FAMILY CONNECT USER GUIDE 2014

PowerSchool Parent/Student Portal

South Brunswick School District

Family Connect Support Helpline: 732-798-2460

Family Connect Steering Committee 2014

Joanne Kerekes, Assistant Superintendent for Curriculum and Instruction

Suzanne Luck-Born, Director of Program Assessment and Data Management
Michael Moore, Student Information System Administrator
Patricia Gable, Assistant to Director of Program Assessment and Data Management
Aaron A. Bryan, Co-Director of Technology
Joseph Lee, Co-Director of Technology
Peter Varela, Principal, South Brunswick High School
Glenn Famous, Principal, Crossroads South Middle School
Mark Daniels, Principal, Crossroads North Middle School
Susana Nikitczuk, Assistant Principal, South Brunswick High School
Mark Kmiec, Assistant Principal, Crossroads North/South Middle School
Ann Jahr, Staff Developer for Technology
Diane Bollaci, Technology Coordinator, South Brunswick High School
Reginald Carlson, Technology Coordinator, Crossroads North/South MS
Anne Barringer, Administrative Secretary, C & I Department
Regina Barbely, Administrative Secretary, C & I Department
Laura Kuehner, Administrative Secretary, Technology Department
Rob Staats, PowerSchool Consultant

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Introduction

Welcome to PowerSchool. PowerSchool helps your school access and maintain student, staff, and schedule information. PowerSchool is a database application that runs on a server, which is the center of your student information system. PowerSchool uses the Internet to facilitate student information management and communication among school administrators, teachers, parents, and students.

Family Connect is a tool that is integrated into the PowerSchool Student Information System that is specifically developed for middle and high school parents and students.

Family Connect gives high school and middle school parents and students access to information including attendance, grades (both current and past), assignment descriptions, standardized test scores and graduation progress. Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can use their gradebook to give parents and students information on academic progress and attendance.

Family Connect is a secure system so please keep all of the information confidential.

<u>Getting Started</u>

To get started, you must log in to the South Brunswick Family Connect portal at
http://ps.sbschools.org/public

Password Information for Family Connect

Before you can log in to Family Connect, you will need your school's Family Connect URL, your username, and your password. They were sent to you via mail. This login and password will be used through graduation from high school. Do not discard. Please safeguard this information. If you have questions, contact the Family Connect Support Helpline at 732-798-2460.

Note: The Student and Parent each receive their own password. Do not use someone else's password or give your password to anyone else.

First Access to Family Connect
   IMPORTANT: The first time you access the system you need to create a Parent/Guardian Account.

1. Open your Web browser to your school's Family Connect URL at
    http://ps.sbschools.org/public

2. The Log In page appears.

3.   Click on **Parent Access.**

4.   Create a Parent/Guardian Account.
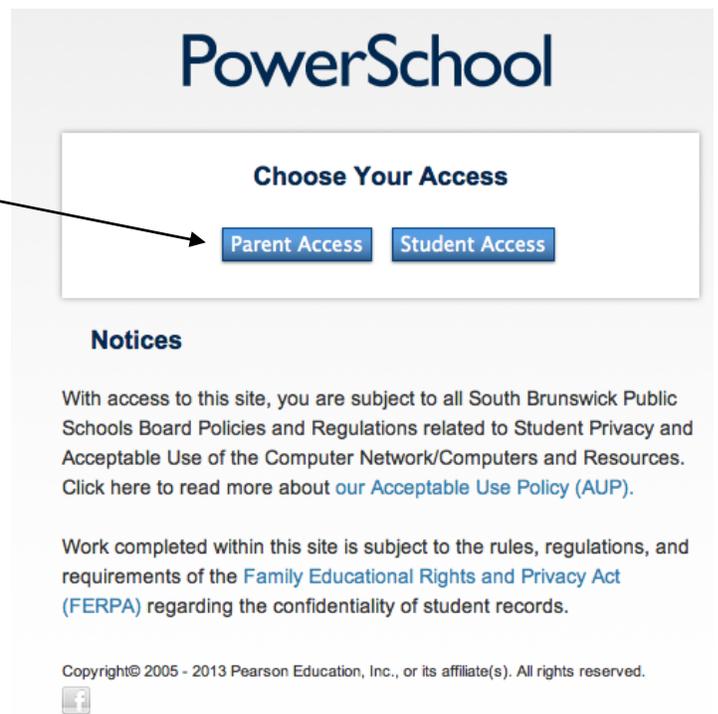
Create a Parent/Guardian Account

A parent/guardian account allows each parent/guardian to view the information for one or more students with a personal login. You can also manage your personal account preferences.

