ProgressBook
User Guide

ProgressBook User Guide

(This document is current for v20.0.0 or later.)

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
20.0.0	*"Navigating ProgressBook"*	13	Added navigation information regarding the **Student ID**.
20.0.0	Entire Guide	N/A	Updated screen shots to reflect updated user interface.

Table of Contents

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 *"Creating an Account."*
- For information on signing in to ProgressBook, see *"Accessing ProgressBook."*
- To learn how to get around in ProgressBook, see *"Navigating 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."*

Creating an Account

To view a video of this procedure, go to:
https://youtu.be/A2UToYtcekI

> *Note: To create your own ProgressBook student account, you need a student registration key from your teacher.*
>
> *Note: Some school districts may allow or require you to log in with another service, such as Google. See "Signing Into ProgressBook (Google™)."*
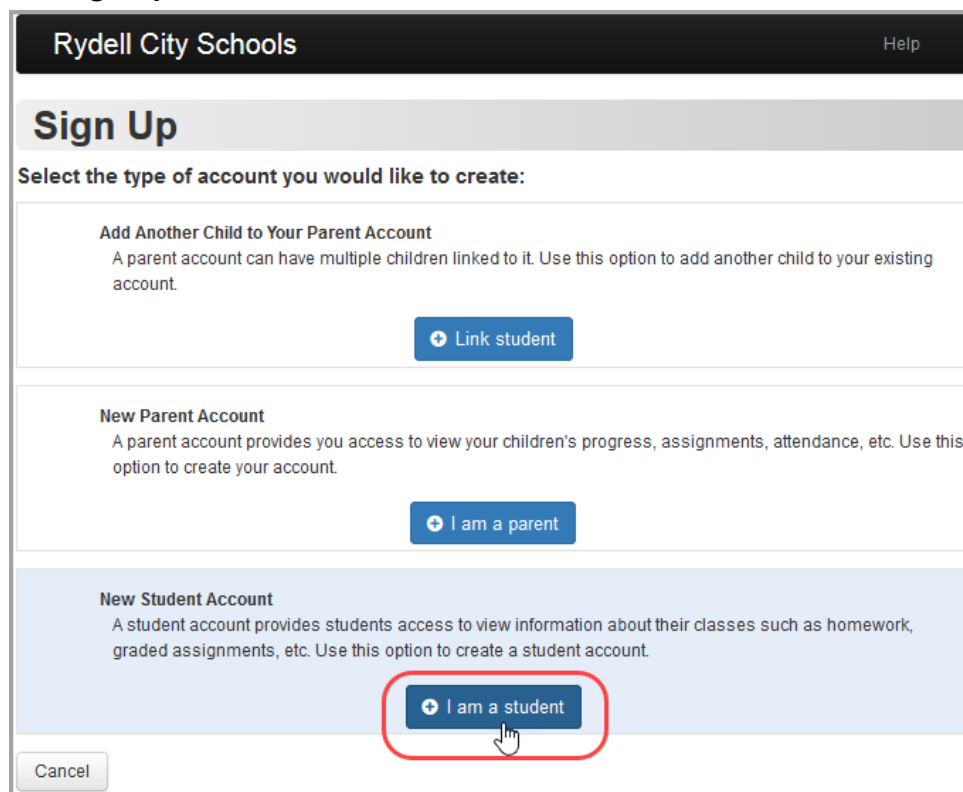
1. In a web browser, enter the URL provided by your teacher.

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.
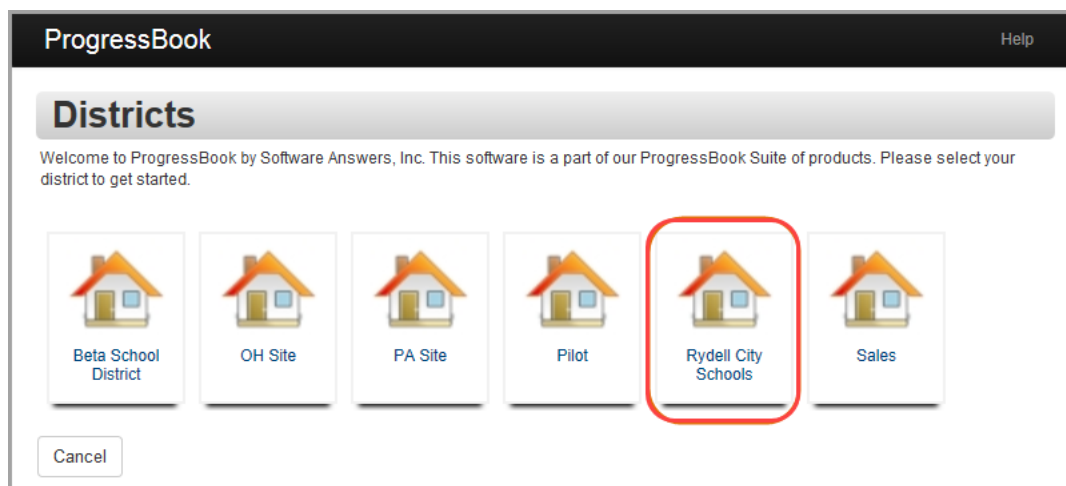
3. On the ProgressBook **Sign In** screen, click **Sign Up**.
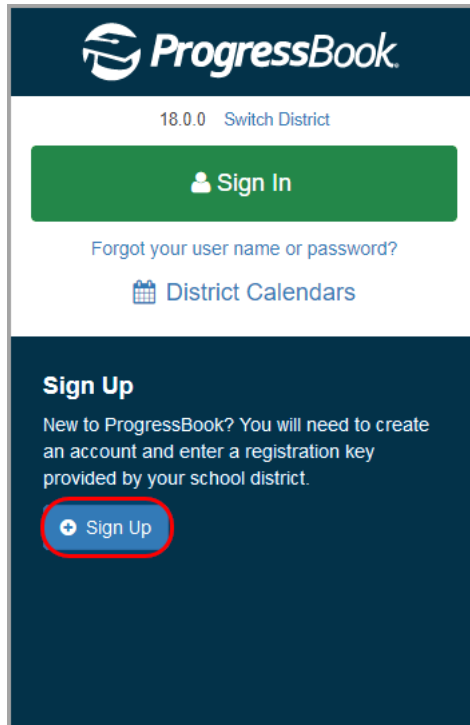
4. On the **Sign Up** screen, click **I am a student**.

5. Below **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) – Used for password reset requests and communication from your teacher
- **Re-enter Email** (optional)

 Note: You cannot use the same email account your parent uses for ProgressBook. All email accounts must be unique.

6. Below **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)
- **Password** – Must contain 1 letter, 1 number, 8 to 50 characters; must be case sensitive; cannot match the username
- **Re-enter Password** – Must match password

7. Click **Register**.

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

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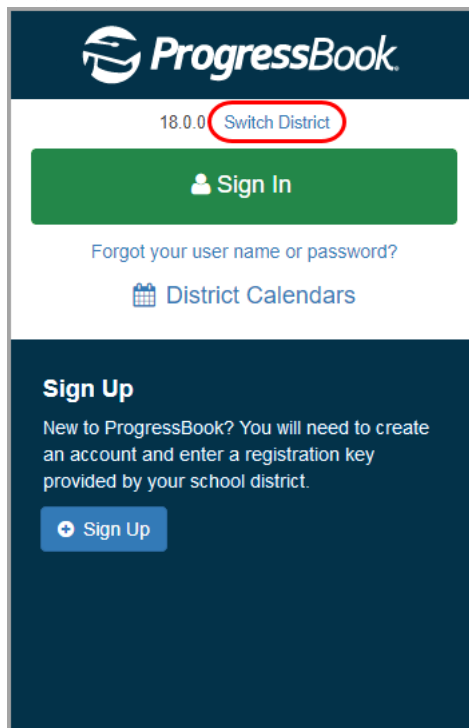
Accessing ProgressBook

The following topics may help you to access ProgressBook:

- *"Signing In to ProgressBook (Standard)"*
- *"Signing Into ProgressBook (Google™)"*
- *"What To Do If Your Account Is Locked"*
- *"Retrieving Forgotten Username"*
- *"Resetting Your Password"*

Signing In to ProgressBook (Standard)

If your school allows or requires you to log in using Google, see *"Signing Into ProgressBook (Google™)."*
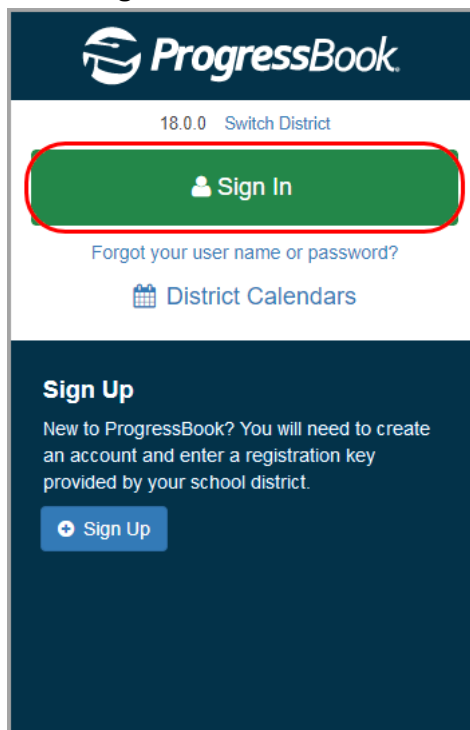
1. In a web browser, enter the URL provided by your school or district.

