
ProgressBook Beta ParentAccess User Guide



ProgressBook Beta ParentAccess User Guide

(This document is current for ProgressBook v13.1.3 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 Beta ParentAccess User Guide* have been made.

| Product Version | Heading | Page | Reason |
|-----------------|---|------|---|
| 13.1.3 | "Welcome to ProgressBook Beta ParentAccess" | 1 | Updated screen shots to show details and View all "Name of Screen" links and added text about the links. |
| 13.1.3 | "Select a District and Create an Account for a Parent" | 2 | Updated figures to show account creation confirmation message and added text about the account creation confirmation message. |
| 13.1.3 | "Select a District and Create an Account for a Student" | 5 | Updated figure to show account creation confirmation message and added text about the account creation confirmation message. |
| 13.1.3 | "Student Information" | 21 | Updated text with Daily Comments appearing. |
| 13.1.3 | "Home Screen" | 22 | Updated screen shots to show details and View all "Name of Screen" links and added text about the links. Added information and updated screen shot to show Daily Comments. |
| 13.1.3 | "Assignments Screen" | 29 | Updated screen shot to show missing assignments display as 0%. Added information about Daily Comments. |
| 13.1.3 | "Homework Screen" | 32 | Updated screen shot to show teacher's email address. |
| 13.1 | Entire Guide | N/A | Made writing more generic, so guide can be used by parents and students. |
| 13.1 | "Welcome to ProgressBook Beta ParentAccess" | 1 | Added information for students. |
| 13.1 | "Select a District and Create an Account for a Parent" | 2 | Updated information for registering an account. |
| 13.1 | "Select a District and Create an Account for a Student" | 5 | Added topic for student's registering an account. |
| 13.1 | "Log In to Beta ParentAccess" | 8 | Added cross reference to Select a District and Create an Account for Students and a note about the first input field available for entry. Added notes and screen shots about disabled accounts. |
| 13.1 | "Reset a Password" | 10 | Updated screen shot to show cancel button, and added a note if nothing is entered in a required field. Added a note about teachers resetting students' passwords. |
| 13.1 | "Access a User Name" | 12 | Updated screen shot to show cancel button, and added a note if nothing is entered in a required field. |
| 13.1 | "Access a Locked Account" | 13 | Updated screen shot to show cancel button. |
| 13.1 | "Student Information" | 21 | Changed days to school days, and added note that averages, letter grades and comments may not appear. |
| 13.1 | "Home Screen" | 22 | Changed days to school days. |

Change Log

| Product Version | Heading | Page | Reason |
|------------------------|----------------------|-------------|---|
| 13.1 | "Attendance Screen" | 27 | Added note about not being able to read from the student information system. |
| 13.1 | "Grades Screen" | 28 | Added note if the student has no classes. |
| 13.1 | "Assignments Screen" | 29 | Added note if the student has no classes. |
| 13.1 | "Homework Screen" | 32 | Changed days to school days, and updated screen shot to show dates by Day of Week, Month and Day. |
| 13.1 | "Schedule Screen" | 32 | Added note about viewing the schedule on a weekend. |
| 13.1 | "Report Card Screen" | 33 | Added note about not being able to read from the student information system. |
| 13.0 | N/A | N/A | New guide. |

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Welcome to ProgressBook Beta ParentAccess

For parents, Beta ParentAccess enables you to view select GradeBook information. On the Beta ParentAccess Home screen, you can quickly view a summary of your child's Grades, Homework, Assignments and Daily Attendance with links to more detailed information. On the left side of the screen, a navigational panel displays with links to Student Information and Family Information. The Student Information section provides links to Attendance, Grades, Assignments, Homework, Schedule and Report Card screens. The information displays in read-only format. Teachers have access to view the same information, so they can see exactly what you see for each student. The Family Information section allows you to manage user accounts by changing passwords, linking children and creating students' accounts for your children.

The screenshot displays the Beta ParentAccess interface for Rydell High School. The main content area is titled "Summary for Iggy Hinds" and contains four data panels:

- Grades** (Grades for 1ST QUARTER):

| Course | Grade | As Of |
|-----------------|----------|--------|
| Reading - Gr 02 | 82.32 B- | Oct 29 |
| Social Studies | 84.09 B | Sep 24 |
| Science | 90.09 A- | Sep 24 |
| Math - Gr 02 | 80.00 B- | Aug 22 |
- Homework** (Homework due today or next 2 days):

| Course |
|---------|
| Science |
- Assignments** (Assignments recorded in past 2 days):

| Date | Assignment | Mark(s) |
|--------|------------------|---------|
| Oct 30 | Forces of Nature | 15/15 |
- Daily Attendance** (Attendance totals for the year):

| Category | Count |
|-------------------|-------|
| Unexcused Absence | 1 |
| Tardy | 1 |

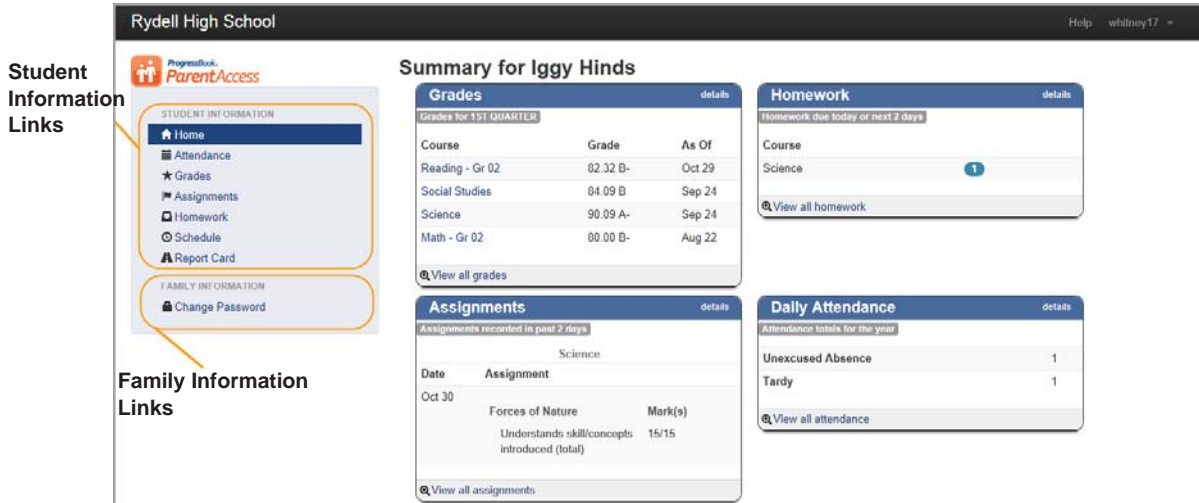
The left-side navigation panel is divided into two sections:

- STUDENT INFORMATION**: Home, Attendance, Grades, Assignments, Homework, Schedule, Report Card.
- FAMILY INFORMATION**: Change Password, Manage Students.

Annotations on the left side of the screenshot point to these sections: "Student Information Links" points to the Student Information section, and "Family Information Links" points to the Family Information section.

Beta ParentAccess Home Page for Parents

For students, Beta ParentAccess enables you to view select GradeBook information. On the Beta ParentAccess Home screen, you can quickly view a summary of your Grades, Homework, Assignments and Daily Attendance with links to more detailed information. On the left side of the screen, a navigational panel displays with links to Student Information and Family Information. The Student Information section provides links to Attendance, Grades, Assignments, Homework, Schedule and Report Card screens. The information displays in read-only format. Teachers have access to view the same information, so they can see exactly what you see. The Family Information section allows you to change your password.



Beta ParentAccess Home Page for Students

Select a District and Create an Account for a Parent

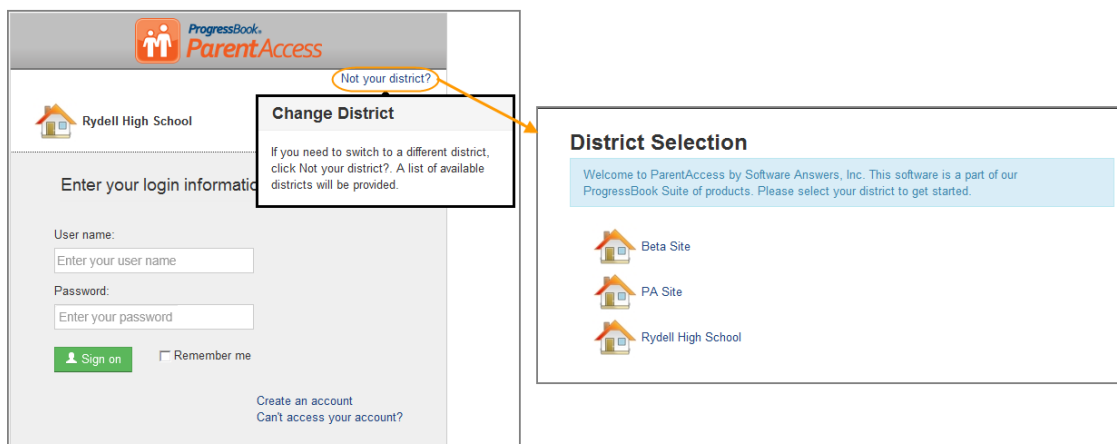
In order to create a parent user account, you must first select the school district your child attends.

1. On the District Selection screen, select your child's **school district**.

Note: Once you have selected your child's school district, the system will remember the last school district you accessed, so you do not have to select a district each time.

The Beta ParentAccess login screen displays.

Note: If you selected the wrong district, click *Not your district?* to return to the District Selection screen.



