



ProgressBook VirtualClassroom Teacher Guide



ProgressBook®
VirtualClassroom

ProgressBook VirtualClassroom Teacher Guide

(This document is current for v19.1.0 or later.)

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Change Log

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

Product Version	Heading	Page	Reason
19.1.0	<i>"Fill in the Blank Drag & Drop"</i>	51	Added section.
19.1.0	<i>"Math Problem"</i>	57	Updated screen shots to reflect new Math Editor label in the rich text editor.
19.0.0	<i>"Welcome to VirtualClassroom"</i>	1	Removed note indicating that the district must enable VirtualClassroom before you can preview and assign activities.
19.0.0	Entire Guide	N/A	Updated screen shots to reflect new ProgressBook logo and colors.
18.9.0	<i>"Assigning Activities from VirtualClassroom"</i>	84	Updated text and screen shot to reflect updated user interface.
18.8.0	<i>"Uploading Student Resources to a Course"</i>	21	Reorganized section into 2 parts to include new option to record audio for resources.
18.8.0	<i>"Recording Audio"</i>	22	Added section.
18.8.0	<i>"Adding a Question"</i>	43	Updated text to indicate you can record audio in your browser for resources.
18.8.0	<i>"Essay"</i>	55	Added note indicating that the Audio allowed file type lets students record responses in their browsers.
18.8.0	<i>"Adding Text or Resources"</i>	60	Updated text to indicate you can record audio in your browser for resources.
18.8.0	<i>"Adjusting Settings"</i>	66	Updated text to indicate you can record audio in your browser for resources.
18.7.0	<i>"Importing Questions to Quizzes"</i>	59	Updated procedure for importing content into quizzes.
18.6.0	<i>"Activities"</i>	30	Updated all quiz Questions tab Reorder/Compact View and Expanded View screen shots to reflect new user interface.
18.6.0	<i>"Reordering Questions"</i>	76	Updated procedure for reordering questions.
18.6.0	<i>"Excluding Questions"</i>	78	Updated procedure for excluding questions.
18.6.0	<i>"Deleting Questions"</i>	83	Updated procedure for deleting questions.
18.6.0	Entire Guide	N/A	Updated text to reflect updated style guide.
18.2.0	<i>"Activities"</i>	30	Updated all instances of WIRIS™ to MathType™ to reflect equation editor name change.

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Welcome to VirtualClassroom

VirtualClassroom is a web-based learning management system (LMS) that is integrated with GradeBook. It facilitates blended learning both inside and outside the classroom. Using VirtualClassroom, you can create activities such as homework, quizzes, tests, and discussions for your students to complete online in ProgressBook.

Your **Dashboard** within VirtualClassroom is your workspace to create online courses and content for those courses. For more information about the **Dashboard**, see [“Understanding the Online Learning Dashboard.”](#)

The **ProgressBook Library** lets you search for and import courses that your district purchased so that you can use them on your **Dashboard** for your own instruction.

Refer to the appropriate section as follows:

- To create courses and link them to GradeBook classes, see [“Courses.”](#)
- To create activities and assign them, see [“Activities.”](#)
- To grade activities, see [“Grading.”](#)
- To browse and import content within the **ProgressBook Library**, see [“ProgressBook Library.”](#)

