
ProgressBook User Guide



ProgressBook User Guide

(This document is current for v17.0.0 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 User Guide* have been made.

Product Version	Heading	Page	Reason
17.0.0	“Creating an Account”	1	Updated screen shot to reflect new information added to the Sign Up screen.
17.0.0	“Viewing Outstanding Fees”	60	Updated screen shot and added information to clarify that fees on the Fees screen only apply to the current school year.
17.0.0	“Creating Parent Accounts”	73	Updated screen shot to reflect new information added to the Sign Up screen.
17.0.0	“Viewing Your Child’s Profile”	92	Updated Student Profile screen shot to reflect removal of the homeroom line.
17.0.0	Entire Guide	N/A	Updated screen shots to reflect new user interface.
16.3.0	“Viewing Your Class Schedule”	45	Added note indicating a message displays if you have outstanding fees.
16.3.0	“Viewing Your Transportation Information”	46	Added section.
16.3.0	“Viewing Your Locker Information”	48	Added section.
16.3.0	“Viewing Outstanding Fees”	60	Added section.
16.3.0	Entire Guide	N/A	Updated screen shots to reflect new user interface.
16.2.0	“Viewing Your Class Schedule”	45	Updated procedure and screen shots for viewing class schedule. Added note indicating that meeting days are not displayed.
16.2.0	“Subscribing to Alerts”	67	Updated screen shots and steps to subscribe to alerts.
16.1.0	“Accessing Online Activities”	27	Updated text to reflect differences in activities with questions and activity discussions.
16.1.0	Entire Guide	N/A	Updated text to reflect style guide.
16.1.0	Throughout Guide	N/A	Updated screen shots to reflect addition of activity icons on Activities and Planner screens.

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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.](#)”

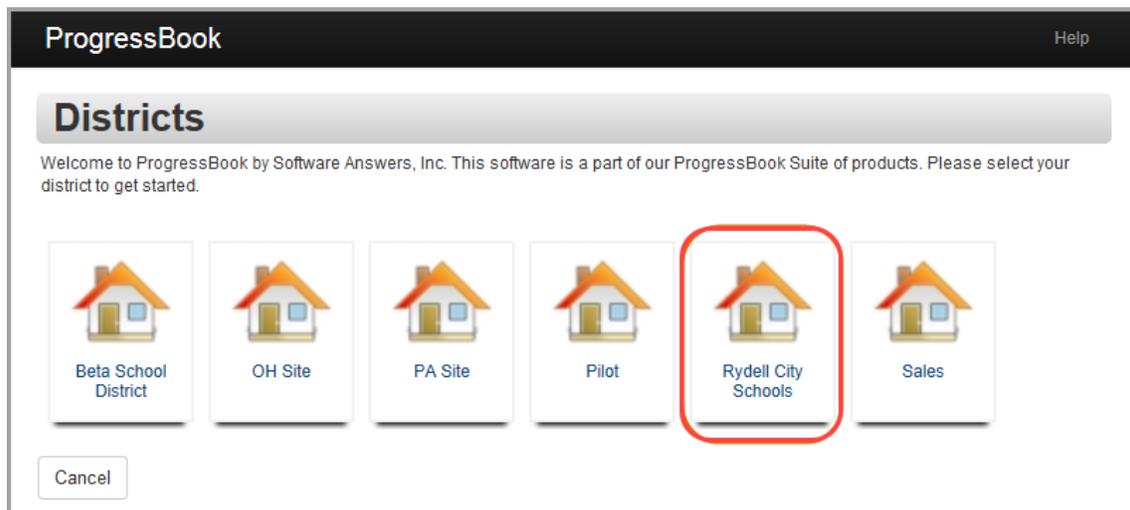
Creating an Account

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**.

SOFTWARE ANSWERS
ProgressBook

Sign In

Enter your login Information

User name

Password

Remember me

Sign In [Forgot your user name or Password?](#)

[Create an account](#) • [Switch District](#)

[District Calendars](#)

Sign Up

New to ProgressBook? You will need to create an account and enter a registration key provided by your school district.

Sign Up

17.0.0

SOFTWARE ANSWERS
ProgressBook

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

Rydell City Schools Help

Sign Up

Select the type of account you would like to create:

Add Another Child to Your Parent Account
A parent account can have multiple children linked to it. Use this option to add another child to your existing account.

+ Link student

New Parent Account
A parent account provides you access to view your children's progress, assignments, attendance, etc. Use this option to create your account.

+ I am a parent

New Student Account
A student account provides students access to view information about their classes such as homework, graded assignments, etc. Use this option to create a student account.

+ I am a student

Cancel

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**.

The screenshot shows the 'Sign Up' page for Rydell City Schools. The page is titled 'Sign Up' and has a 'Help' link in the top right corner. Below the title, it says 'Create a student account'. The form is divided into two main sections: '1 Student Information' and '2 Account Information'. In the 'Student Information' section, there are three input fields: 'First Name' (filled with 'Scott'), 'Last Name' (filled with 'Jennings'), and 'Date of Birth' (filled with '01/07/1999'). Below these is a yellow warning box with an exclamation mark icon and the text: 'Email address is not required. If provided, it will only be used for password reset requests and teacher communications.' Underneath the warning box are two more input fields: 'Email' (filled with 'scott@example.com') and 'Re-enter Email' (filled with 'scott@example.com'). The '2 Account Information' section contains four input fields: 'Registration Key' (filled with 'SAKWWQQ6C6M5L792'), 'User name' (filled with 'scottj'), 'Password' (filled with dots), and 'Re-enter Password' (filled with dots). To the right of each input field is a green checkmark icon and a confirmation message: 'Key format is valid', 'User name is available', 'Password is acceptable', and 'Passwords match'. At the bottom of the form, there is a green 'Register' button with a plus sign icon, followed by the text 'or' and a 'Cancel' button.

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**.

SOFTWARE ANSWERS
ProgressBook

Sign In

Enter your login information

User name

Password

Remember me

 Sign In

Forgot your user name or Password?

Create an account · **Switch District**

 District Calendars

Sign Up

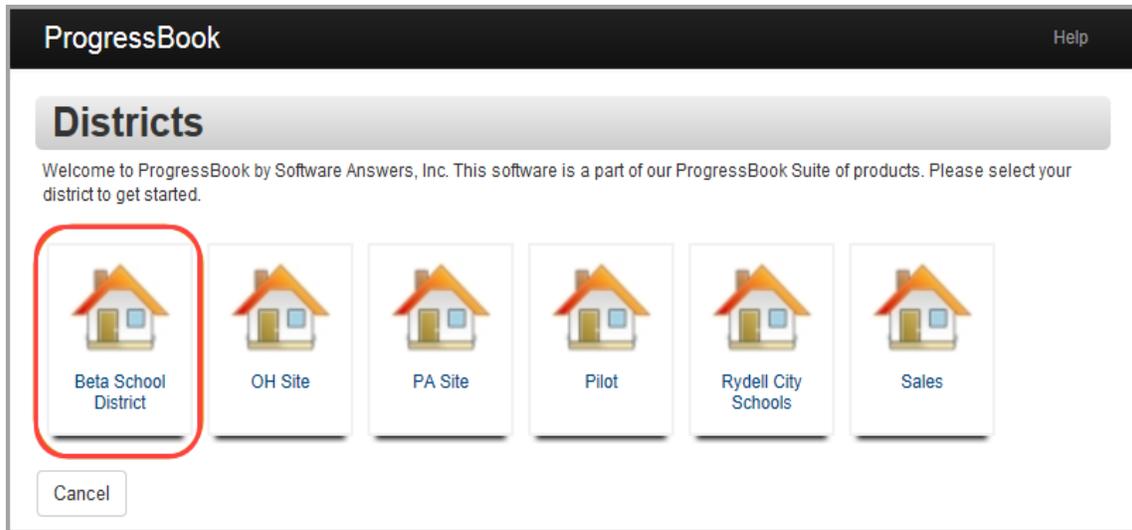
New to ProgressBook? You will need to create an account and enter a registration key provided by your school district.

 Sign Up

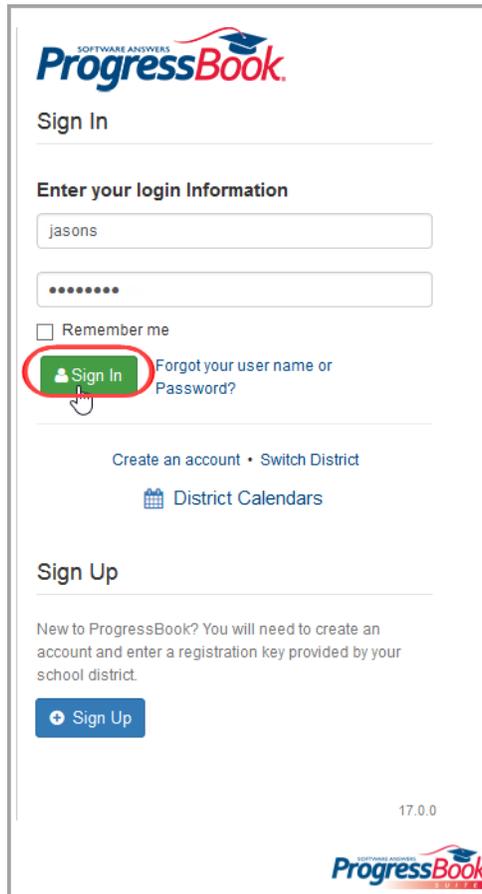
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SOFTWARE ANSWERS
ProgressBook

- 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.

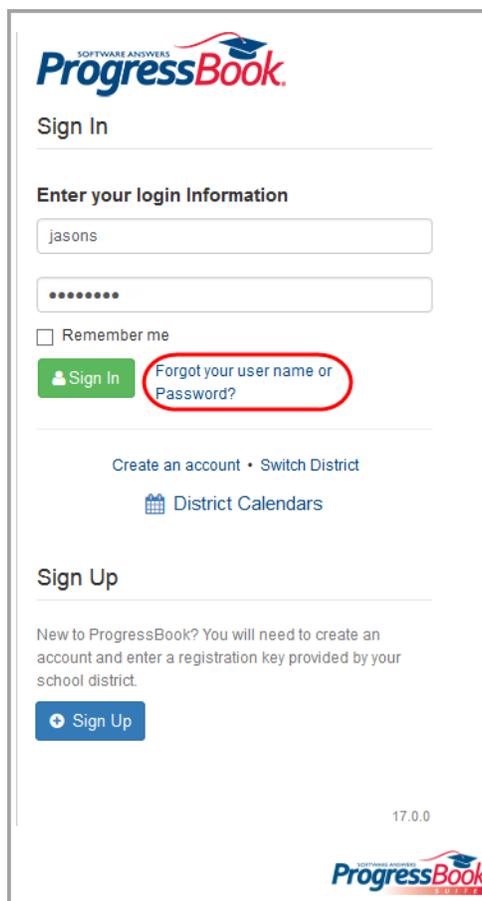
Retrieving Forgotten User Name

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.

Rydell City Schools Help

Account Recovery

What do you need help with?

I forgot my password

I forgot my user name

Please enter email:

(An email will be sent to this address with the user name associated with the account.)

My account has been locked

[Continue](#) or [Cancel](#)

Note: If you have not completed the registration process for a ProgressBook account, you must do that first to gain access to the system and view a student's information. Your school district will supply you with a registration key to use during the sign up process. To create an account, click Cancel to return to the sign in screen and then click Sign up.

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?**.

SOFTWARE ANSWERS
ProgressBook

Sign In

Enter your login Information

jasons

.....

Remember me

Sign In

Forgot your user name or Password?

Create an account • Switch District

District Calendars

Sign Up

New to ProgressBook? You will need to create an account and enter a registration key provided by your school district.

Sign Up

17.0.0

SOFTWARE ANSWERS
ProgressBook

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

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

Rydell City Schools Help

Account Recovery

What do you need help with?

I forgot my password

Please enter user name:

Enter your user name

(Instructions for resetting your password will be sent to your registered email account.)

I forgot my user name

My account has been locked

or

Note: If you have not completed the registration process for a ProgressBook account, you must do that first to gain access to the system and view a student's information. Your school district will supply you with a registration key to use during the sign up process. To create an account, click Cancel to return to the sign in screen and then click Sign up.

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.

Password Reset

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

Username
aberenstain

New Password
.....

Re-enter New Password
.....

or

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.

The screenshot shows the ProgressBook Planner interface for Rydell City Schools. The left navigation bar is highlighted with a red box. The top right corner features a user name drop-down menu and a 'Help' link, both also highlighted with red boxes. The main content area displays the 'Planner' for the week of Monday, May 26 to Sunday, June 1. It shows assigned work for 'ALGEBRA 2' by Mr. Miyagi, with a table of due dates and assignments. Below this, there are sections for 'BIOLOGY HONORS', 'CREATIVE WRITING', and 'ENGLISH 9 HONORS'. A vertical sidebar on the right contains letters A through W.

Navigation Bar

Options to Manage Your Account

Online Help Link

Rydell City Schools

ProgressBook

STUDENT INFORMATION

- Planner
- Dashboard
- Grades
- Activities
- Resources
- Schedule
- Report Card
- Attendance
- Course Request
- Fees

SCHOOL INFORMATION

- News
- Calendar
- Class Information

ACCOUNT MANAGEMENT

- Alerts
- My Account

Planner

Prev 7 days This Week

Mon May 26 - Sun Jun 1

Start Date 5/4/2015 End Date 5/10/2015 Refresh

+ Expand All - Collapse All

ALGEBRA 2

Mr. Miyagi miyagi@geemail.com

View Class Information

Assigned Work

Due	Name	Assigned
Thu May 29	Page 364 - ALL	Tue May 27
Fri May 30	Page 366 - Extra Credit	Wed May 28

BIOLOGY HONORS

CREATIVE WRITING

ENGLISH 9 HONORS

A B C E G H W

Using Online Help

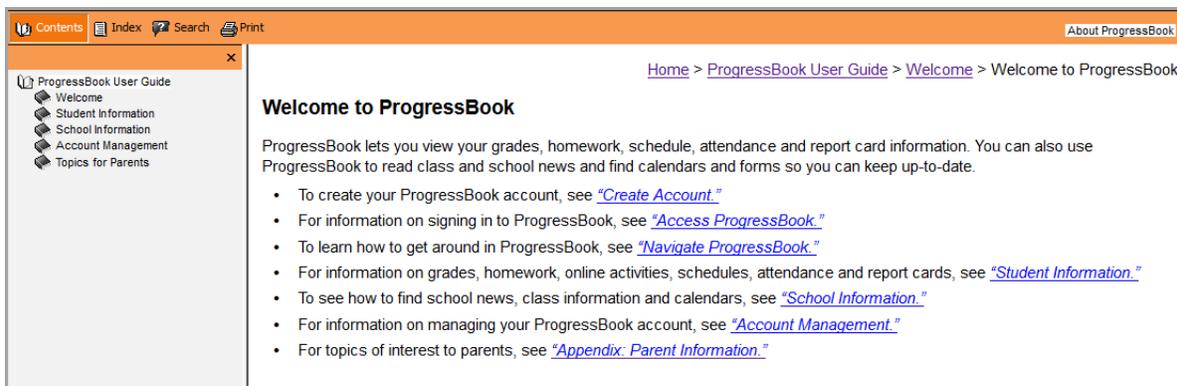
To view a video of this procedure, go to:
<http://www.progressbook.com/Videos/PA/Help>

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.

