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# ProgressBook User Guide



# ProgressBook User Guide

(This document is current for ProgressBook v14.5.0 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 User Guide* have been made.

<b>Product Version</b>	<b>Heading</b>	<b>Page</b>	<b>Reason</b>
14.5.0	Entire Guide	N/A	Rewrote <i>ParentAccess User Guide</i> to reflect new ProgressBook branding for a student audience, addition of student <b>Planner</b> and many other enhancements. Created appendix for parent tasks.

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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.](#)”

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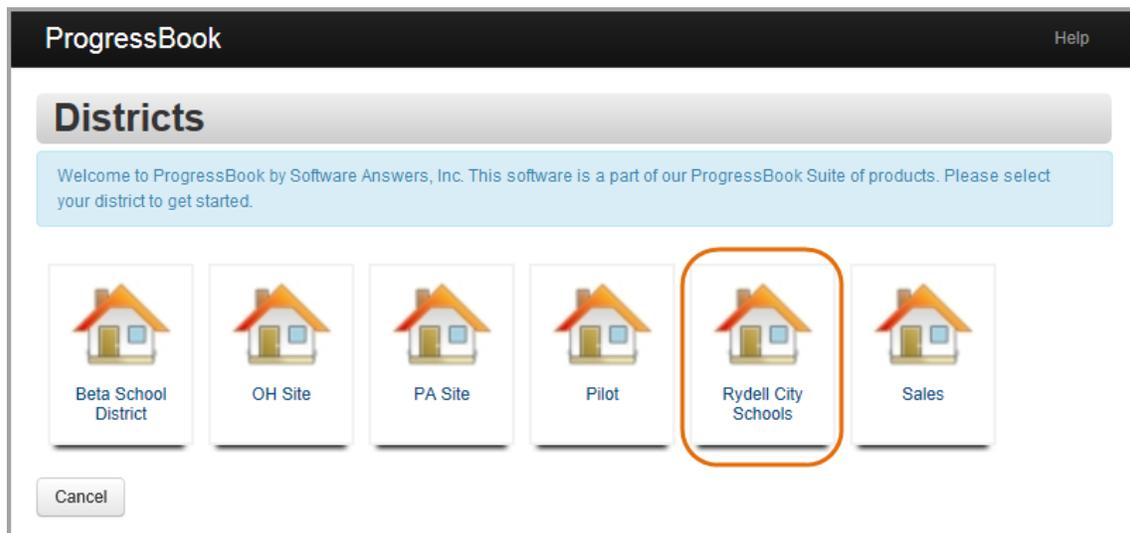
## Create Account

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.

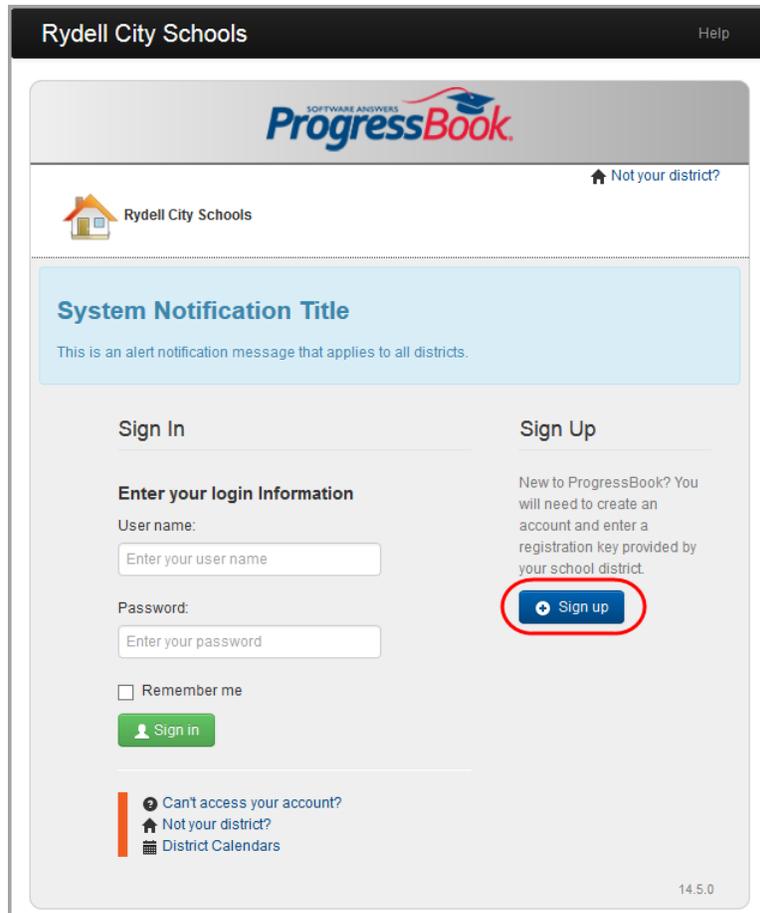
1. In a web browser, enter the URL provided by your teacher.
2. On the **Districts** screen, select your school district. The system will remember your selection the next time you log in on the same machine.



**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.



**Sign Up to Create New Account**

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

**Rydell City Schools** Help

## Sign Up

Select the type of account you would like to create:

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

Link student

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

I am a parent

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

I am a student

Cancel

### Create a Student Account

- 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.

- 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.

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

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

### Sign Up – Create a Student Account

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

## Access ProgressBook

The following topics may help you to access ProgressBook:

- [“Sign In to ProgressBook”](#)
- [“What To Do If Your Account Is Locked”](#)
- [“Retrieve Forgotten User Name”](#)
- [“Reset Your Password”](#)

## Sign In to ProgressBook

To view a video of this procedure, go to:

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

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

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

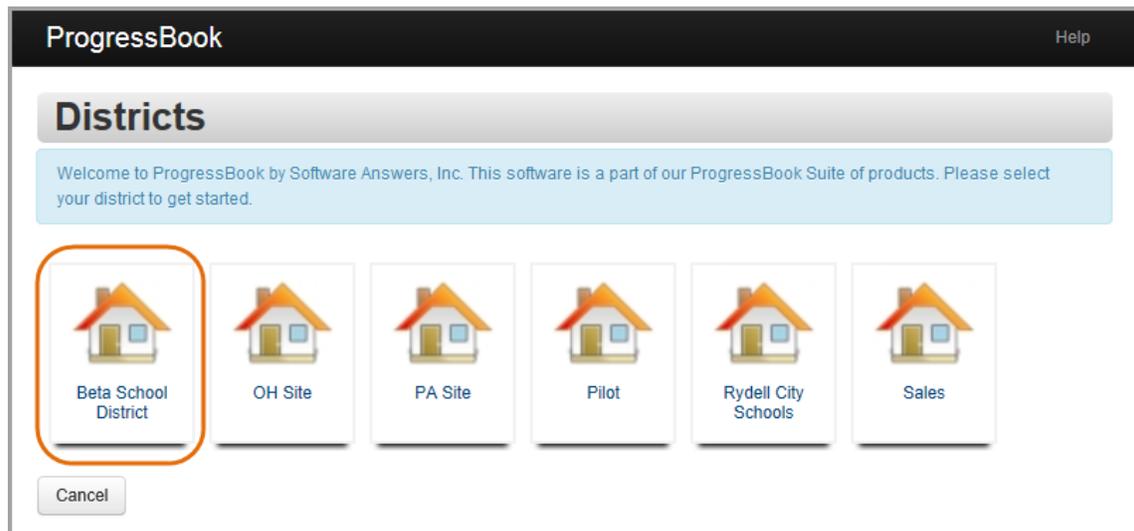
2. Optional: To change districts:
  - a. On the **Sign In** screen, click **Not your district?**.

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

The screenshot shows the ProgressBook login interface for Rydell City Schools. At the top, there's a header with the school name and a 'Help' link. Below that is the ProgressBook logo. A red circle highlights a link that says 'Not your district?' with a house icon. The main content area is divided into two columns: 'Sign In' and 'Sign Up'. The 'Sign In' column has a heading 'Enter your login information' and two input fields for 'User name' and 'Password'. Below these is a 'Remember me' checkbox and a green 'Sign in' button. The 'Sign Up' column has a heading 'New to ProgressBook? You will need to create an account and enter a registration key provided by your school district.' and a blue 'Sign up' button. At the bottom left, there are three links: 'Can't access your account?', 'Not your district?' (with a house icon), and 'District Calendars'. The version number '14.5.0' is in the bottom right corner.

### Change Districts

- b. On the **Districts** screen, click the district you want to access.



**Select Different District**

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

**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**.

Rydell City Schools Help

**ProgressBook**  
SOFTWARE ANSWERS

Not your district?

Rydell City Schools

**System Notification Title**  
This is an alert notification message that applies to all districts.

**Sign In**

**Enter your login information**

User name:

Password:

Remember me

**Sign Up**

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

14.5.0

### 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.

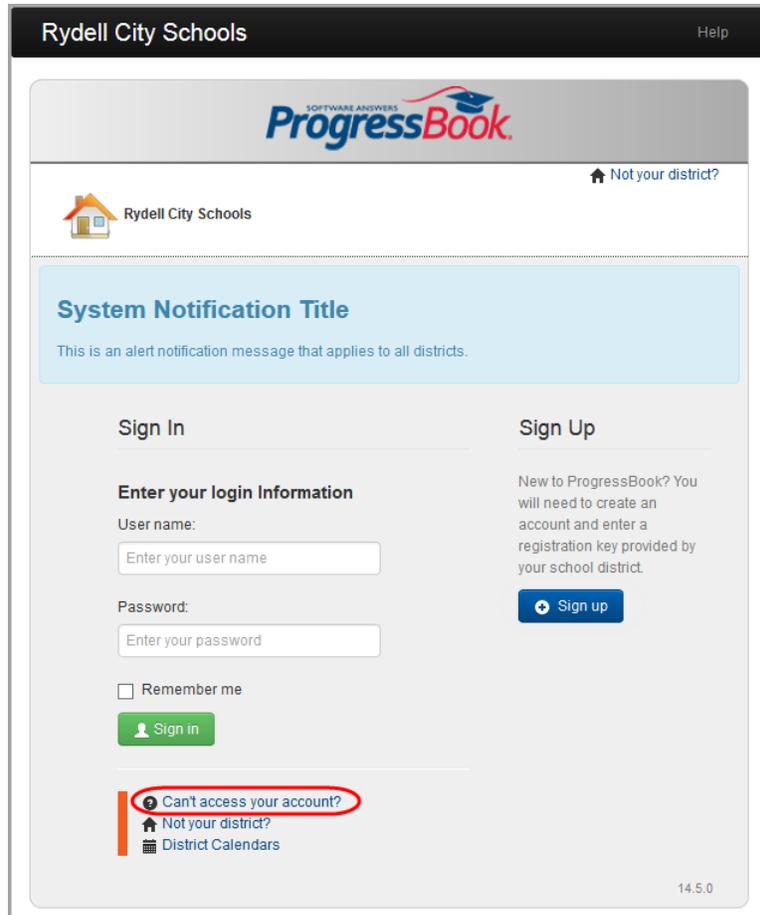
## Retrieve Forgotten User Name

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?**.



