PowerSchool Website Overview
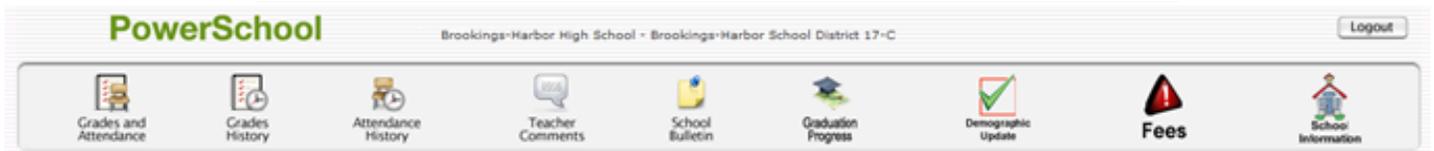
Welcome to PowerSchool.   The website to access PowerSchool is:

http://powerschool.brookings.k12.or.us/public

When you visit the website you will be asked for your username and password. Keep your username and password secure. A parent login gives you additional access that your student's login does not grant such as requesting parent reports. You will have a separate username for each child. Your students will also have the opportunity to log in to the assignments and grades, but will be given their own usernames and passwords from their teachers.

*If you forget your name and/or password, please contact BHHS in person. This information will not be given out over the phone.

<u>This is what you will see when upon entering the PowerSchool website.</u>

Each of the icons at the top of the screen will bring you to a different page related to your student. Anything blue on the screen can be clicked on, taking you to further information. You can return to the first screen at any time by clicking on the green PowerSchool logo. Following is a brief description of each icon.

Grades and Attendance: Grades and attendance for the year. Detailed attendance for the last week and current week are shown – by clicking on the total number of absences it will give you a detailed description of each absence (excused, unexcused, school event, etc.). By clicking on a current grade you will be connected to any assignments, tests etc. that are included in that grade. By clicking on a teacher's name, you can send an email to that teacher.

Grade History: Final grades for previous marking periods. By clicking on the final grade you will see any assignments, tests etc. that made up that grade. This page will only be updated at the completion of each term.

Attendance History: The attendance codes marked for the current marking period (i.e. 1st quarter, 2nd quarter, etc.).

Email Notifications: To sign up for automatic email reports. Select what information you would like to receive, when you want it sent and what email addresses you would like the reports to be sent to. ***To email your student's teacher, simply click on their name (in blue) on any of the screens.***

Teacher Comments: Comments that have been given by your student's teacher. Comments are separated by each subject that your student has.

School Bulletin: The current school bulletin will be here. You can also access both past and future bulletins from this screen.

Graduation Progress: This link shows you a snapshot of the progress your student has made toward high school graduation. Included in this screen are the required credits for each subject area, the credits your student has earned, and the credits that your student is deficient in each area. If you believe there are mistakes on this screen, please contact the counseling office.

Demographic Update: From this page, you can edit/update the demographic information that the school has on file for your student. Phone numbers, addresses, etc. can be updated at this screen.

Fees: This screen shows any fees your student may have.

School Information: Information regarding your school can be found on this screen. Generic information such as the school name, address, phone number, and principal name can all be found in this screen.

Quitting PowerSchool

Log Out. You simply click on the log out button at the top of the screen. Please note that if you have left the PowerSchool page open, but have not been working in it for a while, it will time out. If this happens, you will need to log in again with your user name and password.

Most pages that you visit can be printed by clicking on the **Print Page** icon in the lower right-hand corner of each screen. This will bring you to a printer-friendly page with a little description of the information on that page.

**Just a note: PowerSchool cannot help you or answer any questions you may have. If you are having trouble or don't understand how to do something, please call us here at BHHS and we will do our very best to walk you through the process. Under no circumstances should you ever attempt to contact PowerSchool directly.

If you forget your username / password or would like to change your username / password you MUST come to the office in person.