

# Using MySchoolSask Parent Portal

## *On a Computer/Laptop*

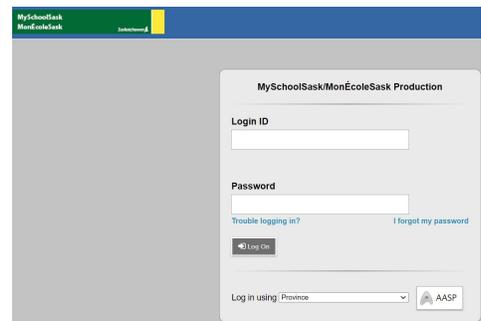
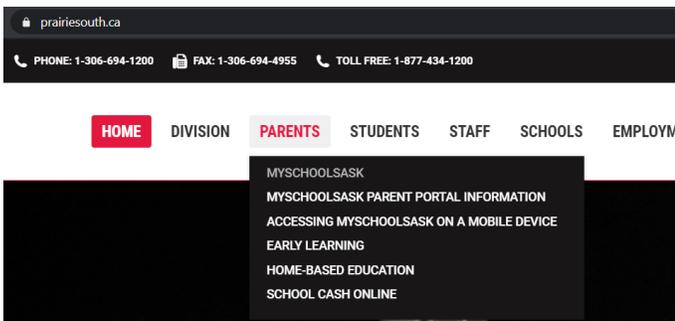
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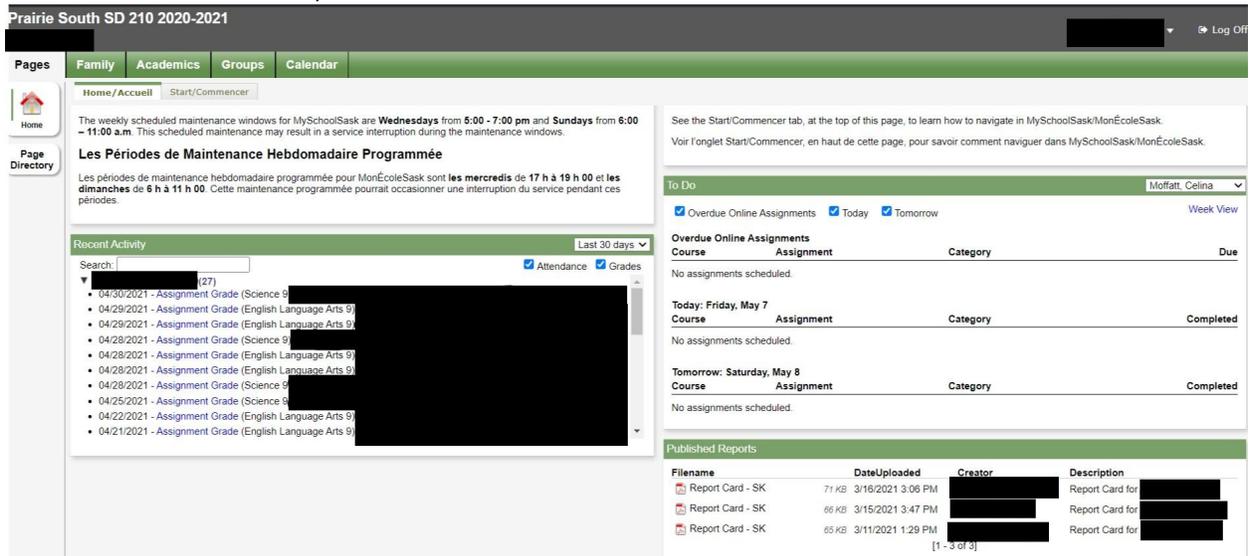
## Logging In and Home Page

- Go to [Prairie South](#)'s home page → click Parents → click [MySchoolSask](#). Then input your admin-provided Login ID and Password (if you have not received your parent portal login information yet, contact your school administrator).

**Note:** Your first time logging in must be through a Computer (not a mobile device) and it is recommended to use Google Chrome as a Browser.

