

Back to School (*for Teachers*)

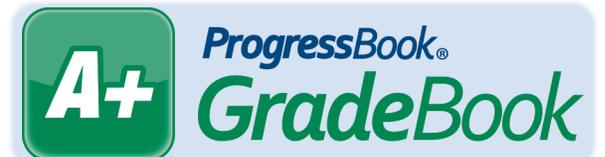


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Assignment Details Quick Reference

The screenshot shows the 'Assignment Details' page in ProgressBook. The breadcrumb trail is 'Dashboard / 5 Day / Grid'. The current class is 'Algebra 2: 02', the period is 'Q2', and the assignment is '12/16 Chapter 4 & 5 Quiz'. The 'Main' tab is selected, with callouts indicating 'Enter marks for the assignment' and 'Enter a number to designate the order of floating assignments'. The 'Description' is 'Chapter 4 & 5 Quiz', 'Assignment Type' is 'Quizzes', 'Assigned Date' is '12/02/2011', 'Points' is '75', 'Sequence' is blank, 'Due Date' is '12/16/2011', and 'Weight' is blank. A callout for 'Weight' says 'Enter a number other than 1 to weight the assignment'. The 'Assign to Student Group' is set to 'All Students', with a callout 'Assign to specific group of students'. There are checkboxes for 'Set up as a floating assignment?', 'Post to the homework web page?', 'Add this assignment to the assignment bank?', 'Exclude from student averages?', and 'Post the marks to the web?'. A 'Save' button is highlighted with a callout 'Click Save after setting up your assignment details'. A note at the bottom states: 'Share this assignment with the following classes: Note: Only classes that share assignment types and have the same grading scale setup can share assignments.' There are 'Select All' and 'De-Select All' buttons.

Set up as a floating assignment?	Create an assignment with no due date so students can complete the assignment at different times
Post to the homework web page?	Post the assignment to the ASSIGNED WORK area of the ParentAccess PLANNER
Add this assignment to the assignment bank?	Save this assignment for future use in the Assignment Bank
Exclude from student averages?	Exclude assignment from affecting student averages
Post the marks to the web?	Post marks for the assignment to the PARENTACCESS ASSIGNMENTS area

Assignment Marks Quick Reference

Main Standards Marks

New Assignment | Import Assignment | Delete the Assignment | Copy the Assignment | Import the Marks

Go to **Assignment Details** screen

Introduction to Poetry Terms

Assignment Type: **Homework** Assigned: **10/30/17** Due: **10/30/17** Points: **10** Weight: **1**

Post marks to ParentAccess Post the marks to the web
Exclude from student averages

Students	Mark	Missing	Late	Exclude	Comments
Al-Aishi, Mohammed	8	<input type="checkbox"/>	<input type="checkbox"/>		
Farley, Jeanne	10	<input type="checkbox"/>	<input type="checkbox"/>		
Friedrich, Mark	5	<input type="checkbox"/>	<input type="checkbox"/>		
Greene, Roy	10	<input type="checkbox"/>	<input type="checkbox"/>		
Hershberger, Kaley	9.5	<input type="checkbox"/>	<input type="checkbox"/>		
Jackson, Monique	10	<input type="checkbox"/>	<input type="checkbox"/>		
McAllister, Todd	missing	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
McNulty, Christopher	excluded	<input type="checkbox"/>	<input type="checkbox"/>	Exclude	
Miller, Larry	7	<input type="checkbox"/>	<input type="checkbox"/>		
Montague, Carlo	7	<input type="checkbox"/>	<input type="checkbox"/>		
Morgan, David	8	<input type="checkbox"/>	<input type="checkbox"/>		
O'Meara, Sarah	late	<input type="checkbox"/>	<input type="checkbox"/>		Turn in for half credit
Potter, Cameron	8	<input type="checkbox"/>	<input type="checkbox"/>		
Smith, Darren	10	<input type="checkbox"/>	<input type="checkbox"/>		
Tallman, Sherry	late	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Turn in for half credit

Enter mark

Right-click in a cell to open the context menu

Set to Exclude or Exclude and post

Attendance Quick Reference

Class Administration

- [Seating Chart](#)
- [Daily Attendance \(HR\)](#)**
- [Lunch Counts](#)
- [Period Attendance](#)
- [Post Homework](#)
- [Post Class Information](#)

Click here to take Daily Attendance

Even if all of your students are present, you must click SAVE to submit your attendance information to the school.

