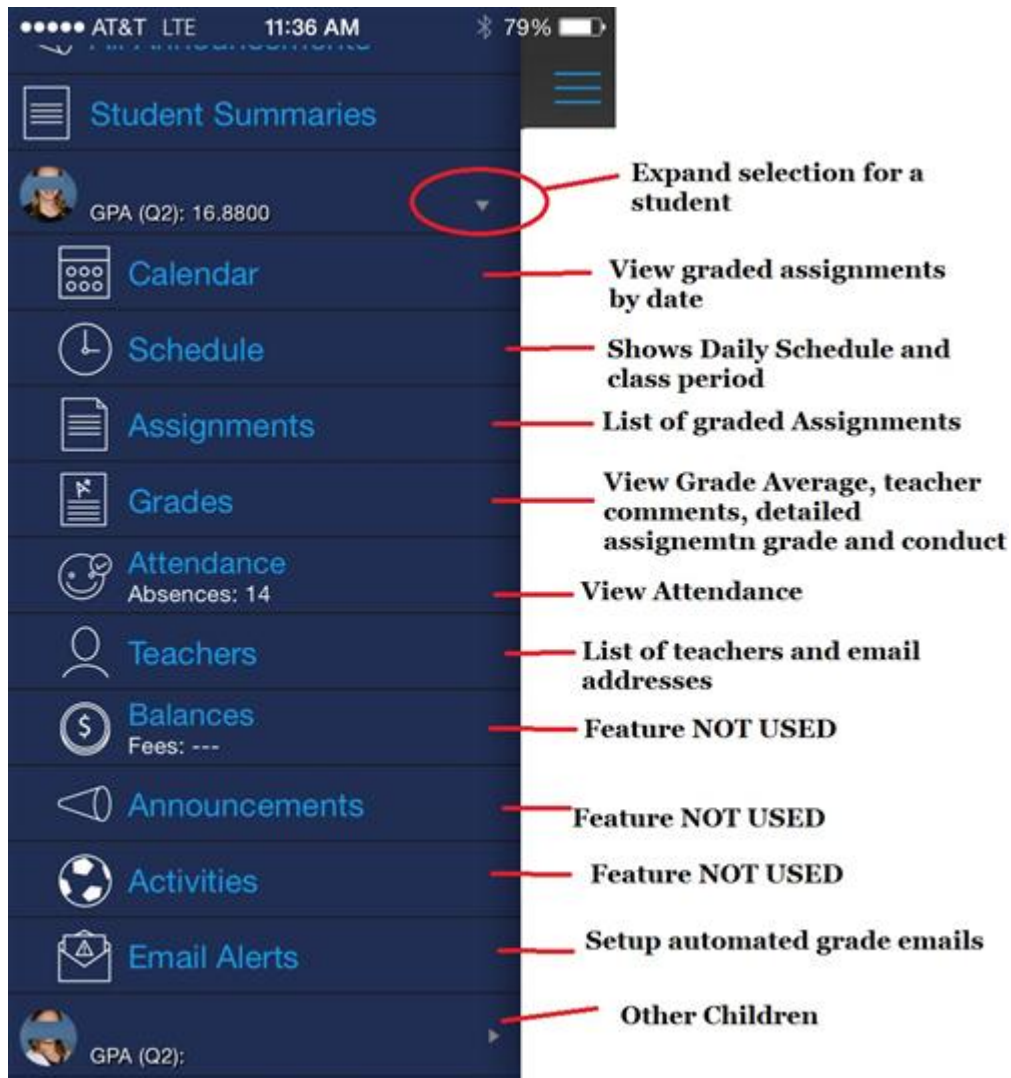# Instructions for Using PowerSchool App

The main menu shows the following screens for each student. Be aware not all screens or features are currently in use in the App.

1. Main Menu:

2. **Grades Screen:**

 When you tap on Grades the following screen displays courses and current grade average.

