



# **ProgressBook ParentAccess Administration Guide**



***ParentAccess***

# **ProgressBook ParentAccess Administration Guide**

(This document is current for v20.4.1 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 ParentAccess Administration Guide* have been made.

Product Version	Heading	Page	Reason
20.4.1	<i>"Frontline ProgressBook Parent &amp; Student"</i>	65	Added new section.
20.4.1	Entire Guide	N/A	Updated text to reference the Frontline ProgressBook Parent & Student app where applicable.

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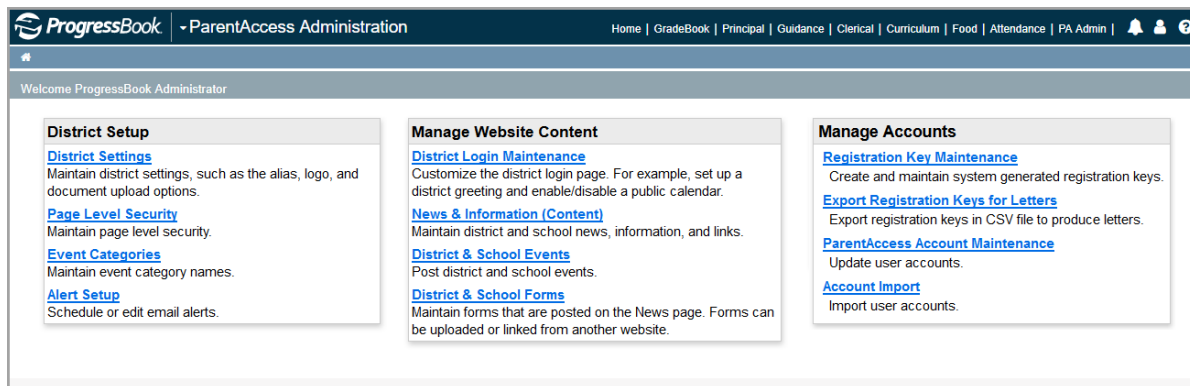
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# About this Guide

The purpose of this guide is to assist you in setting up and maintaining ParentAccess. Some of the information that displays in ParentAccess also displays in the Frontline ProgressBook Parent & Student app.

If you have the GradeBook role of Master or School Administrator, you can access all of the features described in this guide. If you have a different role but have District or School Web Author privileges, only some of these features are available to you.

You perform all of the tasks in this guide from the **ParentAccess Administration** screen. To access this screen, click **PA Admin** at the top of your home screen.



# District Setup

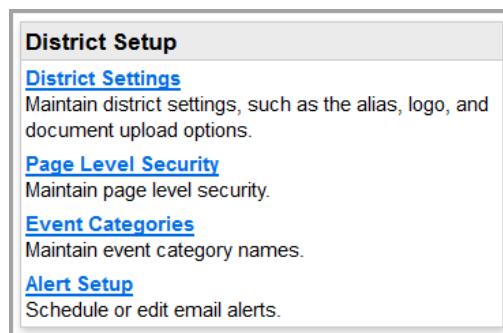
Use the **District Setup** area of the **ParentAccess Administration** screen to maintain the following items:

- **District settings** (such as the alias, logo, and document upload options) – See [“Maintain District Settings”](#)
- **Page level security** – See [“Set Page Level Security”](#)
  - **LMS access** – See [“Providing Access to VirtualClassroom”](#)
- **Event categories** – See [“Set Up Event Categories”](#)
- **Alerts** – See [“Maintain Alerts”](#)

## Maintain District Settings

This topic explains how to maintain your district settings, including the alias, home page link, and logo that display in ParentAccess. It also explains how to enable/disable ParentAccess for your district, indicate file upload permissions for teachers, and assign parent password reset privileges.

1. On the **ParentAccess Administration** screen, below **District Setup**, click **District Settings**.



The **District Setup** screen displays.

2. (Optional) If you want to add a direct link from your school website to the ParentAccess **Sign In** screen (so users bypass the **District Selection** screen), use the **Direct link to login URL**.
3. (Optional) In the **District Alias** field, enter the name of your school district as you want it to display on the **Districts** screen and on the ParentAccess banner.
4. In the **District Home Page** field, replace the default value with the URL of the district website where you want to direct ParentAccess users when they click the district alias on the ParentAccess banner.
5. (Optional) If you want a logo to display on the **Districts** screen, in the **Logo File Name** field, enter the file name of the logo. A logo **Preview** displays to confirm that you have completed this field correctly.

6. For the **Enable this District?** option, select **Yes** to enable ParentAccess for the district or **No** to disable it.

**Note:** Regardless of your selection, principals, teachers, and guidance counselors can still view ParentAccess within the GradeBook application. To disable ParentAccess within the GradeBook application, refer to the ProgressBook GradeBook System Manager Guide.

7. For the **Allow users to sign up for account?** option, select **Yes** to display the sign-up and forgot password links on the **Sign In** screen in ParentAccess and the Frontline ProgressBook Parent & Student app, or select **No** to hide the links.
  - Selecting **No** for this option prohibits parents from creating accounts for their children and from resetting their children's passwords.
  - Selecting **No** for this option prevents teachers from resetting student passwords.
8. For the **Allow teachers to upload images?** option, select **Yes** to let teachers upload images to ParentAccess and the Frontline ProgressBook Parent & Student app or **No** to disallow image uploads.
9. For the **Allow teachers to upload documents?** option, select **Yes** to let teachers upload documents to ParentAccess and the Frontline ProgressBook Parent & Student app or **No** to disallow document uploads.

**Note:** The size and number of files that teachers can upload to ParentAccess depend on the available space on the server. The default file size is 500 MB per each file, but you can modify this setting in the appSettings.config file. The default file size applies to all files uploaded by all districts that use that server.

10. For the **Allow schools to use Google OAuth?** option, select **Yes** to let students log into ParentAccess and the Frontline ProgressBook Parent & Student app using Google™ accounts, or select **No** to allow only standard sign-in.
11. In the **School Preferences** section, for each school:
  - a. In the **Password** area, select the radio button beside either **Allow only masters and school admins to change parent passwords** or **Allow principals, clerks, masters, and school admins to change parent passwords** to designate which roles that you want to be able to reset parent passwords.

**Note:** Master and School Administrator roles can change parent passwords at their assigned schools regardless of this setting. In addition, all users with access to the **ParentAccess Account Maintenance** screen can change student passwords. (See ["Maintain ParentAccess Accounts."](#))

- b. In the **Attendance Comments** area, select the radio button beside either **Show attendance comments in ParentAccess** or **Hide attendance comments but show attendance codes in ParentAccess** to designate how you want attendance to display on the **Attendance** screen for parents and students.
  - c. In the **Student schedules** area, select the radio button beside either **Show schedules in ParentAccess before the start of school** or **Hide schedules until start of school** to designate when you want schedules to display to students and parents in ParentAccess and the Frontline ProgressBook Parent & Student app.



- i. If you select **Show schedules in ParentAccess before the start of school**, the **On this date** field is required. In this field, designate the date on which students and parents can begin viewing schedules in ParentAccess and the Frontline ProgressBook Parent & Student app.

**Note:** The **School start date** listed reflects the earliest course term start date for the current school year for that school.

- ii. (Optional) If you select **Show schedules in ParentAccess before the start of school** but you do not want students or parents seeing teachers' names before school, select the **Hide teacher names** checkbox.

12. Click **Save**.

**ProgressBook** - District Setup Home | GradeBook | Principal | Guidance | Clerical | Curriculum | Food | Attendance | PA Admin | [User Icons]

Welcome ProgressBook Administrator

ID: 31

**Direct link to login:** <https://www.progressbook.com>  
Use this link to bypass the District Selection page. Useful when adding a direct link from your school website.

**District Alias:**   
(Optional: If you enter nothing, the district's default name is used.)

**District Home Page:**   
(Required: Input the URL of the district website where you want to direct users when they click the district alias on the ParentAccess banner.)  
Example: <http://www.example.com>

**Logo File Name:**   
(This logo is for the District Page)  
(Optional: If you enter nothing, the default logo is used.)  
Logo URL: <https://www.progressbook.com/images/progressbook.jpg>

**Enable this District?:** ☒ Yes ☐ No

**Allow users to sign up for account?:** ☒ Yes ☐ No  
*Selecting No hides the Sign Up and Forgot Password links*

**Allow teachers to upload images?:** ☒ Yes ☐ No

**Allow teachers to upload documents?:** ☒ Yes ☐ No

**Allow schools to use Google OAuth?:** ☒ Yes ☐ No

**School Preferences** [+ Expand All](#) [- Collapse All](#)

**George Orwell Elementary School**

**Password:** ☒ Allow only masters and school admins to change parent passwords  
☐ Allow principals, clerks, masters, and school admins to change parent passwords

**Attendance Comments:** ☒ Show attendance comments in ParentAccess  
☐ Hide attendance comments but show attendance codes in ParentAccess

**Student Schedules:** ☒ Show schedules in ParentAccess before the start of school

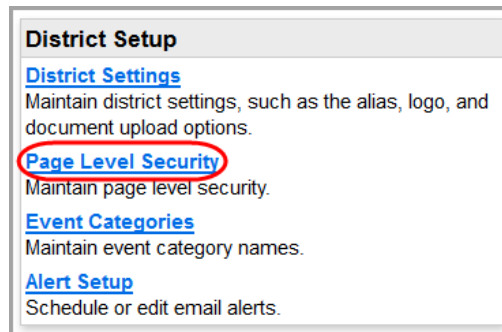
**On this date:**  
School start date: 08/21/2017  
 [Calendar Icon]

☐ Hide teacher names on schedule before start of school  
☐ Hide schedules until start of school

## Set Page Level Security

This topic explains how to allow or deny access to specific screens or options in ParentAccess based on whether the user is a GradeBook user (e.g., teacher, principal, or guidance counselor), parent, or student.

1. On the **ParentAccess Administration** screen, below **District Setup**, click **Page Level Security**.




The **Page Level Security** screen displays. You can set the security access for any screen or option for roles that are not grayed out.

**Note:** *If a menu item has any subitems, each subitem controls specific functionality for the related screen. You can select a main menu item without enabling any of its subitems; for instance, you may want to give users limited or read-only access to a screen. If you enable a subitem to provide users with additional privileges, by default, the main menu item is automatically selected.*

2. In the row of each ParentAccess screen or option to which you want to grant access for a particular security role, select the checkbox in the column of the role (**GradeBook**, **Parent**, and/or **Student**).
3. In the row of each ParentAccess screen or option to which you want to deny access for a particular security role, deselect the checkbox in the column of the role.
4. Click **Save**.

**Note:** *For an explanation of each menu item and subitem, see [“Menu Items.”](#)*


**ProgressBook** | Page Level Security

Welcome ProgressBook Administrator

[Back](#)
Save

**Check the roles to grant access for the Menu Items.**

Student	GradeBook	Parent	Student
Home	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance Totals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Grades	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Homework Planner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Transportation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Locker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Homeroom	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Report Card	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Official Report Cards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Course Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Activities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Submit Student Activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

School	GradeBook	Parent	Student
News	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Calendar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Class Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Family	GradeBook	Parent	Student
Alerts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
My Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Profile	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Change Password	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manage Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Create Student Accounts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reset Student Password	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Contacts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Profile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Notes (i.e. SIS Medical and Custody Alerts)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Menu Items

- *“Student”*
- *“School”*
- *“Family”*

## Student

- **Home** – Access to the **Home** screen for parents and the **Dashboard** screen for students
- **Attendance** – Access to the **Attendance** screen
  - **Attendance Totals** – Access to absence and tardy totals on attendance details screens
- **Grades** –
- **Homework Planner** – Access to the **Planner** screen
- **Schedule** – Access to the **Schedule** screen (which may also include locker, transportation, and counselor information)
  - **View Transportation** – Access to transportation information on the **Schedule** screen in ParentAccess and the **Class Schedule** tab in the Frontline ProgressBook Parent & Student app (when the **Parent** role is selected, only the primary contact can access the information)
  - **View Locker** – Access to locker information (number and combination) on the **Schedule** screen in ParentAccess and the **Class Schedule** tab in the Frontline ProgressBook Parent & Student app (when the **Parent** role is selected, only the primary contact can access the information)
  - **View Homeroom** – Access to homeroom number on the **Schedule** screen in ParentAccess and the **Class Schedule** tab in the Frontline ProgressBook Parent & Student app
- **Report Card** – Access to the **Report Card** screen (not official grades) in ParentAccess and **Report Cards** tab in the Frontline ProgressBook Parent & Student app. If enabled, in order for report cards to display on the **Report Card** screen, on the **Report Card Builder** screen, you must select **Yes** for the **Post on Parent Access?** option (see the *GradeBook System Manager Guide* for more information).
  - **View Official Report Cards** – Ability to click the **View Paper Report Card** link that downloads a PDF version of the official report card in ParentAccess and **Report Cards** tab in the Frontline ProgressBook Parent & Student app (when the **Parent** role is selected, only the primary contact can access the information)
- **Course Request** – Access to the **Course Request** screen
- **Activities** – Access to the **Activities** screen (only to view activities, not to submit them)
  - **Submit Student Activity** – Ability to submit responses to assigned VirtualClassroom activities
- **Resources** – Access to the **Resources** screen (VirtualClassroom resources)
- **Fees** – Access to the **Fees** screen as well as to a notification that may display on the **Schedule** screen (when the **Parent** role is selected, only the primary contact can access this information)

## School

- **News** – Access to the **News** screen (information posted by the district administrator) in ParentAccess and the **News** tab in the Frontline ProgressBook Parent & Student app
- **Calendar** – Access to the **Calendar** screen
- **Class Information** – Access to the **Class Information** screen (information posted by teachers on the **Class Information Page Maintenance** screen) in ParentAccess and the **Class Information** tab in the Frontline ProgressBook Parent & Student app

## Family

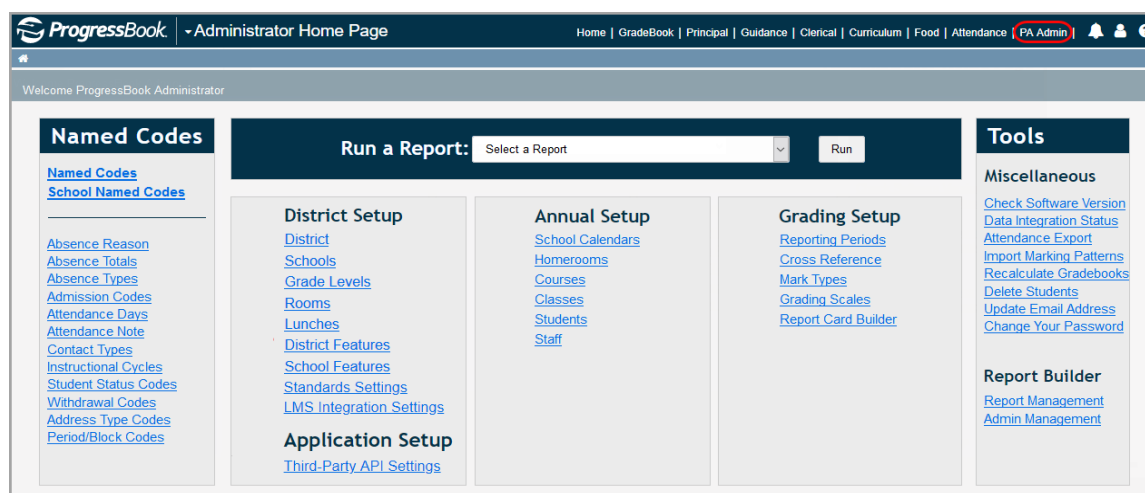
- **Alerts** – Access to the **Alerts** screen for notification of low grades and missing assignments
- **My Account** – Access to the **My Account** screen
  - **Profile** – Access to the **My Account** screen **Account Info** tab
  - **Change Password** – Access to the **My Account** screen **Change Password** tab
  - **Manage Student** – Access to the **My Students** tab
    - **Create Student Accounts** – Access to the **Create Account** button on the **My Student** screen
    - **Reset Student Password** – Access to the **Reset Password** button on the **My Student** tab
- **Student Contacts** – Access to the **Student Contact** screen (populated from SIS)
  - **Edit Contact** – Ability to click **Edit** on contacts (excluding the primary contact's main address and main phone number)
- **Student Profile** – Access to the **Student Profile** screen (**Profile** and **Address** areas)
  - **View Notes (i.e. SIS Medical and Custody Alerts)** – Access to the **Notes** area of the **Student Profile** screen

## Providing Access to VirtualClassroom

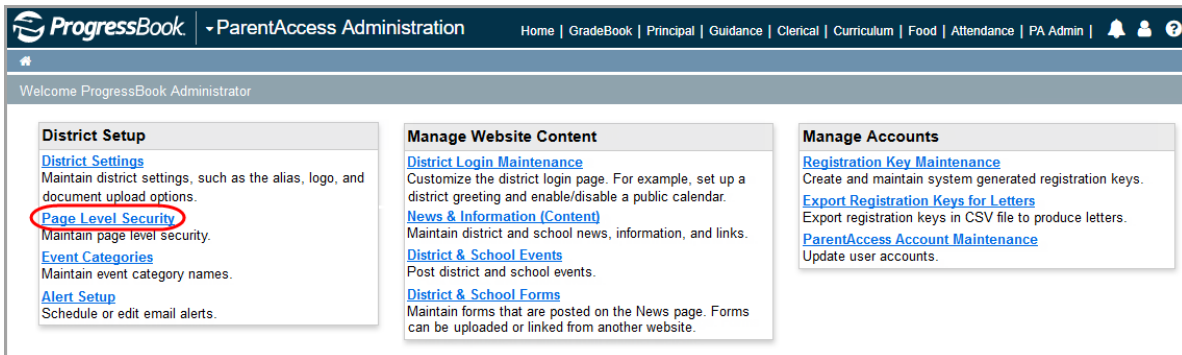
### Providing Access to Online Activities

To give students access to online activities in ParentAccess, complete the following steps.

