

## Using the Online Parent Portal

1. Log in to the Frankfort School District homepage ([www.fsd157c.org](http://www.fsd157c.org))
2. Click on the PowerSchool Icon located in the bottom left hand corner directly under Transportation

The screenshot shows the Frankfort School District 157-C homepage. The browser address bar displays <http://www.fsd157c.org>. The page header includes the district logo and the text "FRANKFORT SCHOOL DISTRICT 157-C A TRADITION OF EXCELLENCE". Below the header is a navigation menu with links: Home, Welcome, Reporting, School Board, Teacher/Staff Pages, Virtual Backpack, Forms, and Contact Us. The main content area is titled "Welcome To Frankfort School District 157-C" and features a "Back to School Information" section. This section includes details about the first day of school on Wednesday, August 20, and "MEET AND GREET" events on Tuesday, August 19. A red arrow points to the PowerSchool icon located in the bottom left corner of the page, under the "Transportation" link.

3. The Log In page appears.
  - a. Enter your username in the first field.
  - b. Enter your password in the second field.

The screenshot shows the PowerSchool Student and Parent Sign In page. The browser address bar displays <http://powerschool7/public/home.html>. The page features a login form with the following elements:

- PowerSchool** logo at the top.
- Student and Parent Sign In** title.
- Username** input field.
- Password** input field.
- Sign In** button.
- Having trouble signing in?** link.

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4. The following screen should appear. This is the full student schedule. Encore classes are listed in Quarter order (1<sup>st</sup> class listed is 1<sup>st</sup> Quarter, 2<sup>nd</sup> class listed in 2<sup>nd</sup> Quarter, etc.)

The screenshot shows the PowerSchool interface. On the left is a navigation menu with the following items: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, My Calendars, My Schedule, and School Information. On the right is a table titled 'Gra' (Grade) with a header 'Exp' (Expected) and rows for grades 1(A) through 8(A).

PowerSchool	
Navigation	Gra
Grades and Attendance	Exp
Grade History	1(A)
Attendance History	1(A)
Email Notification	1(A)
Teacher Comments	1(A)
School Bulletin	2(A)
Class Registration	3(A)
My Calendars	
My Schedule	4(A)
School Information	5(A)
	6(A)
	7(A)
	8(A)

5. The first screen gives an overview schedule and grades screen.
6. From this page the following tasks can be performed.
- Grades History – Historical Stored Grades from Previous Quarters.
  - Attendance History – A calendar view to see what days and the reasons a student was absent (Shown by course).
  - Email Notifications – Choose which options you would like to receive Email notifications and how often. Multiple Email addresses can be entered and separated by a comma.
    - Summary of current grades and attendance
    - Detailed reports showing all assignment scores for each class
    - Detailed report of attendance
    - School announcements
    - Balance Alert (Not Used)
  - Teacher Comments – View Current Teacher Comments.
  - School Bulletin – View today's current bulletin
  - Class Information, My Calendars – Not Used
  - School Information – Contact information for the School