

# Johnson County Central Parent Web Access

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*PowerSchool (Student Information System) Parent / Guardian Portal Access Tutorial*

The Johnson County Central School District manages student academic data via a student information system called PowerSchool. PowerSchool is a web-based system with a centralized database. This ensures that data is exchanged in real time, thus delivering the most current information available on a student. With PowerSchool, parents/guardians can access vital information about their children quickly and accurately. Parents can view the results of tests, assignments, homework, and attendance as soon as they are recorded.

The backbone of this approach is parental involvement. Study after study has validated the fact that active parental interest and participation in their child's education is THE single most important determinant of a student's achievement. It is not a student's ethnicity, gender, or even economic status that will influence academic achievement. It is the active interest and involvement of the parents and guardians to their child's schoolwork and activities on a daily basis that will ultimately underwrite student progress. This is where the PowerSchool Parent Portal comes in to play, so let's take a look!

## ACCESSING POWERSCHOOL PARENT

To access the service, you need:

- One school assigned username & password per student.
- Access to the internet.
- A current web browser (i.e. – Internet Explorer, Netscape Navigator/Communicator, Safari )

1. Connect to the internet and type the following address into your browser's address window: <http://jccentral.org>
2. Scroll down until you see the PowerSchool Access button.
3. Click on **Guardians/Parents**. A new web page will appear.
4. Enter your assigned username and password into the appropriate fields.
5. Click the **Enter** button.

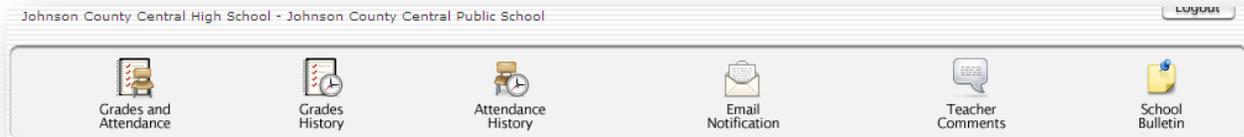


**!** Please remember your parent username and passwords are confidential. You should treat it as you would an ATM card or credit card. A current antivirus is required on your computer to help keep usernames and passwords confidential.  
**\*\*Note:** To protect your student's information and Johnson County School District, it is our policy that no usernames or passwords will be given over the phone or through email. If you need to get your username and password to access PowerSchool you must visit your child's school office in person.



## POWERSCHOOL FEATURES

Once you've logged into PowerSchool, you will see a menu bar at the top of the page.



Parents can access the following information via PowerSchool:

- ✓ [Grades & Attendance](#)
- ✓ [Grades History](#)
- ✓ [Attendance History](#)
- ✓ [Teacher Comments](#)
- ✓ [School Bulletin](#)



### GRADES AND ATTENDANCE

This feature provides a view of all of your student's grades on one screen. Grades and attendance data will be drawn from the current semester. The blue links give you more information about your student. Clicking on any of these links will take you to a screen containing more detail.

Exp	Last Week					This Week					Course	Q1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F				
1(M-F)											English 9 Colgrove, Ronda S	B 90	1	0
2(M-F)											Chorus Doran, Thomas	A 95	1	0
3(M-F)		T						T			Study Hall Huskey, Angela	--	1	5
4(M-F)											World History Weber, Nicholas	B 87	1	0
5(M-F)											Applied Math Swanson, Benjamin	B 88	1	1
6(M-F)											Computer Applications I Huskey, Angela	C 81	1	0
7(M-F)											<b>General Science</b> <b>Rother, Maggie</b>	<b>B</b> <b>87</b>	1	0
8(M,W,F)											Physical Education 9 Hutt, Christopher M	D 77	1	1
8(T,H)													0	0
Attendance Totals												8	7	

This data reflects two week's worth of attendance. The key on this page provides a description of different attendance codes. (i.e. Ex = Excused, T = Tardy)

If you use email software like MS Outlook, you can send an email to a teacher by clicking on their name.

These grades reflect current progress grades. Click on the blue score to visit the grade detail page.



## CLASS SCORE DETAIL

A single click on an individual class grade in the Grades and Attendance window links to the Class Score Detail Window. If the teacher has entered individual assignment grades into PowerSchool these scores will be visible in the detail view.

**Note:** If an assignment score is blank please check the due date. Teachers may post assignments prior to their actual due date.

