

# ROSLYN PUBLIC SCHOOLS

## Parent Portal User Instructions

*[If you have already set up your account, skip to the next page]*

### Set Up an Account in the New Parent Portal

1. Go to <https://sis.roslynschools.org/public/> and click on "Create Account".

The screenshot shows the PowerSchool login interface. At the top is the PowerSchool logo. Below it is the "Parent Sign In" section with fields for "Username" and "Password", a "Sign In" button, and a link for "Having trouble signing in?". Below that is the "Create an Account" section with a "Create Account" button and a "Learn more" link. At the bottom, there is a copyright notice: "Copyright© 2005 - 2013 Pearson Education, Inc., or its affiliate(s). All rights reserved." and a small icon.

2. Enter your personal information and the names of each of your children. Then enter the Access ID and Access Password for each child that is on the first page of the letter you received from the school district. After you hit enter, you will be returned to the Sign-In page.

**Each member of your household may set up a separate account with a different email address. Use the same Access ID and Access Password associated with each child for all accounts.**

The screenshot shows the "Create Parent Account" page. It has a "Create Parent Account" section with fields for "First Name", "Last Name", "Email", "Desired Username", "Password", and "Re-enter Password". Below these fields is a "Password must:" note: "•Be at least 6 characters long". Below that is the "Link Students to Account" section with the instruction: "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account". This section contains a table with 7 rows and 4 columns: "Student Name", "Access ID", "Access Password", and "Relationship". Each row has input fields for the first three columns and a dropdown menu for the "Relationship" column. At the bottom right of the table is an "Enter" button.

	Student Name	Access ID	Access Password	Relationship
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>

## PARENT PORTAL

### Navigation Tool Instructions

**Grades and Attendance:** This is the first screen you will see when you log in. If you have more than one child in the district, their names will appear alphabetically by first name in the upper left-hand corner, under the word PowerSchool. The school record for the first child will automatically be displayed when you log in. Click on any name to display that child's record.

Exp	Last Week				This Week				Course	Q1	Q2	Q3	Q4	R6	F1	Absences	Tardies
	M	T	W	H	F	M	T	W									
1(A-B)									Writing Enrich	99	--	--	--	--	--	0	0
2(A-B)									Geometry RSH	84	--	--	--	--	--	0	0
3(A)									Physical Ed - Fall	100	--	--	--	--	--	0	0
3(B) 4(A-B)									Liv Environ H	90	94	--	--	--	--	0	0
5(A-B)									Lunch Fall			--	--	--	--	0	0
6(A-B)									Studio Art	95	--	--	--	--	--	0	0
7(A-B)									Spanish 2H	89	76	--	--	--	--	0	0
8(A-B)			GO						Lang and Lit H	94	100	--	--	--	--	0	0
9(A-B)									Glob History 1 H	95	--	--	--	--	--	0	0
<b>Attendance Totals</b>															<b>0</b>	<b>0</b>	

**Elementary school:** Parents will see student's attendance record.

**Middle school:** Parents will see student's attendance record and most recent report card grades.

**High school:** Parents will see student's attendance record, most recent report card grade, and current grades. By clicking on any blue grade, you can see the entire quarter's Class Score Details entered by each teacher, as shown below.

**All schools:** By clicking on a blue number in the Absences or Tardies columns, you will see a screen called Dates of Attendance with additional detail.

**Class Score Detail:**

Course	Teacher	Expression	Final Grade <sup>1</sup>			
			97 97%			
<b>Teacher Comments:</b>						
-						
<b>Section Description:</b>						
Due Date	Category	Assignment	Codes	Score	%	Grd
09/11/2014	Exercises	Elem & Princ Worksheet		100/100	100	100
09/26/2014	Projects	Wood Relief		99/100	99	99
10/10/2014	Exercises	Craypas exercises	▲ ■	100/100	100	100
10/31/2014	Projects	Still Life Cray-Pas		92/100	92	92
11/04/2014	Exercises	Dark recedes circles	■	--/100		
11/05/2014	Exercises	Value Scale	■	--/100		
11/06/2014	Exercises	Circle worksheet	■	--/100		
11/07/2014	Class Participa	Class part		100/100	100	100

**Legend**

Grade stored on 11/13/2014

■ - Collected, 
 ▲ - Late, 
 ■ - Missing, 
 ■ - Score is exempt from final grade, 
 ■ - Assignment is not included in final grade

**Grade History:** By clicking on this selection in the Navigation column on the left, parents can see end-of-quarter grades for middle and high school students. This is the student's report card for each quarter. The image below shows the 1<sup>st</sup> quarter report card; as the school year progresses, report cards for the other quarters are added. By clicking on the blue grade, you can again access the Class Score Detail for that particular class.

Course	Grade	%	Cit	Hrs
Earth Science	93	93		0.00
Geometry	93	93		0.00
Glob History 1 H	81	81		0.00
Int. Studio Art	97	97		0.00
Italian 2 H	90	90		0.00
Lang and Lit H	80	80		0.00
Physical Ed - Fall	100	100		0.00
Writing Enrich	100	100		0.00

**Student Portfolio:** By clicking on this selection in the Navigation column on the left, parents can access Score Reports issued by the New York State Education Department for their child(ren) on state assessments administered in grades 3 through 8. Reports begin with 2013-14, the most recent year available. These are already posted. Reports for the current year and thereafter will be posted as they become available.

