



# ProgressBook StudentInformation Mobile App Admin Guide



*ProgressBook*<sup>®</sup>  
*StudentInformation*

Ohio

# **ProgressBook StudentInformation Mobile App Admin Guide**

(This document is current for v17.3.0 or later.)

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# Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook StudentInformation Mobile App Admin Guide* have been made.

<b>Product Version</b>	<b>Heading</b>	<b>Page</b>	<b>Reason</b>
17.3.0	<i>"Discipline Search"</i>	17	Updated images to show standard time instead of military time.
17.3.0	<i>"Adjusting Settings"</i>	27	Updated section to reflect new ability to cancel voice commands.
17.2.0	<i>"Overview"</i>	1	Updated text to reflect new voice command and transportation features.
17.2.0	<i>"Logging In to the Mobile App"</i>	4	Updated section to include new voice command feature.
17.2.0	<i>"Searching for a Student"</i>	8	Updated section to include new transportation feature.
17.2.0	<i>"Adjusting Settings"</i>	28	Updated section to include new voice command feature.
17.0.0	<i>"Overview"</i>	1	Updated section to include new Alerts feature.
17.0.0	<i>"User Permissions"</i>	2	Updated section to include new permissions.
17.0.0	<i>"Searching for a Student"</i>	4	Updated section to include new Alerts feature.

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# Overview

The ProgressBook Mobile App lets school administrators access essential data necessary for making in-the-moment decisions about students in their school even while away from their desk.

With the ProgressBook SIS Admin Mobile App you can:

- Use voice commands to search for student information.
- Search for student(s) that exist in the administrator's school or district.
- View a student's picture and important profile information.
- View a student's contact information.
  - Device integration allows you to email, call, and map addresses directly from the app.
- View a student's transportation information.
- View a student's Medical, Custody, and Disability alerts.
- View a student's class schedule.
- View a student's recent attendance history.
- View a student's discipline incidents.
- View a student's course grades throughout the school year.
- View a school's bell schedule.
- Search discipline incidents by an offender's name.
- Add discipline incidents.

# Mobile App

Refer to the appropriate topic as follows:

- [“User Permissions”](#)
- [“Accessing the Mobile App”](#)
- [“Logging In to the Mobile App”](#)
- [“Searching for a Student”](#)
- [“Viewing the Bell Schedule”](#)
- [“Adjusting Settings”](#)
- [“Discipline Search”](#)
- [“Troubleshooting”](#)

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## User Permissions

The ProgressBook SIS Admin Mobile App displays data directly from StudentInformation. In order for a StudentInformation user to view Student Profiles, Transportation, Schedules, Alerts, Attendance, and Grades, and to view and add Discipline Incidents on the mobile app, the role(s) assigned must have the correct permissions enabled.

1. To view Student Profiles, the role(s) assigned to the user must have **Display** enabled for “SIS – Student – View Profile.”
2. To view Custody Alerts, the role(s) assigned to the user must have **Display** enabled for “SIS – Student – Custody Alert.”
3. To view Disability Alerts, the role(s) assigned to the user must have **Display** enabled for “SIS – Student – Disability Alert.”
4. To view Attendance, the role(s) assigned to the user must have **Display** enabled for “SIS – Student – Attendance – School Absences.”
5. To view Grades, the role(s) assigned to the user must have **Display** enabled for “SIS – Student – Marks – Student Marks.”
6. To view Medical Alerts, the role(s) assigned to the user must have **Display** enabled for “SIS – Student – Medical – Medical Alerts.”
7. To view and add Discipline Incidents, the role(s) assigned to the user must have **Display**, **Add**, **Change**, and **Delete** enabled for “SIS – Discipline.”

The screenshot shows a hierarchical list of features under the 'Home' section. Each feature has a 'Display' icon and three action buttons: 'Add', 'Change', and 'Delete'. Red circles highlight the 'Display' icons for several features, with red arrows pointing to text boxes on the right that describe the mobile access capabilities for those features.

Feature Name	Mobile Access Status
- Validation Logging	Not Enabled
- Browser Not Supported	Not Enabled
- Browser Not Compatible	Not Enabled
- Access Denied	Not Enabled
- SIS	Not Enabled
- Graduation / Eligibility	Not Enabled
- Registration Wizard	Not Enabled
- Student	Not Enabled
- Edit Profile FY09	Not Enabled
- Edit Profile FY08	Not Enabled
- Edit Profile	Not Enabled
- Gifted	Not Enabled
- Special Education	Not Enabled
- Graduation Points	Not Enabled
- Graduation / Eligibility	Not Enabled
- Address Verification Bypass Log	Not Enabled
- Lockers	Not Enabled
- Community Service	Not Enabled
- View Profile	Enabled
- Edit student Profile	Not Enabled
- Student Schedule	Not Enabled
- Student Transfer	Not Enabled
- Homeroom Assignment	Not Enabled
- Admission History	Not Enabled
- Withdraw Student	Not Enabled
- Locker Assignment	Not Enabled
- Contacts Summary	Not Enabled
- Student Memberships	Not Enabled
- Edit Memberships	Not Enabled
- Custody Alert	Enabled
- Miscellaneous Alerts	Enabled
- Disability Alert	Enabled
- Assessment	Not Enabled
- Attendance	Enabled
- School Absences	Enabled
- External Absences	Not Enabled
- Attendance Letter History	Not Enabled
- Course History	Not Enabled
- Fees	Not Enabled
- Marks	Not Enabled
- Student Mark Entry	Enabled
- Student Marks	Enabled
- Student Exception Credit	Not Enabled
- Counselor Comment	Not Enabled
- Teacher Comment	Not Enabled
- Medical	Not Enabled
- Medical Alerts	Enabled
- Medical Contacts	Not Enabled
- Health Log	Not Enabled
- Student Medication	Not Enabled
- Student Medication	Not Enabled
- Vision Screening	Not Enabled
- Scoliosis Screening	Not Enabled
- Dental Screening	Not Enabled
- Growth Screening	Not Enabled
- Hearing Screening	Not Enabled
- Physical Screening	Not Enabled
- Immunizations	Not Enabled
- Medication Schedule	Not Enabled
- Dispense Medication	Not Enabled
- Medication Log	Not Enabled
- Notes	Not Enabled
- Misc. Data	Not Enabled
- Assessment	Not Enabled
- Attendance	Not Enabled
- Course History	Not Enabled
- Discipline	Enabled

**Note:** The mobile app is designed to support StudentInformation users that have access to a single district. Users that have access to multiple districts may experience degraded performance and/or unexpected results while using the app.

8. Once the role permissions are configured, StudentInformation users can log in to the mobile app using their existing login information.

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## Accessing the Mobile App

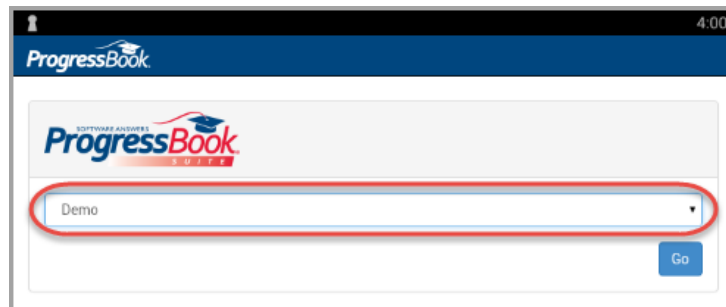
The ProgressBook SIS Admin Mobile App is a free application that can be downloaded from Google Play or the Apple App Store.

- Download the app from:
  - Apple App Store:  
<https://itunes.apple.com/us/app/progressbook-sis-admin/id1133686392?mt=8>
  - Google Play:  
<https://play.google.com/store/apps/details?id=com.progressbook.mobile.SISAdmin&hl=en>

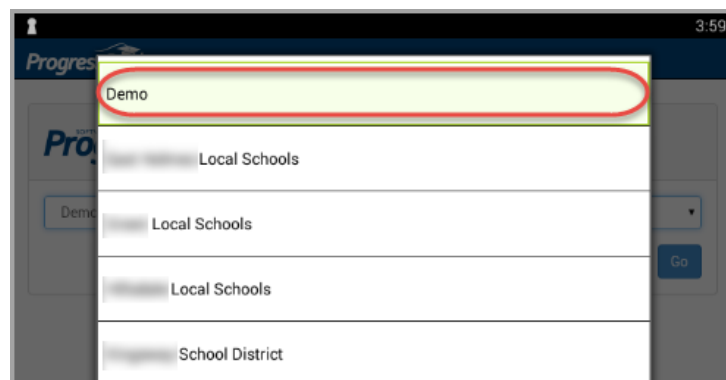
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## Logging In to the Mobile App

1. After installing the app on your mobile device, on your desktop, find and tap . The ProgressBook app login screen displays.

