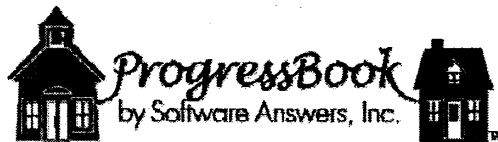


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*Parent Access Web Site 3.1.2  
User Guide for Parents*



January 2007

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## Welcome to Parent Access Web Site

ProgressBook is a classroom management solution that integrates grade book, lesson plan development, attendance, special education, and parent communication into one comprehensive, web-based system. ProgressBook provides a user-friendly interface for teachers and school administrators to track and maintain student information. The Parent Access Web Site is a component of ProgressBook that enables parents and students to view select ProgressBook information.

The Parent Access Web Site displays student's averages, progress details, report cards, attendance, schedule, homework, classroom information, events; and other school information in read-only format. Teachers have access to the same information for all of their students so they can see exactly what parents see for each student.

## Log in to Parent Access Web Site

Use the login or user name and password your school provided to log in to the Parent Access Web Site. Once you have logged in with that information, you may change your login name and password, if you desire. See *Login* in this guide for more information.

1. On the login screen, type your **user name** in the User Name field.
2. Type your **password** in the Password field.
3. Click **Login**.

ProgressBook  
by Software Academy, Inc.

Classroom Access for  
Parents & Students!

Enter your login information below


User Name:

Password:

Login

Forgot your password? [Click here](#)

Forgot your user name? [Click here](#)

 *If you lose your user name or password and have already entered your email address in the Parent Access Web Site, you can request that your login information be sent to you. If you have not entered your email address in the Parent Access Web Site, you must contact your child's school and request your login information.*

## Navigate Parent Access Web Site

The opening screen of the Parent Access Web Site provides two ways to access the same information. Links display in columns under Student, Classroom, School, and Account headings that are also represented on the tabs located across the top of the screen. Clicking on the Averages link in the Student column accesses the same information as clicking the Student tab, where the Averages section displays in the banner directly under the row of tabs.

ProgressBook by Software Answers, Inc. Logout

Home

Welcome to the River View Local School District!

Student	Classroom	School	My Account
<a href="#">Averages</a> <a href="#">Progress Details</a> <a href="#">Attendance</a> <a href="#">Schedule</a>	<a href="#">Homework</a> <a href="#">Monthly Planner</a> <a href="#">Information</a>	<a href="#">News &amp; Information</a> <a href="#">Event Calendar</a> <a href="#">Event List</a> <a href="#">Forms</a>	<a href="#">Edit My Profile</a> <a href="#">Change My Login</a> <a href="#">Change My Password</a> <a href="#">Link My Accounts</a> <a href="#">Manage Accounts</a>

ProgressBook by Software Answers, Inc. Logout

Student: Scarnecchia, Trevor

Student

Progress Details Report Card Attendance Schedule

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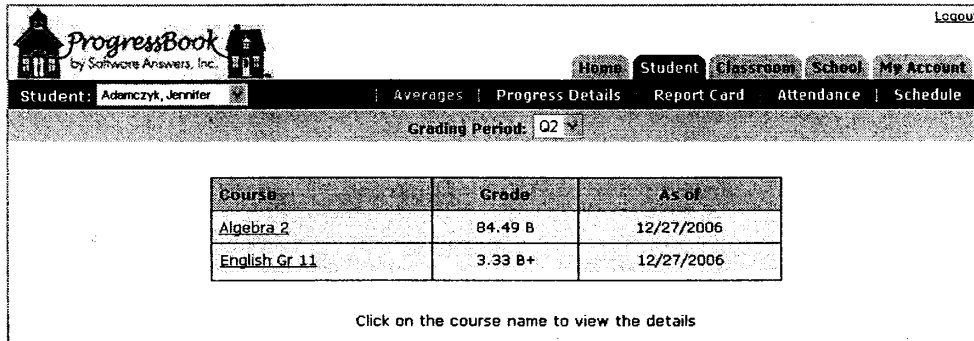
## Student

The Student tab includes the information parents will view most frequently. Parents and students can view grades for classes, individual assignments, report card grades, attendance records, and class schedule.

If you have more than one student, you can link them to a single login account for convenience. See *Link Accounts* in this guide for more information.

## Averages

The Averages section of the Student tab displays a student's grades by class for each grading period. You can click on the class name link to navigate to the Progress Details screen and view more information for that class.



ProgressBook  
by Software Answers, Inc.

Logout

Home Student Classroom School My Account

Student: Adanczyk, Jennifer

Averages | Progress Details | Report Card | Attendance | Schedule

Grading Period: Q2

Course	Grade	As of
<a href="#">Algebra 2</a>	84.49 B	12/27/2006
<a href="#">English Gr 11</a>	3.33 B+	12/27/2006

Click on the course name to view the details

## Progress Details

The Progress Details section of the Student tab displays assignments accompanied by weight, mark, and comments, if any, for the selected class and grading period. Daily comments display under the assignments. Class attendance, if entered by the teacher, displays below the daily comments. In addition to viewing the assignments in order by date, you can also view them grouped by assignment type or by assessment type. However, the assignments by assessment view is only available if the class uses standards-based report cards. Links to print the student's Progress Report and view the class grading scale are also available at the bottom of this screen.

Student

ProgressBook  
by Software Answers, Inc.

Logout

Home Student Classroom School My Account

Student: Stefes, Tiffany | Averages | Progress Details | Report Card | Attendance | Schedule

Grading Period: Q2 | Course: Algebra 2

**Average: 89.39 B+**

Date	Assignment	Weight	Mark	Comments
11/13/2006	Page 201 - odd problems	1	8/10	
11/17/2006	Chapter 4 Worksheet	1	25/25	
11/27/2006	Chapter 4 Quiz	1	46/50	
12/11/2006	Page 210 - odd problems	1	8/10	
12/11/2006	Chapter 5 Quiz	1	37/50	
12/14/2006	Chapter 5 Worksheet	1	19/25	
12/18/2006	Chapter 4 & 5 Quiz	1	73/75	
12/18/2006	Chapter 5 Extra Credit	1	3/0	

Date	Comments
1/5/2007	Excellent class participation
12/29/2006	Talked during the whole class
11/24/2006	Excellent class participation
11/17/2006	Talked during the whole class

Date	Cross Attendances
12/22/2006	Tardy
12/19/2006	Excused Absent
11/16/2006	Tardy

\*\*\* Averages may include grades from additional assignments and may have been calculated using weights.

[View by Assignment Type](#) | [Print Report](#) | [View Grading Scale](#)

If the teacher excluded an assignment from a student's grade, the marks appear on the Parent Access Web Site as shown in the figure below. The number represents the total possible points for the assignment. If the teacher excluded an assignment for the entire class, the assignment does not display on the Parent Access Web Site.

5/27/2006	Chapter 11 Quiz	1	Excluded/50
6/3/2006	Chapter 10 & 11 Quiz	1	62/75

If the teacher marked an assignment as missing, the marks appear on the Parent Access Web Site as shown in the figure below. The number represents the total possible points for the assignment. The assignment counts as zero (0) in the student's class average, if it is marked as missing.

11/17/2006	Chapter 4 Worksheet	1	Missing/25
11/27/2006	Chapter 4 Quiz	1	44/50