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

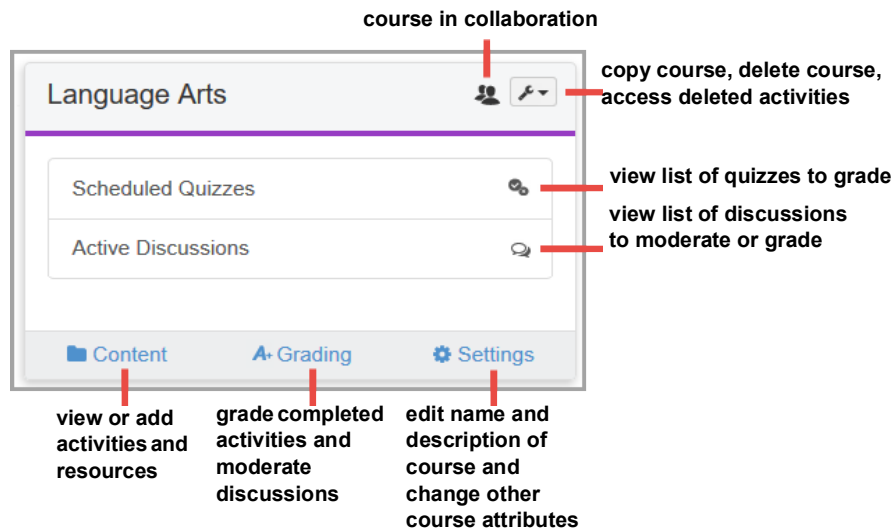
<https://youtu.be/NJVxLos58U8>

Understanding the Online Learning Dashboard


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

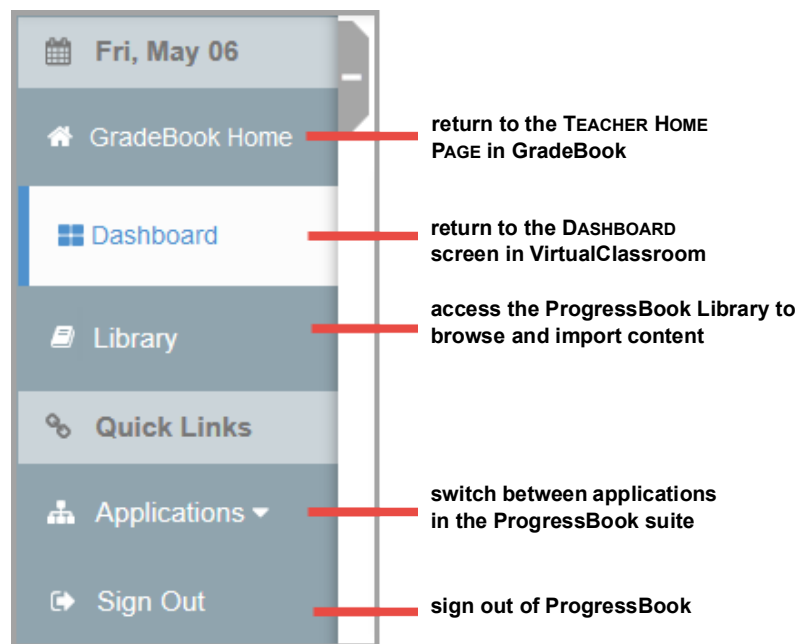
Access the **Dashboard** from GradeBook by clicking the link in the **Online Learning** section of either the **Class Dashboard** or the **Teacher Home Page**. The **Dashboard** screen contains the courses that you are actively teaching (i.e., ones that you have not sent to the recycle bin, deleted, or hid from your **Dashboard**).

On the **Dashboard**, your current courses display in panes where you can click on the text or buttons to perform the following actions:



The navigation bar displays on the left side of all VirtualClassroom screens, including the **Dashboard**.

Click  to expand the navigation bar:



Courses

VirtualClassroom lets you create online courses that you tie to classes so that you can assign work to your students or post resources for students to view. You create and access courses from your **Dashboard**. Refer to the following topics:

- [“Adding a Course”](#)
- [“Copying a Course”](#)
- [“Collaborating with Other Teachers”](#)
- [“Tying Courses to GradeBook Classes”](#)
- [“Untying Courses from GradeBook Classes”](#)
- [“Deleting a Course”](#)
- [“Restoring a Course”](#)
- [“Importing a Course from Your Machine”](#)
- [“Exporting a Course”](#)
- [“Uploading Student Resources to a Course”](#)


Adding a Course

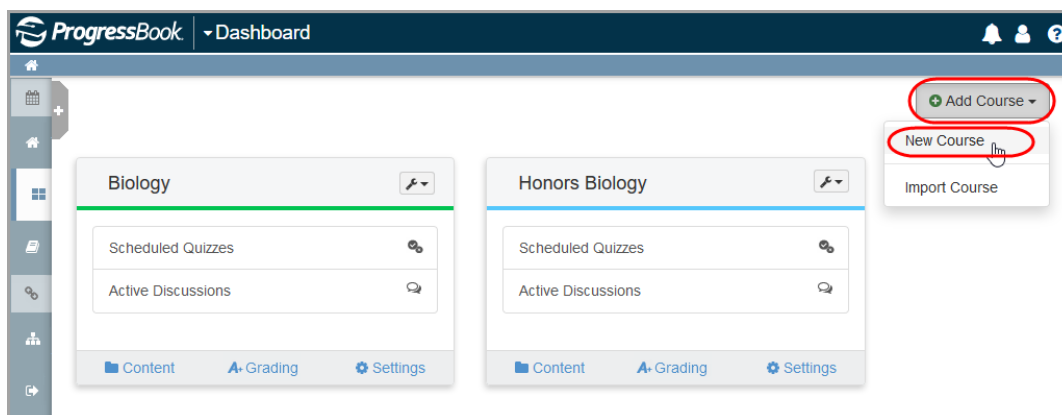
To view a video of the following procedure, navigate to the following link:

<https://www.youtube.com/watch?v=vo8KxPHBSU4>

Before you can begin assigning activities to students, you need to create courses.

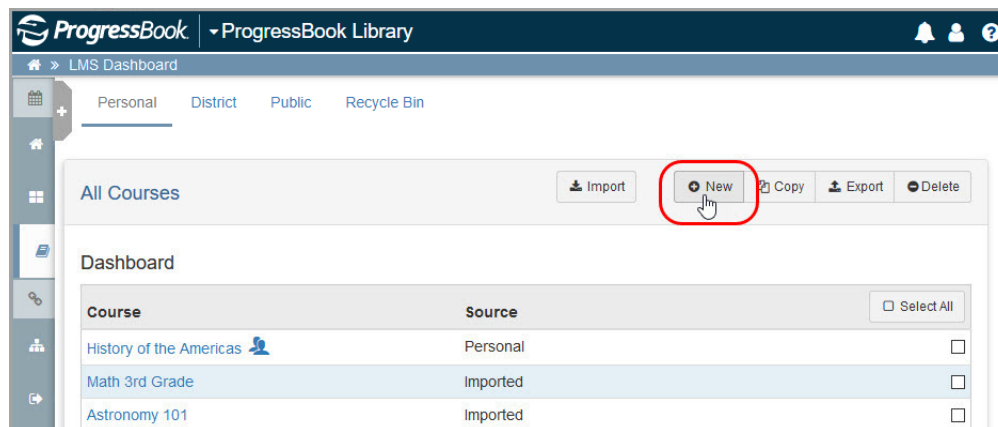
1. Begin the procedure in one of the following ways:

- On the **Dashboard**, click  at the top right of the screen, and then click **New Course**.



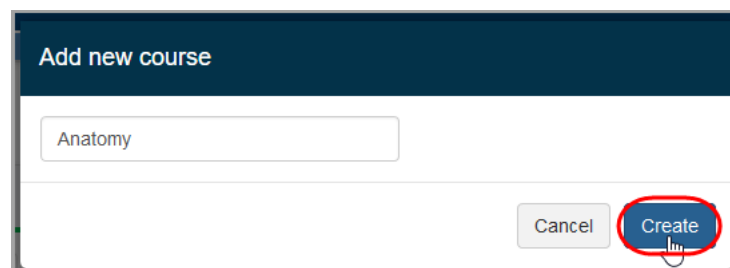
Note: If this is your first time on the **Dashboard** and you have not created any other courses, the **Let's get started!** pane displays, from which you can also click **Add Course** to start this procedure.

- On the **Personal** screen of the **ProgressBook Library**, click **New**.



The **Add new course** window displays.

- Enter the desired name for your new course.
- Click **Create**.



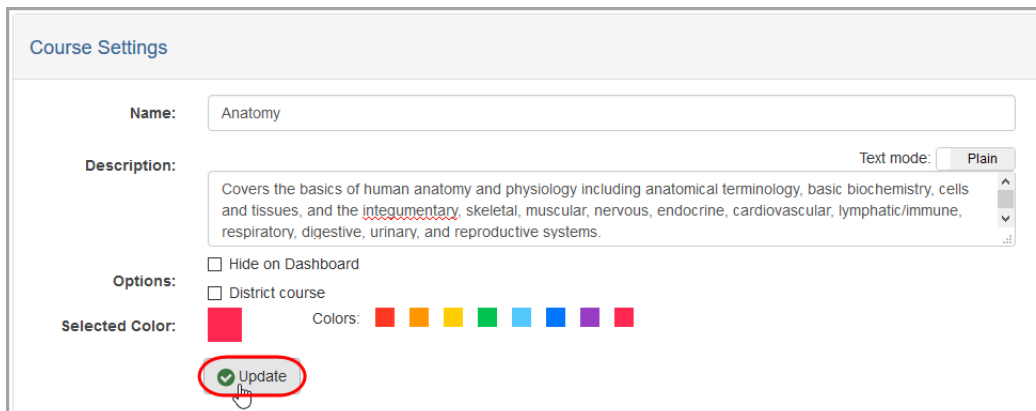
The **Course Settings** screen for the new course displays.

