

Avoyelles Parish School Board

Student Progress Center Directions

Parents of children attending any Avoyelles Parish School may track their children's progress via the Internet. Using the **Student Progress Center**, a parent can check a child's attendance, grades, assignments, discipline, transcript, and state test scores.

For security purposes, in order to create an account, a parent must supply information that matches the information contained in the school's computer system. A student information form containing this information will be provided. If there is no match, an account cannot be made. A parent would then contact the office to verify information. Usually it is a simple matter of making a name match (Ex... Parent's first name is "Charles", but the computer system has "Charlie").

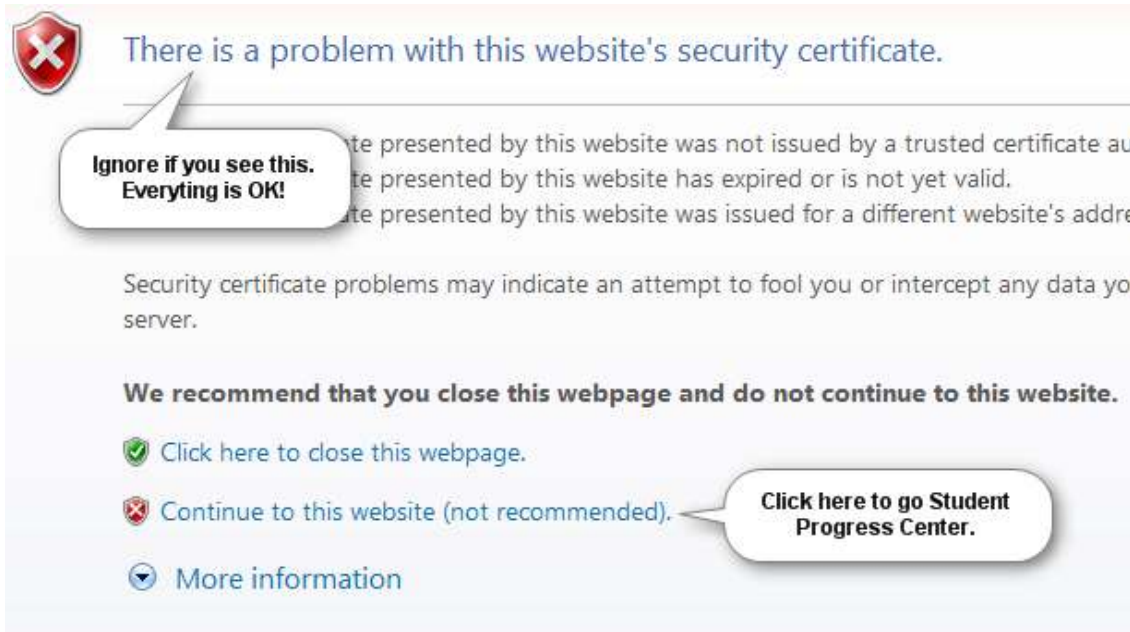
Directions on how to navigate to the site, create an account, and use the site are provided on the following pages:

Navigating to the Parent Command Center

Open your Internet browsing software, and then go to **www.avoyellespsb.com**

As shown below, click "**ABSB Student Progress Center**".

If using Internet Explorer 7.0 or higher, a warning message may be seen next. **It is safe to ignore the message.** Click **“Continue to this website (not recommended)”**.



The screenshot shows a security warning from Internet Explorer. At the top left is a red shield with a white 'X'. The main text reads: "There is a problem with this website's security certificate." Below this, a white speech bubble contains the text: "Ignore if you see this. Everything is OK!". The background text is partially obscured but includes: "Certificate presented by this website was not issued by a trusted certificate authority", "Certificate presented by this website has expired or is not yet valid.", and "Certificate presented by this website was issued for a different website's address". Below the warning, it says: "Security certificate problems may indicate an attempt to fool you or intercept any data you enter on the website." A bold recommendation follows: "We recommend that you close this webpage and do not continue to this website." There are three options: "Click here to close this webpage." (with a green checkmark icon), "Continue to this website (not recommended)." (with a red shield icon), and "More information" (with a blue downward arrow icon). A white speech bubble points to the "Continue to this website" option, containing the text: "Click here to go Student Progress Center."

The Student Progress Center login screen will be displayed. If a first time user, click **“Register a New User”** as shown by the red arrow below. If your account has already been created, type your **“Username”** and **“Password”**, and then click **“Sign In”**.



