

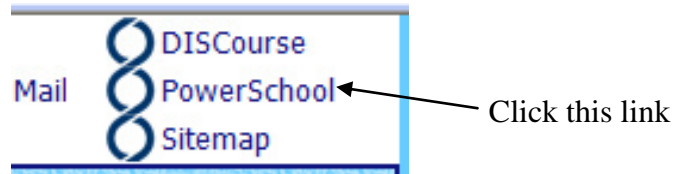
# PowerSchool

**Parent Informational Packet  
Dalat International School  
Penang, Malaysia  
August 2007**

# PowerSchool

## Logging In

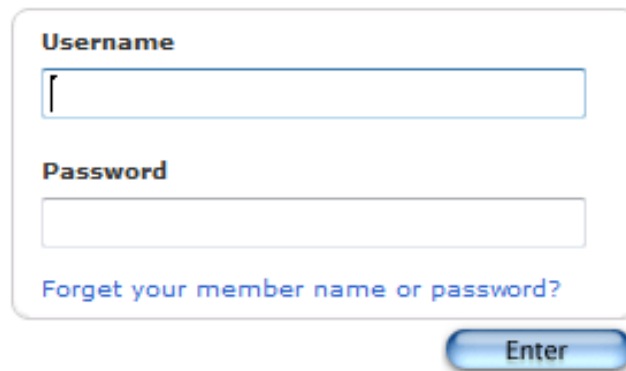
1. Make sure you are connected to the Internet.
2. Open an Internet browser. (i.e., Internet Explorer, Firefox, Safari, etc.)
3. Go to <http://www.dalat.org> and click on the PowerSchool link in the upper-right.



4. You will be linked to the Dalat PowerSchool page. On this page you will find information about using PowerSchool. After you have read this information, scroll down to the bottom of the page and click on the green PowerSchool link.

## PowerSchool

5. The following login page will appear.

A screenshot of the PowerSchool login page. It features a white rounded rectangle containing two input fields: 'Username' and 'Password'. Below the password field is a blue link that says 'Forgot your member name or password?'. At the bottom right of the form is a blue button with the word 'Enter' on it.

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6. Type in your username and password as shown on your Confidential ID sheet included with this packet.
7. Click on the “Enter” button.

**Note:**

Do not forget to Logout from the site when you are done in PowerSchool. This is done by clicking on the Logout button in the top-right corner of all screens.

# PowerSchool

## Available Features of PowerSchool



### Grades and Attendance

Displays a summary of your child's current grades and attendance at one glance.



### Schedule

Displays your child's weekly schedule and year-long schedule.



### Grades History

Displays your child's current year report card with current term grades.



### Attendance History

Displays the complete attendance record for your child for the current term.



### Email Notification

Allows you to sign up to receive periodical e-mails with your child's grade and attendance information.



### Teacher Comments

Displays each teacher's current comments for your child.



### School Bulletin

Provides instructions to receive the DIS Daily Bulletin by e-mail.



### Class Registration

Allows class requests to be made online. This feature is only enabled near the end of the school year so students who are returning the following year can request the classes they want.



### My Calendars


Provides access to class calendars in the iCalendar format (.ics). These can be used by the iCal program on Apple Mac computers, in Microsoft Outlook 2007 on a PC, or in Google Calendar on any computer.

Click the name of the teacher to open a blank email that you can send to that teacher

Click on the score to view the Class Score Detail page.

Per	Last Week					This Week					Course	Teacher	Q3	92 Attendance	
	M	T	W	H	F	M	T	W	H	F				ABS	TAR
A											English 9	<a href="#">Erwin, Amy</a>	<a href="#">100</a>	0	0
B											Physical Science	<a href="#">Erwin, Dake</a>	0	0	0
C											Algebra I	<a href="#">Erwin, Dake</a>	0	0	0
D											Geography	<a href="#">Sheddan, Mary</a>	0	0	0
Ex											Spanish I	<a href="#">Stanlund, Tara</a>	<a href="#">A-90</a>	0	0
F											Introduction to the Bible	<a href="#">Klassen, Nathanael</a>	0	0	0
G											Industrial Arts	<a href="#">De Leeuw, Jake</a>	<a href="#">B83</a>	0	0
H											Study Hall	<a href="#">Erwin, Dake</a>	0	0	0
I											Study Hall	<a href="#">Erwin, Dake</a>	0	0	0
Attendance Totals												0	0		

Legend  
 Attendance Codes: Blank=Present | A=Absent | S=School Sponsored | T=Tardy | I=In-School Suspension | O=Out of School Suspension |  
 Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to Improve | U=Unsatisfactory |

Print Page 

The *Grades & Attendance* page is the default page when you log in to PowerSchool. This page gives you a quick look at how your child is doing in school. From this one screen you have access to attendance information for the last two weeks, names of and e-mail links to teachers, current grade averages, and attendance totals for the current term.

