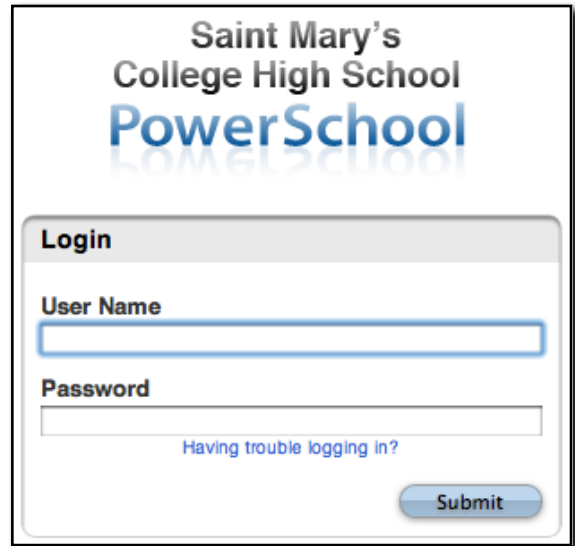


PowerSchool for Parents/Students

Logging Into PowerSchool

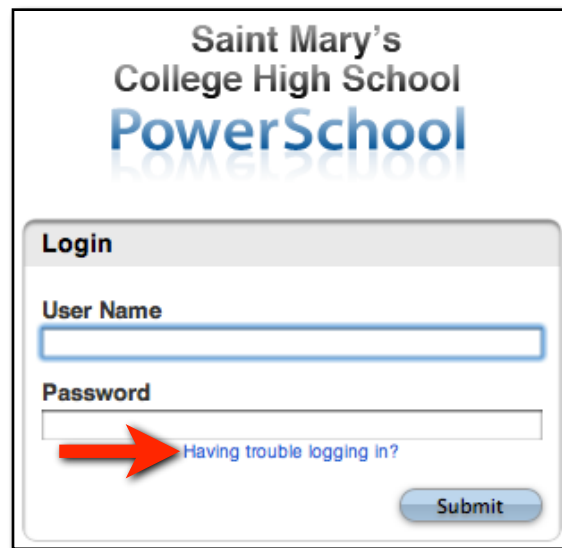
Welcome to PowerSchool at St. Mary's College High School. By clicking on the PowerSchool Login link located at the St. Mary's College High School website, you will be greeted with the main login screen.



Enter in your unique username and password into the appropriate fields and click enter.

Students will be issued their username and password through a letter issued during their homeroom class. Parents will be provided their username and password at the Parent Orientation Night.

Parents and students are not able to change the username/password provided to them. Please keep all login usernames and passwords secure due to the sensitive nature of the information within PowerSchool.



If you have forgotten your username and/or password, please click on the link and follow the instructions on the resulting webpage.

Home Page

This is the home page of PowerSchool. You can return to this screen at any time by clicking on the blue PowerSchool logo in the upper-left corner of your browser.

Clicking the Logout button in the upper-right corner of your browser will return you to the login screen.

