Back to School *(Extended Features)*

ProgressBook®
GradeBook
A+

A+ *Table of Contents*

Assignment Banks

Add Assignments to the Bank

Import Assignments From the Bank

1 On the **Class Dashboard**, below **Assignments & Marks**, click **Add an Assignment**.

2 On the **Assignment Details** screen, in the left column, click **Import an Assignment**.

3 On the **Import Assignments** window, use the **Course** & **Type** drop-down lists and/or the **Phrase** field to **Search** for the desired assignment(s) to import.

4 To import one assignment, click 📤 in the row of the assignment. To import multiple assignments, enter the **Date** for each assignment, and then click **Import Assignments**.

Assignment Bank Maintenance

On the **Teacher Home Page**, below **Administration**, click **Bank Maintenance**.

ProgressBook GradeBook

Assignment Mark Import

Traditional/Secondary Classes

1 Create or ensure that you have a .csv file with the following necessary information for each student for the assignment for which you want to import marks:

- Student ID (**Student Number** field on the **Edit Student Profile** screen **General** tab in StudentInformation without leading zeros)

- First name

2 On the **Assignment Details** screen for the assignment whose marks you want to import, click the **Marks** tab.

3 At the top of the **Assignment Marks** screen, click **Import Marks**.

Main	Stand	**2** Marks

Add an Assignment | Import an Assignment | Delete this Assignment | Copy this Assignme **3** Import Marks
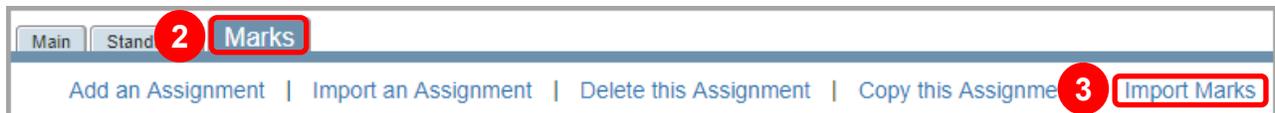
4 On the **Assignment Mark Import** screen **File** tab, click **Choose a file** and upload your .csv file.

5 Click **Next**.

ProgressBook ⌄ Assignment Mark Import   GradeBook | 🔔 👤 ❓

←Return to Assignment

1 File	**2** Map	**3** Import

‹ Previous   **5** Next ›

Vocabulary Worksheet

Assignment Type: **Homework**   Assigned: **8/7/18**   Due: **8/10/18**   Points: **20**   Weight: **1**

Select a file to upload

Upload a comma-separated file (such as .csv) containing the information necessary for importing assignment marks.

4 ⬆ Choose a file   vocabulary workshe…

6 On the **Map** tab, verify that ProgressBook has matched the columns from your file to the correct items. Use the **Student ID**, **First Name**, **Last Name**, and **Mark** drop-down lists to correct any mismatched items.

7 Click **Match Student By ID** or **Match Student By Name** depending on how you want the import to match the students to your grade book.

8 Click **Next**.

Assignment Mark Import (cont)

9. (Optional) On the **Import** tab, select **Yes** beside the **Override existing marks?** option as desired. If an assignment was previously marked as Missing, when you save the imported marks file, the assignment is no longer Missing. Saving the imported marks file, however, does not overwrite an assignment that was previously Excluded or has comments associated with it.

10. After reviewing the information on the screen, click **Import**.

GradeBook checks the .csv file for the following requirements before the marks are successfully imported:

- *Valid student ID*

- *Student must be enrolled in the class*

- *Assignment mark must be valid for the assignment type*

Assignment Types

1 On the **Teacher Home Page**, below **Average Calc Setup**, click **Set Up Assignment Types**.

Average Calc Setup
1 Set Up Assignment Types
Set Up Calc Methods & Weights
Set Up Grading Scales
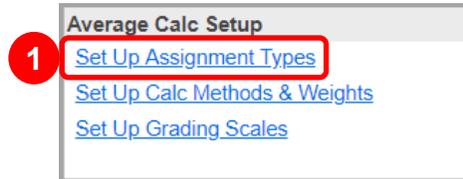
2 (Optional) On the **Assignment Types** screen, select the class whose assignment types you want to edit.

