

# 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

The screenshot shows the ProgressBook Teacher Home Page. The top navigation bar includes the ProgressBook logo, a 'Teacher Home Page' link, and user information (GradeBook | [user icon] [help icon]). Below the bar, a welcome message 'Welcome Linda Brown' is displayed. The main content area is divided into several sections:

- Classes:** A list of classes with links to edit them. A red arrow points to the 'Edit List' link, with a note: 'Click to create class alias or to hide classes'.
- Class Administration:** A list of links for managing the class, including Seating Chart, Daily Attendance (HR), Lunch Counts, Period Attendance, Post Homework, Post Class Information, Lesson Plans, Enter Lesson Plans, Search Lesson Plans, 5 Day Planner, and Import Lesson Plan Schedules.
- Online Learning:** A link to the Dashboard.
- Assignments & Marks:** A list of links for managing assignments and marks, including Assignment Details / Assignment Marks, Add a Recurring Assignment / Assignment Maintenance, GradeBook Grid / 5-Day View, Standards-Based Grid / Progress By Student, Enter Report Cards / Enter Interims, and Google Classroom Sync.
- Students:** A list of links for managing students, including Student Information and Submit Discipline.
- Reports:** A section for generating reports, including a 'Select a Report' dropdown and a 'Run' button.
- Student Search:** A search bar for finding students by name.
- Average Calc Setup:** A section for setting up average calculations, including links for 'Set Up Assignment Types', 'Set Up Calc Methods & Weights', and 'Set Up Grading Scales'. A red box highlights these three links, with a red arrow pointing to them and the text 'Steps 2-4'.
- Administration:** A section for system administration, including links for 'Set Up GradeBook Access', 'Set Up Lesson Plan Sharing', 'Set Up Groups Within Classes', 'Set Up Teacher Preferences', 'Set Up Classes for Parent Access', 'Group Classes Together', 'Transfer Student Marks', 'Exclude Lowest Mark', 'Update Email Address', 'Bank Maintenance', and 'Change Your Password'. A red box highlights the 'Update Email Address' link, with a red arrow pointing to it and the text 'Step 1'.

### 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.

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.

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	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	CW
DRA	DRA	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"/>	DRA
Effort	Eff	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"/>	Eff
Extra Credit	ExCr	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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ExCr

## 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	<input type="text"/>
Test	<input type="text"/>
Quizzes	<input type="text"/>
Extra Credit	<input type="text"/>
Class Work	<input type="text"/>

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”

Mapping |

Select the way that you would like to map assignments to the report card:

☐ **Default** (No further setup is required.)  
All assignments will calculate to the mark assessment on the report card.  
The default grading scale for the report card will be used.  
Warning: If grades do not calculate, you will need to choose another option.

☒ **Custom Setup 1** (Recommended for secondary style report cards.)  
Map all assignments to the mark assessment on the report card.  
You may choose a grading scale for the class and for individual students.

☐ **Custom Setup 2** (Recommended for standards based report cards.)  
Map assignments to different assessments on the report card.  
Marks for each assessment will be automatically calculated on the report card.  
Grading scales for each assessment can be chosen for the class and for individual students.

Save

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

Mapping | **Grading Scale** | Student Override | Copy |

The default grading scale for this class is:

MS & HS Default

[Click here to view the grading scales](#)

Save Save Next >>

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

Mapping | Grading Scale | **Student Override** | Copy |

Use the section below to assign individual students to different grading scales:

Student	Scale
Berg, Bryn	Class Default
Buck, Geena	Class Default
Chan, Tarsha	Class Default
Church, Lincoln	Class Default
Crosby, Mickey	Class Default
Dotson, Carey	Class Default
Maddox, Dan	Class Default
Mays, Jamal	Class Default
Mcknight, Andrea	Class Default
Mcmillan, Phoebe	Class Default
Richmond, Winslow	Class Default
Roach, Orla	Class Default
Russo, Iris	Class Default
Smith, Fisk	Class Default
Valentine, Selima	Class Default

[Click here to view the grading scales](#)

Save Save Next >>

adjust if appropriate

- Select other classes where this setup applies, click “Copy”

Mapping | Grading Scale | Student Override | **Copy** |

Copy this Custom Setup 1 setup to the following classes:

☐ AMERICAN LITERATURE: 62 ☐ COMPOSITION: 101  
☐ COMPOSITION: 102 ☐ MATHEMATICS 5: 21  
☐ MATHEMATICS 5: 22 ☐ READING 5: 21  
☐ READING 5: 22

Select All De-Select All

Copy