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.

Rydell High School		ry for Iggy Hinds			Help parry	123 -
Student inks Student INFORMATION Attendance ★ Grades ■ Attendance ★ Grades ■ Assignments ■ Homework © Schedule	Grades Grades for 1 Course Reading - (Social Stud Science Math - Gr0	Grade Gr 02 82.32 B- ies 84.09 B 90.09 A-	As Of Oct 29 Sep 24 Sep 24 Aug 22	Homework Homework dae today or next 2 days Course Science ©View all homework	detais	
A Report Card PAMLY INFORMATION Change Password Manage Students Family Inform Links	QView all g Assignment Date		Aug 22 details Mark(s) 15/15	Daily Attendance Attendance totals for the year Unexcused Absence Tardy & View all attendance	details 1 1	
	Q View all a	introduced (total)				

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.

Ident Parent Access	Summary for Ig Grades	gy Hinds	details	Homework	delails
STUDENT INFORMATION	Grades for 1ST QUARTER			Homework due today or next 2 days	20000
iks	Course	Grade	As Of	Course	
■ Attendance ★ Grades	Reading - Gr 02	82.32 B-	Oct 29	Science	0
Assignments	Social Studies	84.09 B	Sep 24		
Homework	Science	90.09 A-	Sep 24	Q View all homework	
© Schedule	Math - Gr 02	80.00 B-	Aug 22		
A Report Card			110000		
FAMILY INFORMATION	Q View all grades				
Change Password	Assignments		details	Daily Attendance	details
	Assignments recorded in pr	nt 2 days		Attendance totals for the year	
		Science		Unexcused Absence	31 L
Family Information	Date Assignmen	t		Tardy	1
Links	Oct 30 Forces of	Nature I	lark(s)		
			5/15	Q View all attendance	
	introduce		TOP: N		

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.

ProgressBook Parent	Access	
Rydell High School	Change District	
Enter your login informatio	If you need to switch to a different distric click Not your district?. A list of available districts will be provided.	
User name: Enter your user name		Beta Site
Password:		PA Site
Enter your password		Rydell High School
	Create an account Can't access your account?	

Change School Districts

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

Note: If you accidently 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

Rydell High Enter your lo	ProgressBook. ParentAccess Not your district? School Dgin information	Parent A pare attend	ance, etc. Use this option to cre t ant account provides students a	to view your children's progress, assignments,	
User name: Enter your user n Password: Enter your passw LSign on			Registration Profile Profile Parent Information	Account 3 Student	
Registration			First Name:	Eve	
1 Profile 2 A	ccount 3 Student		Middle Name:	А	
Account Informatio	on		Last Name:	Hinds	
			Email:	eahinds@gmail.com	
	hindsea		Confirmation Email:	eahinds@gmail.com	
Password: Confirm Password:	••••••		Continue→		Cancel
Continue+		Cancel			
Registration 1 Profile 2	Account Student				
Student Informati	on		Account creation w	as successful.	
Registration Key:	46VYZQ538BF		Log in to your new accou		
First Name:	Iggy				
Last Name:	Hinds				
Birthdate:	8/5/2000				
	† Ru	emove from registration			
Tasks: Enter another registra	ation key				
ORegister		Cancel			

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.

Registration		
1 Profile 2	Account 3 Student	
Student Information	on	
Registration Key:	46VYZQ538BF	
First Name:	lggy	
Last Name:	Hinds	
Birthdate:	8/5/2000	
	Remove from registration	
Registration Key:	VWB7LB23LLD	Account creation was successful.
First Name:	Boris	Log in to your new account
Last Name:	Hinds	
Birthdate:	9/4/2001	
	Remove from registration	
Tasks: Enter another registra	tion key	
ORegister	Cancel	

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.

ProgressBook Parent	Access	
Rydell High School	Not your district? Change District]
Rydell High School	If you need to switch to a different district,	District Selection
Enter your login informatio	click Not your district?. A list of available	Welcome to ParentAccess by Software Answers, Inc. This software is a part of our ProgressBook Suite of products. Please select your district to get started.
User name:		Beta Site
Enter your user name		
Password:		PA Site
Enter your password Sign on Remember me		Rydell High School
	Create an account Can't access your account?	

Change School Districts

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

Note: If you accidently 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.

ProgressBook Parent	Access Not your district?		
Enter your login information	n		
User name:			
Enter your user name Password:			
Enter your password			
LSign on Remember me			
(Create an account Can't access your account?		
	ProgressBook		
		Select the type of account you would like to create:	
		Parent A parent account provides you access to view your children's progress, assignments, attendance, etc. Use this option to create your account.	
		Student A student account provides students access to view information about their classes su homework, graded assignments, etc. Use this option to create a student account.	uch as
			Cancel
Registration	K]	
1 Profile 2 Account		Registration	
Student Information		Profile Account	
First Name: Iqqy		Account Information	
First Name: Iggy Last Name: Hinds		User name: hindsi	
Birthdate: 8/5/2000		Password:	
Email: ihinds@gmail.co	m	Confirm Password:	
Confirmation Email: ihinds@gmail.co		Registration Key: VJH7ZRW8K4H	
		(ORegister) Canc	
Continue→	Cancel	Cano	ei
	Account creation was successful.		
	Log in to your new account		

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.

