

# The Enhanced Parent Portal (EPP)

Included in this document are screen shots and quick information about each of the added features that can be made available through the Grading Portal.

The architects of these customized pages included a mechanism by which a district can decide to use some or all of the additional pages. They have also made it possible to turn these pages on or off by school. Meaning, your High School could choose to use the Discipline screen while your Middle School can decide to leave that page turned off and non-accessible to their parents.

We are going to review each page and make a decision as to what we are going to make available to parents.

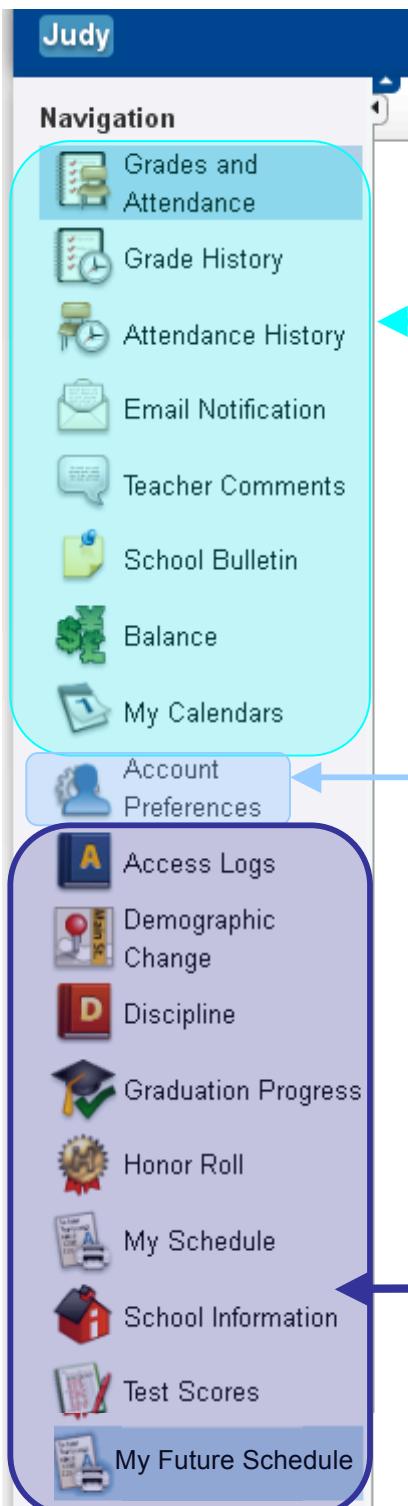
Screenshot of the Enhanced Parent Portal (EPP) showing the Grades and Attendance section for student Almanza, Harold.

The navigation bar includes links for Harold, Olivia, Navigation, Grades and Attendance (selected), Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, Balance, My Calendars, Account Preferences, Access Logs, Discipline, Graduation Progress, Honor Roll, My Schedule, School Information, and Test Scores.

The main content shows "Grades and Attendance: Almanza, Harold". A link "Click Here" is provided to view past assignments. The "Attendance By Class" table displays attendance data for various classes:

Exp	Last Week					This Week					Course	Attendance By Class							
	M	T	W	H	F	M	T	W	H	F		Q1	Q2	S1	Q3	Q4	S2	Absences	Tardies
1(A)	.	.	.	.	.	.	.	.	.	.	F 52 H	C- 71	F 57	B+ 87	B- 82	B 84	3	2	
2(A-B)											English 2 Mantezimbe, Yoruba	F 33 H	F 40	F 47	--	--	--	4	4
3(A)											Chemistry 1 Dombeck, Bartolomeu E	F 51 H	F 31	F 42	--	--	--	4	1
4(A-B)											Word Processing Davis, Deborah W	F 38 H	F 50	F 41	--	--	--	3	5
1(B)											Geometry Finton, Linda J	F 97 H	F 93	F 90	--	--	--	6	0
3(B)	.	.	.	.	.	.	.	.	.	.	Weight Training Sand, Victor E	A- 97	A- 93	A- 90	--	--	2	10	
											Geography Smith, Gerald R	F 58 H	C+ 77	D+ 67	A- 92	A- 93	A- 93	2	10
																Attendance Totals	22	22	

Below the table, the text "Current Simple GPA (Q2): 1.2778" and "Show dropped classes also" are displayed. A legend at the bottom indicates the meaning of the icons used in the portal.



