



ProgressBook GradeBook Teacher Guide: Standards-Based



ProgressBook GradeBook Teacher Guide: Standards-Based

(This document is current for v20.0.0 or later.)

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Change Log

The following Change Log explains by Product Version, Heading, Page and Reason where changes have been made in the *ProgressBook GradeBook Teacher Guide: Standards-Based*.

Product Version	Heading	Page	Reason
20.0.0	“Assignments and Marks”	69	Updated text and screenshots with new Undo All Changes (#) button and related information.
20.0.0	“Set Up Default Preferences for Assignments”	76	Updated text and screenshots to reflect removal of historical mark entry option.
20.0.0	“Undo Mark Entry on Assignment Marks Screen”	98	Added section.
20.0.0	“Undo Mark Entry on GradeBook Grid”	109	Added section.
20.0.0	“Undo Mark Entry on Standards-Based Grid”	116	Added section.
20.0.0	“Undo Mark Entry on Progress By Student Screen”	126	Added section.
20.0.0	“Undo Mark Entry on 5-Day View Screen”	128	Added section.
20.0.0	“Google Classroom™ Assignments and Marks”	133	Updated screenshots with new student sort order. Updated text with information regarding class sections.
20.0.0	“Entering Attendance on a Seating Chart”	164	Added section.
19.5.0	“Google Classroom™ Assignments and Marks”	133	Updated text with requirements for Google Classroom Sync setup.
19.5.0	“Syncing Assignments and Marks for Custom Setup 2”	134	Added section.
19.5.0	“Receiving Report Card Entry Date Notifications”	141	Added section.
19.5.0	“New Seating Chart”	153	Added section.
19.4.2	“Lesson Plans”	233	Updated screenshots and text to reflect new user interface.
19.4.0	“Standards-Based Grid”	109	Updated screenshots to reflect new user interface.
19.3.0	“Interim and Report Card Grades”	137	Added notes regarding character limit of free-form comments on report cards.
19.2.0	“GradeBook Grid”	102	Updated text and screen shots to reflect addition of Daily Comments and Period Attendance links.

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Welcome to GradeBook

More than just online grading, GradeBook is a classroom management tool that integrates lesson plan development, attendance, student and parent communication, and discipline with your grade book. Teachers, school administrators, cafeteria personnel, clerks, and other staff can use GradeBook to track and maintain student information—much of which is automatically populated from StudentInformation, eliminating the need for data re-entry.

To view an overview video, navigate to the following link:

https://www.youtube.com/watch?v=Mj9oi-HE_Nw

Log In to GradeBook

Before you can log into GradeBook, you must contact your GradeBook system manager for the login address or URL of the GradeBook website as well as your login information.

1. On the login screen, in the **Domain** drop-down list, select your domain.

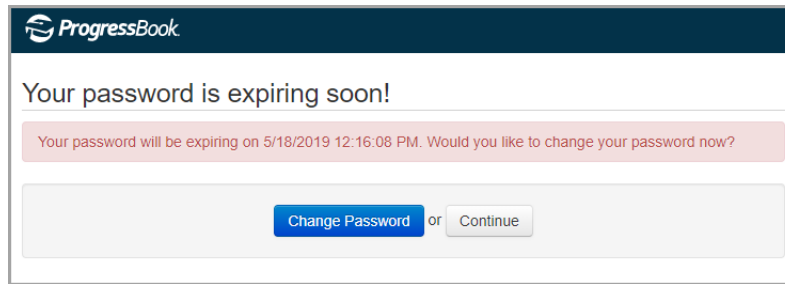
Note: Once you select a domain, the system remembers the last domain accessed.

2. In the **User Name** field, enter your user name.
3. In the **Password** field, enter your password.

Note: By default, ProgressBook-authenticated password requirements are eight characters with at least one uppercase letter, one lowercase letter, one number, and one special character; however, your district may have different requirements.

4. Click **Sign In**.


The screenshot shows the ProgressBook login page. At the top is a dark blue header with the ProgressBook logo. Below the header is a white login box. Inside the box, there is a ProgressBook logo with a graduation cap icon. Below the logo are three input fields: 'Domain' with a dropdown menu showing 'ProgressBook', 'Username' with the text 'pattersonv', and 'Password' with masked characters. At the bottom of the login box is a blue 'Sign In' button and a small link for 'Google API Privacy Policy'.

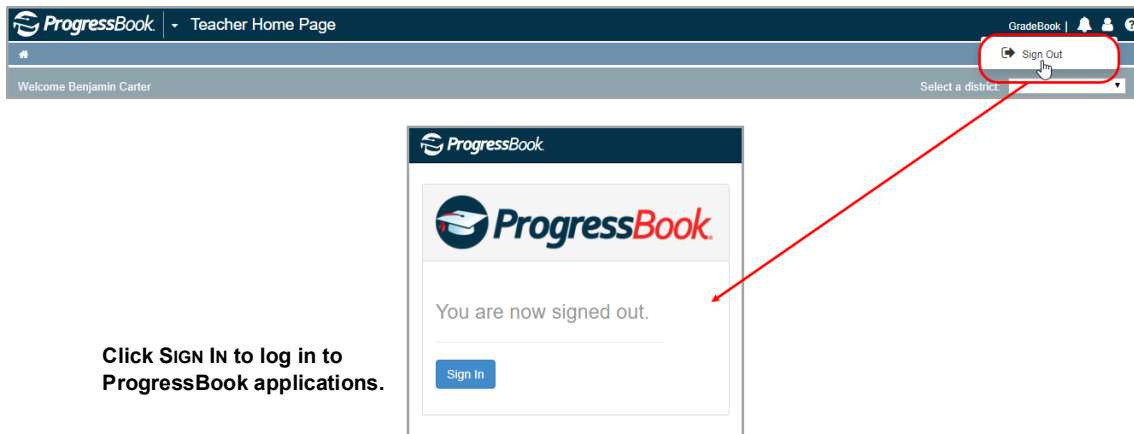


Note: If your password is expired, CentralAdmin displays the **Password expired** screen, and you must change your password to access ProgressBook applications.

Note: If your account is locked, it remains locked for 5 minutes; however, your district may have different settings.

Sign Out of GradeBook

When you click  in the top-right corner of any GradeBook screen and then click **Sign Out**, you are logged out of all ProgressBook applications, and the CentralAdmin sign out screen displays.



Find the Information You Need


The following sources of information are available to help you use GradeBook:

- **Tool Tips** – To view a description, hover your cursor over a button, icon, or option.
- **GradeBook Help** – Click the **Help** link on any screen to display information that describes the main task being performed on that screen; for more information, see [“Use GradeBook Help.”](#)
- **ProgressBook Logo** – Click the ProgressBook logo on any screen to send feedback to your specified technical support staff.

Use GradeBook Help



GradeBook Help provides overview, procedural, and reference information about GradeBook. View the help topic related to the screen you are viewing by clicking the **Help** link in the top-right corner on any GradeBook screen.

GradeBook Help displays in a separate tab or browser window (depending on your browser settings) where you can browse the table of contents for specific topic titles, search for information in the index by using keywords, or enter a word or phrase in the search field to return a list of possible help topics.

To print a help topic, click  located in the navigation pane of the GradeBook Help window, and then click **Print** on the **Print** window.

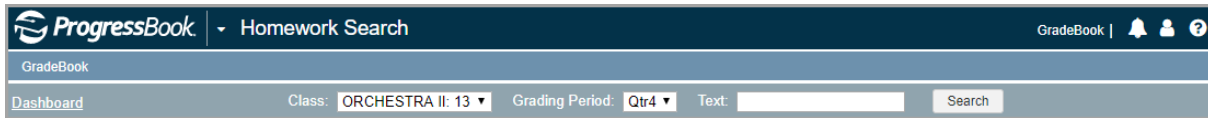
Navigate GradeBook

The **Teacher Home Page** is the first screen that displays when you log into GradeBook and provides access to the functions available to you. The banner located across the top of every screen provides different links for navigating GradeBook.

- **GradeBook** – Return to the **Teacher Home Page**
- **PA Admin** – Opens the **ParentAccess Administration** screen for GradeBook teachers with school web author and district web author privileges
-  – Displays webhelp
-  – Click to display **Sign Out** option that ends all ProgressBook applications' sessions



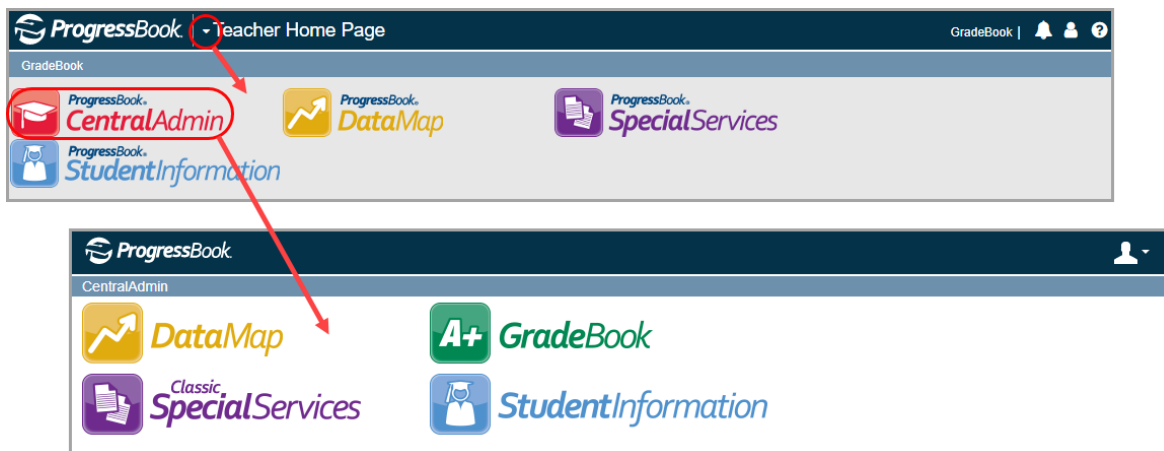
On the left side of the **Teacher Home Page**, in the **Classes** area, click any class link to access the **Class Dashboard** for that class. To access the **Class Dashboard** from most other screens in GradeBook, click the **Dashboard** or **Class Dashboard** link that is located in the top-left corner below the ProgressBook logo.



Use the Application Quick Launch

You can use the application quick launch to easily navigate between ProgressBook applications.

1. In the banner, to the right of the ProgressBook logo, click the application quick launch icon.
In the application quick launch area, logos display for all other ProgressBook applications to which you have access.
2. To open another application that you are authorized to use, click the application's logo.
The application opens in another window or tab depending on your browser's settings.

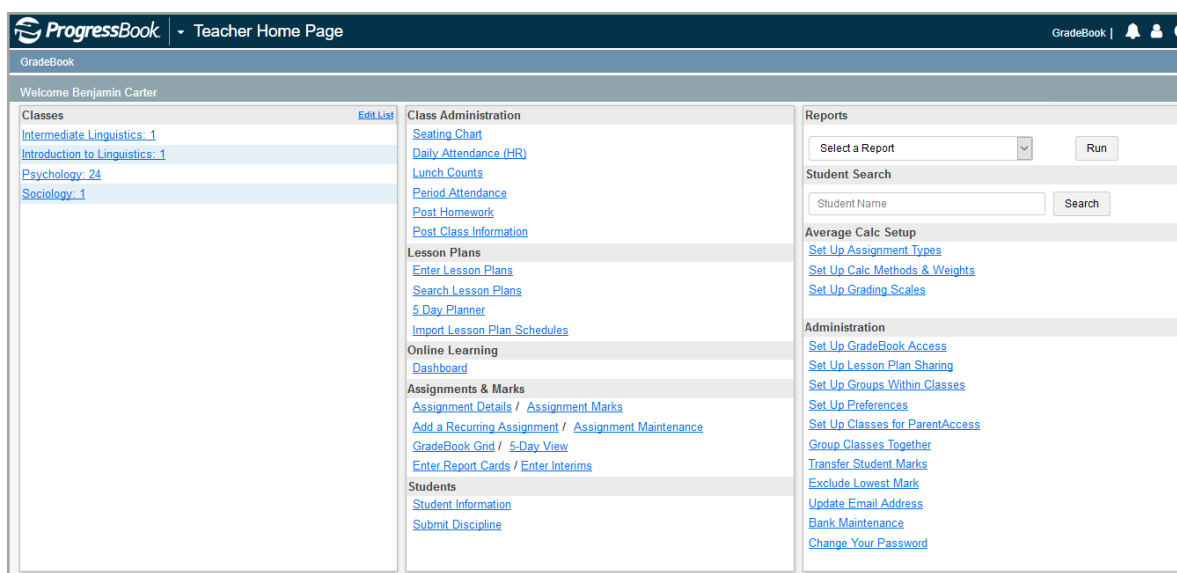


Teacher Home Page

The **Teacher Home Page** is the first screen that displays when you log in to GradeBook. All items in the **Classes**, **Features**, **Average Calc Setup**, and **Administration** menu areas are links. You can hover your cursor over each link for more information about that item and click a link to navigate to another screen to perform a desired task.

- While classic reports are always available, if the **Reports** feature is enabled, you can select and run Report Builder Reports.
- While you can always search for a student within your own classes, if the **Student Search** feature is enabled, you may be able to search for any students within your entire school building or district.
- If you are assigned to more than one district, you can change the district in the **Select a district** drop-down list.

For your convenience, many of the same tasks that you access from the **Teacher Home Page**, you can access from the **Class Dashboard** as well. However, you can only access several of the GradeBook administrative tasks from the **Teacher Home Page**.



Class List

Class naming conventions and scheduling are set up in StudentInformation. However, you can change the display name and order in GradeBook for your classes using the **Edit List** option. You can also hide a class that does not meet in the current grading period.

Edit Class List

1. On the **Teacher Home Page**, in the **Classes** area, click **Edit List**.
2. Perform any of the following optional steps for a class:
 - On the **Class Setup** screen, in the **Class Alias (Optional)** column, enter the new name for the class.
 - In the **Order** column, enter a number to designate the order in which you want the class to display on the **Teacher Home Page**.
 - In the **Hide** column, select the checkbox to hide the class from your GradeBook.

3. Click **Save**.

Click to open the CLASS SETUP screen.

Use this form to hide classes from your gradebook and to change the order that classes appear in your GradeBook. You can also assign alias names to your classes. These aliases only apply to your gradebook and will not be reflected on report cards.

Class	Course ID	School	Class Alias (Optional)	Order	Hide?
Intermediate Linguistics: 1		WOHS	Intermediate Linguistics	4	<input type="checkbox"/>
Introduction to Linguistics: 1		WOHS	Intro to Linguistics	3	<input type="checkbox"/>
Psychology: 24	SCR	WOHS	Psychology	1	<input type="checkbox"/>
Sociology: 1	408A	WOHS	Sociology	2	<input type="checkbox"/>

[Save](#)

Select a District

If you have access to more than one district, in the **Select a district** drop-down list, you can change the district.

Note: By default, the system automatically remembers the last district you accessed.

Select a district: **Wooster City (wstr)**

- Ashland City (ashc)
- A+ Arts Academy (Beta)
- Green Local (gren)
- Wooster City (wstr)


Search for a Student

When you want to access information about a particular student, you can quickly search for the student within any of your classes. Depending on your district's settings, you may also be able to search for a student in your school or district who is not in any of your classes.

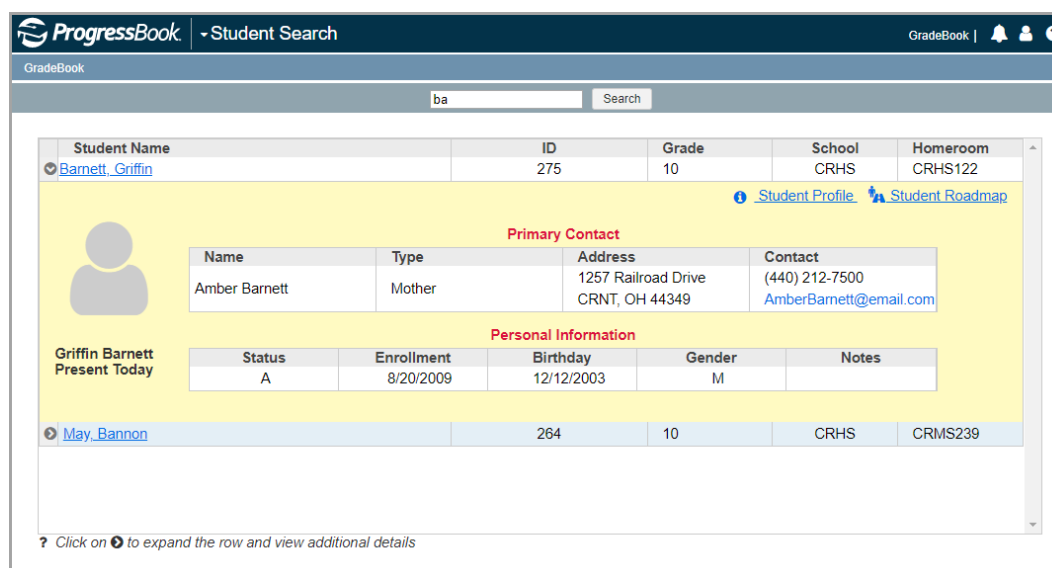
1. On the **Teacher Home Page** or **Class Dashboard**, in the **Student Search** area, enter a full or partial name in the **Student Name** field, and then click **Search**.




Student Search


The **Student Search** screen displays a list of students matching your search criteria.

- Next to the name of the student whose information you want to access, click . The row expands to display a quick view of basic information about the student.

Note: The student picture displays only if enabled by an administrator.



Student Name	ID	Grade	School	Homeroom																											
Barnett, Griffin	275	10	CRHS	CRHS122																											
<div>  Student Profile  Student Roadmap </div> <div>  <table border="1"> <thead> <tr> <th colspan="4">Primary Contact</th> </tr> <tr> <th>Name</th> <th>Type</th> <th>Address</th> <th>Contact</th> </tr> </thead> <tbody> <tr> <td>Amber Barnett</td> <td>Mother</td> <td>1257 Railroad Drive CRNT, OH 44349</td> <td>(440) 212-7500 AmberBarnett@email.com</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="5">Personal Information</th> </tr> <tr> <th>Status</th> <th>Enrollment</th> <th>Birthday</th> <th>Gender</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>8/20/2009</td> <td>12/12/2003</td> <td>M</td> <td></td> </tr> </tbody> </table> </div>					Primary Contact				Name	Type	Address	Contact	Amber Barnett	Mother	1257 Railroad Drive CRNT, OH 44349	(440) 212-7500 AmberBarnett@email.com	Personal Information					Status	Enrollment	Birthday	Gender	Notes	A	8/20/2009	12/12/2003	M	
Primary Contact																															
Name	Type	Address	Contact																												
Amber Barnett	Mother	1257 Railroad Drive CRNT, OH 44349	(440) 212-7500 AmberBarnett@email.com																												
Personal Information																															
Status	Enrollment	Birthday	Gender	Notes																											
A	8/20/2009	12/12/2003	M																												
May, Bannon	264	10	CRHS	CRMS239																											

? Click on  to expand the row and view additional details

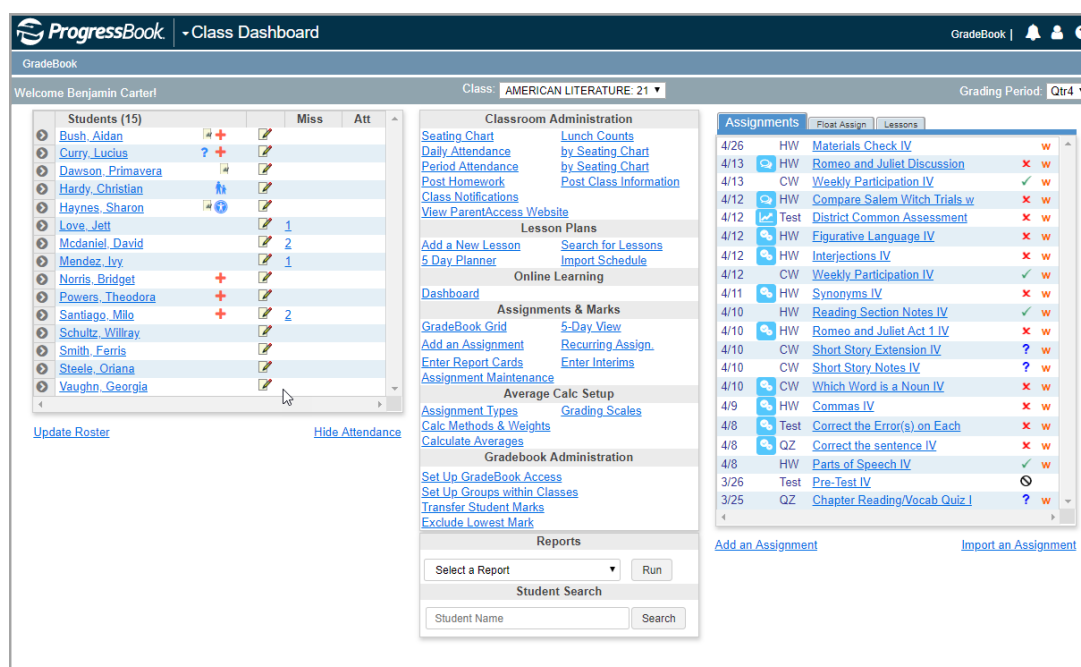
- (Optional) To view more information about the student, click **Student Profile**.
 - If the student is in one of your classes, the **Student Profile** screen displays, and you can click any tab to view more information. See [“Tabs Available on Student Profile Screen.”](#)
 - If the student is not in one of your classes, the **Student Search Details** screen displays only the **Personal**, **Contacts**, and **Schedule** tabs from the **Student Profile**.
- (Optional) If your district uses DataMap, you can view assessment and intervention data about the student by clicking **Student Roadmap**.

Class Dashboard

The **Class Dashboard** is the main work area in GradeBook for teachers. On the left side of the **Teacher Home Page**, click the class link to access the **Class Dashboard** for that class.

On the **Class Dashboard**, the column on the left side of the screen displays the students in the selected class. The middle column provides access to various functions including attendance, lesson plans, curriculum, assignments, marks, grading scales, calculations setup, reports, and student search. The column on the right displays assignments and lesson plans for the selected class and grading period.


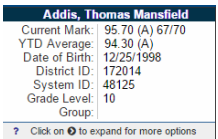













Links to some of the functions may or may not display on the **Class Dashboard** depending on whether or not a specific feature has been enabled for your district or school.



The “*Class Dashboard Symbols*” table provides a brief description of the symbols that may display on the **Class Dashboard**.

Class Dashboard Symbols


Symbol	Description
General Navigation	
Q1, Q2, Q3, Q4	Grading Period Symbols: Indicates the grading period of the school year.
+	“Holding” category for assignments in future grading periods that are not yet available, assignments that are dated outside of all grading periods, and floating assignments.
Student	
	Click to view more details about the student.
	Indicates student has medical concern(s). Click the symbol to open the Student Profile screen Personal tab and view information about the medical concern(s).
	Indicates student has custody notice(s). Click the symbol to open the Student Profile screen Personal tab and view the custody notice(s).
	Indicates student has disability concern(s). Click the symbol to open the Student Profile screen Personal tab and view information about the disability concern(s).
	Indicates student has miscellaneous note(s). Click the symbol to open the Student Profile screen Personal tab and view the miscellaneous note(s).
	Indicates student birthday.

Symbol	Description
	Indicates that student has forms that need to be viewed. Click the symbol to open the Completed Tasks screen in SpecialServices. Note: The SpecialServices symbol appears for 13 months after the last task was completed.
W (red)	Indicates that student has withdrawn from the class.
	Hover window: Displays student's current mark for the class; year to date (YTD) average if the year to date grade calculation has been enabled for the report card used in the class; date of birth, district ID, system ID, grade level, and group, if applicable. Hover your cursor over the student's name to see the information.
Letter in "Att" column	Based on the district's attendance codes, indicates whether a student is absent or tardy for the day. Hover cursor over the code to see the description, reason, and times.
Number in "Miss" column	Indicates number of missing assignments for the grading period. Click the number to view a list of missing assignments.
	Select to enter a daily comment for student.
	Indicates that a daily comment has been added for student. Hover cursor over symbol to read comment. Select to edit comment.
Assignments	
	One or more students are marked as missing this assignment.
	Assignment is linked to a VirtualClassroom quiz.
	Assignment is linked to a VirtualClassroom discussion.
	Assignment is linked to a Canvas assignment.
W (orange)	Assignment marks have been posted to the Web.
	All marks have been entered for the assignment.
 (red)	All marks have not been entered for the assignment.
	The assignment has been excluded from all students' averages.
Lesson Plans	
	Opens the Lesson Plan View and Print windows.
	Opens the Reschedule a Lesson window.
	Opens the Lesson Plan Maintenance screen for editing, printing, deleting, file attaching, and rescheduling lesson plans.
 (blue)	Removes the lesson schedule from a class but does not delete the lesson plan.

The screenshot shows the ProgressBook Class Dashboard for 'AMERICAN LITERATURE: 21'. The interface includes a 'Students (15)' list on the left, a 'Classroom Administration' section in the center, and an 'Assignments' table on the right. Red circles highlight the 'Add Comment' icon (a pencil) next to the student 'Norris, Bridget' in the student list, and the 'Add Comment' icon (a pencil) in the assignments table next to the assignment 'Materials Check IV'.

Enter Daily Comments

Daily comments may refer to a student's behavior or class participation on a specific date. You can enter comments about a student from the **Class Dashboard**, **GradeBook Grid**, and **Standards Based Grid**. These comments can be displayed in ParentAccess and on Student Progress Reports.

1. Click  next to a student's name.
2. On the **Daily Comments** window, enter your comment in the text area.
3. You may perform any of the following optional steps:
 - To display the comment in ParentAccess, select the **Publish to the Web?** checkbox.
 - To check the spelling of the comment text, click **Check Spelling**.
4. Click **Update**.

Daily Comments


Student: Atwell, Levi
Date: 5/13/2016

























You may enter up to 2000 characters

Levi has not been able to stay focused for the past week. He has not responded to offers of additional help before or after school. He is also missing an assignment, which is affecting his grade average.

Publish to the Web? ☒
1797 characters left

Check Spelling
Update



5. Close the **Daily Comments** window.
6. (Optional) Refresh the browser window and hover your cursor over  beside the student's name to view the comment.

Students (15)				Miss	Att		Classroom
➤	Bush, Aidan						Seating Chart
➤	Curry, Lucius				A		Daily Attendance
➤	Dawson, Primavera						Period Attendance
➤	Hardy, Christian						Post Homework
➤	Haynes, Sharon						Class Notifications
➤	Love, Jett				1		View ParentAccess We
➤	Mcdaniel, David				2		Les
➤	Mendez, Ivy				1		Add a New Lesson
➤	Norris, Bridget						5 Day Planner
➤	Powers, Theodora						Onlin
➤	Santiago, Milo				2		Assignr
➤	Schultz, Willray						GradeBook Grid


7. (Optional) To view all the daily comments entered for a student, select the student on the **Class Dashboard**, and then click the **Progress** tab on the **Student Profile** screen. Daily comments are listed below assignments.

Edit Daily Comments

You can enter and modify comments about a student from the **Class Dashboard**, **GradeBook Grid**, and **Standards Based Grid**. To edit a previously entered daily comment, select the appropriate student and date of the comment on the **Daily Comments** window.

1. Click  next to a student's name.
2. On the **Daily Comments** window, enter the date of the comment you want to edit in the **Date** field, or click  to select the appropriate date on the calendar.
3. Make the necessary changes to the comment text.
4. Click **Update**.

Daily Comments

Student:
Date:


You may enter up to 2000 characters

Participated well in class; however, caught chewing gum.

Publish to the Web? ☒
1944 characters left



Check Spelling
Update

5. Close the **Daily Comments** window.
6. Refresh the browser window.

Note: To view all the daily comments entered for a student, select the student on the **Class Dashboard**, and then click the **Progress** tab on the **Student Profile** screen. Daily comments are listed below assignments.

Delete Daily Comments

To delete a daily comment, select the appropriate student and date of the comment on the **Daily Comments** window and then remove all of the text.

1. Click  next to a student's name.
2. On the **Daily Comments** window, enter the date of the comment you want to delete in the **Date** field or click  to select the appropriate date on the calendar.
3. Highlight the comment text.
4. Press the DELETE key.
5. Click **Update**.

Note: To view all the daily comments entered for a student, select the student on the **Class Dashboard**, and then click the **Progress** tab on the **Student Profile** screen. Daily comments are listed below assignments.

View Missing Assignment Details

You can view missing assignment details for a student and print a list of missing assignments. On the **Missing Assignments** window, assignments display with the most recent date at the bottom of the list.

1. On the **Class Dashboard**, **Standards Based Grid**, or **GradeBook Grid**, click the number in the **Missing Assignment** column next to a student.

Missing Assignments for Berenstein, Thelma				
Date	Type	Assignment	Points	Comments
05-12-2016	CW	Notes	10	

The **Missing Assignments for [student name]** window displays.

2. On the **Missing Assignments for [student name]** window, you can view the assignment date, type, name, possible points, and comments, if any were entered.

Note: For classes using the Custom Setup 2 grading scale for standards-based report cards, the **Points** field reflects the points of the default assessment if this is a points assignment. If there is not a default assessment selected or this is a nonpoint assignment, then a total does not display in the **Points** field.

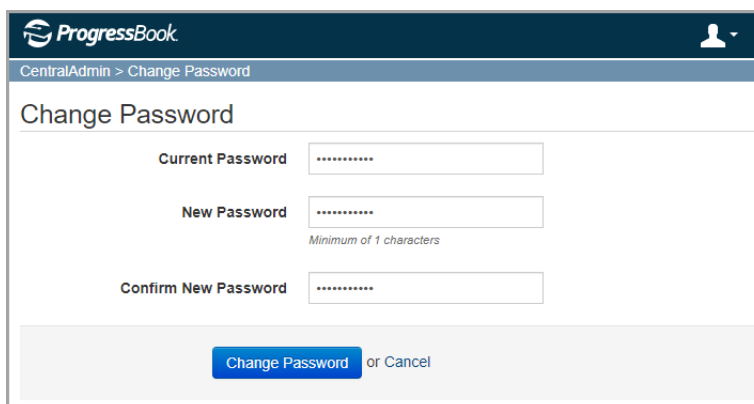
Missing Assignments for Duarte, Marco				
Date	Type	Assignment	Points	Comments
04-28-2016	HW	Ribosomes Worksheet		
05-06-2016	HW	Cell Worksheet	20	
05-13-2016	Quiz	Parts of the Cell	50	

Point assignment with no default assessment selected.

Change Password

If your district allows staff password changes, the **Change Your Password** link displays on your home page. ProgressBook applications recognize each user by individual login, so changing your password in GradeBook changes your password in all ProgressBook applications.

1. On the **Teacher Home Page**, in the **Administration** area, click **Change Your Password**.
The CentralAdmin **Change Password** screen displays.
2. On the **Change Password** screen, in the **Current Password** field, enter your current password.
3. In the **New Password** field, enter your new password.
4. In the **Confirm New Password** field, re-enter your new password.
5. Click **Change Password**.



The screenshot shows the ProgressBook CentralAdmin interface. At the top is a dark blue header with the ProgressBook logo and a user profile icon. Below the header is a breadcrumb trail: "CentralAdmin > Change Password". The main content area is titled "Change Password" and contains three password input fields: "Current Password", "New Password", and "Confirm New Password". Each field is followed by a series of dots representing masked text. Below the "New Password" field, there is a small text label: "Minimum of 1 characters". At the bottom of the form is a blue button labeled "Change Password" followed by the text "or Cancel".

The system returns you to the **Teacher Home Page**.

Note: For ProgressBook authenticated users, by default, you must wait 360 days to reuse a password; however, your district may have different requirements.

Update Email Address

The email address you enter here displays in ParentAccess and is used mainly for communication purposes.

Note: You must enter an email address to use Class Notifications.

1. On the **Teacher Home Page**, click **Update Email Address**.
2. On the **Update Your Email Address** window, in the **Email Address** field, enter your full email address.
3. Click **Update**.

4. Close the **Update Your Email Address** window.

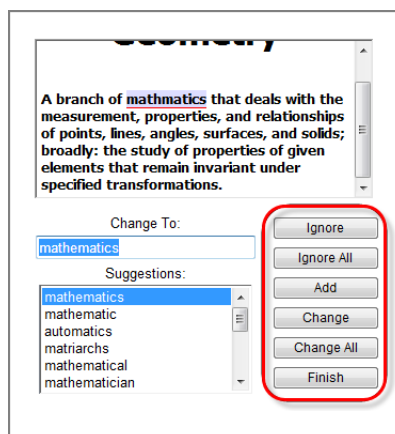
Use Spell Check

You can use the spell check to check the spelling of text that appears in lesson plans, daily comments, the **Class Information** screen in ParentAccess, and homework posts. Spell check functionality varies depending on the browser and operating system you use.

1. On the **Lesson Plan Maintenance** screen, **Class Information Page Maintenance** screen, **Homework Setup** screen, **Forms Maintenance** screen, or **Daily Comments** window, click **Check Spelling**.

If a word is misspelled, it displays highlighted on the **Dictionary Popup** window.

2. You may perform any of the following options:
 - Click **Ignore** to ignore the suggested misspelling or **Ignore All** to ignore all of the instances of the word.
 - Click **Add** to add the word to your dictionary.
 - Select the correction in the **Suggestions** list and click **Change**, or click **Change All** to change all the incorrect instances of the word to the suggestion.
 - Click **Finish** when you have finished checking the spelling to close the **Dictionary Popup** window.

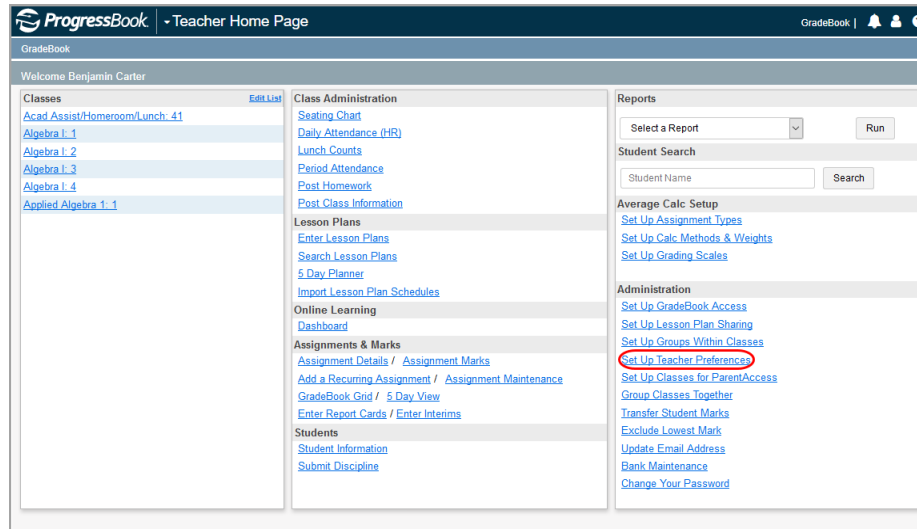


3. When the *Spelling Check is complete* message displays, click **OK**.

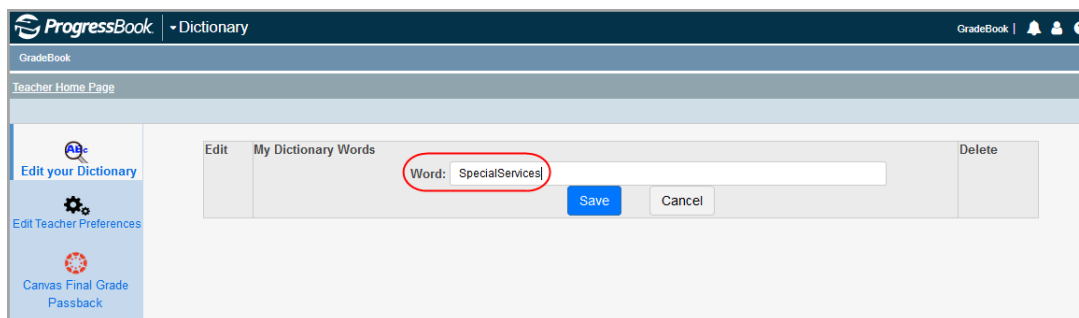
Add Dictionary Entries

You can personalize the GradeBook dictionary so that the Spell Check feature recognizes words, proper names, and abbreviations not common in the dictionary.

1. On the **Teacher Home Page**, below **Administration**, click **Set Up Teacher Preferences**.



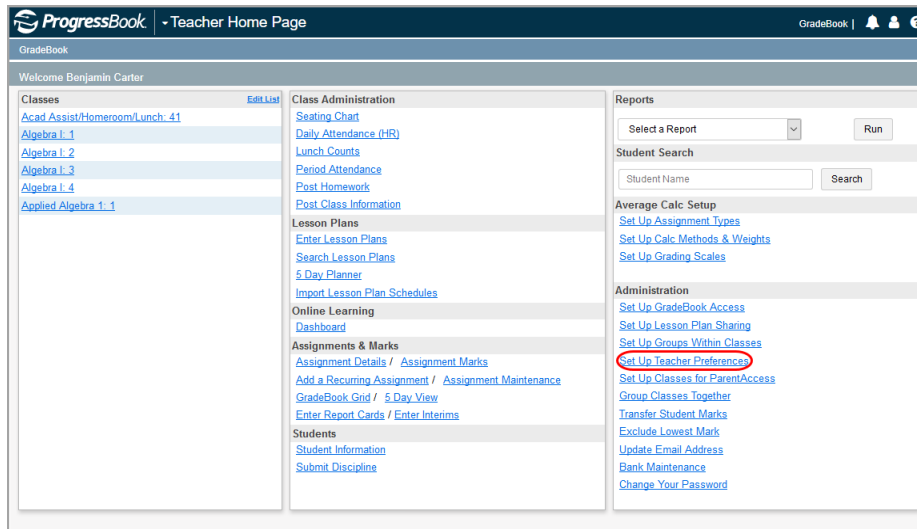
2. On the left side of the **Teacher Preferences** screen, click **Edit Your Dictionary**.
3. On the **Dictionary** screen, click **Add New Word to Dictionary**.
4. Enter the new word in the **Word** field.
5. Click **Save**.





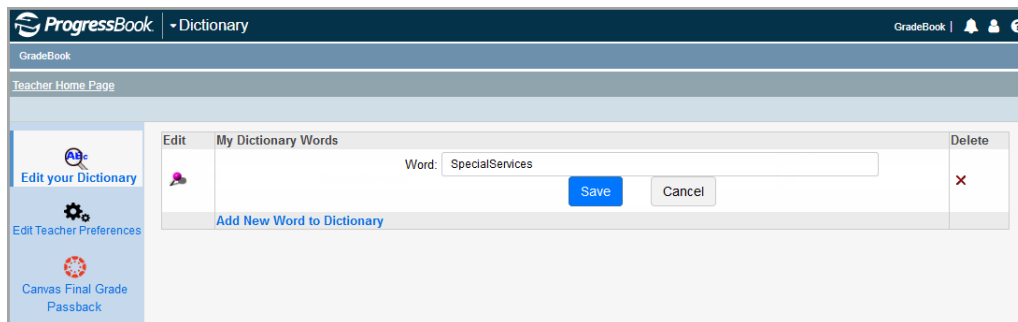
Edit Dictionary Entries


To modify an entry that you added to your GradeBook dictionary, do the following:

1. On the **Teacher Home Page**, below **Administration**, click **Set Up Teacher Preferences**.



2. On the left side of the **Teacher Preferences** screen, click **Edit Your Dictionary**.
3. On the **Dictionary** screen, click  in the **Edit** column next to the entry you want to modify. The icon changes to , and the **Word** field displays so you can edit your entry.
4. Make the necessary changes.
5. Click **Save**.



Note: To delete an entry, click  in the **Delete** column next to the entry.

Use Text Editor

You can use the text editor to format and edit text that may appear in lesson plans, on your **Class Information** screen in ParentAccess, and homework posts. Text editor functionality varies depending on the browser and operating system used. Hover your cursor over an icon to see the description.



Class Groups and Class Rosters


- [“Set Up Groups Within Classes”](#)
- [“Group Classes Together”](#)
- [“Update Class Roster”](#)

Set Up Groups Within Classes

You may want to create groups within classes that represent students working on different assignments or working on different projects. You can create a group that includes students from a single class or students from multiple classes. The number of groups you can create in GradeBook is limitless. However, a student can only belong to one group in a class at a time.

- [“Add a Group Within a Class”](#)
- [“Edit Groups Within Classes”](#)

Add a Group Within a Class

1. On the **Teacher Home Page** or the **Class Dashboard**, click **Set Up Groups Within Classes**.
2. On the **Student Groups** screen, if the desired class does not display in the **Select a Class** list, select it.
3. Click **Add a Group**.
4. In the **Name** field, enter the name of the group.
5. (Optional) In the **Description** field, enter a description for the group.
6. In the **Available** column, click **Show Students** to display all the students in all the classes.
7. Select students in the **Available** column, and then click  to move them to the **Selected** column.
8. Click **Update** to save the group.


The new group displays in the **Group** list on the **Class Roster** screen.

The screenshot shows the 'ProgressBook' interface for creating student groups. On the left, a sidebar titled 'Student Groups' shows a list with 'Advanced Science' selected. The main area is titled 'Use this page to create groups of students.' It has a 'Name' field with 'Advanced Science' and a 'Description' field with 'Students who do above average work in science.' Below these is a section for selecting classes and students. It has two columns: 'Available' and 'Selected'. The 'Available' column lists students (Hovanec, Grace; Howard, Jack; Howatt, Jacqueline; Howe, Daniel; Howell, Matthew; Howells, Andrea) and a class (Science: 3*). The 'Selected' column lists the same class (Science: 3*) and several students (Dawood, Supta; Day, James; DeCapite, Jarred; Decrane, Jayla; Deem, Jordan; Denes, Clair; Diehl, Mary). There are arrows between the columns to move items. At the bottom right is an 'Update' button. A note at the bottom right says '* = not all students selected'.

Edit Groups Within Classes

Once you have created a group, you may modify the name or description, or you may add or delete students or classes.

1. On the **Teacher Home Page** or the **Class Dashboard**, click **Set Up Groups Within Classes**.
2. On the **Student Groups** screen, if the appropriate class does not display in the **Select a Class** list, select it.
3. In the **Student Groups** list, select the group to edit.
4. Modify the group as needed.

Note: To delete classes or students from a group, select the classes or students in the **Selected** column, and then click  to move them out of the **Selected** column.

5. Click **Update** to save changes.

Note: To delete a group, select the group from the **Student Groups** list, and then click **Delete this group** at the top right of the screen.

Group Classes Together

You may want to group several classes together to create a single roster of students. This feature is often used by Special Education teachers who have students scheduled in several classes because it lets them use a combined class roster and create a single seating chart. Once the classes have been grouped together, the individual classes can be hidden from the **Teacher Home Page**, if desired. From the grouped class, you can enter attendance, enter report card grades, create a seating chart, and, in some cases, maintain assignments from a single location for all of the students.

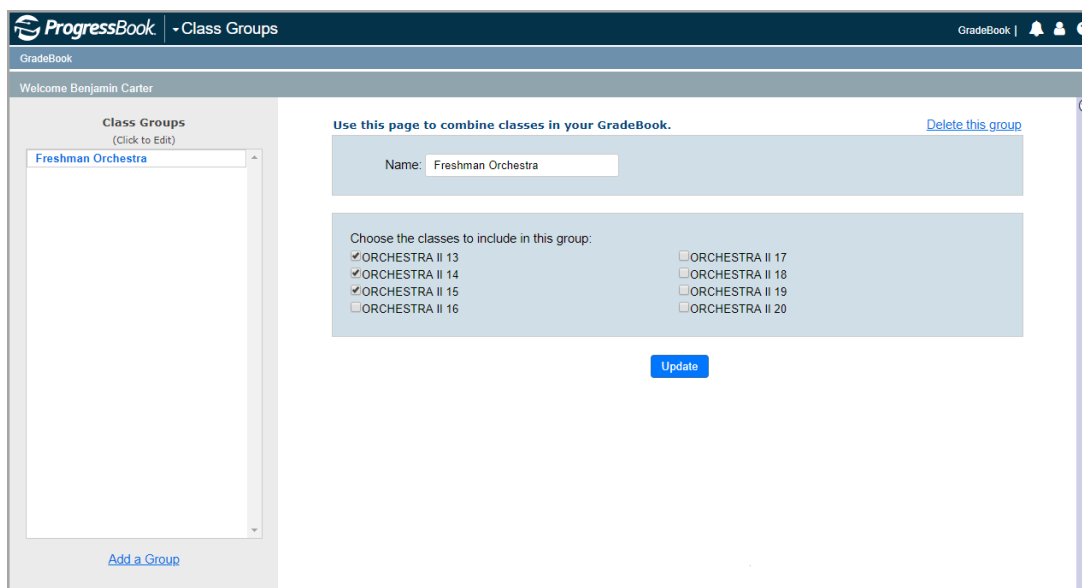
If you are using standards-based report cards, the group classes together option cannot be used for maintaining assignments across classes of different subjects or report cards. Assignments cannot be associated with multiple report cards through this feature. Instead, you can use assignment sharing to create a single assignment and associate it with multiple classes and report cards. The **Progress by Student** and **Standards-Based Grid** screens also do not work with class groups where the individual classes are associated with different report cards.

1. On the **Teacher Home Page**, click **Group Classes Together**.
2. On the **Class Groups** screen, click **Add a Group**.
3. In the **Name** field, enter the name of the group.
4. Select the checkboxes beside at least two classes you want to include in the group.
5. Click **Update**.

The new group displays in the **Class Groups** list on the left side of the screen and below the list of **Classes** on the **Teacher Home Page**.

Note: You cannot take daily attendance for a class group.

Note: To delete a group, on the **Class Groups** screen, select the group from the **Class Groups** list, and then click **Delete this group**.

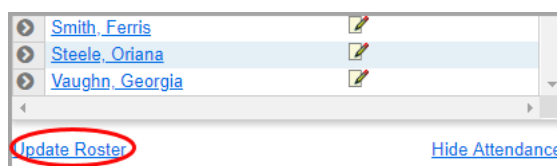


Update Class Roster

To view a video of the following procedure, navigate to the following link:


<https://www.youtube.com/watch?v=3qFNG6jXWTE&t>

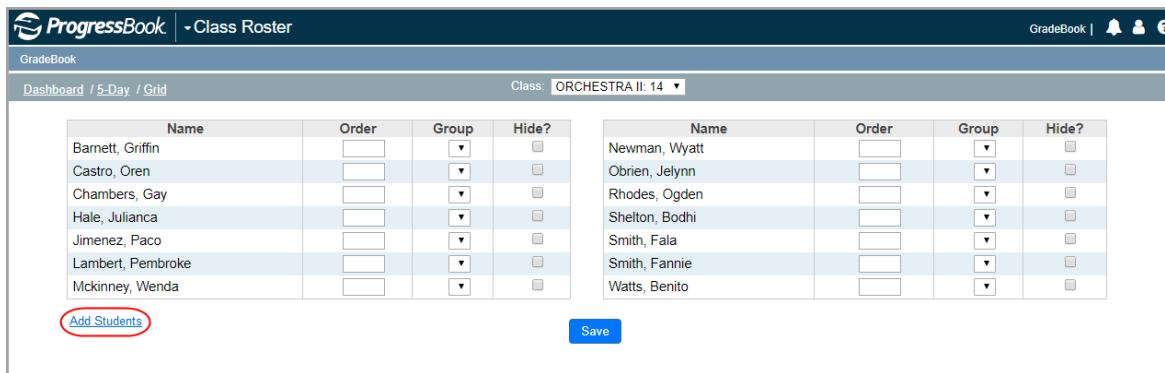
1. On the **Class Dashboard**, click **Update Roster** below the list of students.



2. On the **Class Roster** screen, you can update the class roster by performing the following options:
 - **Sort students in a specified order** – Default order is alphabetical (see [“Sort Students in Class Roster”](#))
 - **Group students together** – Groups must be created in the **Set Up Groups Within Classes** option on the **Teacher Home Page** (see [“Assign Students to Groups in Class Roster”](#))
 - **Hide students** – Use to hide students no longer in your class (see [“Hide Students in Class Roster”](#))
 - **Add students** – This option may not be available depending on administrator settings (see [“Add Students to the Class Roster”](#))
3. Click **Save**.

Note: The red **W** displays to indicate students who have withdrawn from the class. Hide the student to prevent the name from displaying on a class roster.

Note: The  icon may display on the **Class Roster** screen when a student is scheduled to begin your class at a future date. The student automatically displays on the **Class Dashboard** upon the enrollment date.



Name	Order	Group	Hide?
Barnett, Griffin			
Castro, Oren			
Chambers, Gay			
Hale, Julianca			
Jimenez, Paco			
Lambert, Pembroke			
McKinney, Wenda			


[Add Students](#) [Save](#)

Sort Students in Class Roster

By default, students are listed in alphabetical order on the class roster; however, you can use the sort option to sort students in a different way.

1. On the **Class Dashboard**, click **Update Roster** below the list of students.
2. On the **Class Roster** screen, in the **Order** column, enter numbers next to students to denote the order in which they should display.
3. Click **Save**.

Note: Once the roster has been sorted, students with identical numbers display alphabetically within the roster. Names that have not been assigned numbers display before those that do have numbers.



Name	Order	Group	Hide?
Barnett, Griffin			
Castro, Oren	1		
Chambers, Gay	2		
Hale, Julianca	3		
Jimenez, Paco	4		
Lambert, Pembroke	5		
McKinney, Wenda	6		

Name	Order	Group	Hide?
Newman, Wyatt	7		
Obrien, Jelynn	8		
Rhodes, Ogden	9		
Shelton, Bodhi	10		
Smith, Fala	11		
Smith, Fannie	12		
Watts, Benito	13		

[Save](#)

Assign Students to Groups in Class Roster

You can assign students to groups on the **Class Roster** screen; however, groups must have already been created on the **Student Groups** screen to display in the **Group** list.

1. On the **Class Dashboard**, click **Update Roster** below the list of students.

Class Groups and Class Rosters

2. On the **Class Roster** screen, in the **Group** drop-down list in the row of a student, select the desired group.
3. Click **Save**.

The screenshot shows the ProgressBook interface for the 'Class Roster' screen. The class is 'Math - Gr 02: 6'. The roster is displayed in a table with columns: Name, Order, Group, and Hide?. The 'Hide?' column contains checkboxes. A 'Save' button is at the bottom right.

Name	Order	Group	Hide?
Howatt, Jacqueline		Advanced Math	<input type="checkbox"/>
Householder, Morgan	1		<input type="checkbox"/>
Houck, Kasie	2		<input type="checkbox"/>
Hostettler, Cailin	3		<input type="checkbox"/>
Hosta, Hannah	4	Advanced Math	<input type="checkbox"/>
Houk, Riley	5		<input type="checkbox"/>
Houston, Eric	6		<input type="checkbox"/>

Hide Students in Class Roster

Use the **Hide?** option to prevent students who are no longer in the class from displaying in the class roster. You cannot delete a student from the class roster if the student has assignments, report card grades, period attendance, or comments in your GradeBook. Once you have hidden a student from the class roster, the name no longer displays on attendance, assignment, or other screens for that class.

1. On the **Class Dashboard**, click **Update Roster** below the list of students.
2. On the **Class Roster** screen, in the row of a student, select the checkbox in the **Hide** column.
3. Click **Save**.

Note: At any time, you can return to the **Class Roster** screen and deselect the **Hide?** checkbox for a student to display that student on the roster again.

The screenshot shows the ProgressBook interface for the 'Class Roster' screen. The class is 'Math - Gr 02: 6'. The roster is displayed in a table with columns: Name, Order, Group, and Hide?. The 'Hide?' column contains checkboxes. A 'Save' button is at the bottom right. Red circles highlight the 'Hide?' checkboxes for Howatt, Jacqueline; Householder, Morgan; Houck, Kasie; Hostettler, Cailin; Hosta, Hannah; Houk, Riley; Houston, Eric; Hosmer, Anna; Hovanec, Grace; Howells, Andrea; Horwitz, Sereen; Howard, Jack; Howell, Matthew; and Howe, Daniel.

Name	Order	Group	Hide?
Howatt, Jacqueline			<input checked="" type="checkbox"/>
Householder, Morgan	1		<input type="checkbox"/>
Houck, Kasie	2		<input type="checkbox"/>
Hostettler, Cailin	3		<input type="checkbox"/>
Hosta, Hannah	4	Advanced Math	<input type="checkbox"/>
Houk, Riley	5		<input type="checkbox"/>
Houston, Eric	6		<input type="checkbox"/>

Add Students to the Class Roster

Class roster additions are made in StudentInformation; however, for non-graded classes, such as study hall, you may have the option to add students in GradeBook, if your system administrator enables that option.

1. On the **Class Dashboard**, below the list of students, click **Update Roster**.

- On the **Class Roster** screen, below the list of students, click **Add Students**.

ProgressBook | Class Roster

GradeBook |

Dashboard / 5-Day / Grid

Class: ORCHESTRA II: 14

Name	Order	Group	Hide?
Barnett, Griffin			
Castro, Oren			
Chambers, Gay			
Hale, Julianca			
Jimenez, Paco			
Lambert, Pembroke			
McKinney, Wenda			

Add Students

Name	Order	Group	Hide?
Newman, Wyatt			
Obrien, Jelynn			
Rhodes, Ogden			
Shelton, Bodhi			
Smith, Fala			
Smith, Fannie			
Watts, Benito			

Save

- On the **Add Students** screen, in the **School** drop-down list, verify that the appropriate school displays.

Note: If you do not enter anything in the **Grade**, **HR**, and **Last Name** fields, and then click **Go**, all the students in the school display in the list.

- In the **Grade** list, verify that the appropriate grade level displays.
- In the **HR** list, select the appropriate homeroom.
- In the **Last Name** field, enter the last name of the student you want to add to the roster, and then click **Go**.

Note: You can type just the first few letters of the student's last name and a list of possible matches displays.

- Next to the student you want to add, select the checkbox.
- (Optional) To select additional classes to update with the added student(s), select the checkbox next to the name of each class you want to update.
- Click **Save**.

Attendance and Activities

- [“Daily and Period Attendance”](#)
- [“Enter Lunch Counts”](#)
- [“Send Class Notifications”](#)

Daily and Period Attendance

To view a video of the following topics, navigate to the following link:

<https://www.youtube.com/watch?v=FYdmSQNlZDs>

The **Daily Attendance** screen (see [“Daily Attendance”](#)) uses red shading while the **Period Attendance** screen (see [“Period Attendance”](#)) uses blue shading. The available absence type codes used for taking daily and period attendance are set up in StudentInformation (but can also be added or updated by the GradeBook system manager) and may vary for each school.

Daily Attendance

In the absence of a formal homeroom, teachers can take daily attendance using a class designated by office administrators. If you take daily attendance in GradeBook, you should take it every day, even if you do not select any of the attendance codes. Clicking **Save** on the **Daily Attendance** screen denotes that daily attendance was taken. Once daily attendance has been saved, most schools require the school attendance personnel to make necessary changes to the attendance.

The available attendance codes are set up by the GradeBook system manager and may vary for each school.


Note: *If a student has withdrawn from a class, a red **W** displays next to the student.*

- [“Enter Daily Attendance”](#)
- [“Enter Daily Attendance on the Seating Chart”](#)

Enter Daily Attendance

1. On the **Teacher Home Page** or **Class Dashboard**, click the **Daily Attendance (HR)** link.
2. On the **Daily Attendance** screen, in the **Class** drop-down list, select the appropriate homeroom/class for which you want to take attendance.

Note: *You cannot take daily attendance for a class group containing students from multiple schools using different integration methods.*

3. In the **Date** field, verify that today's date displays. If it is not the correct date, click  to select it, or enter it in the field.
4. In the **Daily Att** drop-down list, select the appropriate absence type.

Note: If the class is not scheduled to meet that day, a phrase such as “Not Scheduled” or “Off Day” displays in the **Daily Att** column.

- Click **Save**.

Note: If your district uses live attendance data integration and GradeBook is not able to connect to StudentInformation while you are taking attendance, an error displays.

Student	Grade	Class Attendance
Adkins, Arpad	12	
Blake, Lily	12	Period Absence
Cobb, Charlotte	12	
Conner, Inga	12	
Flowers, Benjamin	12	
Hammond, Mendel	12	
Hodges, Solange	12	
Malone, Peg	12	

Student	Grade	Class Attendance
Maxwell, Terrence	12	Tardy
Moody, Jessica	12	
Pope, Wendy	12	
Quinn, Oakley	12	
Rios, Dickinson	12	Field Trip
Smith, Ferris	12	
Webster, Gretel	12	

Enter Daily Attendance on the Seating Chart

You can enter homeroom attendance from the seating chart if this option was selected during the creation of the seating chart. If your school uses GradeBook to record daily attendance, you should take it every day, even if you do not select any of the attendance codes. Clicking **Save** on the **Seating Chart** screen denotes that attendance was taken. Once daily attendance has been saved, most schools require changes made to attendance to be made by school attendance personnel.

- On the **Class Dashboard**, next to **Daily Attendance**, click **by Seating Chart**.
- On the **Seating Chart** screen, in the **Seating Chart** list, verify that the correct seating chart displays.
- In the **Date** field, verify that today's date displays. If it is not the correct date, at the top right of the screen, click to select it, or enter it in the field.
- In the list on each student's desk, select the appropriate absence type code.

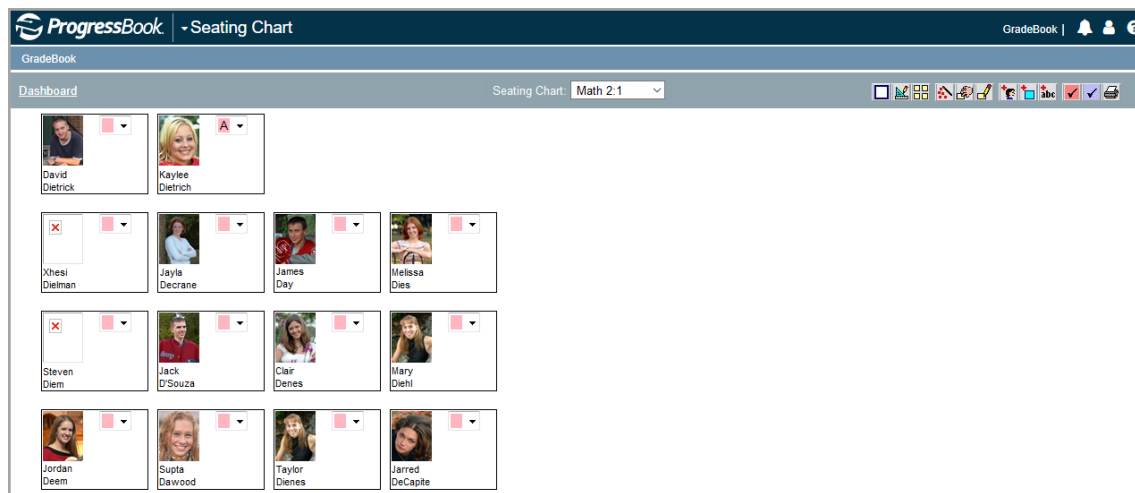
Note: Leaving the absence type blank indicates that the student is present.

Note: The available absence type codes are set up by your district's GradeBook system manager and may vary for each school.

- Click **Save**.

Note: The absence types selected here also display on the **Daily Attendance** screen.

Note: If your district uses live attendance data integration and GradeBook is not able to connect to StudentInformation while you are taking attendance, an error displays.



Period Attendance

If your school has enabled the ability to take period attendance, teachers may enter period attendance for the class on the **Period Attendance** or **Seating Chart** screens. Absence type codes may display on the **Period Attendance** screen if period attendance was already entered on the **Seating Chart** screen or previously entered by the attendance staff.

If the class is not scheduled to meet that day, a phrase such as “Not Scheduled” or “Off Day” displays in the **Class Attendance** column and you cannot enter attendance.

If a student’s name is highlighted in yellow, the calendar assigned to that individual student has ended prior to the calendar assigned to the school.

- [“Enter Period Attendance by Class”](#)
- [“Enter Period Attendance on Seating Chart”](#)
- [“Set Period Attendance Default View”](#)
- [“Enter Period Attendance by Block”](#)

Enter Period Attendance by Class

1. On the **Teacher Home Page** or **Class Dashboard**, click **Period Attendance**.
2. On the **Period Attendance** screen, if you entered from the **Teacher Home Page**, in the **Class List**, select the appropriate class. If you entered from the **Class Dashboard**, that class displays in the **Class** drop-down list.
3. In the **Date** field, verify that today's date displays. If it is not the correct date, click inside the field to select the appropriate date.

Note: If the option to enter or modify period attendance for prior days is enabled, then you cannot enter or modify period attendance on the **Period Attendance** screen or **Seating Chart** on a day that is past the number of days set to allow for period attendance. The list of attendance codes is not available in the **Class Attendance** list on the **Period Attendance** screen, and the following message displays: “Altering period attendance in the past is only available for [X] day(s) prior to the current date.”

4. In the **Class Attendance** drop-down list, select the appropriate absence type. Leaving the absence type blank indicates the student is present.

Note: The available absence type codes are set up by your district's GradeBook system manager and may vary for each school.

Note: For districts that run live period attendance, if the attendance staff entered an absence type code in StudentInformation that has not been imported yet into GradeBook during the data integration process, “DASL code” displays in the **Class Attendance** list.

Student	Grade	Class Attendance
Brady, Larissa	12	DASL Code
Briggs, Ivor	12	

Student	Grade	Class Attendance
McLaughlin, Gaston	12	
Moran, Bram	12	

Note: When users save an absence type code for a student that was manually added in GradeBook rather than imported from StudentInformation, the code cannot be saved into StudentInformation but is saved in GradeBook. In this scenario, once the user saves, the code does not display in the **Class Attendance** list on the **Period Attendance** screen, and the following message displays: “Attendance data for one or more students did not save successfully.” Absence type codes that have not been saved in StudentInformation do not display on the **Period Attendance** screen. However, absence codes that have been saved in GradeBook do display in **Period Attendance** view on the **GradeBook Grid**.

Note: If a student has been marked absent in daily attendance, make sure to enter the absence on period attendance as well to ensure that attendance displays correctly in ParentAccess and to prevent students from displaying on the Potential Skip Report in error.

5. Click **Save**.

The message “Your changes have been saved” displays at the top of the screen.

The absence types selected here also display on the **GradeBook Grid**, the **Student Profile** screen **Progress** tab, the **Seating Chart** screen, and in ParentAccess.

Student	Grade	Class Attendance
Black, Theola	05	Tardy
Burns, Paris	05	
Daniels, Wylie	05	
Dixon, Addison	05	
Gordon, Marshall	05	
Holmes, Carlo	05	
Hunt, Lamar	05	Field Trip
Kennedy, Daimon	05	

Student	Grade	Class Attendance
Morales, Stephanie	05	
Ramos, Gwendolen	05	
Rice, Julius	05	
Robertson, Onenn	05	Suspended
Shaw, Brenda	05	
Smith, Fairfax	05	
Warren, Ida	05	

Enter Period Attendance on Seating Chart

You can enter period attendance from the seating chart if this option was selected during the creation of the seating chart—but only if period attendance has been enabled in your school. If the option to enter or modify period attendance for prior days is enabled, then you can enter period attendance for a date prior to today's date up to that specified number of days. Absence type codes may display on the students' desks if period attendance was already taken on the **Period Attendance** screen or previously entered by attendance staff.

If your school has enabled period attendance but the class or class group is not scheduled to meet that day, then “Not Scheduled” displays on the students' desks, and you cannot enter attendance.

1. On the **Class Dashboard**, next to **Period Attendance**, click **by Seating Chart**.
2. On the **Seating Chart** screen, in the **Seating Chart** list, verify that the correct seating chart displays.
3. In the **Date** field, verify that today's date displays.

Note: Leaving the absence type blank indicates that the student is present.

4. In the list on each student's desk, select the appropriate absence type description or code.

Note: The available absence type codes are set up by your district's GradeBook system manager and may vary for each school.

Note: For districts that run live period attendance, if the attendance staff entered an absence type code in StudentInformation that has not been imported yet into GradeBook during the data integration process, “DASL code” displays in the **Class Attendance** list.

5. Click **Save**.

The absence types selected here also display on the **Period Attendance** screen; **GradeBook Grid**; the **Student Profile** screen **Progress** tab; and on the **Period Attendance** screen in ParentAccess.

Note: If your school has enabled period attendance by block, then the **Take Attendance by Block** link displays in the website banner. To enter period attendance by block, click **Take Attendance by Block** and enter period attendance on the **Period Attendance** screen.

Period Attendance by Block

If your school has enabled period attendance and period attendance by block, and a class or class group meets for multiple blocks, you can enter a separate absence type for each block the class or class group meets.

You also have the option to set a default view on this screen for each of your classes so that it displays your desired view when you enter the screen. You can click the **Show Blocks** or **Hide Blocks** links at any time to switch between the **Block** and **Class** views.

Absence type codes may display on this screen if period attendance was already entered on the **Seating Chart** screen or previously entered by the attendance staff. Multiple daily attendance codes may also display below a student's name.

If the class is not scheduled to meet that day, one of the following messages may display: "The class is not scheduled to meet on [date]." or "The class is not scheduled to meet for the selected date." If you are entering period attendance in **Class** view for a class that is not scheduled to meet that day, "Not Scheduled" displays in the **Class Attendance** column, and you cannot enter attendance. If you are entering period attendance in a class group and one of the classes in the group is not scheduled to meet that day, the drop-down list is not available to enter attendance.

If period attendance and period attendance by block features are not enabled in your school, the following message displays on the screen: "Period attendance is not supported for this class."

When viewing **Period Attendance** in **Class** view and absence type codes have been entered for multiple blocks for a student, the codes display in a hyphenated format accompanied by ⚠. For example, in a class that meets for three blocks, if a student is marked absent for two blocks and tardy for the third block, the codes A-A-T display. In **Class** view, if you change the absence code, it is changed for all the blocks that the class meets.

