



Nova Scotia Student Information System

Nova Scotia Public Education System

Parent's Guide to the Student-Parent Portal

Quick Reference Guide

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The Student-Parent Portal is your gateway into the classroom of your student. The portal is a tool which should facilitate discussion between you, your child(ren) and their teachers. It is both a snap shot in time and an indicator of trends developing in your child(ren)'s attendance or achievement.

If you need to set up an account, please refer to the quick reference guide on the iNSchool website called ***How to Sign Up for the Portal – for Parents & Guardians***. If you have an account, then log into the student-parent portal using your confidential user name and password.

If you have more than one child attached to your account, click on the name of the child you wish to view.

As you can see in the image below, there are a number of screens you may choose to view.

The screenshot displays the PowerSchool interface for a user named John Peter. The main content area is titled "In-Progress Achievement & Attendance: Smith, John Joseph". It features a table for "Attendance By Class" with columns for "Last Week" (M, T, W, H, F) and "This Week" (M, T, W, H, F), along with "Absences", "Lates", "Course", and "View Details By". The table lists seven courses with zero absences and lates for both weeks. A legend at the bottom explains attendance codes: Blank=Present, L=Late, E=Absent Excused, U=Absent Unexcused, SC=Absent Special Circumstance, ACT=School Based Activity, ISS=In School Suspension, and OSS=Out of School Suspension.

Last Week		This Week		Absences	Lates	Course	View Details By		
M	T	W	H					F	M
					0	0	SCIENCE 7 Wicklow, Sarah	<ul style="list-style-type: none"> Assessment Course Outcomes 	
					0	0	CORE FRENCH 7 Graham, Martha	<ul style="list-style-type: none"> Assessment Course Outcomes 	
					0	0	HEALTHY LIVING 7 Tinker, Abbie	<ul style="list-style-type: none"> Assessment Course Outcomes 	
					0	0	MATHEMATICS 7 Mason, Peter	<ul style="list-style-type: none"> Assessment Course Outcomes 	
					0	0	ENGLISH LANGUAGE ARTS 7 Tinker, Abbie	<ul style="list-style-type: none"> Assessment Course Outcomes 	
					0	0	SOCIAL STUDIES 7 Mason, Peter	<ul style="list-style-type: none"> Assessment Course Outcomes 	
					0	0	PHYSICAL EDUCATION 7 Stevens, Elizabeth	<ul style="list-style-type: none"> Assessment Course Outcomes 	
Attendance Totals				0	0				

Legend
Attendance Codes Blank=Present | L=Late | E=Absent Excused | U=Absent Unexcused | SC=Absent Special Circumstance | ACT=School Based Activity | ISS=In School Suspension | OSS=Out of School Suspension |

1 IN-PROGRESS ACHIEVEMENT AND ATTENDANCE

PowerSchool

John Peter

In-Progress Achievement and Attendance

In-Progress Achievement & Attendance: Smith, John Joseph

Last Week		This Week		Absences	Lates	Course	View Details By		
M	T	W	H					F	M
					0	0	SCIENCE 7 Wicklow, Sarah	<ul style="list-style-type: none"> Assessment Course Outcomes 	
					0	0	CORE FRENCH 7 Graham, Martha	<ul style="list-style-type: none"> Assessment Course Outcomes 	
					0	0	HEALTHY LIVING 7 Tinker, Abbie	<ul style="list-style-type: none"> Assessment Course Outcomes 	
					0	0	MATHEMATICS 7 Mason, Peter	<ul style="list-style-type: none"> Assessment Course Outcomes 	
					0	0	ENGLISH LANGUAGE ARTS 7 Tinker, Abbie	<ul style="list-style-type: none"> Assessment Course Outcomes 	
					0	0	SOCIAL STUDIES 7 Mason, Peter	<ul style="list-style-type: none"> Assessment Course Outcomes 	
					0	0	PHYSICAL EDUCATION 7 Stevens, Elizabeth	<ul style="list-style-type: none"> Assessment Course Outcomes 	
Attendance Totals					0	0			

[Show dropped classes also](#)

Legend

Attendance Codes Blank=Present | L=Late | E=Absent Excused | U=Absent Unexcused | SC=Absent Special Circumstance | ACT=School Based Activity | ISS=In School Suspension | OSS=Out of School Suspension |

In-Progress Achievement & Attendance is the first page you will see when you log in to the student-parent portal.