1. On any GradeBook screen, in the banner, click **PA Admin**.

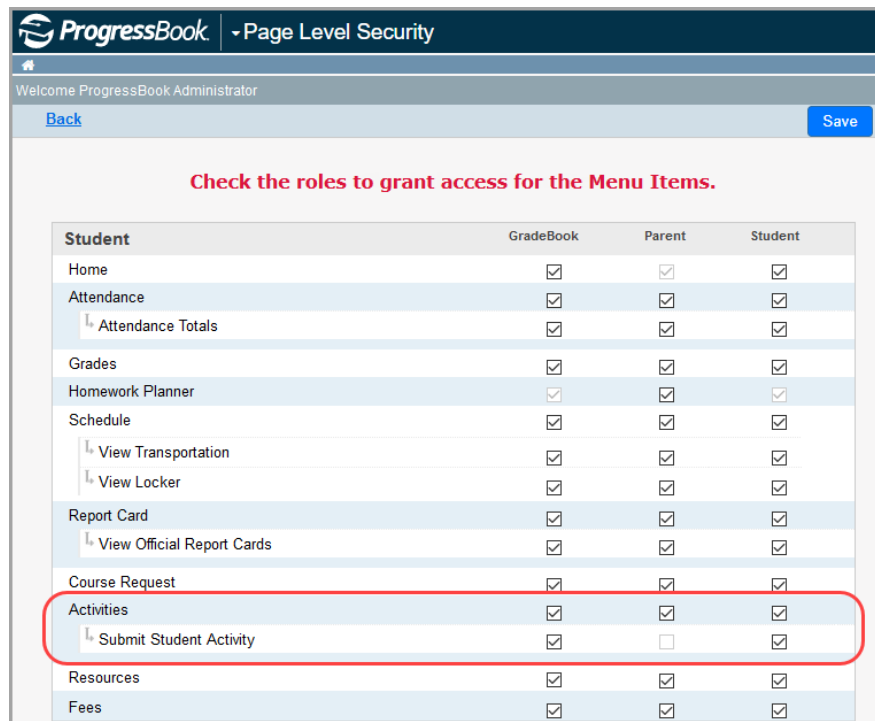


- On the **ParentAccess Administration** screen, in the **District Setup** section, click **Page Level Security**.



- On the **Page Level Security** screen, in the **Student** area, in the **Activities** row, select the checkbox for each role that should have access to view online activities.
- On the **Page Level Security** screen, in the **Student** area, in the **Submit Student Activity** row, select the checkbox for each role that should be allowed to submit online activities for grading.

**Note:** When you enable the parent role for **Activities**, parents have read-only access to the activities, but you cannot allow them to submit student activities.



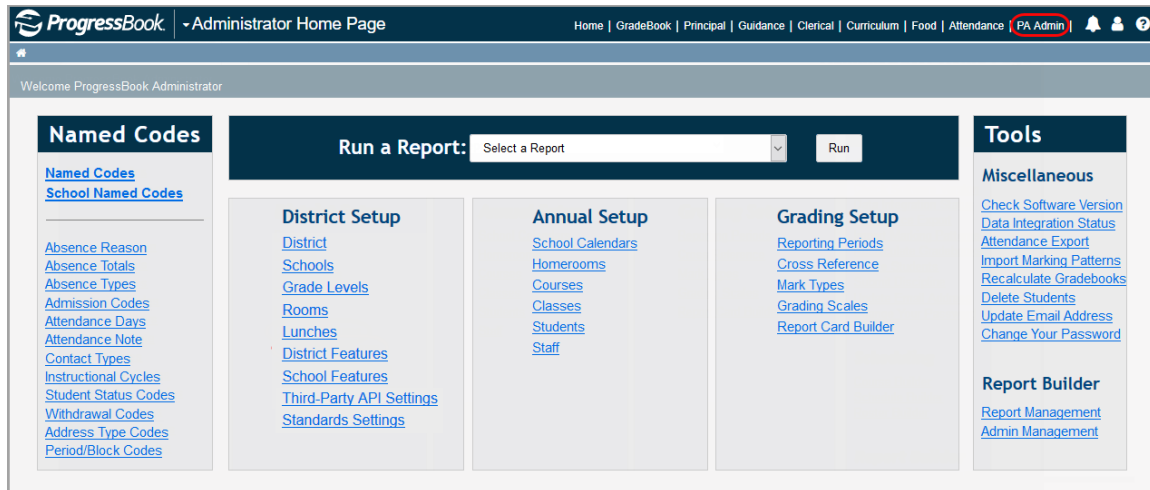
- Click **Save**.

Selected users can now access and/or submit online activities in ParentAccess.

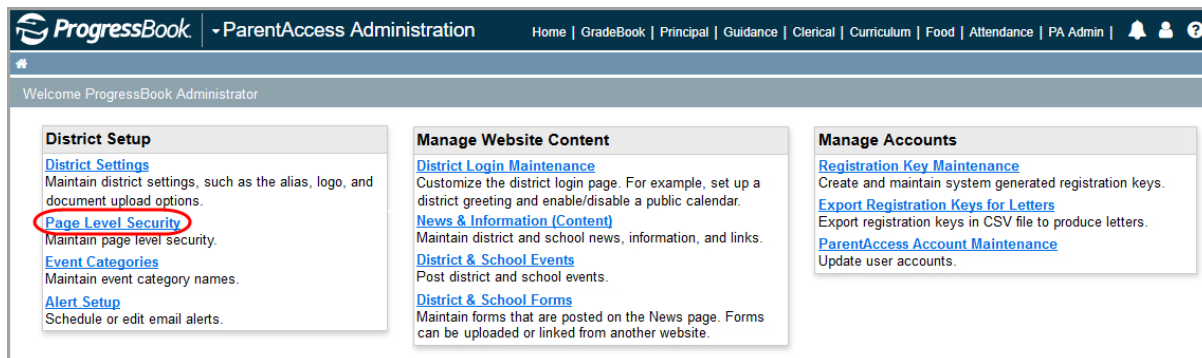
## Providing Access to Resources

To give students access to VirtualClassroom resources in ParentAccess, complete the following steps.

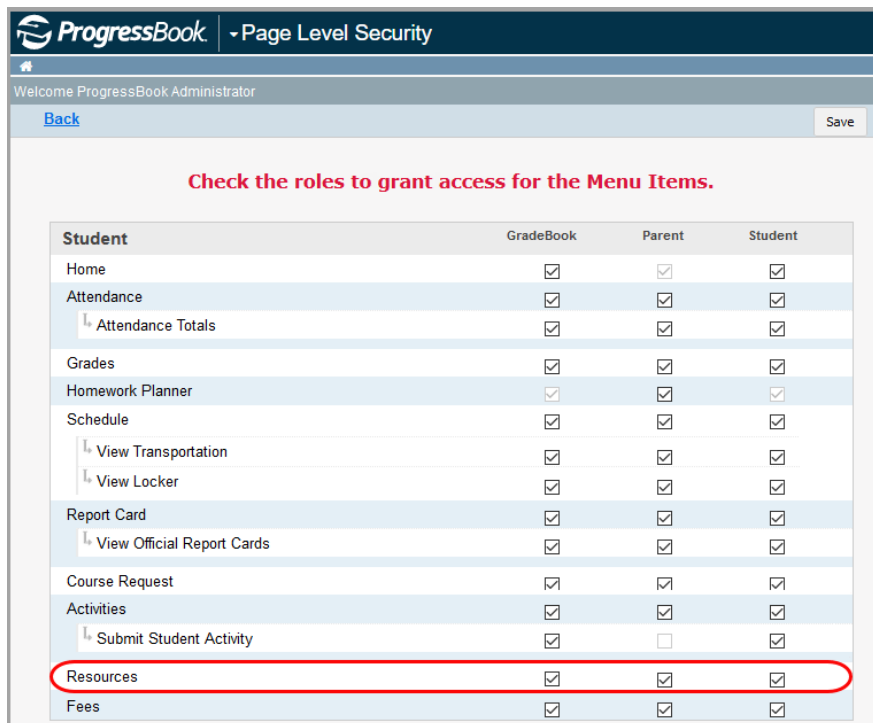
1. On any GradeBook screen, in the banner, click **PA Admin**.



2. On the **ParentAccess Administration** screen, in the **District Setup** section, click **Page Level Security**.



3. On the **Page Level Security** screen, in the **Student** area, in the **Resources** row, select the checkbox for each role that should have access to view resources.



ProgressBook Page Level Security

Welcome ProgressBook Administrator

[Back](#) [Save](#)

Check the roles to grant access for the Menu Items.

Student	GradeBook	Parent	Student
Home	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance Totals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Grades	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Homework Planner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Transportation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Locker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Report Card	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Official Report Cards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Course Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Activities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Submit Student Activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4. Click **Save**.

Selected users can now access VirtualClassroom resources in ParentAccess.

---

## Maintain Event Categories

Event categories provide a way to group events on the ParentAccess calendar for all the schools in a district. Default event categories are included in GradeBook, but you can also create your own.

- For information on setting up event categories, see [“Set Up Event Categories.”](#)
- For information on updating or deleting event categories, see [“Update or Delete Event Categories.”](#)

## Set Up Event Categories

1. On the **ParentAccess Administration** screen, below **District Setup**, click **Event Categories**.



**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.

The **Event Category Maintenance** screen displays.

 ProgressBook
Event Category Maintenance

Welcome ProgressBook Administrator

Category Name	Del?
Band	<input type="checkbox"/>
Baseball	<input type="checkbox"/>
Basketball	<input type="checkbox"/>
Car Club	<input type="checkbox"/>
Cheerleading	<input type="checkbox"/>
Chef Club	<input type="checkbox"/>
Choir	<input type="checkbox"/>
Computer Club	<input type="checkbox"/>
Drama Club	<input type="checkbox"/>
Football	<input type="checkbox"/>
Golf	<input type="checkbox"/>
Jazz	<input type="checkbox"/>
Key Club	<input type="checkbox"/>
Math Club	<input type="checkbox"/>
No School	<input type="checkbox"/>
Science Club	<input type="checkbox"/>
Soccer	<input type="checkbox"/>
Softball	<input type="checkbox"/>
Tennis	<input type="checkbox"/>
	<input type="checkbox"/>

Save

2. In the **Category Name** column, enter an event name in the first blank row.
3. Click **Save**.

## Update or Delete Event Categories

**Note:** You cannot delete event categories if any events are associated with them.

1. On the **ParentAccess Administration** screen, below **District Setup**, click **Event Categories**.

**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.

The **Event Category Maintenance** screen displays.

ProgressBook | Event Category Maintenance

Welcome ProgressBook Administrator

Category Name	Del?
Band	<input type="checkbox"/>
Baseball	<input type="checkbox"/>
Basketball	<input type="checkbox"/>
Car Club	<input type="checkbox"/>
Cheerleading	<input type="checkbox"/>
Chef Club	<input type="checkbox"/>
Choir	<input type="checkbox"/>
Computer Club	<input type="checkbox"/>
Drama Club	<input type="checkbox"/>
Football	<input type="checkbox"/>
Golf	<input type="checkbox"/>
Jazz	<input type="checkbox"/>
Key Club	<input type="checkbox"/>
Math Club	<input type="checkbox"/>
No School	<input type="checkbox"/>
Science Club	<input type="checkbox"/>
Soccer	<input type="checkbox"/>
Softball	<input type="checkbox"/>
Tennis	<input type="checkbox"/>

Save

2. Make any updates or deletions to the list as follows:
  - To update an event category name, in the **Category Name** column, change the name.
  - To delete an event category, in the **Del?** column, select the checkbox for the event.
3. Click **Save**.

## Maintain Alerts

Alerts notify parents when their child has not completed an assignment or has received a low mark. You can schedule alerts to be sent all at once, or you can schedule specific alerts to be sent only from selected schools at specified intervals and times. For example, the high school may send missing assignment and low mark alerts daily at 3:00 pm, but the elementary schools send only missing assignment alerts weekly on Mondays at 7:00 am.

- For information on how alerts are processed, see [“Understand Alert Processing Requirements.”](#)
- For information on setting up alerts, see [“Set Up Alerts.”](#)
- For information on running alerts, see [“Run Alerts.”](#)
- For information on updating or deleting alerts, see [“Update or Delete Alerts.”](#)

## Understand Alert Processing Requirements

### All Alerts

GradeBook sends out each alert type (missing assignment alert or low assignment mark alert) only once for a specific assignment. You must have the alert type selected for a specific school, and it must be active.

### Missing Assignment Alerts

GradeBook sends out a missing assignment alert only after a teacher marks the assignment as missing in GradeBook.

### Low Mark Alerts

Only assignments that meet the following criteria are able to generate alerts:

- Used in a class that does not use the Custom Setup 2 grading scale
- Possible points are more than 0
- Included in the student’s average
- Marks are posted to ParentAccess
- Due date is on or after the date the parent or student subscribed to alerts

GradeBook sends low assignment mark alerts for assignments with a grade equal to or lower than a specific threshold set by the parent. The comparison uses numeric value equivalents, as shown in the following examples.

#### Letter grade example:

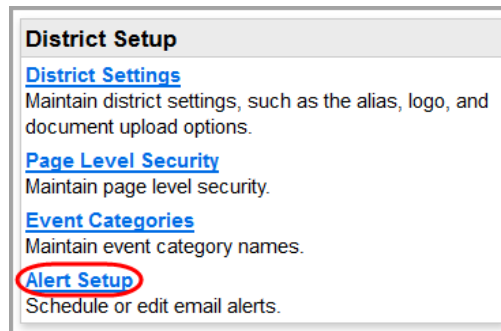
A teacher gives a “C” (numeric value equivalent=2) for a classwork assignment. If a parent has subscribed to low assignment mark alerts and selected “B” (numeric value equivalent=3) as the threshold, GradeBook sends the parent a low assignment mark alert.

#### Points/percentage example:

A teacher gives 7 points for a homework assignment that is worth 10 points (percentage=70%). According to the range in the grading scale, this score is equivalent to a “C” (numeric value equivalent=2). If a parent has subscribed to low assignment mark alerts and selected “B” (numeric value equivalent=3) as the threshold, GradeBook sends the parent a low assignment mark alert.

## Set Up Alerts

1. On the **ParentAccess Administration** screen, below **District Setup**, click **Alert Setup**.



The **Parent Access Alerts** screen displays

The screenshot shows the "Parent Access Alerts" screen. At the top, there is a header bar with the ProgressBook logo and the text "Parent Access Alerts". Below the header, there is a message "Welcome ProgressBook Administrator". To the right of the message is a button labeled "+ Add an Alert" which is circled in red. Below the message is a table with the following columns: Alert Name, School(s), Schedule, Next Run, Last Run, Result, Active?, and Action.

Alert Name	School(s)	Schedule	Next Run	Last Run	Result	Active?	Action
▶ All School Alert	LVHS, LVPR ...	Weekly Friday 3:30 AM	8/30 3:30 AM		Submitted	✓	
▶ Lake View Primary Alerts	LVHS, LVPR ...	Weekly Friday 4:00 PM	8/23 4:00 PM		Submitted	✓	
▶ ParentAccess Example	LVPR	Weekly Friday 12:00 AM				✓	

Last updated on 08/23/2013 at 8:57:53 AM

2. Click **Add an Alert**.
3. On the **Add Alert** window, enter an **Alert Name**.
4. In the **Alert Type(s)** area, select if this alert is for **Missing Assignments** and/or **Low Assignment Marks**.
5. Select a **Run Frequency** for the alert:
  - **Daily** – Send the alert every day at a specified time
  - **Weekly** – Send the alert weekly on a specified day and time
  - **Manual** – Send the alert only when the GradeBook system manager runs it manually
6. If you selected **Daily** or **Weekly** in [step 5](#), select a **Run Time** at which to send the alert.
7. If you selected **Weekly** in [step 5](#), select a **Run Day** on which to send the alert.
8. Select the **Active?** checkbox.

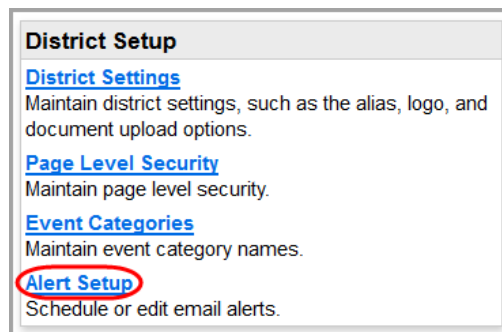
- In the **Select the schools that will use this alert** area, select individual school(s) or **All Schools**.


- Click **Save**, and close the window.
- Run the alert at least once manually. (See *[“Run Alerts.”](#)* )




## Run Alerts


You can run an alert manually at any time even if it is previously scheduled.

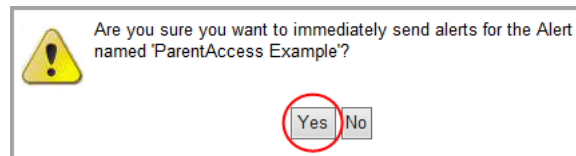
- On the **ParentAccess Administration** screen, below **District Setup**, click **Alert Setup**.







The **Parent Access Alerts** screen displays. In the **Action** column, an alert is available to run if  displays in color (not grayed out).

ProgressBook - Parent Access Alerts								
Welcome ProgressBook Administrator								
<a href="#">+ Add an Alert</a>								
	Alert Name	School(s)	Schedule	Next Run	Last Run	Result	Active?	Action
▶	All School Alert	LVHS, LVPR ...	Weekly Friday 3:30 AM	8/30 3:30 AM		Submitted	✓	
▶	Lake View Primary Alerts	LVHS, LVPR ...	Weekly Friday 4:00 PM	8/23 4:00 PM		Submitted	✓	
▶	ParentAccess Example	LVPR	Weekly Friday 12:00 AM				✓	
Last updated on 08/23/2013 at 8:57:53 AM								

- In the row of the alert you want to run, click .
- On the window that opens, click **Yes** to confirm that you want to run the alert now.





The alert runs and displays a status of *Submitted* in the **Result** column.

