ProgressBook User Guide
ProgressBook User Guide

(This document is current for v17.0.0 or later.)
# Change Log

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

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<th>Heading</th>
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<td>17.0.0</td>
<td>“Creating an Account”</td>
<td>1</td>
<td>Updated screen shot to reflect new information added to the Sign Up screen.</td>
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<td>17.0.0</td>
<td>“Viewing Outstanding Fees”</td>
<td>60</td>
<td>Updated screen shot and added information to clarify that fees on the Fees screen only apply to the current school year.</td>
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<td>“Creating Parent Accounts”</td>
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<td>“Viewing Your Child’s Profile”</td>
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<td>Updated Student Profile screen shot to reflect removal of the homeroom line.</td>
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<tr>
<td>17.0.0</td>
<td>Entire Guide</td>
<td>N/A</td>
<td>Updated screen shots to reflect new user interface.</td>
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<tr>
<td>16.3.0</td>
<td>“Viewing Your Class Schedule”</td>
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<td>Added note indicating a message displays if you have outstanding fees.</td>
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<td>Added section.</td>
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<td>16.3.0</td>
<td>Entire Guide</td>
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<td>Updated procedure and screen shots for viewing class schedule. Added note indicating that meeting days are not displayed.</td>
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<tr>
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<td>Updated text to reflect style guide.</td>
</tr>
<tr>
<td>16.1.0</td>
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Welcome to ProgressBook

ProgressBook lets you view your grades, homework, schedule, attendance, and report card information. You can also use ProgressBook to read class and school news and find calendars and forms so you can keep up-to-date.

- To create your ProgressBook account, see “Creating an Account.”
- For information on signing in to ProgressBook, see “Accessing ProgressBook.”
- To learn how to get around in ProgressBook, see “Navigating ProgressBook.”
- For information on grades, homework, online activities, schedules, attendance, and report cards, see “Student Information.”
- To see how to find school news, class information, and calendars, see “School Information.”
- For information on managing your ProgressBook account, see “Account Management.”
- For topics of interest to parents, see “Appendix: Parent Information.”

Creating an Account

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Create-Student-Account

Note: To create your own ProgressBook student account, you need a student registration key from your teacher.

1. In a web browser, enter the URL provided by your teacher.
2. On the Districts screen, select your school district. The system will remember your selection the next time you log in on the same machine.
3. On the ProgressBook **Sign In** screen, click **Sign up**.
4. On the **Sign Up** screen, click **I am a student**.

5. Under **Student Information**, enter the following information:

   - **First Name** (required) – Must be your exact first name as you are registered with the school (no nicknames)
   - **Last Name** (required) – Must be your exact last name as you are registered with the school
   - **Date of Birth** (required)
   - **Email** (optional) – Used for password reset requests and communication from your teacher
   - **Re-enter Email** (optional)

   **Note:** You cannot use the same email account your parent uses for *ProgressBook*. All email accounts must be unique.
6. Under **Account Information**, enter the following:
   - **Registration Key** – Provided by your teacher (not case sensitive)

   **Note:** The registration key to create a student account begins with “SA.”

   - **User name** – Letters and/or numbers (6 to 50 characters) or your email address
   - **Password** – Must contain 1 letter, 1 number, 8 to 50 characters; must be case sensitive; cannot match the user name
   - **Re-enter Password** – Must match password

7. Click **Register**.

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

The following topics may help you to access ProgressBook:

- “Signing In to ProgressBook”
- “What To Do If Your Account Is Locked”
- “Retrieving Forgotten User Name”
- “Resetting Your Password”

Signing In to ProgressBook

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Sign-In

1. In a web browser, enter the URL provided by your school or district.
   The Sign In screen displays for the last district you accessed on the computer you are currently using.

2. Optional: To change districts:
   a. On the Sign In screen, click Switch District.
Welcome to ProgressBook

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

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

4. Optional: If you want the system to remember your user name the next time you sign in, select the Remember me check box.

5. Click Sign in.
What To Do If Your Account Is Locked
If you are unsuccessful after 5 attempts to sign in to ProgressBook, the system automatically locks your account. Wait 10 minutes, and then try again.

