West Shore School District

INSPIRE • ENGAGE • EMPOWER

PowerSchool Quick Start Guide - Part 1

ACCESSING POWERSCHOOL USING A BROWSER WINDOW

Logging In

Both parents and students can access PowerSchool at:
https://psweb.wssd.k12.pa.us

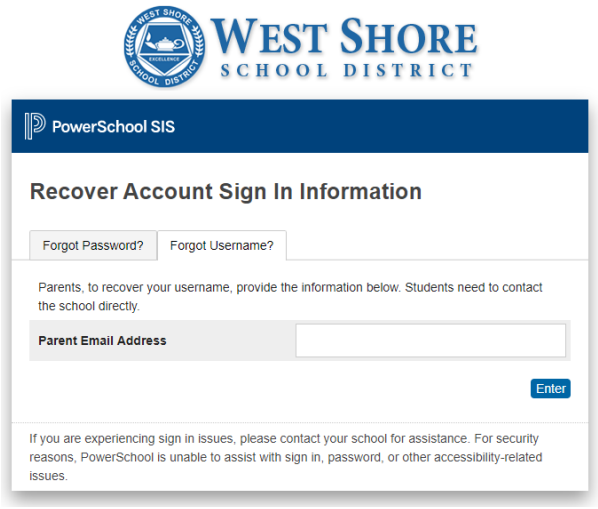
This link is also available on the District website as a Quick Link on the Student and Parent pages (click on the corresponding blue buttons).

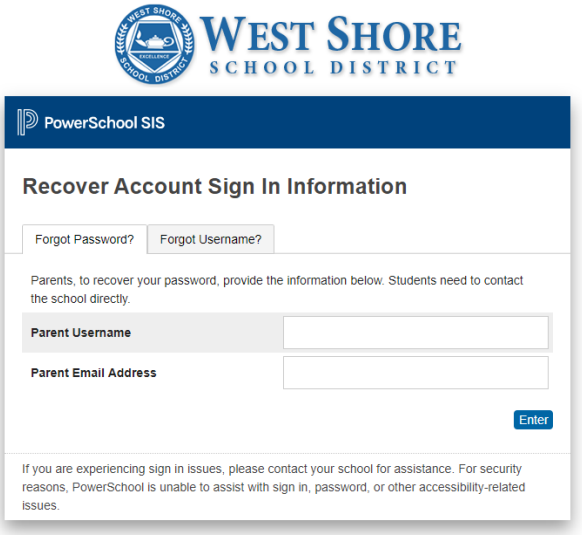
Students will log in using their district credentials (the same username and password used to access their google accounts).

Parents will use an account they manually created. If you do not already have an account, please contact your child's school for assistance.

Forgotten Username or Password

If you have an account but have forgotten either your username or password, click the blue “Forgot Username or Password?” link to bring up the following screens and complete the requested information.





Please note: When requesting a password reset, there may be a delay from the time the reset is requested to when the provided reset code will work.

Please be patient and do not request a reset more than once during a short period of time.

Attendance

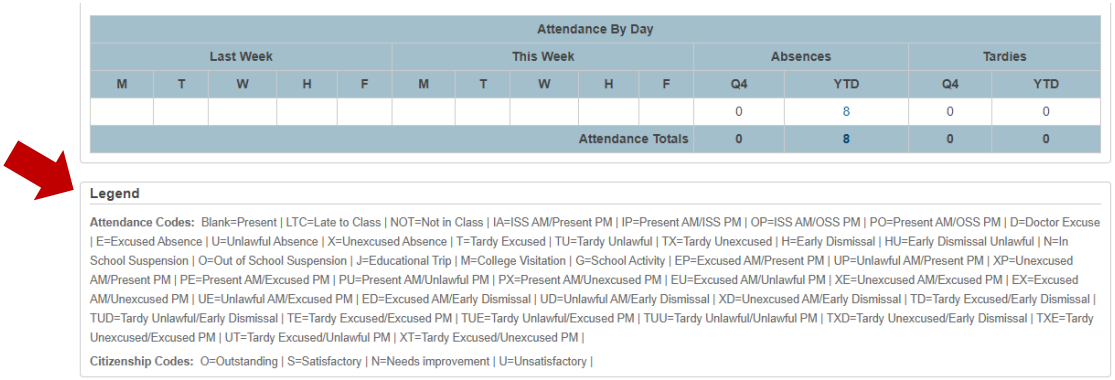
Attendance is reported in three areas of the Grades and Attendance screen:

1. **Last Week / This Week**
   This area provides a quick snapshot of your child's classroom attendance over the last two weeks.

