



# ProgressBook StudentInformation Mobile App User Guide



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

Ohio

# **ProgressBook StudentInformation Mobile App User 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 User Guide* have been made.

<b>Product Version</b>	<b>Heading</b>	<b>Page</b>	<b>Reason</b>
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>	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>	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>	27	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.

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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:

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


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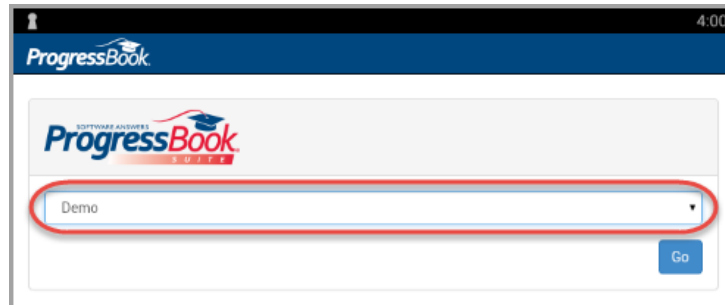
## Accessing the Mobile App

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

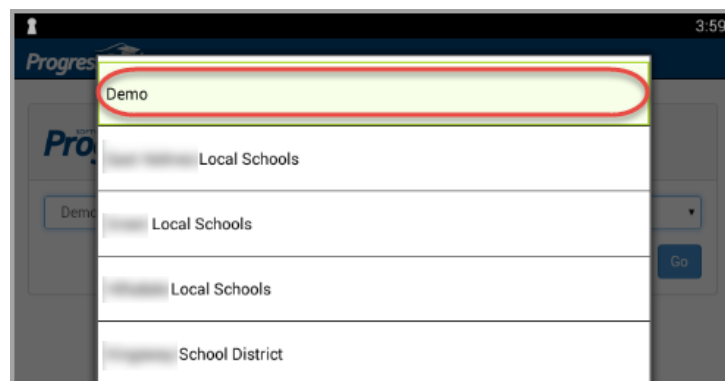
- Download the app from:
  - Apple App Store:  
<https://itunes.apple.com/us/app/progressbook-sis-admin/id1133686392?mt=8>
  - Google Play:  
<https://play.google.com/store/apps/details?id=com.progressbook.mobile.SISAdmin&hl=en>

## Logging In to the Mobile App

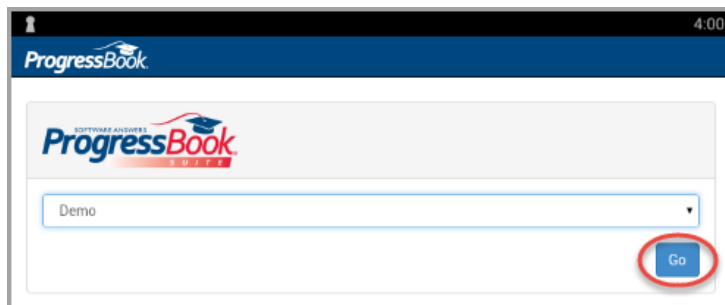
1. After installing the app on your mobile device, on your desktop, find and tap . The ProgressBook app login screen displays.



