

NEWARK PUBLIC SCHOOLS

PowerSchool Parent Portal User Guide



6/2014

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Introduction

Research shows that when parents are engaged, students become more active participants in the educational process, which helps mitigate problems, instills better study habits, and addresses issues as they arise – all of which are key factors in academic success. More than ever, parent/guardian involvement is critical to the academic success of their children.

Newark Public Schools is taking another important family engagement step by offering parents access to their children’s PowerSchool information over a secure internet connection, commonly referred to as the PowerSchool Parent Portal. By providing our parents/legal guardians a way to view student grades and attendance – and more – we are taking yet another step to promote student success.

PowerSchool’s Parent Portal provides parents/guardians real time access to information tied to your child(ren), such as attendance, grades, and future assignment descriptions. Parents/guardians will only be able to see information for their own child(ren) through the use of their own PowerSchool Parent Portal account. In addition, PowerSchool’s Parent Portal allows teachers and parents/guardians to communicate electronically so that information is shared on a regular, timely basis.

Access to the PowerSchool Parent Portal

You can access the **PowerSchool Parent Portal** from any computer with Internet access. Newark Public Schools’ PowerSchool Parent Portal can be accessed via the PowerSchool Parent Portal link on Newark Public Schools’ website or at: <http://sis.nps.k12.nj.us/public>. Internet-connected computers are available at your child’s school’s Parent Room, Computer Lab and/or Media Center, the Newark Public Library locations, and most other public libraries. In addition, the following community organizations have computers available for your use:

Babyland Family Services

Address: 755 So. Orange Ave., Newark, NJ 07106
Hours: Monday - Friday, 10:00 AM – 4:00 PM
Phone Number: 973-399-3400

NCC Family Success Resource Center

Address: 274 South Orange Avenue, Newark, NJ
Hours: Monday - Friday, 9:00 AM – 5:00 PM
Phone Number: 973-565-9500

Clinton Hill Community Resource Center

Address: 620 Clinton Avenue, Newark, NJ 07108
Hours: Monday – Friday, 9:00 am – 4:30 pm
Phone Number: 973-802-1002

North Ward Center

Address: 286 Mt. Prospect Ave., Newark, NJ 07104
Hours: Monday - Thursday, 8:30 AM - 8:00 PM
Friday, 8:30 AM - 5:00 PM
Phone Number: 973-485-5723

FOCUS

Address: 441-443 Broad St., Newark, NJ 07103
Hours: Monday - Friday, 8:30 AM - 4:30 PM
Phone Number: 973-624-2528

Salvation Army Grand Family Success Center

Address: 699 Springfield Avenue, Newark, NJ 07103
Hours: Wednesdays & Thursdays, 9:00AM - 3:00 PM
Phone Number: 973-373-5045 ext. 220

Creating a PowerSchool Parent Portal Account

To access the PowerSchool Parent Portal you will need to create 1 (one) account to access the information for all children you currently have enrolled in Newark Public Schools. Prior to creating your own account, you are required to:

- sign an [Acceptable Use of the Internet Policy](#) (signed at the beginning of each school year so that your child(ren) are able to use NPS’s computing facilities)
- sign a [PowerSchool Parent Portal Authorization Agreement](#) (you only have to sign 1 agreement for all children you have enrolled in Newark Public Schools, even if they attend different schools in Newark Public Schools)
- have an e-mail address
- obtain an Access ID and Password for each child you have enrolled in Newark Public Schools

Your child(ren)’s school’s Parent Liaison/Community Relations Specialist and/or Technology Coordinator can assist you with any of the above referenced items.



Login

User Name

Password

[Having trouble logging in?](#)

Create an Account

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)



Step 1: Access the PowerSchool Parent Portal at <http://sis.nps.k12.nj.us/public> (or via the PowerSchool Parent Portal link on Newark Public Schools’ website – See Appendix A). You will see the screen at the left.



Step 2: Scroll down to Create and Account. Click on Create Account.