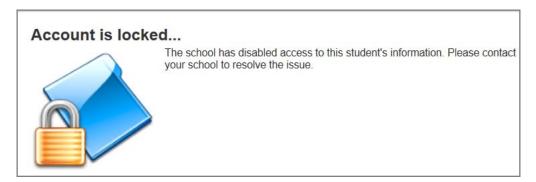
T Pa	restBook. rentAccess Not your district?
Rydell High School	
Enter your login infor	mation
User name:	
jabell	Remembe
jabell Password:	Remembe Check Bo
	Check Bo
Password:	Check Bo

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.

Rydell High School	Not your distri
Login was unsuccessful. Please co again.	rrect the errors and try
Your account is no longer activ	
Contact your child's school for	more information.
Enter your login informati	on
Enter your login informati	on
Enter your login informati	on
	on
User name:	on
User name: hindsk	on
User name: hindsk Password: Enter your password	on
User name: hindsk Password:	on
User name: hindsk Password: Enter your password	on Create an 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

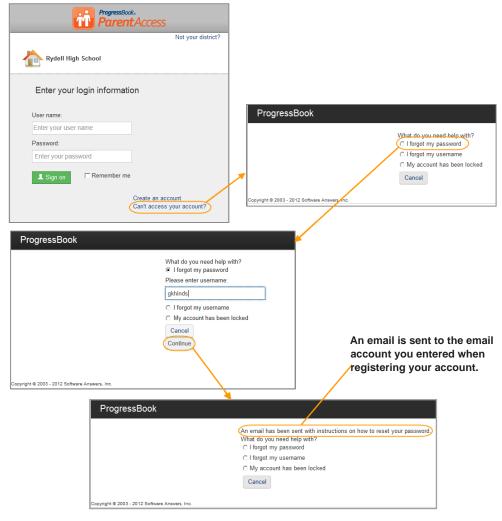
If you forgot your password, the system can send you instructions to your registered email account on how to reset your password.

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.



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.

noReply@software-answers.com	Sent: Wed 8/8/2012 10:1
Hinds, Ginneen	
ect: ParentAccess Password Assistance	
t <u>ps://beta.software-answers.com:443/BETAParentAccess/account/resetpassword?</u> setToken=cCh2vi2UK1VkghgbxO577z2pQ1ISLUoGiOtV91n2iiGrO0uO57ktrhuwKGfhKuoCZkpjWAaiwotjBk5ajF	DouSqQ72IQr2KMAu5c9SW6t74XIbb4AeViTi0NX9bxM7eo78districtId=parentaccess
	Husdatsion zikin kustasi weitzeki in keike v in jonk sokkin esi katisi nena parenta dess
ProgressBook	ProgressBook. Parent Access
New Password	Not your district?
	Rydell High School
Confirm New Password	
	Enter your login information
Reset Password	
	User name:
	Enter your user name
Copyright © 2003 - 2012 Software Answers, Inc.	Password:
	Enter your password
om: InoReply@software-answers.com : Inds, Ginneen	L Sign on □ Remember me
ibject: ParentAccess Password Changed	Create an account
This message is to confirm the password for your ParentAccess account has changed.	Can't access your account?

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.

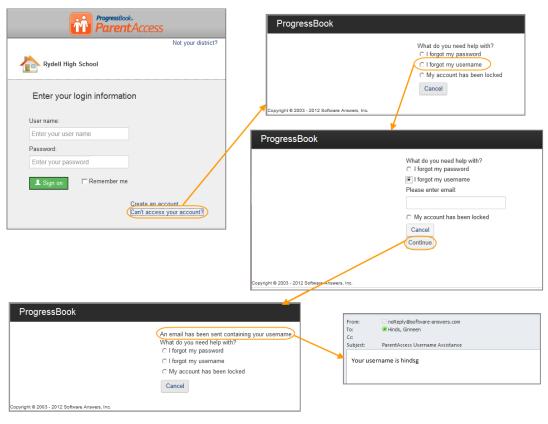
Note: If a student forgets his/her user name and did not register an email account when creating his/her account, the student should contact his/her school.

- 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.

Rydell High Scho	ProgressBook. ParentAccess Not your district
Login was unsuccessfi again.	ul. Please correct the errors and try
	been temporarily locked because of tempts. Please try again later.
<u> </u>	
Enter your login	
Enter your login	
Enter your login	
Enter your login User name: parry12 Password:	

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.

ProgressBook. Parent Access Not your district?	ProgressBook
Rydell High School	What do you need help with?
Enter your login information	C I forgot my username My account has been locked Cancel
User name:	
Enter your user name	
Password:	
Enter your password	What do you need help with?
Sign on Remember me Create on account Can't access your account?	C I forgot my username G My account has been locked W you can that been locked W you should be able to access your account soon. If you do not remember your password please request a password reset email by clicking the button above. Cancel

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.

