

Using MySchoolSask Parent Portal


On a Mobile device (iOS, Android, etc.)

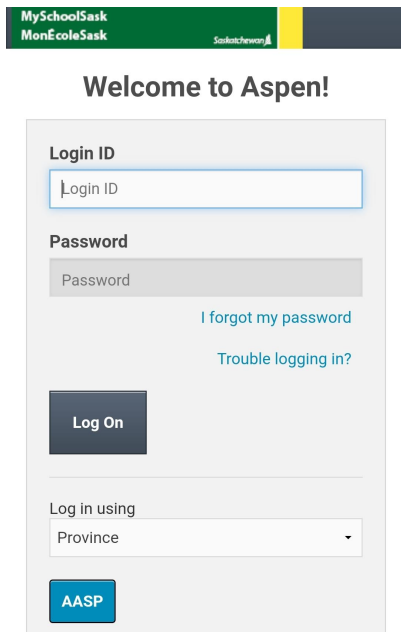
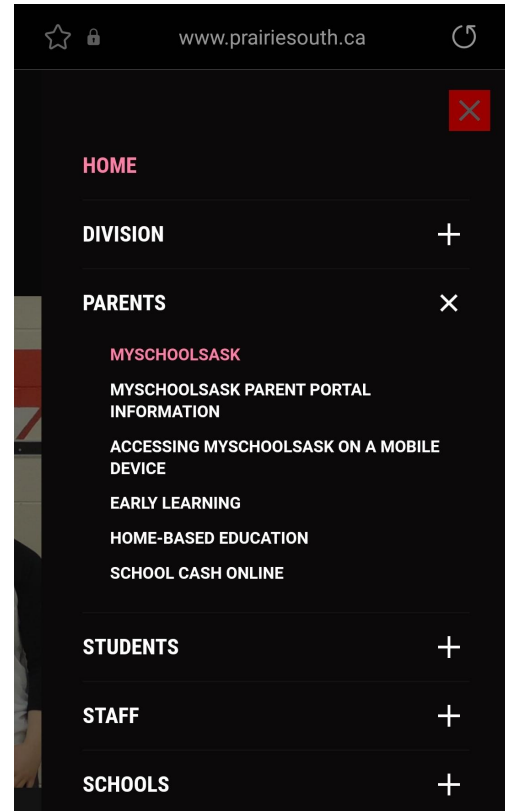
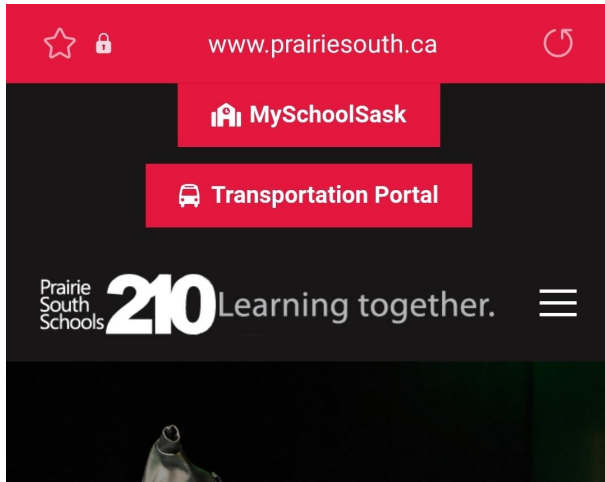
Contents

Logging In	1
Home Page	2
Viewing Published Report Cards	3
Viewing Report Cards (Kindergarten)	4,5
Viewing Report Cards (EAL)	6,7
Viewing Classes, Grades, and Assignments (Mobile View)	8
Viewing Classes	8
High School	9
Elementary	9
Viewing Classes, Grades, and Assignments (View Full Site)	10
Viewing Classes (View Full Site)	10
Viewing Grades (View Full Site)	11
Viewing Assignments (View Full Site)	12

Logging In - Note: Your first time logging in must be through a Computer (not a mobile device)


1. Go to Prairie South's home page

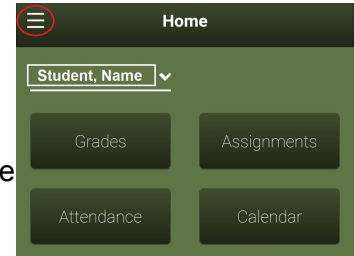
- → click the three line icon: 
- → click Parents
- → click [MySchoolSask](#).
- Input your school admin-provided Login ID and Password and click "Log On".
(If prompted, it may be beneficial to have your device **Remember Password**).



