PowerSchool Parent Portal
User Guide

Ledyard Public Schools

Contents

Introduction

We have enabled a new feature, "Single Sign-on" in Power School for your 6th grader. This feature allows parents/guardians with more than one student to view all students from one login account. Additionally you can view your students' information on mobile devices.

Single Sign On (SSO) is a secure, reliable, and convenient approach to logging into PowerSchool and the PowerSchool mobile applications. SSO allows parents and guardians to create personal login credentials.

ALL PARENTS/GUARDIANS MUST NOW CREATE A NEW POWERSCHOOL ACCOUNT.

ALL parents/guardians must create a new account! This process only takes a few minutes. ****If you have a student in the district and you already have an account you need to link your student's accounts. See page 5 – Link Students to Account Section.**

You will need to create a new account using the directions attached.

- Once you have created a new account, you will need to link your child/children's records to your new account. See page 5 for instructions.
- Each parent can have a unique login, providing they are using a unique e-mail address for each account.
- Users will also be able to auto-recover their login information if they have forgotten their username and/or password.
- You will also need to set up your e-mail notifications once again for each student.
- In order to complete this process, you will need your PowerSchool parent access ID and password for each student.
- Updated PowerSchool parent access ID and password information is attached.
- When creating the account, you must enter the **parent access username and password** – not the student's username and password.
- Students will continue to use their current username and password, however the login page will have a different look.
- All usernames and passwords are case-sensitive.

If you have any questions regarding the new Single Sign On (SSO) procedures or the new mobile applications, please contact your student's school secretary.

Ledyard Single Sign-On for the Parent Portal
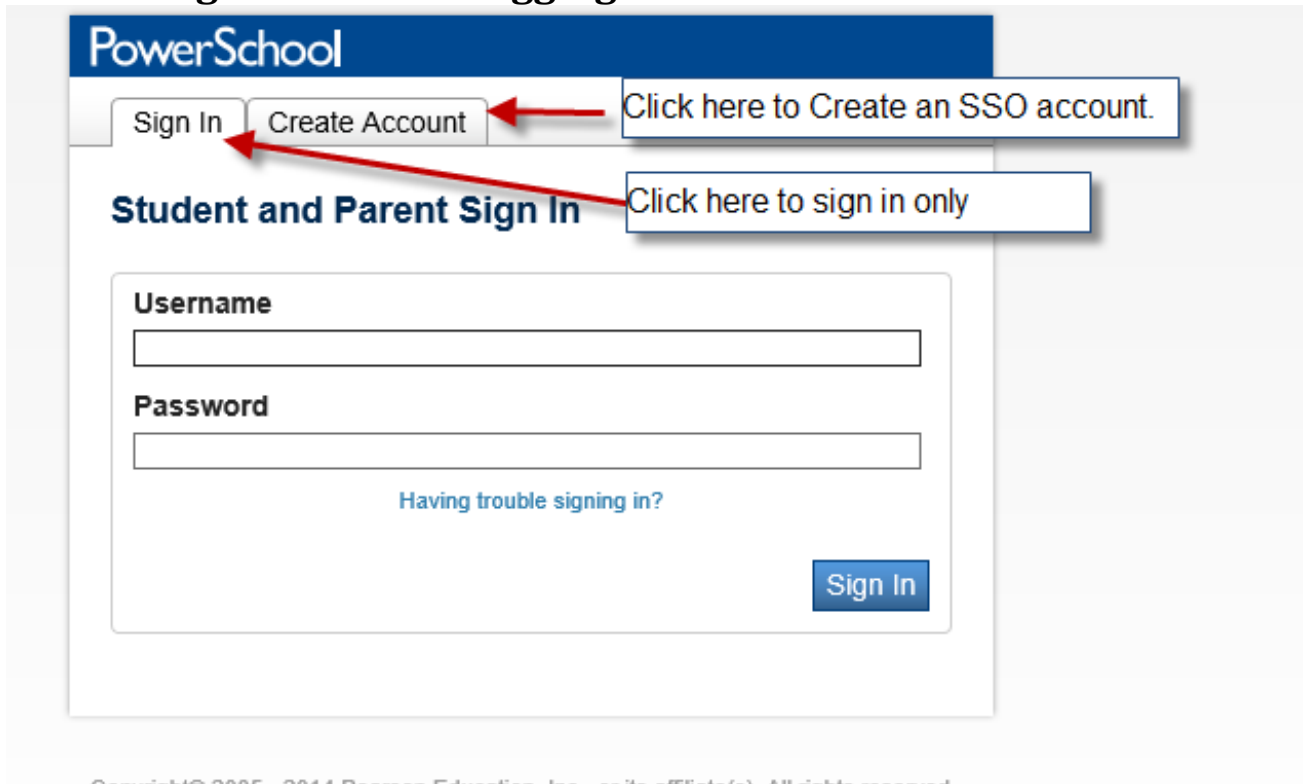
From your internet browser go to the PowerSchool Parent Portal:
https://www.powerschool.ledyard.net/public/home.html

