

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

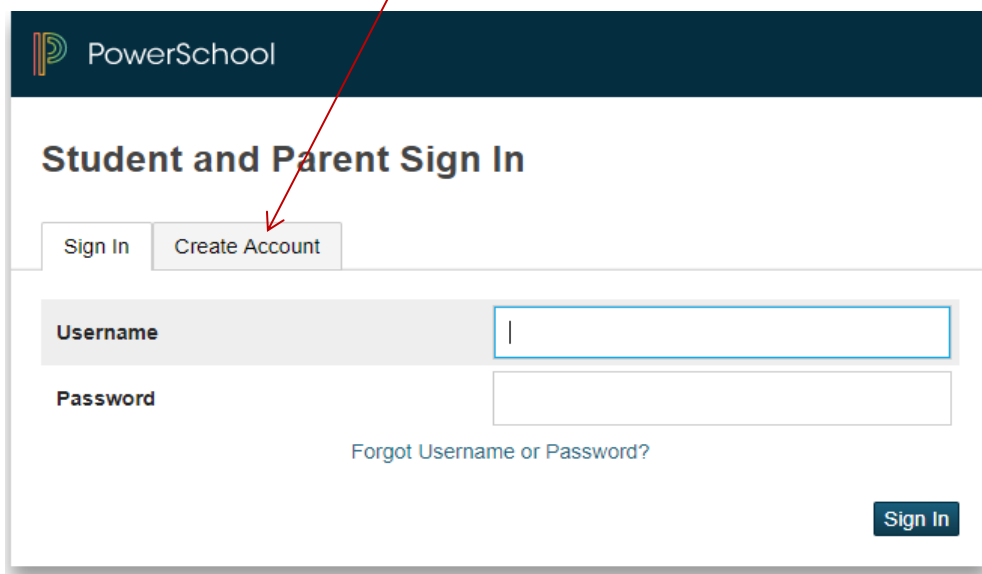
To make access to your children’s information easier, PowerSchool now offers a single sign-on option that allows parents to create one account from which to access information for each child in the family.

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!

Click on the Create Account tab



PowerSchool

Student and Parent Sign In

Sign In Create Account

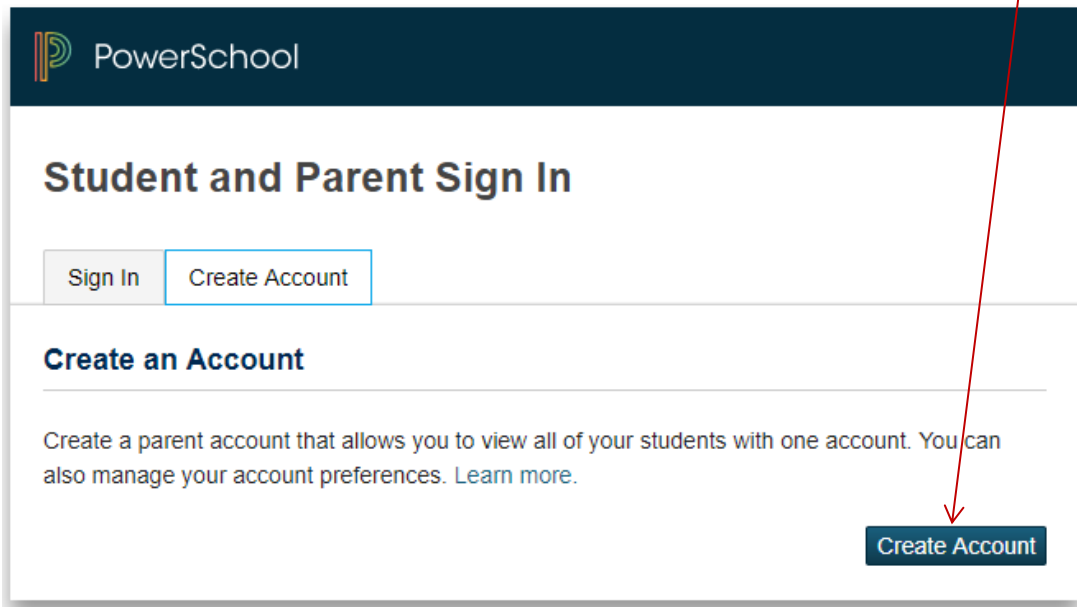
Username

Password

[Forgot Username or Password?](#)

Sign In

Then click on **Create Account** again at the bottom right hand corner of the new box



