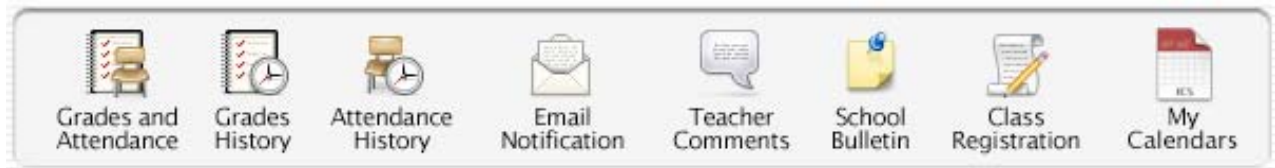


PowerSchool



Parent Information Packet Bristol Tennessee City Schools 2008-2009

Logging In To PowerSchool:

1. Make sure you are connected to the Internet. (For help with connecting to the Internet, contact your Internet Service Provider.)
2. Open an Internet browser. (i.e. Internet Explorer, Firefox, Safari, Opera, etc.)
3. Access the PowerSchool server: <http://powerschool.btcs.org>

4. The following login page will appear.



The image shows the PowerSchool login page. At the top, the word "PowerSchool" is written in a large, bold, green font. Below this is a white rectangular box with rounded corners containing the login fields. The first field is labeled "Username" in bold black text, with a white text input box below it. The second field is labeled "Password" in bold black text, with a white text input box below it. Below the password field is a blue link that says "Forget your member name or password?". At the bottom right of the form box is a blue button with the word "Enter" in white text.

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4. Type in the username. (Confidential ID) Note: Your child's school provides this information.
5. Type in the password. (Included with the Confidential ID) **NOTE:** Saved passwords may cause the login to fail.
6. Click on the **Enter** button.

Note: If you need assistance with your PowerSchool Parent username and/or password, please contact your child's school.

When you finish with PowerSchool, make sure you Log Off from the site by clicking on the **Log Out** button, which is available on all screens.

PowerSchool

Available Features of PowerSchool Parent



Grades and Attendance

This is the default screen. Current grades and attendance for all of your child's classes will be displayed in this window.



Grades History

Grades earned in previous terms will be displayed in this window.



Attendance History

Attendance for all of your child's classes will be displayed in this window. The number of days displayed in this window varies from school to school.



Email Notification

Use this window to request periodic emails with your child's grade and attendance information.



Teacher Comments

Comments entered by your child's teacher will be displayed in this window.



School Bulletin

Announcements and information about school activities will be displayed in this window.



Class Registration

High School Students will be able to view their future requests using this window.



My Calendars

Assignments entered by your child's teacher in the gradebook can be set to appear on your iCal (Macintosh) or Sunbird (PC) calendar software.



PowerSchool

Grades and Attendance

The **Grades and Attendance** page is the default page when you log in to PowerSchool. This page gives you a quick look at how your child is doing in school. From this screen you have access to attendance information for the last two weeks, teacher names with e-mail links, current grade averages, and attendance totals for the current term.

Grades and Attendance

Reg	Last Week					This Week					Course	Attendance by Class						Absences	Tardies
	M	T	W	H	F	M	T	W	H	F		01	02	03	04	05	06		
8000											Business 1.0 Link Job							0	0
100											AP English 12.0 Tutor Mark	88	88	81	88	88	88	0	0
200											Programming I Steven Poon	98	92	91	92	92	92	0	0
300											Spanish III Honors M. Vago, Esq.	98	98	0	92	92	92	0	0
400											Grading System Jefferson, Thomas						8	0	0
500											Pre-Calculus Honors Harris, Amanda	97	97	91	97	97	97	0	0
600											AP Physics 1.0 Lindsey, Alan	78	84	88	87	88	88	0	0
												78	84	88	87	88	88	0	0
																		0	0
																		0	0

Attendance Totals: 0 0 0

Attendance by Reg

Last Week	This Week	Absences	Tardies
M T W T H F	M T W T H F	0	0
		0	0
Attendance Totals:		0	0

1. Student Attendance for each class is displayed here.

2. Teacher Name

3. Class Averages

4. Attendance Totals

Log Out

Home | My Profile | My Grades | My Attendance | My Schedule | My Reports | My Account | My Settings | My Notifications | My Help | My Support | My Feedback

Print Page

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1. Attendance Information – Attendance codes entered by the teacher for the previous and current week are displayed. **NOTE:** Elementary School teachers only record attendance during Homeroom.
2. Teacher Name – If you click on the teacher name, you are able to e-mail that teacher. **NOTE:** You must have your e-mail settings set correctly for this to work.
3. Class Averages – You will notice that the score in the term column is listed in blue. By clicking on that number you will display the **Class Score Detail** page.
4. Attendance Totals – Any time you see a number in the attendance columns listed in blue you can click on the blue number for more specific information about that absence or tardy.