- (Optional) Indicate other settings for the course:
 - Enter a description of the course in the **Description** field.
 - If you do not want this course to display on the **Dashboard**, by **Options**, select the **Hide on Dashboard** checkbox.

Note: To un-hide a course, in the **Personal** section of the **ProgressBook Library**, in the **Hidden** grid, select the checkbox in the row of the course you want to un-hide, and then click **Add to Dashboard**.

- If you want other educators in your district to be able to use this course, select the **District course** checkbox.
- Select a color for the line that displays below the course's title on the **Dashboard**.
- Click **Update**.

When you return to the **Dashboard** screen, the new course you created displays. If you chose to hide it, the course displays on the **Personal** screen of the **ProgressBook Library** in the **Hidden** grid.



The image shows a 'Course Settings' form. At the top, the title 'Course Settings' is in blue. Below it, the 'Name' field contains 'Anatomy'. The 'Description' field contains a paragraph about human anatomy and physiology. To the right of the description is a 'Text mode' dropdown set to 'Plain'. Below the description are two checkboxes: 'Hide on Dashboard' and 'District course', both of which are unchecked. Under 'Options', there is a 'Selected Color' section with a red color swatch and a row of seven color swatches (red, orange, yellow, green, blue, purple, pink). At the bottom left, there is a green circular button with a white checkmark and the word 'Update' next to it, which is circled in red.

Note: Once you have more than one course on your **Dashboard**, you can reorder the courses by clicking on their headers and dragging them to another place on the screen.


Note: If you want to import a course from the **ProgressBook Library**, see [“Importing Content.”](#)

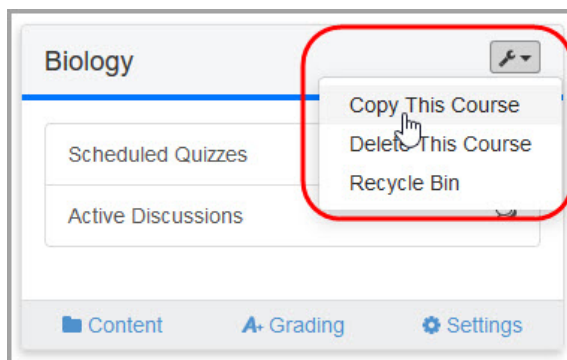
Copying a Course

You can make a duplicate of a course:

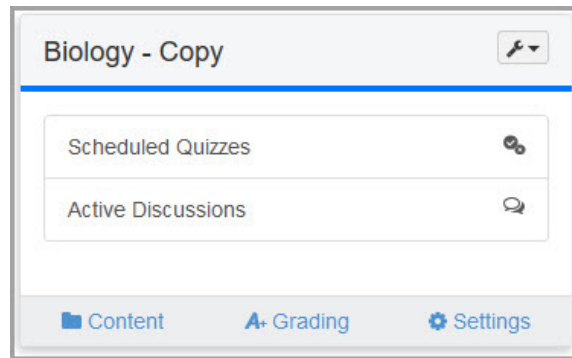
- [“From the Dashboard”](#)
- [“From the Personal Library”](#)

From the Dashboard

1. On the **Dashboard**, on the course you want to copy, click .
2. On the menu that displays, click **Copy This Course**.