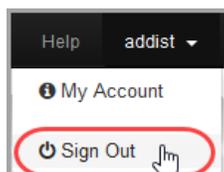


Signing Out of ProgressBook

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.”](#)

Planner

Brett Shannon
 Student ID: 999889804

Prev 7 days This Week Next 7 days
 Start Date: 5/26/2014 End Date: 6/1/2014 Refresh

+ Expand All - Collapse All

▾ ALGEBRA

Mr. Miyagi miyagi@geemail.com
 View Class Information

Assigned Work

Due	Name	Assigned
Thu May 29	Page 364 - ALL	Tue May 27
Fri May 30	Page 366 - Extra Credit	Wed May 28 View Activity

▶ BIOLOGY HONORS

▶ CREATIVE WRITING

▶ ENGLISH HONORS

▶ GERMAN 2

Mr. Al Teacher100 ProgressBookInfo@Software-Answers.com
 View Class Information

Assigned Work

Due	Name	Assigned
Fri May 30	Summary Test	Wed May 28

Posted Homework

▾ New Vocabulary Posted On: Monday March 31
 Due: Every Friday

Use the Vocabulary Practice link to connect to the Conjuguemos website. Complete at least one list per week. Study the List of Words and/or create Flashcards to practice. Click the list name to take the quiz.

Attachments

Links

- [Vocabulary Practice](#)

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**.

The screenshot shows the top section of the Planner interface. At the top right, it displays the user's name "Brett Shannon" and "Student ID: 999889804". Below this, there are three tabs: "Prev 7 days", "This Week", and "Next 7 days". Underneath the tabs, there are two date pickers: "Start Date" with the value "5/26/2014" and "End Date" with the value "6/1/2014". To the right of these date pickers is a green "Refresh" button. A red arrow points from the "Refresh" button to the text on the right.

Planner Brett Shannon
Student ID: 999889804

Prev 7 days This Week Next 7 days

Mon May 26 - Sun Jun 1 Start Date 5/26/2014 End Date 6/1/2014 Refresh

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

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

This screenshot shows the same Planner interface as the previous one, but with more content visible. Below the date pickers and the "Refresh" button, there are two buttons: "+ Expand All" and "- Collapse All". A red circle highlights these two buttons, with a red arrow pointing to the text on the right. Below these buttons is a course title bar for "ALGEBRA" with a dropdown arrow on the left. A red circle highlights this title bar, with a red arrow pointing to the text on the right. Below the title bar, the instructor's name "Mr. Miyagi" and email "miyagi@geemail.com" are shown, along with a "View Class Information" link. Below that is the "Assigned Work" section, which contains a table with columns for "Due", "Name", and "Assigned".

Planner Brett Shannon
Student ID: 999889804

Prev 7 days This Week Next 7 days

Mon May 26 - Sun Jun 1 Start Date 5/26/2014 End Date 6/1/2014 Refresh

+ Expand All - Collapse All

▼ ALGEBRA

Mr. Miyagi miyagi@geemail.com

View Class Information

Assigned Work

Due	Name	Assigned
Thu May 29	Page 364 - ALL	Tue May 27
Fri May 30	Page 366 - Extra Credit	Wed May 28

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

- ii. Click the tab.

Planner Brett Shannon
Student ID: 9998899804

Prev 7 days This Week Next 7 days
Mon May 26 - Sun Jun 1 Start Date 5/26/2014 End Date 6/1/2014 Refresh

+ Expand All - Collapse All

- ▶ ALGEBRA
- ▶ BIOLOGY HONORS
- ▶ CREATIVE WRITING
- ▶ ENGLISH HONORS
- ▼ GERMAN 2
- H HEALTH**
- W

Mr. AI Teacher100 Progress Book Home @ geonix.net/news/100
View Class Information

Assigned Work

Due	Name	Assigned
Fri May 30	Summary Test	Wed May 28

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

▼ ALGEBRA

Mr. Miyagi miyagi@geemail.com
View Class Information

Assigned Work

Due	Name	Assigned
Thu May 29	Page 364 - ALL	Tue May 27
Fri May 30	Page 366 - Extra Credit	Wed May 28

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.

Assignment Details

Brett Shannon
Student ID: 999889804

🏠 » [Planner](#) » Assignment Details

ALGEBRA 2

Details

Name: Page 364 - ALL
Due: May 29
Assigned: May 27
Score: 18/20 (90%)
Type: Classwork
Weight: 1
Tags: L

Grading Scale: [📄 Show assignment grading scale](#)

Class Information: [📄 View Class Information](#)

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

Assignment Details

Brett Shannon
Student ID: 999889804

🏠 » [Planner](#) » Assignment Details

ALGEBRA 2

Details

Name: Page 364 - ALL
Due: May 29
Assigned: May 27
Score: 18/20 (90%)
Type: Classwork
Weight: 1
Tags: L

Grading Scale: [📄 Show assignment grading scale](#)

Class Information: [📄 View Class Information](#)

Grade Scale Overview

Mark	Value	Starting%	Ending%
A+	4	97.5	110
A	4	92.5	97.49
A-	3.7	89.5	92.49
B+	3.3	86.5	89.49
B	3	82.5	86.49
B-	2.7	79.5	82.49
C+	2.3	76.5	79.49
C	2	72.5	76.49
C-	1.7	69.5	72.49
D+	1.3	66.5	69.49
D	1	62.5	66.49
D-	0.7	59.5	62.49
F	0	0	59.49

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.

Home Brett Shannon
Student ID: 999889804

Today's Comments
ALGEBRA 2
Thank you for helping the other students with this week's assignments!

Grades details
Grades for 4TH QUARTER

Course	Grade	YTD Grade	As Of
ALGEBRA 2	100.75 A+	92.98 A	May 11
BIOLOGY HONORS	85.14 B	96.09 A	May 16
CREATIVE WRITING	98.00 A+	92.50 A	May 9
ENGLISH 9 HONORS	96.00 A	95.97 A	May 9
GERMAN 2	92.50 A	97.92 A+	May 16
HEALTH	92.26 A-	99.17 A+	May 16
WORLD HISTORY	98.67 A+	90.84 A-	May 9

[View all grades](#)

Homework details
Homework due today or next 2 days

Course	Count
ALGEBRA 2	1
BIOLOGY HONORS	1

[View all homework](#)

Grade Details details
Items due in past 2 days

ALGEBRA 2		
Date	Assignment	Mark
May 29	Page 364 - ALL	20/20

BIOLOGY HONORS		
Date	Assignment	Mark
May 28	Chapter 15	15/15

[View all grade details](#)

Daily Attendance details
Absence type summary for the year

Excused	1
Unexcused Absence	3
Excused Absent	4
Tardy	3

[View all 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.

Today's Comments

ALGEBRA 2

Thank you for helping the other students with this week's assignments!

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			
Grades for 4TH QUARTER			
Course	Grade	YTD Grade	As Of
ALGEBRA 2	100.75 A+	92.98 A	May 11
BIOLOGY HONORS	85.14 B	96.09 A	May 16
CREATIVE WRITING	98.00 A+	92.50 A	May 9
ENGLISH 9 HONORS	96.00 A	95.97 A	May 9
GERMAN 2	92.50 A	97.92 A+	May 16
HEALTH	92.26 A-	99.17 A+	May 16
WORLD HISTORY	98.67 A+	90.84 A-	May 9

[View all grades](#)

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.

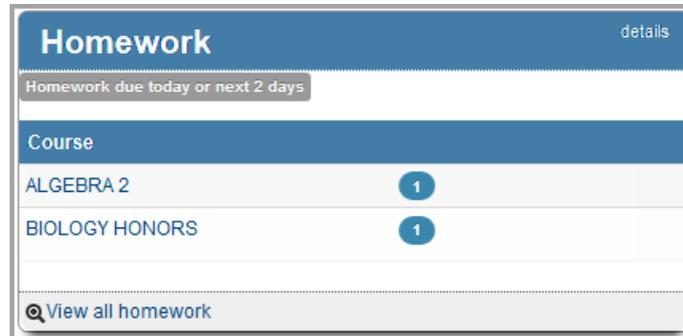
Grade Details		
Items due in past 2 days		
ALGEBRA 2		
Date	Assignment	Mark
May 29	Page 364 - ALL	20/20
BIOLOGY HONORS		
Date	Assignment	Mark
May 28	Chapter 15	15/15
<input type="text" value="Fantastic job!"/>		

[View all grade details](#)

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.

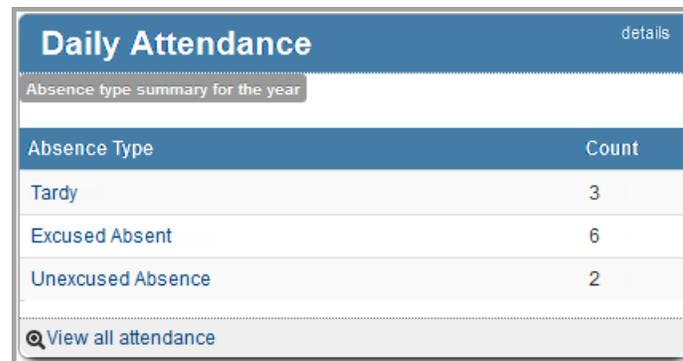


Homework		details
Homework due today or next 2 days		
Course		
ALGEBRA 2	1	
BIOLOGY HONORS	1	
View all homework		

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		details
Absence type summary for the year		
Absence Type	Count	
Tardy	3	
Excused Absent	6	
Unexcused Absence	2	
View all attendance		

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

Viewing Grades

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



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

Grades					Brett Shannon Student ID: 999889804	
					4TH QUARTER (Mar 22 - Jun 29)	
Course	Grade	YTD Grade	As Of			
▶ ALGEBRA 2 - Section: A	100.75 A+	92.98 A	Jun 11	see all details (9)	Q1	
▶ BIOLOGY HONORS - Section: A	85.14 B	96.09 A	Jun 16	see all details (10)	Q2	
▶ CREATIVE WRITING - Section: A	98.00 A+	92.50 A	Jun 9	see all details (9)	Q3	
					Q4	

Click to change reporting period.

- 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.

Course	Grade	YTD Grade	As Of
ALGEBRA 2 - Section: A	100.75 A+	92.98 A	Jun 11

Teacher: Mr. Miyagi
Email: miyagi@geemail.com

1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
88.46 B+	97.50 A+	96.47 A	100.75 A+

- 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.

Grade Details

Class: ALGEBRA 2⁹ 100.75 A+ 4TH QUARTER (Mar 22 - Jun 29)

ALGEBRA 2 View By: Date Type Class Mark: 100.75 A+

Date	Assignment	Type	Mark	Info
Jun 4	Page 372 - Review	HW	19/20 (95%)	
Jun 3	Page 370 - Odd	HW	13/15 (86.67%)	
May 30	Page 366 - Extra Credit	ExCr	2/0	
May 29	Page 364 - ALL	HW	20/20 (100%)	
May 23	Page 360 - Extra Credit	ExCr	5/0	
May 22	Page 358 - Even	HW	15/15 (100%)	
May 15	Page 352, 1-10	HW	9/10 (90%)	
May 14	Page 340, 1-20 Comment: Excellent Work!	HW	20/20 (100%)	
May 13	pg 228 1-13	HW	12/13 (92.31%)	

Daily Comments

Date	Comment
Jun 2	Happy Last Week of School!
May 29	Thank you for helping the other students with this week's assignments!

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

Grade Details

Brett Shannon
Student ID: 999889804

🏠 > Grades > Grade Details

Class: ALGEBRA 2⁹ 100.75 A+ ▾

4TH QUARTER (Mar 22 - Jun 29)

Q1
Q2

ALGEBRA 2

View By: Date Type

The grades now display by assignment type.

Grade Details

Brett Shannon
Student ID: 999889804

🏠 > Grades > Grade Details

Class: ALGEBRA 2⁹ 100.75 A+ ▾

4TH QUARTER (Mar 22 - Jun 29)

Q1
Q2
Q3
Q4

ALGEBRA 2

View By: Date Type

Class Mark: 100.75 A+

Extra Credit

Date	Assignment	Type	Mark	Info
May 30	Page 366 - Extra Credit	ExCr	2/0	View Activity
May 23	Page 360 - Extra Credit	ExCr	5/0	View Activity

Homework 95.49 A ▾

Date	Assignment	Type	Mark	Info
Jun 4	Page 372 - Review	HW	19/20 (95%)	
Jun 3	Page 370 - Odd	HW	13/15 (86.67%)	
May 29	Page 364 - ALL	HW	20/20 (100%)	
May 22	Page 358 - Even	HW	15/15 (100%)	
May 15	Page 352, 1-10	HW	9/10 (90%)	
May 14	Page 340, 1-20 <i>Comment: Excellent Work!</i>	HW	20/20 (100%)	
May 13	pg 228 1-13	HW	12/13 (92.31%)	

Daily Comments

Date	Comment
Jun 2	Happy Last Week of School!
May 29	Thank you for helping the other students with this week's assignments!

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.

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

Grade Details Brett Shannon
Student ID: 999889804

Home > Grades > Grade Details

Class: ALGEBRA 2⁹ 100.75 A+ 4TH QUARTER (Mar 22 - Jun 29) Q1

ALGEBRA 2⁹ 100.75 A+ View By: Date Type Q2

BIOLOGY HONORS¹⁰ 85.14 B Q3

CREATIVE WRITING⁸ 98.00 A+ Class Mark: 100.75 A+ Q4

Date	Type	Mark	Info
Jun 4	HW	19/20 (95%)	⚙️
Jun 3	HW	13/15 (86.67%)	⚙️
May 30	ExCr	2/0	⚙️
May 29	HW	20/20 (100%)	⚙️

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.

Grade Details Brett Shannon
Student ID: 999889804

Home > Grades > Grade Details

Class: ALGEBRA 2⁹ 100.75 A+ 4TH QUARTER (Mar 22 - Jun 29)

ALGEBRA 2 View By: Date Type

Class Mark: 100.75 A+

Date	Assignment	Type	Mark	Info
Jun 4	Page 372 - Review	HW	19/20 (95%)	Info
Jun 3	Page 370 - Odd	HW	13/15 (86.67%)	Info
May 30	Page 366 - Extra Credit	ExCr	2/0	Info
May 29	Page 364 - ALL	HW	20/20 (100%)	Info
May 23	Page 360 - Extra Credit	ExCr	5/0	Info
May 22	Page 358 - Even	HW	15/15 (100%)	Info
May 15	Page 352, 1-10	HW	9/10 (90%)	Info
May 14	Page 340, 1-20 Comment: Excellent Work!	HW	20/20 (100%)	Info
May 13	pg 228 1-13	HW	12/13 (92.31%)	Info

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.

Weight of 3 counts 3x as much toward overall grade as weight of 1.

