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# *Parent Access Web Site v3.5 User Guide for Parents*



**February 2009**

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# **Parent Access Web Site v3.5 User Guide for Parents**

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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.

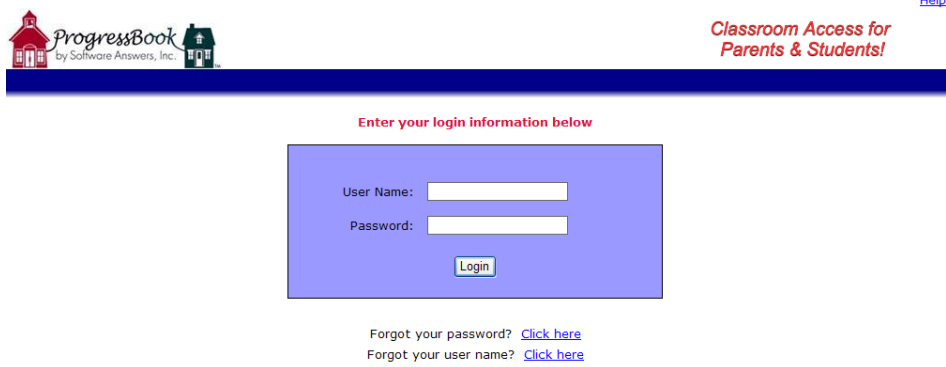
The Parent Access Web Site displays student's averages, progress details, report cards, attendance, schedule, homework, classroom information, events; and other school information in read-only format. Teachers have access to the same information for all of their students so they can see exactly what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

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## 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" on page 17*.

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**.



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Classroom Access for  
Parents & Students!

Help

Enter your login information below

User Name:

Password:

Login

Forgot your password? [Click here](#)

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

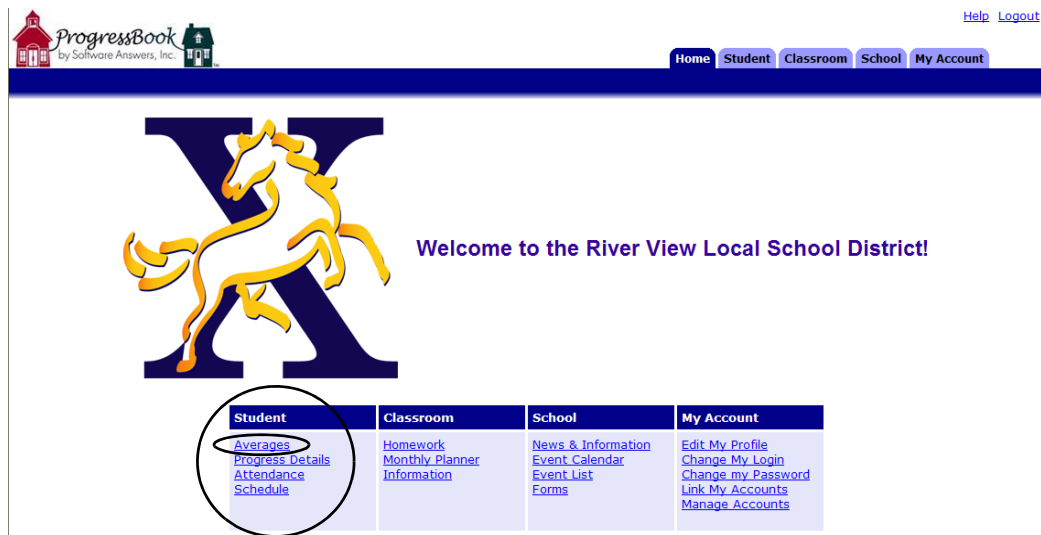


If you lose your user name or password and have already entered your e-mail address in the Parent Access Web Site, you can request that your login information be sent to you.

If you have not entered your e-mail address in the Parent Access Web Site, you must contact your child's school and request your login information. **Software Answers ProgressBook Support CAN- NOT provide login and password 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.

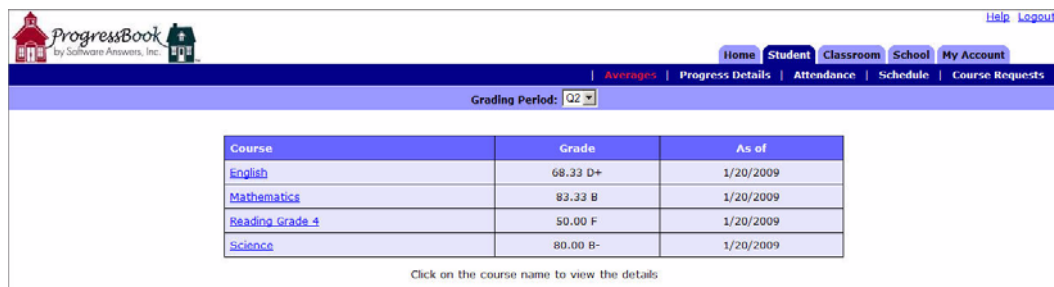


# Student

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.

## 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.



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Help Logout

Home Student Classroom School My Account

Averages Progress Details Attendance Schedule Course Requests

Grading Period: Q2

Course	Grade	As of
<a href="#">English</a>	68.33 D+	1/20/2009
<a href="#">Mathematics</a>	83.33 B	1/20/2009
<a href="#">Reading Grade 4</a>	50.00 F	1/20/2009
<a href="#">Science</a>	80.00 B-	1/20/2009

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.

