



# ProgressBook User Guide

*ProgressBook*<sup>®</sup>

# **ProgressBook User Guide**

**(This document is current for v18.4.0 or later.)**

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# Change Log

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

<b>Product Version</b>	<b>Heading</b>	<b>Page</b>	<b>Reason</b>
18.4.0	<i>"Viewing Your Class Schedule"</i>	46	Updated procedure and screen shot to reflect homeroom information on schedule.
18.0.0	<i>"Creating an Account"</i>	1	Added note to indicate students may be required or allowed to log in using Google™.
18.0.0	<i>"Signing In to ProgressBook (Standard)"</i>	5	Renamed section and added note to indicate students may be required or allowed to log in using Google™.
18.0.0	<i>"Signing Into ProgressBook (Google™)"</i>	7	Added section.
18.0.0	<i>"Creating Parent Accounts"</i>	73	Added note to indicate that parents cannot log in using another service.
18.0.0	<i>"Creating Student Accounts"</i>	85	Added note to indicate that some students may be required to log in using another service.
18.0.0	<i>"Resetting Your Child's Password"</i>	87	Added note to indicate that if your child uses another service to log in, you cannot reset their password.

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# Welcome to ProgressBook

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

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

## Creating an Account

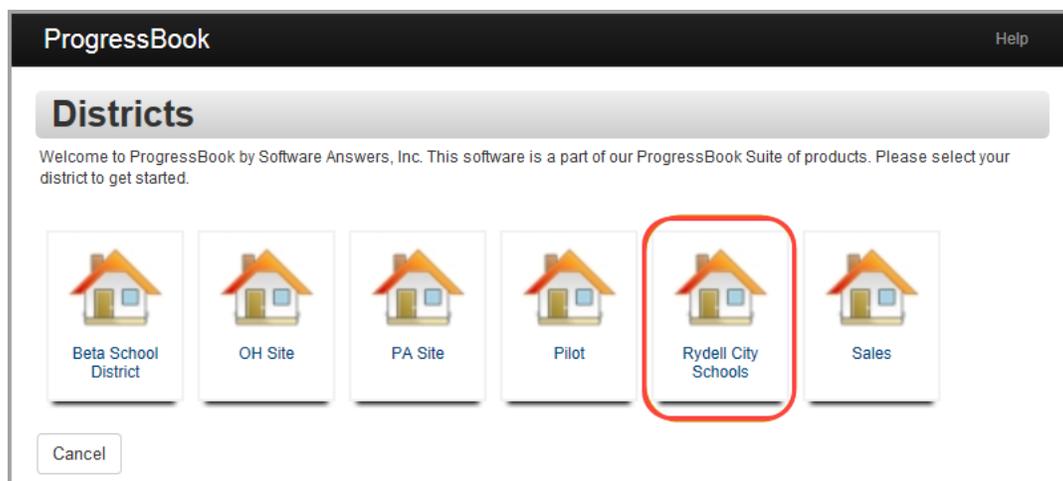
To view a video of this procedure, go to:

<https://youtu.be/A2UToYtcekI>

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

**Note:** Some school districts may allow or require you to log in with another service, such as Google. See “[Signing Into ProgressBook \(Google™\).](#)”

1. In a web browser, enter the URL provided by your teacher.
2. On the **Districts** screen, select your school district. The system will remember your selection the next time you log in on the same machine.



3. On the ProgressBook **Sign In** screen, click **Sign up**.

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18.0.0 [Switch District](#)

User name

Password

Remember me

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

### Sign Up

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

[+ Sign Up](#)

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

Rydell City Schools Help

## Sign Up

Select the type of account you would like to create:

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

+ Link student

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

+ I am a parent

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

+ I am a student

Cancel

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

**Note:** You cannot use the same email account your parent uses for ProgressBook. All email accounts must be unique.

6. Below **Account Information**, enter the following:

- **Registration Key** – Provided by your teacher (not case sensitive)

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

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

7. Click **Register**.

The screenshot shows the 'Sign Up' page for Rydell City Schools. The page is titled 'Sign Up' and 'Create a student account'. It is divided into two main sections: '1 Student Information' and '2 Account Information'. In the 'Student Information' section, there are input fields for 'First Name' (filled with 'Scott'), 'Last Name' (filled with 'Jennings'), and 'Date of Birth' (filled with '01/07/1999'). Below this is a yellow informational box stating 'Email address is not required. If provided, it will only be used for password reset requests and teacher communications.' There are input fields for 'Email' and 'Re-enter Email', both filled with 'scott@example.com'. The 'Account Information' section contains input fields for 'Registration Key' (filled with 'SAKWWQQ6C6M5L792'), 'User name' (filled with 'scottj'), 'Password', and 'Re-enter Password'. Each of these fields has a green checkmark and a validation message: 'Key format is valid', 'User name is available', 'Password is acceptable', and 'Passwords match' respectively. At the bottom, there are two buttons: a green 'Register' button and a white 'Cancel' button, separated by the word 'or'.

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

**Note:** Google and the Google logo are registered trademarks of Google Inc., used with permission.

## Accessing ProgressBook

The following topics may help you to access ProgressBook:

- [“Signing In to ProgressBook \(Standard\)”](#)
- [“Signing Into ProgressBook \(Google™\)”](#)
- [“What To Do If Your Account Is Locked”](#)
- [“Retrieving Forgotten User Name”](#)
- [“Resetting Your Password”](#)

### Signing In to ProgressBook (Standard)

If your school allows or requires you to log in using Google, see [“Signing Into ProgressBook \(Google™\)”](#).

1. In a web browser, enter the URL provided by your school or district.

The **Sign In** screen displays for the last district you accessed on the computer you are currently using.

2. (Optional) To change districts:
  - a. On the **Sign In** screen, click **Switch District**.

SOFTWARE ANSWERS  
**ProgressBook**  
SUITE

18.0.0 **Switch District**

User name

Password

Remember me

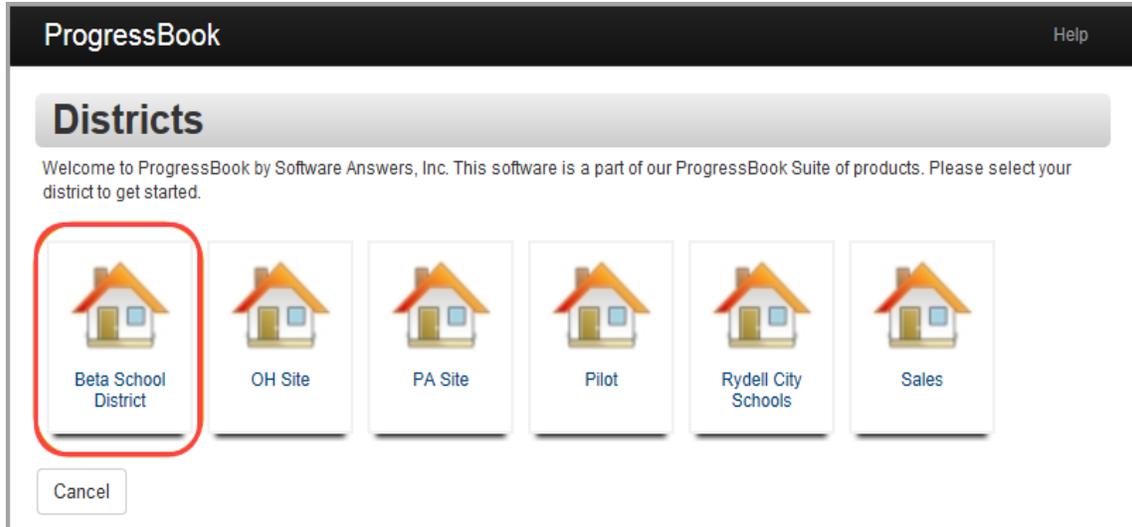
**Sign In** Forgot your user name or Password?

**Sign Up**

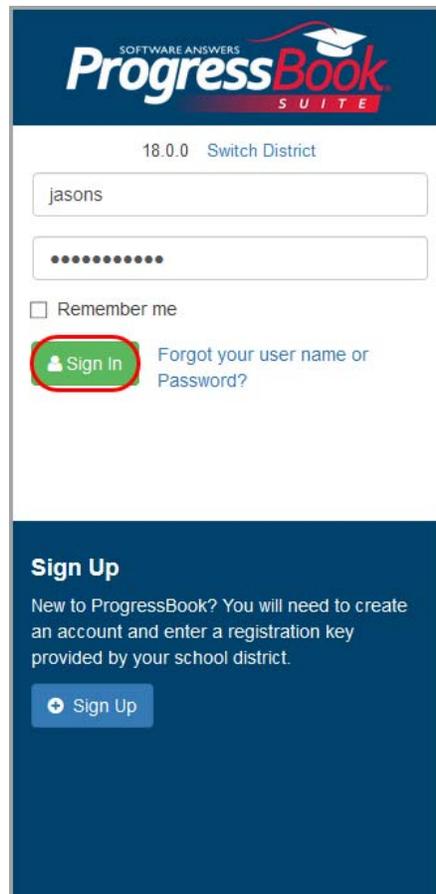
New to ProgressBook? You will need to create an account and enter a registration key provided by your school district.

**Sign Up**

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



3. On the **Sign In** screen, enter your **User name** and **Password**.
4. (Optional) If you want the system to remember your user name the next time you sign in, select the **Remember me** check box.
5. Click **Sign in**.



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## Signing Into ProgressBook (Google™)

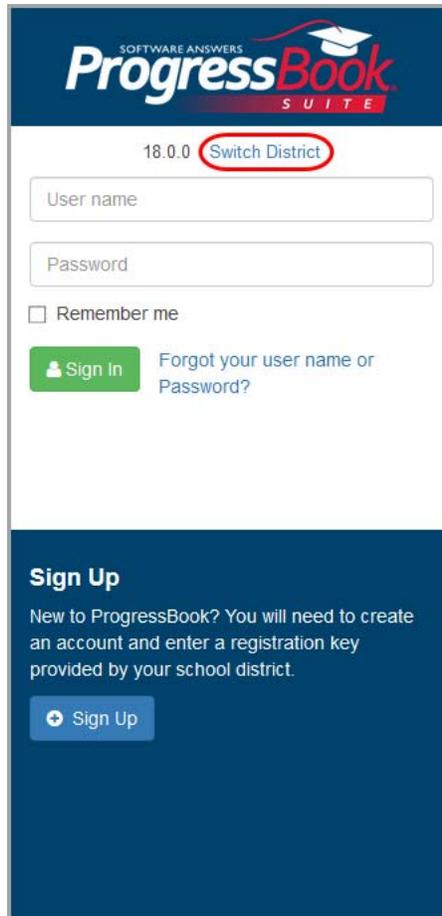
Some school districts allow or require students to log into ProgressBook using a Google account. If your district does not allow this, see [“Signing In to ProgressBook \(Standard\).”](#)

1. In a web browser, enter the URL provided by your school or district.

The **Sign In** screen displays for the last district you accessed on the computer you are currently using.

2. (Optional) To change districts:

- a. On the **Sign In** screen, click **Switch District**.



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18.0.0 [Switch District](#)

User name

Password

Remember me

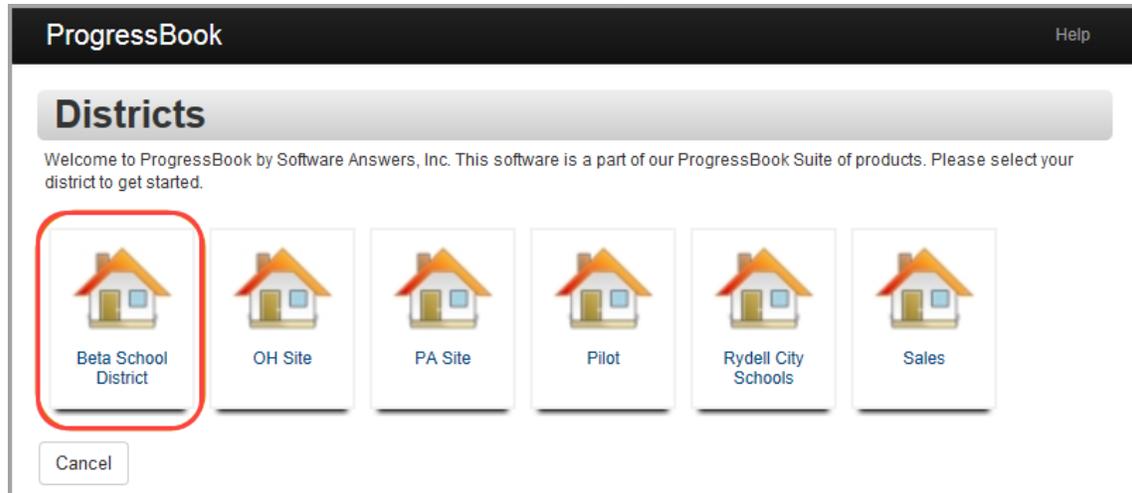
[Sign In](#) [Forgot your user name or Password?](#)

**Sign Up**

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

[Sign Up](#)

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



3. Once you are returned to the **Sign In** screen, click **Students Sign in with Google**.

4. On the **Sign in - Google Accounts** screen, select the account you want to use to log in, or add the account by clicking **Use another account**.

**Note:** If are already logged into your Google account in the current browser, this step is skipped. If the Google account you are logged into is not the correct one for logging into ProgressBook, you must log out of that account before you can log in successfully.

5. If your password is not saved for this account, enter your password.

You are redirected to the **Planner** screen in ProgressBook.

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## What To Do If Your Account Is Locked

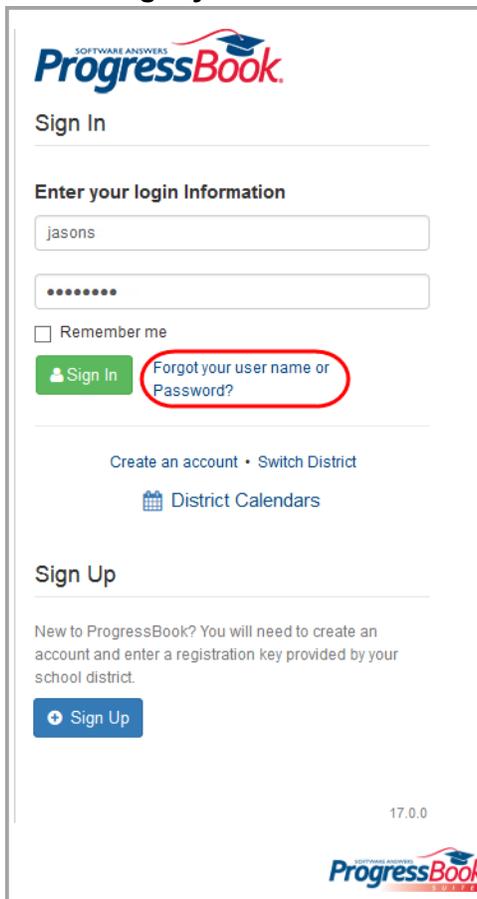
If you are unsuccessful after 5 attempts to sign in to ProgressBook, the system automatically locks your account. Wait 10 minutes, and then try again.

## Retrieving Forgotten User Name

If you have forgotten your user name and you have an email address tied to your ProgressBook account, you can request that the system email it to you.

