



ProgressBook StudentInformation Mobile App Guide



ProgressBook®
StudentInformation
Ohio

ProgressBook StudentInformation Mobile App Guide

(This document is current for v17.3.1 or later.)

© 2018 Software Answers, Inc. All Rights Reserved. All other company and product names included in this material may be Trademarks, Registered Trademarks, or Service Marks of the companies with which they are associated. Software Answers, Inc. reserves the right at any time and without notice to change these materials or any of the functions, features, or specifications of any of the software described herein.

Change Log

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

Product Version	Heading	Page	Reason
17.3.1	<i>Entire Guide</i>	N/A	Combined the admin and user guides into one guide. Updated all images.
17.3.0	<i>"Discipline Search"</i>	16	Updated images to show standard time instead of military time.
17.3.0	<i>"Adjusting Settings"</i>	30	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>	3	Updated section to include new voice command feature.
17.2.0	<i>"Searching for a Student"</i>	7	Updated section to include new transportation feature.
17.2.0	<i>"Adjusting Settings"</i>	30	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>"Searching for a Student"</i>	7	Updated section to include new Alerts feature.
17.0.0	<i>"User Permissions"</i>	31	Updated section to include new permissions.

Table of Contents

Change Log	i
Table of Contents	ii
Overview	1
Mobile App	2
Accessing the Mobile App.....	2
Logging In to the Mobile App	3
Searching for a Student	7
Viewing the Bell Schedule	15
Discipline Search	16
Searching for Discipline Incidents	16
Add a Discipline Incident.....	18
Adjusting Settings	30
User Permissions.....	31
Troubleshooting	33

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:


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

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.

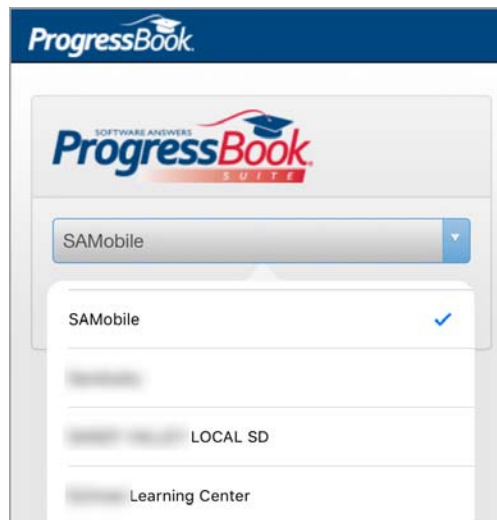
- Download the app from:
 - Apple App Store:
<https://itunes.apple.com/us/app/progressbook-sis-admin/id1133686392?mt=8>
 - Google Play:
<https://play.google.com/store/apps/details?id=com.progressbook.mobile.SISAdmin&hl=en>

Logging In to the Mobile App

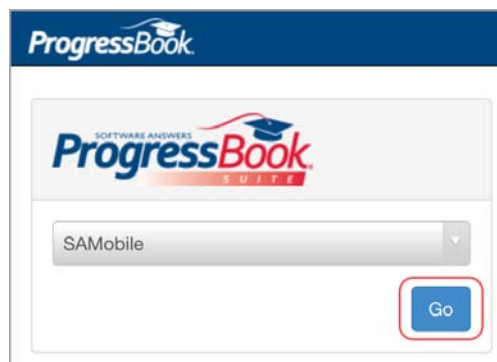
1. After installing the app on your mobile device, on your desktop, find and tap . The ProgressBook app login screen displays.



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

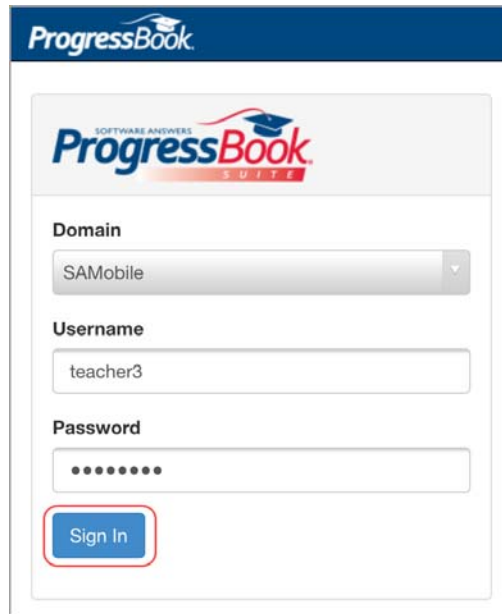


3. Tap **Go**.

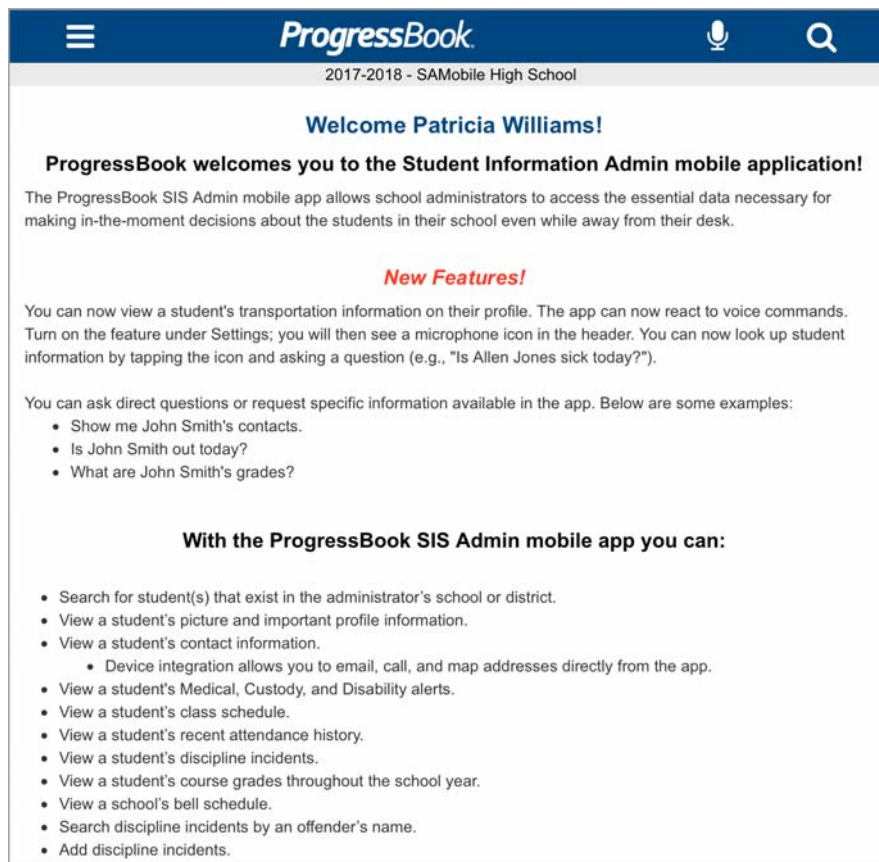


4. Enter your StudentInformation login credentials—they are the same as the web version—and tap **Sign In**.

Note: If you have trouble logging in, contact your school or district administrator to ensure you have the correct permissions (see [“User Permissions”](#)).



The welcome screen displays.



Welcome Patricia Williams!

ProgressBook welcomes you to the Student Information Admin mobile application!

The ProgressBook SIS Admin mobile app allows school administrators to access the essential data necessary for making in-the-moment decisions about the students in their school even while away from their desk.

New Features!