Set Period Attendance Default View

If your school has enabled period attendance by block, you can set a default view for the **Period Attendance** screen for each class in your GradeBook. If you do not set a default view for a class, the **Class** view becomes the default view.

1. On the **Class Dashboard**, below **Classroom Administration**, click **Period Attendance**.
2. At the top right of the **Period Attendance** screen, click ⚙.
3. On the **Period Attendance Default View(s)** window, select one of the following default view options for each class:
 - **Class** – One class attendance column displays on the **Period Attendance** screen in which the teacher can enter an absence type code for each student. **Show Blocks** displays in the website banner to let you switch to **Block** view.
 - **Block** – Separate block attendance columns display on the **Period Attendance** screen for each block in which the class meets, and you can enter a separate absence type code for each block. **Hide Blocks** displays in the website banner to let you switch to **Class** view.
4. Click **Save**.
5. Click **GradeBook** to return to the **Teacher Home Page**.

Class Name	Class	Block
English Gr 11: 01	<input type="radio"/>	<input checked="" type="radio"/>
English Gr 11: 02	<input checked="" type="radio"/>	<input type="radio"/>
Mathematics Challenge	<input checked="" type="radio"/>	<input type="radio"/>
Period 1 Algebra	<input checked="" type="radio"/>	<input type="radio"/>
Period 2 Algebra	<input checked="" type="radio"/>	<input type="radio"/>
2nd Grade Math	<input checked="" type="radio"/>	<input type="radio"/>
Reading - Gr 02: 01	<input checked="" type="radio"/>	<input type="radio"/>

Save Cancel

Enter Period Attendance by Block

1. If you entered the **Period Attendance** screen from the **Teacher Home Page**, the class that displays is the one currently meeting based on the period/block meeting times previously set up for the class. If you entered from the **Class Dashboard**, the class you were viewing on the **Class Dashboard** displays.
2. On the **Period Attendance** screen, verify that today's date displays in the **Date** field. If it is not the correct date, click the right arrow or left arrow to select the appropriate date, or click in the date field to select the appropriate date from the calendar.

Note: If you try to enter or modify period attendance on a day that is past the number of days set to allow for period attendance, the list of attendance codes is not available in the **Class Attendance** list and the following message displays: "Altering period attendance in the past is only available for X day(s) prior to the current date."

3. In the **Block Attendance** list for each block the class meets, select the appropriate absence type description or code.

Note: Leaving the absence type blank indicates the student is present.

Note: The available absence type codes, which include codes used only by attendance staff, are set up by the GradeBook system manager and may vary for each school.

Note: For districts that run live period attendance, if the attendance staff entered an absence type code in StudentInformation that has not been imported yet into GradeBook during the data integration process, "DASL code" displays in the **Class Attendance** list.

4. Click **Save**.

The message "Your changes have been saved" displays.

Note: The absence types selected here also display on the **GradeBook Grid**; the **Student Profile** screen **Progress** tab; the **Seating Chart** screen; and if your school is using ParentAccess, on the **Period Attendance** screen.

Note: For districts that run live period attendance, if you selected an absence type code for a student that does not match the codes set up in StudentInformation, GradeBook is unable to save the code in StudentInformation and it will no longer display once you save. The following message displays: “Attendance data for one or more students did not save successfully.” Make sure to report this issue to your GradeBook system manager.

Student	Grade	Block: 2 Attendance
McCartney, Megan	01	Absent
McConnell, Margaret	01	
McCourry, Daniel	01	
McDonald, Loren	01	Unexcused
McRann, Danielle	01	
Medina, Grace	01	
Meeks, William	01	
Meeze, Sally	01	
Mehlman, Divya	01	
Meisenbach, Kathryn	01	
Melick, Philip	01	TARDY
Melville, Stuart	01	

Enter Lunch Counts

GradeBook provides automated lunch count reporting, enabling Food Services personnel to run reports to plan food preparation for an entire school building. Only Food Services personnel and administrators can change the available choices that appear on the **Lunch Counts** screen.

1. On the **Class Dashboard** for the class whose lunch choices you want to record, click **Lunch Counts**.
The **Lunch Counts** screen displays. If lunch counts have already been entered, a message displays to inform you.
2. In the **Count** column, enter the total number of lunches ordered next to the appropriate lunch option.
3. (Optional) If you need to enter any additional comments related to a lunch choice, in the **Notes** column, enter your comments.

- Click **Save**.

A confirmation message displays in red at the top of the screen.

The screenshot shows a web interface for a class named "AMERICAN LITERATURE: 19". At the top, a red message states: "Your lunch counts have been successfully recorded." Below this is a table with three columns: "Lunch Choices", "Count", and "Notes".

Lunch Choices	Count	Notes
Student Lunch Option 1	8	
Student Lunch Option 2	7	
Student PBJ	5	
Teacher Lunch	1	Italian dressing w/ salad

At the bottom of the form is a blue "Save" button.


Send Class Notifications

Note: If you have not entered an email address in GradeBook, or if you set up an email address that is not a district-supplied email address, you must update your email address prior to using class notifications.

From the **Class Dashboard**, you can send emails to students, parents, or students and parents who have registered an email address in ParentAccess.




- On the **Class Dashboard**, below **Classroom Administration**, click **Class Notifications**.
- On the **Class Notifications** screen, in the **Message intended for** drop-down list, select **Students**, **Parents**, or **Students and Parents**.

Note: A student's name only appears in the **Select Message Recipients** field if the student or the student's parent have entered an email address in ParentAccess.

- In the **Select Message Recipients** field, select the student(s) for whom you want to send an email, and then click .

The name(s) display in the box on the right side of the screen.

Note: On the **Class Notifications** screen, students display in the order you selected on the **Class Roster** screen. If you hid a student on the **Class Roster** screen, the **Class Notifications** screen hides the student.

Note: If you want to select all students, click . To remove a student, click , or to remove all students, click .

- In the **Subject** field, enter the subject of the email.

5. In the **Message** field, enter the email message.

Spell check automatically alerts you of spelling errors as you type.

6. (Optional) Use the built-in text editor to format your message as desired.

7. Click **Send Email**.

The notification message is sent to you, and a bcc (blind carbon copy) is sent to each of the message recipients that you selected.

The top screenshot shows the ProgressBook GradeBook interface for a class named 'Sociology 2'. The 'Classroom Administration' menu is visible, and 'Class Notifications' is circled in red. The bottom screenshot shows the 'Class Notifications' form. The 'Message intended for' dropdown is set to 'Students'. The 'Select Message Recipients' section shows a list of students with selection buttons. The 'Subject' field contains 'Valentine's Day Reminder'. The 'Message' field contains the text: 'Don't forget to bring your projects related to Valentine's Day (and similar holidays found in other cultures) next week!'. A 'Send Email' button is at the bottom.

Student Profile Information

The **Student Profile** screen displays information about the students in a class.

To view a video about the **Student Profile**, navigate to the following link:

<https://www.youtube.com/watch?v=i-p31keKtP8>

Refer to the following topics:

- [“Enter Student Profile Comments”](#)
- [“View Student’s Progress Report for a Single Class”](#)
- [“View Progress Report for All Student’s Classes”](#)

Click a student name on the **Class Dashboard** to display that student’s profile. [“Tabs Available on Student Profile Screen”](#) provides a brief explanation of the available tabs. While you can add information on the **Comments** and **Discipline** tabs, information on the other tabs is read-only.




Tabs Available on Student Profile Screen

Tab	Information
Personal	Displays personal information; primary contact information; addresses; parent and student email addresses (if available); navigation links to ParentAccess and the DataMap Student Roadmap ; and ParentAccess usage information. Additionally, if SIS Alerts are enabled in StudentInformation, a Student Notes from SIS table displays information about medical concerns, custody notices, disability notes, and/or miscellaneous notes, if this information is entered in StudentInformation.
Contacts	Displays all student contact information from StudentInformation in read-only format.
Progress	Displays a current view of the student’s progress in the class, including average; individual assignment weights (if the weight of the assignment is set to zero, on the Student Profile screen Progress tab, the assignment displays with 0 in the Weight column and points earned over points possible in the Mark column); missing assignments; late assignments; assignments grouped by assignment type or assessment (which display in the same order as they do on report cards); and period attendance or period attendance by block codes.
Assessments	Displays report card and interim grades that have been entered in GradeBook. Also provides access to current progress reports for all of the student’s classes.
Comments	Lets the teacher enter or update class-specific general comments related to the student. These comments are not published on any reports or ParentAccess.
Period Attendance	Displays a student’s course, section, room, teacher, period, and attendance. The attendance is for the current day and populates from period attendance taken in GradeBook if it is enabled. If no attendance was taken, the Attendance column is blank. If period attendance is taken by block, then only the first block code entered displays.
Attendance	Displays the student’s cumulative daily/homeroom attendance codes with the associated reason code and times.
Schedule	Displays the student’s class schedule including Course, Section, Room, Teacher, Period, and Days. Also provides access to current progress reports for all of the student’s classes.
Discipline	If discipline incident reporting is enabled for your school, you can initiate a discipline referral from this tab for a student in your class. This tab also displays a list of discipline referrals, if any, that you have previously reported for the student. For detailed information about reporting a discipline incident from this tab, see “Submit Discipline Incident from Student Profile.”
Report Cards	Displays 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.

Student Profile Information

ProgressBook

- Student Profile

GradeBook |   

GradeBook

Dashboard / 5-Day / Grid

Student: Smerdel, Brian

Personal | Contacts | Progress | Assessments | Comments | Period Attendance | Attendance | Schedule | Discipline | Report Cards

Personal Information

School Name:	LVHS
Enrollment Status:	A
Enrollment Date:	5/3/2002
Home School:	314159 - Lake View High School
Grade Level:	09
Graduation Date:	
Homeroom:	100 , Ms. Amy Teacher43
Name:	Smerdel, Brian
Preferred Name:	
Date of Birth:	8/30/1987
Sex:	M
Progress Book ID:	160
District Student ID:	399929340
Report Card Delivery:	Electronic Only

Navigation Links

[ParentAccess Web Site](#)
[Student Roadmap](#)

Primary Contact

Name	Type	Address	Phone
Mr. Bradley Smerdel	Parent(s)	516 8th Street NE Lake View, OH 44464	(888) 888-8888

Student Address

Address Type	Address
Home address	516 8th Street NE Lake View, OH 44464

ParentAccess Web Site Use

Type	User	Last Login	Report Card Viewed On	Status
Student	Smerdel, Brian	8/12/2015 9:16:21 AM	7/28/2015 9:02:40 AM	Active
Parent	Smerdel, Bradley fathers@me.com	5/12/2016 9:28:49 AM	7/23/2015 2:15:42 PM	Active

Student Notes from SIS

Type	Message	Start Date	End Date
Medical	allergic to peanuts		
Custody	Parents are separating, both still have legal custody.		




Enter Student Profile Comments

Student profile comments are unique to the class in which the student is scheduled and can be viewed by other teachers with whom you share your GradeBook. These comments are not published on any reports or to ParentAccess.

1. On the **Class Dashboard**, in the **Student** list, select a student.
2. On the **Student Profile** screen, click the **Comments** tab.
3. In the text box, enter your comment.
4. Click **Save**.

ProgressBook

- Student Profile

GradeBook |   

GradeBook

Dashboard / 5-Day / Grid

Student: Burgermyer, Nathan

Class: Nutrition and Wellness: 1

Personal | Contacts | Progress | Assessments | Comments | Period Attendance | Attendance | Schedule | Discipline | Report Cards

* The comments on this page are not published on any reports or web pages.

New locker is #728, combination 28L, 4R, 17L.

View Student's Progress Report for a Single Class

1. On the **Student Profile** screen, click the **Schedule** tab.
2. In the **Action** column, click **View Progress**.

Note:

Note: If you are viewing a student's progress in a standards-based class using the Custom Setup 2 grading scale, the **Progress Report by Assessment** displays.

Progress Report by Assessments		Lake View Elementary School	
Student: DeCapite, Jarred		HR: 22	
Reading - Gr 02		hinds, ginneen	
1ST QUARTER			
Overall Grade		Points: 57/65	Average: 87.69 (B+)
09/01/11	Weekly Vocabulary List		9/10
09/15/11	Weekly Vocabulary List		12/15
09/22/11	Weekly Vocabulary List		9/10
09/29/11	Weekly Vocabulary List		10/10
10/04/11	Vocabulary chapter 3		8/10
10/06/11	Weekly Vocabulary List		9/10
Overall Grade (total)		Points: 57/65	Average: 87.69 (B+)
10/13/11	Weekly Vocabulary List		8/20
Applies phonics skills as presented		Points: 4/10	Average: 40.00 (F)
10/13/11	Weekly Vocabulary List		4/10

View Progress Report for All Student's Classes

You can view a student's Progress Report for a single class or all of the student's scheduled classes from the **Student Profile** screen.

1. On the **Student Profile** screen, click the **Assessments** tab.
2. In the **Report** list, select the appropriate report card.
3. Click **View Progress Report** next to a class or assessment to view an individual Progress Report.

Note: Click **View All Progress** at the bottom of the screen to view the Progress Report for all of the student's classes.

Discipline

If your school has discipline reporting enabled, you can report discipline incidents in GradeBook. Refer to the appropriate section as follows:

- To report a discipline incident involving a student who is not in any of your classes, see [“Submit Discipline Incident from Home Page.”](#)
- To report a discipline incident involving a student in one of your classes, see [“Submit Discipline Incident from Student Profile.”](#)
- To view a list of discipline incidents that you reported, see [“View Discipline Incidents.”](#)

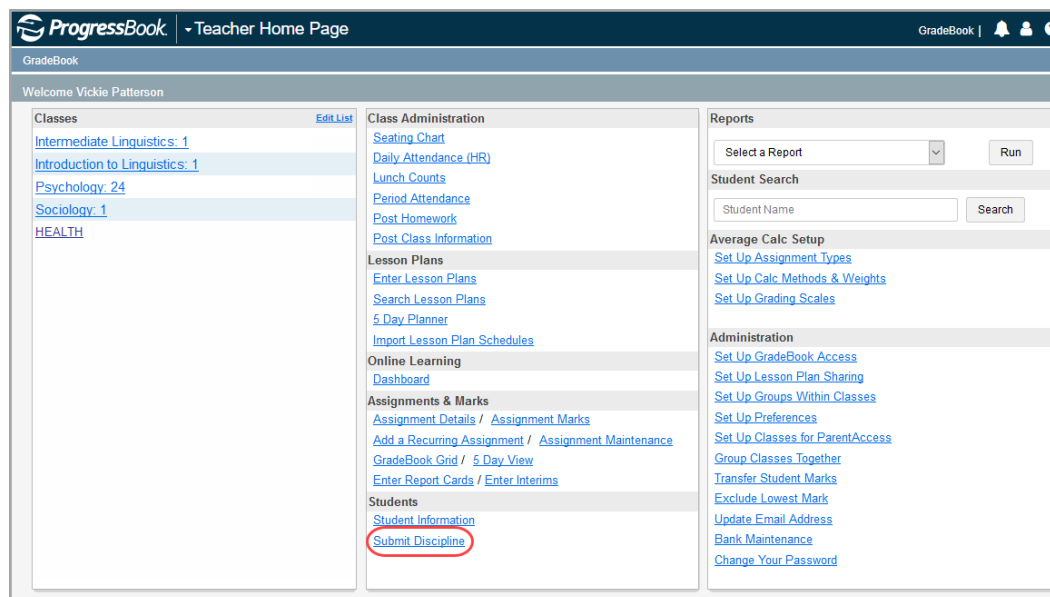
Note: You must use StudentInformation to manage the details of all discipline referrals. In GradeBook, you can only create the initial referral.

Note: If your district or school settings require you to receive discipline referral notifications, or if you subscribed to these notifications, you will receive a notification each time a discipline referral is created for a student in one of your classes. You may have the option to filter these notifications so that you are only notified when referrals are created for students only in specific grade levels. See the ProgressBook StudentInformation Notifications Guide for more information.

Submit Discipline Incident from Home Page

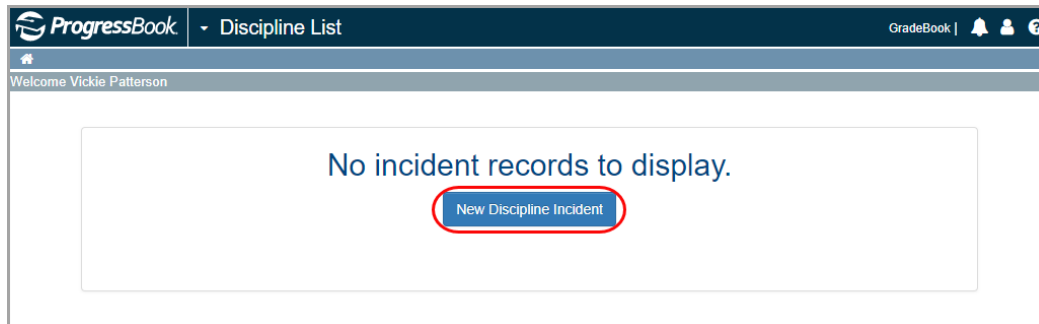
To begin the process of documenting a discipline incident, you create a referral in which you report the basics of the incident. The following section outlines how to create a referral for an incident that involves a student who is not in any of your classes (you must have at least one class in order for **Submit Discipline** to display). If the incident involves one of your students, see [“Submit Discipline Incident from Student Profile.”](#)

1. On your home page, click **Submit Discipline**.



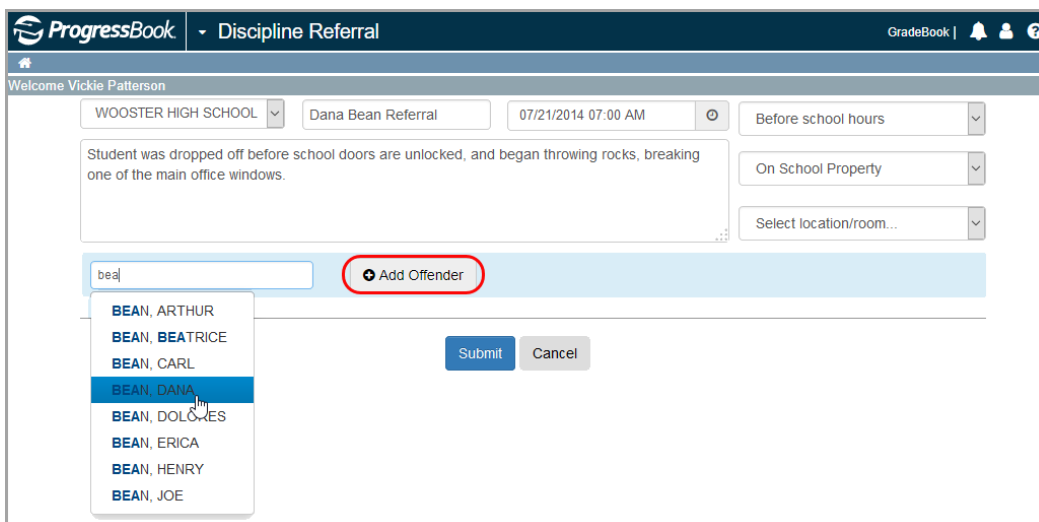
The **Discipline List** screen displays.

2. Click **New Discipline Incident**.



The **Discipline Referral** screen displays.


3. Enter or select the following information:
 - School name (if you have access to more than one school)
 - Name you want to assign to the incident
 - Date, time, and time frame during which the incident occurred (defaults to current date, current time, and **During school hours**)
 - (Optional) Incident description (up to 2000 characters)
 - (Optional) General and specific location where the incident occurred (defaults to **On School Property**)
4. (Optional) Add one or more offenders. In the search box, search for the offender as follows:
 - a. In the search box, enter the first few letters of the offender's first or last name.
 - b. In the search results that display beneath the field, select the correct offender.
 - c. Click **Add Offender**.




The screen expands to display the offender's information.

The screenshot shows the ProgressBook Discipline Referral form. At the top, the header includes the ProgressBook logo and navigation links: Home, GradeBook, Principal, Guidance, Clerical, Curriculum, Food, Attendance, PA Admin, and user icons. Below the header, a welcome message reads "Welcome Vickie Patterson". The form contains several input fields: "WOOSTER HIGH SCHOOL" (dropdown), "Dana Bean Referral" (text), "07/21/2014 07:00 AM" (datetime), "Before school hours" (dropdown), "Student was dropped off before school doors are unlocked, and began throwing rocks, breaking one of the main office windows." (text area), "On School Property" (dropdown), and "Select location/room..." (dropdown). A search bar labeled "Search students..." and an "Add Offender" button are also present. A red box highlights the "Offender(s)" section, which displays a table with one row for "BEAN, DANA" with details "Grade Level: 08", "Age: 14", and "Gender: F". To the left of the table is a placeholder for a photo labeled "NO PHOTO AVAILABLE". Below the table is a link for "+Policy / Infractions". At the bottom of the form are "Submit" and "Cancel" buttons.

Note: To add another offender, repeat [step 4](#). To delete an offender, click .

5. (Optional) To document the district policy that was violated and/or the infraction that occurred:
 - a. In the **Policy / Infractions** section, click .
 - b. In the respective drop-down list, select the appropriate policy and/or infraction.

This screenshot shows the "Policy / Infractions" section of the form. It features a table with one row for "BEAN, DANA" with details "Grade Level: 08", "Age: 14", and "Gender: F". To the left of the table is a placeholder for a photo labeled "NO PHOTO AVAILABLE". Below the table, there is a link for "+Policy / Infractions" and two dropdown menus: "Select policy..." and "Vandalism". A trash icon is also present next to the "Vandalism" dropdown. At the bottom of the form are "Submit" and "Cancel" buttons.

Note: To document additional policies/infractions, repeat [step 5](#). To delete a policy/infraction, click .



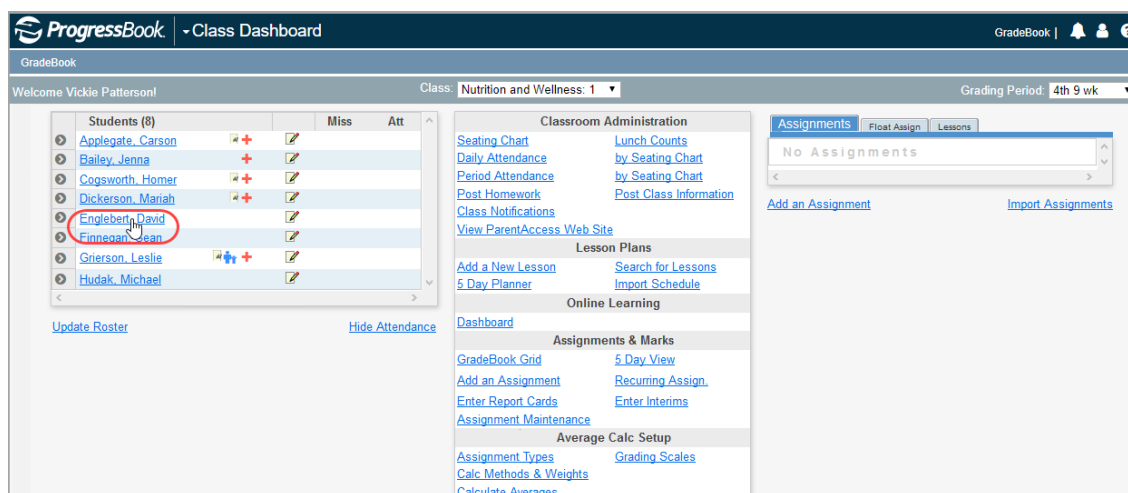
Caution: Be sure to complete all applicable fields before clicking **Submit**. Once you submit the incident, you cannot go back and edit it in GradeBook. It can only be edited in StudentInformation.

6. Click **Submit**.

Submit Discipline Incident from Student Profile

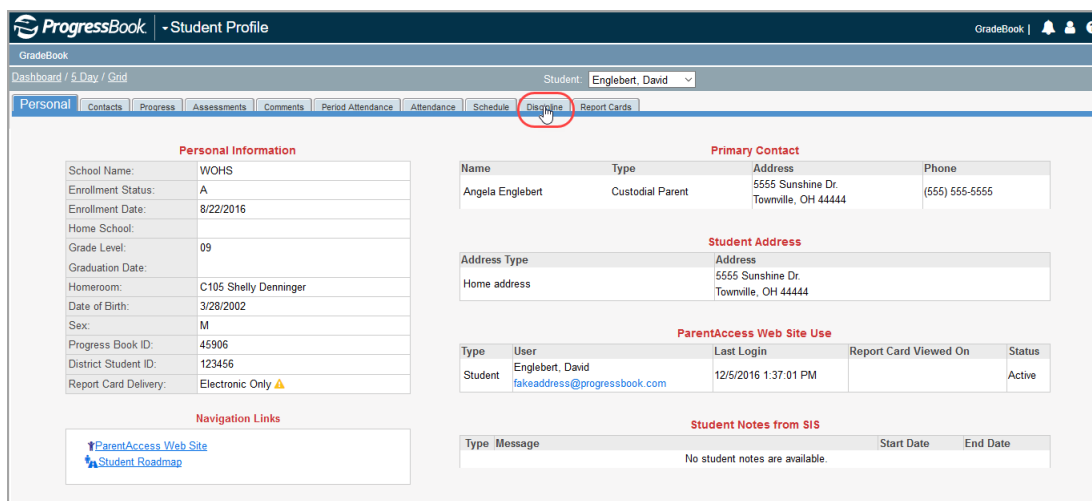
To begin the process of documenting a discipline incident, you create a referral in which you report the basics of the incident. The following section outlines how to create a referral for an incident that involves one of your students. If the incident involves a student who is not in any of your classes, see [“Submit Discipline Incident from Home Page.”](#)

1. On the **Class Dashboard**, click the name of the student who is the offender in the incident.



The **Student Profile** screen displays.

2. Click the **Discipline** tab.



The student's discipline referral screen displays.

Note: If you have created any discipline referrals for this student previously, a list of incidents displays.

3. Click **New Discipline Incident**.

The screenshot shows the ProgressBook interface for a student profile. The top navigation bar includes 'ProgressBook' and 'Student Profile'. Below it, a breadcrumb trail reads 'Dashboard / 5 Day / Grid'. The 'Student' dropdown menu is set to 'Englebert, David'. The 'Discipline' tab is selected in the main navigation bar. A large box in the center of the page displays the message 'No incident records to display.' A red circle highlights a button labeled 'New Discipline Incident' located below this message.

A screen on which you can add an incident displays. The name of the incident defaults to **[Student Name] referral**, and the offender defaults to the student whose profile you are viewing.

This screenshot shows the 'Add New Discipline Incident' form in ProgressBook. The form is pre-filled with the following information: School: 'WOOSTER HIGH SCHOOL', Incident Name: 'David Englebert referral' (highlighted with a red circle), Date/Time: '12/28/2016 09:23 AM'. The 'Incident Description' field is empty. On the right, there are dropdown menus for 'Before school hours', 'On School Property', and 'Select location/room...'. Below the form, there is a search box for students and an 'Add Offender' button. Under the 'Offender(s)' section, 'Englebert, David' is listed with a red circle around the name, along with 'Grade Level: 09', 'Age: 14', and 'Gender: M'. At the bottom, there are 'Submit' and 'Cancel' buttons.


4. Enter or select the following information:
 - Name you want to assign to the incident
 - Date, time, and time frame during which the incident occurred (defaults to current date, current time, and **During school hours**)
 - (Optional) Incident description (up to 2000 characters)
 - (Optional) General and specific location where the incident occurred (defaults to **On School Property**)
5. (Optional) If the incident involved more than one offender, add additional offenders as follows:
 - a. In the search box, enter the first few letters of the offender's first or last name.
 - b. In the search results that display beneath the field, select the correct offender.


c. Click **Add Offender**.

The screenshot shows the ProgressBook Student Profile page for David Englebert. The 'Discipline' tab is selected. In the 'Add Offender' section, a red circle highlights the 'Add Offender' button. Below this, the 'Offender(s)' section shows David Englebert's information: Grade Level: 09, Age: 14, Gender: M. A link for 'Policy / Infractions' is visible. At the bottom are 'Submit' and 'Cancel' buttons.

The screen expands to display the additional offender's information.







The screenshot shows the same ProgressBook Student Profile page, but the 'Offender(s)' section is expanded, showing two offenders: David Englebert and Sean Finnegan. Both are Grade Level: 09. Sean Finnegan is Age: 15, Gender: M. Each offender has a 'Policy / Infractions' link. The 'Add Offender' button is still visible above the list. 'Submit' and 'Cancel' buttons are at the bottom.

Note: To add another offender, repeat [step 5](#). To delete an offender, click .


6. (Optional) To document the district policy that each offender violated and/or the infraction that occurred:
 - a. In the **Policy / Infractions** section for the offender, click .

- b. In the respective drop-down list, select the appropriate policy and/or infraction.

Offender(s)

	Englebert, David	Grade Level: 09	Age: 14	Gender: M	
<div>Policy / Infractions</div> <div>Select policy... Vandalism </div>					
	Finnegan, Sean	Grade Level: 09	Age: 15	Gender: M	
<div>Policy / Infractions</div> <div>Select policy... Vandalism </div>					

Submit Cancel

Note: To document additional policies/infractions, repeat [step 6](#). To delete a policy/infraction, click .



Caution: Be sure to complete all applicable fields before clicking **Submit**. Once you submit the incident, you cannot go back and edit it in GradeBook. It can only be edited in StudentInformation.

7. Click **Submit**.

View Discipline Incidents

To view a list of all discipline incidents you have reported, on your home page, click **Submit Discipline**.

The screenshot shows the ProgressBook Teacher Home Page. The 'Submit Discipline' link is highlighted with a red circle in the 'Students' section of the 'Class Administration' menu.

The **Discipline List** screen displays a list of incidents you have previously reported. If an entry is truncated, hover your cursor over it to display the full text.

The screenshot shows the ProgressBook Discipline List screen. A table lists discipline incidents. A tooltip is shown for a truncated entry, displaying the full description.

Name	Last	First	Description	Date	Violation
David Englebert referral	Englebert	David	Students were droppe...	12/28/16	
David Englebert referral	Finnegan	Sean	Students were droppe...	12/28/16	
Mason Hughes referral	Hughes	Mason	Dared someone to eat...	12/28/16	Students were dropped off before school doors are unlocked and began throwing rocks, breaking one of the main office windows.
Hannah Britton referral	Britton	Hannah	Used inappropriate lan...	12/28/16	
Carson Applegate Referral	Applegate	Carson	Student was throwing food at other students.	12/14/16	Provoking/assaulting anyone
David Englebert Referral	Englebert	David	Student was trying to...	12/08/16	Vandalism
Mariah Dickerson Referral	Dickerson	Mariah	Student was using cell phone during class.	12/02/16	Unauthorized Use of Technology

GradeBook Setup

Refer to the appropriate section as follows:


- [“Assignment Types”](#)
- [“Calculation Methods and Weights”](#)
- [“Grading Scale Options”](#)
- [“Share GradeBook Access”](#)
- [“Identify Shared Assignment Types”](#)

Assignment Types

To create assignments, you must first set up categories of classroom activities, such as classwork, homework, quizzes, tests, etc., and then assign a mark type to these categories. Creating assignment types also lets you share individual assignments that use those categories.

GradeBook allows a variety of mark types including points, letters, percentages, pass/fail, and more, but it is recommended to use points as the mark type for all assignment types. GradeBook then translates the student averages into the appropriate letter grade based on the grading scale setup option you select.

In classes that use standards-based report cards, it is possible to combine letter and number mark types within the same class to calculate students’ grades depending on the calculation method used for each assessment. But generally, best practice is not to combine letter and number mark types within the same assessment calculation. See [“Custom Setup 2 Grading Scale for Standards-Based Report Cards.”](#)

Assignment types must also be associated with the classes that will use them. If you want to share assignments between classes, you must use the same assignment types in all of the classes that share assignments. Assignment types that are used in classes that have been shared with you by another teacher display with . If necessary, you can also quickly convert assignment types that are used in multiple classes.

- [“Set Up Assignment Types”](#)
- [“Convert Assignment Types”](#)
- [“Delete Assignment Types”](#)

Set Up Assignment Types

Before you begin creating assignments, you must set up categories of classroom activities such as classwork, homework, quizzes, tests, etc., and assign a mark type to each category. GradeBook allows a variety of mark types including points, letters, percentages, pass/fail, and more. However, points is the recommended mark type for all assignment types.

1. On the **Teacher Home Page**, select **Set Up Assignment Types**.

Note: Each assignment type name and abbreviation must be unique—otherwise, duplicate assignment type names display in the **Assignment Type** drop-down when you create assignments. If you use each of the duplicate assignment types, this can cause confusion on marks screens or in ParentAccess.

- On the **Assignment Types** screen, enter the name for the assignment type in the **Name** column.
- In the **Abbr** column, enter an abbreviation, up to four characters, for each assignment type.



Caution: Do not use both letter and number mark types within the same class because GradeBook cannot calculate an average. Use points as the mark type for all assignment types when calculating an average.

- Select the appropriate mark type from the list for each assignment type.

Note: The mark types selected for the assignment types determine the type of mark you can enter in the **Mark** field throughout GradeBook.

- (Optional) Select the checkbox in the **All** column to use the assignment type in all of the classes.
- (Optional) Select the checkbox for each class to use the assignment type in one or multiple classes.
- Click **Save**.

Note: To enable assignment sharing, you must use the same assignment types in all of the classes with which you want to share assignments. You can automatically convert one assignment type to another by using the **Assignment Conversion Tool**.

ProgressBook GradeBook Assignment Types

GradeBook | 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	All	MATH	READING	SCIENCE	SOCIAL STUDIES	Del?	Abbr
Classwork	CW	1-4 Rubric	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CW
Homework	HW	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HW
Quiz	Quiz	OSU	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QUIZ
Test	Test	OSU	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test
*			<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"/>	<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"/>	<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"/>	
*			<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	
*			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Note: You have the option to view assignment types in All Classes, All Primary classes, All Shared Classes, and a specific class or group.

Convert Assignment Types

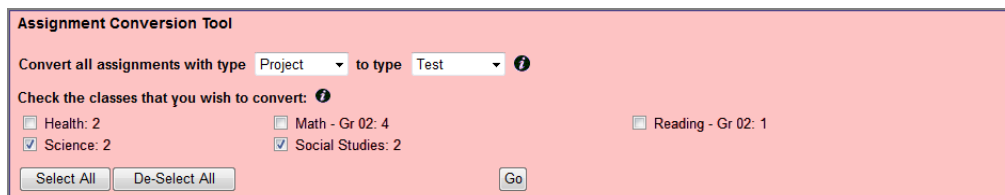
You can use the Assignment Conversion Tool to automatically convert all assignments within one or multiple classes from one assignment type to another.

1. On the **Assignment Types** screen, in the **Convert all assignments with type** drop-down list, select the assignment type you want to convert to another type.
2. In the **to type** drop-down list, select the type to which you want the assignment type to be converted.

Note: Hover your cursor over  to see a description of acceptable choices in these fields.

3. Select the appropriate class(es) or class group that use(s) the assignment type you want to convert.
4. Click **Go**.

If the conversion was successful, the following message displays: “Your assignments were successfully converted.”



The screenshot shows the 'Assignment Conversion Tool' interface. It has a title bar 'Assignment Conversion Tool'. Below the title bar, there are two dropdown menus: 'Convert all assignments with type' set to 'Project' and 'to type' set to 'Test'. To the right of the 'to type' dropdown is an information icon. Below these dropdowns is a section titled 'Check the classes that you wish to convert:' followed by an information icon. Under this section, there are six checkboxes arranged in two rows. The first row contains 'Health: 2' (unchecked), 'Math - Gr 02: 4' (unchecked), and 'Reading - Gr 02: 1' (unchecked). The second row contains 'Science: 2' (checked), 'Social Studies: 2' (checked), and an empty checkbox. At the bottom of the form, there are three buttons: 'Select All', 'De-Select All', and 'Go'.

Delete Assignment Types

You can delete an assignment type only if it is not being used by an assignment in a class. If the assignment type you want to delete is being used in an assignment, use the Assignment Conversion tool to convert that assignment type to another assignment type. Then, you can delete the desired assignment type.

1. On the **Teacher Home Page**, click **Set Up Assignment Types**.
2. On the **Assignment Types** screen, select the checkbox in the **Del?** column of the assignment type you want to delete.

Note: For classes using the Custom Setup 2 grading scale, if in the **Mark Type** column the Mark Type is disabled (grayed out), the assignment type is being used by an assignment that has marks entered, and it cannot be changed or deleted. To allow changes, you must first remove the marks from the assignments using that assignment type.

Grayed out assignment types cannot be deleted.

ProgressBook - Assignment Types

GradeBook | Dashboard

READING 5: 10

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

Name	Abbr	Mark Type	All	READING 5: 10	Del?	Abbr
Classwork	CWK	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CWK
Homework	HW	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HW
Project	PRJ	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PRJ
Quiz	Quiz	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QUIZ
Test	Test	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test
*			<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"/>	<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"/>	<input type="checkbox"/>	

Save

3. Click **Save**.

Calculation Methods and Weights

GradeBook provides many options for setting up your GradeBook calculations. Options for calculating students' grades using straight averages or weighted averages are available on the **Average Calculation Setup** screen. GradeBook is set up, by default, to use straight averages and automatically calculate students' grades after you enter assignment marks, change existing marks in the GradeBook, or change assignments.

You may choose to use weighted averages and recalculate grades manually. You also have the option of using the same calculation method for each grading period or different calculation methods for each grading period.

Refer to the following topics:

- [“Calculation Methods Using Straight or Weighted Averages”](#)
- [“Set Up GradeBook to Calculate Grades Using Straight Averages”](#)
- [“Use Calculation Weights”](#)
- [“Set Up GradeBook to Calculate Grades Using Weighted Averages by Assignment Type”](#)
- [“Set Up GradeBook to Calculate Grades Using Different Calculation Methods for Each Grading Period”](#)
- [“Weight Individual Assignments”](#)
- [“Set Up GradeBook to Calculate Averages Manually”](#)
- [“Calculate Students' Grades Manually”](#)
- [“Calculation Methods for Standards-Based Report Cards”](#)

Calculation Methods Using Straight or Weighted Averages

GradeBook provides options for calculating students' grades using straight averages or weighted averages.

- Straight averages are calculated using points or percentages for assignments in the current grading period by adding the total earned and dividing by the total possible. For example, if the student receives assignment marks of 95%, 93%, 98%, 88%, 83%, and 74%, the average is calculated as follows:

$$(95+93+98+88+83+74) / 600 = 88.5\%$$

- If letter grades are used for assignments, the straight average is calculated based on the point value associated with each letter grade. For example, if A = 4, B = 3, C = 2, D = 1, and F = 0, these point values are used to calculate the average by adding the earned point values together and dividing by the number of marks given.

Building on this example, if the student earns three A's, two B's, and one C on assignments, the average is calculated as follows:

$$(4+4+4+3+3+2) / 6 = 3.33$$

- Weighted averages by assignment type are calculated by creating a straight average, as explained previously, for each assignment type used in the class, and then an overall average is calculated by averaging those together based on the weight of each assignment type. For example, if the teacher uses Test, Quiz, and Homework types that are weighted 50%, 30%, and 20% respectively, the system calculates an average for each of the three types using either the points/percentage straight average or the letter grade average, and then an overall average using the weights for each type.

Building on this example, if the student's averages for each type are 75% for Test, 85% for Quiz, and 95% for Homework, the overall average is calculated as follows:

$$[(75*50) + (85*30) + (95*20)] / (50+30+20) = 82.00\%$$

Alternatively, if the teacher does not give any Quiz assignments during the grading period, and the student earned 75% for Test and 95% for Homework, the overall average is calculated as follows:

$$[(75*50) + (95*20)] / (50+20) = 80.71\%$$

GradeBook then translates these averages into the appropriate letter grade for the report card based on the grading scale used in the class. Grading scales are defined by the GradeBook system manager and selected by the teacher during the initial GradeBook set up. The grading scale should include both a percentage range for each letter grade as well as a point range in the event that teachers are using letter grades for their assignments.

Set Up GradeBook to Calculate Grades Using Straight Averages

Using straight averages is the default option for calculating averages for report cards. You have the option to assign different weights to individual assignments, even if you choose to use straight averages to calculate students' grades. It is only necessary to follow this procedure if you set up weighted averages and later decide to switch back to using straight averages.

1. On the **Teacher Home Page**, click **Set Up Calc Methods & Weights**.
2. On the **Average Calculation Setup** screen, in the **Class** list, select the appropriate class.
3. In the **Select the Calculation Method** list, select **Straight Average**.

4. Click **Save**.

The screenshot shows the 'Average Calculation Setup' screen in ProgressBook. At the top, it says 'ProgressBook' and 'Average Calculation Setup'. Below that, there's a 'Class' dropdown menu set to 'AMERICAN LITERATURE: 19'. The main area has two sections: 'Choose the calculation frequency:' with radio buttons for 'Automatically recalculate the GradeBook after each change' (selected) and 'I will recalculate the GradeBook when needed'; and 'Choose a calculation option:' with radio buttons for 'Use the same calculation for each grading period' (selected) and 'Use different calculations for each grading period'. Below these is a 'Select the Calculation Method:' dropdown menu with 'Straight Average' selected, which is circled in red. Underneath, there's a note: 'If you have chosen to use Weighted Averages, fill in the following section:' followed by a table with columns 'Assignment Type' and 'Weight'. At the bottom is a blue 'Save' button.

Use Calculation Weights

GradeBook provides several different options when using weighted averages to allow for flexibility in calculating students' grades. You may use any of the following grade calculation options:

- Use straight averages, points as the mark type for all assignment types, and assign different values to individual assignments.
- Use straight averages and weight individual assignments as desired.
- Use weighted averages and assign different weight values to each assignment type.
- Use weighted averages, assign different weight values to each assignment type, and assign different values to individual assignments.
- Use weighted averages and straight averages in different grading periods in the same school year.

If you use straight averages to calculate students' grades and points as the mark type for assignment types, you can weight grades by assigning a different point value to each assignment type. For example, homework assignments may be worth 5 points, while quizzes are worth 25 points.

Set Up GradeBook to Calculate Grades Using Weighted Averages by Assignment Type

You can set averages to calculate using weights for each assignment type used in the class. GradeBook calculates students' averages first by averaging the assignments for each type and then calculates an overall average by averaging those grades according to the weights assigned to each type. For example, if the weight of homework = 1, quizzes = 1, and tests = 2, GradeBook calculates homework as 25%, quizzes as 25%, and tests as 50% of the student's average.

If you prefer to use a factor-based weighting method where each assignment counts a specified number of times in the overall average, use the straight average calculation, and then change the weight of the individual assignments as desired. For example, if you want all tests to count three times, change the **Weight** field for each test assignment to 3. See [“Weight Individual Assignments.”](#)

1. On the **Teacher Home Page**, click **Set Up Calc Methods & Weights**.
2. On the **Average Calculation Setup** screen, in the **Class List**, select the appropriate class.

3. In the **Select the Calculation Method** list, select **Weighted Average**.
4. In the **Assignment Type Weight** field, enter a weight value for each assignment type displayed.

Note: When you are entering weights, you can use simple numbers or numbers that represent a percent of the student's overall grade. For example, if the weight of homework = 1, quizzes = 1, and test = 2, you can also enter the weight as 25 for homework, 25 for quizzes, and 50 for test.

Note: An extra credit assignment type cannot be used as a weighted average because the system cannot divide by zero.

Select the Calculation Method: Weighted Average

If you have chosen to use Weighted Averages, fill in the following section:

Assignment Type	Weight
Homework	1
Quizzes	1
Test	2

Note: If you leave the **Weight** field blank for an assignment type, it is counted as 0. Assignments using that assignment type are not calculated in the students' averages.

5. Click **Save**.

Set Up GradeBook to Calculate Grades Using Different Calculation Methods for Each Grading Period

GradeBook can calculate students' grades even if assignment types have different weights in each grading period. If you choose to use different calculation methods for each grading period at the beginning of the school year, GradeBook does not use the calculation method selected as a default option for the remainder of the school year. You must select the desired calculation method at the beginning of each grading period even if you are using straight averages.

1. On the **Teacher Home Page**, below **Average Calc Setup**, click **Set Up Calc Methods & Weights**.
2. On the **Average Calculation Setup** screen, in the **Class** drop-down list, select the appropriate class.
3. Below **Choose a calculation option**, select **Use different calculations for each grading period**.

A new calculation box appears for each grading period.

Note: The calculation method setup box may only be available for the current reporting period. You may have to wait until the end of the current reporting period to select the calculation method for the next reporting period.

4. In the **Select the Calculation Method** drop-down list for each grading period, select one of the following options:

- Straight Average
- Weighted Average

Note: If you select **Weighted Average**, enter a weight value for each assignment type displayed in the **Assignment Type Weight** box. When you are entering weights, you can use simple numbers or numbers that represent a percent of the student's overall grade. For example, if the weight of homework = 1, quizzes = 1, and test = 2, you can also enter the weight as 25 for homework, 25 for quizzes, and 50 for test.

- Continue to select the appropriate calculation method if all of the grading periods are available. If not, return to this screen at the start of each grading period to select your calculation method.
- Click **Save**.

ProgressBook - Average Calculation Setup

GradeBook | [Notifications] [User] [Help]

Class: **MATHEMATICS 5: 10**

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

Quarter 1

Select the Calculation Method: **Straight Average**

If you have chosen to use Weighted Averages, fill in the following section:

Assignment Type	Weight
Homework	
Class Work	
Quizzes	
Test	
Extra Credit	

Quarter 2

Select the Calculation Method: **Weighted Average**

If you have chosen to use Weighted Averages, fill in the following section:

Assignment Type	Weight
Homework	17
Class Work	17
Quizzes	17
Test	49
Extra Credit	

Weight Individual Assignments

In addition to calculating students' grades using weight values assigned to assignment types, GradeBook can also calculate students' grades using weight values of individual assignments. When you create an assignment, on the **Assignment Details** screen, enter a number other than 1 in the **Weight** field that reflects the weight value of the individual assignment. Changing the weight to zero (0) results in the assignment being excluded from all student averages.

Use individual assignment weights if you prefer to use a factor-based weighting method rather than averaging assignment type averages. If you use weighted averages by assignment type, changing the individual assignment weight causes it to count the specified number of times in the average for the assignment type; however, that overall average is still calculated using the weight assigned to that assignment type.

ProgressBook - Assignment Details

GradeBook | [Notifications] [User] [Help]

Dashboard / 5 Day / Grid Class: AMERICAN LITERATURE: 19 Period: Qtr3 Assignment: 2/9 Journal #7 Action: Save

Main Standards Marks

Journal #7
Class Work

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

Description: Journal #7

Assignment Type: Class Work

Assigned Date: 2/9/2017

Points: 25

Sequence:

Due Date: 2/9/2017

Weight: 2

Set Up GradeBook to Calculate Averages Manually

GradeBook is set up by default to automatically calculate students' averages each time you enter assignment marks, change existing assignment marks in the grade book, or change assignments. However, you may change this setting to manual calculation.

1. On the **Teacher Home Page**, below **Average Calc Setup**, click **Set Up Calc Methods & Weights**.
2. On the **Average Calculation Setup** screen, in the **Class** drop-down list, select the appropriate class.
3. Below **Choose the calculation frequency** option, select **I will recalculate the gradebook when needed**.
4. Click **Save**.

Note: To calculate averages manually, on the **Class Dashboard**, click **Calculate Averages**.

ProgressBook - Average Calculation Setup

GradeBook | [Notifications] [User] [Help]

Class Dashboard Class: AMERICAN LITERATURE: 19

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:

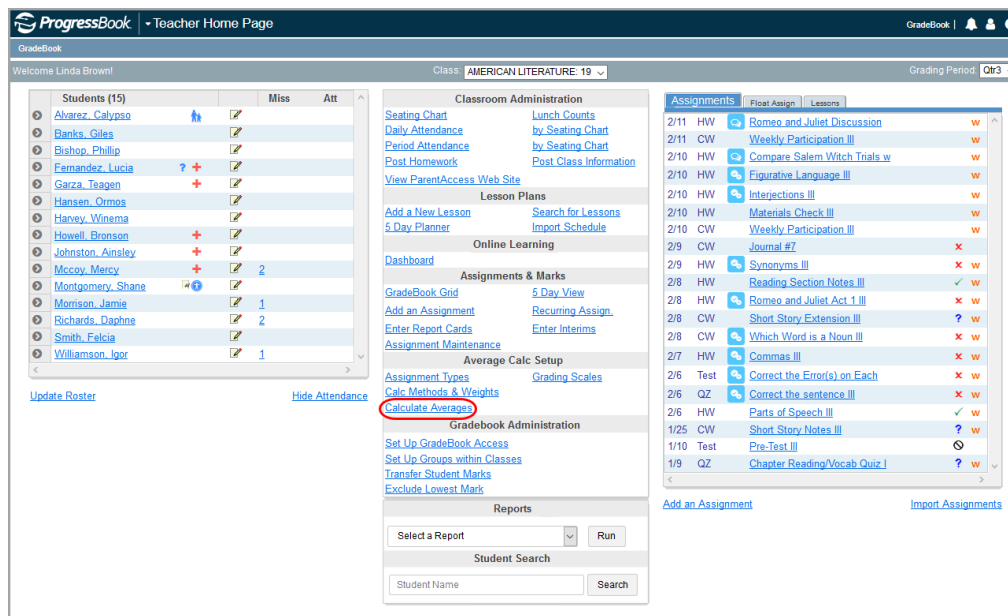
Assignment Type	Weight
Homework	
Class Work	
Quizzes	
Test	
Extra Credit	

Save

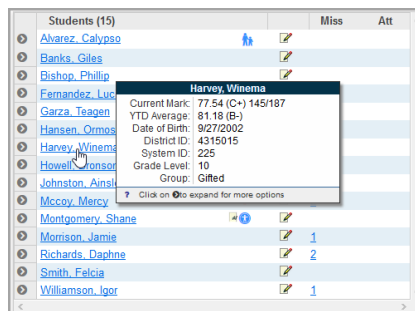
Calculate Students' Grades Manually

GradeBook is set up by default to automatically calculate students' averages after you enter assignment marks, change existing marks in the grade book, or change assignments. However, you may choose to calculate averages manually. This may be necessary even when the grade book is set to automatically recalculate student averages. For example, if an assignment is moved from one grading period to another, it is necessary to manually recalculate student averages.

1. On the **Class Dashboard**, below **Average Calc Setup**, click **Calculate Averages**.



2. On the **Class Dashboard**, hover your cursor over a student's name to view the average and year-to-date (YTD) average if YTD grade calculations are enabled for the report card used in the class.



Note: You can also view student averages on the **Student Progress Report**, **Class Progress Report**, **Assignments Marks**, **GradeBook Grid**, and **Report Card Entry** screens.

Calculation Methods for Standards-Based Report Cards

GradeBook offers many calculation methods for teachers using standards-based report cards. When creating the report cards, the GradeBook system manager can assign a calculation method as the default to each assessment on the report card. A teacher may change those calculation methods on the **Grading Scale Setup** screen.

GradeBook is set up by default to use straight averages and automatically calculate students' grades after you enter assignment marks, change existing marks in the GradeBook, or change assignments. You may choose to use weighted averages, use different calculations for each reporting period, and recalculate grades manually.

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

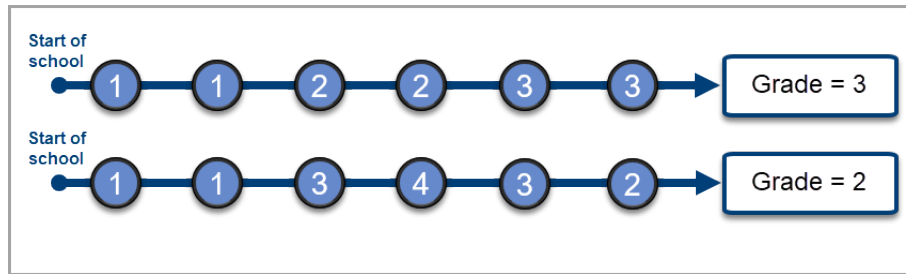
The following calculation methods are available only in classes that use the Custom Setup 2 grading scale option for standards-based report cards:

- **None** – Grade or mark is not calculated by the GradeBook and teachers must enter the appropriate mark manually.
- **Average** – Calculates average using points or percentages for assignments in the current grading period. If letter grades are used for assignments, the average is calculated based on the point value associated with each letter grade. For example, if A = 4 and B = 3, etc., these point values are used to calculate the average. For further explanation of how averages are calculated, see examples in [“Calculation Methods Using Straight or Weighted Averages.”](#)
- **Power Law** – Also known as Method of Mounting Evidence, it is an industry-standard algorithm that applies less weight to assignment marks given earlier in the reporting period than to assignment marks given later in the reporting period; the formula tries to predict future marks by adjusting the weight of assignment marks already received

This calculation method can be used with numeric as well as alphabetical mark types and must meet the following conditions:

- At least three assignments must be associated with the assessment
- All the assignments associated with the assessment must have the same point value
- All the assignments associated with the assessment must have a weight of 1

- Does not include missing assignments
- Does not include excluded assignments marks



Power Law Calculation Placing with Less Emphasis on Earlier than Later Assignment Marks

Given a function of the form

$$y = Ax^B,$$

least squares fitting gives the coefficients as

$$b = \frac{n \sum_{i=1}^n (\ln x_i \ln y_i) - \sum_{i=1}^n (\ln x_i) \sum_{i=1}^n (\ln y_i)}{n \sum_{i=1}^n (\ln x_i)^2 - \left(\sum_{i=1}^n \ln x_i \right)^2}$$

$$a = \frac{\sum_{i=1}^n (\ln y_i) - b \sum_{i=1}^n (\ln x_i)}{n},$$

where $B \equiv b$ and $A \equiv e^a$.

Power Law Formula (Method of Mounting Evidence)

- **Highest Achieved** – The highest mark achieved on an assignment in the current grading period. If points are used as the mark type, GradeBook translates the point value into a percentage for each assignment to determine the highest mark. If letter grades are used as the mark type, the letter grade with the highest point value is used. Missing assignments are not included.
- **Last Achieved** – The last mark achieved on an assignment based on the assignment due date, not including missing assignments, in the current grading period. If points are used as the mark type, GradeBook translates the last mark achieved point value into a percentage to display as the student's grade.

- **Median** – Calculates average using the middle value of the sorted list of marks in the current reporting period. Given an even number of marks, the two middle values are averaged to calculate the median. All assignments must have the same points possible. Assignment type weights and individual assignment weights cannot be used with this method. This method can be used only on new mark entry screens and is not compatible with classic mark entry.
- **Mode** – Calculates average using the mark that occurs most frequently in the set of values in the current reporting period. Given multiple mark types occur with the highest frequency, the mark with the higher value is used. All assignments must have the same points possible. Assignment type weights and individual assignment weights cannot be used with this method. This method can be used only on new mark entry screens and is not compatible with classic mark entry.
- **YTD Average** – Calculates average using points or percentages for assignments from the beginning of the school year to the end of the current grading period. If letter grades are used for assignments, the average is calculated based on the point value associated with each letter grade. For example, if A = 4 and B = 3, etc., these point values are used to calculate the average.
- **YTD Power Law** – Industry-standard algorithm that applies less weight for assignment marks given earlier in the school year than for assignment marks given through the end of the current grading period of the school year. The same conditions must be met as for Power Law.
- **YTD Highest Achieved** – The highest mark achieved on an assignment from the beginning of the school year to the end of the current grading period. If points are used as the mark type, GradeBook translates the point value into a percentage for each assignment to determine the highest mark. If letter grades are used as the mark type, the letter grade with the highest point value is used. Missing assignments are not included.
- **YTD Last Achieved** – The last mark achieved on an assignment based on the assignment due date, not including missing assignments, from the beginning of the school year to the end of the current grading period. If points are used as the mark type, GradeBook translates the last mark achieved point value into a percentage to display as the student's grade.
- **YTD Median** – Calculates average using the middle value of the sorted list of marks from the beginning of the current school year to the end of the current reporting period. Given an even number of marks, the two middle values are averaged to calculate the median. All assignments must have the same points possible. Assignment type weights and individual assignment weights cannot be used with this method. This method can be used only on new mark entry screens and is not compatible with classic mark entry.
- **YTD Mode** – Calculates average using the mark that occurs most frequently in the set of values from the beginning of the current school year to the end of the current reporting period. Given multiple mark types occur with the highest frequency, the mark with the higher value is used. All assignments must have the same points possible. Assignment type weights and individual assignment weights cannot be used with this method. This method can be used only on new mark entry screens and is not compatible with classic mark entry.

These calculation methods do not include excluded assignments marks. Where included, assignments marked as missing count as 0 if numeric mark types are used or they count as the point value of the letter grade with the lowest point value if letter grades are used.

Grading Scale Options

Grading scales are defined in GradeBook by your GradeBook system manager. The custom grading scale options in GradeBook can accommodate using standards-based report cards. You can assign a grading scale to an entire class and then assign a different scale to one or two individual students. You must select a grading scale and calculation method, if you are using the Custom Setup 2 option, to instruct GradeBook how to translate average marks into report card grades. You can select the following grading scale option for standards-based report cards:

- **Custom Setup 2 for Standards-Based Report Cards** – Map assignments to your report card assessments, enabling GradeBook to automatically calculate student grades for each assessment on the report card. The report card and assessments are custom defined by the school district. This option also allows you to override the grading scales for individual students as necessary.

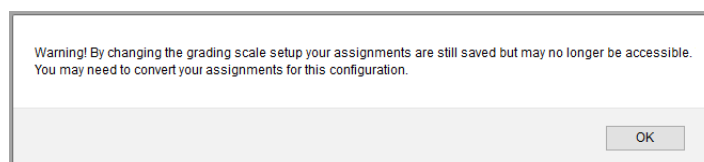
Custom Setup 2 Grading Scale for Standards-Based Report Cards

The Custom Setup 2 option is used with standards-based report cards, which are popular in the primary grade levels. This setup lets you map assignments to custom assessments on the report card, which enables GradeBook to automatically calculate grades for each assessment. The report cards and assessments are defined by your school district and set up by your GradeBook system manager.

Your system manager may have already set up your grade book to automatically use the Custom Setup 2 option. Whether or not your grade book has already been configured to use the Custom Setup 2 option, you may still customize your grade book to meet your needs by selecting a different grading scale or calculation method. If your grade book has not been previously set up for standards-based report cards and you want to map assignments to assessments on the report card, complete the following procedure:

1. On the **Teacher Home Page**, click **Set Up Grading Scales**.
2. On the **Grading Scale Setup** screen, select the appropriate class in the **Class** list.
3. Select **Custom Setup 2**.

Note: On the **Grading Scale Setup** screen, when you select **Custom Setup 2**, you receive the message below. This message displays even if the class has no assignments. The warning is alerting the user that changing a grading scale setup option after assignments have been created may require you to convert the assignments to the proper format for that grading style. Once the grading scale change is made and until the assignment conversion is completed, the user is unable to see the previously created assignments in the class.



4. On the warning message window, click **OK**.
5. Click **Save**.

Note: You only have to convert assignments if you have already created assignments for this class.

ProgressBook | Grading Scale Setup

GradeBook | Class: Math - Gr 02: 01

Class Dashboard

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

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 Save Next >>

Convert 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.

Note: To finalize Custom Setup 2, you must complete tabs in the following order: **Mapping, Report Cards, Grading Scale, Student Override, and Copy**. If you try to click on a tab out of this order, the screen remains on the current tab until you make a selection and click **Save Next**.

- Click **Save Next**.
- On the **Report Cards** tab, select the report card, and if applicable, the interim you want to use.

ProgressBook | Grading Scale Setup

GradeBook | Class: Math - Gr 02: 01

Class Dashboard

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

Which report cards and interims do you plan to use?

Available Report Cards:

☐ High School Report Card

☒ 2nd Grade Report Card: Overall Grade

☐ Elementary School Report Card

Available Interims:

☒ Elementary School Interim

If your report card is not listed, you must go back to the Mapping tab and change your assignment mapping choice.
You may not uncheck report cards or interims that have assignments mapped to them.

Save Save Next >>

- Click **Save Next**.
- If you want to set up a default assessment to show an overall grade for a class, on the **Grading Scale** tab, in the **Choose the default assessment to show for the students' progress** list, select an overall assessment, which your grade book displays wherever a single student average appears.

Note: When a default assessment is selected, on the **Assignment Details** screen **Main** tab, the default assessment is highlighted, and when you hover your cursor over the default assessment field an informational tooltip displays that explains the default assessment. This field updates as points are entered for individual assessments; however, the field is editable.

Select one or more assessment on each report card and/or interim:		
2nd Grade Report Card	Points	
<input checked="" type="checkbox"/> Overall Grade (total)	20	Default Assessment Help This assessment is tagged as the default assessment for this Class. Points that you enter for all other assessments will be automatically reflected in the points for this assessment.
<input checked="" type="checkbox"/> Understands concepts for current work	10	
<input checked="" type="checkbox"/> Knows math facts for current work	5	
<input type="checkbox"/> Applies problem solving skills		

Note: If the system manager adds an assessment in Report Card Builder and a teacher already has their grading scales set up, the teacher must click **Save** on the **Grading Scale** tab, which displays the newly added assessment in yellow, so that the assessment displays on the **Assignment Details** screen.

Note: If a default assessment is selected and a teacher weights all the assignments to zero, the students' averages display a zero in GradeBook on the **Student Profile** screen **Progress** tab.

10. Select the appropriate grading scale from the **Grading Scale** list to use for each report card assessment.

Note: The default grading scales and calculation methods that display are based on the settings selected by the GradeBook system manager in the Report Card Builder.

11. Select one of the following calculation methods from the **Calculation** list to use for each report card assessment.

- **None** – Grade or mark is not calculated by the GradeBook. Teachers must enter the appropriate mark manually.
- **Average** – Calculates average using points or percentages for assignments in the current grading period. If letter grades are used for assignments, the average is calculated based on the point value associated with each letter grade. For example, if A = 4 and B = 3, etc., these point values are used to calculate the average.
- **Power Law** – Industry-standard algorithm that applies less weight for assignment marks given earlier in the reporting period than for assignment marks given later in the reporting period

This calculation method can be used with numeric as well as alphabetical mark types and must meet the following conditions:

- At least three assignments must be associated with the assessment
- All the assignments associated with the assessment must have the same point value
- All the assignments associated with the assessment must have a weight of 1
- Does not include missing assignments

- **Highest Achieved** – The highest mark achieved on an assignment in the current grading period. If points are used as the mark type, GradeBook translates the point value into a percentage for each assignment to determine the highest mark. If letter grades are used as the mark type, the letter grade with the highest point value is used. Missing assignments are not included.
- **Last Achieved** – The last mark achieved on an assignment based on the assignment due date, not including missing assignments, in the current grading period. If points are used as the mark type, GradeBook translates the last mark achieved point value into a percentage to display as the student's grade.
- **Median** – Calculates average using the middle value of the sorted list of marks in the current reporting period. Given an even number of marks, the two middle values are averaged to calculate the median. All assignments must have the same points possible. Assignment type weights and individual assignment weights cannot be used with this method. This method can be used only on new mark entry screens and is not compatible with classic mark entry.
- **Mode** – Calculates average using the mark that occurs most frequently in the set of values in the current reporting period. Given multiple mark types occur with the highest frequency, the mark with the higher value is used. All assignments must have the same points possible. Assignment type weights and individual assignment weights cannot be used with this method. This method can be used only on new mark entry screens and is not compatible with classic mark entry.
- **YTD Average** – Calculates average using points or percentages for assignments from the beginning of the school year to the end of the current grading period. If letter grades are used for assignments, the average is calculated based on the point value associated with each letter grade. For example, if A = 4 and B = 3, etc., these point values are used to calculate the average.
- **YTD Power Law** – Industry-standard algorithm that applies less weight for assignment marks given earlier in the school year than for assignment marks given through the end of the current grading period of the school year. The same conditions must be met as for Power Law.
- **YTD Highest Achieved** – The highest mark achieved on an assignment from the beginning of the school year to the end of the current grading period. If points are used as the mark type, GradeBook translates the point value into a percentage for each assignment to determine the highest mark. If letter grades are used as the mark type, the letter grade with the highest point value is used. Missing assignments are not included.
- **YTD Last Achieved** – The last mark achieved on an assignment based on the assignment due date, not including missing assignments, from the beginning of the school year to the end of the current grading period. If points are used as the mark type, GradeBook translates the last mark achieved point value into a percentage to display as the student's grade. This method can be used only on new mark entry screens and is not compatible with classic mark entry.
- **YTD Median** – Calculates average using the middle value of the sorted list of marks from the beginning of the current school year to the end of the current reporting period. Given an even number of marks, the two middle values are averaged to calculate the median. All assignments must have the same points possible. Assignment type weights and individual assignment weights cannot be used with this method.

- **YTD Mode** – Calculates average using the mark that occurs most frequently in the set of values from the beginning of the current school year to the end of the current reporting period. Given multiple mark types occur with the highest frequency, the mark with the higher value is used. All assignments must have the same points possible. Assignment type weights and individual assignment weights cannot be used with this method. This method can be used only on new mark entry screens and is not compatible with classic mark entry.
12. Select the appropriate grading scale from the list to use for each interim assessment, if applicable.

Choose the default assessment to show for the students' progress:
2nd Grade Report Card: Overall Grade

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

2nd 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 = / -	Power Law
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 = / -	Highest Achieved
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

Save Save Next >>

13. In the **Calculation** list, select the calculation method to use for each interim assessment, if applicable. See the options listed in [step 11](#) for further details.
14. Click **Save Next**.
15. On the **Student Override** tab, select the student that requires an alternate grading scale, and then select the alternate grading scale for each report card assessment.
16. Click **Save Next**.

Note: If you need to override more than one student, click **Save** and then repeat [step 15](#).

17. To copy this setup to another class, on the **Copy** tab, select a class from the list.

If there are no available classes to which you can copy the grading scale setup, the following message is displayed: "There are no compatible classes to copy to because you do not have any other classes that use the same report card assessments. Return to the **Mapping** tab to set up another class."

