
ProgressBook User Guide



ProgressBook User Guide

(This document is current for v16.0.0 or later.)

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Change Log

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

| Product Version | Heading | Page | Reason |
|-----------------|--|------|---|
| 16.0.0 | <i>“Complete Online Activities”</i> | 34 | Added note and screen shot indicating that matching questions with long response choices require you to click Choose before selecting a response. Updated Activity Details screen shot to include instructions. Added optional step and updated screen shots to show new Question Menu . |
| 16.0.0 | <i>“Participate in Online Discussions”</i> | 40 | Removed optional step for using rich text editor. Updated screen shots to reflect removal of rich text editor option. Updated Activity Details screen shot to include instructions. |
| 16.0.0 | <i>“Redo Activities”</i> | 45 | Added note about using Question Menu for redo questions. |
| 16.0.0 | <i>“View Your Child’s Profile”</i> | 94 | Added note to explain icon for life-threatening medical issues and critical custody issues, and added icon to Student Profile screen shot. Updated Student Profile screen shot to reflect addition of expiration notices on some student notes. |
| 16.0.0 | Entire Guide | N/A | Updated navigation bar screen shots to reflect new user interface. |
| 15.3.0 | <i>“Student Information”</i> | 15 | Updated navigation bar screen shots to reflect addition of Resources link. |
| 15.3.0 | <i>“View Online Activities”</i> | 32 | Updated screen shots with View Resources link. |
| 15.3.0 | <i>“Complete Online Activities”</i> | 34 | Added note about possible immediate feedback on certain questions in online activities. |
| 15.3.0 | <i>“Participate in Online Discussions”</i> | 40 | Revised note and updated Activity Details screen shot for Discussions to reflect addition of post and reply point values. |
| 15.3.0 | <i>“Access Resources”</i> | 48 | Added section. |
| 15.1.0 | <i>“View Your Child’s Profile”</i> | 94 | Added information about student notes. Updated screen shot to display Notes in the Student Profile . |

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Table of Contents

| | |
|--|-----------|
| Change Log | i |
| Welcome to ProgressBook | 1 |
| Create Account..... | 1 |
| Access ProgressBook..... | 5 |
| Sign In to ProgressBook | 5 |
| What To Do If Your Account Is Locked | 7 |
| Retrieve Forgotten User Name | 8 |
| Reset Your Password..... | 9 |
| Navigate ProgressBook | 12 |
| Use Online Help | 13 |
| Sign Out of ProgressBook..... | 13 |
| Student Information | 15 |
| View Assignments..... | 15 |
| View Dashboard..... | 20 |
| Today's Comments..... | 20 |
| Grades | 21 |
| Grade Details | 21 |
| Homework..... | 22 |
| Daily Attendance | 22 |
| View Grades..... | 23 |
| Understand Your Grades..... | 27 |
| Access Online Activities | 31 |
| View Online Activities | 32 |
| Complete Online Activities | 34 |
| Participate in Online Discussions..... | 40 |
| View Activity Grades..... | 43 |
| Redo Activities..... | 45 |
| Access Resources | 48 |
| View Class Schedule | 49 |
| View Report Card..... | 52 |
| View Current Report Card..... | 52 |
| Understand Your Report Card..... | 54 |

| | |
|---|-----------|
| View or Print Current PDF Report Card | 55 |
| View Previous Report Cards | 56 |
| View Attendance | 57 |
| Request Courses | 60 |
| School Information | 63 |
| View School News | 63 |
| View School Calendar..... | 64 |
| View Class Information | 67 |
| Account Management | 69 |
| Subscribe to Alerts | 69 |
| Update Your Account Information | 71 |
| Change Your Password | 72 |
| Appendix: Parent Information | 75 |
| Create Parent Account..... | 75 |
| Add a Child to Your Account | 80 |
| Add a Child - Signed In | 80 |
| Add a Child - Not Signed In | 82 |
| Reorder Children..... | 84 |
| Create Student Account..... | 87 |
| Reset Your Child's Password | 89 |
| View or Edit Student Contacts | 91 |
| View Your Child's Profile | 94 |
| Understand the Home Screen | 95 |
| Today's Comments..... | 96 |
| Grades | 96 |
| Grade Details | 97 |
| Homework..... | 97 |
| Daily Attendance | 98 |
| View Public Calendar..... | 99 |

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.](#)”

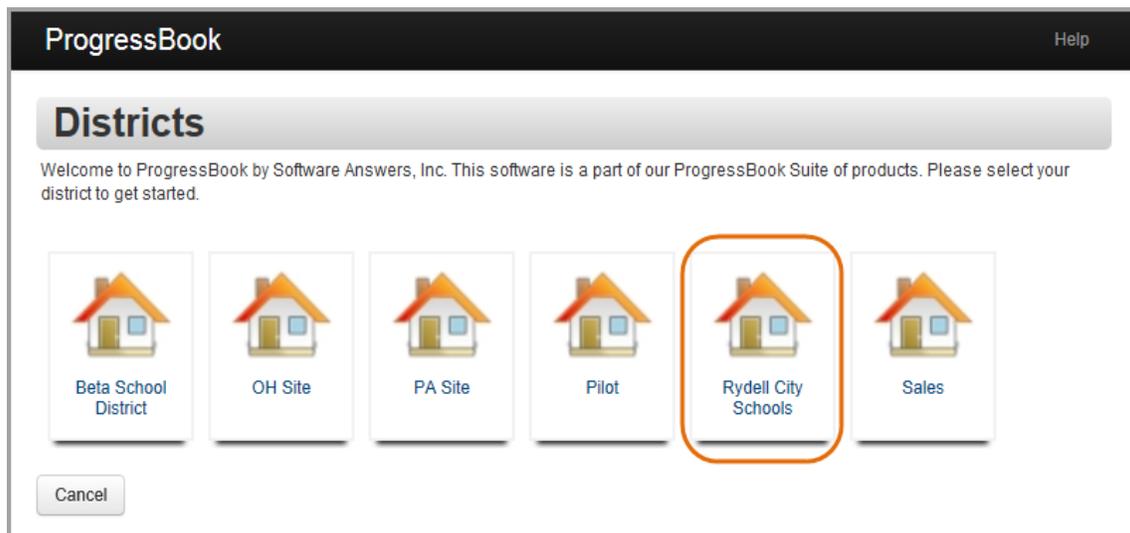
Create Account

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.



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

The screenshot shows the ProgressBook user interface. At the top is the logo "SOFTWARE ANSWERS ProgressBook" with a graduation cap icon. Below the logo is the "Sign In" section, which includes a horizontal line, the heading "Sign In", and the instruction "Enter your login Information". There are two input fields: "User name" and "Password". Below these is a checkbox labeled "Remember me". A green "Sign in" button with a person icon is next to a link that says "Forgot your user name or Password?". Below the sign-in section is a horizontal line, followed by the text "Create an account • Switch District" and a calendar icon with the text "District Calendars". The "Sign Up" section follows, with a horizontal line, the heading "Sign Up", and the text "New to ProgressBook? You will need to create an account and enter a registration key provided by your school district." A blue "Sign up" button with a plus icon is circled in red. At the bottom right, the version number "15.0.0" and the ProgressBook logo are visible.

4. 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

5. 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.

6. 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) or your email address
- **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 sub-header '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 these 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 four fields has a green checkmark icon and a validation message to its right: '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 with a plus icon, followed by the text 'or' and a grey 'Cancel' button.

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 **Switch District**.

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ProgressBook

Sign In

Enter your login information

User name

Password

Remember me

 Sign in

Forgot your user name or Password?

Create an account · **Switch District**

 District Calendars

Sign Up

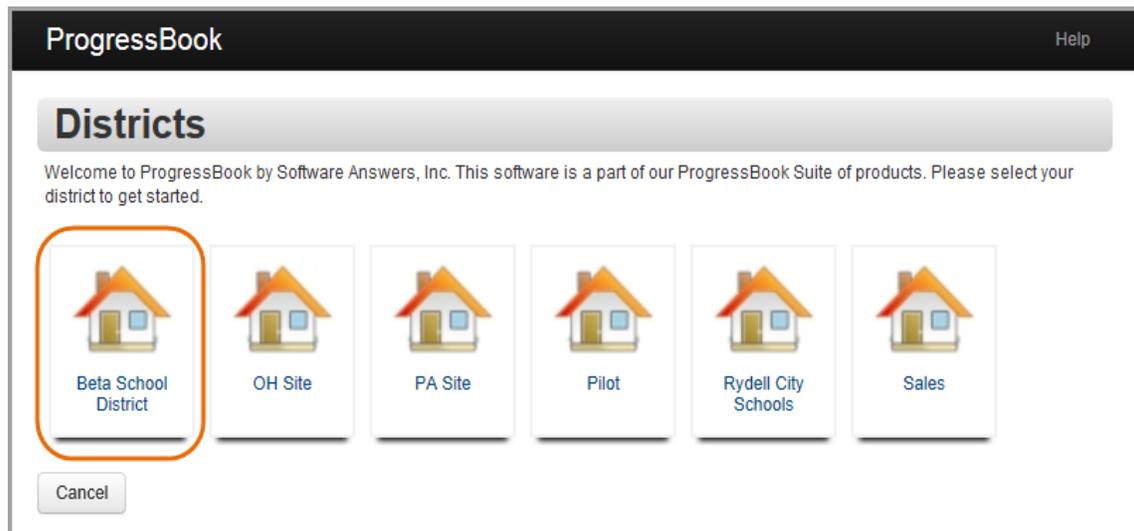
New to ProgressBook? You will need to create an account and enter a registration key provided by your school district.

 Sign up

15.0.0

SOFTWARE ANSWERS
ProgressBook

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



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

SOFTWARE ANSWERS
ProgressBook

Sign In

Enter your login Information

jasons

.....

Remember me

Sign in Forgot your user name or Password?

[Create an account](#) • [Switch District](#)

[District Calendars](#)

Sign Up

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

Sign up

15.0.0

SOFTWARE ANSWERS
ProgressBook

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.

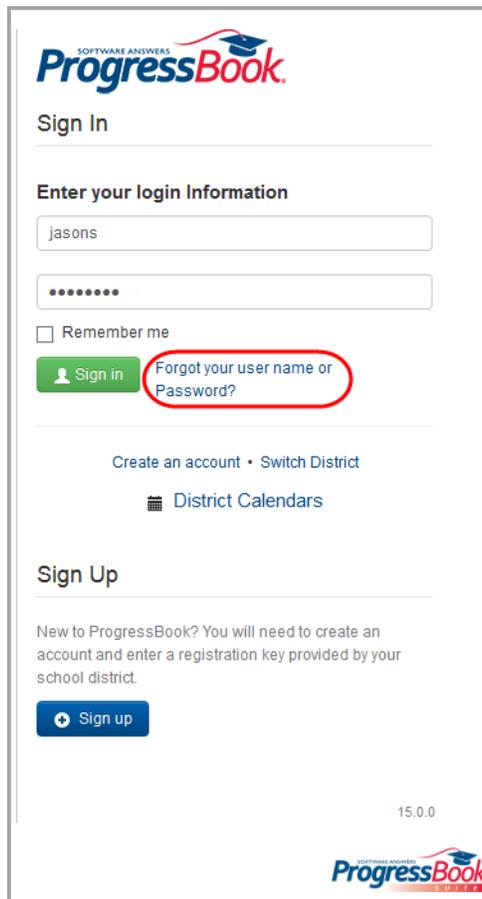
Retrieve Forgotten User Name

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 **Forgot your username or Password?**.



SOFTWARE ANSWERS
ProgressBook

Sign In

Enter your login information

jasons

.....

Remember me

Sign in

Forgot your user name or Password?

Create an account • Switch District

District Calendars

Sign Up

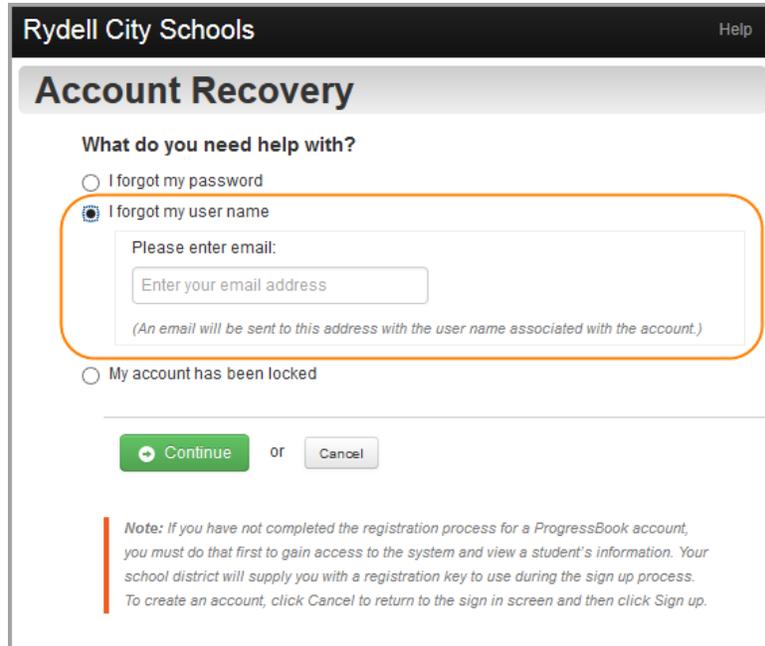
New to ProgressBook? You will need to create an account and enter a registration key provided by your school district.

Sign up

15.0.0

SOFTWARE ANSWERS
ProgressBook

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.



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 **Forgot your username or Password?**

SOFTWARE ANSWERS
ProgressBook

Sign In

Enter your login Information

jasons

.....

Remember me

 [Forgot your user name or Password?](#)

[Create an account](#) • [Switch District](#)

 [District Calendars](#)

Sign Up

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



15.0.0

ProgressBook

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

What do you need help with?

I 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

or

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.

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.

6. On the **Password Reset** screen, in the **New Password** field, enter your new password.

7. In the **Re-enter New Password** field, enter your new password again.

Note: Passwords must contain 1 letter, 1 number and 8 to 50 characters. They are case sensitive and cannot match the user name.

Rydell City Schools Help

Password Reset

Passwords must contain 1 letter, 1 number and 8 to 50 characters. They are case sensitive and cannot match the user name.

New Password

.....

Re-enter New Password

.....

or

8. Click **Reset Password**.

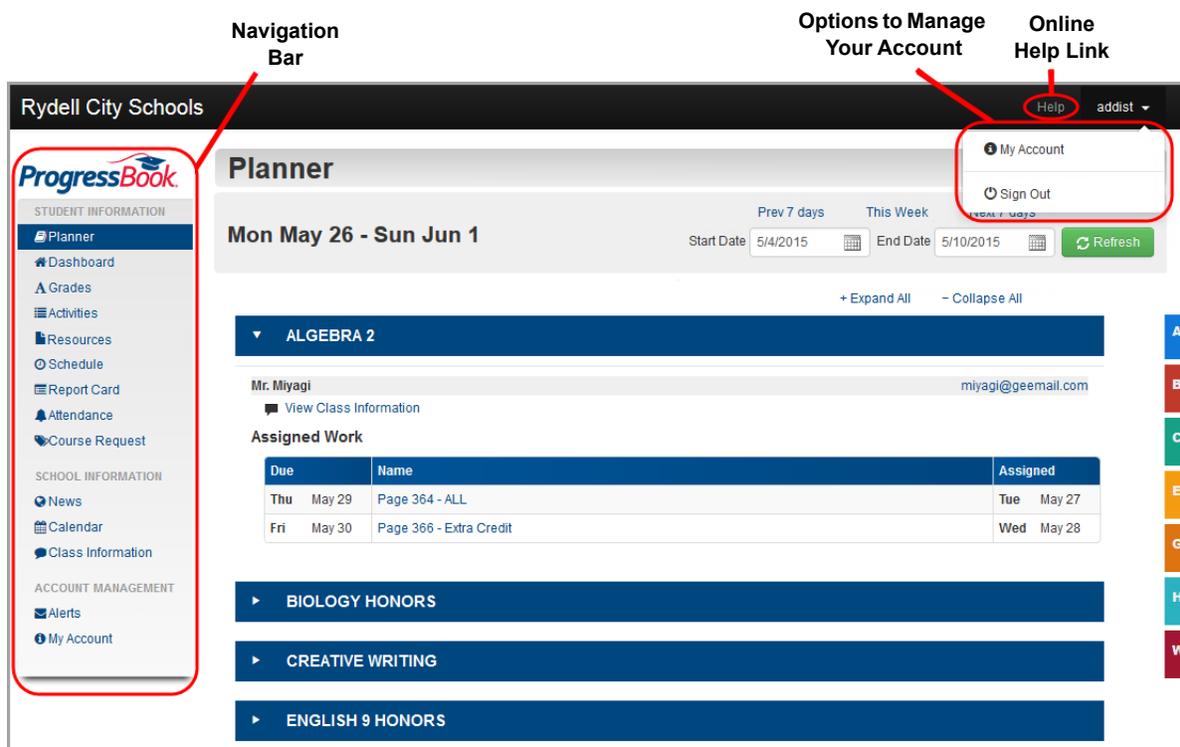
The **Sign In** screen appears, and an email is sent to your account stating your password has been changed.

