
ProgressBook ParentAccess User Guide



ProgressBook ParentAccess User Guide

(This document is current for ProgressBook v14.0.0 or later.)

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Change Log

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

Product Version	Heading	Page	Reason
14.0.0	Entire Guide	N/A	Deleted references to “Beta” ParentAccess. Renamed and updated guide for the new ParentAccess.
14.0.0	Entire Guide	N/A	Moved all information related to creating student accounts to the new appendix. Updated screen shot of Sign In screen to show expanded information in Sign Up section and new Sign up button.
14.0.0	<i>“Create Account”</i>	1	Updated screen shots to show new I am a parent and I am a student buttons. Updated screen shot and text for reordering of fields on the Student tab of the Sign Up screen.
14.0.0	<i>“Reset Your Password”</i>	9	Updated to reflect new 30 minute expiration of emailed reset password link.
14.0.0	<i>“Grading Scale”</i>	20	Updated screen shot to reflect removal of start and end point values from Grade Scale Overview window.
14.0.0	<i>“Appendix – Student Accounts”</i>	51	Added appendix to separate information related to creating student accounts.

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Table of Contents

Change Log	i
Welcome to ParentAccess	1
Create Account	1
Access ParentAccess	5
Sign In to ParentAccess.....	5
What to Do If Your Account Is Locked.....	7
Retrieve Forgotten User Name	7
Reset Your Password.....	9
Navigate ParentAccess.....	11
Use Online Help	12
Sign Out of ParentAccess	14
Student Information	15
View Teacher Comments	15
View Grades	16
Understand Your Child’s Grades	19
View Homework	21
Email Your Child’s Teacher	25
View Attendance	26
View Daily Attendance	26
View Period Attendance	28
View Schedule	30
View Report Card.....	31
Understand Your Child’s Report Card	32
Print Report Card	33
Request Courses	33
School Information	37
View School News	37
View School Calendar.....	38
View Class Information	41
Family Information	43
Subscribe to Alerts	43

Update Your Profile	45
Change Your Password	46
Add a Child to Your Account	47
Reset Your Child's Password	49
Appendix – Student Accounts	51
Create Student Account	51

Welcome to ParentAccess

ParentAccess is a school-to-home communication tool that lets you view your child's grades, homework, schedule, attendance and report card information. In addition, ParentAccess gives you class and school news, calendars and forms so you can keep up-to-date on what is happening at school.

Rydell High School Help parrydd

Home Boris Parry Student ID: 888888

Grades details

Grades for 1ST QUARTER

Course	Grade	YTD Grade	As Of
GEOMETRY HONORS	87.62 B+	87.98 B+	Jul 8
BIOLOGY HONORS	87.83 B+	86.06 B	Jul 8
ENGLISH 10 HONORS	89.89 A-	91.29 A-	May 24
UNITED STATES HISTORY AP	88.40 B	90.65 A	Apr 26

View all grades

Homework details

Homework due today or next 2 days

No homework is posted with a due date in the next 2 days. Please click details or View all homework to see all posted homework.

View all homework

Assignments details

Assignments recorded in past 2 days

ENGLISH 10 HONORS

Date	Assignment	Mark
Aug 12	Literature Quiz	22/25

View all assignments

Daily Attendance details

Attendance totals for the year

Unexcused Absence	1
Excused Absent	1
Tardy	1

View all attendance

Morgan Parry Coco Parry Boris Parry Iggy Hinds William Hinds Thomas Parry Cyndee Thomas Vivian Parry

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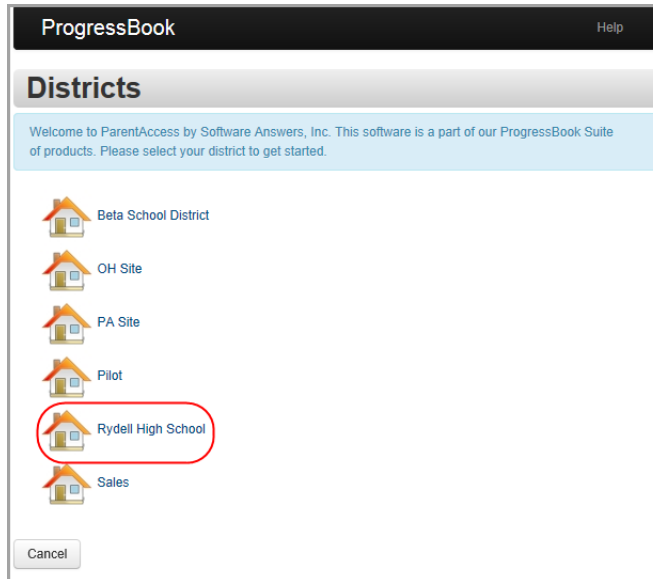
ParentAccess Home Screen

Create Account

To view a video of this procedure, go to:

<http://www.progressbook.com/Videos/PA/Create-Account>

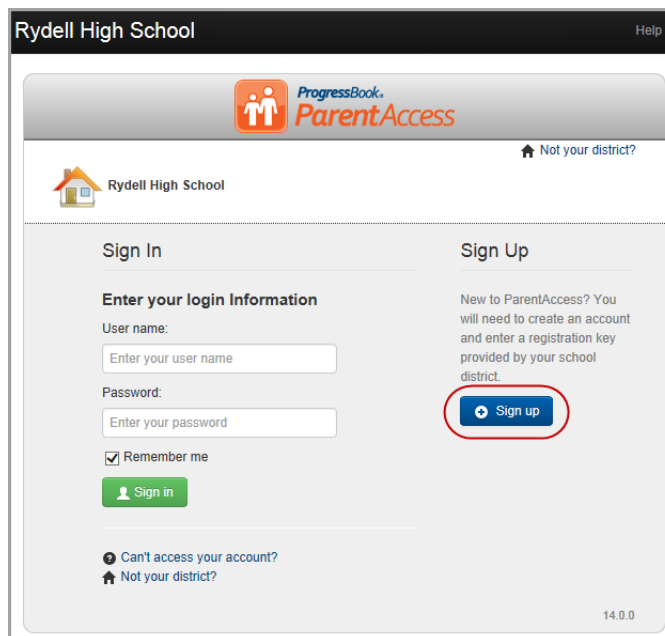
1. In a web browser, enter the URL provided by your child's school or district.
2. On the **Districts** screen, select your child's school district. The system will remember your selection the next time you log in on the same machine.



Select District

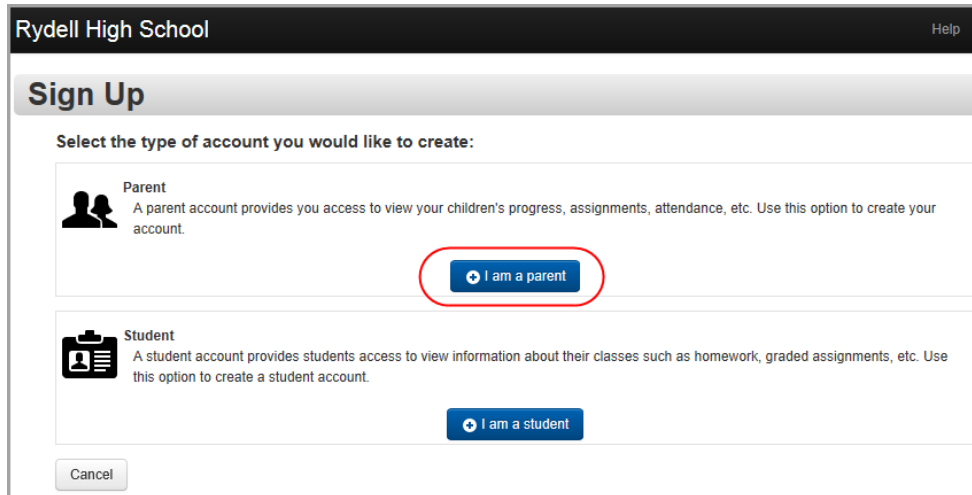
3. On the ParentAccess **Sign In** screen, click **Sign up**.

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



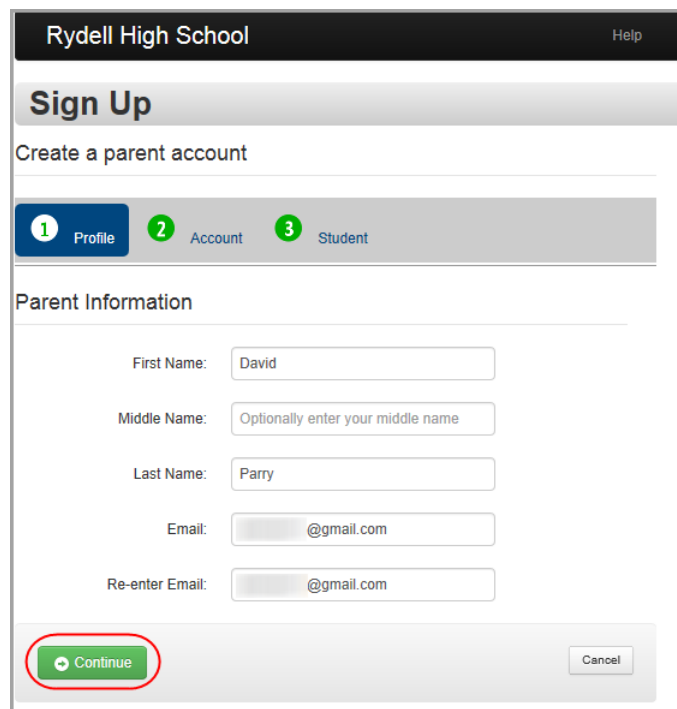
Sign Up to Create New Account

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



Create a Parent Account

5. On the **Profile** tab, under **Parent Information**, enter the following:
 - **First Name** (required)
 - **Middle Name** (optional)
 - **Last Name** (required)
 - **Email** (required)
 - **Re-enter Email** (required)



Sign Up – Profile Tab

6. Click **Continue**.

7. On the **Account** tab, under **Account Information**, enter the following:
 - **User name** - Letters and/or numbers, 6 to 50 characters
 - **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

The screenshot shows the 'Sign Up' page for Rydell High School. At the top, there is a header with 'Rydell High School' and a 'Help' link. Below the header is a 'Sign Up' title and a subtitle 'Create a parent account'. A progress bar indicates three steps: 1 Profile, 2 Account (highlighted in blue), and 3 Student. Under the 'Account Information' section, there are three input fields: 'User name' with the value 'parrydd' and a green checkmark indicating it is available; 'Password' with masked characters and a green checkmark indicating it is acceptable; and 'Re-enter Password' with masked characters and a green checkmark indicating the passwords match. At the bottom, there is a green 'Continue' button with a right-pointing arrow, which is circled in red, and a grey 'Cancel' button.

