

# Back to School (*Extended Features*)





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## Add Assignments to the Bank

ProgressBook - Assignment Details

GradeBook | [Notifications] [User] [Help]

Dashboard / 5-Day / Grid    Class: AMERICAN LITERATURE: 21    Period: Qtr4    Assignment: 8/13 Commas IV    Action: Save

Main | Standards | Marks

Commas IV Homework

[Add an Assignment](#)  
[Import an Assignment](#)  
[Delete this Assignment](#)  
[Copy this Assignment](#)

Online Learning

[Do you want to assign an activity?](#)

Description: Commas IV

Assignment Type: Homework    Sequence:   

Assigned Date: 08/11/2019    Due Date: 08/13/2019

Points: 2    Weight: 1

☐ Set up as a floating assignment?    ☐ Exclude from student averages?

☒ Post to the homework web page?    ☒ Post the marks to the web?

☒ Add this assignment to the assignment 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**.

Assignments & Marks

[GradeBook Grid](#)    [5-Day View](#)

**1** [Add an Assignment](#)    [Recurring Assign.](#)


[Enter Report Cards](#)    [Enter Interims](#)

[Assignment Maintenance](#)    [Google Classroom Sync](#)

Main

[Add an Assignment](#)






**2** [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**.

Import Assignments

**3** Course: AMERICAN LITERATURE    Type: CW    Phrase:    Search

To import an assignment, click on the icon to the left of its description.  
To import multiple assignments, fill in the corresponding date fields and press the "Import Assignments" button.

Type	Description	Points	Taught	Date
 CW	Short Story Notes I	30	8/15/2017	
 CW	Short Story Extension I	30	8/15/2017	
 CW	Weekly Participation I	20	8/31/2017	
 CW	Short Story Notes II	30	10/31/2017	
 CW	Short Story Extension II	30	10/31/2017	

**4** [Import Assignments](#)



# Assignment Banks (cont)

## Assignment Bank Maintenance

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

ProgressBook | Assignment Bank Maintenance

GradeBook | [Notifications] [User] [Help]

Teacher Home Page

Course: AMERICAN LITERATURE

Filter by: Assignment Type: All Types Text: Apply Filter

Assignment Bank Homework Bank Lesson Plan Bank

Actions: Delete Bank Item(s)

Apply filter criteria

Select checkboxes for assignments you want to delete, then click the button

Assignment is tied to a VirtualClassroom activity

Date the assignment was last assigned to students

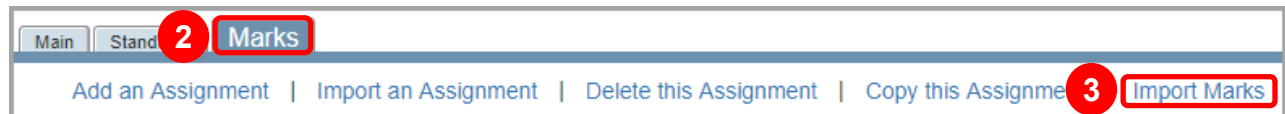
	Description	Type	Last Taught	Points	Weight	Has Activity	Has Standards
<input type="checkbox"/>	Chapter Rear	QZ	7/30/2017 12:00:00 AM	20	1		
<input type="checkbox"/>	Parts of Spee	HW	7/30/2017 12:00:00 AM	12	1		
<input type="checkbox"/>	Pre-Test I	Test	7/31/2017 12:00:00 AM	100	1	✓	
<input type="checkbox"/>	Reading Sec	HW	8/8/2017 12:00:00 AM	25	1		
<input type="checkbox"/>	Short Story E	CW	8/15/2017 12:00:00 AM	30	1		
<input type="checkbox"/>	Short Story No	CW	8/15/2017 12:00:00 AM	30	1		
<input type="checkbox"/>	Materials Check I	HW	8/31/2017 12:00:00 AM	20	1		
<input type="checkbox"/>	Weekly Participation I	CW	8/31/2017 12:00:00 AM	20	1		
<input type="checkbox"/>	Chapter Reading/Vocab Quiz II	QZ	10/15/2017 12:00:00 AM	20	1		
<input type="checkbox"/>	Parts of Speech II	HW	10/1				
<input type="checkbox"/>	Pre-Test II	Test	10/1			✓	
<input type="checkbox"/>	Reading Section Notes II	HW	10/2				
<input type="checkbox"/>	Short Story Extension II	CW	10/31/2017 12:00:00 AM	30	1		
<input type="checkbox"/>	Short Story Notes II	CW	10/31/2017 12:00:00 AM	30	1		
<input type="checkbox"/>	Materials Check II	HW	11/16/2017 12:00:00 AM	20	1		
<input type="checkbox"/>	Weekly Participation II	CW	11/16/2017 12:00:00 AM	20	1		
<input type="checkbox"/>	Weekly Participation II	CW	1/5/2018 12:00:00 AM	20	1		
<input type="checkbox"/>	Parts of Speech III	HW	1/7/2018 12:00:00 AM	12	1		
<input type="checkbox"/>	Chapter Reading/Vocab Quiz III	QZ	1/7/2018 12:00:00 AM	20	1	✓	
<input type="checkbox"/>	Pre-Test III	Test	1/8/2018 12:00:00 AM	100	1		



