



## **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.

The screenshot displays the MySchoolSask interface. At the top, a navigation bar includes 'Pages', 'Activities', 'Groups', and 'Calendar'. A red arrow points to the 'Pages' tab. Below the navigation bar, the main content area is divided into three sections: 'Recent Activity', 'Published Reports', and 'Protecting Personal Information'. The 'Recent Activity' section shows activity for 'Kakfwi Frost, Nyamanet (0)' and 'Alzu, Larius (4)'. The 'Published Reports' section shows a report card for 'Alzu, Larius'. The 'Protecting Personal Information' section contains text about privacy and links to 'Protection of Privacy', 'Freedom of Information and Protection of Privacy Act', 'School Act', and 'Independent School Act'. The 'To Do' section shows a list of assignments for 'Alzu, Larius'.

## Page Directory

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.

## Recent Activity

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.

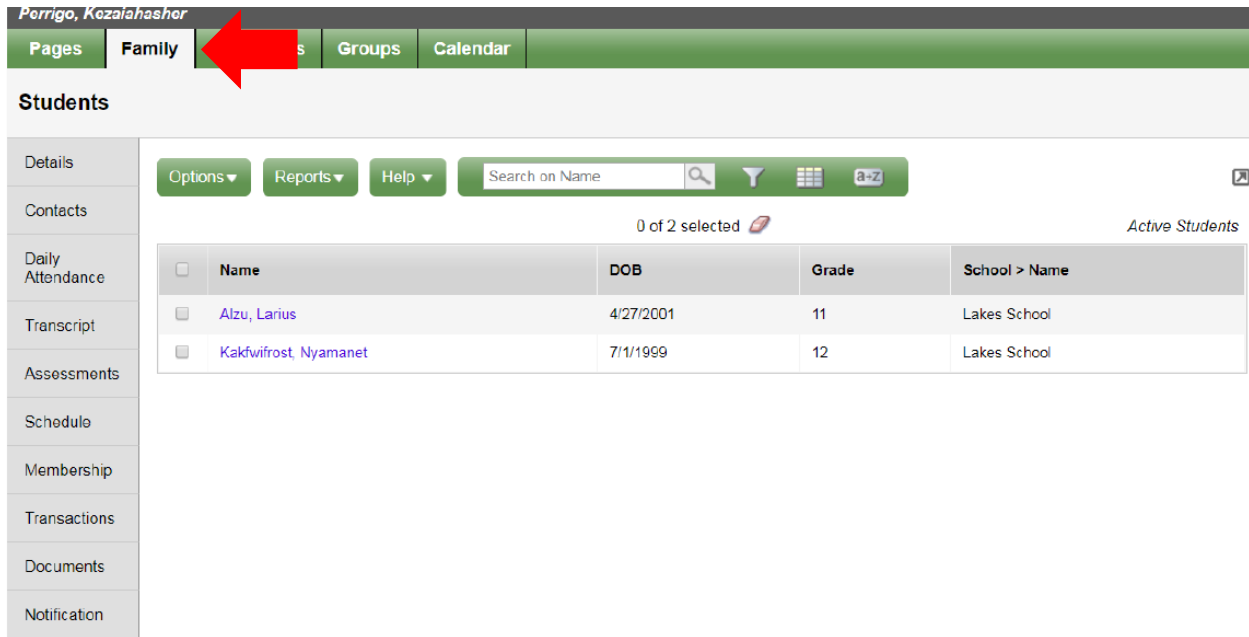
## To Do

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.

## Published Reports

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.