2. **Absences / Tardies**
   This area provides a snapshot of your child's classroom attendance for each class throughout the school year.

3. **Attendance by Day**
   This area provides a quick snapshot of your child's daily attendance over the last two weeks, as well as a summary total of absences and tardies during the current quarter and for the entire year.

At the bottom of the Grades and Attendance page, you will find a legend for each attendance code.



Attendance By Day													
Last Week					This Week					Absences		Tardies	
M	T	W	H	F	M	T	W	H	F	Q4	YTD	Q4	YTD
										0	8	0	0
									Attendance Totals	0	8	0	0

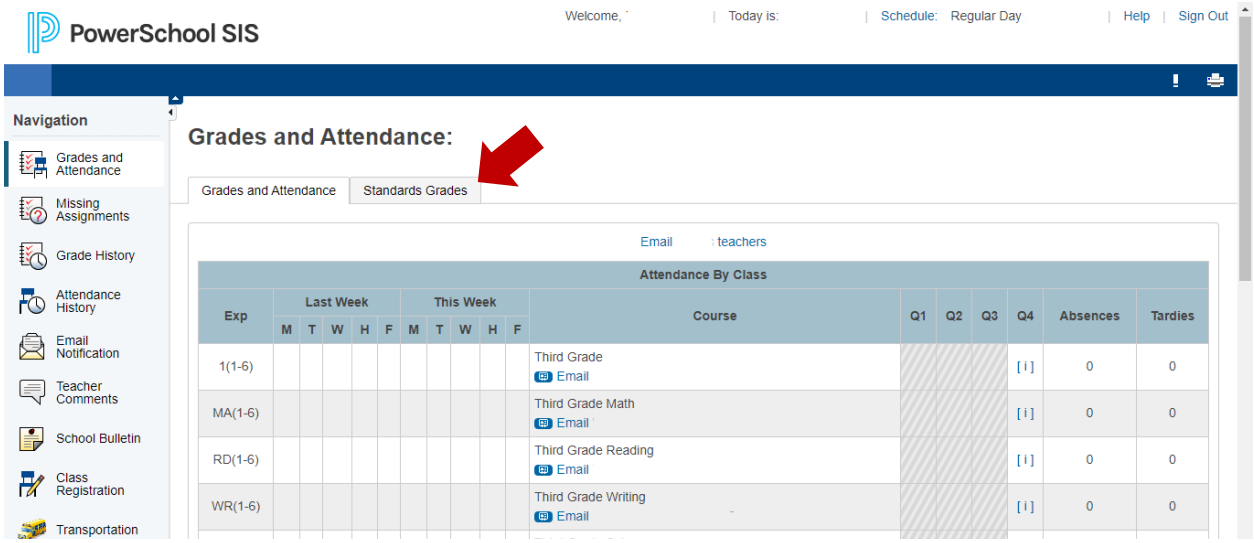
Legend

Attendance Codes: Blank=Present | LTC=Late to Class | NOT=Not in Class | IA=ISS AM/Present PM | IP=Present AM/ISS PM | OP=ISS AM/OSS PM | PO=Present AM/OSS PM | D=Doctor Excuse | E=Excused Absence | U=Unlawful Absence | X=Unexcused Absence | T=Tardy Excused | TU=Tardy Unlawful | TX=Tardy Unexcused | H=Early Dismissal | HU=Early Dismissal Unlawful | N=In School Suspension | O=Out of School Suspension | J=Educational Trip | M=College Visitation | G=School Activity | EP=Excused AM/Present PM | UP=Unlawful AM/Present PM | XP=Unexcused AM/Present PM | PE=Present AM/Excused PM | PU=Present AM/Unlawful PM | PX=Present AM/Unexcused PM | EU=Excused AM/Unlawful PM | XE=Unexcused AM/Excused PM | EX=Excused AM/Unexcused PM | UE=Unlawful AM/Excused PM | ED=Excused AM/Early Dismissal | UD=Unlawful AM/Early Dismissal | XD=Unexcused AM/Early Dismissal | TD=Tardy Excused/Early Dismissal | TUD=Tardy Unlawful/Early Dismissal | TE=Tardy Excused/Excused PM | TUE=Tardy Unlawful/Excused PM | TUU=Tardy Unlawful/Unlawful PM | TXD=Tardy Unexcused/Early Dismissal | TXE=Tardy Unexcused/Excused PM | UT=Tardy Excused/Unlawful PM | XT=Tardy Excused/Unexcused PM |