To create a parent/guardian account, enter the following information:

- **Name** – Your first and last name
- **E-mail** – Student notification and correspondence related to your parent/guardian account will be sent to this e-mail.
- **Desired Access ID** – Your Access ID is your unique PowerSchool identity. It cannot contain the @ sign or spaces.
- **Password** – Your password must be at least 6 characters long and is case sensitive.
- **Student Access Information** – Information for a minimum of one student, including the student name, Access ID, Access Password, and your relationship to the Student.

After you have created your account you need to sign in.

Login

After you have set up your account, enter your user name and password and click Submit.

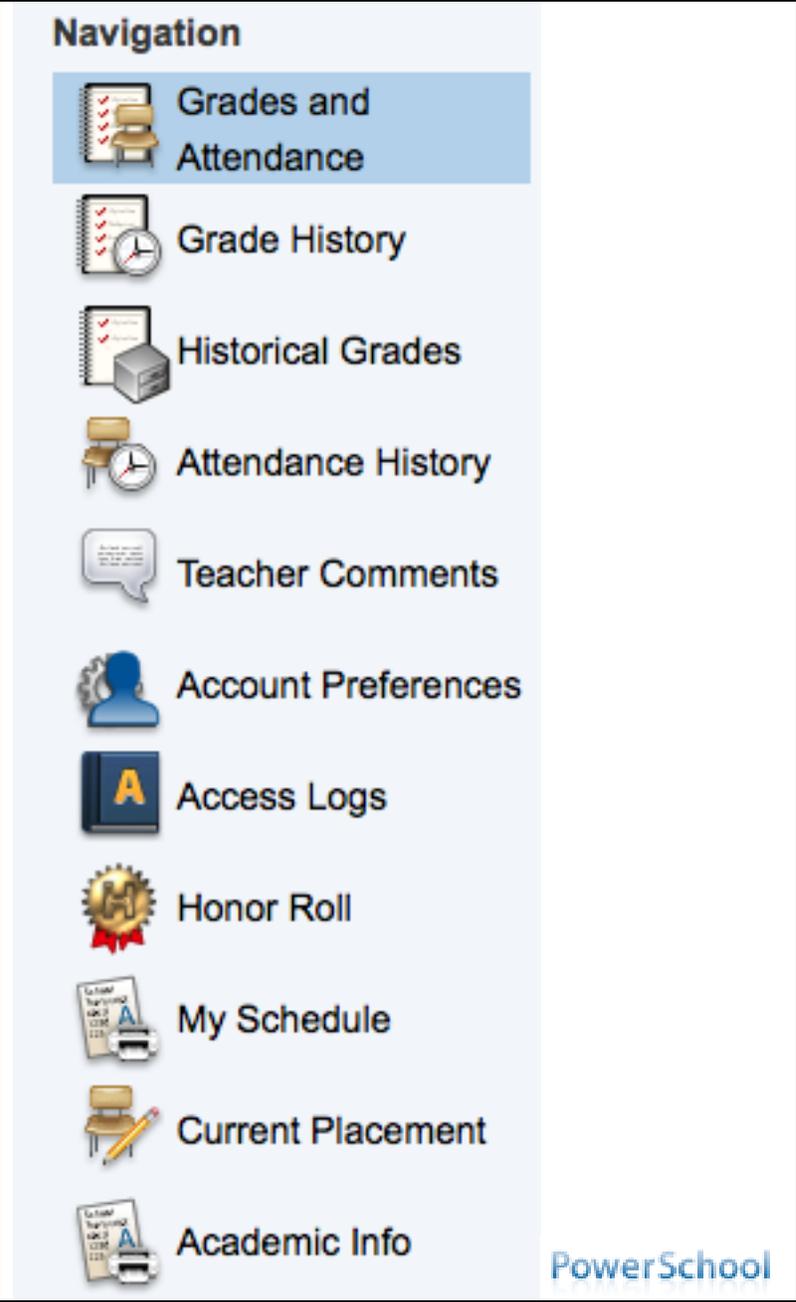If you need to retrieve your Access ID or Password, do so at the Login page by clicking on "Having Trouble Logging In."

