



## The "Parent Portal": Tips for viewing your child's grades!

---

Clark Lane Middle School provides parents with round-the-clock access to student progress via the Parent Portal feature of our PowerSchool program. The parent portal can be utilized to keep you up-to-date on your child's progress in school and to encourage a conversation between you and your child about schoolwork! By viewing the teacher's grade book online you can keep a close watch on assignments and grades.

Despite this easy access to information, we will continue to mail end-of-trimester report cards three times during the year. If you desire a printed mid-trimester report, please notify the Guidance Office at your earliest convenience.

1. Track your child's progress in each class. Go to: <http://wpsportal.org> or to the PowerSchool icon on the top of the CLMS homepage.

- Type in the assigned username and password; see the reverse side of this page. If login info. is lost or misplaced, contact [cabate@waterfordschools.org](mailto:cabate@waterfordschools.org).

2. The "**Grades and Attendance**" icon is the icon to use! It will allow you to view your child's schedule so that you can navigate to the following:

- To access a spreadsheet of all **current grades** in a particular class, click on the letter grade in the T1 column (trimester 1).
- To view a **teacher's comment** for a class, click on the letter grade in the T1 column and see the comment posted at the top of the page.
  - Comments are required to be posted by each teacher for each student twice a trimester, at the mid-trimester and at the end of the trimester. Student comments are optional at any other time throughout the trimester.
- **Non-graded courses** (Study Skills, FastForward, REACH, and AIM) will display a comment below the "teacher's comment". To view a course description, click on the "-" in the T1 column.
- To **send an email** to a teacher, click on the teacher's name.
- To **review attendance**, look at the attendance chart on the left hand side of the screen.

3. For **homework** and **morning announcements**, go to the CLMS homepage at [www.waterfordschools.org/schools/clms/clms.htm](http://www.waterfordschools.org/schools/clms/clms.htm). See the shortcut links on the left side of your screen.