



## Parent Information How to Use PowerSchool

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Welcome to PowerSchool!

Our Lady of Lourdes Catholic School families can check grades, attendance, teacher comments, announcements, lunch transactions and more!

PowerSchool provides parents and students access to real-time information. As a result, everyone stays connected. Students keep track of their assignments/progress and parents are able to participate more fully in their child's progress.

Before you can log onto PowerSchool, you need the Access ID and password for each child attending OLOL. If you have not received this information or have questions, please contact the OLOL School Technology Coordinator.

All Middle School students receive their own PowerSchool userid and password for ease of monitoring their school information; however, they will not have email notification capability.

**Note:** Parents, please do not share your userid and password with your children. The parent account allows you to specify email addresses for reports and notifications to be sent to you.

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Please consider the following when using PowerSchool:

- Please be patient waiting for grades to be submitted. It is not realistic to expect teachers to enter grades the same day an assignment was due. Grades will be posted as soon as the teacher's schedule allows.
- Changes in your child's grade may seem to occur rapidly. The grade book instantly recalculates the overall grade based on every assignment entered. Please check the course and assignment notes or email your child's teacher if you have concerns.
- Teachers use different grading techniques, policies and codes. Please check with the teacher if you are unsure of the grading policy or if a code is unclear.
- You can read the course and assignment notes by clicking on the link ([blue](#)) course name or assignment name.

## How to Begin:

In order to use PowerSchool, you will need a computer that is connected to the Internet. You can use any internet browser to access the PowerSchool website.

PowerSchool website:

- PowerSchool URL for parent and student access:  
<https://gbdioe.powerschool.com/public/>
- PowerSchool can also be accessed on the majority of the school website pages.

Prepare to login: <https://gbdioe.powerschool.com/public/>

After specifying the website address, the PowerSchool login screen will be displayed.

PowerSchool

### Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

Planned System Maintenance Outage planned

A scheduled PowerSchool outage will take place Tuesday night Sept 13, 8:00 pm - 11:59 PM

1. Do NOT enter your username and password. Leave these fields blank.
2. Click on **Create Account**

## Create Parent Account

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

New password must:








- Be at least 6 characters long

### Create Parent Account:

- First Name – *Parent*
- Last Name – *Parent*
- Email – *Parent* (This email is used to obtain a forgotten username, password)
- Desired Username – Please designate the username of your choice.  
**NOTE:** Please do not specify an email address as your username.
- Password – Please designate the password of your choice
  - NOTE: The password must be at least 6 characters in length.

### Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

Student Name	Access ID	Access Password	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>	- Choose 
<input type="text"/>	<input type="text"/>	<input type="text"/>	- Choose 
<input type="text"/>	<input type="text"/>	<input type="text"/>	- Choose 
<input type="text"/>	<input type="text"/>	<input type="text"/>	- Choose 
<input type="text"/>	<input type="text"/>	<input type="text"/>	- Choose 
<input type="text"/>	<input type="text"/>	<input type="text"/>	- Choose 
<input type="text"/>	<input type="text"/>	<input type="text"/>	- Choose 

### Link Students to Parent Account:

- In the Student Name box, type your child's/student's first name.
- In the Access ID and Access Password text box, enter the Access ID and Access Password assigned to the child.
- In the relationship box, choose the relationship of the parent to the student in the drop down box. i.e. If you are the student's mother, select mother.
- If you have more than one child, enter the names of your other children/students in the numbered text boxes along with their specific Access IDs.
- Click ENTER

After you create your account, you can sign into PowerSchool with the Username and Password you created for the parent account.

PowerSchool

## Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

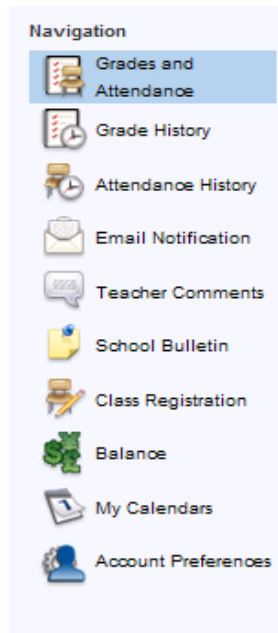
Sign In

Planned System Maintenance Outage planned

A scheduled PowerSchool outage will take place Tuesday night Sept 13, 8:00 pm - 11:59 PM

After the sign-in is complete, your child's name will be listed at the top of the screen. For parents with multiple children, a tab will be displayed for each child, to view their PowerSchool information.

Upon logon to PowerSchool, the following options will be available:



**Grades and Attendance** – Displays the current quarter grade, last week’s and this week’s attendance along with the current quarter attendance totals.

**Grades History** – Displays previous quarter grades for the current year (historical information provided on report cards)

**Attendance History** – Displays all this year’s attendance.

**Email Notification** – This option allows you to request email notifications.

**Teacher Comments** – Displays all current teacher comments.

**School Bulletin** – School bulletin items/announcements.

**Class Registration** – We do not use this service.

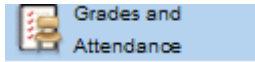
**Balance** – Displays details regarding lunch purchases and school fees.

**My Calendars** – Child’s academic calendar is displayed.

**Account Preferences** – Provides you the ability to manage your Parent Account information.

To exit, click on the Sign Out button in the top right-hand corner.

