# **PowerSchool Student Portal**

### **PowerSchool Student Portal**

PowerSchool Student Portal provides schedule, grade, attendance, and school information to students.

## Signing In to PowerSchool

- 1. Open a web browser (such as Chrome or Safari)
- 2. In the browser address bar, enter:

https://stxavier.powerschool.com/public

- 3. Press Enter
- 4. On the Student and Parent Sign In page, enter your St. Xavier username and password.

**Username:** Enter the first half of your St. Xavier email address (i.e. SmithE10934) Password: Enter the password you use to access your St. Xavier email

5. Click Sign In

Note: If your password has expired or you do not remember your password, send an email to helpdesk@stxavier.org.

### **Viewing Your Schedule**

When you sign in to PowerSchool, the start page appears.

1. On the start page, click on the My Schedule icon



- 2. The My Schedule page appears.
- 3. Click on the Week View tab, Matrix View tab, or List View tab.

#### **Week View**

The Week View page displays your schedule for the week. Each day of the week will display your schedule based on the day in the Daily Rotation (A Day, G Day, E Day, C Day, X Day, Y Day).

Each block includes the following information: course name, teacher name, room number, and time the class meets.

	Wednesday 08/16/2017	Thursday 08/17/2017	Friday 08/18/2017
08:00 AM	Faith/ Sac Telles, James 3167 08:00 AM - 08:40 AM	Faith/ Sac Telles, James 3167 08:00 AM - 08:55 AM	Pr/St/Geom Sepelak, Heather 1514 08:00 AM - 08:55 AM
	PhysEdCORE Wynn, Thomas GYM 09:00 AM - 09:55 AM		
09:00 AM	HealthCORE Wynn, Thomas 1105 09:00 AM - 09:55 AM	PhysEdCORE Wynn, Thomas GYM 09:00 AM - 09:55 AM HealthCORE Wynn, Thomas 1105 09:00 AM - 09:55 AM	English 2 Schurrer, James 2506 09:00 AM - 09:55 AM
	<b>Spanish 2</b> Reeb, Amy 3514 - 09:30 AM - 10:10 AM		
10:00 AM		<b>Spanish 2</b> Reeb, Amy 3514 10:00 AM - 10:55 AM	Faith/ Sac Telles, James 3167 10:00 AM - 10:55 AM
	Free Bell Staff, Staff FREE 10:15 AM - 10:55 AM		

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#### **Matrix View**

The schedule matrix graphically represents your schedule for all days, periods, and terms in the school year.

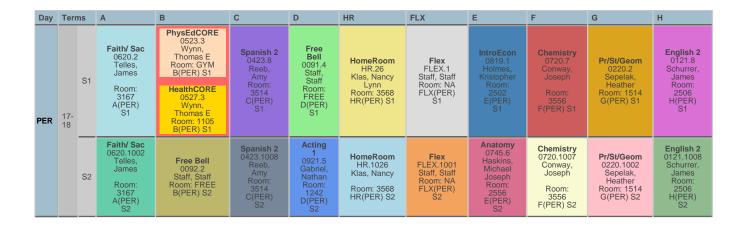
**Columns** - Bell the course meets

**Rows** - Term the course meets (S1 - Semester1, S2 - Semester 2)

**Block** - Each block includes the following information: course name, course number, section number, teacher name, room number, bell, and year term.

**Note to Freshmen:** Oral Com & Info Pro is scheduled during the same bell so students should report to room 2505 on the first day and their teacher will specify the daily rotation.

**Note to Sophomores:** Health & PE is scheduled during the same bell so students should report to PE on the first day and their teacher will specify the daily rotation.



#### **List View**

The List View page displays your schedule for the year. The following information appears for each line item: bell, term, course number, section number, course name, teacher, and room number.

## **Printing Your Schedule**

The week view, matrix view, or list view can be printed. **Note:** If you print your schedule, remember to check for schedule changes on PowerSchool closer to the beginning of school (i.e. classes may have been moved to another room).

- 1. On the start page, click on the My Schedule icon from the navigation menu. The My Schedule page appears.
- 2. Click on the Week View, Matrix View, or List View tab.
- 3. Click on the printer icon in the navigation bar (top, right corner).

