ParentPortal

Parent Credential Letter

1. Parents/Guardians will need to go to the main office, at each of their children's schools with a photo ID to obtain a **Parent Portal Credential Letter** with each child's access information.

   Your letter will look similar to this:

Bonner Middle School
300 Apollo Avenue
Danville, VA 24541
434-799-6446

To the Parent(s) or Guardian(s) of Braelynn Adams:

Danville Public Schools recently began using a new Student Information System called PowerSchool. An important feature of the program includes a "Parent Portal," which promotes timely and relevant communication between parents and teachers.

Danville Public Schools is pleased to offer parents and guardians access to their children's grades and attendance information via the Internet. Authorized parents and guardians that have access to the Internet at home or at work will be able to view the educational records of their children at any time of the day or night.

A link to the Parent Portal as well as a user guide and video can be found at: **http://www.danvillepublicschools.org/parents**. Included below are the access ID and password for your student, Braelynn Adams. Please keep this information confidential in order to ensure the privacy of your child's academic records.

Should you have questions regarding the Parent Portal, please direct them to your child's school.

Thank You.

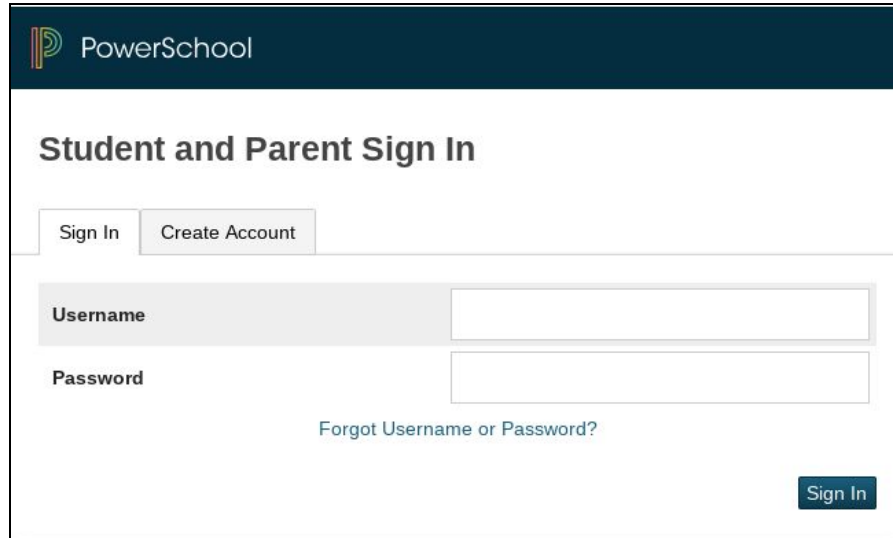**Student Name: #########**
Access ID: #######
Access Password: ######

Creating a Parent Portal Login

1. Once you have received your Parent Credential Letter, you will need to go to this website:
   https://powerschool.dps.k12.va.us/public/home.html

2. You will now be directed to the **Parent Sign In** page:

   a. Click on **Create Account**
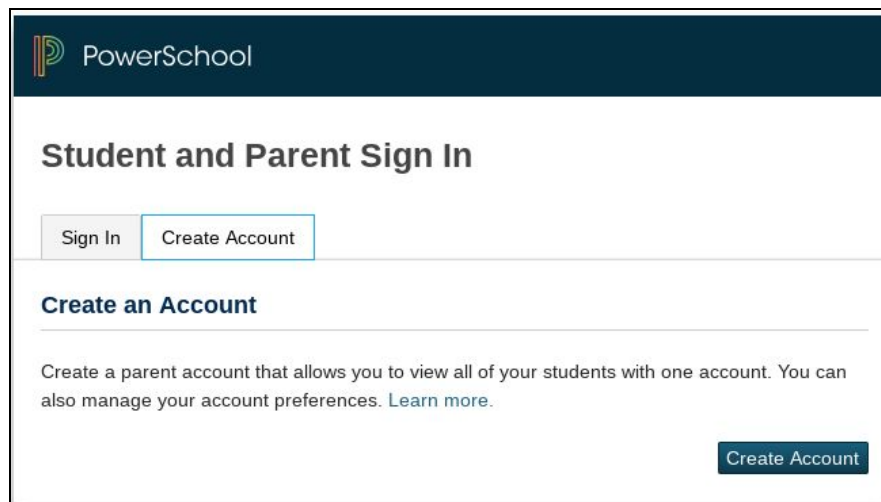
   b. Click **Create Account**