You can now view a student's transportation information on their profile. The app can now react to voice commands. Turn on the feature under Settings; you will then see a microphone icon in the header. You can now look up student information by tapping the icon and asking a question (e.g., "Is Allen Jones sick today?").

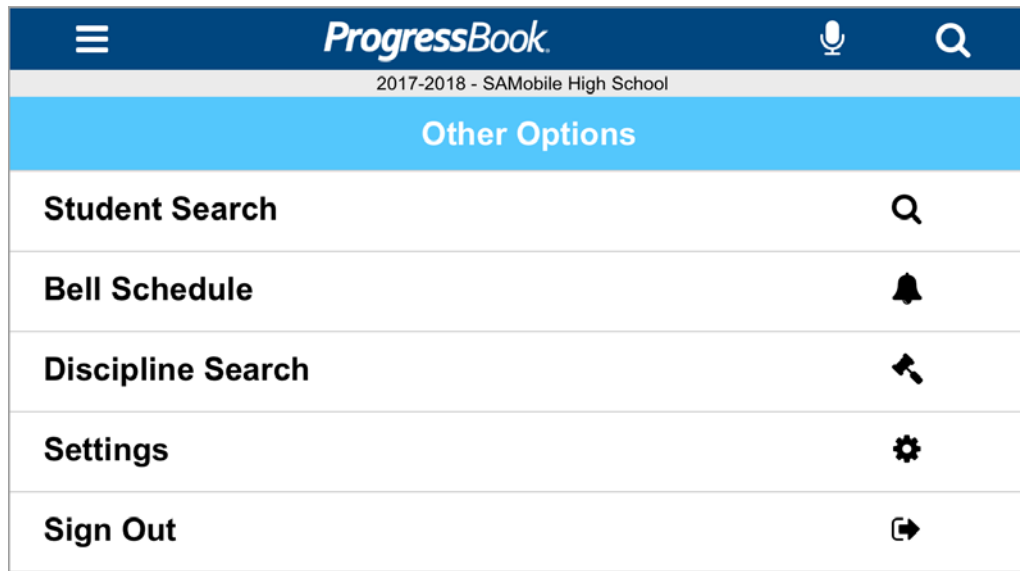
You can ask direct questions or request specific information available in the app. Below are some examples:

- Show me John Smith's contacts.
- Is John Smith out today?
- What are John Smith's grades?



With the ProgressBook SIS Admin mobile app you can:















- 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 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.

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




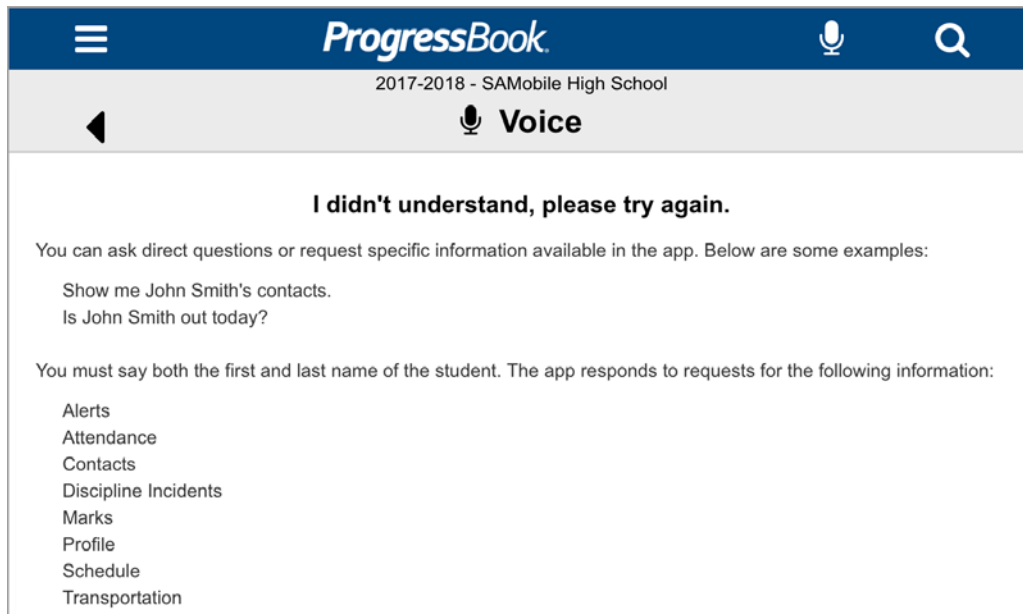
- **Student Search** – Use to search for a particular student.
- **Bell Schedule** – Use to view a school's bell schedule.
- **Settings** – Configure available settings.
- **Sign Out and Exit** – Log out of the ProgressBook SIS Admin app.

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 .

 ProgressBook  	
2017-2018 - SAMobile High School	
	Arpad Adkins grade 12 - Male - 16 Samobile High School
Profile	
Alerts	
Contacts	
Attendance	
Grades	A+
Transportation	
Discipline	
Other Options	
Bell Schedule	
Discipline Search	
Settings	
Sign Out	

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

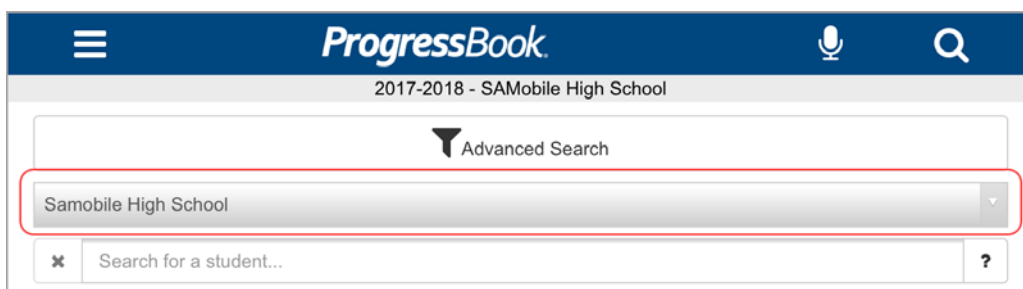
8. (Optional) If you have voice commands enabled (see [“Adjusting Settings”](#)), you can tap  to ask a question about a student. The application then either displays the relevant student information, displays a list of students related to your query, or indicates that it did not understand your question.



Searching for a Student

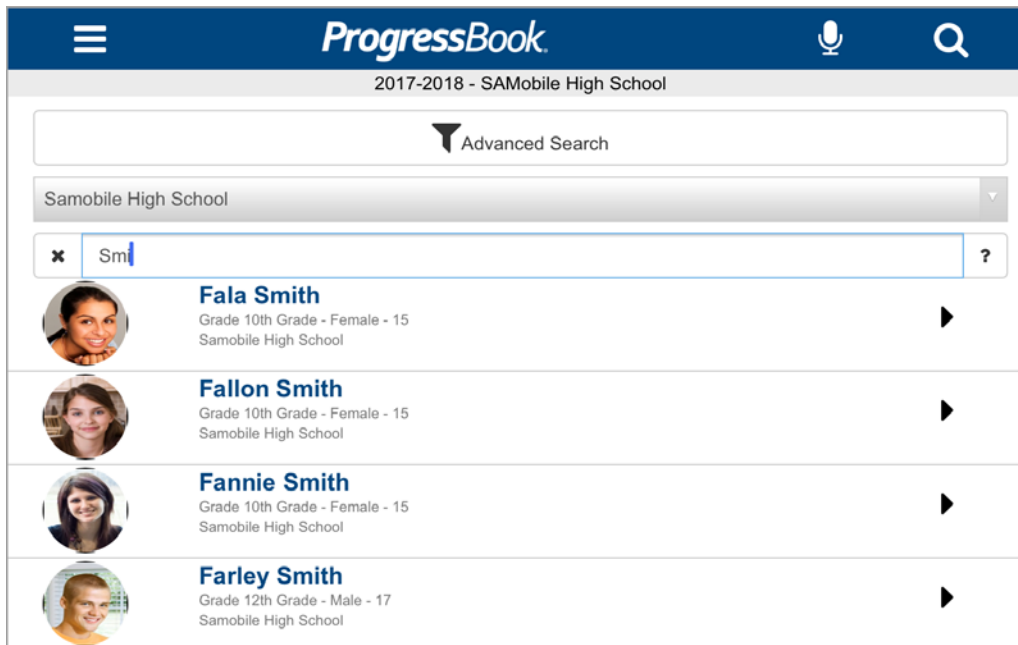
You can use the **Student Search** feature to look for particular students in a school. After locating a student, you can view their basic information: birthday, grade level, age, gender, language, counselor, homeroom, and contact details. You can also review a student's contacts, class schedule, attendance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