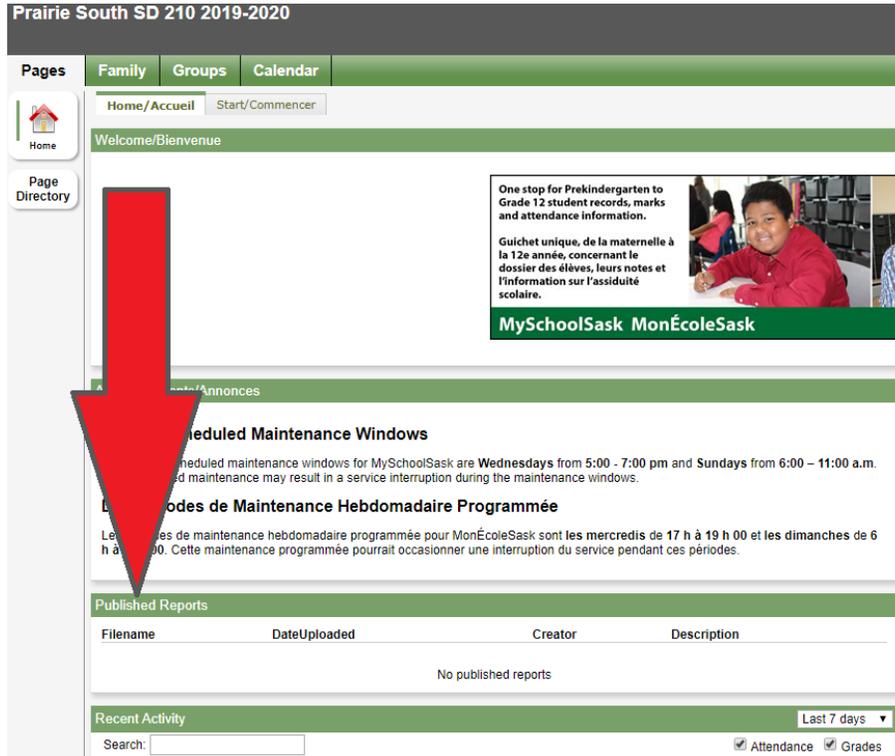


- After logging into **MySchoolSask** through the Parent (Family) portal, you will be sent to the **Home** screen.
  - Different sections such as: Welcome, Announcements, To Do, Published Reports and Recent Activity will be shown.
  - You will also notice the tabs across the top (Pages, Family, Academics, Groups, Calendar)



### Viewing Published Report Cards

3. In the **Published Reports** section (shown below), you will find report cards that have been created and published for students in grades 1 to 12 (if they are not appearing, they may not be published yet). They will be available to **download** and/or **print**.
  - o In the example below, no reports have been published.



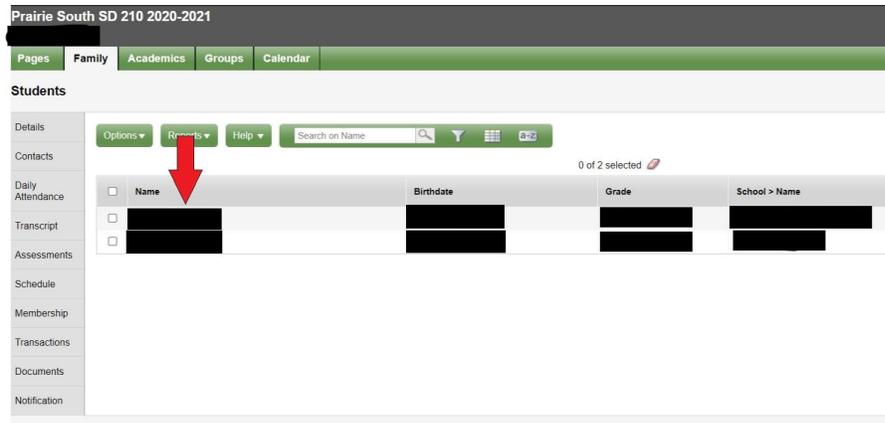
- o If there are published reports, there will be documents available in this space similar to what is shown below (click on the document to view and download it):

