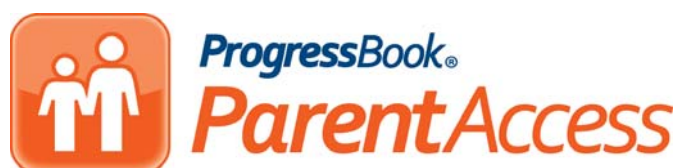

ProgressBook ParentAccess User Guide for Parents



ProgressBook ParentAccess User Guide for Parents

(This document is current for ProgressBook 12.5 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.

Product Version	Heading	Page	Reason
12.5	<i>"Progress Details"</i>	3	Added Note about assignments weighted to zero.
12.5	<i>"Progress Details"</i>	3	Updated screen shots to show note about assignments weighted to zero.
12.4	<i>"Progress Details"</i>	3	Added Note about standards-based classes with a default assessment and all assignments weighted to zero.
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

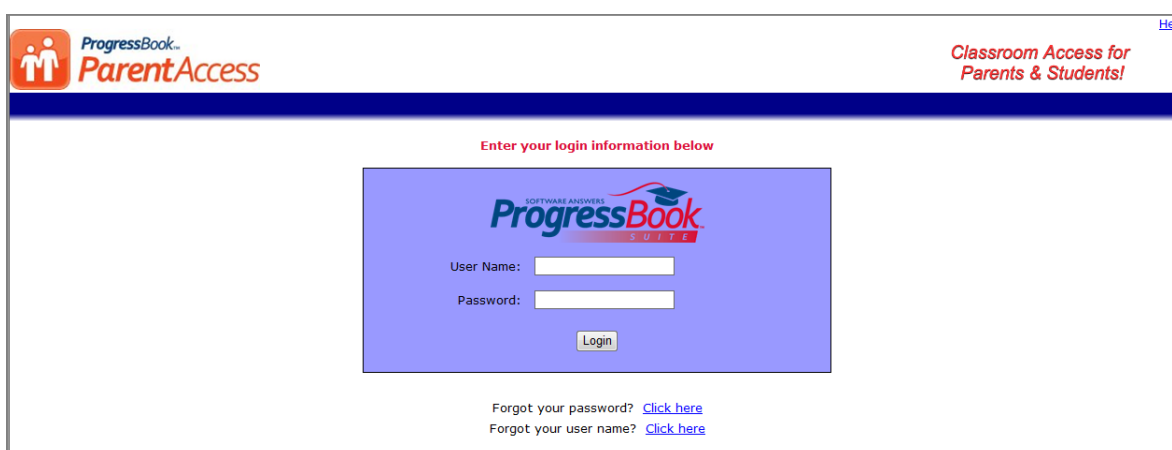
ProgressBook GradeBook is a classroom management solution that integrates grade book, lesson plan development, attendance, special education, and parent communication into one comprehensive, web-based system. ProgressBook GradeBook provides a user-friendly interface for teachers and school administrators 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.

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**.



ProgressBook ParentAccess

Help

Classroom Access for Parents & Students!

Enter your login information below

ProgressBook

User Name:

Password:

Login

Forgot your password? [Click here](#)

Forgot your user name? [Click here](#)

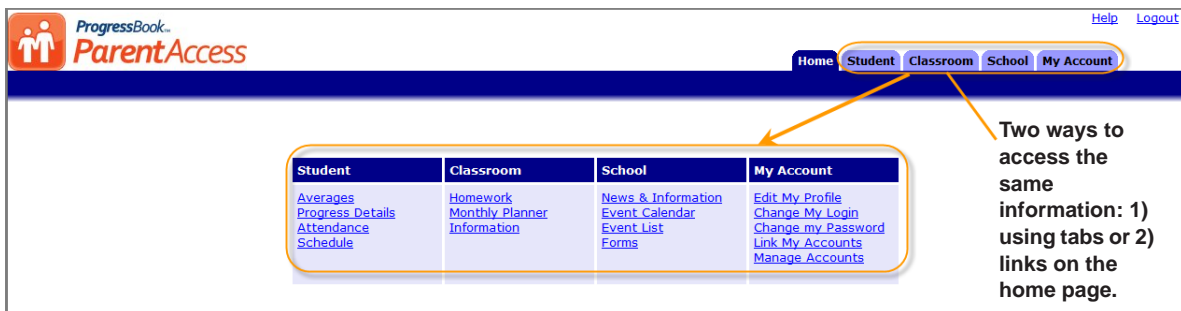
ProgressBook ParentAccess Web Site Login Screen

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.