2. You will now be prompted to fill in the following information at the top of the screen under **Create Parent Account**:

Create Parent Account

Parent Account Details

First Name	
Last Name	
Email	
Desired Username	
Password	
Re-enter Password	
Password must:	•Be at least 7 characters long

a. First Name
b. Last Name
c. Email
d. Desired Username
e. Password (this has a strength bar to the right to show a Weak to Strongest password option). Your password **must** be at least seven (7) characters in length.
f. Re-enter Password

3. Fill in the information at the bottom of the screen under **Link Students to Account**:

Link Students to Account

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

1	
Student Name	
Access ID	
Access Password	
Relationship	-- Choose ▼

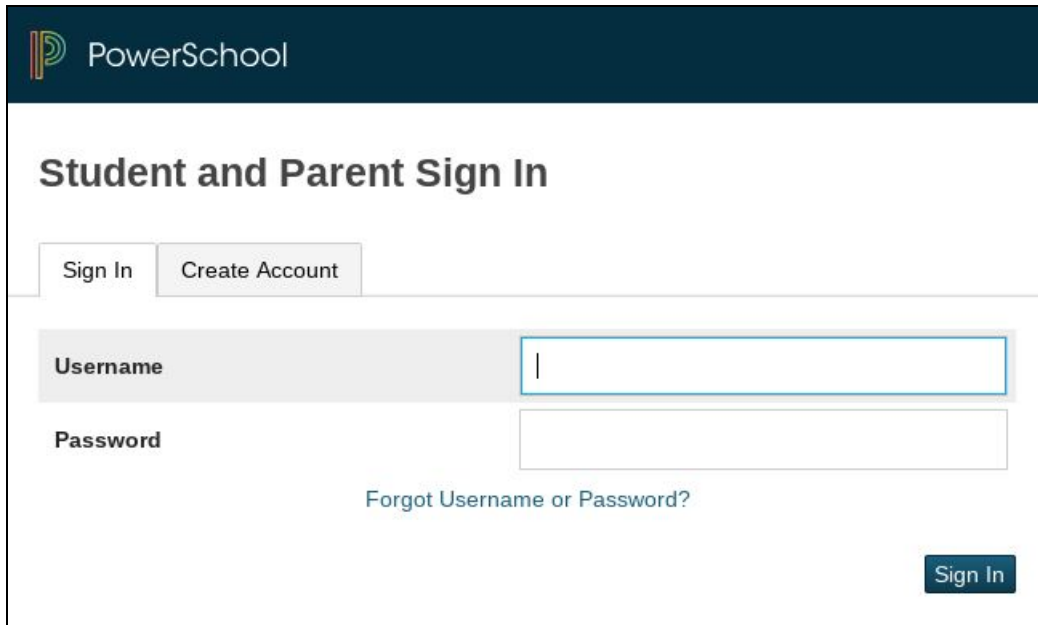| 2	
Student Name	
Access ID	
Access Password	
Relationship	-- Choose ▼

    a. Type in your first **Student Name** in the system.
    b. Type in their **Access ID** from the Parent Credentials letter.
        i. The Access ID is case sensitive, so type the letters and numbers just as seen on your Parent Credentials letter.
    c. Type in their **Access Password** from the Parent Credentials letter.
    d. Type in the **Relationship** you are to the student.
        i. Both parents as well as grandparents, etc. may have an account for their child.

