

**PowerSchool is the district's online student information system.  
PowerSchool provides a way for parents and students to track attendance,  
grades and class schedules.**

### Signing In To PowerSchool

PowerSchool can be accessed from the link at the top of any West Ada School District website.



<https://ps.westada.org/public/home.html>

You will be prompted to enter your Username and Password.

To access PowerSchool, you will need to establish an account.

- To create an account, you must know your student's **Access ID** and **Access Password**.
- The ID and Password can be obtained from the main office of your student's school.
- Click on the Create Account Button

### Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

[Create Account](#)

### Create Parent/Guardian Account

This page allows parents/guardians to establish their own parent/guardian account. All fields in this section are required.

- First Name
- Last Name
- Email
- Desired User Name
- Password
- Re-enter password  
*(Password must be at least 6 characters)*

The **Link Students to Account** section establishes your student's information.

- Student Name
- Access ID
- Access Password
- Relationship

**\*NOTE: Access ID is case sensitive.**

Complete these fields for all the students you have in the West Ada School District. Once you are done, click the **Enter** button.

On the Sign In screen, enter the newly created **User Name** and **Password**. Click **Submit**.

## Navigating In PowerSchool

After logging in, you will see a navigation bar on the **left side** of the screen.

### Grades and Attendance

- All current school year grades and absences/tardies

### Missing Assignments

- All current missing assignments

### Grade History

- All grades from previous years

### Attendance History

- History of attendance for the school year

### Email Notification

- Email notification preferences and settings

### Teacher Comments

- General comments for the subject area as a whole

### School Bulletin

- Some schools use this to communicate with parents

### Class Registration

- Used at secondary level to view class registration requests

### My Schedule

- Student's individual schedule for the Quarter/Semester/Year

### School Information

- Contact information for your student's school

### Account Preferences

- Account settings and place to add children

### Historical Documents

- Access to report cards and state test results

### Update Student Information

- Student information can be updated using the icon located in the **right-hand corner** of the screen.

## Navigation



Grades and Attendance

Missing Assignments



Grade History



Attendance History



Email Notification



Teacher Comments



School Bulletin



Class Registration



My Schedule



School Information



Account Preferences



Historical Documents

Welcome

| Help

| Sign Out

Update Student Information-->



## Grades and Attendance Page – Elementary Student

State Student Number **1 Id Numbers:**  
 PowerSchool Student Number

### 2 Attendance Overview:

Exp	Attendance By Class										Course	S1	S2	Absences	Tardies
	Last Week					This Week									
	M	T	W	H	F	M	T	W	H	F					
AM(A)											2nd Grade AM <a href="#">Email Petross, Rachelle - Rm: 11</a> <b>3 Teacher Name:</b>	[i]	[i]	0	0
PM(A)											2nd Grade PM <a href="#">Email Petross, Rachelle - Rm: 11</a>	[i]	[i]	0	0
2(A)											English Language Arts 2 <a href="#">Email Petross, Rachelle - Rm: 11</a>	[i]	[i]	0	0
4(A)											Math 2 <a href="#">Email Petross, Rachelle - Rm: 11</a>	[i]	[i]	0	0
5(A)											Social Studies 2 <a href="#">Email Petross, Rachelle - Rm: 11</a>	[i]	[i]	0	0
6(A)											Science 2 <a href="#">Email Petross, Rachelle - Rm: 11</a>	[i]	[i]	0	0
7(A)											Art 2 <a href="#">Email Petross, Rachelle - Rm: 11</a>	[i]	[i]	0	0
8(A)											Music 2 <a href="#">Email Quatrone, Rachel - Rm: 13</a>	[i]	[i]	0	0
9(A)											PE 2 <a href="#">Email Meyer, Lennette</a>	[i]	[i]	0	0
10(A)											Health 2 <a href="#">Email Durfee, Melanie</a>	[i]	[i]	0	0
Attendance Totals													0	0	

### 5 Absences and Tardies Totals

Items displayed in **BLUE** are links to provide you with additional information or email access.

