Fairfield Union
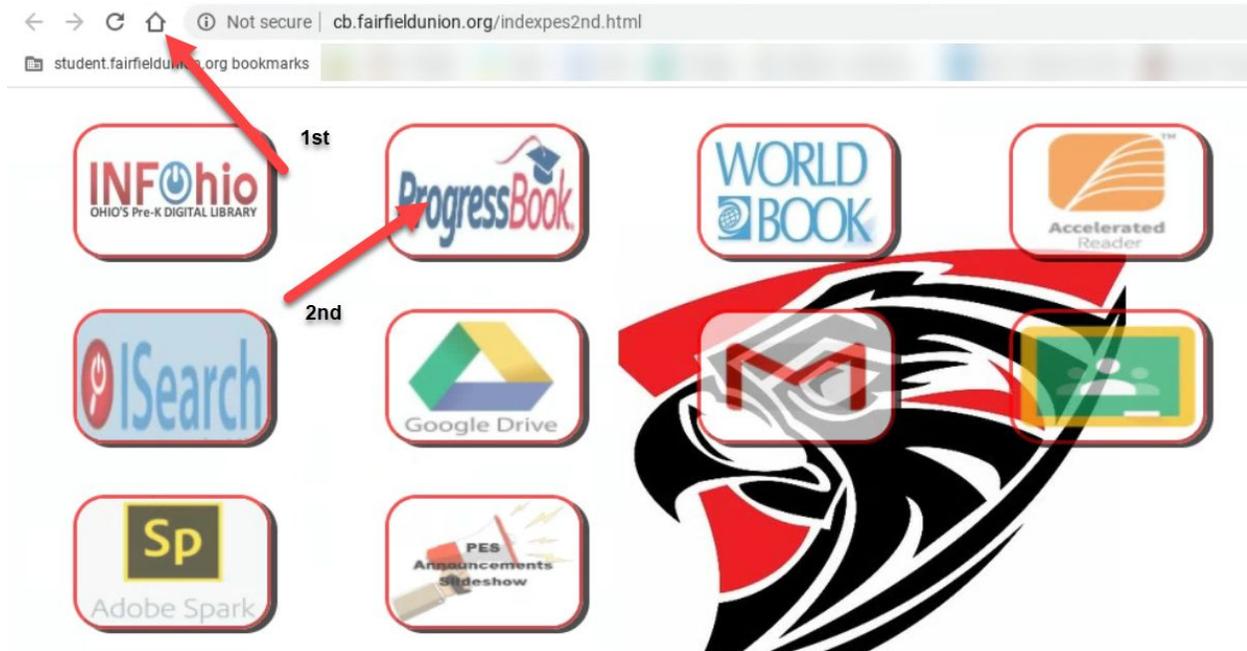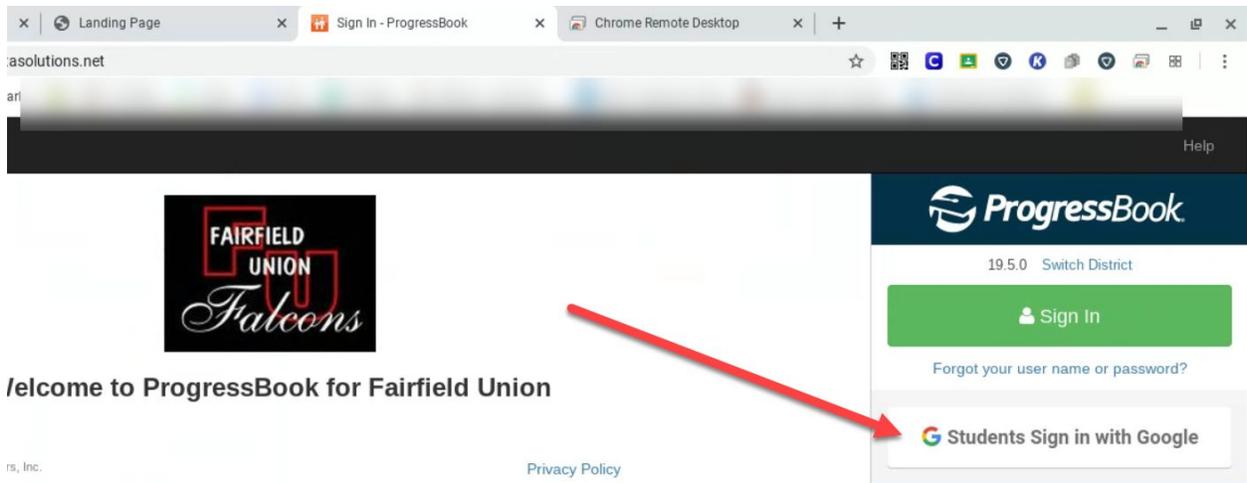**How to access report cards through ProgressBook Parent/Student Access**

