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# *ProgressBook ParentAccess User Guide for Parents*



# **ProgressBook ParentAccess User Guide for Parents**

(This document is current for ProgressBook 12.4 or later.)

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# Change Log

The following Change Log explains by Product Version, Heading, Page and Reason where changes in the *ProgressBook ParentAccess Web Site User Guide for Parents* have been made.

<b>Product Version</b>	<b>Heading</b>	<b>Page</b>	<b>Reason</b>
12.3	Throughout Guide	N/A	Updated screen shots to reflect new logo.
12.3	<i>"Progress Details"</i>	3	Added information for assessment view to expand and collapse assignments.
12.3	<i>"Alerts"</i>	22	Updated screen shot to show new ProgressBook logo.

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# Welcome to ProgressBook ParentAccess Web Site

ProgressBook GradeBook is a classroom management solution that integrates grade book, lesson plan development, attendance, special education, and parent communication into one comprehensive, web-based system. ProgressBook GradeBook provides a user-friendly interface for teachers and school administrators to track and maintain student information. The ProgressBook ParentAccess Web Site is a component of ProgressBook GradeBook that enables parents and students to view select ProgressBook GradeBook information.

The ProgressBook ParentAccess Web Site displays student's averages, progress details, report cards, attendance, schedule, homework, classroom information, events and other school information in read-only format. Teachers have access to the same information for all of their students so they can see exactly what parents see for each student.

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## Log In to ProgressBook ParentAccess Web Site

Use the login or user name and password your school provided to log in to the ProgressBook ParentAccess Web Site. You can even bookmark the Login screen in your browser's Favorites, if you desire. Once you have logged in with that information, you may change your login name and password, as you desire.

1. On the Login screen, type your user name in the User Name field.
2. Type your **password** in the Password field.
3. Click **Login**.

The screenshot shows the login interface for the ProgressBook ParentAccess Web Site. At the top left is the logo with the text 'ProgressBook ParentAccess'. At the top right is a 'Help' link and the text 'Classroom Access for Parents & Students!'. The main area has a blue header with the text 'Enter your login information below'. Below this is a white box containing the ProgressBook logo, 'User Name:' and 'Password:' labels, input fields, and a 'Login' button. At the bottom of the white box are links for 'Forgot your password?' and 'Forgot your user name?'.

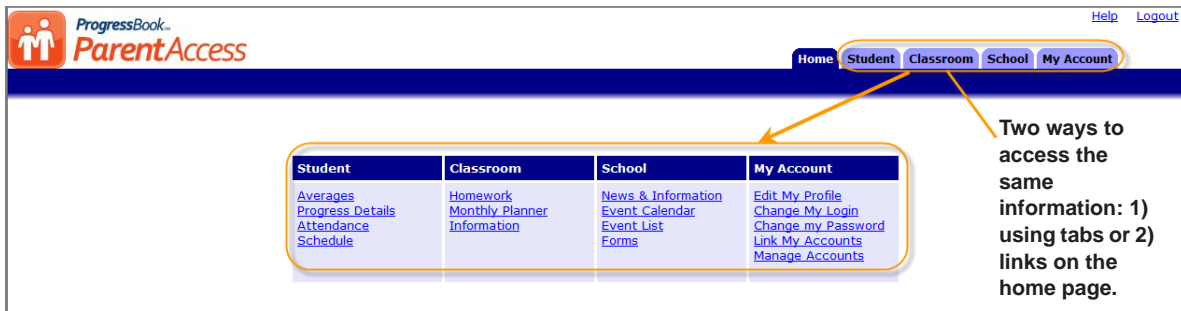
### ProgressBook ParentAccess Web Site Login Screen

**Caution:** If you lose your user name or password and have already entered your e-mail address in the ProgressBook ParentAccess Web Site, you can use the links on the Login screen to request that your login information be sent to you.

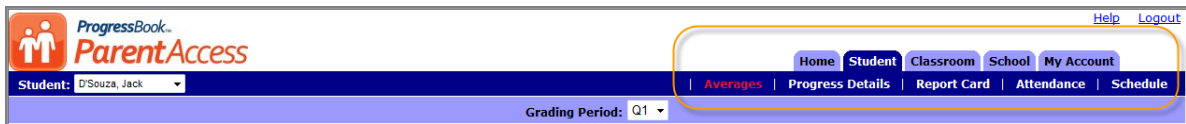
**Caution:** If you have not entered your e-mail address in the ProgressBook ParentAccess Web Site, you must contact your child's school and request your login information.

## Navigate ProgressBook ParentAccess Web Site

The opening screen of the ProgressBook ParentAccess Web Site provides two ways to access the same information. Links display under the Student, Classroom, School and My Account column headings that are also represented on the tabs located across the top of the screen.



Accessing Information on the Home Page



Student Tab Averages Link in Banner



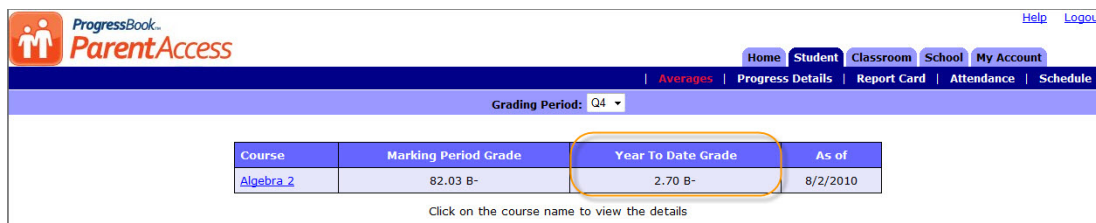
# Student

The Student tab includes the information parents will view most frequently. Parents and students can view grades for classes, individual assignments, report card grades, attendance records, and class schedule.