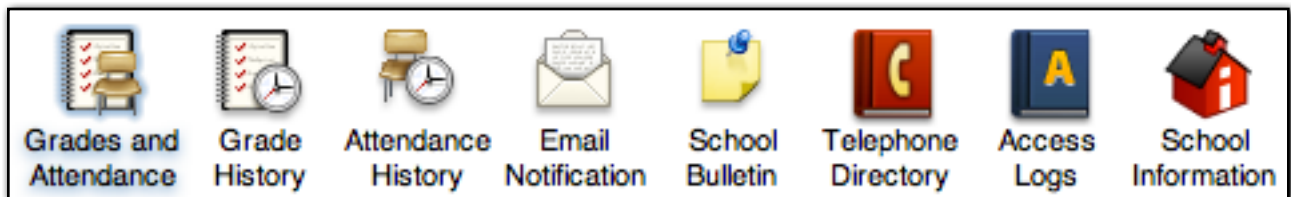
Grades and Attendance

Exp	Last Week				This Week				Course	P1	P2	S1	P4	P5	S2	Absences	Tardies
	M	T	W	H	F	M	T	W									
1(A)		TY	.		PA				RT	RT	US History Banks, Connor	B-	B-			10	1
2(A)					PA				RT	RT	World Religions Fulay, Adrian	A	B+			9	0
2(A)											Social Justice Mihaly, Jeff		-			0	0
3(A)					PA				RT	RT	Spanish 7-8 Cook, Jeanne	B+	B-			9	1
4(A)									RT	RT	Sports Medicine Quach, James	B	A-			5	0
5(A)									RT	RT	Physiology Graviss, Melissa	B	B			6	2
6(A)									RT	RT	American Lit. Jack, Jenny	B+	A-			8	1
7(A)					PA				RT	RT	Algebra 3-4 Mohun, Denis	B-	B			9	0
8(A)											Community Block Harrington, Maria	P	P			1	0
Attendance Totals															57	5	

Current Progress Report 1 GPA (S1): 3.14
[Show dropped classes also](#)

Legend
Attendance Codes: Blank=Present | AA=Athletic Absence | AB=Absent | AC=Absent Call | AD=Admissions Absence | AR=Arts Absence | CC=Other Co-curricular Absence | CM=Campus Ministry Absence | CO=Counselor Absence | LS=LSL Absence | PA=Parent Absence | RT=Retreat Absence | SA=Student Activities Absence | SM=Circle SM Absence | SU=Suspended Absence | TA=Tardy Absence | TE=Testing Absence | TR=Truancy | TY=Tardy | UA=Unexcused Absence | VP=Vice Principal Absence |
Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to Improve | U=Unsatisfactory |

To navigate to other areas of the site, simply click on any of the sections within the top menu bar.



We will cover each area of the site in more depth throughout this tutorial.

Grades and Attendance

The home page is also known as the Grades and Attendance page. This page gives a general summary of all the information that a parent or student would like to know.

Grades and Attendance																			
Attendance By Class																			
Exp	Last Week					This Week					Course	P1	P2	S1	P4	P5	S2	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F									
1(A)		TY	.		PA			.	RT	RT	US History Banks, Connor	B-	B-					10	1
2(A)			.		PA			.	RT	RT	World Religions Fulay, Adrian	A	B+					9	0
2(A)											Social Justice Mihaly, Jeff		--					0	0
3(A)			.		PA			.	RT	RT	Spanish 7-8 Cook, Jeanne	B+	B-					9	1
4(A)			.					.	RT	RT	Sports Medicine Quach, James	B	A-					5	0
5(A)		.							RT	RT	Physiology Graviss, Melissa	B	B					6	2
6(A)		.						.	RT	RT	American Lit. Jack, Jenny	B+	A-					8	1
7(A)		.			PA			.	RT	RT	Algebra 3-4 Mohun, Denis	B-	B					9	0
8(A)	Community Block Harrington, Maria	P	P					1	0
Attendance Totals																	57	5	
Current Progress Report 1 GPA (S1): 3.14																			
Show dropped classes also																			

Each row within the Grades and Attendance grid represents the period number of each course. To the right of the period numbers you will see the last two weeks daily attendance.

Any day that the student was present will be associated with a blank space. A - represents that the class did not meet on that day.

Exp	Last Week					This Week				
	M	T	W	H	F	M	T	W	H	F
1(A)		TY	.		PA			.	RT	RT
2(A)			.		PA			.	RT	RT
2(A)										
3(A)			.		PA					
4(A)			.							
5(A)		.								
6(A)		.						.	RT	RT
7(A)		.			PA			.	RT	RT
8(A)

Present

No Meeting

Parent Absence

Legend	
Attendance Codes:	Blank=Present AA=Athletic Absence AB=Absent AC=Absent Call AD=Admissions Absence AR=Arts Absence CC=Other Co-curricular Absence CM=Campus Ministry Absence CO=Counselor Absence LS=LSL Absence PA=Parent Absence RT=Retreat Absence SA=Student Activities Absence SM=Circle SM Absence SU=Suspended Absence TA=Tardy Absence TE=Testing Absence TR=Truancy TY=Tardy UA=Unexcused Absence VP=Vice Principal Absence
Citizenship Codes:	H=Honorable S=Satisfactory N=Needs to improve U=Unsatisfactory

Numerous two letter codes may appear on the attendance grid. Each code represents a specific form of absence. For example, TY represents a Tardy. The legend for the attendance codes resides towards the bottom of the browser window.

