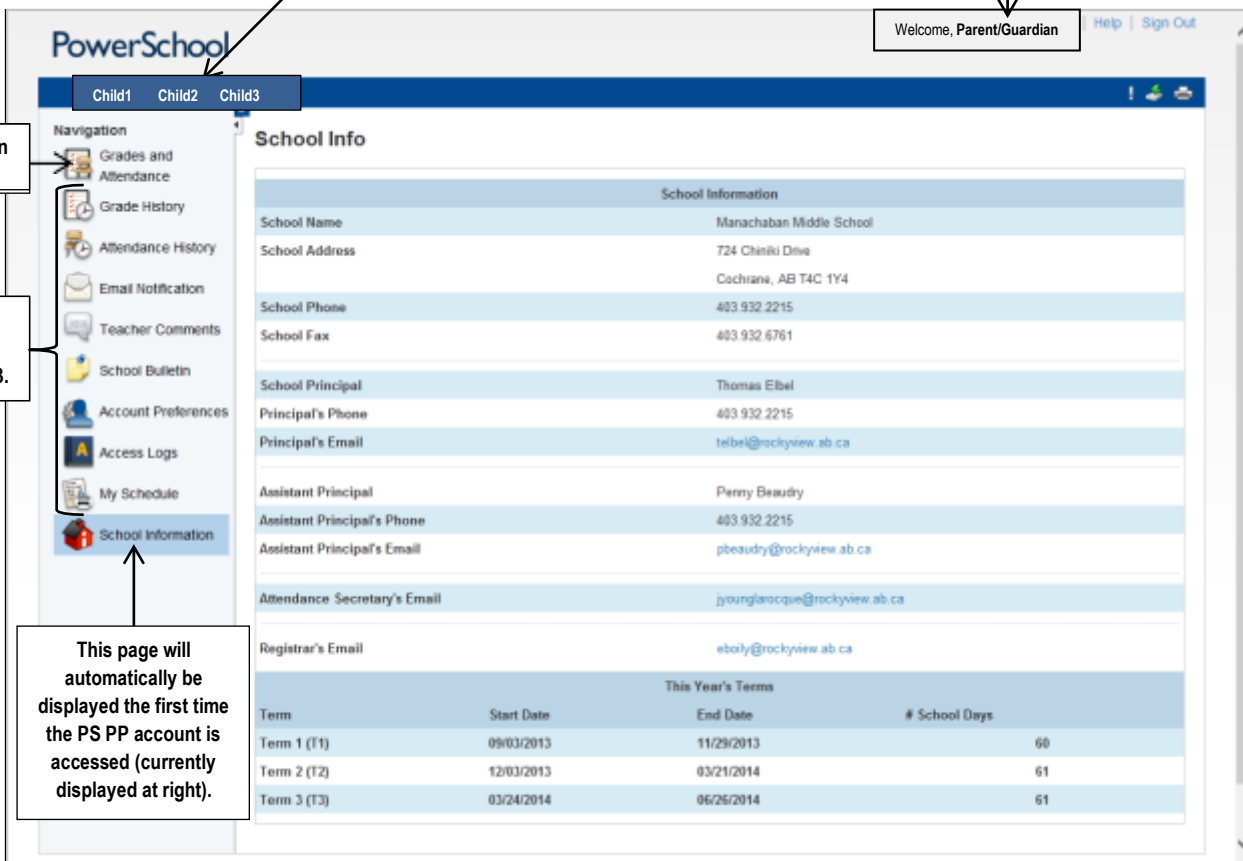


By this time, you will have created a PowerSchool Parent Portal (PS PP) account, which is now accessed by typing the following URL into the address bar of your Internet browser:

<https://ps.rockyview.ab.ca/public>

A link to the PS PP can also be found on our school website (select the **Parents tab** then click on the **PowerSchool Parents/Students viewlet**). The School Info page illustrated below is displayed the first time you enter the PS PP. Following your first entry to the portal, the page that is displayed will be the page you last viewed before signing out of your last visit. Some of the key features that you will see on any page have been described below.



The name or names of siblings connected to this PS PP account will appear here. Simply click on the name of the individual that you wish to view information for. Remember that siblings can attend different schools (see page 8 for information regarding linking siblings).

The name of the Parent or Guardian that created the PS PP account will appear here.

Welcome, Parent/Guardian Help Sign Out

Child1 Child2 Child3

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Account Preferences
- Access Logs
- My Schedule
- School Information

Details on page 2.

Details starting on page 3.

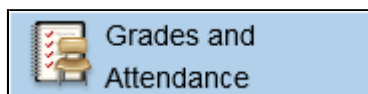
This page will automatically be displayed the first time the PS PP account is accessed (currently displayed at right).