Change School Districts

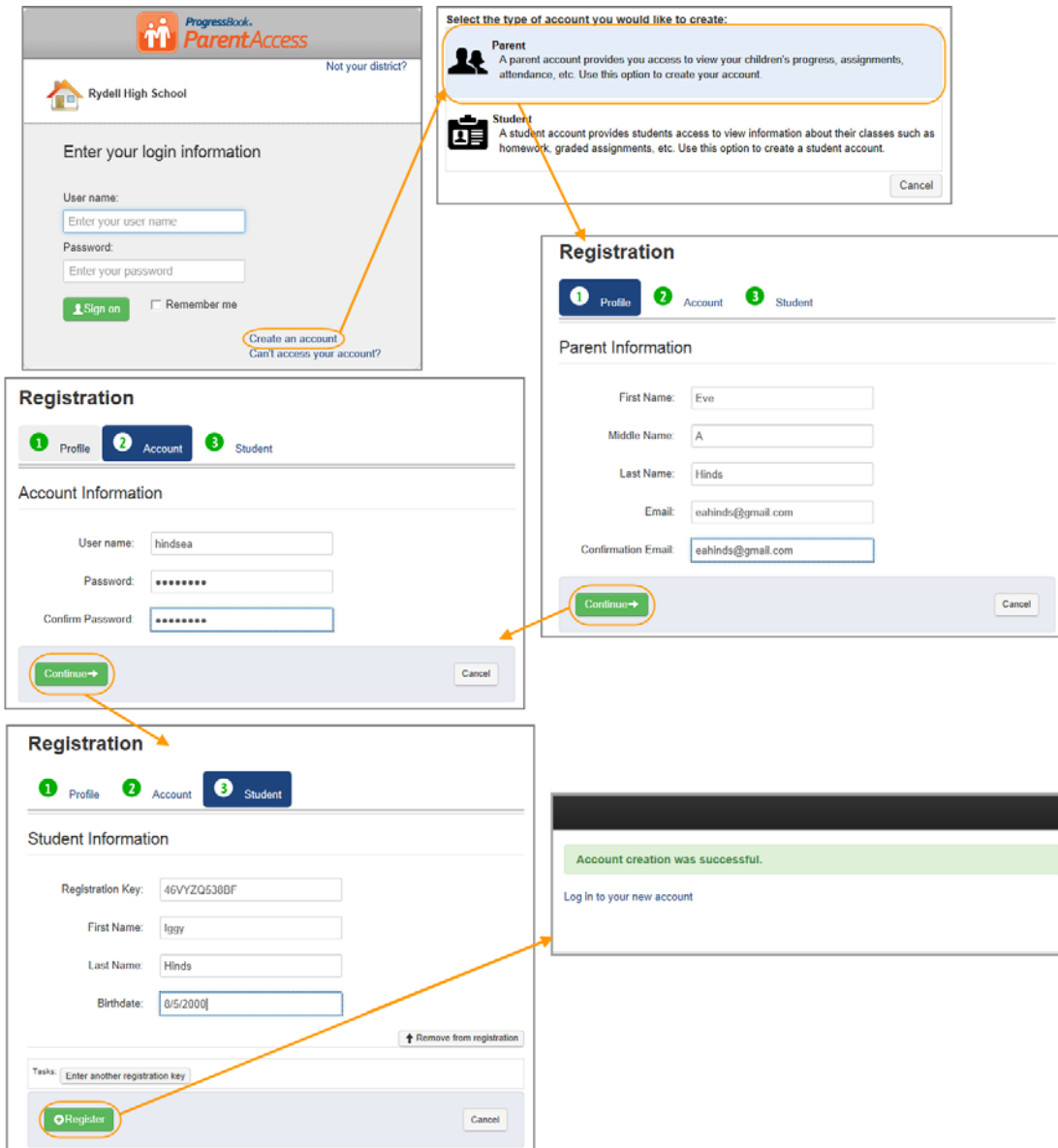
2. On the login screen, click **Create an account**.

***Note:** If you accidentally clicked Create an account, you can return to the login screen by clicking Cancel.*

3. Under Select the type of account you would like to create, select **Parent**.
4. On the Registration screen Profile tab, under Parent Information, enter the following:
 - First Name (required)
 - Middle Name (optional)
 - Last Name (required)
 - Email (required)
 - Confirmation Email (required)

***Note:** Currently, you cannot change your email address in Beta ParentAccess. It is recommended that you register an email address that is not affiliated with a job, group, association, etc.*

5. Click **Continue**.
6. On the Registration screen Account tab, under Account Information, enter the following:
 - **User name** - Only letters and numbers and 6 to 50 characters
 - **Password** - Must contain 1 letter, 1 number, 8 to 50 characters, case sensitive and cannot match the user name
 - **Confirm Password** - Must match password
7. Click **Continue**.
8. On the Registration screen Student tab, under Student Information, enter the following:
 - **Registration Key** - Provided by your child's school district, not case sensitive
 - First Name
 - Last Name
 - Birthdate



Select a District and Enter Account Information for a Parent

9. If you have more than one child attending the school district, click **Enter another registration key**, and perform **step 8** again. If you do not have another registration key for a child, proceed to step 10.

Note: To remove a child from the registration, click *Remove from registration*.

10. When you are finished registering students, click **Register**.

Note: You can also link children to your account after it is created. See “Parents Adding a Child.”

The account creation confirmation message displays, and you can now log in to Beta ParentAccess.

The screenshot shows a 'Registration' form with three tabs: '1 Profile', '2 Account', and '3 Student'. The 'Student' tab is active. Under 'Student Information', there are two entries. The first entry has a Registration Key of '46VYZQ538BF', First Name 'Iggly', Last Name 'Hinds', and Birthdate '8/5/2000'. The second entry has a Registration Key of 'VWB7LB23LLD', First Name 'Boris', Last Name 'Hinds', and Birthdate '9/4/2001'. Each entry has a 'Remove from registration' button. Below the entries is a 'Tasks' section with a button 'Enter another registration key'. At the bottom are 'Register' and 'Cancel' buttons. An orange arrow points from the 'Register' button to a success message box on the right that says 'Account creation was successful.' and 'Log in to your new account'.

Enter Another Registration Key and Register an Account

Select a District and Create an Account for a Student

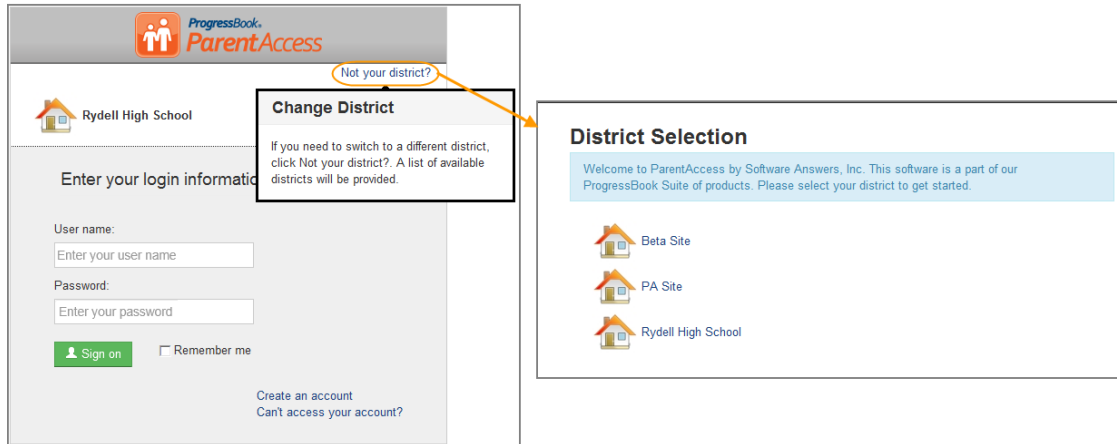
In order to create a student user account, you must first select the school district you attend.

1. On the District Selection screen, select your **school district**.

Note: Once you have selected your school district, the system will remember the last school district you accessed, so you do not have to select a district each time.

The Beta ParentAccess login screen displays.

Note: If you selected the wrong district, click *Not your district?* to return to the District Selection screen.



Change School Districts

2. On the login screen, click **Create an account**.

Note: If you accidentally clicked *Create an account*, you can return to the login screen by clicking *Cancel* at the bottom of the screen.

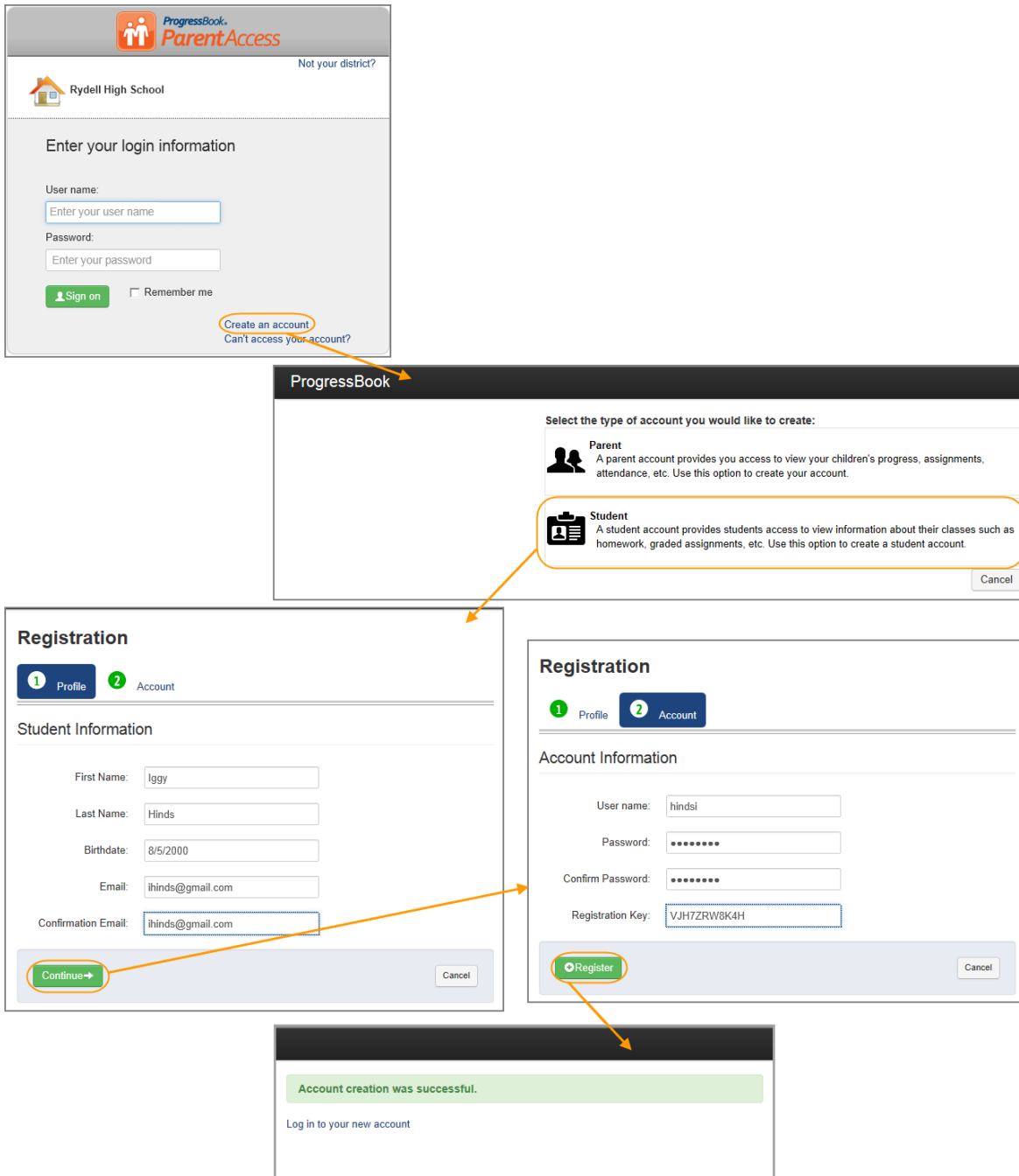
3. Under Select the type of account you would like to create, select **Student**.
4. On the Registration screen Profile tab, under Student Information, enter the following:
 - First Name (required)
 - Last Name (required)
 - Birthdate (required)
 - Email (optional)
 - Confirmation Email (optional)

Note: You do not have to enter an email address; however, if you forget your user name or password, you will not be able to retrieve your user name or reset your forgotten password. You will have to contact your school for your user name, and contact your teacher to reset your password.

