



Welcome Back!



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Class Roster Quick Reference

Students (15)	Miss	Att
Hawkins, Baylee	+	
Hudson, Olga	+	
Knight, Galina	+	
Mills, Dalton		2
Nichols, Isabella		1
Smith, Finlay		1
Spencer, Landon	?	
Stephens, Wayland		
Stone, Maximilian	+	2

Codes display in this column to show if student is absent or tardy.

Number of missing assignments: click to view list of assignments

[Update Roster](#)

[Hide Attendance](#)

ProgressBook® Class Roster			
GradeBook			
GradeBook			
Dashboard / 5-Day / Grid		Class: AMERICAN LITERATURE: 11	
Name	Order	Group	Hide?
Dunn, Calvert		Inclusion	☐
Gardner, Tionna		Gifted	☐
Grant, Alvaro		Inclusion	☐
Hawkins, Baylee		Gifted	☐
Hudson, Olga		Gifted	☐
Knight, Galina		Gifted	☐
Mills, Dalton		Inclusion	☐
Nichols, Isabella		Inclusion	☐
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
W	Student has withdrawn from class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 (if enabled by your district)

Seating Chart Quick Reference

Classroom Administration

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

ProgressBook® - Seating Chart GradeBook | Help | Sign Out

Seating Chart: American Lit A

Teacher's Desk

 Tionna Gardner	 Olga Hudson	 Landon Spencer	 Wayland Stephens	 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.

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 | Help | Sign Out

GradeBook

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

Attendance has not been taken in ProgressBook

Students	Grade	Daily Att
Dunn, Calvert	10	
Gardner, Tionna	10	
Grant, Alvaro	10	
Hawkins, Baylee	10	
Hudson, Olga	10	
Knight, Galina	10	
Mills, Dalton	10	
Nichols, Isabella	10	

Save

ProgressBook® Period Attendance GradeBook | Help | Sign Out

GradeBook

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

Attendance has not been taken in ProgressBook.

Student	Grade	Class Attendance
Barnes, Amara	05	
Bennett, Deva	05	
Coleman, Porter	05	
Flores, Thad	05	
Hughes, Laria	05	
Jenkins, Malaya	05	
Long, Jeanine	05	
Patterson, Onus	05	

Save

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 print it as a PDF.

ProgressBook
Student Profile
GradeBook | Help | Sign Out

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		

Assignment Details Quick Reference

ProgressBook® - Assignment Details GradeBook | [Notifications] [User] [Help]

Grade Book

Dashboard / 5 Day / Grid Class: Algebra 2: 02 Period: Q2 Assignment: 12/16 Chapter 4 & 5 Quiz Action: [Save](#)

Main Standards Marks **Enter marks for the assignment**

Chapter 4 & 5 Quiz Quizzes

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

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

Note: Existing assignments cannot be linked to an activity. You must add a new assignment from an activity's Details screen.

Description: Chapter 4 & 5 Quiz
 Assignment Type: Quizzes
 Assigned Date: 12/02/2011
 Points: 75

Sequence: **Enter a number to designate the order of floating assignments**
 Due Date: 12/16/2011
 Weight: **Enter a number other than 1 to weight the assignment**

Assign to Student Group: All Students **Assign to specific group of students**

☐ Set up as a floating assignment?
☒ Post to the homework web page?
☒ Add this assignment to the assignment bank?

☐ Exclude from student averages?
☒ Post the marks to the web?

Share this assignment with the following classes: *Note: Only classes that share assignment types and have the same grading scale setup can share assignments.*
[Select All](#) [De-Select All](#)

Click Save after setting up your assignment details [Save](#)

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	☐	☐		
Farley, Jeanne	10	☐	☐		
Friedrich, Mark	5	☐	☐		
Greene, Roy	10	☐	☐		
Hershberger, Kaley	9.5	☐	☐		
Jackson, Monique	10	☐	☐		
McAllister, Todd	missing	☒	☐		
McNulty, Christopher	excluded	☐	☐	Exclude	
Miller, Larry	7				
Montague, Carlo	7				
Morgan, David	8				
O'Meara, Sarah	late				
Potter, Cameron	8				Turn in for half credit
Smith, Darren	10	☐	☐		
Tallman, Sherry	late	☐	☒		Turn in for half credit

Enter mark

Set to Exclude or Exclude and post

Right-click in a cell to open the context menu

Missing
Late
Exclude
Exclude and Post
Fill Column
Clear Column

Ctrl + Shift + M
Ctrl + Shift + L
Ctrl + Shift + E
Ctrl + Shift + X
Ctrl + Shift + C
Ctrl + Shift + Delete



ProgressBook®

GradeBook

GradeBook Grid Quick Reference

Key to colors or icons that may display in cells

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

ProgressBook® GradeBook Grid

Dashboard Class: Algebra I: 1 Period: 4th 9 wk View: Dated Assignments Type: All Use Classic Grid

Notification Sent Comment Excluded as Lowest Excluded & Post Excluded as Lowest & Post Late Missing Indicators Basic All