4. Click **Enter**

Enter
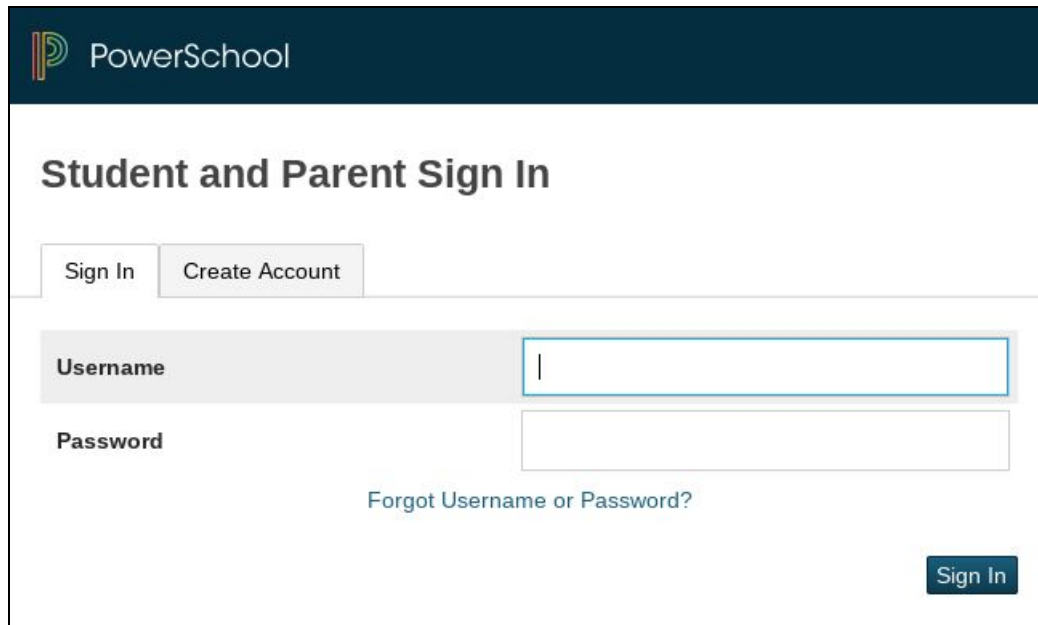
5.　You will now be redirected back to the **Parent Sign In**.

Logging in to Parent Portal

1. Type in your **Username** and **Password** that you created.

2.　Click **Sign In**

3.　You will now see your **Parent Portal** which is connected to all your children you linked to your Parent Portal account.

PowerSchool

First names of children can be found here…

Welcome, Cori Sims | Help | Sign Out

Navigation
- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- My Calendars
- Account Preferences

PowerSchool for Parents 1.4 — Get the app

Grades and Attendance

Grades and Attendance: Be [Student Name Here]

Exp	Last Week M T W H F	This Week M T W H F	Course	M1	M2	Absences	Tardies
P1(A)			U S HISTORY — Woodson, Reshawn Termaine	A 96	A 98	0	0
P2(A)			SPANISH 2 — Janete, Janette Nichol	B 91	B 86	0	0
P3(A)			INTRO ENGINEERING — Mason, Gregg	B 91	B 91	1	0
P4(A)			STRENGTH & CONDTN — Martin, Bobby	A 94	--	0	0
P5(A)			AD ALGEBRA 2 — Mcgee, Gloria	B 87	D 73	0	0
P6(A)			EARTH SCIENCE 2 — Hodgin, Dovie Eilene	A 95	D 73	0	0
P7(A)	6		ENGLISH 11 — Cole, Shelia	B 93	D 73	0	1

Attendance By Class

Attendance Totals

Show dropped classes also

Legend

Attendance Codes: Blank=Present | 1=Absence - Excused | 2=Absence - Unexcused | 3=Absence - Excused - Note | 4=Absence - Excused - Phone Call | 5=Tardy - Excused | 6=Tardy - Unexcused | C=Court Excuse | D=Death in Family | F=Field Trip | M=Medical Excuse | N=In School Suspension | O=Out of School Suspension>10 | P=Parent Conference | S=Out of School Suspension 1-10 | H=Homebound | R=Religion |

Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |

a) You can toggle through your children by clicking on their first name
b) Teacher/Classes listed
c) Grades Listed by Quarters (Elementary and Middle) or Marking Periods (High School)
    a. You can click on any blue Letter or Numerical Grade to get more details on student assignments

Grades and Attendance

Class Score Detail:

Course	Teacher	Expression	Final Grade[1]
U S HISTORY	Woodson, Reshawn Termaine	P1(A)	A 98%

Teacher Comments:

Section Description:

Due Date	Category	Assignment	Codes	Score	%	Grd
09/26/2012	HW	Guided Reading 4-1		100/100	100	A
09/28/2012	HW	Guided Reading 4-3		100/100	100	A
10/02/2012	HW	Louisiana Purchase Map		100/100	100	A
10/03/2012	TST	SOL 6a-c open notes		100/100	100	A
10/05/2012	HW	Guided Reading 7-3		100/100	100	A
10/08/2012	HW	Study Guide SOL 6a-c		100/100	100	A
10/09/2012	HW	Study Guide 6a-c		100/100	100	A
10/10/2012	TST	SOL 6a-c Growth & Expansion		94/100	94	A
10/11/2012	HW	Guided Reading 6-1		100/100	100	A

Legend

Grades last updated on 10/12/2012

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

1 - 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.