These are the “stock” screens from PowerSchool. When our parents in our district log onto the grading portal, these are the screens they are **currently allowed to access**. We do not use all of them, but they are used to seeing these icons.

This menu option becomes available when we activate **Single Sign On** for parents. It is only visible on the parent log in to the grading portal. Students will not see this in their list of menu items unless password management is turned on for them.

These are the new pages that will be made available to parents when we install the **Enhanced Parent Portal** customizations.

What we will discuss today:

1. We can pick and choose which of these we want to give to parents.
2. If we choose to turn one of these off, it will be completely removed from the list.
3. We can make adjustments to some of these pages to make them better fit our district needs. For example, our district is not interested in letting the student see their Next Year Schedule. However, by removing the period/day, teacher, and term info from this screen, it can become a course verification page instead.



Account  
Preferences

## Account Preferences

When Single Sign On is activated this page automatically becomes available to parents on the parent log in. We can activate this page for students if we choose to allow students to manage their own ids and change their passwords to the grading portal.

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:	Amy
Last Name:	[REDACTED]
Email:	[REDACTED]
Select Language	Select a Language
Username:	AHatirsen
Current Password:	*****

Cancel Save



## Access Logs

# Access Logs Page

This is the “Net Access” page that we can see on the administrative side. From here the parents can see how many times the student account and parent accounts have accessed the grading portal. The date, time, and duration of the log in are listed.

Parent / Student Access Summary			
Parent Access Summary			
Date	Time	Accessed By	Duration (minutes)
1. 03/23/2012	11:51 AM	Hatinen, Amy	0.29
2. 03/23/2012	11:49 AM	Hatinen, Amy	1.80
3. 03/23/2012	11:50 AM	Hatinen, Amy	0.46
4. 03/23/2012	12:36 PM	Hatinen, Amy	11.22
5. 03/23/2012	1:56 PM	Hatinen, Amy	3.86
Student Access Summary			
Date	Time		Duration (minutes)
1. 03/23/2012		11:58 AM	2.53
2. 03/23/2012		1:57 PM	0.37
3. 03/23/2012		12:00 PM	2.35

\*column alignment to be fixed after installation



Demographic  
Change

## Demographic Changes

Parents can log in and make updates to some of the student demographics fields of data using this page. We can customize it to fit our contact fields. We can also pick and choose what fields to include.

Important note: once the parent submits the change on the portal, the information does not go directly into the database. Instead, there is a secondary process by which an Admin user reviews the parent submitted changes and decides to “accept” or refuse the changes. See second screen shot below.

### Parent Portal Side – What the Parent Sees:

! Demographic Update

	On file with the school	Please make your updates
Name (last,first MI)	Babb, Judy H	<i>If you make changes, please use the suggested formats.</i>
Address	2719 Terry Rd Jackson, MS 39204	<input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/>
Home Phone	916-555-2841	<input type="text"/> 000-000-0000
Father's Employer	San Francisco Forty-Niners	<input type="text"/>
Father's Home Phone	979-555-1036	<input type="text"/> 000-000-0000
Mailing Address	2719 Terry Rd Jackson, MS 39204	<input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/>
Mother's Day Phone	978-497-3370	<input type="text"/> 000-000-0000
Mother's Employer	Apple Computers	<input type="text"/>
Mother's Home Phone	916-555-8242	<input type="text"/> 000-000-0000

**Submit**



Demographic  
Change

## Demographic Changes Continued

What the Admin User sees:

Start Page > Student Selection > Parent Demographic Change

### Parent Demographic Change

Babb, Judy H 12 34 AGHS1

If SSO is on then this person is who last submitted a change: Amy Hatinen on 3-27-2012

If this box is checked, any guardian can see demographics data and request changes (potential legal issues!):