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



3. 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.

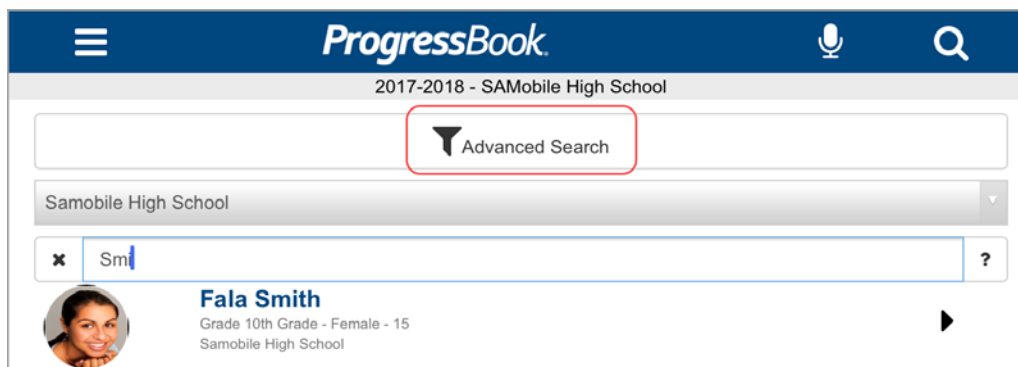
The search results display.



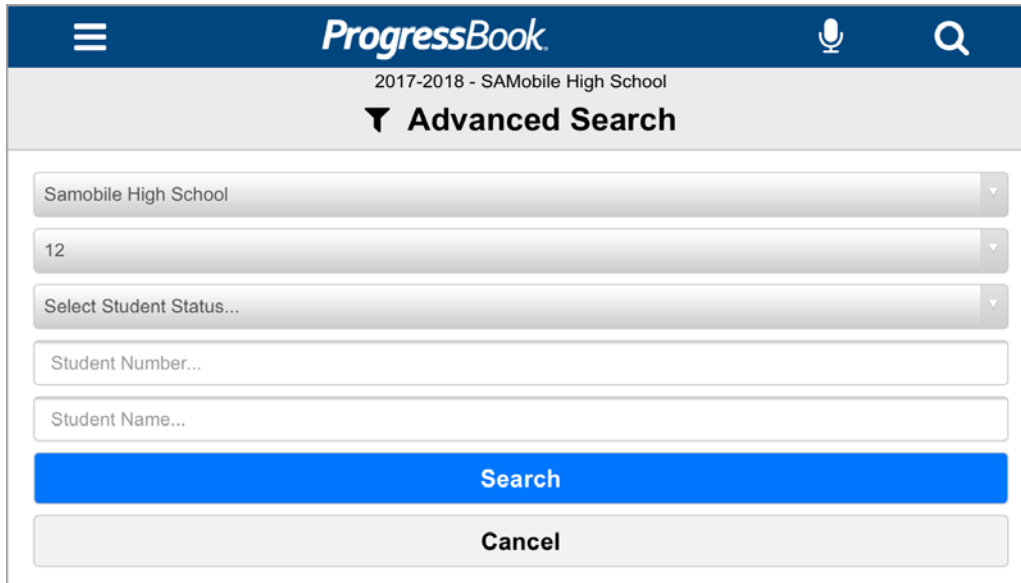
Note: The search only displays a number of results that fit on one screen; if there are more results than can fit on one screen, the additional results do not display. If you do not receive the results you are looking for, try entering more letters to narrow the search results or use **Advanced Search**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

