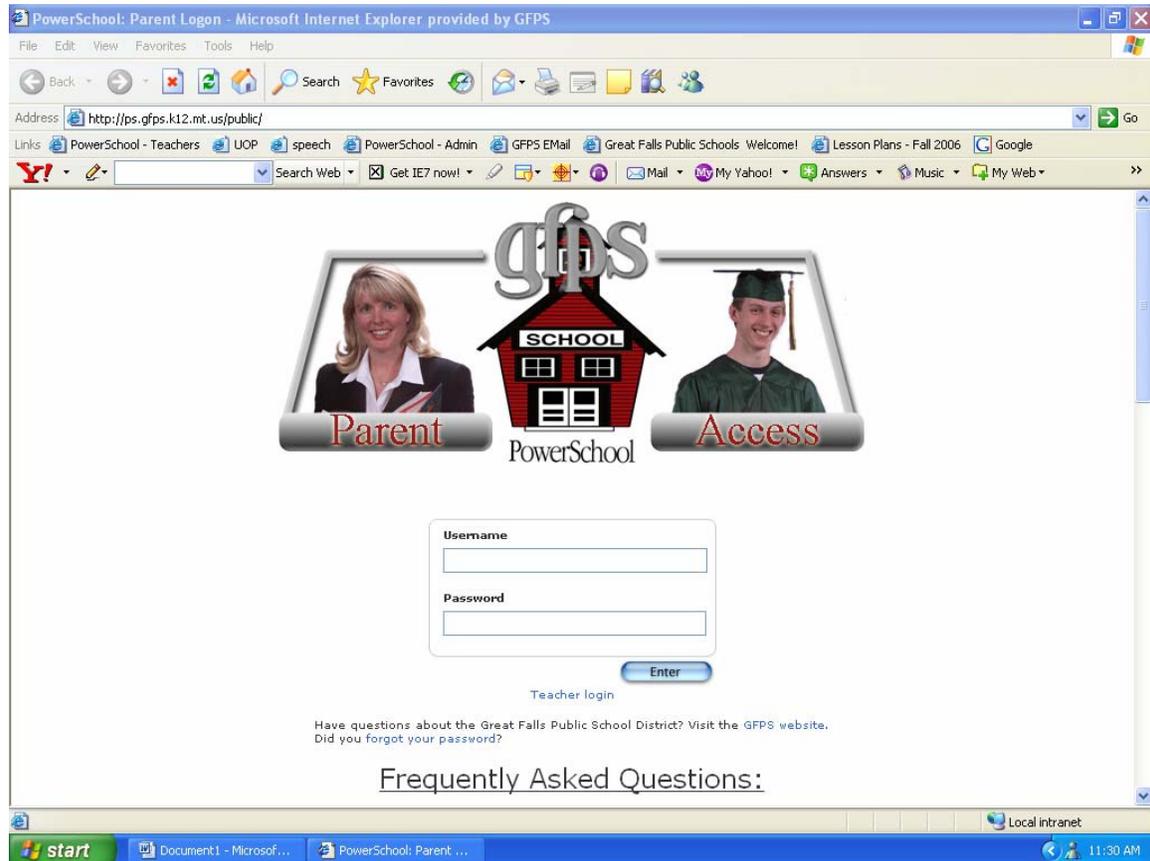


# GFPS PowerSchool Parent Portal

Great Falls Public Schools allows electronic access to student grades and attendance via the PowerSchool parental portal. This document outlines how to use the parental portal.

To access PowerSchool, parents will browse to <http://ps.gfps.k12.mt.us> and login.



At the bottom of the login page is a list of Frequently Asked Questions:

**1. "What kind of computer equipment do I need to view PowerSchool?"**

Almost any computer with an Internet connection can access PowerSchool. It is recommended that you use a newer internet browser. If you use a dialup modem, you are fine. PowerSchool utilizes small graphics and should load quickly.

**2. "I can't access the site with the provided login and password."**

Make sure your caps lock key is set properly. Your login and password may be a combination of letters (upper and lower case) and numbers. If your student is new to the school, contact your child's school for a login and password.

**3. "What can I see on the PowerSchool site?"**

**Parents and students can access the following information on the PowerSchool public site:**

- A. Grades for current classes, as well as the assignments that make up those grades
- B. Attendance for the past two weeks or for the whole quarter, including a legend of attendance codes used by the school
- C. Teacher comments
- D. Reports via e-mail, which allow parents to request daily, weekly, or monthly reports to be sent via e-mail
- E. School Bulletin
- F. E-mail link to teacher

NOTE -- The entire school uses PowerSchool. If you notice attendance inconsistencies, please give the schools a couple days to make changes. With the amount of activity we sometimes are unable to fix things immediately.

