



ProgressBook®
ParentAccess

Create Registration Keys *Training Guide*

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LessonObjectives

-  Create registration keys for entire schools
-  Export registration keys to a .csv file
-  Create individual registration keys

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Create Keys for Schools

For parents and students to be able to create ProgressBook ParentAccess accounts, you must generate registration keys for them to use during the sign-up process.

1. On the **ParentAccess Administration** screen, in the **Manage Accounts** section, click **Registration Key Maintenance**.

The screenshot shows the ProgressBook ParentAccess Administration interface. The top navigation bar includes links for Home, GradeBook, Principal, Guidance, Clerical, Curriculum, Food, Attendance, PA Admin, Help, and Sign Out. The main content area is divided into three sections: District Setup, Manage Website Content, and Manage Accounts. The Manage Accounts section is highlighted with a red circle and a red number 1, indicating the 'Registration Key Maintenance' link. The 'Registration Key Maintenance' link is also highlighted with a red circle. Below the link, the text reads: 'Create and maintain system generated registration keys.' Other links in the Manage Accounts section include 'Export Registration Keys for Letters' and 'ParentAccess Account Maintenance'.

The **Registration Key Maintenance** screen displays.

*Registration keys created on
this screen are now always tied
to the student's primary contact
in StudentInformation.*



Create Keys for Schools (continued)

2. Click the **Generate New Keys** tab.

ProgressBook - Registration Key Maintenance

Home | GradeBook | Principal | Guidance | Clerical | Curriculum | Food | Attendance | PA Admin | Help | Sign Out

School: Student Id: Student Last Name: Go

Search Results **Generate New Keys** Delete Unused Keys

Enter search criteria then press the GO button.

3. Select the check box(es) next to the school(s) for which you want to generate new keys.
4. Click **Generate Registration Keys**.

ProgressBook - Registration Key Maintenance

Home | GradeBook | Principal | Guidance | Clerical | Curriculum | Food | Attendance | PA Admin | Help | Sign Out

School: Student Id: Student Last Name: Go

Search Results **Generate New Keys** Delete Unused Keys

Clicking the Generate Registration Keys button will generate keys for each student in the selected schools which will be used by parents and students to register in ParentAccess.

If at least one key for parent use and one key for student use already exist, new keys will not be created.

☐ All My Schools

☐ WOCO ☒ WOHS

☐ WOJH ☐ WOKE

☐ WOLA ☐ WOLI

☐ WOME ☐ WOOP

☐ WOPA ☐ WOPS

☐ WOSS ☐ WOWA

☐ WOBV

Parent Keys: 1

Generate Registration Keys

The PARENT KEYS drop-down list is obsolete, so you do not need to select a number. Only one key is generated for the primary contact.

Registration keys have now been generated for each student in the selected schools, as well as for each student's primary contact. These can be sent to parents and students so that they can create their own accounts.



Export Keys for Letters

If you want to send parents generated student and/or parent registration keys, you can export them to include them in letters.

1. On the **ParentAccess Administration** screen, in the **Manage Accounts** section, click **Export Registration Keys for Letters**.

The screenshot shows the ProgressBook ParentAccess Administration interface. The top navigation bar includes links for Home, GradeBook, Principal, Guidance, Clerical, Curriculum, Food, Attendance, PA Admin, Help, and Sign Out. The main content area is divided into three sections: District Setup, Manage Website Content, and Manage Accounts. The Manage Accounts section is highlighted, and the 'Export Registration Keys for Letters' link is circled in red with a red '1' next to it.

ProgressBook - ParentAccess Administration

Home | GradeBook | Principal | Guidance | Clerical | Curriculum | Food | Attendance | PA Admin | Help | Sign Out

Welcome ProgressBook Administrator

District Setup

- [District Settings](#)
Maintain district settings, such as the alias, logo, and document upload options.
- [Page Level Security](#)
Maintain page level security.
- [Event Categories](#)
Maintain event category names.
- [Alert Setup](#)
Schedule or edit email alerts.

Manage Website Content

- [District Login Maintenance](#)
Customize the district login page. For example, set up a district greeting and enable/disable a public calendar.
- [News & Information \(Content\)](#)
Maintain district and school news, information, and links.
- [District & School Events](#)
Post district and school events.
- [District & School Forms](#)
Maintain forms that are posted on the News page. Forms can be uploaded or linked from another website.

Manage Accounts

- [Registration Key Maintenance](#)
Create and maintain system generated registration keys.
- [Export Registration Keys for Letters](#)
Export registration keys in CSV file to produce letters.
- [ParentAccess Account Maintenance](#)
Update user accounts.

