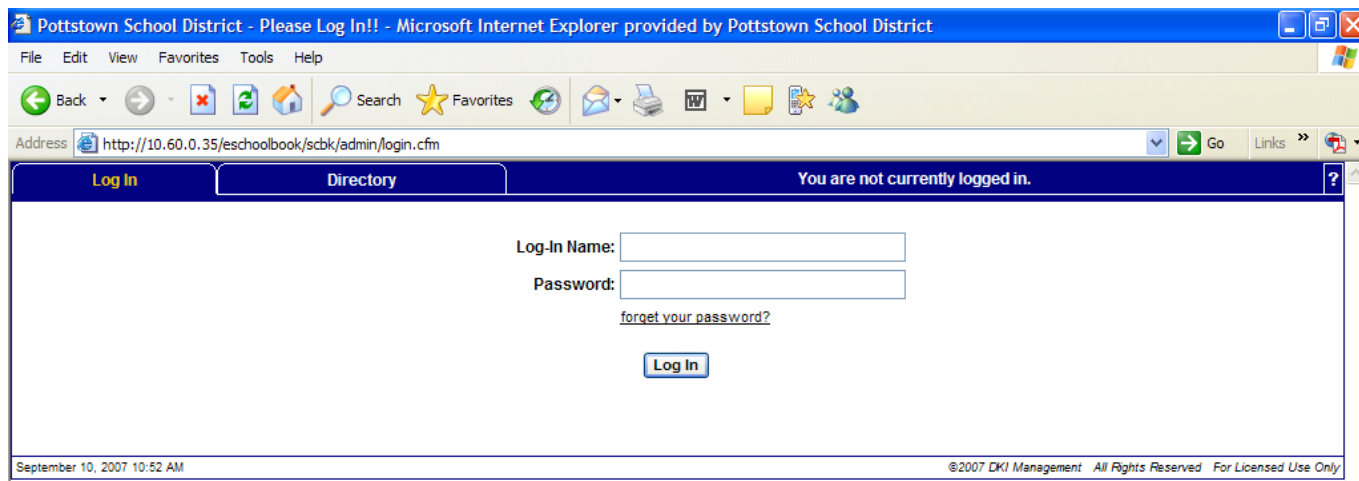
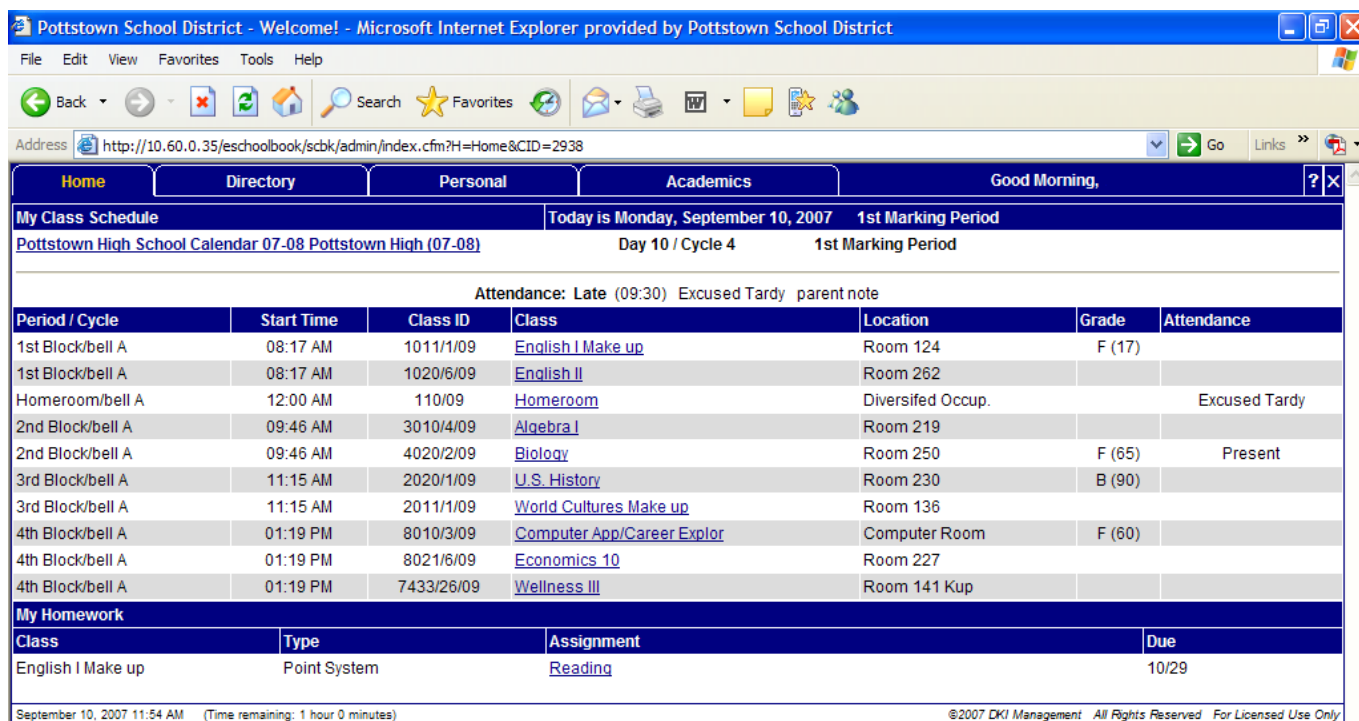