Moving to the right on the Grades and Attendance grid, you will notice rows listing each of the courses and their teacher. You will notice that the teacher name is in blue compared to the course name which is in black.

Course
US History Banks, Connor
World Religions Fulay, Adrian
Social Justice Mihaly, Jeff
Spanish 7-8 Cook, Jeanne
Sports Medicine Quach, James
Physiology Graviss, Melissa
American Lit. Jack, Jenny
Algebra 3-4 Mohun, Denis
Community Block Harrington, Maria

Any name, letter, or number that is blue in color is a clickable link that takes you to another section of the PowerSchool interface.

For this instance, clicking on the teacher name will open your default email program and place the teacher’s email address within the To: field. If you want to copy the email address of a teacher for later use, simply do a right-click on the teacher name and click Copy Email Address.

P1	P2	S1	P4	P5	S2
B-	B-				
A	B+				
	--				
B+	B-				
B	A-				
B	B				
B+	A-				
B-	B				
P	P				

Moving right through the grid, you will notice 6 columns titled P1, P2, S1, P4, P5, S2. Each of these columns are grading terms within the year-long academic calendar. Each P term represents a Progress Reporting term. Each S term represents a Semester term.

P1 represents the first 6 weeks of the first semester. P2 the first 12 weeks of the first semester. P4 and P5 represent the first 6 and 12 weeks of the second semester, respectively.

As you will notice, the grades for each of these terms are clickable links that will navigate you to the Class Score Detail page. We will cover that in just a little bit.

Completing the right-most side of the grid is the Absences and Tardies count. Each row within the Absence and Tardies columns will show the total number of absences or tardies specifically for that class. At the bottom of those columns, you will find an Attendance Totals row which tallies up all the absences and tardies for the student's classes.

Clicking on either Attendance Totals will show you the Dates of Absences or Tardies for the current term.

P4	P5	S2	Absences	Tardies
			10	1
			9	0
			0	0
			9	1
			5	0
			6	2
			8	1
			9	0
			1	0
Attendance Totals			57	5

Dates of Tardies for 10-11
US History - Exp. 1(A)
1(A) - Tuesday, November 9, 2010 - TY
World Religions - Exp. 2(A)
Spanish 7-8 - Exp. 3(A)
3(A) - Friday, October 22, 2010 - TY
Sports Medicine - Exp. 4(A)
Physiology - Exp. 5(A)
5(A) - Friday, September 3, 2010 - TY
5(A) - Friday, November 5, 2010 - TY
American Lit. - Exp. 6(A)
6(A) - Friday, October 8, 2010 - TY
Algebra 3-4 - Exp. 7(A)
Community Block - Exp. 8(A)

This page will show you in a detailed list how many and which days the student was absent for in a particular class period. A two letter code representing what type of absence is located at the end of each entry.


The last piece of information on the Grades and Attendance page is the GPA calculation. Located underneath the Grades and Attendance grid, a depiction of the student's GPA is displayed. Due to the ever changing nature of grades, the GPA presented on this screen is to serve as a snapshot of a student's grades at that time. Changes in the GPA value will happen rapidly depending upon the situation. The GPA at the beginning of the semester will not reflect the student's progress as well as towards the end of the semester.

Current Progress Report 1 GPA (S1): 3.14

Class Score Detail

Clicking on one of the letter grades within the current term (P2 here for reference) will navigate you to the Class Score Detail page.

P1	P2	S1
B-	B-	
A	B+	



The top section of the page displays the course name, teacher name, period number and the student's current grade. Below that information, there is an area for comments from the teacher. Not every teacher will have comments for each students. We advocate communication from the teacher to the parent/student and this is one particular form. The next item down is the description of the class. Some descriptions may be longer or shorter than others.