Sign Up – Account Tab

8. Click **Continue**.
9. On the **Student** tab, under **Student Information**, enter the following:
 - **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**
 - **Registration Key** - Provided on the registration letter from the school or district (not case sensitive)

The screenshot shows the 'Sign Up' page for Rydell High School. At the top, there is a header with the school name and a 'Help' link. Below the header is a 'Sign Up' title and a 'Create a parent account' instruction. A progress bar indicates three steps: 1. Profile, 2. Account, and 3. Student (which is currently selected and highlighted in blue). The 'Student Information' section contains four input fields: 'First Name' (Thomas), 'Last Name' (Parry), 'Date of Birth' (01/07/1999), and 'Registration Key' (S2C3M3VALL7F). A 'Remove from registration' button is located below the registration key field. At the bottom, there is a 'Tasks' section with a text input field labeled 'Enter another registration key'. A green 'Register' button with a plus sign is circled in red, and a 'Cancel' button is also visible.

Sign Up – Student Tab

10. If you have a registration key to enter for another child, click **Enter another registration key**, and perform [step 9](#) 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.”](#)

11. Click **Register**.

An account creation confirmation message displays, and you can now sign in to ParentAccess. (See [“Sign In to ParentAccess.”](#))

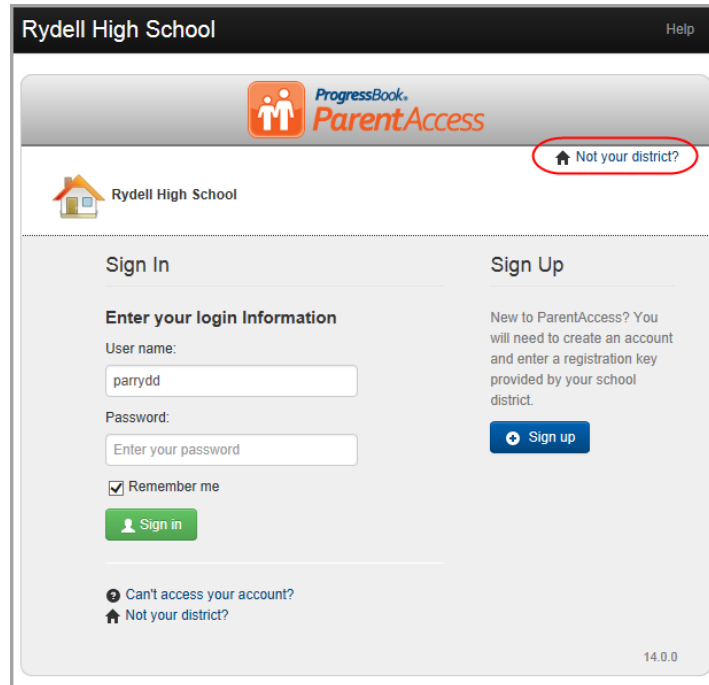
Access ParentAccess

Sign In to ParentAccess

To view a video of this procedure, go to:

<http://www.progressbook.com/Videos/PA/Sign-In>

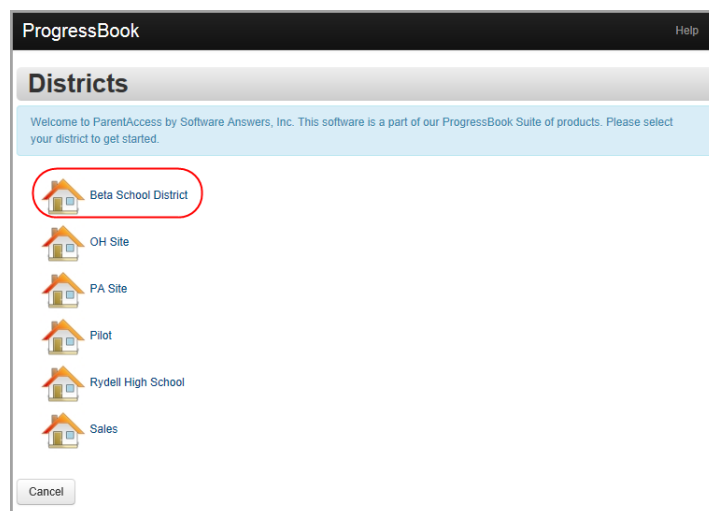
1. In a web browser, enter the URL provided by your child’s school or district.
The **Sign In** screen displays for the last district you accessed on the computer you are currently using.
2. Optional: To change districts:
 - a. On the **Sign In** screen, click **Not your district?**.



Change Districts

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

- 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.

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

Rydell High School

ProgressBook
ParentAccess

Rydell High School

Sign In

Enter your login information

User name:
parrydd

Password:
.....

Remember me

Sign in

Sign Up

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

Sign up

[Can't access your account?](#)

[Not your district?](#)

14.0.0

Sign In

What to Do If Your Account Is Locked

If you are unsuccessful after 5 attempts to sign in to ParentAccess, 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, you can request that the system email it to you.

- On the **Sign In** screen, click **Can't access your account?**.

Rydell High School

ProgressBook ParentAccess

Rydell High School

Not your district?

Sign In

Enter your login information

User name:

Enter your user name

Password:

Enter your password

Remember me

Sign in

Can't access your account?

Not your district?

Sign Up

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

Sign up

14.0.0

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 ParentAccess account.

Rydell High School

Help

Account Recovery

Before you can sign in to ParentAccess, you must sign up for an account. Your school district must supply you with a registration key to use during the registration process to gain access to the student's information. If you have not created an account, click Cancel to return to the login screen and click Create an account.

What do you need help with?

I forgot my password

I forgot my user name

Please enter email:

My account has been locked

Continue

Cancel

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, this topic is for you. 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. If your child has forgotten his or her password, see *“Reset Your Child’s Password.”*)

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.

Rydell High School Help

Account Recovery

Before you can sign in to ParentAccess, you must sign up for an account. Your school district must supply you with a registration key to use during the registration process to gain access to the student's information. If you have not created an account, click Cancel to return to the login screen and click Create an account.

What do you need help with?

I forgot my password
Please enter user name:
parryd

I forgot my user name
 My account has been locked

Continue Cancel

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.

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.

Rydell High School

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

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 ParentAccess

When you sign in to ParentAccess, the **Home** screen displays, providing an overview of grades, homework, assignments and daily attendance, each in their own pane. 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.
- **Details** and **View all...** – To view detailed information on grades, homework, assignments or daily attendance, click **details** or **View all...** in the associated pane.
- **Student icons** – Icons that appear at the bottom of each screen that displays student-specific information. To view information for a different child, click the child's icon.
- **User name drop-down list** – Options for managing your account. Click an option to go to that screen.
- **Online help** – Click this link to view online help topics.

Current Screen with Dark Blue Background

User Name Drop-down List with Options to Manage Your Account

Online Help Link

Navigation Bar

Child Being Viewed

Grades

Course	Grade	As Of
Science	A	May 31

Assignments

Date	Assignment	Mark(s)
May 31	Chapter Test	8/10
	Understands concepts for current work	7/10
	Knows math facts for current work	9/10

Homework

Course	Due Date
Science	3

Daily Attendance

Attendance totals for the year	Count
Excused Absent	2
Tardy	2
Unexcused Absence	1

Child Being Viewed

Morgan Parry, **Coco Parry**, Boris Parry, Iggy Hinds, William Hinds, Thomas Parry, Cyndee Thomas, Vivian Parry

Navigate ParentAccess

Use Online Help

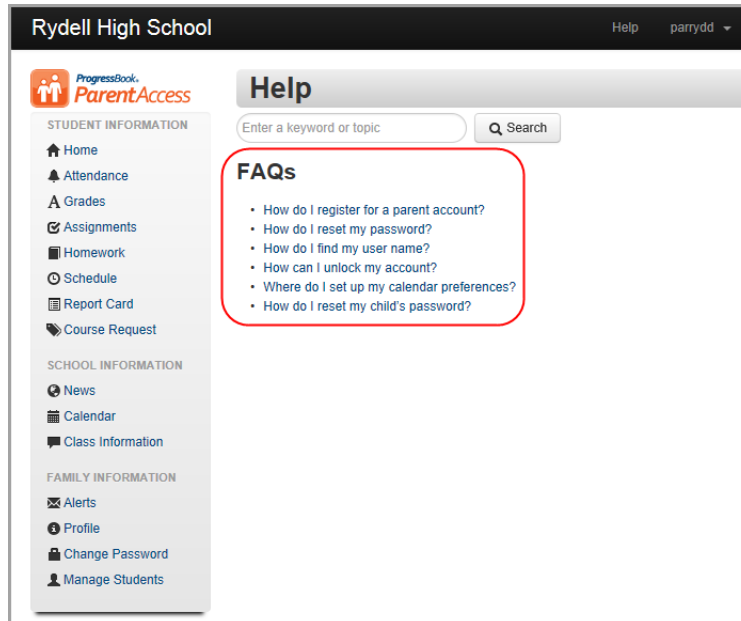
To view a video of this procedure, go to:
<http://www.progressbook.com/Videos/PA/Help>

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



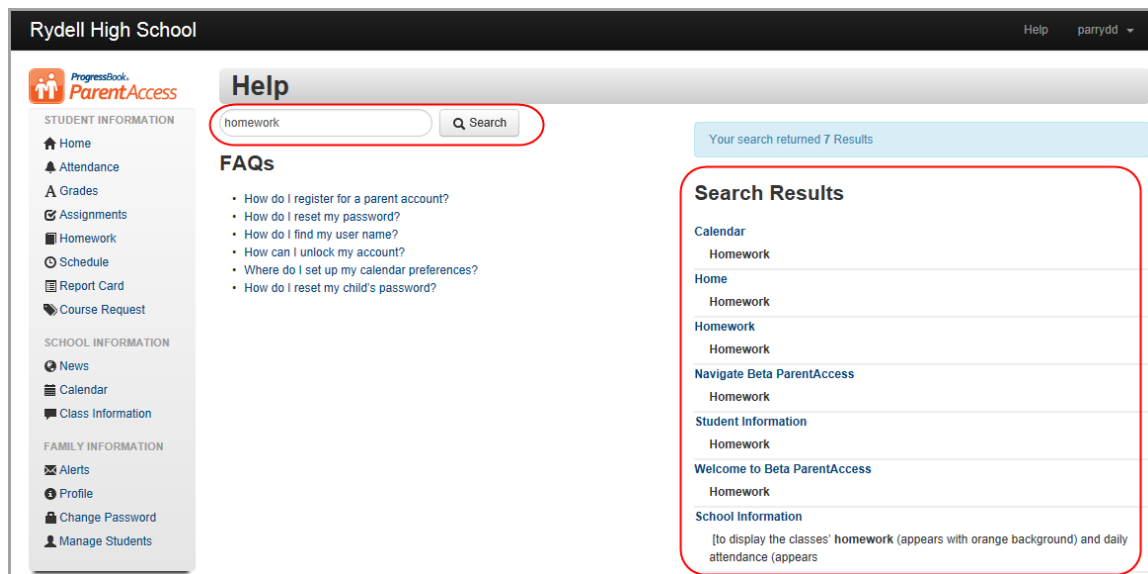
Help Link

- On the **Help** screen, do either of the following:
 - Under the **FAQs** section, click a frequently asked question.



