

## How to login to Power School and have it send daily or weekly grade reports in Middle School.

1. Login into Power School - <https://ddm.powerschool.com/public/home.html>
2. Select Email Notifications from the left sidebar

The screenshot shows the Power School interface. On the left is a sidebar with various menu items. The 'Email Notification' item is circled in blue. The main content area has two tabs: 'Grades and Attendance' and 'Standards Grades'. The 'Standards Grades' tab is active, displaying a table with columns for 'Exp', 'Last Week' (M, T, W, H, F), and 'This Week' (M, T, W, H). The table rows represent students P1(A) through P7(A). The Friday column (F) is shaded grey, indicating a weekend.

3. Select which items you want emailed to you and how often you want them emailed.

The screenshot shows the 'Email Notification' settings page. The left sidebar has 'Email Notification' selected. The main content area has three sections: 'What Information Would You Like to Receive?' with checkboxes for 'Summary of Current Grades and Attendance', 'Detail Report Showing Assignment Scores for Each Class', 'Detail Report of Attendance', 'School Announcements', and 'Balance Alert (Note: will only be sent when student is low on funds)'. The 'Additional Notification Emails' section has an 'Email Address(es)' input field. The 'Frequency' section has a 'How Often?' dropdown menu set to 'Never'. Blue arrows point to the checkboxes for 'Summary of Current Grades and Attendance', 'Detail Report of Attendance', and 'Balance Alert'. Another arrow points to the 'Email Address(es)' input field. A final arrow points to the 'Never' dropdown in the 'How Often?' section.

4. Make sure to “submit” your work after you are finished.
5. Now you will receive email notifications as often as you requested about your child’s grade and/or other information that you selected.