### Retrieve User Name

2. On the **Account Recovery** screen, select **I forgot my user name**.
3. In the **Please enter email** field, enter the email address associated with your ProgressBook account.

### Account Recovery Screen – Retrieve User Name

4. Click **Continue**.

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

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

## Reset Your Password

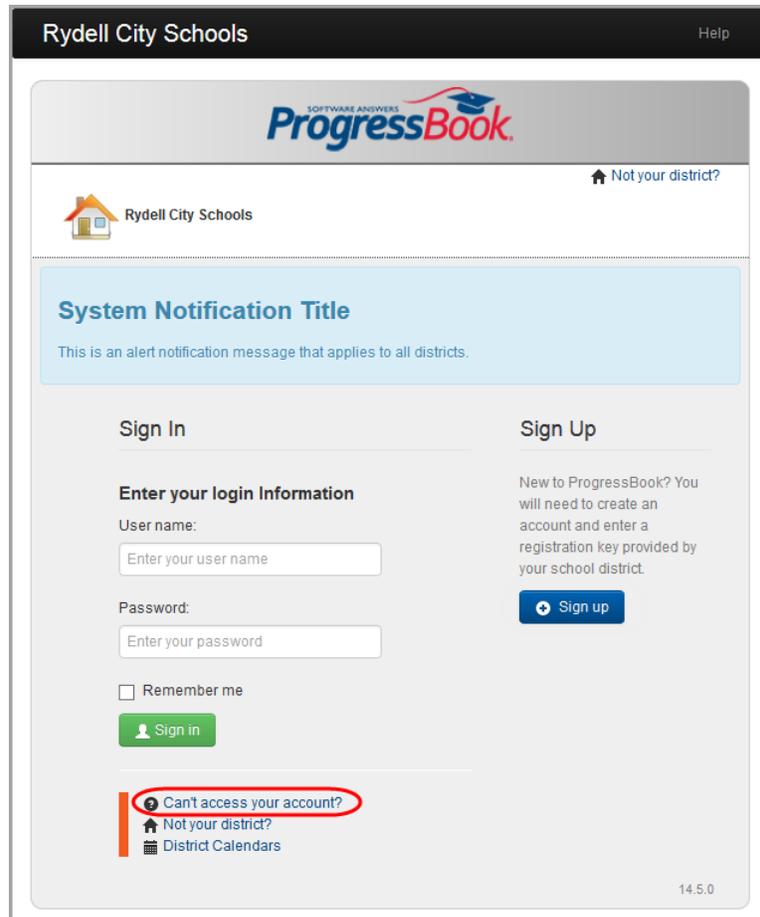
To view a video of this procedure, go to:

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

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

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

1. On the login screen, click **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 City Schools Help

## Account Recovery

Select an option below to assist you in regaining access to your account.

**What do you need help with?**

forgot my password  
Please enter user name:

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

I forgot my user name  
 My account has been locked

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

### Account Recovery Screen – Reset Password

4. Click **Continue**.

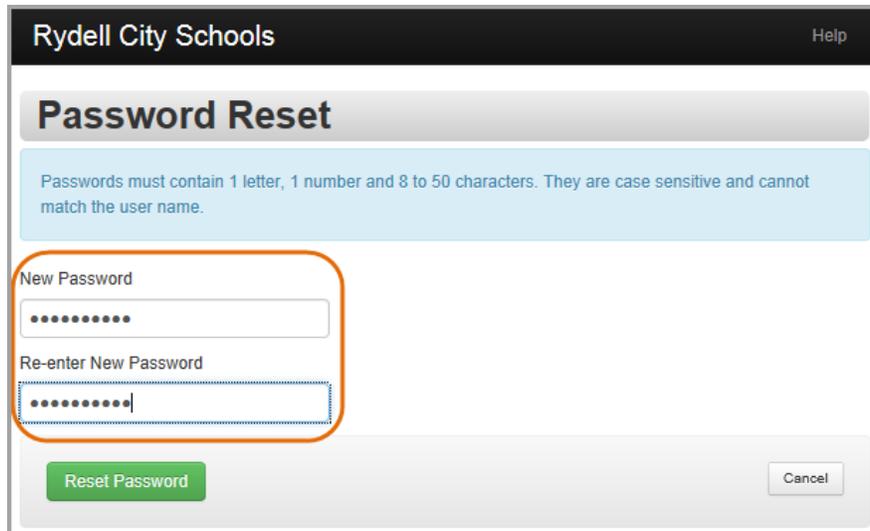
A message displays indicating that an email containing instructions for resetting your password has been sent to you.

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

**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.



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.

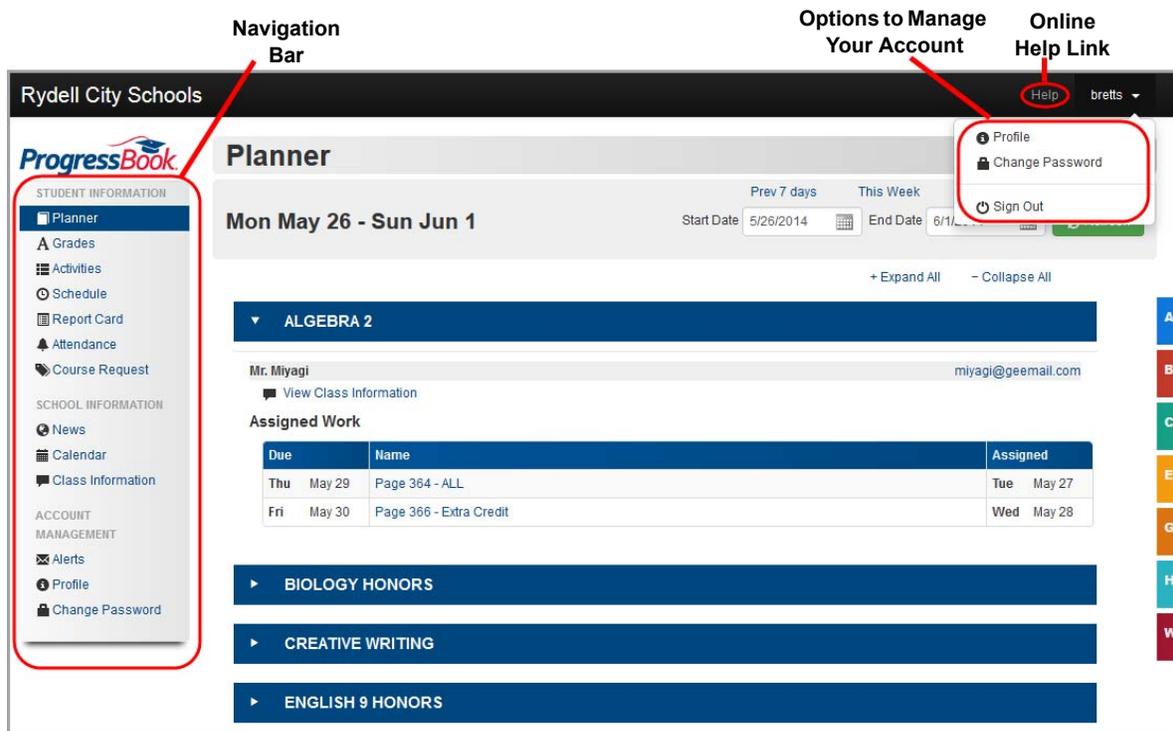
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## Navigate ProgressBook

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.



Navigate ProgressBook

## Use Online Help

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

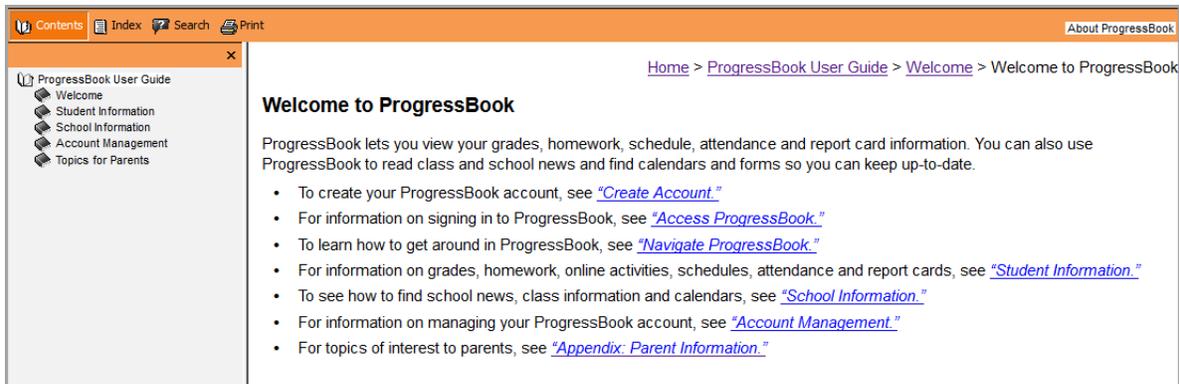
To view an online help topic for the screen you are viewing, at the top-right of the screen, click **Help**.



Help Link

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

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



### ProgressBook Online Help

## Sign Out of ProgressBook

To view a video of this procedure, go to:

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

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

1. At the top-right corner of any screen, click the downward arrow beside your user name.
2. In the drop-down list, click **Sign Out**.



### Sign Out of ProgressBook

# Student Information

ProgressBook provides important information to help you track your progress.

- To view your assignments (including assigned homework and upcoming projects, quizzes and tests), see [“View Assignments.”](#)
- To view 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.”](#)*

## Planner

**Brett Shannon**  
Student ID: 999888004

Prev 7 days    **This Week**    Next 7 days

Start Date: 5/26/2014    End Date: 6/1/2014    [Refresh](#)

+ Expand All    - Collapse All

▼ ALGEBRA 2

Mr. Miyagi miyagi@geemail.com

View Class Information

**Assigned Work**

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

[View Activity](#)

▶ BIOLOGY HONORS

▶ CREATIVE WRITING

▶ ENGLISH 9 HONORS

▼ GERMAN 2

Mr. Al Teacher100 ProgressBookInfo@Software-Answers.com

View Class Information

**Assigned Work**

Due	Name	Assigned
Fri May 30	Summary Test	Wed May 28

**Posted Homework**

▼ New Vocabulary Posted On: Monday March 31

Due: Every Friday

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

**Attachments**

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**Links**

- [Vocabulary Practice](#)

### View Assignments

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

**Planner** Brett Shannon  
Student ID: 999889804

Prev 7 days This Week Next 7 days

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

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

### View Assignments for Another Date or Date Range

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

**Planner** Brett Shannon  
Student ID: 999889804

Prev 7 days This Week Next 7 days

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

+ Expand All - Collapse All

ALGEBRA 2

Mr. Miyagi miyagi@geemail.com

View Class Information

Assigned Work

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

Expand or collapse all courses.

Click title bar to expand or collapse this course.

