

## ***PowerSchool “How To” Guide***

This guide provides answers to questions about PowerSchool and insight on PowerSchool topics.

***Log in to your parent account to view any of the options below.***

### **Can I set up email notifications for my student(s) grades and/or attendance?**

**YES!** Click on the link “Email Notification.” This link allows you to select if you would like to be notified of your student(s) grades and attendance. You may also choose how often you would like to receive emails. Once you have set all of your preferences click the Submit button and all changes will be saved.

### **Is there a way to view details on my student(s) grades or attendance?**

**YES!** Anytime you see a word, grade or number in blue you are able to click on it and a detail of that item will appear. For any abbreviations or acronyms, scroll to the bottom of the page for full detail or description.

### **Can I view my student(s) past report cards or transcripts?**

**YES!** Grade reports are available for students in middle school and high school at the “Document Vault” link on PowerSchool. This is a new feature in PowerSchool so not all report cards are available. Grade reports are available starting with the 2013 – 2014 school year. The document vault is updated quarterly as the school year progresses.

Transcripts for juniors and seniors are also included in the “Document Vault” on PowerSchool at the end of each semester.

The “Document Vault” link is found on the left hand side of the PowerSchool screen.

### **Can I view my high school student(s) progress toward graduation?**

**YES!** Click on the link called “Graduation Progress”. At the top of the page you will be able to view the number of credits your student(s) has earned. Below that is a list of graduation requirements by department along with requirements already met, currently in progress, and still needed. These are updated at the end of each semester.

### **Can I view my student(s) past Iowa Assessment reports?**

**YES!** By clicking on the “Assessment” link toward the bottom of the page you can view an Iowa Assessment graph for your student.