   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**.

b. On the **Districts** screen, click the district you want to access.
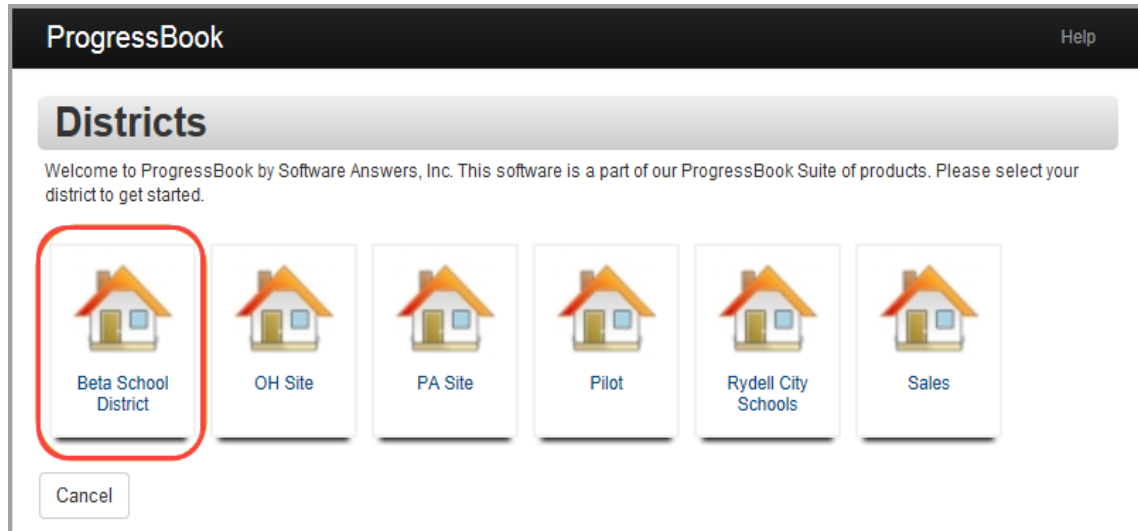
3. On the **Sign In** screen, click **Sign In**.

4. On the screen that displays, enter your **Username** and **Password**.

5. Click **Sign In**.

You are redirected to the **Planner** screen in ProgressBook.

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Signing Into ProgressBook (Google™)

Some school districts allow or require students to log into ProgressBook using a Google account. If your district does not allow this, see *"Signing In to ProgressBook (Standard)."*

> ⚠️ ***Caution:*** *If you sign into your ProgressBook account using Google and later sign out of your ProgressBook account, you remain signed into your Google account (Google Drive, Gmail, etc.). See "Signing Out of ProgressBook."*

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.
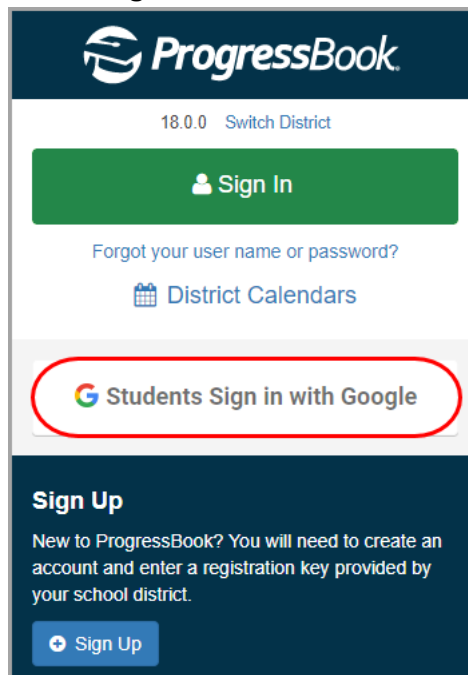
2. (Optional) To change districts:

   a. On the **Sign In** screen, click **Switch District**.
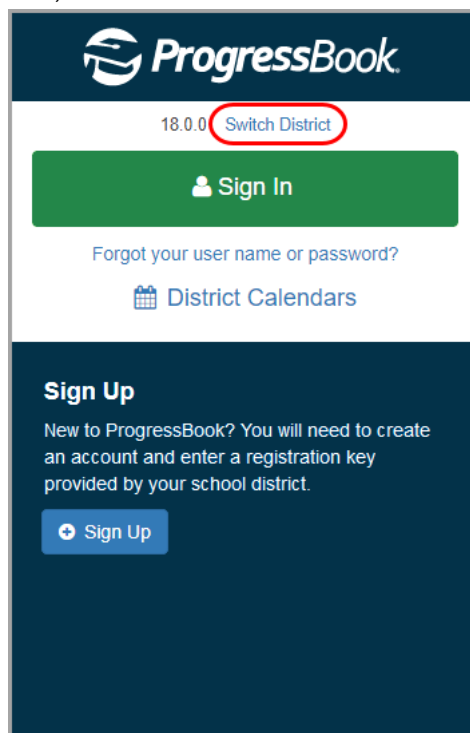
b.   On the **Districts** screen, click the district you want to access.

3.   Once you are returned to the **Sign In** screen, click **Students Sign in with Google**.

4.   On the **Sign in - Google Accounts** screen, select the account you want to use to log in, or add the account by clicking **Use another account**.

Note: If are already logged into your Google account in the current browser, this step is skipped. If the Google account you are logged into is not the correct one for logging into ProgressBook, you must log out of that account before you can log in successfully.

5.   If your password is not saved for this account, enter your password.

You are redirected to the **Planner** screen in ProgressBook.

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## 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.

Retrieving Forgotten Username

If you have forgotten your username and you have an email address tied to your ProgressBook account, you can request that the system email it to you.

> *Note: If you are required to log in using your Google account, you cannot request to retrieve a forgotten username. This procedure only functions for standard ProgressBook accounts.*

1. On the **Sign In** screen, click **Forgot your user name or Password?**.
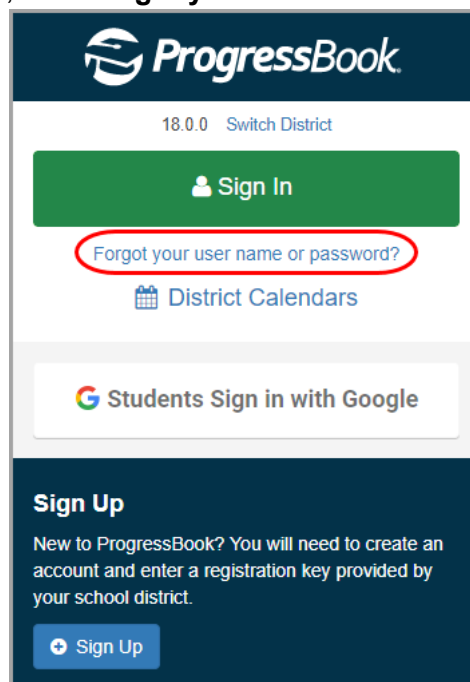
2. On the **Account Recovery** screen, select **I forgot my user name**.

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 username has been sent to you.

5. Go to your email account to retrieve your forgotten username.

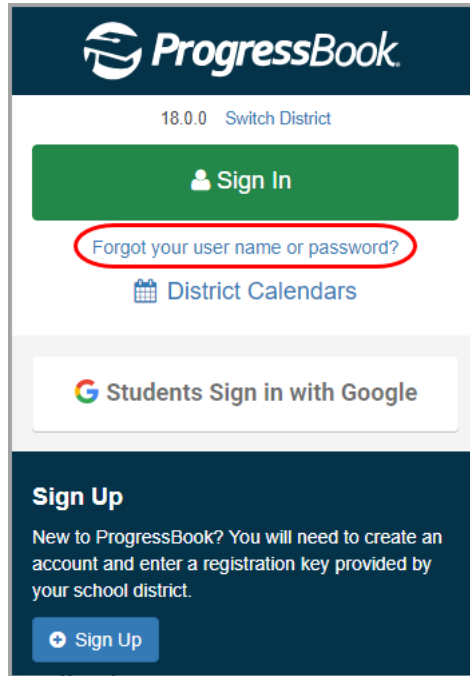   *Note: Google and the Google logo are registered trademarks of Google Inc., used with permission.*

Resetting Your 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 *"Changing Your Password"* instead.)

> *Note: If you are required to log in using your Google account, you cannot request to reset a password. This procedure only functions for standard ProgressBook accounts. You must reset your password with Google.*
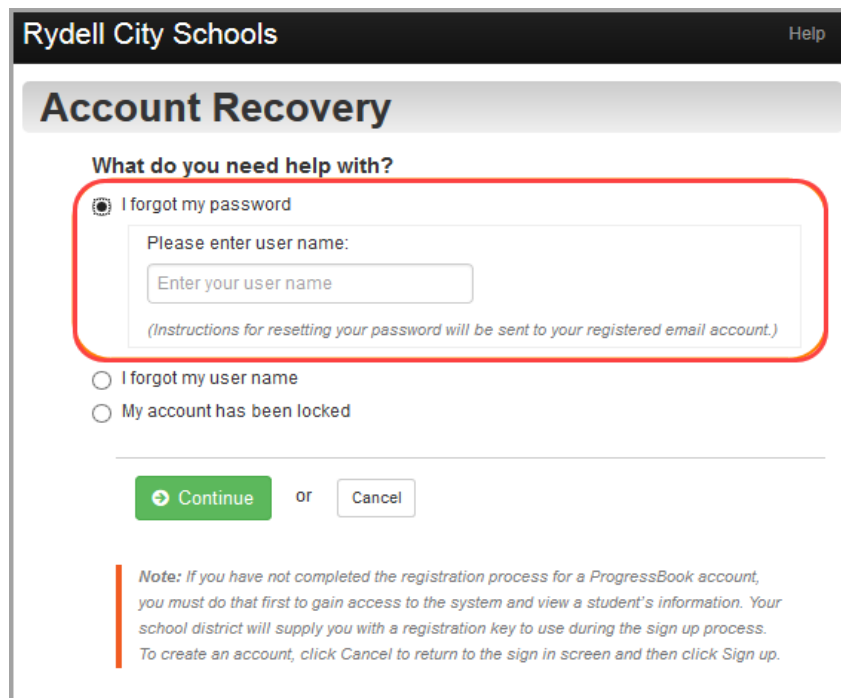
> *Note: If you do not have an email address tied to your account, your parent or teacher can reset your password for you.*

1. On the login screen, click **Forgot your username or Password?**.

2. On the **Account Recovery** screen, select **I forgot my password**.

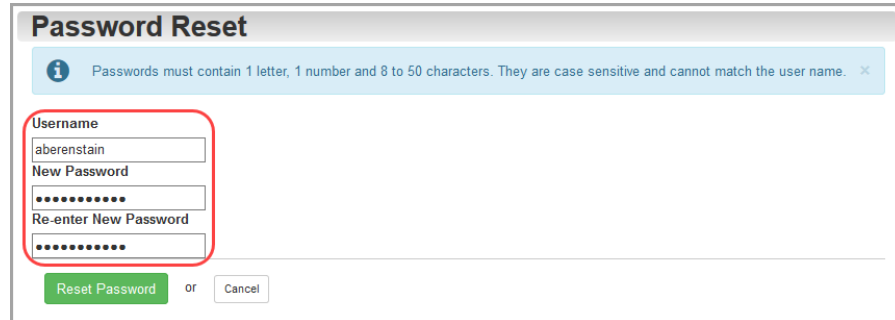3. In the **Please enter user name** field, enter your username.