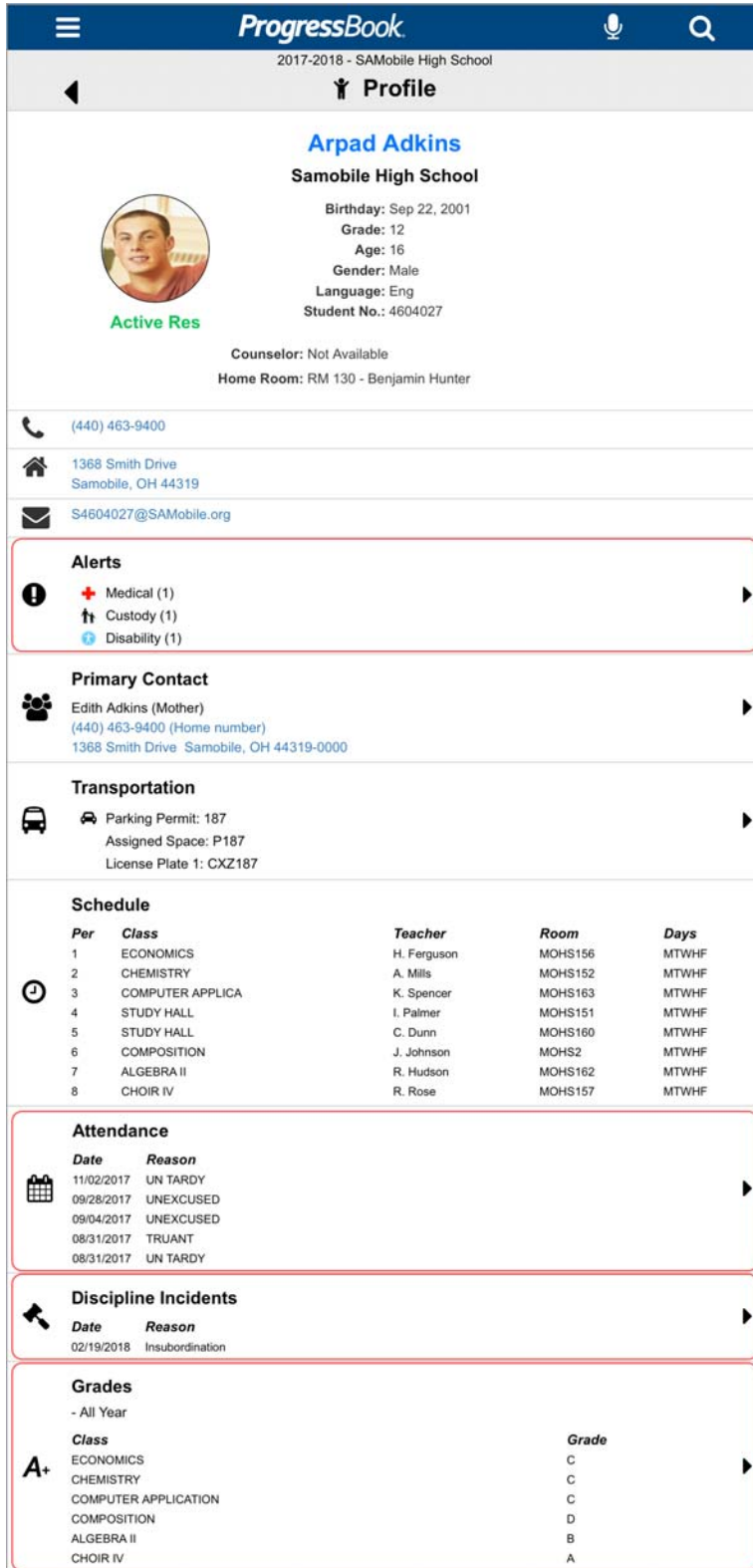


2017-2018 - SAMobile High School	
Results	
Page 1 of 1 10 Results Found	
	Farley Smith Grade 12th Grade - Male - 17 Samobile High School
	Fenton Smith Grade 12th Grade - Male - 17 Samobile High School
	Ferris Smith Grade 12th Grade - Male - 17 Samobile High School

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 - SAMobile High School

Profile

Arpad Adkins
Samobile High School


Active Res

Birthday: Sep 22, 2001
 Grade: 12
 Age: 16
 Gender: Male
 Language: Eng
 Student No.: 4604027

Counselor: Not Available
Home Room: RM 130 - Benjamin Hunter

(440) 463-9400
 1368 Smith Drive
 Samobile, OH 44319
 S4604027@SAMobile.org

Alerts

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

Primary Contact

Edith Adkins (Mother)
(440) 463-9400 (Home number)
1368 Smith Drive Samobile, OH 44319-0000

Transportation

Parking Permit: 187
Assigned Space: P187
License Plate 1: CXZ187

Schedule

Per	Class	Teacher	Room	Days
1	ECONOMICS	H. Ferguson	MOHS156	MTWHF
2	CHEMISTRY	A. Mills	MOHS152	MTWHF
3	COMPUTER APPLICA	K. Spencer	MOHS163	MTWHF
4	STUDY HALL	I. Palmer	MOHS151	MTWHF
5	STUDY HALL	C. Dunn	MOHS160	MTWHF
6	COMPOSITION	J. Johnson	MOHS2	MTWHF
7	ALGEBRA II	R. Hudson	MOHS162	MTWHF
8	CHOIR IV	R. Rose	MOHS157	MTWHF

Attendance

Date	Reason
11/02/2017	UN TARDY
09/28/2017	UNEXCUSED
09/04/2017	UNEXCUSED
08/31/2017	TRUANT
08/31/2017	UN TARDY

Discipline Incidents

Date	Reason
02/19/2018	Insubordination

Grades

- All Year

Class	Grade
ECONOMICS	C
CHEMISTRY	C
COMPUTER APPLICATION	C
COMPOSITION	D
ALGEBRA II	B
CHOIR IV	A

Only visible if you have the right permissions.

Only visible if you have the right permissions.

6. (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

The screenshot shows the ProgressBook mobile app interface. At the top, there's a blue header with the ProgressBook logo, a microphone icon, and a search icon. Below the header, it says "2017-2018 - SAMobile High School". The main section features a student's profile for Arpad Adkins, including a photo, name, grade (12), gender (Male), age (16), and school (Samobile High School). Below the profile is a "Contacts" section with a back arrow and a contacts icon. The contacts are listed under three categories: Mother, Doctor, and Father. Each category shows the contact's name, phone number, address, email, and a list of roles (Guardian, Emergency, Living with Student, Authorized to Pickup).

ProgressBook

2017-2018 - SAMobile High School

Arpad Adkins
grade 12 - Male - 16
Samobile High School

Contacts

Mother

Edith Adkins

(440) 463-9400 (Home number)

1368 Smith Drive Samobile, OH 44319-0000 (Home)

EdithAdkins@email.com (Primary)

- ★ Guardian
- ★ Emergency
- ★ Living with Student
- ★ Authorized to Pickup

Doctor

Dr Franklin Barker

(440) 555-2123 (Work number)

584 Forest Road Samobile, OH 44319-0000 (OtherOrganization)

FranklinBarker@email.com (Primary)

- ★ Available at Work

Father

Glenn Adkins

(440) 463-9400 (Home number)




1368 Smith Drive Samobile, OH 44319-0000 (Home)

GlennAdkins@email.com (Primary)





- ★ Guardian
- ★ Emergency
- ★ Living with Student
- ★ Authorized to Pickup

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

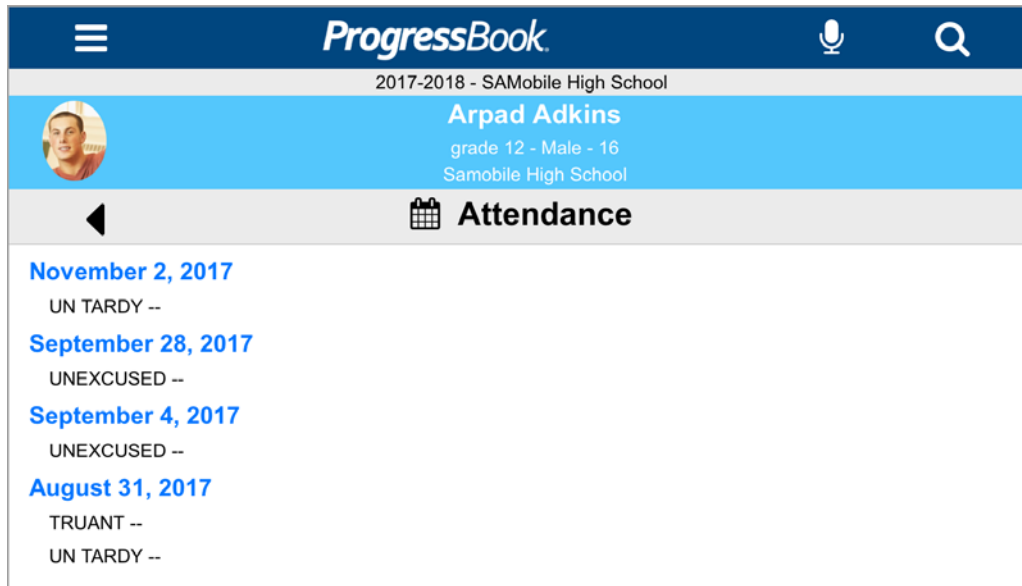
ProgressBook	
2017-2018 - SAMobile High School	
	Arpad Adkins grade 12 - Male - 16 Samobile High School
Transportation	
	Bussed Primary Bus Primary Bus: 22 Pick-up Time: 7:15 AM Drop-off Time: 2:30 PM Stop Location: 1368 Smith Drive
	Drives Parking Permit: 187 Assigned Spaces: P187 Vehicle 1 Description 1: 1992 Ford Truck - red License Plate: CXZ187

Student's Alerts

ProgressBook	
2017-2018 - SAMobile High School	
	Arpad Adkins grade 12 - Male - 16 Samobile High School
Alerts	
	Medical Headaches--meds in clinic Starting Date Ending Date
	Custody No contact with grandmother by court order. Starting Date Ending Date Jan 1, 2018
	Disability Sight impairment - seat should be towards front of the room. Starting Date Ending Date Feb 5, 2018

