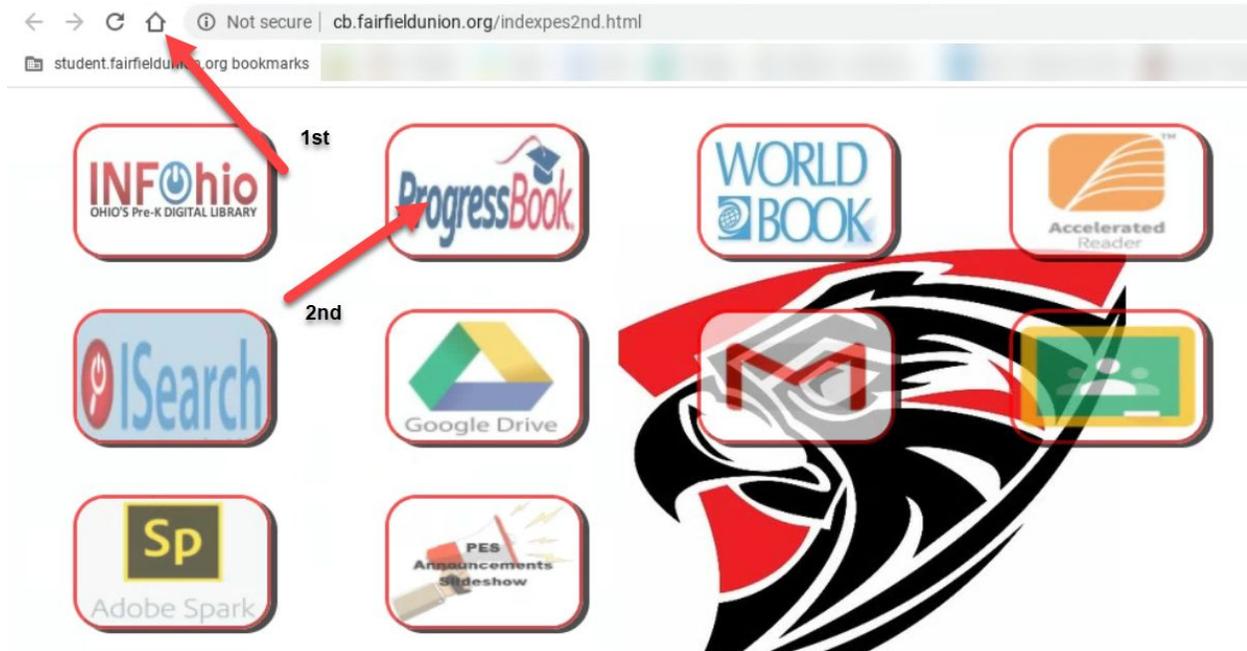


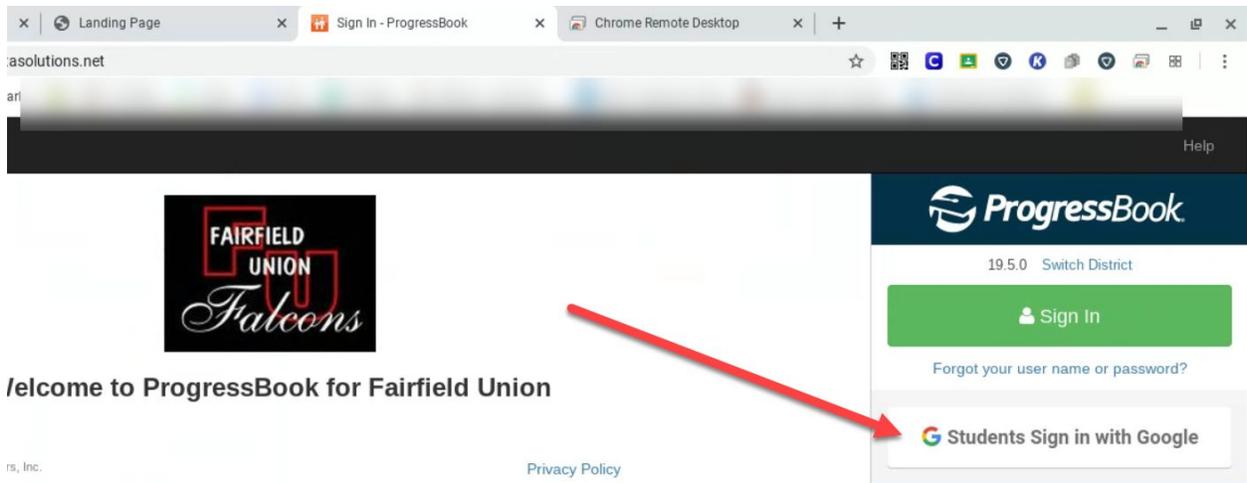
## Fairfield Union

### How to access report cards through ProgressBook Parent/Student Access

The first step is to get to the ProgressBook Parent Access website for our district. The easiest way to do this on a student's Chromebook is to access their gradelevel's landing page. This can be done by clicking the house button next to the Chrome Omnibar and then clicking the ProgressBook button.