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 **Username** field, enter your ProgressBook account username.

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

8. 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 username.

Password Reset

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

Username

aberenstain

New Password

••••••••••

Re-enter New Password

••••••••••

Reset Password   or   Cancel

9. Click **Reset Password**.

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

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Navigating 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** – Click an item in the left menu to go to that screen.
- **username drop-down list** – Select options in this drop-down list for managing your account.

• **online help** – Click **Help** to view online help topics.

navigation bar • options to manage your account • WebHelp link

• **Student ID** – Click **Show** beside the asterisks to display your student ID number. (Hide your student number by clicking **Hide**.)

Using Online Help

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

ProgressBook User WebHelp displays the topic related to the screen on which you clicked **Help**. You can browse the table of contents for specific topic titles, search for information in the index by using keywords, or enter a word or phrase in the **Search** field to return a list of possible help topics.
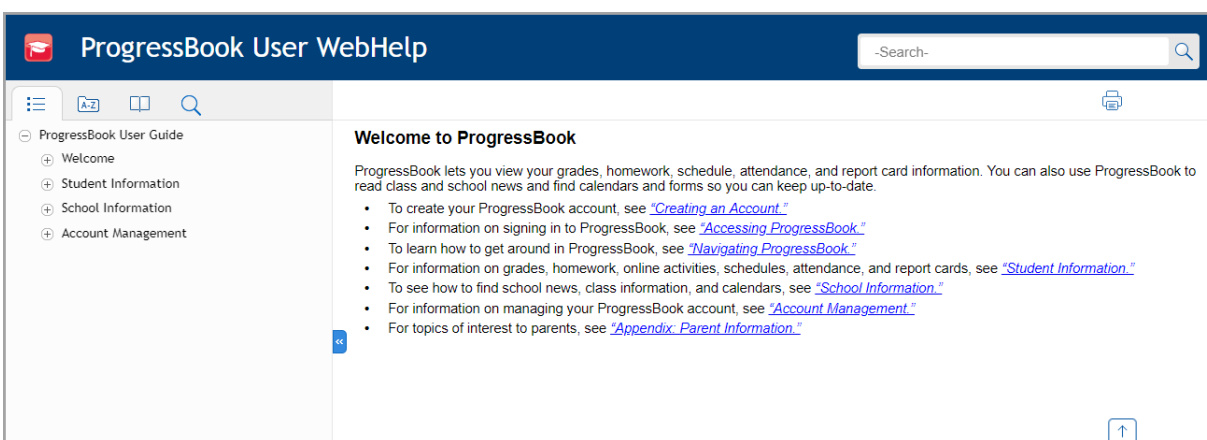
Signing Out of ProgressBook

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 username.

2. In the drop-down list, click **Sign Out**.
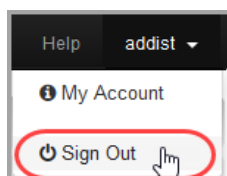
> ⚠️ ***Caution:** This procedure signs you out of ProgressBook only. If you signed into your ProgressBook account using Google, you are still signed into your Google account (Google Drive, Gmail, etc.).*

3. (Optional) If you signed into ProgressBook using a Google account, click **Sign Out of Google** to sign out of your Google account completely.

Student Information

ProgressBook provides important information to help you track your progress.

- To view your assignments (including assigned homework and upcoming projects, quizzes, and tests), see *"Viewing Assignments."*
- To view a summary of your grades, homework, and attendance, see *"Viewing the Dashboard."*
- To view your grades, see *"Viewing Grades."*
- To access your online activities, see *"Accessing Online Activities."*
- To access resources posted by your teacher, see *"Accessing Resources."*
- To view your class schedule, see *"Viewing Your Class Schedule."*
- To view your bus and/or student driver information, see *"Viewing Your Transportation Information."*
- To view your locker number and combination, see *"Viewing Your Locker Information."*
- To view your report card, see *"Viewing Your Report Card."*
- To view your attendance, see *"Viewing Attendance."*
- To request courses for the next school year, see *"Requesting Courses."*
- To view information about outstanding fees you owe, see *"Viewing Outstanding Fees."*

Viewing 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 below 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 "Accessing Online Activities."*

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**.

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.

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:
    - i. Hover your cursor over the colored tab representing the course to expand the tab.

ii.   Click the tab.

Click tab to jump to this course.

3.   (Optional) To see additional details about an assignment, click the assignment name.

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.*

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

Viewing the 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.

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.

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).

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 *"Viewing 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.

To view additional grade details, click **details** or **View all grade details**. (For more information about grades, see *"Viewing 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.
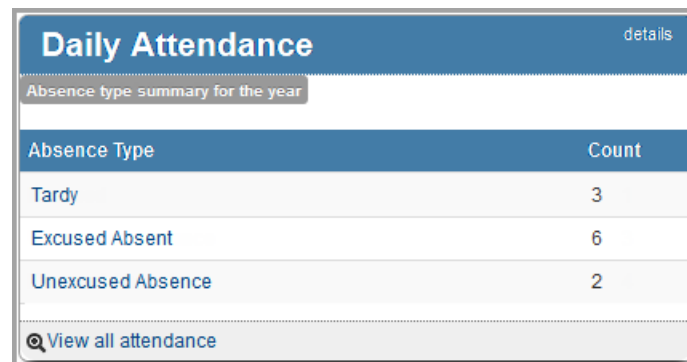
To view additional homework details on the **Planner** screen, click either the course name, the number icon, **details**, or **View all homework**. (For more information about homework, see *"Viewing Assignments."*)

Daily Attendance

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

To view additional attendance details, click **details** or **View all attendance**. (For more information about attendance, see *"Viewing Attendance."*)

Viewing Grades

1. To see your grade averages per course, on the navigation bar, click **Grades**.
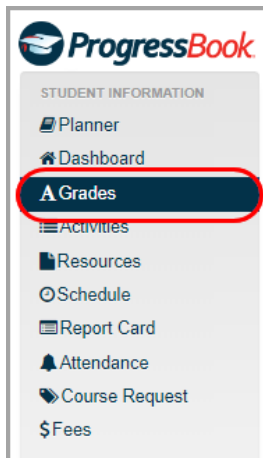
2. On the **Grades** screen, review your grades in each course.

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.

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.

- 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.

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

The grades now display by assignment type.

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

6. (Optional) To view grades for a different course, in the **Class** drop-down list, select the course.

Understanding 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 "Viewing 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.*

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.*

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 ⚖ .

> *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
M	**Missing** – You have not turned in the assignment. Counts as a zero toward your grade.
E	**Excluded** – Grade for this assignment is not included in your overall grade.
W	**Weighted** – Assignment counts more or less than others toward your grade average. To see the amount the assignment is weighted, hover your cursor over this icon.
L	**Late** – You turned in the assignment late. Teacher may choose to adjust your grade.

Accessing 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 *"Viewing Online Activities."*
- To work on assigned online activities, see *"Completing Online Activities."*
- To check your grades on an activity, see *"Viewing Activity Grades."*
- To work on an activity that your teacher has returned to you to redo, see *"Redoing Activities."*

Viewing Online Activities

1. On the navigation bar, click **Activities**.
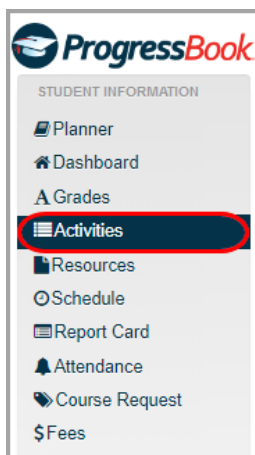
The **Activities** screen displays with a default view that lists all of your **Assigned** (Unsubmitted) activities grouped by course.

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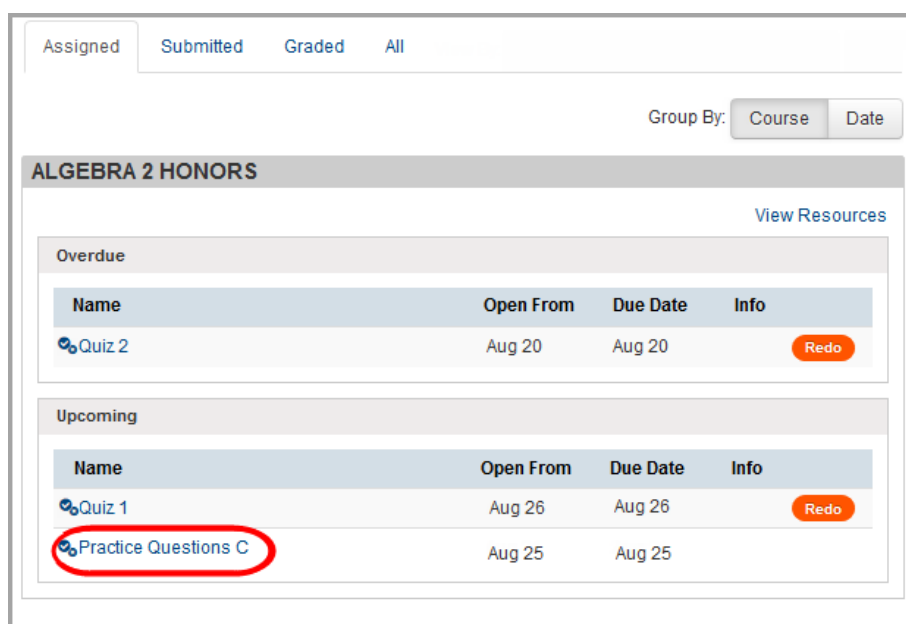

3. (Optional) To change the view, at the top of the screen below **Activities**, click the **Submitted**, **Graded**, or **All** tab.

4. (Optional) To open an assigned activity to work on, in the **Assigned** view, click the name of the activity.

Note: For information on completing activities, see "Completing Online Activities."

