



Parent Informational Packet

Dalat International School
Penang, Malaysia

LOGGING IN

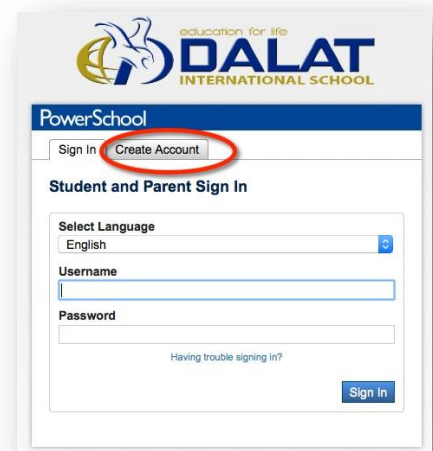
1. Make sure you are connected to the Internet.
2. Open an Internet browser. (i.e. Chrome, Firefox, Safari, Internet Explorer, etc.)
3. Go to <http://www.dalat.org>, click on **PowerSchool** on the menu bar and or under **Resources** click on the **PowerSchool** link.



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, click on the **Log on to PowerSchool** link at the bottom of the page.



5. A new browser window will open with the PowerSchool login page. You will be creating a single “parent” account which will provide information for all of your children who attend Dalat International School. Click on the “Create Account” button.



6. At this next screen, you will need to create your own username and password and complete the information for each of your children (even if you only have one

child attending Dalat). (NOTE: If you are a Dalat employee, your parent username must be different from your regular PowerSchool username.)

Also enter the information for each of your children using the **Access ID** and **Access Password** found on the *Confidential ID* letter you received for each of your children. Once complete, click on the “Enter” button.

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

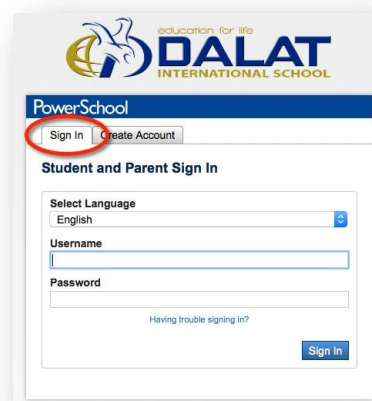
1

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose ▾

2

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose ▾

7. If all your information is correct, and the username is available, you’ll see this screen. Enter the new username and password you just created to log into PowerSchool. This new account should be permanent and last as long as your children are enrolled at Dalat.



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.

AVAILABLE FEATURES OF POWERSCHOOL

NOTE: Features available depend on the grade level of your children.



Grades and Attendance

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



Grade History

Displays your child's current year report card with current term grades as well as grades from any previous years attended at Dalat.



Attendance History

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



Account Preferences

Provides the ability to manage your parent/guardian account information, including your name, username, 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.



Email Notification

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



School Bulletin

Provides instructions to receive the DIS Daily Bulletin by email.



My Schedule

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



Report Cards

Each reporting term your child's school report will be uploaded to the Parent Portal. We do not post or email them. You can download or print them in your own time.



Teacher's Comments

Displays each teacher's current comments for your child.



Test Results

The Test Results page displays comprehensive information about a student's standardized test results.



Class Registration (Grade 8 - 11 ONLY)

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.*



Graduation Progress (High School ONLY)

This report lists Dalat graduation requirements, courses completed by the student, and requirements remaining so the student can graduate. Any questions about information found on this screen should be directed to the High School Counselor, Mr. Paul Dobson (hsguidance@dalat.org).



Dalat Directory

You may wish to invite your child's friends to a birthday party. Here you can have access to the student's contact information. You can remove your contact information if you wish for it not to be public to the school community.



Demographics Updates

This area is available for you to update your details, such as address, email and phone numbers, etc. It's very important that this information is keep up to date.



Medical Update

You will be asked on a yearly basis to update your child's medical information. It's very important that this information is keep up to date.



