



# Overview *Guide*



*ProgressBook*®  
***VirtualClassroom***

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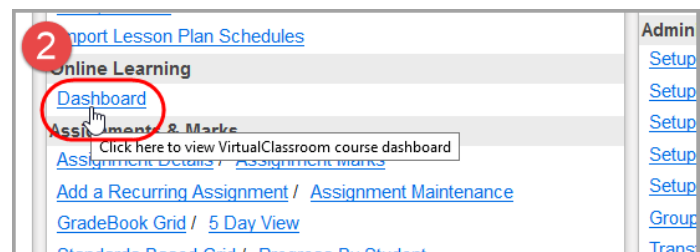
# *Welcome to VirtualClassroom*

VirtualClassroom is a web-based learning management system (LMS) that is integrated with GradeBook. It easily aligns with Common Core and State academic standards and provides the ability for blended learning. Because it is seamlessly linked to GradeBook, you can manage online assignments and grades in a single location.

This guide provides an overview of the major features of VirtualClassroom. More information is available in other training guides and in the ProgressBook VirtualClassroom Teacher Guide.

To access VirtualClassroom:

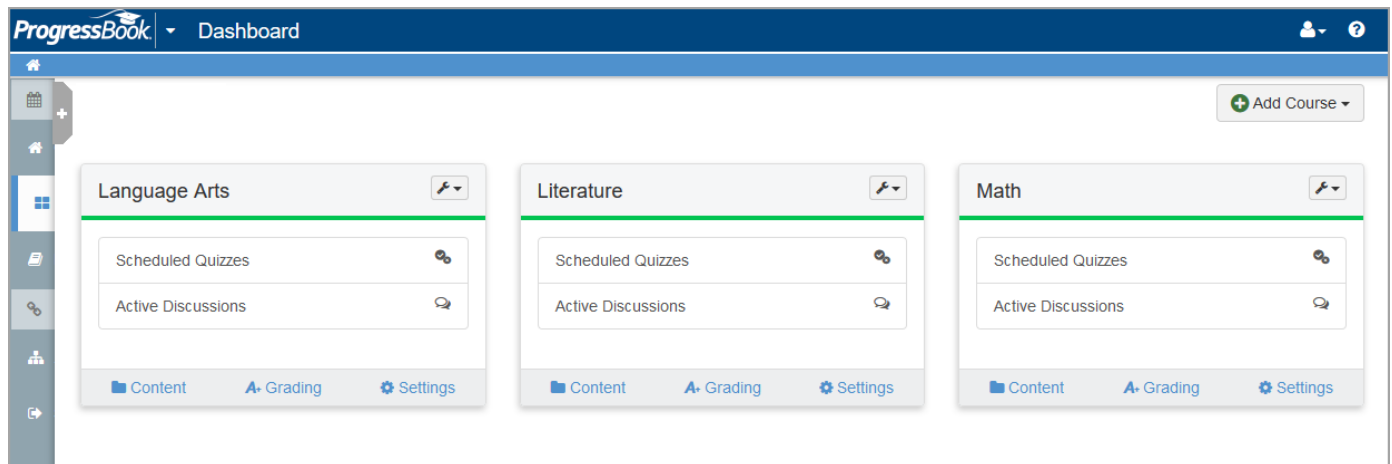
1. Log in to GradeBook.
2. On the **Teacher Home Page**, under **Online Learning**, click **Dashboard**.




The **Dashboard**, explained on the next page of this guide, displays.

# **Dashboard**

The **Dashboard** is the landing page for your VirtualClassroom materials. From here, you can access courses, activities, grading screens, settings screens, the **Recycle Bin**, the **ProgressBook Library**, and more.



