# <u>Welcome to the Holmdel Board of Education PowerSchool Parent's Portal</u>

This guide will detail the basic steps you will need to access your child's current academic status. With your internet browser* you can access this data from anywhere, 24 hours a day!

Note: **While technical support is not available by phone, you can e-mail your issue to**
PowerSchool@holmdelschools.org

1. **Open your computer's internet browser. Type in https://powerschool.holmdelschools.org/public/ in the URL** *Address* **field and press ENTER.**
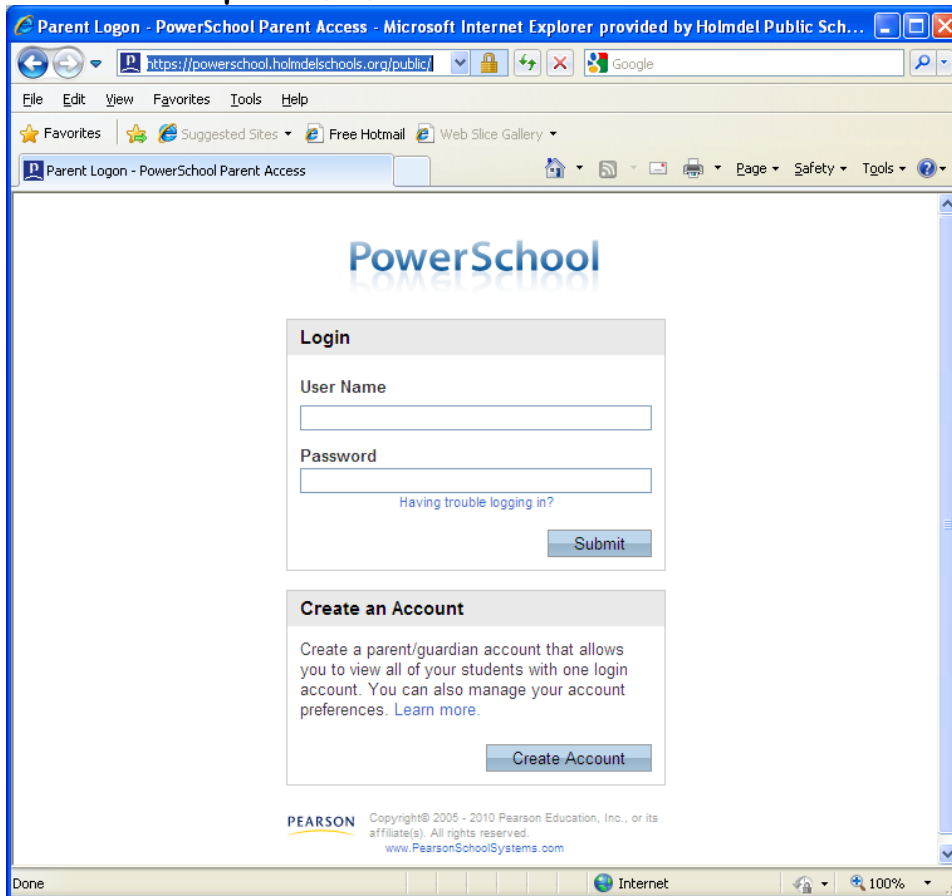
2. Once at the PowerSchool website, select Create an Account

This is where you will fill in the top portion with your information and link the student with the Access ID and Password you received

3. *Then Click* Enter **button.**

4. You will now be at your child's *Grades and Attendance* page. Here you will see the PowerSchool toolbar. It will be your main navigation point for all the information available to you within the portal.
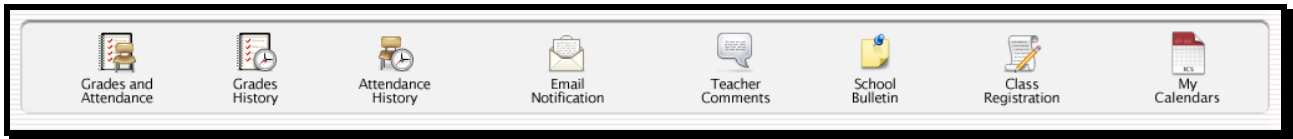
5. At *Grades and Attendance* you will be able to see your child's grades and attendance. As with the other PowerSchool pages you will be able to log out of PowerSchool by clicking on the [Logout] button.