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.



Use Online Help

To view a video of this procedure, go to:

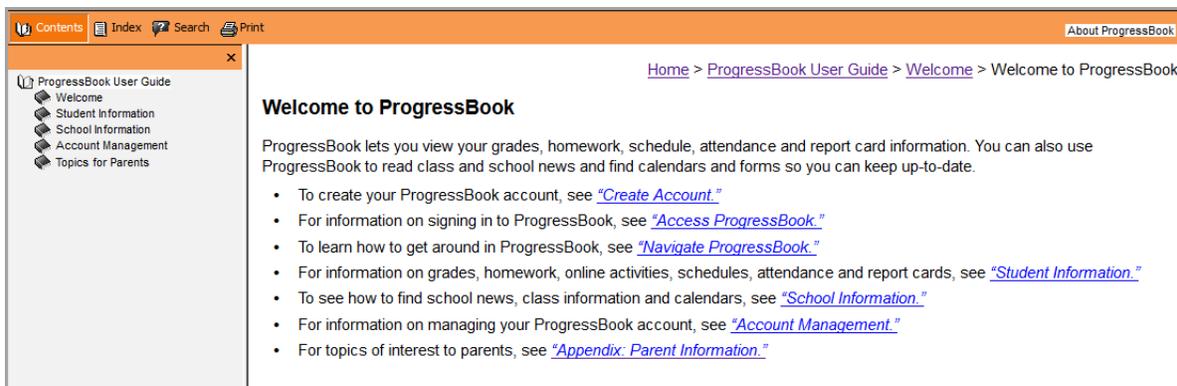
<http://www.progressbook.com/Videos/PA/Help>

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



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.



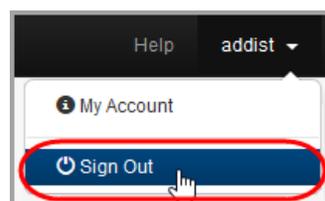
Sign Out of ProgressBook

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**.



This page intentionally left blank.

Student Information

ProgressBook provides important information to help you track your progress.

- To view your assignments (including assigned homework and upcoming projects, zes, and tests), see [“View Assignments.”](#)
- To view a summary of your grades, homework, and attendance, see [“View Dashboard.”](#)
- To view your grades, see [“View Grades.”](#)
- To access your online activities, see [“Access Online Activities.”](#)
- To access resources posted by your teacher, see [“Access Resources.”](#)
- 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 homework listed under each course.

Note: Homework may display in the **Posted Homework** and/or **Assigned Work** sections. If the **Assigned Work** section contains a **View Activity** link (indicating this is online work for you to do), see [“Access Online Activities.”](#)

Planner Brett Shannon
Student ID: 999889804

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 |

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
Due: Every Friday Posted On: Monday March 31

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

Links

- Vocabulary Practice

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

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.

- 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.

- 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: 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

BIOLOGY HONORS

CREATIVE WRITING

ENGLISH 9 HONORS

GERMAN 2

HEALTH

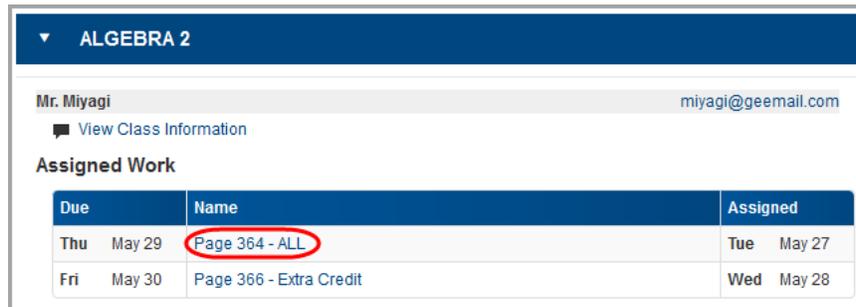
Mr. Al Teacher100 ProgressBook@geemail.com
View Class Information

Assigned Work

| Due | Name | Assigned |
|------------|--------------|------------|
| Fri May 30 | Summary Test | Wed May 28 |

Click tab to jump to this course.

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

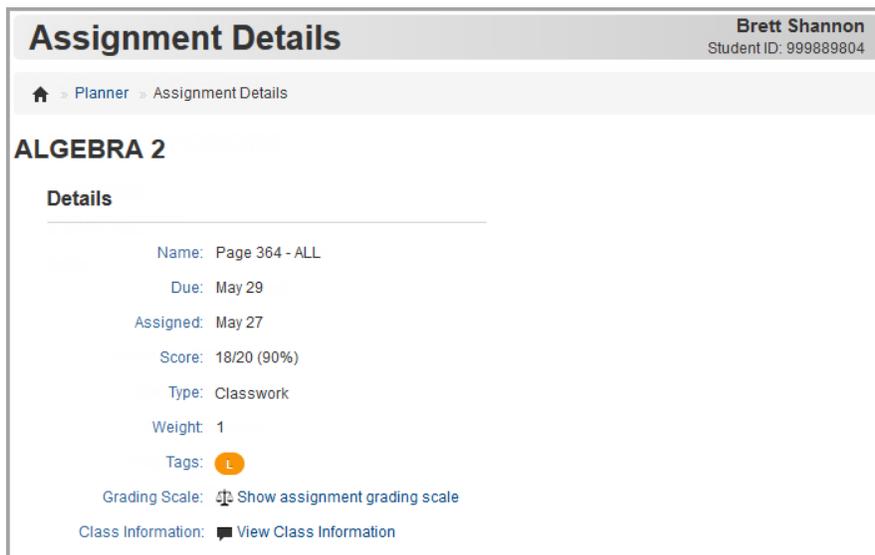


The screenshot shows a class page for ALGEBRA 2. At the top, there is a dropdown menu for the class name. Below that, the teacher's name 'Mr. Miyagi' and email 'miyagi@geemail.com' are displayed. A 'View Class Information' link is present. The 'Assigned Work' section contains a table with columns for 'Due', 'Name', and 'Assigned'.

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

The **Assignment Details** screen displays, showing more information about the assignment.

Note: This screen includes an additional section titled **Performance Indicators** for classes using standards-based grading.



The screenshot shows the 'Assignment Details' screen for the assignment 'Page 364 - ALL'. The student's name 'Brett Shannon' and ID '999889804' are at the top right. A breadcrumb trail shows 'Planner > Assignment Details'. The assignment name 'ALGEBRA 2' is displayed. The 'Details' section lists the following information:

- Name: Page 364 - ALL
- Due: May 29
- Assigned: May 27
- Score: 18/20 (90%)
- Type: Classwork
- Weight: 1
- Tags: L
- Grading Scale: Show assignment grading scale
- Class Information: View Class Information

4. Optional: To view the grading scale used to grade this assignment, click **Show assignment grading scale**.

Assignment Details

Brett Shannon
Student ID: 999889804

Home » Planner » Assignment Details

ALGEBRA 2

Details

Name: Page 364 - ALL
Due: May 29
Assigned: May 27
Score: 18/20 (90%)
Type: Classwork
Weight: 1
Tags: L
Grading Scale: [Show assignment grading scale](#)
Class Information: [View Class Information](#)

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 |

View Dashboard

When you click **Dashboard** on the navigation bar, a summary screen (titled **Home**) displays and provides an overview of your grades, homework, and attendance.

Rydell City Schools | Help | bretts

ProgressBook | **Home** | Brett Shannon | Student ID: 999889804

STUDENT INFORMATION

- Planner
- Dashboard
- Grades
- Activities
- Resources
- Schedule
- Report Card
- Attendance
- Course Request

SCHOOL INFORMATION

- News
- Calendar
- Class Information

ACCOUNT MANAGEMENT

- Alerts
- My Account

Today's Comments

ALGEBRA 2
Thank you for helping the other students with this week's assignments!

Grades | details

Grades for 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 |

[View all grades](#)

Homework | details

Homework due today or next 2 days

| Course | Count |
|----------------|-------|
| ALGEBRA 2 | 1 |
| BIOLOGY HONORS | 1 |

[View all homework](#)

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 |

[View all grade details](#)

Daily Attendance | details

Absence type summary for the year

| | |
|-------------------|---|
| Excused | 1 |
| Unexcused Absence | 3 |
| Excused Absent | 4 |
| Tardy | 3 |

[View all attendance](#)

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 screen.

Today's Comments

ALGEBRA 2
Thank you for helping the other students with this week's assignments!

Grades

The **Grades** pane displays an overview of your 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 is a sub-header 'Grades for 4TH QUARTER'. The main content is a table with four columns: Course, Grade, YTD Grade, and As Of. The table lists seven courses with their respective averages and dates. At the bottom, there is a 'View all grades' link with a magnifying glass icon.

| 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 |

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 assignments that were due (homework) or completed (classwork, quizzes, tests) in the past two days.

The screenshot shows a 'Grade Details' pane with a blue header and a 'details' link. Below the header is a sub-header 'Items due in past 2 days'. The main content is divided into two sections for 'ALGEBRA 2' and 'BIOLOGY HONORS'. Each section has a table with three columns: Date, Assignment, and Mark. The Algebra 2 section shows an assignment 'Page 364 - ALL' due on May 29 with a mark of 20/20. The Biology Honors section shows an assignment 'Chapter 15' due on May 28 with a mark of 15/15. Below the Biology Honors section is a comment box containing the text 'Fantastic job!'. At the bottom, there is a 'View all grade details' link with a magnifying glass icon.

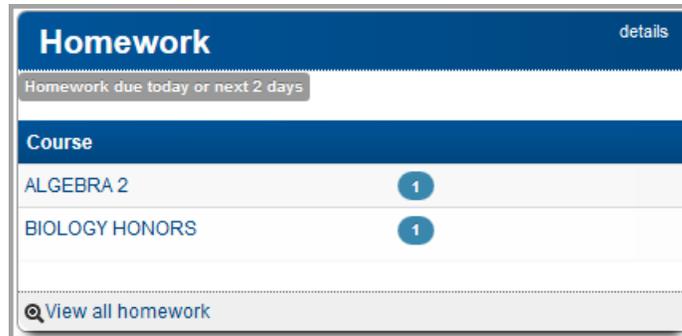
| ALGEBRA 2 | | |
|-----------|----------------|-------|
| Date | Assignment | Mark |
| May 29 | Page 364 - ALL | 20/20 |

| BIOLOGY HONORS | | |
|----------------|------------|-------|
| Date | Assignment | Mark |
| May 28 | Chapter 15 | 15/15 |

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 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 | |
| View all homework | | |

To view additional homework details on the **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 total absences and tardies for the school year.

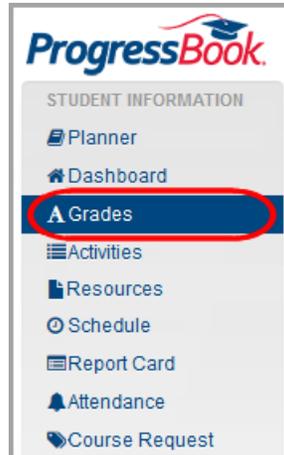


| Daily Attendance | | details |
|-------------------------------------|-------|---------|
| Absence type summary for the year | | |
| Absence Type | Count | |
| Tardy | 3 | |
| Excused Absent | 6 | |
| Unexcused Absence | 2 | |
| View all attendance | | |

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

View Grades

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



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.

| 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 |
| ▶ BIOLOGY HONORS - Section: A | 85.14 B | 96.09 A | Jun 16 | see all details (10) | Q4 |
| ▶ CREATIVE WRITING - Section: A | 98.00 A+ | 92.50 A | Jun 9 | see all details (9) | |

Click to change 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.

Click to view averages 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) | | |

| 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+ | | |

- 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 |
|--|--|------------------------------------|---------------------------------|------|--|--|
| Home > Grades > Grade Details | | | | | | Q1 |
| Class: | ALGEBRA 2 ⁹ | 100.75 A+ | 4TH QUARTER (Mar 22 - Jun 29) | | | Q2 |
| ALGEBRA 2 | | | | | | Q3 |
| View By: <input type="button" value="Date"/> <input type="button" value="Type"/> | | | | | | Q4 |
| Class Mark: 100.75 A+ | | | | | | |
| 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 | View Activity 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! | | | | | |

5. 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 |
|---|------------------------|-----------|---------------------------------|--|--|--|
| Home > Grades > Grade Details | | | | | | Q1 |
| Class: | ALGEBRA 2 ⁹ | 100.75 A+ | 4TH QUARTER (Mar 22 - Jun 29) | | | Q2 |
| ALGEBRA 2 | | | | | | |
| View By: <input type="button" value="Date"/> <input checked="" type="button" value="Type"/> | | | | | | |

The grades now display by assignment type.

Grade Details

Brett Shannon
Student ID: 999889804

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

Class:

ALGEBRA 2 ⁹

100.75 A+ ▾

4TH QUARTER (Mar 22 - Jun 29)

ALGEBRA 2

View By: Date Type

Class Mark: 100.75 A+

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

Q1
Q2
Q3
Q4

| 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%) |

95.49 A

| 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! |

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, in the **Class** drop-down list, select the course.

Grade Details

Brett Shannon
 Student ID: 999889804

↑ > Grades > Grade Details

Class: ALGEBRA 2 ⁹ 100.75 A+

| Date | Class | Mark |
|--------|-------------------------------|-----------|
| | ALGEBRA 2 ⁹ | 100.75 A+ |
| | BIOLOGY HONORS ¹⁰ | 85.14 B |
| | CREATIVE WRITING ³ | 98.00 A+ |
| Jun 4 | ENGLISH 9 HONORS ⁸ | 96.00 A |
| Jun 3 | GERMAN 2 ⁸ | 92.50 A |
| May 30 | HEALTH ⁸ | 92.26 A- |
| May 29 | WORLD HISTORY ³ | 98.67 A+ |

4TH QUARTER (Mar 22 - Jun 29)

View By: Date Type

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

Understand Your Grades

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

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

Note: For help understanding your grades in online activities, see [“View Activity Grades.”](#)

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 and the percentage on the individual assignment may not display depending on your teacher's settings.

Grade Details

Brett Shannon
Student ID: 999889904

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

Class: ALGEBRA 2⁹

100.75 A+

4TH QUARTER (Mar 22 - Jun 29)

Q1
Q2
Q3
Q4

ALGEBRA 2

View By: Date Type

Class Mark: 100.75 A+

| 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%) | |

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.