**4. "I have a question about my child's grade. Whom do I contact?"**

You can contact the teacher directly using the handy e-mail link in PowerSchool. The grading process takes time. Please allow teachers a few days to post assignments to the gradebook.

**5. "Can other people see my child's information?"**

Not unless they have your login and password. If you think your password has been compromised, please call your school as soon as possible. As for general Internet intrusions, the system itself uses the latest and best security protocols available. Also, all access is logged, showing the source of all access attempts. Do not give out your user/password.

**6. "I try to log on to the site, but I keep getting an error message 'login has expired' or 'cannot access site.' What is wrong?"**

All browsers are not created equal, and some refuse to give up what they have in their cache. In Internet Explorer, make sure pages are set to update "always" (Under "Internet Options"). If that doesn't work, empty your cache.

**7. "How are grades calculated?"**

Each teacher is allowed to set up his or her own grading scale. The easiest way to find out what scale an individual teacher uses is to contact the teacher using the e-mail link in PowerSchool.

**8. "I'm not getting my e-mail updates at all or not on a regular basis."**

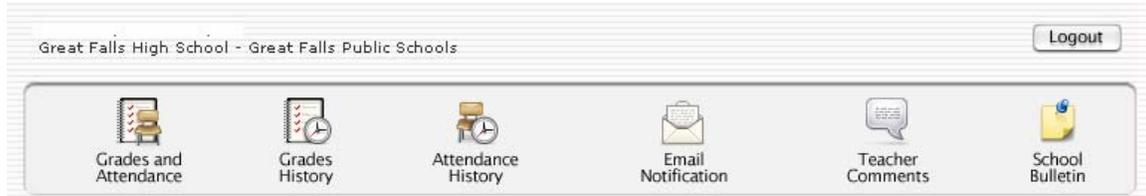
Every day the PowerSchool server searches for those parents who asked for an update to be sent out via e-mail.

There could be a few things holding up mail:

- a. The mailbox of the recipient is full.
- b. The e-mail is being identified as "junk" or "spam" by your mail client.
- c. The e-mail address is entered wrong.
- d. The server is "off" or "down" at the time of send.

## TOOL BAR

The Parent Portal has a tool bar at the top that guides users to the available information, Grades and Attendance, Grades History, Attendance History, Email Notification, Teacher Comments, and School Bulletin:



*(See the following sections for a detailed description of each icon/button from above.)*

## GRADES AND ATTENDANCE

Great Falls High School - Great Falls Public Schools Logout

**PowerSchool**

Grades and Attendance   Grades History   Attendance History   Email Notification   Teacher Comments   School Bulletin

**Grades and Attendance** - Click on [grade](#), [percent](#), or [absence totals](#) to view assignment or absence information.

**Attendance By Class**

Exp	Last Week					This Week					Course	Q1	Q2	S1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F						
1(A)											BIOLOGY 1-2 ABBAS, JAMES	A- 92		A- 92	1	0
2(A)											GEOMETRY LIGHTBOURNE, SATINEE	A- 91.74		A- 91.74	3	0
3(A)											FRENCH 5-6 JACKSON, KATHLEEN	A 93		A 93	4	0
4A-4B(A)											ENGLISH 3-4H GROUT, STEVEN	A- 92		A- 92	4	0
5C(A)											LUNCH LUNCH, LUNCH				3	0
5D-5E(A)											MONTANA GOVT STUDIES QUINN, SUSAN	A+ 97.8		A+ 97.8	4	0
6(A)											CHOIR/DELPHIAN ALLEN, BLAIR	A 99		A 99	4	0
7(A)											COMPUTER LITERACY DONISTHORPE, SCOTT	B+ 87		B+ 87	5	0
ADV(A)											ADVISEMENT BYRON, JONCE				0	0

On this screen, parents can click on a teacher name to email that teacher or click on a grade to see all of the assignments that make up that grade (see following page, Class Score Detail). In addition, parents can see how many absences and tardies their son or daughter has accrued as well as the last two weeks' attendance in detail.

**Any blue item once clicked, will provide additional detail concerning the item.**

## Class Score detail

To see a list of the assignments that make up the current grade, the parent can click on the corresponding term grade. Any [blue word or phrase](#) on the page is a link that will take the parent to more information about the assignment or a student's grade on the assignment. Some assignments might not contain additional detail.

