

# Using MySchoolSask Parent Portal

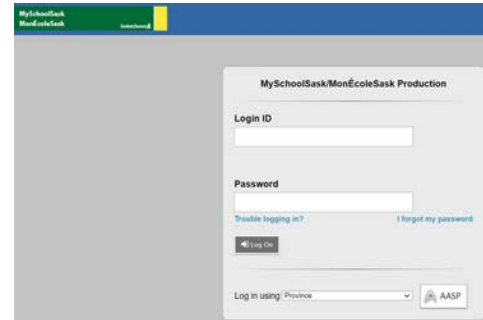
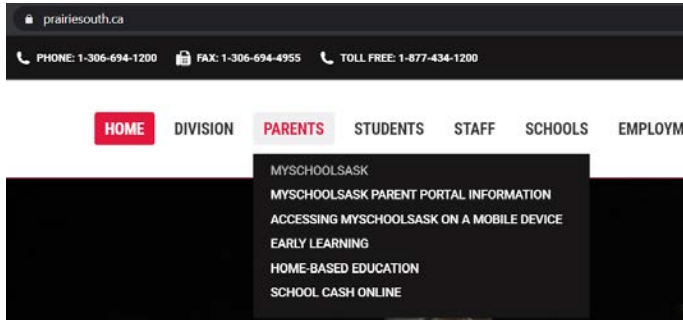
## *On a Computer/Laptop*

### Contents

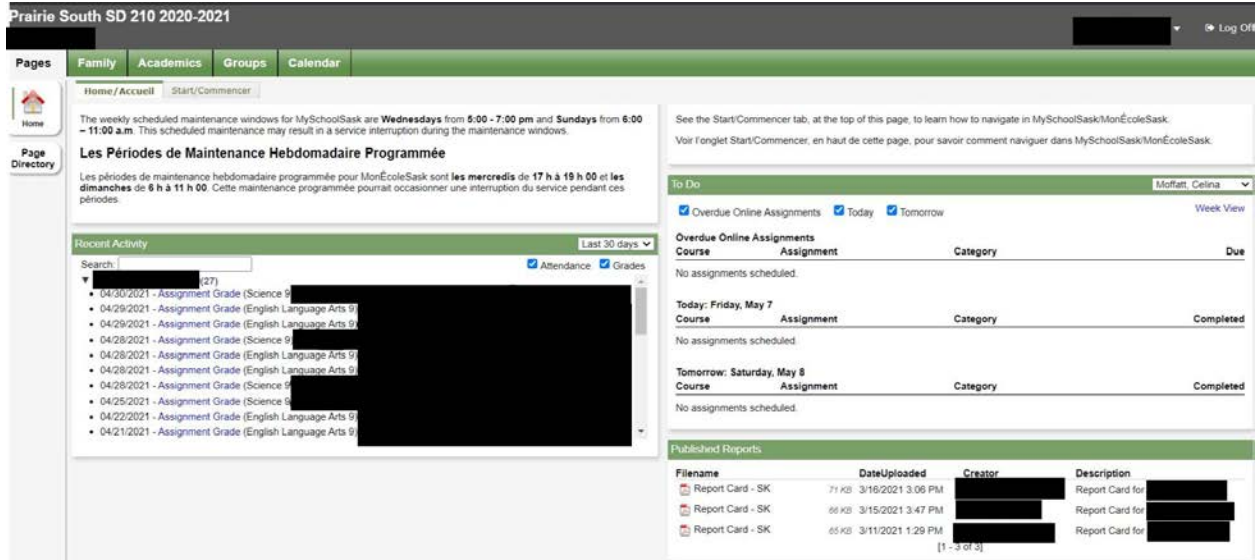
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## Logging In and Home Page

1. Go to [Prairie South](http://prairiesouth.ca)'s home page → click Parents → click [MySchoolSask](#). Then input your admin-provided Login ID and Password.