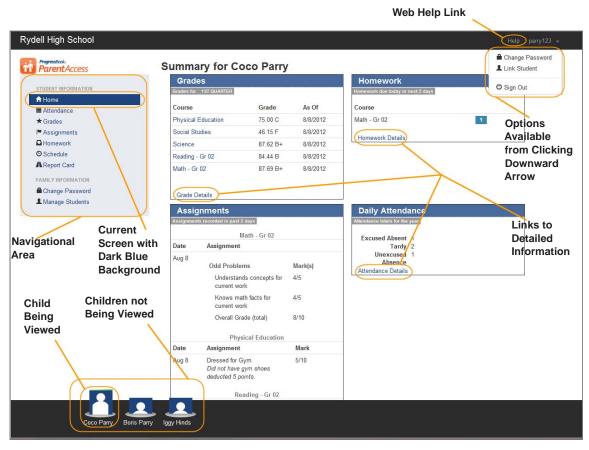
Note: When viewing screens in the Family Information section, children associated with your account do not appear at the bottom of the screen.

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.



Navigate Beta ParentAccess for Parents

					Web Help	Link	
Rydell High School	I						lelp whitney17 -
ProgressBook. ParentAccess	S	ummary for White	ney Hin	ds	12		Change Password
		Grades		details	Homework	U	Sign Out
A Home		Grades for 2ND QUARTER	Grade	As Of	Homework due today or next 2 days		Options
Attendance		ENGLISH 10 HONORS	86.25 B	Nov 8	ENGLISH 10 HONORS	0	Available
★ Grades	\backslash	BIOLOGY HONORS	92.00 A-	Nov 8	BIOLOGY HONORS		from Clicking
I [■] Assignments □ Homework		UNITED STATES HISTORY AP		Nov 6	BIOLOGTHONORS	1	Downward
G Schedule		and the second second second second second		(0100.0	Q View all homework		
A Report Card		GEOMETRY HONORS	83.33 B	Nov 6			Arrow
FAMILY INFORMATION		Q View all grades		8			
Change Password	\mathbf{X}	Assignments		details	Daily Attendance	details	Links to
		Assignments recorded in past 2 day			Attendance totals for the year		Detailed
	X	ENGLISH 1	/				
	Current	Date Assignment		Mark	Excused Absent	1	Information
Navigational	Screen with	Nov 8 Current Event Write	/	17/20	Tardy	1	
Area	Dark Blue	Nov 6 Current Event with	ig	11/20	Excused	1	
	Background	Q View all assignments					
					Q View all attendance		
						Copyright @ 200	3 - 2012 Software Answers, Inc.
	S	Student's					
		lame					
C							
	hitney Hinds						

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	
Help is currently under construction and will be available soon.	
	Close

Help Under Construction Message

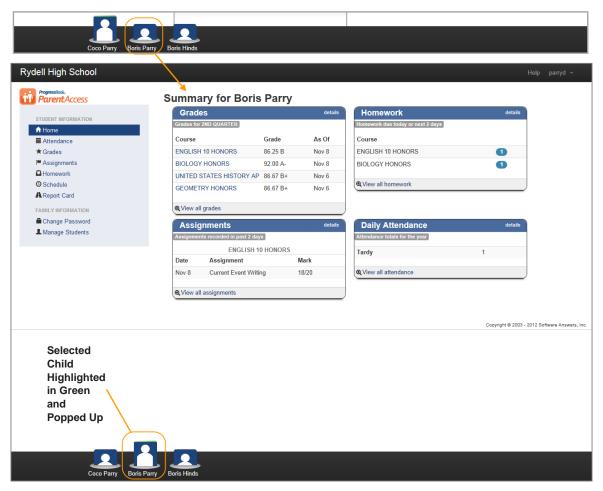
Parents Viewing Another Child

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.

	Help parryd -	
Homework	Change Password Link Student	ProgressBook. ParentAccess
Homework due today or next 2 days		Not your district?
Course		Rydell High School
ENGLISH 10 HONORS	0	
BIOLOGY HONORS	0	
Q View all homework		Enter your login information
		User name:
		Enter your user name
Daily Attendance Attendance totals for the year	details	Password:
		Enter your password
Tardy	1	
Q View all attendance		Sign on Remember me
(Create an account
		Can't access your account?

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.

STUDENT INFORMATION	Today's Comments Reading - Gr 02					
Attendance	Great participation in grou	up work!				
★ Grades						
Assignments	Grades		details	Homework	details	
Schedule	Grades for 1ST QUARTER			Homework due today or next 2 days		
A Report Card	Course	Grade	As Of	Course		
	Reading - Gr 02	82.32 B-	Oct 29	Science	0	
FAMILY INFORMATION	Social Studies	84.09 B	Sep 24			
Change Password	Science	90.09 A-	Sep 24	Q View all homework		
Manage Students	Math - Gr 02	80.00 B-	Aug 22			
	Q View all grades					
	Assignments		details	Daily Attendance	details	
	Assignments recorded in pa	0.000		Attendance totals for the year		
		Science		Unexcused Absence	1	
	Date Assignmen	it		Tardy	1	
	Oct 30 Forces of	Nature	Mark(s)			
	Understa	ands skill/concepts	15/15	Q View all attendance)	
	Q View all assignments					
					Copyright @ 2003 - 20	12 Software Ansi