Frequently Asked Questions (FAQs)

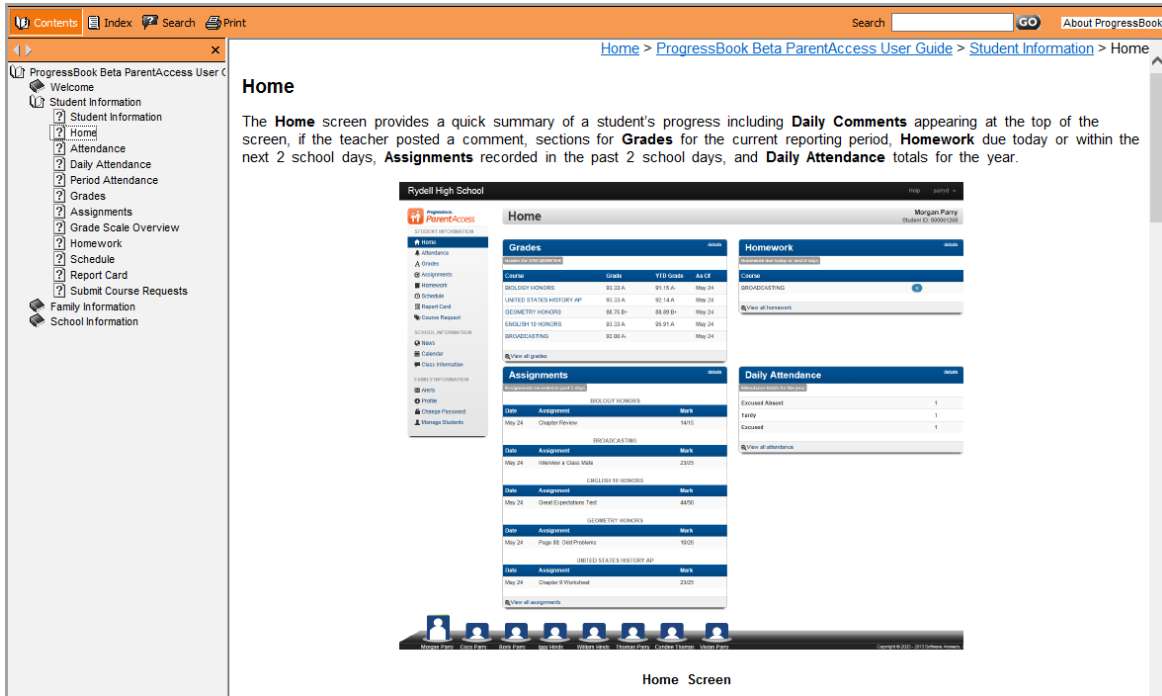
- Perform a search, and in the **Search Results** area, click a link.



Search for 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.

The online help opens to the selected topic.



[View Help Topic](#)

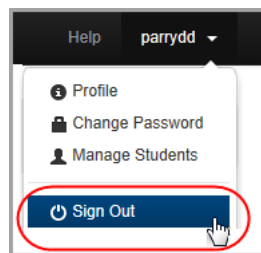
Sign Out of ParentAccess

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 ParentAccess 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 ParentAccess

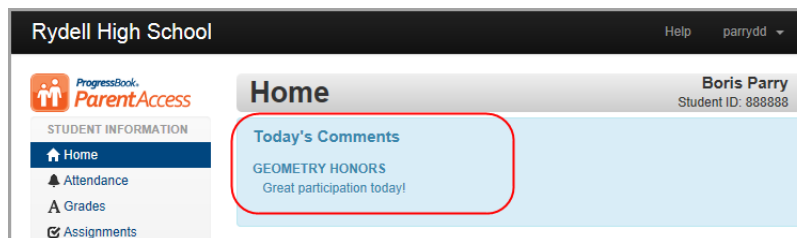
Student Information

ParentAccess provides important information to help you track your child's progress.

- To view a teacher's comments about your child, see ["View Teacher Comments."](#)
- To view your child's grades, see ["View Grades."](#)
- To view your child's assigned homework, see ["View Homework."](#)
- To view your child's attendance, see ["View Attendance."](#)
- To view your child's school schedule, see ["View Schedule."](#)
- To view your child's report card, see ["View Report Card."](#)
- To help your child request courses for the next school year, see ["Request Courses."](#)

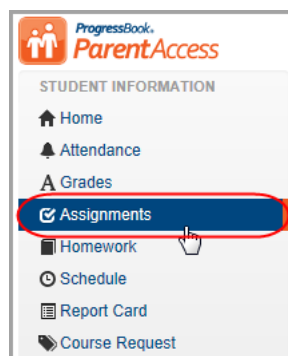
View Teacher Comments

If a teacher has posted a comment today, you can read it in the **Today's Comments** area on the **Home** screen.



Today's Comments on Home Screen

To view all daily comments for the reporting period in the navigation bar, click **Assignments**.



Assignments Option on Navigation Bar

The comments appear at the bottom of the **Assignments** screen.

Daily Comments	
Date	Comment
May 31	This is an example of a daily comment.

Daily Comments on the Assignments Screen

View Grades

1. To see your child's grade averages per course for the current reporting period, on the **Home** screen, review the **Grades** pane.

Rydell High School | Help | parrydd

ProgressBook ParentAccess | Home | Boris Parry | Student ID: 888888

STUDENT INFORMATION

- Home
- Attendance
- Grades
- Assignments
- Homework
- Schedule
- Report Card
- Course Request

SCHOOL INFORMATION

- News
- Calendar

Grades

Grades for 1ST QUARTER

Course	Grade	YTD Grade	As Of
GEOMETRY HONORS	87.62 B+	87.98 B+	Jul 8
BIOLOGY HONORS	87.83 B+	86.06 B	Jul 8
ENGLISH 10 HONORS	89.89 A-	91.29 A-	May 24
UNITED STATES HISTORY AP	88.40 B	90.65 A	Apr 26

View all grades

Homework

Homework due today or next 2 days

No homework is posted with a due date in the next 2 days. Please click details or View all homework to see all posted homework.

View all homework

Grades Pane on Home Screen

2. Optional: To view grade averages for a different reporting period, do the following:
 - a. On the navigation bar, click **Grades**.

ProgressBook ParentAccess

STUDENT INFORMATION

- Home
- Attendance
- Grades
- Assignments
- Homework
- Schedule
- Report Card
- Course Request

Grades Option on Navigation Bar

- b. On the right side of the **Grades** screen, in the **Reporting Periods** area, click a different reporting period.

Click to change reporting period.

Grades

Boris Parry
Student ID: 888888

1ST QUARTER (Jun 30 - Oct 29)

Course	Grade	YTD Grade	As Of
BIOLOGY HONORS	87.83 B+	86.06 B	Jul 8
ENGLISH 10 HONORS	89.89 A-	91.29 A-	May 24
GEOMETRY HONORS	87.62 B+	87.98 B+	Jul 8
HEALTH		85.00 B	
UNITED STATES HISTORY AP	88.40 B	90.65 A	Apr 26

Reporting Periods

Q1 (now)

Q2

Q3

Q4

View Another Reporting Period

- To see more detail for a particular course, click the course name.

The **Assignments** screen opens. On this screen, a list of assignments for the selected course displays. Assignments may include class work, homework, projects, quizzes and tests. You can review your child's grades for any assignments that the teacher has graded.

Click to view a different course.

Total assignments given in the selected reporting period

Rydell High School Help parrydd

ProgressBook ParentAccess

STUDENT INFORMATION

- Home
- Attendance
- Grades
- Assignments
- Homework
- Schedule
- Report Card
- Course Request

SCHOOL INFORMATION

- News
- Calendar
- Class Information

FAMILY INFORMATION

- Alerts
- Profile
- Change Password
- Manage Students

Assignments

Boris Parry
Student ID: 888888

BIOLOGY HONORS²⁰ ENGLISH 10 HONORS²⁰ **GEOMETRY HONORS³⁴**

1ST QUARTER (Jun 30 - Oct 29) View By: [List] [Grid]

Mark: 87.62 B+

Classwork : Weight 1 95.00 A

Date	Assignment	Mark	Info
Jul 25	Even Problems	15/15 (100%)	
Jul 18	Even Problems	13/15 (86.67%)	
Jul 11	Even Problems	15/15 (100%)	
Jul 4	Even Problems	14/15 (93.33%)	

Homework : Weight 1 83.49 B

Date	Assignment	Mark	Info
Sep 13	Proving Theorems	15/15 (100%)	
Sep 12	Proving Theorems	12/15 (80%)	
Sep 11	Proving Theorems	13/15 (86.67%)	
Sep 10	Proving Theorems	14/15 (93.33%)	
Sep 9	Proving Theorems	0/15 (0%)	M
Sep 6	Proving Theorems	11/15 (73.33%)	
Sep 5	Proving Theorems	10/15 (66.67%)	L

Comment: Deducted 5 points for turning in late.

Reporting Periods

Q1 (now)

Q2

Q3

Q4

Morgan Parry Coco Parry **Boris Parry** Iggy Hinds William Hinds Thomas Parry Cyndee Thomas Vivian Parry

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Assignments Screen

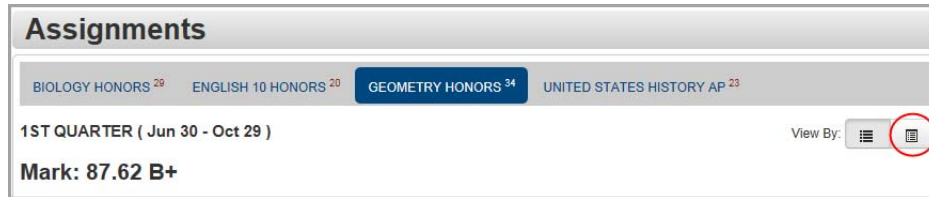
ProgressBook ParentAccess User Guide

17

Student Information

Note: To view assignments for a different course, click the course name at the top of the screen.

