

Millis Middle/High School PowerSchool Parent/Student Access (**PowerSchool PSA**) USERS GUIDE

Logging on to **PowerSchool PSA**

PowerSchool PSA is web-based, therefore it requires a computer with access to the Internet. The browsers we recommend using are Internet Explorer or Firefox.

To logon to Powerschool, go to the Millis Public Schools website (www.millisps.org) and click on the link for PowerSchool Parental Access Login. Enter your secure username and password and click the Enter button to display the Grades and Attendance window.

PowerSchool requires a username and password to access student information. Parents with more than one child in the Millis Middle/High School will be assigned a guardian username and password and a student username and password for each student enrolled in the school. The difference between the guardian username and password and the student username and password is that the student's do not have the links to email their teachers. Students should address issues regarding grades and attendance with the teacher directly.

PowerSchool

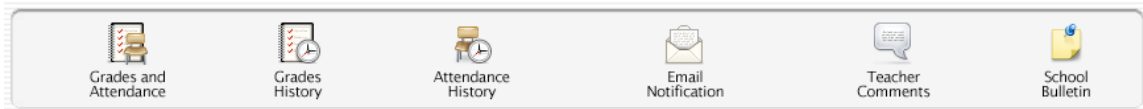
Username

Password

[Forget your member name or password?](#)

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Main Menu



At the top of the Grades and Attendance window is the Main Menu of icons for **PowerSchool PSA**. Each icon is a link to the main functions within the system.

Student User name and password access will **not** have the Email Notification icon available to them.

Millis Middle/High School

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USERS GUIDE

Grades and Attendance

Grades and Attendance

Exp	Attendance By Class										Course	Q1	Q2	Q3	Q4	Y1	Absences	Tardies
	Last Week					This Week												
	M	T	W	H	F	M	T	W	H	F								
1(A-G)											Social Studies Gr 7 Works, Elizabeth M	B 84	B 85				0	0
2(A-G)											PreAlgebra B Gr 7 Thurston, Marylou	A- 92	A- 90				0	0
3(A-G)											Science Gr 7 Hickey, Deborah	B+ 88	C 74				0	0
4(A-G)											Health Gr 7 Kendrick, Scott	A 93	A 95				0	0
5(A-G)											English Gr 7 Sperandio, Mary Ann	B 87	B- 81				0	0
6(A-G)											Spanish Gr 7 Wattengel, Estela	A- 92	A 96				0	0
7(A)											Technology Skills Gr 7 DiGiammerino, David	0	A- 92				0	0
7(B)											General Music Gr 7 & 8 Norton, Janice	0	0				0	0
8(A-G)											Homeroom Gr 7 Sperandio, Mary Ann	0	0				1	2
Attendance Totals																	1	2

Current weighted GPA (Q1):

[Show dropped classes also](#)

Attendance By Day													
Last Week					This Week					Absences		Tardies	
M	T	W	H	F	M	T	W	H	F	ST	YTD	ST	YTD
										1	1	2	2
Attendance Totals										1	1	2	2

Legend
Attendance Codes: Blank=Present | A=Absent | D=Dismissed | N=Dismissed/Returned | C=Dismissed by Nurse | T=Tardy | H=Tardy UnExcused |
E=Tardy/Dismissed | F=Field Trip | B=Absent/Tardy | H=Absent/Tardy/Unexcused | L=Absent/Tardy/Dismissed/Excused | K=Abs/Tar/Dia/Unexcused |
L=Special Accommodation | G=Truant | I=In School Suspension | S=Out of School Suspension

Print Page 

The Grades and Attendance window is the default page that is displayed upon entering your username and password. To return to this page from any other window, you can click on the green **PowerSchool** icon at the top left of every window. This window shows the students attendance record. There is a legend at the bottom of the screen to explain the meaning of each attendance code. Any information displayed on the window in blue is a link to additional information.

Send Email to a Teacher – Clicking on the name of a teacher (blue link) automatically launches your email application and allow you to send an email directly to that teacher. [Student username and password access will not have a blue link available to email their teachers.](#)

Grades – Clicking on a grade (blue link) will bring up the Class Score Detail window for the class and grade selected. This window displays the due date and score received for each assignment in the current term.

Attendance - Clicking on the number (blue link) under the Attendance column brings up the Attendance detail window for the student.