Note: Currently, you cannot change your email address in Beta ParentAccess. It is recommended that you register an email address that is not affiliated with a job, group, association, etc.

5. Click **Continue**.
6. On the Registration screen Account tab, under Account Information, enter the following:
 - **User name** - Only letters and numbers and 6 to 50 characters
 - **Password** - Must contain 1 letter, 1 number, 8 to 50 characters, case sensitive and cannot match the user name
 - **Confirm Password** - Must match password
 - **Registration Key** - Provided by your school district, not case sensitive
7. Click **Register**.

The account creation confirmation message displays, and you can now log in to Beta ParentAccess.



Select a District and Enter Account Information for a Student

Log In to Beta ParentAccess

In order to log in to Beta ParentAccess, you must first create your Beta ParentAccess account. See “Select a District and Create an Account for a Parent” or “Select a District and Create an Account for a Student.”

Note: You can bookmark the login screen in your browser’s Favorites for ease of access.

Note: On the Login Screen, the first input field that is available for entry is distinguishable by a light blue highlight around the field, and the cursor appears in the field for easy entry.

1. On the login screen in the User name field, enter your **user name**.

Note: If you cannot remember your user name, click *Can’t access your account?*. See “Access a User Name.”

2. In the Password field, enter your **password**.

Note: If you cannot remember your password, click *Can’t access your account?*. See “Reset a Password.”

Note: You can select the check box next to *Remember me*, and the system will automatically populate your user name the next time you access Beta ParentAccess.

3. Click **Sign on**.

ProgressBook
ParentAccess

Not your district?

Rydell High School

Enter your login information

User name:
jabell

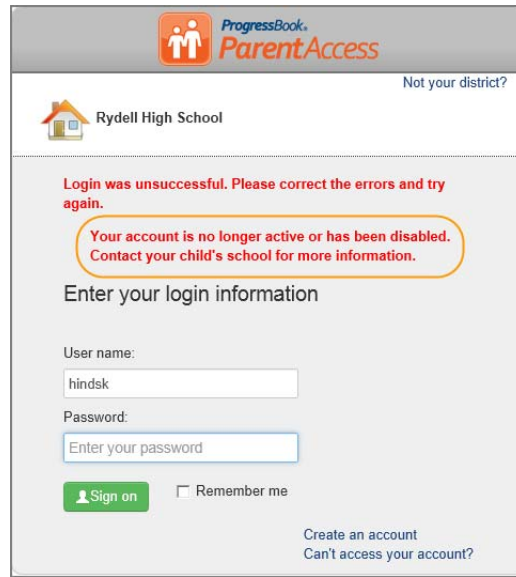
Password:
.....

Sign on Remember me

Create an account
Can't access your account?

Login Screen

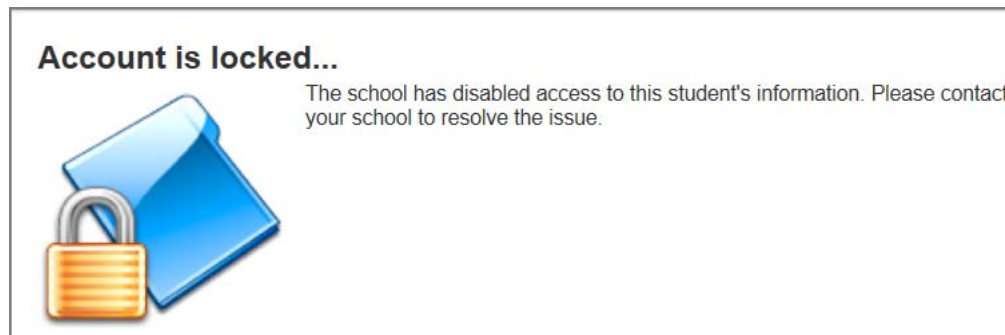
Note: If the school district disables your account and you try to log in, a message appears on the Login screen stating your account is disabled.



The screenshot shows the ProgressBook ParentAccess login interface for Rydell High School. At the top, there is a header with the ProgressBook logo and the text "ParentAccess". Below the header, there is a navigation bar with a home icon and the text "Rydell High School" and "Not your district?". The main content area displays a red error message: "Login was unsuccessful. Please correct the errors and try again." Below this, a yellow-bordered box contains the message: "Your account is no longer active or has been disabled. Contact your child's school for more information." The login form includes fields for "User name:" (containing "hindsk") and "Password:" (containing "Enter your password"). There is a "Sign on" button and a "Remember me" checkbox. At the bottom right, there are links for "Create an account" and "Can't access your account?".

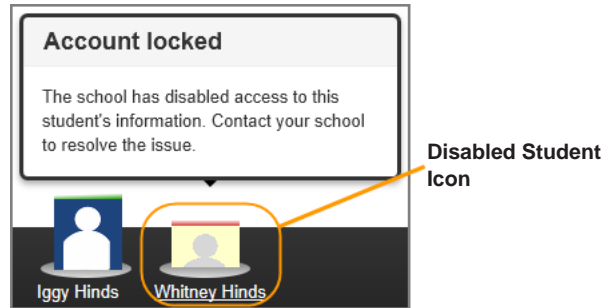
Disabled Account Message

Note: If the school district locks a student's account and the student tries to log in, the student receives a message stating that his/her account is locked.



Locked Student's Account Message

Note: If the school district locks a student's account and a parent logs in, the student's icon is disabled, and a hover tip displays stating the account is locked.



Hover Tip for a Locked Student's Account

Note: If your account is locked due to entering the wrong user name or password too many times, click *Can't access your account?*. See "Access a Locked Account."

Reset a Password

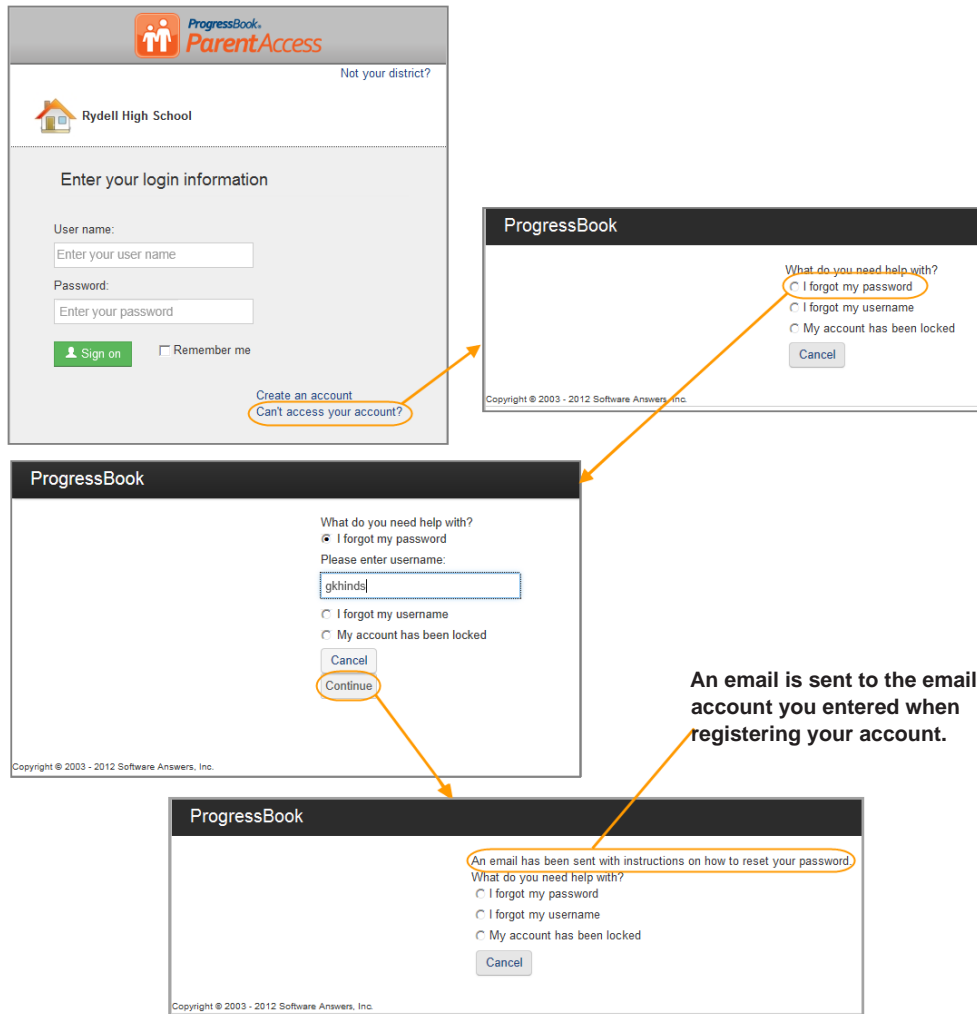
If you forgot your password, the system can send you instructions to your registered email account on how to reset your password.

Note: If a student forgets his/her password and did not register an email account when creating his/her account, the student should contact his/her teacher, and the teacher can reset the student's password.

1. On the login screen, click **Can't access your account?**.
2. On the ProgressBook screen, select the **I forgot my password** option.
3. In the Please enter username field, enter your **user name**.
4. Click **Continue**.

Note: If you select an option on the ProgressBook screen but do not enter any information in the necessary field, you receive the message "Please correct the errors and try again. Please enter information requested." The required field remains visible, so you know where to enter the missing information.

The message "An email has been sent with instructions on how to reset your password." displays.



An email is sent to the email account you entered when registering your account.

