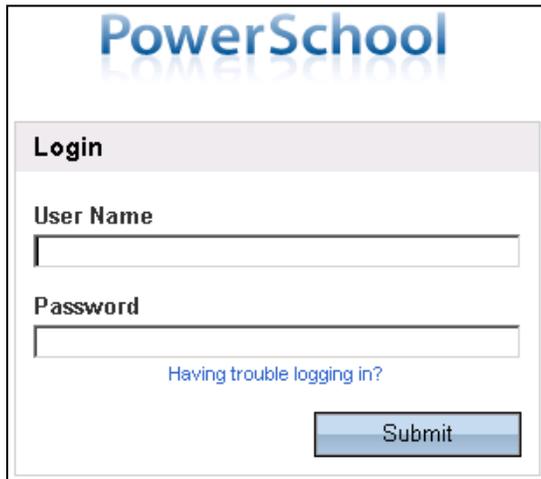


# PowerSchool Parent Portal

## Logging In

Go to the PowerSchool web site at [powerschool.blackgold.ca](http://powerschool.blackgold.ca) or follow the link on the school webpage at [esbchs.blackgold.ca](http://esbchs.blackgold.ca).

- Key in your User Name and Password and click on the **Submit** button.



Your User Name format is generally:

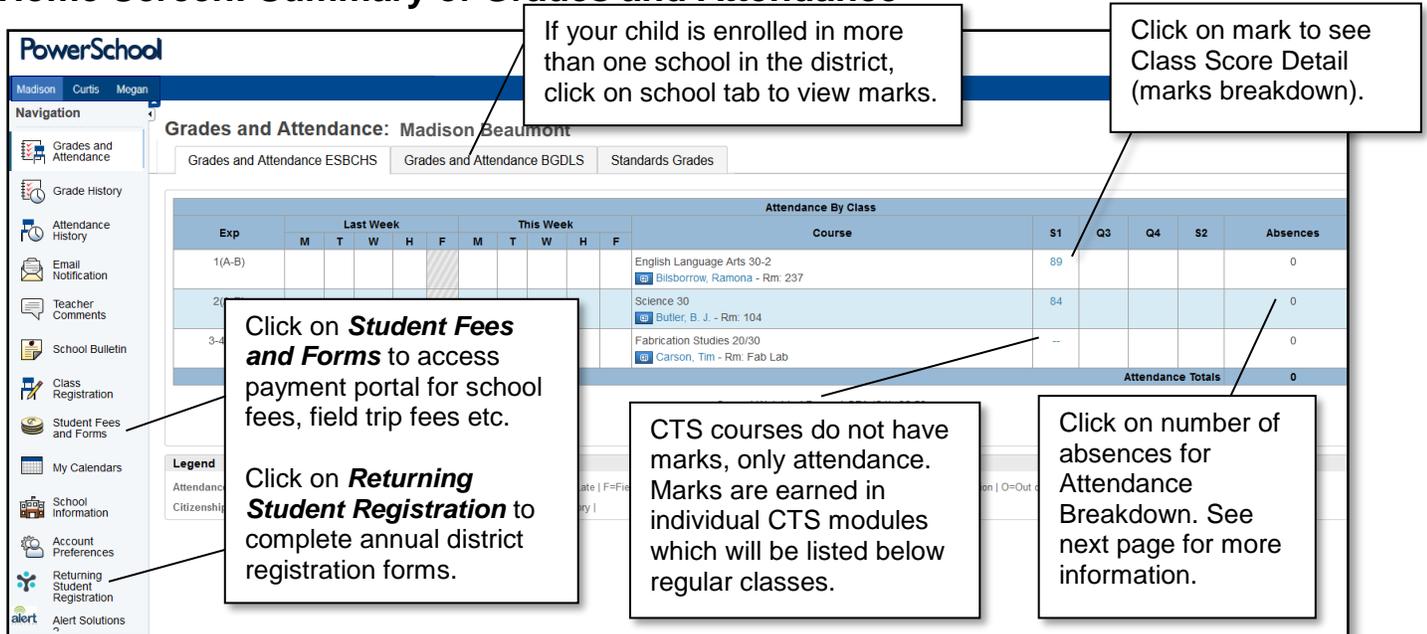
**firstname.lastname** (lower case)

If your account was just set up by the school, or if you requested to have your password reset, your temporary password is:

\_\_\_\_\_ (case sensitive)

You will immediately be prompted to change your password (minimum 6 characters)

## Home Screen: Summary of Grades and Attendance



If your child is enrolled in more than one school in the district, click on school tab to view marks.