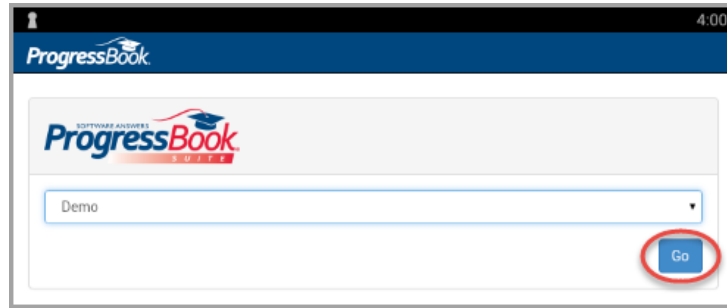


2. From the drop down list, select the school district you want to log in to.

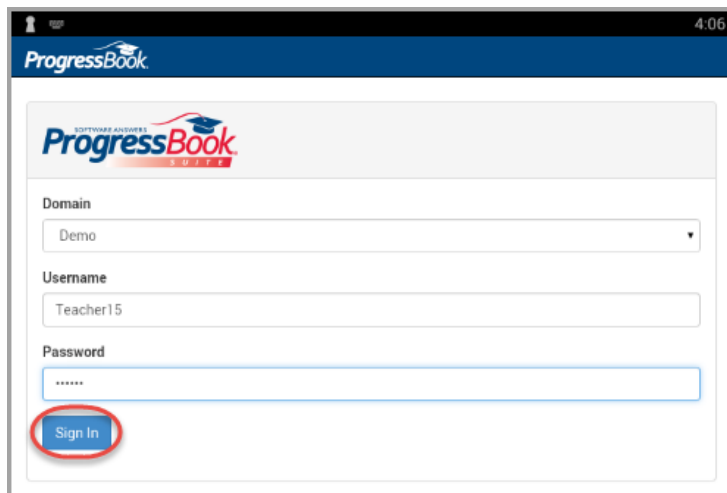




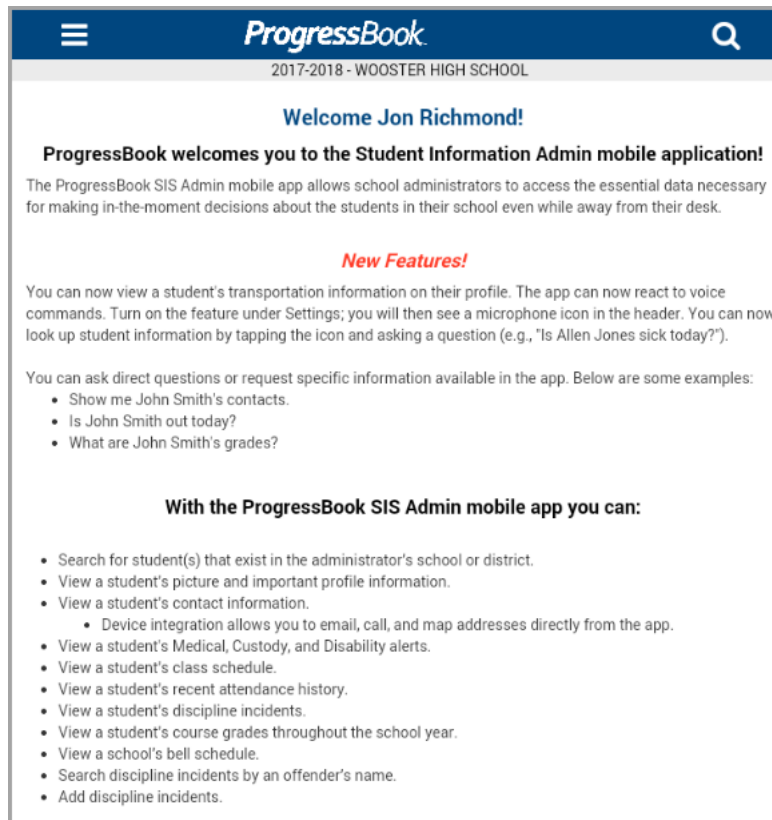
3. Tap **Go**.




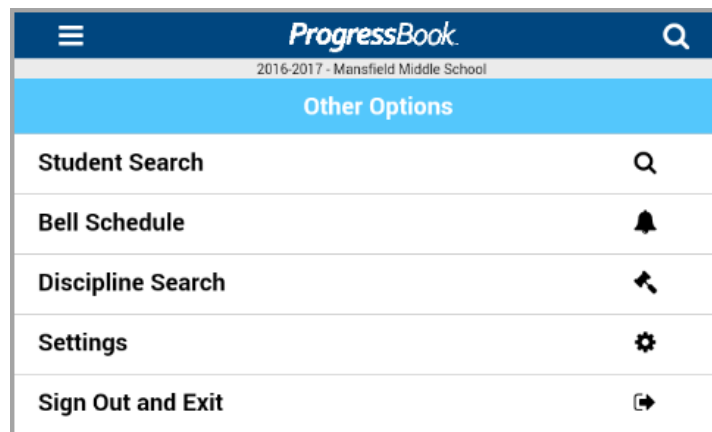
4. Enter your StudentInformation login credentials—they are the same as the web version—and tap **Sign In**.





The welcome screen displays.

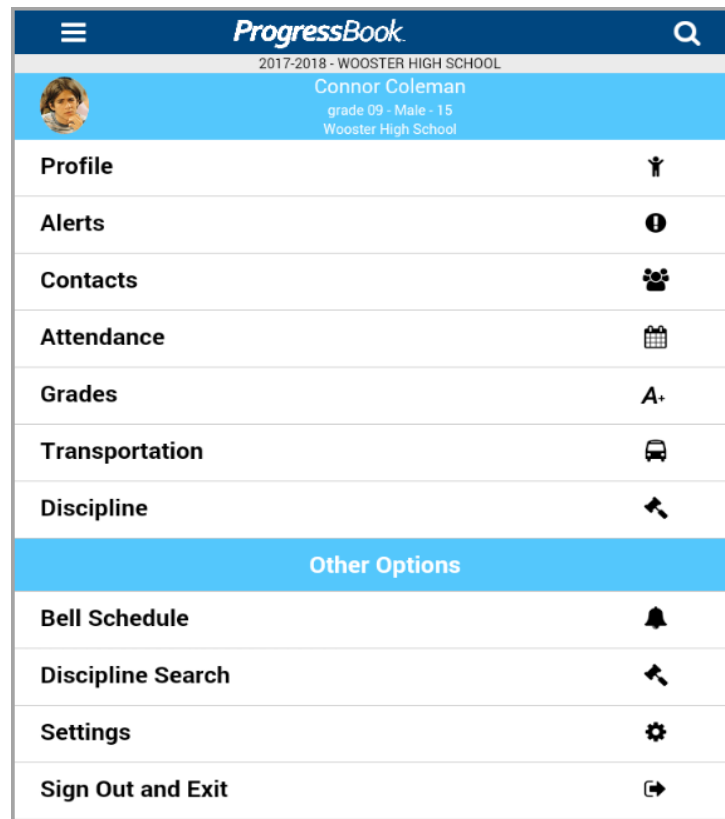


5. Tap  to display the **Other Options** screen. You can navigate the app's features from here.




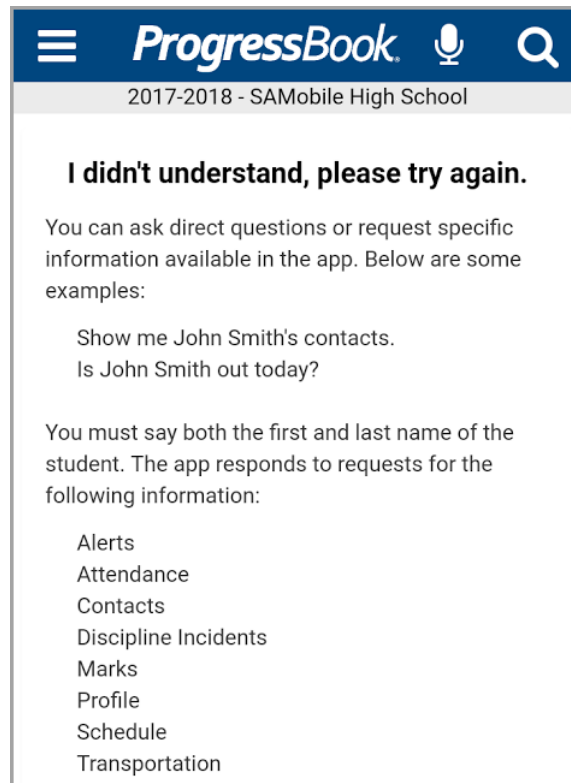
- **Student Search** – Use to search for a particular student.
- **Bell Schedule** – Use to view a school's bell schedule.
- **Settings** – Configure available settings.
- **Sign Out and Exit** – Log out of the ProgressBook SIS Admin app.

