

ACCESS ProgressBook Gradebook Setup

Standards Based Report Card

Log In (<https://progressbook.access-k12.org>)

Domain = access.local

User ID = email alias

Password = email password

Basic Navigation

The screenshot shows the ProgressBook Teacher Home Page. The top navigation bar includes the ProgressBook logo, "Teacher Home Page", and links for "GradeBook", "Help", and "Sign Out". A welcome message "Welcome Jennifer Anderson" is displayed. The main content area is divided into three columns:

- Classes:** A list of classes with links to edit or hide them. A red box highlights this section with the text "Click to create class alias or to hide classes".
- Class Administration:** A list of links for class management, including "Seating Chart", "Daily Attendance (HR)", "Lunch Counts", "Period Attendance", "Post Homework", "Post Class Information", "Lesson Plans", "Online Learning", "Assignments & Marks", and "Students".
- Reports:** A section for generating reports, including "Average Calc Setup", "Student Search", and "Administration". A red box highlights the "Average Calc Setup" section with the text "Steps 2-4 below".

Additional annotations include:

- A red box labeled "Click to return home" pointing to the "GradeBook" link in the top navigation bar.
- A red box labeled "Exit" pointing to the "Sign Out" link in the top navigation bar.
- A red box labeled "Please update your email address at first login - Step 1 below" pointing to the "Update Email Address" link in the "Administration" section.

The URL at the bottom of the page is <https://demo-gb.progressbook.com/Teacher/Homepage.aspx>.

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, or perhaps Formative Assessment and Summative Assessments).
- 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. (Or you may choose individual assignment types for individual classes.)
- 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. (Or you may choose individual assignment types for individual classes.) Use “Points” as mark types. If entering grades Rubric Style, use “1-4” as mark type.
- Scroll down to click “Save”. If not saved, data will be lost.

Dashboard All Primary Classes

Enter an assignment type, then check each of the classes that will use it or check “All” for all classes.

Name	Abbr	Mark Type	AMERICAN LITERATURE: 61	AMERICAN LITERATURE: 62	COMPOSITION: 101	COMPOSITION: 102	MATHEMATICS 5: 21	MATHEMATICS 5: 22	READING 5: 21	READING 5: 22	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 type="checkbox"/> CW
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 checked="" type="checkbox"/>	<input type="checkbox"/> ExCr
Homework	HW	1-4	<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"/> HW
Quizzes	QZ	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 type="checkbox"/> QZ
SB Formative Assessment	SBFA	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"/> SBFA
SB Summative Assessment	SBSA	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"/> SBSA
Test	Test	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 type="checkbox"/> Test

[Save](#)

Assignment Conversion Tool

Convert all assignments with type to type

Check the classes that you wish to convert:

☐ AMERICAN LITERATURE: 61 ☐ AMERICAN LITERATURE: 62 ☐ COMPOSITION: 101

☐ COMPOSITION: 102 ☐ MATHEMATICS 5: 21 ☐ MATHEMATICS 5: 22

☐ READING 5: 21 ☐ READING 5: 22

[Select All](#) [De-Select All](#) [Go](#)

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.
- Save.
- Check other classes where this setup applies and click Copy.

Class: READING 5: 21

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
Formative Assessment	<input type="text"/>
Summative Assessment	<input type="text"/>

[Save](#)

Copy this setup to the following classes:

☐ AMERICAN LITERATURE: 61 ☐ AMERICAN LITERATURE: 62 ☐ COMPOSITION: 101

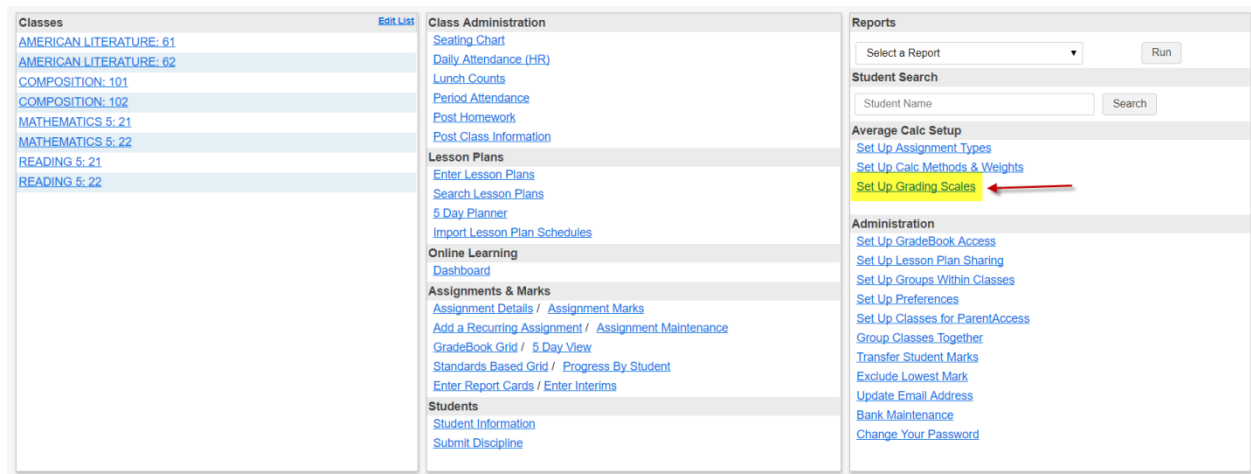
☐ COMPOSITION: 102 ☐ MATHEMATICS 5: 21 ☐ MATHEMATICS 5: 22

☐ READING 5: 21 ☐ READING 5: 22

[Select All](#) [Un-Select All](#) [Copy](#)

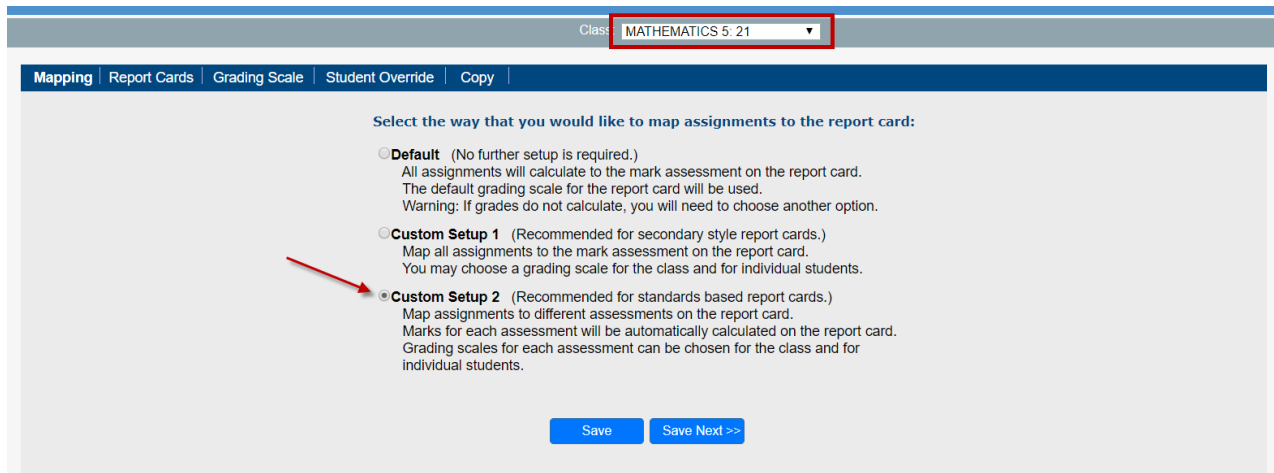
Step 4 Click “Setup Grading Scales”

- a. Grading Scales. From your Teacher Home Page, click on “Setup Grading Scales”



The screenshot shows the Teacher Home Page navigation menu. The 'Reports' section is expanded, and 'Set Up Grading Scales' is highlighted with a red arrow. The menu includes sections for Classes, Class Administration, Lesson Plans, Online Learning, Assignments & Marks, Students, Reports, Student Search, Average Calc Setup, Administration, and a Search bar.