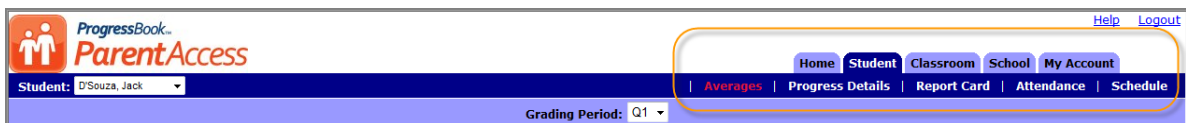
Caution: If you have not entered your e-mail address in the ProgressBook ParentAccess Web Site, you must contact your child's school and request your login information.

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



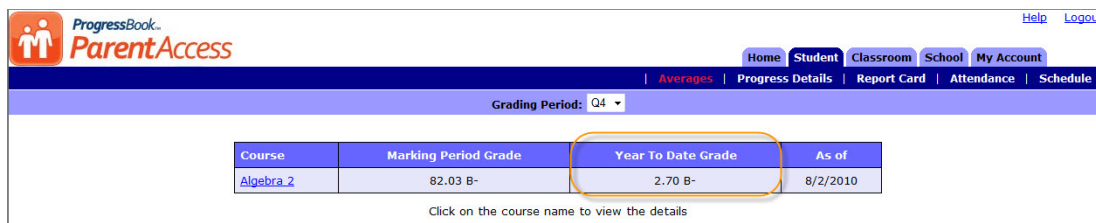
Student Tab Averages Link in Banner

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.

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: Home, Student, Classroom, School, My Account. Below this is a sub-navigation bar with links: Averages, Progress Details, Report Card, Attendance, Schedule. The 'Grading Period' is set to Q4. A table displays the following data:

Course	Marking Period Grade	Year To Date Grade	As of
Algebra 2	82.03 B-	2.70 B-	8/2/2010

Below the table, a note states: 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.

Progress Details

When viewing ParentAccess 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: If an assignment is weighted to zero, a 0 displays with an asterisk, and under the assignment written in red, a Note displays stating, "Assignments with a weight of zero are not included in the student's average."

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

Student: annuzzi, Nora

Averages Progress Details Report Card Attendance Schedule

Grading Period: Q1 Course: Algebra 2

Mark: 92.24 A-

Date	Assignment	Weight	Mark	Late?	Comments
9/9/2011	Page 101 - odd problems	1	8/10 (80%)		
9/23/2011	Chapter 1 Quiz	1	42/50 (84%)		
9/30/2011	Chapter 1 Worksheet	1	23/25 (92%)		
10/7/2011	Page 110 - odd problems	1	9/10 (90%)		
10/13/2011	Chapter 2 Worksheet	1	24/25 (96%)		
10/21/2011	Chapter 2 Quiz	1	47/50 (94%)		
10/26/2011	Chapter 2 Extra Credit	1	3/0		
10/28/2011	Chapter 1 & 2 Quiz	1	70/75 (93%)		

Date	Comments
7/13/2011	Excellent class participation
7/1/2011	Talked during the whole class

Date	Class Attendance
7/26/2011	Tardy

* - Averages may include grades from additional assignments and may have been calculated using weights. Note: Assignments with a weight of zero are not included in the student's average.

[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.

Note: For standards-based classes, if a teacher chooses an overall grade (to display a grade at the top of the page) and all the assignments are weighted to zero, the student's average displays as a zero in ParentAccess.

ProgressBook ParentAccess

Student: D'Souza, Jack

Grading Period: Q1 Course: Math - Gr 02

Mark: 80.00 B-

[Show All Assignments](#)

Overall Grade

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. Note: Assignments with a weight of zero are not included in the student's average.

[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](#)

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: 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. Note: Assignments with a weight of zero are not included in the student's average.

[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.

The first screenshot shows the 'Progress Details' section for a student named D'Souza, Jack. The 'Show All Assignments' link is circled in orange. A callout box points to this link with the text: 'Click on the link to expand the sections to show all assignments associated with all assessments.'

The second screenshot shows the same interface after clicking 'Show All Assignments'. The 'Hide All Assignments' link is now circled in orange. A callout box points to this link with the text: 'Click the link to hide all the assignments associated with all assessments.'