School Info

School Information	
School Name	Manachaban Middle School
School Address	724 Chinkil Drive Cochrane, AB T4C 1Y4
School Phone	403.932.2215
School Fax	403.932.6761
School Principal	Thomas Eibel
Principal's Phone	403.932.2215
Principal's Email	teibel@rockyview.ab.ca
Assistant Principal	Perry Beaudry
Assistant Principal's Phone	403.932.2215
Assistant Principal's Email	pbeaudry@rockyview.ab.ca
Attendance Secretary's Email	jyoung@rockyview.ab.ca
Registrar's Email	eboly@rockyview.ab.ca

This Year's Terms			
Term	Start Date	End Date	# School Days
Term 1 (T1)	09/03/2013	11/29/2013	60
Term 2 (T2)	12/03/2013	03/21/2014	61
Term 3 (T3)	03/24/2014	06/26/2014	61

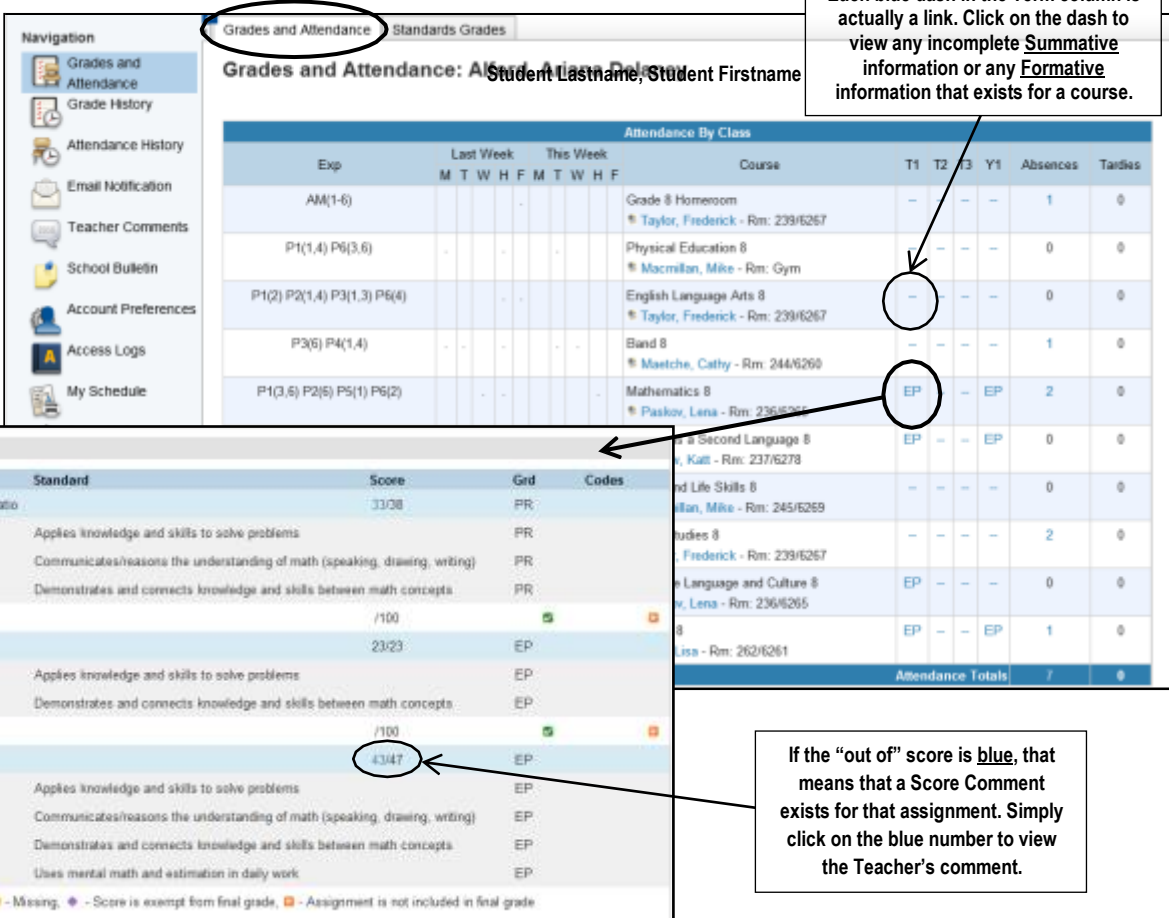
The most frequently visited page in the PS PP (selected from the Navigation pane on the left) is the **Grades and Attendance page**. Features of this page and how to obtain detailed information via the links on it have been outlined in the following section. Details regarding other pages selected from the Navigation pane begin on page 3.



The **Grades and Attendance** link is by far the most “popular” link as it will display a student’s Grades and Attendance data for the current school year. One very important thing to note on this page is that there are other links that allow a parent/guardian to “drill down” and obtain more detail regarding marks as well as attendance data. As per industry standard, links are in blue. Please note that clicking on a Teacher Name link results in direct connection to the Teacher’s e-mail, but only if Microsoft Outlook is installed on the computer currently being used.

There are two tabs on the Grades and Attendance page; **Grades and Attendance** (the default and illustrated below) and **Standards Grades** (described in more detail on page 6). Following is an example of clicking on an **Achievement Indicator** in the Term column to obtain further information regarding the assignments that made up that mark (in this case, the **EP** or **Exemplary** achievement indicator).