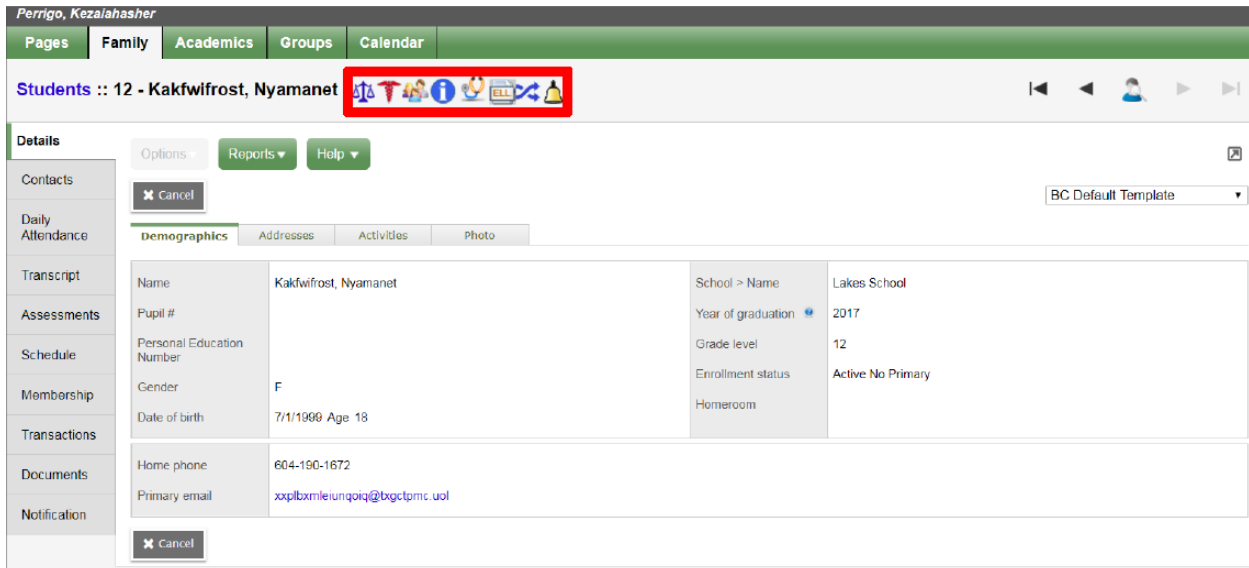
## Family Tab



The screenshot shows the 'Family' tab selected in the top navigation bar, indicated by a red arrow. Below the navigation bar, the 'Students' section is visible. It includes a search bar with the text 'Search on Name', a filter icon, and a table of students. The table has columns for 'Name', 'DOB', 'Grade', and 'School > Name'. Two students are listed: Alzu, Larius (DOB: 4/27/2001, Grade: 11, School: Lakes School) and Kakfwifrost, Nyamanet (DOB: 7/1/1999, Grade: 12, School: Lakes School). The interface also shows a sidebar with various tabs like 'Details', 'Contacts', 'Daily Attendance', etc.

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.



The screenshot shows the 'Academics' tab selected in the top navigation bar. The main content area displays the details for the student 'Kakfwifrost, Nyamanet'. A red box highlights a set of icons representing various alerts or notifications. The details section includes a 'Demographics' tab with fields for Name, Pupil #, Personal Education Number, Gender, Date of birth, Home phone, and Primary email. The 'School > Name' field is set to 'Lakes School', and the 'Enrollment status' is 'Active No Primary'. The 'Date of birth' field shows '7/1/1999 Age 18'. The 'Home phone' field shows '604-190-1672'. The 'Primary email' field shows 'xxplbxmlelunqoig@bxgctpmc.uol'. The interface also shows a sidebar with various tabs like 'Details', 'Contacts', 'Daily Attendance', etc.

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.