Forgot a Password Procedure

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

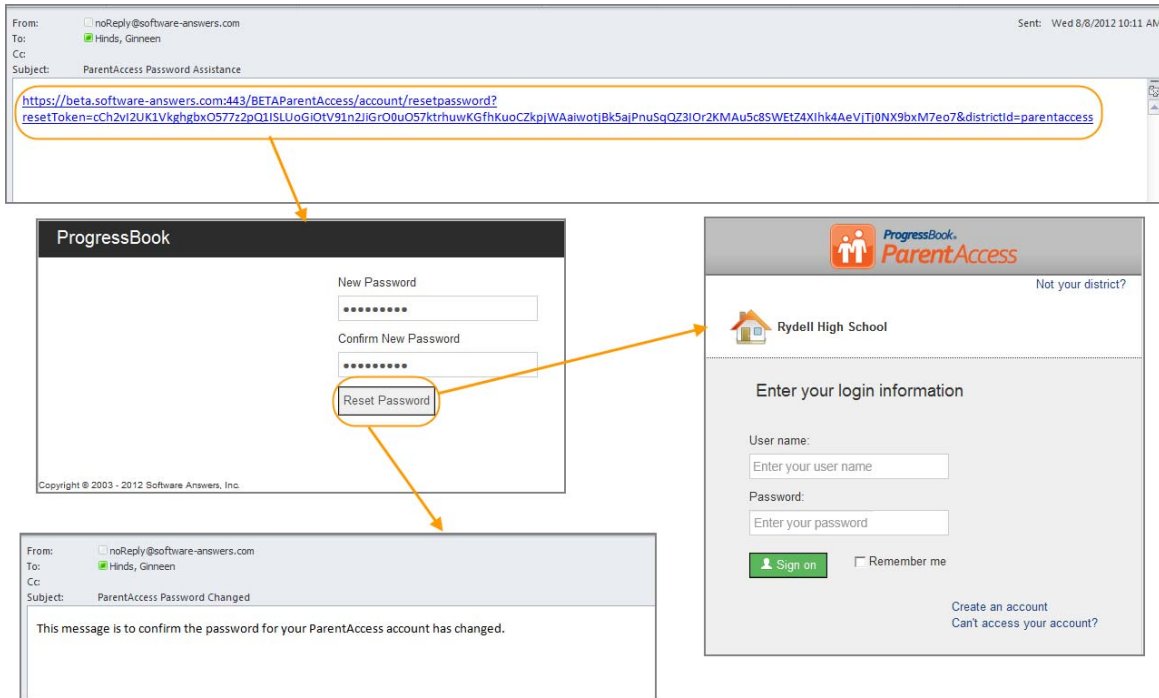
Note: The reset password link is only valid for 10 minutes. If you click the link after it has expired, the system sends you to a screen with a Reset Password link, which requires you to perform step 2 through step 8.

6. On the ProgressBook screen in the New Password field, enter your new **password**.
7. In the Confirm 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.

8. Click **Reset Password**.

The login screen appears, and an email is sent to your account stating your password has been changed.



Reset a Password Procedure

Access a User Name

If you forgot your user name, you can have the system send it to your registered email account.

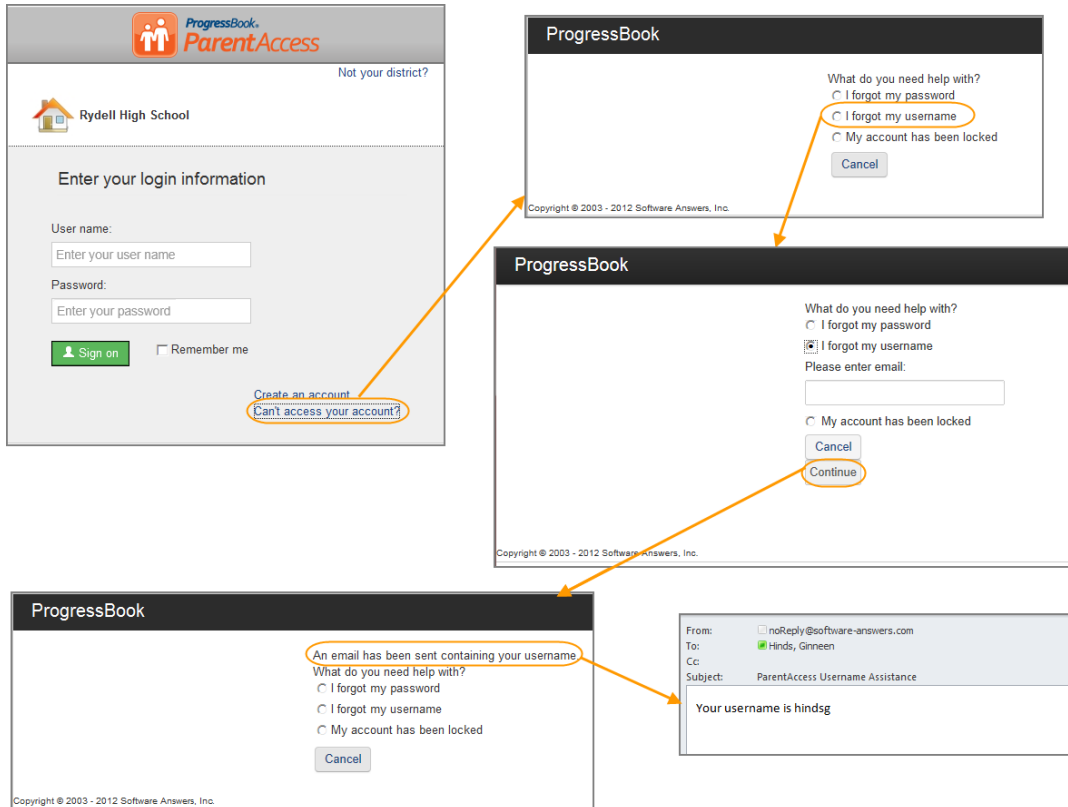
Note: If a student forgets his/her user name and did not register an email account when creating his/her account, the student should contact his/her school.

1. On the login screen, click **Can't access your account?**.
2. On the ProgressBook screen, select the **I forgot my username** option.
3. In the Please enter email field, enter your registered **email account**.
4. Click **Continue**.

Note: If you select an option on the ProgressBook screen but do not enter any information in the necessary field, you receive the message "Please correct the errors and try again. Please enter information requested." The required field remains visible, so you know where to enter the missing information.

The message "An email has been sent containing your username." displays.

5. Go to your email **account**, open the **email**, and view your **user name**.

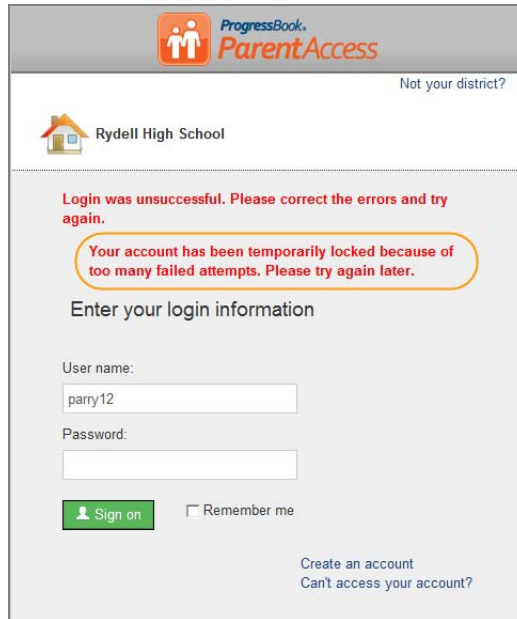


Access a User Name Procedure

Access a Locked Account

If you are unsuccessful after 10 attempts to log in to your account, the system will automatically lock your account for 10 minutes.

Note: Locking your account after too many attempts is for security reasons.

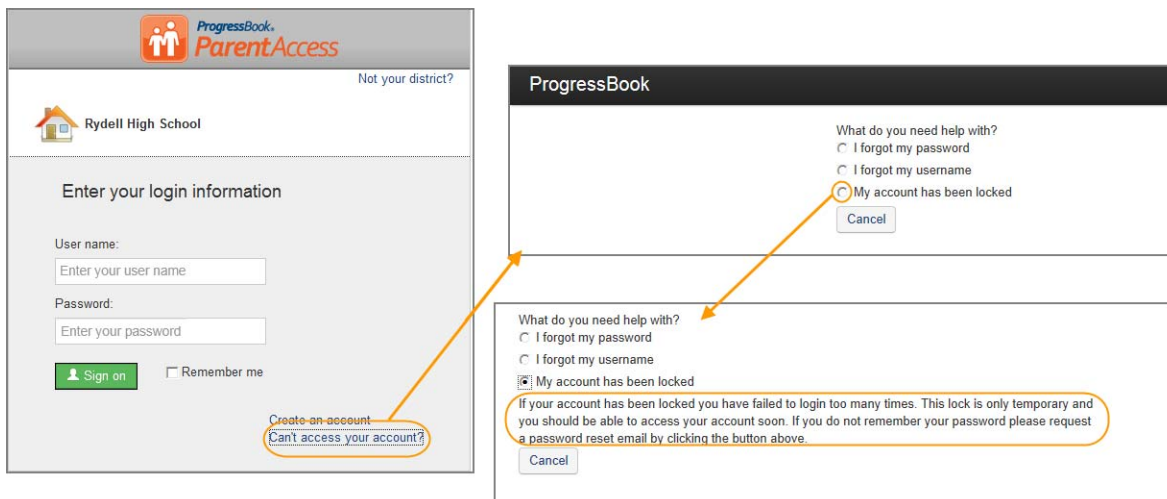


Message on Login Screen for Locked Accounts

You can access the same information about locked accounts by performing the following:

1. On the login screen, click **Can't access your account?**.
2. On the screen, select the My account has been locked option.

A message displays stating that your account is locked temporarily and will be available soon.



Locked Account Information

Navigate Beta ParentAccess Web Site

The opening screen of the Beta ParentAccess Web Site provides a summary of a student's progress, which is divided into Grades, Homework, Assignments and Daily Attendance sections.

Note: To view detailed information for any of these sections, click the details link at the bottom of each section.

On the left side of the screen, there is a navigational area, which is divided into Student Information and Family Information sections. This navigational area remains visible as you navigate through Beta ParentAccess, and the link to the screen you are viewing displays with a dark blue background to easily distinguish it from the other links.

The Student Information section provides links to detailed information on a student's progress for Attendance, Grades, Assignments, Homework, Schedule and Report Card. For parents, the Family Information section provides links to manage your password, link your children and create student accounts for your children. For students, the Family Information section provides a link to change your password.

For parents, at the bottom of the screen, the children associated with your account that you either added while registering (See "Select a District and Create an Account for a Parent.") or linked (See "Parents Adding a Child.") later to your account appear.

Note: The child you are viewing displays popped up with a green highlight, and the child/children that you are not viewing displays/display partially hidden.

Note: When viewing screens in the Family Information section, children associated with your account do not appear at the bottom of the screen.

For students, at the bottom of the screen, an icon with your name appears.

For parents, at the top of the screen to the right of your user name, there is a downward arrow. When you click the arrow, you have the ability to change your password, link a student to your account or sign out.

For students, at the top of the screen to the right of your user name, there is a downward arrow. When you click the arrow, you have the ability to change your password or sign out.

At the top of the screen to the left of your user name, there is Help link, which provides online Web Help to Beta ParentAccess users.