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## Averages

The Averages section of the Student tab displays a student's grades by class for each grading period. You can click on the class name link to navigate to the Progress Details screen and view more information for that class.



The screenshot shows the ProgressBook ParentAccess interface. At the top, there is a navigation bar with links for Home, Student, Classroom, School, and My Account. Below this is a sub-navigation bar with links for Averages, Progress Details, Report Card, Attendance, and Schedule. A dropdown menu for 'Grading Period' is set to 'Q4'. The main content area displays a table with the following data:

Course	Marking Period Grade	Year To Date Grade	As of
<a href="#">Algebra 2</a>	82.03 B-	2.70 B-	8/2/2010

Below the table, there is a note: "Click on the course name to view the details".

### Year to Date Grade Column for Schools Using Year to Date Calculations

**Note:** The Year to Date Grade Column may not appear if your school is not using a Year to Date grade calculation.

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## Progress Details

When viewing Parent Access on the Student tab in the Progress Details section for a class using traditional (nonstandards-based) report cards, assignments display accompanied by weight, mark, late indicator and comments, if any, for the selected class and grading period. Daily comments display under the assignments. Class attendance, if entered by the teacher, displays below the daily comments. In addition to viewing the assignments in order by date, you can also view them grouped by assignment type. Links to print the screen and view the class grading scale are also available at the bottom of this screen.

**Note:** The View Grading Scale link may not appear if an overall average is not used for the class.

ProgressBook  
ParentAccess

Home Student Classroom School My Account

Averages | Progress Details | Report Card | Attendance | Schedule

Grading Period: Q1 Course: Algebra 2

Mark: 93.06 A

Date	Assignment	Weight	Mark	Late?	Comments
9/9/2009	Page 101 - odd problems	1	10/10 (100%)		
9/23/2009	Chapter 1 Quiz	1	36/50 (72%)		
9/30/2009	Chapter 1 Worksheet	1	20/25 (80%)	✓	
10/7/2009	Page 110 - odd problems	1	10/10 (100%)		
10/13/2009	Chapter 2 Worksheet	1	25/25 (100%)		
10/21/2009	Chapter 2 Quiz	1	48/50 (96%)		
10/26/2009	Chapter 2 Extra Credit	1	3/0		
10/28/2009	Chapter 1 & 2 Quiz	1	76/75 (101%)		

Date	Comments
10/12/2009	Excellent class participation
10/5/2009	Talked during the whole class
8/31/2009	Excellent class participation
8/24/2009	Talked during the whole class

Date	Class Attendance
10/28/2009	Excused Absent
10/26/2009	Tardy
9/21/2009	Excused Absent

\*\*\* Averages may include grades from additional assignments and may have been calculated using weights.

[View by Assignment Type](#) [Print](#) [View Grading Scale](#)

Links on Student Tab Progress Details Section for Viewing by Assignment Type, Printing the Screen and Viewing Grading Scales

### Progress Details Section of the Student Tab for a Class Using a Traditional Report Card

When viewing ParentAccess on the Student tab in the Progress Details section for a class using a standards-based (nontraditional) report card with the view as View by Assessment Type, the page displays each assessment and an overall grade for that assessment if one exists. The assessments display in the same order as they do on report cards. When you hover over an assessment, the tool tip "Click to toggle assignment details" displays. When you click on the assessment the section expands displaying all of the assignments associated with that assessment. When you click on the assessment again, the assessment collapses showing only the assessment and overall grade. In addition to viewing the assignments in order by assessment, you can also view them by date. Links to print the screen and view the class grading scale are also available at the bottom of this screen.

**Note:** The View Grading Scale link may not appear if an overall average is not used for the class.

ProgressBook ParentAccess

Student: D'Souza, Jack

Grading Period: Q1 Course: Math - Gr 02

Mark: 80.00 B-

Show All Assignments

Overall Grade	Mark
Understands concepts for current work	Mark: 80.00 B-
Knows math facts for current work	Mark: 90.00 A-
Applies problem solving skills	Mark: 78.46 C+

\*\*\* Averages may include grades from additional assignments and may have been calculated using weights.

View by Date Print View Grading Scale

Click on the assessment to expand the section to show all assignments associated with the assessment.

ProgressBook ParentAccess

Student: D'Souza, Jack

Grading Period: Q1 Course: Math - Gr 02

Mark: 80.00 B-

Show All Assignments

Overall Grade						Mark: 80.00 B-
Date	Assignment	Weight	Mark	Late?	Comments	
10/4/2011	Adding by 2s	1	18/20 (90%)			
10/12/2011	Chapter 3 Test	1	/50			
Understands concepts for current work						Mark: 90.00 A-
Knows math facts for current work						Mark: 78.46 C+
Applies problem solving skills						

\*\*\* Averages may include grades from additional assignments and may have been calculated using weights.