### Expand and Collapse Courses

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

**Planner** Brett Shannon  
Student ID: 99889804

Prev 7 days   This Week   Next 7 days

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

+ Expand All   - Collapse All

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

Mr. AI Teacher100 [ProgressBookInfo@CorticeAnswers.com](#)

View Class Information

**Assigned Work**

Due	Name	Assigned
Fri May 30	Summary Test	Wed May 28

**Jump to Course**

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

▼ **ALGEBRA 2**

Mr. Miyagi [miyagi@geemail.com](mailto:miyagi@geemail.com)

View Class Information

**Assigned Work**

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

**Assignment Name**

The **Assignment Details** screen displays, showing more information about the assignment, including the grading scale used to grade it and any comments posted by your teacher.

## Assignment Details

**Brett Shannon**  
Student ID: 999889804

[Home](#) > [Planner](#) > [Assignment Details](#)

### ALGEBRA 2

[View Class Information](#)

**Page 364 - ALL**

#### Details

---

Due: May 29

Assigned: May 27

Score: 18/20 (90%)

Type: Classwork

Weight: 1

Tags: L

#### Grade Scale Overview

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

#### Comments

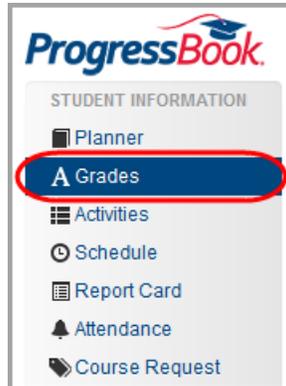
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Late = 2 point deduction

### Assignment Details

## View Grades

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



**Grades Option on Navigation Bar**

2. On the **Grades** screen, review your grades in each course.
3. Optional: To view grade averages for a different reporting period, on the right side of the screen, in the reporting periods area, click a different reporting period.

A screenshot of the "Grades" screen. At the top right, it shows the student's name "Brett Shannon" and "Student ID: 999889804". Below this is a header for "4TH QUARTER (Mar 22 - Jun 29)". A table displays course information with columns for "Course", "Grade", "YTD Grade", and "As Of". The table lists three courses: ALGEBRA 2 - Section: A, BIOLOGY HONORS - Section: A, and CREATIVE WRITING - Section: A. To the right of the table is a vertical list of reporting periods: Q1, Q2, Q3, and Q4. Q1 is currently selected. A red box highlights the Q1-Q4 selector, and a red arrow points to it with the text "Click to change reporting period."

**View Another Reporting Period**

4. To see more information, choose one of the following:
  - To see your grade averages in this course for each reporting period, click . The course information expands to display your grade average for each reporting period.

**Grades** Brett Shannon  
Student ID: 999889804

4TH QUARTER (Mar 22 - Jun 29)

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

Q1  
Q2  
Q3  
Q4

Click to view averages for each reporting period.

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

### Grade Averages by Reporting Period

- To see details of the assignments that make up your grade average, click the course name or **see all details**.  
The **Grade Details** screen displays, and you can review details of each assignment and any teacher comments.

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

Grades					Brett Shannon Student ID: 999889804
4TH QUARTER (Mar 22 - Jun 29)					Q1
Course	Grade	YTD Grade	As Of		Q2
▶ ALGEBRA 2 - Section: A	100.75 A+	92.98 A	Jun 11	see all details (9)	Q3
					Q4

Grade Details					Brett Shannon Student ID: 999889804
<a href="#">Home</a> > <a href="#">Grades</a> > <a href="#">Grade Details</a>					
ALGEBRA 2 <sup>9</sup>	100.75 A+	4TH QUARTER ( Mar 22 - Jun 29 )			Q1
<b>ALGEBRA 2</b> <span style="float: right;">View By: <input type="button" value="Date"/> <input type="button" value="Type"/></span>					Q2
<b>Class Mark: 100.75 A+</b>					Q3
Date	Assignment	Type	Mark	Info	Q4
Jun 4	Page 372 - Review	HW	19/20 (95%)		
Jun 3	Page 370 - Odd	HW	13/15 (86.67%)		
May 30	Page 366 - Extra Credit	ExCr	2/0		
May 29	Page 364 - ALL	HW	20/20 (100%)		
May 23	Page 360 - Extra Credit	ExCr	5/0		
May 22	Page 358 - Even	HW	15/15 (100%)		
May 15	Page 352, 1-10	HW	9/10 (90%)		
May 14	Page 340, 1-20 <i>Comment: Excellent Work!</i>	HW	20/20 (100%)		
May 13	pg 228 1-13	HW	12/13 (92.31%)		
Daily Comments					
Date	Comment				
Jun 2	Happy Last Week of School!				
May 29	Thank you for helping the other students with this week's assignments!				

**Grade Details**

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

Grade Details					Brett Shannon Student ID: 999889804
<a href="#">Home</a> > <a href="#">Grades</a> > <a href="#">Grade Details</a>					
ALGEBRA 2 <sup>9</sup>	100.75 A+	4TH QUARTER ( Mar 22 - Jun 29 )			Q1
<b>ALGEBRA 2</b> <span style="float: right;">View By: <input type="button" value="Date"/> <input checked="" type="button" value="Type"/></span>					Q2

**View Grades by Assignment Type**

The grades now display by assignment type.

## Grade Details

**Brett Shannon**  
 Student ID: 999889804

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

ALGEBRA 2<sup>9</sup>

100.75 A+

**4TH QUARTER ( Mar 22 - Jun 29 )**

Q1  
 Q2  
 Q3  
 Q4

### ALGEBRA 2

View By: Date Type

**Class Mark: 100.75 A+**

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

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

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

### Grades Displayed by Assignment Type

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

6. Optional: To view grades for a different course:
  - a. At the top of the screen, click the course name drop-down.
  - b. Select the course.

**Grade Details** Brett Shannon  
Student ID: 999889804

Home > Grades > Grade Details

Course	Mark
ALGEBRA 2 <sup>9</sup>	100.75 A+
ALGEBRA 2 <sup>9</sup>	100.75 A+
BIOLOGY HONORS <sup>10</sup>	85.14 B
CREATIVE WRITING <sup>11</sup>	98.00 A+
ENGLISH 9 HONORS <sup>8</sup>	96.00 A
GERMAN 2 <sup>6</sup>	92.50 A
HEALTH <sup>6</sup>	92.26 A-
WORLD HISTORY <sup>3</sup>	98.67 A+

**4TH QUARTER ( Mar 22 - Jun 29 )**

View By:

**Class Mark: 100.75 A+**

Type	Mark	Info
HW	19/20 (95%)	⬇
HW	13/15 (86.67%)	⬇
ExCr	2/0	⬇
HW	20/20 (100%)	⬇

Q1  
Q2  
Q3  
Q4

View Grades for Another Course

## Understand Your Grades

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

- [“Mark”](#)
- [“Weight”](#)
- [“Grading Scale”](#)
- [“Assignment Codes”](#)

### 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.

Grade Details						Brett Shannon Student ID: 999889804
ALGEBRA 2 <sup>9</sup>		100.75 A+	4TH QUARTER ( Mar 22 - Jun 29 )		Q1 Q2 Q3 Q4	
ALGEBRA 2						View By: <input type="button" value="Date"/> <input type="button" value="Type"/>
						<b>Class Mark: 100.75 A+</b>
Date	Assignment	Type	Mark	Info		
Jun 4	Page 372 - Review	HW	19/20 (95%)			
Jun 3	Page 370 - Odd	HW	13/15 (86.67%)			
May 30	Page 366 - Extra Credit	ExCr	2/0			
May 29	Page 364 - ALL	HW	20/20 (100%)			
May 23	Page 360 - Extra Credit	ExCr	5/0			
May 22	Page 358 - Even	HW	15/15 (100%)			
May 15	Page 352, 1-10	HW	9/10 (90%)			
May 14	Page 340, 1-20 <i>Comment: Excellent Work!</i>	HW	20/20 (100%)			
May 13	pg 228 1-13	HW	12/13 (92.31%)			

Mark

### Weight

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

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

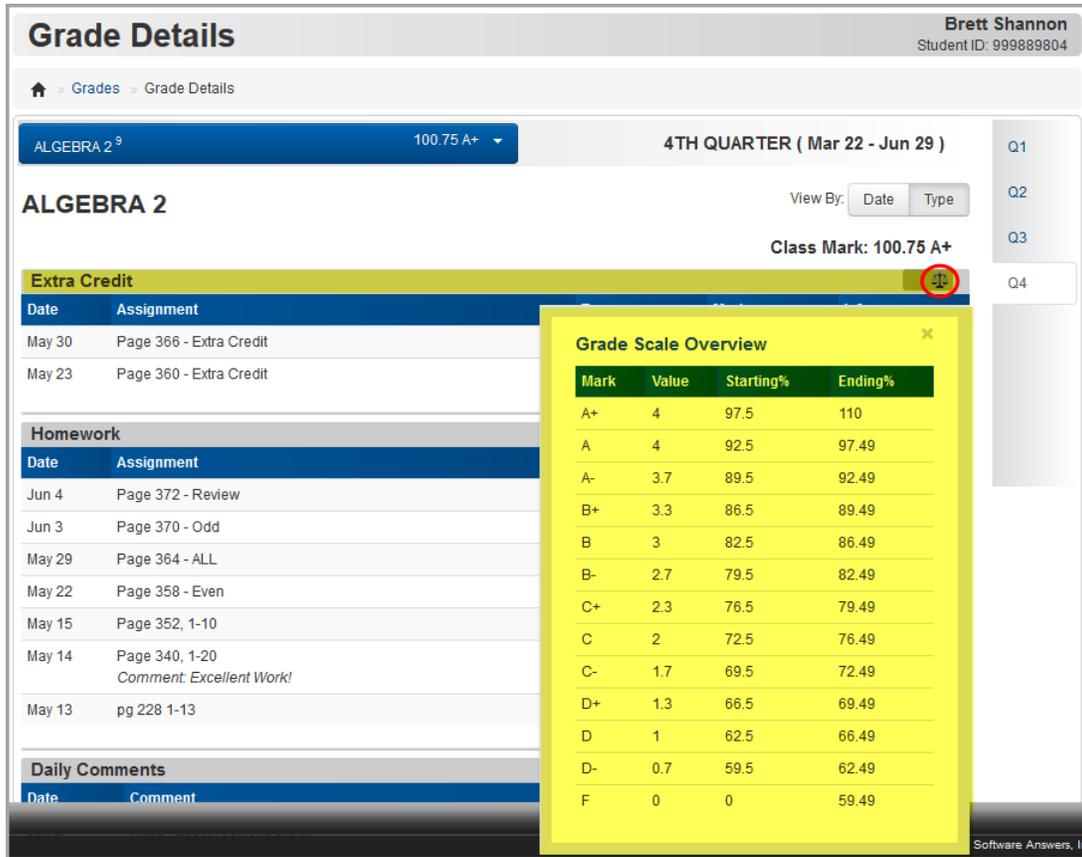
Grade Details						Brett Shannon Student ID: 999889804
HEALTH <sup>8</sup>		92.26 A-	4TH QUARTER ( Mar 22 - Jun 29 )		Q1 Q2 Q3 Q4	
HEALTH						View By: <input type="button" value="Date"/> <input type="button" value="Type"/>
						<b>Class Mark: 92.26 A-</b>
<b>Classwork : Weight 1</b>						93.33 A
Date	Assignment	Type	Mark	Info		
May 26	Chapter Review	CW	14/15 (93.33%)			
Apr 23	Weekly Worksheet	CW	14/15 (93.33%)			
<b>Test : Weight 3</b>						97.50 A+
Date	Assignment	Type	Mark	Info		
May 28	Chapter Test	Test	39/40 (97.5%)			

