ProgressBook User Guide

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(This document is current for v15.1.0 or later.)

Change Log

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

Product Version	Heading	Page	Reason
15.1.0	*"View Your Child's Profile"*	94	Added information about student notes. Updated screen shot to display **Notes** in the **Student Profile**.
15.0.0	Entire Guide	N/A	Updated all Sign In screen shots with the new layout.
15.0.0	Entire Guide	N/A	Updated all screen shots with the navigation bar to reflect the new **My Account**, **Student Contacts** (parent view only), and **Student Profile** (parent view only) links and the removal of the **Change Password** link.
15.0.0	*"View Online Activities"*	31	Added optional step explaining how you can now view activities by date. Updated screen shots to reflect new user interface.
15.0.0	*"Participate in Online Discussions"*	38	Added section.
15.0.0	*"View Current Report Card"*	50	Added section.
15.0.0	*"View or Print Current PDF Report Card"*	53	Added section.
15.0.0	*"View Previous Report Cards"*	54	Added section.
15.0.0	"Print Report Cards"	N/A	Removed section.
15.0.0	*"View Attendance"*	55	Added optional step explaining the new daily and period absence totals.
15.0.0	*"Update Your Account Information"*	69	Changed all **Profile** references to **My Account**.
15.0.0	*"Change Your Password"*	70	Updated procedure and screen shots for changing your password.
15.0.0	*"View or Edit Student Contacts"*	91	Added section.
15.0.0	*"View Your Child's Profile"*	94	Added section.
14.7.0	*"Create Account"*	1	Removed note that indicated you could not change your user name and added that you can now use your email address as your user name.
14.7.0	*"Navigate ProgressBook"*	12	Updated screen shot to show new **Dashboard** link on the navigation bar.
14.7.0	*"View Dashboard"*	20	Added section describing what students can view on the Dashboard.
14.7.0	*"View Activity Grades"*	41	Added note indicating that a **Performance Indicators** section now displays on the **Activity Details** screen for standards-based classes.
14.7.0	*"Update Your Account Information"*	69	Added **User name** as one of the fields you can update on your profile and updated screen shot.

Product Version	Heading	Page	Reason
14.7.0	*"Create Parent Account"*	73	Removed note that indicated you could not change your user name and added that you can now use your email address as your user name.
14.7.0	*"Create Student Account"*	86	Removed note that indicated that once you create a student's user name, you and your child cannot change it and added that you can now use an email address as the user name.
14.6.0	Entire Guide	N/A	Updated images with a **Cancel** button to show that it now displays closer to the other buttons.
14.6.0	*"View Grades"*	23	Updated images of restyled **Grade Details** screen. Added note regarding online activity grades.
14.6.0	*"Access Online Activities"*	30	Added section to better break out and organize topics related to online activities. Updated images to show restyled screens.
14.6.0	*"Add a Child - Not Signed In"*	80	Added link to video.
14.6.0	*"Reorder Children"*	83	Added section.
14.6.0	*"Create Student Account"*	86	Added link to video.
14.5.0	Entire Guide	N/A	Rewrote *ParentAccess User Guide* to reflect new ProgressBook branding for a student audience, addition of student **Planner** and many other enhancements. Created appendix for parent tasks.

Table of Contents

Welcome to ProgressBook

ProgressBook lets you view your grades, homework, schedule, attendance and report card information. You can also use ProgressBook to read class and school news and find calendars and forms so you can keep up-to-date.

- To create your ProgressBook account, see *"Create Account."*
- For information on signing in to ProgressBook, see *"Access ProgressBook."*
- To learn how to get around in ProgressBook, see *"Navigate ProgressBook."*
- For information on grades, homework, online activities, schedules, attendance and report cards, see *"Student Information."*
- To see how to find school news, class information and calendars, see *"School Information."*
- For information on managing your ProgressBook account, see *"Account Management."*
- For topics of interest to parents, see *"Appendix: Parent Information."*

Create Account

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Create-Student-Account

> *Note: To create your own ProgressBook student account, you need a student registration key from your teacher.*

1. In a web browser, enter the URL provided by your teacher.

2. On the **Districts** screen, select your school district. The system will remember your selection the next time you log in on the same machine.

Select District

3. On the ProgressBook **Sign In** screen, click **Sign up**.

Sign Up to Create New Account

4. On the **Sign Up** screen, click **I am a student**.

Create a Student Account

5. Under **Student Information**, enter the following information:
   - **First Name** (required) – Must be your exact first name as you are registered with the school (no nicknames)
   - **Last Name** (required) – Must be your exact last name as you are registered with the school
   - **Date of Birth** (required)
   - **Email** (optional)
   - **Re-enter Email** (optional)

   Note: You cannot use the same email account your parent uses for ProgressBook. All email accounts must be unique.

6. Under **Account Information**, enter the following:

    •   **Registration Key** – Provided by your teacher (not case sensitive)

        Note: The registration key to create a student account begins with "SA."

    •   **User name** – Letters and/or numbers (6 to 50 characters) or your email address
    •   **Password** – Must contain 1 letter, 1 number, 8 to 50 characters, case sensitive and cannot match the user name
    •   **Re-enter Password** – Must match password

7. Click **Register**.

Sign Up – Create a Student Account

An account creation confirmation message displays, and you can now sign in to ProgressBook.

Access ProgressBook

The following topics may help you to access ProgressBook:

- *"Sign In to ProgressBook"*
- *"What To Do If Your Account Is Locked"*
- *"Retrieve Forgotten User Name"*
- *"Reset Your Password"*

Sign In to ProgressBook

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Sign-In

1. In a web browser, enter the URL provided by your school or district.

   The **Sign In** screen displays for the last district you accessed on the computer you are currently using.

2. Optional: To change districts:

   a. On the **Sign In** screen, click **Switch District**.

Change Districts

b.   On the **Districts** screen, click the district you want to access.
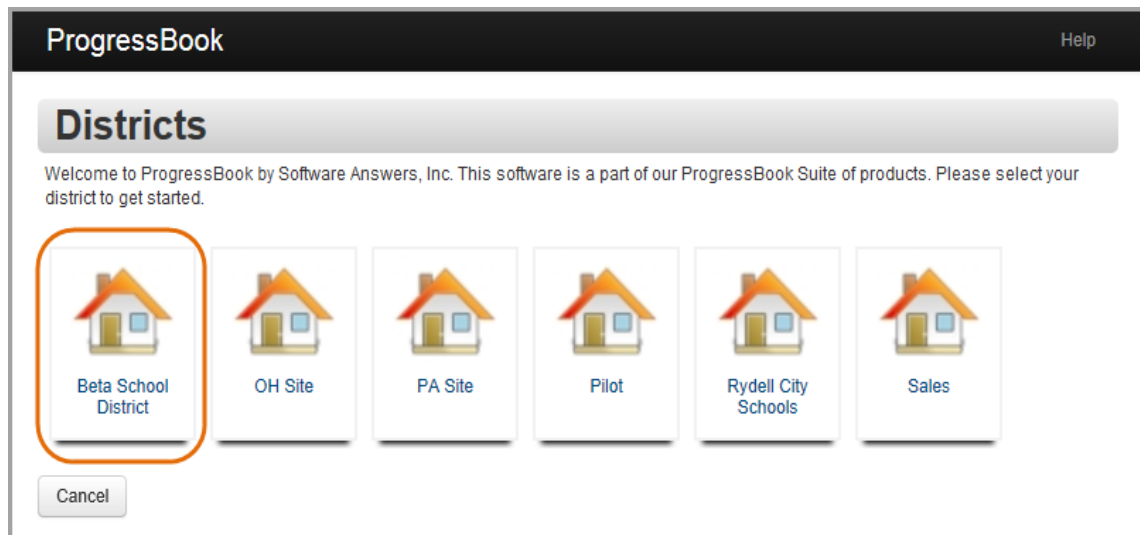
Select Different District

3.   On the **Sign In** screen, enter your **User name** and **Password**.

4.   Optional: If you want the system to remember your user name the next time you sign in, select the **Remember me** check box.

5.   Click **Sign in**.

Sign In

What To Do If Your Account Is Locked

If you are unsuccessful after 5 attempts to sign in to ProgressBook, the system automatically locks your account. Wait 10 minutes, and then try again.

Retrieve Forgotten User Name

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/User-Name

If you have forgotten your user name and you have an email address tied to your ProgressBook account, you can request that the system email it to you.

1. On the **Sign In** screen, click **Forgot your username or Password?**.

Retrieve User Name

2. On the **Account Recovery** screen, select **I forgot my user name**.

3. In the **Please enter email** field, enter the email address associated with your ProgressBook account.

Account Recovery Screen – Retrieve User Name

4. Click **Continue**.

   A message displays indicating that an email containing your user name has been sent to you.

5. Go to your email account to retrieve your forgotten user name.

Reset Your Password

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Reset-Password

If you have forgotten your password and you have an email address tied to your ProgressBook account, you can request that the system email you instructions on how to reset it. (If you know your current password but want to change it, see *"Change Your Password"* instead.)

> **Note:** *If you do not have an email address tied to your account, your parent or teacher can reset your password for you.*

1. On the login screen, click **Forgot your username or Password?**.

Reset Password

2. On the **Account Recovery** screen, select **I forgot my password**.

3. In the **Please enter user name** field, enter your user name.

Account Recovery Screen – Reset Password

4. Click **Continue**.

   A message displays indicating that an email containing instructions for resetting your password has been sent to you.

5. Go to your email account, and click the link to reset your password.

6. On the **Password Reset** screen, in the **New Password** field, enter your new password.

7. In the **Re-enter New Password** field, enter your new password again.

   Note: Passwords must contain 1 letter, 1 number and 8 to 50 characters. They are case sensitive and cannot match the user name.

Password Reset Screen

8. Click **Reset Password**.

   The **Sign In** screen appears, and an email is sent to your account stating your password has been changed.

Navigate ProgressBook

When you sign in to ProgressBook, the **Planner** screen displays, providing an overview of your upcoming work.

You can use the following navigation options to move around in the application:

- **Navigation bar** – Menu bar on the left side of the screen. Click an item to go to that screen.
- **User name drop-down list** – Options for managing your account. Click an option to go to that screen.
- **Online help** – Click the **Help** link to view online help topics.

Navigation Bar

Options to Manage Your Account
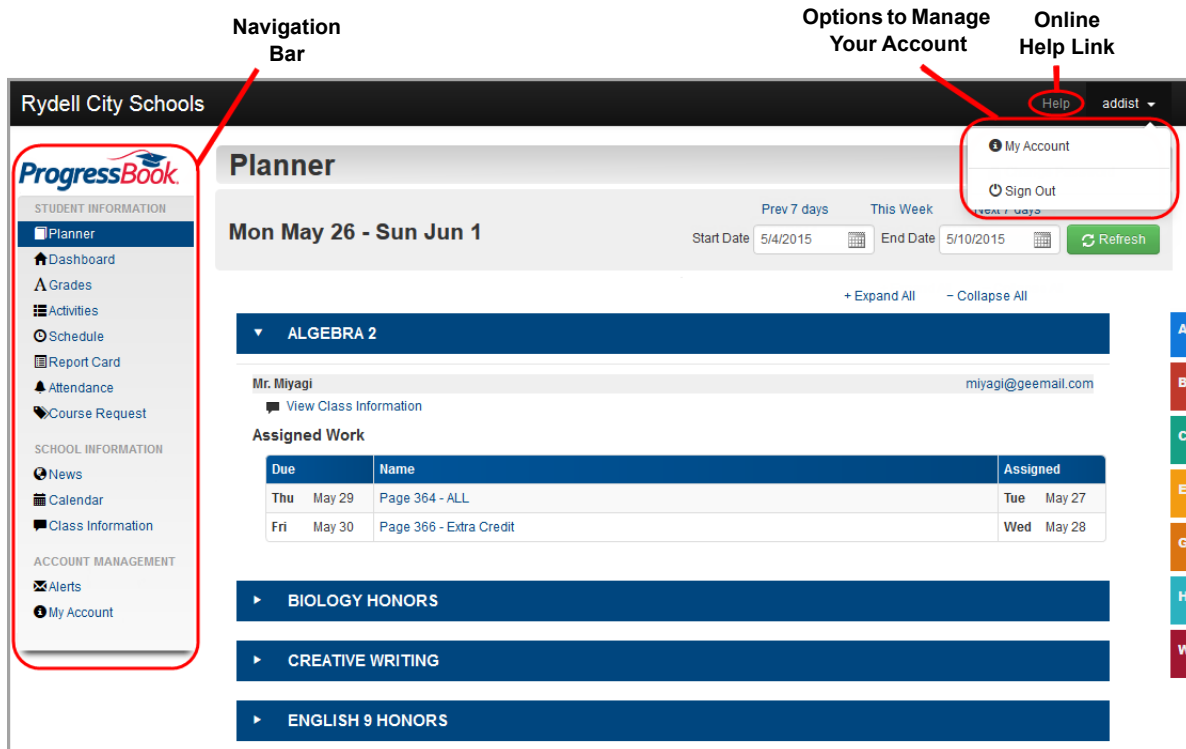
Online Help Link

Navigate ProgressBook

Use Online Help

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Help

To view an online help topic for the screen you are viewing, at the top-right of the screen, click **Help**.

