



PowerSchool Parent Portal User Guide

Access to the PowerSchool Parent Portal

The PowerSchool Parent Portal is accessible from any device with Internet access (i.e. computer, tablet, smartphone). The Gadsden City Schools' PowerSchool Parent Portal can be accessed by typing the following URL in your web browser address bar:

<http://gadsdens.powerschool.com/public>.

Additionally, you can access the PowerSchool Parent Portal via the free mobile app available on both iOS (iPhone or iPad) or Android devices. On iOS devices, the PowerSchool app can be downloaded via the App Store and on Android devices, the PowerSchool app can be downloaded via the Google Play Store.



In order to access the Gadsden City Schools site via the mobile app, you will need to enter the Gadsden district code as follows:



Creating a PowerSchool Parent Portal Account

To access the PowerSchool Parent Portal, you will need to **create 1 (one) account** to access the information for all children you currently have enrolled in Gadsden City Schools. Prior to creating your account, you are required to:

- Have an e-mail address
- Obtain an access ID and Password for each child you have enrolled in Gadsden City Schools

Your child(ren)'s school's administration can assist you with any of the above-referenced items.

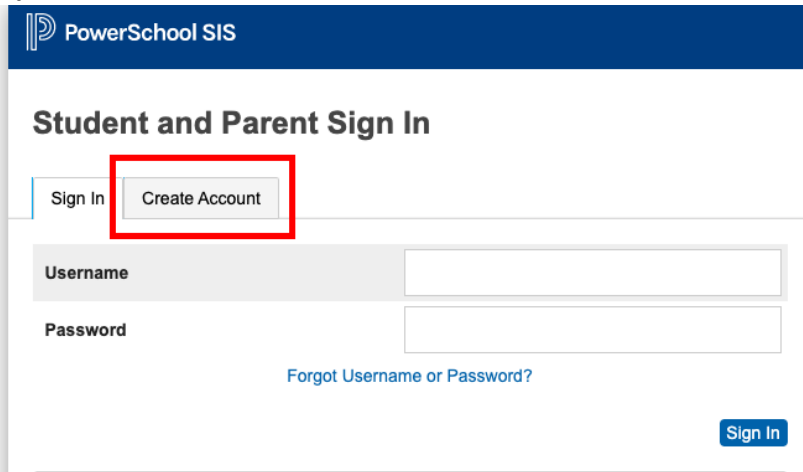
IMPORTANT NOTE

To successfully register/create your Parent Portal account, the registration should be completed on a PC or laptop. Unfortunately, the registration cannot be completed on a mobile or tablet device.

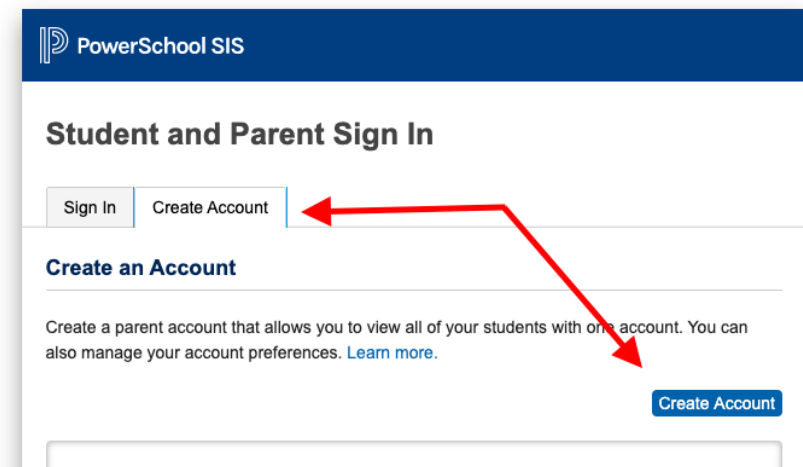
PARENT PORTAL USER GUIDE

Step 1: Access the GCS Parent Portal webpage at gadsdens.powerschool.com/public

Step 2: Click on the **Create Account** tab. Click **Create Account** button at bottom of screen.



The screenshot shows the PowerSchool SIS login page. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the title "Student and Parent Sign In" is displayed. There are two tabs: "Sign In" and "Create Account". The "Create Account" tab is highlighted with a red rectangular box. Below the tabs, there are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is positioned at the bottom right of the form area.



The screenshot shows the "Create an Account" page. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the title "Student and Parent Sign In" is displayed. There are two tabs: "Sign In" and "Create Account". A red arrow points from the "Create Account" tab to the "Create Account" button. Below the tabs, the heading "Create an Account" is displayed. The text below reads: "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.](#)" A "Create Account" button is located at the bottom right of the form area.

