

Welcome to the PowerSchool Parent Portal Tutorial Pages

PowerSchool Introduction

Parents and guardians of students at four pilot schools (Bemis, Eisenhower, and Henry Ford II) will now be able to view student progress through the PowerSchool Parent Portal. PowerSchool, the school district's new student information system, is used to schedule, take attendance, store grades, and produce transcripts, report cards, progress reports, and more.

Parent and student access will be by a unique login and password and distributed at parent/teacher conferences or by visiting your student's school. This information will not be given over the phone or by email to maintain confidentiality. Please guard your login/password information carefully, and remember to log off after viewing your student's information.

The following help pages will give you the information you need to navigate through the PowerSchool Parent Portal.

Choose a topic below, or browse through all the topics.

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Corresponding with Teachers

PowerSchool is a tool to increase communication between parents and teachers. We are excited about the potential of this new application, but realize that with this comes a shift in the way we work and communicate. For example, the teachers at Bemis Junior High School, Eisenhower High School, and Henry Ford II High School are using PowerSchool Teacher's electronic grade book and have spent numerous hours learning how to use the program to its full potential. We believe that along with teachers, it is also important for parents to become educated in the process of grades and assessment. Before PowerSchool, parents received grade information only upon request or at scheduled times. With PowerSchool, it will now be possible for parents to check grade information at any point in the year. With that in mind, parents need to know and understand the following:

1. Each teacher has his or her own grading system. Some teachers work on a straight points system while others weigh the scores according to assignment categories (tests, quizzes, etc). Some give grades for class participation while others do not accept late work. Our teachers inform all of their students at the beginning of the course of their expectations and their grading scheme. For this reason, it is very important for parents to read the grading policy provided by each teacher. Many teachers will list their grading policy on their teacher website or at the top of the PowerSchool *Class Score Detail* screens (clicking on the student's class average in the *Grades and Attendance* screen will take you there.)
2. Grades can change dramatically in the first few weeks of each marking period. In the beginning of each term, you may see zeros or wild shifts in the class average of your child. When there are only one or two assignments in the grade book, a low or high score can make a dramatic change in the overall grade average. The grade book instantly recalculates the overall grade as every assignment is entered. Please contact your child's teacher if you have concerns.
3. Teachers need time to grade projects, assignments, and tests. Each day teachers are expected to have new material and lesson plans ready for class. Many teachers are also involved in extra curricular activities that take time to plan and attend. With that in mind, teachers do need time to get the assignments graded. We have asked our teachers to have their gradebooks updated at least by progress report and report card times. Please be patient as it does take time.
4. Teacher email links are available in PowerSchool or on our district website. You may communicate with the teacher through email or by phone. If you choose to use email, realize that due to the nature of the job, most teachers have little time to respond to email during the school day. Do not expect an immediate response to email messages. However, if you do not receive a response from the teacher within a day or two, please contact the school. Any correspondence with the teacher through email is considered public record. Teachers may only share strictly factual information through email. For more detailed information, you should schedule a conference with you child's teacher.

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Student Grade Concerns

When a student's grade is of concern for a parent, we ask that you follow these steps:

1. Talk with your child first. Ask them what the situation is with their grades.
2. Have your child talk to their teacher.
3. Read the grading policy of the teacher. This may answer the question of why the student has received the grade or explain how the assignments add up to the current average.

4. Check to see if there is an assignment description. In the Class Score Detail screen, if the assignment is listed in blue it will have more information about the assignment. This may help you in understanding what was involved or expected for a particular assignment.
5. Check the date of the assignment. An assignment handed in late may receive deductions from its score. Also, as stated previously, early in the marking period, overall grades can fluctuate dramatically because of the lack of assignments in the grade book.
6. See if there are any missing or late assignments that could be affecting the overall grade average.
7. If none of the above helps, you can contact a teacher for clarification about grades.
8. If, after talking with the teacher(s) you still have questions, contact school administration via phone or e-mail.

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Login and Password



The image shows the PowerSchool login interface. At the top, the word "PowerSchool" is displayed in a blue, sans-serif font. Below the logo is a white rectangular box containing the login fields. The first field is labeled "Username" and has a blue border. The second field is labeled "Password" and also has a blue border. Below the password field is a link that says "Forgot your member name or password?". At the bottom of the box is a blue button with the word "Enter" in white. Below the login box, there is a small logo for "PEARSON" followed by the text "Copyright© 2005 - 2009 Pearson Education, Inc., or its affiliate(s). All rights reserved."