Help Link

ProgressBook online help displays. You can browse the **Table of Contents** for specific topic titles, search for information in the **Index** by using keywords or type a word or phrase in the **Search** field to return a list of possible help topics.

Note: Due to a known issue with the Search feature, if you do not find the help topic you need, try adding an asterisk (*) to the end of your search term to improve your search results.
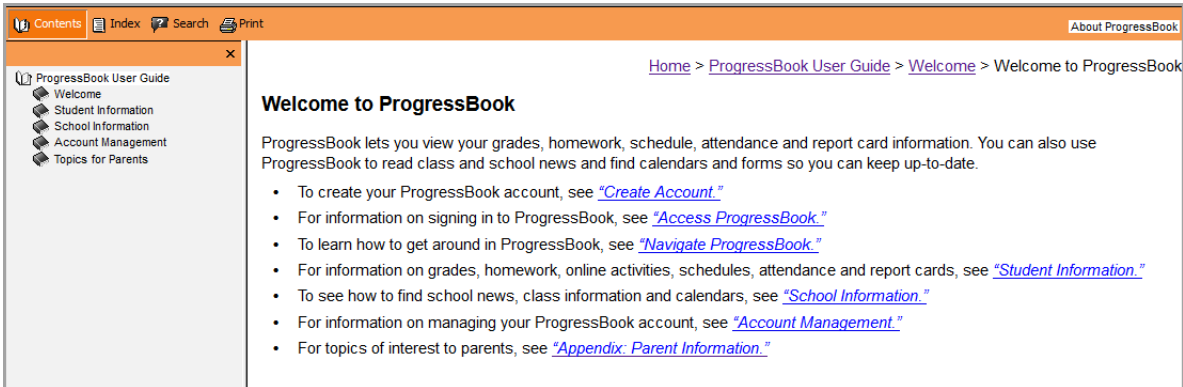
ProgressBook Online Help

Sign Out of ProgressBook

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Sign-Out

It is recommended that you sign out of ProgressBook when you are finished viewing information.

1. At the top-right corner of any screen, click the downward arrow beside your user name.

2. In the drop-down list, click **Sign Out**.
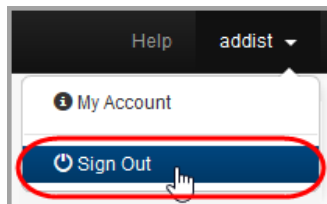
Sign Out of ProgressBook

Student Information

ProgressBook provides important information to help you track your progress.

- To view your assignments (including assigned homework and upcoming projects, quizzes and tests), see *"View Assignments."*
- To view a summary of your grades, homework and attendance, see *"View Dashboard."*
- To view your grades, see *"View Grades."*
- To access your online activities, see *"Access Online Activities."*
- To view your class schedule, see *"View Class Schedule."*
- To view your report card, see *"View Report Card."*
- To view your attendance, see *"View Attendance."*
- To request courses for the next school year, see *"Request Courses."*

View Assignments

You can check your assigned homework and view other upcoming work, such as projects, quizzes and tests.

1. On the **Planner** screen, review the homework listed under each course.

   *Note: Homework may display in the **Posted Homework** and/or **Assigned Work** sections. If the **Assigned Work** section contains a **View Activity** link (indicating this is online work for you to do), see "Access Online Activities."*

View Assignments

2. Optional: To change the view or navigate the **Planner**, use the following options:

- To view assignments for a different date or date range, do one of the following:
  - Click **Prev 7** days, **This Week** or **Next 7 days** to view assignments for those dates/ranges.
  - Enter a **Start Date** and **End Date** (or select these from the calendar date picker), and click **Refresh**.

Click a link or select a date range to view assignments for those dates.

View Assignments for Another Date or Date Range

- To expand or collapse courses for easier viewing, use the following options:
  - To expand all courses, click **Expand All**.
  - To collapse all courses, click **Collapse All**.
  - To expand or collapse one course at a time, click the title bar of the course.

Expand or collapse all courses.

Click title bar to expand or collapse this course.

Expand and Collapse Courses

- To jump quickly to another course, along the right side of the screen:
  - i.   Hover over the colored tab representing the course to expand the tab.
  - ii. Click the tab.

Jump to Course

3.   Optional: To see additional details about an assignment, click the assignment name.

Assignment Name

The **Assignment Details** screen displays, showing more information about the assignment.

Note: *This screen includes an additional section titled **Performance Indicators** for classes using standards-based grading.*

Assignment Details

4. Optional: To view the grading scale used to grade this assignment, click **Show assignment grading scale**.

Show Grading Scale

View Dashboard

When you click **Dashboard** on the navigation bar, a summary screen (titled **Home**) displays and provides an overview of your grades, homework and attendance.

Dashboard

For information on how to read each area of the screen, refer to the appropriate topic as follows:

- *"Today's Comments"*
- *"Grades"*
- *"Grade Details"*
- *"Homework"*
- *"Daily Attendance"*

Today's Comments

If a teacher has posted a comment today, it displays in **Today's Comments** at the top of the screen.

Today's Comments on Dashboard

Grades

The **Grades** pane displays an overview of your grade averages in all courses for the current grading period (and year-to-date if the teacher chooses to display this information).

Grades Pane on Dashboard

To view grade details for a specific course, click the course name. Or to view grade details for all courses, click **details** or **View all grades**. (For more information about grades, see *"View Grades."*)

Grade Details

The **Grade Details** pane displays grades for your assignments that were due (homework) or completed (classwork, quizzes, tests) in the past two days.

Grades Details Pane on Dashboard

To view additional grade details, click **details** or **View all grade details**. (For more information about grades, see *"View Grades."*)

Homework

The **Homework** pane displays an overview of your upcoming homework. The number icon indicates by course how many homework assignments are due today or in the next two days.

Homework Pane on Dashboard

To view additional homework details on the **Planner** screen, click either the course name, the number icon, **details** or **View all homework**. (For more information about homework, see *"View Assignments."*)

Daily Attendance

The **Daily Attendance** pane displays your total absences and tardies for the school year.

Daily Attendance Pane on Dashboard

To view additional attendance details, click **details** or **View all attendance**. (For more information about attendance, see *"View Attendance."*)

View Grades

1. To see your grade averages per course, on the navigation bar, click **Grades**.
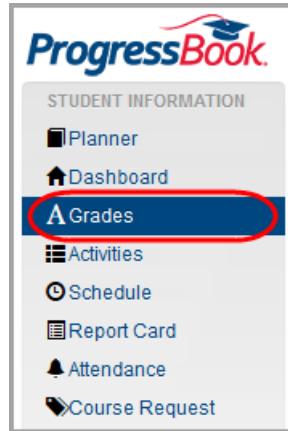
**Grades Option on
Navigation Bar**

2. On the **Grades** screen, review your grades in each course.

3. Optional: To view grade averages for a different reporting period, on the right side of the screen, in the reporting periods area, click a different reporting period.

View Another Reporting Period

4. To see more information, choose one of the following:

- To see your grade averages in this course for each reporting period, click ▶ .

    The course information expands to display your grade average for each reporting period.

Grade Averages by Reporting Period

- To see details of the assignments that make up your grade average, click the course name or **see all details**.

  The **Grade Details** screen displays, and you can review details of each assignment and any teacher comments.

Note: Assignments may include various types of work, including classwork, homework, projects, quizzes and tests.

Grade Details

5. Optional: To view grades by assignment type instead of by date, in the **View By** area, click **Type**.

View Grades by Assignment Type

The grades now display by assignment type.

Grades Displayed by Assignment Type

*Note: If your school uses standards-based grading, you can view grades by standards, by assessment summary or by assignment type by clicking the appropriate option in the **View By** area.*

6. Optional: To view grades for a different course, in the **Class** drop-down list, select the course.

View Grades for Another Course

Understand Your Grades

The following aids on the **Grade Details** screen can help you understand your grades:

- *"Mark"*
- *"Weight"*
- *"Grading Scale"*
- *"Assignment Codes"*

> *Note: For help understanding your grades in online activities, see "View Activity Grades."*

Mark

The **Mark** percentage and letter grade at the top of the screen are your overall grade average for the course in the indicated reporting period. The **Mark** column shows the score and percentage you earned for each individual assignment.

> *Note: The **Mark** percentage and/or letter grade at the top of the screen and the percentage on the individual assignment may not display depending on your teacher's settings.*

Mark

Weight

If the **Weight** of a particular type of assignment is other than "1," this means the teacher has weighted that type of assignment to count more or less toward the overall grade.

> *Note: The weight only displays when viewing grades by assignment type.*

Weight

Grading Scale

Each assignment type displays the percentage and grade you earned for that type of assignment (for example, your grade on homework). To see the grading scale used to calculate the grades, click ⚖.

View Grading Scale

Note: *If your school uses standards-based grading, the* ***Grade Scale Overview*** *displays different fields.*

Assignment Codes

The following assignment codes give you more information about your assignments. These codes display in the **Info** column on the **Grade Details** screen.

Code	Meaning
M	**Missing** – You have not turned in the assignment. Counts as a zero toward your grade.
E	**Excluded** – Grade for this assignment is not included in your overall grade.
W	**Weighted** – Assignment counts more or less than others toward your grade average. To see the amount the assignment is weighted, hover your mouse over this icon.
L	**Late** – You turned in the assignment late. Teacher may choose to adjust your grade.

Example of Assignment Codes

Access Online Activities

Your teacher may assign you online activities to complete. These could be homework that you complete on your own time or online tests/quizzes that you complete in class. Your teacher may also assign discussion activities that let you respond to a prompt.

> ***Note:*** *When parents are signed in with their account, they can view online activities in read-only format.*

Refer to the appropriate section as follows:

- To see a list of online activities for all of your courses, see *"View Online Activities."*
- To work on assigned activities, see *"Complete Online Activities."*
- To participate in assigned discussions, see *"Participate in Online Discussions."*
- To check your grades on an activity, see *"View Activity Grades."*
- To work on an activity that your teacher has returned to you to redo, see *"Redo Activities."*

View Online Activities

1. On the navigation bar, click **Activities**.
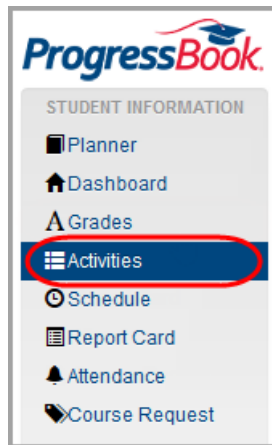
**Activities Option on
Navigation Bar**

The **Activities** screen displays with a default view that lists all of your **Assigned** (Unsubmitted) online activities grouped by course. The **Recent Activity** section displays submitted and graded activities from the past seven days.

Activities Screen (by Course)

2. Optional: If you want to view activities for all of your courses listed by due date, in the **Group By** area, click **Date**.

Activities Screen (by Date)

3. Optional: To change the view, at the top of the screen under **Activities**, click the **Submitted**, **Graded**, or **All** tab.

View Activities by Status

4. Optional: To open an assigned activity to work on, in the **Assigned** view, click the name of the activity.

Open Activity

Note: For information on completing activities, see "Complete Online Activities."

Complete Online Activities

Upcoming assigned online activities display on the **Planner** screen with a **View Activity** link beside them in the **Assigned Work** section.

1. On the **Planner**, in the row of the online activity you want to work on, click **View Activity**.

   *Note: You can also open the activity from the **Activities** screen. (See "View Online Activities.")*

View Activity

The **Activity Details** screen displays. If the assigned online activity is open, you can start or continue working on it.

2. Click **Begin** or **Continue** as appropriate.

   Note: You can only work on online activities during the time period set by your teacher. For example, you may be able to see an upcoming online activity (such as a quiz) but not start it until you are in class.

Activity Details

The online activity screen with the title of the activity opens.

*Note: If the **Activity Discussion** screen displays instead, this activity is an online discussion. See "Participate in Online Discussions."*

3. Work through the questions in the activity.

   Note: The activity auto-saves as you work.

Online Activity

4. When you are finished with the activity (or if you want to take a break and come back to the activity later), click **Save & Exit**.

    *Note: You can still return to the activity and work on it later. Clicking **Save & Exit** does not submit the activity for grading.*

Check Activity Progress

A list of all questions and their point value displays. Your progress on each question displays in the **Status** column.

5. Optional: If any question does not display a **Status** of "Saved," click the question to return to it and complete it. (You can also review your answers to any saved questions.)

Activity Progress

6. When all questions have a status of "Saved" and you are ready to submit the activity for grading, click **Submit for grading**.

Submit Activity for Grading

7. On the **Submit Answers** window, click **Ok**.

Confirm Submission

A confirmation message displays.

Note: *Depending on your teacher's setup, you may be allowed to review your answers after submitting the activity for grading. If the questions still display as links, you can click them to review your answers.*

Confirmation of Submitted Activity

Participate in Online Discussions

Online discussion activities are assigned by your teacher for your participation. Your teacher posts instructions describing the discussion guidelines and designates the required number of posts you must submit as well as the number of replies to other students' posts (if any).