**Note:** If you are required to log in using your Google account, you cannot request to retrieve a forgotten username. This procedure only functions for standard ProgressBook accounts.

1. On the **Sign In** screen, click **Forgot your user name or Password?**.



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

- In the **Please enter email** field, enter the email address associated with your ProgressBook account.

Rydell City Schools Help

## Account Recovery

What do you need help with?

I forgot my password

I forgot my user name

Please enter email:

Enter your email address

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

My account has been locked

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

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

- Click **Continue**.

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

- Go to your email account to retrieve your forgotten user name.

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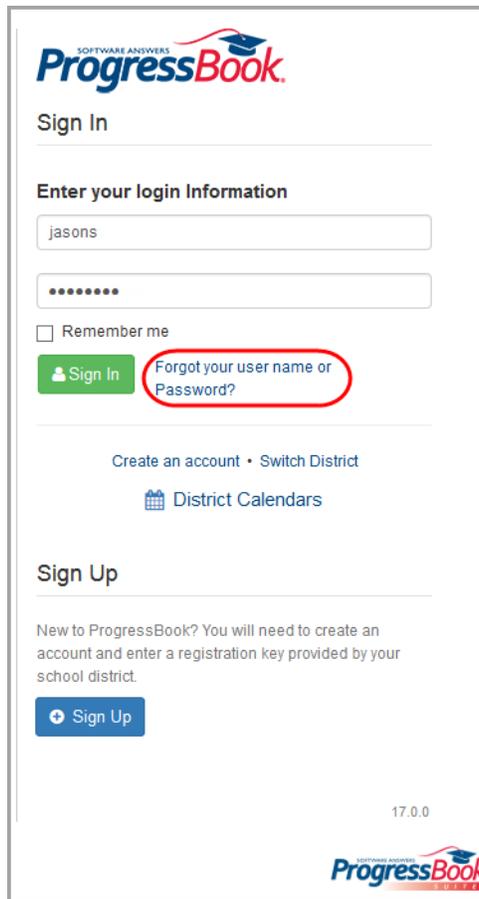
## Resetting Your Password

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

**Note:** If you are required to log in using your Google account, you cannot request to reset a password. This procedure only functions for standard ProgressBook accounts. You must reset your password with Google.

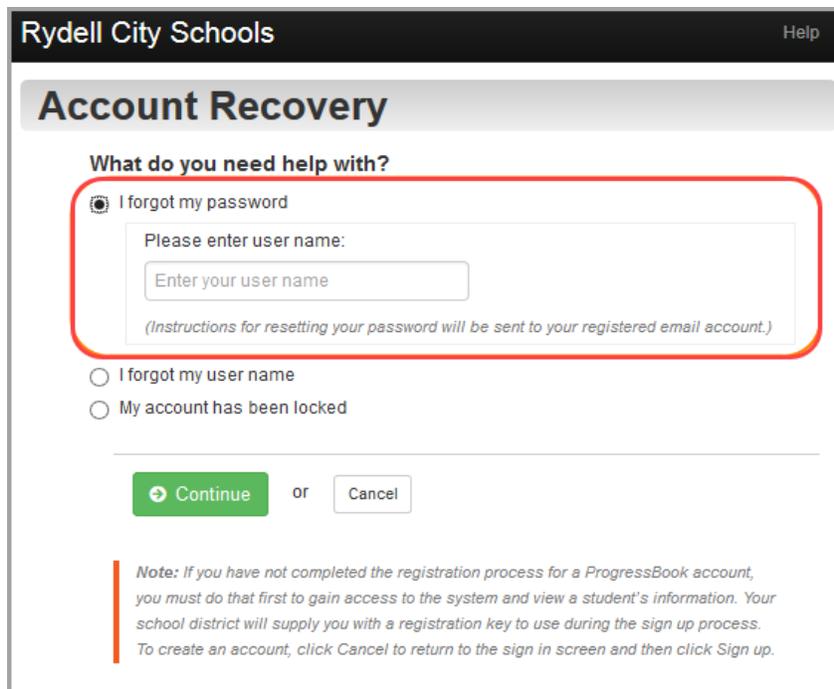
**Note:** If you do not have an email address tied to your account, your parent or teacher can reset your password for you.

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



The screenshot shows the ProgressBook login interface. At the top is the ProgressBook logo with the tagline 'SOFTWARE ANSWERS'. Below the logo is a 'Sign In' section with a horizontal line. Underneath, the text 'Enter your login Information' is followed by two input fields: one for the username (containing 'jasons') and one for the password (masked with dots). A 'Remember me' checkbox is present below the password field. A green 'Sign In' button is to the left of a red-circled link that reads 'Forgot your user name or Password?'. Below the login section are links for 'Create an account', 'Switch District', and 'District Calendars'. A 'Sign Up' section follows, with a blue 'Sign Up' button. The version number '17.0.0' and the ProgressBook logo are at the bottom right.

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



The screenshot shows the 'Rydell City Schools' Account Recovery screen. The title 'Account Recovery' is at the top. Below it is the question 'What do you need help with?'. Three radio button options are listed: 'I forgot my password' (which is selected and circled in red), 'I forgot my user name', and 'My account has been locked'. The 'I forgot my password' option is expanded to show a text input field labeled 'Please enter user name:' with the placeholder text 'Enter your user name'. Below the input field is a note: '(Instructions for resetting your password will be sent to your registered email account.)'. At the bottom, there are 'Continue' and 'Cancel' buttons. A note at the very bottom explains that if the user has not completed registration, they must first gain access to the system to view student information and receive a registration key.

4. Click **Continue**.

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

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

6. On the **Password Reset** screen, in the **Username** field, enter your ProgressBook account username.7. In the **New Password** field, enter your new password.8. In the **Re-enter New Password** field, enter your new password again.

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

9. Click **Reset Password**.

The **Sign In** screen displays, and an email is sent to your account stating your password has been changed.

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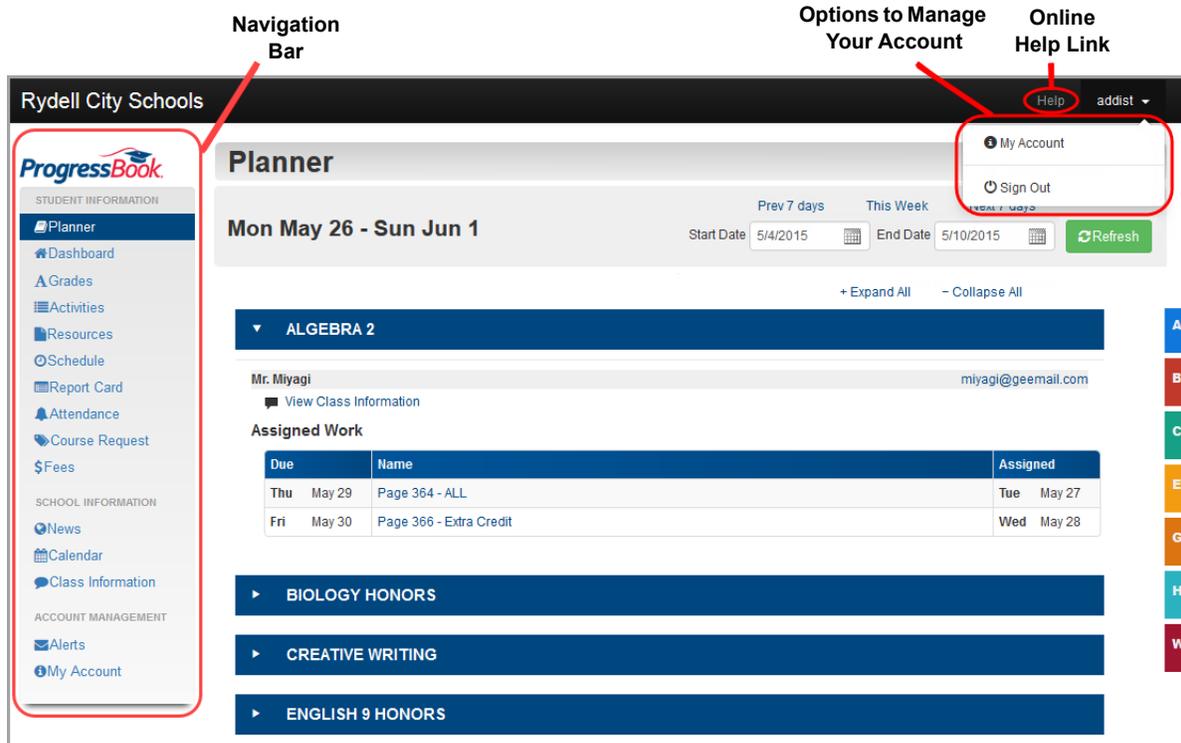
## Navigating ProgressBook

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

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

- **navigation bar** – menu bar on the left side of the screen; click an item to go to that screen
- **user name drop-down list** – options for managing your account; click an option to go to that screen

- **online help** – Click the **Help** link to view online help topics.



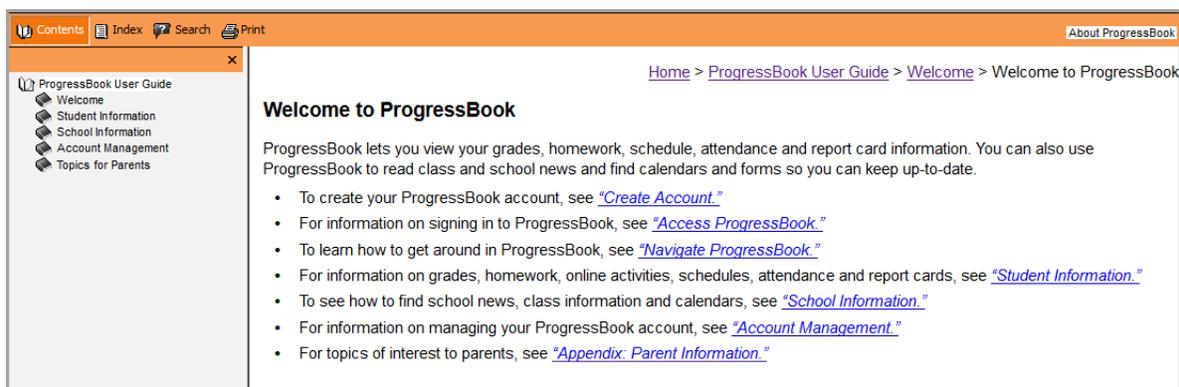
## Using Online Help

To view an online help topic for the screen you are viewing, at the top-right of the screen, click **Help**.



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

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



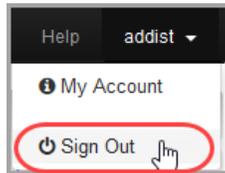
## Signing Out of ProgressBook

To view a video of this procedure, go to:

<http://www.progressbook.com/Videos/PA/Sign-Out>

It is recommended that you sign out of ProgressBook when you are finished viewing information.

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



# Student Information

ProgressBook provides important information to help you track your progress.

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

## Viewing Assignments

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

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

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

**Planner**

**Brett Shannon**  
 Student ID: 999889804

Prev 7 days    This Week    Next 7 days

Start Date: 5/26/2014    End Date: 6/1/2014    [Refresh](#)

[+ Expand All](#)    [- Collapse All](#)

▾ ALGEBRA

Mr. Miyagi miyagi@geemail.com  
[View Class Information](#)

**Assigned Work**

Due	Name	Assigned
Thu May 29	Page 364 - ALL	Tue May 27
Fri May 30	Page 366 - Extra Credit <a href="#">View Activity</a>	Wed May 28

▶ BIOLOGY HONORS

▶ CREATIVE WRITING

▶ ENGLISH HONORS

▶ GERMAN 2

Mr. AI Teacher100 ProgressBookInfo@Software-Answers.com  
[View Class Information](#)

**Assigned Work**

Due	Name	Assigned
Fri May 30	Summary Test	Wed May 28

**Posted Homework**

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

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

**Attachments**  


---

**Links**  


---

- [Vocabulary Practice](#)

2. (Optional) To change the view or navigate the **Planner**, use the following options:
  - To view assignments for a different date or date range, do one of the following:
    - Click **Prev 7 days**, **This Week**, or **Next 7 days** to view assignments for those dates/ranges.

- Enter a **Start Date** and **End Date** (or select these from the calendar date picker), and click **Refresh**.

The screenshot shows the top section of the Planner interface. At the top right, the user's name "Brett Shannon" and "Student ID: 999889804" are displayed. Below this, there are three tabs: "Prev 7 days", "This Week", and "Next 7 days". The "This Week" tab is selected. Below the tabs, the date range "Mon May 26 - Sun Jun 1" is shown, followed by "Start Date" (5/26/2014) and "End Date" (6/1/2014), each with a calendar icon. A green "Refresh" button is located to the right of the date fields.

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

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

This screenshot shows the Planner interface with the "ALGEBRA" course expanded. The top navigation and date selection elements are the same as in the previous screenshot. Below the date fields, there are two buttons: "+ Expand All" and "- Collapse All". The "ALGEBRA" course title bar is highlighted with a red circle and a mouse cursor. Below the course title, the teacher's name "Mr. Miyagi" and email "miyagi@geemail.com" are shown, along with a "View Class Information" link. Under the heading "Assigned Work", there is a table with the following data:

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

Expand or collapse all courses.

Click title bar to expand or collapse this course.

- To jump quickly to another course, along the right side of the screen:
  - i. Hover your cursor over the colored tab representing the course to expand the tab.

ii. Click the tab.

**Planner** Brett Shannon  
Student ID: 999889804

Prev 7 days    This Week    Next 7 days

**Mon May 26 - Sun Jun 1** Start Date: 5/26/2014 End Date: 6/1/2014 [Refresh](#)

+ Expand All    - Collapse All

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

Mr. AI Teacher100 Progress: [Bookmarks@BookmarksAnswers.com](#)

[View Class Information](#)

**Assigned Work**

Due	Name	Assigned
Fri May 30	Summary Test	Wed May 28

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

▼ **ALGEBRA**

Mr. Miyagi miyagi@geemail.com

[View Class Information](#)

**Assigned Work**

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

The **Assignment Details** screen displays, showing more information about the assignment.

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

**Assignment Details** Brett Shannon  
Student ID: 999889804

Planner > Assignment Details

### ALGEBRA 2

**Details**

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

Grading Scale: Show assignment grading scale  
Class Information: View Class Information

- (Optional) To view the grading scale used to grade this assignment, click **Show assignment grading scale**.

