

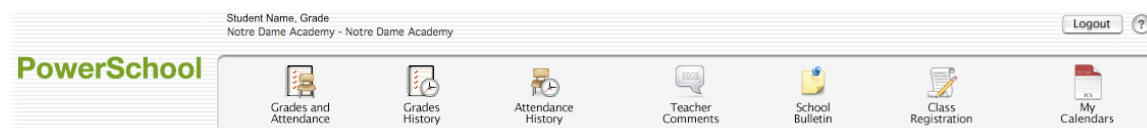
## PowerSchool At Notre Dame Academy

Log into the PowerSchool Server at Notre Dame Academy by setting your web browser to one of the following URLs and entering your username and password. Since PowerSchool encrypts your password each time you send it, set your browser to never remember the password.

At home: <http://powerschool.nda-cvg.org/public>

At NDA: <http://192.168.1.131/public>

The Navigation Bar will appear and provides access to the many different aspects of PowerSchool. The only difference between the student navigation bar shown below and the parent or guardian navigation bar is that the parent/guardian navigation bar contains an additional icon for setting up automated e-mail notifications.



**PowerSchool**—The PowerSchool name is an active link that will take you back to the start page at any time.

**Student Name, Grade**—The student's name and grade level appears at the top of the navigation bar.

**Logout**—The logout button is at the upper right of the navigation bar. It is important to click the Logout button at the end of each session of using PowerSchool to break the user connection to the PowerSchool server at Notre Dame Academy. You will be automatically logged out from the PowerSchool server after thirty minutes of inactivity on the same screen.

**? (Help)**—The question mark icon links you to an extensive online help system in PowerSchool that is updated for each page you are viewing. Like many applications, this online help system is the actual manual for using the program.

**Grades and Attendance**—This is the heart of the PowerSchool system and is the default screen when you first enter the PowerSchool site.

- *The Expression (Exp)*: PowerSchool shows the schedule of a class with what they term the expression. It combines the period a class meets with the day of the schedule represented as a number in parentheses. The expression is sorted from the earliest period that class meets during the cycle to the latest that class meets. Periods at NDA are labeled as: CAM (morning class before school), C1 (Class 1) through C7 (Class 7), HR (Homeroom) and CPM (afternoon class following the regular school day). The fourth class normally includes lunch in one of three periods: C41, (lunch first followed by fourth class), C42 (fourth class with lunch in middle or second), or C43 (fourth class with lunch third after the fourth class). An example expression such as: C1(1) C1(4) C3(3) C3(5) C42(2) C43(2) would represent a class schedule of: Class 1 on Monday=C1(1), Class 1 on Thursday=C1(4), Class 3 on Wednesday=C3(3), Class 3 on Friday=C3(5), and Class 4 on Tuesday with lunch first followed by class in the second and third lunch periods C42 and C43=C42(2) & C43(2).
- *Attendance*: To the right of the schedule expression is the attendance summary for the current and previous week by class. A dot in an attendance box means the class did not meet that day. A legend with the attendance codes is provided at the bottom of the screen. Also at the bottom is the daily attendance record for the current and previous week converted from the meeting attendance listed for each class. The cumulative attendance totals by occurrence for the term appear on the right side of the screen. Clicking on the blue number link for a given class will take you to the detailed description of the absences for that class. Clicking on the blue number for the totals at the bottom of the column links you to summary of all the absences for all classes in the term.
- *Grades*: The grades displayed rotate to show those relevant to the current time of the school year. Grades labeled as Q1, Q2, Q3, or Q4 are the quarter percentage

grades. The scores labeled as M1, M2, M3, or M4 are the corresponding weighted scholastic marks used for determining academic honors at NDA for each quarter. F1 is the final average percent for the year. W1 will appear at the end of the year and is the final average weighted scholastic mark corresponding to the year's average percentage grade in F1. For a level 3, college preparatory course, no added weight is awarded to a grade. For a level 4, honors course, the weighted scholastic mark is equal to the quarter percentage grade multiplied by 1.05 for any grade of 70 or above and for level 5, A.P. and college, courses the quarter percentage grade is multiplied by 1.1 for any grade of 70 or above. In the event of an incomplete, a letter grade of I will replace quarter grade numbers. The grade numbers are blue indicating that they are also a link. Clicking on one will display the detailed assignment information that comprises that grade. Clicking on the teacher name link in the grade area will open an e-mail message to the teacher provided that your browser and e-mail client are configured for e-mail.

Course	M1	Q1	Q2	F1	Absences	Tardies
Theology I Hodge, Debra Flynn	98	98	79	89	4	0

Below the Expression and Grade/Attendance area is a display of the "Current Cumulative NDA GPA" for the student's academic history at Notre Dame Academy based on her cumulative final course grades (F1 grades). This is the GPA displayed on the student's transcript and provided to colleges.

**Grades History:** The Grades History tab is used to display grades other than the current term's grades later in the school year once grades have been stored. This tab is inactive while the first quarter is displayed as the active quarter for the reporting.

**Attendance History:** The Attendance History tab links to an expanded attendance record for the student for the entire current quarter.

**E-mail Notification:** (Parent/Guardian logins only) Parents/Guardians have the ability to configure their PowerSchool Accounts to automatically e-mail a number of different types of reports on a scheduled basis or to request the information immediately one time. Please note that NDA is not using the Balance Alerts feature of PowerSchool. Please do not check the box for that report to be sent. See the help page for the E-mail Notification tab for more details on how to use this feature. This e-mail feature does not replace the other e-mails that may be sent to you from NDA. If you change your e-mail address from the one on file with the school, please contact Anna Weber at [webera@ndapandas.org](mailto:webera@ndapandas.org).



**Teacher Comments:** The Teacher Comments tab links to a centralized display of all current comments left by the student's teachers if there are any. The faculty name link will open an e-mail message to the faculty member if your browser is properly configured to activate e-mail.

**School Bulletin:** The School Bulletin is not currently active since the NDA web page contains bulletin information on its main page. The administration is discussing how best to use this feature in the future.

**Class Registration:** The Class Registration tab is planned for use in the spring in coordination with NDA's scheduling process for the next school year. If the current quarter is outside of the schedule process period for course requests, this tab is inactive.

**My Calendars:** The My Calendars feature is not currently active. Notre Dame Academy's official school calendars are located on the school's web page. The direct access link to the official school calendars is:

<http://www.ndapandas.org/Home/Calendar/NDACalendars/tabid/123/Default.aspx>