Family Connect Start Page

When you log in to Family Connect, the start page appears. This page serves as the central point from which you begin your Family Connect session.

Navigation Menu

The navigation menu appears at the left side of the Family Connect start page, and is common to every page in the application. The navigation menu includes the following information:

Field	Description
Navigation Grades and Attendance Grade History Historical Grades Attendance History Teacher Comments Account Preferences Access Logs Honor Roll My Schedule Current Placement Academic Info PowerSchool	Click to return to start page.
Student name/s on tabs	The name/s of the student/s linked to your account.
Sign Out	Click to sign out of Family Connect. For more information, see *Quit Family Connect.*

Navigation Menu	Contains links to Family Connect functions. For more information, see *Navigation Menu*. Please note that not all of the features mentioned are activated for all students.

The Navigation Menu includes links to the following features:

	Description
Grades and Attendance	Click to view student grades and attendance for the current term. For more information, see *Grades and Attendance* on page 9.
Grade History	Click to view stored student grades for the current term. For more information, see *Grade History* on page 12.
Historical Grades	Click to view historical/stored student grades from the current year's completed courses (i.e. Trimester, Quarter, or Semester Course) and previous years. For more information, see *Historical Grades on* page 12.
Attendance History	Click to view attendance history for the current term. For more information, see *Attendance History* on page 12.
Teacher Comments	Click to view teacher comments. Teachers <u>may</u> post comments at the end of each quarter to report students' progress. For more information, see *Teacher Comments* on page 12.
Account Preferences	On the main menu click Account Preferences. The Account Preferences page provides you with the ability to manage your parent/guardian account information, including your name, user name, password, and e-mail address. In addition, you add any and all students for whom you have legal and parental rights to your account in order to view their information by way of your account. For more information, see *Account Preferences* on page 13.
Access Logs	Click to view a listing of all the dates and times the guardian account and/or the student account has been accessed and the length of each logged on session. For more

	information, see *Access Logs* on page 14.
Honor Roll	Click to view any GPA-based district/school Honor Roll awards the student may have earned. For more information, see *Honor Roll* on page 14.
My Schedule	Click to view the student schedule for the current year. For more information see *My Schedule* on page 15.
Current Placement	This displays student's current classes, course number and course name only. This icon is used mostly in June where student courses for the next school year are displayed. For more information, see *Current Placement* on page 15.
Academic Info	This page displays current courses in progress and any additional academic information. An example of this would be enrichment courses or programs. Student Activities are listed on this page. E.g. Sports teams and clubs. Additional options may be added as needed. For more information, see *Academic Info* on page 15.

Printer Icon

Each page in Family Connect displays a print icon at the top right of the page. Click this icon and a printer-friendly version of the page displays in a secondary browser window.

Work with the Navigation Menu

Read this section to help you understand the basics of working with the Navigation Menu.

Note: You do not need to complete the activities in any particular order, but you should be familiar with all of them.

Section Topics

Grades and Attendance	*Access Logs*
Grade History	*Honor Roll*
Historical Grades	*My Schedule*
Attendance History	*Test Scores*
Teacher Comments	*Current Placement*
Account Preferences	*Academic Info*

Grades and Attendance

Use this page to view the grades and attendance for the student in the current term. The legend at the bottom of the page displays the attendance and citizenship codes and their meanings.

Revised: May 2014
Adapted from 2005-2013 Pearson Education, Inc. or its affiliate(s).

How to View Grades and Attendance

1. On the navigation menu, click **Grades and Attendance**. The Grades and Attendance page appears.

2. To view attendance data for dropped classes, click **Show dropped classes also.**

3. To send an e-mail to a teacher, you can do one of the following:
   - Go to the Staff Directory at http://www.sbschools.org
   - Click on About Us -> District Staff for a listing of e-mail addresses.
   - If on a PC, right click on the teacher's name, copy and paste the address into your Web (mail) client (e.g. Gmail, Yahoo, Hotmail, etc).
   - If on a Mac, Control/click on the teacher's name, copy and paste address into your Web (mail) client.