Completing Online Activities

- To complete activities with questions, see *"Completing Activities."*
- To complete discussions, see *"Participating in Online Discussions."*

Completing Activities

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

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

    *Note: You can also open the activity from the **Activities** screen. (See "Viewing Online Activities.")*
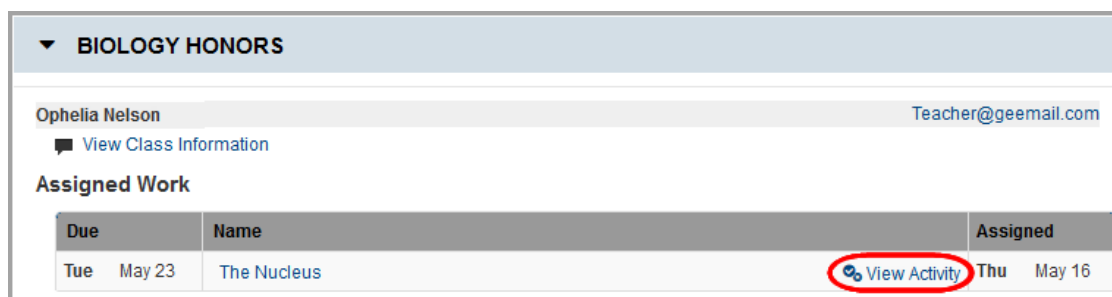
The **Activity Details** screen displays. If the assigned activity is open, you can start or continue working on it.

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

   Note: You can only work on 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.

The activity screen with the title of the activity opens.

*Note: If the **Activity Discussion** screen displays instead, this activity is a discussion. See "Participating in Online Discussions."*

3. Work through the questions in the activity.

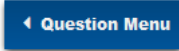*Note: The activity autosaves every 15 seconds as you work.*

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

Note: For certain questions, you may be able to upload a file from your device or record audio in your browser by clicking [Upload] or [Record], respectively. File sizes and audio recording length maximums are determined by the system administrator.
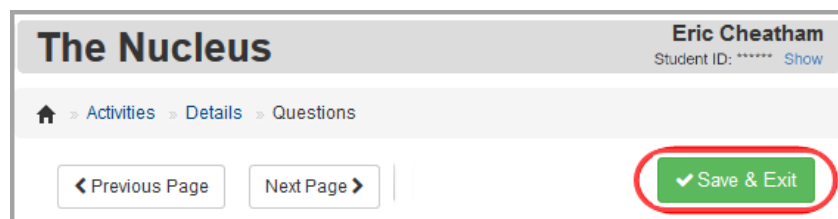
4. (Optional) If you want to view a condensed list of the questions found on the activity and whether or not your responses to those questions have been saved, on the right of the screen, click ◀ **Question Menu** .

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: ****** Show

🏠 » Activities » Details » Questions

❮ Previous Page   Next Page ❯   ✔ Save & Exit

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.)

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

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.*

Participating 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 "Viewing 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.

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

   The **Activity Discussion** screen displays.

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

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

Your response displays below your teacher's instructions.

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

6. (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.*
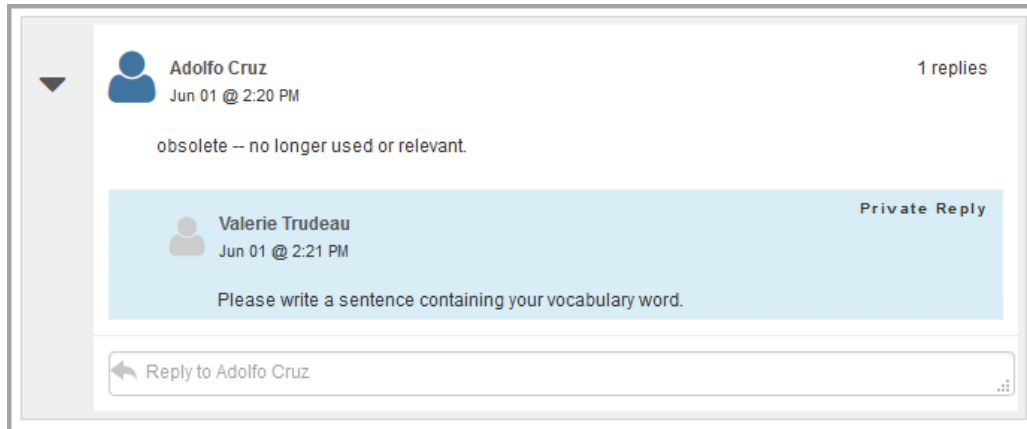
Viewing Activity Grades

*Note: For activities with questions, 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.*

1. On the navigation bar, click **Activities**.
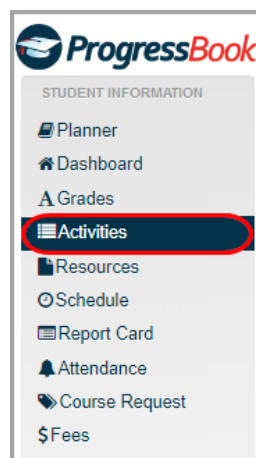
2. In the **Graded** view of the **Activities** screen, click the name of the activity.

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

    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.*

3. (Optional) For question activities, to view your grade on each question, click **Review**.

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.

4. (Optional) For discussions, click **Review** to see a read-only view of the discussion.

Redoing Activities

1. On the navigation bar, click **Activities**.
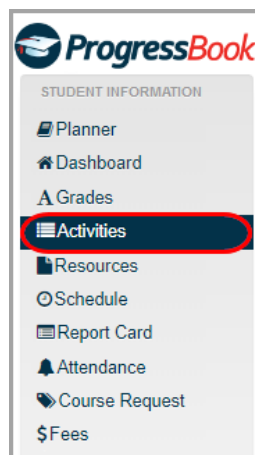
In the **Assigned** view of the **Activities** screen, any activity marked **Redo** has been sent back from your teacher for you to try again. Discussions cannot be sent back for redo.

2. Click the activity name.

Teacher has sent back activity for you to try again.

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

Any question marked 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 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**.

7. Click **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.

Accessing 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**.

A list of resources made available by your teachers displays below their respective courses. If a resource is only available for a certain period of time, at the far right end of the row, **Available Until [Date]** displays to indicate the final day on which you can view the resource.

2. Click the name of the resource you want to view.
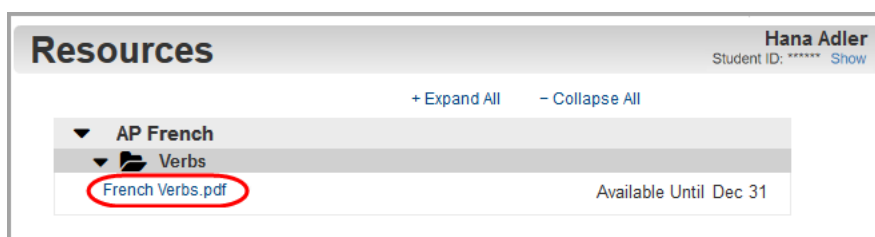
The file opens.

Viewing Your Class Schedule

1. To view your class schedule for the entire year, on the navigation bar, click **Schedule**.
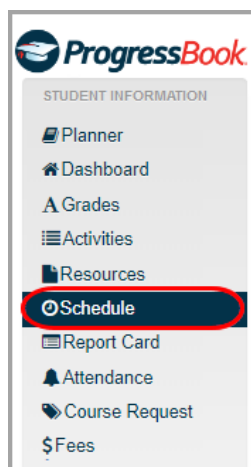
Your class schedule displays.

Note: *If you have outstanding fees, a message displays at the top of this screen indicating that you should view detailed fee information on the **Fees** screen.*

2. View each course's name, the period in which the course meets, the room in which the course meets, and the term(s) in which the course meets.

Note: At this time, meeting days are not reflected on the schedule.

3. If enabled by your district, you can also view your homeroom information at the top-right of your schedule.

4. (Optional) View the **Counselor** field at the top right of the screen to see the name of your counselor.

Viewing Your Transportation Information

If enabled by your district, you can view your bus number and pick-up/drop-off times or your parking space number and permit information.

Note: Only you and your primary contact can view this information.

1. On the navigation bar, click **Schedule**.
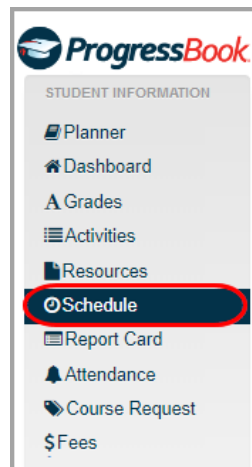
Your transportation information displays above your class schedule.

*Note: If you have outstanding fees, a message displays at the top of this screen indicating that you should view detailed fee information on the **Fees** screen.*

2. At the top of the screen, view your bus number and its related pick-up and drop-off times; if applicable, view your permit number and your parking space number.

3. (Optional) To view additional information about your transportation options, click the **Transportation** drop-down arrow.

The primary bus stop's location and route display. If you have one, your alternate bus number and its pick-up and drop-off times also display. If you drive to school, more information about your vehicle and driver's license displays.

Viewing Your Locker Information

You can view your locker number and your locker's combination.

1. On the navigation bar, click **Schedule**.
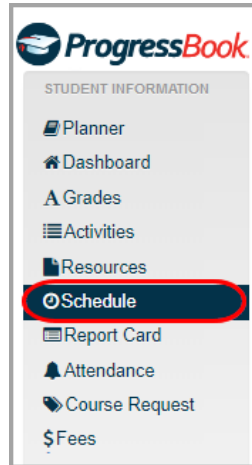
At the top right of the screen, your locker information displays.
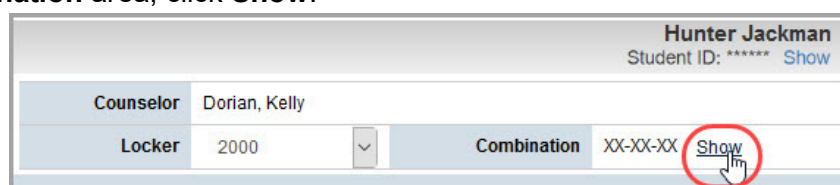
*Note: If you have outstanding fees, a message displays at the top of this screen indicating that you should view detailed fee information on the **Fees** screen.*

2. At the top right of your screen, in the **Locker** area, view your locker number. If you have a second locker (for athletics or band, for example), it displays as a second option in the **Locker** drop-down list.

3. To view the combination for each of your lockers, to the right of the hidden numbers in the **Combination** area, click **Show**.

Your locker's combination now displays in the **Combination** area.