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.
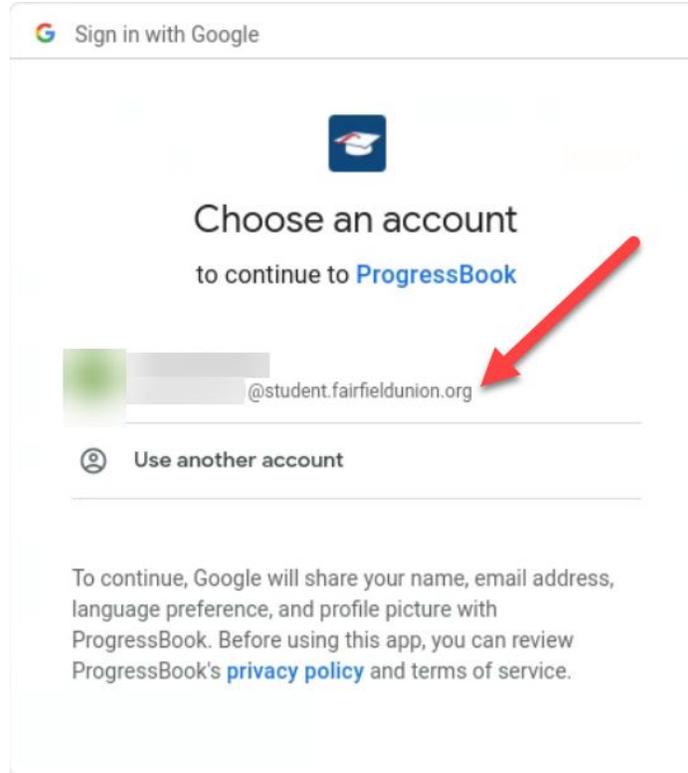

All students have the capability of logging into our Parent/Student Access site by using their existing Google Logins. There is a special button that students will need to click on titled "Students Sign in with Google." The first time this is done students may be prompted to allow ProgressBook access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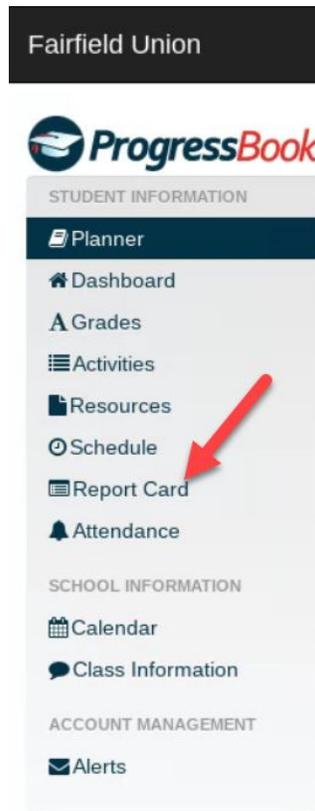

Click the Google account you want to use to sign into the Parent/Student Access site with. If you are doing this on a personal device there may be multiple Google accounts listed.

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

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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."

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.