* Grades are weighted differently by each teacher. To understand your child's grades and how weighting determines their final average, please contact the teacher directly.

d) Absences and Tardies
    a. You can click on any blue number to see when and reasoning for Absences and/or Tardies

Dates of Attendance: Be [Student Name Here]

Dates of all absences for INTRO ENGINEERING Exp. P3(A) (849020.1002) for 12-13:
1. P3(A) - 09/21/2012 - 2

Legend

Attendance Codes: Blank=Present | 1=Absence - Excused | 2=Absence - Unexcused | 3=Absence - Excused - Note | 4=Absence - Excused - Phone Call | 5=Tardy - Excused | 6=Tardy - Unexcused | C=Court Excuse | D=Death in Family | F=Field Trip | M=Medical Excuse | N=In School Suspension | O=Out of School Suspension>10 | P=Parent Conference | S=Out of School Suspension 1-10 | H=Homebound | R=Religion |

Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |

Navigation Bar

1. On the left hand side of the screen you will find your **Navigation bar**

   a. When logging into Parent Portal, it will default to the **Grades and Attendance** tab

2. **Grade History** tab will allow you to see your child's stored grades for prior Quarters or Marking Periods

Grade History: Bl[ ] Student Name Here

Course	Q1			
	Grade	%	Cit	Hrs
CLASSROOM CONDUCT	S	83		0.00
ENGLISH 4TH GRADE	A	100		0.00
MATH 4TH GRADE	B	91		0.00
MUSIC 4TH GRADE	S	83		0.00
MUSIC CONDUCT	S	83		0.00
PE 4TH GRADE	S	74		0.00
PE CONDUCT	S	83		0.00
READING 4TH GRADE	A	94		0.00
SCIENCE HEALTH 4	B	88		0.00
SOCIAL STUDIES 4TH	B	91		0.00

   a. Any **blue numerical grades** will allow you to click to view details of assignments

3. **Attendance History** tab will allow you to see your child/children's Absences

Meeting Attendance History: B[ ] Student Name Here

Course	Expression	8/13-8/17	8/20-8/24	8/27-8/31	9/3-9/7	9/10-9/14	9/17-9/21	9/24-9/28	10/1-10/5	10/8-10/12
		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	M T W H F	M T W H F
U S HISTORY Woodson, Reshawn Termaine C212 E: 08/13/2012 L: 05/24/2013	P1(A)				-					
SPANISH 2 Canete, Janette Nichol S105 E: 08/13/2012 L: 05/24/2013	P2(A)				-					
INTRO ENGINEERING Mason, Gregg V108 E: 08/13/2012 L: 05/24/2013	P3(A)				-		2			
STRENGTH & CONDTN Martin, Bobby WGTRM E: 08/13/2012 L: 05/24/2013	P4(A)				-					
AD ALGEBRA 2 Mcgee, Gloria C208 E: 08/13/2012 L: 05/24/2013	P5(A)				-					
EARTH SCIENCE 2 Hodgin, Dovie Eilene S106 E: 08/13/2012 L: 05/24/2013	P6(A)				-					
ENGLISH 11 Cole, Shelia A101 E: 08/13/2012 L: 05/24/2013	P7(A)									6

Legend

Attendance Codes: Blank=Present | 1=Absence - Excused | 2=Absence - Unexcused | 3=Absence - Excused - Note | 4=Absence - Excused - Phone Call | 5=Tardy - Excused | 6=Tardy - Unexcused | C=Court Excuse | D=Death in Family | F=Field Trip | M=Medical Excuse | N=In School Suspension | O=Out of School Suspension>10 | P=Parent Conference | S=Out of School Suspension 1-10 | H=Homebound | R=Religion |

a. The **Legend** at the bottom will give reasoning for the absence.