Grade Details Brett Shannon
Student ID: 999889804

Home > Grades > Grade Details

Class: HEALTH⁸ 92.26 A- 4TH QUARTER (Mar 22 - Jun 29)

HEALTH View By: Date Type

Class Mark: 92.26 A-

Classwork : Weight 1 93.33 A [Info](#)

Date	Assignment	Type	Mark	Info
May 26	Chapter Review	CW	14/15 (93.33%)	Info
Apr 23	Weekly Worksheet	CW	14/15 (93.33%)	Info

Test : Weight 3 97.50 A+ [Info](#)

Date	Assignment	Type	Mark	Info
May 28	Chapter Test	Test	39/40 (97.5%)	Info

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

Home > Grades > Grade Details

Class: ALGEBRA 2⁹ 100.75 A+ 4TH QUARTER (Mar 22 - Jun 29)

View By: Date Type Class Mark: 100.75 A+

Brett Shannon
Student ID: 999889804

Q1
Q2
Q3
Q4

ALGEBRA 2

Extra Credit				
Date	Assignment	Type	Mark	Info
May 23	Page 360 - Extra Credit	ExCr	5/0	
May 30	Page 366 - Extra Credit	ExCr	2/0	

Homework
95.49 A 

Date	Assignment
May 13	pg 228 1-13
May 14	Page 340, 1-20 <i>Comment: Excellent Work!</i>
May 15	Page 352, 1-10
May 29	Page 364 - ALL
May 22	Page 358 - Even
Jun 3	Page 370 - Odd
Jun 4	Page 372 - Review

Daily Comments

Date	Comment
May 29	Thank you for helping the other students with this week's assignments
Jun 2	Happy Last Week of School!

Grade Scale Overview

Mark	Value	Starting%	Ending%
A+	4	97.5	110
A	4	92.5	97.49
A-	3.7	89.5	92.49
B+	3.3	86.5	89.49
B	3	82.5	86.49
B-	2.7	79.5	82.49
C+	2.3	76.5	79.49
C	2	72.5	76.49
C-	1.7	69.5	72.49
D+	1.3	66.5	69.49
D	1	62.5	66.49
D-	0.7	59.5	62.49
F	0	0	59.49

Note: If your school uses standards-based grading, the **Grade Scale Overview** displays different fields.

Assignment Codes

The following assignment codes give you more information about your assignments. These codes display in the **Info** column on the **Grade Details** screen.

Code	Meaning
	Missing – You have not turned in the assignment. Counts as a zero toward your grade.
	Excluded – Grade for this assignment is not included in your overall grade.
	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.
	Late – You turned in the assignment late. Teacher may choose to adjust your grade.

Grade Details
Brett Shannon
Student ID: 999889804

Home » Grades » Grade Details

Class: BIOLOGY HONORS¹⁰
85.14 B

4TH QUARTER (Mar 22 - Jun 29)

Q1
Q2
Q3
Q4

BIOLOGY HONORS
View By: Date Type

Class Mark: 85.14 B

Date	Assignment	Type	Mark	Info	
Jun 4	Page 372 - Review	HW	0/20 (0%)		⇅
Jun 3	Weekly Review Worksheet <small>Comment: Class scores indicated a need to re-teach these concepts. This score does not count.</small>	HW	14/20 (70%)		⇅
May 30	Weekly Review Worksheet	HW	20/20 (100%)		⇅
May 28	Chapter 15	HW	15/15 (100%)		⇅

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.

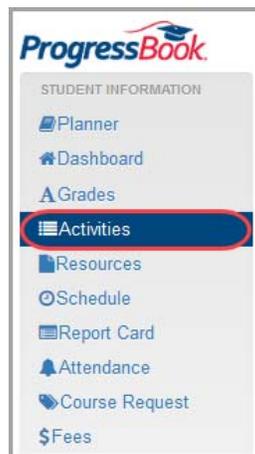
Note: When parents are signed in with their accounts, they can view online activities in read-only format.

Refer to the appropriate section as follows:

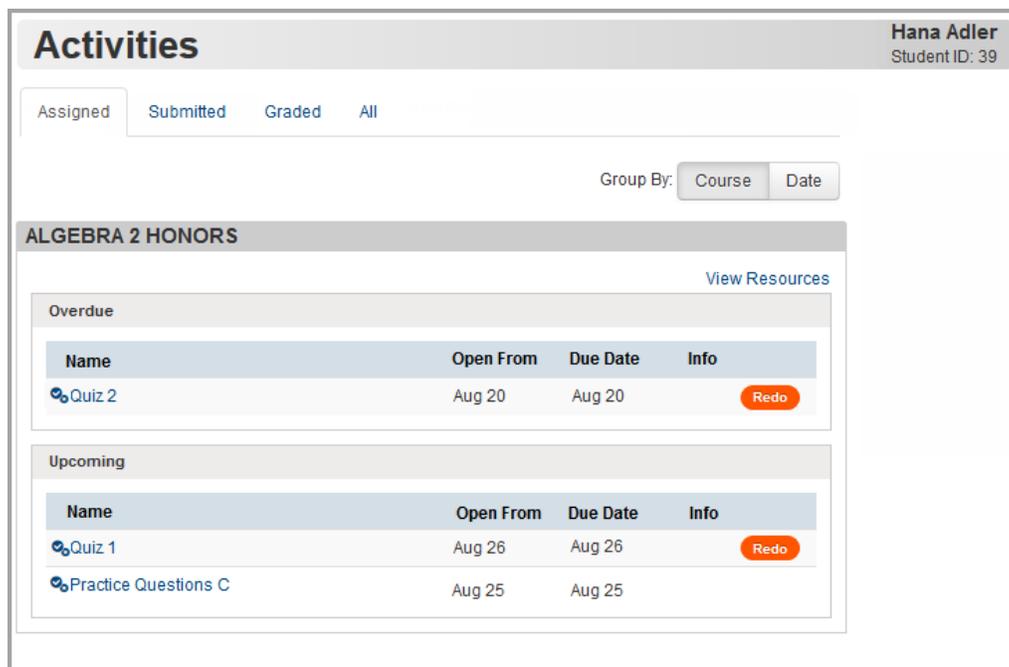
- To see a list of online activities for all of your courses, see [“Viewing Online Activities.”](#)
- To work on assigned online activities, see [“Completing Online Activities.”](#)
- To check your grades on an activity, see [“Viewing Activity Grades.”](#)
- To work on an activity that your teacher has 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.



Activities Hana Adler
Student ID: 39

Assigned Submitted Graded All

Group By: Course Date

ALGEBRA 2 HONORS [View Resources](#)

Overdue

Name	Open From	Due Date	Info
Quiz 2	Aug 20	Aug 20	Redo

Upcoming

Name	Open From	Due Date	Info
Quiz 1	Aug 26	Aug 26	Redo
Practice Questions C	Aug 25	Aug 25	

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

Activities Hana Adler
Student ID: 999736235

Assigned Submitted Graded All

Group By: Course Date

Overdue

Name	Open From	Due Date	Course	Info
Quiz 7.2	Aug 18	Aug 19	ALGEBRA 2 HONORS	P Redo
Quiz 2	Aug 20	Aug 20	ALGEBRA 2 HONORS	S Redo
Practice Questions C	Aug 21	Aug 25	ALGEBRA 2 HONORS	
Book Discussion	Apr 10	Apr 13	FRENCH 2	
Winter vs. Spring	Apr 8	Apr 15	APPLIED SOCIAL STUDIES 2	

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

Activities Hana Adler
Student ID: 999736235

Assigned Submitted Graded All

- Optional: To open an assigned activity to work on, in the **Assigned** view, click the name of the activity.

Activities Hana Adler
Student ID: 39

Assigned Submitted Graded All

Group By: Course Date

ALGEBRA 2 HONORS View Resources

Overdue

Name	Open From	Due Date	Info
Quiz 2	Aug 20	Aug 20	Redo

Upcoming

Name	Open From	Due Date	Info
Quiz 1	Aug 26	Aug 26	Redo
Practice Questions C	Aug 25	Aug 25	

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.

- 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.”](#))

BIOLOGY HONORS

Ophelia Nelson Teacher@geemail.com

View Class Information

Assigned Work

Due	Name	Assigned
Tue May 23	The Nucleus	Thu May 16

View Activity

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 screenshot shows the 'Activity Details' interface for a student named Eric Cheatham (Student ID: 172044). The page is titled 'Activity Details' and includes a breadcrumb trail: 'Activities > Details'. The main content is divided into several sections:

- Instructions:** 'Answer the following questions about the nucleus.'
- Dates:**
 - Status: Viewed
 - Due: May 23
 - Assigned: May 16
 - Open from: May 23 @ 12:00 AM
 - Closes on: May 16 @ 11:59 PM
- Details:**
 - Class: Biology
 - Name: The Nucleus
 - Assignment Type: Classwork
 - Activity Type: Quiz
 - Questions: 10
 - View Responses: Always
 - Show Correct Answers: Immediately
- History:**
 - Attempt 1: Viewed

A green 'Begin' button is located at the bottom left of the screen and is circled in red.

The activity screen with the title of the activity opens.

Note: If the **Activity Discussion** screen displays instead, this activity is a discussion. See [“Participating in Online Discussions.”](#)

3. Work through the questions in the activity.

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

The Nucleus Eric Cheatham
Student ID: 172044

Activities Details Questions

Previous Page Next Page Save & Exit

Question 1 - 10 of 10 | Page 1 of 1

Question 1 1 point(s) Saved @ 3:12:52 PM Question Menu

RNA can pass from the nucleus to the...

- A) cell membrane
- B) vacuoles
- C) endoplasmic reticulum
- D) all of the above

Question 2 1 point(s) Saved @ 3:13:07 PM

Which substances move through the nuclear membrane from the nucleus to the cytoplasm?

Response:

RNA and ribosomal proteins.

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

Question 7 1 point(s)

Match the following parts of the nucleus to their functions/roles.

Part of the Nucleus	Function
chromatin	Choose
nuclear membrane	Choose
nuclear sap	
nuclear pore	
nucleolus	

- complex of proteins that allows small molecules and ions to diffuse into or out of the nucleus
- contains DNA
- main site for enzyme activity
- site for the synthesis of ribosomal RNA
- transport of the material between the nucleus and the cytoplasm

Cancel Save

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 .

The question menu expands:

Question	Status
1. RNA can pass from the nucleus to t...	
2. Which substances move through th...	
3. Nuclei contain a network of subdivis...	
4. DNA stands for...	
5. Match the following parts of the nucl...	
6. The nucleus is within the _ which is ...	
7. The nucleolus is located inside of th...	
8. Prokaryotic cells have a nucleus.	
9. Which substances move through th...	
10. What is the main function of the nucl...	

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

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

The Nucleus

Eric Cheatham
Student ID: 172044

[Home](#) > [Activities](#) > [Details](#) > [Questions](#)

◀ Previous Page

Next Page ▶

✔ Save & Exit

A list of all questions and their point value displays. Your progress on each question displays in the **Status** column.

6. Optional: If any question does not display a **Status** of “Saved,” click the question to return to it and complete it. (You can also review your answers to any saved questions.)

The Nucleus

Eric Cheatham
Student ID: 172044

[Home](#) > [Activities](#) > [Details](#) > [Question Index](#)

Question	Points	Status
1. RNA can pass from the nucleus to the...	1	Saved
2. Which substances move through the nuclear mem...	1	Saved
3. Nuclei contain a network of subdivisions called the	1	Missing
4. DNA stands for..	1	Saved
5. Match the following parts of the nucleus to their funi	1	Saved
6. The nucleus is within the _ which is surrounded by	1	Missing
7. The nucleolus is located inside of the nucleus.	1	Saved
8. Prokaryotic cells have a nucleus.	1	Saved
9. Which substances move through the nuclear mem...	1	Saved
10. What is the main function of the nucleus?	1	Saved
Total: 10		

✔ Submit for grading

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

The Nucleus

Eric Cheatham
Student ID: 172044

[Home](#) > [Activities](#) > [Details](#) > [Question Index](#)

Question	Points	Status
1. RNA can pass from the nucleus to the...	1	Saved
2. Which substances move through the nuclear mem...	1	Saved
3. Nuclei contain a network of subdivisions called the	1	Saved
4. DNA stands for..	1	Saved
5. Match the following parts of the nucleus to their funi	1	Saved
6. The nucleus is within the _ which is surrounded by	1	Saved
7. The nucleolus is located inside of the nucleus.	1	Saved
8. Prokaryotic cells have a nucleus.	1	Saved
9. Which substances move through the nuclear mem...	1	Saved
10. What is the main function of the nucleus?	1	Saved
Total: 10		

✔ Submit for grading

8. On the **Submit Answers** window, click **Ok**.

Submit Answers

Once you submit you will no longer be able to change your answers for this attempt.

✔ Ok
Cancel

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.

The Nucleus

Eric Cheatham
Student ID: 172044

[Home](#) » [Activities](#) » [Details](#) » [Question Index](#)

✔
Attempt successfully submitted.
✕

Question	Points	Status
1. RNA can pass from the nucleus to the...	1	Correct Saved
2. Which substances move through the nuclear mem...	1	Pending Saved
3. Nuclei contain a network of subdivisions called the	1	Correct Saved
4. DNA stands for...	1	Correct Saved
5. Match the following parts of the nucleus to their fun	1	Partial Saved
6. The nucleus is within the _ which is surrounded by	1	Partial Saved
7. The nucleolus is located inside of the nucleus.	1	Incorrect Saved
8. Prokaryotic cells have a nucleus.	1	Correct Saved
9. Which substances move through the nuclear mem...	1	Pending Saved
10. What is the main function of the nucleus?	1	Pending Saved
Total:		10

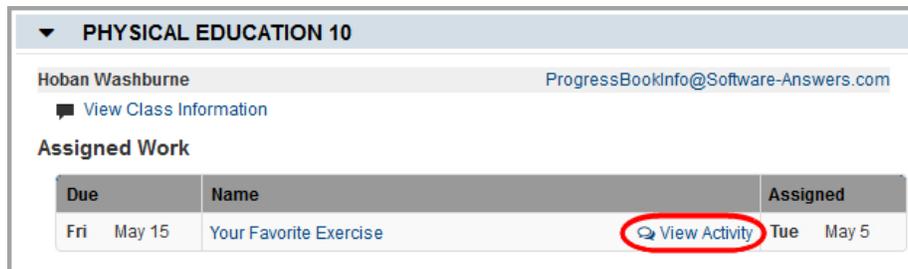
Note: Depending on your teacher's setup, you may be able to view whether certain questions are correct or incorrect as soon as you submit your answers. For file upload or response-type questions, the status displays as **Pending** until your teacher grades them manually.

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](#).”)