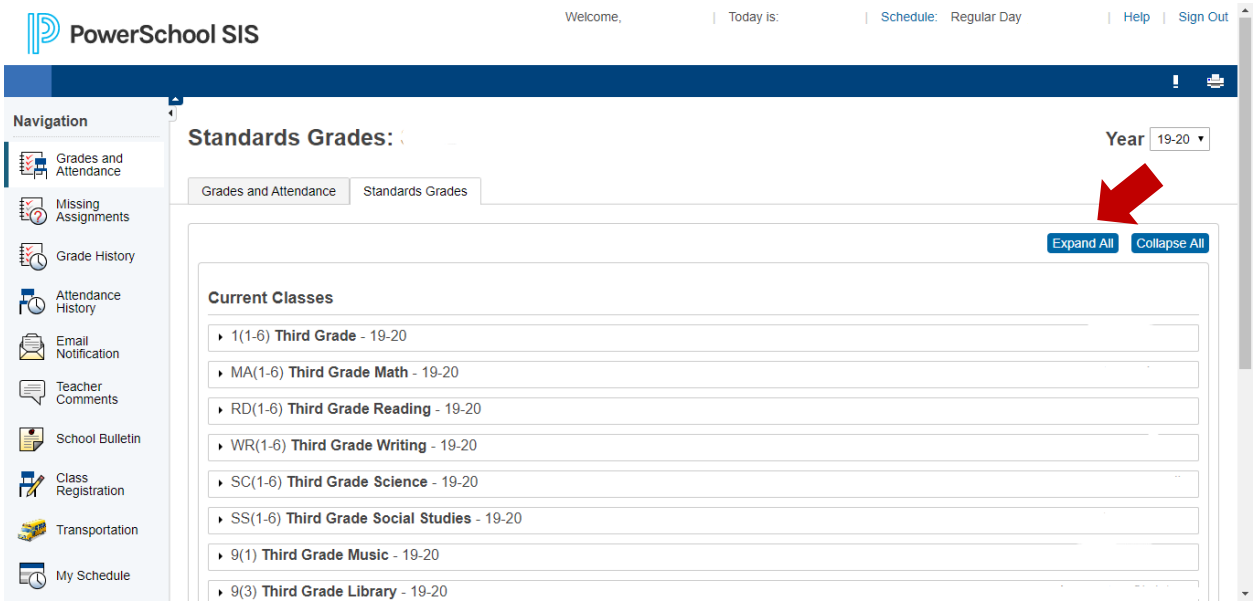
Citizenship Codes: O=Outstanding | S=Satisfactory | N=Needs improvement | U=Unsatisfactory |

Grading

When you first log into the portal, you'll see the **Grades and Attendance** page. For Middle and High School students, grades will be posted on this screen. For Elementary students, you'll want to click on the gray **Standards Grades** tab.

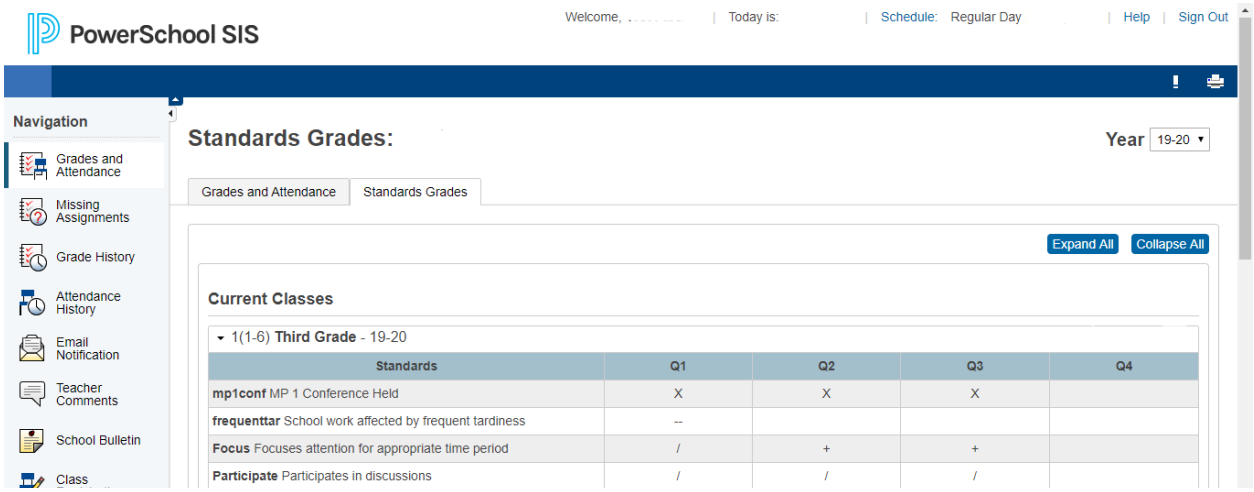


The Standards Grades tab will provide elementary parents with a list of your child's courses. From here you can use the blue **Expand All** button to display all class data at once, or you can click on each class name to view data one class at a time.