Published Reports			
Filename	DateUploaded	Creator	Description
Report Card - SK	71 KB 3/16/2021 3:06 PM	[REDACTED]	Report Card for [REDACTED]
Report Card - SK	66 KB 3/15/2021 3:47 PM	[REDACTED]	Report Card for [REDACTED]
Report Card - SK	65 KB 3/11/2021 1:29 PM	[REDACTED]	Report Card for [REDACTED]

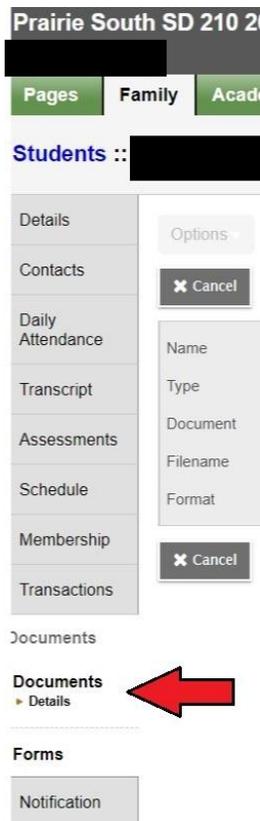
[1 - 3 of 3]

### Viewing Report Cards (Kindergarten)

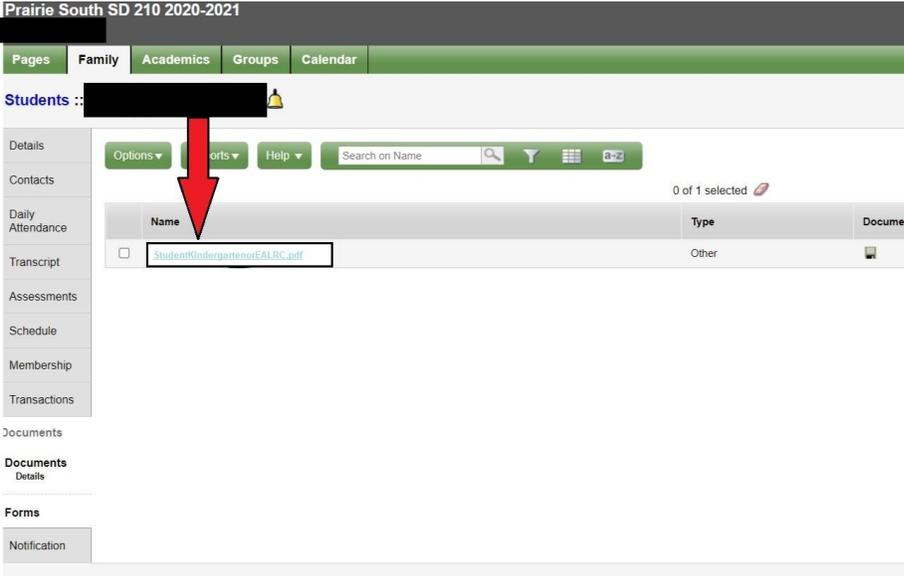
- 4. To view a Kindergarten Report Card:
  - Click on the **Family** tab.
  - Select the child whose report you'd like to view.



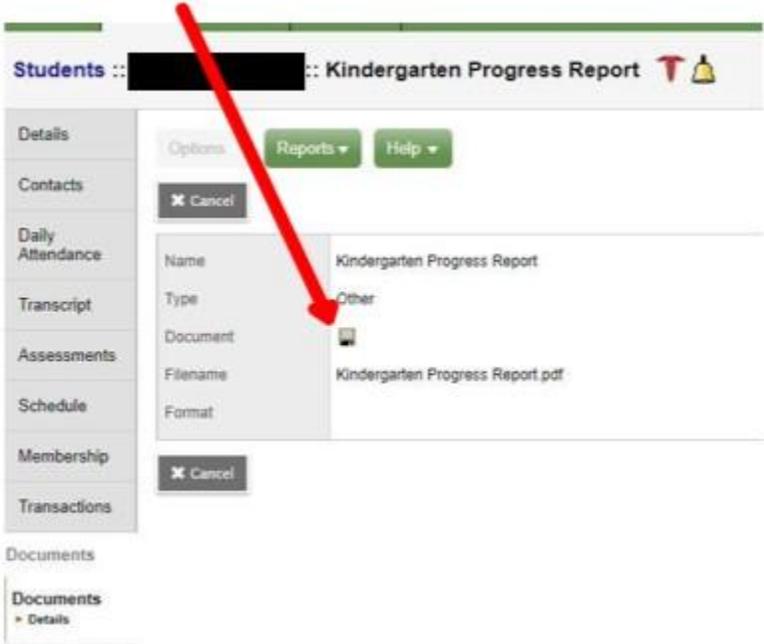
- Click on the documents side tab.