Note: On the **Copy** tab, only classes associated with courses in the same course group on the selected report card are available. Class groups are not available.

18. Click **Copy**.

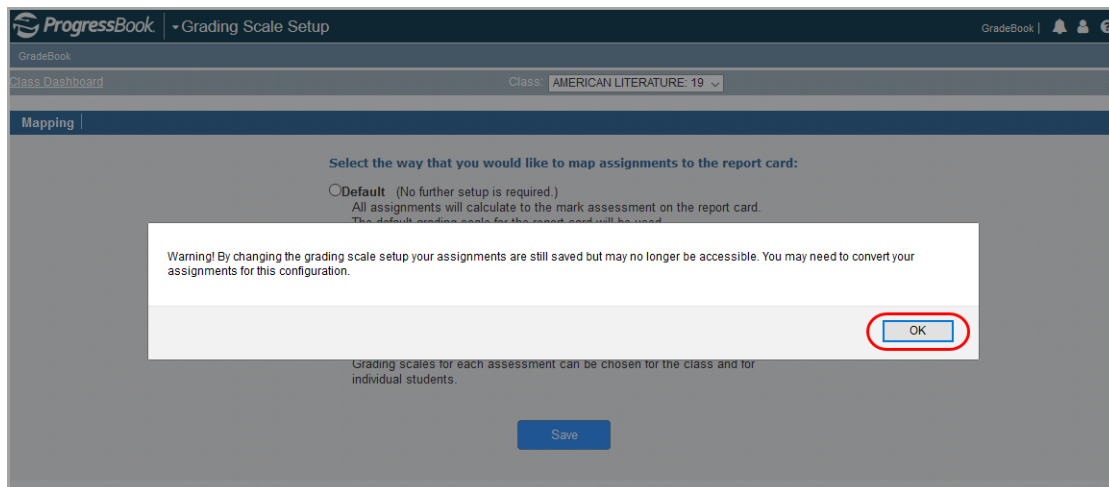
If the process was completed successfully, the message “Copy Complete!” displays.

Note: *Student override settings are not copied to other classes.*

Convert a Default or Custom Setup 1 Grading Scale to a Custom Setup 2 Grading Scale

If you already have assignments created in the class, you need to convert them to use the different grading scale.

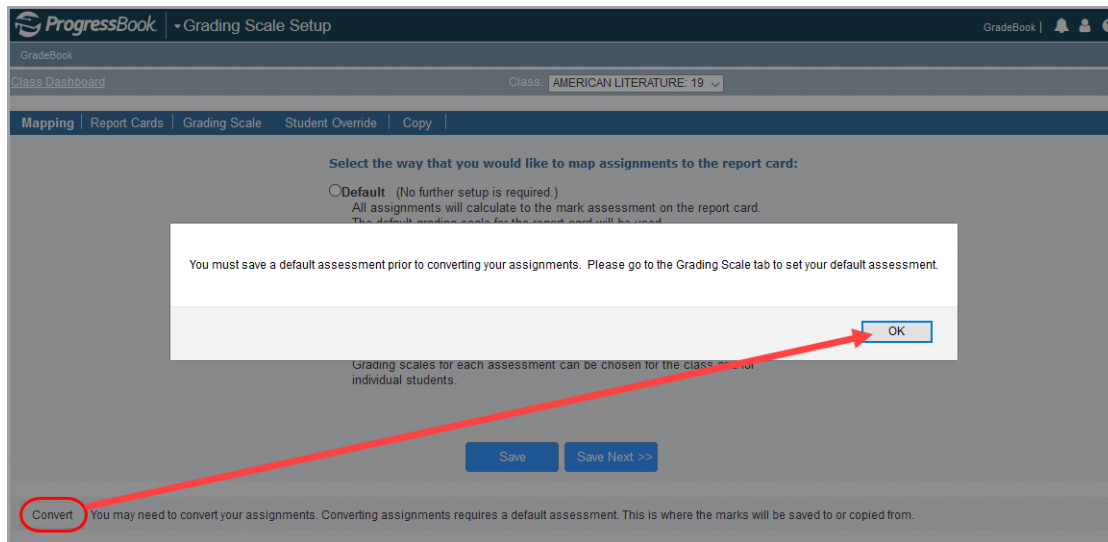
1. On the **Grading Scale Setup** screen, select **Custom Setup 2**.
2. On the warning window that displays, click **OK**.



3. Click **Save**.
4. Click the **Report Cards** tab.
5. Below **Available Report Cards/Interims**, select **report cards/interims**.
6. Click **Save Next**.
7. In the **Choose the default assessment to show for students' progress** drop-down list, select a default assessment.
8. Click **Save**.
9. Click the **Mapping** tab.
10. Click **Convert**.

- On the message window, click **OK**.

Your previously added assignments are converted to the Custom Setup 2 grading scale option.



Share GradeBook Access

You may allow other teachers who assist you in the classroom or substitute for you to have access to your GradeBook. Other teachers must have access to your GradeBook before they can enter marks for you.

- On the **Teacher Home Page**, below **Administration**, click **Set Up GradeBook Access**.
- On the **GradeBook Access** screen, in the **Class** drop-down list, select the appropriate class.
- Click **Add Teachers to my GradeBook**.
- On the **Staff Search** window, in the **School** drop-down list, select the code for the appropriate school.
- In the **Last Name** field, enter the teacher's last name or the first few letters of the last name of the teacher with whom you want to share your GradeBook.
- Click **Go**.
- In the **Select** column, next to the names of the teacher(s) with whom you want to share GradeBook access, select the checkbox.
- Click **Update**.

On the **GradeBook Access** screen, the teacher(s) you selected display(s) on the grid.

- In the **Role** column, from the drop-down list, select one of the following options:
 - Additional** – Able to perform the same tasks as the primary teacher
 - Substitute** – Able to perform the same tasks as the Additional role, except for creating recurring assignments, setting up GradeBook access, and updating the class roster

10. In the **From** field, click the calendar icon to select the date to begin access to your GradeBook, or enter it in the field.
11. In the **To** field, click the calendar icon to select the date to end access to your GradeBook, or enter it in the field.
12. Click **Update**.

Copy GradeBook Access to a Class

You can copy access to your grade book in one or more classes once access has been granted to another teacher(s).


1. On the **Teacher Home Page**, below **Administration**, click **Set Up GradeBook Access**.
2. On the **GradeBook Access** screen, in the **Class** drop-down list, select the class that has the setup you want to copy.
3. Select the class(es) to which you want to copy the access.
4. Click **Copy**.


The screenshot shows the 'GradeBook Access' interface. At the top, there's a 'Class' dropdown menu set to 'AMERICAN LITERATURE: 20'. Below this, a message states: 'The following staff members have access to your GradeBook: (Staff members with the role of "Primary" can only be updated or removed by the system administrator.)' A table lists two staff members: Linda Brown (Primary, 8/1/2016 to 8/1/2017) and Kathleen James (Additional, 02/09/2017 to 02/09/2018). Below the table is an 'Update' button. At the bottom, a section titled 'Copy the GradeBook access to the following classes:' contains several checkboxes for different classes: AMERICAN LITERATURE: 19, AMERICAN LITERATURE: 20, MATHEMATICS 5: 10, MATHEMATICS 5: 9, COMPOSITION: 29, COMPOSITION: 30, READING 5: 10, and READING 5: 9. A 'Copy' button is located at the bottom right of this section.



Identify Shared Assignment Types

If you have any classes in your GradeBook that were shared with you by another teacher, the other teacher's assignment types may display on your **Assignment Types** screen, depending on the view option you choose. The following view options are available:

- **All Classes** – All of your classes, class groups, and classes shared with you by other teachers display, as well as all of the assignment types used by the classes.
- **All Primary Classes** – All classes in which you have been assigned the primary role display, as well as assignment types used in the classes.
- **All Shared Classes** – All classes shared with you by other teachers display, as well as all assignment types owned by you and those used by the classes.
- **A specific class** – Selected class or class group displays, as well as all assignment types owned by you and those used by the classes.

















This assignment type sharing icon () displays next to any assignment types that were created by another teacher. Hover your cursor over the icon to view the assignment type owner. Changes made to assignment types that are owned by or shared with another teacher will change the assignment type in their grade book as well.

Click  to view a list of classes and teachers using the assignment type in the **Assignment Type Information** window. On the **Assignment Type Information** window, primary and additional teachers display in the same class row if multiple teachers are associated with that class.

ProgressBook | Assignment Types | GradeBook |  

Dashboard | COMPOSITION: 32

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	COMPOSITION: 32	Del?	Abbr
 Class Work	CW	Points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CW
 Class Work	CW	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CW
 DRA			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DRA
 Effort			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Eff
 Extra Credit	ExCr	1-4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ExCr
 Extra Credit	ExCr	Points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ExCr
 Formative Assessment	FA	1-4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FA
 Homework	HW	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HW
 Homework	HW	1-4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HW
 Participation			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
 Quizzes			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
 Summative Assessment			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
 Test			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
 Test			<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"/>	

This assignment type is owned by Mary Smiles and is used by others. Making changes to this assignment type affects others who also use it. Click the icon for more details.

Assignment Type Information

This assignment type is also being used in the following classes:

Class	Teacher(s)
AMERICAN LITERATURE:21	Mary Smiles
AMERICAN LITERATURE:22	Mary Smiles
COMPOSITION:31	Mary Smiles
COMPOSITION:32	Mary Smiles, John Johnson
LIFE SKILLS & EFFORT 5:11	Mary Smiles
LIFE SKILLS & EFFORT 5:12	Mary Smiles

Assignments and Marks

GradeBook provides a variety of options for creating and working with assignments. Depending on the type of assignment you are creating and whether or not the assignment is used in a class that uses traditional or standards-based report cards, you can create class or individual student assignments, which can then be associated with a specific report card assessment. You can also create recurring, floating, or weighted assignments. Once assignments have been created, you can copy them, share them with other classes, enter assignment marks, and post the marks to ParentAccess. In ParentAccess, parents and students can subscribe to alerts that notify them of low marks and missing assignments. After an assignment's due date has passed, various icons, symbols, and colors represent its grading status throughout GradeBook. Refer to the following topics:

- [*"Assignment Creation"*](#)
- [*"Set Up Default Preferences for Assignments"*](#)
- [*"Assigning Assignments"*](#)
- [*"Academic Standards"*](#)
- [*"Copy and Delete Assignments"*](#)
- [*"Assignment Bank"*](#)
- [*"Assignment and Assessment Marks"*](#)
- [*"GradeBook Grid"*](#)
- [*"Standards-Based Grid"*](#)
- [*"Progress By Student"*](#)
- [*"Assignment Maintenance Screen"*](#)
- [*"Assignment 5-Day View"*](#)
- [*"Transferring a Student's Marks from Class to Class"*](#)
- [*"Google Classroom™ Assignments and Marks"*](#)

Assignment Creation

To view a video of the following procedure, navigate to the following link:

<https://www.youtube.com/watch?v=j4-89axzPJ8>

GradeBook lets you create assignments for the entire class as well as individual assignments unique to one student. You can create various types of class assignments such as recurring, floating, or weighted. Once assignments have been created, you can copy and share assignments or exclude the lowest assignment marks. For assignments used only in a class that uses the Custom Setup 2 grading scale option for standards-based report cards, you can create a unique assignment for an individual student and associate an assignment with a specific report card assessment. You can create and work with assignments on numerous screens in GradeBook.

You can create an assignment for the entire class on the **Assignment Details** screen where you can assign the assignment to a specific group, designate the assignment as a floating assignment, share it with other classes, or make it available in ParentAccess, among other options.

The **Assignment Details** screen includes three tabs: **Main**, **Standards**, and **Marks**. Only the **Main** tab is visible when you begin creating an assignment. Once the assignment has been saved, then the other tabs become available. If you use the Custom Setup 2 Grading Scale option for standards-based report cards, you must select one or more assessments on each report card and/or interim for an assignment. Those assignments display with the associated assessment for a student on the **Progress By Student** screen. In addition, you can add an individual assignment associated with a specific assessment that is unique to a student.

Refer to the following topics:

- [“Create Assignments”](#)
- [“Create Extra Credit Assignments”](#)
- [“Create Floating Assignments”](#)
- [“Create Recurring Assignments”](#)

Create Assignments

Create Class Assignments for a Custom Setup 2 Class



When you begin creating an assignment on the **Assignment Details** screen, only the **Main** tab is visible. Once the assignment has been saved, the **Standards** and **Marks** tabs display. GradeBook lets you create an assignment and assign different values for each report card assessment that you select. Assignments display with the specific report card assessments on the **Progress By Student** screen.

Note: *If you have set up default preferences (see [“Set Up Default Preferences for Assignments”](#)), when you create a new assignment, those checkboxes are automatically selected. You may deselect them when creating an assignment.*

1. On the **Assignment Details** screen, in the **Description** field, enter a description of the assignment.
2. In the **Assignment Type** drop-down list, select the type of assignment.

Note: *You can change the assignment type from a points to a non-points assignment type as long as you have not saved marks for this assignment.*

Note: *The **Sequence** field is only used for floating assignments.*

3. Click  beside the **Assigned Date** field to select the date the assignment will begin, or enter it in the field. Today's date is the default option.
4. Click  beside the **Due Date** field to select the date the assignment is due, or enter it in the field.
5. In the **Weight** field, enter the desired weight for the assignment.

Note: *The **Weight** field default is 1. You can only enter numeric characters within the range of 0 to 100 and up to two decimal places.*

Note: If you set the weight of an assignment to 0, a message displays indicating that weighting an assignment to 0 and not selecting the **Exclude from student averages?** option displays points earned over points possible for the assignment in GradeBook on the **Student Profile** screen **Progress** tab and in ParentAccess.

6. In the **Assign to Student Group** drop-down list, if you want to assign the assignment to a group rather than the entire class, select a group.
7. In the **Select one or more assessments on each report card and/or interim** area, select the checkbox(es) for the assessment(s) that apply to this assignment.

Note: If the system manager adds an assessment in **Report Card Builder** and a teacher already has grading scales set up, the teacher must click **Save** on the **Grading Scale** tab (which displays the newly added assessment in yellow) so that the assessment displays on the **Assignment Details** screen.

Note: If you enter a point value for an assessment, the checkbox for the assessment is automatically selected.

8. If this is a point assignment, in the **Points** field, enter a point value for each selected assessment.

If this is non-point assignment, the **Points** field is disabled, and *n/a* displays in the field.

Note: If you selected a default assessment on the **Grading Scale Setup** screen, the assessment is highlighted, and if this is a point assignment, the point values from the other selected assessments total in the **Points** field for this assessment. The point value for this assessment can also be edited in the event you want the overall value to be greater than the sum of the other selected assessments.

Note: If this is a points assignment type, you can only enter numeric characters within the range of 0 to 1,000 and up to two decimal places in the **Points** field.

9. Click **Save**.

ProgressBook - Assignment Details

GradeBook | Dashboard / 5 Day / Grid Class: SCI/HEALTH 2: 2 Period: Q1 Assignment: Add an Assignment Action: Save

Main

Add an Assignment
Import an 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: Solids, Liquids, and Gases Quiz Sequence:
Assignment Type: Quizzes Due Date: 10/4/2011
Assigned Date: 10/4/2011 Weight: 1

Assign to Student Group: All Students

☐ Set up as a floating assignment? ☐ Exclude from student averages?
☐ Post to the homework web page? ☒ Post the marks to the web?
☒ Add this assignment to the assignment bank?

Select one or more assessments on each report card and/or interim:

Grade2	Points
<input checked="" type="checkbox"/> Overall Progress (total)	25
<input type="checkbox"/> Applies nature of science skills	25
<input type="checkbox"/> Demonstrates knowledge of Ohio's plants and animals	
<input type="checkbox"/> Explores sources of light and sound	
<input type="checkbox"/> Recognizes the relationship of objects in space	
<input type="checkbox"/> Observes changes in weather patterns	
<input type="checkbox"/> Test Add for details	

Share this assignment with the following classes: (Only classes that share assignment types and have the same grading scale setup can share assignments.)

Select All De-Select All

Save

Note: If you try to save a points assignment without a **Description**, **Assignment Type**, **Assigned Date**, **Due Date**, and/or **Points**, you receive a message stating a required field is missing.

Note: When you click **Save**, GradeBook verifies that at least one report card assessment is selected and gives you a warning if no report card assessment is selected; however, you can still save the assignment.

10. You can perform any of the following optional steps while creating an assignment depending on the type of assignment:

- Select the **Set up as a floating assignment?** checkbox to designate the assignment as a floating assignment (different assigned and due dates for each student).

Note: When you select the **Set up as floating assignment?** checkbox, the **Due Date** field becomes unavailable. You can edit the **Assigned Date** and **Due Date** fields on the **Assignment Marks** screen.

- Select the **Exclude from student averages?** checkbox to exclude the assignment from student averages.
- Select the **Post to the homework web page?** checkbox to post the assignment description and due date to ParentAccess, where assignments display in the **Planner** below the **Assigned Work** heading.
- To post the marks for the assignment to the ParentAccess **Assignments** area, select the **Post the marks to the web?** checkbox.
- Select the **Add this assignment to the assignment bank?** checkbox to add the assignment to the Assignment Bank.

- In the **Share this assignment with the following classes** area, select the checkbox beside the class(es) with whom you want to share the assignment.

***Note:** In order to share a Custom Setup 2 class's assignment with another class, that class must use all the same assignment types, grading scale setup, and report card assessments.*

Create Extra Credit Assignments

Create an Extra Credit Assignment for a Custom Setup 2 Class

For a Custom Setup 2 class that uses point assignment types, you can create extra credit assignments several different ways. You can set up extra credit as a unique assignment or add extra points to another assignment's assessment. The key to creating a unique extra credit assignment is making the assessments worth 0 points.

For a Custom Setup 2 class that uses non-point assignment types to assign extra credit, you must create the assignment and exclude the students who did not complete the extra credit or leave their marks blank.

1. On the **Class Dashboard**, click **Add an Assignment**.
2. On the **Assignment Details** screen, in the **Description field**, enter a description of the assignment.
3. In the **Assignment Type** drop-down list, select the type of assignment.
4. Beside the **Assigned Date** field, click the calendar icon to select the date the assignment begins, or enter it in the field. Today's date is the default.
5. Beside the **Due Date** field, click the calendar icon to select the date the assignment is due, or enter it in the field.
6. In the **Weight** field, enter the desired weight for the assignment.

***Note:** The **Weight** field default is 1. You can only enter numeric characters within the range of 0 to 100 with no more than two decimal places; however, an extra credit assignment should be weighted at least 1.*

7. Select the assessments for this assignment.
8. For each selected assessment, in the **Points** field, enter 0.

9. Click **Save**.

ProgressBook - Assignment Details

GradeBook | Dashboard / 5 Day / Grid Class: Algebra 2: 01 Period: Q1 Assignment: Add an Assignment Action: Save

Main

Add an Assignment
Import an 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: Worksheet Problems 40-45
Assignment Type: Homework
Assigned Date: 11/2/2011
Sequence:
Due Date: 11/09/2011
Weight: 1

Assign to Student Group: All 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?

Select one or more assessments on each report card and/or interim:

2nd Grade Report Card	Points
<input checked="" type="checkbox"/> Overall Grade (total)	0
<input checked="" type="checkbox"/> Understands concepts for current work	0
<input checked="" type="checkbox"/> Knows math facts for current work	0
<input checked="" type="checkbox"/> Applies problem solving skills	0

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

Save

Create Floating Assignments

Create a Floating Assignment for a Custom Setup 2 Class

You can create a floating assignment, which is an assignment that can have a different assigned due date for each student. This option can be used for any assignment where students work at their own pace. For example, you may assign a worksheet to the entire class to be completed within two weeks. Several students may complete the assignment the next day, but other students may not complete it until the next week.

1. On the **Class Dashboard**, click **Add an Assignment**.
2. On the **Assignment Details** screen, in the **Description** field, enter a description of the assignment.
3. In the **Assignment Type** drop-down list, select the type of assignment.
4. In the **Sequence** field, enter a number that represents the order in which the assignment is sorted.
5. Beside the **Assigned Date** field, click the calendar icon to select the date the assignment begins, or enter it in the field.
6. In the **Weight** field, enter the desired weight for the assignment.

Note: The **Weight** field default is 1. You can only enter numeric characters within the range of 0 to 100 with no more than two decimal places.

7. Select the **Set up as a floating assignment?** checkbox.

Note: When you select the **Set up as a floating assignment?** checkbox, the **Due Date** field becomes unavailable. You can edit the **Assigned Date** and **Due Date** fields on the **Assignment Marks** screen.

8. In the **Select one or more assessments on each report card and/or interim** area, select the assessments that apply to the assignment.
9. If this is a points assignment, proceed to [step 10](#). If not, proceed to [step 11](#)
10. In the **Points** field, enter a point value for each selected assessment.

Note: If this is a points assignment type in the **Points** field, you can only enter numeric characters within the range of 0 to 1,000 and up to two decimal places.

Note: If you have chosen to show a default assessment for the class with an Assignment Type that uses points, you must have a numeric value in the **Points** field.

11. Click **Save**.

Description: Weekly Reading Log 3 III

Assignment Type: Formative Assessment

Sequence:

Assigned Date: 03/10/2017

Weight: 1

☒ Set up as a floating assignment?

☐ Exclude from student averages?

☒ Post to the homework web page?

☒ Post the marks to the web?

☒ Add this assignment to the assignment bank?

Select one or more assessments on each report card and/or interim:

5th Grade Report Card	Points
<input type="checkbox"/> Reads fluently	n/a
<input checked="" type="checkbox"/> Reads independently	n/a
<input checked="" type="checkbox"/> Makes inferences with text support	n/a

Share this assignment with the following classes:

Note: Only classes that share assignment types and have the same grading scale setup can share assignments.

☐ READING 5: 9

Select All De-Select All

Save

Note: When you click **Save**, GradeBook verifies that at least one report card assessment is selected; otherwise, it warns you that you have not selected an assessment.

The assignment displays on the **Floating Assign** tab on the **Class Dashboard**.

Note: Enter the date each student completed the assignment in the **Due Date** field on the **Assignment Marks** screen **Marks** tab.

Create Recurring Assignments

You can create an assignment, such as a weekly spelling test, that occurs on a regular basis. Recurring assignments are scheduled on days that school is not in session—if the due date of a recurring assignment falls on a day there is no school, you must manually adjust the date or delete the assignment. Recurring assignments are not scheduled past the end of the current grading period.

1. On the **Class Dashboard**, click **Recurring Assign.**, or on the **Teacher Home Page**, click **Add a Recurring Assignment**.
2. On the **Recurring Assignments** screen, in the **Description** field, type the name of the recurring assignment.
3. In the **Assignment** list, select the type of assignment.
4. In the **Points** field, enter the value of the assignment in points, if applicable.

Note: For a Custom Setup 2 class, you can create a recurring assignment; however, the **Points** field is disabled, and you have to select report card assessments and enter the points for each on the individual assignments.

5. In the **Weight** field, if desired, you can change the weight of the assignment. One (1) is the default weight.
6. Select the **Daily Assignment** option to designate a daily recurring assignment.
 - a. In the **Start Date** field, enter the date the assignment begins.
 - b. In the **End Date** field, enter the date the assignment ends.
7. Select the **Weekly Assignment** option to designate a weekly recurring assignment.
 - a. In the **Start Date** field, enter the date the assignment begins.
 - b. In the **End Date** field, enter the date the assignment ends.
 - c. In the **Day** list, select the desired day of the week.
8. Click **Save**.

The recurring assignment appears in the **Assignments** section on the **Class Dashboard**.

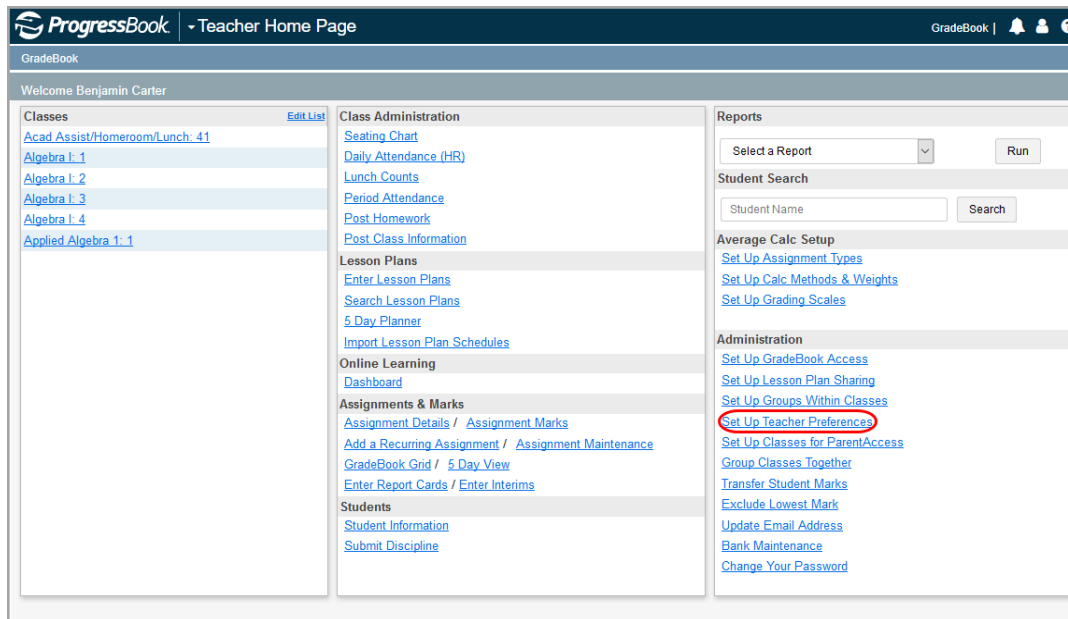
Note: You cannot delete a recurring assignment for all its scheduled dates at once. You must delete the assignment on each date individually.

Set Up Default Preferences for Assignments

You can set default preferences that automatically apply to any new assignment (including recurring assignments) that you create for the class you select.

Note: Even if you set default preferences, if necessary, you can alter the automatic selections when creating a new assignment.

1. On the **Teacher Home Page**, below **Administration**, click **Set Up Teacher Preferences**.



The **Teacher Preferences** screen displays.

2. In the **Class** drop-down list, select a class or class group for which to set preferences.

Note: If you select a class group, on the bottom of the screen, an area displays to indicate which classes are a part of that group. All preferences you change for the selected class group apply to all classes in that group.

3. In the first section, select the checkboxes you want automatically selected each time you create an assignment:
 - Select the **Set up as a floating assignment?** checkbox to designate the assignment as a floating assignment (different assigned and due dates for each student).
 - Select the **Exclude from student averages?** checkbox to exclude the assignment from the student averages.
 - Select the **Post to the homework web page?** checkbox to post the assignment description and due date to the ParentAccess **Planner**; assignments display in the **Planner** below the **Assigned Work** heading.
 - Select the **Add this assignment to the assignment bank?** checkbox to add the assignment to the Assignment Bank.
 - Select the **Post the marks to the web?** checkbox to post the marks for the assignment in the ParentAccess **Assignments** area.
4. In the **Quiz Options** section, select the checkboxes you want automatically selected each time you create a VirtualClassroom quiz assignment.
 - Select the **Preview before post?** checkbox to review (and edit) autoscored marks before they are posted to GradeBook; if you do not select this option, marks automatically post to GradeBook after scoring.
 - Select the **Allow students to view their answers?** checkbox to let students view their answers after they submit the activity to be graded.

- Select the **Let student see the correct answers?** checkbox if you want to let students see the correct answers.
 - If you want to designate a specific time period during which students can see the correct answers, in the **Show correct answers from** and **to** fields, enter or select the start and end date and time when the correct answers will display.
 - If you want to let students always see the correct answers after the activity has been graded, leave both fields blank.
- Select the **Scramble the questions?** checkbox to scramble items within the activity so that students do not all see the questions in the same order

Note: Selecting this option scrambles *all* items in the activity, including **Text or Resource** content. See the ProgressBook VirtualClassroom Teacher Guide for more information.

- If you have requested that students upload a file in the activity, select the **Third-party documents submitted as files?** checkbox to designate that student Google Drive™ and Microsoft OneDrive™ submissions upload as live links to their documents. For Google Drive submissions, this allows you to write comments directly into student work. If you do not select this checkbox, student Google Drive and Microsoft OneDrive submissions are uploaded as Microsoft documents.
 - If you want this quiz available as soon as the designated time-frame arrives, select the **Publish Immediately?** checkbox; otherwise, you must click **Publish** on the activity's **Details** screen in VirtualClassroom when you want students to be able to take it.
5. In the **Discussion Options** section, select the checkboxes you want automatically selected each time you create a VirtualClassroom discussion.
- Select the **Require Approval?** checkbox if you want to review and approve student posts before they are visible to other students.
 - If you want this discussion available as soon as the timeframe arrives, select the **Publish Immediately?** checkbox; otherwise, you must click **Publish** on the discussion's **Details** screen in VirtualClassroom when you want students to be able to participate.
6. Click **Save**.

- (Optional) To share these assignment preferences with other classes, in the **Copy these preferences to the following classes** area, select the checkbox beside the appropriate class(es), then click **Copy**.

The screenshot shows the 'Teacher Preferences' page in ProgressBook. The left sidebar contains links for 'Edit your Dictionary', 'Edit Teacher Preferences', and 'Canvas Final Grade Passback'. The main content area is divided into sections for 'General Assignment Options', 'Quiz Options', and 'Discussion Options'. Each section contains several checkboxes for configuring assignments. At the bottom, a pink-shaded box titled 'Copy these preferences to the following classes:' contains checkboxes for five different classes: 'Acad Assist/Homeroom/Lunch: 41', 'Algebra I: 2', 'Algebra I: 3', 'Algebra I: 4', and 'Applied Algebra 1: 1'. Below these checkboxes are buttons for 'Select All', 'Un-Select All', and 'Copy'.

Assigning Assignments

Refer to the following topics:

- [“Student Group Assignments”](#)
- [“Posting Assignments”](#)
- [“Sharing Assignments with Other Classes”](#)

Student Group Assignments

Assign an Assignment to a Group for a Custom Setup 2 Class

When you initially create an assignment, you can assign it to a specific group of students rather than the entire class. This option is only available *before* you save the assignment the first time.

- On the **Class Dashboard**, click **Add an Assignment**.
- On the **Assignment Details** screen, in the **Description** field, enter a description of the assignment.
- In the **Assignment Type** drop-down list, select the type of assignment.
- Beside the **Assigned Date** field, click the calendar icon to select the date the assignment begins, or enter it in the field. Today's date is the default.
- Beside the **Due Date** field, click the calendar icon to select the date the assignment is due, or enter it in the field.

- In the **Assign to Student Group** drop-down list, select the group to which you want to assign the assignment.
- In the **Select one or more assessments on each report card and/or interim** area, select the assessments that apply to the assignment.
- If this is a points assignment, proceed to [step 9](#), if not, proceed to [step 10](#).
- In the **Points** field, enter a point value for each selected assessment.

Note: If this is a points assignment type, in the **Points** field, you can only enter numeric characters within the range of 0 to 1,000 and up to two decimal places.

Note: If this is a non-points assignment type, the **Points** field is disabled, and n/a displays.

- Click **Save**.

ProgressBook - Assignment Details

GradeBook | Dashboard / 5 Day / Grid

Class: Science 1: 1 Period: 2Tr Assignment: Add an Assignment

Action: Save

Main

Add an Assignment
Import an Assignment

Description: Science Project

Assignment Type: Project

Assigned Date: 2/8/2017

Sequence:

Due Date: 2/8/2017

Weight: 1

Assign to Student Group: All Students
All Students
Advanced Science

☐ 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?

Select one or more assessments on each report card and/or interim:

1st Grade Report Card	Points
<input type="checkbox"/> Explains that living things in Ohio have basic needs which include sun, air, water, food, living space and shelter	
<input type="checkbox"/> Explains ways objects can be moved (e.g., straight, zigzag, circular, back and forth) by pushing or pulling	
<input checked="" type="checkbox"/> Understands how the properties of objects and materials can change (solids, liquids, gases)	30
<input type="checkbox"/> Identifies the sun is the primary source of energy and it warms water, air and soil	
<input type="checkbox"/> Engages in scientific process	

Share this assignment with the following classes:

Note: Only classes that share assignment types and have the same grading scale setup can share assignments.

☐ Attendance Record 1: 1 ☐ Learning Skills & Behaviors 1: 1 ☐ Testing Record 1: 1

Select All De-Select All

Save

Posting Assignments

Post Assignments to ParentAccess for a Custom Setup 2 Class

You can post an assignment description and due date to ParentAccess.

- On the **Assignment Details** screen, select the **Post the marks to the web?** checkbox.

2. Click **Save**.

Description: Weekly Reading Log 3 III

Assignment Type: Formative Assessment

Assigned Date: 03/10/2017

Sequence:

Weight: 1

☒ Set up as a floating assignment? ☐ Exclude from student averages?

☒ Post to the homework web page? ☒ Post the marks to the web?

☒ Add this assignment to the assignment bank?

Select one or more assessments on each report card and/or interim:

5th Grade Report Card	Points
<input type="checkbox"/> Reads fluently	n/a
<input checked="" type="checkbox"/> Reads independently	n/a
<input checked="" type="checkbox"/> Makes inferences with text support	n/a

Share this assignment with the following classes:

Note: Only classes that share assignment types and have the same grading scale setup can share assignments.

☐ READING 5: 9

Select All De-Select All

Save

Sharing Assignments with Other Classes

Share Assignments with Classes for a Custom Setup 2 Class

You can save time by creating an assignment once and sharing it with other classes. If you change an assignment that is shared with more than one class, the changes affect all of the classes with which the assignment is shared. To change the assignment for one class without affecting the others, first separate the assignment from the classes with which it is shared.

Classes with which assignments are shared must use the same assignment types, grading scale setup, and report card assessments. If the class(es) you want to share an assignment with do(es) not display in the share box, go to the **Assignment Types** screen and ensure the classes use the same assignment types, and go to the **Grading Scale Setup** screen **Grading Scale** tab and ensure the classes use the same report card assessments and default assessment.

1. At the bottom of the **Assignment Details** screen **Main** tab, select the class(es) with whom you want to share this assignment.

2. Click **Save**.

GradeBook | [Notifications] [Help]

Class: **MATHEMATICS 5: 10** Period: **Qtr3** Assignment: **Add an Assignment** Action: **Save**

Description: **Friday Quiz**

Assignment Type: **Quizzes** Sequence:

Assigned Date: **2/13/2017** Due Date: **2/13/2017**

Weight: **1**

Assign to Student Group: **All Students**

☐ Set up as a floating assignment? ☐ Exclude from student averages?

☐ Post to the homework web page? ☐ Post the marks to the web?

☒ Add this assignment to the assignment bank?

Select one or more assessments on each report card and/or interim:

5th Grade Report Card	Points
<input checked="" type="checkbox"/> Math Grade (total)	20
<input type="checkbox"/> Final	10
<input checked="" type="checkbox"/> Reads, writes, compares & rounds decimals	10
<input checked="" type="checkbox"/> Multiplies multi-digit whole numbers	10

This assignment is shared with the following classes: (Changes made to this assignment will affect all of these classes.)

MATHEMATICS 5 9

[Click here to separate this MATHEMATICS 5: 10 assignment from the above classes. No data will be lost.](#)

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

Save

Separate Shared Assignments for a Custom Setup 2 Class

When an assignment has been shared with other classes, and you need to edit that assignment in one of the classes but not the others, you must first separate the assignment from the classes with which it is shared. By separating them, GradeBook creates a copy of the assignment for the class in which it is separated. Then, you can edit the copy individually without affecting the original assignment in the other class(es). If the assignment was shared among several classes, the remaining classes continue to share the original assignment, and only the class where it was separated now has the separate copy.

1. On the **Assignment Details** screen, on the **Main** tab, click **Click here to separate this [name of class] assignment from the above classes. No data will be lost.**

The following message displays on the **Separate this assignment?** window: “You are about to create a separate copy of this assignment for the class [name of class]. This assignment will no longer be shared with the other class.

2. Click **Confirm**.

Note: The new separate copy of the assignment has the same description as the original, but it has an asterisk (*) added to it to denote that it is no longer the same assignment.

Note: To re-share this assignment with the other classes, you must delete the new copy that was created and then go to one of the classes in which the original assignment is still shared. Then, select it on the **Assignment Details** screen to re-share with the additional class.

Academic Standards

Refer to the following topics:

- [“Add Academic Standards to an Assignment”](#)
- [“Copy Academic Standards from Lesson Plans to Assignments”](#)
- [“Remove Academic Standards from an Assignment”](#)

Add Academic Standards to an Assignment

The **Standards** tab displays on the **Assignment Details** screen once the assignment is saved. You may add academic standards to an assignment to monitor how they are reinforced throughout the school year. You can also copy academic standards from an existing lesson plan to the assignment.

1. On the **Assignment Details** screen, click the **Standards** tab.

The **Assignment Standards** screen displays.

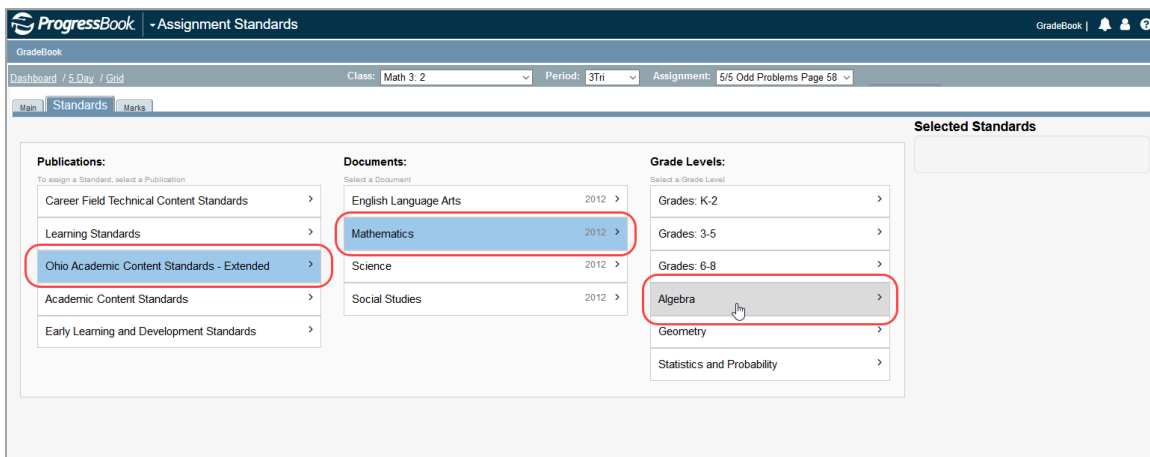
2. On the **Assignment Standards** screen, from the **Publications** list, select the appropriate provider's standards publication.

The **Documents** list populates.

3. From the **Documents** list, select the appropriate subject area document from the publication you selected.

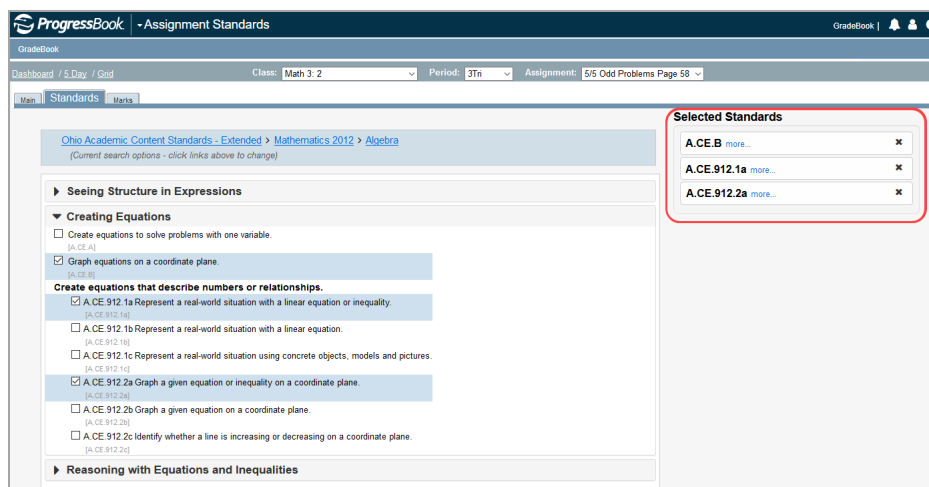
The **Grade Levels** list populates.

4. From the **Grade Levels** list, select the appropriate grade level or grade band. The standards associated with the criteria you selected display. Click one of the standards to view its sub-standards.



5. Select the checkbox beside each standard you want to add to the assignment.

The standard(s) you select display in the **Selected Standards** area.



Copy Academic Standards from Lesson Plans to Assignments

To quickly add academic standards to assignments, you can copy academic standards from existing lesson plans.

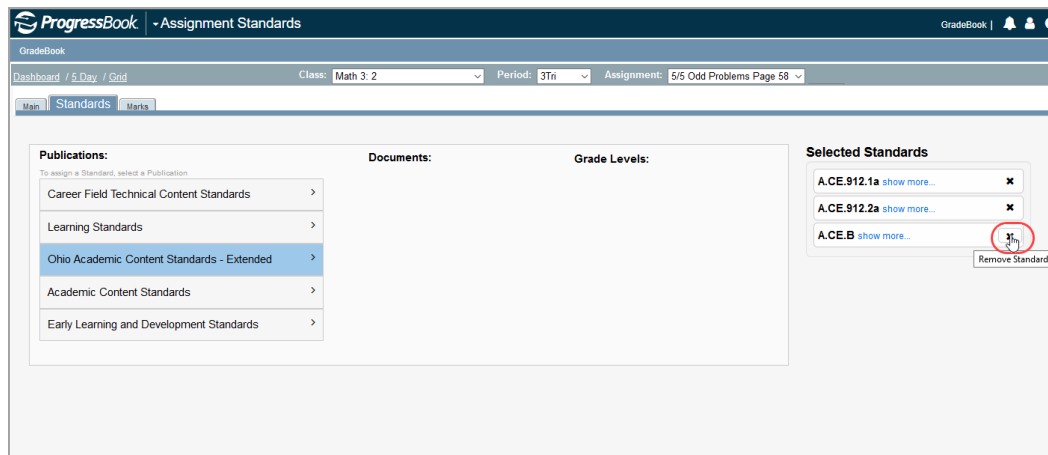
1. On the **Assignment Standards** screen, from the **Copy Standards from a Lesson Plan** drop-down list, select the desired lesson plan.
2. Click **Copy**.

On the **Assignment Standards** screen, the copied standards display.

Remove Academic Standards from an Assignment

Academic standards are related to one another. You must remove a sub-level standards component to remove the standard related to it at the next highest level.

1. On the **Assignment Details** screen, click the **Standards** tab.
2. In the **Selected Standards** area, beside the standard or sub-level standards component you want to remove, click **X**.



The standards are removed from the screen and the assignment.

Copy and Delete Assignments

Refer to the following topics:

- [“Copying Assignments”](#)
- [“Deleting Assignments”](#)

Copying Assignments

Copy Assignments for a Custom Setup 2 Class

1. On the **Class Dashboard**, on the **Assignments** tab, select an assignment.
2. To access the **Assignment Details** screen, click the **Main** tab.

- On the **Assignment Details** screen, on the left side of the screen, click **Copy this Assignment**.

- On the **Copy an Assignment** window, select the checkbox beside the class to which the assignment will be copied.

Note: Only classes that use the same grading scale, assessments, and assignment types are available on the **Copy an Assignment** window.

Note: If the assignment is linked to a VirtualClassroom activity, you can copy it only to other classes tied to the course containing that activity.

- In the **Assignment Type** drop-down list, select the type of assignment.
- Click **Copy**.

If GradeBook performs the task properly, at the top left of the **Copy an Assignment** window, **Copy successful** displays.

To close the **Copy an Assignment** window, click **Cancel**.

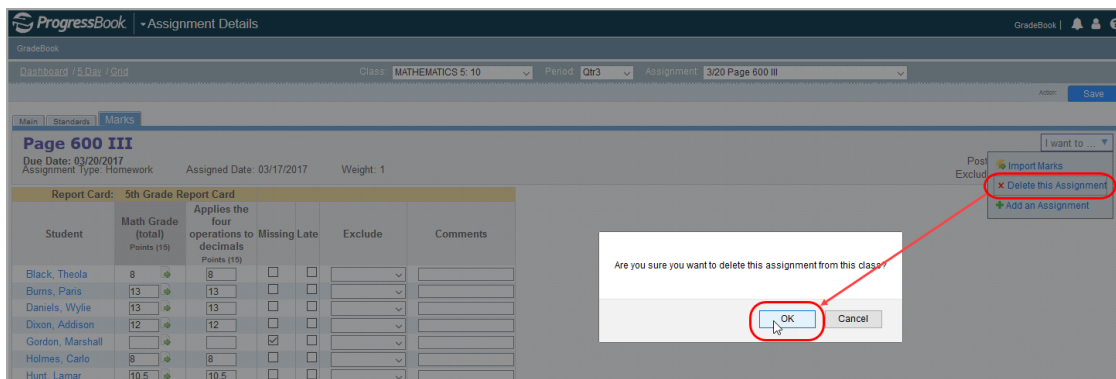
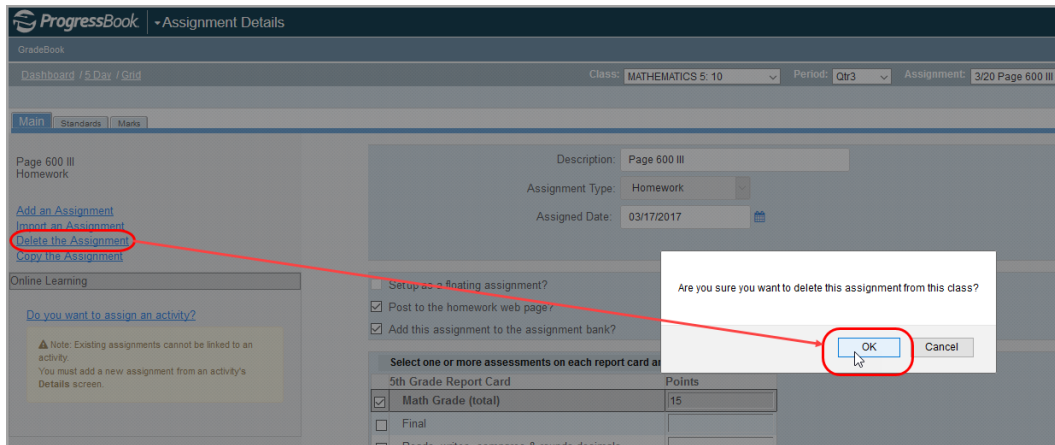
Deleting Assignments

Delete an Assignment for a Custom Setup 2 Class

You may delete assignments from GradeBook, but when you do, the assignment and all associated marks and comments are deleted from your grade book. If you delete an assignment that is shared with other classes, the assignment is still available in the other classes.

- On the **Class Dashboard**, on the **Assignments** tab, select an assignment.

2. To access the **Assignment Details** screen, click the **Main** tab, or on the **Assignment Marks** screen, on the right of the screen across from the assignment's information, click the expandable **I want to...** drop-down list.
3. On the **Assignment Details** screen, in the bottom-left corner of the screen, click **Delete this Assignment**, or on the **Assignment Marks** screen from the expandable **I want to...** drop-down list, click **Delete this Assignment**.
4. On the window, to confirm the deletion, click **OK**.



Assignment Bank

To view a video of the following procedures, navigate to the following link:
<https://www.youtube.com/watch?v=mK0NpWFC-x4>

Refer to the following topics:

- *"Import an Individual Assignment from the Assignment Bank"*
- *"Import Multiple Assignments from the Assignment Bank"*
- *"Delete Assignments from the Assignment Bank"*


Import an Individual Assignment from the Assignment Bank

Instead of creating a new assignment, you can import one used in previous school years from the Assignment Bank.



1. At the lower-right corner of the **Class Dashboard**, below the **Assignments** drop-down list, click **Import an Assignment**.
2. On the **Import Assignments** window, in the **Course** drop-down list, verify that the class from which you want to import an assignment displays.

Note: Assignment banks for Default and Custom Setup 1 classes are separate from assignment banks for Custom Setup 2 classes, and assignments created in a Custom Setup 2 class cannot be imported into a class using the Default or Custom Setup 1 grading scale. Assignment banks for Custom Setup 2 classes include assignments that were created before the split marks enhancement. When the assignment is imported, it is added to the class in the Custom Setup 2 format.

Note: To search for an assignment, use the **Type** drop-down list and **Phrase** field, and then click **Search**. The assignments that most closely match your search criteria display.

3. In the column beside the **Type** column of the assignment you want to import, click  .
The assignment displays on the **Assignment Details** screen. Today's date is the default date for the **Assigned Date** and **Due Date**.

Note: You can also import multiple assignments at once.

4. Beside the **Assigned Date** field, click  to select the new assigned date, or type it in the field.
5. Beside the **Due Date** field, click  to select the new due date, or type it in the field.
6. If needed, make any other changes to the imported assignment.
7. Click **Save**.

Import Multiple Assignments from the Assignment Bank

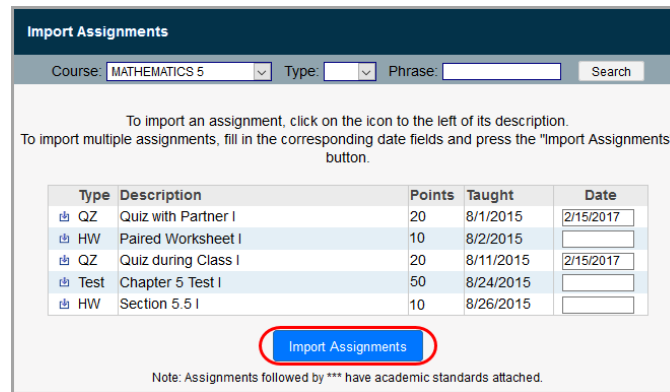
To save time when creating assignments, you can import multiple assignments used in previous school years from the Assignment Bank.

1. At the lower-right corner of the **Class Dashboard**, click **Import an Assignment**.
2. On the **Import Assignments** window, in the **Course** list, verify that the class from which you want to import assignments displays.

Note: To search for an assignment(s), use the **Type** drop-down list and **Phrase** field, and then click **Search**. The assignments that most closely match your search criteria display.

3. In the **Date** column, for each assignment that you want to import, enter the date on which you want the assignment to be due.

4. Click **Import Assignments**.



Import Assignments

Course: MATHEMATICS 5 Type: Phrase: Search

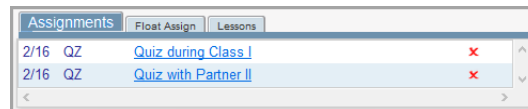
To import an assignment, click on the icon to the left of its description.
To import multiple assignments, fill in the corresponding date fields and press the "Import Assignments" button.

Type	Description	Points	Taught	Date
QZ	Quiz with Partner I	20	8/1/2015	2/15/2017
HW	Paired Worksheet I	10	8/2/2015	
QZ	Quiz during Class I	20	8/11/2015	2/15/2017
Test	Chapter 5 Test I	50	8/24/2015	
HW	Section 5.5 I	10	8/26/2015	

Import Assignments

Note: Assignments followed by *** have academic standards attached.

On the **Class Dashboard**, on the **Assignments** tab, the assignments for which you entered due dates display.



Assignments	Float Assign	Lessons
2/16 QZ Quiz during Class I		
2/16 QZ Quiz with Partner II		

Note: An assignment bank for a Default or Custom Setup 1 class is separate from the assignment bank for a Custom Setup 2 class, so you can import only assignments that were used in the same type of class. You can import only assignments that were used in the same type of class.

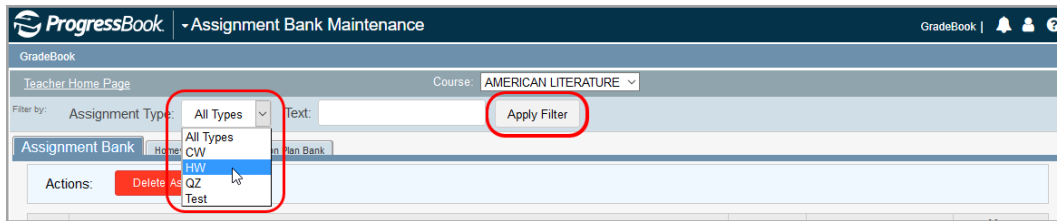
- On the **Class Dashboard**, select one of the imported assignments.
- On the **Assignment Details** screen, make any necessary changes to the imported assignment.
- Click **Save**.
- Repeat [step 5](#) through [step 7](#) as needed for each imported assignment.

Delete Assignments from the Assignment Bank

If you want to delete assignments from the assignment bank, you can use the **Assignment Bank Maintenance** screen.

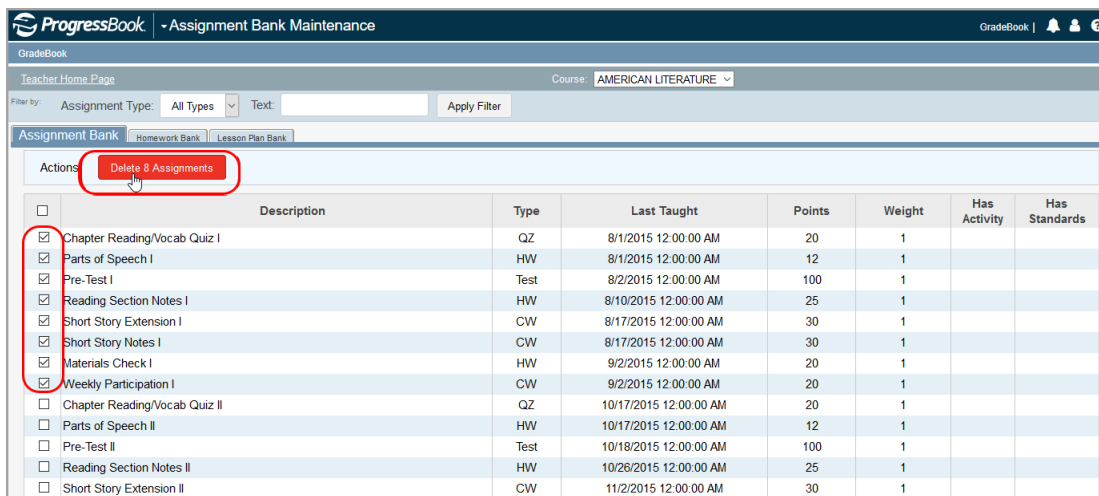
- On the **Teacher Home Page**, in the **Administration** area, click **Bank Maintenance**.
The **Assignment Bank Maintenance** screen displays a list of assignments in the bank for the course selected in the **Course** drop-down list (at the top of the screen).
- (Optional) If you want to see a list of assignments for a different course, in the **Course** drop-down list, select another course.

- (Optional) To filter the list of assignments, in the **Assignment Type** drop-down list, select an assignment type, or in the **Text** field, enter a word or phrase from an assignment's description, and then click **Apply Filter**.



- Select the checkbox in the row of the assignment(s) you want to delete, and then click **Delete [x] Assignment(s)**.

Note: To delete all assignments, select the checkbox in the header row, and then click **Delete [x] Assignment(s)**.



- On the delete confirmation window, click **OK**.

The selected item(s) are deleted from the Assignment Bank.

Assignment and Assessment Marks

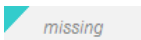
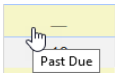
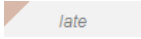
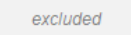
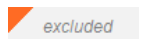
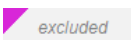
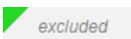

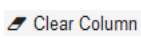
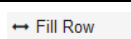
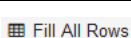




To view an overview video for this feature, go to:





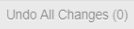
<https://youtu.be/7dEiL2FkkXU>

The marks entered for assignments are calculated in students' averages unless you choose to exclude a specific assignment. GradeBook does not include an assignment in students' averages until a mark is entered for it or the assignment has been designated as missing. You can enter assignment marks on the **Assignment Marks** screen and **GradeBook Grid**. After an assignment's due date has passed, various icons, symbols, and colors represent its grading status throughout GradeBook. Refer to the "*Icons, Symbols, Codes, and Colors Used on the Assignment Marks Screen*" table for more information.

Note: If a **Shortcut** displays in the chart below, you can press the keys as appropriate within a cell in the **Assignment Marks** screen. Other icons and colors are for display only.

Icons, Symbols, Codes, and Colors Used on the Assignment Marks Screen

Shortcut	Display Code/Icon	Description
CTRL + SHIFT + M		Missing
		Past due
CTRL + SHIFT + L		Late
CTRL + SHIFT + E		Excluded
CTRL + SHIFT + X		Excluded but posted to ParentAccess
		Excluded as lowest mark
		Excluded as lowest mark but posted to ParentAccess
CTRL + SHIFT + C		Duplicates the mark to each blank field in the column
CTRL + SHIFT + DELETE		Clears the marks in every field in the column
CTRL + SHIFT + R		Duplicates the mark to each blank field in the row
CTRL + SHIFT + A		The values in the rows of the selected column are duplicated to the rows in every column in the grid
		VirtualClassroom Quiz
		VirtualClassroom Discussion
		VirtualClassroom Common Assessment
		Assignment comment available

Shortcut	Display Code/Icon	Description
		Student progress assignment notification was sent
		Student progress assignment notification was viewed in ParentAccess
		Daily comment available
		Make daily comment
		Undo recent changes

Refer to the following topics:

- [“Enter Assignment Marks”](#)
- [“Mark Assignments as Missing”](#)
- [“Mark Assignments as Late”](#)
- [“Exclude Assignments from Students’ Grades”](#)
- [“Exclude and Post Assignments”](#)
- [“Undo Mark Entry on Assignment Marks Screen”](#)
- [“Import Assignment Marks”](#)
- [“Post Assignment Marks to ParentAccess”](#)

Enter Assignment Marks

Enter Class Assignment Marks for a Custom Setup 2 Class

You can enter separate marks for each selected assessment for a standards-based assignment on the **Assignment Marks** screen, **GradeBook Grid**, or **Progress By Student** screen. The marks given for assignments are calculated in students' averages unless you choose to exclude a specific assignment or do not use a calculation. GradeBook does not include an assignment in students' averages until a mark is entered for it or the assignment has been designated missing. If you want other teachers to be able to enter marks for you, you must share your grade book with them.

1. On the **Class Dashboard**, in the **Assignments** drop-down list, select the assignment for which you want to enter marks.
2. On the **Assignment Marks** screen, below the description of the assessment, if points are being used as the mark type for the assignment type, note the number of possible points, and in each assessment column, enter a mark for each student.

If a class uses more than one report card, the assessments are grouped by report card in their sequence order.

If you selected a default assessment (for a points assignment type) on the **Assignment Details** screen, its column displays in yellow. On the **Assignment Marks** screen, the default assessment field is automatically populated with the total of the points you enter for the other assessments you selected, though you can edit the field if necessary.

If you made the default assessment's value something other than the sum of the assessments on the **Assignment Details** screen, totaling is disabled on the **Assignment Marks** screen for that assignment.

3. For each assessment, continue entering a mark for each student. You can use any of the following shortcuts during mark entry:
 - Press the ENTER key to move the cursor down each column
 - Press the TAB key or the arrow keys to move the cursor across the screen to the next column
 - Right-click in any field in any column to select an option:
 - **Fill Column** (fills all blank fields in the column with the value in the current field)
 - **Clear Column** (deletes all values in the column)
 - **Fill Row** (fills all blank fields in the row with the value in the current field)
 - **Fill All Rows** (fills the rows in every column in the grid with the values in the rows of the current column)

***Note:** When you use the **Fill Column** option, it does not override previously entered marks, exclusions, late flags, or missing indicators.*

***Note:** When you enter marks for an assessment, you can enter numeric values between -1,000 through 2,000 and up to two decimal places.*

***Note:** On the **Assignment Marks** screen, if you enter a number of points higher than the possible points for the assessment, the points display in red. The extra points are calculated into the student's grade as extra credit.*

***Note:** If you linked the assignment to a VirtualClassroom activity, the **# Tries** column displays how many times a student has submitted the activity for grading, and the **Status** column displays the student's progress on the activity. If a student has not yet viewed the activity, the status column is blank. Click an assignment status to navigate to the activity grading screen in VirtualClassroom. (For more information, see the ProgressBook VirtualClassroom Teacher Guide.)*

4. You can perform any of the following optional steps while entering assessment marks:
 - a. To mark an assignment as missing for a student, leave the **Mark** field blank, and in the **Missing** column, select the checkbox.

***Note:** Using this option instructs GradeBook to calculate the assignment as 0 in the student's average and ensures that the assignment is included on the Missing Assignment Report.*
 - b. Select the checkbox in the **Late** column for a student to mark that assignment as late.

***Note:** Using this option does not affect the student's average and ensures that the late assignment displays on the Student Progress Reports.*
 - c. To exclude the marks for an assignment, right-click in a field and select the appropriate option. Or, to exclude the assignment from all student averages, at the top right of the screen, select the **Exclude from student averages** checkbox.
 - d. In the **Comments** column, enter a comment (up to 1,000 characters) regarding an individual student's mark for this assignment.

Note: On the **Assignment Marks** screen, when you hover your cursor over a student's name, a tooltip displays with the student's average, birth date, district ID, system ID, grade level, and group, if applicable.

Assessments are grouped by report card name

Default assessment is highlighted yellow

Point value for the default assessment is editable

Students	Comprehensiv... Points (10)	Gives and und... Points (5)	Uses imagery Points (5)	Missing	Late	Exclude	Com
Anderson, Erin	10	5	5	<input type="checkbox"/>	<input type="checkbox"/>		Gre
Appachi, Aakash	5	3	2	<input type="checkbox"/>	<input type="checkbox"/>		
Barrett, Alexandra	9	4	5	<input type="checkbox"/>	<input type="checkbox"/>		
Bogert, Berwin	5	2	3	<input type="checkbox"/>	<input type="checkbox"/>		
Culpepper, Allison	8	4	4	<input type="checkbox"/>	<input type="checkbox"/>		
Hartman, Logan	10	5	5	<input type="checkbox"/>	<input type="checkbox"/>		Nice
Katie, Millward	9	5	4	<input type="checkbox"/>	<input type="checkbox"/>		
Lewis, Carey	6	3	3	<input type="checkbox"/>	<input type="checkbox"/>		
Martin, Franny	missing	missing	missing	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Saleh, Mohammed	9	4	5	<input type="checkbox"/>	<input type="checkbox"/>		
Shaw, Swathi	excluded	excluded	excluded	<input type="checkbox"/>	<input type="checkbox"/>	Exclude	
Shepherd, Gary	10	5	5	<input type="checkbox"/>	<input type="checkbox"/>		Gre
Wilde, Eleanor	8	5	3	<input type="checkbox"/>	<input type="checkbox"/>		
Wimmer, Thomas	7	3	4	<input type="checkbox"/>	<input type="checkbox"/>		

Mark Assignments as Missing

Mark an Assignment as Missing for a Custom Setup 2 Class

You can indicate that a student did not turn in an assignment by selecting the **Missing** checkbox on the **Assignment Marks** screen. This option instructs GradeBook to calculate the assignment as zero (0) in the student's average, and ensures that the assignment is included on the **Missing Assignment Reports**.

1. On the **Class Dashboard**, in the **Assignments** list, select the assignment for which you want to enter marks.

- On the **Assignment Marks** screen, in the **Missing** column, select the checkbox in the rows of the student(s) who did not turn in the assignment.

Students	4th Grade Report Card Alternative			Missing	Late	Exclude	Comments
	Comprehensiv... Points (10)	Gives and und... Points (5)	Uses imagery Points (5)				
Anderson, Erin	10	5	5	<input type="checkbox"/>	<input type="checkbox"/>		Gre
Appachi, Aakash	5	3	2	<input type="checkbox"/>	<input type="checkbox"/>		
Barrett, Alexandra	late	late	late	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Bogart, Darwin	5	2	3	<input type="checkbox"/>	<input type="checkbox"/>		
Culpepper, Allison	8	4	4	<input type="checkbox"/>	<input type="checkbox"/>		
Hartman, Logan	10	5	5	<input type="checkbox"/>	<input type="checkbox"/>		Nice
Katie, Millward	9	5	4	<input type="checkbox"/>	<input type="checkbox"/>		
Lewis, Carey	6	3	3	<input type="checkbox"/>	<input type="checkbox"/>		
Martin, Franny	missing	missing	missing	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Saleh, Mohammed	9	4	5	<input type="checkbox"/>	<input type="checkbox"/>		
Shaw, Swathi	excluded	excluded	excluded	<input type="checkbox"/>	<input type="checkbox"/>	Exclude	
Shepherd, Gary	10	5	5	<input type="checkbox"/>	<input type="checkbox"/>		Gre
Wilde, Eleanor	8	5	3	<input type="checkbox"/>	<input type="checkbox"/>		
Wimmer, Thomas	7	3	4	<input type="checkbox"/>	<input type="checkbox"/>		

If you post a Custom Setup 2 class assignment to ParentAccess, each assessment for the assignment displays as missing.

Mark Assignments as Late

Mark an Assignment as Late for a Custom Setup 2 Class

You can indicate that a student turned in an assignment late by selecting the checkbox in the **Late** column on the **Assignment Marks** screen. Using this option does not affect the student's average and ensures that late assignments display on the Student Progress Report.

- On the **Class Dashboard**, in the **Assignments** list, select the assignment for which you want to enter marks.
- On the **Assignment Marks** screen, select the checkbox in the **Late** column in the row of the student(s) who turned in the assignment late.

