

PowerSchool Parent Portal Quick Reference Login Instructions

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.

A complete Parent Portal user guide is available for download on the BCSC website: www.bcsc.k12.in.us/ParentPortal

STEP 1 – Collect your child’s Access ID and Password from your child’s school.

The login name and password used to access your child’s information is available through your child’s main school office.

NOTE: If you have children in more than one school, you will need multiple Access IDs and passwords as you will have to log in separately for each child. You will need to provide an ID proving you are the parent or guardian of the child when you pick up your child’s Access ID and Password. If you encounter any problems logging in, or have forgotten your password, please contact your school’s office for assistance.

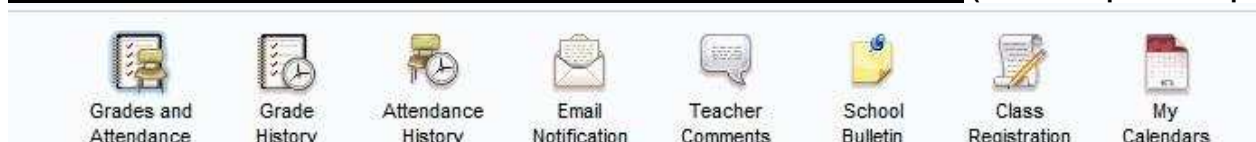
STEP 2 – Open a browser window and type in the Parent Portal web address: <https://powerschool.bcsc.k12.in.us>

The first window that appears is the log in screen.
Login with your child’s Access ID and Password that you received at their school.

Enter the Access ID into the Username field
Enter the Access Password into the Password field.

STEP 3 – Once you have logged in the main navigation screen appears that includes:

Navigation Buttons for navigating through the different areas of Parent Portal (see descriptions on page 2)



Main Menu Buttons











Printer Icon – Opens a printable page
? – Opens a user guide page explaining what is on the current page
Logout – Click on this logout of Parent Portal

Attendance and Grades

Grades and Attendance																			
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Attendance By Class																			
Exp	Last Week					This Week					Course	Q1	Q2	E1	S1	S2	Absences	Tardies	
	M	T	W	H	F	M	T	W	H	F									
(M-F)											BULL DOG TIME Wallace, Jenny	--	--	--	--	--	0	0	
1(M-F)											RESOURCE Gemberling, Roger	--	--	--	--	--	0	0	
2(M-F)											AP LITERATURE COMP Lindsey, Dennis	--	--	--	--	--	0	0	
3(M-F)											HONORS PHYSICS 1 Champlin, Janise	A+	100	--	--	A+	100	0	0
4(M-F)											HUMANITIES Perry, Steve	A-	91	--	--	A-	91	0	0

The first thing you see when you enter Parent Portal is the “Attendance and Grades” at-a-glance page. This provides easy access to recent grades as well as classroom attendance. The “current” grade is listed under the appropriate semester (Q1), and clicking on this link will bring up a detail page for grades in that class. If an assignment is blue you can click on this link and see detail assignment information. Clicking on the teacher name will activate a link so you can easily e-mail the teacher.

Navigation Buttons

<p>General Information</p>	<ul style="list-style-type: none"> Grades fluctuate as assignment scores are entered. Please concentrate on assignment scores rather than overall grades in the beginning of a term. All blue links allow you to access more detailed information. At the top of the page are the student's name, school information, and some navigation icons. You will see these on every page. To exit, click on the Logout button in the top right-hand corner.
 <p>Grades and Attendance</p>	<ul style="list-style-type: none"> This page displays the grades and attendance for the current terms. Clicking on a grade for a list of assignments. Blue assignments have further info. Clicking on the teacher's name will e-mail the teacher with the default email client. Clicking on an absence will show you more information for that absence.
 <p>Grades History</p>	<ul style="list-style-type: none"> This page displays the term grades for the entire school year. Clicking on a percentage will show you the list of assignments. Then clicking an assignment name or score will display even more information. These grades are Stored Grades as printed on Report Cards for current year only. Cumulative Information for overall averages and GPA are also found here.
 <p>Attendance History</p>	<ul style="list-style-type: none"> This page displays the attendance for a term. Dots indicate the class was not in session and blanks indicate the student was present. Otherwise an attendance code will appear for the date.
 <p>Email Notification</p>	<ul style="list-style-type: none"> Note: We do not use balance alerts You may choose any/all of four information emails for Daily, Weekly, Bi-weekly, or Monthly frequency. Enter in as many email addresses as you would like the email notification to be sent to. Be sure to separate each email address with a semicolon.
 <p>Teacher Comments</p>	<ul style="list-style-type: none"> This page will display any current comments entered by the teachers. The teacher names are linked to teacher email addresses.
 <p>School Bulletin</p>	<ul style="list-style-type: none"> This page will display the daily bulletin for students/parents. You can click on the dates to read previous bulletins.
 <p>Class Registration</p>	<ul style="list-style-type: none"> This shows all the courses that the student requested for the current year.
 <p>My Calendars</p>	<ul style="list-style-type: none"> This page allows parents to subscribe to calendars for classes. Only calendar programs that support the vcalendar standard can be used. Set up instructions are located in the PowerTeacher User Guide located on the BCSC website: www.bcsc.k12.in.us/ParentPortal