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Help Logout

Home Student Classroom School My Account

Averages Progress Details Attendance Schedule Course Requests

Grading Period: Q2 Course: Science

**Average: 80.00 B-**

Date	Assignment	Weight	Mark	Comments
1/20/2009	Solar System Project	1	80/100 (80%)	
1/20/2009	Chapter 1 Test	1	40/50 (80%)	
1/20/2009	Chapter 1 Quiz 1	1	12/15 (80%)	

Date	Comments
1/10/2009	Ben was talking in class.
1/1/2009	Ben needs to work just a little harder for that A!

Date	Class Attendance
1/20/2009	Excused Absent

\*\*\* 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

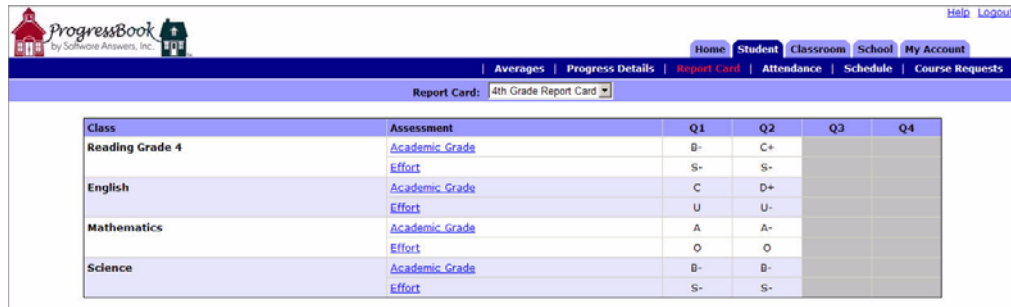
If the teacher marked an assignment as missing, the marks appear on the Parent Access Web Site as shown in the figure below. The number represents the total possible points for the assignment. The assignment counts as zero (0) in the student's class average, if it is marked as missing.

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



## Report Card

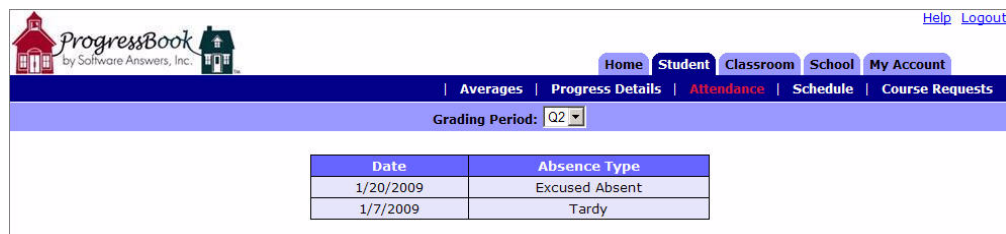
The Report Card section of the Student tab displays the student's report card grades once the school district has published them. Click an assessment in the Assessment column to see what the marks and codes mean.



Class	Assessment	Q1	Q2	Q3	Q4
Reading Grade 4	<a href="#">Academic Grade</a>	B-	C+		
	<a href="#">Effort</a>	S-	S-		
English	<a href="#">Academic Grade</a>	C	D+		
	<a href="#">Effort</a>	U	U-		
Mathematics	<a href="#">Academic Grade</a>	A	A-		
	<a href="#">Effort</a>	O	O		
Science	<a href="#">Academic Grade</a>	B-	B-		
	<a href="#">Effort</a>	S-	S-		

## Attendance

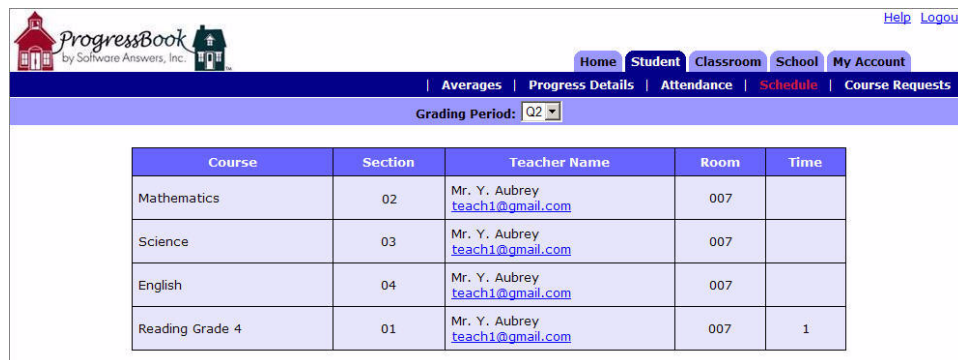
The Attendance section of the Student tab displays a student's daily school attendance.



Date	Absence Type
1/20/2009	Excused Absent
1/7/2009	Tardy

## Schedule

The Schedule section of the Student tab displays a student's class schedule by grading period with links to the teacher's e-mail address, if the teacher has provided it.