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

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

Grading Scale

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

Grade Details

Home > Grades > Grade Details

Class: ALGEBRA 2⁹ 100.75 A+ 4TH QUARTER (Mar 22 - Jun 29)

View By: Date Type

Class Mark: 100.75 A+

Brett Shannon
Student ID: 999889804

Q1
Q2
Q3
Q4

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

| Homework | | 95.49 A |
|----------|---|---------|
| Date | Assignment | |
| May 13 | pg 228 1-13 | |
| May 14 | Page 340, 1-20 <i>Comment: Excellent Work!</i> | |
| May 15 | Page 352, 1-10 | |
| May 29 | Page 364 - ALL | |
| May 22 | Page 358 - Even | |
| Jun 3 | Page 370 - Odd | |
| Jun 4 | Page 372 - Review | |

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

Grade Scale Overview

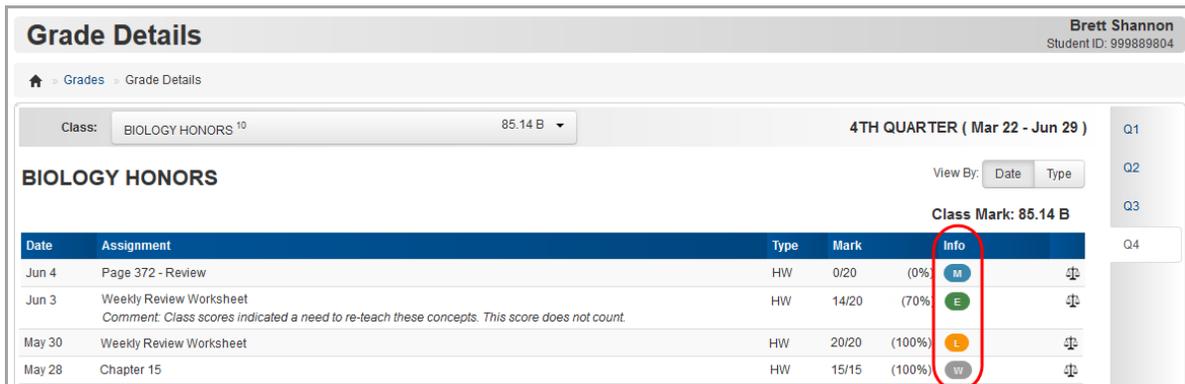
| Mark | Value | Starting% | Ending% |
|------|-------|-----------|---------|
| A+ | 4 | 97.5 | 110 |
| A | 4 | 92.5 | 97.49 |
| A- | 3.7 | 89.5 | 92.49 |
| B+ | 3.3 | 86.5 | 89.49 |
| B | 3 | 82.5 | 86.49 |
| B- | 2.7 | 79.5 | 82.49 |
| C+ | 2.3 | 76.5 | 79.49 |
| C | 2 | 72.5 | 76.49 |
| C- | 1.7 | 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 |

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 |
|---|--|
|  | Missing – You have not turned in the assignment. Counts as a zero toward your grade. |
|  | Excluded – Grade for this assignment is not included in your overall grade. |
|  | Weighted – 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. |
|  | Late – 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%) |  |

Access Online Activities

Your teacher may assign you online activities to complete. These could be homework that you complete on your own time or online quizzes that you complete in class. Your teacher may also assign discussion activities that let you respond to a prompt.

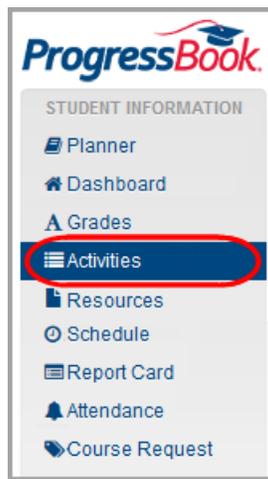
Note: When parents are signed in with their accounts, they can view online activities in read-only format.

Refer to the appropriate section as follows:

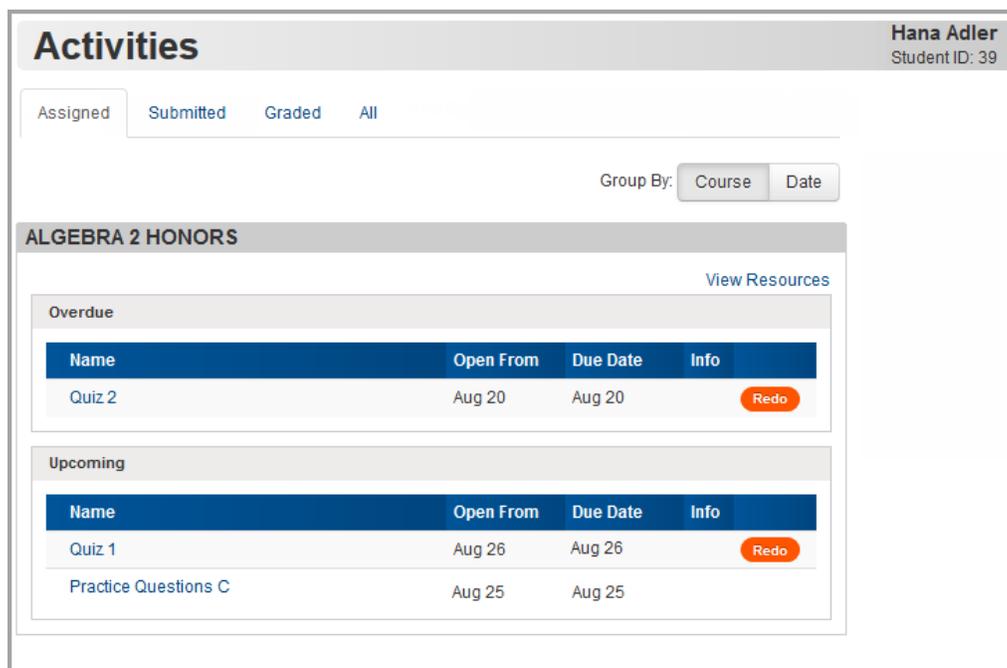
- To see a list of online activities for all of your courses, see [“View Online Activities.”](#)
- To work on assigned online activities, see [“Complete Online Activities.”](#)
- To participate in assigned discussions, see [“Participate in Online Discussions.”](#)
- To check your grades on an activity, see [“View Activity Grades.”](#)
- To work on an activity that your teacher has returned to you to redo, see [“Redo Activities.”](#)

View Online Activities

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



The **Activities** screen displays with a default view that lists all of your **Assigned** (Unsubmitted) online activities grouped by course.

A screenshot of the Activities screen. The page title is "Activities" and the user's name is "Hana Adler" with Student ID: 39. There are tabs for "Assigned", "Submitted", "Graded", and "All", with "Assigned" selected. A "Group By:" dropdown is set to "Course". The main content is for "ALGEBRA 2 HONORS" and includes a "View Resources" link. There are two sections: "Overdue" and "Upcoming".

| Name | Open From | Due Date | Info |
|--------|-----------|----------|------|
| Quiz 2 | Aug 20 | Aug 20 | Redo |

| Name | Open From | Due Date | Info |
|----------------------|-----------|----------|------|
| Quiz 1 | Aug 26 | Aug 26 | Redo |
| Practice Questions C | Aug 25 | Aug 25 | |

2. Optional: If you want to view activities for all of your courses listed by due date, in the **Group By** area, click **Date**.

Activities Hana Adler
Student ID: 999736235

Assigned Submitted Graded All

Group By: Course Date

Overdue

| Name | Open From | Due Date | Course | Info |
|----------------------|-----------|----------|--------------------------|--------|
| Quiz 7.2 | Aug 18 | Aug 19 | ALGEBRA 2 HONORS | P Redo |
| Quiz 2 | Aug 20 | Aug 20 | ALGEBRA 2 HONORS | S Redo |
| Practice Questions C | Aug 21 | Aug 25 | ALGEBRA 2 HONORS | |
| Book Discussion | Apr 10 | Apr 13 | FRENCH 2 | |
| Winter vs. Spring | Apr 8 | Apr 15 | APPLIED SOCIAL STUDIES 2 | |

3. Optional: To change the view, at the top of the screen under **Activities**, click the **Submitted**, **Graded**, or **All** tab.

Activities Hana Adler
Student ID: 999736235

Assigned Submitted Graded All

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

Activities Hana Adler
Student ID: 39

Assigned Submitted Graded All

Group By: Course Date

ALGEBRA 2 HONORS View Resources

Overdue

| Name | Open From | Due Date | Info |
|--------|-----------|----------|------|
| Quiz 2 | Aug 20 | Aug 20 | Redo |

Upcoming

| Name | Open From | Due Date | Info |
|----------------------|-----------|----------|------|
| Quiz 1 | Aug 26 | Aug 26 | Redo |
| Practice Questions C | Aug 25 | Aug 25 | |

Note: For information on completing activities, see [“Complete Online Activities.”](#)

Complete Online Activities

Upcoming assigned online activities display on the **Planner** screen with a **View Activity** link beside them in the **Assigned Work** section.

- On the **Planner**, in the row of the online activity you want to work on, click **View Activity**.

Note: You can also open the activity from the **Activities** screen. (See [“View Online Activities.”](#))

Biology

Ophelia Nelson Teacher@geemail.com

View Class Information

Assigned Work

| Due | Name | Assigned |
|------------|-------------|--------------------------|
| Tue May 23 | The Nucleus | View Activity Thu May 16 |

The **Activity Details** screen displays. If the assigned 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 activity but not start it until you are in class.

Activity Details

Eric Cheatham
Student ID: 172044

Activities > Details

Instructions

Answer the following questions about the nucleus.

Dates

Status: Viewed

Due: May 23

Assigned: May 16

Open from: May 23 @ 12:00 AM

Closes on: May 16 @ 11:59 PM

Details

Class: Biology

Name: The Nucleus

Assignment Type: Classwork

Activity Type: Quiz

Questions: 10

View Responses: Always

Show Correct Answers: Immediately

History

Attempt 1: Viewed

Begin

The activity screen with the title of the activity opens.

Note: If the **Activity Discussion** screen displays instead, this activity is a discussion. See [“Participate in Online Discussions.”](#)

3. Work through the questions in the activity.

Note: The activity auto-saves every 15 seconds as you work.

The Nucleus Eric Cheatham
Student ID: 172044

Activities Details Questions

Previous Page Next Page Save & Exit

Question 1 - 10 of 10 | Page 1 of 1

Question 1 1 point(s) Saved @ 3:12:52 PM Question Menu

RNA can pass from the nucleus to the...

- A) cell membrane
- B) vacuoles
- C) endoplasmic reticulum
- D) all of the above

Question 2 1 point(s) Saved @ 3:13:07 PM

Which substances move through the nuclear membrane from the nucleus to the cytoplasm?

Response:

RNA and ribosomal proteins.

Note: Matching questions with long response choices require you to click **Choose**, and then you can select a response from the list that displays.

Question 7 1 point(s)

Match the following parts of the nucleus to their functions/roles.

| Part of the Nucleus | Function |
|---------------------|----------|
| chromatin | Choose |
| nuclear membrane | Choose |
| nuclear sap | Choose |
| nuclear pore | Choose |
| nucleolus | Choose |

Choose

- complex of proteins that allows small molecules and ions to diffuse into or out of the nucleus
- contains DNA
- main site for enzyme activity
- site for the synthesis of ribosomal RNA
- transport of the material between the nucleus and the cytoplasm

Cancel Save

4. Optional: If you want to view a condensed list of the questions found on the activity and whether or not your responses to those questions have been saved, on the right of the screen, click .

The question menu expands:

| Question | Status |
|--|--------|
| 1. RNA can pass from the nucleus to t... | |
| 2. Which substances move through th... | |
| 3. Nuclei contain a network of subdivis... | |
| 4. DNA stands for... | |
| 5. Match the following parts of the nucl... | |
| 6. The nucleus is within the _ which is ... | |
| 7. The nucleolus is located inside of th... | |
| 8. Prokaryotic cells have a nucleus. | |
| 9. Which substances move through th... | |
| 10. What is the main function of the nucl... | |

5. When you are finished with the activity (or if you want to take a break and come back to the activity later), click **Save & Exit**.

Note: You can still return to the activity and work on it later. Clicking **Save & Exit** does not submit the activity for grading.

The Nucleus

Eric Cheatham
Student ID: 172044

[Home](#) > [Activities](#) > [Details](#) > [Questions](#)

[Previous Page](#)

[Next Page](#)



A list of all questions and their point value displays. Your progress on each question displays in the **Status** column.

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.)

The Nucleus

Eric Cheatham
Student ID: 172044

[Home](#) > [Activities](#) > [Details](#) > [Question Index](#)

| Question | Points | Status |
|---|--------|--|
| 1. RNA can pass from the nucleus to the... | 1 | Saved |
| 2. Which substances move through the nuclear mem... | 1 | Saved |
| 3. Nuclei contain a network of subdivisions called the | 1 | Missing |
| 4. DNA stands for.. | 1 | Saved |
| 5. Match the following parts of the nucleus to their funi | 1 | Saved |
| 6. The nucleus is within the _ which is surrounded by | 1 | Missing |
| 7. The nucleolus is located inside of the nucleus. | 1 | Saved |
| 8. Prokaryotic cells have a nucleus. | 1 | Saved |
| 9. Which substances move through the nuclear mem... | 1 | Saved |
| 10. What is the main function of the nucleus? | 1 | Saved |
| Total: 10 | | |

✔ Submit for grading

7. When all questions have a status of “Saved” and you are ready to submit the activity for grading, click **Submit for grading**.

The Nucleus

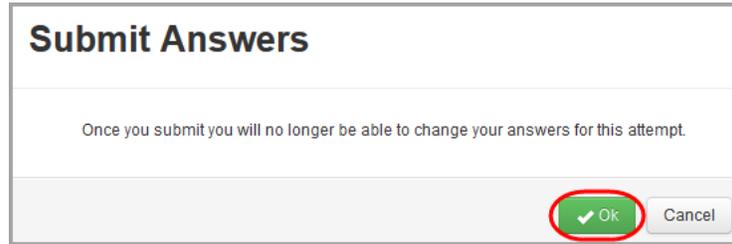
Eric Cheatham
Student ID: 172044

[Home](#) > [Activities](#) > [Details](#) > [Question Index](#)

| Question | Points | Status |
|---|--------|--|
| 1. RNA can pass from the nucleus to the... | 1 | Saved |
| 2. Which substances move through the nuclear mem... | 1 | Saved |
| 3. Nuclei contain a network of subdivisions called the | 1 | Saved |
| 4. DNA stands for.. | 1 | Saved |
| 5. Match the following parts of the nucleus to their funi | 1 | Saved |
| 6. The nucleus is within the _ which is surrounded by | 1 | Saved |
| 7. The nucleolus is located inside of the nucleus. | 1 | Saved |
| 8. Prokaryotic cells have a nucleus. | 1 | Saved |
| 9. Which substances move through the nuclear mem... | 1 | Saved |
| 10. What is the main function of the nucleus? | 1 | Saved |
| Total: 10 | | |

✔ Submit for grading

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



A confirmation message displays.

Note: Depending on your teacher's setup, you may be allowed to review your answers after submitting the activity for grading. If the questions still display as links, you can click them to review your answers.

| Question | Points | Status |
|--|--------|-----------------|
| 1. RNA can pass from the nucleus to the... | 1 | Correct Saved |
| 2. Which substances move through the nuclear mem... | 1 | Pending Saved |
| 3. Nuclei contain a network of subdivisions called the | 1 | Correct Saved |
| 4. DNA stands for... | 1 | Correct Saved |
| 5. Match the following parts of the nucleus to their fun | 1 | Partial Saved |
| 6. The nucleus is within the _ which is surrounded by | 1 | Partial Saved |
| 7. The nucleolus is located inside of the nucleus. | 1 | Incorrect Saved |
| 8. Prokaryotic cells have a nucleus. | 1 | Correct Saved |
| 9. Which substances move through the nuclear mem... | 1 | Pending Saved |
| 10. What is the main function of the nucleus? | 1 | Pending Saved |
| Total: | | 10 |

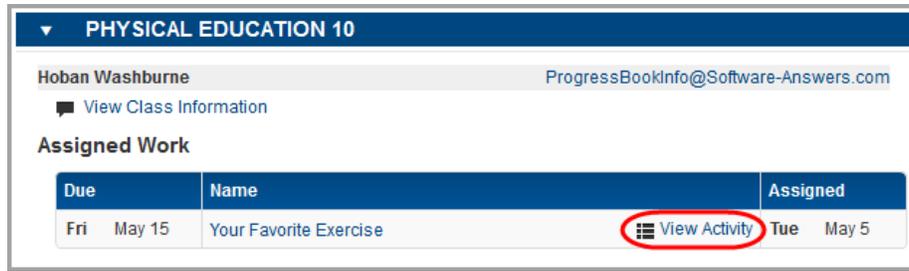
Note: Depending on your teacher's setup, you may be able to view whether certain questions are correct or incorrect as soon as you submit your answers. For file upload or response-type questions, the status displays as **Pending** until your teacher grades them manually.

Participate in Online Discussions

Online discussion activities are assigned by your teacher for your participation. Your teacher posts instructions describing the discussion guidelines and designates the required number of posts you must submit as well as the number of replies to other students' posts (if any).

1. On the **Planner**, in the row of the discussion you want to join, click **View Activity**.

Note: You can also open the discussion from the **Activities** screen. (See "[View Online Activities.](#)")



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

Note: If the scheduled time frame for the discussion has passed, you have a read-only view of the discussion and can not respond to any posts.

- Review the due date and requirements, and then click **Begin**, or click **Continue** if you have already started posting to the discussion.

