



Armada Area Schools

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Amada Area School Parents,

The new single sign-on Parent Portal is up and running. You are now able to attach all of your students to an account that you have created. We would like to go over some new features pertaining to the Progress Report that is available to you.

When you log into the portal, with the account you have created, there is an icon for “email notifications.” Below is the information page that appears when you click on the icon:

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?

If you choose “Summary of current grades and attendance” you will receive one email with all the class grades in it. This is a progress report for your student at the present time.

If you choose “Detailed reports showing all assignment scores for each class” or “Detailed report of attendance” you will receive multiple emails, one for each teacher and class your student has. This is also a progress report for your student at the present time.

The School announcements and Balance Alerts are not set up at this time.

You will also have the choice of how often you would like to receive these emails. Please indicate your choice so the emails can be sent.

Once you have started receiving the emails please remember that the system is generating these, not the teachers. If you respond to the system generated email you will be notified that the mailbox is not monitored. Please email the teacher directly with any concerns you may have.

If you have any questions, please contact your school office.

Thank you,

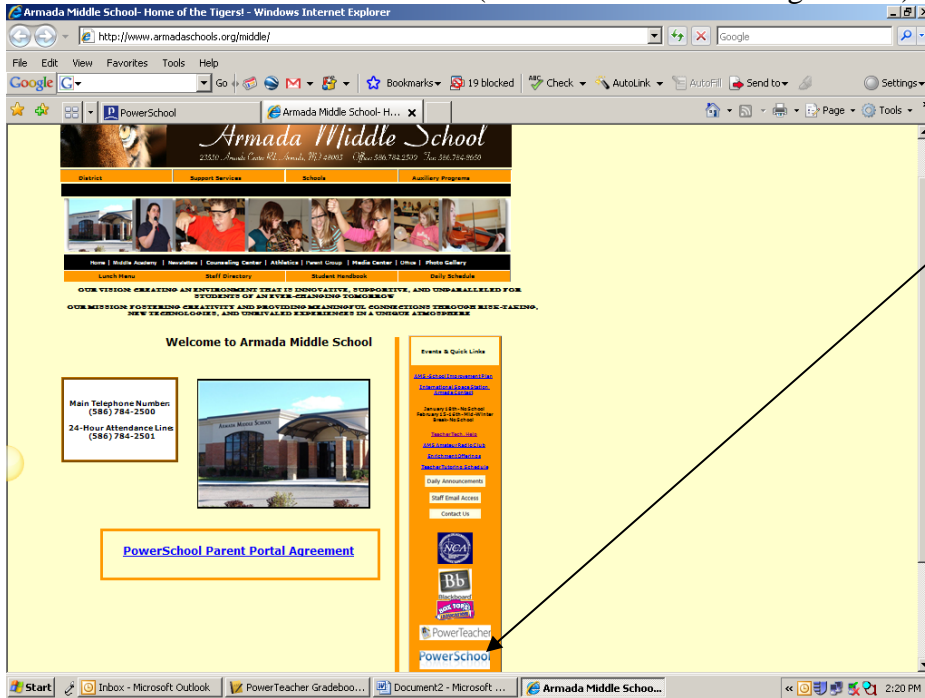
Armada Area Schools

“Over 100 years of caring”

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Michigan Relay Center 1-800-649-3777 (Voice and TDD)*

Parent Portal Tutorial

1. Go to the middle school website (www.armadaschools.org/middle) and click on the PowerSchool tab.



2. This will take you to the PowerSchool parent portal. Log in using your user name and password.

3. Your child's home page will look similar to this:

Grades and Attendance

Exp	Last Week					This Week					Course	T1	T2	T3	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F						
0(A)	HBB SEATON, ANDREA	CR S	CR S	--	0	0
1(A)	SPANISH 8 SEATON, ANDREA	B- S	B- S	--	0	0
0(B)	HB 8B SEATON, ANDREA		--	--	2	0
1(B)	SPANISH 8B SEATON, ANDREA		--	--	2	0
2(A)	OFC	.	.	PE 8 HURD, LANE	A S	A S	--	1	0
2(B)	PE 8B HURD, LANE		--	--	2	0
3-4(A)	A A	.	.	P-ALGB REJC, HEATHER	D O	B- O	--	4	0
3-4(B)	SSB FINKBEINER, CHAD	B S	C- S	--	4	0
5(A)	RICH8-9 MARKEY, KAREN		B S	--	2	0
5(B)	RICH8-7 TOKARSKI, STEPHANIE		A S	--	2	0
6(A)	A	.	.	RICH8-10 REJC, HEATHER		A C	--	2	0

4. This will list your child's **absences** for the last two weeks, including tardies, current schedule and his/her current/past **grades**.