3 In the **Name** column, enter names of assignment types as desired.

4 In the **Abbr** column, enter abbreviations of each of the entered assignment types.

5 In the **Mark Type** column, in the drop-down lists, select the desired mark type for each assignment type. The available mark types are determined by an administrator. If a drop-down list is disabled, it means the assignment type to which it is associated has been used on an assignment and can therefore not be changed.

6 If you want to use an assignment type for all of your classes, in the **All** column, select the checkbox. If you want to use it for specific classes, select the checkbox in the column of each desired class.

7 Click **Save**.

ProgressBook · Assignment Types   GradeBook |

GradeBook

Dashboard   **2** All Primary Classes ▼

Enter an assignment type, then select the check box for each class that will use it, or select "All" for all classes.

Name	Abbr	Mark Type	All	AMERICAN LITERATURE: 21	AMERICAN LITERATURE: 22	COMPOSITION: 31	COMPOSITION: 32	MATHEMATICS 5: 11	MATHEMATICS 5: 12	READING 3: 1	READING 3: 2	Del?	Abbr
Class Work	CW	Points	☐	☑	☑	☑	☑	☐	☐	☐	☐	☐	CW
Extra Credit	ExCr	Points	☐	☑	☑	☑	☑	☑	☑	☐	☐	☐	ExCr
Formative Assessment	FA	1-4	☐	☐	☐	☐	☐	☐	☐	☑	☑	☐	FA
Homework	HW	Points	☐	☑	☑	☑	☑	☑	☑	☐	☐	☐	HW
Participation	Par	Points	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	Par
Quizzes	QZ	Points	☐	☑	☑	☑	☑	☑	☑	☐	☐	☐	QZ
Summative Assessment	SA	1-4	☐	☐	☐	☐	☐	☐	☐	☑	☑	☐	SA
Test	Test	Points	☐	☑	☑	☑	☑	☑	☑	☐	☐	☐	Test
*			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
*			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
*		▼	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
*		▼	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
*		▼	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	

3 **4** **5**   **6**

7 Save

8 If necessary, you can use the **Assignment Conversion Tool** at the bottom of the screen to convert one assignment type to another for any classes.

**See the reverse side of this sheet for information on weighting by assignment type.

Assignment Types (cont)

Weighting by Assignment Type

1 On the **Teacher Home Page**, below **Average Calc Setup**, click **Set Up Calc Methods & Weights**.

Average Calc Setup
Set Up Assignment Types
1 Set Up Calc Methods & Weights
Set Up Grading Scales
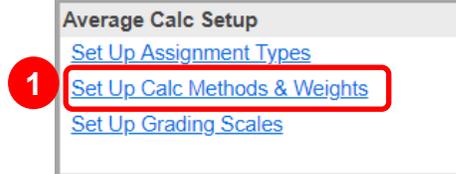
2 In the **Class** drop-down list, select the class for which you want to set up weighted assignment types.

3 **Choose the calculation frequency** and **Choose a calculation option**.

4 In the **Select the Calculation Method** drop-down list, select **Weighted Average**.

5 In the grid, for each **Assignment Type**, enter the desired **Weight**.

Note: When you are entering weights, you can use simple numbers or numbers that represent a percent of the student's overall grade. For example, if the weight of homework = 1, quizzes = 1, and test = 2, you can also enter the weight as 25 for homework, 25 for quizzes, and 50 for tests.

6 Click **Save**.

7 (Optional) If desired, use the **Copy this setup to the following classes** box to use this setup for other classes.

