

# Quick Reference Guide

**Please remember we will not send home report cards or progress reports.  
You will find your son's grades on PowerSchool.**

PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, and even personal messages from the teacher.

Open your web browser to your school's PowerSchool Parent Portal URL: <http://powerschool.cadets.com>

Enter your username in the first field.

Enter your password in the second field.

\*\*The characters appear as asterisks (\*) to ensure greater security when you log in. If you do not have your parent username and password please contact [cloufek@cadets.com](mailto:cloufek@cadets.com) through your private e-mail account.

Click Enter. The PowerSchool Parent Portal start page appears

When you log in to PowerSchool Parent Portal, the start page appears. This page serves as the central point from which you begin your PowerSchool Parent Portal session. The PowerSchool Parent Portal start page consists of the following main areas:

- Navigation bar
- Main menu
- Printer Icon

## Navigation Bar

The navigation bar appears at the top of the PowerSchool Parent Portal start page, and is common to every page in the application. The navigation bar includes the following information:

*[PowerSchool Logo]* Click to return to the start page.

*[Student]* The name of the student.

*[School/District]* The name of the student's school and school district.

*[Logout]* Click to log out of PowerSchool Parent Portal.

*[Main Menu]* Contains links to PowerSchool Parent Portal functions.

## Main Menu

The main menu consists of several icons within the navigation bar and includes links to the following features:

*[Grades and Attendance]* Click to view student grades and attendance for the current term.

*[Grades History]* Click to view student grades for the previous term.

*[Attendance History]* Click to view attendance history for the current term.

*[Email Notification]* Click to set the e-mail notifications you can receive on a regular basis.

*[Teacher Comments]* Click to view any teacher comments.

*[School Bulletin]* Click to view the current school bulletin.

*[Class Registration]* Click to register for classes and view course requests.

*[Balance]* **WE DO NOT USE THIS FEATURE**

*[My Calendars]* **Click to subscribe to specific homework and event calendars. You must have a Macintosh with iCal to use this feature. WE DO NOT USE THIS FEATURE**

## Printer Icon

Several pages in PowerSchool Parent Portal display a print icon at the bottom of the page. Click this icon and a printer-friendly version of the page displays in a secondary browser window.

## Some Highlights of the Program

### To View Grades and Attendance

1. On the main menu, click Grades and Attendance.
2. To send e-mail to a teacher, click the name of the teacher.  
*Note:* To use this function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send messages.
3. To view grade details, click a grade in the term column. The Class Score Detail page appears.
4. To view assignment details, click an assignment under the Assignment column. The Assignment Description page appears. 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 Absences or Tardies column.

### E-mail Notifications

If you wish to receive information about your student's grades, attendance, and assignment scores, use this page to set up your e-mail preferences. You can specify which information you would like to receive, how often you would like to receive the information, and how often you would like to receive e-mail.

1. On the main menu, click Email Notification.
2. Use the following table to enter information in the fields:

*What information would you like to receive?*

Specify which information you would like to receive by selecting the appropriate checkboxes:

- Summary of current grades and attendance
- Detailed reports showing all assignment scores for each class
- Detailed report of attendance
- School announcements
- Balance Alert (**We do not use this**)

*How often?*

Use the pop-up menu to specify how often you would like to receive the e-mail messages selected above.

*Send now?*

Select this checkbox to immediately send the e-mail messages selected above.

*E-mail Address(es)*

Enter the e-mail address(es) to which you want the system to send the e-mail messages selected above. Separate multiple addresses with commas.

3. Click Submit. The Changes Recorded page appears.

### Teacher Comments

Use this page to view any comments that teachers entered regarding items such as the student's achievement or behavior.

1. On the main menu, click Teacher Comments.
2. To open an e-mail message to send to a teacher, click the teacher's name.

*Note:* To use the e-mail function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send e-mail messages.

**Note: If a word or number is the color blue it is most likely a link to more information.**