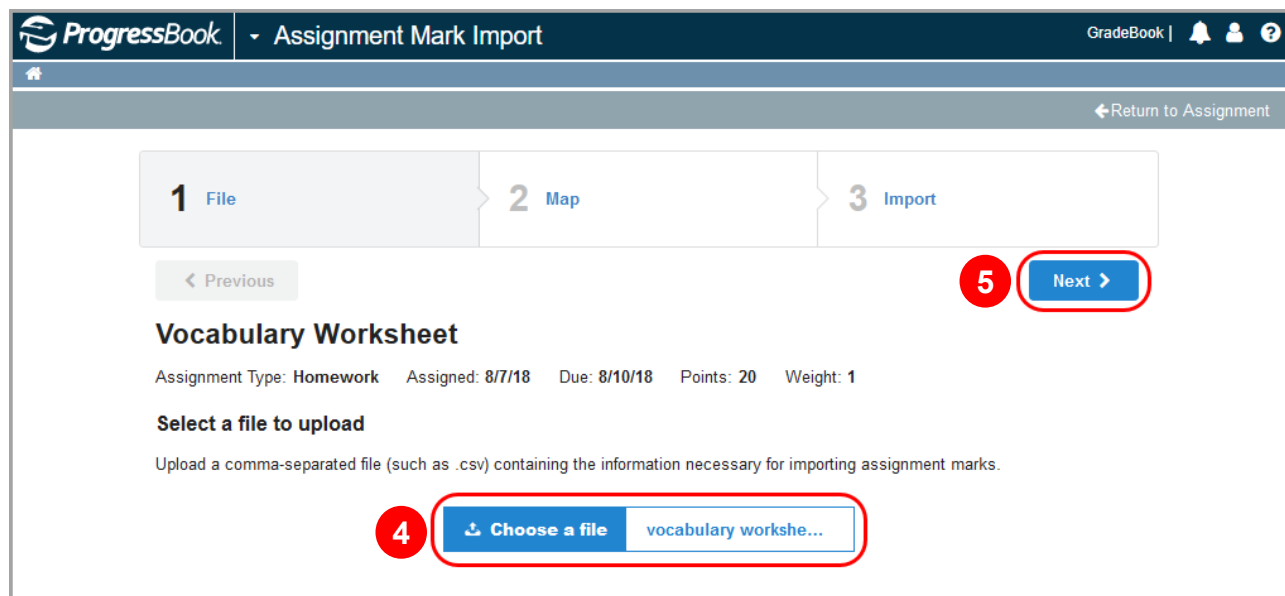
# Assignment Mark Import

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**.



- 4 On the **Assignment Mark Import** screen **File** tab, click **Choose a file** and upload your .csv file.
- 5 Click **Next**.



- 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)

ProgressBook - Assignment Mark Import

GradeBook | [Notifications] [User] [Help]

Return to Assignment

1 File 2 Map 3 Import

Previous Next

**Vocabulary Worksheet**

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

**Map file columns**

Verify the file has matched the correct columns to the items below. Use the drop-down lists to correct any mismatched items.