6. Optional: If you have a student in context from viewing their profile (see [“Searching for a Student”](#)), menu shortcuts to detail sections of the Student Profile are available when you tap . To return to the **Student Search** screen, tap .



7. To view more details about the options, see:
- [“Searching for a Student”](#)
  - [“Viewing the Bell Schedule”](#)
  - [“Discipline Search”](#)
  - [“Adjusting Settings”](#)

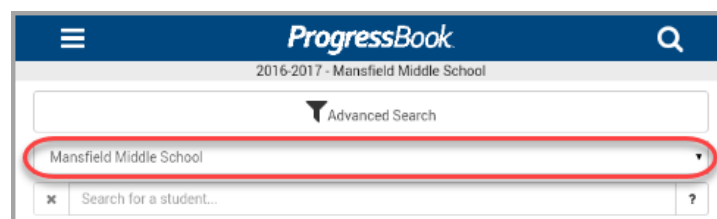
- Optional: If you have voice commands enabled (see [“Adjusting Settings”](#)), you can tap  to ask a question about a student. The application then either displays the relevant student information, displays a list of students related to your query, or indicates that it did not understand your question.



## Searching for a Student

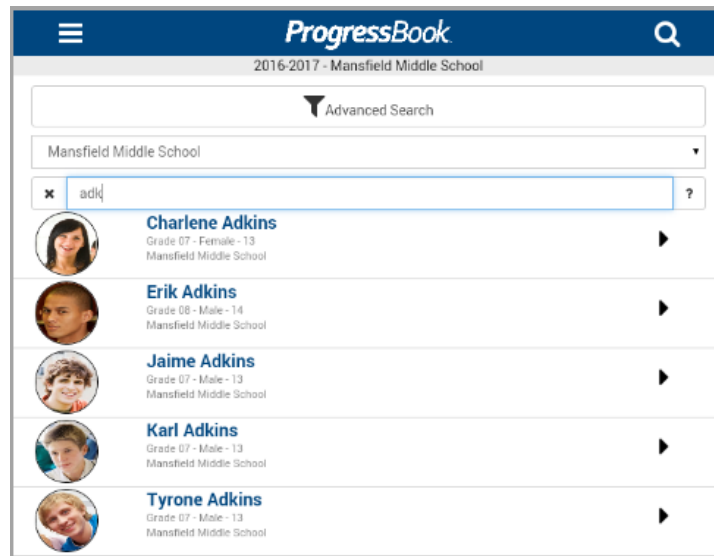
You can use the **Student Search** feature to look for particular students in a school. After locating a student, you can view their basic information: birthday, grade level, age, gender, language, counselor, homeroom, and contact details. You can also review a student's contacts, class schedule, attendance events, and grades.

- On the **Other Options** screen, tap **Student Search**.
- Select the school building in which you want to search from the drop-down list.



- Next, in the **Search for a student...** text box, enter at least three letters of a student's first or last name to search for a student.

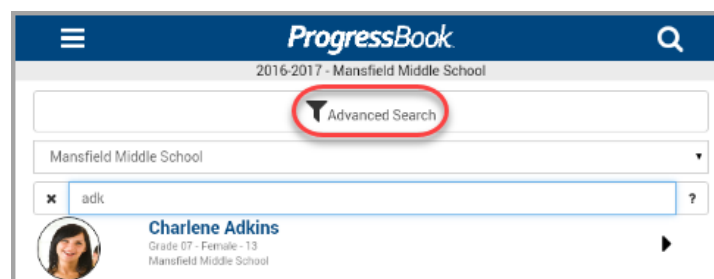
The search results display.



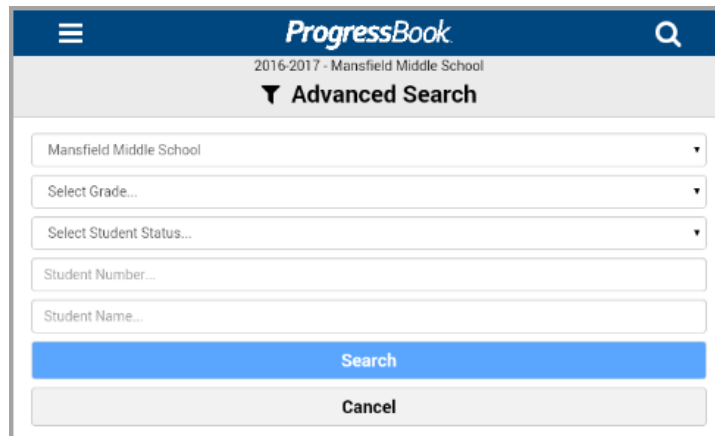
**Note:** The search only displays a number of results that fit on one screen; if there are more results than can fit on one screen, the additional results do not display. If you do not receive the results you are looking for, try entering more letters to narrow the search results or use **Advanced Search** (see below).

**Note:** If you do not receive any search results or if specific students do not display in the search results, ensure the correct school year in context and building are selected (see [“Adjusting Settings”](#)).

4. Optional: You can conduct an advanced search if you want to narrow the search results.
  - a. On the **Student Search** screen, tap **Advanced Search**.



The **Advanced Search** screen displays.





- b. You can select and enter any number of the parameters below.
  - **... School** (required) – Select the school the student is in; defaults to your chosen **Default School** in **Settings**.
  - **Select Grade...** – Select the student’s grade level.
  - **Select Student Status...** – Select the student’s status in the school.
  - **Student Number...** – Enter the student’s ID number.
  - **Student Name...** – Enter a full or partial name.
- c. Tap **Search**.

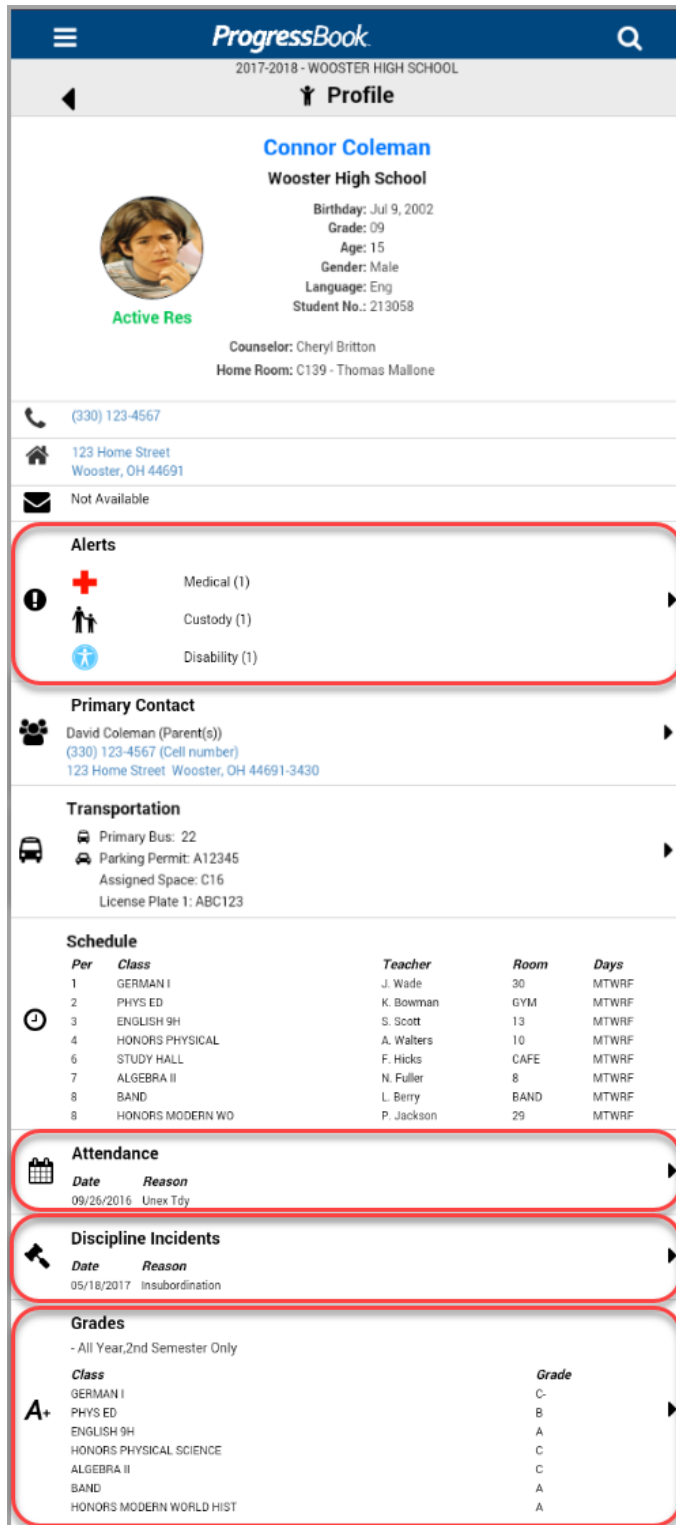
The search results display.



