20-21 Unified Classroom (UC) Parent Guide

What is Unified Classroom (UC)?

This is where teachers post information for students and parents about class plans, assignments, test dates, etc. It is accessible through **PowerSchool**, our student information database where each student's individual information is posted.

How would I know if I have a UC account?

The login page for UC is **http://classroom.powerschool.com/** The username (called the PowerSchool ID) for that account would be your email address.

UC is where students and parents accessed assignments during the spring distance learning period.

If you were able to log in to access this information last year, you have a UC account.

Which describes your UC situation?

1. You are *a returning family with a UC account* from 2019-2020 and have *no student additions* (children newly enrolled at Latin this year).

2. You are *a returning family with a UC account* from 2019-2020 **AND** you have *a student addition* (child newly enrolled at Latin this year).

3. You are *a returning family who did not set up a UC account* during 2019-2020.

4. You are *a new family* to Washington Latin and *do not have an account* (either PowerSchool or Unified Classroom account with us before.

1 Returning family with account, no changes ➡ Congratulations You're all set!

- *Get started!* Login at http://classroom.powerschool.com/ with the email address you used to set up your account.
- *Forgot your password?* Request a reminder of your username or a password reset at *techsupport@latinpcs.org*.

2 Returning family with account, adding child ➡ Log in to UC and add your child

1. *Open UC* - http://classroom.powerschool.com/
2. *Log in* - your email address is your PowerSchool ID.
3. *Click on your user icon* in the upper right corner—it may be your initials, or an image that you selected.
4. *Select Settings* then click on My Settings. A new tab will open on your Account Preferences page.
5. *Select Student tab* - On the Account Preferences - Profile page, you will see a tab for Students in the middle of your screen. Select that tab, where you will see your other child(ren) listed.
6. *Click add* - In the top right corner, click on Add.
7. *Add your child* - Enter the information in the correct fields.
   - *Student Name*, must match the name used for enrollment
   - *Click OK* when you are finished.
8. *Check your work* - Go back to your original Unified Classroom tab or open a new tab and refresh the page. (Note that class information won't be available in PowerSchool immediately.)
9. *Switch between students* - You will be able to toggle between your children by clicking on the dropdown menu in the top center of your screen, then selecting the student in the upper left and clicking on the class you'd like to preview.

3 Returning family no UC account → Through PS, create UC account

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NOTA BENE! - Take Note

- You must know your PowerSchool username and password!
- If you have forgotten your login credentials, please contact *techsupport@latinpcs.org* before you begin the UC process.
- Include your name, email address, and the name(s) of your child(ren).

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1. *Sign In* - http://latinpcs.powerschool.com/ and click on Parent Sign In.
2. *Create an account* - Scroll to the bottom of the screen to find this link.
3. *Enter YOUR information* (not for your student). Your PowerSchool ID should be the email you used to set up PowerSchool.
4. *Create ID and verify your information*. Bookmark the login site https://classroom.powerschool.com/ or find it on the **Parents home page**.
5. *Continue to Unified Classroom Sign in* and enter your password again.
6. *Choose I have a Username and Password* in my District's PowerSchool Parent Portal.
7. *Enter your username and password* from your PowerSchool account.
8. *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.
9. *View your Dashboard* - 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 child(ren).

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New-to-Latin family no UC account ➡ Through PS, create UC account

1. *Sign in to PowerSchool* - Go to http://latinpcs.powerschool.com/ and click on Parent Sign In. Scroll to the bottom of the screen and click on Create an Account here.

2. *Enter YOUR information* (for YOURSELF, not for your student). Note that your PowerSchool ID should be the email address that you want to associate with this account.

3. *Create PowerSchool ID* - Verify your information and bookmark the login site (https://classroom.powerschool.com/ or find it on the Parents Home page.

4. *Continue to Unified Classroom Sign In* and enter your password again and click on I have an Access ID.

5. *Add your child* - Enter the full name (first and last) of your child as entered in enrollment documents. Enter the Access ID and password provided for that student (in email sent from TechSupport@latinpcs.org).

6. *Add additional children* - If you have multiple students to add, click on Add Another Student and enter their information as well—you will have received a separate email with your other student's information.

7. *Finish linking your account to child(ren)'s account(s)* - When you have entered the information for all your Latin-enrolled children, click Continue to finish linking your account with that of your child(ren).

8. *View Dashboard* - 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 child(ren).