



Granby Public Schools Student Information Portal User Guide

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Get Started

To get started, you must log in to Student Information Portal. You will have a separate login for each child.

Login to Student Information Portal

Before you can log in to Student Information Portal you will need your username and password. If you do not have this information or have questions, contact Granby Memorial High School at 844-3014 or Granby Memorial Middle School at 844-3029.

How to Login to Student Information Portal

1. Open your Web browser. Go to the Granby Public Schools Website:
<http://www.granby.k12.ct.us>

- Go to **Quicklinks** – top right
 - **Student Information Portal**
 - **Portal Login**

The Login page appears.

2. Enter your username in the first field.

3. Enter your password in the second field.

Note: The characters appear as asterisks (*) to ensure greater security when you log in. The password is NOT case sensitive.

4. Click **Enter**. The Portal start page appears.

Student Information Portal Start Page

When you log in to Portal, the start page appears. This page serves as the central point from which you begin your portal session. The start page consists of the following main areas:

- Navigation bar
- Main menu
- Printer icon

Navigation Bar

The navigation bar appears at the top of the Student Information Portal start page, and is common to every page in the application. The navigation bar includes the following information:

Field	Description
PowerSchool Logo	Click to return to the start page.
Student	The name of the student.
School/District	The name of the student's school and school district.
Logout	Click to log out of Portal.
Main Menu	Contains links to Portal functions.

Main Menu

The main menu consists of icons within the navigation bar and includes links to the following features:

Field	Description
Grades and Attendance	Click to view student grades and attendance for the current term.
School Bulletin	Click to view the current school bulletin.

Printer Icon

Several pages in Portal display a **Printer** icon at the bottom of the page. Click this icon and a printer-friendly version of the page displays in a secondary browser window.

Work with the Main Menu

Grades and Attendance

Use this page to view the grades and attendance for the student in the current term. The legend at the bottom of the page displays the attendance codes and their meanings.

How to View Grades and Attendance

1. On the main menu, click **Grades and Attendance**. The Grades and Attendance page appears.
2. To send e-mail to a teacher, click the name of the teacher.
Note: To use this function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send messages.
3. To view grade details, click a grade in the term column. The Class Score Detail page appears.
4. While viewing the Class Score Detail page, click an assignment under the Assignment column. The Assignment Description page appears. **NOTE:** only those assignments in blue have a description. Use the browser **Back** button to return to the Grades and Attendance page.
5. If the grade for the assignment is blue, there is a comment tied to the assignment grade. Click the grade (only if blue) to read the comment.
6. In the Attendance by Day section, click a number in the Absences or Tardies column. Depending on your selection, the Dates of Attendance page displays the total absences or tardies for the quarter or for the year-to-date.

School Bulletins

Use this page to view daily school announcements.

How to View School Bulletins

1. On the main menu, click **School Bulletin**. The School Bulletin page displays any messages for the current day.
2. To view another day's bulletin, click a date link at the bottom of the page.

Quit Student Information Portal

When finished working in the Portal, it is important to log out of the application.

Log Out of Student Information Portal

You can log out of Portal from any page in the application.

Note: If you are not actively working in Parent Portal, your session may timeout. If so, you need to **log in** again.

How to Log Out of Student Information Portal

Click **Logout** in the navigation bar. The Log In page appears. You must enter your username and password again to redisplay the PowerSchool Parent Portal start page.