PowerSchool

Student and Parent Sign In

Sign In Create Account

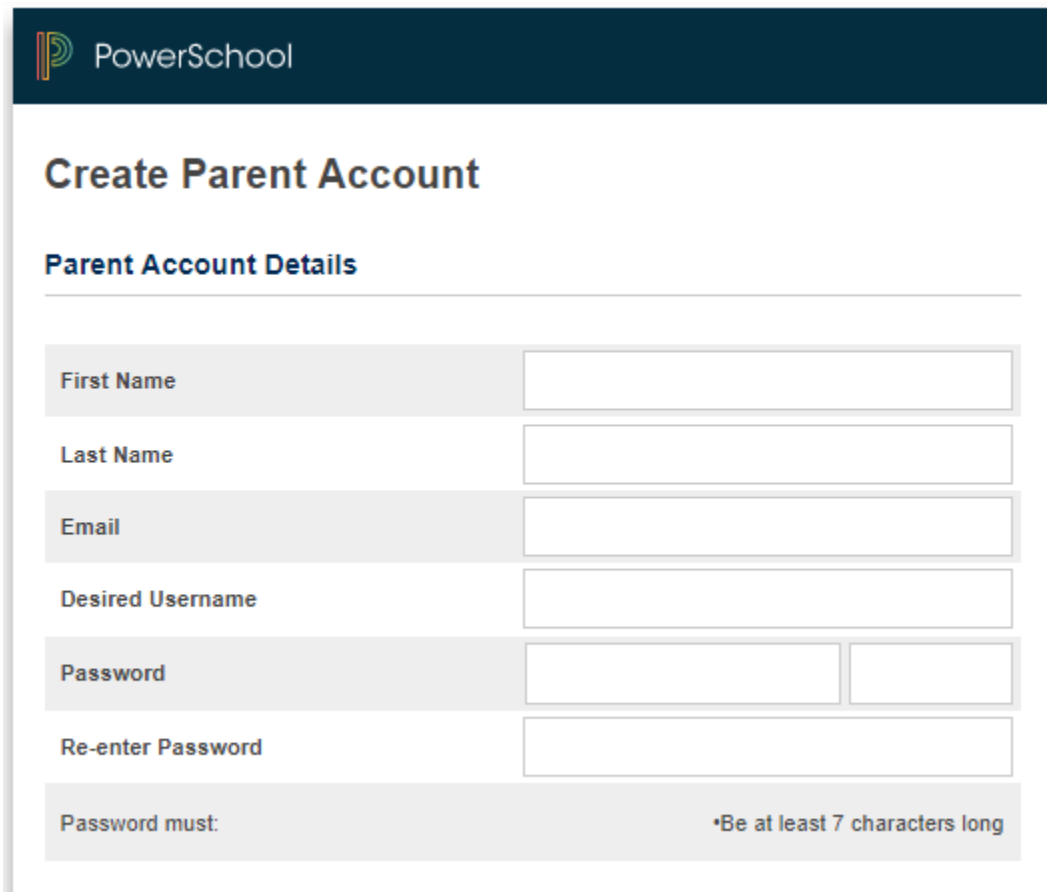
Create an Account

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.](#)

Create Account

2. Enter information to create your account

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



PowerSchool

Create Parent Account

Parent Account Details

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must: **•Be at least 7 characters long**

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

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	<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 ▼

4. When finished entering all information - click Enter

7

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

Enter

The next screen should be a confirmation that your Parent 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

Student and Parent Sign In

[Sign In](#) [Create Account](#)

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

Username

Password

[Forgot Username or Password?](#)

[Sign In](#)

Student Access to PowerSchool looks identical to the above window

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.

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.

PowerSchool

Welcome, [Name] | Help | Sign Out

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Calendars

Grades and Attendance Standards Grades

Grades and Attendance:

Exp	Last Week					This Week					Course	Q1	Q2	X1	Q3	Q4	X2	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F									
1(A-E)	HERE										PHYSICAL EDUCATION 6	0	--	--	--	--	--	0	0
1(A-E)											ART 6	--	--	--	--	--	--	0	0
2(A-E)											MATH 6	0	--	--	--	--	--	0	0
3(A-E)											SCIENCE 6	0	--	--	--	--	--	0	0
4(A-E)	HERE										SOC STUDIES 6	0	--	--	--	--	--	0	0
5(A-E)											LUNCH	--	--	--	--	--	--	0	0
6-7(A-E)											Staff, Staff	--	--	--	--	--	--	0	0
6-7(A-E)											ADV. READING 6	0	--	--	--	--	--	0	0
8(A-E)											BAND 6	--	--	--	--	--	--	0	0
9(A-E)											ADV. ENGLISH COMP. 6	0	--	--	--	--	--	0	0
10(A-E)											Advisory 6	--	--	--	--	--	--	0	0
Attendance Totals																	0	0	

Current weighted GPA (Q3): [Value]

[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.