Students	4th Grade Report Card Alternative			Missing	Late	Exclude	Comments
	Comprehensiv... Points (10)	Gives and und... Points (5)	Uses imagery Points (5)				
Anderson, Erin	10	5	5	<input type="checkbox"/>	<input type="checkbox"/>		Gre
Appachi, Aakash	5	3	2	<input type="checkbox"/>	<input type="checkbox"/>		
Barrett, Alexandra	late	late	late	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Bogart, Darwin	5	2	3	<input type="checkbox"/>	<input type="checkbox"/>		
Culpepper, Allison	8	4	4	<input type="checkbox"/>	<input type="checkbox"/>		
Hartman, Logan	10	5	5	<input type="checkbox"/>	<input type="checkbox"/>		Nice
Katie, Millward	9	5	4	<input type="checkbox"/>	<input type="checkbox"/>		
Lewis, Carey	6	3	3	<input type="checkbox"/>	<input type="checkbox"/>		
Martin, Franny	missing	missing	missing	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Saleh, Mohammed	9	4	5	<input type="checkbox"/>	<input type="checkbox"/>		
Shaw, Swathi	excluded	excluded	excluded	<input type="checkbox"/>	<input type="checkbox"/>	Exclude	
Shepherd, Gary	10	5	5	<input type="checkbox"/>	<input type="checkbox"/>		Gre
Wilde, Eleanor	8	5	3	<input type="checkbox"/>	<input type="checkbox"/>		
Wimmer, Thomas	7	3	4	<input type="checkbox"/>	<input type="checkbox"/>		

Note: If you posted the assignment to ParentAccess, on the **Assignments** screen, in the **Info** column beside the **Mark** column, an “L” with an orange background displays for the assignment.

Exclude Assignments from Students’ Grades

Exclude Assignments from Students’ Grades for a Custom Setup 2 Class

You can exclude an assignment from students’ grades both for an entire class and on an individual basis. When you exclude an assignment, you can choose whether or not to display that excluded assignment in ParentAccess.

Changing the weight to zero (0) results in the assignment being excluded from all student averages. If you have change the assignment weight to 0, deselect the **Exclude from student averages** checkbox, and save, the **Exclude from student averages** checkbox remains selected. To re-include an excluded assignment mark with a weight of 0, change the weight to 1 or more on the **Assignment Details** screen, deselect the **Exclude from student averages** checkbox, and save.

Exclude an Assignment from Students’ Grades for the Entire Custom Setup 2 Class

1. On the **Assignment Details** screen, on the **Main** or **Marks** tab, select the **Exclude from student averages** checkbox.

Introductions

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

Assignment Type: **Classwork** Assigned: 10/31/17 Due: 10/31/17 Weight: 1

Students	4th Grade Report Card Alternative			Missing	Late	Exclude	Comments
	Comprehensiv... Points (10)	Gives and und... Points (5)	Uses imagery Points (5)				
Anderson, Erin	10	5	5	<input type="checkbox"/>	<input type="checkbox"/>		Gre
Appachi, Aakash	5	3	2	<input type="checkbox"/>	<input type="checkbox"/>		
Barrett, Alexandra	late	late	late	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Bogart, Darwin	5	2	3	<input type="checkbox"/>	<input type="checkbox"/>		
Culpepper, Allison	8	4	4	<input type="checkbox"/>	<input type="checkbox"/>		
Hartman, Logan	10	5	5	<input type="checkbox"/>	<input type="checkbox"/>		Nice
Katie, Millward	9	5	4	<input type="checkbox"/>	<input type="checkbox"/>		
Lewis, Carey	6	3	3	<input type="checkbox"/>	<input type="checkbox"/>		
Martin, Franny	missing	missing	missing	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Saleh, Mohammed	9	4	5	<input type="checkbox"/>	<input type="checkbox"/>		
Shaw, Swathi	excluded	excluded	excluded	<input type="checkbox"/>	<input type="checkbox"/>	Exclude	
Shepherd, Gary	10	5	5	<input type="checkbox"/>	<input type="checkbox"/>		Gre
Wilde, Eleanor	8	5	3	<input type="checkbox"/>	<input type="checkbox"/>		
Wimmer, Thomas	7	3	4	<input type="checkbox"/>	<input type="checkbox"/>		

Note: If the **Post the marks to the web** checkbox is selected on the **Assignment Details** screen or if the **Post marks to ParentAccess** checkbox is selected on the **Assignment Marks** screen, the excluded assignment displays in ParentAccess.

Exclude an Assignment from an Individual Student's Grade for a Custom Setup 2 Class

1. To exclude the assignment for a student and not display it in ParentAccess, on the **Assignment Marks** screen, right-click in the appropriate field to display the list of choices.
2. Select **Exclude**.

Note: To quickly exclude the assignment from all the student's grades, select **Exclude** in any field in the appropriate column, and select **Fill Column**. To remove the **Exclude** option from all the students, right-click in a field in the column, and select **Clear Column**.

Introductions

Assignment Type: **Classwork** Assigned: 10/31/17 Due: 10/31/17 Weight: 1

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

Students	4th Grade Report Card Alternative			Missing	Late	Exclude	Comments
	Comprehensiv... Points (10)	Gives and und... Points (5)	Uses imagery Points (5)				
Anderson, Erin	10	5	5	<input type="checkbox"/>	<input type="checkbox"/>		Gre
Appachi, Aakash	5	3	2	<input type="checkbox"/>	<input type="checkbox"/>		
Barrett, Alexandra	late	late	late	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Bogart, Darwin	5	2	3	<input type="checkbox"/>	<input type="checkbox"/>		
Culpepper, Allison	8	4	4	<input type="checkbox"/>	<input type="checkbox"/>		
Hartman, Logan	10	5	5	<input type="checkbox"/>	<input type="checkbox"/>		Nice
Katie, Millward	9	5	4	<input type="checkbox"/>	<input type="checkbox"/>		
Lewis, Carey	6	3	3	<input type="checkbox"/>	<input type="checkbox"/>		
Martin, Franny	missing	missing	missing	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Saleh, Mohammed	9	4	5	<input type="checkbox"/>	<input type="checkbox"/>		
Shaw, Swathi	excluded	excluded	excluded	<input type="checkbox"/>	<input type="checkbox"/>		
Shepherd, Gary	10	5	5	<input type="checkbox"/>	<input type="checkbox"/>		Gre
Wilde, Eleanor	8	5	3	<input type="checkbox"/>	<input type="checkbox"/>		
Wimmer, Thomas	7	3	4	<input type="checkbox"/>	<input type="checkbox"/>		

Exclude and Post Assignments

Exclude and Post an Assignment from an Individual Student's Grade for a Custom Setup 2 Class

1. To exclude the assignment for a student and display it in ParentAccess, on the **Assignment Marks** screen, right-click in the appropriate field to display the list of choices.

2. Select **Exclude and Post**.

Introductions

Assignment Type: **Classwork** Assigned: 10/31/17 Due: 10/31/17 Weight: 1

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

Students	4th Grade Report Card Alternative			Missing	Late	Exclude	Comments
	Comprehensiv... Points (10)	Gives and und... Points (5)	Uses imagery Points (5)				
Anderson, Erin	10	5	5	<input type="checkbox"/>	<input type="checkbox"/>		Gre
Appachi, Aakash	5	3	2	<input type="checkbox"/>	<input type="checkbox"/>		
Barrett, Alexandra	late	late	late	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Bogart, Darwin	5	2	3	<input type="checkbox"/>	<input type="checkbox"/>		
Culpepper, Allison	8	4	4	<input type="checkbox"/>	<input type="checkbox"/>		
Hartman, Logan	10	5	5	<input type="checkbox"/>	<input type="checkbox"/>		Nice
Katie, Millward	9	5	4	<input type="checkbox"/>	<input type="checkbox"/>		
Lewis, Carey	6	3	3	<input type="checkbox"/>	<input type="checkbox"/>		
Martin, Franny	missing	missing	missing	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Saleh, Mohammed	9	4	5	<input type="checkbox"/>	<input type="checkbox"/>		
Shaw, Swathi	excluded	excluded	excluded	<input type="checkbox"/>	<input type="checkbox"/>		
Shepherd, Gary	10	5	5	<input type="checkbox"/>	<input type="checkbox"/>		Gre
Wilde, Eleanor	8	5	3	<input type="checkbox"/>	<input type="checkbox"/>		
Wimmer, Thomas	7	3	4	<input type="checkbox"/>	<input type="checkbox"/>		

Exclude and Post
Exclude
Exclude and Post

Note: The **Exclude and Post** option is available only if the assignment marks are posted to ParentAccess. When the **Exclude and Post** option is used, the assignment displays as excluded with the assignment's point value in ParentAccess.

Note: To quickly exclude and post the assignment for all the student's grades, select **Exclude and Post** for any student, and click **Fill Column**. To remove the **Exclude and Post** option for all the students, select **Clear Column** in any field in the column.

Undo Mark Entry on Assignment Marks Screen

Clicking **Undo All Changes (#)** lets you undo recent mark entry changes you made. The number in parentheses indicates how many changes will be undone when you click the button. The number indicator resets to 0 any time you change the contents of the drop-down lists for **Class**, **Period**, or **Assignment**. The following mark entry changes are undone using this button:

- mark
- late status
- exclusion status
- missing status
- comment (not daily comment)
- the **Fill Row** option
- the **Fill All Rows** option
- the **Fill Column** option
- the **Clear Column** option

Note: If you add a student to an assignment on this screen, **Undo All Changes (#)** reverses all changes made after the addition of the student. However, it does not remove the newly added student.

Import Assignment Marks

Import Assignment Marks for a Custom Setup 2 Class

You can import assignment marks from a third-party testing or scanning device for any assignment, except for floating assignments, during any grading period except in the “+” grading period. The file you are importing must be a .csv (comma separated values) file that contains the student's district ID in the first field and assignment mark(s) in the subsequent fields. You can import assignment marks into a class group only if the assignment was created in the class group. If the assignment was originally created in one of the classes included in the group, then you have to import the assignment marks from the class in which the assignment was created. During the import preview, you can map the import columns to specific assessment columns by dragging the column headings over to the assessment heading, and you can also select between the previously entered mark and imported mark before completing the import.

1. At the top of the **Assignment Marks** screen, click **Import Marks**.
2. On the **Assignment Marks Import** screen, in the **Select a CSV file to import** field, click **Browse**.
3. On your computer, browse to the location where the CSV file is saved.
4. On the **Choose File to Upload** window, select the CSV file, and click **Open**.
5. In the **First row contains headers?** option, select **No** or **Yes**.
6. Click **Upload marks**.

Note: If the first row of the file contains headers, the screen uses these headers for each column. If it does not, the screen displays generic headings, such as “Import Mark 1.”


7. On the **Assignment Mark Import** screen, review the marks.

The students for which marks were imported, imported mark, current mark, symbol indicating the status of the imported mark, and error messages, if any, display in the grid.

GradeBook checks the .csv file for the following requirements before the marks are successfully imported:

- Valid student district ID
- Student must be enrolled in the class for which the assignment marks are being imported
- Assignment mark must be valid for assignment type associated with assignment
- Assignment mark cannot be longer than 100 characters

If any of these requirements are not met after the file is imported, various error messages may display describing the reason the marks cannot be imported. The **Import Mark 1** column marks have been populated in the first assessment column, the **Import Mark 2** column marks have been populated in the second assessment column, etc.

8. If desired, you can change which **Import Mark** column corresponds to which assessment by clicking and dragging on the **Import Mark** column (assessment columns change to yellow) and dropping it in the correct assessment column. When you place the **Import Mark** column over an assessment column, it changes to green, so you know the column in which the imported marks display.
9. For each row indicating a warning  due to marks not matching, click on the mark that you wish to save.

Note: If there are any existing marks currently entered for the assignment, the existing mark is not overwritten and displays on the **Assignment Mark Import** screen; however, the previously entered mark and uploaded mark, which display with a white background, display in a split cell.

Note: If there are marks in the CSV file that are invalid (indicated by a pink row), the marks are not uploaded on the **Assignment Mark Import** screen.










Note: After uploading the CSV file, if there is no Student ID entered in a row in the CSV file, a warning displays, and the row is not uploaded to the **Assignment Marks** screen.


Imported Mark columns imported into which

Choose between imported mark and previously entered mark by clicking on the correct

Tool Tip
Drag over top of assessment column to copy marks

Review the marks, then click Save

Student ID	Import Mark 1	Import Mark 2	Student	Expresses ideas, thoughts, and information. Points (4)	Supports main idea with details. Points (5)	Status	Message
162474	4		WILLIAMS, STEVEN	4 5	5		Warning! One or more marks do not match, please click on the mark you would like to save.
000050063	4		000050063				Error! The student is not valid for this class.
000161120	4		000161120				Error! The student is not valid for this class.
171163	4		SMITH, COLE	4 5	5		Warning! One or more marks do not match, please click on the mark you would like to save.
171188	4	4	MCMILLEN, MCKENNA	4 5	4 5		Warning! One or more marks do not match, please click on the mark you would like to save.
171190	4		171190				Error! The student is not valid for this class.
171191	4		ABERNATHY, NICOLE	4 5	5		Warning! One or more marks do not match, please click on the mark you would like to save.
171192	4		CAMPBELL, RYAN	4 5	5		Warning! One or more marks do not match, please click on the mark you would like to save.
171193	4		CASCALDO, STEVEN	4 5	5		Warning! One or more marks do not match, please click on the mark you would like to save.

Note: You can remove the imported marks from an assessment column by dragging the assessment column to the right and placing it on . When the background turns green, release the assessment column. The marks previously entered for the assessment are retained, but the imported marks are removed.




10. Once you are finished reviewing the marks on the **Assignment Mark Import** screen, click **Save**.

On the **Assignment Marks** screen, the marks are imported to the correct assessment.

Import Assignment Mark Symbols for a Custom Setup 2 Class

[“Import Assignment Marks Symbols for a Custom Setup 2 Class”](#) displays the icons, warnings, and error messages that may display on the **Assignment Mark Import** screen while importing an assignment marks file for a Custom Setup 2 class.

Import Assignment Marks Symbols for a Custom Setup 2 Class

Display Icon	Status	Error Message
	Assignment mark is valid.	N/A
	Imported and current marks do not match.	“Warning! The marks do not match.”
	Assignment marks is invalid.	“Error! The student is not valid for this class.” “Error! External Student Id is missing.” “Error! Special characters are not permitted in an student Id.” “Error! Duplicate student.” “Error! Mark is invalid for the assignment mark type.”

Post Assignment Marks to ParentAccess

To display an assignment and its corresponding grade in ParentAccess, select the **Post marks to the web?** option from any of the following screens:

- **Assignment Details**
- **Assignment Marks**
- **Add an Assignment** window from the **Progress By Student** screen
- **GradeBook Grid**

Note: For a Custom Setup 2 class on the **Assignment Marks** screen, select the **Post marks to ParentAccess?** option.

ProgressBook - Assignment Marks

GradeBook | Dashboard / 5-Day / Grid | Class: **READING 3: 1** | Period: **Qtr4** | Assignment: **5/31 Quarter 1 Assignment IV**

Main | Standards | Marks

Add an Assignment | Import an Assignment | Delete this Assignment | Copy this Assignment | Import Marks

Quarter 1 Assignment IV

Assignment Type: **Summative Assessment** | Assigned: 5/30/19 | Due: 5/31/19 | Weight: 1

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

Students	3rd Grade Report Card		Missing	Late	Exclude	Comments
	Basic Reading Sk...	Reading Mark				
Anderson, Journey	2	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>		turned in late
Brown, Garrett	4	4	<input type="checkbox"/>	<input type="checkbox"/>		
Harris, Waneta	3	3	<input type="checkbox"/>	<input type="checkbox"/>		
Jackson, Laine	2	2	<input type="checkbox"/>	<input type="checkbox"/>		
Johnson, Danielle	2	2	<input type="checkbox"/>	<input type="checkbox"/>		
Jones, Aria	2	2	<input type="checkbox"/>	<input type="checkbox"/>		
Miller, Phineas	3	3	<input type="checkbox"/>	<input type="checkbox"/>		
Moore, Braxton	3	3	<input type="checkbox"/>	<input type="checkbox"/>		
Smiles, Sebastian	2	2	<input type="checkbox"/>	<input type="checkbox"/>		
Smith, Flannery	3	3	<input type="checkbox"/>	<input type="checkbox"/>		
Taylor, Casey	2	2	<input type="checkbox"/>	<input type="checkbox"/>		
Thomas, Odin	4	4	<input type="checkbox"/>	<input type="checkbox"/>		
White, Taylor	3	3	<input type="checkbox"/>	<input type="checkbox"/>		
Williams, Isaiah	2	2	<input type="checkbox"/>	<input type="checkbox"/>		
Wilson, Melanie	missing	missing	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Did not turn in.

GradeBook Grid

For a Custom Setup 2 class, the **GradeBook Grid** provides a traditional view of multiple standards-based class assignments, their assessments, and their marks. In addition to entering marks, you can also perform the following tasks:

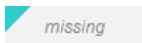
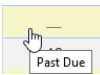
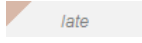
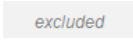
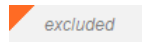
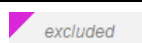
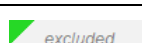

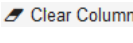








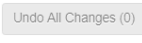
- Enter daily comments
- Create Class Assignments for a Custom Setup 2 Class
- View missing assignment details

For a Custom Setup 2 class, you can enter marks for multiple standards-based class assignments and their assessments on the **GradeBook Grid**. The **GradeBook Grid** displays a separate column for each assessment to which an assignment is mapped, so marks can be entered for each. On the top column headers, assessments for the same assignment are grouped together, and a thick line separates them from other assignments' assessments. At the top of the grid, each column displays with the abbreviation for the assignment type, the due date, and the assignment description.

Icons, symbols, codes, and colors display on the **GradeBook Grid** to help you identify missing, excluded, and late assignments, as well as the status of assignment marks and student progress alerts. Refer to the [“Icons, Codes, and Keyboard Shortcuts Used on the GradeBook Grid”](#) table below for more details. You can also click to display the key on the screen.

Note: If a **Shortcut** displays in the chart below, you can press the keys as appropriate within a cell in the **GradeBook Grid**. Other icons and colors are for display only.

Icons, Codes, and Keyboard Shortcuts Used on the GradeBook Grid

Shortcuts	Classic Shortcuts	Display Code/Icon	Description
CTRL + SHIFT + M	?		Missing
			Past due
CTRL + SHIFT + L	T		Late
CTRL + SHIFT + E	!		Excluded
CTRL + SHIFT + P	!!		Excluded but posted to ParentAccess
			Excluded as lowest mark
			Excluded as lowest mark but posted to ParentAccess
CTRL + SHIFT + C			Duplicates the mark to each blank field in the column
CTRL + SHIFT + DELETE			Clears the marks in every field in the column
			Assignment comment available
			Student progress assignment notification was sent
			Student progress assignment notification was viewed in ParentAccess
			VirtualClassroom Quiz
			VirtualClassroom Discussion
			VirtualClassroom Common Assessment
			Daily comment available
			Make daily comment
			Undo recent changes

Refer to the following topics:

- [“Navigate GradeBook Grid”](#)
- [“Post Marks to the Web? – Select the checkbox to post assignment details and scores to ParentAccess. If you mark a single student’s assignment as excluded \(not excluded and post\), the marks for that single student’s assignment do not display in ParentAccess.”](#)
- [“Set Display Preferences on the GradeBook Grid”](#)

• “Undo Mark Entry on GradeBook Grid”

The YTD (Year-to-Date) Avg column displays if the year-to-date grade calculation has been enabled for the report card used in the class.

Click the number to view and/or print a list of missing assignments.

Marks displaying in red indicate that the student earned more than the possible points for the assignment.

ProgressBook

GradeBook Grid

GradeBook

Dashboard

Class

Algebra I: 1

Period

4th 9 wk

View

Dated Assignments

Type

All

Daily Comments

Period Attendance

Click to view key

Indicators:

Basic

All

1

/ 2

Roster



+ New Assignment

Students	Cmt	Avg: 76.3%	YTD Avg	Miss	Att	03/13		03/14		03/16		03/17		03/23	
						HW	Pts	HW	QUIZ	HW	HW	QUIZ	INB	HW	
Austin, Alyssa	W	89.80 A- 220/245				5	8	0	7	1.5	2	15	26	44.5	2
Avino, Nick		71.63 C- 175.5/...		5		4	8	2	10	missing	missing	15	31	42	2
Bailey, Lucinda		86.94 B+ 213/245		1		5	8	2	9	1	2	15	24.5	42	2
Carmichael, Bryan		68.78 D+ 160.2/...		4		missing	8	0	excluded	excluded	2	15	27.75	37	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	10	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		5	8	2	7	excluded	1.5	missing	11	25	missing
King, Bruce		103.16 A+ 252.7/...				5	8	2	9	2	2	15	32.75	44	2
Krupp, Donald		73.78 C 180.75/...		3		5	8	2	8	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	missing	7	12	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?						<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

GradeBook Grid for an Assignment with Assessments

ProgressBook

GradeBook Grid

GradeBook |  

Dashboard

Class:

Language Arts 1: 3

Period:

3Tr

View:

Dated Assignments

Type:

All

Daily Comments


Period Attendance

Undo All Changes (0)

Indicators:

Basic

All



Roster

Students
















Cmt

Avg

Miss

Att

+ New Assignment

					07/20					07/25					
					Vocabulary Quiz					HW	CW				
					Applies grade l...	Understands s...	Reads with sur...	Acquires and u...	Capitalizes, sp...	Spelling Work...	Capitalizes, sp...	Applies grade l...	Understands s...	Acquires and u...	Demonstrates ... Pla
Austin, Alyssa					—	—	—	—	—	—	—	—	—	—	—
Avino, Nick					3	3	3	3	3	3	—	—	—	—	—
Bailey, Lucinda					3	2	3	3	2	3	—	—	—	—	—
Carmichael, Bryan					2	2	1	2	2	2	—	—	—	—	—
Cunningham, Izzy					—	—	—	—	—	—	—	—	—	—	—
Dorkson, Elizabeth					2	3	1	2	3	excluded	—	—	—	—	—
Flintstone, Andrew					2	3	3	3	3	3	—	—	—	—	—
Hafner, Brianna			1		1	1	2	1	2	missing	—	—	—	—	—
King, Bruce					3	3	2	1	2	3	—	—	—	—	—
Krupp, Donald					3	3	2	3	—	2	—	—	—	—	—
Long, Vince			1		3	3	3	2	3	missing	—	—	—	—	—
McCats, Jillian					2	2	2	2	2	late	—	—	—	—	—
Miller, Kevin					3	3	3	2	1	late	—	—	—	—	—
O'Brian, Mary					1	1	3	2	3	excluded	—	—	—	—	—
Patel, Tahani					3	3	3	3	3	2	—	—	—	—	—
Average Points															
Possible Points															
Average Percent															
Assignment Weight					1	1	1	1	1	1	1	1	1	1	1
Post Marks to the Web?					<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"/>	<input type="checkbox"/>	<input type="checkbox"/>

Navigate GradeBook Grid

The drop-down lists at the top of the **GradeBook Grid** to help you filter data are as follows:

- **Class**
- **Period** – Select one or all reporting periods
- **View** – Select **Dated Assignments** or **Floating Assignments**
- **Type** – Select one or all assignment types




For grade books with numerous assignments, page numbers display near the top-right corner of the grid. Select a page number to navigate to the desired page in the grade book.

At the top of the screen, you can also click **Daily Comments** and **Period Attendance** to navigate to those screens, respectively.

The columns, drop-down lists, and buttons to the left of the assignment columns display information and sometimes perform certain actions.

- **Roster** – Click to navigate to the **Class Roster** screen; click a student name in this column to go to the **Student Profile**
 - **Students** drop-down list – Search for a student or student group by entering letters, and then select the student or group you want to display
- **Cmt** – Daily comment icons that you can click to open the **Daily Comments** window, on which you can view or enter comments
- **Avg: [Class Average]** – Student's current average, possible points, and earned points to two decimal places; for example, 83.27 B 204.5/245
- **YTD Avg** – Year-to-date average (if year-to-date grade calculations have been enabled for the report card used in the class)
- **Miss** – Number of missing assignments that you can click to open the **Missing Assignments** window, which lists the assignments missing for the student
- **Att** – Daily attendance codes that you can click to view a list of student absences/tardies
- **New Assignment** – Click to create a new assignment on the **Assignment Details** screen

Elements on the top of the assignment columns allow you to perform the following actions:

- assignment type abbreviation – Click to proceed to the **Assignment Marks** screen
- assignment name abbreviation – Hover your cursor to view the entire assignment name
- , , or  – Click to proceed to a VirtualClassroom quiz, discussion, or common assessment, respectively (where applicable)

Elements on the bottom of the assignment columns are the following:

- **Average Points** – Average number of points the class scored on the assignment
- **Possible Points** – Number of points possible on the assignment
- **Average Percent** – Average percentage the class scored on the assignment
- **Assignment Weight**

- **Post Marks to the Web?** – Select the checkbox to post assignment details and scores to ParentAccess. If you mark a single student's assignment as excluded (*not* excluded and post), the marks for that single student's assignment do *not* display in ParentAccess.

GradeBook Grid View Options and Navigation for a Standards-Based Class

Use the VIEW drop-down list to filter the assessments that display.

It may be necessary to select a page link to navigate to the correct assignment or assessment on another screen.

Enter Class Assignment Marks on GradeBook Grid

You can enter each mark individually for each assignment or assessment for each student on this screen, or when entering marks for any student on the roster, you can use the **Fill Column** or **Clear Column** options for all of the students for that assignment or assessment.

The **Fill Column** option does not override previously entered marks and late flags. However, it does override Missing indicators. If you want specific students to have Missing indicators on their assignments, after using the **Fill Column** option, set the assignments as Missing.

The **Clear Column** option overrides all previously entered marks but does not clear Missing, Late, or Excluded indicators.



When entering marks, you can press the TAB and ENTER keys to navigate on the page. The TAB key moves the cursor across the screen from left to right. When the cursor reaches the end of a row, it moves down to the first mark field of the next row. You can also use SHIFT + TAB to move the cursor across the screen from right to left. The ENTER key moves the cursor down the screen from top to bottom. When the cursor reaches the bottom of the **Marks** column, it returns to the top of the column. You can also use the arrow keys to navigate on the page.

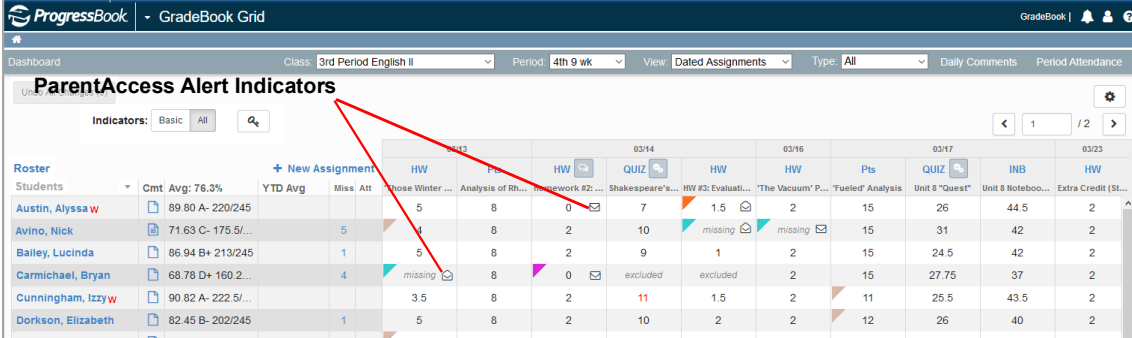
1. On the **Teacher Home Page** or **Class Dashboard**, click **GradeBook Grid**.
2. If you entered the **GradeBook Grid** from the **Teacher Home Page** in the **Class** drop-down list, select the class you want to view. If you entered from the **Class Dashboard**, in the **Class** drop-down list, that class displays.
3. In the **Period** drop-down list, ensure the current reporting period displays.
4. In the **View** drop-down list, select the desired view.

Note: For a Custom Setup 2 class, hover your cursor over the assignment type abbreviation to display the assessment and identify the correct column in which to enter marks.

- In the assignment or assessment field for each student, enter the appropriate mark. Changes save automatically.

Note: To enter numeric assignment marks quickly, use the number keys and the **ENTER** key on the number pad area of the keyboard to move from field to field.

Note: If the school sends student progress alerts and parents subscribe to them,  displays beside an assignment that was posted to ParentAccess and marked as missing or as a low mark. After a parent views the alert, the icon changes to .



Dashboard		Class: 3rd Period English II	Period: 4th 9 wk	View: Dated Assignments	Type: All	Daily Comments	Period Attendance
ParentAccess Alert Indicators							
Indicators: Basic All							
Students	Cmt	Avg: 76.3%	YTD Avg	Miss	Att	03/13	03/14
Austin, Alyssa W		69.80 A- 220/245				5	8
Avino, Nick		71.63 C- 175.5/...	5			4	8
Bailey, Lucinda		86.94 B+ 213/245	1			5	8
Carmichael, Bryan		68.78 D+ 160.2...	4			missing	8
Cunningham, Izzy W		90.82 A- 222.5/...				3.5	8
Dorkson, Elizabeth		82.45 B- 202/245	1			5	8

Exclude an Assignment from an Individual Student's Grade on GradeBook Grid

To exclude the assignment for a student and to *not* display it in ParentAccess, on the **GradeBook Grid**, do one of the following:

- Right-click in the assignment's mark field and click **Exclude**
- With the cursor inside the assignment's mark field, on your keyboard, press **CTRL + E**

Note: Even if the **Post Marks to the Web?** checkbox is selected in the column for the assignment, assignments for single students marked as excluded (not excluded and post) do not post to ParentAccess.

Exclude an Assignment from an Individual Student's Grade on GradeBook Grid and Post to ParentAccess

To exclude the assignment for a student and to display it in ParentAccess, on the **GradeBook Grid**, do one of the following:




- Right-click in the assignment's mark field and click **Exclude and Post**
- With the cursor in the assignment's mark field, on your keyboard, press **CTRL + ALT + E**

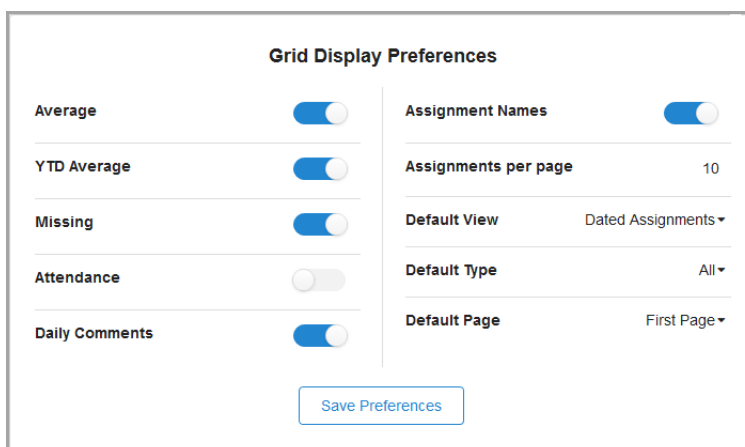
Note: The **Post Marks to Web?** checkbox must also be selected in order for the excluded mark to display in ParentAccess.

Note: To re-include an assignment mark on the **GradeBook Grid**, right-click in the field and click **Unset Exclude and Post**, or press **CTRL + ALT + E** again.

Set Display Preferences on the GradeBook Grid

You can customize the display of information on the **GradeBook Grid** at any time by changing the display preferences. You can set different preferences for each of your classes.

1. At the top of the **GradeBook Grid** screen, from the **Class** drop-down list, select the desired class.
2. At the top right of the screen, click .
The **Grid Display Preferences** window opens.
3. The following settings are turned on () by default, so click the toggle to turn it off () as desired for the following options:
 - **Averages**
 - **YTD Average** (if Year to Date grade calculations are enabled for the report card used in the class)
 - **Missing** assignments
 - **Attendance**
 - **Daily Comments**
 - **Assignment Names**
4. Enter or select the desired option for the following items:
 - **Assignments per page**
 - **Default View** (dated or floating assignments)
 - **Default Type** (all or individual assignment types)
 - **Default Page** (**First Page**, **Last Assignment Due**, or **Last Page**)
5. Click **Save Preferences**.



Grid Display Preferences	
Average	<input checked="" type="checkbox"/>
YTD Average	<input checked="" type="checkbox"/>
Missing	<input checked="" type="checkbox"/>
Attendance	<input type="checkbox"/>
Daily Comments	<input checked="" type="checkbox"/>
Assignment Names	<input checked="" type="checkbox"/>
Assignments per page	10
Default View	Dated Assignments ▼
Default Type	All ▼
Default Page	First Page ▼
Save Preferences	

The screen refreshes automatically and your preferences are applied.

Undo Mark Entry on GradeBook Grid

Clicking **Undo All Changes (#)** lets you undo recent mark entry changes you made. The number in parentheses indicates how many changes will be undone when you click the button. The number indicator resets to 0 any time you change the contents of the drop-down lists for **Class**, **Period**, **View**, or **Type**. The following mark entry changes are undone using this button:

- mark
- late status
- exclusion status
- missing status
- the **Fill Column** option
- the **Clear Column** option

***Note:** If you add a student to an assignment on this screen, **Undo All Changes (#)** reverses all changes made after the addition of the student. However, it does not remove the newly added student.*

Standards-Based Grid

The **Standards-Based Grid** provides a view of a student's progress by assessment. You can view all the students in a class, a class group, or a specific student.

***Note:** On the **Standards-Based Grid** screen, students display in the order you selected on the **Class Roster** screen. If you hid a student on the **Class Roster** screen, the **Standards-Based Grid** screen hides the student.*

For additional information about missing assignments, attendance codes, or comments (see [“Enter Daily Comments”](#)), click the corresponding number or icon. Click the heading column to open the assessment window, which displays graphs that group together students whom received the same mark for that assessment.

To view the class on the **Standards-Based Grid**, it must meet the following setup requirements:

- Use the Custom Setup 2 grading scale option for standards-based report cards
- Associated with a report card

And, if class groups are used, the classes in the group must meet the following requirements:

- Scheduled in the same grading periods
- Use the same grading scale method
- Use the same grading scales
- Use the same report card assessments
- The assignments must use the same assignment types
- The assessments must use the same calculation methods

Several options are available for viewing assessments for report cards and interims associated with a class. In addition to entering assessment marks for assessments that are not calculated from the grade book, you can click a student's name to open the **Progress By Student** screen.

View groups or specific students within the class.

View report cards and interims associated with the class.

The mark represents the student's current progress for the assessment. Click the assessment mark to open the PROGRESS BY STUDENT screen.

Click the number to view a list of missing assignments.

Copy Previous Period Marks

Students	Miss	Att	Cmt	High School Remedial					
				Achieves great... Manual	Identifies and u... Manual	Creates acad... Manual	Schedules appr... Manual	Leverages stud... Manual	Seeks assistan... Manual
Anderson, Anna				3 (14)	3 (13)	3 (9)	3 (10)	2 (11)	3 (9)
Bell, Jacob				2 (13)	(13)	(9)	(10)	(11)	(9)
Butler, Amy	1			3 (13)	3 (13)	3 (9)	2 (10)	1 (11)	3 (9)
Clarkson, Michael	2			2 (13)	2 (13)	2 (9)	2 (10)	2 (11)	2 (9)
Hemmings, Audrey				3 (13)	3 (13)	3 (9)	3 (10)	3 (10)	3 (9)
Hughes, Molly	2			2 (12)	2 (12)	2 (8)	2 (9)	1 (10)	2 (8)
Hunter, Samantha				2 (12)	1 (13)	2 (9)	3 (10)	2 (10)	3 (9)
King, Christopher	1			1 (12)	3 (12)	2 (8)	2 (9)	1 (10)	1 (8)
North, Edward				3 (12)	3 (12)	3 (8)	2 (9)	3 (10)	2 (8)
Simpson, Gavin	4			1 (13)	1 (13)	2 (9)	1 (10)	1 (11)	2 (9)
Sutherland, Amanda				3 (13)	3 (13)	3 (9)	3 (10)	3 (11)	3 (9)

This number represents the number of assignment marks that have been entered for assignments, not counting excluded assignments, associated with the assessment. Click the number to open the PROGRESS BY STUDENT screen.

You can enter marks only for assessments that use the NONE calculation option, which is selected on the GRADING SCALE SETUP screen and displays as MANUAL below the assessment name.

Standards-Based Grid

Class: Study Skills: 1 Period: 4th 9 wk Report Card: All

Undo All Changes (0) Copy Previous Period Marks

Students	Miss	Att	Cmt	High School Remedial							
				Achieves great... Manual	Identifies and u... Manual	Creates acade... Manual	Schedules appr... Manual	Leverages stud... Manual	Seeks assistan... Manual		
Anderson, Anna				3 (14)	3 (13)	3 (9)	3 (10)	2 (11)	3 (9)		
Bell, Jacob				2 (13)	(13)	(9)	(10)	(11)	(9)		
Butler, Amy	1			3 (13)	3 (13)	3 (9)	2 (10)	1 (11)	3 (9)		
Clarkson, Michael	2			2 (13)	2 (13)	2 (9)	2 (10)	2 (11)	2 (9)		

Progress By Student

Class: Study Skills: 1 Period: 4th 9 wk Student: Anderson, Anna Assessment: All

Return to Standards-Based Grid Undo All Changes (0)

High School Remedial

Achieves greater academic success Current Mark: 3

Date	Description	Type	Points	Weight	Mark	Comment	Missing	Late	Excluded	Posted	Delete
5/28/2018	Weekly G...	HW	10	1	10		<input type="checkbox"/>	<input type="checkbox"/>			
5/24/2018	Summer ...	PJ	50	1	47		<input type="checkbox"/>	<input type="checkbox"/>			
5/21/2018	Weekly G...	HW	10	1	10		<input type="checkbox"/>	<input type="checkbox"/>			
5/17/2018	Note Taki...	TS	60	1	57		<input type="checkbox"/>	<input type="checkbox"/>			
4/9/2018	Weekly G...	HW	10	1	10		<input type="checkbox"/>	<input type="checkbox"/>			
4/9/2018	Learning ...	CW	5	1	5		<input type="checkbox"/>	<input type="checkbox"/>			

+ Add a new student assignment

+ Add a new student assignment for any report card assessment

Refer to the following topics:

- [“Navigate Standards-Based Grid”](#)
- [“Enter Assessment Marks on Standards-Based Grid”](#)
- [“Copy Previous Reporting Period Marks on the Standards-Based Grid”](#)
- [“Sort Assessments on the Standards-Based Grid”](#)
- [“Undo Mark Entry on Standards-Based Grid”](#)

Navigate Standards-Based Grid

The drop-down lists at the top of the **GradeBook Grid** to help you filter data are as follows:

- **Class**
- **Period** – Select the desired reporting period
- **Report Card** – Select one or all report cards (when **All** is selected, each report card is separated by a thick blue line)

For grade books with numerous assignments, page numbers display near the top-right corner of the grid. Select a page number to navigate to the desired page in the grade book.

The columns, drop-down lists, and buttons to the left of the assignment columns display information and sometimes perform certain actions.

- **Students** drop-down list – Search for a student or student group by entering letters, and then select the student or group you want to display
- **Cmt** – Daily comment icons that you can click to open the **Daily Comments** window, on which you can view or enter comments
- **Miss** – Number of missing assignments that you can click to open the **Missing Assignments** window, which lists the assignments missing for the student
- **Att** – Daily attendance codes that you can click to view a list of student absences/tardies

You can hover your cursor over an assessment name to reveal the full description. You can also click the heading column, which opens the assessment window with graphs that group students together whom received the same mark for that assessment. The calculation method selected for the assessment on the **Grading Scales Setup** screen displays in parentheses directly below the assessment name.

The class roster displays on the left side of the **Standards Based Grid**, followed by columns that display the number of missing assignments, daily attendance codes, daily comments, and assessments. If the student has withdrawn from the class, a red **W** displays beside the student's name. When you click a student's name, the **Progress By Student** screen displays, from which you can click **Return to Standards Based Grid** to easily navigate between screens.

Note: On the **Standards-Based Grid** screen, students display in the order you selected on the **Class Roster** screen, if applicable. If you hid a student on the **Class Roster** screen, the **Standards-Based Grid** screen hides the student.

If there is a number in the **Miss** (missing assignment) column beside a student, click it to open the **Missing Assignments** window. You can view the assignment date, type, assignment name, possible points, and any comments, if applicable.

Hover your cursor over an attendance code in the **Att** (attendance) column to display multiple attendance codes.

Click  to view an existing comment on the **Daily Comments** window, or click  to open the **Daily Comments** to enter a new comment.

To view multiple assessments used by the specified report card or interim, use the scroll bar at the bottom of the screen to navigate across the grid to the correct assessment. Assessments that do not receive marks—subheadings used on report cards or end-of-year placement assessments—do not display on the grid.

You can enter marks only for assessments that do not use calculations in the mark type. Select the appropriate mark or mark code in the list, or enter the mark in the field.

You can use the arrow keys, the TAB key, and the ENTER key to navigate through manual entry fields on the screen. The TAB key moves the cursor across the screen from left to right. When the cursor reaches the end of a row, it moves down to the first mark field of the next row. The ENTER key moves the cursor down the screen from top to bottom. When the cursor reaches the bottom of the **Marks** column, it returns to the top of the column. You also have the option to either **Fill Column**, which does not override previously entered marks, or **Clear Column** for each assessment.

Marks that have already been entered for assignments display in the assessment column. The mark represents the student's current progress for that assessment. The number in parentheses beside the mark represents the number of assignments, not counting excluded assignments, for which the student has received a mark for that assessment. If an exclamation point displays in a cell, that means GradeBook could not calculate the mark. Click the assessment number to open the **Progress By Student** screen to view assignments and marks associated with that assessment.

Enter Assessment Marks on Standards-Based Grid

In classes that use the Custom Setup 2 grading scale option for standards-based report cards, you can enter marks for one or more assessments for each student in a class but only for assessments that use the calculation method **None**. This calculation method displays as **Manual** below the assessment name on the **Standards-Based Grid**. If the assessments use the Average, Last Achieved, Highest Achieved, Power Law, YTD Average, YTD Last Achieved, YTD Highest Achieved, or YTD Power Law calculation methods, then you cannot enter marks.

To view assignments associated with an assessment mark, click the assessment mark or number, which does not include excluded assignments, in parentheses in the assessment column to open the **Progress By Student** screen.

1. On the **Teacher Home Page** or **Class Dashboard**, click **Standards Based Grid**.
2. If you entered the **Standards-Based Grid** from the **Teacher Home Page**, select the class you want to view in the drop-down list. If you entered from the **Class Dashboard**, that class displays.
3. The current quarter displays in the **Period** drop-down list. You may select a different grading period, if desired.
4. Select the desired class group in the **Group** drop-down list, if necessary.
5. Select the desired report card or interim in the **Report Card** drop-down list.

Note: The assessment name displays at the top of the column. You can hover your cursor over the assessment name to display the full description. The calculation method used for the assessment displays in parentheses directly below the assessment name. Manual denotes that no calculations were used and that **None** was selected as the calculation method on the **Grading Scale Setup** screen or **Assessments** tab in the **Report Card Builder**. You can also click the heading column to open the assessment window, which displays graphs that group together students whom received the same mark for that assessment.

6. Enter the appropriate mark or select the appropriate mark or mark code in the drop-down list for an assessment for a student. Your changes save automatically.

Note: The area available for entering marks is based on the mark type that was selected for the assessment when the report card was created.

Note: Press the **TAB** key to move from field to field in each row and use the arrow keys to navigate through manual entry fields on the page. You also have the option when entering marks for a student to either **Fill Column**, which does not override previously entered marks, or **Clear Column** for each assessment.

Students	Miss	Att	Cmt	Achieves great...	Identifies and u...	Creates acade...	Schedules appr...	Leverages stud...	Seeks assistan...
Anderson, Anna				3 (14)	3 (13)	3 (9)	3 (10)	3 (11)	3 (9)
Bell, Jacob				2 (13)	(13)	(9)	(10)	1 (11)	(9)
Butler, Amy	1			3 (13)	3 (13)	3 (9)	2 (10)	2 (11)	3 (9)
Clarkson, Michael	2			2 (13)	2 (13)	2 (9)	2 (10)	2 (11)	2 (9)
Hemmings, Audrey				3 (13)	3 (13)	3 (9)	3 (10)	3 (10)	3 (9)
Hughes, Molly	2			2 (12)	2 (12)	2 (8)	2 (9)	1 (10)	2 (8)
Hunter, Samantha				2 (12)	1 (13)	2 (9)	3 (10)	2 (10)	3 (9)
King, Christopher	1			1 (12)	3 (12)	2 (8)	2 (9)	1 (10)	1 (8)
North, Edward				3 (12)	3 (12)	3 (8)	2 (9)	3 (10)	2 (8)
Simpson, Gavin	4			1 (13)	1 (13)	2 (9)	1 (10)	1 (11)	2 (9)
Sutherland, Amanda				3 (13)	3 (13)	3 (9)	3 (10)	3 (11)	3 (9)

Copy Previous Reporting Period Marks on the Standards-Based Grid

On the **Standards-Based Grid**, you can copy previous reporting period marks for assessments that do not use calculations in the mark type.

1. On the right side of the **Standards-Based Grid** screen, below the banner, click **Copy Previous Reporting Period Marks**.

Note: The marks each student had received from the previous reporting period are copied into the current reporting period; however, previously entered marks are not overwritten.

Note: **Copy Previous Reporting Period Marks** does not display if all the assessments use calculations in the mark type or if the screen is in the first reporting period.

Students	Miss	Att	Cmt	Achieves great...	Identifies and u...	Creates acade...	Schedules appr...	Leverages stud...	Seeks assistan...
Anderson, Anna				3 (14)	3 (13)	3 (9)	3 (10)	3 (11)	3 (9)
Bell, Jacob				2 (13)	(13)	(9)	(10)	1 (11)	(9)
Butler, Amy	1			3 (13)	3 (13)	3 (9)	2 (10)	2 (11)	3 (9)
Clarkson, Michael	2			2 (13)	2 (13)	2 (9)	2 (10)	2 (11)	2 (9)
Hemmings, Audrey				3 (13)	3 (13)	3 (9)	3 (10)	3 (10)	3 (9)
Hughes, Molly	2			2 (12)	2 (12)	2 (8)	2 (9)	1 (10)	2 (8)
Hunter, Samantha				2 (12)	1 (13)	2 (9)	3 (10)	2 (10)	3 (9)
King, Christopher	1			1 (12)	3 (12)	2 (8)	2 (9)	1 (10)	1 (8)
North, Edward				3 (12)	3 (12)	3 (8)	2 (9)	3 (10)	2 (8)
Simpson, Gavin	4			1 (13)	1 (13)	2 (9)	1 (10)	1 (11)	2 (9)
Sutherland, Amanda				3 (13)	3 (13)	3 (9)	3 (10)	3 (11)	3 (9)

2. In the **Copy Previous Reporting Period Marks** drop-down list, select the desired reporting period from which to copy marks.

Sort Assessments on the Standards-Based Grid

On the **Standards-Based Grid**, you can view groups of students whom receive the same mark for that assessment.

1. On the **Standards-Based Grid**, click the heading column of the assessment you want to view.

The assessment window opens, and a pie chart displays with the percentage of the class that received each mark (each mark is represented by a color with a key to the right of the graph).

2. (Optional) To view the information as a bar graph, at the top of the window, click **Bar**.
3. (Optional) For a pie chart or bar graph, to view the number of students in the class who received each mark, at the top right of the window, click **Count**.
4. (Optional) In the left column, view which students received which marks as well as their **Avg%** for the class during that reporting period.

ProgressBook - Standards-Based Grid GradeBook | [bell] [user] [help]

Dashboard Class: Study Skills: 1 Period: 4th 9 wk Report Card: All

Undo All Changes (0) Copy Previous Period Marks

Click the column heading to see the assessment sorted.

Students	Miss	Att	Cmt	High School Remedial							
				Achieves great... Manual	Identifies and u... Manual	Creates acade... Manual	Schedules app... Manual	Leverages stud... Manual	Seeks assistan... Manual		
Anderson, Anna				3 (14)	3 (13)	3 (9)	3 (10)	3 (11)	3 (9)		
Bell, Jacob				2 (13)	3 (13)	(9)	(10)	(11)	(9)		
Butler, Amy	1			3 (13)	3 (13)	3 (9)	2 (10)	1 (11)	3 (9)		
Clarkson, Michael	2			2 (13)	3 (13)	2 (9)	2 (10)	2 (11)	2 (9)		
Hemmings, Audrey				3 (13)	3 (13)	3 (9)	3 (10)	3 (10)	3 (9)		
Hughes, Molly	2			2 (12)	3 (12)	2 (8)	2 (9)	1 (10)	2 (8)		
Hunter, Samantha				2 (12)	3 (13)	2 (9)	3 (10)	2 (10)	3 (9)		
King, Christopher	1			1 (12)	3 (12)	2 (8)	2 (9)	1 (10)	1 (8)		
North, Edward				3 (12)	3 (12)	3 (8)	2 (9)	3 (10)	2 (8)		
Simpson, Gavin	4			1 (13)	3 (13)	2 (9)	1 (10)	1 (11)	2 (9)		
Sutherland, Amanda				3 (13)	3 (13)	3 (9)	3 (10)	3 (11)	3 (9)		

Leverages study resources

Mark	Count	Percent	Avg %
1	4	36.36%	
Butler, Amy			
Hughes, Molly			
King, Christopher			
Simpson, Gavin			
2	2	18.18%	
Clarkson, Michael			
Hunter, Samantha			
3	4	36.36%	
Hemmings, Audrey			
North, Edward			
Sutherland, Amanda			
Anderson, Anna			
(blank)	1	9.09%	

The assessment window opens and displays a graph grouping the students together whom received the same mark for the assessment.

Pie Bar % Percent # Count

1 2 3 (blank)

Close

Undo Mark Entry on Standards-Based Grid

Clicking **Undo All Changes (#)** lets you undo recent mark entry changes you made. The number in parentheses indicates how many changes will be undone when you click the button. The number indicator resets to 0 any time you change the contents of the drop-down lists for **Class**, **Period**, or **Report Card**. The following mark entry changes are undone using this button:

- updates to student averages (when calculation is set to manual)
- the **Fill Column** option
- the **Clear Column** option
- the **Copy Previous Period Marks** option

Progress By Student

The **Progress By Student** screen provides a view of a student's progress by assessment and the related assignments for all assessments associated with a specific report card or interim. To view the class on the **Progress By Student** screen, it must meet the following setup requirements:

- Use the Custom Setup 2 grading scale option for standards-based report cards
- Be associated with a report card
- Assignment types must be associated with the class

And, if class groups are used, the classes in the group must meet the following requirements:

- Be scheduled in the same grading periods
- Use the same grading scale method
- Use the same grading scales
- Use the same report card assessments
- The assignments must use the same assignment types
- The assessments must use the same calculation methods

If the class is not set up properly, various informational messages display directing you to the appropriate screen to complete the setup.

On the **Progress By Student** screen, you can view the following:

- The assessments for all the report cards associated with the class or class group
- All the assessments used by a specific report card or interim
- A specific assessment

Report cards display before interims in the **Assessment** drop-down list with **All** as the default option. Once you have selected an assessment, all the related assignments are listed below it. If a class assignment has been excluded from all student averages on the **Assignment Details** or **Assignment Marks** screens, **Exclude** displays in the **Excluded** column for the assignment. The assessment name displays on the far left, and the student's average displays on the far right. If the assignment type uses points, then a percentage displays; however, if the assignment type uses non-points, then a number displays.

In addition to entering marks for assignments associated with specific assessments, you can also perform the following tasks:

- View class assignment details – Click the class assignment name in the **Description** column to open the **Assignment Marks** screen and view assignment details and marks

Assignments and Marks

- Create and update individual student assignments
- Delete individual student assignments
- Enter overall marks only for assessments that do not use calculations in the mark type – To enter a mark for an assessment that overrides all the individual assignment marks displayed for that assessment, enter the appropriate mark in the **Current Mark** field or select the mark or mark code in the drop-down list

The area available for entering marks is determined by the Graphical User Interface (GUI) option associated with the mark type that was selected for the assessment when the report card was created.

Click the class assignment name to view assignment details and marks on the ASSIGNMENT MARKS screen

Individual student assignment Click to delete an individual student assignment

ProgressBook - Progress By Student GradeBook | [Icons]

Dashboard

Class: Study Skills: Period: 4th 9 wk Student: Anderson, Anna Assessment: All

Undo All Changes (0)

High School Remedial

Achieves greater academic success Current Mark: 2

Date	Description	Type	Points	Weight	Mark	Comment	Missing	Late	Excluded	Posted	Delete
5/24/2018	Summer Goals	PJ	50	1			<input type="checkbox"/>	<input type="checkbox"/>			
5/21/2018	Weekly Goals	HW	10	1			<input type="checkbox"/>	<input type="checkbox"/>			
5/17/2018	Note Taking Exam	TS	60	1	50		<input type="checkbox"/>	<input type="checkbox"/>			
5/14/2018	Weekly Goals	HW	10	1	10		<input type="checkbox"/>	<input type="checkbox"/>			
5/7/2018	Weekly Goals	HW	10	1	9		<input type="checkbox"/>	<input type="checkbox"/>			
4/30/2018	Weekly Goals	HW	10	1	7		<input type="checkbox"/>	<input type="checkbox"/>			
4/25/2018	Resources	CW	10	1	8		<input type="checkbox"/>	<input type="checkbox"/>			
4/23/2018	Weekly Goals	HW	10	1	10		<input type="checkbox"/>	<input type="checkbox"/>			
4/16/2018	Tutoring Session	HW	5	1	5		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
4/16/2018	Weekly Goals	HW	10	1	11		<input type="checkbox"/>	<input type="checkbox"/>			
4/13/2018	Learning Styles Quiz	QZ	20	1	15		<input type="checkbox"/>	<input type="checkbox"/>			
4/9/2018	Weekly Goals	HW	10	1	10		<input type="checkbox"/>	<input type="checkbox"/>			
4/9/2018	Learning Styles Worksheet	CW	5	1	5		<input type="checkbox"/>	<input type="checkbox"/>			

+ Add a new student assignment

Identifies and uses different learning and studying strategies Current Mark:

Date	Description	Type	Points	Weight	Mark	Comment	Missing	Late	Excluded	Posted	Delete
5/24/2018	Summer Goals	PJ	10	1			<input type="checkbox"/>	<input type="checkbox"/>			
5/21/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			
5/17/2018	Note Taking Exam	TS	20	1	19		<input type="checkbox"/>	<input type="checkbox"/>			

+ Add a new student assignment for any report card assessment

Refer to the following topics:

- [“Enter Assignment Marks on the Progress By Student Screen”](#)
- [“Create Individual Student Assignment with One Assessment”](#)
- [“Create an Individual Student Assignment with More than One Assessment”](#)
- [“Create an Individual Student Assignment with More than One Assessment”](#)
- [“Enter Individual Student Assignment Marks on Progress By Student Screen”](#)
- [“Undo Mark Entry on Progress By Student Screen”](#)

Enter Assignment Marks on the Progress By Student Screen

You can enter marks for one or more assignments associated with a specific assessment for each student in a class. The class must use the Custom Setup 2 grading scale option for standards-based report cards. You can also enter an overall mark for an assessment in the **Current Mark** field across from the assessment name. But the option to do so is available only for assessments that do not use calculations in the mark type. You may be able to enter a mark in the field or select a mark or mark code in the list.

For all assessments that do use calculations in the mark type, the calculation method used and the calculated mark displays in red on the far right across from the assessment name on the far left.

1. On the **Teacher Home Page** or **Class Dashboard**, click **Progress By Student**.
2. If you entered the **Progress By Student** screen from the **Teacher Home Page**, in the **Class** drop-down list, select the class you want to view. If you entered from the **Class Dashboard**, in the **Class** drop-down list, that class displays.
3. In the **Period** drop-down list, the current reporting period displays by default. You may select a different reporting period, if desired.

Note: On the **Progress By Student** screen in the **All** reporting period, you cannot edit the **Current Mark**.

4. In the **Student** drop-down list, select the appropriate student whose assessments you want to view.
5. In the **Assessment** drop-down list, select the assessment for which you want to enter assignment marks.
6. In the **Mark** field, enter the appropriate mark, or, in the **Mark** drop-down list, select the appropriate mark or mark code for the appropriate assignment and assessment.

Note: The area available for entering marks is based on the mark type associated with the assignment type.

Note: Press the **TAB** key to move from field to field in each row.

7. (Optional) In the **Comments** column, enter a comment regarding the assignment mark.
8. (Optional) Select the **Missing** checkbox to mark the assignment as missing.
9. (Optional) Select the **Late** checkbox to mark the assignment as late.
10. (Optional) Select **Exclude** from the **Excluded** column to exclude the assignment from the student's average.

Your changes save automatically.

Date	Description	Type	Points	Weight	Mark	Comment	Missing	Late	Excluded	Posted	Delete
5/24/2018	Summer Goals	PJ	10	1	86.10		<input type="checkbox"/>	<input type="checkbox"/>			
5/21/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			
5/17/2018	Note Taking Exam	TS	20	1			<input type="checkbox"/>	<input type="checkbox"/>			
5/14/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			
5/7/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			
4/30/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			
4/25/2018	Resources	CW	10	1			<input type="checkbox"/>	<input type="checkbox"/>			
4/23/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			
4/16/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			
4/9/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			

Create Individual Student Assignment with One Assessment

In classes that use the Custom Setup 2 grading scale option for standards-based report cards, you can create an individual assignment that is unique to a student on the **Progress By Student** screen. You can create an assignment for an assessment that is already associated with existing assignments or for an assessment that is not yet associated with any assignments. If you want to create an individual student assignment with more than one assessment associated with it, see [“Create an Individual Student Assignment with More than One Assessment.”](#)

1. On the **Teacher Home Page** or **Class Dashboard**, click **Progress By Student**.
2. If you entered the **Progress By Student** screen from the **Teacher Home Page**, in the **Class** drop-down list, select the class you want to view. If you entered from the **Class Dashboard**, in the **Class** drop-down list, that class displays.
3. In the **Period** drop-down list, the current quarter displays by default. You may select a different grading period, if desired.
4. In the **Student** drop-down list, select the appropriate student for whom you want to enter an assignment.
5. In the **Assessment** drop-down list, select the assessment for which you want to enter an assignment.

Note: If the assessment you want to associate with the new assignment you are creating does not display on the screen, click **Add a new student assignment for any report card assessment** at the bottom of the screen. On the **Add an Assignment** window, you can select the assessment with which to associate the new assignment and proceed with [step 7](#).

6. Below the appropriate assessment, click **Add a new student Assignment**.

On the **Add an Assignment** window, at the top of the window, the class, student, and assessment display.

7. In the **Due Date** field, select or enter the date that the assignment is due. Today's date is the default.
8. In the **Description** field, enter the name of the assignment.
9. In the **Assignment Type** drop-down list, select the appropriate type of assignment. The first assignment type in the list is the default option.

Note: Only the assignment types associated with the class are available.

10. Click **Create Assignment**.

11. You can perform any of the following optional steps while creating an assignment:

- If this is a point assignment, in the **Points Possible** field, enter the value of the assignment; if this is a non-point assignment, the **Points Possible** field is disabled.

Note: Assignments associated with assessments that use the Power Law calculation method must have the same point value and a weight of 1.

- To change the weight of the assignment, in the **Weight** field, enter a number other than 1.
- To post the assignment description and due date to ParentAccess, toggle on the **Post as homework** switch.
- If this is a point assignment, in the **Mark** field, enter a mark for the assignment; if this is a non-point assignment, the **Mark** field is disabled.
- In the **Comments** text box, enter a comment regarding this assignment
- Click the **Missing** toggle to indicate that the assignment is missing.
- Click the **Exclude** toggle to exclude the assignment from the student's average.

- Click the **Post mark to web** toggle to post the marks for the assignment to ParentAccess.

ProgressBook | Progress By Student | GradeBook |

Dashboard

Class: Study Skills: 1 | Period: 4th 9 wk | Student: Anderson, Anna | Assessment: Identifies and uses different learning and studying strategies

Undo All Changes (0)

High School Remedial

Identifies and uses different learning and studying strategies

Current Mark:

Date	Description	Type	Points	Weight	Mark	Comment	Missing	Late	Excluded	Posted	Delete
5/24/2018	Summer Goals	PJ	10	1			<input type="checkbox"/>	<input type="checkbox"/>			
5/21/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			
5/17/2018	Note Taking Exam	TS	20	1	19		<input type="checkbox"/>	<input type="checkbox"/>			
5/14/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			
5/7/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			
4/30/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			
4/23/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			
4/16/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			
4/13/2018	Learning Styles Quiz	QZ	20	1			<input type="checkbox"/>	<input type="checkbox"/>			
4/9/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			
4/9/2018	Learning Styles Worksheet	CW	5	1			<input type="checkbox"/>	<input type="checkbox"/>			
5/17/2018	Your Learning Style	HW	1	1	—		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>

+ Add a new student assignment

+ Add a new student assignment for any report card assessment

Note: To delete an assignment, in the **Assessment** drop-down list, select the appropriate assessment with which the assignment is associated, and then click **X** in the **Delete** column for the assignment you want to delete. The assignment no longer displays on the screen and is no longer included in the grade calculation for the assessment with which it was associated.

Create an Individual Student Assignment with More than One Assessment

In classes that use the Custom Setup 2 grading scale option for standards-based report cards, you can create an individual assignment that is unique to a student on the **Progress By Student** screen. You can associate multiple assessments for this assignment using the following procedure.

- On the **Teacher Home Page** or **Class Dashboard**, click **Progress By Student**.
- In the **Class** drop-down list, ensure that the desired class displays.
- In the **Period** drop-down list, the current quarter displays by default. You may select a different grading period, if desired.
- In the **Student** drop-down list, select the appropriate student for whom you want to enter an assignment.

- At the bottom of the screen, click **Add a new student assignment for any report card assessment**.

ProgressBook | Progress By Student | GradeBook | [Notifications] [User] [Help]

Dashboard | Class: Social Studies 1: 2 | Period: 3Tri | Student: Cooper, Alisa | Assessment: All

Undo All Changes (0)

1st Grade Report Card

Explains why there are different rules for different settings, explains fairness of rules and consequences for those who break them

Current Mark: [Dropdown]

Date	Description	Type	Points	Weight	Mark	Comment	Missing	Late	Excluded	Posted	Delete
5/13/2019	Rules Test	TST	10	1	—		<input type="checkbox"/>	<input type="checkbox"/>			

+ Add a new student assignment

Identifies how time can be divided into categories (e.g. months of the year, past, present, future)

Current Mark: [Dropdown]

Date	Description	Type	Points	Weight	Mark	Comment	Missing	Late	Excluded	Posted	Delete
5/13/2019	Months ...	HW	10	1	—		<input type="checkbox"/>	<input type="checkbox"/>			

+ Add a new student assignment

Explains the way basic human needs are met and have changed over time

Current Mark: [Dropdown]

Date	Description	Type	Points	Weight	Mark	Comment	Missing	Late	Excluded	Posted	Delete
5/13/2019	Rules Test	TST	10	1	—		<input type="checkbox"/>	<input type="checkbox"/>			

+ Add a new student assignment

Uses maps to locate and identify familiar places in the classroom, school or neighborhood

Current Mark: [Dropdown]

Date	Description	Type	Points	Weight	Mark	Comment	Missing	Late	Excluded	Posted	Delete
5/13/2019	Maps W...	CW	5	1	—		<input type="checkbox"/>	<input type="checkbox"/>			

+ Add a new student assignment

+ Add a new student assignment for any report card assessment

The **Assignment Details** screen displays for the student you selected.

- Enter information and select options as you would on any other assignment you create in GradeBook (see *“Create Assignments”*).

7. Select the checkbox beside each assessment you want to include on the student's assignment and include the number of points for each.

The screenshot shows the 'Assignment Details' page for a student named Alisa Cooper. The page is titled 'ProgressBook - Assignment Details' and includes a navigation bar with 'Dashboard / 5-Day / Grid', 'Class: Social Studies 1: 2', 'Period: 3Tri', and 'Assignment: Add an Assignment'. The main content area is divided into sections for assignment details and a list of assessments. The '1st Grade Report Card' section contains a table with checkboxes and point values. Two rows are highlighted with a red circle, indicating selected assessments.


Assessment	Points
<input type="checkbox"/> Explains why there are different rules for different settings, explains fairness of rules and consequences for those who break them	
<input type="checkbox"/> Identifies how time can be divided into categories (e.g. months of the year, past, present, future)	
<input type="checkbox"/> Explains the way basic human needs are met and have changed over time	
<input type="checkbox"/> Describes how different cultures satisfy basic needs and how this may change over time	
<input checked="" type="checkbox"/> Uses maps to locate and identify familiar places in the classroom, school or neighborhood	5
<input checked="" type="checkbox"/> Compares physical (water/landforms) and human characteristics (man-made structures) of different places in the local community	5
<input type="checkbox"/> Describes ways people produce, consume, exchange and obtain goods and services and make economic choices	

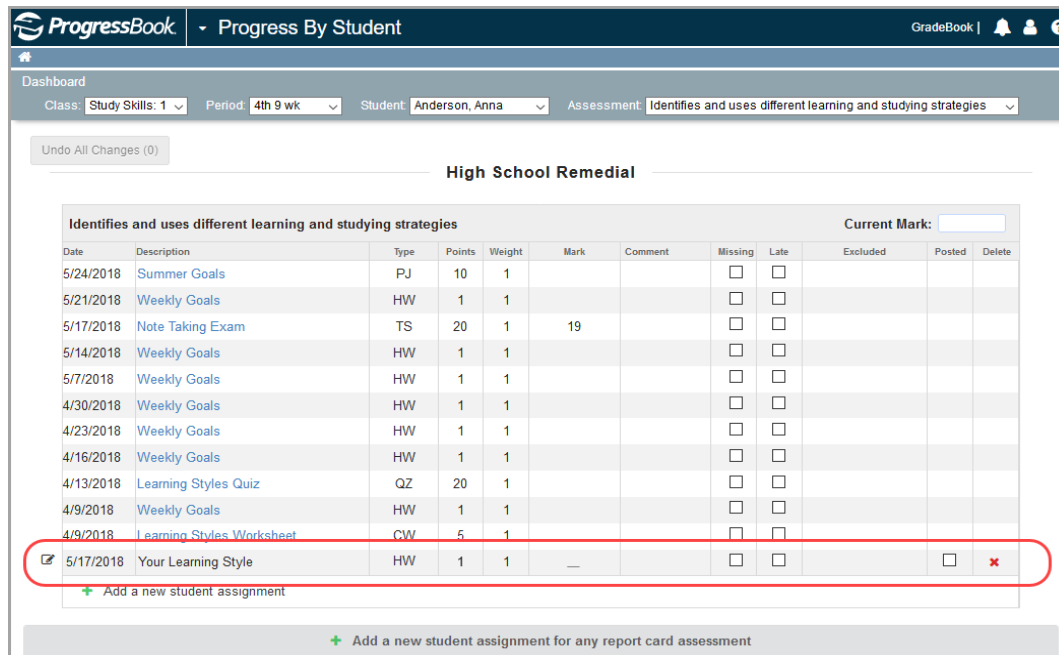
8. Click **Save**.