View by Date Print View Grading Scale

Links on Student Tab Progress Details Section for Viewing by Date, Printing the Screen and Viewing Grading Scales

### Progress Details Section of the Student Tab for a Class Using a Standards-Based Report Card

If you want to see all assignments associated with all assessments, click Show All Assignments, and the sections expand to show all of the assignments. To hide all assignments, click Hide All Assignments, and all of the assignments collapse with only the assessments showing.

ProgressBook ParentAccess

Student: D'Souza, Jack

Grading Period: Q1 Course: Math - Gr 02

Mark: 80.00 B-

Overall Grade: Mark: 80.00 B-

Understands concepts for current work: Mark: 90.00 A-

Knows math facts for current work: Mark: 78.46 C+

Applies problem solving skills

\*\*\* Averages may include grades from additional assignments and may have been calculated using weights.

View by Date Print View Grading Scale

[Show All Assignments](#)

Click on the link to expand the sections to show all assignments associated with all assessments.

ProgressBook ParentAccess

Student: D'Souza, Jack

Grading Period: Q1 Course: Math - Gr 02

Mark: 80.00 B-

Overall Grade: Mark: 80.00 B-

Date	Assignment	Weight	Mark	Late?	Comments
10/4/2011	Adding by 2s	1	18/20 (90%)		
10/12/2011	Chapter 3 Test	1	/50		

Understands concepts for current work: Mark: 90.00 A-

Date	Assignment	Weight	Mark	Late?	Comments
10/4/2011	Adding by 2s	1	9/10 (90%)		
10/12/2011	Chapter 3 Test	1	/10		

Knows math facts for current work: Mark: 78.46 C+

Date	Assignment	Weight	Mark	Late?	Comments
10/4/2011	Adding by 2s	1	9/10 (90%)		
10/12/2011	Chapter 3 Test	1	/20		

Applies problem solving skills

Date	Assignment	Weight	Mark	Late?	Comments
10/12/2011	Chapter 3 Test	1	/20		

\*\*\* Averages may include grades from additional assignments and may have been calculated using weights.

View by Date Print View Grading Scale

[Hide All Assignments](#)

Click the link to hide all the assignments associated with all assessments.

### Show and Hide All Assignments Associated with Assessments

If the class uses a standards-based report card and you are viewing the assignment in order by date, then assignments could be listed multiple times to represent each assessment associated with the assignment.

## Excluded Assignments on the Progress Details Section of the Student Tab

Excluded assignments appear on the Progress Details section of the Student tab. The number represents the total possible points for the assignment.

5/27/2006	Chapter 11 Quiz	1	Excluded/50
6/3/2006	Chapter 10 & 11 Quiz	1	62/75

### Excluded Assignment

## Missing Assignments on the Progress Details Section of the Student Tab

Missing assignments appear on the Progress Details section of the Student tab. The number represents the total possible points for the assignment or assessment if this is a point assignment.

11/17/2006	Chapter 4 Worksheet	1	Missing/25
11/27/2006	Chapter 4 Quiz	1	44/50

### Missing Assignments on the Progress Details Section of the Student Tab

**Note:** The assignment counts as zero in the student's class average if it is marked as missing.

## Report Card

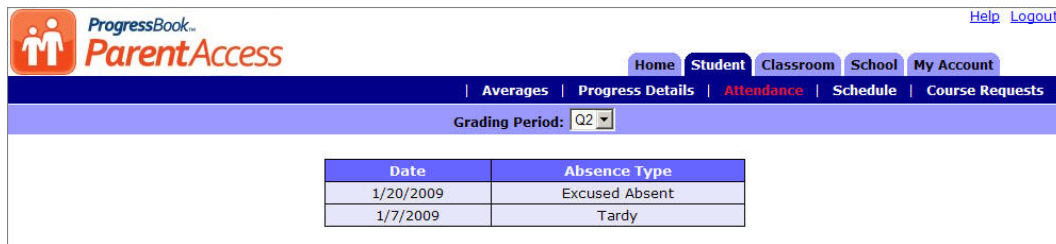
The Report Card section of the Student tab displays the student's report card grades once the school district has published them including any long comments the teacher may have entered. Click an assessment in the Assessment column to see what the marks and codes mean.

Class	Assessment	Q1	Q2	Q3	Q4
Reading - Gr 02	Overall Grade	B			
	<a href="#">Applies phonics skills as presented</a>	S			
	<a href="#">Applies reading strategies as presented</a>	S+			
	<a href="#">Recognizes vocabulary</a>	S+			
	<a href="#">Reads fluently</a>	S			
	<a href="#">Demonstrates comprehension</a>	S			
Math - Gr 02	Overall Grade	A			
	<a href="#">Understands concepts for current work</a>	S+			
	<a href="#">Knows math facts for current work</a>	S+			
	<a href="#">Applies problem solving skills</a>	S+			
	Comment	Q1: Jason has adjusted to his new school and to our classroom. He quickly made friends with his classmates, and he seems very comfortable here. Jason puts forth good effort every day, has good class participation and asks questions if he does not understand something. Jason should feel proud of the progress he has made on both addition and subtraction timed tests. One area Jason could improve in is listening and following directions. He often has difficulty when we do tasks that involve verbal instructions.			

### Report Card Section on the Student Tab

## Attendance

The Attendance section of the Student tab displays a student's daily school attendance.