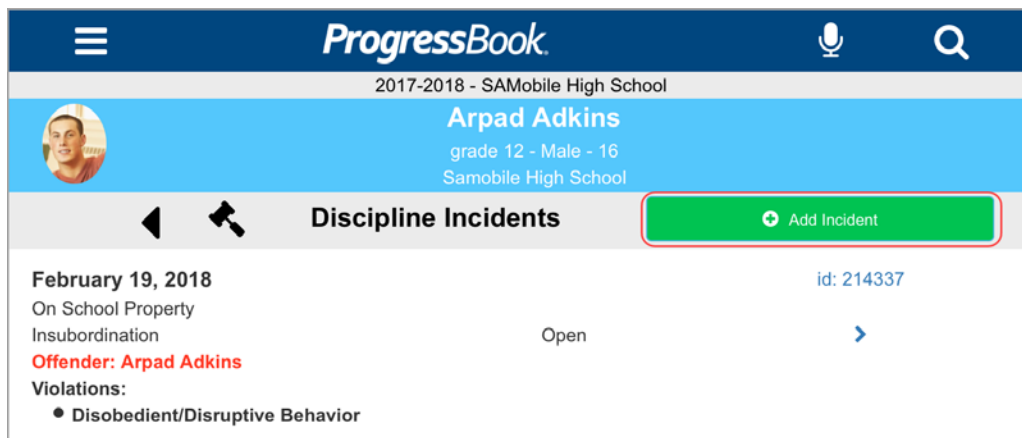
Note: You can only view a student's medical, custody, and disability alerts if you have the correct security settings. If you believe you should be able to view the student's alerts, contact your school or district administrator to ensure you have the correct permissions (see ["User Permissions"](#)).

Student's Attendance



Note: You can only view a student's attendance if you have the correct 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 correct 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				
2017-2018 - SAMobile High School				
<div>  <div> Arpad Adkins grade 12 - Male - 16 Samobile High School </div> </div>				
◀ A+ Grades				
◀AV1 Qtr3 Qtr4▶				
Per	Course	Trm	Grd	
1	ECONOMICS Samobile High School Rm. MOHS156 - Howard Ferguson	GP	C	
2	CHEMISTRY Samobile High School Rm. MOHS152 - Aaron Mills	GP	C	
3	COMPUTER APPLICATION Samobile High School Rm. MOHS163 - Kathryn Spencer	GP	C	
6	COMPOSITION Samobile High School Rm. MOHS2 - John Johnson	GP	D	
7	ALGEBRA II Samobile High School Rm. MOHS162 - Russell Hudson	GP	B	
8	CHOIR IV Samobile High School Rm. MOHS157 - Rachel Rose	GP	A	

Note: You can only view a student's grades if you have the correct 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 ☰.

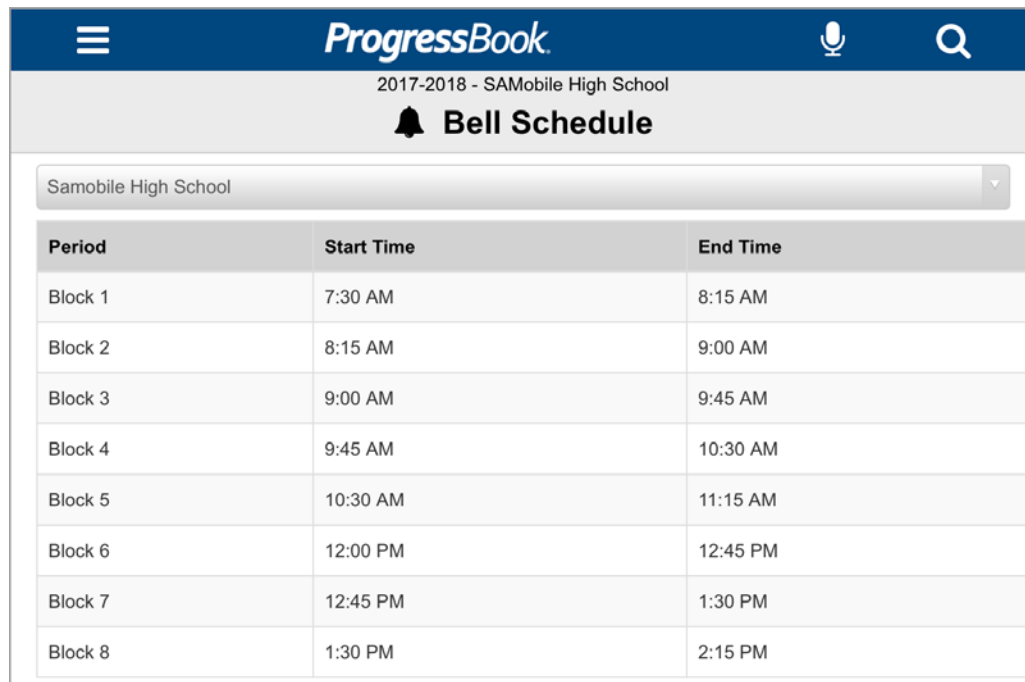
To start a new **Student Search**, tap 🔍, or tap 🗣️ (if enabled) to ask about another student.

Viewing the Bell Schedule

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

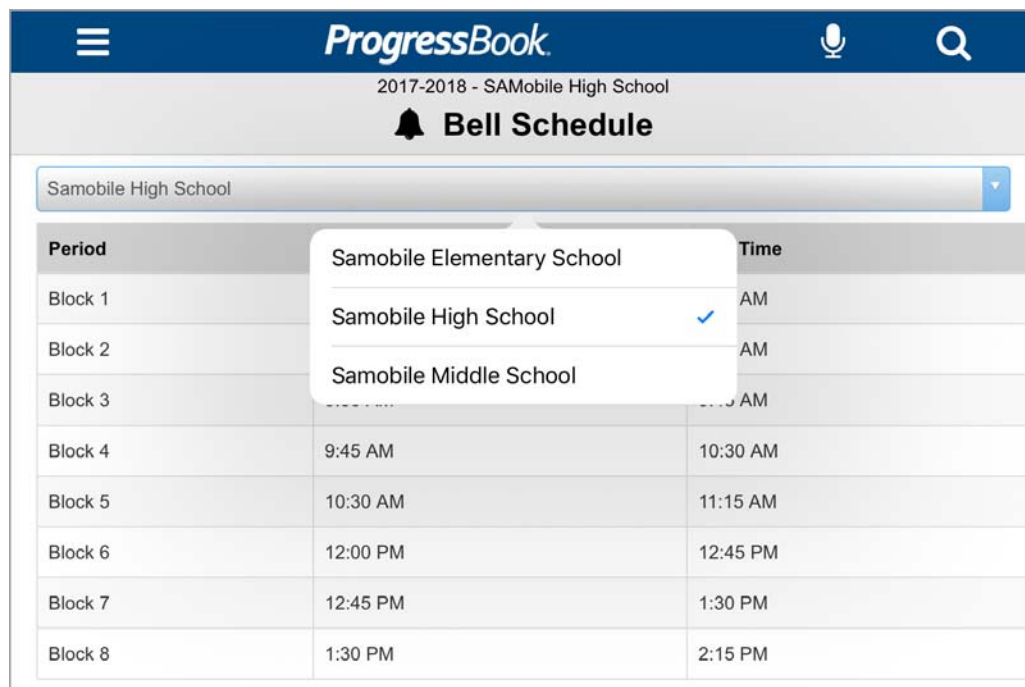
1. On the **Options** screen, tap **Bell Schedule**.

