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Nova Scotia Student Information System

Nova Scotia Public Education System

# Parent's Guide to the Parent Portal

User Guide

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## 1 OVERVIEW

The Student/Parent Portal is your gateway into the classroom of the children associated to your account. The portal is a tool which should facilitate discussion between you, your child and teachers. It is both a snapshot in time and an indicator of trends developing in your child's attendance and 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 Parent Portal**. If you have an account, then log into the Student-Parent Portal using your confidential username and password.

## 2 HAVING TROUBLE LOGGING IN

If you forgot your account password, you can reset it by following the steps below.

1. Navigate to the Portal sign in page and click on the link: **Forgot Username or Password?**
2. Click on the **Parents** tab.
3. Under the **Forgot Password?** section, enter your **Portal Username**. Your username is the email address the school has on file for you.
4. Enter your **Parent Email Address** (use same email address entered in step #3).
5. Click the **Reset Password** button.
6. A Password Reset Request email will be sent to you. Click the link in the email to reset your password.

### **PowerSchool Password Reset Request**

*You recently requested a new password.*

*To reset your password, visit the link below. This link is valid for only 24 hours.*

[https://sisrsb.ednet.ns.ca:443/public/recover\\_password.html?t=z2DSYOaM6PT1iKE0Mmr7eM0000ad4b](https://sisrsb.ednet.ns.ca:443/public/recover_password.html?t=z2DSYOaM6PT1iKE0Mmr7eM0000ad4b)

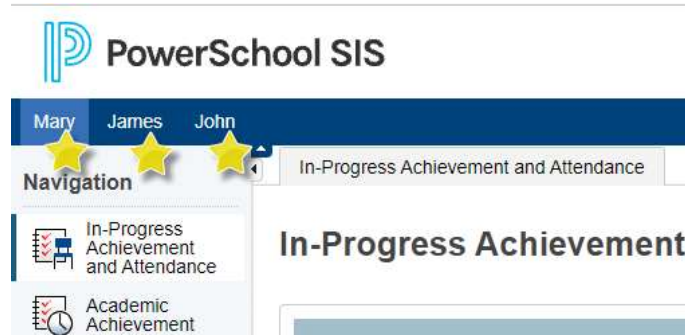
*If clicking the link above does not work, copy and paste the web site address in a new browser window instead.*

*If you have forgotten your username, click the "Having Trouble Signing In?" link on the sign in page and follow steps for recovering your username.*

*Note: Replies to this message are not monitored or answered.*

### 3 MORE THAN ONE STUDENT ATTACHED TO YOUR ACCOUNT

If you have more than one child attached to your account, click on the child's name to view their data. The portal has several pages from which to choose, make your selection from the Navigation bar on the left side of the page.



This is the default view when you log into the Portal. Any text in Blue is a link to more data.

In-Progress Achievement and Attendance: My Adam

Attendance by Course										Course Progress Information			
Last Week					This Week					Absences	Lates	Course	View Details By
M	T	W	H	F	M	T	W	H	F				
										8	0	FRANCAIS_FRENCH LANG ARTS_PR Teacher	<ul style="list-style-type: none"> <li>Assessment</li> <li>Course Outcomes</li> </ul>
										2	0	MATHEMATIQUES_MATHEMATICS PR Teacher	<ul style="list-style-type: none"> <li>Assessment</li> <li>Course Outcomes</li> </ul>
										2	0	SCIENCES HUMAINES_SOCIAL ST PR Teacher	<ul style="list-style-type: none"> <li>Assessment</li> <li>Course Outcomes</li> </ul>
										2	0	EDUC A LA SANTE_HEALTH ED PR Teacher	<ul style="list-style-type: none"> <li>Assessment</li> <li>Course Outcomes</li> </ul>
										2	0	MUSIQUE_MUSIC PR Teacher	<ul style="list-style-type: none"> <li>Assessment</li> <li>Course Outcomes</li> </ul>
										2	0	HOMEROOM ATTENDANCE ONLY AM	<ul style="list-style-type: none"> <li>Assessment</li> </ul>

Absences, lates, teacher name, Assessments and Course Outcomes are all links.

#### 4.1 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 described at the bottom of the page. The numbers under the Absences and Lates are links, click on them to see details about the absence or late. (Click on the In-Progress Achievement and Attendance page on the navigation panel to return to the original page.)