The interface includes a top navigation bar with links: Home, Student, Classroom, School, My Account, Help, Logout. Below this is a sub-navigation bar with links: Averages, Progress Details, Report Card, Attendance, Schedule. The main content area displays the student's overall grade (80.00 B-) and a table of assignments with columns: Date, Assignment, Weight, Mark, Late?, and Comments. The table is divided into sections for different skills: Overall Grade, Understands concepts for current work, Knows math facts for current work, and Applies problem solving skills. A footer note states: '* - Averages may include grades from additional assignments and may have been calculated using weights. Note: Assignments with a weight of zero are not included in the student's average.'

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

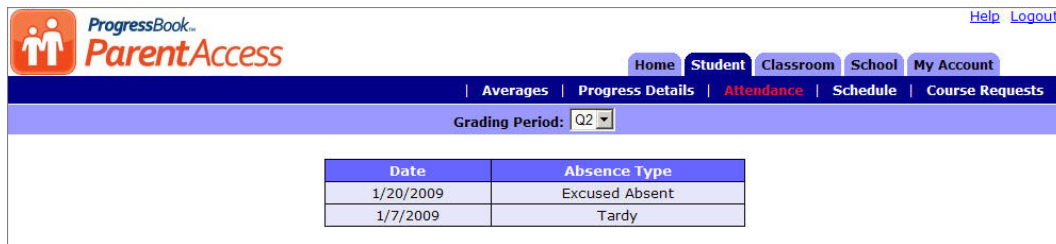
The Report Card section of the Student tab displays the student's report card grades once the school district has published them including any long comments the teacher may have entered. Click an assessment in the Assessment column to see what the marks and codes mean.

		Home Student Classroom School My Account				Help Logout
Student: Jason, Danielle		Averages Progress Details Report Card Attendance Schedule				
		Report Card: 2nd Grade Report Card				
Class	Assessment	Q1	Q2	Q3	Q4	
Reading - Gr 02	Overall Grade	B				
	Applies phonics skills as presented	S				
	Applies reading strategies as presented	S+				
	Recognizes vocabulary	S+				
	Reads fluently	S				
	Demonstrates comprehension	S				
	Applies higher level thinking skills	S-				
Math - Gr 02	Overall Grade	A				
	Understands concepts for current work	S+				
	Knows math facts for current work	S+				
	Applies problem solving skills	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.



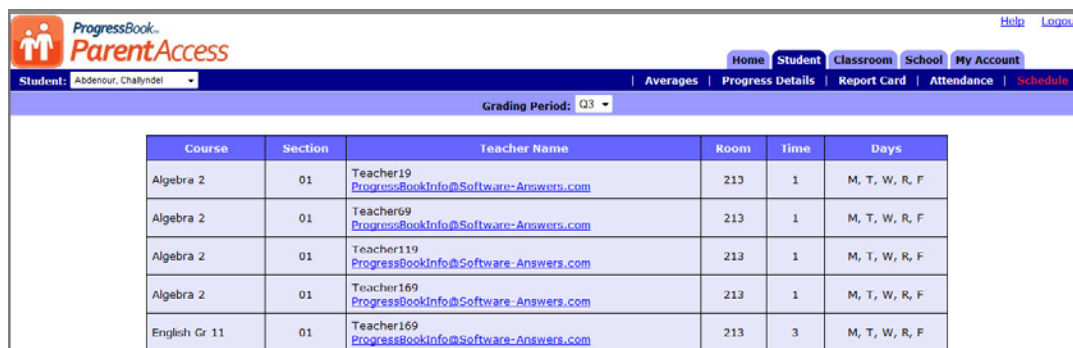
The screenshot shows the ProgressBook ParentAccess interface. At the top, there's a navigation bar with links: Home, Student, Classroom, School, My Account. Below this is a sub-navigation bar with links: Averages, Progress Details, Attendance (highlighted), Schedule, Course Requests. A 'Grading Period' dropdown is set to 'Q2'. The main content area displays a table with two columns: Date and Absence Type.

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.



The screenshot shows the ProgressBook ParentAccess interface. At the top, there's a navigation bar with links: Home, Student, Classroom, School, My Account. Below this is a sub-navigation bar with links: Averages, Progress Details, Report Card, Attendance, Schedule (highlighted). A 'Student' dropdown is set to 'Abdenour, Chalyndel'. A 'Grading Period' dropdown is set to 'Q3'. The main content area displays a table with columns: Course, Section, Teacher Name, Room, Time, and Days.

