
ProgressBook User Guide



ProgressBook User Guide

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

© 2015 Software Answers, Inc. All Rights Reserved. All other company and product names included in this material may be Trademarks, Registered Trademarks or Service Marks of the companies with which they are associated. Software Answers, Inc. reserves the right at any time and without notice to change these materials or any of the functions, features or specifications of any of the software described herein.

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.

Change Log

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 <i>ParentAccess User Guide</i> 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

Change Log	i
Welcome to ProgressBook	1
Create Account.....	1
Access ProgressBook.....	5
Sign In to ProgressBook	5
What To Do If Your Account Is Locked	7
Retrieve Forgotten User Name	7
Reset Your Password.....	9
Navigate ProgressBook	12
Use Online Help	13
Sign Out of ProgressBook.....	14
Student Information	15
View Assignments.....	15
View Dashboard.....	20
Today's Comments.....	20
Grades	21
Grade Details	21
Homework.....	22
Daily Attendance	22
View Grades.....	23
Understand Your Grades.....	27
Access Online Activities	30
View Online Activities	31
Complete Online Activities	33
Participate in Online Discussions.....	38
View Activity Grades.....	41
Redo Activities.....	44
View Class Schedule	47
View Report Card.....	50
View Current Report Card.....	50
Understand Your Report Card.....	52
View or Print Current PDF Report Card	53

View Previous Report Cards	54
View Attendance	55
Request Courses	57
School Information	61
View School News	61
View School Calendar.....	62
View Class Information	65
Account Management	67
Subscribe to Alerts	67
Update Your Account Information	69
Change Your Password	70
Appendix: Parent Information	73
Create Parent Account.....	73
Add a Child to Your Account	78
Add a Child - Signed In	78
Add a Child - Not Signed In	80
Reorder Children.....	83
Create Student Account.....	86
Reset Your Child's Password	89
View or Edit Student Contacts	91
View Your Child's Profile	94
Understand the Home Screen	95
Today's Comments.....	96
Grades	96
Grade Details	97
Homework.....	97
Daily Attendance	98
View Public Calendar.....	99

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.](#)”

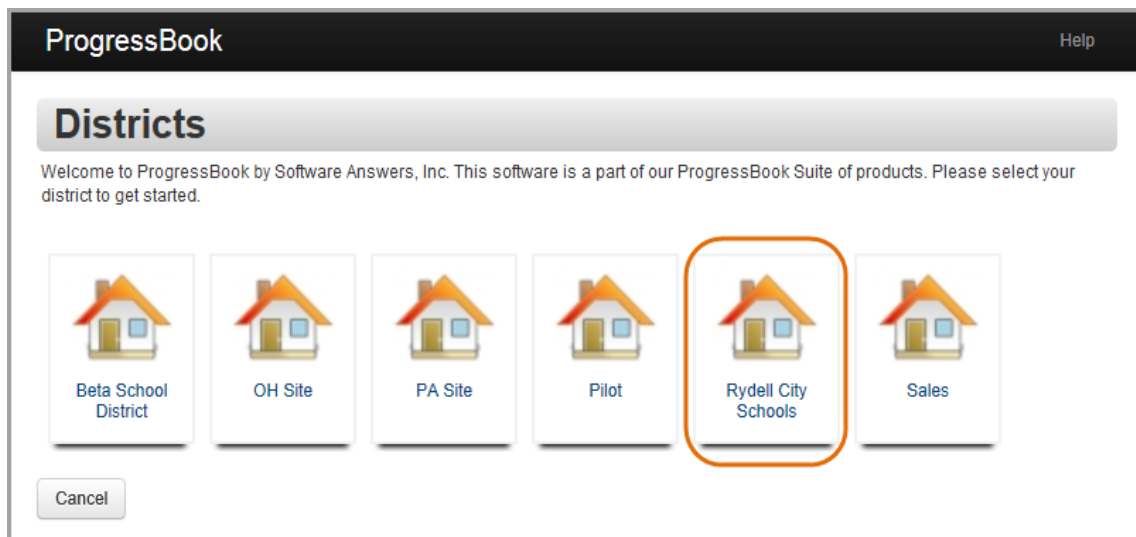
Create Account

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**.

The screenshot shows the ProgressBook user interface. At the top is the logo "SOFTWARE ANSWERS ProgressBook." Below it is the "Sign In" section with a horizontal line. Underneath is the heading "Enter your login Information" followed by two input fields: "User name" and "Password". Below the fields is a checkbox labeled "Remember me". A green "Sign in" button with a person icon is next to a link that says "Forgot your user name or Password?". Below this is a horizontal line and the text "Create an account • Switch District" and "District Calendars" with a calendar icon. The "Sign Up" section follows, with a horizontal line and the text "New to ProgressBook? You will need to create an account and enter a registration key provided by your school district." A blue "Sign up" button with a plus icon is circled in red. At the bottom right, the version number "15.0.0" and the ProgressBook logo are visible.

Sign Up to Create New Account

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

Rydell City Schools Help

Sign Up

Select the type of account you would like to create:

Add Another Child to Your Parent Account
A parent account can have multiple children linked to it. Use this option to add another child to your existing account.

Link student

New Parent Account
A parent account provides you access to view your children's progress, assignments, attendance, etc. Use this option to create your account.

I am a parent

New Student Account
A student account provides students access to view information about their classes such as homework, graded assignments, etc. Use this option to create a student account.

I am a student

Cancel

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**.

The screenshot shows the 'Sign Up' page for Rydell City Schools. The page is titled 'Sign Up' and has a subtitle 'Create a student account'. It is divided into two main sections: '1 Student Information' and '2 Account Information'. In the 'Student Information' section, there are input fields for 'First Name' (filled with 'Scott'), 'Last Name' (filled with 'Jennings'), and 'Date of Birth' (filled with '01/07/1999'). Below these is a yellow informational box stating 'Email address is not required. If provided, it will only be used for password reset requests.' There are also input fields for 'Email' and 'Re-enter Email', both filled with 'scott@example.com'. The 'Account Information' section contains input fields for 'Registration Key' (filled with 'SAKWWQQ6C6M5L792'), 'User name' (filled with 'scottj'), 'Password', and 'Re-enter Password'. Each of these fields has a green checkmark icon and a validation message: 'Key format is valid', 'User name is available', 'Password is acceptable', and 'Passwords match' respectively. At the bottom of the form, there is a green 'Register' button with a plus icon, followed by the text 'or' and a grey 'Cancel' button.

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**.

SOFTWARE ANSWERS
ProgressBook

Sign In

Enter your login information

User name

Password

Remember me

Sign in Forgot your user name or Password?

Create an account · **Switch District**

District Calendars

Sign Up

New to ProgressBook? You will need to create an account and enter a registration key provided by your school district.

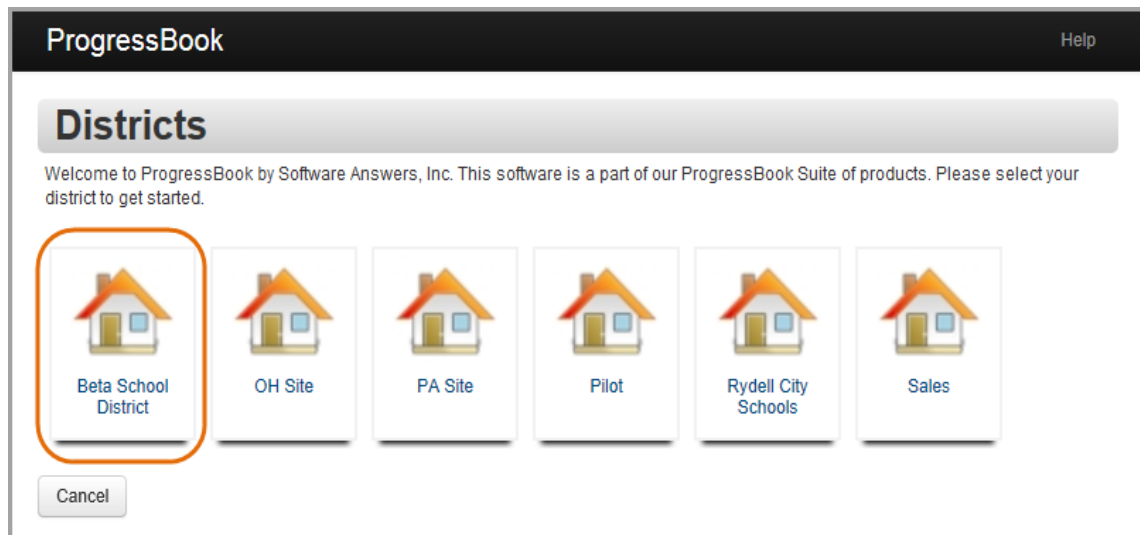
Sign up

15.0.0

SOFTWARE ANSWERS
ProgressBook

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**.

SOFTWARE ANSWERS
ProgressBook

Sign In

Enter your login information

jasons

.....

Remember me

Sign in Forgot your user name or Password?

Create an account • Switch District

District Calendars

Sign Up

New to ProgressBook? You will need to create an account and enter a registration key provided by your school district.

Sign up

15.0.0

SOFTWARE ANSWERS
ProgressBook

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?**.

SOFTWARE ANSWERS
ProgressBook


Sign In

Enter your login Information


jasons

.....

Remember me


 [Forgot your user name or Password?](#)

[Create an account](#) • [Switch District](#)

 [District Calendars](#)

Sign Up

New to ProgressBook? You will need to create an account and enter a registration key provided by your school district.



15.0.0

ProgressBook

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?**

SOFTWARE ANSWERS
ProgressBook

Sign In

Enter your login Information

jasons

•••••••

Remember me

Forgot your user name or Password?

[Create an account](#) • [Switch District](#)

[District Calendars](#)

Sign Up

New to ProgressBook? You will need to create an account and enter a registration key provided by your school district.

15.0.0

ProgressBook

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.

Rydell City Schools Help

Account Recovery

What do you need help with?

I forgot my password

Please enter user name:

(Instructions for resetting your password will be sent to your registered email account.)

I forgot my user name

My account has been locked

or

Note: If you have not completed the registration process for a ProgressBook account, you must do that first to gain access to the system and view a student's information. Your school district will supply you with a registration key to use during the sign up process. To create an account, click Cancel to return to the sign in screen and then click Sign up.

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.

Rydell City Schools Help

Password Reset

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

New Password

Re-enter New Password

Reset Password or Cancel

Password Reset Screen

8. Click **Reset Password**.

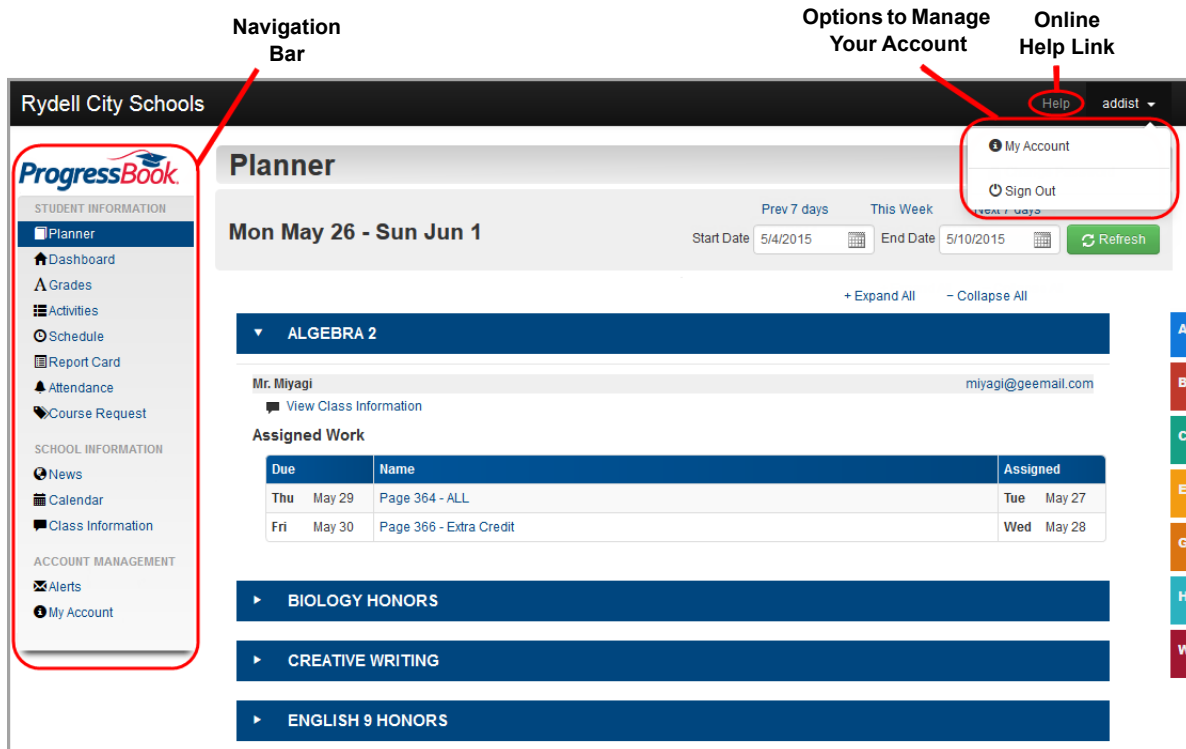
The **Sign In** screen appears, and an email is sent to your account stating your password has been changed.

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.



Navigate ProgressBook

Use Online Help

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

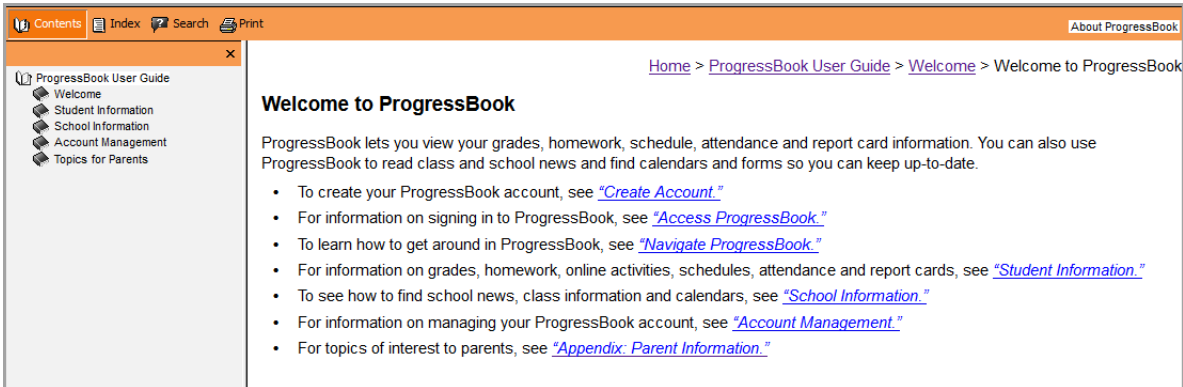
To view an online help topic for the screen you are viewing, at the top-right of the screen, click **Help**.



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

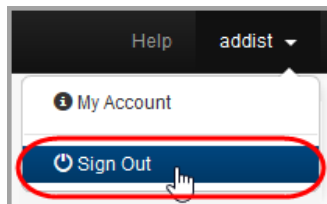
Sign Out of ProgressBook

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.”](#)

Planner

Brett Shannon
Student ID: 999888004

Mon May 26 - Sun Jun 1

Prev 7 days This Week Next 7 days
Start Date: 5/26/2014 End Date: 6/1/2014 Refresh

+ Expand All - Collapse All

▼ ALGEBRA 2

Mr. Miyagi miyagi@geemail.com
View Class Information

Assigned Work

Due	Name	Assigned
Thu May 29	Page 364 - ALL	Tue May 27
Fri May 30	Page 366 - Extra Credit	Wed May 28

View Activity

▶ BIOLOGY HONORS

▶ CREATIVE WRITING

▶ ENGLISH 9 HONORS

▼ GERMAN 2

Mr. Al Teacher100 ProgressBookInfo@Software-Answers.com
View Class Information

Assigned Work

Due	Name	Assigned
Fri May 30	Summary Test	Wed May 28

Posted Homework

▼ New Vocabulary
Due: Every Friday

Posted On: Monday March 31

Use the **Vocabulary Practice** link to connect to the **Conjuguemos** website. Complete at least one list per week. Study the List of Words and/or create Flashcards to practice. Click the list name to take the quiz.

Attachments

Links

- [Vocabulary Practice](#)

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**.

Planner Brett Shannon
Student ID: 999889804

Prev 7 days This Week Next 7 days

Mon May 26 - Sun Jun 1 Start Date 5/26/2014 End Date 6/1/2014 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.

Planner Brett Shannon
Student ID: 999889804

Prev 7 days This Week Next 7 days

Mon May 26 - Sun Jun 1 Start Date 5/26/2014 End Date 6/1/2014 Refresh

+ Expand All - Collapse All

ALGEBRA 2

Mr. Miyagi miyagi@geemail.com

View Class Information

Assigned Work

Due	Name	Assigned
Thu May 29	Page 364 - ALL	Tue May 27
Fri May 30	Page 366 - Extra Credit	Wed May 28

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:
 - Hover over the colored tab representing the course to expand the tab.
 - Click the tab.