Your username and password were supplied to you at the time you turned in your Acceptable Use of Technology form. Every username and password is unique, and if you have more than one student, you will have different login information for each student.

To login, go to <https://ps.ucs.misd.net/public>

Usernames and logins are NOT case sensitive. If you lose your username/password you must make contact with your student's school in person with photo ID.

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Grades and Attendance

PowerSchool High School - Utica Community Schools

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Grades and Attendance

View Standards

Exp	Last Week					This Week					Attendance	Q1	Absences	Tardies	
	M	T	W	H	F	M	T	W	H	F					
1(A)			X								X	French III Simpson	A-91 S	6	0
2(A)			X								X	Honors Chemist Hart	-0	5	0
3(A)			X									US Government Dickenson	A-93 S	2	0
4(A)												Economics Bryson	A101 S	3	3
5(A)												Algebra II Myer	B84.8 S	1	1
6(A)												English 11 Abram		1	0
														18.	4

Current weighted
Show dropped

Attendance

Last Week This Week
M T W H F M T W H F
X

Attendance Tot

Course name, Teacher Name with e-mail link

Click here to see a list of these absences by date

Current average and grade. Click to see more detail. Keep in mind that grades can change dramatically with the addition of new assignments and tests. Grades here are a snapshot in time.

Click here to see a list of all absences by class with dates

Note: When clicking on the teacher name to send an e-mail, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send messages.

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Class Score Detail

Course	Expression	Final Grade ¹
ALGEBRA II	5(A)	B 84.8%

Teacher Comments:
Section Description:

Due Date	Category	Assignment	Score	%	Grd
09/15/2009	QZ	Quiz 1-5,2-5,2-6	79/100	79	C
09/22/2009	QZ	Take Home Quiz 3-1	83/100	83	B
09/25/2009	HW	Peach Stampsheet	40/40	100	A

Grades last updated on 10/8/2009

- Collected, - Late, - Missing, - Score is exempt from final grade, - Assignment is not included in final grade
¹ - This final grade may include assignments that are not yet published by the teacher. It may also be a result of special weighting used by the teacher.

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Grades and Attendance (continued)

On this screen, you will find a complete listing of all your child's classes, teachers, current grade averages, and attendance information. Some non-graded classes or special programs/services will also be included and may not have attendance information.

Keep in mind; blue words and numbers are hyperlinks. By clicking on them, you can find more detailed information. By clicking on a teacher's name, you can also send an email message to your child's teacher. Remember, your computer must be set up to send emails from your browser. Contact your Internet service provider for help with this feature.

Grades: The blue links (letter grade and % score) give you more information about your child's grades. If you click on any of these links, it will take you to another screen that displays class information and a list of individual assignments, projects, etc. Click on the blue links to find out the details for the assignment. Please note that not every assignment will have a description. The date at the bottom of the screen shows you the last time the information was updated by the teacher.

To return to the first screen at any time, simply click on the **Grades and Attendance** icon at the top of the screen.

Attendance: This screen also shows when your child was tardy or absent. Click on the numbers in blue to find out the days in which your son or daughter was late or absent.

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Grades History

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Grade History

There are no term grade records for the selected term.

The **Grades History** screen allows you to view a list of all grades that your child has earned for past terms in the current year only. In one sense, this view is essentially a report card screen. In this view, you are able to see the letter grade and the percentage grade and credits earned. You may click on the percentage grade to see the detail listing of scores that made up the final grade. *No information will appear in this screen until there has been at least one report card.*

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Attendance History

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Click on this question mark for detailed and specific information about the current page you are on. Don't forget to logout when finished.