1. On the **Planner**, in the row of the online discussion you want to join, click **View Activity**.

   *Note: You can also open the discussion from the **Activities** screen. (See "View Online Activities.")*
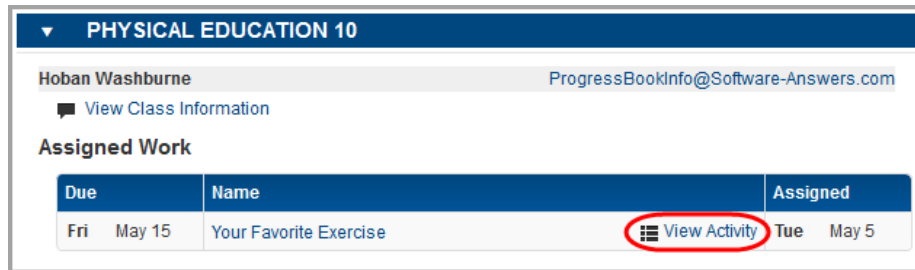
View Discussion from Planner

The **Activity Details** screen displays. If the assigned discussion is open, you can start or continue working on it.

Note: If the scheduled time frame for the discussion has passed, you have a read-only view of the discussion and can not respond to any posts.

2. Click **Begin**, or click **Continue** if you have already started posting to the discussion.
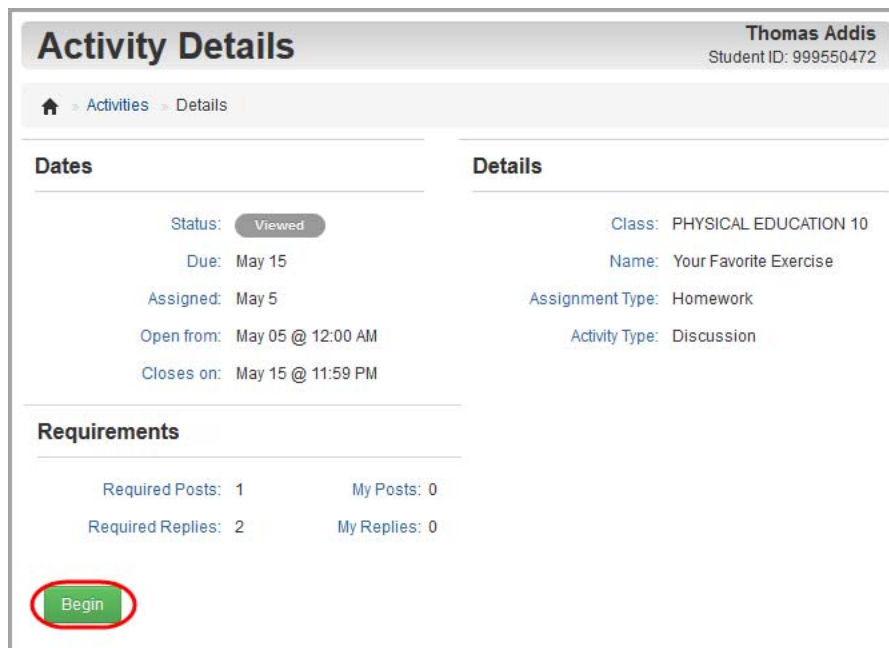
Begin Discussion

> *Note: The **Activity Details** screen displays the number of posts and replies required by your teacher as well as the number of posts and replies you have submitted.*

The **Activity Discussion** screen displays.

3. In the **Create your new post here** box under your teacher's directions, enter your response. If other students have posted responses, those display under the **Create your new post here** box.

Activity Discussion   **Thomas Addis**
                                                    Student ID: 999550472

🏠 » Activities » Details » Discussion

👤 Your Favorite Exercise   0 posts
   Hoban Washburne

   Please pick your favorite form of physical exercise. Then, write a paragraph explaining how that activity
   benefits your health.

   You are also required to respond to two other students' posts. Your response should contain how many
   times a week the activity should be performed and how long each session should be in order to receive
   maximum health benefits.

   This discussion will be open for 1 week. Please plan to write your initial responses early enough so that
   other students can reply.

   Create your new post here

   [Post] [Cancel]   ☐ Use rich text tools?

                                              + Expand All   − Collapse All

Create your new post here

4. Optional: If you want to use text formatting options and/or upload images or videos to your post, select the **Use rich text tools?** check box.

5. Click **Post** to submit your response.
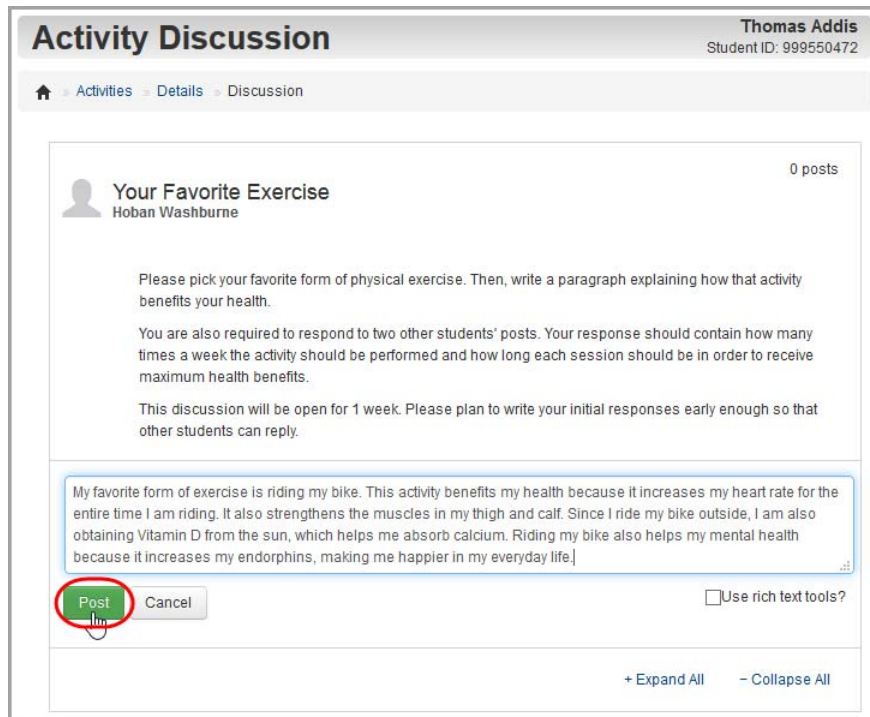
Post a Response

Your response displays under your teacher's instructions.

6. Optional: If your teacher requires or allows you to respond to other students' posts, in the **Reply to** box under the post to which you want to respond, enter your reply and then click **Post**.

Post a Response to Another Student

7. Optional: If your teacher writes you a private reply (as shown in the top-right corner of the message), you can review the teacher's message and, if requested, make any necessary updates.

    Note: *No other students can view a private message sent to you.*

    Note: *You cannot respond privately to your teacher.*
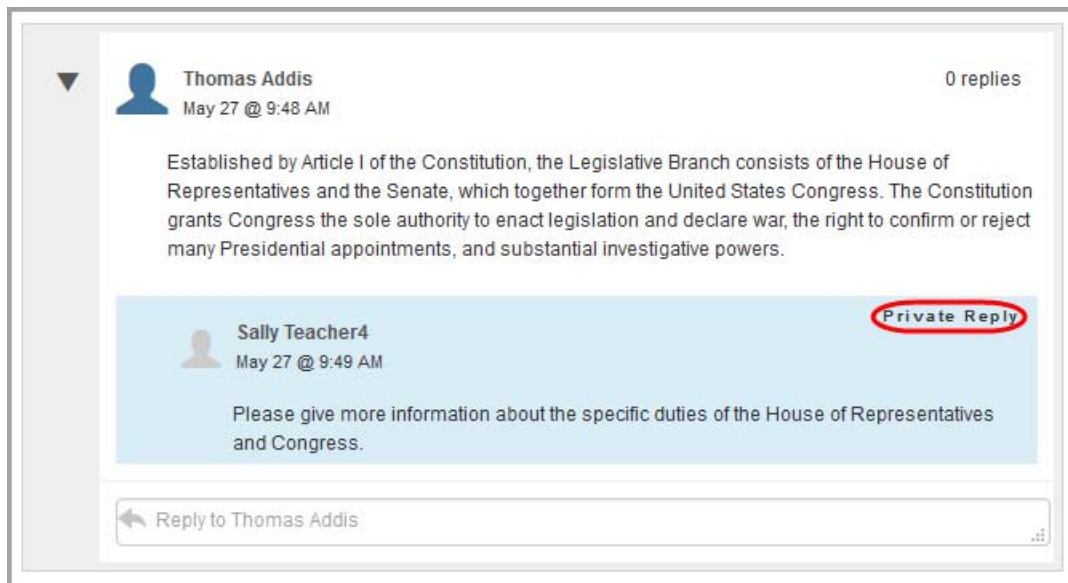
Private Reply from the Teacher

View Activity Grades

1. On the navigation bar, click **Activities**.
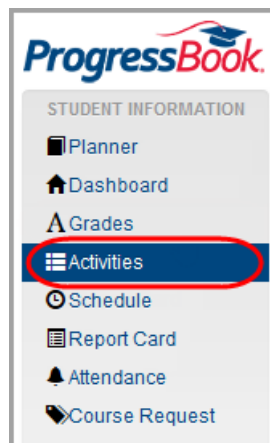
**Activities Option on
Navigation Bar**

2. In the **Graded** view of the **Activities** screen (or in the **Recent Activity** section, if applicable), click the name of the activity.

    *Note: If your teacher has graded the activity but sent it back for you to redo part or all of it, it displays in the **Assigned** view instead. (See "Redo Activities.")*

View Activity Grades

The **Activity Details** screen displays your grade in the **Mark** field.

*Note: This screen includes an additional section titled **Performance Indicators** for classes using standards-based grading.*

3. Optional: To view your grade on each question, click **Review**.

Review Activity Grades

The activity questions and your grades display.

Note: If the questions display as links, you can click them to review your answers. If your teacher allows it, you may also be able to view the correct answers.

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Graded Activity

Redo Activities
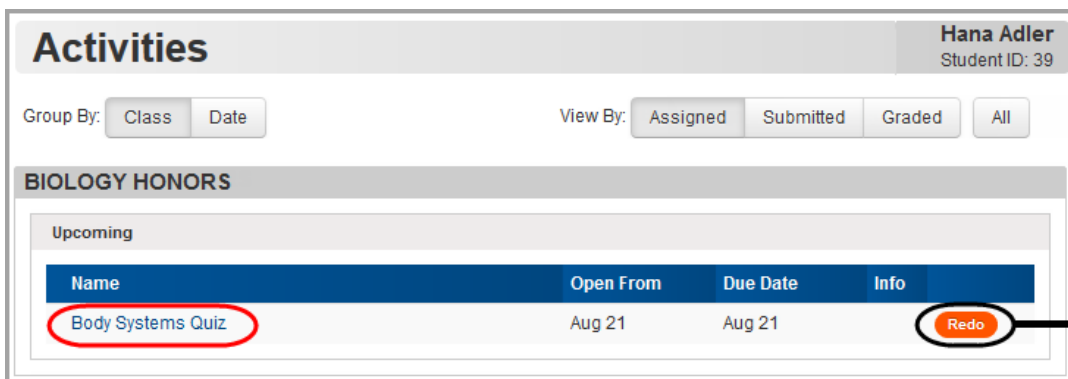
1. On the navigation bar, click **Activities**.
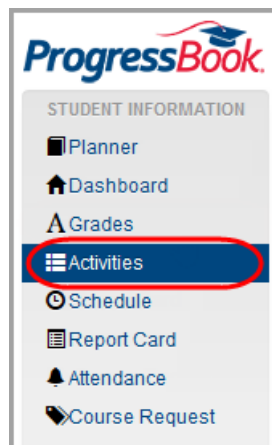
**Activities Option on
Navigation Bar**

In the **Assigned** view of the **Activities** screen, any activity marked (Redo) has been sent back from your teacher for you to try again.

2. Click the activity name.

Redo Activities

3. On the **Activity Details** screen, click **Begin**.

Activity Details – For Redo

Any question marked ⬤Redo is enabled for you to try again.

4. Note the teacher's comments, if any.

5. Answer all questions that are enabled.

6. When you are finished, click **Save & Exit**.

Redo Questions

7. Click **Submit for grading**.

Submit Redo for Grading

8. On the **Submit Answers** window, click **Ok**.

Confirm Submission

A confirmation message displays.

Note: Depending on your teacher's setup, you may be allowed to review your answers after submitting the activity for grading. If the questions still display as links, you can click them to review your answers.

Confirmation of Submitted Redo

View Class Schedule

1. To view your class schedule, on the navigation bar, click **Schedule**.

**Schedule Option on
Navigation Bar**

Your class schedule for the current reporting period displays.

*Note: In the **Meeting Days** column, today's day of the week displays in bold text.*

View Class Schedule

2. Optional: To view your schedule for a date falling in a different reporting period:

    a. In the **Date** field, enter or select the date.

    b. If needed, click **Refresh**.