ProgressBook - Parent Access Alerts								
Home   GradeBook   Principal   Guidance   Clerical   Curriculum   Food   Attendance   PA Admin     								
Welcome ProgressBook Administrator								
<a href="#">+ Add an Alert</a>								
	Alert Name	School(s)	Schedule	Next Run	Last Run	Result	Active?	Action
▶	Lake View Primary Alerts	LVHS, LVPR ...	Weekly Friday 4:00 PM	1/4 4:00 PM		Submitted	✓	

As the alert cycles through the following stages, the alert status in the **Result** column changes.

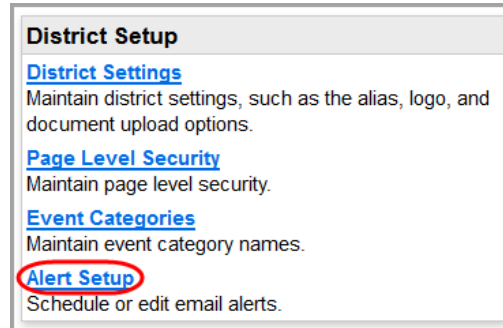
#### Alert Status with Description

Event	Status	Description
User clicks  .	Submitted	The Alert Service has received the request to run.
The previously scheduled time has already occurred or user clicks  .	In Progress	The alert is being processed for each school building. This could take several minutes depending on the number of buildings.
The alert has processed.	Completed	The alert has processed successfully for all school buildings.
The alert has not processed.	Failed	The alert has not processed successfully for all school buildings.

## Update or Delete Alerts

You can update alerts at any time.

1. On the **ParentAccess Administration** screen, below **District Setup**, click **Alert Setup**.



The **Parent Access Alerts** screen displays.

ProgressBook   Parent Access Alerts								
Welcome ProgressBook Administrator								
<a href="#">+ Add an Alert</a>								
	Alert Name	School(s)	Schedule	Next Run	Last Run	Result	Active?	Action
▶	All School Alert	LVHS, LVPR ...	Weekly Friday 3:30 AM	8/30 3:30 AM		Submitted	✓	
▶	Lake View Primary Alerts	LVHS, LVPR ...	Weekly Friday 4:00 PM	8/23 4:00 PM		Submitted	✓	
▶	ParentAccess Example	LVPR	Weekly Friday 12:00 AM			Submitted	✓	
Last updated on 08/23/2013 at 8:57:53 AM								

2. In the row of the alert you want to update, click

3. On the **Alert Maintenance** window:

- To update an alert, make any desired changes, and then click **Save**.

- To delete an alert, click **Delete**, and on the delete confirmation window, click **Yes**.

The image shows a web form titled "Alert Maintenance". The form contains the following fields and options:

- Alert Name:** Lake View Primary Alerts
- Alert Type(s):** ☒ Missing Assignments, ☒ Low Assignment Marks
- Run Frequency:** Weekly
- Run Time:** 4:00 PM
- Run Day:** Friday
- Active?:** ☒
- Select the schools that will use this alert:** ☐ All Schools, ☐ Hometown High School, ☐ Lake View Elementary School, ☐ Lake View Intermediate School, ☐ Lake View Middle School

At the bottom of the form, there are two buttons: a red "Delete" button with a small 'x' icon and a blue "Save" button. The "Delete" button is circled in red.



# Manage Website Content

Use the **Manage Website Content** area of the **ParentAccess Administration** screen to maintain the following items:

- **District greeting** – See [“Maintain District Greeting Page”](#)
- **Public calendar** – See [“Enable Public Calendar”](#)
- **News and information** – See [“Maintain News and Information”](#)
- **District and school events** – See [“Maintain Events”](#)
- **District and school forms** – See [“Maintain Forms”](#)

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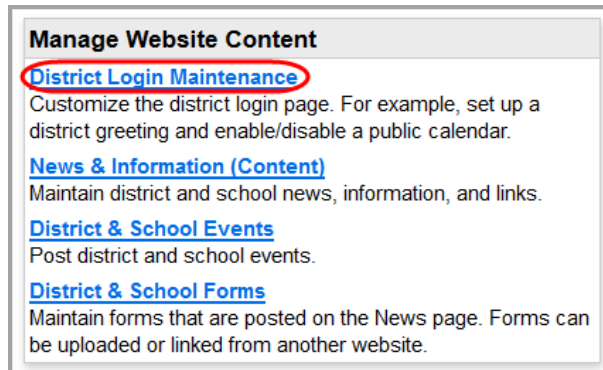
## Maintain District Greeting Page

If you choose to enable a district greeting page, ParentAccess users see the district greeting page instead of the standard **Sign In** screen when signing in.

- For information on setting up a district greeting page, see [“Set Up District Greeting Page.”](#)
- For information on updating a district greeting page, see [“Update District Greeting Page.”](#)

## Set Up District Greeting Page

1. On the **ParentAccess Administration** screen, below **Manage Website Content**, click **District Login Maintenance**.



The **District Login Maintenance** screen displays.

**ProgressBook** | District Login Maintenance

**District Login Features**

Custom Greeting: ☒ Active

Public Calendar: ☒ Active

[Hide URL](#) <https://cmt-pa.software-answers.com/School/Calendar/Public/tvsd>

**Format the Custom District Greeting**

Greeting Picture: (Optional) (500 x 500px)

[Upload a picture](#)

[Remove the picture](#)

Picture Position: Top

Greeting:

**Welcome to ProgressBook!**

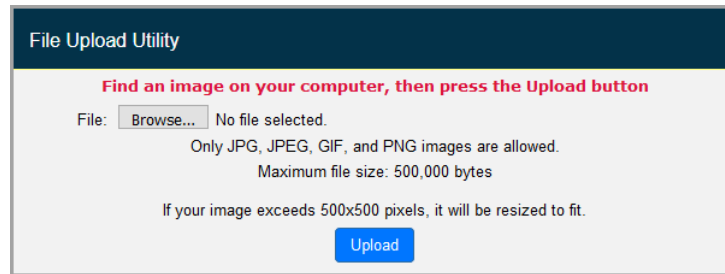
For additional information on creating accounts, navigating ProgressBook and viewing your child's information, click Help in the top-right corner of the screen.

[Check Spelling](#) [Save](#)

2. Select the **Active** checkbox beside **Custom Greeting**.
3. In the **Format the Custom District Greeting** area, enter the greeting that you want to display to ParentAccess users on their **Sign In** screen.
4. (Optional) To check the spelling of your greeting text, at the bottom of the screen, click **Check Spelling**.

5. (Optional) If you want an image to display on the district greeting screen, do the following:
  - a. Click **Upload a picture**.

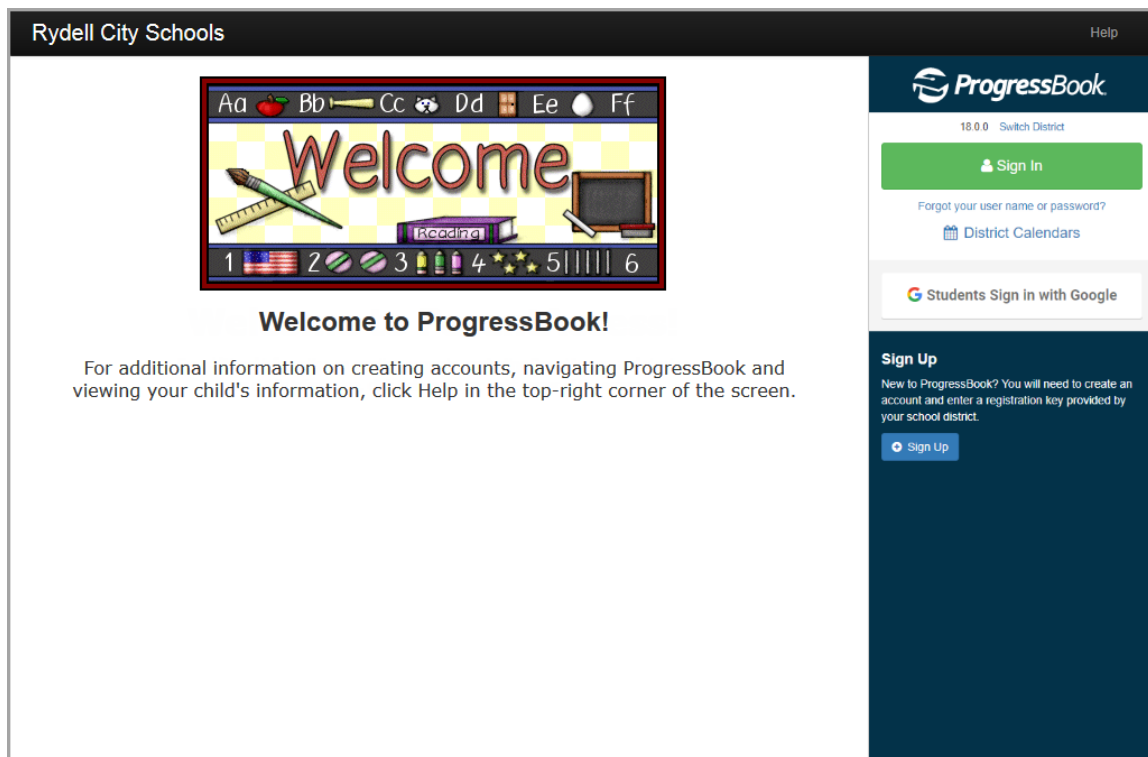
The **File Upload Utility** window displays.



The File Upload Utility window has a dark blue header with the title "File Upload Utility". Below the header, there is a red instruction: "Find an image on your computer, then press the Upload button". Underneath, it says "File:  No file selected." followed by "Only JPG, JPEG, GIF, and PNG images are allowed." and "Maximum file size: 500,000 bytes". A note states "If your image exceeds 500x500 pixels, it will be resized to fit." At the bottom center is a blue "Upload" button.

- b. Click **Browse**, and then browse to and select the image from your computer.
  - c. Click **Upload**.
  - d. In the **Display the picture on the...** drop-down list, select where on the district greeting screen you want the image to display (**Left**, **Right**, **Top**, or **Bottom**).
6. Click **Save**.

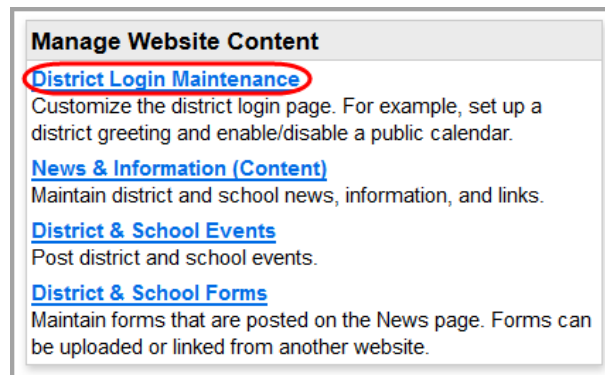
Your district greeting now displays to ParentAccess users on their **Sign In** screens.



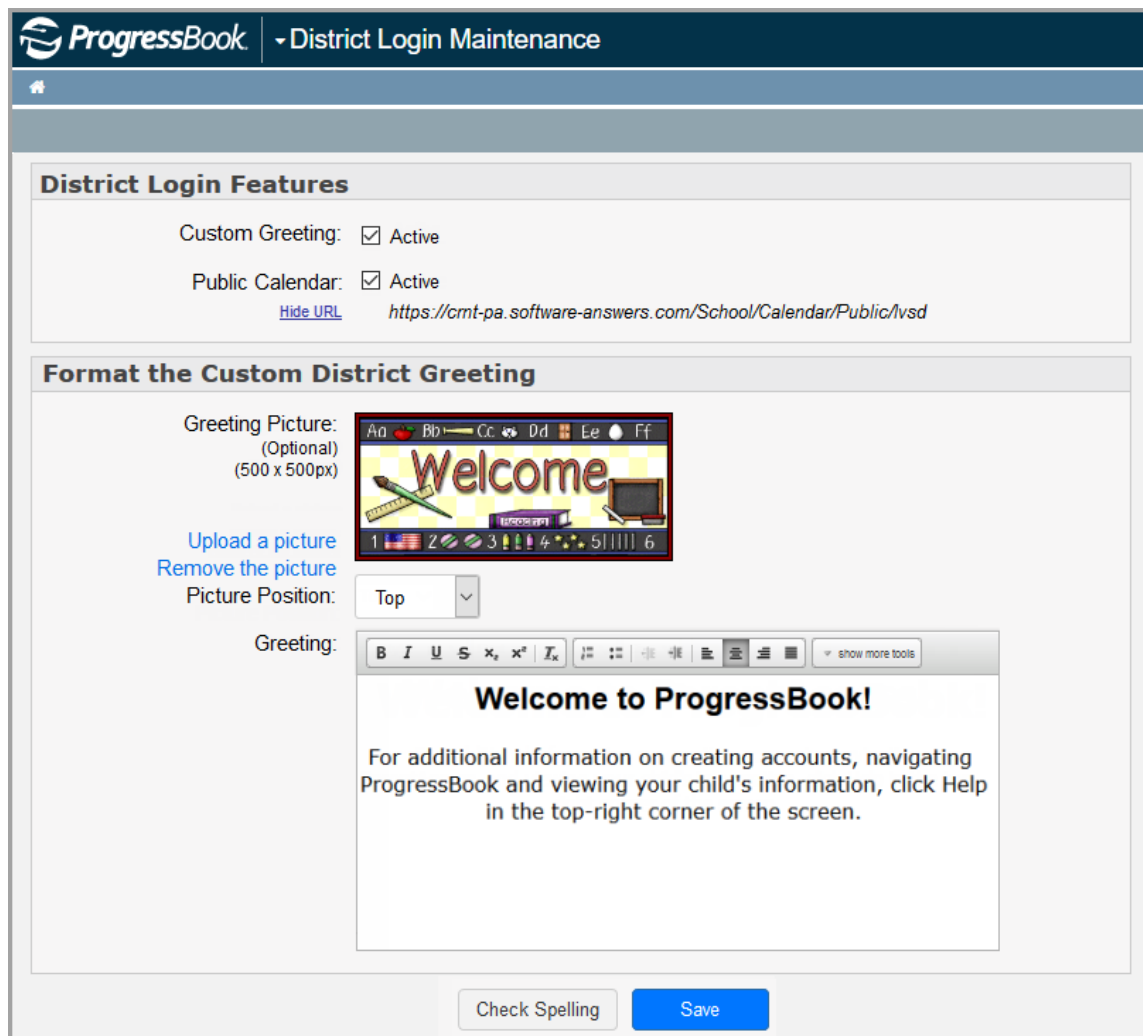
The screenshot shows the ProgressBook Sign In screen for Rydell City Schools. The header includes "Rydell City Schools" and a "Help" link. The main content area features a large, colorful "Welcome" graphic with the word "Welcome" in a stylized font, surrounded by various school-related icons like a pencil, ruler, and books. Below the graphic, it says "Welcome to ProgressBook!" and provides instructions: "For additional information on creating accounts, navigating ProgressBook and viewing your child's information, click Help in the top-right corner of the screen." The right sidebar contains the ProgressBook logo, version "18.0.0", a "Switch District" link, a green "Sign In" button, a link for "Forgot your user name or password?", a link for "District Calendars", a "Students Sign in with Google" button, and a "Sign Up" section with a "Sign Up" button.

## Update District Greeting Page

1. On the **ParentAccess Administration** screen, below **Manage Website Content**, click **District Login Maintenance**.



The **District Login Maintenance** screen displays.

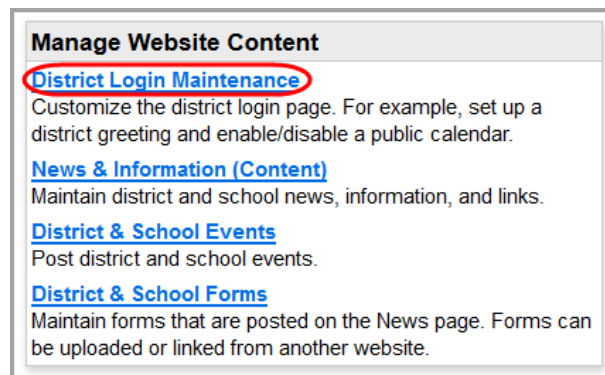
A screenshot of the "District Login Maintenance" screen in the ProgressBook application. The header shows the ProgressBook logo and the title "- District Login Maintenance". The main content area is divided into two sections. The first section, "District Login Features", contains two toggle switches: "Custom Greeting" (checked) and "Public Calendar" (checked). Below the "Public Calendar" toggle is a "Hide URL" link and a URL: "https://cmt-pa.software-answers.com/School/Calendar/Public/ivsd". The second section, "Format the Custom District Greeting", contains a "Greeting Picture" field with a preview of a "Welcome" graphic. Below the preview are links to "Upload a picture" and "Remove the picture", and a "Picture Position" dropdown menu set to "Top". Below these is a "Greeting" text area with a rich text editor toolbar. The text in the greeting area reads: "Welcome to ProgressBook! For additional information on creating accounts, navigating ProgressBook and viewing your child's information, click Help in the top-right corner of the screen." At the bottom of the screen are two buttons: "Check Spelling" and "Save".

2. Make any updates as follows:
  - To disable the district greeting screen, deselect the **Active** checkbox beside **Custom Greeting**.
  - To update the greeting text, in the **Format the Custom District Greeting** area, make any needed updates.
  - To remove an image, click **Remove the picture**.
3. Click **Save**.

## Enable Public Calendar

You can enable access to a public calendar that does not require viewers to be registered ParentAccess users. The public calendar displays events that are of interest to the school community in general, so any interested community member can click the link to view the calendar and is not required to sign in to ParentAccess.

1. On the **ParentAccess Administration** screen, below **Manage Website Content**, click **District Login Maintenance**.