Web Help Link

Rydell High School

ProgressBook ParentAccess

STUDENT INFORMATION

- Home
- Attendance
- Grades
- Assignments
- Homework
- Schedule
- Report Card

FAMILY INFORMATION

- Change Password
- Manage Students

Summary for Coco Parry

Grades for 1ST QUARTER

| Course | Grade | As Of |
|--------------------|----------|----------|
| Physical Education | 75.00 C | 8/8/2012 |
| Social Studies | 46.15 F | 8/8/2012 |
| Science | 87.62 B+ | 8/8/2012 |
| Reading - Gr 02 | 84.44 B | 8/8/2012 |
| Math - Gr 02 | 87.69 B+ | 8/8/2012 |

Homework

Homework due today or next 2 days

| Course | Count |
|--------------|-------|
| Math - Gr 02 | 1 |

Assignments

Assignments recorded in past 2 days

| Date | Assignment | Mark(s) |
|-------|---------------------------------------|---------|
| Aug 8 | Odd Problems | 4/5 |
| | Understands concepts for current work | 4/5 |
| | Knows math facts for current work | 4/5 |
| | Overall Grade (total) | 8/10 |

Daily Attendance

Attendance totals for the year

| | |
|-------------------|---|
| Excused Absent | 1 |
| Tardy | 2 |
| Unexcused Absence | 1 |

Child Being Viewed

Children not Being Viewed

Coco Parry Boris Parry Iggy Hinds

Options Available from Clicking Downward Arrow

- Change Password
- Link Student
- Sign Out

Links to Detailed Information

Grade Details

Homework Details

Attendance Details

Navigate Beta ParentAccess for Parents

Rydell High School

ProgressBook
ParentAccess

STUDENT INFORMATION

- Home
- Attendance
- Grades
- Assignments
- Homework
- Schedule
- Report Card

FAMILY INFORMATION

- Change Password

Summary for Whitney Hinds

Grades (details)

Grades for 2ND QUARTER

| Course | Grade | As Of |
|--------------------------|-----------|-------|
| ENGLISH 10 HONORS | 86.25 B | Nov 8 |
| BIOLOGY HONORS | 92.00 A- | Nov 8 |
| UNITED STATES HISTORY AP | 100.00 A+ | Nov 6 |
| GEOMETRY HONORS | 83.33 B | Nov 6 |

View all grades

Homework (details)

Homework due today or next 2 days

| Course | Count |
|-------------------|-------|
| ENGLISH 10 HONORS | 1 |
| BIOLOGY HONORS | 1 |

View all homework

Assignments (details)

Assignments recorded in past 2 days

| ENGLISH 10 HONORS | | |
|-------------------|-----------------------|-------|
| Date | Assignment | Mark |
| Nov 8 | Current Event Writing | 17/20 |

View all assignments

Daily Attendance (details)

Attendance totals for the year

| | |
|----------------|---|
| Excused Absent | 1 |
| Tardy | 1 |
| Excused | 1 |

View all attendance

Help whitney17

- Change Password
- Sign Out

Options Available from Clicking Downward Arrow

Links to Detailed Information

Current Screen with Dark Blue Background

Navigational Area

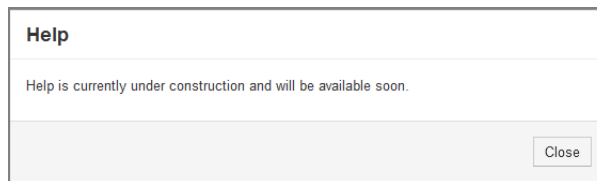
Student's Name

Whitney Hinds

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Navigate Beta ParentAccess for Students

Note: For the current Beta ParentAccess release, Help is not available, but it will be available in future beta releases.



Help Under Construction Message

Parents Viewing Another Child

Parents can easily select another child from any Student Information screen to view his/her progress. At the bottom of a Student Information screen in the child selector area, click on the child's name. The screen updates to display that child's information.

Note: The child selector at the bottom of the screen will only appear on the Student Information screens.

Note: The selected child displays as popped up with a green background.

Note: The system will remain on the same screen when you select a different child.



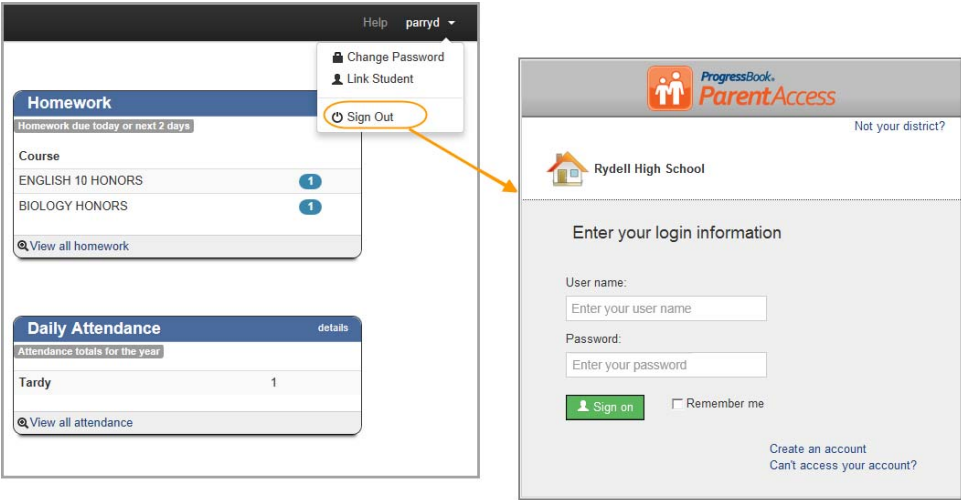
Switching Between Children

Sign Out of Beta ParentAccess

It is recommended that you sign out of your Beta ParentAccess account when you are finished viewing information.

1. From any Beta ParentAccess screen at the top of the screen, click the **downward arrow** to the right of your user name.
2. Click **Sign Out**.

The system returns to the login screen, and you are signed out of Beta ParentAccess.



Sign Out of Beta ParentAccess

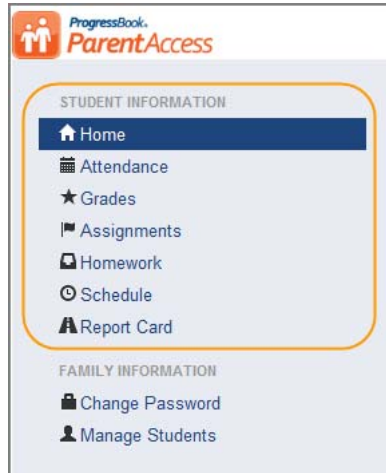
This page intentionally left blank.

Student Information

The Student Information section allows you to view a student's information. The screens available for viewing are as follows:

- **Home Screen** – Provides a summary of a student's progress including Daily Comments appearing at the top of the screen, if the teacher posted a comment, sections for Grades for the current reporting period, Homework due today or within the next 2 school days, Assignments recorded in the past 2 school days and Daily Attendance totals for the year. See *"Home Screen."*
- **Attendance Screen** – Provides detailed information about a student's attendance including Date, Absence Type, Reason, if a reason was entered, Attendance Comments, if a comment was entered, and Arrival and Dismissal Times, if they exist. The information displayed is live from the student's school district's student information system. The default view is by date for the entire school year. You can also view attendance by reporting period. See *"Attendance Screen."*
- **Grades Screen** – Provides detailed information about a student's grades for a reporting period including Course, Grade and As Of date. The courses are links, so you can easily navigate to a student's assignments for that course. See *"Grades Screen."*
- **Assignments Screen** – Provides detailed information about a student's assignments for a course and lists Daily Comments at the bottom of the screen for the reporting period. For standards-based (elementary) courses, the default view is by assessment, but you can also view by assignment type and assessment summary. For traditional (high school) courses, the default view is by assignment type, but you can also view by date. At the top of the screen, you can select a student's other courses, and you can select different reporting periods. See *"Assignments Screen."*
- **Homework Screen** – Provides detailed information about a student's homework. The default date range is from today through the next 2 school days, but you can change the date range. The default view is by due date, but you can change it to by class. You can also email the teacher from the Homework screen. See *"Homework Screen."*
- **Schedule Screen** – Provides detailed information about a student's schedule. The default view is for the current day, but you can change the date. If you view the schedule on a weekend and school is not scheduled, then you will see the schedule for the following Monday. You can also email the teacher from the Schedule screen. See *"Schedule Screen."*
- **Report Card Screen** – Provides detailed information about a student's report card. It displays the student's grade level, school year and marks for reporting periods. You can change the report card if your school uses more than one report card, such as an interim. See *"Report Card Screen."*

Note: Averages, letter grades and/or comments may not appear if a teacher chooses not to show these for a class.



Student Information Section

Home Screen

The Home screen (Summary for “Student’s Name” screen) provides a quick summary of a student’s progress including Daily Comments appearing at the top of the screen, if the teacher posted a comment, sections for Grades for the current reporting period, Homework due today or within the next 2 school days, Assignments recorded in the past 2 school days and Daily Attendance totals for the year.

Rydell High School Help hindsk

ProgressBook ParentAccess

STUDENT INFORMATION

- Home
- Attendance
- Grades
- Assignments
- Homework
- Schedule
- Report Card

FAMILY INFORMATION

- Change Password
- Manage Students

Summary for Iggy Hinds

Today's Comments

Reading - Gr 02
Great participation in group work!

Grades details

Grades for 1ST QUARTER

| Course | Grade | As Of |
|-----------------|----------|--------|
| Reading - Gr 02 | 82.32 B- | Oct 29 |
| Social Studies | 84.09 B | Sep 24 |
| Science | 90.09 A- | Sep 24 |
| Math - Gr 02 | 80.00 B- | Aug 22 |

[View all grades](#)

Homework details

Homework due today or next 2 days

| Course | Count |
|---------|-------|
| Science | 1 |

[View all homework](#)

Assignments details

Assignments recorded in past 2 days

| Date | Assignment | Mark(s) |
|--------|---|---------|
| Oct 30 | Forces of Nature Understands skill/concepts introduced (total) | 15/15 |

[View all assignments](#)


Daily Attendance details


Attendance totals for the year

| | |
|-------------------|---|
| Unexcused Absence | 1 |
| Tardy | 1 |

[View all attendance](#)

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 Iggy Hinds


 Whitney Hinds

Home Screen (Summary for “Student’s Name” Screen)

In the Grades section, you can easily view a student’s current grades. You can click on a course’s name to view the student’s reporting period marks for that course, and you can also click details or View all grades to view the Grades screen. On the Home screen, Grades are sorted by As Of date, and courses will not display unless grades have been entered. See “Grades Screen.”