Click on mark to see Class Score Detail (marks breakdown).

Click on **Student Fees and Forms** to access payment portal for school fees, field trip fees etc.

Click on **Returning Student Registration** to complete annual district registration forms.

CTS courses do not have marks, only attendance. Marks are earned in individual CTS modules which will be listed below regular classes.

Click on number of absences for Attendance Breakdown. See next page for more information.

Exp	Last Week					This Week					Attendance By Class					
	M	T	W	H	F	M	T	W	H	F	Course	S1	Q3	Q4	S2	Absences
1(A-B)											English Language Arts 30-2 Blisborrow, Ramona - Rm: 237	89				0
2											Science 30 Butler, B. J. - Rm: 104	84				0
3-4											Fabrication Studies 20/30 Carson, Tim - Rm: Fab Lab	--				0
<b>Attendance Totals</b>																0

At the mid-term point for each semester (mid-November for Semester 1 and mid-April for Semester 2), a midterm mark will be stored. The first term for Semester 1 is stored as Q1; the first term for Semester 2 is Q3. After mid-term marks have been stored, the current cumulative mark will be visible under Q2 or S1 for Semester 1; current cumulative mark for semester 2 after midpoint will be under Q4 or S2.

## Grade History - ACCESS HISTORICAL MARKS

The default view for Grades and Attendance is usually the current semester. To access marks from Semester 1 once Semester 2 starts (after February), go to Grade History from the navigation bar on the left and scroll to the bottom of the page to view the box titled S1. These are the final marks for the courses in Semester 1. The other box titles reflect the following marks: Q1=end of term 1 mark, Q2=end of term 2 mark, E1=Final class exam mark.

## Attendance History - ABSENCE CODES

Attendance for the entire semester is shown. 'M' is excused for medical/illness; 'A' is excused for non-medical reasons; 'U' is an unexcused absence (skip), 'V' is vacation. A student who is more than 20 minutes late for a class will be marked U.

## Email Notifications – CHOOSE/SCHEDULE AUTOMATED REPORTS

Click the *Email Notification* button on the menu bar to select the types of reports you would like to receive by email and to schedule how often the reports will be sent. You can choose reports for marks or attendance or both.

## Teacher Comments – VIEW COMMENTS FOR REPORTING TERMS (Q1, S1, Q3, S2)

Report Card Comments for end of each mid-term reporting period (Q1 & Q3) and semester end (S1 & S2) can be viewed by selecting the appropriate reporting term from the drop down menu.

## Student Fees & Forms - PORTAL FOR ONLINE PAYMENTS & ONLINE PERMISSION FORMS

Payment of fees and granting consent for field trips etc. must now be done online. A new tab/page will open when you select *Student Fees & Forms* from the menu on the main Parent Portal page.

**Step 1**  
On the tab, click your child's name to access their fees and forms.

**Step 2**  
Go to **FORMS & OPTIONAL FEES** to select the activity, field trip or permission form, e.g. OUTDOOR ED 10 PERMISSION FORM,

To temporarily remove fees from your cart, such as fees for large school trips, you can deselect an item.

**Step 3**  
To pay for fees, after submitting the form, go to your **CART** to process your payment. You will receive an on-screen confirmation and a copy of the confirmation will be emailed to you.

**PLEASE NOTE:**  
Your parent account username and password should be kept confidential and not accessible by your child as completion and submission of all forms is your digital signature and is deemed to grant consent for participation.

## PowerSchool Mobile App

PowerSchool can be accessed via a mobile app for both iPhone and Android devices. After downloading the PowerSchool App, you will be prompted for the district code for Black Gold Regional Schools: T C D S.

**PLEASE NOTE:** You will NOT be able to access the *Student Fees & Forms* from the mobile app. If you are using a mobile device, you must access PowerSchool from a browser to access the Student Fees & Forms functionality as well as the payment portal. The app also cannot show courses and marks from a second school (e.g. Outreach or summer school).

If you have any questions or if you require further information, please contact the school at 780.929.6282 or email [esbchs@blackgold.ca](mailto:esbchs@blackgold.ca).