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Nova Scotia Student Information System

Nova Scotia Public Education System

# Student's Guide to the Student-Parent Portal

User Guide

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*(Note: Student names appearing in this document are fictitious names)*

## 1 OVERVIEW

The Student Portal is your gateway into the classroom. The portal is a tool which should facilitate discussion between you, your parents/guardians, and teachers. It is both a snapshot in time and an indicator of trends developing in your achievement and attendance.

The screenshot shows the PowerSchool interface. At the top, it says 'Welcome, Anais Adorno' with links for 'Help' and 'Sign Out'. The main content area is titled 'In-Progress Achievement and Attendance: Adorno, Anais 1001628'. It features a table with two main sections: 'Attendance by Course' and 'Course Progress Information'.

Attendance by Course										Course Progress Information			
Last Week					This Week					Absences	Lates	Course	View Details By
M	T	W	H	F	M	T	W	H	F				
										0	0	MATHEMATICS 10 Pod, Ava-Marie M - Rm: 1025	<ul style="list-style-type: none"> <li>Assessment</li> <li>Course Outcomes</li> </ul>
-	-	-	-	-	-	-	-	-	-	0	0	YOGA 11 Honda, Avyan L. - Rm: 1077	<ul style="list-style-type: none"> <li>Assessment</li> <li>Course Outcomes</li> </ul>
-	-	-	-	-	-	-	-	-	-	0	0	ENGLISH 10 Mothershead, Al L. - Rm: 2027	<ul style="list-style-type: none"> <li>Assessment</li> <li>Course Outcomes</li> </ul>
-	-	-	-	-	-	-	-	-	-	0	0	SCIENCES IMMERSION PRÉ_BI 10 Messamore, Arnas - Rm: 1056	<ul style="list-style-type: none"> <li>Assessment</li> <li>Course Outcomes</li> </ul>
Attendance Totals										0	0		

Below the table, there is a link: 'Show dropped classes also'.

## 2 WEBSITE ADDRESS FOR THE STUDENT PORTAL

To log in to the portal, navigate to the website address corresponding to your Regional Centre for Education/CSAP:

<b>AVRCE</b>	<a href="https://sisavrsb.ednet.ns.ca/public">https://sisavrsb.ednet.ns.ca/public</a>
<b>CBVRCE</b>	<a href="https://siscbvrsb.ednet.ns.ca/public">https://siscbvrsb.ednet.ns.ca/public</a>
<b>CCRCE</b>	<a href="https://sisccrsb.ednet.ns.ca/public">https://sisccrsb.ednet.ns.ca/public</a>
<b>CSAP</b>	<a href="https://siscsap.ednet.ns.ca/public">https://siscsap.ednet.ns.ca/public</a>
<b>HRCE</b>	<a href="https://sishrsb.ednet.ns.ca/public">https://sishrsb.ednet.ns.ca/public</a>
<b>SRCE</b>	<a href="https://sisrsb.ednet.ns.ca/public">https://sisrsb.ednet.ns.ca/public</a>
<b>SSRCE</b>	<a href="https://sisssrsb.ednet.ns.ca/public">https://sisssrsb.ednet.ns.ca/public</a>
<b>TCRCE</b>	<a href="https://sistcrsb.ednet.ns.ca/public">https://sistcrsb.ednet.ns.ca/public</a>

The screenshot shows the 'PowerSchool SIS' header. Below it is the 'Student and Parent Sign In' section. There are two tabs: 'Sign In' (selected) and 'Create Account'. The sign-in form has a 'Username' field with a dropdown arrow and a 'Password' field. Below the password field is a link: 'Forgot Username or Password?'. A 'Sign In' button is located at the bottom right of the form.

## 3 HAVING TROUBLE LOGGING IN

Once your account has been created, should you forget your password, navigate to your Student Portal login page, and click on the words: “[Forgot Username or Password?](#)”. You will be directed to a recover sign in information screen.

### 3.1 RESET YOUR PASSWORD

Note: Students can only reset their password. If you forgot your portal username, contact your school for assistance.

You can use your GNSPES email account to reset your password, but to do so, you will need to know:

- your 10-digit student number (ex. 310011222)
- your student portal username (ex. abc123456)

If you do not have this information, or if you have another account question, contact your school for assistance.

If able to proceed, click the “Reset your password via GNSPES” button.

After clicking the button, before arriving at the below **Reset Student Portal Password** page, you may be first directed to the GNSPES login page authenticate your identity. After logging in to your GNSPES account, you will be redirected to the portal password reset page.

Enter your student number and portal username in the two fields.

10-digit Student Number

Student Portal username

Click the “reset password” button, and if your request was completed successfully, the below message will appear.

Your request to reset your Student Portal password has been submitted.