PHYSICAL EDUCATION 10

Hoban Washburne ProgressBookInfo@Software-Answers.com
[View Class Information](#)

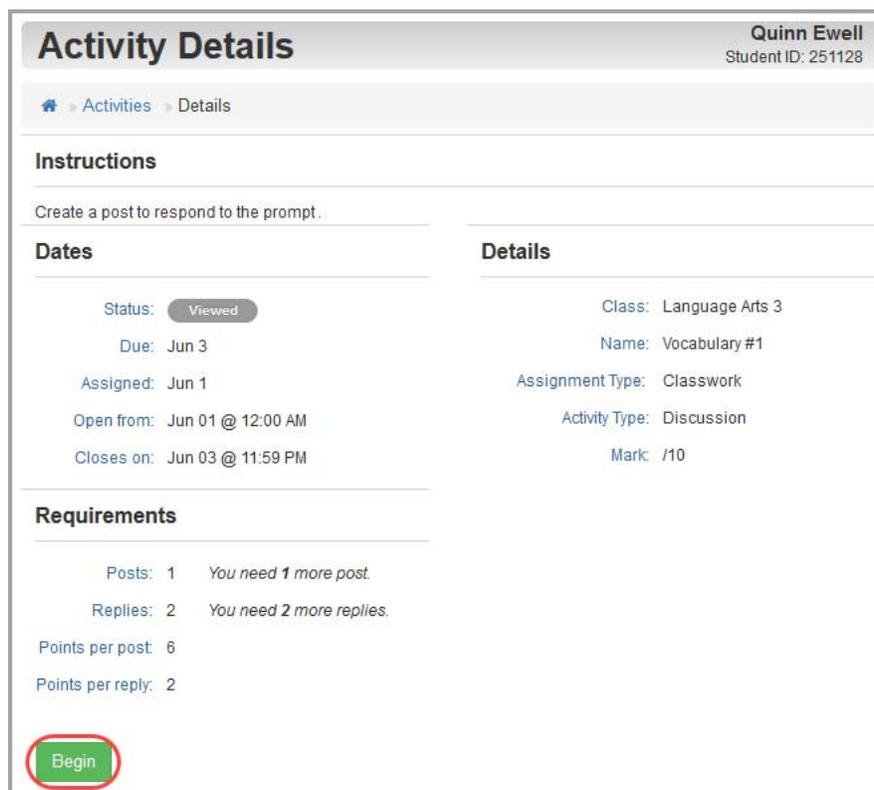
Assigned Work

Due	Name	Assigned
Fri May 15	Your Favorite Exercise	View Activity Tue May 5

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

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

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



Activity Details Quinn Ewell
Student ID: 251128

[Home](#) > [Activities](#) > [Details](#)

Instructions
Create a post to respond to the prompt.

Dates	Details
Status: Viewed	Class: Language Arts 3
Due: Jun 3	Name: Vocabulary #1
Assigned: Jun 1	Assignment Type: Classwork
Open from: Jun 01 @ 12:00 AM	Activity Type: Discussion
Closes on: Jun 03 @ 11:59 PM	Mark: /10

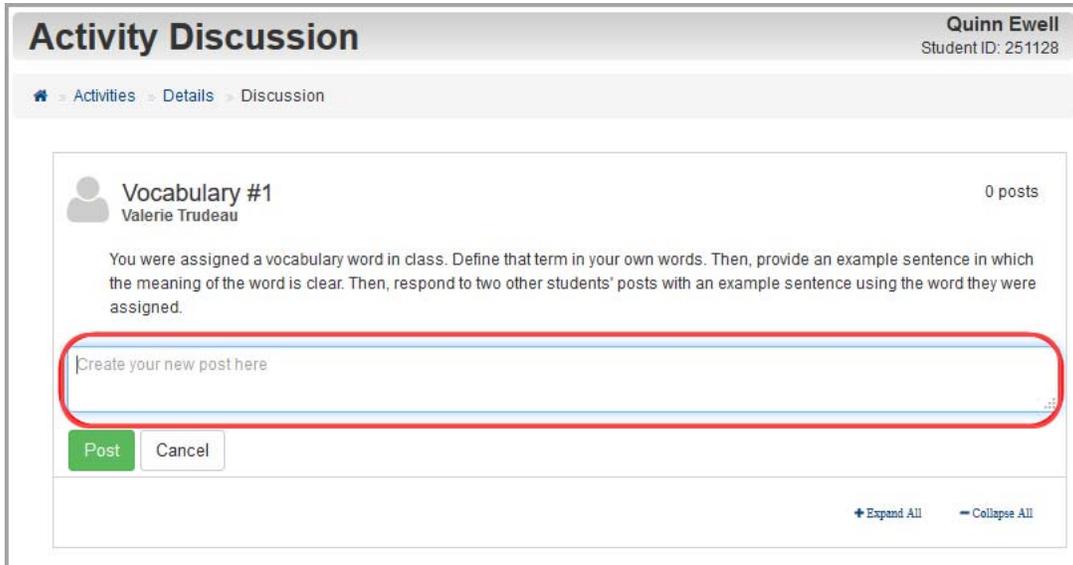
Requirements

Posts: 1 You need 1 more post.
Replies: 2 You need 2 more replies.
Points per post: 6
Points per reply: 2

[Begin](#)

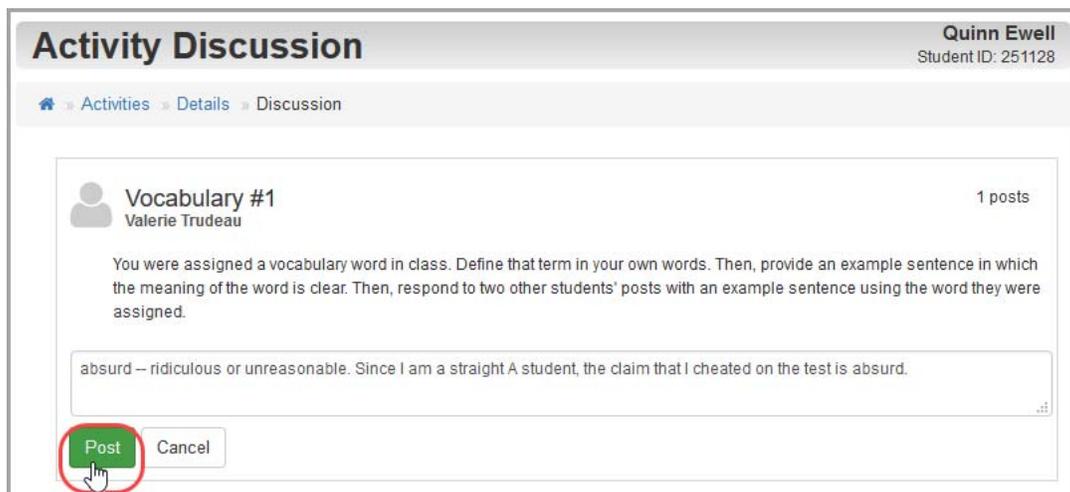
The **Activity Discussion** screen displays.

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.



The screenshot shows the 'Activity Discussion' interface for a user named Quinn Ewell (Student ID: 251128). The page title is 'Activity Discussion' and the breadcrumb trail is 'Activities > Details > Discussion'. The main content area is titled 'Vocabulary #1' by Valerie Trudeau, with '0 posts' indicated. The instructions read: 'You were assigned a vocabulary word in class. Define that term in your own words. Then, provide an example sentence in which the meaning of the word is clear. Then, respond to two other students' posts with an example sentence using the word they were assigned.' Below the instructions is a text input field with the placeholder text 'Create your new post here', which is highlighted with a red circle. Below the input field are 'Post' and 'Cancel' buttons. At the bottom right, there are '+ Expand All' and '- Collapse All' links.

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

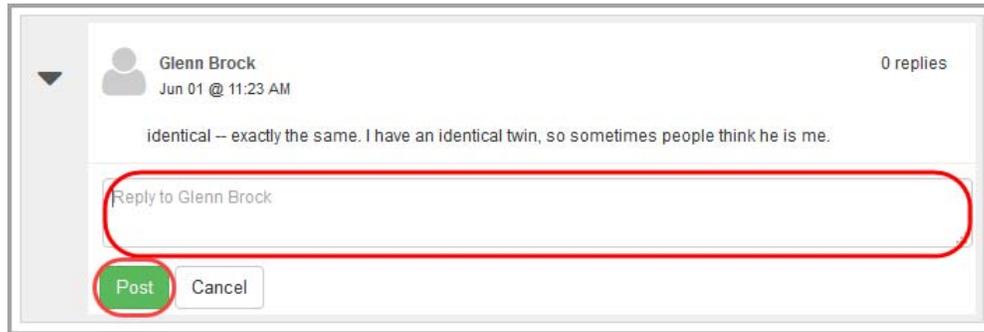


The screenshot shows the 'Activity Discussion' interface for a user named Quinn Ewell (Student ID: 251128). The page title is 'Activity Discussion' and the breadcrumb trail is 'Activities > Details > Discussion'. The main content area is titled 'Vocabulary #1' by Valerie Trudeau, with '1 posts' indicated. The instructions are the same as in the previous screenshot. Below the instructions, the text 'absurd -- ridiculous or unreasonable. Since I am a straight A student, the claim that I cheated on the test is absurd.' is entered into the input field. Below the input field are 'Post' and 'Cancel' buttons, with the 'Post' button highlighted by a red circle and a mouse cursor pointing to it. At the bottom right, there are '+ Expand All' and '- Collapse All' links.

Your response displays under your teacher's instructions.

Student Information

- 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**.

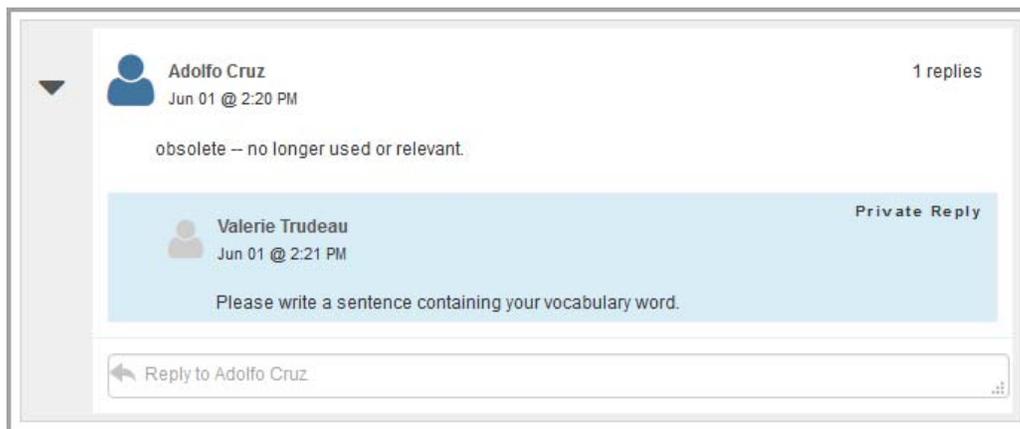


- Optional: If your teacher writes you a private reply (as shown in the top-right corner of the message), you can review the teacher's message and, if requested, make any necessary updates.

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



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



Viewing Activity Grades

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

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



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

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

 A screenshot of the 'Activities' screen. At the top right, it shows the user's name 'Hana Adler' and 'Student ID: 39'. Below the title 'Activities', there are tabs for 'Assigned', 'Submitted', 'Graded', and 'All'. A 'Group By' dropdown menu is set to 'Course'. The main content area is titled 'Activity' and shows a table for 'ALGEBRA 2 HONORS'. The table has columns for 'Name', 'Due Date', and 'Info'. One row is visible with the name 'Practice Questions B' circled in red, a due date of 'Aug 19', and a grade of 'G' in a green circle.

Name	Due Date	Info
Practice Questions B	Aug 19	G

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.

Question	Points	Status
1. The correct answer for this question is false.	3/3	Correct Saved
2. The correct answer for this question is true.	3/3	Correct Saved
3. Labor Day 2014 is celebrated on the following date: <i>Comment: Remember - Labor Day is always celebrated on the first...</i>	0/4	Incorrect Saved
Total: 6/10		

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

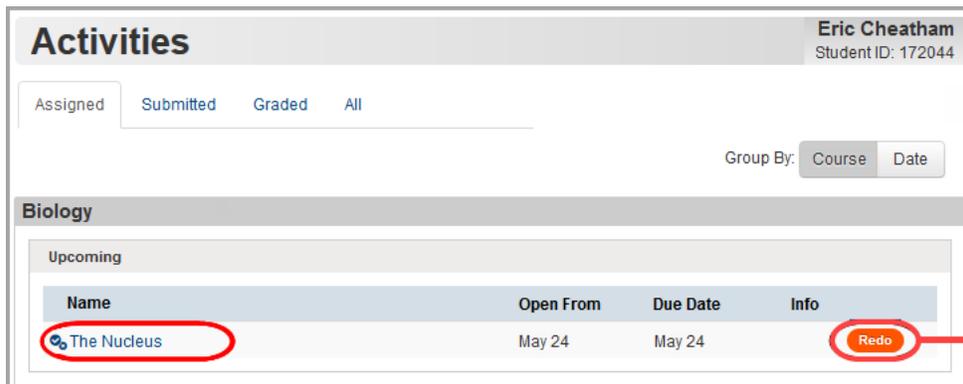
Redoing Activities

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.

A screenshot of the ProgressBook Activities screen. The screen shows the user's name "Eric Cheatham" and Student ID "172044". There are tabs for "Assigned", "Submitted", "Graded", and "All". The "Assigned" tab is selected. There is a "Group By" dropdown menu with "Course" and "Date" options. The screen is filtered by "Biology" and shows a table of "Upcoming" activities. The table has columns for "Name", "Open From", "Due Date", and "Info". One activity is listed: "The Nucleus", with "Open From" and "Due Date" both set to "May 24". A red oval highlights the activity name "The Nucleus" and another red oval highlights a "Redo" button in the "Info" column. A red arrow points from the "Redo" button to the text on the right.

Teacher has sent back activity for you to try again.

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

The screenshot shows the 'Activity Details' page for a student named Eric Cheatham (Student ID: 172044). The page is titled 'Activity Details' and has a breadcrumb trail: 'Activities > Details'. Below the title, there are sections for 'Instructions', 'Dates', 'Details', 'History', and 'Comments'. The 'Instructions' section says 'Answer the following questions about the nucleus.' The 'Dates' section lists: Status, Due: May 24, Assigned: May 24, Open from: May 24 @ 12:00 AM, and Closes on: May 25 @ 11:59 PM. The 'Details' section lists: Class: Biology, Name: The Nucleus, Assignment Type: Classwork, Activity Type: Quiz, Questions: 5, View Responses: Always, and Show Correct Answers: Immediately. The 'History' section shows two attempts: Attempt 1 with a 'Redo' button and Attempt 2 with a 'Viewed' button. A 'Begin' button is highlighted with a red circle. The 'Comments' section contains the text: 'Please review your errors and resubmit for partial credit.'

Any question marked **Redo** 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 **C** 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**.

The screenshot shows the 'The Nucleus' question page for a student named Eric Cheatham (Student ID: 172044). The page is titled 'The Nucleus' and has a breadcrumb trail: 'Activities > Details > Questions'. At the top, there are buttons for '< Previous Page' and 'Next Page >', and a green 'Save & Exit' button. Below this, it says 'Question 1 - 10 of 10 | Page 1 of 1'. The question is 'Question 1' worth '1 point(s)' and has a 'Redo' button. A green status bar says 'Saved @ 4:28:09 PM'. The question text is 'RNA can pass from the nucleus to the...'. The options are: A) cell membrane, B) vacuoles, C) endoplasmic reticulum (selected), and D) all of the above. A blue 'Question Menu' button is located at the bottom right.

- Click **Submit for grading**.

The Nucleus

Eric Cheatham
Student ID: 172044

Home » Activities » Details » Question Index

Teacher Comment
Please review your errors and resubmit for partial credit by May 25

Question	Points	Status
1. RNA can pass from the nucleus to the... <i>Comment: Try this one again.</i>	0/2	Redo Saved
2. What is the main function of the nucleus?	2/2	Correct Saved
3. Match the following parts of the nucleus to their functions/roles.	2/2	Correct Saved
4. The nucleus is within the _ which is surrounded by the _.	2/2	Correct Saved
5. Which substances move through the nuclear membrane from the c... <i>Comment: Carefull! We covered this in our review.</i>	0/2	Redo Saved

Total: 6/10

Submit for grading

- On the **Submit Answers** window, click **Ok**.

Submit Answers

Once you submit you will no longer be able to change your answers for this attempt.

Ok Cancel

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.