Schedule – Change Date

3. Optional: To view your schedule for all reporting periods this school year, click **View Full Schedule**.

View Schedule for All Reporting Periods

Your class schedule for every reporting period displays.


Full Year Schedule

View Report Card

You can view and print current and previous report cards if your district or school publishes them to ProgressBook.

- To view your current report card grades on screen, see *"View Current Report Card."*
- If you want help interpreting your on screen report card, see *"Understand Your Report Card."*
- To view or print a PDF of your current report card, see *"View or Print Current PDF Report Card."*
- To view or print PDF report cards from previous grading periods or school years, see *"View Previous Report Cards."*

View Current Report Card

1. On the navigation bar, click **Report Card**.
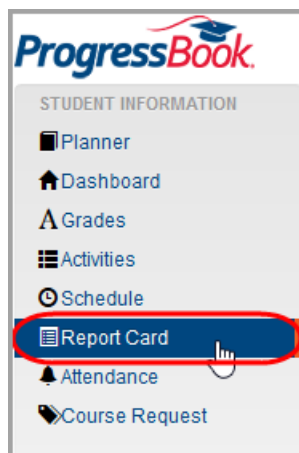
Report Card Option on Navigation Bar

Your current report card grades display on screen.

Note: *For help in interpreting the marks and comments on your report card, see* *"Understand Your Report Card."*

View Current Report Card

2. Optional: If you have more than one report card (such as an interim), you can view a different report card by selecting it in the **Report Cards** drop-down list.

   *Note: Selecting a report card in the drop-down list changes the report card that displays on the **Report Card** screen. It has no effect on the PDF report cards you select to view using the **View Paper Report Card** and **View Paper History** options.*

View Another Report Card

Understand Your Report Card

A legend is available to help you understand your grades. To view the legend for a particular grade or comment, do the following:

1. Hover your mouse over the grade or comment until 👁 appears.

**View Legend**

2. Click 👁 to open the legend.

Legend

3. Review the legend. Your grade displays in the **Current Marks** section. The **Available Marks** section displays the possible grades for this course.

View or Print Current PDF Report Card

If your district has chosen to publish report cards to ProgressBook, you can download the PDF version of your current report card for viewing or printing.

> **Note:** *To view and/or print report cards from previous grading periods or school years, see "View Previous Report Cards."*

1. On the navigation bar, click **Report Card**.
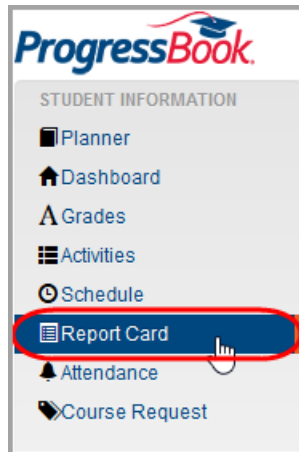
**Report Card Option on
Navigation Bar**

2. On the **Report Card** screen, click **View Paper Report Card**.
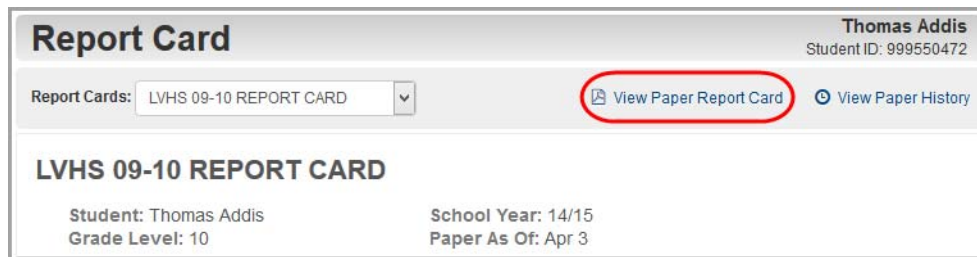
Report Card Screen – View Paper Report Card

Depending on your browser's settings, a PDF version of the report card may display in a new tab, or a window may display asking if you want to open or save the file.

3. Use the print functionality in your PDF viewer to print the report card.

View Previous Report Cards

You can view PDF versions of report cards prior to your current one if your school makes them available.

1. On the navigation bar, click **Report Card**.
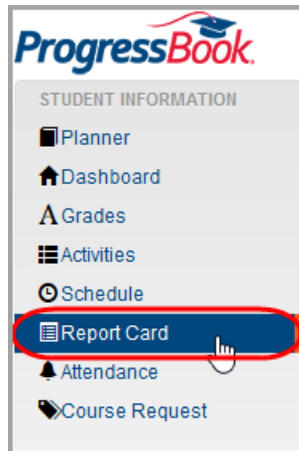

**Report Card Option on
Navigation Bar**

2. On the **Report Card** screen, click **View Paper History**.

View Paper History Option

The **Report Card History** screen displays.

3. Optional: If you want to display only the final report card per school year, select the **Only Show Finals** check box.

4. Optional: If you want to filter your report cards by school or grade, use the **School** or **Grade** drop-down lists.
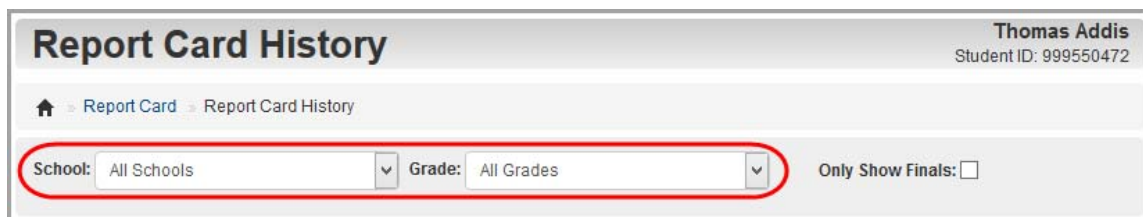
School and Grade Drop-Down Lists

5. Click the link under **Term** to open the report card.

Report Card History Screen

> Depending on your browser, a PDF version of the report card may display in a new tab, or a window may display asking if you want to open or save the file.

6. Optional: When the report card opens, use the print functionality in your PDF viewer to print it.

View Attendance

Your school may take a daily attendance count every morning as well as taking attendance each period. ProgressBook allows you to view both types of attendance records if your school has these options enabled.

1. On the navigation bar, click **Attendance**.
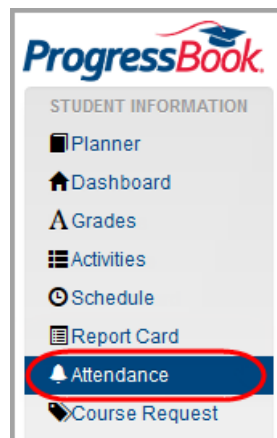
**Attendance Option on
Navigation Bar**

> The **Attendance** screen displays your **Daily Attendance** for the year and your **Period Attendance** for today (if your school has these options enabled).

2. Optional: To view your daily attendance by reporting period:

    a. On the **Attendance** screen, in the **Daily Attendance** section, click **View daily attendance detail**.
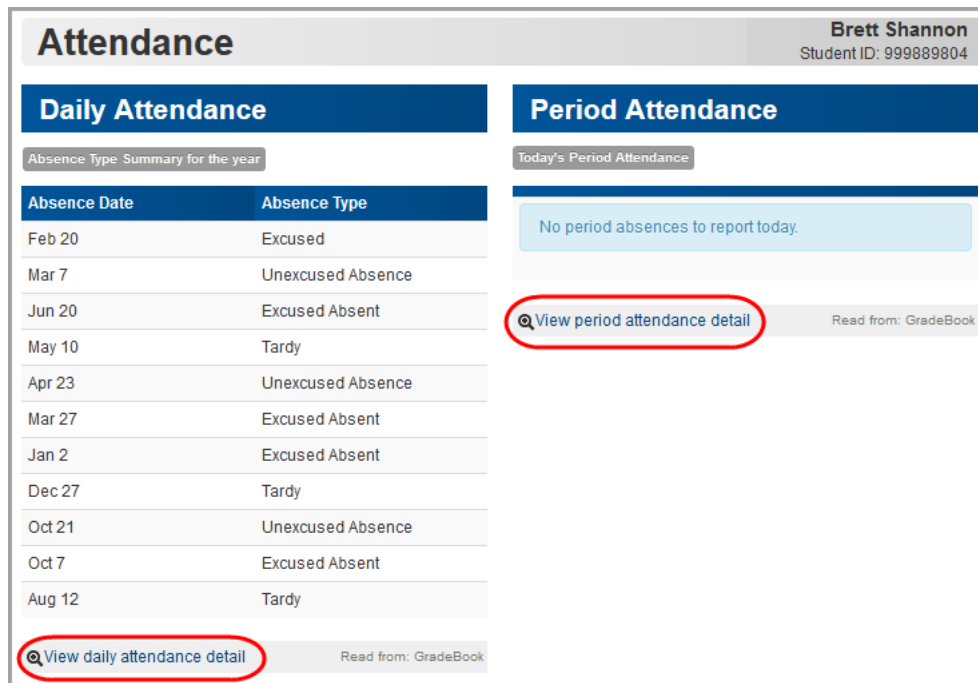
View Attendance

The **Daily Attendance** screen opens.
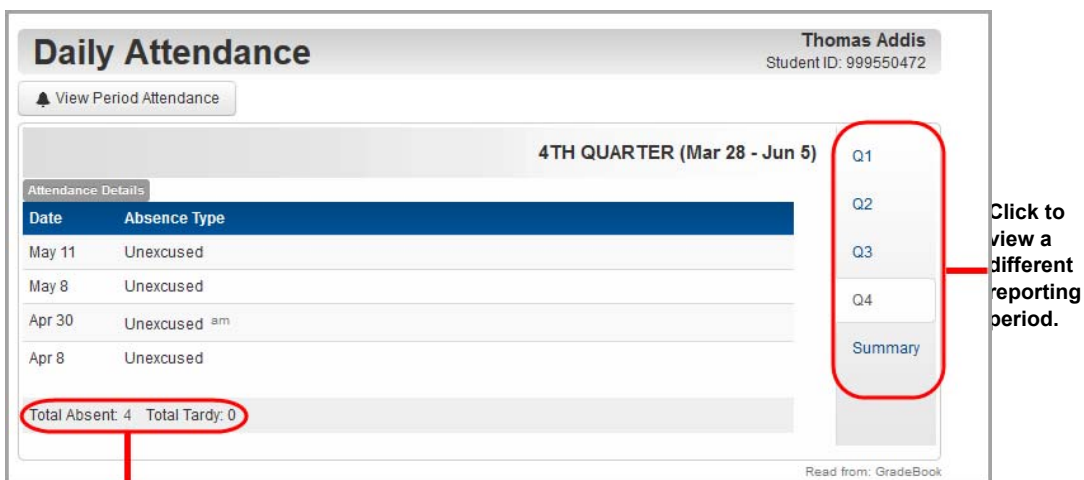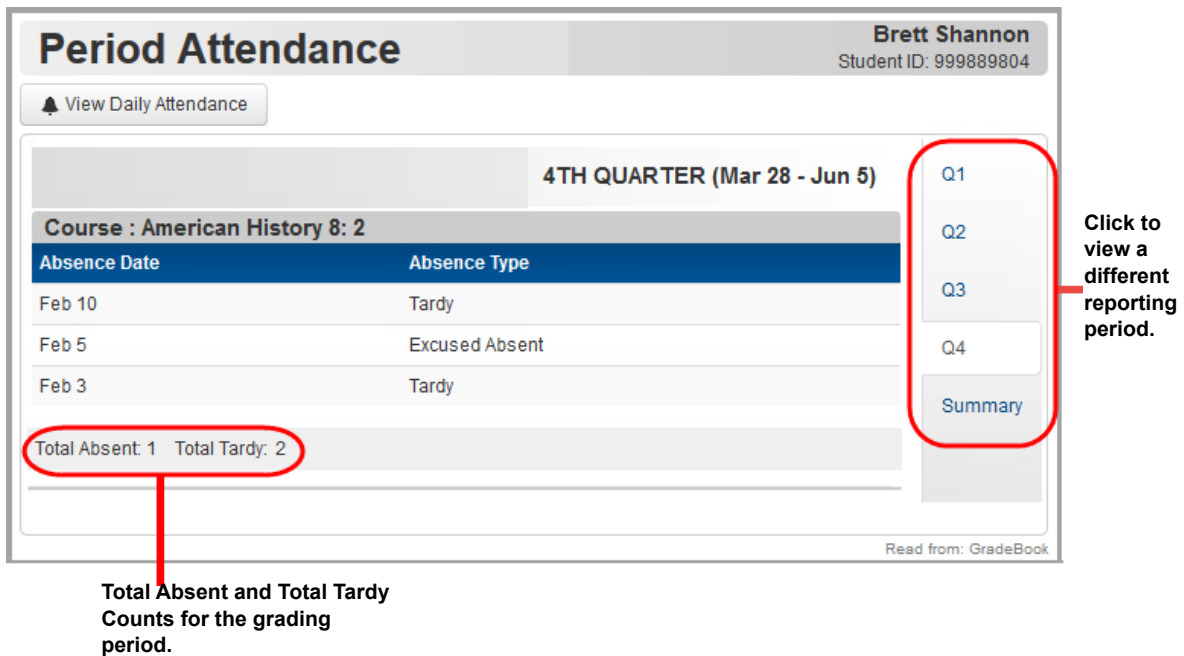
    b. On the right side of the screen, click a different reporting period.