- Click on the document you wish to view.



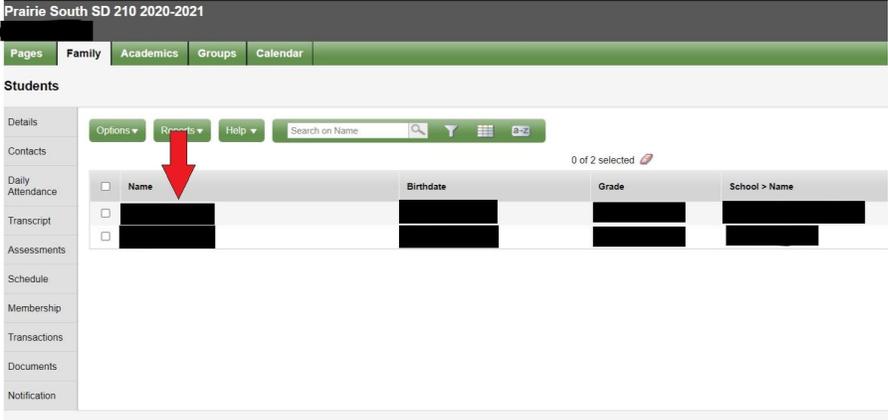
- Click the icon that appears beside “Document”



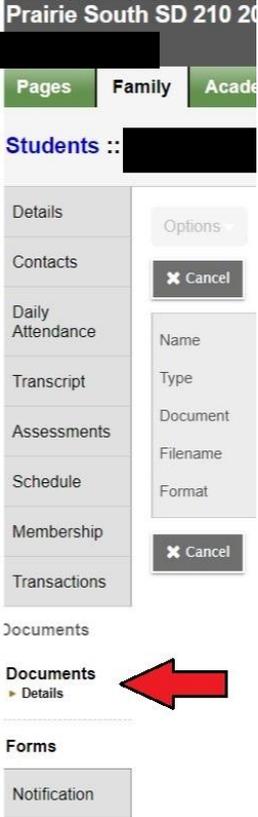
- This will begin a download and you should now be able to view the report.

### Viewing Report Cards (EAL)

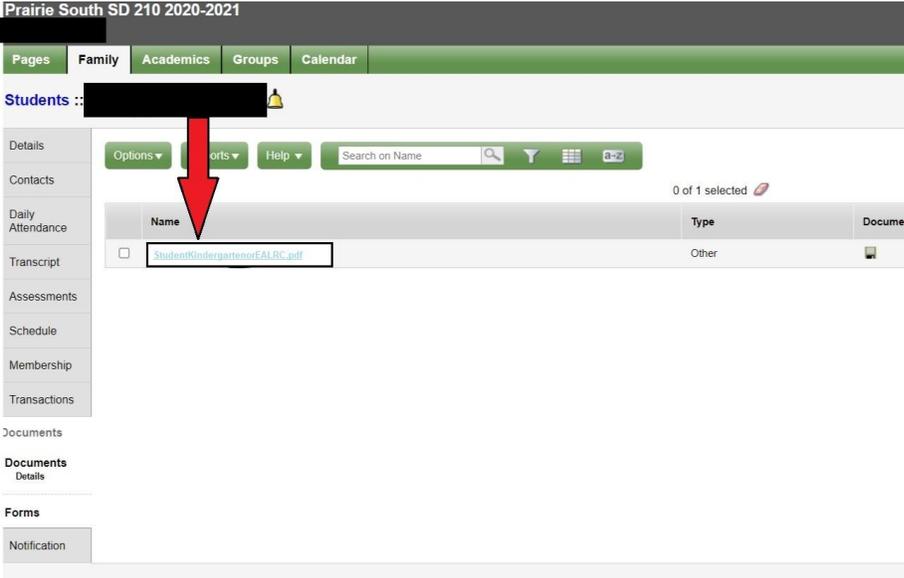
- 5. To view an EAL Report Card:
  - o Click on the **Family** tab.
  - o Select the child whose report you'd like to view.