On file with the school.		Parent/Guardian Submitted Changes	
Name (last, first MI)	Babb, Judy H	If you make changes, using the formatting shown is appreciated.	
Address	2719 Terry Rd Jackson, MS 39204	Approve	34 Farms Village Rd Simsbury, Ct 06070
Home phone	916-555-2841 000-000-0000	Approve	(860)658-0451
Father's Day Phone	[redacted] 000-000-0000	Approve	[redacted]
Father's Employer	San Francisco Forty-Niners	Approve	SPS
Father's Home Phone	979-555-1036 000-000-0000	Approve	Same
Mailing Address	2719 Terry Rd Jackson, MS 39204	Approve	Same [redacted], [redacted]
Mother's Day Phone	978-497-3370 000-000-0000	Approve	860-123-4567
Mother's Employer	Apple Computers	Approve	Who Cares
Mother's Home Phone	916-555-8242 000-000-0000	Approve	Same

Uncheck when done verifying information. -->  Submit

**Process:** The office staff member clicks on a “flag” in PS Admin that indicates there is a group of students for whom demographic changes were submitted via the portal and that these changes need approval. To approve, edit, or remove the updates, the admin user will navigate to the “Parent Demographic Change” screen and review the data. If it is formatted correctly and is accurate, he/she will click the approve button next to each field, it will copy over to the left

column of fields, and to finalize the process they click the submit button. Staff should be cautioned to watch for telephone number formats, to make sure there are enough digits in the zip codes, and that they never copy over the word “Same” if a parent put that into a street or phone number field.



Discipline

## Discipline – Log Entry List Screen

On the Discipline page the parent can see the date the log entry was created, the person who entered it into the log entry, the title of the log entry and the log entry text. It will only display discipline type log entries, therefore the attendance and athletics logs that we have also created, are not going to be seen on this screen.

A screenshot of a web-based application showing a list of discipline log records. The interface has a blue header bar. Below it, a section titled "Discipline Log Records" is displayed. A table lists one record with columns for Date and Description. The record shows a date range from 03/21/2012 to 03/21/2012, the person Lugli, Cindy, and the description of failing to serve teacher detention for horseplay in class.

Date	Description
03/21/2012 - 03/21/2012	Lugli, Cindy - failing to serve teacher detention for horseplay in class.

We are going to take a moment to review a few of these screens on our live server to get an idea of exactly what we would be showing to the parent.



Graduation Progress

## Graduation Progress

On this page the parent can view the courses the student has finished, has in progress and still needs to complete in order to fulfill the graduation requirements specific to their student's class.

Graduation Progress			
Requirement	Req	Completed	Current
			Needed
<b>English</b>	<b>4.0</b>	<b>0.0</b>	<b>4.0</b>
English	4.0		Journalism Speech
<b>Math</b>	<b>4.0</b>	<b>0.0</b>	<b>4.0</b>
Math	4.0		Trigonometry
<b>Science</b>	<b>2.0</b>	<b>0.0</b>	<b>2.0</b>
Science	2.0		
<b>Social Studies</b>	<b>2.0</b>	<b>0.0</b>	<b>2.0</b>
Social Studies	2.0		Current Affairs
<b>Physical Education/Health</b>	<b>3.0</b>	<b>3.0</b>	<b>Completed</b>
Physical Education/Health	3.0	Intro to Art <i>0.5</i> Drawing and Design <i>0.5</i> Painting <i>0.5</i> English 1 <i>1.0</i> Journalism <i>0.5</i>	Completed
<b>Fine Arts</b>	<b>2.0</b>	<b>0.0</b>	<b>2.0</b>
Fine Arts	2.0		Chamber Singers
<b>Life Skills</b>	<b>1.5</b>	<b>0.0</b>	<b>1.5</b>
Life Skills	1.5		
<b>Technology Education</b>	<b>1.5</b>	<b>0.0</b>	<b>1.5</b>
Technology Education	1.5		
<b>Electives</b>	<b>2.0</b>	<b>2.0</b>	<b>Completed</b>
Electives	2.0	Speech <i>0.5</i> Creative Writing <i>1.0</i> Health 12 <i>0.5</i>	Completed



## Honor Roll

# Honor Roll

All of the Honor Roll that we have on record for the student will be visible on this page. This page is not limited to displaying only the honor roll from the current school year.