### NOTE:

Calculating grades can be quite complex. Many teachers weight categories differently applying more emphasis on tests for example. It can be difficult to look at all assignment grades to determine the overall grade. Questions concerning how final grades are calculated should be addressed to the teacher.

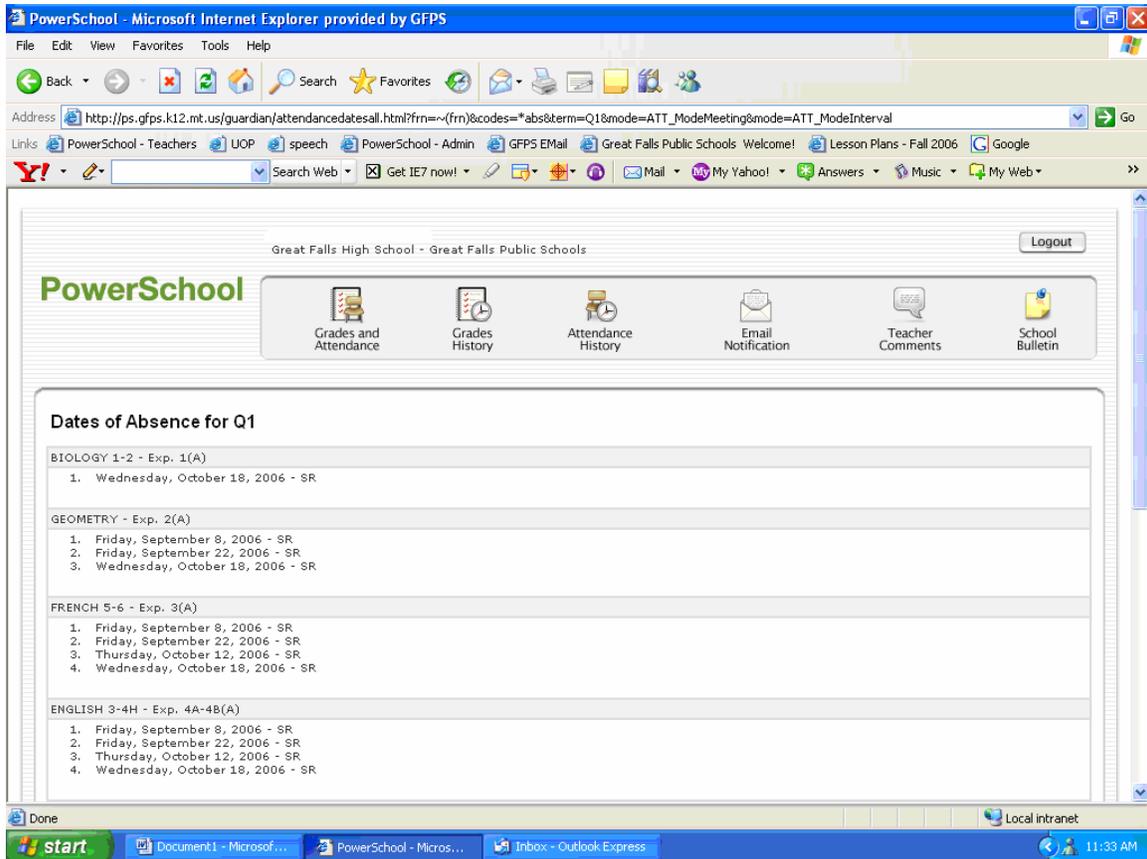
The screenshot shows a web browser window displaying the PowerSchool website for Great Falls High School. The page title is "Class Score Detail" for the course "MONTANA GOVT STUDIES". The teacher is listed as "QUINN, SUSAN" and the expression is "5D-5E(A)". The final grade is "A+ 97.8%". Below this information is a table of assignments with columns for Due Date, Category, Assignment, Score, %, and Grd. The table lists several assignments from 09/01/2006 to 09/21/2006, including tests, quizzes, and current events.

Course	Teacher	Expression	Final Grade
MONTANA GOVT STUDIES	QUINN, SUSAN	5D-5E(A)	A+ 97.8%

Due Date	Category	Assignment	Score	%	Grd
09/01/2006	Test/Quiz	20 Questions Quiz	51/46	110.87	A+
09/06/2006	Test/Quiz	Map Pretest	26/40	65	D
09/08/2006	HW/CW	Parent Signature - Syllabus	10/10	100	A+
09/14/2006	HW/CW	Rivers and Lakes Activity	25/25	100	A+
09/14/2006	Current Events	CE 9/14	20/20	100	A+
09/15/2006	HW/CW	Malone & Roeder Chapter 1	20/20	100	A+
09/20/2006	Test/Quiz	Final Map Test (Dist Assess)	36/40	90	A-
09/20/2006	Test/Quiz	Final Map Test Questions	20/20	100	A+
09/21/2006	Current Events	Current Events 9/21	20/20	100	A+

The screen below is a sample of clicking an attendance entry from the Grades and Attendance button. This screen will display the dates and codes outlining non full present attendance for that day. There is an explanation legend at the bottom of the screen.



