

LAKE SHORE PUBLIC SCHOOLS – POWERSCHOOL PARENT PORTAL FAQ

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Question 1: What is PowerSchool?

Answer: PowerSchool is the system Lake Shore Public Schools staff uses to manage student information, including grades, activities, attendance, courses, demographics, photos, and standardized test scores. Because the program has been designed using Internet-based software tools, it also allows us to connect parents and students to information about attendance and grades. We hope the powerful communication features of the program are helpful to parents and to students who are striving to maximize their academic performance.

Question 2: What can I see on the PowerSchool site?

Answer: Parents and students can access the following information on the Power School Parent Portal:

- Attendance for the past two weeks or for the whole trimester, including a legend of attendance codes used by the school.
- Daily school bulletins
- Grades for current classes, the assignments that make up those grades, as well as previous classes and grades.
- Setup for receiving reports via email. Allows parents to request daily, weekly or monthly reports.
- Teacher comments

Question 3: Can other people see my son's/daughter's grades?

Answer: As long as you protect your password, others will not be able to see your information.

Question 4: Do students and parents see the same screens and comments?

Answer: When students and parents access the PowerSchool server, they see the same information with one exception; parents have the ability to request automatic progress reports via email.

Question 5: When will parents and students get access to the information on the PowerSchool server?

Answer: The Parent Portal is shut down for the summer so the program can be updated. It will be opened again the day before school starts in September and will remain open throughout the school year.

Question 6: How do I create a PowerSchool account?

Answer: Log on to PowerSchool (<https://ps.lsp.s.misd.net/public>) click on create and follow the steps. The step by step instruction page can be found on the Lake Shore website also. All of your Lake Shore students can be accessed through one account. To access your child's records the school can give you the Access ID and Password for each child. Students will follow the same process by creating their own account, but will be given their own Access ID and Password.

Question 7: What do I do if I forget my password?

Answer: If you forget your password, you can call the main office to request that your password be reset.

Question 8: Are PowerSchool logins and passwords case sensitive?

Answer: Yes. We recommend that you write down the login and password exactly as you created them. Access codes given to you to connect to your child are also case sensitive. Key them in exactly as they are given to you, or you can copy and paste them.

Question 9: What is required to connect to the PowerSchool Parent Portal?

Answer: Users need the following to connect:

- A computer with a connection to the Internet
- Internet Explorer 7 or Firefox 3.5.3 or more recent (i.e.: a browser capable of 128-bit encryption)
- The Access login and password for your child/ren supplied by the school.

Question 10: Can I change my username and password?

Answer: Yes, you can change your username and password at any time.

Question 11: What do the codes like M1, M2, M3, M4, P1, P2, T1, T2, T3 and YR mean?

Answer: These are labels for different grading terms and are sometimes specific to schools. Generally T1, T2 and T3 represent final grades for trimester; M1....M6 represent the card marking periods; P1, P2 are progress reports.

Question 12: How often can we expect attendance to be updated?

Answer: Attendance is recorded by the end of each school day. The office staff enters a range of attendance codes. Check the legend at the bottom of the Grades and Attendance and/or Attendance history page for clarification.

Question 13: Who do I contact when I have questions?

Answer: Questions about grades and/or assignments should be directed to the teacher. Their contact information and direct email link is available in the Parent Portal.

Questions about attendance on a specific day should be directed to the school's main office.

Questions about grades on transcripts, GPS, graduation progress and class rank should be directed to your child's counselor.

Question 14: Do all teachers post grade information to the PowerSchool server?

Answer: All teachers publish assignments and post grades to PowerSchool at different times. Some teachers may give grades to their students every day and some may give far fewer grades during the term. This is up to each teacher and depends upon their grading system. If you see grades in PowerSchool for some teachers but not others, this is a normal function of the way teachers assign and post grades. If you have questions about when a grade will be posted you should ask your son or daughter as many teachers make these announcements in class. *Grades for off-campus classes are not recorded in PowerSchool until the end of each trimester.*

Question 15: I know that teachers sometimes weight different categories of assignments. How does this affect how a grade is calculated?

Answer: Many teachers use categories such as class work, tests and quizzes; how they weight them is an individual decision. Teachers share with students how they grade at the beginning of each course. If you have a questions about how grades are weighted please ask your son or daughter and refer to the class syllabus.

Question 16: How often can we expect grades to be updated?

Answer: There are many factors that determine how soon a teacher can assess and return assignments. Essays and research papers take longer to grade than a quiz. Coaching, club sponsorships and family commitments can also affect turnaround time, as well as a teacher's student load. All teachers do their best to grade student assignments and communicate their progress in a timely manner.

Question 17: Do all teachers use the same grading scale?

Answer: Yes. The grade scale is set in the Parent-Student Handbook and is common throughout the building. Grading scales are common among teachers and among classes in the same building. All teachers share their grading criteria as well as other class policy information with their students at the beginning of each course.

Question 18: When are attendance and grades for off-campus classes updated?

Answer: Attendance and grades for off-campus classes are not updated through PowerSchool until the end of each trimester. To obtain this information prior to the end of the term, please contact your son or daughter's off-campus teacher.