Question	Points	Status
1. The eyes belong to which system? <i>Comment: Try this one again.</i>	2	Saved
2. Which term does not belong with the others?	2	Correct Saved
3. The spleen belongs to which system?	2	Correct Saved
4. Hair and skin belong to which body system?	2	Correct Saved
5. The cartilage that connects bones together belongs to which system? <i>Comment: Carefull! We covered this in our review.</i>	2	Saved
Total: 10		

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**.

ProgressBook

STUDENT INFORMATION

- Planner
- Dashboard
- Grades
- Activities
- Resources**
- Schedule
- Report Card
- Attendance
- Course Request
- Fees

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.

Student Information

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 Julie Erikson
Student ID: 1234567

Bus # 12 Pick-up: 7:00 AM Drop-off: 3:00 PM Counselor Dorian, Kelly

Student Driver Permit: #666 Assigned Space: 14 Locker 2000 Combination XX-XX-XX Show

► Transportation

Course	Period (Room)	Term
AP European History	1 (C267)	All Year
Intro to Media	2 (C210)	1st Semester Only
Astronomy	2 (C129)	2nd Semester Only
AP Physics 1	3 (C170)	All Year
Acad Assist/Homeroom/Lunch	4 (C170)	All Year
Honors English II	5 (C203)	All Year
Honors Geometry	6 (C145)	All Year
Honors Biology	7 (C131)	All Year
French II	8 (C146)	All Year

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**.



Your transportation information displays above your class schedule.

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

- 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.

Schedule				Hannah Britton Student ID: 172081	
Bus	# 12	Pick-up: 7:00 AM	Drop-off: 3:00 PM	Counselor	Dorian, Kelly
Student Driver	Permit: #666	Assigned Space: 14	Locker	2000	Combination XX-XX-XX Show
Transportation					
Course	Term	Period (Room)	Teacher Name		
AP European History	All Year	1 (C267)	Monica Richardson		
Intro to Media	1st Semester Only	2 (C210)	Danay Curtis		
Astronomy	2nd Semester Only	2 (C129)	Carmen Ruiz		
AP Physics 1	All Year	3 (C170)	Fatima Alniseri		
Acad Assist/Homeroom/Lunch	All Year	4 (C170)	STAFF		
Honors English II	All Year	5 (C203)	Derrek Smith		
Honors Geometry	All Year	6 (C145)	Chris Moore		
Honors Biology	All Year	7 (C131)	Chantelle Gregory		
French II	All Year	8 (C146)	Carey Pierce		

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

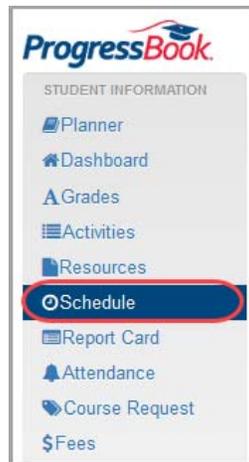
Schedule				Hannah Britton Student ID: 172081	
Bus	# 12	Pick-up: 7:00 AM	Drop-off: 3:00 PM	Counselor	Dorian, Kelly
Student Driver	Permit: #666	Assigned Space: 14	Locker	2000	Combination XX-XX-XX Show
Transportation Primary Bus Stop Location: Sunnyvale Rd Route: Left out of school, right onto Sandstorm Rd, left onto Sunnyvale Rd. Alternate Bus #2 Pick - up: 7:05 AM Drop - off: 3:05 PM Student Driver License Plate: ABC123 Vehicle Description: White Toyota Prius Driver's License Number: 673QVCTV Driver's License State: OH					
Course	Term	Period (Room)	Teacher Name		
AP European History	All Year	1 (C267)	Monica Richardson		
Intro to Media	1st Semester Only	2 (C210)	Danay Curtis		
Astronomy	2nd Semester Only	2 (C129)	Carmen Ruiz		
AP Physics 1	All Year	3 (C170)	Fatima Alniseri		
Acad Assist/Homeroom/Lunch	All Year	4 (C170)	STAFF		
Honors English II	All Year	5 (C203)	Derrek Smith		
Honors Geometry	All Year	6 (C145)	Chris Moore		
Honors Biology	All Year	7 (C131)	Chantelle Gregory		
French II	All Year	8 (C146)	Carey Pierce		

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.

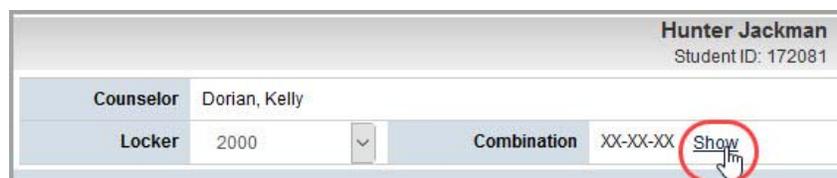
Note: If you have outstanding fees, a message displays at the top of this screen indicating that you should view detailed fee information on the **Fees** screen.

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.

The screenshot shows the 'Schedule' page for Hannah Britton (Student ID: 172081). At the top right, the student's name and ID are displayed. Below this, there are fields for 'Counselor' (Dorian, Kelly), 'Locker' (2000), and 'Combination' (XX-XX-XX). A red oval highlights the 'Locker' field. Below the student information is a 'Transportation' section with a table of courses.

Course	Term	Period (Room)	Teacher Name
AP European History	All Year	1 (C267)	Monica Richardson
Intro to Media	1st Semester Only	2 (C210)	Danay Curtis
Astronomy	2nd Semester Only	2 (C129)	Carmen Ruiz
AP Physics 1	All Year	3 (C170)	Fatima Alniseri
Acad Assist/Homeroom/Lunch	All Year	4 (C170)	STAFF
Honors English II	All Year	5 (C203)	Derrek Smith
Honors Geometry	All Year	6 (C145)	Chris Moore
Honors Biology	All Year	7 (C131)	Chantelle Gregory
French II	All Year	8 (C146)	Carey Pierce

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**.

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

Counselor	Dorian, Kelly		
Locker	2000		Combination 48-25-01 Hide

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

Viewing Your Report Card

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

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

Viewing Your Current Report Card

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



Your current report card grades display on screen.

Note: For help in interpreting the marks and comments on your report card, see [“Understanding Your Report Card.”](#)

Report Card Thomas Addis
Student ID: 999550472

Report Cards: LVHS 09-12 REPORT CARD (JS) View Paper Report Card View Paper History

LVHS 09-12 REPORT CARD (JS)

Student: Thomas Addis School Year: 14/15
Grade Level: 10 Paper As Of: Apr 3

ALGEBRA 2 HONORS										
Assessment	Q1	Q2	E1	S1	Q3	Q4	E2	S2	YF	
GRADE	A-	A		A						
COMMENTS	073	071								

APPLIED SOCIAL STUDIES 2										
Assessment	Q1	Q2	E1	S1	Q3	Q4	E2	S2	YF	
GRADE	A+	A+		A+						
COMMENTS										

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.



Click to view another report card.

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.

BIOLOGY HONORS				
Assessment	Q1	Q2	Q3	Q4
Grade	B+	B	B	B-
Effort	4	4	3	3
Comment	013			

2. Click  to open the legend.

Current Marks	
Mark	Description
B	Good
B+	
B-	
Available Marks	
Mark	Description
A	Excellent
A+	Superior
A-	
B	Good
B+	
B-	
C	Average
C+	
C-	
D	Below Average
D+	
D-	
EX	Excused
F	Failing
I	Incomplete
P	Passed

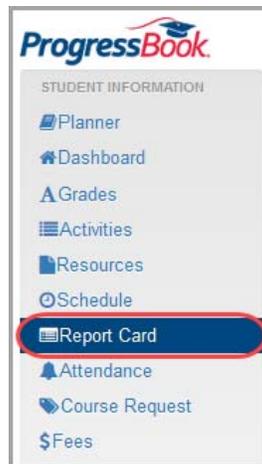
3. Review the legend. Your grade displays in the **Current Marks** section. The **Available Marks** section displays the possible grades for this course.

Viewing or Printing Your Current PDF Report Card

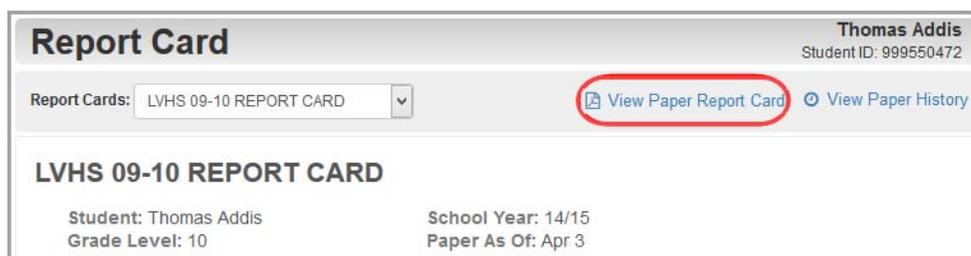
If your district has chosen to publish report cards to ProgressBook, you can download the PDF version of your current report card for viewing or printing.

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

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



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



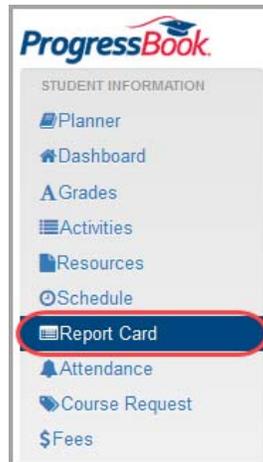
Depending on your browser's settings, a PDF version of the report card may display in a new tab, or a window may display asking if you want to open or save the file.

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

Viewing Previous Report Cards

You can view PDF versions of report cards prior to your current one if your school makes them available.

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

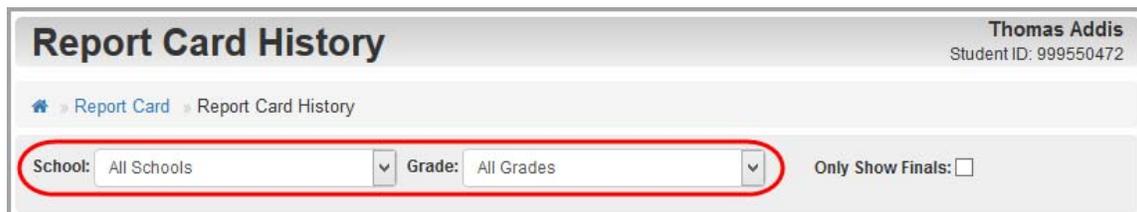


2. On the **Report Card** screen, click **View Paper History**.



The **Report Card History** screen displays.

3. Optional: If you want to display only the final report card per school year, select the **Only Show Finals** 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 Thomas Addis
Student ID: 999550472

Report Card > Report Card History

School: All Schools Grade: All Grades Only Show Finals:

WOOSTER HIGH SCHOOL

Grade 10 2014/15

Term	End Date	Description
3RD QUARTER Report Card	Mar 27	LVHS 09-12 REPORT CARD (JS)

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**.

ProgressBook

STUDENT INFORMATION

- Planner
- Dashboard
- Grades
- Activities
- Resources
- Schedule
- Report Card
- Attendance**
- Course Request
- Fees

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**.

Attendance Brett Shannon
Student ID: 999889804

Daily Attendance

Absence Type: Summary for the year

Absence Date	Absence Type
Feb 20	Excused
Mar 7	Unexcused Absence
Jun 20	Excused Absent
May 10	Tardy
Apr 23	Unexcused Absence
Mar 27	Excused Absent
Jan 2	Excused Absent
Dec 27	Tardy
Oct 21	Unexcused Absence
Oct 7	Excused Absent
Aug 12	Tardy

[View daily attendance detail](#) Read from: GradeBook

Period Attendance

Today's Period Attendance

No period absences to report today.

[View period attendance detail](#) Read from: GradeBook

The **Daily Attendance** screen opens.

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

Daily Attendance Thomas Addis
Student ID: 999550472

[View Period Attendance](#)

4TH QUARTER (Mar 28 - Jun 5)

Attendance Details

Date	Absence Type
May 11	Unexcused
May 8	Unexcused
Apr 30	Unexcused ^{am}
Apr 8	Unexcused

Q1
Q2
Q3
Q4
Summary

Total Absent: 4 Total Tardy: 0

Read from: GradeBook

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.

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 Brett Shannon
Student ID: 999889804

[View Daily Attendance](#)

4TH QUARTER (Mar 28 - Jun 5)

Course : American History 8: 2

Absence Date	Absence Type
Feb 10	Tardy
Feb 5	Excused Absent
Feb 3	Tardy

Total Absent: 1 Total Tardy: 2

Read from: GradeBook

Q1
Q2
Q3
Q4
Summary

Click to view a different reporting period.

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.

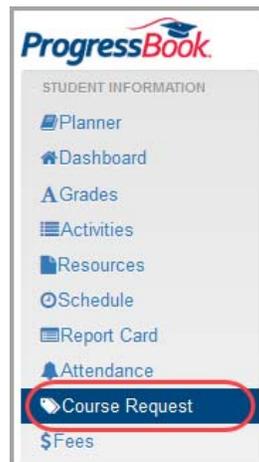
Requesting Courses

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**.



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

2. Click **Add Courses**.

Course Request

Morgan Parry
 Student ID: 999961268

Selected Courses

Review your course selections for next year and submit. Once your selections are submitted, you cannot change your request.

Course Name	Course #	School	Course Grade Level(s)	Credits	Remove Course
Honors Geometry	11	Hometown High School	9	1.00	✖ Drop
Advanced Placement European History	41	Hometown High School	11-12	1.00	✖ Drop

➤ Submit

+ Add Courses

The **Course Catalog** displays.

Course Request Morgan Parry
Student ID: 999961268

Course Catalog

Select your courses for next year. Selections are automatically saved when checked or unchecked.

Add	Course Name	Course #	School	Grade Level(s)	Credits
<input type="checkbox"/>	Accounting I	51	Hometown High School	9-10-11-12	1.00
<input type="checkbox"/>	Accounting II	52	Hometown High School	9-10-11-12	1.00
<input checked="" type="checkbox"/>	Advanced Placement European History	41	Hometown High School	11-12	1.00
<input type="checkbox"/>	Advanced Placement United States History	40	Hometown High School	10-11-12	1.00
<input type="checkbox"/>	Algebra 1 Concepts	8	Hometown High School	9-10-11	1.00
<input type="checkbox"/>	Algebra 2	13	Hometown High School	10-11-12	1.00
<input type="checkbox"/>	Algebra 2 Concepts	12	Hometown High School	11-12	1.00
<input type="checkbox"/>	Algebra and Trigonometry	16	Hometown High School	11-12	1.00

Show: 25 50 100 All Showing 25 of 60 results

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**.

Course Request Morgan Parry
Student ID: 999961268

biology

Course Catalog

4. If you see the course you want to add, select the check box beside it in the **Add** column.

Course Request Morgan Parry
Student ID: 999961268

biology

Course Catalog

Select your courses for next year. Selections are automatically saved when checked or unchecked.

Add	Course Name	Course #	School	Grade Level(s)	Credits
<input checked="" type="checkbox"/>	AP Biology	26	Hometown High School	10-11-12	1.50
<input type="checkbox"/>	Biology	24	Hometown High School	10	1.00
<input type="checkbox"/>	Honors Biology	25	Hometown High School	9-10	1.00

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**.

Course Request Morgan Parry
Student ID: 999961268

Selected Courses

Review your course selections for next year and submit. Once your selections are submitted, you cannot change your request.

