

GradeBook Back to School



Thursday, August 10, 2023

General Support

Help Desk -

<https://accessohio.zendesk.com>

(sign in with Google)

A screenshot of the Zendesk Help Desk interface. At the top, there are links for 'My activities' and 'Submit a request'. The 'Submit a request' link is highlighted with a red rectangular box. Below these links is a search bar with the word 'Search' and a magnifying glass icon. A red arrow points from the 'Submit a request' button in this screenshot to the 'SUBMIT A REQUEST' form on the right.A screenshot of the 'SUBMIT A REQUEST' form in the ACCESS Help Center. The form is titled 'SUBMIT A REQUEST' in red. It includes a 'CC' field with a placeholder 'Add emails'. Below that is a 'Subject*' field. The 'Description*' field is a large text area with a placeholder 'Please enter the details of your request. A member of our support staff will respond as soon as possible.' At the bottom, there is an 'Attachments' section with a placeholder 'Add file or drop files here'. A 'Submit' button is located at the bottom right of the form.

General Support

Find/update existing tickets (open, pending, solved)

The screenshot shows a web interface for managing support tickets. At the top, there's a navigation bar with 'My activities' (highlighted with a red box), 'Submit a request', and a user profile dropdown. Below this is a search bar. The main content area has tabs for 'Requests' (highlighted in yellow), 'Contributions', and 'Following'. Under the 'Requests' tab, there's a section for 'My requests' (highlighted with a red box) and 'Requests I'm CC'd on'. Below this is a search bar for requests and a status dropdown menu set to 'Any'.

General Support

Help desk tickets can also be created by emailing:

- student@access-k12.org
- emis@access-k12.org
- support@access-k12.org

PLEASE include details - the more details provided, the better we are able to assist.

Examples:

- student name/id
- specific page in the software
- error message
- replication steps

Don't leave subject blank or "scan from..."

Before submitting a ticket, please take 5-10 minutes to search documentation

Documentation

Frontline Learning Center



Frontline Learning Center | Frontline SIS - Ohio

Search the Learning Center

System Manager: Getting Started

GradeBook Administration > System Manager: Getting Started

Navigating GradeBook (System Manager)

Print

Click a hyperlink below to jump to that topic:

- [Welcome to GradeBook](#)
- [Administrator Home Page](#)
- [Side Navigation for System Managers](#)

Welcome to GradeBook

Categories

[Student Information](#)

[Reporting](#)

[DataMap](#)

[GradeBook: Administration](#)

[GradeBook: Teacher](#)

[ParentAccess: Administration](#)

[Virtual Classroom](#)

[Special Services](#)

[Classic Special Services](#)

Integration

- If your district has integration enabled, schedules must be finalized in **Student Information** in order for data to appear in **GradeBook**
- Initial integration is an overnight process
 - Newly created Class, HR or Student requires nightly integration
 - Schedule and HR changes in SI LIVE UPDATE to GB (only if Class, HR, and Student already exist)

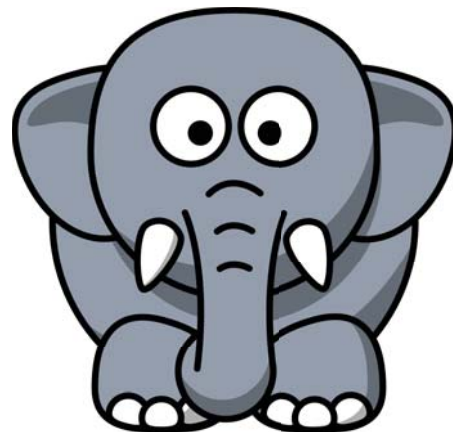
If your district starts school the week of:	Integration will be turned on:
August 7th	Monday, July 31st
August 14th	Monday, July 31st
August 21st	Monday, August 7th
August 28th	Monday, August 14th
September 4th	Monday, August 21st

GradeBook - General

GradeBook is like an elephant...it never forgets!

Once in GradeBook, always in GradeBook

- Changes made into SI push over to GB
- Nothing is automatically removed from GB
- Example: Teacher A is originally scheduled to teach a class. Integration is enabled and Teacher A is associated to class in GradeBook. Class is then updated in SI to reflect Teacher B. Integration moves Teacher B over to GradeBook. Both teachers are now tied to that class in GradeBook. Teacher A must be manually removed in GradeBook.