Class Score Detail

Course	Teacher	Expression	Final Grade ¹
P.E. & Health	Harkness, Carla	2(A)	B

Teacher Comments:
Commendable work effort

Section Description:
The Health course (5 semester units) provides a comprehensive framework for understanding and achieving wholistic health. Topics covered include nutrition and wellness, cardiovascular health, mental and emotional health (relationships, peer pressure, values, domestic violence, anger management, etc.), introduction to psychology and sociology theory, first aid and CPR basics, HIV/AIDS and other STDs, and effects of all types of drugs and drug abuse. Assessment is done with a combination of individual projects, journal writing on related topics, short essay exams, and other assigned homework. Grading is done on a point system, with all types of assessments weighed equally.

The most important part of this page is the list of assignments. Each row in the assignment grid represents a new assignment. Each assignment has columns with the following information: due date, category, assignment name, special codes, score, and letter grade.

10/15/2010	speaking	Health News Presentation						15/15	A
10/15/2010	Writing	Journal #4						26/30	B
10/15/2010	rsg	Interactive Notebook #4						0/10	F
10/18/2010	Concepts	Delightful Surprise						0/5	F
10/20/2010	synthesis	Exam #3 Mental Health 1						38/50	C
10/29/2010	Writing	Journal #5						28/30	A
10/29/2010	rsg	Interactive Notebook #5						6/10	D-
11/02/2010	synthesis	Exam #5 Mental Health 2						48/60	B-
11/19/2010	synthesis	Wellness Consultant Project						--/65	
11/23/2010	Writing	Journal 6						27/30	A-
11/23/2010	rsg	Interactive Notebook 6						8/10	B-
12/06/2010	rsg	Family Contract						--	
12/09/2010	Writing	Freshman Time Capsule						--/20	
12/16/2010	synthesis	Final Exam						--/65	

Legend

Grade stored on 10/8/2010

✔ - Collected,
 ✘ - Late,
 ✘ - Missing,
 ✘ - Score is exempt from final grade,
 ✘ - Assignment is not included in final grade

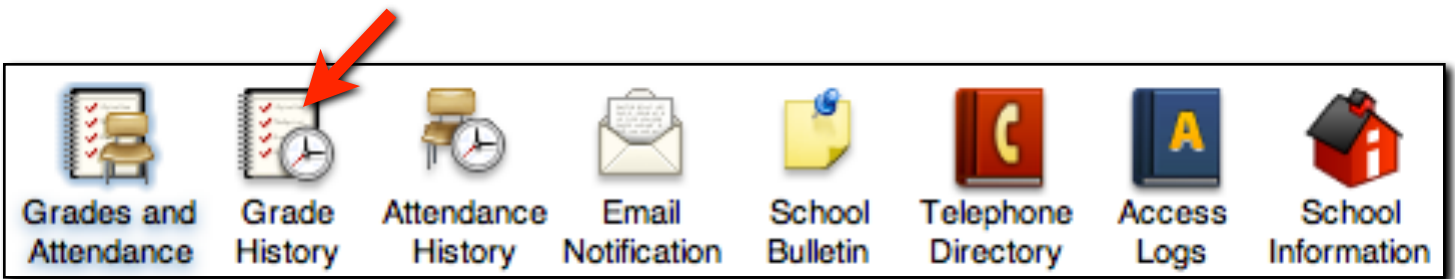
Clicking on the title of an assignment will navigate you to the Assignment Description page. This page will give you a brief description of the assignment.

Assignment Description	
Teacher	Jack, Jenny
Course	American Lit.
Assignment name	Huck Finn Satire Essay
Description	In-class writing assignment in which students defined satire and pulled at least two examples from the novel. After reviewing paragraph structure, students re-worked assignment for a final grade.

If a Category title is clickable, it will navigate you to the Category Description page. This page gives you a description of the selected Category title.

Category Description	
Teacher	Fulay, Adrian
Course	World Religions
Category name	Comprehension (Comp)
Description	You can interpret and summarize the ideas in your own words.

