Aspen School District

PowerSchool Parent Directions

Log In

Access the Internet through your local provider

Go to - http://powerschool.aspenk12.net

Enter your User Id and Password

Menu Bar

When you log into PowerSchool, you will see a screen with your child's current classes and grades.

#1 **Grades and Attendance** - Shows current grade in all classes as well as attendance. This will be the default screen when you log in.

#2 **Grades History** - Shows grades from previous quarters.

#3 **Attendance History** - Shows a complete history of attendance for the grading period.

#4 **E-Mail Notification** - Sign up site for progress reports. See directions below.

Signing Up for an Automatic Progress Report

You can receive an automatic progress report sent to any e-mail address(es) you wish. Here's how:

Click on "E-mail Notification" on the main menu bar

Step One: Select what information you would like to receive from the list. You can choose more than one.

Step Two: Select how often you receive your report. Daily, weekly, every other week, once a month, or never.

Step Three: Send Now? - Check the box if you'd like one now.

Step Four: Fill in the e-mail address(s) you'd like the reports to go to. If there is more than one address, **separate each address by a comma**.

Step Five: Click Submit

#5 **Teacher Comments** - Gives a list of all comments teachers put into the comment section.

Teacher Comments

Exp.	Course	Teacher	Comment
P1(A,R)	IB Biology 2	Jaworski, Karen	
P2(A,R)	IB Spanish 2	Allen, Rossina	
P3(A,R)	IB History of the Americas 2	Green, Karen	
P5(A,B)	IB Math Studies 2	Hozack, Jamie	
P6(A,B)	IB Theory of Knowldege 2	Gregory, Kirk	
P7(A,B)	IB English 2	Popinchalk, Andy	
P8(A,B)	IB Theater 2	Moore, Brad	
P9(A,B)	Student Senate	Benson, Sarah	

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#6 **School Bulletin** - Gives a quick description of the days activites.

School Bulletin

Aspen High School Bulletin for Tuesday, August 31, 2004
Back to School Night Back to School night is August 30th
8/30/2004 | 8/31/2004 | 9/1/2004

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#7 **Class Registration** - Allows students/parents to register for classes -Not in use at this time.

Navigating in the Grades/Attendance Section

Anything that is **blue** has a link to another part of PowerSchool.

#9 Teacher Name - Clicking on this automatically starts an email to that particular teacher.

#8 Current Average -Clicking on the average for that class will link you to a list of assignments for that class.

Assignment Description

Teacher	Jaworski, Karen
Course	IB Biology 2
Assignment name	Group IV Project Planning Meeting
Description	Indicates presence or absence at this meeting. 3:30 pm Seminar Room

If you have any further questions or difficulties, please email the PowerSchool support team at cdurham@aspenk12.net

Thank you for Participating!