



ST. ANDREW'S SCHOOLS

THE PRIORY ♦ THE PREP ♦ THE PRESCHOOL

Accessing and Updating Important Student Information

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St. Andrew's Schools Student Information Systems

This guide will explain the web-based information management systems, Canvas, PowerSchool, and PowerSchool Registration, accessible through St. Andrew's Schools website.

St. Andrew's Schools website, standrewsschools.org: The website provides a link to log into Canvas, information about the school year, admissions, news, giving, and information about the St. Andrew's Schools community.

Canvas, standrews.instructure.com: A learning management system that helps the school and your child's teacher communicate important school-related information to your family. Canvas has both teacher websites and a portal to PowerSchool.

PowerSchool, standrews.powerschool.com: A K-12 education technology platform for student information systems. PowerSchool tracks student, family, teacher, and staff contact data, student course registrations, student schedules, grades, and academic reports, and an electronic communications system for routine and emergency communications.

St. Andrew's Schools uses these systems to track and maintain student and family data to 1) alert students and families during a school or student emergency; 2) track or contact individuals authorized to pick up your child after school; 3) report on student academic progress; 4) keep students and families informed about school activities and student schedules.

You will use the same username and password to log into St. Andrew's Schools website, Canvas and PowerSchool.

What is PowerSchool Registration

PowerSchool Registration is a module embedded in PowerSchool to capture and enter, update, and maintain your contact, medical, emergency contact, and authorized pickup information as well as to sign off on the Responsible Technology Use Policy (RTUP) and Parent-Student Handbook.

To register your child's information in PowerSchool, you will need

- Contact information for parents/guardians including street and mailing addresses, phone numbers, and email addresses;
- Employer names, occupations, and work phone numbers, if applicable;
- Your child's health insurer name and policy number, doctor and dentist names and phone numbers, known allergies, and medications; and
- Names, phone numbers, email addresses, and addresses of up to five people authorized to pick up grade K - 5 children from school

Getting Started

1. Log in to St. Andrew's Schools

To begin the process of accessing your child's information, go to St. Andrew's Schools website, standrewsschools.org, click on the *Community Login* at the top right corner, select *Families and Students*, and enter your user name and password. When you log in for the first time, you will be asked to accept the *privacy notice*.



Figure 1 St. Andrew's Schools website tool bar

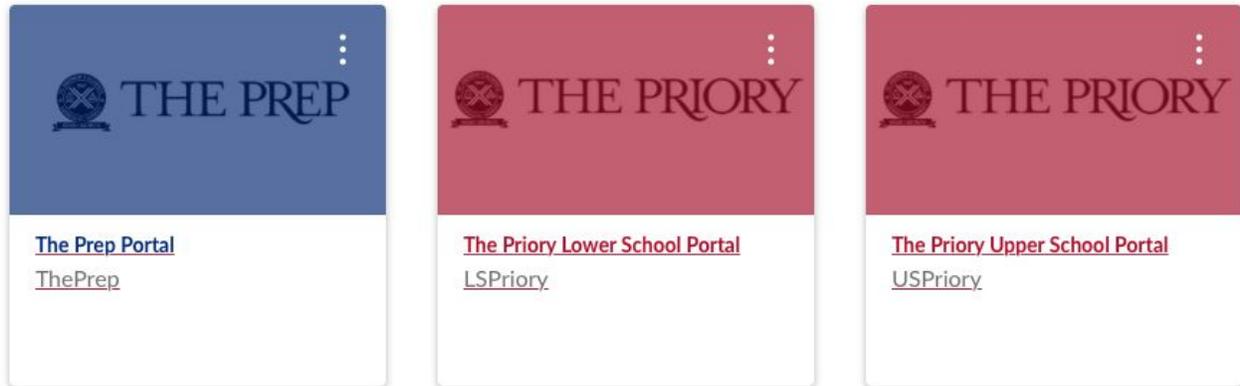
2. Log in to Canvas

After you log in through the website you will be in Canvas. Within Canvas you will find information regarding each of your child's classes, teachers, classroom news, syllabus, homework, handouts, events, and notifications. Use the same username and password to log in to Canvas that you use for PowerSchool.

A screenshot of the Canvas login page for St. Andrew's Schools. The page is white with a dark blue border. At the top left is the St. Andrew's Schools logo. To the right of the logo is the text "Parent of a Canvas User? Click Here For an Account". Below the logo is the text "ST ANDREW'S SCHOOLS THE PRIORITY • THE PREP • THE PRESCHOOL". The main content area has a "Username" label above a text input field, and a "Password" label above another text input field. Below the password field is a checkbox labeled "Stay signed in" and a "Log In" button. At the bottom left, there is a link labeled "Forgot Password?".

Figure 2 The login page for Canvas

In Canvas, you will be on the *Dashboard* view where you can select your settings, view the calendar, or select the “card” to enter the portal for your child’s school division - The Prep, The Priory Lower School, or The Priory Upper School.



When you click on your avatar in the left side toolbar, you can set up your profile, settings, and notifications.



< Click on your avatar to find and set up your profiles, settings and notifications.



< Click on the timepiece to the Dashboard.



< Click on the notebook to access the school division portal and courses.



< Click here for the calendar.



< Click on the letter to have conversations with teachers via Canvas.



< Click on Help to access links and answers to questions about using Canvas.

3. Log in to PowerSchool

You may access PowerSchool through the portal provided in Canvas where you see this icon.



Figure 5 PowerSchool icon on Canvas dashboard

Or you may directly to the web address, standrews.powerschool.com. Enter your username and password.