Meeting Attendance History

Course	Expression	9/7-9/11		9/14-9/18		9/21-9/25		9/28-10/2		10/5-10/9		10/12-10/16		10/19-10/23	
		M	T	W	H	F	M	T	W	H	F	M	T	W	H
This area displays the courses by period along with the teacher name, the enroll date, and the leave date.	1(A)	-			U	X		I	X			X			
	2(A)	-				X		I	X		X				
	3(A)	-	-	-	-	-	-	-	-	X					
	4(A)	-			T	X	T	I	X	T					
	5(A)	-						I	Q	T					
	6(A)	-						I							

Legend

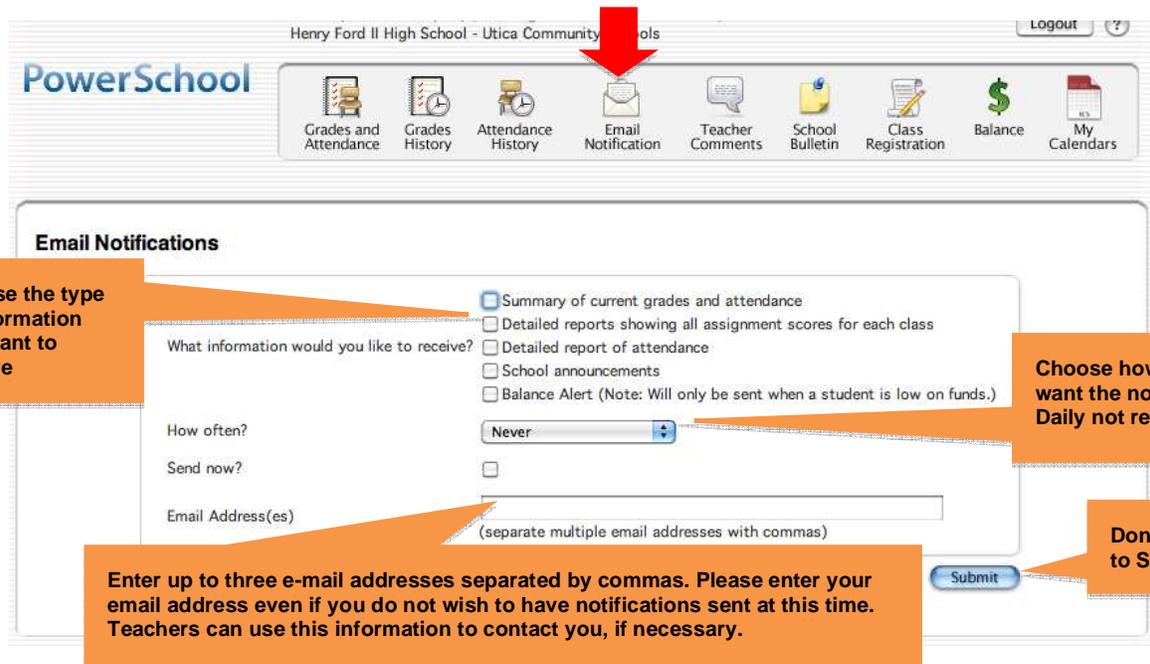
Attendance Codes: Blank=Present | A=Unverified | B=Homebound | C=Court | D=Youth Home | E=Early Dismissal | F=Funeral | H=Hospital | I=Illness | L=Late Arrival | N=Adjusted Study Plan | O=Other | P=School Approved | Q=Excused Tardy | R=In School Suspension | S=Suspended | T=Tardy | U=Unexcused | V=Vacation | W=Social Probation | X=Excused | Y=10-Minute Tardy | Z=Credit Review |

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Click the **Attendance History** icon to see your child’s attendance record by class for the current term or year. On days when school is not in session or where there was a schedule change, a dash will appear. Attendance is taken in each individual class at the secondary level. A legend is provided to help you understand the codes.

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Email Notification



The screenshot shows the PowerSchool interface for Henry Ford II High School - Utica Community Schools. A red arrow points to the 'Email Notification' icon in the top navigation bar. Below, the 'Email Notifications' form is displayed with several callout boxes:

- Choose the type of information you want to receive:** Points to the 'What information would you like to receive?' section with options: Summary of current grades and attendance, Detailed reports showing all assignment scores for each class, Detailed report of attendance, School announcements, and Balance Alert (Note: Will only be sent when a student is low on funds.).
- Choose how often you want the notification. Daily not recommended:** Points to the 'How often?' dropdown menu, which is currently set to 'Never'.
- Don't forget to Submit:** Points to the 'Submit' button.
- Enter up to three e-mail addresses separated by commas. Please enter your email address even if you do not wish to have notifications sent at this time. Teachers can use this information to contact you, if necessary.** Points to the 'Email Address(es)' text input field.