> *Note: Only you and your primary contact can view this information.*

Viewing Your 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 *"Viewing Your Current Report Card."*

- If you want help interpreting your on screen report card, see *"Understanding Your Report Card."*

- To view or print a PDF of your current report card, see *"Viewing or Printing Your Current PDF Report Card."*

- To view or print PDF report cards from previous grading periods or school years, see *"Viewing Previous Report Cards."*

Viewing Your Current Report Card

1. On the navigation bar, click **Report Card**.
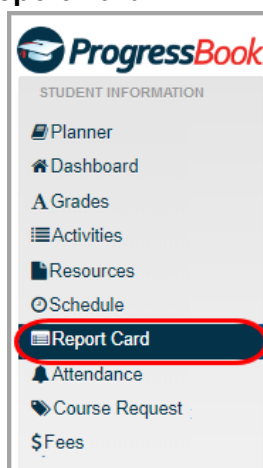
Your current report card grades display on screen.

Note: For help in interpreting the marks and comments on your report card, see "Understanding Your Report Card."

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.*

Understanding 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 cursor 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			

Click to view legend

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.

Viewing or Printing Your 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 "Viewing Previous Report Cards."*

1. On the navigation bar, click **Report Card**.
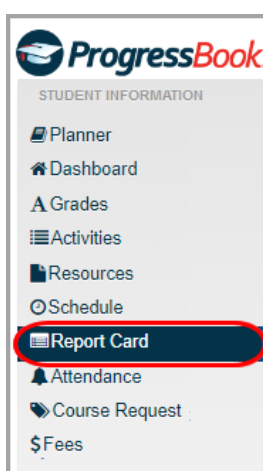
2. On the **Report Card** screen, click **View Paper Report Card**.
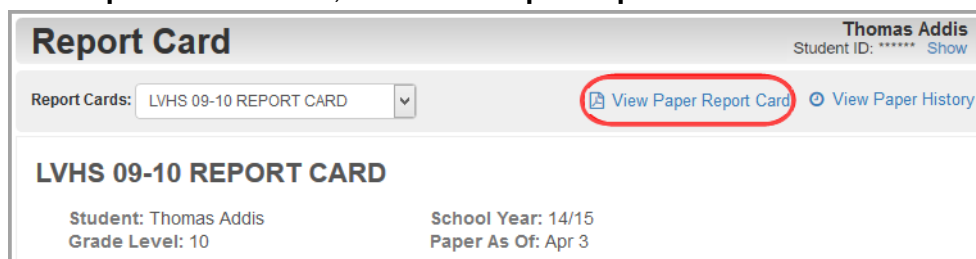
    Depending on your browser's settings, a PDF version of the report card may display in a new tab, or a window may display asking if you want to open or save the file.

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

Viewing 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**.
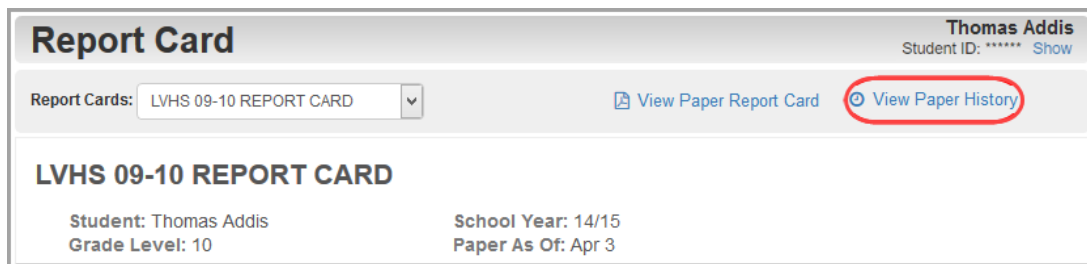
The **Report Card History** screen displays.

3. (Optional) If you want to display only the final report card per school year, select the **Only Show Finals** checkbox.

4. (Optional) If you want to filter your report cards by school or grade, use the **School** or **Grade** drop-down lists.

5. Click the link below **Term** to open the report card.

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.

6. (Optional) When the report card opens, use the print functionality in your PDF viewer to print it.
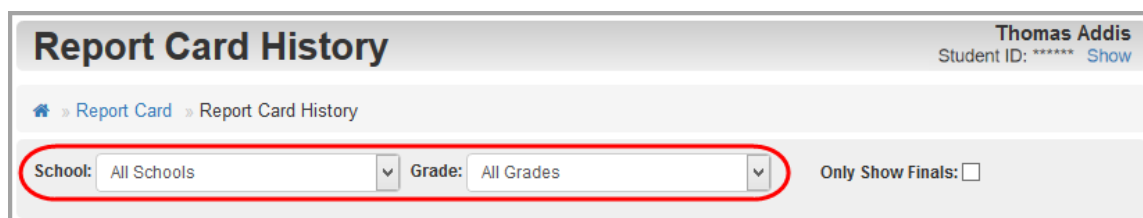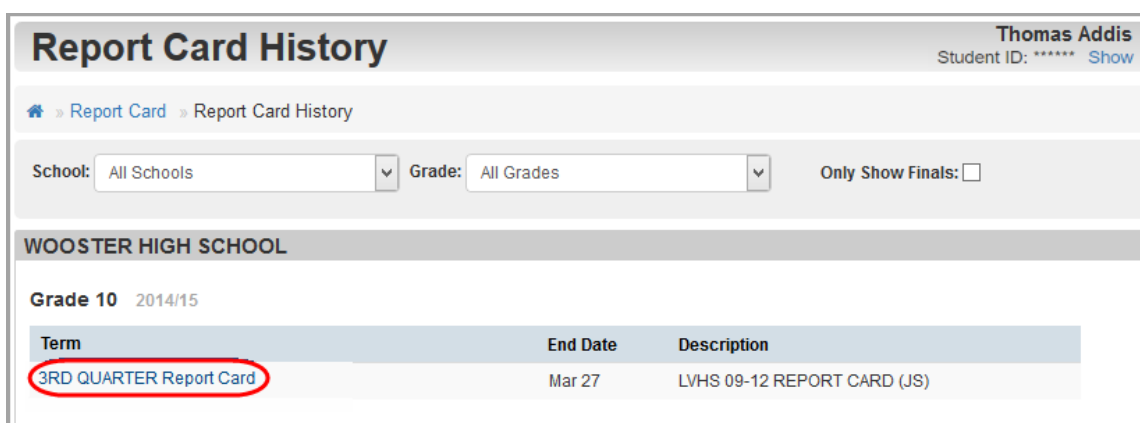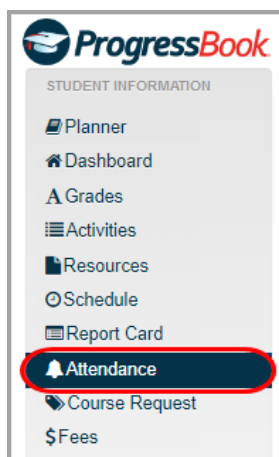
Viewing Attendance

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

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

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.

*Note: You can view **Total Absent** and **Total Tardy** counts only if your district enables them. If enabled by your district, **Total Present Hours**, **Total Absence Hours**, and **Total Number of Times Tardy** may display in addition to or instead of the other counts.*

Note: Total absence 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.

Total Absent and Total Tardy Counts for the grading period.

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

Note: Total absence counts do not display in the Attendance Summary view.

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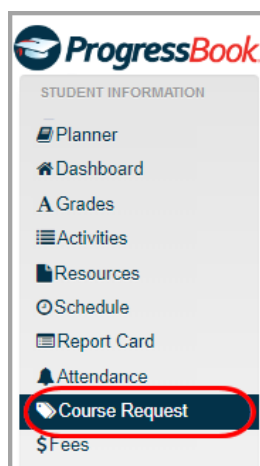
The **Course Request** screen displays. If you have already begun requesting courses, these requests display.

2. Click **Add Courses**.

The **Course Catalog** displays.

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**.

4. If you see the course you want to add, select the checkbox beside it in the **Add** column.
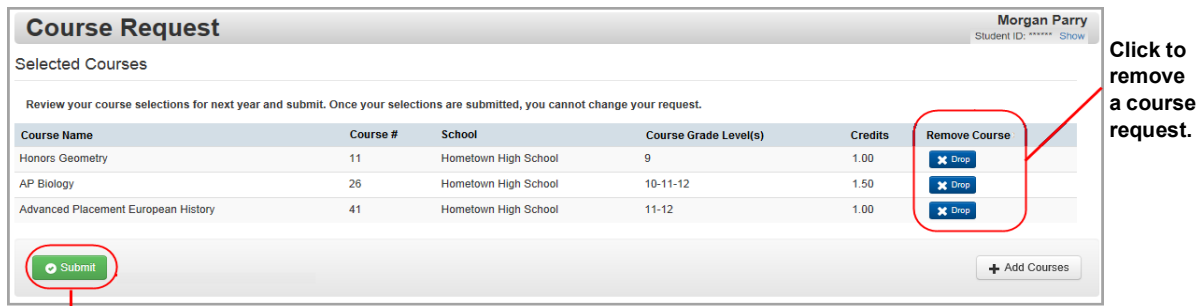
5. (Optional) Continue adding any other course requests.

6. When you are finished making your selections, click **Done**.

    The courses you added now appear on the **Course Request** screen.

7. Review your selections.

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

8. When you are satisfied with your course request list, click **Submit**.
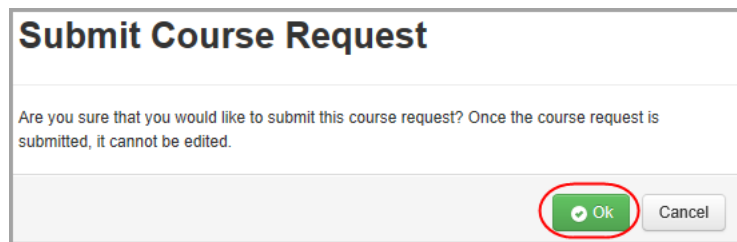
Click to submit course requests.

Click to remove a course request.

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

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

Viewing Outstanding Fees

Note: Only you and your primary contact can view this information.

