

CALVARY CHRISTIAN ACADEMY

Dear Parents,

Our school software, PowerSchool, is setup to **automatically** send emails to parents every Monday morning with the following:

- Summary of Current Grades and Attendance
- Detail Report Showing Assignment Scores for Each Class
- Daily Bulletin

The software also allows parents and students the ability to logon via a website or APP on your smart device to view the student's current grades. It is, simply put, an electronic progress report/report card. When you first logon or access the App, you will see a screen that looks like a report card. It will display your child's attendance and grades for all previous report periods and for the current report period.

Any grade or name in blue is a link to either further information or a teacher's email. If you click on a grade that is in blue you will see the detailed assignments, quizzes and tests that encompasses your child's grade. Next to each assignment will be the grade that the student received for that assignment.

The Navigation bar has the following features:

Grades and Attendance is your HOME page. It is the view that looks like a report card and that was explained in the above paragraphs.

Grade History is similar to the Grades and Attendance view. It displays the same information in a different fashion. It also gives the credit value assigned to each course.

Attendance History will display the student's school attendance for the current marking period. We do not require teachers to place class attendance in their PowerSchool grade books. Most teachers, but not all, will place that information in the form of a comment next to an assignment that was missed due to an absence.

Email Notification is a feature available only to parents. This is not a student feature. This allows the parent to have the system email grade and attendance reports as frequently as daily.

Teacher Comments allows the teacher to comment on the student's academic and behavioral actions in class.

School Bulletin allows you to read the morning announcements that are read to the students in Homeroom.

The **Class Registration** icon should be ignored. **We will not be using this feature**. Our schedule is too complicated to allow the software to design.

The **My Schedule** icon allows you to display a student's schedule. The weekly View displays the student's schedule for the current week. The Matrix View displays the student's schedule for the selected term in a graphical format.

The **School Information** icon displays the school name and phone number.

The **Account Preferences** page provided you with the ability to manage your parent account information, including your name, user name, password, and email address.

You can access all your children with one Username and Password. You can email a teacher at any time by clicking on a teacher's name.

If you have any user questions regarding your Username and Password, please email Andrea Cervone at acervone@ccphilly.org.

We are extremely excited about the Parental Portal. Parent/Teacher communication is always very difficult. This portal will be able to allow parent and teacher to communicate more effectively. Please be advised that PowerSchool access and reports are only available during the school year, from the first day of school until the last day of school.

CCA Jr/Sr High School Administration