MySchoolSask Family Portal

MySchoolSask is a student information system that is in the process of being adopted by all Saskatchewan schools. Similar to PowerSchool, our previous Student information system, this system has a portal where parents can access information about their children's marks, attendance, upcoming events, report cards, etc.

The first time that a parent logs in to the MySchoolSask, they must use a computer as it cannot be accessed on a mobile device (ipad or cell phone) for the first login. After successfully logging in on a computer, parents or students can then use a mobile devices to access MySchoolSask.

A link to MySchoolSask can be found on the Sun West School Division website under the Families link. To access using a web address, please use https://myschoolsask.ca/aspen/logon.do
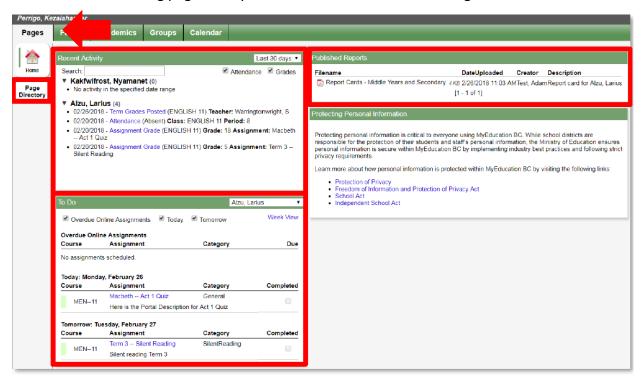
Please note, there is currently not an app to access MySchoolSask so when using your phone or tablet, you must use your browser to access the above web address. The layout of the page will adjust to the type of device you are using.

Login information is sent directly to email addresses that the school has on file for parents. In your first login, parents will be asked to update their password. At this time, you may change the password to a log in you prefer.

Navigation within MySchoolSask

Pages Tab

This is the main landing page for MySchoolSask for when users first login.

<u>Page Directory</u>
Portal users can access additional pages from the directory, if they have been added as members to the associated groups. Many schools will create a School page to communicate information to their internal school community.

<u>Recent Activity</u>
Displays a section for each student the user is attached to, and any attendance and grade activity related to those students. The hyperlink will take the user to the relevant screen.
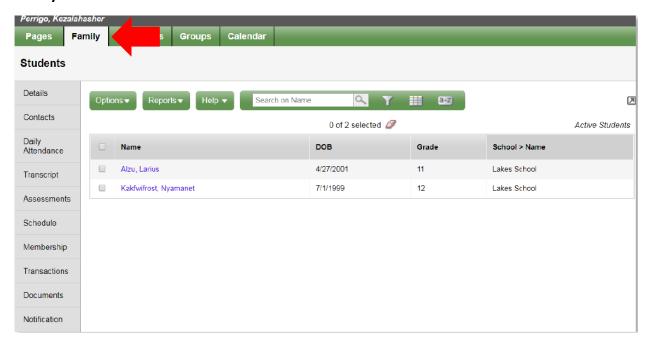
<u>To Do</u>
Select which student's data is being viewed. The information displayed will be determined by an assignment's Visibility Type. The Completed box is only checked if the student has checked the equivalent box from the Student Portal.
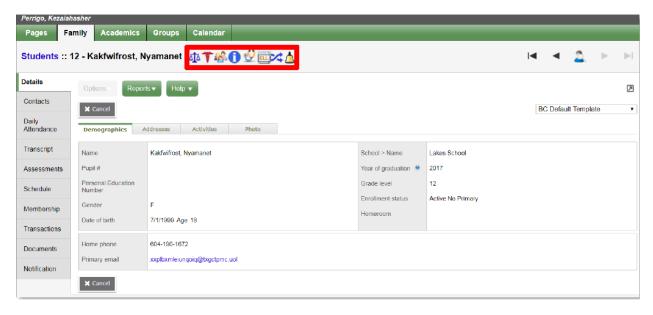
<u>Published Reports</u>
Displays any published reports that the user has access to. Typically, this is report cards for the students. Portal users are not able to generate their own reports on demand, and can only access Published Reports.