7 Match Student By ID Match Student By Name

6 Student ID Student First Name Student Last Name Marks

Student	Student ID	Student First Name	Student Last Name	Marks
Anderson, Lisa	324762	Lisa	Anderson	19
Brooks, Aaron	324234	Aaron	Brooks	18
Cohen, Rachel	324587	Rachel	Cohen	19
Dudgeon, Carly	324817	Carly	Dudgeon	19
Endive, Henry	324217	Henry	Endive	16
Fillipi, George	324264	George	Fillipi	18
Gains, Melissa	324915	Melissa	Gains	20

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**.

ProgressBook - Assignment Mark Import

GradeBook | [Notifications] [User] [Help]

Return to Assignment

1 File 2 Map 3 Import

Previous Import

**Vocabulary Worksheet**

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

9 ☐ Overwrite existing GradeBook marks

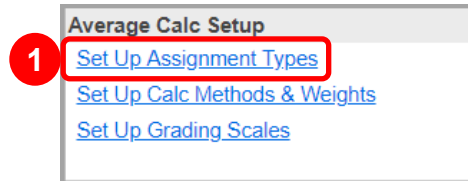
Student	Import Mark	Current Mark	Messages
Anderson, Lisa	19		
Brooks, Aaron	18		
Cohen, Rachel	19		

*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**.



- 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 | 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CW
Extra Credit	ExCr	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ExCr
Formative Assessment	FA	1-4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FA
Homework	HW	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HW
Participation	Par	Points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Par
Quizzes	QZ	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	QZ
Summative Assessment	SA	1-4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SA
Test	Test	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test
*			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
*			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
*			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
*			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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](#)

[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.

The screenshot shows the 'Average Calculation Setup' page in ProgressBook. The interface includes a header with the ProgressBook logo and a navigation bar. The main content area is titled 'Class Dashboard' and features a 'Class' dropdown menu set to 'AMERICAN LITERATURE: 21'. Below this, there are two sections for configuration: 'Choose the calculation frequency:' and 'Choose a calculation option:'. The 'Choose the calculation frequency:' section has two radio buttons: 'Automatically recalculate the GradeBook after each change' (selected) and 'I will recalculate the GradeBook when needed'. The 'Choose a calculation option:' section has two radio buttons: 'Use the same calculation for each grading period' (selected) and 'Use different calculations for each grading period'. Below these is a 'Select the Calculation Method:' dropdown menu set to 'Weighted Average'. A note states: 'If you have chosen to use Weighted Averages, fill in the following section:'. This is followed by a table with 'Assignment Type' and 'Weight' columns. The table lists 'Extra Credit', 'Class Work', 'Homework', 'Quizzes', and 'Test' with corresponding weight input fields. The 'Test' row has a weight of 40. A callout box on the right states: 'You cannot weight an extra credit assignment type because the system cannot divide by zero.' Below the table is a 'Save' button. At the bottom, there is a section titled 'Copy this setup to the following classes:' with a list of checkboxes for various classes: 'AMERICAN LITERATURE: 21', 'AMERICAN LITERATURE: 22', 'COMPOSITION: 31', 'COMPOSITION: 32', 'MATHEMATICS 5: 11', 'MATHEMATICS 5: 12', 'READING 3: 1', and 'READING 3: 2'. There are 'Select All', 'Un-Select All', and 'Copy' buttons at the bottom of this section.

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



# 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.*

The screenshot shows the ProgressBook interface for managing Class Groups. The top navigation bar includes the ProgressBook logo, a dropdown menu for 'Class Groups', and user information. The main content area is titled 'Class Groups' and includes a welcome message. On the left, there is a sidebar with a 'Class Groups' section containing a dropdown menu (currently showing 'Literature') and an 'Add a Group' link. On the right, the main area is titled 'Use this page to combine classes in your GradeBook.' and contains a form for creating or editing a group. The form includes a 'Name' field (currently 'Literature'), a 'Delete this group' link, and a section for selecting classes to include. The class selection section has a red box around it, containing a list of classes with checkboxes. The 'Update' button is also circled in red. Annotations with arrows point to various elements: 'Select existing class group to edit' points to the dropdown menu; 'Create new class group' points to the 'Add a Group' link; 'Name the group' points to the 'Name' field; 'Select classes to include in the group' points to the class selection list; and 'Click when finished to save the group' points to the 'Update' button.