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."*

dell High School ParentAccess	Summary for Iggy Hinds		lelp hindsk
STUDENT INFORMATION	Grades Grades Homework	details	
★ Home	Grades for 1ST QUARTER Homework due today or next 2 days		
Attendance	Course Grade As Of Course		
★ Grades	Reading - Gr 02 82.32 B- Oct 29 Science	0	
Assignments	Social Studies 84.09 B Sep 24		
Homework	Science 90.09 A- Sep 24 View all homework		
O Schedule	Math - Gr 02 80.00 B- Aug 22		
A Report Card			
FAMILY INFORMATION	View all grades		
Change Password	Assignments details Daily Attendance	details	
L Manage Students	As lighter to the year Attendance totals for the year	C. Weiner -	
Clinks		277	
Click a	Date Assignment Unexcused Absence	1	
course's	Oct 30	1	
name to	Forces of Nature Mark(s)		
view the	Understands skill/concepts 15/15)	
course's	introduced (total)		
marks.			
maritor	View all assignments		
dell High School			
ProgressBook. ParentAccess	Grades		
STUDENT INFORMATION	1ST QUARTER (now) 2ND QUARTER 3RD QUARTER 4TH QUARTER		
A Home	hild Oct 00 class		
Attendance	Jul 1 - Oct 30 : Iggy		
★ Grades	Course	Grade	As Of
M Assignments	Math - Gr 02	80.00 B-	Aug 22
Homework	Destar 0.03	02 22 D	
© Schedule	Reading - Gr 02	82.32 B-	Oct 29
A Report Card	Science	90.09 A-	Sep 24
			-
FAMILY INFORMATION Change Password	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."*

ParentAccess	Summary for I					A count
STUDENT INFORMATION	Grades		San Services -	Homework	details	
A Home	Grades for 1ST QUARTER	1	H	omework due today or next 2 days		displays
# Attendance	Course	Grade	As Of C	ourse		the numb
★ Grades	Reading - Gr 02	82.32 B-	Oct 29 S	cience		homewor
Assignments	Social Studies	84.09 B	Sep 24		\smile	assignm
Homework	Science	90.09 A-	Sep 24	View all homework		due.
O Schedule	Math - Gr 02	80.00 B-	Aug 22			uue.
A Report Card	and a second second		5			
FAMILY INFORMATION	Q View all grades					
Change Password	Assignments		details	Daily Attendance	details	
Manage Students	Assignments recorded in j	past 2 days		tendance totals for the year	uetalis	
	Assignments recorded in	1022017		tendance totals for the year		
		Science	U	nexcused Absence	1	
	Date Assignme	nt	Т.	ardy	1	
	Oct 30 Forces of Undersi	f Nature I	Mark(c)	ardy View all attendance		
	Oct 30 Forces of Undersi	f Nature I tands skill/concepts	Mark(s)			
dell High School	Oct 30 Forces of Undersi introduc	f Nature I tands skill/concepts	Mark(s)			Help hindsk +
dell High School	Oct 30 Forces of Undersi introduc	f Nature I tands skill/concepts	Mark(s)			Help hindsk ~
ProgressBook.	Oct 30 Forces of Unders introduce	f Nature I tands skill/concepts	Mark(s) 15/15			Help hindsk ~
ProgressBook. Parent Access	Oct 30 Forces of Unders introduc View all assignments Homework	f Nature I tands skill/concepts	Mark(s)	View all attendance		Help hindsk +
ProgressBook. ParentAccess Student Information	Oct 30 Forces of Unders introduc View all assignments Homework	f Nature I tands skill/concepts	Mark(s) 15/15	View all attendance		
Parent Access	Oct 30 Forces of Unders introduc View all assignments Homework	f Nature I tands skill/concepts	Mark(s) 15/15	View all attendance		View By:
ParentAccess	Oct 30 Forces of Unders introduc View all assignments Homework	f Nature I tands skill/concepts	Mark(s) 15/15	View all attendance		
Progressionk. Parcent Access student INFORMATION A Home a Attendance ★ Grades	Oct 30 Forces of Unders introduc View all assignments Homework	f Nature I tands skill/concepts	Mark(s) 15/15	View all attendance		View By:
Pagrestivek. ParentAccess STUDENT INFORMATION	Oct 30 Forces of Unders introduc View all assignments Homework Start Date 10/30/2012	f Nature I tands skill/concepts	Mark(s) 15/15	View all attendance		View By:
Progressionsk. ParentAccess STUDENT INFORMATION Attendance Attendance Grades Assignments Otherwork	Oct 30 Forces of Undersi introduc View all assignments Homework Start Date 10/30/2012 Tuesday Oct 30	f Nature I tands skill/concepts	Mark(s) 15/15	View all attendance		View By:

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."*

ProgressBook.	Summary for l	aav Hinde						
Parent Access	Grades	557 111145	details	Homework		details		
STUDENT INFORMATION	Grades for 1ST QUARTER	1	uctuits	Homework due today or next 2 day	79	Centrals		
A Home								
i Attendance	Course	Grade	As Of	Course				
★ Grades	Reading - Gr 02	82.32 B-	Oct 29	Science	1			
Assignments	Social Studies	84.09 B	Sep 24	0.10				
Homework	Science	90.09 A-	Sep 24	Q View all homework				
O Schedule	Math - Gr 02	80.00 B-	Aug 22					
A Report Card								
FAMILY INFORMATION	Q View all grades							
Change Password	Assignments		details	Daily Attendance		details		
& Manage Students	Assignments recorded in p	past 2 days	Y	Attendance totals for the year		0.1000.00		
		Science				1.28		
	Date Assignme			Unexcused Absence		1		
				Tardy		1		
	Oct 30 Forces of	Nature M	/lark(s)					
			5/15	Q View all attendance				
		ed (total)						
	Q View all assignments							
	a non an acoignmonto							_
			\square					
rdell High School						Н	lelp hinds	ĸ
ProgressBook.	Assignments						lelp hinds 1 (Jul 1 - Oc	
	Assignments							
ProgressBook.	Assignments	ling - Gr 02 ²⁰ Scier	nce ³² Social S	udies ²⁴				
ProgressBook. Parent Access	Assignments		nce ³² Social S	udies ²⁴		Q1	1 (Jul 1 - Oc	
ProgressBook. Parent Access	Assignments	ling - Gr 02 ²⁰ Scier	nce ³² Social S	udies ²⁴		Q1	1 (Jul 1 - Oc View By:	13
ProgressRock. Proceeding of the second secon	Assignments Math - Gr 02 ³² Read Math - Gr 02 : Iggy	ling - Gr 02 ²⁰ Scier	nce ³² Social S	udies ²⁴		Q1	1 (Jul 1 - Oc	
ProgressRock. STUDENT INFORMATION Home Attendance	Assignments Math - Gr 02 ²² Read Math - Gr 02 : Iggy Mark: 80.00 B	ling - Gr 02 ²⁰ Scier	nce ³² Social S	udies ²⁴		Q1	1 (Jul 1 - Oc View By:	13
Progression. Parent Access STUDENT INFORMATION A Home iiii Attendance ★ Grades	Assignments Math - Gr 02 ³² Read Math - Gr 02 : Iggy Mark: 80.00 B Overall Grade	ling - Gr 02 ²⁰ Scien	nce ³² Social S	udies ²⁴	Mark	Q1	1 (Jul 1 - Oc View By:	13
Angenetic Access STUDENT INFORMATION Home in Attendance Grades Main Access Main Access Ma	Assignments Math - Gr 02 ³² Read Math - Gr 02 : Iggy Mark: 80.00 B Overall Grade Date Assignment	tling - Gr 02 ²⁰ Scien	nce ³² Social S	udies ²⁴	Mark	Q1	1 (Jul 1 - Oc View By:	13
Progressionsk. Parent Access STUDENT INFORMATION Attendance Cades Assignments Attendence	Assignments Math - Gr 02 ³² Read Math - Gr 02 : Iggy Mark: 80.00 B Overall Grade Date Assignment Aug 17 Worksheet 2	ting - Gr 02 ²⁰ Scien - -	nce ³² Social S	udies ²⁴	<mark>1</mark> 2/15	Q1 (80%)	1 (Jul 1 - Oc View By:	13
Progressionk. Factorial Control of Control	Assignments Math - Gr 02 ³² Read Math - Gr 02 : Iggy Mark: 80.00 B Overall Grade Date Assignment Aug 17 Worksheet 2 Aug 10 page 110 pro	ling - Gr 02 ²⁰ Scier - - 2 bblems 1-15	nce ³² Social S	udies ²⁴	12/15 14/15	(80%) (93.33%)	1 (Jul 1 - Oc View By:	13
ProgressBook. ParentAccess STUDENT INFORMATION A Home a Attendance ★ Grades P Assignments A Homework. S Schedule	Assignments Math - Gr 02 ³² Read Math - Gr 02 : Iggy Mark: 80.00 B Overall Grade Date Assignment Aug 17 Worksheet 2	ling - Gr 02 ²⁰ Scier - - 2 bblems 1-15	nce ³² Social S	udies ²⁴	<mark>1</mark> 2/15	Q1 (80%)	1 (Jul 1 - Oc View By:	13