Step 3: Enter the following information to create an account:

Create Parent/Guardian Account

First Name: Jane
 Last Name: Smith
 Email: jsmith@yahoo.com
 Desired User Name: jsmith123
 Password: [masked] Strong
 Re-enter Password: [masked]

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account

Student Name	Access ID	Access Password	Relationship
1. Mary	Parent Access ID from letter	[masked]	Mother, natural/adoptive
2. John	Parent Access ID from letter	[masked]	Mother, natural/adoptive
3.			-- Choose
4.			-- Choose
5.			-- Choose
6.			-- Choose
7.			-- Choose

Step 4: Click Enter to complete setting up your account.

enter

Once an account has been set up, you will receive the following message: *Congratulations! Your new Parent Account has been created. Enter your User Name and Password to begin using your new account.*

Please keep your User Name and Password confidential so only **you** can access the information. If at any time you feel your password has been compromised, please contact the Parent Liaison/Community Relations Specialist or Technology Coordinator at your child’s school.

Logging Into the PowerSchool Parent Portal

PowerSchool

Login

User Name: [input field]
 Password: [input field]
 Having trouble logging in?
 Submit

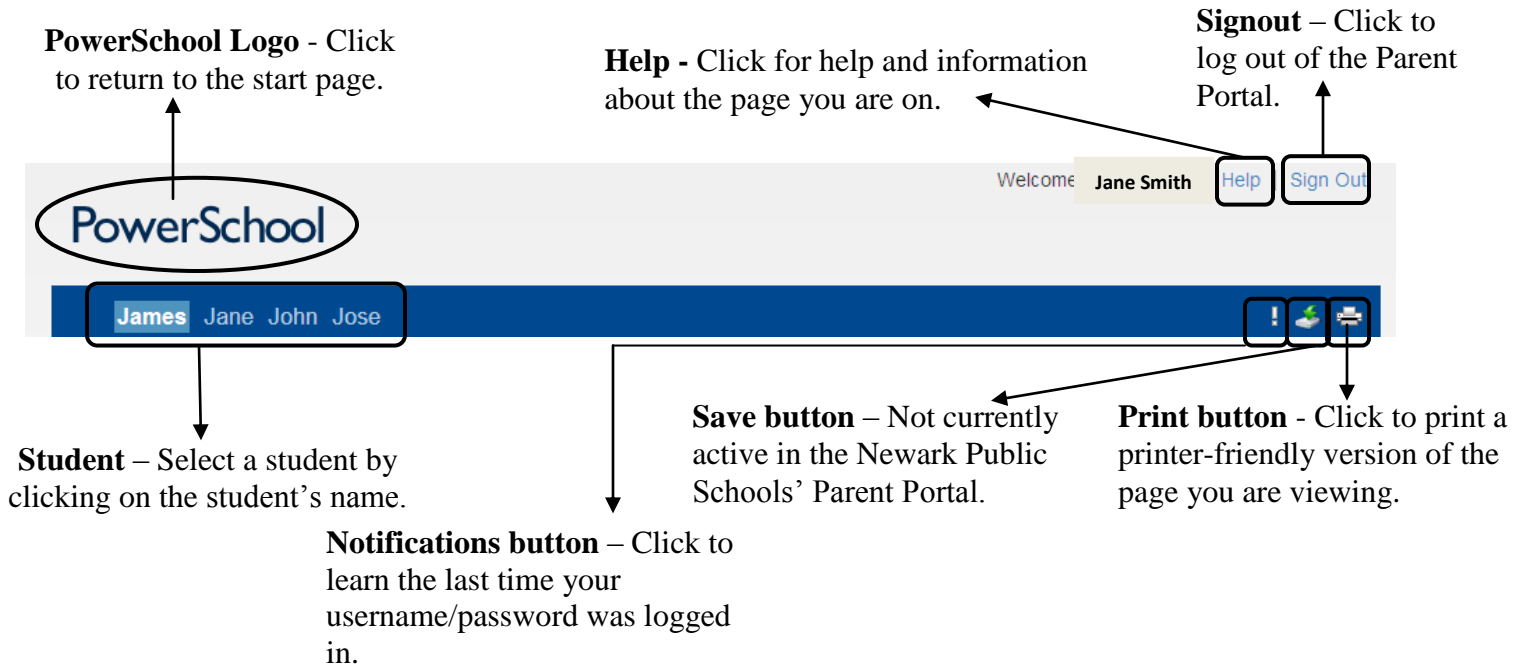
Step 1: Access the PowerSchool Parent Portal at <http://sis.nps.k12.nj.us/public> (or via the PowerSchool Parent Portal link on Newark Public Schools’ website – See Appendix A). You will see the screen at the left.