- An email (containing login instructions and your temporary password) will be sent to your GNSPES account.
- **Please allow at least 10 minutes** for this message to appear in your mailbox.

An email, containing login instructions and your temporary password, will be sent to your GNSPES account.

**Please allow at least 10 minutes for this message to appear in your mailbox.**

## 4 IN-PROGRESS ACHIEVEMENT AND ATTENDANCE

This is the default view when you log into the Portal. Any blue-colored text is a link to more data.

**In-Progress Achievement and Attendance: Adorno, Anais 1001628**

Attendance by Course											Course Progress Information			
Last Week					This Week					Absences	Lates	Course	View Details By	
M	T	W	H	F	M	T	W	H	F					
										0	0	MATHEMATICS 10 <a href="#">Pod, Ava-Marie M - Rm: 1025</a>	<ul style="list-style-type: none"> <li>• Assessment</li> <li>• Course Outcomes</li> </ul>	
-	-	-	-	-	-	-	-	-	-	0	0	YOGA 11 <a href="#">Honda, Avyan L. - Rm: 1077</a>	<ul style="list-style-type: none"> <li>• Assessment</li> <li>• Course Outcomes</li> </ul>	
-	-	-	-	-	-	-	-	-	-	0	0	ENGLISH 10 <a href="#">Mothershead, Al L. - Rm: 2027</a>	<ul style="list-style-type: none"> <li>• Assessment</li> <li>• Course Outcomes</li> </ul>	
-	-	-	-	-	-	-	-	-	-	0	0	SCIENCES IMMERSION PRÉ_BI 10 <a href="#">Messamore, Arnas - Rm: 1056</a>	<ul style="list-style-type: none"> <li>• Assessment</li> <li>• Course Outcomes</li> </ul>	
Attendance Totals											0	0		

## 4.1 ATTENDANCE

For each of your courses, you have a snapshot of your attendance for the current and previous week. Descriptions of the attendance codes can be found in the legend at the bottom of the page. The numbers under the Absences and Lates are links, and you can click on them to see more details about those absences and lates. (Click on the In-Progress Achievement and Attendance page on the navigation panel to return to the original screen.)

## 4.2 VIEW DETAILS BY

Click on the word **Assessment** in the **View Details By** column to see details regarding the assessments for a course. A **Details by Assessment** page will open for the selected course. To view a different course, click on the down arrow next to the course name. If you see a question mark icon next to a field name, click on the question mark for an explanation of what that field means. Following is an explanation of the information on this screen.

**Details by Assessment (MATHEMATICS 8):** My Duncan

**Course Information**

Course	Teacher	In-Progress Mark
MATHEMATICS 8		IP

**Assessment and Evaluation Plan**  
The teacher will use this space to describe what assessment will be done and how they will be evaluated

**Individual Assessment Information**  
Display 10 records

Due Date	Category	Assessment	Codes	Mark	Comment
10/01/2014	Number and Operations	Scientific to Standard Practice 1		12/12	
09/29/2014	Number and Operations	Scientific Notation to Standard Form		9/12	
09/17/2014	Number and Operations	You Want to Be Paid in Rice Sheet 1		15/15	

### View Details by Assessment

- **Course** is the name of the course in which you are enrolled.
- **Teacher** is the name of teacher teaching the course.
- **In-Progress Mark** is the mark based on assessments to date. This mark will change as assessments are completed and as marks are assigned. *If you have any questions on how this mark is calculated, please contact your teacher.*
- **Assessment and Evaluation Plan** is information the teacher has provided to describe the method by which the students will be evaluated.
- **Individual Assessment Information** is a listing of all assessments for the course as determined by the teacher.
  - **Due Date** - the date the assessment is expected to be completed
  - **Category** - represents the organization of assessments within the course
  - **Assessment** - the name of the assessment, click on the name of the assessment

- to see the description of the assessment
- **Codes** - an icon to indicate the status of the assessment, e.g. **Collected**, **Late** or **Missing**. Refer to the legend at the bottom of the page for more details
- **Mark** - indicates the overall mark achieved by the student for the specific assessment
- **Comment** - hover your mouse, or click the note icon, to view the comments entered by the teacher.

The default display is 10 records per page. Use the dropdown box to increase the number of assessments displayed on the screen.

## 4.2.1 ASSESSMENT POP-UP

While in the **Details by Assessment** page, click on the assessment name, an Assessment Description window will open.

In the **Outcomes Assessed** section, the course outcomes associated to this assessment are listed. The teacher may assign an **Achievement Level** score to indicate the degree to which you demonstrated knowledge and understanding of the outcome(s).

Definitions of the **Achievement Levels** are explained in the legend at the bottom of the pop-up screen.