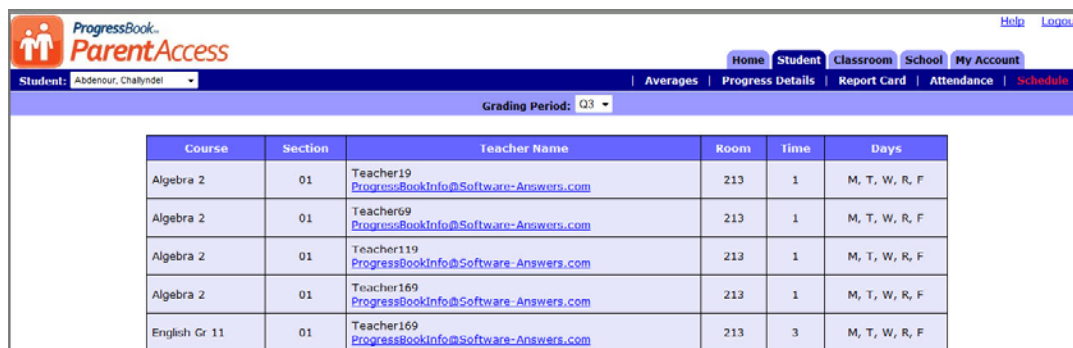


Date	Absence Type
1/20/2009	Excused Absent
1/7/2009	Tardy

Daily or Homeroom Attendance on the Attendance Section on the Student Tab

## Schedule

The Schedule section of the Student tab displays a student's class schedule by grading period with links to the teacher's e-mail address, if the teacher has provided it.



Course	Section	Teacher Name	Room	Time	Days
Algebra 2	01	Teacher19 <a href="mailto:ProgressBookInfo@Software-Answers.com">ProgressBookInfo@Software-Answers.com</a>	213	1	M, T, W, R, F
Algebra 2	01	Teacher69 <a href="mailto:ProgressBookInfo@Software-Answers.com">ProgressBookInfo@Software-Answers.com</a>	213	1	M, T, W, R, F
Algebra 2	01	Teacher119 <a href="mailto:ProgressBookInfo@Software-Answers.com">ProgressBookInfo@Software-Answers.com</a>	213	1	M, T, W, R, F
Algebra 2	01	Teacher169 <a href="mailto:ProgressBookInfo@Software-Answers.com">ProgressBookInfo@Software-Answers.com</a>	213	1	M, T, W, R, F
English Gr 11	01	Teacher169 <a href="mailto:ProgressBookInfo@Software-Answers.com">ProgressBookInfo@Software-Answers.com</a>	213	3	M, T, W, R, F

Schedule Section of the Student Tab

## Course Requests

If your school district allows you to request courses for the next school year online, the Course Requests section displays in the banner under the Student tab. You can only select and submit courses during the date range specified by your school district. Once you submit your course request list or the deadline for course requests has passed, you cannot add courses to or remove courses from the list.

When the Course Request feature is enabled, you can:

- Add courses to your course request list. See *"Add Courses"*.
- Drop courses from your course request list. See *"Drop Courses"*.

- Submit a course request list to finalize your selection. See “*Submit Course Requests*”.
- Print your course request list. See “*Print Course Request List*”.

The screenshot shows the 'Course Requests' section of the Student tab. At the top, there is a navigation bar with links for Home, Student, Classroom, School, and My Account. Below this is a sub-navigation bar with links for Averages, Progress Details, Report Card, Attendance, Schedule, and Course Requests. The main content area features a search bar with the text 'No Courses Selected' and two buttons: 'Add Courses' and 'Print'.

### Course Requests Section of the Student Tab

## Add Courses

You can select the courses you would like to request for the next school year only between the dates specified by your school. The courses you select appear in a grid in the Course Request section of the Student tab. You can add courses to the list as long as you have not submitted your course requests.

1. On the Course Requests section of the Student tab, click **Add Courses**.
2. On the Add Courses window, click the **check box** in the Select column for each of the courses you want to request.

**Note:** You can search for a specific course by course number or course name by entering a value in the field above the course list, and then clicking the **Search** button. Click **Show All** to return to the full list of courses from a list of searched courses.

The screenshot shows the 'Add Courses' window. At the top, there is a search bar with the text 'history' and buttons for 'Search' and 'Show All'. Below this is a table of courses with columns for Select, Course #, Course Name, Grade Level(s), and Credits. The course 'AP EUROPEAN HISTORY' (0227) is selected with a checkmark in the Select column. A 'Save' button is located at the bottom of the window.

Select	Course #	Course Name	Grade Level(s)	Credits
<input type="checkbox"/>	0209	AP WORLD HISTORY 10	10-11-12	1.000
<input type="checkbox"/>	0211	HONORS WORLD HISTORY	10-11-12	1.000
<input type="checkbox"/>	0212	WORLD HISTORY	10-11-12	1.000
<input type="checkbox"/>	0213	WORLD HISTORY (L.M)	10-11-12	1.000
<input type="checkbox"/>	0226	AP US HISTORY	10-11-12	1.000
<input checked="" type="checkbox"/>	0227	AP EUROPEAN HISTORY	10-11-12	1.000
<input type="checkbox"/>	0230	CONTEMPORARY HISTORY	10-11-12	0.500
<input type="checkbox"/>	0709	AP ART HISTORY	10-11-12	1.000
<input type="checkbox"/>	A212	WORLD HISTORY	10-11-12	1.000

### Add Courses Window

- When you are finished selecting courses, click **Save**.