Key Concept: Any time you see something displayed in blue it means that it is a link to more information.

Class Score Detail Page -displayed by clicking on the score in the term column of the **Grades and Attendance** page.

The **Class Score Detail** Page displays specific class assignment and grade information. As with the **Grade and Attendance** page, if you see something written in blue it is a link to more information. The Assignment, Assignment Category, and the Score may link to more information.

At the top of the page you may also find grading information that the teacher has submitted. This can help you understand the class expectations, grading schemes, and grading philosophies of the teacher for this particular class.


Class Score Detail

Course	Teacher	Expression	Final Grade
Pre-Calculus Honors	Pisano, Leonardo	1 (A)	A 95%

Grading: The Nine Weeks average will be calculated based on total points earned from homework, class work, projects, quizzes and tests. The First Semester average will be calculated by multiplying each nine weeks averages by .4, the semester exam by .2 and adding the two products. Class rules: 1. Be in your seat when the tardy bell rings. 2. Have pencils sharpened and supplies ready at the start of class. 3. Demonstrate respect for yourself and others. - NEVER speak when someone else is speaking, and give special attention to your classmates when they are at the board. - DO NOT touch anything that does not belong to you 4. Do not put your head down during class. Conduct Grading: 1. If the student never violates the class rules, he/she will receive an E 2. If the student violates the tardy rule he/she will receive a Tardy Slip and the conduct grade will be dropped to an S 3. If the student goes to negative consequence 2, the conduct grade will be dropped to an S 4. If the student goes to negative consequence 3 or beyond, the conduct grade will be dropped to an N

Due Date	Category	Assignment	Score	%	Grd
01/08/2007	QUIZ	7.2 Quiz	36/36	100	A
01/10/2007	HW	7.3 HW	10/10	100	A
01/11/2007	TEST	Ch.7 Test	106/100	106	A
01/19/2007	HW	7.5 Homework	0/10	0	F
01/19/2007	QUIZ	7.4-5 Quiz	28/38	73.68	D
01/24/2007	Classwork	Group participation	10/10	100	A
01/25/2007	QUIZ	8.1 QUIZ	36/33	109.09	A

Grades last updated on 1/30/2007

Print Page 

1. Class Description – Some teachers have included a class description and/or grading philosophy.
2. Teacher Name – If the teacher name is displayed in blue, you can click it to e-mail the teacher. (Note: You must have your e-mail settings set correctly for this to work.)
3. Assignment Description – If the assignment name is displayed in blue, you can click it to read a description of that assignment and access any associated Internet links.

Key Concept: If there is an assignment listed but there is no score – check the date. This may be an assignment that has been listed to make parents aware of an upcoming due date. Teachers may also use special codes for assignment scores to convey information to parents. These codes may be similar to:

EX – excused MI – missing



PowerSchool

Attendance History

The **Attendance History** page allows you to have a detailed view of your child's classroom attendance in school. At the bottom of the page you will find the attendance legend that shows the attendance codes that are used in Bristol Tennessee City Schools.

Parents are encouraged to read through the attendance policy in the Bristol Tennessee City Schools Student Handbook.

Meeting Attendance History

Course	Expression	1/1-1/5					1/8-1/12					1/15-1/19					1/22-1/26					1/29-2/2									
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F					
Homeroom 12 Lane, Lois M101 F: 8/1/06 I: 6/2/07	HR(A)	-	-			AT																									
AP English 1? Lit. and Comp. Twain, Mark M125 E: 8/1/06 L: 6/2/07	1(A)	-	-																												
Programming II Norton, Peter V201 F: 8/1/06 I: 6/2/07	2(A)	-	-													AT															
Spanish III Honors de Vega, Iape C210 F: 8/1/06 I: 6/2/07	3(A)	-	-																												
US Government Jefferson, Thomas M209 L: 1/3/07 L: 6/2/07	4(A)	-	-			AT																									
Pre Calculus Honors Picano, Leonardo A209 F: 8/1/06 I: 6/2/07	5(A)	-	-																		AT										
AP Physics (C) Einstein, Albert A203 F: 8/7/06 I: 6/2/07	6(A)	-	-																												

Legend

Attendance Codes: Blank=Present | AT=Absent by teacher | EPA=Excused Partial Absence | UPA=Unexcused Partial Absence | E0=Excused absence | E1=Illness | E2=Death/illness family | E3=Representing school | E4=Religious holiday | E5=Legal court summons | E6=Circumstance approved by Principal | U0=Unexcused absence | U1=Overslept/alarm problem/elec. off | U2=Transportation related | U3=Personal/family related | U5=Out of town/vacation | U99=Other | ISS=In school suspension | OSS=Out of school suspension | EXP=Expulsion | REM=Remanded to alt. setting | HB=Homebound | FT=Field trip | CT=Contract Student |

1. U is the code entered by the teacher when your child is absent from class. **NOTE:**
2. The legend provides a description of each attendance code you may see on the **Attendance History** page.