Summary for Iggy Hinds

Grades (details)

Grades for 1ST QUARTER

| Course | Grade | As Of |
|-----------------|----------|--------|
| Reading - Gr 02 | 82.32 B- | Oct 29 |
| Social Studies | 84.09 B | Sep 24 |
| Science | 90.09 A- | Sep 24 |
| Math - Gr 02 | 80.00 B- | Aug 22 |

[View all grades](#)

Homework (details)

Homework due today or next 2 days

| Course | Count |
|---------|-------|
| Science | 1 |

[View all homework](#)

Assignments (details)

Assignments recorded in past 2 days

| Date | Assignment | Mark(s) |
|--------|------------------|---------|
| Oct 30 | Forces of Nature | 15/15 |

[View all assignments](#)

Daily Attendance (details)

Attendance totals for the year

| | |
|-------------------|---|
| Unexcused Absence | 1 |
| Tardy | 1 |

[View all attendance](#)

Grades

1ST QUARTER (now) | 2ND QUARTER | 3RD QUARTER | 4TH QUARTER

Jul 1 - Oct 30 : Iggy

| Course | Grade | As Of |
|-----------------|----------|--------|
| Math - Gr 02 | 80.00 B- | Aug 22 |
| Reading - Gr 02 | 82.32 B- | Oct 29 |
| Science | 90.09 A- | Sep 24 |
| Social Studies | 84.09 B | Sep 24 |

Home Screen Grades Section

In the Homework section, you can easily view a student’s homework for today and the next 2 school days. A count of the number of items due displays next to the Course name. You can also click details or View all homework to view the Homework screen. See “Homework Screen.”

Summary for Iggy Hinds

Grades (grades for 1ST QUARTER)

| Course | Grade | As Of |
|-----------------|----------|--------|
| Reading - Gr 02 | 82.32 B- | Oct 29 |
| Social Studies | 84.09 B | Sep 24 |
| Science | 90.09 A- | Sep 24 |
| Math - Gr 02 | 80.00 B- | Aug 22 |

Homework (Homework due today or next 2 days)

| Course | Count |
|---------|-------|
| Science | 1 |

Assignments (Assignments recorded in past 2 days)

| Date | Assignment | Mark(s) |
|--------|---|---------|
| Oct 30 | Forces of Nature Understands skill/concepts introduced (total) | 15/15 |

Daily Attendance (Attendance totals for the year)

| Category | Count |
|-------------------|-------|
| Unexcused Absence | 1 |
| Tardy | 1 |

Home Screen Homework Section

Start Date: 10/30/2012 End Date: 11/01/2012 View

View By: [Grid] [List]

Tuesday Oct 30

| Course | Homework |
|---------|------------------|
| Science | Forces of Nature |

Home Screen Homework Section

In the Assignments section, you can easily view a student's assignments that were recorded within the past 2 school days. The assignments are grouped by course. Courses are displayed alphabetically, and assignments are arranged by date. You can also click details or View all assignments to view the Assignments screen. See "Assignments Screen."

Rydell High School Help hindsk

Summary for Iggy Hinds

Grades details

Grades for 1ST QUARTER

| Course | Grade | As Of |
|-----------------|----------|--------|
| Reading - Gr 02 | 82.32 B- | Oct 29 |
| Social Studies | 84.09 B | Sep 24 |
| Science | 90.09 A- | Sep 24 |
| Math - Gr 02 | 80.00 B- | Aug 22 |

[View all grades](#)

Homework details

Homework due today or next 2 days

| Course |
|---------|
| Science |

[View all homework](#)

Assignments details

Assignments recorded in past 2 days

| Date | Assignment | Mark(s) |
|--------|---|---------|
| Oct 30 | Forces of Nature Understands skill/concepts introduced (total) | 15/15 |

[View all assignments](#)

Daily Attendance details

Attendance totals for the year

| | |
|-------------------|---|
| Unexcused Absence | 1 |
| Tardy | 1 |

[View all attendance](#)

Rydell High School Help hindsk

Assignments Q1 (Jul 1 - Oct 30)

Math - Gr 02 ³² **Reading - Gr 02** ²⁰ **Science** ³² **Social Studies** ²⁴

Math - Gr 02 : Iggy

Mark: 80.00 B-

Overall Grade **80.00 B-**

| Date | Assignment | Mark | Info |
|--------|------------------------|----------------|------|
| Aug 17 | Worksheet 22 | 12/15 (80%) | |
| Aug 10 | page 110 problems 1-15 | 14/15 (93.33%) | |
| Aug 1 | Chapter Test | 23/25 (92%) | W |
| Jul 25 | Odd Problems | 13/15 (86.67%) | |
| Jul 25 | Even Problems | 0/15 (0%) | M |

View By: List Grid

Home Screen Assignments Section

In the Daily Attendance section, you can easily view a student’s Daily Attendance for the year. You can also click details or View all attendance to view the Attendance screen. See “Attendance Screen.”

Rydell High School Help hindsk -

Summary for Iggy Hinds

Grades details

Grades for 1ST QUARTER

| Course | Grade | As Of |
|-----------------|----------|--------|
| Reading - Gr 02 | 82.32 B- | Oct 29 |
| Social Studies | 84.09 B | Sep 24 |
| Science | 90.09 A- | Sep 24 |
| Math - Gr 02 | 80.00 B- | Aug 22 |

[View all grades](#)

Homework details

Homework due today or next 2 days

| Course | Count |
|---------|-------|
| Science | 1 |

[View all homework](#)

Assignments details

Assignments recorded in past 2 days

| Date | Assignment | Mark(s) |
|--------|---|---------|
| Oct 30 | Forces of Nature | 15/15 |
| | Understands skill/concepts introduced (total) | |

[View all assignments](#)

Daily Attendance details

Attendance totals for the year

| | |
|-------------------|---|
| Unexcused Absence | 1 |
| Tardy | 1 |

[View all attendance](#)

Rydell High School Help hindsk -

Attendance

View by Reporting Period

Iggy's daily attendance

| Date | Absence Type | Reason |
|--------|-------------------|--------|
| Aug 16 | Unexcused Absence | |
| Aug 1 | Tardy | |

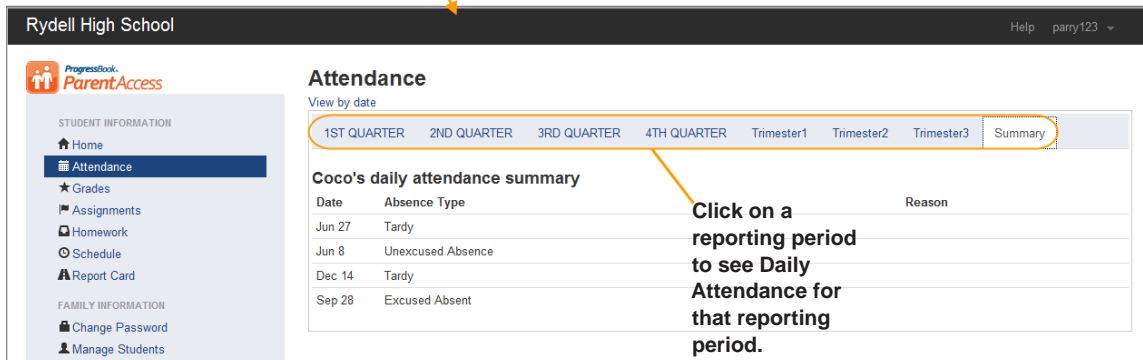
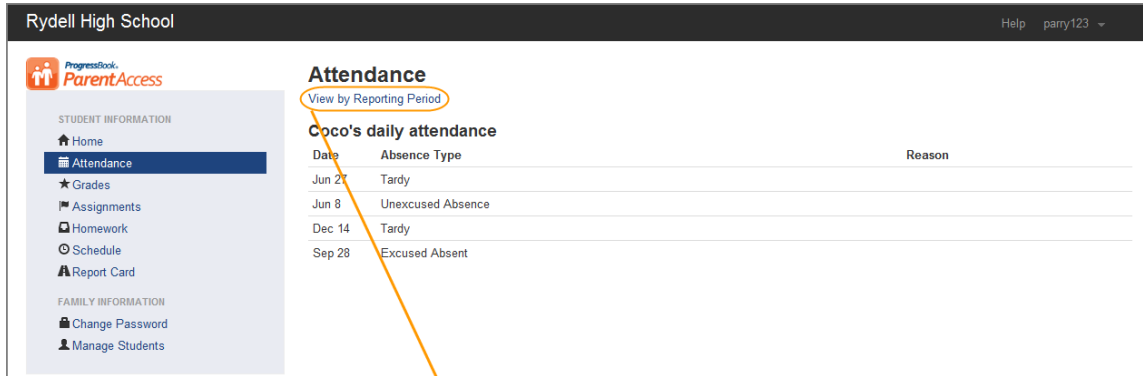
Home Screen Daily Attendance Section

Attendance Screen

The Attendance screen provides detailed information about a student's attendance including Date, Absence Type, Reason, if a reason was entered, Attendance Comments, if a comment was entered, and Arrival and Dismissal Times, if they exist. The information displayed is live from the student's school district's student information system. The default view is by date for the entire school year. You can also view attendance by reporting period.

Note: If the system cannot read from the student information system, a message displays stating attendance is currently unavailable.

Note: The default view for viewing attendance by reporting period is the Summary view.



Attendance Screen

Grades Screen

The Grades screen provides detailed information about a student's grades for a reporting period including Course, Grade and As Of date with the courses sorted alphabetically. The courses are links, so you can easily navigate to the student's assignments for that course. See "Assignments Screen." You can also change reporting periods if you want to see the student's grades from a previous reporting period.

Note: If a student has no classes in GradeBook, the message "No Reporting Period found for this student." displays on the screen.

Rydell High School Help parry123

Grades

1ST QUARTER 2ND QUARTER 3RD QUARTER 4TH QUARTER

Mar 23 - Jul 31 : Coco

| Course | Grade | As Of |
|-----------------|----------|----------|
| Math - Gr 02 | 88.78 B+ | 8/1/2012 |
| Reading - Gr 02 | 83.91 B | 8/1/2012 |
| Science | 90.19 A- | 8/1/2012 |
| Social Studies | 90.93 A- | 8/1/2012 |

Rydell High School Help parry123

Assignments Q4 (Mar 23 - Jul 31)

Math - Gr 02 ¹⁶ Reading - Gr 02 ¹⁶ Science ¹⁴ Social Studies ²⁵

Reading - Gr 02 : Coco View By: [List] [Table] [Grid]

Mark: 83.91 B

Overall Grade 83.91 B

| Date | Assignment | Mark | Info |
|--------|-----------------|-------------------|------|
| May 25 | Vocabulary Quiz | 16/20 (80%) | |
| Jun 1 | Vocabulary Quiz | 13/15 (86.67%) | |
| Jun 8 | Vocabulary Quiz | /20 | M |
| Jun 15 | Vocabulary Quiz | 9/10 (90%) | L |

Grades Screen

Assignments Screen

The Assignments screen provides detailed information about a student's assignments and displays the student's average for a course. At the top of the screen, you can select the student's other courses, which display with numbers beside the course name indicating the number of assignments that have been assigned to the course. You can also select different reporting periods.