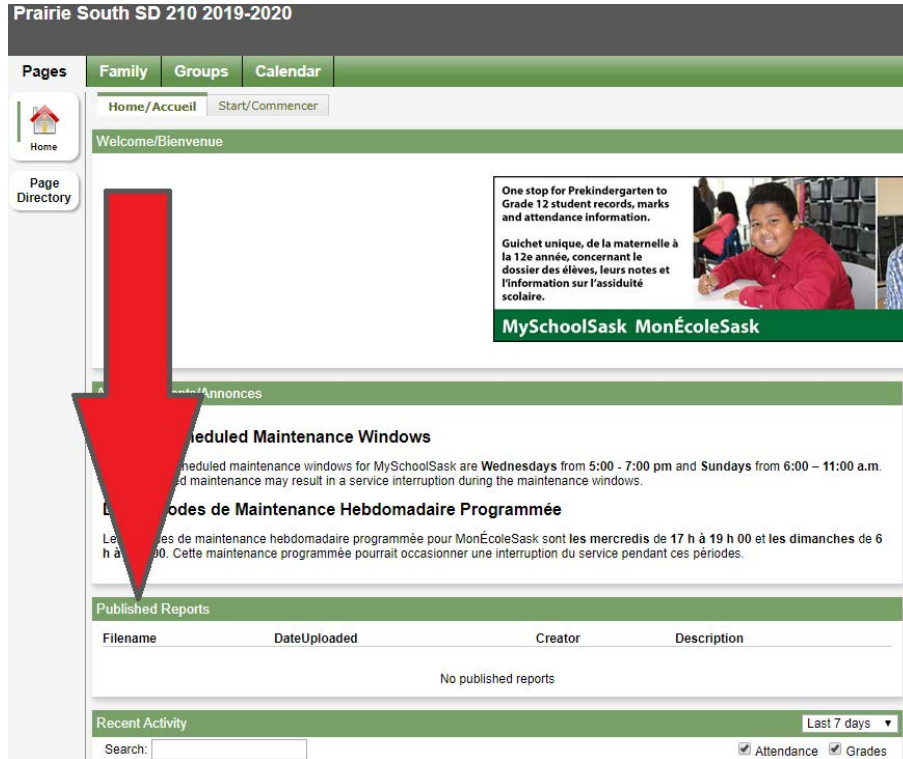


2. After logging into **MySchoolSask** through the Parent (Family) portal, you will be sent to the **Home** screen.
  - o Different sections such as: Welcome, Announcements, To Do, Published Reports and Recent Activity will be shown.
  - o You will also notice the tabs across the top (Pages, Family, 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report cards that have been created and published for students in grades 1 to 12 (if they are not appearing, they may not be published yet).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.



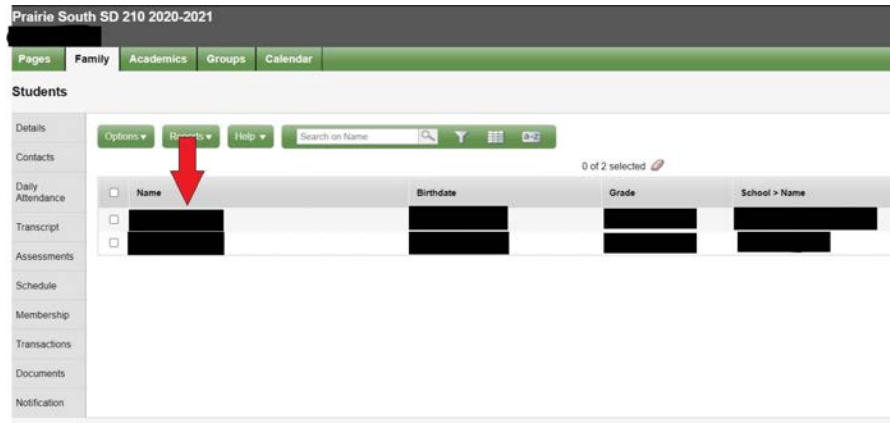
- o If there are published reports, there will be documents available in this space similar to what is shown below (click on the document to view and download it):

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]