Course Name	Course #	School	Course Grade Level(s)	Credits	Remove Course
Honors Geometry	11	Hometown High School	9	1.00	Drop
AP Biology	26	Hometown High School	10-11-12	1.50	Drop
Advanced Placement European History	41	Hometown High School	11-12	1.00	Drop

Submit Add Courses

Click to remove a course request.

Click to submit course requests.

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

Submit Course Request

Are you sure that you would like to submit this course request? Once the course request is submitted, it cannot be edited.

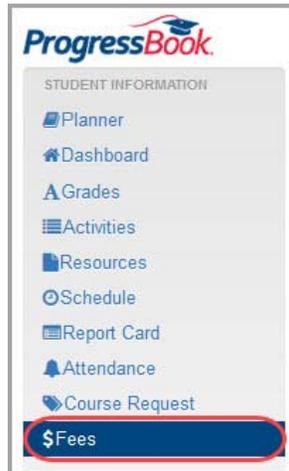
Ok Cancel

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

Viewing Outstanding Fees

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

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



The **Fees** screen displays.

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

Fees						
						Candace Everlong Student ID: 1234567
Current Year						
Fee Type	Date	Course	Description	Amount Assessed	Amount Paid	Amount Owed
Misc	9/8/2016		Athletic Pay to Part.	\$120.00	0.00	(\$120.00)
Total				\$120.00	\$0.00	(\$120.00)

*totals do not include any prior-year balances

School Information

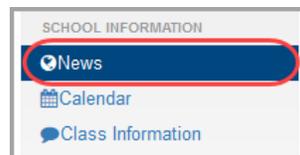
ProgressBook provides important information about your school.

- To view school news and information, see [“Viewing School News.”](#)
- To view the school calendar, see [“Viewing the School Calendar.”](#)
- To view class information posted by your teachers, see [“Viewing Class Information.”](#)

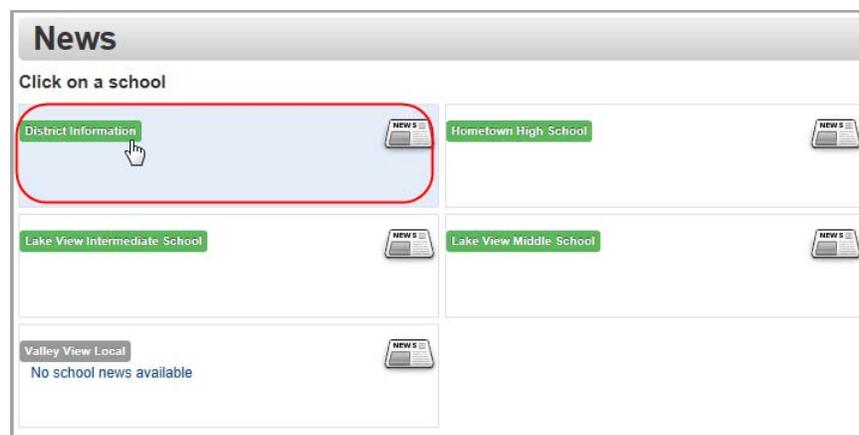
Viewing School News

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

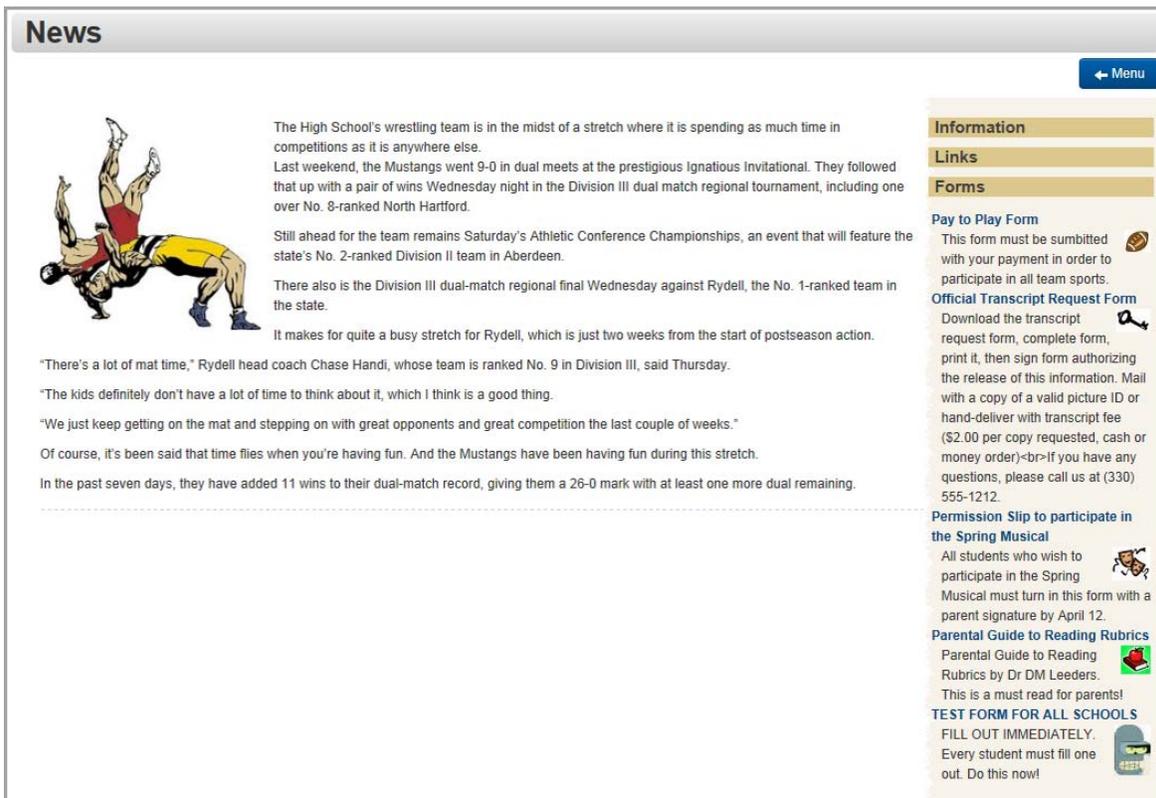
1. To see news for your school or district, on the navigation bar, click **News**.



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



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



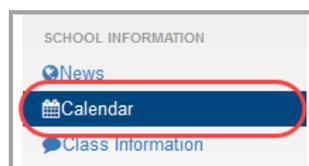
The screenshot shows a 'News' page with a header and a 'Menu' button. The main content area features an illustration of two wrestlers and several paragraphs of text about a wrestling team's performance. The sidebar on the right contains several sections: 'Information', 'Links', and 'Forms'. Under 'Forms', there are links for 'Pay to Play Form', 'Official Transcript Request Form', 'Permission Slip to participate in the Spring Musical', and 'Parental Guide to Reading Rubrics'. Each link is accompanied by a small icon.

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**.

Select items from the **Events**, **Classes** and **Schools** tabs; then 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

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

4. Optional: To view detailed information about an event, click the calendar item.
5. Optional: To view a list of events by date range, in the **View** area, click .

The events now display in list format.

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

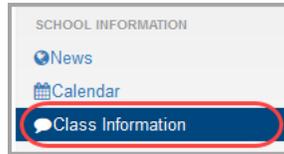
Click a link or select a date range to view events for those dates.

The events for the selected date or date range display.

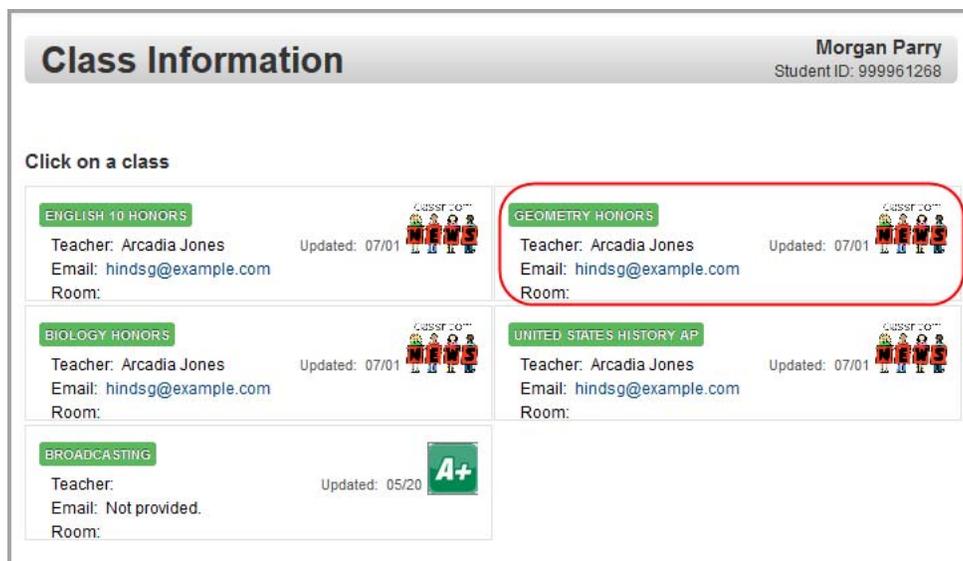
Viewing Class Information

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

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



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



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



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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

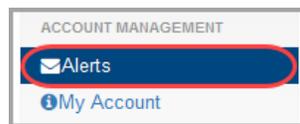
To view a video of this procedure, go to:

<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.*

Alerts

Alert Settings

Please select the alert(s) you want to receive.

Name	Alert Type
Brett	<input type="checkbox"/> Missing Assignments <input checked="" type="checkbox"/> Low Assignment Marks

Low Mark Alert Settings

Send alerts for marks equal to or less than:

Class	Grade
ALGEBRA 2	B
BIOLOGY HONORS	B
CREATIVE WRITING	A-
ENGLISH 9 HONORS	A-
GERMAN 2	B+
HEALTH	A-
WORLD HISTORY	B

Not all classes are represented in this list.

Alert Email Addresses

The email address(es) listed below receive alerts for all students linked to your account.

Email Address(es) to receive the alerts
bretts@example.com

[Edit Alert Email Address\(es\)](#)

✔ Update
or
Cancel

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**.

Add new email(s) ✕

Alert Emails

Enter the email address(es) that will receive the alert(s).

Delete

Delete

✔ Update
Cancel

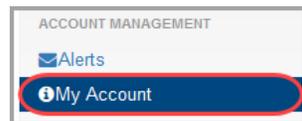
Updating Your Account Information

To view a video of this procedure, go to:

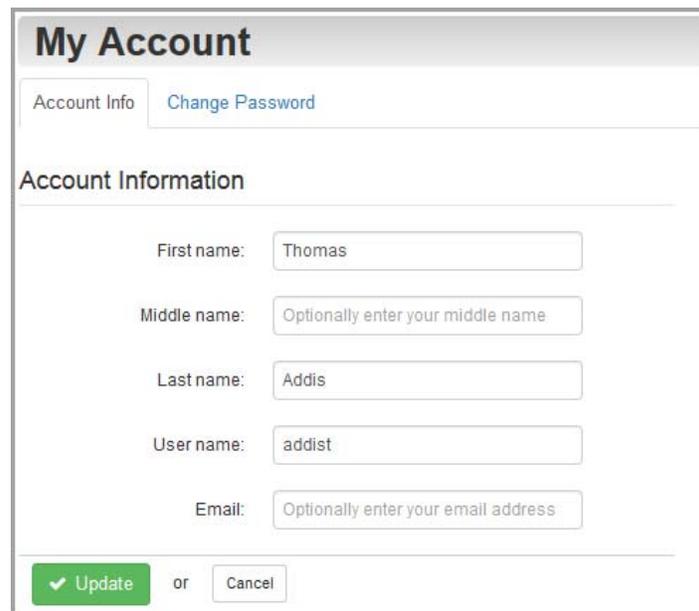
<http://www.progressbook.com/Videos/PA/Profile>

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**.



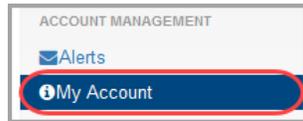
2. On the **Account Info** tab, update any information as needed.
3. Click **Update**.

A screenshot of the "My Account" form. At the top, there are two tabs: "Account Info" (selected) and "Change Password". Below the tabs is the "Account Information" section. It contains five input fields: "First name:" with the value "Thomas"; "Middle name:" with the placeholder text "Optionally enter your middle name"; "Last name:" with the value "Addis"; "User name:" with the value "addist"; and "Email:" with the placeholder text "Optionally enter your email address". At the bottom of the form, there is a green "Update" button with a checkmark icon, followed by the text "or" and a "Cancel" button.

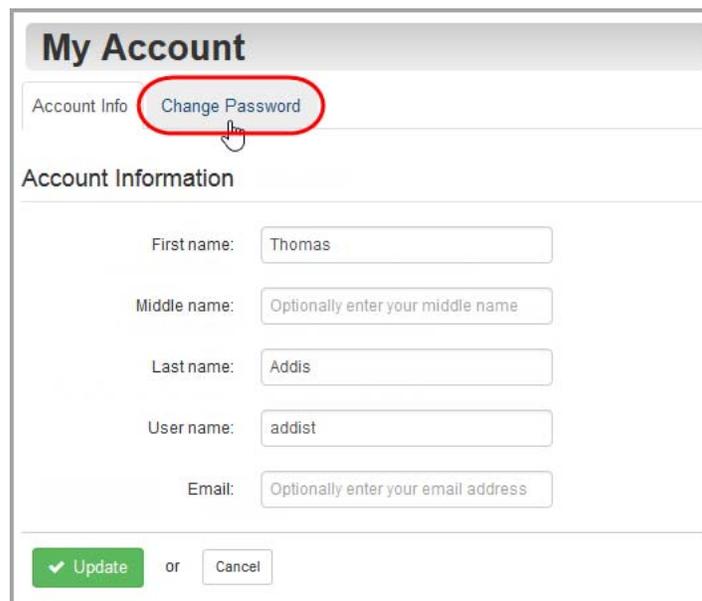
Changing Your Password

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.

A screenshot of the 'My Account' page. The 'My Account' title is at the top. Below it are two tabs: 'Account Info' and 'Change Password'. The 'Change Password' tab is selected and highlighted with a red circle. Below the tabs is the 'Account Information' section with several input fields: 'First name' (Thomas), 'Middle name' (Optionally enter your middle name), 'Last name' (Addis), 'User name' (addist), and 'Email' (Optionally enter your email address). At the bottom are two buttons: a green 'Update' button and a grey 'Cancel' button.

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**.

The screenshot shows a web interface titled "My Account". At the top, there are two tabs: "Account Info" and "Change Password". The "Change Password" tab is active. Below the tabs, the heading "Change your current password" is displayed. There are three password input fields: "Current Password:", "New Password:", and "Re-enter New Password:". The "Re-enter New Password:" field is highlighted with a blue glow. At the bottom of the form, there is a green button with a checkmark and the text "Update", which is circled in red, and a "Cancel" button.