- 5. Tap a row to view information about a student.

The student's profile displays.

**Note:** Once you view a student's profile, that student is automatically put in context. To change your student in context, simply tap  to search and view a different student's profile or tap  (if enabled) to ask about another student.



**ProgressBook**  
2017-2018 - WOOSTER HIGH SCHOOL

**Profile**

**Connor Coleman**  
Wooster High School

**Active Res**

Birthday: Jul 9, 2002  
 Grade: 09  
 Age: 15  
 Gender: Male  
 Language: Eng  
 Student No.: 213058  
 Counselor: Cheryl Britton  
 Home Room: C139 - Thomas Mallone

(330) 123-4567  
 123 Home Street  
 Wooster, OH 44691  
 Not Available

**Alerts**

- Medical (1)
- Custody (1)
- Disability (1)

**Primary Contact**

David Coleman (Parent(s))  
 (330) 123-4567 (Cell number)  
 123 Home Street Wooster, OH 44691-3430

**Transportation**

Primary Bus: 22  
 Parking Permit: A12345  
 Assigned Space: C16  
 License Plate 1: ABC123

**Schedule**

Per	Class	Teacher	Room	Days
1	GERMAN I	J. Wade	30	MTWRF
2	PHYS ED	K. Bowman	GYM	MTWRF
3	ENGLISH 9H	S. Scott	13	MTWRF
4	HONORS PHYSICAL	A. Walters	10	MTWRF
6	STUDY HALL	F. Hicks	CAFE	MTWRF
7	ALGEBRA II	N. Fuller	8	MTWRF
8	BAND	L. Berry	BAND	MTWRF
8	HONORS MODERN WO	P. Jackson	29	MTWRF

**Attendance**

Date	Reason
09/26/2016	Unex Tdy

**Discipline Incidents**

Date	Reason
05/18/2017	Insubordination


**Grades**

- All Year, 2nd Semester Only

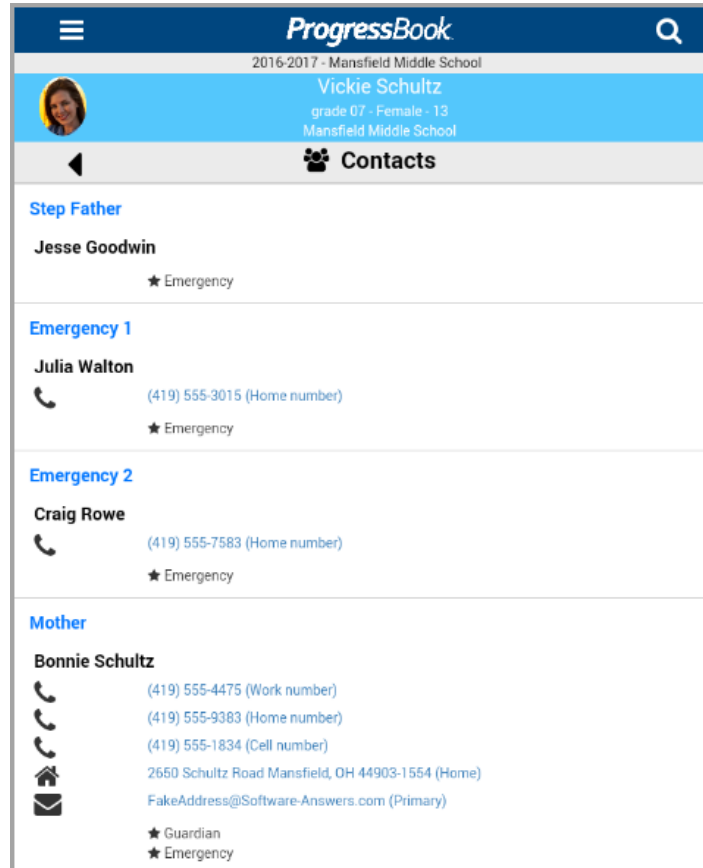
Class	Grade
GERMAN I	C-
PHYS ED	B
ENGLISH 9H	A
HONORS PHYSICAL SCIENCE	C
ALGEBRA II	C
BAND	A
HONORS MODERN WORLD HIST	A

Only visible if you have the right permissions.

Only visible if you have the right permissions.

- Optional: You can tap  on the right of the screen or swipe left to see more details about a student's contacts, attendance, discipline incidents, and grades.

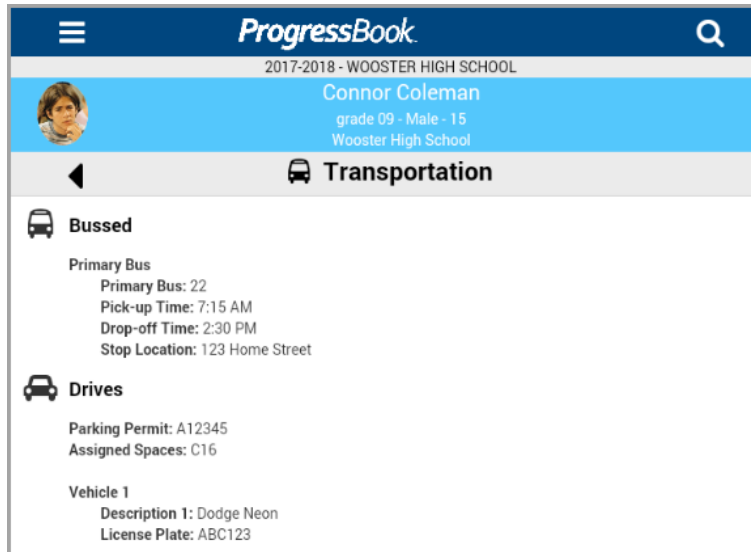
### Student's Contacts



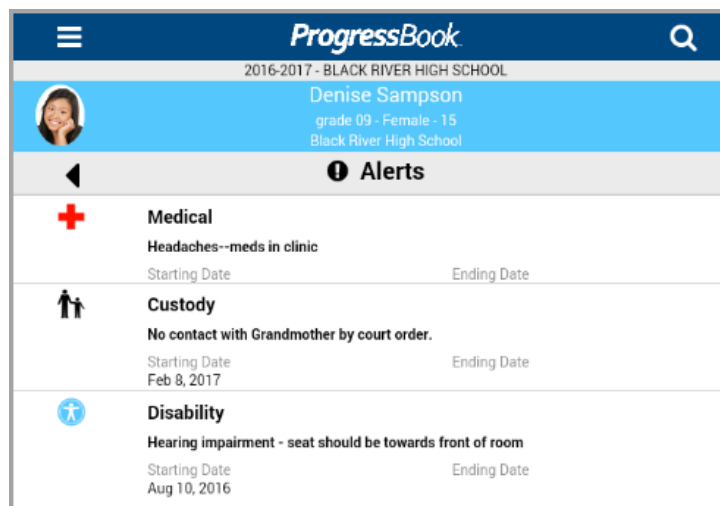
**Note:** You can tap on a contact's phone number to start a call, an address to map the location, and an email to start an email draft using your mobile device's default applications.