<p><b>1 Id Numbers:</b> The State Student Number is created by the state to identify all students in Idaho education. It is used only for state identification processes. The PowerSchool Student number is created by the district and used only for district identification processes.</p> <p><b>2 Attendance Overview:</b> Current week and last week attendance information.</p> <p><b>3 Teacher Name:</b> Student’s teacher for that course and a link to email the teacher.</p>	<p><b>4 Grade Link:</b> [i] Access to the assignment page for detailed information on evidence of learning and class description for that specific subject.</p> <p><b>5 Absences and Tardies Totals:</b> Displays the dates and attendance detail for each absence and tardy for that class.</p>
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## Grade Link – Elementary Student

The assignments screen will have a list of current assignments, as well as information regarding the standards that were tied to each item entered. In order to view the standards information and the actual proficiency levels, users must expand the “standards view” to pull down the standard information.

**Social Studies 1 Exp. 5(A) - [blurred]**

Teacher Comments:

Section Description:

**PowerTeacher Pro Assignments**

Due Date	Category	Assignment	Flags	Score	View
02/07/2019	Evidence	Sample 4		0.01/1	View
02/06/2019	Evidence	Sample 3		0.02/1	View
02/05/2019	Evidence	Sample 2		0.03/1	View
		<b>PS.SS.1.SS.1.1.1</b> - HISTORY - Recognize that each person belongs to many groups such as family, school, friends and neighborhood		3.0	
		<b>PS.SS.1.SS.1.1.2</b> - HISTORY - Compare differences in the ways American families live today to how they lived in the past		3.0	
		<b>PS.SS.1.SS.2.1.1</b> - GEOGRAPHY - Explain what maps and globes represent and how they are used		3.0	
02/04/2019	Evidence	Sample 1		0.04/1	View

Grades last updated on: 4/10/2019

Please ignore the numerical score next to the assignment entry. This information is only a place holder in the program and NOT the actual score of an assignment. The actual proficiency level will be displayed with the attached standard.

### Comments and Descriptions for Specific Assignments:

An icon will appear next to the “standards view” icon if there is a description for the assignment. If there is a comment on a specific assignment, the comment box will appear next to the score placeholder. To see the description or comment that was attached to the assignment, select the “View” link to the right-hand side. A dialogue box will appear with any information that was added for that assignment.



Although the “view” option is always present, there will only be information displayed when a description or comment is added for a specific assignment. **Tabs** in the “view” box will also only appear if a comment or description was added for the assignment.

**Student Score Detail**

Assignment: Theatre Mask Project

Category: Projects

Score Comment | Assignment Description | Category Description

Abstract mask making

**Student Score Detail**

Assignment: Human Body Systems PROJECT




Category: Projects

Assignment Description | Category Description

Students were assigned a Human Body System and a random partner to present an thorough presentation, a demonstration, and an assessment.

# Flags

## PowerTeacher Pro Assignments

Due Date	Category	Assignment	Flags	Score	
04/02/2019	Evidence	Test 2		0.02/1	View
03/19/2019	Evidence	Test	 	0.03/1	View

Grades last updated on: 4/12/2019

### Legend

1 - This final grade may include assignments that are not yet published, or may be the result of special weighting used by the teacher. Click to view additional information on special weighting.

Icons  - Standards |  - Has Description |  - Has Comment |  - Collected |  - Late |  - Missing |  - Exempt from Final Grade |  - Absent |  - Incomplete |  - Excluded



## Email Notification-

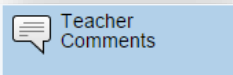
Determine what types of notifications you would like to receive from PowerSchool and how often. Here you can add additional email addresses to receive PowerSchool notifications. Elementary reports are not recommended because they do not follow the structure of the standards referenced grading.

The screenshot shows the PowerSchool interface for user Alli Grace Smith. The page title is "Email Notifications: Smith, Alli Grace". The left navigation menu includes: Grades and Attendance, Grade History, Attendance History, Email Notification (selected), Teacher Comments, School Bulletin, Account Preferences, Access Logs, My Schedule, and School. The main content area has the following settings:

- What information would you like to receive?**
  - Summary of current grades and attendance
  - Detail report showing assignment scores for each class.
  - Detail report of attendance.
  - School announcements.
- How often?** Weekly
- Email Address** Todd.Smith@yahoo.com
- Additional Email Addresses** Mary.Smith@yahoo.com,Granny.Smith@yahoo.c (separate multiple email addresses with commas)
- Apply these settings to all your students?
- Send now for Alli?