Retrieving Forgotten User Name
To view a video of this procedure, go to: http://www.progressbook.com/Videos/PA/User-Name
If you have forgotten your user name and you have an email address tied to your ProgressBook account, you can request that the system email it to you.

1. On the Sign In screen, click Forgot your username or Password?.

2. On the Account Recovery screen, select I forgot my user name.
3. In the **Please enter email** field, enter the email address associated with your ProgressBook account.

4. Click **Continue**.

   A message displays indicating that an email containing your user name has been sent to you.

5. Go to your email account to retrieve your forgotten user name.
Resetting Your Password

To view a video of this procedure, go to: http://www.progressbook.com/Videos/PA/Reset-Password

If you have forgotten your password and you have an email address tied to your ProgressBook account, you can request that the system email you instructions on how to reset it. (If you know your current password but want to change it, see “Changing Your Password” instead.)

**Note:** If you do not have an email address tied to your account, your parent or teacher can reset your password for you.

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

2. On the **Account Recovery** screen, select **I forgot my password**.
3. In the **Please enter user name** field, enter your user name.

4. Click **Continue**.
   
   A message displays indicating that an email containing instructions for resetting your password has been sent to you.

5. Go to your email account, and click the link to reset your password.

6. On the **Password Reset** screen, in the **Username** field, enter your ProgressBook account username.

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

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

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

9. Click **Reset Password**.
   
   The **Sign In** screen appears, and an email is sent to your account stating your password has been changed.
Navigating ProgressBook

When you sign in to ProgressBook, the Planner screen displays, providing an overview of your upcoming work.

You can use the following navigation options to move around in the application:

- **navigation bar** – menu bar on the left side of the screen; click an item to go to that screen
- **user name drop-down list** – options for managing your account; click an option to go to that screen
- **online help** – Click the Help link to view online help topics.
Welcome to ProgressBook

Using Online Help
To view a video of this procedure, go to: http://www.progressbook.com/Videos/PA/Help
To view an online help topic for the screen you are viewing, at the top-right of the screen, click Help.

ProgressBook online help displays. You can browse the Table of Contents for specific topic titles, search for information in the Index by using keywords or type a word or phrase in the Search field to return a list of possible help topics.

Note: Due to a known issue with the Search feature, if you do not find the help topic you need, try adding an asterisk (*) to the end of your search term to improve your search results.

Signing Out of ProgressBook
To view a video of this procedure, go to: http://www.progressbook.com/Videos/PA/Sign-Out
It is recommended that you sign out of ProgressBook when you are finished viewing information.

1. At the top-right corner of any screen, click the downward arrow beside your user name.
2. In the drop-down list, click Sign Out.
Student Information

ProgressBook provides important information to help you track your progress.

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

You can check your assigned homework and view other upcoming work, such as projects, quizzes and tests.

1. On the Planner screen, review the homework listed under each course.

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

2. Optional: To change the view or navigate the Planner, use the following options:
   - To view assignments for a different date or date range, do one of the following:
     - Click Prev 7 days, This Week, or Next 7 days to view assignments for those dates/ranges.
• Enter a **Start Date** and **End Date** (or select these from the calendar date picker), and click **Refresh**.

![Planner](image.png)

Click a link or select a date range to view assignments for those dates.

• To expand or collapse courses for easier viewing, use the following options:
  • To expand all courses, click **Expand All**.
  • To collapse all courses, click **Collapse All**.
  • To expand or collapse one course at a time, click the title bar of the course.

![Planner](image.png)

Expand or collapse all courses.

Click title bar to expand or collapse this course.

• To jump quickly to another course, along the right side of the screen:
  i. Hover over the colored tab representing the course to expand the tab.
Student Information

ii. Click the tab.

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

The Assignment Details screen displays, showing more information about the assignment.
Note: This screen includes an additional section titled Performance Indicators for classes using standards-based grading.

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

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

For information on how to read each area of the screen, refer to the appropriate topic as follows:

- “**Today's Comments**”
- “**Grades**”
- “**Grade Details**”
- “**Homework**”
- “**Daily Attendance**”

**Today's Comments**

If a teacher has posted a comment today, it displays in **Today's Comments** at the top of the screen.
Grades
The Grades pane displays an overview of your grade averages in all courses for the current grading period (and year-to-date if the teacher chooses to display this information).