Delete an Individual Student Assignment on the Progress By Student Screen

You can delete individual assignments from the **Progress By Student** screen; however, class assignments must be deleted from the **Assignment Details** screen.

1. On the **Teacher Home Page** or **Class Dashboard**, click **Progress By Student**.
2. If you entered the **Progress By Student** screen from the **Teacher Home Page**, select the class you want to view in the **Class** drop-down list. If you entered from the **Class Dashboard**, that class displays in the **Class** drop-down list.
3. The current quarter displays in the **Period** drop-down list by default. You may select a different grading period if desired.
4. Select the student in the **Student** drop-down list whose assessments you want to view.
5. In the **Assessment** drop-down list, select the assessment for which you want to delete an assignment. The default option is **All**.

6. Click  in the **Delete** column for the assignment you want to delete.



Date	Description	Type	Points	Weight	Mark	Comment	Missing	Late	Excluded	Posted	Delete
5/24/2018	Summer Goals	PJ	10	1			<input type="checkbox"/>	<input type="checkbox"/>			
5/21/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			
5/17/2018	Note Taking Exam	TS	20	1	19		<input type="checkbox"/>	<input type="checkbox"/>			
5/14/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			
5/7/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			
4/30/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			
4/23/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			
4/16/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			
4/13/2018	Learning Styles Quiz	QZ	20	1			<input type="checkbox"/>	<input type="checkbox"/>			
4/9/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			
4/9/2018	Learning Styles Worksheet	CVW	5	1			<input type="checkbox"/>	<input type="checkbox"/>			
5/17/2018	Your Learning Style	HW	1	1	—		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

7. Click **OK** to delete the assignment when the confirmation message displays.

The assignment no longer displays on the screen and is no longer included in the grade calculation for the assessment with which it was associated.

Enter Individual Student Assignment Marks on Progress By Student Screen

You can enter marks for one or more assignments associated with a specific assessment for each student in a class. The class must use the Custom Setup 2 grading scale option for standards-based report cards. You can also enter an overall mark for an assessment in the **Current Mark** field across from the assessment name. But the option to do so is available only for assessments that do not use calculations in the mark type. You may be able to type a mark in the field or select a mark or mark code in the list.

For all assessments that do use calculations in the mark type, the calculation method used and the calculated mark display in red on the right across from the assessment name on the left.

1. On the **Teacher Home Page** or **Class Dashboard**, click **Progress By Student**.
2. If you entered the **Progress By Student** screen from the **Teacher Home Page**, select the class you want to view in the **Class** drop-down list. If you entered from the **Class Dashboard**, that class displays in the **Class** drop-down list.
3. The current quarter displays in the **Period** drop-down list by default. You may select a different grading period, if desired.

Note: On the **Progress By Student** screen, in the **All** reporting period, you cannot edit the **Current Mark**.

4. In the **Student** drop-down list, select the student whose assessments you want to view.

5. In the **Assessment** drop-down list, select the assessment(s) for which you want to enter assignment marks.
6. Enter the appropriate mark or select the appropriate mark or mark code in the list for the appropriate assignment and assessment.

Note: The area available for entering marks in the **Mark** column is based on the mark type associated with the assignment type.

Note: Press the **TAB** key to move from field to field in each row.

7. In the **Comments** column, if desired, enter a comment regarding the assignment mark.
8. Select the **Missing** checkbox to mark the assignment as missing. Using this option instructs GradeBook to calculate the assignment as zero (0) in the student's average, and ensures that the assignment is included on the **Missing Assignment Report**.
9. Select the **Late** checkbox to mark the assignment as late. Using this option does not affect the student's average and ensures that the late assignment displays on the **Student Progress Reports**.
10. Select **Exclude** from the **Excluded** drop-down list to exclude the assignment from the student's average.

Note: If a class assignment has been excluded from all students' averages on the **Assignment Details** or **Marks** screens, **Exclude** displays in the **Excluded** column for the assignment on the **Progress by Student** screen.

11. Select the **Posted** checkbox to post the marks for an individual assignment in ParentAccess.

Note: Only individual student assignments have the **Posted** column option checkbox available on the **Progress By Student** screen. To post a class assignment to ParentAccess, check the **Post the marks to the web?** checkbox on the **Assignment Details** or **Assignment Marks** screen.

Your changes save automatically.

Note: To enter a mark for an assessment that overrides all the assignment marks displayed for that assessment, select the appropriate mark in the **Current Mark** list, or enter it in the field and click **Save**.

ProgressBook - Progress By Student

GradeBook | [Notifications] [User] [Help]

Dashboard

Class: Study Skills: 1 Period: 4th 9 wk Student: Anderson, Anna Assessment: Leverages study resources

Undo All Changes (0)

High School Remedial

Leverages study resources

Current Mark: [Input Field]

Date	Description	Type	Points	Weight	Mark	Comment	Missing	Late	Excluded	Posted	Delete
5/24/2018	Summer Goals	PJ	10	1	8/10		<input type="checkbox"/>	<input type="checkbox"/>			
5/21/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			
5/17/2018	Note Taking Exam	TS	20	1			<input type="checkbox"/>	<input type="checkbox"/>			
5/14/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			
5/7/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			
4/30/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			
4/25/2018	Resources	CW	10	1			<input type="checkbox"/>	<input type="checkbox"/>			
4/23/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			
4/16/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			
4/9/2018	Weekly Goals	HW	1	1			<input type="checkbox"/>	<input type="checkbox"/>			

+ Add a new student assignment

+ Add a new student assignment for any report card assessment

Undo Mark Entry on Progress By Student Screen

Clicking **Undo All Changes (#)** lets you undo recent mark entry changes you made. The number in parentheses indicates how many changes will be undone when you click the button. The number indicator resets to 0 any time you change the contents of the drop-down lists for **Class**, **Period**, **Student**, or **Assessment**. The following mark entry changes are undone using this button:

- mark
- late status
- exclusion status
- missing status
- comment (not daily comments)
- assessment averages (when the calculation setup is manual)

Note: Assignments deleted from this screen are not recovered when you click **Undo All Changes (#)**.

Assignment Maintenance Screen

The **Assignment Maintenance** screen lets you view a list of your assignments for a particular class/reporting period combination and perform basic maintenance from one screen. You can perform the following tasks on this screen:

- In the **Assignment Type** drop-down list, filter the list of assignments by selecting the assignment type you want to view
- Click **Show Deletable** to show only assignments that can be deleted

Note: Assignments that have **Marks**; are **Shared**, **Excluded**, or **Missing**; or are linked to a **VirtualClassroom** activity (noted in the **Activity** column) are not deletable.

- In the **Delete** column that corresponds to the assignment(s) you want to delete, click **Delete [x] Assignments** to delete the assignment(s)
- Change your selections for posting marks to the web and/or posting the assignment to the homework planner by selecting or deselecting the appropriate checkbox(es) in the **Post Marks** and **Post Planner** columns

Note: As soon as you select or deselect a checkbox in either of these columns, the assignment automatically saves, and a confirmation message displays.

- Return to the **Class Dashboard** by clicking the **Dashboard** link
- View the **Assignment Details** screen by clicking the name of the assignment

ProgressBook Assignment Maintenance

GradeBook | Dashboard | Assignment Maintenance

Class: ALGEBRA 2 HONORS Period: Q1

Filter by: Assignment Type: Choose an Assignment Type Show Deletable

Actions: Delete Assignments



Assignment saved successfully

Delete	Due	Type	Name	Post Marks	Post Planner	Marks	Shared	Excluded	Missing	Activity
<input checked="" type="checkbox"/>	9/5	QZ	Alegbra Quiz - Sept	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
<input type="checkbox"/>	8/26	HW	Practice Questions C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					✓
<input type="checkbox"/>	8/26	HW	Workbook pages 16-20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
<input type="checkbox"/>	8/25	QZ	Quiz 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1				✓
<input type="checkbox"/>	8/25	HW	Workbook pages 11-15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
<input type="checkbox"/>	8/22	HW	Workbook pages 6-10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
<input type="checkbox"/>	8/21	QZ	Quiz 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		2			✓
<input type="checkbox"/>	8/21	HW	Workbook pages 1-5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
<input type="checkbox"/>	8/19	HW	Practice Questions B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	22				✓
<input type="checkbox"/>	8/19	QZ	Quiz 7.2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					✓

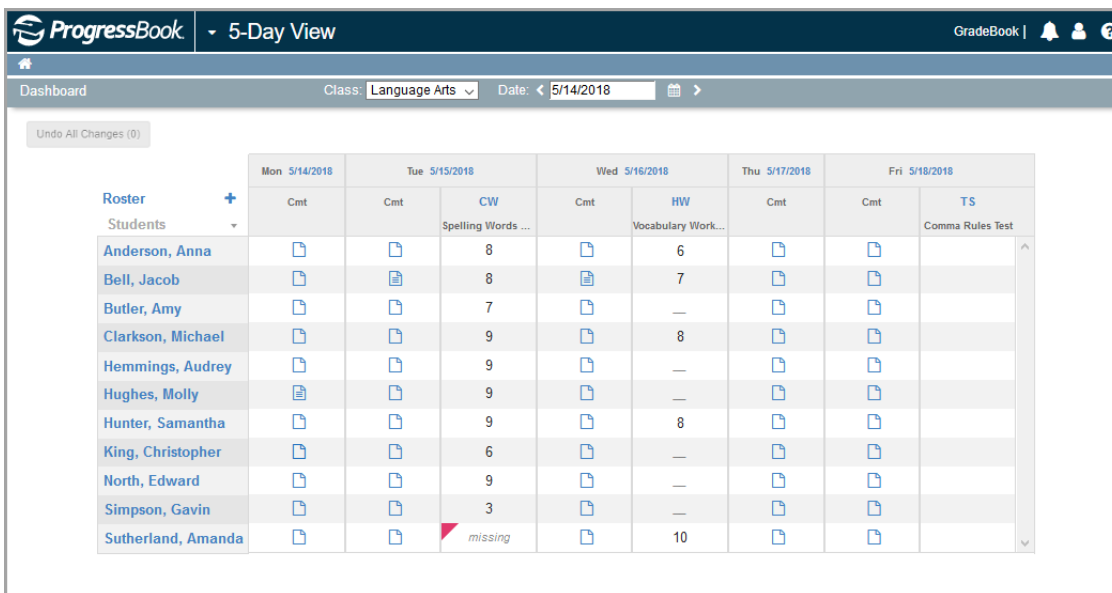
Assignment 5-Day View

The assignment **5-Day View** provides a view of assignments or assignment's assessments by day for 5 days at a time for a class in a table format. Click **5-Day View** on the **Teacher Home Page** or **Class Dashboard**.

On the **5-Day View** screen, you can perform the following actions:

- Click **Roster** above the list of students to update the **Class Roster**.
- Click a student's name to view student profile information.
- Click the date at the top of a column to view the **5 Day Planner** screen.
- Click **+** at the top the **Students** column to add an assignment to a class.
- Click an assignment abbreviation to enter assignment marks for a class.
- Click  to add a comment or  to view an existing one.

View the previous week's assignments or assignment's assessments by clicking the left arrow beside the **Date** field or view the next week's assignments by clicking the right arrow beside the **Date** field. To view a 5-day view of assignments or assignment's assessments for a different class, select the appropriate class in the **Class** drop-down list.



	Mon 5/14/2018	Tue 5/15/2018	Wed 5/16/2018	Thu 5/17/2018	Fri 5/18/2018
Roster					
Students					
Anderson, Anna			8		6
Bell, Jacob			8		7
Butler, Amy			7		—
Clarkson, Michael			9		8
Hemmings, Audrey			9		—
Hughes, Molly			9		—
Hunter, Samantha			9		8
King, Christopher			6		—
North, Edward			9		—
Simpson, Gavin			3		—
Sutherland, Amanda			missing		10

Undo Mark Entry on 5-Day View Screen

Clicking **Undo All Changes (#)** lets you undo recent mark entry changes you made. The number in parentheses indicates how many changes will be undone when you click the button. The number indicator resets to 0 any time you change the contents of the drop-down lists for **Class** and **Date**. The following mark entry changes are undone using this button:

- mark
- late status
- exclusion status
- missing status
- comment (not daily comment)
- the **Fill Column** option
- the **Clear Column** option

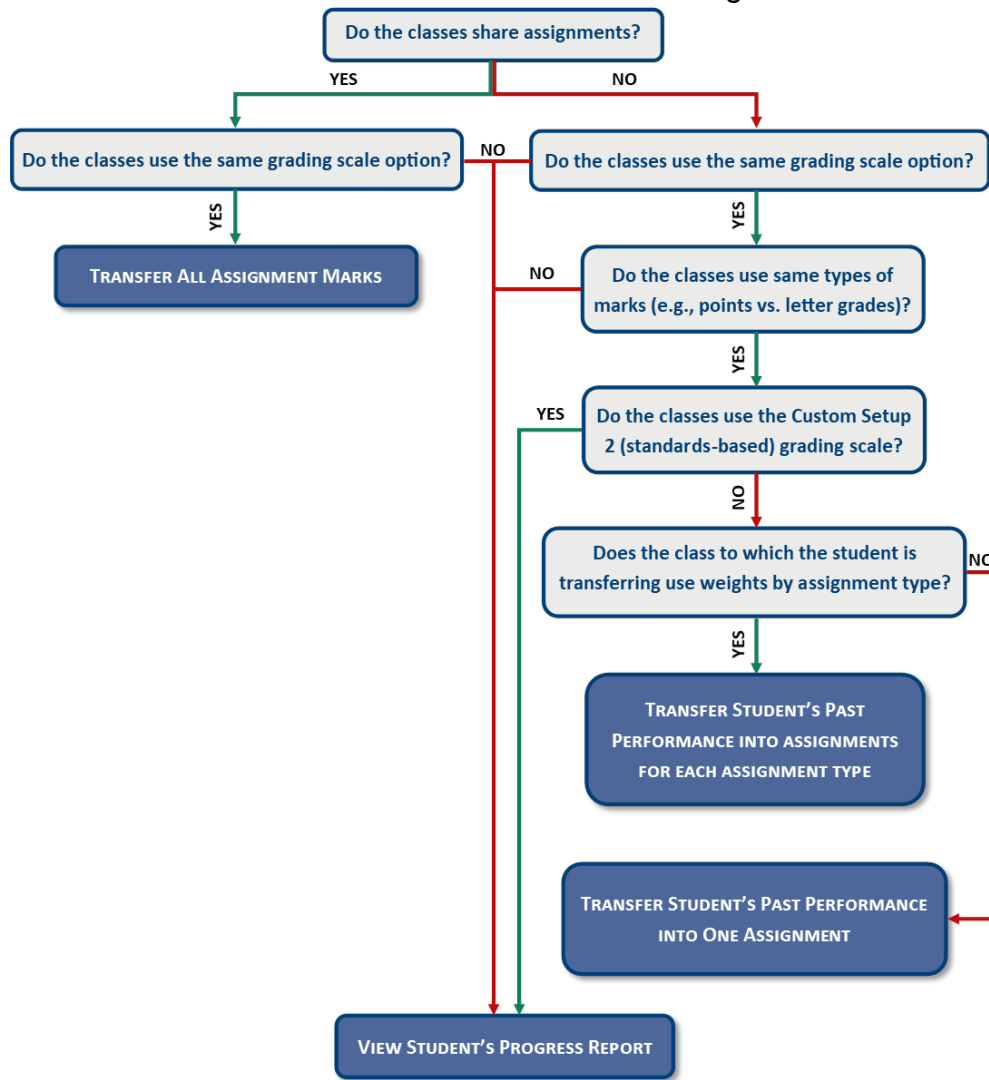
Note: If you add a student to an assignment on this screen, **Undo All Changes (#)** reverses all changes made after the addition of the student. However, it does not remove the newly added student.

Transferring a Student's Marks from Class to Class

GradeBook provides several options for transferring a student's marks from the original class to the new class. The actual transfer of a student from one class or section to the other must be completed before transferring the student's marks in GradeBook. The GradeBook administrator performs the transfer in StudentInformation, and GradeBook reflects the changes immediately.

GradeBook automatically analyzes the GradeBook setup for both classes and recommends the appropriate method of transferring the student's marks. The [“GradeBook’s Recommendations for Transferring Student Marks”](#) flowchart depicts the logic GradeBook follows when providing a recommendation.

GradeBook’s Recommendations for Transferring Student Marks



Based on the previous analysis, GradeBook recommends one of the following options:

- **Transfer All Assignment Marks** – Each individual assignment mark is transferred to the new class; you have the opportunity to verify each assignment that should be transferred before the action is completed
- **Transfer Student's Past Performance into One Assignment** – The total of all the assignments is transferred into a single assignment in the new class; you have the opportunity to edit the new assignment before it is created
- **Transfer Student's Past Performance into Assignments for each Assignment Type** – A separate assignment is created for each assignment type to correctly maintain weighted averages; you have the opportunity to edit each assignment before it is created
- **View Student's Progress Report** – Assignment mark types or grading scales do not match; therefore, they are not compatible to transfer marks. This option produces the Student's Progress Report in a separate window. If classes use standards-based report cards, the Student Progress Report by Assessments displays.

Transfer a Student's Marks from Class to Class

Based on the assignment setup used in the original class and the class to which the student is transferring, GradeBook recommends the appropriate method of transferring the student's marks.

1. On the **Teacher Home Page** or **Class Dashboard**, click **Transfer Student Marks**.
2. On the **Assignment Mark Transfer Tool** screen, select the new class in the **Select the class that the student has transferred TO** list.
3. Select the appropriate student in the **Select the student who has transferred** list.
4. Select the original class in the **Select the class that the student has transferred FROM** list.

Note: Classes without any assignments do not display in the drop-down list.

5. Select the appropriate grading period or date range in the **Select the period or date range of the assignments to transfer** list.

The appropriate dates display in the date range fields.

6. Click **Check Compatibility**.

GradeBook recommends the best option to use based on the assignment setup used in both classes. The recommendation displays in the **Recommendation** box on the left side of the screen. If the classes use standards-based report cards, GradeBook recommends to use the Student Progress Report.

ProgressBook | Assignment Mark Transfer Tool

GradeBook | [Notifications] [Help]

Dashboard

Use this tool to transfer a student's marks from one class to another

Select the class that the student has transferred TO: AMERICAN LITERATURE: 11

Select the student who has transferred: Hawkins, Baylee

Select the class that the student has transferred FROM: AMERICAN LITERATURE: 12
(Only classes with assignment marks are shown)

Select the period or date range of the assignments to transfer: Qtr2 10/16/2016 to 1/7/2017

Check Compatibility

7. Click the following recommended options in the options box.

- Transfer all assignment marks
 - i. Verify that the assignments to be transferred are selected in the **Transfer?** column.
 - ii. Click **Transfer the Marks**.

The message “The marks were transferred successfully!” displays if the process was completed successfully.

ProgressBook • Assignment Mark Transfer Tool

GradeBook | [Notifications] [Help]

Dashboard

Transfer the Student's Marks from One Class to Another

The class that the student has transferred TO: AMERICAN LITERATURE: 11
 The student who has transferred: Hawkins, Baylee
 The class that the student has transferred FROM: AMERICAN LITERATURE: 12
 The date range of the assignments to transfer: 10/16/2016 to 1/7/2017

Check the marks that you would like to transfer:

Date	Type	Description	AMERICAN LITERATURE: 11	AMERICAN LITERATURE: 12	Transfer?
11/25/2016	Homework	Journal #12	10/10	10/10	<input checked="" type="checkbox"/>

[Transfer the Marks](#)

The marks were transferred successfully!

- Transfer the student's past performance into assignments for each assignment type.
 It is recommended that you view the student's Progress Report and make note of the total points earned and points possible before proceeding with the recommended transfer option to let you verify that the transfer is accurate

GradeBook displays the number of points that the student earned for the assignments of one assignment type in the **Points Earned** field and the total number of points possible for the assignments being transferred in the **Points Possible** field. A separate assignment will be created for each assignment type. The **Post Marks to the Web** option is selected if that option was selected for the original assignment(s).

- i. Verify that the points earned and the points possible are correct.
- ii. If desired, modify the assignment description and/or assignment type.
- iii. Click **Create the Assignment**.

The message, “The marks were transferred successfully!” displays if the process was completed successfully.

- iv. Repeat [step i](#) through [step iii](#) to create an assignment for each assignment type.

- Transfer the student's past performance into one assignment

It is recommended that you view the student's Progress Report and make note of the total points earned and points possible before proceeding with the recommended transfer option to let you verify that the transfer is accurate.

GradeBook displays the number of points that the student earned for the assignments in the **Points Earned** field and the total number of points possible for the assignments being transferred in the **Points Possible** field. The **Post Marks to the Web** option is selected if that option was selected for the original assignment(s).

- i. Verify that the points earned and points possible are correct.
- ii. Modify the assignment description and/or assignment type, if desired.

iii. Click **Create the Assignment**.

The message “The marks were transferred successfully!” displays if the process was completed successfully.

GradeBook creates the assignment and automatically excludes all of the other students in the new class from the transfer assignment.

The screenshot shows the 'Assignment Mark Transfer Tool' interface. At the top, it says 'Transfer the Student's Performance into One Assignment'. Below this, it displays the transfer details: 'The class that the student has transferred TO: AMERICAN LITERATURE: 11', 'The student who has transferred: Hawkins, Baylee', 'The class that the student has transferred FROM: AMERICAN LITERATURE: 12', and 'The date range of the assignments to transfer: 10/16/2016 to 1/7/2017'. In the 'Assignment Description' section, it shows 'Transfer progress for Baylee Hawkins', 'Assignment Type: Homework', 'Assignment Date: 11/25/2016', 'Points Earned: 178', 'Points Possible: 200', and 'Post Mark to the Web: [checked]'. A blue button labeled 'Create the Assignment' is visible. At the bottom, a red-bordered box contains the message 'The marks were transferred successfully!'.

- View the student's Progress Report

The progress report displays.

i. Make note of the student's progress or print the report for reference.

The screenshot shows the 'Assignment Mark Transfer Tool' interface. It displays the transfer details: 'Select the class that the student has transferred TO: AMERICAN LITERATURE: 11', 'Select the student who has transferred: Gardner, Tionna', 'Select the class that the student has transferred FROM: AMERICAN HISTORY: 13 (Simmons, Carl)', and 'Select the period or date range of the assignments to transfer: Qtr2, 10/16/2016 to 1/7/2017'. A blue button labeled 'Check Compatibility' is visible. Below this, the 'Recommendation' section states: 'The two classes do not share assignments. The classes are not compatible for transferring marks. You can run a Student Progress Report to see the student's past performance.' The 'Options' section contains a link: 'View the student's progress report'. A line from this link points to a separate window showing the 'Progress Report by Assessments' for 'Lake View Primary School'.

Progress Report by Assessments
 Student: Day, James
 HIR: Hinds, Ginn
 Hinds, Ginn
Science
2ND QUARTER
 Understands skill/concepts introduced
 11/11/11 Leaf Project
 Points: 38/40
 Average: 95.00 (C)
 38/40

ii. Close the report and return to the **Assignment Mark Transfer Tool** screen.

iii. Click **Dashboard**.

iv. Select **Add an Assignment** and manually create an assignment that will appropriately transfer the student's average to the new class.

Once the assignments have been transferred, they display on the **Class Dashboard** of the class to which the student was transferred.

8. The teacher of the class from which the student transferred should hide that student in the class roster. See [“Group Classes Together.”](#)

Google Classroom™ Assignments and Marks

If your district has configured Google™ services integration, you can use Google Classroom Sync to import your assignments and marks from Google Classroom into ProgressBook.

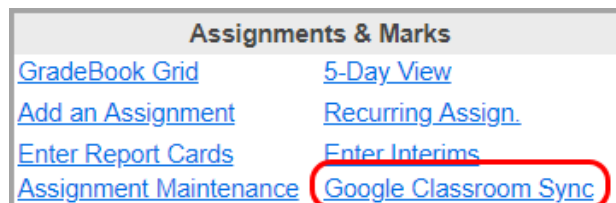
To be able to sync assignments and marks from Google Classroom, you must have students in Google Classroom that match your students in GradeBook. The system matches first by student email address and then by student name; the matching process is not case sensitive. You cannot use this feature with class groups.

The following circumstances must also be true:

- Your system manager has assigned the correct format, known as numeric textbox, to the mark types you are using. This format indicates that you can enter a number into a field as the mark for an assignment. Mark type formats that let you select an item from a drop-down list or enter a checkmark cannot be used with Google Classroom Sync.
- On the **Assignment Types** screen, you have selected a **Mark Type** (e.g., **Points**) with the previously mentioned numeric textbox format for each assignment type you want to use when importing Google Classroom marks. This screen does not indicate whether the mark types you have selected use numeric textboxes, so if you are not sure, check with a system manager. If you are using traditional (Custom Setup 1) grading, you likely have the proper setup. If you are using standards-based (Custom Setup 2) grading, you may need more assistance in setup.
- If you are using standards-based (Custom Setup 2) grading, you are importing only assignments that do not have a default/overall assessment that needs its points divided among multiple assessments. Google Classroom provides only one overall score for each assignment.

Signing in to Google Classroom from GradeBook

1. On the desired class’s **Class Dashboard**, below **Assignments and Marks**, click **Google Classroom Sync**.



The **Sign in – Google Accounts** window opens.

Note: You must have all pop-up blockers disabled for ProgressBook so that the window can open.

- On the **Sign in – Google Accounts** window, select or enter the desired account information and log in to Google.

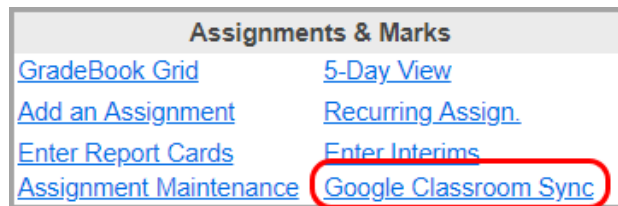
Note: The first time you log in, you may also have to confirm that you want ProgressBook to be able to access your Google information.

You are now logged in to your Google account in GradeBook and you can sync assignments and marks.

Syncing Assignments and Marks for Custom Setup 2

Note: Refer to the beginning of the “[Google Classroom™ Assignments and Marks](#)” section for more information about the necessary setup for Google Classroom Sync.

- On the **Class Dashboard** for the desired standards-based class, below **Assignments and Marks**, click **Google Classroom Sync**.



The **Google Classroom Sync** screen displays.

- In the **Assignment Types** area, select the GradeBook assignment type to which you want to categorize one or more Google Classroom assignments.

Note: If some or all of your assignment types do not display, those missing assignment types do not have a mark type format of numeric textbox, and therefore, no marks can be imported for them. See a system manager for assistance.

- In the **Assessments** area, below the desired report card, select the checkbox beside each assessment you want to associate with the imported assignment.
- In the **Google Classroom** drop-down list, select the desired class.

Assignments you have created in Google Classroom for that class display below the drop-down list.

Note: You must return the assignment to your students in Google Classroom before marks display in ProgressBook.

- Beside the assignment(s) whose marks you want to sync, select the checkbox(es).

6. Click **Next**.

One or more grids display, showing each assignment that you want to sync, then showing each student's name, the assessments included on the assignment (each has its own row), the student's existing mark (if any) for the assignment, and the new mark you are importing from Google Classroom into ProgressBook.

7. (Optional) Deselect the checkbox beside each student whose marks you do not want to import. All students are selected by default. Use the checkbox at the top of the grid to toggle between selecting and deselecting all students.

Note: Students who are not selected do not have marks imported regardless of whether the **Overwrite existing marks** toggle is enabled.

8. (Optional) Enable the **Overwrite existing marks** toggle to overwrite the GradeBook marks with Google marks for all selected students.

Note: Google marks for selected students who do not have existing marks in GradeBook are still imported when the toggle is disabled.

9. Review all marks for accuracy, and then click **Sync**.

Student	Assessment	GradeBook	Google	Message
<input checked="" type="checkbox"/> Carter Greeves	Compares and contrasts story elements		17	Overwrite - Student mark will be changed to '17'
	Reads grade-level text accurately and fluently to support comprehension		17	Overwrite - Student mark will be changed to '17'
	Applies the writing process		17	Overwrite - Student mark will be changed to '17'
	Capitalizes and punctuates in written work		17	Overwrite - Student mark will be changed to '17'
	Determines and clarifies unknown and multiple-meaning words		17	Overwrite - Student mark will be changed to '17'
<input checked="" type="checkbox"/> Leslie Hanson	Compares and contrasts story elements		13	Overwrite - Student mark will be changed to '13'
	Reads grade-level text accurately and fluently to support comprehension		13	Overwrite - Student mark will be changed to '13'
	Applies the writing process		13	Overwrite - Student mark will be changed to '13'

Note: The same mark is imported for all report card assessments. You cannot divide the overall mark among the assessments.

Sync Complete! and one or more grids of imported marks display.

The screenshot shows the ProgressBook interface for Google Classroom Sync. The left sidebar contains 'Language Arts 4: 1' with 'Assignment Types' (Classwork, Homework, Quiz, Test) and 'Assessments' (4th Grade Report Card). The main area displays 'Sync Complete!' with a '< Sync New' button. Below is a table for 'Story Quiz' with columns for Name, Assessment, and Mark.

Name	Assessment	Mark
Carter Greeves	Compares and contrasts story elements	→ 17
	Reads grade-level text accurately and fluently to support comprehension	→ 17
	Applies the writing process	→ 17
	Capitalizes and punctuates in written work	→ 17
Leslie Hanson	Determines and clarifies unknown and multiple-meaning words	→ 17
	Compares and contrasts story elements	→ 13
	Reads grade-level text accurately and fluently to support comprehension	→ 13
	Applies the writing process	→ 13
	Capitalizes and punctuates in written work	→ 13

10. (Optional) Click **Sync New** to import more marks for other assignments.

11. (Optional) Above the grid, click the assignment name link to view the **Assignment Marks** screen for the GradeBook assignment created for the Google Classroom classwork.

Grades

Interim and Report Card Grades

The Interim/Report Card forms sent to students' parents are custom designed by the GradeBook system manager, but teachers enter the grades that display on these forms. You can enter grades by student, class, or class group. If your report card has a large number of assessments, you may want to select students individually to enter grades.

In some districts and schools, you may also receive or choose to receive notifications when your report card entry window is open.

Refer to the following topics:

- [“Enter Interim/Report Card Grades by Student”](#)
- [“Enter Interim/Report Card Grades by Class”](#)
- [“Receiving Report Card Entry Date Notifications”](#)

Enter Interim/Report Card Grades by Student

On the Interim/Report Card forms, you can use the ENTER or TAB keys to move from field to field.


1. On the **Teacher Home Page** or the **Class Dashboard**, click **Enter Interims** or **Enter Report Cards**.
2. On the **Interim Entry** screen or **Report Card Entry** screen, in the **Class** list, select the desired class or class group.

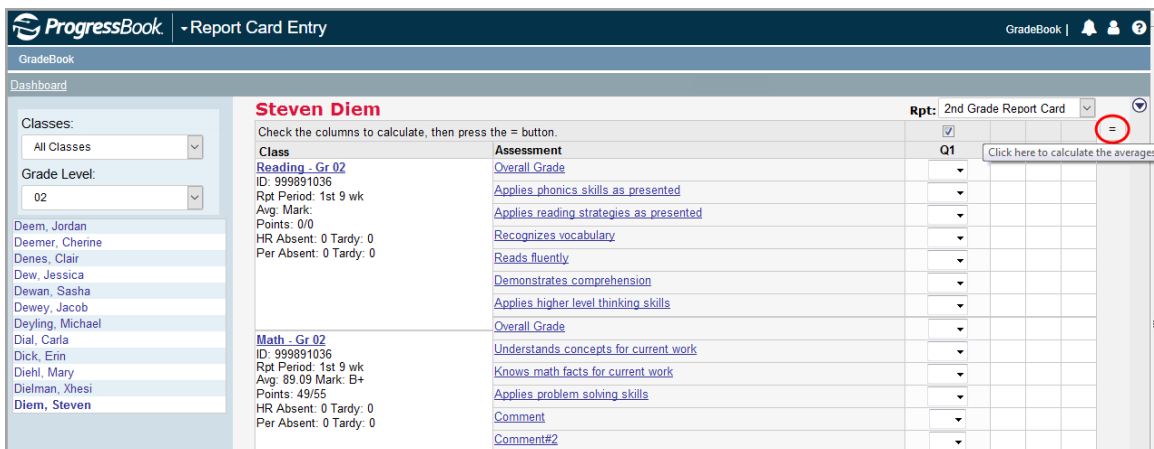
Note: Select **All Classes** to enter grades by student and to include all subjects for which you have that student at the same time.

3. (Optional) In the second drop-down list below **Classes**, select a grade level by which to filter students.
4. In the **Rpt** list, select the desired interim/report card. More than one interim/report card may display in the list.
5. Click the appropriate student in the list of students on the left side of the screen.

Note: Click a student's name to open the **Student Progress** window, which displays assignments grouped by assessment type; individual assignment weights; marks; missing, late, or excluded assignments, if any; and comments.

6. Select the checkbox above the current quarter.

- Click  to automatically calculate and populate the grade using the marks previously entered in the grade book.




The screenshot shows the ProgressBook GradeBook interface. On the left is a sidebar with a 'Classes' dropdown set to 'All Classes' and a 'Grade Level' dropdown set to '02'. Below these is a list of students: Deem, Jordan; Deemer, Cherine; Denes, Clair; Dew, Jessica; Dewan, Sasha; Dewey, Jacob; Deyling, Michael; Dial, Carla; Dick, Erin; Diehl, Mary; Dielman, Xhesi; and Diem, Steven. The main area displays details for 'Steven Diem', including his ID (999891036), Rpt Period (1st 9 wk), Avg. Mark, Points (0/0), HR Absent (0 Tardy: 0), and Per Absent (0 Tardy: 0). Below this are two assessment sections: 'Reading - Gr 02' and 'Math - Gr 02'. Each section lists various skills and their corresponding scores. The right-hand column is titled 'Rpt: 2nd Grade Report Card' and contains a table for entering grades. A red circle highlights the '=' button in the top right corner of this section, with a tooltip that says 'Click here to calculate the averages.'

Note: For standards-based interims/report cards, GradeBook automatically populates the grade for each assessment. If an assessment grade remains blank, no assignments were mapped to that assessment during the grading period.


- To override the automatically calculated interim/report card grade, select the grade and change it.
- If you have to manually enter marks for assessments for each student, click the assessment name to view a list of valid codes and respective descriptions.
- Close the **Valid Marks** window.

Note: You can enter an unlimited number of different mark types for a student's interim/report card; however, the system may perform slowly if a large number of mark types are entered.

- Select the appropriate code(s) from the list for each student.
- If  displays in the **Reporting Period** column, click it to open the **Comment** window, and perform the following:
 - Enter a free-form comment.

Note: Depending on your district's setup, you may not be able to enter more than 200 characters. In these circumstances, the window displays a field that indicates the number of characters you have left out of 200.



- Click **Update**.
The **Comment** window closes.


Note: Once you refresh the screen, you can hover your cursor over  to display the comment.

13. Click **Save Next** to save the grades for that student, and proceed to the next student, or you can click **Next** or **Previous** to change students without saving grades.

Note: If your district administrator enables threshold override for this report card, and the student's grades are below the minimum or above the maximum threshold, a warning message displays to inform you that the grades are subject to rounding and that any grades below or above the administrator defined threshold(s) will be rounded up or down to the respective threshold.

14. Continue to perform [step 5](#) through [step 13](#) for each student.

Note: You may use the  and  icons to jump to the top or bottom of the list if the class includes a large number of students.

Note: A red outline appears around the field () if the grade has not been saved.

Enter Interim/Report Card Grades by Class

On the Interim/Report Card forms, you can use the ENTER or TAB key to move from field to field.

1. On the **Teacher Home Page** or the **Class Dashboard**, click **Enter Interims** or **Enter Report Cards**.
2. On the **Interim Entry** screen or **Report Card Entry** screen, in the **Class** list, select the desired class or class group.
3. (Optional) In the **Grade Level** drop-down list, select a grade level by which to filter students.
4. Click **Show All Students** below the **Classes** area.

Note: To enter grades by student, click the appropriate student in the list.


5. In the **Rpt** list, select the correct interim or report card. More than one report card may appear in the list.

Note: Only the report card(s) associated with the students in the class or in the classes included in the class group display in the list.

Note: In class groups, teachers can enter grades only for the students associated with the selected report card.

Note: Click a student's name to open the **Student Progress** window which displays assignments grouped by assessment type; individual assignment weights; marks; missing, late or excluded assignments, if any; and comments.


6. Select the checkbox above the current quarter.

7. Click  to automatically calculate and populate the grade using the marks previously entered in the grade book.

Note: For standards-based report cards, GradeBook automatically populates the grade for each assessment. If an assessment grade remains blank, no assignments were mapped to that assessment during the grading period.

8. To override the automatically calculated interim mark, select the mark, and change it.
9. If you have to manually enter assessments for each student, click the assessment name to view a list of valid codes and their respective descriptions.
10. Close the **Valid Marks window**.


Note: You can enter an unlimited number of different mark types for a student's interim/report card; however, the system may perform slowly if a large number of mark types are entered.

11. Select the appropriate code(s) from the list for each student.
12. If  displays in the **Reporting Period** column, click it to open the **Comment** window.
 - a. Enter a free-form comment.

Note: Depending on your district's setup, you may not be able to enter more than 200 characters. In these circumstances, the window displays a field that indicates the number of characters you have left out of 200.

- b. Click **Update**.



The **Comment** window closes.

Note: Once you refresh the screen, you can hover your cursor over  to display the comment.

13. Click **Save**.

Note: If your district administrator enables threshold override for this report card, and any of the students' grades are below the minimum or above the maximum threshold, a warning message displays to inform you that the grades are subject to rounding and that any grades below or above the administrator defined threshold(s) will be rounded up or down to the respective threshold.

Note: When entering grades by class, click the name of the student to open the **Student Progress** window. Assignments display grouped by report card assessments in classes that use the Custom Setup 2 grading scale option.

Note: You may use the  and  icons to jump to the top or bottom of the list if the class includes a large number of students.

Math - Gr 02

Check the columns to calculate, then press the = button.

Student	Assessment	Q1	Q2	Q3	Q4
DiMino, Nadja ID: 999834286 Rpt Period: 2nd 9 wk Avg: 89.39 Mark: B+ Points: 219/245 HR Absent: 0 Tardy: 0 Per Absent: 0 Tardy: 0	Overall Grade Understands concepts for current work Knows math facts for current work Applies problem solving skills Comment Comment#2		B+ S+ S+ S+ ▼ ▼		
Dipolis Taylor ID: 999001214 Rpt Period: 2nd 9 wk Avg: 91.43 Mark: A- Points: 224/245 HR Absent: 0 Tardy: 0 Per Absent: 0 Tardy: 0	Overall Grade Understands concepts for current work Knows math facts for current work Applies problem solving skills Comment Comment#2		A- O O O ▼ ▼		
Divish Keiara ID: 999044929 Rpt Period: 2nd 9 wk Avg: 92.65 Mark: A Points: 227/245 HR Absent: 0 Tardy: 0 Per Absent: 0 Tardy: 0	Overall Grade Understands concepts for current work Knows math facts for current work Applies problem solving skills Comment Comment#2		A O O O ▼ ▼		

Note: A red outline displays around the field () if the grade has not been saved.

Receiving Report Card Entry Date Notifications

If your school or district requires or lets you sign up for in-app notifications, you may be able to receive notifications when the report card entry window is open. These notifications are set up by an administrator. If it is not disabled by your school or district, or if it is not already required by your school or district, you can opt in to receive these notifications.

- On any GradeBook screen, click , then click **Subscriptions**.
- On the **Subscriptions** screen in StudentInformation, in the row of **Report Card Entry Date** in the grid, click **Subscribe**.
- (Optional) Select the **Email** checkbox to receive email notifications in addition to in-app notifications.
- (Optional) In the **Config** column, click to view the approximate dates on which you will receive a notification regarding the report card entry date window.

Subscriptions

	Email	Config	Name	Description	Memberships
Unsubscribe	<input type="checkbox"/>		Report Card Entry Date	Sent when the report card entry date is opened.	

*Delivered notifications will be available for 30 days.

Once you receive a notification, displays as . Click this icon to view the notification. See the *ProgressBook Teacher Notifications Guide* for more information.

Seating Chart

You can create a visual reference of a classroom's physical arrangement in a seating chart that includes information about each student. Once you have created it, you can perform any of the following tasks on a seating chart:

- Customize (see [“Customize a Seating Chart”](#))
- Copy (see [“Copy Seating Chart”](#))
- Enter daily attendance (see [“Enter Daily Attendance on the Seating Chart”](#))
- Enter period attendance (see [“Enter Period Attendance on Seating Chart”](#))
- Print (see [“Print a Seating Chart”](#))
- Delete (see [“Delete a Seating Chart”](#))

Refer to the following topics:

- [“Create a Seating Chart”](#)
- [“Customize a Seating Chart”](#)

Create a Seating Chart

To view a video of the following procedure, navigate to the following link:

<https://www.youtube.com/watch?v=tlc6sVkp3O0>

You can create a visual reference of a classroom's physical arrangement in a seating chart that includes customized information about each student. GradeBook provides many options for adjusting the color and size of desks, displaying students' pictures on desks, taking or displaying attendance, and displaying comments.

1. On the **Teacher Home Page** or **Class Dashboard**, click **Seating Chart**.
2. On the **Seating Chart Main Settings** screen, in the **Enter a name for the seating chart** field, enter a name.
3. In the **Select the Class, Class Group, or Homeroom** field, select the desired class or group.
4. You may perform any of the following optional steps when creating a seating chart:
 - In the **Enter comments for printing** field, enter a comment that displays on the printed seating chart.
 - To display additional information for each student, select any of the following options:
 - **Show Comments** – Displays any individual student comments (from the **Enter comments to display on the desk** field that displays on the **Edit or Add a Student** window when you choose to edit an individual student's desk) on the student desk.
 - **Show HR Attendance** – Displays the daily attendance code on the student desk.
 - **Show Student Pictures** – Displays a picture of the student on the desk, if available.

Seating Chart

- To change the size of the desk, click the bottom-right corner of the white square, and then drag the cursor until the desk is the desired size.
- To change the color of the desk, click the **Desk color** drop-down, click the color you want using the gradients, and then click **choose**.
- To change the color of the text on the desk, select **Black** or **White** in the **Choose a color for desk text**.
- For **Set attendance options**, select one or both of the following options:
 - **Allow homeroom attendance to be taken with this chart**
 - **Allow period attendance to be taken with this chart**
- GradeBook automatically generates the number of rows in the seating chart based on the number of students on the class roster. To set the number of desks to display in horizontal rows or vertical rows, on the **Seating Chart Desk Arrangement** screen, enter a number in the **Enter the number of desks across** field **OR** the **Enter the number of desks down** field. The desk arrangement is determined by the number of desks per row across or down but not both.

5. Click **Save Next**.

The screenshot shows the 'Main Settings' section of the Seating Chart tool. It contains seven numbered steps for configuration:

1. Enter a name for the seating chart: Math B
2. Enter comments for printing: (empty text area)
3. Select the Class, Class Group, or Homeroom: MATHEMATICS 5: 10
4. Choose the information to display for each student: ☒ Show Comments, ☒ Show HR Attendance, ☒ Show Student Pictures
5. Set the student desk size and color: Includes a visual guide for desk size and a 'Desk color' dropdown menu.
6. Choose a color for desk text: ☒ Black ☐ White
7. Set attendance options: ☐ Allow homeroom attendance to be taken with this chart, ☐ Allow period attendance to be taken with this chart (Period attendance is not available for homerooms.)

A 'Save Next' button is highlighted at the bottom.

6. In the **Choose the order for assigning the seats** drop-down list, select the appropriate order of desks.

7. Click **Arrange Desks**.

The screenshot shows the 'Desk Arrangement' section of the Seating Chart tool. It contains two numbered steps for desk configuration:

1. Enter the number of desks across: 4 OR Enter the number of desks down: (empty text area)
2. Choose the order for assigning seats: Roster Order Horizontal Fill













An 'Arrange Desks' button is highlighted at the bottom.

The desks display on the **Seating Chart** screen.

Customize a Seating Chart

Once you have created a seating chart, you can customize it by using the buttons on the toolbar displayed on the **Seating Chart** screen. To see a description of the icon, hover your cursor over it. [“Seating Chart Icons and Descriptions”](#) displays the icons with their definitions.

Seating Chart Icons and Descriptions


Icon	Description	Icon	Description
	Create a new seating chart		Add students to the seating chart
	Edit the seating chart setup		Add empty desks to the seating chart
	Display the seating chart		Add labels to the seating chart
	Auto arrange the desks		Take daily attendance
	Manually arrange the desks		Take period attendance
	Edit or add comments, and edit or delete items on the seating chart		Print the seating chart

Refer to the following topics:

- [“Add a Label to a Seating Chart”](#)
- [“Arrange Desks Manually on a Seating Chart”](#)
- [“Edit a Student's Desk on a Seating Chart”](#)
- [“Add a Student to the Seating Chart”](#)
- [“Add a Desk to a Seating Chart”](#)
- [“Delete a Student from the Seating Chart”](#)

Add a Label to a Seating Chart

You may add a label to a seating chart to provide additional information such as an emergency exit location. This can be especially helpful to substitute teachers who may not be familiar with the school building.

1. On the **Class Dashboard**, click **Seating Chart**.
2. On the **Seating Chart** screen, click  on the toolbar.
3. On the **Edit or Add a Label** screen, enter the label in the **Enter the text for your label** field.
4. In the **Set up the font style Size** drop-down list, select the desired font size.

5. (Optional) Select the **Bold?** option to make your text bold.
6. Click **Save**.

Edit or Add a Label

1	Enter the text for your label:	<input style="width: 90%;" type="text" value="Math B"/>
2	Setup the font style:	<div>Size: <input style="width: 40px;" type="text" value="12pt"/></div> <div>Bold? <input checked="" type="checkbox"/></div>

7. On the **Seating Chart** screen, move the label to the desired position on the seating chart.
8. Click **Save**.
9. Click **Exit**.

ProgressBook | - Seating Chart

GradeBook
Dashboard

Brenda Shaw

Fairfax Smith

Ida Warren

Stephanie Morales

Gwendolen Ramos

Julius Rice

Onenn Robertson

Marshall Gordon

Carlo Holmes

Lamar Hunt

Daimon Kennedy

Theola Black

Paris Burns

Wylie Daniels

Addison Dixon

Math B

First click **SAVE**,
and then click **EXIT**.

Arrange Desks Manually on a Seating Chart

GradeBook arranges the desks automatically on a seating chart when it is created. However, you may choose to rearrange the desks manually.

1. On the **Class Dashboard**, click **Seating Chart**.
2. On the **Seating Chart** screen, click on the toolbar.
3. Click a desk and drag it to the desired position on the seating chart.
4. Click **Save**.


5. Click **Exit**.

Before

After

Math B

Edit a Student's Desk on a Seating Chart

1. On the **Class Dashboard**, click **Seating Chart**.
2. On the **Seating Chart** screen, click  on the toolbar.
3. Click **Edit** on the student's desk you want to edit.
4. On the **Edit or Add a Student** window, you may change the following desk settings as desired:
 - Add comments, such as a nickname

- Use the **Desk color** drop-down to change the color of the desk
 - Change the size of the desk
 - Change the color of the text on the desk
5. Click **Save**.

Edit or Add a Student

1 Select the Student: Ida Warren

2 Enter comments to display on the desk: Allergic to peanuts

3 Set the desk size and color:
To change the desk size, click the bottom-right corner of the desk and drag the cursor until the desk is the desired size.

Desk color: [Red] ▼

Use the default desk size: ☒
Use the default desk color: ☐


4 Choose the text color: ☒ Black ☐ White

Remove Student From Chart Save

cancel choose

Add a Student to the Seating Chart

Make sure the student you want to add to the seating chart is on your class roster first.

1. On the **Class Dashboard**, click **Seating Chart**.
2. On **Seating Chart** screen, click  on the toolbar.
3. On the **Edit or Add a Student** screen, in the **Select the Student** field, select the student.
4. Click **Save**.

- On the **Seating Chart** screen, move the desk to the desired position on the seating chart.


The image shows two overlapping windows from the ProgressBook software. The top window, titled 'Edit or Add a Student', contains a form with four numbered steps: 1. Select the Student (Rice, Julius), 2. Enter comments to display on the desk, 3. Set the desk size and color (with a color picker and checkboxes for default size and color), and 4. Choose the text color (Black or White). A red circle highlights the 'Save' button at the bottom of this window. The bottom window, titled 'ProgressBook - Seating Chart', shows a grid of student desks. A red arrow points from the 'Save' button in the top window to a specific desk in the grid. The desk in the grid is labeled 'Julius Rice' and has a red box around it. A red note above the desk says 'Allergic to peanuts'. The grid is labeled 'Math B' at the bottom.

Click **SAVE**, and then position the desk in the correct location.

- Click **Save**.
- Click **Exit**.

Add a Desk to a Seating Chart

You may add a desk to the seating chart that represents empty student desks, the teacher's desk, or a project work table.

- On the **Class Dashboard**, click **Seating Chart**.
- On the **Seating Chart** screen, click  on the toolbar.
- On the **Edit or Add a Desk** window, in the **Enter the text to display on the desk** field, enter the name of the new desk.
- (Optional) Change the color of the desk.
- (Optional) Select **Black** or **White** as the **Choose the text color** option.
- (Optional) Select the desired font size in the **Set up the font style Size** list.

Seating Chart

- (Optional) Select the **Bold?** option to make your text bold.
- Click **Save**.
- On the **Seating Chart** screen, move the new desk to the desired position on the seating chart.

Edit or Add a Desk

1 Enter the text to display on the desk: Teacher Desk

2 Set the desk size and color:
To change the desk size, click the bottom-right corner of the desk and drag the cursor until the desk is the desired size.
Desk color: [purple] [color picker]
Use the default desk size: ☒
Use the default desk color: ☐

3 Choose the text color: ☒ Black ☐ White

4 Setup the font style: Size: 12pt
Bold? ☒

Save

Click **SAVE**, and then position the desk on the seating chart.

ProgressBook - Seating Chart

GradeBook

Dashboard Save Exit


Math B

Teacher Desk

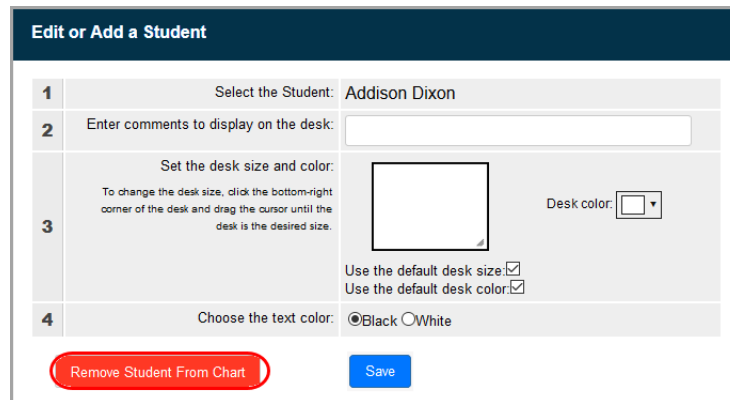
- Click **Save**, and then **Exit**.

Delete a Student from the Seating Chart

You can delete a student from the seating chart, but this does not remove or hide the student from the class roster. However, a desk does not display on the seating chart for a student who has been hidden in the class roster.

- On the **Class Dashboard**, click **Seating Chart**.
- On the **Seating Chart** screen, click  on the toolbar.
- Click **Edit** on the desk of the student you want to delete.



- On the **Edit or Add a Student** window, click **Remove Student from Chart**.

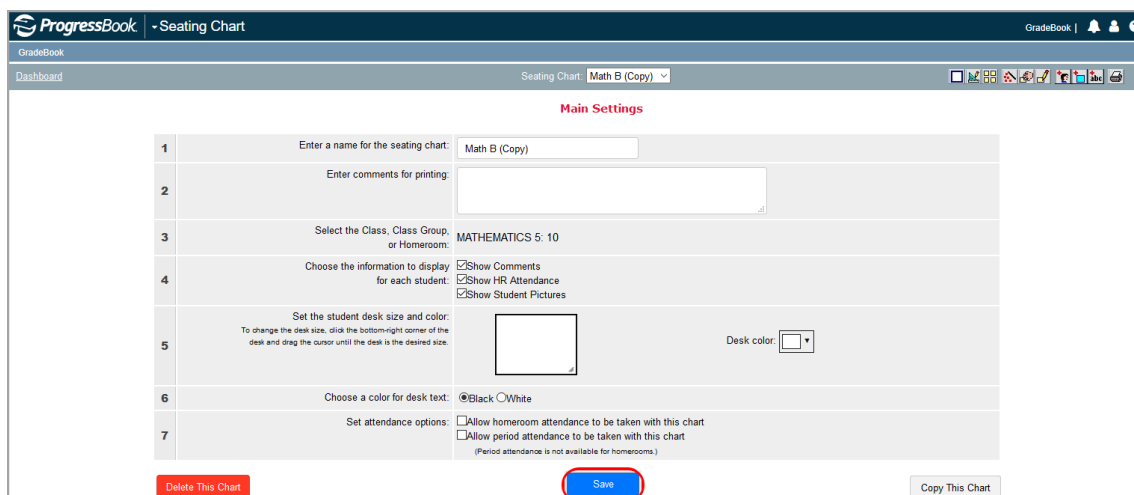


The **Edit or Add a Student** window closes and the desk is removed from the seating chart on the **Seating Chart** screen.

Copy Seating Chart


You can copy an existing seating chart from another class and change the necessary settings instead of creating an entirely new one.

- On the **Class Dashboard**, click **Seating Chart**.
- On the **Seating Chart** (Main Settings) screen, click  on the toolbar.
- Click **Copy This Chart**.
- Click  again.
- In the **Enter a name for the seating chart** field, change the name of the seating chart.
- Change any of the other settings as desired.
- Click **Save**.



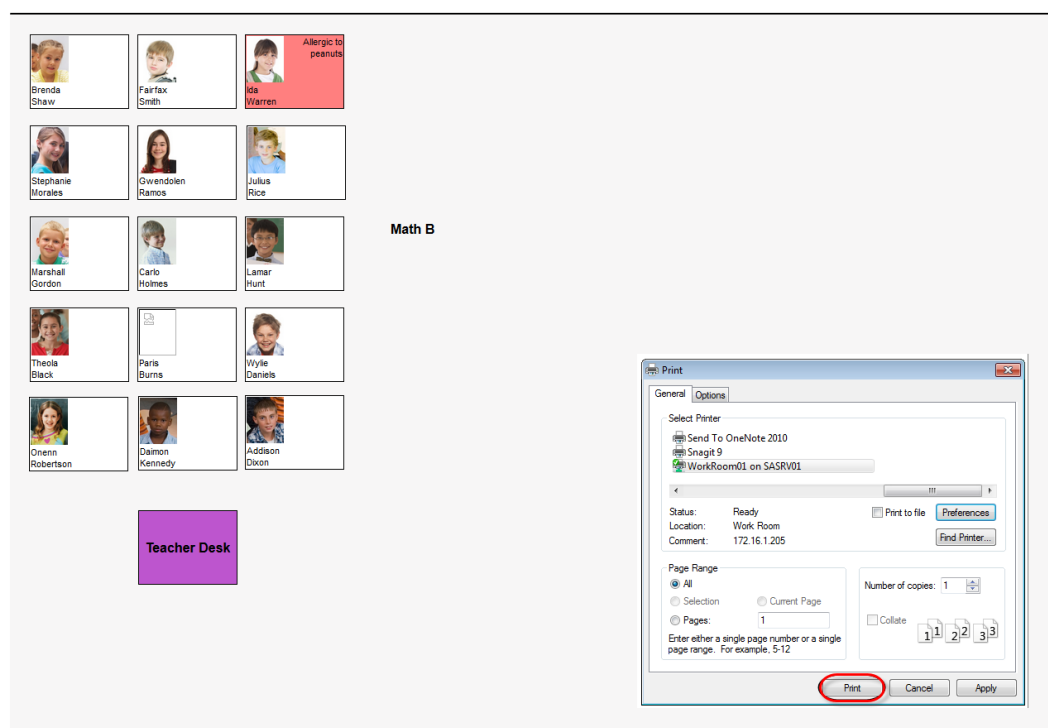
Print a Seating Chart

Use this option to print the seating chart without the GradeBook banner. If you entered comments while you were creating the seating chart, they display on the chart when you print it.

1. On the **Seating Chart** screen, click  on the toolbar.
2. On the browser message window, click **OK**.
A printable version of the seating chart displays in the browser.
3. Select **File > Print**.
4. On the **Print** window, click **Preferences**.
5. Select the desired page orientation and paper size for your seating chart.
6. Print the seating chart.
7. Click the seating chart title at the top of the screen to return to the **Seating Chart** screen.

**Math B
Seating Chart**

Click here to return to the
SEATING CHART screen.




Math B

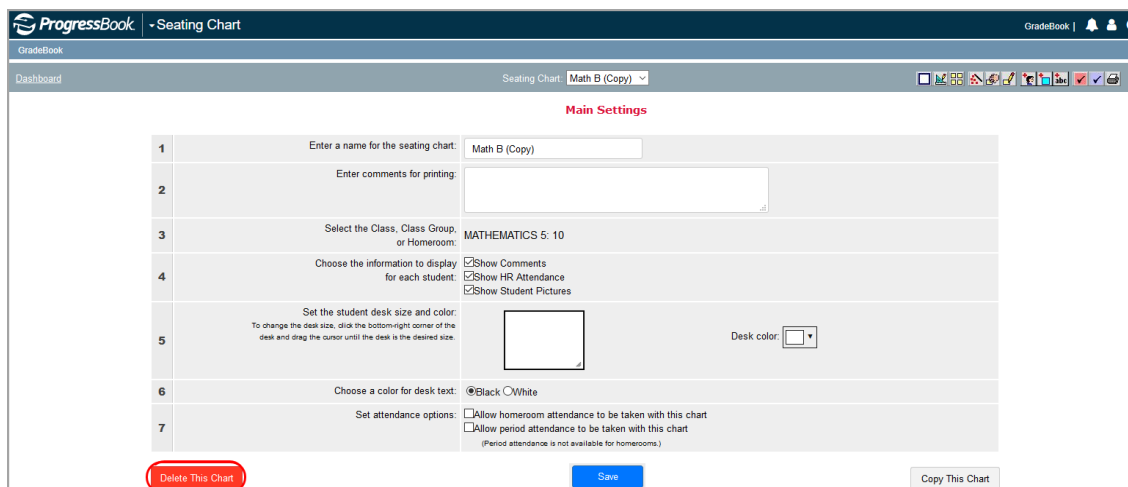
Teacher Desk

Print dialog box details:

- General tab selected
- Select Printer: Send To OneNote 2010, Snagit 9, WorkRoom01 on SASRV01
- Status: Ready
- Location: Work Room
- Comment: 172.16.1.205
- Page Range: All (selected), Selection, Current Page, Pages: 1
- Number of copies: 1
- Collate: ☐ Collate
- Buttons: Print (circled in red), Cancel, Apply

Delete a Seating Chart

1. On the **Class Dashboard**, click **Seating Chart**.
2. On the **Seating Chart** (Main Settings) screen, click  on the toolbar.
3. In the **Seating Chart** list, select the seating chart you want to delete.
4. Click **Delete This Chart**.




ProgressBook - Seating Chart

GradeBook | Dashboard

Seating Chart: Math B (Copy)

Main Settings

1	Enter a name for the seating chart:	Math B (Copy)
2	Enter comments for printing:	
3	Select the Class, Class Group, or Homeroom:	MATHEMATICS 5: 10
4	Choose the information to display for each student:	<input checked="" type="checkbox"/> Show Comments <input checked="" type="checkbox"/> Show HR Attendance <input checked="" type="checkbox"/> Show Student Pictures
5	Set the student desk size and color: <small>To change the desk size, click the bottom-right corner of the desk and drag the cursor until the desk is the desired size.</small>	 Desk color: <input type="text"/>
6	Choose a color for desk text:	<input checked="" type="radio"/> Black <input type="radio"/> White
7	Set attendance options:	<input type="checkbox"/> Allow homeroom attendance to be taken with this chart <input type="checkbox"/> Allow period attendance to be taken with this chart <small>(Period attendance is not available for homerooms.)</small>

The seating chart is deleted, and the **Seating Chart** screen displays.

New Seating Chart


You can create seating charts for your classes in GradeBook. This chapter refers to the new seating chart you access from the **Try New Seating Chart** link. Refer to the following topics:

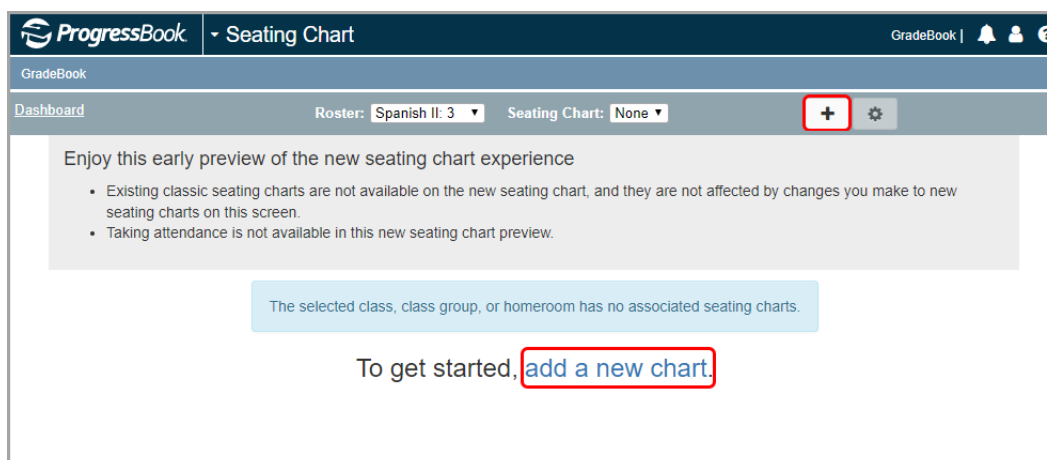
- [“Creating a Seating Chart”](#)
 - [“Adding Desks to a Seating Chart”](#)
 - [“Deleting Desks from a Seating Chart”](#)
- [“Editing a Seating Chart”](#)
 - [“Adding Labels to a Seating Chart”](#)
 - [“Moving Desks and Labels on a Seating Chart”](#)
 - [“Deleting Labels on a Seating Chart”](#)
- [“Editing Seating Chart Preferences”](#)
- [“Entering Attendance on a Seating Chart”](#)
 - [“Entering Daily Attendance”](#)
 - [“Entering Period Attendance”](#)
- [“Printing a Seating Chart”](#)
- [“Deleting a Seating Chart”](#)

Creating a Seating Chart

You can create a seating chart that includes customized information about each student. GradeBook provides many options for adjusting the color and size of desks, displaying students’ pictures on desks, and displaying comments. You can create multiple seating charts for each roster.

1. On the **Teacher Home Page** or **Class Dashboard**, below **Class Administration** or **Classroom Administration**, respectively, click **Try New Seating Chart**.
The **Seating Chart** screen displays.
2. (Conditional) If you accessed the seating chart from the **Teacher Home Page**, in the **Roster** drop-down list, select the class, class group, or homeroom for which you want to create a seating chart.

3. If you have not created a seating chart for this roster, click  or **add a new chart**.



The **Create a Seating Chart** screen displays.

4. In the **Name** field, enter the name for the seating chart.
5. (Optional) In the **Print Comment** field, enter any comments you want to display on the printed seating chart.
6. In the **Desk Size & Color** area, complete any combination of the following tasks:
 - In the **Desk Color** drop-down list, select a color for the desk.
 - In the **Font Color** drop-down list, select a color for the student's name and other text on the desk.
 - Select the **Show Desk Comments** checkbox to display individual student comments on each desk by default.
 - Select the **Show Student Picture** checkbox to display student pictures, when available, on each desk.
 - Select the **Show Daily Attendance** checkbox to display the daily attendance code for each student on each desk.
7. In the **Attendance** area, select either or both of the following checkboxes:
 - **Allow Daily Attendance** – In the **Daily Attendance** view, this option lets you select a daily attendance code from a drop-down list on each desk.
 - **Allow Period Attendance** – In the **Period Attendance** view, this option lets you select a period attendance code from a drop-down list on each desk.

8. Click **Save**.

The screenshot shows the 'Create a Seating Chart' form in the ProgressBook interface. The form is titled 'Create a Seating Chart' and is located within the 'Seating Chart' section of the ProgressBook application. The form includes a 'Name' field with the value 'Spanish 2: Second Semester', a 'Print Comment' text area, and a 'Desk Size & Color' section. The 'Desk Size & Color' section features a preview of a desk with a student icon and the text 'Student Name'. To the right of the preview are dropdown menus for 'Desk Color' (set to dark red) and 'Font Color' (set to white). Below these are three checked checkboxes: 'Show Desk Comments', 'Show Student Picture', and 'Show Daily Attendance'. At the bottom of the form are two unchecked checkboxes: 'Allow Daily Attendance' and 'Allow Period Attendance'. A 'Save' button and a 'Cancel' button are located at the bottom right of the form.

