

# Career and Technical Education

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## **Introduction**

PowerSchool Parent Portal gives parents and students access to on-line 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 share information with parents and students.

## **How to Log In to PowerSchool Parent Portal**

Must obtain user name and password from the Power School Administrator. Open your Web browser to the PowerSchool Parent Portal URL  
<http://ps.caboces.org/public>

The Log In page appears.

Enter your user name in the first field. Enter your password in the second field. Note: The characters appear as asterisks (\*) to ensure greater security when you login.

Click Enter. The PowerSchool Parent Portal start page appears. Note: Do not use someone else's password or give your password to anyone else.

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The PowerSchool Parent Portal start page serves as the central point from which you begin your PowerSchool Parent Portal session.

## **Navigation Bar**

The navigation bar appears at the top of the Power School Parent and Student Portal Page, and is common to every page in the application. The navigation bar includes the following:

## **Main Menu**

The Main Menu consists of links for Grades and Attendance, Grades History, Attendance History, E-mail Notification, Teacher Comments, and School Bulletin.

## **Grades and Attendance**

Use this page to view the grades and attendance for the student in the current marking period. The legend at the bottom of the page displays the attendance codes and their meanings.

## **How to View Grades and Attendance**

\* On the main menu, click Grades and Attendance. The Grades and Attendance page appears.

\* To view attendance data for dropped classes, click Show dropped classes also

\* To send e-mail to a teacher-click the name of the teacher

Note: To use this function, 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.

\* To view grade details, click a grade in the term column. The Class Score Detail page appears

\* To view assignment details, click an assignment under the Assignment column. The Assignment Description page appears. Use the browser Back button to return to the Grades and Attendance page.

\*To view the absences or tardies for the selected class during this term, click a number in the Absences or Tardies column. The Dates of Attendance page displays all absences or tardies for that class.

\* To view the absences or tardies for all classes during this term, click a number in the Attendance Totals row. The Dates of Absence or Dates of Tardies page displays all absences or tardies. Use the browser Back button to return to the Grades and Attendance page.

\* In the Attendance by Day section, click a number in the Absences or Tardies column. Depending on your selection, the Dates of Attendance page displays the total absences or tardies for the semester or for the year to-date.

## **Grades History**

Use this page to view quarter and semester grades for the student for the current term.

## **How to View Grades History**

On the Main Menu, click Grades History. The Grade History page appears.

Click a grade in the % column. The Class Score Detail Page appears.

## **Attendance History**

Use this page to view the attendance record for the student in the current term. The legend at the bottom of the page displays the attendance codes and their meanings.

## **How to View Attendance**

On the Main Menu, click Attendance History. The Attendance History page displays the student's attendance record for the current term.

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## **Frequently Asked Questions**

### ***How can I get answers to questions about my child's grades?***

You can speak with your child first and then contact the teacher. Others to contact are the School Counselor or Principal.

### ***How quickly will students grades be entered into Parent Portal?***

Grades will be entered in a timely manner. It is not expected, however, that a test or major assignment will be graded and entered into Parent Portal the same day it is completed. Depending on the complexity of the assignment it may be several school days before the grades are posted into the Parent Portal. Please be patient.

### ***E-mail Notifications***

If you wish to receive information about your student's grades, attendance, and assignment scores, use this page to set up your E-mail preferences. You can specify which information you would like to receive, how often you would like to receive the information, and how often you would like to receive E-mail.

### ***How to View Teacher Comments***

On the Main Menu, click Teacher Comments. The Teacher Comments page appears.

To open an E-mail message to send to a teacher, click the teacher's name.

Note: To use the E-mail function, 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 E-mail messages.

### ***School Bulletins***

Use this page to view daily school announcements. How to View School Bulletins .On the main menu, click School Bulletin. The School Bulletin page displays any messages for the current day. To view another day's bulletin, click a date link at the bottom of the page.

### ***Teacher Comments***

Use this page to view any comments that teachers entered regarding items such as the student's achievement or behavior.

### ***School Bulletins***

Use this page to view daily school announcements. How to View School Bulletins .On the main menu, click School Bulletin. The School Bulletin page displays any messages for the current day. To view another day's bulletin, click a date link at the bottom of the page.

### ***Log Out of PowerSchool Parent Portal***

You can log out of PowerSchool Parent Portal from any page in the application by clicking the Logout button in the navigation bar. The Log In page appears. You must enter your username and password again to redisplay the PowerSchool Parent Portal start page. When finished working in PowerSchool Parent Portal, it is important to log out of the application.

Note: If you are not actively working in PowerSchool Parent Portal, your session may time-out. If so, you need to log in again.

### ***Technology Questions***

*What is needed to run Parent Portal?*

Internet access and a web browser. Parent Portal works with Internet Explorer, Firefox, and Safari.

*What if I forget my ID or password?*

If you forget your ID or password, please contact the power school administrator.

*Can someone else see my child's grades?*

The only way to see a student's grades is to use the ID and password assigned. So, please keep that information secure!

*How is the Current Average calculated?*

Please refer to the CABOCES Grading Policy on grade calculation.

### ***Equal Opportunity Notice***

CA BOCES hereby advises students, parents, employees and the general public that it offers employment, programs and educational opportunities, including career & technical education opportunities, without regard to gender, race, color, national origin, handicap or any other legally protected status. Inquiries regarding this non-discrimination policy and grievance procedures may be directed to: Human Resources Director, Cattaraugus-Allegany BOCES, 1825 Windfall Road, Olean, NY 14760; 716-376-8237

**Cattaraugus Allegany BOCES**

<http://www.caboces.org>

**Power School**

**Parent Portal**

<http://ps.caboces.org/public>