Step 2: Enter your User Name and Password; Click Submit.

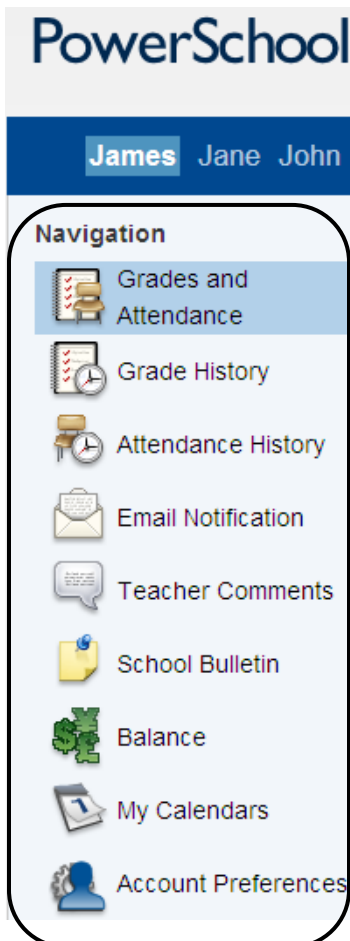
Navigating the PowerSchool Parent Portal

Navigation Bar

The following **Navigation Bar** appears at the top of every page in the PowerSchool Parent Portal:

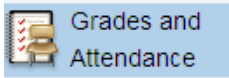


Navigation Menu



The **Navigation Menu** consists of different icons and includes links to the following features:

- **Grades and Attendance**
- **Grade History**
- **Attendance History**
- **Email Notification**
- **Teacher Comments**
- **School Bulletin**
- **Balance** (not currently active in the Newark Public Schools' PowerSchool Parent Portal)
- **My Calendars**
- **Account Preferences**



Grades and Attendance

The PowerSchool Parent Portal automatically opens to the **Grades and Attendance** Page. It is a quick lookup page which shows classes, attendance, teachers and grades which pull from the teacher grade books. Once grades start to appear under the terms, you may double-click the grade to see class assignments for the current school year. The legend at the bottom of the page displays the attendance codes and their meanings.

A snapshot of the last 2 weeks of attendance.

Grades and Attendance

Attendance By Class

Exp	Last Week					This Week					Course	Q1	Q2	Q3	Q4	F1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F								
1(A-B)	1	1	1	1	1	1	1	1	1	1	Social Justice and the Media Lockhart, Samuel	C 75	A+ 100	F 0	--	F 62	20	1

Click to show dropped classes.

Show dropped classes

Legend

Attendance Codes: Blank=Present | T=Tardy | 1=Full Day (or Period) Absence | 3=Excused Absence - Religious holiday | 5=Half Day Absence | 7=Home Instruction | 9=IEP Exempt from Attendance |

Citizenship Codes: N=Not used |

To view grade detail, click a grade in the term column. The **Class Score Detail** Page below will open and show a listing of assignments.

Class Score Detail:

Course	Teacher	Expression	Final Grade ¹
Social Justice and the Media	Lockhart, Samuel	1(A-B)	A+ 100%

Teacher Comments:

- 03 - Enthusiastic/Positive Attitude
- 04 - Actively Participates in Class

Section Description:

Due Date	Category	Assignment	Codes	Score	%	Grd
11/26/2012	Asmts	Persepolis roundtable		50/50	100	A+
12/06/2012	Asmts	Boys Don't Cry reflection		50/50	100	A+
12/14/2012	Asmts	La Haine discussion		50/50	100	A+
01/10/2013	Cwk	Skin Game notes		30/30	100	A+
02/01/2013	Asmts	Extra Credit		--		

To view attendance dates click on a number listed under Absences or Tardies. The **Dates of Attendance** Page below will open.

