

Setting up PowerSchool to Get Student Grades Automatically Emailed

1. Go to <https://ps.usd465.com/public/home.html>
2. Log in using the provided user name and password
3. Across the top of the window click on the “Email Notification” icon.
4. Put a checkmark next to “summary of current grades and attendance”
5. Put a checkmark next to “detailed report showing all assignment scores for each class”
6. Select how often you want the report emailed to you using the drop down menu (Weekly reports are emailed Monday mornings)
7. Be sure to enter a valid email address.
8. Click “Submit”

The above steps must be followed for each child

The screenshot shows the PowerSchool interface. At the top, a navigation bar contains icons for various features: Home, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, and My Calendars. A red arrow points to the 'Email Notification' icon with the callout '3. Click here!'. Below this is the 'Email Notifications' section. It contains a list of notification types with checkboxes: 'Summary of current grades and attendance' (checked), 'Detailed reports showing all assignment scores' (unchecked), 'Detailed report of attendance' (unchecked), 'School announcements' (unchecked), and 'Balance Alert (Note: Will only be sent when...)' (checked). A red arrow points to the first two checked items with the callout '4.-5. Put checkmarks here!'. Below the list is a 'How often?' dropdown menu set to 'Once a week'. A red arrow points to this dropdown with the callout '6. Select how often you want the email.'. Below the dropdown is a 'Send now?' checkbox (unchecked). Below that is an 'Email Address(es)' text input field. A red arrow points to this field with the callout '7. Enter your email address'. At the bottom right is a 'Submit' button. A red arrow points to this button with the callout '8. Click Submit!'.

3. Click here!

4.-5. Put checkmarks here!

6. Select how often you want the email.

7. Enter your email address

8. Click Submit!