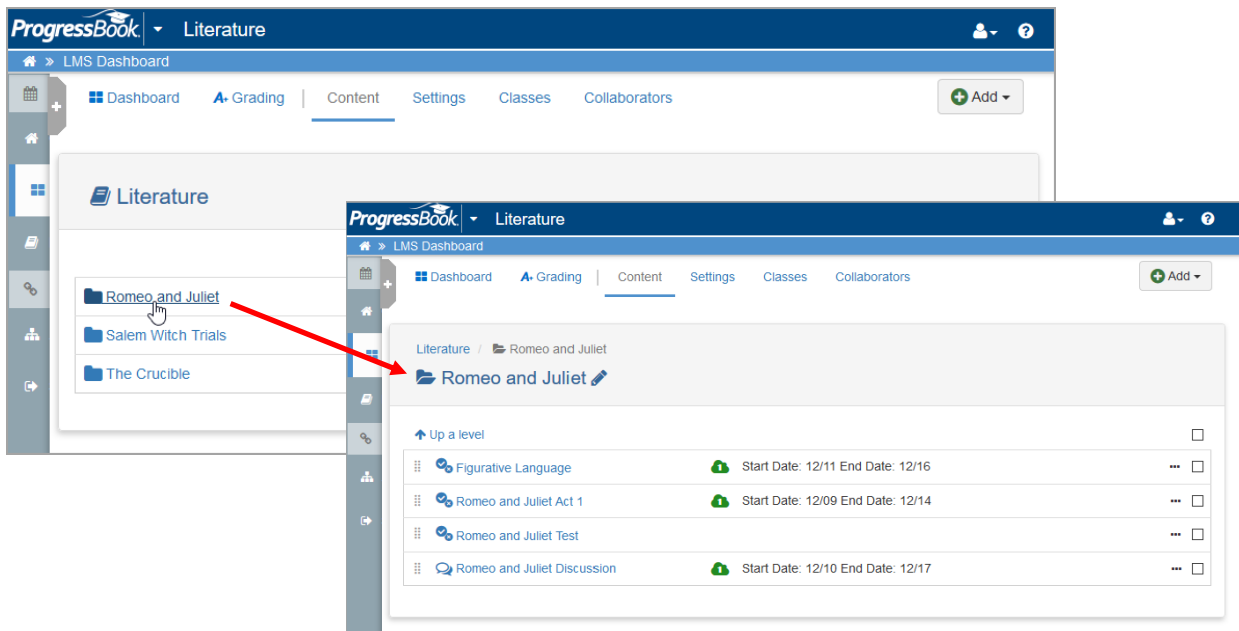
The left side panel allows you to quickly navigate throughout the application. Clicking  takes you back to your **Teacher Home Page** in GradeBook and you do not need to log in a separate time.



# Courses

From your **Dashboard**, you can reach all of your online courses.

- Courses can be linked to one or more GradeBook classes that will use the content from the course.
- The content you can create consists of quiz activities and discussion activities that you assign to your students as well as resources that students can view.
- VirtualClassroom also allows you to collaborate with other teachers and curriculum directors to create custom content you can use year after year.
- You can even share these courses with other educators in your district.



You can keep your quizzes, discussions, and resources organized by setting up folders that you can easily move throughout your course.