View Daily Attendance by Reporting Period

*Note: You can only view **Total Absent** and **Total Tardy** counts if your district enables them.*

Note: Total Absent and Total Tardy counts do not display in the Attendance Summary view.

3. Optional: To view your period attendance for the dates other than today:

   a. On the **Attendance** screen, in the **Period Attendance** section, click **View period attendance detail**.

      The **Period Attendance** screen opens and displays your period attendance for the school year.

   b. To view your period attendance for a specific reporting period, on the right side of the screen, click a different reporting period.

View Period Attendance by Reporting Period

Note: You can only view Total Absent and Total Tardy counts if your district enables them.

Note: Total Absent and Total Tardy counts do not display in the Attendance Summary view.

Request Courses

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Request-Courses

   Note: This option is only available if your school or district has enabled it. In addition, it may only be available during a specific time frame for requesting courses.

1. On the navigation bar, click **Course Request**.
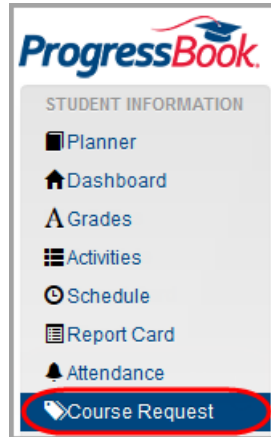
**Course Request
Option on Navigation
Bar**

The **Course Request** screen displays. If you have already begun requesting courses, these requests display.

2. Click **Add Courses**.
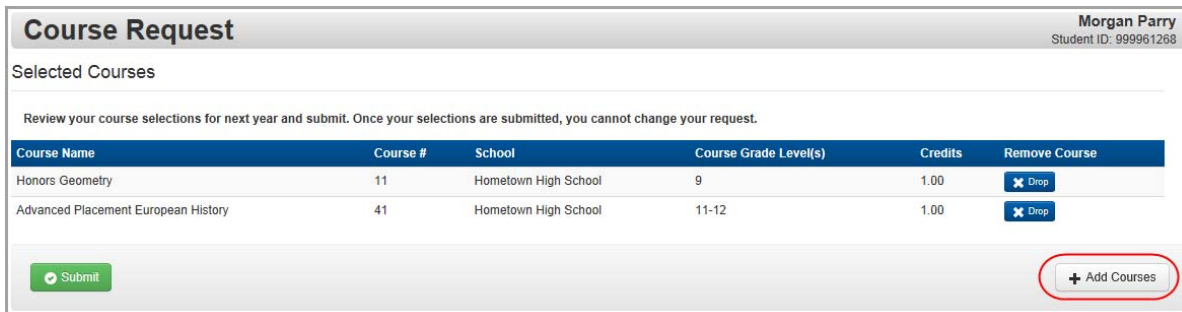
Course Request Screen

The **Course Catalog** displays.

Course Catalog

3. Optional: If you do not see the course you are looking for, you can search for it as follows:

    a. In the search box, enter all or part of the course name or course number.

    b. Click **Search**.

Search Course Catalog

4. If you see the course you want to add, select the check box beside it in the **Add** column.

Add Course

5. Optional: Continue adding any other course requests.

6. When you are finished making your selections, click **Done**.

   The courses you added now appear on the **Course Request** screen.

7. Review your selections.

   *Note: If you selected a course and do not want to request it, in the **Remove Course** column, click **Drop**.*

8. When you are satisfied with your course request list, click **Submit**.

Review and Submit Courses

9. On the **Submit Course Request** window, click **Ok**.

Submit Course Request Window

Note: From your browser, you can print the courses you requested.

School Information

ProgressBook provides important information about your school.

- To view school news and information, see *"View School News."*
- To view the school calendar, see *"View School Calendar."*
- To view class information posted by your teachers, see *"View Class Information."*

View School News

Schools and districts post news and information in ProgressBook to help you stay informed. You can view news articles and other information such as required school forms.

1. To see news for your school or district, on the navigation bar, click **News**.
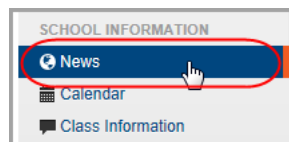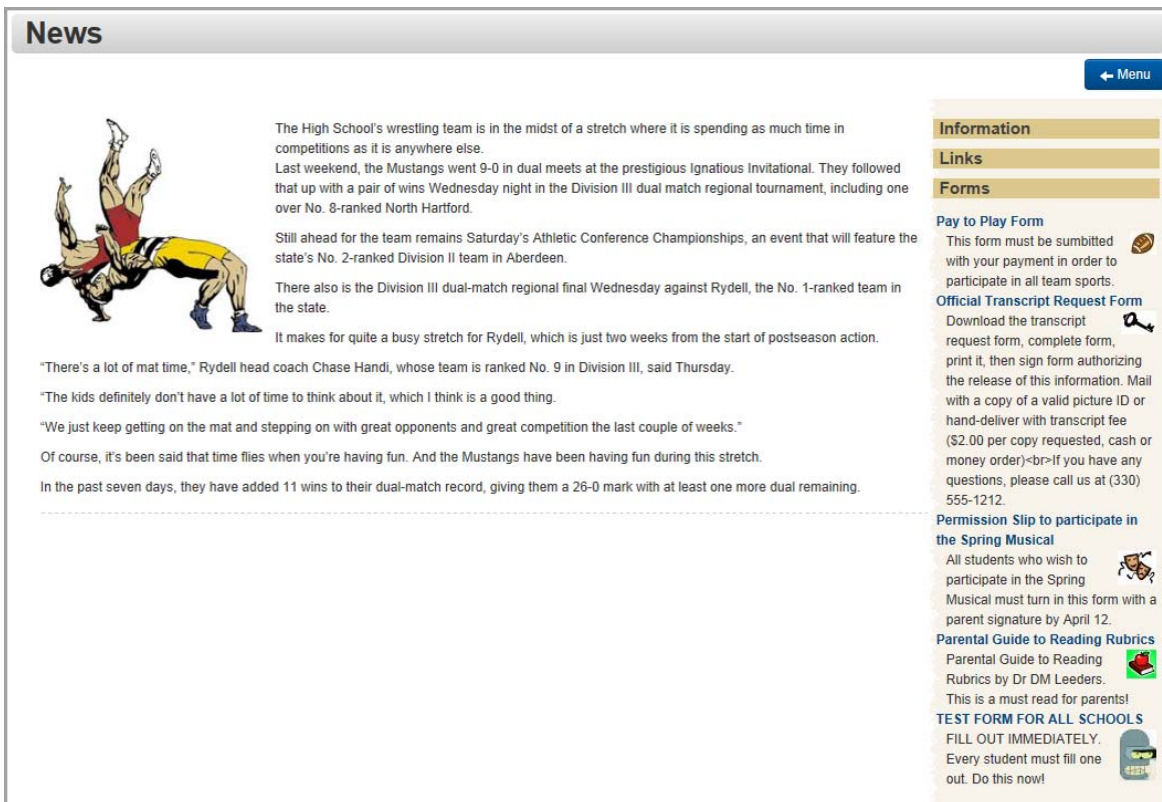
**News Option on
Navigation Bar**

2. On the **News** screen, the district and/or schools with news posted display in green. Click the district or school whose news you want to view.
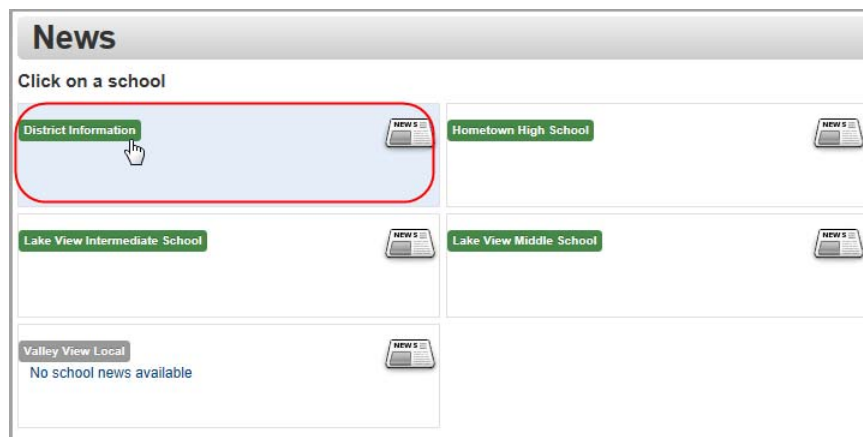
News Screen

The **News** screen displays the news for the district or school you selected.

District or School News

View School Calendar

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Calendar

On the school calendar, you can view events, homework, and daily attendance. You can set preferences that determine which events display on the calendar so you see only the information that is important to you.

1. To see your school calendar, on the navigation bar, click **Calendar**.
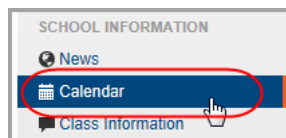
**Calendar Option on
Navigation Bar**

The **Calendar** screen displays. If this is the first time you are accessing this screen, the **Calendar Setting Preferences** window automatically displays and instructs you to set your calendar preferences. If you would like to change your preferences in the future, click **Settings**; then update your choices and click **Save**.

Select items from the Events, Classes and Schools tabs; then click Save.
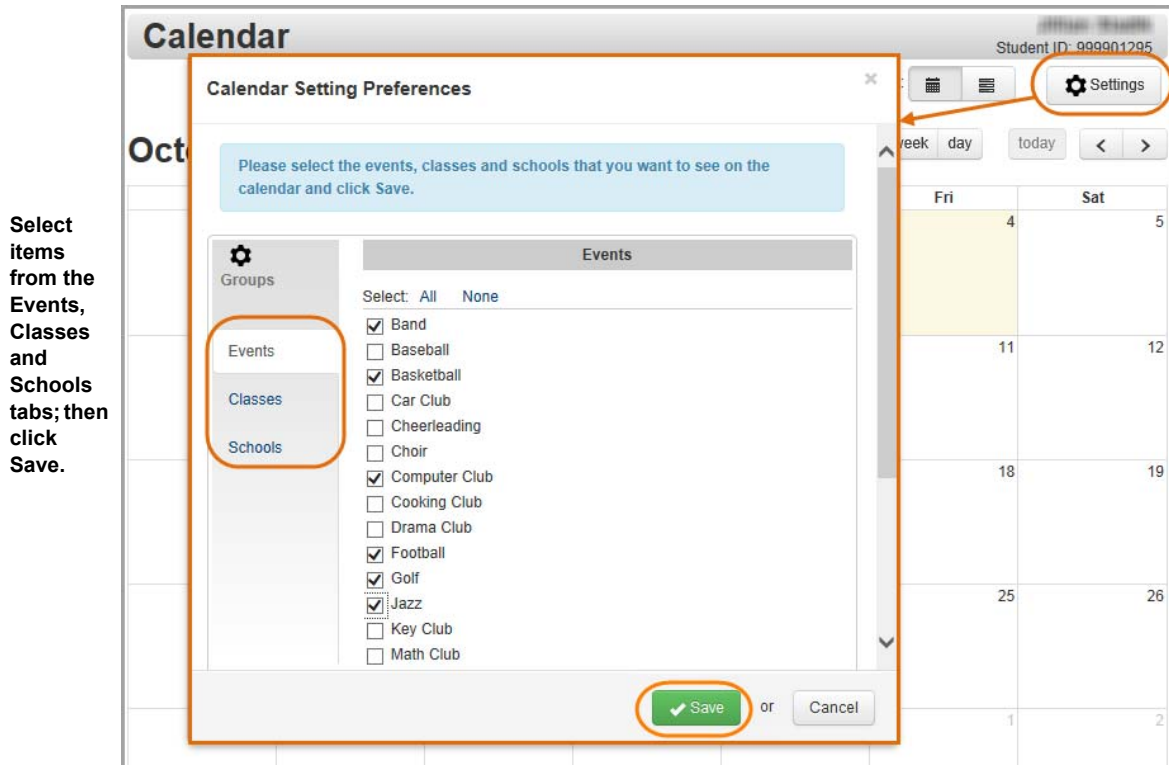
Calendar Preferences

2. On the **Events** tab, select the check box beside each event category you want to see on your calendar. Likewise, on the **Classes** and **Schools** tabs, select the check box beside each class and school whose events you want to see on your calendar.

