Student Progress Center Instructions

The **Student Progress Center has a new look.** Click on the links below for instructions on how to navigate to our website, create an account, and use the Student Progress Center.

1. [Navigating to the Student Progress Center](#)
2. [Logging in to an Existing Account](#)
3. [Creating a New Account](#)
4. [I Forgot My Password](#)
5. [Viewing Grades and Assignments](#)
6. [Using the Calendar](#)
7. [Attendance, Discipline, Transcript, Test, Communication](#)
Navigating to the Student Progress Center
Open your Internet browsing software, and go to www.caddoschools.org. Click on the Parents link and click Parent Portal.

--or--

scroll down to Quick Links and click on Student Progress Center.

The Caddo School District Student Progress Center login screen will be displayed.
Logging in to an Existing Account

If your account has already been created, enter your “User Name” and “Password”, and click “Login”.

Return to Contents Page
Creating a New Account
If you are a first time user, click “Register New User”.

Enter the requested information as shown below.

- **“Relationship”** is the relationship of the parent / guardian to the student in the school computer system.
- **“First Name”** and **“Last Name”** must be the parent or guardian’s first and last name.
- **“PSN”** stands for Parent Security Number (last five digits of the child’s SSN). It is a five digit number used by the system to verify a parent/guardian.

When done entering the above information, click “Continue”.

If the information provided to make a new account matched your child’s information in the computer system, you will be allowed to create a login and password. Fill in the required information, as shown on the screen below. Click “Complete” when done.
Once you have successfully entered the information, a message will indicate your account was created successfully. Be sure you write down the account information entered (username, password, answers to secret questions), since it is completely private and cannot be retrieved, even by school personnel. Click “Login” to access your new account! If the information provided does not match your child’s information, you will receive an error message. Contact your child’s school to resolve the issue.
I Forgot My Password. What Can I Do?
Click the “Forgot Password?” link; you will be asked to provide the answers to the secret questions you chose when the account was created. Click “Submit”. You will then be allowed to create a new password.

Step 2: Please answer your secret questions.

<table>
<thead>
<tr>
<th>Secret Question #1:</th>
<th>What is your mother’s maiden name?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secret Answer #1:</td>
<td></td>
</tr>
<tr>
<td>Secret Question #2:</td>
<td>What is your favorite color?</td>
</tr>
<tr>
<td>Secret Answer #2:</td>
<td></td>
</tr>
</tbody>
</table>

Submit  Cancel
**Viewing Grades and Assignments**

1. You may see this screen upon login; click on your child’s picture or the “no image icon” to proceed to the main menu.

2. On the main menu, click on **Grade** in the menu bar at the top of the screen.

3. Student’s grades will appear by course and grading period in report card format.

4. Scroll down to see the list of detailed assignments for all courses for the current grading period.

Click on Marking Period to view assignments from the previous nine week period(s).
5. Click on the course name or the grade in the current nine week period to view current assignments, distribution by category, points earned missed by category, grade average by category as well as course grade details to obtain information on how the course grade is calculated.

6. To see how the course grade is calculated, click on the Course Grade icon.
7. A pop up window will appear showing how each assignment grade is calculated to obtain the course grade.

8. To view other course assignments, click on Grade in the menu bar to return to the main grades’ screen. Click on any grade to view assignments.

Clicking on grades from previous nine week periods will generate a list of assignments and grades from that period.
Using the Calendar

1. Click on Calendar on the Main Menu bar.

2. The student’s first and second semester schedule will appear on the left side of the screen and a calendar with assignments for the current week will appear on the right side of the screen.
3. Hover your mouse over any assignment on the calendar to view or click on the assignment for full details.

4. The calendar can be viewed by day, week or month.

5. Click the backward or forward arrow to view future/previous assignments.

6. Click on the **Course Work** tab to view a list of all assignments for each course from the beginning of school to the present date.

7. Click on the + beside the Course name to expand the selection.
8. Click on any assignment to view details.

9. Click on the **School** tab to view the school calendar.
Click on Attendance, Discipline, Transcript, Test or Communication on the Main Menu bar to view more information.

- **Attendance** will show all absences, tardies, check-outs, etc. that have occurred so far this school year.
- **Discipline** will show all discipline posted in the student’s record.
- **Transcript** will show a current transcript for a high school grade level student along with previous school year grades. If the student is in the elementary / middle grades, grades for the current year will be displayed here along with previous school year grades.
- **Test** will show all test scores from Louisiana Department of Education tests such as iLEAP, GEE, EOC, etc.
- **Communication** will show a list of all automated communication alerts for the school year.