Note that scores for Summative assignments will always be displayed. As Formative assignments are part of the learning process, their scores are not counted towards the grade (and therefore not always displayed).



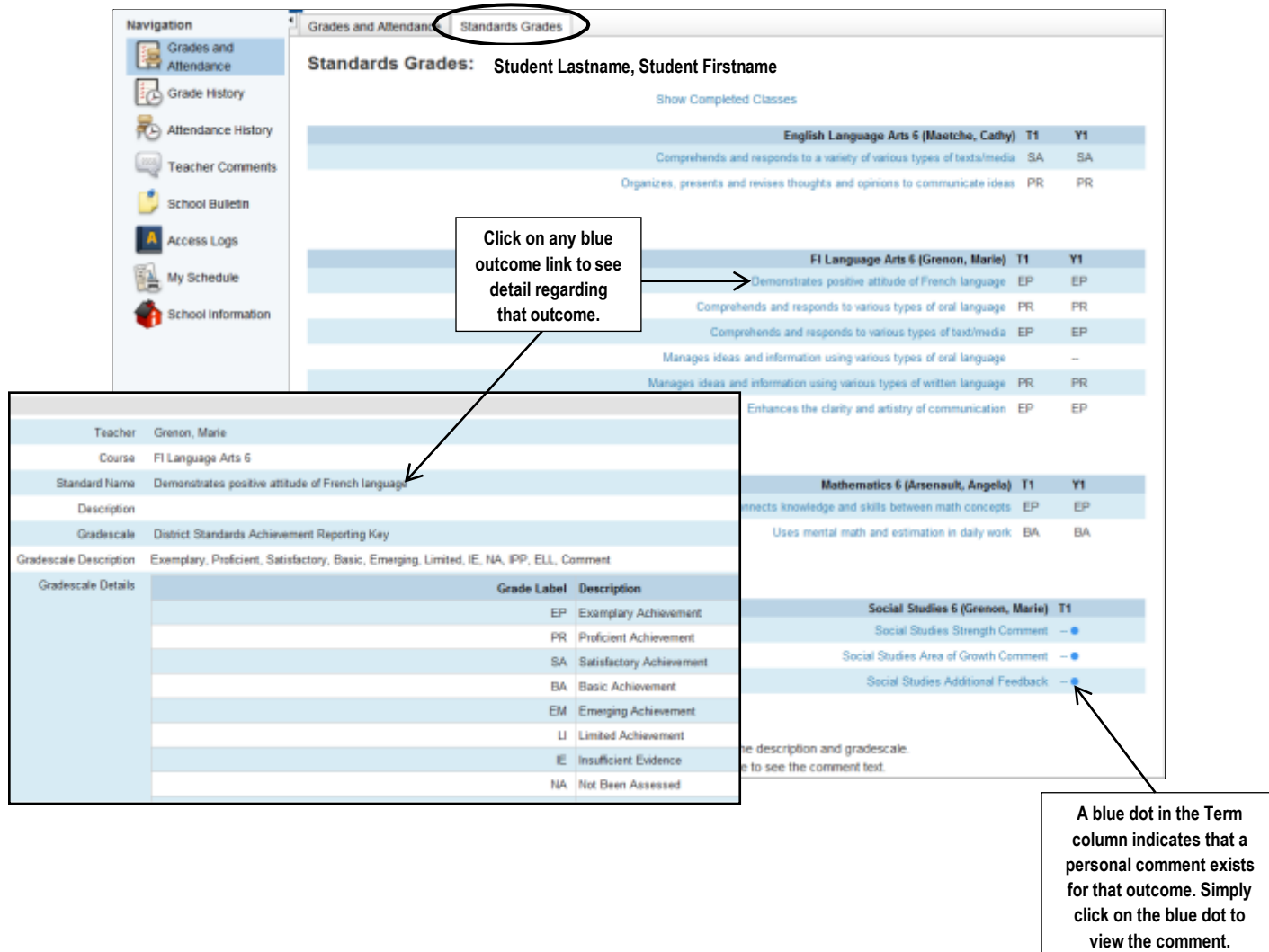
Each blue dash in the Term column is actually a link. Click on the dash to view any incomplete Summative information or any Formative information that exists for a course.

If the “out of” score is blue, that means that a Score Comment exists for that assignment. Simply click on the blue number to view the Teacher’s comment.

Other **Achievement Indicators** that may be displayed under a Term (to the right of the Course Name) include **PR** (Proficient), **SA** (Satisfactory), **BA** (Basic Achievement), **EM** (Emerging Achievement), **LI** (Limited Achievement), **IE** (Insufficient Evidence of Learning) or **NA** (Not Assessed this Term). Detailed information regarding

the assessment process and associated achievement indicators can be found on the Rockyview Website by typing the URL <http://www.rockyview.ab.ca/home/21stC/assessing> in the address bar of your browser.

