

What Does the Power School Portal Look Like for Parents?

This handout shows step-by-step what parents see in the Portal.

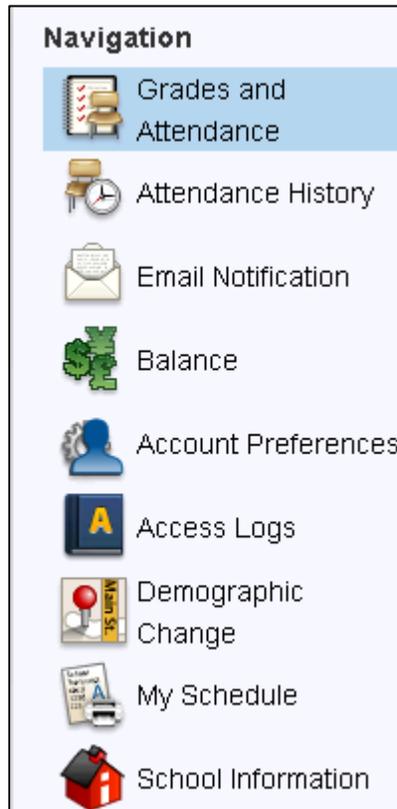
Parents go to <https://powerschool.mansfieldct.org> to log in.

Parent Sign In

Username
myemail@email.com

Password
●●●●●●●●

There are links to 9 types of information for Parents to access on the left side of the screen as follows:



⇒ 1) Student's assignment grades and overall grade average.

⇒ 2) Student's daily attendance history.

⇒ 3) Parent can sign-up for automatic email notifications about grades, attendance, and/or lunch balances.

⇒ 4) Student's lunch account purchases and balances.

⇒ 5) Change password, etc.

⇒ 6) History of parent and student access of the Portal.

⇒ 7) Parent can update their contact information for the school office's records.

⇒ 8) Student's class schedule.

⇒ 9) General Information about the School.

- 1) On the **Grades and Attendance** page, parents get an overview of recent attendance for homeroom (attendance is displayed for homeroom only) and they get a list of grade averages.

Grades and Attendance

Grades and Attendance: [Redacted]

Click on "Demographic Change" on the left side to ensure the data we have is correct.

[Click Here](#) to see a list of all of your students' assignments for this term.

Attendance By Class																
Exp	Last Week					This Week					Course	Q2	Q3	Q4	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F						
0(M-F)							FT				Homeroom, Grade 6 Meizels, J	--	--	--	0	0
1(M) 3(F) 4(T) 6(R) 8(W)											Science 6 Burnham, J	A 93	--	--	0	0
1(F) 2(M) 3(R) 6(T) 7(W)											Reading 6 Meizels, J	A 93	--	--	0	0
1(R) 2(T) 3(M) 6(W,F)											Language Arts 6 Batulevitz, M	B 87	--	--	0	0
1(W) 2(R) 3(T) 4(M) 8(F)											Social Studies 6 Batulevitz, M	A- 90	--	--	0	0

(Continued on next page)

By clicking on the grade average for a particular class, parents are then taken to a screen listing the assignment grades for that class as well as how the overall grade average is determined.

Science 6	A	--	--
Burnham, J	93		



Assignment Scores						
Due Date	Category	Assignment	Codes	Score	%	Grd
11/07/2012	CW	Continental Drift WS	✓ ✖	--/100		
11/07/2012	TST	Earth Structure Quiz		95 / 100	81	B-
11/09/2012	CW	Continental Drift Webquest		5/100	95	A

✓ - Collected, ▲ - Late, ■ - Missing, ◆ - Score is exempt from final grade, ✖ - Assignment is not included in final grade

Term Q2	Name	Weight %	Low scores to discard
Category Based	Classwork	25	0
Category Based	Homework	15	0
Category Based	Participation	15	0
Category Based	Project	20	0
Category Based	Test	25	0

If the score is a blue hyperlink, you can click on it to view a teacher's comment. Usually there won't be a comment.

2) On the **Attendance History** page, parents see the student's attendance history (homeroom only).

Course	Expression	10/8-10/12					10/15-10/19					10/22-10/26					10/29-11/2					11/5-11/9					11/12-11/16					11/19-11/23				
		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	M	T	W	H	F	M	T	W	H	F
Homeroom, Grade 6	0(M)	-	-
	0(T)	-	-
	0(W)	-	-
	0(R)	-	-	FT

Legend

Attendance Codes: Blank=Present | UNX=Absence Unexcused | A=Absent Excused | AF=Absent Excused Flu | AT=Absent Trip | TDY=Tardy | DIS=Early Dismissal
 FT=Field Trip | ISS=In School Suspension | OSS=Out of school suspension | TRU=Truant | EXP=Expulsion |

3) On the **Email Notification** page, parents can choose to receive automatic email notifications about grades, attendance, and/or lunch balances.

What information would you like to receive?