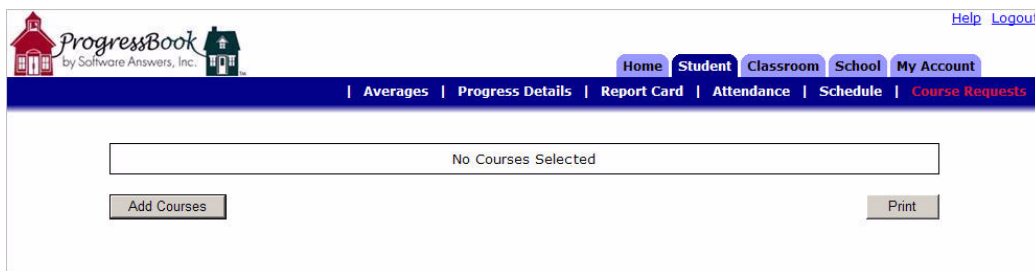
Course	Section	Teacher Name	Room	Time
Mathematics	02	Mr. Y. Aubrey <a href="mailto:teach1@gmail.com">teach1@gmail.com</a>	007	
Science	03	Mr. Y. Aubrey <a href="mailto:teach1@gmail.com">teach1@gmail.com</a>	007	
English	04	Mr. Y. Aubrey <a href="mailto:teach1@gmail.com">teach1@gmail.com</a>	007	
Reading Grade 4	01	Mr. Y. Aubrey <a href="mailto:teach1@gmail.com">teach1@gmail.com</a>	007	1

## Course Requests

If your school district allows you to request courses for the next school year online, the Course Requests section displays in the banner under the Student tab. You can only select and submit courses during the date range specified by your school district. Once you submit your course request list or the deadline for course requests has passed, you cannot add courses to or remove courses from the list.

When the Course Request feature is enabled, you can:

- Add courses to your course request list.
- Drop courses from your course request list.
- Submit your course request list to finalize your selection.
- Print your course request list.



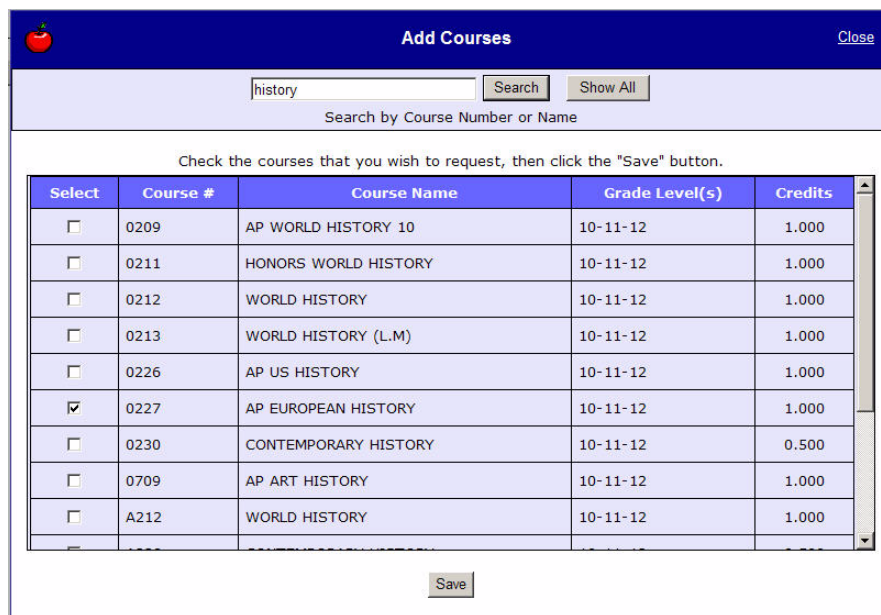
## Add Courses

You can select the courses you would like to request for the next school year only between the dates specified by your school. The courses you select appear in a grid in the Course Request section of the Student tab. You can add courses to the list as long as you have not submitted your course requests.

1. On the Course Requests section of the Student tab, click **Add Courses**.
2. On the Add Courses window, click the **check box** in the Select column for each of the courses you want to request.



*Note: You can search for a specific course by course number or course name by entering a value in the field above the course list, and then clicking the **Search** button. Click **Show All** to return to the full list of courses from a list of searched courses.*



**Add Courses** [Close](#)

history

Search by Course Number or Name

Check the courses that you wish to request, then click the "Save" button.

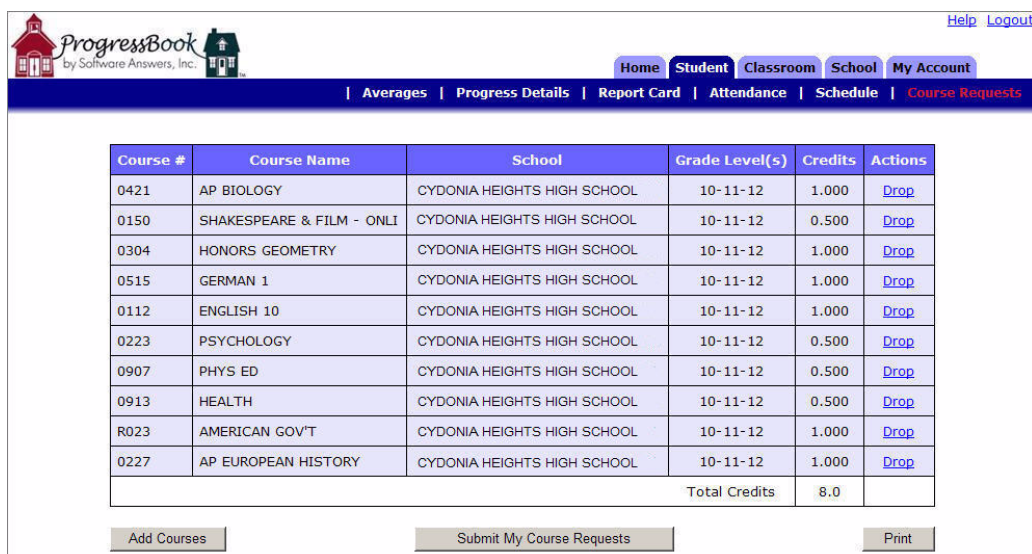
Select	Course #	Course Name	Grade Level(s)	Credits
<input type="checkbox"/>	0209	AP WORLD HISTORY 10	10-11-12	1.000
<input type="checkbox"/>	0211	HONORS WORLD HISTORY	10-11-12	1.000
<input type="checkbox"/>	0212	WORLD HISTORY	10-11-12	1.000
<input type="checkbox"/>	0213	WORLD HISTORY (L.M)	10-11-12	1.000
<input type="checkbox"/>	0226	AP US HISTORY	10-11-12	1.000
<input checked="" type="checkbox"/>	0227	AP EUROPEAN HISTORY	10-11-12	1.000
<input type="checkbox"/>	0230	CONTEMPORARY HISTORY	10-11-12	0.500
<input type="checkbox"/>	0709	AP ART HISTORY	10-11-12	1.000
<input type="checkbox"/>	A212	WORLD HISTORY	10-11-12	1.000