4. Email Notification tab will allow you to sign up to have information emailed to you about your child/children.

Email Notifications: B| Student Name Here

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

How often?	Never ▾
Email Address	csims@mail.dps.k12.va.us
Additional Email Addresses	
	(separate multiple email addresses with commas)

☐ Apply these setti[ng] Student Name Here
☐ Send now for My[|]

a. Put checks " ✔ " beside each item of information you wish to receive.
b. Choose how often you want to receive information.
c. Add additional email addresses.
d. Apply these setting to all your students or send now for selected student.

5. **Teacher Comments** tab will allow you to see **comments** that have been placed on report cards for each subject area; as well as, quarter/marking period.

a. Change quarter/marking periods by changing **Reporting Term**.

Teacher Comments: Ad   Student Name Here

Reporting Term Q1 ▾

Exp.	Course #	Course	Teacher	Comment
ATT(A)	ATTEND	Attendance	Joyce, Jennifer	
1G7(A)	235430	AD U S HISTORY 1865 TO PRESENT 7TH GRADE	Joyce, Jennifer	
2G7(A)	111037	AD ENGLISH 7	Robertson, Margaret	
3G7(A)	923125	BAND - BRASS & WOOD	Mitchell, Kathleen Joy	S A PLEASURE TO HAVE IN CLASS
4G7(A)	712027	PE 7	McGuire, Katherine Lynette	
5G7(A)	311537	AD MATH 7	Hatch, Jennifer Marie	

b. You also can click on the **blue teacher name**, to send the teacher an email.

6. **School Bulletin Tab** will give you any bulletins that have been posted for that student's school.

a. Click on the **calendar icon** to **View other dates** and their comments
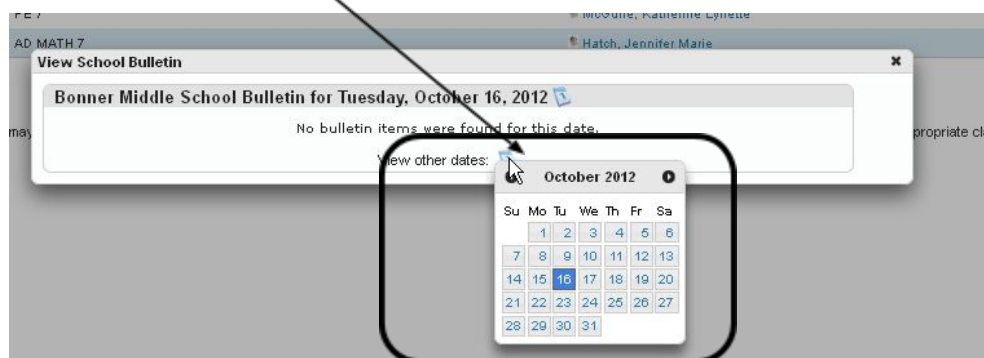
7. **Class Registration tab** is not available.

8. **My Calendars** tab allows you to sign up and sync your calendar with your student's calendar if your computer supports this option.

a. Click on the blue **Subscribe** under the option you wish to sync.

9. **Account Preferences** tab allows you to change your first name, last name, email, language, username and current password under the **Profile tab**.

Profile | Students

Account Preferences - Profile

If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

First Name:	Cor
Last Name:	Sims
Email:	csims@mail.dps.k12.va.u
Select Language	Select a Language
Username:	corisims
Current Password:	*****

Cancel | Save

a. Click **Cancel** if you wish to clear your changes.
b. Click **Save** to save your changes.

c. Under the **Students tab** you can click the **Add+** button to add students to your account.

Profile | Students

Account Preferences - Students

To add a student to your Parent account, click the ADD button.

My Students	Add +
Amonie Bladwell	
Myles Bennett	
Shamore Adams	

i. After clicking **Add+**, you will be prompted to enter
   1. **Student Name**
   2. **Access ID**
   3. **Access Password**
   4. **Relationship**

*Just as you did when creating your account originally.

ii. Click **Submit**

Add Student   ×

| Student Name | Access ID | Access Password | Relationship |
| | | | -- Choose |

Cancel | Submit

Sign Out

1. Before leaving the Parent Portal page, please make sure that you click on the **Sign Out** feature at the upper right hand corner of the screen.

Welcome, C [Parent's Name] elp | Sign Out