School Trip Permission

You will be asked on a yearly basis to give permission for your child to travel on Field Trips. M



Lunch/Snack Status Update

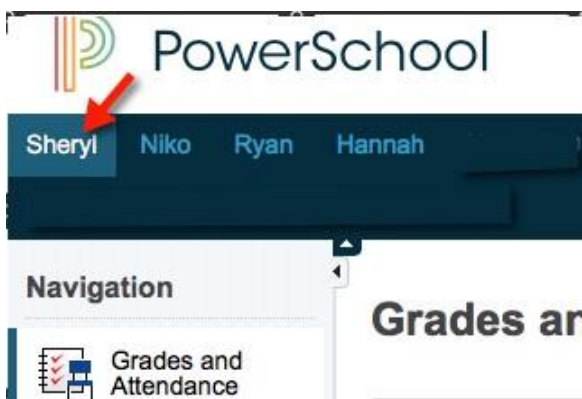
All families are automatically signed up for the full pay semester lunch program. You need to change this if you wish to go on the pay by day program. Elementary students will be automatically signed up for the snack program. Once again you need to change this status if you wish not to be on the snack program.

Code of Conduct


You will be asked on a yearly basis to indicate that you agree to Dalat International School's Code of Conduct.

Choose a Student Record

If you have more than one child at Dalat, after logging into PowerSchool you will see tabs along the top with the names of each of your children. Click on a tab to select that child's records. Then click on any of the available feature icons to view that child's specific information.



Help Online

PowerSchool online Help is available by clicking on the Help button  at any time.

GRADES & ATTENDANCE

Click this icon for details about the teacher.

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.

Exp	Attendance By Class															C1	F1	S1
	Last Week					This Week					Course							
	M	T	W	H	F	M	T	W	H	F								
A(A)						S	S				S	Algebra II ✉ Email Maurin, Guy - Rm: 06	A 96	A 93	A 95			
B(A)						S	S				S	Foundations of Faith 10 ✉ Email Anderson, Joshua - Rm: 07	A 97	B+ 88	A 95			
C(A)						S	S				S	Modern World History ✉ Email Bernhardt, Sharon - Rm: CA303	A 96	A 97	A 96			
D(A)												Advanced Art ✉ Email Nichols, Liza - Rm: CA301	A 95	0	A 95			
E(A)												Lunch ✉ Email Lunch, Teacher - Rm: Cafe						
F(A)				S			S			S		AP Statistics ✉ Email Kilgo, Patrick - Rm: 02	A- 92	A 98	A 93			

The *Grades & Attendance* page gives you a quick look at how your child (HS and MS only) is doing in school. From this one screen you have access to attendance information for the last two weeks, names of and email 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 email that teacher (**Note:** you must have your email 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 (see below).

CLASS SCORE DETAIL

Assignments

Due Date	Category	Assignment	Flags	Score	%	Grade
05/03/2018	Homework	AP Tips Quiz		10/10	100	A
04/18/2018	Test	CH 12 TEST		98/100	98	A
04/13/2018	Test	CH 11 AP TEST		100/100	100	A
04/13/2018	Test	CH 11 TEST		94/100	94	A
04/09/2018	Homework	HW QUIZ 11.1		10/10	100	A
03/15/2018	Test	CH 10 TEST		95/100	95	A
03/13/2018	Homework	HW QUIZ 10.1		10/10	100	A
03/13/2018	Homework	HW 10.2 Reading		5/5	100	A
03/02/2018	Test	CH 9 TEST		88/102	86.27	B
03/02/2018	Test	CH 9 AP TEST		100/100	100	A

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.

Missing, Late, Collected and Exempt assignment attributes may appear in the *Codes* column of an assignment. *Missing* code indicates an assignment has not been submitted; *L* code indicates an assignment was submitted past the due date; a *Checkmark* code indicates the assignment was submitted but not graded; *Exempt* code indicates the assignment does not need to be submitted.

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. 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.

ATTENDANCE HISTORY

Course	Expression	2/26-3/2					3/5-3/9					3/12-3/16					3/19-3/23					3/26-3/30					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			
Concert Band Kearney, Andrew Band E: 08/02/2017 L: 06/01/2018	A(A)					-																-	S	S	-	-	-	-	-		
Modern World History Bernhardt, Sharon CA303 E: 08/02/2017 L: 06/01/2018	B(A)					-																-	S	S	-	-	-	-	-		
Conceptual Physics Rogers, Corinne CA304 E: 08/02/2017 L: 06/01/2018	C(A)					-																-	S	S	-	-	-	-	-		
Spanish I Allen, Joshua ES113 E: 08/02/2017 L: 06/01/2018	D(A)					-																-	S	S	-	-	-	-	-		
Lunch Lunch, Teacher Cafe E: 08/02/2017 L: 06/01/2018	E(A)					-																-	S	S	-	-	-	-	-		
New Testament Survey Murrell, Joshua CA304 E: 01/11/2018 L: 06/01/2018	F(A)					-																-	S	S	-	-	-	-	-		
English 9 Chinn, Debbie 02	G(A)					-																-	S	S	-	-	-	-	-		

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.