Planner Brett Shannon
Student ID: 99889804

Prev 7 days This Week Next 7 days

Mon May 26 - Sun Jun 1 Start Date: 5/26/2014 End Date: 6/1/2014 [Refresh](#)

+ Expand All - Collapse All

- ▶ ALGEBRA 2
- ▶ BIOLOGY HONORS
- ▶ CREATIVE WRITING
- ▶ ENGLISH 9 HONORS
- ▼ GERMAN 2
- H HEALTH**
- W

Mr. AI Teacher100 ProgressBookInfo@CentralAnswers.com

View Class Information

Assigned Work

Due	Name	Assigned
Fri May 30	Summary Test	Wed May 28

Jump to Course

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

▼ **ALGEBRA 2**

Mr. Miyagi miyagi@geemail.com

View Class Information

Assigned Work

Due	Name	Assigned
Thu May 29	Page 364 - ALL	Tue May 27
Fri May 30	Page 366 - Extra Credit	Wed May 28

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 Brett Shannon
Student ID: 999889804

Planner > Assignment Details

ALGEBRA 2

Details

Name: Page 364 - ALL
Due: May 29
Assigned: May 27
Score: 18/20 (90%)
Type: Classwork
Weight: 1
Tags: L

Grading Scale: [Show assignment grading scale](#)
Class Information: [View Class Information](#)

Assignment Details

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

Assignment Details Brett Shannon
Student ID: 999889804

Planner > Assignment Details

ALGEBRA 2

Details

Name: Page 364 - ALL
Due: May 29
Assigned: May 27
Score: 18/20 (90%)
Type: Classwork
Weight: 1
Tags: L

Grading Scale: [Show assignment grading scale](#)
Class Information: [View Class Information](#)

Grade Scale Overview

Mark	Value	Starting%	Ending%
A+	4	97.5	110
A	4	92.5	97.49
A-	3.7	89.5	92.49
B+	3.3	86.5	89.49
B	3	82.5	86.49
B-	2.7	79.5	82.49
C+	2.3	76.5	79.49
C	2	72.5	76.49
C-	1.7	69.5	72.49
D+	1.3	66.5	69.49
D	1	62.5	66.49
D-	0.7	59.5	62.49
F	0	0	59.49

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.

Grades

Course	Grade	YTD Grade	As Of
ALGEBRA 2	100.75 A+	92.98 A	May 11
BIOLOGY HONORS	85.14 B	96.09 A	May 16
CREATIVE WRITING	98.00 A+	92.50 A	May 9
ENGLISH 9 HONORS	96.00 A	95.97 A	May 9
GERMAN 2	92.50 A	97.92 A+	May 16
HEALTH	92.26 A-	99.17 A+	May 16
WORLD HISTORY	98.67 A+	90.84 A-	May 9

Homework

Course	Due
ALGEBRA 2	1
BIOLOGY HONORS	1

Grade Details

Date	Assignment	Mark
ALGEBRA 2		
May 29	Page 364 - ALL	20/20
BIOLOGY HONORS		
May 28	Chapter 15	15/15

Daily Attendance

Absence type	Summary for the year
Excused	1
Unexcused Absence	3
Excused Absent	4
Tardy	3

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
ALGEBRA 2
Thank you for helping the other students with this week's assignments!

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			
Grades for 4TH QUARTER			
Course	Grade	YTD Grade	As Of
ALGEBRA 2	100.75 A+	92.98 A	May 11
BIOLOGY HONORS	85.14 B	96.09 A	May 16
CREATIVE WRITING	98.00 A+	92.50 A	May 9
ENGLISH 9 HONORS	96.00 A	95.97 A	May 9
GERMAN 2	92.50 A	97.92 A+	May 16
HEALTH	92.26 A-	99.17 A+	May 16
WORLD HISTORY	98.67 A+	90.84 A-	May 9

[View all grades](#)

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.

Grade Details		
Items due in past 2 days		
ALGEBRA 2		
Date	Assignment	Mark
May 29	Page 364 - ALL	20/20
BIOLOGY HONORS		
Date	Assignment	Mark
May 28	Chapter 15	15/15

[View all grade details](#)

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		details
Homework due today or next 2 days		
Course		
ALGEBRA 2	1	
BIOLOGY HONORS	1	
View all homework		

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.

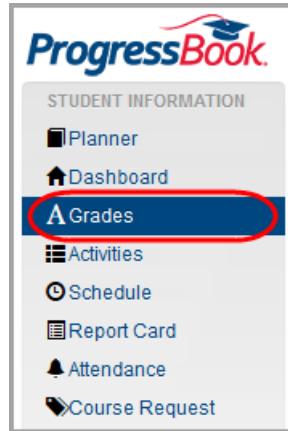
Daily Attendance		details
Absence type summary for the year		
Absence Type	Count	
Tardy	3	
Excused Absent	6	
Unexcused Absence	2	
View all attendance		

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

- To see your grade averages per course, on the navigation bar, click **Grades**.




**Grades Option on
Navigation Bar**

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

Grades					Brett Shannon Student ID: 999889804	
					4TH QUARTER (Mar 22 - Jun 29)	
Course	Grade	YTD Grade	As Of			
▶ ALGEBRA 2 - Section: A	100.75 A+	92.98 A	Jun 11	see all details (9)	Q1	
▶ BIOLOGY HONORS - Section: A	85.14 B	96.09 A	Jun 16	see all details (10)	Q2	
▶ CREATIVE WRITING - Section: A	98.00 A+	92.50 A	Jun 9	see all details (9)	Q3	
					Q4	

Click to
change
reporting
period.

View Another Reporting Period

- 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.

Click to view averages for each reporting period.

Grades					Brett Shannon Student ID: 999889804	
					4TH QUARTER (Mar 22 - Jun 29)	
Course	Grade	YTD Grade	As Of			
ALGEBRA 2 - Section: A	100.75 A+	92.98 A	Jun 11	see all details (9)		

Course	Grade	YTD Grade	As Of		
ALGEBRA 2 - Section: A	100.75 A+	92.98 A	Jun 11	see all details (9)	
Teacher: Mr. Miyagi Email: miyagi@geemail.com					
Period ended 16 days ago					
1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER		
88.46 B+	97.50 A+	96.47 A	100.75 A+		

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.

Grades Brett Shannon
Student ID: 999889804

4TH QUARTER (Mar 22 - Jun 29)

Course	Grade	YTD Grade	As Of	
▶ ALGEBRA 2 - Section: A	100.75 A+	92.98 A	Jun 11	see all details (9)

Q1
Q2
Q3
Q4

Grade Details Brett Shannon
Student ID: 999889804

⬆ > Grades > Grade Details

Class: ALGEBRA 2⁹ 100.75 A+ 4TH QUARTER (Mar 22 - Jun 29)

ALGEBRA 2 View By:

Class Mark: 100.75 A+

Date	Assignment	Type	Mark	Info
Jun 4	Page 372 - Review	HW	19/20 (95%)	🔍
Jun 3	Page 370 - Odd	HW	13/15 (86.67%)	🔍
May 30	Page 366 - Extra Credit	ExCr	2/0	🔍
May 29	Page 364 - ALL	HW	20/20 (100%)	🔍
May 23	Page 360 - Extra Credit	🔍 View Activity ExCr	5/0	🔍
May 22	Page 358 - Even	HW	15/15 (100%)	🔍
May 15	Page 352, 1-10	HW	9/10 (90%)	🔍
May 14	Page 340, 1-20 <i>Comment: Excellent Work!</i>	HW	20/20 (100%)	🔍
May 13	pg 228 1-13	HW	12/13 (92.31%)	🔍

Daily Comments

Date	Comment
Jun 2	Happy Last Week of School!
May 29	Thank you for helping the other students with this week's assignments!

Q1
Q2
Q3
Q4

Grade Details

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

Grade Details Brett Shannon
Student ID: 999889804

⬆ > Grades > Grade Details

Class: ALGEBRA 2⁹ 100.75 A+ 4TH QUARTER (Mar 22 - Jun 29)

ALGEBRA 2 View By:

Q1
Q2

View Grades by Assignment Type

The grades now display by assignment type.

Grade Details

Brett Shannon
Student ID: 999889804

[Home](#) > [Grades](#) > [Grade Details](#)

Class: ALGEBRA 2⁹

100.75 A+

4TH QUARTER (Mar 22 - Jun 29)

ALGEBRA 2

View By: Date Type

Class Mark: 100.75 A+

Extra Credit

Date	Assignment	Type	Mark	Info
May 30	Page 366 - Extra Credit	ExCr	2/0	View Activity
May 23	Page 360 - Extra Credit	ExCr	5/0	View Activity

Homework

Date	Assignment	Type	Mark	Info
Jun 4	Page 372 - Review	HW	19/20 (95%)	
Jun 3	Page 370 - Odd	HW	13/15 (86.67%)	
May 29	Page 364 - ALL	HW	20/20 (100%)	
May 22	Page 358 - Even	HW	15/15 (100%)	
May 15	Page 352, 1-10	HW	9/10 (90%)	
May 14	Page 340, 1-20 <i>Comment: Excellent Work!</i>	HW	20/20 (100%)	
May 13	pg 228 1-13	HW	12/13 (92.31%)	

Daily Comments

Date	Comment
Jun 2	Happy Last Week of School!
May 29	Thank you for helping the other students with this week's assignments!

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.

Grade Details Brett Shannon
Student ID: 999889804

Home > Grades > Grade Details

Class: ALGEBRA 2 ⁹ 100.75 A+ 4TH QUARTER (Mar 22 - Jun 29)

ALGEBRA 2 ⁹ 100.75 A+ View By:

BIOLOGY HONORS ¹⁰ 85.14 B **Class Mark: 100.75 A+**

CREATIVE WRITING ³ 98.00 A+

Date	Type	Mark	Info
Jun 4	HW	19/20 (95%)	
Jun 3	HW	13/15 (86.67%)	
May 30	ExCr	2/0	
May 29	HW	20/20 (100%)	

Q1
Q2
Q3
Q4

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.

Grade Details Brett Shannon
Student ID: 999889804

Home > Grades > Grade Details

Class: ALGEBRA 2⁹ 100.75 A+ 4TH QUARTER (Mar 22 - Jun 29)

ALGEBRA 2 View By: Date Type

Class Mark: 100.75 A+

Date	Assignment	Type	Mark	Info
Jun 4	Page 372 - Review	HW	19/20 (95%)	
Jun 3	Page 370 - Odd	HW	13/15 (86.67%)	
May 30	Page 366 - Extra Credit	ExCr	2/0	
May 29	Page 364 - ALL	HW	20/20 (100%)	
May 23	Page 360 - Extra Credit	ExCr	5/0	
May 22	Page 358 - Even	HW	15/15 (100%)	
May 15	Page 352, 1-10	HW	9/10 (90%)	
May 14	Page 340, 1-20 <i>Comment: Excellent Work!</i>	HW	20/20 (100%)	
May 13	pg 228 1-13	HW	12/13 (92.31%)	

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.

Grade Details Brett Shannon
Student ID: 999889804

Home > Grades > Grade Details

Class: HEALTH⁸ 92.26 A- 4TH QUARTER (Mar 22 - Jun 29)

HEALTH View By: Date Type

Class Mark: 92.26 A-

Classwork : Weight 1 93.33 A

Date	Assignment	Type	Mark	Info
May 26	Chapter Review	CW	14/15 (93.33%)	
Apr 23	Weekly Worksheet	CW	14/15 (93.33%)	


Test : Weight 3 97.50 A+

Date	Assignment	Type	Mark	Info
May 28	Chapter Test	Test	39/40 (97.5%)	

Weight of 3 counts 3x as much toward overall grade as weight of 1.

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 .

Grade Details

Home > Grades > Grade Details


Class: ALGEBRA 2⁹ 100.75 A+ 4TH QUARTER (Mar 22 - Jun 29)

View By: Date Type Class Mark: 100.75 A+

Brett Shannon
Student ID: 999889804

Q1
Q2
Q3
Q4

Extra Credit				
Date	Assignment	Type	Mark	Info
May 23	Page 360 - Extra Credit	ExCr	5/0	
May 30	Page 366 - Extra Credit	ExCr	2/0	

Homework		95.49 A 
Date	Assignment	
May 13	pg 228 1-13	
May 14	Page 340, 1-20 <i>Comment: Excellent Work!</i>	
May 15	Page 352, 1-10	
May 29	Page 364 - ALL	
May 22	Page 358 - Even	
Jun 3	Page 370 - Odd	
Jun 4	Page 372 - Review	

Daily Comments	
Date	Comment
May 29	Thank you for helping the other students with this week's assignments
Jun 2	Happy Last Week of School!

Grade Scale Overview





Mark	Value	Starting%	Ending%
A+	4	97.5	110
A	4	92.5	97.49
A-	3.7	89.5	92.49
B+	3.3	86.5	89.49
B	3	82.5	86.49
B-	2.7	79.5	82.49
C+	2.3	76.5	79.49
C	2	72.5	76.49
C-	1.7	69.5	72.49
D+	1.3	66.5	69.49
D	1	62.5	66.49
D-	0.7	59.5	62.49
F	0	0	59.49

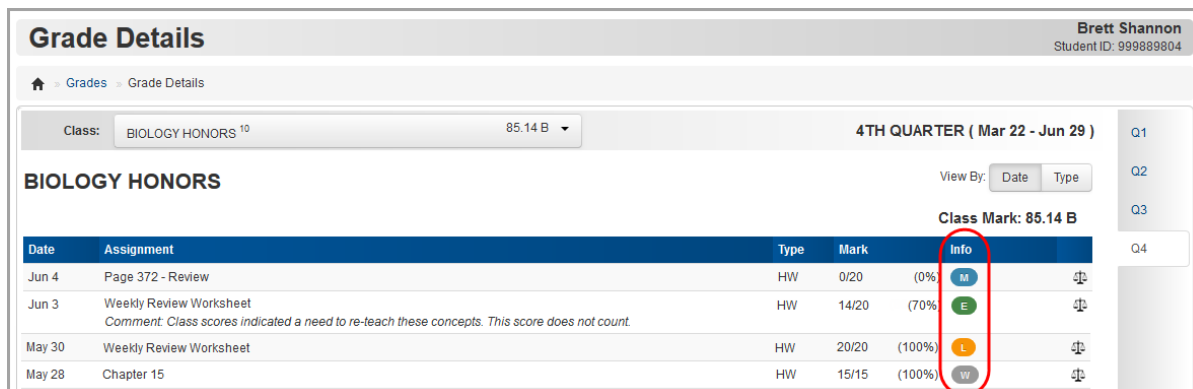
View Grading Scale

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
	Missing – You have not turned in the assignment. Counts as a zero toward your grade.
	Excluded – Grade for this assignment is not included in your overall grade.
	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.
	Late – You turned in the assignment late. Teacher may choose to adjust your grade.







Grade Details Brett Shannon
Student ID: 999889804

Grades > Grade Details

Class: BIOLOGY HONORS¹⁰ 85.14 B 4TH QUARTER (Mar 22 - Jun 29)

BIOLOGY HONORS View By: Date Type Class Mark: 85.14 B

Date	Assignment	Type	Mark	Info
Jun 4	Page 372 - Review	HW	0/20 (0%)	
Jun 3	Weekly Review Worksheet <small>Comment: Class scores indicated a need to re-teach these concepts. This score does not count.</small>	HW	14/20 (70%)	
May 30	Weekly Review Worksheet	HW	20/20 (100%)	
May 28	Chapter 15	HW	15/15 (100%)	

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.

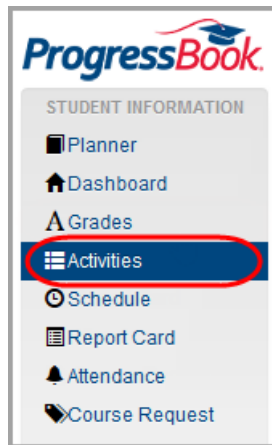
Note: When parents are signed in with their account, they can view online activities in read-only format.

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.

 A screenshot of the ProgressBook "Activities" screen for student Hana Adler (Student ID: 39). The screen has tabs for "Assigned", "Submitted", "Graded", and "All", with "Assigned" selected. There is a "Group By:" dropdown menu set to "Course". The main content area is titled "ALGEBRA 2 HONORS" and is divided into "Overdue" and "Upcoming" sections. The "Overdue" section contains a table with one row: "Quiz 2" with an open date of "Aug 20" and a due date of "Aug 20", and a "Redo" button. The "Upcoming" section contains a table with two rows: "Quiz 1" (Aug 20 to Aug 21) and "Practice Questions C" (Aug 21 to Aug 21), both with "Redo" buttons. On the right side, there is a "Recent Activity" section with three items: "Body Systems ..." (Submitted, S, Due: Aug 21), "Quiz 7.2" (Submitted, S, Due: Aug 19), and "Practice Questi..." (Graded, G, Due: Aug 19).

Name	Open From	Due Date	Info
Quiz 2	Aug 20	Aug 20	Redo

Name	Open From	Due Date	Info
Quiz 1	Aug 20	Aug 21	Redo
Practice Questions C	Aug 21	Aug 21	Redo

Activities Screen (by Course)

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

The screenshot shows the 'Activities' interface for Hana Adler (Student ID: 999736235). At the top, there are tabs for 'Assigned', 'Submitted', 'Graded', and 'All'. Below these is a 'Group By' dropdown menu with 'Course' and 'Date' options. The main content area is titled 'Overdue' and contains a table with the following data:

Name	Open From	Due Date	Course	Info
Quiz 7.2	Aug 18	Aug 19	ALGEBRA 2 HONORS	P Redo
Quiz 2	Aug 25	Aug 25	ALGEBRA 2 HONORS	S Redo
Practice Questions C	Aug 21	Aug 26	ALGEBRA 2 HONORS	
Book Discussion	Apr 10	Apr 13	FRENCH 2	
Winter vs. Spring	Apr 8	Apr 15	APPLIED SOCIAL STUDIES 2	

Activities Screen (by Date)

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

This close-up screenshot shows the top navigation area of the 'Activities' screen. The tabs 'Assigned', 'Submitted', 'Graded', and 'All' are visible. A red circle highlights the 'Assigned' tab, indicating it is the current view.

View Activities by Status

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

Activities Hana Adler
Student ID: 39

Assigned Submitted Graded All

Group By: Course Date

ALGEBRA 2 HONORS

Overdue

Name	Open From	Due Date	Info
Quiz 2	Aug 20	Aug 20	Redo

Upcoming

Name	Open From	Due Date	Info
Quiz 1	Aug 20	Aug 21	Redo
Practice Questions C	Aug 21	Aug 21	

Recent Activity

- Body Systems ... Due: Aug 21 (S)
- Quiz 7.2 Due: Aug 19 (S)
- Practice Questi... Due: Aug 19 (G)

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.