Your child's name will appear here
William R. Satz Middle School - Holmdel Twp. Public School District

[Logout]

PowerSchool

Grades and Attendance | Grades History | Attendance History | Email Notification | Teacher Comments | School Bulletin | Class Registration | My Calendars

Grades and Attendance

Attendance By Class

Exp	Last Week M	T	W	H	F	This Week M	T	W	H	F	Course	Q1	Q2	Absences	Tardies
1-2(A)											Math 7D Turco, David	C 71 P	C 76 P	0	0
3(A)											Study/Res.-7 Aleksandrich, Kimberly	A 90 P	0 P	0	0
4(A)											Lunch Staff, CMS			0	0
5(A)											Sci 7 Albert, Jessica	D 61 P	F 58 P	0	0
6(A)											U. S. History Moszkowski, Kurt	C 77 P	A 100 P	0	0
7-8(A)											Lang Arts 7D James, Louisa	C 72 P	C 75 P	0	0
9(A)											P. E. 7 Gruskowski, Douglas	A 100 P	0 P	0	0
													Attendance Totals	**0**	**0**

Current Simple GPA (Q1): 0.000

Show dropped classes also

Attendance By Day

	Last Week M T W H F	This Week M T W H F	Absences Q2	YTD	Tardies Q2	YTD
			0	0	0	0
Attendance Totals			**0**	**0**	**0**	**0**

Legend
Attendance Codes: Blank=Present | 1=Absent | L=Late to school | T=Tardy | O=Out of school suspension | M=Medical excused | Q=Parent excused | F=Field trip | D=Death in Family | K=Court | N=Nurses office | E=Excused Tardy | H=Home Instruction | I=In school suspension | S=Testing | V=Vo-Tech | 7=Home Instruction | 4=KIV | 5=Nurse-Sent student home | 6=Guidance Office | 3=Principal's Office | 2=Vice-Principal's Office |

Citizenship Codes: P=Passing | D=Danger of Failing | F=Failing | M=Medical |

Print Page

6. While in *Grades and Attendance* you can click on a teacher's name to send an email to your child's teacher using your default email client.

William R. Satz Middle School - Holmdel Twp. Public School District

Grades and Attendance | Grades History | Attendance History | Email Notification

dance

	Last Week T	W	H	F	This Week M	T	W	H	F	Course
										Math 7D Turco, David
										Study/Res.-7 Aleksandrich, Kimberly
										Lunch Staff, CMS

3

Note: if you do not have a default email client set up on your PC, you can right-click on the teacher's name and select *Copy Shortcut*. Then create an email as you normally would, right-click in the *To:* field and then select *Paste*. Simply delete the *mailto:* portion of the text and you will be left with the teacher's email address.

7. **Your child's grades are listed on the *Grades and Attendance* page by teacher for each marking period, including the current period.**

Here, you can click on a particular grade that your child has earned. This will then take you to the *Class Score Detail* page.

8. **On this page you will be able to see all the factors used in the calculation of your child's grade.**

Some assignments will appear as a blue link. Clicking this will give you the assignment's description.

