PowerSchool tutorial for parents and students

Introduction

PowerSchool is the student information system used by the Somerset Hills School District. It is a web-based application that allows parents and students to log into a secure account from home, school or work; access real-time assignments, grades and attendance; request reports; email teachers; and more.

Parent and Student Access to PowerSchool

PowerSchool web address is http://powerschool.shsd.org/public/. There is also a link on The Somerset Hills School District website (http://www.shsd.org/).

Create a Parent Single Sign-on Account

To make access to your children's information easier, PowerSchool now offers a single sign-on option that allows parents to create one account from which to access information for each child in the family.

Parents of new students will receive a separate Access ID and Access Password for each child from the school(s). Parents of returning students will have Access IDs and Access Passwords from the previous year. If you have forgotten the Access ID or Password for your child, please contact the school office.

Once you have your child's Access ID and Password you are ready to set up a PowerSchool account.

Log into PowerSchool at http://powerschool.shsd.org/public/. Whether you are familiar with PowerSchool or new, follow instructions below to create a single sign-on account. It's as easy as 1,2,3!

Your next screen will be a confirmation that your PowerSchool account has been created. Log back in using your User Name and Password. This is the area you will log into on all future visits to PowerSchool.
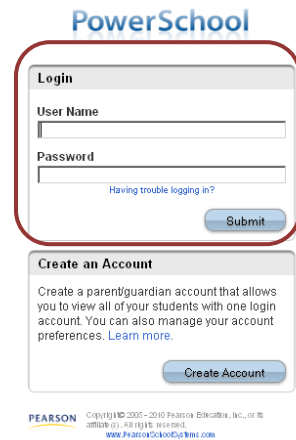
Student Access to PowerSchool

New students will receive an Access ID and Access Password from your school. Returning students will have an Access ID and Access Password from the previous year. If you have forgotten your Access ID or Password, please contact the school office.
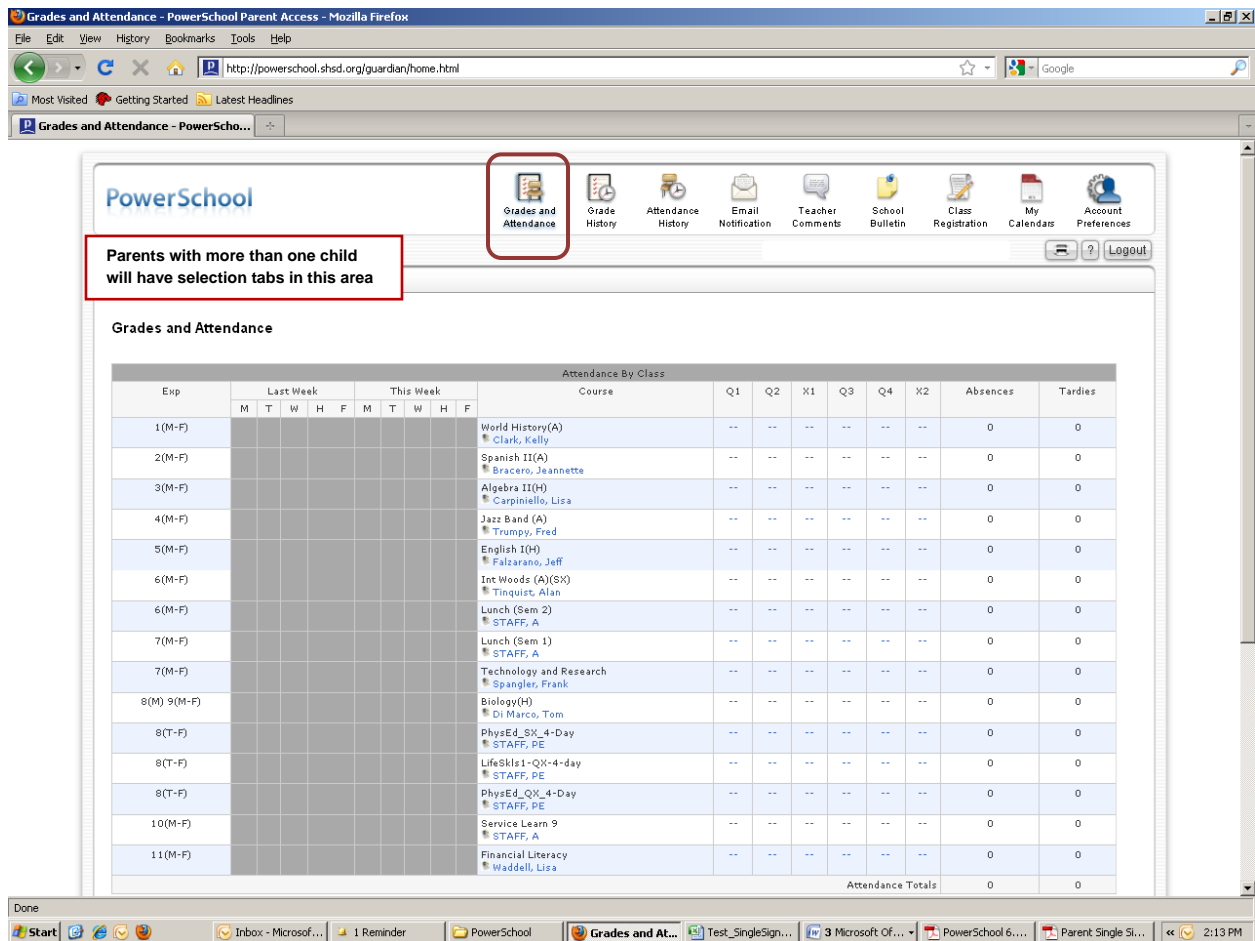
Log into PowerSchool at http://powerschool.shsd.org/public/.

Enter Access ID under User Name and Access Password.

The PowerSchool Environment

PowerSchool opens to the **Grades and Attendance** page. It is a quick lookup page which shows classes, teachers, grades and attendance which pull from the teacher gradebooks for the current term. Once grades start to appear under the terms, you may double-click the grade to see class assignments.

Other pages may be accessed by clicking on the icons in the menu bar at the top of the screen.

Grades History shows final term grades that have been stored into student course history.

Attendance History gives a breakdown of dates absent and absence reasons.

Email Notification allows you to choose what reports you would like emailed to you and how often. This feature is optional, and reports can be quite voluminous. Most of this information can be obtained from the web pages.

Teacher Comments allows you to view comments teachers have made relative to the class. You may also find comments in the Grades and Attendance area relative to the term.
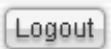
School Bulletin allows access to the school bulletin if one is published. Some buildings publish a weekly bulletin to the Somerset Hills School District website instead.

Class Registration is for course requests for the coming year. Although at times students are able to make selections on this page, it is current district policy that this is done while in the office of their guidance counselor.

Account Preferences is on parent accounts only. It allows parents to update account information and add additional students (if Access ID and Password are obtained from the school).

Click the question mark in the upper right portion of the screen below menu for help and information about the page you are on.

Remember to Logout when you are done.