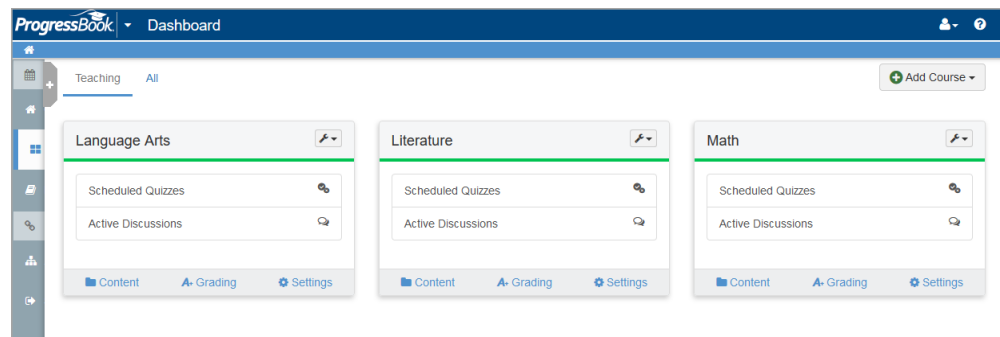


## Courses (continued)

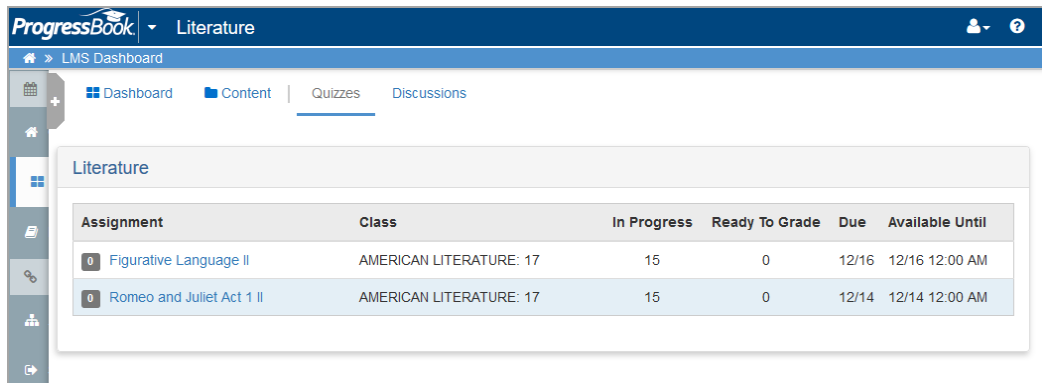
The navigation bar at the top of the **Content** screen provides you with many options for the course.

[Dashboard](#) [Grading](#) | [Content](#) [Settings](#) [Classes](#) [Collaborators](#)

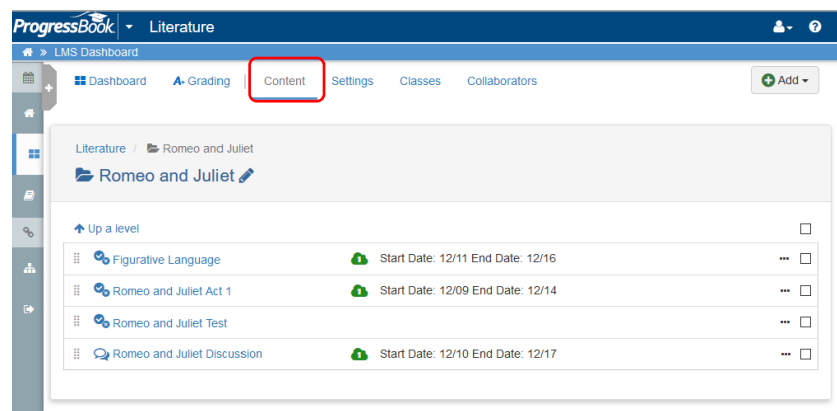
### Dashboard – Access courses



### Grading – Grade activities



### Content – Access course's folders, activities, and resources





## Courses (continued)

### Settings –

Adjust course name, description, options, and color; export or delete course

The screenshot shows the 'Settings' page for a course named 'Literature'. The page has a sidebar with navigation links: Dashboard, Grading, Content, Settings (highlighted), Classes, and Collaborators. The main content area is titled 'Course Settings' and includes fields for 'Name' (Literature), 'Description', and 'Options' (Hide on Dashboard, District course). There is a 'Selected Color' section with a color picker and an 'Update' button. At the bottom, there is an 'Export Course' section with a message: 'Export courses from your ProgressBook Library: Click the Export Course button to save this course in ProgressBook QTI format.' and an 'Export Course' button.

### Classes –

Link course to GradeBook class(es)

The screenshot shows the 'Classes' page for a course named 'Literature'. The page has a sidebar with navigation links: Dashboard, Grading, Content, Settings, Classes (highlighted), and Collaborators. The main content area is titled 'GradeBook Classes' and contains a table with two columns: 'Name' and 'Course'. The table lists several classes with checkboxes for selection.

Name	Course
<input checked="" type="checkbox"/> AMERICAN LITERATURE : 17	AMERICAN LITERATURE : 17
<input checked="" type="checkbox"/> AMERICAN LITERATURE : 18	AMERICAN LITERATURE : 18
<input type="checkbox"/> COMPOSITION : 27	COMPOSITION : 27
<input type="checkbox"/> COMPOSITION : 28	COMPOSITION : 28
<input type="checkbox"/> MATHEMATICS 5 : 7	MATHEMATICS 5 : 7
<input type="checkbox"/> MATHEMATICS 5 : 8	MATHEMATICS 5 : 8
<input type="checkbox"/> READING 5 : 7	READING 5 : 7
<input type="checkbox"/> READING 5 : 8	READING 5 : 8

### Collaborators –

Add others with whom you want to collaborate

The screenshot shows the 'Collaborators' page for a course named 'Literature'. The page has a sidebar with navigation links: Dashboard, Grading, Content, Settings, Classes, and Collaborators (highlighted). The main content area is titled 'Collaborators' and contains a table with three columns: 'Name', 'Role', and 'Action'. The table lists two collaborators: 'Jones, Robert' with the role 'Owner' and 'Smiles, Mary' with the role 'Contributor'. There is an 'Add Collaborator' button at the bottom.