9. Clicking on the **button will take you to the** *Grades History* **page. Here you will be able to see your child's grades for completed marking periods.**

By clicking on a course's grade percentage you will be taken to the aforementioned *Class Score Detail* **page (see step 7, above).**

10. Clicking on the ![Attendance History] **button will take you to the *Meeting Attendance History* page.**

Meeting Attendance History

Course	Expression	11/13-11/17 M T W H F	11/20-11/24 M T W H F	11/27-12/1 M T W H F	12/4-12/8 M T W H F	12/11-12/15 M T W H F	12/18-12/22 M T W H F
Math 7D Turco, David 135 E: 9/6/2006 L: 6/24/2007	1(A) 2(A)	- -		- - - -			
Study/Res.-7 Aleksandrich, Kimberly 211 E: 9/6/2006 L: 6/24/2007	3(A)	-		- -			
Lunch Staff, CMS MPR E: 9/6/2006 L: 6/24/2007	4(A)	-		- -			
Sci 7 Albert, Jessica 103 E: 9/6/2006 L: 6/24/2007	5(A)	-		- -			
U. S. History Moszkowski, Kurt 111 E: 9/6/2006 L: 6/24/2007	6(A)	-		- -			
Lang Arts 7D James, Louisa 101 E: 9/6/2006 L: 6/24/2007	7(A) 8(A)	- -		- - - -			
P. E. 7 Gruskowski, Douglas 300 E: 9/6/2006 L: 6/24/2007	9(A)	-		- -			

Course	Expression	12/25-12/29 M T W H F	1/1-1/5 M T W H F	1/8-1/12 M T W H F	1/15-1/19 M T W H F	1/22-1/26 M T W H F	1/29-2/2 M T W H F
Math 7D Turco, David 135 E: 9/6/2006 L: 6/24/2007	1(A) 2(A)	- - - - - - - - - -			- -		- - - -
Study/Res.-7 Aleksandrich, Kimberly 211 E: 9/6/2006 L: 6/24/2007	3(A)	- - - - -			-	-	- -
Lunch Staff, CMS MPR E: 9/6/2006 L: 6/24/2007	4(A)	- - - - -			-	-	- -
Sci 7 Albert, Jessica 103 E: 9/6/2006 L: 6/24/2007	5(A)	- - - - -			-	-	- -
U. S. History Moszkowski, Kurt 111 E: 9/6/2006 L: 6/24/2007	6(A)	- - - - -			-	-	- -
Lang Arts 7D James, Louisa 101 E: 9/6/2006 L: 6/24/2007	7(A) 8(A)	- - - - - - - - - -			- -	- -	- - - -
P. E. 7 Gruskowski, Douglas 300 E: 9/6/2006 L: 6/24/2007	9(A)	- - - - -			-	-	- -

Legend
Attendance Codes: Blank=Present | 1=Absent | L=Late to school | T=Tardy | O=Out of school suspension | M=Medical excused | Q=Parent excused | F=Field trip | D=Death in Family | K=Court | N=Nurses office | E=Excused Tardy | H=Home Instruction | I=In school suspension | S=Testing | V=Vo-Tech | 7=Home Instruction | 4=KIV | 5=Nurse-Sent student home | 6=Guidance Office | 3=Principal's Office | 2=Vice-Principal's Office |

Print Page

Here you will be able to see your child's attendance along with a legend at the bottom of the page for the various attendance codes used.

Legend
Attendance Codes: Blank=Present | 1=Absent | L=Late to school | T=Tardy | O=Out of school suspension | M=Medical excused | Q=Parent excused | F=Field trip | D=Death in Family | K=Court | N=Nurses office | E=Excused Tardy | H=Home Instruction | I=In school suspension | S=Testing | V=Vo-Tech | 7=Home Instruction | 4=KIV | 5=Nurse-Sent student home | 6=Guidance Office | 3=Principal's Office | 2=Vice-Principal's Office |

11. Clicking on the [Email Notification] button will take you to the *Email Notifications* page.

This page allows you to set up an automated means of receiving email notifications to the email address of your choice[**]. Once you have completed your choices and entered your email address, click [Submit].