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

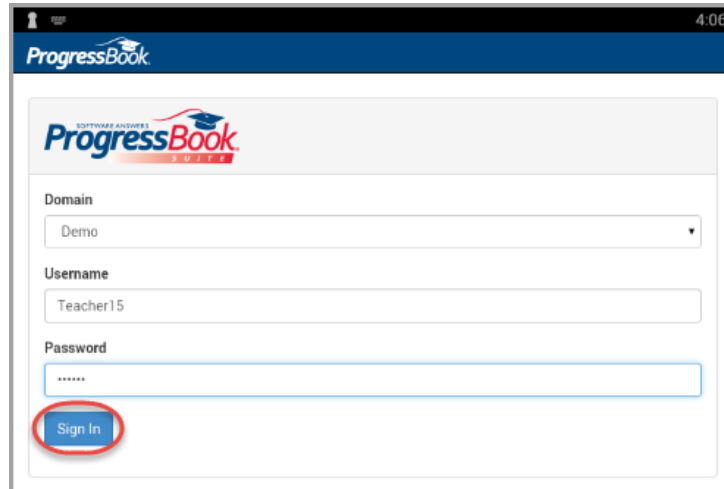


3. Tap **Go**.

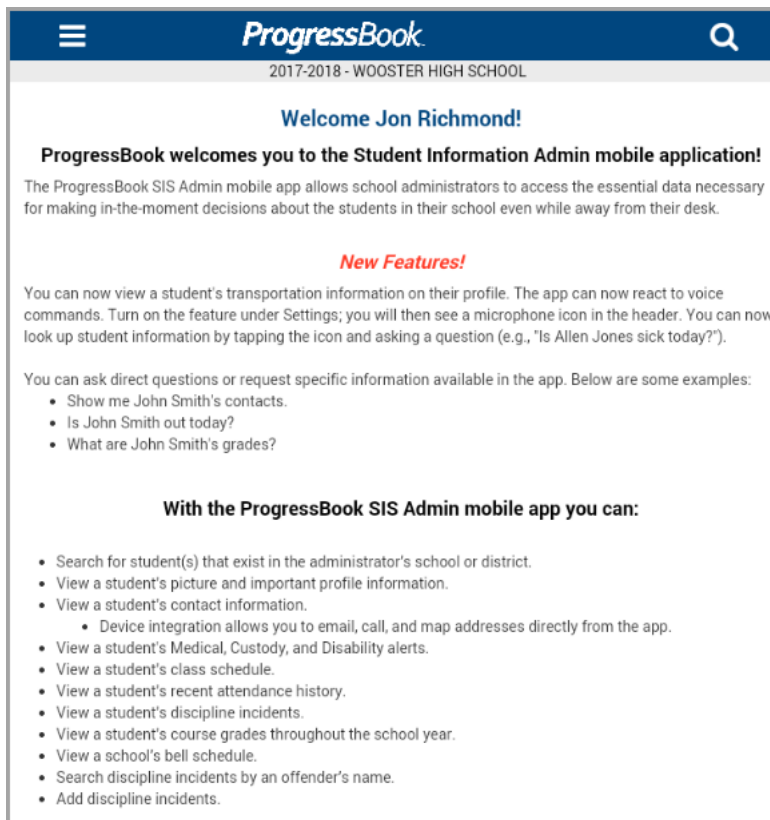


4. Enter your StudentInformation login credentials—they are the same as the web version—and tap **Sign In**.


**Note:** If you have trouble logging in, contact your school or district administrator to ensure you have the correct permissions (see the StudentInformation Mobile App Admin Guide).

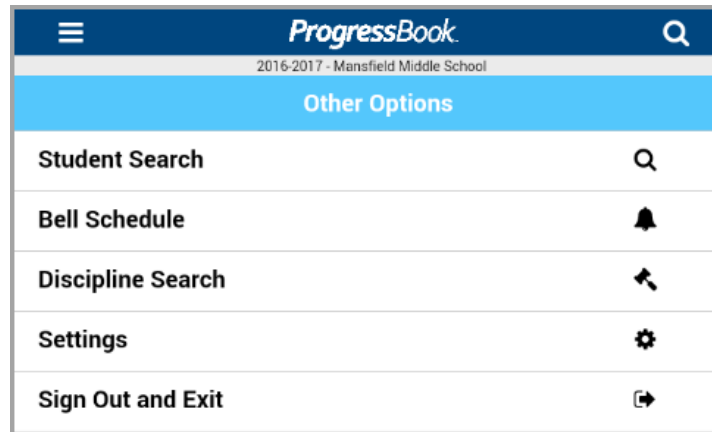


The welcome screen displays.





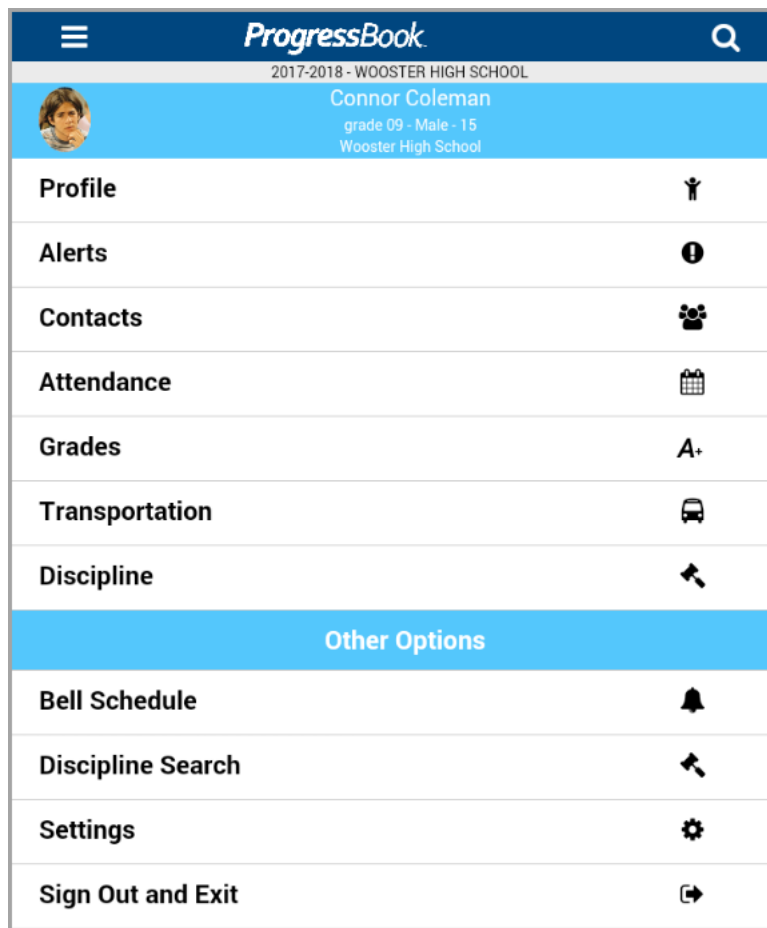


5. Tap  to display the **Other Options** screen. You can navigate the app's features from here.




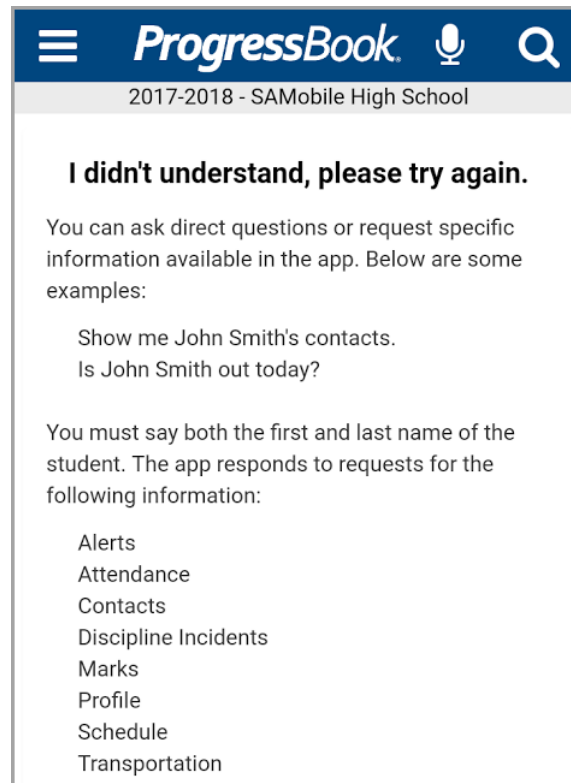
- **Student Search** – Use to search for a particular student.
- **Bell Schedule** – Use to view a school's bell schedule.
- **Settings** – Configure available settings.
- **Sign Out and Exit** – Log out of the ProgressBook SIS Admin app.