3. Click **Save**.

   The calendar displays events based on the preferences you set. The events are color-coded as follows:

   • **Pastel Orange** – Homework

   • **Red** – Daily attendance

   • **Pastel Blue** – District and school events
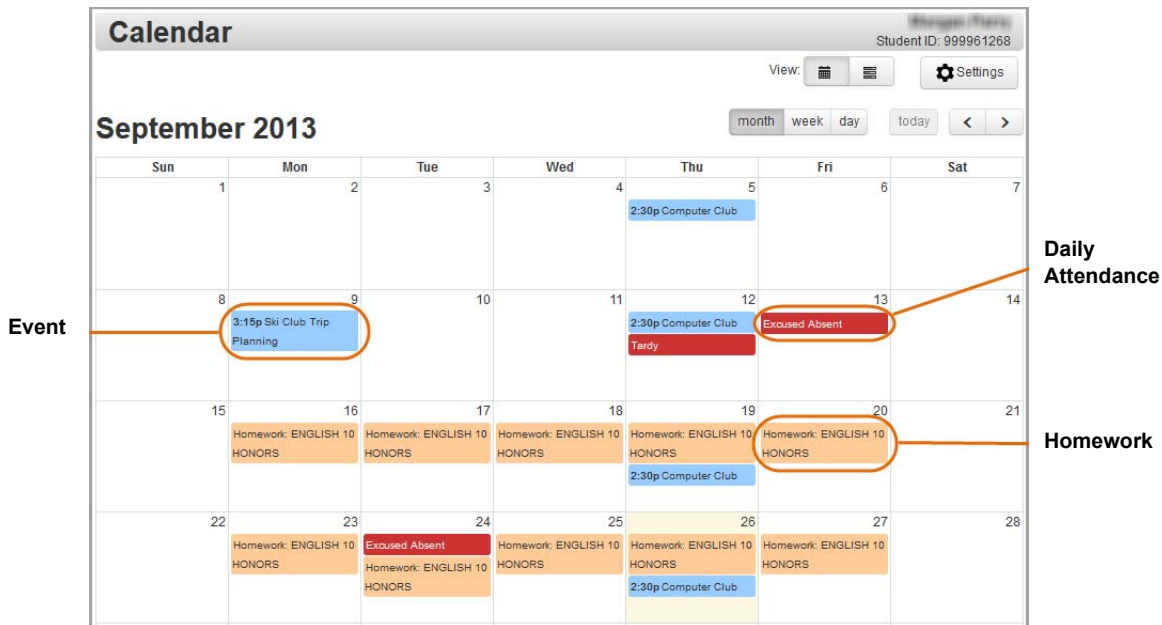
Calendar Screen

*Note: By default, the calendar displays in month format, but you can change it to view by **week** or by **day** by clicking the buttons at the top of the calendar.*

4. Optional: To view detailed information about an event, click the calendar item.

5. Optional: To view a list of events by date range, in the **View** area, click ☰ .

View List of Events

The events now display in list format.

6. Optional: To view events for a different date or date range, do one of the following:

    •   Click **Today**, **This Week** or **This Month** to view events for those dates/ranges.

    •   Enter a **Start Date** and **End Date** (or select these from the calendar date picker), and click **Refresh**.

View Event List for Another Date or Date Range

The events for the selected date or date range display.

View Class Information

Teachers post class news and information in ProgressBook to help you stay informed.

1. To see your class information, on the navigation bar, click **Class Information**.
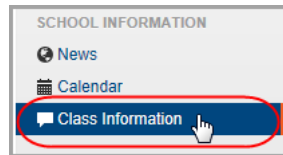
Class Information Option on Navigation Bar

2. On the **Class Information** screen, the classes with information posted display in green. Click the class whose information you want to view.

Class Information Screen

The **Class Information** screen displays for the class you selected.

View Class Information

Account Management

ProgressBook provides several options for you to manage your account.

- To manage the alerts you receive, see *"Subscribe to Alerts."*
- To update your user name, name, or email address, see *"Update Your Account Information."*
- To change your password, see *"Change Your Password."*

Subscribe to Alerts

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Alerts

If your school or district has enabled alerts in ProgressBook, you can subscribe to these alerts if you want to be notified when you have not completed an assignment or when you have received a low grade (mark). You can choose the types of alerts you want to receive.

> *Note: Low assignment mark alerts are not available for standards-based classes.*

1. To subscribe to alerts, on the navigation bar, click **Alerts**.

**Alerts Option on
Navigation Bar**

2. On the **Alerts** screen, under **Alert Settings**, next to your name, select the alerts you want to receive.

   The **Alert Emails** section defaults to the email address associated with your ProgressBook account.

3. Optional: To change alert email addresses, do the following:

   - Click **Add New Email**.
   - Enter the email address.
   - Next to the address you want to delete, click **Delete**.

4. Click **Update**.

Alert Settings

5. If you selected the **Low Assignment Marks** alert check box, select threshold grades as follows:

    a. Click **Set Low Mark Settings**.

Set Low Mark Settings

    b. Under **Low Mark Alert Settings**, for each class for which you want to set a low mark alert, in the **Grade** drop-down list, select a threshold grade. (For example, if you want to be notified if you receive a grade of "B" or lower, select "B.")

       Note: For classes that use standards-based grading, you cannot select a threshold grade.

6. Click **Update**.

Low Mark Alert Settings

Update Your Account Information

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Profile
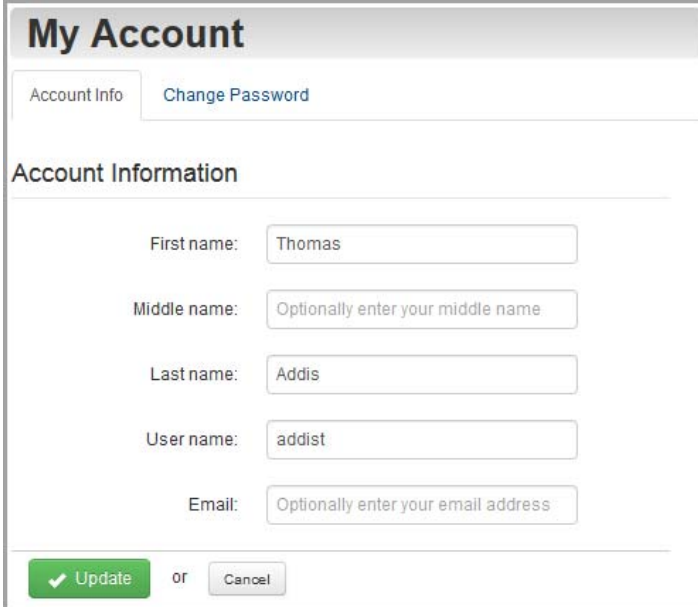
> *Note: Updating your account information only affects your ProgressBook account. To update the school's official records, please contact the school office.*

1. To update your ProgressBook account information, on the navigation bar, click **My Account**.
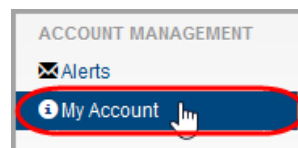
**My Account Option on
Navigation Bar**

2. On the **Account Info** tab, update any information as needed.

3. Click **Update**.

Update Account Information

Change Your Password
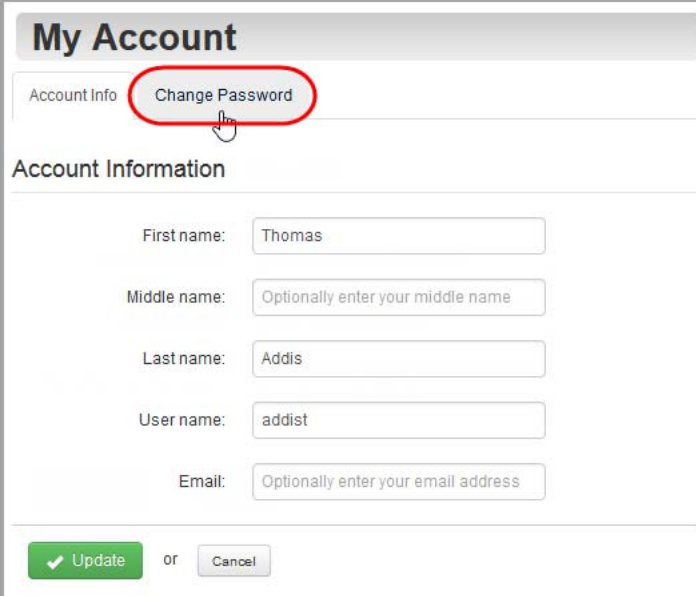
You can change your password if you remember your current password. (If you have forgotten your password, see *"Reset Your Password"* instead.)

1. On the navigation bar, click **My Account**.
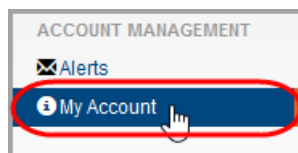
**My Account Option on
Navigation Bar**

2. Click the **Change Password** tab.
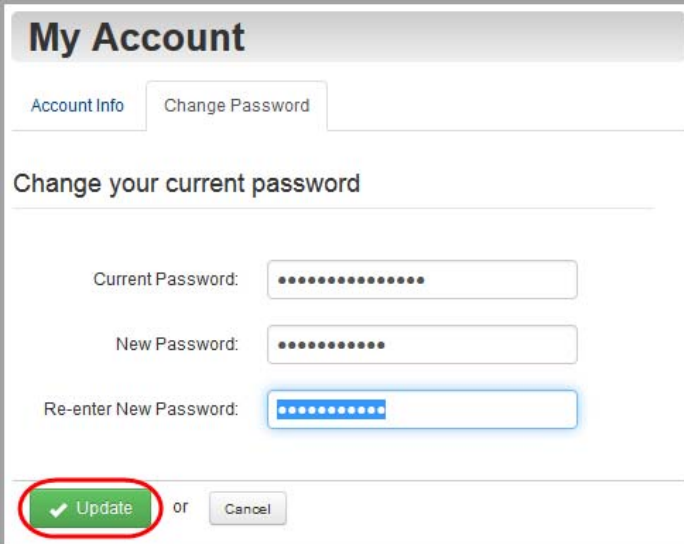
Change Password Tab

3. Enter your **Current Password** and your chosen **New Password**.

   Note: *Passwords must contain 1 letter, 1 number, and 8 to 50 characters. They are case sensitive and cannot match the user name.*

4. In the **Re-enter New Password** field, re-enter the new password.

5. Click **Update**.

Change Your Password

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Appendix: Parent Information

This appendix contains topics specifically for parents. Refer to the appropriate section as follows:

- To create your ProgressBook account for yourself, see *"Create Parent Account."*
- To add a child to your account, see *"Add a Child to Your Account."*
- To change the order in which your children display, see *"Reorder Children."*
- To create a ProgressBook account for your child, see *"Create Student Account."*
- To reset your child's password, see *"Reset Your Child's Password."*
- To edit your child's contacts, see *"View or Edit Student Contacts."*
- To view basic information associated with your child, see *"View Your Child's Profile."*
- For a description of the information you can see on your **Home** screen, see *"Understand the Home Screen."*
- To learn how people without ProgressBook accounts (such as relatives or neighbors) can view a calendar of district and school events, see *"View Public Calendar."*

Create Parent Account

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Create-Account

1. In a web browser, enter the URL provided by your child's school or district.

2. On the **Districts** screen, select your child's school district. The system will remember your selection the next time you log in on the same machine.

Select District

3. On the ProgressBook **Sign In** screen, click **Sign up**.

Sign Up to Create New Account

4. On the **Sign Up** screen, click **I am a parent**.

Create a Parent Account

5. Under **Your Contact Information**, enter the following:

    •   **First Name**
    •   **Last Name**
    •   **Email**
    •   **Re-enter Email**

6. Under **Account Details**, enter the following:

    •   **User name** – Letters and/or numbers (6 to 50 characters) or your email address
    •   **Password** – Must contain 1 letter, 1 number, 8 to 50 characters, case sensitive and cannot match the user name
    •   **Re-enter Password** – Must match password

7. Under **Link Students to Account**, enter the following:

- **Registration Key** – Provided on the registration letter from the school or district (not case sensitive)

  Note: The registration key to create a parent account begins with "PA."

- **First Name** – Must exactly match the name on the registration letter from the school or district
- **Last Name** – Must exactly match the name on the registration letter from the school or district
- **Date of Birth**

8. Optional: If you have a registration key to enter for another child, click **Link another student to account**, and perform *step 7* again.

   Note: If you have not received registration keys for all of your children, you can add children to your account at a later time. See "Add a Child to Your Account."

9. Click **Register**.

Sign Up – Create a Parent Account

An account creation confirmation message displays, and you can now sign in to ProgressBook. (See *"Sign In to ProgressBook."*)

Add a Child to Your Account

If you did not have registration keys for one of your children at the time you created your parent account but have since received a letter for that child, you can add the child to your account now.

Refer to the appropriate section as follows:

- If you are already signed in to ProgressBook, see *"Add a Child - Signed In."*
- If you are not signed in to ProgressBook, see *"Add a Child - Not Signed In."*

Add a Child - Signed In

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Add-Child

1. On the navigation bar, click **My Account**.

My Account Option on Navigation Bar

2. Click the **My Students** tab.

My Students Tab

3. Under **Accounts**, click **Link Another Student**.

Link Another Student

4. Enter the following:

    •   **Registration Key** – Provided on the registration letter from the school or district (not case sensitive)

        Note: The registration key you use to link a student to your existing parent account begins with "PA."

