Page Level Security

Training Guide

ProgressBook® ParentAccess

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Lesson Objectives

- Understand ParentAccess roles
- Grant access to screens in ParentAccess

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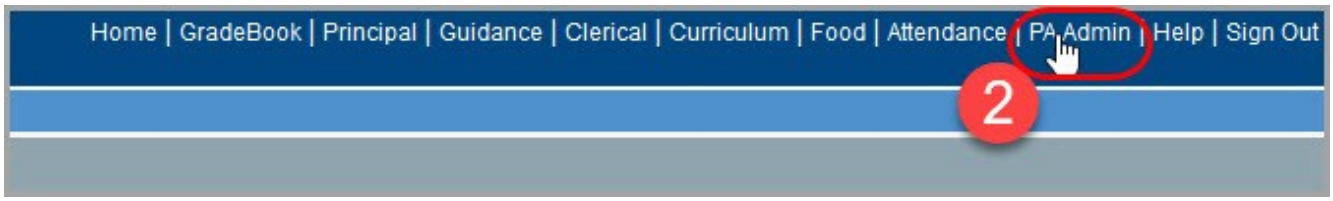
Access & Navigation

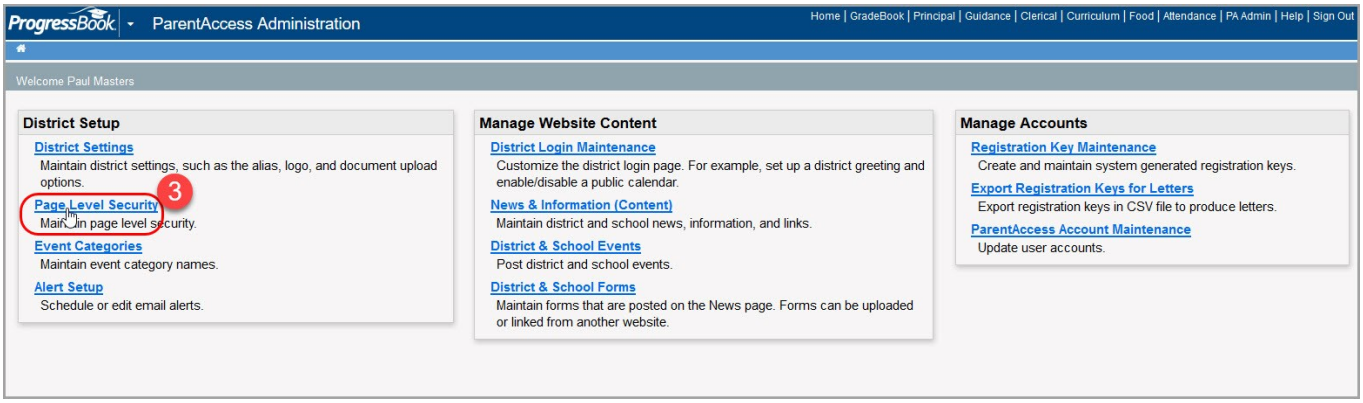
Page Level Security is used to grant access to students, parents, and GradeBook users to various screens in ParentAccess.

1. Log in to GradeBook.
2. On the **Administrator Home Page,** in the navigational links at the top right of the screen, click **PA Admin**.