Course	Section	Teacher Name	Room	Time	Days
Algebra 2	01	Teacher19 ProgressBookInfo@Software-Answers.com	213	1	M, T, W, R, F
Algebra 2	01	Teacher69 ProgressBookInfo@Software-Answers.com	213	1	M, T, W, R, F
Algebra 2	01	Teacher119 ProgressBookInfo@Software-Answers.com	213	1	M, T, W, R, F
Algebra 2	01	Teacher169 ProgressBookInfo@Software-Answers.com	213	1	M, T, W, R, F
English Gr 11	01	Teacher169 ProgressBookInfo@Software-Answers.com	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*”.

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.

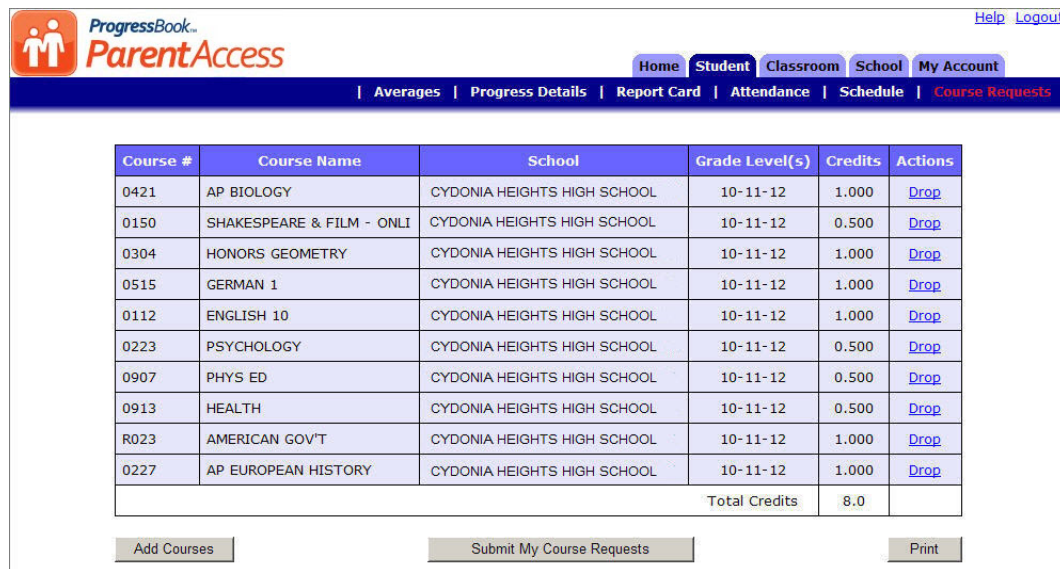
Select	Course #	Course Name	Grade Level(s)	Credits
<input type="checkbox"/>	0209	AP WORLD HISTORY 10	10-11-12	1.000
<input type="checkbox"/>	0211	HONORS WORLD HISTORY	10-11-12	1.000
<input type="checkbox"/>	0212	WORLD HISTORY	10-11-12	1.000
<input type="checkbox"/>	0213	WORLD HISTORY (L.M)	10-11-12	1.000
<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

3. 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	Drop
0150	SHAKESPEARE & FILM - ONLI	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	Drop
0304	HONORS GEOMETRY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	Drop
0515	GERMAN 1	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	Drop
0112	ENGLISH 10	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	Drop
0223	PSYCHOLOGY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	Drop
0907	PHYS ED	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	Drop
0913	HEALTH	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	Drop
R023	AMERICAN GOV'T	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	Drop
0227	AP EUROPEAN HISTORY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	Drop
Total Credits				8.0	

[Add Courses](#)
[Submit My Course Requests](#)
[Print](#)

Course Requests Section of the Student Tab

4. 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	Drop
0150	SHAKESPEARE & FILM - ONLI	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	Drop
0304	HONORS GEOMETRY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	Drop
0515	GERMAN 1	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	Drop
0112	ENGLISH 10	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	Drop
0223	PSYCHOLOGY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	Drop
0907	PHYS ED	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	Drop
0913	HEALTH	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	Drop
R023	AMERICAN GOV'T	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	Drop
0227	AP EUROPEAN HISTORY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	Drop
Total Credits				8.0	