![Grades screenshot]

To view grade details for a specific course, click the course name. Or to view grade details for all courses, click details or View all grades. (For more information about grades, see “Viewing Grades.”)

Grade Details
The Grade Details pane displays grades for your assignments that were due (homework) or completed (classwork, quizzes, tests) in the past two days.

![Grade Details screenshot]

To view additional grade details, click details or View all grade details. (For more information about grades, see “Viewing Grades.”)
**Homework**

The **Homework** pane displays an overview of your upcoming homework. The number icon indicates by course how many homework assignments are due today or in the next two days.

![Homework pane]

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

**Daily Attendance**

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

![Daily Attendance pane]

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

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

2. On the Grades screen, review your grades in each course.

3. Optional: To view grade averages for a different reporting period, on the right side of the screen, in the reporting periods area, click a different reporting period.

4. To see more information, choose one of the following:
   - To see your grade averages in this course for each reporting period, click .
The course information expands to display your grade average for each reporting period.

Click to view averages for each reporting period.

- To see details of the assignments that make up your grade average, click the course name or see all details.

The Grade Details screen displays, and you can review details of each assignment and any teacher comments.

Note: Assignments may include various types of work, including classwork, homework, projects, quizzes, and tests.
5. Optional: To view grades by assignment type instead of by date, in the **View By** area, click **Type**.

The grades now display by assignment type.

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**Note:** If your school uses standards-based grading, you can view grades by standards, by assessment summary or by assignment type by clicking the appropriate option in the **View By** area.
6. Optional: To view grades for a different course, in the Class drop-down list, select the course.

Understanding Your Grades
The following aids on the Grade Details screen can help you understand your grades:

- “Mark”
- “Weight”
- “Grading Scale”
- “Assignment Codes”

Note: For help understanding your grades in online activities, see “Viewing Activity Grades.”
Mark
The Mark percentage and letter grade at the top of the screen are your overall grade average for the course in the indicated reporting period. The Mark column shows the score and percentage you earned for each individual assignment.

**Note:** The Mark percentage and/or letter grade at the top of the screen and the percentage on the individual assignment may not display depending on your teacher's settings.

Weight
If the Weight of a particular type of assignment is other than "1," this means the teacher has weighted that type of assignment to count more or less toward the overall grade.

**Note:** The weight only displays when viewing grades by assignment type.
Student Information

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

![Grade Details]

Note: If your school uses standards-based grading, the Grade Scale Overview displays different fields.
Assignment Codes
The following assignment codes give you more information about your assignments. These codes display in the Info column on the Grade Details screen.

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

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

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

Refer to the appropriate section as follows:

- To see a list of online activities for all of your courses, see “Viewing Online Activities.”
- To work on assigned online activities, see “Completing Online Activities.”
- To check your grades on an activity, see “Viewing Activity Grades.”
- To work on an activity that your teacher has returned to you to redo, see “Redoing Activities.”
Viewing Online Activities

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

The **Activities** screen displays with a default view that lists all of your **Assigned** (Unsubmitted) activities grouped by course.
2. Optional: If you want to view activities for all of your courses listed by due date, in the Group By area, click Date.

3. Optional: To change the view, at the top of the screen under Activities, click the Submitted, Graded, or All tab.
4. Optional: To open an assigned activity to work on, in the Assigned view, click the name of the activity.

**Note:** For information on completing activities, see “Completing Online Activities.”

### Completing Online Activities
- To complete activities with questions, see “Completing Activities.”
- To complete discussions, see “Participating in Online Discussions.”

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

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

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

2. Click Begin or Continue as appropriate.

Note: You can only work on activities during the time period set by your teacher. For example, you may be able to see an upcoming activity but not start it until you are in class.

The activity screen with the title of the activity opens.

Note: If the Activity Discussion screen displays instead, this activity is a discussion. See “Participating in Online Discussions.”
Student Information

3. Work through the questions in the activity.

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

Note: Matching questions with long response choices require you to click Choose, and then you can select a response from the list that displays.
4. Optional: If you want to view a condensed list of the questions found on the activity and whether or not your responses to those questions have been saved, on the right of the screen, click <Question Menu>.