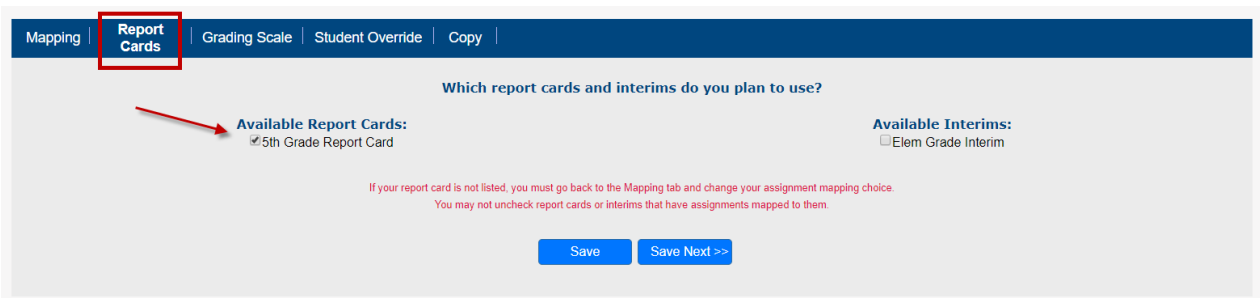
- b. With your first class selected in the “Class” dropdown box, click on “Custom Setup 2”. NOTE: You might get a pop up message about having to convert assignments. Click “OK”. Click “Save Next >>.”



The screenshot shows the 'Select the way that you would like to map assignments to the report card:' dialog box. The 'Class' dropdown is set to 'MATHEMATICS 5: 21'. The 'Custom Setup 2' option is selected, and a red arrow points to it. The dialog box includes a 'Save' button and a 'Save Next >>' button.

NOTE: If you see a button that says “Convert”, please do not click it yet. We will get to that step later.

- c. Choose the Report Card and Interim (if used) you are using, and click “Save Next >>.”



The screenshot shows the 'Which report cards and interims do you plan to use?' dialog box. The 'Report Cards' tab is selected, and '5th Grade Report Card' is checked. A red arrow points to the 'Report Cards' tab. The dialog box includes a 'Save' button and a 'Save Next >>' button.

d. You can choose a default assessment for this class. In most cases it will be an assessment that has the words “Overall Grade” in it. Choose this default assessment in the drop down box. (Not all classes will have a default assessment.)

Under the list of assessments, make sure the proper calculation method is chosen for each of your assessments. Click “Save Next >>” when finished.

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

Select the "Overall Grade" for this class, if applicable

Choose the default assessment to show for the students' progress:
5th Grade Report Card: Math Grade

Assign the grading scales to use for each assessment
[Click here to view the grading scales](#)

5th Grade Report Card

Assessment	Grading Scale	Calculation
Math Grade	MS & HS Default	Average
Final	MS & HS Default	Average
Effort		None
Reads, writes, compares & rounds decimals	Concept Skills = / -	Average
Multiplies multi-digit whole numbers	Concept Skills = / -	Average
Solves long division problems	Concept Skills = / -	Average
Applies the four operations to decimals	Concept Skills = / -	Average
Solves multi-step measurement conversion problems	Concept Skills = / -	Average
Represents & interprets data on a line plot	Concept Skills = / -	Average
Solves volume problems	Concept Skills = / -	Average
Graphs points on a coordinate plane	Concept Skills = / -	Average
Interprets coordinate graphs	Concept Skills = / -	Average
Writes & interprets numerical expressions	Concept Skills = / -	Average
Calculates, graphs, & interprets ordered pairs	Concept Skills = / -	Average
Adds & subtracts fractions	Concept Skills = / -	Average
Multiplies & divides fractions & whole numbers	Concept Skills = / -	Average
Above Grade Level		None
Below Grade Level		None
Comments		None

New items (or first time saving) will be Yellow. Once saved and linked to the GradeBook, items will no longer be highlighted.

