

Using MySchoolSask Student Portal

On a Computer/Laptop/Chromebook

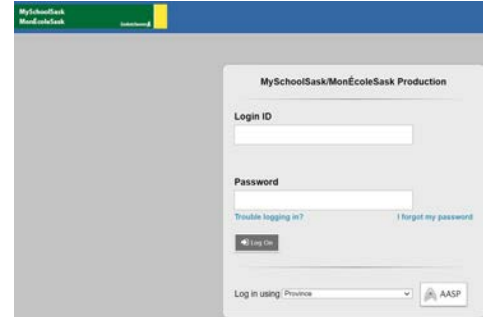
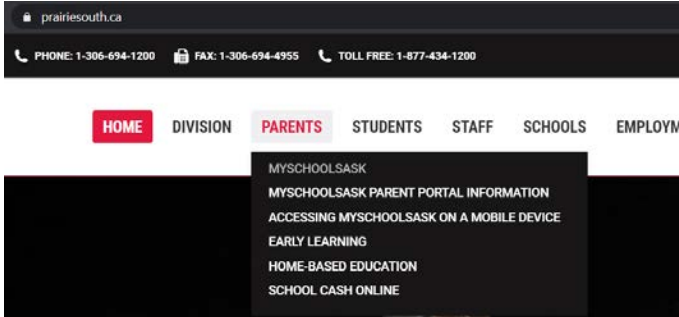
This helper sheet is meant to help students use MySchoolSask. Following the steps should help students do this.

Contents

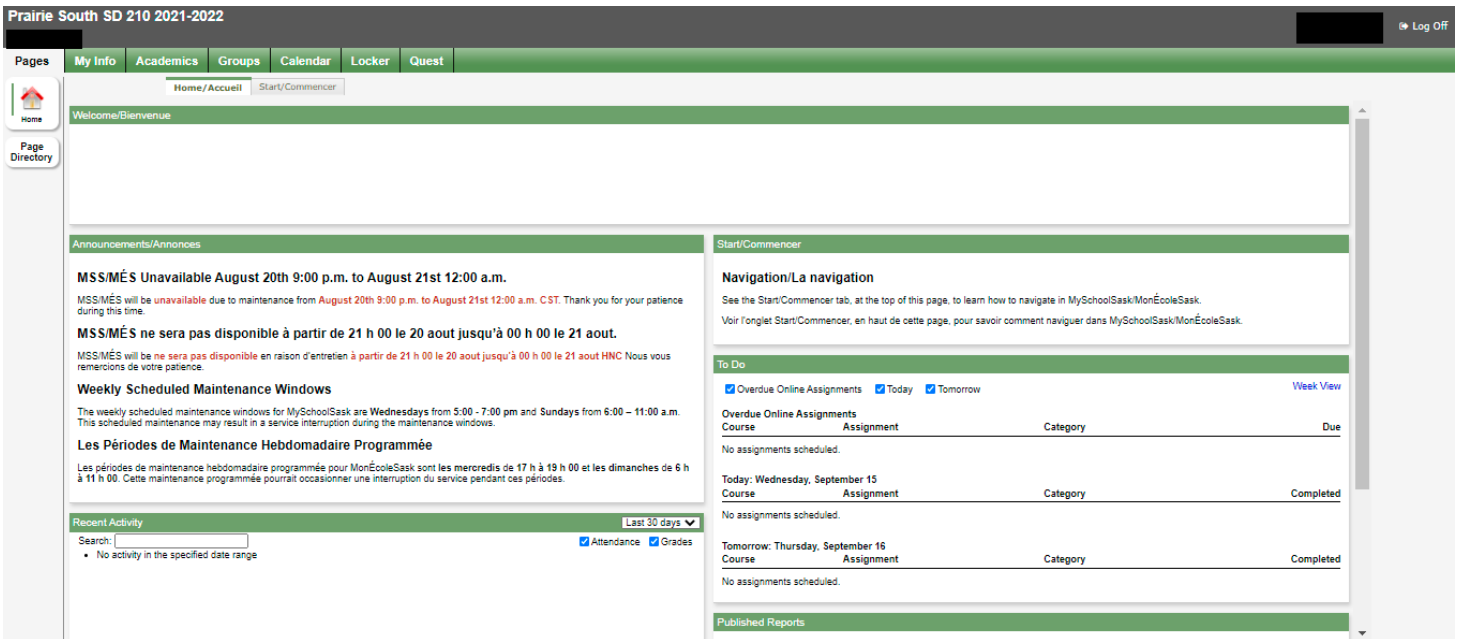
Logging In and Home Page	1
My Info: My Details and Current Schedule	2
Viewing Grades and Assignments	3-5
Viewing Classes	3
Viewing Grades	4
Viewing Assignments	5

Logging In and Home Page

1. Go to [Prairie South](#)'s home page → click Students → click [MySchoolSask](#). Then input your Prairie South Login ID and Password.



