



WASHINGTON LATIN
PUBLIC CHARTER SCHOOL
A Classical Education for the Modern World

Parent Guide to Unified Classroom

Introduction to this Guide

The first step for parents accessing and keeping up with their children's distance learning is to have access to PowerSchool. Through PowerSchool, parents can access Unified Classroom (UC). UC is the app that all teachers are using to post work, videos, and track assignments. Through the parent account, you can track the same information about your child(ren).

This Guide will first provide instructions to gain access to PowerSchool, then how to log in for UC and use it to keep up with your child's distance learning.

Setting up/Resetting your PowerSchool Account

In order to set up your account for Unified Classroom, you need to follow one of two sets of instructions. *It is important that you use the right set of instructions, otherwise your account may not get set up correctly.*

GROUP 1 – YOU DO HAVE AN ACTIVE POWERSCHOOL ACCOUNT

If you already have a PowerSchool account with Washington Latin from previous school years, use the first set of instructions. In more specific terms, this only applies to the email address you are using for your account. If we have your email account on record as being associated with your old username, and you plan to use that same email address for your new account, follow the first set of instructions.

GROUP 2 – YOU DO NOT HAVE AN ACTIVE POWERSCHOOL ACCOUNT

If you do not already have a WLPCS PowerSchool account--you are a new family to Latin this year, or you never set up an account with your specific email address or are switching email addresses--follow the second set of instructions.

GROUP 1: Prior PowerSchool Account

Note: In order for this process to go smoothly, you need to know your username and password from your previous PowerSchool account. If you don't remember your username or password to this account, please contact techsupport@latinpcs.org before you begin these steps to request that information. Include your name, email address, and the name(s) of your student(s) in that email.

1. Go to <http://latinpcs.powerschool.com/>
2. Click on the link for **Parent Sign In**.
3. Scroll to the bottom of the screen and click on the link to **Create an Account** here.
4. Enter your information (*for yourself*, not for your student). **Note** that your PowerSchool ID should be the email address that you have used previously with your WLPCS PowerSchool account.

5. Click on **Create PowerSchool ID**.
6. Verify your information and bookmark the login site (<https://classroom.powerschool.com/>).
7. Click on **Continue to Unified Classroom Sign In** and enter your password again.
8. Click on ***I have a Username and Password*** in my District's PowerSchool Parent Portal.
9. Enter your username and password from the PowerSchool account you used in previous years.
10. If you needed to request your username or password before creating your account, you may need to reset your password here. Enter the password provided to you before you began, then enter your new password twice.
11. Once you have successfully linked your account, you'll be taken to the new Unified Classroom home page, called the Dashboard. From here, you'll be able to see a calendar of assignments as well as overall grade information for your student(s). A screenshot of the dashboard follows with some notes on how to navigate it.

GROUP 2: NO Prior PowerSchool Account

Note: In order for this process to go smoothly, you need to know the Access ID and password for each student you would like to associate with your new account. If you do not have the email from the beginning of the school year with this information, please request it from techsupport@latinpcs.org before you begin. Include your name, email address, and the name(s) of your student(s) in that email.

1. Go to <http://latinpcs.powerschool.com/>
2. Click on the link for Parent Sign In.
3. Scroll to the bottom of the screen and click on the link to Create an Account here.
4. Enter your information (for yourself, not for your student). Note that your PowerSchool ID should be the email address that you've used previously with your WLPCS PowerSchool account.
5. Click on **Create PowerSchool ID**.
6. Verify your information and bookmark the login site (<https://classroom.powerschool.com/>).
7. Click on **Continue to Unified Classroom Sign In** and enter your password again.
8. Click on ***I have an Access ID***.
9. Enter the full name (first and last) of your student as it appears in the school's records. Then, enter the Access ID and password provided for that student.
10. If you have multiple students to add, click on **Add Another Student** and enter their information as well.
11. When you have entered the information for all applicable students, click **Continue** to finish linking your account with that of your student(s).
12. Once you've successfully linked your account, you'll be taken to the new Unified Classroom home page, called the Dashboard. From here, you'll be able to see a calendar of assignments as well as overall grade information for your student(s).

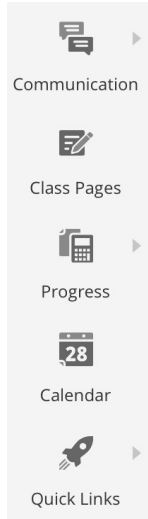
DASHBOARD

The screenshot shows the Unified Classroom dashboard interface. At the top, there is a navigation bar with the text 'Unified Classroom' and a dropdown menu for 'All Classes - 5 Classes' with a filter '5'. On the right side of the navigation bar, there are icons for notifications, help, search, and a user profile 'DC'. Below the navigation bar, the dashboard is divided into several sections. On the left, there is a sidebar with navigation options: Communication, Class Pages, Progress, Calendar, and Quick Links. The main content area is titled 'Dashboard' and features a 'Calendar' section for 'Friday, March 13, 2020'. Below the calendar, there are three tabs: 'Events' (No events), 'Assignments' (No assignments), and 'Personal Reminder'. To the right of the calendar is a 'Class Overview' section with a '2' indicator, listing five classes: Chemistry 2 (A- 94%), Health 11 (C- 70%), Open Study (F 50%), Swimming (A- 92%), and Pre-Calculus (B+ 87%). Further right is an 'Upcoming Assignments' section with a '3' indicator, listing three assignments: Health Basics, Chapter 13 Worksheet (Due TOMORROW), Relations (Due MAR 18), and OCCT P 6-7 (Due MAR 21, Score 87%). Below that is a 'Recent Assignments' section with a '4' indicator, listing four assignments: 2wk5b (Due MAR 10, Score 40/50), Dear Veterans Letter Writing (Due MAR 7, Score 25/30), Bw Check 3/30 (Due MAR 6, Score B), and Week 10 (Due MAR 6, Score 5/10).

