



# Using the PowerSchool Parent Portal

**\*\* IMPORTANT:** You *MUST* use a computer for best access to the features of the parent portal. It is not compatible with cell phone or tablet views.

The parent portal screens have been customized this year to better communicate learning progress and show the specific standards, which are connected to specific assignments.

- 1) Log in with your parent account access information (customize the account when you first log in)
- 2) Look for a list of courses under the **"Grades and Attendance"** tab
- 3) Click on the [ i ] next to a course name
- 4) Look for a list of assignments with the associated standard(s)
- 5) On the right, locate the **"Score"** for that particular standard
- 6) Look in the **"Flags"** column next to assignments that show they are completed, missing or late
- 7) See the **"Legend"** at the bottom that explains the flags: Red triangle = handed in late; Orange square = assignment missing; green check = handed in on time
- 8) Look for a **blue circle** in the "Score" column, which indicates that the teacher has added a comment on that particular assignment or assessment. Click on the blue circle to view the comment box.
- 9) Click on the **"Standards Grades"** tab at the top of the page
- 10) Look for a list of **"Current Classes"**
- 11) Click on a single class to see standards that have been assessed in that class as of that date
- 12) Look for the overall rating for the trimester, which reflects the average of the three most recent scores for each specific standard shown (Currently specific standards are listed in PowerSchool for Math, ELA, SS, Science, and Spanish courses.)
- 13) Click on the **"Expanded View"** to open all courses at once and see all rated standards

To find the parent portal, look for PowerSchool under "Quicklinks" on our website at <http://ms.millisps.org> or go to <https://powerschool.millis.k12.ma.us/public/home.html> If you need help using the portal, please call the Middle School office at 508-376-7014.