Using MySchoolSask Parent Portal

On a Computer/Laptop

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Logging In and Home Page

 Go to <u>Prairie South</u>'s home page → click Parents → click <u>MySchoolSask</u>. 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 <u>must</u> be through a Computer (not a mobile device) and it is recommended to use Google Chrome as a Browser.

C PHONE: 1-306-694-1200
HOME DIVISION PARENTS STUDENTS STAFF SCHOOLS EMPLOYM
HOME DIVISION PARENTS STUDENTS STAFF SCHOOLS EMPLOYM
MYSCHOOLSASK
MYSCHOOLSASK
ACCESSING MYSCHOOLSASK ON A MOBILE DEVICE
EARLY LEARNING
HOME-BASED EDUCATION
SCHOOL CASH ONLINE

- 2. 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)

Prairie S	South SD 210 2020-2021		🔻 🕞 Log Off
Pages	Family Academics Groups Calendar		
	Home/Accueil Start/Commencer		
Home Page Directory	The weekly scheduled maintenance windows for MySchoolSask are Wednesdays from 6:00 - 7:00 pm and Sundays from 6:0 - 11:00 a.m. This scheduled maintenance may result in a service interruption during the maintenance windows. Les Périodes de Maintenance Hebdomadaire Programmée	See the Start/Commencer tab, at the top of this page, to learn how to navigate in MySchoolSask/MonÉcoleSas Voir l'onglet Start/Commencer, en haut de cette page, pour savoir comment naviguer dans MySchoolSask/Mon	sk. nÉcoleSask.
	Les périodes de maintenance hebdomadaire programmée pour MonEcoleSask sont les mercredis de 17 h à 19 h 00 et les dimanches de 6 h à 11 h 00. Cette maintenance programmée pourrait occasionner une interruption du service pendant ces périodes	To Do	Vloffatt, Celina 🗸 🗸
	penoues.	Overdue Online Assignments Today	Week View
	Recent Activity Last 30 days	Overdue Online Assignments Course Assignment Category	Due
	Search: (27) • 04/30/2021 - Assignment Grade (Excince 9 • 04/29/2021 - Assignment Grade (English Language Arts 9) • 04/29/2021 - Assignment Grade (English Language Arts 9)	s No assignments scheduled. Today: Friday, May 7 Course Assignment Category	Completed
	Old/28/2021 - Assignment Grade (Science 9 Old/28/2021 - Assignment Grade (English Language Arts 9) Old/28/2021 - Assignment Grade (English Language Arts 9) Old/28/2021 - Assignment Grade (Science Arts 9)	No assignments scheduled.	Consisted
	O 4125/2021 - Assignment Orade (Science 9 O 4125/2021 - Assignment Orade (Science 9 O 4125/2021 - Assignment Orade (English Language Arts 9) O 421/2021 - Assignment Orade (English Language Arts 9)	Coarse Assignment Caregory	completed
		Published Reports	
		Filename DateUploaded Creator Description	
		Report Card - SK 71 KB 3/16/2021 3:06 PM Report Card for	
		Report Card - SK dSKB 3/11/2021 1/29 PM Report Card for [1 - 3 of 3]	

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**.
 - In the example below, no reports have been published.



• 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):

Filename		DateUploaded	Creator	Description
🔁 Report Card - SK	71 KB	3/16/2021 3:06 PM		Report Card for
📩 Report Card - SK	66 KB	3/15/2021 3:47 PM		Report Card for
🕅 Report Card - SK	65 KB	3/11/2021 1:29 PM		Report Card for

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.

Prairie So	uth SD 210 2020-3	2021					
Pages	Family Academics	Groups	Calendar				
Students							
Details	Options - Re	Help •	Search on Name	۹ т 🏢	a+z		
Contacts					0 of 2 sele	ected 🥔	
Daily Attendance	Name			Birthdate	Gra	de	School > Name
Transcript							
Assessments							
Schedule							
Membership							
Transactions							
Documents							
Notification							

• Click on the documents side tab.



- Prairie South SD 210 2020-2021 cs Groups Calendar Pages Family Academ Students Details Options 🔻 Help 🔻 Search on Name a Y 🎫 🔤 Contacts 0 of 1 selected 🥔 Daily Attendance Name Туре Do Other Transcript Assessments Schedule Membership Transactions Documents Documents Details Forms Notification
- Click on the document you wish to view.

• Click the icon that appears beside "Document"

itudents ::		:: Kindergarten Progress Report 🍸 🛕
Details	Optons	Reports • Help •
Contacts	X Cancel	
Daily Attendance	Name	Kindergarten Progress Report
Transcript	Туре	Other
Assessments	Document	Kindergarten Progress Report pdf
Schedule	Format	
Membership	X Cancel	
Transactions	and the second s	
ocuments		
Ocuments Details		

• 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:
 - Click on the **Family** tab.
 - Select the child whose report you'd like to view.