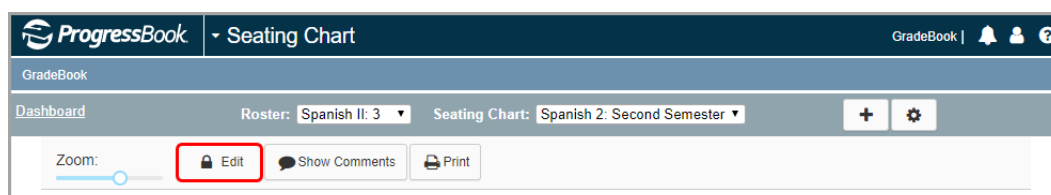
You can now add desks and labels to the seating chart as desired.

Adding Desks to a Seating Chart

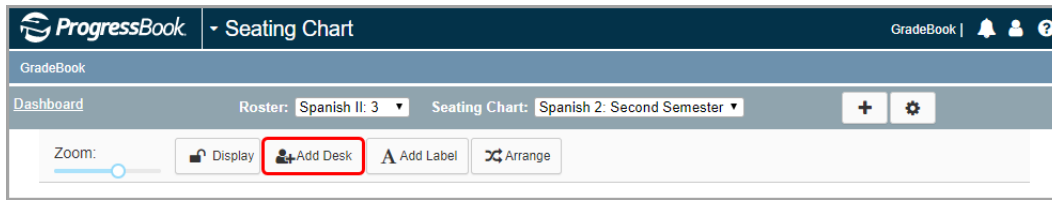
You can add individual desks manually, or you can automatically arrange desks for your entire roster.

Adding Individual Desks


1. At the top left of the seating chart, click **Edit**.

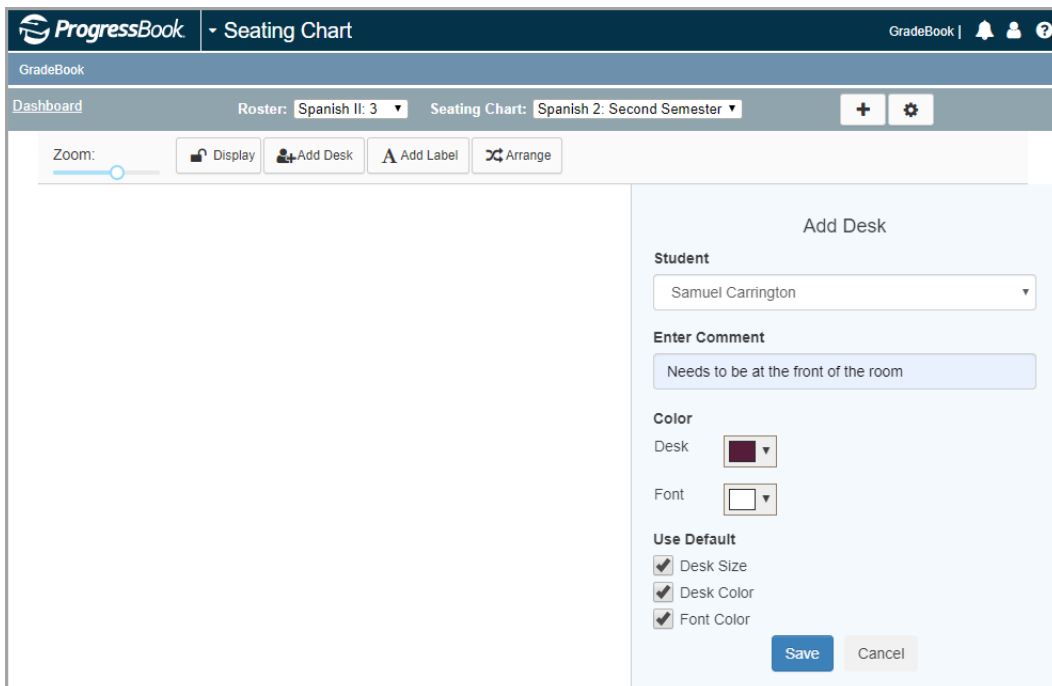


- Click **Add Desk**.

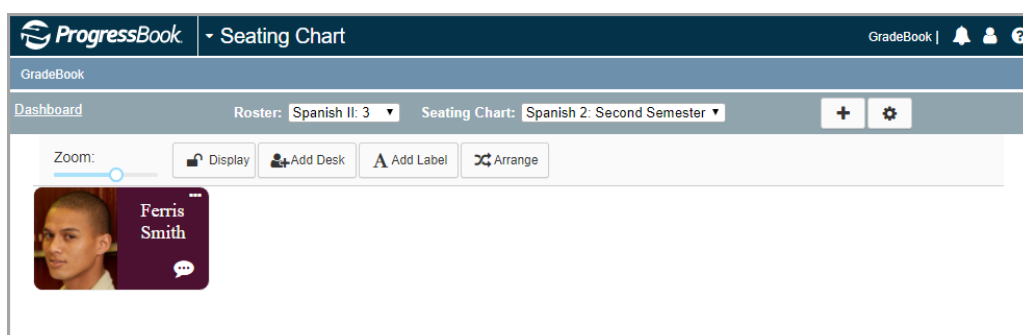


The **Add Desk** panel displays on the right side of the screen.

- In the **Select Student** drop-down list, select the student for whom you want to add a desk.
- (Optional) In the **Enter Comment** field, enter any comments you want to display on this student's desk. If you selected the **Show Desk Comments** checkbox when creating the seating chart, the comment you enter here displays when you hover your cursor over  on the desk.
- (Optional) Select a different **Desk Color** and **Font Color** for this student.
- (Optional) If you do not want this student's desk to use the default desk size, desk color, or font color, deselect the **Use Default Desk Size** checkbox, the **Use Default Desk Color** checkbox, and the **Use Default Font Color** checkbox, respectively.
- Click **Save**.



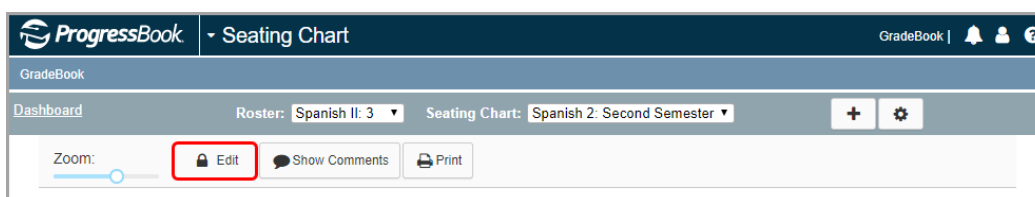
The desk displays at the top left of the seating chart automatically. You can move the desk manually as desired.



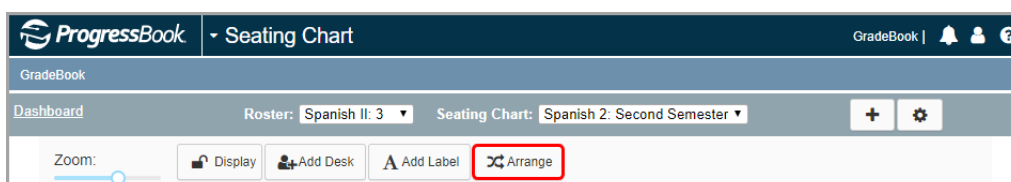
Automatically Arranging Desks

Note: If you are arranging desks immediately after creating a new seating chart, the **Desk Arrangement** panel displays automatically and you do not need to complete [step 1](#) and [step 2](#).

1. At the top left of the screen, click **Edit**.



2. Click **Arrange**.




The **Desk Arrangement** panel displays on the right side of the screen.

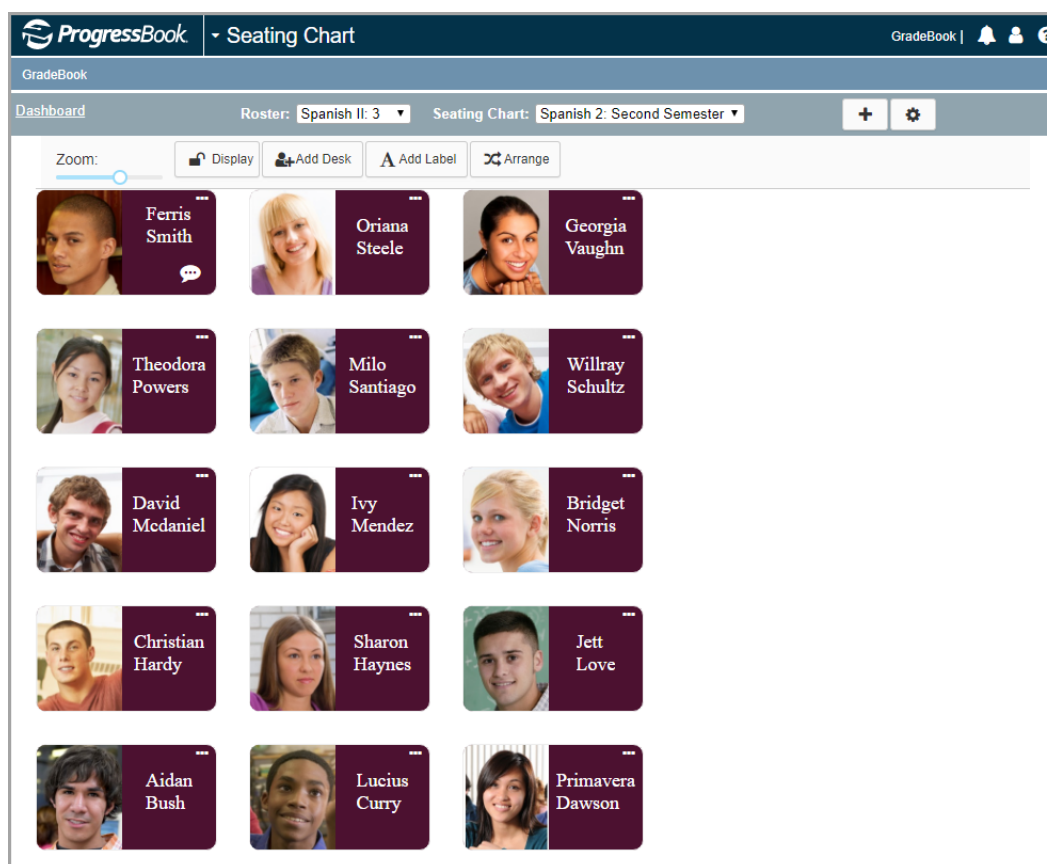
3. In the **Layout** section, select either **By column** or **By row**.
 - If you selected **By column**, in the **Enter the number of desks across** field, enter the number of desks you want to display across a row.
 - If you selected **By row**, in the **Enter the number of desks down** field, enter the number of desks you want to display down a column.
4. In the **Order** section, in the **Choose the order for assigning desks** drop-down list, select one of the following sort orders:
 - **A-Z Horizontal Fill**
 - **A-Z Vertical Fill**
 - **Z-A Horizontal Fill**
 - **Z-A Vertical Fill**

- **Roster Order Horizontal Fill** (this option respects the order you have designated for your class on the **Class Roster** screen)
 - **Roster Order Vertical Fill** (this option respects the order you have designated for your class on the **Class Roster** screen)
 - **Random**
5. In the **Add Students** section, select the **[#] student(s) found to add to this seating chart** checkbox.
 6. Click **Arrange Desks**.

The screenshot shows the ProgressBook Seating Chart interface. The top navigation bar includes the ProgressBook logo, a 'Seating Chart' dropdown, and user information. Below this, a 'Dashboard' section shows 'Roster: Spanish II: 3' and 'Seating Chart: Spanish 2: Second Semester'. A toolbar contains 'Zoom', 'Display', 'Add Desk', 'Add Label', and 'Arrange' buttons. The main area is divided into a large empty space for the seating chart and a right-hand settings panel titled 'Desk Arrangement'. This panel includes sections for 'Layout' (with radio buttons for 'By column' and 'By row'), 'Order' (with a dropdown menu set to 'A-Z Horizontal Fill'), and 'Add Students' (with a checked checkbox and the text '15 student(s) found to add to this seating chart'). At the bottom of the settings panel are 'Arrange Desks' and 'Cancel' buttons.

New Seating Chart

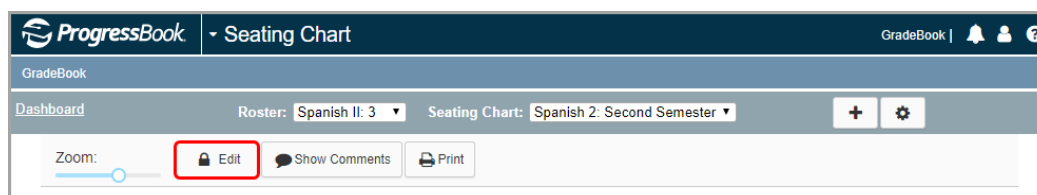
The desks display on the screen and you can make further changes as necessary. To close the **Desk Arrangement** panel, click .



Deleting Desks from a Seating Chart

You can delete a student's desk from the seating chart.

1. At the top left of the desired seating chart, click **Edit**.



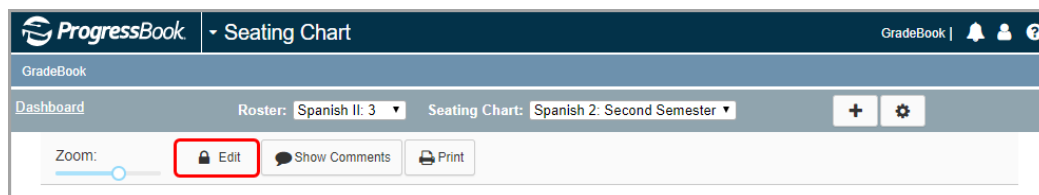
2. At the top right of the desk you want to delete, click **...**.

- On the **Edit Desk** panel that displays, click **Delete**.

The desk you chose to delete no longer displays on the seating chart.

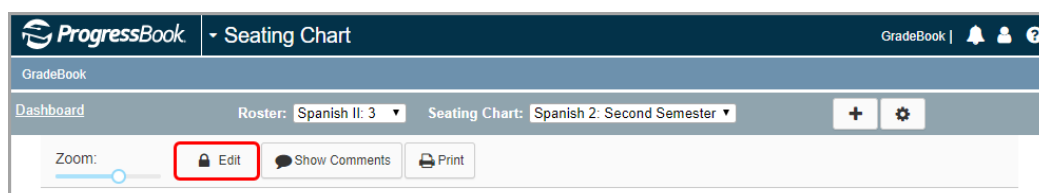
Editing a Seating Chart

- To edit an existing seating chart, on the **Teacher Home Page** or **Class Dashboard**, click **Try New Seating Chart**.
- (Conditional) If you accessed the seating chart from the **Teacher Home Page**, in the **Roster** drop-down list, select the class, class group, or homeroom for which you want to create a seating chart.
- (Conditional) If you have more than one seating chart associated with this roster, in the **Seating Chart** drop-down list, select the desired seating chart.
- To make changes to the design of the seating chart, click **Edit**.



Adding Labels to a Seating Chart

- At the top left of the desired seating chart, click **Edit**.

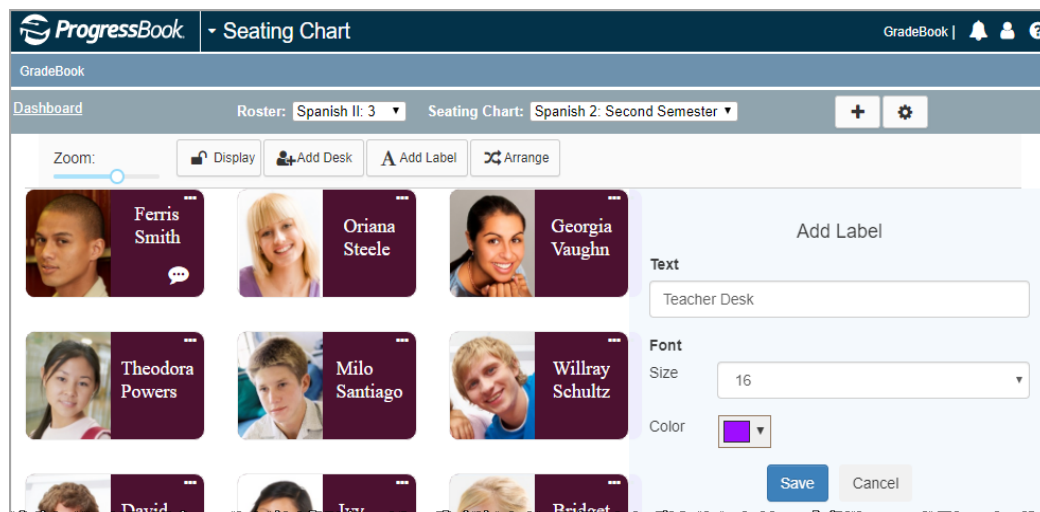


2. Click **Add Label**.



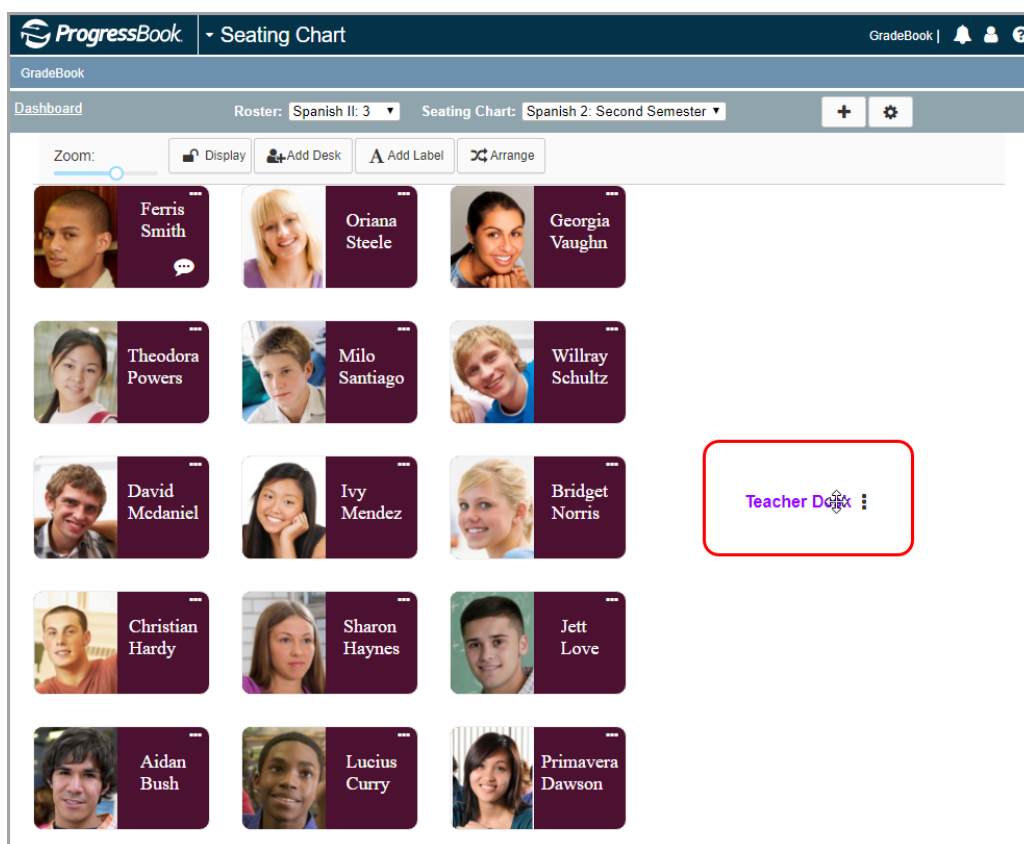
The **Add Label** panel displays on the right side of the screen.

3. In the **Enter Text** field, enter text that you want to display on the label.
4. In the **Select Font Size** drop-down list, select the desired size for the text on the label.
5. In the **Font Color** drop-down list, select the desired color for the text on the label.
6. Click **Save**.

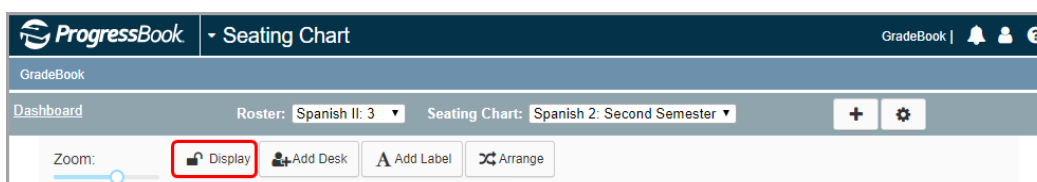


The label you added displays at the top left of the seating chart.

- Use your cursor to grab the label and drag it to the desired location on the seating chart.



- At the top left of the screen, click **Display** to lock your changes and prevent further movement of items on the screen.

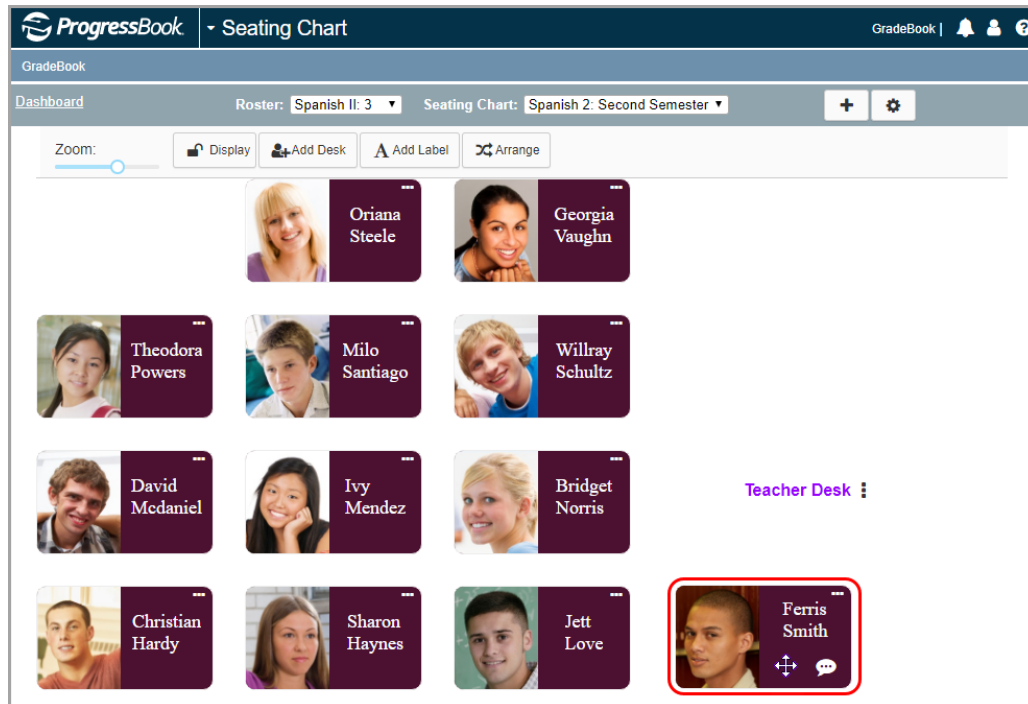


Moving Desks and Labels on a Seating Chart

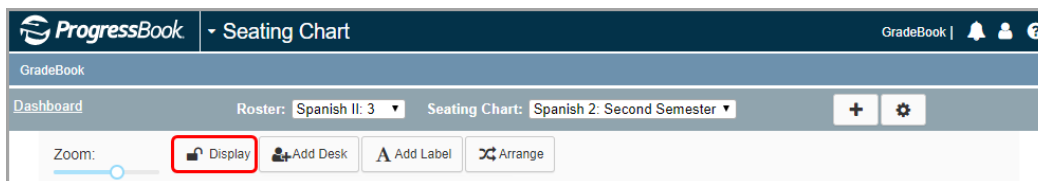
- At the top left of the desired seating chart, click **Edit**.

New Seating Chart

2. Use your cursor to grab the desk or label and drag it to the desired location on the seating chart. Repeat as necessary for each desired item.



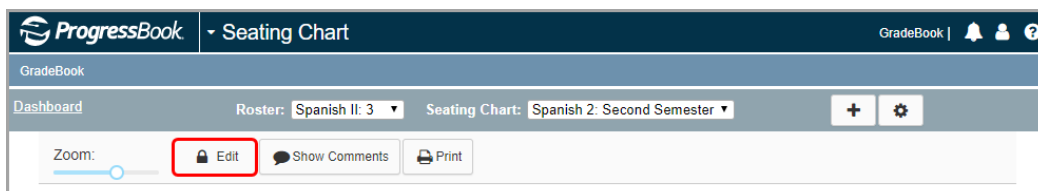
3. At the top left of the screen, click **Display** to lock your changes and prevent further movement of items on the screen.




Deleting Labels on a Seating Chart

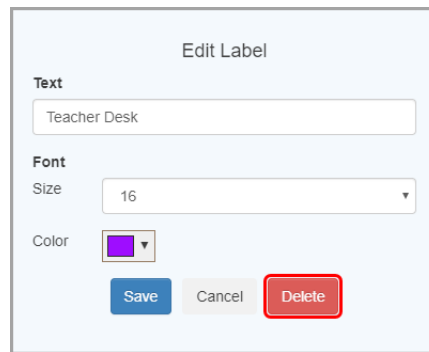
You can delete a label from the seating chart.

1. At the top left of the desired seating chart, click **Edit**.



2. On the right side of the label you want to delete, click .

- On the **Edit Label** panel that displays, click **Delete**.

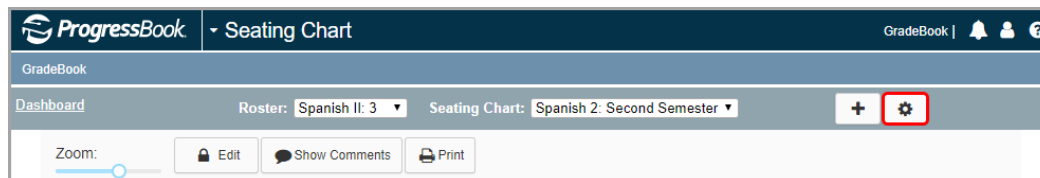


The image shows a dialog box titled "Edit Label". It contains a "Text" field with the value "Teacher Desk". Below it is a "Font" section with a "Size" dropdown set to "16" and a "Color" dropdown set to a purple color. At the bottom are three buttons: "Save" (blue), "Cancel" (gray), and "Delete" (red).

The label you chose to delete no longer displays on the seating chart.

Editing Seating Chart Preferences

- At the top right the desired seating chart, click .



- Edit any of the existing settings. For more information, see [“Creating a Seating Chart.”](#)
- Click **Save**.

Entering Attendance on a Seating Chart

Based on your seating chart preferences, you can take daily and/or period attendance.

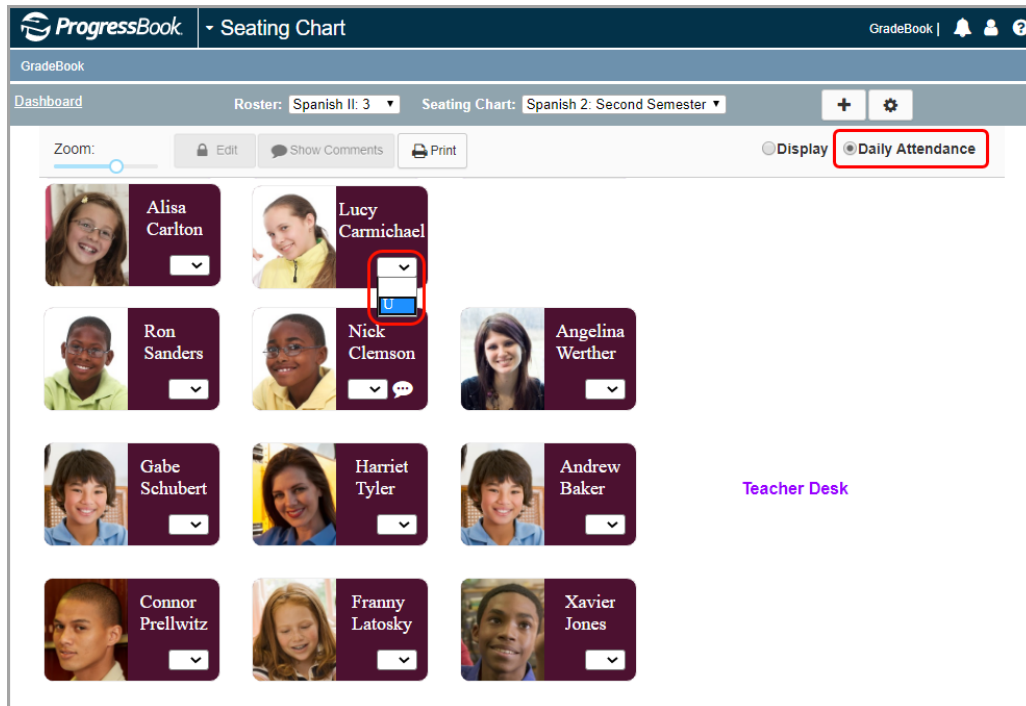
Entering Daily Attendance

To enter daily attendance on a seating chart, in the preferences for the seating chart, the **Allow Daily Attendance** checkbox must be selected.

- On the desired seating chart, select the **Daily Attendance** radio button.

New Seating Chart

2. On the desk for each student, in the drop-down list, select the appropriate daily attendance/absence code.



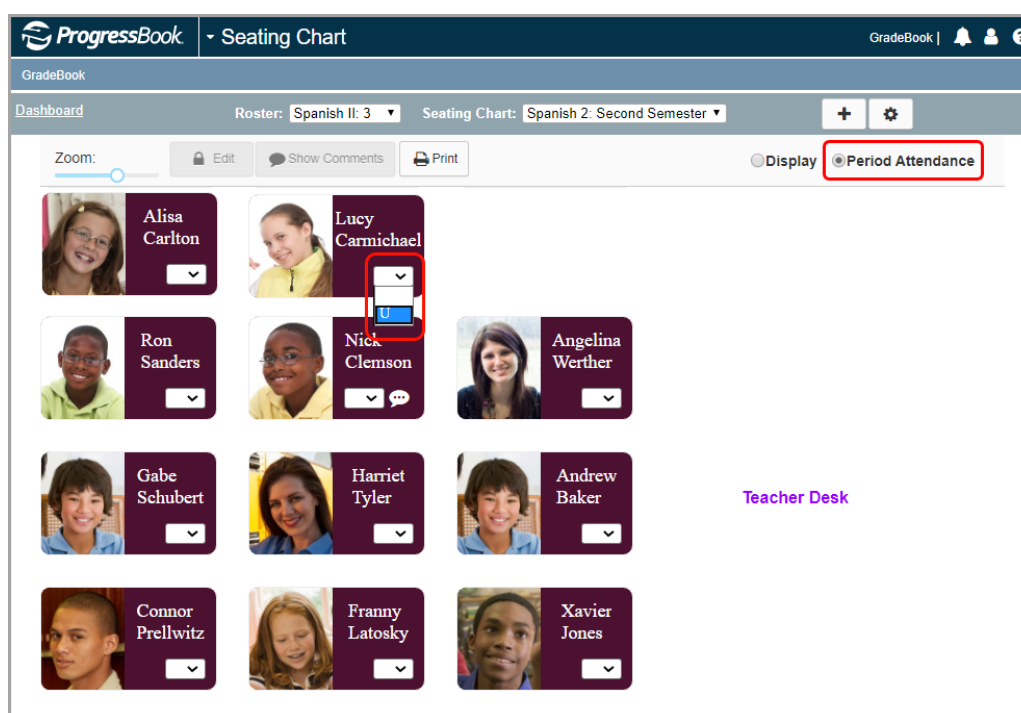
Your changes save automatically. The desk displays with the applicable absence code and a red outline.

Entering Period Attendance

To enter daily attendance on a seating chart, in the preferences for the seating chart, the **Allow Daily Attendance** checkbox must be selected.

1. On the desired seating chart, select the **Period Attendance** radio button.

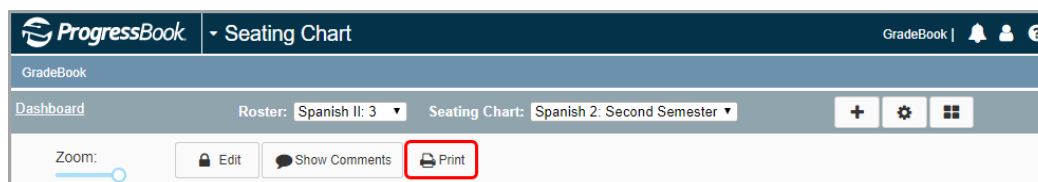
- On the desk for each student, in the drop-down list, select the appropriate period attendance/absence code.



Your changes save automatically.

Printing a Seating Chart

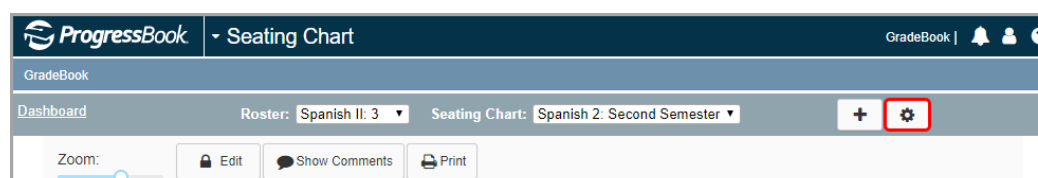
- At the top left of the desired seating chart, click **Print**.



- Preview the seating chart and select print settings as necessary before printing.

Deleting a Seating Chart

- At the top right of the desired seating chart, click .



2. At the bottom of the **Edit a Seating Chart** screen, click **Delete**.

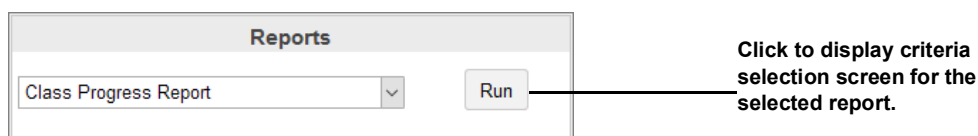
The screenshot shows the 'Edit a Seating Chart' interface in ProgressBook GradeBook. The top navigation bar includes the ProgressBook logo, a 'Seating Chart' dropdown, and user information. Below this is a 'Dashboard' bar with a 'Roster' dropdown set to 'Spanish II: 3' and '+' and 'Settings' icons. The main content area is titled 'Edit a Seating Chart' and contains several sections:

- Name:** A text input field containing 'Spanish 2: Second Semester'.
- Print Comment:** A large text area for comments.
- Desk Size & Color:** A section containing a preview of a student desk card (labeled 'Student Name' with a person icon and a grade 'A') and settings for 'Desk Color' (dark red) and 'Font Color' (white). Below these are three checked checkboxes: 'Show Desk Comments', 'Show Student Picture', and 'Show Daily Attendance'.
- Attendance:** A section with two unchecked checkboxes: 'Allow Daily Attendance' and 'Allow Period Attendance'.

At the bottom of the form are three buttons: 'Save' (blue), 'Cancel' (gray), and 'Delete' (red with a red border).

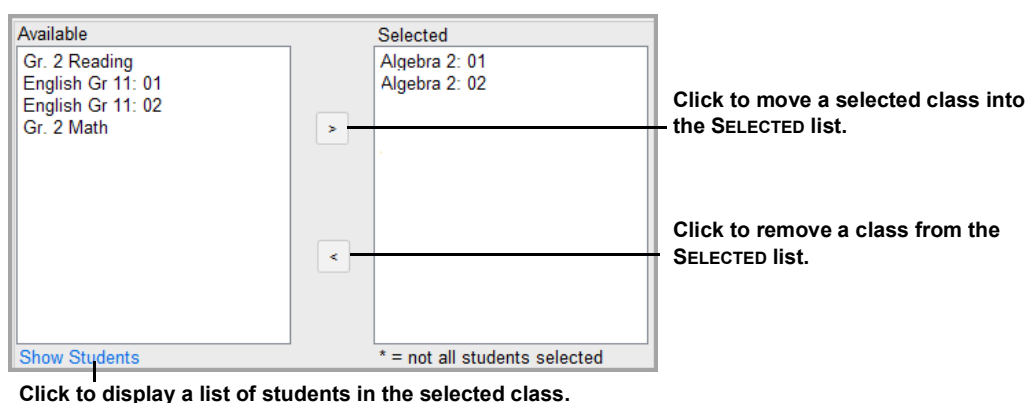
Reports

A variety of Classic and Report Builder reports are available in the **Reports** list on the **Teacher Home Page** and **Class Dashboard**.



Classic Reports

The report criteria selection screens provide a list of available classes from which you can select one or more. Where this option is available, you can also select individual students from the class if desired.



A common report parameter is date selection, either by reporting period or date range.

Naming conventions for reporting periods such as Quarter, Period, Marking Period, Grading Period, etc., on the report criteria selection screens may display differently in GradeBook because they are defined by the school district.

To view and modify the report you must have the appropriate application installed on your computer. Classic reports can be displayed in the following formats:

- **HTML** – Format can be viewed in a browser and saved; to edit, you must have HTML editing software installed on the computer and/or knowledge of HTML code
- **PDF** – Portable document file format that cannot be edited; to view the report, you must have Adobe Reader installed
- **Excel** – Format provides full functionality of Microsoft Excel; to view, edit, or save the report in this format, you must have Excel
- **RTF** – Formatted document file type that can be edited; to edit the report, you must have a word processing software installed
- **TIFF** – Large graphic file format that may take longer to open than other file types and cannot be edited

When you have selected the desired report parameters on the report criteria selection screen, click **Run the Report** or **Submit** to display the report. All reports open in a separate browser window. After you have viewed the report, close the report window and return to the report criteria selection screen. Classic reports cannot be deleted.

Note: Reports open in a separate browser window, which may display behind GradeBook. If you cannot see the reports, check the pop-up blocker setting in your browser. If the pop-up blocker setting is enabled, disable it for the GradeBook website.




To print the report, you must select the print option from within the software application in which it is displayed.

Class Roster Report

The **Class Roster Report** lists the students in a class. You can run one **Class Roster Report** for multiple classes.

1. On the **Teacher Home Page**, in the **Select a Report** drop-down list, select **Class Roster**.
2. Click **Run**.
3. On the **Class List Report** screen, select the class(es) for which to run the report.
4. Select one of the following sort options:
 - **Sort by Student Number** – Displays student roster in order by student number, which is randomly assignment in GradeBook; may be used to preserve student anonymity
 - **Sort by Student Name** – Displays student roster in alphabetical order by student last name
 - **Sort by Roster Order** – Displays student roster in the specific numeric order designated on the **Class Roster** screen
5. Select one of the following output formats:
 - **Excel** – Format provides full functionality of Microsoft Excel; to view, edit, or save the report in this format, you must have Excel installed
 - **HTML** – Format can be viewed in a browser and saved; to edit, you must have HTML editing software installed and knowledge of HTML code
6. (Optional) Use any of the following formatting options:
 - **Include Grade Level** – Displays each student's grade level in the first column on the report
 - **Students/page** – Enter a number in the field to indicate how many students should display per page in the report (only applies to HTML output)
7. Click **Submit**.
8. Save or print the report, if desired.

9. Close the report window.


Class List Report
GradeBook |  

Select a Class

☐ Health: 2
 ☒ Math - Gr 02: 4

☐ Reading - Gr 02: 1
 ☐ Science: 2

☐ Social Studies: 2

Select Sort Options

☒ Sort by Student Number
 ☐ Sort by Student Name
 ☐ Sort by Roster Order

Select the Output Format

☐ Excel
 ☒ HTML

Select Formatting Options

☐ Include Grade Level
 Students/page: *HTML only

Submit

Class Roster										
AMERICAN LITERATURE - 21 - Smiles, Mary										
Bush, Aidan										
Curry, Lucius										
Dawson, Primavera										
Hardy, Christian										
Haynes, Sharon										
Love, Jett										
Mcdaniel, David										
Mendez, Ivy										
Norris, Bridget										
Powers, Theodora										
Santiago, Milo										
Schultz, Willray										
Smith, Ferris										
Steele, Oriana										
Vaughn, Georgia										

Gradebook Summary Report - Elementary

The Gradebook Summary Report – Elementary lists students' marks including letter grades and percentages for all their classes. The report also displays daily attendance.

1. On the **Teacher Home Page**, in the **Select a Report** drop-down list, select **Gradebook Summary Report – Elementary**.
2. Click **Run**.
3. On the **Gradebook Summary Report – Elementary** screen, select a report card.
4. Select the **Report Card Course(s)** on which to run the report.
5. Select the corresponding classes in the **Select Class(es)** list for which to run the report.
6. Select the appropriate period.
7. Select one of the following output formats:
 - **PDF** - Portable document file format that cannot be edited; to view the report, you must have Adobe Reader installed
 - **Excel** - Format provides full functionality of Microsoft Excel; to view, edit, or save the report in this format, you must have Excel installed
 - **TIFF** - Large graphic file format that may take longer to open than other file types and cannot be edited
 - **RTF** - Formatted document file type than can be edited; to edit the report, you must have word processing software installed
8. To display all grades for all students, select the following academic criteria in the **Gradebook Filter** drop-down lists:
 - In the first, select **Classes with any**.
 - In the second, select **Letter Grade**.
 - In the third, select **<=**.
 - In the fourth, select the highest possible grade on the grading scale.

***Note:** You can adjust the filter criteria to narrow the list of students. For example, you may select only those students earning less than C.*
9. To display the report results by student name, in the **Student Name** drop-down list, select **1st**, and in the **Homeroom** drop-down list, select **2nd**.
10. Click **Run the Report**.
11. Review the report, and save it, if desired.

12. Close the report window.

ProgressBook | GradeBook Summary Report - Elementary

Welcome Vickie Patterson

Select the Report Options, then Click the "Run" Button

Select a Report Card:

2nd Grade Report Card
2nd Grade Report Card (Copy)
2nd Grade Report Card (Copy)
2nd Grade Report Card (Copy)

Select Date:

Select a Period:
☐ Q1 ☐ Q2 ☒ Q3 ☐ Q4

Select the Output Format:

☒ PDF ☐ Excel ☐ TIFF ☐ RTF

Select Report Card Course(s): [Click Here to Select All](#)

Fitness Education
Health
Mathematics
Music
Reading
Science
Social Studies
Social/Personal Growth

Select Class(es): [Click Here to Select All](#)

Math - Gr 02: 01
Reading - Gr 02: 01

* Classes selected are used to process all active students enrolled. Those classes may not actually appear on the report.

Academic Criteria:

GradeBook Filter:
Classes with any Letter Grade <= Lake View Primary School Default: A+

Sort Order:
Student Name 1st
Homeroom 2nd

Lake View Primary School Grade Book Report																			
2nd Grade Report Card Report Card																			
1ST QUARTER																			
		HR Att.		Mathematics		Reading													
Student	HRID	Abs	T	Mrk	%	Mrk	%	Mrk	%	Mrk	%	Mrk	%	Mrk	%	Mrk	%	Mrk	%
DiMino, Nadja	001P	2	1	B-	81.63	A+	100												
Dipolis, Taylor	001P	2	0	B-	81.63	F	33.33												
Divish, Keiara	001P	2	0	B+	87.35	A+	100												
Duffy, Brendan	001P	2	0	B+	87.76														
Householder, Morgan	001P	2	1	B+	89.39	A+	100												
Howard, Jack	001P	2	1	F	57.55	F	33.33												
Hujarski, Kyle	001P	2	0	B+	88.57	D+	66.67												
Hula, Bach	001P	2	1	B+	88.57	B+	86.67												
Huller, Julia	001P	1	1	A	93.47	B+	86.67												
Humerickhouse, Emma	001P	2	1	B	84.08	A	93.33												
Humphrey, Eric	001P	2	1	B-	81.22	F	0												
Hunt, Jaymie	001P	2	1	B	84.49	A	93.33												
Hunter, Lauren	001P	2	1	B-	82.04	A+	100												
Huppert, Elise	001P	1	1	B+	87.76	A+	100												

All letter grade marks and percentages are calculated from the teacher's gradebook.
Course names are those defined for the specified report card.

Printed from ProgressBook on 7/28/2008

Page: 1 of: 1

Homeroom Roster List Report

The Homeroom Roster List Report displays the physical location, the teacher, and the list of students assigned to a homeroom. Most teachers have a single homeroom from which to choose. However, kindergarten teachers with morning and afternoon classes have two homerooms.

1. From the **Teacher Home Page**, in the **Select a Report** drop-down list, select **Homeroom Roster List**.
2. Click **Run**.
3. On the **Homeroom Roster** screen, in the **Select a Homeroom** area, select the appropriate homeroom.
4. in the **Select the Output** area, select one of the following output formats:
 - **Excel** - Format provides full functionality of Microsoft Excel; to view, edit, or save the report in this format, you must have Excel installed
 - **HTML** - Format can be viewed in a browser and saved; to edit, you must have HTML editing software installed and knowledge of HTML code
5. Click **Submit**.
6. Review the report, and then close the report window.

Homeroom Roster										
Hinds, Ginneen - Room 39										
D'Souza, Jack										
Dawood, Supta										
Day, James										
DeCapite, Jarred										
Decrane, Jayla										
Deem, Jordan										
Denes, Clair										
Diehl, Mary										
Dielman, Xhesi										
Diem, Steven										
Dienes, Taylor										
Dies, Melissa										
Dietrich, Kaylee										
Dietrick, David										
Dietsch, Storm										
Dietz, Kathryn										

Lesson Plan Report

The Lesson Plan Report options lets you print lesson plans for a range of dates with or without the academic standards. In addition, several options are available for reporting the number of times academic standards have been reinforced by the lesson plan.

1. On the **Teacher Home Page**, in the **Select a Report** drop-down list, select **Lesson Plan Report**.
2. Click **Run**.
3. On the **Lesson Plan Report** screen, select the class(es) for which to run the report.
4. Select the appropriate period.

Note: You can enter dates in the **Start Date** and **End Date** fields to span several reporting periods or limit the date range to less than a reporting period.

5. Select one of the following report versions:
 - **Lesson Plan Detail with standards** – Displays the dates the lesson plan is scheduled for, the complete text of the lesson plan, and academic standards associated with the lesson plan during the specified time period
 - **Lesson Plan Detail without standards** – Displays the dates the lesson plan is scheduled for and the complete text of the lesson plan during the specified time period
 - **Lesson Plan Summary with standards** – Displays the dates the lesson plan is scheduled for, the summary of the lesson plan, and academic standards associated with the lesson plan during the specified time period
 - **Lesson Plan Summary without standards** – Displays the dates the lesson plan is scheduled for and the summary of the lesson plan during the specified time period
 - **Content Taught (Listing taught standards)** – Displays a list of academic standards that have been associated with the lesson plans and the number of times each has been reinforced during the specified time period
 - **Content Taught (Listing all standards)** – Displays a list of all the academic standards for a specified content area and grade band or grade level, as well as the number of times each has been reinforced through the lesson plans during the specified time period
 - **Content Not Taught** – Displays a list of academic standards for a specified content area and grade band or grade level that have not been reinforced through the lesson plans during the specified time period
6. If you selected **Content Taught (Listing all standards)** or **Content Not Taught** in [step 5](#), the following two additional options are available:
 - **Content Area** – Subject area for which academic standards should display
 - **Grade** – Grade level or grade band for which academic standards should display
7. Select one of the following output formats:
 - **PDF** – Portable document file format that cannot be edited; to view the report, you must have Adobe Reader installed
 - **Excel** – Format provides full functionality of Microsoft Excel; to view, edit, or save the report in this format, you must have Excel

- **TIFF** – Large graphic file that may take longer to open than other file types, and cannot be edited
 - **RTF** – Formatted document file type that can be edited; to edit the report, you must have word processing software installed
8. Click **Run the Report**.
 9. View the report, and save or print it if desired.
 10. Close the report window.

ProgressBook Lesson Plan Report

GradeBook

Select the Report Options, then Click the "Run" Button

Select Class(es): [Click Here to Select All](#)

Algebra 2: 01 (Teacher1,)
Algebra 2: 02 (Teacher1,)
English Gr 11: 01 (Teacher1,)
English Gr 11: 02 (Teacher1,)
English Gr 12: 01 (Teacher1,)
Reading - Gr 02: 01 (Teacher1,)

Select Dates:

Select a Period:
☒ Q1 ☐ Q2
☐ Q3 ☐ Q4

Enter a Range:
Start Date:
End Date:

Select the Version:

☐ Lesson Plan Detail with standards
☐ Lesson Plan Detail without standards
☐ Lesson Plan Summary with standards
☐ Lesson Plan Summary without standards
☐ Content Taught (Listing taught standards)
☒ Content Taught (Listing all standards)
☐ Content Not Taught

Select the Output Format:

☒ PDF
☐ Excel
☐ TIFF
☐ RTF

Select if listing all standards:

Content Area: Grade:

Run the Report

Note: **Content Taught** report options display the total number of days each academic standard has been reinforced through the lesson plan. The **Content Not Taught** option displays a list of standards not reinforced in the selected time period.

Content Taught Report		
Class: Gr. 2 Math(Teacher1)		Dates: 08/24/07 - 10/28/07
Content	Days Taught	Totals
Mathematics	1	128
S01. Number, Number Sense and Operations	1	31
A. Use place value concepts to represent whole numbers using numerals, words and physical models. (PK-02)	1	3
01. Use place value concepts to represent, compare and order whole numbers using physical models, numerals and words, with ones, tens and hundreds. For example: a. Recognize 10 can mean "10 ones" or a single entity (1 ten) through physical models and trading games. b. Read and write 3-digit numerals (e.g., 243 as two hundred forty three, 24 tens and 3 ones, or 2 hundreds and 43 ones, etc.) and construct models to represent each. (02)	2	
B. Recognize, classify, compare and order whole numbers. (PK-02)	1	4
01. Use place value concepts to represent, compare and order whole numbers using physical models, numerals and words, with ones, tens and hundreds. For example: a. Recognize 10 can mean "10 ones" or a single entity (1 ten) through physical models and trading games. b. Read and write 3-digit numerals (e.g., 243 as two hundred forty three, 24 tens and 3 ones, or 2 hundreds and 43 ones, etc.) and construct models to represent each. (02)	2	
02. Recognize and classify numbers as even or odd. (02)	1	
C. Represent commonly used fractions using words and physical models. (PK-02)	1	4
05. Represent fractions (halves, thirds, fourths, sixths and eighths), using words, numerals and physical models. For example: a. Recognize that a fractional part can mean different amounts depending on the original quantity. b. Recognize that a fractional part of a rectangle does not have to be shaded with contiguous parts. c. Identify and illustrate parts of a whole and parts of sets of objects. d. Compare and order physical models of halves, thirds and fourths in relation to 0 and 1 (02)	3	
D. Determine the value of a collection of coins and dollar bills. (PK-02)	1	2
04. Represent and write the value of money using the ¢ sign and in decimal form when using the \$ sign. (02)	1	
E. Make change using coins for values up to one dollar. (PK-02)	1	2
03. Count money and make change using coins and a dollar bill. (02)	1	

ParentAccess Login Activity Audit

The ParentAccess Login Activity Audit lets teachers monitor the last time parents and students logged in to ParentAccess. Another option displays the parents and students who have never logged in to use ParentAccess.

1. From the **Teacher Home Page**, in the **Select a Report** drop-down list, select **ParentAccess Login Activity Audit**.
2. Click **Run**.
3. On the **ParentAccess Login Activity Audit** screen, select the appropriate class(es) for which to run the report.
4. Select the appropriate reporting period.

Note: You can also enter a date in the **Start Date** field to return results from the specified date to the present.

5. Select one or more of the following **Account Types**:
 - **Parents** – Displays users with parent accounts who have logged in to ParentAccess in alphabetical order by last name with the date of their last login
 - **Students** – Displays users with student accounts who have logged in to ParentAccess in alphabetical order by last name with the date of their last login

- **Parents (Never logged in)** – Displays users with parent accounts who have never logged in to ParentAccess during the specified time frame in alphabetical order by last name
 - **Students (Never logged in)** – Displays users with student accounts who have never logged in to ParentAccess during the specified time frame in alphabetical order by last name
 - **No Account** – If a ParentAccess account does not exist for particular students, the names display in alphabetical order by last name
6. Select one of the following output formats:
- **PDF** – Portable document file format that cannot be edited; to view the report, you must have Adobe Reader installed
 - **Excel** – Format provides full functionality of Microsoft Excel; to view, edit, or save the report in this format, you must have Excel installed
 - **TIFF** – Large graphic file that may take longer to open than other file types and cannot be edited
 - **RTF** – Formatted document file type that can be edited; to edit the report, you must have word processing software installed
7. Click **Run the Report**.

8. Review the report and then close the report window.

Period Attendance Report

The Period Attendance Report provides teachers with numerous options for presenting summary- and detail-level period attendance data. Three detailed report versions display attendance information using a variety of grouping and filtering combinations. A summary report version displays attendance information by teacher, class, and student. The Basic Details – Two Column report version does not allow filtering.

1. On the **Teacher Home Page**, in the **Select a Report** drop-down list, select **Period Attendance Report**.
2. Click **Run**.
3. On the **Period Attendance Report** screen, select the class(es) in the **Available** column for which you want to run the report.

4. Click > to move the selected classes to the **Selected** column.
5. Select the appropriate reporting period, or enter dates in the **Start Date** and **End Date** fields to span several reporting periods or limit the date range to less than a reporting period.
6. Select one of the following versions:
 - **Basic Details - Two Column** – Displays attendance information in two columns alphabetically by student last name
 - **Details by Student/Class/Date** – Displays attendance information grouped alphabetically by student last name, class, and then date of absence
 - **Details by Student/Date/Class** – Displays attendance information grouped alphabetically by student last name, date of absence, and then class
 - **Details by Teacher/Class/Date/Student** – Displays attendance information grouped by teacher, class, date of absence, and then alphabetically by student last name
 - **Summary by Teacher/Class/Student** – Displays attendance information by teacher, class, and then alphabetically by student last name
7. If you selected any of the report version options except for **Basic Details - Two Column** in [step 6](#), select one of the following absence type options:
 - Excused Absences
 - Unexcused Absences
 - Total Absences
 - Excused Tardies
 - Unexcused Tardies
 - Total Tardies
 - Show checked column values only
 - And
 - Or
8. If you selected any of the report version options except for **Basic Details -- Two Column** in [step 6](#), select one of the following inequality options next to an absence type option in [step 7](#), and then enter a number in the blank field next to it:
 - >
 - <
 - =
9. Select one of the following output formats:
 - **PDF** – Portable document file format that cannot be edited; to view the report, you must have Adobe Reader installed
 - **Excel** – Format provides full functionality of Microsoft Excel; to view, edit, or save the report in this format, you must have Excel installed
 - **TIFF** – Large graphic file that may take longer to open than other file types and cannot be edited
 - **RTF** – Formatted document file type that can be edited; to edit the report, you must have word processing software installed
10. Click **Run the Report**.

Note: If a message displays asking to open or save the file, click **Open** to view the report. This message may display depending on your browser's security settings.

11. View the report, and save or print it if desired.

12. Close the report window.

Period Attendance Detail					Q4
Lake View Primary School					
Student	Class	Date	Per Abs	Daily Abs	Reason
DiMino, Nadja	Math - Gr 02: 01	4/09/2008	Tardy		
	Math - Gr 02: 01	4/17/2008	Excused Absent		
Dipolis, Taylor	Math - Gr 02: 01	6/04/2008	Excused Absent		
	Math - Gr 02: 01	4/07/2008	Tardy		
Divish, Keiara	Math - Gr 02: 01	5/05/2008	Excused Absent		
	Math - Gr 02: 01	5/29/2008	Tardy		
Duffy, Brendan	Math - Gr 02: 01	5/23/2008	Excused Absent		
	Math - Gr 02: 01	5/27/2008	Tardy		
Householder, Morgan	Math - Gr 02: 01	4/11/2008	Tardy		
	Math - Gr 02: 01	6/02/2008	Tardy		
Howard, Jack	Math - Gr 02: 01	4/11/2008	Excused Absent		
	Math - Gr 02: 01	5/01/2008	Tardy		
Hula, Bach	Math - Gr 02: 01	5/29/2008	Excused Absent		
	Math - Gr 02: 01	4/29/2008	Excused Absent		
Huller, Julia	Math - Gr 02: 01	4/17/2008	Excused Absent		
	Math - Gr 02: 01	4/25/2008	Tardy		
Humerickhouse, Emma	Math - Gr 02: 01	6/04/2008	Excused Absent	Tardy	
	Math - Gr 02: 01	4/23/2008	Tardy		
Humphrey, Eric	Math - Gr 02: 01	5/05/2008	Excused Absent		
	Math - Gr 02: 01	4/21/2008	Tardy		
Hunt, Jaymie	Math - Gr 02: 01	5/23/2008	Excused Absent		
	Math - Gr 02: 01	4/23/2008	Excused Absent		
Hunter, Lauren	Math - Gr 02: 01	4/17/2008	Tardy		
	Math - Gr 02: 01	4/11/2008	Excused Absent		
Huppert, Elise	Math - Gr 02: 01	4/15/2008	Tardy		
	Math - Gr 02: 01	5/29/2008	Excused Absent		
	Math - Gr 02: 01	4/29/2008	Excused Absent		
	Math - Gr 02: 01	6/04/2008	Tardy		

Student Progress Reports

The following are variations of Student Progress Reports:


- If you want to run a basic year to date progress report, see [“Student Progress Report.”](#)
- If you use standards-based report cards and want to display student progress by report card assessments, see [“Student Progress Report by Assessments.”](#)

Student Progress Report

The **Student Progress Report** displays a student’s assignment details, including missing and late assignments, and assignment weights if they are used; and absence information based on the features selected. This report can be used in place of interim report cards and for Parent/Teacher conferences.

1. On the **Teacher Home Page**, in the **Select a Report** drop-down list, select **Student Progress Report**.
2. Click **Run**.
3. On the **Student Progress Report** screen, in the **Select One or More Students** area, in the **Available** column, select the class(es) for which to run the report.

Note: You can click **Show Students** below the **Available** column to expand the classes and select specific students. Hold down CTRL or SHIFT to select multiple students and use any of the arrow icons to move students between the two dual listboxes.

4. Double click the class or student name or click  to move the selected class(es) or student(s) to the **Selected** column.
5. Select the appropriate reporting period.

Note: Click **Select All** to select all the reporting periods. Click **De-Select All** to clear all the checkboxes.


6. Select any of the following feature(s) to display on the report:
 - **Assign %** – Percentage earned on an assignment
 - **Class Average** – Average for the class displays next to the overall student average
 - **Daily Attendance** – Displays daily attendance
 - **Daily Comments** – Displays daily comments entered, if any
 - **Duplex Printing** – Allows two-sided printing with a blank page between students when the report ends on an odd page
 - **Hide Assignments** – Displays earned points, total points, weight, and average for each assignment type but does not display assignment
 - **Hide Averages** – Does not display assignment averages or letter grades
 - **Hide Excluded** – Does not display assignments that have been excluded for the student
 - **Hide Points** – Does not display points used to average the calculation

Note: If the **Hide Points** option is selected, a help message displays below the **Select One or More Features** area.

Note: If the class uses point assignments, the **Hide Points** option should also be selected, or the points are the total for all the assessments and do not reflect the points for only the default assessment.

- **Hide Assessments** - This feature is only for classes using the Custom Setup 2 grading scale. Displays only the default assessment. If there is no default assessment selected on the **Grading Scale Setup** screen, then it displays all assessments. It is recommended to also hide points, as the point totals do not reflect the sum of the detail items shown.

Note: If the **Hide Assessments** option is selected, a help message displays below the **Select One or More Features** area.

- **Parent Sig. Line** – Lines for parents to sign and date verifying that they reviewed the progress report
- **Period Attendance** – Displays attendance for each of the student's classes
- **Points Missing** – Displays the number of points missed for missing the assignment
- **Student ID** – Displays student's identification number
- **Posted to Parent Access** – Displays averages and/or letter grades based on preferences selected on the ParentAccess Preferences screen
-  **Teacher Comment** – General comment that displays on all students' progress reports

7. Select one of the following output formats:

- **PDF** – Portable document file format that cannot be edited; to view the report, you must have Adobe Reader installed
- **Excel** – Format provides full functionality of Microsoft Excel; to view, edit, or save the report in this format, you must have Excel installed
- **RTF** – Formatted document file type that can be edited; to edit the report, you must have word processing software installed
- **TIFF** – Large graphic file that may take longer to open than other file types and cannot be edited
- **Single Column Report** – Information displays in one column
- **2 Column Report** – Information displays in two columns

8. Click **Submit**.

9. Review the report, and save or print it, if desired.

10. Close the report window.

Progress Report		Lake View High School	
Student: Adamczyk, Jennifer		HR: Teacher43,	
Algebra 2		Teacher1,	
1ST QUARTER	Class Avg: 85.43 (B)	Points: 219.5/255	Average: 86.08 (B)
Extra Credit			
10/26/10	Chapter 2 Extra Credit	4/0	
Homework		Points: 74.5/80	Average: 93.13 (A)
09/09/10	Page 101 - odd problems Comment: Great job!	10/10 (100%)	
09/15/10	Worksheet 23a	7.5/10 (75%)	
09/30/10	Chapter 1 Worksheet	22/25 (88%)	
10/07/10	Page 110 - odd problems	9/10 (90%)	
10/13/10	Chapter 2 Worksheet	26/25 (104%)	
Quizzes		Points: 141/175	Average: 80.57 (B)
09/23/10	Chapter 1 Quiz	35/50 (70%)	
10/21/10	Chapter 2 Quiz	38/50 (76%)	
10/28/10	Chapter 1 & 2 Quiz	68/75 (90.67%)	
YTD Final Grade: 85.65 (B)			


Student Progress Report by Assessments

When using standards-based report cards, this report is particularly useful because it displays student progress by report card assessments. Assignments display below each report card assessment to which they are mapped. You can use this report in place of interim report cards and for parent-teacher conferences.


Note: This report is only intended for classes using the Custom Setup 2 grading scale setup.

1. On the **Teacher Home Page**, in the **Select a Report** drop-down list, select **Student Progress Report by Assessments**.
2. Click **Run**.
3. On the **Student Progress Report by Assessments** screen, in the **Select One or More Students** area, in the **Available** column, select the class(es) for which to run the report.

Note: Click **Show Students** below the **Available** column to expand the classes and select specific students. Hold down CTRL or SHIFT to select multiple students and use any of the arrow icons to move students between the two dual listboxes.

4. Double click the class or student name or click  to move the selected class(es) or student(s) to the **Selected** column.
5. Select the appropriate reporting period.

Note: Click **Select All** to select all the reporting periods. Click **De-Select All** to clear all the checkboxes.

6. Select any of the following features to display on the report:
 - **Daily Attendance** – Displays daily attendance
 - **Daily Comments** – Displays daily comments
 - **Duplex Printing** – Prints on front and back of the page with a new student starting on a front page
 - **Hide Assignments** – Does not display assignments and assignment comments
 - **Hide Averages** – Does not display assignment averages or letter grades
 - **Hide Excluded** – Does not display assignments that are excluded
 - **Hide Points** – Does not display points used to average the assessment calculation
 - **Parent Sig. Line** – Lines for parents to sign and date verifying that they reviewed the progress report
 - **Period Attendance** – Displays period attendance
 - **Points Missing** – Displays missing assignments with the amount of points the assignment is worth
 - **Student ID** – Displays the student identification number
 -  **Teacher Comment** – General comment that displays on all students' progress reports
7. Select one of the following output formats:
 - **PDF** – Portable document file format that cannot be edited; to view the report, you must have Adobe Reader installed
 - **Excel** – Format provides full functionality of Microsoft Excel; to view, edit, or save the report in this format, you must have Excel installed
 - **RTF** – Formatted document file type that can be edited; to edit the report, you must have word processing software installed
 - **TIFF** – Large graphic file that may take longer to open than other file types and cannot be edited
8. Click **Submit**.
9. Review the report, and save or print it, if desired.

Note: When you view the report, it displays report card assessments from the report card.

10. Close the report window.

ProgressBook - Student Progress Report by Assessments GradeBook | [Icons]

Class Dashboard

Select One or More Students

Available	Selected
Art: 2	GEOMETRY: 2
Health: 2	Math - Gr 02: 4
Math - Gr 02: 6	
Mathematics: 1	
Reading - Gr 02: 1	
Science: 2	
Science: 6	
Social Studies: 2	
Writing 2: 10	

Show Students * = not all students selected
Note: You can double-click item in Available column to add to Selected

Select Time Frame

Reporting Periods:

☒ Q1
☒ Q2
☐ Q3
☐ Q4

Select All De-Select All

Select the Output Format

☒ PDF
☐ Excel
☐ RTF
☐ Tiff

Select One or More Features

<input type="checkbox"/> Assign %	<input type="checkbox"/> Duplex Printing	<input type="checkbox"/> Parent Sig. Line
<input type="checkbox"/> Class Alias	<input type="checkbox"/> Hide Assignments	<input type="checkbox"/> Period Attendance
<input type="checkbox"/> Class Average	<input type="checkbox"/> Hide Averages	<input type="checkbox"/> Points Missing
<input type="checkbox"/> Daily Attendance	<input type="checkbox"/> Hide Excluded	<input type="checkbox"/> Posted to Parent Access
<input type="checkbox"/> Daily Comments	<input type="checkbox"/> Hide Points	<input type="checkbox"/> Student ID
<input checked="" type="checkbox"/> Teacher Comment	<input type="checkbox"/> Hide Assessments	

Submit

Progress Report by Assessments		Lake View Primary School	
Student: DiMino, Nadja		HR: Teacher48,	
Math - Gr 02		Teacher1,	
1ST QUARTER			
Applies problem solving skills		Points: 137/160	Average: 85.63 (S+)
09/09/10	Math Solver Sheet 1	10/10	
09/23/10	Chapter 1 Quiz	47/50	
09/30/10	Addition 1-10 Worksheet	18/25	
10/13/10	Addition 1-15 Worksheet	20/25	
10/21/10	Chapter 2 Quiz	42/50	
Demonstrates appropriate behavior		Points: 38/50	Average: 76.00 (S)
09/30/10	Addition 1-10 Worksheet	18/25	
10/13/10	Addition 1-15 Worksheet	20/25	
Knows math facts for current work		Points: 73/85	Average: 85.88 (S+)
09/23/10	Chapter 1 Quiz	47/50	
09/30/10	Addition 1-10 Worksheet	18/25	
10/07/10	Math Solver Sheet 2	8/10	
Overall Grade		Points: 220/245	Average: 89.80 (A-)
09/09/10	Math Solver Sheet 1	10/10	
09/23/10	Chapter 1 Quiz	47/50	
09/30/10	Addition 1-10 Worksheet	18/25	
10/07/10	Math Solver Sheet 2	8/10	
10/13/10	Addition 1-15 Worksheet	20/25	
10/21/10	Chapter 2 Quiz	42/50	
10/28/10	Chapter 1 & 2 Quiz	75/75	
Understands concepts for current work		Points: 131/145	Average: 90.34 (O)
09/09/10	Math Solver Sheet 1	10/10	
09/24/10	Worksheet 46A		Showing good progress
09/30/10	Addition 1-10 Worksheet	18/25	
10/07/10	Math Solver Sheet 2	8/10	
10/13/10	Addition 1-15 Worksheet	20/25	
10/28/10	Chapter 1 & 2 Quiz	75/75	
Understands skill/concepts introduced		Points: 164/175	Average: 93.71 (O)

Note: For the Student Progress Report By Assessments, only classes using Custom Setup 2 will appear (See Setup Grading Scales).