Assignment Types: All Filter grid by type of assignment

Withdrawn Displays average from all reporting periods until now

VirtualClassroom discussion and quiz

Red numbers indicate the student received extra credit

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

Class summary

Average of all assignments in the class by student

Roster	Students	Cmt	Avg: 76.3%	YTD Avg	Miss	Att	HW #1: Domain ...	Functions Stati...	Homework #2: ...	Unit Entrance ...	HW #3: Evaluati...	HW #4: Popcorn...	Unit	Pts	QUIZ	HW #5: Evaluati...	HW #6: Popcorn...	Unit	Pts	QUIZ	HW #7: Evaluati...	HW #8: Popcorn...	Unit	Pts
Austin, Alyssa	W		89.80 A- 220/245				5				7	1.5	2											
Avino, Nick			71.63 C- 175.5/...		5		4				10	missing	missing											
Bailey, Lucinda			86.94 B+ 213/245		1		5				9	1	2											
Carmichael, Bryan			68.78 D+ 160.2...		4		missing	8	0	excluded	excluded	2												
Cunningham, Izzy	W		90.82 A- 222.5/...				3.5	8	2	11	1.5	2		11	25.5	43.5	2							
Dorkson, Elizabeth			82.45 B- 202/245		1		5	8	2		2	2		12	26	40	2							
Flintstone, Andrew			87.45 B+ 214.25...				4	8	2	7	1.5	2		12	24.75	41	2							
Hafner, Brianna			44.44 F 108/243		4						excluded	1.5	missing	11	25	missing								
King, Bruce			103.16 A+ 252.7...								2	2		15	32.75	44	2							
Krupp, Donald			73.78 C 180.75/...		3						2	2		10	27.25	42.5	2							
Long, Vince			98.78 A+ 242/245				5	8	2	9	2	2		15	29	44.5	2							
McCats, Jillian			27.76 F 68/245		9		missing	8	0	7	missing	missing												
Miller, Kevin			54.18 F 132.75/...		6		missing	8	2	6	missing	1.5		8	17.25	34	2							
O'Brian, Mary			50.81 F 94.5/186		6		missing	7	2	7	1	missing	missing	12.5	36	2								
Patel, Tahani			56.94 F 139.5/245		3		5	8	0	0	1.5	2		15	16	34	2							
Average Points							4.7	8	1.6	7.6	1.7	1.9		13.5	23.5	38.5	2							
Possible Points							5	8	2	10	2	2		15	34	45	2							
Average Percent							94%	100%	80%	76%	85%	95%		90%	69.1%	85.6%	100%							
Assignment Weight							1	1	1	1	1	1		1	1	1	1							
Post Marks to the Web?							☒	☒	☒	☒	☒	☒		☒	☒	☒	☒							

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



ProgressBook®

GradeBook

GradeBook Grid Quick Reference

ProgressBook GradeBook Grid

GradeBook | [Notifications] [User] [Help]

Dashboard Class: Language Arts 1: 3 Period: 3Tri View: **Dated Assignments** Type: All Use Classic Grid

Filter list by student or student group

Create new assignment

Select dated assignments or floating assignments

Basic All [Settings]

Roster

+ New Assignment

Missing assignment and absences counts

Click to add daily comment

Indicates daily comment has been added

Different assessments under individual assignment

Assignment type

Set grid preferences

Gray bars separate CS2 assignments

Students	Cmt	Avg	Miss	Att	Applies grade L...	Understands s...	Reads with suf...	Acquires and u...	Capitalizes, sp...	HW	Spelling Work...	Capitalizes, sp...	Applies grade L...	Understands s...	Acquires and u...	Capitalizes, sp...	Grammar Time
Austin, Alyssa w					—	—	—	—	—	—	—	—	—	—	—	—	—
Avino, Nick			3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Bailey, Lucinda			3	2	3	2	3	3	3	3	3	3	3	3	3	3	3
Carmichael, Bryan			2	2	3	2	3	3	3	3	3	3	3	3	3	3	3
Cunningham, Izzy w			—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Dorkson, Elizabeth			2	3	1	2	3	3	3	excluded	—	—	—	—	—	—	—
Flintsone, Andrew			2	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Hafner, Brianna			1	1	2	1	2	2	2	missing	—	—	—	—	—	—	—
King, Bruce			3	3	2	1	2	2	2	3	—	—	—	—	—	—	—
Krupp, Donald			3	3	2	3	—	—	—	2	—	—	—	—	—	—	—
Long, Vince			3	3	3	2	3	3	3	missing	—	—	—	—	—	—	—
McCats, Jillian			2	2	2	2	2	2	2	late	—	—	—	—	—	—	—
Miller			—	—	—	—	—	—	—	late	—	—	—	—	—	—	—
O'Brian			—	—	—	—	—	—	—	excluded	—	—	—	—	—	—	—
Patel,			—	—	—	—	—	—	—	2	—	—	—	—	—	—	—
Average Points																	
Possible Points																	
Average Percent																	
Assignment Weight			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Post Marks to the Web?			☒	☒	☒	☒	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐

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

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 | Help | Sign Out

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
 Weighted Average

If you have chosen to use Weighted Average, you can use simple numbers or numbers that represent a percent of the student's overall grade.

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

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.

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

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.