Step 3: Enter the information below to create a Parent/Guardian account:

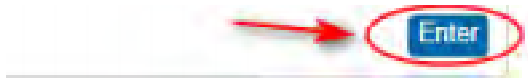
The screenshot shows the 'Create Parent Account' form in the PowerSchool SIS system. The form is titled 'Create Parent Account' and has a sub-section 'Parent Account Details'. It contains several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. A note at the bottom states 'Password must: *Be at least 8 characters long'. To the right of the form, five yellow callout boxes with red arrows point to the respective input fields, providing instructions: 1. Type in First Name, 2. Type in Last Name, 3. Type in Email Address, 4. Type in Desired Username, and 5. Type in desired password and re-enter password.

Step 4: Enter the information below to link students to a Parent/Guardian account:

The screenshot shows the 'Link Students to Account' form. It instructs the user to 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. The form is divided into two sections, labeled '1' and '2'. Section 1 includes fields for 'Student Name', 'Access ID', 'Access Password', and a 'Relationship' drop-down menu. Section 2 includes fields for 'Student Name' and 'Access ID'. Four yellow callout boxes with red arrows provide instructions: 1. Enter Student First and Last Name, 2. Enter Parent Access ID from Letter for Student, 3. Enter Access ID Password from Letter for Student, and 4. Select your respective relationship to the student from the drop-down.

You can repeat Step 4 to link up to seven (7) students to a Parent/Guardian account with the required fields of information for each student.

Step 5: Click Enter at the bottom of the page to complete setting up your account:



It is important that you keep your Username and Password confidential so only **you** can access the information.

Logging Into the PowerSchool Parent Portal

To log in to the Gadsden City PowerSchool Parent Portal, enter the URL below into your web browser address bar:

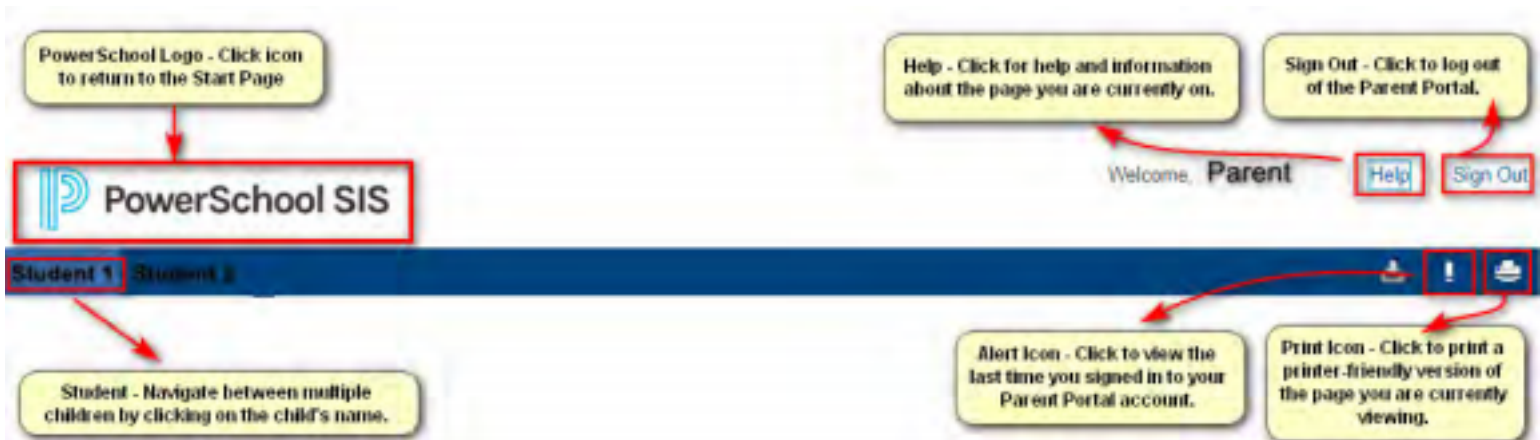
<https://gadsdens.powerschool.com/public>

A screenshot of the PowerSchool SIS login page. At the top, there is a dark blue header with the text "PowerSchool SIS" in white. Below the header, the text "Student and Parent Sign In" is displayed. There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs are two input fields: "Username" and "Password". A red arrow points from the "Username" field to the "Password" field. Below the "Password" field is a link that says "Forgot Username or Password?". At the bottom right of the form is a blue "Sign In" button with a red arrow pointing to it.