**Assignment Details** Brett Shannon  
Student ID: 999889804

Planner > Assignment Details

### ALGEBRA 2

**Details**

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

Grading Scale: Show assignment grading scale  
Class Information: View Class Information

**Grade Scale Overview**

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

## Viewing the Dashboard

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

**Rydell City Schools** Help bretts

**ProgressBook**

**Home** Brett Shannon Student ID: 999889804

**Today's Comments**

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

**Grades** details

Grades for 4TH QUARTER

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

[View all grades](#)

**Homework** details

Homework due today or next 2 days:

Course	Count
ALGEBRA 2	1
BIOLOGY HONORS	1

[View all homework](#)

**Grade Details** details

Items due in past 2 days:

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

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

[View all grade details](#)

**Daily Attendance** details

Absence type summary for the year:

Excused	1
Unexcused Absence	3
Excused Absent	4
Tardy	3

[View all attendance](#)

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

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

## Today's Comments

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

**Today's Comments**

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

## Grades

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

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

[View all grades](#)

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

## Grade Details

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

Grade Details		
Items due in past 2 days		
ALGEBRA 2		
Date	Assignment	Mark
May 29	Page 364 - ALL	20/20
BIOLOGY HONORS		
Date	Assignment	Mark
May 28	Chapter 15	15/15
<div style="border: 1px solid #ccc; border-radius: 5px; padding: 5px; display: inline-block;"> <span>👏</span> Fantastic job!                 </div>		

[View all grade details](#)

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

## Homework

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

The screenshot shows a 'Homework' pane with a blue header and a 'details' link. Below the header is a sub-header 'Homework due today or next 2 days'. The main content is a table with two columns: 'Course' and a count icon. The table lists 'ALGEBRA 2' with a count of 1 and 'BIOLOGY HONORS' with a count of 1. At the bottom, there is a 'View all homework' link with a magnifying glass icon.

Course	Count
ALGEBRA 2	1
BIOLOGY HONORS	1

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

## Daily Attendance

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

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

Absence Type	Count
Tardy	3
Excused Absent	6
Unexcused Absence	2

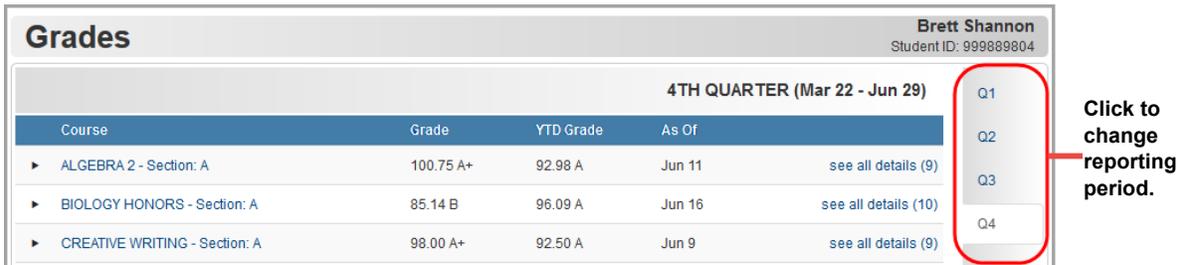
To view additional attendance details, click **details** or **View all attendance**. (For more information about attendance, see [“Viewing Attendance.”](#))

## Viewing Grades

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



2. On the **Grades** screen, review your grades in each course.
3. (Optional) To view grade averages for a different reporting period, on the right side of the screen, in the reporting periods area, click a different reporting period.

A screenshot of the "Grades" screen. At the top right, it shows the student's name "Brett Shannon" and "Student ID: 999889804". The main heading is "Grades". Below this, there is a table of course grades for the "4TH QUARTER (Mar 22 - Jun 29)". The table has columns for Course, Grade, YTD Grade, and As Of. There are three rows of course data. To the right of the table is a vertical list of reporting periods: Q1, Q2, Q3, and Q4. Q1 is currently selected. A red oval highlights the Q1-Q4 list, and a red arrow points to it with the text "Click to change reporting period."

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

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

The course information expands to display your grade average for each reporting period.

Click to view averages for each reporting period.

Grades					Brett Shannon Student ID: 999889804
4TH QUARTER (Mar 22 - Jun 29)					Q1
Course	Grade	YTD Grade	As Of		
ALGEBRA 2 - Section: A	100.75 A+	92.98 A	Jun 11	see all details (9)	Q2
					Q3
					Q4

Course	Grade	YTD Grade	As Of		
ALGEBRA 2 - Section: A	100.75 A+	92.98 A	Jun 11	see all details (9)	
Teacher: Mr. Miyagi Email: miyagi@geemail.com					
Period ended 16 days ago					
1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER		
88.46 B+	97.50 A+	96.47 A	100.75 A+		

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

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

**Note:** Assignments may include various types of work, including classwork, homework, projects, quizzes, and tests.

Grades					Brett Shannon Student ID: 999889804
4TH QUARTER (Mar 22 - Jun 29)					Q1
Course	Grade	YTD Grade	As Of		
ALGEBRA 2 - Section: A	100.75 A+	92.98 A	Jun 11	see all details (9)	Q2
					Q3
					Q4

Grade Details					Brett Shannon Student ID: 999889804
Grades > Grade Details					
Class:	ALGEBRA 2 <sup>9</sup>	100.75 A+	4TH QUARTER ( Mar 22 - Jun 29 )		Q1
ALGEBRA 2					Q2
View By: <input type="button" value="Date"/> <input type="button" value="Type"/>					Q3
Class Mark: 100.75 A+					Q4
Date	Assignment	Type	Mark	Info	
Jun 4	Page 372 - Review	HW	19/20 (95%)		
Jun 3	Page 370 - Odd	HW	13/15 (86.67%)		
May 30	Page 366 - Extra Credit	ExCr	2/0		
May 29	Page 364 - ALL	HW	20/20 (100%)		
May 23	Page 360 - Extra Credit	ExCr	5/0		
May 22	Page 358 - Even	HW	15/15 (100%)		
May 15	Page 352, 1-10	HW	9/10 (90%)		
May 14	Page 340, 1-20 Comment: Excellent Work!	HW	20/20 (100%)		
May 13	pg 228 1-13	HW	12/13 (92.31%)		
Daily Comments					
Date	Comment				
Jun 2	Happy Last Week of School!				
May 29	Thank you for helping the other students with this week's assignments!				

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

## Grade Details

**Brett Shannon**  
Student ID: 999889804

🏠 > Grades > Grade Details

Class: ALGEBRA 2<sup>9</sup>

100.75 A+

**4TH QUARTER ( Mar 22 - Jun 29 )**

Q1  
Q2

### ALGEBRA 2

View By: Date Type

The grades now display by assignment type.

## Grade Details

**Brett Shannon**  
Student ID: 999889804

🏠 > Grades > Grade Details

Class: ALGEBRA 2<sup>9</sup>

100.75 A+

**4TH QUARTER ( Mar 22 - Jun 29 )**

Q1  
Q2  
Q3  
Q4

### ALGEBRA 2

View By: Date Type

**Class Mark: 100.75 A+**

**Extra Credit**

Date	Assignment	Type	Mark	Info
May 30	Page 366 - Extra Credit	ExCr	2/0	<a href="#">View Activity</a>
May 23	Page 360 - Extra Credit	ExCr	5/0	<a href="#">View Activity</a>

**Homework**

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

**Daily Comments**

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

**Note:** If your school uses standards-based grading, you can view grades by standards, by assessment summary or by assignment type by clicking the appropriate option in the **View By** area.

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

**Grade Details** Brett Shannon  
Student ID: 999889804

Home > Grades > Grade Details

Class: ALGEBRA 2 <sup>9</sup> 100.75 A+ 4TH QUARTER ( Mar 22 - Jun 29 )

**ALGEBRA 2 <sup>9</sup>** 100.75 A+ View By:

BIOLOGY HONORS <sup>10</sup> 85.14 B

**CREATIVE WRITING <sup>7</sup>** 98.00 A+

ENGLISH 9 HONORS <sup>8</sup> 96.00 A

GERMAN 2 <sup>6</sup> 92.50 A

HEALTH <sup>6</sup> 92.26 A-

WORLD HISTORY <sup>3</sup> 98.67 A+

**Class Mark: 100.75 A+**

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

Q1  
Q2  
Q3  
Q4

## Understanding Your Grades

The following aids on the **Grade Details** screen can help you understand your grades:

- [“Mark”](#)
- [“Weight”](#)
- [“Grading Scale”](#)
- [“Assignment Codes”](#)

**Note:** For help understanding your grades in online activities, see [“Viewing Activity Grades.”](#)

## Mark

The **Mark** percentage and letter grade at the top of the screen are your overall grade average for the course in the indicated reporting period. The **Mark** column shows the score and percentage you earned for each individual assignment.

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

**Grade Details** Brett Shannon  
Student ID: 999889804

Class: ALGEBRA 2<sup>9</sup> 100.75 A+ 4TH QUARTER ( Mar 22 - Jun 29 )

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

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

## Weight

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

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

**Grade Details** Brett Shannon  
Student ID: 999889804

Class: HEALTH<sup>6</sup> 92.26 A- 4TH QUARTER ( Mar 22 - Jun 29 )

**HEALTH** View By: Date Type **Class Mark: 92.26 A-**

**Classwork : Weight 1** 93.33 A

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

**Test : Weight 3** 97.50 A+

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

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

## Grading Scale

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

### Grade Details

Home > Grades > Grade Details

**Brett Shannon**  
Student ID: 999889804

Class: ALGEBRA 2<sup>9</sup> 100.75 A+ ▾ 4TH QUARTER ( Mar 22 - Jun 29 )

**ALGEBRA 2** View By:

**Class Mark: 100.75 A+**

**Extra Credit** 

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

**Homework** 95.49 A 

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

**Daily Comments**

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

**Grade Scale Overview** ✕

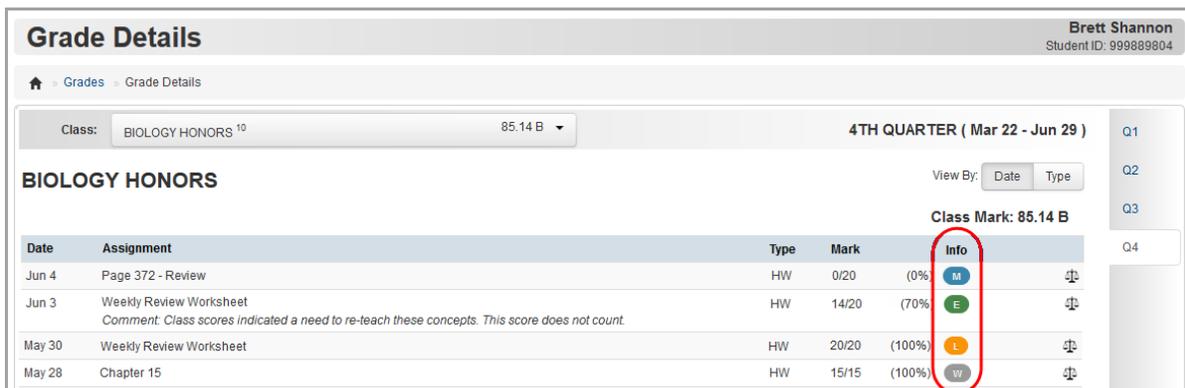
Mark	Value	Starting%	Ending%
A+	4	97.5	110
A	4	92.5	97.49
A-	3.7	89.5	92.49
B+	3.3	86.5	89.49
B	3	82.5	86.49
B-	2.7	79.5	82.49
C+	2.3	76.5	79.49
C	2	72.5	76.49
C-	1.7	69.5	72.49
D+	1.3	66.5	69.49
D	1	62.5	66.49
D-	0.7	59.5	62.49
F	0	0	59.49

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

## Assignment Codes

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

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



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

## Accessing Online Activities

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

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

Refer to the appropriate section as follows:

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

## Viewing Online Activities

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



The **Activities** screen displays with a default view that lists all of your **Assigned** (Unsubmitted) activities grouped by course.

 A screenshot of the ProgressBook Activities screen. The user is identified as Hana Adler with Student ID: 39. The screen shows a navigation bar with tabs for Assigned, Submitted, Graded, and All. The "Assigned" tab is selected. Below the navigation bar, there are "Group By" buttons for Course and Date. The main content area is titled "ALGEBRA 2 HONORS" and includes a "View Resources" link. There are two sections: "Overdue" and "Upcoming". Each section contains a table of activities.
 

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

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

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

The screenshot shows the 'Activities' page for Hana Adler (Student ID: 999736235). The page has tabs for 'Assigned', 'Submitted', 'Graded', and 'All'. The 'Group By' dropdown is set to 'Date'. Below the tabs is a section titled 'Overdue' containing a table of activities.

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

- (Optional) To change the view, at the top of the screen below **Activities**, click the **Submitted**, **Graded**, or **All** tab.

This is a close-up screenshot of the 'Activities' page header. The tabs 'Assigned', 'Submitted', 'Graded', and 'All' are visible. A red circle highlights the 'Submitted', 'Graded', and 'All' tabs, indicating the area where a user can click to change the view.

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

**Activities** Hana Adler  
Student ID: 39

Assigned Submitted Graded All

Group By: Course Date

**ALGEBRA 2 HONORS** View Resources

Overdue

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

Upcoming

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

**Note:** For information on completing activities, see [“Completing Online Activities.”](#)

## Completing Online Activities

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

## Completing Activities

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

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

**Note:** You can also open the activity from the **Activities** screen. (See [“Viewing Online Activities.”](#))

**BIOLOGY HONORS**

Ophelia Nelson Teacher@geemail.com

View Class Information

**Assigned Work**

Due	Name	Assigned
Tue May 23	The Nucleus	Thu May 16 <a href="#">View Activity</a>

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

2. Click **Begin** or **Continue** as appropriate.

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

The screenshot shows the 'Activity Details' page for a student named Eric Cheatham (Student ID: 172044). The page title is 'Activity Details' and the breadcrumb is 'Activities > Details'. The instructions section says 'Answer the following questions about the nucleus.' Below this, there are two columns: 'Dates' and 'Details'. The 'Dates' column shows: Status: Viewed, Due: May 23, Assigned: May 16, Open from: May 23 @ 12:00 AM, and Closes on: May 16 @ 11:59 PM. The 'Details' column shows: Class: Biology, Name: The Nucleus, Assignment Type: Classwork, Activity Type: Quiz, Questions: 10, View Responses: Always, and Show Correct Answers: Immediately. At the bottom, there is a 'History' section showing 'Attempt 1: Viewed' and a green 'Begin' button circled in red.

The activity screen with the title of the activity opens.

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

## 3. Work through the questions in the activity.

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

## The Nucleus

**Eric Cheatham**  
Student ID: 172044

Activities > Details > Questions

◀ Previous Page

Next Page ▶

✔ Save & Exit

**Question 1** 1 point(s)

RNA can pass from the nucleus to the...

A) cell membrane

B) vacuoles

C) endoplasmic reticulum

D) all of the above

Question 1 - 10 of 10 | Page 1 of 1

✔ Saved @ 3:12:52 PM

◀ Question Menu

**Question 2** 1 point(s)

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

Response:

RNA and ribosomal proteins.