Summary of current grades and attendance

Detail report showing assignment scores for each class.

Detail report of attendance.

Balance Alert (Note: will only be sent when student is low on funds).

How often?

Email Address

Additional Email Addresses

(separate multiple email addresses with commas)

- 4) On the **Balance** page, parents can view purchases and deposits made with a student's lunch account and the overall balance.

Transactions:

Meal Transactions - Current Balance: \$4.95

Date	Time	Net	Balance	Description
09/20/2012	11:26 AM	-2.85	-4.10	Meal/Lunch/A La carte
09/20/2012	08:09 AM	20.00	15.90	Lunch Deposit
09/21/2012		0.00	15.90	Lunch Status (Student did not eat today)
09/24/2012		0.00	15.90	Lunch Status (Student did not eat today)
09/25/2012	11:22 AM	-2.35	13.55	Meal/Lunch

- 5) On the **Account Preferences** page, parents change their password, add another child, etc.

Profile Students

Account Preferences - Profile

If you want to change the name, e-mail address, username or password associated with your Profile, click the corresponding Edit button to make changes to your username, or password.

First Name:	<input type="text" value="Sample3"/>
Last Name:	<input type="text" value="Sample3"/>
Email:	<input type="text" value="sample3@mansfieldct.org"/>
Select Language	<input type="text" value="Select a Language"/>
Username:	sample3@mansfieldct.org 
Current Password:	***** 

6) On the **Access Logs** page, parents can view the history of access to their child's information in the Parent portal by parents and students.

Parent Access Summary				
	Date	Time	Accessed By	Duration (minutes)
1.	12/15/2012	5:32 PM	Sample1, Sample1	2.60
2.	12/15/2012	5:34 PM	Sample3, Sample3	0.84

7) On the **Demographic Update** page, parents can update their contact information.

	On file with the school:	Make your updates below and click "submit":
Student (last,first MI)	<input type="text"/>	
Contact 1 (last,first)	<input type="text"/>	
Relationship to Student	Mother	
Contact 1 Home Phone	<input type="text" value="860-429-1234"/>	<input type="text" value="860-429-1234"/> <i>format: 000-000-0000</i>
Contact 1 Work Phone	<input type="text" value="860-423-1234"/>	<input type="text" value="860-423-1234"/> <i>format: 000-000-0000</i>
Contact 1 Cell Phone	<input type="text" value="860-428-1234"/>	<input type="text" value="860-428-1234"/> <i>format: 000-000-0000</i>
Contact 1 Alert Phone 1 *	<input type="text" value="860-429-1234"/>	<input type="text" value="860-429-1234"/> <i>format: 000-000-0000</i>
Contact 1 Alert Phone 2 *	<input type="text" value="860-423-1234"/>	<input type="text" value="860-423-1234"/> <i>format: 000-000-0000</i>
<i>**Alert Phones" are phone numbers called by our automated phone dialer.</i>		
Contact 1 Email	<input type="text" value="email1234@email.com"/>	<input type="text" value="email1234@email.com"/>
Contact 1 Address	<input type="text"/>	<i>To change your address, please call the school office.</i>
Contact 1 Employer	<input type="text" value="ABC Inc."/>	<input type="text" value="ABC Inc."/>
We appreciate your help in keeping the contact information current.		
<input type="button" value="Submit"/>		

8) On the **Schedule** page, parents can view their child's daily class schedule.

Day	Terms	1	2	3	4	5	6	7	8
M	12-13 Q2	Science 6 0609.11 Burnham, Jeff Room: 206	Reading 6 0601.32 Meizels, Jennifer Room: 207	Language Arts 6 0603.13 Batulevitz, Melissa Room: 203	Social Studies 6 0610.24 Batulevitz, Melissa Room: 203	Chorus I 5625.1 Johnson, Ken Room: 217	French 6 0613.21 D'Addario, Yalibi Room: 115	Physical Education 6 0627.21 Bissell, Brenda Room: GYM	Math 6 0604.35 Dunnack, Jocelyn Room: 210
T	12-13 Q2	Math 6 0604.35 Dunnack, Jocelyn Room: 210	Language Arts 6 0603.13 Batulevitz, Melissa Room: 203	Social Studies 6 0610.24 Batulevitz, Melissa Room: 203	Science 6 0609.11 Burnham, Jeff Room: 206	Advanced Orchestra 5631.1 Carbonneau, Michael Room: 219	Reading 6 0601.32 Meizels, Jennifer Room: 207	French 6 0613.21 D'Addario, Yalibi Room: 115	Advisor/Advisee 0640.11 Homeroom, Homeroom Room: H R

9) On the **School Information** page, parents can view general information about the school.

School Information	
School Name	Mansfield Middle School
School Address	205 Spring Hill Road Storrs-Mansfield, CT 06268
School Phone	(860) 429-9341
School Fax	(860) 429-1020
School Principal	Thanh Nguyen