**Assessment Description Popup**

▼ Assessment Description: My Duncan


Teacher		
Course	MATHEMATICS 8	
Assessment Name	Scientific Notation to Standard Form	
Description		

▼ Outcomes Assessed

ID	Outcome	Achievement Level
8.MTH8.O.A.3	A3 distinguish between an exact square root of a number and its decimal approximation	2
8.MTH8.O.A.4	A4 find the square root of any number, using an appropriate method	4
8.MTH8.O.A.5	A5 demonstrate and explain the meaning of negative exponents for base ten	1

▼ Achievement Levels Legend:

Achievement Levels	Assessment Description
4	In-depth knowledge and understanding of content and concepts. Able to extend the application of the related skills
3	Competent knowledge and understanding of content and concepts. Appropriate application of the related skills
2	Developing knowledge and understanding of content and concepts. Developing in the application of the related skills
1	Limited knowledge and understanding of content and concepts. Limited application of the related skills



## 5 ACADEMIC ACHIEVEMENT

This view in the portal will display, by year, all the courses your have taken. This information aligns with the information that appeared on your report card.

First, select the **Academic Year** from the drop-down menu.

ACADEMIC ACHIEVEMENT: Parks, Linda 24319

Select an academic year: 2020-2021

2020-2021	Course	Senior High English O2	Q1	T1	S1	T2	Q3	T3	Y1	F1
20-21	BIOLOGY 11		<b>80</b>							
20-21	CO_OPERATIVE EDUCATION 11		<b>IP</b>							
S1	AFRICAN CANADIAN STUDIES 11		<b>95</b>							
S1	GLOBAL HISTORY 12		<b>84</b>							
S1	PHYSICALLY ACTIVE LIVING 11		<b>87</b>							

Click on any bolded value to get more information about that grade.

- **Academic Year**- the year in which the course was taken
- **Course**- the name of the course
- **Level**- the level you were in when the course was taken i.e., Elementary, Junior or Senior High
- **Term**- the term in which the course was taken, e.g. Quarter one (Q1), term one (T1), semester one (S1) or full year (Y1). **F1 indicates the final grade for the course.**
- 

In grade levels P-6, a small 'c' next to a grade indicates that a comment was entered associated to grade.

2017-2018	Course	Elementary	Q1	T1	S1	T2	Q3	T3	Y1	F1
17-18	ENGLISH LANGUAGE ARTS 6	STRANDS - English Language Arts		c		c		c		
17-18	ENGLISH LANGUAGE ARTS 6	Reading and Viewing		A		A		A		
17-18	ENGLISH LANGUAGE ARTS 6	Speaking and Listening		A		A		A		
17-18	ENGLISH LANGUAGE ARTS 6	Writing and Other Ways of Representing		A		A		A		
17-18	CORE FRENCH 6	CORE FRENCH 6		WD <sub>c</sub>		D <sub>c</sub>		WD <sub>c</sub>		



Please note that during reporting periods, information may not be displayed until after the report cards for the reporting period are distributed.

## 6 EREPORT CARD

Use the eReport Card page in the Student Portal to view your current year report cards. Depending on your grade level and your school's portal configurations, you may not see this link when logged into the Portal.



## 7 PROVINCIAL ASSESSMENTS

Nova Scotia Assessments gather information about student performance based on selected curriculum outcomes in reading, writing, and mathematics. The curriculum outcomes for each grade level and subject area can be found at <https://sapps.ednet.ns.ca/Cart>.

Nova Scotia Assessments are developed by the Student Assessment and Evaluations Division at the Department of Education and Early Childhood Development. Teachers from across the province are involved in the development and scoring of Nova Scotia Assessments.

More information about Nova Scotia Assessments can be found at <http://plans.ednet.ns.ca/nova-scotia-assessments>.

All assessments completed by you will be listed on this page. Click on the name of the assessment to view the details.

**Provincial Assessments: Adorno, Anais**

Assessment	Grade Level	Term
Mathematics in Grade 6	6	2014-2015
Reading and Writing in Grade 6	6	2014-2015

## 8 ATTENDANCE HISTORY

On this screen you can view attendance for the entire school year. Once again there is a legend at the bottom of the screen to help you understand the attendance codes.

## 9 SCHOOL BULLETIN

Click on the icon for **School Bulletin** to read the bulletin for the day. You have the option to read today's bulletin or click on the calendar icon to view bulletins for other dates.

**View School Bulletin**

Baddeck Academy Bulletin for Monday, January 26, 2015

**Parent Appreciation Day**

We would like to invite all parents to attend our Parent Appreciation event.

View other dates:

## 10 CLASS REGISTRATION

Use the Class Registration page in the Student Portal to manage your course requests for the upcoming school year. Depending on your grade level, you may not see this link when logged into the Portal. Generally, online class registration will occur during the late winter or spring. Your school can assist you with any questions you may have when ready to select your course requests for the next school year.

