ProgressBook User Guide

ProgressBook
## Change Log

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

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<th>Heading</th>
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<td>14.5.0</td>
<td>Entire Guide</td>
<td>N/A</td>
<td>Rewrote <em>ParentAccess User Guide</em> to reflect new ProgressBook branding for a student audience, addition of student <em>Planner</em> and many other enhancements. Created appendix for parent tasks.</td>
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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**.

*Note: This screen displays differently if your school or district has set up a greeting page, but the functionality is the same.*
4. On the **Sign Up** screen, click **I am a student**.

![Sign Up Screen]

**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

   **Note:** Once you create your user name, you cannot change it.
Welcome to ProgressBook

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

7. Click **Register**.

![Sign Up - Create a Student Account](Image)

**Sign Up – Create a Student Account**

An account creation confirmation message displays, and you can now sign in to ProgressBook.
Welcome 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 Not your district?.

   Note: This screen displays differently if the original district has set up a greeting page, but the functionality is the same.
Welcome to ProgressBook

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**.

   **Note:** This screen displays differently if your school or district has set up a greeting page, but the functionality is the same.

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**.
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 Can’t access your account?.
Welcome to ProgressBook

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.
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](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 **Can't access your account?**.
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.
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.

   **Note:** The reset password link is only valid for 30 minutes. If the link expires, you must repeat the process of requesting a reset link.

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.
Welcome to ProgressBook

8. Click **Reset Password**.

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

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**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.
Welcome to 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.

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.
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**.
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 your grades, see “View Grades.”
- To access your online activities, see “Complete 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 Assigned Work and/or Posted Homework listed under each course.

   **Note:** Assigned Work is work that is due or assigned during the selected time period or that is scheduled for that time (such as classwork, quizzes and tests). Most Assigned Work is graded. Posted Homework is usually work that you do on a weekly or ongoing basis. Posted Homework is not individually graded but may serve as a reminder of upcoming work or provide resources to complete assigned work.

   **Note:** If the Assigned Work section contains a View Activity link (indicating this is online work for you to do), see “Complete Online Activities.”
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.
View Assignments for Another Date or Date Range

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

Expand and Collapse Courses

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

3. Optional: To see additional details about an assignment, click the assignment name.
The **Assignment Details** screen displays, showing more information about the assignment, including the grading scale used to grade it and any comments posted by your teacher.

![Assignment Details](image-url)
View Grades

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

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

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

4. To see more information, choose one of the following:
   
   • To see your grade averages in this course for each reporting period, click . The course information expands to display your grade average for each reporting period.
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.
5. Optional: To view grades by assignment type instead of by date, in the View By area, click Type.
The grades now display by assignment type.

![Grade Details Screen]

**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:
   a. At the top of the screen, click the course name drop-down.
   b. Select the course.
Understand Your Grades

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

- “Mark”
- “Weight”
- “Grading Scale”
- “Assignment Codes”

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 do not display if the teacher chooses not to display them. In addition, the percentage on the individual assignment does not display if the teacher grades the assignment using letter grades or rubrics, and it only displays for standards-based grading if the teacher uses points.
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.
**Student Information**

**Grading Scale**

Each assignment type displays the percentage and grade you earned for that type of assignment (for example, your grade on classwork). To see the grading scale used to calculate the grades, click [View Grading Scale](#).

![Grading Scale Overview](image)

*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.

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<td>Missing – You have not turned in the assignment. Counts as a zero toward your grade.</td>
</tr>
<tr>
<td>E</td>
<td>Excluded – Grade for this assignment is not included in your overall grade.</td>
</tr>
<tr>
<td>W</td>
<td>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.</td>
</tr>
<tr>
<td>L</td>
<td>Late – You turned in the assignment late. Teacher may choose to adjust your grade.</td>
</tr>
</tbody>
</table>

Example of Assignment Codes

Complete Online Activities

Your teacher may assign you online activities to complete. This could be homework that you complete on your own time or online tests/quizzes that you complete in class. Online activities display on the Planner screen with a View Activity link beside them in the Assigned Work section.