✔ Saved @ 3:13:07 PM

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

**Question 7** 1 point(s)

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

Part of the Nucleus	Function
chromatin	<span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">Choose</span>
nuclear membrane	<span style="border: 1px solid gray; border-radius: 5px; padding: 2px 5px;">Choose</span>
nuclear sap	<span style="border: 1px solid gray; border-radius: 5px; padding: 2px 5px;">Choose</span>
nuclear pore	<span style="border: 1px solid gray; border-radius: 5px; padding: 2px 5px;">Choose</span>
nucleolus	<span style="border: 1px solid gray; border-radius: 5px; padding: 2px 5px;">Choose</span>

complex of proteins that allows small molecules and ions to diffuse into or out of the nucleus

contains DNA

main site for enzyme activity

site for the synthesis of ribosomal RNA

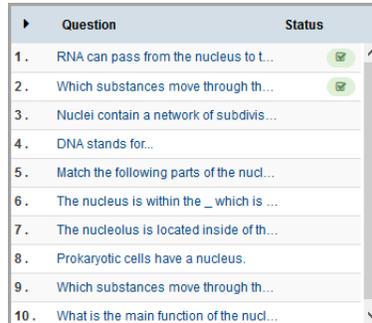
transport of the material between the nucleus and the cytoplasm

Cancel

Save

- (Optional) If you want to view a condensed list of the questions found on the activity and whether or not your responses to those questions have been saved, on the right of the screen, click **Question Menu**.

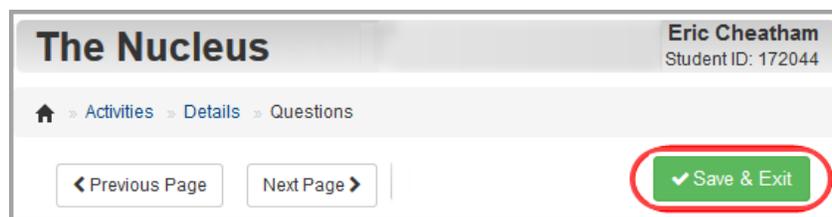
The question menu expands:



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

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

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



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

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

## The Nucleus

**Eric Cheatham**  
Student ID: 172044

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

Question	Points	Status
1. RNA can pass from the nucleus to the...	1	<span style="background-color: #4CAF50; color: white; border-radius: 15px; padding: 2px 5px;">Saved</span>
2. Which substances move through the nuclear mem...	1	<span style="background-color: #4CAF50; color: white; border-radius: 15px; padding: 2px 5px;">Saved</span>
3. Nuclei contain a network of subdivisions called the	1	<span style="background-color: #9E9E9E; color: white; border-radius: 15px; padding: 2px 5px;">Missing</span>
4. DNA stands for..	1	<span style="background-color: #4CAF50; color: white; border-radius: 15px; padding: 2px 5px;">Saved</span>
5. Match the following parts of the nucleus to their funi	1	<span style="background-color: #4CAF50; color: white; border-radius: 15px; padding: 2px 5px;">Saved</span>
6. The nucleus is within the _ which is surrounded by	1	<span style="background-color: #9E9E9E; color: white; border-radius: 15px; padding: 2px 5px;">Missing</span>
7. The nucleolus is located inside of the nucleus.	1	<span style="background-color: #4CAF50; color: white; border-radius: 15px; padding: 2px 5px;">Saved</span>
8. Prokaryotic cells have a nucleus.	1	<span style="background-color: #4CAF50; color: white; border-radius: 15px; padding: 2px 5px;">Saved</span>
9. Which substances move through the nuclear mem...	1	<span style="background-color: #4CAF50; color: white; border-radius: 15px; padding: 2px 5px;">Saved</span>
10. What is the main function of the nucleus?	1	<span style="background-color: #4CAF50; color: white; border-radius: 15px; padding: 2px 5px;">Saved</span>
<b>Total: 10</b>		

✔ Submit for grading

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

## The Nucleus

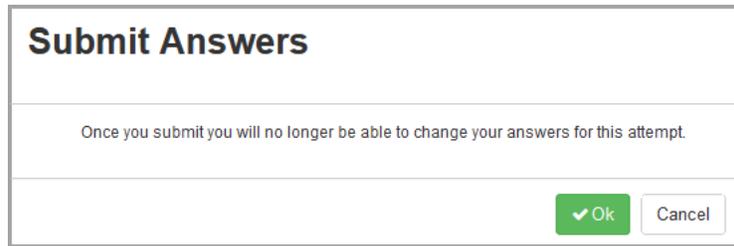
**Eric Cheatham**  
Student ID: 172044

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

Question	Points	Status
1. RNA can pass from the nucleus to the...	1	<span style="background-color: #4CAF50; color: white; border-radius: 15px; padding: 2px 5px;">Saved</span>
2. Which substances move through the nuclear mem...	1	<span style="background-color: #4CAF50; color: white; border-radius: 15px; padding: 2px 5px;">Saved</span>
3. Nuclei contain a network of subdivisions called the	1	<span style="background-color: #4CAF50; color: white; border-radius: 15px; padding: 2px 5px;">Saved</span>
4. DNA stands for..	1	<span style="background-color: #4CAF50; color: white; border-radius: 15px; padding: 2px 5px;">Saved</span>
5. Match the following parts of the nucleus to their funi	1	<span style="background-color: #4CAF50; color: white; border-radius: 15px; padding: 2px 5px;">Saved</span>
6. The nucleus is within the _ which is surrounded by	1	<span style="background-color: #4CAF50; color: white; border-radius: 15px; padding: 2px 5px;">Saved</span>
7. The nucleolus is located inside of the nucleus.	1	<span style="background-color: #4CAF50; color: white; border-radius: 15px; padding: 2px 5px;">Saved</span>
8. Prokaryotic cells have a nucleus.	1	<span style="background-color: #4CAF50; color: white; border-radius: 15px; padding: 2px 5px;">Saved</span>
9. Which substances move through the nuclear mem...	1	<span style="background-color: #4CAF50; color: white; border-radius: 15px; padding: 2px 5px;">Saved</span>
10. What is the main function of the nucleus?	1	<span style="background-color: #4CAF50; color: white; border-radius: 15px; padding: 2px 5px;">Saved</span>
<b>Total: 10</b>		

✔ Submit for grading

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



A confirmation message displays.

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

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

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

## Participating in Online Discussions

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

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

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

PHYSICAL EDUCATION 10

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

**Assigned Work**

Due	Name	Assigned
Fri May 15	<a href="#">Your Favorite Exercise</a>	<a href="#">View Activity</a> Tue May 5

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

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

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

**Activity Details** Quinn Ewell  
Student ID: 251128

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

**Instructions**  
Create a post to respond to the prompt.

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

**Requirements**

Posts: 1 *You need 1 more post.*

Replies: 2 *You need 2 more replies.*

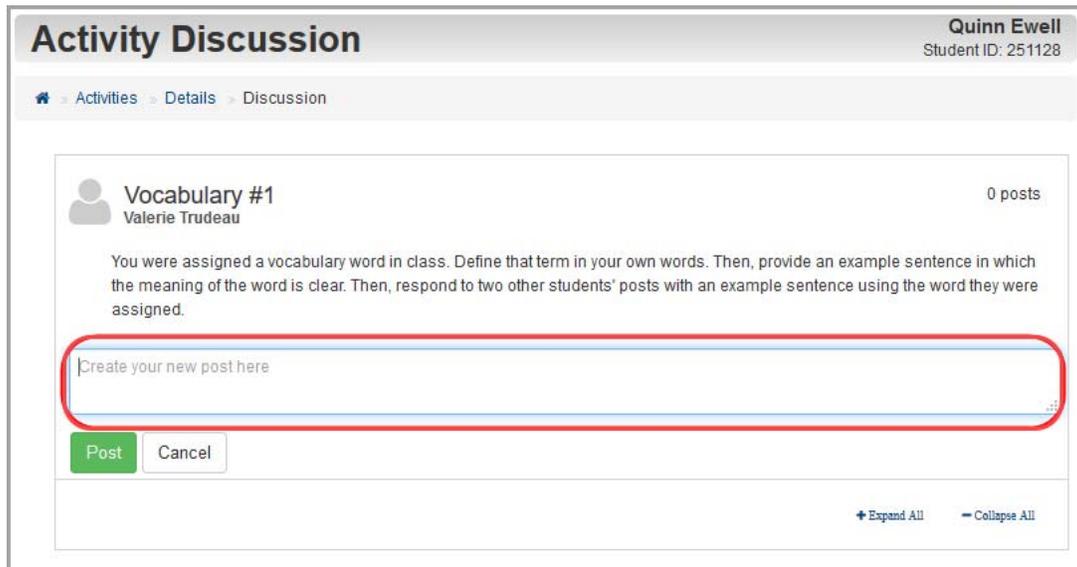
Points per post: 6

Points per reply: 2

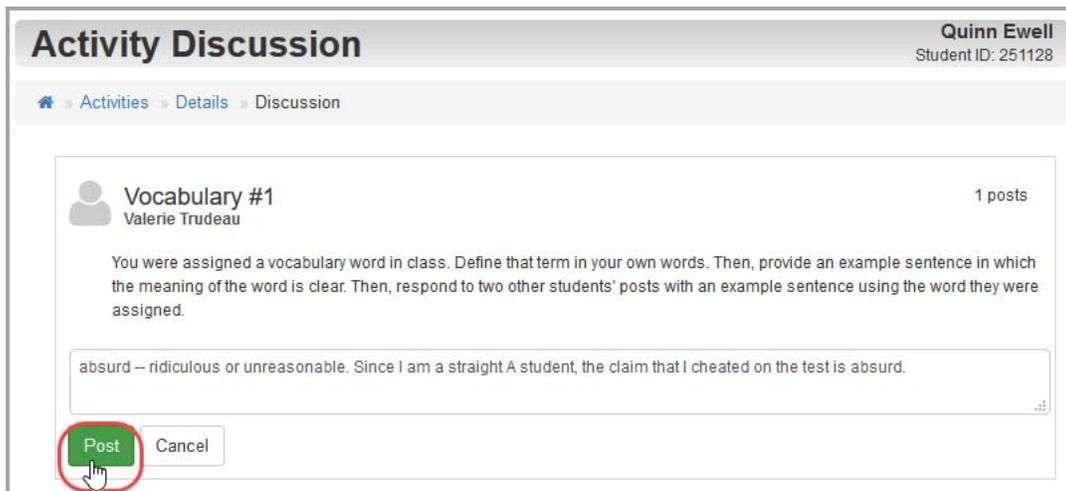
[Begin](#)

The **Activity Discussion** screen displays.

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

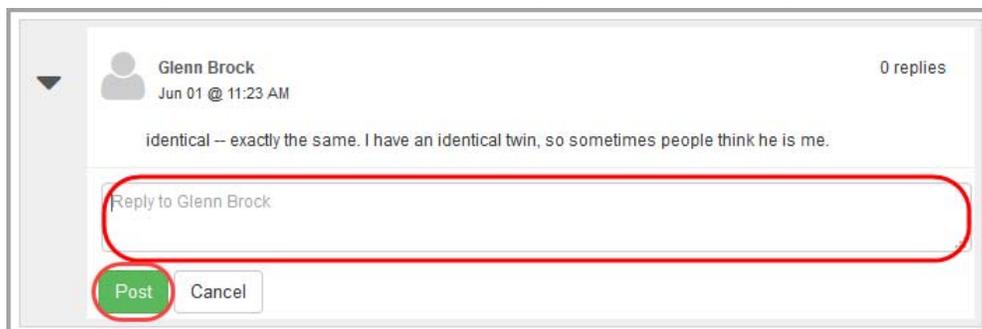


4. Click **Post** to submit your response.



Your response displays below your teacher's instructions.

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

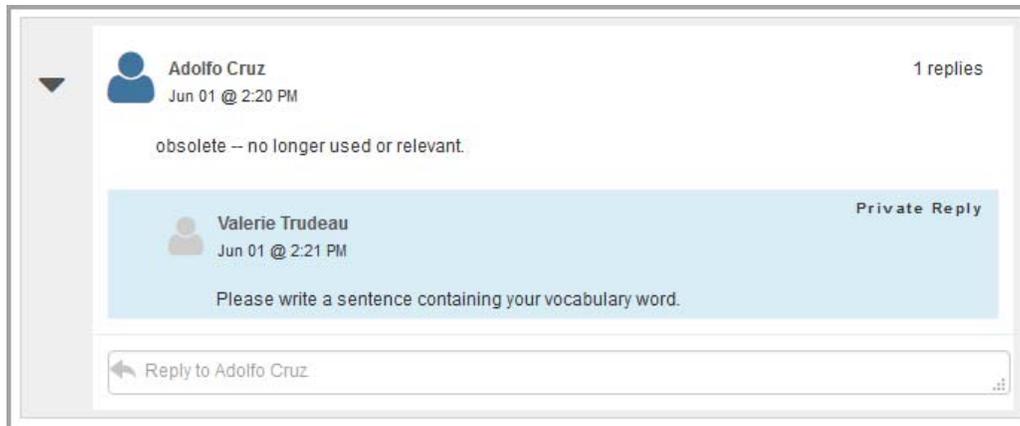


- (Optional) If your teacher writes you a private reply (as shown in the top-right corner of the message), you can review the teacher's message and, if requested, make any necessary updates.

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



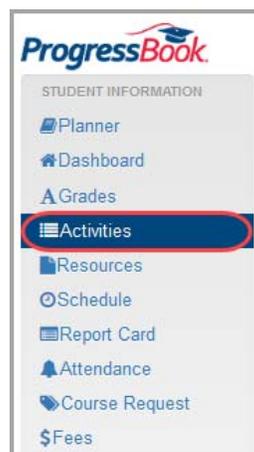
**Caution:** You cannot respond privately to your teacher. Any reply you post, if approved, can be viewed by other students.



## Viewing Activity Grades

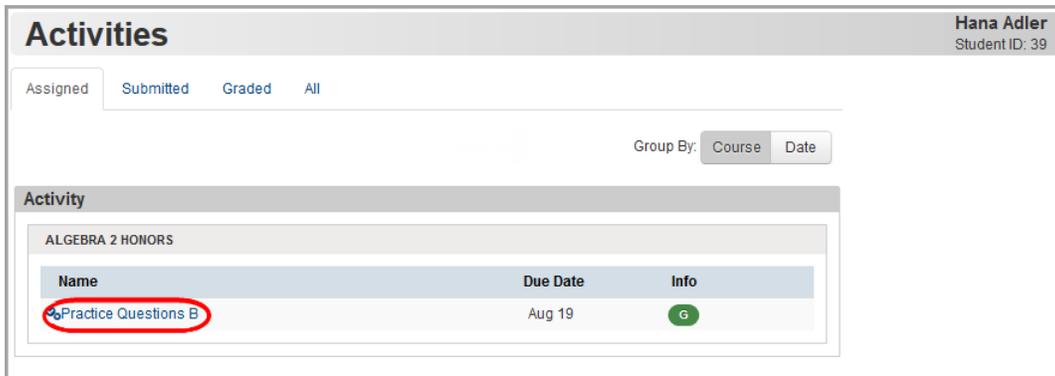
**Note:** For activities with questions, depending on your teacher's setup, you may be able to view whether certain questions are correct or incorrect as soon as you submit your answers. For file upload or response-type questions, the status displays as **Pending** until your teacher grades them manually.