Your home page in Unified Classroom is called the **Dashboard**. This is the main section where your teachers will post homework and upcoming assessments. There are four main parts of the Dashboard:

1. **Calendar** - Use the arrows to change the date to see what assignments are due on different days. Click on View More to see a whole week at a time.
2. **Class Overview** - See your grade in each class. Use the menu in the upper right of the screen (6) to change quarters so you can see your grade for each marking period.
3. **Upcoming Assignments** - A list of your next live assignments in all classes. Hover over an assignment and click to see more details. Click on View More to see a comprehensive list of all assignments.
4. **Recent Assignments** - A list of your most recent live assignments in all classes. Hover over an assignment and click to see more details. Click on View More to see a comprehensive list of all assignments.
5. **Filter for one class** - At the top of the page is a dropdown menu (6) where you can filter your classes so that you can see one class at a time. All of the sections of the dashboard will update to reflect whichever class you've selected.

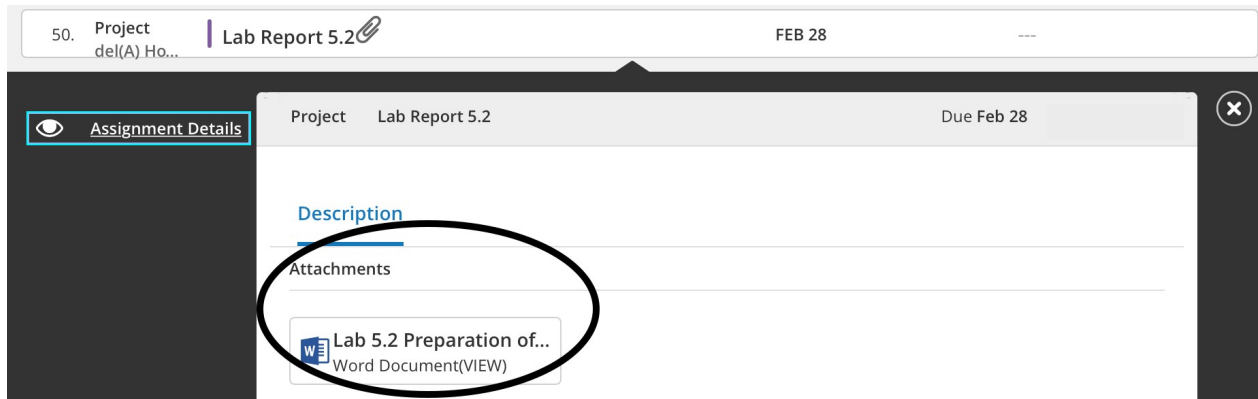
MENUS



The menu on the left allows you to see more specific details about your classes.

1. **Communication** - Check here for announcements from your teachers. Don't use this section to message your teacher—use email instead!
2. **Class Pages** - Some teachers use their class pages as a repository for class documents such as the syllabus or handouts. Others post a running list or calendar of assignments. Others post links to important videos or websites that you use in class or for homework.
3. **Progress** - Click on the Assignments link to see a full list of all assignments. Like on the dashboard, you can filter through the list to see all classes or individual subjects using the menu at the top of the page.
4. **Calendar** - This is the same calendar that you can see on your Dashboard.
5. **Quick Links** - Various links to see things like the Daily Bulletin, teacher comments, and other information. Feel free to explore on your own!

Attachments



Remember how you logged into Unified Classroom via your Latin email account? UC is integrated directly with Google, so you (and your teachers) can link to files in Google Drive.

In order to see an attachment within an assignment, you need to go to the assignment's details page. If it is a recent or upcoming assignment, you can access it directly from the Dashboard. Otherwise, you'll need to go to the Assignments page under Progress. The Details page includes a written description of the assignment from your teacher as well as any worksheets, images, or other files necessary for completing the assignment.

In order to upload an attachment so that you can turn it in electronically, go to the My Files section of the Assignment Details page.

PARENT FAQ'S

Where do I find out about Monday classes that will be live?

Right now, the best place to look for which classes will be “live” on Mondays is from the assignments for that class from the previous Thursday and Friday. We are working on a more centralized format so that you can check a comprehensive list the night before. Stay tuned!

How can I tell if my student has submitted work?

This largely depends on the teacher and the assignment. If a teacher is collecting an assignment via a “handout” or attachment in Unified Classroom, you will be able to see whether your student has submitted a file by looking at the assignment in the comprehensive assignment list (Progress menu -> Assignments -> “Student’s files” column). Assignments that are collected via Google Drive or email are not able to be tracked in UC.

Where can I see grades?

Current grades are listed under Class Overview on the Dashboard on the main page of Unified Classroom.

What if I am still having trouble with either logging in or some other aspect of this app?

Please contact techsupport@latinpcs.org with any technical or access issues.