Elementary Grades

When you expand a class, you will see a list of skill areas your student is graded on and a grade per term.



Depending on the class, you will see one of the following:

+	Exceeds Expectations
/	Meets Expectations
X	Improvement Needed

A	Outstanding
B	Above Average
C	Average
D	Experiencing Difficulty
E	Expectations Not Met

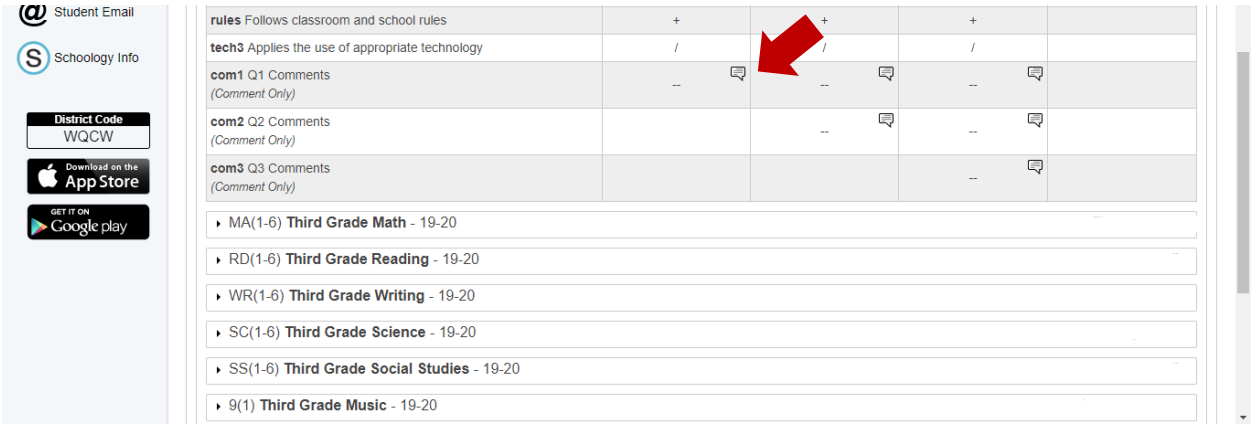
A	Advanced
P	Proficient
I	Improvement Needed

Some grade levels will have a subject-based comment value:

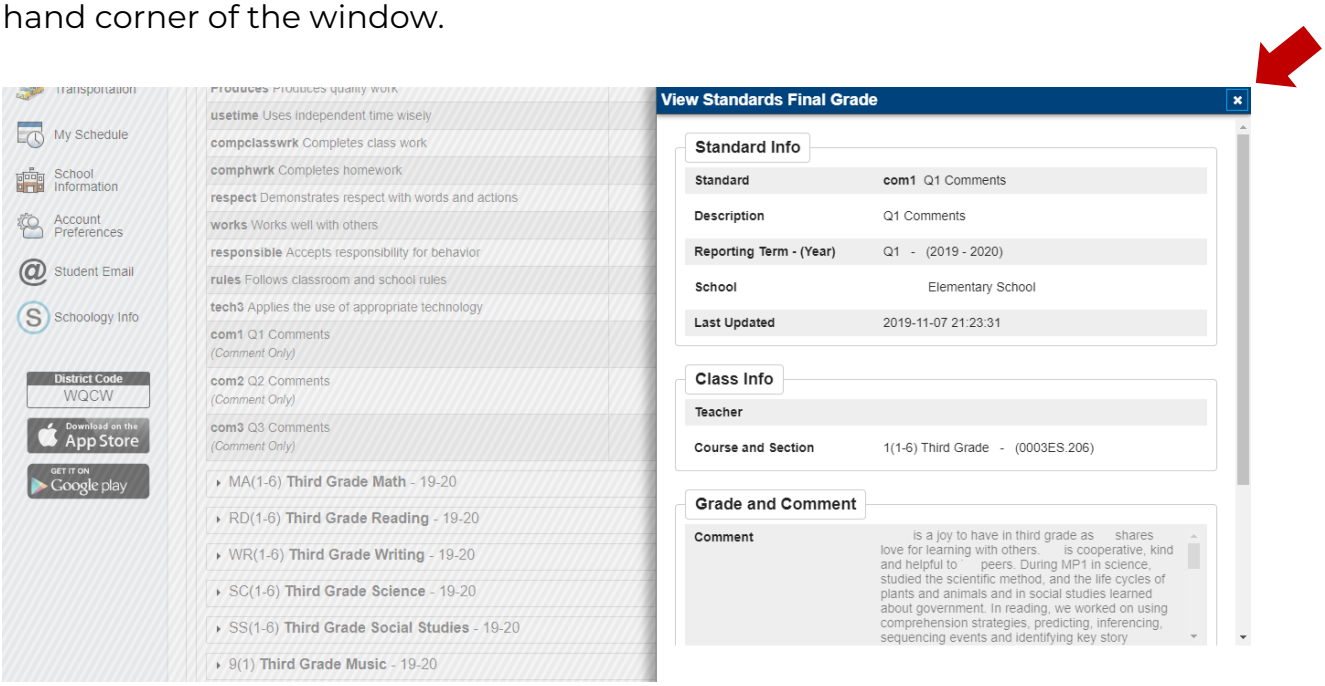
1	Receiving Title I/Reading Help
2	Graded by the Learning Support Teacher
3	Grade Reflects Instructional Accommodations
4	Incomplete Homework/Assignments
5	High Test Scores
6	Low Test Scores