Class Administration

- [Seating Chart](#)
- [Daily Attendance \(HR\)](#)
- [Lunch Counts](#)
- [Period Attendance](#)**
- [Post Homework](#)
- [Post Class Information](#)

Click here to take Period Attendance

ProgressBook - Daily Attendance

GradeBook | [Notifications] [User] [Help]

GradeBook

Dashboard Class: AMERICAN LITERATURE: 11 Date: 07/23/2018

Attendance has not been taken in ProgressBook

Students	Grade	Daily Att
Dunn, Calvert	10	<input type="text"/>
Gardner, Tionna	10	<input type="text"/>
Grant, Alvaro	10	<input type="text"/>
Hawkins, Baylee	10	<input type="text"/>
Hudson, Olga	10	EXCUSED ABSENCE
Knight, Galina	10	<input type="text"/>
Mills, Dalton	10	<input type="text"/>
Nichols, Isabella	10	<input type="text"/>

Students	Grade	Daily Att
Palmer, Simone	10	<input type="text"/>
Perkins, Jarret	10	<input type="text"/>
Rose, Paige	10	<input type="text"/>
Smith, Finlay	10	<input type="text"/>
Spencer, Landon	10	<input type="text"/>
Stephens, Wayland	10	<input type="text"/>
Stone, Maximillian	10	<input type="text"/>

Save

ProgressBook - Period Attendance

GradeBook | [Notifications] [User] [Help]

GradeBook

Dashboard Class: MATHEMATICS 5: 2 Date: 07/23/2018

Action: Save

Attendance has not been taken in ProgressBook.

Student	Grade	Class Attendance
Barnes, Amara	05	<input type="text"/>
Bennett, Deva	05	<input type="text"/>
Coleman, Porter	05	<input type="text"/>
Flores, Thad	05	<input type="text"/>
Hughes, Laria	05	<input type="text"/>
Jenkins, Malaya	05	<input type="text"/>
Long, Jeanine	05	<input type="text"/>
Patterson, Onus	05	<input type="text"/>

Student	Grade	Class Attendance
Perry, Baxter	05	<input type="text"/>
Powell, Clementine	05	<input type="text"/>
Price, Sanford	05	<input type="text"/>
Ross, Giovanni	05	<input type="text"/>
Smith, Faina	05	<input type="text"/>
Washington, Willette	05	<input type="text"/>
Wood, Ira	05	Field Trip

Field Trip
Period Absence
Suspended
Tardy

Save

Class Roster Quick Reference

Codes display in this column to

Number of missing assignments:

Update Roster

Hide Attendance

ProgressBook - Class Roster

GradeBook | [Notifications] [User] [Help]

Dashboard / 5-Day / Grid

Class: AMERICAN LITERATURE: 11

Name	Order	Group	Hide?
Dunn, Calvert	<input type="text"/>	Inclusion	<input type="checkbox"/>
Gardner, Tionna	<input type="text"/>	Gifted	<input type="checkbox"/>
Grant, Alvaro	<input type="text"/>	Inclusion	<input type="checkbox"/>
Hawkins, Baylee	<input type="text"/>	Gifted	<input type="checkbox"/>
Hudson, Olga	<input type="text"/>	Gifted	<input type="checkbox"/>
Knight, Galina	<input type="text"/>	Gifted	<input type="checkbox"/>
Mills, Dalton	<input type="text"/>	Inclusion	<input type="checkbox"/>
Nichols, Isabella	<input type="text"/>	Inclusion	<input type="checkbox"/>

Add Students

Save

	Student has medical concern(s)
	Student has custody notice(s)
	Student has disability concern(s)
	Student has miscellaneous note(s)
	Current date is student's birthday
	Student has forms in SpecialServices
	Student has withdrawn from class
	Click to enter daily comment
	Daily comment has been entered