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”](#)

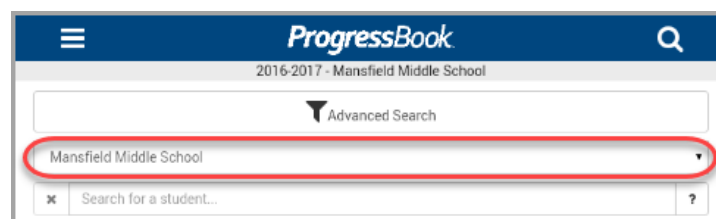
8. Optional: If you have voice commands enabled (see [“Adjusting Settings”](#)), you can tap  to ask a question about a student. The application then either displays the relevant student information, displays a list of students related to your query, or indicates that it did not understand your question.



## Searching for a Student

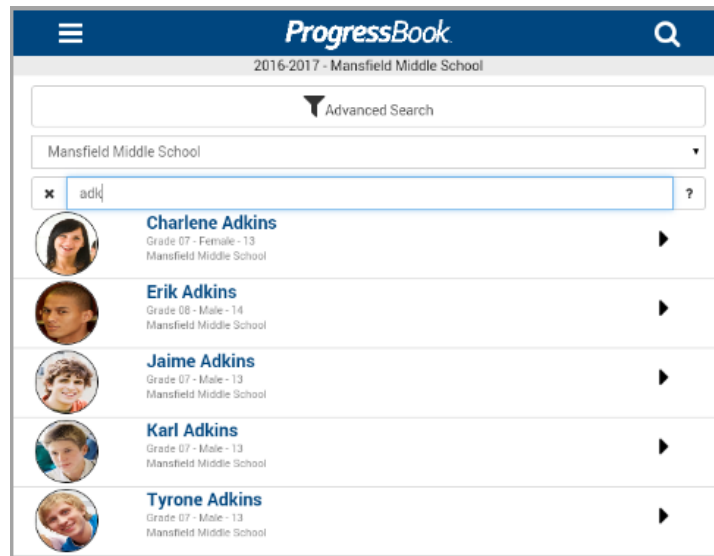
You can use the **Student Search** feature to look for particular students in a school. After locating a student, you can view their basic information: birthday, grade level, age, gender, language, counselor, homeroom, and contact details. You can also review a student's contacts, class schedule, attendance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

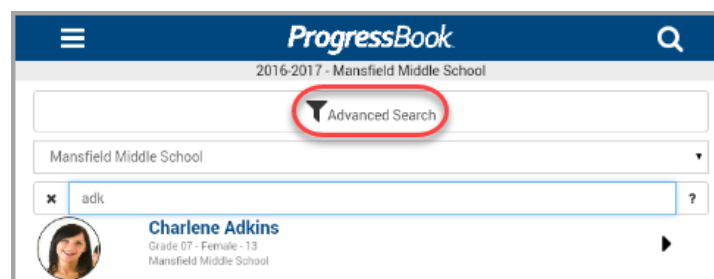
The search results display.



**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.

The screenshot shows the 'Advanced Search' 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 text '2016-2017 - Mansfield Middle School' is displayed. The main title is 'Advanced Search'. The search form includes five input fields: 'Mansfield Middle School' (a dropdown menu), 'Select Grade...' (a dropdown menu), 'Select Student Status...' (a dropdown menu), 'Student Number...' (a text input field), and 'Student Name...' (a text input field). At the bottom of the form, there are two buttons: a blue 'Search' button and a grey 'Cancel' button.



- 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

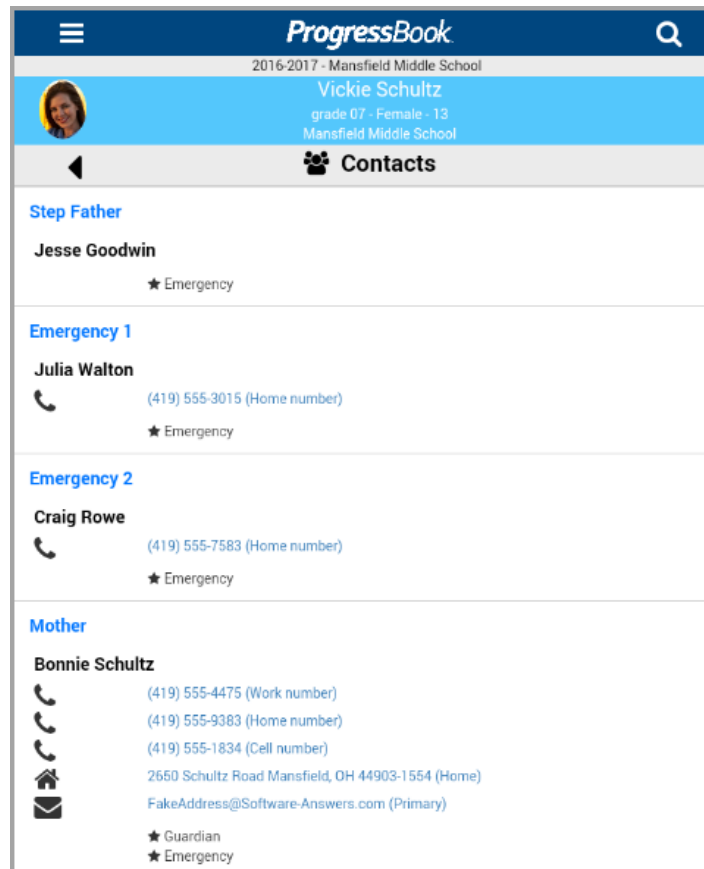
Class	Grade
GERMAN I	C-
PHYS ED	B
ENGLISH 9H	A
HONORS PHYSICAL SCIENCE	C
ALGEBRA II	C
BAND	A
HONORS MODERN WORLD HIST	A

Only visible if you have the right permissions.