12. Clicking on the [Teacher Comments] button takes you to the *Teacher Comments* page.

Here you can read comments made by your child's teacher and email that teacher as well (see step 5).
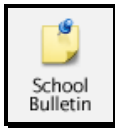
13. By clicking on the [School Bulletin icon] button you can access the *School Bulletin* page.
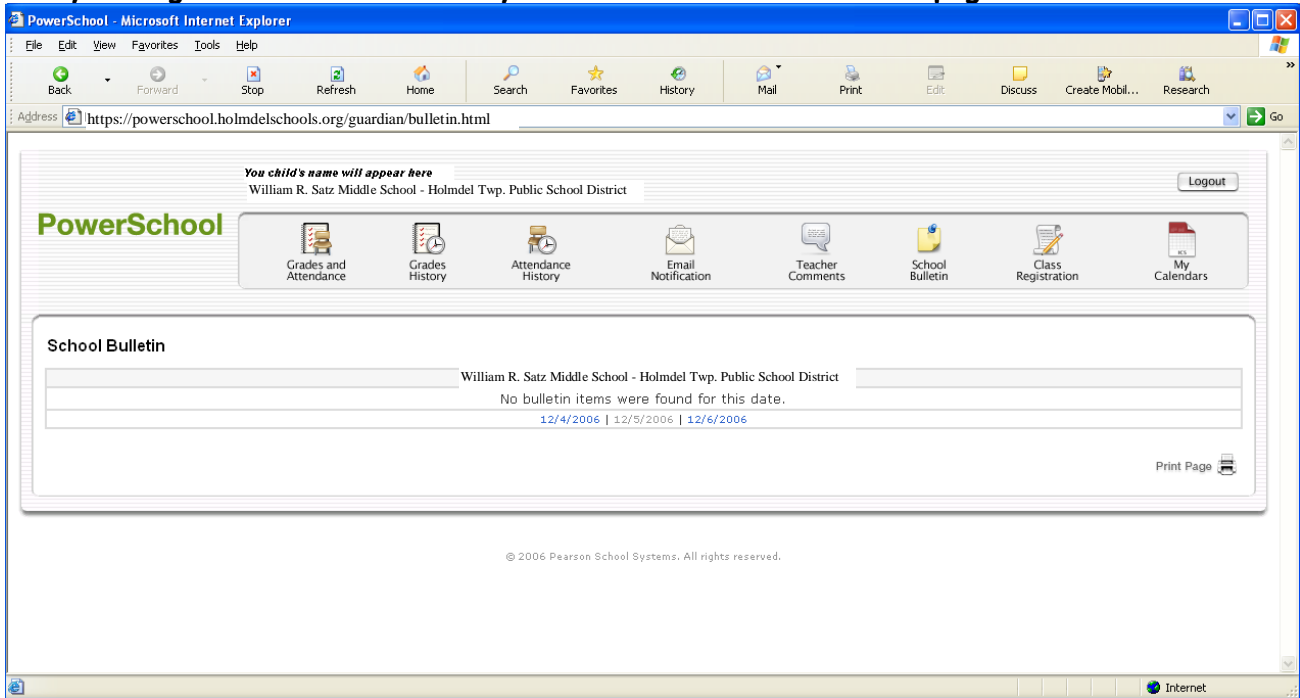
Check here often for news and information about your child's school.

At this point, the *Class Registration* and *My Calendar* sections are still being developed and are not covered in this document. However we invite you to explore the PowerSchool portal as much as you'd like. Remember that items in blue are links and clicking them will take you to more information about your child.

When you have completed visiting the PowerSchool Parent's Portal, click on the [Logout] button to end your visit.

Remember to check back with your child's school's bulletins often and don't forget to visit the Holmdel Board of Education district website at: http://www.holmdelchools.org for future developments and announcements.

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* Note: Depending on your browser type and operating system screen images may seem slightly different than those you experience on your computer. However the features and icons will operate the same on all configurations.

** Choosing *Detailed reports showing all assignment scores for each class* will generate an individual email for **each** class.
Balance Alert is not currently available.
We recommend setting the *How often* field to *Once a week* to allow time for all students' data to be updated.