



Progress Book

Parent Access Manual

**Version 1
12/08/03**

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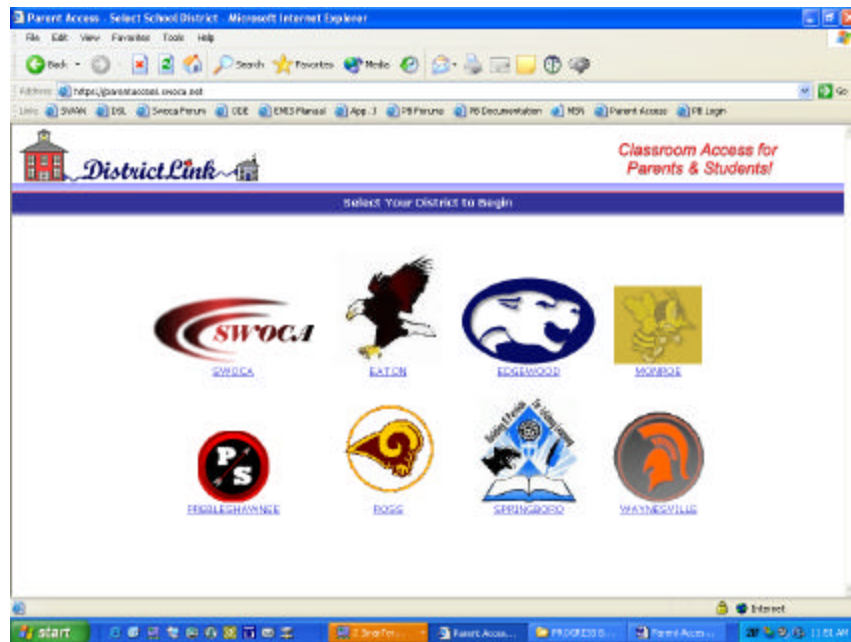
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Login

*Internet Explorer 5.5 or later for Windows
Internet Explorer 5.1.x or later for Macintosh*

Using Internet Explorer, enter the URL below

<https://parentaccess.swoca.net>



Click on your district's name.

Enter the “User Name” and “Password” provided to you by our school district in the boxes provided then click on the “Login” button.

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 this is your first time visiting Parent Access you will be prompted to enter information about your account.

Parent Setup Options

Enter Contact Information

First Name: - Enter your first name in the box provided.

Last Name: - Enter your last name in the box provided.

Email Address: - Enter your valid email address in the box provided.

Note: Your email address is needed in the event that you lose your Login and or Password. You may request for it to be sent to your email address if needed. Your email address will not be posted within Progress Book.

Report Card | Attendance | Teachers | My Account
Home | Homework | Messages | Progress | Logout

Enter Contact Information

Setup Options

Enter Contact Information
Change Your Login Name
Change Your Password
Link Additional Children to this Account

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

First Name:

Last Name:

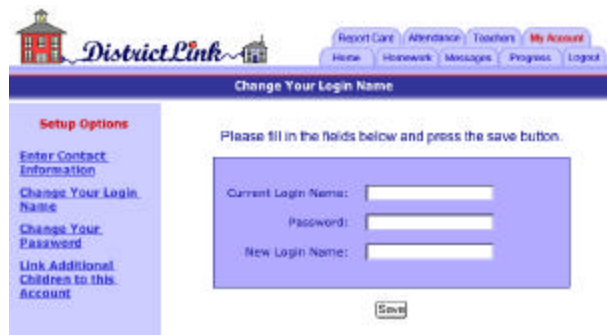
Email Address:

Save

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

Change Your Login Name

You may change your Login Name to your liking.



The screenshot shows the DistrictLink website interface. At the top, there is a navigation bar with links for Report Card, Attendance, Teachers, My Account, Home, Homework, Messages, Progress, and Logout. The main heading is "Change Your Login Name". Below this, there is a "Setup Options" sidebar with links: Enter Contact Information, Change Your Login Name, Change Your Password, and Link Additional Children to this Account. The main content area contains the instruction "Please fill in the fields below and press the save button." and a form with three input fields: "Current Login Name:", "Password:", and "New Login Name:". A "Save" button is located below the form.

Enter your “Current Login Name” and “Current Password” in the boxes provided.

Note: This is the Login Name and Password given to you by your district.

Enter your “New Login Name” in the box provided.

Click on the Save button when finished.

Change Your Password

You may change your password to your liking.