## 11 MY SCHEDULE

To see your schedule for the week, click on **Student Schedule**.

### My Schedule: Adorno, Anais

	Monday 02/18/2019	Tuesday 02/19/2019	Wednesday 02/20/2019	Thursday 02/21/2019	Friday 02/22/2019
09:00 AM	<b>MATHEMATICS 10</b> Pod, Ava-Marie M 1025 09:00 AM - 10:00 AM	<b>ARTS VISUELS 11 IMM</b> Sluis, Aleah 2054 09:00 AM - 10:00 AM	<b>FRANCAIS IMMERSION</b> 10 Sluis, Aleah 2054 09:00 AM - 10:00 AM	<b>MODE DE VIE ACTIF 11</b> IMM Honda, Avyan L. 1077 09:00 AM - 10:00 AM	<b>MATHEMATICS 10</b> Pod, Ava-Marie M 1025 09:00 AM - 10:00 AM
10:00 AM	<b>MODE DE VIE ACTIF 11</b> IMM Honda, Avyan L. 1077 10:00 AM - 10:58 AM	<b>MATHEMATICS 10</b> Pod, Ava-Marie M 1025 10:00 AM - 10:58 AM	<b>ARTS VISUELS 11 IMM</b> Sluis, Aleah 2054 10:00 AM - 10:58 AM	<b>FRANCAIS IMMERSION</b> 10 Sluis, Aleah 2054 10:00 AM - 10:58 AM	<b>MODE DE VIE ACTIF 11</b> IMM Honda, Avyan L. 1077 10:00 AM - 10:58 AM
11:00 AM	<b>FRANCAIS IMMERSION</b> 10 Sluis, Aleah	<b>MODE DE VIE ACTIF 11</b> IMM Honda, Avyan L.	<b>MATHEMATICS 10</b> Pod, Ava-Marie M 1025	<b>ARTS VISUELS 11 IMM</b> Sluis, Aleah 2054 10:58 AM - 11:58 AM	<b>FRANCAIS IMMERSION</b> 10 Sluis, Aleah 2054

## 12 E-MAIL TEACHERS

From this page, you can select the teacher or teachers to whom you wish to communicate.

- Put a check next to the name of the teacher(s). You can use the **Check All** or **Uncheck All** buttons to manage your list.
- Once the teachers are selected, click on the box **create email list**, this creates a list of all the emails in the text box at the bottom of the screen.
- Copy the list in the box and paste it into the email program that you use regularly
- From your email program, create and send your message.

**E-mail Student's Teachers**

Trm	Crs-Sec	Course Name	Teacher	Room	E-mail
18-19	MT10-4	MATHEMATICS 10	Pod, Ava-Marie M	1025	<input type="checkbox"/>
S2	MVA11-1	MODE DE VIE ACTIF 11 IMM	Honda, Avyan L.	1077	<input type="checkbox"/>
S2	FR10IM-1	FRANCAIS IMMERSION 10	Sluis, Aleah	2054	<input type="checkbox"/>
S2	ARTV11IM-2	ARTS VISUELS 11 IMM	Sluis, Aleah	2054	<input type="checkbox"/>

check all    uncheck all  
 create email list

Copy the contents of this text area into your favourite e-mail program

Teacher1@school.ca  
 Teacher2@school.ca

**Copy this list of email addresses**

### 13 SCHOOL INFORMATION

This screen displays the contact information for your school, including name, school address, phone and fax numbers and a map, if available.

### 14 VIEW GRAD PROGRESS

The Graduation Progress page is a snapshot of your progress towards acquiring the credits needed for graduation. You will be presented with a 'real time' view of the graduation progress for all grade 10 - 12 courses that you have completed, or in which you are currently enrolled.

You are encouraged to discuss the information on this page with your school's guidance counselor or principal.

Graduation Eligibility Notes:

Graduation Contracts						
Subject Group	Earned	Enrolled	Requested	Required	Progress	
• Diploma - NS Adult HS Diploma (English)	8		4	12	<div style="width: 33%;"></div>	
• Compulsory Credits	3		3	6	<div style="width: 50%;"></div>	
• English/French Language Arts or Communications (Grade 11 and 12)	1		1	2	<div style="width: 50%;"></div>	
	ENGLISH 11 (ENG11)		ENGLISH 12 (ENG12)	1		
• Math (Grade 11 or 12)	1			1	<div style="width: 100%;"></div>	✓
	ADVANCED MATHEMATICS 11 (MTH11AD)	1				
• Biology, Chemistry or Physics (Grade 11 or 12)	1			1	<div style="width: 100%;"></div>	✓
	BIOLOGY 11 (BIOL11)	1				