[Add Courses](#)
[Submit My Course Requests](#)
[Print](#)

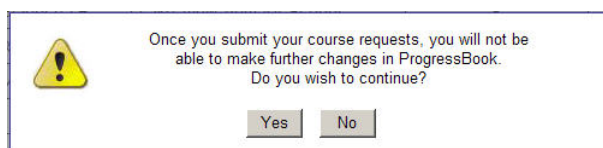
Drop Link Course on the Requests Section of the Student Tab

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

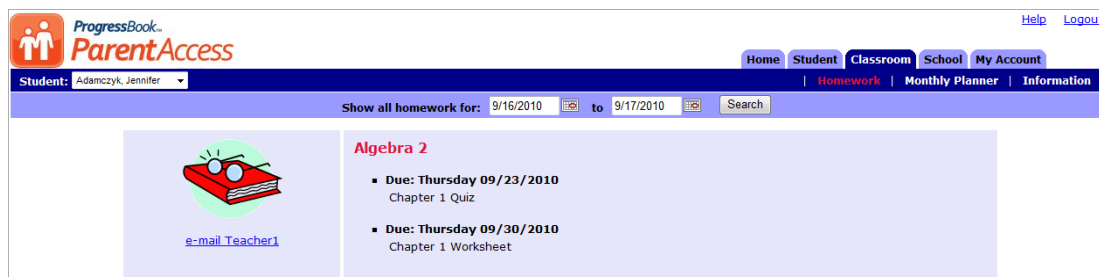
Classroom

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”*.

Homework

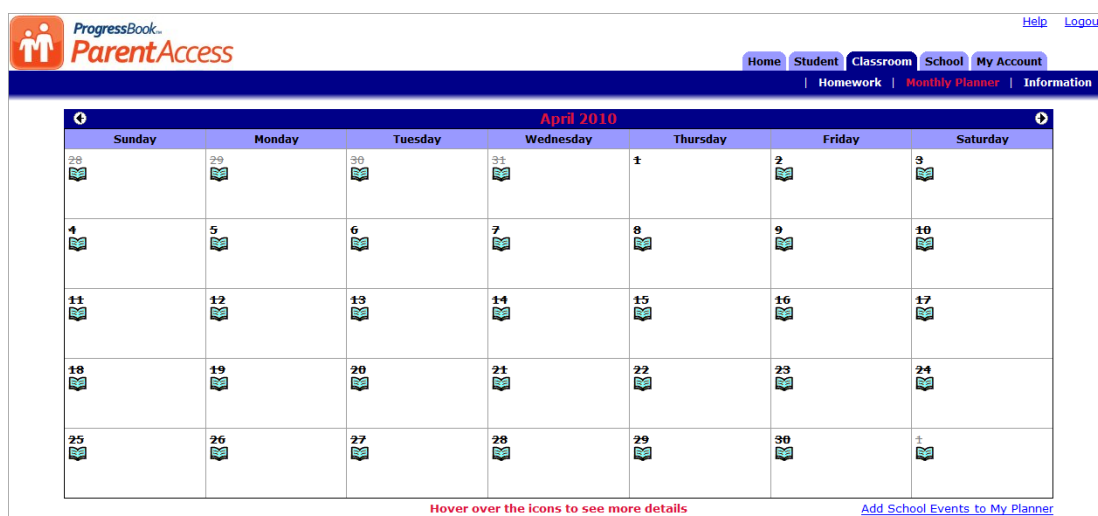
If the teacher posted homework assignments, they display on the Homework section of the Classroom tab. Attachments and links to other web sites may also be available. You may use the date fields under the web site banner to search for homework assignments in a specific date range.



Homework Section of the Classroom Tab

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.