Course	Teacher	Expression	Final Grade <sup>1</sup>			
General Science	Rother, Maggie	7(M-F)	B 87%			
<b>Teacher Comments:</b>						
<b>Section Description:</b>						
Due Date	Category	Assignment	Score	%	Grd	
08/21/2007	HW	Meas. WS	9/9	100	A	
08/22/2007	HW	Metric Maze	10/10	100	A	
08/23/2007	T & Q	Metric MQ	9/8	112.5	A	
08/24/2007	T & Q	Meas. Lab Quiz	16/24	66.67	F	
08/27/2007	HW	Meas. WS 2	18/18	100	A	



Grades History

## GRADES HISTORY

This section provides detail for the previous semester. Each progress grade will be detailed and each score is linked to a related Class Score Detail section.

<b>Grade History</b>					
Q1					
Course	Grade	%	Cit	Hrs	
Chemistry II H	96	96	A	0	
Chorus	100	100	A	0	
Gov/Econ/Law Aca	93	93	A	0	
Lang Arts 12 Aca	84	84	A	0	
Physics Aca	89	89	A	0	
Probability/Stat	95	95	A	0	
Shakespeare	93	93	A	0	





Select the desired update by checking the box.

Choose the interval of the updates. You may choose from daily, weekly, twice a month, or monthly.

The screenshot shows a notification settings form with the following elements:

- Navigation tabs: Grades and Attendance, Grades History, Attendance History, Email Notification, Teacher Comments, School Bulletin.
- Form section: "What information would you like to receive?" with checkboxes for:
  - Summary of current grades and attendance
  - Detailed reports showing all assignment scores for each class
  - Detailed report of attendance
  - School announcements
  - Balance Alert (Note: Will only be sent when a student is low on funds.)
- Form section: "How often?" with a dropdown menu currently set to "Never".
- Form section: "Send now?" with an unchecked checkbox.
- Form section: "Email Address(es)" with a text input field and a note "(separate multiple email addresses with commas)".
- Submit button.

Arrows from the text boxes point to the checkboxes, the "How often?" dropdown, the "Send now?" checkbox, and the "Email Address(es)" field.

Check the "Send Now" box to receive an email update when you click the Submit button.

You may enter up to three email addresses, separated by commas, which will receive updates. Be sure to include your complete email address including the @ symbol and domain name. (i.e. bjones@aol.com)



### TEACHER COMMENTS

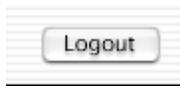
This section shows the most recent comments submitted. As with other sections of PowerSchool, it is possible to click on the teacher's name to send that teacher an email (provided that you have an email client installed such as MS Outlook).



### SCHOOL BULLETIN

This feature is used to post the school's daily bulletin. The school bulletin is posted and distributed on a daily basis.





## HOW TO LOGOUT OF POWERSCHOOL PARENT

You may logout of PowerSchool from any portion of the website. Just click on the “logout” button in the upper right corner of the screen. *Please be sure to logout from the site before you visit other websites or disconnect from the internet.*



## PRINTING

The “Print Page” icon is available on many sections. A single click of this icon will generate a new window with the desired data ready to print.

## POWERSCHOOL CONSIDERATIONS

Johnson County Central School District believes that along with teachers it also important for parents to become familiar with the process of grading and assessment. Before PowerSchool, parents received grade information only upon request or at scheduled times – progress reports, end of quarter, end of semester. With PowerSchool it will now be possible to check grade information at any point during the semester. With that in mind, we ask for your cooperation in adhering to the following set of guidelines:

### Grading System

Each teacher has their own grading system. Some teachers work on a straight points system while others weight the scores according to assignment categories (Homework, Quizzes, Tests, etc.). Some give grades for class participation while others do not except late work. Our teachers inform all of their students at the beginning of the course of what their expectations and grading scheme will be for the course. For this reason it is very important for a parent to read the grading philosophy contained in the class syllabus. If needed, please contact the teacher for a copy of their grading policy.

### Posting of Scores

Teachers need time to grade assignments, projects, and tests. Each day teachers are expected to have new material and lesson plans ready for class. Many teachers are also involved in extra-curricular activities that take time to plan and attend. With that in mind teachers do need time to get assignments graded. Essays and research papers take longer to grade than a quiz. Please be patient as it does take time to grade and post scores. Each teacher is to have grade book up to date on Monday’s.

### Score Fluctuation

Grades can change dramatically in the first few weeks of each quarter. In the beginning of each quarter you may see wild shifts in the class average of your child. This is simply because when there is only one or two assignments in the grade book, a low or high score can make a dramatic change in the overall grade.