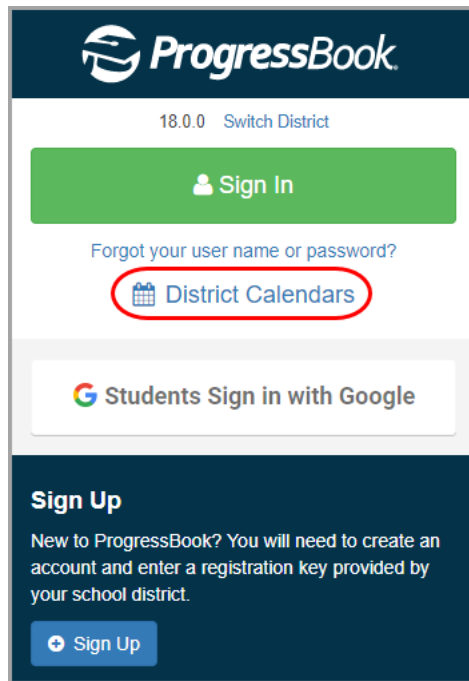


The **District Login Maintenance** screen displays.

 A screenshot of the 'District Login Maintenance' screen. The header shows the ProgressBook logo and the title 'District Login Maintenance'. Below the header is a section titled 'District Login Features'. In this section, there are two settings: 'Custom Greeting' with a checked 'Active' checkbox, and 'Public Calendar' with a checked 'Active' checkbox. The 'Public Calendar' setting is circled in red. Below the 'Public Calendar' checkbox is a text field containing the URL '/School/Calendar/Public/ivsd' and a 'Hide URL' link. At the bottom of the form are two buttons: 'Check Spelling' and 'Save'.

2. Select the **Active** checkbox beside **Public Calendar**.
3. Click **Save**.

The **District Calendars** link now displays on the ParentAccess **Sign In** screen.



4. (Optional) If you want to provide a direct link from your school or district website to the public calendar, do the following:
  - a. Click **Show URL**.  
The calendar's web address displays.
  - b. Use the web address to create the link on your school or district website.

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## Maintain News and Information

You can post news articles, documents, and web links for ParentAccess and the Frontline ProgressBook Parent & Student app users. These display on the **News** screen in ParentAccess in the main **News** area, below **Information** or below **Links**. They also display in the Frontline ProgressBook Parent & Student app **News** tab.

**Note:** To post a document to appear in the **Forms** area of the **News** screen in ParentAccess, see [“Post Forms.”](#)

- For information on posting news, see [“Post News and Information.”](#)
- For information on updating news, see [“Update News and Information.”](#)

## Post News and Information

1. On the **ParentAccess Administration** screen, below **Manage Website Content**, click **News & Information (Content)**.

**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.

The **Content Search** screen displays.

**ProgressBook** | - Content Search

School: Lake View Elementary School
 Start: 8/26/2013
 End: 11/26/2013
 Text: 
 Status: Active
Search

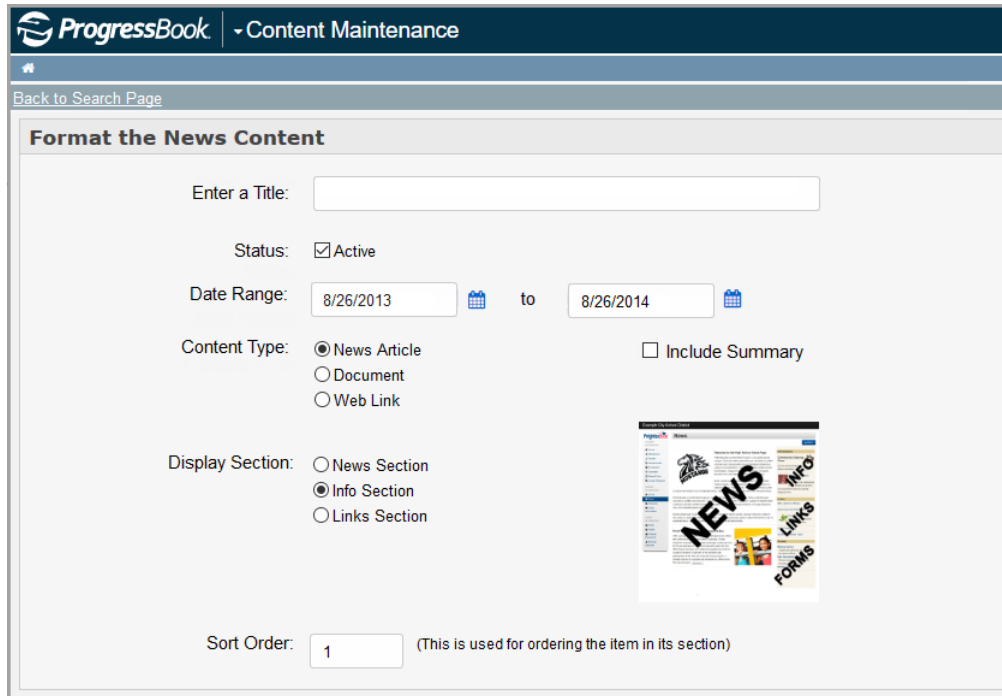
[Add New Content](#)

	Section	Seq#	Title	Start Date	End Date	Active?
▶	News	10	test	8/26/2013	8/26/2014	<input checked="" type="checkbox"/>
▶	News	20	Christmas Field Trip for Elementary Schools	11/8/2013	12/19/2013	<input checked="" type="checkbox"/>

Save

2. Click **Add New Content**.

The **Content Maintenance** screen displays.



The screenshot shows the 'ProgressBook' logo and 'Content Maintenance' header. Below is a 'Back to Search Page' link. The main section is titled 'Format the News Content'. It contains the following fields and options:

- Enter a Title:** A text input field.
- Status:** A checkbox labeled 'Active' which is checked.
- Date Range:** Two date pickers showing '8/26/2013' and '8/26/2014' with a 'to' separator.
- Content Type:** Radio buttons for 'News Article' (selected), 'Document', and 'Web Link'. There is also an 'Include Summary' checkbox.
- Display Section:** Radio buttons for 'News Section', 'Info Section' (selected), and 'Links Section'.
- Sort Order:** A text input field containing the number '1', with a note: '(This is used for ordering the item in its section)'.

An inset image shows a preview of the ParentAccess News screen layout with sections for NEWS, INFO, LINKS, and FORMS.

3. In the **Format the News Content** area, in the **Enter a Title** field, enter a title for the news item.
4. In the **Status** area, select the **Active** checkbox.
5. In the **Date Range** fields, enter or select the start and end dates during which this news item should display.
6. In the **Display Section** area, select where in ParentAccess you want this news item to display (**News Section**, **Info Section**, or **Links Section**).

**Note:** An image of the ParentAccess **News** screen displays as a guide to the screen's layout.

**Note:** In the Frontline ProgressBook Parent & Student mobile app, all segments (**News Section**, **Info Section**, or **Links Section**) display together based on the **Sort Order**.

7. In the **Sort Order** field, enter a number to indicate the order in which you want the news item to display in ParentAccess and the Frontline ProgressBook Parent & Student app.

**Note:** It is a good idea to leave space between the numbers (for example, use increments of 10) so that you can insert items between others later if needed.



8. In the **Select the schools which will display this item** area at the bottom of the screen, select one or more schools that should display the news item on their **News** screen in ParentAccess and **News** tab in the Frontline ProgressBook Parent & Student app. (To select all of the schools, click **Select All**.)

**Select the schools which will display this item**

☒ Hometown High School      ☒ Lake View Elementary School

☒ Lake View Intermediate School      ☒ Lake View Middle School

☒ Mountain View Local      ☒ Valley View Local

☒ District

Select All  
Un-Select All

9. Return to the **Format the News Content** area at the top of the screen, and select the **Content Type** you are uploading (**News Article**, **Document**, or **Web Link**). Then follow the steps for that type of content listed below:

- [“Post News Article”](#)
- [“Post Document”](#)
- [“Post Web Link”](#)

## Post News Article

1. In the **Format the News Article** area in the middle of the screen, in the **Full Article** field, enter the text of the news article. You can use the options in the text editor to format the text.

**Format the News Article**

Article Picture:  
(Optional)  
(News: 200 x 200px)  
(Info & Links: 50 x 50px)

[Upload a picture](#)  
[Remove the picture](#)

Picture Position: Left

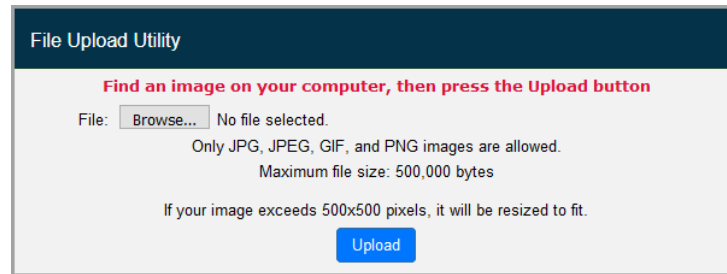
Full Article:

**B I U S x<sub>2</sub> x<sup>a</sup> I<sub>x</sub>**    **≡ ≡ ≡ ≡ ≡ ≡**

▼ show more tools

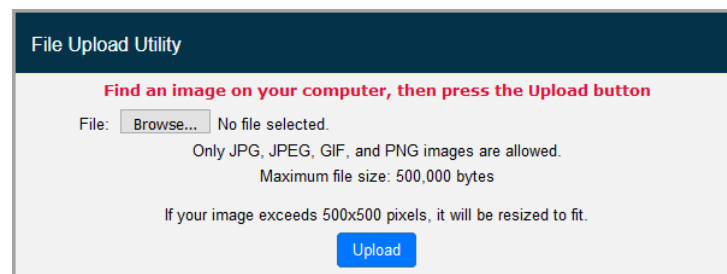
2. (Optional) If you want an image to display with the news article, do the following:
  - a. Below **Article Picture**, click **Upload a picture**.

The **File Upload Utility** window displays.



- b. Click **Browse**, and then browse to and select the image from your computer.
    - c. Click **Upload**.
    - d. In the **Picture Position** drop-down list below the image you just uploaded, select where in relation to the news article text you want the image to display (**Left**, **Right**, **Top**, or **Bottom**).
3. (Optional) If you would like to display only a summary of the news item with a button users can click to open the full news item, do the following:
  - a. In the **Format the News Content** area, select the **Include Summary** checkbox.
  - b. In the **Format the News Article** area, in the **Summary** field, enter the text that you want to display as a summary of the news article.
  - c. (Optional) To include an image with the summary, do the following:
    - i. Below **Summary Picture**, click **Upload a picture**.

The **File Upload Utility** window displays.

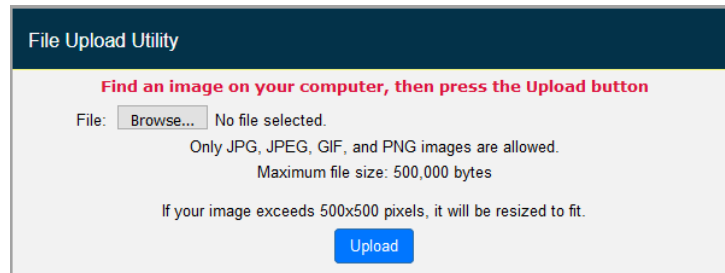


- ii. Click **Browse**, and then browse to and select the image from your computer.
      - iii. Click **Upload**.
      - iv. In the **Picture Position** drop-down list below the summary image you just uploaded, select where in relation to the summary text you want the image to display (**Left**, **Right**, **Top**, or **Bottom**).

- d. (Optional) To include an image with the full news article that displays in the window after users click the button to read more, do the following:

- i. Below **Popup Picture**, click **Upload a picture**.

The **File Upload Utility** window displays.



**File Upload Utility**

Find an image on your computer, then press the Upload button

File:  Browse... No file selected.

Only JPG, JPEG, GIF, and PNG images are allowed.  
Maximum file size: 500,000 bytes

If your image exceeds 500x500 pixels, it will be resized to fit.

- ii. Click **Browse**, and then browse to and select the image from your computer.
- iii. Click **Upload**.
- iv. In the **Picture Position** drop-down list below the popup image you just uploaded, select where in relation to the text of the full news article you want the image to display (**Left** or **Right**).
4. (Optional) To check the spelling of all of your entries on this page, click **Check Spelling**.
5. Click **Save**.

## Post Document

1. In the **Upload the Document** area in the middle of the screen, click **Upload a new form**.



**Upload the Document**

Upload a new form   
View the form

Document Picture:  
(Optional)  
(News: 200 x 200px)  
(Info & Links: 50 x 50px)

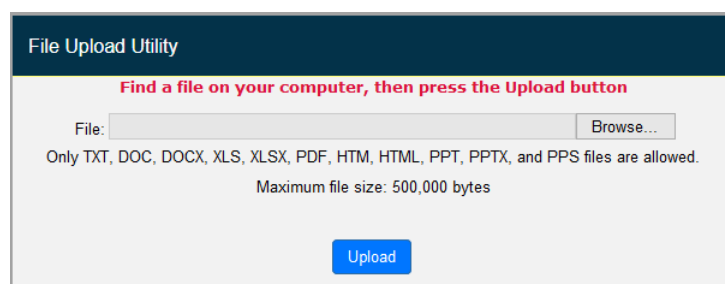
Upload a picture   
Remove the picture 



Picture Position:

Summary:

The **File Upload Utility** window displays.



**File Upload Utility**

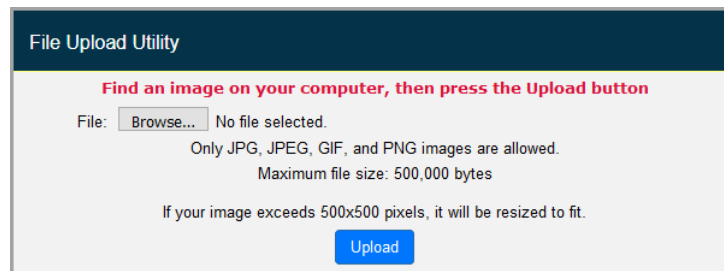
Find a file on your computer, then press the Upload button

File:  Browse...

Only TXT, DOC, DOCX, XLS, XLSX, PDF, HTM, HTML, PPT, PPTX, and PPS files are allowed.  
Maximum file size: 500,000 bytes

2. Click **Browse**, and then browse to and select the document from your computer.
3. Click **Upload**.
4. (Optional) To include an image with the document, do the following:
  - a. Below **Document Picture**, click **Upload a picture**.

The **File Upload Utility** window displays.

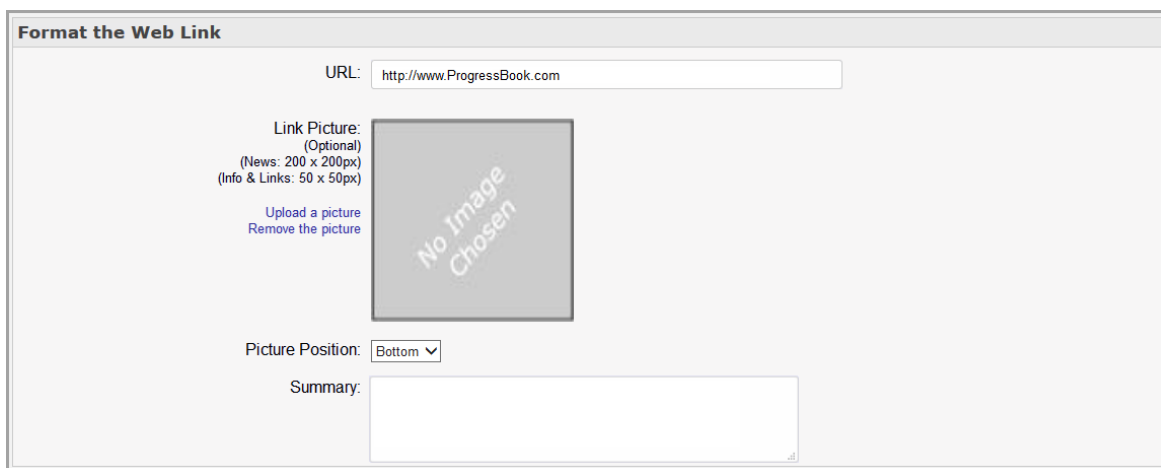


The File Upload Utility window has a dark blue header with the title "File Upload Utility". Below the header, there is a red instruction line: "Find an image on your computer, then press the Upload button". The main area is light gray and contains the following text: "File:  No file selected.", "Only JPG, JPEG, GIF, and PNG images are allowed.", "Maximum file size: 500,000 bytes", and "If your image exceeds 500x500 pixels, it will be resized to fit." At the bottom center is a blue button labeled "Upload".

- b. Click **Browse**, and then browse to and select the image from your computer..
  - c. Click **Upload**.
  - d. In the **Picture Position** drop-down list below the image you just uploaded, select where in relation to the document link you want the image to display (**Left**, **Right**, **Top**, or **Bottom**).
5. (Optional) To display a summary description of the document, enter a description in the **Summary** field.
6. (Optional) To check the spelling of all of your entries on this page, click **Check Spelling**.
7. Click **Save**.

## Post Web Link

1. In the **Format the Web Link** area in the middle of the screen, in the **URL** field, enter the full URL (website address) of the web link, including *http://* (for example: *http://www.progressbook.com*).



The "Format the Web Link" form has a light gray background and a title bar. It contains the following fields and controls: a "URL:" label followed by a text box containing "http://www.ProgressBook.com"; a "Link Picture:" label with "(Optional)" and "(News: 200 x 200px) (Info & Links: 50 x 50px)" in smaller text, followed by a large gray box with the text "No Image Chosen" and two links: "Upload a picture" and "Remove the picture"; a "Picture Position:" label followed by a dropdown menu set to "Bottom"; and a "Summary:" label followed by a large text box.

2. (Optional) To include an image with the link, do the following:
  - a. Below **Link Picture**, click **Upload a picture**.

The **File Upload Utility** window displays.

- b. Click **Browse**, and then browse to and select the image from your computer.
- c. Click **Upload**.
- d. In the **Picture Position** drop-down list below the image you just uploaded, select where in relation to the web link you want the image to display (**Left**, **Right**, **Top**, or **Bottom**).
3. (Optional) To display a summary description of the website to which you are linking, enter a description in the **Summary** field.
4. (Optional) To check the spelling of all of your entries on this page, click **Check Spelling**.
5. Click **Save**.

## Update News and Information

1. On the **ParentAccess Administration** screen, below **Manage Website Content**, click **News & Information (Content)**.

The **Content Search** screen displays.