GRADE HISTORY

C1		
Course	Grade	%
Conceptual Physics	B+	89
Concert Band	A	93
English 9	C+	77
Geometry	B-	81
Modern World History	C+	78
Old Testament Survey	A-	92
Spanish I	B	83

The *Grade History* page allows you to view a list of all grades that your child has earned while at Dalat as well as to the current point in the year. Multiple tabs along the top of the window allow you to view any school year the student has attended Dalat.

After clicking on the school year, you wish to 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 that Dalat does not use in its grade reporting.

When accessing this page, you may see any or all of the following columns:

Q1	=	Quarter One grades	(worth 40% of semester one grade)
Q2	=	Quarter Two grades	(worth 40% of semester one grade)
F1	=	Final Exam grades	(worth 20% of semester one grade)
S1	=	Semester One grades	
Q3	=	Quarter Three grades	(worth 40% of semester two grade)
Q4	=	Quarter Four grades	(worth 40% of semester two grade)
F2	=	Final Exam grades	(worth 20% of semester two grade)
S2	=	Semester Two grades	

Note: Some classes may not have final exams so there will be no grade in that column. If a class does not give a Final Exam, the semester grade will be calculated at 50% for each of the two quarters for that semester.

EMAIL NOTIFICATIONS

Contact Information

Email Address XXXXXXXXXX@XXXXXX.XX

Additional Email Addresses
(separate multiple email addresses with commas)

What Information Would You Like to Receive?

Summary of Current Grades and Attendance.

Detail Report Showing Assignment Scores for Each Class.

Detail Report of Attendance.

School Announcements.

Balance Alert (Note: will only be sent when student is low on funds).

Frequency

How Often? Never

Apply These Settings to All Your Students?

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

Note: The email address you entered when creating your PowerSchool account will already be showing. If you need to change this email, you will need to click on the "Account Preferences" icon at the top to make corrections.

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

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

- **Summary of current grades and attendance** - Sends out one email 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 email for each class with each assignment for the quarter with scores. (Note: If your child has 6 classes you will receive 6 emails, one for each class. If you have multiple students at Dalat you could be

receiving over 20 emails with detailed information – for this reason, we do not recommend this option.)

- **Detailed report of attendance** - Sends out an email containing detailed attendance for each class your child is enrolled in for the current term.
- **School announcements** – Sends out Dalat’s daily bulletin.

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.

Additional Email Addresses: If you wish to receive these email notifications at more than one email address, you need to configure the email accounts you want these emails sent to. You can have these emails sent to multiple email accounts by simply separating the email accounts with commas.







Apply these settings to all your students? Clicking here allows you to take these new email preferences and apply them to all your children at Dalat. However, if you want different information on each child, you will need to set this separately on each child’s account.

Send now to [current student]? Clicking here allows you to have these emails sent to your email account now. At any time, you can come to this screen, check this box and click the Submit button to have these emails 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.

TEACHER COMMENTS

D(A)	FA305	Advanced Art	 Email Nichols, Liza	
E(A)	LUNCH	Lunch	 Email Lunch, Teacher	
F(A)	MA400	AP Statistics	 Email Kilgo, Patrick	
G(A)	LA320	English 10	 Email Grad, Emily	
H(A)	SC330	Chemistry	 Email Burleson, Kelly	
CD(A)	CD	Conduct	 Email A Homeroom, teacher	

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 email available you can click on his/her name to send an email.

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 (clicking on the student's class average in the *Grades and Attendance* page will take you there).
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.

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 emails from parents who have visited PowerSchool and are upset by grades or other information. If your child'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 teacher's 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.** Missing or late assignments could be negatively affecting the overall grade average.

You may email 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 teacher's name to send an email and they will be happy to reply and help clarify the situation.