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 -
ProgressBook. ParentAccess	Summary for lo	agy Hinds			
, areno acces	Grades		details	Homework	details
STUDENT INFORMATION	Grades for 1ST QUARTER			Homework due today or next 2 days	
A Home					
Attendance	Course	Grade	As Of	Course	
★ Grades	Reading - Gr 02	82.32 B-	Oct 29	Science 1	
Assignments	Social Studies	84.09 B	Sep 24	Q View all homework	
Homework	Science	90.09 A-	Sep 24	view all homework	
O Schedule	Math - Gr 02	80.00 B-	Aug 22		
Report Card					
FAMILY INFORMATION	Q View all grades)	
Change Password	Assignments		details	Daily Attendance	details
Anage Students	Assignments recorded in pa	aat 2 dave		Attendance totals for the year	
	Assignments recorded in p	11000			
		Science		Unexcused Absence	1
	Date Assignmen	IT		Tardy	1
	Oct 30 Forces of	Naturo	/lark(s)		
			5/15	View all attendance	
	introduce		5/15		
	Q View all assignments				
			/	·	
Dudall Link Calast					
Rydell High School			¥		Help hindsk 👻
-					
ProgressBook. ParentAccess	Attendance				
	View by Reporting Period				
STUDENT INFORMATION	laure de la lite ettern des				
A Home	Iggy's daily attendar				
🗰 Attendance	Date Absence Type			Reason	
★Grades	Aug 16 Unexcused Abs	ence			
Massignments	Aug 1 Tardy				
Homework					
© Schedule					
Report Card					
FAMILY INFORMATION					
Change Password					
L Manage Students					

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.

	Help parry1:	23 👻
ProgressBook. ParentAccess	Attendance	
	View by Reporting Period	
STUDENT INFORMATION	Coco's daily attendance	
A Home	Date Absence Type Reason	
🗰 Attendance	Jun 21 Tardy	
★ Grades		
Assignments	Jun 8 Unexcused Absence	
Homework Schedule	Dec 14 Tardy	
A Report Card	Sep 28 Excused Absent	
FAMILY INFORMATION		
Change Password		
Amage Students		
ProgressBook.	Help parry Attendance	/123 -
ProgressBook.		/123 、
Progressbook. ParentAccess STUDENT INFORMATION	Attendance View by date	/123 、
Fromessor. ParentAccess STUDENT INFORMATION Thome	Attendance View by date	/123 、
Parent Access student Information Home	Attendance View by date 1ST QUARTER 2ND QUARTER 3RD QUARTER 4TH QUARTER Trimester1 Trimester2 Trimester3 Summary	/123
Progressitive. STUDENT INFORMATION A Home in Attendance ★ Grades	Attendance View by date IST QUARTER 2ND QUARTER 3RD QUARTER 4TH QUARTER Trimester1 Trimester2 Trimester3 Summary Coco's daily attendance summary	/123 -
Progressions. STUDENT INFORMATION	Attendance View by date IST QUARTER 2ND QUARTER 3RD QUARTER 4TH QUARTER Trimester1 Trimester2 Trimester3 Summary Coco's daily attendance summary Date Absence Type Click on a Reason Reason	/123 、
Progressions. Fragment Access STUDENT INFORMATION Attendance Crades P Assignments Homework	Attendance View by date IST QUARTER 2ND QUARTER 3RD QUARTER 4TH QUARTER Trimester1 Trimester2 Trimester3 Summary Coco's daily attendance summary Date Absence Type Click on a Reason Jun 27 Tardy reporting period	/123 🤜
Progressional Parent Access STUDENT INFORMATION Atom Atom Atom Cales Cales Assignments Atom Atom Schedule	Attendance View by date IST QUARTER 2ND QUARTER 3RD QUARTER 4TH QUARTER Trimester1 Trimester2 Trimester3 Summary Coco's daily attendance summary Date Absence Type Click on a Reason Jun 27 Tardy Jun 8 Unexcused Absence to see Daily	/123 -
Progressions. STUDENT INFORMATION	Attendance View by date Ist QUARTER 2ND QUARTER 3RD QUARTER 4TH QUARTER Trimester1 Trimester2 Trimester3 Summary Date Absence Type Click on a Reason Jun 27 Tardy Jun 8 Unexcused Absence Dec 14 Tardy Ctick Con a Reason Click on	//123 、
Progressional. ParentAccess STUDENT INFORMATION Attendance Arades Assignments Attendance Assignments Associated and a statements Asport Card FAMILY INFORMATION	Attendance View by date IST QUARTER 2ND QUARTER 3RD QUARTER 4TH QUARTER Trimester1 Trimester2 Trimester3 Summary Coco's daily attendance summary Date Absence Type Click on a Reason Jun 27 Tardy reporting period to see Daily Dec 14 Tardy Attendance for	//123 🗸
ParentAccess STUDEIT INFORMATION Home Atendance Gades Assignments Homework Schedule Report Card	Attendance View by date Ist QUARTER 2ND QUARTER 3RD QUARTER 4TH QUARTER Trimester1 Trimester2 Trimester3 Summary Date Absence Type Click on a Reason Jun 27 Tardy Jun 8 Unexcused Absence Dec 14 Tardy Ctick Con a Reason Click on	//123 🗸

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.