ProgressBook | Average Calculation Setup   GradeBook |

GradeBook

Class Dashboard   **2** Class: AMERICAN LITERATURE: 21 ▾

3
Choose the calculation frequency:
◉ Automatically recalculate the GradeBook after each change
◯ I will recalculate the GradeBook when needed

Choose a calculation option:
◉ Use the same calculation for each grading period
◯ Use different calculations for each grading period

4 **Select the Calculation Method:** Weighted Average ▾

If you have chosen to use Weighted Averages, fill in the following section:

Assignment Type	Weight
Extra Credit	
Class Work	20
Homework	20
Quizzes	20
Test	40

5

You cannot weight an extra credit assignment type because the system cannot divide by zero.

6 Save

Copy this setup to the following classes:
☐ AMERICAN LITERATURE: 21   ☐ AMERICAN LITERATURE: 22   ☐ COMPOSITION: 31
☐ COMPOSITION: 32   ☐ MATHEMATICS 5: 11   ☐ MATHEMATICS 5: 12
☐ READING 3: 1   ☐ READING 3: 2
7
Select All   Un-Select All   Copy

Class Groups

Administration
Set Up GradeBook Access
Set Up Lesson Plan Sharing
Set Up Groups Within Classes
Set Up Teacher Preferences
Set Up Classes for ParentAccess
Group Classes Together
Transfer Student Marks
Exclude Lowest Mark
Update Email Address
Bank Maintenance
Change Your Password

A single class may belong to more than one class group.

You cannot combine traditional and standards-based classes into one group.

ProgressBook ‑ Class Groups   GradeBook |

GradeBook

Welcome Mary Smiles

Class Groups
(Click to Edit)

Literature

Select existing class group to edit

Add a Group

Create new class group

Use this page to combine classes in your GradeBook.   Delete this group

Name: Literature   → Name the group

Choose the classes to include in this group:
- ☐ ADMINISTRATION 5 1
- ☐ ADMINISTRATION 5 2
- ☑ AMERICAN LITERATURE 11
- ☑ AMERICAN LITERATURE 12
- ☐ COMPOSITION 21
- ☐ COMPOSITION 22
- ☐ LIFE SKILLS & EFFORT 5 1
- ☐ LIFE SKILLS & EFFORT 5 2
- ☐ MATHEMATICS 5 1
- ☐ MATHEMATICS 5 2
- ☐ READING 5 1
- ☐ READING 5 2

Select classes to include in the group

Update

Click when finished to save the group

Excluding Lowest Mark

Lowest mark exclusion can be performed only for traditional/secondary classes.

1 On the **Teacher Home Page**, below **Administration,** click **Exclude Lowest Mark**.

Administration
Set Up GradeBook Access
Set Up Lesson Plan Sharing
Set Up Groups Within Classes
Set Up Teacher Preferences
Set Up Classes for ParentAccess
Group Classes Together
Transfer Student Marks
1 Exclude Lowest Mark
Update Email Address
Bank Maintenance
Change Your Password
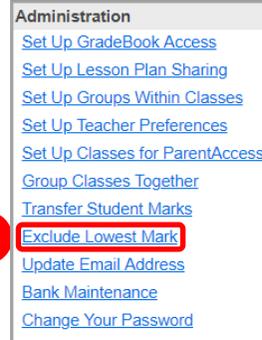
2 On the **Exclude Lowest Marks** screen, in the **Select the Grading Period** drop-down list, select the reporting period for which you want to drop lowest student marks.

3 In the **Select the Classes to Include** section, deselect any classes for which you do not want to drop lowest student marks. (**All Classes** is selected by default.)

4 In the **Select the Assignment Types to Include** section, deselect any assignment types you do not want to include in the calculation for lowest marks. (**All Assignment Types** is selected by default.)