3. When you are finished selecting courses, click **Save**.

A grid containing the course or courses you selected in the previous step displays on the Course Requests section of the Student tab. The grid displays the course number, name, school at which the course is offered, grade level(s), and credit value. Additionally, the total credits for all the selected courses displays to help ensure you have selected an appropriate amount of courses.



*Note: Once courses are added to your request list, they will no longer display in the course list on the Add Courses window.*



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[Home](#) [Student](#) [Classroom](#) [School](#) [My Account](#)

[Averages](#) | [Progress Details](#) | [Report Card](#) | [Attendance](#) | [Schedule](#) | [Course Requests](#)

Course #	Course Name	School	Grade Level(s)	Credits	Actions
0421	AP BIOLOGY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	<a href="#">Drop</a>
0150	SHAKESPEARE & FILM - ONLI	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	<a href="#">Drop</a>
0304	HONORS GEOMETRY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	<a href="#">Drop</a>
0515	GERMAN 1	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	<a href="#">Drop</a>
0112	ENGLISH 10	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	<a href="#">Drop</a>
0223	PSYCHOLOGY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	<a href="#">Drop</a>
0907	PHYS ED	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	<a href="#">Drop</a>
0913	HEALTH	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	<a href="#">Drop</a>
R023	AMERICAN GOV'T	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	<a href="#">Drop</a>
0227	AP EUROPEAN HISTORY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	<a href="#">Drop</a>
Total Credits				8.0	

4. Review the courses listed in the grid to ensure these are the classes you want to request. Then, perform any of the following tasks as necessary:
  - Add additional courses by repeating Steps 2 and 3 above.
  - Drop any courses you do not want to request, as described in “*Drop Courses*” on page 8.
  - Finalize your course request selection, as described in “*Submit Course Requests*” on page 9.
  - Print a copy of the course request list, as described in “*Print Course Request List*” on page 10.

## Drop Courses

If you have not submitted your course request, and the current date is still within the date range specified by your school for course request selection, you can remove a course from the list of selected courses by clicking **Drop** under the Actions column in the row of the course you want to remove. Once you drop the course, it is removed from the grid.

Course #	Course Name	School	Grade Level(s)	Credits	Actions
0421	AP BIOLOGY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	<a href="#">Drop</a>
0150	SHAKESPEARE & FILM - ONLI	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	<a href="#">Drop</a>
0304	HONORS GEOMETRY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	<a href="#">Drop</a>
0515	GERMAN 1	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	<a href="#">Drop</a>
0112	ENGLISH 10	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	<a href="#">Drop</a>
0223	PSYCHOLOGY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	<a href="#">Drop</a>
0907	PHYS ED	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	<a href="#">Drop</a>
0913	HEALTH	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500	<a href="#">Drop</a>
R023	AMERICAN GOV'T	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	<a href="#">Drop</a>
0227	AP EUROPEAN HISTORY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000	<a href="#">Drop</a>
Total Credits				8.0	

## Submit Course Requests

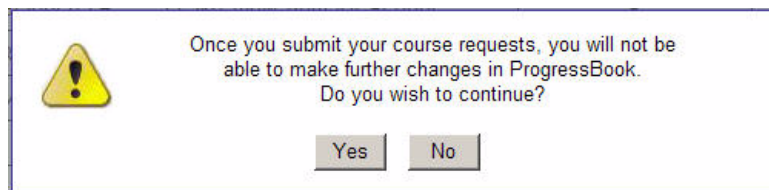
When you have selected all of the courses you want to request, you can submit the finalized course request list to your school administration.



*Note: Once the course request list has been submitted, you are no longer able to add courses to or drop courses from the course list.*

1. On the Course Requests section of the Student tab, verify that all of the courses displayed in the grid are the ones you want to submit.
2. Click **Submit My Course Requests**.

A dialog box displays, asking you to confirm that you want to submit your course requests, as shown below.



3. On the warning dialog box, click **Yes** to confirm that you want to submit your course requests.

The following message displays under the grid: “Course Requests Have Been Submitted.” You can no longer make changes to the course request list.