Class	Select class roster to display
Order	Enter number to indicate order in which students should display
Group	Add student to a student group
Hide	Hide student from Class Roster on Class Dashboard
Add Students	Add students to your class roster

Grade Weights Quick Reference

- Average Calc Setup
 - [Set Up Assignment Types](#)
 - [Set Up Calc Methods & Weights](#)
 - [Set Up Grading Scales](#)

ProgressBook
- Average Calculation Setup
GradeBook |

GradeBook

Class Dashboard Class: AMERICAN LITERATURE: 11

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

Select the Calculation Method: Weighted Average

Straight Average

If you have chosen to use Weighted Average, you will see a grid for the following:

Assignment Type	Weight
Test	25
Homework	25
Quizzes	25
Extra Credit	
Class Work	25

[Save](#)

Copy this setup to the following classes:

AMERICAN LITERATURE: 11
 AMERICAN LITERATURE: 12
 COMPOSITION: 21
 COMPOSITION: 22
 MATHEMATICS 5: 1
 MATHEMATICS 5: 2
 READING 5: 1
 READING 5: 2
 Literature

Select All
Un-Select All
Copy

When you are entering weights, you can use simple numbers or numbers that represent a percent of the student's overall grade.

If you choose to use different calculations for each reporting period, a grid displays for each reporting period in the **Select the Calculation Method** area.

An extra credit assignment type cannot be used as a weighted average because the system cannot divide by zero. Leave the field blank so that it is not counted in the students' averages.



ProgressBook®

GradeBook Grid Quick Reference

ProgressBook | GradeBook Grid

Dashboard Class: Algebra I: 1 Period: 4th 9 wk View: Dated Assignments Type: All Filter grid by type of assignment

Indicators: Basic All

Toggle between the basic key (Late and Missing) or the detailed key displaying all icons and colors

Click to open key for colors or icons that may display in cells

VirtualClassroom discussion and quiz

Select a page of the GradeBook Grid by entering a number or by using the back and forward arrows

Withdrawn

Displays average from all reporting periods until now

Red numbers indicate the student received extra credit

Average of all assignments in the class by student

Class summary

Students	Cmt	Avg	YTD Avg	Miss	Att	HW #1: Domain ...	Functions Stati...	Homework #2: ...	QUIZ	HW #3: Evaluati...	HW #4: Popcorn...	Unit	Quadratics HW #1		
Austin, Aly...		89.80 A-	76.3%			5			7	1.5	2		2		
Avino, Nicol...		71.63 C-				4			10	missing	missing		2		
Bailey, Lucinda		86.94 B+				5			9	1	2		2		
Carmichael, Bryan		68.78 D+				missing	8	0	excluded	excluded	2		2		
Cunningham, Izz		90.82 A-				3.5	8	2	11	1.5	2	11	25.5	43.5	2
Dorkson, Elizabeth		82.45 B-		1		5	8	2	10	2	2	12	26	40	2
Flintstone, Andrew		87.45 B+				4	8	2	7	1.5	2	12	24.75	41	2
Hafner, Brianna		44.44 F		4		5	8	2	7	excluded	1.5	missing	11	25	missing
King, Bruce		103.16 A+				5	8	2	9	2	2	15	32.75	44	2
Krupp, Donald		73.78 C		3		5	8	2	8	2	2	10	27.25	42.5	2
Long, Vince		98.78 A+				5	8	2	9	2	2	15	29	44.5	2
McCats, Jillian		27.76 F		9		missing	8	0	7	missing	missing	missing	7	12	missing
Miller, Kevin		54.18 F		6		missing	8	2	6	missing	missing	8	17.25	34	2
O'Brian, Mary		80.81 F		6		missing	7	2	7	1	missing	missing	12.5	36	2
Patel, Tahani		56.94 F		3		5	8	0	0	1.5	2	15	16	34	2
Average of all assignments in the class by student						Average Points	4.7	8	1.6	7.6	1.7	13.5	23.5	38.5	2
						Possible Points	5	8	2	10	2	15	34	45	2
						Average Percent	94%	100%	80%	76%	85%	90%	69.1%	85.6%	100%
						Assignment Weight	1	1	1	1	1	1	1	1	1
						Post Marks to the Web?	<input checked="" type="checkbox"/>								

*NOTE: More information displays on the reverse side of this card.