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

Weight

## Grading Scale

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



**Grade Details** Brett Shannon  
Student ID: 999889804

Grades > Grade Details

ALGEBRA 2<sup>9</sup> 100.75 A+ ▾ 4TH QUARTER ( Mar 22 - Jun 29 )

ALGEBRA 2 View By:

**Class Mark: 100.75 A+**

**Extra Credit** 

Date	Assignment
May 30	Page 366 - Extra Credit
May 23	Page 360 - Extra Credit

**Homework**

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

**Daily Comments**

Date	Comment
------	---------

**Grade Scale Overview**

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

Software Answers, In

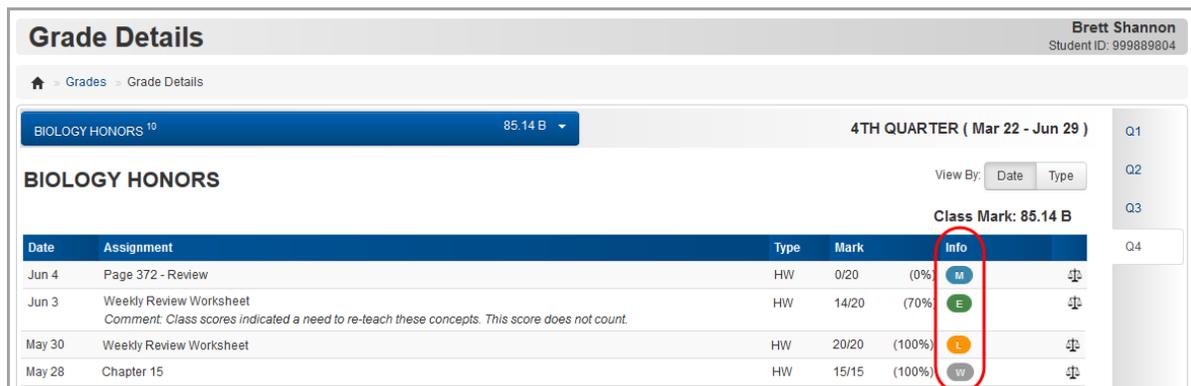
### View Grading Scale

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

## Assignment Codes

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

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



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

Example of Assignment Codes

## 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**.

BIOLOGY HONORS					
Sally Teacher4			SallyTeacher@geemail.com		
View Class Information					
Assigned Work					
Due	Name			Assigned	
Tue May 14	Body Systems Quiz			Tue May 13	
Wed May 14	Chapter 22 Review			Wed May 14	

**View Activity**

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

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

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

**Activity Details** Hana Adler  
Student ID: 999736235

Home > Activities > Details

Dates	Details
Status: <span style="background-color: #4a7ebb; color: white; border-radius: 5px; padding: 2px 5px;">Viewed</span>	Name: Body Systems Quiz
Due: May 14	Assignment Type: Quizzes
Assigned: May 13	Questions: 3
Open from: May 14 @ 10:00 AM	Points: 16
Closes on: May 14 @ 10:30 AM	

**History**

Begin

**Activity Details**

The online activity opens.

3. Work through the questions in the activity.

## Body Systems Quiz

Hana Adler  
Student ID: 999736235

Home » Activity » Details » Questions

◀ Previous Page    Next Page ▶

✔ Save    📄 Finished

☰ Question Index    Question 1 - 3 of 3 | Page 1 of 1

**Question 1** (5.00)

Name one body system.

Response:

---

**Question 2** (6.00 pts)

The Integumentary system includes \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.

Response:

---

**Question 3** (5.00 pts)

This system eliminates wastes from the body. \_\_\_\_\_

Response:

◀ Previous Page    Next Page ▶

✔ Save    📄 Finished

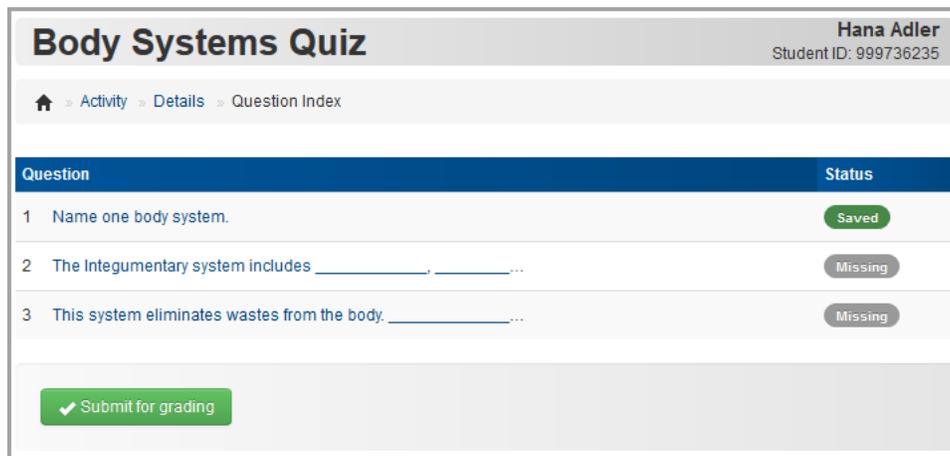
Online Activity

4. Optional: To check your progress on an activity at any time:
  - a. Click **Question Index**.



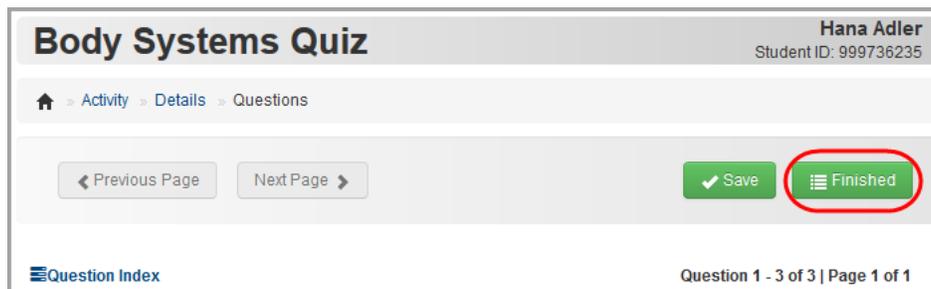
### Check Activity Progress

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



### Activity Progress

- b. To return to the activity, click a question.
5. When you are finished with the activity, click **Finished**.



### 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**.

The screenshot shows the 'Body Systems Quiz' interface for student Hana Adler (Student ID: 999736235). It features a table with three questions, each with a 'Saved' status. A green button labeled 'Submit for grading' is circled in red at the bottom left of the quiz area.

Question	Status
1 Name one body system.	Saved
2 The Integumentary system includes _____, _____...	Saved
3 This system eliminates wastes from the body. _____...	Saved

#### Submit Activity for Grading

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

The screenshot shows the 'Submit Answers' confirmation window. It asks, 'Are you sure that you would like to submit these answers? Once the answers are submitted, they cannot be edited.' At the bottom right, there are two buttons: 'Ok' (circled in red) and 'Cancel'.

#### Confirm Submission

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.

**Body Systems Quiz** Hana Adler  
Student ID: 999736235

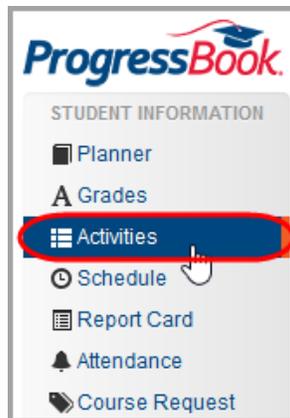
Home > Activity > Details > Question Index

Activity successfully submitted.

Question	Status	Points
1. Name one body system.	Saved	5.00
2. The Integumentary system includes _____.	Saved	6.00
3. This system eliminates wastes from the body. _____	Saved	5.00
<b>Total:</b>		<b>16.00</b>

**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**.



**Activities Option on Navigation Bar**

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** Thomas Addis  
Student ID: 999550472

View By: Assigned Submitted Graded All

**ALGEBRA 2 HONORS**

Upcoming

Name	Due Date	Info
Quiz 7.2	May 11	Started
Practice Questions B	May 11	Started

**Recent Activity**

Quiz 7.1  
Due: May 9 Submitted

Practice Questio...  
Due: May 11 In Progress

Body Systems Quiz  
Due: May 14 Submitted

**APPLIED SOCIAL STUDIES 2**

Upcoming

Name	Due Date	Info
Chapter 17 Quiz	May 11	

Self Paced

Name	Due Date	Info
Example Floating VC Activity		Partial

**BIOLOGY HONORS**

Overdue

Name	Due Date	Info
Chapter 22 Review	May 9	Viewed Redo

**Activities Screen**

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

**Activities** Hana Adler  
Student ID: 999736235

View By: Assigned Submitted Graded All

**View Activities by Status**

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

The screenshot shows the 'Activities' page for Thomas Addis (Student ID: 999550472) in the 'Assigned' view. The page is titled 'Activities' and has a 'View By:' dropdown set to 'Assigned'. The main content area is divided into two sections: 'ALGEBRA 2 HONORS' and 'Recent Activity'. The 'ALGEBRA 2 HONORS' section has a sub-section 'Upcoming' with a table:

Name	Due Date	Info
Quiz 7.2	May 11	Started
Practice Questions B	May 11	Started

The 'Practice Questions B' link is circled in red. The 'Recent Activity' section lists three activities: 'Quiz 7.1' (Submitted), 'Practice Questio...' (Graded), and 'Body Systems Quiz' (Submitted).

**Open Activity**

11. Optional: To see what grade you earned on an activity:
- In the **Graded** view (or in the **Recent Activity** section, if applicable), click the name of the activity.

The screenshot shows the 'Activities' page for Hana Adler (Student ID: 999736235) in the 'Graded' view. The page is titled 'Activities' and has a 'View By:' dropdown set to 'Graded'. The main content area is divided into two sections: 'Activity' and 'Recent Activity'. The 'Activity' section is further divided into 'ALGEBRA 2 HONORS' and 'BIOLOGY HONORS'. The 'ALGEBRA 2 HONORS' section has a table:

Name	Due Date	Info
Practice Questions B	Jul 22	Graded
Quiz 7.2	Jul 11	Graded
Practice Questions A	Jul 8	Graded
Page 222 - Odd	Jun 26	Graded

The 'BIOLOGY HONORS' section has a table:

Name	Due Date	Info
Chapter 22 Review	Jul 9	Graded
Body Systems Quiz	Jul 8	Graded

The 'Body Systems Quiz' link in the Biology Honors section is circled in red. The 'Recent Activity' section lists three activities: 'Chapter 22 Review' (Graded), 'Body Systems Quiz' (Graded), and another 'Body Systems Quiz' (Graded).