Only visible if you have the right permissions.

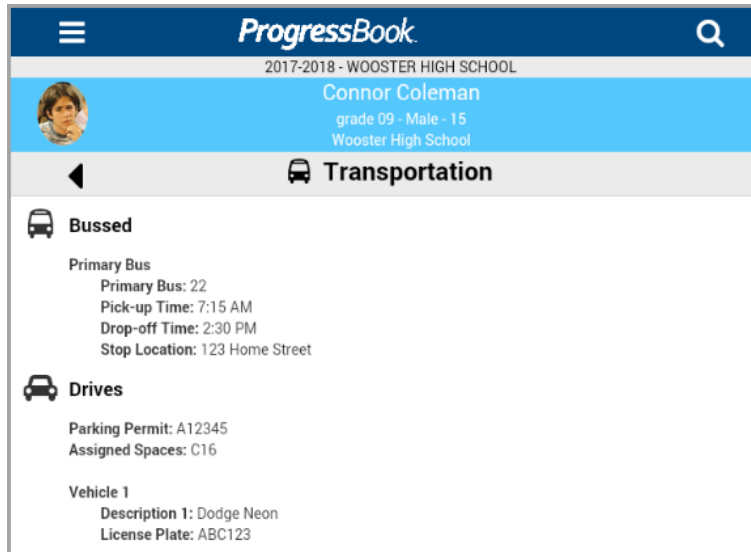
6. Optional: You can tap  on the right of the screen or swipe left to see more details about a student's contacts, attendance, discipline incidents, and grades.

### Student's Contacts

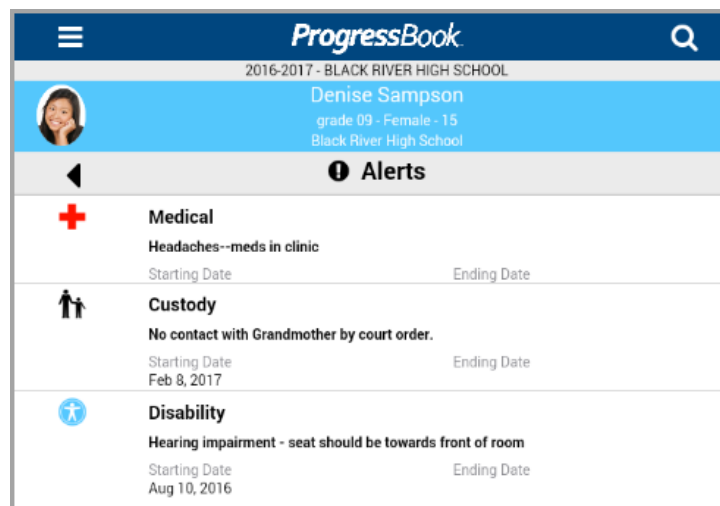


**Note:** You can tap on a contact's phone number to start a call, an address to map the location, and an email to start an email draft using your mobile device's default applications.