This link is available from the District home page in the Quick Link Section:
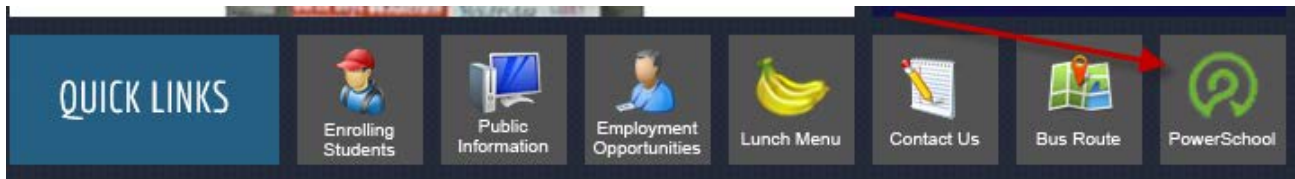
First thing to do before logging in is:

To create a parent/guardian account, you will enter the following information:

- **Name** – Your first and last name
- **Email** – Student notifications and correspondence related to your parent/guardian account will be sent to this email.
- **Desired User Name** – Your user name is your unique PowerSchool identity
- **Password** – Your password must be at least 6 characters long
- **Student Access Information** – Information for a minimum of one student. **This includes the *Parent Web ID, Access Password* for each student, and your relationship to the student.** (his/her information is included with this letter). *The Access ID is case sensitive*.

Create Parent Account

First Name	Susie
Last Name	Jones
Email	sjones@yahoo.com
Desired Username	sjones
Password	••••••••••••	Strong
Re-enter Password	••••••••••••

Password must:

•Be at least 6 characters long

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

	Student Name	Access ID	Access Password	Relationship
1.	Tina Jones	Jon112	••••	Daughter
2.	Jimmy Jones	Jon587	••••	Son
3.				-- Choose

Once you have created the account and added your child(ren), click Enter. You then will be directed back to a login screen where you will use your **new login and password** that you just created.

PowerSchool

Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

Login

User Name

Password

Having trouble logging in?

Submit

After logging in you will see the main Parent Portal screen. Across the top you will see a tab for your child(ren). On the left navigation bar there are links to several screens providing information about grades, attendance, email notification, school bulletin, fee balances, honor roll, demographic change, test scores, etc.

Selecting the *Students tab* from the Account Preferences screen takes you to a screen where you can add additional children to your account. **Once again you will need to log in with your new** *Parent Web Id and Web password* **for that student.**

Navigation Bar

The navigation bar appears at the top of the PowerSchool Parent Portal start page. The navigation bar includes the following information:

Field	Description
[PowerSchool Logo]	Click to return to the start page.
[Main Menu]	Contains links to PowerSchool Parent Portal functions. For more information, see *Main Menu.*
[Your Name]	The first and last name of the person logged in. Your name should appear. If it does not, contact your guidance secretary.
[Login]	To ensure your account is secure, and your information protected, the date and time of the last time you logged in appears next to your name.
[Printer Icon]	Click to print a printer-friendly version of the page you are viewing. Additionally, the page includes the name of your student, the school and the school district.