**View Activity Grade**

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

- To view your score on each question, click **Review**.

**Activity Details** Hana Adler  
Student ID: 999736235

Home > Activities > Details

Dates	Details
Status: <span style="background-color: green; color: white; border-radius: 10px; padding: 2px;">Graded</span>	Name: Body Systems Quiz
Due: Jul 8	Assignment Type: Quizzes
Assigned: Jul 3	Questions: 3
Open from: Jul 08 @ 12:00 AM	<span style="background-color: yellow; border: 1px solid black; border-radius: 15px; padding: 2px;">Points: 16</span>
Closes on:	

**History**

Attempt 1: Graded

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.

**Body Systems Quiz** Hana Adler  
Student ID: 999736235

Home > Activity > Details > Question Index

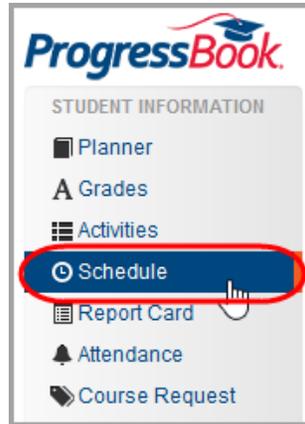
Question	Points	Score
1. Name one body system.	5.00	5.00
2. The Integumentary system includes _____, _____...	6.00	6.00
3. This system eliminates wastes from the body. _____...	5.00	3.00
<b>Total:</b>	<b>16.00</b>	<b>14.00</b>

Possible points
Points you earned

**Graded Activity**

## View Class Schedule

- 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.

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

**View Class Schedule**

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**.



The screenshot shows a 'Schedule' interface for Brett Shannon (Student ID: 999889804). It features a 'View Full Schedule' button, a date field set to '9/12/2013' with a calendar icon, and a green 'Refresh' button. The date field is circled in red. The current date displayed is 'Thursday September 12'.

#### Schedule – Change Date

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



The screenshot shows the same 'Schedule' interface for Brett Shannon. In this view, the 'View Full Schedule' button is circled in red, and a mouse cursor is pointing at it. The date field and 'Refresh' button are also visible. The current date displayed is 'Thursday September 12'.

#### View Schedule for All Reporting Periods

Your class schedule for every reporting period displays.

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

**Full Year Schedule**

## View Report Card

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



**Report Card Option on Navigation Bar**

Your report card displays.

Report Card				
				<b>Brett Shannon</b> Student ID: 999889804
<b>Lake View High School</b>			<a href="#">Print Preview</a>	Lake View High School ▾
Student: Brett Shannon		Year: 11/12		
Grade Level: 09				
ALGEBRA 2				
Assessment	Q1	Q2	Q3	Q4
Grade	B	B+		
Effort				
Comment				
WORLD HISTORY				
Assessment	Q1	Q2	Q3	Q4
Grade	91.67	90		99
Effort				
Comment				
Note: Report card grade averages may have been adjusted to reach a minimum percentage set by the school district.				

**View Report Card**

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## Student Information

- 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.



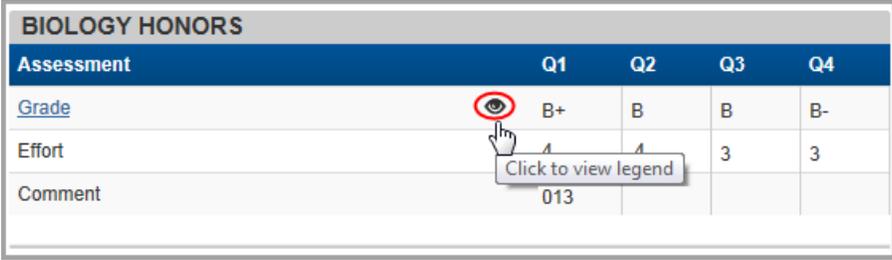
**Report Card** Brett Shannon  
Student ID: 999889804  
Lake View High School [Print Preview](#) Lake View High School ▾ **Click to view another report card.**

**View Another Report Card**

## Understand Your Report Card

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

- 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**

- 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

- 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

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

Report Card		Brett Shannon
		Student ID: 999889804
Lake View High School	 Print Preview	Lake View High School ▾

### Report Card Screen – Print Preview Option

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

## Report Card

Brett Shannon  
Student ID: 999889804

### Lake View High School

Student: Brett Shannon  
Grade Level: 09  
Year: 11/12

[Print](#)

#### ALGEBRA 2

Assessment	Q1	Q2	Q3	Q4
Grade	B	B+		
Effort				
Comment				

#### WORLD HISTORY

Assessment	Q1	Q2	Q3	Q4
Grade	91.67	90		99
Effort				
Comment				

Note: Report card grade averages may have been adjusted to reach a minimum percentage set by the school district.

Print Report Card

## View Attendance

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

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



Attendance Option on Navigation Bar

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

**Attendance** Brett Shannon  
Student ID: 999889804

**Daily Attendance**

Attendance totals for the year

Absence Date	Absence Type
Feb 20	Excused
Mar 7	Unexcused Absence
Jun 20	Excused Absent
May 10	Tardy
Apr 23	Unexcused Absence
Mar 27	Excused Absent
Jan 2	Excused Absent
Dec 27	Tardy
Oct 21	Unexcused Absence
Oct 7	Excused Absent
Aug 12	Tardy

[View daily attendance detail](#) Read from: GradeBook

**Period Attendance**

Today's Period Attendance

No period absences to report today.

[View period attendance detail](#) Read from: GradeBook

**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.

**Daily Attendance** Brett Shannon  
Student ID: 999889804

View Period Attendance View By: [Grid] [List]

Date	Absence Type	Reason
Feb 20	Excused	
Mar 7	Unexcused Absence	
Jun 20	Excused Absent	
May 10	Tardy	
Apr 23	Unexcused Absence	
Mar 27	Excused Absent	
Jan 2	Excused Absent	
Dec 27	Tardy	
Oct 21	Unexcused Absence	
Oct 7	Excused Absent	
Aug 12	Tardy	

Daily attendance summary

Q1

Q2

Q3

Q4

Summary

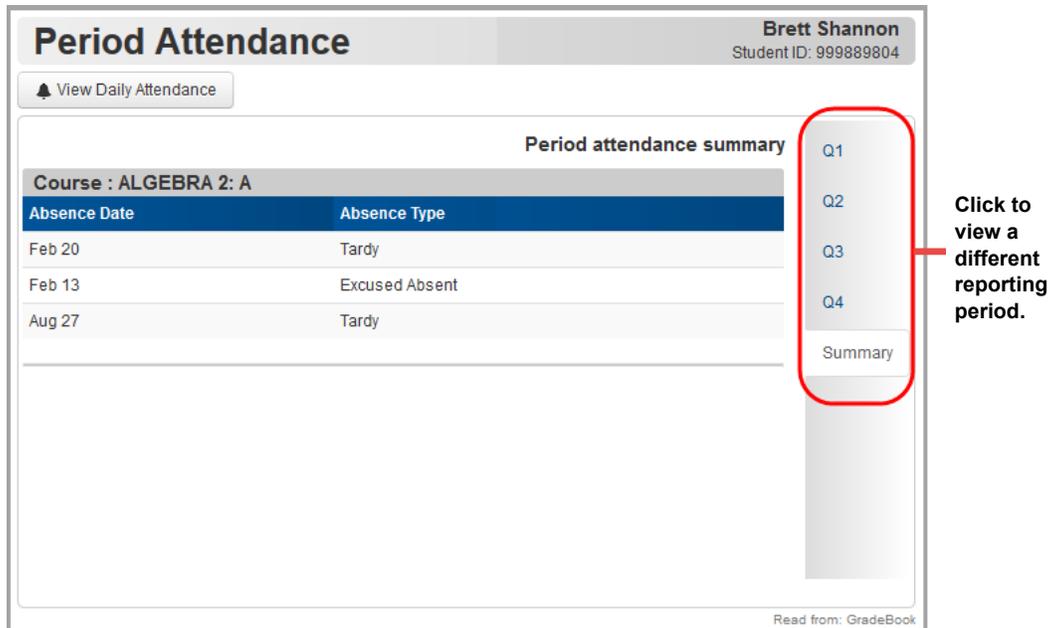
**Click to view a different reporting period.**

Read from: GradeBook

**View Daily Attendance by 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.



The screenshot shows the 'Period Attendance' interface for a student named Brett Shannon (Student ID: 999889804). At the top, there is a 'View Daily Attendance' button. Below it, the 'Period attendance summary' section displays the course 'ALGEBRA 2: A' and a table of absence records:

Absence Date	Absence Type
Feb 20	Tardy
Feb 13	Excused Absent
Aug 27	Tardy

On the right side, there is a vertical menu with options: Q1, Q2, Q3, Q4, and Summary. A red rounded rectangle highlights the Q1-Q4 options, and a red arrow points from the text 'Click to view a different reporting period.' to this menu. At the bottom right, it says 'Read from: GradeBook'.

**View Period Attendance by Reporting Period**

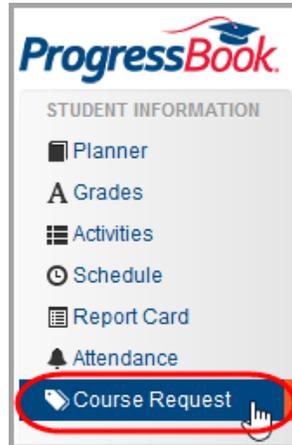
---

## Request Courses

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

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

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



### Course Request Option on Navigation Bar

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

2. Click **Add Courses**.

Course Request

Morgan Parry  
 Student ID: 999961268

Selected Courses

Review your course selections for next year and submit. Once your selections are submitted, you cannot change your request.

Course Name	Course #	School	Course Grade Level(s)	Credits	Remove Course
Honors Geometry	11	Hometown High School	9	1.00	<span style="background-color: #0056b3; color: white; padding: 2px 5px;">✕ Drop</span>
Advanced Placement European History	41	Hometown High School	11-12	1.00	<span style="background-color: #0056b3; color: white; padding: 2px 5px;">✕ Drop</span>

Submit

+ Add Courses

### Course Request Screen

The **Course Catalog** displays.

**Course Request** Morgan Parry  
Student ID: 999961268

Course Catalog

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

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

Show: 25 50 100 All Showing 25 of 60 results

**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

biology

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

biology

Course Catalog

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

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

**Add Course**

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** Morgan Parry  
Student ID: 999961268

Selected Courses

Review your course selections for next year and submit. Once your selections are submitted, you cannot change your request.

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 remove a course request.

Click to submit course requests.

### Review and Submit Courses

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

**Submit Course Request**

Are you sure that you would like to submit this course request? Once the course request is submitted, it cannot be edited.