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Appendix: Parent Information

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

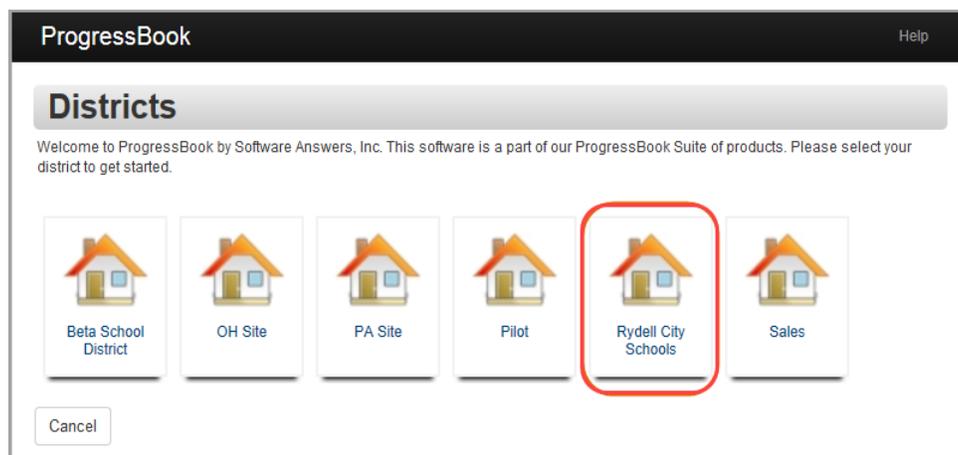
- To create your ProgressBook account for yourself, see [“Creating Parent Accounts.”](#)
- To add a child to your account, see [“Adding a Child to Your Account.”](#)
- To change the order in which your children display, see [“Reordering Children.”](#)
- To create a ProgressBook account for your child, 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**.

ProgressBook
SOFTWARE ANSWERS

Sign In

Enter your login information

User name

Password

Remember me

[Sign In](#) [Forgot your user name or Password?](#)

[Create an account](#) • [Switch District](#)

[District Calendars](#)

Sign Up

New to ProgressBook? You will need to create an account and enter a registration key provided by your school district.

[+ Sign Up](#)

17.0.0

ProgressBook
SOFTWARE ANSWERS

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

Rydell City Schools Help

Sign Up

Select the type of account you would like to create:

Add Another Child to Your Parent Account
A parent account can have multiple children linked to it. Use this option to add another child to your existing account.

+ Link student

New Parent Account
A parent account provides you access to view your children's progress, assignments, attendance, etc. Use this option to create your account.

+ I am a parent

New Student Account
A student account provides students access to view information about their classes such as homework, graded assignments, etc. Use this option to create a student account.

+ I am a student

Cancel

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**.

Rydell City Schools
Help

Sign Up

Create a parent account

1 Your Contact Information

First Name:

Last Name:

Email:
(Used for password reset requests and teacher communications)

Re-enter Email:

2 Account Details

User name: ✓ User name is available

Password: ✓ Password is acceptable

Re-enter Password: ✓ Passwords match

3 Link Students to Account

Student 1

Registration Key: ✓ Key format is valid

First Name:

Last Name:

Date of Birth:

Tasks:

or

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

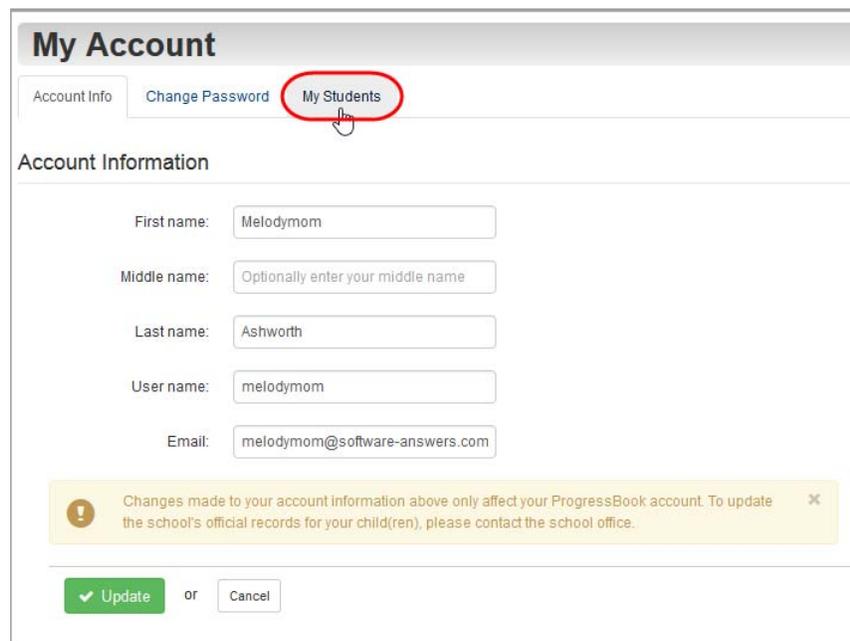
To view a video of this procedure, go to:

<http://www.progressbook.com/Videos/PA/Add-Child>

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



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

A screenshot of the 'My Account' page. At the top, there are three tabs: 'Account Info', 'Change Password', and 'My Students', with 'My Students' circled in red. Below the tabs is the 'Account Information' section with several text input fields: 'First name' (Melodymom), 'Middle name' (Optionally enter your middle name), 'Last name' (Ashworth), 'User name' (melodymom), and 'Email' (melodymom@software-answers.com). At the bottom, there is a yellow warning box with an exclamation mark icon and the text: 'Changes made to your account information above only affect your ProgressBook account. To update the school's official records for your child(ren), please contact the school office.' Below the warning box are two buttons: a green 'Update' button with a checkmark and a white 'Cancel' button.

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

My Account

Account Info Change Password My Students

Students

Use this page to register additional students to your account, create an account for your student(s), and/or reset a student password(s).

Name	User name	Id #
Thomas Addis	addist	999550472

[Reset Password](#)

Accounts

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

[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**.

My Account

Home > My Students > Link Another Student

Link a student to this account

Registration Key: ✓ Key format is valid

First Name:

Last Name:

Date of Birth:

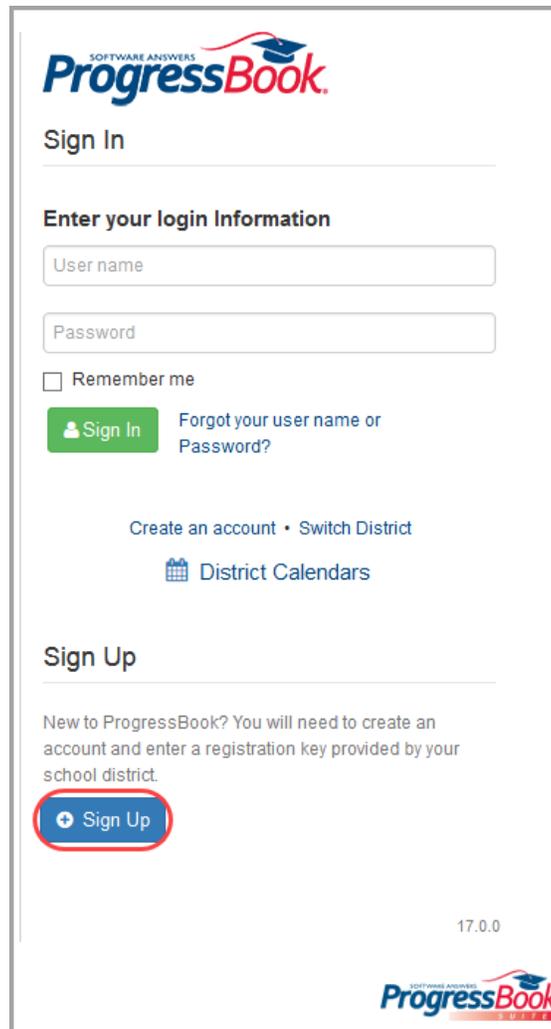
or

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**.



The screenshot shows the ProgressBook user interface. At the top is the logo "SOFTWARE ANSWERS ProgressBook." Below it is a "Sign In" section with a horizontal line. Underneath is the heading "Enter your login information" followed by two input fields: "User name" and "Password". There is a checkbox labeled "Remember me". A green "Sign In" button is next to a link that says "Forgot your user name or Password?". Below this are links for "Create an account • Switch District" and "District Calendars" with a calendar icon. The "Sign Up" section follows, with a horizontal line and text: "New to ProgressBook? You will need to create an account and enter a registration key provided by your school district." A blue "Sign Up" button with a plus icon is circled in red. At the bottom right, the version number "17.0.0" and the ProgressBook logo are visible.

- On the **Sign Up** screen, click **Link Student**.

Rydell City Schools

Sign Up

Select the type of account you would like to create:

Add Another Child to Your Parent Account
A parent account can have multiple children linked to it. Use this option to add another child to your existing account.

[+ Link student](#)

New Parent Account
A parent account provides you access to view your children's progress, assignments, attendance, etc. Use this option to create your account.

[+ I am a parent](#)

New Student Account
A student account provides students access to view information about their classes such as homework, graded assignments, etc. Use this option to create a student account.

[+ I am a student](#)

[Cancel](#)

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

- Sign in to your account.

Rydell City Schools Help

Follow these steps to add another child to your parent account:

1. Please have on hand the registration letter from the school which provides the unique registration key for your child.
2. Sign in to your ProgressBook account from this screen.
3. You will be taken to the My Account area, [Link a student to this account](#) screen where you can add another child to your account.
4. Complete the required information and click **Save**.

ProgressBook
SOFTWARE ANSWERS

Sign In

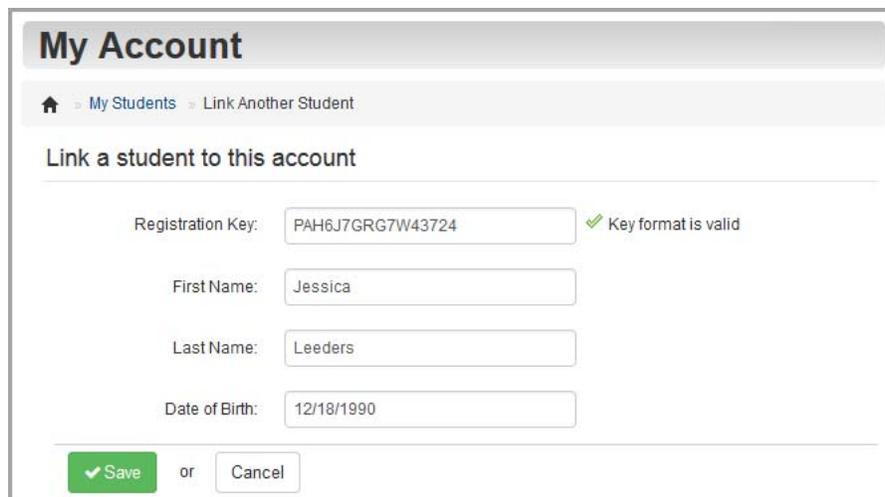
Enter your login information

Remember me

[Sign In](#) [Forgot your user name or Password?](#)

[Create an account](#) • [Switch District](#)

- 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**
- Click **Save**.



The screenshot shows the 'My Account' interface. At the top, there's a header 'My Account' and a breadcrumb trail: 'My Students > Link Another Student'. Below this is the title 'Link a student to this account'. The form contains four input fields: 'Registration Key' with the value 'PAH6J7GRG7W43724' and a green checkmark indicating 'Key format is valid'; 'First Name' with 'Jessica'; 'Last Name' with 'Leeders'; and 'Date of Birth' with '12/18/1990'. At the bottom, there are two buttons: a green 'Save' button with a checkmark and a white 'Cancel' button.

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.

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



- Click the **My Students** tab.

My Account

Account Info Change Password **My Students**

Account Information

First name: Melodymom

Middle name: Optionally enter your middle name

Last name: Ashworth

User name: melodymom

Email: melodymom@software-answers.com

Changes made to your account information above only affect your ProgressBook account. To update the school's official records for your child(ren), please contact the school office.

Update or Cancel

- 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

Account Info Change Password **My Students**

Students

Use this page to register additional students to your account, create an account for your student(s), and/or reset a student password(s).

Name	User name	Id #	
Hanna Achauer		999726932	Create Account ↓
Thomas Addis	addist	999550472	Reset Password ↑ ↓
Angeline Addis	aaddis	999726935	Reset Password ↑ ↓
Carl Addis		999726936	Create Account ↑

Accounts

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

Link Another Student

The student you are currently viewing is highlighted. Click on a student's name to change your active student. You can reorder your students by using the up and down arrows, or by dragging them.

- Drag and drop the student to a new position in the list.

My Account

Account Info Change Password My Students

Students

Use this page to register additional students to your account, create an account for your student(s), and/or reset a student password(s).

Name	User name	Id #		
Hanna Achauer		999726932	Create Account	↑
Thomas Addis	addist	999550472	Reset Password	↑ ↓
Angeline Addis	aaddis	999726935	Reset Password	↑ ↓
Carl Addis		999726936	Create Account	↑ ↓

Accounts

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

Link Another Student

The student you are currently viewing is highlighted. Click on a student's name to change your active student. You can reorder your students by using the up and down arrows, or by dragging them.

The children display in the new order.

My Account

Account Info Change Password My Students

Students

Use this page to register additional students to your account, create an account for your student(s), and/or reset a student password(s).

Name	User name	Id #		
Thomas Addis	addist	999550472	Reset Password	↓
Hanna Achauer		999726932	Create Account	↑ ↓
Angeline Addis	aaddis	999726935	Reset Password	↑ ↓
Carl Addis		999726936	Create Account	↑

Accounts

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

Link Another Student

The student you are currently viewing is highlighted. Click on a student's name to change your active student. You can reorder your students by using the up and down arrows, or by dragging them.

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.”](#))

ProgressBook Home Thomas Addis
Student ID: 999550472

STUDENT INFORMATION

- Home
- Grades
- Planner
- Schedule
- Attendance
- Activities
- Resources
- Report Card
- Course Request
- Fees

SCHOOL INFORMATION

- News
- Calendar
- Class Information

FAMILY INFORMATION

- Alerts
- My Account
- Student Contacts
- Student Profile

Grades details

Grades for 4TH QUARTER

Course	Grade	YTD Grade	As Of
ALGEBRA 2 HONORS	90.00 A-	93.60 A	Mar 26
APPLIED SOCIAL STUDIES 2	98.20 A+	99.10 A+	Mar 26
BIOLOGY HONORS	97.50 A+	97.50 A+	Mar 26
ENGLISH 10 HONORS	88.90 B+	88.90 B+	Apr 10
FRENCH 2	96.00 A	96.00 A	Jul 3

[View all grades](#)

Homework details

Homework due today or next 2 days

Course	Count
ENGLISH 10 HONORS	1
FRENCH 2	1
HEALTH	2

[View all homework](#)

Grade Details details

Items due in past 2 days

There are no grade details available at this time.

[View all grade details](#)

Daily Attendance details

Absence type summary for the year

Absence Type	Count
Tardy	3
Excused Absent	6
Unexcused Absence	2

[View all attendance](#)

Thomas Addis Hanna Achauer Angeline Addis Carl Addis

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

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.

My Account

Account Info Change Password **My Students**

Account Information

First name: Melodymom

Middle name: Optionally enter your middle name

Last name: Ashworth

User name: melodymom

Email: melodymom@software-answers.com

Changes made to your account information above only affect your ProgressBook account. To update the school's official records for your child(ren), please contact the school office.

Update or Cancel

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

My Account

Account Info Change Password My Students

Students

Use this page to register additional students to your account, create an account for your student(s), and/or reset a student password(s).

Name	User name	Id #		
Thomas Addis	addist	999550472	Reset Password	↓
Hanna Achauer		999726932	Create Account	↑ ↓
Angeline Addis	aaddis	999726935	Reset Password	↑ ↓
Carl Addis		999726936	Create Account	↑

Accounts

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

Link Another Student

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**.