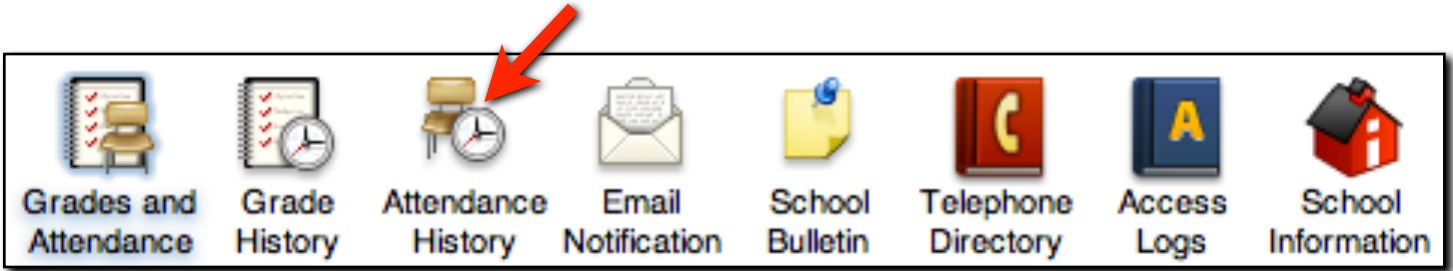
Grade History



Clicking on the Grades History link within the top menu bar will navigate you to the Grade History page. This page displays historical grade information. The grades on this page represent the letter grades given to a student at the end of each reporting term. For example, in the picture below we see grades from 2009-2010.

Grade History							
2008-2009 2009-2010 2010-2011							
Course Name	P1	P2	S1	P4	P5	S2	E1
	Grade	Grade	Grade	Grade	Grade	Grade	Grade
Chemistry	B-	C	C+	B-	C	C+	
Community Block	P	P	P	P	P	P	
Drivers Ed & Train							P
English 3-4	A	B+	B+	A-	B	A-	
Geometry	B	B-	C+	B	B-	B-	
Inter Visual Arts	A	A	A-	A-	B+	A-	
Scripture	A	A	A	A	A-	A-	
Spanish 5-6	B	B	B	B+	B-	B+	
World History	B+	B+	B-	B+	B+	B	

Attendance History



Clicking on the Attendance History link within the top menu bar will navigate you to the Meeting Attendance History page. This page will show you every single day within the current semester and the attendance recorded for each class period.

Course	Expression	10/18-10/22					10/25-10/29					11/1-11/5					11/8-11/12					
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	
US History Banks, Connor Frates 311 E: 8/16/2010 L: 6/4/2011	1(A)			.	PA				.				.	PA		PA			TY	.	-	PA
World Religions Fulay, Adrian Frates 327 E: 8/16/2010 L: 1/4/2011	2(A)		.										.	PA		AB			.	-	PA	
Social Justice Mihaly, Jeff Murphy 220 E: 1/4/2011 L: 6/4/2011	2(A)	-	-									-	-	-	-	-	-	-	-	-	-	
Spanish 7-8 Cook, Jeanne Cronin 501 E: 8/16/2010 L: 6/4/2011	3(A)			.	PA	TY			.				.	TA		AB			.	-	PA	

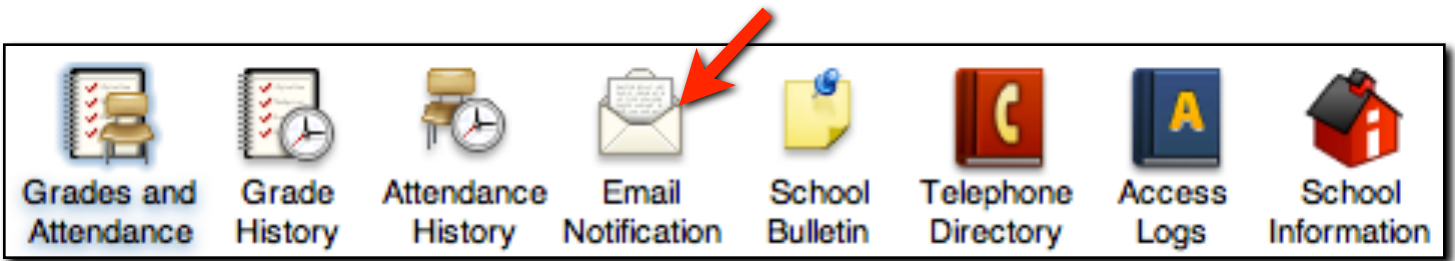
No Meeting

Parent Absence

Present

Tardy

Email Notifications



Clicking on the Email Notification link within the top menu bar will navigate you to the Email Notification page.