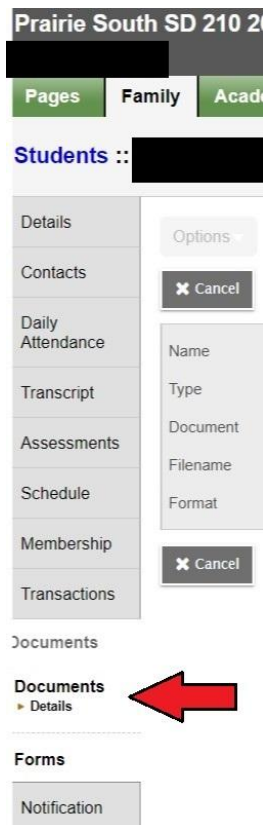
[1 - 3 of 3]

### Viewing Report Cards (Kindergarten)

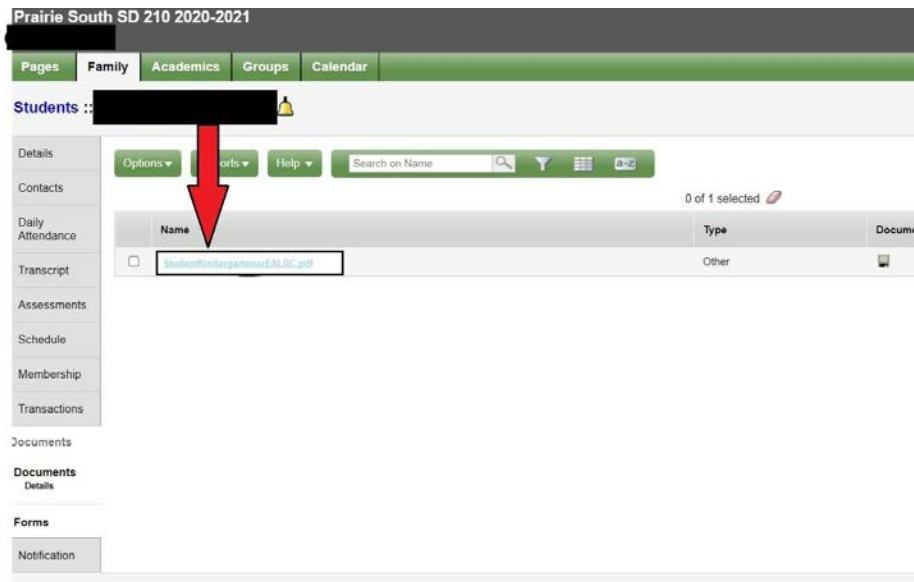
- 4. To view a Kindergarten Report Card:
  - Click on the **Family** tab.
  - Select the child whose report you'd like to view.



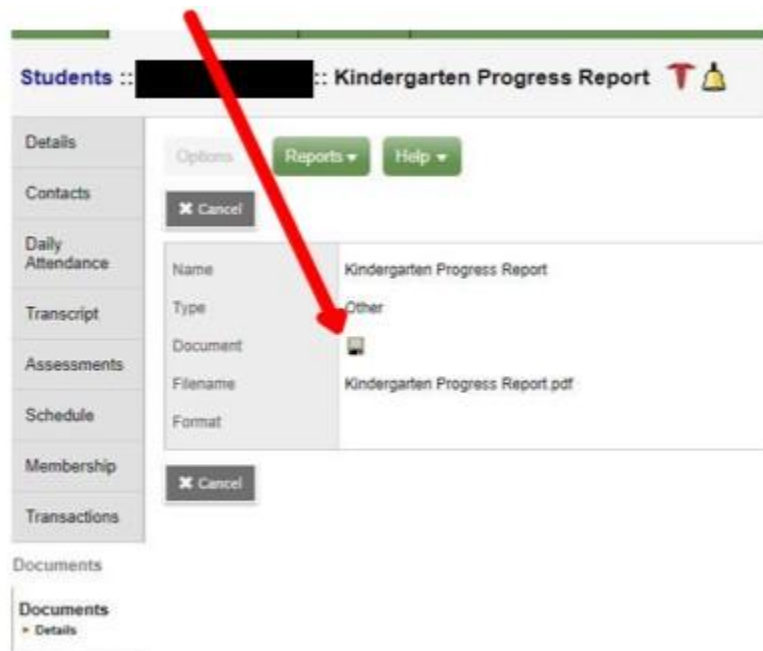
- Click on the documents side tab.