Absence Types - Review/Update

This screen determines what absences will be available for teachers to use when taking attendance

- Review each building
- HR= Daily PE = Period
- HR absence types move over from StudentInformation
 - Code, Description, Value, fields are read-only
- Admin only
 - If selected, absence type will not be available for teachers to use
- Helpful to filter absence types by selecting the following checkboxes above the grid: HR, PE, Admin Only, Teacher.

Show: ☒ HR ☒ PE ☒ Admin Only ☒ Teacher

Named Codes

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[School Named Codes](#)

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[Absence Totals](#)
[Absence Types](#)
[Admission Codes](#)
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[Attendance Note](#)
[Contact Types](#)
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[Student Status Codes](#)
[Withdrawal Codes](#)
[Address Type Codes](#)
[Period/Block Codes](#)

Student Status Codes- Review/Update

This page does not integrate from StudentInformation

If new status is added into SI (StudentInformation > Management > School Administration > Student Codes Administration > Student Status Codes), add new code to GradeBook

If status code does not exist in GradeBook, student(s) will show with red 'W' in GradeBook

Named Codes

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[School Named Codes](#)

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District Features - Verify settings

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[District Features](#)

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Settings copy from previous year's GradeBook

Verify Settings

Feature Name	Use?
Parent/Student Access	<input checked="" type="checkbox"/>
Standards	<input checked="" type="checkbox"/>
Teacher Roster Setup for All Courses	<input type="checkbox"/>
Lunch Counts	<input checked="" type="checkbox"/>
Debugging for DASL (Keep off unless testing)	<input type="checkbox"/>
Enable Attendance Short Comments	<input type="checkbox"/>
Import DASL External Student Status Code	<input checked="" type="checkbox"/>
Staff Password Changes	<input type="checkbox"/>
Class Notifications	<input checked="" type="checkbox"/>
Live Integration Auditing	<input type="checkbox"/>
Require attendance for newly integrated homerooms	<input type="checkbox"/>
Enable Student Status Code View	<input checked="" type="checkbox"/>

District Features - Verify settings

Parent/Student Access - allows access to ParentAccess.

- Should be checked

Standards - allows the use of academic standards with lesson plans and assignments

- Should be checked

Lunch - provides the ability for teachers to enter lunch counts.

- District decision

Import DASL External Student Status Codes - allows SI status codes to move over to GradeBook

- Should be checked

Class Notification - Allows teachers to send emails to parents and/or students who registered with an email addresses in ParentAccess.

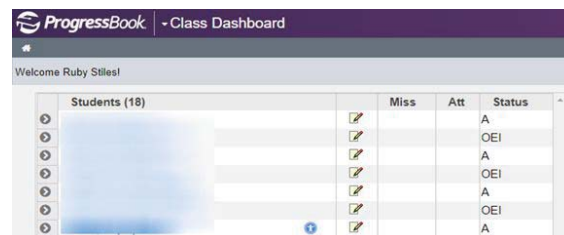
- District decision

Require attendance for newly integrated homerooms - controls whether a new class from StudentInformation is selected automatically on the Set Up Required Homerooms screen during integration.

- District decision

Enable Student Status Code View - Allows teachers to view the student status code on the Class Dashboard, the Daily Attendance screen, and the Period Attendance screen.

- District decision



The screenshot shows the ProgressBook Class Dashboard. At the top, it says 'ProgressBook - Class Dashboard'. Below that, it says 'Welcome Ruby Stiles!'. The main table has columns for 'Students (18)', 'Miss', 'Att', and 'Status'. The 'Status' column contains codes like 'A', 'OEI', and 'A'. An arrow points from the 'Enable Student Status Code View' text to this table.