## GRADES HISTORY

Grades History is a list of the term grades the student has earned this year. These grades do not include midterms. Once we complete a term (at end of quarter), grades earned for that term are listed here.

## ATTENDANCE HISTORY

Although parents can see the last two weeks' attendance on the main screen, the Attendance History screen will show all attendance for the year. A legend at the bottom of the screen explains the different attendance codes.

## EMAIL NOTIFICATION

Email Notifications allow parents to enter an email address or multiple addresses to receive detailed reports regarding attendance and/or grades. The user chooses the frequency of reports and which reports to receive. No reports will be sent for elementary citizenship, work habits, or specialty classes.

The screenshot shows a Microsoft Internet Explorer browser window displaying the PowerSchool website. The browser's address bar shows the URL: <http://ps.gfps.k12.mt.us/guardian/autoemailsetup.html?19531504356481413699>. The website header includes the PowerSchool logo and navigation links for Grades and Attendance, Grades History, Attendance History, Email Notification, Teacher Comments, and School Bulletin. A 'Logout' button is visible in the top right corner.

The main content area is titled 'Email Notifications' and contains a form with the following fields and options:

- What information would you like to receive?**
  - Summary of current grades and attendance
  - Detailed reports showing all assignment scores for each class
  - Detailed report of attendance
  - School announcements
- How often?** A dropdown menu currently set to 'Never'.
- Send now?** An unchecked checkbox.
- Email Address(es)** A text input field with a note below it: '(separate multiple email addresses with commas)'. A 'Submit' button is located to the right of this field.

The browser's status bar at the bottom shows a download progress for a picture and the system tray displays the time as 11:34 AM.

## TEACHER COMMENTS

The Teacher Comments link displays comments the teacher has entered for the particular class. Typically, teachers use comments at end of term for report card purposes. Often, there are no comments during the majority of the school year.

Great Falls High School - Great Falls Public Schools

PowerSchool

Grades and Attendance | Grades History | Attendance History | Email Notification | Teacher Comments | School Bulletin

### Teacher Comments

Exp.	Course	Teacher	Comment
1(A)	BIOLOGY 1-2	ABBAS, JAMES	
2(A)	GEOMETRY	LIGHTBOURNE, SATINEE	
3(A)	FRENCH 5-6	JACKSON, KATHLEEN	
4A-4B(A)	ENGLISH 3-4H	GROUT, STEVEN	
5C(A)	LUNCH	LUNCH, LUNCH	
5D-5E(A)	MONTANA GOVT STUDIES	QUINN, SUSAN	Pleasure to have in class.
6(A)	CHOIR/DELPHIAN	ALLEN, BLAIR	
7(A)	COMPUTER LITERACY	DONISTHORPE, SCOTT	
ADV(A)	ADVISEMENT	RISKO, JOYCE	

Print Page

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## SCHOOL BULLETIN

The School Bulletin link allows parents to view any items on the school's bulletin that are designated as public items such as school lunch menus and upcoming events.

Great Falls High School - Great Falls Public Schools

PowerSchool

Grades and Attendance | Grades History | Attendance History | Email Notification | Teacher Comments | School Bulletin

### School Bulletin

Great Falls High School Bulletin for Friday, November 10, 2006

**LUNCH MENU**

Monday - Pepperoni Pizza Wedge or Ham Wrap  
Tuesday - Chicken Patty Sandwich or Cheesburger  
Wednesday - Crunchy Beef Taco or Chef's Choice  
Thursday - Chicken Tenders or Egg Roll  
Friday - Deli Sandwich or \*\*Bagel Dog  
\*\*Each Friday, the menu item designated with \*\* will be the feature item; when you buy one, you will get another one free.

**Counseling Center**

**COLLEGE VISITS:**  
November 7, 4th period - Concordia University  
November 8, 1st period - Carroll College  
November 8, 2nd period - Gonzaga University  
November 13 - 1st period - MSU Bozeman  
November 16 - 2nd period - MSU Billings