### Student's Transportation



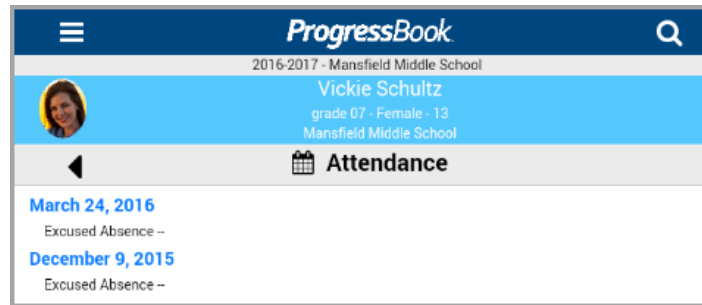
### Student's Alerts



**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 the StudentInformation Mobile App Admin Guide).

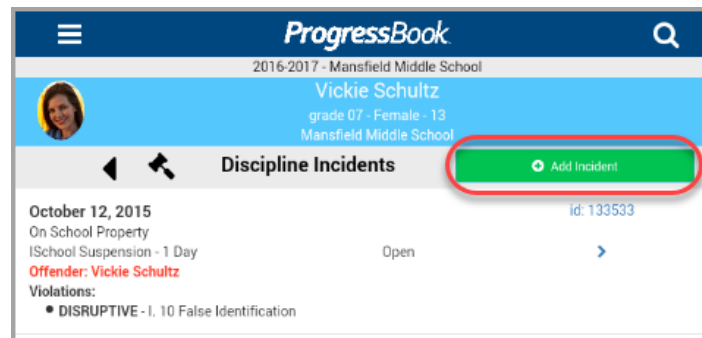


## Student's Attendance



**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 the StudentInformation Mobile App Admin Guide).

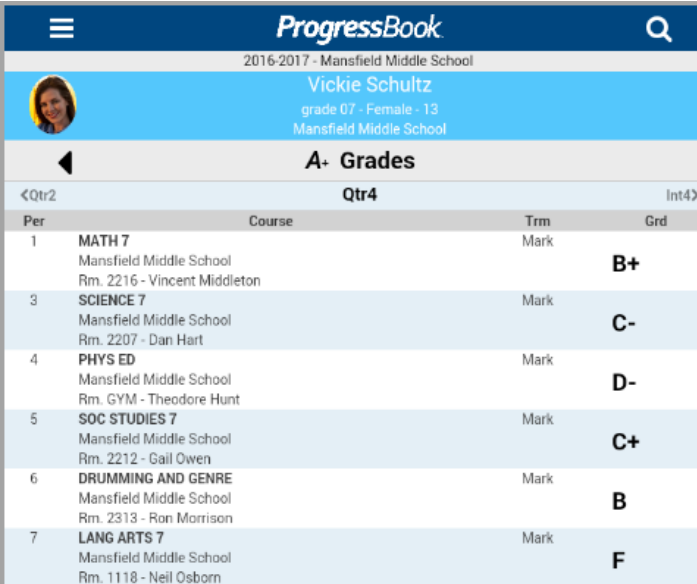
## Student's Discipline Incidents



**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 the StudentInformation Mobile App Admin Guide).

## 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 the StudentInformation Mobile App Admin Guide).

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

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

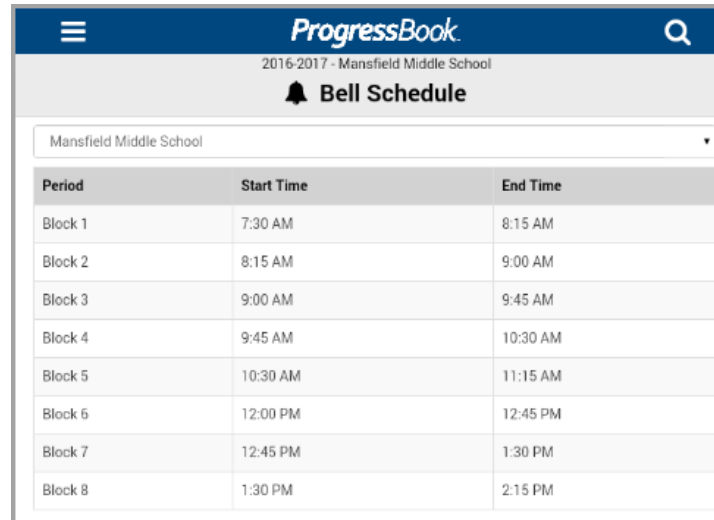
To start a new **Student Search**, tap , or tap  (if enabled) to ask about another student.

## Viewing the Bell Schedule

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

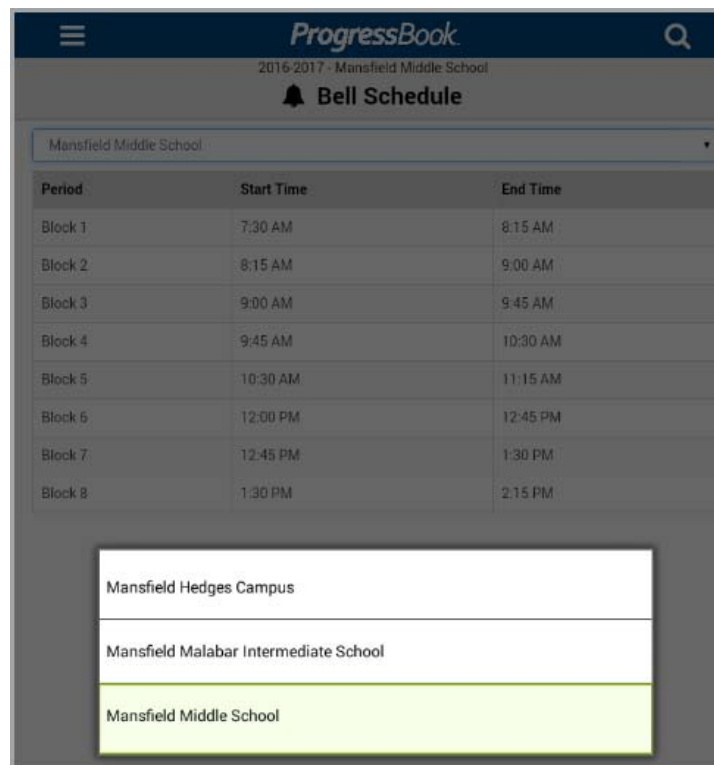
1. On the **Options** screen, tap **Bell Schedule**.

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	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.

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## 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.”](#)

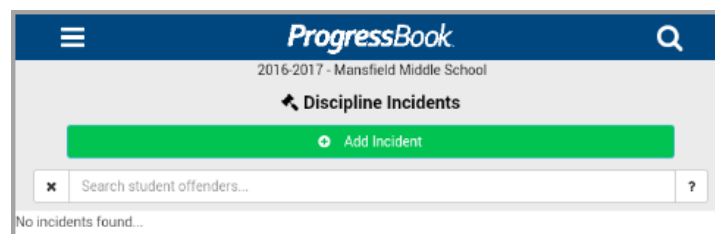
**Note:** You can only view and add student discipline incidents if you have the right security settings. If you believe you should be able to view and add discipline incidents, contact your school or district administrator to ensure you have the correct permissions (see the StudentInformation Mobile App Admin Guide).