1.1.1 Attendance

For each of your child's courses, you have a snapshot of your child's attendance for the current and previous week. The attendance codes are explained in the legend at the bottom of the screen. The **'Absences'** and **'Lates'** columns display the number of 'absences' and 'lates' in a course for your child. Click on the number to see more details.

Click on **Show dropped classes also** to see information on courses that your child(ren) dropped during the year. To return to current courses click on **Show only current classes**.

1.1.2 View Details by Assessment

Click on the word **Assessment** to see details regarding the assessments for a course.

Details by Assessment: Smith, John Joseph

Course Information

Course	Teacher	In-Progress Mark
SCIENCE 7	Wicklow, Sarah	IP

Assessment and Evaluation Plan

In this course there are 4 units. These four units of content will allow us to develop the deeper Scientific skills students should be demonstrating by Grade 7.

Individual Assessment Information

Show 10 entries

Due Date	Category	Assessment	Codes	Mark	Comment
09/17/2013	Rocks&Minerals	Land Profile 1			
08/27/2013	Assignment	Rocks Assignment 2		Mark not entered	
08/27/2013	Rocks&Minerals	Rocks&Minerals2			

Showing 1 to 3 of 3 entries

Legend

- Collected
- Late
- Missing
- Student is exempt from this assessment
- Assessment is not included in final grade

- **View Details by Assessment**
 - **Course** is the name of the course in which your child is enrolled.
 - **Teacher** is the name of teacher teaching the course.
 - **In-progress Mark** is the mark based on assessments to date. This mark will change as assessments are completed and marks assigned. *If you have any questions on how this mark is calculated, please contact the teacher.*
 - **Assessment and Evaluation Plan** is information the teacher has provided to describe the method by which the students will be evaluated.
 - **Individual Assessment Information** is a listing of all assessments for the course as determined by the teacher.
 - **Due Date** - The date the assessment is expected to be completed.
 - **Category** – Represents the organization of assessments within the course.
 - **Assessment** -The name of the assessment, click on the name of the assessment to see the Assessment Description.
 - **Codes** - An icon to indicate the status of the assessment, e.g., Collected, Late, or Missing. Refer to the legend at the bottom of the screen for more details.
 - **Mark** - Indicates the overall mark achieved by the student for the specified assessment.

- **Comment** - Hover your mouse over, or click the note icon, to view the comments entered by the teacher for the assessment.

Click on the name of an assessment to see a popup description of the assessment. In this example we clicked on the assessment called “Land Profile 1”.

Assessment Description Popup

- In the **Outcomes Assessed** section, the course outcomes associated to this assessment are listed. Teachers may assign an **Achievement Level** to indicate the degree to which students meet the outcomes.
- The **Achievement Levels** are explained in the legend at the bottom of the popup.

Assessment Description Popup

▼ Assessment Description: Smith, John Joseph

Teacher	Wicklow, Sarah
Course	SCIENCE 7
Assessment Name	Land Profile 1
Description	Groups of 3 plan a land profile of Mordor.