## 4.2 VIEW DETAILS BY

Click on the word **Assessment** in the **View Details By** column to see details regarding the assessments for a course. A Details by Assessment page will open for the selected course. To view a different course, click on the down arrow next to the course name. If you see a question mark icon next to a field name, click on the question mark for an explanation of what that field means. Following is an explanation of the information on this page.

The screenshot shows the 'Details by Assessment (MATHEMATICS 8)' page for 'My Duncan'. It includes sections for Course Information, Assessment and Evaluation Plan, and Individual Assessment Information. A table lists assessments with columns for Due Date, Category, Assessment, and Mark. A legend is visible at the bottom.

Due Date	Category	Assessment	Mark	Comment
10/01/2014	Number and Operations	Scientific to Standard Practice 1	12/12	
09/29/2014	Number and Operations	Scientific Notation to Standard Form	9/12	
09/17/2014	Number and Operations	You Want to Be Paid in Rice Sheet 1	15/15	

### View Details by Assessment

- **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 description of the assessment
  - **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 page for more details
  - **Mark**- indicates the overall mark achieved by the student for the specific assessment
  - **Comment**- hover your mouse, or click the note icon, to view the comments entered by the teacher.

The default display is 10 records per page. Use the dropdown box to increase the number of assessments displayed on the screen.

### 4.2.1 ASSESSMENT POPUP

While in the Details by Assessment page click on the assessment name, an Assessment Description window will open.

Individual Assessment Information					
Display 10 records					
Issue Date	Category	Assessment	Codes	Mark	Comment
9/01/2014	Number and Operations	Scientific to Standard Practice 1		12/12	
9/29/2014	Number and Operations	Scientific Notation to Standard Form		9/12	
9/17/2014	Number and Operations	You Want to Be Paid in Rice Sheet 1		15/15	

#### Assessment Description Popup

**Assessment Description:** My Duncan

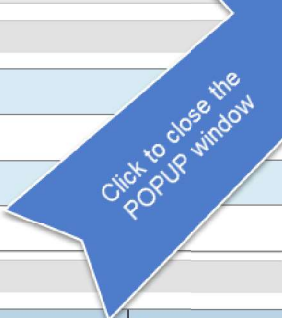
Teacher			
Course	MATHEMATICS 8		
Assessment Name	Scientific Notation to Standard Form		
Description			

**Outcomes Assessed**

ID	Outcome	Achievement Level
8.MTH8.O.A.3	A3 distinguish between an exact square root of a number and its decimal approximation	2
8.MTH8.O.A.4	A4 find the square root of any number, using an appropriate method	4
8.MTH8.O.A.5	A5 demonstrate and explain the meaning of negative exponents for base ten	1

**Achievement Levels Legend:**

Achievement Levels	Assessment 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



In the **Outcomes Assessed** section, the course outcomes associated to this assessment are listed. The teacher may assign an **Achievement Level** to indicate the degree to which students meet the outcomes.

The **Achievement Levels** are explained in a legend at the bottom of the page.

## 5 ACADEMIC ACHIEVEMENT

This view in the portal will display, by year, all the courses your child has taken. This information aligns with the information that appeared on your child's report card.

ACADEMIC ACHIEVEMENT:										
2014-2015	Course	Junior High	Q1	T1	S1	T2	Q3	T3	Y1	F1
14-15	ENGLISH LANGUAGE ARTS 8	Reading and Viewing								
14-15	ENGLISH LANGUAGE ARTS 8	Speaking and Listening								
14-15	ENGLISH LANGUAGE ARTS 8	Writing and Other Ways of Representing								
14-15	MATHEMATICS 8	Data Management and Probability								
14-15	MATHEMATICS 8	Geometry								
14-15	MATHEMATICS 8	Measurement								
14-15	MATHEMATICS 8	Number and Operations		87						
14-15	MATHEMATICS 8	Patterns and Relations								
14-15	CORE FRENCH 8			80						
14-15	HEALTHY LIVING 8									
14-15	PHYSICAL EDUCATION 8									
14-15	SCIENCE 8									
14-15	SOCIAL STUDIES 8			77						
2013-2014	Course	Junior High	Q1	T1	S1	T2	Q3	T3	Y1	F1
13-14	ENGLISH LANGUAGE ARTS 7	Reading and Viewing		A <sub>c</sub>		A <sub>c</sub>		A <sub>c</sub>		
13-14	ENGLISH LANGUAGE ARTS 7	Speaking and Listening		A <sub>c</sub>		A <sub>c</sub>		A <sub>c</sub>		
13-14	ENGLISH LANGUAGE ARTS 7	Writing and Other Ways of Representing		B <sub>c</sub>		B <sub>c</sub>		B <sub>c</sub>		
13-14	MATHEMATICS 7	Data Management and Probability		N/A <sub>c</sub>		N/A <sub>c</sub>		B <sub>c</sub>		