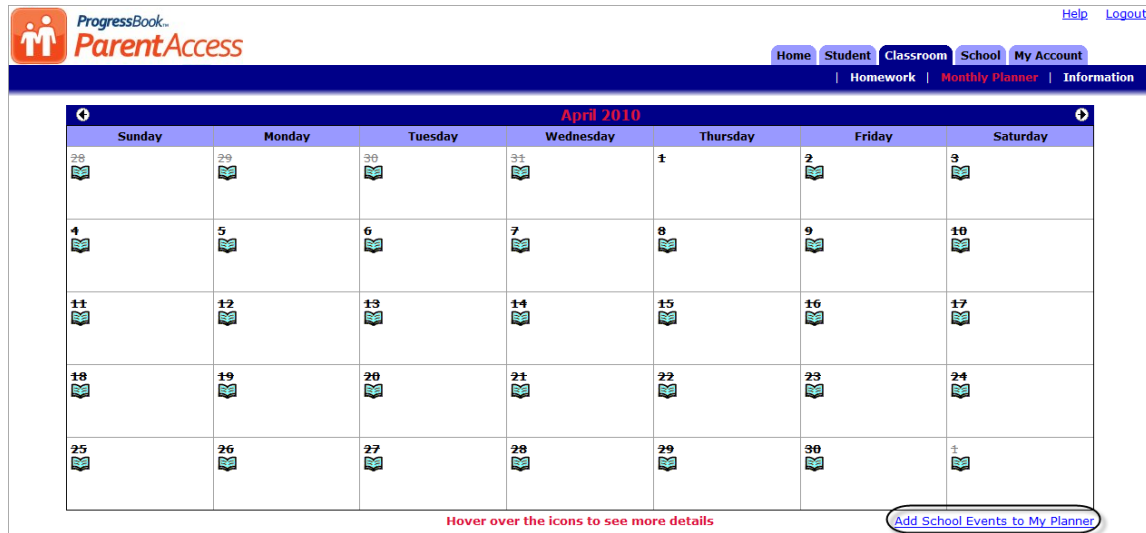


Monthly Planner Section of the Classroom Tab

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

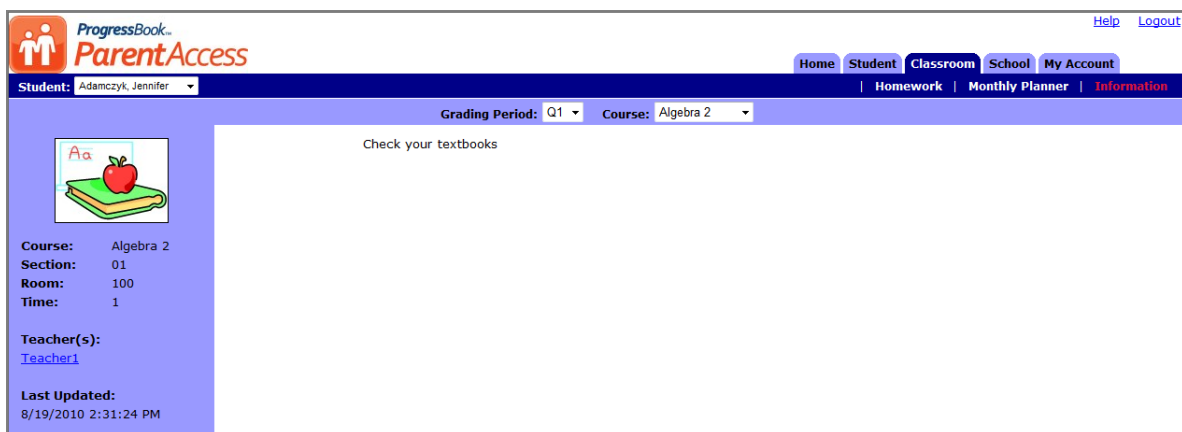
1. On the Monthly Planner section of the Classroom tab, click the **Add School Events to my Planner** link at the bottom of the screen.
2. On the Add School Events window, select the appropriate **school** for your student.
3. Select the **activities** you want to appear on your Monthly Planner.
4. Click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



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.



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 interface. The top navigation bar includes links for Home, Student, Classroom, School, and My Account. The School tab is selected, and the News & Information section is active. The main content area features a large graphic of a yellow horse on a blue 'X' background. To the right, there is a news item about a marching band performance on September 10th. Below this, there are 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. There are also links for registration, earning a degree in FUN!, and a link to the ProgressBook by Software Answers, Inc. page. A sidebar on the right contains links for Information (Lunch Menu, Parent Resources, Hours of Operation, Health Requirements, Bus Routes, Student Handbook, Telephone & Address Directory) and Links (No Child Left Behind Act, Hope Foundation).