Activity Details Quinn Ewell
Student ID: 251128

Activities > Details

Instructions

Create a post to respond to the prompt.

| | |
|---|--|
| <p>Dates</p> <p>Status: Viewed</p> <p>Due: Jun 3</p> <p>Assigned: Jun 1</p> <p>Open from: Jun 01 @ 12:00 AM</p> <p>Closes on: Jun 03 @ 11:59 PM</p> | <p>Details</p> <p>Class: Language Arts 3</p> <p>Name: Vocabulary #1</p> <p>Assignment Type: Classwork</p> <p>Activity Type: Discussion</p> <p>Mark: /10</p> |
|---|--|

Requirements

Posts: 1 *You need 1 more post.*

Replies: 2 *You need 2 more replies.*

Points per post: 6

Points per reply: 2

Begin

The **Activity Discussion** screen displays.

- In the **Create your new post here** box under your teacher's directions, enter your response. If other students have posted responses, those display under the **Create your new post here** box.

Activity Discussion Quinn Ewell
Student ID: 251128

Activities > Details > Discussion

Vocabulary #1 0 posts
Valerie Trudeau

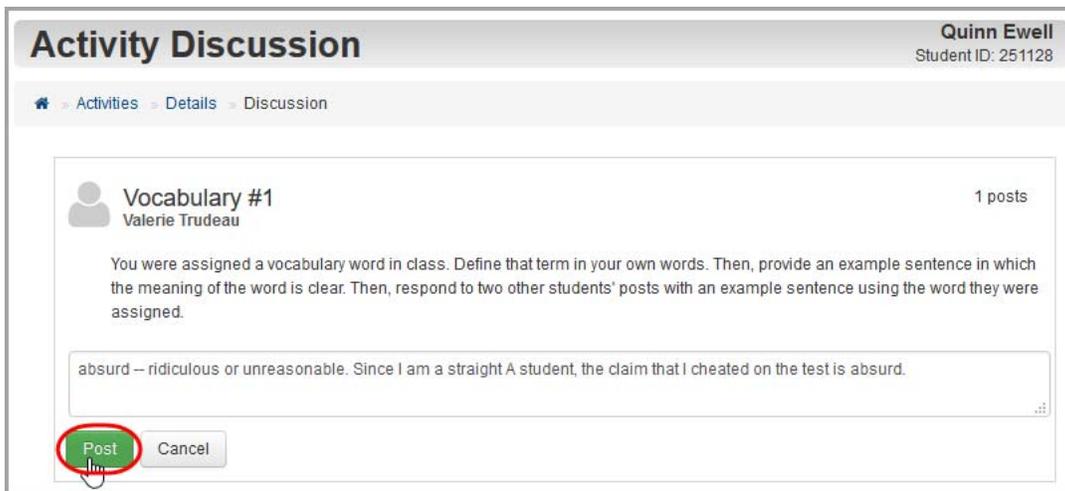
You were assigned a vocabulary word in class. Define that term in your own words. Then, provide an example sentence in which the meaning of the word is clear. Then, respond to two other students' posts with an example sentence using the word they were assigned.

Create your new post here

Post Cancel

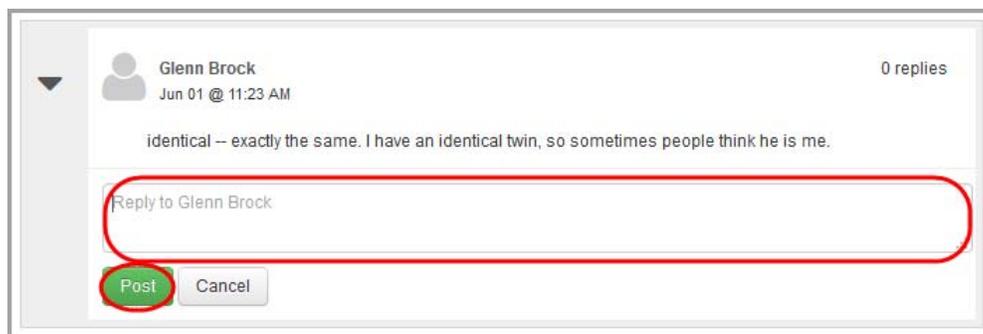
[+ Expand All](#) [- Collapse All](#)

4. Click **Post** to submit your response.



Your response displays under your teacher's instructions.

5. Optional: If your teacher requires or allows you to respond to other students' posts, in the **Reply to (student name)** box under the post to which you want to respond, enter your reply, and then click **Post**.

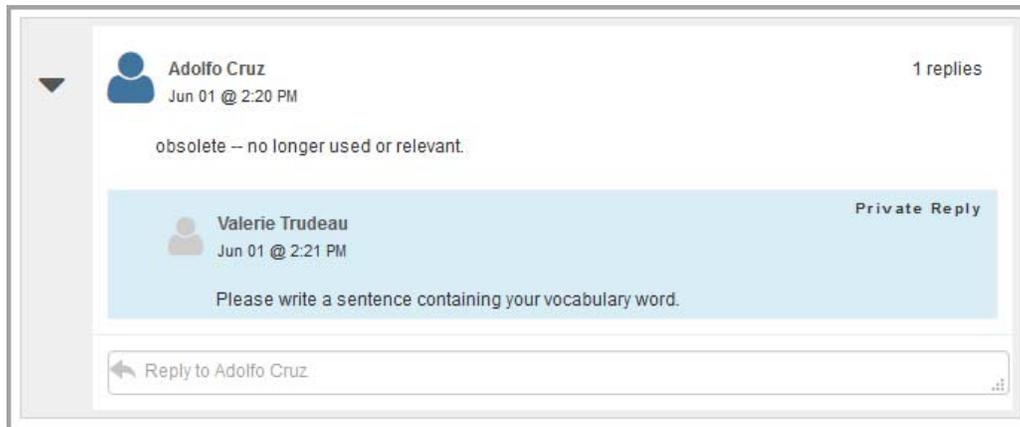


- Optional: If your teacher writes you a private reply (as shown in the top-right corner of the message), you can review the teacher's message and, if requested, make any necessary updates.

Note: No other students can view a private message sent to you.



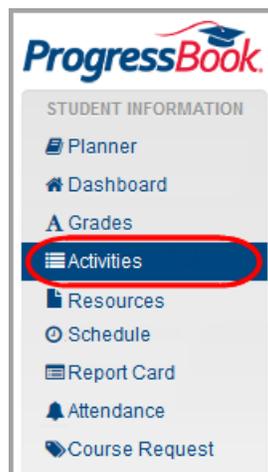
Caution: You cannot respond privately to your teacher. Any reply you post, if approved, can be viewed by other students.



View Activity Grades

Note: Depending on your teacher's setup, you may be able to view whether certain questions are correct or incorrect as soon as you submit your answers. For file upload or response-type questions, the status displays as **Pending** until your teacher grades them manually.

- On the navigation bar, click **Activities**.



- In the **Graded** view of the **Activities** screen, click the name of the activity.

Note: If your teacher has graded the activity but sent it back for you to redo part or all of it, it displays in the **Assigned** view instead. (See “Redo Activities.”)

The screenshot shows the 'Activities' page for Hana Adler (Student ID: 39). It features a 'Group By' dropdown set to 'Class' and 'Date', and a 'View By' dropdown set to 'Assigned'. Below these are buttons for 'Submitted', 'Graded', and 'All'. The main content area is titled 'Activity' and contains a table for 'ALGEBRA 2 HONORS'. The table has three columns: 'Name', 'Due Date', and 'Info'. One row is visible with 'Practice Questions B' in the 'Name' column, 'Aug 19' in the 'Due Date' column, and a green circle containing the number '6' in the 'Info' column. The 'Practice Questions B' text is circled in red.

The **Activity Details** screen displays your grade in the **Mark** field.

Note: This screen includes an additional section titled **Performance Indicators** for classes using standards-based grading.

- Optional: To view your grade on each question, click **Review**.

The screenshot shows the 'Activity Details' page for Hana Adler (Student ID: 39). It includes a breadcrumb trail: Home > Activities > Details. The page is divided into three main sections: 'Dates', 'Details', and 'History'.
- **Dates:** Status: Graded; Due: Aug 19; Assigned: Aug 17; Open from: Aug 17 @ 12:00 AM; Closes on: (empty).
- **Details:** Class: ALGEBRA 2 HONORS; Name: Practice Questions B; Assignment Type: Homework; Questions: 3; View Responses: Always; Show Correct Answers: After Jun 18 @ 11:00 AM.
- **History:** Attempt 1: Graded.
A yellow box highlights 'Mark: 6/10' in the Details section, with a line pointing to the text 'Your grade'. A red circle highlights the 'Review' button at the bottom left of the page.

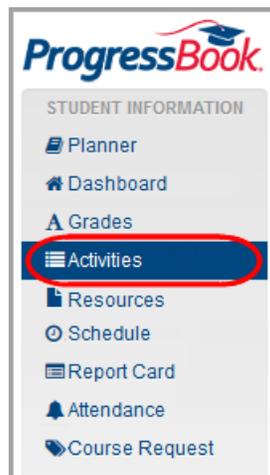
The activity questions and your grades display.

Note: If the questions display as links, you can click them to review your answers. If your teacher allows it, you may also be able to view the correct answers.

| Practice Questions B | | Hana Adler Student ID: 39 | |
|---|--------|------------------------------|-------|
| Home > Activities > Details > Question Index | | | |
| Question | Points | Status | |
| 1. The correct answer for this question is false. | 3/3 | Correct | Saved |
| 2. The correct answer for this question is true. | 3/3 | Correct | Saved |
| 3. Labor Day 2014 is celebrated on the following date: <i>Comment: Remember - Labor Day is always celebrated on the first...</i> | 0/4 | Incorrect | Saved |
| Total: | | 6/10 | |

Redo Activities

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



In the **Assigned** view of the **Activities** screen, any activity marked **Redo** has been sent back from your teacher for you to try again.

2. Click the activity name.

| Activities | | | | Eric Cheatham Student ID: 172044 | | | |
|----------------|-----------|----------|----------|-------------------------------------|-----------|--------|-----|
| Group By: | Class | Date | View By: | Assigned | Submitted | Graded | All |
| Biology | | | | | | | |
| Upcoming | | | | | | | |
| Name | Open From | Due Date | Info | | | | |
| The Nucleus | May 24 | May 24 | Redo | | | | |

Teacher has sent back activity for you to try again.

3. On the **Activity Details** screen, click **Begin**.

The screenshot shows the 'Activity Details' page for a student named Eric Cheatham (ID: 172044). The page is divided into several sections: 'Instructions' (Answer the following questions about the nucleus.), 'Dates' (Status, Due: May 24, Assigned: May 24, Open from: May 24 @ 12:00 AM, Closes on: May 25 @ 11:59 PM), 'Details' (Class: Biology, Name: The Nucleus, Assignment Type: Classwork, Activity Type: Quiz, Questions: 5, View Responses: Always, Show Correct Answers: Immediately), 'History' (Attempt 1: Redo, Attempt 2: Viewed), and 'Comments' (Please review your errors and resubmit for partial credit). A red circle highlights the 'Begin' button at the bottom left.

Any question marked **Redo** is enabled for you to try again.

Note: You can also view the **Question Menu** to see which questions need to be redone. Click any question with **C** in the **Status** column to navigate to a question that needs to be redone.

4. Note the teacher's comments, if any.
5. Answer all questions that are enabled.
6. When you are finished, click **Save & Exit**.

The screenshot shows the 'The Nucleus' question screen for a student named Eric Cheatham (ID: 172044). The page displays navigation buttons for 'Previous Page' and 'Next Page', and a 'Save & Exit' button. The question is 'Question 1' worth 1 point(s), with a 'Redo' button. The question text is 'RNA can pass from the nucleus to the...'. The options are: A) cell membrane, B) vacuoles, C) endoplasmic reticulum (selected), and D) all of the above. A 'Question Menu' button is also visible.

- Click **Submit for grading**.

The Nucleus

Eric Cheatham
Student ID: 172044

Home > Activities > Details > Question Index

Teacher Comment
Please review your errors and resubmit for partial credit by May 25

| Question | Points | Status |
|--|--------|---------------|
| 1. RNA can pass from the nucleus to the... <i>Comment: Try this one again.</i> | 0/2 | Redo Saved |
| 2. What is the main function of the nucleus? | 2/2 | Correct Saved |
| 3. Match the following parts of the nucleus to their functions/roles. | 2/2 | Correct Saved |
| 4. The nucleus is within the _ which is surrounded by the _. | 2/2 | Correct Saved |
| 5. Which substances move through the nuclear membrane from the c... <i>Comment: Careful! We covered this in our review.</i> | 0/2 | Redo Saved |

Total: 6/10

Submit for grading

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

Submit Answers

Once you submit you will no longer be able to change your answers for this attempt.

Ok Cancel

A confirmation message displays.

Note: Depending on your teacher's setup, you may be allowed to review your answers after submitting the activity for grading. If the questions still display as links, you can click them to review your answers.

| Question | Points | Status |
|---|--------|---------------|
| 1. The eyes belong to which system? <i>Comment: Try this one again.</i> | 2 | Saved |
| 2. Which term does not belong with the others? | 2 | Correct Saved |
| 3. The spleen belongs to which system? | 2 | Correct Saved |
| 4. Hair and skin belong to which body system? | 2 | Correct Saved |
| 5. The cartilage that connects bones together belongs to which system? <i>Comment: Careful! We covered this in our review.</i> | 2 | Saved |
| Total: | | 10 |

Access Resources

Your teacher may post resources about a particular subject for you to view.

1. To view available resources, on the navigation bar, click **Resources**.

ProgressBook

STUDENT INFORMATION

- Planner
- Dashboard
- Grades
- Activities
- Resources**
- Schedule
- Report Card
- Attendance
- Course Request

A list of resources made available by your teachers displays under their respective courses. If a resource is only available for a certain period of time, the **End Date** column displays the last date you can access the resource.

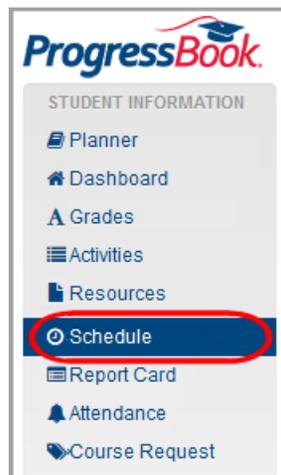
2. Select the resource you want to view.



The file opens.

View Class Schedule

1. To view your class schedule, on the navigation bar, click **Schedule**.



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

View Full Schedule

Monday

April 7

Date Refresh

| Course | Period | Room | Meeting Days | Teacher | Section |
|------------------|--------|------|--------------|--|---------|
| WORLD HISTORY | 1 | 213A | M T W R F | Mr. Al Teacher100 <small>ProgressBookInfo@Software-Answers.com</small> | A |
| ALGEBRA 2 | 2 | 102 | M T W R F | Mr. Miyagi <small>miyagi@geemail.com</small> | A |
| ENGLISH 9 HONORS | 3 | 100 | M T W R F | Ms. Deb Teacher101 <small>ProgressBookInfo@Software-Answers.com</small> | A |
| ENGLISH 9 HONORS | 4 | 100 | TR | Ms. Deb Teacher101 <small>ProgressBookInfo@Software-Answers.com</small> | A |
| HEALTH | 4 | 102 | M W F | Mr. Miyagi <small>miyagi@geemail.com</small> | A |
| BIOLOGY HONORS | 5 | 102 | M T W R F | Mr. Miyagi <small>miyagi@geemail.com</small> | A |
| CREATIVE WRITING | 6 | 100 | M T W R F | Ms. Deb Teacher101 <small>ProgressBookInfo@Software-Answers.com</small> | A |
| GERMAN 2 | 7 | 120 | M T W R F | Mr. Al Teacher100 <small>ProgressBookInfo@Software-Answers.com</small> | A |

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**.

Schedule

Brett Shannon
Student ID: 999889804

View Full Schedule

Thursday

September 12

Date Refresh

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

Schedule

Brett Shannon
Student ID: 999889804

View Full Schedule

Thursday

September 12

Date Refresh

Your class schedule for every reporting period displays.

| Schedule | | | | | | Brett Shannon Student ID: 999889904 |
|---------------------------------------|--------|------|--------------|---|---------|--|
| View Current Schedule | | | | | | |
| 1ST QUARTER Jun 30 - Oct 30 | | | | | | |
| 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 | |
| 2ND QUARTER Oct 31 - Jan 14 | | | | | | |
| 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 | |
| 3RD QUARTER Jan 15 - Mar 21 | | | | | | |
| 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 | |
| 4TH QUARTER Mar 22 - Jun 29 | | | | | | |
| 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 | |

View Report Card

You can view and print current and previous report cards if your district or school publishes them to ProgressBook.