The **Standards Grades tab** allows an individual to view information that is organized by course. Under each course heading are the outcomes that have been addressed thus far for that class. An achievement indicator OR a **Comment link** (a blue dot) will be displayed to the right of each outcome. An outcome is itself a link that can be “drilled down” on for further information. For example:



The screenshot shows the 'Standards Grades' tab selected in the navigation menu. The main content area displays a list of courses and their associated outcomes. A callout box points to a blue dot in the 'Term' column, indicating a personal comment exists for that outcome. Another callout box points to a blue outcome link, indicating that clicking on it will provide detail regarding that outcome. A third callout box points to a blue dot in the 'Term' column, indicating a personal comment exists for that outcome. A fourth callout box points to a blue dot in the 'Term' column, indicating a personal comment exists for that outcome.

Standards Grades: Student Lastname, Student Firstname

Show Completed Classes

Course	Teacher	Term	Year
English Language Arts 6 (Maertche, Cathy)	T1	Y1	
Comprehends and responds to a variety of various types of texts/media	SA	SA	
Organizes, presents and revises thoughts and opinions to communicate ideas	PR	PR	
FI Language Arts 6 (Grenon, Marie)	T1	Y1	
Demonstrates positive attitude of French language	EP	EP	
Comprehends and responds to various types of oral language	PR	PR	
Comprehends and responds to various types of text/media	EP	EP	
Manages ideas and information using various types of oral language	—	—	
Manages ideas and information using various types of written language	PR	PR	
Enhances the clarity and artistry of communication	EP	EP	
Mathematics 6 (Arsenault, Angela)	T1	Y1	
Connects knowledge and skills between math concepts	EP	EP	
Uses mental math and estimation in daily work	BA	BA	
Social Studies 6 (Grenon, Marie)	T1		
Social Studies Strength Comment	—	—	
Social Studies Area of Growth Comment	—	—	
Social Studies Additional Feedback	—	—	

Gradescale Details

Grade Label	Description
EP	Exemplary Achievement
PR	Proficient Achievement
SA	Satisfactory Achievement
BA	Basic Achievement
EM	Emerging Achievement
LI	Limited Achievement
IE	Insufficient Evidence
NA	Not Been Assessed

Teacher: Grenon, Marie
Course: FI Language Arts 6
Standard Name: Demonstrates positive attitude of French language
Description:
Gradescale: District Standards Achievement Reporting Key
Gradescale Description: Exemplary, Proficient, Satisfactory, Basic, Emerging, Limited, IE, NA, IPP, ELL, Comment

Gradescale Details:

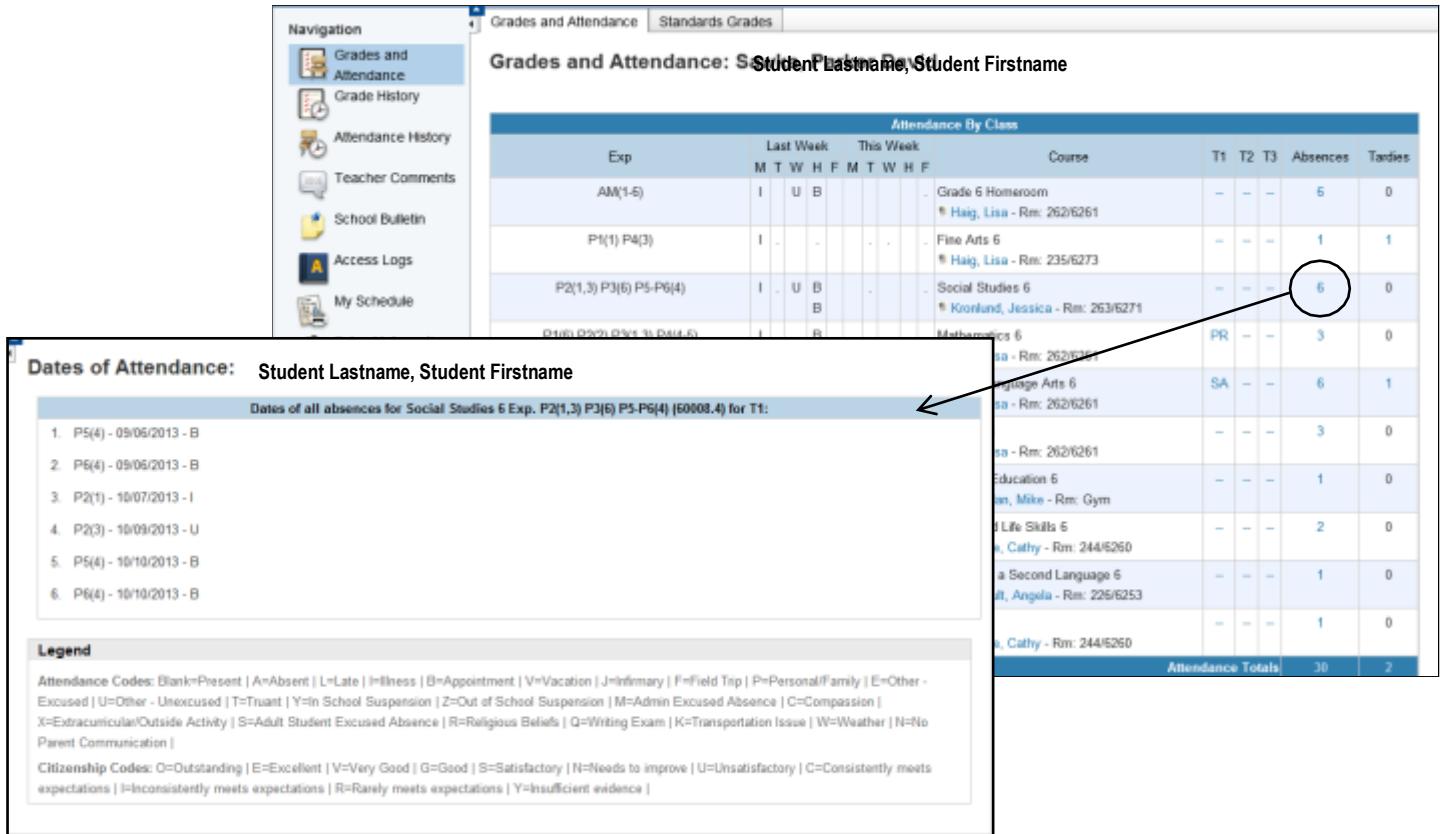
Click on any blue outcome link to see detail regarding that outcome.

