

Keystone PowerSchool Quick-Start Tutorial for Parents, Guardians, and Students

Introduction

PowerSchool is the student information system used by the Keystone Local School District. It is a web-based application that allows parents and students to log into a secure account from home, school or work; access real-time assignments, grades and attendance; request reports; email teachers; and more.

Parent and Student Access to PowerSchool

The Keystone Local School District PowerSchool web address is <https://pske.nccohio.org/public/home.html>. There is also a link on Keystone Local School District webpage. It is listed as a link (“PowerSchool”) in the column on the left hand side of the page.

Create a Parent Single Sign-on Account

To make access to your children’s information easier, PowerSchool now offers a single sign-on option that allows parents to create one account from which to access information for each child in the family.

Parents will receive a separate Access ID and Access Password for each child from the school(s). If you have need, or have forgotten the Access ID or Password for your child, please contact the school office.

Once you have your child’s Access ID and Password, you are ready to set up a PowerSchool account.

Log in to PowerSchool per the instructions above. Whether you are familiar with PowerSchool or new, follow instructions below to create a single sign-on account. It’s as easy as 1, 2, 3, and 4!

1. Click Create an Account.

The screenshot shows the PowerSchool login page. At the top is the 'PowerSchool' logo. Below it are two main sections: 'Login' and 'Create an Account'. The 'Login' section has fields for 'User Name' and 'Password', a 'Submit' button, and a link for 'Having trouble logging in?'. The 'Create an Account' section has a brief description and a 'Create Account' button. A red arrow points from the text '1. Click Create an Account.' to the 'Create Account' button.

2. Enter information to create your account. (See sample info entered below.)

The screenshot shows the 'Create Parent/Guardian Account' form. It has fields for 'First Name', 'Last Name', 'Email', 'Desired User Name', 'Password', and 'Re-enter Password'. Below these is a section titled 'Link Students to Account' with a table. A red arrow points from the text '2. Enter information to create your account...' to the 'Enter' button at the bottom right of the form.

Student Name	Access ID	Access Password	Relationship
1. Meredith	Smith123	****	Mother, natural/adoptive
2. John	Smith456	****	Mother, natural/adoptive
3.			- Choose -
4.			- Choose -
5.			- Choose -
6.			- Choose -
7.			- Choose -

3. For each child enter Name, Access ID, Password and select a relationship

4. When finished entering information click Enter

TIP: Before starting step 2, decide on a User Name and Password and write them down.

Your next screen will be a confirmation that your PowerSchool account has been created. Log back in using your User Name and Password. This is the area you will log into on all future visits to PowerSchool.

PowerSchool

Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

Login

User Name

Password

Having trouble logging in?

Submit

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Student Access to PowerSchool

Students will use the same User ID and Password that they use to logon to all school workstations. If you have forgotten your Access ID or Password, please contact the school office.

Log into PowerSchool at: <https://pske.nccohio.org/public/home.html> (it is titled "Parent Sign In" but it is also used for student log in). Students will enter the same User ID and password that they use daily at school to logon to school workstations. Students should not use the "Create an Account" section.

The screenshot shows the PowerSchool login page. At the top is the 'PowerSchool' logo. Below it is the 'Parent Sign In' section, which includes fields for 'Username' and 'Password', a 'Sign In' button, and a link for 'Having trouble signing in?'. Below the 'Parent Sign In' section is the 'Create an Account' section, which includes a paragraph of text and a 'Create Account' button. Two red arrows point from the text above to the 'Parent Sign In' and 'Create an Account' sections. A large red 'X' is drawn over the 'Create an Account' section, indicating that students should not use this option.

The PowerSchool Environment

PowerSchool opens to the **Grades and Attendance** page. It is a quick lookup page which shows classes, teachers, grades and attendance which pull from the teacher gradebooks for the current term. Once grades start to appear under the terms, you may double-click the grade to see class assignments.

Parents with more than one child will have selection tabs in this area for multiple students.

The screenshot shows the PowerSchool interface. At the top, there is a navigation bar with the PowerSchool logo and a 'Welcome' message. Below this is a blue navigation menu with icons for various features. The main content area is titled 'Grades and Attendance' and contains a table with the following structure:

Exp.	Last Week					This Week					Course	Q1	Q2	Y1	Q3	Q4	Y2	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F									
1(A-E)	HERE										PHYSICAL EDUCATION 6						0	0	
1(A-E)											ART 6						0	0	
2(A-E)											MATH 6						0	0	
3(A-E)											SCIENCE 6						0	0	
4(A-E)	HERE										SOC STUDIES 6						0	0	
5(A-E)											LUNCH						0	0	
6-7(A-E)											ADV. READING 6						0	0	
8(A-E)											BAND 6						0	0	
9(A-E)											ADV. ENGLISH COMP. 6						0	0	
10(A-E)											Advisory 6						0	0	

At the bottom of the table, there is a row for 'Attendance Totals' showing 0 absences and 0 tardies. Below the table, there is a section for 'Current weighted GPA (Q3)' and a link to 'Show dropped classes also'.

Other pages may be accessed by clicking on the icons in the menu bar at the top of the screen.

Grades History shows final term grades that have been stored into student course history.

Attendance History gives a breakdown of dates absent and absence reasons.

Email Notification allows you to choose what reports you would like emailed to you and how often. This feature is optional, and reports can be quite voluminous. Most of this information can be obtained from the web pages.

Teacher Comments allows you to view comments teachers have made relative to the class. You may also find comments in the Grades and Attendance area relative to the term.

School Bulletin: this will not be active in PowerSchool as it is published on the E-newsletter section of the Keystone website.