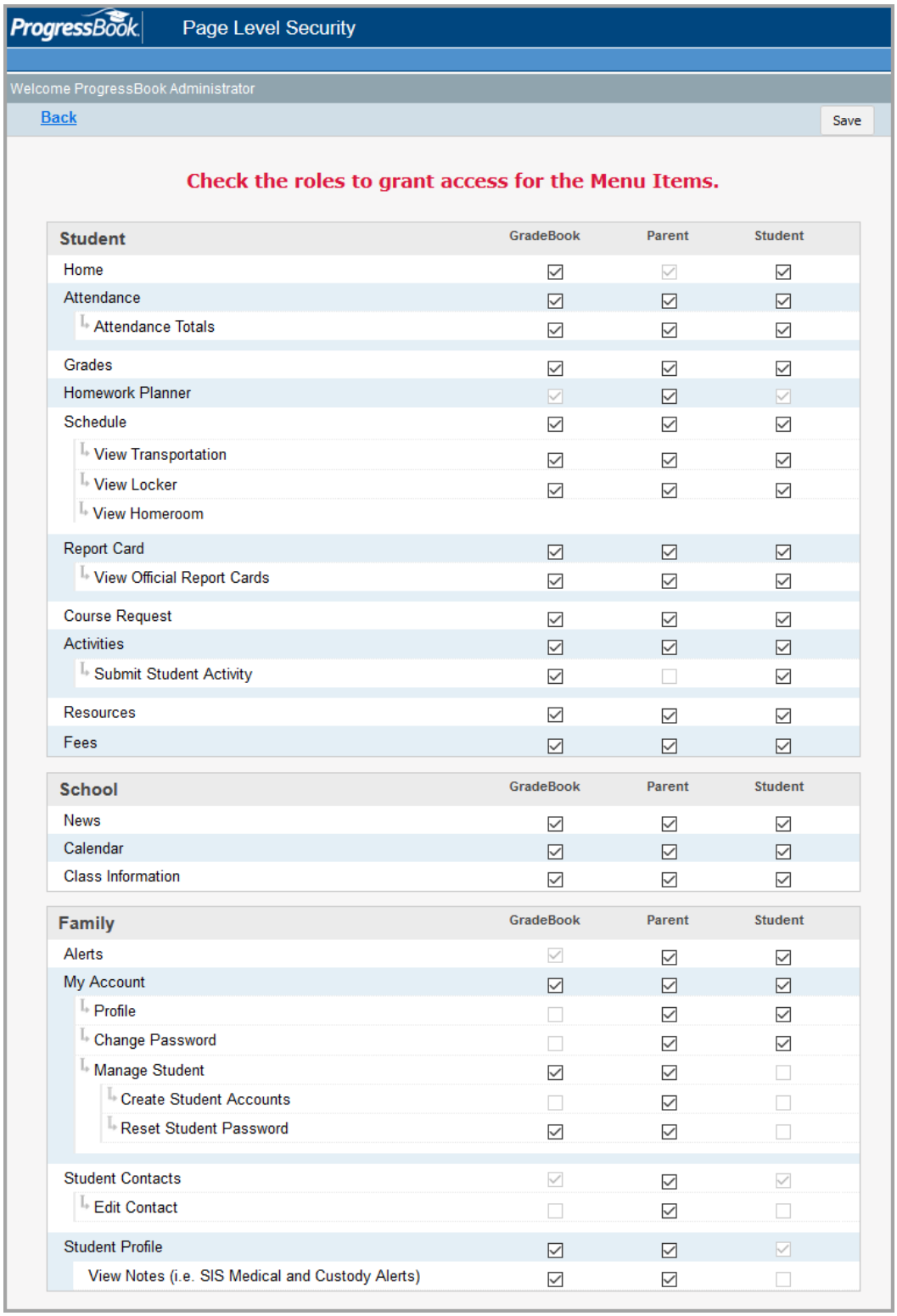


The **ParentAccess Administration** screen displays.

3. In the **District Setup** area, click **Page Level Security**.



The **Page Level Security** screen displays.



ParentAccess Roles

There are three roles that you may grant access to screens in ParentAccess:

- GradeBook – This role typically refers to a teacher accessing ParentAccess to view it from a student perspective. However, it can apply to anyone with a GradeBook account accessing ParentAccess from that account.

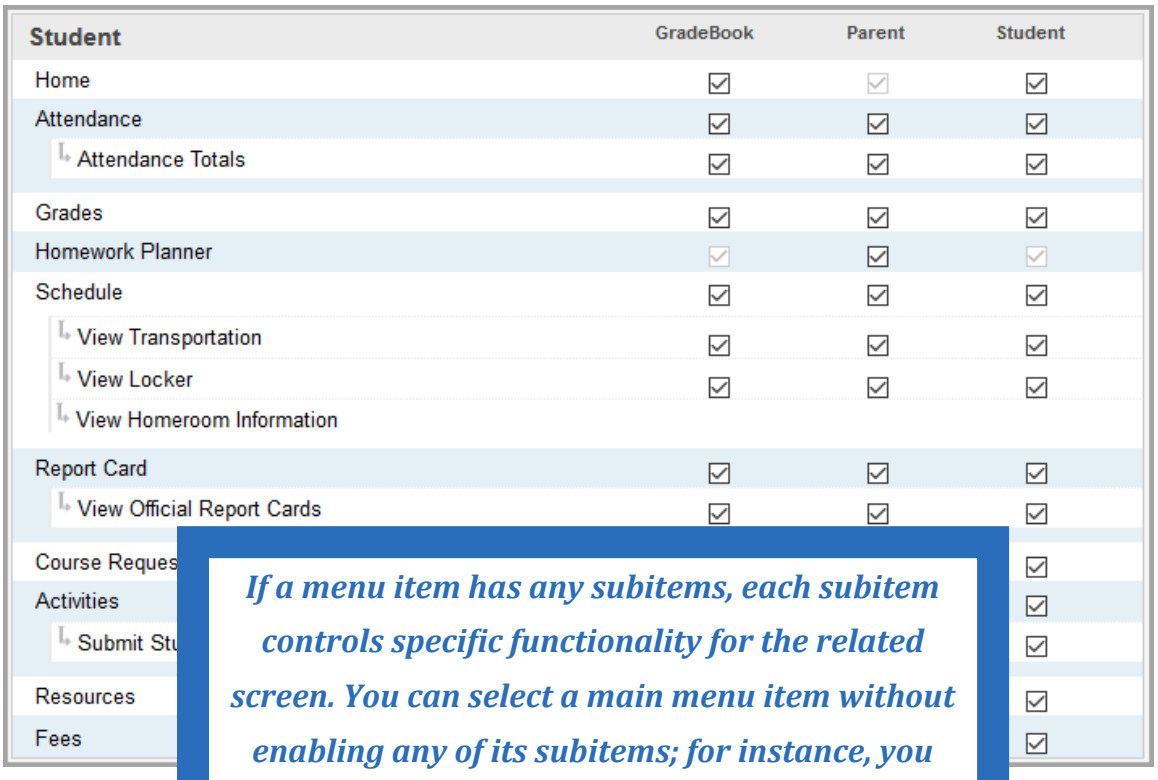
- Parent – This role refers to any parent or guardian ParentAccess account. Some screens can only be viewed by the primary contact, so even if the Parent role is selected for a particular screen, not all Parent accounts can necessarily view it (items fitting this description have a red asterisk after their description in this guide)

- Student – This role refers to any student account. Some screens are always inaccessible to students, as they may only apply to Parent and or GradeBook roles.