### 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.

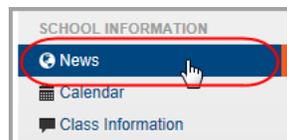
- To view school news and information, see [“View School News.”](#)
- To view the school calendar, see [“View School Calendar.”](#)
- To view class information posted by your teachers, see [“View Class Information.”](#)

---

## View School News

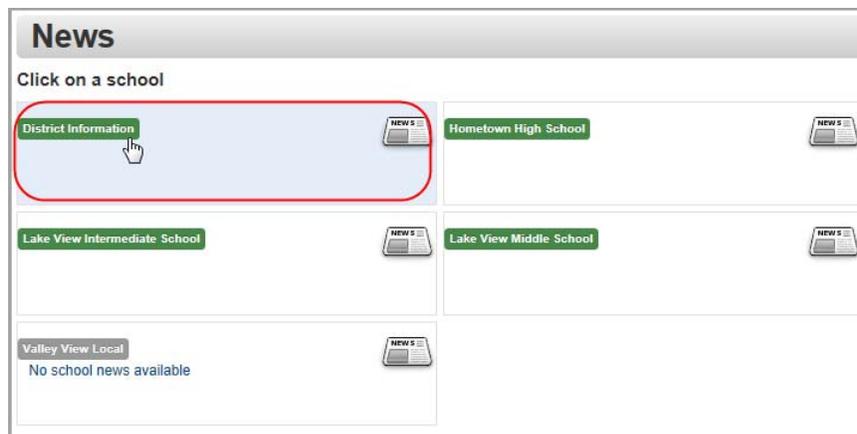
Schools and districts post news and information in ProgressBook to help you stay informed. You can view news articles and other information such as required school forms.

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



**News Option on Navigation Bar**

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



**News Screen**

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

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

District or School News

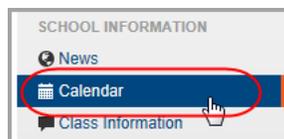
## View School Calendar

To view a video of this procedure, go to:

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

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

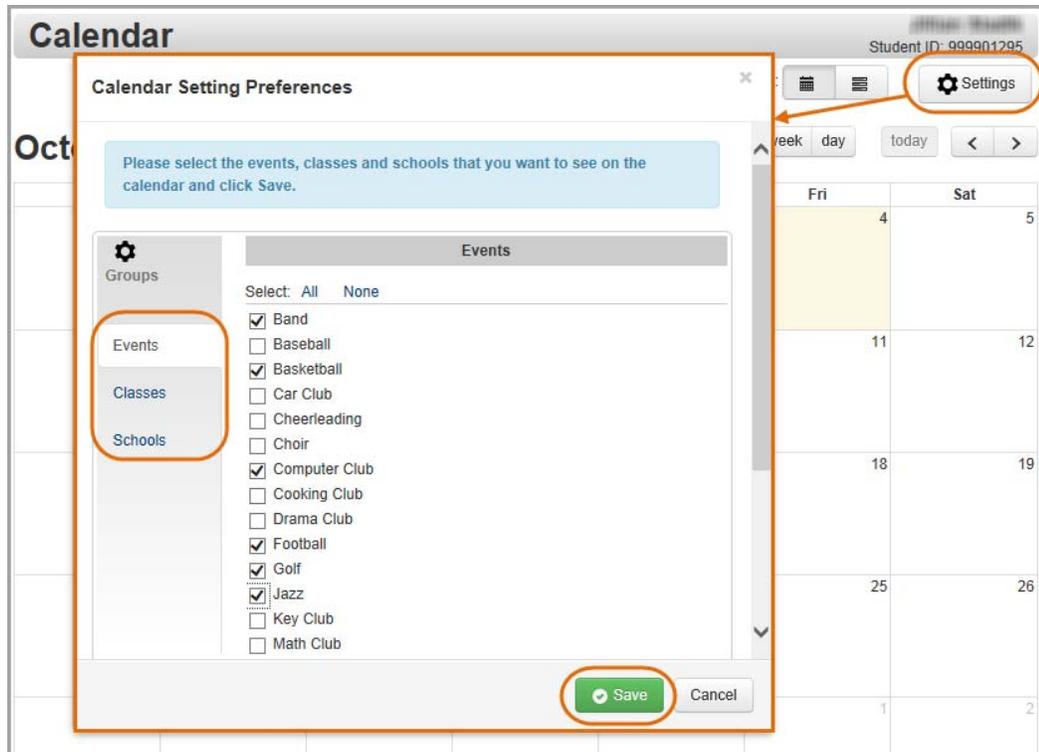
1. To see your school calendar, on the navigation bar, click **Calendar**.



Calendar Option on Navigation Bar

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

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

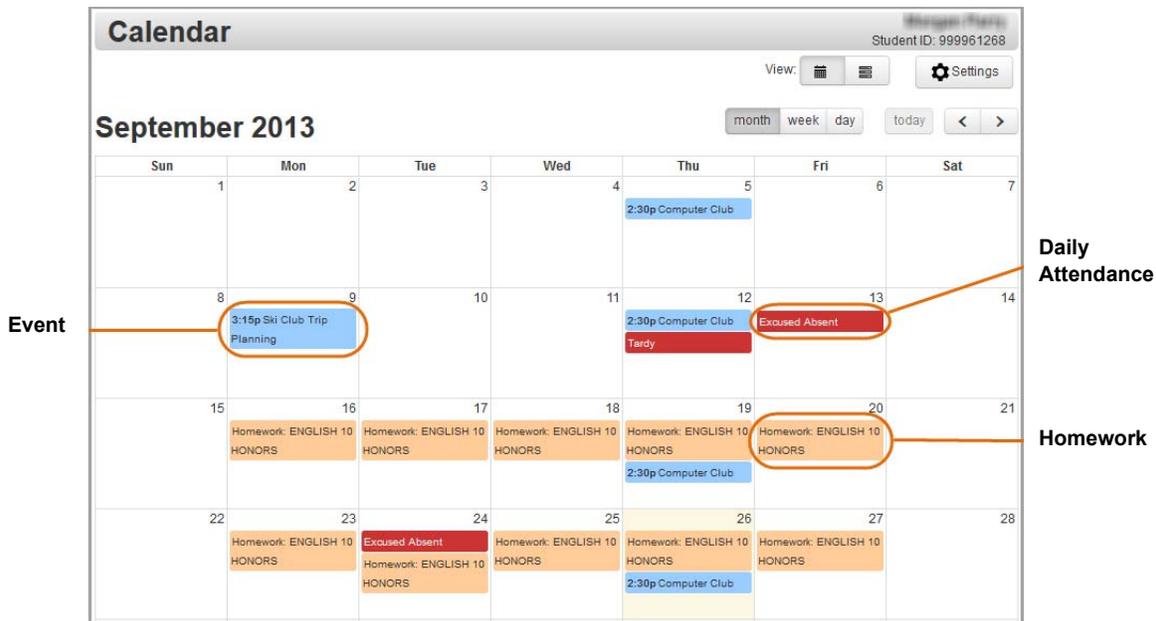


### Calendar Preferences

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

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

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



Calendar Screen

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

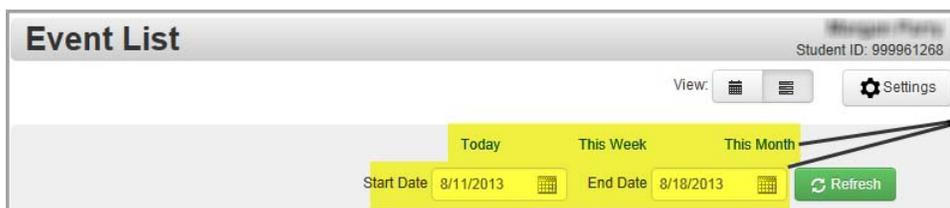
4. Optional: To view detailed information about an event, click the calendar item.
5. Optional: To view a list of events by date range, in the **View** area, click .



View List of Events

The events now display in list format.

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



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

View Event List for Another Date or Date Range

The events for the selected date or date range display.

## View Class Information

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

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



**Class Information  
Option on Navigation  
Bar**

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

 A screenshot of the "Class Information" screen. At the top right, it says "Morgan Parry" and "Student ID: 999961268". Below the header is a section titled "Click on a class". There are five class cards:
 

- ENGLISH 10 HONORS**: Teacher: Arcadia Jones, Email: hindsg@example.com, Room: Updated: 07/01. Includes a "NEWS" icon.
- GEOMETRY HONORS**: Teacher: Arcadia Jones, Email: hindsg@example.com, Room: Updated: 07/01. Includes a "NEWS" icon. This card is highlighted with a red oval.
- BIOLOGY HONORS**: Teacher: Arcadia Jones, Email: hindsg@example.com, Room: Updated: 07/01. Includes a "NEWS" icon.
- UNITED STATES HISTORY AP**: Teacher: Arcadia Jones, Email: hindsg@example.com, Room: Updated: 07/01. Includes a "NEWS" icon.
- BROADCASTING**: Teacher: Not provided, Room: Updated: 05/20. Includes an "A+" icon.

**Class Information Screen**

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

### Class Information

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

GEOMETRY HONORS Section: 2  
Room:  
Period: 2

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

classroom



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

**Meet Your Teacher**  
Arcadia Jones  
hindsq@example.com

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

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

**View Class Information**

# Account Management

ProgressBook provides several options for you to manage your account.

- To manage the alerts you receive, see “[Subscribe to Alerts.](#)”
- To update your profile, see “[Update Your Profile.](#)”
- To change your password, see “[Change Your Password.](#)”

---

## Subscribe to Alerts

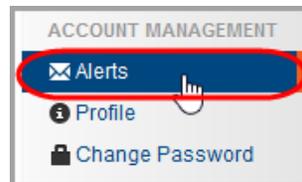
To view a video of this procedure, go to:

<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**.



**Alerts Option on  
Navigation Bar**

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

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

3. Optional: To change alert email addresses, do the following:
  - Click **Add New Email**.
  - Enter the email address.
  - Next to the address you want to delete, click **Delete**.
4. Click **Update**.