The **Parent Access Export Registration Keys** screen displays with several options for you to create an exported .csv file that fits your school or district needs.



Export Keys for Letters (continued)

2. In the **Select Extract Method** area, select the radio button next to **By District**, **By School**, or **By Teacher**.

Selecting **By District** is only useful if you created keys for more than one district. By that same token, selecting **By School** is only useful if you created keys for more than one school. If you intend to pass the generated keys out to specific classes, the best option is to select **By Teacher**.

2 Select Extract Method

☐ By District

☐ By School

☒ By Teacher

3. In the **Parent/ Student Keys** area, select whether you want to include parent keys, student keys, or both by selecting the **Parent Keys** and **Student Keys** as desired.

Parent/ Student Keys **3**

☒ Parent Keys

☒ Student Keys



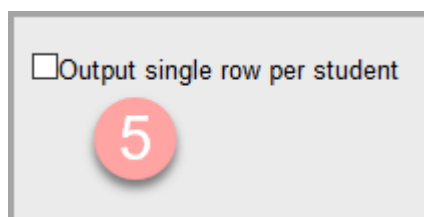
Export Keys for Letters (continued)

4. Depending on the extract method you select, different options display on the screen:
- If you select **By District**, no special options display.
 - If you select **By School**, a **Select Schools** area displays. Click the name of the school whose keys you want to export. Or, if you want to export keys for multiple schools, select one school that you want to include, then hold down your shift key while clicking the names of the other schools you want to include.
 - If you select **By Teacher**, the **Select Schools** area displays in addition to the **Select Staff for Extract** area. Click the name of the teacher for whom you want to export registration keys. Or, if you want to include all teachers, click **All Teachers**. To include several teachers, select one teacher that you want to include, then hold down your shift key while clicking the other names you want to include.

The screenshot shows a software interface with two main sections: 'Select Schools' and 'Select Staff for Extract'. In the 'Select Schools' section, there is a checkbox labeled 'Show Inactive School(s)' and a list of schools. 'WORCESTER HIGH SCHOOL' is selected and highlighted in blue. In the 'Select Staff for Extract' section, there is a list of staff members. 'Corbell, Mindy' and 'Crune, Marcus' are selected and highlighted in blue. A red circle with the number 4 is overlaid on the interface, indicating the step number.

Export Keys for Letters (continued)

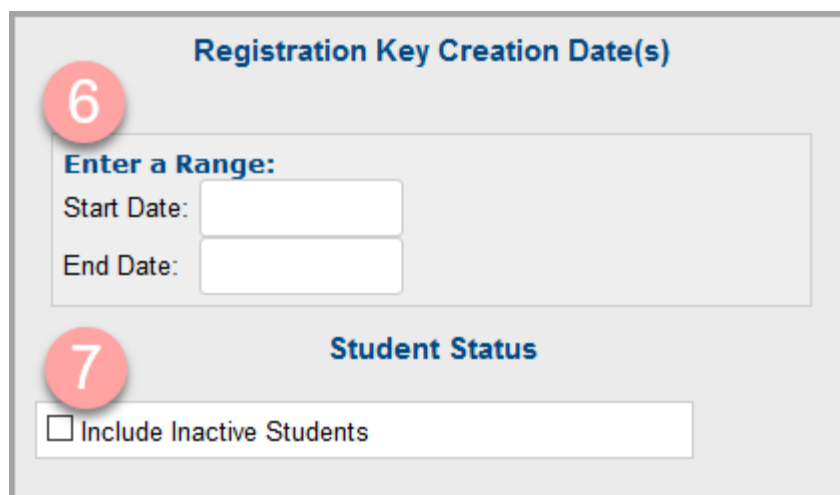
5. Optional: If you want the exported file to contain only one row per student with separate columns for the parent key and student key, select the **Output single row per student** check box. Otherwise, a row for each key is created in the exported file.



☐ Output single row per student

5

6. Optional: In the **Registration Key Creation Date(s)** area, enter a **Start Date** and an **End Date** during which you generated the keys you want to export.
7. Optional: In the **Student Status** area, select the **Include Inactive Students** check box if you want to include students who do not have active status in StudentInformation.



Registration Key Creation Date(s)

6

Enter a Range:

Start Date:

End Date:

Student Status

7

☐ Include Inactive Students



Export Keys for Letters (continued)

8. Optional: In the **Filename** field, enter a file name meaningful to you so that you can locate it on your computer when you need it. The created final name contains this name in addition to a string of numbers and “.csv.”
9. Click **Submit**.