The bell schedule of your default school displays.






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.



Period	Start Time	End Time
Block 1		AM
Block 2		AM
Block 3		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

3. (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.”](#)

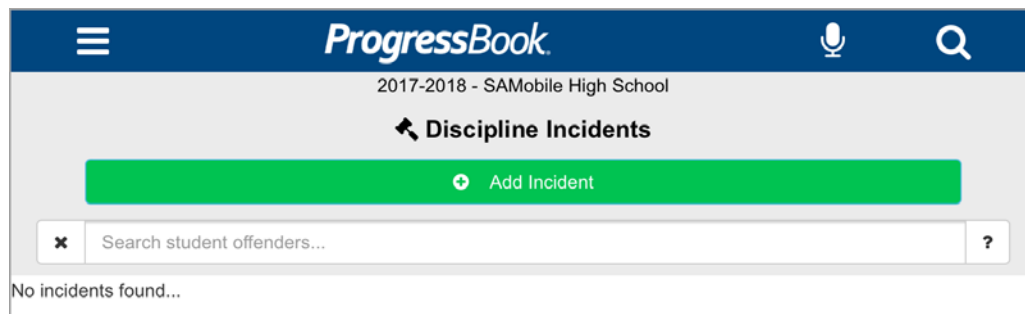
Note: You can only view and add student discipline incidents if you have the correct security settings. If you believe you should be able to view and add discipline incidents, contact your school or district administrator to ensure you have the correct permissions (see [“User Permissions”](#)).

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.

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

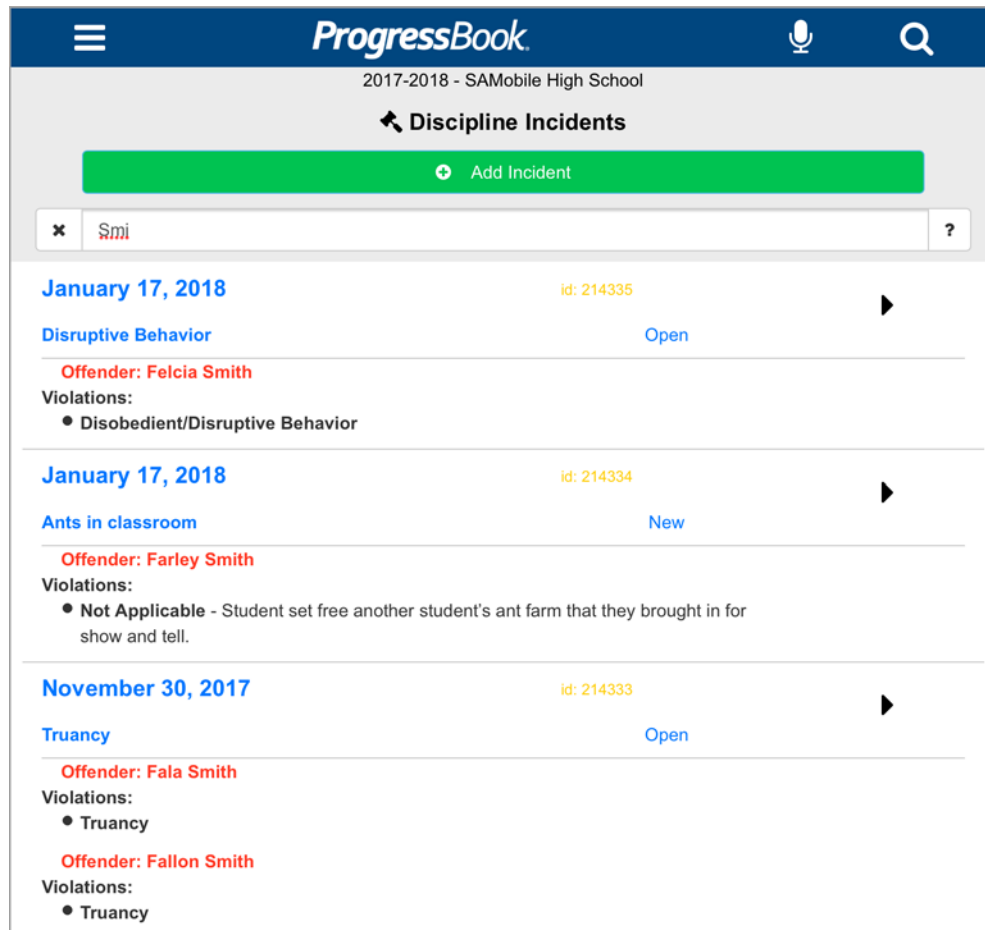
The **Discipline Search** screen displays.



2. 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.

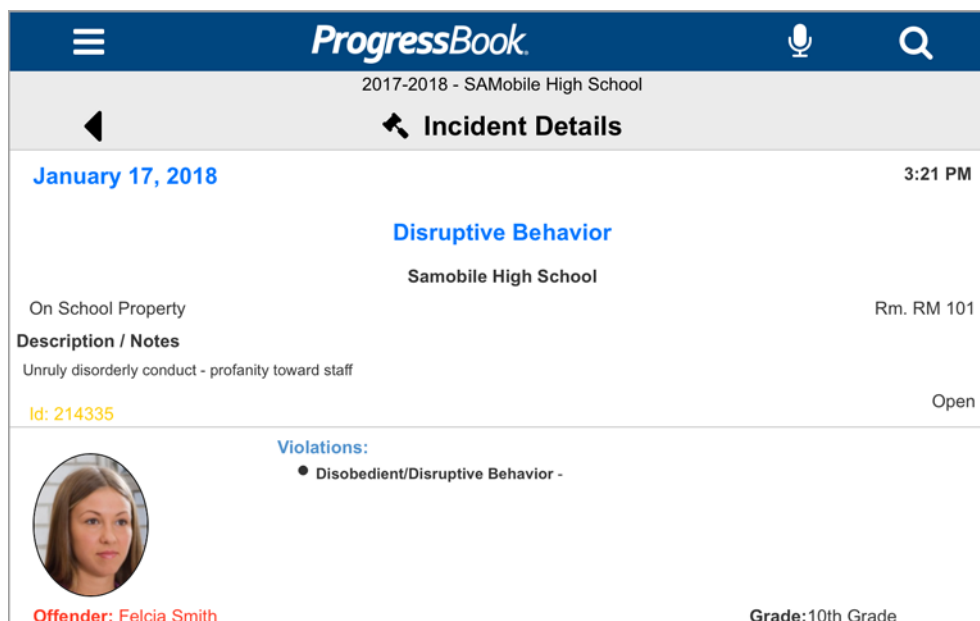
Note: The **Discipline Search** looks for student offenders within your **Default School**. To change your **Default School**, see [“Adjusting Settings.”](#)

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.



4. (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:

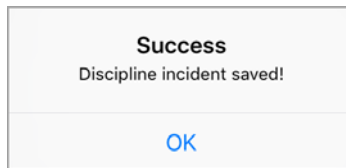
- a. Enter the Incident Name.
- b. (Optional) Enter a date or tap to select a date. Defaults to the current date.
- c. (Optional) Enter a time or tap to select a time. Defaults to the current time.
- d. (Optional) Select a place type the incident occurred at from the drop-down list.
- e. (Optional) Select 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.