Students (18)	Miss	Att	Status
			A
			OEI
			A
			OEI
			A
			OEI
			A

School Features - Verify settings

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Settings copy from previous year's GradeBook

Verify Settings

School Features - Period Attendance

Enable - allows schools to take period attendance in classes

Prior Day - allows teachers to enter or modify period attendance for days prior to the current day

Live integration - should be unchecked

By Block - allows teachers to take period attendance by block in classes that meet for multiple blocks

Auto-Roster - not used

Period Attendance

Daily Attendance

Reports


SIS Alerts

Discipline

Student Search

Period Attendance Features

Show Inactive School(s) ☐

School	Enable	Prior Day	Live Integration	By Block	Auto-Roster
 All schools - settings will be applied to all schools	<input type="checkbox"/>	<input type="checkbox"/> 365 day(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DASL Test Elementary School	<input type="checkbox"/>	<input type="checkbox"/> 365 day(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DASL Test High School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 365 day(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Default School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 365 day(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School Features - Daily Attendance

Offer Daily Attendance - allows teachers to take daily attendance in classes on the Daily Attendance screen and Seating Chart.

Allow Prior Day Changes? - allows teachers to enter daily attendance for days prior to the current day

Enable Live SIS Integration - should be checked

Period Attendance

Daily Attendance

Reports

SIS Alerts

Discipline

Student Search

Check the features that you wish to enable at each school.

Show Inactive School(s) ☐

School Name	<input checked="" type="checkbox"/> Offer Daily Attendance?	<input type="checkbox"/> Allow Prior Day Changes?	<input type="checkbox"/> Enable Live SIS Integration?
DASL Test Elementary School	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DASL Test High School	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Default School	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School Features - Reports

Enable ReportBuilder reports - should be checked

Period Attendance

Daily Attendance

Reports

SIS Alerts

Discipline

Student Search

Check the features that you wish to enable at each school.

Show Inactive School(s) ☐

School Name	<input checked="" type="checkbox"/> Enable Report Builder?
DASL Test Elementary School	<input checked="" type="checkbox"/>
DASL Test High School	<input checked="" type="checkbox"/>
Default School	<input checked="" type="checkbox"/>

School Features - SIS Alerts

Alerts - allows custody, miscellaneous, and/or disability alerts to display on the Student Profile screen particular student's alert(s). Also, includes an alert, an icon displays beside the student's name on the Class Dashboard screen.

Period Attendance

Daily Attendance

Reports


SIS Alerts

Discipline

Student Search

StudentInformation Alert Features

Show Inactive School(s) ☐

School	Medical	Custody	Miscellaneous	Disability
 All schools - settings will be applied to all schools	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DASL Test Elementary School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DASL Test High School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Default School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

School Features - Discipline

Enable discipline? - GradeBook users with the role of teacher, principal, guidance, clerk, master, or school administrator can report discipline incidents.

Period Attendance

Daily Attendance

Reports

SIS Alerts

Discipline

Student Search

Check the features that you wish to enable at each school.

Show Inactive School(s) ☐

School Name	<input checked="" type="checkbox"/> Enable Discipline?
DASL Test Elementary School	<input checked="" type="checkbox"/>
DASL Test High School	<input checked="" type="checkbox"/>
Default School	<input checked="" type="checkbox"/>

School Features - Student Search

Search Within - can specify—by building—whether teachers can search for students within their own classes (default), their school, or the entire school district.

Enable Student Photos - displays student photos in the quick-view area of the search results

Period Attendance

Daily Attendance

Reports

SIS Alerts

Discipline

Student Search

Allow teachers to search within their classes, school, or the entire district.

Show Inactive School(s) ☐

School Name	Search Within	<input checked="" type="checkbox"/> Enable Student Photos
DASL Test Elementary School	Teacher's Classes ▼	<input checked="" type="checkbox"/>
DASL Test High School	Teacher's Classes ▼	<input checked="" type="checkbox"/>
Default School	Teacher's Classes ▼	<input checked="" type="checkbox"/>

LMS Integration Settings - Verify settings

District Setup

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Settings copy from previous year's GradeBook

Verify Settings if you have teachers using Google Classroom and want to sync grades

District LMS Integration Setting

Select your LMS: Google Classroom

Note: Only one LMS can be active for the District

Google Classroom configured

School Calendars

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Calendar integrate from StudentInformation

Verify start dates

Disregard "District Calendar"

