

How to use the Parent Access Portal to Progress Book

In Orange County, all schools use a web-based electronic grade book called Progress Book. Built within Progress Book is a feature to allow parents to view their child's grade and attendance data called Parent Access. While logged into Parent Access, you can view the same data the teachers enter as soon as they've saved it. This gives parents an easy to use, real-time way of monitoring their child's academic progress throughout the school year. Students too can easily keep track of their current grades as both the student and parents are given a unique login and password. Parents can even sign up to receive email notifications if their child receives a failing grade on an assignment or fails to turn in a required assignment.

There are other communication features teachers have the option to utilize. Teachers can quickly post a daily comment detailing a student's performance or behavior. Teacher may also post due dates for homework or other assignments on a student monthly calendar. While all teachers are required to maintain their grade book data within Progress Book, some of these other communication tools are optional and may be used at the teacher's discretion. We will note any optional features as such in the overview which follows.

There are a couple of differences between student accounts and parent accounts. If you are a parent with more than one student in Orange County you will be able to link the accounts for all your children under one login so you do not have to log out and log back in repeatedly to view data for multiple children. In addition, parents can reset the passwords for their respective child's account. These two options are not available under the child's unique login. We will make a note on any instructions that follow which only apply to Parent accounts. Otherwise the data seen and options available are the same for both login types.

The tutorial below is divided into two parts: logging in for the first time and changing/maintaining your account settings, and how to navigate through Parent Access and find the information you need. In order to keep this page from becoming simply too massive to easily navigate, we have opted to use thumbnail photos rather than full sized screen shots. You may click on any of the images below to view them full sized.


Logging into Parent Access for the First Time & Changing Account Settings

After you receive your login ID and password, open Parent Access at <http://parentaccess.ocps.net>. You will see a welcome screen asking you to select your district.



Click on the red school house and you will see the login screen:

[Help](#)



**Classroom Access for
Parents & Students!**

Enter your login information below

User Name:


Password:

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

Enter the user name and password you received. Passwords are case-sensitive, so please type them exactly as they appear. When you are finished, click on the Login button to enter Parent Access.

When you login, you will see an Orange County District News page:

[Help](#) [Logout](#)



Home **Student** **Classroom** **School** **My Account**

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

YOUR A School District

District Information

- Acceleration Academy
- Addictions Receiving Facility
- Adolescent Substance Abuse Program
- Aloma Charter High School
- Aloma Elementary School
- Alternatives Unlimited Drop Back In Academy
- Andover Elementary School

NEWS RELEASE

News from Orange County Public Schools

For more information, contact: FOR IMMEDIATE RELEASE

Dr. Lee Baldwin/407.317.3201 June 18, 2009

Orange County Public Schools rated A by Florida Department of Education

OCPS an "A" for second year in a row

Information

- [Orange County Public Schools 2009-2010 School Calendar](#)
- [Orange County Public Schools 2010-2011 School Calendar](#)

We want to configure our account settings before doing anything else. Click on the "My Account" tab in the upper right navigation bar. You will be taken to the "My Profile" page where you can enter your email address:

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

First Name:	<input type="text" value="Your Name"/>
Last Name:	<input type="text" value="Appears Here"/>
Email Address:	<input type="text"/>
<input type="button" value="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.

Please be sure to enter your correct email address as this will insure you can recover your user name or password should they be lost or forgotten. After you enter your email address be sure to click on Save. Changing your first and last name here does not change your user name or password; only how your name is displayed within the site.

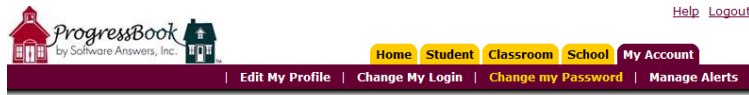
To change your user name to something easier to remember, click on the "Change My Login" link on the top navigation bar.

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

Current Login Name:	<input type="text"/>
Password:	<input type="text"/>
New Login Name:	<input type="text"/>
<input type="button" value="Save"/>	

In the "Change My Login" screen you can enter a new user name that is easier to remember. When you are finished be sure to click on Save or your changes will not be kept. 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.

After changing your user name, click on "Change My Password".



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

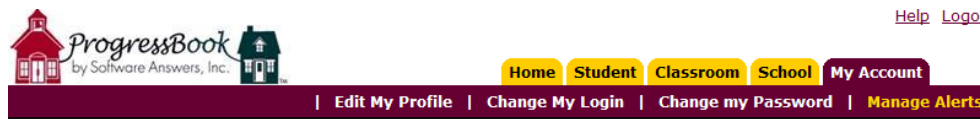
Current Password:

New Password:

Confirm Password:

In the "Change my Password" screen you can enter a new password that is easier to remember. When you are finished be sure to click on Save or your changes will not be kept. 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.