Granting Access

There are three sections on the **Page Level Security** screen that match the organization of the navigation menu in ParentAccess. The check boxes for the different screens correspond with the screens found in that section on the navigation menu. Select the check boxes for the roles that should have access to the screens, then click **Save**.

Student Section



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.

Granting Access (continued)

- **Home** – View an overview of grades, homework, and daily attendance
- **Attendance** – View absences and tardies for daily and period attendance on the days they occurred
    - **Attendance Totals** – View absence and tardy totals on the attendance details screens
- **Grades** – View grades for all reporting periods; not official report card or interim grades
- **Homework Planner** – Refers to the **Planner** screen, which displays any homework assignments that teachers have posted for their classes
- **Schedule** – View the student's schedule, transportation information, counselor information, and locker information
    - **View Transportation** – View the student's transportation information, such as parking spot and bus number*
    - **View Locker –** View the student's locker information, such as locker number and combination*
    - **View Homeroom** – View the student's homeroom number
- **Report Card** – View the student's report card on the screen; not official report card or interim grades
    - **View Official Report Cards** – Allows users to click **View Paper Report Card**, which downloads a PDF version of the official report card*
- **Course Request** – Allows users to request courses for the upcoming grading period or school year
- **Activities** – Allows users to view assigned VirtualClassroom activities
    - **Submit Student Activities** – Allows users to submit responses for assigned VirtualClassroom activities
- **Resources** – Allows users to view resources posted by teachers in VirtualClassroom
- **Fees** – View fee information, such as amount owed and for what reason; also allows a fees notification to display on the **Schedule** screen*

NOTE:

- Even with the Parent role selected, only the primary contact of the student can view transportation information and locker information (found on the SCHEDULE screen), as well as fees information.
- The Parent role cannot be selected for SUBMIT STUDENT ACTIVITY, as only students should be able to do so. Parents *can* view a read-only version of the activity if the check box is selected for ACTIVITIES.
- The Parent role cannot be de-selected for the HOME screen.
- The Student role cannot be de-selected for the HOMEWORK PLANNER option.

School Section

School	GradeBook	Parent	Student
News	☑	☑	☑
Calendar	☑	☑	☑
Class Information	☑	☑	☑

- **News** – View news posted by a district administrator
- **Calendar** – View a school calendar, for which users can set preferences for event types, specific classes, or schools
- **Class Information** – View each class with the teacher's name/email and the room number; click on a class to view its information page if set up by the teacher for that class (on the **Class Information Page Maintenance** screen in GradeBook)

Family Section

Family	GradeBook	Parent	Student
Alerts	☑	☑	☑
My Account	☑	☑	☑
Profile	☐	☑	☑
Change Password	☐	☑	☑
Manage Student	☑	☑	☐
Create Student Accounts	☐	☑	☐
Reset Student Password	☑	☑	☐
Student Contacts	☑	☑	☑
Edit Contact	☐	☑	☐
Student Profile	☑	☑	☑
View Notes (i.e. SIS Medical and Custody Alerts)	☑	☑	☐

Though the section title is FAMILY, on the navigation menu in ParentAccess for the student, the heading is ACCOUNT MANAGEMENT.

Granting Access (continued)

- **Alerts** – Allows ParentAccess users to set up email alerts to notify them of low grades and missing assignments
- **My Account** – Displays the screen that houses the **Account Info**, **Change Password**, and **My Students** (Parent role only) tabs
    - **Profile** – Grants access to **Account Info** tab for updating name, username, and email address
    - **Change Password** – Grants access to **Change Password** tab
    - **Manage Student** – Grants access to **My Students** tab for linking additional students
        - **Create Student Accounts** – Allows a parent to create student accounts for their children
        - **Reset Student Password** – Allows a parent or teacher to reset a student's password
- **Student Contacts** – Displays the contacts the parent provided to the school
- **Edit Contact** – Allows updates to the contacts except for the primary contact's main address and main phone number
- **Student Profile** – Displays student's name, school, enrollment date, grade, homeroom, birthday, sex, ID, and address(es)
    - **View Notes** – Displays StudentInformation custody, disability, medical, and miscellaneous alerts

Granting Access (continued)

NOTE:

- **Users with the GradeBook role cannot change a parent's account password, create a student's account, or edit a student's contacts.**
- **Users with the GradeBook role can always set up alerts and view student contacts.**
- **Students cannot link their own accounts to their parents' accounts, reset their own passwords, edit their contacts, or view StudentInformation notes.**
- **Students can always view their contacts and their own profile information.**