Section	Seq#	Title	Start Date	End Date	Active?
News	10	test	8/26/2013	8/26/2014	<input checked="" type="checkbox"/>
News	20	Christmas Field Trip for Elementary Schools	11/8/2013	12/19/2013	<input checked="" type="checkbox"/>

- (Optional) If you do not see the news item you want to update, search for it by entering or selecting any known information in the **School**, **Start Date**, **End Date**, and **Status** fields and/or by entering a partial or full word in the **Text** field, and then click **Search**.

A list of news items matching the search criteria you entered displays.

Section	Seq#	Title	Start Date	End Date	Active?
News	2	Christmas Field Trip for Elementary Schools	11/8/2013	12/19/2013	<input checked="" type="checkbox"/>

- Make any needed updates to the news item as follows:
  - To change the order in which the news item displays in the list, update the **Seq#** field.
  - To modify the date range in which the news item should display, update the dates in the **Start Date** and **End Date** fields.
  - To change the status of the news item, select or deselect the **Active?** checkbox.
- Click **Save**.

- To update the news details, click , update any fields on the **Content Maintenance** screen, and click **Save**.

**Note:** To delete the news item, at the bottom of the screen click **Delete This Content**, and then click **Yes** on the **Delete Home Page Content** window.

## Maintain Events

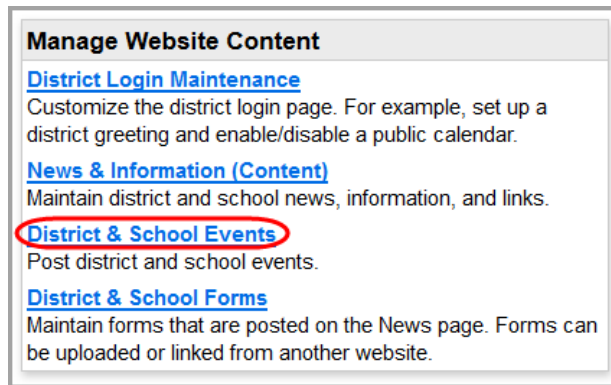
You can post district and school events for ParentAccess users. These appear on the **Calendar** and **Event List** screens in ParentAccess.

- For information on posting events, see [“Post Events.”](#)
- For information on updating events, see [“Update Events.”](#)

## Post Events

**Note:** In order to post an event, an event category with which to associate the event must already exist. See [“Providing Access to VirtualClassroom.”](#)

1. On the **ParentAccess Administration** screen, below **Manage Website Content**, click **District & School Events**.



The **Event Search** screen displays.

The screenshot shows the 'Event Search' interface. It includes search filters for School (District), Start (11/4/2011), End (2/4/2012), Status (Active), and Category (All Categories). A table lists events with columns for Category, Event, Date(s), and Active?. The 'Add an Event' link is circled in red.

Category	Event	Date(s)	Active?
Basketball	High School Basketball Tryouts	11/7/2011 - 11/8/2011	<input checked="" type="checkbox"/>
Choir	All District Choir Winter Concert	12/12/2011	<input checked="" type="checkbox"/>
Band	All District Band Winter Concert	12/15/2011	<input checked="" type="checkbox"/>
Choir	HS Choir Rehearsal in the Auditorium from 7:00 PM to 9:00 PM	1/10/2012 - 5/9/2012	<input checked="" type="checkbox"/>
Key Club	Weekly Meeting in HS Room 209 at 7:00 AM	1/30/2012 - 5/29/2012	<input checked="" type="checkbox"/>

2. Click **Add an Event**.

The **Event Maintenance** screen displays.

The screenshot shows the 'Event Maintenance' interface. It includes a 'Choose the Event Category' dropdown menu (set to Tennis) and an 'Enter the Event Summary' text field (containing 'Girls Tennis Team').

3. In the **Choose the Event Category** drop-down list, select the appropriate event category for the event you are posting.
4. In the **Enter the Event Summary** field, enter the name and/or description of the event.
5. In the **Date** field, enter or select the date on which the event will occur.

6. (Optional) If the event is not an all-day event, deselect the **All Day** checkbox, and select a **Start Time** and **End Time**.

Enter the date(s) of the event:		Date Specific Information (optional)		Add Recurring Dates
01/11/2013	<input type="checkbox"/> All Day			
Start Time: 10 : 00 AM			Come earlier to get a good seat!	
End Time: 10 : 00 PM				
01/12/2013	<input type="checkbox"/> All Day			
Start Time: 8 : 00 AM			Come see who wins the invitation.	
End Time: 9 : 00 PM				
<input checked="" type="checkbox"/> All Day				

7. (Optional) If the event is a recurring event (for example: football games that occur every Friday between August and October), click **Add Recurring Dates**, and perform the following:
  - a. On the **Add Recurring Days** window, in the **Enter the Start Date** field, enter or select the first date of the recurring event.
  - b. In the **Enter the End Date** field, enter or select the last date of the recurring event.
  - c. In the **Select the days of the week to schedule this event** options, select the day(s) of the week on which the event will occur.
  - d. (Optional) In the **Enter additional information for these days** field, enter more detailed information, if desired.
  - e. Click **Add these dates**.

Add Recurring Days

Enter the Start Date: 02/21/2013
Enter the End Date: 05/17/2013

Select the days of the week to schedule this event:

M T W T F S S
☐ ☐ ☐ ☐ ☐ ☐ ☐

☐ All Day Event

Start Time: 1 : 00 PM
End Time: 5 : 00 PM

Enter additional information for these days:

Cancel Add these dates



8. (Optional) Enter event details in the **Enter Additional Event Details** area. You can use the options in the text editor to format the text.

9. (Optional) If you want an image to display with the event, do the following:
- In the **Display a picture with your event details** area, click the link that reads **Click here to upload a picture**.

The **File Upload Utility** window displays.

- Click **Browse**, and then browse to and select the image from your computer.
  - Click **Upload**.
  - In the **Display the picture on the...** drop-down list, select where in relation to the event you want the image to display (**Left**, **Right**, **Top**, or **Bottom**).
10. In the **Select the schools which will display this event** area, select the schools that should display the event. (To select all of the schools, click **Select All**.)

11. Select the **Active** checkbox.

Select the schools which will display this event:

☐ Lake View Elementary School ☒ District

Select All  
Un-Select All

Status: ☒ Active

12. (Optional) To check the spelling of all of your entries on this screen, click **Check Spelling**.
13. Click **Save**.

## Update Events

1. On the **ParentAccess Administration** screen, below **Manage Website Content**, click **District & School Events**.

**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.

The **Event Search** screen displays.

ProgressBook | Event Search

Home | GradeBook | Principal | Guidance | Clerical | Curriculum | Food | Attendance | PA Admin |

School:  Start:  End:  Status:  Search

Category:  Text:

[Add an Event](#)

Category	Event	Date(s)	Active?
Basketball	High School Basketball Tryouts	11/7/2011 - 11/8/2011	<input checked="" type="checkbox"/>
Choir	All District Choir Winter Concert	12/12/2011	<input checked="" type="checkbox"/>
Band	All District Band Winter Concert	12/15/2011	<input checked="" type="checkbox"/>
Choir	HS Choir Rehearsal in the Auditorium from 7:00 PM to 9:00 PM	1/10/2012 - 5/9/2012	<input checked="" type="checkbox"/>
Key Club	Weekly Meeting in HS Room 209 at 7:00 AM	1/30/2012 - 5/29/2012	<input checked="" type="checkbox"/>

2. (Optional) If you do not see the event you want to update, search for it by entering or selecting any known information in the **School**, **Start Date**, **End Date**, **Status**, and **Category** fields and/or by entering a partial or full word in the **Text** field, and then click **Search**.

A list of events matching the search criteria you entered displays.

3. Make any needed updates to the event as follows:

- To change the status of the event, in the **Active?** column, select or deselect the checkbox, and then click **Save**.
- To update the event details, click , update any fields on the **Event Maintenance** screen, and click **Save**.

**Note:** To delete the event, click **Delete This Event** at the bottom of the screen, and then click **Yes** on the **Delete an Event** window.

## Maintain Forms

You can post forms for ParentAccess users by uploading the forms or providing links to existing forms on other websites. These appear on the **News** screen in ParentAccess below **Forms**.

**Note:** To post a document to appear in ParentAccess in either the main **News** area of the **News** screen or below **Information** or **Links**, see [“Post News and Information.”](#)

- For information on posting forms, see [“Post Forms.”](#)
- For information on updating forms, see [“Update Forms.”](#)

## Post Forms

- On the **ParentAccess Administration** screen, below **Manage Website Content**, click **District & School Forms**.

The **Form Search** screen displays.

ProgressBook | Form Search

School:  Text:  Status:  [Search](#)

[Add a Form](#)

Form	Active?
▶ Pay to Play Form	<input checked="" type="checkbox"/>
▶ Official Transcript Request Form	<input checked="" type="checkbox"/>
▶ Permission Slip to participate in the Spring Musical	<input checked="" type="checkbox"/>
▶ Parental Guide to Reading Rubrics	<input checked="" type="checkbox"/>

[Save](#)

2. Click **Add a Form**.

The **Forms Maintenance** screen displays.

ProgressBook | Forms Maintenance

[Back to Search Page](#)

Form Name:

Description & Instructions:

**Setup Your Form**

You may upload a form into ProgressBook or provide the URL to a form on another website

Upload a Form: [Click here to upload a form](#) [Click to view the form](#)

- OR -

Enter a URL to an existing form:  (ex. <http://www.ProgressBook.com>)

**Display an icon next to the form name (Optional)**

[Click here to upload an icon](#)

(Optional)  
(50 x 50px)

[Click here to remove the icon](#)

**Enter the date range to use when posting the form:**

Start:  End:

**Select the schools which will display this form**

☒ Hometown High School ☐ Lake View Elementary School

☐ Lake View Intermediate School ☐ Lake View Middle School

☐ Mountain View Local ☐ Valley View Local

☐ District

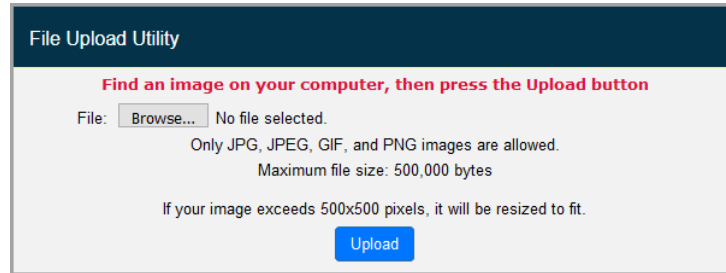
[Select All](#) [Un-Select All](#)

Status: ☒ Active

[Delete This Form](#) [Check Spelling](#) [Save](#) [Add a New Form](#)

3. In the **Form Name** field, enter a name for the form.
4. In the **Description & Instructions** field, enter a description of the form.

5. In the **Setup Your Form** area, select one of the following options:
  - To upload your own form, click **Click here to upload a form**.
  - To link to an existing form on another website, in the **Enter a URL to an existing form** field, enter the full URL (website address) of the form, including *http://* (for example: *http://www.progressbook.com/Release-Notes.pdf*).
6. (Optional) If you want an icon to display beside the link, do the following:
  - a. Click **Click here to upload an icon**.  
The **File Upload Utility** window displays.



- b. Click **Browse**, and then browse to and select the image from your computer.
  - c. Click **Upload**.
7. In the **Enter the date range to use when posting the form** area, enter or select the **Start** and **End** dates during which the link to this form should display.
8. In the **Select the schools which will display this form** area, select one or more schools that should display the link to this form in ParentAccess on the **News** screen below **Forms**. (To select all of the schools, click **Select All**.)
9. In the **Status** field, select the **Active** checkbox.
10. (Optional) To check the spelling of all of your entries on this screen, click **Check Spelling**.
11. Click **Save**.

## Update Forms

1. On the **ParentAccess Administration** screen, below **Manage Website Content**, click **District & School Forms**.

**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.

The **Form Search** screen displays.

 ProgressBook
Form Search

School: District
Text: 
Status: All
Search

[Add a Form](#)

	Form	Active?
▶	Pay to Play Form	<input checked="" type="checkbox"/>
▶	Official Transcript Request Form	<input checked="" type="checkbox"/>
▶	Permission Slip to participate in the Spring Musical	<input checked="" type="checkbox"/>
▶	Parental Guide to Reading Rubrics	<input checked="" type="checkbox"/>

Save

2. (Optional) If you do not see the form you want to update, search for it by entering or selecting any known information in the **School** and **Status** fields and/or by entering a partial or full word in the **Text** field, and then click **Search**.

A list of forms matching the search criteria you entered displays.

Form	Active?
Baseball Sign Up Form	<input type="checkbox"/>

3. Make any needed updates to the form as follows:

- To change the status of the form, in the **Active?** column, select or deselect the checkbox, and then click **Save**.
- To update the form details, click , update any fields on the **Forms Maintenance** screen, and click **Save**.

**Note:** To delete the form, click **Delete This Form** at the bottom of the screen, and then click **Yes** on the **Delete a Form** window.

# Manage Accounts

Use the **Manage Accounts** area of the **ParentAccess Administration** screen to maintain the following items:

- Registration keys – See [“Maintain Registration Keys”](#)
- ParentAccess accounts – See [“Maintain ParentAccess Accounts”](#)
- Imported accounts – See [“Import Accounts”](#)

---

## Maintain Registration Keys

If the option is enabled, parents and students can use registration keys to create their accounts. Parents use a distinct parent registration key for all of their children to create their own parent account in which they see the information related to all of their children. Students use a student registration key to create their own student accounts in which they see only their own information.

**Note:** *Creating registration keys is not necessary for student Google OAuth accounts. Parent accounts always require registration keys.*

**Note:** *When you create student accounts via the **ParentAccess User Import** screen, any registration keys previously created for that student are deleted.*

**Note:** *All parent and student accounts are shared between ParentAccess and the Frontline ProgressBook Parent & Student app; once the parent or student has registered an account with either application, they can sign in to the other one with the same credentials.*

This topic explains how to perform the following tasks in GradeBook related to maintaining ParentAccess registration keys:

- [“Generate Registration Keys by School”](#)
- [“Generate Individual Registration Keys”](#)
- [“Generate Parent Registration Keys”](#)
- [“Look Up Registration Keys”](#)
- [“Delete Registration Keys by School”](#)
- [“Delete Individual Registration Keys”](#)
- [“Export Registration Keys”](#) (for parent and/or student letters)

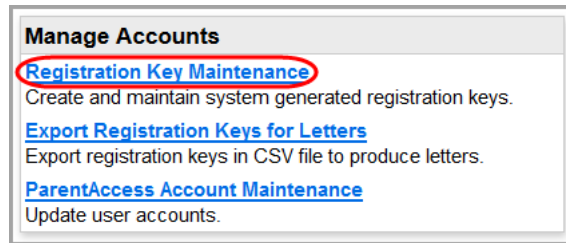
## Generate Registration Keys by School

This procedure generates parent and student registration keys (based on school buildings you choose) for all active students without linked accounts and for whom keys do not already exist.

To generate parent and student registration keys for a single student, see [“Generate Individual Registration Keys.”](#) To generate parent keys for a group of students, see [“Generate Parent Registration Keys.”](#)

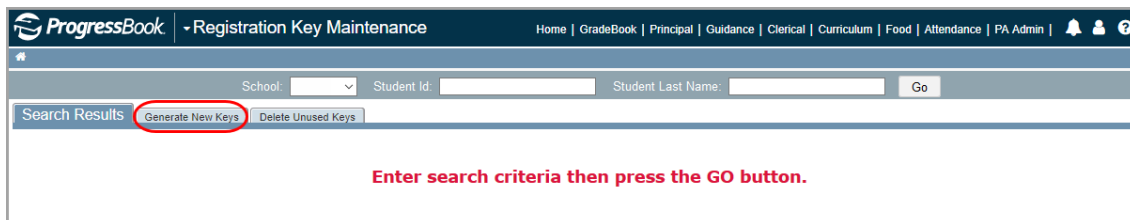


1. On the **ParentAccess Administration** screen, below **Manage Accounts**, click **Registration Key Maintenance**.

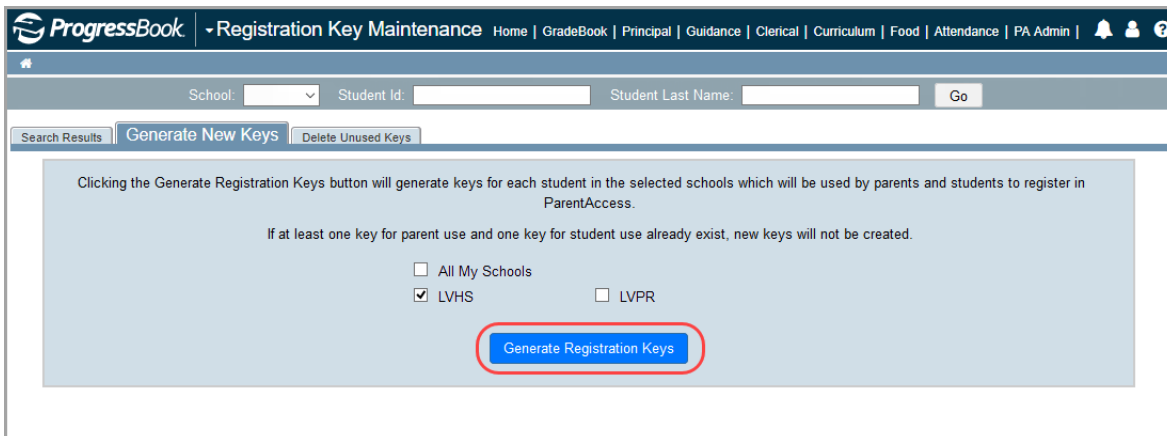


The **Registration Key Maintenance** screen displays.

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



3. Select the schools for which you want to generate registration keys, or select **All My Schools** to generate keys for all buildings to which you have access.
4. Click **Generate Registration Keys**.



GradeBook generates keys for the primary contact of all active students in the selected school(s) without linked accounts and for whom keys do not already exist. Parent keys begin with the letters “PA” and student keys begin with “SA.”