10. After the file downloads, you can save it or open it in Excel on your computer. Now, you can use the information in the spreadsheet to send letters to parents instructing them on how to create a ParentAccess account.



Create Keys for Individuals

If you have already bulk generated registration keys for schools or districts and you need to add additional keys, you can create them on the **Registration Key Maintenance** screen.

1. On the **ParentAccess Administration** screen, in the **Manage Accounts** section, click **Registration Key Maintenance**.

The screenshot shows the ProgressBook ParentAccess Administration interface. The top navigation bar includes links for Home, GradeBook, Principal, Guidance, Clerical, Curriculum, Food, Attendance, PA Admin, Help, and Sign Out. The main content area is divided into three columns: District Setup, Manage Website Content, and Manage Accounts. The Manage Accounts column is highlighted with a red circle and a red number 1, indicating the 'Registration Key Maintenance' link. The 'Registration Key Maintenance' link is also highlighted with a red circle. Below the link, the text reads: 'Create and maintain system generated registration keys.' Other links in the Manage Accounts column include 'Export Registration Keys for Letters' (with a description: 'Export registration keys in CSV file to produce letters.') and 'ParentAccess Account Maintenance' (with a description: 'Update user accounts.').

The **Registration Key Maintenance** screen displays.

Though you can create individual registration keys using this procedure, you can also use it to create parent keys for entire groups of students based on your search criteria. All student keys must be generated separately.



Create Keys for Individuals(continued)

2. In the search bar at the top of the screen, you can search for the student for whom you want to create a parent or student key using any combination of the following:
 - In the **School** drop-down list, select the student's school.
 - In the **Student Id** field, enter the ID given to the student by the school.
 - In the **Student Last Name** field, enter the last name of the student.
3. Click **Go**.

ProgressBook Registration Key Maintenance

Home | GradeBook | Principal | Guidance | Clerical | Curriculum | Food | Attendance | PA Admin | Help | Sign Out

2 School: WOHS Student Id: Student Last Name: hudak 3 Go

Search Results Generate New Keys Delete Unused Keys

Enter search criteria then press the GO button.

*If you choose to search for a group of students (for example, all students with a last name beginning with "B"), when the results display, click **GENERATE PARENT KEYS FOR RESULTS** to generate a parent key for the primary contact of each of the students in the results grid.*



Create Keys for Individuals(continued)

4. In the row of the student for whom you want to create a student or parent key, click the arrow.

ProgressBook Registration Key Maintenance

Home | GradeBook | Principal | Guidance | Clerical | Curriculum | Food | Attendance | PA Admin | Help | Sign Out

School: Student ID: Student Last Name: Go

Search Results

Generate Parent Keys for Results

Select Students: [Active](#) [Inactive](#) [All](#)

Student ID	Student Name	Date of Birth	School	Registration Keys	Accounts
209051	Hudak, Michael	3/7/2002	WOHS		hudakp - Parent

Existing ParentAccess accounts display in the ACCOUNTS column. If a student account already exists, any new keys you create for the student cannot be used. If an account already exists for the primary contact, additional accounts you create must be tied to other contacts.

The **Student Key Information** screen displays.



Create Keys for Individuals (continued)

5. To generate a parent key for this student:

a. Click **Add a Key for Parent Use**.

Student Key Information

Student First Name: Michael
Student Last Name: Hudak
Date of Birth: 3/07/2002
Active Keys: 0
Keys for Parent Use:
Keys for Student Use:

5 a

Add a Key for Parent Use
Add a Key for Student Use

b. On the **Select a Contact** window that displays, select the radio button by any contact who does not already have an account.

c. Click **Generate a Parent Key**.

Select a Contact

Contact	Contact Name
<input checked="" type="radio"/>	Regina Hudak (Primary)
<input type="radio"/>	David Hudak
<input type="radio"/>	Carl Lincoln
<input type="radio"/>	Christy Hudak
<input type="radio"/>	Lisa McNally

5 b

5 c

Generate a Parent Key

The parent key displays in the **Keys for Parent Use** field.

The key can now be sent to the parent so that they can sign up for a ProgressBook ParentAccess account.



Create Keys for Individuals(continued)

6. To generate a student key, click **Add a Key for Student Use**.

The key now displays in the **Keys for Student Use** field. This key can either be sent to the parent so that they can create an account for their child, or the student can use it to create an account on their own.

Student Key Information

Student First Name: Michael
Student Last Name: Hudak
Date of Birth: 3/7/2002
Active Keys: 0
Keys for Parent Use:
Keys for Student Use:

+ Add a Key for Parent Use
+ Add a Key for Student Use