Dates of Attendance:

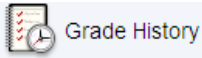
Dates of all absences for Social Justice and the Media Exp. 1(A-B) (SS62311.5) for S2:

1. 02/06/2013 - 1
2. 02/13/2013 - 1
3. 02/14/2013 - 1

Dates of Attendance:

Dates of all tardies for Social Justice and the Media Exp. 1(A-B) (SS62311.5) for S2:

1. 02/26/2013 - T



Grade History

The **Grade History** Page displays information about a student’s quarter and semester grades for the current term. As with the **Grades and Attendance** Page, clicking the grade in the % column will open the **Class Score Detail** Page seen below.

Class Score Detail:

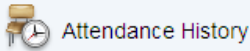
Course	Teacher	Expression	Final Grade ¹
Social Justice and the Media	Lockhart, Samuel	1(A-B)	A+ 100%

Teacher Comments:

- 03 - Enthusiastic/Positive Attitude
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01/10/2013	Cwk	Skin Game notes		30/30	100	A+
02/01/2013	Asmts	Extra Credit		--		



Attendance History

The **Attendance History** Page displays information about a student’s attendance record for the current term. The legend at the bottom of the page displays the attendance codes and their meanings.

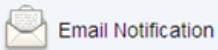
Meeting Attendance History:

Course	Expression	2/4-2/8			2/11-2/15			2/18-2/22			2/25-3/1			3/4-3/8			3/11-3/15			3/18-3/22											
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F					
Social Justice and the Media Lockhart, Samuel 402 E: 09/06/2012 L: 06/29/2013	1(A-B)	-	-	1				1	1	-	1	1	1	1	T	1	1	1	1				1	1	1	1	1	1	1	1	1

Legend

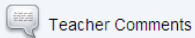
Attendance Codes: Blank=Present | T=Tardy | 1=Full Day (or Period) Absence | 3=Excused Absence - Religious holiday | 5=Half Day Absence | 7=Home Instruction | 9=IEP Exempt from Attendance |

Citizenship Codes: N=Not used |



Email Notification

The **Email Notification** Page is not currently active in the Newark Public Schools’ PowerSchool Parent Portal.



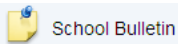
Teacher Comments

The **Teacher Comments** Page shows any comments that teachers have entered regarding a student such as the student's achievement or behavior.

Teacher Comments:

Reporting Term Q3

Exp.	Course #	Course	Teacher	Comment
1(A)	PE10201	Health II	Lanza, Victoria	15 - Poor Quiz/Test Performance 11 - Excessively Late
HR(A)	HROOMZ0	Homeroom	Collier, Marshall	
2(A)	EN10211	English II	Collier, Marshall	04 - Actively Participates in Class 05 - Courteous and Cooperative



School Bulletin

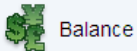
The **School Bulletin** Page serves as your school's "message board" whereby your school can post a variety of information for you to view.

View School Bulletin ✕

West Side High School Bulletin for Friday, March 22, 2013

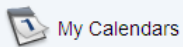
No bulletin items were found for this date.

View other dates: [📅](#)



Balance

The **Balance** Page is not currently active in the Newark Public Schools' PowerSchool Parent Portal.



My Calendars

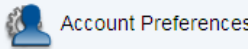
My Calendars is a tool to help parents and students stay on top of daily events and better manage their time. My Calendars operates in conjunction with iCalendar, a personal desktop calendar application, whereby you can subscribe to and receive information about class assignments, assignment scores, final grades, and school events.


In order to use My Calendars, you must first have installed a personal desktop calendar application on your computer that supports the iCalendar standard, such as iCal for Macintosh, Windows Calendar for Windows Vista or Microsoft Outlook.

Each of the calendars you subscribe to appear in the Calendars section of iCal. Note the colored checkbox next to each calendar. If the checkbox next to a calendar is selected, the information contained within that calendar displays within the calendar view as the color of the checkbox.

