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*Parent Access Web Site 3.1.2  
User Guide for Parents*



January 2007

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## **Parent Access Web Site 3.1.2 User Guide for Parents**

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## Welcome to Parent Access Web Site

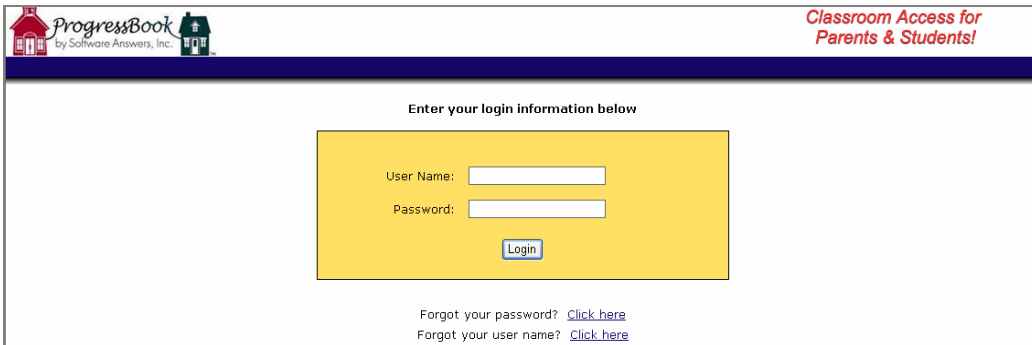
ProgressBook is a classroom management solution that integrates grade book, lesson plan development, attendance, special education, and parent communication into one comprehensive, web-based system. ProgressBook provides a user-friendly interface for teachers and school administrators to track and maintain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


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

### Log in to Parent Access Web Site

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

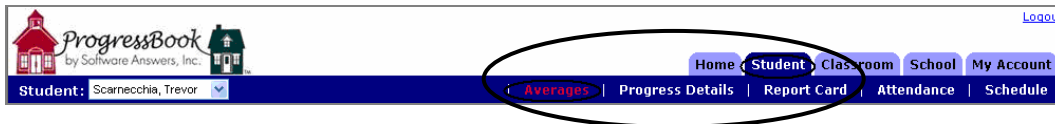
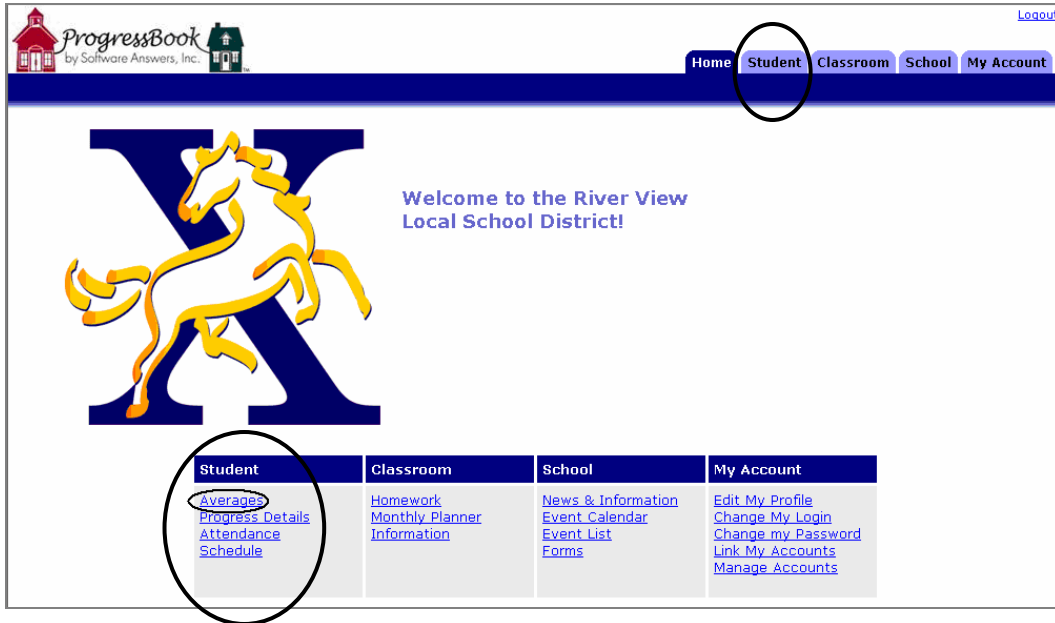
1. On the login screen, type your **user name** in the User Name field.
2. Type your **password** in the Password field.
3. Click **Login**.



