

PowerSchool Basics

PowerSchool is the student information system used by FVSD for managing student records, attendance, grades, and reporting.

Accessing PowerSchool

1. Go to your school's PowerSchool URL (ask your school office or IT if you don't have it)
2. Sign in with your PowerSchool credentials

Note: Your PowerSchool login may be different from your FVSD email login. If you're unsure of your credentials, contact your school office.

Common Tasks

Taking Attendance

1. Log in to PowerSchool
2. Navigate to your class
3. Mark students as present, absent, late, or excused
4. Submit attendance

Attendance should be taken **every period/block** as required by your school.

Entering Grades

1. Navigate to your class gradebook
2. Click on the assignment or create a new one
3. Enter scores for each student
4. Save your changes

Viewing Student Information

- Use the **student search** to find a student by name or ID
- View contact information, schedules, attendance history, and more
- **Remember:** Student information is confidential — only access records for students you work with directly

Common Questions

Q: I can't log in to PowerSchool.

A: Double-check your PowerSchool credentials (they may be different from your FVSD email). If you've forgotten your password, contact your school office or IT to have it reset.

Q: I need access to PowerSchool but don't have an account.

A: Contact your school office or submit a ticket to IT. Access is based on your role and is set up by your school administrator.

Q: PowerSchool is slow or not loading.

A: Try a different browser, clear your browser cache, or restart your computer. If the issue persists, it may be a server-side problem — contact IT.

Q: I entered something incorrectly — can I fix it?

A: Most entries (grades, attendance) can be edited by going back to the record and updating it. If you're unable to make a correction, contact your school's PowerSchool administrator.

Contact IT

- **Submit a ticket** through the IT helpdesk
- **Email:** helpdesk@fvds.ab.ca

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