- Click on the document you wish to view.



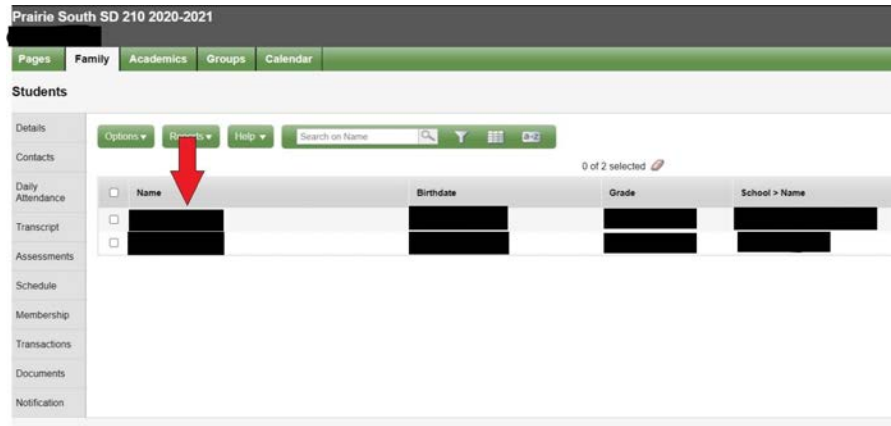
- Click the icon that appears beside “Document”



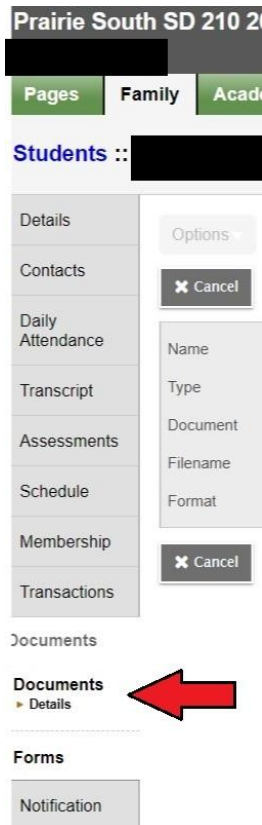
- This will begin a download and you should now be able to view the report.

### Viewing Report Cards (EAL)

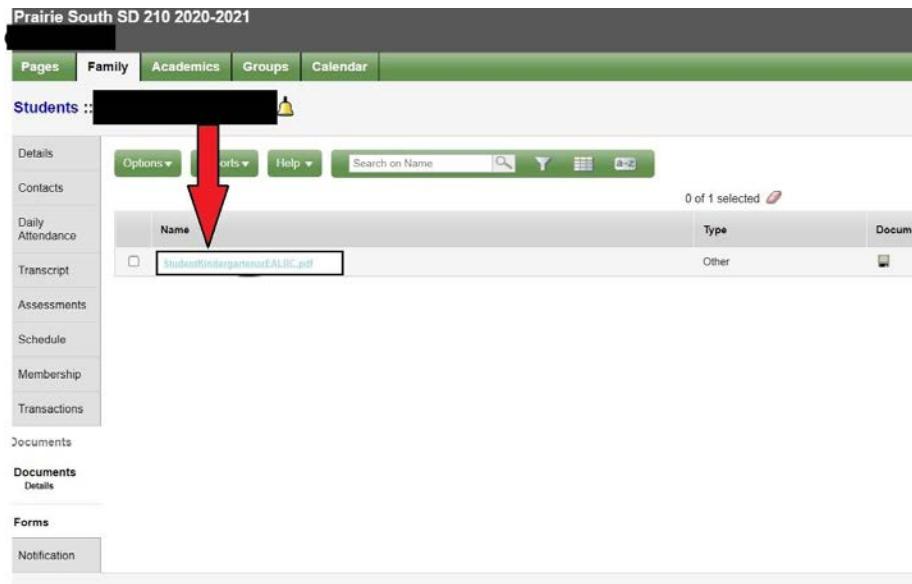
- 5. To view an EAL Report Card:
  - Click on the **Family** tab.
  - Select the child whose report you'd like to view.