## Honor Roll

School Year	Grade Level	School Name	Store Code	Honor Roll Method	Level Met
2011-2012	12	Apple Grove High School 1	Q1	Honors	Honorable Mention
2011-2012	12	Apple Grove High School 1	Q2	Honors	Honorable Mention
2011-2012	12	Apple Grove High School 1	S1	Honors	Honorable Mention



My Schedule

## My Schedule

This page will display the Matrix view of the student schedule and it has the printer icon embedded in the header which means students can view and print their current class schedule. Important to keep in mind, as schedule changes are made on the admin side, students will be kept 100% up-to-date on this page as it updates immediately. It is 100% live information.

! 1

### Student Schedule

Enrollments for current school year.

Day	Terms	1	2	3	4	5	6	7	8	HR
M 11-12	Q1 S1	SymphonicBand-II 009210.1	ConcertChoir-II 009130.1	PercussionEns-II 009220.1	World Civ 1-II 005033.7	Gr. 9 English-II 001237.7	Algebra 1-III 003030.2	Intgr&Phys Sci-II* 004035.12		
	Q2	Abel, Lisa Room: A183 1(M-W,F) 11-12	Younse, Stuart Room: 181	Bashekor, James Clarke Room: A183	Bashelor, James Clarke Room: A118	Pfeiffer, Sarah M Room: A227	O'Brien, Kristina Room: A327	Melingonis, Mark P Room: C262		
	Q3				4(M-T,R-F) 11-12		6(M-T,R-F) 11-12	7(M-W,F) 11-12	8(M-T,R-F) 11-12	
	Q4		2(M-T,R-F) 11-12	3(M-W,F) 11-12						
T 11-12	Q1 S1	SymphonicBand-II 009210.1	ConcertChoir-II 009130.1	PercussionEns-II 009220.1	World Civ 1-II 005033.7	Gr. 9 English-II 001237.7	Algebra 1-III 003030.2	Intgr&Phys Sci-II* 004035.12	SHS Connect 010002.22	
	Q2	Abel, Lisa Room: A183 1(M-W,F) 11-12	Younse, Stuart Room: 181	Bashekor, James Clarke Room: A183	Bashelor, James Clarke Room: A118	Pfeiffer, Sarah M Room: A227	O'Brien, Kristina Room: A327	Melingonis, Mark P Room: C262	Osborne, Jeff Room: D174	
	Q3				4(M-T,R-F) 11-12		6(M-T,R-F) 11-12	7(M-W,F) 11-12	8(M-T,R-F) 11-12	HR(T-R) 11-12
	Q4		2(M-T,R-F) 11-12	3(M-W,F) 11-12						
W 11-12	Q1 S1	SymphonicBand-II 009210.1		PercussionEns-II 009220.1			Algebra 1-III 003030.2		SHS Connect 010002.22	
	Q2	Abel, Lisa Room: A183 1(M-W,F) 11-12		Abel, Lisa Room: A183		Gr. 9 English-II 001237.7	O'Brien, Kristina Room: A327	7(M-W,F) 11-12	Osborne, Jeff Room: D174	
	Q3					Pfeiffer, Sarah M Room: A227			HR(T-R) 11-12	
	Q4			3(M-W,F) 11-12		5(M-W,F) S2				
R 11-12	Q1 S1	ConcertChoir-II 009130.1		World Civ 1-II 005033.7		Gr. 9 English-II 001237.7		Intgr&Phys Sci-II* 004035.12	SHS Connect 010002.22	
	Q2	Younse, Stuart		Bashelor, James Clarke		Celentano, Daniel		Melingonis, Mark P	Osborne, Jeff	



## School Information

# School Information

This information is taken from the district set up for each school. We can add additional fields to this page. For example, we can add our counselor field, create counselor\_email field to include, the case\_manager field can be added, list out our additional House Principals from SHS, etc.

The Terms are taken from our years and terms set-ups in PowerSchool.

