

PowerSchool Parent Tip Sheet

1. Creating an Account:

General Information -You will need the individual student Access ID and Password provided to you by the school. If you require this information, please contact the school and the letter with the information will be provided to you. The same Access ID and Password can be used by multiple adults, as each account is created for the individual accessing it. Multiple students can be added to an account as it is created.

Steps to Create an Account

- a. Go to ps.ngps.ca and click on the Create Account Tab
- b. Click Create Account
- c. Complete the Parent Account Details. Choose a username and password that you will remember.
- d. Link students to the account using the Access ID and Password provided. When it asks about relationship, it is asking about your relationship to the student.
- e. Once all the students have been entered, scroll to the bottom and click Enter.

Your account has been created. You no longer require the Access ID and Password letter.

2. Accessing Attendance

General Information - At Whitecourt Central School, attendance is only taken in Homeroom.

Steps to Access Attendance

- a. Go to ps.ngps.ca. Enter your username and password from when you created the account.
- b. Click on the number under absences to see an explanation for the recorded absence for that class.

3. Accessing Assessments

Option 1 - click on the [i] to see what assessments (assignments) have been recorded by the teacher. The assignment can be expanded (and collapsed) by clicking on the blue Standards icon to show the outcomes that were assessed. Citizenship and Work Habits information can be accessed within the Homeroom Class.

Option 2 - click on the Standards Grades tab to gain further insight into what is being learned and the achievement of the student. You will be brought to a screen of the classes the student is enrolled in (or was in enrolled during the year), which can be expanded to see the outcomes and achievement.

4. Accessing Comments

Steps to take to access comments

- click on the [i] to see what assessments (assignments) have been recorded by the teacher.
- “View” in the far right column indicates that there is further information about the assignment. A blue speech bubble in the score box indicates that there is a comment made about the assignment for the student. Clicking view will reveal the details in a dialog box over the screen.

5. Understanding the Achievement Scale

Achievement is assessed for each individual student. The achievement scale reflects the increasing degree of independence to which a child can demonstrate their achievement of an outcome.

Acquire - Construct meaning and understanding of the requirements of a learning outcome.

Apply - Demonstrate and practise knowledge and skills associated with a learning outcome.

Adapt - Analyze, assess, reflect on, integrate or modify knowledge and skills associated with a learning outcome.

Adapt	Apply	Acquire	Not Yet
I know this well. I am mastering this. I can teach this to someone else. I can do this independently in new situations.	I know this fairly well. I can do this independently in routine and practiced situations.	I am learning this. I can do this sometimes, but at times I require support. I am working toward independence with this outcome.	I cannot do this yet.

NGPS Homeroom Citizenship Grade Scale

C - Consistently. Constantly adhering to principles.	O - Often. Much of the time adhering to principles.	NI - Needs Improvement. Much of the time not adhering to principles.
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Note: You can access a complete user guide from the sign in page at ps.ngps.ca if you would like further directions and pictures to walk you through the process or contact us at the school for support!