- To view your current report card grades on screen, see [“View Current Report Card.”](#)
- If you want help interpreting your on screen report card, see [“Understand Your Report Card.”](#)
- To view or print a PDF of your current report card, see [“View or Print Current PDF Report Card.”](#)
- To view or print PDF report cards from previous grading periods or school years, see [“View Previous Report Cards.”](#)

View Current Report Card

1. On the navigation bar, click **Report Card**.



Your current report card grades display on screen.

Note: For help in interpreting the marks and comments on your report card, see [“Understand Your Report Card.”](#)

Report Card
Thomas Addis
Student ID: 999550472

Report Cards: LVHS 09-12 REPORT CARD (JS) ▼
[View Paper Report Card](#)
[View Paper History](#)

LVHS 09-12 REPORT CARD (JS)

Student: Thomas Addis School Year: 14/15
Grade Level: 10 Paper As Of: Apr 3

ALGEBRA 2 HONORS

| Assessment | Q1 | Q2 | E1 | S1 | Q3 | Q4 | E2 | S2 | YF |
|------------|-----|-----|----|----|----|----|----|----|----|
| GRADE | A- | A | | A | | | | | |
| COMMENTS | 073 | 071 | | | | | | | |

APPLIED SOCIAL STUDIES 2

| Assessment | Q1 | Q2 | E1 | S1 | Q3 | Q4 | E2 | S2 | YF |
|------------|----|----|----|----|----|----|----|----|----|
| GRADE | A+ | A+ | | A+ | | | | | |
| COMMENTS | | | | | | | | | |

2. Optional: If you have more than one report card (such as an interim), you can view a different report card by selecting it in the **Report Cards** drop-down list.

Note: Selecting a report card in the drop-down list changes the report card that displays on the **Report Card** screen. It has no effect on the PDF report cards you select to view using the **View Paper Report Card** and **View Paper History** options.

Report Card
Thomas Addis
Student ID: 999550472

Report Cards: LVHS 09-12 REPORT CARD (JS) ▼
[View Paper Report Card](#)
[View Paper History](#)

Click to
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:

1. Hover your mouse over the grade or comment until  appears.

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

2. Click  to open the legend.

| Current Marks | |
|-----------------|---------------|
| Mark | Description |
| B | Good |
| B+ | |
| B- | |
| Available Marks | |
| Mark | Description |
| A | Excellent |
| A+ | Superior |
| A- | |
| B | Good |
| B+ | |
| B- | |
| C | Average |
| C+ | |
| C- | |
| D | Below Average |
| D+ | |
| D- | |
| EX | Excused |
| F | Failing |
| I | Incomplete |
| P | Passed |

3. Review the legend. Your grade displays in the **Current Marks** section. The **Available Marks** section displays the possible grades for this course.

View or Print Current PDF Report Card

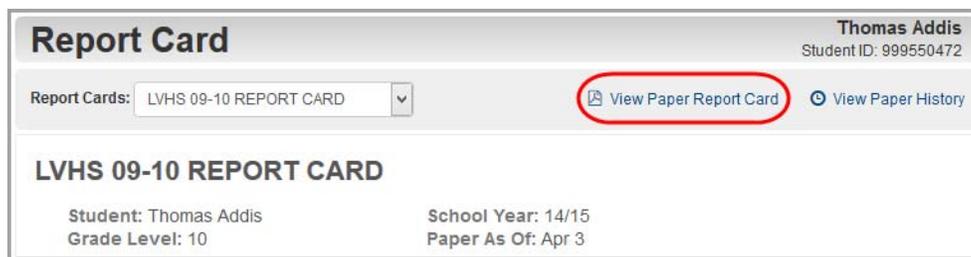
If your district has chosen to publish report cards to ProgressBook, you can download the PDF version of your current report card for viewing or printing.

Note: To view and/or print report cards from previous grading periods or school years, see [“View Previous Report Cards.”](#)

1. On the navigation bar, click **Report Card**.



2. On the **Report Card** screen, click **View Paper Report Card**.



Depending on your browser's settings, a PDF version of the report card may display in a new tab, or a window may display asking if you want to open or save the file.

3. Use the print functionality in your PDF viewer to print the report card.

View Previous Report Cards

You can view PDF versions of report cards prior to your current one if your school makes them available.

1. On the navigation bar, click **Report Card**.

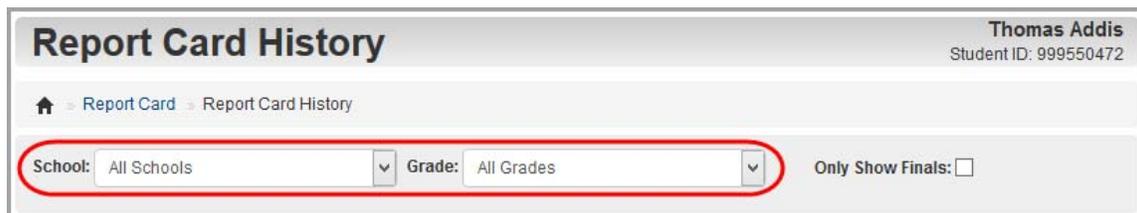


2. On the **Report Card** screen, click **View Paper History**.



The **Report Card History** screen displays.

3. Optional: If you want to display only the final report card per school year, select the **Only Show Finals** check box.
4. Optional: If you want to filter your report cards by school or grade, use the **School** or **Grade** drop-down lists.



- Click the link under **Term** to open the report card.

Report Card History Thomas Addis
Student ID: 999550472

Report Card History

School: All Schools Grade: All Grades Only Show Finals:

WOOSTER HIGH SCHOOL

Grade 10 2014/15

| Term | End Date | Description |
|---|----------|-----------------------------|
| 3RD QUARTER Report Card | Mar 27 | LVHS 09-12 REPORT CARD (JS) |

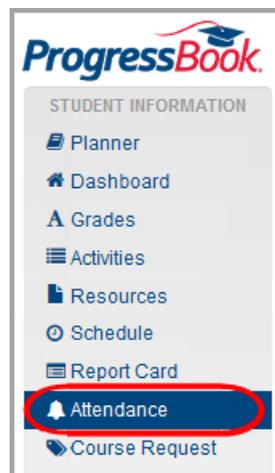
Depending on your browser, a PDF version of the report card may display in a new tab, or a window may display asking if you want to open or save the file.

- Optional: When the report card opens, use the print functionality in your PDF viewer to print it.

View Attendance

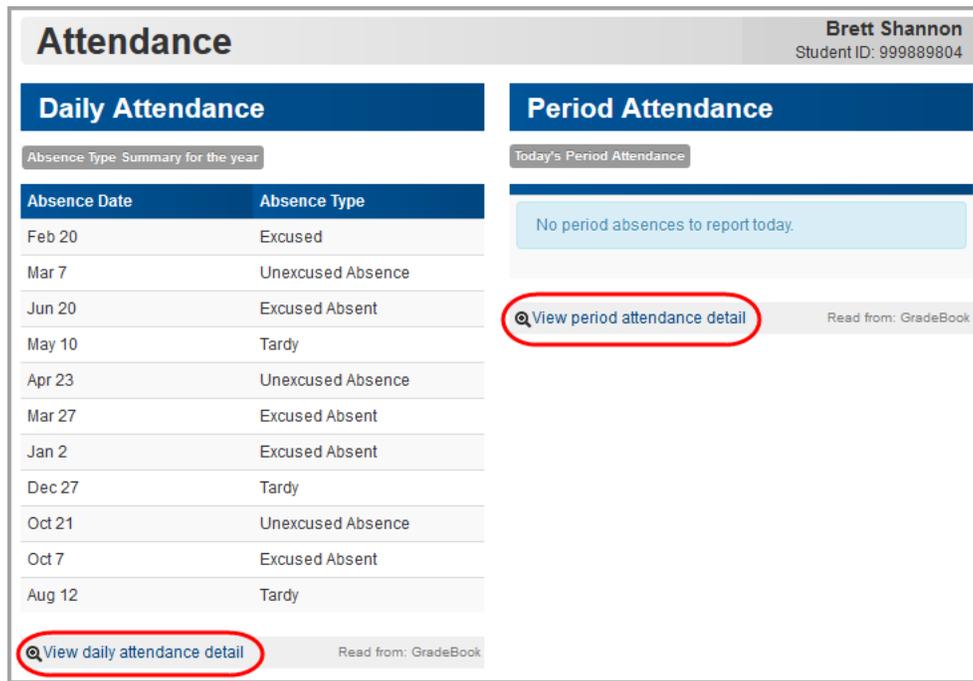
Your school may take a daily attendance count every morning as well as taking attendance each period. ProgressBook allows you to view both types of attendance records if your school has these options enabled.

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



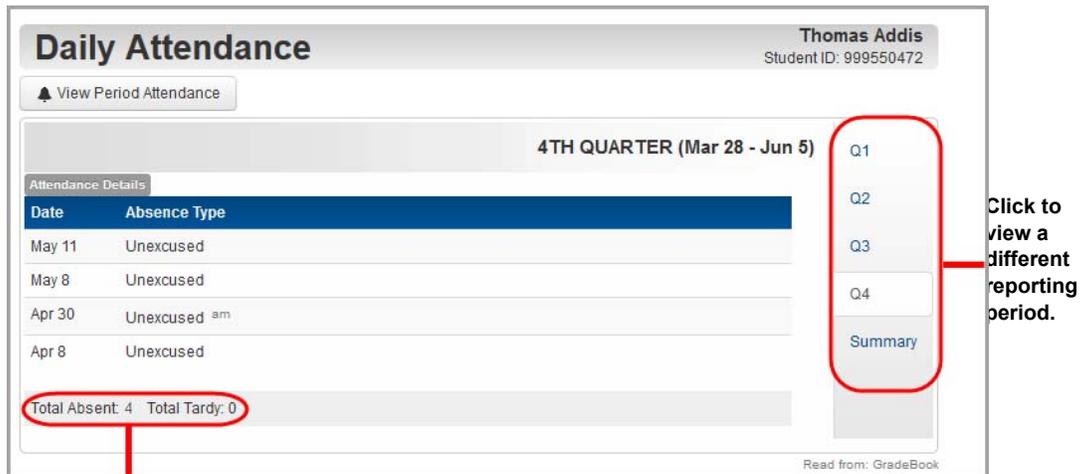
The **Attendance** screen displays your **Daily Attendance** for the year and your **Period Attendance** for today (if your school has these options enabled).

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.



Total Absent and Total Tardy Counts for the grading period.

Click to view a different reporting period.

Note: You can only view Total Absent and Total Tardy counts if your district enables them.

Note: Total Absent and Total Tardy counts do not display in the Attendance Summary view.

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.

Period Attendance Brett Shannon
Student ID: 999889804

[View Daily Attendance](#)

4TH QUARTER (Mar 28 - Jun 5)

Course : American History 8: 2

| Absence Date | Absence Type |
|--------------------------------|----------------|
| Feb 10 | Tardy |
| Feb 5 | Excused Absent |
| Feb 3 | Tardy |
| Total Absent: 1 Total Tardy: 2 | |

Q1
Q2
Q3
Q4
Summary

Click to view a different reporting period.

Read from: GradeBook

Total Absent and Total Tardy Counts for the grading period.

Note: You can only view **Total Absent** and **Total Tardy** counts if your district enables them.

Note: **Total Absent** and **Total Tardy** counts do not display in the Attendance Summary view.

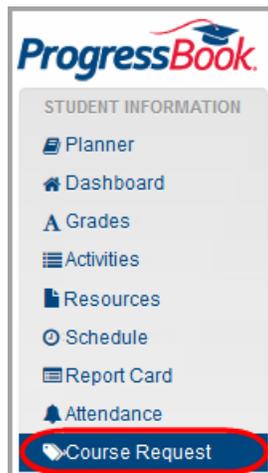
Request Courses

To view a video of this procedure, go to:

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

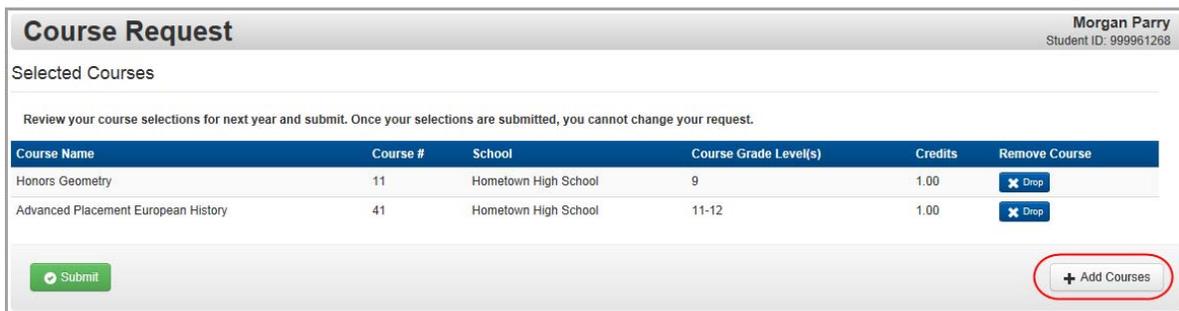
Note: This option is only available if your school or district has enabled it. In addition, it may only be available during a specific time frame for requesting courses.

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



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

2. Click **Add Courses**.

A screenshot of the "Course Request" screen. The screen shows the user's name "Morgan Parry" and student ID "999961268". Below this, there is a section titled "Selected Courses" with a message: "Review your course selections for next year and submit. Once your selections are submitted, you cannot change your request." A table displays the selected courses:

| Course Name | Course # | School | Course Grade Level(s) | Credits | Remove Course |
|-------------------------------------|----------|----------------------|-----------------------|---------|---------------------------------------|
| Honors Geometry | 11 | Hometown High School | 9 | 1.00 | <input type="button" value="✕ Drop"/> |
| Advanced Placement European History | 41 | Hometown High School | 11-12 | 1.00 | <input type="button" value="✕ Drop"/> |

At the bottom of the screen, there is a green "Submit" button and a red-outlined "Add Courses" button.

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

Done

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 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 Search

Course Catalog

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

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

Student Information

- Optional: Continue adding any other course requests.
- When you are finished making your selections, click **Done**.
The courses you added now appear on the **Course Request** screen.
- Review your selections.

Note: If you selected a course and do not want to request it, in the **Remove Course** column, click **Drop**.

- When you are satisfied with your course request list, click **Submit**.

The screenshot shows the 'Course Request' interface for Morgan Parry (Student ID: 999961268). It displays a table of 'Selected Courses' with columns for Course Name, Course #, School, Course Grade Level(s), Credits, and Remove Course. The table lists three courses: Honors Geometry, AP Biology, and Advanced Placement European History. Each course has a 'Drop' button in the 'Remove Course' column. A red circle highlights the 'Submit' button at the bottom left, and another red circle highlights the 'Drop' buttons. A red arrow points from the text 'Click to remove a course request.' to the 'Drop' buttons.

| Course Name | Course # | School | Course Grade Level(s) | Credits | Remove Course |
|-------------------------------------|----------|----------------------|-----------------------|---------|---------------|
| Honors Geometry | 11 | Hometown High School | 9 | 1.00 | Drop |
| AP Biology | 26 | Hometown High School | 10-11-12 | 1.50 | Drop |
| Advanced Placement European History | 41 | Hometown High School | 11-12 | 1.00 | Drop |

Click to submit course requests.

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

The screenshot shows the 'Submit Course Request' dialog box. It contains the text: 'Are you sure that you would like to submit this course request? Once the course request is submitted, it cannot be edited.' At the bottom right, there are two buttons: 'Ok' and 'Cancel'. The 'Ok' button is highlighted with a red circle.

Note: From your browser, you can print the courses you requested.

School Information

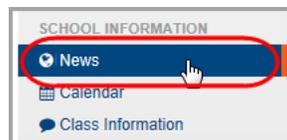
ProgressBook provides important information about your school.