From this screen you can tap the blue comment balloon to view teacher comments, or the arrow to view detailed assignments and grades.
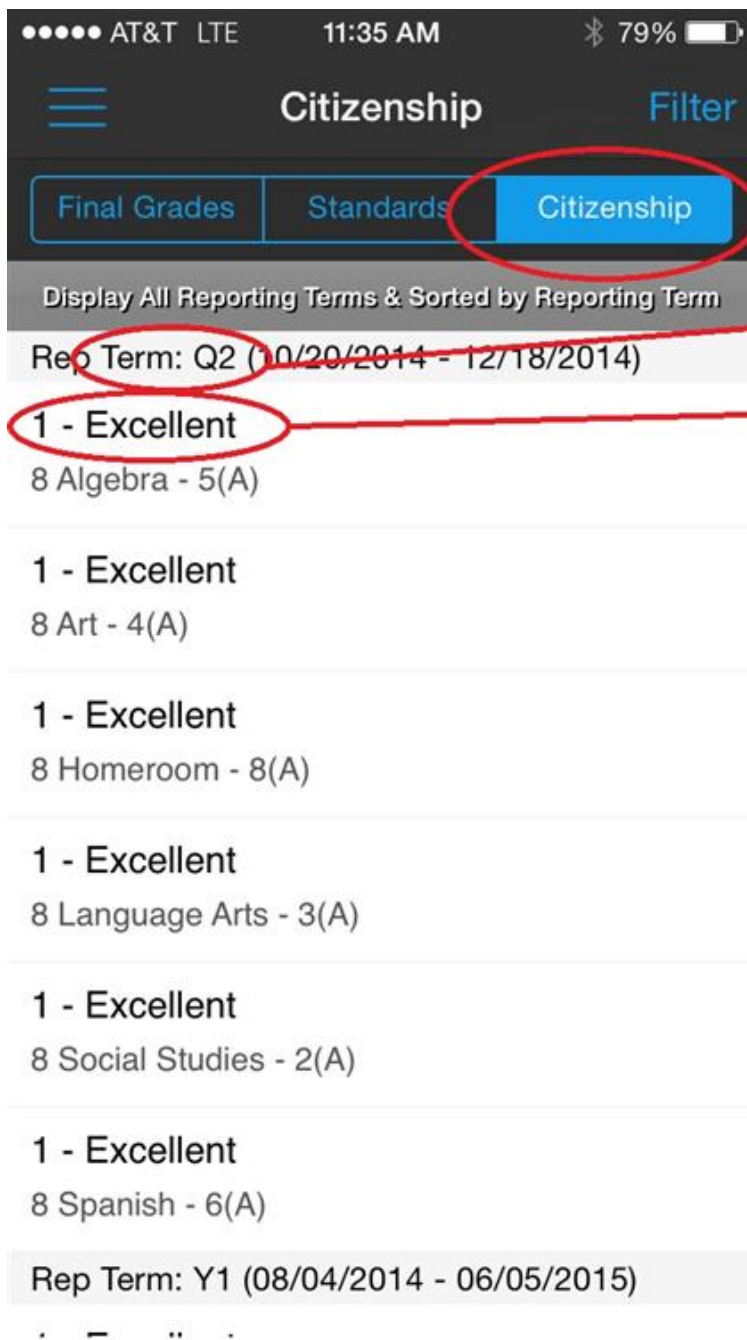
** Be sure to select the correct grading period from the filter menu **

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☰   **Final Grades**   Filter

| Final Grades | Standards | Citizenship |

Display All Reporting Terms & Sorted by Reporting Term

Rep Term: Q1 (08/04/2014 - 10/19/2014)

8 Algebra - 5(A)
Susan Griffin   A-   ⟩
                          💬 Grade

8 Expressions - 4(A)
David Combs   A+   ⟩
                          💬 Grade

8 Girls PE - 7(A)
Dwan Riggins   A   ⟩
                          💬 Grade

8 Homeroom - 8(A)
Leslie Lundberg   -   ⟩
                          💬 Grade

8 Language Arts - 3(A)
Ann Blake   A-   ⟩
                          💬 Grade

8 Science - 1(A)
Tom Bixler   A-   ⟩
                          💬 Grade

8 Social Studies - 2(A)
Mark Gargiulo   A   ⟩

Filter: Select the grading term you want to view. Ex: Q1, Q2, S1, Q3, Q4, S2

Reporting Term: Displays info for selected grading period

This shows the class period. Ex: 7th period

Comment ballon: shows the teacher has left a written comment.

Current Grade Average for the class

Detail Arrow: tap to view individual assignments

3. Conduct / citizenship:

Tap the Citizenship tab at top of Grades screen.

Citizenship Tab: Displays the Conduct for each class

Pay attention to the Grading Term

Conduct # and description

4. **Filter Selection**

** you need to select the current grading term each time a new term starts **

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Cancel   **Filter Settings**   Done

Group/Sort By

Reporting Term   ✓   *Sort by Term or course name.*

Course Name

Filter By Reporting Terms

All

Q1

Q2   ✓   *Choose current Grading Term.*

E1   **** Remember to change to new term when a new grading term starts**

S1

Q3

Q4

E2

5. Assignments Screen:

** Remember to select correct term on Filter ***

6. Email Settings:

You can select to receive automated emails with grade and attendance updates; daily, weekly or monthly.

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Email Alerts   Save
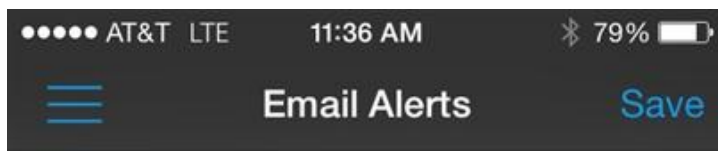
Primary Email

myemail@email.com ← Email account to get automated emails

Messages to Receive

Grades and Attendance ← Summary: Current average and teacher comments

Detailed Assignments ← Detailed email per course with all assignemnts and teacher comments

Detailed Attendance ← Detailed Attendance per course

School Announcements ← Feature NOT USED

Balance Alerts ← Featuer NOT USED

Email Alerts   Weekly ⟩ ← How often you want to recieve emails

Email Distribution List   0 Accounts ⟩ ← Additional email addresses to send to

** Weekly emails are sent Sunday night.