## School Info

School Information			
<b>School Name</b>	Apple Grove High School 1		
<b>School Address</b>	4220 Richmond Cir Jackson, MS 39203		
<b>School Phone</b>	(916) 555-1200		
<b>School Fax</b>	(916)555-1323		
<b>School Principal</b>	Pat R. Smith		
<b>Principal's Phone</b>	(916)555-1324		
<b>Principal's Email</b>	<a href="mailto:principal@psschool.com">principal@psschool.com</a>		
<b>Assistant Principal</b>	Kim Raymond		
<b>Assistant Principal's Phone</b>	(916)555-1325		
<b>Assistant Principal's Email</b>	<a href="mailto:vprin@psschool.com">vprin@psschool.com</a>		
<b>Attendance Secretary's Email</b>	<a href="mailto:attsec@psschool.com">attsec@psschool.com</a>		
<b>Registrar's Email</b>	<a href="mailto:registrar@psschool.com">registrar@psschool.com</a>		
This Year's Terms			
Term	Start Date	End Date	# School Days
Semester 1 (S1)	05/30/2011	11/30/2011	133
Semester 2 (S2)	12/01/2011	05/25/2012	127



## Test Scores

# Test Scores

Set to display the CAPT notations as reported on the Transcript. We can think about importing SAT scores, etc to PowerSchool and those could be displayed here as well. We can also add the achievements we list on the transcript like, NMSC Semi-Finalist, NHS, and Trojan Code.

We can think about adding the student GPA field to this page as well.

The screenshot shows a software window with a dark blue header bar. In the top right corner of the header, there is a small icon with the number '11' next to it, and a small circular arrow icon. The main title 'Test Scores' is centered above a table. The table has four rows, each containing a CAPT category and its corresponding level:

CAPT Reading Score	Advanced
CAPT Writing Score	Advanced
CAPT Math Score	Advanced
CAPT Science Score	Advanced