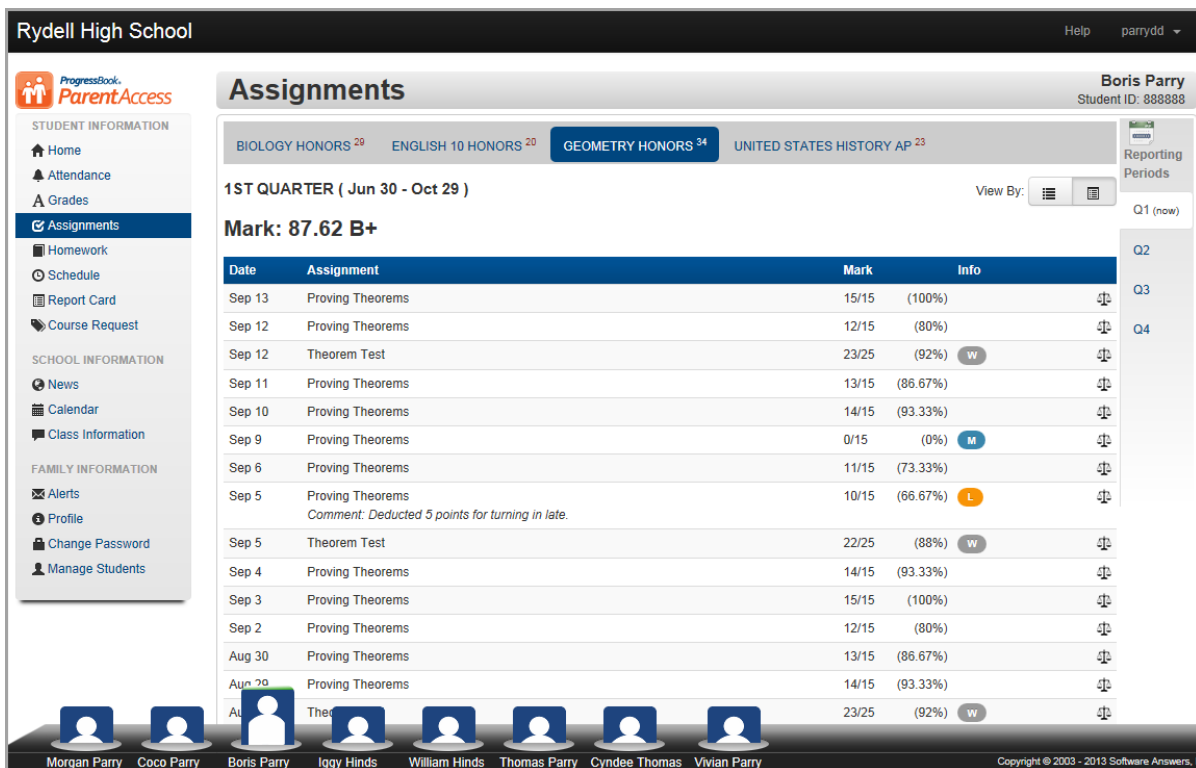
- Optional: To view assignments by date instead of assignment type, in the **View By** area, click .



The screenshot shows the 'Assignments' header with course tabs: BIOLOGY HONORS ²⁹, ENGLISH 10 HONORS ²⁰, GEOMETRY HONORS ³⁴ (selected), and UNITED STATES HISTORY AP ²³. Below the tabs, it displays '1ST QUARTER (Jun 30 - Oct 29)' and 'Mark: 87.62 B+'. In the 'View By:' area, there are two icons: a list view icon and a calendar icon, with the calendar icon circled in red.

View Assignments by Date

The assignments now display by date.



The screenshot shows the 'Assignments' screen for Boris Parry (Student ID: 888888) in the 'GEOMETRY HONORS ³⁴' course. The 'View By' area shows the calendar icon selected. The 'Reporting Periods' area on the right shows 'Q1 (now)' selected. The main content area displays a table of assignments for the 1st Quarter (Jun 30 - Oct 29) with a total mark of 87.62 B+.

Date	Assignment	Mark	Info
Sep 13	Proving Theorems	15/15 (100%)	
Sep 12	Proving Theorems	12/15 (80%)	
Sep 12	Theorem Test	23/25 (92%)	W
Sep 11	Proving Theorems	13/15 (86.67%)	
Sep 10	Proving Theorems	14/15 (93.33%)	
Sep 9	Proving Theorems	0/15 (0%)	M
Sep 6	Proving Theorems	11/15 (73.33%)	
Sep 5	Proving Theorems	10/15 (66.67%)	L
Sep 5	Theorem Test	22/25 (88%)	W
Sep 4	Proving Theorems	14/15 (93.33%)	
Sep 3	Proving Theorems	15/15 (100%)	
Sep 2	Proving Theorems	12/15 (80%)	
Aug 30	Proving Theorems	13/15 (86.67%)	
Aug 29	Proving Theorems	14/15 (93.33%)	
Aug 28	Proving Theorems	23/25 (92%)	W

At the bottom of the screen, there are student avatars for Morgan Parry, Coco Parry, Boris Parry, Iggy Hinds, William Hinds, Thomas Parry, Cyndee Thomas, and Vivian Parry. The footer includes 'Copyright © 2003 - 2013 Software Answers, Inc.'

Assignments Screen Displayed by Date

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

- Optional: To view assignments for a different reporting period, on the right side of the screen in the **Reporting Periods** area, click a different reporting period.

Assignments Boris Parry
Student ID: 888888

BIOLOGY HONORS ²⁰ ENGLISH 10 HONORS ²⁰ **GEOMETRY HONORS ³⁴** UNITED STATES HISTORY AP ²³

1ST QUARTER (Jun 30 - Oct 29) View By: [List] [Grid]

Mark: 87.62 B+

Classwork : Weight 1 95.00 A

Date	Assignment	Mark	Info
Jul 25	Even Problems	15/15 (100%)	
Jul 18	Even Problems	13/15 (86.67%)	
Jul 11	Even Problems	15/15 (100%)	
Jul 4	Even Problems	14/15 (93.33%)	

Reporting Periods: Q1 (now), Q2, Q3, Q4

Click to view a different reporting period.

View Another Reporting Period

The assignments for the selected reporting period display.

Assignments Boris Parry
Student ID: 888888

BIOLOGY HONORS ⁵ ENGLISH 10 HONORS ¹³ **GEOMETRY HONORS ¹²** HEALTH ³ UNITED STATES HISTORY AP ¹²

2ND QUARTER (Oct 31 - Jan 14) View By: [List] [Grid]

Mark: 88.33 B+

Homework : Weight 1 90.00 A-

Date	Assignment	Mark	Info
Nov 5	Page 88: Odd Problems	18/20 (90%)	

Reporting Periods: Q1 (now), Q2, Q3, Q4

Assignments Screen for Selected Reporting Period

Understand Your Child's Grades

The following aids on the **Assignments** screen can help you understand your child's grades:

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

Mark

The **Mark** percentage and letter grade at the top of the screen are your child's overall grade average for the course in the indicated reporting period. The **Mark** column shows the score and percentage your child 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 only displays for standards-based grading if the teacher uses points.

Assignments Boris Parry
Student ID: 888888

BIOLOGY HONORS ²⁹ ENGLISH 10 HONORS ²⁰ **GEOMETRY HONORS ³⁴** UNITED STATES HISTORY AP ²³

1ST QUARTER (Jun 30 - Oct 29) View By: [List Icon] [Calendar Icon]

Mark: 87.62 B+

Classwork : Weight 1 95.00 A

Date	Assignment	Mark
Jul 25	Even Problems	15/15 (100%)
Jul 18	Even Problems	13/15 (86.67%)
Jul 11	Even Problems	15/15 (100%)
Jul 4	Even Problems	14/15 (93.33%)

Reporting Periods: Q1 (now), Q2, Q3, Q4

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 the assignment by assignment type.

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

Assignments Boris Parry
Student ID: 888888

BIOLOGY HONORS ²⁹ ENGLISH 10 HONORS ²⁰ **GEOMETRY HONORS ³⁴** UNITED STATES HISTORY AP ²³

1ST QUARTER (Jun 30 - Oct 29) View By: [List Icon] [Calendar Icon]

Mark: 87.83 B+

Homework : Weight 1 90.69 A-

Date	Assignment	Mark	Info
Sep 13	Systematic Study	14/15 (93.33%)	
Sep 12	Systematic Study	15/15 (100%)	
Sep 11	Systematic Study	14/15 (93.33%)	
Sep 10	Systematic Study	14/15 (93.33%)	

Team Project : Weight 3 86.88 B+

Date	Assignment	Mark	Info
Oct 16	Life Project	/40	
Oct 9	Domain Project	/40	
Oct 2	Kingdom Project	/40	
Sep 25	Phylum Project	/40	

Reporting Periods: Q1 (now), Q2, Q3, Q4

Weight

Grading Scale

Each assignment type displays the percentage and grade your child earned for that type of assignment (for example, his or her grade on class work). To see the grading scale used to

calculate the grades, click .

The screenshot shows the 'Assignments' section for 'GEOMETRY HONORS 34'. It displays the 1st Quarter (Jun 30 - Oct 29) with a mark of 87.62 B+. A 'Classwork : Weight 1' section shows a score of 95.00 A. A 'Homework : Weight 1' section shows two assignments: 'Proving Theorems' on Sep 13 and Sep 12. A 'Grade Scale Overview' pop-up is visible, showing a table with columns: Mark, Value, Starting%, and Ending%.