- 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.”](#)

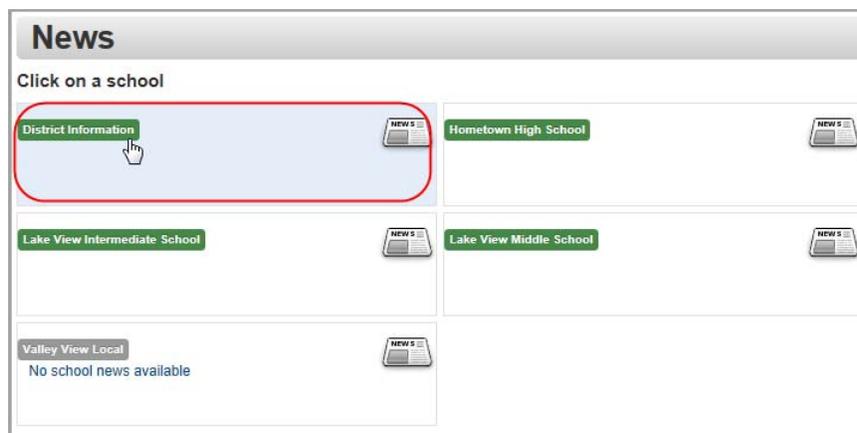
View School News

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.

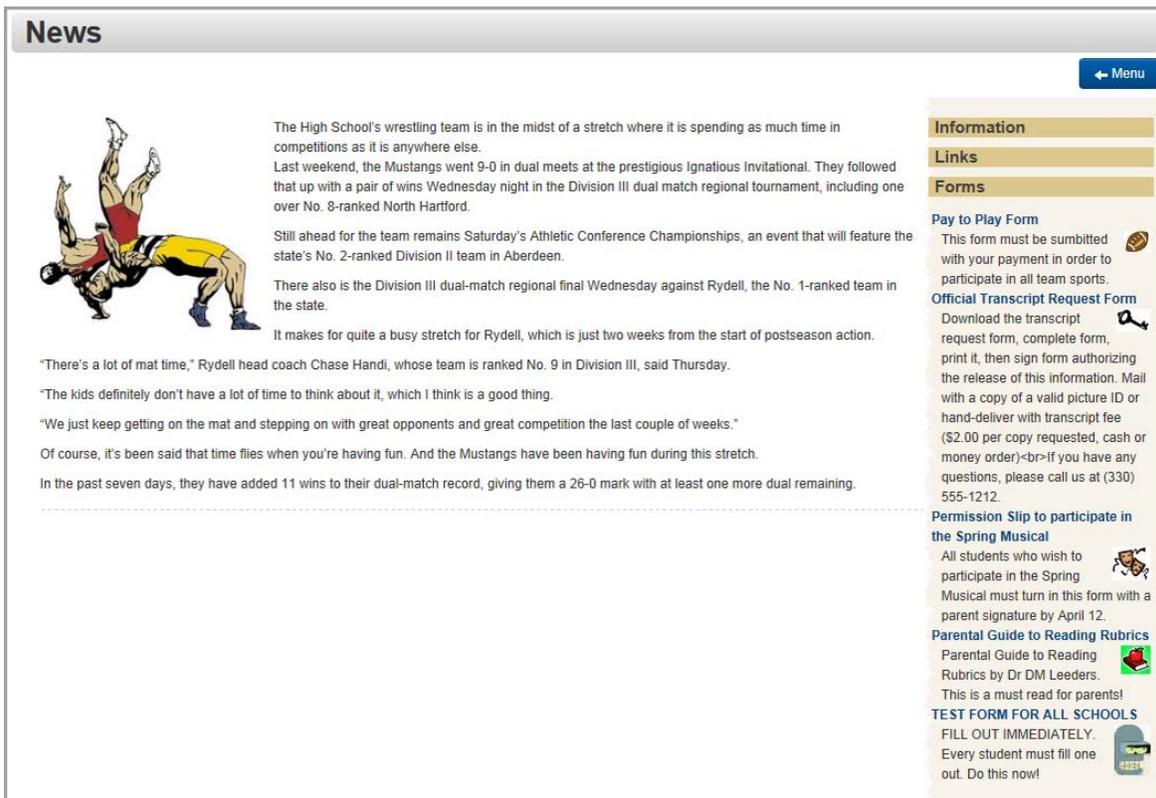
1. To see news for your school or district, on the navigation bar, click **News**.



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.



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



News



The High School's wrestling team is in the midst of a stretch where it is spending as much time in competitions as it is anywhere else. Last weekend, the Mustangs went 9-0 in dual meets at the prestigious Ignatious Invitational. They followed that up with a pair of wins Wednesday night in the Division III dual match regional tournament, including one over No. 8-ranked North Hartford.

Still ahead for the team remains Saturday's Athletic Conference Championships, an event that will feature the state's No. 2-ranked Division II team in Aberdeen.

There also is the Division III dual-match regional final Wednesday against Rydell, the No. 1-ranked team in the state.

It makes for quite a busy stretch for Rydell, which is just two weeks from the start of postseason action.

"There's a lot of mat time," Rydell head coach Chase Handi, whose team is ranked No. 9 in Division III, said Thursday.

"The kids definitely don't have a lot of time to think about it, which I think is a good thing.

"We just keep getting on the mat and stepping on with great opponents and great competition the last couple of weeks."

Of course, it's been said that time flies when you're having fun. And the Mustangs have been having fun during this stretch.

In the past seven days, they have added 11 wins to their dual-match record, giving them a 26-0 mark with at least one more dual remaining.

Information

Links

Forms

Pay to Play Form
This form must be submitted with your payment in order to participate in all team sports.

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.

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.

Parental Guide to Reading Rubrics
Parental Guide to Reading Rubrics by Dr DM Leeders. This is a must read for parents!

TEST FORM FOR ALL SCHOOLS
FILL OUT IMMEDIATELY. Every student must fill one out. Do this now!

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**.



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**.

The screenshot shows the 'Calendar Setting Preferences' dialog box overlaid on the main calendar interface. The dialog box has a title bar with a close button. Below the title bar is a blue instruction box. Underneath are three tabs: 'Events', 'Classes', and 'Schools'. The 'Events' tab is active, showing a list of event categories with checkboxes. The 'Save' button at the bottom of the dialog is highlighted in green. In the background, the main calendar interface is visible, showing a calendar grid for October with a 'Settings' button circled in orange.

| Fri | Sat |
|-----|-----|
| 4 | 5 |
| 11 | 12 |
| 18 | 19 |
| 25 | 26 |
| 1 | 2 |

- 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 Student ID: 999961268

View:

September 2013 month week day today < >

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----------------------------------|---|-----------------------------------|--|-----------------------------------|-----|
| 1 | 2 | 3 | 4 | 5 2:30p Computer Club | 6 | 7 |
| 8 | 9 3:15p Ski Club Trip Planning | 10 | 11 | 12 2:30p Computer Club Tardy | 13 Excused Absent | 14 |
| 15 | 16 Homework: ENGLISH 10 HONORS | 17 Homework: ENGLISH 10 HONORS | 18 Homework: ENGLISH 10 HONORS | 19 Homework: ENGLISH 10 HONORS 2:30p Computer Club | 20 Homework: ENGLISH 10 HONORS | 21 |
| 22 | 23 Homework: ENGLISH 10 HONORS | 24 Excused Absent Homework: ENGLISH 10 HONORS | 25 Homework: ENGLISH 10 HONORS | 26 Homework: ENGLISH 10 HONORS 2:30p Computer Club | 27 Homework: ENGLISH 10 HONORS | 28 |

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.

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

The events now display in list format.

- 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**.

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**.



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

Class Information

Morgan Parry
Student ID: 999961268

Click on a class

| | |
|---|--|
| <div style="background-color: #e0f0e0; padding: 2px; margin-bottom: 5px;">ENGLISH 10 HONORS</div> <p>Teacher: Arcadia Jones Updated: 07/01 </p> <p>Email: hindsg@example.com</p> <p>Room:</p> | <div style="background-color: #e0f0e0; padding: 2px; margin-bottom: 5px;">GEOMETRY HONORS</div> <p>Teacher: Arcadia Jones Updated: 07/01 </p> <p>Email: hindsg@example.com</p> <p>Room:</p> |
| <div style="background-color: #e0f0e0; padding: 2px; margin-bottom: 5px;">BIOLOGY HONORS</div> <p>Teacher: Arcadia Jones Updated: 07/01 </p> <p>Email: hindsg@example.com</p> <p>Room:</p> | <div style="background-color: #e0f0e0; padding: 2px; margin-bottom: 5px;">UNITED STATES HISTORY AP</div> <p>Teacher: Arcadia Jones Updated: 07/01 </p> <p>Email: hindsg@example.com</p> <p>Room:</p> |
| <div style="background-color: #e0f0e0; padding: 2px; margin-bottom: 5px;">BROADCASTING</div> <p>Teacher: Updated: 05/20 </p> <p>Email: Not provided.</p> <p>Room:</p> | |

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

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 user name, name, or email address, see “[Update Your Account Information.](#)”
- 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**.



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).

or

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"/> |

- 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 |

or

Update Your Account Information

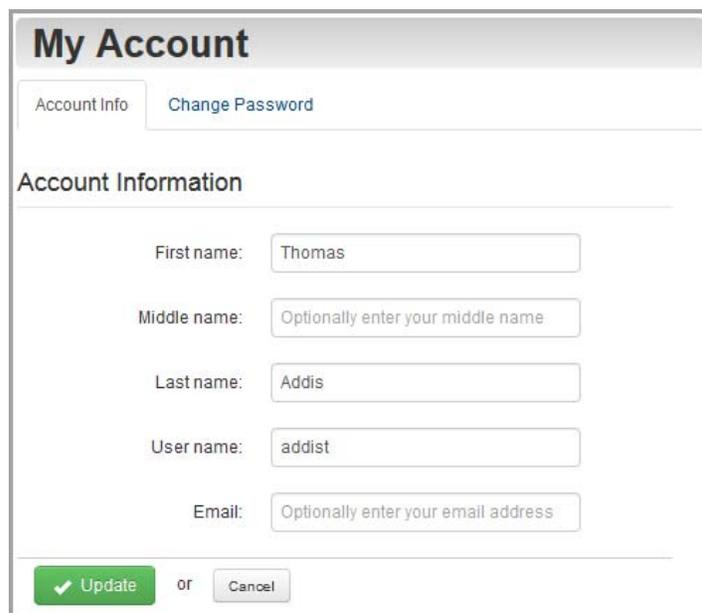
To view a video of this procedure, go to:
<http://www.progressbook.com/Videos/PA/Profile>

Note: Updating your account information only affects your ProgressBook account. To update the school's official records, please contact the school office.

- To update your ProgressBook account information, on the navigation bar, click **My Account**.



2. On the **Account Info** tab, update any information as needed.
3. Click **Update**.



The screenshot shows a web form titled "My Account". At the top, there are two tabs: "Account Info" (which is selected) and "Change Password". Below the tabs, the section is titled "Account Information". It contains several input fields: "First name:" with the value "Thomas"; "Middle name:" with the placeholder text "Optionally enter your middle name"; "Last name:" with the value "Addis"; "User name:" with the value "addist"; and "Email:" with the placeholder text "Optionally enter your email address". At the bottom of the form, there are two buttons: a green "Update" button with a checkmark icon and a grey "Cancel" button, separated by the word "OR".

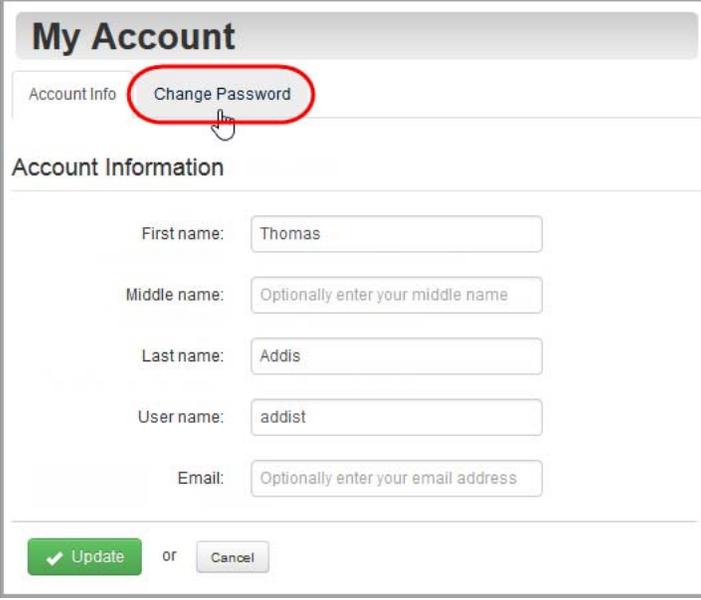
Change Your Password

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 **My Account**.



2. Click the **Change Password** tab.



The screenshot shows the 'My Account' page with two tabs: 'Account Info' and 'Change Password'. The 'Change Password' tab is selected and highlighted with a red circle. Below the tabs is the 'Account Information' section with the following fields:

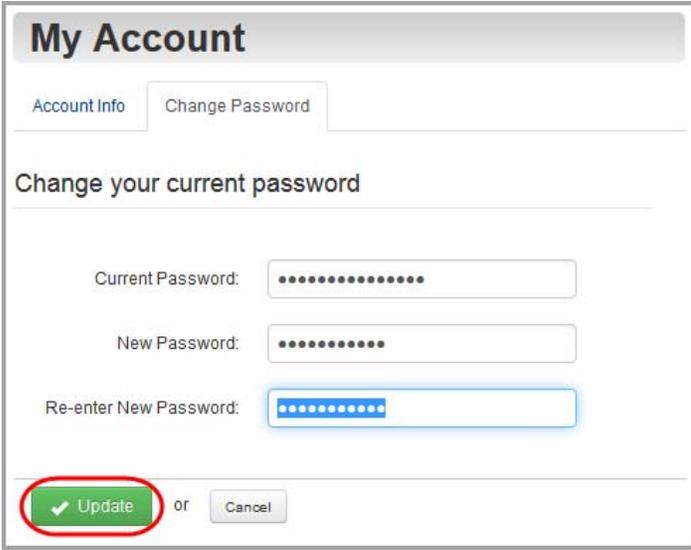
- First name: Thomas
- Middle name: Optionally enter your middle name
- Last name: Addis
- User name: addist
- Email: Optionally enter your email address

At the bottom of the form are two buttons: a green 'Update' button with a checkmark and a grey 'Cancel' button, separated by the word 'or'.

3. 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.

4. In the **Re-enter New Password** field, re-enter the new password.
5. Click **Update**.



The screenshot shows the 'My Account' page with the 'Change Password' tab selected. The page title is 'Change your current password'. The form contains three password fields:

- Current Password: [Masked with dots]
- New Password: [Masked with dots]
- Re-enter New Password: [Masked with dots]

At the bottom of the form are two buttons: a green 'Update' button with a checkmark and a grey 'Cancel' button, separated by the word 'or'. The 'Update' button is highlighted with a red circle.

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Appendix: Parent Information

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

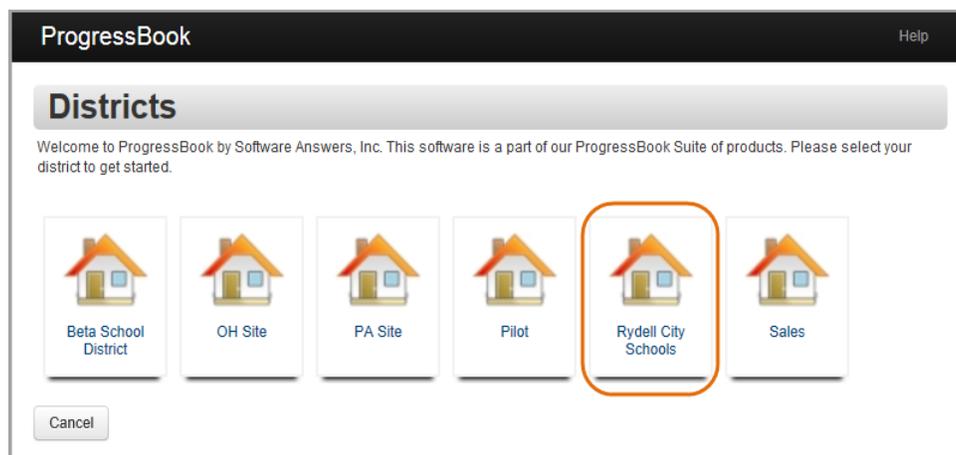
- To create your ProgressBook account for yourself, see [“Create Parent Account.”](#)
- To add a child to your account, see [“Add a Child to Your Account.”](#)
- To change the order in which your children display, see [“Reorder Children.”](#)
- To create a ProgressBook account for your child, see [“Create Student Account.”](#)
- To reset your child’s password, see [“Reset Your Child’s Password.”](#)
- To edit your child’s contacts, see [“View or Edit Student Contacts.”](#)
- To view basic information associated with your child, see [“View Your Child’s Profile.”](#)
- 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.”](#)

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.