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



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

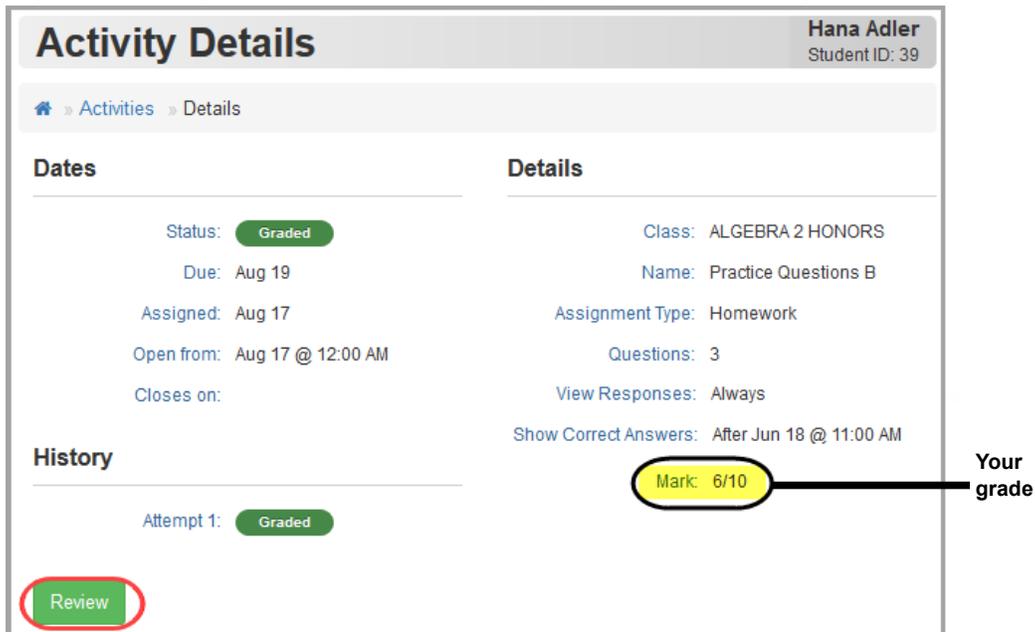
**Note:** If your teacher has graded an activity but sent it back for you to redo part or all of it, it displays in the **Assigned** view instead. (See “[Redoing Activities.](#)”)



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

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

3. (Optional) For question activities, to view your grade on each question, click **Review**.



The activity questions and your grades display.

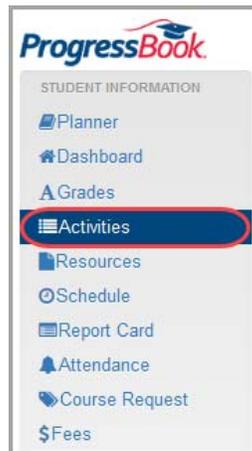
**Note:** If the questions display as links, you can click them to review your answers. If your teacher allows it, you may also be able to view the correct answers.

Practice Questions B		Hana Adler Student ID: 39	
<a href="#">Home</a> » <a href="#">Activities</a> » <a href="#">Details</a> » <a href="#">Question Index</a>			
Question	Points	Status	
1. The correct answer for this question is false.	3/3	Correct	Saved
2. The correct answer for this question is true.	3/3	Correct	Saved
3. Labor Day 2014 is celebrated on the following date: <i>Comment: Remember - Labor Day is always celebrated on the first...</i>	0/4	Incorrect	Saved
Total:		6/10	

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

## Redoing Activities

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



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

2. Click the activity name.

Teacher has sent back activity for you to try again.

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

Any question marked **Redo** is enabled for you to try again.

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

4. Note the teacher's comments, if any.
5. Answer all questions that are enabled.

6. When you are finished, click **Save & Exit**.

The screenshot shows the 'The Nucleus' activity page for student Eric Cheatham (ID: 172044). The page is titled 'The Nucleus' and has a breadcrumb trail: Activities > Details > Questions. There are navigation buttons for 'Previous Page' and 'Next Page', and a 'Save & Exit' button. The current question is 'Question 1' worth 1 point, with a 'Redo' button. It is marked as 'Saved @ 4:28:09 PM'. The question text is 'RNA can pass from the nucleus to the...'. The options are:
 

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

 A 'Question Menu' button is also visible.

7. Click **Submit for grading**.

The screenshot shows the 'The Nucleus' activity page for student Eric Cheatham (ID: 172044). The page is titled 'The Nucleus' and has a breadcrumb trail: Activities > Details > Question Index. There is a 'Teacher Comment' box: 'Please review your errors and resubmit for partial credit by May 25'. Below is a table of questions:

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

Total: 6/10

A 'Submit for grading' button is highlighted with a red circle.

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

The screenshot shows the 'Submit Answers' window. It has a title bar 'Submit Answers' and a message: 'Once you submit you will no longer be able to change your answers for this attempt.' At the bottom right, there are two buttons: 'Ok' and 'Cancel'.

A confirmation message displays.

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

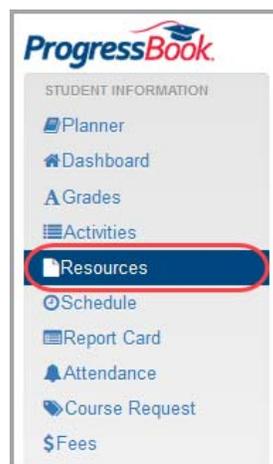
Question	Points	Status
1. The eyes belong to which system? <i>Comment: Try this one again.</i>	2	Saved
2. Which term does not belong with the others?	2	Correct Saved
3. The spleen belongs to which system?	2	Correct Saved
4. Hair and skin belong to which body system?	2	Correct Saved
5. The cartilage that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

Total: 10

## Accessing Resources

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

1. To view available resources, on the navigation bar, click **Resources**.



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

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



The file opens.

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## Viewing Your Class Schedule

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



Your class schedule displays.

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

---

## Student Information

2. View each course's name, the period in which the course meets, the room in which the course meets, and the term(s) in which the course meets.

Schedule				Julie Erikson Student ID: 123456			
Bus	# 12	Pick-up: 7:00 AM	Drop-off: 3:00 PM	Counselor	Engeman, Nancy	Homeroom	C268
Student Driver	Permit: #666	Assigned Space: 14		Locker	2034	Combination	XX-XX-XX Show
Course	Term	Period (Room)	Teacher Name				
Principles of Food	1st Semester Only	1 (C109)	Lacey Chabert				
Global Foods	2nd Semester Only	1 (C109)	Lacey Chabert				
Mythology	1st Semester Only	2 (C218)	Alexandria Cabe				
Appreciation of Literature	2nd Semester Only	2 (C217)	Charlie Scheufler				
Stats and Transitions	All Year	3 (C141)	Ian Davies				
Study Hall/1	1st Semester Only	4 (C237)	Chelsea Bartinelli				
Programming II	2nd Semester Only	4 (C249)	Elliott Parsell				
Academic Assist 12	All Year	5B (C104)	Kayla Conde				
Psychology	1st Semester Only	6 (C264)	Samuel Rohtert				
Astronomy	2nd Semester Only	6 (C123)	Zachary Conlin				
Economics	1st Semester Only	7 (C100)	Cody Halligan				
Study Hall/2	2nd Semester Only	7 (C243)	Theresa Ayers				
Digital Film Production I	1st Semester Only	8 (C249)	Elliott Parsell				
Photoshop Explored	2nd Semester Only	8 (C249)	Elliott Parsell				

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

3. If enabled by your district, you can also view your homeroom information at the top-right of your schedule.
4. (Optional) View the **Counselor** field at the top right of the screen to see the name of your counselor.

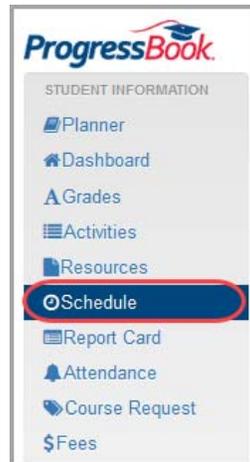
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## Viewing Your Transportation Information

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

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

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



Your transportation information displays above your class schedule.

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

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

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

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

Schedule				Hannah Britton Student ID: 172081	
Bus	# 12	Pick-up: 7:00 AM	Drop-off: 3:00 PM	Counselor	Dorian, Kelly
Student Driver	Permit: #666	Assigned Space: 14	Locker	2000	Combination XX-XX-XX Show
<b>Transportation</b>					
Primary Bus Stop Location: Sunnyvale Rd Route: Left out of school, right onto Sandstorm Rd, left onto Sunnyvale Rd. Alternate Bus #2 Pick - up: 7:05 AM Drop - off: 3:05 PM Student Driver License Plate: ABC123 Vehicle Description: White Toyota Prius Driver's License Number: 6730VCTV Driver's License State: OH					
Course	Term	Period (Room)	Teacher Name		
AP European History	All Year	1 (C267)	Monica Richardson		
Intro to Media	1st Semester Only	2 (C210)	Danay Curtis		
Astronomy	2nd Semester Only	2 (C129)	Carmen Ruiz		
AP Physics 1	All Year	3 (C170)	Fatima Alniseri		
Acad Assist/Homeroom/Lunch	All Year	4 (C170)	STAFF		
Honors English II	All Year	5 (C203)	Derrek Smith		
Honors Geometry	All Year	6 (C145)	Chris Moore		
Honors Biology	All Year	7 (C131)	Chantelle Gregory		
French II	All Year	8 (C146)	Carey Pierce		

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

## Viewing Your Locker Information

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

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



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

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

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

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

3. To view the combination for each of your lockers:

- a. To the right of the hidden numbers in the **Combination** area, click **Show**.

Hunter Jackman	
Student ID: 172081	
Counselor	Dorian, Kelly
Locker	2000
Combination	XX-XX-XX <b>Show</b>

- b. On the window that displays, in the **Please verify your password** field, enter your ProgressBook account password.
- c. Click **Verify**.

Please verify password to display combination:

.....

or

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

Counselor	Dorian, Kelly
Locker	2000
Combination	48-25-01 <b>Hide</b>

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

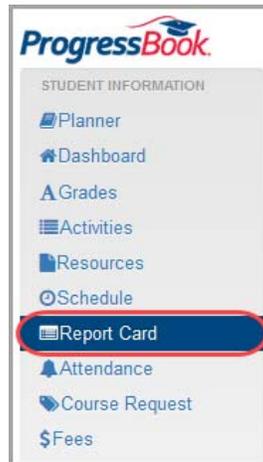
## Viewing Your Report Card

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

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

## Viewing Your Current Report Card

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



Your current report card grades display on screen.

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

**Report Card** Thomas Addis  
Student ID: 999550472

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

**LVHS 09-12 REPORT CARD (JS)**

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

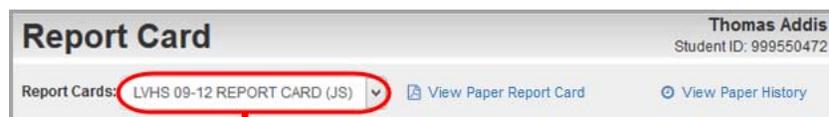
ALGEBRA 2 HONORS										
Assessment	Q1	Q2	E1	S1	Q3	Q4	E2	S2	YF	
GRADE	A-	A		A						
COMMENTS	073	071								

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

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

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



Click to view another report card.

## Understanding Your Report Card

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

1. Hover your cursor over the grade or comment until  appears.

BIOLOGY HONORS				
Assessment	Q1	Q2	Q3	Q4
<a href="#">Grade</a>	 B+	B	B	B-
Effort	A	A	3	3
Comment	013			

2. Click  to open the legend.

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

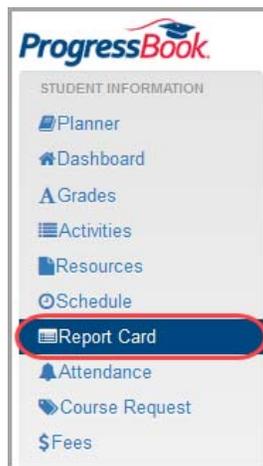
3. Review the legend. Your grade displays in the **Current Marks** section. The **Available Marks** section displays the possible grades for this course.

## Viewing or Printing Your Current PDF Report Card

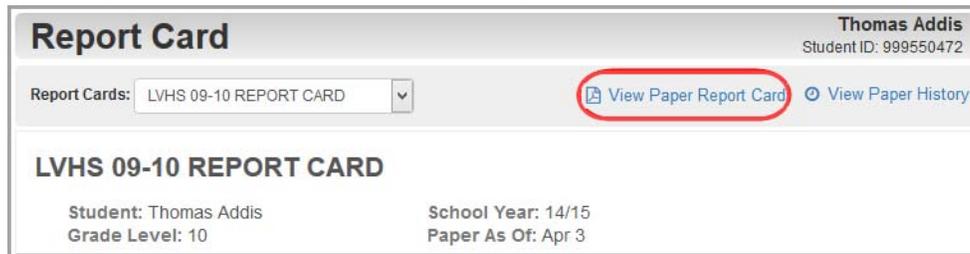
If your district has chosen to publish report cards to ProgressBook, you can download the PDF version of your current report card for viewing or printing.

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

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



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



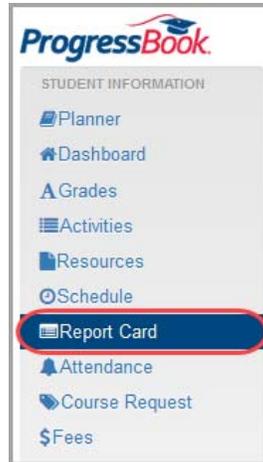
Depending on your browser's settings, a PDF version of the report card may display in a new tab, or a window may display asking if you want to open or save the file.

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

## Viewing Previous Report Cards

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

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



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



The **Report Card History** screen displays.

3. (Optional) If you want to display only the final report card per school year, select the **Only Show Finals** check box.
4. (Optional) If you want to filter your report cards by school or grade, use the **School** or **Grade** drop-down lists.



- Click the link below **Term** to open the report card.

**Report Card History** Thomas Addis  
Student ID: 999550472

Home » Report Card » Report Card History

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

**WOOSTER HIGH SCHOOL**

Grade 10 2014/15

Term	End Date	Description
<a href="#">3RD QUARTER Report Card</a>	Mar 27	LVHS 09-12 REPORT CARD (JS)

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

- (Optional) When the report card opens, use the print functionality in your PDF viewer to print it.

## Viewing Attendance

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

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

**ProgressBook**

STUDENT INFORMATION

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

The **Attendance** screen displays your **Daily Attendance** for the year and your **Period Attendance** for today (if your school has these options enabled).

2. (Optional) To view your daily attendance by reporting period:
  - a. On the **Attendance** screen, in the **Daily Attendance** section, click **View daily attendance detail**.

**Attendance** Brett Shannon  
Student ID: 999889804

**Daily Attendance** Absence Type Summary for the year

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

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

**Period Attendance** Today's Period Attendance

No period absences to report today.

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

The **Daily Attendance** screen opens.

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

**Daily Attendance** Thomas Addis  
Student ID: 999550472

[View Period Attendance](#)

4TH QUARTER (Mar 28 - Jun 5)

Attendance Details

Date	Absence Type
May 11	Unexcused
May 8	Unexcused
Apr 30	Unexcused <sup>am</sup>
Apr 8	Unexcused

Total Absent: 4 Total Tardy: 0

Q1  
Q2  
Q3  
Q4  
Summary

Click to view a different reporting period.

Read from: GradeBook

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

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

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

3. (Optional) To view your period attendance for the dates other than today:
  - a. On the **Attendance** screen, in the **Period Attendance** section, click **View period attendance detail**.