Mark	Value	Starting%	Ending%
O	4	90	100
S+	3	80	89.99
S	2	70	79.99
S-	1	60	69.99
U	0	0	59.99

View Grading Scale

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

Assignment Codes

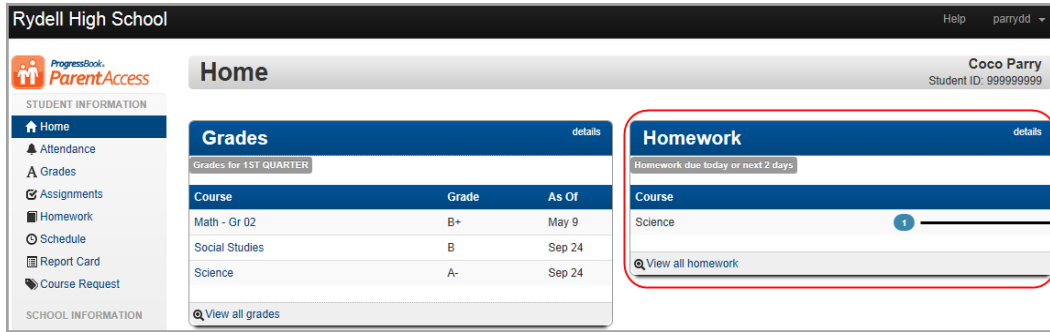
The following assignment codes give you more information about your child's assignments. These codes display in the **Info** column on the **Assignments** screen.

Code	Meaning
	Missing – Student has not turned in the assignment. Counts as a zero toward the student's grade.
	Excluded – Grade for this assignment is not included in your child's overall grade.
	Weighted – Assignment counts more or less than others toward your child's grade average. To see the amount the assignment is weighted, hover your mouse over this icon.
	Late – Student turned in the assignment late. Teacher may choose to adjust the student's grade.

View Homework

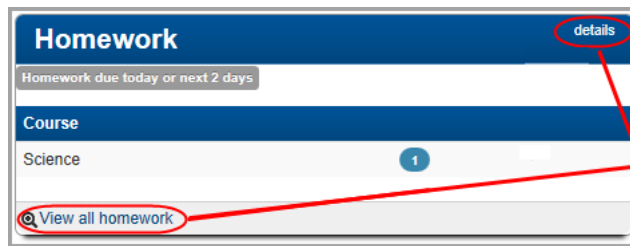
- To check what homework your child's teachers have assigned, on the **Home** screen, review the **Homework** pane.

The number icon shows how many homework assignments are due in the next two days for each course.



Homework Pane on Home Screen

- To see more homework details, in the **Homework** pane, click **details** or **View all homework**.



View Homework Details

The **Homework** screen opens. On this screen, you can review all of your child's upcoming homework assignments.

Note: To view all information regarding the homework, including additional descriptions or links that the teacher may have provided, you may need to click



Rydell High School Help parrydd

Homework Coco Parry
Student ID: 999999999

Today This Week Next Week
Start Date 8/11/2013 End Date 8/18/2013 Refresh

Sunday Aug 11 - Sunday Aug 18 View By: [Due Date]

Wednesday Aug 14

Course	Homework
Science	Chapter Review Assigned: Tuesday Aug 13 - Wednesday Aug 14

Thursday Aug 15

Course	Homework
Social Studies	U.S. Map Worksheet Assigned: Tuesday Aug 13 - Thursday Aug 15

Friday Aug 16

Course	Homework
Math - Gr 02	Worksheet 22 Assigned: Monday Aug 12 - Friday Aug 16
Reading - Gr 02	Vocabulary Review Assigned: Friday Aug 16 - Friday Aug 16

Homework Screen

3. Optional: To view homework by class instead of by due date, in the **View By** area, click



Homework Coco Parry
Student ID: 999999999

Today This Week Next Week
Start Date 8/11/2013 End Date 8/18/2013 Refresh

Sunday Aug 11 - Sunday Aug 18 View By: [Due Date] [Class]

View Homework by Class

The homework now displays by class.

Rydell High School Help parrydd

Homework Coco Parry
Student ID: 999999999

Today This Week Next Week
Start Date: 8/11/2013 End Date: 8/18/2013 Refresh

Sunday Aug 11 - Sunday Aug 18 View By: [Grid] [List]

Course : Math - Gr 02 Send email to: Arcadia Jones - hindsg@example.com

Due Date	Homework
8/16/2013	Worksheet 22 Assigned: Monday Aug 12 - Friday Aug 16

Course : Reading - Gr 02 Send email to: Arcadia Jones - hindsg@example.com

Due Date	Homework
8/16/2013	Vocabulary Review Assigned: Friday Aug 16 - Friday Aug 16

Course : Science Send email to: Arcadia Jones - hindsg@example.com

Due Date	Homework
8/14/2013	Chapter Review Assigned: Tuesday Aug 13 - Wednesday Aug 14

Homework Displayed by Class

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

Homework Coco Parry
Student ID: 999999999

Today This Week Next Week
Start Date: 8/12/2013 End Date: 8/12/2013 Refresh

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

View Homework for Another Date or Date Range

The homework for the selected date or date range displays.

Homework Coco Parry
Student ID: 999999999

Today This Week Next Week
Start Date: 8/12/2013 End Date: 8/12/2013 Refresh


Monday Aug 12 - Monday Aug 12 View By: [Grid] [List]

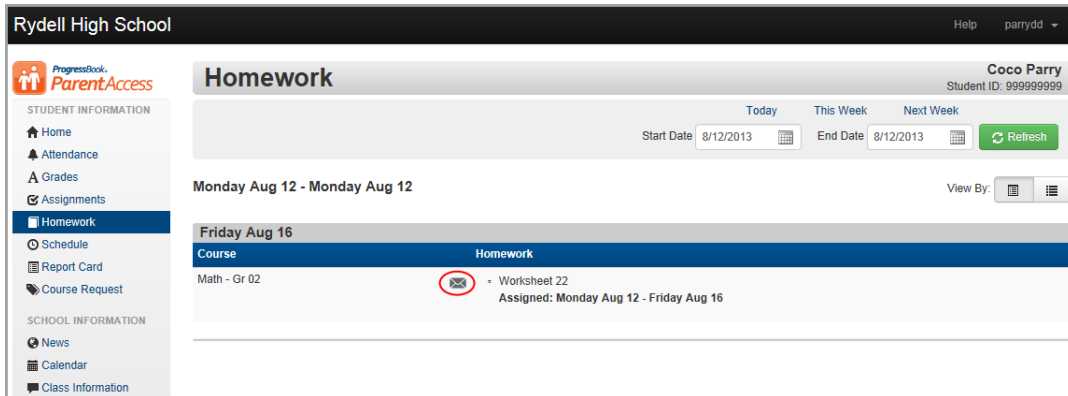
Friday Aug 16

Course	Homework
Math - Gr 02	Worksheet 22 Assigned: Monday Aug 12 - Friday Aug 16

Homework for Selected Dates

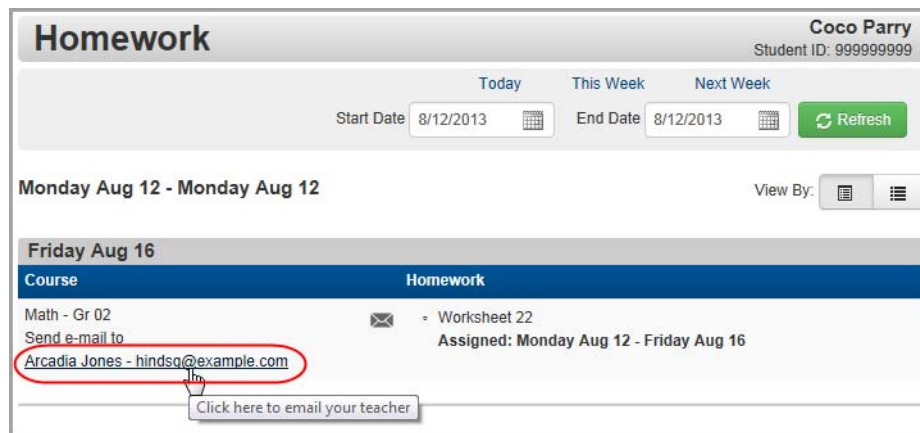
Email Your Child's Teacher

1. On the **Homework** screen, if you are viewing the homework by class, skip to [step 2](#). If you are viewing the homework by due date, click .

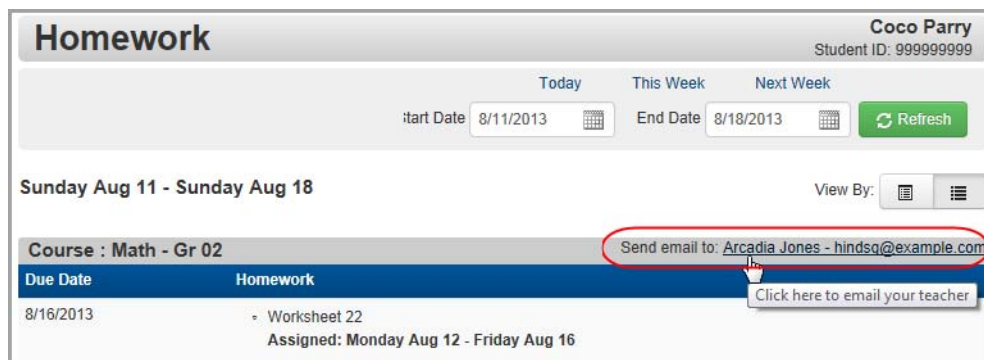


Email Your Child's Teacher

2. The teacher's name and email address display on screen as a link. Click the link to initiate an email.



Teacher Email Link When Viewing Homework by Due Date



Teacher Email Link When Viewing Homework by Class

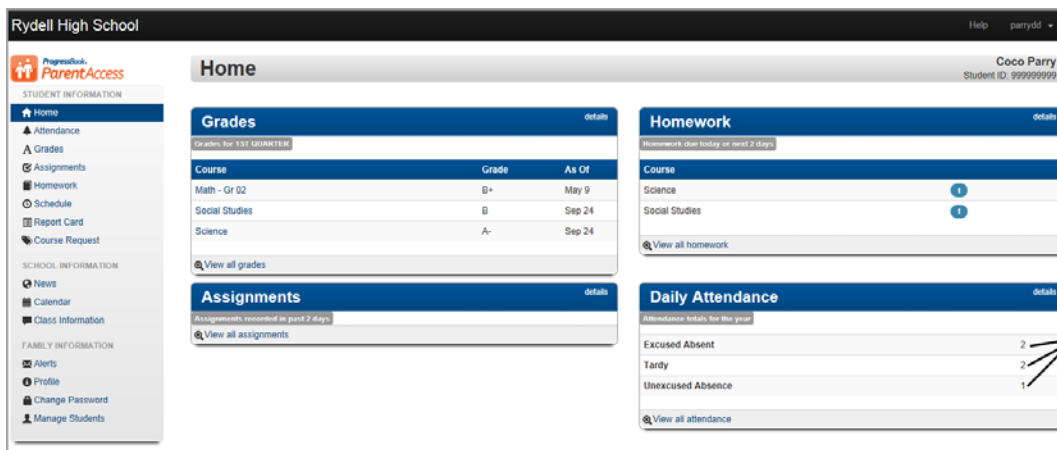
View Attendance

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

- To view daily attendance, see “[View Daily Attendance.](#)”
- To view period attendance, see “[View Period Attendance.](#)”

View Daily Attendance

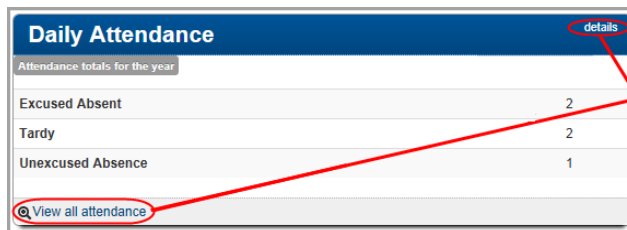
1. To see an overview of your child's daily attendance for this school year, on the **Home** screen, review the **Daily Attendance** pane. Your child's number of days absent or tardy display by absence type.