Printed from Progress Book

10/18/2010 12:02:24 PM

Page: 1 of 28


Report Builder Reports

Report Builder reports offer many filter options for defining customized reports related to results. Once you have selected the desired settings, you can save the report with those settings to use later.

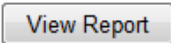
The following reports are available:










- **Class Assignment Marks** – For a Custom Setup 2 class, it displays class assignment assessment mark information for individual or multiple classes in individual or multiple reporting periods.
- **Class Progress Standards Based** – Displays assignment type averages, assignment assessment marks, and class averages for an individual class in a reporting period. This report is also a good option for printing a paper backup of your GradeBook.
- **Homework and Marks Posted to Parent Access** – Displays assignments and assignment types for individual or multiple classes within a date range with an indication of whether or not marks are posted to ParentAccess.
- **Missing Assignments Standards Based** – Displays missing assignment information for individual and multiple classes in individual and multiple reporting periods. To include assignments in this report, you must have designated assignments as missing on the **Assignment Marks** screen.
- **Report Card Marks** – Provides numerous options for presenting report card information for individual or multiple class(es). For example, you can apply specific filter options to create a report that displays students with grades above or below a grade threshold.
- **Student Demographics by Class** – Provides many options for displaying student demographic information for individual or multiple classes, class groups, or homerooms.
- **Student Progress By Assignment Type** – Displays the students' overall class averages, averages by assignment type with total points earned out of total points possible, as well as period attendance for individual and multiple classes in individual or multiple reporting periods.

Naming conventions for reporting periods such as Quarter, Period, Marking Period, Grading Period, etc., on the **Report Viewer** screen are defined by the school district.

The appearance of  in the top right corner of the banner indicates that the report is a core report—provided by GradeBook—or a user-defined version of a core report. This icon does not display for add-on reports, which are reports that have been customized and then uploaded by your support staff.

Once you have generated the report, numerous features are available:

- To view the report, click **View Report** or .
- To show report headers, required parameters, optional filters, and columns, click **Show Setup**. To hide this area, click **Hide Setup**.

- To save the report with the selected parameters, filters, and columns, click **Save Setup As**. On the **Save Setup As** window, in the **New report name** field, enter the unique report name, and in the **New description** field, enter the description of the report. Then, click **Save**.
- To navigate to a specific student on the report, click  to open the **Document Map** pane, and click the student's name. This feature is only available when using Internet Explorer.
- To view a specific page in the report, use the  or  icons to navigate to the next page or last page, or use the  or  icons to navigate to the previous page or first page. You can also enter the page number in the field, and then press ENTER.
- To view a report in a smaller or larger size, select the desired percentage in the list that represents the display size. This feature is only available when using Internet Explorer.
- To search for a word or phrase in the report, enter it in the blank field next to **Find**, and then click **Find**. Click **Next** to search for the next instance of the word or phrase. This feature is only available when using Internet Explorer.
- To export a report to a specific file format, select the desired format in the list, and then click **Export**. When you are prompted, click either **Open** or **Save**. If you select **Open**, the report opens in the software application associated with the file format you selected. You must have the appropriate application installed on your computer to read and modify the report file. The following file formats are available:
 - **XML file with report data** – Extensible Markup Language file format includes only data; no page formatting, headers, footers, lines or graphic images. This file format can be viewed in a web browser.
 - **CSV** – Comma-separated values file format in plain text format.
 - **Acrobat (PDF) file** – Portable document file format that can only be viewed and not edited. This file format can be viewed in Adobe Reader.
 - **MHTML (web archive)** – Short for MIME HTML file format and also referred to as MHT. MHTML is a web page archive format used to bind images, Flash animations, Java applets, audio files, etc. together with HTML code into a single file. This file format can be viewed in a web browser and is supported in the following browser versions: IE 5.5 and later, Firefox 1.5 and later, and Safari 3.0 and later.
 - **Excel** – Format provides full functionality of Microsoft Excel.
 - **TIFF** – Large graphic file format that may take longer to open than other file types and cannot be edited.
 - **Word** – Format provides full functionality of Microsoft Word.
- To print the report, click . If you are prompted to install SQL Server Reporting Services 2008 ActiveX control, continue to install it on the computer so that you can print the report. The print feature is only available when using Internet Explorer. If you are not able to install the ActiveX control, proceed to export the report to an acceptable file format, and then print the report from that software application.
- To sort the columns in ascending or descending order, click .
- To delete any report you have customized, click  to the right of  next to the report name in the **Reports** list on the **Class Dashboard** or **Teacher Home Page**.

Class Assignment Marks Report

The Class Assignment Marks report for Custom Setup 2 classes that use a points mark type, it displays class assignment and assessment mark information for individual or multiple classes in individual or multiple reporting periods. For example, you can apply specific filter options to create missing assignment, past due, or high achiever reports. Once you save the report with your desired filter options and unique name, you can run it as often as you like.

1. On the **Teacher Home Page** or **Class Dashboard**, in the **Select a Report** drop-down list, select **Class Assignment Marks**.
2. Enter the name of the report in the **Report Header** field. **Class Assignment Marks** displays by default, but you may change the name if desired.
3. In the **Set Required Parameters** area, select the appropriate class(es) in the **Class** drop-down list.
4. In the **Periods** drop-down list, select the desired grading period(s).
5. Select one of the following **Include Hidden Students** options:
 - **Yes** – Include students that have been hidden from a teacher's class roster
 - **No** – Do not include students that have been hidden from a teacher's class roster
6. In the **Set Optional Filters** area, select the appropriate option(s) in the **Field Name** drop-down list. See [“Class Assignment Marks Report – Field Name Options”](#) for descriptions of all available options.
7. Select one of the following options in the **Operation** drop-down list if it is available. The available options may vary depending on the option you selected in the **Field Name** drop-down list.
 - Is Equal To
 - Is Not Equal To
 - Is Less Than
 - Is Less Than or Equal To
 - Is Greater Than
 - Is Greater Than or Equal To
 - Is Before
 - Is Before or On
 - Is After
 - Is After or On
 - Begins With
 - Does Not Begin With
 - Ends With
 - Does Not End With
 - Contains
 - Does Not Contain
 - Has A Value
 - Does Not Have A Value

8. In the **Value** field, enter or select the appropriate value.

Note: The available options and acceptable values vary depending on the option you selected in the **Field Name** drop-down list. You may be able to enter only alphabetical or only numeric characters depending on the option you selected in the **Field Name** drop-down list. If you selected an option in the **Field Name** drop-down list that ends in “Indicator,” then you must select the **Yes** or **No** option in the **Value** field. If you selected an option in the **Field Name** drop-down list that requires a date, a calendar becomes available in the **Value** field. If you selected **Has A Value** or **Does Not Have A Value** in the **Operation** drop-down list, then the **Value** field is not available.

9. Specific selected columns indicated by a check mark display on the report by default. If you have selected specific filter options in the **Field Name** drop-down list and you want that information to display on the report, make sure to select the corresponding column name in the **Columns** drop-down list. Options in the **Field Name** drop-down list that end in “Indicator” do not have a corresponding column to display.

10. Click **View Report**.

The report displays at the bottom of the window.

11. To save the report with your selected parameters, filters, and columns, click **Save Setup As**. On the **Save Setup As** window in the **New report name** field, enter the unique report name, and in the **New description** field, enter the description of the report. Then, click **Save**.

The following message displays at the bottom of the window: “Report setup saved successfully.”

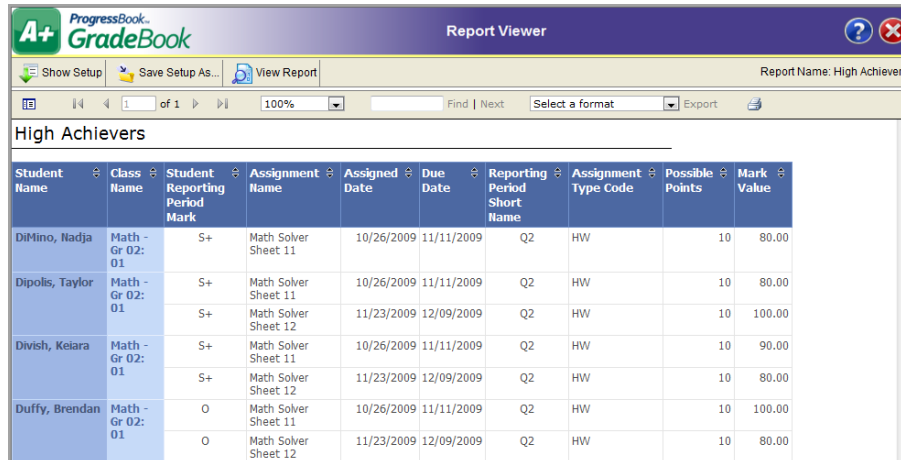
The screenshot shows the 'Report Viewer' window for 'ProgressBook GradeBook'. The window has a title bar with the logo and a 'Report Name: Class Assignment Marks' label. Below the title bar are three buttons: 'Hide Setup', 'Save Setup As...', and 'View Report'. The main content area is divided into several sections:

- Update Report Headers:** A text field labeled 'Report Header:' with the value 'High Achievers'.
- Select Required Parameters:** Two dropdown menus: 'Class:' with 'Math - Gr 02: 01' and 'Periods:' with 'Q2'. Below them are radio buttons for 'Include Hidden Students:' with 'Yes' and 'No' (selected).
- Set Optional Filters:** A table with four columns: 'Field Name', 'Operation', 'Value', and 'Del?'. It contains two rows of filters:

Field Name	Operation	Value	Del?
Mark Value	Is Greater Than Or Equal To	10	
Assignment Name	Contains	math solver	

 Below the table is an 'Add New' link.
- Add & Remove Columns:** A dropdown menu labeled 'Columns:' with the value 'Student Reporting Period Average, Student Reporting Period Mark, Assignment Name, Assigned Date,'.

At the bottom center of the window is a 'View Report' button.



The screenshot shows the 'Report Viewer' window for 'ProgressBook GradeBook'. The report is titled 'High Achievers'. The interface includes a toolbar with 'Show Setup', 'Save Setup As...', and 'View Report' buttons. Below the toolbar is a navigation bar with '1 of 1' pages, a 'Find | Next' search bar, and a 'Select a format' dropdown menu. The main content area displays a table of student assignment marks.

Student Name	Class Name	Student Reporting Period Mark	Assignment Name	Assigned Date	Due Date	Reporting Period Short Name	Assignment Type Code	Possible Points	Mark Value
DiMino, Nadja	Math - Gr 02: 01	S+	Math Solver Sheet 11	10/26/2009	11/11/2009	Q2	HW	10	80.00
Dipolis, Taylor	Math - Gr 02: 01	S+	Math Solver Sheet 11	10/26/2009	11/11/2009	Q2	HW	10	80.00
		S+	Math Solver Sheet 12	11/23/2009	12/09/2009	Q2	HW	10	100.00
Divish, Keiara	Math - Gr 02: 01	S+	Math Solver Sheet 11	10/26/2009	11/11/2009	Q2	HW	10	90.00
		S+	Math Solver Sheet 12	11/23/2009	12/09/2009	Q2	HW	10	80.00
Duffy, Brendan	Math - Gr 02: 01	0	Math Solver Sheet 11	10/26/2009	11/11/2009	Q2	HW	10	100.00
		0	Math Solver Sheet 12	11/23/2009	12/09/2009	Q2	HW	10	80.00

Class Assignment Marks Report – Field Name Options

Option	Description
Assigned Date	Date the assignment was assigned.
Assignment Missing Indicator	Indicates whether the assignment is missing. If you select this option, you must select Yes or No in the Value field.
Assignment Missing Status Name	Indicates whether the assignment is missing. If you select this option, you must type Missing in the Value field.
Assignment Name	Name of the assignment.
Assignment Past Due Indicator	Indicates whether the assignment is late. If you select this option, you must select Yes or No in the Value field.
Assignment Past Due Status Name	Indicates whether the assignment is late. If you select this option, you must type Past Due in the Value field.
Assignment Type Code	Code representing the assignment type associated with the assignment.
Assignment Type Name	Assignment type associated with the assignment.
Assignment Type Weight	Weight of the assignment type associated with the assignment.
Assignment Weight	Weight of the assignment.
Class Enrollment Status Name	Indicates whether the student is active in the class. If you select this option, you must enter <i>Active</i> , <i>Withdrawn</i> , or <i>Future</i> in the Value field.
Class Name	Name of class in which the student is enrolled.
Due Date	Date the assignment is due.
Exclude Mark from Class Indicator	Indicates the assignment was excluded from students' averages for the entire class. If you select this option, you must select Yes or No in the Value field.
Exclude Mark from Class Status Name	Indicates the assignment was excluded from students' averages for the entire class. If you select this option, you must enter <i>Exclude</i> in the Value field.
Exclude Mark from Student Indicator	Indicates the assignment was excluded from an individual student's average. If you select this option, you must select Yes or No in the Value field.

Class Assignment Marks Report – Field Name Options

Option	Description
Exclude Mark from Student Status Name	Indicates the assignment was excluded from an individual student's average. If you select this option, you must type <i>Exclude</i> in the Value field.
Grade Level Name	Grade level in which the student is enrolled.
HomeRoom ID	Code that identifies the homeroom to which the student is assigned.
Mark Comment	Comment made by the teacher about the assignment.
Mark Earned	Mark given by the teacher for the assignment.
Mark Letter Grade	Letter grade equivalent to the mark earned on the assignment based on the grading scale used.
Mark Value	Numeric mark equivalent to the mark earned on the assignment based on the GUI option of the mark type used by assignment type for that assignment.
Possible Points	Total value of the assignment.
Reporting Period Long Name	Name of the reporting period, which is based on the Term Begin and Term End dates, specified on the Reporting Periods screen.
Reporting Period Short Name	Short name of the reporting period as specified on the Reporting Periods screen and used in the Grading Period list on the Class Dashboard and on the Report Card Entry screen.
Roster Order	Order in which the class was assigned on the Class Roster screen.
Student Assignment Type Average	Average of the assignment type associated with assignment.
Student Assignment Type Mark	Mark equivalent to the average of the assignment type associated with assignment.
Student Group Name	Name of student group within a class.
Student Hidden Indicator	Indicates the student is hidden in the class. If you select this option, you must select Yes or No in the Value field.
Student Hidden Status Name	Indicates the student is hidden in the class. If you select this option, you must enter <i>Hidden</i> in the Value field.
Student ID	District code that identifies the student.
Student Name	Full name of the student.
Student Reporting Period Average	Student's average in the class in the reporting period.
Student Reporting Period Mark	Mark equivalent to the student's average in the class in the reporting period.
Teacher Name	Name of the primary teacher associated with the class.

Class Progress Standards Based Report

The **Class Progress Standards Based** report displays assignment type averages, assignment assessment marks, and class averages for an individual class in a reporting period. This report is also a good option for printing a paper backup of your GradeBook.

1. On the **Teacher Home Page**, in the **Select a Report** drop-down list, select **Class Progress Standards Based**.
2. Click **Run**.

3. On the **GradeBook Report Viewer**, enter the name of the report in the **Report Header** field. **Class Progress Standards Based** displays by default, but you may change the name if desired.
4. In the **Select Required Parameters** area, select the appropriate class in the **Class** drop-down list. In the **Select Required Parameters** area, select the appropriate period in the **Periods** drop-down list.

Note: Only the classes to which you have access display in the list; however, you should only choose classes that use standards-based grading.

5. In the **Set Optional Filters** area, select the appropriate option in the **Field Name** drop-down list. See [“Class Progress Standards Based Report – Field Name Options”](#) for descriptions of all available options.
6. Select one of the following options in the **Operation** drop-down list if it is available. The available options may vary depending on the option you selected in the **Field Name** drop-down list.
 - Is Equal To
 - Is Not Equal To
 - Is Before
 - Is Before Or On
 - Is After
 - Is After Or On
 - Is Less Than
 - Is Less Than Or Equal To
 - Is Greater Than
 - Is Greater Than Or Equal To
 - Has a Value
 - Does Not Have a Value
7. Enter the appropriate value in the **Value** field.

Note: The available options and acceptable values vary depending on the option you selected in the **Field Name** drop-down list. You may be able to enter only alphabetical or only numeric characters depending on the option you selected in the **Field Name** drop-down list. If you selected **Has a Value** or **Does Not Have a Value** in the **Operation** drop-down list, then the **Value** field is not available.

8. Specific selected columns indicated by a check mark display on the report by default. If you have selected specific filter options in the **Field Name** drop-down list and you want that information to display on the report, make sure to select the corresponding column name in the **Columns** list.
9. Click **View Report**.

The report displays at the bottom of the window.

10. To save the report with your selected parameters, filters, and columns, click **Save Setup As**. On the **Save Setup As** window in the **New report name** field, enter the unique report name, and in the **New description** field, enter the description of the report. Then, click **Save**.

The following message displays at the bottom of the window: "Report setup saved successfully."

ProgressBook Report Viewer

GradeBook > Class Progress Standards Based Admin

Hide Setup Save Setup As... View Report Report Name: Class Progress Standards Based Admin

Update Report Headers

Report Header: Class Progress

Select Required Parameters

Teacher: hinds_ginneen (Lake View Elementary School)

Periods: Q1

Set Optional Filters

Field Name	Operation	Value

Add & Remove Columns

Columns: Assessment Average, Class Average, Assignment Type Average, Assignments

View Report

Class Progress

Primary Teacher: Beckett, Julie

Reporting Period:

Math 2 : 1										A Page 34, #1-20			
		Avg	Avg	Avg	Avg	Avg	Avg						
Students	Class Avg	A	T	20	21	30	31	20	21	30	31		
Aguirre, Mackenzi		4.75	5.5	5.67 (A+)	5.33 (A+)	4.67 (A+)		3	3	1	1		
Ahrens, Jocelyn		4.75	5.75	5.33 (A+)	5.33 (A+)	5.33 (A+)		2	2	3	1		
Bush, Sheridan		4.88	5.25	5.67 (A+)	5.33 (A+)	4.00 (A)		3	3	1	2		
Carroll, Quincy		4.25	4.75	5.00 (A+)	4.33 (A+)	4.00 (A)		1	1	1	1		
Cave, Justin		4.88	5	5.33 (A+)	5.33 (A+)	4.67 (A+)		3	3	2	1		
Cooper, Liam		4.75	5	5.00 (A+)	5.33 (A+)	4.00 (A)		1	3	1	3		
Curry, Cooper		4.5	4.75	5.33 (A+)	5.00 (A+)	4.00 (A)		2	2	1	1		
Dellafave, Tyler		5	5.5	5.67 (A+)	5.33 (A+)	5.33 (A+)		3	3	3	1		
Derr, Dominik		4.5	5	5.00 (A+)	5.00 (A+)	4.00 (A)		2	1	1	2		
Dossi, Lauren		4.5	5.5	5.00 (A+)	5.33 (A+)	4.33 (A+)		1	3	1	1		
Kunkler, Alexis		4.88	4.75	5.33 (A+)	4.67 (A+)	4.33 (A+)		2	2	2	3		
Layfield, Andrew		4.63	5	4.67 (A+)	5.33 (A+)	4.67 (A+)		2	3	1	1		
Mackey, Andrew		4.63	4.75	5.67 (A+)	4.67 (A+)	4.00 (A)		3	1	1	2		
Meshew, Nichole		4.88	5.25	5.33 (A+)	5.67 (A+)	4.67 (A+)		2	3	3	1		
Murray, Jaicee		4.38	5.25	5.00 (A+)	5.00 (A+)	4.33 (A+)		1	2	1	1		
Parks, Scarlett		4.88	4.75	5.00 (A+)	5.67 (A+)	4.00 (A)		2	3	1	3		
Pratt, Samuel		4.38	5.5	5.33 (A+)	4.67 (A+)	4.67 (A+)		2	1	1	1		
Schauer, Ashley		4.88	5	5.33 (A+)	5.67 (A+)	4.33 (A+)		2	3	2	2		

Class Progress Standards Based Report – Field Name Options

Option	Description
Assigned Date	Date the assignment was assigned.
Assignment Point Value	Point value of the assignment.
Assignment Weight	Weight of the assignment.

Homework and Marks Posted to ParentAccess

The **Homework and Marks Posted to Parent Access** report displays assignments and assignment types for individual or multiple classes within a date range with an indication of whether or not marks are posted to ParentAccess.

1. From the **Teacher Home Page**, in the **Select a Report** drop-down list, select **Homework and Marks Posted to Parent Access**.
2. Click **Run**.
3. In the **Report Header** field, enter the name of the report. **Homework and Marks Posted to Parent Access** displays by default, but you may change the name, if desired.
4. In the **Select Required Parameters** area, in the **Class** drop-down list, select the appropriate class(es).

Note: Only the classes to which you have access display in list.

5. In the **Start Date** field, choose a date from the calendar.
6. In the **End Date** field, choose a date from the calendar.
7. In the **Published Marks to Web** option, select one of the following options:
 - **Yes** – Displays assignments for which marks were posted to ParentAccess
 - **No** – Displays assignments for which marks were not posted to ParentAccess
8. In the **Published Assignment To Homework** option, select one of the following options:
 - **Yes** – Displays only classes in which homework and assignment marks were posted to ParentAccess
 - **No** – Displays only classes in which homework and assignment marks were not posted to ParentAccess
9. In the **Set Optional Filters** area, select the following appropriate option in the **Field Name** list:
 - **Assigned Date** – Date the assignment was assigned
 - **Assignment Name** – Name of the assignment
 - **Assignment Type Name** – Name of the assignment type
 - **Class Name** – Name of the class
 - **Due Date** – Date the assignment is due
 - **Floating Indicator** – Indicates if this is floating assignment
 - **School Name** – Name of the school

10. Select one of the following options in the **Operation** list if it is available. The available options may vary depending on the option you selected in the **Field Name** list.

- Is Equal To
- Is Not Equal To
- Is Before
- Is Before Or On
- Is After
- Is After Or On
- Begins With
- Does Not Begin With
- Ends With
- Does Not End With
- Contains
- Does Not Contain
- Has a Value
- Does Not Have a Value

11. In the **Value** field, enter the appropriate value.

Note: The available options and acceptable values vary depending on the option you selected in the **Field Name** drop-down list. You may be able to enter only alphabetical or only numeric characters depending on the option you selected in the **Field Name** drop-down list. If you selected an option in the **Field Name** drop-down list that ends in "Indicator," then you must select the **Yes** or **No** option in the **Value** field. If you selected an option in the **Field Name** drop-down list that requires a date, a calendar becomes available in the **Value** field. If you selected **Has a Value** or **Does Not Have a Value** in the **Operation** drop-down list, then the **Value** field is not available.

12. Click **View Report**.

The report displays at the bottom of the window.

Note: The field or list displays red indicating an unacceptable value was entered or a required field was left blank.

- To save the report with your selected parameters, filters, and columns, click **Save Setup As**. On the **Save Setup As** window in the **New report name** field, type the unique report name, and in the **New description** field, type the description of the report. Then, click **Save**.

The following message displays at the bottom of the window: "Report setup saved successfully."

Homework and Marks Posted to Parent Access				
Hinds, Ginneen				
Homework and assignment marks posted between 9/1/2011 and 11/4/2011				
Lake View Elementary School				
Class Name	Date Range	Assignment Description	Assignment Type	Marks Posted?
Math - Gr 02: 1	11/4/2011 to 11/4/2011	Friday Quiz	Quiz	No
	10/28/2011 to 10/28/2011	Friday Quiz	Quiz	No
	10/21/2011 to 10/21/2011	Friday Quiz	Quiz	No
	10/14/2011 to 10/14/2011	Friday Quiz	Quiz	No
	10/7/2011 to 10/7/2011	Friday Quiz	Quiz	No
Science: 1	10/31/2011 to 10/31/2011	Solid States Worksheet	Classwork	No
	10/10/2011 to 10/21/2011	Leaf Project	Project	No
Science: 3	10/31/2011 to 10/31/2011	Solid States Worksheet	Classwork	No

Missing Assignments Standards Based Report

The **Missing Assignments Standards Based** report displays missing assignment information for individual and multiple classes in individual and multiple reporting periods. To include assignments in this report, you must have designated assignments as missing on the **Assignment Marks** screen.

1. On the **Teacher Home Page**, in the **Select a Report** drop-down list, select **Missing Assignment Report**.
2. Click **Run**.
3. In the **Report Header** field, enter the name of the report. **Missing Assignments Report** displays by default, but you may change the name if desired.
4. In the **Select Required Parameters** area, in the **Class** drop-down list, select the appropriate class(es).

***Note:** Only the classes to which you have access display in list; however, you should only choose classes that use standards-based grading.*

5. In the **Select Required Parameters** area in the **Reporting Periods** drop-down list, select the appropriate reporting period(s).
6. In the Include **Hidden Students** option, select one of the following options:
 - **Yes** - Displays students who are hidden on the class roster
 - **No** - Does not display student who are hidden on the class roster
7. In the **Set Optional Filters** area in the **Field Name** list, select the appropriate option. See [“Missing Assignments Standards Based Report – Field Name Options”](#) for descriptions of all available options.
8. Select one of the following options in the **Operation** drop-down list if it is available. The available options may vary depending on the option you selected in the **Field Name** drop-down list.
 - Is Equal To
 - Is Not Equal To
 - Is Before
 - Is Before Or On
 - Is After
 - Is After Or On
 - Is Less Than
 - Is Less Than or Equal To
 - Is Greater Than
 - Is Greater Than Or Equal To
 - Begins With
 - Does Not End With
 - Contains
 - Does Not Contain
 - Has a Value
 - Does Not Have a Value

9. Enter the appropriate value in the **Value** field.

Note: The available options and acceptable values vary depending on the option you selected in the **Field Name** drop-down list. You may be able to enter only alphabetical or only numeric characters depending on the option you selected in the **Field Name** drop-down list. If you selected an option in the **Field Name** drop-down list that ends in “Indicator,” then you must select the **Yes** or **No** option in the **Value** field. If you selected an option in the **Field Name** drop-down list that requires a date, a calendar becomes available in the **Value** field. If you selected **Has a Value** or **Does Not Have a Value** in the **Operation** drop-down list, then the **Value** field is not available.

10. Click **View Report**.

The report displays at the bottom of the window.

Note: The field or list displays red indicating an unacceptable value was entered or a required field was left blank.

Note: The **Points** field reflects the points of the default assessment if this is a point assignment. If there is not a default assessment selected or this is a nonpoint assignment, then a total does not display in the **Points** field.

11. To save the report with your selected parameters, filters, and columns, click **Save Setup As**. On the **Save Setup As** window in the **New report name** field, type the unique report name, and in the **New description** field, type the description of the report. Then, click **Save**.

The following message displays at the bottom of the window: “Report setup saved successfully.”

The screenshot shows the 'Report Viewer' window for ProgressBook GradeBook. The window has a title bar with the logo and 'Report Viewer'. Below the title bar is a menu bar with 'Hide Setup', 'Save Setup As...', and 'View Report'. The 'Report Name' is 'Missing Assignments Standards Based'. The main content area is divided into four sections: 'Update Report Headers', 'Select Required Parameters', 'Set Optional Filters', and 'Add & Remove Columns'. The 'Update Report Headers' section has a 'Report Header' field with the value 'Missing Assignments Report'. The 'Select Required Parameters' section has 'Class' set to 'Math - Gr 02: 01', 'Reporting Periods' set to 'Q1', and 'Include Hidden Students' set to 'No'. The 'Set Optional Filters' section has a table with three columns: 'Field Name', 'Operation', and 'Value'. The first row has 'Assignment Type' in the 'Field Name' column, 'Is Not Equal To' in the 'Operation' column, and 'Project' in the 'Value' column. The 'Add & Remove Columns' section has a message: 'No columns are available to add or remove.' At the bottom of the window is a 'View Report' button.

Field Name	Operation	Value
Assignment Type	Is Not Equal To	Project

Missing Assignments Standards Based					
Math - Gr 02.4		Report Period: 1ST QUARTER			
Student: Decrane, Jayla		Reporting Period Average: 80.00		Reporting Period Mark: B-	
Assignment Name	Due Date	Assignment Type	Points	Weight	
Math Facts	9/5/2011	HW	5	1	
Student: Denes, Clair		Reporting Period Average: 84.00		Reporting Period Mark: B	
Assignment Name	Due Date	Assignment Type	Points	Weight	
Math Facts	9/8/2011	HW	5	1	
Student: Diem, Steven		Reporting Period Average: 65.33		Reporting Period Mark: D	
Assignment Name	Due Date	Assignment Type	Points	Weight	
Adding by 2s	10/4/2011	Quiz	20	1	
Student: Dienes, Taylor		Reporting Period Average: 86.67		Reporting Period Mark: B+	
Assignment Name	Due Date	Assignment Type	Points	Weight	
Math Facts	9/6/2011	HW	5	1	
Student: Dietrick, David		Reporting Period Average: 86.67		Reporting Period Mark: B+	
Assignment Name	Due Date	Assignment Type	Points	Weight	
Math Facts	9/12/2011	HW	5	1	
Student: D'Souza, Jack		Reporting Period Average: 75.00		Reporting Period Mark: C	
Assignment Name	Due Date	Assignment Type	Points	Weight	
Math Facts	9/1/2011	HW	5	1	

Missing Assignments Standards Based Report – Field Name Options

Option	Description
Assignment Name	Name of the assignment.
Assignment Type	Assignment type associated with the assignment.
Average	Average in the class.
Course Name	Name of the course.
Due Date	Date the assignment is due.
First Name	First name of the student.
Last Name	Last name of the student.
Points	Total value of the assignment.
Reporting Period Mark	Mark in the current reporting period.
Reporting Period Name	Name of the reporting period, which is based on the Term Begin and Term End dates, specified on the Reporting Periods screen.
Weight	Weight of the assignment.

Report Card Marks Report

The **Report Card Marks** report provides numerous options for presenting report card information for individual or multiple class(es). For example, you can apply specific filter options to create a report that displays students with grades above or below a grade threshold. Once you save the report with your desired filter options and unique name, you can run it as often as you like.

1. On the **Teacher Home Page** or **Class Dashboard**, in the **Select a Report** drop-down list, select **Report Card Marks**.
2. Enter the name of the report in the **Report Header** field. **Report Card Marks** displays by default but you may change the name if desired.
3. In the **Set Required Parameters** area, in the **Report Card** drop-down list, select the appropriate report card.
4. In the **Class List**, select the appropriate class(es).

5. Select one of the following Include **Hidden Students** options:
 - **Yes** – Include students that have been hidden from a teacher's class roster
 - **No** – Do not include students that have been hidden from a teacher's class roster

***Note:** The field or list displays red indicating an unacceptable value was entered or a required field was left blank.*

6. In the **Set Optional Filters** area, select the appropriate common option in the **Field Name** list. See [“Report Card Marks – Field Name Options”](#) for descriptions of all the available options.
7. Select one of the following options in the **Operation** drop-down list if it is available. The available options may vary depending on the option you selected in the **Field Name** drop-down list.
 - Is Equal To
 - Is Not Equal To
 - Is Before
 - Is Before or On
 - Is After
 - Is After or On
 - Is Less Than
 - Is Less Than or Equal To
 - Is Greater Than
 - Is Great Than or Equal To
 - Begins With
 - Does Not Begin With
 - Ends With
 - Does Not End With
 - Contains
 - Does Not Contain
 - Has A Value
 - Does Not Have A Value

8. In the **Value** field, enter or select the appropriate value.

***Note:** The available options and acceptable values vary depending on the option you selected in the **Field Name** drop-down list. You may be able to enter only alphabetical or only numeric characters depending on the option you selected in the **Field Name** drop-down list. If you selected an option in the **Field Name** drop-down list that ends in “Indicator,” then you must select the **Yes** or **No** option in the **Value** field. If you selected an option in the **Field Name** drop-down list that requires a date, a calendar becomes available in the **Value** field.*

***Note:** You cannot select any columns in the **Add & Remove Columns** area; however, the **Student**, **Course**, **Assessment**, and **Reporting Periods** columns display by default on the report. Options in the **Field Name** drop-down list that end in “Indicator” do not have a corresponding column to display.*

9. Click **View Report**.

The report displays at the bottom of the window.

10. To save the report with your selected parameters, filters, and columns, click **Save Setup As**. On the **Save Setup As** window in the **New report name field**, enter the unique report name, and in the **New description field**, enter the description of the report. Then, click **Save**.

The following message displays at the bottom of the window: “Report setup saved successfully.”

Report Card Marks – Field Name Options

Options	Description
Assessment Name	Name of assessment as it displays on the report card.
Assessment Order	Order in which the assessment is displayed on the report card.
Birth Date	Date of birth of the student.
Class Enrollment Status Name	Indicates whether the student is active in the class. If you select this option, you must enter <i>Active</i> , <i>Withdrawn</i> , or <i>Future</i> in the Value field.
Counselor Name	Name of the guidance counselor assigned to the student.

Report Card Marks – Field Name Options

Options	Description
Course Abbrev Name	Abbreviation of course name as specified on the Update Course window.
Course ID	District identification code that represents the course.
Course Name	Name of course as specified on the Update Course window.
Course Short Name	Short name of course as specified on the Update Course window.
Course Ungraded Indicator	Indicates whether the course is ungraded as specified on the Update Course window. Usually study halls and lunch are specified as ungraded courses. If you select this option, you must select Yes or No in the Value field.
Enrollment Date	Date on which the student enrolled in the school.
Enrollment Status Code	Code that represents whether the student is active or inactive in the school in which the student is enrolled.
Exclude from Parent Access Indicator	Indicates whether or not the report card has been designated to display in ParentAccess. If you select this option, you must select Yes or No in the Value field.
Gender Code	Code that represents whether a student is female or male.
Interim End Date	Last date of the interim as specified on the Reporting Periods screen.
Mark	Grade entered for an assessment on the Report Card Entry screen.
Parent Access Disabled Indicator	Indicates whether the student's information has been disabled in ParentAccess. If a parent account is associated with multiple student accounts, the parent account can still access the other student accounts. If you select this option, you must select Yes or No in the Value field.
PB Assessment ID	GradeBook code that identifies the report card assessment.
PB Class ID	GradeBook code that identifies the class.
PB Course Group ID	GradeBook code that identifies the group to which a course belongs as specified on the Courses tab in the Report Card Builder . This code is used only in standards-based report cards.
PB Course ID	GradeBook code that identifies the course.
PB Grade Level ID	GradeBook code that identifies the grade level in which the student is enrolled.
PB Grading Scale ID	GradeBook code that identifies the grading scale associated with an assessment.
PB Homeroom ID	GradeBook code that identifies the homeroom in which the student is assigned.
PB Mark Type ID	GradeBook code that identifies the mark type associated with an assessment.
PB Report Card ID	GradeBook code that identifies the report card.
PB Reporting Period ID	GradeBook code that identifies the reporting period.
PB School ID	GradeBook code that identifies the school in which the student is enrolled.
PB Student ID	GradeBook code that identifies the student.

Report Card Marks – Field Name Options

Options	Description
Reporting Period Calculation Code	Code that represents the calculation method selected for each grade calculation method as specified on the System Calcs tab in the Report Card Builder .
Reporting Period End Date	Last date of the reporting period as specified on the Reporting Periods screen.
Reporting Period Name	Name of the reporting period as specified on the Reporting Periods screen.
Reporting Period Order	Order in which the reporting periods display on the report card as specified on the Periods tab in the Report Card Builder .
Reporting Period Short Name	Short name of the reporting period as specified on the Reporting Periods screen and used in the Grading Period list on the Class Dashboard and on the Report Card Entry screen.
Reporting Period Start Date	First date of the reporting period as specified on the Reporting Periods screen.
Reporting Period Type Code	Code that indicates whether Gradebook Range was selected for the reporting period as specified on the Reporting Periods screen. Reporting periods that display in the Grading Period drop-down list on the Class Dashboard are set as Gradebook Range.
Student First Name	First name of the student.
Student ID	District code that identifies the student.
Student Last Name	Last name of the student.
Student Middle Name	Middle name of the student.
Student Name	Full name of the student.

Student Demographics by Class Report

The **Student Demographics by Class** report provides numerous options for displaying student demographic information for individual or multiple classes, class groups, or homerooms. For example, you can apply specific filter options to create a report that displays student addresses for specific classes or schools. Once you save the report with your desired filter options and a unique name, you can run it as often as you like.

1. On the **Teacher Home Page** or **Class Dashboard**, in the **Select a Report** drop-down list, select **Student Demographics**
2. Enter the name of the report in the **Report Header** field. **Student Demographics** displays by default, but you may change the name if desired.
3. In the **Set Required Parameters** area, in the **Class** drop-down list, select the appropriate class(es).

Note: The field or list displays red indicating an unacceptable value was entered or a required field was left blank

4. In the **Set Optional Filters** area, select the appropriate option(s) in the **Field Name** drop-down list. See [“Student Demographics Report – Field Name Options”](#) for descriptions of all the available options.

5. Select one of the following options in the **Operation** drop-down list if it is available. The available options may vary depending on the option you selected in the **Field Name** drop-down list.
 - Is Equal To
 - Is Not Equal To
 - Begins With
 - Does Not Begin With
 - Ends With
 - Does Not End With
 - Contains
 - Does Not Contain
 - Has A Value
 - Does Not Have A Value
6. Type the appropriate value in the **Value** field.

***Note:** The available options and acceptable values vary depending on the option you selected in the **Field Name** drop-down list. You may be able to enter only alphabetical or only numeric characters depending on the option you selected in the **Field Name** drop-down list. If you selected an option in the **Field Name** drop-down list that ends in "Indicator," then you must select the **Yes** or **No** option in the **Value** field. If you selected an option in the **Field Name** drop-down list that requires a date, a calendar becomes available in the **Value** field.*

7. Specific selected columns indicated by a check mark display on the report by default. If you have selected specific filter options in the **Field Name** drop-down list and you want that information to display on the report, make sure to select the corresponding column name in the **Columns** drop-down list. Options in the **Field Name** drop-down list that end in "Indicator" do not have a corresponding column to display.
8. Click **View Report**.

The report displays at the bottom of the window.
9. To save the report with your selected parameters, filters, and columns, click **Save Setup As**. On the **Save Setup As** window in the **New report name** field, enter the unique report name, and in the **New description** field, enter the description of the report. Then, click **Save**.

The following message displays at the bottom of the window: “Report setup saved successfully.”

Class Name	Student Last Name	Student First Name	Student ID	School Name	Grade Level Name	Homeroom ID	Disability Name	Disability Code
Math - Gr 02: 01	DiMino	Nadja	999834286	Lake View Primary School	02	001P	Autism	12

Student Demographics Report – Field Name Options

Option	Description
Birth Date	Date of birth of the student.
Calendar Name	Calendar used by the school in which the student is enrolled.
Class Name	Name of the class in which the student is enrolled. If no class name is assigned, then course name and section displays.
Counselor Name	Name of the guidance counselor assigned to the student.
Disability Code	Code that represents a disability that is included in a list of disabilities recognized by the state department of education. These codes are also used in SpecialServices. If you select this option, you must enter 01, 02, 03, 04, 05, 06, 08, 09, 10, 11, 12, 13, 14, 15, or ** in the Value field.
Disability Name	Full name of a disability that is included in a list of disabilities recognized by the state department of education. These codes are also used in SpecialServices. If you select this option, you must enter the full or partial disability name in the Value field.
District of Residence	District in which the student resides.
District of Service	District in which the student receives services.
Enrollment Date	Date on which the student enrolled in the school.

Student Demographics Report – Field Name Options

Option	Description
Enrollment Status Code	Code that represents whether the student is active or inactive in the school in which the student is enrolled.
Gender Code	Code that represents whether a student is female or male.
Grade Level Code	Code that represents the grade level in which the student is enrolled.
Grade Level Name	Grade level in which the student is enrolled.
Graduation Date	Date on which the student will graduate from high school.
Home School ID	Code that represents the school building in which the student was originally enrolled.
Homeroom ID	Code that identifies the homeroom to which the student is assigned.
Parent Access Disabled Indicator	Indicates whether the student's information has been disabled in ParentAccess. If a parent account is associated with multiple student accounts, the parent account can still access the other student accounts. If you select this option, you must select Yes or No in the Value field.
Parent Access Disabled Status Name	Indicates whether the student's information has been disabled in ParentAccess. If you select this option, you must enter <i>Disabled</i> in the Value field.
PB School ID	GradeBook code that identifies the school in which the student is enrolled.
PB Student ID	GradeBook code that identifies the student.
School Enrollment Status Name	Indicates whether the student's record is active in GradeBook. If you select this option, you must enter <i>Active</i> or <i>Withdrawn</i> in the Value field.
School ID	Code that identifies the school in which the student is enrolled.
School Name	Name of the school in which the student is enrolled.
Student Address Line 1	Street address where the student lives.
Student Address Line 2	Street address where the student lives.
Student Address Line 3	Street address where the student lives.
Student Address Apt No	Apartment number of the apartment in which the student lives.
Student City	City in which the student lives.
Student Email Address	Email address of the student.
Student First Name	First name of the student.
Student ID	District code that identifies the student.
Student Last Name	Last name of the student.
Student Middle Name	Middle name of the student.
Student Phone Number	Student's primary phone number.
Student State	State in which the student lives.
Student Zip Code	Postal code of the address at which the student lives.
Student's Last Parent Access Login Date	Date the last time the student logged in to ParentAccess.

Student Progress Report By Assignment Type for a Custom Setup 2 Class

The **Student Progress by Assignment Type** report for a Custom Setup 2 class displays the students' overall class averages, averages by assignment type with total points earned out of total points possible, as well as period attendance for individual and multiple classes in individual or multiple reporting periods.

1. On the **Teacher Home Page**, in the **Select a Report** drop-down list, below **Report Builder Reports**, select **Student Progress By Assignment Type**.
2. Click **Run**.
3. In the **Report Header** field, enter the name of the report. **Student Progress by Assignment Type** displays by default, but you may change the name if desired.
4. In the **Select Required Parameters** area, in the **Class** drop-down list, select the appropriate class(es).

Note: Only the classes to which you have access display in list; however, you should only choose classes that use standards-based grading.

5. In the **Select Required Parameters** area, in the **Periods** drop-down list, select the appropriate period(s).
6. In the **Set Optional Filters** area, in the **Field Name** drop-down list, select the appropriate option. See [“Student Progress By Assignment Type Report – Field Name Options”](#) for descriptions of all the available options.
7. Select one of the following options in the **Operation** drop-down list if it is available. The available options may vary depending on the option you selected in the **Field Name** drop-down list.
 - Is Equal To
 - Is Not Equal To
 - Begins With
 - Does Not Begin With
 - Ends With
 - Does Not End With
 - Contains
 - Does Not Contain
 - Has a Value
 - Does Not Have a Value
8. In the **Value** field, type the appropriate **value**.

Note: The available options and acceptable values vary depending on the option you selected in the **Field Name** drop-down list. You may be able to enter only alphabetical or only numeric characters depending on the option you selected in the **Field Name** drop-down list. If you selected **Has a Value** or **Does Not Have a Value** in the **Operation** drop-down list, then the **Value** field is not available.

9. Click **View Report**.

The report displays at the bottom of the window.

Note: The field or list displays red indicating an unacceptable value was entered or a required field was left blank.

- To save the report with your selected parameters, filters, and columns, click **Save Setup As**. On the **Save Setup As** window, in the **New report name** field, enter the unique report name, and in the **New description** field, enter the description of the report. Then, click **Save**.

The following message displays at the bottom of the window: "Report setup saved successfully."

ProgressBook GradeBook Report Viewer

Hide Setup Save Setup As... View Report Report Name: Student Progress By Assignment Type

Update Report Headers

Report Header: Student Progress by Assignment Type

Select Required Parameters

Class: Math
Periods: Q1, Q2

Set Optional Filters

Field Name	Operation	Value

Add & Remove Columns

No columns are available to add or remove.

View Report

Student Progress by Assignment Type

Math - Gr 02 : 4

1ST QUARTER

Student Name	Period		Class Avg	Homework		Quiz	
	Tardy	Absent		Mark	Points	Mark	Points
Dawood, Supta	0	0	90.67 (A-)	87.27 (B+)	96 / 110	95 (A)	38 / 40
Day, James	0	0	84.00 (B)	81.82 (B-)	90 / 110	90 (A-)	36 / 40
DeCapite, Jarred	0	0	89.33 (B+)	85.45 (B)	94 / 110	95 (A)	38 / 40
Decrane, Jayla	0	0	80.00 (B-)	72.73 (C)	80 / 110	95 (A)	38 / 40
Deem, Jordan	0	0	85.33 (B)	83.64 (B)	92 / 110	90 (A-)	36 / 40
Denes, Clair	0	0	84.00 (B)	78.18 (C+)	86 / 110	95 (A)	38 / 40
Diehl, Mary	0	0	90.67 (A-)	87.27 (B+)	96 / 110	95 (A)	38 / 40
Dielman, Xhesi	0	0	86.67 (B+)	85.45 (B)	94 / 110	90 (A-)	36 / 40
Diem, Steven	0	0	65.33 (D)	89.09 (B+)	98 / 110	0 (F)	0 / 40
Dienes, Taylor	0	0	86.67 (B+)	81.82 (B-)	90 / 110	95 (A)	38 / 40
Dies, Melissa	0	0	89.33 (B+)	89.09 (B+)	98 / 110	90 (A-)	36 / 40
Dietrich, Kaylee	0	0	92.00 (A-)	89.09 (B+)	98 / 110	95 (A)	38 / 40
Dietrick, David	0	0	86.67 (B+)	81.82 (B-)	90 / 110	95 (A)	38 / 40
D'Souza, Jack	0	0	80.00 (B-)	76.36 (C)	84 / 110	90 (A-)	36 / 40

Student Progress By Assignment Type Report – Field Name Options

Options	Description
Student First Name	First name of the student.
Student Last Name	Last name of the student.

ParentAccess

ParentAccess enables parents and students to view select GradeBook information. You have access to view the information so you can see exactly what parents see for each student. On the ParentAccess **Home** screen, **Today's Comments** display (if applicable), as well as a summary of the student's **Grades**, **Homework**, **Grade Details**, and **Daily Attendance** with links to more detailed information. On the left side of the screen, the navigation bar displays links to **Student Information**, **School Information**, and **Family Information** (or **Account Management** for students).

Lakeview City Schools | Shannon, Brett | Help | teacher101__GB | **Brett Shannon** (Student ID: 999889804)

ProgressBook | **Home**

STUDENT INFORMATION

- Home
- Grades
- Planner
- Schedule
- Attendance
- Activities
- Resources
- Report Card
- Course Request
- Fees

SCHOOL INFORMATION

- News
- Calendar
- Class Information

FAMILY INFORMATION

- Alerts
- My Account
- Student Contacts
- Student Profile

Today's Comments

ALGEBRA 2
Thank you for helping the other students with this week's assignments!

Grades (details)

Grades for 4TH QUARTER

Course	Grade	YTD Grade	As Of
ALGEBRA 2	95.35 A	92.98 A	May 28
BIOLOGY HONORS	97.14 A	96.09 A	May 29
CREATIVE WRITING	98.00 A+	92.50 A	May 29

[View all grades](#)

Homework (details)

Homework due today or next 2 days

Course	Count
ALGEBRA 2	2
BIOLOGY HONORS	1
CREATIVE WRITING	1
ENGLISH 9 HONORS	1

[View all homework](#)

Grade Details (details)

Items due in past 2 days

ALGEBRA 2		
Date	Assignment	Mark
May 29	Page 364 - ALL	20/20

BIOLOGY HONORS		
Date	Assignment	Mark
May 28	Chapter 15	15/15

[View all grade details](#)

Daily Attendance (details)

Absence type summary for the year

Absence Type	Count
Tardy	3
Excused Absent	6
Unexcused Absence	2

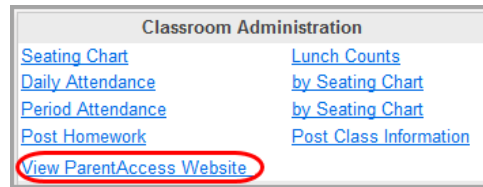
[View all attendance](#)

Refer to the following topics:

- [“View ParentAccess”](#)
- [“Navigate ParentAccess”](#)
- [“View Another Student in the Class”](#)
- [“Sign Out of ParentAccess”](#)
- [“Student Information”](#)
- [“School Information”](#)
- [“Family Information”](#)
- [“ParentAccess Alerts Overview”](#)
- [“Post Homework to ParentAccess”](#)
- [“Set Up Class Preferences for ParentAccess”](#)
- [“Create Class Information Page”](#)
- [“Delete Class Information Page”](#)

View ParentAccess

On the **Class Dashboard**, click **View ParentAccess Website** to open ParentAccess in another window.





Navigate ParentAccess

The **Home** screen of ParentAccess provides a summary of the student's progress, which is divided into **Grades**, **Homework**, **Grade Details**, and **Daily Attendance** sections.

Note: To view detailed information for any of these sections, click **details** or **View all [name of section]**.

On the left side of the screen, the navigation bar is divided into **Student Information**, **School Information**, and **Family Information** (or **Account Management** for students) sections. The navigation bar remains visible as you navigate through ParentAccess.

In the top-right corner to the left of **Help** on each screen,  displays next to the student's name. When you click the arrow, you can select a different student from the class.

Also, at the top-right corner to the right of your user name, you can click , and then click **Sign Out**.

At the top of the screen to the left of your user name, click **Help** to view online help.

Navigation Bar

Click to change students

Click to view Help

Click to sign out

Current Screen

Lakeview City Schools | Shannon, Brett | Help | teacher101_GB | Brett Shannon | Student ID: 99889804

Home

STUDENT INFORMATION

- Home
- Grades
- Planner
- Schedule
- Attendance
- Activities
- Resources
- Report Card
- Course Request
- Fees

SCHOOL INFORMATION

- News
- Calendar
- Class Information

FAMILY INFORMATION

- Alerts
- My Account
- Student Contacts
- Student Profile

Today's Comments

ALGEBRA 2

Thank you for helping the other students with this week's assignments!

Grades details

Grades for 4TH QUARTER

Course	Grade	YTD Grade	As Of
ALGEBRA 2	95.35 A	92.98 A	May 28
BIOLOGY HONORS	97.14 A	96.09 A	May 29
CREATIVE WRITING	98.00 A+	92.50 A	May 29

[View all grades](#)

Homework details

Homework due today or next 2 days

Course	Count
ALGEBRA 2	2
BIOLOGY HONORS	1
CREATIVE WRITING	1
ENGLISH 9 HONORS	1

[View all homework](#)

Grade Details details

Items due in past 2 days

ALGEBRA 2

Date	Assignment	Mark
May 29	Page 364 - ALL	20/20

BIOLOGY HONORS

Date	Assignment	Mark
May 28	Chapter 15	15/15

[View all grade details](#)

Daily Attendance details


Absence type summary for the year

Absence Type	Count
Tardy	3
Excused Absent	6
Unexcused Absence	2

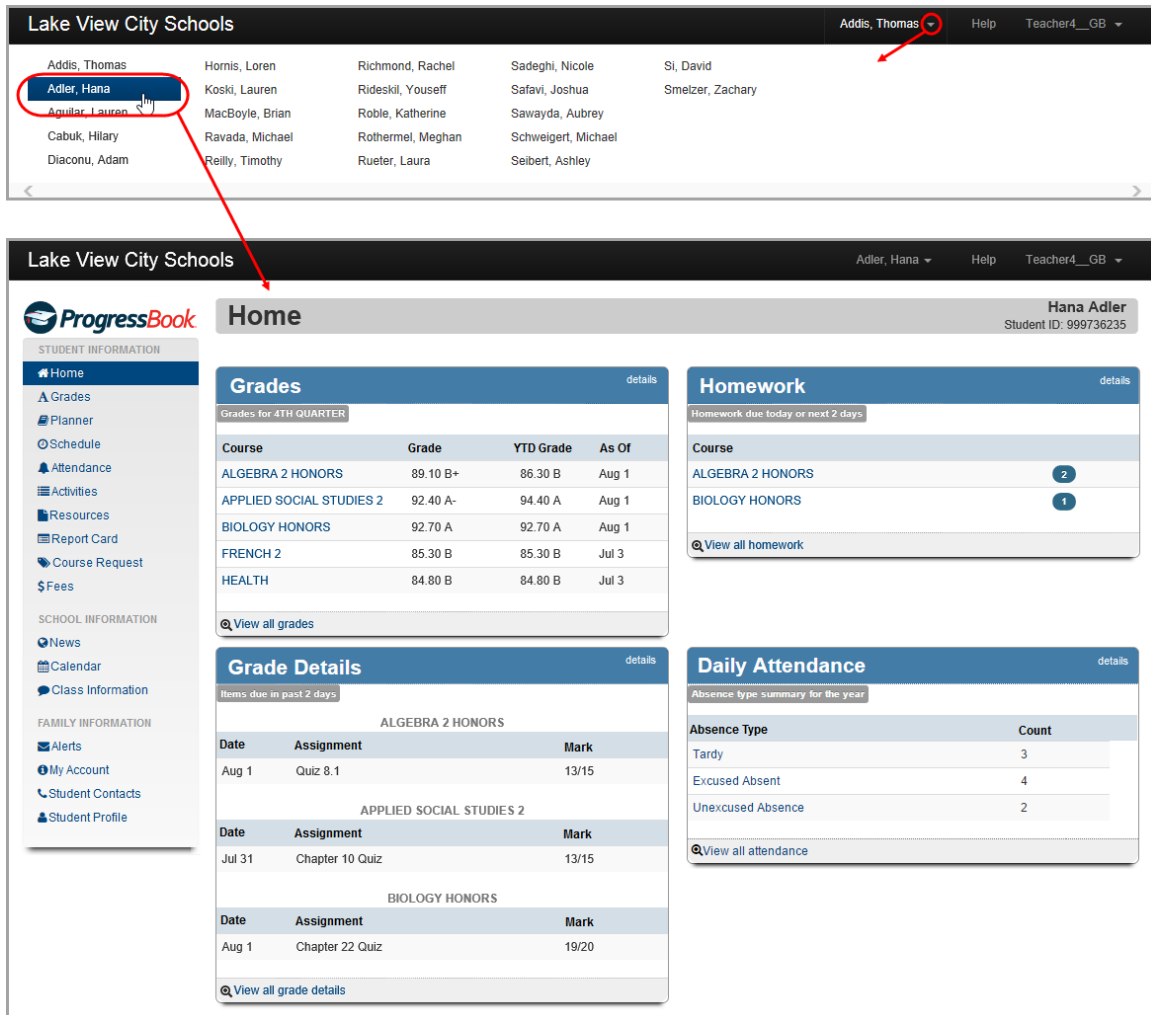
[View all attendance](#)

View Another Student in the Class

You can easily select another student in the class to view their progress.

1. At the top of any screen, to the right of the student's name, click .
2. In the list of students, select another student.

The screen updates to display that student's information.



Lake View City Schools Addis, Thomas ▾ Help Teacher4__GB ▾

Addis, Thomas	Hornis, Loren	Richmond, Rachel	Sadeghi, Nicole	Si, David
Adler, Hana	Koski, Lauren	Rideskil, Youseff	Safavi, Joshua	Smetzer, Zachary
Aguilar, Lauren	MacBoyle, Brian	Roble, Katherine	Sawayda, Aubrey	
Cabuk, Hilary	Ravada, Michael	Rothermel, Meghan	Schweigert, Michael	
Diaconu, Adam	Reilly, Timothy	Rueter, Laura	Seibert, Ashley	

Lake View City Schools Adler, Hana ▾ Help Teacher4__GB ▾

ProgressBook Home

STUDENT INFORMATION

- Home
- Grades
- Planner
- Schedule
- Attendance
- Activities
- Resources
- Report Card
- Course Request
- Fees

SCHOOL INFORMATION

- News
- Calendar
- Class Information

FAMILY INFORMATION

- Alerts
- My Account
- Student Contacts
- Student Profile

Home Hana Adler
Student ID: 999736235

Grades details

Grades for 4TH QUARTER

Course	Grade	YTD Grade	As Of
ALGEBRA 2 HONORS	89.10 B+	86.30 B	Aug 1
APPLIED SOCIAL STUDIES 2	92.40 A-	94.40 A	Aug 1
BIOLOGY HONORS	92.70 A	92.70 A	Aug 1
FRENCH 2	85.30 B	85.30 B	Jul 3
HEALTH	84.80 B	84.80 B	Jul 3

[View all grades](#)

Homework details

Homework due today or next 2 days

Course	Count
ALGEBRA 2 HONORS	2
BIOLOGY HONORS	1

[View all homework](#)

Grade Details details

Items due in past 2 days:

ALGEBRA 2 HONORS		
Date	Assignment	Mark
Aug 1	Quiz 8.1	13/15

APPLIED SOCIAL STUDIES 2		
Date	Assignment	Mark
Jul 31	Chapter 10 Quiz	13/15

BIOLOGY HONORS		
Date	Assignment	Mark
Aug 1	Chapter 22 Quiz	19/20

[View all grade details](#)

Daily Attendance details


Absence type summary for the year

Absence Type	Count
Tardy	3
Excused Absent	4
Unexcused Absence	2

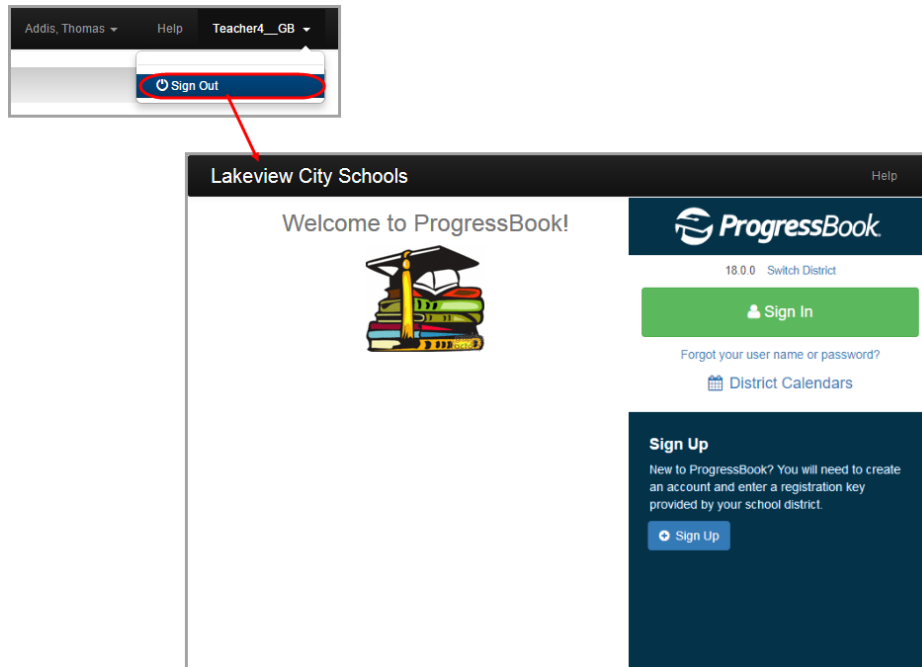
[View all attendance](#)

Sign Out of ParentAccess

It is recommended that you sign out of ParentAccess when you are finished viewing a student's information.

1. At the top of any ParentAccess screen, click  to the right of your user name.
2. Click **Sign Out**.

The system returns to the login screen, and you are signed out of ParentAccess.



Student Information

The **Student Information** section allows you to view a student's information. The screens available for viewing are as follows:

- **Home** – Provides a summary of a student's progress, including daily comments displaying at the top of the screen, sections for **Grades** for the current reporting period, **Homework** due within the next 2 school days, **Grade Details** for items due in the past 2 school days, and **Daily Attendance** information.
- **Grades** – Provides detailed information about a student's grades for a reporting period including **Course**, **Grade**, and **As Of** date. The courses are links, so you can easily navigate to the **Grade Details** screen to view a student's assignments for that course.
 - **Grade Details** – Provides detailed information about a student's assignments for a course. For traditional (high school) courses, the default view is by date, but you can also view by assignment type. For standards-based (elementary) courses, the default view is by standards, but you can also view by assignment summary and assessment type. At the top of the screen, you can select the student's other courses, and on the right side of the screen, you can select different reporting periods.

***Note:** Missing assignments display as 0/possible points and 0%.*

- **Planner Screen** – Provides detailed information about a student's **Assigned Work** and/or **Posted Homework**.
 - **Assigned Work** – When you create an assignment, if you select **Post to the homework web page?**, the assignment displays in the student **Planner** below the **Assigned Work** heading. If you created an assignment from a VirtualClassroom activity, a **View Activity** link also displays.
 - **Posted Homework** – When you use the **Post Homework** feature, the homework and associated links and/or attachments display in the student **Planner** below the **Posted Homework** heading.
- **Schedule Screen** – Provides detailed information about a student's schedule. You can also email the class's teacher from the **Schedule** screen. Transportation, locker, and counselor information also displays on this screen.
- **Attendance Screen** – Provides information about a student's Daily and Period Attendance with links to view detailed information about attendance.
 - **Daily Attendance Screen** – Provides detailed information about a student's daily attendance including **Date**, **Absence Type**, **Reason** (if a reason was entered), **Attendance Comments** (if a comment was entered), and **Arrival** and **Dismissal Times**, if available. The information displayed is live from StudentInformation if live integration is enabled. The default view is by reporting period with links on the right side to view different reporting periods or a summary for the school year. If Attendance Totals are enabled by your administrator, **Total Absent** and **Total Tardy** display for each reporting period (but not on the **Summary** view). There is also a link to view period attendance details.

- **Period Attendance Screen** – Provides detailed information about a student's period attendance including **Absence Date** and **Absence Type**. The information displayed is live from StudentInformation if live integration is enabled. The default view is the current reporting period. You can also view period attendance for another reporting period. There is also a link to view daily attendance details.
- **Activities Screen** –The **Activities** screen displays a list of the online activities you assign to the students, including due date and status. The activity name serves as a link for students to access and work on the activity when they are signed in to their accounts. When parents sign in to their accounts, they can view online activities in read-only format.
- **Report Card Screen** – Provides detailed information about a student's report card. If your school uses more than one report card, such as an interim, in the **Report Cards** drop-down list, you can select a different report card or interim to view. Click **View Paper Report Card** to display a PDF of the student's most recent report card. Click **View Paper Report History** to open the **Report Card History** screen, which lists report cards from previous grading periods and previous school years. Click the name of a report card to display it as a PDF.

School Information

The **School Information** section lets you view the following:

- **News** – Provides a news selection screen in tile format where you select news for the district or for the schools in your district
- Note:** If a district or school has information, the district's or school's name displays in green.*
- **Calendar** – Provides a calendar on which you select preferences to displays for event categories, classes, and schools
 - **Class Information** – Provides a class selection screen showing all the student's classes in tile format

***Note:** If a class has information, the class name appears in green, and if the class's teacher has uploaded a class logo, the logo appears on the right side of the tile.*

Family Information

The **Family Information** section provides the following links if enabled by the ParentAccess administrator:

- **My Account** – Click to access the **My Account** screen where you can reset a student's ParentAccess password (see [“Change a Student's Password in ParentAccess”](#))
- **Student Profile** – Click to view the school and demographic information on file for the student whose ParentAccess account you are viewing (read-only)

Change a Student's Password in ParentAccess

You can change a student's password in ParentAccess should the student forget it.

Note: If your school district requires students to log in using another service, such as Google™, you cannot change their passwords.

1. On the **Class Dashboard**, click **View ParentAccess Website**.
2. On the left side of the screen in the navigation bar, below **Family Information**, click **My Account**.

The **My Account** screen displays a list of students in your class.

3. On the **My Account** screen, in the row of the student whose password you want to reset, click **Reset Password**.
4. In the **New Password** field, enter the new password.
5. In the **Re-enter New Password** field, enter the new password again.
6. Click **Update**.

The **Password has been changed** message displays and, if the student has registered an email address, a confirmation email is sent to the student. Encourage the student to create a new complex password.



The screenshot shows the 'My Account' page for Lakeview City Schools. On the left is a navigation menu with options like Home, Grades, Planner, Schedule, Attendance, Activities, Resources, Report Card, Course Request, Fees, News, Calendar, Class Information, Alerts, My Account (selected), Student Contacts, and Student Profile. The main content area is titled 'My Account' and shows a list of students. The students listed are Thomas Addis, Hana Adler, Lauren Aguilar, Hilary Cabuk, Adam Diaconu, Loren Hornis, and Lauren Koski. Each student row has a 'Reset Password' button. A red circle highlights the 'Reset Password' button for Hilary Cabuk.

The screenshot shows the 'Reset Password for Hilary Cabuk' form. It has two input fields: 'New Password' and 'Re-enter New Password'. Both fields have green checkmarks indicating the password is acceptable and matches. Below the fields are 'Update' and 'Cancel' buttons. A red circle highlights the 'Update' button.

The screenshot shows the 'My Account' page with a green message box that says 'Password has been changed.'

ParentAccess Alerts Overview

Alerts are email messages regarding student progress sent to the email accounts of parents and students who have subscribed to the alerts. The school district can set up various alerts by school building to provide parents and students with options. Parents and students can then subscribe to the desired alerts on the **Alerts** screen in ParentAccess. The alert is sent directly to the specified email account(s); however, the parent or student must log in to their ParentAccess account to view details of the assignment(s) related to the alert.