- 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.”](#))

BIOLOGY HONORS

Sally Teacher4 SallyTeacher@geemail.com
View Class Information

Assigned Work

Due	Name	Assigned
Thu Aug 21	Body Systems Quiz	View Activity Thu Aug 21

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.

The screenshot displays the 'Activity Details' interface for a student named Hana Adler (Student ID: 39). The page is divided into three main sections: 'Dates', 'Details', and 'History'.
- **Dates:** Status: Viewed; Due: Aug 21; Assigned: Aug 21; Open from: Aug 21 @ 2:00 PM; Closes on: Aug 21 @ 3:00 PM.
- **Details:** Class: BIOLOGY HONORS; Name: Body Systems Quiz; Assignment Type: Quizzes; Questions: 5; Points Possible: 0.
- **History:** Attempt 1: Viewed.
A green 'Begin' button is located at the bottom left of the page and is circled in red.

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.

Body Systems Quiz Hana Adler
Student ID: 39

Home > Activities > Details > Questions

Question 1 - 5 of 5 | Page 1 of 1

Question 1 2 point(s) Saved @ 2:23:43 PM

The eyes belong to which system?

nervous
 muscular
 integumentary

Question 2 2 point(s) Saved @ 2:23:43 PM

Which term does not belong with the others?

skin
 joints
 cartilage
 bone

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.

Body Systems Quiz Hana Adler
Student ID: 39

Home > Activities > Details > Questions

Check Activity Progress

Student Information

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

- 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.)

Body Systems Quiz

Hana Adler
Student ID: 39

Home > Activities > Details > Question Index

Question	Points	Status
1. The eyes belong to which system?	2	Saved
2. Which term does not belong with the others?	2	Saved
3. The spleen belongs to which system?	2	Missing
4. Hair and skin belong to which body system?	2	Missing
5. The cartilage that connects bones together belongs to which system?	2	Missing

Total: 10

Submit for grading

Activity Progress

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

Body Systems Quiz

Hana Adler
Student ID: 39

Home > Activities > Details > Question Index

Question	Points	Status
1. The eyes belong to which system?	2	Saved
2. Which term does not belong with the others?	2	Saved
3. The spleen belongs to which system?	2	Saved
4. Hair and skin belong to which body system?	2	Saved
5. The cartilage that connects bones together belongs to which system?	2	Saved

Total: 10

Submit for grading

Submit Activity for Grading

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

Submit Answers

Are you sure that you would like to submit these answers? Once the answers are submitted, they cannot be edited.

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.

Body Systems Quiz

Hana Adler
Student ID: 39

🏠 > [Activities](#) > [Details](#) > [Question Index](#)

Activity successfully submitted.

Question	Points	Status
1. The eyes belong to which system?	2	<input checked="" type="button" value="Saved"/>
2. Which term does not belong with the others?	2	<input checked="" type="button" value="Saved"/>
3. The spleen belongs to which system?	2	<input checked="" type="button" value="Saved"/>
4. Hair and skin belong to which body system?	2	<input checked="" type="button" value="Saved"/>
5. The cartilage that connects bones together belongs to which system?	2	<input checked="" type="button" value="Saved"/>
Total:		10

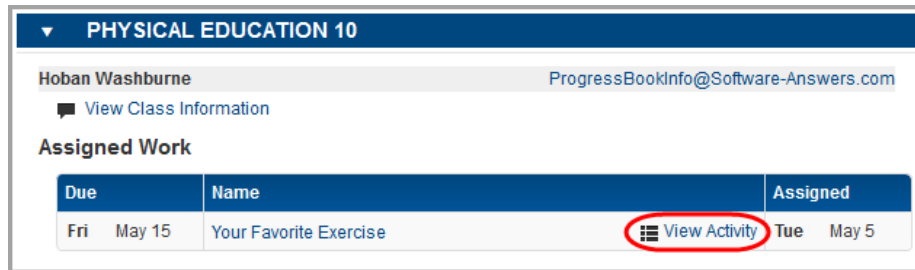
Confirmation of Submitted Activity

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](#).”)

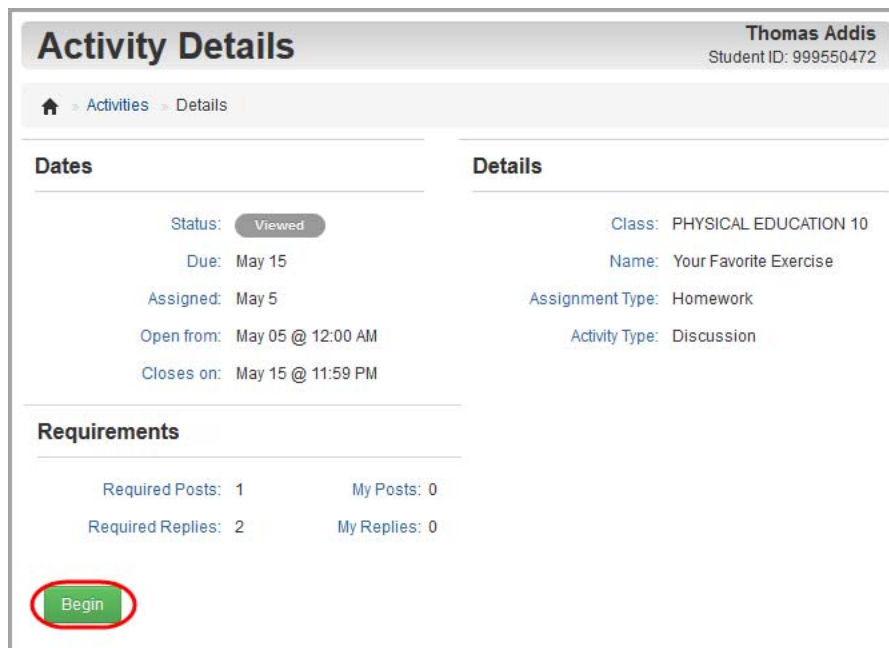


View Discussion from Planner

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.

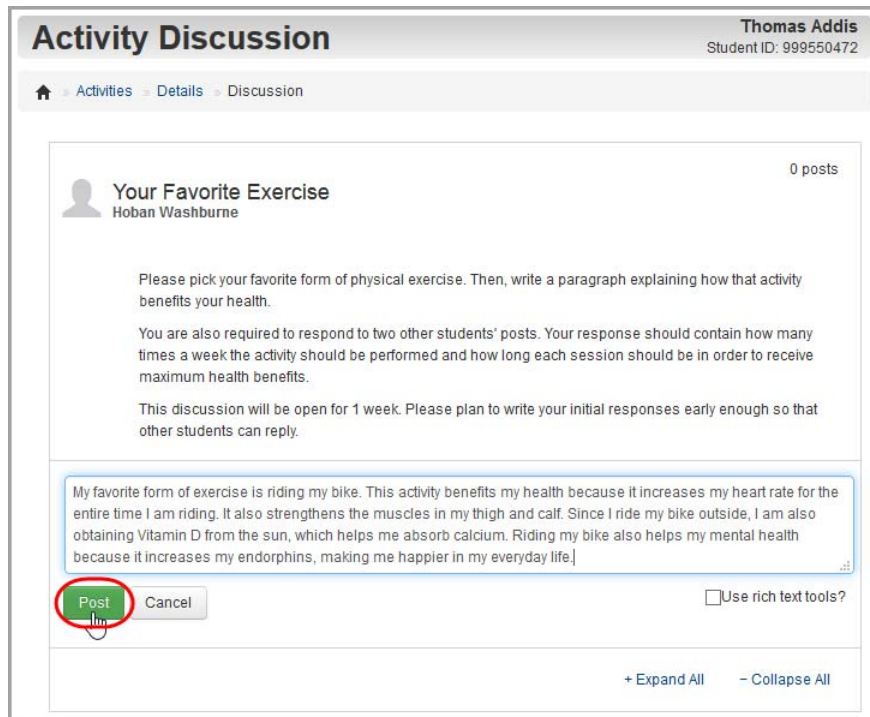
The **Activity Discussion** screen displays.

- 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.

Create your new post here

- 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**.

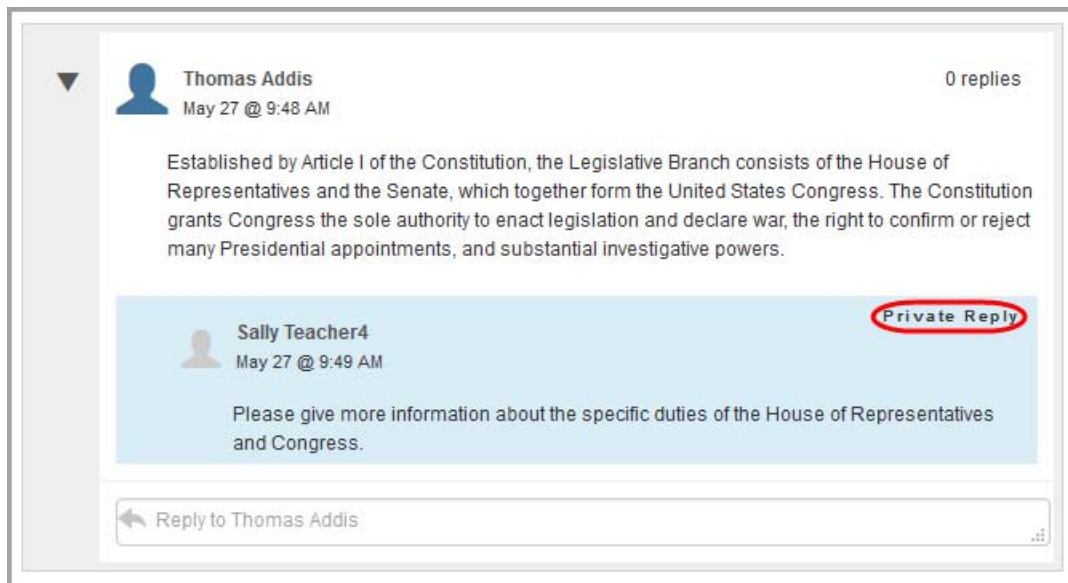


Post a Response to Another Student

- 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.

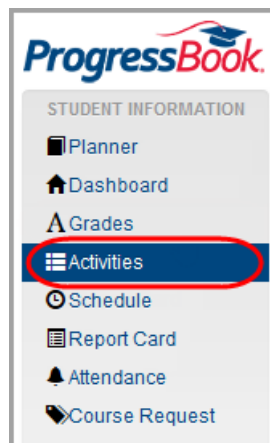
Note: You cannot respond privately to your teacher.



Private Reply from the Teacher

View Activity Grades

- 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.”](#))

The screenshot shows the 'Activities' interface for Hana Adler (Student ID: 39). It features a 'Group By' dropdown with 'Class' and 'Date' options, and a 'View By' dropdown with 'Assigned', 'Submitted', 'Graded', and 'All' options. The main content is divided into two sections: 'Activity' and 'Recent Activity'. The 'Activity' section contains a table with the following data:

Name	Due Date	Info
Practice Questions B	Aug 19	G

The 'Recent Activity' section lists three activities: 'Body Systems ...' (Due: Aug 21, S), 'Quiz 7.2' (Due: Aug 19, S), and 'Practice Questi...' (Due: Aug 19, G). The 'Practice Questions B' activity name in the table and the 'Practice Questi...' activity in the recent activity list are circled in red.

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**.

The screenshot shows the 'Activity Details' screen for Hana Adler (Student ID: 39). It features a breadcrumb trail: 'Activities > Details'. The screen is divided into three main sections: 'Dates', 'Details', and 'History'. The 'Dates' section shows: Status: Graded, Due: Aug 19, Assigned: Aug 17, Open from: Aug 17 @ 12:00 AM, Closes on: (empty). The 'Details' section shows: Class: ALGEBRA 2 HONORS, Name: Practice Questions B, Assignment Type: Homework, Questions: 3, View Responses: Always, Show Correct Answers: After Jun 18 @ 11:00 AM. The 'History' section shows: Attempt 1: Graded. A 'Mark: 6/10' is displayed in a yellow box, with a line pointing to it from the text 'Your grade'. A 'Review' button is circled in red at the bottom left.

Review Activity Grades

The activity questions and your grades display.

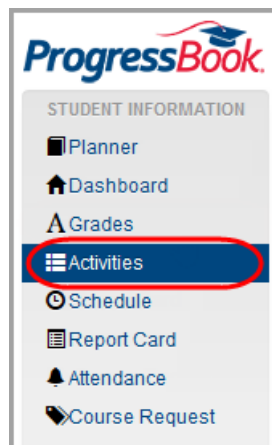
Note: If the questions display as links, you can click them to review your answers. If your teacher allows it, you may also be able to view the correct answers.

Practice Questions B		Hana Adler Student ID: 39	
Home > Activities > Details > Question Index			
Question	Points	Status	
1. The correct answer for this question is false.	3/3	Correct	Saved
2. The correct answer for this question is true.	3/3	Correct	Saved
3. Labor Day 2014 is celebrated on the following date: <i>Comment: Remember - Labor Day is always celebrated on the first...</i>	0/4	Incorrect	Saved
Total:		6/10	

Graded Activity

Redo Activities

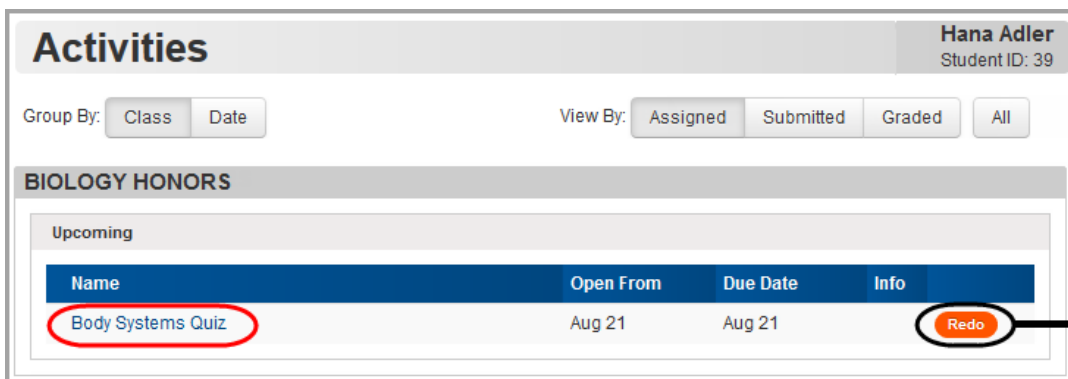
1. On the navigation bar, click **Activities**.



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.

A screenshot of the ProgressBook Activities screen. The screen is titled "Activities" and shows the user's name "Hana Adler" and "Student ID: 39". There are "Group By" and "View By" filters. The "View By" filter is set to "Assigned". Below the filters, there is a section for "BIOLOGY HONORS" with a sub-section for "Upcoming". A table lists activities with columns for "Name", "Open From", "Due Date", and "Info". The activity "Body Systems Quiz" is listed with "Open From" and "Due Date" both set to "Aug 21". A red "Redo" button is visible in the "Info" column for this activity, circled in red. A red oval also highlights the activity name "Body Systems Quiz".

Teacher has sent back activity for you to try again.

Redo Activities

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

Activity Details Hana Adler
Student ID: 39

🏠 > Activities > Details

Dates	Details
Status: Viewed	Class: BIOLOGY HONORS
Due: Aug 21	Name: Body Systems Quiz
Assigned: Aug 21	Assignment Type: Quizzes
Open from: Aug 21 @ 2:00 PM	Questions: 5
Closes on: Aug 22 @ 6:00 PM	Mark: 6/0

History	Comments
Attempt 1: Redo	Please review your errors and resubmit for partial credit by 8/22.
Attempt 2: Viewed	

Begin

Activity Details – For Redo

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

- Note the teacher's comments, if any.
- Answer all questions that are enabled.
- When you are finished, click **Save & Exit**.

Body Systems Quiz Hana Adler
Student ID: 39

🏠 > Activities > Details > Questions

< Previous Page
Next Page >
✔ Save & Exit

Question 1 - 5 of 5 | Page 1 of 1

Question 1 0/2 point(s) Redo ✔ Saved @ 3:44:16 PM

The eyes belong to which system?

nervous
 muscular
 integumentary

Comments: Sally Teacher4 - Aug 21 @ 3:38 PM
Try this one again.

Redo Questions

7. Click **Submit for grading**.

Body Systems Quiz

Hana Adler
Student ID: 39

» Activities » Details » Question Index

Teacher Comment
Please review your errors and resubmit for partial credit by 8/22.

Question	Points	Status
1. The eyes belong to which system? <i>Comment: Try this one again.</i>	0/2	Redo Saved
2. Which term does not belong with the others?	2/2	Correct Saved
3. The spleen belongs to which system?	2/2	Correct Saved
4. Hair and skin belong to which body system?	2/2	Correct Saved
5. The cartilage that connects bones together belongs to which system? <i>Comment: Careful! We covered this in our review.</i>	0/2	Redo Saved

Total: 6/10

✓ Submit for grading

Submit Redo for Grading

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

Submit Answers

Are you sure that you would like to submit these answers? Once the answers are submitted, they cannot be edited.

✓ Ok Cancel

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.

Body Systems Quiz Hana Adler
Student ID: 39

🏠 > Activities > Details > Question Index

Activity successfully submitted.

Teacher Comment
Please review your errors and resubmit for partial credit by 8/22.