 *If you lose your user name or password and have already entered your email address in the Parent Access Web Site, you can request that your login information be sent to you. If you have not entered your email address in the Parent Access Web Site, you must contact your child's school and request your login information.*

## Navigate Parent Access Web Site

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



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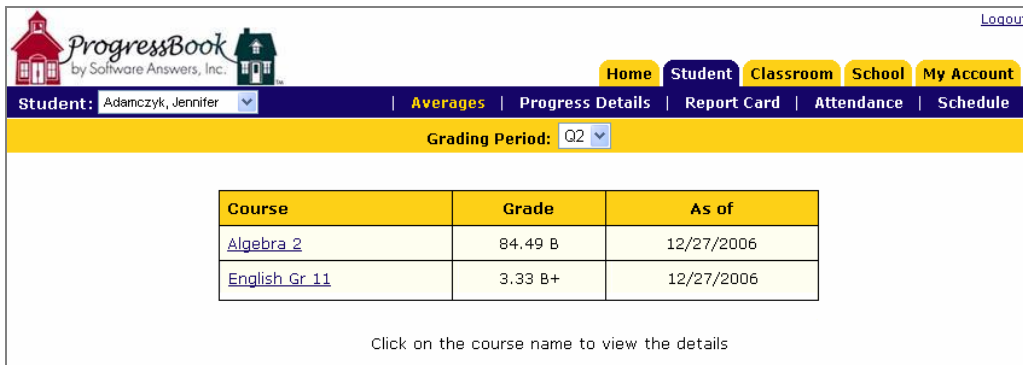
## Student

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

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

## Averages

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



ProgressBook  
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Logout

Home Student Classroom School My Account

Student: Adamczyk, Jennifer

Averages | Progress Details | Report Card | Attendance | Schedule

Grading Period: Q2

| Course                        | Grade   | As of      |
|-------------------------------|---------|------------|
| <a href="#">Algebra 2</a>     | 84.49 B | 12/27/2006 |
| <a href="#">English Gr 11</a> | 3.33 B+ | 12/27/2006 |

Click on the course name to view the details

## Progress Details

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

Student

ProgressBook  
by Software Answers, Inc.

Logout

Home Student Classroom School My Account

Student: Slatas, Tiffany | Averages | Progress Details | Report Card | Attendance | Schedule

Grading Period: Q2 Course: Algebra 2

Average: 89.39 B+

| Date       | Assignment              | Weight | Mark  | Comments |
|------------|-------------------------|--------|-------|----------|
| 11/13/2006 | Page 201 - odd problems | 1      | 8/10  |          |
| 11/17/2006 | Chapter 4 Worksheet     | 1      | 25/25 |          |
| 11/27/2006 | Chapter 4 Quiz          | 1      | 46/50 |          |
| 12/11/2006 | Page 210 - odd problems | 1      | 8/10  |          |
| 12/11/2006 | Chapter 5 Quiz          | 1      | 37/50 |          |
| 12/14/2006 | Chapter 5 Worksheet     | 1      | 19/25 |          |
| 12/18/2006 | Chapter 4 & 5 Quiz      | 1      | 73/75 |          |
| 12/18/2006 | Chapter 5 Extra Credit  | 1      | 3/0   |          |

| Date       | Comments                      |
|------------|-------------------------------|
| 1/5/2007   | Excellent class participation |
| 12/29/2006 | Talked during the whole class |
| 11/24/2006 | Excellent class participation |
| 11/17/2006 | Talked during the whole class |

| Date       | Class Attendance |
|------------|------------------|
| 12/22/2006 | Tardy            |
| 12/19/2006 | Excused Absent   |
| 11/16/2006 | Tardy            |

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

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

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

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

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

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

## Report Card

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

| Class         | Assessment              | Q1  | Q2  | EX2 | FIN2 | Q3  | Q4  | EX4 | FIN4 |
|---------------|-------------------------|-----|-----|-----|------|-----|-----|-----|------|
| Algebra 2     | <a href="#">Grade</a>   | B   | B+  | B-  | B    | A-  | B+  |     |      |
|               | <a href="#">Effort</a>  | 2   | 2   |     |      | 2   | 2   |     |      |
|               | <a href="#">Comment</a> | 061 | 061 |     |      | 061 | 061 |     |      |
| English Gr 11 | <a href="#">Grade</a>   | A-  | A+  | A   | A-   | A-  | A   |     |      |
|               | <a href="#">Effort</a>  | 2   | 1   |     |      | 1   | 1   |     |      |
|               | <a href="#">Comment</a> | 067 | 070 |     |      | 070 | 070 |     |      |

## Attendance

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

| Date       | Absence Type   | Absence Reason |
|------------|----------------|----------------|
| 10/27/2006 | Excused Absent |                |

## Schedule

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

| Course        | Section | Teacher Name   | Room | Time |
|---------------|---------|--|------|------|
| Algebra 2     | 01      | Mrs. J. Teacher1<br><a href="mailto:jcline@bentonisd.edu">jcline@bentonisd.edu</a> |      |      |
| English Gr 11 | 01      | Mrs. J. Teacher1<br><a href="mailto:jcline@bentonisd.edu">jcline@bentonisd.edu</a> |      |      |