ProgressBook®

GradeBook

GradeBook Grid Quick Reference (cont)

ProgressBook | GradeBook Grid

Dashboard Class: **Langua** **Dated Assignments** Type: **All**

Filter list by student or student group: **Students** Basic All

Create new assignment: **+ New Assignment**

Select dated assignments or floating assignments: **Dated Assignments**

Set grid preferences: **Settings**

Roster	Cmt	Avg	Miss	Att	Applies grade l...	Understands s...	Reads with suf...	Acquires and u...	Capitalizes, sp...	Spelling Work...	Ap	Grammar Time	Acquires and u...	Demonstrates ...	Pla
Austin, Alyssa <i>w</i>															
Avino, Nick			3		3					3					
Bailey, Lucinda			3		2					3					
Carmichael, Bryan			2		2					2					
Cunningham, Izzy <i>w</i>															
Dorkson, Elizabeth			2		3	1	2	3		excluded					
Flintstone, Andrew			2		3	3	3	3		3					
Hafner, Brianna			1		1	2	1	2		missing					
King, Bruce			3		3	2	1	2		3					
Krupp, Donald			3		3	2	3			2					
Long, Vince			3		3	3	2	3		missing					
McCats, Jillian			2		2	2	2	2		late					
Miller, ...							2	1		late					
O'Bria...							2	3		excluded					
Patel, ...							3	3		2					
Average Points															
Possible Points															
Average Percent															
Assignment Weight			1	1	1	1	1	1	1	1	1	1	1	1	1
Post Marks to the Web?			<input checked="" type="checkbox"/>	<input type="checkbox"/>											

Assignment type: **CW**

Gray bars separate CS2 assignments

Click to add daily comment

Indicates daily comment has been added

Missing assignment and absences counts

Different assessments under individual assignment

Select check boxes to post marks to parents and students

Post Marks to the Web?

*NOTE: More information displays on the reverse side of this card.

Seating Chart Quick Reference

Classroom Administration

- [Seating Chart](#)
- [Daily Attendance](#)
- [Period Attendance](#)
- [Post Homework](#)
- [Class Notifications](#)
- [View ParentAccess Website](#)

ProgressBook - Seating Chart

GradeBook | [notifications] [user] [help]

Dashboard

Seating Chart: American Lit A

Teacher's Desk

Frequently Tardy Tionna Gardner	Olga Hudson	Landon Spencer	Wayland Stephens	EPI PEN Baylee Hawkins
Finlay Smith	Paige Rose	Maximilian Stone	Calvert Dunn	Jarret Perkins
Simone Palmer	Isabella Nichols	Alvaro Grant	Galina Knight	Discipline Issues