The screenshot shows the Student Progress Center login interface. At the top, the text "Student Progress Center" is displayed in white on a dark teal background. To the right are four navigation buttons: "H1N1" (red), "Habitual Absences" (teal), "Student Help" (teal), and "DOE TOPS Website" (teal). Below this is a white box with the text: "WELCOME TO THE STUDENT PROGRESS CENTER." and "Please login with your username and password OR register if a First Time User." To the right is a teal box titled "LOGIN INFORMATION" containing input fields for "Username" and "Password", a "Sign In" button, and two links: "Register a New User" and "Forgot Password". A red arrow points from the "Please login..." text to the "Register a New User" link. At the bottom of the teal box are the labels "STAFF" and "ADMIN". Below the main content area are four links: "Exit Web", "Logout", "Terms", and "Help".

Creating a New Account

Enter the requested information as shown below.

- “**First Name**” and “**Last Name**” should be the parent’s or guardian’s first and last name.
- “**PSN**” stands for **Parent Security Number**. It is a five digit number (usually the last 5 digits of the student’s ssn) used by the system to verify a parent.
- When done, click “**Submit**”.

New User Registration

Fields shown in RED are required.

NOTE: All information below is asking for PARENT/GUARDIAN information, please enter all information about the PARENT/GUARDIAN registering the account. The PSN number will be provided by the student's school.

The form is divided into two main sections: **Relationship Information** and **Parent Information**. The **Relationship Information** section contains a dropdown menu with the text "Please Select" and a red border. The dropdown options are "Please Select", "Mother", "Father", and "Guardian". An arrow points from the text "Pick your relationship to the student." to the dropdown menu. The **Parent Information** section contains three text input fields: "First Name", "Last Name", and "PSN". All three fields have red borders. Arrows point from the text "Enter your first name.", "Enter your last name.", and "Enter the 5 digit Parent Security Number (PSN) as shown on the student information form." to their respective fields. At the bottom of the form are two buttons: "Submit" and "Reset". An arrow points from the text "Click 'Submit'." to the "Submit" button.

If the information provided to make a new account did match to your child, you will be allowed to create a login and password. Fill in the required information, as shown on the screen below. Click “**Submit**” when done.

New User Registration

Please select a username and password to use to access your student's information.

*NOTE: Special characters (- ; / \ * #') and any spaces will be removed from usernames and passwords.*

The form contains the following fields: "Login (6-20 characters)" with the value "bluengold1"; "Password (6-20 characters)" with masked characters "••••••"; "Re-type Password" with masked characters "••••••"; "Select secret question #1" with the dropdown menu "What is your mother's maiden name?"; "Answer to question #1" with the value "Ortego"; "Select secret question #2" with the dropdown menu "What is your favorite color?"; and "Answer to question #2" with the value "blue". At the bottom are "Submit" and "Reset" buttons. A blue box with a white background contains the text: "TIP: Write down your login and password and keep in a safe place. The school does not have access to your password!". Two blue arrows point from this box to the "Login" and "Password" fields. Another blue box with a white background contains the text: "These answers will help if your password is forgotten.". Two blue arrows point from this box to the "Select secret question #1" and "Select secret question #2" dropdown menus.

Once you have successfully entered the information, a message will indicate your account was created successfully. Be sure you write down the account information entered, since it is completely private and cannot be retrieved, even by school personnel. Click **“Login”** to access your new account!

New User Registration

Account created successfully!

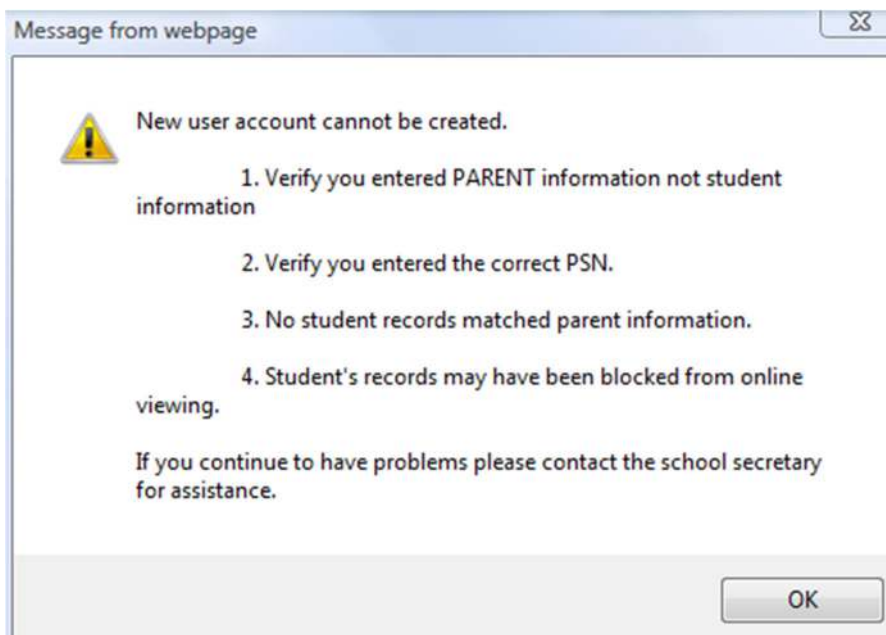
Please click the login button to return to the main screen.