▼ Outcomes Assessed

ID	Outcome	Achievement Level
7.SCI7.O.U1.1.2	describe theories from the past to present plate tectonics, including Canadian examples (110-1, 110-4, 112-12)	2
7.SCI7.O.U1.1.3	organize and develop a chronological model or geological time scale of major events in Earth's history (209-4, 311-6)	2
7.SCI7.O.U1.2.1	classify minerals and rocks on the basis of their characteristics and method of formation, and compare with classification keys (210-1, 310-2)	3
7.SCI7.O.U1.2.2	collaboratively plan and construct a geological land mass profile using simulated core sampling (211-3, 211-4, 210-12)	2
7.SCI7.SDWH.16	Interaction with Others	No level entered
7.SCI7.SDWH.17	Organization Skills	No level entered
7.SCI7.SDWH.18	Responsibility and Independence	No level entered

▼ Achievement Levels Legend:

Achievement Levels	Description
4	In-depth knowledge and understanding of content and concepts. Able to extend the application of the related skills
3	Competent knowledge and understanding of content and concepts. Appropriate application of the related skills
2	Developing knowledge and understanding of content and concepts. Developing in the application of the related skills
1	Limited knowledge and understanding of content and concepts. Limited application of the related skills

1.1.3 View Details by Course Outcomes

Click on the words **Course Outcomes** to see details on the outcomes tied to a course.

In-Progress Achievement and Attendance

Details by Course Outcomes: Smith, John Joseph

▼ Course Information

Course	Teacher
SCIENCE 7	Wicklow, Sarah

▼ Assessment and Evaluation Plan

In this course there are 4 units. These four units of content will allow us to develop the deeper Scientific skills students should be demonstrating by Grade 7.

▼ Course Outcomes Assessed

ID	Outcome
7.SCI7.O.U1.1.2	describe theories from the past to present plate tectonics, including Canadian examples (110-1, 110-4, 112-12)
7.SCI7.O.U1.1.3	organize and develop a chronological model or geological time scale of major events in Earth's history (209-4, 311-6)
7.SCI7.O.U1.2.1	classify minerals and rocks on the basis of their characteristics and method of formation, and compare with classification keys (210-1, 310-2)
7.SCI7.O.U1.2.2	collaboratively plan and construct a geological land mass profile using simulated core sampling (211-3, 211-4, 210-12)
7.SCI7.O.U1.2.3	explore and describe the composition of Earth's crust, using common samples, scientific studies, and society's needs (109-7, 111-2, 310-1)

- **Course** is the name of the course in which your child is enrolled.
- **Teacher** is the name of the teacher teaching the course.
- **Assessment and Evaluation Plan** is information the teacher has provided to describe the method by which the students will be evaluated.
- **Course Outcomes Assessed** lists each outcome the teacher is evaluating in this course. Click on the **Outcome ID** to display what assessments were linked to this outcome.

Assessments Addressing the Outcome

▼ Assessment Description: Smith, John Joseph

Teacher	Wicklow, Sarah				
Course	SCIENCE 7				
Outcome ID	7.SCI7.O.U1.1.2				
Outcome	describe theories from the past to present plate tectonics, including Canadian examples (110-1, 110-4, 112-12)				

▼ Assessments Addressing the Outcome

Due Date	Category	Assessment	Codes	Achievement Level	Comment
09/17/2013	Rocks&Minerals	Land Profile 1		2	

▼ Legend

Collected
 Late
 Missing
 Student is exempt from this assessment
 Assessment is not included in final grade

▼ Achievement Levels Legend:

Achievement Levels	Description
4	In-depth knowledge and understanding of content and concepts. Able to extend the application of the related skills
3	Competent knowledge and understanding of content and concepts. Appropriate application of the related skills
2	Developing knowledge and understanding of content and concepts. Developing in the application of the related skills
1	Limited knowledge and understanding of content and concepts. Limited application of the related skills

2 ACADEMIC ACHIEVEMENT

This view in the portal will display, by year, all the courses your child(ren) has/have taken. This information aligns with the information that appeared on your child’s report card.