**Key Concept:**

Anytime you see something in blue it means that it is a **link** to more information.

There are three areas on this page that may include links:

1. Teacher's name – if you click on it you are able to e-mail that teacher (**Note:** you must have your e-mail settings set correctly for this to work.)
2. Attendance totals – anytime you see a number in the attendance columns listed in blue you can click on it for more specific information about that absence or tardy.
3. Class Averages – you will notice that the score below the grades is listed in blue. By clicking on that number you will display the *Class Score Detail* page (seen below).

# PowerSchool

## Class Score Detail

Class Score Detail					
Course	Teacher	Period	Final Grade		
Spanish I	Stenlund, Tara	EX	A- (90%)		
Grading in Spanish I is as follows: *Participation and Attendance- 15% Homework-35% Quizzes- 10% Tests- 40% Homework policy: Homework is to be turned in ON TIME, I will take off one point (usually one letter grade lower) for each day the work is late. If a student is absent, he/she will be expected to have the missing assignments or tests completed within the time frame stated in the Student Handbook (p. 11). * The criteria used to determine the participation and attendance grade are as follows: the student is present in class and volunteers readily during oral activities, does not talk when the teacher is talking, does not disrupt others, uses homework time given to work on homework. If a student is absent for sickness or a school-related activity it will not count against them. However, if a student is absent for other reasons then he/she can expect his/her participation grade to be lowered since my philosophy is that a student cannot participate if she/he is not in class.					
Due Date	Category	Assignment	Score	%	Grd
08/16/2002	QUIZZes	Quiz Prel chap	26/31	83.87	B
08/16/2002	HW	Book p. 20 # 3 & 4	5/5	100	A
08/20/2002	HW	Gram p. 1-2	5/5	100	A
08/21/2002	HW	Gram p. 3-4	5/5	100	A
08/23/2002	QUIZZes	Quiz 1-1	33/35	94.29	A
08/25/2002	HW	Wkbk p. 5-6	4/5	80	B-
09/04/2002	HW	Wkbk p. 9-10	5/5	100	A
09/04/2002	QUIZZes	Quiz 1-2	25.5/30	85	B

The *Class Score Detail* Page displays specific class assignment and grade information. As with the *Grade and Attendance* page if you see something written in blue it is a link to more information. The Assignment, Assignment Category, and the Score all have the potential for more information about them.

At the top of the page you will also find grading information that the teacher has submitted. This can help you understand the class expectations, grading schemes, and grading philosophies of the teacher for this particular class.

### Key Concept:

If there is an assignment listed but there is no score – check the date. This may be an assignment that has been listed to make parents aware of an upcoming due date. Teachers will also use the codes EX (Exempt), RU (Received but Ungraded) and NHI (Not Handed In) to convey information to parents. Also note that year long courses show assignments from first semester as well. You will need to scroll down and find the assignments listed by the appropriate date.

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## Attendance History

Course	P	2/3-2/7			2/10-2/14			2/17-2/21			2/24-2/28			3/3-3/7			3/10-3/14			3/17-3/21			3/24-3/28			3/31-4/4				
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H
Physics Erwin, Dake 14 E: 8/13/2002 L: 6/4/2003	A	-	T																											
Advanced Math Stenlund, Greg 23 E: 8/13/2002 L: 6/5/2003	B	-	A			A																								
English 12 Erwin, Amy 28 E: 8/14/2002 L: 6/5/2003	C	-	A	T																										
Study Hall Stenlund, Greg 23 E: 2/6/2003 L: 6/5/2003	D	-																												
Issues of the Christian Life Carlblom, Dwight 11 E: 2/4/2003 L: 6/5/2003	E	-																												

The *Attendance History* page allows you to have a detailed view of your child’s attendance in school during the current term. At the bottom of the page you will find the attendance legend which shows the attendance codes that are used at Dalat International School.