## 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**.

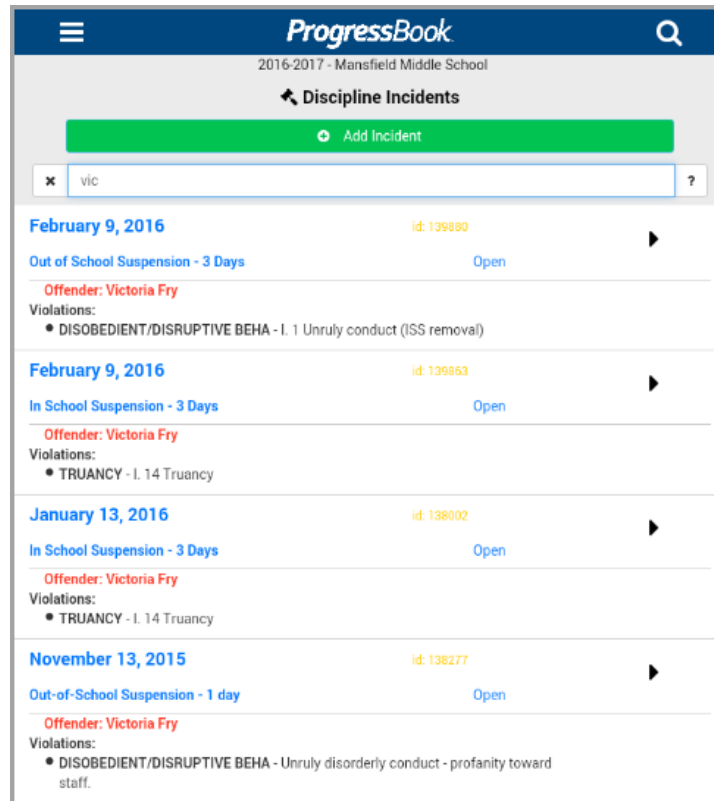
The **Discipline Search** screen displays.




- 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.

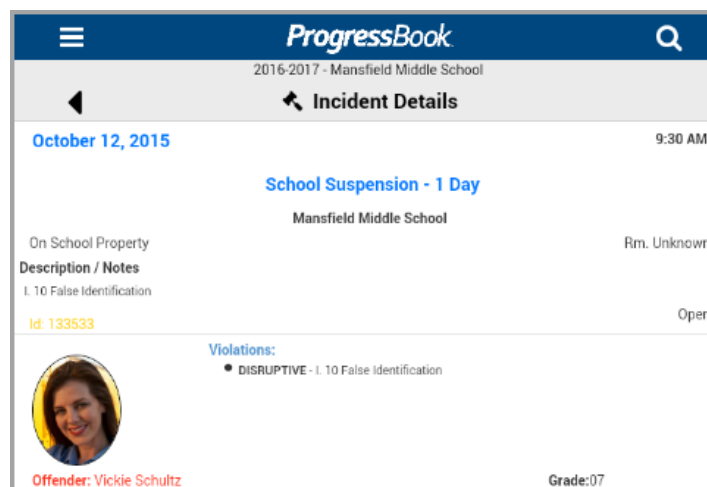
**Note:** The **Discipline Search** looks for student offenders within your **Default School**. To change your **Default School**, see [“Adjusting Settings.”](#)


The search results display.





3. 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:

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, it says '2016-2017 - Mansfield Middle School' and 'Discipline Incident Entry'. There are two buttons: 'Create' (blue) and 'Cancel' (white). The form contains the following fields:

- A: Incident Name (text input)
- B: 12/08/2016 (date input with calendar icon)
- C: 10:27 AM (time input with clock icon)
- D: Select Place Type... (drop-down menu)
- E: Select Location/Room... (drop-down menu)
- F: Incident Description/Notes (text area)

At the bottom, there is a green button labeled 'Add Student Participant'.

- 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.

A confirmation dialog box with a white background and a thin grey border. The text "Are you sure you want to save this incident?" is centered at the top. Below the text is a horizontal line. At the bottom right, there are two buttons: a blue "Yes" button and a white "No" button with a grey border.

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

A success message dialog box with a light grey background and a thin grey border. The word "Success" is displayed in blue text at the top left. Below it, the text "Discipline incident saved!" is centered. At the bottom center, there is a small "OK" button.

- If you tap **No**, you return to the **Add Discipline Entry** screen.
5. If you tap **Cancel**, a confirmation message displays.

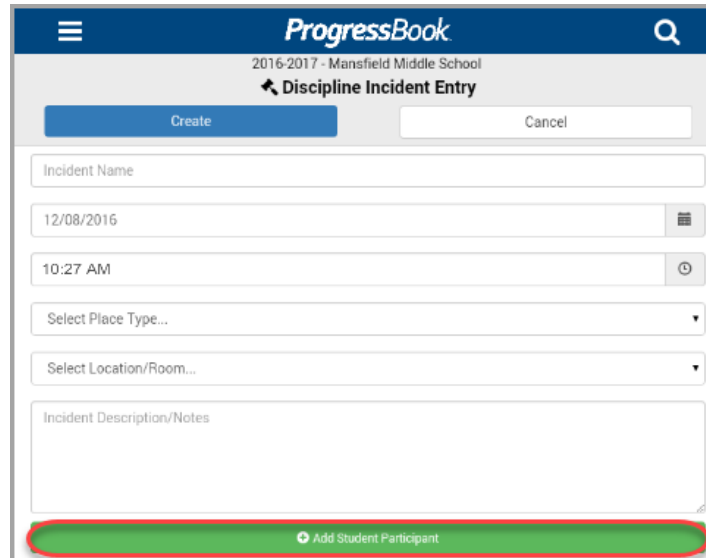
A confirmation dialog box with a white background and a thin grey border. The text "Are you sure you want to cancel Incident Entry?" is centered at the top. Below the text is a horizontal line. At the bottom right, there are two buttons: a blue "Yes" button and a white "No" button with a grey border.

- 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.