A grid containing the course or courses you selected in the previous step displays on the Course Requests section of the Student tab. The grid displays the course number, name, school at which the course is offered, grade level(s), and credit value. Additionally, the total credits for all the selected courses displays to help ensure you have selected an appropriate amount of courses.

**Note:** Once courses are added to your request list, they will no longer display in the course list on the Add Courses window.

Course #	Course Name	School	Grade Level(s)	Credits	Actions
0421	AP BIOLOGY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	<a href="#">Drop</a>
0150	SHAKESPEARE & FILM - ONLI	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	<a href="#">Drop</a>
0304	HONORS GEOMETRY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	<a href="#">Drop</a>
0515	GERMAN 1	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	<a href="#">Drop</a>
0112	ENGLISH 10	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	<a href="#">Drop</a>
0223	PSYCHOLOGY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	<a href="#">Drop</a>
0907	PHYS ED	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	<a href="#">Drop</a>
0913	HEALTH	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	<a href="#">Drop</a>
R023	AMERICAN GOV'T	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	<a href="#">Drop</a>
0227	AP EUROPEAN HISTORY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	<a href="#">Drop</a>
				Total Credits	8.0

### Course Requests Section of the Student Tab

- Review the courses listed in the grid to ensure these are the classes you want to request. Then, perform any of the following tasks as necessary:
  - Add additional courses by repeating *step 2* and *step 3*.
  - Drop any courses you do not want to request, as described in *"Drop Courses"*.
  - Finalize your course request selection, as described in *"Submit Course Requests"*.
  - Print a copy of the course request list, as described in *"Print Course Request List"*.

## Drop Courses

If you have not submitted your course request, and the current date is still within the date range specified by your school for course request selection, you can remove a course from the list of selected courses by clicking **Drop** under the Actions column in the row of the course you want to remove. Once you drop the course, it is removed from the grid.



Course #	Course Name	School	Grade Level(s)	Credits	Actions
0421	AP BIOLOGY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	<a href="#">Drop</a>
0150	SHAKESPEARE & FILM - ONLI	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	<a href="#">Drop</a>
0304	HONORS GEOMETRY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	<a href="#">Drop</a>
0515	GERMAN 1	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	<a href="#">Drop</a>
0112	ENGLISH 10	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	<a href="#">Drop</a>
0223	PSYCHOLOGY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	<a href="#">Drop</a>
0907	PHYS ED	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	<a href="#">Drop</a>
0913	HEALTH	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	<a href="#">Drop</a>
R023	AMERICAN GOV'T	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	<a href="#">Drop</a>
0227	AP EUROPEAN HISTORY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	<a href="#">Drop</a>
Total Credits				8.0	

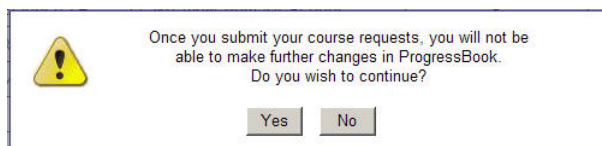
### Drop Link Course on the Requests Section of the Student Tab

## Submit Course Requests

When you have selected all of the courses you want to request, you can submit the finalized course request list to your school administration.

**Note:** Once the course request list has been submitted, you are no longer able to add courses to or drop courses from the course list.

1. On the Course Requests section of the Student tab, verify that all of the courses displayed in the grid are the ones you want to submit.
2. Click **Submit My Course Requests**.



### Confirmation Message for Course Requests

3. On the warning dialog box, click **Yes** to confirm that you want to submit your course requests.

The following message displays under the grid: "Course Requests Have Been Submitted."

**Caution:** You can no longer make changes to the course request list once you have submitted the course requests. If you want to make a change to the course requests after submitting, please contact your school district.

## Print Course Request List

1. On the Course Requests section of the Student tab, click **Print**.
2. On the Print window, verify that the printer to which you want to print the course list is selected, and then click **Print**.

Course #	Course Name	School	Grade Level(s)	Credits
0421	AP BIOLOGY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
0227	AP EUROPEAN HISTORY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
0150	SHAKESPEARE & FILM - ONLI	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500
0304	HONORS GEOMETRY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
0515	GERMAN 1	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
0112	ENGLISH 10	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
0907	PHYS ED	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500
0913	HEALTH	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500
R023	AMERICAN GOV'T	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
			Total Credits	7.5

**Printed Course Request List**

# Classroom

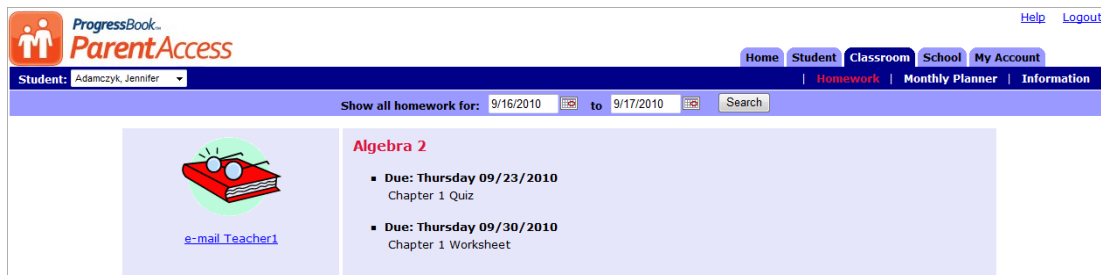
The Classroom tab provides important information to students. Students and parents can check for homework assignments, view homework and activities for the month at a glance, and download any attachments the teacher may have posted to the class home page.