Name	Role	Action
Jones, Robert	Owner	
Smiles, Mary	Contributor	<a href="#">Remove</a>

[Add Collaborator](#)





## Courses (continued)

If you post resources to a course, students can access them in their existing ProgressBook accounts from the **Resources** link that displays in the ProgressBook ParentAccess navigation menu. If you have specified a timeframe in which they can view the resource, the end date also displays. When a student clicks the link to the resource, it displays in another browser window or tab.

The screenshot shows the ProgressBook interface. On the left is a navigation menu with categories: STUDENT INFORMATION (Planner, Dashboard, Grades, Activities, Resources, Schedule, Report Card, Attendance, Course Request, Fees), SCHOOL INFORMATION (News, Calendar, Class Information), and ACCOUNT MANAGEMENT (Alerts, My Account). The 'Resources' link is highlighted. The main content area is titled 'Resources' and shows a list of courses: ALGEBRA I, AMERICAN HISTORY, AMERICAN LITERATURE (expanded to show a table with 'Friar Lawrence' and an 'End Date'), BIOLOGY, CHOIR II, ORCHESTRA II, and STUDY HALL. A red arrow points from the 'Friar Lawrence' resource link to a mobile phone screen. The phone screen shows the time 2:48 on Wednesday, April 16, and three notifications from 'Friar Lawrence' with messages like 'Juliet isn't dead', 'Romeo, call me when you get this', and 'Missed Call'.



# Activities

In VirtualClassroom, there are two types of activities that you can assign to your students. The first type is the quiz. Quizzes are activities that contain questions (such as multiple choice or essay). This type of activity can be used to create tests, quizzes, homework assignments, or in-class assignments.

ProgressBook | Literature

LMS Dashboard » Content

Content | Grading | Preview

Figurative Language

Questions: 5 out of 5 Points: 12.5

Details Questions 5 Standards 8 Results

Expanded View

Question Text	Type	Points
1. Read the following lines from Romeo and Juliet. Choose the answer that BEST indicates the prevalent...	Multiple Choice	2.5
2. "It is the east, and Juliet is the sun!" This line from Romeo and Juliet is an excellent example of which t...	Multiple Choice	2.5
3. Match the character to the description.	Matching	2.5
4. The poetry term _____ best describes Shakespeare's use of figurative language in these words fro...	Fill in the Blank	2.5
	Text or Resource	
5. "But, soft! What light through yonder window breaks? It is the east, and Juliet is the sun!" These word...	Fill in the Blank	2.5

Quiz Items	
Question Types	Non-Question Types
<ul style="list-style-type: none"><li>• True/False</li><li>• Multiple Choice</li><li>• Multi-Answer</li><li>• Fill in the Blank</li><li>• Matching</li><li>• Essay</li><li>• Math Problem</li></ul>	<ul style="list-style-type: none"><li>• Text or Resource</li><li>• Section</li></ul>



## Activities (continued)

The other type of activity you can assign to your students is the discussion. In this type, you create a prompt to which students can respond in a format resembling online forums. Students can view each other's responses as well as respond to them. You can also write direct messages to individual students.

The screenshot shows the 'ProgressBook' interface for 'Literature' with the 'Settings' tab selected. The page title is 'Literature - Discussion Settings' and the 'Points' are set to 45. The 'Prompt' section contains a text editor with a toolbar (B, I, U, S, x<sub>a</sub>, x<sup>a</sup>, I<sub>x</sub>) and a 'show more tools' button. The text editor contains an image of Romeo and Juliet, followed by the prompts: 'Are Romeo and Juliet similar to teens today?', 'How are Romeo and Juliet different than teens today?', and 'Please remember to respond to other students as well.' Below the prompt section, the 'Resources' section has an 'Add a Resource' button. The 'Max Points' is set to 45, 'Required Posts' to 1, 'Points Per Post' to 15, 'Required Replies' to 3, and 'Points Per Reply' to 10. A 'Save' button is at the bottom left.