A blue dot in the Term column indicates that a personal comment exists for that outcome. Simply click on the blue dot to view the comment.

To obtain more information regarding the specific assignment(s) that an outcome is linked to, return to the Grades and Attendance page by clicking on the **Grades and Attendance tab** (to the left of the Standards Grades tab).

Detailed **Attendance information** can also be obtained from the Grades and Attendance page. As per the following illustration, the most current attendance data will be displayed to the left of the Course column (the previous and current weeks). Detailed year-to-date attendance data for each course (period) will be displayed

by clicking on any of the blue numbers (links) under the Absences or Tardies columns (to the right of the Term columns).



Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Teacher Comments
- School Bulletin
- Access Logs
- My Schedule

Grades and Attendance: Student Lastname, Student Firstname

Exp	Last Week							This Week							Course	T1	T2	T3	Absences	Tardies
	M	T	W	H	F	S	S	M	T	W	H	F	S	S						
AM(1-5)	I		U	B											Grade 6 Homeroom	-	-	-	5	0
P1(1) P4(3)	I														Fine Arts 6	-	-	-	1	1
P2(1,3) P3(6) P5-P6(4)	I		U	B											Social Studies 6	-	-	-	6	0
P1(1) P2(2) P3(1,3) P4(4)	I			B											Kronlund, Jessica - Rm: 263/6271	-	-	-	3	0
															Mathematics 6	PR	-	-	3	0
															Grade Arts 6	SA	-	-	6	1
															sa - Rm: 262/6261	-	-	-	3	0
															sa - Rm: 262/6261	-	-	-	3	0
															Education 6	-	-	-	1	0
															en, Mike - Rm: Gym	-	-	-	2	0
															Life Skills 5	-	-	-	2	0
															a, Cathy - Rm: 244/6260	-	-	-	1	0
															a Second Language 6	-	-	-	1	0
															il, Angela - Rm: 226/6253	-	-	-	1	0
															a, Cathy - Rm: 244/6260	-	-	-	1	0
															Attendance Totals				30	2

Dates of Attendance: Student Lastname, Student Firstname

Dates of all absences for Social Studies 6 Exp. P2(1,3) P3(6) P5-P6(4) (60008.4) for T1:

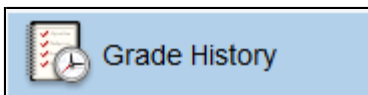
- P5(4) - 09/06/2013 - B
- P6(4) - 09/06/2013 - B
- P2(1) - 10/07/2013 - I
- P2(3) - 10/09/2013 - U
- P5(4) - 10/10/2013 - B
- P6(4) - 10/10/2013 - B

Legend

Attendance Codes: Blank=Present | A=Absent | L=Late | I=Illness | B=Appointment | V=Vacation | J=Infirmary | F=Field Trip | P=Personal/Family | E=Other - Excused | U=Other - Unexcused | T=Truant | Y=In School Suspension | Z=Out of School Suspension | M=Admin Excused Absence | C=Compassion | X=Extracurricular/Outside Activity | S=Adult Student Excused Absence | R=Religious Beliefs | Q=Writing Exam | K=Transportation Issue | W=Weather | N=No Parent Communication |

Citizenship Codes: O=Outstanding | E=Excellent | V=Very Good | G=Good | S=Satisfactory | N=Needs to improve | U=Unsatisfactory | C=Consistently meets expectations | I=Inconsistently meets expectations | R=Rarely meets expectations | Y=Insufficient evidence |

After “drilling down” on a specific grade or attendance link, simply click the **Grades and Attendance** link on the Navigation pane on the very left hand side of the monitor to return to the starting page.