*Note: If you want to make a change to the course requests after submitting, please contact your school district.*

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[Averages](#) | [Progress Details](#) | [Report Card](#) | [Attendance](#) | [Schedule](#) | [Course Requests](#)

Course #	Course Name	School	Grade Level(s)	Credits
0421	AP BIOLOGY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
0227	AP EUROPEAN HISTORY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
0150	SHAKESPEARE & FILM - ONLI	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500
0304	HONORS GEOMETRY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
0515	GERMAN 1	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
0112	ENGLISH 10	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
0907	PHYS ED	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500
0913	HEALTH	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500
R023	AMERICAN GOV'T	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
Total Credits				7.5

[Print](#)

**Course Requests Have Been Submitted**

## Print Course Request List

1. On the Course Requests section of the Student tab, click **Print**.
2. On the Print window, verify that the printer to which you want to print the course list is selected, and then click **Print**.

Course #	Course Name	School	Grade Level(s)	Credits
0421	AP BIOLOGY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
0227	AP EUROPEAN HISTORY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
0150	SHAKESPEARE & FILM - ONLI	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500
0304	HONORS GEOMETRY	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
0515	GERMAN 1	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
0112	ENGLISH 10	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
0907	PHYS ED	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500
0913	HEALTH	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	0.500
R023	AMERICAN GOV'T	CYDONIA HEIGHTS HIGH SCHOOL	10-11-12	1.000
			Total Credits	7.5

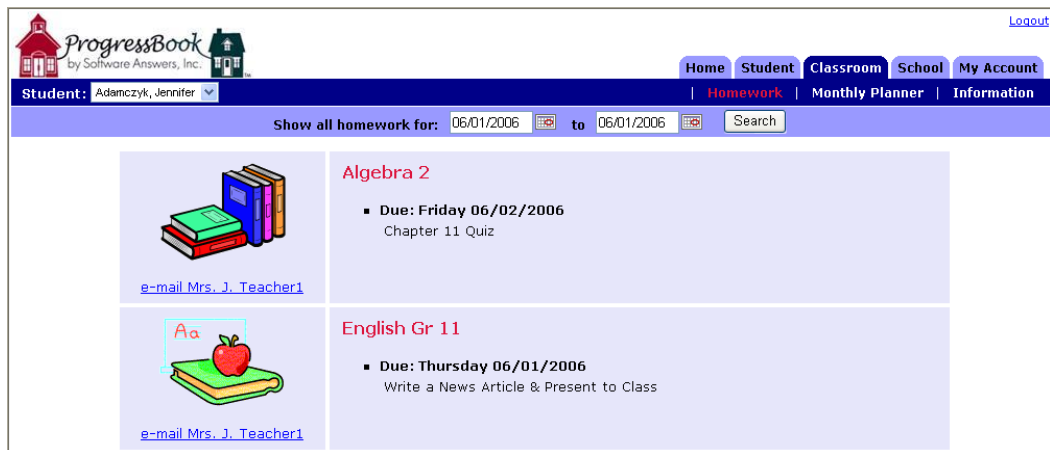
# Classroom

The Classroom tab provides important information to students. Students and parents can check for homework assignments, view homework and activities for the month at a glance, and download any attachments the teacher may have posted to the class home page.



If you have more than one student linked to your login account, you can select the appropriate student in the Student list on the Web site banner. See “*Link Accounts*” on page 19.

## Homework

If the teacher posted homework assignments, they display on the Homework section of the Classroom tab. Attachments and links to other web sites may also be available. You may use the date fields under the web site banner to search for homework assignments in a specific date range.



The screenshot shows the ProgressBook web interface. At the top, there is a navigation bar with tabs: Home, Student, Classroom (selected), School, and My Account. Below the navigation bar, a student selection dropdown shows 'Adamczyk, Jennifer'. To the right, there are links for Homework, Monthly Planner, and Information. A search bar allows filtering homework by date, currently set from 06/01/2006 to 06/01/2006. The main content area displays two homework assignments:

 <a href="#">e-mail Mrs. J. Teacher1</a>	<p><b>Algebra 2</b></p> <ul style="list-style-type: none"> <li>Due: Friday 06/02/2006 Chapter 11 Quiz</li> </ul>
 <a href="#">e-mail Mrs. J. Teacher1</a>	<p><b>English Gr 11</b></p> <ul style="list-style-type: none"> <li>Due: Thursday 06/01/2006 Write a News Article &amp; Present to Class</li> </ul>

## Monthly Planner

The Monthly Planner section of the Classroom tab allows students to view homework and school events in a calendar format. Hover over an event or homework icon to view a description. Click on the homework icon to see the details.

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Logout

Home Student Classroom School My Account

Student: Scarnecchia, Trevor

Homework Monthly Planner Information

April 2006

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26 	27 	28 	29 	30 	31 	1
2	3	4	5 	6	7	8
9	10	11	12  	13 	14 	15 
16 	17 	18 	19  	20 	21 	22 
23 	24 	25 	26  	27 	28 	29 

Hover over the icons to see more details

[Add School Events to My Planner](#)

If the school has entered activities, such as sporting events or club meetings, in Progress-Book, students have the option to add the events they are involved in to their Monthly Planner.