    •   **First Name** – Must exactly match the name on the registration letter from the school or district

    •   **Last Name** – Must exactly match the name on the registration letter from the school or district

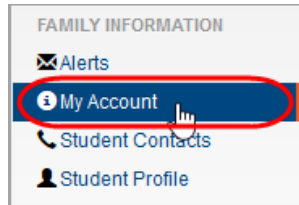   •   **Date of Birth**

5. Click **Save**.

Link Student to Account

Add a Child - Not Signed In

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Add-Child-Not-Signed-In

1. On the ProgressBook **Sign In** screen, click **Sign up**.

Sign Up to Add a Student

2. On the **Sign Up** screen, click **Link Student**.

Link Student Button

Instructions for adding another child to your account display on the **Sign In** screen.

3. Sign in to your account.

Sign In to Add a Student

4. On the **My Account** screen, **Link a student to this account** area, enter the following:

   - **Registration Key** – Provided on the registration letter from the school or district (not case sensitive)

     Note: The registration key you use to link a student to your existing parent account begins with "PA."

   - **First Name** – Must exactly match the name on the registration letter from the school or district
   - **Last Name** – Must exactly match the name on the registration letter from the school or district
   - **Date of Birth**

5. Click **Save**.

Link Student to Account

Reorder Children
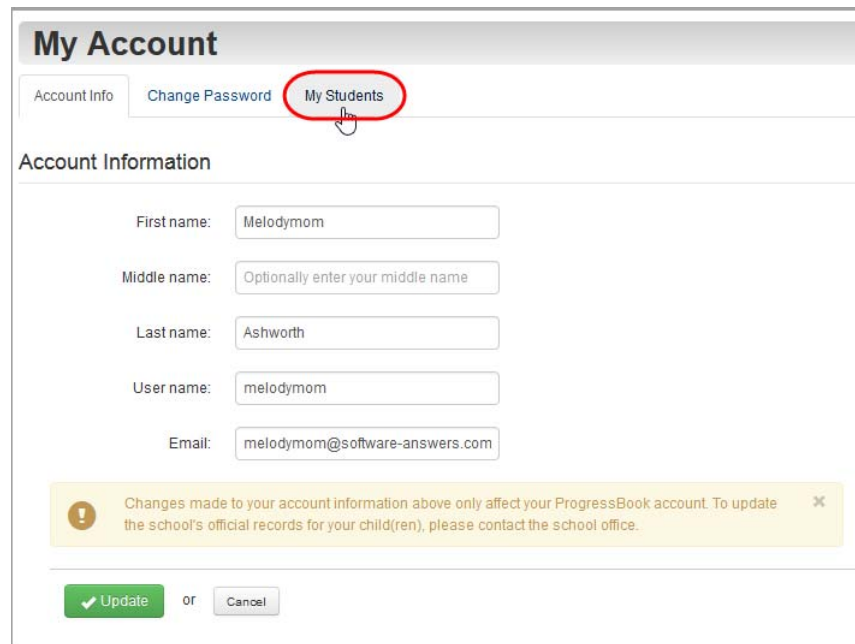
You can change the order in which your children display in the student switcher and choose which child displays by default when you sign in.

1. On the navigation bar, click **My Account**.

**My Account Option on
Navigation Bar**

2. Click the **My Students** tab.

My Students Tab

3. On the **My Students** tab, use one of the following methods to move a child to a new position:

   Note: Information for the child in the first position displays by default when you sign in to ProgressBook.
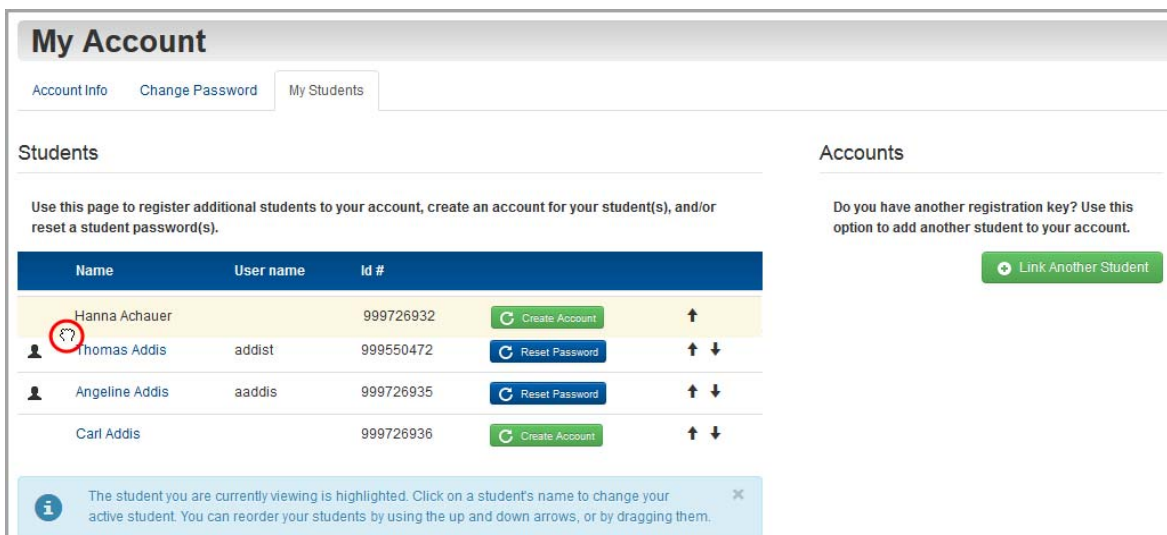
   - In the row of the student you want to move, click ⬆ or ⬇ .

Reorder Children Using Arrow Icons

   - Drag and drop the student to a new position in the list.

Reorder Children Using Drag and Drop

The children display in the new order.

Reordered List of Children

Throughout ProgressBook, the student switcher displays your children in this order. Information for the first child displays by default when you sign in. (For more information, see *"Understand the Home Screen."*)

Children display in order selected on My Students screen.
First child's information displays by default.

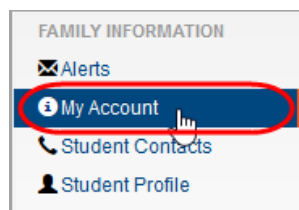**Reordered Children in Student Switcher**

Create Student Account

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Parent-Create-Student-Account

You can create a student account for your child so s/he can sign in to ProgressBook independently of you.
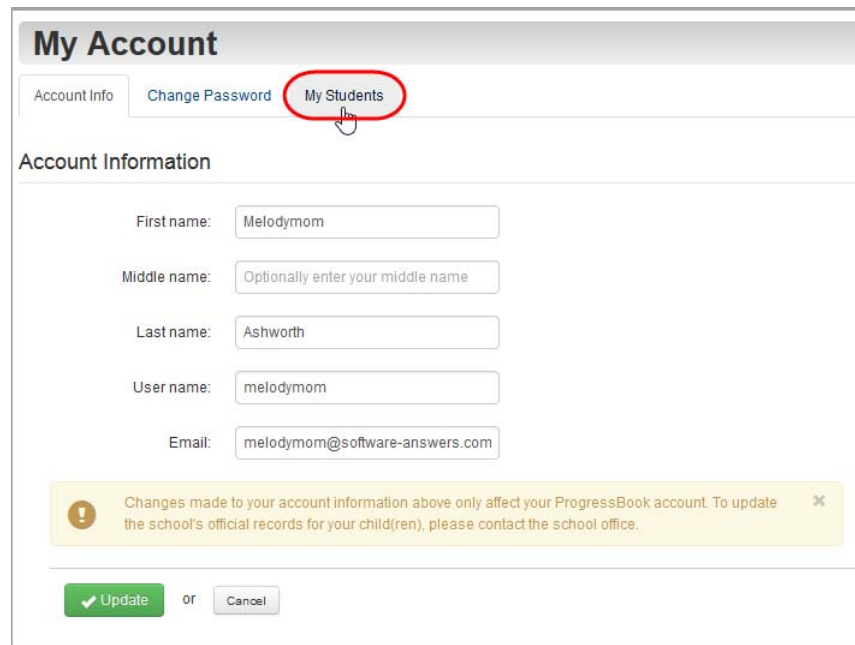
> *Note: Student accounts offer some different functionality and a different view of information within ProgressBook.*

1. On the navigation bar, click **My Account**.

**My Account Option on
Navigation Bar**

2. Click the **My Students** tab.

My Students Tab

3. On the **My Students** tab, in the row of the child for whom you want to create a student account, click **Create Account**.

Manage Students – Create Account

4. Enter the following information:

   • **User name** – Letters and/or numbers (6 to 50 characters) or the child's email address

   • **Password** – Must contain 1 letter, 1 number, 8 to 50 characters, case sensitive and cannot match the user name

   • **Re-enter Password** – Must match password

   • **Email** (optional)

   • **Re-enter Email** (optional)

   Note: If you choose to enter an email address for your child's account, it cannot be the same address you use for your parent account. Also, while providing the email address is optional, without it, your child cannot reset his/her own password. You or the teacher would need to do it.

5. Click **Create**.

Create Student Account

Reset Your Child's Password

To view a video of this procedure, go to:
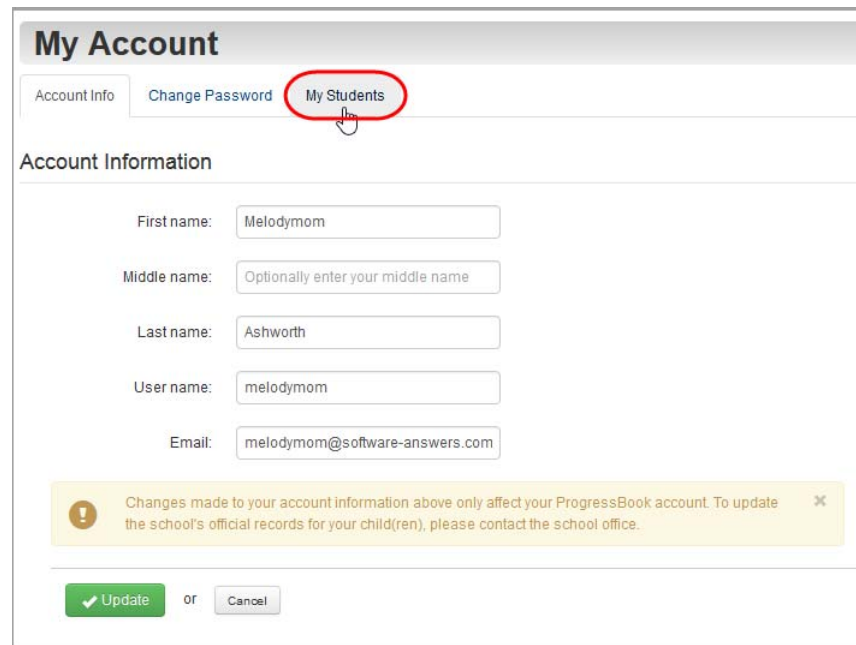http://www.progressbook.com/Videos/PA/Reset-Child-Password

If your child forgets his or her password and does not have an email address tied to his or her student account, you or the teacher can reset your child's password.
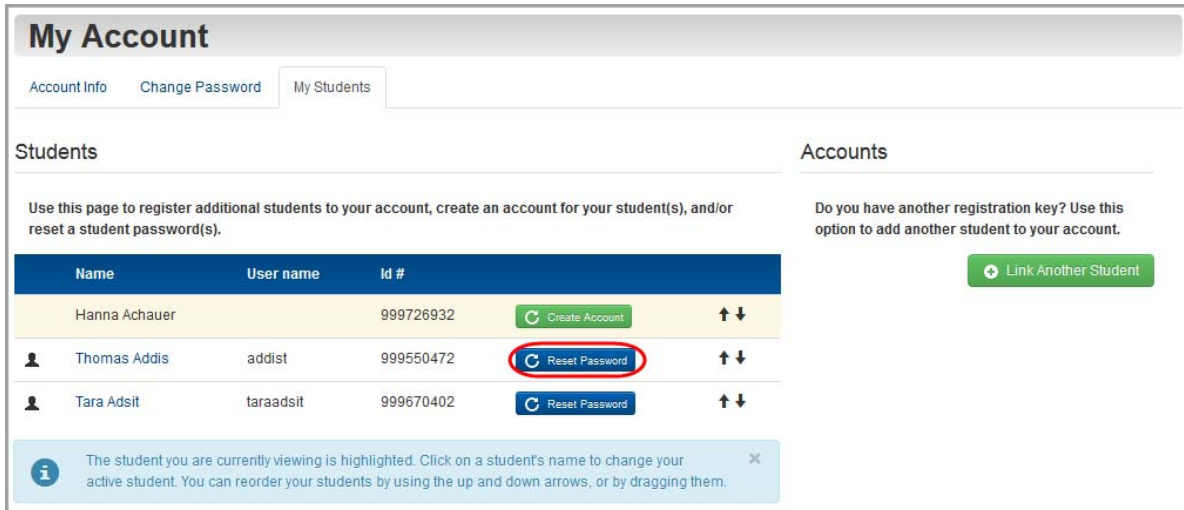
1. On the navigation bar, click **My Account**.