Save Save Next >>

e. You will next see a list of the assessments, and a drop down list of students. If there are any students in your class which need to have a different calculation method for their grades, here is where you select it. When finished, or if no students need to be changed, click “Save Next.”

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

Use the section below to assign individual students to different grading scales:
Select a student: Dunn, Calvert

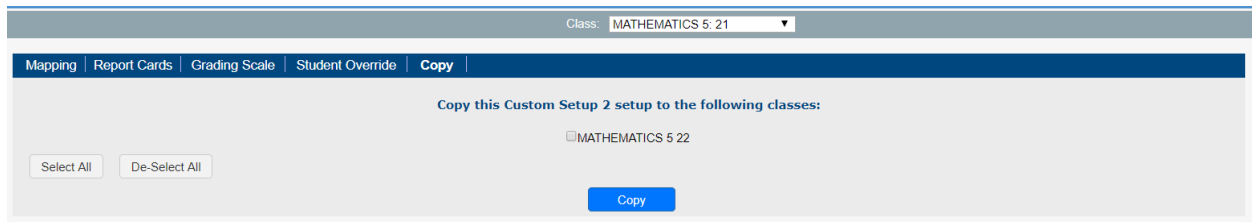
5th Grade Report Card

Assessment	Grading Scale
Math Grade	Class Default
Final	Class Default
Effort	Class Default
Reads, writes, compares & rounds decimals	Class Default
Multiplies multi-digit whole numbers	Class Default
Solves long division problems	Class Default
Applies the four operations to decimals	Class Default
Solves multi-step measurement conversion problems	Class Default
Represents & interprets data on a line plot	Class Default
Solves volume problems	Class Default
Graphs points on a coordinate plane	Class Default
Interprets coordinate graphs	Class Default
Writes & interprets numerical expressions	Class Default
Calculates, graphs, & interprets ordered pairs	Class Default
Adds & subtracts fractions	Class Default
Multiplies & divides fractions & whole numbers	Class Default
Above Grade Level	Class Default
Below Grade Level	Class Default
Comments	Class Default

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

Save Save Next >>

f. If any of your other classes are similar, you can copy this setup to the other classes by selecting them and clicking “Copy.” If other classes exists, or do not have the same setup, you will need to **repeat Step 4 for each class.**

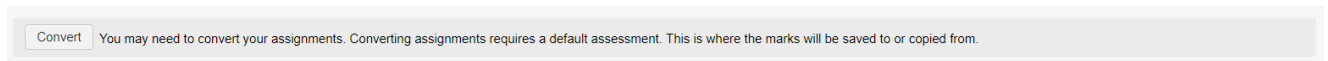


The screenshot shows a web interface for class setup. At the top, there is a dropdown menu labeled 'Class:' with 'MATHEMATICS 5: 21' selected. Below this is a navigation bar with tabs: 'Mapping', 'Report Cards', 'Grading Scale', 'Student Override', and 'Copy' (which is highlighted). The main content area has the heading 'Copy this Custom Setup 2 setup to the following classes:'. Below this heading, there is a list of classes with checkboxes. The first class listed is 'MATHEMATICS 5 22', which is currently unchecked. At the bottom left, there are two buttons: 'Select All' and 'De-Select All'. At the bottom right, there is a blue 'Copy' button.

g. If you haven’t entered any assignments in any of your classes before running these steps, you are finished with the setup. If you have other classes to setup that you didn’t copy this setup to in step 6, please select that class in the drop down box at the top of the screen and repeat steps 2 through 5.

*****This step only applies if you were not set to Custom Setup 2, but already entered assignments.***

h. If you have entered assignments in your class, you will need to convert those assignments. To convert assignments, you *must* have a Default Assessment identified (step 4d). Click on the “Mapping” link at the top of the screen. You will see a button at the bottom that says “Convert”. Click this button and then click “OK” when prompted if you want to continue. Please repeat this for all of your classes. That’s it!!



The screenshot shows a light gray rectangular box. On the left side of the box is a button labeled 'Convert'. To the right of the button is a message: 'You may need to convert your assignments. Converting assignments requires a default assessment. This is where the marks will be saved to or copied from.'