5 Click **Next**.
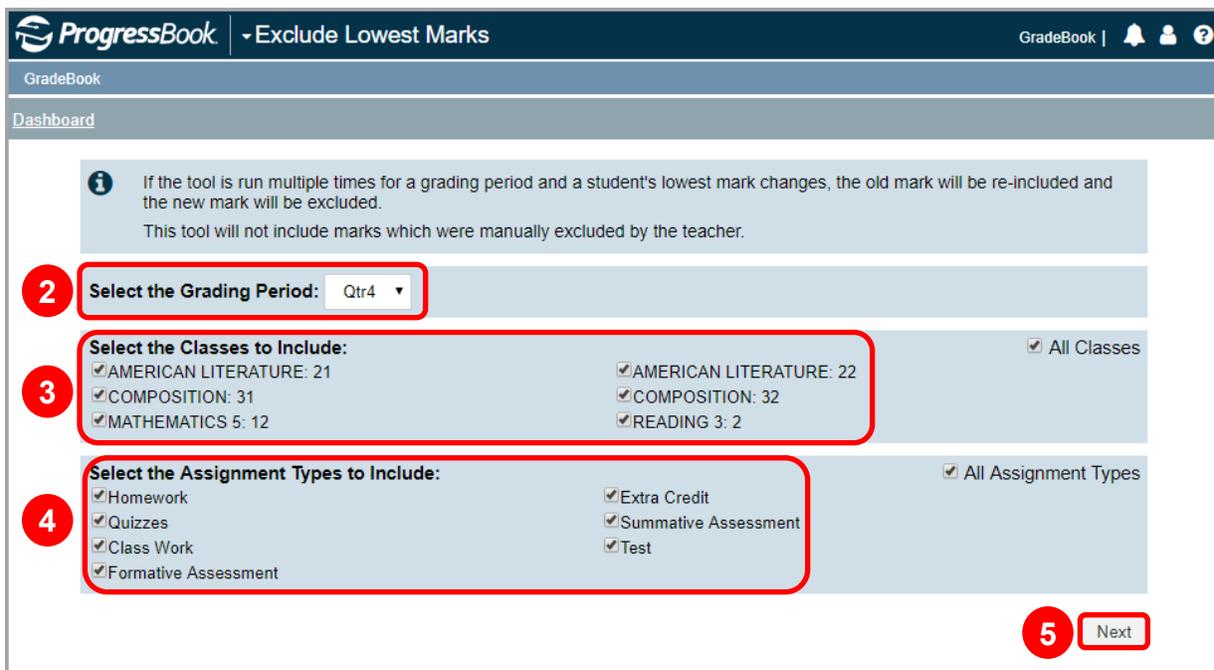
A grid for each class you selected displays on the screen. For each student, the assignment with the lowest mark displays along with the student average prior to exclusion and the student average after exclusion.

6 In the **Exclude?** column, deselect the checkbox(es) for any student(s) whose lowest marks you do not want to exclude. The Δ column contains symbols for each student (see chart at the bottom of this page).

7 (Optional) In the **Enter a mark comment** field, edit the text as desired.

8 Click **Exclude Marks**.

ProgressBook. ▾ Exclude Lowest Marks   GradeBook |

GradeBook

Dashboard

Select the Marks to Exclude

AMERICAN LITERATURE: 21

Student	Assignment	Type	Weight	Mark	Avg Before	Avg After	Δ	Exclude?
Bush, Aidan	Correct the sentence IV	Quizzes	1	4/10	73.22 C	73.22 C	↑	✔
Curry, Lucius	Correct the sentence IV	Quizzes	1	4/10	67.76 D+	67.76 D+	↑	✔
Dawson, Primavera	Correct the sentence IV	Quizzes	1	6/10	82.52 B	82.52		✔
Hardy, Christian	Correct the sentence IV	Quizzes	1	4/10	71.31 C-	71.31 C		✔
Haynes, Sharon	Short Story Extension IV	Class Work	1	18/30	66.45 D	68.00 D+	↑	✔
Love, Jett	Chapter Reading/Vocab Quiz IV	Quizzes	1	Missing/20	80.98 B-	80.98 B-	↑	✔
Mcdaniel, David	Short Story Extension IV	Class Work	1	Missing/30	58.90 F	58.90 F	↑	✔
Mendez, Ivy	Short Story Notes IV	Class Work	1	Missing/30	70.73 C-	70.73 C-	↑	✔
Norris, Bridget	Chapter Reading/Vocab Quiz IV	Quizzes	1	16/20	91.62 A-	91.62 A-	↑	✔
Powers, Theodora	Short Story Extension IV	Class Work	1	20/30	72.39 C-	72.39 C-	↑	✔
Santiago, Milo	Short Story Extension IV	Class Work	1	Missing/30	65.95 D	65.95 D	↑	✔
Schultz, Willray	Correct the sentence IV	Quizzes	1	4/10	81.97 B-	81.97 B-	↑	✔
Smith, Ferris	District Common Assessment IV	Test	1	2.5/6	83.96 B	83.96 B	↑	✔
Steele, Oriana	District Common Assessment IV	Test	1	4/6	95.72 A	95.72 A	↑	✔
Vaughn, Georgia	Short Story Extension IV	Class Work	1	27/30	99.45 A+	99.45 A+	↑	✔