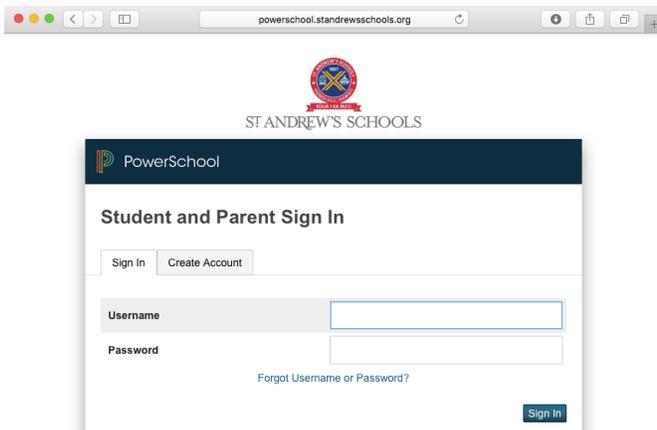


Figure 6 PowerSchool login page

Once you log in to PowerSchool, please proceed to complete student registration.

Registering Your Student Information in PowerSchool

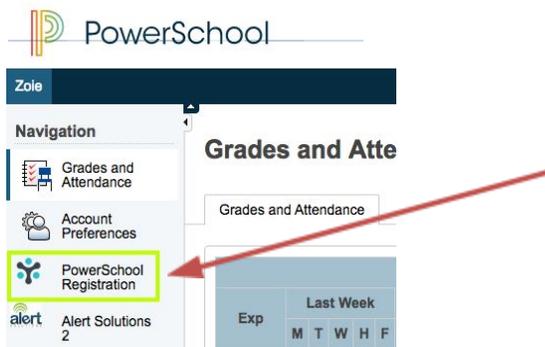
The annual student registration is the process in which St. Andrew's Schools collects critical contact information used to

- contact you and designated adults during an emergency through our emergency alert system;
- send you report cards and transcripts;
- release children to authorized adults for pickup at end of day or medical need;
- alert teachers and administrators about allergies;
- permit dispensing medications and over the counter medications to your child; and
- contact doctors or dentists in a medical emergency and provide them your health insurance information.

It is extremely important that you keep your child's registration information up to date. This information helps us protect the safety, health, and wellness of your child. You may also log in at any time during the year to update your registration when your personal information changes.

1. Select PowerSchool Registration

In PowerSchool, the PowerSchool Registration icon appears on the left side of the page.



2. Accept Terms and Conditions

If you are logging in for the first time you will be asked to accept the terms and conditions. Please click the checkbox and click <Continue>.

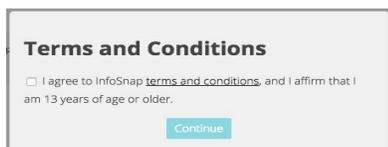


Figure 8 PowerSchool Registration Terms and Conditions dialog box

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If you need assistance, please contact technology@standrewsschools.org or call 808-524-3234.

3. Click on the <Start Form> Button in the Annual Student Registration Form

Navigation of the form is on the left tool bar.

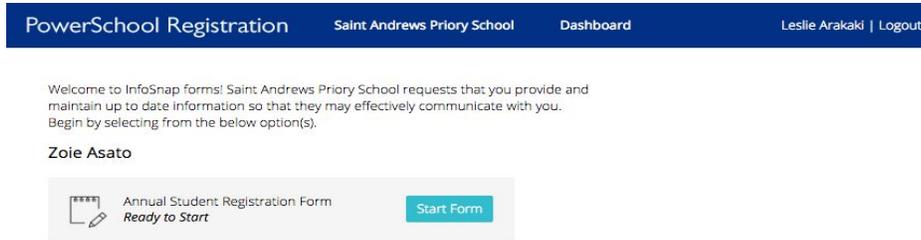


Figure 9 PowerSchool Registration start page

4. Complete All Registration Form Fields

A. Primary Household Information

The primary household will include any parent/guardian information for adults who reside in the residence identified as the student's primary household.

B. Title

Enter Mr., Mrs., Ms., Dr. or other title each adult prefers when being addressed.

C. Father-Parent/Guardian and Mother-Parent/Guardian

Enter information for the parent guardians who reside in the primary household.

D. Additional Parent/Guardian

This is any additional parent or guardian who also resides in the primary household.

E. Second Household/ Household 2

If applicable, information on a parent/guardian in a separate household with a different mailing address. Complete all fields.

F. Emergency Contact Information

This information is used if the school cannot contact parents/guardians in the event of illness, accident, emergency condition or school closure. This is not a parent or guardian listed above. **One emergency contact is required.**

G. Medical Information

This information includes the doctor's name and phone number, health insurance information, allergies (if there are none, type in None), medications taken at home, and your electronic signature to permit the school to dispense over-the-counter medication.

H. Authorized Pickup for Grades K - 5

This information is needed for students in grades K-5 authorizing designated individuals to pick up the student from school. Please include parents/guardians authorized to pick up your child.

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I. Parent-Student Handbook

Parents and students should review the documents and digitally sign off.

5. Complete Missing Information

When you have completed the form, PowerSchool will identify fields where information is missing and alert you with the message, “You still have some work remaining!”

6. Submit the Student Registration Form

Check your work and click <Submit Form>. Digitally sign your registration before logging out of PowerSchool. When you are ready to submit, you will see this message:

“You are almost finished! Important: Please make sure you review your entire form before you submit. Once you submit the form, you will not be able to make changes.”

7. Update Your Information When It Changes During the Year

If any information you entered changes during the year, it’s easy to update it. Return to PowerSchool Registration and update the fields that have changed. Hit submit when you are finished.

Thank you for completing your student registration!