Calendar List										
Calendar Days										
Schools										
Description	Cal #	Total Days	Instructional Cycle	Cycle Type	Attendance Days	Start Month	Start Day	School Year	Delete	
▶ DAEL_Calendar_Default Calendar	DFLT	200	District Cycles	Mon-Fri	District Attendance Days	Jul	24	2023	<input type="checkbox"/>	
▶ DAHS_Calendar_Default Non-Atter	DNAC	182	District Cycles	Mon-Fri	District Attendance Days	Aug	14	2023	<input type="checkbox"/>	
▶ DAHS_Calendar_Half Day JVS in F	JVS	207	District Cycles	Mon-Fri	District Attendance Days	Aug	14	2023	<input type="checkbox"/>	
▶ DAHS_Calendar_HS Default	DFLT	207	District Cycles	Mon-Fri	District Attendance Days	Aug	14	2023	<input type="checkbox"/>	
▶ DAHS_Calendar_HS Senior Calen	SR	207	District Cycles	Mon-Fri	District Attendance Days	Aug	14	2023	<input type="checkbox"/>	
▶ DAHS_Calendar_Online bldg	ONLI	182	District Cycles	Mon-Fri	District Attendance Days	Aug	14	2023	<input type="checkbox"/>	
▶ District Calendar	1	182	District Cycles	Mon-Fri	District Attendance Days	Jul	15	2022	<input type="checkbox"/>	
*	0	0	District Cycles	Mon-Fri	District Attendance Days	Jul	15	2022	<input type="checkbox"/>	

Save

Reporting Periods - Review

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Dates do not integrate from StudentInformation - please review and manually correct dates

Please don't touch GradeBook range checkbox

Dates should have no gaps or overlap

- Term Begin should be the start date of the reporting period
- Term End should be the calendar day before the next term starts
- Example: Quarter 2 start date is 11/2/22. Quarter 1 end date should be 11/1/22.
- GradeBook – weekends do not matter. End dates will not be the same end dates as SI.

Name	Short Name	GradeBook Range?	GradeBook Dates			Del?
			Term Begin	Interim End	Term End	
Final Grade	Fin	<input type="checkbox"/>				<input type="checkbox"/>
Quarter 1	Qtr1	<input checked="" type="checkbox"/>	8/21/2023		10/29/2023	<input type="checkbox"/>
Quarter 2	Qtr2	<input checked="" type="checkbox"/>	10/30/2023		1/21/2024	<input type="checkbox"/>
Quarter 3	Qtr3	<input checked="" type="checkbox"/>	1/22/2024		3/24/2024	<input type="checkbox"/>
Quarter 4	Qtr4	<input checked="" type="checkbox"/>	3/25/2024		5/30/2024	<input type="checkbox"/>
Semester 1 Exam	Ex1	<input type="checkbox"/>				<input type="checkbox"/>
Semester 2 Exam	Ex2	<input type="checkbox"/>				<input type="checkbox"/>

Case Management Classes

Coaches, intervention specialists, etc.

Document on ACCESS webpage

- Services > Student Services > ProgressBook Suite Documentation > Creating a Case Management Class

Courses - Excluding from ParentAccess



“Exclude from ParentAccess” in GradeBook determines whether or not the class will appear on the Planner, Dashboard, Grades tab, etc. in ParentAccess

“Display on ParentAccess” in StudentInformation course determines whether or not the class will appear on the Schedule tab in ParentAccess


A screenshot of the 'Update Course: Boys Golf' form. The form contains the following fields and options:

- School: HS (dropdown menu)
- District Course ID: Boys Golf (text field)
- Course Name: Boys Golf (text field)
- Course Short Name: Boys Golf (text field)
- Course Abbreviation: Boys Gol (text field)
- Ungraded?: ☐
- Exclude from Parent Access?: ☒ (This option is circled in red)
- Allow Teacher Roster Updates?: ☐
- Retain During Rollover?: ☐
- Course Grade Level(s):
 - ☐ ** ☐ 01 ☐ 02
 - ☐ 03 ☐ 04 ☐ 05
 - ☐ 06 ☐ 07 ☐ 08
 - ☒ 09 ☒ 10 ☒ 11
 - ☒ 12 ☐ 23 ☐ DR
 - ☐ GR ☐ GR Senior ☐ IN
 - ☐ KG ☐ KG Kindergarten ☐ PS
 - ☐ PS Pre-School ☐ UG ☐ UG UnGraded

At the bottom, there are links for 'Delete' and 'Add a New Course', and an 'Update' button.