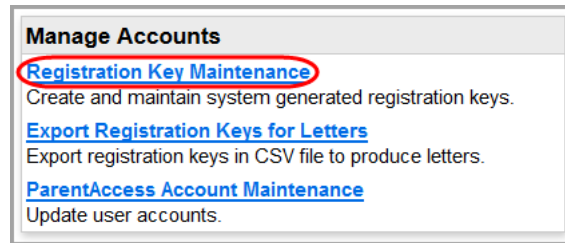
5. (Optional) To see the generated keys, see [“Look Up Registration Keys.”](#)

## Generate Individual Registration Keys

This procedure generates parent and student registration keys for a single student.

To generate parent and student registration keys for all active students for whom keys do not already exist, see [“Generate Registration Keys by School.”](#) To generate parent keys for a group of students, see [“Generate Parent Registration Keys.”](#)

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




The **Registration Key Maintenance** screen displays.

2. Search for the student by selecting the **School** the student attends and/or by entering a partial or full **Student Id** and/or **Student Last Name**, and then click **Go**.

The screenshot shows the "Registration Key Maintenance" search interface. It includes a search bar with fields for "School" (set to LVHS), "Student Id", and "Student Last Name" (set to ewell). A "Go" button is next to the search fields. Below the search bar are buttons for "Generate New Keys" and "Delete Unused Keys". A red box highlights the search fields and the "Go" button. A red text prompt says: "Enter search criteria then press the GO button."

A list of students matching the search criteria you entered displays.

3. (Optional) To further filter the list of students by enrollment status, for the **Select Students** option, click **Active**, **Inactive**, or **All**.
4. In the row of the student for which you want to generate a registration key, click .

The screenshot shows the results table after a search. The table has columns for Student ID, Student Name, Date of Birth, School, Registration Keys, and Accounts. Two students are listed: Quinn Ewell and Sarah Ewell. The "Select Students" filter is set to "Active".

Student ID	Student Name	Date of Birth	School	Registration Keys	Accounts
▶ 251128	Ewell, Quinn	3/23/2006	LVHS	PAQ7GCDRKMJP730 - Parent (Victoria Ewell)	
▶ 122078	Ewell, Sarah	10/15/1999	LVHS	SA9MT6XDNRQB735 - Student PA8KL296ZZDF686 - Parent (Brenda Ewell)	

The **Student Key Information** window opens.

5. You can add registration keys for students or parents:
  - To add a student registration key, click **Add a Key for Student Use**.  
The key displays in the **Keys for Student Use** field.

**Note:** Because each student is only permitted one account, if you have already created a student key, you cannot create another.

- To add a parent registration key, click **Add a Key for Parent Use**.

**Student Key Information**

Student First Name: Quinn  
 Student Last Name: Ewell  
 Date of Birth: 3/23/2006  
 Active Keys: 0  
 Keys for Parent Use: 0  
 Keys for Student Use: 0

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

The **Select a Contact** window opens.

- i. Select the radio button next to the contact for whom you want to generate a key.
- ii. Click **Generate a Parent Key**.

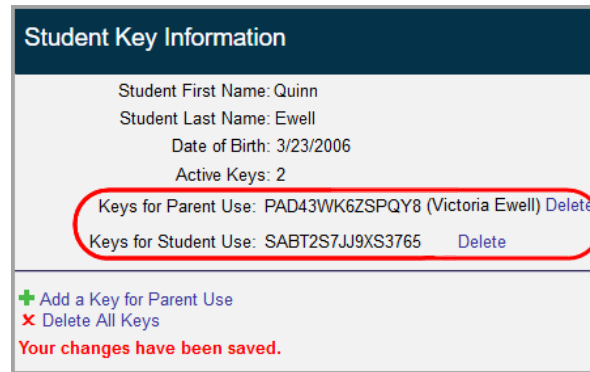
**Select a Contact**

Select	Contact Name
<input checked="" type="radio"/>	Victoria Ewell (Primary)
<input type="radio"/>	Angela Ewell

Generate a Parent Key

**Note:** Because each contact is only permitted one account, if you have already created a parent key for a particular contact, you cannot create another for that same contact.

The **Select a Contact** window closes automatically. The **Student Key Information** window displays the newly created registration key(s).

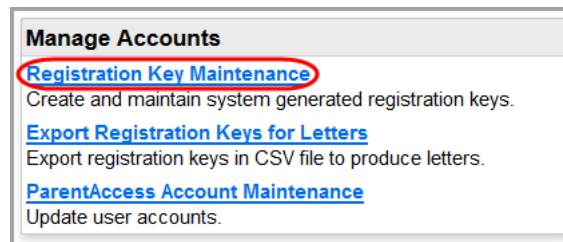


**Note:** You must reload the **Registration Key Maintenance** screen before the newly created keys display.

## Generate Parent Registration Keys

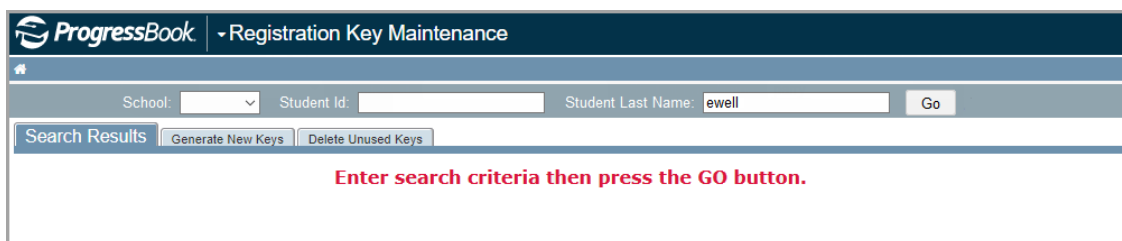
This procedure generates parent registration keys for a group of students. The generated keys are automatically associated with each student's primary contact, so if you want to generate a registration key for a non-primary contact for a single student, see "[Generate Individual Registration Keys](#)." To generate parent (primary contact) and student registration keys for all active students for whom keys do not already exist, see "[Generate Registration Keys by School](#)."

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



The **Registration Key Maintenance** screen displays.

2. Search for the students by entering a full or partial **Student Last Name**, and then click **Go**.



A list of students matching the search criteria you entered displays.

3. (Optional) To further filter the list of students by enrollment status, for the **Select Students** option, click **Active**, **Inactive**, or **All**.

#### 4. Click **Generate Parent Keys for Results**.

The screenshot shows the ProgressBook Registration Key Maintenance interface. At the top, there's a header with the ProgressBook logo and the title '-Registration Key Maintenance'. Below this is a search bar with fields for 'School:', 'Student Id:', and 'Student Last Name: ewell', followed by a 'Go' button. Under the search bar are three tabs: 'Search Results', 'Generate New Keys', and 'Delete Unused Keys'. The 'Generate New Keys' tab is active, and within it, a button labeled 'Generate Parent Keys for Results' is highlighted with a red circle. Below the tabs is a table with columns: Student ID, Student Name, Date of Birth, School, Registration Keys, and Accounts. The table contains two rows of data for students with the last name 'Ewell'.

Student ID	Student Name	Date of Birth	School	Registration Keys	Accounts
251128	Ewell, Quinn	3/23/2006	WOCO	PAQ7GCDRKMJP730 - Parent (Victoria Ewell)	gewell - Student
122078	Ewell, Sarah	10/15/1999	WOHS	SA9MT6XDNRQB735 - Student PA8KL296ZZDF686 - Parent (Brenda Ewell)	

GradeBook generates one parent key for the primary contact of each student in the search results (unless a parent registration key or account has already been created for the student).

## Look Up Registration Keys

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

The screenshot shows the 'Manage Accounts' section of the ParentAccess Administration screen. It contains a list of links: 'Registration Key Maintenance' (highlighted with a red circle), 'Export Registration Keys for Letters', and 'ParentAccess Account Maintenance'. Below each link is a brief description of its function.

The **Registration Key Maintenance** screen displays.

2. Search for the student by selecting the **School** the student attends and/or by entering a partial or full **Student Id** and/or **Student Last Name**, and then click **Go**.

The screenshot shows the ProgressBook Registration Key Maintenance search interface. At the top, there's a header with the ProgressBook logo and the title '-Registration Key Maintenance'. Below this is a search bar with fields for 'School: LVHS', 'Student Id:', and 'Student Last Name: brock', followed by a 'Go' button. Under the search bar are three tabs: 'Search Results', 'Generate New Keys', and 'Delete Unused Keys'. The 'Search Results' tab is active, and a red box highlights the search criteria fields. Below the tabs is a large empty area with a red text prompt: 'Enter search criteria then press the GO button.'

A list of students matching the search criteria you entered displays, along with each student's registration keys.

- (Optional) To further filter the list of students by enrollment status, for the **Select Students** option, click **Active**, **Inactive**, or **All**.

The screenshot shows the ProgressBook Registration Key Maintenance interface. At the top, there are search filters for School, Student ID, and Student Last Name (set to 'brock'). Below the filters are tabs for 'Search Results', 'Generate New Keys', and 'Delete Unused Keys'. A 'Generate Parent Keys for Results' button is visible. On the right, there are links for 'Select Students: Active', 'Inactive', and 'All'. The main table displays a list of students with columns for Student ID, Student, Date of Birth, School, Registration Keys, and Accounts.

Student ID	Student	Date of Birth	School	Registration Keys	Accounts
▶ 246003	Brock, Callie	1/6/2006	WOME		
▶ 251051	Brock, Glenn	8/1/2006	WOCO	PADLKN8JYCQ8720 - Parent (Sybila Brock)	gbrock - Student
▶ 208039	Brock, Maurice	7/9/2002	WOJH		
▶ 191096	Brock, Molly	10/15/1999	WOHS	SAJKMZ9CL36Y710 - Student PAJHCG8DPW5L704 - Parent (Erich Lowe)	
▶ 286001	Brock, Patrick	3/22/2010	WOME		
▶ 197004	Brock, Piper	1/2/2001	WOJH		

## Delete Registration Keys by School

This procedure deletes all unused parent and student registration keys by school building. To delete only select parent and student registration keys, see [“Delete Individual Registration Keys.”](#)

- On the **ParentAccess Administration** screen, below **Manage Accounts**, click **Registration Key Maintenance**.

The screenshot shows the 'Manage Accounts' section of the ParentAccess Administration screen. The 'Registration Key Maintenance' link is highlighted with a red circle. Below it, there are descriptions for 'Export Registration Keys for Letters' and 'ParentAccess Account Maintenance'.

The **Registration Key Maintenance** screen displays.

- Click the **Delete Unused Keys** tab.

The screenshot shows the ProgressBook Registration Key Maintenance interface with the 'Delete Unused Keys' tab selected. The 'School' dropdown is set to 'LVHS'. Below the tabs, there is a red instruction: 'Enter search criteria then press the GO button.'

- Select the schools for which you want to delete all registration keys, or select **All My Schools** to delete all unused registration keys for all buildings to which you have access.

#### 4. Click **Delete Unused Registration Keys**

ProgressBook - Registration Key Maintenance

School: LVHS Student Id: Student Last Name: Go

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

Clicking the Delete Unused Registration Keys button will delete all unused parent and student keys for each student in the selected schools.

☐ All My Schools  
☐ LVHS  
☒ LVPR

**Delete Unused Registration Keys**

A window displays to confirm that you want to delete all unused parent and student registration keys in the selected schools.

#### 5. Click **OK**.

### Delete Individual Registration Keys

This procedure deletes parent or student registration keys for an individual student. To delete all unused parent and student registration keys by school, see [“Delete Registration Keys by School.”](#)

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

**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 **Registration Key Maintenance** screen displays.

2. Search for the student by selecting the **School** the student attends and/or by entering a partial or full **Student Id** and/or **Student Last Name**, and then click **Go**.

ProgressBook - Registration Key Maintenance Home | GradeBook | Principal | Guidance | Clerical | Curriculum | Food | Attendance | PA Admin |

School: LVHS Student Id: Student Last Name: brock Go

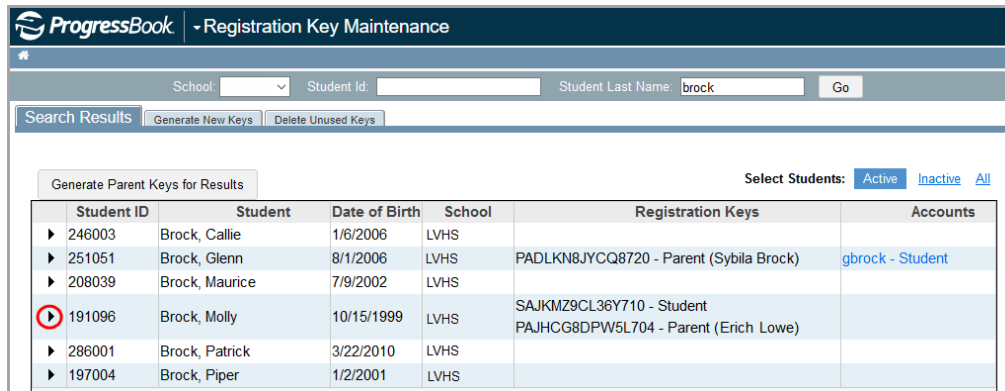
Search Results Generate New Keys Delete Unused Keys

**Enter search criteria then press the GO button.**

A list of students matching the search criteria you entered displays, along with each student's registration keys.

3. (Optional) To further filter the list of students by enrollment status, for the **Select Students** option, click **Active**, **Inactive**, or **All**.

- In the row of the student whose registration key(s) you want to delete, click .

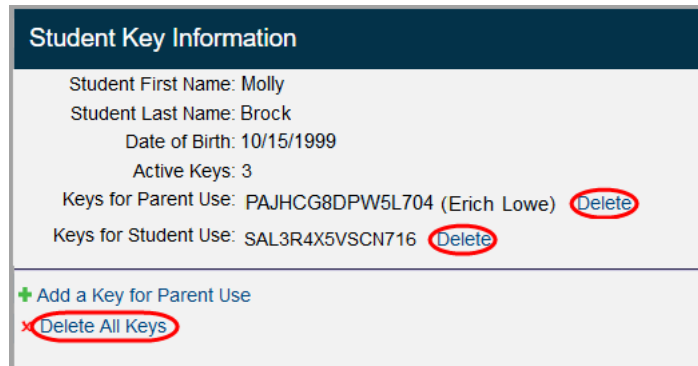


The screenshot shows the ProgressBook Registration Key Maintenance interface. At the top, there's a header with the ProgressBook logo and the title "Registration Key Maintenance". Below this is a search bar with fields for "School:", "Student ID:", and "Student Last Name:" (containing "brock"), followed by a "Go" button. Under the search bar are tabs for "Search Results", "Generate New Keys", and "Delete Unused Keys". The "Search Results" tab is active, showing a table of student data. The table has columns for Student ID, Student, Date of Birth, School, Registration Keys, and Accounts. The row for Student ID 191096 (Brock, Molly) is highlighted, and a red circle is drawn around the delete icon in the first column of this row. To the right of the table, there are links for "Select Students: Active Inactive All".

Student ID	Student	Date of Birth	School	Registration Keys	Accounts
▶ 246003	Brock, Callie	1/6/2006	LVHS		
▶ 251051	Brock, Glenn	8/1/2006	LVHS	PADLKN8JYCQ8720 - Parent (Sybila Brock)	gbrock - Student
▶ 208039	Brock, Maurice	7/9/2002	LVHS		
▶ 191096	Brock, Molly	10/15/1999	LVHS	SAJKMZ9CL36Y710 - Student PAJHCG8DPW5L704 - Parent (Erich Lowe)	
▶ 286001	Brock, Patrick	3/22/2010	LVHS		
▶ 197004	Brock, Piper	1/2/2001	LVHS		

The **Student Key Information** window opens.

- Click **Delete** next to the key you want to delete, or click **Delete All Keys** to delete all of the keys for this individual student.



The screenshot shows the "Student Key Information" window. It displays the following information: Student First Name: Molly, Student Last Name: Brock, Date of Birth: 10/15/1999, Active Keys: 3. Below this, there are two sections: "Keys for Parent Use:" with the key PAJHCG8DPW5L704 (Erich Lowe) and a "Delete" button circled in red; and "Keys for Student Use:" with the key SAL3R4X5VSCN716 and a "Delete" button circled in red. At the bottom, there are two links: "+ Add a Key for Parent Use" and "x Delete All Keys", with the latter also circled in red.

- On the **Confirm Delete** window, click **Ok**.
- Close the **Student Key Information** window.

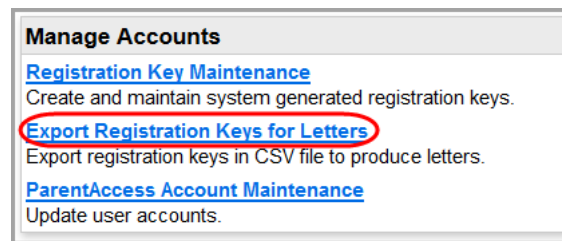
**Note:** You must reload the **Registration Key Maintenance** screen to see that keys have been deleted.



## Export Registration Keys

Once you generate ParentAccess registration keys, you can extract the keys along with the parent/guardian contact information in the system and then merge this information into a letter to parents explaining how to create their ParentAccess and/or Frontline ProgressBook Parent & Student app accounts.

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



The **Parent Access Export Registration Keys** screen displays.

**ProgressBook** | Parent Access Export Registration Keys

**Select Extract Method**

☐ By District  
☐ By School  
☒ By Teacher

**Registration Key Creation Date(s)**

**Enter a Range:**  
 Start Date: 08/01/13  
 End Date: 09/30/13

**Parent/ Student Keys**

☒ Parent Keys  
☒ Student Keys

**Student Status**

☐ Include Inactive Students

**Select Schools** ☐ Show Inactive School(s)

Hometown High School  
 Lake View Elementary School  
 Lake View Intermediate School  
 Lake View Middle School  
 Mountain View Local  
 Valley View Local

☐ Output single row per student

**Select Staff for Extract**

All Teachers  
 Admin1, Mr. J (Admin1)  
 Admin10, Mr. John (Admin10)  
 Admin100, Mr. Jason (Admin100)  
 Admin110, Mr. Craig (Admin110)  
 Admin120, Mr. Dave (Admin120)  
 Admin130, Mrs. Ann (Admin130)  
 Admin140, Mrs. Donna (Admin140)

**Filename:**  
 RegistrationKeysNov2013  
 A unique key and extension of .csv is appended to the final filename.

**Submit**

2. Below **Select Extract Method**, select how you want to extract the keys (**By District**, **By School**, or **By Teacher**).
3. In the **Registration Key Creation Date(s)** area, enter the **Start Date** and **End Date** range during which you created the keys. These fields are required with the **Start Date** defaulting to a week prior to the current date and the **End Date** defaulting to the current date.