To view information about an item in the calendar view, click the item and information about the item appears in the Info drawer. If you have subscribed to any of the homework calendars, outstanding assignments appear as items on your student's To Do by Priority list. Click any of the items to view information about that item in the Info drawer.

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 email address. In addition, you can 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. To add additional students to this account you will need to know the students Access ID and Access Password. Edit user name and password by clicking on the  icon.

Profile **Students**

Account Preferences - Profile

If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

First Name:	<input type="text" value="Kathy"/>
Last Name:	<input type="text" value="Türk"/>
Email:	<input type="text" value="kturk@nps.k12.nj.us"/>
Select Language	Select a Language
Username:	kturk
Current Password:	*****

Currently, English is the only language supported in the Newark Public Schools' PowerSchool Parent Portal.

Add Another Student

To add another student to your account, you must have the Access ID and Access Password for that student. Click the 'Students' tab:

Profile **Students**

Account Preferences - Profile

Click the 'Add' button:

Profile **Students**

Account Preferences - Students

To add a student to your Parent account, click the ADD button.

My Students	<input type="button" value="Add +"/>
-------------	--------------------------------------

Enter your student's name, Access ID, Access password and your relationship. Click 'Submit':

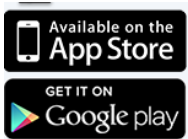
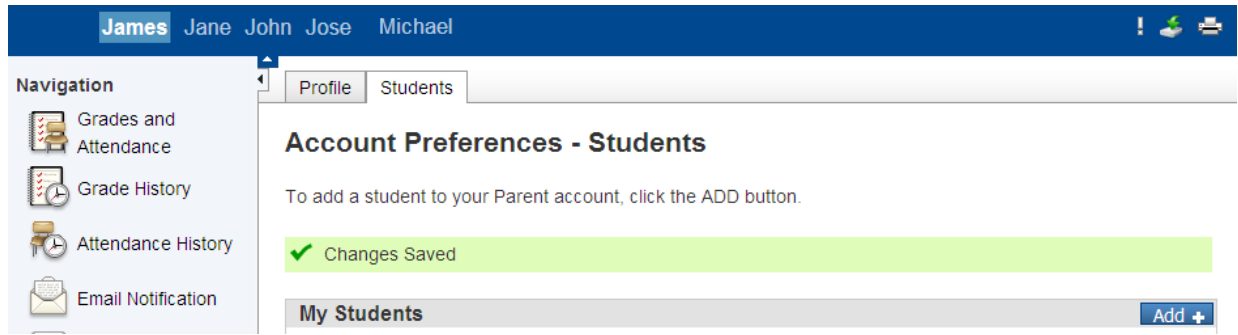
Navigation: Grades and Attendance, **Add Student**

Profile **Students**

Account Preferences - Students

Student Name	Access ID	Access Password	Relationship
<input type="text" value="Michael"/>	<input type="text" value="Access ID from Letter"/>	<input type="text" value="*****"/>	<input type="text" value="Mother"/>

You will see that your changes were saved successfully, and you will now see the name of the added student to the right of your other students:



PowerSchool for Parents App

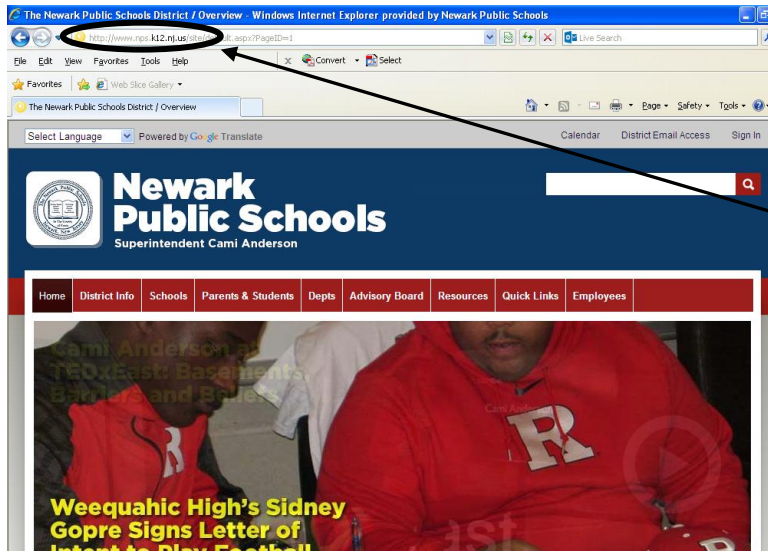
The **PowerSchool for Parents App** is not currently active in the Newark Public Schools' PowerSchool Parent Portal.