The question menu expands:

![Question Menu Image]

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

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

![Save & Exit Image]

A list of all questions and their point value displays. Your progress on each question displays in the Status column.
6. Optional: If any question does not display a **Status** of “Saved,” click the question to return to it and complete it. (You can also review your answers to any saved questions.)

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

A confirmation message displays.

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

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

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

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

   *Note: You can also open the discussion from the Activities screen. (See “Viewing Online Activities.”)*

![Image of Planner and Activity Details](image)

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

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

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

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

4. Click Post to submit your response.

Your response displays under your teacher’s instructions.
Student Information

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

![Reply to student](image1.png)

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

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

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

![Private Reply](image2.png)
Viewing Activity Grades

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

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

![Activities screen](image)

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

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

![Activities screen](image)

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

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

3. Optional: For question activities, to view your grade on each question, click **Review**.
The activity questions and your grades display.

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

4. Optional: For discussions, click **Review** to see a read-only view of the discussion.
Redoing Activities

1. On the navigation bar, click Activities.

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

2. Click the activity name.
3. On the **Activity Details** screen, click **Begin**.

Any question marked  is enabled for you to try again.

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

4. Note the teacher’s comments, if any.
5. Answer all questions that are enabled.
6. When you are finished, click **Save & Exit**.
7. Click **Submit for grading.**

8. On the **Submit Answers** window, click **Ok.**
A confirmation message displays.

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

### Accessing Resources

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

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

2. Click the name of the resource you want to view.

The file opens.

---

**Viewing Your Class Schedule**

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

Your class schedule displays.

*Note: If you have outstanding fees, a message displays at the top of this screen indicating that you should view detailed fee information on the **Fees** screen.*
2. View each course’s name, the period in which the course meets, the room in which the course meets, and the term(s) in which the course meets.

![Schedule](image)

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

3. Optional: View the **Counselor** field at the top right of the screen to see the name of your counselor.

---

**Viewing Your Transportation Information**

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

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

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

![ProgressBook](image)

Your transportation information displays above your class schedule.
**Student Information**

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

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

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

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

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

1. On the navigation bar, click Schedule.

At the top right of the screen, your locker information displays.

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

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

3. To view the combination for each of your lockers:
   a. To the right of the hidden numbers in the Combination area, click Show.
b. On the window that displays, in the **Please verify your password** field, enter your ProgressBook account password.

c. Click **Verify**.

![Image of password verification window]

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

![Image of locker combination]

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

---

### Viewing Your Report Card

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

- To view your current report card grades on screen, see “Viewing Your Current Report Card.”
- If you want help interpreting your on screen report card, see “Understanding Your Report Card.”
- To view or print a PDF of your current report card, see “Viewing or Printing Your Current PDF Report Card.”
- To view or print PDF report cards from previous grading periods or school years, see “Viewing Previous Report Cards.”
Viewing Your Current Report Card

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

   ![Report Card](image)

   Your current report card grades display on screen.

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

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

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

   ![Report Card](image)
Understanding Your Report Card

A legend is available to help you understand your grades. To view the legend for a particular grade or comment, do the following:

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

2. Click 🔄 to open the legend.

3. Review the legend. Your grade displays in the **Current Marks** section. The **Available Marks** section displays the possible grades for this course.
Viewing or Printing Your Current PDF Report Card

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

*Note:* To view and/or print report cards from previous grading periods or school years, see “Viewing Previous Report Cards.”

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

![ProgressBook Report Card](image)


![Report Card Screen](image)

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

3. Use the print functionality in your PDF viewer to print the report card.
Viewing Previous Report Cards
You can view PDF versions of report cards prior to your current one if your school makes them available.

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

![Report Card](image)

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

![Report Card History](image)

The **Report Card History** screen displays.

3. Optional: If you want to display only the final report card per school year, select the **Only Show Finals** check box.

4. Optional: If you want to filter your report cards by school or grade, use the **School** or **Grade** drop-down lists.
5. Click the link under **Term** to open the report card.

![Report Card History](image)

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

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

---

**Viewing Attendance**

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

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

![Navigation Bar](image)

The **Attendance** screen displays your **Daily Attendance** for the year and your **Period Attendance** for today (if your school has these options enabled).
2. Optional: To view your daily attendance by reporting period:
   a. On the Attendance screen, in the Daily Attendance section, click View daily attendance detail.