If a student has attended our school in previous years; a summary of the student’s marks can be displayed for each year attended by first clicking on the **Grade History** link.

To view the marks history for a particular year, simply click on the tab of the desired school year. In the example below, marks for the 2011-2012 school year are displayed.


Navigation
 Grades and Attendance
Grade History
 Attendance History
 Email Notification
 Teacher Comments
 School Bulletin
 Account Preferences
 Access Logs
 My Schedule
 School Information

Grade History

Grade History
 Standards Grade History

2011-2012
 2012-2013

Course Name	T1				T2				T3				Y1			
	Grade	%	Clt	Hrs	Grade	%	Clt	Hrs	Grade	%	Clt	Hrs	Grade	%	Clt	Hrs
Band 5	A	93	E	0	A+	100	E	0	A+	99	E	0	A+	95	E	0
Career and Technology Foundations 5		0	V	0		0	V	0		0	V	0				0
English Language Arts 5	A+	97	E	0	A	93	E	0	A	92	E	0	A	93	E	0
Fine Arts 5	A	92	E	0	A-	87	E	0	A-	89	E	0	A-	89	E	0
French as a Second Language 5	A+	96	E	0	A	93	E	0	A	94	E	0	A	93	E	0
Grade 5 Homeroom				0				0				0				0
Mathematics 5	A+	97	E	0	A+	96	E	0	A	92	E	0	A	94	E	0
Physical Education 5	A-	85	E	0	A	93	E	0	A	90	V	0	A-	88	V	0
Science 5	A+	98	E	0	A	91	E	0	A	94	E	0	A	94	E	0
Social Studies 5	A+	95	E	0	A	91	E	0	A-	89	E	0	A	90	E	0


Attendance History

Selecting this link from the Navigation pane allows a parent or guardian to view a week by week summary of a student's attendance for the current Term of the current school year. The definition of each attendance code can be found by scrolling down to the bottom of the page.

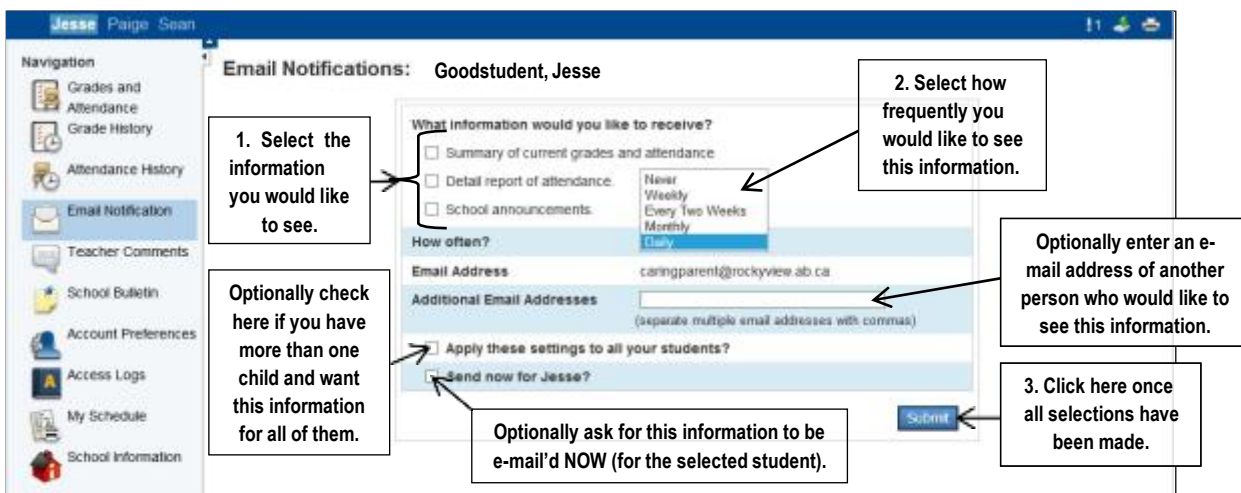
Navigation
 Grades and Attendance
 Grade History
Attendance History
 Teacher Comments
 School Bulletin
 Access Logs
 My Schedule
 School Information