Question	Points	Status
1. The eyes belong to which system? <i>Comment: Try this one again.</i>	2	Saved
2. Which term does not belong with the others?	2	Correct Saved
3. The spleen belongs to which system?	2	Correct Saved
4. Hair and skin belong to which body system?	2	Correct Saved
5. The cartilage that connects bones together belongs to which system? <i>Comment: Careful! We covered this in our review.</i>	2	Saved
Total: 10		

Confirmation of Submitted Redo

View Class Schedule

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

ProgressBook.

STUDENT INFORMATION

- Planner
- Dashboard
- Grades
- Activities
- Schedule**
- Report Card
- Attendance
- Course Request

Schedule Option on Navigation Bar

Student Information

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.

Schedule						Brett Shannon Student ID: 999889804
View Full Schedule						Date: 4/7/2014 <input type="text"/> <input type="button" value="Refresh"/>
Monday April 7						
Course	Period	Room	Meeting Days	Teacher	Section	
WORLD HISTORY	1	213A	M T W R F	Mr. Al Teacher100 ProgressBookInfo@Software-Answers.com	A	
ALGEBRA 2	2	102	M T W R F	Mr. Miyagi miyagi@geemail.com	A	
ENGLISH 9 HONORS	3	100	M T W R F	Ms. Deb Teacher101 ProgressBookInfo@Software-Answers.com	A	
ENGLISH 9 HONORS	4	100	T R	Ms. Deb Teacher101 ProgressBookInfo@Software-Answers.com	A	
HEALTH	4	102	M W F	Mr. Miyagi miyagi@geemail.com	A	
BIOLOGY HONORS	5	102	M T W R F	Mr. Miyagi miyagi@geemail.com	A	
CREATIVE WRITING	6	100	M T W R F	Ms. Deb Teacher101 ProgressBookInfo@Software-Answers.com	A	
GERMAN 2	7	120	M T W R F	Mr. Al Teacher100 ProgressBookInfo@Software-Answers.com	A	

View Class Schedule

- Optional: To view your schedule for a date falling in a different reporting period:
 - In the **Date** field, enter or select the date.
 - If needed, click **Refresh**.

Schedule		Brett Shannon Student ID: 999889804
View Full Schedule	Date: 9/12/2013 <input type="text"/> <input type="button" value="Refresh"/>	
Thursday September 12		

Schedule – Change Date

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

Schedule		Brett Shannon Student ID: 999889804
View Full Schedule	Date: 9/12/2013 <input type="text"/> <input type="button" value="Refresh"/>	
Thursday September 12		

View Schedule for All Reporting Periods

Your class schedule for every reporting period displays.

Schedule						Brett Shannon Student ID: 999889904
<input type="button" value="View Current Schedule"/>						
1ST QUARTER Jun 30 - Oct 30						
Course	Period	Room	Meeting Days	Teacher	Section	
WORLD HISTORY	1	213A	M T W R F	Mr. Al Teacher100 ProgressBookInfo@Software-Answers.com	A	
ALGEBRA 2	2	102	M T W R F	Mr. Miyagi miyagi@geemail.com	A	
ENGLISH 9 HONORS	3	100	M T W R F	Ms. Deb Teacher101 ProgressBookInfo@Software-Answers.com	A	
ENGLISH 9 HONORS	4	100	T R	Ms. Deb Teacher101 ProgressBookInfo@Software-Answers.com	A	
HEALTH	4	102	M W F	Mr. Miyagi miyagi@geemail.com	A	
BIOLOGY HONORS	5	102	M T W R F	Mr. Miyagi miyagi@geemail.com	A	
CREATIVE WRITING	6	100	M T W R F	Ms. Deb Teacher101 ProgressBookInfo@Software-Answers.com	A	
GERMAN 2	7	120	M T W R F	Mr. Al Teacher100 ProgressBookInfo@Software-Answers.com	A	
2ND QUARTER Oct 31 - Jan 14						
Course	Period	Room	Meeting Days	Teacher	Section	
WORLD HISTORY	1	213A	M T W R F	Mr. Al Teacher100 ProgressBookInfo@Software-Answers.com	A	
ALGEBRA 2	2	102	M T W R F	Mr. Miyagi miyagi@geemail.com	A	
ENGLISH 9 HONORS	3	100	M T W R F	Ms. Deb Teacher101 ProgressBookInfo@Software-Answers.com	A	
ENGLISH 9 HONORS	4	100	T R	Ms. Deb Teacher101 ProgressBookInfo@Software-Answers.com	A	
HEALTH	4	102	M W F	Mr. Miyagi miyagi@geemail.com	A	
BIOLOGY HONORS	5	102	M T W R F	Mr. Miyagi miyagi@geemail.com	A	
CREATIVE WRITING	6	100	M T W R F	Ms. Deb Teacher101 ProgressBookInfo@Software-Answers.com	A	
GERMAN 2	7	120	M T W R F	Mr. Al Teacher100 ProgressBookInfo@Software-Answers.com	A	
3RD QUARTER Jan 15 - Mar 21						
Course	Period	Room	Meeting Days	Teacher	Section	
WORLD HISTORY	1	213A	M T W R F	Mr. Al Teacher100 ProgressBookInfo@Software-Answers.com	A	
ALGEBRA 2	2	102	M T W R F	Mr. Miyagi miyagi@geemail.com	A	
ENGLISH 9 HONORS	3	100	M T W R F	Ms. Deb Teacher101 ProgressBookInfo@Software-Answers.com	A	
ENGLISH 9 HONORS	4	100	T R	Ms. Deb Teacher101 ProgressBookInfo@Software-Answers.com	A	
HEALTH	4	102	M W F	Mr. Miyagi miyagi@geemail.com	A	
BIOLOGY HONORS	5	102	M T W R F	Mr. Miyagi miyagi@geemail.com	A	
CREATIVE WRITING	6	100	M T W R F	Ms. Deb Teacher101 ProgressBookInfo@Software-Answers.com	A	
GERMAN 2	7	120	M T W R F	Mr. Al Teacher100 ProgressBookInfo@Software-Answers.com	A	
4TH QUARTER Mar 22 - Jun 29						
Course	Period	Room	Meeting Days	Teacher	Section	
WORLD HISTORY	1	213A	M T W R F	Mr. Al Teacher100 ProgressBookInfo@Software-Answers.com	A	
ALGEBRA 2	2	102	M T W R F	Mr. Miyagi miyagi@geemail.com	A	
ENGLISH 9 HONORS	3	100	M T W R F	Ms. Deb Teacher101 ProgressBookInfo@Software-Answers.com	A	
ENGLISH 9 HONORS	4	100	T R	Ms. Deb Teacher101 ProgressBookInfo@Software-Answers.com	A	
HEALTH	4	102	M W F	Mr. Miyagi miyagi@geemail.com	A	
BIOLOGY HONORS	5	102	M T W R F	Mr. Miyagi miyagi@geemail.com	A	
CREATIVE WRITING	6	100	M T W R F	Ms. Deb Teacher101 ProgressBookInfo@Software-Answers.com	A	
GERMAN 2	7	120	M T W R F	Mr. Al Teacher100 ProgressBookInfo@Software-Answers.com	A	

Full Year Schedule

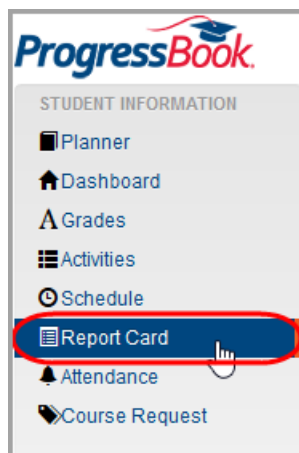
View Report Card

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.”](#)

Report Card
Thomas Addis
Student ID: 999550472

Report Cards: LVHS 09-12 REPORT CARD (JS) ▼
[View Paper Report Card](#)
[View Paper History](#)

LVHS 09-12 REPORT CARD (JS)

Student: Thomas Addis School Year: 14/15
Grade Level: 10 Paper As Of: Apr 3

ALGEBRA 2 HONORS

Assessment	Q1	Q2	E1	S1	Q3	Q4	E2	S2	YF
GRADE	A-	A		A					
COMMENTS	073	071							

APPLIED SOCIAL STUDIES 2

Assessment	Q1	Q2	E1	S1	Q3	Q4	E2	S2	YF
GRADE	A+	A+		A+					
COMMENTS									

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.

Report Card
Thomas Addis
Student ID: 999550472


Report Cards: LVHS 09-12 REPORT CARD (JS) ▼
[View Paper Report Card](#)
[View Paper History](#)


Click to
view
another
report card.

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.

BIOLOGY HONORS				
Assessment	Q1	Q2	Q3	Q4
Grade	 B+	B	B	B-
Effort	4	4	3	3
Comment	013			

View Legend

2. Click  to open the legend.

Current Marks	
Mark	Description
B	Good
B+	
B-	
Available Marks	
Mark	Description
A	Excellent
A+	Superior
A-	
B	Good
B+	
B-	
C	Average
C+	
C-	
D	Below Average
D+	
D-	
EX	Excused
F	Failing
I	Incomplete
P	Passed

Legend

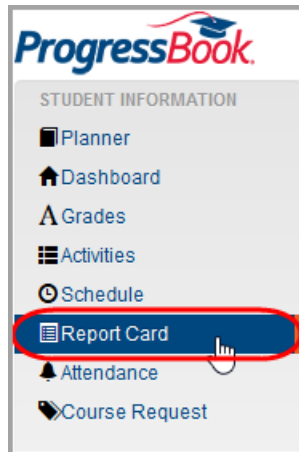
3. Review the legend. Your grade displays in the **Current Marks** section. The **Available Marks** section displays the possible grades for this course.

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.

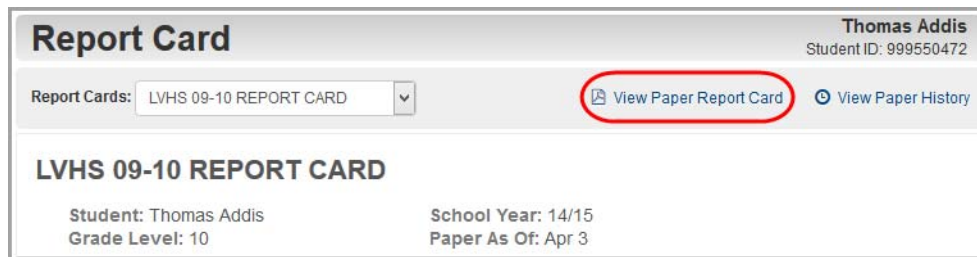
Note: To view and/or print report cards from previous grading periods or school years, see [“View Previous Report Cards.”](#)

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

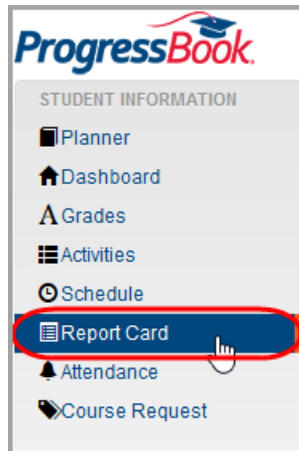
Depending on your browser's settings, a PDF version of the report card may display in a new tab, or a window may display asking if you want to open or save the file.

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

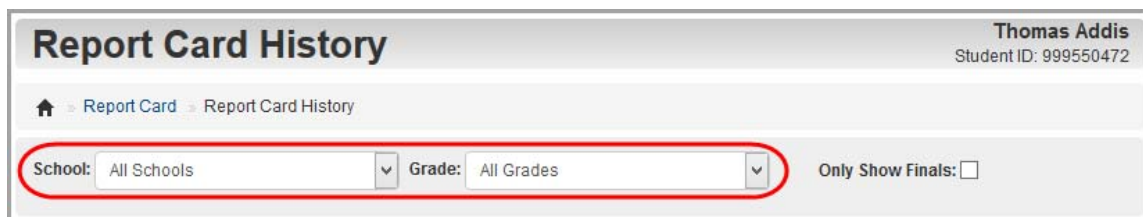
2. On the **Report Card** screen, click **View Paper History**.



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

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

Report Card History Thomas Addis
Student ID: 999550472

Report Card History

School: All Schools Grade: All Grades Only Show Finals:

WOOSTER HIGH SCHOOL

Grade 10 2014/15

Term	End Date	Description
3RD QUARTER Report Card	Mar 27	LVHS 09-12 REPORT CARD (JS)

Report Card History Screen

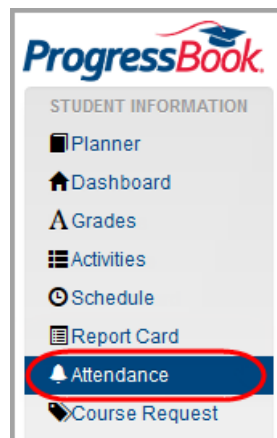
Depending on your browser, a PDF version of the report card may display in a new tab, or a window may display asking if you want to open or save the file.

- 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.

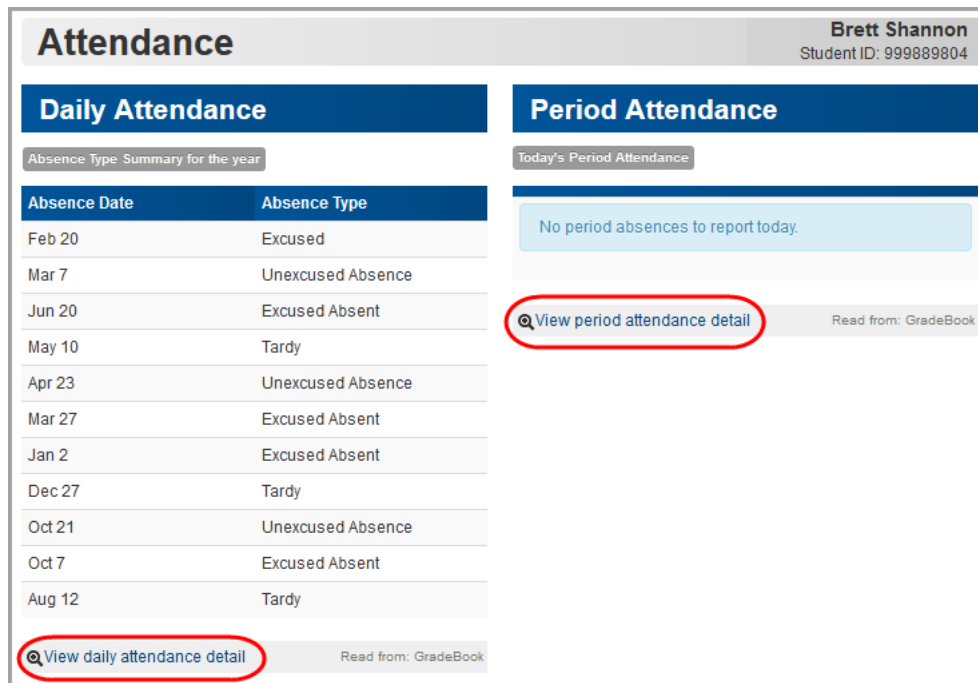
- On the navigation bar, click **Attendance**.



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).

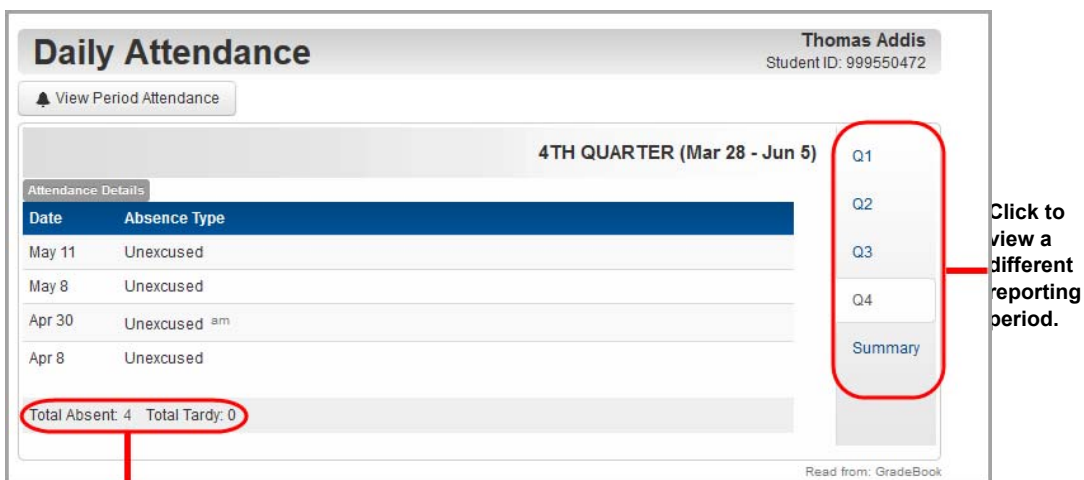
2. Optional: To view your daily attendance by reporting period:
 - a. On the **Attendance** screen, in the **Daily Attendance** section, click **View daily attendance detail**.



View Attendance

The **Daily Attendance** screen opens.

- b. On the right side of the screen, click a different reporting period.