1. On the navigation bar, click **Fees**.
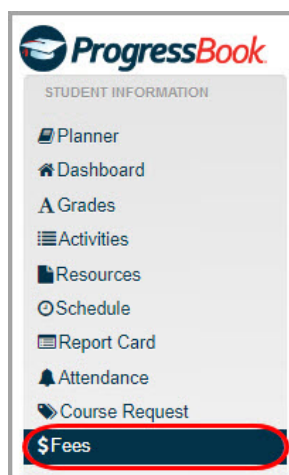
The **Fees** screen displays.

2. View your outstanding fees information. The current year displays first with any other years' fees displaying below. If you have no fees, no information displays on this screen.

School Information

ProgressBook provides important information about your school.

- To view school news and information, see *"Viewing School News."*
- To view the school calendar, see *"Viewing the School Calendar."*
- To view class information posted by your teachers, see *"Viewing Class Information."*

Viewing 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.
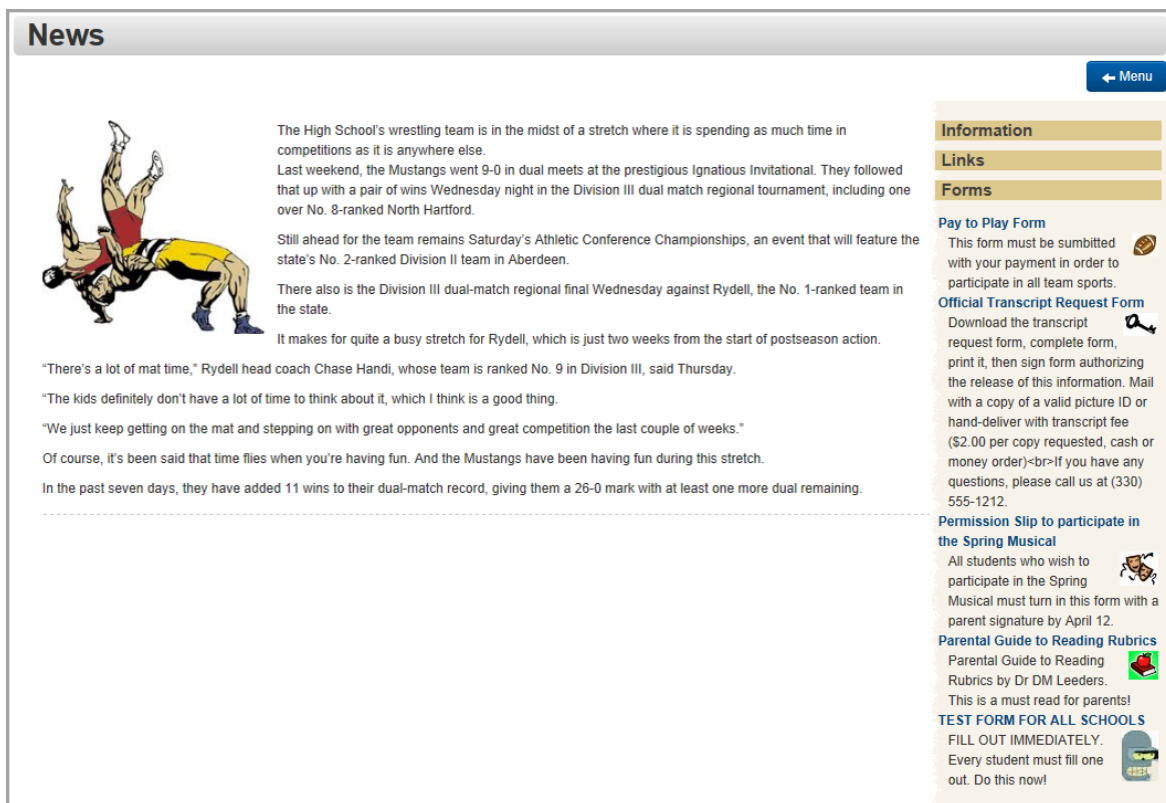
1. To see news for your school or district, on the navigation bar, click **News**.
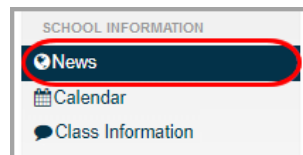
2. On the **News** screen, the district and/or schools with news posted display in green. Click the district or school whose news you want to view.

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

Viewing the School Calendar

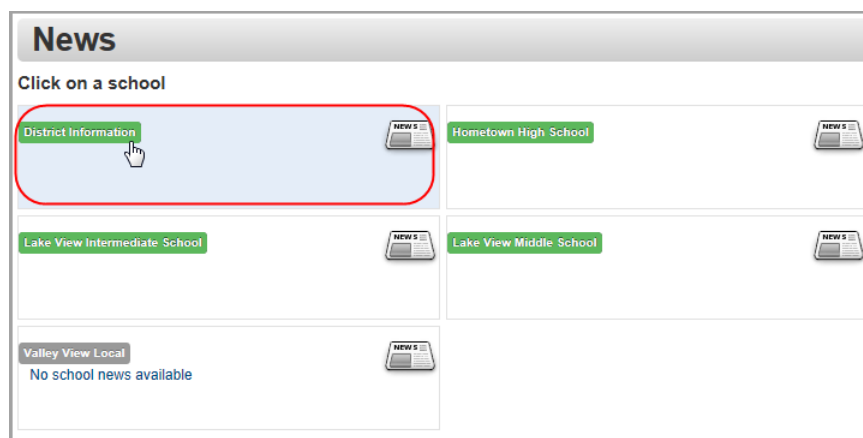On the school calendar, you can view events, homework, and daily attendance. You can set preferences that determine which events display on the calendar so you see only the information that is important to you.

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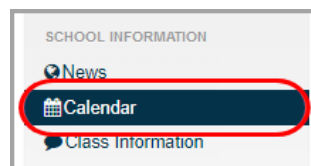
The **Calendar** screen displays. If this is the first time you are accessing this screen, the **Calendar Setting Preferences** window automatically displays and instructs you to set your calendar preferences. If you would like to change your preferences in the future, click **Settings**; then update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

Select items from the Events, Classes and Schools tabs; then click Save.
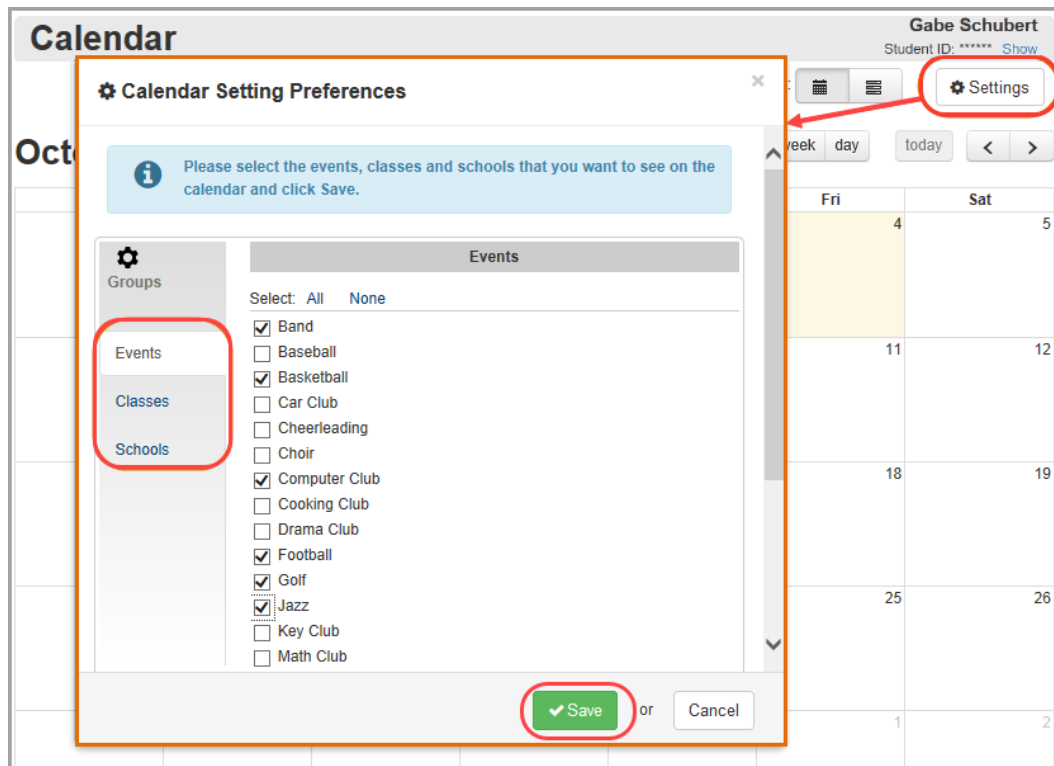
2. On the **Events** tab, select the checkbox beside each event category you want to see on your calendar. Likewise, on the **Classes** and **Schools** tabs, select the checkbox beside each class and school whose events you want to see on your calendar.

3. 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

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

4. (Optional) To view detailed information about an event, click the calendar item.

5. (Optional) To view a list of events by date range, in the **View** area, click 🗏 .

The events now display in list format.

6. (Optional) To view events for a different date or date range, do one of the following:

    • Click **Today**, **This Week**, or **This Month** to view events for those dates/ranges.

    • Enter a **Start Date** and **End Date** (or select these from the calendar date picker), and click **Refresh**.

The events for the selected date or date range display.