What information would you like to receive?

Summary of current grades and attendance

School announcements

How often?

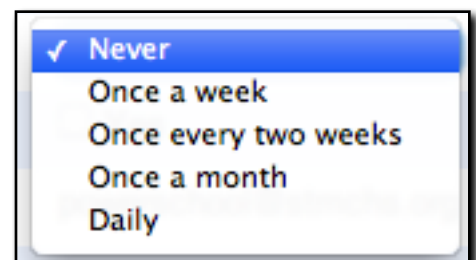
Send now? Yes

Email Address(es)

If you would like to update your email addresses, please email [Ms. Balding](#)

There are currently only two email reports that will be sent to parents. Both examples of the reports are located on the next page down. None of the information in the emails is different than the information within the Parent Access website. Email simply acts as an enhancement to the site.

To select which reports you wish to receive, simply put a check in the box next to the information you wish to receive.



Emails sent by the St. Mary's PowerSchool server will generally take place at approximately midnight on the days you are to receive your email. You may change the frequency in which you receive them by selecting a desired time interval in the How Often? pulldown.

If the email addresses on this page need updating, please send an email to Ms. Balding in the Registrar's office.

This is an example of the Summary of current grades and attendance report. This email includes the same information as the Grades and Attendance page located within the PowerSchool Parent Access.

From: PowerSchool
Sent: Monday, November 29, 2010 12:14:57 AM
To: PowerSchool
Subject: Progress Report From Saint Mary's College High School
Auto forwarded by a Rule

Progress Report For [REDACTED] as of 11/29/2010

Summary Report

PERIOD SCHED_REFPERIODARRLOAD: [REDACTED]: Algebra 1-2 (Teachers: Sommers, Mike)
Current Grade: D Absences: 0 Tardies: 0

PERIOD SCHED_REFPERIODARRLOAD: [REDACTED]: P.E. & Health (Teachers: Harkness, Carla)
Current Grade: B Absences: 0 Tardies: 0

PERIOD SCHED_REFPERIODARRLOAD: [REDACTED]: Intro Theater Arts (Teachers: Cediel, Nives)
Current Grade: A Absences: 0 Tardies: 0

PERIOD SCHED_REFPERIODARRLOAD: [REDACTED]: Biology (Teachers: Forte, John)
Current Grade: C- Absences: 0 Tardies: 0

PERIOD SCHED_REFPERIODARRLOAD: [REDACTED]: Spanish 1-2 (Teachers: Martin, Mar)
Current Grade: B- Absences: 0 Tardies: 0

PERIOD SCHED_REFPERIODARRLOAD: [REDACTED]: English 1-2 (Teachers: Tsou, Jessica)
Current Grade: C+ Absences: 0 Tardies: 1

PERIOD SCHED_REFPERIODARRLOAD: [REDACTED]: Faith and Religion (Teachers: Trinidad, Chris)
Current Grade: B- Absences: 0 Tardies: 0

PERIOD SCHED_REFPERIODARRLOAD: [REDACTED]: Community Block (Teachers: O'Leary, Myra)
Current Grade: P Absences: 0 Tardies: 0

From: PowerSchool
Sent: Monday, November 29, 2010 12:14:58 AM
To: PowerSchool
Subject: Saint Mary's College High School Announcements
Auto forwarded by a Rule