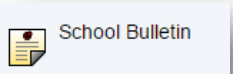
A "Submit" button is located at the bottom right of the settings area.

## Teacher Comments -



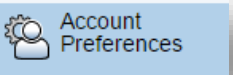
Here you will be able to see any notes or comments that the teacher has made about the class as a whole. These are **not** individual notes about your student or their grade.

## School Bulletin -



The School Bulletin feature is only used by some schools at this time. If you click on the link and nothing happens, then that school is not using the School Bulletin.

## Account Preferences



Here you may change the name, e-mail address, username or password associated with your Parent account. This is also the section where you would add additional students to your account.

## Class Registration

A way for secondary students to see courses that were requested.

### 2019-2020 Course Requests: Gillespy, Mikayla Jean

Crs Num	Course	Type	Cr Hrs	Prerequisite Notes
1. 01001H1011	Hon Eng 9A	Required	1.00	Must submit AP/Honors Rigor Commitment
2. 01001H1012	Hon Eng 9B	Required	1.00	Must submit AP/Honors Rigor Commitment
3. 01153G1011	Debate A	Required	1.00	This is a full year course. If you sign up
4. 01153G1012	Debate B	Required	1.00	This is a full year course. If you sign up
5. 02061H1041	Hon HS Math II A	Required	1.00	
6. 02061H1042	Hon HS Math II B	Required	1.00	
7. 03001H1011	Hon Earth Sci A	Required	1.00	Must submit AP/Honors Rigor Commitment
8. 03001H1012	Hon Earth Sci B	Required	1.00	Must submit AP/Honors Rigor Commitment
9. 04061G1010	Eastern Geographical Perspectives	Required	1.00	
10. 22003G1011	Fresh Cornerstone A	Required	1.00	

## My Schedule

Middle School and High School student current enrollment schedules are available on this tab.

PowerSchool | Welcome, **Todd Smith** | Help | Sign Out

Alli

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Account Preferences
- Access Logs
- My Schedule

Student Schedule | Weekly Schedule

Locker Combination Locker Number

Enrollments for current school only.

Day	Terms	ADV	1	2	3	4	
A	15-16	S1 Q1	<b>Advisory 7</b> 72102G0011.5 Knight, Todd Room: 2 ADV(A-B) 15-16	<b>Study Lab 8A</b> 72003B0021.1 Zumbrun, Robert J Room: 2 1(A) S1	<b>Math 8A</b> 52052G1011.2 Joosten, Jane Room: 7 2(A) S1	<b>Physical Science 8A</b> 53159G0011.2 Yannotta, Luigi Room: 1 3(A) S1	<b>PE 8A</b> 58001G0021.2 Annala, John Room: Gym 4(A) S1
B	15-16	S1 Q1	<b>Advisory 7</b> 72102G0011.5 Knight, Todd Room: 2 ADV(A-B) 15-16	<b>English 8A</b> 51002G0011.5 Kiesig, Molly Room: 10 1(B) S1	<b>Office Assistant 8</b> 88500G0021.6 Vawter, Elizabeth Room: OFFICE 2(B) S1	<b>Publications A</b> 51103G0011.2 Zumbrun, Robert J Room: 4 3(B) S1	<b>Literacy Lab 8A</b> 51067B0021.2 Drewes, Heather Room: 12 Port 4(B) S1

Locker number and combination information is located at the Top of this page for High School students.

## School Information

School Information

On this screen you will find the Name, Address, Phone numbers, Principal's name and email address, as well as other miscellaneous information.

**Historical Documents** - On this screen, you will find copies of past student report cards and state tests results since 2016 when this feature was added.

### Download Documents for Gillespy, Mikayla Jean

#### Historical Documents

PS Vault is our new delivery system for your student's Report Card / Transcript and Idaho Standards Achieve present on the date they were schedule to test).

1. Click on the drop down labeled "Folder".
2. Select either "Report Cards and Transcript" or "Test Results".
3. Click on the document you wish to view.
4. At the bottom right of the box, select "Download".

Folder:

Documents
2016-2017 Middle School Transcript.pdf
2017-2018 Middle School Transcript.pdf
2018-2019 Middle School Transcript.pdf

If you should have any additional questions, you can contact your school or the District Help Desk at 208-350-5300