If you have more than one student linked to your login account, you can select the appropriate student in the Student list on the Web site banner. See *“Link My Accounts”*.

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## Homework

If the teacher posted homework assignments, they display on the Homework section of the Classroom tab. Attachments and links to other web sites may also be available. You may use the date fields under the web site banner to search for homework assignments in a specific date range.



**Homework Section of the Classroom Tab**

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## Monthly Planner

The Monthly Planner section of the Classroom tab allows students to view homework and school events in a calendar format. Hover over an event or homework icon to view a description. Click on the homework icon to see the details.

ProgressBook  
ParentAccess

Help Logout

Home Student Classroom School My Account

Homework Monthly Planner Information

April 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Hover over the icons to see more details [Add School Events to My Planner](#)

### Monthly Planner Section of the Classroom Tab

If the school has entered activities, such as sporting events or club meetings, in ProgressBook GradeBook, students have the option to add the events they are involved in to their Monthly Planner.

### Add School Events

1. On the Monthly Planner section of the Classroom tab, click the **Add School Events to my Planner** link at the bottom of the screen.
2. On the Add School Events window, select the appropriate **school** for your student.
3. Select the **activities** you want to appear on your Monthly Planner.
4. Click **Save Changes**.
5. Close the Add School Events window.

ProgressBook... ParentAccess

Help Logout

Home Student Classroom School My Account

Homework Monthly Planner Information

April 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Hover over the icons to see more details

Add School Events to My Planner

### Add School Events to My Planner Link on the Monthly Planner Section of the Classroom Tab

## Information

If the teacher created a class home page, it displays on the Information section of the Classroom tab. Teachers may post attachments to be downloaded or links to relevant web sites. You can click the teacher's name link on the left side of the screen to send an e-mail message to your student's teacher.

ProgressBook... ParentAccess

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Student: Adamczyk, Jennifer

Homework Monthly Planner Information

Grading Period: Q1 Course: Algebra 2

Check your textbooks

Course: Algebra 2  
 Section: 01  
 Room: 100  
 Time: 1

Teacher(s):  
[Teacher1](#)

Last Updated:  
 8/19/2010 2:31:24 PM

### Information Section of the Classroom Tab

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# School

Each school district has the option of building and managing its entire web site through the ProgressBook interface. If they use this option, they can create News & Information, Event Lists, Event Calendar and Forms sections to display on the ProgressBook ParentAccess Web Site. Many schools post this information on their main web site. If the School tab is not available, the school does not post this information through ProgressBook GradeBook.

The screenshot shows the ProgressBook ParentAccess website interface. At the top, there is a navigation bar with tabs for Home, Student, Classroom, School, and My Account. Below this, there are links for News & Information, Event List, Event Calendar, and Forms. The main content area is titled "News & Information" and features a large graphic of a yellow horse on a blue background. To the right of the graphic, there is a text announcement about a marching band performance on Saturday, September 10th. Below the graphic, there are several links for "District Information" including Lake View Baby School, Lake View High School, Lake View Intermediate School, Lake View Middle School, and Lake View Primary School. On the right side, there is an "Information" section with links for Lunch Menu, Parent Resources, Hours of Operation, Health Requirements, Bus Routes, Student Handbook, and Telephone & Address Directory. Below that is a "Links" section with links for No Child Left Behind Act and Hope Foundation. There are also several small icons and text boxes, including one for "It's time for 2006-2007 registration" and another for "Earn a Degree in FUN!".

View School Information on the News & Information Section of the School Tab

The screenshot shows the ProgressBook ParentAccess website interface, specifically the "Forms" section of the School tab. The navigation bar at the top includes Home, Student, Classroom, School, and My Account. Below the navigation bar, there are links for News & Information, Event List, Event Calendar, and Forms. The main content area is titled "District Forms" and features a list of forms. The first form is "Emergency Medical Form" with a description: "This form is mandatory for all students in the district." The second form is "Pay to Play" with a description: "This form is mandatory for all students playing a sport, so they can be provided uniforms, equipment, etc." There are also several small icons representing sports equipment like a tennis racket, a baseball bat, a soccer ball, and a basketball.

Forms Section of the School Tab

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# My Account

The My Account tab is the area where parents can edit their contact information, change their login and passwords, link accounts and manage their accounts.

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## Edit My Profile

After you have logged in to the ProgressBook ParentAccess Web Site for the first time, you should enter your e-mail address. Then if you lose your login information, you can request that it be sent to you. In addition, your student's teachers will have your e-mail address for communication purposes.

1. On the My Account tab, click **Edit My Profile**.
2. Change the **first name** and/or **last name**, if necessary.
3. Type your full **e-mail address** in the Email Address field.
4. Click **Save**.

ProgressBook ParentAccess

Home Student Classroom School My Account

Edit My Profile | Change My Login | Change my Password | Link My Accounts | Manage Accounts

Please fill in the fields below and press the save button.