Home Page

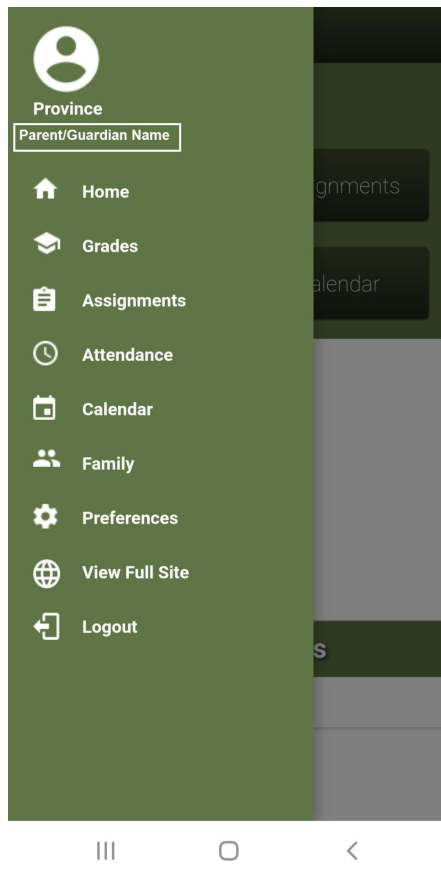
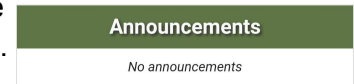
2. After logging into **MySchoolSask**, you will be sent to the **Home** screen.

- Different sections such as: Grades, Assignments, Attendance and Calendar can be viewed by clicking on them. Summaries of each section can be seen by swiping left in the space beneath these links. (see image to the right).
- If you have multiple students, you may click on the student name in the top left corner and select a different student.
- Clicking on the  icon in the top left, will bring up the menu below. (It may be difficult to see on some devices).



Grades

0 0 0 0 0



- Selecting **View Full Site** will switch the layout of the page to what would be visible if viewing from a computer.

(Note: This is the only way to view and download a report card on a mobile device. This includes EAL and Kindergarten report cards if this is applicable to your child).

Viewing Published Report Cards

- In the **Published Reports** section on the [View Full Site](#) home page for MSS, you will find report cards that have been created and published for students in grades 1 to 12 (if they are not appearing, they may not be published yet).

Published Reports

Filename	DateUploaded	Creator	Description
Report Card - SK 71 KB	3/16/2021 3:06 PM	[Redacted]	Report Card for [Redacted]
Report Card - SK 66 KB	3/15/2021 3:47 PM	[Redacted]	Report Card for [Redacted]
Report Card - SK 65 KB	3/11/2021 1:29 PM	[Redacted]	Report Card for [Redacted]

[1 - 3 of 3]

- If there are published reports, there will be documents available in this space similar to what is shown below, click on the document to view and download it:

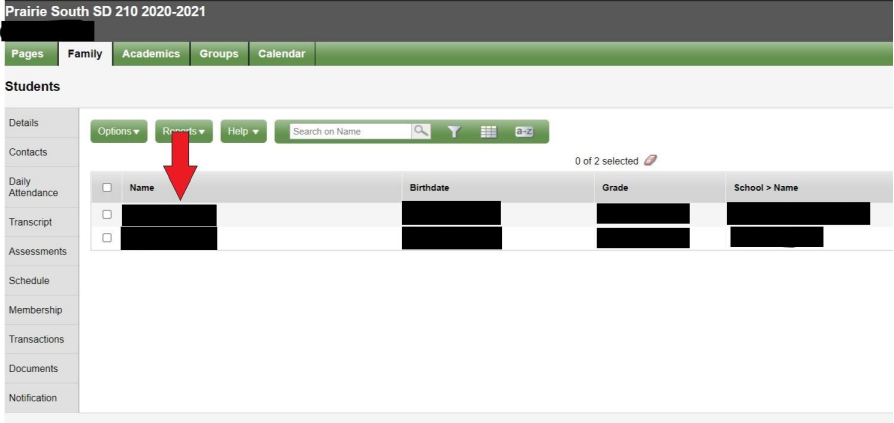
Published Reports

Filename	DateUploaded	Creator	Description
Report Card - SK	71 KB 3/16/2021 3:06 PM	[Redacted]	Report Card for [Redacted]
Report Card - SK	66 KB 3/15/2021 3:47 PM	[Redacted]	Report Card for [Redacted]
Report Card - SK	65 KB 3/11/2021 1:29 PM	[Redacted]	Report Card for [Redacted]

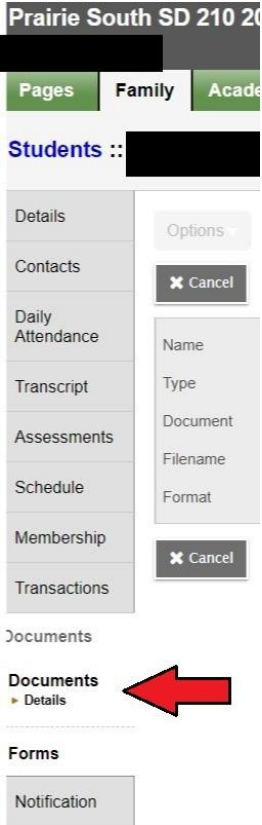
[1 - 3 of 3]

Viewing Report Cards (Kindergarten)

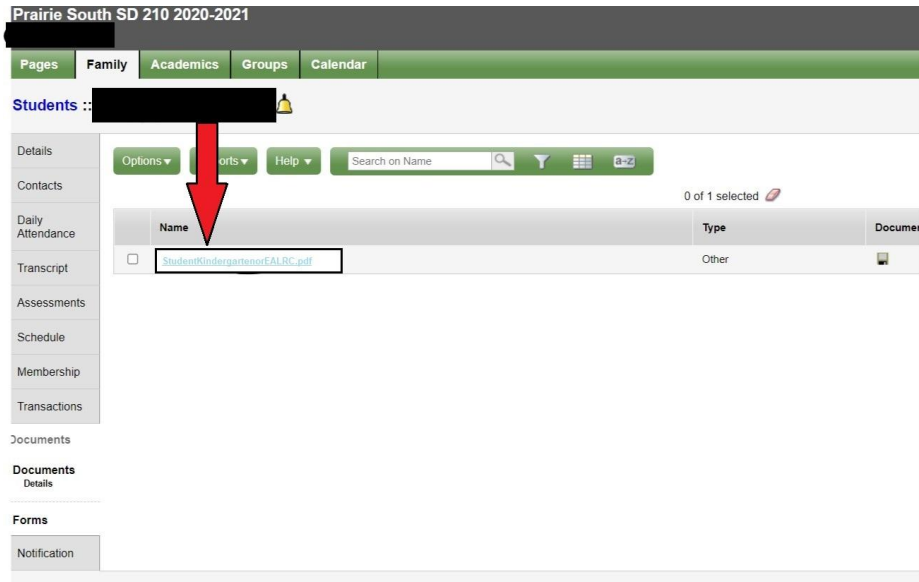
- 4. To view a Kindergarten Report Card:
 - o Click on the **Family** tab.
 - o Select the child whose report you'd like to view.