Previous **7** Enter a mark comment: Lowest mark dropped - 8/7/2019   **8** **Exclude Marks**

A confirmation message displays. The Δ column no longer displays, and the **Excluded** column now displays in place of **Exclude?**. The students' lowest marks have been excluded unless otherwise noted in the **Excluded** column (see the chart below).

Exclude Lowest Assignment Mark Symbols

Symbol	Description
↑	Student's average increases.
↓	Student's average decreases.
⭐	Assignment has already been excluded.
🚫	No assignment found to exclude.
✔	Assignment successfully excluded.
⬤	Assignment has not been excluded.

Parent/Teacher Meeting Reports
ProgressBook® A+ GradeBook

Recommended reports for use during parent/teacher conferences:

- **Student Progress Report**

- **Missing Assignment Report**

- **ParentAccess Login Activity Audit**

Reports

Select a Report ▾   [Run]

Student Progress Report

- **Student Progress Report** – Provides you with a basic year-to-date cumulative progress report for each selected student; has an option to display daily attendance information

- **Student Progress Report by Assessments** – (standards-based classes only) Displays assignments below each report card assessment to which they have been tied

- **Student Progress Report By Assignment Type** – Displays students' overall averages and their averages by assignment type

For all Student Progress Reports, you must complete the following steps before clicking **Submit**:

1   In the **Select One or More Students** section, in the **Available** column, select class(es) for which you want to run the report.
     Note: *Click **Show Students** below the **Available** column to expand the classes and select specific students. Hold down CTRL or SHIFT to select multiple students and use any of the arrow icons to move students between the two dual listboxes.*

2   In the **Select Time Frame** section, select the checkbox(es) beside the desired **Reporting Periods**.

3   In the **Select One or More Features** section, select the checkbox(es) beside any of the desired features:

Assign % – Percentage earned on an assignment	**Hide Points** – Does not display points used to average the calculation
Class Average	**Hide Assessments** – (standards-based only) Displays only the default assessment
Daily Attendance	**Parent Sig. Line**
Daily Comments	**Period Attendance**
Duplex Printing – Allows two-sided printing with a blank page between students when the report ends	**Points Missing** – Displays the number of points missed for missing the assignment
Hide Assignments – Displays earned points, total points, weight, and average for each assignment type	**Student ID**
Hide Averages – Does not display assignment averages OR letter grades	**Posted to ParentAccess**
Hide Excluded – Does not display excluded assignments	**Teacher Comment** – General comment that displays on all students' progress reports

4   Select the desired output format.

Missing Assignment Report

1 In the **Select Class(es)** section, select the classes for which you want to run the missing assignment report.

2 In the **Select Dates** section, **Select a Period** or **Enter a Range** in the **Start Date** and **End Date** fields.

3 In the **Select the Version** section, choose to **Sort by Student** or **Sort by Assignment**.

4 In the **Select the Output Format** section, choose to print the report as a **PDF**, export it as an **Excel** file, or export it as **TIFF** or **RTF** files.