ProgressBook Literature

LMS Dashboard » Content

Content Grading Details Settings Preview Standards 0


Save

Literature - Discussion Settings Points: 45

Prompt:

Text mode: RTF

B I U S x<sub>a</sub> x<sup>a</sup> I<sub>x</sub> show more tools



Are Romeo and Juliet similar to teens today?

How are Romeo and Juliet different than teens today?

Please remember to respond to other students as well.

Resources: Add a Resource

Max Points: 45

Required Posts: 1

Points Per Post: 15

Required Replies: 3

Points Per Reply: 10

Save

The students log in to their ProgressBook accounts to participate in these activities. Then, in VirtualClassroom, you have the ability to grade the assignments and post them to GradeBook.



## Activities (continued)

Students access their VirtualClassroom activities directly in their existing ProgressBook accounts. An **Activities** link displays in the student's navigation menu. When students click on an activity link, they are taken to the **Activity Details** screen, and then they can navigate to the screens pictured below.

The first screenshot shows the 'Activities' page for Bradley Schmidt. It lists activities under the 'AMERICAN HISTORY' category. The activity 'The French and Indian War II' is highlighted. A red arrow points from this activity to the second screenshot.

The second screenshot shows the 'Activity Discussion' page for 'The French and Indian War II'. It includes instructions to identify cause and effect relationships and a text box for creating a new post. A red arrow points from the 'Discussion' tab to the third screenshot.

The third screenshot shows the 'French and Indian War' activity page, specifically the 'Questions' section. It contains two questions about the French and Indian War, each worth 5 points. A red arrow points from the 'Questions' tab to this section.

**Activities**

Assigned Submitted Graded All

Group By: Course Date

**AMERICAN HISTORY**

Name	Open From	Due Date	Info
Discuss the Cause and Effect of the French and Indian W...	Dec 5	Dec 12	
The French and Indian War II	Dec 9	Dec 16	

**Activity Discussion**

Discuss the Cause and Effect of the French and Indian War II 0 posts

Identify cause and effect relationships:

- 1 Explain the source and conflict between the French, Native Americans and English that led to the French and Indian War.
- 2 Empathize with historical individuals to identify their motivations.

Create your new post here

Post Cancel

**French and Indian War**

Activities Details Questions

Previous Page Next Page

Save & Exit

Question 1 - 5 of 5 | Page 1 of 1

Question 1 5 point(s)

Which country \_\_\_\_\_ gained the most land after the French and Indian War?

Response:

Question 2 5 point(s)

Which country \_\_\_\_\_ lost the most land after the French and Indian war?

Response:

Question Menu



# Grading and Results

With VirtualClassroom, auto-scoring makes grading quiz activities much easier than with manual grading. All question types except essays and math problems can be auto-scored, so if your quiz only contains questions that can be autoscored, you can also have VirtualClassroom post the marks to GradeBook automatically. However, if you prefer the personal touch of manual grading, that option is still available.

The screenshot displays the 'Interjections II' quiz results page. A table lists students with columns for Student Name, Status, Attempt #, Start Date, Submit Date, Seat Time, and Mark. A red arrow points from the 'Castillo, Oakes' row to a detailed view of the student's quiz results. The detailed view shows the question 'Define Interjection and give an example.' with a text input field containing 'An interjection is a statement to make a point. What? I can't I stay out past midnight?'. Below the input field, there is a 'View Answer Key' link and a score display showing '5 / 10' with a 100% star rating. There are also options to 'Allow student to Redo this question' and 'Add a Comment'.

Student Name	Status	Attempt #	Start Date	Submit Date	Seat Time	Mark
Castillo, Oakes	Submitted	1	12/11 12:00 AM	12/16 12:00 AM	120:00	
Gutierrez, Patrick	Submitted	1	12/11 12:00 AM	12/16 12:00 AM	120:00	
Austin, Siri	New	1				
Carr, Catherine	Partial					
Chapman, Travis	Started					
Franklin, Albion	Partial					
Kelley, Izzy	New					
Oliver, Wanda	Viewed					
Peters, Diederik	New					
Ryan, Mary-Margaret	New					
Schmidt, Bradley	Started					
Smith, Fallon	Partial					
Vasquez, Jayma	Viewed	1				
Wheeler, Lillian	New	1				
Lawson, Gabriel	Graded	1	12/11 12:00 AM	12/16 12:00 AM	120:00	19

With discussion activities, based on the required posts and replies you have designated, points are awarded automatically, though you can always change the score based on the content of the posts. You also have the ability to moderate discussions to control the content that the students can view.



