

RIDGEWOOD Local School District

ProgressBook[©] Online Grade Book Instructions Welcome to the new ProgressBook[©] Parent Access grade book. Follow the instructions on this sheet to view your student's classroom progress and to link additional children to your account.

ProgressBook. ParentAccess A Not your district? How to create your account **1.** Enter the web address www.ridgewood.k12.oh.us Sign In Sign Up New to ParentAccess? Yo will need to create an account and enter a registration key provided your school district. Locate the link which reads 'Progress Book Parent.' Enter your login Informati User name: , /ided by The link is located on the left side of the home page. Password: • The first time you enter the website, you will need to Remember me create an account. 👤 Sign in Click on 'Sign up.' Can't access your account?
Not your district? Sign Up 2. Click on 'I am Sign Up a parent.' Create a parent account Select the type of account you would like to create: Parent 1 Profile 2 Account 3 Student A parent account provides you access to view your children's R progress, assignments, attendance, etc. Use this optic 3. Complete these create your account. Parent Information fields to create 📀 I am a parent your account. Enter your first name First Name Optionally enter your middle nar (All fields except ₽≣ A student account provides students access to view information middle name are Enter your last name about their classes such as homework, graded assignments Last Name: etc. Use this option to create a student account. required.) Enter your email address Email: 📀 I am a student Click 'continue.' Re-enter your email address Re-enter Email: Cancel Continue Cancel Sign Up Create a parent account **4.** Complete user name and password. 1 Profile 2 Account 3 Student User name must contain 6 to 50 characters. Password must contain at least 1 letter, 1 number, 8-50 Account Information characters, case sensitive, and cannot match the user name. User name: Create your user nar Click 'continue.' Password: Create your password Remember your User Name and Password. You will need this Re-enter Password: Re-enter your password information to log into ProgressBook©. Cancel less Continue **5.** Enter your student's information. Sign Up Create a parent account This information can be found on the half-sheet that you will receive from your student's school. It must be 1 Profile Account 3 Stu entered **EXACTLY** as shown. Enter birthdate as Student Information mm/dd/yyyy First Name: Enter student's legal first name **6.** If you have only one student to enroll, click **Register**. Last Name: Enter student's last name Date of Birth: mm/dd/yyyy If you have additional students to add, click on **enter** Registration Key: Enter a registration key another registration key and complete the required Remove from regist information. When you are finished adding students, click Register. Register Cancel



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account and enter registration key pro your school district

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Step 4, then click **Sign in**.

appear the next time you log in.

Check "**remember me**" to have your user name

Your student name

Student ID

Home Grades Homework There are no grades available at this time



Miscellaneous Information

Passwords & User Names

Enter your login Information

User name

Password

Remember me

T Parent Access

STUDENT INFORMATION

Can't access your account?
Not your district?

Parents must manage and create the account using the "key" provided on the half-sheet received from the student's school. If you can't access your account after you have registered, you must return to the website www.ridgewood.k12.oh.us, go to the ProgressBook[®] link 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* link will send an email to your account. The email link will be active for 10 minutes.

The *I forgot my username* option 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.

Alerts can be sent to your email address for low assignment marks and missing assignments.

Please contact your student's school office if you have any questions.