Main Menu

The main menu consists of several icons within the navigation bar and includes links to the following functions:

Field	Description
Grades and Attendance	Click to view student grades and attendance for the current term.
Grades History	Click to view student grades for the previous term.
Attendance History	Click to view attendance history for the current term.
Email Notification	Click to set the e-mail notifications you can receive on a regular basis.
Teacher Comments	Click to view any teacher comments.
School Bulletin	Click to view the Ledyard Middle School Bulletins*.*
My Calendars	Not enabled due to different computers/settings and providers.
Account Preferences	Click to manage your PowerSchool Parent Portal account preferences. For more information, see *Account Preferences.*

Grades and Attendance

The Grades and Attendance page displays comprehensive information about a student's grades and attendance for the current term. The legend at the bottom of the page displays the attendance and citizenship codes and their meanings.

How to View Grades and Attendance

1. Click the **Grades and Attendance** tab, if needed. The Grades and Attendance page appears.
2. Do one or more of the following:

   - 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.**

     If your web browser is not configured correctly, just copy the email address, go to your personal email system, start a new message and then paste the address into your personal email "To" line.

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

     Note: Icons indicate the status of assignments. For more information, see the icon legend at the bottom of the page.

How to View Standards Grades

1. On the main menu, click Grades and Attendance.
2. Click the Standards Grades tab then:

- Click Show Completed Classes to view standards grades for completed classes.
- Click Hide Completed Classes to view only the classes for the current term
- Click on the blue "c" icon to view score comments.
- Click on the name of the standard to view the following details:
  - Teacher
  - Course
  - Standard Name
  - Gradescale
  - Gradescale Description
  - Gradescale Details

How to View Grades History

1. On the main menu, click Grades History.
2. Click a grade in the % column.

A caret indicates score is exempt from final grade. An asterisk ( ) indicates an assignment is not included in final grade. The number one (1) indicates 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. Click the special weighting link for more information.

How to View Attendance History

1. On the main menu, click Attendance History. The Attendance History page displays the student's attendance. 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.

2. 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.

How to Set Up Email Notifications

1. On the main menu, click **Email Notification.** The Email Notifications page appears.
2. Use the following table to enter information in the fields:

Field	Description
What information would you like to receive?	Specify which information you would like to receive by selecting the appropriate checkboxes: • **Summary of current grades and attendance** • **Detail report showing assignment scores for each class.** • **Detail report of attendance** • **School announcements** • **Balance Alert**
How often?	Specify the rate at which you want to receive the selected information from the pop-up menu: • **Never** • **Weekly** • **Every Two Weeks** • **Monthly** • **Daily**
Email Address	Display only of the email address associated to your parent/guardian account. The selected information, as well as account recovery notices and account changes confirmations will be sent automatically to this email address.

3. Click **Submit.** The Email Notifications page appears. A confirmation message appears indicating the changes were saved.

How to View Teacher Comments

1. On the main menu, click **Teacher Comments.** The Teacher Comments page appears.
2. 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.

   If your web browser is not configured correctly, just copy the email address, go to your personal email system, start a new message and then paste the address into your personal email "To" line.

School Bulletins

The School Bulletin page serves as your school's "message board" whereby your school can post a variety of information for you to view.

How to View School Bulletins

1. On the main menu, click **School Bulletin.** The School Bulletin page displays any messages for the current day.

2. To view another day's bulletin, click a date link at the bottom of the page.

How to manage Account Preferences

- Click on Account Preferences to change an email, your user name or your password.

Log Out of PowerSchool Parent Portal

You can log out of PowerSchool Parent Portal from any page in the application.