### Student's Transportation

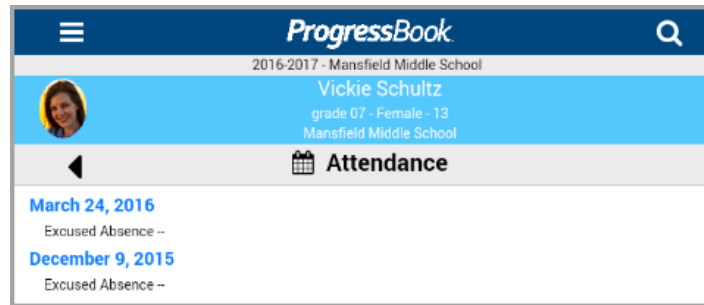


### Student's Alerts



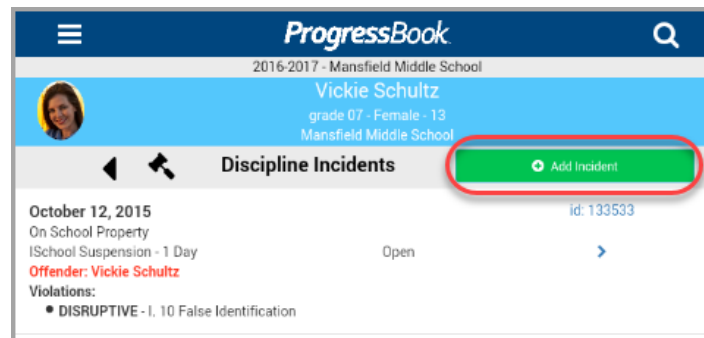
**Note:** You can only view a student's Medical, Custody, and Disability alerts if you have the right security settings. If you believe you should be able to view the student's alerts, contact your school or district administrator to ensure you have the correct permissions (see ["User Permissions"](#)).

### Student's Attendance



**Note:** You can only view a student's attendance if you have the right security settings. If you believe you should be able to view the student's attendance, contact your school or district administrator to ensure you have the correct permissions (see ["User Permissions"](#)).

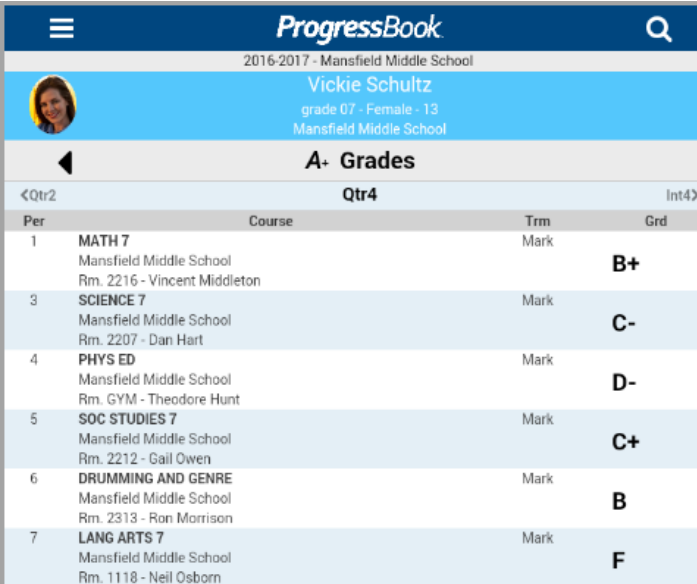
### Student's Discipline Incidents



**Note:** On the student's **Discipline Incidents** screen, you can tap **Add Incident** to add a discipline incident for that particular student. See ["Add a Discipline Incident."](#)

**Note:** You can only view a student's discipline incidents if you have the right security settings. If you believe you should be able to view the student's discipline incidents, contact your school or district administrator to ensure you have the correct permissions (see ["User Permissions"](#)).

## Student's Grades





ProgressBook				
2016-2017 - Mansfield Middle School				
Vickie Schultz grade 07 - Female - 13 Mansfield Middle School				
A+ Grades				
<Qtr2		Qtr4		Int4>
Per	Course	Trm	Grd	
1	MATH 7 Mansfield Middle School Rm. 2216 - Vincent Middleton	Mark	B+	
3	SCIENCE 7 Mansfield Middle School Rm. 2207 - Dan Hart	Mark	C-	
4	PHYS ED Mansfield Middle School Rm. GYM - Theodore Hunt	Mark	D-	
5	SOC STUDIES 7 Mansfield Middle School Rm. 2212 - Gail Owen	Mark	C+	
6	DRUMMING AND GENRE Mansfield Middle School Rm. 2313 - Ron Morrison	Mark	B	
7	LANG ARTS 7 Mansfield Middle School Rm. 1118 - Neil Osborn	Mark	F	

**Note:** You can only view a student's grades if you have the right security settings. If you believe you should be able to view the student's grades, contact your school or district administrator to ensure you have the correct permissions (see ["User Permissions"](#) ).

7. Optional: To return to the previous screen (e.g. **Profile**, **Student Search**), tap .

To return to the **Other Options** screen, tap .

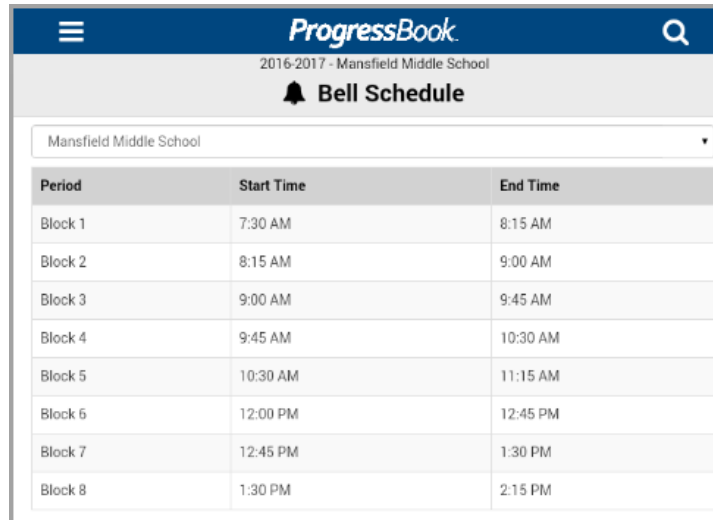
To start a new **Student Search**, tap , or tap  (if enabled) to ask about another student.

## Viewing the Bell Schedule

You can view the bell schedule of all school buildings associated with your district.

1. On the **Options** screen, tap **Bell Schedule**.

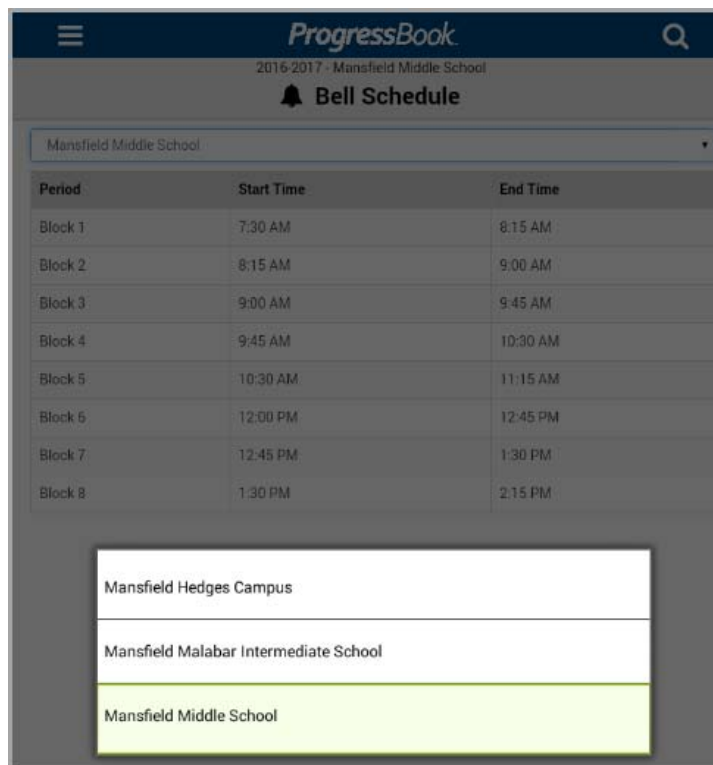
The bell schedule of your default school displays.



The screenshot shows the ProgressBook app interface. At the top, there is a blue header with the ProgressBook logo and a search icon. Below the header, the text "2016-2017 - Mansfield Middle School" is displayed. The main title is "Bell Schedule" with a bell icon. A dropdown menu shows "Mansfield Middle School". Below this is a table with three columns: "Period", "Start Time", and "End Time".

Period	Start Time	End Time
Block 1	7:30 AM	8:15 AM
Block 2	8:15 AM	9:00 AM
Block 3	9:00 AM	9:45 AM
Block 4	9:45 AM	10:30 AM
Block 5	10:30 AM	11:15 AM
Block 6	12:00 PM	12:45 PM
Block 7	12:45 PM	1:30 PM
Block 8	1:30 PM	2:15 PM

2. Optional: To view the bell schedule of a different school in your district, select the school from the drop-down list.





