

# Progress Book for Parents

**Please Note: The following information is from the Norton City Schools District Home Page Website: Passwords for the 2012-13 school year will not work for 13-14. All usernames and passwords are mailed out during the third week of school. (For more information regarding Progress Book, please go to the District Home page and click on the ProgressBookforParents link.**

**\*Parent Access accounts are provided for those grade levels (3-12) using letter grades on the report card.**

The teaching staff at Norton City Schools for grades K-12 use Progress Book software for purposes applicable to their grade level.

- **Grades 9-12 use Progress Book for report card and interim entry, assignment and grade entry, as well as attendance entry.**

### **\*\*\*Important Tip\*\*\***

**When viewing your child's grades for a particular class, it's important to click on the link at the bottom of the list of assignments titled, "View by Assignment Type."** Teachers for grades 3-12 will be using weighted categories or assignment types. The two types are academic achievement and academic practice. Clicking this link will show you your child's average for each weighted assignment category as well as their total average for the course. If your child is struggling in a particular category, this allows you to see categories of weakness and assist in that area.

### **Frequently Asked Questions:**

**My child is new to Norton City Schools this year. How do I get a username and password to view grades?**

Parents of students new to Norton need to request a registration key from Jackie Flechler, at 330-706-2733 [jflechler@nortonschools.org](mailto:jflechler@nortonschools.org). This information can only be emailed or mailed for security purposes.

**What do I do if I forget my username or password?**

At the log in screen, there are two links to have this information emailed to you. If the system doesn't recognize the email address, contact Jackie Flechler, at 330-706-2733 [jflechler@nortonschools.org](mailto:jflechler@nortonschools.org).

**How does my child get their own account?**

Parents can create student accounts from their login.

**Why can't I see my child's assignments for some classes when I click on the grade for that class?**

When a teacher creates an assignment, he or she must check a box marked, "Post to the Web," in order for it to be viewable through Parent Access. Teachers should be posting grades within a week of an assignment. Checking with the teacher is the first step in troubleshooting this issue. If you are still in need of assistance, please contact Angie Wagler at [awagler@nortonschools.org](mailto:awagler@nortonschools.org).

### **Other Useful Tips:**

#### **Passwords & User Names:**

The parent has to manage and create the account using the "Registration Key" that was provided. The school cannot see your user name or password. If you forget your login information, you must return to the website and click **can't access your account** (see below). **You cannot get this information from your school.**

#### **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 link will be active for 10 minutes.

The "Forgot your user name option" will send the user name 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.

- **If you need assistance or have questions, please contact Jackie Flechler at 330-706-2733, or email her at: [jflechler@nortonschools.org](mailto:jflechler@nortonschools.org).**