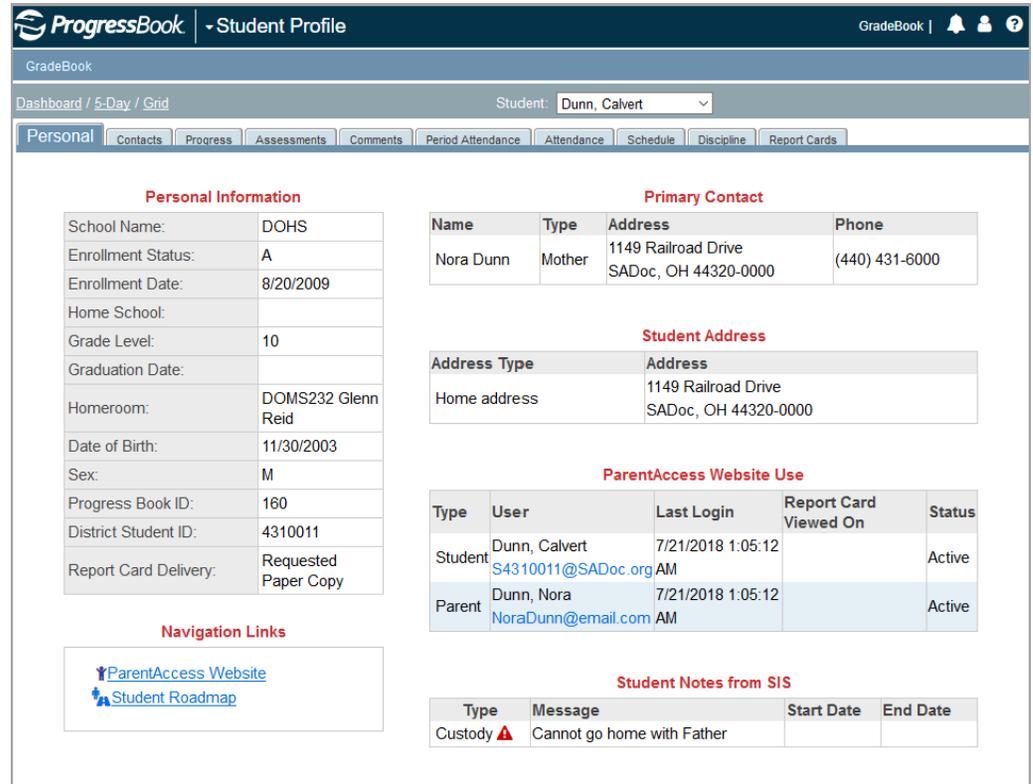
Seating Chart Key

- | | |
|----------------------------|------------------------|
| create new | add students |
| edit chart | add desks |
| display chart | add labels |
| auto arrange | take daily attendance |
| manually arrange | take period attendance |
| edit/delete items on chart | print chart |

To take attendance from the SEATING CHART, in the CLASSROOM ADMINISTRATION area of the CLASS DASHBOARD, click BY SEATING CHART after DAILY ATTENDANCE or PERIOD ATTENDANCE.

Student Profile Quick Reference

Personal	View school enrollment information, links for ParentAccess & the Student Roadmap, primary contact info, address info, ParentAccess parent/student usage info, and alerts from SIS.
Contacts	View student's contacts in read-only format.
Progress	View student's progress in your class (student's average, individual assignment weights, missing assignments, late assignments, and period attendance).
Assessments	View report card and interim grades as well as progress reports for all classes.
Comments	Enter comments about the student (these do not display on any reports or on ParentAccess).
Period Attendance	View student's period attendance for the current day's classes.
Attendance	View dates and reasons the student was absent (includes AM/PM absence info).
Schedule	View the student's schedule, including course, section, room, teacher, period, and attendance.
Discipline	If enabled by your school, you can create a discipline referral. You can also view a list of discipline referrals that you have previously entered for the student.
Report Cards	View a list of the current year's report cards that have been published to permanent storage. Click the name of a report card to view and/or



ProgressBook - Student Profile

GradeBook | Dashboard / 5-Day / Grid Student: **Dunn, Calvert**

Personal | Contacts | Progress | Assessments | Comments | Period Attendance | Attendance | Schedule | Discipline | Report Cards

Personal Information

School Name:	DOHS
Enrollment Status:	A
Enrollment Date:	8/20/2009
Home School:	
Grade Level:	10
Graduation Date:	
Homeroom:	DOMS232 Glenn Reid
Date of Birth:	11/30/2003
Sex:	M
Progress Book ID:	160
District Student ID:	4310011
Report Card Delivery:	Requested Paper Copy

Primary Contact

Name	Type	Address	Phone
Nora Dunn	Mother	1149 Railroad Drive SADoc, OH 44320-0000	(440) 431-6000

Student Address

Address Type	Address
Home address	1149 Railroad Drive SADoc, OH 44320-0000

ParentAccess Website Use

Type	User	Last Login	Report Card Viewed On	Status
Student	Dunn, Calvert S4310011@SADoc.org	7/21/2018 1:05:12 AM		Active
Parent	Dunn, Nora NoraDunn@email.com	7/21/2018 1:05:12 AM		Active

Navigation Links

- [ParentAccess Website](#)
- [Student Roadmap](#)

Student Notes from SIS

Type	Message	Start Date	End Date
Custody ⚠	Cannot go home with Father		