ACADEMIC ACHIEVEMENT: Smith, John Joseph										
2013-2014	Course	Elementary	Q1	T1	S1	T2	Q3	T3	Y1	F1
2012-2013	Course	Elementary	Q1	T1	S1	T2	Q3	T3	Y1	F1
12-13	ENGLISH LANGUAGE ARTS 6	STRANDS - English Language Arts		c		c		c		
12-13	ENGLISH LANGUAGE ARTS 6	Reading and Viewing		A		A		B		
12-13	ENGLISH LANGUAGE ARTS 6	Speaking and Listening		A		A		B		
12-13	ENGLISH LANGUAGE ARTS 6	Writing and Other Ways of Representing		A		A		B		
12-13	HEALTH EDUCATION 6	Health Education				A _c		A _c		
12-13	MATHEMATICS 6	STRANDS - Mathematics				c		c		
12-13	MATHEMATICS 6	Data Management and Probability				B				
12-13	MATHEMATICS 6	Geometry				N/A		A		
12-13	MATHEMATICS 6	Measurement		B		N/A		A		
12-13	MATHEMATICS 6	Number and Operations		A		A				
12-13	MATHEMATICS 6	Patterns and Relationships				N/A		B		
12-13	MUSIC 6	Music		A _c		A _c		A _c		



- **Academic Year** – the year in which the course was taken
- **Course** – the name of the course
- **Level** – the level your child was in when the course was taken, Elementary, Junior High or Senior High.
- **Term** – the term in which the course was taken, i.e., quarter one (Q1), term one (T1), semester one (S1), or full year (Y1). **F1 indicates the final Grade for the course.**
- **Grade** – the grades under each term indicate the grade earned in that term and the grade under the F1 column is the final grade for the course.

Click on any grade to bring up the **Work Habits/Learner Profile** for that course. A small “c” next to the grade indicates that the teacher has written a comment.

SCIENCE 6		
Achievement	Year: 2012-2013	Term: T3
Course: SCIENCE 6	Grade: A	Teachers: Martin, Margaret
Area/Strand: Science		
John has met the learning outcomes this term. He demonstrates how electricity in circuits and produce light, heat, sound motion and magnetic effects. John is able to describe and give examples of information and contributions that have led to new inventions and applications. He is able to gather information, describe and display the physical characteristics of components of the solar system.		
Work Habits/Learner Profile		
Learner Profile:	Mark:	
Completes classwork	Consist	
Completes homework	Consist	
Strives to produce quality work	Usually	
Interacts positively	Consist	
Resolves conflicts appropriately	Consist	
Works collaboratively	Consist	
Comes prepared for class	Usually	
Manages own materials and belongings	Consist	
Uses time efficiently	Usually	
Accepts responsibility for own actions	Consist	
Follows instructions/directions/rules and routines	Usually	
Respects school property and the property of others	Consist	
Works independently	Consist	

3 PROVINCIAL ASSESSMENTS

Nova Scotia Assessments gather information about student performance based on selected curriculum outcomes in reading, writing, and mathematics. The curriculum outcomes for each grade level and subject area can be found at <https://sapps.ednet.ns.ca/Cart>.

Nova Scotia Assessments are developed by the Evaluation Services Division at the Department of Education. Teachers from across the province are involved in the development and scoring of Nova Scotia Assessments.

More information about Nova Scotia Assessments can be found at <http://plans.ednet.ns.ca/nova-scotia-assessments>.

All assessments completed by your child will be listed on this page. Click on the name of the assessment to view the details.

4 ATTENDANCE HISTORY

On this screen you can view attendance for the entire school year. Once again there is a legend at the bottom of the screen to help you understand the attendance codes.

Click on any code for more details.

5 SCHOOL BULLETIN

Any bulletins posted by the school will be displayed on this screen.

6 CLASS REGISTRATION

The information presented for Class Registrations allows students, particularly in higher grades, to select courses for the upcoming school year. Generally, during the spring, students and parents are guided by the school on completing this online process for selecting courses. School staff will contact you when the class registration process is going to start.