Options Reports Help Search on Term

Student Alzu, Larius

0 of 9 selected Current Year Current Term

Description	Description	Course	Term	Teacher	Classm	Term Performance	Abs	Tdy	Dsm
SOCIAL STUDIES 11	SOCIAL STUDIES 11	MSS--11---01	FY	Luciow, Goli	203		1	0	0
BA JOURNALISM 12	BA JOURNALISM 12	YCCT-2A---JOU-01	FY	Lao, Andreaghale	148		1	0	0
PHYSICS 11	PHYSICS 11	MPH--11---01	FY	Odgersstedman, Emmya	185	83.0 C	1	0	0
FRENCH 11	FRENCH 11	MFR--11---01	FY	Warringtonwright, Suzan	115	80.0 B	1	0	0
SOCIAL STUDIES 11	SOCIAL STUDIES 11	MSS--11---03	FY	Luciow, Goli	203		0	0	0
PRE-CALCULUS 11	PRE-CALCULUS 11	MPREC11---01	FY	Decapite, Junhwee	172		0	0	0
ACCOUNTING 11	ACCOUNTING 11	MAC--11---01	FY	Driz, Bibiasha	114	96.0 A	0	0	0
ENGLISH 11	ENGLISH 11	MEN--11---03	FY	Warringtonwright, Suzan	115	88.0 A	1	0	0
LD LOCALLY DEVELOPED 9A	LD LOCALLY DEVELOPED 9A	XLDCA08---03	FY	Boothby, Bramwel	112		0	0	0

## 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

Options Reports Help Search on Term

Student Alzu, Larius

0 of 9 selected Current Year Current Term

Teacher Warringtonwright, Suzan Classroom 115

Attendance Summary					
Type	Q1	Q2	Q3	Q4	Year
Absent	0	0	1	0	1
Tardy	0	0	0	0	0
Dismissed	0	0	0	0	0

Average Summary		
Category	Weight	Cumulative average
All tasks, assignments, and projects	Weight	90.5%
	Avg	90.0 A
In-class reading	Weight	4.8%
	Avg	
In-class silent reading	Weight	4.8%
	Avg	50.0 C-
Gradebook average		Posted
Posted grade		99
Cumulative		88.0 A

## Assignments side tab

Perrigo, Kezaiahasher

Pages Family Academics Groups Calendar

Classes :: Alzu, Larius - MEN--11----03 - ENGLISH 11

Options Reports Help Search on DateDue

Category: All  
Grade Term: Q3

0 of 11 selected All Records

AssignmentName	DateAsgn	DateDue	Score	Assignment feedback
<input type="checkbox"/> Reading List	5/25/2018	5/25/2018	Ungraded	
<input type="checkbox"/> Macbeth -- Act 5 Quiz	5/14/2018	5/17/2018	Ungraded	
<input type="checkbox"/> Act 4 Quiz	5/16/2018	5/16/2018	Ungraded	
<input type="checkbox"/> Act 3 Assignment -- Article summary and response	4/18/2018	4/18/2018	Ungraded	
<input type="checkbox"/> Act 3 Quiz	4/18/2018	4/18/2018	Ungraded	
<input type="checkbox"/> Act 4 Assignment -- Apparitions	4/18/2018	4/18/2018	Ungraded	
<input type="checkbox"/> Memoir -- Chosen on time	3/6/2018	4/11/2018	Ungraded	
<input type="checkbox"/> Act 2 Assignment	4/3/2018	4/3/2018	Ungraded	
<input type="checkbox"/> Act 2 Quiz	4/3/2018	4/3/2018	Ungraded	
<input type="checkbox"/> Term 3 -- Silent Reading	2/15/2018	2/27/2018	50% 5.0 / 10.0 (5)	
<input type="checkbox"/> Macbeth -- Act 1 Quiz	2/13/2018	2/26/2018	80% 18.0 / 20.0 (18)	Well done Larius.

## 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

Perrigo, Kezaiahasher

Pages Family Academics Groups Calendar

Classes :: Alzu, Larius - MEN--11----03 - ENGLISH 11

Options Reports Help Search on Date

Attendance Details

Date	Code	Reason
<input type="checkbox"/> 2/20/2018	A	

Displays a list of class based attendance for the section.

## Groups Tab

The screenshot shows the 'Groups' tab selected in the navigation menu. A red arrow points to the 'Groups' tab. Below the navigation, there is a search bar with the text 'Search on Title' and a dropdown menu for 'Student' with 'Alzu, Larius' selected. Below this, there is a table with the following data:

Group > Title	Group > Category	Group > Name
<input type="checkbox"/> Badminton	Athletic	Conville, Franchise

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

The screenshot shows the 'Groups :: Badminton' details page. The 'Details' section is expanded, showing a 'Cancel' button and a 'Default Template' dropdown. The details section contains the following information:

Group > Title	Badminton
Group > Category	Athletic
Group > Name	Conville, Franchise

Basic details on a group.