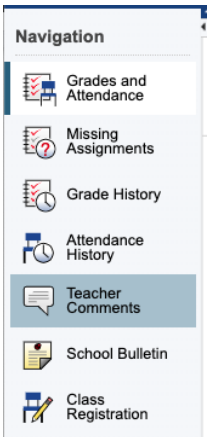
Elementary Teacher Comments

In PowerSchool, elementary parents can also view teacher comments. To view comments, click on the chat bubble icon.



After you click the chat icon, a screen will open allowing you to view the comment. To exit the comment screen, simply click on the **X** in the right-hand corner of the window.





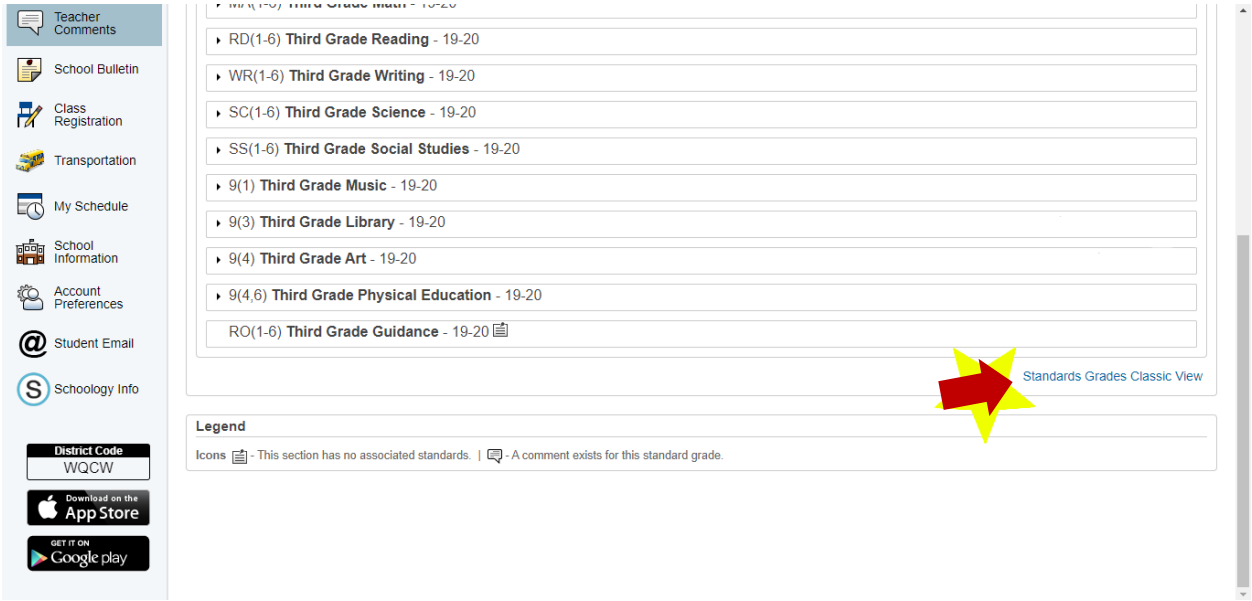
Middle and High School Teacher Comments

In PowerSchool, secondary parents can also view teacher comments.