**Note:**  
A student absence that is the result of a school sponsored trip (coded as “S”) may remain an absence (A) for a couple days following the trip. This is because on the day of the absence the teacher marks them as such. When the attendance secretary receives a Student Leave of Absence Form from the student she then goes in and makes the appropriate change.

Parents are encouraged to read through the absence policy in the Dalat handbooks.

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## Grade History

Grade History				
F1				
Course	Grade	%	Cit	Hrs
Algebra I	F	50	H	0
Drawing C		0	H	0
English 9	B	83	H	0
Geography	C-	70	H	0
HS Physical Education		0	H	0
Introduction to the Bible	B-	82	H	0
Physical Science	C-	73	H	0
Spanish I	D-	62	H	0

Q1				
Course	Grade	%	Cit	Hrs
Algebra I	B	85	H	0
Drawing C	A	93	H	0
English 9	C+	79	H	0
Geography	B+	89	H	0
HS Physical Education	A	93	H	0
Introduction to the Bible	B	85	H	0
Physical Science	C	76	H	0
Spanish I	B+	88	H	0

The *Grade History* page allows you to view a list of all grades that your child has earned to this point in the year. In one sense this view becomes essentially a report card screen. In this view you are able to see the letter grade, percentage grade, and the credits earned (seen after the semester is completed). There is also a Citizenship grade but Dalat does not use that in its grade reporting.

When accessing this page you will see the following tables:

- F1 = Final Exam grades (worth 20% of semester grade)
- Q1 = Quarter One grades (worth 40% of semester grade)
- Q2 = Quarter Two grades (worth 40% of semester grade)
- S1 = Semester One grades

Note: You may also see Q3, Q4, F2 and S2 depending on when you are accessing the page.

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## Email Notifications

The screenshot shows a web form titled "Email Notifications". It contains the following fields and options:

- What information would you like to receive?**
  - Summary of current grades and attendance (Recommended)
  - Detailed reports showing all assignment scores for each class
  - Detailed report of attendance
- How often?** (Dropdown menu): Once a week
- Send now?**
- Email Address(es)** (Text input field): (separate multiple email addresses with commas)
- Submit** (Button)

The *Email Notification* page allows you as a parent to set up an automatic e-mail update that is sent to your personal e-mail account at home or at work. You need to choose the settings you want and then submit those.

There are four areas that need to be defined or set up for e-mail notifications to start being sent to your personal e-mail account.

The first item you need to configure is the type of information you want sent to you. You have three options to choose from. (Note: the more you select the more e-mails you will receive)

- **Summary of current grades and attendance** - Sends out one e-mail giving a summary of final grade and attendance totals for each of your child's classes. *This is the option we most recommend for parents.*
- **Detailed reports showing all assignment scores for each class** - Sends out one e-mail for each class with each assignment for the quarter with scores. (Note: If your child has 6 classes you will receive 6 e-mails, one for each class. If you have multiple students at Dalat you could be receiving over 20 e-mails with detailed information – for this reason, we do not recommend this option.)
- **Detailed report of attendance** - Sends out an e-mail containing detailed attendance for each class your child is enrolled in for the current term.

Once you have chosen the above options you will need to configure the "How Often?" option of the notifications. You have 5 options to choose from: Never, Once a Week, Once Every Two Weeks (recommended option), Once a Month, or Daily.

**Note:**

Because grades do not change dramatically over a short span it is recommended that you not choose the Daily option. The "Once Every Two Weeks" is probably the best option for most parents.

The next item, **Send Now**, allows you to have these e-mails sent to your e-mail account now. At any time you can come to this screen, check this box and click the Submit button to have these e-mails sent. If the box is not checked you will receive the next update according to the choices made above. The server sends out these updates automatically on Mondays.

**Note:**

At any time you can come back to this configurations screen and make changes to your choices. Upon hitting the Submit button those changes will take effect.

Finally, you need to configure what e-mail accounts you want these e-mails sent to. Type in the e-mail address of the account that you want e-mail sent to. You can have these e-mails sent to multiple e-mail accounts by simply separating the e-mail accounts with commas.