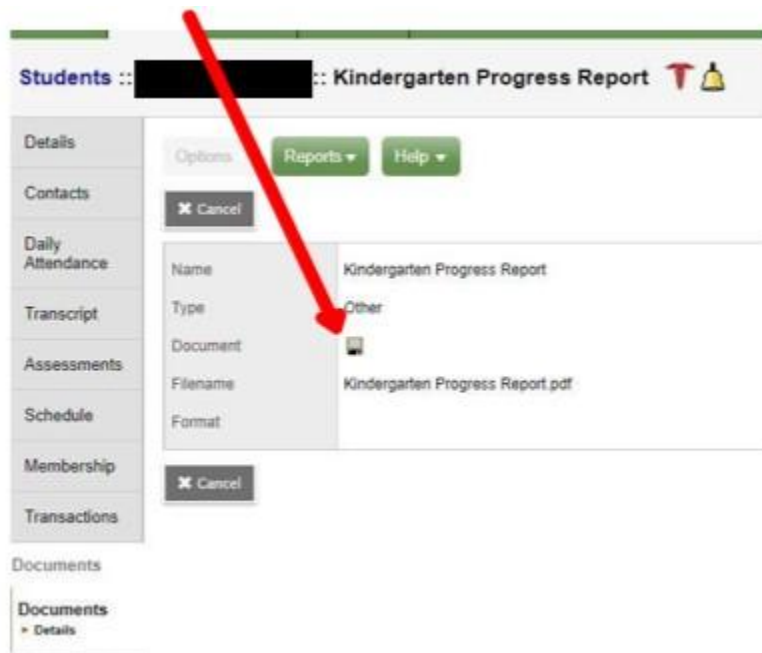
- o Click on the documents side tab.



- Click on the document you wish to view.



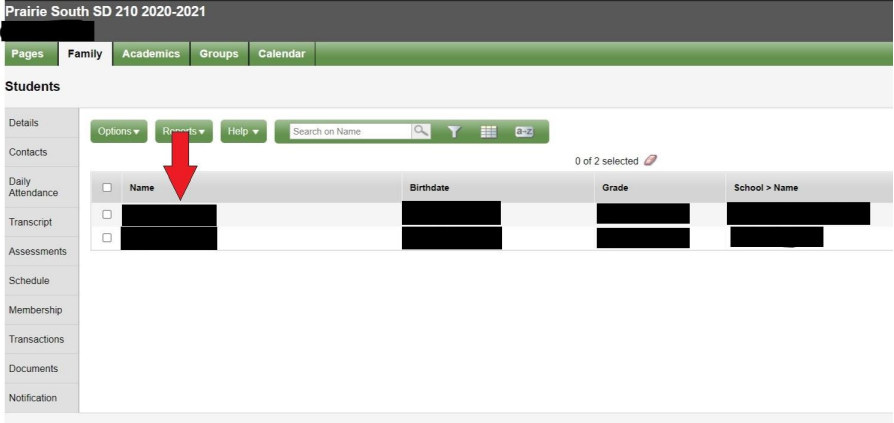
- Click the icon that appears beside “Document”



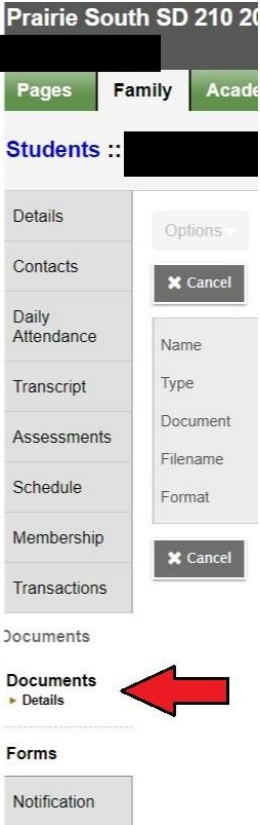
- This will begin a download and you should now be able to view the report.

Viewing Report Cards (EAL)

