



# Introduction to the Viewer available through the EdBox Gradebook

## HOW TO ACCESS THE VIEWER

You can access the Viewer through the Internet from any browser enabled computer, including your local library, using a secure Username and Password. Your Username and Password will be mailed home. User name and password information will be maintained at the school level.

To access the Log In screen, go to the Parent/Student Resources website at <http://www.edboxviewer.pps.k12.or.us> and click the **Parent/Student Viewer Log In Page** link on the right side of the screen. This page also contains information and support resources.



1. Enter your **Username**
2. Enter your **Password**
3. Select your **School**
4. Click **Logon**

Use your smart phone to scan this barcode. It will take you directly to the resource page.

## HOW IT WORKS

After logging in, you can easily see classroom information by just pointing and clicking. A short description of what you'll be able to access is below:

1. Student
2. Attendance Summary
3. Grade Summary
4. Student Demographics
5. Class Reports
6. Options
7. Print
8. Teacher Email
9. Email Notification
10. Change Password

1. The **Attendance Summary** displays your schedule. Attendance data will display **ONLY** for select schools piloting the attendance module.
2. Clicking on **Grade Summary** will display Upcoming Assignments and Course Grade information.
3. The **Student Demographics** option reveals basic student data.
4. Select **Get Report** to generate a report for a selected class.
5. **Print** selection allows printing of the screen/report being viewed.
6. The **Teacher Email** selection lists your schedule and teacher's email information.
7. **Email Notifications** allow you to set email alerts when a grade changes and/or reaches a threshold.
8. Allows you to your **Change Password** for greater security.
9. Selecting an **Assignment** opens an information box with detailed assignment information.
10. The **Course Grade** displays the current grade for each class. Clicking on a course name will open an information box about the course (10a). Clicking on a course grade will display a list of assignments and grades for a course (10b).

Remember, grades are entered by the teacher after they have had time to grade. This could be several days after the due date.

Upcoming Assignments		
Due Date	Assignment	Class
Thu, Sep 15	Current Event - Magazine	2nd-Chemistry 1
	Current Event - Newspaper	2nd-Chemistry 1
	Current Event - Internet	2nd-Chemistry 1
Fri, Sep 16	Lesson 1	8th-Chinese Mandarin 5
	Lesson 1	8th-Chinese Mandarin 5
Course Grade		
		1st Semester
Class		*Fall Semester
1st-English 5		94.5 / A
2nd-Chemistry 1		100.0 / A

The Course Grade view may differ at schools offering different course selections.

TO LOGIN AND FOR ADDITIONAL INFORMATION AND SUPPORT, GO TO <http://www.edboxviewer.pps.k12.or.us>