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## Classroom

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

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

## Homework

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

The screenshot shows the ProgressBook website interface. At the top left is the logo for ProgressBook by Software Answers, Inc. with a house icon. To the right is a 'Logout' link. Below the logo is a navigation bar with tabs for Home, Student, Classroom, School, and My Account. The 'Classroom' tab is selected. Below the navigation bar, the student name 'Adamczyk, Jennifer' is displayed. To the right of the student name are links for Homework, Monthly Planner, and Information. Below these links is a search bar for homework assignments, with the text 'Show all homework for: 06/01/2006 to 06/01/2006' and a 'Search' button. The main content area displays two homework assignments:

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

## Monthly Planner

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

The screenshot shows the ProgressBook interface for a student named Scarnecchia, Trevor. The main content is a calendar for April 2006. The calendar grid is as follows:

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

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

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

### Add School Events

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

## Information

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

The screenshot shows the ProgressBook Classroom interface. At the top left is the ProgressBook logo with the text "by Software Answers, Inc.". To the right are navigation tabs: Home, Student, Classroom (selected), School, and My Account. Below these is a student dropdown menu showing "Student: Adamczyk, Jennifer" and a "Logout" link. A secondary navigation bar contains "Homework", "Monthly Planner", and "Information" (selected). The main content area has a purple header with "Grading Period: Q4" and "Course: Algebra 2". The page title is "Algebra". A welcome message reads "I am Ms. Cline. Welcome to my class!". Under "Rules:", there is a bulleted list: "Be in your seat on time", "Make sure you have your book", and "No cell phones in class". A "Websites to Visit" section lists "math.com - The World of Math Online" and "algebrahelp.com" with a description: "This is a great resource for help with your homework and playing math games too! A collection of lessons, calculators, and worksheets created to assist students and teachers of algebra." On the left side, there is a sidebar with a calculator icon and fields for "Course: Algebra 2", "Section: 01", "Room:", "Time:", "Teacher(s): Mrs. J. Teacher1", and "Last Updated:".

## School

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

ProgressBook by Software Answers, Inc. Logout

Home Student Classroom **School** My Account

News & Information | Event List | Event Calendar | Forms

### Information

- [Lunch Menu](#)
- [Parent Resources](#)
- [Hours of Operation](#)
- [Health Requirements](#)
- [Bus Routes](#)
- [Student Handbook](#)
- [Telephone & Address Directory](#)

### Links

- [No Child Left Behind Act](#)
- [Hope Foundation](#)

The Marching Band will host their 10th annual band show on Saturday, September 10th in the football stadium at 7:00 PM. Tickets are \$5.00. They will be performing several numbers from the Beatles. Other schools performing include Jackson HS, Springfield HS, Cuyohoga Falls HS, and Central Catholic HS. We hope to see you there!

**District Information**  
[Lake View Baby School](#)  
[Lake View High School](#)  
[Lake View Intermediate School](#)  
[Lake View Middle School](#)  
[Lake View Primary School](#)

**It's time for 2006-2007 registration**  
Find out how and when to register your child for kindergarten, First Step, and magnet programs for the 2006-07 school year.

**Earn a Degree in FUN!**  
Learn more and register for our Family University Network!

**ProgressBook by Software Answers, Inc.**  
ProgressBook™ is a powerful web-based application supporting the most recent K-12 standards-based educational practices. It enables educators, parents, and students to effectively collaborate for success!

**School is a Blast!**  
CHECK ME OUT!

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

ProgressBook by Software Answers, Inc. Logout

Home Student Classroom School My Account

News & Information | Event List | Event Calendar | **Forms**

### District Forms

- Official Transcript Request Form**  
Download the transcript request form, complete form, print it, then sign form authorizing the release of this information. Mail with a copy of a valid picture ID or hand-deliver with transcript fee (\$2.00 per copy requested, cash or money order) If you have any questions, please call us at (330) 555-1212.
- Parental Guide to Reading Rubrics**  
Parental Guide to Reading Rubrics by Dr DM Leaders. This is a must read for parents!
- Pay to Play Form**  
This form must be submitted with your payment in order to participate in all team sports.
- Permission Slip to participate in the Spring Musical**  
All students who wish to participate in the Spring Musical must turn in this form with a parent signature by April 12.
- TEST FORM FOR ALL SCHOOLS**  
FILL OUT IMMEDIATELY. Every student must fill one out. Do this now!