Anything Blue is a link for more information.

5. If you click on a teacher name it will open up your default e-mail program, which will allow you to email the teacher.

6. If you click on the number under absences for a class it will list the dates.

7. If you click on a student's grade it will bring up the teacher grade book for your child. You will see a list of assignments and your child's score. See example below.

Class Score Detail

Course	Teacher	Expression	Final Grade ¹
LAS		7-8(A)	A

Teacher Comments: Good Effort and Participation
Section Description: Blackboard

Due Date	Category	Assignment	Codes	Score	Grd
11/30/2009	HW	Tradition/Memory paper q's		10/10	A
12/02/2009	classwk	No "L" spelling	L	10/10	A
12/02/2009	classwk	Gratitude Journal		50/50	A
12/02/2009	classwk	Extra credit	M	10	
12/10/2009	PROJ	Memory/Traditions Booklet		94/100	A
01/08/2010	classwk	Year in Review		13/15	B
01/13/2010	HW	Descriptive Paragraph		19/20	A
01/18/2010	classwk	White Fang Reading Grade Week 1		20/20	A
01/26/2010	QZ	Word Usage Quiz		20/20	A
01/28/2010	classwk	reading group questions	EX	7/10	C-
02/01/2010	classwk	Usage Notes		20/20	A
02/02/2010	classwk	Reading/Discussion Grade		20/20	A
02/04/2010	classwk	chapters nine-eleven questions White Fang		--/10	
02/14/2010	PROJ	Project		--/100	

Grades last updated on 2/2/2010

✔ - Collected,
 L - Late,
 M - Missing,
 EX - Score is exempt from final grade,
 W - Assignment is not included in final grade

8. If you see a colored box next to the assignment list check the key for codes on the bottom of the page.
9. If an assignment is blue and you click on the link (assignment name, in blue) it will bring up a description of the assignment. Ex. If you were to click on the word "project" it would bring up a screen that looked similar to this:

Assignment Description

Teacher	
Course	
Assignment name	Project
Description	Students are starting White Fang project-- due in two weeks. Please see Blackboard for details. Blackboard

10. This would give you a description of the project and possibly link you to a site for more information. If you see any words in blue like [Blackboard](#), it would mean this is a link. If you click on the word blackboard it would open a window that would take you directly to the Blackboard site.

11. If a student score is blue that means that the teacher has placed a comment about the assignment for you to read. If you click on the blue score a pop-up window will appear with further information. See Ex. below.



12. **Grade History tab-** will give you a screen that list previous term(s) grades and citizenship grades.

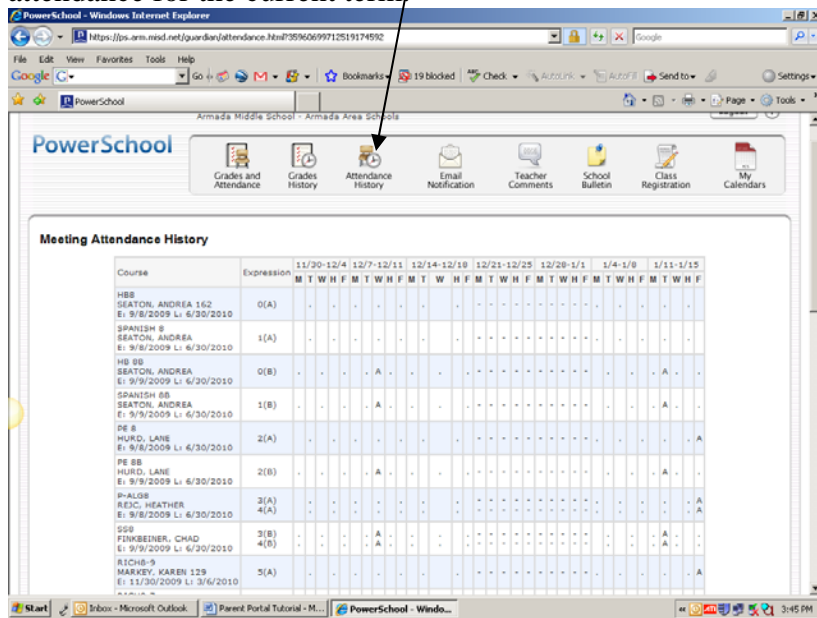
Grade History

Course	Grade	%	Cit	Hrs
HB 8B		0		0
H8B	CR	0	S	0.333
LAB	A	96	S	0.333
P-ALG8	D	66	O	0.333
PE 8	A	93	S	0.333
RICH8-1	A-	92	O	1
RICH8-2	B	86	O	1
RICH8-3	A	94	S	1
RICH8-4	A	94	S	1
SCI8	B+	89.17	S	0.333
SPANISH 8	B-	82	S	0.333
SS8	B	86	S	0.333