The screenshot shows the DistrictLink website interface. At the top, there is a navigation bar with links for Report Card, Attendance, Teachers, My Account, Home, Homework, Messages, Progress, and Logout. The main heading is "Change Your Password". Below this, there is a "Setup Options" sidebar with links: Enter Contact Information, Change Your Login Name, Change Your Password, and Link Additional Children to this Account. The main content area contains the instruction "Please fill in the fields below and press the save button." and a form with three input fields: "Current Password:", "New Password:", and "Confirm Password:". A "Save" button is located below the form.

Enter your “Current Password” in the box provided.

Note: This is the Password given to you by your district.

Enter your “New Password” in the box provided.

Confirm your new password by entering it in the Confirm Password box.

Click on the Save button when finished.

Link Additional Children to this Account

If you have multiple students within the district and wish to combine the user id's given to you by your school district enter their Login Name and Password in the boxes provided and then click on the Link button. You will now be able to access all of your children's information with one login and password.

Setup Options

- [Enter Contact Information](#)
- [Change Your Login Name](#)
- [Change Your Password](#)
- [Link Additional Children to this Account](#)

The following students are linked to this account:

Link Additional Students
If you have multiple students and wish to combine the user id's together, complete the boxes below. Enter the user id and password that were assigned to you for the student that you would like to add.

Login Name:

Password:

Parent Access View

Homework
Check here for homework assignments

Teachers
Get your teachers' email addresses

My Account
Change your id or password
Get up your email address
Link accounts

Messages
Look here for messages from your teachers

Attendance
Check daily attendance history

Progress
Check your assignment grades

Report Card
View your report card online

Logout
End your District Link session

Show Information for: [William Heidi \(R.\)](#) [Sara Marie Angel Elizabeth Steven \(Casey\)](#)
[Yashira \(L.\)](#) [Michael \(P.\)](#) [Draw \(K.\)](#)

Select the student you want to view Parent /Student Access for by clicking on their name at the bottom of the window.

Homework Tab

Click on the Homework Tab at the top of the window or the Link within the menu.

The screenshot shows the DistrictLink interface for a student's homework. At the top, there is a navigation menu with buttons for Report Card, Attendance, Teachers, My Account, Home, Homework (highlighted), Messages, Progress, and Logout. Below the menu is a header for "Melissa (A.)'s Homework". On the left is a calendar for November 2003, with the 14th highlighted in red. To the right of the calendar is a table titled "Homework for 11/14/2003".

Course	Homework Assignment	Date Due
AP GOVERNMENT	Study Chapter 4 for quiz on Tuesday the 18.	11-15-2003
PHYSICAL SCIENCE	Read pages 125 - 134. Answer the even number questions on pages 135 & 136.	11-15-2003

Below the table, there is a link "Show Information for:" followed by a list of names: William, Heidi (B.), Sara Marie, Angel, Elizabeth, Steven (Casey), Yashira (L.), Michael (P.), Drew (K.).

Choose the date you want to check homework for by clicking on the desired date on the calendar. The homework for that day will be listed.

Teacher Tab

Click on the Teacher Tab at the top of the window or the Link within the menu.

The screenshot shows the DistrictLink interface for a student's teachers. At the top, there is a navigation menu with buttons for Report Card, Attendance, Teachers (highlighted), My Account, Home, Homework, Messages, Progress, and Logout. Below the menu is a header for "Melissa (A.)'s Teachers". Below the header is a table listing teachers and their assigned courses.

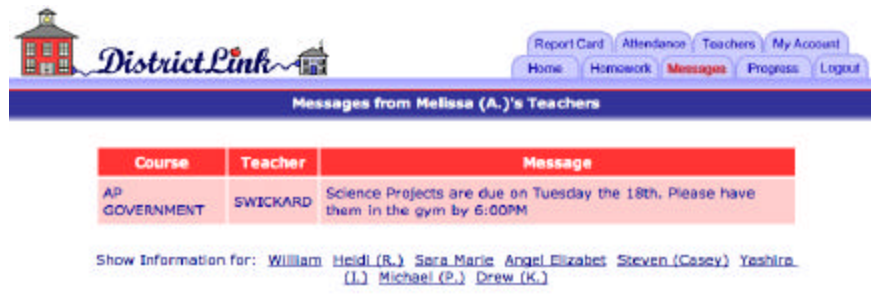
Teacher	Email Address	Courses
MR. R. BLUNDON		MATH 9, SOCIAL STUDIES 9, STUDY SKILLS
MS. M. BURCHFIELD	Brendan@bellairs.k-12.ch.us	PHYSICAL SCIENCE
MRS. T. CLARK		ALGEBRA I, GENERAL MATH, PREF FOR DET
MR. M. DAWSON		ENGLISH 9
MR. J. GOGGARD		AGRICULTURE I
MR. D. GROVES		PE GIRLS 9
MRS. K. HOOPER		CLOTHING I, CLOTHING II
MR. L. PALMER		BIOLOGY I
MRS. A. FANNETT		COMPUTER BUSINESS TECHNOLOGY
MRS. H. PESTA		PHYSICAL SCIENCE
MS. ERIC SMYTH		HEALTH I
MR. R. SWICKARD		AP GOVERNMENT

Below the table, there is a link "Show Information for:" followed by a list of names: William, Heidi (B.), Sara Marie, Angel, Elizabeth, Steven (Casey), Yashira (L.), Michael (P.), Drew (K.).