**District Information**  
[Lake View Baby School](#)  
[Lake View High School](#)  
[Lake View Intermediate School](#)  
[Lake View Middle School](#)  
[Lake View Primary School](#)

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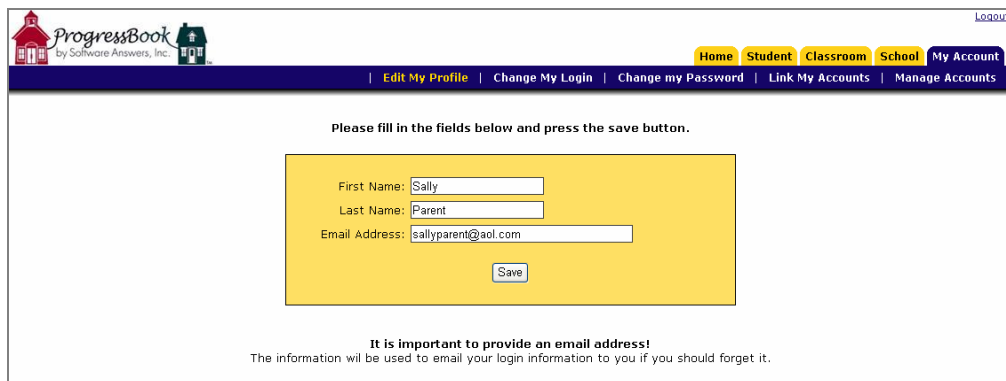
## My Account

### Profile

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

#### Edit your Profile

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



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by Software Answers, Inc.

Logout

Home Student Classroom School My Account

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

Please fill in the fields below and press the save button.

First Name: Sally

Last Name: Parent

Email Address: sallyparent@aol.com

Save

**It is important to provide an email address!**  
The information will be used to email your login information to you if you should forget it.

## Login

You may change your login name, if desired.

### Change your Login

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

The screenshot shows the ProgressBook website interface. At the top left is the logo for ProgressBook by Software Answers, Inc. On the right, there is a 'Logout' link. Below the logo is a navigation bar with tabs for Home, Student, Classroom, School, and My Account. Under the My Account tab, there are links for Edit My Profile, Change My Login (highlighted in yellow), Change my Password, Link My Accounts, and Manage Accounts. The main content area contains the text 'Please fill in the fields below and press the save button.' Below this is a yellow-bordered form with three input fields: 'Current Login Name' containing 'Sally', 'Password' containing seven asterisks, and 'New Login Name' containing 'SA'. A red asterisk is visible to the right of the 'New Login Name' field. A 'Save' button is located at the bottom of the form.

## Password

You may change your password, if desired.

### Change your Password

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

The screenshot shows the ProgressBook website interface. At the top left is the logo for ProgressBook by Software Answers, Inc. On the right, there is a 'Logout' link. Below the logo is a navigation bar with tabs for Home, Student, Classroom, School, and My Account. Under the My Account tab, there are links for Edit My Profile, Change My Login, Change my Password (highlighted in yellow), Link My Accounts, and Manage Accounts. The main content area contains the text 'Please fill in the fields below and press the save button.' Below this is a yellow-bordered form with three input fields: 'Current Password' containing seven asterisks, 'New Password' containing five asterisks, and 'Confirm Password' containing five asterisks. A 'Save' button is located at the bottom of the form.

## Accounts

### Link Accounts

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

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

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

The screenshot shows the 'Link My Accounts' form on the ProgressBook website. At the top, there is a navigation bar with 'Home', 'Student', 'Classroom', 'School', and 'My Account' tabs. Below the navigation bar, there are links for 'Edit My Profile', 'Change My Login', 'Change my Password', 'Link My Accounts', and 'Manage Accounts'. The main content area contains a yellow box with the following text: 'If you have multiple students and wish to access them from the same account complete the box below. Enter the user id and password assigned to you for the student that you would like to link.' Inside the yellow box, there are two input fields: 'Login Name:' with the value 'Parent' and 'Password:' with a masked password '\*\*\*\*\*'. Below these fields is a 'Link' button. Below the yellow box, it says 'The following students are linked to this account: Jennifer, Adelaide'.

### Manage Accounts

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

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

The student's new password displays.

The screenshot shows the 'Manage Accounts' page on the ProgressBook website. At the top, there is a navigation bar with 'Home', 'Student', 'Classroom', 'School', and 'My Account' tabs. Below the navigation bar, there are links for 'Edit My Profile', 'Change My Login', 'Change my Password', 'Link My Accounts', and 'Manage Accounts'. The main content area contains a table with the following text: 'The following students are linked to your account:'. Below this text is a table with three columns: 'Name', 'User ID', and 'Password'. The table contains two rows of data. Below the table, it says 'Adelaide's password was changed to Adelaide6897'.

| Name     | User ID         | Password  |
|----------|-----------------|---|
| Jennifer | Adamczyk1005455 | <a href="#">Click here to reset Jennifer's password</a> |
| Adelaide | NaderA009061    | <a href="#">Click here to reset Adelaide's password</a> |

Adelaide's password was changed to Adelaide6897

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