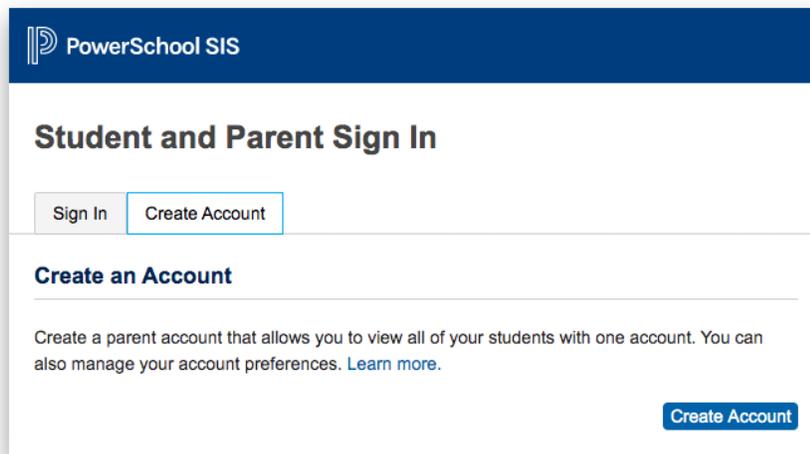


Logging into Your PowerSchool Parent Account

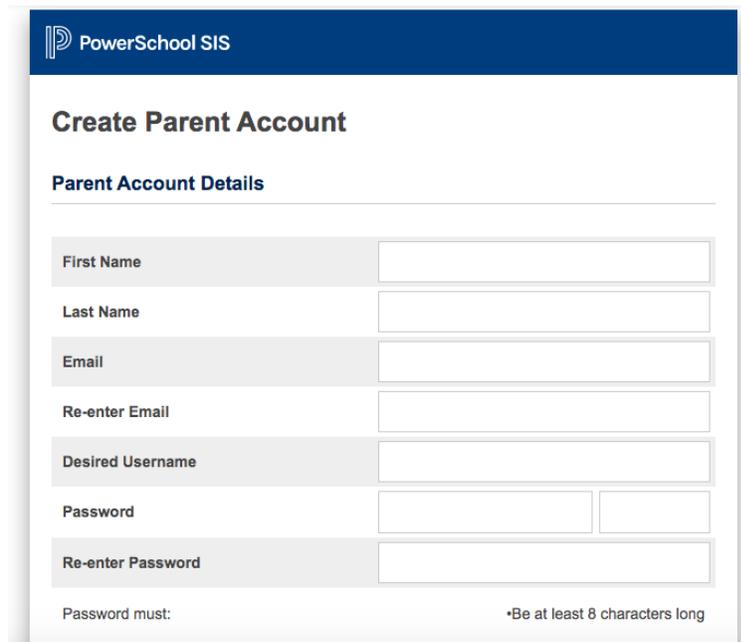
In order to create a new account, you'll need the Access ID and Password **that is provided to you by an administrator**. You'll need the ID and Password for each child who attends Codman. This will allow you to link all your children's grades & attendance to one parent account.

How to Create a New Account:

1. In an Internet browser (e.g. Safari, Firefox, Chrome), go to this website:
<https://codmanacademy.powerschool.com/public/home.html>
2. Click on the white **Create Account** tab next to Sign In. It will look like this:



3. Click on the blue **Create Account** button on the button right of the screen. You'll then get to a screen that will look like this:



4. Enter your First and Last Name
5. Enter your email address. *This should be the same one provided to the school during enrollment.*
6. Create a Username and Password **of your choice**. Make sure you write this down to remember it! You'll use this to log in to your account.
7. Scroll down to the "Link Students to Account" section. It looks like this:

Link Students to Account

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

1

Student Name

Access ID

Access Password

Relationship -- Choose

2

Student Name

Access ID

Access Password

Relationship -- Choose

8. Enter the FIRST AND LAST NAME of each child you want to link to your account.
9. Enter each child's unique Access ID and Password provided by the school.
10. Enter your relationship to your child.
11. Once all your children's information is entered, scroll down to the bottom and click the blue **Enter** button.