4. In the **Parent / Student Keys** area, select the key type(s) you want to export (**Parent Keys** and/or **Student Keys**).
5. (Optional) To include inactive students in the export, select the **Include Inactive Students** checkbox.
6. Depending on your selection in [step 2](#), perform the following additional steps:
  - If you selected **By District**, skip this step.
  - If you selected **By School**, in the **Select Schools** area, select one or more schools for which you want to export keys. (To select more than one school, hold down the CTRL key while making your selections.)

**Note:** To display inactive schools in the **Select Schools** multi-select list, select the **Show Inactive School(s)** checkbox.

- If you selected **By Teacher**, in the **Select Schools** area, select one or more schools for which you want to export keys, and then in the **Select Staff for Extract** area, select one or more staff members for whose students you want to export keys. (To select more than one school or staff member, hold down the CTRL key while making your selections.)
7. (Optional) To generate an export file that includes one row per student, with separate columns for each key, select the **Output single row per student** checkbox. (The default output contains a row for each key.)

**Note:** If more than one address type exists for a student, the row repeats for each address type.

8. (Optional) To create a file name of your choosing for the export file, enter the desired name in the **Filename** field.
9. Click **Submit**.
10. On your Internet browser's pop-up window, select whether to open or save the extracted file.

The file opens in your spreadsheet software or saves to the location you selected.

11. In a word processing application, create a letter to parents explaining how to create their ParentAccess and/or Frontline ProgressBook Parent & Student app account.
12. Merge the spreadsheet file into the letter file.

**Note:** For more specific instructions about performing a mail merge, see the help documentation for the word processing application.

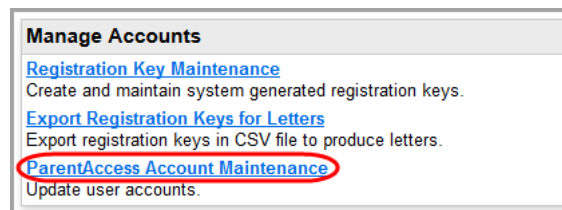
## Maintain ParentAccess Accounts

This topic explains how to make changes to a user account for ParentAccess and the Frontline ProgressBook Parent & Student app, including updating account information, disabling an account, removing a student from an account, unlocking an account, deleting an account, and resetting a password.

**Note:** Since parent and student accounts are shared between ParentAccess and the Frontline ProgressBook Parent & Student app, all changes made to an account simultaneously affect the parent/student's ability to access both ParentAccess and the Frontline ProgressBook Parent & Student app.

**Note:** You cannot reset passwords to student Google OAuth accounts.

1. On the **ParentAccess Administration** screen, below **Manage Accounts**, click **ParentAccess Account Maintenance**.



The **ParentAccess Account Maintenance** screen displays.

2. (Optional) If you want to export a .csv file that includes all user account information for all schools, click **Export All**.
3. Search for the user account you want to update by selecting the **School** and/or by entering a partial or full **User's Last Name**, **Email Address**, **User Name**, **Student's Last Name**, and/or **Student ID**, and then click **Go**.

 A screenshot of the "ParentAccess Account Maintenance" web form. At the top is the ProgressBook logo and the page title. Below is a search section with a red border containing fields for "School" (a dropdown menu with "LVHS" selected), "User's Last Name", "Email Address", "User Name", and "Student ID". A "Go" button is to the right of the "User Name" field. Below the search fields is a "Student Last Name" field with "Ewell" entered. To the right of the search fields is an "Export Accounts as CSV" link and an "Export All" button. At the bottom of the search section is a red text prompt: "Enter search criteria then press the GO button." Below the search section is a navigation bar with links: "Classes", "Courses", "Students", "Staff", "Periods", "Period Xref", "Mark Types", "Grading Scales", and "Rpt Card Builder".

A list of user accounts matching the search criteria you entered displays.

4. (Optional) To further filter the list of user accounts, in the **Accounts** area, click **With Students** or **Without Students**.

5. (Optional) To export a .csv file that includes user account information for the accounts in your search results, click **Export Results**.

ProgressBook - ParentAccess Account Maintenance

Home | GradeBook | Principal | Guidance | Clerical | Curriculum | Food | Attendance | PA Admin |


School: LVHS User's Last Name: Ewell Email Address: Username: Student ID: Go

Student Last Name:

Export Accounts as CSV: Export All


Export Results

Name	Type	Username	Email	Student Name(s)	Issuer Email Claim	School	Gr	HR	ID	Status	Locked?
Ewell, Quinn	Student	qewell		Ewell, Quinn	qewell@gmail.com	LVHS	3	204	251128	Active	
Ewell, Victoria	Parent	vewell	vewell@geemail.com	Ewell, Quinn		LVHS	3	204	251128	Active	

6. In the row of the user account that you want to update, click .

The **Update User** window opens.

7. To make any needed update to the user's profile information:
  - a. On the **Profile** tab, make changes as follows:
    - To update name, username, or email address information, enter the new information in the **First Name**, **Last Name**, **Username**, and/or **Email Address** fields.
    - To disable the account, in the **Status** drop-down list, select **Disabled**.
    - To remove a student from the account, in the **Students** area, beside the student's name, click **Delete**, and on the confirmation window, click **OK**.

**Note:** If  displays in the **Locked?** column, a **Master** user or **School Administrator** has blocked access to viewing the student's information in *ParentAccess* and the *Frontline ProgressBook Parent & Student app*.

- If your district allows students to log in to ProgressBook using another service (such as Google), update the login email address as desired in the **Issuer Email Claim** field.

**Note:** The **Issuer Email Claim** field does not display for parent users or if an issuer email claim has not been imported for the student.

- To unlock an account that is locked due to too many failed login attempts, click **Unlock**, and on the confirmation window that opens, click **OK**.
- To delete the account, at the bottom-left corner of the screen, click **Delete**, and on the confirmation window, click **OK**.

- b. Click **Update**.

8. To send the user an email with password reset instructions, at the bottom of the window, click **Send password reset**.

**Note:** This link does not display if the user has not provided an email address.

**Update User**

Profile **Password**

First Name:

Last Name:

User Name:

Email Address:

Status:

Students:  [Delete](#)

Issuer Email Claim:

Locked?: [Unlock](#) Unlock account after too many failed login attempts.

Creation Date: 6/17/2014 3:15:54 PM

Last Login: 6/26/2014 11:44:45 AM

[Update](#)

[Send password reset](#)

[Delete](#)

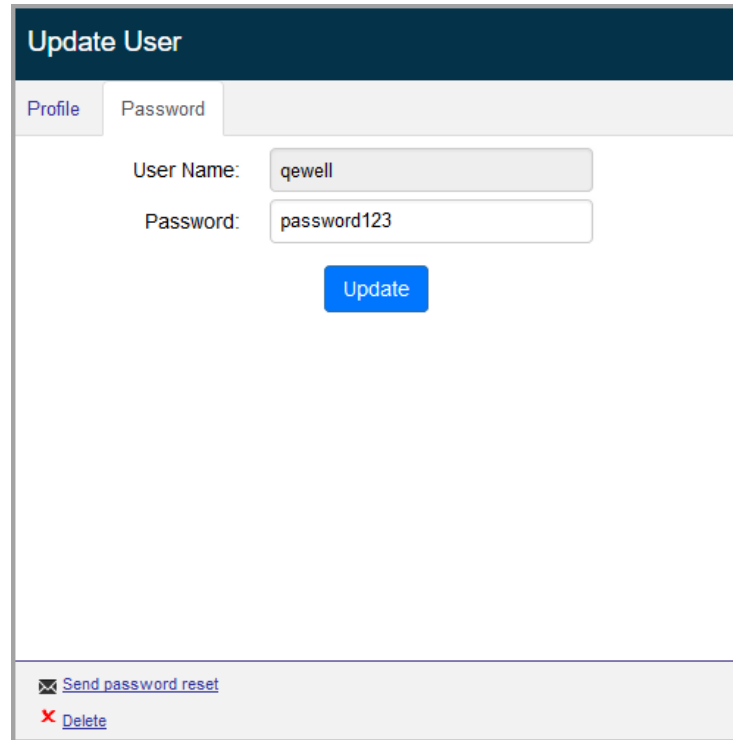
9. To reset a password for a user:
- On the **Password** tab, in the **Password** field, enter a new password.

**Note:** The **Password** tab only displays if one or more of the following conditions are met:

- The account is a student account that does not use OAuth.
- The account is a parent account and one of the following is true:
  - You have the role of Master or School Administrator.
  - You have the role of Clerk, Principal, or School Admin and have **Allow principals, clerks, masters, and school admins to change passwords** selected in the **Password** area on the **District Setup** screen (See [“Maintain District Settings”](#)).

- Click **Update**.

- c. Recommended: Encourage the user to create a new secure password once they sign in.



**Update User**

Profile Password

User Name: qewell

Password: password123

Update

✉ [Send password reset](#)

✖ [Delete](#)

---

## Import Accounts

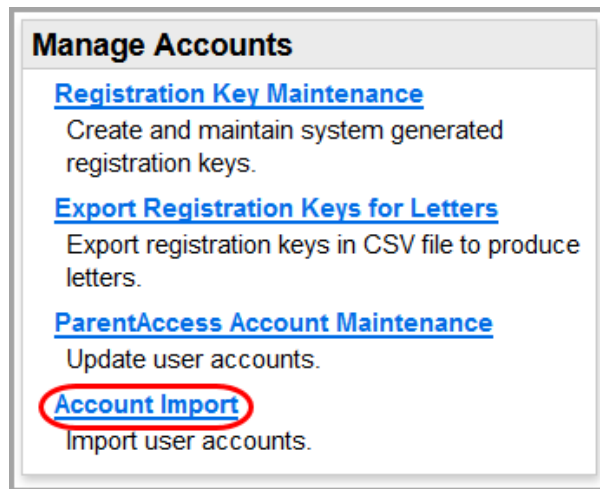
This topic describes how to import student accounts from other sources using .csv files or StudentInformation so that you can bulk create ProgressBook accounts. Refer to the following topics:

- [“Import Accounts from CSV”](#)
- [“Import Accounts from StudentInformation”](#)

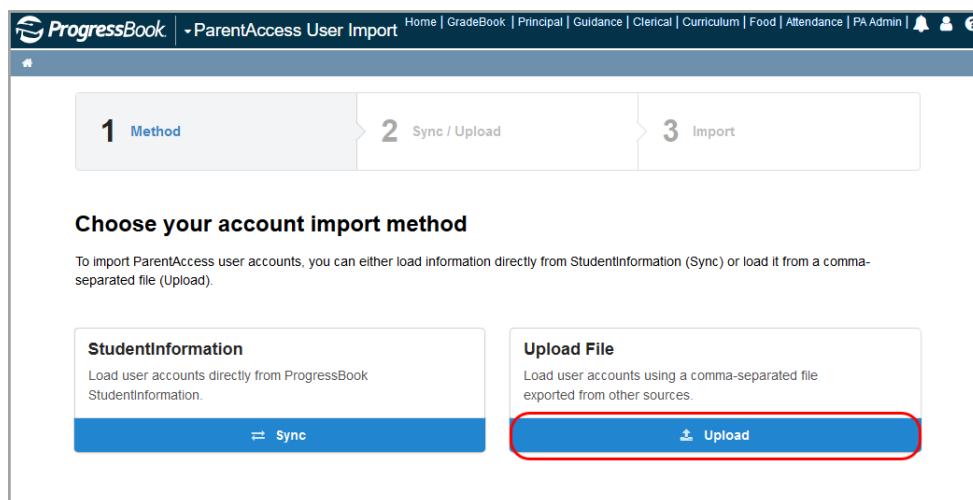
### Import Accounts from CSV

1. Create or ensure that you have a .csv file with the necessary account information.
  - For standard ProgressBook account logins, the student number and the username of each student must be imported. If you do not include passwords, you must include email addresses so that each student can request a password reset for their individual account.
  - For OAuth accounts (such as Google™), the student number and the issuer email claim (such as a Gmail address) of each student must be imported.

2. On the **ParentAccess Administration** screen, below **Manage Accounts**, click **Account Import**.



3. On the **ParentAccess User Import** screen **Method** tab, below **Upload File**, click **Upload**.



The **Upload** tab displays indicating the type of information you need in the file you intend to upload.

4. At the bottom of the screen, click **Choose a File**, and then select the comma-separated file you want to upload.

5. Click **Next**.

ProgressBook ParentAccess User Import

Home | GradeBook | Principal | Guidance | Clerical | Curriculum | Food | Attendance | PA Admin

1 Method 2 Upload 3 Mappings 4 Import

< Previous Next >

### Select a file to upload

Upload a comma-separated file (such as .csv) containing the information necessary for importing ParentAccess accounts. ProgressBook will automatically match columns to the appropriate items if they are written as shown below. Column names are not case-sensitive and may or may not contain spaces.

EXAMPLE

User Name	Student Number	Password	Issuer Email Claim	Email

- **OAuth accounts** - Include at least the User Name, Issuer Email Claim, and the Student Number of each student.
- **Standard ProgressBook accounts** - Include at least the User Name and the Student Number of each student. Include passwords if you do not want to require each student to request a password reset.

Choose a file student accounts.txt

The **Mappings** tab displays.

6. Verify that ProgressBook has matched the columns from your file to the correct items. For drop-down lists to which you do not have a match, select **[None]**.

- **User Name** – Select the column containing student usernames.
- **Student Number** – Select the column containing the student numbers.
- **Issuer Email Claim** – If you intend to allow or require students to sign in using OAuth, select the column containing the student issuer email claims (such as Gmail addresses).
- **Email** – Select the column containing student email addresses.
- **Password** – Select the column containing student passwords.

**Note:** The **User Name** field and the **Student Number** field are required. You must also include at least one of the other three items.



7. Click **Next**.

ProgressBook ParentAccess User Import

Home | GradeBook | Principal | Guidance | Clerical | Curriculum | Food | Attendance | PA Admin

Method Upload **3 Mappings** 4 Import

< Previous **Next >**

**Map file columns**

Verify that ProgressBook has matched the correct columns to the items below. Use the drop-down lists to correct any mismatched items.

User Name \* Student Number \*

username StudentNumber

Password Issuer Email Claim Email

[None] [None] email

User Name	Student Number	Issuer Email Claim	Email
bellj1	LV1234567		bellj@progressbook.com
simpsonj	LV7654321		simpsonj@progressbook.com
hemmingsa	LV6362718		hemmingsa@progressbook.com
northe	AT1234567		northe@progressbook.com
clarksonm	AT7654321		clarksonm@progressbook.com

Depending on the size of the file, the **Import** tab may take a few minutes to display.

## 8. Review the information. Correct any errors and upload the file again before proceeding.

**Note:** You may receive one or more warnings. Review these warnings prior to importing the accounts. If you still want to import the accounts after acknowledging the warnings, continue to [step 9](#).

- If the information is correct, click **Import**. (Otherwise, correct any issues before proceeding.)

**ProgressBook** - ParentAccess User Import

Home | GradeBook | Principal | Guidance | Clerical | Curriculum | Food | Attendance | PA Admin |

Method Upload Mappings **4 Import**

< Previous **Import**

**Review account changes prior to import**

Review the information to ensure you want to continue with the import process. If any errors or conflicts occurred, click error details and warning details respectively to review the issues prior to importing. Note that student accounts with errors associated will not be created during the import process. If you still want to import accounts after reviewing the issues, click Import. Otherwise, correct any issues before importing.

**New Accounts: 0**

**Updates: 0**

**Conflicts: 5**  
Please review the items or select a new file and try again.

Line #	Student Name	User Name	Student Number	Email
1	Bell, Jacob	bellj1	LV1234567	bellj@progressbook.com
• Updated user name.				
2	Simpson, Gavin	simpsong	LV7654321	simpsong@progressbook.com
• Updated user name.				
3	Hemmings, Audrey	hemmingsa	LV6362718	hemmingsa@progressbook.com
• Updated user name.				
4	North, Edward	northe	AT1234567	north@progressbook.com

The **Import** tab then displays a count of **New Accounts**, **Updates**, and **Skipped** accounts.

**ProgressBook** - ParentAccess User Import

Home | GradeBook | Principal | Guidance | Clerical | Curriculum | Food | Attendance | PA Admin |

Method Upload Mappings **4 Import**

**User Account Import Complete**

**New Accounts: 0**

**Updates: 5**

**Skipped: 0**

**Perform another import**

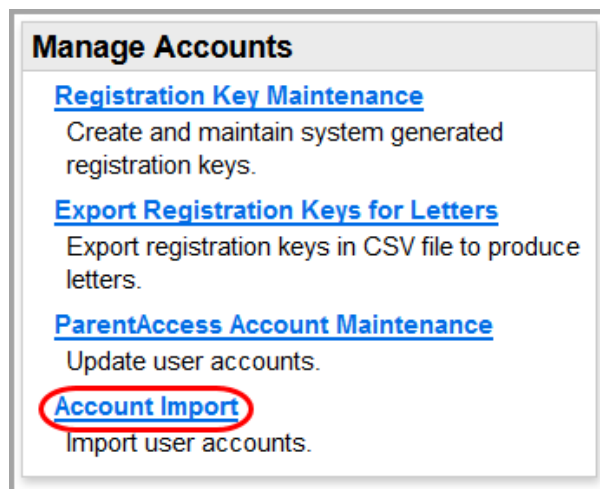
If you imported student OAuth accounts, you must enable OAuth sign-in before students can log into ParentAccess and the Frontline ProgressBook Parent & Student app using a third-party account. See [“Maintain District Settings.”](#)

If you imported standard ProgressBook accounts with passwords, students can now log into ParentAccess and the Frontline ProgressBook Parent & Student app. If you did not include passwords, each student must request a password reset in order to create a password to log into ParentAccess and the Frontline ProgressBook Parent & Student app.