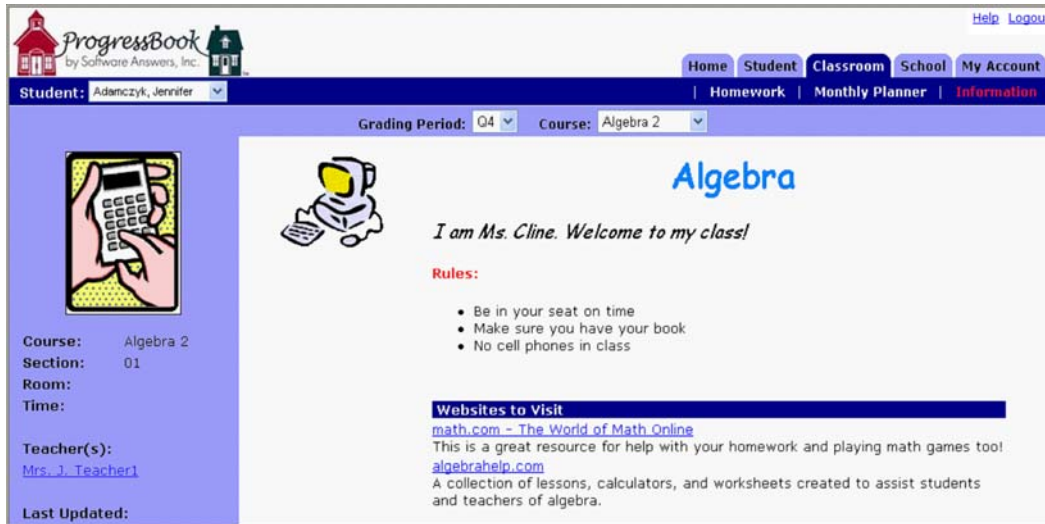
### Add School Events

1. On the Monthly Planner section of the Classroom tab, click the **Add School Events to my Planner** link at the bottom of the screen.
2. On the Add School Events window, select the appropriate **school** for your student.
3. Select the **activities** you want to appear on your Monthly Planner.
4. Click **Save Changes**.
5. Close the Add School Events window.



## Information

If the teacher created a class home page, it displays on the Information section of the Classroom tab. Teachers may post attachments to be downloaded or links to relevant web sites. You can click the teacher's name link on the left side of the screen to send an e-mail message to your student's teacher.



The screenshot shows the ProgressBook Classroom interface. At the top, there's a navigation bar with links: Home, Student, Classroom (selected), School, and My Account. Below this, a student dropdown menu shows 'Adamczyk, Jennifer'. The main content area is titled 'Algebra' and includes a welcome message from Ms. Cline, class rules, and a list of websites to visit. On the left sidebar, there's a calculator icon and a list of class details: Course (Algebra 2), Section (01), Room, Time, Teacher(s) (Mrs. J. Teacher1), and Last Updated.

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Help Logout

Home Student **Classroom** School My Account

Student: Adamczyk, Jennifer

Homework Monthly Planner **Information**

Grading Period: Q4 Course: Algebra 2

**Algebra**

*I am Ms. Cline. Welcome to my class!*

**Rules:**

- Be in your seat on time
- Make sure you have your book
- No cell phones in class

**Websites to Visit**

[math.com - The World of Math Online](#)  
This is a great resource for help with your homework and playing math games too!

[algebrahelp.com](#)  
A collection of lessons, calculators, and worksheets created to assist students and teachers of algebra.

**Course:** Algebra 2  
**Section:** 01  
**Room:**  
**Time:**

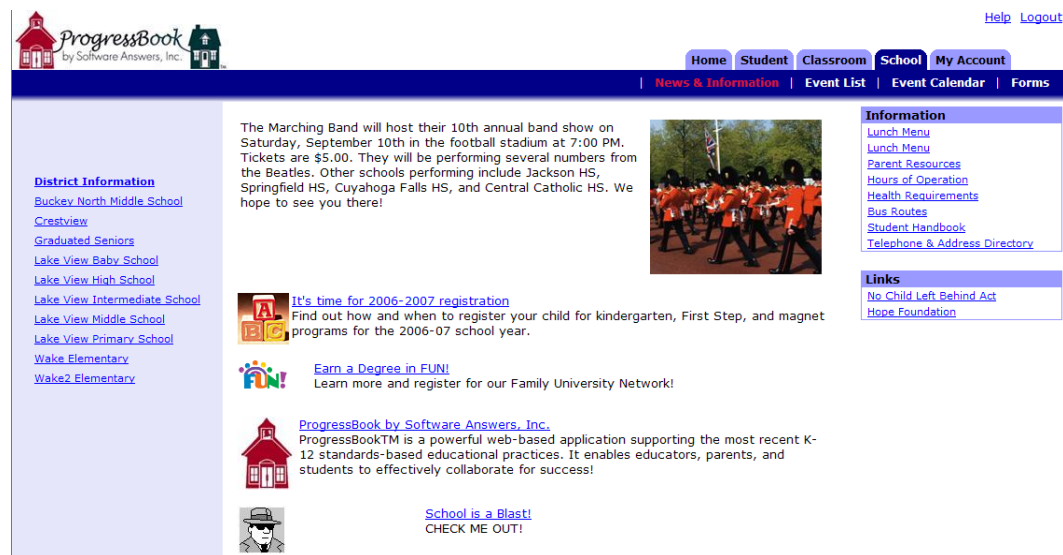
**Teacher(s):**  
[Mrs. J. Teacher1](#)

**Last Updated:**

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# School

Each school district has the option of building and managing its entire web site through the ProgressBook interface. If they use this option, they can create News & Information, Event Lists, Event Calendar, and Forms sections to display on the ProgressBook Parent Access Web Site. Many schools post this information on their main web site. If the School tab is not available, the school is not posting this information through ProgressBook.