- **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 i.e., Elementary, Junior, or Senior High
- **Term-** the term in which the course was taken, e.g. Quarter one (Q1), term one (T1), semesterone (S1) or full year (Y1). **F1 indicates the final grade for the course.**

A small 'c' next to a grade indicates that a comment was entered associated to grade.

**NOTE** Please note that during reporting periods, information may not be displayed until after the report cards for the reporting period are distributed.

## 6 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>.

The **Student Assessment and Evaluation** Division at the Department of Education and Early Childhood Development administers the assessments. 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.

Provincial Students Assessments: My Child

Assessment	Grade Level	Term
Mathematics in Grade 6	6	2012-2013
Reading and Writing in Grade 6	6	2012-2013

## 7 ATTENDANCE HISTORY

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

## 8 SCHOOL BULLETIN

Click on the icon for **School Bulletin** to read the bulletin for the day. You have the option to read today’s bulletin or click on the calendar icon to view bulletins for other dates.

View School Bulletin ✕

Baddeck Academy Bulletin for Monday, January 26, 2015

Parent Appreciation Day

We would like to invite all parents to attend our Parent Appreciation event.

View other dates:



## 9 STUDENT SCHEDULE

To view your child's schedule for the week, click on **My Schedule**. This page displays the class your child is in, with whom and what time.

Current Week Schedule: **My Adam**

	Monday 01/26/2015	Tuesday 01/27/2015	Wednesday 01/28/2015	Thursday 01/29/2015	Friday 01/30/2015
	HOMEROOM ATTENDANCE ONLY AM 0 08:50 AM - 08:55 AM	HOMEROOM ATTENDANCE ONLY AM 0 08:50 AM - 08:55 AM	HOMEROOM ATTENDANCE ONLY AM 0 08:50 AM - 08:55 AM	HOMEROOM ATTENDANCE ONLY AM 0 08:50 AM - 08:55 AM	HOMEROOM ATTENDANCE ONLY AM 0 08:50 AM - 08:55 AM
	HOMEROOM ATTENDANCE ONLY PM 0 08:55 AM - 09:00 AM	HOMEROOM ATTENDANCE ONLY PM 0 08:55 AM - 09:00 AM	HOMEROOM ATTENDANCE ONLY PM 0 08:55 AM - 09:00 AM	HOMEROOM ATTENDANCE ONLY PM 0 08:55 AM - 09:00 AM	HOMEROOM ATTENDANCE ONLY PM 0 08:55 AM - 09:00 AM
09:00 AM	EDUCATION PHYSIQUE_PHYS ED PR 0 09:00 AM - 09:45 AM	EDUC A LA SANTE_HEALTH ED PR I 0 09:00 AM - 09:30 AM EDUCATION PHYSIQUE_PHYS ED	FRANCAIS_FRENCH LANG ARTS_PR 0 09:00 AM - 10:30 AM	FRANCAIS_FRENCH LANG ARTS_PR 0 09:00 AM - 09:45 AM	FRANCAIS_FRENCH LANG ARTS_PR 0 09:00 AM - 10:30 AM

## 10 EMAIL TEACHERS

From this page you select the teacher or teachers you wish to communicate with.

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

**E-mail Student's Teachers**

Trm	Crs-Sec	Course Name	Teacher	Room	E-mail
13-14	SCI7-1	SCIENCE 7		102	<input checked="" type="checkbox"/>
13-14	FR7-1	CORE FRENCH 7		101	<input checked="" type="checkbox"/>
13-14	HLV7-1	HEALTHY LIVING 7	Teacher's names	105	<input checked="" type="checkbox"/>
13-14	MTH7-1	MATHEMATICS 7		104	<input checked="" type="checkbox"/>
13-14	ENG7-1	ENGLISH LANGUAGE ARTS 7		105	<input checked="" type="checkbox"/>
13-14	SOCST7-1	SOCIAL STUDIES 7		104	<input checked="" type="checkbox"/>
13-14	PHE7-1	PHYSICAL EDUCATION 7		Gym	<input checked="" type="checkbox"/>

Copy the contents of this text area into your favourite e-mail program

Teacher1@school.ca  
Teacher2@school.ca

Copy this list of email addresses

## 11 SCHOOL INFORMATION

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

## 12 ACCOUNT PREFERENCES

There are two tabs on this page, a **Profile tab** and a **Students Tab**.