Saint Mary's College High School - Daily Bulletin

DAILY ANNOUNCEMENTS

November 29, 2010, Monday Set A

SCHOOL INFORMATION

STUDENT LIFE

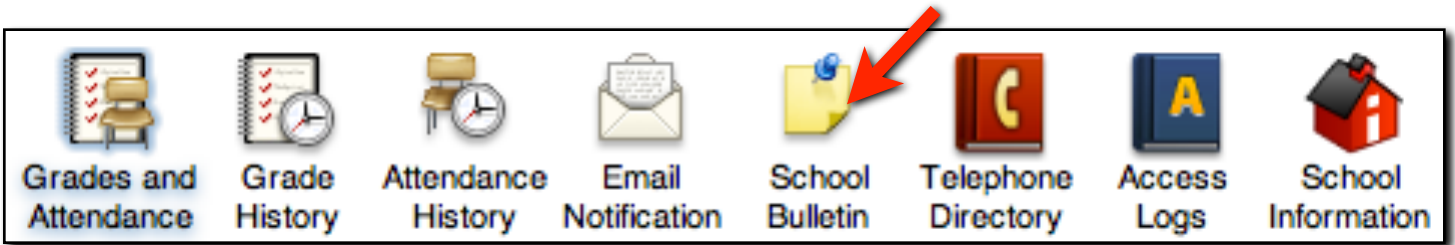
*** Attention all students interested in traveling this summer -
How about taking a trip to:

Senegal with Ms. Mahoney
Italy with Mr. Fulay
India with Ms. Gonzales
To our sister school in Kenya with Ms. Long

There is an informational meeting about the ILC (International Lasallian Connection) program on December 1st, Wednesday at 7 pm for your parents. If you have questions see Ms. Molinelli or check out the flyers around campus.

This is an example of the School Announcements Report. This email includes the same information as the School Bulletin page located within the PowerSchool Parent Access.

School Bulletin



Clicking on the School Bulletin link within the top menu bar will navigate you to the School Bulletin page. This page includes the daily announcements that are read to students each day during their homerooms.

School Bulletin

Saint Mary's College High School Bulletin for Friday, November 19, 2010

DAILY ANNOUNCEMENTS

November 19, 2010 - Friday
Set E

SCHOOL INFORMATION

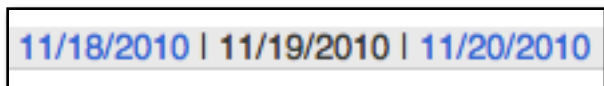
Thanksgiving Prayer Service
Monday, November 22, 2010
Adjusted F-Set

6th Period 8:30 9:05
2nd Period & HR 9:10 9:50
Prayer Service 10:00 10:35 (classes will be dismissed by PA)
Break 10:35 10:50
3rd Period 10:55 11:30
7th Period 11:35 12:10
Lunch 12:10 12:50
1st Period 12:55 1:30
4th Period 1:35 2:10
5th Period 2:15 2:50

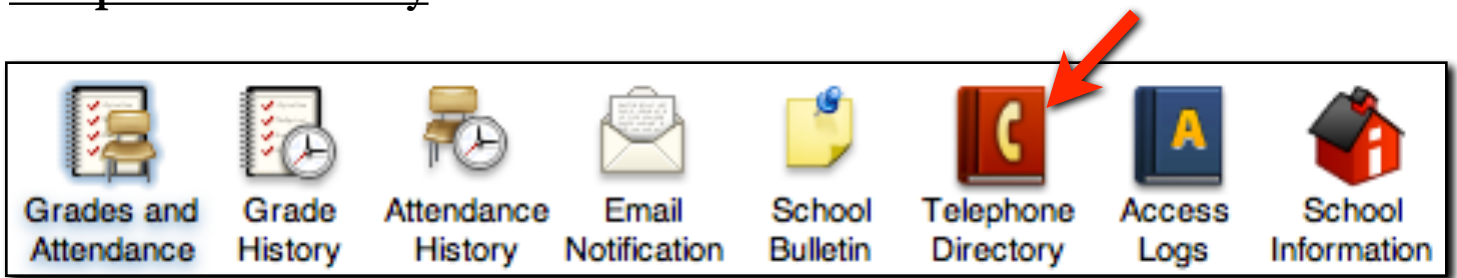
STUDENT LIFE

All Students:
Monday is a Liturgy Dress day for the Thanksgiving Prayer Service. All students are expected to be in regular liturgy dress code, which means white dress shirts, etc. See your handbooks for details. We will be on an adjusted F-Set with an 8:30 am start.

