

Instructions for using PowerSchool Parent/Student Access

1. Open your web browser (such as Internet Explorer) and go to: <http://williston.ps.state.nd.us/students>
Note: Most websites begin with www... The PowerSchool website does not.
2. Enter your login/password (they are not case sensitive). Note: Your login/password will be used for all years your child attends Williston School District #1. Example: p09doejan Note: The character in front of the 9 is a zero, not the letter O. If you forget or misplace your password, please stop by the school's office to get the information. Due to security reasons, we are unable to give this type of information over the phone.
3. After you login, it will list a number of icons at the top of the page. See below for instructions on how to use them.
 - a. **Grades and Attendance:** Lists the grades and attendance for each class the student is taking for the current term. It does not list classes completed in prior terms. Examples: Sewing is a Semester 1 class. When it is semester 2, sewing will no longer show up in the grades/attendance. Algebra is a full year class. It will be listed for the full year. If you want to retain a list of all of the assignments for a semester class, we recommend you print it before the end of the semester.
 1. WHS math classes using Accelerated Math only list the end of term grade. Individual assignments are stored in Accelerated Math and are not available online.
 2. To email an instructor, click on the name of the instructor. It will open your email program and list the instructors email address in the "To" box.
 3. Click on the numeric score for a class and view the grades/assignments for the school term you have selected. You can also click on the category on the grades/assignments page and view the details of the category.
 4. Note: The end of year grade is normally not calculated until the end of the year. Ignore the end of semester/end of year grades until the end of the class.
 5. The number of times absent/tardy per period for the current term are listed on the right side of the page. It also lists the total for all classes for the current term at the bottom of the page. If you click on the number, it will list the dates the students was absent/tardy.
 6. Future Assignments (if available) are listed in the same area as graded assignments. You will know which assignments are future assignments as they will have dates in the future. Your child will not have a grade for future assignments until the assignment is completed and the grade is posted by the instructor.
 - b. **Grades History:** List of classes for each quarter and the grade associated with each one. Hrs is listed as 0 except for classes which have been completed. Cit is for citizenship which is not currently used.
 - c. **Attendance History:** List of attendance by day for the current term. Prior terms are not listed. There is a legend at the bottom of the page which indicates what the codes stand for. If there is a "--" listed for a day, it means there was no school that day.
 - d. **Email notifications:** Set which items you would like to be notified by email. Options include: Detailed reports showing all assignment scores for each class, detailed report of attendance, school announcements, balance alert (not used). Click in the box in front of the items you would like to be emailed. Click in the drop down box by "How often" and select how often you would like to be notified. Click in the box by "Send Now" if you want the info sent immediately. Enter your email address in the Email address box. If you are using more than one email address, put a comma between the email address. Note: We encourage you to enter in your email address even if you don't want notifications. We would like to transition to using email instead of mailing information such as newsletters, etc.
 - f. **Teacher Comments:** View the teacher comments for each class. Click on the teacher's name to email him/her. Teacher comments are optional so there may be none listed for your child.
 - g. **School Bulletin:** There are links in this area for announcements, newsletters and your school's website.
 - h. **Class Registration:** This is where you register for classes for next year. This feature is only turned on when registration is open for your child's grade level. When registration opens, visit with your child about the various options available. Click on the down arrows for each section to select the classes your child would like to register for the upcoming year. Click submit at the bottom. If you missed any required classes, you will be prompted to select an option for them. To view the classes the students has been registered for click "View future course requests".
 - i. **Meal Balance:** Not used.
4. **When done, click logout.** If you do not logout, it will time out after 30 minutes. If it times out and you try to access something on the page, it will take you back to the login screen.