Quick Start Guide
Washington Latin Tech Platforms

Washington Latin uses several tech platforms to store information about individual students (grades, attendance) and classes (homework, quizzes, tests, etc.) Parents/guardians can also use these platforms to track their children's progress (grades) and see what is coming up in their classes.

This tech guide breaks down how to use each system. See the summary below and detailed instructions on the following pages.

PowerSchool

Washington Latin use PowerSchool (PS) to store individual student data (grades, credits, contact info, etc.) Each parent/guardian may create an account.

You use PowerSchool to:
- Re-enroll your child each spring
- See their current courses and class schedule
- Check their current grades
- Check grades from past school years

Google Classroom

Google Classroom is where our teachers share information with students about their classes. Every Washington Latin teacher has a Google Classroom for each class they teach. Students in that class are invited to join the classroom to get assignments, test schedule, etc.

Parents can also see this information in Google Classroom after signing up for email updates. Check the invitation that was emailed on Friday 8/28 to all parents/guardians. The email updates will provide links to the Google Classroom page for each class.
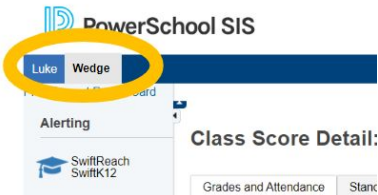
You use Google Classroom to:
- Review the class syllabus
- See current and past assignments
- Review test and quiz schedules

Log In

Go to http://latinpcs.powerschool.com/public to log into their account. ***Use the Username and Password you created during the enrollment process to log in***.

If you did not create an account for enrollment, check our email with PowerSchool instructions (sent in April) or email us at communication@latinpcs.org.

Toggle Between Student Accounts

If you have multiple students enrolled at Washington Latin, you can toggle between your children's grades by using the tabs in the upper-left hand corner.

Check Current Course Grades

Once you have logged in, ***you will be taken to the Grades & Attendance Dashboard***, where you can see your child's class schedule and current grades in each class.

Check Assignment Grades

To see more detail about your child's grade in a class, ***click on the grade for that Quarter or Semester***. ***This opens a detailed list of tests and assignments*** with the grade your child earned for each item.
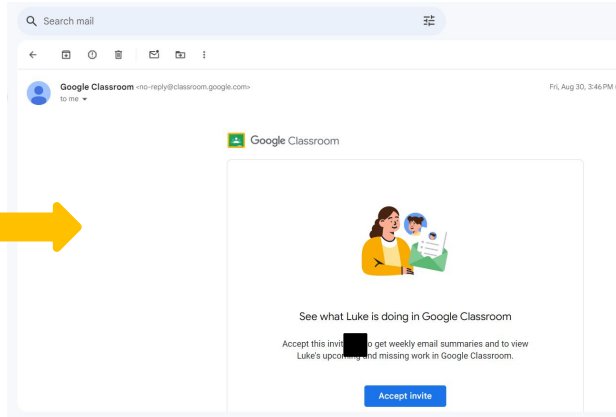
Check Historical Grades

You can see your child's grades from previous school years by ***selecting Grade History in the column on the left side of your screen***.

Accept the Invite

You received an invite to Google Classroom on Friday 8/30. *Log into your email account and accept this invite* (please check your spam folder if it was not received).

Set the frequency for reports

Once you accept the invitation, you select how often you would like to receive Google Classroom emails (daily, weekly, or not at all).

Check your email reports

The summary reports emailed to you include links to your child's classes and class updates posted to Google Classroom, such as new information or missed assignments. You can use the links to open the class page in Google Classroom.

Review individual assignments

Under each of your child's classes, you can access their individual assignments to see what exactly your child must do and the assignment due date.

Where do I find …?

My child's *attendance* records?

You will be sent a weekly report *via DeansList* that provides detailed information about your child's attendance for the week. **Check your email!**

My child's *behavioral* data?

As with attendance, we will send you a weekly report *via DeansList* that describes any behavioral "incidents" (for example, cell phone violations, being out of uniform, or more serious incidents). For major violations of Latin's code of conduct, a member of our team will contact the parents/guardians directly.

Calendar information? Lunch Menu?

Check the pages on the website designed for parents/guardians!

- Cooper: https://latinpcs.org/cooper-families/
- 2nd Street: https://latinpcs.org/parents-2nd-st/

Who do I contact for…?

… questions or documents for enrollment?

- **Cooper:** *ajcenrollment@latinpcs.org*
- **2nd Street:** *2ndstenrollment@latinpcs.org*

… update my contact info in PowerSchool? *communication@latinpcs.org*

… login issues for PowerSchool? *techsupport@latinpcs.org*

… issues with my child's Chromebook? *techsupport@latinpcs.org*

… if my child has COVID? *mfleming@latinpcs.org*