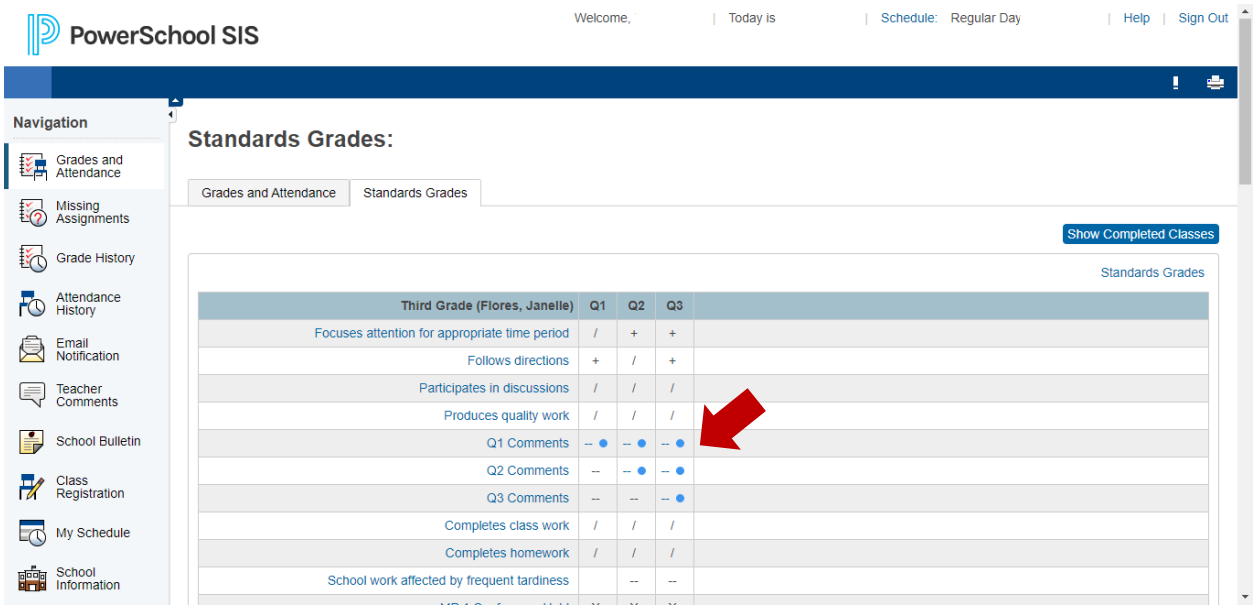
To view comments, click on the Teacher Comments button on the left side of the screen under Navigation.

Elementary Optional View

If you would prefer to see your child's grades in a format that more closely resembles the printed report card they typically receive, you can switch to **Classic View**. The link to this view is found at the bottom of the course listing on the Standards Grades tab.



From Classic View, elementary teacher comments can be viewed by clicking on the blue dots.



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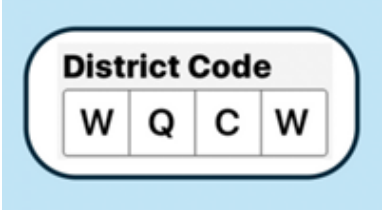
PowerSchool Quick Start Guide - Part 2

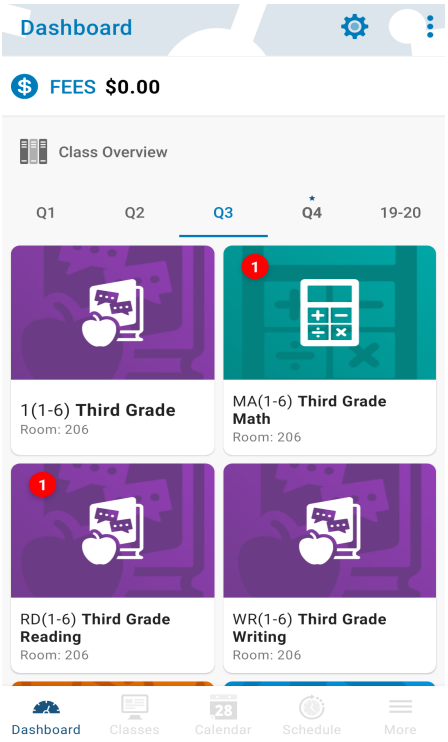
ACCESSING POWERSCHOOL USING THE MOBILE APP

Android

https://play.google.com/store/apps/details?id=com.powerschool.portal

The Android Dashboard provides a Class Overview, Assignments (upcoming and recent assignments, as well as any assignments with a status flag), Attendance (recent classroom absences), and School Bulletins.





