**E-mail Notifications**

If you wish to receive information about your student's grades, attendance, and assignment scores, use this page to set up your E-mail preferences. You can specify which information you would like to receive, how often you would like to receive the information, and how often you would like to receive E-mail.

**How to Set Up E-mail Notifications**

*On the Main Menu, click E-mail Notification. The E-mail Notifications page appears.
*What information would you like to receive?*
Specify which information you would like to receive by selecting the appropriate checkboxes:
*Summary of current grades and attendance
*Detailed reports showing all assignment scores for each class. *Note: Selecting this option will produce one E-mail per class. It is recommended that this option is not used with a setting of "Daily" from the How Often E-mail option.*
*Detailed report of attendance
*School announcements


*How often?*
Use the pop-up menu to specify how often you would like to receive the E-mail messages selected above. *Note: It is not recommended to select the Daily option. This option will produce an overabundance of E-mail.*

*E-mail Address(es)*
Enter the E-mail addresses to which you want the system to send the E-mail messages selected above. Separate multiple addresses with commas.

*Send now?*
*Select the check box to immediately send the E-mail messages selected above.*

*Click Submit. The Changes Recorded page appears.

**Teacher Comments**

Use this page to view any comments that teachers entered regarding items such as the student's achievement or behavior.

**How to View Teacher Comments**

*On the Main Menu, click Teacher Comments. The Teacher Comments page appears.
*To open an E-mail message to send to a teacher, click the teacher's name.

**School Bulletins**

Use this page to view daily school announcements.

**How to View School Bulletins**

*On the main menu, click School Bulletin. The School Bulletin page displays any messages for the current day.
*To view another day's bulletin, click a date link at the bottom of the page.


**Technology Questions**

*What is needed to run Parent Portal?*
Internet access and a web browser. Parent Portal works with Internet Explorer, Firefox, Chrome and Safari.

*What if I forget my ID or password?*
If you forget your ID, please contact the Counseling Office at 603-868-2375 extension 6032 or sosterloh@orcsd.org. If you have forgotten your password, go to the Parent Portal

(https://powerschool.orcsd.org/public) and click on the link for the Parent Portal Log In page. Click the "Forgot your password" link.

*Can someone else see my child's grades?*
The only way to see a student's grades is to use the ID and password assigned. Please keep your login and password information secure!

**Oyster River High School**
Counseling Office

**PowerSchool**

# Parent Portal

**https://powerschool.orcsd.org/public**

**55 Coe Drive**
**Durham, NH 03824**
**Phone: 603.868.2375 ext. 6032**

# Oyster River High School – PowerSchool Parent Portal

## Introduction

PowerSchool Parent Portal gives parents and students access to on-line information including attendance, grades and detailed assignment descriptions, school bulletins, and even personal messages from the teacher. Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can share information with parents and students.

## Create a Parent Account

**Must obtain Access ID and password from the Counseling Office**
Type **https://powerschool.orcsd.org/public** into your web browser address bar.
*Choose "Create Account"
Enter the required information: Create user name, password, and enter your email address.
NOTE: An email address can only be used once per account.
*Enter students Access ID and Access Password
NOTE: You can enter all of your children's access codes at the same time, or you can add additional children once your account is established.
*Click Submit

## How to Log In to PowerSchool Parent Portal

*Open your Web browser to the PowerSchool Parent Portal URL
**(https://powerschool.orcsd.org/public)**
*Enter your username in the first field. Enter your password in the second field.
*Click Sign In

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## PowerSchool Parent Portal Start Page

The PowerSchool Parent Portal start page serves as the central point from which you begin your PowerSchool Parent Portal session.

### Main Menu

The Main Menu consists of links for Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, and School Bulletin. The Main Menu also contains links for My Calendars, Account Preferences, Honor Roll, and My Schedule.

### Grades and Attendance

Use this page to view the grades and attendance for the student in the current marking period. The legend at the bottom of the page displays the attendance codes and their meanings.

### How to View Grades and Attendance

*On the Main Menu, click Grades and Attendance. The Grades and Attendance page appears.
*To view grade and assignment details, click a grade in the term (Q1, Q2, Q3, or Q4) column. The Class Score Detail page appears.
*If the Teacher has provided a description for an assignment, the assignment name will appear as a blue hyperlink. Click the assignment name under the Assignment column. The Assignment Description page appears. Use the browser Back button to return to the Grades and Attendance page.
*To view the absences or tardies for the selected class during this term, click a number in the Absences or Tardies column. The Dates of Attendance page displays all absences or tardies for that class and the absence codes. To view the absences or tardies for all classes during this term, click a number in the Attendance Totals row. The Dates of Absence or Dates of Tardies page displays all absences or tardies and the absence codes. Use the browser Back button to return to the Grades and Attendance page.
*In the Attendance by Day section, click a number in the Absences or Tardies column. Depending on your selection, the Dates of Attendance page displays the total absences or tardies for the semester or for the year-to-date.
*To send an e-mail to a teacher, click the name of the teacher. *Note: To use this function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send messages.*

### Grades History

Use this page to view marking period and final grades for the student.

### How to View Grades History

*On the Main Menu, click Grades History. The Grade History page appears.
*Click a grade in the % column. The Class Score Detail page appears.
*Note: Historical detail information will not show prior to the change to PowerSchool in 2011-2012.*

### Attendance History

Use this page to view the attendance record for the student in the current term. The legend at the bottom of the page displays the attendance codes and their meanings.

### How to View Attendance

On the Main Menu, click Attendance History. The Attendance History page displays the student's attendance record for the current term.

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### Frequently Asked Questions

*How do I register for Parent Portal?*
Contact the Counseling Office at 603-868-2375 extension 6032 or email sosterloh@orcsd.org.

*How can I get answers to questions about my child's grade(s)?*
You can speak with your child first and then contact the teacher. Others to contact are the School Counselor or Principal.

*How quickly will students' grades be entered into Parent Portal?*
Grades will be entered in a timely manner. It is not expected, however, that a test or major assignment will be graded and entered into Parent Portal the same day it is completed. Depending on the complexity of the assignment it may be several school days before the grades are posted into the Parent Portal. Your patience is appreciated.