The **Period Attendance** screen opens and displays your period attendance for the school year.
  - b. To view your period attendance for a specific reporting period, on the right side of the screen, click a different reporting period.

**Period Attendance** Brett Shannon  
Student ID: 999889804

[View Daily Attendance](#)

4TH QUARTER (Mar 28 - Jun 5)

Course : American History 8: 2

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

Total Absent: 1 Total Tardy: 2

Q1  
Q2  
Q3  
Q4  
Summary

Click to view a different reporting period.

Read from: GradeBook

Total Absent and Total Tardy Counts for the grading period.

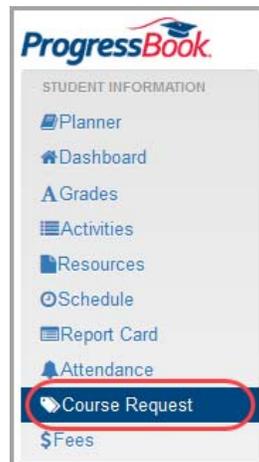
**Note:** You can only view **Total Absent** and **Total Tardy** counts if your district enables them.

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

## Requesting Courses

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

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



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

2. Click **Add Courses**.

### Course Request

**Morgan Parry**  
Student ID: 999961268

Selected Courses

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

Course Name	Course #	School	Course Grade Level(s)	Credits	Remove Course
Honors Geometry	11	Hometown High School	9	1.00	<a href="#">✖ Drop</a>
Advanced Placement European History	41	Hometown High School	11-12	1.00	<a href="#">✖ Drop</a>

[Submit](#)

[+ Add Courses](#)

The **Course Catalog** displays.

**Course Request** Morgan Parry  
Student ID: 999961268

Course Catalog

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

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

Show: 25 50 100 All Showing 25 of 60 results

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

**Course Request** Morgan Parry  
Student ID: 999961268

biology

Course Catalog

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

**Course Request** Morgan Parry  
Student ID: 999961268

biology

Course Catalog

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

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

5. (Optional) Continue adding any other course requests.
6. When you are finished making your selections, click **Done**.  
The courses you added now appear on the **Course Request** screen.
7. Review your selections.

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

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

**Course Request** Morgan Parry  
Student ID: 999961268

Selected Courses

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

Course Name	Course #	School	Course Grade Level(s)	Credits	Remove Course
Honors Geometry	11	Hometown High School	9	1.00	<input type="button" value="Drop"/>
AP Biology	26	Hometown High School	10-11-12	1.50	<input type="button" value="Drop"/>
Advanced Placement European History	41	Hometown High School	11-12	1.00	<input type="button" value="Drop"/>

Click to remove a course request.

Click to submit course requests.

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

**Submit Course Request**

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

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

## Viewing Outstanding Fees

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

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

**ProgressBook**

STUDENT INFORMATION

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

The **Fees** screen displays.

---

Student Information

2. View your outstanding fees information. The current year displays first with any other years' fees displaying below. If you have no fees, no information displays on this screen.

<b>Fees</b>						Candace Everlong Student ID: 1234567
<b>Current Year</b>						
Fee Type	Date	Course	Description	Amount Assessed	Amount Paid	Amount Owed
Misc	9/8/2016		Athletic Pay to Part.	\$120.00	0.00	\$120.00
<b>Total</b>				<b>\$120.00</b>	<b>\$0.00</b>	<b>\$120.00</b>
<b>Outstanding Fees - 2015</b>						
Fee Type	Date	Course	Description	Amount Assessed	Amount Paid	Amount Owed
Course Fee	8/17/2015	Spanish II	Workbooks	\$20.00	0.00	\$20.00
<b>Total</b>				<b>\$20.00</b>	<b>\$0.00</b>	<b>\$20.00</b>

# School Information

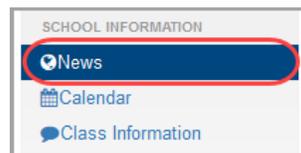
ProgressBook provides important information about your school.

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

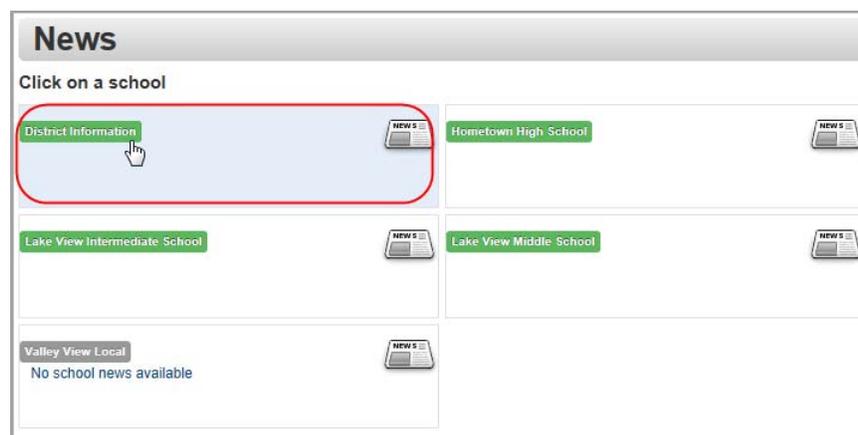
## Viewing School News

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

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



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



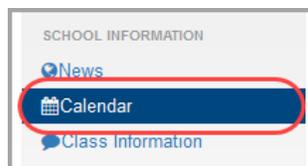
The **News** screen displays the news for the district or school you selected.

The screenshot shows a 'News' page with a header and a 'Menu' button. The main content area features an illustration of two wrestlers and a text article about a wrestling team's performance. The sidebar on the right contains several links and forms, including 'Pay to Play Form', 'Official Transcript Request Form', 'Permission Slip to participate in the Spring Musical', 'Parental Guide to Reading Rubrics', and 'TEST FORM FOR ALL SCHOOLS'.

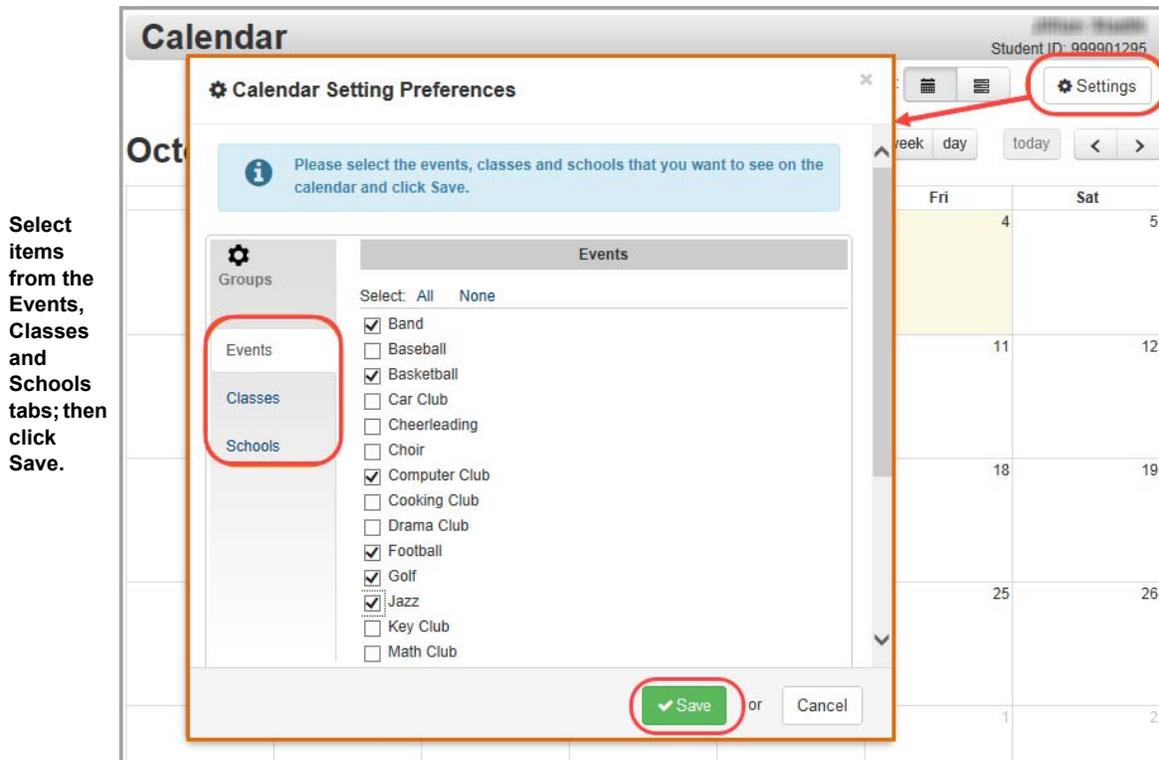
## Viewing the School Calendar

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

1. To see your school calendar, on the navigation bar, click **Calendar**.



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



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

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

- pastel orange** – homework
- red** – daily attendance
- pastel blue** – district and school events

**Calendar**  
 Student ID: 999961268  
 View: [Calendar Icon] [List Icon] [Settings]  
 month week day today < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5 2:30p Computer Club	6	7
8	9 3:15p Ski Club Trip Planning	10	11	12 2:30p Computer Club Tardy	13 Excused Absent	14
15 Homework: ENGLISH 10 HONORS	16 Homework: ENGLISH 10 HONORS	17 Homework: ENGLISH 10 HONORS	18 Homework: ENGLISH 10 HONORS	19 Homework: ENGLISH 10 HONORS 2:30p Computer Club	20 Homework: ENGLISH 10 HONORS	21
22 Homework: ENGLISH 10 HONORS	23 Homework: ENGLISH 10 HONORS Excused Absent	24 Homework: ENGLISH 10 HONORS	25 Homework: ENGLISH 10 HONORS	26 Homework: ENGLISH 10 HONORS 2:30p Computer Club	27 Homework: ENGLISH 10 HONORS	28

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

- (Optional) To view detailed information about an event, click the calendar item.
- (Optional) To view a list of events by date range, in the **View** area, click [List Icon].

**Calendar**  
 Student ID: 999901295  
 View: [Calendar Icon] [List Icon] [Settings]

The events now display in list format.

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

**Event List**  
 Student ID: 999961268  
 View: [Calendar Icon] [List Icon] [Settings]

Today This Week This Month

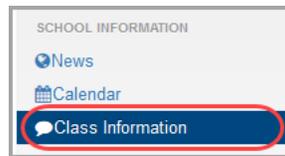
Start Date 8/11/2013 End Date 8/18/2013 Refresh

The events for the selected date or date range display.

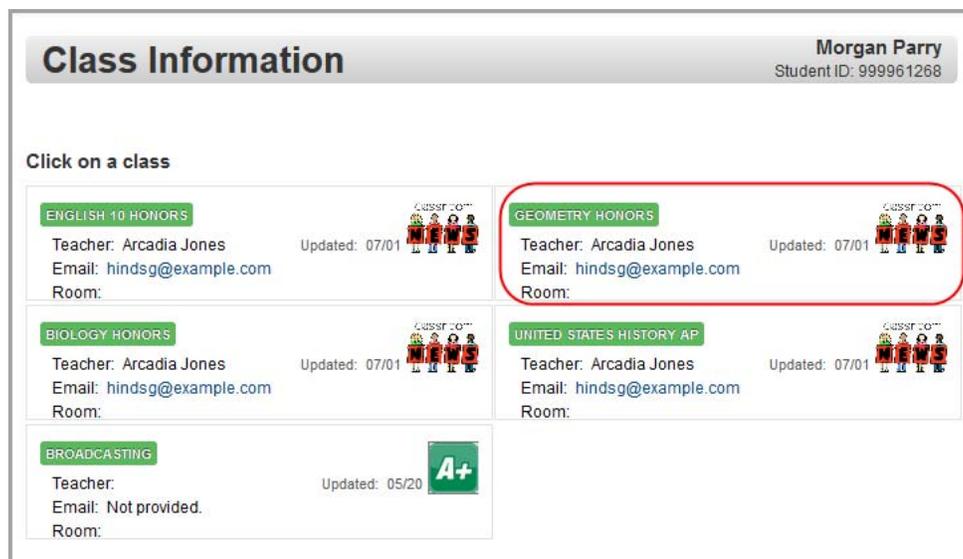
## Viewing Class Information

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

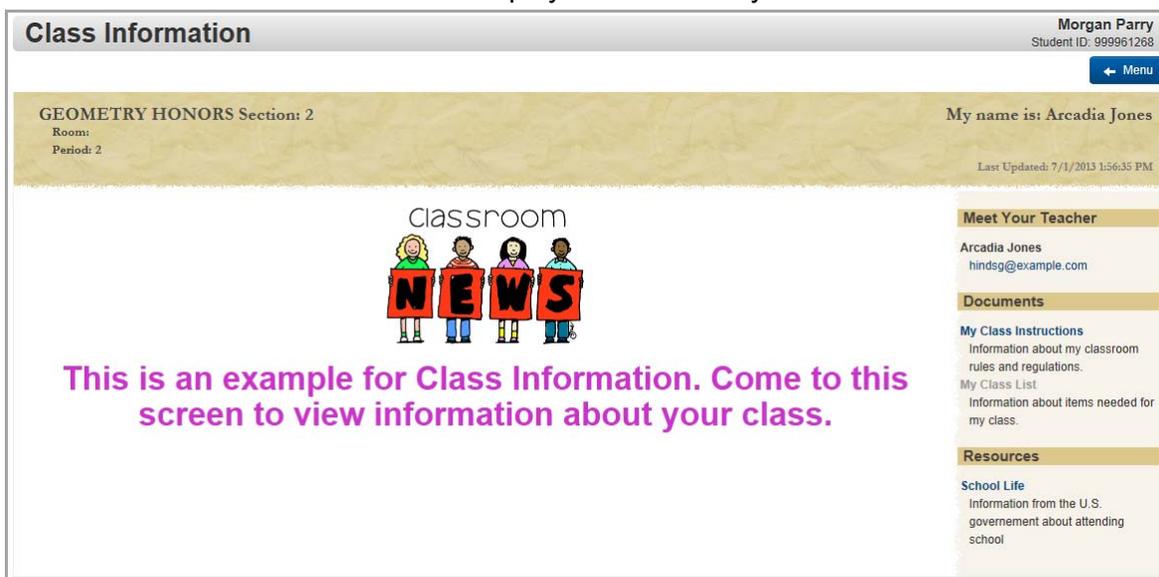
1. To see your class information, on the navigation bar, click **Class Information**.



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



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



# Account Management

ProgressBook provides several options for you to manage your account.

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

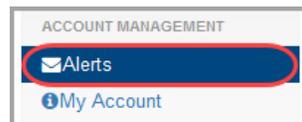
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## Subscribing to Alerts

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

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

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



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

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

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

**Note:** For classes that use standards-based grading, you cannot select a threshold grade.

### Alerts

#### Alert Settings

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

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

**Low Mark Alert Settings**

Send alerts for marks equal to or less than:

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

Not all classes are represented in this list.