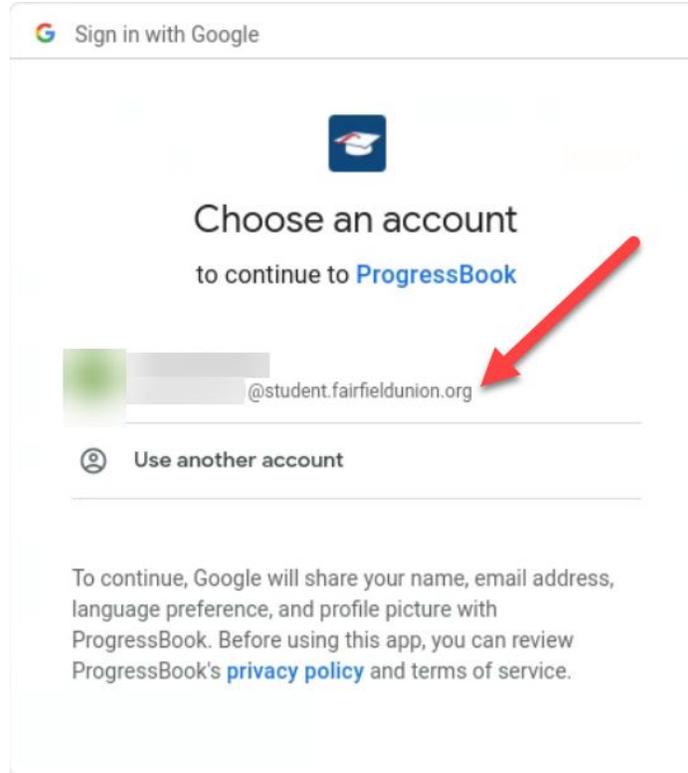
All students have the capability of logging into our Parent/Student Access site by using their existing Google Logins. There is a special button that students will need to click on titled "Students Sign in with Google." The first time this is done students may be prompted to allow ProgressBook access to their Google account for signing in.



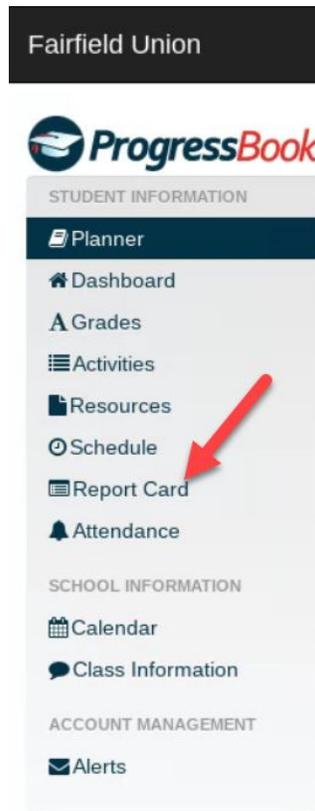
Click the Google account you want to use to sign into the Parent/Student Access site with. If you are doing this on a personal device there may be multiple Google accounts listed.

## Fairfield Union

### How to access report cards through ProgressBook Parent/Student Access



Once signed into the site you will need to click the "Report Card" link on the menu on the left.



## Fairfield Union

### How to access report cards through ProgressBook Parent/Student Access

Once the report card screen loads, report card data can be seen immediately down the center of the screen. However, you can download an actual PDF of the real report card in which most of us are familiar reviewing. To do this, click on the link at the top-middle section that says “View Paper Report Card.”

The screenshot shows the ProgressBook interface for a report card. At the top, it says "Fairfield Union" and "Help @student.fairfieldunion.org". The main header is "Report Card" with a "Student ID:" field. Below this, there are "Report Cards:" filters for "REPORT CARD" and "2019-2020". A red arrow points to the "View Paper Report Card" link. To the right is "View Paper History". The main content area shows "REPORT CARD - [redacted] 2019-2020" with fields for "Student:", "Grade Level:", "School Year: 19/20", and "Paper As Of: Apr 21". Below this is a "READING GRADE:" section with a table for "Assessment" showing columns for "1st 9 Wks", "2nd 9 Wks", "3rd 9 Wks", "4th 9 Wks", and "Final". A sidebar on the left lists navigation options like "Planner", "Dashboard", "Grades", "Activities", "Resources", "Schedule", "Report Card", and "Attendance".

Once this link is clicked a PDF of the student’s actual report card will come up. This PDF can be downloaded and saved to Google Drive for archival purposes or printed. It is recommended not to send this PDF file over email because email is an insecure method of communication. Below is a screenshot of what one of our 2nd Grade PES report cards looks like as a PDF. The download and print buttons will be in the top-right corner of the PDF viewer.

The screenshot shows a PDF report card for a 2nd grade student. The top right corner of the PDF viewer has icons for "1/2", "refresh", "download", and "print". Red arrows point to the "download" and "print" icons. The report card content includes:

- Subject tables for PHYS ED, MUSIC, and ART, each with columns for 1, 2, 3, 4, and Final.
- A "GENERAL DEVELOPMENT" table with rows for "WORKSTUDY HABITS" (Uses Time Wisely, Works Independently, Stays on Task, Seeks Help as Appropriate, Follows Written Directions, Follows Oral Directions) and "Listens Attentively", "Completes Work Carefully and Neatly", and "Organizes Work Area and Materials".
- A "Teacher Comments" section with three rows labeled 1st, 2nd, and 3rd.
- A header for "ACADEMIC DEVELOPMENT Fairfield Union Local Schools".
- Fields for "Student", "Teacher", "Principal", "Grade", and "Year".
- An "Attendance Hours" table with columns for 1, 2, 3, 4, and Final, and rows for "Hours Present", "Hours Absent", and "Times Tardy".