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

ProgressBook
SOFTWARE ANSWERS

Sign In

Enter your login Information

User name

Password

Remember me

 Sign in

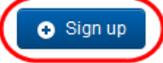
Forgot your user name or Password?

[Create an account](#) • [Switch District](#)

 [District Calendars](#)

Sign Up

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

 Sign up

15.0.0

ProgressBook
SOFTWARE ANSWERS

4. 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](#)

5. Under **Your Contact Information**, enter the following:
 - **First Name**
 - **Last Name**
 - **Email**
 - **Re-enter Email**
6. Under **Account Details**, enter the following:
 - **User name** – letters and/or numbers (6 to 50 characters) or your email address
 - **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. 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:

or

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

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

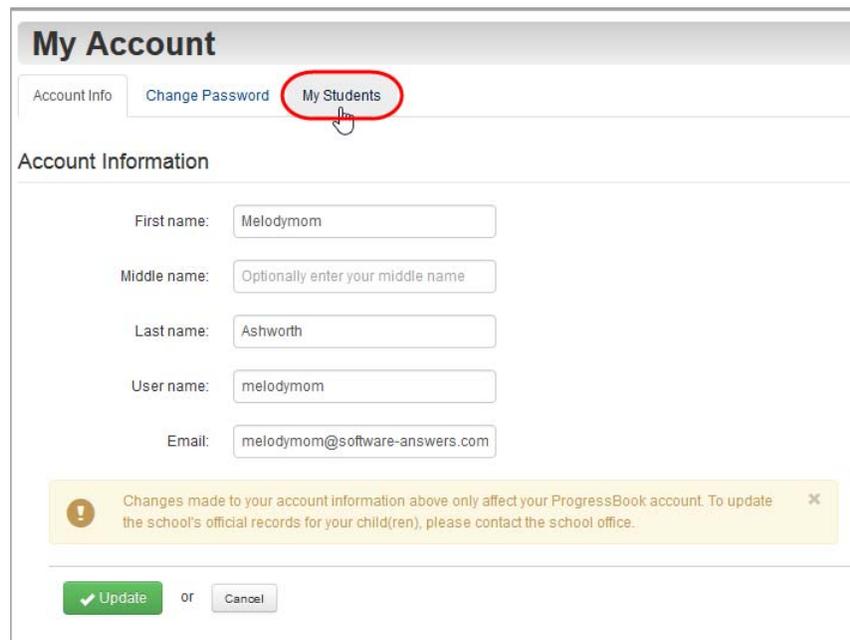
To view a video of this procedure, go to:

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

1. On the navigation bar, click **My Account**.



2. Click the **My Students** tab.

A screenshot of the "My Account" page. At the top, there are three tabs: "Account Info", "Change Password", and "My Students", with "My Students" circled in red. Below the tabs is the "Account Information" section with several input fields: "First name" (Melodymom), "Middle name" (Optionally enter your middle name), "Last name" (Ashworth), "User name" (melodymom), and "Email" (melodymom@software-answers.com). At the bottom, there is a yellow warning box with an exclamation mark icon and a close button (X). Below the warning box are two buttons: a green "Update" button with a checkmark and a grey "Cancel" button.

3. Under **Accounts**, click **Link Another Student**.

My Account

Account Info Change Password My 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 # | |
|--------------|-----------|-----------|----------------|
| Thomas Addis | addist | 999550472 | Reset Password |

Accounts

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

[+ Link Another Student](#)

4. 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**.

My Account

My Students Link Another Student

Link a student to this account

Registration Key: PAH6J7GRG7W43724 ✓ Key format is valid

First Name: Jessica

Last Name: Leeders

Date of Birth: 12/18/1990

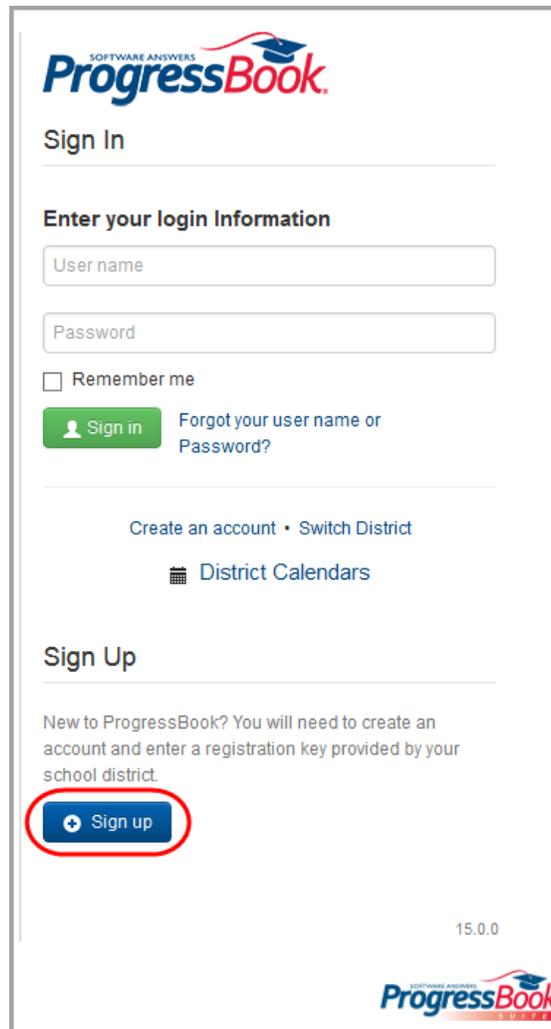
[+ Save](#) or [Cancel](#)

Add a Child - Not Signed In

To view a video of this procedure, go to:

<http://www.progressbook.com/Videos/PA/Add-Child-Not-Signed-In>

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



The screenshot shows the ProgressBook login interface. At the top is the ProgressBook logo with the tagline 'SOFTWARE ANSWERS'. Below the logo is the 'Sign In' section, which includes a heading 'Enter your login information', a 'User name' input field, a 'Password' input field, and a 'Remember me' checkbox. A green 'Sign in' button is present, along with a link for 'Forgot your user name or Password?'. Below the login section are links for 'Create an account • Switch District' and 'District Calendars'. The 'Sign Up' section follows, with a heading and a paragraph explaining that new users need to create an account and enter a registration key. A blue 'Sign up' button with a plus icon is circled in red. The version number '15.0.0' is displayed in the bottom right corner, along with the ProgressBook logo.

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](#)

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 My Account 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](#) [Forgot your user name or Password?](#)

[Create an account](#) • [Switch District](#)

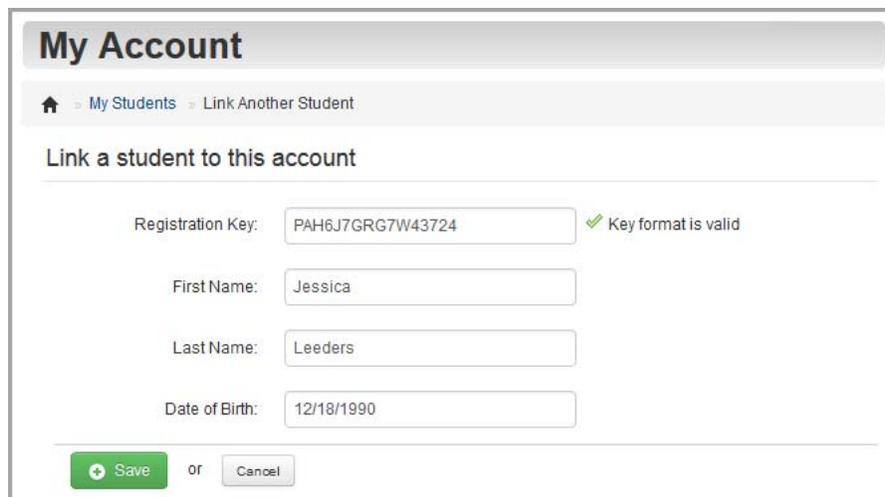
4. On the **My Account** screen, **Link a student to this account** area, enter the following:

- **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 the 'My Account' interface. At the top, there's a header 'My Account' and a breadcrumb trail: 'My Students > Link Another Student'. Below this is the title '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 'Jessica'; 'Last Name' with 'Leeders'; and 'Date of Birth' with '12/18/1990'. At the bottom, there are two buttons: a green 'Save' button and a grey 'Cancel' button, separated by the word 'or'.

Reorder Children

You can change the order in which your children display in the student switcher and choose which child displays by default when you sign in.

1. On the navigation bar, click **My Account**.



- Click the **My Students** tab.

My Account

Account Info Change Password **My Students**

Account Information

First name: Melodymom

Middle name: Optionally enter your middle name

Last name: Ashworth

User name: melodymom

Email: melodymom@software-answers.com

Changes made to your account information above only affect your ProgressBook account. To update the school's official records for your child(ren), please contact the school office.

Update or Cancel

- On the **My Students** tab, use one of the following methods to move a child to a new position:

Note: Information for the child in the first position displays by default when you sign in to ProgressBook.

- In the row of the student you want to move, click ↑ or ↓.

My Account

Account Info Change Password My 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 # | |
|----------------|-----------|-----------|--------------------|
| Hanna Achauer | | 999726932 | Create Account ↓ |
| Thomas Addis | addist | 999550472 | Reset Password ↑ ↓ |
| Angeline Addis | aaddis | 999726935 | Reset Password ↑ ↓ |
| Carl Addis | | 999726936 | Create Account ↑ |

Accounts

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

Link Another Student

The student you are currently viewing is highlighted. Click on a student's name to change your active student. You can reorder your students by using the up and down arrows, or by dragging them.

- Drag and drop the student to a new position in the list.

My Account

Account Info Change Password My 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 # | | |
|----------------|-----------|-----------|----------------|-----|
| Hanna Achauer | | 999726932 | Create Account | ↑ |
| Thomas Addis | addist | 999550472 | Reset Password | ↑ ↓ |
| Angeline Addis | aaddis | 999726935 | Reset Password | ↑ ↓ |
| Carl Addis | | 999726936 | Create Account | ↑ ↓ |

Accounts

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

Link Another Student

The student you are currently viewing is highlighted. Click on a student's name to change your active student. You can reorder your students by using the up and down arrows, or by dragging them.

The children display in the new order.

My Account

Account Info Change Password My 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 # | | |
|----------------|-----------|-----------|----------------|-----|
| Thomas Addis | addist | 999550472 | Reset Password | ↓ |
| Hanna Achauer | | 999726932 | Create Account | ↑ ↓ |
| Angeline Addis | aaddis | 999726935 | Reset Password | ↑ ↓ |
| Carl Addis | | 999726936 | Create Account | ↑ |

Accounts

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

Link Another Student

The student you are currently viewing is highlighted. Click on a student's name to change your active student. You can reorder your students by using the up and down arrows, or by dragging them.

Throughout ProgressBook, the student switcher displays your children in this order. Information for the first child displays by default when you sign in. (For more information, see ["Understand the Home Screen."](#))

ProgressBook Home Thomas Addis
Student ID: 999550472

STUDENT INFORMATION

- Home
- Grades
- Planner
- Schedule
- Attendance
- Activities
- Resources
- Report Card
- Course Request

SCHOOL INFORMATION

- News
- Calendar
- Class Information

FAMILY INFORMATION

- Alerts
- My Account
- Student Contacts
- Student Profile

Grades details

Grades for 4TH QUARTER

| Course | Grade | YTD Grade | As Of |
|--------------------------|----------|-----------|--------|
| ALGEBRA 2 HONORS | 90.00 A- | 93.60 A | Mar 26 |
| APPLIED SOCIAL STUDIES 2 | 98.20 A+ | 99.10 A+ | Mar 26 |
| BIOLOGY HONORS | 97.50 A+ | 97.50 A+ | Mar 26 |
| ENGLISH 10 HONORS | 88.90 B+ | 88.90 B+ | Apr 10 |
| FRENCH 2 | 96.00 A | 96.00 A | Jul 3 |

[View all grades](#)

Homework details

Homework due today or next 2 days:

| Course | Count |
|-------------------|-------|
| ENGLISH 10 HONORS | 1 |
| FRENCH 2 | 1 |
| HEALTH | 2 |

[View all homework](#)

Grade Details details

Items due in past 2 days:

There are no grade details available at this time.

[View all grade details](#)

Daily Attendance details

Absence type summary for the year

| Absence Type | Count |
|-------------------|-------|
| Tardy | 3 |
| Excused Absent | 6 |
| Unexcused Absence | 2 |

[View all attendance](#)

Thomas Addis Hanna Achauer Angeline Addis Carl Addis

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Children display in order selected on My Students screen.
First child's information displays by default.

Create Student Account

To view a video of this procedure, go to:

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

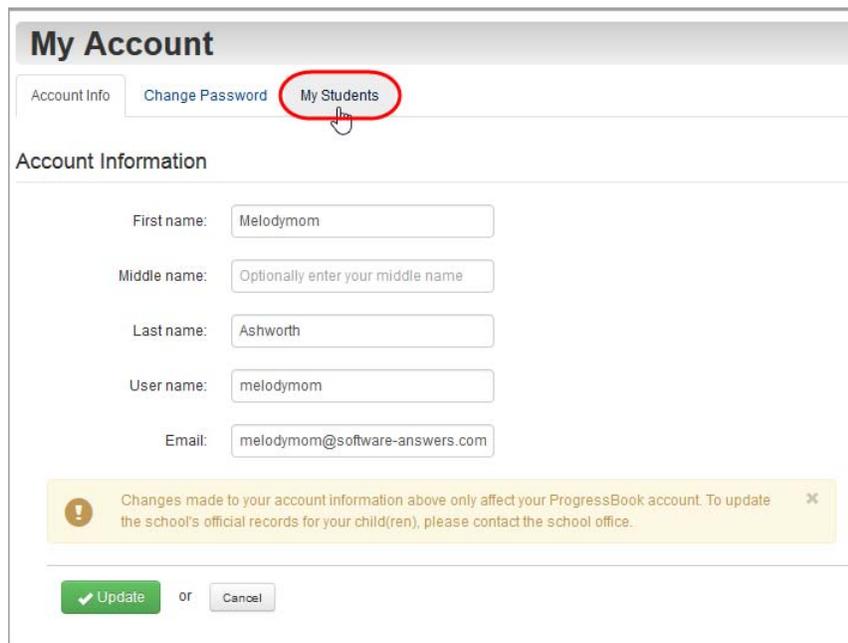
You can create a student account for your child so s/he can sign in to ProgressBook independently of you.

Note: Student accounts offer some different functionality and a different view of information within ProgressBook.

1. On the navigation bar, click **My Account**.

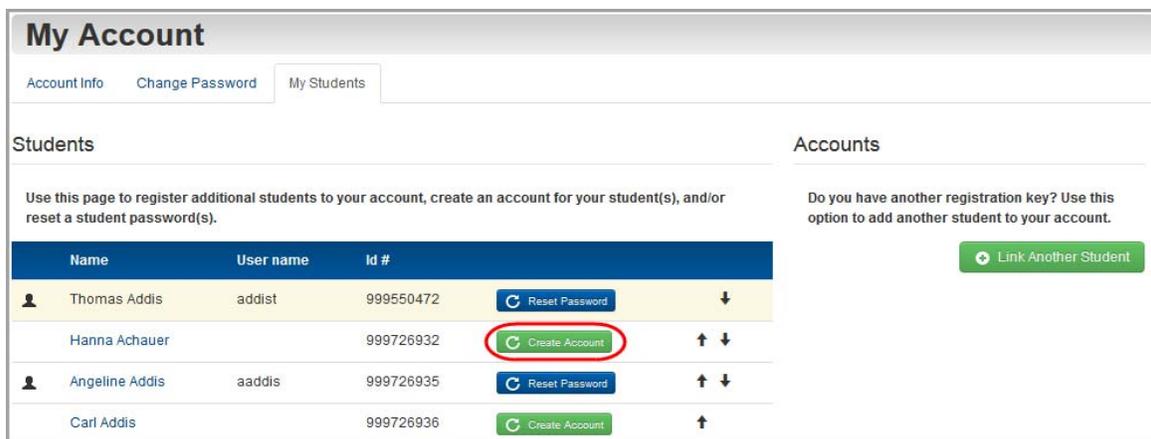


2. Click the **My Students** tab.



The screenshot shows the 'My Account' page with three tabs: 'Account Info', 'Change Password', and 'My Students'. The 'My Students' tab is selected and circled in red. Below the tabs is the 'Account Information' section with input fields for First name (Melodymom), Middle name (Optionally enter your middle name), Last name (Ashworth), User name (melodymom), and Email (melodymom@software-answers.com). A yellow warning box states: 'Changes made to your account information above only affect your ProgressBook account. To update the school's official records for your child(ren), please contact the school office.' At the bottom are 'Update' and 'Cancel' buttons.

