

A Parent's/Student's Guide to PowerSchool – WBMS

(updated 9-2017)

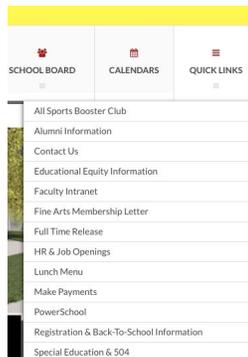
Let's get started!

1. First, go to the **PowerSchool student/guardian website:**

<http://ps-westbranch.gwaea.org/public/>

You can also access the website through our district website

www.west-branch.k12.ia.us and click on the PowerSchool link under Quick Links.



2. This will take you to the **Parent/Student login:**

A screenshot of the PowerSchool login page. The page has a grey header with the 'PowerSchool' logo. Below the header, it says 'West Branch Community School District' and 'Parent Sign In'. There are two input fields: 'Username' and 'Password'. The password field is filled with asterisks. Below the password field, there is a link that says 'Having trouble signing in?'. At the bottom right, there is a blue 'Sign In' button.

This is the same username and password you use for registration. If you need help with your login information, please contact Ellen Gunderson in our office.

If you have multiple children, you will need to click on the name of your middle school student.

3. You will have the option to select **Grades and Attendance** tab or the **Standards** tab.



4. Let's look at **Grades and Attendance** first.

You will see the Quick Lookup Page for your student. This provides attendance and current course information for each course.

Quick Lookup Standards Grades

Email Jessica's teachers

Exp	Last Week		This Week				Course	Q1	Q2	S1	Q3	Q4	S2	Y1	Absences		Tardies					
	M	T	W	H	F	M									T	W	H	F	Q1	17-18	Q1	17-18
	1(1-6)																					
2(1-6)															0	0	0	0				
3(1,4)	0	0	0	0				
3(2,5)	0	0	0	0				
3(3,6)	0	0	0	0				
4(1-6)															0	0	0	0				

NOTE: Anything that is blue is a link to more information.

5. By clicking on the **blue teacher's name**, you will be taken to your personal email program to send an email to the selected teacher.

6. By clicking on the **[i]** under the grading period, you will be taken to the course score detail page that shows daily scores, missing work, and additional information about each course.

Western World Cultures 6 Exp. 1(1-6) - McElhinney, Kristin

Teacher Comments:
Section Description:

PowerTeacher Pro Assignments

Due Date	Category	Assignment	Flags	Score	 
09/08/2017	Quiz	Reading Maps Quiz	 	--/1	View
	 MSSS.16 - Using Geographic Tools			--	
09/07/2017	Classwork	Reading a Map Center Activities		--	View
09/01/2017	Classwork	Chromebook Parent Sheet		--	
09/01/2017	Quiz	Latitude and Longitude Quiz	  	--	View
	 MSSS.16 - Using Geographic Tools			S	
08/31/2017	Classwork	Latitude & Longitude Crossword W.S.		--	
08/25/2017	Classwork	Paper Plate Activity	 	--	

NOTE: Anything that is blue is a link to more information.

Other information available on the Course Score Detail Page include:

Legend

1 - This final grade may include assignments that are not yet published, or may be the result of special weighting used by the teacher. Click to view additional information on special weighting.

Icons  - Standards |  - Has Description |  - Has Comment |  - Collected |  - Late |  - Missing |  - Exempt from Final Grade |  - Absent |  - Incomplete |  - Excluded

9. Let's go back to the **Standards tab**.

Quick Lookup Standards Grades

Show Standards with No Grades **Expand All** **Collapse All**

Current Sections

- ▼ 1(1-6) **Western World Cultures 6 - 17-18** McElhinney, Kristin

Standards	Q1	Q2	S1	Q3	Q4	S2	Y1
MSSS.00 World Cultures <i>(No Grade Collected)</i>							
MSSS.16 Using Geographic Tools	S		S				S
- ▶ 2(1-6) **Math 6 - 17-18** Gelhaus, Bill
- ▶ 3(1,4) **Art 6 - 17-18** Mathis, Katherine T
- ▶ 3(2,5) **Study Skills - 17-18** Olson, Jenni

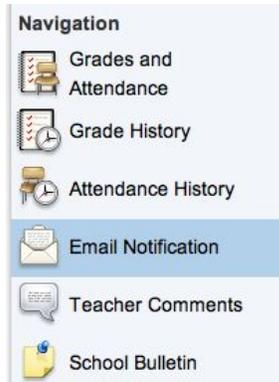
NOTE: Anything that is blue is a link to more information.

This screen will show you the current final standard score for each course. This is the information that will show up on a report card at the end of each quarter. This final standard score is calculated using the Mean (average) for assignment scores.

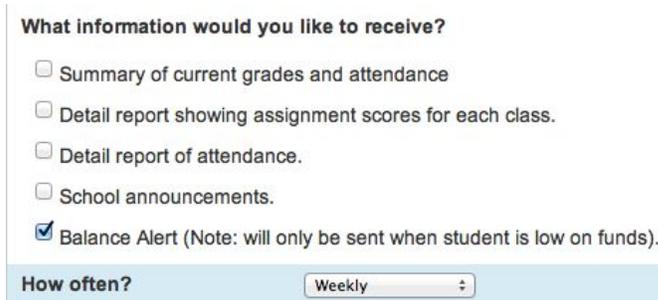
Grade Scale

Grades		Teacher Gradebook Values		
Grade *	Description	Teacher Scale	Cutoff % *	Grade Value *
E	Expert	<input checked="" type="checkbox"/>	90	100
S	Solid	<input checked="" type="checkbox"/>	80	85
C	Competent	<input checked="" type="checkbox"/>	70	75
N	Needs Relearning	<input checked="" type="checkbox"/>	40	45
I	Insufficient Evidence	<input checked="" type="checkbox"/>	0	0

11. You have the ability to sign up for **email alerts**. Go to the left hand menu on the home screen.



12. From here, you can select the content and the frequency of your email requests:

A screenshot of a web form for configuring email notifications. The form has a light blue header with the question "What information would you like to receive?". Below this are five radio button options: "Summary of current grades and attendance", "Detail report showing assignment scores for each class.", "Detail report of attendance.", "School announcements.", and "Balance Alert (Note: will only be sent when student is low on funds)." The "Balance Alert" option is selected with a checked checkbox. At the bottom of the form, there is a section labeled "How often?" with a dropdown menu currently set to "Weekly".

NOTE: This option will not provide assignment score detail within the email. The emails will give you a “heads up” that information has been updated. You will still need to login to the website for full details.

If you have any questions/concerns, please contact Ellen Gunderson or Sara Oswald at 319-643-5324.