When you are done changing your password, click on "Manage Alerts" if you wish to subscribe to alerts.



Please check the alerts you wish to receive

Missing Assignments

Low Assignment Marks

Child's Name

Enter the email addresses that should receive the alerts

Email 1:

Email 2:

Email 3:

Email 4:

In the "Manage Alerts" screen, parents can subscribe to email alerts that notify you if your child has an assignment marked as "Missing" (meaning the teacher did not receive the completed assignment) or receives a score below a threshold that you set. Place a checkmark in the boxes for the types of alerts which you wish to subscribe. You may enter up to 4 email addresses to which you would like the alert emails sent. These addresses can be updated at any time. When you are finished click "Save". If you have chosen to receive alerts for Low Assignment Marks you will now have a "Change Settings" link appear on the screen, near the checkmark

box for Low Assignment Marks. Click on the “Change Settings” link to enter the Low Assignment Marks threshold for which you wish to receive alerts.

Class	Grade
Advanced Placement World History FY	▼
Algebra II Hon FY	▼
Chemistry I Honors FY	▼
English Honors II FY	▼
Health Science 1 Carpd FY	▼
Marine Science I Honors FY	▼

Save

For example, you could set Parent Access to alert you anytime you child receives score below a C for their English class. Each class your child is enrolled in can have its own unique alert threshold. Remember to click on “Save” when you are finished changing your settings.

For parent accounts in Parent Access there are two links under the “My Account” tab which are unique to parents and not available to students. Click on the “Link My Accounts” link in the top navigation bar.

ProgressBook by Software Answers, Inc. Help Logout

Home Student Classroom School My Account

Edit My Profile Change My Login Change my Password Link My Accounts Manage Accounts Manage Alerts

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:

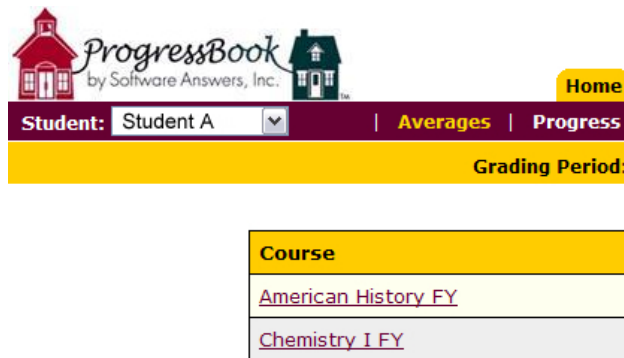
Password:

Link

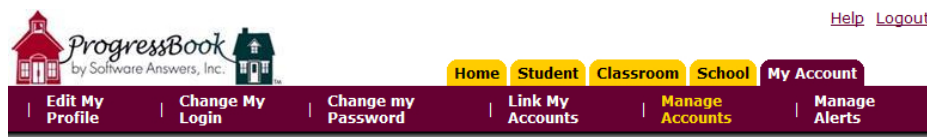
The following students are linked to this account:
Student A & Student B

In the “Link My Accounts” you will be able to combine the accounts of multiple children into one login, if you have more than one child enrolled in Orange County. This will allow you to

view the data for all your children under one login, without the need of logging out and in repeatedly or remember multiple user names and passwords. To link accounts together enter the Login Name and Password for the parent account of another child. Click on the “Link” button to link the accounts together. You will see a summary of all the accounts currently link under your login at the bottom of the page. When you have accounts linked together, you will see two or more children listed on some screens. For example, if you switch back to the “Manage Alerts” page you would see all linked children listed and you could subscribe and configure alerts for all your children on the same page. In a minute we’re going to start to view your child’s academic grade data. On these screens only one child’s data is displayed at a time. You must use the drop down menu directly below the red school house icon in the upper left corner of the screen to switch between linked accounts on these screens.



Also unique to parent accounts is the “Manage Accounts” link under the “My Account” tab.



The following students are linked to your account:

Name	User ID	Password
Student A	StudentA123456	Click here to reset Student A's password

Here you can reset the account password for your child’s account or any other linked child's account. Click on the link labeled “Click Here to reset *studentname*’s password” to reset their password.

We have now configured all the account setting available to you. I know most people simply want to jump in and look at their child’s academic data, but please, if you haven’t done so already, make sure you enter an email address in the “Edit My Profile” section of the My Account tab. Entering an email address is the quickest way to retrieve a user name or password should they be lost or forgotten. Now it's time to take a tour of Parent Access and learn what data is available to you and on which pages it is located.

How to Navigate Though Parent Access

In all the steps above, we have been working under the “My Account” tab on the top navigation bar. We will now systematically work our way though the other tabs to see what screens are available to you and what information is posted on each screen. Please start by clicking on the “Home” tab.