Signing Out of the PowerSchool Parent Portal

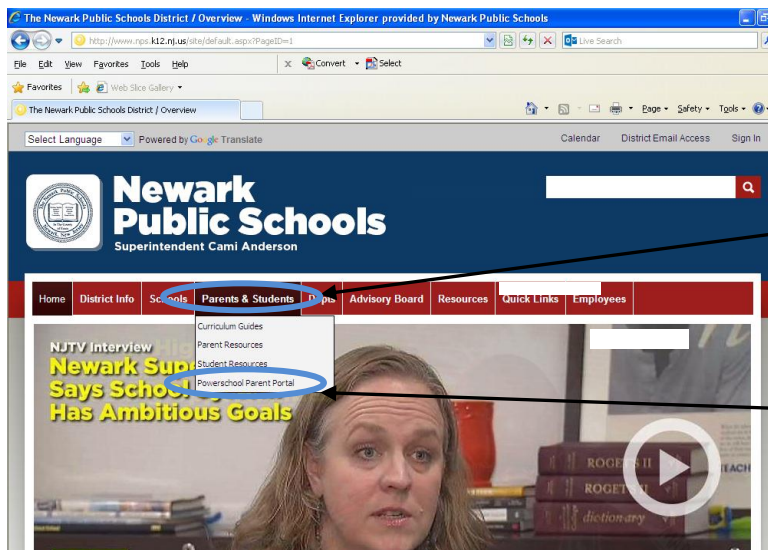
When finished working in the PowerSchool Parent Portal, it is important to sign out of the application. You can sign out of the PowerSchool Parent Portal from any page in the application. To sign out, click [Sign Out](#) in the upper right corner of the screen.

NOTE: If you are not actively working in the PowerSchool Parent Portal, your session may timeout. If so, you need to log in again.

APPENDIX A - Accessing the PowerSchool Parent Portal via the Newark Public Schools Website

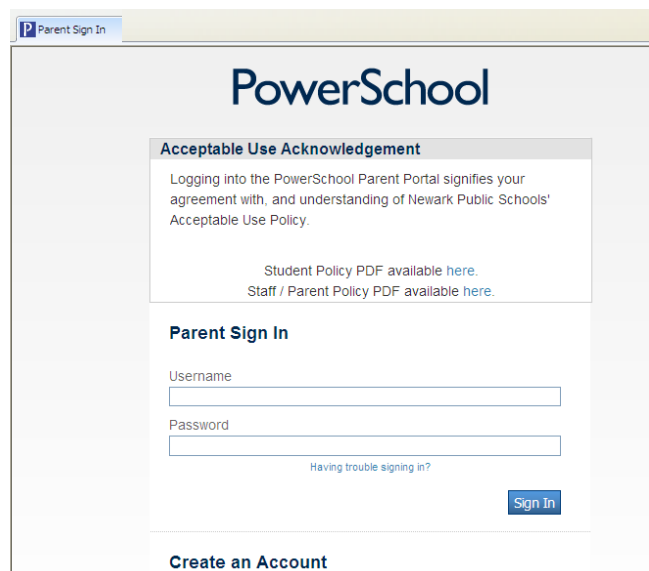


Step 1: Access the Newark Public Schools website at www.nps.k12.nj.us. You will see the screen to the left.



Step 2: Click “Parents and Students”. You will see the corresponding drop-down.

Step 3: Click “PowerSchool Parent Portal”.



You are now at the PowerSchool Parent Portal home page.