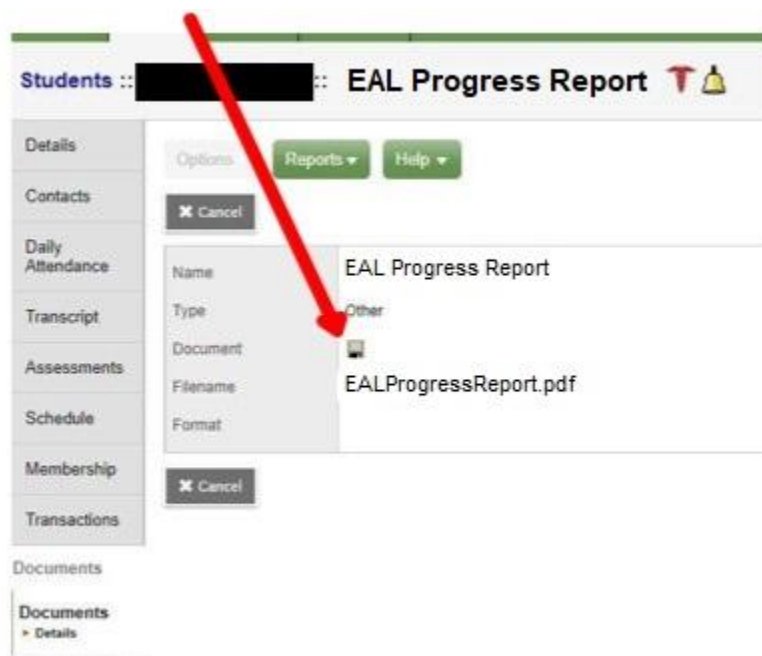
- Click on the documents side tab.



- 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 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 3a	ELA 3a						0	0	0
<input type="checkbox"/> Mathematics 3B	Mathematics 3B						0	0	0
<input type="checkbox"/> Science 3	Science 3						0	0	0
<input type="checkbox"/> Social Studies 3A	Social Studies 3A						0	0	0
<input type="checkbox"/> Health 3b	Health 3b					3.0 Meeting (USCS 1)	0	0	0
<input type="checkbox"/> Arts Education 3b	Arts Education 3b					3.4 Meeting (CPB 1) 3.0 Meeting (CPB 10)	0	0	0
<input type="checkbox"/> Phys Ed 3	Phys Ed 3						0	0	0
<input type="checkbox"/> Career Education 3	Career Education 3						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:** A table with columns for Type (Absent, Tardy, Dismissed) and Tri 1, Tri 2, Tri 3, Year. All values are 0.
- Average Summary:** A table with columns for Category (Assessment, Gradebook average, Posted grade) and Weight (Avg). The 'Posted grade' is highlighted in blue.
- Standard Summary:** A table with columns for Standard (USC4.1, USC4.3, USC4.5, USC4.6) and Tri 1, Tri 2, Tri 3. Tri 1 values are '(3.0 Meeting)'.

- 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, and a main area with the following sections:

- Attendance Summary:** A table with columns for Type (Absent, Tardy, Dismissed) and Report 1 through Report 10, Year. All values are 0.
- Average Summary:** A table with columns for Category (Assessment, Gradebook average, Posted grade) and Weight (Avg). The 'Posted grade' is highlighted in blue. Below it, a 'Cumulative' row shows a value of 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	DateAssign	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	DateAssign	DateDue	Score	Assignment feedback
[redacted]	[redacted]	[redacted]	(WE Meeting) CP8.1	
[redacted]	[redacted]	[redacted]	(WE Meeting) CP8.10	[redacted]
[redacted]	[redacted]	[redacted]	(EX Evening) CP9.1	
[redacted]	[redacted]	[redacted]	(WE Meeting) CP8.1	