Student	Classroom	School	My Account
Averages Progress Details Attendance Schedule	Homework Monthly Planner Information	News & Information Event Calendar Event List Forms	Edit My Profile Change My Login Change my Password Link My Accounts Manage Accounts Manage Alerts

The home page simply gives you a complete menu listing of all the pages which make up Parent Access. If you are not sure which tab a page you are looking for is listed under, you can always come back to the Home tab to view the site index. Let’s move on to the “Student Tab”.

Clicking on the Student tab brings up the “Averages” screen. Here you can see your child’s current overall grade as it stands in Progress Book. You can use the drop-down menu to switch between the various marking periods (Q1 stands for “quarter 1”, AKA the 1st nine weeks). If you click on a link for one of the course names you will pull up a detailed, itemized list of each of your child’s assignments within that class; this is the “Progress Details” screen. You can also view same screen by clicking on the “Progress Details” link on the upper navigation bar. Click on one of these links now.

Mark: 97.55 A

Date	Assignment	Weight	Mark	Comments
8/28/2009	Permission slips signed	1	10/10 (100%)	
8/28/2009	Lab Safety Test turned in	1	10/10 (100%)	
8/31/2009	Has science supplies	1	10/10 (100%)	
9/1/2009	Lab Safety Test on Scantron	1	97/100 (97%)	Highest score in class.
9/2/2009	Classroom rules test	1	96/100 (96%)	

Date	Comments
9/1/2009	Student showed excellent effort today.

Date	Class Attendance
9/3/2009	Absent Unexcused
9/4/2009	Absent Unexcused

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

[View by Assignment Type](#)

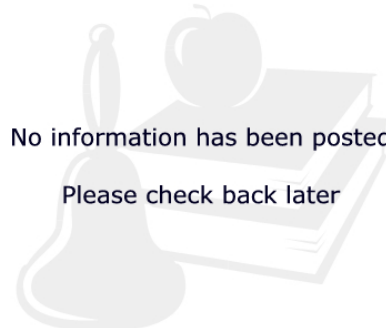
[Print Report](#)

[View Grading Scale](#)

The “Progress Details” screen gives you the most pertinent data, including an individual assignment list and your child’s relative scores for each of those assignments. Here we can see the name of the assignment, the assignment date, and the individual score the student received on the assignment. Parents can use the two drop down menus to switch between classes and marking periods. Also included on the “Progress Details” screen are any period attendance occurrences other than present (usually absent or tardy) that the student has incurred. Parent Access only displays period attendance for high schools on the “Progress Details” screen. High school daily attendance is not displayed in Parent Access.

You may also see some comments displayed on the “Progress Details” page. Teachers have the option of posting daily or assignment-specific comments in Parent Access. Daily comments are displayed at the bottom of the “Progress Details” screen. Each teacher can choose to post a unique daily comment for each of their students, if the need arises. These daily comments could be praise for good work and effort, simple reminders that a project is due, or they may document repeated behavior incidents -- whatever a teacher feels they need to convey to parents or students. Likewise, assignment specific comments allow a teacher to detail specific information about that assignment. For instance, a teacher may require a score of 80% on a lab safety test before that student can participate in a lab experiment. Whatever the case may be, comments are a solely a teacher option; there is no requirement to post daily or assignment comments.

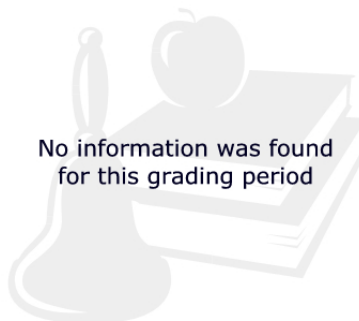
Let’s continue by clicking on the Report Card link on the navigational bar.



No information has been posted

Please check back later

Unfortunately, as of this writing, no report cards have yet gone home. For now, you will see a message stating “No information has been posted – Please check back later.” As soon as the first report cards go home, the “Report Card” screen will become a placeholder for all your child’s report card grades in grid format. A similar message will be displayed under “Attendance”. Click on the “Attendance” link now.




No information was found
for this grading period

The “Attendance” screen in Parent Access only displays daily attendance data. High schools utilize period attendance. Please use the “Progress Details” screen to view period attendance occurrences for each of your child’s classes. You will also receive the “No information has been posted – Please check back later” message here.

When you click on the “Schedule” link in the top navigation bar you can see a full schedule of your child’s classes.