My Account

Home > My Students > Create Student Account

Create Student Account For Jessica

User name: ✓ User name is available

Password: ✓ Password is acceptable

Re-enter Password: ✓ Passwords match

Email:

Re-enter Email:

or

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.

My Account

Account Info | Change Password | **My Students**

Account Information

First name: Melodymom

Middle name: Optionally enter your middle name

Last name: Ashworth

User name: melodymom

Email: melodymom@software-answers.com

Changes made to your account information above only affect your ProgressBook account. To update the school's official records for your child(ren), please contact the school office.

Update or Cancel

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

My Account

Account Info | Change Password | **My Students**

Students

Use this page to register additional students to your account, create an account for your student(s), and/or reset a student password(s).

Name	User name	Id #		
Hanna Achauer		999726932	Create Account	↑ ↓
Thomas Addis	addist	999550472	Reset Password	↑ ↓
Tara Adsit	taraadsit	999670402	Reset Password	↑ ↓

Accounts

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

Link Another Student

The student you are currently viewing is highlighted. Click on a student's name to change your active student. You can reorder your students by using the up and down arrows, or by dragging them.

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.

- Click **Update**.

My Account

Home > My Students > Reset Student Password

Reset Password for Jessica Leeders

New Password ✓ Password is acceptable

Re-enter New Password ✓ Passwords match

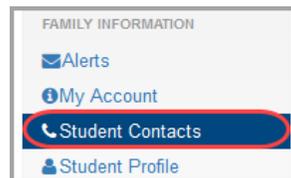
or

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.

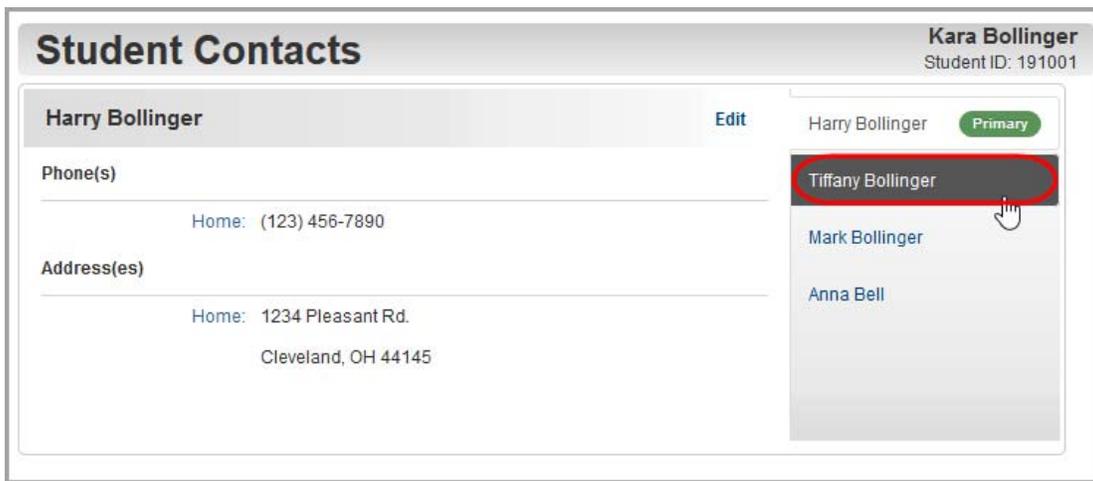
Note: Based on your district's settings, only some ProgressBook users may be able to view and edit student contact information. Even if you are permitted to edit contact information, some contacts and addresses may be read-only.

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



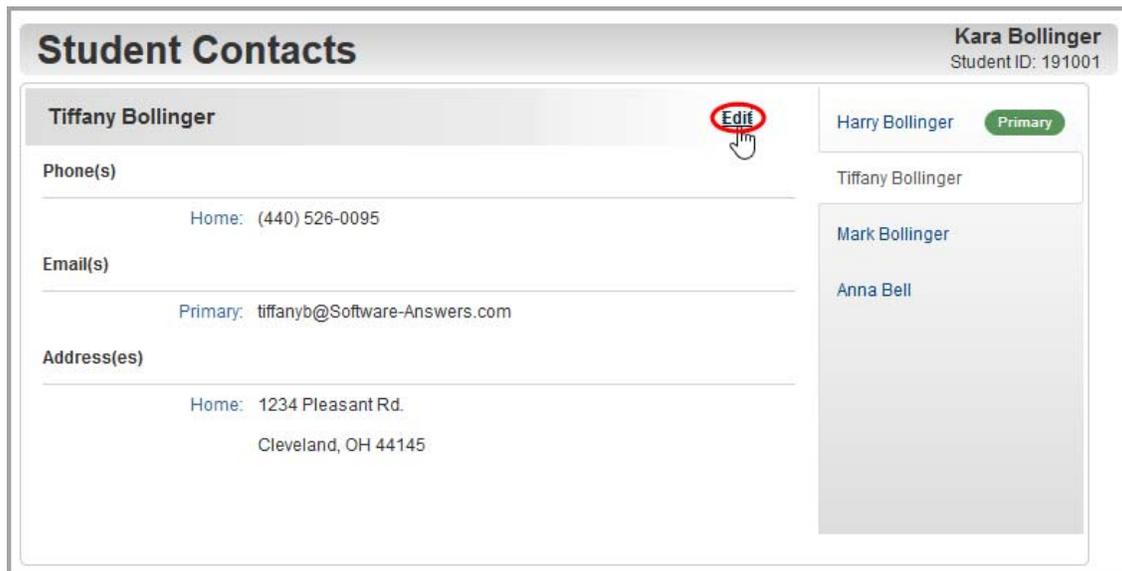
Information for the student's primary contact displays by default with other contact names listed in the right column as well.

2. On the **Student Contacts** screen, click the name of the contact whose information you want to view or edit.



The edit screen for the contact you selected displays.

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



The **Student Contacts** edit screen displays.

4. Optional: To edit existing contact information:
 - a. In the appropriate section, update the existing fields and drop-down lists.
 - b. Click **Save**.

5. Optional: To add new contact information:
 - a. In the appropriate section, click **Add**.
 - b. Enter the required contact information.
 - c. Click **Save**.
6. Optional: To delete existing contact information:
 - a. In the appropriate section, next to the item you want to delete, click **Delete**.

Student Contacts Kara Bollinger
Student ID: 191001

Tiffany Bollinger Save or

Contact

First Name

Last Name

Phone(s)

Phone 1 **Delete contact item**

Type

Number

Extension

Add contact item

Email(s)

Address(es)

Home: 1234 Pleasant Rd.
Cleveland, OH 44145

or

- 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.

Student Profile		Kara Bollinger Student ID: 191001
Profile	Address	
Name: Kara Bollinger	Home address: 1234 Pleasant Rd.	
School: WOOSTER HIGH SCHOOL	Cleveland, OH 44145	
Enrollment Date: 8/18/2014		
Grade Level: 10		
Date Of Birth: 9/19/2001		
Sex: F		
Student ID: 191001		
Notes		
Medical: Appendectomy- 8/25/14 Following sharp R abd pain and ER visit.		
 Medical: allergic to peanuts		
Medical: crutches for 2 weeks for sprained ankle		
 Expires 05/26/2016		

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.

Rydell City Schools Help MotherShannon

ProgressBook Home Brett Shannon Student ID: 999889804

STUDENT INFORMATION

- Home
- Grades
- Planner
- Schedule
- Attendance
- Activities
- Resources
- Report Card
- Course Request
- Fees

SCHOOL INFORMATION

- News
- Calendar
- Class Information

FAMILY INFORMATION

- Alerts
- My Account
- Student Contacts
- Student Profile

Home

Today's Comments

ALGEBRA 2
Thank you for helping the other students with this week's assignments!

Grades details

Grades for 4TH QUARTER

Course	Grade	YTD Grade	As Of
ALGEBRA 2	100.75 A+	92.98 A	May 11
BIOLOGY HONORS	85.14 B	96.09 A	May 16
CREATIVE WRITING	98.00 A+	92.50 A	May 9
ENGLISH 9 HONORS	96.00 A	95.97 A	May 9
GERMAN 2	92.50 A	97.92 A+	May 16
HEALTH	92.26 A-	99.17 A+	May 16
WORLD HISTORY	98.67 A+	90.84 A-	May 9

[View all grades](#)

Homework details

Homework due today or next 2 days

Course	Count
ALGEBRA 2	1
BIOLOGY HONORS	1

[View all homework](#)

Grade Details details

Items due in past 2 days

ALGEBRA 2		
Date	Assignment	Mark
May 29	Page 364 - ALL	20/20

BIOLOGY HONORS		
Date	Assignment	Mark
May 28	Chapter 15	15/15

Fantastic job!

[View all grade details](#)

Daily Attendance details

Absence type summary for the year

Excused	1
Unexcused Absence	3
Excused Absent	4
Tardy	3

[View all attendance](#)

Student switcher

Brett Shannon Jessica Leaders

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

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

- [“Today's Comments”](#)
- [“Grades”](#)
- [“Grade Details”](#)
- [“Homework”](#)
- [“Daily Attendance”](#)

Today's Comments

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



Grades

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

Grades details			
Grades for 4TH QUARTER			
Course	Grade	YTD Grade	As Of
ALGEBRA 2	100.75 A+	92.98 A	May 11
BIOLOGY HONORS	85.14 B	96.09 A	May 16
CREATIVE WRITING	98.00 A+	92.50 A	May 9
ENGLISH 9 HONORS	96.00 A	95.97 A	May 9
GERMAN 2	92.50 A	97.92 A+	May 16
HEALTH	92.26 A-	99.17 A+	May 16
WORLD HISTORY	98.67 A+	90.84 A-	May 9

[View all grades](#)

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.

The screenshot shows the 'Grade Details' pane with a 'details' link in the top right. Below the title is a grey bar that says 'Items due in past 2 days'. The content is organized into two sections: 'ALGEBRA 2' and 'BIOLOGY HONORS'. Each section has a table with columns for 'Date', 'Assignment', and 'Mark'. Below the Biology Honors table is a blue callout box with a speech bubble icon and the text 'Fantastic job!'. At the bottom of the pane is a link that says 'View all grade details' with a magnifying glass icon.

ALGEBRA 2		
Date	Assignment	Mark
May 29	Page 364 - ALL	20/20

BIOLOGY HONORS		
Date	Assignment	Mark
May 28	Chapter 15	15/15

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.

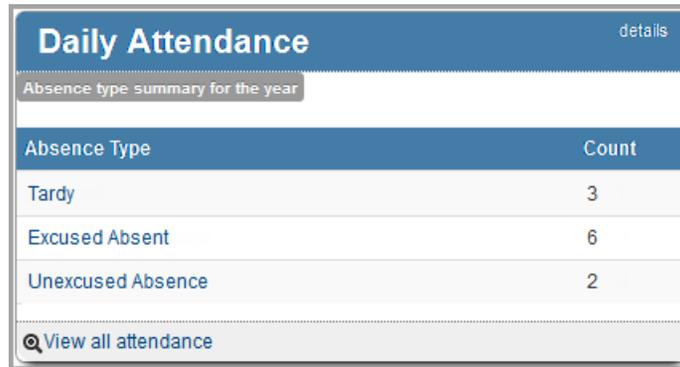
The screenshot shows the 'Homework' pane with a 'details' link in the top right. Below the title is a grey bar that says 'Homework due today or next 2 days'. The content is organized into a table with a 'Course' column and a column for the number of assignments. Below the table is a link that says 'View all homework' with a magnifying glass icon.

Course	Number of Assignments
ALGEBRA 2	1
BIOLOGY HONORS	1

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

Daily Attendance

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



The screenshot shows a user interface for "Daily Attendance". At the top, there is a blue header with the title "Daily Attendance" and a "details" link. Below the header is a sub-header "Absence type summary for the year". The main content is a table with two columns: "Absence Type" and "Count". The table lists three types of absences: "Tardy" with a count of 3, "Excused Absent" with a count of 6, and "Unexcused Absence" with a count of 2. At the bottom of the table, there is a link "View all attendance" with a magnifying glass icon.

Absence Type	Count
Tardy	3
Excused Absent	6
Unexcused Absence	2

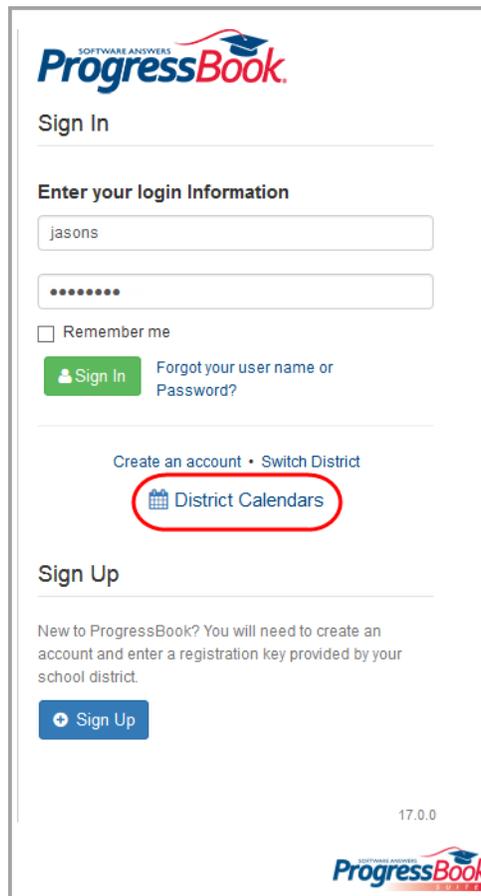
To view additional attendance details, click **details** or **View all attendance**. (For more information about attendance, see "[Viewing Attendance.](#)")

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 screenshot shows the ProgressBook Sign In page. At the top is the ProgressBook logo with the tagline "SOFTWARE ANSWERS". Below the logo is the "Sign In" heading. Underneath is a section titled "Enter your login information" containing two input fields: the first contains the text "jasons" and the second contains seven dots representing a password. Below the password field is a checkbox labeled "Remember me". A green "Sign In" button is positioned to the left of a link that says "Forgot your user name or Password?". Below this section are two links: "Create an account" and "Switch District". The "District Calendars" link, which includes a calendar icon, is circled in red. Below these links is the "Sign Up" heading, followed by a paragraph: "New to ProgressBook? You will need to create an account and enter a registration key provided by your school district." and a blue "Sign Up" button with a plus sign icon. At the bottom right of the page, the version number "17.0.0" is displayed above the ProgressBook logo.

The public calendar displays.

Rydell City Schools Help

Calendar

[Sign into ProgressBook](#) View:

September 2014 month week day today < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
		2:30p Computer Club 7p HHS Parent Night	7p LVIS and LVMS Parent Night	7p LVES Parent Night	8:15p Marching Band Halftime Show	10a JV Football
7	8	9	10	11	12	13
	2:30p Computer Club					10a JV Football
14	15	16	17	18	19	20
		2:30p Computer Club			8:15p Marching Band Halftime Show	10a JV Football
21	22	23	24	25	26	27
		2:30p Computer Club			7p Fall Musical	10a JV Football 2p Fall Musical Matinee 7p Fall Musical
28	29	30	1	2	3	4
2p Fall Musical Matinee 7p Fall Musical		2:30p Computer Club				

Note: For information on calendar functionality and views, see [“Viewing the School Calendar.”](#)