



# Using the PowerSchool Parent Portal Grades 6 & 7

**\*\* 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 to better communicate learning progress and show standards that are connected to assignments.

- 1) Log in with parent account access information. (Customize the account when you first log in.)
- 2) You will see a list of courses on the **"QUICK LOOKUP"** tab
- 3) Click on the [ i ] next to a course name in the appropriate trimester column. (T1, T2, T3)
- 4) You will see a list of assignments for the course. Click on the blue box under the **"FLAGS"** heading to open the standards that are attached to the assignment and scored.
- 5) Also look in the **"Flags"** column for icons to show assignments have been completed, or are missing, late, incomplete, exempt, or student was absent.
- 6) See the **"Legend"** at the bottom that explains the icons in the flags column. For example, Red circle = handed in late; Orange circle = assignment missing; Green circle = collected and handed in on time.
- 7) Look in the far right column for the word **"view"**, which indicates that the teacher has added a comment on that particular assignment or assessment. Click on **"view"** to see the comment box.
- 8) Go back to the Quick Lookup page. Click on the **"Standards Grades"** tab for a different view of **"Current Sections"**
- 9) Click on a small arrow to the left of the course name to see standards that have been assessed in that class as of that date.
- 10) The score shown is a summary score for the trimester, which reflects the average of the three most recent scores for the standard. (Currently specific standards are listed in PowerSchool for Math, ELA, SS, Science, and Spanish courses.) The Y1 score is an average for the year. The trend column is an indication of progress.
- 11) Click on the **"Expanded View"** to open all courses at once and see all standards that have been scored.

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.  
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