
Parent Access Web Site 3.2 User Guide for Parents



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Welcome to Parent Access Web Site

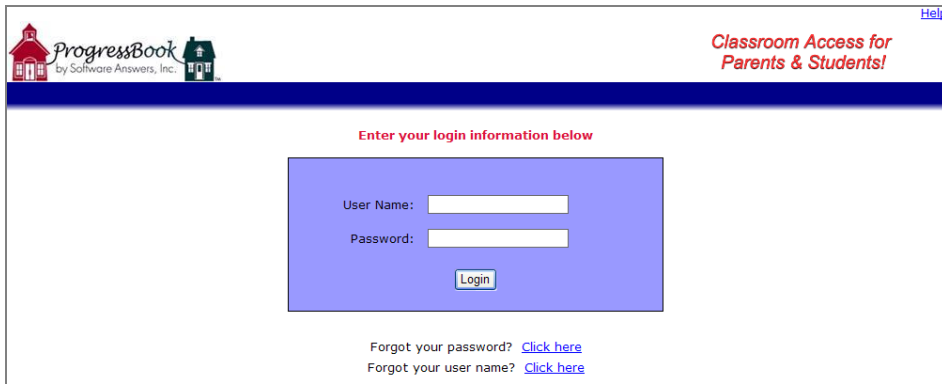
ProgressBook is a classroom management solution that integrates grade book, lesson plan development, attendance, special education, and parent communication into one comprehensive, web-based system. ProgressBook provides a user-friendly interface for teachers and school administrators to track and maintain student information. The Parent Access Web Site is a component of ProgressBook that enables parents and students to view select ProgressBook information.

The Parent Access Web Site displays student's averages, progress details, report cards, attendance, schedule, homework, classroom information, events; and other school information in read-only format. Teachers have access to the same information for all of their students so they can see exactly what parents see for each student.

Log in to Parent Access Web Site

Use the login or user name and password your school provided to log in to the Parent Access Web Site. Once you have logged in with that information, you may change your login name and password, if you desire. See *Login* in this guide for more information.

1. On the login screen, type your **user name** in the User Name field.
2. Type your **password** in the Password field.
3. Click **Login**.



If you lose your user name or password and have already entered your email address in the Parent Access Web Site, you can request that your login information be sent to you.

If you have not entered your email address in the Parent Access Web Site, you must contact your child's school and request your login information. *Software Answers ProgressBook Support CANNOT provide login and password information.*

Navigate Parent Access Web Site

The opening screen of the Parent Access Web Site provides two ways to access the same information. Links display in columns under Student, Classroom, School, and Account headings that are also represented on the tabs located across the top of the screen. Clicking on the Averages link in the Student column accesses the same information as clicking the Student tab, where the Averages section displays in the banner directly under the row of tabs.

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Help Logout

Home Student Classroom School My Account

Welcome to the River View Local School District!

Student	Classroom	School	My Account
Averages Progress Details Attendance Schedule	Homework Monthly Planner Information	News & Information Event Calendar Event List Forms	Edit My Profile Change My Login Change my Password Link My Accounts Manage Accounts

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Help Logout

Student: Malesky, Austin

Home Student Classroom School My Account

Averages | Progress Details | Report Card | Attendance | Schedule

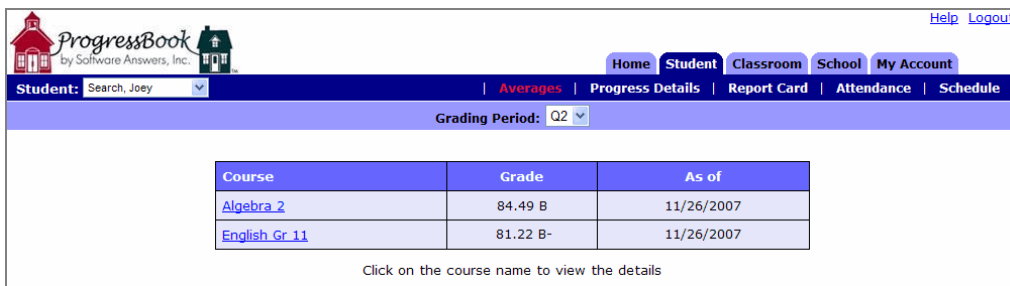
Student

The Student tab includes the information parents will view most frequently. Parents and students can view grades for classes, individual assignments, report card grades, attendance records, and class schedule.