To see past and future daily announcements, click either of the blue dates at the bottom of the screen to navigate forwards or backwards.



Telephone Directory



Clicking on the Telephone Directory link within the top menu bar will navigate you to the Telephone Directory page. This page includes a directory of parent and student contact information.

The default screen shows the entire student body; you can also select students by grade. Lists will include all students.

To see contact information, just click on a student's name.

If you have elected NOT to be included in the directory, only the student's name and grade will be shown - no contact information will appear.

If you have any changes or wish to be added or taken off, please contact Carol Balding at cbalding@stmchs.org.

All Students	
Grade Levels - 9 10 11 12 All	
1.	[REDACTED]
2.	[REDACTED]
3.	[REDACTED]
4.	[REDACTED]
5.	[REDACTED]

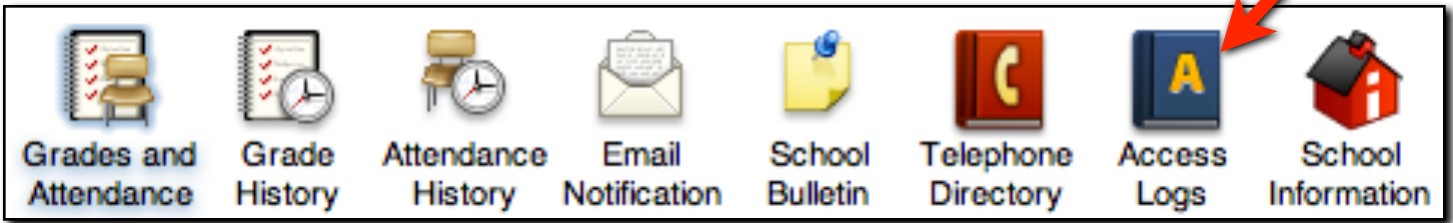
Clicking on a student name will display various pieces of information that may include parent/guardian names, addresses, or phone numbers.

Student Information	
Name	[REDACTED]
Grade	10
Parent/Guardian	[REDACTED]
Phone	[REDACTED]

[Close](#)

If you would like your information updated or removed, please contact Ms. Balding at the Registrar's office.

Access Logs



Clicking on the Access Logs link within the top menu bar will navigate you to the Parent/Student Access Summary page. This page includes a record of PowerSchool access by the Parents and Students for their account. Each login to the system accounts for one row. Each row displays the date, time and duration of access.

Student Access Summary			
	Date	Time	Duration (minutes)
1.	10/11/2010	1:43 PM	11.90
2.	9/28/2010	7:41 PM	0.10
3.	9/28/2010	7:42 PM	0.30
4.	9/28/2010	7:53 PM	10.00
5.	9/27/2010	11:21 AM	0.40
6.	9/24/2010	1:23 PM	0.20

School Information

Clicking on the School Information link within the top menu bar will navigate you to the School Info page. This page allows parents to find contact information about select administrators within the school.

School Info	
School Information	
School Name	Saint Mary's College High School
School Address	1294 Albina Avenue Berkeley, CA 94706
School Phone	510-526-9242
School Fax	510-559-6277

School Principal	Peter Imperial
Principal's Phone	510-559-6255
Principal's Email	pimperial@stmchs.org

Assistant Principal	Cathy Molinelli
Assistant Principal's Phone	510-559-5249
Assistant Principal's Email	cmolinelli@stmchs.org

Registrar	Carol Balding
Registrar's Phone	510-559-6214
Registrar's Email	cbalding@stmchs.org

Contact Information

If you are having troubles with accessing PowerSchool Parent Access or have any questions, please feel free to contact Patrick Conlan, the Director of Academic Technology, at the following email address: powerschool@stmchs.org

Please be patient for responses from this email account.

Thank you for using PowerSchool and being a part of the Saint Mary's College High School community.