Quick Reference Card

Introducing Parents to PowerSchool's Parent Portal

This guide introduces you to the most common operations performed by parents and guardians in PowerSchool's Parent Portal. Subjects covered include Parent Portal account creation, sign in, grades and attendance, communications, and course registration.

Sign In

For parents, guardians, or students to sign in to the portal:

1. Enter the Internet address of Carondelet's public PowerSchool server:
   https://wintondrivedistrict.org/public/
2. Enter the username and password, then click Sign In.
3. If parents, guardians, or students forgot their usernames or passwords:
4. Click Having trouble signing in?
5. Select the tab for either "Forgot Password?" or "Forgot Username?"
6. Enter the username and email address to retrieve the password or enter the email address to retrieve the username, then click Enter
7. Account information will be sent to the email address
8. You can contact Mrs. Katie Almonte at kalmonte@carondeleths.org or (925) 686-5353 x318 for further assistance.

Create a Parent/Guardian Single Sign-in Account

For parents or guardians to create their own accounts:

1. Enter the Internet address of Carondelet's public server: https://wintondrivedistrict.org/public/
2. In the Create an Account section, click Create Account
3. On the Create Parent Account page, enter the parent/guardian
4. Enter first name and last name in the appropriate fields
5. Enter the parent's email in the next field
6. Enter the desired username and password in the appropriate fields
7. Re-enter the password for security authentication
8. For each student to be associated to the account, enter the student name, access ID, and access password
9. Open the Relationship menu and select the appropriate relationship for each student being added
10. To create the account, click Enter

To update the first and last name, user name, and password for the account, click Account Preferences. Update information as needed under the Profile tab, then click Save.

Add Children to a Parent/Guardian Account

Once the account is created, a parent or guardian may still add students to the account.

1. In the Navigation menu, click Account Preferences
2. To add or edit students, click the Students tab
3. To add a child, click Add
4. In the Add Student window, enter the student name, access ID, and access password
5. Open the Relationship menu and select the correct relationship
6. Click Submit

Email Notifications

To modify the information sent to a parent or guardian:

1. In the Navigation menu, click Email Notification
2. Select the desired information to be included in the email report
3. Open the "How often?" menu and select the frequency of report delivery
4. To send the report to other addresses, enter the addresses in the Additional Email Addresses field (separate additional addresses with commas)
5. If these changes are for all students on the account, check "Apply these settings to all your students?"
6. To send a report immediately for the selected student, click "Send now for [student name]"
7. To save the email preferences, click Submit

Teacher Comments

To read teacher comments:

1. In the Navigation menu, click Teacher Comments
2. General comments regarding the student's performance in class are shown in the Comments column
3. To email the teacher, click the teacher's name
4. To view specific assignment score comments, click Grades and Attendance
5. Click a final grade/percentage link
6. On the Class Score Detail page, click the score link for an assignment to see the comment.

Assignment scores are active links only if the teacher entered additional assignment information, such as a comment.

School Bulletin (Family Directory is located here)

To view the daily school bulletin:

1. In the Navigation menu, click School Bulletin The current bulletin is displayed in a separate window
2. To view previous bulletins, click one of the calendar icons and select the date
3. To close the bulletin, click x

Current and Historical Grades and Attendance

To view a student's current grade and attendance information:

1. In the Navigation menu, click Grades and Attendance

2. To view the student's dropped classes, click Show Dropped Classes also

3. To view additional information about a term grade, click the link associated with that grade

4. If the teacher has included information about an assignment, click the assignment name to view it

5. The Assignment Description page includes the teacher, course, assignment name, and assignment description

6. If the teacher has linked to a website to provide additional help, click the link to that page to view the site.

7. If your child's school uses standards-based grading, click the Standards tab to view standards grades

8. On the Standards Grades page, click Show Completed Classes to view standards grades for completed classes or click Hide Completed Classes to view the classes for the current term only

9. To view standards comments, click the blue icon

10. Click the name of the standard to view details about the teacher, course, standard name, grade scale, and description

11. Click the Grades and Attendance tab to return to the Grades and Attendance page

12. Click the numbers in either the Absences or Tardies columns view information about the selected student's absences and tardies during the current term

To view a student's historical grade information:

1. In the Navigation menu, click Grade History

2. On the Grade History page, courses are listed by term showing the student's final grades, percentages, citizenship grades, and earned credit hours

3. To access the Class Score Detail page, click the final grade/ percentage link for the desired class

To view a student's historical attendance information:

1. In the Navigation menu, click Attendance History

2. Course names are listed in the first column and the weekly dates are listed in the subsequent column headings

Attendance and other codes are defined in the legend at the bottom of the page.