4. To view grade details, click a grade in the term column. The Class Score Detail page appears.

   You can see the due date, category of the assignment and the score.

Sample High School Class Score Detail

Assignment Scores

Due Date	Category	Assignment	Codes	Score	%	Grd
09/08/2011	ES	Current Event Paper		24/30	80	B-
09/12/2011	HW	Govt Quote		10/10	100	A
09/14/2011	HW	Articles of Confed Worksheet		10/10	100	A

At the bottom of the page is a listing of the Codes.

✅ - Collected, 🔺 - Late, 🟧 - Missing, 🔷 - Score is exempt from final grade, ❌ - Assignment is not included in final grade

Special Weighting

To calculate the grades, some high school teachers use total points and some use weighted categories. An example of weighted categories follows:

Term Q1	Name	Weight %
Category Based	Homework/Classwork	10
Category Based	Tests/Quizzes	90

Sample Middle School Class Score Detail

Assignment Scores

Due Date	Category	Assignment	Codes	Score	%	Grd
09/14/2011	Class	Preparation grade		40/50	80	B
09/16/2011	HW	Signed parent letter		10/10	100	A+
09/21/2011	Class	Hispanic Heritage Month country poster		50/50	100	A+

At the bottom of the page is a listing of the Codes.

☑ - Collected, ▲ - Late, ■ - Missing, ◆ - Score is exempt from final grade, 🟠 - Assignment is not included in final grade

Special Weighting

To calculate the grades some middle school teachers use total points and some use weighted categories. An example of weighted categories follows:

Term T1	Name	Weight %
Category Based	Assessment	40
Category Based	Classwork	45
Category Based	Homework	15

If there is an assignment description available the Assignment appears in blue. Clicking on this will open the Assignment Description page.

Assignment Description

Teacher	
Course	Science
Assignment name	Homework 9/7- 10/2
Description	This encompasses several assignments

Use the browser **Back** button to return to the Grades and Attendance page.

5. To view the absences or tardies for the **selected class** during this term, click a number in the Attendance Totals row. For Middle and High School students/parents, the Dates of Attendance page displays all absences or tardies for that class.

6. To view the absences or tardies for **all classes** during this term, click a number in the Attendance Totals row. For Middle and High School students/parents, the Dates of Absence or Dates of Tardies page displays all absences or tardies for **all classes** during this term. Use the browser **Back** button to return to the Grades and Attendance page.

7. In the Attendance by Day section, click a number in the Absences or Tardies Column. Depending on your selection, the Dates of Attendance page displays the total absences or tardies for the semester or for the year-to-date.

Grade History

Use this page to view student grades for the current year and previous years. Select the school year tab.

How to View Grade History

1. On the navigation menu, click **Grade History**.   The Grade History page appears.

2. Click a grade in the % column.   The Class Score Detail page appears.

Historical Grades

Use this page to view historical/stored grades for completed courses from the current year and the previous years. The earned credits for high school courses will appear on this page.

How to View Historical Grades

1. On the navigation menu, click **Historical Grades**. The Historical Grades page appears.

2. Scroll through the list to view the grades. NOTE: You can print this page by clicking on the Print icon.

3. Clicking on the grade shows the Historical Grades Detail Page.

Attendance History

Middle and High School Students/Parents ~ Use this page to view the attendance record for the student in the current term. The legend at the bottom of the page displays the attendance codes and their meanings.

How to View Attendance History

Middle and High School Students/Parents ~ On the Navigation menu, click Attendance History. The **Attendance History** page displays the student's attendance record for the current term for each course by block.

Teacher Comments

Click to view teacher comments. Teachers may post comments at the end of each quarter to report students' progress. Parents are encouraged to check their student's grades and attendance on Family Connect regularly.

Account Preferences

How to Change your Account Preferences

Use this procedure to change the name, e-mail address, user name or password associated with your parent/guardian account.

1) On the navigation menu, Click **Account Preferences**. The Account Preferences – Profile page appears.
2) Click the **Profile** tab, if needed.
3) On the Profile tab, use the following form to enter information in the fields:

Edit User Name and Password by clicking on the **icon.**
Cancel and Save buttons appear shaded until information is entered.