## Grading and Results (continued)

After any quiz results have been graded and posted to GradeBook, you can view detailed results to determine which students succeeded in which areas and at which standards. Here are some examples below.

Results by question:

ProgressBook | Algebra

LMS Dashboard » Content

Content | Grading | Preview

Algebra Quiz Questions: 12 Points: 12

Details Questions 12 Standards 7 Results

Class: Algebra I: 1 View By: Question

Algebra I: 1 - Algebra Quiz

Student Name	Score	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
Austin, Melinda	8	T	T	A	B	D	C						
Baskin, Shayna	11	T	F	A	B	D	B						
Coolidge, Anthony	9	T	F	A	A	D	B						
Dresden, Tiffany	6.5	F	T	A	C	D	B						
Edison, Mariana	9	T	F	A	B	C	B						
Assignment total :		4/5	3/5	5/5	3/5	4/5	4/5	4/5	0/5	4/5	5/5	4/5	4/5

Correct Incorrect Partial Not Presented

Results by standard:

ProgressBook | Algebra

LMS Dashboard » Content

Content | Grading | Preview

Algebra Quiz Questions: 12 Points: 12

Details Questions 12 Standards 7 Results

Class: Algebra I: 1 View By: Standard

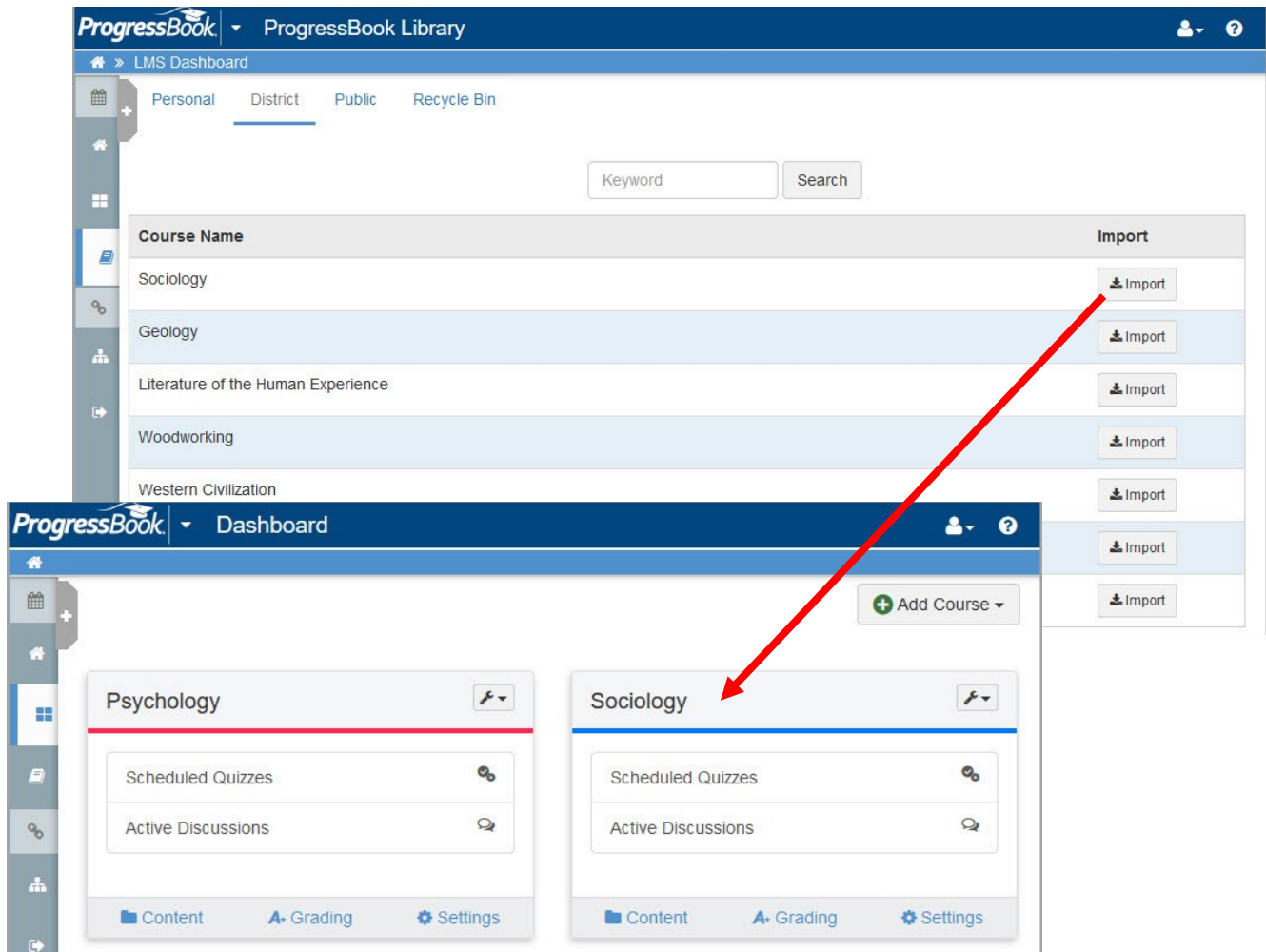
Algebra I: 1 - Algebra Quiz

Student Name	Score	h.Content.HSA-CED.A.1	OH.Math.Content.HSA-REI.A.2	OH.Math.Content.HSA-REI.B.3	OH.Math.Content.HSA-R
Austin, Melinda	66.67 %	100.00 %	50.00 %	50.00 %	66.67 %
Baskin, Shayna	91.67 %	100.00 %	100.00 %	100.00 %	66.67 %
Coolidge, Anthony	75.00 %	100.00 %	50.00 %	75.00 %	66.67 %
Dresden, Tiffany	54.17 %	100.00 %	50.00 %	37.50 %	33.33 %
Edison, Mariana	75.00 %	100.00 %	100.00 %	100.00 %	33.33 %
Assignment total :		100.00 %	70.00 %	72.50 %	53.33 %








# Library

The **ProgressBook Library** contains a **Personal** section, a **District** section, and a **Public** section. Courses in the **Personal** section are ones that you have created or imported from your machine (including courses you have hidden).