#### Alert Email Addresses

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

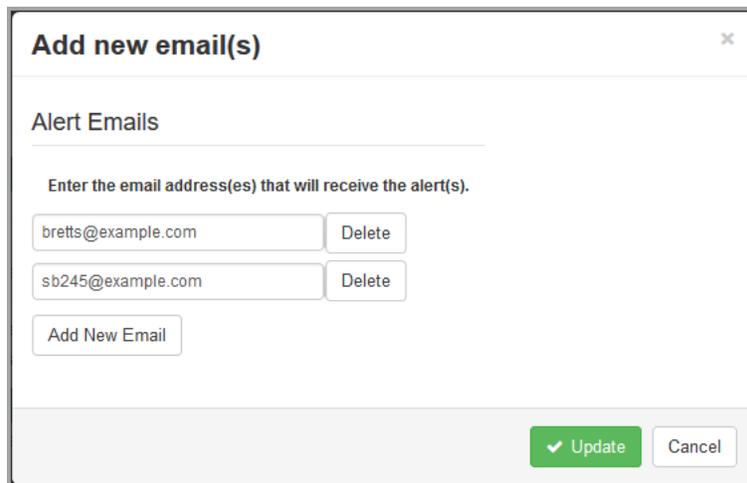
Email Address(es) to receive the alerts
bretts@example.com

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

✔ Update
or
Cancel

4. (Optional) To change alert email addresses, do the following:
- Click **Edit Alert Email Address(es)**.
  - In the **Add new email(s) window**, click **Add New Email**.
  - Enter the email address you want to add.
  - Next to the address you want to delete, click **Delete**.

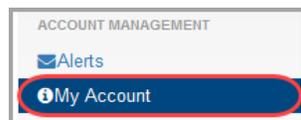
5. Click **Update**.



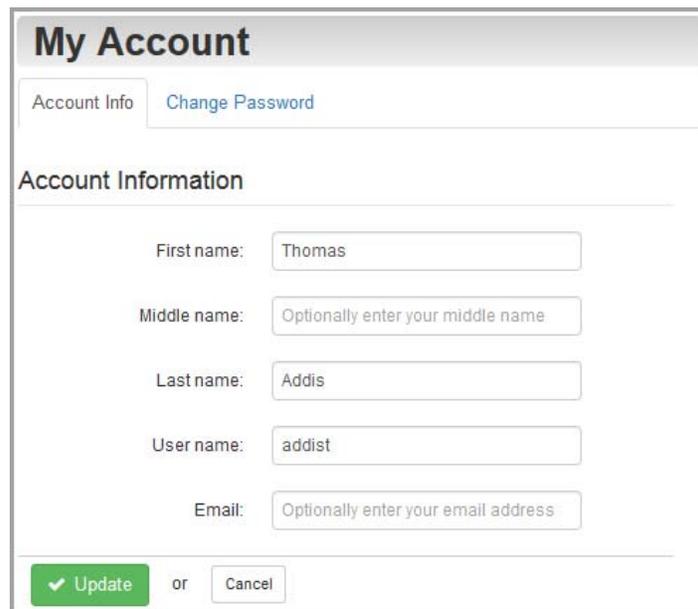
## Updating Your Account Information

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

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



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



## Changing Your Password

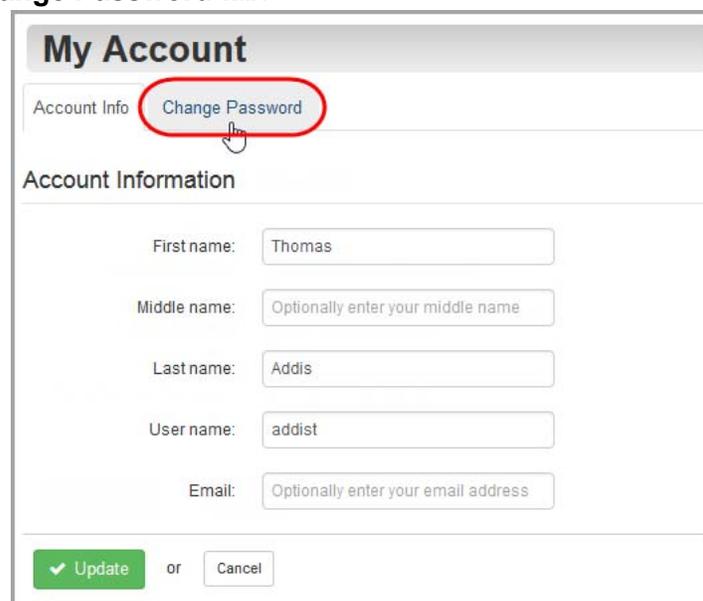
You can change your password if you remember your current password. (If you have forgotten your password, see [“Resetting Your Password”](#) instead.)

**Note:** If you sign into your account using Google™, you cannot change your password from within ProgressBook. You must change your Google password.

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



2. Click the **Change Password** tab.

A screenshot of the 'My Account' page. The 'My Account' title is at the top. Below it are two tabs: 'Account Info' and 'Change Password'. The 'Change Password' tab is highlighted with a red circle and a mouse cursor. Below the tabs is the 'Account Information' section with the following fields: 'First name: Thomas', 'Middle name: Optionally enter your middle name', 'Last name: Addis', 'User name: addist', and 'Email: Optionally enter your email address'. At the bottom, there is a green 'Update' button with a checkmark, followed by 'or' and a 'Cancel' button.

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

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

4. In the **Re-enter New Password** field, re-enter the new password.

5. Click **Update**.

**My Account**

Account Info | Change Password

Change your current password

Current Password:

New Password:

Re-enter New Password:

or

# Appendix: Parent Information

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

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

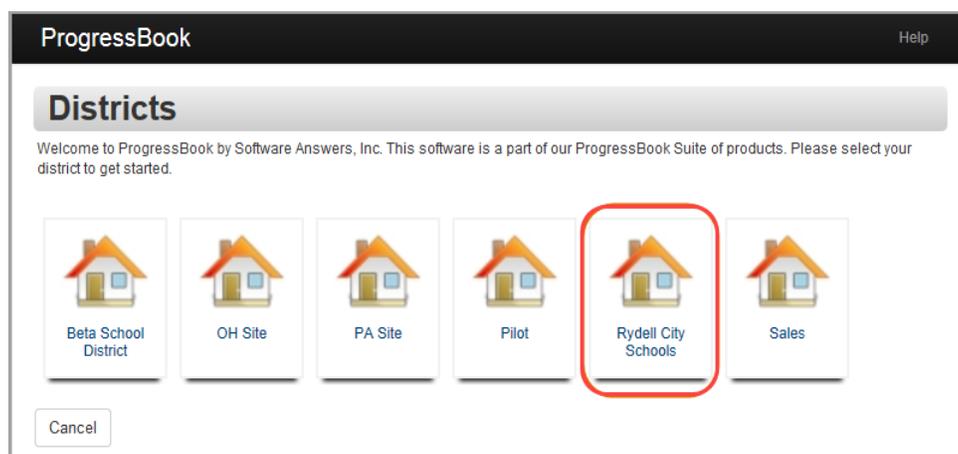
## Creating Parent Accounts

To view a video of this procedure, go to:

<https://youtu.be/A2UToYtcekI>

**Note:** *Though your child may be allowed or required to log in using another service, such as Google™, parents do not currently have this option.*

1. In a web browser, enter the URL provided by your child’s school or district.
2. On the **Districts** screen, select your child’s school district. The system will remember your selection the next time you log in on the same machine.



3. On the ProgressBook **Sign In** screen, click **Sign up**.

SOFTWARE ANSWERS  
**ProgressBook**  
SUITE

18.0.0 [Switch District](#)

User name

Password

Remember me

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

### Sign Up

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

[+ Sign Up](#)

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

Rydell City Schools Help

## Sign Up

Select the type of account you would like to create:

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

+ Link student

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

+ I am a parent

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

+ I am a student

Cancel

5. Below **Your Contact Information**, enter the following:
  - **First Name**
  - **Last Name**
  - **Email**
  - **Re-enter Email**
6. Below **Account Details**, enter the following:
  - **User name** – Letters and/or numbers (6 to 50 characters)
  - **Password** – Must contain 1 letter, 1 number, and 8 to 50 characters; must be case sensitive; cannot match the user name
  - **Re-enter Password** – Must match password

7. Below **Link Students to Account**, enter the following:
- **Registration Key** – Provided on the registration letter from the school or district (not case sensitive)

***Note:** The registration key to create a parent account begins with “PA.”*

- **First Name** – Must exactly match the name on the registration letter from the school or district
  - **Last Name** – Must exactly match the name on the registration letter from the school or district
  - **Date of Birth**
8. (Optional) If you have a registration key to enter for another child, click **Link another student to account**, and perform [step 7](#) again.

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

9. Click **Register**.

**Rydell City Schools** Help

## Sign Up

Create a parent account

**1** Your Contact Information

First Name:

Last Name:

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

Re-enter Email:

**2** Account Details

User name:  ✓ User name is available

Password:  ✓ Password is acceptable

Re-enter Password:  ✓ Passwords match

**3** Link Students to Account

Student 1

Registration Key:  ✓ Key format is valid

First Name:

Last Name:

Date of Birth:

Tasks:

or

An account creation confirmation message displays, and you can now sign in to ProgressBook. (See [“Signing In to ProgressBook \(Standard\).”](#))

**Note:** Google and the Google logo are registered trademarks of Google Inc., used with permission.

## Adding a Child to Your Account

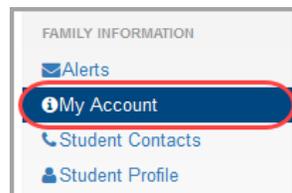
If you did not have registration keys for one of your children at the time you created your parent account but have since received a letter for that child, you can add the child to your account now.

Refer to the appropriate section as follows:

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

### Adding a Child - Signed In

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



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

 A screenshot of the 'My Account' page. At the top, there are three tabs: 'Account Info', 'Change Password', and 'My Students', with 'My Students' circled in red. Below the tabs is the 'Account Information' section with several input fields: 'First name' (Melodymom), 'Middle name' (Optionally enter your middle name), 'Last name' (Ashworth), 'User name' (melodymom), and 'Email' (melodymom@software-answers.com). At the bottom, there is a yellow warning box with an exclamation mark icon and a close button (X). Below the warning box are two buttons: a green 'Update' button with a checkmark and a white 'Cancel' button.

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

The screenshot shows the 'My Account' page with three tabs: 'Account Info', 'Change Password', and 'My Students'. The 'My Students' tab is active. Below the tabs, there are two columns: 'Students' and 'Accounts'. The 'Students' column contains a table with one student listed: Thomas Addis, user name 'addist', and id # '999550472'. There is a 'Reset Password' button next to the student's name. The 'Accounts' column contains the text: 'Do you have another registration key? Use this option to add another student to your account.' Below this text is a green button with a plus sign and the text 'Link Another Student', which is circled in red.

4. Enter the following:

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

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

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

5. Click **Save**.

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

## Adding a Child - Not Signed In

1. On the ProgressBook **Sign In** screen, click **Sign up**.

SOFTWARE ANSWERS  
**ProgressBook**  
S U I T E

18.0.0 Switch District

User name

Password

Remember me

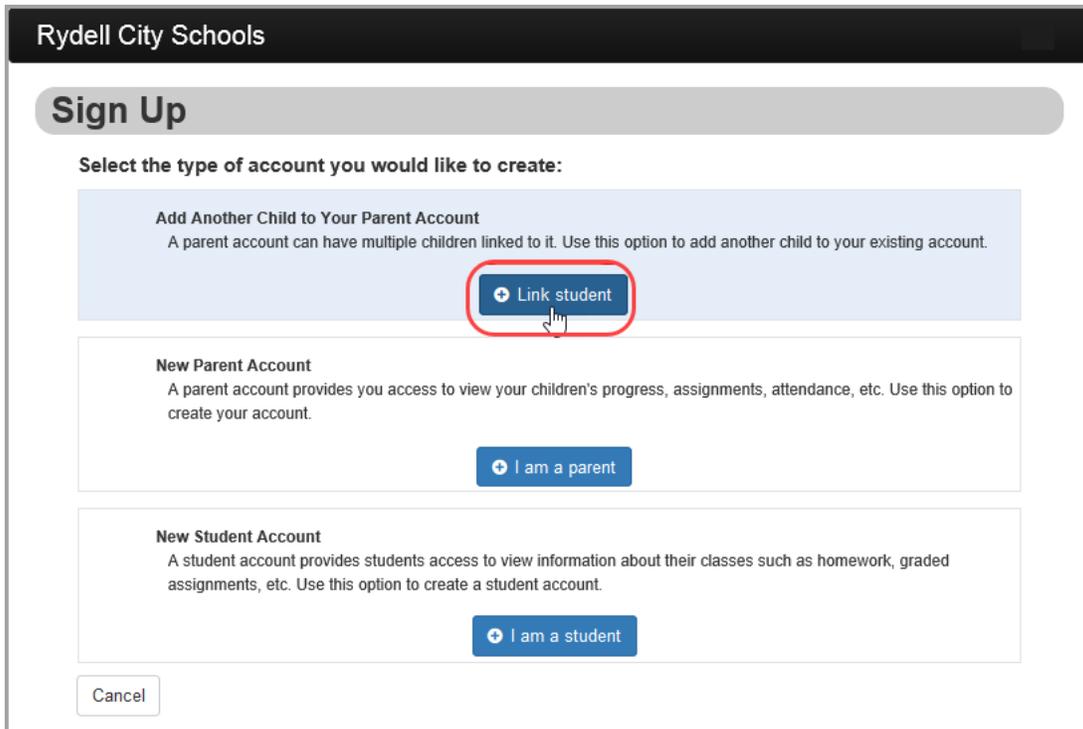
 Sign In [Forgot your user name or Password?](#)

**Sign Up**

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

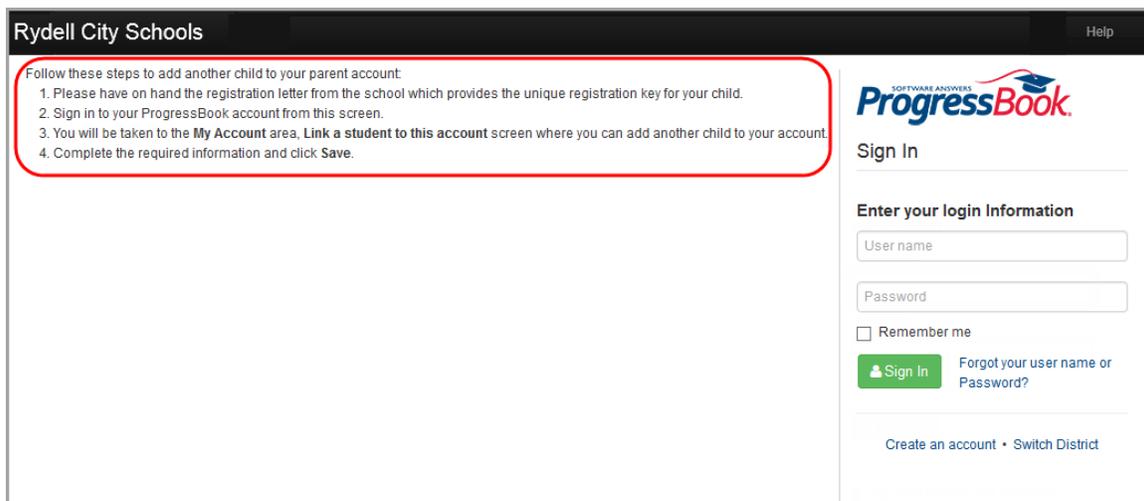
 Sign Up

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



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

3. Sign in to your account.



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

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

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

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

5. Click **Save**.

**My Account**

Home > My Students > Link Another Student

Link a student to this account

Registration Key: PAH6J7GRG7W43724 ✓ Key format is valid

First Name: Jessica

Last Name: Leeders

Date of Birth: 12/18/1990

✓ Save or Cancel

## Reordering Children

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

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



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

**My Account**

Account Info Change Password **My Students**

Account Information

First name: Melodymom

Middle name: Optionally enter your middle name

Last name: Ashworth

User name: melodymom

Email: melodymom@software-answers.com

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

Update or Cancel

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

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

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

**My Account**

Account Info Change Password **My Students**

Students

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

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

Accounts

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

Link Another Student

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

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

**My Account**

Account Info Change Password My Students

**Students**

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

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

**Accounts**

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

Link Another Student

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

The children display in the new order.