Number of absences and tardies this year.

Daily Attendance Pane on Home Screen

2. To see more details, in the **Daily Attendance** pane, click **details** or **View all attendance**.



Click to view daily attendance details.

View Daily Attendance Details

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

Attendance Coco Parry
Student ID: 999999999

Daily Attendance

Attendance totals for the year

Absence Date	Absence Type
Jan 30	Excused Absent
Jun 26	Tardy
Jun 7	Unexcused Absence
Dec 12	Tardy
Sep 26	Excused Absent

[View daily attendance detail](#)

Period Attendance

Today's Period Attendance

Perfect Attendance!

[View period attendance detail](#)

Attendance Screen – View Daily Attendance Detail

The **Daily Attendance** screen opens. On this screen you can see details of your child's daily attendance for the current reporting period.

- Optional: To view your child's daily attendance for a different reporting period, on the right side of the screen in the **Reporting Periods** area, click a different reporting period. Or, to see as summary of the whole school year, click **Summary**.

Daily Attendance Coco Parry
Student ID: 999999999

[View Period Attendance](#) View By: [Grid Icon] [List Icon]

1ST QUARTER (Jun 30 - Oct 29)

Perfect Attendance!

Reporting Periods

Q1 (now)

Q2

Q3

Q4

Summary

Click to view a different reporting period.

Daily Attendance Screen

- Optional: To view daily attendance by date instead of reporting period, in the **View By** area, click .

Daily Attendance Coco Parry
Student ID: 999999999

[View Period Attendance](#) View By: [Grid Icon] [List Icon]

View Daily Attendance by Date

Daily attendance now displays by date.

Daily Attendance		
View Period Attendance		Coco Parry Student ID: 999999999
Attendance for the year		
Date	Absence Type	Reason
Jan 30	Excused Absent	
Jun 26	Tardy	
Jun 7	Unexcused Absence	
Dec 12	Tardy	
Sep 26	Excused Absent	

Daily Attendance Displayed by Date

View Period Attendance

1. To see your child's period attendance for today, in the navigation bar, click **Attendance**.



Attendance Option on Navigation Bar

2. On the **Attendance** screen, in the **Period Attendance** section, review today's period attendance.

Attendance Coco Parry
Student ID: 99999999

Daily Attendance

Attendance totals for the year

Absence Date	Absence Type
Jan 30	Excused Absent
Jun 26	Tardy
Jun 7	Unexcused Absence
Dec 12	Tardy
Sep 26	Excused Absent

[View daily attendance detail](#)

Period Attendance

Today's Period Attendance

Perfect Attendance!

[View period attendance detail](#)

Period Attendance

- Optional: To see more details, click **View period attendance detail**.

Period Attendance

Today's Period Attendance

Perfect Attendance!

[View period attendance detail](#)

Attendance Screen – View Period Attendance Detail

The **Period Attendance** screen opens. On this screen you can see details of your child's period attendance for today.

- Optional: To view your child's period attendance for a different reporting period, on the right side of the screen in the **Reporting Periods** area, click a different reporting period. Or, to see a summary of the whole school year, click **Summary**.

Period Attendance Coco Parry
Student ID: 99999999

[View Daily Attendance](#)

1ST QUARTER (Jun 30 - Oct 29)

Course : Math - Gr 02: 1

Absence Date	Absence Type
Jul 1	Tardy

Course : Reading - Gr 02: 6

Absence Date	Absence Type
Jul 4	Excused Absent

Course : Science: 3

Absence Date	Absence Type
Jul 1	Excused Absent

Reporting Periods

Q1 (now)

Q2

Q3

Q4

Summary

Click to view a different reporting period.

Period Attendance Screen

View Schedule

- To view your child's schedule, on the navigation bar, click **Schedule**.



Schedule Option on Navigation Bar

Your child's schedule for today displays. If today is a weekend day, the schedule for the following Monday displays.

Displayed by Period

Today's Date (Default View)

Course	Period	Room	Teacher	Section
Math - Gr 02	1	103	Arcadia Jones hindsq@example.com	1
Science	2	103	Arcadia Jones hindsq@example.com	3
Social Studies	3	103	Arcadia Jones hindsq@example.com	4
Reading - Gr 02	8		Arcadia Jones hindsq@example.com	6

Click to email the teacher.

Schedule Screen

- Optional: To view your child's schedule for a different day, do the following:
 - In the **Date** field, enter a different date, or select one using the calendar date picker.
 - If needed, click **Refresh**.



Click to change date.

Schedule Screen – Change Date

View Report Card

- To view your child's report card, on the navigation bar, click **Report Card**.



Report Card Option on Navigation Bar

Your child's report card displays.

Report Card		Morgan Parry Student ID: 999961268			
Lake View High School		Print Preview		Lake View High School ▾	
Student: Morgan Parry Grade Level: 10		Year: 11/12			
BIOLOGY HONORS					
Assessment		Q1	Q2	Q3	Q4
Grade	👁	B+	B	B	B-
Effort		4	4	3	3
Comment		013			
ENGLISH 10 HONORS					
Assessment		Q1	Q2	Q3	Q4
Grade		A-	A	B+	B-
Effort		4	4	3	3
Comment		074			

Report Card Screen

- Optional: If your child has 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 the child's name and student ID.




View Another Report Card


Understand Your Child's Report Card

A legend is available to help you understand your child's grades and the comments entered by the teacher. 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 child's grade or comment appears in the **Current Marks** section. The **Available Marks** section displays the possible marks or comments for this course.

Print Report Card

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



Report Card Screen – Print Preview Option

2. On the print preview, click **Print**, and proceed to print the report card.

The screenshot shows the print preview of the report card. It includes the student's name 'Morgan Parry' and ID '999961268' at the top right. The school name 'Lake View High School' is centered. A 'Print' button with a printer icon is circled in red. Below the school name, the student's name 'Morgan Parry' and grade level '10' are listed on the left, and the school year '11/12' is on the right. The report card is divided into two sections: 'BIOLOGY HONORS' and 'ENGLISH 10 HONORS'. Each section contains a table with columns for 'Assessment', 'Q1', 'Q2', 'Q3', and 'Q4', and rows for 'Grade', 'Effort', and 'Comment'.

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

ENGLISH 10 HONORS				
Assessment	Q1	Q2	Q3	Q4
Grade	A-	A	B+	B-
Effort	4	4	3	3
Comment	074			

Print Preview of Report Card

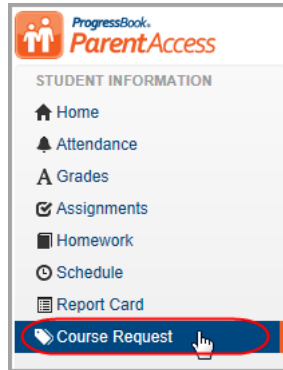
Request Courses

To view a video of this procedure, go to:

<http://www.progressbook.com/Videos/PA/Request-Courses>

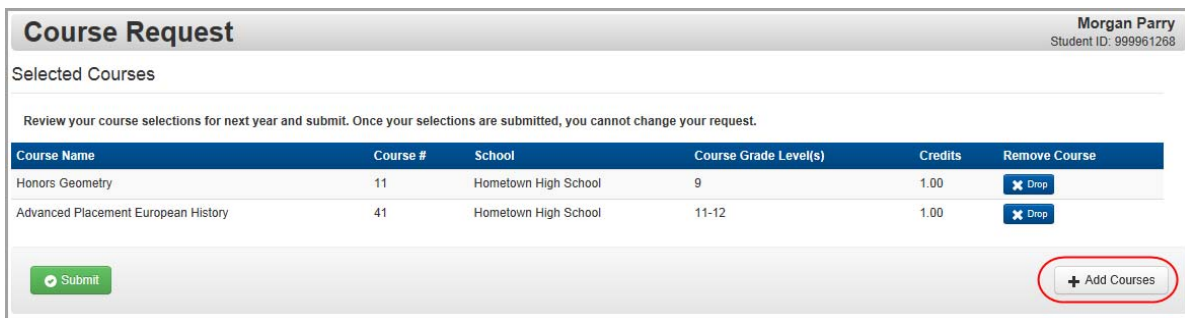
Note: This option is only available if your school or district has enabled it. In addition, it may only be available during a specific time frame for requesting courses.

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



Course Request Option on Navigation Bar

The **Course Request** screen displays. If your child has already begun requesting courses, these requests display.



Course Request Screen

2. Click **Add Courses**.

The **Course Catalog** displays.

Course Request

Morgan Parry
 Student ID: 999961268

Q Search

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

Q Search

Course Catalog

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

Q Search

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"/>	<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

5. Optional: Continue adding any other course requests.
6. When you are finished making your selections, click **Done**.

Student Information

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**.

The screenshot shows the 'Course Request' interface for Morgan Parry (Student ID: 999961268). It displays 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 (11, Hometown High School, 9, 1.00), AP Biology (26, Hometown High School, 10-11-12, 1.50), and Advanced Placement European History (41, Hometown High School, 11-12, 1.00). 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

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

The screenshot shows the 'Submit Course Request' 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

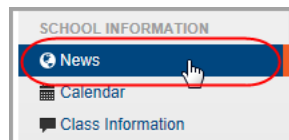
ParentAccess provides important information about your child's school.