If you have more than one student, you can link them to a single login account for convenience. See *Link Accounts* in this guide for more information.

Averages

The Averages section of the Student tab displays a student's grades by class for each grading period. You can click on the class name link to navigate to the Progress Details screen and view more information for that class.



Course	Grade	As of
Algebra 2	84.49 B	11/26/2007
English Gr 11	81.22 B-	11/26/2007

Click on the course name to view the details

Progress Details

The Progress Details section of the Student tab displays assignments accompanied by weight, mark, and comments, if any, for the selected class and grading period. Daily comments display under the assignments. Class attendance, if entered by the teacher, displays below the daily comments. In addition to viewing the assignments in order by date, you can also view them grouped by assignment type or by assessment type. However, the assignments by assessment view is only available if the class uses standards-based report cards. Links to print the student's Progress Report and view the class grading scale are also available at the bottom of this screen.

Student

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Help Logout

Home Student Classroom School My Account

Student: Adamczyk, Jennifer

Averages Progress Details Report Card Attendance Schedule

Grading Period: Q1 Course: Algebra 2

Average: 96.73 A

Date	Assignment	Weight	Mark	Comments
9/10/2007	Page 101 - odd problems	1	8/10	
9/24/2007	Chapter 1 Quiz	1	48/50	
10/1/2007	Chapter 1 Worksheet	1	23/25	
10/8/2007	Page 110 - odd problems	1	8/10	
10/15/2007	Chapter 2 Worksheet	1	22/25	
10/22/2007	Chapter 2 Quiz	1	48/50	
10/26/2007	Chapter 2 Extra Credit	1	4/0	
10/29/2007	Chapter 1 & 2 Quiz	1	76/75	

Date	Comments
10/10/2007	Excellent class participation
10/3/2007	Talked during the whole class
8/29/2007	Excellent class participation
8/22/2007	Talked during the whole class

Date	Class Attendance
9/20/2007	Tardy
9/21/2007	Excused Absent
10/26/2007	Tardy

*** Averages may include grades from additional assignments and may have been calculated using weights.

[View by Assignment Type](#) [Print Report](#) [View Grading Scale](#)

If the teacher excluded an assignment from a student's grade, the marks appear on the Parent Access Web Site as shown in the figure below. The number represents the total possible points for the assignment. If the teacher excluded an assignment for the entire class, the assignment does not display on the Parent Access Web Site.

5/27/2006	Chapter 11 Quiz	1	Excluded/50
6/3/2006	Chapter 10 & 11 Quiz	1	62/75

If the teacher marked an assignment as missing, the marks appear on the Parent Access Web Site as shown in the figure below. The number represents the total possible points for the assignment. The assignment counts as zero (0) in the student's class average, if it is marked as missing.

11/17/2006	Chapter 4 Worksheet	1	Missing/25
11/27/2006	Chapter 4 Quiz	1	44/50

Report Card

The Report Card section of the Student tab displays the student’s report card grades once the school district has published them. Click an assessment in the Assessment column to see what the marks and codes mean.

Class	Assessment	Q1	Q2	EX2	FIN2	Q3	Q4	EX4	FIN4
Algebra 2	Grade	B	B+	B-	B	A-	B+		
	Effort	2	2			2	2		
	Comment	061	061			061	061		
English Gr 11	Grade	A-	A+	A	A-	A-	A		
	Effort	2	1			1	1		
	Comment	067	070			070	070		

Attendance

The Attendance section of the Student tab displays a student’s daily school attendance.

Date	Absence Type
12/10/2007	Excused Absent
11/13/2007	Tardy

Schedule

The Schedule section of the Student tab displays a student’s class schedule by grading period with links to the teacher’s email address, if the teacher has provided it.