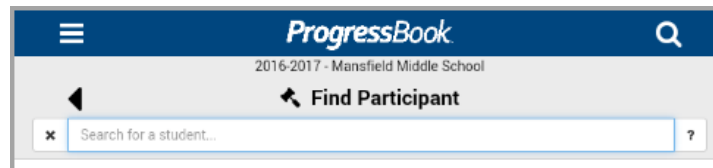
## Add Student Participant

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**.



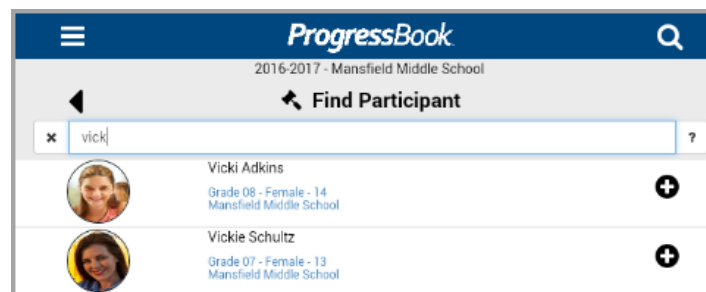
The **Find Participant** screen displays.



- 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.

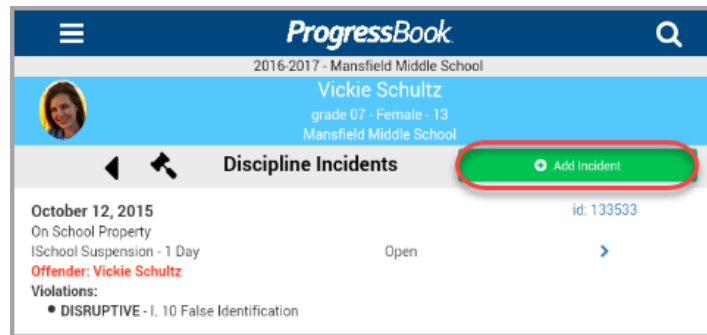
**Note:** The **Find Participant** search only looks for students within your **Default School**. To change your **Default School**, see [“Adjusting Settings.”](#)

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”](#)

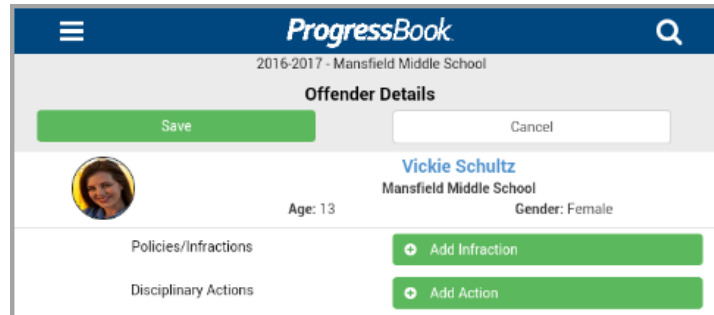
## Adding an Offender

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

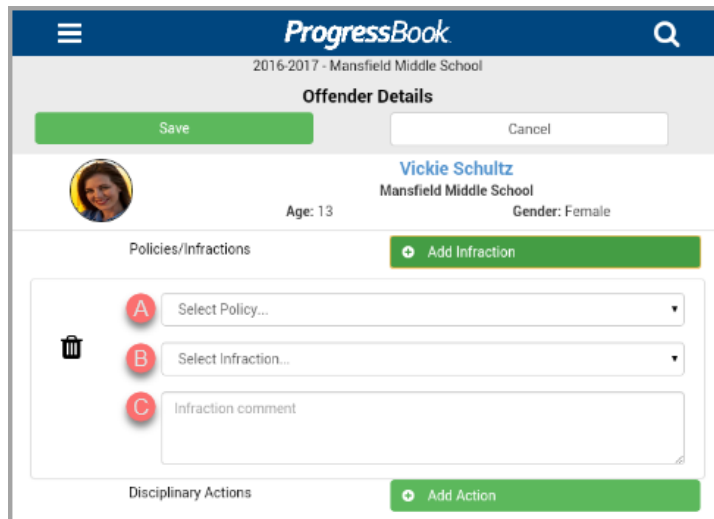
**Note:** If you are not on the **Participant Type** screen, see [“Add Student Participant.”](#)

**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.



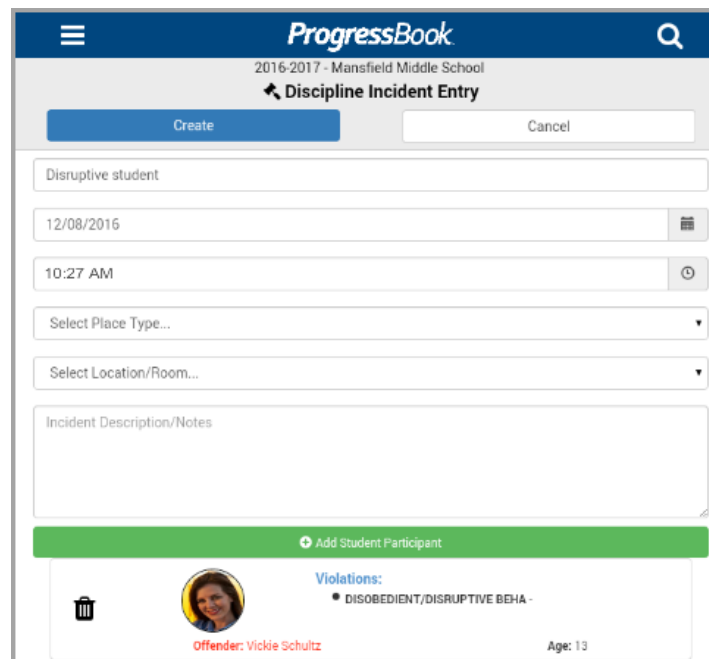
- a. Select a Policy that applies to the Infraction from the drop-down list.
- b. Select an Infraction that applies.
- c. Enter any Infraction comments if needed.