7 STUDENT SCHEDULE

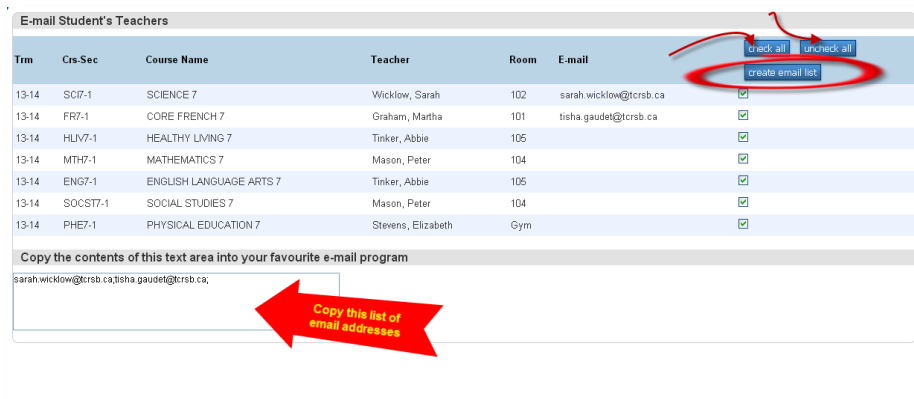
Current Week Schedule: Smith, John Doe

	Monday 09/16/2013	Tuesday 09/17/2013	Wednesday 09/18/2013	Thursday 09/19/2013	Friday 09/20/2013
09:00 AM		ARTS VISUELS 11 IMM teacher 1 2054 09:00 AM - 10:00 AM	MATHEMATICS 10 Teacher 2 1047 09:00 AM - 10:00 AM	ENGLISH 10 PLUS Teacher 3 1042/2012 09:00 AM - 10:00 AM	
10:00 AM	ENGLISH 10 PLUS Teacher 3 1042/2012 10:00 AM - 10:58 AM		ARTS VISUELS 11 IMM teacher 1 2054 10:00 AM - 10:58 AM	MATHEMATICS 10 Teacher 2 1047 10:00 AM - 10:58 AM	SCHEDULING NEED Teacher 8 1042/2012 10:00 AM - 10:58 AM
11:00 AM	MATHEMATICS 10	SCHEDULING NEED		ARTS VISUELS 11 IMM	MATHEMATICS 10

8 EMAIL TEACHERS

From this screen you select the teacher or teachers you want to communicate with.

- Put a check next to the name of the teacher(s). You can use the **check all** or **uncheck all** to manage your list.
- Once teachers are selected, click on the box **create email list**, this creates a list of all the emails in the text box.
- Copy the list in the text box and paste it into your email program.
From your email program, create and send your message.



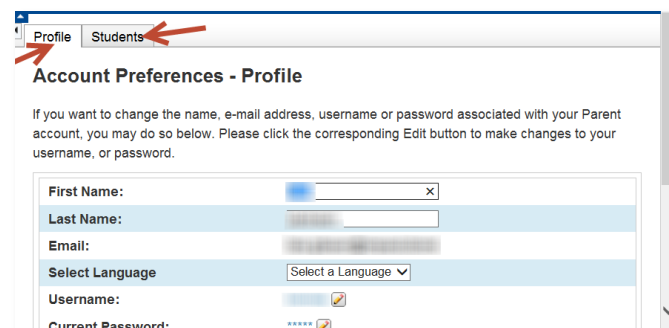
9 SCHOOL INFORMATION

This screen displays the contact information for your child's school including school name, school address, phone and fax numbers, and a map, if available.

10 ACCOUNT PREFERENCES

Profile Tab: This screen allows you to edit your name, e-mail address, username or password.

Students Tab: This screen allows you to add a new student to your account. An 'Access ID' and 'Access Password' are needed to complete this step which is provided to you by contacting your child's school.



11 VIEW GRAD PROGRESS

The Graduation Progress page is a snapshot of a student's progress towards acquiring the credits needed for graduation. You will be presented with a "real time" view of the graduation progress of your child (ren).

If you have questions/concerns, please contact the guidance staff at your child(ren)'s school to discuss.