on the **Standards** tab.

Complete comments can be viewed by clicking on the gray arrow.

Dashboard Second Grade

Q1 Q2 Q3 Q4

Absences 0

Assignments Attendance Standards

MP 1 Conference Held >

Q1 Comments >

Q2 Comments >

Q3 Comments >
"The grades on thi...od! Finish strong!"

< Back Standards Detail

Q3 Comments

Teacher Comment

The grades on this report card reflect
third marking period grade prior to
the closing of school on March 13, 2020.

Attendance

The mobile app displays class-based attendance only. If you would like to see daily attendance data, please use the Parent/Student Portal.

Comments can also be viewed by using an internet browser to access PowerSchool and not the mobile app.

Edit Dashboard

Late

Show More

Attendance

Fri Jan 31
Not in Class
Lang Arts/Reading

Fri Jan 31
Not in Class
Science 6

Fri Jan 31