

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.

How to create your account

1. Enter the web address www.ridgewood.k12.oh.us

Locate the link which reads 'Progress Book Parent.'

The link is located on the left side of the home page.

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

Click on 'Sign up.'

2. Click on 'I am a parent.'

3. Complete these fields to create your account.
(All fields except middle name are required.)
Click 'continue.'

4. Complete user name and password.

User name must contain 6 to 50 characters.

Password must contain at least 1 letter, 1 number, 8-50 characters, case sensitive, and cannot match the user name.

Click 'continue.'

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

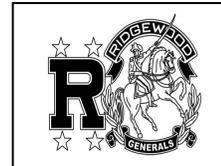
5. Enter your student's information.

This information can be found on the half-sheet that you will receive from your student's school. It must be entered **EXACTLY** as shown. Enter birthdate as mm/dd/yyyy

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

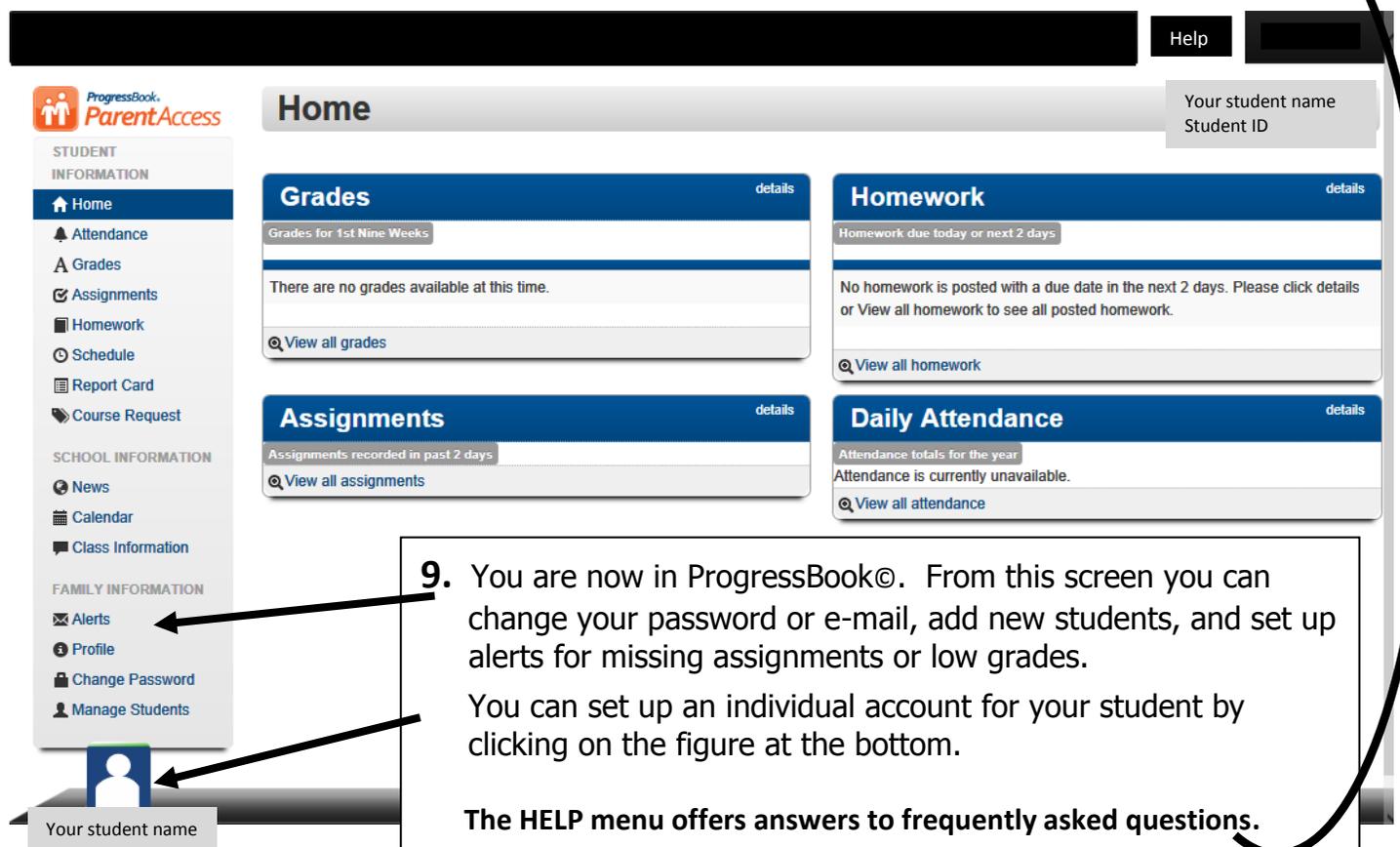
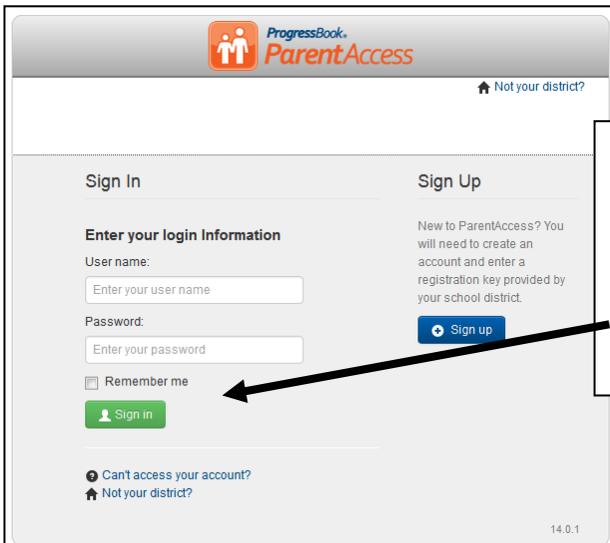
If you have additional students to add, click on **enter another registration key** and complete the required information. When you are finished adding students, click **Register**.

7. You will be directed to this screen. Click on **log in to your new account**.



8. You have returned to the original log-in screen. Enter the user name and password that you set up in Step 4, then click **Sign in**.

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



9. You are now in ProgressBook®. From this screen you can change your password or e-mail, add new students, and set up alerts for missing assignments or low grades. You can set up an individual account for your student by clicking on the figure at the bottom.

The **HELP** menu offers answers to frequently asked questions.

Miscellaneous Information

Passwords & User Names

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.

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.

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.