Family Tab

This will show all the students that are connected to this parent account.
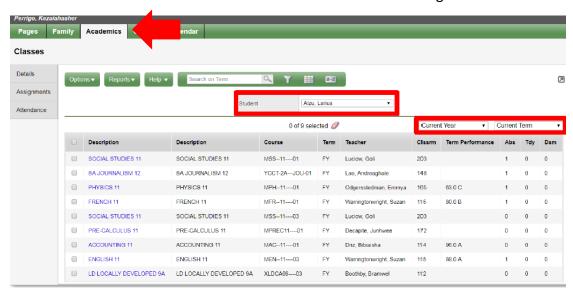
Once a student name is selected it then allows parents to view all the side tabs with that student's information.

Shows the alerts that display for this student (ie: medical)

Academics Tab

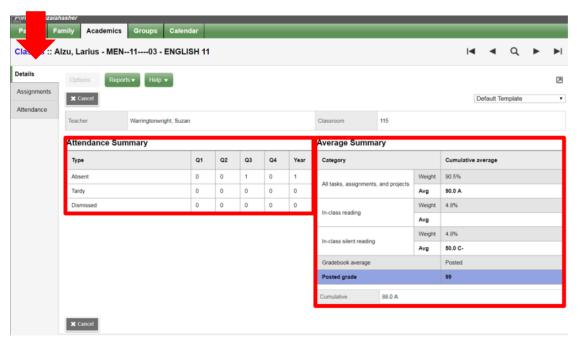The Academics Tab is where all the information from the teacher gradebook is found.

Student

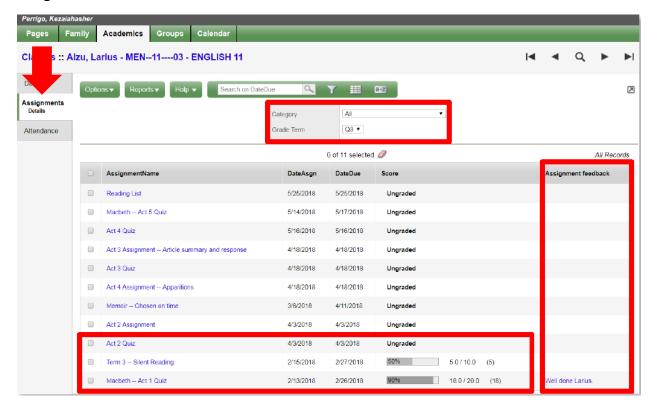Select which student to view from the center of the page using the drop down menu

Years & Terms

Choose to view Current Year or Previous Year information. The Term box populates based on available course Grade Terms.

Details

Assignments side tab

Category & Grade Terms

These dropdown items filter the visible assignments, which defaults to the current Grade Term, and all Categories

Assignments

Assignments that the teacher has entered will appear with the date of assignment, the date the assignment was due and what the score was.

Assignment Feedback

Displays any comments the teacher has entered into the Assignment Feedback.

Attendance side tab

Displays a list of class based attendance for the section.

Groups Tab

Displays any groups a student is a member of, including those created in a section by a teacher.
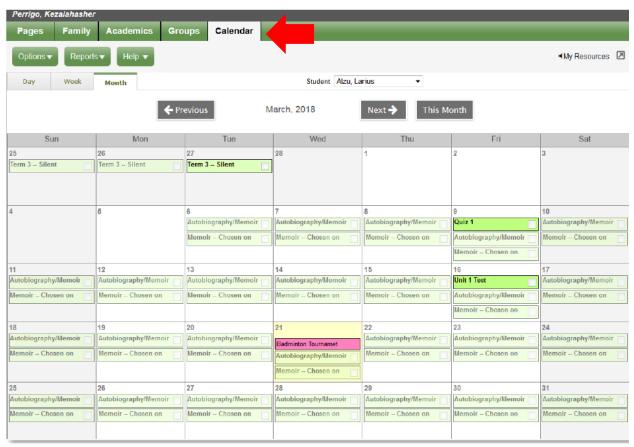

Basic details on a group.

Events

List of events for the group

Calendar Tab

Displays a calendar showing assignments and any events the student is involved in. The dimmed assignments display from the assigned date until the due date. The bright assignments appear on the due date.