Course	Section	Teacher Name	Room	Time
Algebra 2	01	Mrs. J. Teacher1 jcline@bentonsd.edu		
English Gr 11	01	Mrs. J. Teacher1 jcline@bentonsd.edu		

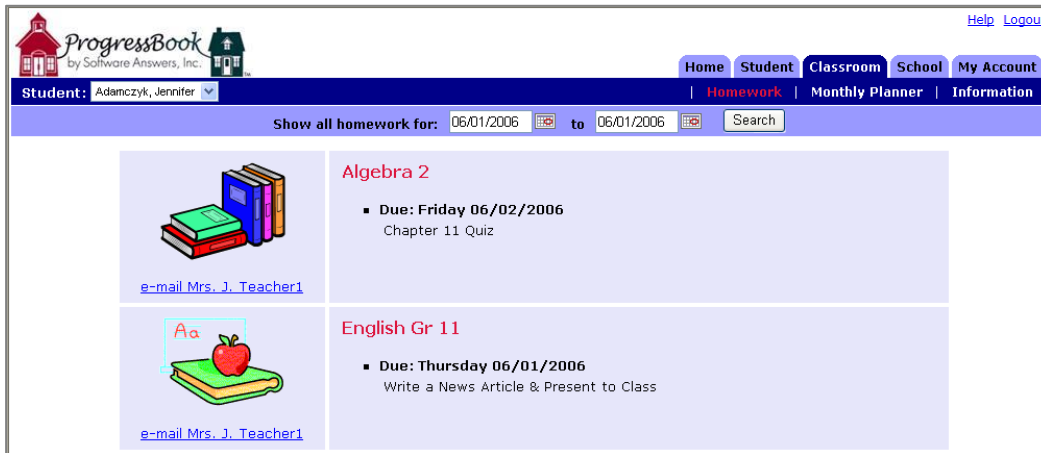
Classroom

The Classroom tab provides important information to students. Students and parents can check for homework assignments, view homework and activities for the month at a glance, and download any attachments the teacher may have posted to the class home page.

If you have more than one student linked to your login account, you can select the appropriate student in the Student list on the web site banner. See *Link Accounts* in this guide for more information.

Homework

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



The screenshot shows the ProgressBook Classroom interface. At the top left is the ProgressBook logo with the text "by Software Answers, Inc.". To the right are navigation tabs: Home, Student, Classroom (selected), School, and My Account. Below the tabs is a student selection dropdown menu showing "Student: Adamczyk, Jennifer". To the right of the student name are links for Homework, Monthly Planner, and Information. A search bar is located below the navigation, with the text "Show all homework for: 06/01/2006 to 06/01/2006" and a "Search" button. The main content area displays two homework assignments:

- Algebra 2**
 - Due: Friday 06/02/2006
 - Chapter 11 Quiz
 - e-mail Mrs. J. Teacher1
- English Gr 11**
 - Due: Thursday 06/01/2006
 - Write a News Article & Present to Class
 - e-mail Mrs. J. Teacher1

Monthly Planner

The Monthly Planner section of the Classroom tab allows students to view homework and school events in a calendar format. Hover over an event or homework icon to view a description. Click on the homework icon to see the details.

The screenshot displays the ProgressBook Monthly Planner for April 2006. The calendar grid shows the following events:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26 📖	27 📖	28 📖	29 📖	30 📖	31 📖	1
2	3	4	5 👤	6	7	8
9	10	11	12 📖 👤	13 📖	14 📖	15 📖
16 📖	17 📖	18 📖	19 📖 👤	20 📖	21 📖	22 📖
23 📖	24 📖	25 📖	26 📖 👤	27 📖	28 📖	29 📖

At the bottom of the calendar, there is a text prompt: "Hover over the icons to see more details" and a link: "Add School Events to My Planner".

If the school has entered activities, such as sporting events or club meetings, in ProgressBook, students have the option to add the events they are involved in to their Monthly Planner.