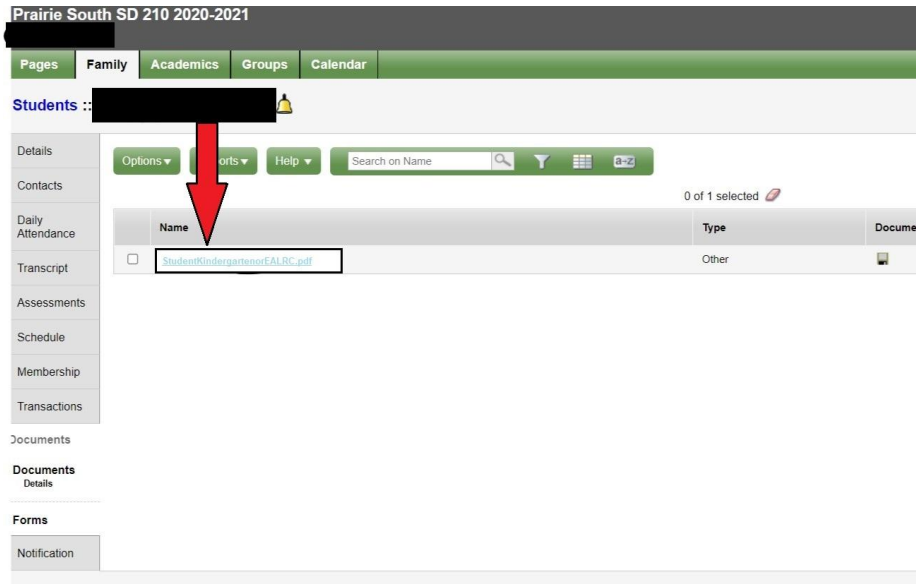
- 5. To view an EAL Report Card:
 - o Click on the **Family** tab.
 - o Select the child whose report you'd like to view.



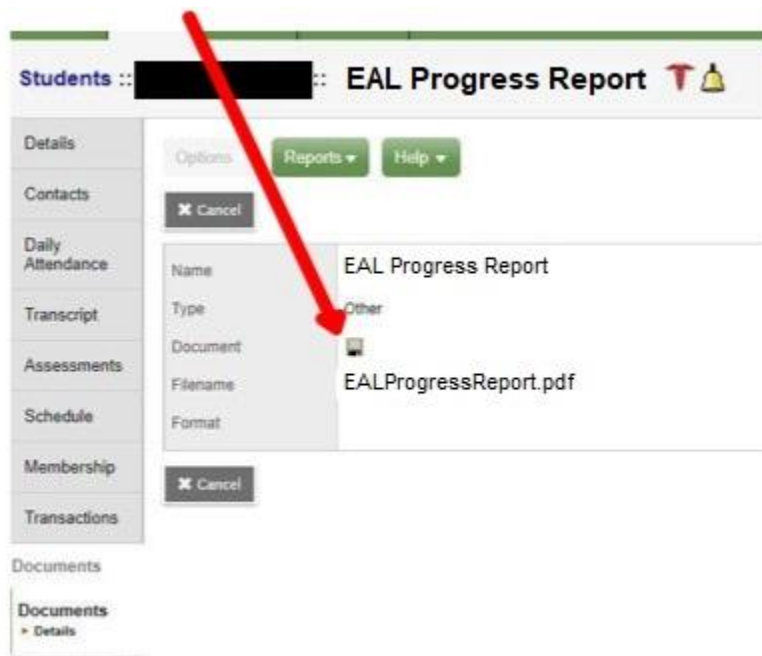
- o Click on the documents side tab.



- Click on the document you wish to view.



- Click the icon that appears beside "Document"



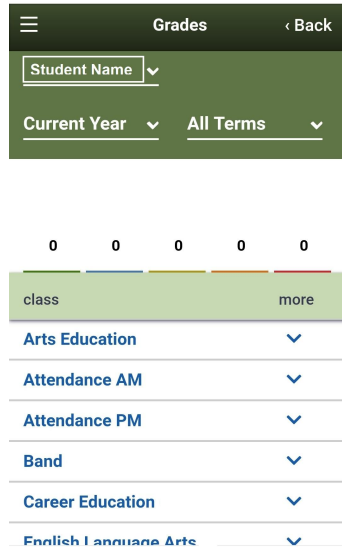
- This will begin a download and you should now be able to view the report.

Viewing Classes, Grades and Assignments (Mobile Version)

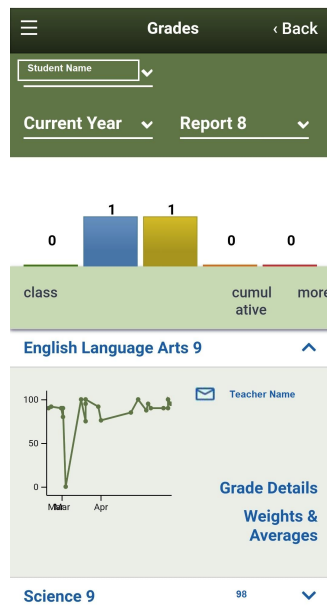
This assumes you did not select View Full Site in a [previous step](#).