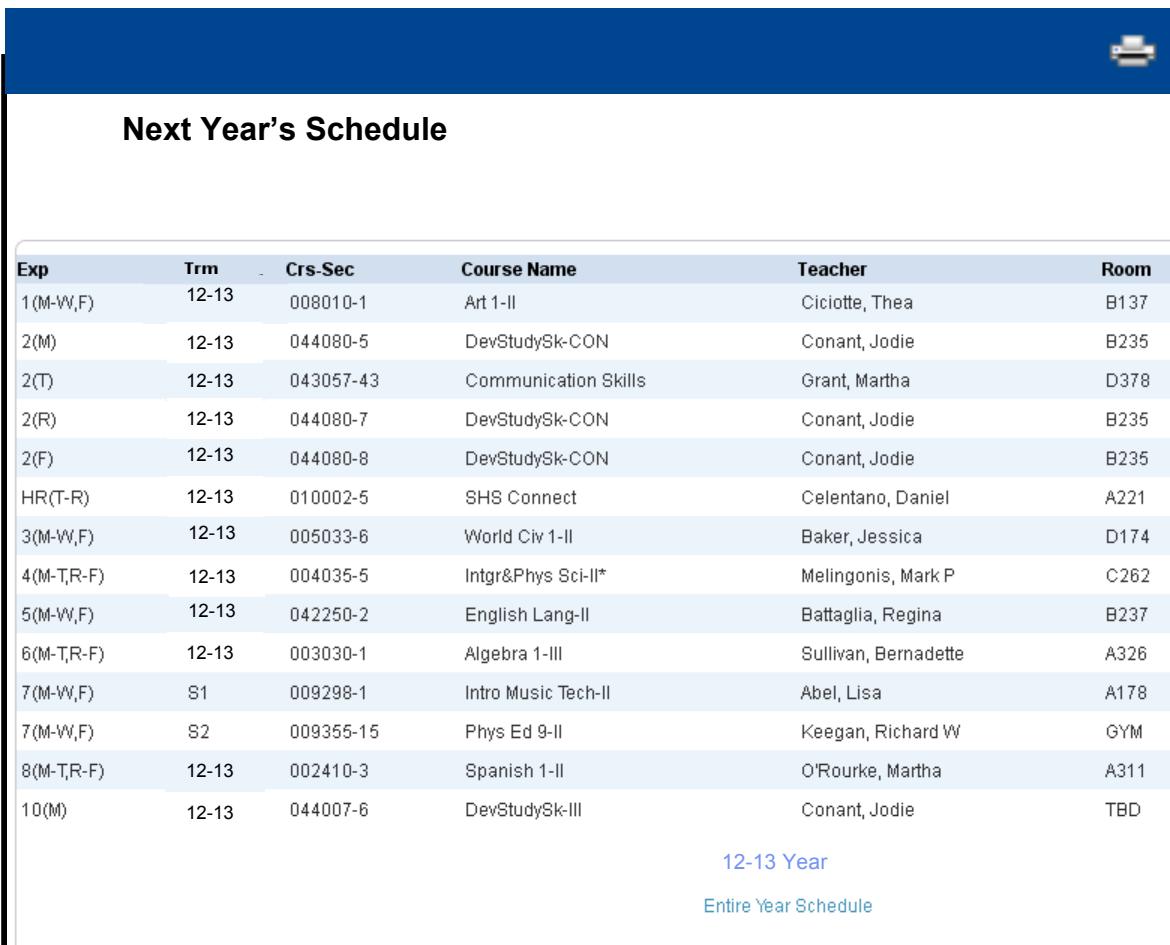


## My Future Schedule

## Next Year's Schedule

Last but not least, the students can be given access to their schedule for the following school year. If this option is activated in the EPP, then the schedule information becomes visible as soon as you run the “load student schedules” function in PowerScheduler (we usually do this over April Break each school year).

Further customizations can be done to this page to convert it into a course verification sheet. If we remove the Expression, Term, Teacher, and Room columns and then sort by course.section column, this page would no longer give away any specific scheduling information. It would only contain the list of course names that will be included in the student schedule the following school year.



The screenshot shows a web-based application interface for viewing a student's next-year schedule. At the top, there is a blue header bar with a printer icon on the right. Below the header, the title "Next Year's Schedule" is centered. The main content area displays a table of courses with the following columns: Exp (Expression), Trm (Term), Crs-Sec (Course Section), Course Name, Teacher, and Room. The data in the table is as follows:

Exp	Trm	Crs-Sec	Course Name	Teacher	Room
1(M-W,F)	12-13	008010-1	Art 1-II	Ciciotte, Thea	B137
2(M)	12-13	044080-5	DevStudySk-CON	Conant, Jodie	B235
2(T)	12-13	043057-43	Communication Skills	Grant, Martha	D378
2(R)	12-13	044080-7	DevStudySk-CON	Conant, Jodie	B235
2(F)	12-13	044080-8	DevStudySk-CON	Conant, Jodie	B235
HR(T-R)	12-13	010002-5	SHS Connect	Celentano, Daniel	A221
3(M-W,F)	12-13	005033-6	World Civ 1-II	Baker, Jessica	D174
4(M-T,R-F)	12-13	004035-5	Intgr&Phys Sci-II*	Melingonis, Mark P	C262
5(M-W,F)	12-13	042250-2	English Lang-II	Battaglia, Regina	B237
6(M-T,R-F)	12-13	003030-1	Algebra 1-III	Sullivan, Bernadette	A326
7(M-W,F)	S1	009298-1	Intro Music Tech-II	Abel, Lisa	A178
7(M-W,F)	S2	009355-15	Phys Ed 9-II	Keegan, Richard W	GYM
8(M-T,R-F)	12-13	002410-3	Spanish 1-II	O'Rourke, Martha	A311
10(M)	12-13	044007-6	DevStudySk-III	Conant, Jodie	TBD

At the bottom of the page, there are two links: "12-13 Year" and "Entire Year Schedule".

Because this page comes with the printer icon, we can think about adding a signature and date line to the page, instruct the parent to print it out, sign it, and return it to the guidance

office by a specific date and time. Much like we do now with the course verification sheets.