- To view school news and information, see [“View School News.”](#)
- To view the school calendar, see [“View School Calendar.”](#)
- To view class information, see [“View Class Information.”](#)

View School News

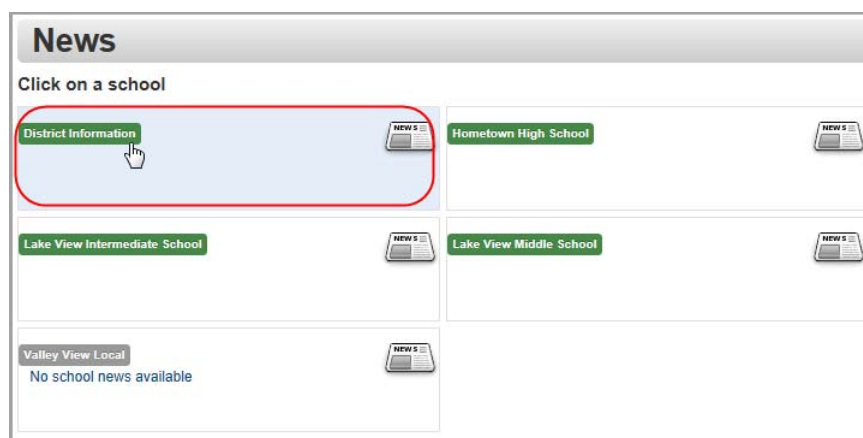
Schools and districts post news and information in ParentAccess to help you stay informed and involved in your child's education. You can view news articles and other information such as required school forms.

1. To see news for your child's 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 article about a wrestling team. The article includes an illustration of two wrestlers, one in a red singlet and one in a yellow singlet, performing a move. The text describes the team's recent success in dual meets and regional tournaments. On the right side of the page, there is a sidebar with a 'Menu' button and several links: 'Information', 'Links', and 'Forms'. Below these are four specific items: 'Pay to Play Form', 'Official Transcript Request Form', 'Permission Slip to participate in the Spring Musical', and 'Parental Guide to Reading Rubrics'. Each item has a small icon and a brief description of the form's purpose.

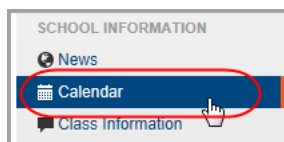
District or School News

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 child's 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, a checklist appears to allow you to set your calendar preferences.

Select items to view on calendar; then click Save.

Calendar
Morgan Parry
Student ID: 999961268

Please select the categories, classes and schools that you want to see on the calendar and click Save.

Event Categories:

Select: All None

- Band
- Baseball
- Basketball
- Car Club
- Cheerleading
- Chef Club
- Choir
- Computer Club
- Drama Club
- Football
- Golf
- Jazz
- Key Club
- Math Club
- No School
- Science Club
- Soccer
- Softball
- Tennis
- Testers
- Track
- Volleyball
- Wrestling

Classes:

Select: All None

- BIOLOGY HONORS
- BROADCASTING
- ENGLISH 10 HONORS
- GEOMETRY HONORS
- HEALTH
- UNITED STATES HISTORY AP

Schools:

Select: All None

- District
- Hometown High School
- Lake View Elementary School
- Lake View Intermediate School
- Lake View Middle School
- Mountain View Local
- Valley View Local

View: ☰ ☱

month week day today ◀ ▶

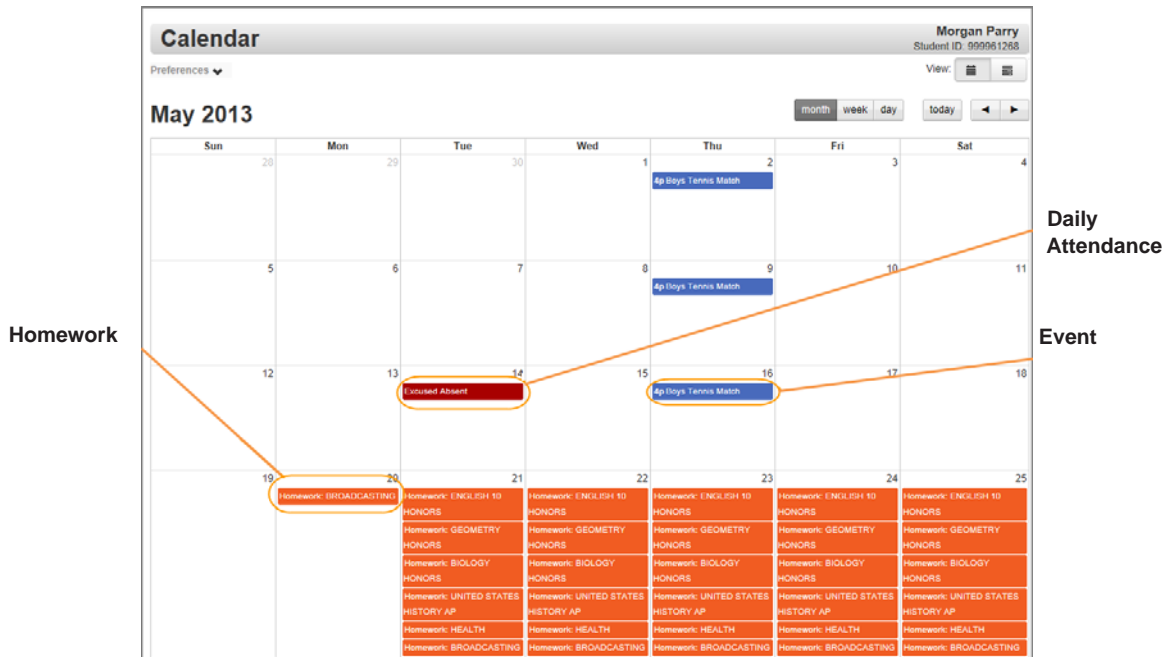
Thu	Fri	Sat
1	2	3
8	9	10
15	16	17
22	23	24

Calendar Preferences

2. Select the check box beside each event category, 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:

- **Orange** – Homework
- **Red** – Daily attendance
- **Blue** – District and school events



Calendar Screen

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

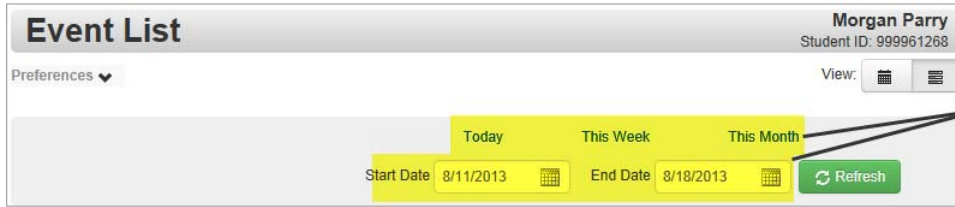
4. Optional: To view detailed information about an event, click the calendar item.
5. Optional: To view a list of events by date range, in the **View** area, click .



View List of Events

The events now display in list format.

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



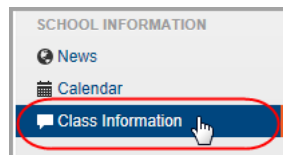
View Event List for Another Date or Date Range

The events for the selected date or date range display.

View Class Information

Teachers post class news and information in ParentAccess to help you stay informed and involved in your child's education.

1. To see your child's class information, on the navigation bar, click **Class Information**.



Class Information Option on Navigation Bar

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



Class Information Screen

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

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
hindsg@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

Family Information

ParentAccess 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.](#)”
- To add a child to your account, see “[Add a Child to Your Account.](#)”
- To reset your child’s password, see “[Reset Your Child’s Password.](#)”

Subscribe to Alerts

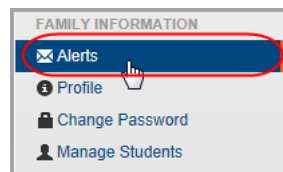
To view a video of this procedure, go to:

<http://www.progressbook.com/Videos/PA/Alerts>

If your school or district has enabled alerts in ParentAccess, you can subscribe to these alerts if you want to be notified when your child has not completed an assignment or has 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**, beside each child’s name, select the alerts you want to receive for that child.

Alerts

Alert Settings

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

Name	Alert Type
Morgan	<input checked="" type="checkbox"/> Missing Assignments <input checked="" type="checkbox"/> Low Assignment Marks
Coco	<input checked="" type="checkbox"/> Missing Assignments <input checked="" type="checkbox"/> Low Assignment Marks
Boris	<input checked="" type="checkbox"/> Missing Assignments <input checked="" type="checkbox"/> Low Assignment Marks
Iggy	<input checked="" type="checkbox"/> Missing Assignments <input checked="" type="checkbox"/> Low Assignment Marks
William	<input checked="" type="checkbox"/> Missing Assignments <input checked="" type="checkbox"/> Low Assignment Marks
Thomas	<input checked="" type="checkbox"/> Missing Assignments <input checked="" type="checkbox"/> Low Assignment Marks
Cyndee	<input checked="" type="checkbox"/> Missing Assignments <input checked="" type="checkbox"/> Low Assignment Marks
Vivian	<input checked="" type="checkbox"/> Missing Assignments <input checked="" type="checkbox"/> Low Assignment Marks

Alert Emails

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

Add New Email

Update

Alert Settings

3. Click **Update**.

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

Alert Emails

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

youknowwho@gmail.com Delete

Add New Email

Alert Emails

4. Optional: To change alert email addresses, do the following:
 - To delete an email address, click **Delete**.
 - To add another email address to receive alerts, click **Add New Email**, and enter the email address. Repeat to add more email addresses if desired.
5. Click **Update**.
6. If you subscribed to the **Low Assignment Marks** alert for one or more children, select threshold grades as follows for each child:
 - a. Click **Set Low Mark Settings**.

Alert Settings

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

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

Set Low Mark Settings

- b. On the **Alerts** screen, in the **Low Mark Alert Settings** area, 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 your child receives a grade of “B” or lower, select “B.”)

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

Alerts

Low Mark Alert Settings

Send alerts for marks equal to or less than:

Class	Grade
BIOLOGY HONORS	O
BROADCASTING	S-
ENGLISH 10 HONORS	S
GEOMETRY HONORS	
HEALTH	
UNITED STATES HISTORY AP	

Low Mark Alert Settings

- Click **Update**.

Update Your Profile

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

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



Profile Option on Navigation Bar

1. On the **Profile** screen, under **Account Information**, update any of the following fields:
 - First name
 - Middle name
 - Last name
 - Email
2. Click **Update**.

