

To access ProgressBook, you will need to have an active Internet connection and have a web browser open (preferably Internet Explorer 5.0 or higher).

1. Go to [www.greatoaks.com](http://www.greatoaks.com). Click the **ProgressBook Grade Viewer** link under Quick Links on the left side of the page.

2. **ENTER USERNAME AND PASSWORD**

- **Both** the username and the password are case-sensitive. **Type them exactly** as they appear. Instructions for changing them are detailed below.
- **You will be prompted to change your username to your email address and to reset your password.**

3. **UPDATE CONTACT INFORMATION**

- Click **Edit My Profile**
- **Change** name from your **child's name to your name.**
- **Provide your email address**—if you forget your password, a new one will be sent to this email account.
- **Click Save.**

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

First Name:

Last Name:

Email Address:

4. **CHANGE PASSWORD**

- Click the **Change Your Password** link on the left side of the window.
- **Type** the **original password** provided to you in the **Current Password** box.
- **Type** the **new password** in the **New Password** box.
- **Retype** the **new password** in the **Confirm Password** box.
- **Click Save.**

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

Current Password:


New Password:

Confirm Password:

6. **MANAGE ALERTS**

You can choose to receive alerts if your child has a missing assignment or low assignment mark.

- Click the **My Account** tab and the **Manage Alerts** link.
- **Check** the **boxes** that you want activated.
- **Enter** the **email address(es)** where the alert should be sent.
- **Click Save.**

 **Kevin** [Change Settings](#)

Missing Assignments  
 Low Assignment Marks

Enter the email addresses that should receive the alerts

Email 1:

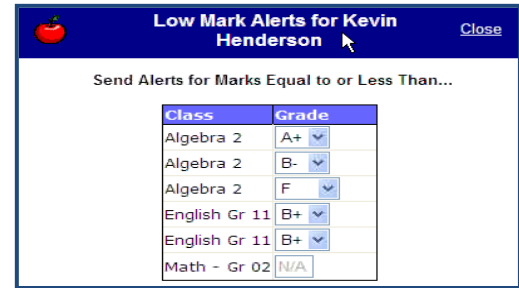
Email 2:

Email 3:

Email 4:

# ProgressBook Parent Access Instructions

- Click [Change Settings](#)
- Enter the **mark threshold** for which you want to start receiving email notifications.



## 7. LINK ALL CHILDREN TO ONE ACCOUNT

If you have more than one child enrolled at Great Oaks, you can link them all to one account.

Click on the **Link Additional Children to this Account** link along the left side of the window.

Enter the other child's parent **Login Name** and **Password**.

Click the **Link** button.



## 8. VIEW ATTENDANCE, ASSIGNMENTS, AND GRADES

You can view your child's attendance history, homework assignments, and progress report by clicking on the appropriate tabs on the top right of the window.

## 9. LOGOUT

When you are finished using ProgressBook, **click the Logout tab** on the top right of the window. You can then close the window normally.