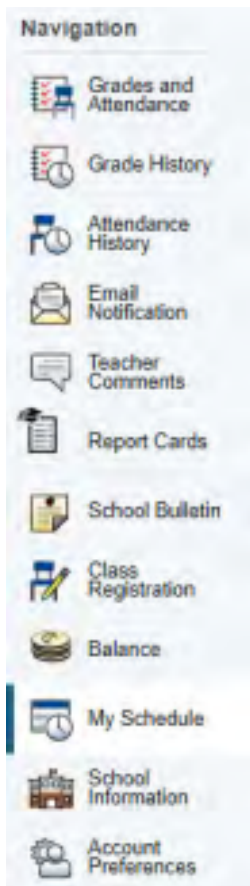
Type the username and password you created earlier and click the **Sign In** button.

Navigating the Parent Portal

The following Navigation Bar appears at the top of every page in the PowerSchool Parent Portal:



Once you have logged into the Parent Portal, you will now have real-time access to the following items for your child(ren) located in the Navigation Menu panel on the left-hand side of the page:



- Grades and Attendance (Current)
- Grade History
- Attendance History
- Email Notification (Set-up)
- Teacher Comments
- Report Cards
 - School Bulletin for Important Messages
- Student Schedule
- School Information
- Account Preferences

The PowerSchool Parent Portal automatically opens to the Grades and Attendance page. It is the default quick lookup page, which displays student's classes, attendance, teachers, and grades, which are pulled from each respective teacher's grade book.

Grades and Attendance: Student 1

The screenshot shows the 'Grades and Attendance' page for a student. It features a table titled 'Attendance By Class'. The table has columns for 'Last Week' (M, T, W, H, F) and 'This Week' (M, T, W, H, F). The 'Course' column lists terms: M1, T1, M2, E1, S1, T2, M3, M4, E2, T3, S2, Y1. The 'Absences' column shows 10 and the 'Tardies' column shows 0. Three callouts are present: 1. 'Attendance with Codes for last two weeks.' points to the week columns. 2. 'Grade by Term(s)' points to the course column. 3. 'Total number of absences and tardies' points to the summary columns.

1. **Attendance:** Provides a snapshot of the last two weeks of the student's attendance.

A legend is located at the bottom of the quick lookup screen with more information regarding attendance codes.

2. **Course Grades (by term):** When grades become available for each specified term, you are able to click on the class grade to see class assignments (if posted by the course teacher) for the current academic year.






Class Score Detail: Student Name







The screenshot shows the 'Class Score Detail' page for a student. It features a table with columns for 'Course', 'Teacher', 'Expression', and 'Final Grade'. The course is 'HR Attendance - 1st Grade', the teacher is 'Teacher Name', the expression is 'EA(A-E)', and the final grade is '- _%'. Below the table, there are sections for 'Teacher Comments', 'Section Description', and 'Assignments'. The 'Assignments' section shows 'No Assignments found' and 'No Assignments Scored'.

3. **Absences/Tardies Total:** To view the list of attendance dates for absences and tardies, click on the number for either column. You will be directed to the Dates of Attendance page.

Dates of Attendance:

Dates of all absences for HR Attendance - 1st Grade Exp. EA(A-E)		for M1:
1.	- ILA	
2.	- ILA	
3.	- ILA	
4.	- ILA	
5.	- ILA	
6.	- ILA	
7.	- ILA	
8.	- ILA	
9.	- II A	
10.	- ILA	

Navigation Icon	Description
 Grade History	The Grades History page displays term grades for the selected student.
 Attendance History	The Attendance History page displays information about a student's attendance record for the current term.
 Email Notification	The Email Notifications page provides you will the ability to manage your parent account email preferences, including what information you would like to receive, how often you would like to receive the information, and any additional email addresses that you would like the information sent to. Email preferences may be applied to a single student or all students associated with your parent account.
 Teacher Comments	The Teacher Comments page displays any comment that a teacher has entered regarding a student, such as a student's achievement or behavior.
 Report Cards	The Report Cards page displays report cards for the selected student.

 School Bulletin	<p>The School Bulletin page serves as your child(ren)'s school's message board whereby the school(s) can post a variety of information for you to view.</p>
 Class Registration	<p>On the Class Registration page, students and their parents can manage their course requests for the next school year.</p>
 Balance	<p>The Balance page displays a student's lunch balance or fee transaction information for the current term.</p>
 My Schedule	<p>The My Schedule page will display the selected student's schedule, which can be viewed in two ways: a Week View schedule and a Matrix View schedule.</p>
 School Information	<p>The School Information page displays the physical address and contact information for the selected student's school.</p>
 Account Preferences	<p>The Account Preferences page provides you will the ability to manage your parent account information, including your name, user name, password, and email address. In addition, you can add any and all students for whom you have legal and parental rights to your account in order to view their information by way of your account.</p>