**My Account Option on
Navigation Bar**

2. Click the **My Students** tab.

My Students Tab

3. On the **My Students** tab, under **Students**, in the row of the student whose password you want to reset, click **Reset Password**.
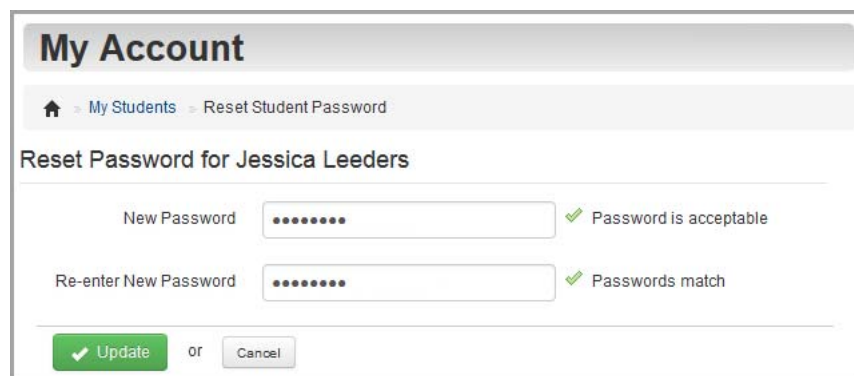

Reset Child's Password

4. Enter a **New Password** for your child.

   Note: Passwords must contain 1 letter, 1 number, and 8 to 50 characters. They are case sensitive and cannot match the user name.

5. In the **Re-enter New Password** field, re-enter your child's new password.

6. Click **Update**.

Enter New Password for Your Child

View or Edit Student Contacts

If your district allows it, you can view or update phone, email, and address information for your child's contacts.

> *Note: Based on your district's settings, only some ProgressBook users may be able to view and edit student contact information. Even if you are permitted to edit contact information, some contacts and addresses may be read-only.*
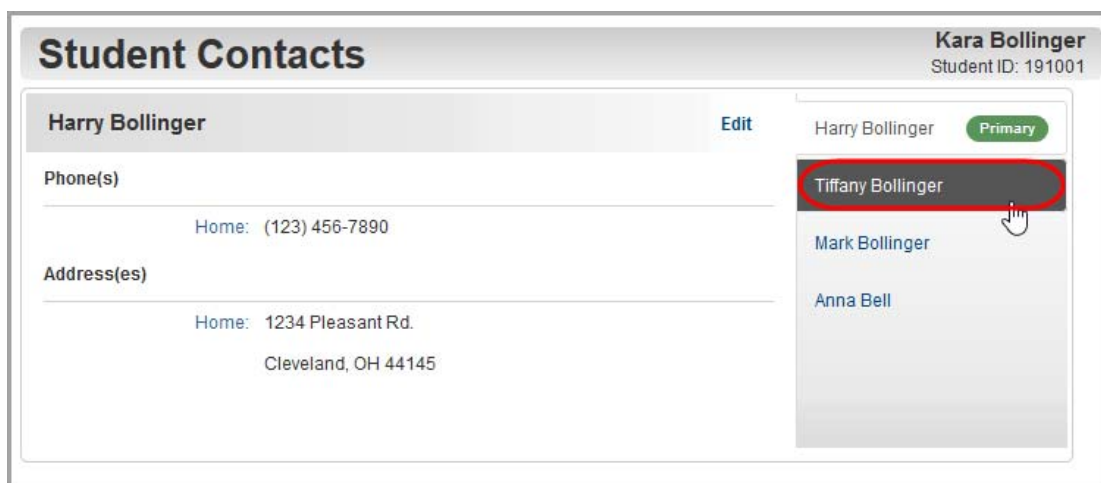
1. On the navigation bar, click **Student Contacts**.

Student Contacts Option on Navigation Bar

Information for the student's primary contact displays by default with other contact names listed in the right column as well.
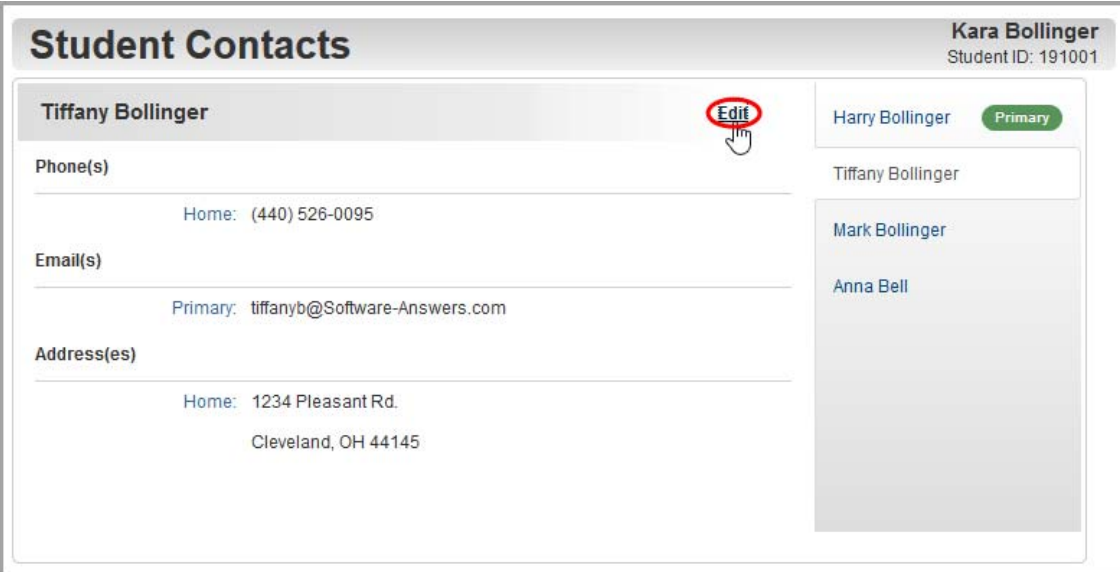
2. On the **Student Contacts** screen, click the name of the contact whose information you want to view or edit.

Select a Contact

The edit screen for the contact you selected displays.

3. Optional: If you want to edit the contact's information, click **Edit**.

Edit Contact Information

The **Student Contacts** edit screen displays.

4. Optional: To edit existing contact information:

   a. In the appropriate section, update the existing fields and drop-down lists.

   b. Click **Save**.

5. Optional: To add new contact information:

   a. In the appropriate section, click **Add**.

   b. Enter the required contact information.

   c. Click **Save**.

6. Optional: To delete existing contact information:

   a. In the appropriate section, next to the item you want to delete, click **Delete**.

Student Contacts Edit Screen

b.   On the **Delete** confirmation window, click **OK**.

A message displays to confirm that you deleted the item successfully.

View Your Child's Profile

You can review the school, address, demographic information, and notes (medical, disability, custody, and miscellaneous) on file for your child.

> **Note:** *This information is read-only. To update this information, please contact your school for assistance.*

1. On the navigation bar, click **Student Profile**.

**Student Profile Option
on Navigation Bar**

2. Review the **Student Profile** information.

> **Note:** *Based on your district's settings, you may not be able to view the student address or notes even if you can view the **Student Profile**.*

Student Profile

Understand the Home Screen

When you sign in to ProgressBook with your parent account, the **Home** screen provides an overview of grades, homework and attendance for the highlighted student displayed in the lower-left corner of the screen.

> *Note: If more than one student is linked to your account, the additional student(s) also display in the student switcher area at the bottom of the screen. To view information for a different student, click that student.*

Student switcher – Click a different student to view information for that student.

Home Screen

For information on how to read each area of the screen, refer to the appropriate topic as follows:

- *"Today's Comments"*
- *"Grades"*
- *"Grade Details"*
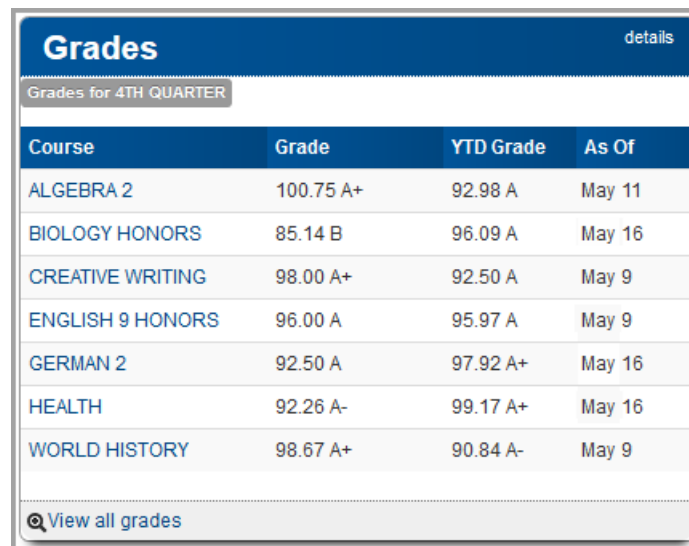- *"Homework"*
- *"Daily Attendance"*

Today's Comments

If a teacher has posted a comment today, it displays in **Today's Comments** at the top of the **Home** screen.

Today's Comments on Home Screen

Grades

The **Grades** pane displays an overview of your child's grade averages in all courses for the current grading period (and year-to-date if the teacher chooses to display this information).

Grades Pane on Home Screen

To view grade details for a specific course, click the course name. Or to view grade details for all courses, click **details** or **View all grades**. (For more information about grades, see *"View Grades."*)

Grade Details

The **Grade Details** pane displays grades for your child's assignments that were due (homework) or completed (classwork, quizzes, tests) in the past two days.

Grades Details Pane on Home Screen

To view additional grade details, click **details** or **View all grade details**. (For more information about grades, see *"View Grades."*)

Homework

The **Homework** pane displays an overview of your child's upcoming homework. The number icon indicates by course how many homework assignments are due today or in the next two days.
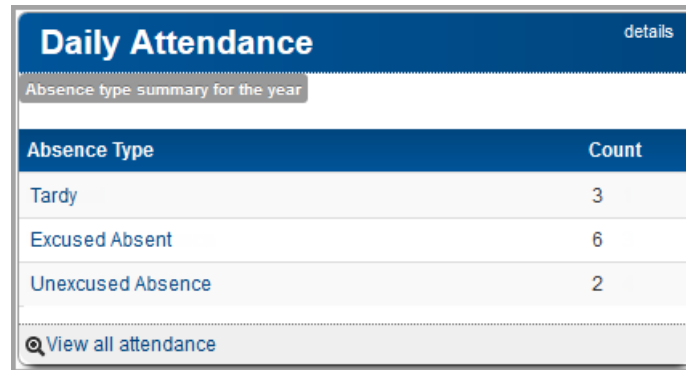

Homework Pane on Home Screen

To view additional homework details on your student's **Planner** screen, click either the course name, the number icon, **details** or **View all homework**. (For more information about homework, see *"View Assignments."*)

Daily Attendance

The **Daily Attendance** pane displays your child's total absences and tardies for the school year.
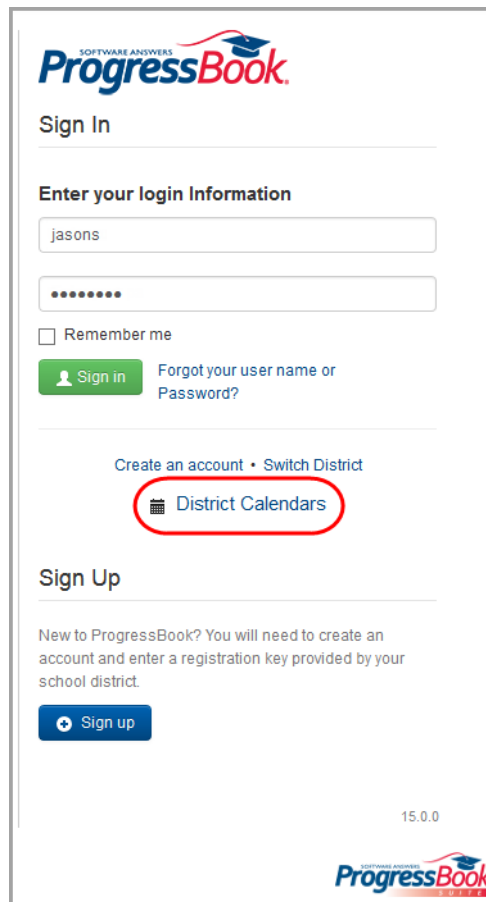

Daily Attendance Pane on Home Screen

To view additional attendance details, click **details** or **View all attendance**. (For more information about attendance, see *"View Attendance."*)

View Public Calendar

For people without ProgressBook accounts (such as relatives or neighbors) who want to stay up-to-date on district and school events, this topic explains how to access a public version of the calendar.

> *Note: The public calendar displays events that are of interest to the school community in general. It does not display your children's homework or daily attendance information.*

1. On the ProgressBook **Sign In** screen, click **District Calendars**.

District Calendars Link

The public calendar displays.

Public Calendar

Note: For information on calendar functionality and views, see "View School Calendar."