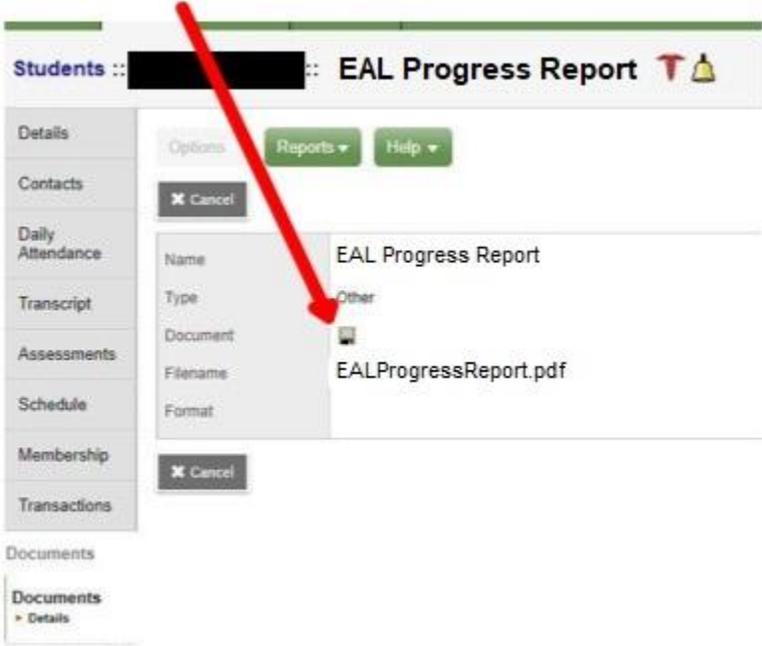
- o Click on the documents side tab.



- Click on the document you wish to view.



- Click the icon that appears beside "Document"



- This will begin a download and you should now be able to view the report.

## Viewing Grades and Assignments (Academics Tab)

This is for viewing grades throughout the school year.

### 6. Viewing Classes

- Click on the **Academics** tab
- This will give you a list of classes that the student is in.

### High School

Prairie South SD 210 2020-2021

Pages Family **Academics** Groups Calendar

Classes

Details Options Reports Help Search on Term

Assignments Student: Moffatt, Aubrianna

Attendance

0 of 4 selected

	Description	Short Description	Course	Term	Teacher	Classrm	Term Performance	Abs	Tdy	Dsm
<input type="checkbox"/>	Practical & Applied Arts 9	Guitar 90	Guitar 90-002			200		0	0	0
<input type="checkbox"/>	Arts Education 9	Visual Art 9	Art 90-003			100		0	0	0
<input type="checkbox"/>	Band 9	Band 9	0915-002			121		0	0	0
<input type="checkbox"/>	Health Education 9	Health Ed 9	0950-003			115		0	0	0

- **Term performance** is the posted grade for the student in the course.
- **Abs** involves the number of absences the student has had in that class.

### Elementary

Pages Family **Academics** Groups Calendar

Classes

Details Options Reports Help Search on Term

Assignments Student: [Redacted]

Attendance

0 of 12 selected

	Description	Description	Course	Term	Teacher	Classrm	Term Performance	Abs	Tdy	Dsm
<input type="checkbox"/>	French Level 3	French Level 3						0	0	0
<input type="checkbox"/>	ELA 8a	ELA 8a						0	0	0
<input type="checkbox"/>	Mathematics 8B	Mathematics 8B						0	0	0
<input type="checkbox"/>	Science 8	Science 8						0	0	0
<input type="checkbox"/>	Social Studies 8A	Social Studies 8A						0	0	0
<input type="checkbox"/>	Health 8b	Health 8b					3.0 Meeting (USCS 1)	0	0	0
<input type="checkbox"/>	Arts Education 8b	Arts Education 8b					3.4 Meeting (CPS 1) 3.0 Meeting (CPS 10)	0	0	0
<input type="checkbox"/>	Phys Ed 8	Phys Ed 8						0	0	0
<input type="checkbox"/>	Career Education 8	Career Education 8						0	0	0
<input type="checkbox"/>	PAA 7-9 Master	PAA 7-9 Master						0	0	0
<input type="checkbox"/>	Attendance AM	Attendance AM						0	0	0
<input type="checkbox"/>	Attendance PM	Attendance PM						0	0	0