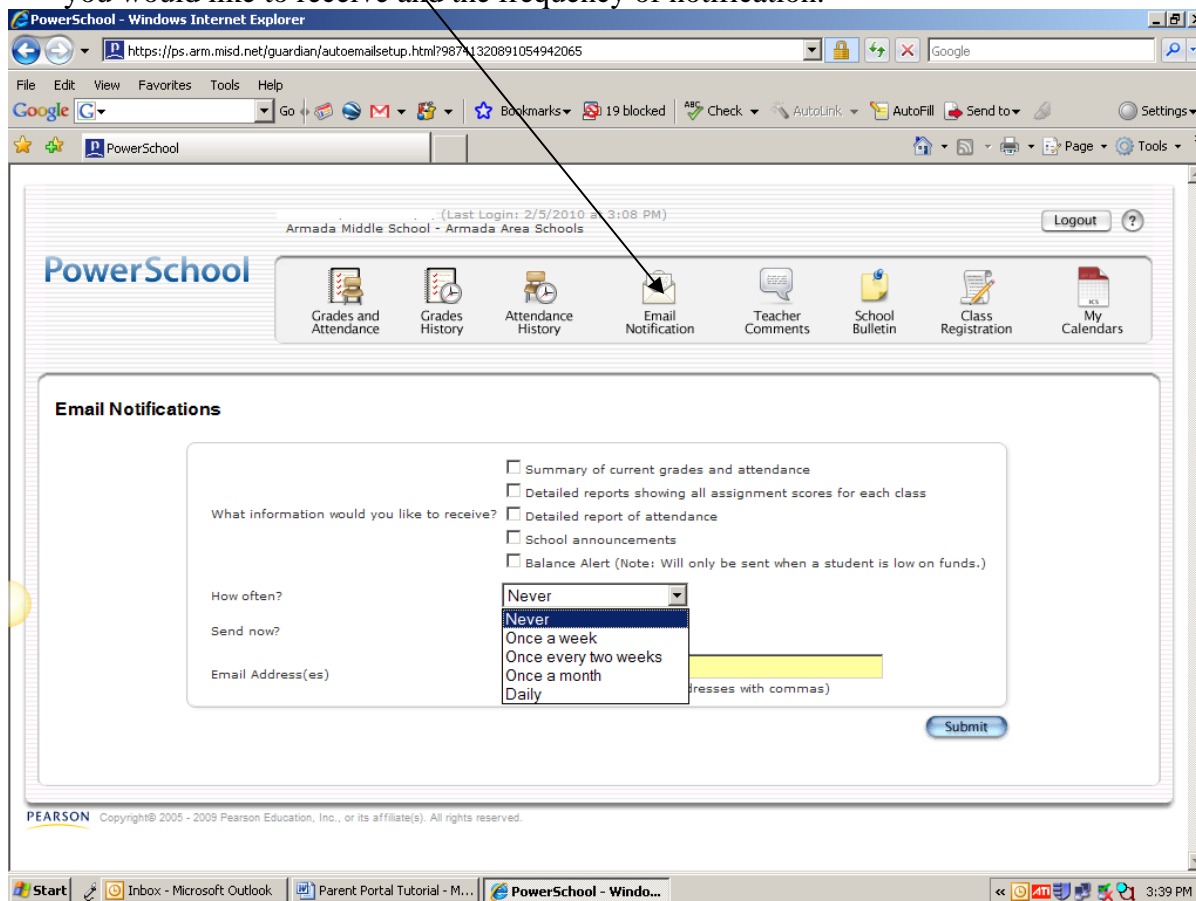
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Print Page

13. **Attendance History tab**- will give you a page that looks similar to this. This list's your students attendance for the current term!



14. **E-Mail Notification tab**- This tab will allow you, as a parent to set up what type of e-mail notifications you would like to receive and the frequency of notification.



15. Check the boxes you wish to receive, enter the frequency and your current e-mail address(es) and click submit. E-mail notifications will automatically be sent to you at the frequency requested.

Please note: We currently are not using School announcements or Balance Alert at the middle school. Teachers have one week to post grades and in the event of large writing assignments and projects, that time will be extended. Grade concerns should first be addressed in a conversation with your child. A discussion can then be directed to the student's teacher by phone or e-mail, if necessary.