

Welcome to a new school year at St. Hubert! Below you will find the information needed for Parental Access to PowerSchool, our student information system, for this school year. The website location is: <http://sthubert.org:8080>. You must type in the http:// for the website to work correctly.


# PowerSchool

**Username**

**Password**


Forget your member name or password?


[Enter](#)


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[www.PearsonSchoolSystems.com](http://www.PearsonSchoolSystems.com)


Once logged on, PowerSchool automatically defaults to the **Grades and Attendance** page. You will find several icons to chose from at the top of the page.


**PowerSchool**


  
Grades and Attendance


  
Grades History


  
Attendance History

  
Email Notification

  
Teacher Comments

  
School Bulletin

  
Class Registration

  
My Calendars

**Grades and Attendance**

[View Standards Grades](#)

Attendance By Class																
Exp	Last Week					This Week					Course	T1	T2	T3	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F						
															0	0
	<b>Attendance Totals</b>															

Current Weighted GPA (T1):

[Show dropped classes also](#)

Attendance By Day																
Last Week					This Week					Absences		Tardies				
M	T	W	H	F	M	T	W	H	F	T1	YTD	T1	YTD			
										0	0	0	0			
<b>Attendance Totals</b>													0	0	0	0

•In the **Grades and Attendance** page and the **Grade History** page, you can click on your child's grade for a class, and it will take you to that class' specific assignments and scores. Anything in blue can be clicked on to bring you to a related screen. For example, to email a teacher, click on a teacher's name.



•Check your child's **Attendance History** by clicking on that icon at the top of the page.

•**Email Notification** allows you to choose the kind of information you would like emailed to you and how often you would like it sent to your email address.

### Email Notifications

What information would you like to receive?

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.)

How often? Once a week

Send now?

Email Address(es)

(separate multiple email addresses with commas)

[Submit](#)

If your child(ren) are in **Grades 5-8**, you may choose to have the **Summary of Current Grades and Attendance** emailed to you. **Please note that this feature is not used in Grades K-4, so those with students in K-4 will not need to check the box.** For students in Grades 5-8, you can also choose to have **Detailed Reports** showing all assignments and scores for each class sent to you. Please note that by choosing this, you will also get reports, showing no grades, from classes such as Music, Health, Art, Technology and Phy. Ed., that only enter a final grade at the end of a term.

**We have automatically signed you up to receive the School Bulletin once a week**, which means you will receive the Bulletin every Monday morning. Unfortunately, there is no way to get it emailed earlier than Monday. We will archive the Bulletin on the website ([www.sthubert.org/school](http://www.sthubert.org/school)).

If for some reason the School Bulletin is not automatically emailed to you, or you would prefer to read it in a different format, you will need your child's Username and Password information on the first page to access the weekly school news online or to check your child's grades, etc. The School Bulletin gets emailed in a slightly different format than if you go directly to PowerSchool to get it, but it has all the same information and links. You may also choose to have it sent more often.

**PLEASE DO NOT CHECK THE BALANCE ALERT BOX** in the Email Notification area! We **will not** be using this feature, and you will only receive confusing emails telling you that your child has no money in your child's account, even though you may have deposited some.

Enter your email address(es) where you want the Bulletin and/or Grades sent. You can enter multiple addresses as long as you separate them with a comma. Make sure to click on submit at the bottom of the screen when you are finished making your selections. **Please email any changes to your email address(es) to [colleen.hannigan@sthubert.org](mailto:colleen.hannigan@sthubert.org).** If you want to test the system, click in the **Send Now** box.



- Periodically, teachers may enter a comment regarding your child. You will find those comments by clicking on the **Teacher Comment** icon on the Main Page.
- Check out the **School Bulletin** page for weekly school news.
- Class Registration** is not available.
- My Calendars** operates in conjunction with iCal, a personal desktop calendar application. iCal runs on any Macintosh computer with Mac OS X v10.2.3 or later. It is recommended that you install Mac OS X v10.2.3 before downloading iCal. You can visit [iCal's](#) website to obtain a free download of iCal.

### **Utilizing PowerSchool Gradebook (Grades 5-8)**

Teachers will begin entering assignments on the day, or prior to the day, they are given. This will allow students to check PowerSchool for work missed on days they are absent, to verify their assignment notebook entries, assist them in reducing late/missing homework assignments, and should be instrumental in giving us one more home/school connection.

Please be aware of the following:

- ❖ Teachers will attempt to enter assignments on date given.
- ❖ The due date will be the date the student is expected to hand the work into the teacher.
- ❖ Due dates may change; but will only change if later than stated (i.e. a test may be moved further out but will not be given earlier).
- ❖ Point value may not be entered or may change --- often it is upon grading that the point value is assigned.
- ❖ If there are ( ), it means the assignment has not yet been graded by the teacher.
- ❖ Teachers are expected to enter scores within one week of the due date. Please realize items such as projects, research papers, and tests may sometimes take longer to grade depending on the nature of the material.
- ❖ There are times when a classroom activity or additional assignment may not be entered into PowerSchool. This should be the exception.

## **PowerSchool Expectations and Responsibilities**

### Student:

- Turn your work in on time, and work to the best of your ability.
- Check periodically for accuracy of scores and for missing work.
- Talk to the teacher if you have questions.
- Keep all work until you have verified it has been entered correctly.

### Teacher:

- Update PowerTeacher in a timely manner.
- Enter daily assignments within 48 hrs. – Test/Projects within 1 week.
- Any missing assignment will be listed as missing within 24 hrs of the due date.
- Post assignments as they are given with appropriate due date.
- Use standard codes
  - Counted as exempt  
( ), Pass, Excused
  - Counted as unrecorded  
Absent
  - Counted as zero  
Missing, No Credit
- Indicate late work with .1 added to the end of the score

### Parent:

- Assist student in remembering to check PowerSchool.
- Discuss entries, scores, assignments, and due dates with student.
- Share school bulletin items with student.

PowerSchool is a great tool. We continually strive to utilize it to its full potential and to better serve the needs of our students, parents, and staff.

If you have any questions, please email Colleen Hannigan, Assistant Principal, at [colleen.hannigan@sthubert.org](mailto:colleen.hannigan@sthubert.org) or 952-934-6003 ext. 317.