**ASSESSMENT PORTFOLIO**

Select An Assessment

Home NYS Assessment Reports

**English Language Arts Score Report 2013-14**

Dear Parents/Teacher,

Each Spring, students in Grades 3-8 take part in the New York State Testing Program in English Language Arts (ELA) and Mathematics. As students learn the information and demonstrate understanding of what they have learned, we are able to provide you with information about your child's performance. Scores from these tests do not tell the whole story about what a child knows and can do. The results from the Grade 6 ELA and Mathematics Tests are being prepared for diagnostic purposes and will not be included in your child's official transcript or permanent student record.

This report explains your child's score and lets resources available to support your child's education. We encourage you to refer to this report when talking with your child's teachers and other education providers. If you have questions or would like more information about your child's performance on the year's test, please contact your principal or school official.

Use this report to talk about your child's progress in English Language Arts.

Information in this report and additional information are available in the Student Portfolio.

Student ID: [Redacted]  
 Student Name: [Redacted]  
 Student Grade: [Redacted]  
 Student School: [Redacted]

**Your Child's Test Results**

2013-14 English Language Arts Scale Score Ranges	2013-14 Test Results: Grade 6 ELA
NYS Level 4: 342 - 409	Scale Score: 347
NYS Level 3: 316 - 342	Performance Level: NYS Level 4
NYS Level 2: 284 - 316	Overall State Percentile Rank: 88
NYS Level 1: 87 - 283	2012-13 Test Results: Grade 7 ELA
	Performance Level: NYS Level 4

Minimum Student Score for Proficiency: 316

\*Your child's score on the test was the same or higher than 88 percent of all students statewide with test the year.

**Attendance History:** By clicking on this selection in the Navigation column on the left, parents can see a detailed attendance record for each student. A legend at the bottom of the page explains the attendance codes.

**Email Notification:** By clicking on this selection in the Navigation column on the left, select what information you want to receive (if any) and how often.

### Email Notifications:

**What information would you like to receive?**

Summary of current grades and attendance

Detail report showing assignment scores for each class.

Detail report of attendance.

School announcements.

Balance Alert (Note: will only be sent when student is low on funds).

**How often?** Never  
Weekly  
Every Two Weeks  
Monthly  
Daily

**Email Address**

**Additional Email Addresses**

(separate multiple email addresses with commas)

**Apply these settings to all your students?**

**Send now for** ?

[Submit](#)

**Teacher Comments:** By clicking on this selection in the Navigation column on the left, you can select a grading period from the drop-down menu to see the comments by teachers.

### Teacher Comments:

Reporting Term	Exp.	Course #	Course	Teacher	Comment
<span style="border: 1px solid black; padding: 2px;">-- F1 Q1 Q2 Q3 Q4 R6 Y1</span>	1(A-B)	0	Social Studies 8	⚙️	A pleasure to have in class.
	2(A-B)	18000	English 8	⚙️	
	3(A-B)	31500	Algebra I Accelerated	⚙️	Satisfactory progress/effort.
	4(A)	68510	Home & Careers 8	⚙️	Satisfactory progress/effort.
	4(B)	68050	Art 8 AD	⚙️	Satisfactory progress/effort.
	5(A-B)	87000	Lunch 8	⚙️	
	6(A-B)	58800	Advanced French	⚙️	Effort is commendable.
	7(A)	68950	Orchestra 8 AD	⚙️	Active study habits needed.
	7(B)	88750	Phys Ed 8	⚙️	Cooperative behavior. Participates actively in class.
	8(A)	68610	Technology 8	⚙️	Satisfactory progress/effort.
	8(B) 9(A-B)	41200	Earth Science H	⚙️	

[Show dropped classes also](#)

\* Additional teacher comments may be found on the 'Grades and Attendance' and 'Grades History' pages. Find comments there by clicking on the reporting term score for the appropriate class.

**School Bulletins:** If there are any bulletins from your child(ren)'s school, you can find them here by date.

**School Information:** Contains basic contact information about the school.

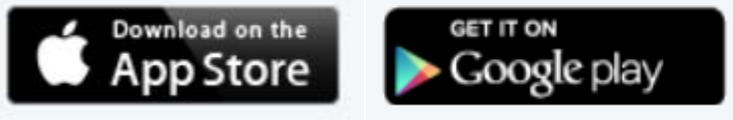
**Account Preferences:** In the **Profile Tab**, you will find instructions to change the profile information (name, email address, etc.) associated with your account. In the **Student Tab**, you can add children to your account using the Access ID and Access Password sent to you in the mail.

### Additional Items:

**Contact a teacher:** Wherever you see a teacher's name highlighted in blue, you can click on the name to send the teacher an email.

**Mobile App:** You can download the PowerSchool for Parents mobile app in two ways:

1. Visit the app store on your mobile device and search for PowerSchool for Parents.
2. Open a browser on your mobile device, log in to PowerSchool as you would on your home computer, and click on one of these icons on the lower left corner of the page:



You will need to enter the District Code when prompted: **LCBQ**. The code is listed at the bottom of the Navigation column.

### Special Note about Report Cards for Middle and High School:

In the new portal, the grades posted for any quarter that has ended *is* the report card for that quarter. Comments accompanying the grades are in the Teacher Comments section. A traditional report card like the ones posted on the existing portal will no longer exist. As before, parents will receive an email notification when final quarter grades are posted.

### Questions:

If you have any questions or difficulty using the portal, please contact your child's school.