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## Teacher Comments

Teacher Comments			
Per.	Course	Teacher	Comment
A	Pre-Calculus	Tulloch, Kathy	
B	English 11	Tompkins, John	
C	AP US History	Miller, Julie	
D	Honors Chemistry	Horn, Maika	
E	Study Hall	Hansen, Carlo	
F	Values and Decision Making	Hurlbut, Rick	
G	Concert Band	Mahoney, Kerry	
H	Speech	Liss, Steve	
I	Study Hall	Stenlund, Greg	

Print Page 

The *Teacher Comments* page allows you to view any comments that teachers may have submitted for your child. From here you are able to view your child's current schedule and who his/her teachers are. As with the *Grades and Attendance* screen, if a teacher has e-mail available you can click on his/her name to send an e-mail.

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## Corresponding with Teachers

PowerSchool is a tool that increases communication between parents and teachers. Teachers at Dalat spend numerous hours learning how to use the program to its full potential. We believe that along with teachers it is also important for parents to become educated in the process of grades and assessment.

Before PowerSchool, parents received grade information only upon request or at scheduled times – progress reports, end of each quarter, and end of the semester. With PowerSchool, you can now check grade information at any point in the semester. With that in mind, you need to know and understand the following:

1. **Each teacher has their own grading system.** Some teachers work on a straight points system while others weight the scores according to assignment categories (tests, quizzes, homework, etc). Some give grades for class participation while others do not accept late work. Our teachers inform all their students at the beginning of the course of their expectations and grading scheme for the class. For this reason it is very important for parents to read the grading philosophy found at the top of each *Class Score Detail* page (see page 3 of this packet to see how to access it).
2. **Grades can change dramatically in the first few weeks of each quarter.** In the beginning of each quarter you may see large shifts in the class average of your child. This is simply because when there are only one or two assignments in the grade book, a low or high score can cause a dramatic change in the overall grade.
3. **Teachers need time to grade projects, assignments, and tests.** Each day teachers are expected to have new material and lesson plans ready for class. Many teachers are also involved in extra-curricular activities that take time to plan and attend. With that in mind, teachers do need time to grade assignments. For example, a teacher will not be able to post grades for an essay assignment the next day when there are 27 students in the class. We have asked our teachers to have all major test and project grades entered into PowerSchool within two weeks of the due date and minor assignments and projects will be posted within a week of their due date. Please be patient as it does take time. To help in communication the following codes will be used in the grade books:

**EX** = Exempt  
**RU** = Received but Ungraded  
**NHI** = Not Handed In

**Note:**

Assignments marked as EX or RU do not affect your child's final grade. However, NHI assignments count as 0. This allows you and your child to see how the final grade would be affected if the assignment is not turned in. In many cases, teachers will still accept NHI assignments for at least partial credit after the due date.

# PowerSchool

## Corresponding with Teachers

While PowerSchool provides parents with much information about their child's progress, it does also leave teachers vulnerable to the potential for angry or threatening e-mails from parents who have visited PowerSchool and are upset by grades or other information. If your student's grade(s) are causing you concern, we ask that you follow these steps:

1. **Talk with your child first.** Ask them what the situation is with their grade(s).
2. **Read the grading philosophy of the teacher.** This may answer the question of why the student has received the grade or explain how the assignments add up to the current average. You can find each teachers grading philosophy at the top of *the Class Score Detail* pages (clicking on the student's class average in the *Grades and Attendance* page will take you there).
3. **Check to see if there is an assignment description.** On the *Class Score Detail* page, you can click on the name of any assignment that is listed in blue to see more information about that assignment. This may help you understand what was involved or expected for a particular assignment.
4. **Check to see if the teacher has made a note about the assignment score.** On the *Class Score Detail* page, you can click on any score that is listed in blue to see additional information the teacher has entered about that score.
5. **Check the date of the assignment.** An assignment handed in late may receive deductions from its score. Also, as stated previously, early in the quarter, overall grades can fluctuate dramatically because of the lack of assignments in the grade book.
6. **Check for missing or late assignments.** The code NHI indicates a missing assignment has not been handed in by the due date. Missing or late assignments could be negatively affecting the overall grade average.

You may e-mail a teacher for clarification about grades at any time, but the above mentioned steps may answer some of your questions or concerns. If they don't, click on the teachers name to send an e-mail and they will be happy to reply and help clarify the situation.