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

The screenshot shows the ProgressBook ParentAccess interface. The top navigation bar includes links for Home, Student, Classroom, School, and My Account. The School tab is selected, and the Forms section is active. The main content area features a section titled "District Forms" with two links: "Emergency Medical Form" and "Pay to Play". Each link has a brief description of the form's purpose. To the left of the forms, there is a sidebar with links for district information, including Hometown High School, Lake View Elementary School, Lake View Intermediate School, and Lake View Middle School. There is also a graphic of sports equipment (a tennis racket, a baseball bat, a soccer ball, and a basketball) next to the "Pay to Play" link.

Forms Section of the School Tab

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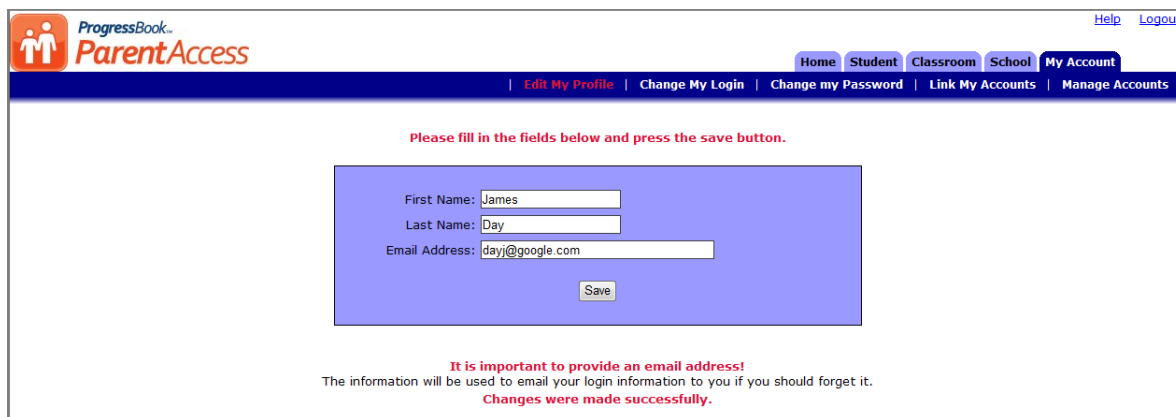
My Account

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.

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**.



The screenshot shows the 'Edit My Profile' form within the ProgressBook ParentAccess web application. The header includes the ProgressBook ParentAccess logo and navigation tabs: Home, Student, Classroom, School, and My Account. Below the tabs is a sub-header with links: Edit My Profile, Change My Login, Change my Password, Link My Accounts, and Manage Accounts. The main content area has a red instruction: 'Please fill in the fields below and press the save button.' Below this is a blue-bordered box containing three text input fields: 'First Name' with the value 'James', 'Last Name' with the value 'Day', and 'Email Address' with the value 'dayj@google.com'. A 'Save' button is located below the email field. Below the blue box, a red message states: '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

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**.

The screenshot shows the 'Change My Login' section of the ProgressBook ParentAccess interface. At the top, there is a navigation bar with links: Home, Student, Classroom, School, and My Account. Below this is a sub-navigation bar with links: Edit My Profile, Change My Login, Change my Password, Link My Accounts, and Manage Accounts. The main content area has a red instruction: 'Please fill in the fields below and press the save button.' Below this is a blue box containing the following fields: 'Current Login Name' with the value 'DayJames116817', 'Password' with masked characters, and 'New Login Name' with the value 'jamesd'. A 'Save' button is located at the bottom of the blue box.

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**.

The screenshot shows the 'Change my Password' section of the ProgressBook ParentAccess interface. At the top, there is a navigation bar with links: Home, Student, Classroom, School, and My Account. Below this is a sub-navigation bar with links: Edit My Profile, Change My Login, Change my Password, Link My Accounts, and Manage Accounts. The main content area has a red instruction: 'Please fill in the fields below and press the save button.' Below this is a blue box containing the following fields: 'Current Password' with masked characters, 'New Password' with masked characters, and 'Confirm Password' with masked characters. A 'Save' button is located at the bottom of the blue box.

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.

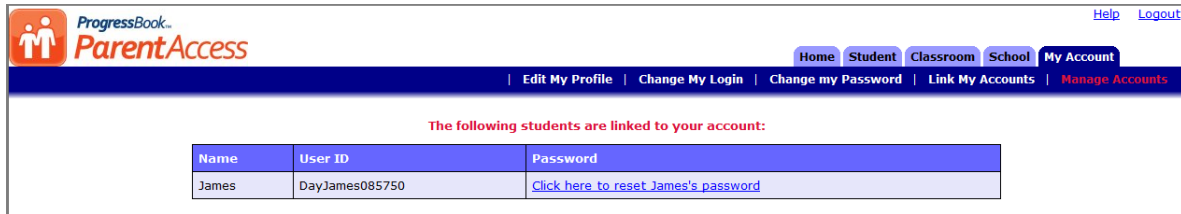
Link My Accounts Section of the My Account Tab

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.