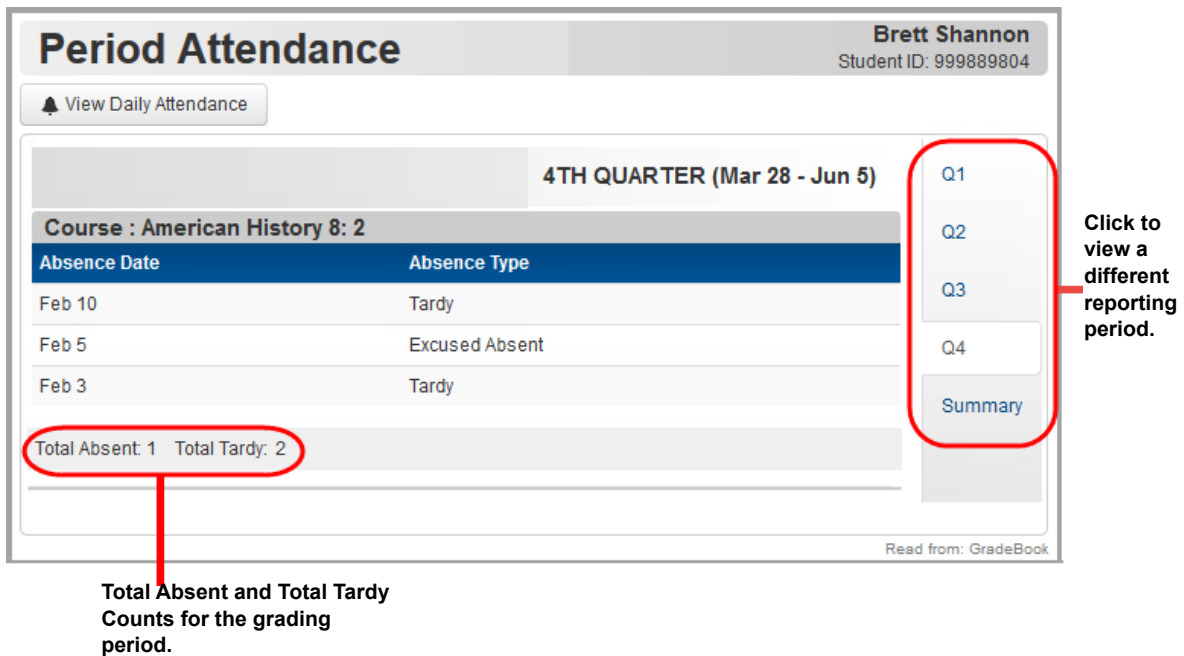
Total Absent and Total Tardy Counts for the grading period.

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.



Period Attendance Brett Shannon
Student ID: 999889804

View Daily Attendance

4TH QUARTER (Mar 28 - Jun 5)

Course : American History 8: 2

Absence Date	Absence Type
Feb 10	Tardy
Feb 5	Excused Absent
Feb 3	Tardy

Total Absent: 1 Total Tardy: 2

Q1
Q2
Q3
Q4
Summary

Click to view a different reporting period.

Total Absent and Total Tardy Counts for the grading period.

Read from: GradeBook

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.

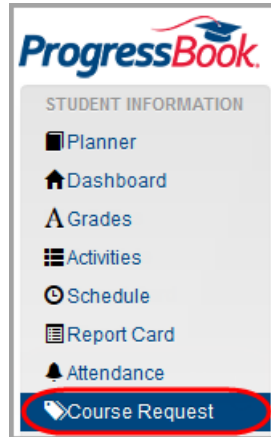
Request Courses

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.

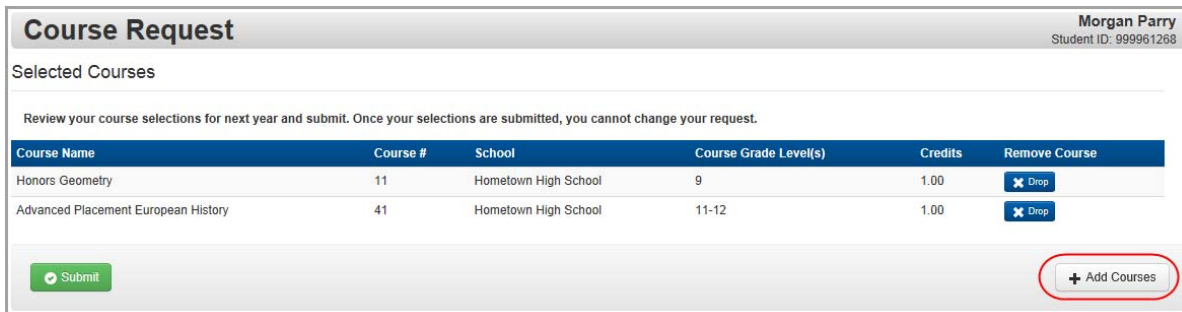
1. On the navigation bar, click **Course Request**.



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 Request Morgan Parry
Student ID: 999961268

Course Catalog

Select your courses for next year. Selections are automatically saved when checked or unchecked.

Add	Course Name	Course #	School	Grade Level(s)	Credits
<input type="checkbox"/>	Accounting I	51	Hometown High School	9-10-11-12	1.00
<input type="checkbox"/>	Accounting II	52	Hometown High School	9-10-11-12	1.00
<input checked="" type="checkbox"/>	Advanced Placement European History	41	Hometown High School	11-12	1.00
<input type="checkbox"/>	Advanced Placement United States History	40	Hometown High School	10-11-12	1.00
<input type="checkbox"/>	Algebra 1 Concepts	8	Hometown High School	9-10-11	1.00
<input type="checkbox"/>	Algebra 2	13	Hometown High School	10-11-12	1.00
<input type="checkbox"/>	Algebra 2 Concepts	12	Hometown High School	11-12	1.00
<input type="checkbox"/>	Algebra and Trigonometry	16	Hometown High School	11-12	1.00

Show: 25 50 100 All Showing 25 of 60 results

Done

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**.

Course Request Morgan Parry
Student ID: 999961268

Course Catalog

biology Search

Search Course Catalog

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

Course Request Morgan Parry
Student ID: 999961268

Course Catalog

Select your courses for next year. Selections are automatically saved when checked or unchecked.

Add	Course Name	Course #	School	Grade Level(s)	Credits
<input checked="" type="checkbox"/>	AP Biology	26	Hometown High School	10-11-12	1.50
<input type="checkbox"/>	Biology	24	Hometown High School	10	1.00
<input type="checkbox"/>	Honors Biology	25	Hometown High School	9-10	1.00

Add Course

Student Information

- Optional: Continue adding any other course requests.
- When you are finished making your selections, click **Done**.
The courses you added now appear on the **Course Request** screen.
- Review your selections.

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

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

The screenshot shows the 'Course Request' interface for Morgan Parry (Student ID: 999961268). It features a table of 'Selected Courses' with columns for Course Name, Course #, School, Course Grade Level(s), Credits, and Remove Course. The table lists three courses: Honors Geometry, AP Biology, and Advanced Placement European History. Each course has a 'Drop' button in the 'Remove Course' column. A red circle highlights the 'Submit' button at the bottom left, and another red circle highlights the 'Drop' buttons. A red arrow points from the text 'Click to remove a course request.' to the 'Drop' buttons.

Course Name	Course #	School	Course Grade Level(s)	Credits	Remove Course
Honors Geometry	11	Hometown High School	9	1.00	Drop
AP Biology	26	Hometown High School	10-11-12	1.50	Drop
Advanced Placement European History	41	Hometown High School	11-12	1.00	Drop

Click to submit course requests.

Review and Submit Courses

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

The screenshot shows the 'Submit Course Request' confirmation window. It contains the text: 'Are you sure that you would like to submit this course request? Once the course request is submitted, it cannot be edited.' At the bottom right, there are two buttons: 'Ok' and 'Cancel'. The 'Ok' button is highlighted with a red circle.

Submit Course Request Window

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

School Information

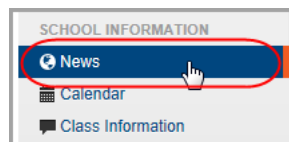
ProgressBook provides important information about your school.

- 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

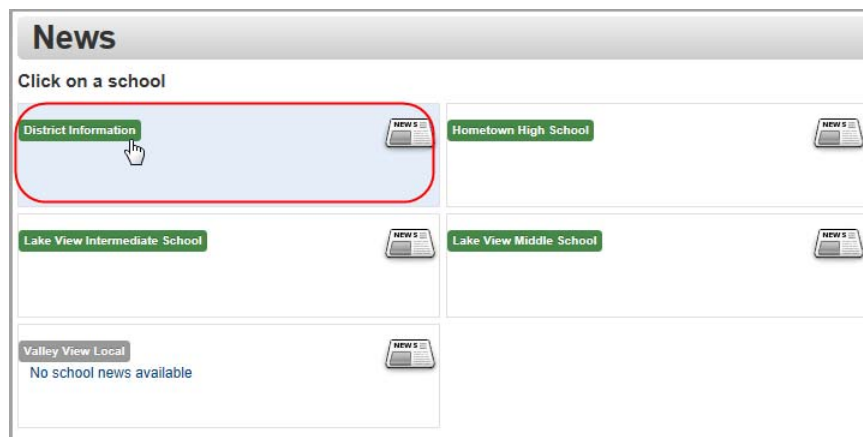
Schools and districts post news and information in ProgressBook to help you stay informed. You can view news articles and other information such as required school forms.

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



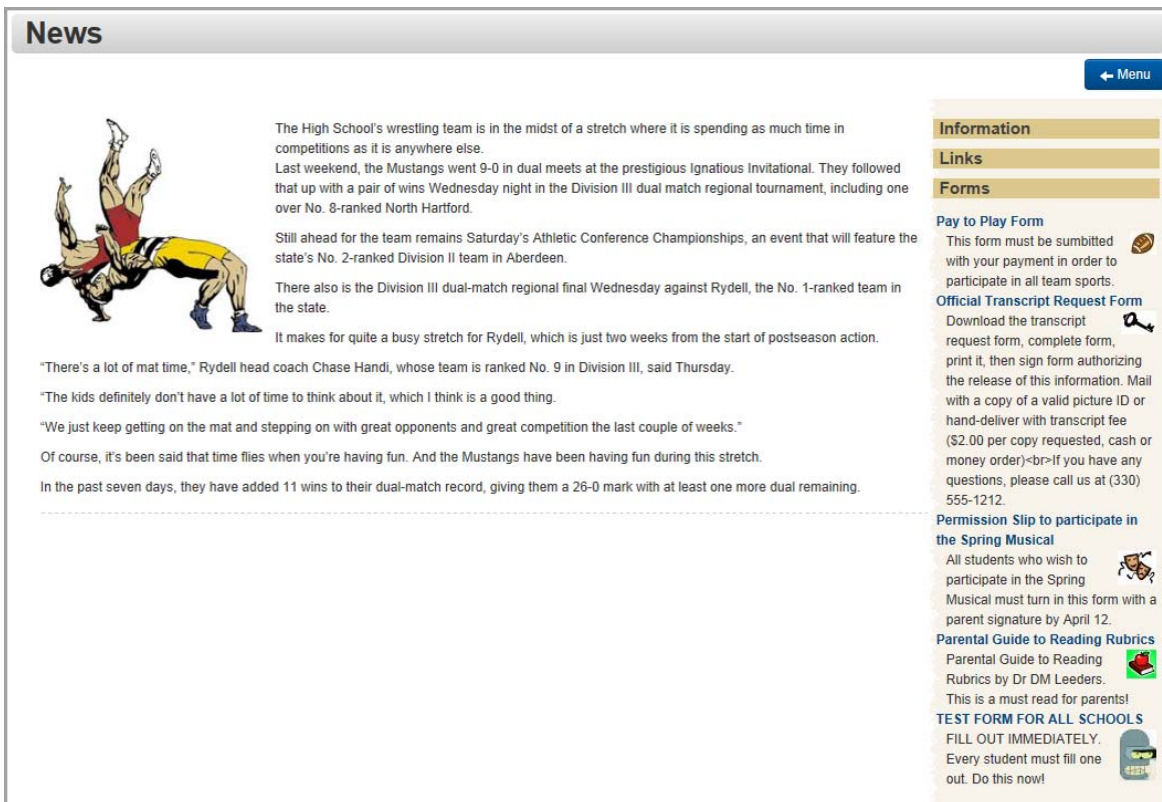
News Option on Navigation Bar

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.



The screenshot shows a 'News' page with a header and a 'Menu' button. The main content area features an illustration of two wrestlers and several paragraphs of text about a wrestling team's performance. The sidebar on the right contains sections for 'Information', 'Links', and 'Forms', with specific links for 'Pay to Play Form', 'Official Transcript Request Form', 'Permission Slip to participate in the Spring Musical', and 'Parental Guide to Reading Rubrics'.

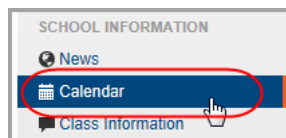
District or School News

View School Calendar

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

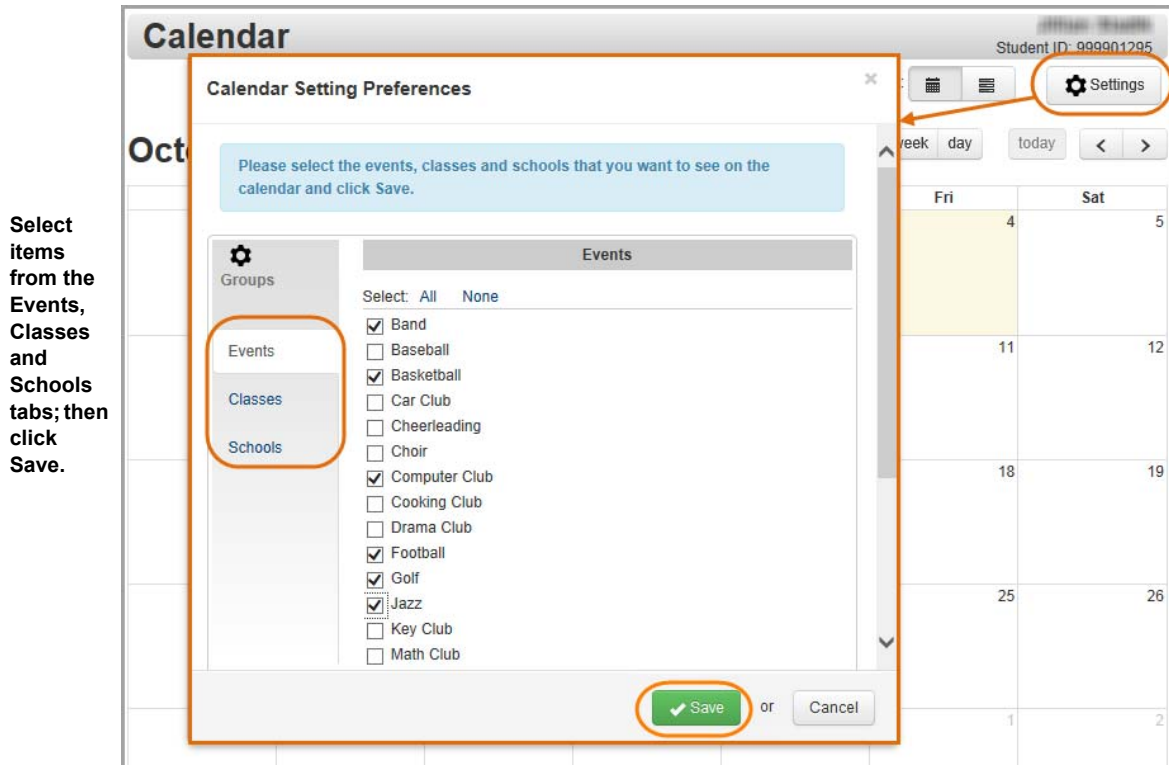
On the school calendar, you can view events, homework, and daily attendance. You can set preferences that determine which events display on the calendar so you see only the information that is important to you.

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**.

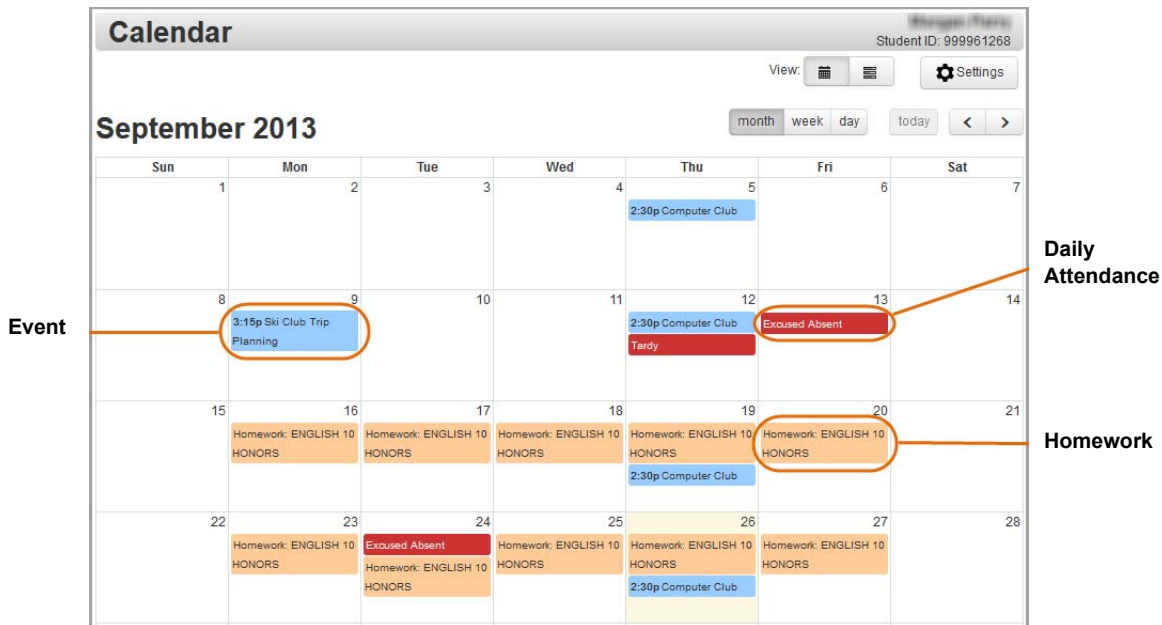


Calendar Preferences

- 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.
- 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.

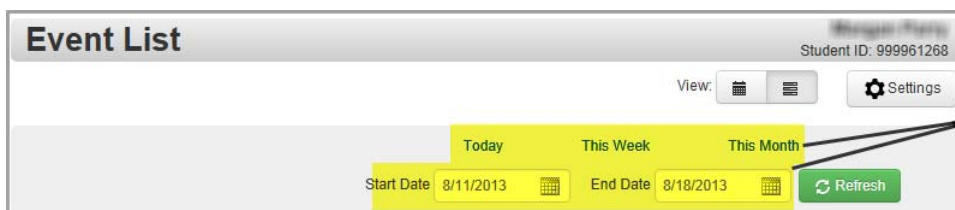
4. Optional: To view detailed information about an event, click the calendar item.
5. Optional: To view a list of events by date range, in the **View** area, click .