The teachers assigned to the selected student will be listed.

Messages Tab

Click on the Messages Tab at the top of the window or the Link within the menu.



The screenshot shows the DistrictLink interface with the Messages tab selected. The header includes the DistrictLink logo and navigation buttons: Report Card, Attendance, Teachers, My Account, Home, Homework, Messages, Progress, and Logout. The main content area is titled "Messages from Melissa (A.)'s Teachers" and contains a table with the following data:

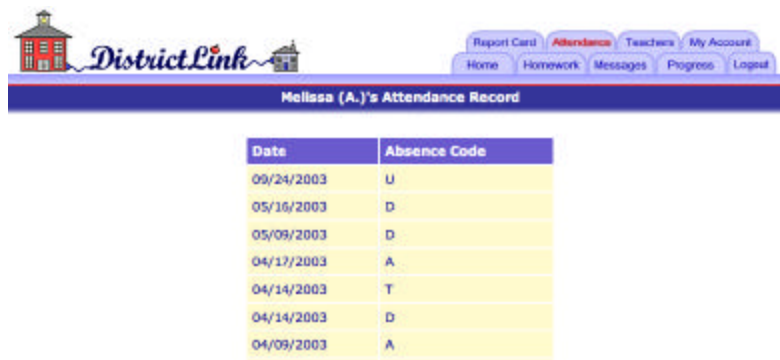
Course	Teacher	Message
AP GOVERNMENT	SWICKARD	Science Projects are due on Tuesday the 18th. Please have them in the gym by 6:00PM

Below the table, there is a link to "Show Information for:" followed by a list of names: William, Heidi (R.), Sara Marie, Angel Elizabeth, Steven (Casey), Yeshira (L.), Michael (P.), and Drew (K.).

Any current messages will be listed.

Attendance Tab

Click on the Attendance Tab at the top of the window or the Link within the menu.



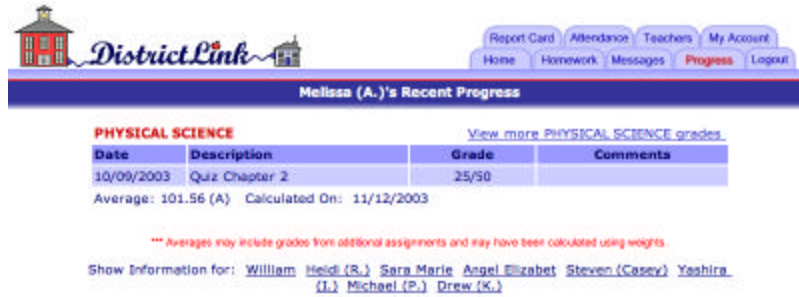
The screenshot shows the DistrictLink interface with the Attendance tab selected. The header includes the DistrictLink logo and navigation buttons: Report Card, Attendance, Teachers, My Account, Home, Homework, Messages, Progress, and Logout. The main content area is titled "Melissa (A.)'s Attendance Record" and contains a table with the following data:

Date	Absence Code
09/24/2003	U
05/16/2003	D
05/09/2003	D
04/17/2003	A
04/14/2003	T
04/14/2003	D
04/09/2003	A

The selected student's attendance will be listed.

Progress Tab

Click on the Progress Tab at the top of the window or the Link within the menu.



The screenshot shows the DistrictLink website interface. At the top, there is a navigation menu with buttons for Report Card, Attendance, Teachers, My Account, Home, Homework, Messages, Progress (highlighted), and Logout. Below the menu is a header for "Melissa (A.)'s Recent Progress". The main content area displays "PHYSICAL SCIENCE" with a link to "View more PHYSICAL SCIENCE grades". A table shows the following data:

Date	Description	Grade	Comments
10/09/2003	Quiz Chapter 2	25/50	

Average: 101.56 (A) Calculated On: 11/12/2003

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

Show Information for: [William](#) [Heidi \(R.\)](#) [Sara Marie](#) [Angel Elizabeth](#) [Steven \(Casey\)](#) [Yashira \(L.\)](#) [Michael \(P.\)](#) [Drew \(K.\)](#)

The selected student's class progress will be displayed.

Report Card Tab

This feature will be released soon.