The screenshot shows the ProgressBook app interface with the dropdown menu open. The table from the previous screenshot is visible in the background. The dropdown menu lists three schools: "Mansfield Hedges Campus", "Mansfield Malabar Intermediate School", and "Mansfield Middle School". The "Mansfield Middle School" option is highlighted in green.

Period	Start Time	End Time
Block 1	7:30 AM	8:15 AM
Block 2	8:15 AM	9:00 AM
Block 3	9:00 AM	9:45 AM
Block 4	9:45 AM	10:30 AM
Block 5	10:30 AM	11:15 AM
Block 6	12:00 PM	12:45 PM
Block 7	12:45 PM	1:30 PM
Block 8	1:30 PM	2:15 PM

- Mansfield Hedges Campus
- Mansfield Malabar Intermediate School
- Mansfield Middle School

- Optional: To return to the **Other Options** screen, tap .

To start a new **Student Search**, tap , or tap  (if enabled) to ask about another student.

## Discipline Search

You can search for a student offender's discipline incidents to quickly review their past infractions. On the **Discipline Incidents** screen, you can review details related to the incident.

You can also add a **Discipline Incident** from this screen. See [“Add a Discipline Incident.”](#)

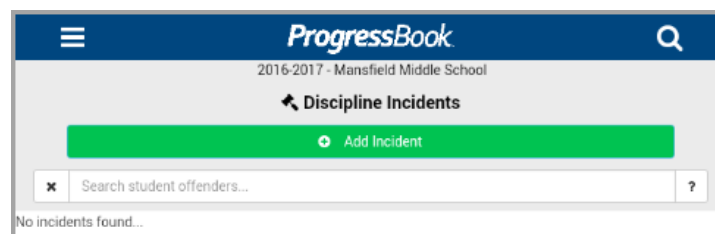
**Note:** You can only view and add student discipline incidents if you have the right security settings. If you believe you should be able to view and add discipline incidents, contact your school or district administrator to ensure you have the correct permissions (see [“User Permissions”](#)).

## Searching for Discipline Incidents

You can use the **Discipline Search** feature to look for discipline incidents involving particular student offenders in the district. After locating a discipline incident for a student offender, you can view the following information regarding the incident: Incident ID, Name, Date, Time, Place Type, Location/Room, Description/Notes, Infraction, Disciplinary Action, and the Student Offender's Name and Grade.

- On the **Other Options** screen, tap **Discipline Search**.

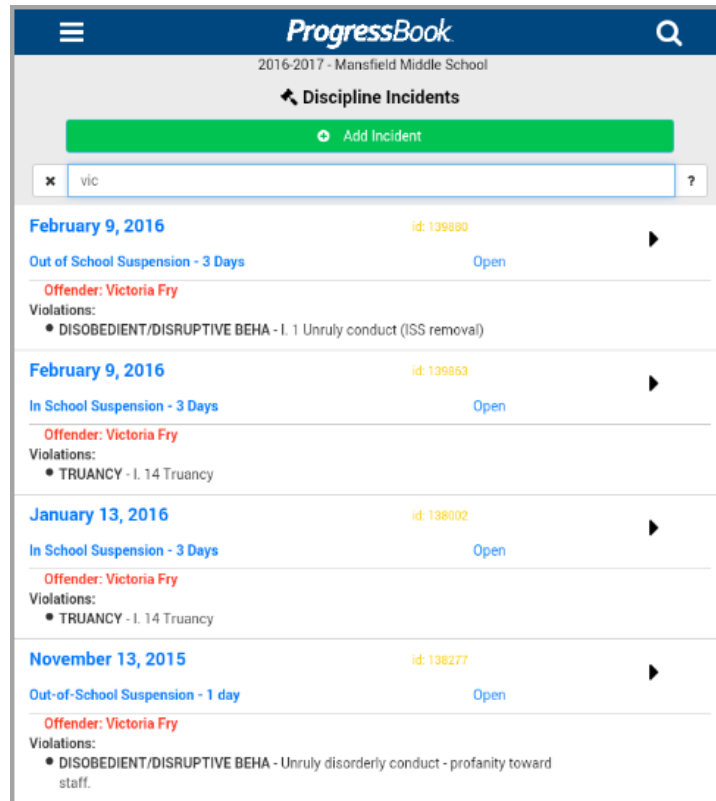
The **Discipline Search** screen displays.




- Next, in the **Search student offenders...** text box, enter at least three letters of a student's first or last name to search for a student.

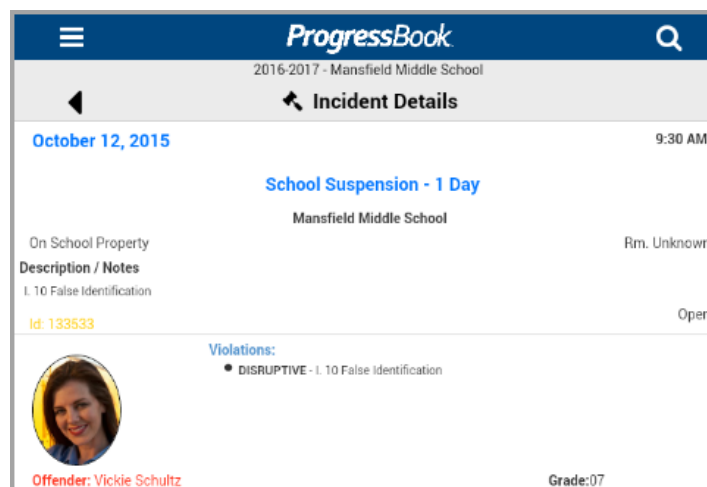
**Note:** The **Discipline Search** looks for student offenders within your **Default School**. To change your **Default School**, see [“Adjusting Settings.”](#)


The search results display.




- Optional: You can tap  on the right of the screen or swipe left to see more details about a particular discipline incident.

The **Incident Details** screen displays.



- Optional: To return to the previous screen (**Discipline Search**), tap .

To return to the **Other Options** screen, tap .

To start a new **Student Search**, tap , or tap  (if enabled) to ask about another student.

## Add a Discipline Incident

You can add a discipline incident through the **Discipline Search** screen or the student profile's **Discipline Incidents** screen. This allows you to quickly record an incident to which you can review or add more details to at a later time using the StudentInformation web application.

There are two components to adding a discipline incident, and the order of entry depends on the screen from which you tapped **Add Incident**:

- “*Discipline Incident Entry*”
- “*Add Student Participant*”

### Discipline Incident Entry

You can enter the discipline incident's Name, Date, Time, Place Type, Location/Room, and Description/Notes on this screen.

**Note:** The **Discipline Incident Entry** screen displays first if you tap **Add Incident** on the **Discipline Search** screen. If you tap **Add Incident** on the student profile's **Discipline Incidents** screen, the **Participant Type** screen displays first for the student in context.

1. Tap **Add Incident** on the **Discipline Search** screen.

OR

Tap **Save** after entering Offender/Victim/Witness Details from the **Participant Type** screen.



The **Discipline Incident Entry** screen displays.

2. Enter information or select from the drop-down list for the following:

The screenshot shows the 'Discipline Incident Entry' screen in the ProgressBook app. At the top, there is a blue header with the ProgressBook logo and a search icon. Below the header, the school name '2016-2017 - Mansfield Middle School' and the screen title 'Discipline Incident Entry' are displayed. There are two buttons: 'Create' (blue) and 'Cancel' (white). The form contains the following fields:

- A:** Incident Name (text input)
- B:** Date (12/08/2016) with a calendar icon
- C:** Time (10:27 AM) with a clock icon
- D:** Select Place Type... (dropdown menu)
- E:** Select Location/Room... (dropdown menu)
- F:** Incident Description/Notes (text area)

At the bottom of the screen, there is a green bar with the text 'Add Student Participant' and a plus icon.

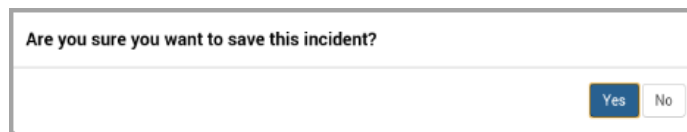
- a. Enter the Incident Name.
- b. Optional: Enter a date or tap  to select a date. Defaults to the current date.
- c. Optional: Enter a time or tap  to select a time. Defaults to the current time.

- d. Optional: Select a Place Type the incident occurred at from the drop-down list.
- e. Optional: Select a Location/Room the incident occurred in from the drop-down list.
- f. Optional: Enter Incident Description/Notes.