## Admin Side Controls

This page can be set differently for each school in the district that allows parents and students to access the grading portal. To turn off a page, check the box, click submit.

**Parent Portal Settings**

Any item checked will not appear as an icon on that school's parent portal.  
The First Page Per Day redirects the Parents to a specified page the first time they log in for the day.  
The 1x feature of Student Schedule Requests only works when logged in as a Guardian.  
Students have Full even if set to 1x or Full.

First page per day	(Disabled) <input type="button" value="▼"/>
Grades & Attendance	<input type="checkbox"/>
Score Detail	<input type="checkbox"/>
Score Detail Setup	Traditional <input type="button" value="▼"/>
Score Weighting	<input type="checkbox"/>
Grades History	<input type="checkbox"/>
Attendance	<input type="checkbox"/>
Email	<input type="checkbox"/>
Comments	<input type="checkbox"/>
Bulletin	<input type="checkbox"/>
Next Years Schedule	<input type="checkbox"/>
Schedule	<input type="checkbox"/>
Student Schedule Requests	Edit Full <input type="button" value="▼"/>
Balances	<input type="checkbox"/>
iCal Calendar	<input type="checkbox"/>
Graduation Progress	<input type="checkbox"/>
Graduation Progress Setup	Grad Progress <input type="button" value="▼"/>
Demographic Update	<input type="checkbox"/>
Honor Roll	<input type="checkbox"/>
Test Scores	<input type="checkbox"/>
Discipline Log	<input type="checkbox"/>
Access Log	<input type="checkbox"/>
Fees	<input type="checkbox"/>
School Information	<input type="checkbox"/>
Disable Grade Download Link	<input checked="" type="checkbox"/>

\*Additional controls are available for the Demographics update page. One can set an entire school to have access to that page, but then has the ability to remove that page from individual students at the school. This level of control can be used with separated families or in other unique situations that may warrant it.

## Single Sign On and the EPP

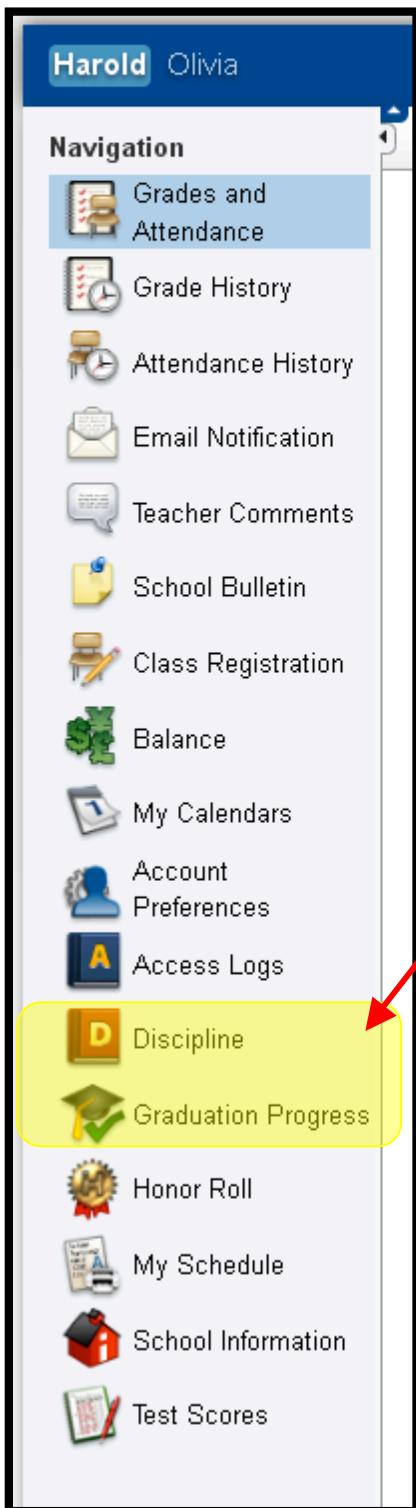
When a parent sets up Single Sign On for two students, this is what they see. Both student names are listed in the blue bar at the top of the page. The parent has to click on the name of the student to switch between the students that are associated to the parent account as established in the Single Sign On process.