(80%)

(86.67%)

(90%)

М

13/15

/20

9/10

ProgressBook. ParentAccess		01		
r regression dutte			ck on a reporting	
Parent Access	Grades	pe	riod to see grade	S
STUDENT INFORMATION	1ST QUARTER 2ND QUARTER 3RD	QUARTER 4TH QUARTER for	that reporting	
★ Home		pe	riod.	
Attendance	Mar 23 - Jul 31 : Coco			
★Grades	Course	Grade	As Of	
M Assignments	Math - Gr 02	88.78 B+	8/1/2012	
Homework				
O Schedule	Reading - Gr 02	83.91 B	8/1/2012	
A Report Card	Science	90.19 A-	8/1/2012	
FAMILY INFORMATION	Social Studies	90.93 A-	8/1/2012	
Change Password				
Manage Students				
lell High School	4			
Deserved on the				
ProgressBook. ParentAccess	Assignments			Q4 (Mar 23 - Jul 31
	Math - Gr 02 ¹⁶ Reading - Gr 02 ¹⁶ So	cience 14 Social Studies 25		
STUDENT INFORMATION	Math - Gr 02 Reading - Gr 02 Se	cience Social Studies		
Attendance	Reading - Gr 02 : Coco			View By:
★ Grades	Mark: 83.91 B			
P Assignments	Overall Grade			83.91
Homework	Date Assignment		Mark	Info

Grades Screen

Assignments Screen

A Report Card

FAMILY INFORMATION

Change Password

L Manage Students

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:

Jun 1

Jun 8

Jun 15

Vocabulary Quiz

Vocabulary Quiz

Vocabulary Quiz

- 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.

• 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.

Rydell High School						Help parry123 👻	
ProgressBook. ParentAccess	Assignm		******	Click to cha	ange	Q4 (Mar 23 - Jul 3	1) -
STUDENT INFORMATION	Math - Gr 02	Reading - Gr 02	2 ¹⁶ Science ¹⁴ Social Studies ²⁵	5	_/		
♠ Home ₩ Attendance		or 02 : Coco	16 Assignments			View By:	
★ Grades	Mark: 83					83.68	B
Homework		signment		Click to change	Mark	Info	
Schedule	Jun 29 Vo	cabulary Quiz	Child's Average in	reporting period.	16/20	(80%)	
FAMILY INFORMATION	Jun 26 Vo	cabulary Quiz	the Course		13/15	(86.67%)	Missing
Manage Students	Jun 22 Vo	cabulary Quiz			/20	(0%)	Late
	Jun 15 Vo	cabulary Quiz			9/10	(90%)	Excluded
	Jun 8 Vo	cabulary Quiz			29/30	(96.67%)	
	Jun 1 Bo	ok Report	Teacher's Comr	ment for the	34/40	(85%)	Weight
		cabulary Quiz	Assignment		14/15	(93.33%)	Other that

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	
	Date	Comment
	Oct 30	Great participation in group work!
Iggy Hinds Whitney Hinds	;	Copyright € 2003 - 2012 Software Answers, Inc.

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.

	Ma Rea Ma	signments th - Gr 02 ¹⁶ Reading - Gr 02 ¹⁷ So tding - Gr 02 : Coco trk: 85.00 B	ence ¹⁴ Social Studies ²⁸	View by Assessment (Default View)	Q4 (Mar 23 - Jul 31) +		
	Date	verall Grade Assignment		Marje	85.00 B		
	Jun			16/20	(80%)		
	Jun	26 Vocabulary Quiz		13/15	(86.67%)		
	Jun 3			34/40	(85%)		
	Jun			/20	(0%)		
	Jun 8		/	9/10	(90%)		
	Jun			29/30	(96.67%)		
	Jun			34/40	(85%)		
	May	25 Vocabulary Quiz Good Job!	/	14/15	(93.33%)		
		¥				¥	View by
Assign	nments		View by	Q4 (Mar 23 - Jul 31) +	Assessme	nts Summary	Assessment Q4 (Mar 23 - Jul 31) -
Math - Gr	02 16 Reading - Gr 02	Science ¹⁴ Social Studies ²⁵	Assignmer		Math - Gr 02 10	Reading - Gr 02 17 Science 14 Social Studies 25	Summary
Reading	- Gr 02 : Coco		Туре	View By:		ess for Reading - Gr 02	View By:
Mark:	85.00 B				Coco s progr	ess for reading - or oz	
Date	Assignment			Info	Assessment		Mark
Jun 29	Vocabulary Quiz Overall Grade (total)			Mark(s) 16/20	Overall Grade		A- 91.63
	Recognizes vocabula	rv.		(80%)	Applies phonics sk	ills as presented	A 95.00
		-1		(70%)	Applies reading str	ategies as presented	B* 88.33

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.

Assig	Inments					Q4 (Mar 23 - Jul 3	1) -	
віо L o Mark	GY HONORS : B : 94.58 A		EOMETRY HON	ORS ¹⁷ HEALTH ¹ U View by Assign Type (Default V		View By:		
Classy Date Jun 1	vork (Weight 1) Assignment Chapter Review	Assignm Type's W			Mark 14/15 (S	93.33 Info)3.33%)		
Team I Date Jun 1	Project :Weight 3 Assignment Team Report				Mark 38/40	95.00 Info (95%)	A	
		Assig	nments					Q4 (Mar 23 - Jul 31) ~
		BIOLOG	Y HONORS ² BY HONORS 94.58 A	ENGLISH 10 HONORS ¹⁴	GEOMETRY HONO		UNITED STATES HIS ew by Date	STORY AP ¹ View By:
		Date Jun 1	Assignment Chapter Review	N			Mark 14/15	Info (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.