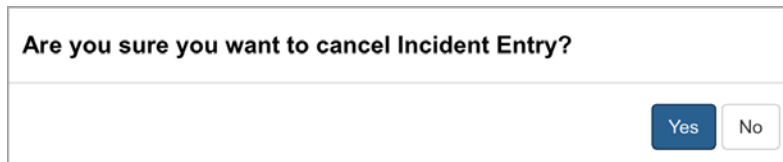
3. (Optional) Tap **Add Student Participant** to add a student offender, victim, and/or witness to the discipline incident. See [“Add Student Participant”](#) for more details.
4. Tap **Create** to save the discipline incident.

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.

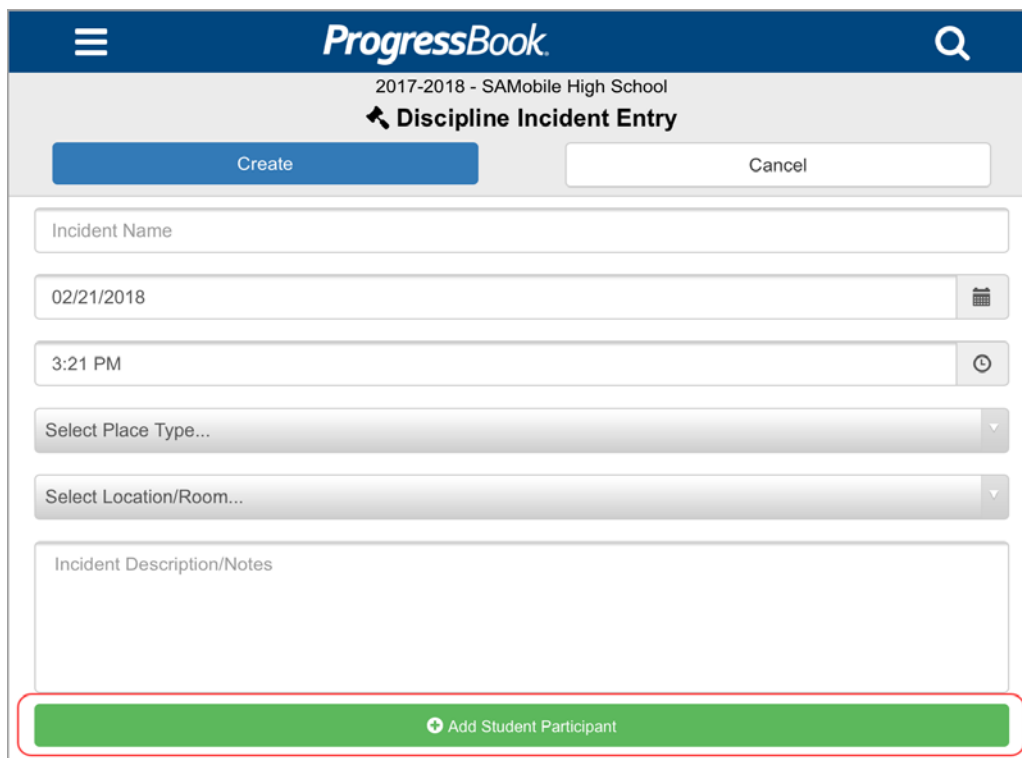


- If you tap **Yes**, all previously entered information is discarded and you return to the **Discipline Search** screen.
- If you tap **No**, you return to the **Add Discipline Entry** screen.

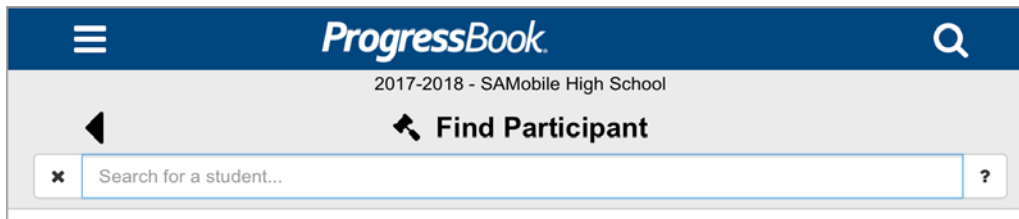
Add Student Participant

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**.



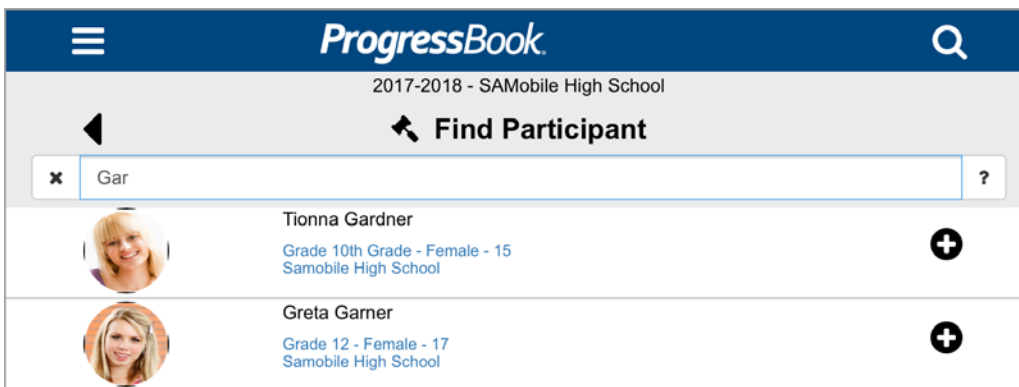
The **Find Participant** screen displays.



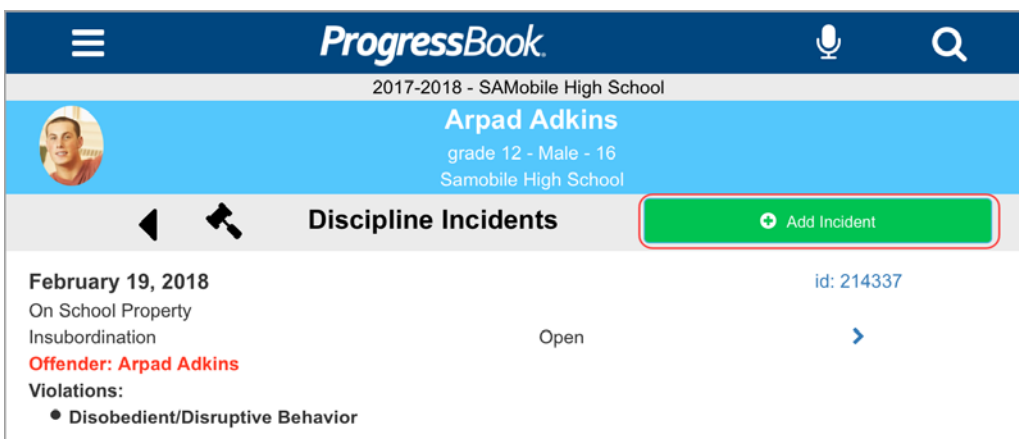
- i. Next, in the **Search for a student...** text box, enter at least three letters of a student's first or last name to search for a student.

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.



- 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.

2. (Optional) Tap **Add Infraction** to enter policy and infraction details.

The screenshot shows the 'Offender Details' 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 '2017-2018 - SAMobile High School'. The main section is titled 'Offender Details' and contains a green 'Save' button and a white 'Cancel' button. Below this is a profile section for 'Tionna Gardner' from 'Samobile High School', with 'Age: 15' and 'Gender: Female'. A circular profile picture is on the left. Below the profile section is a 'Policies/Infractions' section with a green '+ Add Infraction' button. To the left of this section is a trash icon. Below the trash icon are three items labeled 'a', 'b', and 'c'. Item 'a' is 'Select Policy...', item 'b' is 'Select Infraction...', and item 'c' is 'Infraction comment'. At the bottom is a 'Disciplinary Actions' section with a green '+ Add Action' button.