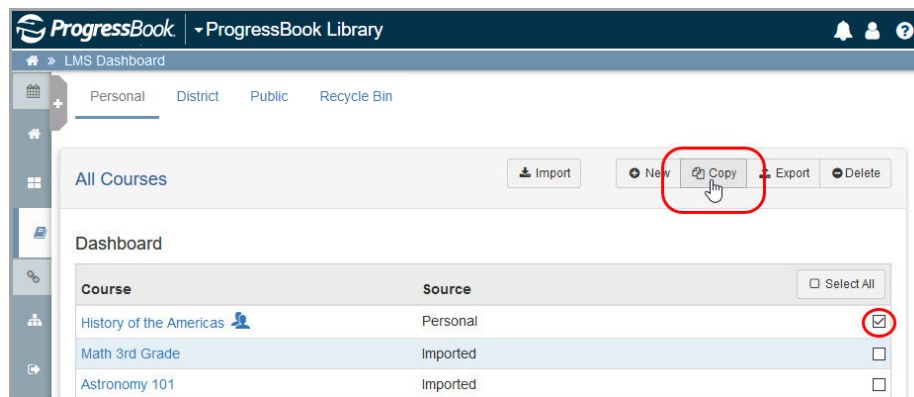


The copied course displays on the **Dashboard** with “- Copy” appended to the title.

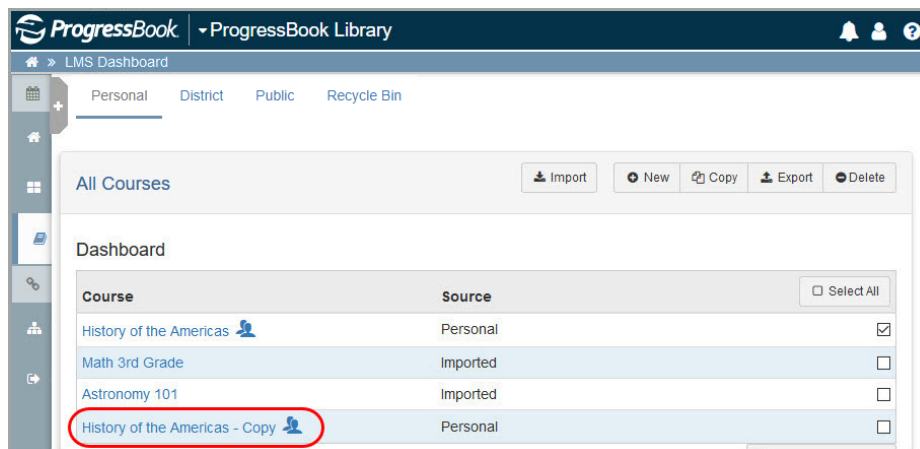


From the Personal Library

1. On the **Personal** screen of the **ProgressBook Library**, select the checkbox in the row of the course you want to copy.
2. Click **Copy**.



The copied course displays in the **Dashboard** grid with “- Copy” appended to the title.



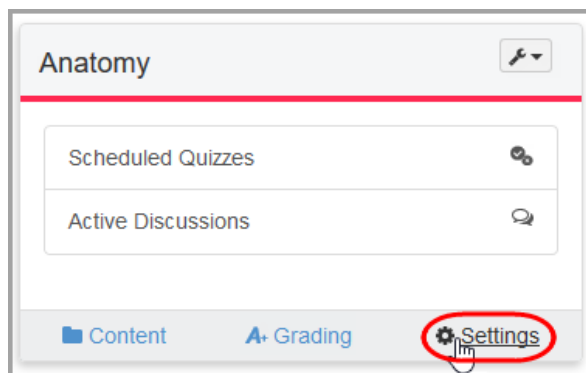
Collaborating with Other Teachers

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

<https://youtu.be/7hySO1peC1k>

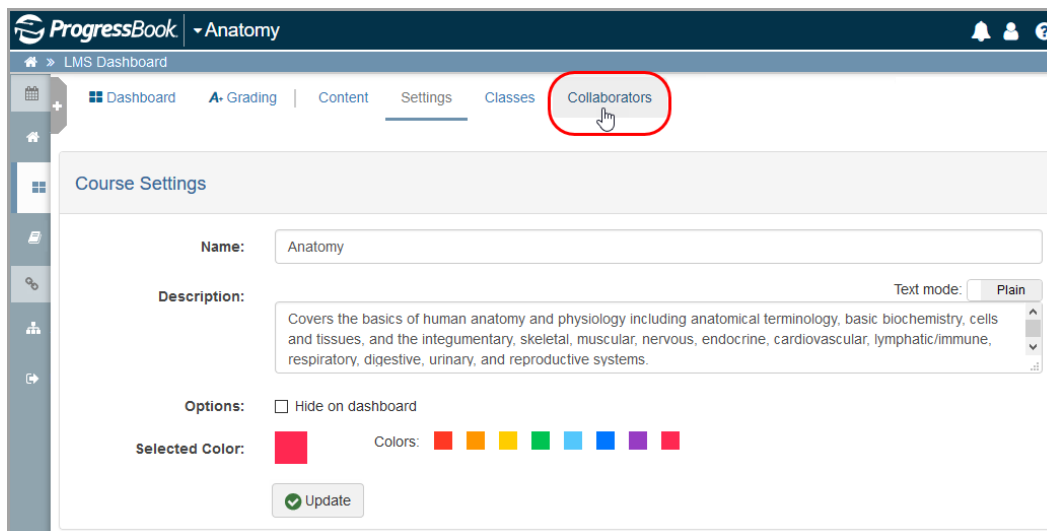
You can work together with other teachers (as well as principals and curriculum directors) to create and share courses. For example, you may want to write the content for one section while other staff members write other sections. Only the **Owner** of a course can add collaborators.