Teachers know that an alert about a student's progress has been sent when  displays next to an assignment on the GradeBook Grid.  displays to denote that the alert subscriber has logged in to ParentAccess.

Post Homework to ParentAccess



If your school district enables the ParentAccess feature in GradeBook, in addition to posting assignments to the **Planner** in ParentAccess, you can create homework posts that provide more specific instructions and other useful information. This option also allows you to post recurring homework through a single post. The homework and associated links and/or attachments of the **Post Homework** feature display in the student **Planner** below the **Posted Homework** heading.

- [“Post Homework”](#)
- [“Post Recurring Homework to ParentAccess”](#)
- [“Import Homework from the Homework Bank”](#)
- [“Search for Homework in the Homework Bank”](#)
- [“Delete Homework from the Homework Bank”](#)
- [“Exclude Students from Homework Posted to ParentAccess”](#)

Post Homework

1. On the **Teacher Home Page** or **Class Dashboard**, click **Post Homework**.
2. On the **Homework Search** screen, click **Add New Homework**.
3. On the **Homework Setup** screen, in the **Homework Details** area, in the **Title** field, enter a title for the homework.
4. On the **Homework Setup** screen, in the **Homework Details** area, type a description of the homework.

Note: You can use the text editor to edit and format the text.

5. Click  next to the **Start** field to choose the first date the homework is posted, or enter it in the field.
6. Click  next to the **End** field to choose the last date the homework is posted, or enter it in the field.
7. Select the class(es) to which the homework assignment applies.

8. Click **Save**.

Note: Once you have saved the homework assignment, the **Links**, **Attachments**, and **Students** tabs display on the **Homework Setup** screen.

9. You may perform any of the following optional steps while creating a homework post.
 - To import the homework from the homework bank in the future, verify that the **Save this homework to the homework bank** option is selected.
 - To create links to other websites that may be useful while completing the homework assignment, click the **Links** tab.
 - To create an attachment to be downloaded with the homework assignment, click the **Attachments** tab (if your district has enabled it).
 - To exclude students from homework posted to ParentAccess, click the **Students** tab and select student(s) to exclude.



Post Recurring Homework to ParentAccess

The **Post Homework** option lets you create homework with a single post that recurs during a specified date range. The homework and associated links and/or attachments of the **Post Homework** feature display in the student **Planner** below the **Posted Homework** heading.

1. On the **Teacher Home Page** or **Class Dashboard**, click **Post Homework**.
2. On the **Homework Search** screen, click **Add New Homework**.
3. On the **Homework Setup** screen, in the **Homework Details** area, in the **Title** field, enter a title for the homework.

4. On the **Homework Setup** screen, in the **Homework Details** area, enter a description of the homework.

Note: *You can use the text editor to edit and format the text.*

5. Click  next to the **Start** field to choose the first date the homework is posted, or enter it in the field.
6. Click  next to the **End** field to choose the last date the homework is posted, or enter it in the field.
7. In the **Due** field, designate on which day(s) the homework recurs (for instance, “every Monday” or “daily”).
8. Select the class(es) to which the homework assignment applies.
9. Click **Save**.

Note: *Once you have saved the homework assignment, the **Links**, **Attachments**, and **Students** tabs display on the **Homework Setup** screen.*

10. You may perform any of the following optional steps while creating a recurring homework post.
 - To import the homework from the homework bank in the future, verify that the **Save this homework to the homework bank** option is selected.
 - To create links to other websites that may be useful while completing the homework assignment, click the **Links** tab.
 - To create an attachment to be downloaded with the homework assignment, click the **Attachments** tab (if your district enabled it).

- To exclude students from homework posted to ParentAccess, click the **Students** tab and select student(s) to exclude.

ProgressBook

Homework Setup

GradeBook

Dashboard
Grading Period: Qtr3
Homework: Post Homework Example
Back to search

Main
Add new homework

Homework Details

Save this homework to the homework bank: ☒

Title: Multiplication Flash Cards

B
I
U
S
x
x'
I_x

List icons

collapse tools

Font
Me...
A-
A+
Cut
Copy
Paste
Undo
Redo
Link
Unlink
Image
Table
YouTube
Vimeo
Checkmark
Audio
Video
Print

Source

Students should spend 15-20 minutes working with flash cards to reinforce multiplication skills.

Enter a Date Range

Start: 07/01/2014
End: 8/1/2014

Due: Every Tuesday and Thursday
(ex. Every Friday, Daily, etc.)

Choose Classes

☒ Math - Gr 02: Section 1
☒ SuperDuper Math
☐ Reading - Gr 02: Section 1
☐ All Classes

Check Spelling
Save
Cancel

Import Homework from the Homework Bank

If you selected the **Save this homework to the homework bank** option when you created and saved homework posts during the current or previous school years, you can import homework from the bank.

1. On the **Class Dashboard**, click **Post Homework**.
2. On the **Homework Search** screen, click **Import Homework from the Bank**.

The **Import Homework** window displays.

3. (Optional) If the homework you want to import is not listed or the list is too long to scroll through, you can search for it.
 - a. In the **Course** drop-down list, select a different class.
 - b. In the **Text** field, enter all or part of the title or description of the homework, or leave it blank.
 - c. Click **Search**.

Note: The homework bank is different from the assignment bank. Saved assignments do not display on the **Import Homework** window.

4. Select the checkbox in the **Import** column next to the homework you want to import.

- Click **Import Homework**.

Import Homework

Course: Math - Gr 02 Text: Search

Check the homework you would like to import then click "Import Homework"

Import	Description
<input checked="" type="checkbox"/>	Addition Worksheet Questions 1-15
<input type="checkbox"/>	Chapter 4 Questions 1-15
<input type="checkbox"/>	Title: Practice Worksheets
<input type="checkbox"/>	Select and complete a 5-question practice worksheet each morning during homeroom.
<input type="checkbox"/>	Math Solver Worksheet 3
<input type="checkbox"/>	Multiplication Worksheet Questions 15-30

Import Homework
[Select All](#) [Unselect All](#)

- Close the **Import Homework** window.
 - Refresh your browser to refresh the **Homework Search** screen.
- The imported homework displays in the list.

ProgressBook Homework Search

GradeBook |

Dashboard Class: Mathematics: Patel Grading Period: Qtr3 Text: Search

[Import Homework from the Bank](#) [Add New Homework](#)

Description	Start Date	End Date	Due	Del
Addition Worksheet Questions 1-15	8/1/2014	8/1/2014		<input type="checkbox"/>
Practice B	7/28/2014	7/30/2014	7/30/2014	*
Advanced Addition	5/1/2014	5/8/2014	5/8/2014	*

*Homework was entered as GradeBook assignment [Delete](#)

- To update the imported homework for current use, click it to open the **Homework Setup** screen.
- Click next to the **Start** field to choose the first date you want to post the homework, or enter it in the field.
- Click next to the **End** field to choose the last date you want to post the homework, or enter it in the field.

11. Click **Save**.

ProgressBook Homework Setup

GradeBook | Dashboard | Grading Period: Qtr3 | Homework: Addition Worksheet Questions 1-15 | Back to search

Main | Links | Attachments | Students | Add new homework

Homework Details

Title: Addition Worksheet Questions 1-15

Save this homework to the homework bank: ☒

Complete accurately and quickly. Repeat each day to try to improve your time.

Enter a Date Range

Start: 2/20/2017 End: 02/24/2017

Due: Every morning during homeroom
(ex. Every Friday, Daily, etc.)

Choose Classes

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

Check Spelling Save

Search for Homework in the Homework Bank

You can search for homework assignments that have been saved to the homework bank.

1. On the **Class Dashboard**, click **Post Homework**.
2. On the **Homework Search** screen, click **Import Homework from the Bank**.
3. On the **Import Homework** window, in the **Course** drop-down list, select a different class.
4. In the **Text** field, enter all or part of the title or description of the homework, or leave it blank.

- Click **Search**.

The homework items that most closely match your search parameters display on the **Import Homework** window.

Import Homework

Course: Algebra 2 Text: Pages Search

Check the homework you would like to import then click "Import Homework"

Import	Description
<input type="checkbox"/>	Pages 180-181 even
<input type="checkbox"/>	Pages 185-186 odd
<input type="checkbox"/>	Pages 190-191 all
<input type="checkbox"/>	Pages 199-200 – Even problems

Import Homework

[Select All](#) [Unselect All](#)

Delete Homework from the Homework Bank

If you want to delete homework from the homework bank, you can use the **Homework Bank Maintenance** screen.

- On the **Teacher Home Page**, in the **Administration** area, click **Bank Maintenance**.
The **Assignment Bank Maintenance** screen displays.
- Click the **Homework Bank** tab.

ProgressBook - Assignment Bank Maintenance GradeBook |

GradeBook

Teacher Home Page Course: Algebra

Filter by: Assignment Type: All Types Text: Apply Filter

Assignment Bank **Homework Bank** Lesson Plan Bank

Actions: Delete Bank Item(s)

The **Homework Bank Maintenance** screen displays a list of homework items for the course selected in the **Course** drop-down list.

- (Optional) If you want to see a list of homework items for a different course, in the **Course** drop-down list, select another course.

- Select the checkbox in the row of the homework item(s) you want to delete, and then click **Delete [x] Bank Item(s)**.

Note: You cannot delete homework that is assigned.

<input checked="" type="checkbox"/>	Title	Description	Due Date Text	Updated	Assigned	Attachments	Links
<input type="checkbox"/>	Weekly Review	Every Friday, complete review problems at the end of the c...	Every Friday	10/9/2015 by Sally Teacher	✓		
<input type="checkbox"/>	Practice Activities	Complete online practice activities mornings during homer...	Daily	10/9/2015 by Sally Teacher	✓		
<input checked="" type="checkbox"/>	Monthly Self-Evaluation	At the end of each month, complete the self-evaluation for...	Final Friday of each month	10/9/2015 by Sally Teacher			
<input checked="" type="checkbox"/>	Create mini quiz	Create 5 algebraic equations for a classmate to solve. Be ...	First Wed each month	10/9/2015 by Sally Teacher			
<input type="checkbox"/>	Quiz Retakes	All quiz retakes must be done by Thursday after school! If...	Thursday after school	10/9/2015 by Sally Teacher	✓	Study Guidelines	Algebra Study Guide with Videos

- On the delete confirmation window, click **OK**.

The selected item(s) are deleted from the Homework Bank.

Exclude Students from Homework Posted to ParentAccess

You can exclude specific students from seeing a homework assignment posted to ParentAccess. For example, you may want to exclude a few students who are working on a different homework assignment than the rest of the class.

- On the **Homework Setup** screen, click the **Students** tab.
- Select the students that you want to exclude from seeing the homework assignment.

Note: On the **Homework Setup** screen **Students** tab, students display in the order you selected on the **Class Roster** screen if applicable. If you hid a student on the **Class Roster** screen, the **Homework Setup** screen **Students** tab does not display that student.

- Click **Save**.

Check the students who you wish to exclude

READING 5: 7

<input type="checkbox"/> Bailey, Willow	<input type="checkbox"/> Edwards, Anna	<input type="checkbox"/> Parker, Dai
<input type="checkbox"/> Bell, Lisa	<input type="checkbox"/> Evans, Ichabod	<input type="checkbox"/> Reed, Carol
<input type="checkbox"/> Campbell, Sigmund	<input type="checkbox"/> Morgan, Othello	<input checked="" type="checkbox"/> Rogers, Brett
<input checked="" type="checkbox"/> Collins, Gill	<input type="checkbox"/> Morris, Makenzi	<input type="checkbox"/> Sanchez, Pinocchio
<input type="checkbox"/> Cook, Janna	<input type="checkbox"/> Murphy, Travis	<input type="checkbox"/> Smith, Fallon

[Select All](#)
[Unselect All](#)
[Save](#)

Note: To quickly exclude all of the students except for a few, click **Select All**, and then deselect the student(s) that you want to see the homework assignment.

Set Up Class Preferences for ParentAccess

If your school district enables the ParentAccess feature in GradeBook, many preferences are available to modify the appearance of the information displayed. If your district allows, you can upload images that display as a class logo on the **Class Information** screen. You can also designate specific information that should or should not display in ParentAccess.

1. On the **Teacher Home Page**, click **Set Up Classes for ParentAccess**.
2. On the **ParentAccess Preferences** screen, for the appropriate class, click **Upload Image** to upload an image to display as the default class logo.

Note: *The class logo image should be no larger than 2 inches by 2 inches.*

In the **Class Logo** column, the image displays.

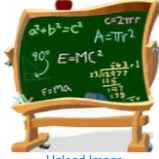


3. (Optional) To upload an image for all of your classes at once, perform the following steps:
 - a. At the bottom of the screen, in the **Upload image to all classes** area, select **Yes** or **No** to indicate your choice for whether or not to override existing images.
 - b. Click **Choose Image**.
 - c. Upload the image.

Note: *If you do not see the **Upload image to all classes** option at the bottom of the screen, your school district has disabled this option.*

4. Specify any of the following options in the **Options** column if you do not want certain information to display.
 - **Don't show student averages**
 - **Don't show letter grades**
 - **Don't show assignment comments**
5. Click **Save**.

ProgressBook
ParentAccess Preferences
GradeBook |

GradeBook

Class	Class Logo	Options
Algebra 2: Section 2	 Upload Image Remove Image	<div> <input type="checkbox"/> Don't show student averages <input type="checkbox"/> Don't show letter grades <input type="checkbox"/> Don't show assignment comments </div>
English Gr 11: Section 1	 Upload Image Remove Image	<div> <input type="checkbox"/> Don't show student averages <input type="checkbox"/> Don't show letter grades <input type="checkbox"/> Don't show assignment comments </div>
English Gr 11: Section 2	 Upload Image Remove Image	<div> <input type="checkbox"/> Don't show student averages <input type="checkbox"/> Don't show letter grades <input type="checkbox"/> Don't show assignment comments </div>

The class logo displays as the image on the Class Information selection screen. The image should be no larger than 2"x2" or 162x162 pixels.

Save
Cancel

Upload image to all classes
Image type: ☒ Class Logo
Override existing images: ☐ Yes ☒ No
[Choose Image](#)

Class Information for ParentAccess

If your school district enables the ParentAccess feature in GradeBook, you can post general information about your classes on the **Class Information** screen and include links to helpful resources as well as attach documents for parents and students to download. You can create a separate class information screen for each class or subject or a single class information screen for all of your classes.

- [“Create Class Information Page”](#)
- [“Add Links to Items in ParentAccess”](#)
- [“Add Attachments to Items in ParentAccess”](#)
- [“Upload Images”](#)
- [“Delete Class Information Page”](#)

Create Class Information Page

To view a video of the following procedure, navigate to the following link:

<https://youtu.be/w7cRPq3LwNc>

1. On the **Teacher Home Page**, below **Features**, click **Post Class Information**.
2. On the **Class Information Page Maintenance** screen, in the **Page Name** field, enter a name for the page (optional).

Note: *This is for your reference only, and it does not display in ParentAccess.*

3. In the **Enter the text for your page area**, enter the text to appear on the **Class Information** screen.
4. In the **Select the classes that will use this page** area, select all classes for which you want to use this homepage.
5. Click **Save**.

Note: *Once you have saved the class information, the **Links** and **Attachments** tabs display on the **Class Information Page Maintenance** screen.*

6. You may perform any of the following optional steps while creating class information:
 - To upload an image that displays as the default image on the Class Information screen, click **Click here to upload a picture**.
 - To create links to other websites that may be useful to the class, click the **Links** tab.
 - To create an attachment to be downloaded, such as specific instructions for completing an assignment, click the **Attachments** tab (if enabled by your district).

ProgressBook - Class Information Page Maintenance GradeBook | [bell] [user] [help]

GradeBook

Dashboard Page Name: Spanish

Main Links Attachments

Page Name: Spanish
(This is for your reference only)

Enter the text for your page:

B I U S X² I_x **Align** **Background** **collapse tools**


Font Me... **A** **X** **Image** **Table** **Link** **Unlink** **Source**

Hola, estudiantes. Bienvenidos a la clase de español.
 Espero que aprendan mucho este año.

Display a picture on the page

[Click here to upload a picture](#)
[Click here to remove the picture](#)

Display the picture on the Left
(Optional)
 (200 x 200px)



Select the classes that will use this page:

<input type="checkbox"/> Study Hall - 1st	<input checked="" type="checkbox"/> Spanish 4 - 2nd	<input type="checkbox"/> Flex
<input checked="" type="checkbox"/> Spanish 1 - 5th	<input checked="" type="checkbox"/> AP Spanish - 6th	<input checked="" type="checkbox"/> Spanish 1 - 7th
<input checked="" type="checkbox"/> Spanish 1 - 8th		

[Delete this Class Information Page](#) Check Spelling Save [Add a New Class Information Page](#)

Add Links to Items in ParentAccess

You can create links to other websites that may be useful to students completing a homework assignment that is posted to ParentAccess. In addition, you can create links to other websites that display on the **Class Information** screen.

1. On the **Class Information Page Maintenance** screen **Links** tab, in the **Seq No.** field, enter the number indicating the order in which you want the link to display. For example, if you want it to display as link number 2, enter 2.
2. In the **Name** column, enter the link's name.

3. In the **URL** column, enter the entire website address.

Note: You must include *http://* at the beginning of the URL or the website does not open properly.

4. (Optional) In the **Description** column, enter a description for the link.
5. Click **Save**.

ProgressBook GradeBook | Class Information Page Maintenance

GradeBook | Dashboard | Main | Links | Attachments

Instructions:
Enter a Sequence Number, a Name, and the URL, then click the Save button. * = Required

Seq No. *	Name *	URL *	Description (Optional)	Delete
1	School Life	http://www.usa.gov/Topics/Bac k-to-School.shtml	Information from the U.S. government about attending school	<input type="checkbox"/>

Check Spelling Save

Note: Repeat the steps for each website link. There is no limit to the number of links you can add.

Add Attachments to Items in ParentAccess

If the school district allows, you can attach documents to homework posts and to the **Class Information** screen. Attachments to homework and the **Class Information** screen can then be downloaded by parents and students in ParentAccess. Parents and students must have the appropriate software on their computers to open attachments.

1. On the **Class Information Page Maintenance** screen **Attachments** tab, in the **Seq No.** column, enter the number indicating the order in which you want the attachment to display. For example, if you want it to display as attachment number 2, enter 2.
2. In the **Name** column, enter the attachment's name.
3. (Optional) In the **Description** column, enter a description for the attachment.
4. Click **Save**.
5. In the **File** column, click **Upload Attachment**.
6. On the **File Upload Utility** window, click **Browse**.
7. On the **Choose File to Upload** window, navigate to the appropriate directory, select a file, and then click **Open**.

On the **File Upload Utility** window, the file you have chosen displays.

8. Click **Upload**.

ProgressBook -Class Information Page Maintenance

GradeBook |

Dashboard Page Name: Spanish

Main Links Attachments

Instructions:
 Step 1: Enter a Sequence Number and a Name, then click the Save button. *Required
 Step 2: Click the "Upload the attachment" button to upload your file.

Seq No. *	Name *	Description (Optional)	File	Delete
1	My Class Instructions	Information about my classroom rules and regulations.	Upload Attachment View Attachment	<input type="checkbox"/>
2	My Class List	Information about items needed for my class.	Upload Attachment	<input type="checkbox"/>

Check Spelling Save

File Upload Utility

Find a file on your computer, then press the Upload button

File: class list.docx

Only files of the type TXT, DOC, DOCX, XLS, XLSX, PDF, HTM, HTML, PPT, PPTX, PPS allowed
 Maximum file size: 500,000 bytes

Upload

9. Click **Save**.

Note: Repeat the steps for each document to attach.

Note: To delete an attachment, select the checkbox in the **Delete** column for the attachment you want to delete, and then click **Save**.

Upload Images

If the school district allows, you can upload pictures to display in ParentAccess. Picture options may include the following:

- Class logo for **Class Information** selection screen
- Picture on the **Class Information** screen

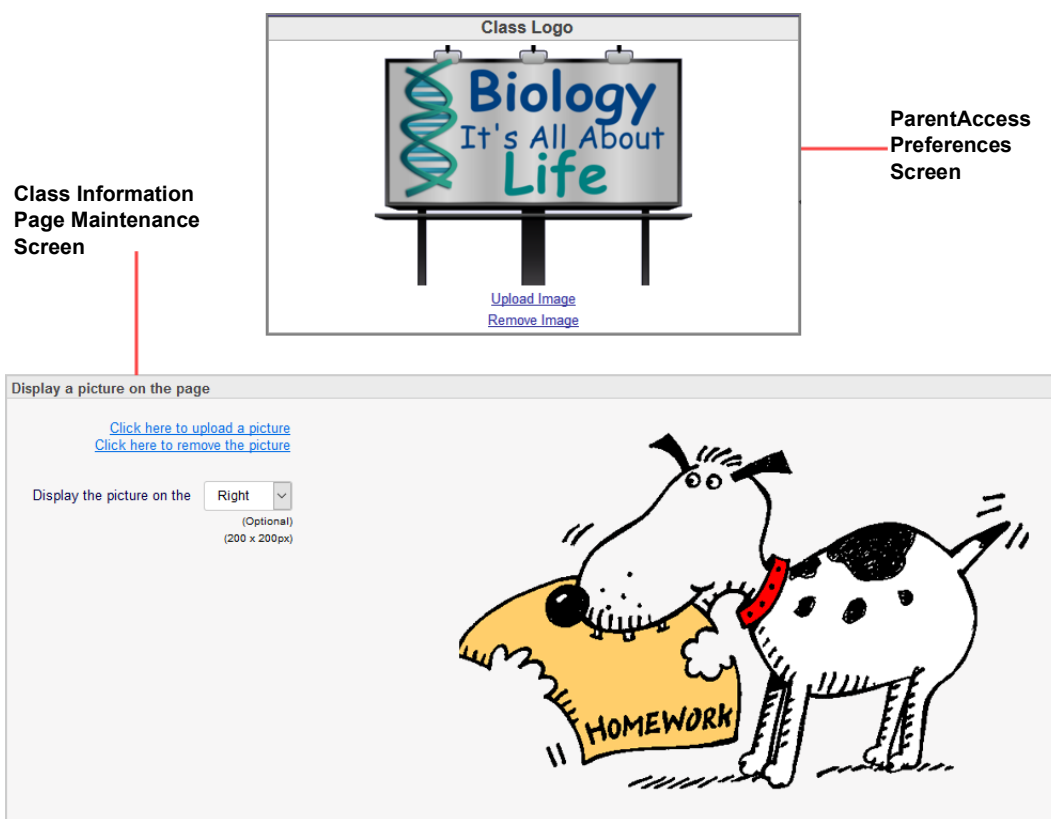
The following file types are supported:

- JPEG/JPG
- GIF
- PNG

Images used as the class logo should be no larger than 2"x2" or 162x162 pixels.

1. On the **ParentAccess Preferences** screen, click **Upload Image**, or on the **Class Information Page Maintenance** screen, below **Display a picture on the page**, click **Click here to upload a picture**.
2. On the **File Upload Utility** window, click **Browse**.
3. On the **Choose File to Upload** window, navigate to the appropriate directory, select an image, and then click **Open**.
4. On the **File Upload Utility** window, the file you selected displays.
5. Click **Upload**.

The selected image displays on the screen.



Delete Class Information Page

1. On the **Class Information Page Maintenance** screen, in the **Page Name** drop-down list, select the class information you want to delete.
2. On the bottom-left side of the screen, click **Delete this Class Information Page**.
3. On the confirmation window, click **Yes**.

ProgressBook
Class Information Page Maintenance
GradeBook
Dashboard
Page Name: Spanish
Main Links Attachments

Page Name: Spanish
(This is for your reference only)

Enter the text for your page:


B I U S x x² I_x
Font Me... A- X

HOLA, ESTUDIANTES. BIENVENIDOS A LA CLASE DE ESPAÑOL.
ESPERO QUE APRENDAN MUCHO ESTE AÑO.

Display a picture on the page

[Click here to upload a picture](#)
[Click here to remove the picture](#)

Display the picture on the Left
(Optional)
(200 x 200px)



Select the classes that will use this page:

☐ BROADCASTING: 26
☒ ENGLISH 10 HONORS: 1
☒ UNITED STATES HISTORY AP: 4
☐ Science: 3

☐ Reading - Gr 02: 03
☒ GEOMETRY HONORS: 2
☒ HEALTH: 5
☐ Social Studies: 4

☐ Reading - Gr 02: 6
☒ BIOLOGY HONORS: 3
☐ Math - Gr 02: 1

[Delete this Class Information Page](#)

Check Spelling Save

[Add a New Class Information Page](#)

Progress Book

Are you sure that you want to delete?

Cancel Yes

Lesson Plans

GradeBook lets you create and maintain text-based lesson plans that you can associate with your classes. As a standards-based grade book application, academic standards for grades K-12 are available for use in mapping lesson plans and assignments.

You can create and designate a default lesson plan template to use each time you create a lesson plan. You can also create and choose from other lesson plan templates you have created should you need to deviate from the default template.

To enhance your lesson plans, you may attach other files, such as worksheets, charts, or resources. If you created lesson plans in a word processing program, you can copy and paste them into GradeBook and use the text editor to adjust the formatting.

Lesson plans are saved in the **Lesson Plan Bank** and can be shared with other teachers. To simplify the search for lessons plans in the **Lesson Plan Bank**, you can use keywords or associate lesson plans with a specific content area, grade level, and unit.

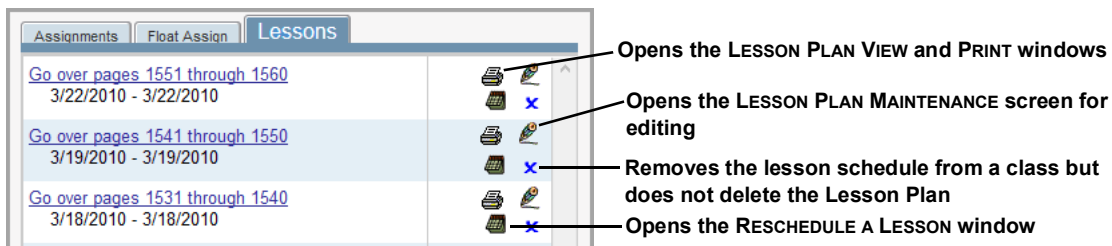
The screenshot displays the 'Lesson Plan Maintenance' page in ProgressBook. The top navigation bar includes 'GradeBook' and 'Lesson Plan Maintenance'. The sidebar on the left lists various actions: 'Main', 'Standards Connection', 'Add Standards', 'Schedule the Lesson', 'Preview the Lesson', 'Print the Lesson', 'Add a New Lesson', 'Copy the Lesson', 'Copy the Lesson Standards', 'Delete the Lesson', and 'Set Up Lesson Plan Sharing'. The main content area is titled 'New Lesson' and contains a form. At the top, there is a 'Title' field and a 'Save' button. Below this is a 'Templates' dropdown menu and a 'Manage Templates' link. A rich text editor follows, showing a message: 'This is the default template. To change it or add your own, click the Manage Templates Link Above.' Below the editor are fields for 'Lesson Summary' and 'Estimated Duration'. A 'Check Spelling' button and another 'Save' button are located below these fields. A section for 'Private Notes (cannot be viewed by others):' contains a large text area. Below this, a message states: 'The following information is optional but is recommended for searching and sharing lessons.' This is followed by dropdown menus for 'Subject', 'Grade Level', and 'Select a Unit' (with an option to 'or Enter a New Unit:'). A 'Summary' text area and an 'Author' field (pre-filled with 'Vickie Patterson') are also present. A 'Share?' dropdown menu is set to 'With teachers in my list'. A final 'Save' button is at the bottom right.

Refer to the following topics:

- [“Create Lesson Plan Template”](#)
- [“Create Lesson Plans”](#)
- [“Search for Lesson Plans”](#)

- [“Schedule Lessons”](#)
- [“Edit Lesson Plans”](#)
- [“Copy Lesson Plans”](#)
- [“Print Lesson Plans”](#)
- [“Delete Lesson Plans”](#)
- [“5 Day Planner”](#)
- [“Set Up Lesson Plan Sharing”](#)

Once a lesson plan has been created and scheduled, it displays on the **Class Dashboard** screen **Lessons** tab. The icons that display beside each lesson plan let you print, edit, reschedule, and remove the lesson plan from a class.



Create Lesson Plan Template

When you are creating lesson plans, you can create your own unique lesson plan template. Any custom formatting you apply to the text in your lesson plan template displays in every lesson plan you create using the template.

1. On the **Teacher Home Page**, click **Enter Lesson Plans**, or on the **Class Dashboard**, click **Add a New Lesson**.
2. On the **Lesson Plan Maintenance** screen, below **Title**, click **Manage Templates**.
3. On the **Manage Templates** window, in the **Template Name** field, enter a name for the template.
4. If you want this to be your default template, in the **Set template as default** area, select **Yes**.
5. Enter the lesson plan text in the text editor.

Note: You may also enter or paste formatted text from a word processing program and then use the text editor to further edit and format the text as needed.

6. Click **Save**.

7. Close the **Manage Templates** window.
8. Refresh the screen to continue with your new lesson plan.

Note: If you designated the new template as your default template, it displays in the **Templates** drop-down list above the text editor once you have refreshed the screen. You may need to select it from the drop-down list if the text editor did not populate with the template automatically.

Create Lesson Plans

When you begin creating the lesson plan, on the **Lesson Plan Maintenance** screen, only the **Main** tab is available. Once the lesson plan has been saved, the **Attachments** and **Schedule** tabs become available. Even if you have saved the lesson plan, you must schedule it before it displays on the **Lessons** tab on the **Class Dashboard**. Lesson plan templates can be used to standardize layout and formatting. (See also: [“Academic Standards”](#) and [“Attachments.”](#))

1. On the **Teacher Home Page**, click **Enter Lesson Plans**.
2. On the **Lesson Plan Maintenance** screen, in the **Title** field, enter the name of the lesson plan.
3. Verify that the desired lesson plan template displays in the text editor. If not, select a different template from the **Templates** drop-down list, or create a new one (see [“Create Lesson Plan Template”](#)).

4. Enter your lesson plan text.

Note: You may also enter or paste formatted text from a word processing program and then use the text editor to further edit and format the text as needed. To retain any custom formatting you apply to your lesson plan text, you must use a unique template that includes that formatting so that it displays in every lesson plan created with that template.

5. Click **Save**.

6. You may perform any of the following optional steps while creating a lesson plan:

- To include private notes with the lesson plan, enter text in the **Private Notes** area (private notes cannot be viewed by anyone other than you—even teachers with whom you share lesson plans).
- To associate the lesson plan with a specific subject, select it from the **Content Area** drop-down list.
- To assign the lesson plan to a specific grade level, select it from the **Grade Level** drop-down list.

Note: If you have selected a content area and grade level while creating the lesson plan, those display along with the lesson plan in the search results.

- To associate the lesson plan with a specific category, enter a name describing the lesson plan in the **Enter a New Unit** field or select a previously created unit from the **Select a Unit** drop-down list.
- To share the lesson plan with other teachers, select **With teachers in my list** from the **Share?** list (click the **Set Up Lesson Plan Sharing** link in the left column to designate the teachers with whom you want to share).

The screenshot shows a web-based form for creating a lesson plan. The interface includes a sidebar with navigation links such as 'Schedule the Lesson', 'Preview the Lesson', 'Print the Lesson', 'Add a New Lesson', 'Copy the Lesson', 'Copy the Lesson Standards', 'Delete the Lesson', and 'Set Up Lesson Plan Sharing'. The main content area is titled 'Mammals' and contains the following sections:

- Title:** A text field containing 'Mammals' and a 'Save' button.
- Templates:** A dropdown menu showing 'Mammals' and a link to 'Manage Templates'.
- Styles:** A toolbar with various text formatting options (bold, italic, underline, etc.).
- Lesson Summary:** A text area containing the text 'Introduce the concept of mammals using lecture and activities.'
- Warm-up Activity:** A text area containing the text 'Ask each student to name a different animal. Write each on the chalkboard. There will be a follow-up activity at the end of the lesson.'
- Check Spelling:** A button next to the Warm-up Activity text area.
- Private Notes (cannot be viewed by others):** A text area containing the text 'Susie Q. is a great science student and should be grouped with students who need more help with biology.'
- Optional Information:** A section titled 'The following information is optional but is recommended for searching and sharing lessons.' containing:
 - Subject:** A dropdown menu set to 'Science'.
 - Grade Level:** A dropdown menu set to 'Grade Three'.
 - Select a Unit:** A dropdown menu set to 'Biology' and a text field for 'Enter a New Unit'.
 - Summary:** A text area containing the text 'Introduce the concept of mammals using lecture and activities.'
 - Author:** A text field containing 'Vickie Patterson'.
 - Share?:** A dropdown menu set to 'With teachers in my list'.
- Save:** A blue button at the bottom right of the form.

Academic Standards

- [“Add Academic Standards to Lesson Plans”](#)
- [“Copy Academic Standards from Lesson Plans to Lesson Plans”](#)
- [“Remove Academic Standards from Lesson Plans”](#)

Add Academic Standards to Lesson Plans

The **Standards** tab displays on the **Lesson Plan Maintenance** screen once the lesson plan is saved. You may add academic standards to a lesson plan to monitor how they are reinforced throughout the school year.

1. On the **Lesson Plan Maintenance** screen, in the **Standards Connection** area, click **Add Standards**.

The **Add Standards** window displays.

2. On the **Add Standards** window, from the **Publications** list, select the appropriate provider’s standards publication.

The **Documents** list populates.

3. From the **Documents** list, select the appropriate subject area document from the publication you selected.

The **Grade Levels** list populates.

4. From the **Grade Levels** list, select the appropriate grade level or grade band.

Add Standards

Selected Standards

Available Standards

Publications:	Documents:	Grade Levels:
To assign a Standard, select a Publication	Select a Document	Select a Grade Level
Career Field Technical Content Standards >	English Language Arts 2012 >	Grades: K-2 >
Learning Standards >	Mathematics 2012 >	Grades: 3-5 >
Ohio Academic Content Standards - Extended >	Science 2012 >	Grades: 6-8 >
Academic Content Standards >	Social Studies 2012 >	Grades: 9-12 >
Early Learning and Development Standards >		

The standards associated with the criteria you selected display.

5. Click one of the standards to view its sub-standards.
6. Select the checkbox beside each standard you want to add to the assignment.

The standard(s) you select automatically display in the **Selected Standards** area.

Add Standards

Selected standards have been updated successfully

Selected Standards

RL.68.2a more... x RL.68.2b more... x RL.68.3a more... x

Available Standards

[Ohio Academic Content Standards - Extended](#) > [English Language Arts 2012](#) > [Grades: 6-8](#)
(Current search options - click links above to change)

▼ **Reading Standards for Literature**

- ☐ Use text to understand key ideas, characters, themes and events. [RL.68.A]
- ☐ Use word choice and structure to support meaning. [RL.68.B]
- ☐ Compare ideas and themes across literature text. [RL.68.C]
- ☐ Demonstrate understanding of text while actively engaged in reading. [RL.68.D]

Key Ideas and Details

- ☐ RL.68.1a Cite evidence in text to support answers to literal and inferential questions. [RL.68.1a]
- ☐ RL.68.1b Locate text to support answers to literal and inferential questions. [RL.68.1b]
- ☐ RL.68.1c Identify details that support answers to literal questions. [RL.68.1c]
- ☒ RL.68.2a Summarize text, including theme or central idea and support with details. [RL.68.2a]
- ☒ RL.68.2b Identify the theme or central idea of a text and support it with main events and details. A text may have more than one theme. [RL.68.2b]
- ☒ RL.68.2c Sequence main events in relation to a stated theme or central idea. [RL.68.2c]
- ☐ RL.68.3a Describe the story's plot and how the events and characters contribute to the resolution of the story. [RL.68.3a]
- ☐ RL.68.3b Describe a story's plot and how the events lead to a solution. [RL.68.3b]

They also display on the **Lesson Plan Maintenance** screen in the **Standards Connection** area.

ProgressBook Lesson Plan Maintenance GradeBook

Dashboard / Back Spelling Week 1

Main Attachments Schedule

Standards Connection [Add Standards](#)

[OH.ELA-Literacy.L.1.2d].
Use conventional spelling for words with common spelling patterns and for frequently occurring irregular words.

[OH.ELA-Literacy.RF.1.3a].
Know the spelling-sound correspondences for common consonant digraphs.

[Schedule the Lesson](#)
[Preview the Lesson](#)
[Print the Lesson](#)
[Add a New Lesson](#)
[Copy the Lesson](#)
[Copy the Lesson Standards](#)
[Delete the Lesson](#)
[Setup Lesson Plan Sharing](#)

Title: Spelling Week 1 [Save](#)

Templates [Manage Templates](#)

Styles Font Size B I U S x² | | | |

Take a spelling pretest, and then study the spelling words handout. At the end of the week, take the final spelling test.

Estimated duration: 1 week

Instructional Procedures:

Required Materials:

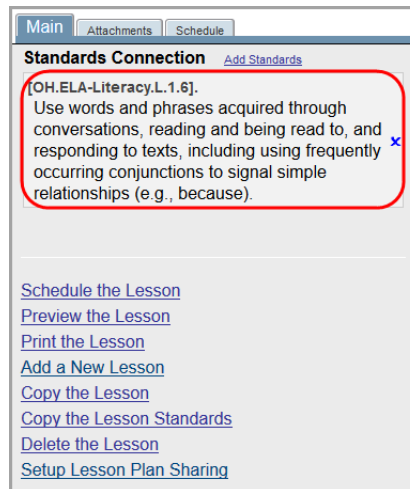
[Check Spelling](#) [Save](#)

Copy Academic Standards from Lesson Plans to Lesson Plans

To save time when creating lesson plans, you can copy academic standards from existing lesson plans to new lesson plans.

1. Open the lesson plan from which you want to copy academic standards.
2. On the left side of the **Lesson Plan Maintenance** screen, click **Copy the Lesson Standards**.

The copied standards display below the **Standards Connection** on the left side of the screen.

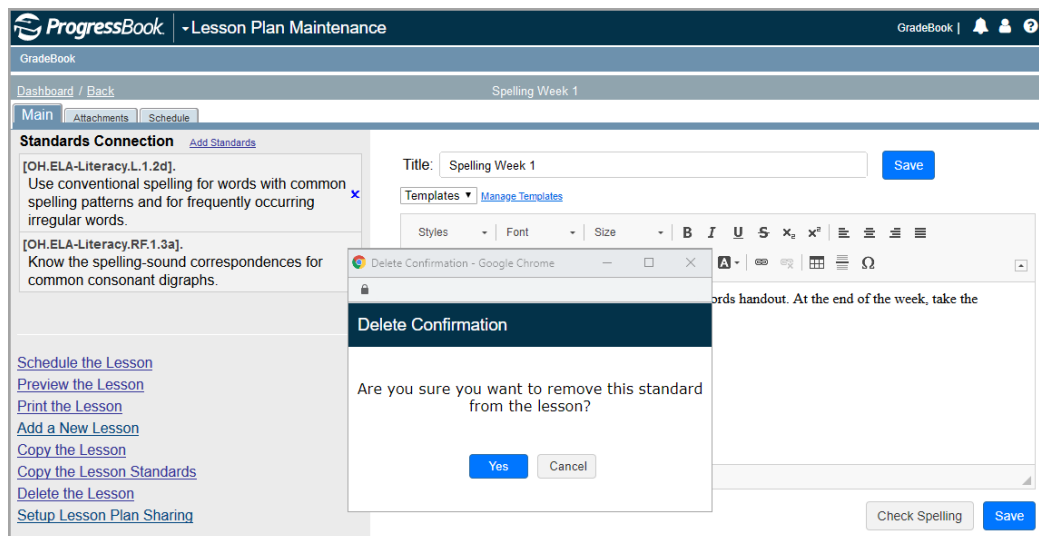


3. Continue creating the lesson plan.
4. Click **Save**.

Remove Academic Standards from Lesson Plans

You can remove academic standards from lesson plans without deleting the lesson plan. You must first remove all sub-level standards components before you can remove a higher level standard.

1. On the **Lesson Plan Maintenance** screen, click **x** beside the standards component you want to delete.
2. On the **Delete Confirmation** window that opens, click **Yes** to confirm the removal.



3. On the **Lesson Plan Maintenance** screen, continue to remove standards components as needed.
4. Click **Save**.

Attachments

- [“Add Attachments to Lesson Plans”](#)
- [“Delete Attachments from Lesson Plans”](#)

Add Attachments to Lesson Plans

You can attach an electronic document such as a PDF or word processing document to be used with a lesson plan.

1. On the **Lesson Plan Maintenance** screen, click the **Attachments** tab.
2. In the **Seq No.** column, enter a number to indicate where in the list you want the attachment to display. For example, if you want the attachment to display as number 2 in the list, enter 2.
3. In the **Name** column, enter a name for the attachment.
4. (Optional) In the **Description** column, enter a description for the attachment.
5. Click **Save**.

The screenshot shows the ProgressBook interface for Lesson Plan Maintenance. The top navigation bar includes the ProgressBook logo, a '+Lesson Plan Maintenance' link, and user information. Below this, a breadcrumb trail shows 'Dashboard / Back' and 'Practical Applications: Everyday Math'. The main content area has tabs for 'Main', 'Attachments', and 'Schedule'. The 'Attachments' tab is active, displaying instructions: 'Step 1: Enter a Sequence Number and a Name, then click the Save button. *Required' and 'Step 2: Click the "Upload the attachment" button to upload your file.' Below the instructions is a form with four columns: 'Seq No. *' (containing '1'), 'Name *' (containing 'Math Facts'), 'Description (Optional)' (empty), and 'File Delete' (empty). At the bottom of the form are 'Check Spelling' and 'Save' buttons.

6. Click **Upload Attachment**.
7. On the **File Upload Utility** window, navigate to and select the desired file.
The file you selected now displays beside **File**.
8. Click **Upload**.

The screenshot shows the File Upload Utility window. It has a title bar with a close button. The main content area contains the instruction: 'Find a file on your computer, then press the Upload button'. Below this, it shows 'File: Browse...' followed by 'math facts.docx'. A note states: 'Only TXT, DOC, DOCX, XLS, XLSX, PDF, HTM, HTML, PPT, PPTX, and PPS files are allowed.' and 'Maximum file size: 10,485,760 bytes'. At the bottom is an 'Upload' button.

When the **View Attachment** button displays on the **Lesson Plan Maintenance** screen, the attachment has been uploaded successfully. Click **View Attachment** to view the attachment and verify that it is correct.

Delete Attachments from Lesson Plans

1. On the **Lesson Plan Maintenance** screen, click the **Attachments** tab.
2. In the row of the attachment you want to delete, select the checkbox in the **Delete** column.

3. Click **Save**.

ProgressBook - Lesson Plan Maintenance

GradeBook | Dashboard / Back | Practical Applications: Everyday Math

Man | Attachments | Schedule

Instructions:
 Step 1: Enter a Sequence Number and a Name, then click the Save button. *~Required
 Step 2: Click the "Upload the attachment" button to upload your file.

Seq No. *	Name *	Description (Optional)	File	Delete
1	Math Facts		<input type="button" value="Upload Attachment"/> <input type="button" value="View Attachment"/>	<input checked="" type="checkbox"/>

Check Spelling **Save**

Search for Lesson Plans

You may want to search for and use lesson plans that have not been scheduled yet, were written by another teacher or curriculum director, were used in previous school years, or reinforce specific academic standards.

You can search for lesson plans saved in the **Lesson Plan Bank** using several search criteria. Some of these search criteria have options for further filtering. For example, if you select a class from the **Class** drop-down list, **Date** displays as a **Sort by** option.

1. On the **Teacher Home Page**, click **Search Lesson Plans**, or on the **Class Dashboard**, click **Search for Lessons**.
2. On the **Lesson Plan Search** screen, enter information in any of the following fields:
 - **Content Area** – Specific subject area in which the lesson plan was taught
 - **Grade** – Specific grade or grade range in which the lesson plan was taught
 - **Class** – Class in which the lesson plan was taught
 - **Owner** – Lesson plan author
 - **Me** refers to yourself
 - A teacher name is a specific teacher with whom you have shared lesson plans
 - **All** is all the teachers who have shared lesson plans with you
 - **Unit** – Unit or category in which the lesson plan was taught
 - **Keyword** – Enter the full or partial title of the lesson plan
3. Select any of the following display options:
 - **Show Summary** – Brief summary of the lesson plan
 - **Show Standards** – Academic standards, if any, that are enforced by the lesson plan
 - **Show Only Unscheduled Lessons?** – Returns only lesson plans that have not been taught
 - **Sort by** – Sorts the returned results by content area in which the lesson plan was taught (**Subject**), by lesson plan title (**Unit/Title**), or by **Date** (if you selected a class from the **Class** drop-down list)
4. Click **Search**.

The lesson plans that meet the search criteria entered display.

ProgressBook - Lesson Plan Search

GradeBook |

Subject: Grade: Class:

Owner: Unit: Keyword:

Show Summary? ☒ Show Standards? ☐ Show Only Unscheduled Lessons? ☐ Sort by: ☐ Subject ☐ Unit/Title

Unknown subject **Grade Level Unknown**

Go over pages 1 through 10 by Teacher1 Last Taught: 8/15/2011 - 8/15/2011
Go over pages 1 through 10 and give some real life examples of how this math applies in our every day lives

Go over pages 1001 through 1010 by Teacher1 Last Taught: 1/2/2012 - 1/2/2012
Go over pages 1001 through 1010 and give some real life examples of how this math applies in our every day lives

Go over pages 101 through 110 by Teacher1 Last Taught: 8/29/2011 - 8/29/2011
Go over pages 101 through 110 and give some real life examples of how this math applies in our every day lives

Go over pages 1011 through 1020 by Teacher1 Last Taught: 1/3/2012 - 1/3/2012
Go over pages 1011 through 1020 and give some real life examples of how this math applies in our every day lives

Go over pages 1021 through 1030 by Teacher1 Last Taught: 1/4/2012 - 1/4/2012
Go over pages 1021 through 1030 and give some real life examples of how this math applies in our every day lives

Go over pages 1031 through 1040 by Teacher1 Last Taught: 1/5/2012 - 1/5/2012
Go over pages 1031 through 1040 and give some real life examples of how this math applies in our every day lives

Go over pages 1041 through 1050 by Teacher1 Last Taught: 1/6/2012 - 1/6/2012
Go over pages 1041 through 1050 and give some real life examples of how this math applies in our every day lives

Note: To view a lesson plan in a separate window, click the title. To print the lesson plan, click **Print** in the top-right corner on the **Lesson Plan View** window, or click beside the lesson plan on the **Lesson Plan Search** window. To edit the lesson plan, click . To schedule the lesson plan, click . To delete a lesson plan that has not been scheduled, click .

Note: If you edit a lesson plan on the **Lesson Plan Maintenance** screen, click **Back** to return to the **Lesson Plan Search** screen. The previous search results no longer display, so you must rerun the search if you want them to display again.

Schedule Lessons

- [“Schedule Lesson Plans”](#)
- [“Import Lesson Schedule”](#)
- [“Remove Lesson Schedule”](#)

Schedule Lesson Plans

You can schedule a lesson plan to be taught in 1 or more classes during different time periods throughout the school year. The lesson must be scheduled first before it displays on the **Class Dashboard**.

1. On the **Lesson Plan Maintenance** screen, click the **Schedule** tab.
2. On the **Lesson Plan Schedule** screen, click beside the **Start Date** field to select the date to begin using the lesson plan, or enter it in the field.
3. Click beside the **End Date** field to select the date to stop using the lesson plan, or enter it in the field.

4. Select the class(es) for which you want to schedule the lesson plan.

ProgressBook - Lesson Plan Schedule

GradeBook | [Notifications] [User] [Help]

Dashboard / Back Las Comidas

Main Attachments Schedule

Enter dates, then check the classes that you would like to schedule.

Start Date: 04/10/2017 [Calendar]

End Date: 04/12/2017 [Calendar]

☐ Flex
☐ AP Spanish - 6th
☒ Spanish 1 - 5th
☐ Spanish 1 - 7th
☐ Spanish 1 - 8th
☐ Spanish 4 - 2nd
☐ Study Hall - 1st

Schedule the Lesson

This lesson has not been scheduled yet.
Use the area on the left to schedule the lesson.

5. Click **Schedule the Lesson**.

You can now view the class(es) and date(s) in which the lesson plan is scheduled to be taught.

6. Click **Save**.

7. Click **Dashboard** to return to the **Class Dashboard**.

You can view the new lesson plan on the **Lessons** tab.

ProgressBook - Lesson Plan Schedule

GradeBook | [Notifications] [User] [Help]

Dashboard / Back Las Comidas

Main Attachments Schedule

Enter dates, then check the classes that you would like to schedule.

Start Date: 04/10/2017 [Calendar]

End Date: 04/12/2017 [Calendar]

☐ Flex
☐ AP Spanish - 6th
☐ Spanish 1 - 5th
☐ Spanish 1 - 7th
☐ Spanish 1 - 8th
☐ Spanish 4 - 2nd
☐ Study Hall - 1st

Schedule the Lesson

This lesson is scheduled to be taught in the following classes:

Class	Start Date	End Date	Del?
Spanish 1 - 5th	04/10/2017 [Calendar]	04/12/2017 [Calendar]	<input type="checkbox"/>
Spanish 1 - 7th	04/10/2017 [Calendar]	04/12/2017 [Calendar]	<input type="checkbox"/>
Spanish 1 - 8th	04/10/2017 [Calendar]	04/12/2017 [Calendar]	<input type="checkbox"/>

Save



Note: You can also schedule the lesson plan by clicking **Schedule the Lesson** on the **Lesson Plan Maintenance** screen **Main** tab.

Import Lesson Schedule

You can search for and reuse lesson plans from previous grading periods and previous school years. Retrieve previously scheduled lessons by class and schedule them for additional classes.

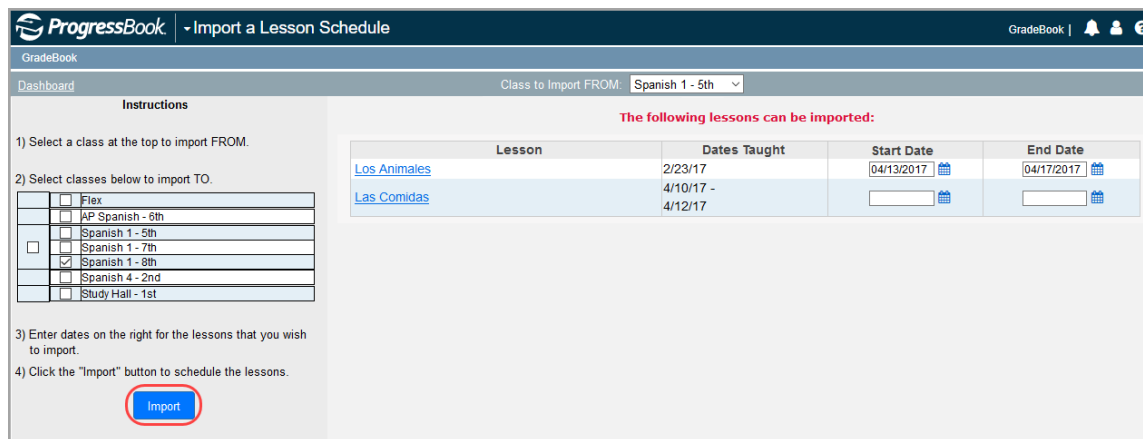
1. On the **Teacher Home Page**, select **Import Lesson Plan Schedules**, or on the **Class Dashboard**, click **Import a Lesson Schedule** below the **Lessons** tab.
2. On the **Import a Lesson Schedule** screen, select the desired class in the **Class to Import FROM** drop-down list in the banner.
3. On the left side of the screen, select the checkbox(es) beside the class(es) for which the lesson plan schedule will be imported.

Note: You can click the lesson plan title in the **Lesson** column to view the lesson plan in a separate window and/or print it.




4. Beside the lessons you want to import, click  in the **Start Date** field and select the appropriate date to begin using the lesson plan, or enter it in the field.
5. Click  in the **End Date** field and select the date to stop using the lesson plan, or enter it in the field.
6. Repeat [step 4](#) and [step 5](#) for all the lesson plans you want to import.

Note: Only lesson plans that have designated start and end dates are imported.

7. Click **Import**.



ProgressBook - Import a Lesson Schedule

GradeBook |   





Dashboard

Class to Import FROM: Spanish 1 - 5th

Instructions

- 1) Select a class at the top to import FROM.
- 2) Select classes below to import TO.
- 3) Enter dates on the right for the lessons that you wish to import.
- 4) Click the "Import" button to schedule the lessons.


The following lessons can be imported:

Lesson	Dates Taught	Start Date	End Date
Los Animales	2/23/17	04/13/2017 	04/17/2017 
Las Comidas	4/10/17 - 4/12/17		

Import

Remove Lesson Schedule

If a lesson plan has already been scheduled to be taught in a class and you want to change it, you can remove the schedule. This does not delete the lesson plan from the Lesson Plan bank.

1. On the **Class Dashboard**, click the **Lessons** tab.
2. Click  beside the scheduled lesson plan you want to remove from the class.
3. On the **Remove a Lesson** window that opens, select the checkbox beside the class for which you want the scheduled lesson plan removed.

4. Click **Remove the Lesson**.

Remove a Lesson

Check the classes that you would like to remove from the lesson.

Start Date: 2/23/2017


End Date: 2/23/2017

<input type="checkbox"/>	Flex
<input type="checkbox"/>	AP Spanish - 6th
<input type="checkbox"/>	Spanish 1 - 5th
<input checked="" type="checkbox"/>	Spanish 1 - 7th
<input type="checkbox"/>	Spanish 1 - 8th
<input type="checkbox"/>	Spanish 4 - 2nd
<input type="checkbox"/>	Study Hall - 1st

Remove the Lesson


Edit Lesson Plans

Once a lesson plan has been saved, you can change the text, add or delete academic standards, add or delete attachments, reschedule the lesson plan for different dates, or share it with other teachers. If a lesson plan has been shared with you by other teachers, you can only add private notes. You cannot edit the lesson plan content.



1. On the **Class Dashboard** screen **Lessons** tab, the **Lesson Plan Search** screen, or the **Lesson Plan 5-Day View** screen, click  beside the lesson plan you want to edit.
2. On the **Lesson Plan Maintenance Screen**, make changes as needed.
3. Click **Save**.

Copy Lesson Plans

To save time when creating lesson plans, you can copy a lesson plan that was used in another class during the current school year. To reuse a lesson plan that was used in a previous school year, you must import the lesson plan from the Lesson Plan Bank.


1. On the **Class Dashboard** screen **Lessons** tab, the **Lesson Plan Search** screen, or the **Lesson Plan 5-Day View** screen, click  beside the lesson plan you want to copy.
2. On the **Lesson Plan Maintenance** screen **Main** tab, click **Copy the Lesson**.

Note: If academic standards are attached to the lesson plan, **Copy the Lesson** displays below the standards.

3. Edit the lesson plan text, add/delete academic standards, and/or add/remove attachments as desired.
4. Click **Save**.
5. On the **Lesson Plan Maintenance** screen, click the **Schedule** tab.
6. On the **Lesson Plan Schedule** screen, click  beside the **Start Date** field to select the date to begin using the lesson plan, or enter it in the field.
7. Click  beside the **End Date** field to select the date to stop using the lesson plan, or enter it in the field.
8. Select the class(es) for which you want to schedule the lesson plan.
9. Click **Schedule the Lesson**.
10. View the class(es) and dates in which the lesson plan is scheduled to be taught.
11. Click **Save**.

Print Lesson Plans

When you print a lesson plan, it displays in a read-only window. You cannot edit the text in this window. Use one of the following methods to print lesson plans individually:

- On the **Lesson Plain Maintenance** screen **Main** tab, click the **Print the Lesson** link.
- On the **Class Dashboard** screen **Lessons** tab or the **Lesson Plan Search** screen, click  beside a lesson plan.
- On the **Lesson Plan View** window, click **Print** when viewing a lesson plan.

To print multiple lesson plans at once, use the **Lesson Plan** detail options on the **Lesson Plan Report**.

Delete Lesson Plans

- [“Delete Individual Lesson Plans”](#)
- [“Delete Multiple Lesson Plans”](#)

Delete Individual Lesson Plans

To delete a lesson plan, you must first remove the lesson plan from any class in which it is scheduled to be taught, and then delete the lesson plan itself. (If you want to delete multiple lesson plans at once, see [“Delete Multiple Lesson Plans.”](#))

1. On the **Lesson Plan Maintenance** screen **Main** tab, verify that the **Delete the Lesson** link is active. If the link is not active, the lesson plan is scheduled to be taught in a class and must first be removed from that class schedule.

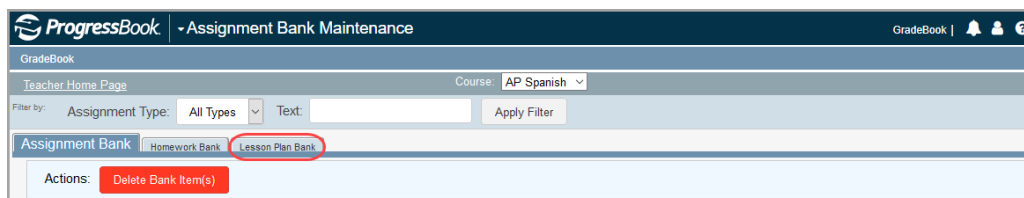
Note: Click *Why can't the lesson plan be deleted?* to view all the classes and teachers who are using this lesson plan. If you have shared the lesson plan and it is being used by any other teachers, they must remove the lesson plan from their classes before it can be deleted.

2. Click the **Schedule** tab.
3. In the row(s) of the class(es) in which the lesson plan is taught, select the checkbox in the **Del?** column.
4. Click **Save**.
The lesson plan is no longer scheduled in that class.
5. Click the **Main** tab.
6. In the left column, click **Delete the Lesson**.
7. On the **Confirm Deletion** window, click **Yes** to delete the lesson plan.

Delete Multiple Lesson Plans

You can delete multiple lesson plans on the **Lesson Plan Bank Maintenance** screen. (If you want to delete individual lesson plans, see [“Delete Lesson Plans.”](#))

1. On the **Teacher Home Page**, below **Administration**, click **Bank Maintenance**.
The **Assignment Bank Maintenance** screen displays.
2. Click the **Lesson Plan Bank** tab.



The **Lesson Plan Bank Maintenance** screen displays.

- (Optional) To filter the list of lesson plans, in the **Filter by** area, enter or select any filter criteria, and then click **Search**.
- Select the checkbox(es) in the row(s) of the lesson plan(s) you want to delete, and then click **Delete [x] Lesson Plan Item(s)**.

Note: To delete all deletable lesson plans, select the checkbox in the header row, and then click **Delete [x] Lesson Plan Item(s)**. On this screen, you can delete lesson plans only if you have not scheduled (assigned) them. To unschedule a lesson plan so that you can delete it, see [“Delete Lesson Plans.”](#)


The screenshot shows the 'Lesson Plan Bank Maintenance' screen in ProgressBook. At the top, there's a navigation bar with 'ProgressBook' and 'Lesson Plan Bank Maintenance'. Below that, there's a 'Teacher Home Page' section with filters for Subject, Grade, Unit, and Keyword, and a Search button. The main content area has tabs for 'Assignment Bank', 'Homework Bank', and 'Lesson Plan Bank'. Under the 'Lesson Plan Bank' tab, there's an 'Actions' section with a button labeled 'Delete Lesson Plan Item(s)' highlighted by a red circle. Below this is a table with the following data:

	Title	Summary	Updated	Assigned	Has Standards	Attachments
<input type="checkbox"/>	Las Comidas	Learn Spanish words for food items.	2/23/2017 by Jasmine Bishop	✓		
<input checked="" type="checkbox"/>	Los Animales	Learn Spanish words for animals.	2/23/2017 by Jasmine Bishop	✓		


- On the delete confirmation window, click **OK**.
The selected item(s) are deleted from the lesson plan bank.

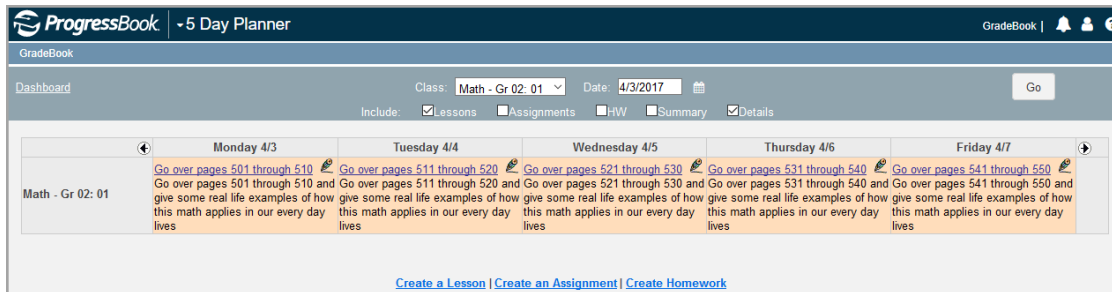
5 Day Planner

The 5 Day Planner provides a view of lesson plans for one or all classes in a calendar format over a 5-day time period. This view lets you display the lesson plan summary or full details, assignments, and homework. You can also edit individual lesson plans, assignments, and homework, as well as create new lesson plans, assignments, and homework from this screen.

- On the **Class Dashboard**, below **Lesson Plans**, select **5 Day Planner**.
- On the **5 Day Planner** screen, click  beside the **Date** field, and select the appropriate date to begin viewing lesson plans, or enter it in the field.
- Select the class for which you want to display information. The default option is **All Classes**.
- Select one or more of the following display options in the **Include** area:
 - Lessons**
 - Assignments**
 - HW** (Homework)
 - Summary** – Displays only the lesson plan summary text
 - Details** – Displays the full lesson plan text
- Click **Go**.

The lesson plans that meet the selected criteria display only on the days the class is scheduled to meet

Note: To view a lesson plan, click on the title. To edit the lesson plan, click  beside it.



The screenshot shows the ProgressBook GradeBook interface. At the top, there's a header with the ProgressBook logo and a 5-day planner. Below this, a dashboard section shows the class as 'Math - Gr 02: 01' and the date as '4/3/2017'. There are filters for 'Include' (Lessons, Assignments, HW, Summary, Details) and a 'Go' button. The main content area displays a table of lessons for Monday through Friday. Each lesson entry includes a title, a description, and a pencil icon for editing. At the bottom, there are links to 'Create a Lesson', 'Create an Assignment', and 'Create Homework'.

Set Up Lesson Plan Sharing

Sharing lesson plans with the curriculum director or other teachers can save time and promote consistency among teachers using the same curriculum. Even if you share lesson plans, only you, the original author, can edit it. Staff with whom the lesson plans have been shared can add only private notes.

Setting up lesson plan sharing in your grade book grants access only to your lesson plans. If you should have access to a teacher's lesson plans, that teacher must share their lesson plans with you.

1. On the **Teacher Home Page**, select **Set Up Lesson Plan Sharing**.
2. On the **Lesson Plan Sharing** screen, click **Add teachers to my list**.
3. On the **Staff Search** window, verify that the appropriate school displays in the **School** drop-down list.

Note: To narrow the list, enter the first few letters of the last name of the staff member you want to add to your list in the **Last Name** field.

4. In the row of the staff member(s) with whom you want to share lesson plans, select the checkbox in the **Select** column.

5. Click **Update**.

Select	Name	School
<input checked="" type="checkbox"/>	Aarons, Kerri	WOOSTER HIGH SCHOOL
<input type="checkbox"/>	Bollinger, Nick	WOOSTER HIGH SCHOOL
<input type="checkbox"/>	Castro, Rudolfo	WOOSTER HIGH SCHOOL
<input type="checkbox"/>	Drury, Millicent	WOOSTER HIGH SCHOOL
<input type="checkbox"/>	Evans, Courtney	WOOSTER HIGH SCHOOL
<input checked="" type="checkbox"/>	Filips, Mickey	WOOSTER HIGH SCHOOL
<input type="checkbox"/>	Gross, Felicia	WOOSTER HIGH SCHOOL
<input type="checkbox"/>	Houghington, Corey	WOOSTER HIGH SCHOOL
<input type="checkbox"/>	Iglesias, Alicia	WOOSTER HIGH SCHOOL
<input type="checkbox"/>	Jones, Samuel	WOOSTER HIGH SCHOOL
<input type="checkbox"/>	Kissinger, Zackary	WOOSTER HIGH SCHOOL

Select All De-Select All

Update

The staff members with whom you selected to share lesson plans display on the **Lesson Plan Sharing** screen. These staff members are the ones with whom lesson plans are shared if you select **With teachers in my list** when you create lesson plans.

ProgressBook - Lesson Plan Sharing GradeBook | [Icons]

The following teachers are allowed to view, copy, and use your lesson plans.
They can not make changes or delete your lessons.

Name	Del?
Aarons, Kerri	<input type="checkbox"/>
Filips, Mickey	<input type="checkbox"/>

[Add teachers to my list](#) Delete

Share Lesson Plans

Once you have already selected staff members with whom you want to share lesson plans on the **Lesson Plan Sharing** screen, you can choose to share the lesson plan when you are creating it. Only the author of a lesson plan can edit it. Staff with whom it has been shared can add private notes but cannot edit any other content.

- On the **Lesson Plan Maintenance** screen, select one of the following options in the **Share?** drop-down list:
 - With teachers in my list** (default option) – Lets staff members who were specified on the **Lesson Plan Sharing** screen search for, view, and use the lesson plan
 - No** – Lets only the author of the lesson plan view and search for the lesson
 - Make public** – Lets all staff members in the school district search for and schedule the lesson in their classes

2. Click **Save**.

The following information is optional but is recommended for searching and sharing lessons.

Subject: Foreign Language

Grade Level: Grade Nine

Select a Unit: or Enter a New Unit:

Summary:
To learn Spanish words for food items.

Author: Jasmine Bishop

Share?: With teachers in my list

- Make Public
- No
- With teachers in my list