Meeting Attendance History: Student Lastname, Student Firstname

Course	Expression	9/2-9/6		9/9-9/13		9/16-9/20		9/23-9/27		9/30-10/4		10/7-10/11		10/14-10/18			
		M	T	W	F	M	T	W	F	M	T	W	F	M	T	W	F
Grade 5 Homeroom	AM(1)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Haig, Lisa 262/6261	AM(2)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E: 09/03/2013 L: 06/28/2014	AM(3)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	AM(4)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	AM(5)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	AM(6)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fine Arts 5	P1(1)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Haig, Lisa 235/6273	P4(3)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E: 09/11/2013 L: 06/28/2014		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Social Studies 5	P2(1)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Kronlund, Jessica 263/6271	P2(3)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E: 09/03/2013 L: 06/28/2014	P3(6)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	P5(4)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	P6(4)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Mathematics 5	P1(6)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Haig, Lisa 262/6261	P2(2)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E: 09/03/2013 L: 06/28/2014	P3(1)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	P3(3)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	P4(4)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	P4(5)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
English Language Arts 5	P1(2)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Haig, Lisa 262/6261	P1(5)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E: 09/03/2013 L: 06/28/2014	P2(4)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	P2(6)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Email Notification

The **Email Notification link** allows a parent/guardian to determine whether they would like student information for one or all of their students forwarded to them via e-mail on a regular basis.



Email Notifications: Goodstudent, Jesse

What information would you like to receive?

- ☐ Summary of current grades and attendance
- ☐ Detail report of attendance
- ☐ School announcements

How often?

- ☐ Never
- ☐ Weekly
- ☐ Every Two Weeks
- ☐ Monthly
- ☐ Daily

Email Address: caringparent@rockyview.ab.ca

Additional Email Addresses: (separate multiple email addresses with commas)

☐ Apply these settings to all your students?

☐ Send now for Jesse?

Submit

It should be noted that the information reports or summaries contain the same information that is displayed in the PS PP. The Email Notification link simply allows a parent/guardian to receive the same information via a different medium and in a slightly different format.


Teacher Comments

This link allows a parent or guardian to view a summary of the “overall” Teacher comment for each class the student is in for the selected Term (if a comment has in fact been entered). This “overall” comment can also be viewed by “drilling down” on an achievement indicator on the Grades and Attendance page (see page 2).

Teacher Comments: Goodstudent, Paige

Reporting Term: 11

Exp.	Course #	Course	Teacher	Comment
AM(1-4)	70001	Grade 7 Homeroom	Leeson, Dave	
P1(1,5) P2(3) P3 (2,4,6)	70006	Mathematics 7	Leeson, Dave	
P2(1,5) P6(3)	70011	French as a Second Language 7	Duval, Daniel	
P1(2,4) P3(1,3,5) P4(1-2)	70003	English Language Arts 7	Paterson, Trinity J	
P4(6) P5(1,4)	70004a	Art 7	Hyciw, Kait	Paige's first watercolour painting was excellent and demonstrated a very good understanding of the techniques covered in class.
P4(3) P6(1,4,6)	70007	Science 7	Leeson, Dave	
P2(2,4,6)	70004d	Band 7	Maeiche, Cathy	

 School Bulletin

Periodically, key events and dates or messages will be displayed as a School Bulletin in the PS PP. Simply click on the ***School Bulletin link*** after which a small window will appear over top of the current window. Click on the blue “X” at the top right of the View School Bulletin window in order to uncover the previous window.

Attendance History

Email Notification

Teacher Comment

School Bulletin

Account Preferences

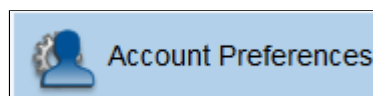
Access Logs

My Schedule

School Information

Attendance By Class

Exp	Last Week					This Week					Course	T1	T2	T3	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F						
AM(1-6)											Grade 8 FI Homeroom	-	-	-	1	0
View School Bulletin																
Manachaban Middle School Bulletin for Thursday, October 31, 2013																
Remembrance Day Assembly & Lifetouch Picture Retakes																
The Manachaban Remembrance Day Assembly will be held on Thursday, November 7th, 2013 in the gymnasium. The assembly will commence at 10:30 a.m. , and all parents/guardians are welcome to attend!																
Lifetouch Picture Retakes will take place in the afternoon of Thursday, November 7th, 2013 . Students must bring their order sheets with them.																
Should you have any questions regarding either of the above two events, please do not hesitate to contact the Office at 403-932-2215.																
View other dates:																
P1-P2(2) P4-P5(6)											Science 8 * Pasikon, Lena - Rm. 236/6265	SA	-	-	2	0
P6(3,5-6) P2(4) P3(2)											FI Language Arts 8 * Hrycie, Kati - Rm. 237/6278	SA	-	-	1	0
P4(3) P5(2,5)											Physical Education Enrichment 8 * Macmillan, Mike - Rm. Arena	-	-	-	0	0
P4(5) P5(3) P6(2,6)											Social Studies 8 * Hrycie, Kati - Rm. 237/6278	PR	-	-	1	0



The ***Account Preferences link*** is one of the most important links under the Navigation column. The Account Preferences page contains two tabs:

- The **Profile tab** allows the parent or guardian to make changes to their PS PP account. For example, the parent or guardian may change the account name or the password. He or she may also change the e-mail address to which Grades/Attendance reports are forwarded to (via the E-Mail Notification feature as described on page 6).
- The **Students tab** is where a parent or guardian can LINK additional students (siblings) so that Grades or Attendance data for all siblings may be viewed using one PS PP account. Please note that students who attend any school in Rockyview (who are siblings or who have the same guardian) can be linked to a single PS PP account.