3. On the **My Students** tab, in the row of the child for whom you want to create a student account, click **Create Account**.



The screenshot shows the 'My Account' page with the 'My Students' tab selected. It features two columns: 'Students' and 'Accounts'. The 'Students' column contains a table with the following data:

| Name | User name | Id # | Actions |
|----------------|-----------|-----------|--------------------|
| Thomas Addis | addist | 999550472 | Reset Password ↓ |
| Hanna Achauer | | 999726932 | Create Account ↑ ↓ |
| Angeline Addis | aaddis | 999726935 | Reset Password ↑ ↓ |
| Carl Addis | | 999726936 | Create Account ↑ |

The 'Create Account' button for Hanna Achauer is circled in red. The 'Accounts' column has a 'Link Another Student' button and a note: 'Do you have another registration key? Use this option to add another student to your account.'

Manage Students – Create Account

4. Enter the following information:
 - **User name** – letters and/or numbers (6 to 50 characters) or the child's email address
 - **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 child'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.

5. Click **Create**.

My Account

Home > My Students > Create Student Account

Create Student Account For Jessica

User name: ✓ User name is available

Password: ✓ Password is acceptable

Re-enter Password: ✓ Passwords match

Email:

Re-enter Email:

or

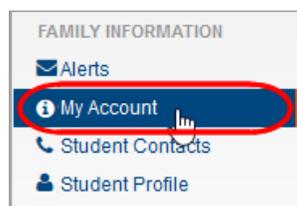
Reset Your Child's Password

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 **My Account**.



2. Click the **My Students** tab.

My Account

Account Info Change Password **My Students**

Account Information

First name: Melodymom

Middle name: Optionally enter your middle name

Last name: Ashworth

User name: melodymom

Email: melodymom@software-answers.com

Changes made to your account information above only affect your ProgressBook account. To update the school's official records for your child(ren), please contact the school office.

Update or Cancel

3. On the **My Students** tab, under **Students**, in the row of the student whose password you want to reset, click **Reset Password**.

My Account

Account Info Change Password **My 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 # | | |
|---------------|-----------|-----------|----------------|-----|
| Hanna Achauer | | 999726932 | Create Account | ↑ ↓ |
| Thomas Addis | addist | 999550472 | Reset Password | ↑ ↓ |
| Tara Adsit | taraadsit | 999670402 | Reset Password | ↑ ↓ |

Accounts

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

Link Another Student

The student you are currently viewing is highlighted. Click on a student's name to change your active student. You can reorder your students by using the up and down arrows, or by dragging them.

4. 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.

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

- Click **Update**.

My Account

Home > My Students > Reset Student Password

Reset Password for Jessica Leeders

New Password ✓ Password is acceptable

Re-enter New Password ✓ Passwords match

or

View or Edit Student Contacts

If your district allows it, you can view or update phone, email, and address information for your child's contacts.

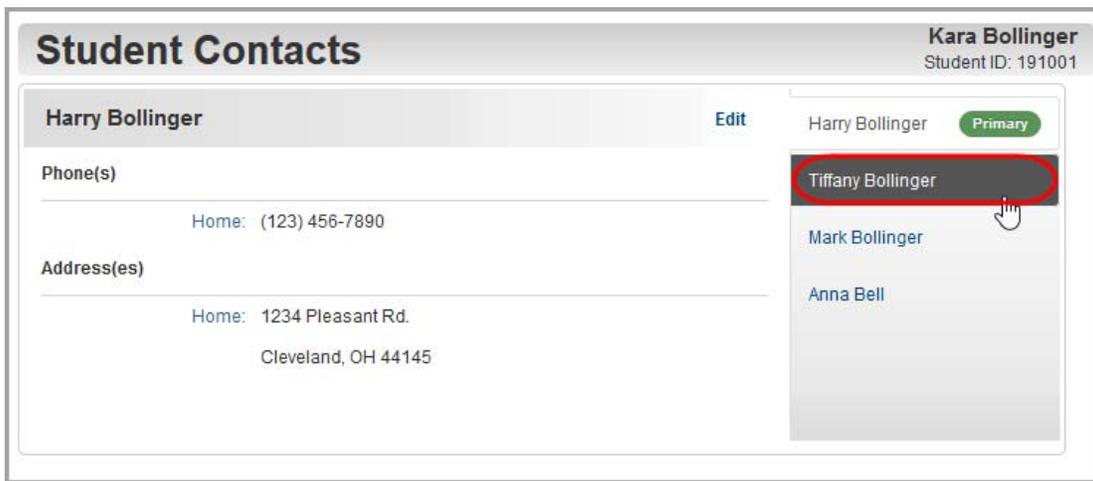
Note: Based on your district's settings, only some ProgressBook users may be able to view and edit student contact information. Even if you are permitted to edit contact information, some contacts and addresses may be read-only.

- On the navigation bar, click **Student Contacts**.



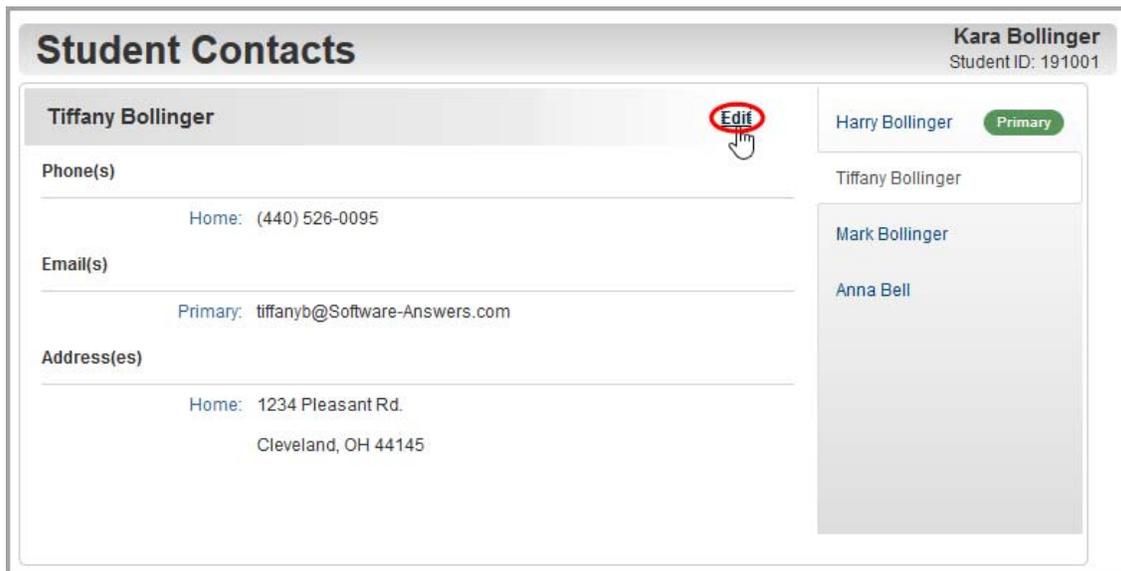
Information for the student's primary contact displays by default with other contact names listed in the right column as well.

2. On the **Student Contacts** screen, click the name of the contact whose information you want to view or edit.



The edit screen for the contact you selected displays.

3. Optional: If you want to edit the contact's information, click **Edit**.



The **Student Contacts** edit screen displays.

4. Optional: To edit existing contact information:
 - a. In the appropriate section, update the existing fields and drop-down lists.
 - b. Click **Save**.

5. Optional: To add new contact information:
 - a. In the appropriate section, click **Add**.
 - b. Enter the required contact information.
 - c. Click **Save**.
6. Optional: To delete existing contact information:
 - a. In the appropriate section, next to the item you want to delete, click **Delete**.

Student Contacts Kara Bollinger
Student ID: 191001

Tiffany Bollinger Save or

Contact

First Name

Last Name

Phone(s)

Phone 1 **Delete contact item**

Type

Number

Extension

Email(s)

Add contact item

Address(es)

Home: 1234 Pleasant Rd.
Cleveland, OH 44145

Save or

- b. On the **Delete** confirmation window, click **OK**.
- A message displays to confirm that you deleted the item successfully.

View Your Child's Profile

You can review the school, address, demographic information, and notes (medical, disability, custody, and miscellaneous) on file for your child.

Note: This information is read-only. To update this information, please contact your school for assistance.

1. On the navigation bar, click **Student Profile**.



2. Review the **Student Profile** information.

Note: Based on your district's settings, you may not be able to view the student address or notes even if you can view the **Student Profile**.

Note: If  displays next to a medical note, the issue is life-threatening. If  displays next to a custody note, the issue is critical.

| Student Profile | | Kara Bollinger Student ID: 191001 |
|--|---------------------------------|--------------------------------------|
| Profile | Address | |
| Name: Kara Bollinger | Home address: 1234 Pleasant Rd. | |
| School: WOOSTER HIGH SCHOOL | Cleveland, OH 44145 | |
| Enrollment Date: 8/18/2014 | | |
| Grade Level: 10 | | |
| Homeroom: C233 Scott Miller | | |
| Date Of Birth: 9/19/2001 | | |
| Sex: F | | |
| Student ID: 191001 | | |
| Notes | | |
| Medical: Appendectomy- 8/25/14 Following sharp R abd pain and ER visit | | |
|  Medical: allergic to peanuts | | |
| Medical: crutches for 2 weeks for sprained ankle | | |
|  Expires 05/26/2016 | | |

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: If more than one student is linked to your account, the additional student(s) also display in the student switcher area at the bottom of the screen. To view information for a different student, click that student.

Rydell City Schools Help MotherShannon

ProgressBook Home Brett Shannon Student ID: 999889804

STUDENT INFORMATION

- Home
- Grades
- Planner
- Schedule
- Attendance
- Activities
- Resources
- Report Card
- Course Request

SCHOOL INFORMATION

- News
- Calendar
- Class Information

FAMILY INFORMATION

- Alerts
- My Account
- Student Contacts
- Student Profile

Home

Today's Comments

ALGEBRA 2
Thank you for helping the other students with this week's assignments!

Grades details

Grades for 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 |

[View all grades](#)

Homework details

Homework due today or next 2 days

| Course | Count |
|----------------|-------|
| ALGEBRA 2 | 1 |
| BIOLOGY HONORS | 1 |

[View all homework](#)

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 |

Fantastic job!

[View all grade details](#)

Daily Attendance details

Absence type summary for the year

| | |
|-------------------|---|
| Excused | 1 |
| Unexcused Absence | 3 |
| Excused Absent | 4 |
| Tardy | 3 |

[View all attendance](#)

Student switcher

Brett Shannon Jessica Leaders

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Student switcher – Click a different student to view information for that student.

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.



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 table titled "Grades" with a "details" link in the top right corner. Below the title is a sub-header "Grades for 4TH QUARTER". The table has four columns: "Course", "Grade", "YTD Grade", and "As Of".

| 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 table is a link with a magnifying glass icon: "View all grades".

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.

The screenshot shows the 'Grade Details' pane with a blue header and a 'details' link. Below the header, a grey box indicates 'Items due in past 2 days'. The content is organized into two sections: 'ALGEBRA 2' and 'BIOLOGY HONORS'. Each section has a table with columns for 'Date', 'Assignment', and 'Mark'. A 'Fantastic job!' message is displayed below the Biology Honors table. At the bottom, there is a link to 'View all grade details'.

| ALGEBRA 2 | | |
|-----------|----------------|-------|
| Date | Assignment | Mark |
| May 29 | Page 364 - ALL | 20/20 |

| BIOLOGY HONORS | | |
|----------------|------------|-------|
| Date | Assignment | Mark |
| May 28 | Chapter 15 | 15/15 |

Fantastic job!

[View all grade details](#)

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.

The screenshot shows the 'Homework' pane with a blue header and a 'details' link. Below the header, a grey box indicates 'Homework due today or next 2 days'. The content is organized into a table with a 'Course' column and a column for the number of assignments. At the bottom, there is a link to 'View all homework'.

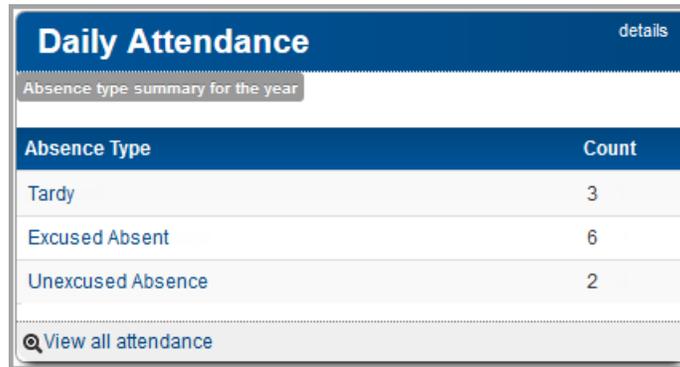
| Course | Number of Assignments |
|----------------|-----------------------|
| ALGEBRA 2 | 1 |
| BIOLOGY HONORS | 1 |

[View all homework](#)

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.



The screenshot shows a user interface for 'Daily Attendance'. At the top, there is a blue header with the title 'Daily Attendance' and a 'details' link. Below the header is a sub-header 'Absence type summary for the year'. The main content is a table with two columns: 'Absence Type' and 'Count'. The table lists three types of absences: 'Tardy' with a count of 3, 'Excused Absent' with a count of 6, and 'Unexcused Absence' with a count of 2. At the bottom of the table, there is a link with a magnifying glass icon that says 'View all attendance'.

| Absence Type | Count |
|-------------------|-------|
| Tardy | 3 |
| Excused Absent | 6 |
| Unexcused Absence | 2 |

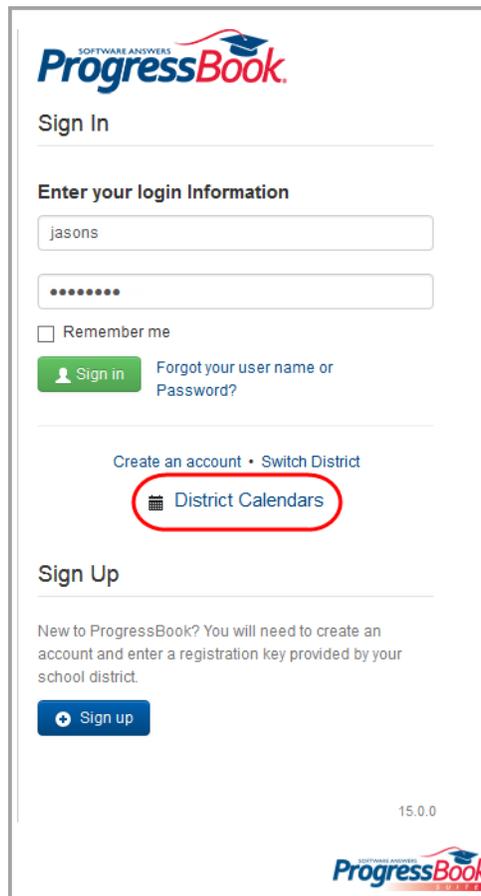
To view additional attendance details, click **details** or **View all attendance**. (For more information about attendance, see [“View Attendance.”](#))

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 a section titled 'Enter your login information' containing two input fields: one for the username (containing 'jasons') and one for the password (represented by dots). Below the password field is a checkbox labeled 'Remember me'. A green 'Sign in' button is positioned to the left of a link that says 'Forgot your user name or Password?'. Below this section are two links: 'Create an account' and 'Switch District'. The 'District Calendars' link, which includes a calendar icon, is circled in red. Below the links is the 'Sign Up' heading, followed by a paragraph explaining that new users need to create an account with a registration key from their school district. A blue 'Sign up' button is located at the bottom of this section. The version number '15.0.0' is displayed in the bottom right corner, above the ProgressBook logo.

The public calendar displays.

The screenshot shows the Rydell City Schools public calendar for September 2014. The interface includes a header with the school name and a help link, a 'Calendar' title, a 'Sign into ProgressBook' link, and view options (month, week, day, today) along with navigation arrows. The calendar grid displays events for each day of the month.

| 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 | | | | |

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