ProgressBook...
ParentAccess

Help Logout

Home Student Classroom School **My Account**

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

The following students are linked to your account:

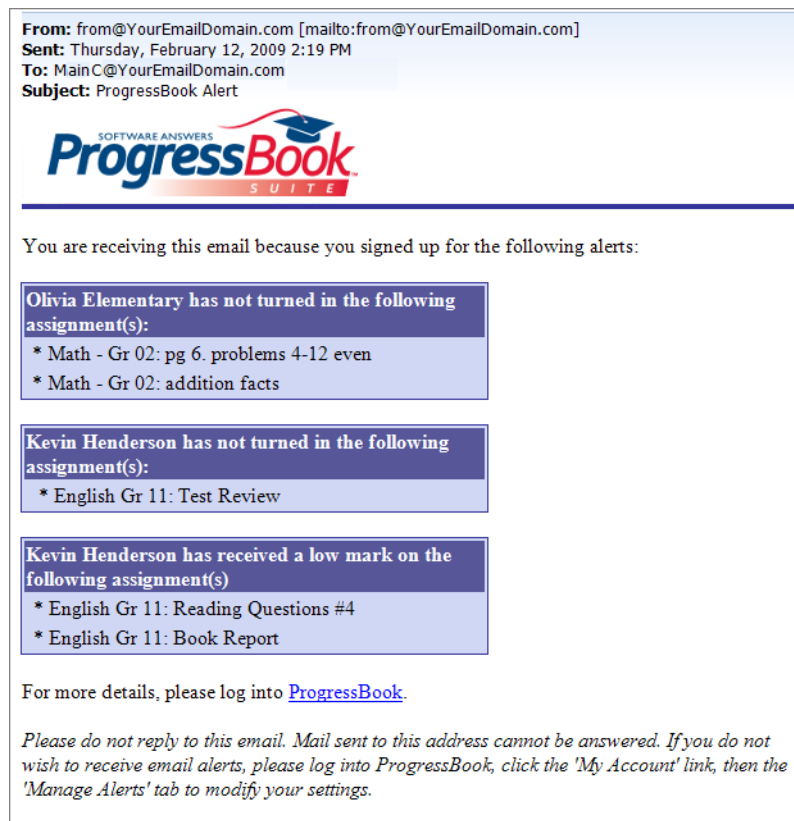
Name	User ID	Password
James	DayJames085750	Click here to reset James's password

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: MainC@YourEmailDomain.com
Subject: ProgressBook Alert

ProgressBook
SOFTWARE ANSWERS
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."

The screenshot shows the 'Manage Alerts' section of the 'My Account' tab. At the top, there are navigation links: 'Home', 'Student', 'Classroom', 'School', and 'My Account'. Below these are links for 'Edit My Profile', 'Change My Login', 'Change my Password', 'Link My Accounts', 'Manage Accounts', and 'Manage Alerts'. A red message says 'Please check the alerts you wish to receive'. Below this is a table with student names and checkboxes for 'Missing Assignments' and 'Low Assignment Marks'. Kevin has both checked. Kristopher has 'Low Assignment Marks' checked. Melissa has a message: 'Alerts have not been set up for the attending school'. To the right of the table is a 'Change Settings' link. Below the table is a section to 'Enter the email addresses that should receive the alerts'. It has four input fields: 'Email 1' (containing 'smithc@yahoo.com'), 'Email 2', 'Email 3', and 'Email 4'. A 'Save' button is at the bottom.

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.

Please check the alerts you wish to receive

Kevin ☒ Missing Assignments ☒ Low Assignment Marks [Change Settings](#)

Oliv ☒ Missing Assignments

Scot

Timor

Enter

E

E

E

E

E

Save

Low Mark Alerts for Kevin Henderson [Close](#)

Send Alerts for Marks Equal to or Less Than...

Class	Grade
Algebra 2	C
English Gr 11	N/A

Save

Low Mark Alerts for “Student Name” Window