ACCESS ProgressBook Gradebook Setup
Traditional Report Card

These steps must be followed to ensure your GradeBook is set up correctly. Failure to follow will cause GradeBook and Report Card issues.
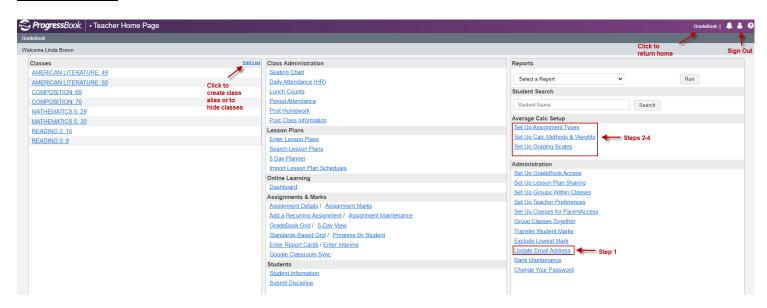
Log In (https://progressbook.access-k12.org)

Domain = access.local
User ID = email alias
Password = email password

Summary of steps:

1. Update Email address
2. Setup Assignment Types
3. Setup Calcs Methods & Weights
4. Setup Grading Scale

Basic Navigation

Step 1 – Update Email Address

- Click "Update Email Address" at the bottom right, under "Administration"
- Enter your full email address in the box
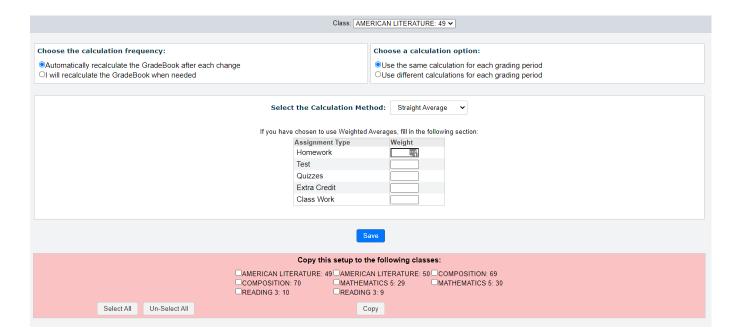- Click "Update".

Step 2 - Click "Setup Assignment Types"

- These should be "General" categories (Ex: Homework, Test, Quiz, etc.).
- From the LOV at the top of the screen select "All Classes"
- For returning teachers, verify the assignment types are correct or make applicable changes, check the "All" box in each row to add them to your courses. (You may choose individual assignment types for individual classes, but it is recommended to use all assignment types in all classes for consistency.)
- For new teachers, enter the assignment types you wish to use, and check the "All" box in each row to make them available in your courses. Only use "Points" as mark types.
- Scroll down to click "Save". If not saved, data will be lost.

Name	Abbr	Mark Type	All	AMERICAN LITERATURE: 49	AMERICAN LITERATURE: 50	COMPOSITION: 69	COMPOSITION: 70	MATHEMATICS 5: 29	MATHEMATICS 5: 30	READING 3: 10	READING 3: 9	Del?	Abbr
Class Work	CW	Points	☐	☑	☑	☑	☑	☐	☐	☐	☐	☐	CW
DRA	DRA	Points	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	DRA
Effort	Eff	Points	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	Eff
Extra Credit	ExCr	Points	☐	☑	☑	☑	☑	☑	☑	☐	☐	☐	ExCr

Dashboard

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.
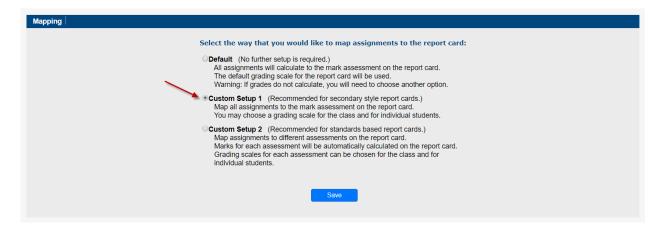
Step 3 – Click "Setup Calc Methods & Weights"

- Recommended: Keep Defaults of Automatically calculate gradebook, use the same calculation for each grading period, and straight averages.
- Calculation method defaults to "Straight Average" – no values should be entered into the weight boxes.
- For Weighted averages: Choose "Weighted Averages" from the dropdown box, and then fill out the boxes for desired weights.
- Save.
- Check other classes where this setup applies and click Copy.

Class: AMERICAN LITERATURE: 49

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: Straight Average

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

Assignment Type	Weight
Homework	
Test	
Quizzes	
Extra Credit	
Class Work	

Save

Copy this setup to the following classes:

☐ AMERICAN LITERATURE: 49 ☐ AMERICAN LITERATURE: 50 ☐ COMPOSITION: 69
☐ COMPOSITION: 70 ☐ MATHEMATICS 5: 29 ☐ MATHEMATICS 5: 30
☐ READING 3: 10 ☐ READING 3: 9

Select All   Un-Select All   Copy

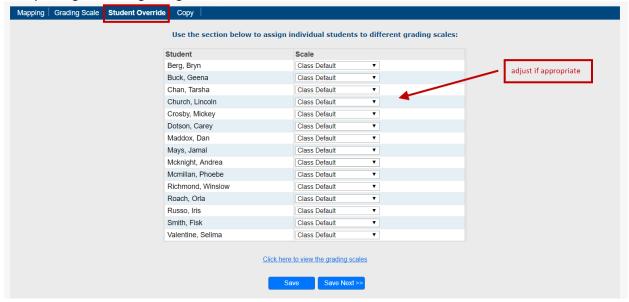## Step 4 – Click "Setup Grading Scales"

- Choose "Custom Setup 1", Click "Save" and then "Save Next"

- Select the Grading Scale for your building, click "Save Next"

- Make any changes to kids grading scales, click "Save Next"

- Select other classes where this setup applies, click "Copy"