Add School Events

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

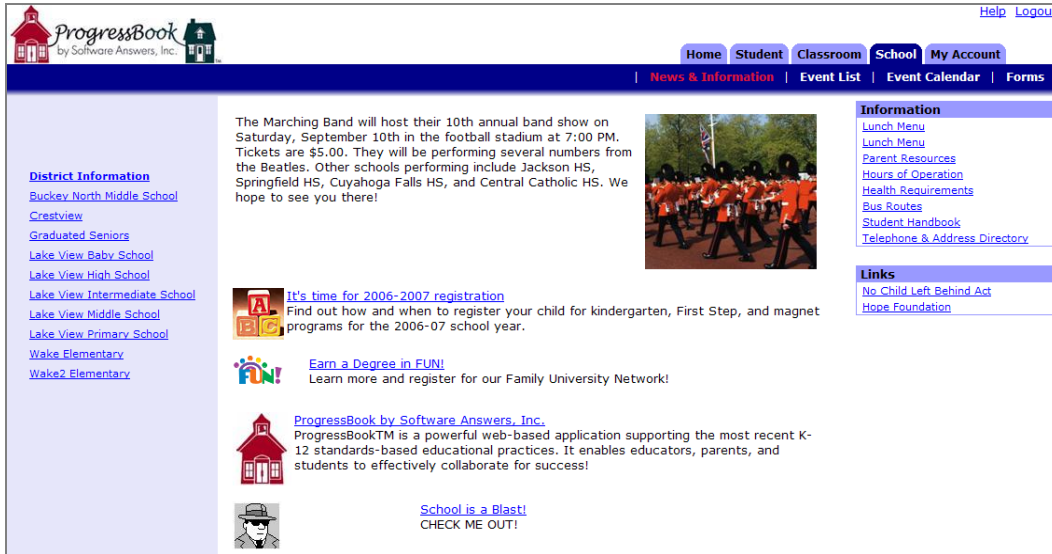
Information

If the teacher created a class home page, it displays on the Information section of the Classroom tab. Teachers may post attachments to be downloaded or links to relevant web sites. You can click the teacher's name link on the left side of the screen to send an email message to your student's teacher.

The screenshot shows the ProgressBook Classroom Information page. At the top left is the ProgressBook logo with the text "by Software Answers, Inc.". To the right are navigation links: "Home", "Student", "Classroom", "School", and "My Account". Below these is a student dropdown menu showing "Student: Adamczyk, Jennifer". Further right are links for "Homework", "Monthly Planner", and "Information". The main content area has a blue header with "Grading Period: Q4" and "Course: Algebra 2". The page title is "Algebra" in large blue font. Below the title is a welcome message: "I am Ms. Cline. Welcome to my class!". Underneath is a "Rules:" section with a bulleted list: "Be in your seat on time", "Make sure you have your book", and "No cell phones in class". A "Websites to Visit" section follows, listing "math.com - The World of Math Online" and "algebrahelp.com" with a brief description of the latter. On the left side of the page, there is a sidebar with a calculator icon and fields for "Course: Algebra 2", "Section: 01", "Room:", "Time:", "Teacher(s): Mrs. J. Teacher1", and "Last Updated:".

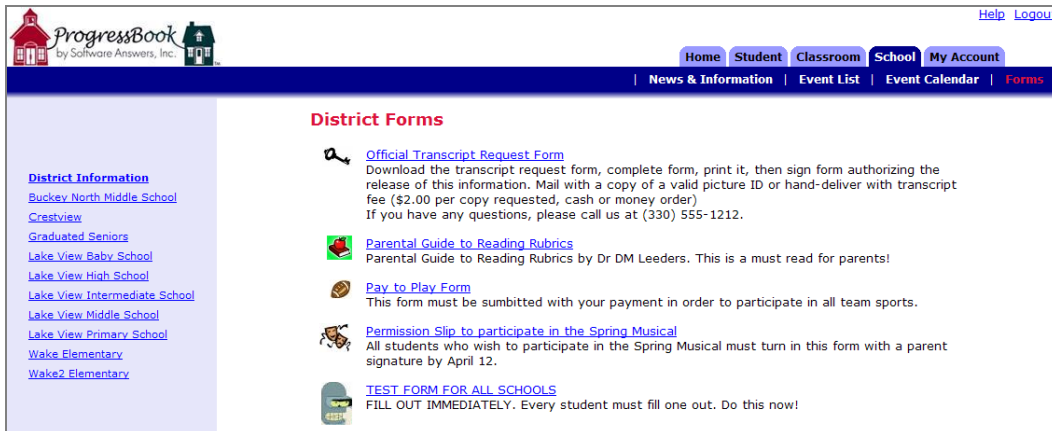
School

Each school district has the option of building and managing its entire web site through the ProgressBook interface. If they use this option, they can create News & Information, Event Lists, Event Calendar, and Forms sections to display on the ProgressBook Parent Access Web Site. Many schools post this information on their main web site. If the School tab is not available, the school is not posting this information through ProgressBook.



The screenshot shows the ProgressBook interface for a school. The top navigation bar includes "Home", "Student", "Classroom", "School", and "My Account". Below this is a secondary navigation bar with "News & Information", "Event List", "Event Calendar", and "Forms". The main content area is divided into three columns. The left column contains "District Information" with links to various schools. The middle column features a news item about a marching band show, a registration notice, a "Family University Network" link, and a "School is a Blast!" message. The right column has "Information" and "Links" sections with various resource links.