Parent and Student Directions Viewing Grades Online (E-Schoolbook)

1. Go to → <http://www.pottstownschoools.com>
2. On the top of the page click on the tab for “Resources” and Select “Parent Resources”.
3. On the next screen select the link for “ [Access to Online Grades](#).”
4. Log-in to Eschoolbook using your student’s username and password or the parents username and password that was sent to you. (see screen shot below).



5. After you log-in you will be taken to the screen below.



6. Click on the “Personal” tab at the top to change your “log-in” name, “email, and “password”
 - a. To change your log-in, password or email, delete the information and type in the desired log-in, email, or password.
 - b. IMPORTANT: when you change the password you must type in a new password and then hit the “Tab” key on the keyboard for a second confirmation box to appear, where you must retype the password.
 - c. Finally, click the “update” button at the top of the page to save your changes.
7. Click on the “Academic” tab to view assignment, attendance, and grades.
 - a. After selecting the “Academic” tab a second row of tabs will appear where you must then choose to view “Assignments”, “Attendance”, or “Grades”.

Class ID	Class	Period/Mod	Start	End	Room	Status	Teacher	M/P	E-Mail
1011/1/09	English I Make up	1st Block/bell A	08:17 AM	09:42 AM	Room 124		Mr. James C Benfield	1,2	Contact
1020/6/09	English II	1st Block/bell A	08:17 AM	09:42 AM	Room 262		Helen Bowers	3,4	Contact
3010/4/09	Algebra I	2nd Block/bell A	09:46 AM	11:11 AM	Room 219		Ms. Jennifer Wiand	3,4	Contact
4020/2/09	Biology	2nd Block/bell A	09:46 AM	11:11 AM	Room 250		Justine Donnelly	1,2	Contact
2020/1/09	U.S. History	3rd Block/bell A	11:15 AM	01:15 PM	Room 230		John Iswalt	1,2	Contact
2011/1/09	World Cultures Make up	3rd Block/bell A	11:15 AM	01:15 PM	Room 136		Mr. Jeffrey Delaney	3,4	Contact
8010/3/09	Computer App/Career Explor	4th Block/bell A	01:19 PM	02:45 PM	Computer Room		Mrs. Danielle Mccoy	1,2	Contact
8021/6/09	Economics 10	4th Block/bell A	01:19 PM	02:45 PM	Room 227		Mr. Frank Dakota	3,4	Contact
7433/26/09	Wellness III	4th Block/bell A	01:19 PM	02:45 PM	Room 141 Kup		Mrs. Nancy Kupferschm	3,4	Contact
110/09	Homeroom	Homeroom/bell A	12:00 AM	12:00 AM	Diversified Occup.		Mr. Lawrence Fortunato	1,2,3,4	Contact

Information about each tab screen

- b. Assignment tab
 - i. By default the assignments will display 7 days of assignments. Change the date range to view more assignments
 - ii. The assignments for all of the student’s classes will appear on one list.
- c. Attendance tab
 - i. In the Daily attendance view change the date in the upper right hand corner to view the absence for a particular date.
 - ii. Click on the blue link toward the top of the screen labeled “Cumulative” to view the total number of days present or absent.
 - iii. While in Cumulative view click on the marking period number to view all the dates for the quarter.
- d. Grades tab
 - i. Click on the blue links under type (ie: Point System) to view the grades for each assignment.
 - ii. Click on white paper icon in upper right corner to print the screen.