### 12.1 PROFILE TAB

This page allows you to edit your name, e-mail address, username and password. To edit your username or password you must first click on the pencil icon. Please note that the password must follow the security rules as outlined on the page.



#### Account Preferences - Profile

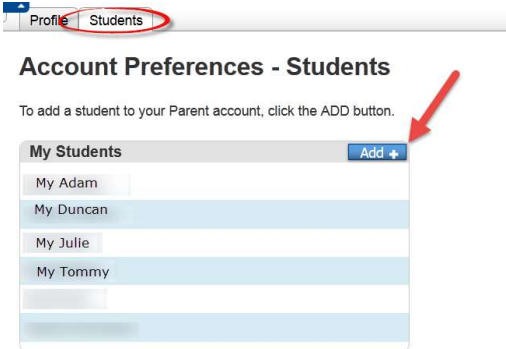
If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

First Name:	<input type="text" value="First name"/>
Last Name:	<input type="text" value="Last Name"/>
Email:	<input type="text" value="il address@gmail.com"/>
Select Language	English <input type="button" value="v"/>
New Username:	<input type="text" value="Username"/>
<p>Enter your current password and the new password you would like</p> <p>New password must:</p> <ul style="list-style-type: none"> <li>- Be at least 8 characters long</li> <li>- Contain at least one uppercase and one lowercase letter</li> <li>- Contain at least one letter and one number</li> <li>- Contain at least one special character</li> </ul>	
Current Password:	<input type="password" value="....."/>
New Password:	<input type="password" value="....."/>
Confirm Password:	<input type="password" value="....."/>
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

### 12.2 STUDENT TAB

This page displays all the children you have associated to your account. You may add additional children to the account by clicking **ADD**.

Your child’s school will provide an **Access ID** and **Access Password**; these codes are required to add a new child to your account.



### 13 VIEW GRAD PROGRESS

The Graduation Progress page is a snapshot of a student’s progress toward acquiring the credits needed for graduation. You will be presented with a ‘real time’ view of the graduation progress for each child in grades 10-12 that you have associated with your account.

You are encouraged to discuss the information on this page with your school’s guidance counselor or principal.

#### View Grad Progress: My Tommy

Graduation Eligibility Notes:

Graduation Contracts						
Subject Group	Earned	Enrolled	Requested	Required	Progress	
• Diploma - NS Adult HS Diploma (English)	8		4	12	<div style="width: 33%;"></div>	
• Compulsory Credits	3		3	6	<div style="width: 50%;"></div>	
• English/French Language Arts or Communications (Grade 11 and 12)	1		1	2	<div style="width: 50%;"></div>	
ENGLISH 11 (ENG11)	1	ENGLISH 12 (ENG12)	1			
• Math (Grade 11 or 12)	1			1	<div style="width: 100%;"></div>	✓
ADVANCED MATHEMATICS 11 (MTH11AD)	1					
• Biology, Chemistry or Physics (Grade 11 or 12)	1			1	<div style="width: 100%;"></div>	✓
BIOLGY 11 (BIOL11)	1					

## 14 SCHOOLMESSENGER

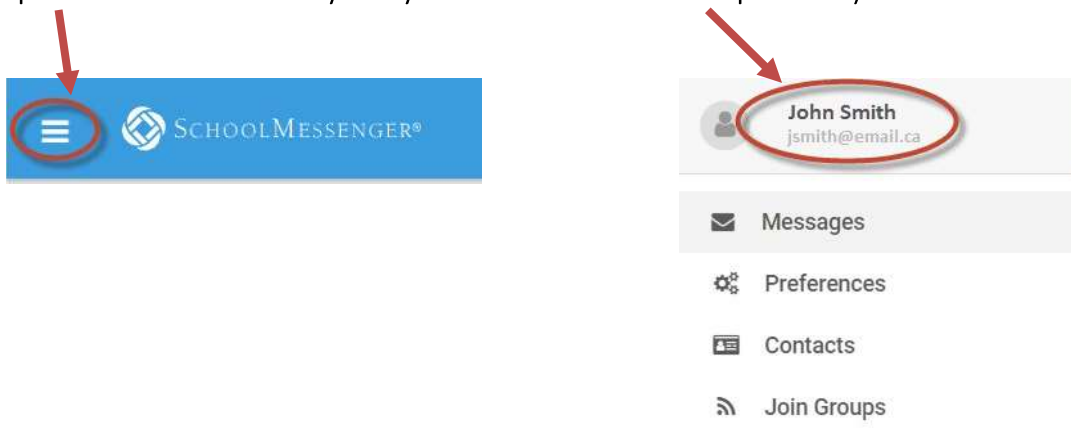
SchoolMessenger is a communication system that allows schools to share information with parents. Using the contact information you have provided to your child's school, the school can send you automated phone messages, emails and/or text messages. The school can use this system for matters such as emergencies, attendance notifications, school closures, early dismissal, or newsletters.