### Alerts

#### Alert Settings

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

Name	Alert Type	
Brett	<input checked="" type="checkbox"/> Missing Assignments <input checked="" type="checkbox"/> Low Assignment Marks	<input type="button" value="Set Low Mark Settings"/>

#### Alert Emails

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

bretts@example.com

### Alert Settings

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

### Alert Settings

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

Name	Alert Type	
Brett	<input checked="" type="checkbox"/> Missing Assignments <input checked="" type="checkbox"/> Low Assignment Marks	<input type="button" value="Set Low Mark Settings"/>

### Set Low Mark Settings

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

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

6. Click **Update**.

## Alerts

Home > Alerts > Low Mark Alert Settings

### Low Mark Alert Settings

Send alerts for marks equal to or less than:

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

✔ Update
Cancel

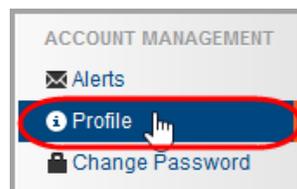
**Low Mark Alert Settings**

## Update Your Profile

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

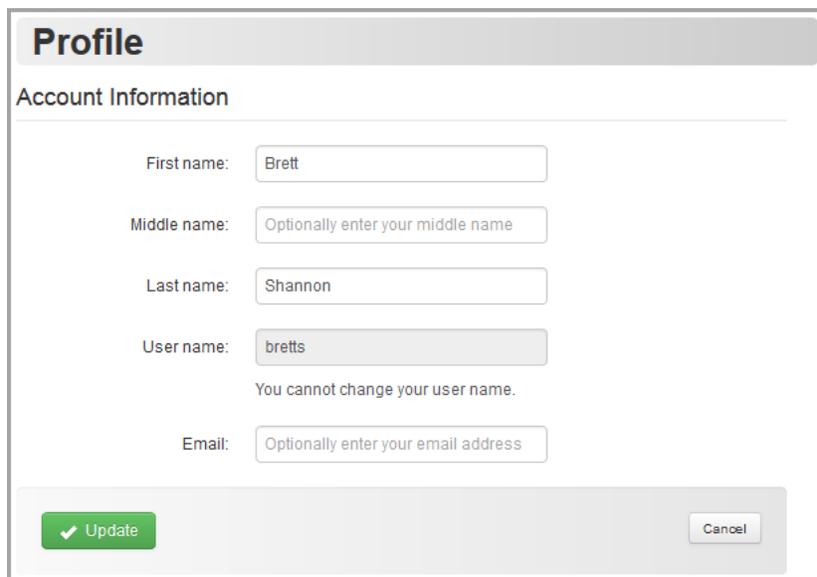
**Note:** When you update your profile, the changes you make to your account information only affect your ProgressBook account. To update the school's official records, please contact the school office.

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



**Profile Option on  
Navigation Bar**

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



The screenshot shows a 'Profile' form with the following fields and values:

- First name: Brett
- Middle name: Optionally enter your middle name
- Last name: Shannon
- User name: brets (with a note: 'You cannot change your user name.') (This field is disabled)
- Email: Optionally enter your email address

At the bottom of the form are two buttons: a green 'Update' button with a checkmark icon and a grey 'Cancel' button.

**Update Profile**

---

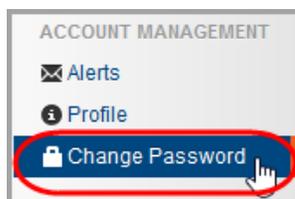
## Change Your Password

To view a video of this procedure, go to:

<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**.



**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**.



The screenshot shows a web form titled "Change Password" with the subtitle "Change your current password". It contains three input fields: "Current Password", "New Password", and "Re-enter New Password". Each field is filled with seven dots. The "Re-enter New Password" field has a small eye icon on the right side. At the bottom left, there is a green "Update" button with a circular arrow icon, which is highlighted with a yellow circle. At the bottom right, there is a grey "Cancel" button.

**Change Your Password**

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# Appendix: Parent Information

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

- To create your ProgressBook account for yourself, see [“Create Parent Account.”](#)
- To add a child to your account, see [“Add a Child to Your Account.”](#)
- To 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.”](#)

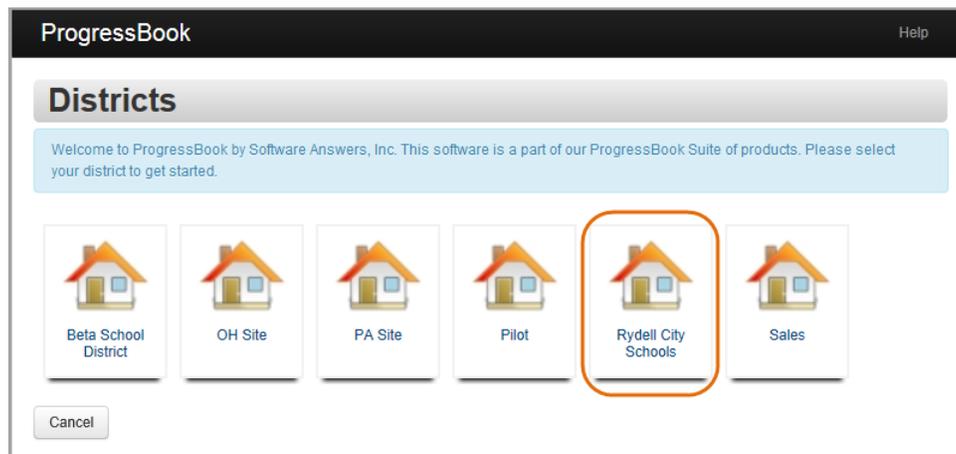
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## Create Parent Account

To view a video of this procedure, go to:

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

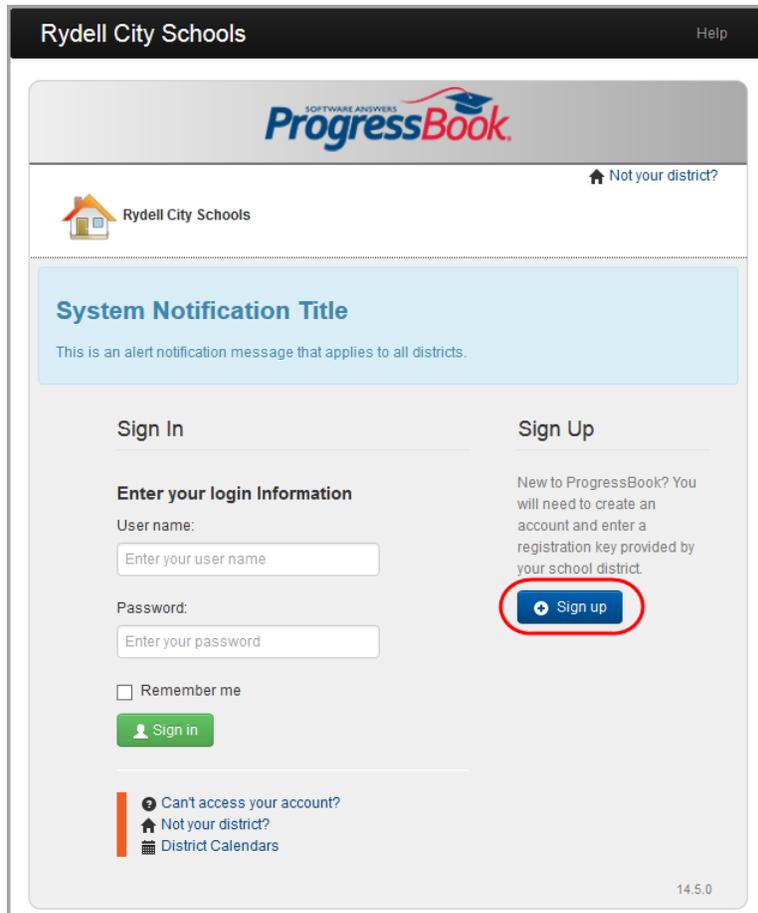
1. In a web browser, enter the URL provided by your child’s school or district.
2. On the **Districts** screen, select your child’s school district. The system will remember your selection the next time you log in on the same machine.



**Select District**

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

**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**

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

**Rydell City Schools** Help

## Sign Up

Select the type of account you would like to create:

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

[+ Link student](#)

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

[+ I am a parent](#)

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

[+ I am a student](#)

[Cancel](#)

### Create a Parent Account

- Under **Your Contact Information**, enter the following:
  - First Name**
  - Last Name**
  - Email**
  - Re-enter Email**
- 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
- Under **Link Students to Account**, enter the following:
  - Registration Key** – Provided on the registration letter from the school or district (not case sensitive)  
*Note: The registration key to create a parent account begins with “PA.”*
  - First Name** – Must exactly match the name on the registration letter from the school or district

- **Last Name** – Must exactly match the name on the registration letter from the school or district
  - **Date of Birth**
8. Optional: If you have a registration key to enter for another child, click **Link another student to account**, and perform [step 7](#) again.

***Note:** If you have not received registration keys for all of your children, you can add children to your account at a later time. See [“Add a Child to Your Account.”](#)*

9. Click **Register**.

Rydell City Schools
Help

Sign Up

Create a parent account

**1** Your Contact Information

First Name:

Last Name:

Email address will only be used for password reset requests.

Email:

Re-enter Email:

**2** Account Details

User name:  ✓ User name is available

Password:  ✓ Password is acceptable

Re-enter Password:  ✓ Passwords match

**3** Link Students to Account

Student 1

Registration Key:  ✓ Key format is valid

First Name:

Last Name:

Date of Birth:

Tasks:

+ Register
Cancel

### Sign Up – Create a Parent Account

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

## Add a Child to Your Account

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.”*

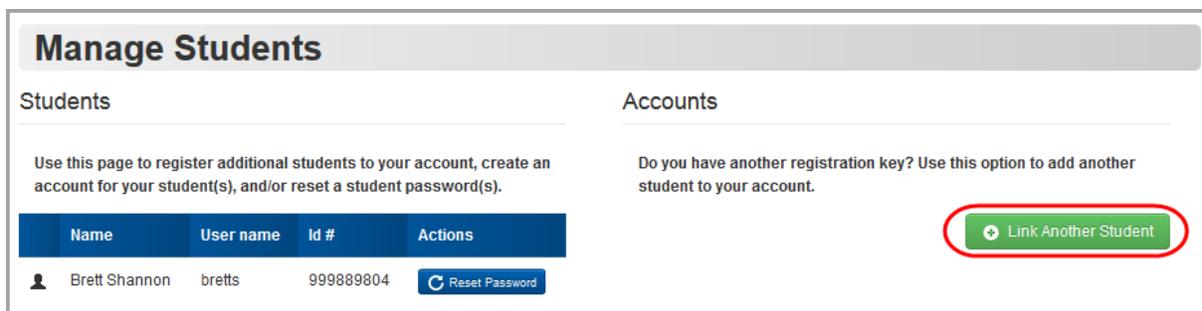
### Add a Child - Signed In

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



**Manage Students  
Option on Navigation  
Bar**

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



**Link Another Student**

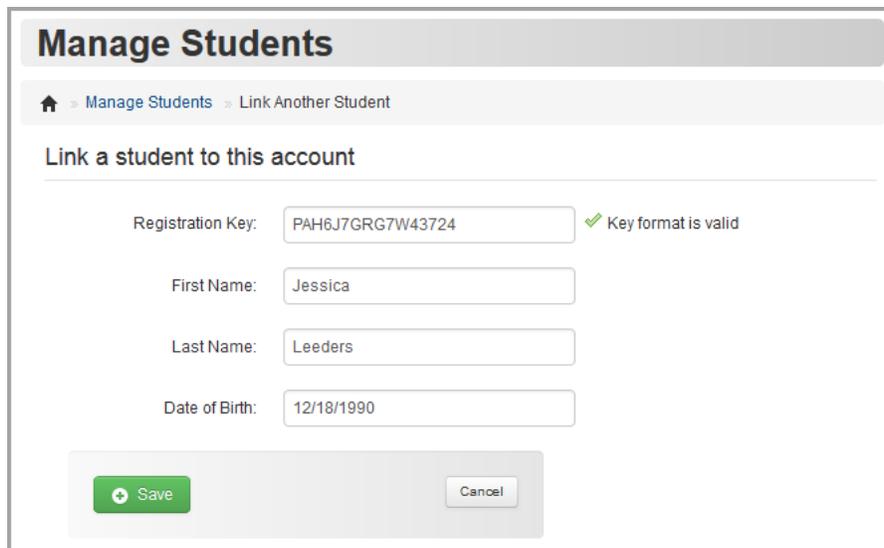
3. Enter the following:

- **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**.