   The Daily Attendance screen opens.

   b. On the right side of the screen, click a different reporting period.

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

   **Note:** Total Absent and Total Tardy counts do not display in the Attendance Summary view.
3. Optional: To view your period attendance for the dates other than today:
   a. On the Attendance screen, in the Period Attendance section, click View period attendance detail.
      The Period Attendance screen opens and displays your period attendance for the school year.
   b. To view your period attendance for a specific reporting period, on the right side of the screen, click a different reporting period.

   ![Period Attendance Screen]

   **Total Absent and Total Tardy Counts for the grading period.**

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

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

To view a video of this procedure, go to: http://www.progressbook.com/Videos/PA/Request-Courses

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

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

   ![Course Request Screen](image)

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

2. Click **Add Courses**.
3. Optional: If you do not see the course you are looking for, you can search for it as follows:
   a. In the search box, enter all or part of the course name or course number.
   b. Click Search.

4. If you see the course you want to add, select the check box beside it in the Add column.
5. Optional: Continue adding any other course requests.

6. When you are finished making your selections, click **Done**.
   
   The courses you added now appear on the **Course Request** screen.

7. Review your selections.

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

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

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

   **Note:** From your browser, you can print the courses you requested.
Viewing Outstanding Fees

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

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

   ![Fees screen](image)

   The **Fees** screen displays.

2. View your outstanding fees information for the current school year. If you have none, no information displays on this screen.
School Information

ProgressBook provides important information about your school.
- To view school news and information, see “Viewing School News.”
- To view the school calendar, see “Viewing the School Calendar.”
- To view class information posted by your teachers, see “Viewing Class Information.”

Viewing School News

Schools and districts post news and information in ProgressBook to help you stay informed. You can view news articles and other information such as required school forms.

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

2. On the News screen, the district and/or schools with news posted display in green. Click the district or school whose news you want to view.
School Information

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

Viewing the School Calendar

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

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

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

2. On the Events tab, select the check box beside each event category you want to see on your calendar. Likewise, on the Classes and Schools tabs, select the check box beside each class and school whose events you want to see on your calendar.

3. Click Save.

The calendar displays events based on the preferences you set. The events are color-coded as follows:

- **pastel orange** – homework
- **red** – daily attendance
- **pastel blue** – district and school events
By default, the calendar displays in month format, but you can change it to view by week or by day by clicking the buttons at the top of the calendar.

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

5. Optional: To view a list of events by date range, in the View area, click .

The events now display in list format.

6. Optional: To view events for a different date or date range, do one of the following:
   • Click Today, This Week, or This Month to view events for those dates/ranges.
   • Enter a Start Date and End Date (or select these from the calendar date picker), and click Refresh.
Viewing Class Information

Teachers post class news and information in ProgressBook to help you stay informed.

1. To see your class information, on the navigation bar, click **Class Information**.

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

The **Class Information** screen displays for the class you selected.
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Account Management

ProgressBook provides several options for you to manage your account.

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

Subscribing to Alerts

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

If your school or district has enabled alerts in ProgressBook, you can subscribe to these alerts if you want to be notified when you have not completed an assignment or when you have received a low grade (mark). You can choose the types of alerts you want to receive.

Note: Low assignment mark alerts are not available for standards-based classes.

1. To subscribe to alerts, on the navigation bar, click Alerts.

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

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

3. If you selected the Low Assignment Marks alert check box, the Low Mark Alert Settings section displays. For each class for which you want to set a low mark alert, in the Grade drop-down list, select a threshold grade. (For example, if you want to be notified if you receive a grade of “B” or lower, select “B.”)