## ❖ Grades and Attendance



Attendance By Class																
Exp	Last Week					This Week					Course	T1	T2	T3	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F						
ATT(M-F)											Homeroom Van Rens, Robert	-	-	-	0	0
PMM(M-F)											Homeroom Van Rens, Robert	-	-	-	0	0
1(M-T,R-F) 1W(W)											Grade 7 Religion Wagnitz, Michelle	-	-	-	0	0
2(M-T,R-F) 2W(W)											Grade 7 Pre Algebra Van Rens, Robert	-	-	-	0	0
3(M-T,R-F) 3W(W)											Grade 7 Literature (Reading) Feldkamp, Holly	-	-	-	0	0
4(M-T,R-F) 4W(W)											Grade 7 Science Johnson, Sharon	-	-	-	0	0
5(M-T,R-F) 8W(W)											Grade 7 Social Studies Krueger, Kayla	-	-	-	0	0
7(M-T,R-F) 7W(W)											Grade 7 Communication Skills Feldkamp, Holly	-	-	-	0	0
8(M-T,F)											Grade 7 Spanish - 3 Day Savaglia, Amy	-	-	-	0	0
9(T,F)											Grade 7 Physical Education - 2 Day Jankowski, JoAnn	-	-	-	0	0
<b>Attendance Totals</b>													<b>0</b>	<b>0</b>		

Click here to send an email to teacher

Click here for details about the trimester grade per subject.

On the detail screen, if anything is **blue**, you may click the link to obtain additional information. (i.e. assignment name)

The teacher's names are in **blue** and when clicked will open your email program.

Term abbreviations and definitions:

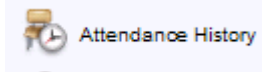
- T1 = Trimester 1
- T2 = Trimester 2
- T3 = Trimester 3

The letter grade and percentage for the student's class are in **blue**, and when clicked will provide you detail for the current trimester grade.

The LEGEND located on the bottom of the detailed student gradebook contains the assignment codes and their definitions.

Located at the top of each screen is a **Print Page ICON** for easy printing.

## ❖ Attendance History –



This provides information regarding your child's attendance.

Attendance Codes:

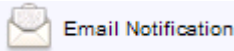
- Dot - class was not in session
- Blank - student was present.
- All attendance codes are defined in the Legend at the bottom of the screen.

Attendance is taken twice daily and is reported in their classroom/homeroom.

ATT – Morning attendance

AT2 – After lunch attendance

## ❖ Email Notifications –



You can request email notification for a variety of information. You can also select how often you receive it. For instance, you could ask for a detailed report showing all assignments and attendance on a weekly basis.

A screenshot of a web form titled "What information would you like to receive?". The form has several sections: "What information would you like to receive?" with four checkboxes (Summary of current grades and attendance, Detail report showing assignment scores for each class, Detail report of attendance, School announcements, Balance Alert); "How often?" with a dropdown menu set to "Weekly"; "Email Address" with a text input field containing "jlaire"; "Additional Email Addresses" with a text input field and the note "(separate multiple email)"; and two checkboxes at the bottom: "Apply these settings to all your students?" and "Send now for Is...". Three callout boxes with arrows point to specific parts: "Select the information that you wish to receive via email." points to the first checkbox; "Specify frequency of email notifications." points to the "Weekly" dropdown; "Specify email addresses in addition to the email specified with the parent account.." points to the "Additional Email Addresses" field.

### How to customize your email notification:

- Check the boxes for the information you'd like
- Select how often you want to receive it (daily, weekly, bi-weekly or monthly)
- Enter your email address(es)
- Submit

The emails are generated by the PowerSchool system. The weekly emails are sent on Monday mornings. Please do not reply to the automated emails.

If you are not receiving your emails from PowerSchool, please verify your email address was entered correctly.

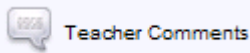
NOTE: Please add [powerschool@gbdioc.org](mailto:powerschool@gbdioc.org), to your address book. Because these emails are auto-generated, some spam filters will assume they are **junk mail** and not allow them to reach your inbox.

### PowerLunch balance notification:

- If you wish to be notified of a low lunch balance, please select the **balance alert** email option.
- NOTE: These emails are generated for each student.



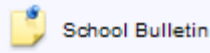
### ❖ Teacher Comments –



This option shows the most recent comments entered by each teacher. You can reply to a teacher using email, by clicking on the teacher name in *blue*.

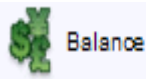
❖ Class Registration- We do not use this feature.

### ❖ School Bulletin



Please reference our school website for information. <http://lourdesschooldepere.org/>

### ❖ Balance –



The balance option provides you information regarding your child's lunch account and fees.

#### **MBA Cafe (LUNCH)**

**Top of Page:** *Meal Transactions - Current Balance* of your child's lunch account.

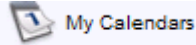
- If the lunch account displays a negative balance, this is the amount owed.
- Please submit funds to GRACE, via the school office – ATTN: Mrs. Calaway, specifying the child's name to whom it should be credited.

**NOTE:** If a child's name is not specified when lunch monies are received from a family and more than one child is enrolled in grades K-8, the monies will be distributed evenly between the lunch accounts of your children.

Below the child's lunch balance is information regarding lunch purchases with their ID card. The meal purchases will appear as follows:

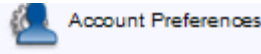
- Lunch for students Meal/Lunch.
- The purchase of **milk** is for cold lunch or an additional milk with hot lunch.

## ❖ *My Calendars*



Please view the school, athletic and events calendars on the school website <http://lourdesschooldepere.org/> for all event information.

## ❖ *Account Preferences*



This option provides you the ability to manage your PowerSchool parent account information including your name, user name, password, and email address. In addition, you can add any students for which you have parental or legal rights.

## *Questions about PowerSchool?*

Additional information regarding PowerSchool can be found on the Our Lady of Lourdes School website – PowerSchool page. <http://www.lourdesschooldepere.org/powerschool/>

If you have further questions regarding the use of PowerSchool, please contact the Our Lady of Lourdes School Technology Coordinator or the school office.