Login

If you receive a message as shown below, click **“OK”**. Verify your information, and then try again. If this does not work, please contact the Secretary at school to verify your information against what is contained in the computer system.

The usual problems are related to...

- Relationship chosen does not match the school information system. Call the school to confirm.
- Names provided don't match names in the system. Example: “Christina” was entered as a parent first name, but the computer system has “Christine”. Check the name on the student information form. Is it the same as the one used to create the account?
- The **“PSN”** field does not match the number in the computer system. Check against the PSN number on the student information form, or with the Secretary to verify.



I Forgot My Password. What Do I Do?

Click the **“Forgot Password”** link, and then provide the answers to the secret questions from when the account was created. Click **“Submit”**. You will then be allowed to create a new password.



LOGIN INFORMATION

Username

Password

- ▶ Register a New User
- ▶ **Forgot Password**

Select secret question #1

Answer to question #1

Select secret question #2

Answer to question #2

What is your mother's maiden name? ▾

Ortego


What is your favorite color? ▾

blue

These answers will help if your password is forgotten.

Using the Student Progress Center

At the login page, enter your “Username” (login) and “Password”. Click “Sign In”.

WELCOME TO THE PARENT'S COMMAND CENTER.	LOGIN INFORMATION
<p>Please login with your username and password OR register if a First Time User.</p> 	<p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="button" value="Sign In"/></p> <p>▶ Register a New User</p> <p>▶ Forgot Password</p> <p>STAFF ADMIN</p>

You will see your child’s name and student number.

Messages from school are displayed on the left.

To add other siblings to this account, click the “Link Students” button.

<p>No messages available.</p> <p>Messages from school will appear here</p>	<table border="1"><thead><tr><th>Family Members</th><th>Student ID#</th></tr></thead><tbody><tr><td>JOUBERT, CAMILLE</td><td>8089996</td></tr></tbody></table>	Family Members	Student ID#	JOUBERT, CAMILLE	8089996
Family Members	Student ID#				
JOUBERT, CAMILLE	8089996				

Click here to add other siblings to this account.

Emergency Messages Other Messages **Link Students**

Click the student’s name and you will see a page with tabs as shown on the next page.


Welcome to the Parent's Command Center.
From here you can view student information for:

- Name: CAMILLE JOUBERT
- Student ID#: 8089996
 - School #: 008
 - School Year : 0910

Click on a tab above to see the desired information.

To select a new student click [here](#).

To move from this student and go to a sibling, click here.



[Exit Web](#) [Logout](#) [Terms](#) [Help](#)



By clicking each tab, you will see more information. This information is current and “real time”. As soon as it is entered into the system by a school staff member, it is available on the Student Progress Center.

Attendance

will show all absences, tardies, check-outs, etc. that have occurred so far this school year.

Conduct

will show conduct comments posted by teachers.

Grades Related Information in the Parent Command Center

There are four tabs that show information about a student’s grades. Each is discussed below.

Grades

will show the current averages for the student in each class, along with semester and final averages. Think of this as a place to display information found on a report card.

Lessons

will show lesson plans and assignment scores for each subject for the current grading period. Think of this as a place to display information found on a progress report. A user can change the time frame of the information displayed by choosing different time span in the “**Date Range**” drop down selection, then clicking “**Submit Request**”.

Select LessonPlan Subset: Show: Date Range:

- All
- Next Month
- Next Week
- Current Marking Period
- Current Month
- Current Week
- Last Week
- Last Month
- Prior Marking Periods
- First Prior Marking Period

[Exit Web](#) [Logout](#) [Terms](#)

Progress

will show all assignment scores for each subject for the entire year. Think of this as a place to check on assignment scores from previous grading periods.

Transcript

will show a current transcript for a high school grade level student. If the student is in the elementary grades, grades for the current year will be displayed here.

Other Tabs of Interest

Other

will show information about the school, grading periods, as well as school holidays.

Fees

will show fees owed to the school as recorded by the School Secretary. Official written notification from school is considered the correct amount owed to the school.

Tests

will show test scores from Louisiana Department of Education tests such as iLEAP, GEE, etc...