Note: For classes that use standards-based grading, you cannot select a threshold grade.
4. Optional: To change alert email addresses, do the following:
   • Click Edit Alert Email Address(es).
   • In the Add new email(s) window, click Add New Email.
   • Enter the email address you want to add.
   • Next to the address you want to delete, click Delete.
5. Click Update.
Account Management

Updating Your Account Information

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

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

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

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

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

1. On the navigation bar, click My Account.

2. Click the Change Password tab.

3. Enter your Current Password and your chosen New Password.

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

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

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

- To create your ProgressBook account for yourself, see “Creating Parent Accounts.”
- To add a child to your account, see “Adding a Child to Your Account.”
- To change the order in which your children display, see “Reordering Children.”
- To create a ProgressBook account for your child, see “Creating Student Accounts.”
- To reset your child’s password, see “Resetting Your Child’s Password.”
- To edit your child’s contacts, see “Viewing or Editing Student Contacts.”
- To view basic information associated with your child, see “Viewing Your Child’s Profile.”
- For a description of the information you can see on your Home screen, see “Understanding the Home Screen.”
- To learn how people without ProgressBook accounts (such as relatives or neighbors) can view a calendar of district and school events, see “Viewing the Public Calendar.”

Creating Parent Accounts

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Create-Account

1. In a web browser, enter the URL provided by your child’s school or district.
2. On the Districts screen, select your child’s school district. The system will remember your selection the next time you log in on the same machine.
3. On the ProgressBook **Sign In** screen, click **Sign up**.
4. On the Sign Up screen, click I am a parent.

5. Under Your Contact Information, enter the following:
   - First Name
   - Last Name
   - Email
   - Re-enter Email

6. Under Account Details, enter the following:
   - User name – Letters and/or numbers (6 to 50 characters) or your email address
   - Password – Must contain 1 letter, 1 number, and 8 to 50 characters; must be case sensitive; cannot match the user name
   - Re-enter Password – Must match password
7. Under **Link Students to Account**, enter the following:
   - **Registration Key** – Provided on the registration letter from the school or district (not case sensitive)
     
     *Note: The registration key to create a parent account begins with “PA.”*
   - **First Name** – Must exactly match the name on the registration letter from the school or district
   - **Last Name** – Must exactly match the name on the registration letter from the school or district
   - **Date of Birth**

8. Optional: If you have a registration key to enter for another child, click **Link another student to account**, and perform step 7 again.

   *Note: If you have not received registration keys for all of your children, you can add children to your account at a later time. See “Adding a Child to Your Account.”*

9. Click **Register**.
An account creation confirmation message displays, and you can now sign in to ProgressBook. (See “Signing In to ProgressBook.”)
Adding a Child to Your Account

If you did not have registration keys for one of your children at the time you created your parent account but have since received a letter for that child, you can add the child to your account now. Refer to the appropriate section as follows:

- If you are already signed in to ProgressBook, see “Adding a Child - Signed In.”
- If you are not signed in to ProgressBook, see “Adding a Child - Not Signed In.”

Adding a Child - Signed In

To view a video of this procedure, go to: [http://www.progressbook.com/Videos/PA/Add-Child](http://www.progressbook.com/Videos/PA/Add-Child)

1. On the navigation bar, click My Account.

2. Click the My Students tab.
3. Under **Accounts**, click **Link Another Student**.

4. Enter the following:
   - **Registration Key** – provided on the registration letter from the school or district (not case sensitive)
     
     **Note:** The registration key you use to link a student to your existing parent account begins with “PA.”

   - **First Name** – must exactly match the name on the registration letter from the school or district
   - **Last Name** – must exactly match the name on the registration letter from the school or district
   - **Date of Birth**

5. Click **Save**.
Adding a Child - Not Signed In

To view a video of this procedure, go to: http://www.progressbook.com/Videos/PA/Add-Child-Not-Signed-In

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

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

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

- **Registration Key** – provided on the registration letter from the school or district (not case sensitive)

  *Note: The registration key you use to link a student to your existing parent account begins with “PA.”*

- **First Name** – must exactly match the name on the registration letter from the school or district
- **Last Name** – must exactly match the name on the registration letter from the school or district
- **Date of Birth**

5. Click **Save**.

---

**Reordering Children**

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

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

![My Account](image)

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

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

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

   ![My Account](image)

   - Drag and drop the student to a new position in the list.
The children display in the new order.