Click on a class to view your child's grades.

Class Detail

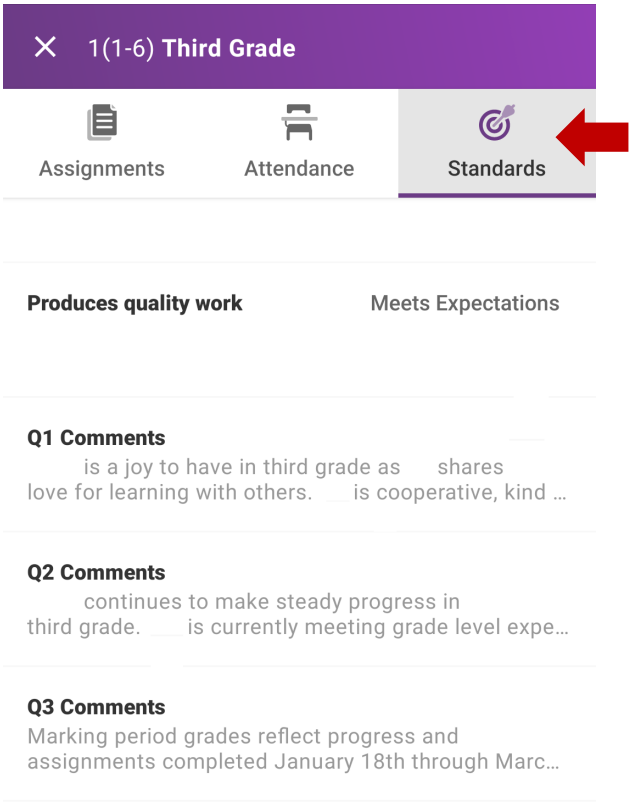
The class detail screen will give you a list of assignments, class attendance, and access to your child's standards grades.

Click on the **Standards tab** to view each of the grading areas and levels your child achieved.

Teacher Comments

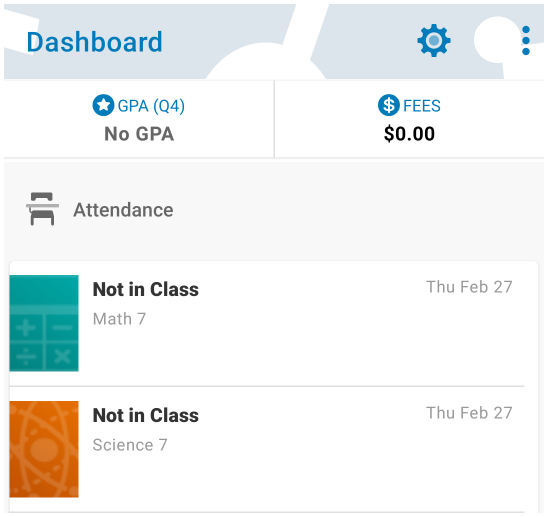
Teacher comments your child received will be previewed on the Standards tab.

To view the complete comments, please use an internet browser to access PowerSchool and not the mobile app.



Attendance

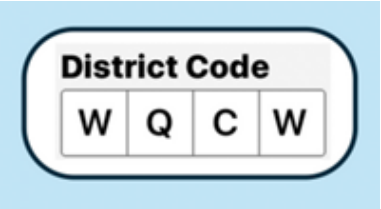
The mobile app displays class-based attendance only. If you would like to see daily attendance data, please use the Parent/Student Portal.

