

PowerSchool Tutorial: Navigating the Site (JES)

FYI: Throughout the site, if you see anything in blue ink, it will be clickable where it will give you more information about what you are looking at.

Grades and Attendance

- **Grades:** When you first log in to PowerSchool, you are taken to the “Grades and Attendance” tab. Here you can see all the different classes, Grades for each grading period, and Attendance (Absences and Tardies) information. Please note that you will not see any grades in this section for JES students. Since we are using Standards Based Report cards, the grades will be under the “Standards Grades” tab.

Grades and Attendance:



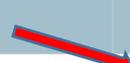
- **Absences:** If you want to see the days your student has been absent, please click on the number.

Absences	Tardies
2	0



- **Gradebook:** If you want to see the gradebook for the Course, please click on the appropriate -- sign under the current Quarter.

Course	Q1	Q2	S1	Q3	Q4	S2
K Homeroom AM	--	--	--	--	--	--



Attendance History

- “Attendance History” is where you can go and see the whole year at a glance. You will see the days that your student was absent and what the attendance code for it was. Please remember the following:
 - EX – Excused Absence (someone excused by phone, note, etc.) – counts towards 10 day rule
 - UX – Unexcused Absence (no one called in) – counts towards 10 day rule
 - MD – Medical Absence (a Dr. note was given to the school) – DOES NOT count towards the 10 day rule

Email Notification

- “Email Notification” is the place where you can add other email addresses and set up what information you would like PowerSchool to send to you and how often. Please make sure if you change anything you hit submit.



Balance

- “Balance” is where you can see your student’s lunch balance. It also shows you a daily record of money received, meals eaten, or the current lunch status. PLEASE NOTE: Low lunch balance notices will not be sent home this year. Please monitor your balance closely.



Account Preferences

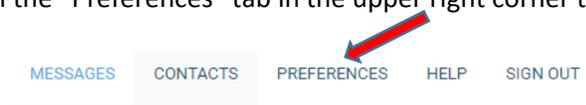
- “Account Preferences” is where you can change your First Name, Last Name, email, user name, and password. If you click on the student tab you can see the students that your currently have access to. This is also the place where you would add another student. Please just remember that you will need their “Access ID” and “Access Password.”

Account Preferences - Students



InfoCenter

- “InforCenter” is where you will go to manage your information for the automatic dialer for the school. The automatic dialer is used for absences and emergency situations. When you click on “InfoCenter,” it will take you to the “Messages’ screen that will show you all messages that have been sent to you through the automatic dialer.
- Preferences: Please click on the “Preferences” tab in the upper right corner to access and change your contact information.



- My Contact Information: You will now be able to add contact information for the various ways you would like the automatic dialer to reach you. You are able to add phone numbers and email addresses by clicking on “Add more.”



- My message preferences: By clicking each of the 4 blue boxes, you will be able to set up which numbers or email addresses that will receive messages for each of the following areas (Emergency, Attendance, General, and Survey). Once you click into the box, another box will pop up. Make sure there is a green checkmark next to the phone number or email that you would like to receive messages. FYI: If there is not a green check mark by the phone number or email, messages will not be sent to it.

District Code

XHBJ

- This is the code that will be needed (District Code) if you download the PowerSchool app on the app store or Google Play for your phone.