Signing in to the Parent Portal once you've created an account:

1. In an Internet browser (e.g. Safari, Firefox, Chrome), go to this website:
<https://codmanacademy.powerschool.com/public/home.html>
2. You should see a space to enter your Username and Password. It will look like this:

PowerSchool SIS

Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

3. Enter the Username and Password you created when making an account.
 - a. If you forgot your username or password, click on “Forgot Username or Password?” to reset it and create a new one. You will get a reset password email.
4. Click the blue **Sign in** button.

Navigating the Home Page of the Parent Portal

Once you’ve logged in, you’ll see a page that looks similar to below. If you have multiple students connected to your account, you’ll see each of their names at the top. You can select which child’s grades & attendance you’d like to view.

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Teacher Comments
- School Bulletin

Grades and Attendance: Test, Student

Grades and Attendance | Standards Grades

Exp	Attendance By Class										Course	Y1	Absences	Tardies
	Last Week					This Week								
	M	T	W	H	F	M	T	W	H	F				
Sci(M-F)											Biology Honors Email Gosla, Rebecca Suzanne - Rm:	2	0	0
Attendance Totals												0	0	

1. Grades and Attendance

- a. Can see overall class grade - **the blue-shaded number in the Y1 column** (the 2 in the picture)
- b. Can see **total absences and tardies** for each class.

Click on your student’s overall class grade (the 2 in the picture) and see more details. That screen will look like this:

Class Score Detail: Test, Student

Grades and Attendance | Standards Grades

Course	Teacher	Expression	Term	Final Grade ¹
Biology Honors	Gosla, Rebecca Suzanne	Sci(M-F)	Y1	2

Teacher Comments:

Section Description:

Assignments

Due Date	Category	Assignment	Flags	Score	Grade
08/30/2021	Formative	Exit Ticket 1		--	
08/30/2021	Formative	Quiz 1		--	
08/30/2021	Summative	Test		--	

Grades last updated on: 8/5/2021

- a. Here you can see teacher comments, and flags if assignments are missing.
 - i. **The orange exclamation point symbol means an assignment is missing.**
- b. Click on the dark blue drop down arrow on an assignment to your grades for that particular assignment:

Assignments

Due Date	Category	Assignment	Flags	Score
08/30/2021	Formative	Exit Ticket 1		--
	Bio.1.01 DNA Dogma - I can construct a model of transcription and translation to explain the roles of DNA and RNA that code for proteins that regulate and carry out essential functions of life			4
	Bio.1.02 Anatomy - I can develop and use a model to illustrate the key functions of animal body systems			3
	Bio.2.01 CarryingCap - I can analyze data sets to support explanations that biotic and abiotic factors affect ecosystem carrying capacity.			3
	Bio.2.02 Biodiv - I can use mathematical representations to support explanations that biotic and abiotic factors affect biodiversity (ecosystem and species).			2

Click on **Standards Grade** tab to the right of **Grades and Attendance** and you'll see this screen:

Grades and Attendance	Standards Grades
Expand All Collapse All	
Current Classes	
▼ Sci(M-F) Biology Honors - 21-22 Gosla, Rebecca Suzanne	
Standards	Y1
9.Bio Biology 9 Honors	2
Bio.1 Organisms Big LT 1: From Molecules to Organisms: Structures and Processes	3.5
Bio.1.01 DNA Dogma I can construct a model of transcription and translation to explain the roles of DNA and RNA that code for proteins that regulate and carry out essential functions of life	4
Bio.1.02 Anatomy I can develop and use a model to illustrate the key functions of animal body systems	3
Bio.1.03 Homeostasis I can provide evidence that homeostasis maintains internal body conditions through both body-wide feedback mechanisms and small-scale cellular processes.	--
Bio.1.04 Cell Cycle I can construct an explanation using evidence for why	

- a. Here you can see overall grades for each standard that has been graded so far in the year (for each class).

