



## **PowerSchool Parent Portal Email Notification Guide**

PowerSchool offers parents the opportunity to have daily, weekly, bi-weekly or monthly emails sent to their email accounts. There are four areas that need to be configured for PowerSchool email notifications to begin.

In this setup guide you will learn how to configure your parent email notifications along with explanations on what each area means.

To begin we will need to navigate to the Parent Portal sign in page of Powerschool. The web address for the Saint Patrick's Parent Portal of PowerSchool is:

<https://arlingtondiocese.powerschool.com/public/home.html>

See the image below to ensure that you have navigated successfully to the correct web page.

The image shows the PowerSchool SIS login page. At the top is a blue header with the PowerSchool SIS logo. Below the header is a white box titled "Student and Parent Sign In". Inside this box, there are two tabs: "Sign In" (selected) and "Create Account". Below the tabs are two input fields: "Username" and "Password". Below the "Password" field is a link that says "Forgot Username or Password?". At the bottom right of the white box is a blue "Sign In" button. Below the white box, there is a small copyright notice: "Copyright © 2005-2022 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates."

The image shows the PowerSchool Parent Portal dashboard. At the top is a dark blue header with the PowerSchool logo and the names of the children: Paxton, Marion, Nicholas, and William. Below the header is a "Navigation" sidebar on the left with various icons and labels: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, Balance, My Schedule, School Information, and Account Preferences. The main content area is titled "Grades and Attendance:" and has two tabs: "Grades and Attendance" (selected) and "Standards Grad". Below the tabs is a table showing attendance for "Last Week" with columns for "Exp", "M", "T", "W", and "H". Below the table is another table showing attendance for "Last Week" with columns for "M", "T", "W", and "H". At the bottom is a "Legend" section with the text: "Attendance Codes: Blank=Present | TU=Unexcused".

Proceed to log in. If you do not have a login, please contact our school's PowerSchool administrator, Mrs. Lane. Once you have successfully logged in you will see your son/daughter's Grades and Attendance as well as a Navigation bar on the left hand side with various options. For this setup guide we will be exploring the Email Notification option.

Please select the Email Notification option from the left hand side Navigation bar.

After you have selected the Email Notification button from the Navigation bar, you will be directed to a page that prompts you for some setup. As mentioned before, there are four areas that need to be configured.

**What information would you like to receive?**

- ☐ Summary of Current Grades and Attendance.
- ☐ Detail Report Showing Assignment Scores for Each Class.
- ☐ Detail Report of Attendance.
- ☐ School Announcements.
- ☐ Balance Alert (Note: will only be sent when student is low on funds).

**How Often?** Never ▾

**Email Address** gsuarez@stbenedict.com

**Additional Email Addresses**   
(separate multiple email addresses with commas)

☐ Apply These Settings to All Your Students?

☐ Send Now For Paxton?

## 1. What information would you like to receive?

### a. *Summary of current grades and attendance-*

This option sends one email giving a summary of final grades and attendance totals for each of your child's classes. This is the recommended option for parents/guardians.

### b. *Detail report showing assignment scores for each class-*

This option sends one email for each class with each assignment for the quarter with scores. (Note: If your child has 6 classes, you will receive 6 emails, one for each class. If you have multiple students, you can receive over 20 emails with detailed information. For that reason, we do not recommend selecting this option)

### c. *Detail report of attendance-*

This option sends one email containing detailed attendance for each class enrolled in for the current term.

### d. *School announcements-*

This option sends any School announcements that get published. Currently there are not many schools using this option so it is not recommended to select this option.

**e. Balance Alert** (Note: will only be sent when a student is low on funds). This option is currently not being used. It is recommended to NOT select this option.

## 2. How often?

- a. Never
- b. Weekly
- c. Every Two Weeks
- d. Monthly
- e. Daily

## 3. Email Address / Additional Email Addresses

- a. Here you will see the your Email address
- b. You will also get the option to add additional email addresses.

## 4. Send Now?

This allows you to have the emails sent to your email addresses immediately. Check this box at any time and click the submit button to have emails sent immediately. If this is not checked, you will receive the next update according to the choices made above.

**PLEASE NOTE:** The emails are generated by the PowerSchool system. PLEASE DO NOT REPLY TO THE AUTOMATED EMAILS. The message will not be received or read. If you have a question about the content of the emails, please contact the teacher or main office.