The SchoolMessenger link allows parents to easily connect to their SchoolMessenger account enabling you to:

- See all the voice, email and text messages that have been sent for each of your children attached to your account
- Set preferences for how you would like to receive messages

Based and the information you have already provided to your school, when you click the SchoolMessenger link you should be automated logged into your SchoolMessenger account. Click on the three horizontal lines in the top left-hand corner to verify that your account has been set up correctly.

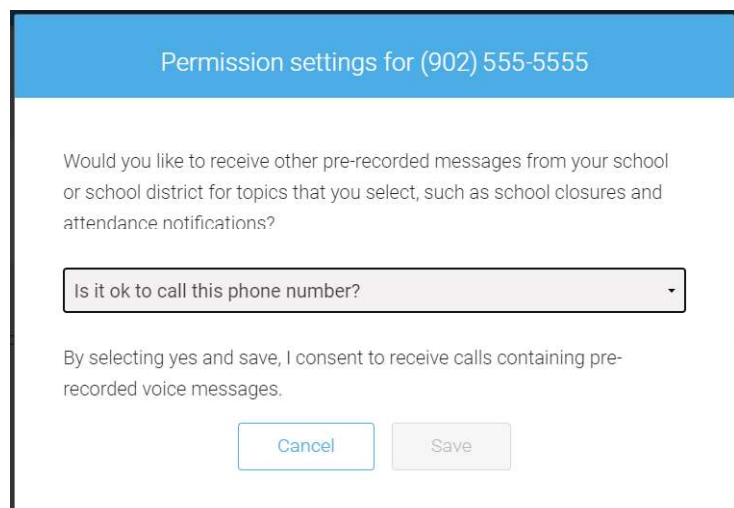


The first time you access your SchoolMessenger account, you may receive a pop-up notification asking your consent to receive SchoolMessenger notifications to the phone number on file with the school.

If you receive this consent notification, choose one of the two dropdown options:

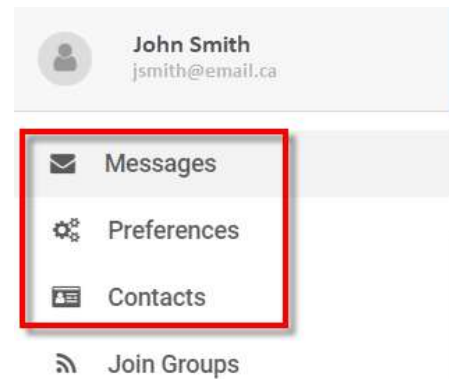
- No, call me for emergencies only

and then click **Save**.



Clicking on the three horizontal lines in the top left-hand corner also allows you to access other areas of your SchoolMessenger account:

- Messages
- Preferences
- Contacts

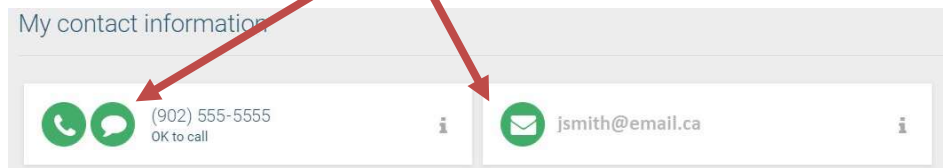


## 14.1 Messages

The Messages page displays all broadcast messages (voice, email, or text) sent to you from the school during the last 30 days, sorted newest first, oldest last.