2. Grade History

- a. See grades from past years

3. Attendance History

- a. See more detailed attendance for this year.

4. Teacher Comments

- a. See teacher comments for each class.
- b. Click on blue Email “*Teacher Name*” to directly email your student’s teacher.

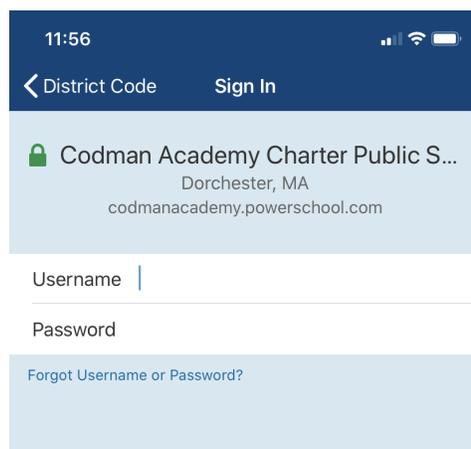
Signing into the App once you have created an account!

You can download the app from your smartphone’s app store. To download, search “PowerSchool Mobile” in the app store. It is free, and can be used on an iPhone or Android.

1. Log in to the app using Codman’s school code SRDX

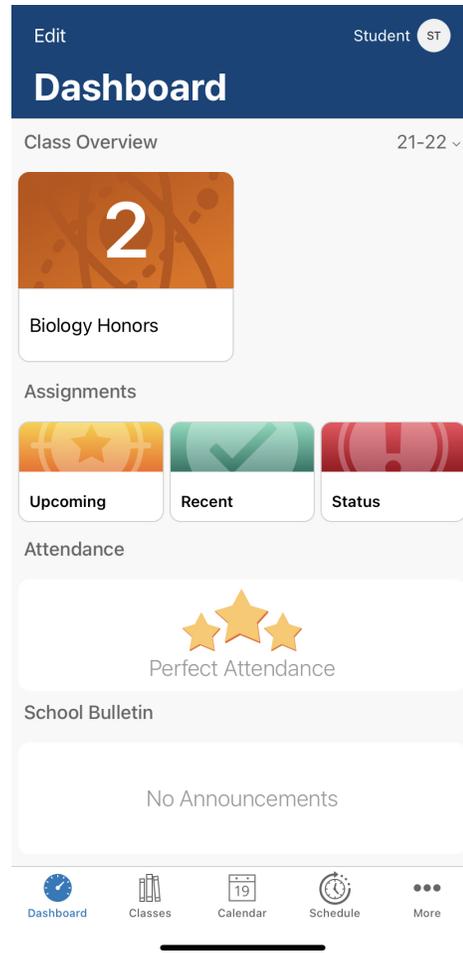


2. Sign in using the Username and Password you created when making your account using the steps above.

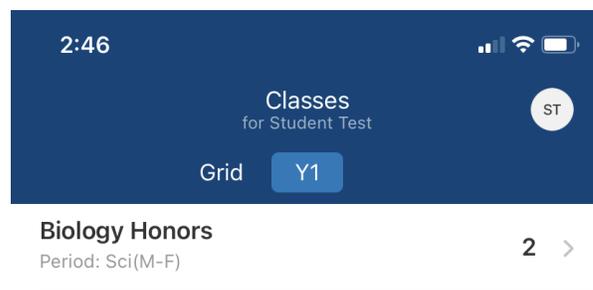


3. The home screen looks like this. Can see your student's grades, upcoming or missing assignments, and attendance.

***Pro Tip:** If you click on **"Status"**, you'll be able to see any missing or incomplete assignments.



4. If you go to click "Classes" at the bottom of the screen, and then click on the current Trimester (example: T1), you'll get to this screen:



5. Click on a student's class (example: Biology Honors), and you'll reach this screen which can show you detailed information about your child's grades on specific standards and attendance.