- **Term performance** is the posted grade for the student in the course including the outcome for elementary students.
- For either [viewing grades](#) or [viewing assignments](#), you'll need to select a class from this list.

## 7. Viewing Grades

- After selecting a class from the list ([shown above](#)), the page below will appear. *It may look slightly different for an elementary student and high school student.*

### Elementary

The screenshot shows the 'Elementary' grade view interface. It includes a sidebar with 'Attendance' selected, and a main area with the following sections:

- Attendance Summary Table:**

Type	Tri 1	Tri 2	Tri 3	Year
Absent	0	0	0	0
Tardy	0	0	0	0
Dismissed	0	0	0	0
- Average Summary Table:**

Category	Weight	Tri 1
Assessment		0
	Avg	
Gradebook average		
Posted grade		
- Standard Summary Table:**

Standard	Tri 1	Tri 2	Tri 3
USC4.1	(3.0 Meeting)		
USC4.3	(3.0 Meeting)		
USC4.5			
USC4.6			

- The **Standard Summary** shows grades and the term (Tri 1, Tri 2, or Tri 3) that they were posted in.

### High School

The screenshot shows the 'High School' grade view interface. It includes a navigation bar with 'Academics' selected, a 'Classes' dropdown, and a main area with the following sections:

- Attendance Summary Table:**

Type	Report 1	Report 2	Report 3	Report 4	Report 5	Report 6	Report 7	Report 8	Report 9	Report 10	Year
Absent	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0
Dismissed	0	0	0	0	0	0	0	0	0	0	0
- Average Summary Table:**

Category	Weight	Cumulative average
[Redacted]	35.0%	
	Avg	[Redacted]
[Redacted]	15.0%	
	Avg	[Redacted]
[Redacted]	50.0%	
	Avg	[Redacted]
Gradebook average		
Posted grade		
Cumulative	83	

- The **Cumulative** mark beneath **Posted grade** should be the student's overall grade in the course.

## 8. Viewing Assignments

- After selecting a class from the list ([shown above](#)), the page below will appear.
- Select Assignments from the left.

Prairie South SD 210 2020-2021

Pages Family Academics Groups Calendar

Classes :: [redacted] - 0902-001 - [redacted]

Details

Assignments **←** Reports Help

Attendance

Teacher [redacted]

Attendance Summary

Type	Report 1	Report 2	Report 3	Report 4	R
Absent	0	0	0	0	0
Tardy	0	0	0	0	0
Dismissed	0	0	0	0	0

- A list of assignments will be displayed. Scores and assignment feedback is also available. Clicking on a specific assignment may reveal more feedback from the instructor if there is any.

Prairie South SD 210 2020-2021

Pages Family Academics Groups Calendar

Classes :: [redacted] - 0902-001 - [redacted]

Details

Options Reports Help Search on DateDue

Assignments

Category All Grade Term Report B

0 of 34 selected All Records

AssignmentName	DateAsgn	DateDue	Score	Assignment feedback
[redacted]	[redacted]	[redacted]	[redacted]	
[redacted]	[redacted]	[redacted]	[redacted]	

Pages Family Academics Groups Calendar

Classes :: [redacted] Arts Education 1b

Details

Options Reports Help Search on DateDue

Assignments

Category All Grade Term 1st

0 of 4 selected All Records

AssignmentName	DateAsgn	DateDue	Score	Assignment feedback
[redacted]	[redacted]	[redacted]	(WE Meeting) CPE 1	
[redacted]	[redacted]	[redacted]	(WE Meeting) CPE 10	[redacted]
[redacted]	[redacted]	[redacted]	(EX Evening) CPE 1	
[redacted]	[redacted]	[redacted]	(WE Meeting) CPE 1	