If these sections are used by your school district, you can view and download a variety of forms such as registration forms, school calendar, and permission slips.



The screenshot shows the ProgressBook interface for a school, specifically the "Forms" section. The top navigation bar is the same as in the previous screenshot. The main content area is titled "District Forms" and lists several forms for download: "Official Transcript Request Form", "Parental Guide to Reading Rubrics", "Pay to Play Form", "Permission Slip to participate in the Spring Musical", and "TEST FORM FOR ALL SCHOOLS". Each form entry includes a brief description and instructions.

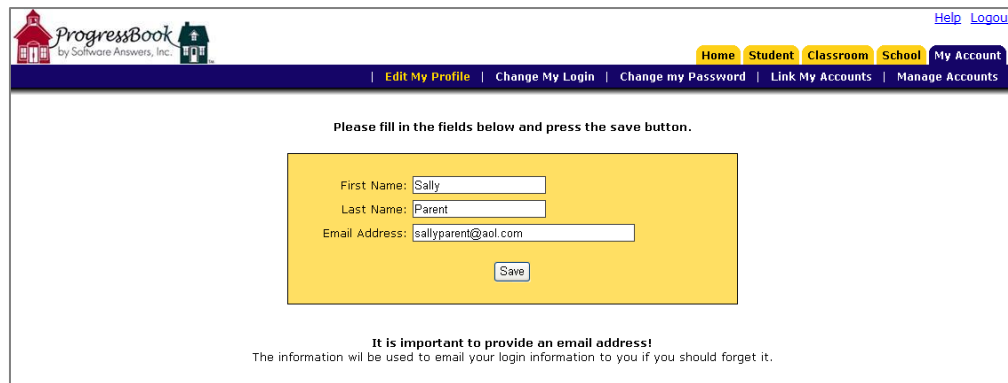
My Account

Profile

After you have logged in to the Parent Access Web Site for the first time, you should enter your email address. Then if you lose your login information, you can request that it be sent to you. In addition, your student's teachers will have your email address for communication purposes.

Edit your Profile

1. On the My Account tab, click **Edit My Profile**.
2. Change the **first name** and/or **last name**, if necessary.
3. Type your **full email address** in the Email Address field.
4. Click **Save**.



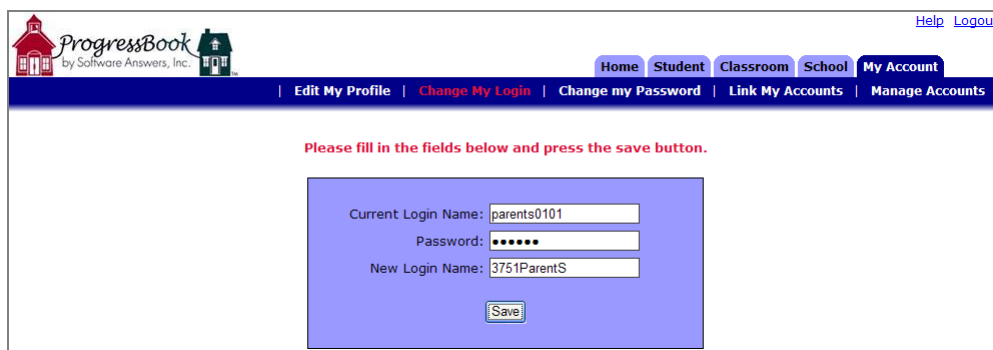
The screenshot shows the 'Edit My Profile' form on the ProgressBook website. The page header includes the ProgressBook logo and navigation tabs: Home, Student, Classroom, School, and My Account. The 'My Account' tab is active, and a sub-menu contains 'Edit My Profile', 'Change My Login', 'Change my Password', 'Link My Accounts', and 'Manage Accounts'. The form itself is a yellow box with the following fields: 'First Name' (Sally), 'Last Name' (Parent), and 'Email Address' (sallyparent@aol.com). A 'Save' button is located below the email field. Below the form, a note states: 'It is important to provide an email address! The information will be used to email your login information to you if you should forget it.'

Login

You may change your login name, if desired.