[Help](#) [Logout](#)

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


[Progress for Student Name](#) | [Averages](#) | [Progress Details](#) | [Report Card](#) | [Attendance](#) | [Schedule](#)

Grading Period:

Course	Section	Teacher Name	Room	Time
Contemporary History-Internati	2	David Bilka david.bilka@ocps.net	G155	MF
Advanced Placement Calculus BC	1	Roy Jones Roy.Jones@ocps.net	H109	P1
Music IV International Baccala	3	Jimmy Gilliam Jr jimmy.gilliam@ocps.net	B155	P2
English IV-International Bacca	3	Marjorie Anderson andersm@ocps.net	G162	P3
Spanish V-Language A-Internati	3	Roberto Conde Roberto.Conde.ocps.net	H226	P5
Theory/Knowledge-International	4	Samuel Reisner	Pt 47	P6

Use the drop-down menus to switch between semesters. Also, you will notice that the teachers names here appear as hyperlinks; click on one to send an email to your child's teacher. You have now finished viewing all the screens available under the "Student" tab. Click on the "Classroom" tab to see what pages are stored there.


[Help](#) [Logout](#)

 **ProgressBook**
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[Home](#) | [Student](#) | [Classroom](#) | [School](#) | [My Account](#)

[Progress for Student Name](#) | [Homework](#) | [Monthly Planner](#) | [Information](#)

Show all homework for: to







Introduction To Film & Enterta

- **Due: Friday 09/04/2009**
Film Critique #1 Using the questions distributed in class, review a film either at the cinema or on television.

[e-mail Danielle Dilks](#)

After clicking on the "Classroom" tab, the Homework screen is the first page displayed. Teachers have the option of adding any of their assignments they score in Progress Book as homework assignments in Parent Access. Teachers could also post other various due dates on the homework list even though they may not be directly associated with scored assignments (such as a story which needs to be read by a specific date for discussion or a quiz in a future class). Posting homework is not required and may be utilized at the discretion of the teacher. On the homework page you will see a list of any posted homework which falls within a date span you specify. Use the date selectors to broaden or narrow your date range and click on search to refine the list. You can easily also switch to a month by month calendar view by clicking on the "Monthly Planner" link on the navigation bar.

September 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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	30	1	2	3

Hover over the icons to see more details

[Add School Events to My Planner](#)

The “Monthly Planner” page shows all of the posted homework for the displayed month in a calendar grid. Parents and students can quickly see any posted assignments by the icons displayed on a given day. Clicking on any of the icons will bring up the full description of the homework. Use the arrows in the top corner of the calendar grid to switch between months. Again, posting homework is optional for teachers.

“Information” is the final link under the “Classroom” tab.

Grading Period: Q1 Course: Liberal Arts Mathematics FY



Course: Liberal Arts
Mathematics FY

Section: 2

Room: F120

Time: P2

Teacher(s):

[Verna Wilson](#)

Last Updated:

8/23/2009 9:06:25 PM

Class Rules

STUDENTS ARE EXPECTED TO:

1. Report to class on time (in assigned seat when the bell rings). If students are tardy, bell work will be zero.
2. Keep books covered
3. Listen to others
4. Follow instructions
5. Show respect for other people
6. Show respect for property
7. Be cooperative
8. Use pencils for all work
9. Take notes and practice
10. Obey school rules
11. Work in small groups and individually
12. Follow school policy
13. **Turn cell phones off and keep out of sight**
14. Keep all food and drinks – except water – out of the classroom
15. Respect dress code - four finger rule.

The “Information” page is basically an individual webpage for each unique class a teacher instructs, where they could post any beneficial class-wide information. These could be class rules, course syllabi, announcements, or any other posting a teacher wishes to share with the class. Posting on the “Information” page is optional for teachers.

The final tab left on the navigation bar is the “School” tab. Clicking on it will bring you back to the district news page you saw when you first logged into Parent Access. If you were to scroll down to the link for Cypress Creek you would see a school-specific page were we could post news.

The screenshot shows the ProgressBook interface. At the top left is the ProgressBook logo with the text "by Software Answers, Inc." and icons of a red schoolhouse and a green house. To the right are links for "Help" and "Logout". Below this is a navigation bar with tabs for "Home", "Student", "Classroom", "School", and "My Account". Underneath the navigation bar is a dark purple bar with links for "News & Information", "Event List", "Event Calendar", and "Forms". The main content area is divided into three sections. On the left is a yellow box with the text "YOUR A School District" and a list of links: "District Information", "Acceleration Academy", "Addictions Receiving Facility", and "Adolescent Substance Abuse Program". In the center is the Cypress Creek High School logo, which features a shield with a lion, a tree, and the text "EST. 1992" and "CYPRESS CREEK HIGH SCHOOL". On the right is a white box with the text "Welcome to Cypress Creek!", "For more information visit our Website.", and "For help with the Parent Access portal to Progress Book, click Here."

At Cypress Creek, we post all of our information on our school website. So as to be less confusing, all we will post on this page is a link to our main website and a link to this Parent Access help page.