Viewing 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**.
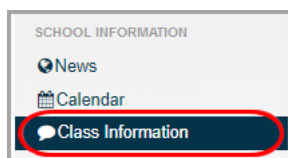
2. On the **Class Information** screen, the classes with information posted display in green. Click the class whose information you want to view.
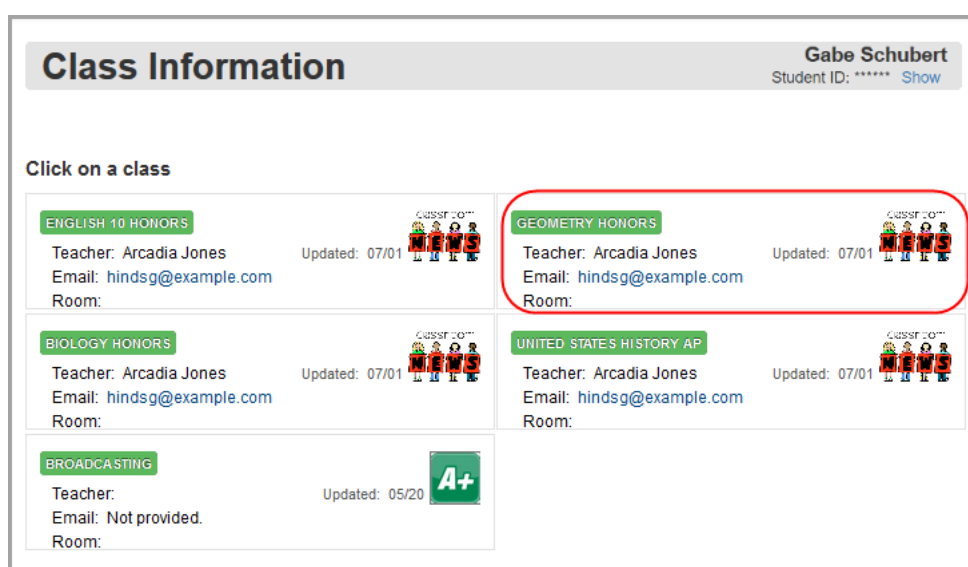
The **Class Information** screen displays for the class you selected.
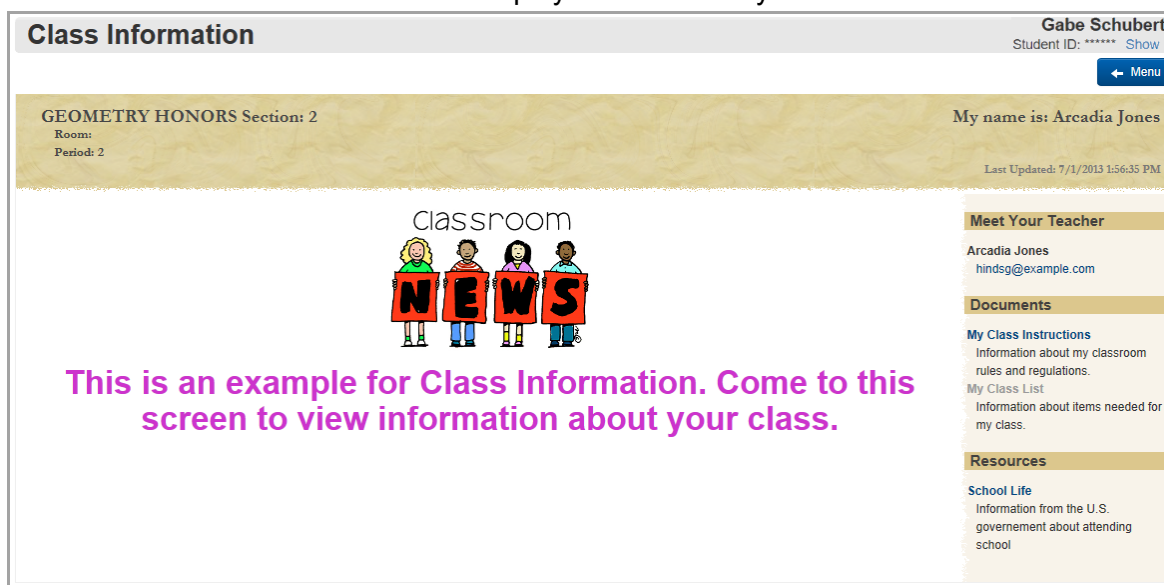
Account Management

ProgressBook provides several options for you to manage your account.

- To manage the alerts you receive, see *"Subscribing to Alerts."*
- To update your user name, name, or email address, see *"Updating Your Account Information."*
- To change your password, see *"Changing Your Password."*

Subscribing to 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**.
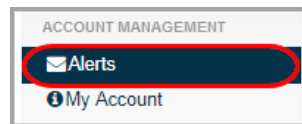
> *Note: The first time you click **Alerts**, the message "You have no email address(es) set up for alerts. Please add an email below" displays. You must click **Add Alert Email Address(es)** and have at least one email address set up so that you can receive alerts.*

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

3. If you selected the **Low Assignment Marks** alert checkbox, the **Low Mark Alert Settings** section displays. 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.

4. (Optional) To change alert email addresses, do the following:

    *   Click **Edit Alert Email Address(es)**.
    *   In the **Add new email(s) window**, click **Add New Email**.
    *   Enter the email address you want to add.
    *   Next to the address you want to delete, click **Delete**.

5. Click **Update**.

Updating Your Account Information

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

1. To update your ProgressBook account information, on the navigation bar, click **My Account**.
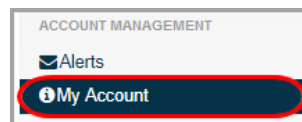
2. On the **Account Info** tab, update any information as needed.

3. Click **Update**.

Changing Your Password

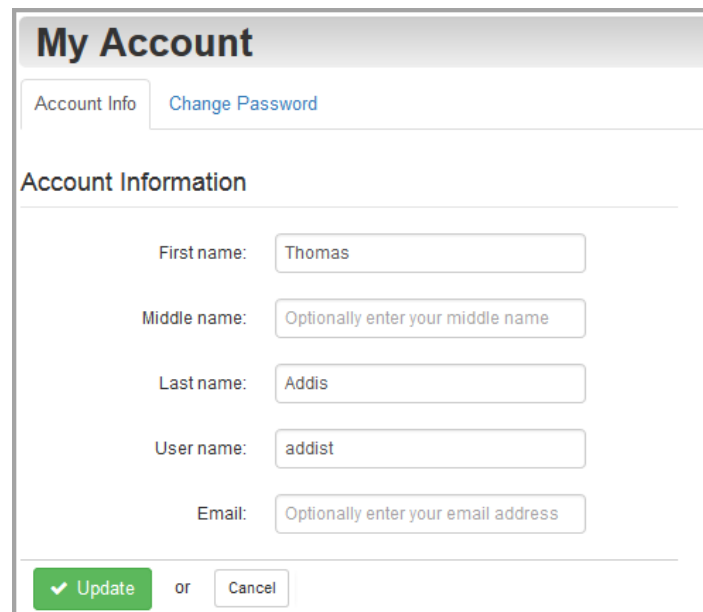You can change your password if you remember your current password. (If you have forgotten your password, see *"Resetting Your Password"* instead.)

> **Note:** *If you sign into your account using Google™, you cannot change your password from within ProgressBook. You must change your Google password.*

1. On the navigation bar, click **My Account**.
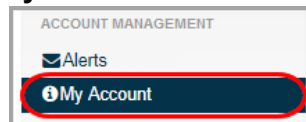
2. Click the **Change Password** tab.

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**.

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 *"Creating Parent Accounts."*
- To add a child to your account, see *"Adding a Child to Your Account."*
- To change the order in which your children display, see *"Reordering Children."*
- To create a ProgressBook account for your child, see *"Creating Student Accounts."*
- To reset your child's password, see *"Resetting Your Child's Password."*
- To edit your child's contacts, see *"Viewing or Editing Student Contacts."*
- To view basic information associated with your child, see *"Viewing Your Child's Profile."*
- For a description of the information you can see on your **Home** screen, see *"Understanding 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 *"Viewing the Public Calendar."*
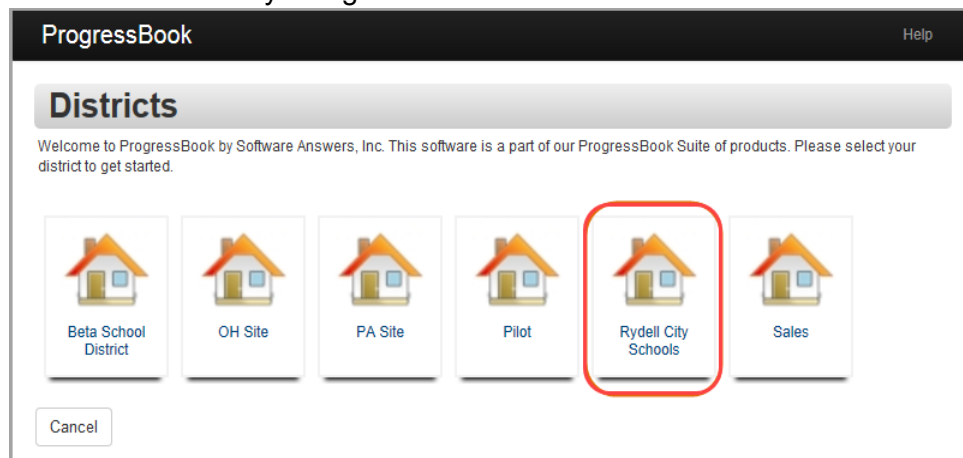
Creating Parent Accounts

To view a video of this procedure, go to:
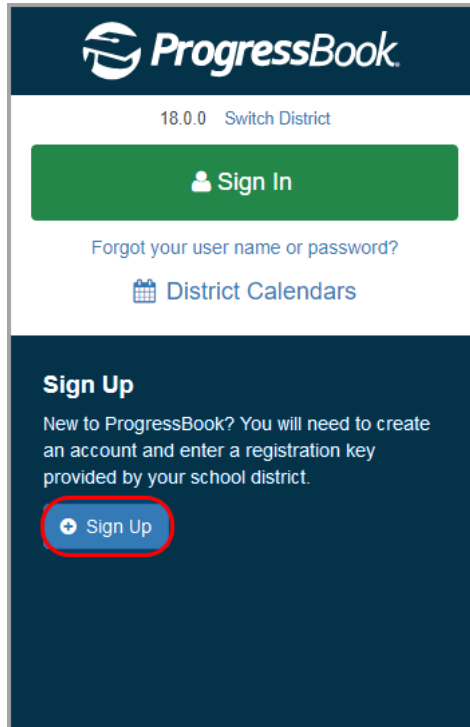https://youtu.be/A2UToYtcekI

> **Note:** *Though your child may be allowed or required to log in using another service, such as Google™, parents do not currently have this option.*

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**.