Change your Login

1. On the My Account tab, click **Change My Login**.
2. Type the **login name** the school provided you in the Current Login Name field.
3. Type the **password** the school provided you in the Password field.
4. Type your new **login name** in the New Login Name field.
5. Click **Save**.



The screenshot shows the ProgressBook website interface. At the top left is the logo for ProgressBook by Software Answers, Inc. On the right, there are links for 'Help' and 'Logout'. Below the logo is a navigation bar with tabs for 'Home', 'Student', 'Classroom', 'School', and 'My Account'. Underneath the navigation bar is a menu with links: 'Edit My Profile', 'Change My Login', 'Change my Password', 'Link My Accounts', and 'Manage Accounts'. The main content area contains a red instruction: 'Please fill in the fields below and press the save button.' Below this is a blue-bordered form with three input fields: 'Current Login Name' containing 'parents0101', 'Password' containing six dots, and 'New Login Name' containing '3751ParentS'. A 'Save' button is located at the bottom of the form.



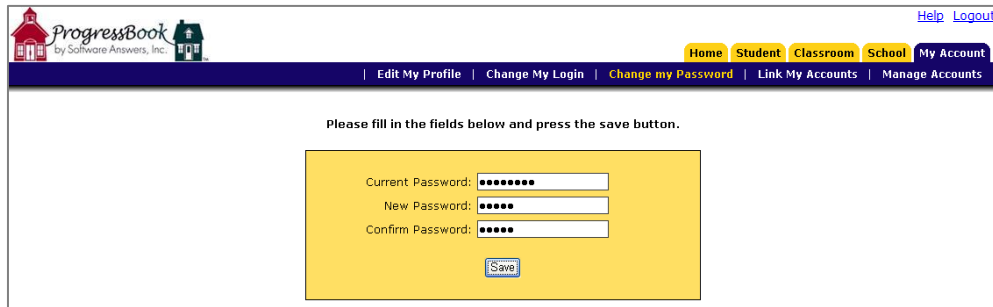
Login names must use alphanumeric characters only and be 5 to 20 characters long. Do not use spaces or symbols in your login name.

Password

You may change your password, if desired.

Change your Password

1. On the My Account tab, click **Change my Password**.
2. Type your **current password** in the Current Password field.
3. Type your **new password** in the New Password field.
4. Type the **new password** again in the Confirm Password field.
5. Click **Save**.



The screenshot shows the ProgressBook website interface. At the top left is the logo for ProgressBook by Software Answers, Inc. with icons of a school and a house. To the right are links for Help and Logout. Below the logo is a navigation bar with buttons for Home, Student, Classroom, School, and My Account. Under the My Account button, there are links for Edit My Profile, Change My Login, Change my Password, Link My Accounts, and Manage Accounts. The main content area contains the text "Please fill in the fields below and press the save button." followed by a yellow box containing three password input fields: "Current Password:" with 7 dots, "New Password:" with 5 dots, and "Confirm Password:" with 5 dots. A "Save" button is located below the fields.



Passwords must use alphanumeric characters only, be 5 to 20 characters long and are case sensitive. Do not use spaces or symbols in your password.

Accounts

Link Accounts

You can use one login name and password to access multiple student accounts in a school district by linking them.

1. On the My Account tab, click **Link my Accounts**.
2. Type the **login name** of one of the student accounts, other than the one you are currently logged in as, in the Login Name field.
3. Type the **password** for that student account in the Password field.
4. Click **Link**.

The names of the students linked to your account display under the login box.

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Help Logout

Home Student Classroom School My Account

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

If you have multiple students and wish to access them from the same account complete the box below.
Enter the user id and password assigned to you for the student that you would like to link.

Login Name: Parent
Password: *****
Link

The following students are linked to this account:
Jennifer, Adelaide

Manage Accounts

You may reset your student's password to the Parent Access Web Site in case the student forgot it or shared it with other students.

1. On the My Account tab, click **Manage Accounts**.
2. On the Manage Accounts section of the My Account tab, select the appropriate student and click the **Click here to reset [student's name] password** link.
3. On the Reset password confirmation window, click **OK**.

The student's new password displays.

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Help Logout

Home Student Classroom School My Account

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

The following students are linked to your account:

Name	User ID	Password
Jennifer	AdamczykJ005455	Click here to reset Jennifer's password
Adelaide	NaderA009001	Click here to reset Adelaide's password

Adelaide's password was changed to Adelaide6897

Index

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