Note: If a student has no classes in GradeBook, the message "No Reporting Period found for this student." displays on the screen.

Note: If a class has no assignments, the message "There are no assignments to display for the selected grading period. If this is the beginning of a grading period, check back later. As assignments are recorded they will appear on this page." displays with a blue background.

The following symbols may appear on the Assignments screen:

- **M (blue background)** – The assignment is missing.
- **L (orange background)** – The assignment is late.
- **E (green background)** – The assignment was excluded from the student's grade.

Student Information

- **W (grey background)** – The assignment is weighted to a value other than 1.

Note: You can hover over the weight symbol, and a hover tip will display the amount the assignment is weighted.

Note: If a teacher entered a comment about the assignment, it displays under the assignment's name.

Assignments Screen

Note: If the teacher enters a Daily Comment, Daily Comments for the reporting period display at the bottom of the screen.

Daily Comments on the Assignments Screen

For standards-based (elementary) courses, the default view is by assessment, but you can also view by assignment type and assessments summary.

Note: When viewing by assignment type, assessments for the assignment display indented and underneath the assignment.

Assignments Q4 (Mar 23 - Jul 31) -

Math - Gr 02 ¹⁸ Reading - Gr 02 ¹⁷ Science ¹⁴ Social Studies ²⁵

Reading - Gr 02 : Coco
Mark: 85.00 B

Overall Grade: 85.00 B

| Date | Assignment | Mark | Info |
|--------|------------------------------|----------------|------|
| Jun 29 | Vocabulary Quiz | 16/20 (80%) | |
| Jun 26 | Vocabulary Quiz | 13/15 (86.67%) | |
| Jun 26 | Team Report * | 34/40 (85%) | |
| Jun 15 | Vocabulary Quiz | /20 (0%) | M |
| Jun 8 | Vocabulary Quiz | 5/10 (50%) | L |
| Jun 1 | Vocabulary Quiz | 29/30 (96.67%) | L |
| Jun 26 | Book Report | 34/40 (85%) | |
| May 25 | Vocabulary Quiz Good Job! | 14/15 (93.33%) | W |

View by Assessment (Default View)

Assignments Q4 (Mar 23 - Jul 31) -

Math - Gr 02 ¹⁸ Reading - Gr 02 ¹⁷ Science ¹⁴ Social Studies ²⁵

Reading - Gr 02 : Coco
Mark: 85.00 B

Quiz

| Date | Assignment | Mark(s) | Info |
|--------|-----------------------|-------------|------|
| Jun 29 | Vocabulary Quiz | 16/20 (80%) | |
| | Overall Grade (total) | | |
| | Recognizes vocabulary | 7/10 (70%) | |

View by Assignment Type

Assessments Summary Q4 (Mar 23 - Jul 31) -

Math - Gr 02 ¹⁸ Reading - Gr 02 ¹⁷ Science ¹⁴ Social Studies ²⁵

Coco's progress for Reading - Gr 02

| Assessment | Mark |
|---|----------|
| Overall Grade | A- 91.63 |
| Applies phonics skills as presented | A 95.00 |
| Applies reading strategies as presented | B+ 88.33 |

View by Assessment Summary

Assignments Screen for a Standards-Based (Elementary) Course

For traditional (high school) courses, the default view is by assignment type, but you can also view by date.

Note: When viewing by assignment type, the assignment type's weight displays next to the assignment type.

Assignments Q4 (Mar 23 - Jul 31) -

BIOLOGY HONORS ² ENGLISH 10 HONORS ¹⁴ GEOMETRY HONORS ¹⁷ HEALTH ¹ UNITED STATES HISTORY AP ¹

BIOLOGY HONORS : Boris
Mark: 94.58 A

Classwork : Weight 1 93.33 A

| Date | Assignment | Mark | Info |
|-------|----------------|----------------|------|
| Jun 1 | Chapter Review | 14/15 (93.33%) | |

View by Assignment Type (Default View)

Assignment Type's Weight

Team Project : Weight 3 95.00 A

| Date | Assignment | Mark | Info |
|-------|-------------|-------------|------|
| Jun 1 | Team Report | 38/40 (95%) | |

Assignments Q4 (Mar 23 - Jul 31) -

BIOLOGY HONORS ² ENGLISH 10 HONORS ¹⁴ GEOMETRY HONORS ¹⁷ HEALTH ¹ UNITED STATES HISTORY AP ¹

BIOLOGY HONORS : Boris
Mark: 94.58 A

View by Date

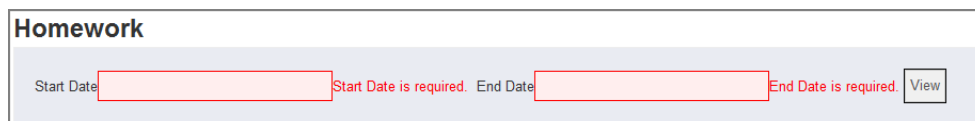
| Date | Assignment | Mark | Info |
|-------|----------------|----------------|------|
| Jun 1 | Chapter Review | 14/15 (93.33%) | |
| Jun 1 | Team Report | 38/40 (95%) | |

Assignments Screen for a Traditional (High School) Course

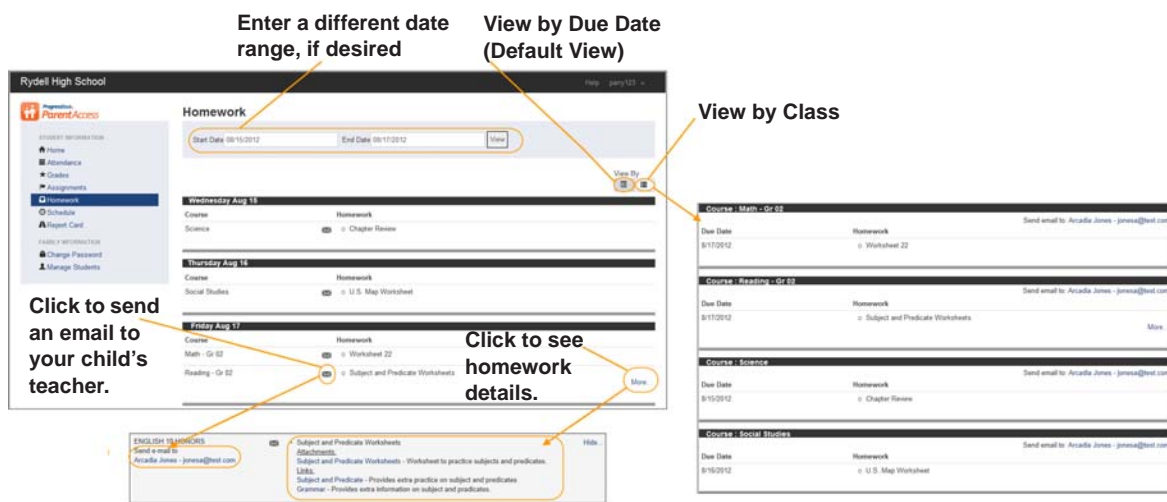
Homework Screen

The Homework screen provides detailed information, such as due date, course name and homework description, about a student's homework. The default date range is from today through the next 2 school days, but you can change the date range. The default view is by due date, but you can change it to by class. You can click More... to see additional information posted for the homework, such as a description, attachments and links, if the teacher added the information. You can also email the teacher from the Homework screen.

Note: If you do not enter a valid Start Date or End Date, the system displays error messages.



Error Messages for Invalid Dates



Homework Screen

Schedule Screen

The Schedule screen provides detailed information about a student's schedule, which is displayed by period. The default view is for the current day, but you can change the date, if desired. You can also email the teacher from the Schedule screen.

Note: If you select a date and the student does not have school that day, such as a holiday, the screen will display "No School today."

Note: Weekends are ignored unless there is school on Saturday and/or Sunday. If you view the schedule on a weekend and school is not scheduled, then you will see the schedule for the following Monday.

Note: At the bottom of the schedule, a separate section will display for classes that do not have meeting times.

Today's Date (Default View)

Click in the Date field and select a different date, and the screen automatically updates.

Displayed by Period

Class Without a Meeting Time

Click to email the student's teacher.

Schedule Screen

| Course | Period | Room | Teacher | Section |
|-----------------------------------|--------|---------|----------------------------------|---------|
| ENGLISH 10 HONORS | 1 | | Arcadia Jones jonesa@test.com | 1 |
| GEOMETRY HONORS | 2 | | Arcadia Jones jonesa@test.com | 2 |
| BIOLOGY HONORS | 3 | | Arcadia Jones jonesa@test.com | 3 |
| UNITED STATES HISTORY AP | 4 | | Arcadia Jones jonesa@test.com | 4 |
| Boris's additional Classes | | | | |
| Course | Room | Teacher | Section | |
| WORK STUDY | | | 919191 | |

Report Card Screen

The Report Card screen provides detailed information about a student's report card. The information displayed is live from the student's school district's student information system. It displays the student's grade level, school year and marks for reporting periods. You can view the legend for a mark or comment code by placing the cursor in the mark/comment field and clicking the eye icon. When you are done viewing, click the X in the upper-right corner of the legend. You can also change the report card if the school uses more than one report card, such as an interim.

Note: If the system cannot read from the student information system, a message displays stating the report card is currently unavailable.

Beta District Name to appear in ParentAccess

Help CS1parent

ProgressBook ParentAccess

Report Card

Lake View High School

Student: Whitney Hinds

Lake View High School -

Grade Level 12
Year 11/12

| Assessment | Q1 | Q2 | Exam2 | Final2 | Q3 | Q4 | Exam4 | Final4 |
|--------------|-------|----|-------|--------|----|----|-------|--------|
| Quarter Mark | 85.83 | | | | | | | |
| Comment 1 | | | | | | | | |
| Comment 2 | | | | | | | | |
| Exam | | | | | | | | |

Click to select a different report card.

Student's Grade Level and the School Year

ADV BIOLOGY (ZOO)

| Assessment | Q1 | Q2 | Exam2 | Final2 | Q3 | Q4 | Exam4 | Final4 |
|----------------------------|-------|----|-------|--------|----|----|-------|--------|
| Quarter Mark | 85.83 | | | | | | | |
| Comment 1 | | | | | | | | |
| Comment 2 | | | | | | | | |
| Exam | | | | | | | | |
| Avg | | | | | | | | |
| Final | | | | | | | | |
| Total Period Absences | | | | | | | | |
| Excused Period Absence | | | | | | | | |
| Unexcused Period Absence | | | | | | | | |
| Total Period Tardies | | | | | | | | |
| Excused Period Tardies | | | | | | | | |
| Unexcused Period Tardies | | | | | | | | |
| COMP APPS WORD PROC | | | | | | | | |
| Assessment | | | | | | | | |
| Quarter Mark | | | | | | | | |
| Comment 1 | | | | | | | | |
| Comment 2 | | | | | | | | |
| Exam | | | | | | | | |
| Avg | | | | | | | | |
| Final | | | | | | | | |
| Total Period Absences | | | | | | | | |
| Excused Period Absence | | | | | | | | |

Click to close the legend.

