How to Use Mansfield Middle School's Parent Portal

First, follow the separate directions handout provided by the Middle School for "How to Create an Account in the Mansfield Middle School Parent Portal" to create your account. If you do already have a paper copy of that handout, it is also available by going to the Middle School homepage (http://mansfieldct.gov/mms - click on the link for "Parent Portal" under the "Family" menu). You must create an account before you can use the Portal.

Go to https://mansfield.powerschool.com/public/ to login using the username and password that you previously created.

Parent Sign In

Username

susan2008

V   n-in, you will notice the following items at the very top of the screen:

Click this "Sign out" link whenever exiting.

Welcome, **Sample1 Sample1** | Help | Sign Out

PowerSchool

Jane   John

The name(s) of child(ren) that you have added to your account. Click on a name to switch to that child if you have more than one child listed.

Click the printer icon to print a copy of a page.

You will also see links to 9 types of information for Parents to access on the left side of the screen as follows:

Navigation

Grades and Attendance > 1) Student's assignment grades and overall grade average.

Attendance History > 2) Student's daily attendance history.

Email Notification > 3) Option to sign-up for automatic email notifications about grades, attendance, and/or lunch balances.

Balance > 4) Student's lunch account purchase history and balances.

Account Preferences > 5) Change your password, add another child to your account, etc.

Access Logs > 6) History of parent and student access of the Portal.

Demographic Change > 7) Update your child's parent contact information for the school office's records.

My Schedule > 8) Student's class schedule.

School Information > 9) General Information about the School.

The triangle icons below are used to toggle between hiding and revealing the top and side portions of the screen.

PowerSchool

Navigation | ades and Attend:

1) The **Grades and Attendance** page provides an overview of recent attendance for homeroom (attendance is displayed for homeroom only) and a list of current grade averages. Note that particularly in the early portion of a quarter, a grade average may be based on only a few assignments and will be more reflective of a wider range of assignments later in the quarter.

Grades and Attendance

Grades and Attendance:

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.

Exp	Last Week M	T	W	H	F	This Week M	T	W	H	F	Course	Q2	Q3	Q4	Absences	Tardies
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

Attendance By Class

(Continued on next page)

By clicking on the grade average for a particular class, you 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 ...al 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) The **Attendance History** page provides 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,	0(M)	-	-	.	.	.	.	.	.	.	.	.	.	.	.	.	-	-	-	-	.	.	.	.	.	.	-	-	.	.	.	.	.	.	-	-
Grade 6	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 Dismissa
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?	Never ▼
Email Address	sample3@mansfieldct.org
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 to their account, and change their email address.

Profile	Students

Account Preferences - Profile

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

First Name:	Sample3
Last Name:	Sample3
Email:	sample3@mansfieldct.
Select Language	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 parent contact information.

	On file with the school:	Make your updates below and click "submit":
Student (last,first MI)		
Contact 1 (last,first)		
Relationship to Student	Mother	
Contact 1 Home Phone	860-429-1234	860-429-1234 *format: 000-000-0000*
Contact 1 Work Phone	860-423-1234	860-423-1234 *format: 000-000-0000*
Contact 1 Cell Phone	860-428-1234	860-428-1234 *format: 000-000-0000*
Contact 1 Alert Phone 1 *	860-429-1234	860-429-1234 *format: 000-000-0000*
Contact 1 Alert Phone 2 *	860-423-1234	860-423-1234 *format: 000-000-0000*

*"Alert Phones" are phone numbers called by our automated phone dialer.

Contact 1 Email	email1234@email.com	email1234@email.com
Contact 1 Address		*To change your address, please call the school office.*
Contact 1 Employer	ABC Inc.	ABC Inc.

We appreciate your help in keeping the contact information current.

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

For further support, view the helpful online videos, handouts, and FAQs on the middle school's website (http://mansfieldct.gov/mms - click on "Parent Portal" under the "For Parents" menu). The aforementioned resources are intended to answer any how-to questions about the portal.