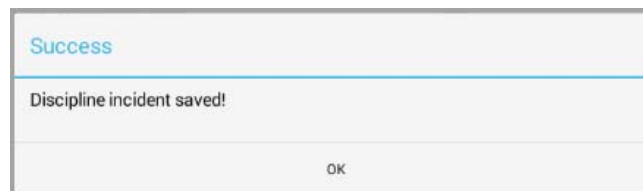
**Note:** Except for Incident Name, none of the above fields are mandatory to create a discipline incident. You can enter the minimal amount needed for self-recollection to enter more details at a later time.

3. Optional: Tap **Add Student Participant** to add a student Offender, Victim, and/or Witness to the discipline incident. See [“Add Student Participant”](#) for more details.
4. Tap **Create** to save the discipline incident.

A confirmation message displays.

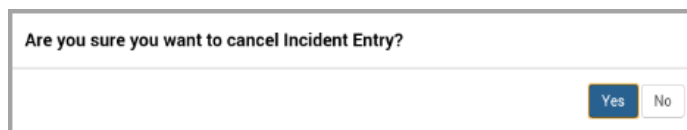


- If you tap **Yes**, a success message displays.



- If you tap **No**, you return to the **Add Discipline Entry** screen.

5. If you tap **Cancel**, a confirmation message displays.



- If you tap **Yes**, all previously entered information is discarded and you return to the **Discipline Search** screen.
- If you tap **No**, you return to the **Add Discipline Entry** screen.



## Add Student Participant

You can add a student Offender, Victim, and/or Witness to a discipline incident through the **Add Student Participant** screen.

1. There are two ways to access the **Add Student Participant** screen:
  - a. From the **Add Discipline Incident** screen, tap **Add Student Participant**.

The screenshot shows the 'Discipline Incident Entry' screen in the ProgressBook mobile app. The header includes the school name '2016-2017 - Mansfield Middle School' and the title 'Discipline Incident Entry'. Below the title are 'Create' and 'Cancel' buttons. The form contains fields for 'Incident Name', a date picker (12/08/2016), a time picker (10:27 AM), 'Select Place Type...', and 'Select Location/Room...'. A text area for 'Incident Description/Notes' is at the bottom. A green button with a plus icon and the text 'Add Student Participant' is located at the very bottom of the screen, highlighted with a red border.

The **Find Participant** screen displays.

The screenshot shows the 'Find Participant' screen in the ProgressBook mobile app. The header includes the school name '2016-2017 - Mansfield Middle School' and the title 'Find Participant'. Below the title is a search bar with the placeholder text 'Search for a student...' and a magnifying glass icon on the right.

- i. Next, in the **Search for a student...** text box, enter at least three letters of a student's first or last name to search for a student.

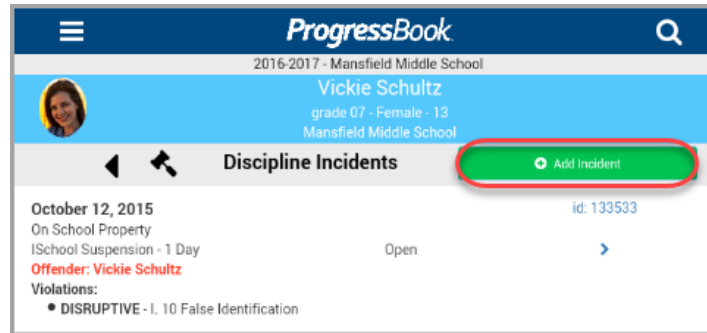
**Note:** The **Find Participant** search only looks for students within your **Default School**. To change your **Default School**, see [“Adjusting Settings.”](#)

The search results display.

The screenshot shows the 'Find Participant' screen with search results for the query 'vick'. The search bar contains 'vick'. Below the search bar, two results are listed:

	Vicki Adkins Grade 08 - Female - 14 Mansfield Middle School	+
	Vickie Schultz Grade 07 - Female - 13 Mansfield Middle School	+

- ii. Tap **+** or the row of the participant you wish to add.
- b. From the student profile's **Discipline Incidents** screen, tap **Add Incident**.



**Note:** The student you have in context in the student profile bar on the top of the screen is automatically the new student participant you are adding to a new discipline incident.

**Note:** If the student in context is not within your **Default School** when you select **Add Incident**, you are prompted to change your **Default School**. To change your **Default School**, see [“Adjusting Settings.”](#)

2. The **Participant Type** screen displays. Select the **Participant Type** for the student you selected or had in context.



3. To find out how to enter information for **Offenders**, **Victims**, and **Witnesses**, see the following:
  - [“Adding an Offender”](#)
  - [“Adding a Victim”](#)
  - [“Adding a Witness”](#)

## Adding an Offender

1. On the **Participant Type** screen, select **Offender**.

**Note:** If you are not on the **Participant Type** screen, see [“Add Student Participant.”](#)

**Note:** When adding a student as an **Offender**, the **Infraction and Disciplinary Action** details are optional.

The **Offender Details** screen displays.

The screenshot shows the 'Offender Details' screen in the ProgressBook app. At the top, there is a blue header with the ProgressBook logo and a search icon. Below the header, it says '2016-2017 - Mansfield Middle School'. The main title is 'Offender Details'. There are two buttons at the top: a green 'Save' button and a white 'Cancel' button. Below that is a profile picture of a woman, followed by the name 'Vickie Schultz' and 'Mansfield Middle School'. Underneath, it says 'Age: 13' and 'Gender: Female'. There are two sections: 'Policies/Infractions' with a green 'Add Infraction' button, and 'Disciplinary Actions' with a green 'Add Action' button.

2. Optional: Tap **Add Infraction** to enter Policy and Infraction details.

This screenshot shows the 'Offender Details' screen with the 'Add Infraction' form open. The form has a trash icon on the left. It contains three main input areas: a dropdown menu labeled 'A' with the text 'Select Policy...', another dropdown menu labeled 'B' with the text 'Select Infraction...', and a text input field labeled 'C' with the text 'Infraction comment'. At the bottom of the form, there is a green 'Add Action' button. The background of the screen is the same as the previous screenshot, showing the offender's details and the 'Save' and 'Cancel' buttons.

- a. Select a Policy that applies to the Infraction from the drop-down list.
- b. Select an Infraction that applies.
- c. Enter any Infraction comments if needed.

- Optional: Tap **Add Action** to enter Disciplinary Action details.

The screenshot shows the 'Offender Details' screen in the ProgressBook mobile app. At the top, there is a blue header with the 'ProgressBook' logo and a search icon. Below the header, it displays '2016-2017 - Mansfield Middle School'. The main title is 'Offender Details'. There are two buttons at the top: a green 'Save' button and a white 'Cancel' button. Below this is a profile section for 'Vickie Schultz' from 'Mansfield Middle School', with 'Age: 13' and 'Gender: Female'. There are two sections: 'Policies/Infractions' and 'Disciplinary Actions', each with a green '+ Add' button. A form for adding a disciplinary action is shown below, with a trash icon on the left. The form has three main sections: 'A' is a dropdown menu for 'Select Action Type...'; 'B' contains 'Start' and 'End' date fields, both set to '12/08/2016' with calendar icons; 'C' is a text area for 'Action comment'.

- Select the disciplinary Action Type from the drop-down list that resulted from the discipline incident.
  - Enter a **Start** and **End** date or tap 📅 to select the dates. The current date is the default for both.
  - Enter any Action comments if applicable.
- Optional: You can add as many Infractions or Actions for this particular student by repeating the steps above.
    - You can also tap 🗑️ to remove an Infraction or Action.
  - When you are done adding Infractions and Actions, tap **Save** to add the student **Offender** and the details to the discipline incident.

The student displays as an **Offender** on the **Discipline Incident Entry** screen.