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[News & Information](#) [Event List](#) [Event Calendar](#) [Forms](#)

**District Information**  
[Buckey North Middle School](#)  
[Crestview](#)  
[Graduated Seniors](#)  
[Lake View Baby School](#)  
[Lake View High School](#)  
[Lake View Intermediate School](#)  
[Lake View Middle School](#)  
[Lake View Primary School](#)  
[Wake Elementary](#)  
[Wake2 Elementary](#)

The Marching Band will host their 10th annual band show on Saturday, September 10th in the football stadium at 7:00 PM. Tickets are \$5.00. They will be performing several numbers from the Beatles. Other schools performing include Jackson HS, Springfield HS, Cuyahoga Falls HS, and Central Catholic HS. We hope to see you there!

**Information**  
[Lunch Menu](#)  
[Lunch Menu](#)  
[Parent Resources](#)  
[Hours of Operation](#)  
[Health Requirements](#)  
[Bus Routes](#)  
[Student Handbook](#)  
[Telephone & Address Directory](#)

**Links**  
[No Child Left Behind Act](#)  
[Hope Foundation](#)

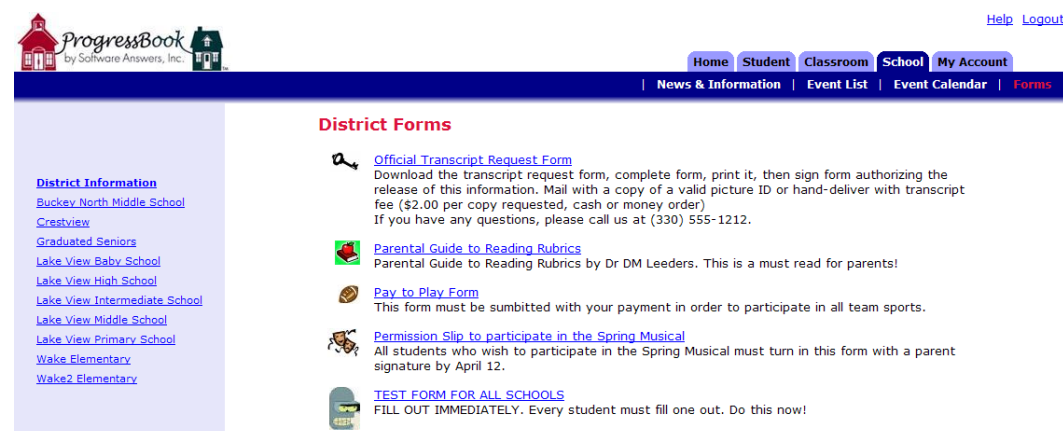
**It's time for 2006-2007 registration**  
Find out how and when to register your child for kindergarten, First Step, and magnet programs for the 2006-07 school year.

**Earn a Degree in FUN!**  
Learn more and register for our Family University Network!

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ProgressBookTM is a powerful web-based application supporting the most recent K-12 standards-based educational practices. It enables educators, parents, and students to effectively collaborate for success!

**School is a Blast!**  
CHECK ME OUT!

If these sections are used by your school district, you can view and download a variety of forms such as registration forms, school calendar, and permission slips.



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**District Forms**

**Official Transcript Request Form**  
Download the transcript request form, complete form, print it, then sign form authorizing the release of this information. Mail with a copy of a valid picture ID or hand-deliver with transcript fee (\$2.00 per copy requested, cash or money order). If you have any questions, please call us at (330) 555-1212.

**Parental Guide to Reading Rubrics**  
Parental Guide to Reading Rubrics by Dr DM Leeders. This is a must read for parents!

**Pay to Play Form**  
This form must be submitted with your payment in order to participate in all team sports.

**Permission Slip to participate in the Spring Musical**  
All students who wish to participate in the Spring Musical must turn in this form with a parent signature by April 12.

**TEST FORM FOR ALL SCHOOLS**  
FILL OUT IMMEDIATELY. Every student must fill one out. Do this now!

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# My Account

## Profile

After you have logged in to the Parent Access Web Site for the first time, you should enter your e-mail address. Then if you lose your login information, you can request that it be sent to you. In addition, your student's teachers will have your e-mail address for communication purposes.

## Edit your Profile

1. On the My Account tab, click **Edit My Profile**.
2. Change the **first name** and/or **last name**, if necessary.
3. Type your full **e-mail address** in the Email Address field.
4. Click **Save**.

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Please fill in the fields below and press the save button.

First Name: Sally

Last Name: Parent

Email Address: sallyparent@aol.com

Save

**It is important to provide an email address!**  
The information will be used to email your login information to you if you should forget it.

## Login

You may change your login name, if desired.

## Change your Login

1. On the My Account tab, click **Change My Login**.
2. Type the **login name** the school provided you in the Current Login Name field.
3. Type the **password** the school provided you in the Password field.
4. Type your **new login name** in the New Login Name field.
5. Click **Save**.



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Please fill in the fields below and press the save button.

Current Login Name:	<input type="text" value="parents0101"/>
Password:	<input type="password" value="*****"/>
New Login Name:	<input type="text" value="3751ParentS"/>
<input type="button" value="Save"/>	



*Note: Login names must use alphanumeric characters only and be 5 to 20 characters long. Do not use spaces or symbols in your login name.*

## Password

You may change your password, if desired.