2. After logging into **MySchoolSask** through the Student 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, My Info, Academics, Groups, Calendar, Locker, Quest)



My Info: My Details and Current Schedule

3. Selecting the **My Info** top tab will bring you to information about you (**My Details**) and your class schedule (**Current Schedule**).

Note: some schools may not have as much information included here as others.

4. By clicking on the **Current Schedule** side tab, you should see an overview of your daily schedule. This may be more detailed for high school students rather than elementary students.
 - o By changing the Time option, you can adjust how your FY (full year) or Today (daily) schedule looks.

	A - Day 1	B - Day
1-ATT AM		
2-1	1	
3-2	2	
4-3	3	
5-4	4	
6-5	5	
7-ATT PM		
8-6	6	
9-7	7	
10-8	8	

Viewing Grades and Assignments (Academics Tab)

This is for viewing grades throughout the school year.

5. Viewing Classes

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

High School

The screenshot shows the 'Academics' tab in the student portal for Prairie South SD 210 2020-2021. The student is identified as Moffatt, Aubrianna. A table lists the following classes:

Description	Short Description	Course	Term	Teacher	Classrm	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 you in the course.
- **Abs** involves the number of absences you have had in the class.

Elementary

The screenshot shows the 'Academics' tab in the student portal for Prairie South SD 210 2020-2021. The student is identified as [REDACTED]. A table lists the following classes:

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

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

6. 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 viewing interface. It includes a sidebar with 'Attendance' selected, and a main area with the following sections:

- Attendance Summary:** A table with columns for Type, Tri 1, Tri 2, Tri 3, and Year. All values are 0.
- Average Summary:** A table with columns for Category, Weight, and Avg. It shows 'Gradebook average' and 'Posted grade'.
- Standard Summary:** A table with columns for Standard, Tri 1, Tri 2, and Tri 3. It shows standards USC4.1, USC4.3, USC4.5, and USC4.6, with '3.0 Meeting' noted for Tri 1.

- 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 viewing 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, Report 1 through Report 10, and Year. All values are 0.
- Average Summary:** A table with columns for Category, Weight, and Cumulative average. It shows 'Gradebook average' and 'Posted grade'.

- The **Cumulative** mark beneath the **Posted grade** should be your overall grade in the course.

7. 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]	

Prairie South SD 210 2020-2021

Pages Family Academics Groups Calendar

Classes :: [redacted] Arts Education 1b

Details

Options Reports Help Search on DateDue

Assignments

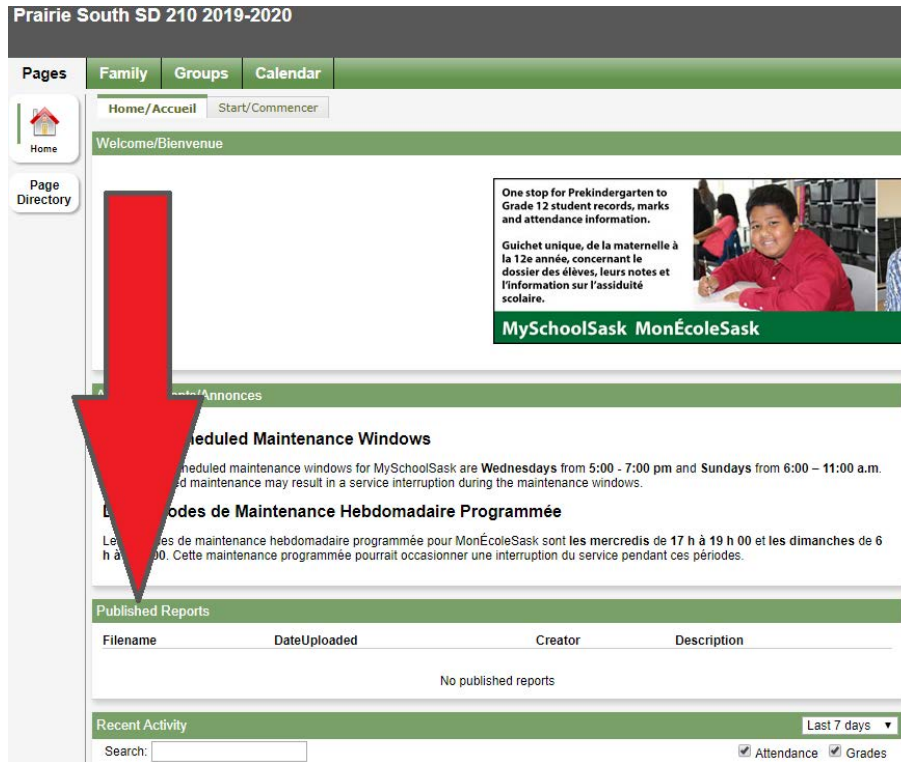
Category All Grade Term 1st

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	

Viewing Published Report Cards

8. In the **Published Reports** section (shown below), you will find report cards that have been created and published (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):

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]