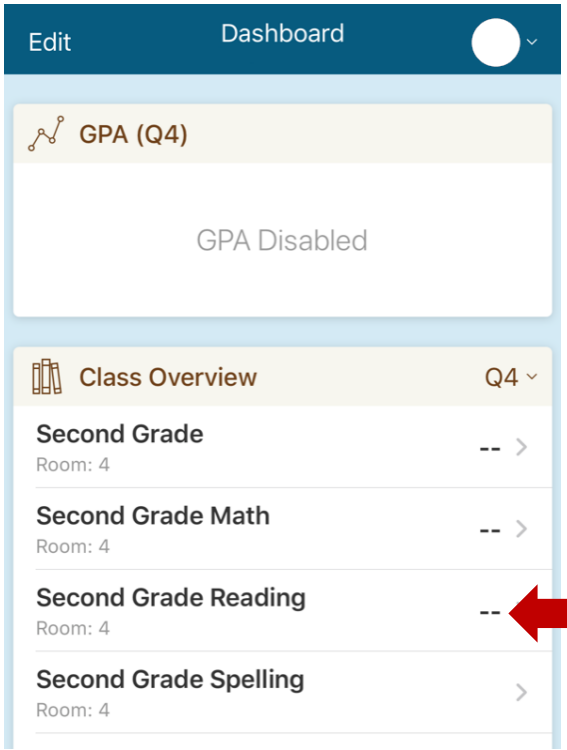


Apple iOS:

https://apps.apple.com/us/app/powerschool-mobile/id973741088

The iOS Dashboard provides a Class Overview, Assignments (upcoming and recent assignments, as well as any assignments with a status flag), Attendance (recent classroom absences), and School Bulletins.





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Class Detail

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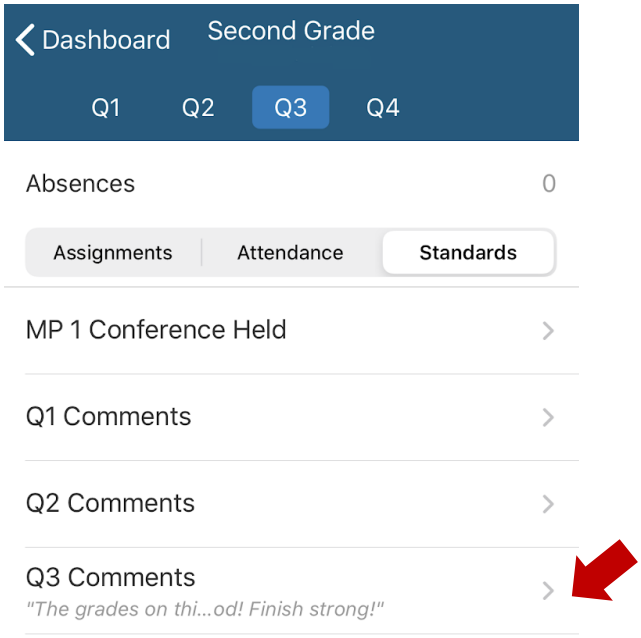
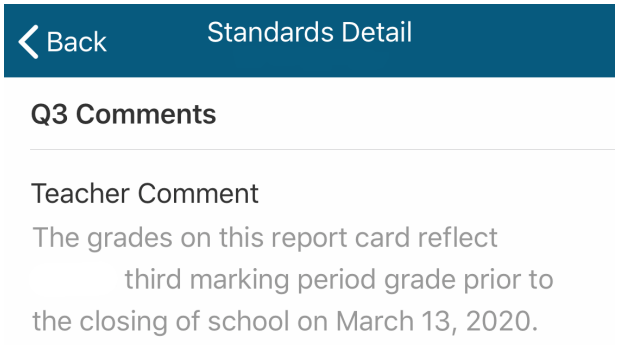
Click on the class name to view each of the grading areas and levels your child achieved.

Teacher Comments

Teacher comments your child received will be previewed on the **Standards** tab.

Complete comments can be viewed by clicking on the gray arrow.





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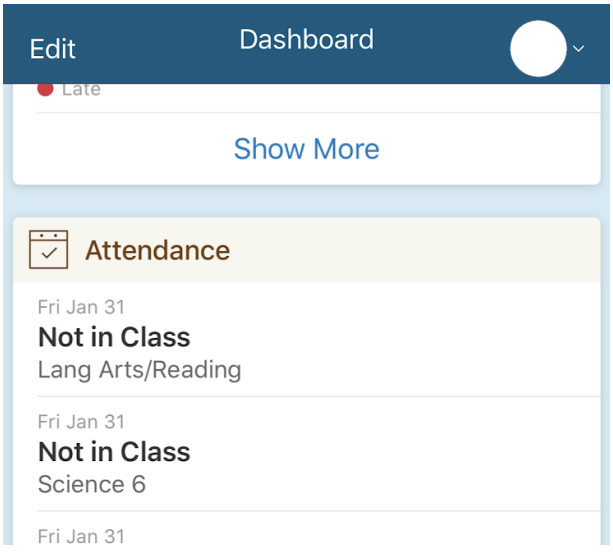
Attendance

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