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

**Link Student to Account**

## Add a Child - Not Signed In

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

The screenshot shows the ProgressBook login interface for Rydell City Schools. At the top, there is a header with the school name and a 'Help' link. Below this is the ProgressBook logo and a 'Not your district?' link. A system notification banner is present. The main content area is split into two columns: 'Sign In' and 'Sign Up'. The 'Sign In' column contains fields for 'User name' and 'Password', a 'Remember me' checkbox, and a green 'Sign in' button. The 'Sign Up' column contains a text block explaining that new users need to create an account with a registration key, and a blue 'Sign up' button which is circled in red. At the bottom left, there are links for 'Can't access your account?', 'Not your district?', and 'District Calendars'. The version number '14.5.0' is in the bottom right corner.

### Sign Up to Add a Student

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

Rydell City Schools

## Sign Up

Select the type of account you would like to create:

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

[Link student](#)

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

[I am a parent](#)

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

[I am a student](#)

[Cancel](#)

### Link Student Button

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

3. Sign in to your account.

Rydell City Schools Help

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

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

**ProgressBook**  
SOFTWARE ANSWERS

## Sign In

**Enter your login Information**

User name:

Password:

Remember me

[Sign in](#)

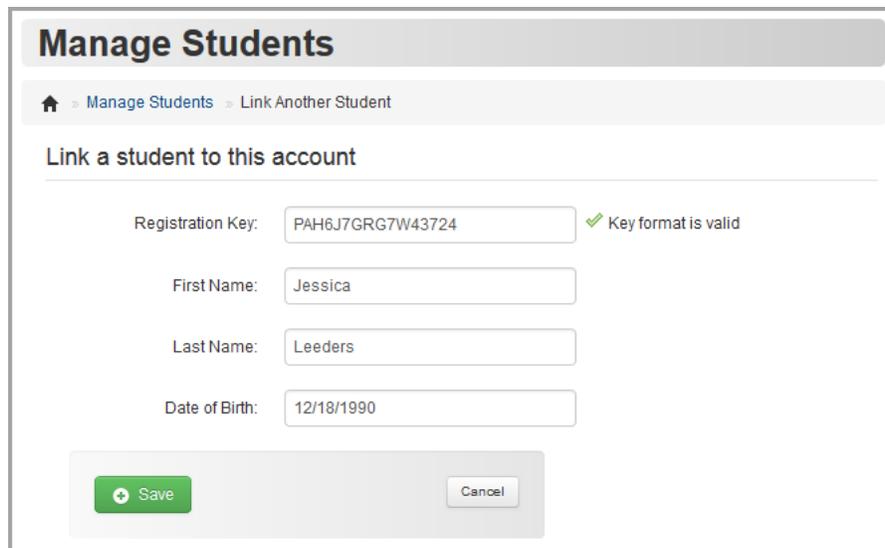
[Can't access your account?](#)  
[Not your district?](#)

### Sign In to Add a Student

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**.



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

**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

**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
Brett Shannon	bretts	999889804	
Jessica Leeders		999920611	

**Accounts**

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

[+ Link Another Student](#)

**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)

- **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**.

The screenshot shows a web interface for creating a student account. The title is "Manage Students" and the sub-header is "Create Student Account For Jessica". The form contains the following fields and validation messages:

- User name: jleeders ✓ User name is available
- Password: [masked] ✓ Password is acceptable
- Re-enter Password: [masked] ✓ Passwords match
- Email: jleeders@example.com
- Re-enter Email: jleeders@example.com

At the bottom of the form, there are two buttons: a green "Create" button and a grey "Cancel" button.

**Create Student Account**

## Reset Your Child's Password

To view a video of this procedure, go to:

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

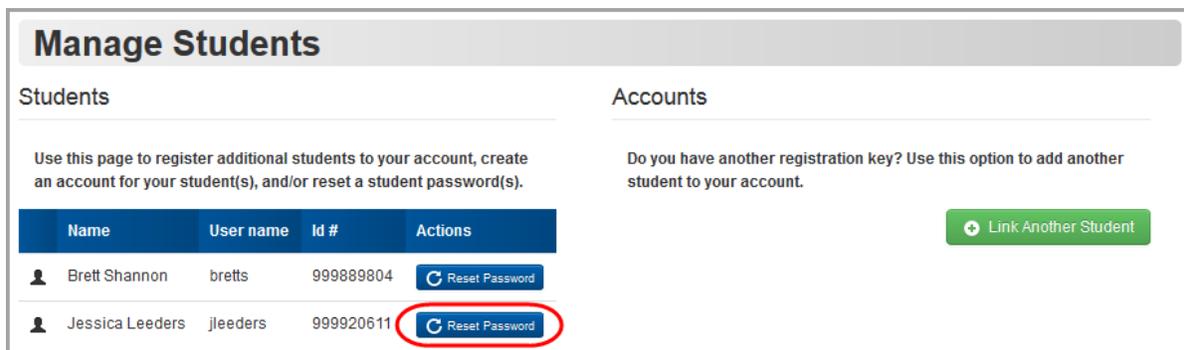
If your child forgets his or her password and does not have an email address tied to his or her student account, you or the teacher can reset your child's password.

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



### Manage Students Option on Navigation Bar

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



### Reset Child's Password

- 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.

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

 A screenshot of the "Manage Students" interface showing the "Reset Password for Jessica Leeders" form. The breadcrumb trail is "Home > Manage Students > Reset Student Password". The form has two input fields: "New Password" and "Re-enter New Password", both filled with dots. To the right of each field is a green checkmark and the text "Password is acceptable" and "Passwords match" respectively. At the bottom, there is a green "Update" button with a checkmark and a grey "Cancel" button.

### Enter New Password for Your Child

## 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.

The screenshot shows the ProgressBook Home Screen for Rydell City Schools. The user is logged in as Brett Shannon (Student ID: 999889804). The main content area is divided into several sections:

- Today's Comments:** A comment for ALGEBRA 2: "Thank you for helping the other students with this week's assignments!"
- Grades:** A table showing grades for the 4th Quarter.
 

Course	Grade	YTD Grade	As Of
ALGEBRA 2	100.75 A+	92.98 A	May 11
BIOLOGY HONORS	85.14 B	96.09 A	May 16
CREATIVE WRITING	98.00 A+	92.50 A	May 9
ENGLISH 9 HONORS	96.00 A	95.97 A	May 9
GERMAN 2	92.50 A	97.92 A+	May 16
HEALTH	92.26 A-	99.17 A+	May 16
WORLD HISTORY	98.67 A+	90.84 A-	May 9
- Homework:** A table showing homework due today or next 2 days.
 

Course	Count
ALGEBRA 2	1
BIOLOGY HONORS	1
- Grade Details:** A table showing items due in the past 2 days.
 

ALGEBRA 2		
Date	Assignment	Mark
May 29	Page 364 - ALL	20/20
BIOLOGY HONORS		
Date	Assignment	Mark
May 28	Chapter 15	15/15
- Daily Attendance:** A table showing attendance totals for the year.
 

Attendance totals for the year	
Excused	1
Unexcused Absence	3
Excused Absent	4
Tardy	3

The footer of the screen shows two student avatars: Brett Shannon and Jessica Leaders. A red box highlights these avatars, with a line pointing to the text below.

Click a different student to view information for that student.

### Home Screen

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

- [“Today's Comments”](#)
- [“Grades”](#)
- [“Grade Details”](#)
- [“Homework”](#)
- [“Daily Attendance”](#)

## Today's Comments

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



**Today's Comments on Home Screen**

## Grades

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

The screenshot shows a 'Grades' pane with a blue header and a 'details' link. Below the header, it says 'Grades for 4TH QUARTER'. The table below lists courses, their current grades, year-to-date (YTD) grades, and the date the grades were last updated.

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

At the bottom of the pane, there is a link that says 'View all grades' with a magnifying glass icon.

**Grades Pane on Home Screen**

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

## Grade Details

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

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

**Grades Details Pane on Home Screen**

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

## Homework

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

Homework		details
Homework due today or next 2 days		
Course		
ALGEBRA 2	1	
BIOLOGY HONORS	1	
<a href="#">View all homework</a>		

**Homework Pane on Home Screen**

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

## Daily Attendance

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



Attendance totals for the year	
Excused	1
Unexcused Absence	3
Excused Absent	4
Tardy	3

[View all attendance](#)

**Daily Attendance Pane on Home Screen**

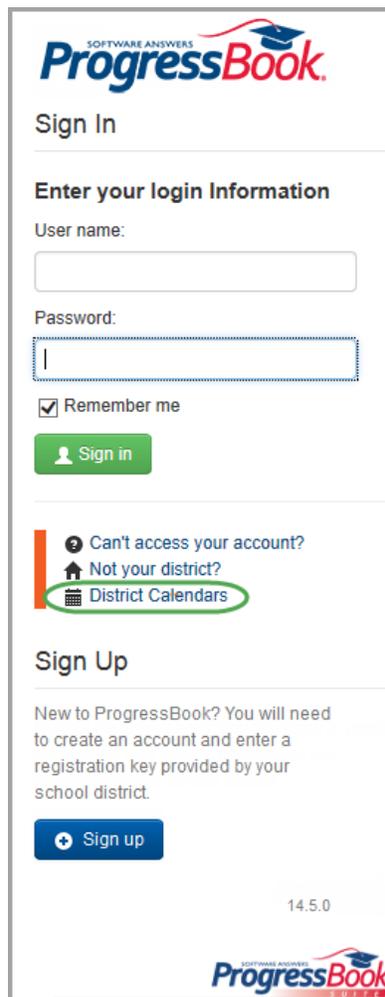
To view additional attendance details, click **details** or **View all attendance**. (For more information about attendance, see [“View Attendance.”](#))

## View Public Calendar

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

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

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



The screenshot shows the ProgressBook Sign In page. At the top is the ProgressBook logo with the tagline 'SOFTWARE ANSWERS'. Below the logo is the 'Sign In' heading. Underneath is the section 'Enter your login information' which includes a 'User name:' field, a 'Password:' field, and a checked 'Remember me' checkbox. A green 'Sign in' button is located below these fields. Below the sign in button are three links: 'Can't access your account?' with a question mark icon, 'Not your district?' with a house icon, and 'District Calendars' with a calendar icon. The 'District Calendars' link is circled in green. Below the links is the 'Sign Up' section, which includes a blue 'Sign up' button. At the bottom right of the page, the version number '14.5.0' is displayed, and the ProgressBook logo is repeated at the very bottom.

**District Calendars Link**

The public calendar displays.

**Rydell City Schools** Help

**Calendar**

[Sign into ProgressBook](#) View:

**September 2014** month week day today < >

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

**Public Calendar**

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

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