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**.



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

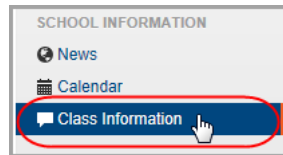
View Event List for Another Date or Date Range

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.

 A screenshot of the "Class Information" screen. At the top right, it says "Morgan Parry" and "Student ID: 999961268". Below the title "Class Information", there is a section "Click on a class" with a grid of class cards. Each card has a green header, teacher name, email, room, and update date. The "GEOMETRY HONORS" card is circled in red.

Class Information		Morgan Parry Student ID: 999961268
Click on a class		
ENGLISH 10 HONORS Teacher: Arcadia Jones Email: hindsg@example.com Room: Updated: 07/01		GEOMETRY HONORS Teacher: Arcadia Jones Email: hindsg@example.com Room: Updated: 07/01
BIOLOGY HONORS Teacher: Arcadia Jones Email: hindsg@example.com Room: Updated: 07/01		UNITED STATES HISTORY AP Teacher: Arcadia Jones Email: hindsg@example.com Room: Updated: 07/01
BROADCASTING Teacher: Email: Not provided. Room: Updated: 05/20		

Class Information Screen

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


Class Information

Morgan Parry
Student ID: 999961268
[← Menu](#)

GEOMETRY HONORS Section: 2
Room:
Period: 2

My name is: Arcadia Jones
Last Updated: 7/1/2013 1:56:35 PM

classroom



This is an example for Class Information. Come to this screen to view information about your class.

Meet Your Teacher
Arcadia Jones
hindsq@example.com

Documents
My Class Instructions
Information about my classroom rules and regulations.
My Class List
Information about items needed for my class.

Resources
School Life
Information from the U.S. government about attending school

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**.

Alerts

Alert Settings

Please check the alert(s) you want to receive.

Name	Alert Type
Brett	<input checked="" type="checkbox"/> Missing Assignments <input checked="" type="checkbox"/> Low Assignment Marks

Set Low Mark Settings

Alert Emails

Enter the email address(es) that will receive the alert(s).

bretts@example.com

or

Alert Settings

5. If you selected the **Low Assignment Marks** alert check box, select threshold grades as follows:
 - a. Click **Set Low Mark Settings**.

Alert Settings

Please check the alert(s) you want to receive.

Name	Alert Type
Brett	<input checked="" type="checkbox"/> Missing Assignments <input checked="" type="checkbox"/> Low Assignment Marks

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**.

Alerts

Home > Alerts > Low Mark Alert Settings

Low Mark Alert Settings

Send alerts for marks equal to or less than:

Class	Grade
ALGEBRA 2	B
BIOLOGY HONORS	B
CREATIVE WRITING	A-
ENGLISH 9 HONORS	A-
GERMAN 2	B+
HEALTH	A-
WORLD HISTORY	B

or

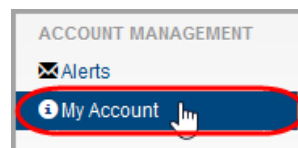
Low Mark Alert Settings

Update Your Account Information

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

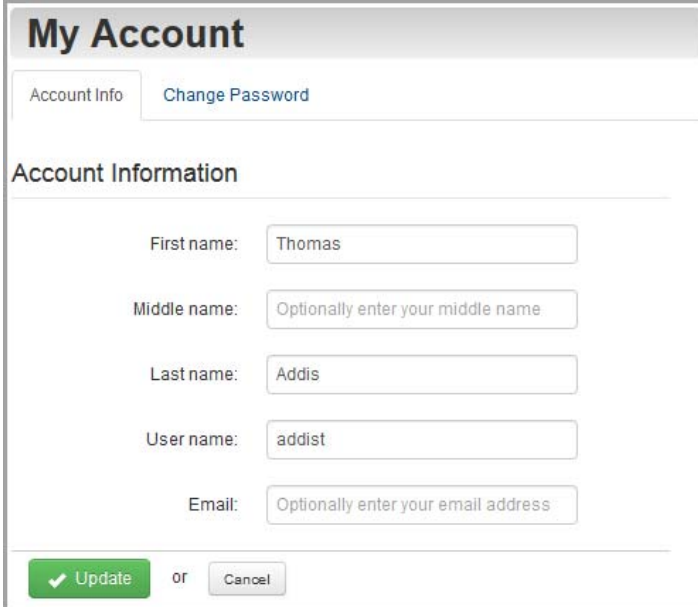
Note: Updating your account information only affects your ProgressBook account. To update the school's official records, please contact the school office.

- 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**.



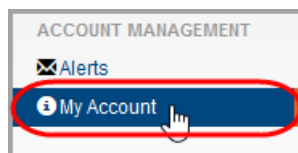
The screenshot shows a web form titled "My Account". At the top, there are two tabs: "Account Info" (which is selected) and "Change Password". Below the tabs, the section is titled "Account Information". It contains several input fields: "First name:" with the value "Thomas"; "Middle name:" with the placeholder text "Optionally enter your middle name"; "Last name:" with the value "Addis"; "User name:" with the value "addist"; and "Email:" with the placeholder text "Optionally enter your email address". At the bottom of the form, there are two buttons: a green "Update" button with a checkmark icon and a grey "Cancel" button, separated by the word "OR".

Update Account Information

Change Your Password

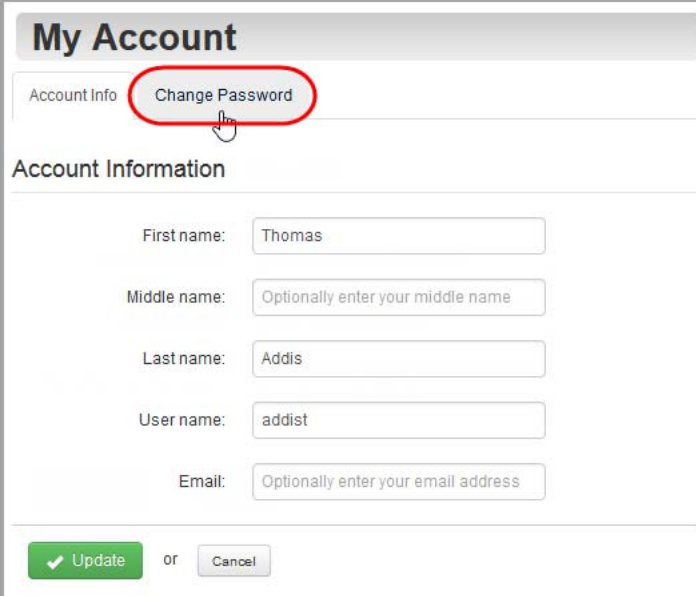
You can change your password if you remember your current password. (If you have forgotten your password, see [“Reset Your Password”](#) instead.)

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



**My Account Option on
Navigation Bar**

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



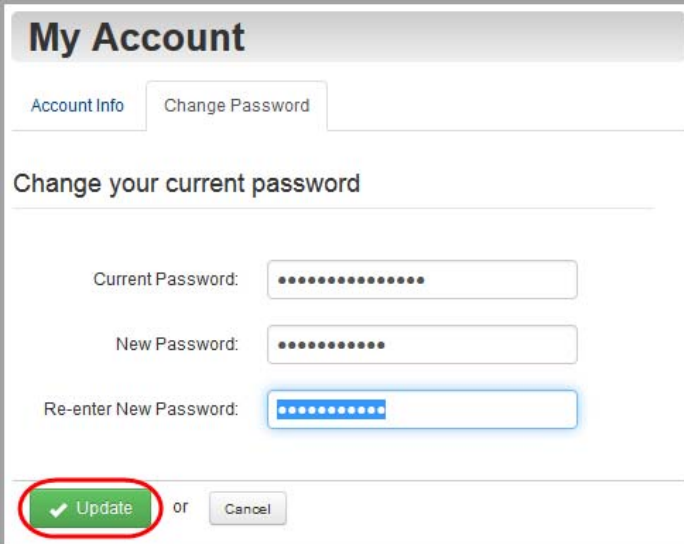
The screenshot shows the 'My Account' page with two tabs: 'Account Info' and 'Change Password'. The 'Change Password' tab is selected and highlighted with a red circle. Below the tabs is the 'Account Information' section with the following fields: First name (Thomas), Middle name (Optionally enter your middle name), Last name (Addis), User name (addist), and Email (Optionally enter your email address). At the bottom, there are two buttons: a green 'Update' button with a checkmark and a grey 'Cancel' button, separated by the word 'or'.

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**.



The screenshot shows the 'My Account' page with the 'Change Password' tab selected. The 'Change your current password' section contains three password fields: 'Current Password', 'New Password', and 'Re-enter New Password'. The 'Re-enter New Password' field is highlighted with a blue glow. At the bottom, there are two buttons: a green 'Update' button with a checkmark and a grey 'Cancel' button, separated by the word 'or'. The 'Update' button is highlighted with a red circle.

Change Your Password

This page intentionally left blank.

Appendix: Parent Information

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

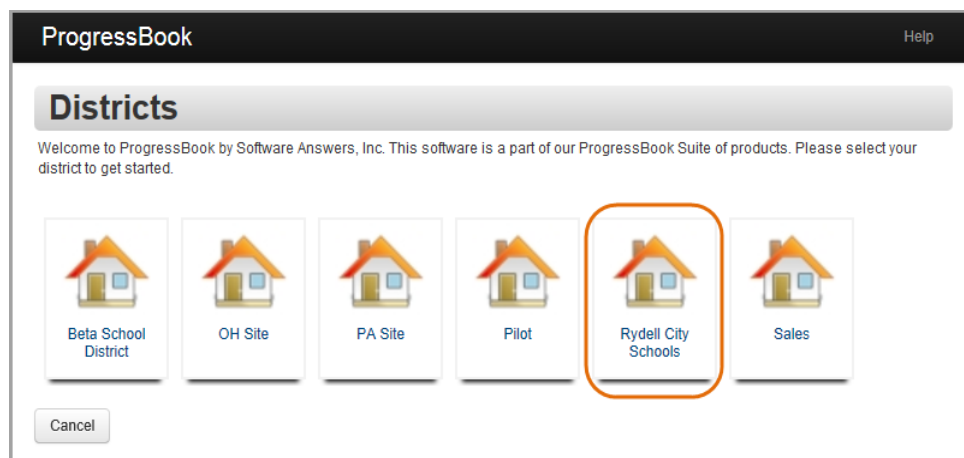
- To create your ProgressBook account for yourself, see [“Create Parent Account.”](#)
- To add a child to your account, see [“Add a Child to Your Account.”](#)
- To change the order in which your children display, see [“Reorder Children.”](#)
- To create a ProgressBook account for your child, see [“Create 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**.

The screenshot shows the ProgressBook user interface. At the top is the logo with the text 'SOFTWARE ANSWERS ProgressBook'. Below the logo is the 'Sign In' section, which includes a heading, a 'User name' input field, a 'Password' input field, a 'Remember me' checkbox, and a green 'Sign in' button. To the right of the 'Sign in' button is a link: 'Forgot your user name or Password?'. Below the 'Sign In' section are links for 'Create an account • Switch District' and 'District Calendars'. The 'Sign Up' section follows, with a heading and a paragraph: 'New to ProgressBook? You will need to create an account and enter a registration key provided by your school district.' A blue 'Sign up' button with a plus icon is circled in red. At the bottom right of the page, the version number '15.0.0' and the ProgressBook logo are visible.

Sign Up to Create New Account

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

Rydell City Schools Help

Sign Up

Select the type of account you would like to create:

Add Another Child to Your Parent Account
A parent account can have multiple children linked to it. Use this option to add another child to your existing account.

+ Link student

New Parent Account
A parent account provides you access to view your children's progress, assignments, attendance, etc. Use this option to create your account.

+ I am a parent

New Student Account
A student account provides students access to view information about their classes such as homework, graded assignments, etc. Use this option to create a student account.

+ I am a student

Cancel

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**.

Rydell City Schools
Help

Sign Up

Create a parent account

1 Your Contact Information

First Name:

Last Name:
(Email address will only be used for password reset requests)

Email:

Re-enter Email:

2 Account Details

User name: ✓ User name is available

Password: ✓ Password is acceptable

Re-enter Password: ✓ Passwords match

3 Link Students to Account

Student 1

Registration Key: ✓ Key format is valid

First Name:

Last Name:

Date of Birth:

Tasks:

or

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:

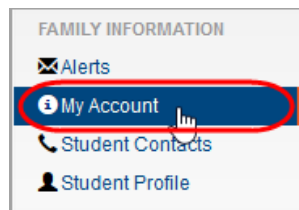
- If you are already signed in to ProgressBook, see [“Add a Child - Signed In.”](#)
- If you are not signed in to ProgressBook, see [“Add a Child - Not Signed In.”](#)

Add a Child - Signed In

To view a video of this procedure, go to:

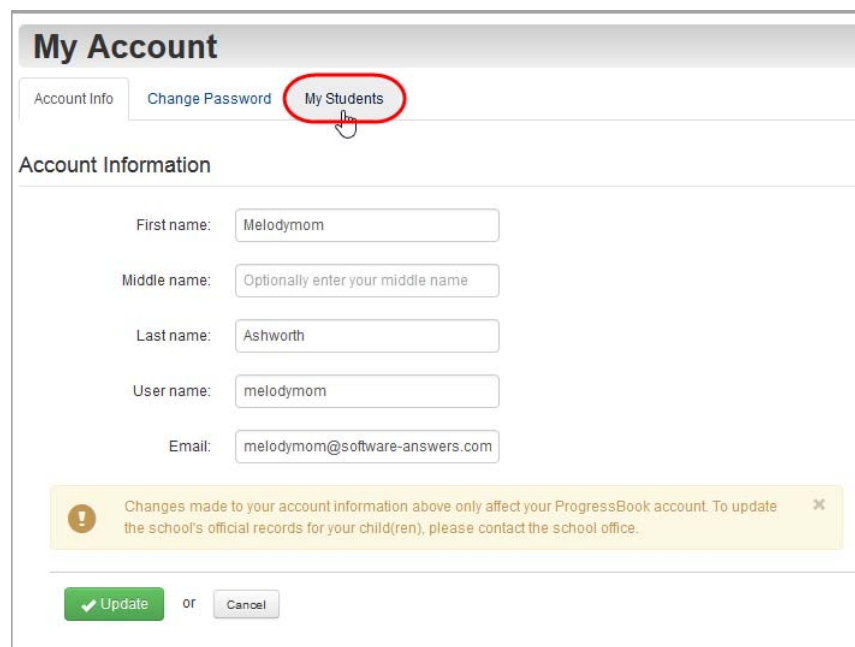
<http://www.progressbook.com/Videos/PA/Add-Child>

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



My Account Option on Navigation Bar

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

A screenshot of the 'My Account' page. At the top, there are three tabs: 'Account Info', 'Change Password', and 'My Students'. The 'My Students' tab is highlighted with a red circle and a mouse cursor. Below the tabs is the 'Account Information' section with several input fields: 'First name' (Melodymom), 'Middle name' (Optionally enter your middle name), 'Last name' (Ashworth), 'User name' (melodymom), and 'Email' (melodymom@software-answers.com). At the bottom, there is a yellow warning box with an exclamation mark icon and a close button (X). Below the warning box are two buttons: a green 'Update' button with a checkmark and a grey 'Cancel' button.

My Students Tab

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

My Account

Account Info Change Password My Students

Students

Use this page to register additional students to your account, create an account for your student(s), and/or reset a student password(s).

Name	User name	Id #		
Thomas Addis	addist	999550472	Reset Password	

Accounts

Do you have another registration key? Use this option to add another student to your account.

[+ 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**.

My Account

My Students Link Another Student

Link a student to this account

Registration Key: PAH6J7GRG7W43724 Key format is valid

First Name: Jessica

Last Name: Leeders

Date of Birth: 12/18/1990

[+ Save](#) or [Cancel](#)

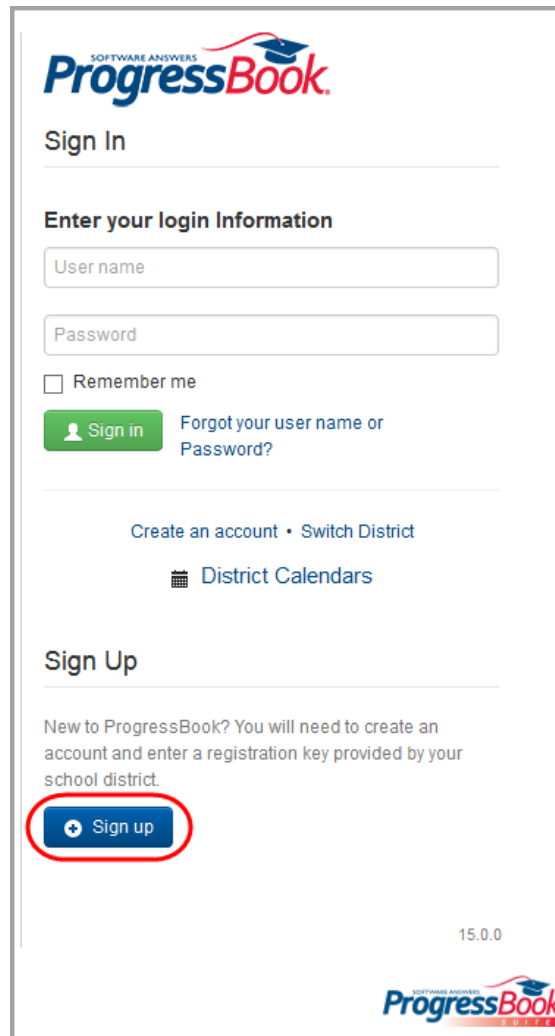
Link Student to Account

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**.