**My Account**

Account Info Change Password My Students

**Students**

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

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

**Accounts**

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

Link Another Student

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

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

**Home** Thomas Addis  
Student ID: 999550472

**Grades** details

Grades for 4TH QUARTER

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

[View all grades](#)

**Grade Details** details

Items due in past 2 days

There are no grade details available at this time.

[View all grade details](#)

**Homework** details

Homework due today or next 2 days

Course	Count
ENGLISH 10 HONORS	1
FRENCH 2	1
HEALTH	2

[View all homework](#)

**Daily Attendance** details

Absence type summary for the year

Absence Type	Count
Tardy	3
Excused Absent	6
Unexcused Absence	2

[View all attendance](#)

Thomas Addis Hanna Achauer Angeline Addis Carl Addis

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

## Creating Student Accounts

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

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

**Note:** If your school district requires your child to log in using another service, such as Google, you cannot create an account for them.

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



- Click the **My Students** tab.

**My Account**

Account Info Change Password **My Students**

Account Information

First name: Melodymom

Middle name: Optionally enter your middle name

Last name: Ashworth

User name: melodymom

Email: melodymom@software-answers.com

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

Update or Cancel

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

**My Account**

Account Info Change Password My Students

Students

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

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

Accounts

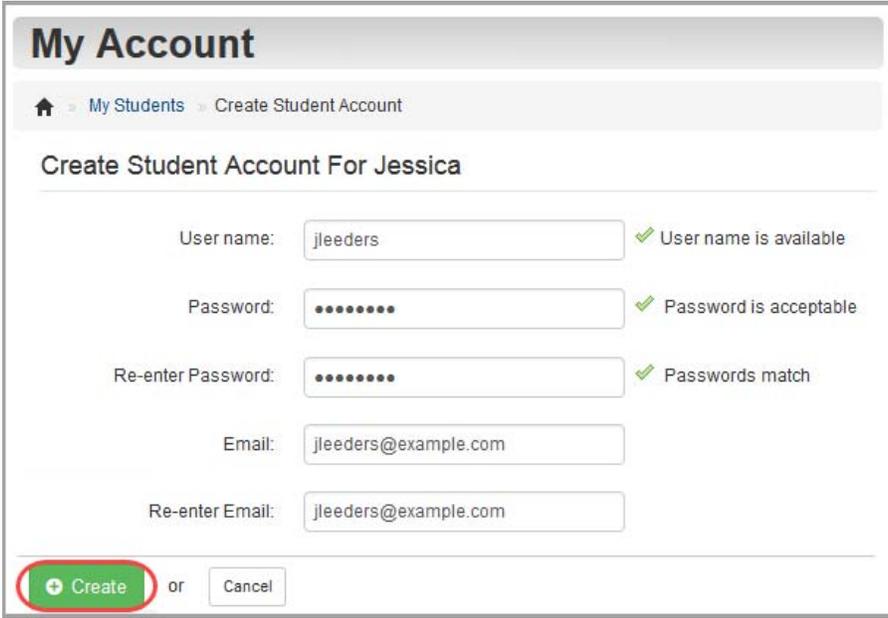
Do you have another registration key? Use this option to add another student to your account.

Link Another Student

- Enter the following information:
  - User name** – letters and/or numbers (6 to 50 characters) or the child's email address
  - Password** – must contain 1 letter, 1 number, 8 to 50 characters; case sensitive; cannot match the user name
  - Re-enter Password** – must match password
  - Email** (optional)
  - Re-enter Email** (optional)

**Note:** If you choose to enter an email address for your child's account, it cannot be the same address you use for your parent account. Also, while providing the email address is optional, without it, your child cannot reset his/her own password. It must then be reset by you or the teacher.

5. Click **Create**.



**My Account**

Home > My Students > Create Student Account

Create Student Account For Jessica

User name: jleeders ✓ User name is available

Password: ..... ✓ Password is acceptable

Re-enter Password: ..... ✓ Passwords match

Email: jleeders@example.com

Re-enter Email: jleeders@example.com

**Create** or Cancel

**Note:** Google and the Google logo are registered trademarks of Google Inc., used with permission.

## Resetting Your Child's Password

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

**Note:** If your school district requires your child to log in using another service, such as Google, you cannot reset their password.  displays by your child's account name if they use Google.

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



- Click the **My Students** tab.

**My Account**

Account Info Change Password **My Students**

Account Information

First name: Melodymom

Middle name: Optionally enter your middle name

Last name: Ashworth

User name: melodymom

Email: melodymom@software-answers.com

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

Update or Cancel

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

**My Account**

Account Info Change Password My Students

Students

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

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

Accounts

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

Link Another Student

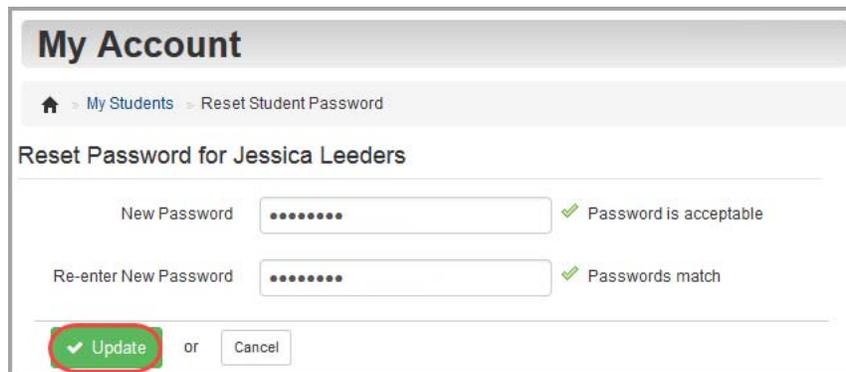
The student you are currently viewing is highlighted. Click on a student's name to change your active student. You can reorder your students by using the up and down arrows, or by dragging them.

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

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

- In the **Re-enter New Password** field, re-enter your child's new password.

6. Click **Update**.



The screenshot shows a web interface titled "My Account" with a breadcrumb trail: "My Students > Reset Student Password". Below this is the heading "Reset Password for Jessica Leeders". There are two input fields for passwords. The first is labeled "New Password" and has a green checkmark next to it with the text "Password is acceptable". The second is labeled "Re-enter New Password" and has a green checkmark next to it with the text "Passwords match". At the bottom of the form, there is a green "Update" button with a white checkmark, followed by the word "or" and a grey "Cancel" button. The "Update" button is circled in red.

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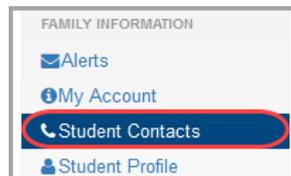
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## Viewing or Editing Student Contacts

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

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

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



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

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

The screenshot shows the 'Student Contacts' interface for Kara Bollinger (Student ID: 191001). The main contact, Harry Bollinger, is displayed with fields for Phone(s) (Home: (123) 456-7890) and Address(es) (Home: 1234 Pleasant Rd., Cleveland, OH 44145). An 'Edit' link is visible next to his name. On the right, a list of contacts is shown: Harry Bollinger (Primary), Tiffany Bollinger (highlighted with a red circle and a mouse cursor), Mark Bollinger, and Anna Bell.

The edit screen for the contact you selected displays.

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

The screenshot shows the 'Student Contacts' interface for Kara Bollinger (Student ID: 191001) in edit mode for Tiffany Bollinger. The 'Edit' link next to her name is circled in red with a mouse cursor. The form fields include Phone(s) (Home: (440) 526-0095), Email(s) (Primary: tiffanyb@Software-Answers.com), and Address(es) (Home: 1234 Pleasant Rd., Cleveland, OH 44145). On the right, a list of contacts is shown: Harry Bollinger (Primary), Tiffany Bollinger, Mark Bollinger, and Anna Bell.

The **Student Contacts** edit screen displays.

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

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

**Student Contacts** Kara Bollinger  
Student ID: 191001

**Tiffany Bollinger**  or

Contact

First Name

Last Name

Phone(s)

Phone 1

Type

Number

Extension

Email(s)

Address(es)

Home: 1234 Pleasant Rd.  
Cleveland, OH 44145

or

**Add contact item**

**Delete contact item**

- b. On the **Delete** confirmation window, click **OK**.
- A message displays to confirm that you deleted the item successfully.

## Viewing Your Child's Profile

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

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

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



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

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

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

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

## Understanding the Home Screen

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

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

**Rydell City Schools** Help MotherShannon

**ProgressBook** Home Brett Shannon Student ID: 999889804

**STUDENT INFORMATION**

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

**SCHOOL INFORMATION**

- News
- Calendar
- Class Information

**FAMILY INFORMATION**

- Alerts
- My Account
- Student Contacts
- Student Profile

**Home**

**Today's Comments**

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

**Grades** details

Grades for 4TH QUARTER

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

[View all grades](#)

**Homework** details

Homework due today or next 2 days

Course	Count
ALGEBRA 2	1
BIOLOGY HONORS	1

[View all homework](#)

**Grade Details** details

Items due in past 2 days

ALGEBRA 2

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

BIOLOGY HONORS

Date	Assignment	Mark
May 28	Chapter 15	15/15

Fantastic job!

[View all grade details](#)

**Daily Attendance** details

Absence type summary for the year

Excused	1
Unexcused Absence	3
Excused Absent	4
Tardy	3

[View all attendance](#)

**Student switcher**

Brett Shannon Jessica Leaders

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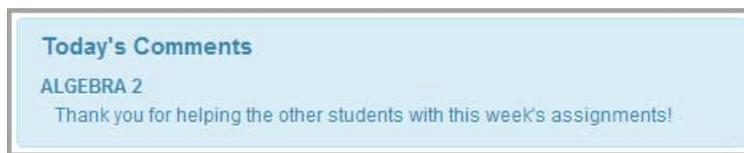
**Student switcher** – Click a different student to view information for that student.

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

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

## Today's Comments

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



## Grades

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

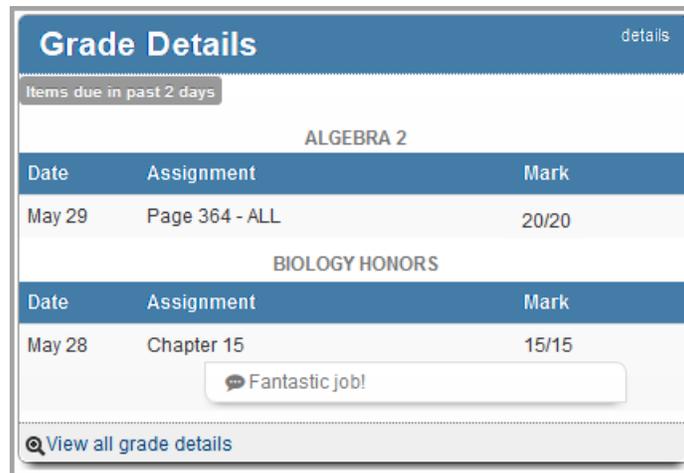
Grades <span style="float: right;">details</span>			
Grades for 4TH QUARTER			
Course	Grade	YTD Grade	As Of
ALGEBRA 2	100.75 A+	92.98 A	May 11
BIOLOGY HONORS	85.14 B	96.09 A	May 16
CREATIVE WRITING	98.00 A+	92.50 A	May 9
ENGLISH 9 HONORS	96.00 A	95.97 A	May 9
GERMAN 2	92.50 A	97.92 A+	May 16
HEALTH	92.26 A-	99.17 A+	May 16
WORLD HISTORY	98.67 A+	90.84 A-	May 9

[View all grades](#)

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

## Grade Details

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



The screenshot shows the 'Grade Details' pane with a blue header and a 'details' link. Below the header is a grey bar indicating 'Items due in past 2 days'. The content is organized into two sections: 'ALGEBRA 2' and 'BIOLOGY HONORS'. Each section has a table with columns for 'Date', 'Assignment', and 'Mark'. The Algebra 2 section shows an assignment 'Page 364 - ALL' due on 'May 29' with a mark of '20/20'. The Biology Honors section shows an assignment 'Chapter 15' due on 'May 28' with a mark of '15/15'. Below the Biology Honors table is a grey box with a speech bubble icon and the text 'Fantastic job!'. At the bottom of the pane is a search icon and the text 'View all grade details'.

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

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

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

## Homework

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



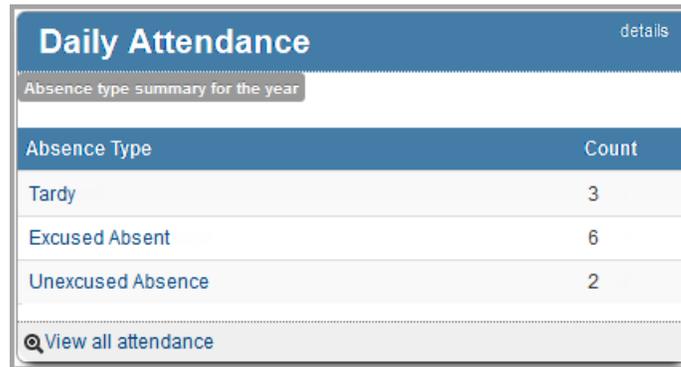
The screenshot shows the 'Homework' pane with a blue header and a 'details' link. Below the header is a grey bar indicating 'Homework due today or next 2 days'. The content is organized into a table with a 'Course' column and a number icon column. The Algebra 2 row shows a '1' icon, and the Biology Honors row shows a '1' icon. At the bottom of the pane is a search icon and the text 'View all homework'.

Course	
ALGEBRA 2	1
BIOLOGY HONORS	1

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

## Daily Attendance

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



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

Absence Type	Count
Tardy	3
Excused Absent	6
Unexcused Absence	2

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

## Viewing the Public Calendar

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

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

1. On the ProgressBook **Sign In** screen, click **District Calendars**.



SOFTWARE ANSWERS  
**ProgressBook**  
SUITE

18.0.0 [Switch District](#)

User name

Password

Remember me

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

[District Calendars](#)

**Sign Up**

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

[Sign Up](#)

The public calendar displays.

Rydell City Schools
Help

## Calendar

[Sign into ProgressBook](#)

View: 📅 ☰  
month week day today < >

### September 2014

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

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