## Events


The screenshot shows the 'Events' section for the 'Badminton' group. A red arrow points to the 'Events' section. Below the navigation, there is a search bar with the text 'Search on Date' and a table with the following data:


Date	Time	Summary	Location
<input type="checkbox"/> 3/21/2018		Badminton Tournament	School Gym

List of events for the group

## Calendar Tab

Perrigo, Kezalahasher

Pages Family Academics Groups **Calendar** 

Options Reports Help My Resources 

Day Week **Month** Student Alzu, Larius

← Previous
March, 2018
Next →
This Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25 Term 3 – Silent <input type="checkbox"/>	26 Term 3 – Silent <input type="checkbox"/>	27 <b>Term 3 – Silent</b> <input type="checkbox"/>	28	1	2	3
4	5	6 Autobiography/Memoir <input type="checkbox"/> Memoir – Chosen on <input type="checkbox"/>	7 Autobiography/Memoir <input type="checkbox"/> Memoir – Chosen on <input type="checkbox"/>	8 Autobiography/Memoir <input type="checkbox"/> Memoir – Chosen on <input type="checkbox"/>	9 <b>Quiz 1</b> <input type="checkbox"/> Autobiography/Memoir <input type="checkbox"/> Memoir – Chosen on <input type="checkbox"/>	10 Autobiography/Memoir <input type="checkbox"/> Memoir – Chosen on <input type="checkbox"/>
11 Autobiography/Memoir <input type="checkbox"/> Memoir – Chosen on <input type="checkbox"/>	12 Autobiography/Memoir <input type="checkbox"/> Memoir – Chosen on <input type="checkbox"/>	13 Autobiography/Memoir <input type="checkbox"/> Memoir – Chosen on <input type="checkbox"/>	14 Autobiography/Memoir <input type="checkbox"/> Memoir – Chosen on <input type="checkbox"/>	15 Autobiography/Memoir <input type="checkbox"/> Memoir – Chosen on <input type="checkbox"/>	16 <b>Unit 1 Test</b> <input type="checkbox"/> Autobiography/Memoir <input type="checkbox"/> Memoir – Chosen on <input type="checkbox"/>	17 Autobiography/Memoir <input type="checkbox"/> Memoir – Chosen on <input type="checkbox"/>
18 Autobiography/Memoir <input type="checkbox"/> Memoir – Chosen on <input type="checkbox"/>	19 Autobiography/Memoir <input type="checkbox"/> Memoir – Chosen on <input type="checkbox"/>	20 Autobiography/Memoir <input type="checkbox"/> Memoir – Chosen on <input type="checkbox"/>	21 Badminton Tournamet <input type="checkbox"/> Autobiography/Memoir <input type="checkbox"/> Memoir – Chosen on <input type="checkbox"/>	22 Autobiography/Memoir <input type="checkbox"/> Memoir – Chosen on <input type="checkbox"/>	23 Autobiography/Memoir <input type="checkbox"/> Memoir – Chosen on <input type="checkbox"/>	24 Autobiography/Memoir <input type="checkbox"/> Memoir – Chosen on <input type="checkbox"/>
25 Autobiography/Memoir <input type="checkbox"/> Memoir – Chosen on <input type="checkbox"/>	26 Autobiography/Memoir <input type="checkbox"/> Memoir – Chosen on <input type="checkbox"/>	27 Autobiography/Memoir <input type="checkbox"/> Memoir – Chosen on <input type="checkbox"/>	28 Autobiography/Memoir <input type="checkbox"/> Memoir – Chosen on <input type="checkbox"/>	29 Autobiography/Memoir <input type="checkbox"/> Memoir – Chosen on <input type="checkbox"/>	30 Autobiography/Memoir <input type="checkbox"/> Memoir – Chosen on <input type="checkbox"/>	31 Autobiography/Memoir <input type="checkbox"/> Memoir – Chosen on <input type="checkbox"/>

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.