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

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

3. Work through the questions in the activity.
**Online Activity**
4. Optional: To check your progress on an activity at any time:
   a. Click **Question Index**.

   ![Body Systems Quiz](image1)

   **Check Activity Progress**

   A list of all questions in the activity displays, and your progress on each question displays in the **Status** column.

   ![Body Systems Quiz](image2)

   **Activity Progress**

   b. To return to the activity, click a question.

   5. When you are finished with the activity, click **Finished**.

   ![Body Systems Quiz](image3)

   **Finish Activity**
A list of all the activity’s questions displays, showing your progress on each question.

6. 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.)

7. When you are ready to submit the activity for grading, click **Submit for grading**.

![Submit Activity for Grading](image)

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

![Confirm Submission](image)

A confirmation message displays, along with the point value of each question.

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

9. Optional: To see a list of online activities for all of your courses:
   a. On the navigation bar, click **Activities**.
The **Activities** screen displays with a default view showing all of your unsubmitted ("Assigned") online activities. The **Recent Activity** section displays submitted and graded activities from the past seven days.

Activities Screen

b. Optional: To change the view, in the **View By** area, click to view **Submitted**, **Graded** or **All** activities.

View Activities by Status
10. Optional: To open an assigned activity to work on, in the **Assigned** view, click the name of the activity.

![Activities](image)

**Open Activity**

11. Optional: To see what grade you earned on an activity:

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

![Activities](image)

**View Activity Grade**

   The **Activity Details** screen displays the total point value of the activity.

   b. To view your score on each question, click **Review**.
Review Activity Scores

The activity questions display. The **Points** column displays the possible points for each question. The **Score** column displays the number of points you earned.
View Class Schedule

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

   ![Schedule Option on Navigation Bar]

   Your class schedule for the current reporting period displays.

   **Note:** In the **Meeting Days** column, today’s day of the week displays in bold text.
2. Optional: To view your schedule for a date falling in a different reporting period:
   a. In the **Date** field, enter or select the date.
   b. If needed, click **Refresh**.

3. Optional: To view your schedule for all reporting periods this school year, click **View Full Schedule**.
Your class schedule for every reporting period displays.
View Report Card

1. To view your report card, on the navigation bar, click Report Card.

Your report card displays.
2. Optional: If you have more than one report card (such as an interim), you can view a different report card by selecting it from the drop-down list beneath your name and student ID.

### 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.
2. Click 🔍 to open the legend.

![Current Marks and Available Marks legend]

Legend

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

**Print Report Card**

1. To print your report card, on the **Report Card** screen, click **Print Preview**.

![Report Card screen with Print Preview option]
2. On the print preview, click **Print**, and proceed to print the report card.

![Report Card Image]

**Print Report Card**

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**View Attendance**

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

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

![Attendance Option on Navigation Bar Image]
The Attendance screen displays your Daily Attendance for the year and your Period Attendance for today (if your school has these options enabled).

View Attendance

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

View Period Attendance by Reporting Period

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**Request Courses**

To view a video of this procedure, go to:

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

2. Click Add Courses.
The Course Catalog displays.

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**.

4. If you see the course you want to add, select the check box beside it in the **Add** column.
5. Optional: Continue adding any other course requests.

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

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

7. Review your selections.

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

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

   ![Course Request](image)

   **Review and Submit Courses**

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

   ![Submit Course Request](image)

   **Submit Course Request Window**

   *Note:* From your browser, you can print the courses you requested.
This page intentionally left blank.
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.

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.
School Information

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

District or School News

View School Calendar

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

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

1. To see your school calendar, on the navigation bar, click Calendar.
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.

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

3. Click Save.

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

- **Pastel Orange** – Homework
- **Red** – Daily attendance
- **Pastel Blue** – District and school events
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 ▪ □ .

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.

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**.

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

View Class Information
Account Management

ProgressBook provides several options for you to manage your account.

- To manage the alerts you receive, see “Subscribe to Alerts.”
- To update your profile, see “Update Your Profile.”
- 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.