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

5. Below **Your Contact Information**, enter the following:

   • **First Name**

   • **Last Name**

   • **Email**

   • **Re-enter Email**

6. Below **Account Details**, enter the following:

   • **User name** – Letters and/or numbers (6 to 50 characters)

   • **Password** – Must contain 1 letter, 1 number, and 8 to 50 characters; must be case sensitive; cannot match the user name

   • **Re-enter Password** – Must match password

7. Below **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 "Adding a Child to Your Account."

9. Click **Register**.

An account creation confirmation message displays, and you can now sign in to ProgressBook. (See *"Signing In to ProgressBook (Standard)."*)

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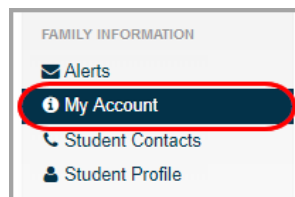
Adding a Child to Your Account

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 *"Adding a Child - Signed In."*
- If you are not signed in to ProgressBook, see *"Adding a Child - Not Signed In."*
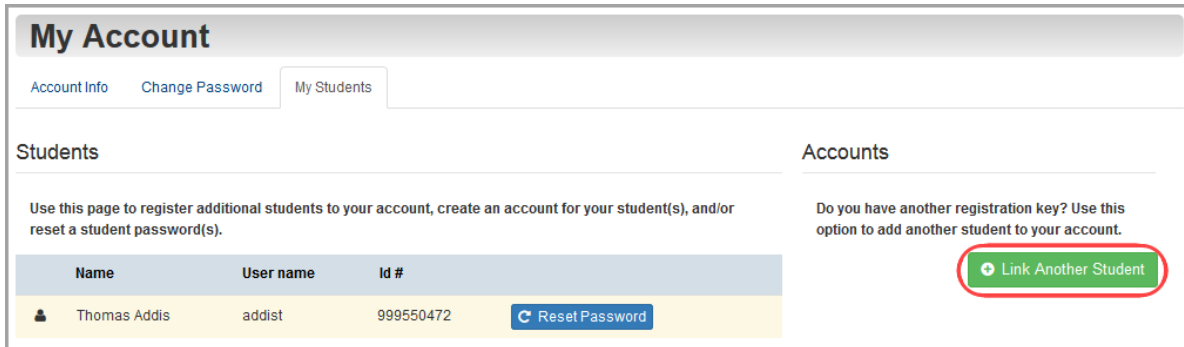
Adding a Child - Signed In

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

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

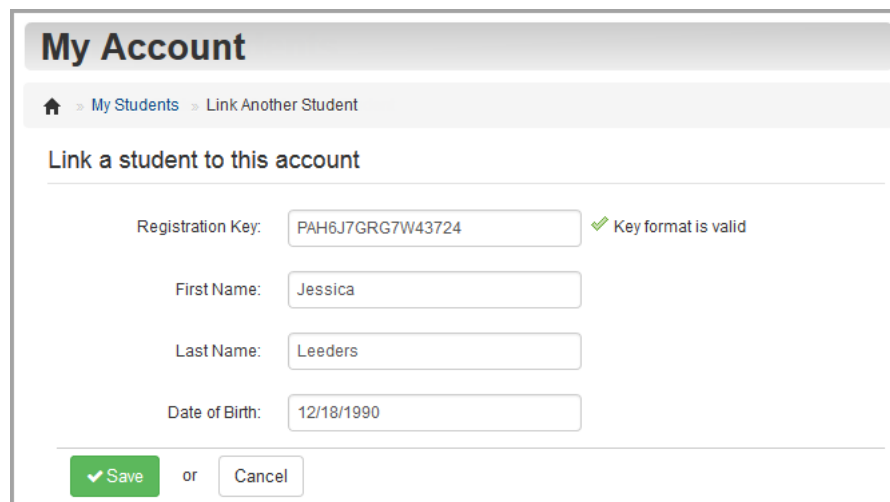3. Below **Accounts**, click **Link Another Student**.

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**.

Adding a Child - Not Signed In

1. On the ProgressBook **Sign In** screen, click **Sign up**.
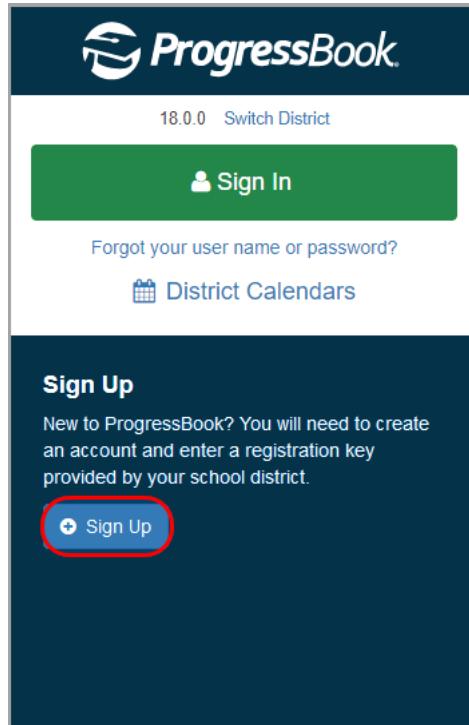
2. On the **Sign Up** screen, click **Link Student**.

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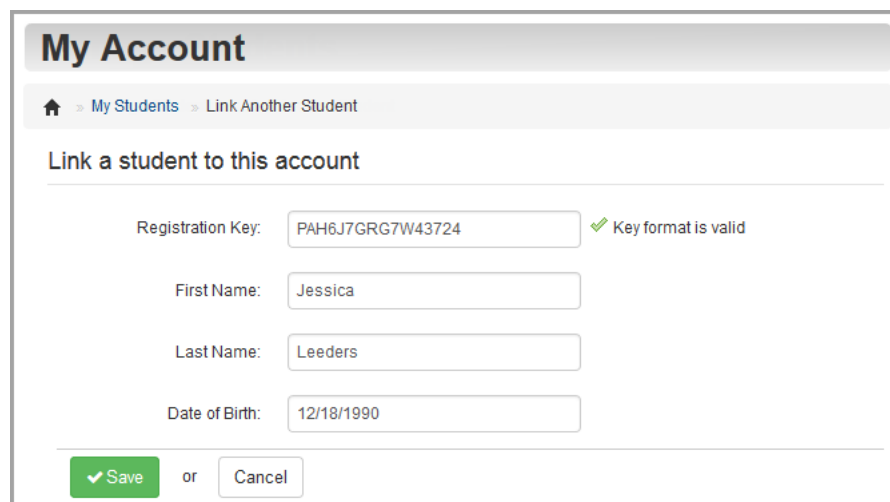
3. Sign in to your account.

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
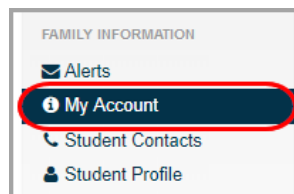- **Date of Birth**

5. Click **Save**.

Reordering 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**.

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

3. 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 ⬇ .

• 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	↑ ↓

ℹ 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. ✕

Accounts

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

⊕ Link Another Student

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	↑

ℹ 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. ✕

Accounts

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

⊕ Link Another Student

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 *"Understanding the Home Screen."*)

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

Creating Student Accounts

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.*

> *Note: If your school district requires your child to log in using another service, such as Google, you cannot create an account for them.*

1. On the navigation bar, click **My Account**.
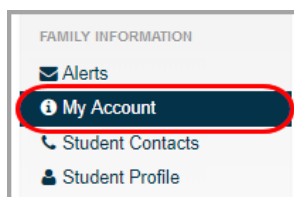
2. Click the **My Students** tab.

3. On the **My Students** tab, in the row of the child for whom you want to create a student account, click **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; 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. It must then be reset by you or the teacher.

5. Click **Create**.


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Resetting Your Child's 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.

Note: If your school district requires your child to log in using another service, such as Google, you cannot reset their password. *displays by your child's account name if they use Google.*

1. On the navigation bar, click **My Account**.
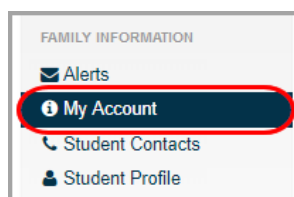
2. Click the **My Students** tab.

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

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.

6. Click **Update**.

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Viewing or Editing 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.*

1. On the navigation bar, click **Student Contacts**.
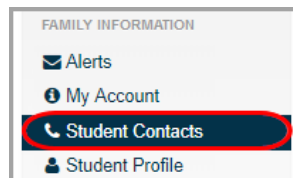
Information for the student's primary contact displays by default with other contact names listed in the right column as well.

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**.

   b. On the **Delete** confirmation window, click **OK**.

   A message displays to confirm that you deleted the item successfully.

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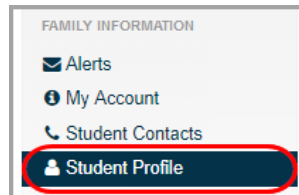
2. Review the **Student Profile** information.

> *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 it displays next to a custody note, the issue is critical.*

Understanding 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.*
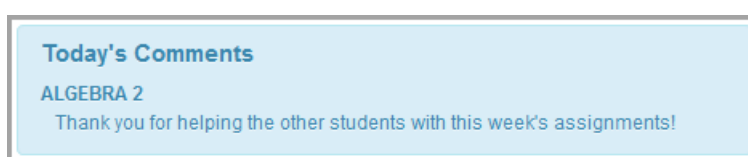

Student switcher – Click a different student to view information for that student.

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).

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 *"Viewing 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.

To view additional grade details, click **details** or **View all grade details**. (For more information about grades, see *"Viewing 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.

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 *"Viewing Assignments."*)

Daily Attendance

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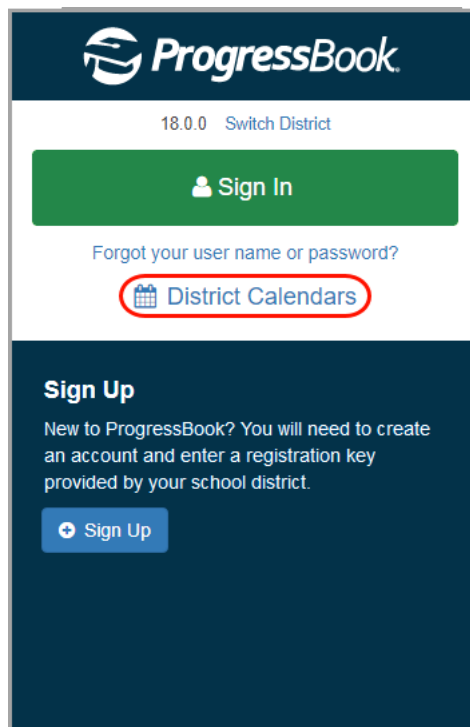

To view additional attendance details, click **details** or **View all attendance**. (For more information about attendance, see *"Viewing Attendance."*)

Viewing the 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 public calendar displays.

Note: *For information on calendar functionality and views, see* "Viewing the School Calendar."