UTICA COMMUNITY SCHOOLS

PowerSchool Parent Portal FAQs

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Question 1: When will parents and students get access to the information on the PowerSchool server?

Answer: Parents can get their logins and passwords at Parent/Teacher Conferences in November, while students can get them from their first hour teachers soon after conferences. Parents unable to attend conferences may access their login and password for the Parent Portal by visiting the school office, filling out the Acceptable Use of Technology form, and providing a photo ID.

Question 2: Whom should I call if I have a question?

Answer: Please use the table below to decide whom to contact for various types of questions.

Question Topic	Person to Contact
Grades for class assignments during the current semester	Your student's teachers. Teachers' email contact info is available on the PowerSchool website at the main student screen.
Attendance in a specific class on a specific day	The main office where your student is enrolled.
Grades on transcripts, GPA, graduation progress,	Your student's guidance counselor.

and class rank.	Henry Ford II HS:	586-797-1600
	Eisenhower HS:	586-797-1300
	Bemis Junior High:	586-797-2500

Question 3: What is PowerSchool?

Answer: PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, and even personal messages from the teacher. Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can use their grade book to make decisions on what information they want to share with parents and students.

Question 4: Do all teachers post grade and attendance information to the PowerSchool server?

Answer: Attendance is posted by teachers and by the office. All teachers assign and post grades to PowerSchool at different times. Some may give grades to their students every day and some may give far fewer grades during the semester and marking periods. This is up to each teacher and depends upon his or her grading system. If you see grades in PowerSchool for some teachers but not for others, this is a normal function of the way teachers assign and post grades. As always you may contact teachers by e-mail or phone any time for further clarification.

Question 5: I know that teachers sometimes weight different categories of grades. How does this affect how a grade is calculated?

Answer: Many teachers use categories such as tests, quizzes, class work, homework, participation, etc to organize and give different weights to grades; how they weight them is an individual decision. Teachers share with students how they grade at the beginning of each course. As always you may contact teachers by e-mail or phone any time for further clarification.

Question 6: How often can we expect grades to be updated?

Answer: The display of assignment due dates and the frequency of posted grades may vary across teachers. *Please be patient as it does take time to grade and post assignments.* You can expect grades to be updated during the progress report and report card windows. As always you may contact teachers by e-mail or phone any time for further clarification.

Question 7: How often can we expect attendance to be updated?

Answer: Attendance is recorded on a daily basis.

Question 8: Do all teachers use the same grading scales?

Answer: Although daily classroom grading systems may vary among teachers, at the 10-week and semester marking periods, class room percentage scale or letter grade systems will adhere to the

district-wide grading scale. Please refer to the UCS Parent/Student Handbook to view the district-wide grading scale.

Question 9: What can I see on the PowerSchool site?

Answer: Parents and students can access the following information on the PowerSchool public site: https://ParentPortal.UticaK12.org

- Attendance History
- Balances
- Class Registration
- Email Notifications
- Grades and Attendance
- Grades History
- My Calendars
- School Bulletins
- Teacher Comments

Question 10: Can other people see my son's/daughter's grades?

Answer: As long as you protect your password, others will not be able to see your information.

Question 11: Do students and parents see the same screens/comments?

Answer: When students and parents access the PowerSchool server, they see the same information with one exception; parents have the ability to request automatic progress reports via email.

Question 12: How does one get a PowerSchool login and password?

Answer: If you did not receive your login and password at Parent/Teacher conferences, please visit the school office, fill out the Acceptable Use of Technology form, and provide a photo ID.

Question 13: What do I do if I forget my PowerSchool password?

Answer: You will have to visit the main office at your student's school to reapply for your password. Remember as in the initial sign up you will need to bring photo ID.

Question 14: Are PowerSchool logins and passwords case sensitive?

Answer: No, the logins and passwords are not case sensitive. For some logins and passwords, it is hard to know whether to use 0 (zero) or O (capital letter o). We recommend that you try both. If you still can't log in, please call your child's building.

Question 15: What is required to connect to the PowerSchool server?

Answer: Users need the following to connect:

- A computer with a connection to the Internet
- Internet Explorer 7 or Firefox 3.5.3 or more recent (i.e., a browser capable of 128-bit encryption)
- A login and password, to be supplied by the school

Question 16: Can I change my username and password?

Answer: It is not possible for you to change your password. Keep it confidential.

Question 17:What do the codes like Q1, Q2, E1, S1, Q3, Q4, E2 and S2 mean?

Answer: These are the abbreviations for the marking periods. UCS gives quarterly grades (Q1, Q2, etc) and semester grades (S1, S2). The semester grades are a combination of the quarter and exam (E1, E2) grades. Please refer to the UCS Parent/Student Handbook to view the district-wide grading policy.

Question 18: Where can I find additional information on PowerSchool?

Answer: In the upper right hand corner of the Parent Portal, there is a   question mark. Click on this icon for additional PowerSchool information.

Question 19: How are GPA's calculated?

Answer: GPA's are based on semester grades only. Quarter grades are used to calculate semester grades, but GPA's are calculated on the basis of semester grades only. All letter grades are given a point value (Advanced Placement classes are weighted with 0.5 points more than non-AP classes), and the total of those points is then divided by the number of grades.   For more information, please contact your student's guidance counselor.