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Class Score Detail

Class Score Detail

Course	Teacher	Expression	Final Grade
Technology Skills Gr 7	D'Giammerino, David	7(A)	A- 92%

In Technology Skills, students are taught to be proficient in the use of MS Office skills - MS Word, PowerPoint, and Excel. Internet safety and security, and locating and validating information sources are emphasized throughout the semester. They are the topics used when applying the MS Office applications. Students also learn multimedia techniques including podcasting and Web design. Class projects account for 60% of the final grade, tests account for 30%, and class participation accounts for 10%. Grades are posted as they are corrected and returned to students. Compliance with the school's Acceptable Use policy is strictly enforced. Students are subject to loss of computer privileges if they violate the policy.

Due Date	Category	Assignment	Score	%	Grd
12/01/2006	Prj	Web Research	80/100	80	B-
12/01/2006	Prj	Web Evaluation	100/100	100	A+
12/01/2006	Part	WRLevel2	40/40	100	A+
12/18/2006	Prj	WEBPage - HTML	90/100	90	A-
01/19/2007	Prj	GarageBand	90/100	90	A-
01/19/2007	Prj	WebPage	100/100	100	A+
01/23/2007	Part	Participation	95/100	95	A

Grades last updated on 0/0/0

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This window shows information about the assignments that make up the class overall grade from the Grades and Attendance window. Teachers should post general information about their class and their grading policy and it will be displayed on this window. Any information that is displayed in blue is a link that will provide more information from the teacher about the assignments posted. Comments may be added by the teacher for: general class information, categories, assignments and even scores. It is the teacher's discretion to decide when extra information needs to be posted about an assignment.

Email Notifications

Email Notifications

What information would you like to receive?

Summary of current grades and attendance

Detailed reports showing all assignment scores for each class

Detailed report of attendance

School announcements

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

How often? Once a week

Send now?

Email Address(es)

(separate multiple email addresses with commas)

[Submit](#)

This window allows guardians to select preferences for automated notification of student information via email. Multiple email addresses may be entered separated by commas.

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Teacher Comments

Exp.	Course	Teacher	Comment
1(A-G)	Social Studies Gr 7	Works, Elizabeth M.	Grade Range *C. Could improve with more effort. Positive attitude.
2(A-G)	PreAlgebra B Gr 7	Thurston, Marylou	Grade Range *B. Shows sincere effort. Contributes well in class.
3(A-G)	Science Gr 7	Hickey, Deborah	Grade Range *B. Off to a good start. Pleasure to have in class.
4(A-G)	Health Gr 7	Kendrick, Scott	Grade Range *A. Well motivated. Good lab work/class work.
5(A-G)	English Gr 7	Sperandio, Mary Ann	Needs better daily preparation.
6(A-G)	Spanish Gr 7	Wattengel, Estela	Grade Range *A. Works to best of ability. Pleasure to have in class.
7(A)	Technology Skills Gr 7	DiGiammarino, David	Works well with others. Attentive in class. Technological skills are proficient. Pleasure to have in class.
7(B)	General Music Gr 7 & 8	Norton, Janice	Good knowledge of fundamentals. Positive attitude. Shows sincere effort. Grade Range *A.
H(A-G)	Homeroom Gr 7	Sperandio, Mary Ann	

Print Page 

This window displays comments entered by the teacher. These teacher comments are posted at the time the last progress report or report card was generated and will not be adjusted between postings.

School Bulletin

School Bulletin

Millis Middle School Bulletin for Wednesday, January 24, 2007

Welcome to PowerSchool PSA!

For more information about this system please go to the Millis website (<http://www.millis.k12.ma.us>). Especially helpful is the Frequently Asked Questions and the Instruction Guide. If you need additional assistance please email powerschoolhelp@millisps.org

1/23/07 11/24/07 11/25/07

Print Page 

This window displays important school bulletin information provided by the Millis Middle/High School office. Items posted may include information about the **PowerSchool PSA** system, extracurricular activities and schedules, and other notes of interest to the student body.

Logging out



When you have finished using **PowerSchool PSA** you should log off of the system by clicking on the Logout button located on the upper right of the window. For security reasons the system will automatically log you out if you are inactive for a system set amount of time. (10 minutes)