

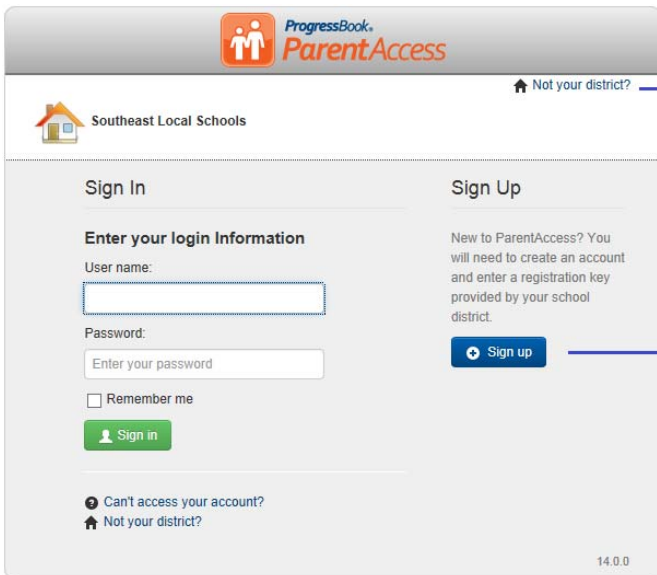
# ProgressBook® Online Grade Book Instructions (PARENT)

Welcome to the new ProgressBook® Parent Access grade book. Follow the instructions on this sheet to view your student’s classroom progress and to create a login for your student to view assignments, grades, etc. **Please save this paper for future reference.**

## How to create your account

### Step 1:

Go to <https://progressbook.sparcc.org/ParentAccess/> and select the school district from the list.



If you selected the wrong district, click here to return to The list of schools.

The first time you enter the website, you will need to create an account.

### Step 2

#### Complete the Parent Information

Create a parent account

### Step 3

Create a parent account

**Remember your *User Name* and *Password*. You will need this information to log into ProgressBook®.**

## Step 4

Create a parent account

1 Profile 2 Account 3 Student

Student Information

First Name: Enter student's legal first name

Last Name: Enter student's last name

Date of Birth: mm/dd/yyyy

Registration Key: Enter a registration key

This information can be found in the Parent Access letter you received. It must be entered EXACTLY as shown.

Enter birthdate as mm/dd/yyyy

Remove from registration

Tasks: Enter another registration key

Register Cancel

If you only have one student to enroll, click **REGISTER**.

If you have additional students to add, click on **enter another registration key** and complete the required information. When you are finished adding students, click **REGISTER**.

## Step 5

ProgressBook ParentAccess

Not your district?

Sign In Sign Up

Enter your login information

User name: Enter your user name

Password: Enter your password

Remember me

Sign in

Can't access your account? Not your district?

Log into Progress-Book<sup>®</sup> using your User name and Password.

Check "remember me" to have your user name appear the next time you log in.

## Step 6 You are in ProgressBook

ProgressBook ParentAccess

STUDENT INFORMATION

Home Attendance Grades Assignments Homework Schedule Report Card Course Request

SCHOOL INFORMATION

Calendar Class Information

FAMILY INFORMATION

Change Password Manage Students

Grades: Grades for Marking Period 1

Homework: Homework due today or next 2 days

Assignments: Assignments assigned to you in 2 days

Daily Attendance: Attendance Status for 2 days

Click here to change your password or email, and to add new students to your account. See step 7 to add an account for your student.

## Step 7

### Creating an Account for a Student

ProgressBook ParentAccess

Manage Students

STUDENT INFORMATION

Home Attendance Grades Assignments Homework Schedule Report Card Course Request

SCHOOL INFORMATION

Calendar Class Information

FAMILY INFORMATION

Change Password Manage Students

Students

Accounts

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

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

Regular New Student

Name User name Id # Actions

Reed Create Account

Click on Create Account to create a user name and password for your student

## Step 8

### Create Student Account

User name: Create student's user name

Password: Create student's password

Re-enter Password: Re-enter student's password

Email: Student's email address (optional)

Re-enter Email: Re-enter student's email address

Create Cancel

Complete this information to allow your student to use ProgressBook to Check assignments, grades, etc.

See Step 3 for user name and password rules. Email is optional, but it is the only way to retrieve a forgotten password. It cannot be the parent's email address.

## Miscellaneous Information

### Passwords & User Names

The parent has to manage and create the account using the "key" provided in the Parent Access letter you received. If you can't access your account after you have registered, you must return to the website <https://progressbook.sparcc.org/ParentAccess> and click **Can't access your account** (see below). The school cannot see your password.

### Can't access your account

If you have trouble with your account, go to the login page and select the "Can't access your account" option.

The "I forgot my password" will send an email to your account. The email link will be active for 10 minutes.

The "I forgot my username" will send the username to your email.

The "My account has been locked" option tells you the account is locked. It will unlock after 10 minutes. This is to protect your account.