6. Viewing Classes

- Click on the **Grades** button, this will bring up the screen below.



- This will give you a list of classes that the student is in, select a class for details.
- Clicking on **Current Year** will let you change to grades in a different school year (if these grades are available).
- Clicking on **All Terms** will let you change to different terms in the year in which your child may have had different classes.
- Selecting a Class will bring up details on the class including the Teacher Name, Grade Details, and Weights & Averages.



- To view a student's specific grades in a class, you will see different information if your student is in [Elementary](#) or [High School](#).

High School

- Selecting **Grade Details** will let you see Assignments and their posted grades.
- Selecting **Weights & Averages** will show the weights of different categories that calculate your student's grade. **Posted grade** or the **Cumulative** grade (in the bottom left) should be your student's overall grade in the course.

Assignment Name	Grade	Date
<Insert Assignment Name>		4/30/21
<Insert Assignment Name>	95	4/29/21
<Insert Assignment Name>	90	4/28/21
<Insert Assignment Name>	100	4/28/21
<Insert Assignment Name>	90	4/26/21
<Insert Assignment Name>	90	4/21/21
<Insert Assignment Name>	95	4/20/21
<Insert Assignment Name>	90	4/19/21
<Insert Assignment Name>	95	4/16/21
<Insert Assignment Name>	90	4/13/21
<Insert Assignment Name>	95	4/1/21
<Insert Assignment Name>	91.7	3/31/21
<Insert Assignment Name>	--	

English Language Arts	
Total Points	Cumulative Average
Avg.	88
Weight	100.0%
Overall	
Posted grade	
Running Totals	
Cumulative	88

Elementary

- Selecting **Weights & Averages** will show student grades for different learning outcomes (Beginning, Approaching, Meeting, or Exceeding).
- This is visible at the bottom of the page where it says Standard.

Standard	Tri 1	Tri 2	Tri 3
PE6.1	3.0 Meeting		
PE6.3		3.0 Meeting	

Viewing Classes, Grades and Assignments (View Full Site)

Viewing Classes (View Full Site)

- Click on the **Academics** tab
- This will give you a list of classes that the student is in.

High School

Prairie South SD 210 2020-2021

Pages Family Academics Groups Calendar

Classes

Details Options Reports Help Search on Term

Assignments

Attendance Student: Moffatt, Aubrianna

0 of 4 selected

	Description	Short Description	Course	Term	Teacher	Clssm	Term Performance	Abs	Tdy	Dsm
<input type="checkbox"/>	Practical & Applied Arts 9	Guitar 90	Guitar 90-002			200		0	0	0
<input type="checkbox"/>	Arts Education 9	Visual Art 9	Art 90-003			100		0	0	0
<input type="checkbox"/>	Band 9	Band 9	0915-002			121		0	0	0
<input type="checkbox"/>	Health Education 9	Health Ed 9	0950-003			115		0	0	0

- **Term performance** is the posted grade for the student in the course.
- **Abs** is the number of absences the student has had in that class.

Elementary

Pages Family Academics Groups Calendar

Classes

Details Options Reports Help Search on Term

Assignments

Attendance Student: [Redacted]

0 of 12 selected

	Description	Description	Course	Term	Teacher	Clssm	Term Performance	Abs	Tdy	Dsm
<input type="checkbox"/>	French Level 1	French Level 1						0	0	0
<input type="checkbox"/>	ELA 8a	ELA 8a						0	0	0
<input type="checkbox"/>	Mathematics 8B	Mathematics 8B						0	0	0
<input type="checkbox"/>	Science 8	Science 8						0	0	0
<input type="checkbox"/>	Social Studies 8A	Social Studies 8A						0	0	0
<input type="checkbox"/>	Health 8b	Health 8b					3.0 Meeting (USCS 1)	0	0	0
<input type="checkbox"/>	Arts Education 8b	Arts Education 8b					3.4 Meeting (CPS 1) 3.0 Meeting (CPS 10)	0	0	0
<input type="checkbox"/>	Phys Ed 8	Phys Ed 8						0	0	0
<input type="checkbox"/>	Career Education 8	Career Education 8						0	0	0
<input type="checkbox"/>	PAAs 7-8 Master	PAAs 7-8 Master						0	0	0
<input type="checkbox"/>	Attendance AM	Attendance AM						0	0	0
<input type="checkbox"/>	Attendance PM	Attendance PM						0	0	0