First Name: James  
Last Name: Day  
Email Address: dayj@google.com

Save

It is important to provide an email address!  
The information will be used to email your login information to you if you should forget it.  
Changes were made successfully.

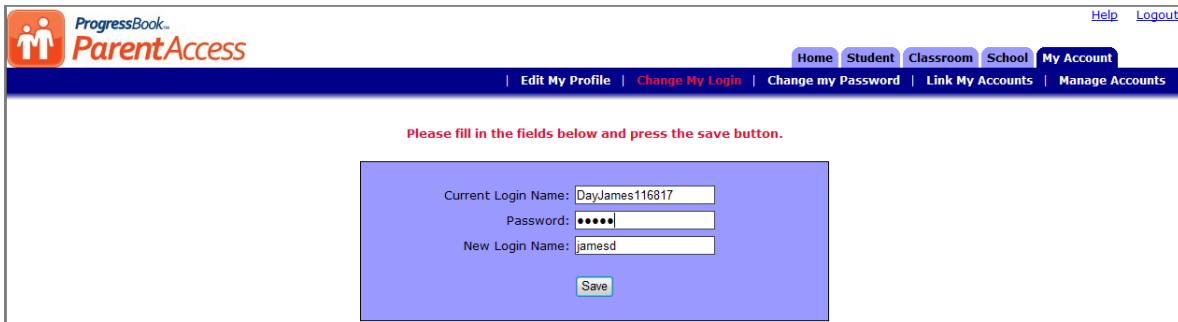
**Edit My Profile Section of the My Account Tab**

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## Change My Login

You may change your login name, if desired.

1. On the My Account tab, click **Change My Login**.
2. Type the **login name** the school provided you in the Current Login Name field.
3. Type the **password** the school provided you in the Password field.
4. Type your **new login name** in the New Login Name field.
5. Click **Save**.



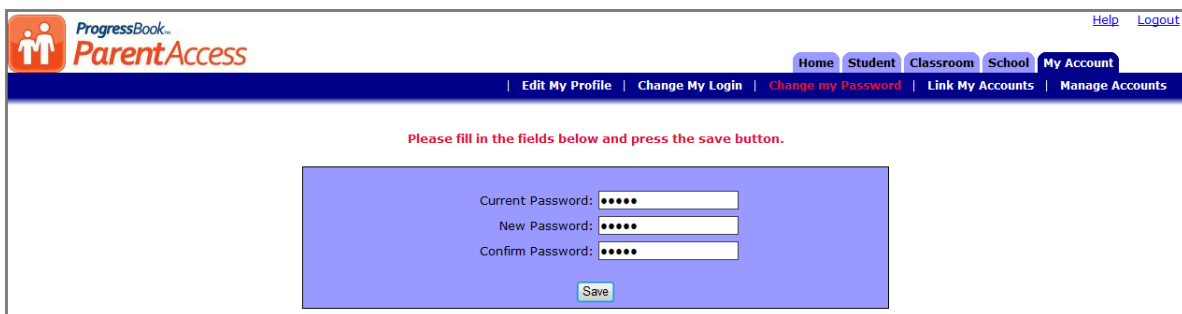
### Change My Login Section of the My Account Tab

**Note:** Login names must use alphanumeric characters only and be 5 to 20 characters long. Do not use spaces or symbols in your login name.

## Change My Password

You may change your password, if desired.

1. On the My Account tab, click **Change my Password**.
2. Type your **current password** in the Current Password field.
3. Type your **new password** in the New Password field.
4. Type the **new password** again in the Confirm Password field.
5. Click **Save**.



### Change my Password Section of the My Account Tab

**Note:** Passwords must use alphanumeric characters only, be 5 to 20 characters long and are case sensitive. Do not use spaces or symbols in your password.

## Link My Accounts

You can use one login name and password to access multiple student accounts in a school district by linking them.

1. On the My Account tab, click **Link my Accounts**.
2. Type the **login name** of one of the student accounts, other than the one you are currently logged in as, in the Login Name field.
3. Type the **password** for that student account in the Password field.
4. Click **Link**.

The names of the students linked to your account display under the login box.

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Home Student Classroom School **My Account**

[Edit My Profile](#) | [Change My Login](#) | [Change my Password](#) | [Link My Accounts](#) | [Manage Accounts](#)

**If you have multiple students and wish to access them from the same account complete the box below.**  
Enter the user id and password assigned to you for the student that you would like to link.

Login Name:   
Password:

The following students are linked to this account:  
James

**Link My Accounts Section of the My Account Tab**

## Manage Accounts

You may reset your student's password to the ProgressBook ParentAccess Web site in case the student forgot it or shared it with other students.

1. On the My Account tab, click **Manage Accounts**.
2. On the Manage Accounts section of the My Account tab, select the appropriate student and click the **Click here to reset [student's name] password** link.
3. On the Reset password confirmation window, click **OK**.

The student's new password displays.

Name	User ID	Password
James	DayJames085750	<a href="#">Click here to reset James's password</a>

### Manage Accounts Section of the My Account Tab

## Alerts

If your school district supports alerts regarding students' progress, the Manage Alerts section displays in the banner under the My Account tab. Even if alerts are supported by your school district, your student's school may or may not send alerts. If you have several students attending different schools in the same district, one school may send alerts and one may not or one school may send a type of alert that another does not.

Alerts come in the form of an email message which does not provide details about the assignment(s) in question. See "Sample ProgressBook ParentAccess Alert in Email Format".