**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:

<input type="checkbox"/> ADMINISTRATION 5 1	<input type="checkbox"/> LIFE SKILLS & EFFORT 5 1
<input type="checkbox"/> ADMINISTRATION 5 2	<input type="checkbox"/> LIFE SKILLS & EFFORT 5 2
<input checked="" type="checkbox"/> AMERICAN LITERATURE 11	<input type="checkbox"/> MATHEMATICS 5 1
<input checked="" type="checkbox"/> AMERICAN LITERATURE 12	<input type="checkbox"/> MATHEMATICS 5 2
<input type="checkbox"/> COMPOSITION 21	<input type="checkbox"/> READING 5 1
<input type="checkbox"/> COMPOSITION 22	<input type="checkbox"/> READING 5 2

Select classes to include in the group

Update

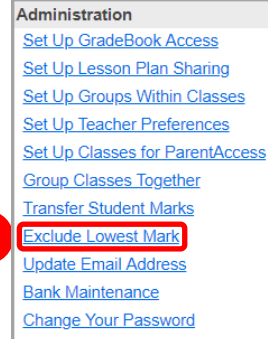
Click when finished to save the group



# 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**.



- 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**.

ProgressBook - Exclude Lowest Marks

GradeBook | [Notifications] [User] [Help]

Dashboard

**1** If the tool is run multiple times for a grading period and a student's lowest mark changes, the old mark will be re-included and the new mark will be excluded.  
This tool will not include marks which were manually excluded by the teacher.

**2** Select the Grading Period: Qtr4

**3** Select the Classes to Include:

<input checked="" type="checkbox"/> AMERICAN LITERATURE: 21	<input checked="" type="checkbox"/> AMERICAN LITERATURE: 22	<input checked="" type="checkbox"/> All Classes
<input checked="" type="checkbox"/> COMPOSITION: 31	<input checked="" type="checkbox"/> COMPOSITION: 32	
<input checked="" type="checkbox"/> MATHEMATICS 5: 12	<input checked="" type="checkbox"/> READING 3: 2	

**4** Select the Assignment Types to Include:

<input checked="" type="checkbox"/> Homework	<input checked="" type="checkbox"/> Extra Credit	<input checked="" type="checkbox"/> All Assignment Types
<input checked="" type="checkbox"/> Quizzes	<input checked="" type="checkbox"/> Summative Assessment	
<input checked="" type="checkbox"/> Class Work	<input checked="" type="checkbox"/> Test	
<input checked="" type="checkbox"/> Formative Assessment		

**5** 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.






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GradeBook

# Excluding Lowest Mark (cont)

- 6 In the **Exclude?** column, deselect the checkbox(es) for any student(s) whose lowest marks you do not want to exclude. The  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 |   


Dashboard

Select the Marks to Exclude

**AMERICAN LITERATURE: 21**

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

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

A confirmation message displays. The  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.



ProgressBook®

# GradeBook Parent/Teacher Meeting Reports

Recommended reports for use during parent/teacher conferences:

- [Student Progress Report](#)
- [Missing Assignment Report](#)
- [ParentAccess Login Activity Audit](#)

The screenshot shows a web interface titled 'Reports'. Below the title is a dropdown menu with the text 'Select a Report' and a downward arrow. To the right of the dropdown is a button labeled '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:

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

- 4** Select the desired output format.



ProgressBook®

## GradeBook Parent/Teacher Meeting Reports (cont)

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

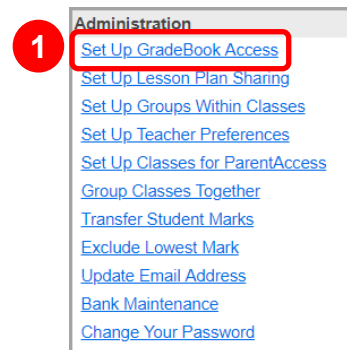
### ParentAccess Login Activity Audit

- 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**.