**Note:** You can tap  to remove a Student Participant.

### Adding a Victim

1. On the **Participant Type** screen, select **Victim**.

**Note:** If you are not on the Participant Type screen, see [“Add Student Participant.”](#)

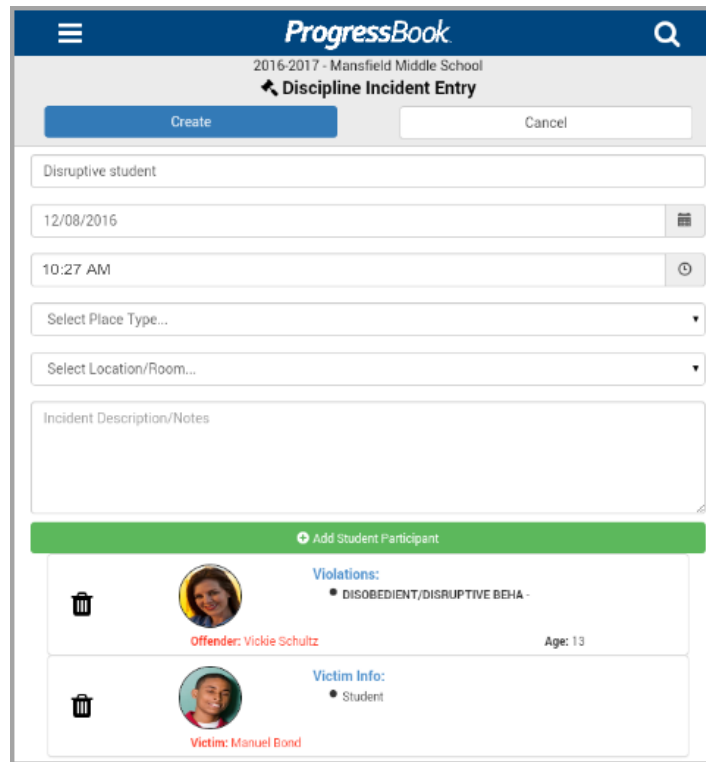
**Note:** When adding a student as a **Victim**, filling in the details is optional.

The **Victim Details** screen displays.

2. Optional: Select and enter details regarding the **Victim**.
  - a. Select a Victim Type from the drop-down list.
  - b. Enter Victim comments if applicable.

3. When you are done adding details, tap **Save** to add the student **Victim** and the details to the discipline incident.

The student displays as a **Victim** on the **Discipline Incident Entry** screen.



**Note:** You can tap  to remove a Student Participant.

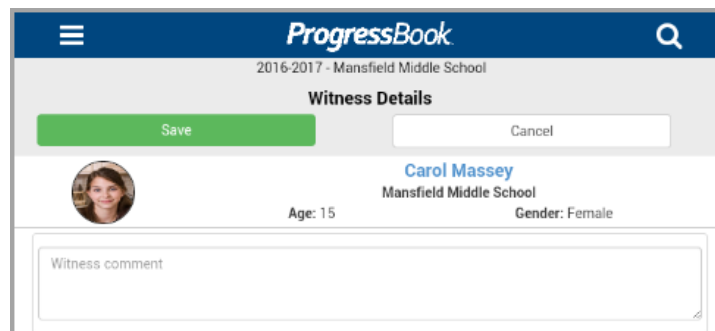
### Adding a Witness

1. On the **Participant Type** screen, select **Witness**.

**Note:** If you are not on the **Participant Type** screen, see [“Add Student Participant.”](#)

**Note:** When adding a student as a **Witness**, filling in the details is optional.

The **Witness Details** screen displays.



2. Optional: Enter Witness comments if applicable.
3. When you are done adding details, tap **Save** to add the student **Witness** and the details to the discipline incident.

The student displays as a **Witness** on the **Discipline Incident Entry** screen.

The screenshot shows the 'Discipline Incident Entry' screen in the ProgressBook mobile app. At the top, there's a blue header with the ProgressBook logo and a search icon. Below the header, it says '2016-2017 - Mansfield Middle School' and 'Discipline Incident Entry'. There are 'Create' and 'Cancel' buttons. The form has several input fields: 'Disruptive student', 'Date' (12/08/2016), 'Time' (10:27 AM), 'Select Place Type...', and 'Select Location/Room...'. Below these is a large text area for 'Incident Description/Notes'. A green bar with a plus icon and 'Add Student Participant' is visible. Below that, there are three participant entries, each with a trash icon to the left:
 

- Offender:** Vickie Schultz, Age: 13. **Violations:** DISOBEDIENT/DISRUPTIVE BEHA -
- Victim:** Manuel Bond. **Victim Info:** Student
- Witness:** Carol Massey. **Witness Info:** I saw Vickie harassing Manuel.

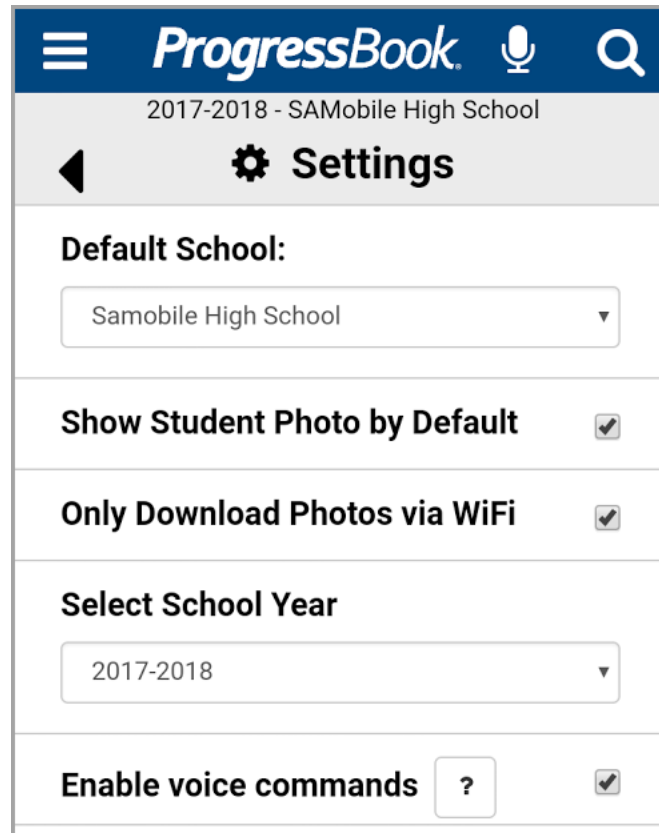
**Note:** You can tap  to remove a Student Participant.

## Adjusting Settings

You can select your **Default School**, viewing options, and **School Year** on the **Settings** screen.

1. On the **Other Options** screen, tap **Settings**.

The **Settings** screen displays.



2. Select your setting preferences:

- **Default School** (required) – Select the school used in context for app features.

**Note:** When you log in, the app always defaults to your selected default school in the StudentInformation application. If you previously selected a different default school in the app, this preference is not retained upon your subsequent login.





- **Show Student Photo by Default** – Select this check box to display student photographs. De-select this check box to hide student photographs.
- **Only Download Photos via WiFi** – Select this check box to download student photographs only via WiFi. De-select this check box to download student photographs via 3G/4G or WiFi when needed.

**Note:** If you select **Show Student Photo by Default** and **Only Download Photos via WiFi**, and are not connected to WiFi, student photographs do not display. Once you connect to WiFi, the student photographs display.



- **Select School Year** – Select the school year used in context for app features; defaults to the current school year. Example: You want to search for a student from a previous year.

**Note:** When you log in, the app always uses the current date to determine the current school year as configured by your district. If you previously selected a different school year to use in context, this preference is not retained upon your subsequent login.

- **Enable Voice Commands** – Select this check box to enable voice commands. When voice commands are enabled,  displays on the top right of each screen in the app. You can tap  to ask questions about a student. If you wish to cancel the voice command after you tap , tap the **X** on . If your device does not support voice commands, the following message displays:

**Enable voice commands (not supported by your device)**

Setting preferences save automatically.

3. Optional: To return to the **Other Options** screen, tap  or .

To start a new **Student Search**, tap .

## Troubleshooting

Below are some common errors that you may encounter and their solutions.

**Error:** “The User Name/Password supplied is invalid, or your account may be locked or disabled.”

The error occurs when the entered login information is incorrect or the account in question is locked or disabled. First, verify that the entered login information is accurate. If the error persists, contact your school or district administrator to determine your account status and permissions.


**Error:** “Timeout error retrieving data. Please try again, or restart the app. If the problem persists, please contact support.”

The error occurs when there is a timeout calling back to the mobile API. Restarting the app typically solves this issue.

**Error:** “Your district has no schools configured for the current term.”

The error occurs after login and indicates that, for the current term, based on the current date, the district has not set up any buildings. This typically occurs only during the summer term. You can resolve this by choosing a different school year on the **Settings** screen of the mobile app (see “[Adjusting Settings](#).”)

**Error:** “The App requires selecting a default School. In this mobile app you can change this selection later on the Settings page. To avoid having to make this choice during logins, update your default school from the SIS application.”

You may see this error when logging in to the mobile app. To update your default school, log in to the StudentInformation application (not mobile app) and select the desired school from the drop-down list on the masthead. Then, click  to expand your account options and click **Save As Default School**.

