

## Parent Portal Quick Reference Guide

<http://schinfo.rcps.org>

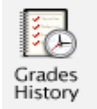
Each icon/picture in the main menu will display a page with specific information. Any blue text that appears is a link and can be clicked to go to another page that contains more detailed information. For example, clicking the Grades History link will display a screen with past marking period grades. Clicking the course grade will display a list of assignments that are included in the grade.



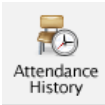
Return to the main page at any time by clicking the PowerSchool logo.



**Grades and Attendance:** Displays grades and attendance for the current school year. The current and previous weekly attendance will display. Click the total number of absences to view a detailed list and description of each absence. Click the current grade to display the assignments that are included in the grade. This information is for the current marking period or six weeks.



**Grade History:** Displays the final grade for the past marking period. Click the final grade to display the assignments that are included in the grade.



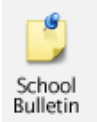
**Attendance History:** Displays the attendance codes for the current marking period. This is not the year to date attendance.



**Email Notification:** Sign up for different notifications to be emailed to you. Choose what reports to email and how often. A valid email account is required for this to work correctly.



**Teacher Comments:** Displays comments by the teacher for an assignment or final grade. Each subject and assignment may contain a comment.



**School Bulletin:** School specific events or announcement.



**Balances:** Displays the meal transaction balance. At this time not all schools are using this feature.



**LogOut:** Closes the Parent Portal and returns to the login screen.

Use the **Print Page** icon in the lower right corner of the screen to print the displayed screen. A printer friendly page will appear with a description of the information on the page.