The Email Notification screen allows you to register to receive automatic email updates sent to your personal email account. There are four areas that need to be configured for email notifications to begin.

The first item to configure is the type of information you want to receive. There are five options to choose from. (Note: the more you select, the more email you will receive.)

- **Summary of current grades and attendance**-Sends out one email giving a summary of current final grade and attendance totals for each of your child’s classes.
- **Detailed report of attendance**-Sends out an email containing detailed attendance for each class in the current term.

- **Detailed reports showing all assignment scores for each class-** Sends out one email for each class with each assignment for the quarter with scores. (Note: if your child has 5 classes you will receive 5 emails, one for each class. If you have multiple students in Grade 6 you can be receiving over 10 emails with detailed information. For that reason, we do not recommend selecting this option.)
- **School announcements-**This feature is not currently in use.
- **Balance Alert-**This feature is not currently in use.

Next, configure the “How Often?” option of notifications. There are five options to choose from: Never, Once a Week, Once Every Two Weeks, Once a Month, or Daily.

The next item, “Send Now”, allows you to have the emails sent to your email account immediately. Check this box at any time and click the submit button to have emails sent immediately. If this is not checked you will receive the next update according to the choices made above. The server sends out the emails automatically on Mondays for all options except “Daily.”

***Note:** You can make changes to this configuration screen at any time. Upon hitting the Submit button, the changes will take effect.*

The final step is to configure what email accounts you want to activate. Type in the email address of the account that you want to use to receive PowerSchool emails. **You may have the email sent to multiple email addresses by simply separating the email addresses with a comma.** Please check your addresses carefully; incorrect email addresses will prevent you from receiving your requested notifications.

***Note:** The emails are generated by the PowerSchool system. **PLEASE DO NOT REPLY TO THE AUTOMATED EMAILS.** The message will not be received or read. If you have a question about the content of the emails, please contact the teacher or the school.*

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Teacher Comments

Henry Ford II High School - Utica Community Schools

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Teacher Comments*

Exp.	Course	Teacher	Comment
1(A)	FRENCH III	Simpson	
2(A)	HONORS CHEMISTRY	Hart	
3(A)	US GOVERNMENT	Dickenson	
4(A)	ECONOMICS	Bryson	
5(A)	ALGEBRA II	Myer	
6(A)	ENGLISH 11	Abram	

* Additional teacher comments may be found on the 'Grades and Attendance' and 'Grades History' pages. Find comments there by clicking on the reporting period score for the appropriate class.

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The Teacher Comments Page is just one of three places teachers can leave comments about students. Comments are also available under assignments and posted with final grades.

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School Bulletin

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School Bulletin

Henry Ford II High School Bulletin for Sunday, October 18, 2009

No bulletin items were found for this date.

[10/17/2009](#) | [10/18/2009](#) | [10/19/2009](#)

The School Bulletin is a place where your school may choose to include important information about upcoming events, notices, etc. You can access previous bulletins as well as future bulletins by clicking on the blue dates at the bottom of the page.

It is important to note that schools use many avenues to communicate with their communities. Therefore, there may not be frequent updates on the School Bulletin page.

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Class Registration



This function is currently not supported.

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Balance

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Transactions

Meal Transactions - Current Balance: \$0.00

Date	Time	Net	Balance	Description
------	------	-----	---------	-------------

Fee Transactions - Current Balance:

Date	Time	Fee Type	Description	Fee	Paid	Balance
06/26/2008		Textbooks	Textbooks	5.00	5.00	0.00
Totals:				5.00	5.00	0.00

When you click on the Balance icon the above window appears showing financial information about your student. Currently, your school does not use the Meals program in PowerSchool. Book fines and other charges are shown and should be current.

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My Calendars

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My Calendars

My Calendars operates in conjunction with iCal, a personal desktop calendar application. iCal runs on any Macintosh computer with Mac OS X v10.2.3 or later. It is recommended that you install Mac OS X v10.2.3 before downloading iCal. Visit iCal's web site to obtain a free download of iCal.

This feature is currently not supported.