

PowerSchool Step Sheet

- 1.) Open the Internet and go to www.trinitycatholic.com
- 2.) Once there, click on the PowerSchool Icon



- 3.) You will then come to this screen to login:



PowerSchool

Username

Password

[Forgot your member name or password?](#)

Enter

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- 4.) On this screen, enter your username and password that has been given to you and select Enter.
- 5.) Once you enter the site, you will come to the screen pictured in **Diagram 1**

- 6.) On this screen, you will be able to navigate your child's progress. There are several links on here that provide you with information.
- a. **Grades and Attendance:** This will show you your student's current grades as well as his/her current attendance.
 - i. If you click on a teacher's name, you can email this teacher
 - ii. If you click on the *number grade* provided for a course, you will see the assignments for this course and what grade your student earned. You will also see Course Descriptions and information about the course written by the teacher.
 - iii. If you click on the number under ABS or TAR, you will see Attendance information
 - b. **Grades History:** This will show you term grades. *This option won't be available until after the first quarter.*
 - c. **Attendance History:** This screen will show you the dates that your student was absent from certain classes. A dash mark (-) indicated a student was present.
 - d. **Email Notification:** If you enter your email address in here and check the boxes you want, you will receive notification via email with information regarding your student.
 - e. **Teacher Comments:** This screen will show you comments that your child's teachers have left for you. If you click on the teacher's name here, you can email the teacher.
 - f. **School Bulletin:** This screen will provide you with announcements about Trinity Catholic High School on a daily basis.
 - g. **Class Registration:** This screen will allow (only during indicated times of the year) you to view the course options for your child.
 - h. **My Calendars:** This function is currently not available.
- 7.) Once you are done navigating PowerSchool, be sure to Logout.