



Student Contacts

Training Guide

(for parents)

Software Answers, Inc.
6770 Snowville Rd., Suite 200
Brecksville, Ohio 44141

www.progressbook.com
www.software-answers.com

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LessonObjectives

-  View student contacts
-  Edit student contacts

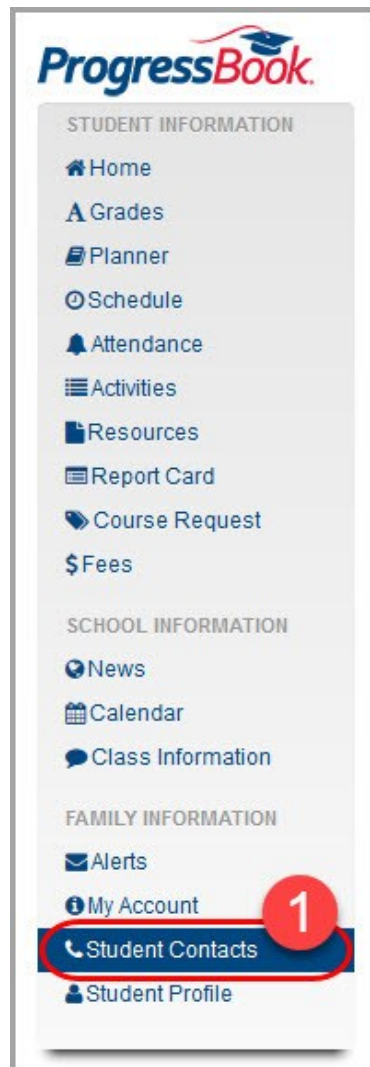
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ViewContacts

If your district allows it, in your parent account, you can view your child's contacts' information. Student accounts never have the ability to view (or edit) contact information.

1. In the left navigation column, in the **Family Information** section, click **Student Contacts**.



The **Student Contacts** screen displays.



View Contacts (continued)

2. Click the name of the contact whose information you want to view.
The primary contact is the default.

Student Contacts

Charlotte Fairfield	Edit	Charlotte Fairfield Primary
Phone(s)		Martin Hamilton
Mother cell number: (123) 555-5555		
Mother work number: (123) 465-4836		
Address(es)		
Home address: 123 ProgressBook Lane		
Swansong, OH 44691-2428		

The phone numbers and addresses available for that contact display.

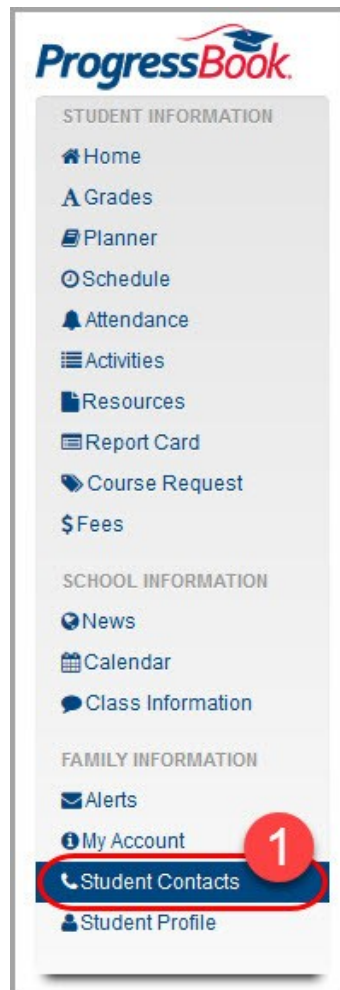
The primary contact is always marked with a PRIMARY badge.



Edit Contacts

If you have been granted permission to edit contacts, you can add, update, or delete contact information on the **Student Contacts** screen. It is possible that you can be granted permission to view contacts but not to edit them. Even if you do have permission to edit, some contacts may be read-only, such as the primary contact.

1. In the left navigation column, in the **Family Information** section, click **Student Contacts**.



The **Student Contacts** screen displays.



Edit Contacts (continued)

- Click the name of the contact whose information you want to edit. The primary contact is the default.

Student Contacts

Charlotte Fairfield Edit Charlotte Fairfield Primary

Phone(s)

Mother cell number: (123) 555-5555

Mother work number: (123) 465-4836

Address(es)

Home address: 123 ProgressBook Lane
Swansong, OH 44691-2428

Martin Hamilton

- Next to the name of the contact, click **Edit**.

Student Contacts

Martin Hamilton Edit Charlotte Fairfield Primary

Phone(s)

Father cell number: (123) 375-3225

Father work number: (123) 473-5673

Address(es)

Home address: 3625 Copper Rd.
Appleton, OH 44260

Charlotte Fairfield

Martin Hamilton

An edit screen for the selected contact displays.



Edit Contacts (continued)

- Optional: To change the name of the contact, in the **Contact** section, enter the updated first and/or last name into the respective fields.

Martin Hamilton

✓ Save or Cancel

Contact

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First Name Martin

Last Name Hamilton

- For phone numbers, email addresses, and physical addresses, you have the options to add, edit, and delete.

• Phone(s)

Phone(s)

Phone 1

Type Father cell number

Number (123) 375-3225

Extension Extension

Delete

Phone 2

Type number

Number 673

Extension

Delete

+ Add

Click to open a confirmation window asking if you are certain you want to delete this phone number.

Click to add a new phone number. You can select a **Type** from the drop-down list in addition to providing the number.

Enter and/or change information in any of the fields, then click **Save** to update them.



Edit Contacts (continued)

• Email(s)

Click to open a confirmation window asking if you are certain you want to delete this email address.

Email(s)

New Email

Type

Email

+ Add

Delete

Enter and/or change information in any of the fields, then click **Save** to update them.

Click to add a new email address. You can select a **Type** from the drop-down list in addition to providing the address.

Updating contact information in your account updates it for your school. However, you cannot update the primary address for the primary contact, so you must contact your school's administration to notify them of a change of address.

• **Address(es)**

Click to open a confirmation window asking if you are certain you want to delete this email address.

Address(es)

Address 1

Type

Address 1

Address 2

City

State

Zip

Enter and/or change information in any of the fields, then click **Save** to update them.

Click to add a new address. You can select a **Type** from the drop-down list in addition to providing the address.

6. After editing information, at the bottom of the screen, click **Save**.

or

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