- **Term performance** is the posted grade for the student in the course including the outcome for elementary.
- For either [viewing grades](#) or [viewing assignments](#), you'll need to select a class from this list.

7. Viewing Grades (View Full Site)

- After selecting a class from the list (shown above), the page below will appear. *It may look slightly different for an elementary student as opposed to a high school student.*

Elementary

Attendance Summary

Type	Tri 1	Tri 2	Tri 3	Year
Absent	0	0	0	0
Tardy	0	0	0	0
Dismissed	0	0	0	0

Average Summary

Category	Weight	Tri
Assessment		0
	Avg	
Gradebook average		
Posted grade		

Standard Summary

Standard	Tri 1	Tri 2	Tri 3
USC4.1	3.0 Meeting		
USC4.3	3.0 Meeting		
USC4.5			
USC4.6			

- The Standard Summary provides grades on learning outcomes and the term (Tri 1, Tri 2, or Tri 3) that they were posted in.

High School

Attendance Summary

Type	Report 1	Report 2	Report 3	Report 4	Report 5	Report 6	Report 7	Report 8	Report 9	Report 10	Year
Absent	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0
Dismissed	0	0	0	0	0	0	0	0	0	0	0

Average Summary

Category	Weight	Cumulative average
	35.0%	
	Avg	
	15.0%	
	Avg	
	50.0%	
	Avg	
Gradebook average		
Posted grade		
Cumulative		83

- The **Cumulative** mark beneath **Posted grade** should be the student's overall grade in the course.

8. Viewing Assignments *(View Full Site)*

- After selecting a class from the list ([shown above](#)), the page below will appear.
- Select Assignments from the left.

The screenshot shows the top navigation bar with 'Pages', 'Family', 'Academics', 'Groups', and 'Calendar'. Below it, the class identifier is 'Classes :: [redacted] - 0902-001 - [redacted]'. The 'Details' sidebar on the left has 'Assignments' selected, indicated by a red arrow. The main content area shows a 'Teacher' field with a redacted name and an 'Attendance Summary' table.

Type	Report 1	Report 2	Report 3	Report 4	R
Absent	0	0	0	0	0
Tardy	0	0	0	0	0
Dismissed	0	0	0	0	0

- A list of assignments will be displayed. Scores and assignment feedback is also available. Clicking on a specific assignment may reveal more feedback from the instructor if there is any.

This screenshot shows the 'Assignments' view for the same class. It includes a search bar, filters for 'Category' (All) and 'Grade Term' (Report 8), and a table of assignments. The table has columns for 'AssignmentName', 'DateAsgn', 'DateDue', 'Score', and 'Assignment feedback'. There are three rows of assignments, each with a checkbox on the left.

AssignmentName	DateAsgn	DateDue	Score	Assignment feedback
[redacted]	[redacted]	[redacted]	[redacted]	
[redacted]	[redacted]	[redacted]	[redacted]	
[redacted]	[redacted]	[redacted]	[redacted]	

This screenshot shows the 'Assignments' view for a different class, 'Arts Education 1b'. It features the same search and filter options as the previous screenshot. The table below shows four assignments, each with a checkbox and a 'Score' column containing details like '(WE Meeting) CPE 1'.

AssignmentName	DateAsgn	DateDue	Score	Assignment feedback
[redacted]	[redacted]	[redacted]	(WE Meeting) CPE 1	
[redacted]	[redacted]	[redacted]	(WE Meeting) CPE 10	[redacted]
[redacted]	[redacted]	[redacted]	(EX Evening) CPE 1	
[redacted]	[redacted]	[redacted]	(WE Meeting) CPE 1	