- Select a policy that applies to the infraction from the drop-down list.
- Select an infraction that applies.
- Enter any infraction comments if needed.

3. (Optional) Tap **Add Action** to enter disciplinary action details.

The screenshot displays the 'Offender Details' interface in the ProgressBook mobile app. At the top, there's a blue header with the 'ProgressBook' logo and a search icon. Below this, a grey bar shows the school year '2017-2018 - SAMobile High School'. The main section is titled 'Offender Details' and features a green 'Save' button and a white 'Cancel' button. A student profile for 'Tionna Gardner' is shown, including a photo, age (15), and gender (Female). Below the profile, there are two sections: 'Policies/Infractions' and 'Disciplinary Actions', each with a green '+ Add' button. A detailed form for adding a disciplinary action is expanded, showing a trash icon, a dropdown menu for 'Select Action Type...', and date pickers for 'Start' and 'End' dates, both set to 02/23/2018. A text area for 'Action comment' is also visible. Red circles 'a', 'b', and 'c' are overlaid on the form to indicate specific steps in the process.

- a. Select the disciplinary action type from the drop-down list that resulted from the discipline incident.
 - b. Enter a **Start** and **End** date or tap 📅 to select the dates. The current date is the default for both.
 - c. Enter any action comments if applicable.
4. (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.
 5. 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.

ProgressBook

2017-2018 - SAMobile High School

Discipline Incident Entry

Create Cancel

Disruptive student

02/22/2018

3:14 PM

Select Place Type...

Select Location/Room...

Incident Description/Notes

+ Add Student Participant

Violations:
• Disobedient/Disruptive Behavior -

Offender: Tionna Gardner Age: 15

Note: You can tap to remove a student participant.

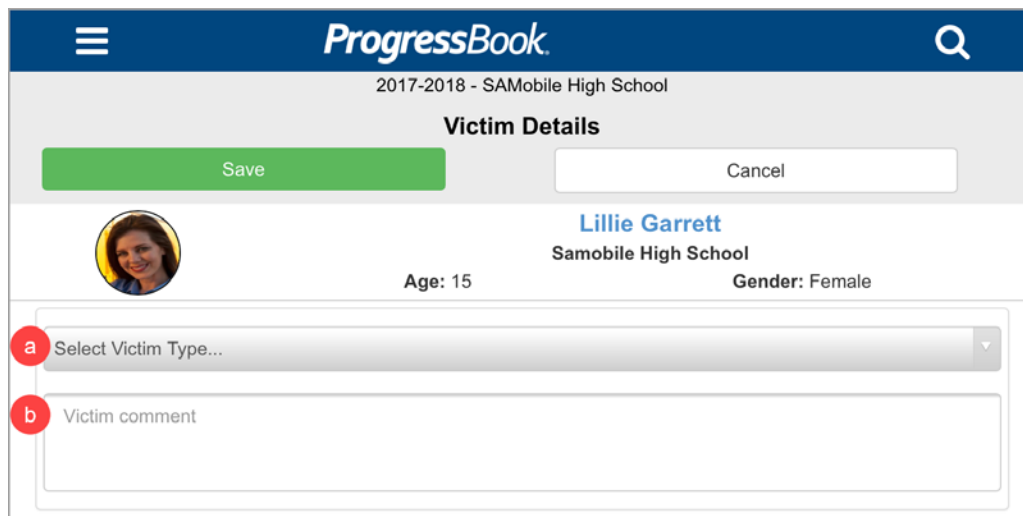
Adding a Victim

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.

ProgressBook

2017-2018 - SAMobile High School

Discipline Incident Entry

Create Cancel

Disruptive student

02/22/2018

3:14 PM

Select Place Type...

Select Location/Room...

Incident Description/Notes

+ Add Student Participant

Violations:

- Disobedient/Disruptive Behavior -

Offender: Tionna Gardner Age: 15

Victim Info:

- Student

Victim: Lillie Garrett

Note: You can tap  to remove a student participant.

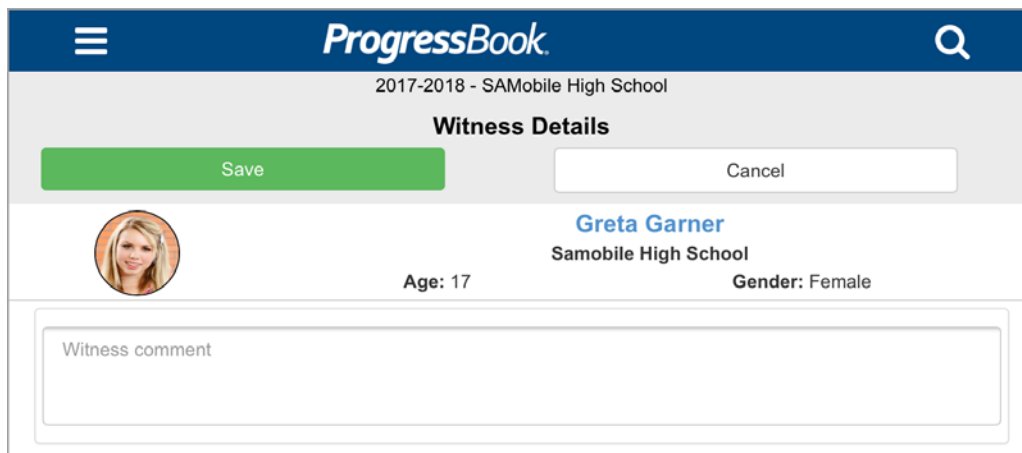
Adding a Witness

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.



The screenshot shows the 'Witness Details' screen in the ProgressBook mobile app. At the top, there is a blue header with a hamburger menu icon, the 'ProgressBook' logo, and a search icon. Below the header, the text '2017-2018 - SAMobile High School' is displayed. The main title 'Witness Details' is centered. Below the title, there are two buttons: a green 'Save' button and a white 'Cancel' button. Underneath the buttons, there is a circular profile picture of a student. To the right of the picture, the student's name 'Greta Garner' is displayed in blue, followed by 'Samobile High School' and 'Age: 17'. Below the name, 'Gender: Female' is displayed. At the bottom of the screen, there is a large text input field labeled 'Witness comment'.

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.

ProgressBook

2017-2018 - SAMobile High School

Discipline Incident Entry

Create Cancel

Disruptive student

02/22/2018

3:14 PM

Select Place Type...

Select Location/Room...

Incident Description/Notes

+ Add Student Participant

		Violations: <ul style="list-style-type: none"> Disobedient/Disruptive Behavior - 	Age: 15
		Victim Info: <ul style="list-style-type: none"> Student 	
		Witness Info: <ul style="list-style-type: none"> I saw Tionna harassing Lillie. 	

Offender: Tionna Gardner

Victim: Lillie Garrett

Witness: Greta Garner

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.

ProgressBook	
2017-2018 - SAMobile High School	
Settings	
Default School:	Samobile High School
Show Student Photo by Default	<input checked="" type="checkbox"/>
Only Download Photos via WiFi	<input checked="" type="checkbox"/>
Select School Year	2017-2018
Enable Voice Commands	<input checked="" type="checkbox"/>

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. E.g., 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  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 , or tap  (if enabled) to ask about another student.

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 by appropriate administrative personnel.

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."

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

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.

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

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**.