The screenshot shows the EPP Grades and Attendance page. At the top, there are two student names: **Harold** and **Olivia**, each with a small blue profile icon. Below them is a navigation menu with various links: Grades and Attendance (which is selected and highlighted in blue), Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, Balance, My Calendars, Account Preferences, Access Logs, Discipline, Graduation Progress, Honor Roll, My Schedule, School Information, and Test Scores. To the right of the navigation menu is a tab bar with **Grades and Attendance** and **Standards Grades**. The main content area is titled **Grades and Attendance: Almanza, Harold**. It includes a link to view all students and a table for **Attendance By Class**. The table has columns for **Exp** (Experience Level) and **Course**. The first row shows **1(A)** with courses **English 2** and **Mantezimbe, Yoruba**. The second row shows **2(A-B)** with course **Chemistry 1** and teacher **Domeck, Bartolomeu E**. The third row shows **3(A)** with course **Word Processing** and teacher **Davis, Deborah W**. The fourth row shows **4(A-B)** with course **Geometry** and teacher **Finton, Linda J**. The fifth row shows **1(B)** with course **Weight Training** and teacher **Sand, Victor E**. The sixth row shows **3(B)** with course **Geography** and teacher **Smith, Gerald R**. At the bottom of the page, there are links for **Current Simple GPA (Q2)** and **Show dropped classes**. A legend at the bottom defines attendance codes: Blank=Present | A=Absent | T=Tardy | TFE=Tardy Excused | P=Parent Excused | I=Inexcused.

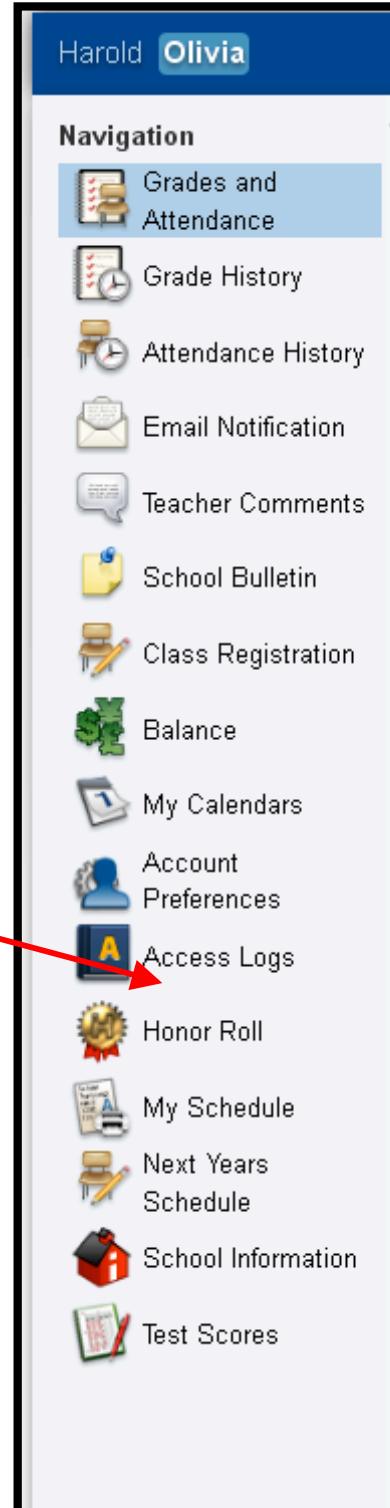
## Different Page Permissions for One Parent's Students

If in our example, Harold's school is set to display Graduation Progress and Discipline while Olivia's school is not, as the parent toggles back and forth between the students, the Graduation Progress and Discipline icons will disappear from Olivia's list of Icons. See below.

**Harold at the High School**



**Olivia at the Middle School**



The High School is set to allow parents to view the Graduation Progress and Discipline Info Screens. The Middle School is not.

These icons appear here in Harold's High School list and are missing from Olivia's Middle School list of icons.

As Harold and Olivia's parent(s) switch between them, he/she will see these icons appear and disappear.