**District** courses are ones that have been made available to anyone in your district for free.



The screenshot displays the ProgressBook Library interface. The top navigation bar shows 'ProgressBook' and 'ProgressBook Library'. Below this, the 'LMS Dashboard' section has tabs for 'Personal', 'District', 'Public', and 'Recycle Bin'. The 'District' tab is selected, showing a list of courses with 'Import' buttons. A red arrow points from the 'Import' button for 'Sociology' to the 'Sociology' course card in the 'Dashboard' view below. The 'Dashboard' view shows two course cards: 'Psychology' and 'Sociology'. The 'Sociology' card is highlighted with a blue border. Both cards show 'Scheduled Quizzes' and 'Active Discussions' sections, and a footer with 'Content', 'Grading', and 'Settings' options.

Course Name	Import
Sociology	 Import
Geology	 Import
Literature of the Human Experience	 Import
Woodworking	 Import
Western Civilization	 Import
	 Import
	 Import

**Dashboard**

**Psychology**

- Scheduled Quizzes
- Active Discussions

Content Grading Settings

**Sociology**

- Scheduled Quizzes
- Active Discussions

Content Grading Settings





## Grading and Results (continued)

**Public** courses have been made available for purchase by other districts that use ProgressBook.

The screenshot displays the ProgressBook Library interface. The top navigation bar shows 'ProgressBook Library' and 'LMS Dashboard'. The 'Public' tab is selected, showing a table of available courses. A red arrow points from the 'Import' button for 'Greek Mythology' in the table to the 'Greek Mythology' course card in the dashboard below.

Course Name	Grade Level	Subject	Import
Greek Mythology	09, 10, 11, 12	English/Language Arts	Import
ENG 101	09, 10, 11, 12	English/Language Arts	Import
Roman Mythology I	09, 10, 11, 12	English/Language Arts	
Roman Mythology II	09, 10, 11, 12	English/Language Arts	

The dashboard below shows two course cards: 'Psychology' and 'Greek Mythology'. The 'Greek Mythology' card is highlighted with a red border. Both cards show 'Scheduled Quizzes' and 'Active Discussions' sections, and a bottom bar with 'Content', 'Grading', and 'Settings' options.