5 Click **Run the Report**.

Missing Assignments by Student

Class: Algebra 2 01 (Mrs. J. teacher1)   **Dates:** 08/01/04 - 10/31/04

|	Date Due	Type	Points	Weight
Nader, Adelaide 70.61 (C-)				
Chapter 2 Quiz	10/21/04	Quizzes	50	1
Randjekovic, Christina 75.10 (C)				
Chapter 2 Extra Credit	10/26/04	Extra Credit	0	1
Robinson, Megan 63.67 (D)				
Chapter 1 Quiz	09/23/04	Quizzes	50	1
Scarnecchia, Trevor 76.33 (C)				
Chapter 2 Worksheet	10/13/04	Classwork	25	1
Scina, Jessica 79.59 (B-)				
Chapter 1 Worksheet	09/30/04	Classwork	25	1
Seelman, Kimberly 79.18 (C+)				
Page 110 - odd problems	10/07/04	Homework	10	1

ParentAccess Login Activity Audit

1 In the **Select Class(es)** section, select the classes for which you want to run the report.

2 In the **Time Frame** section, **Select a Reporting Period** checkbox or enter a date in the **Start Date** field.

3 In the **Select the Account Types** section, select one or more of the following options:

- **Parents** – Displays parent account users who have logged in to ParentAccess with the date of their last login

- **Students** – Displays student account users who have logged in to ParentAccess with the date of their last login

- **Parents (Never logged in)** – Displays parent account users who have never logged in to ParentAccess during the specified timeframe

- **Students (Never logged in)** – Displays student account users who have never logged in to ParentAccess during the specified timeframe

- **No Account** – Displays students with no associated ParentAccess accounts

4 In the **Select the Output Format** section, choose to print the report as a **PDF**, export it as an **Excel** file, or export it as **TIFF** or **RTF** files.

5 Click **Run the Report**.

Sharing GradeBook Access

1 On the **Teacher Home Page**, below **Administration**, click **Set Up GradeBook Access**.

Administration
Set Up GradeBook Access
Set Up Lesson Plan Sharing
Set Up Groups Within Classes
Set Up Teacher Preferences
Set Up Classes for ParentAccess
Group Classes Together
Transfer Student Marks
Exclude Lowest Mark
Update Email Address
Bank Maintenance
Change Your Password
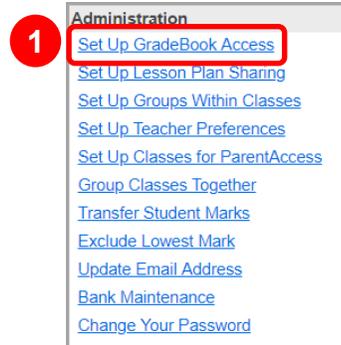
2 On the **GradeBook Access** screen, select the desired class from the drop-down list.

3 Below the grid that displays, click **Add Teachers to my GradeBook**.
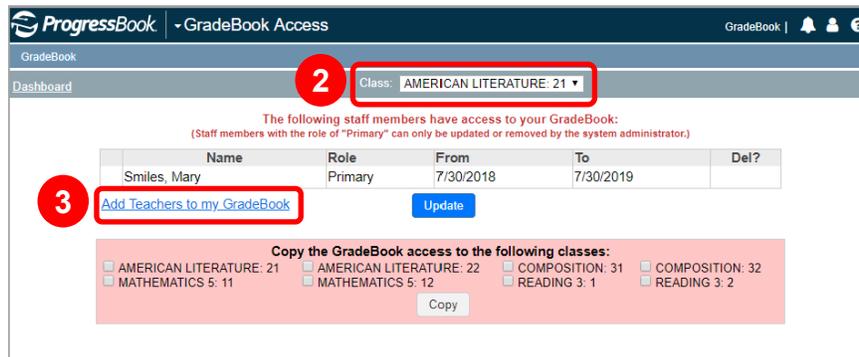
4 On the **Staff Selection** window, use the **School** drop-down list and the **Last Name** field to search for the staff member to whom you want to give access. Click **Go**.