Prairie S	outh SD 210 2020-2	2021		-		
Pages	Family Academics	Groups	Calendar			
Students						
Details	Options - Ren	erts 🔻 🛛 Help 🔻	Search on Name	a y 🏢	a-z	
Contacts					0 of 2 selected 🥔	
Daily Attendance	Name			Birthdate	Grade	School > Name
Transcript						
Assessment	s					
Schedule						
Membership						
Transaction	3					
Documents						
Notification						

• Click on the documents side tab.



- Prairie South SD 210 2020-2021 Pages Family Academics Groups Calendar Students Details Options 🔻 Help 🔻 Search on Name 🔍 🍸 🏥 🔤 Contacts 0 of 1 selected 🥔 Daily Attendance Name Туре Do Other Transcript Assessments Schedule Membership Transactions Documents Documents Details Forms Notification
- Click on the document you wish to view.

- Click the icon that appears beside "Document"
 - 🗉 EAL Progress Report 🍞 🛆 Students : Details Reports - Help -Contacts X Cancel Daily Attendance EAL Progress Report Name Type Transcript Document Assessments EALProgressReport.pdf Filename Schedule Format Membership Transactions Documents Documents Details
- 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.

Prairie So	uth SD 2	210 2020-2021								-	🕞 Log
Pages	Family	Academics Groups C	alendar								_
Classes											
Details	Optio	ns 🔻 Reports 🕶 Help 👻	Search on Term	Y II 8-2							
Assignments	_					a a chuir ann an t-					
Attendance				Student	MOTTA	tt, Aubrianna	×				
					0 of 4 sele	ected 🥔		Current Y	ear 🗸	Current Te	m
		Description	Short Description	Course	Term	Teacher	Clssrm	Term Performance	Abs	Tdy	Dsm
		Practical & Applied Arts 9	Guitar 90	Guitar 90-002			200		0	0	0
		Arts Education 9	Visual Art 9	Art 90-003			100		0	0	0
		Band 9	Band 9	0915-002			121		0	0	0
		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.

Pages F	enity	Academics Groups	Calendar									
Classes												
Details	Opt	ions v Reports v Help	Search on Term	S Y 111 DS								03
Assignments	-	and the second second			-							
Attendance					Student							
						0 of 12 selected 🥔			Ourrent Year	• Cur	rent Term	۲
		Description	Description	Course	Term	Teacher	Clasrm	Term Performance	Abs	Tdy	Dsm	
	-	French Level 3	French Level 3						٥	0	D	
	-	ELABa	ELA 8a						٥	٥	٥	
	10	Mathematics 88	Mathematics 88						0	٥	D	
	10	Science 8	Science 8						0	0	Û	
	0	Social Studies 8A	Social Studies 8A						0	0	0	
		Heath Sb	Health Sb					3.0 Meeting (USC8.1)	0	0	0	
	-13	Arts Education Bb	Arts Education 8b					3.4 Meeting (CP8.1) 3.0 Meeting (CP8.10)	٥	Ø	0	
	- 60	Phys Ed 8	Phys Ed 8						0	0	0	
	- 63	Career Education S	Career Education 8						0	0	0	
	-0	PAA 7-9 Master	PAA 7-9 Master						0	0	D	
	-	Attendance AM	Attendance AM						٥	٥	D	
	10	Attendance PM	Atlandance PM						σ	a	D	

Elementary

- **Term performance** is the posted grade for the student in the course including the outcome for elementary students.
- For either <u>viewing grades</u> or <u>viewing assignments</u>, you'll need to select a class from this list.

7. Viewing Grades

• After selecting a class from the list (<u>shown above</u>), the page below will appear. It may look slightly different for an elementary student and high school student. Elementary

ments	Options Reports V Help V								De
nce	Teacher					Classroom			
	Attendance Summary					Average Summ	hary		
	Туре	Tri 1	Tri 2	Tri 3	Year	Category			
	Absent	0	0	0	0	According	Weight		
	Tardy	0	0	0	0	Assessment		Avg	
	Dismissed	0	0 0			Gradebook average			
						Posted grade			
	Standard Summary								
	Standard			Tri 1			Tri 2		Tri 3
	USC4.1			(3.0 Me	eting				
	USC4.3			(3.0 Me	eting				
	USC4.5								