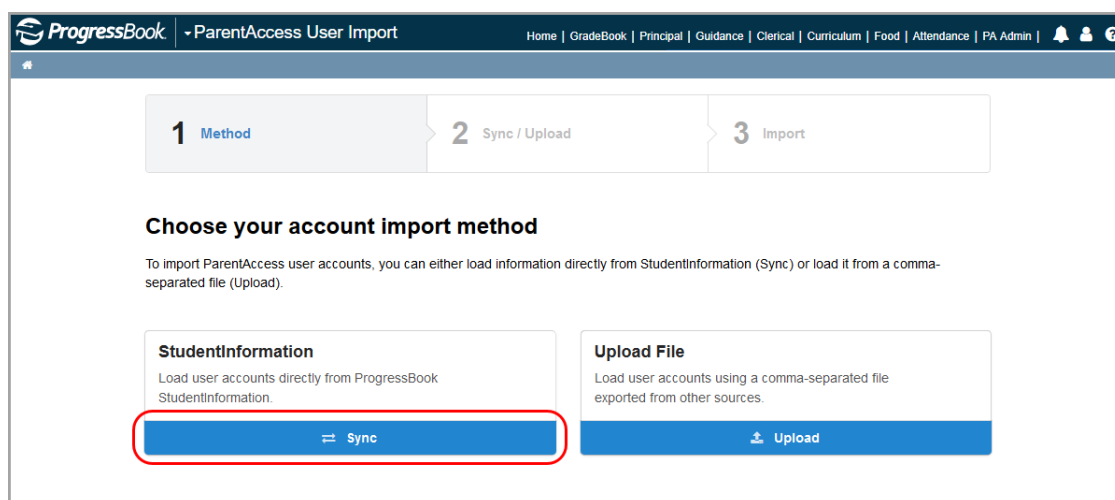
## Import Accounts from StudentInformation

This topic describes how to import student OAuth accounts from StudentInformation so that you can bulk create ProgressBook accounts.

1. Ensure that the email address (acting as the issuer email claim) and the student number of each student have been entered onto the **Edit Student Profile** screen **General** tab in StudentInformation. The email address is pulled from the **Email** field, and the student number is pulled from the **Student Number** field with any leading zeros omitted.
2. On the **ParentAccess Administration** screen, below **Manage Accounts**, click **Account Import**.



3. On the **ParentAccess User Import** screen **Method** tab, below **StudentInformation**, click **Sync**.



The **Schools** tab displays.

## Manage Accounts

4. Select the checkbox for each school from which you want to load accounts.
5. Click **Next**.

ProgressBook - ParentAccess User Import

Home | GradeBook | Principal | Guidance | Clerical | Curriculum | Food | Attendance | PA Admin

Method 2 Schools 3 Import

Previous Next

**Choose school(s) to load from StudentInformation**

Select the check box in the row of the school(s) whose accounts you want to load.

Available Schools	
John F. Kennedy High School	<input checked="" type="checkbox"/>
Thomas Jefferson Middle School	<input type="checkbox"/>
Abigail Adams Elementary School	<input type="checkbox"/>

Depending on how many records you are importing, the **Loading** message may display on the screen for several minutes before the **Import** tab displays with a count of **New Accounts, Updates, Errors, and Conflicts**.

6. If any errors or conflicts occurred, click **error details** and **warning details** respectively to review the issues prior to importing. If the errors and conflicts are acceptable, proceed to [step 7](#).

**Note:** User accounts with errors associated will not be created during the import process. If you want these accounts to be created, correct the errors and try again.

7. Click **Import**.

ProgressBook - ParentAccess User Import

Home | GradeBook | Principal | Guidance | Clerical | Curriculum | Food | Attendance | PA Admin

Method Schools 3 Import

Previous Import

**Review account changes prior to import**

Review the information to ensure you want to continue with the import process. If any errors or conflicts occurred, click error details and warning details respectively to review the issues prior to importing. Note that student accounts with errors associated will not be created during the import process. If you still want to import accounts after reviewing the issues, click Import. Otherwise, correct any issues before importing.

New Accounts: 0

Updates: 1015

**Errors: 25**  
Student accounts with errors associated will not be created during the import process.  
[error details](#)

**Conflicts: 200**  
Please review the items or update StudentInformation and try again.  
[warning details](#)

Student Name	School Name	User Name	Student Number	Issuer Email Claim	Email
Bell, Jacob	John F. Kennedy High School	bellj@progressbook.com	LV1234567	bellj@progressbook.com	bellj@progressbook.com
Clarkson, Michael	John F. Kennedy High School	clarksonm@progressbook.com	AT7654321	clarksonm@progressbook.com	clarksonm@progressbook.com

Warning: Updated user name. Updated OAuth account name.

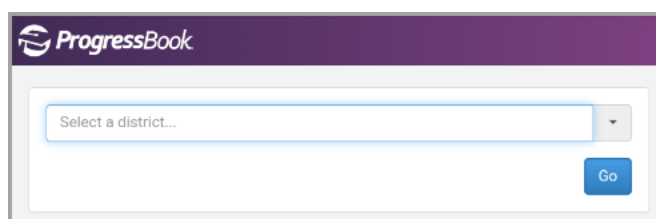
Warning: Updated user name. Updated OAuth account name.

A success message displays. You must enable OAuth sign-in before students can log into ParentAccess and the Frontline ProgressBook Parent & Student app using a third-party account. See [“Maintain District Settings.”](#)


# Frontline ProgressBook Parent & Student

The Frontline ProgressBook Parent & Student mobile app (FPPS) enables parents and students to view select GradeBook information. Unlike ParentAccess, teachers are unable to preview the information that displays in the app. In most cases, information in the mobile app follows the same display rules as ParentAccess. This section details how information in the mobile app displays from GradeBook and StudentInformation.

When registering or logging in to a parent/guardian or student account, ensure you select the correct district from the **Select a district...** drop-down list.



**Note:** The next time you open the app, the last district you logged in to is pre-selected.

If you wish to switch districts, click  to clear the selected district, and then choose your desired district from the drop-down list.

Refer to the following topics:

- Registering a parent/guardian account (see “Creating Parent Accounts” in the [ProgressBook User Guide](#))
- Registering a student account (see “Creating Student Accounts” in the [ProgressBook User Guide](#))
- Logging in to a parent/guardian or student account (see “Accessing ProgressBook” in the [ProgressBook User Guide](#))
- **Grades** (see “Post Assignment Marks to Parent Access” in the [GradeBook Teacher Guide](#))

- **Assignments** (see “Assignment Creation” in the [GradeBook Teacher Guide](#))

4:38

Dashboard

Indy Abbott  
Grade 10

Grades

News

Attendance

Current

Homework

Current

ALGEBRA I

As of 03/09/21  
Jesse Hendricks

A-  
90.00%

AMERICAN HISTORY

As of 02/18/21  
Rodney Rosario

B-  
81.00%

AMERICAN LITERATURE

As of 03/09/21  
Susan Harris

2

1

B+  
88.92%

BIOLOGY

As of 01/12/21  
Crystal Cabrera

C  
75.00%

Menu

Dashboard

Assignments

4:41

Assignments

Posted Homework

Calendar

All Classes

Missing 1

Chapter 18 Questions

AMERICAN LITERATURE - Due: 12/10/20

Upcoming 2

Next 7 Days

Chapter 20 HW

AMERICAN LITERATURE - 03/29/21

Essay Questions 1-4

AMERICAN LITERATURE - 03/25/21

Menu

Dashboard

Assignments

- Class Information (see “Class Information for ParentAccess and FPPS” in the [GradeBook Teacher Guide](#))
- **Resources**
  - **Documents** (see “Add Attachments to Items in ParentAccess and FPPS” in the [GradeBook Teacher Guide](#))
  - **Links** (see “Add Links to Items in ParentAccess and FPPS” in the [GradeBook Teacher Guide](#))

AMERICAN LITERATURE

Indy Abbott

Grade 10

Assignments

Class Information

Resources

As of 03/09/21

Rodney Hendricks

88.92% B+

Section	Period	Room
150	Block 5	BLHS80

Welcome to American Literature!

I am so excited about getting started with the year. We get the ball rolling pretty quick in this course so staying organized can save you some stress.

As I mentioned, ProgressBook Student/ParentAccess is a great place to leave messages for the class that may help with assignments or to keep you organized!

Don't forget to check this page often and know how to find it. There will be assignments attached or websites linked below!

We will start the year off with summer reading assessments, so review the notes

Resources

Last Update: 02/25/21

Menu

Dashboard

Assignments

AMERICAN LITERATURE

Indy Abbott

Grade 10

Assignments

Class Information

Resources

As of 03/09/21

Rodney Hendricks

88.92% B+

Documents

Class Expectations

Links

Library of Congress site

Library of Congress resources

Report Cards

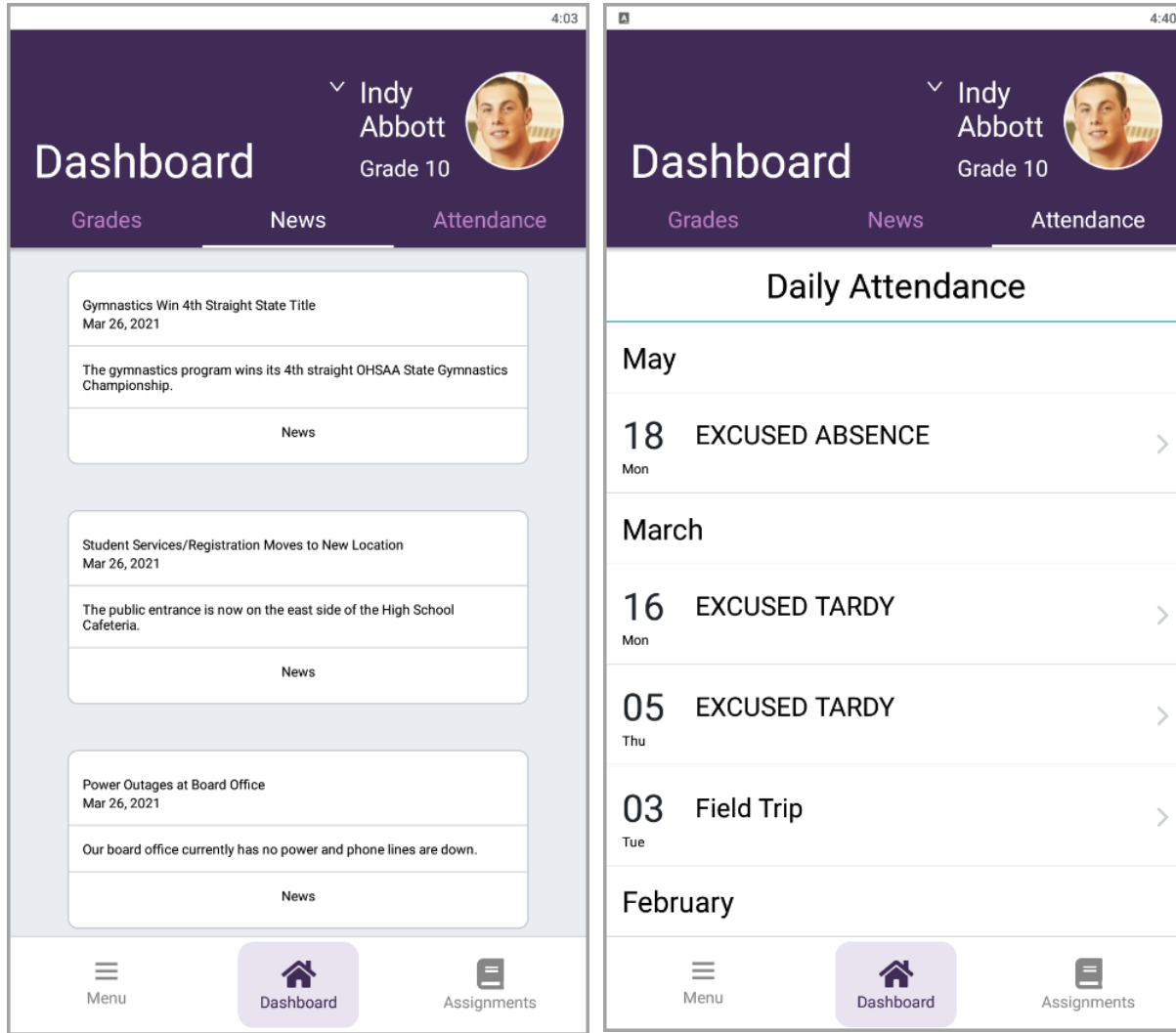
Menu

Dashboard

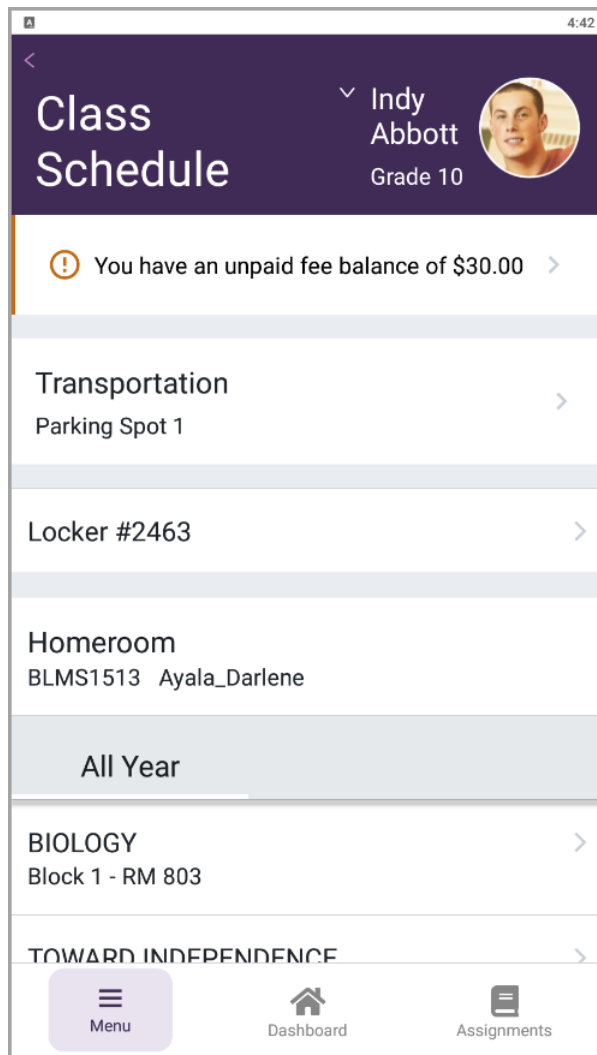
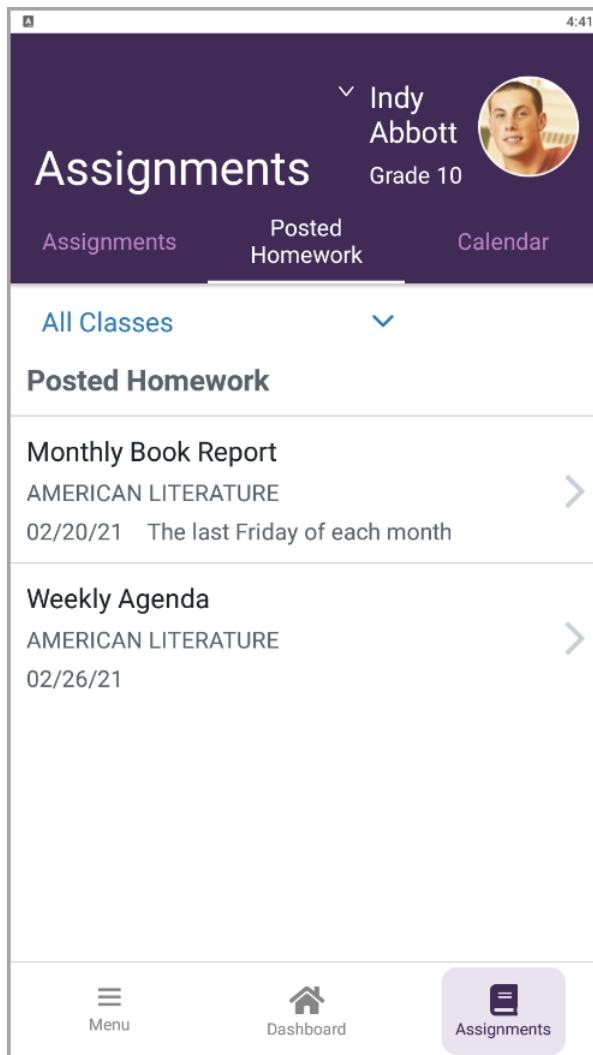
Assignments



- **News** (see “[Maintain News and Information](#)”)
- **Attendance** (see “Attendance and Activities” in the [GradeBook Teacher Guide](#))



- **Posted Homework** ([GradeBook Teacher Guide](#))
- **Class Schedule**
  - **Fees** – Displays directly from StudentInformation and only when there is an owed balance. Fee details from previous years may display but the **Total Amount Owed** reflects only the current school year.
  - **Transportation** – Enable or disable visibility on the **Page Level Security** screen **Student** section (see [“Set Page Level Security”](#))
  - **Locker** number – Enable or disable visibility on the **Page Level Security** screen **Student** section (see [“Set Page Level Security”](#))
  - **Homeroom** – Enable or disable visibility on the **Page Level Security** screen **Student** section (see [“Set Page Level Security”](#))
  - **Schedule and terms** – Displays directly from StudentInformation. You can choose to show or hide schedules before the start of school on the **District Setup** screen **Student Schedules** area (see [“Maintain District Settings”](#))



- **Calendar** – Displays all upcoming due dates for homework or assignments
  - **18** – Indicates the current date
  - **11** – Indicates that an assignment and/or homework is due on that date
- **Report Cards** – Follows the same publishing rules as report cards in ParentAccess