- 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' consists of 'Start' and 'End' date fields, both showing '12/08/2016' and a calendar icon; '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.

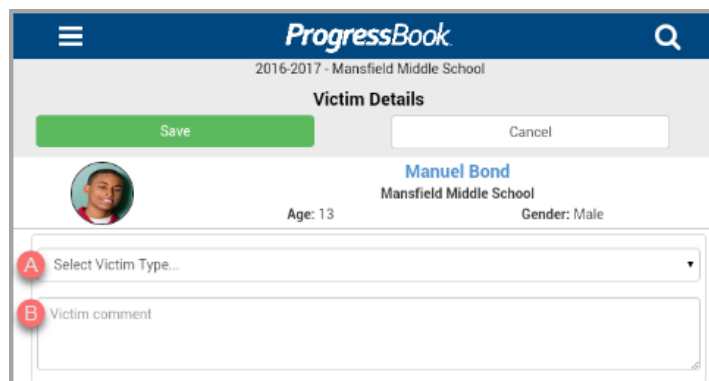
### Adding a Victim

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.

- 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.

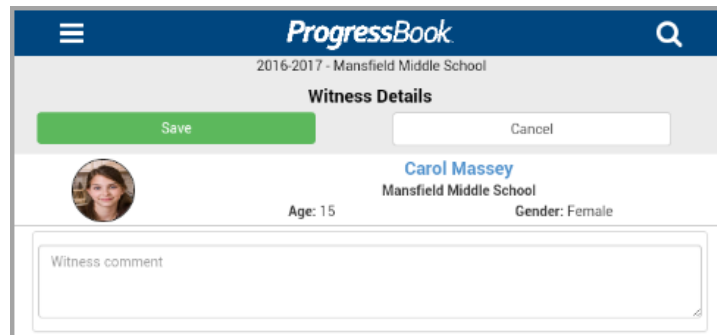
## Adding a Witness

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

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

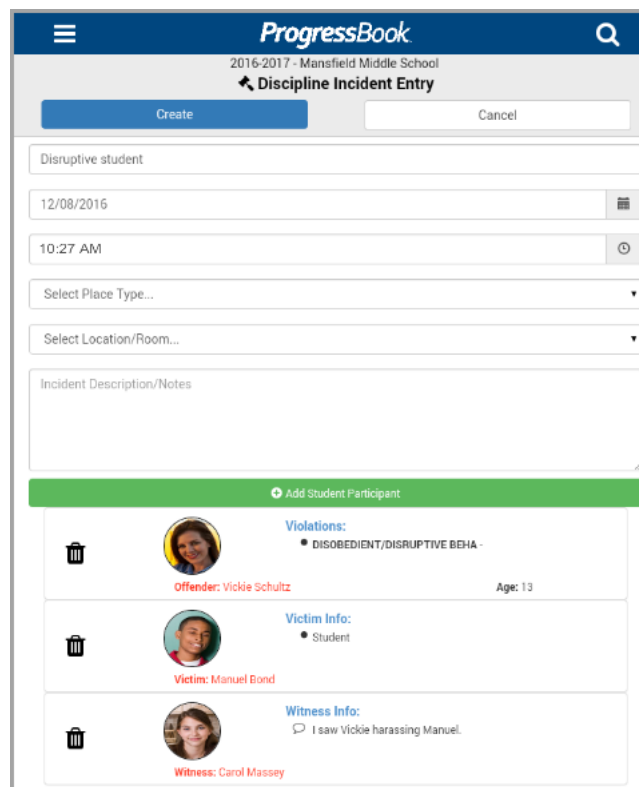
**Note:** When adding a student as a **Witness**, filling in the details is optional.

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.



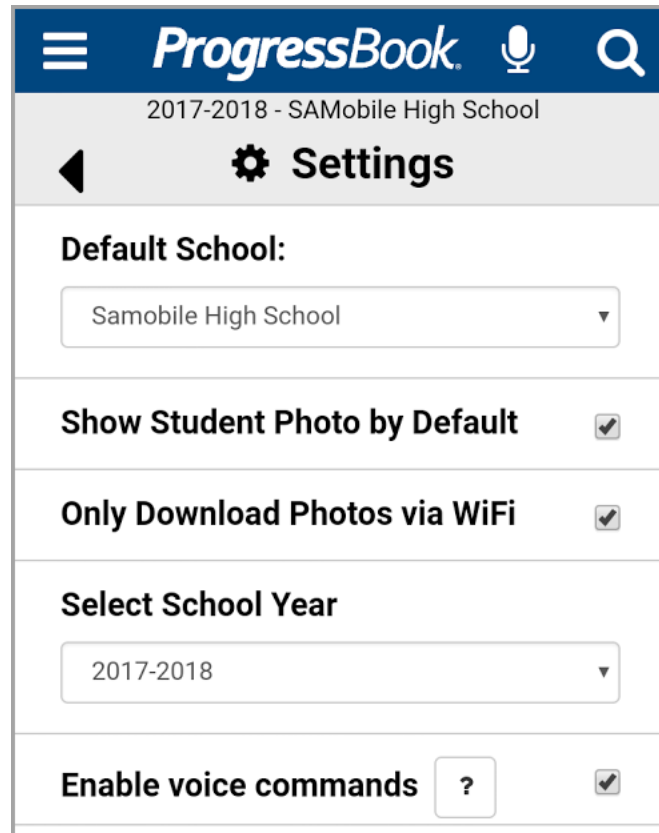
**Note:** You can tap  to remove a Student Participant.

## 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. 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 **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 , or tap  (if enabled) to ask about another student.

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## 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**.