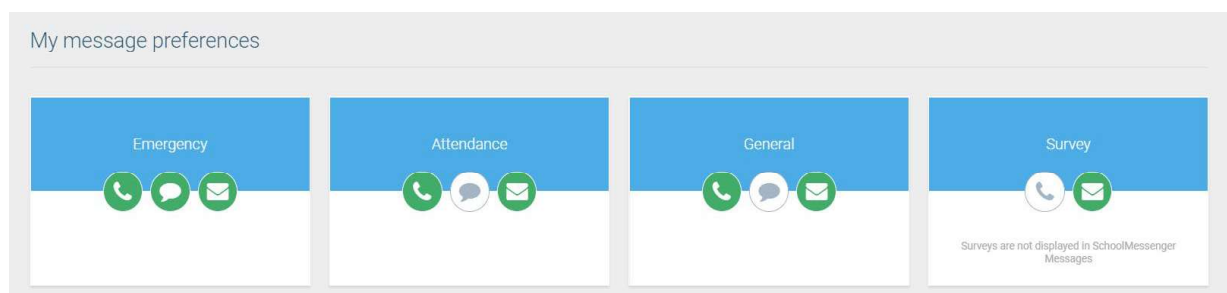
## 14.2 Preferences

The preferences section allows you to indicate how you want to be contacted. **Please note, you will have to have at least one phone number turned on for emergencies and one for attendance notifications.** Under the **My contact information** section, you will see all the contact phone numbers and email addresses you have provided to the school. If the circular icons are green, it means that they are activated for that means of communication.



Note: You cannot update or change your contact information using your SchoolMessenger account. If you want to remove or change any of your contact information, you will need to contact your child's school. Once the school makes the updates to your contact record, it may take several hours for the updates to sync with SchoolMessenger.

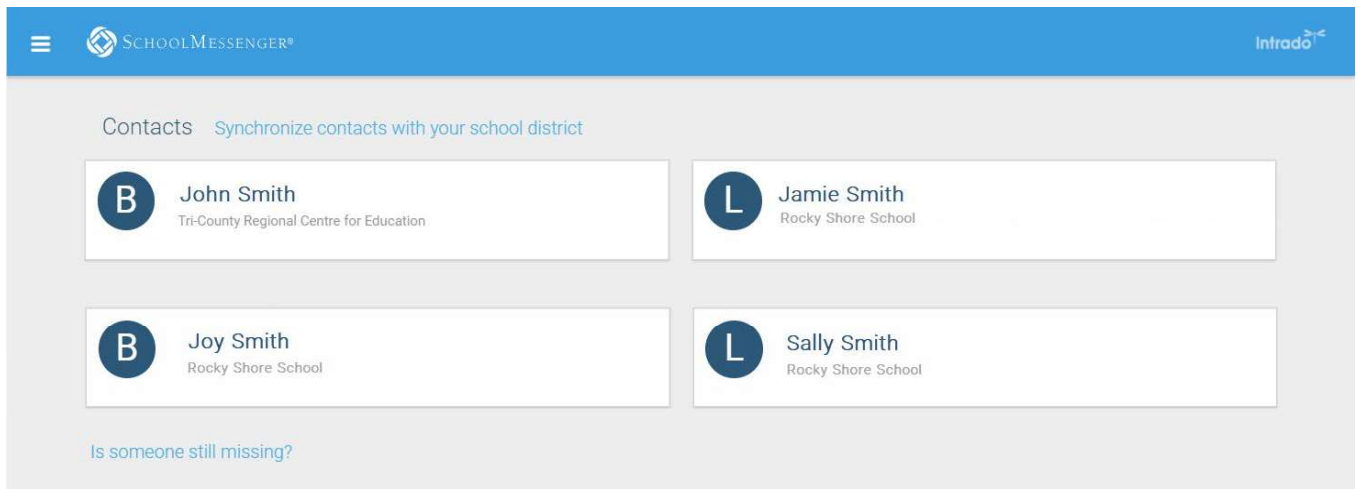
In the **My message preferences** section, click inside the rectangular box of any message category (Emergency, Attendance, General, or Survey) to adjust your notification preferences for the selected message type.



### 14.3 Contacts

This page will list of all the contacts (i.e. children/students) attached to your SchoolMessenger account.

**Important:** The contacts listed on this page are connected to the email address on file with the school/s. If the school has an incorrect email on file, then students may not appear on this page.



If you are missing contacts, click the “**Is someone still missing?**” link at the bottom of the page to claim possible missing contacts using your phone number. You should also click the “**Synchronize contacts with your school district**” link to upload the most up-to-date information. If these methods are unsuccessful, please contact your school.