Staff

- All staff must be entered into StudentInformation and integrate to GradeBook
- Job function must be added at a building level. If added at district level, record will not move over to GradeBook
- Live update

 ProgressBook Job Function Access in GradeBook	
StudentInformation Job Function	Access Granted in GradeBook
Curriculum Director	<ul style="list-style-type: none"> Access to lesson plans, lesson plan reports, academic standards maintenance, and grading scales
Attendance	<ul style="list-style-type: none"> Access to student daily and period attendance records in the Absence Queue, the attendance export to send records to StudentInformation, attendance reports, homerooms, and period/block codes
Master	<ul style="list-style-type: none"> Access to the GradeBook Administrator Home Page for the entire district with edit privileges for all aspects of GradeBook
School Support	<ul style="list-style-type: none"> Access to homerooms, classes, students, and staff in the school buildings to which they are assigned, as well as all principal role functionality and limited ParentAccess administration
School Administrator	<ul style="list-style-type: none"> Access to the GradeBook Administrator Home Page for one or more school buildings to which they are assigned with edit privileges for named codes, calendars, staff, reporting periods, courses, classes, academic standards, and report cards
Teacher	<ul style="list-style-type: none"> Access to GradeBook's grade book features and SpecialServices Classic (if it is enabled) for the classes and students to which they are assigned
<ul style="list-style-type: none"> Principal (includes access for DataMap) GradeBook - Principal (GradeBook access only) 	<ul style="list-style-type: none"> Access to all clerical options that the Attendance and Secretary job functions can access as well as eligibility reports and student progress reports View student progress in ParentAccess as well as teacher grade book information, including GradeBook Grid, 5 Day Planner, lesson plan reports, and class progress reports
Superintendent	<ul style="list-style-type: none"> N/A
Secretary	<ul style="list-style-type: none"> Access to all attendance options that the Attendance job function can access as well as report cards View report card and interim grades by student and ParentAccess user account maintenance and extracts
Curriculum Coordinator	<ul style="list-style-type: none"> Access to lesson plans, lesson plan reports, academic standards maintenance, and grading scales
Cafeteria Worker	<ul style="list-style-type: none"> Access to update lunch choices and lunch count reports
<ul style="list-style-type: none"> Counselor (includes access for StudentInformation and DataMap) GradeBook - Guidance (GradeBook access only) 	<ul style="list-style-type: none"> Access to student progress reports and viewing student progress in ParentAccess

Staff

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Counselor, School Administrator, Clerical, Principal, School Support – MUST link to School building (edit record in GradeBook). Otherwise, they won't have access in GradeBook

Admin Schools for TEST, DASL

Main

Schools

Check the schools where the user will have administrative access.

Show Inactive School(s) ☐

☒ DAEL - DASL Test Elementary School

☐ DAHS - DASL Test High School

☐ Default School - Default School

Staff Cleanup

Delete old staff accounts that are no longer needed (retired, no longer employed, etc.)

If user has activity, you can either disable the user's gradebook account or transfer the user's activity to another staff member (replacement or district admin user), then delete user from GradeBook

Make sure to disable accounts (inactivate job functions) in SI so they don't integrate back over to GradeBook

Report Card Dates

- Specific date range in which teachers can enter interim & report card grades for each building
- Dropdown at top to toggle between reporting periods
- If the current date falls within a current reporting period, the reporting period in context defaults to the current reporting period.
- If the current date does *not* fall within a current reporting period, the Reporting Period in context defaults to the blank option
- 12:01am unless otherwise specified
- Grade Entry Window
 - Same window may apply multiple times throughout year (ex. Final)
- Publish date
 - Date Report Card is available on PA (if report card enabled)
 - Applies to on screen report card marks, not vaulted report cards
 - Date the default term changes in PA
 - If blank, entry end date is used

Grading Setup

[Report Card Dates](#)

[Cross Reference](#)

[Mark Types](#)

[Grading Scales](#)

[Report Card Builder](#)

Grading Scales

- Defining how marks are calculated
- No overlap, no gap, no duplicates
- Can have additional scales in GradeBook
 - Single scale in SI
 - Be cautious if numeric district and using multiple scales
 - Since there's only a single scale in SI, could impact the alpha-equivalent assigned mark