Throughout ProgressBook, the student switcher displays your children in this order. Information for the first child displays by default when you sign in. (For more information, see “Understanding the Home Screen.”)
Creating Student Accounts

To view a video of this procedure, go to: http://www.progressbook.com/Videos/PA/Parent-Create-Student-Account

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

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

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

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

4. Enter the following information:
   - **User name** – letters and/or numbers (6 to 50 characters) or the child’s email address
   - **Password** – must contain 1 letter, 1 number, 8 to 50 characters; case sensitive; cannot match the user name
   - **Re-enter Password** – must match password
   - **Email** (optional)
   - **Re-enter Email** (optional)
Note: If you choose to enter an email address for your child’s account, it cannot be the same address you use for your parent account. Also, while providing the email address is optional, without it, your child cannot reset his/her own password. It must then be reset by you or the teacher.

5. Click Create.

Resetting Your Child's Password

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Reset-Child-Password

If your child forgets his or her password and does not have an email address tied to his or her student account, you or the teacher can reset your child’s password.

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

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

4. Enter a **New Password** for your child.

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

5. In the **Re-enter New Password** field, re-enter your child’s new password.
6. Click **Update**.

![My Account]

### Viewing or Editing Student Contacts

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

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

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

![FAMILY INFORMATION]

Information for the student’s primary contact displays by default with other contact names listed in the right column as well.
2. On the **Student Contacts** screen, click the name of the contact whose information you want to view or edit.

![Student Contacts](image1.png)

The edit screen for the contact you selected displays.

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

![Student Contacts](image2.png)

The **Student Contacts** edit screen displays.

4. Optional: To edit existing contact information:
   a. In the appropriate section, update the existing fields and drop-down lists.
   b. Click **Save**.
5. Optional: To add new contact information:
   a. In the appropriate section, click **Add**.
   b. Enter the required contact information.
   c. Click **Save**.

6. Optional: To delete existing contact information:
   a. In the appropriate section, next to the item you want to delete, click **Delete**.
   b. On the **Delete** confirmation window, click **OK**.

   A message displays to confirm that you deleted the item successfully.
Viewing Your Child’s Profile

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

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

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

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

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

   *Note: If ▲ displays next to a medical note, the issue is life-threatening. If it displays next to a custody note, the issue is critical.*
Understanding the Home Screen

When you sign in to ProgressBook with your parent account, the **Home** screen provides an overview of grades, homework and attendance for the highlighted student displayed in the lower-left corner of the screen.

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

![Home screen of ProgressBook](image-url)
For information on how to read each area of the screen, refer to the appropriate topic as follows:

- “Today's Comments”
- “Grades”
- “Grade Details”
- “Homework”
- “Daily Attendance”

**Today's Comments**

If a teacher has posted a comment today, it displays in **Today's Comments** at the top of the **Home** screen.

![Today's Comments](Image)

**Grades**

The **Grades** pane displays an overview of your child's grade averages in all courses for the current grading period (and year-to-date if the teacher chooses to display this information).

![Grades](Image)

To view grade details for a specific course, click the course name. Or to view grade details for all courses, click **details** or **View all grades**. (For more information about grades, see “Viewing Grades.”)
Grade Details
The **Grade Details** pane displays grades for your child’s assignments that were due (homework) or completed (classwork, quizzes, tests) in the past two days.

![Grade Details](image)

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

Homework
The **Homework** pane displays an overview of your child’s upcoming homework. The number icon indicates by course how many homework assignments are due today or in the next two days.

![Homework](image)

To view additional homework details on your student’s **Planner** screen, click either the course name, the number icon, **details**, or **View all homework**. (For more information about homework, see “Viewing Assignments.”)
Appendix: Parent Information

Daily Attendance

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

<table>
<thead>
<tr>
<th>Absence Type</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tardy</td>
<td>3</td>
</tr>
<tr>
<td>Excused Absent</td>
<td>6</td>
</tr>
<tr>
<td>Unexcused Absence</td>
<td>2</td>
</tr>
</tbody>
</table>

To view additional attendance details, click details or View all attendance. (For more information about attendance, see “Viewing Attendance.”)
Viewing the Public Calendar

For people without ProgressBook accounts (such as relatives or neighbors) who want to stay up-to-date on district and school events, this topic explains how to access a public version of the calendar.

Note: The public calendar displays events that are of interest to the school community in general. It does not display your children’s homework or daily attendance information.

1. On the ProgressBook Sign In screen, click District Calendars.
The public calendar displays.

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