

automated e-mail alerts for grades, attendance, and detailed assignments.

A live feed option allows users to view upcoming holidays, teacher professional days, grades, attendance, and assignment due dates, for every student tied to their PowerSchool portal account.

The calendar option displays holidays, assignments due, and absences for each student, in a monthly format. Dates containing a period beneath them indicates existing information for a student. To view the information, tap the date.

The settings option provides information related to student information, PowerSchool features, frequently asked questions (FAQ), as well as a help area.

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**PowerSchool Mobile app**

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## **Parent Portal & Mobile App**

**Providing  
Real-Time Data Access  
and Announcements  
to Parents and Students  
Anytime & Anywhere**

**Homework assignments**

**Real-time grades**

**Daily attendance**

**Teacher comments**

**Course schedule**



Conveniently portable and powerful, the PowerSchool Parent Portal and PowerSchool Mobile app provides parents and students with real-time information on grades, attendance, assignments, scores, and teacher comments. With a clean, easy-to-use interface and intuitive design, both platforms allows Parents to monitor their child's proficiency and register to receive alerts specific to their child.

Both applications are available to parents and students. The Parent Portal is accessed online while the PowerSchool Mobile app is available from the App Store and Google Play markets.

To utilize these applications, parents must first obtain a Portal access ID and password/key from their child's school registrar to setup their PowerSchool web-based portal account. Students should visit their school's guidance office to obtain an ID and password/key.

Parents and students with existing PowerSchool Portal accounts can use their existing credentials to access the Parent Portal and/or the PowerSchool Mobile app.

Detailed setup instructions can be obtained at your child's school or on the Winchester Public Schools website at [www.wps.k12.va.us](http://www.wps.k12.va.us).

### **The Parent Portal**

To create your Parent Portal account,

enter <https://pwrschl.wps.k12.va.us> into your web browser. At the student and parent sign in screen, click on the *Create Account* tab.

Click the *Learn More* option, at the bottom of the create account introduction, for a description of the information needed. Click the browser's *Back* button to return to the create account screen and click the *Create Account* button.

At the create parent account screen, enter your first name, last name, and email address in the appropriate fields. Next, enter your desired user name. This can be anything you want and will be used to log into the portal. Enter your password, which must be at least 6 characters, remembering that case matters. Re-enter your password to confirm.

### **Linking Your Students**

Linking students to your parent portal account requires an access ID/key and password. This information can be obtained by contacting the registrar at your child's school.

For each student whose information you wish to gain access via the parent portal, enter their name, access ID/key and access password. The name entered will appear in the dashboard's student selection bar.

Select your relationship to the student from the drop down box. Parents can link up to 7 students during the account creation process. Additional students can be added later in the portal.

Once the desired students have been added, click the *Enter* button. The sign in screen will re-appear.

Enter your newly created user name and password and click the *Enter* button. Should you forget your username or password click the forgot username or password option at bottom of the sign in screen. Enter the required information to have your credentials e-mailed to the address entered during your account creation.

## The Portal Dashboard

The dashboard contains a navy blue student selection bar running across the upper portion of the screen. Parents can select which student's information they wish to view by clicking on that student's name.

Navigation options are located on the left side of the screen with the following information.

### Grades/Attendance

Displays a summary of grades and attendance.

### Grade History

Shows a summary of grades for each year the student has been enrolled.

### Attendance History

Provides a detailed attendance report for the current term.

### E-mail Notification

Allows parents to set up automated e-mail reports.

### Teacher Comments

Displays the selected terms, teacher comments, by class.

### Balance

Displays the students current lunch fund balance.

### Account Preferences

Allows parents to change their login credentials or add additional students to their account.

### My Schedule

Displays the students schedule for the current term.

Printer, notifications, and applications buttons are located on the right side of the student selection bar.

### The Printer Button

Click to print the information in the display window.

### The Applications Button

Provides access to other applications, such as SchoolMessenger.

## Course Assignments

Parents can view individual assignments by clicking on the grade, located to the right of the course name. Each assignment's due date, score, percentage, and letter grade will be displayed.

## Attendance & E-Mail

Attendance details, for each class, can be viewed by clicking on the attendance total, to the right of each class grade. Attendance discrepancies should be addressed with your students school attendance clerk.

Parents can e-mail teachers by clicking

on their name within the grades/attendance screen.

Upon completion be sure to click on the *Sign Out* option, located in the upper right hand corner of the screen.



## The PowerSchool Mobile App

Parents and Students will need a valid Parent Portal account as well as the Winchester Public Schools District Code for first time access to the PowerSchool Mobile app. Winchester Public Schools district code is ZQQL.

After downloading, launch the app. When prompted, enter the district code above, followed by your PowerSchool Portal user name and password.

While Students have access to their records only, parents have access to each student associated with their Parent Portal account. To switch between students, simply swipe to the left or right of the currently displayed student.

## The App Dashboard

The dashboard displays the students schedule and is the default screen at log in.

From there, parents and/or students can obtain detailed information for grades, assignments, attendance and more.

The dashboard display can be altered via the filter option, located at the top of

the screen. Users can select how the dashboard data is sorted and what term is displayed. For best results, set your dashboard filter to all.

## Grades & Assignments

Grades can be viewed from the dashboard. An up or down arrow key, to the left of a grade, indicates the student's grading progress.

To see individual assignments, users can tap on the current grade. For an assignment's details, tap its name.

Return to the prior page by tapping the back option, located in the top left hand side of the screen. To return to the dashboard, tap the dashboard option at the bottom.

In addition to the dashboard, grades and assignments can be seen by tapping their option at the bottom of the page.

Grades are displayed by their reporting term, with assignments by the due date. Past assignments can be viewed by scrolling down the screen. To see an assignment's details, tap its name.

## Attendance

Attendance summaries can be viewed from the dashboard. For a detailed listing, tap the course absence total. Absences are displayed by term and sorted by date.

## More Options

Within this area users can view schedules, a list of teachers, or setup