The screenshot shows the ProgressBook user interface. At the top is the logo "SOFTWARE ANSWERS ProgressBook." Below it is the "Sign In" section with a horizontal line. Underneath is the heading "Enter your login information" followed by two input fields: "User name" and "Password". Below the fields is a checkbox labeled "Remember me". A green "Sign in" button with a person icon is next to a link that says "Forgot your user name or Password?". Below this is a horizontal line, followed by the text "Create an account • Switch District" and a calendar icon with the text "District Calendars". The "Sign Up" section follows, with a horizontal line and the text "New to ProgressBook? You will need to create an account and enter a registration key provided by your school district." A blue "Sign up" button with a plus icon is circled in red. At the bottom right of the page is the version number "15.0.0" and the ProgressBook logo.

Sign Up to Add a Student

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

Rydell City Schools

Sign Up

Select the type of account you would like to create:

Add Another Child to Your Parent Account
A parent account can have multiple children linked to it. Use this option to add another child to your existing account.

[+ Link student](#)

New Parent Account
A parent account provides you access to view your children's progress, assignments, attendance, etc. Use this option to create your account.

[+ I am a parent](#)

New Student Account
A student account provides students access to view information about their classes such as homework, graded assignments, etc. Use this option to create a student account.

[+ I am a student](#)

[Cancel](#)

Link Student Button

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

3. Sign in to your account.

Rydell City Schools Help

Follow these steps to add another child to your parent account:

1. Please have on hand the registration letter from the school which provides the unique registration key for your child.
2. Sign in to your ProgressBook account from this screen.
3. You will be taken to the **My Account** area, **Link a student to this account** screen where you can add another child to your account.
4. Complete the required information and click **Save**.

Sign In

Enter your login information

Remember me

[Sign in](#) [Forgot your user name or Password?](#)

[Create an account](#) • [Switch District](#)

SOFTWARE ANSWERS
ProgressBook

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**.

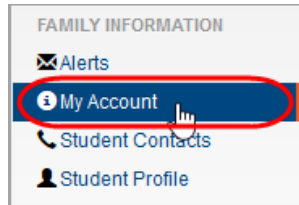
The screenshot shows a web interface titled "My Account". Below the title is a breadcrumb trail: "My Students > Link Another Student". The main heading is "Link a student to this account". There are four input fields: "Registration Key" with the value "PAH6J7GRG7W43724" and a green checkmark indicating "Key format is valid"; "First Name" with the value "Jessica"; "Last Name" with the value "Leeders"; and "Date of Birth" with the value "12/18/1990". At the bottom, there is a green "Save" button with a plus icon, the word "or", and a grey "Cancel" button.

Link Student to Account

Reorder Children

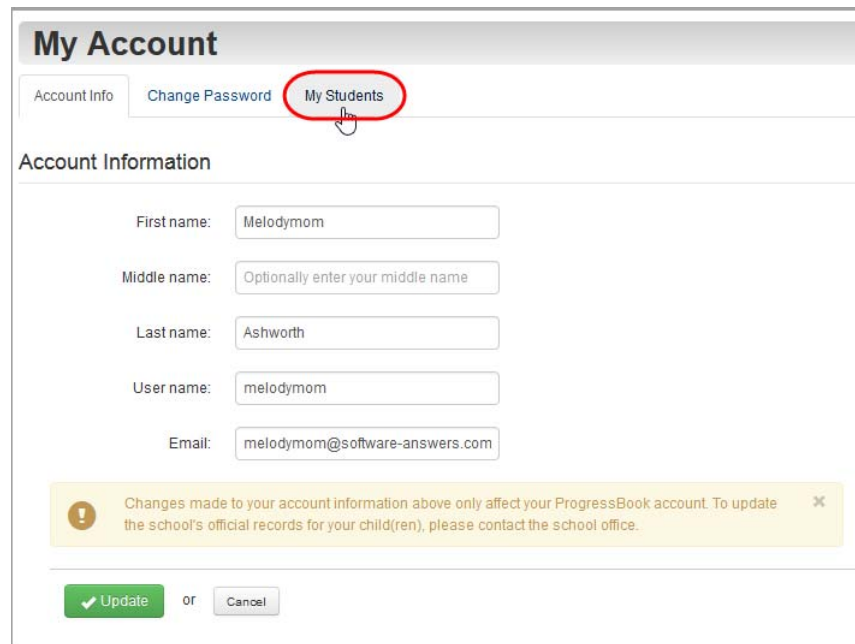
You can change the order in which your children display in the student switcher and choose which child displays by default when you sign in.

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



My Account Option on Navigation Bar



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

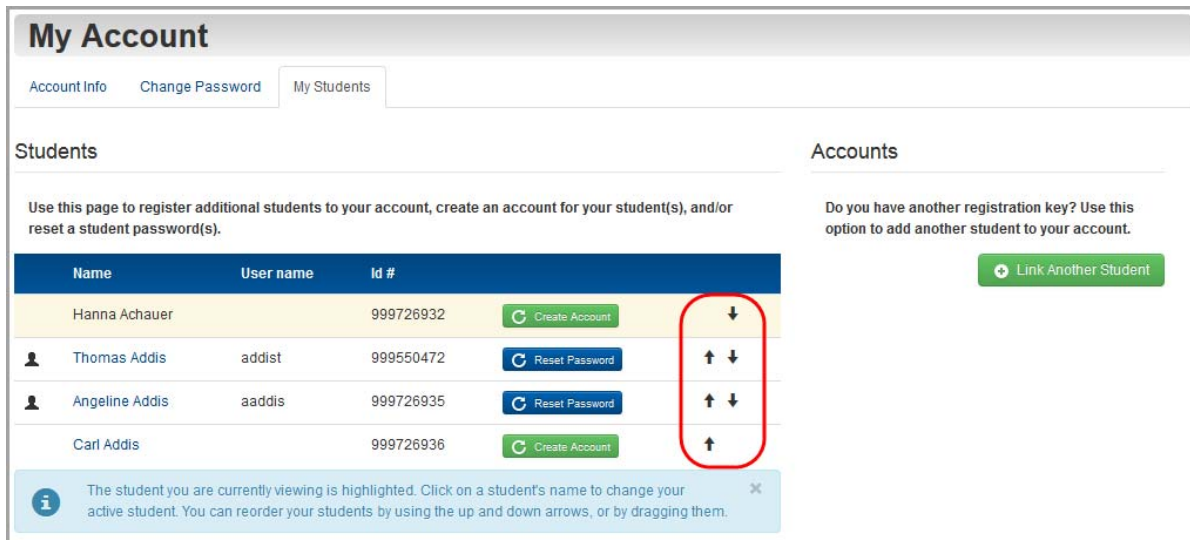
A screenshot of the 'My Account' page. At the top, there are three tabs: 'Account Info', 'Change Password', and 'My Students'. The 'My Students' tab is highlighted with a red circle and a mouse cursor. Below the tabs is the 'Account Information' section with several input fields: 'First name' (Melodymom), 'Middle name' (Optionally enter your middle name), 'Last name' (Ashworth), 'User name' (melodymom), and 'Email' (melodymom@software-answers.com). At the bottom, there is a yellow warning box with an exclamation mark icon and a close button (X). Below the warning box are two buttons: a green 'Update' button with a checkmark and a grey 'Cancel' button, separated by the word 'or'.



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.

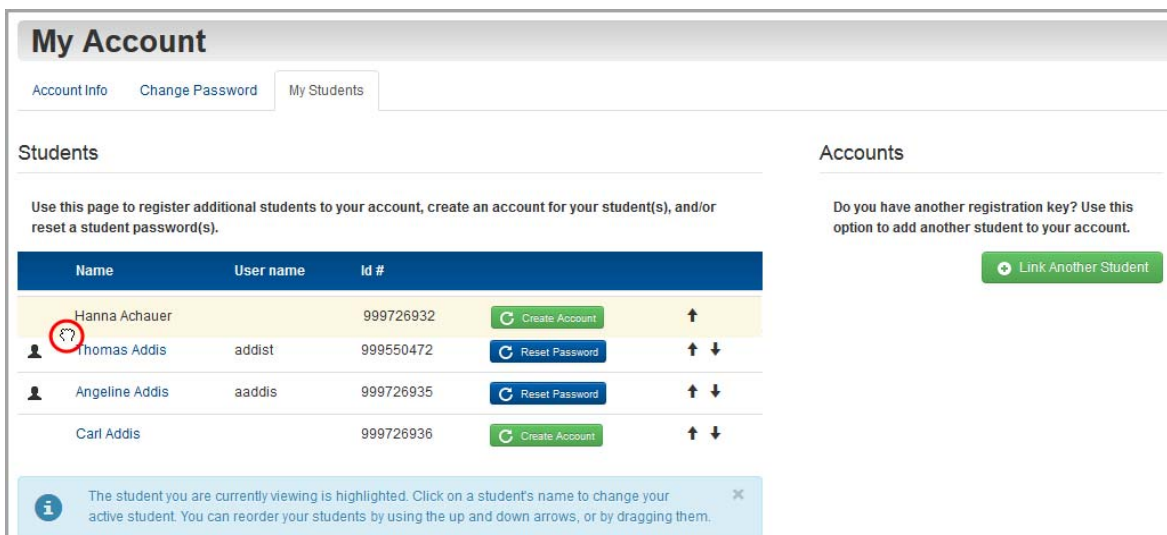
- In the row of the student you want to move, click  or .





Name	User name	Id #		
Hanna Achauer		999726932	Create Account	↓
 Thomas Addis	addist	999550472	Reset Password	↑ ↓
 Angeline Addis	aaddis	999726935	Reset Password	↑ ↓
Carl Addis		999726936	Create Account	↑

Reorder Children Using Arrow Icons

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



Name	User name	Id #		
Hanna Achauer		999726932	Create Account	↑
 Thomas Addis	addist	999550472	Reset Password	↑ ↓
 Angeline Addis	aaddis	999726935	Reset Password	↑ ↓
Carl Addis		999726936	Create Account	↑ ↓

Reorder Children Using Drag and Drop

The children display in the new order.

My Account

Account Info Change Password **My Students**

Students

Use this page to register additional students to your account, create an account for your student(s), and/or reset a student password(s).

Name	User name	Id #		
Thomas Addis	addist	999550472	Reset Password	↓
Hanna Achauer		999726932	Create Account	↑ ↓
Angeline Addis	aaddis	999726935	Reset Password	↑ ↓
Carl Addis		999726936	Create Account	↑

Accounts

Do you have another registration key? Use this option to add another student to your account.

[Link Another Student](#)

The student you are currently viewing is highlighted. Click on a student's name to change your active student. You can reorder your students by using the up and down arrows, or by dragging them.

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.”](#))

ProgressBook

Home Thomas Addis Student ID: 999550472

Grades

Course	Grade	YTD Grade	As Of
ALGEBRA 2 HONORS	90.00 A-	93.60 A	Mar 26
APPLIED SOCIAL STUDIES 2	98.20 A+	99.10 A+	Mar 26
BIOLOGY HONORS	97.50 A+	97.50 A+	Mar 26
ENGLISH 10 HONORS	88.90 B+	88.90 B+	Apr 10
FRENCH 2	96.00 A	96.00 A	Jul 3

Homework

Course	Count
ENGLISH 10 HONORS	1
FRENCH 2	1
HEALTH	2

Grade Details

There are no grade details available at this time.

Daily Attendance

Absence Type	Count
Tardy	3
Excused Absent	6
Unexcused Absence	2

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

Reordered Children in Student Switcher

Create Student Account

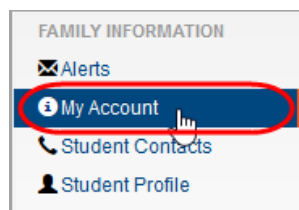
To view a video of this procedure, go to:

<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.

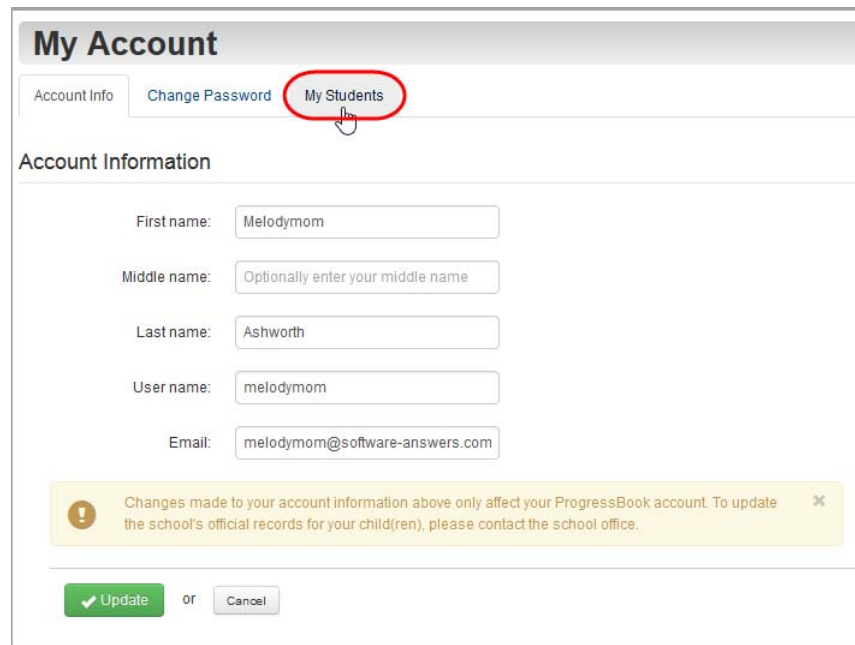
Note: Student accounts offer some different functionality and a different view of information within ProgressBook.

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



My Account Option on Navigation Bar

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

A screenshot of the 'My Account' page. The title 'My Account' is at the top. Below it are three tabs: 'Account Info', 'Change Password', and 'My Students'. The 'My Students' tab is highlighted with a red oval and a mouse cursor. Below the tabs is the 'Account Information' section with several input fields: 'First name' (Melodymom), 'Middle name' (Optionally enter your middle name), 'Last name' (Ashworth), 'User name' (melodymom), and 'Email' (melodymom@software-answers.com). At the bottom, there is a yellow warning box with an exclamation mark icon and a close button (X). Below the warning box are two buttons: a green 'Update' button with a checkmark and a gray 'Cancel' button.

My Students Tab

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

My Account

Account Info
Change Password
My Students

Students

Use this page to register additional students to your account, create an account for your student(s), and/or reset a student password(s).

Name	User name	Id #		
Thomas Addis	addist	999550472	Reset Password	↓
Hanna Achauer		999726932	Create Account	↑ ↓
Angeline Addis	aaddis	999726935	Reset Password	↑ ↓
Carl Addis		999726936	Create Account	↑

Accounts

Do you have another registration key? Use this option to add another student to your account.

[Link Another Student](#)

Manage Students – Create Account

- 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**.

My Account

Home » My Students » Create Student Account

Create Student Account For Jessica

User name: ✓ User name is available

Password: ✓ Password is acceptable

Re-enter Password: ✓ Passwords match

Email:

Re-enter Email:

or

Create Student Account

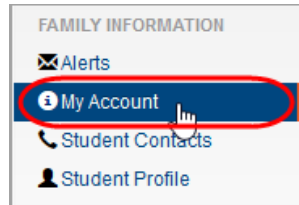
Reset Your Child's Password

To view a video of this procedure, go to:

<http://www.progressbook.com/Videos/PA/Reset-Child-Password>

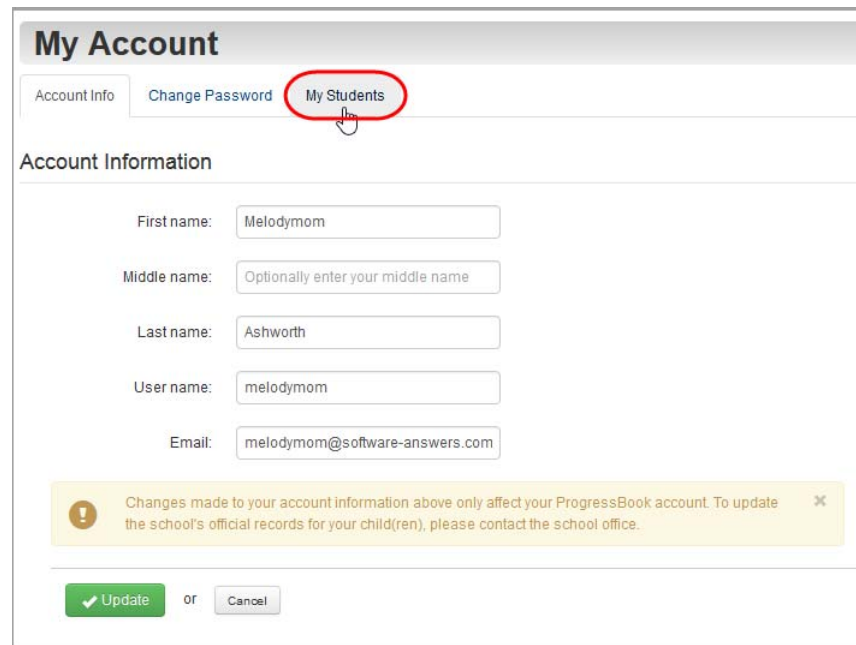
If your child forgets his or her password and does not have an email address tied to his or her student account, you or the teacher can reset your child's password.