Report Card Screen

Family Information

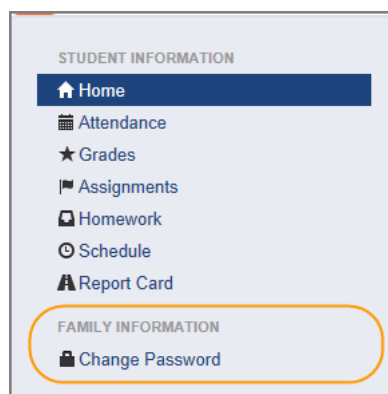
For parents, the Family Information section allows you to manage your Beta ParentAccess accounts and create your child's/children's Beta ParentAccess accounts. The screens available are as follows:

- **Change Password** – Provides users with the ability to change their passwords.
- **Manage Students** – Provides parents with the ability to link a child/children to their account and create a student account for their child/children.



Family Information Section for Parents

For students, the Family Information section allows you to change your password.



Family Information Section for Students

Change Password

You can change your Beta ParentAccess password by performing the following steps:

1. On the left side of the screen in the navigational area under Family Information, click **Change Password**.
2. On the Change Password screen in the Current Password field, enter your **current password**.
3. In the New Password field, enter your **new password**.
4. In the Confirm New Password field, re-enter your **new password**.

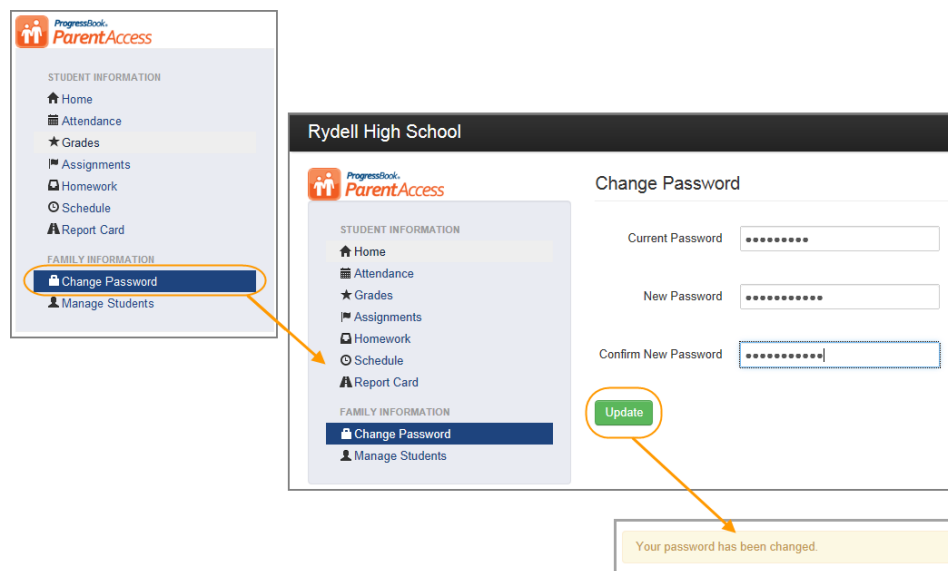
Note: Passwords must contain 1 letter, 1 number and 8 to 50 characters. They are case sensitive and cannot match the user name.

5. Click **Update**.

The message “Your password has been changed.” displays.

Note: If you enter your current password incorrectly, the message “Your current password was entered incorrectly. Please try again.” displays.

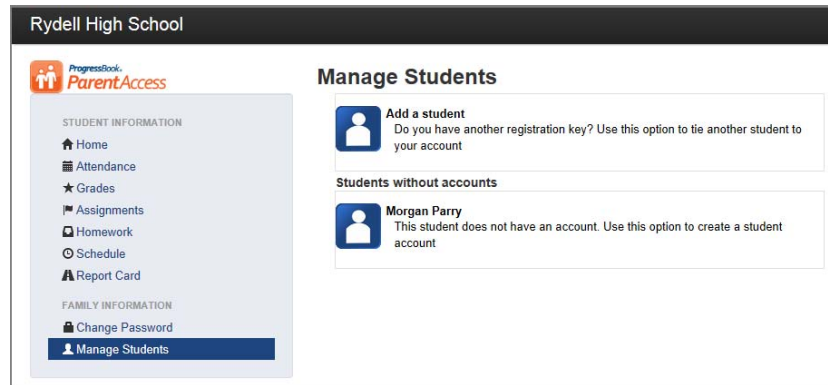
Note: If you enter your new password incorrectly, the message “Passwords do not match” displays.



Change Password Procedure

Parents Managing Students

On the Manage Students screen, parents can add children to their Beta ParentAccess account and create a student account for their child/children.



Manage Students Screen

Parents Adding a Child

When you add a child to your Beta ParentAccess account, the system allows you to view the child's information. To add a child, perform the following steps:

1. On the left side of the screen in the navigational area under Family Information, click **Manage Students**.
2. On the Manage Students screen, click **Add a student**.
3. On the Link Student screen in the First Name field, enter your child's **first name**.

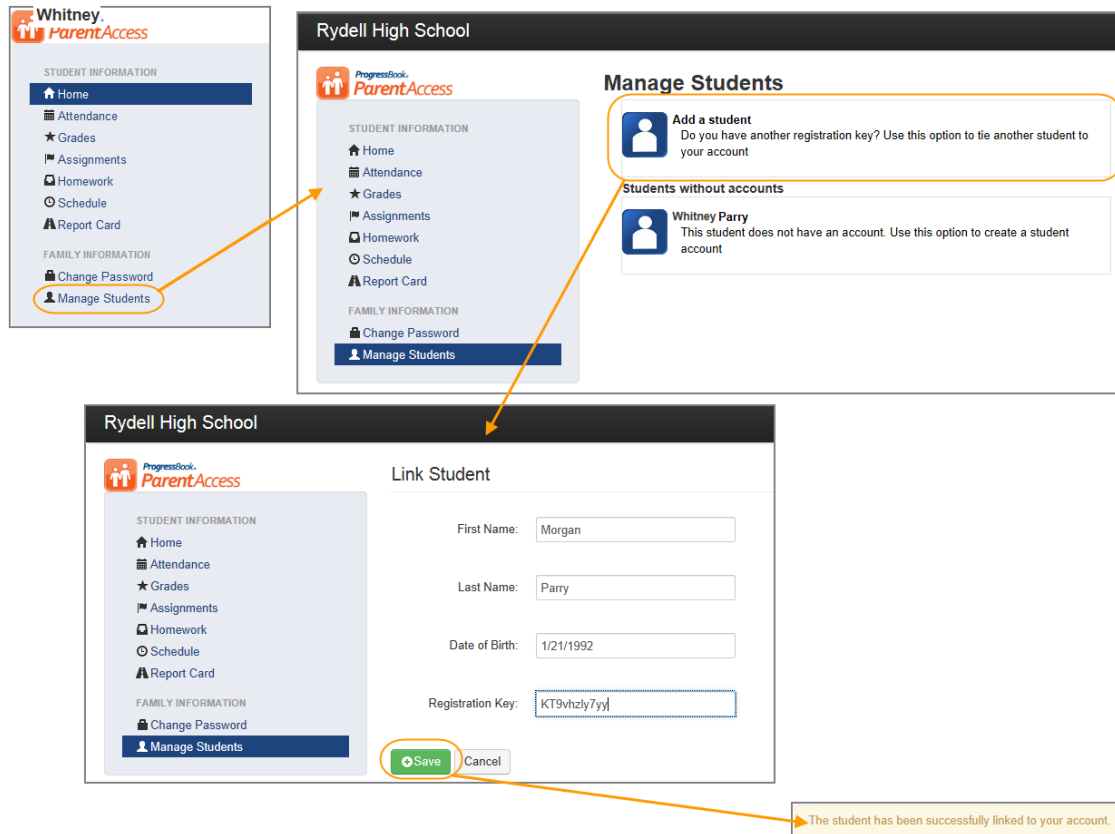
Note: Do not use a nickname; you must use the legal first name.

4. In the Last Name field, enter your child's **last name**.
5. In the Date of Birth field, enter your child's **birthdate**.
6. In the Registration Key field, enter the **registration key** supplied by your child's school district.
7. Click **Save**.

The message "The student has been successfully linked to your account." displays.

Note: If you enter your child's information incorrectly, the message "The attempt to link a student to your account was unsuccessful. Please correct the errors and try again. The student information entered does not match the registration key you provided." displays.

8. If you need to add additional children, perform step 1 through step 7 until all your children are added.



Add a Child Procedure

Parents Creating a Student Account

When you create a student account for your child, the system allows your child to view his/her information. To create a student account for your child, perform the following steps:

1. On the left side of the screen in the navigational area under Family Information, click **Manage Students**.
2. On the Manage Students screen, under Students without accounts, click **your child's name**.
3. On the Create Student Account For "Child's First Name" screen in the Username field, enter your **child's user name**.

Note: User names must be letters and numbers with 6 to 50 characters.

4. In the Password field, enter your **child's password**.
5. In the Password Confirmation field, re-enter your **child's password**.

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

6. In the Email field, which is optional, enter your **child's email**.

Note: You cannot use your email account for your child. All email accounts must be unique.

Note: You do not have to enter an email address for your child; however, if your child forgets his/her password, he/she will not be able to reset his/her forgotten password.

7. In the Confirmation Email field, re-enter your **child's email**.

8. Click **Create**.

The message "You have successfully created a student account for 'your child's first name'" displays.

9. If you need to create additional student accounts, perform step 1 through step 8 until all your children have accounts.

Note: If you enter your child's information incorrectly, the message "The student account creation was unsuccessful. Please correct the errors and try again." displays.

The image illustrates the 'Create a Student Account Procedure' through three sequential screenshots of the ProgressBook ParentAccess interface for Rydell High School.

Step 1: The first screenshot shows the 'Manage Students' link highlighted in the left sidebar of the 'ParentAccess' dashboard.

Step 2: The second screenshot shows the 'Manage Students' page. Under the 'Students without accounts' section, 'Morgan Parry' is listed with the note: 'This student does not have an account. Use this option to create a student account.'

Step 3: The third screenshot shows the 'Create Student Account For Morgan' form. The fields are filled as follows:

- Username: morga
- Password: [masked]
- Password Confirmation: [masked]
- Email: parym@test.com
- Confirmation Email: parym@test.com

 The 'Create' button is highlighted in green.

Final Step: A green message box at the bottom right states: 'You have successfully created a student account for Morgan'.

Create a Student Account Procedure

This page intentionally left blank.