Star	t Date		Start Date is required. End Date		End Date is require	ed. View
		Err	or Messages for	Invalid Date	S	
		r a different dat e, if desired	e View by Due Dat (Default View)	te		
ydell High School Parent Access Parent Access Prove Parent Access Pro	Homework	Evel Date 00172012	(Nep. (pary)22 -	View by C	lass	
Assignments Assignments Converses Alterent Card Alterent Card Coding VariableStore Alterent Alterent Solutions	Wednesday Aug 18 Course Science Thursday Aug 16	Homework 65 © Chapter Review		Course : Math = Gr 02 Dee Bate Brit70842	Manavariak o Wahahaat 22	Send email to Arcadie Jones - jonese@test o
Click to send an email to	Coarse Social Studies EffEdyr Allio 57 Coarse	Homework gg : 0 U.S. Map Worksheet Homework	Click to see	Course : Reading = Gr 60 Dee Date Britiger2	Nonswork > Subject and Predicate Worksheets	Send email to: Arcadia Jones - Jonesa@text c
your child's teacher.	Math - Gr 82 Reading - Gr 82	O Worksheet 22 O Subject and Predicate Works	homework details.	Deer Bate Birts2012	Matterwork 0 Orașter Fanirea	Sand email to Arcada Junes - Junesa@test.s
ENGLISH 1 Send 4-real Arcada Jan		Dubject and Prodicate Worksheets Allactments Subject and Prodicate Worksheets - Workshee Units	to practice subjects and predicates.	Course & Social Studies Due Date 8:15/2912	Montework o U.S. Map Worksheet	Send email to Arcadia Jones - jonna@test /

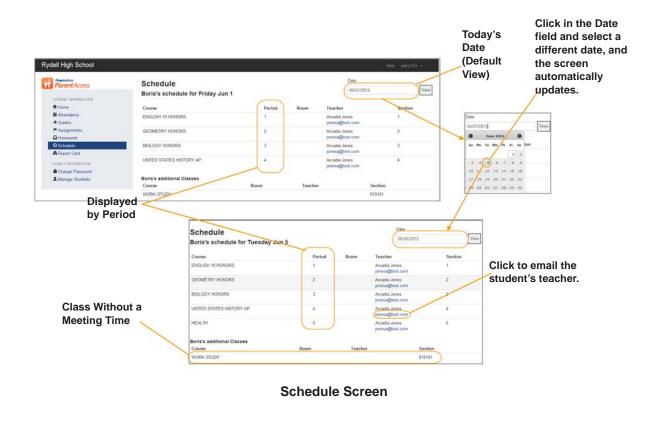
Schedule Screen

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.



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.

Student Information

ParentAccess	tAccess Report Card			Lake View High School					Lake View	irade Le	rvel: 12	a different report card.													
Home	ADV R	01 002 (700)									(Year	11/12	Student's											
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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.

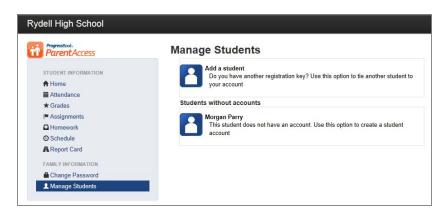
Note: If you enter your new password incorrectly, the message "Passwords do not match" displays.

ProgressBook. ParentAccess		
STUDENT INFORMATION ↑ Home Attendance ★ Grades	Rydell High School	
I■ Assignments	ProgressBook. Parent Access	Change Password
Schedule	STUDENT INFORMATION	Current Password
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	Homework Schedule	Confirm New Password
	Report Card FAMILY INFORMATION Change Password	Update
	Anage Students	
		Your password has been changed.

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.

	ell High School		
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Rydell High School	Link Student		
STUDENT INFORMATION	First Name:	Morgan	
iiii Attendance ★ Grades I≅ Assignments	Last Name:	Parry	
C Homework C Schedule A Report Card	Date of Birth:	1/21/1992	
FAMILY INFORMATION Change Password Manage Students	Registration Key:	KT9vhzly7yy	
	© Save Cancel		The student has been successfully linked to your account.

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.

Progressilook. ParentAccess	Rydell High Schoo	ol		
STUDENT INFORMATION	ProgressBook. ParentAccess		Manag	e Students
Attendance Grades Assignments Homework Schedule Report Card FAMILY INFORMATION Change Password Manage Students	The part of the second s		Students	Add a student Do you have another registration key? Use this option to tie another student to your account without accounts Morgan Pary This student does not have an account. Use this option to create a student account
Rydell High School	Create Student A	ccount For Mo	rgan	
 ■ Attendance ★ Grades ■ Assignments 	Password:	•••••		
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FAMILY INFORMATION	Email:	parrym@test.com		
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Create a Student Account Procedure

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