4) Click **Save**. A confirmation message appears indicating your account is updated. Additionally, an account changes confirmation e-mail is sent to your e-mail address.
Note: If you change your e-mail address, the account changes confirmation e-mail is sent to both the old and new e-mail addresses.

Account Preferences

How to View Account Preferences

On the navigation menu click Account Preferences. The Account Preferences page provides you with the ability to manage your parent/guardian account information, including your name, user name, password, and e-mail address. In addition, you add any and all students for whom you have legal and parental rights to your account in order to view their information by way of your account.

How to Add a Student to Your Parent/Guardian Account
Use this procedure to add one or more students to your parent/guardian account. You will need your student(s) Access ID and Access Password. This information was mailed to your child/children. If you do not have this information or have questions, please contact your student's counselor or the Family Connect Support Desk 732-798-2460.

1) On the navigation menu, Click **Account Preferences**. The Account Preferences-Profile page appears.
2) Click the **Students** tab.
3) On the Students tab, click the **Add** icon to add a student to your parent/guardian account.
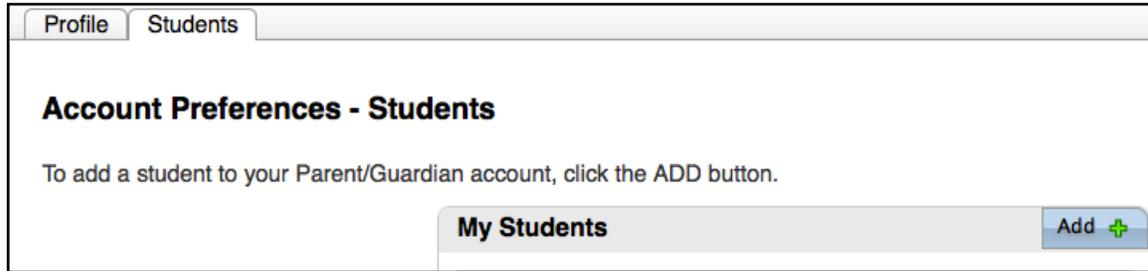
The Add Student dialog appears.
4) Use the following form to enter information in the applicable fields: Please note that student Access ID has 8 digits.

Click enter when you have completed entering information for your student or students.

5) Click **Submit.** The Add Student Dialog closes. The newly added student appears under My Students. Additionally, an account changes confirmation e-mail is sent to your e-mail address.
Note: To edit or remove a student associated to your account, contact your school's PowerSchool administrator.

Access Logs

Use this page to view a listing of all the dates and times the guardian account and/or the student account has been accessed and the length of each logged on session.

How to View Access Logs

On the navigation menu, click **Access Logs**. The Parent/Student Access Summary page displays all the dates and times the guardian account was used or the student account was used in the current school year and the length of each logged on session.

Honor Roll

Use this page to view any GPA-based district/school Honor Roll awards the student may have earned.

How to View Honor Roll

On the navigation menu, click **Honor Roll**. The Honor Roll page displays all Honor Roll listings that have been stored.

My Schedule

How to View My Schedule
On the navigation menu, click **My Schedule**. The current year schedule is displayed. This can be printed for reference.

Current Placement

How to View Current Placement
On the navigation menu click Current Placement. This page displays the Course Names and the Course Numbers of the current schedule. In June the student's future schedule, Course Names and Course Numbers only will be displayed here.

Academic Info

How to View Academic Info
On the navigation menu click Academic Info. This page displays the courses in progress and any additional information. An example of this would be enrichment courses or programs. A student's Activities, sports teams and clubs are listed on this page.

Quit Family Connect

When finished working in Family Connect, it is important to log out of the application by clicking Sign Out at the top right of the screen.

Note: If you are not actively working in Family Connect, your session may timeout. Idle time is 15 minutes. If the session expires you must enter your username and password again to redisplay the Family Connect start page.

NOTE: During the summer, student records are updated and access is limited.

Feel free to contact the South Brunswick Family Connect support team and we'll do our best to help you with your question(s). We can be reached the following way:

- *Support Helpline-732-798-2460*
- *9 am- 5 pm, Mon-Fri during normal school days; holidays/school closings we will not be available. Support will be open during the summer from 9 am-2 pm on weekdays*