**From:** from@YourEmailDomain.com [mailto:from@YourEmailDomain.com]  
**Sent:** Thursday, February 12, 2009 2:19 PM  
**To:** Main C@YourEmailDomain.com  
**Subject:** ProgressBook Alert

**SOFTWARE ANSWERS**  
**ProgressBook**  
**SUITE**

You are receiving this email because you signed up for the following alerts:

**Olivia Elementary has not turned in the following assignment(s):**  
 \* Math - Gr 02: pg 6. problems 4-12 even  
 \* Math - Gr 02: addition facts

**Kevin Henderson has not turned in the following assignment(s):**  
 \* English Gr 11: Test Review

**Kevin Henderson has received a low mark on the following assignment(s)**  
 \* English Gr 11: Reading Questions #4  
 \* English Gr 11: Book Report

For more details, please log into [ProgressBook](#).

*Please do not reply to this email. Mail sent to this address cannot be answered. If you do not wish to receive email alerts, please log into ProgressBook, click the 'My Account' link, then the 'Manage Alerts' tab to modify your settings.*

### Sample ProgressBook ParentAccess Alert in Email Format

You cannot reply to this email message so you must log in to your ProgressBook ParentAccess account to view assignment details.

School buildings may generate alerts daily or weekly depending on their schedule. Contact your school for their schedule of alerts. One alert for each type should be sent only once for each assignment in a reporting period.

## Manage Alerts

You must log in to your account on the ProgressBook ParentAccess Web Site to subscribe to the available alerts. You will receive an alert at the email address(es) you specify after the school has sent the alert on the specified day and time.

1. On the Manage Alerts section of the My Account tab, select the **check box next to the alert** you want to receive for each student that is associated with your account.

**Note:** If your student's school does not support alerts, the following message displays next to your student's name, "Alerts have not been set up for the attending school."

**Note:** If you have not previously saved an email address for alerts, the email address you use for your ProgressBook ParentAccess Web site account displays in the first Email address field.

2. Type the **email address** to which you want the alerts sent in the Email address fields.

**Note:** You may enter up to four email addresses and can update them at any time.

3. Click **Save**.

If you have not entered at least one email address, the following message displays "Alerts cannot be sent without an email address. Please enter your email address."

Help Logout

Home Student Classroom School My Account

Edit My Profile | Change My Login | Change my Password | Link My Accounts | Manage Accounts | Manage Alerts

Please check the alerts you wish to receive

Kevin [Change Settings](#)

Missing Assignments

Low Assignment Marks

Kristopher

Low Assignment Marks

Melissa

Alerts have not been set up for the attending school

Enter the email addresses that should receive the alerts

Email 1:

Email 2:

Email 3:

Email 4:

Save

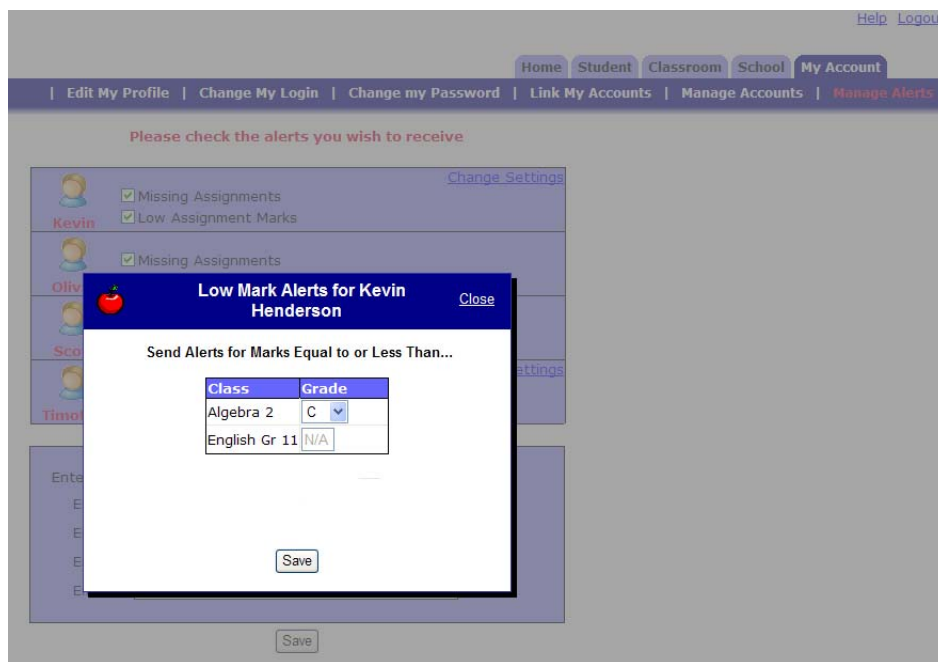
Manage Alerts Section of the My Account Tab

## Change Settings for Low Assignment Marks Alert

1. If you subscribe to the Low Assignment Marks alert, click the **Change Settings** link.
2. On the Low Mark Alerts window, select the appropriate **mark** in the Grade column for each class listed.

**Note:** NA displays in the Grade column of a class that uses standards-based report cards because the low mark alert is not available at this time for these classes.

3. Click **Save**.
4. Close the Low Mark Alerts window.



Low Mark Alerts for "Student Name" Window