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



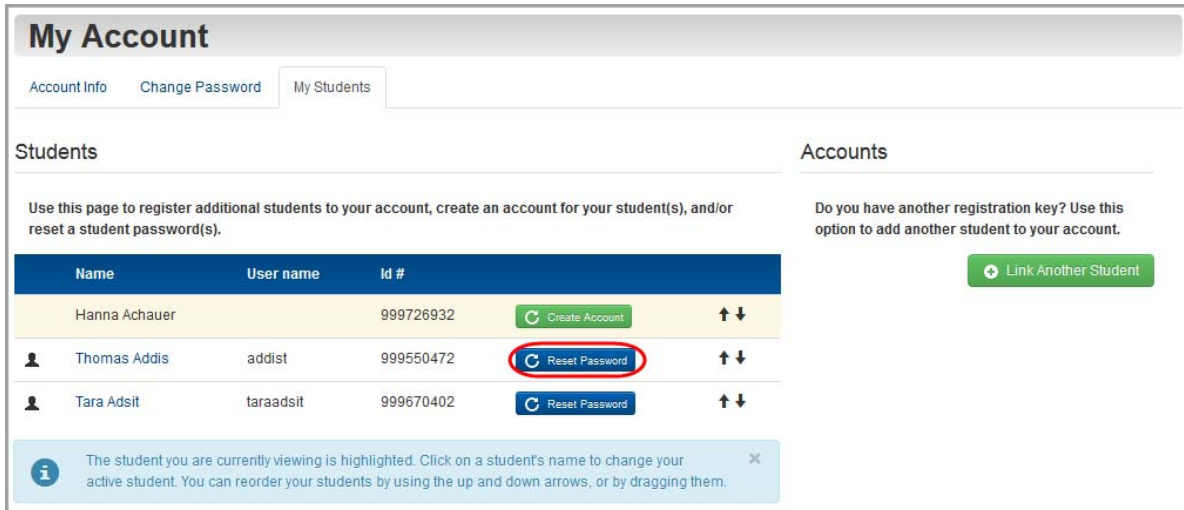
My Account Option on Navigation Bar

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

A screenshot of the "My Account" page. At the top, there are three tabs: "Account Info", "Change Password", and "My Students", with "My Students" circled in red. Below the tabs is the "Account Information" section with several input fields: "First name" (Melodymom), "Middle name" (Optionally enter your middle name), "Last name" (Ashworth), "User name" (melodymom), and "Email" (melodymom@software-answers.com). At the bottom, there is a yellow warning box with an exclamation mark icon and a close button (X). Below the warning box are two buttons: a green "Update" button with a checkmark and a grey "Cancel" button.

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**.

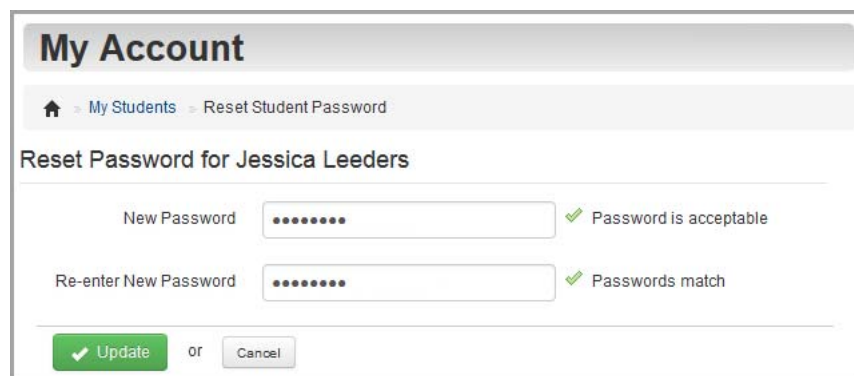


Reset Child's Password

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.

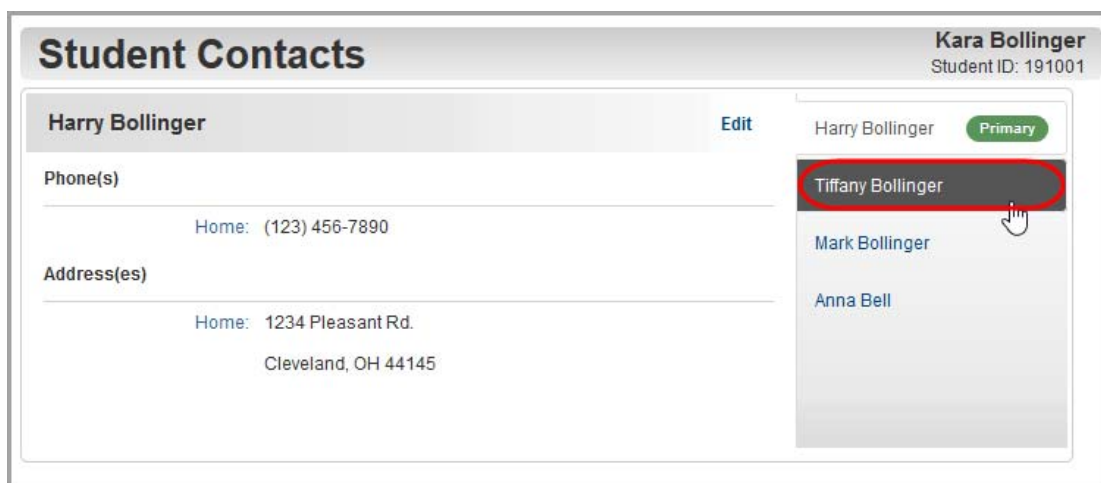
1. On the navigation bar, click **Student Contacts**.



**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.

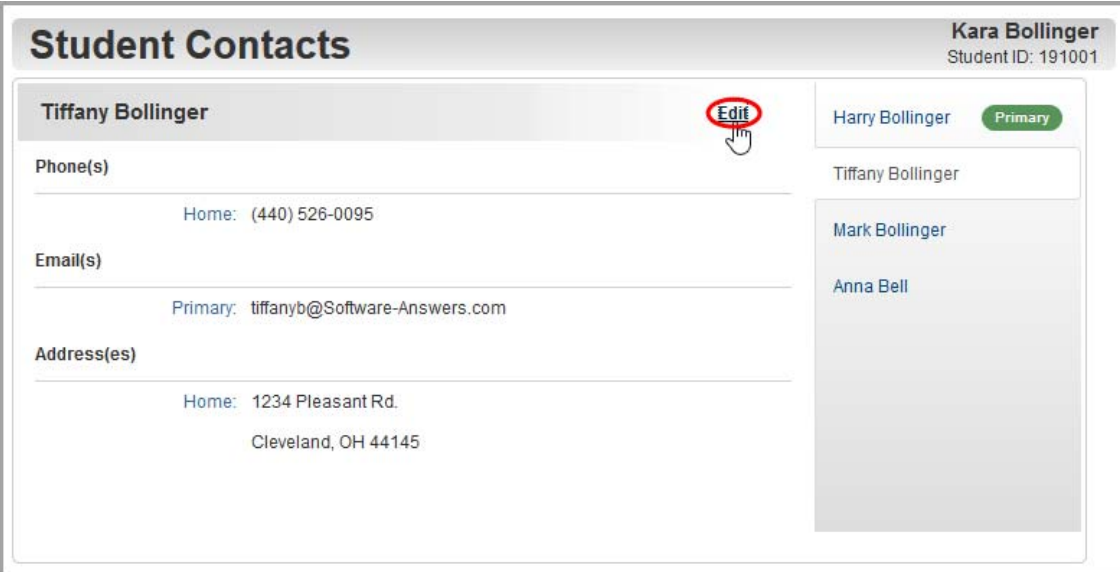
2. On the **Student Contacts** screen, click the name of the contact whose information you want to view or edit.



Select a Contact

The edit screen for the contact you selected displays.

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



The screenshot shows the 'Student Contacts' interface for a student named Kara Bollinger (Student ID: 191001). The main contact being edited is Tiffany Bollinger. Her information is displayed in three sections: Phone(s) with a home number (440) 526-0095; Email(s) with a primary email tiffanyb@Software-Answers.com; and Address(es) with a home address at 1234 Pleasant Rd., Cleveland, OH 44145. To the right of the contact's name is an 'Edit' button, which is circled in red with a hand cursor pointing to it. On the right side of the screen, there is a list of other contacts: Harry Bollinger (Primary), Tiffany Bollinger, Mark Bollinger, and Anna Bell.

Edit Contact Information

The **Student Contacts** edit screen displays.

- Optional: To edit existing contact information:
 - In the appropriate section, update the existing fields and drop-down lists.
 - Click **Save**.
- Optional: To add new contact information:
 - In the appropriate section, click **Add**.
 - Enter the required contact information.
 - Click **Save**.
- Optional: To delete existing contact information:
 - In the appropriate section, next to the item you want to delete, click **Delete**.

Student Contacts Kara Bollinger
Student ID: 191001

Tiffany Bollinger or

Contact

First Name

Last Name

Phone(s)

Phone 1 **Delete contact item**

Type

Number

Extension

Email(s)

Add contact item

Address(es)

Home: 1234 Pleasant Rd.
Cleveland, OH 44145

or

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		Kara Bollinger Student ID: 191001
Profile	Address	
Name: Kara Bollinger	Home address: 1234 Pleasant Rd.	
School: WOOSTER HIGH SCHOOL	Cleveland, OH 44145	
Enrollment Date: 8/18/2014		
Grade Level: 10		
Homeroom: C233 Scott Miller		
Date Of Birth: 9/19/2001		
Sex: F		
Student ID: 191001		
Notes		
Medical: Appendectomy- 8/25/14 Following sharp R abd pain and ER visit.		

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.

Rydell City Schools Help MotherShannon

ProgressBook Home Brett Shannon Student ID: 999889804

STUDENT INFORMATION

- Home
- Grades
- Planner
- Schedule
- Attendance
- Activities
- Report Card
- Course Request

SCHOOL INFORMATION

- News
- Calendar
- Class Information

FAMILY INFORMATION

- Alerts
- My Account
- Student Contacts
- Student Profile

Today's Comments

ALGEBRA 2
Thank you for helping the other students with this week's assignments!

Grades details

Grades for 4TH QUARTER

Course	Grade	YTD Grade	As Of
ALGEBRA 2	100.75 A+	92.98 A	May 11
BIOLOGY HONORS	85.14 B	96.09 A	May 16
CREATIVE WRITING	98.00 A+	92.50 A	May 9
ENGLISH 9 HONORS	96.00 A	95.97 A	May 9
GERMAN 2	92.50 A	97.92 A+	May 16
HEALTH	92.26 A-	99.17 A+	May 16
WORLD HISTORY	98.67 A+	90.84 A-	May 9

[View all grades](#)

Homework details

Homework due today or next 2 days

Course	Count
ALGEBRA 2	1
BIOLOGY HONORS	1

[View all homework](#)

Grade Details details

Items due in past 2 days

ALGEBRA 2		
Date	Assignment	Mark
May 29	Page 364 - ALL	20/20

BIOLOGY HONORS		
Date	Assignment	Mark
May 28	Chapter 15	15/15

[View all grade details](#)

Daily Attendance details

Absence type summary for the year

Excused	1
Unexcused Absence	3
Excused Absent	4
Tardy	3

[View all attendance](#)

Student switcher

Brett Shannon Jessica Leaders

Copyright © 2003 - 2014 Software Answers, Inc

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

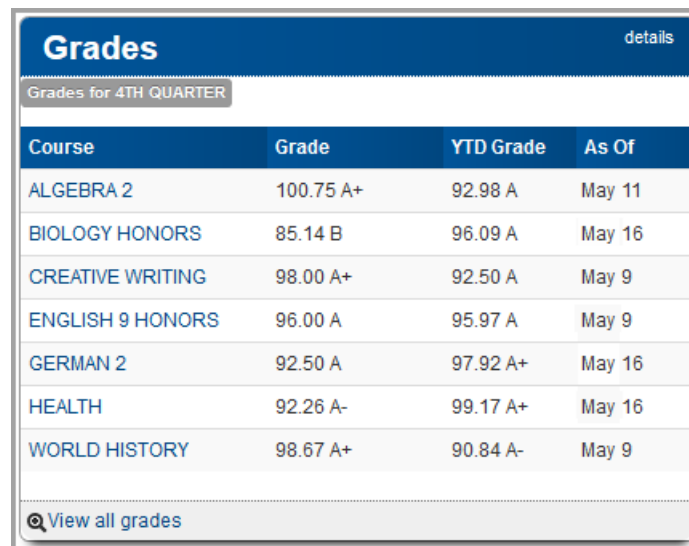
If a teacher has posted a comment today, it displays in **Today's Comments** at the top of the **Home** screen.



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).



A screenshot of a table titled "Grades" with a "details" link in the top right corner. Below the title is a sub-header "Grades for 4TH QUARTER". The table has four columns: "Course", "Grade", "YTD Grade", and "As Of". It lists seven courses with their respective grades and YTD averages. At the bottom, there is a link "View all grades" with a magnifying glass icon.

Course	Grade	YTD Grade	As Of
ALGEBRA 2	100.75 A+	92.98 A	May 11
BIOLOGY HONORS	85.14 B	96.09 A	May 16
CREATIVE WRITING	98.00 A+	92.50 A	May 9
ENGLISH 9 HONORS	96.00 A	95.97 A	May 9
GERMAN 2	92.50 A	97.92 A+	May 16
HEALTH	92.26 A-	99.17 A+	May 16
WORLD HISTORY	98.67 A+	90.84 A-	May 9

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.

Grade Details		
Items due in past 2 days		
ALGEBRA 2		
Date	Assignment	Mark
May 29	Page 364 - ALL	20/20
BIOLOGY HONORS		
Date	Assignment	Mark
May 28	Chapter 15	15/15
View all grade details		

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.

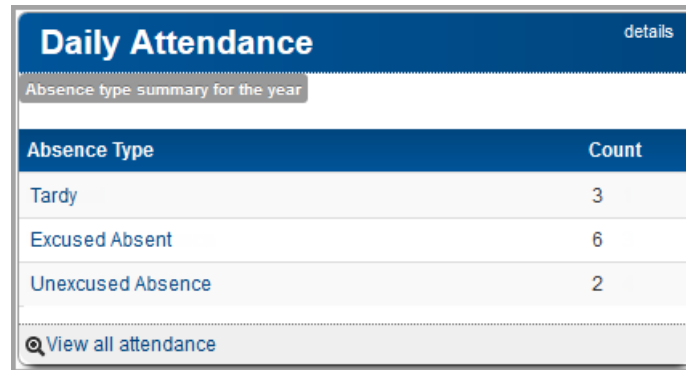
Homework	
Homework due today or next 2 days	
Course	
ALGEBRA 2	1
BIOLOGY HONORS	1
View all homework	

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 details	
Absence type summary for the year	
Absence Type	Count
Tardy	3
Excused Absent	6
Unexcused Absence	2

 [View all attendance](#)

Daily Attendance Pane on Home Screen

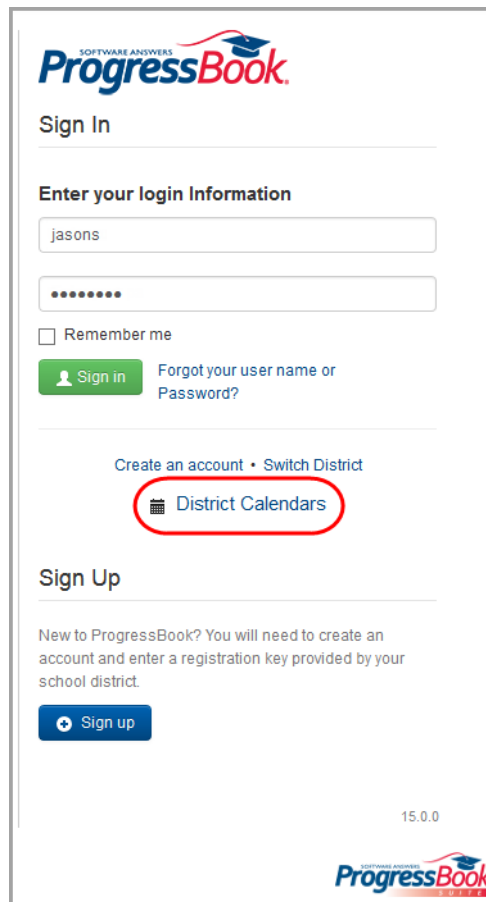
To view additional attendance details, click **details** or **View all attendance**. (For more information about attendance, see [“View Attendance.”](#))

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**.



The screenshot shows the ProgressBook Sign In page. At the top is the ProgressBook logo with the tagline "SOFTWARE ANSWERS". Below the logo is the "Sign In" heading. Underneath is a section titled "Enter your login information" containing two input fields: one for the username (containing "jasons") and one for the password (represented by dots). Below the password field is a checkbox labeled "Remember me". A green "Sign in" button is positioned to the left of a link that says "Forgot your user name or Password?". Below this section are two links: "Create an account" and "Switch District". The "District Calendars" link, which includes a calendar icon, is circled in red. Below these links is the "Sign Up" heading, followed by a paragraph explaining that new users need to create an account with a registration key. A blue "Sign up" button is located at the bottom of the sign-up section. The version number "15.0.0" is displayed in the bottom right corner of the page, above the ProgressBook logo.

District Calendars Link

The public calendar displays.

Rydell City Schools Help

Calendar

[Sign into ProgressBook](#) View:

September 2014 month week day today < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
		2:30p Computer Club 7p HHS Parent Night	7p LVIS and LVMS Parent Night	7p LVES Parent Night	8:15p Marching Band Halftime Show	10a JV Football
7	8	9	10	11	12	13
	2:30p Computer Club					10a JV Football
14	15	16	17	18	19	20
		2:30p Computer Club			8:15p Marching Band Halftime Show	10a JV Football
21	22	23	24	25	26	27
		2:30p Computer Club			7p Fall Musical	10a JV Football 2p Fall Musical Matinee 7p Fall Musical
28	29	30	1	2	3	4
2p Fall Musical Matinee 7p Fall Musical		2:30p Computer Club				

Public Calendar

Note: For information on calendar functionality and views, see [“View School Calendar.”](#)