- 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**.

ProgressBook - GradeBook Access

GradeBook | Dashboard

Class: AMERICAN LITERATURE: 21

The following staff members have access to your GradeBook:  
(Staff members with the role of "Primary" can only be updated or removed by the system administrator.)

Name	Role	From	To	Del?
Smiles, Mary	Primary	7/30/2018	7/30/2019	

Add Teachers to my GradeBook Update

Copy the GradeBook access to the following classes:

<input type="checkbox"/> AMERICAN LITERATURE: 21	<input type="checkbox"/> AMERICAN LITERATURE: 22	<input type="checkbox"/> COMPOSITION: 31	<input type="checkbox"/> COMPOSITION: 32
<input type="checkbox"/> MATHEMATICS 5: 11	<input type="checkbox"/> MATHEMATICS 5: 12	<input type="checkbox"/> READING 3: 1	<input type="checkbox"/> READING 3: 2

Copy

- 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**.

Staff Search

School: DOHS Last Name: S Go

Select	Name	School
<input type="checkbox"/>	Schmidt, Tony	SADoc High School
<input checked="" type="checkbox"/>	Shaw, Billy	SADoc High School
<input type="checkbox"/>	Simpson, Nicholas	SADoc High School
<input type="checkbox"/>	Sims, Lillian	SADoc High School
<input type="checkbox"/>	Smiles, Mary	SADoc High School
<input type="checkbox"/>	Snyder, Craig	SADoc High School
<input type="checkbox"/>	Spencer, Kathryn	SADoc High School
<input type="checkbox"/>	Stanley, Marvin	SADoc High School
<input type="checkbox"/>	Stephens, Louise	SADoc High School
<input type="checkbox"/>	Stevens, Judith	SADoc High School
<input type="checkbox"/>	Stone, Eugene	SADoc High School

Select All De-Select All

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**.

The screenshot shows the 'GradeBook Access' page in ProgressBook. At the top, there's a header with the ProgressBook logo and 'GradeBook Access'. Below that, a 'Class' dropdown is set to 'AMERICAN LITERATURE: 21'. A message states: 'The following staff members have access to your GradeBook: (Staff members with the role of "Primary" can only be updated or removed by a system administrator.)'. A table lists staff members: Shaw, Billy and Smiles, Mary. The 'Role' column has a dropdown menu with 'Additional' and 'Substitute' options. The 'From' and 'To' columns have date pickers. The 'Del?' column has a checkbox. An 'Update' button is at the bottom right of the table. Below the table, there's a section titled 'Copy the GradeBook access to the following classes:' with checkboxes for various classes: AMERICAN LITERATURE: 21, AMERICAN LITERATURE: 22, COMPOSITION: 31, COMPOSITION: 32, MATHEMATICS 5: 11, MATHEMATICS 5: 12, READING 3: 1, and READING 3: 2. A 'Copy' button is at the bottom of this section.

Name	Role	From	To	Del?
Shaw, Billy	Additional	04/12/2019	04/12/2020	<input type="checkbox"/>
Smiles, Mary	Additional	7/30/2018	7/30/2019	<input type="checkbox"/>

[Add Teachers to my GradeBook](#)

**Copy the GradeBook access 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

[Copy](#)

*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

GradeBook |

ProgressBook

Teacher Preferences

GradeBook

Teacher Home Page

Edit your Dictionary

Edit Teacher Preferences

Class: Algebra I: 1

Save

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

☐ Exclude from student averages? 

Does not affect grade

☐ Post the marks to the web? 

Does not display on ParentAccess

Quiz Options:

☐ Preview before post? 

No auto-posting to GradeBook

☐ Let student see the correct answers? 

Student Google Drive submissions are direct links

☐ Third-party documents submitted as files?

☐ 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

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.

Students can see answers in specified timeframe

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

Copy these preferences to the following classes:

☐ Acad Assist/Homeroom/Lunch: 41
☐ Algebra I: 2
☐ Algebra I: 3
☐ Algebra I: 4
☐ Applied Algebra 1: 1

Select All

Un-Select All

Copy

Save

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.