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

   ![Set Low Mark Settings](image)

   **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**.
Update Your Profile

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

*Note:* When you update your profile, the changes you make to your account information only affect your ProgressBook account. To update the school’s official records, please contact the school office.

1. To update your ProgressBook account information (other than your user name), on the navigation bar, click **Profile**.

![Profile Option on Navigation Bar](Image)
Account Management

2. On the **Profile** screen, update any of the following fields:
   - First name
   - Middle name
   - Last name
   - Email

3. Click **Update**.

---

Change Your Password

To view a video of this procedure, go to: [http://www.progressbook.com/Videos/PA/Change-Password](http://www.progressbook.com/Videos/PA/Change-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 **Change Password**.
2. On the **Change Password** screen, 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.

3. In the **Re-enter New Password** field, re-enter the new password.
4. Click **Update**.
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Appendix: Parent Information

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

- To create your ProgressBook account for yourself, see “Create Parent Account.”
- To add a child to your account, see “Add a Child to Your Account.”
- To create a ProgressBook account for your child, see “Create Student Account.”
- To reset your child’s password, see “Reset Your Child’s Password.”
- 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.
3. On the ProgressBook Sign In screen, click Sign up.

**Note:** This screen displays differently if your school or district has set up a greeting page, but the functionality is the same.
4. On the **Sign Up** screen, click **I am a parent**.

![Image of Create a Parent Account](image)

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  
     
     **Note:** *Once you create your user name, you cannot change it.*
   - **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
Appendix: Parent Information

- **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**.
An account creation confirmation message displays, and you can now sign in to ProgressBook. (See “Sign In to ProgressBook.”)
Appendix: Parent Information

Add a Child to Your Account

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

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

1. On the navigation bar, click Manage Students.

2. On the Manage Students screen, under Accounts, click Link Another Student.

Add a Child - Not Signed In

1. If you have registration keys for your child, enter them on the Registration screen.

2. On the navigation bar, click Manage Students.

3. On the Manage Students screen, under Accounts, click Link Another Student.

4. Enter the registration key for your child and click Submit.

5. Your child will now appear on the Manage Students screen.
3. 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**

4. Click **Save**.

---

![Image of Manage Students form](image)

**Link Student to Account**
Appendix: Parent Information

Add a Child - Not Signed In

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

![Sign Up to Add a Student](Image)

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

### Link Student Button

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

3. Sign in to your account.

### Sign In to Add a Student

Instructions for adding another child to your account display on the **Sign In** screen.
4. On the **Manage Students** screen, 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**.

---

![Manage Students screen]

**Link Student to Account**
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 **Manage Students**.

![Manage Students Option on Navigation Bar]

2. On the **Manage Students** screen, in the row of the child for whom you want to create a student account, click **Create Account**.

![Manage Students – Create Account]

3. Enter the following information:
   - **User name** – Letters and/or numbers, 6 to 50 characters
     
     *Note:* Once you create the user name for your child, you and your child cannot change it.
   - **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)
Appendix: Parent Information

- **Re-enter Email** (optional)

  *Note:* If you choose to enter an email address for your student’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.

4. Click **Create**.

![Create Student Account](image)

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### Reset Your Child's Password

To view a video of this procedure, go to: [http://www.progressbook.com/Videos/PA/Reset-Child-Password](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 **Manage Students**.
2. On the Manage Students screen, under Students, in the Actions column, click Reset Password.

3. 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.

4. In the Re-enter New Password field, re-enter your child’s new password.

5. Click Update.
Appendix: Parent Information

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:** To view information for a different student, click that student.

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.

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).

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.”)
Appendix: Parent Information

Grade Details

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

![Grades Details Pane on Home Screen](image)

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

Homework

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

![Homework Pane on Home Screen](image)

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.

To view additional attendance details, click details or View all attendance. (For more information about attendance, see “View Attendance.”)
View Public Calendar

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

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

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

![District Calendars Link](image-url)
The public calendar displays.

Public Calendar

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