Report Cards

- Standards Based Report Cards – report cards and marks remain in GradeBook
 - Please send in ticket if new courses were added as they will need to be linked (SBRC only)
- Publish to Vault
 - Can be published for Parents to view
 - Can also publish for just staff – not turn on parent view
 - View Latest Report Card in the “I Want To” menu
 - In GradeBook on Report Cards tab of Student Profile
 - Previous training recording available on [ACCESS webpage](https://www.access-k12.org).
 - www.access-k12.org > Training/Videos > Student Training Materials > ProgressBook Suite Training Videos
 - *Upcoming trainings 10/24/23*
 - Enable on PA Admin

Year End Reports

- Prior year access to GradeBook not currently available
- Administrator Home Page > Tools > Year-End Reports
- 3 reports available from the prior school year
 - Class Progress Report – Prints one report per staff member per class
 - Period Attendance Report – Prints one report per student (excluding students with no grade level) for schools that track period attendance
 - Student Progress Report – Prints one report per student (excluding students with no grade level)

Tools

Miscellaneous

[Check Software Version](#)
[Data Integration Status](#)
[Attendance Export](#)
[Import Marking Patterns](#)
[Recalculate GradeBook](#)
[Delete Students](#)
[Update Email Address](#)
[Year-End Reports](#)

View Reports

District: Parma City

Search

Select a Report Type

- Select a Report Type
- Class Progress
- Period Attendance
- Student Progress

Use the options above to search for Year-End Reports

Set Required Homerooms for Homeroom Attendance

- Must be done in order to take attendance
- Done from the *Principal* menu or *Clerical* menu
- Select which homerooms and/or classes will be available for teachers to take daily homeroom attendance
- Do not select all classes
- Period column may not appear until start day of school
- Sort options available
 - last name, term and period

Attendance

- [Absence Queue](#)
- [Attendance Export](#)
- [Attendance By Student List](#)
- [Homerooms](#)
- [Set Required Homerooms For Homeroom Attendance](#)

Helping a teacher

- Don't enter email for teacher - they must enter under their sign-on
- Admin privs may allow you to see more than teacher (report card entry)
- Good practice to use this feature as a view only

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School: Show Inactive Schools: ☐ Staff Id: Staff Last Name: Go [Advanced Search](#)

Name	User Name	Account Associated	Staff ID	Role	School	HR	GB Access	SIS Status	Help
▶ Test, Dasi	dasitest	Ⓢ	TESTD	Teacher	DAHS		Enabled	Active	<input type="checkbox"/>
▶ Test, Dasi	dasitest	Ⓢ	TESTD	SchoolSupport	DAHS		Enabled	Active	<input type="checkbox"/>
▶ Test, Dasi	dasitest	Ⓢ	TESTD	Teacher	DAEL		Enabled	Active	<input type="checkbox"/>
▶ Test, Dasi	dasitest	Ⓢ	TESTD	Principal	DAHS		Enabled	Active	<input type="checkbox"/>
▶ Test, Dasi	dasitest	Ⓢ	TESTD	Principal	DAEL		Enabled	Active	<input type="checkbox"/>
▶ Test, Dasi	dasitest	Ⓢ	TESTD	SchoolAdministrator	DAEL		Enabled	Active	<input type="checkbox"/>
▶ Test, Dasi	dasitest	Ⓢ	TESTD	CurriculumDirector	DAEL		Enabled	Active	<input type="checkbox"/>
▶ Test, Dasi	dasitest	Ⓢ	TESTD	SchoolAdministrator	DAHS		Enabled	Active	<input type="checkbox"/>

[Save](#)

Add staff to class (share teacher's gradebook)

- Teachers can do themselves - recommended
 - Additional or substitute
- Administrators can add through Classes > Staff tab
 - Primary, additional, or substitute

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](#)

View ParentAccess Website

- Teachers (coaches, case management) – view PA from GradeBook
 - Easy way to view student progress
 - Can also track via Student Profile > Assessments tab



Teacher GradeBook Setup (critical)