The **Grade History** page allows you to view a list of all grades that your child has earned to this point in the year. In one sense this view becomes essentially a report card screen. In this view you are able to see the grade, conduct and the credits earned (seen after the semester is completed).

You may see the following terms depending on when you are accessing the page:

S1 = Semester One grades, S2 = Semester Two grades

M1 = First Six Weeks grades, M2 = Second Six Weeks grades

M3 = Third Six Weeks grades, M4 = Fourth Six Weeks grades

M5 = Fifth Six weeks grades, M6 = Sixth six weeks grades

Y1 = Year Final grades, X1 = Final Exam grades

Grade History					
L1					
Course	Grade	%	Cnt	His	
AP Biology	85	85	-	D	
AP US History	85	88	-	D	
Chamber Choir	90	88	-	C	
English 11 Honors	90	80	-	C	
Pre-Calculus Honors	95	80	-	C	
World Geography Honors	101	101	-	D	
Q1					
Course	Grade	%	Cnt	His	
AP Biology	82	82	E	C	
AP US History	88	83	E	C	
Chamber Choir	100	100	S	C	
English 11 Honors	89	85	L	D	
Pre-Calculus Honors	87	87	F	D	
World Geography Honors	87	87	S	D	
Q2					
Course	Grade	%	Cnt	His	
AP Biology	85	83	E	C	
AP US History	97	87	E	C	
Chamber Choir	100	100	S	C	
English 11 Honors	86	84	F	D	
Pre-Calculus Honors	91	87	F	D	
World Geography Honors	97	87	S	C	
S1					
Course	Grade	%	Cnt	His	
AP Biology	84	84	-	C.D	
AP US History	85	85	-	C.D	
Chamber Choir	100	100	-	C.D	
English 11 Honors	91	81	-	C.S	
Pre-Calculus Honors	96	84	-	C.S	
World Geography Honors	90	80	-	C.D	

1.

1. Notice the percentage grades are listed in blue. Clicking on one of these numbers will bring up the Class Score Detail page to show the assignments with the associated grades that made up that particular score.



PowerSchool

E-mail Notification

The **E-mail Notification** page allows you, as a parent, to set up an automatic e-mail update that is sent to you. You will select the specific type of information that you want to receive and how often you want to receive it. You must also enter the e-mail address(es) where the notifications are to be sent.

1. Select the box next to each information type you would like to receive via e-mail.

- **Summary of current grades and attendance** - Sends out one e-mail giving a summary of final grade and attendance totals for each of your child's classes. *This is the option most recommended for parents.*
- **Detailed reports showing all assignment scores for each class** - Sends out one e-mail for each class listing the assignments and scores. (Note: if your child has six classes you will receive six e-mails, one for each class.)
- **Detailed report of attendance** - Sends out an e-mail containing detailed attendance for each class in which your child is enrolled for the current term.
- **School announcements** – Sends out an e-mail containing announcements from your child's school.
- **Balance Alert** – Bristol Tennessee City Schools does not have this function available to parents at this time.

NOTE: The more items you select the more e-mails you will receive.

2. Using the pull down options, choose how often PowerSchool will send an e-mail to you.

NOTE: Because grades do not change dramatically over a short span, it is recommended that you not choose the **Daily** option. Either the **Once a Week** or **Once Every Two Weeks** option is the recommended choice. Weekly updates are sent out automatically on Monday night or the next instructional day if Monday is a school holiday.

3. Enter the e-mail address of the account to which you want e-mail sent. You can have these e-mails sent to multiple e-mail accounts by separating the e-mail accounts with commas, no spaces.
4. Select the **Send Now** option and click **Submit** to notify the PowerSchool server to send e-mail(s) to the designated e-mail account(s) now.

NOTE: At any time you can come back to this configurations screen and make changes to your choices. Upon selecting the **Submit** button, those changes will take effect.



The **Teacher Comments** page allows you to view any comments that teachers may have submitted for your child. From here you are able to view your child's current schedule with teacher names and comments.

Dep.	Course	Teacher	Comment
HF(A)	Formulas in 1D	Essex, Lisa	
1(A)	AP English 12 Lit. and Comp.	Twain, Mark	
2(A)	Programming II	Norton, Peter	Great Teacher!
3(A)	Section III Honors	de Vega, Lope	
4(A)	US Government	Jefferson, Thomas	
5(A)	Macroeconomics	Woods, Kenneth	
6(A)	AP Physics (C)	Elstein, Albert	Hard worker!

Print Page

1. Teacher Name – If the teacher name is displayed in blue, you can click it to e-mail the teacher. (Note: You must have your e-mail settings set correctly for this to work.)
2. Comments – Comments entered by the teacher about your child are displayed.