### Change your Password

1. On the My Account tab, click **Change my Password**.
2. Type your **current password** in the Current Password field.
3. Type your **new password** in the New Password field.
4. Type the **new password** again in the Confirm Password field.
5. Click **Save**.



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Please fill in the fields below and press the save button.

Current Password:	<input type="password" value="*****"/>
New Password:	<input type="password" value="*****"/>
Confirm Password:	<input type="password" value="*****"/>
<input type="button" value="Save"/>	



*Note: Passwords must use alphanumeric characters only, be 5 to 20 characters long and are case sensitive. Do not use spaces or symbols in your password.*

## Accounts

### Link Accounts

You can use one login name and password to access multiple student accounts in a school district by linking them.

1. On the My Account tab, click **Link my Accounts**.
2. Type the **login name** of one of the student accounts, other than the one you are currently logged in as, in the Login Name field.
3. Type the **password** for that student account in the Password field.
4. Click **Link**.

The names of the students linked to your account display under the login box.

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If you have multiple students and wish to access them from the same account complete the box below.  
Enter the user id and password assigned to you for the student that you would like to link.

Login Name: Parent  
Password: \*\*\*\*\*  
Link

The following students are linked to this account:  
Jennifer, Adelaide

### Manage Accounts

You may reset your student's password to the Parent Access Web Site in case the student forgot it or shared it with other students.

1. On the My Account tab, click **Manage Accounts**.
2. On the Manage Accounts section of the My Account tab, select the appropriate student and click the **Click here to reset [student's name] password** link.
3. On the Reset password confirmation window, click **OK**.

The student's new password displays.

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The following students are linked to your account:

Name	User ID	Password
Jennifer	AdamczykJ005455	<a href="#">Click here to reset Jennifer's password</a>
Adelaide	NaderA009061	<a href="#">Click here to reset Adelaide's password</a>


Adelaide's password was changed to Adelaide6897

## Alerts

If your school district supports alerts regarding students' progress, the Manage Alerts section displays in the banner under the My Account tab. Even if alerts are supported by your school district, your student's school may or may not send alerts. If you have several students attending different schools in the same district, one school may send alerts and one may not or one school may send a type of alert that another does not.

Alerts come in the form of an email message which does not provide details about the assignment(s) in question. See the sample alert below.

**From:** from@YourEmailDomain.com [mailto:from@YourEmailDomain.com]  
**Sent:** Thursday, February 12, 2009 2:19 PM  
**To:** Main C@YourEmailDomain.com  
**Subject:** ProgressBook Alert



You are receiving this email because you signed up for the following alerts:

**Olivia Elementary has not turned in the following assignment(s):**

- \* Math - Gr 02: pg 6. problems 4-12 even
- \* Math - Gr 02: addition facts

**Kevin Henderson has not turned in the following assignment(s):**

- \* English Gr 11: Test Review

**Kevin Henderson has received a low mark on the following assignment(s)**

- \* English Gr 11: Reading Questions #4
- \* English Gr 11: Book Report

For more details, please log into [ProgressBook](#).

*Please do not reply to this email. Mail sent to this address cannot be answered. If you do not wish to receive email alerts, please log into ProgressBook, click the 'My Account' link, then the 'Manage Alerts' tab to modify your settings.*

You cannot reply to this email message so you must log in to your Parent Access account to view assignment details.

School buildings may generate alerts daily or weekly. Contact your school for their schedule of alerts. If you subscribe to alerts, the email is sent based on your school building's alert schedule after the teacher enters the assignment mark or marks an assignment missing.



## Manage Alerts

You must log in to your account on the Parent Access Web Site to subscribe to the available alerts. You will receive an alert at the email address(es) you specify after the school has sent the alert on the specified day and time.

1. On the Manage Alerts section of the My Account tab, select the **check box next to the alert** you want to receive for each student that is associated with your account.



*Note: If your student's school does not support alerts, the following message displays next to your student's name, "Alerts have not been set up for the attending school."*



*Note: If you have not previously saved an email address for alerts, the email address you use for your Parent Access Web Site account displays in the first Email address field.*

2. Type the **email address** to which you want the alerts sent in the Email address fields.



*Note: You may enter up to four email addresses and can update them at any time.*

3. Click **Save**.

If you have not entered at least one email address, the following message displays "Alerts cannot be sent without an email address. Please enter your email address."

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Please check the alerts you wish to receive

 <b>Kevin</b>	<input type="checkbox"/> Missing Assignments <input checked="" type="checkbox"/> Low Assignment Marks	<a href="#">Change Settings</a>
 <b>Kristopher</b>	<input type="checkbox"/> Low Assignment Marks	
 <b>Melissa</b>	Alerts have not been set up for the attending school	

Enter the email addresses that should receive the alerts

Email 1:

Email 2:

Email 3:

Email 4:

## Change Settings for Low Assignment Marks Alert

1. If you subscribe to the Low Assignment Marks alert, click the **Change Settings** link.
2. On the Low Mark Alerts window, select the appropriate **mark** in the Grade column for each class listed.



*Note: NA displays in the Grade column of a class that uses standards-based report cards because the low mark alert is not available at this time for these classes.*

3. Click **Save**.
4. Close the Low Mark Alerts window.

Please check the alerts you wish to receive:

☒ Missing Assignments

☒ Low Assignment Marks

**Low Mark Alerts for Kevin Henderson** [Close](#)

Send Alerts for Marks Equal to or Less Than...

Class	Grade
Algebra 2	C
English Gr 11	N/A

[Save](#)