- Frontline created a new Back to school checklist for teacher
 - <https://ohsis-help.frontlineeducation.com/hc/en-us/articles/8183872202131-Back-to-School-Checklist-for-Teachers>
- Frontline also updated Teacher Quick Reference
 - <https://help.frontlinek12.com/Documents/SISOH/GradeBook/Teacher/GradeBookTeacherQRC.pdf>
- Documents available on ACCESS website
- Must be logged in
- Services > Student Services > ProgressBook Suite Documentation
 - [Teacher GradeBook Setup - TRADITIONAL REPORT CARDS](#)
 - [Teacher GradeBook Setup - STANDARDS BASED REPORT CARDS](#)

Average Calc Setup
[Set Up Assignment Types](#)
[Set Up Calc Methods & Weights](#)
[Set Up Grading Scales](#)

Grouping Classes Together

In order for classes to be grouped together, the following requirements must be met:

- All classes must have the same grading periods
- All classes must use the same assignment types
- All classes must use the same calculation methods
- All classes must use the same grading scale method
- Classes cannot contain duplicate students unless those students are hidden from the class roster

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](#)

[Update Email Address](#)

[Bank Maintenance](#)

Google Classroom Sync

GradeBook: Teacher Learning Center

- Search “google classroom” - multiple results.
- Some results include hyperlinks to other sections.

62 results for "google classroom" in All Categories

google classroom

[Access Google Classroom Sync from the Assignment Marks Screen](#)
assignment, click *Google Classroom Sync* at the top of the Assignment Marks screen to go directly to the *Google Classroom Sync* screen

GRADEBOOK: TEACHER

[Signing in to Google Classroom from GradeBook](#)

the Sign in - *Google Accounts* window, select or enter the desired account information and log in to *Google*. Note : The

GRADEBOOK: TEACHER

[Google Classroom™ Assignments and Marks](#)

If your district has configured *Google™* services integration, you can use *Google Classroom Sync* to import your assignments

GRADEBOOK: TEACHER

[Syncing Assignments and Marks for Default or Custom Setup 1](#)

overwrite the GradeBook marks with *Google* marks for all selected students. Note : *Google* marks for selected students who

GRADEBOOK: TEACHER

[Syncing Assignments and Marks for Custom Setup 2](#)

overwrite the GradeBook marks with *Google* marks for all selected students. Note : *Google* marks for selected students who

GRADEBOOK: TEACHER

Transferring Marks

- It's important to know how your building is calculating marks
- If using averages (percentages) from the teacher's gradebook, teachers need to be using the ***Transfer Student Marks*** tool in their gradebook.
- Transfer each term value independently
- Document available on ACCESS website
 - ***Services > Student Services > ProgressBook Suite Documentation > Transfer Student Marks (GradeBook)***
- Learning Center guide

Teacher: Assignments & Marks

GradeBook: Teacher > Teacher: Assignments & Marks

- | | |
|---|---|
| • Set Display Preferences on the GradeBook Grid | • Delete an Individual Student Assignment on the Progress By Student Screen |
| • Undo Mark Entry on GradeBook Grid | • Enter Individual Student Assignment Marks on Progress By Student Screen |
| • Standards-Based Grid | • Undo Mark Entry on Progress By Student Screen |
| • Navigate Standards-Based Grid | • Assignment Maintenance Screen |
| • Enter Assessment Marks on Standards-Based Grid | • Assignment 5-Day View |
| • Copy Previous Reporting Period Marks on the Standards-Based Grid | • Undo Mark Entry on 5-Day View Screen |
| • Sort Assessments on the Standards-Based Grid | • Transfer a Student's Marks from Class to Class |
| • Undo Mark Entry on Standards-Based Grid | • Google Classroom™ Assignments and Marks |
| • Progress By Student | • Signing in to Google Classroom from GradeBook |
| • Enter Assignment Marks on the Progress By Student Screen | • Syncing Assignments and Marks for Default or Custom Setup 1 |
| • Create Individual Student Assignment with One Assessment | • Syncing Assignments and Marks for Custom Setup 2 |
| • Create an Individual Student Assignment with More than One Assessment | |

Icon and Font Issues in GradeBook v23.0

As the school year begins and teachers start using GradeBook, users may report issues, such as the following:

- On the GradeBook Grid, the daily comment icon is either missing or displays as a square with an X. Teachers can still click the blank cell to enter a comment or click the square with an X to edit an existing comment.
- On the Assignment Marks Tab and on the GradeBook Grid, when a user right-clicks in a cell, the menu displays at a distance from the cell. The functionality remains the same.

Questions?