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

Jouur	SD 210 2	020-202	1														•	🕞 Log	Off
Fam	nily Acad	emics	Groups	Calendar															
5::		- 0	913-001	-											I	•	Q	•	1
	Options	Reports	Help																
ents	X Cancel			-												Default	Template		
ce	Teacher										Classroom								
	Attendan	ce Sumn	nary										Average Summary						
												1	1						
	Туре	Report 1	Report 2	Report 3	Report 4	Report 5	Report 6	Report 7	Report 8	Report 9	Report 10	Year	Category		Cumulative a	verage			
	Type Absent	Report 1	Report 2	Report 3	Report 4	Report 5	Report 6	Report 7	Report 8	Report 9	Report 10	Year 0	Category	Weight	Cumulative a	verage			
	Type Absent Tardy	Report 1 0 0	Report 2 0 0	Report 3 0 0	Report 4 0 0	Report 5 0 0	Report 6 0 0	Report 7 0 0	Report 8 0 0	Report 9 0 0	Report 10 0 0	Year 0 0	Category	Weight Avg	Cumulative a 35.0%	verage			
	Type Absent Tardy Dismissed	Report 1 0 0 0 0	Report 2 0 0 0	Report 3 0 0 0	Report 4 0 0 0 0	Report 5 0 0 0 0	Report 6 0 0 0 0	Report 7 0 0 0 0	Report 8 0 0 0	Report 9 0 0 0	Report 10 0 0 0 0 0	Year 0 0 0 0	Category	Weight Avg Weight	Cumulative a 35.0%	verage			
	Type Absent Tardy Dismissed	Report 1 0 0 0	Report 2 0 0 0 0	Report 3 0 0 0 0	Report 4 0 0 0	Report 5 0 0 0 0	Report 6 0 0 0 0	Report 7 0 0 0 0	Report 8 0 0 0 0	Report 9 0 0 0 0	Report 10 0 0 0 0	Year 0 0 0 0	Category	Weight Avg Weight Avg	Cumulative a 35.0% 15.0%	verage			
	Type Absent Tardy Dismissed	Report 1 0 0 0 0	Report 2 0 0 0 0	Report 3 0 0 0	Report 4 0 0 0	Report 5 0 0 0 0	Report 6 0 0 0 0	Report 7 0 0 0 0	Report 8 0 0 0 0	Report 9 0 0	Report 10 0 0 0	Year 0 0 0 0	Category	Weight Avg Weight Avg Weight	Cumulative a 35.0% 15.0% 50.0%	verage			
	Type Absent Tardy Dismissed	Report 1 0 0 0 0	Report 2 0 0 0	Report 3 0 0 0	Report 4 0 0 0	Report 5 0 0 0	Report 6 0 0 0 0	Report 7 0 0 0 0	Report 8 0 0 0 0	Report 9 0 0 0	Report 10 0 0 0 0	Year 0 0 0 0	Category	Weight Avg Weight Avg Veight Veight	Cumulative a 35.0% 15.0% 50.0%	verage			
	Type Absent Tardy Dismissed	Report 1 0 0 0	Report 2 0 0 0	Report 3 0 0 0	Report 4 0 0 0	Report 5 0 0 0	Report 6 0 0 0	Report 7 0 0 0	Report 8 0 0 0 0	Report 9 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Report 10 0 0 0 0	Year 0 0	Category	Weight Avg Weight Avg Weight Avg	Cumulative a 35.0% 15.0% 50.0%	verage			
	Type Absent Tardy Dismissed	Report 1 0 0 0	Report 2 0 0 0	Report 3 0 0 0 0	Report 4 0 0 0 0	Report 5 0 0 0	Report 6 0 0 0 0	Report 7 0 0 0 0	Report 8 0 0 0 0	Report 9 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Report 10 0 0 0	Year 0 0	Category	Weight Avg Weight Avg Veight	Cumulative a 35.0% 15.0% 50.0%	verage			

High School

The *Cumulative* mark beneath **Posted grade** should be the student's overall 0 grade in the course.

8. Viewing Assignments

- After selecting a class from the list (<u>shown above</u>), the page below will appear.
- Select Assignments from the left.

Prairie South	n SD 210 2	020-202	21			
Pages Fan	nily Acad	lemics	Groups	Calendar		
Classes ::		-	0902-001	-		
Details	2 ns	Reports	- Help	•		
Assignments	$\leq -$					
Attendance						
	Teacher					
	Attendan	ce Sum	mary			
	Туре	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 Sout /	th SD 210 2020-2021		🕒 Log Off			
Pages Fa	amily Academics Groups Calendar					
Classes ::	- 0902-001 -					► ►I
Details	Options Reports Help Search on DateDue	III II				R
Assignments Details		Category	All	~		
Attendance		Grade Term	Report 8 🗸			
		0	of 34 selected 🥔			All Records
	AssignmentName	DateAsgn	DateDue	Score	Assignment feedback	

Pages Fr	anity Academics Groups Calendar											
Classes ::	Arts Educa	ation Bb						14	٠	٩		M
Details	Option + Report + Rep + Dependent	hella 🔯 Y	HT 00									125
Assignments Details				Camporp	A)	•						
Abandance				Grada Tarm	(1(1)*)							
	to a second of							At Barren				
	Assignmentlisme	DateAugn	DateDue	Soure			As signment feedback					
	0			SPEN	teeting) CP8.1							
				SES	feeting) CPE 10							
	0			EXE	Hersplay) CP8.1							
				ONEN	teating) CPR 1							