5 In the row of the staff member you want to give access, in the **Select** column, select the checkbox.

6 Click **Update**.
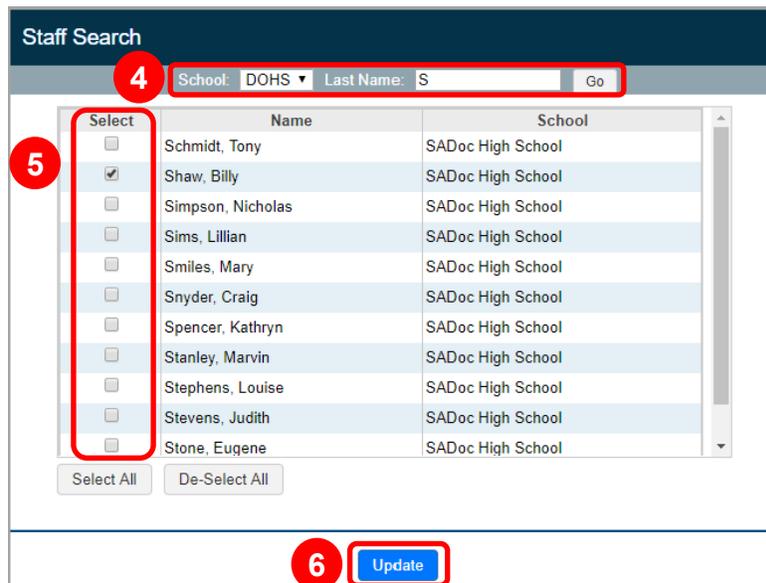
Sharing GradeBook Access (cont)

7 In the row of the newly added staff member, in the **Role** column, select **Additional** or **Substitute** from the drop-down list.

8 In the **From** and **To** fields, enter or select dates to indicate the timeframe during which the staff member will have access to your grade book.

9 Click **Update**.

ADDITIONAL teachers can perform the same functions as you. SUBSTITUTE teachers can perform the same functions except for creating recurring assignments, updating class rosters, and setting up additional GradeBook access.

Teacher Preferences

ProgressBook® GradeBook

A+ GradeBook

ProgressBook | ▾Teacher Preferences   GradeBook | 🔔 👤 👥 ❓

GradeBook.

Teacher Home Page

Edit your Dictionary

Edit Teacher Preferences

Save

Class: Algebra I: 1 ⌄

Select the class whose preferences you want to set.

General Assignment Options:

☐ Setup as a floating assignment? — No due date

☐ Post to the homework web page? — Displays on the student **Planner**

☐ Add this assignment to the assignment bank? — Save for future use

Quiz Options:

☐ Preview before post? — No auto-posting to GradeBook

☐ Let student see the correct answers? — Students can see answers in specified timeframe

☐ Third-party documents submitted as files? — Student Google Drive submissions are direct links

☐ Exclude from student averages? — Does not affect grade

☐ Post the marks to the web? — Does not display on ParentAccess

☐ Allow students to view their answers? — Can view own answers after submission

☐ Scramble the questions? — Questions display in different order for all students

☐ Publish Immediately? — Do not have to click **Publish** on activity's details screen in VirtualClassroom

Discussion Options:

☐ Require Approval? — Must approve student posts before they display

☐ Publish Immediately?

Mark Entry Options:

◉ Use default mark entry – Keep this option selected in most cases. This is the supported method that provides ongoing improvements and peak performance.

○ Use historical mark entry – In rare cases, select this option only if a particular functionality is not available in new mark entry.

ⓘ Whenever you switch between using **default mark entry** and **historical mark entry**, recalculating averages is recommended. When you select **default mark entry**, you may notice a more precise average than when you select **historical mark entry**.

Select whether you want to use the new or classic mark entry screens and calculators

Save

Copy these preferences to the following classes:

☐ Acad Assist/Homeroom/Lunch: 41   ☐ Algebra I: 3   ☐ Algebra I: 4   ☐ Applied Algebra 1: 1

☐ Algebra I: 2

Select All   Un-Select All

Copy

Select classes to which you want to copy these preferences.