A screenshot of the "Profile" page. The page is divided into two main sections: "Account Information" on the left and "Students" on the right. The "Account Information" section contains several input fields: "First name" (David), "Middle name" (Optionally enter your middle name), "Last name" (Parry), "User name" (parrydd), and "Email" (youknowwho@gmail.com). A note below the user name field states "You cannot change your user name." A green "Update" button is located at the bottom left of the account information section. The "Students" section features a table with columns for "Name", "User name", and "Id #". A "Manage Students" button is located at the top right of the students section.

Name	User name	Id #
Morgan Parry	morgana	999961268
Coco Parry	cparry	999999999
Boris Parry	boobobear	888888
Iggy Hinds	hindsi	222222222
William Hinds	wmoore	666666
Thomas Parry	parryt	818181
Cyndee Thomas	thomasc	232323
Vivian Parry	vivparry	545454

Update Profile

Change Your Password

To view a video of this procedure, go to:

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

If you know your current password but want to change it, this topic is for you. (If you have forgotten your password, see *“Reset Your Password”* instead. If your child has forgotten his or her password, see *“Reset Your Child’s Password.”*)

1. On the navigation bar, click **Change Password**.



Change Password Option on Navigation Bar

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**.

 A screenshot of a "Change Password" form. The title is "Change Password" and the subtitle is "Change your current password". There are three input fields: "Current Password", "New Password", and "Re-enter New Password". The "Re-enter New Password" field has a small eye icon to its right. At the bottom, there are two buttons: "Update" (highlighted with a green circle) and "Cancel".

Change Your Password

Add a Child to Your Account

To view a video of this procedure, go to:

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

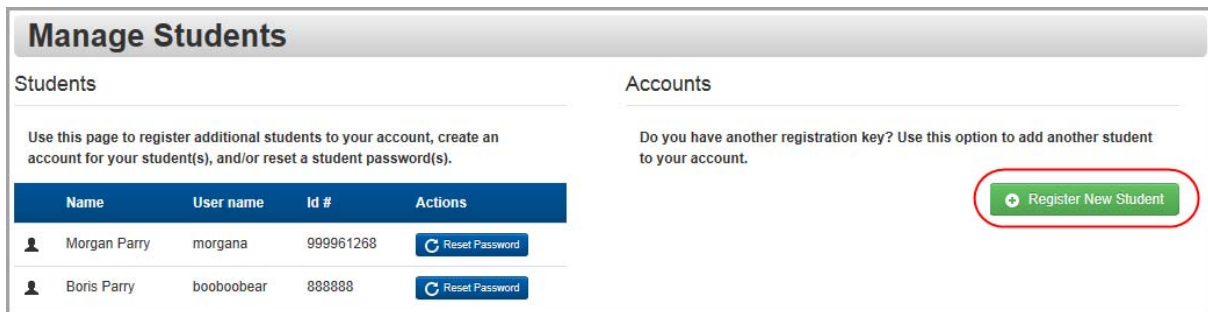
If you did not have registration keys for one of your children at the time you created your parent account but have since received a letter for that child and want to add the child to your account now, this topic is for you.

1. On the navigation bar, click **Manage Students**.



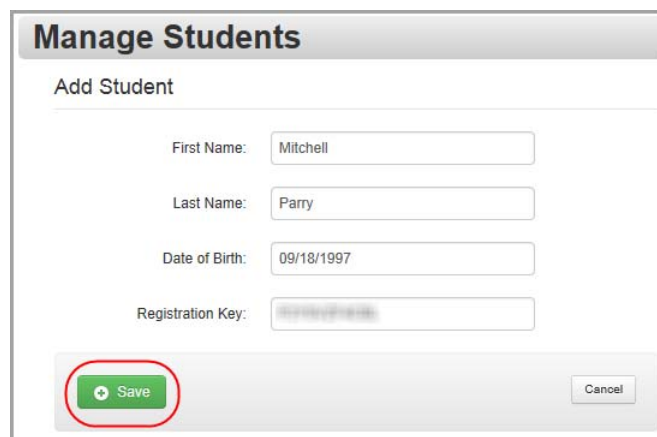
**Manage Students
Option on Navigation
Bar**

2. On the **Manage Students** screen, under **Accounts**, click **Register New Student**.



Register New Student

3. On the **Manage Students** screen, under **Add Student**, enter your child's legal **First Name**, **Last Name** and **Date of Birth**.
4. In the **Registration Key** field, enter the registration key supplied by your child's school or district.
5. Click **Save**.



Add Student

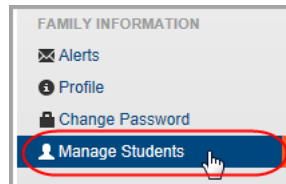
Reset Your Child's Password

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 **Manage Students**.



**Manage Students
Option on Navigation
Bar**

2. On the **Manage Students** screen, under **Students**, in the **Actions** column, click **Reset Password**.

Manage 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 #	Actions
Morgan Parry	morgana	999961268	
Coco Parry	cparry	999999999	
Boris Parry	boobobear	888888	
Iggy Hinds	hindi	22222222	
William Hinds	wmoore	666666	
Thomas Parry	parryt	818181	
Cyndee Thomas	thomasc	232323	
Vivian Parry	vivparry	545454	

Accounts

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

[Register New Student](#)

Reset Child's Password

3. Under **Reset Password for...**, 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**.

Manage Students

Reset Password for Coco Parry

New Password ✓ Password is acceptable

Re-enter New Password ✓ Passwords match

Enter New Password for Your Child

Appendix – Student Accounts

This appendix is written for students. It explains how to create your own student account in ParentAccess.

Create Student Account

To view a video of this procedure, go to:

<http://www.progressbook.com/Videos/PA/Create-Student-Account>

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

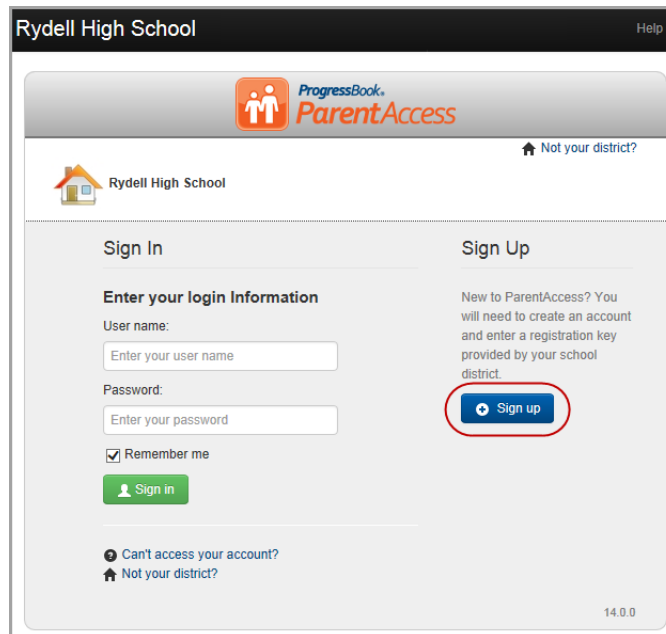
1. In a web browser, enter the URL provided by your teacher.
2. On the **Districts** screen, select your school district. The system will remember your selection the next time you log in on the same machine.



Select District

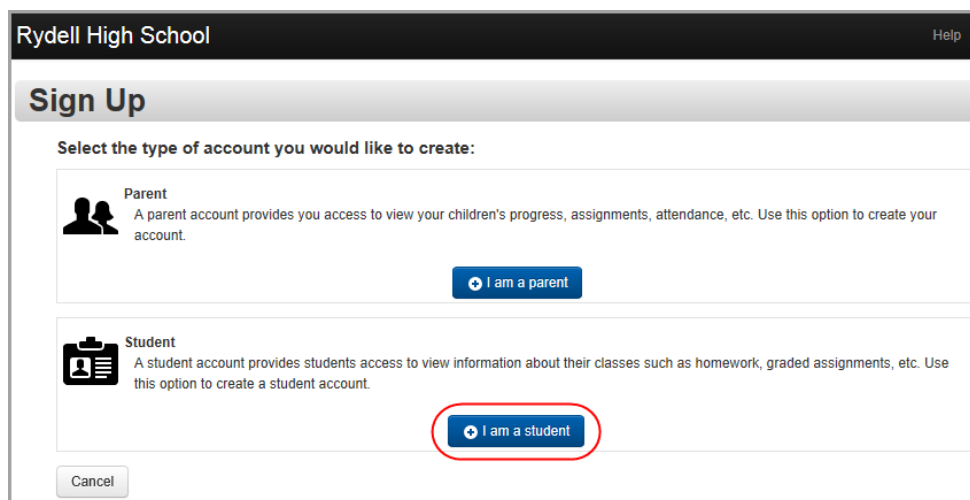
3. On the ParentAccess **Sign In** screen, click **Sign up**.

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



Sign Up to Create New Account

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



Create a Student Account

5. On the **Profile** tab, 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 ParentAccess. All email accounts must be unique.

The screenshot shows the 'Sign Up' page for Rydell High School. The page title is 'Sign Up' and the subtitle is 'Create a student account'. There are two tabs: 'Profile' (selected, indicated by a blue background and a '1' in a circle) and 'Account' (indicated by a green background and a '2' in a circle). The 'Student Information' section contains the following fields:

- First Name: Thomas
- Last Name: Parry
- Date of Birth: 01/07/1999
- Email: Enter your email address
- Re-enter Email: Re-enter your email address

At the bottom of the form, there is a green 'Continue' button with a right-pointing arrow, which is circled in red, and a grey 'Cancel' button.

Sign Up – Profile Tab (Student Account)

6. Click **Continue**.
7. On the **Account** tab, under **Account Information**, enter the following:
 - **User name** - Letters and/or numbers, 6 to 50 characters
 - **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
 - **Registration Key** - Provided by your teacher (not case sensitive)

The screenshot shows the 'Sign Up' page for Rydell High School. At the top, there is a header with 'Rydell High School' on the left and 'Help' on the right. Below the header is a 'Sign Up' title bar. Underneath, it says 'Create a student account'. There are two tabs: '1 Profile' and '2 Account', with '2 Account' being the active tab. The 'Account Information' section contains four input fields: 'User name:' with the value 'parryt' and a green checkmark indicating 'User name is available'; 'Password:' with a masked password and a green checkmark indicating 'Password is acceptable'; 'Re-enter Password:' with a masked password and a green checkmark indicating 'Passwords match'; and 'Registration Key:' with the value 'KJNB8N9QZK2'. At the bottom left, there is a green 'Register' button with a plus icon, which is circled in red. At the bottom right, there is a grey 'Cancel' button.

Sign Up – Account Tab (Student Account)

8. Click **Register**.

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