The following illustration outlines the administrative procedures that may be performed by an individual wishing to change their PS PP account information (the **Profile tab**).

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Account Preferences**
- Access Logs
- My Schedule
- School Information

Profile Students

Account Preferences - Profile

If you want to change the name, e-mail address, username or password associated with your Parent account, you may use the corresponding Edit button to make changes to your username, or password.

First Name:

Last Name:

Email:

Select Language:

Username:

Current Password:

Enter your current password and the new password you would like:

New password must:

- Be at least 7 characters long
- Contain at least one uppercase and one lowercase letter
- Contain at least one letter and one number
- Contain at least one special character

Current Password:

New Password:

Confirm Password:

Cancel Save

Annotations:

- Make sure that this e-mail address is accurate. When using the **E-Mail Notification Link** (see page 6), all reports are forwarded to this address.
- Click on the “eraser” to make changes to your PS PP account **NAME**.
- Click on the “eraser” to make changes to your PS PP account **PASSWORD**.
- Don't forget to save all changes!

The following illustration outlines the steps that must be performed in order to link an additional Rockyview student (the **Students tab**) to your existing PS PP account. Note that the given name for each student linked will appear on the top blue “band” of each page.

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Account Preferences**
- Access Logs
- My Schedule
- School Information

Profile **Students**

Account Preferences - Students

To add a student to your Parent account, click the ADD button.

My Students

Jesse

Paige

Sean Crawford

Add Student

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

Cancel Save

Annotations:

- Click here first in order for the Add Student box to be displayed (below).
- Select YOUR relationship to the student (i.e., Mother, Father).
- Enter your student's name in this field.
- Information to be entered in these two fields can be obtained from your student's teacher or the school office.
- Click here once all information has been entered. Please verify your data before submitting.



Access Logs

This link simply allows a parent or guardian to view a list of the times that the information for a particular student has been accessed (viewed). As per the sample below, the date and time that the information was accessed will be displayed along with who accessed the information (i.e., in the event that parents have separate PS PP accounts, both names will be displayed under the “Accessed By” column). The duration of the session will be displayed in the last column.

Parent / Student Access Summary				
Parent Access Summary				
	Date	Time	Accessed By	Duration (minutes)
1.	11/06/2013	10:56 AM	Parent, Caring	6.00
2.	11/06/2013	10:57 AM	Parent, Caring	0.47
3.	11/05/2013	3:42 PM	Parent, Caring	13.56
4.	11/05/2013	1:47 PM	Parent, Caring	17.62

As students may have their own PS PP accounts and view their own information (only), student access can also be monitored by parents or guardians. Student access information can be found by scrolling down to the bottom of the Parent/Student Access Summary page (parent access will always be displayed first).



My Schedule

The **My Schedule** link will allow a parent or guardian to view the current Term's schedule for a student. As in the partial example below, the school day is listed vertically while the school period is listed horizontally.

		ADVISORY	PERIOD (of the six periods/day)						
		Enrollments for current school only							
Day	Term	AM	P1	P2	P3	P4	P5	P6	
1	13-14 T1	Grade 7 Homeroom 70001.3 Levson, Dave Room: 231/6258	Mathematics 7 70006.3 Levson, Dave Room: 231/6258	French as a Second Language 7 70011.7C123FSL Dural, Daniel Room: 230/6256	English Language Arts 7 70003.3 Paterson, Trindy J. Room: 229/6256		Art 7 70004.6 TA1ARPT Hryciw, Kait Room: 235/6273	Science 7 70007.3 Levson, Dave Room: 231/6258	
2	13-14 T1	Grade 7 Homeroom 70001.3 Levson, Dave Room: 231/6258	English Language Arts 7 70003.3 Paterson, Trindy J. Room: 229/6256	Band 7 70004.6B123BAH Maerke, Cathy Room: 244/6260	Mathematics 7 70006.3 Levson, Dave Room: 231/6258	English Language Arts 7 70003.3 Paterson, Trindy J. Room: 229/6256	Social Studies 7 70008.3 Paterson, Trindy J. Room: 229/6256	Physical Education 7 70009.3 Levson, Dave Room: Gym	
3	13-14 T1	Grade 7 Homeroom 70001.3 Levson, Dave Room: 231/6258	Physical Education 7 70009.3 Levson, Dave Room: Gym	Mathematics 7 70006.3 Levson, Dave Room: 231/6258	English Language Arts 7 70003.3 Paterson, Trindy J. Room: 229/6256	Science 7 70007.3 Levson, Dave Room: 231/6258	Social Studies 7 70008.3 Paterson, Trindy J. Room: 229/6256	French as a Second Language 7 70011.7C123FSL Dural, Daniel Room: 230/6256	

DAY (of the six day cycle)