1. On the **Dashboard**, click **Settings** on the course on which you want to collaborate.

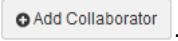


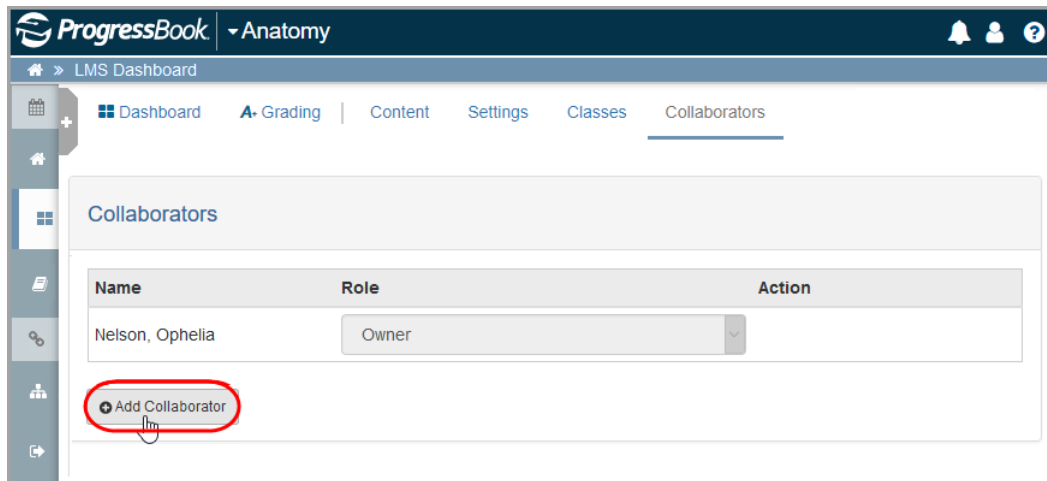
The **Course Settings** screen displays.

2. At the top of the screen, click **Collaborators**.



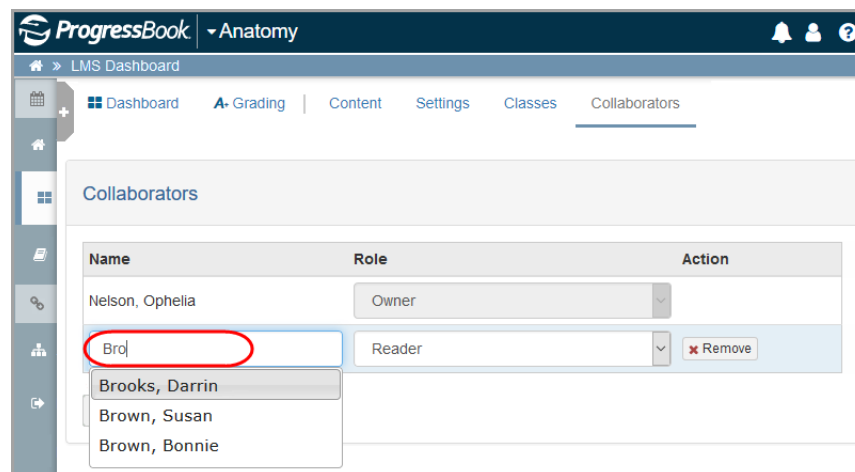
The **Collaborators** screen displays with your name beside a drop-down list with **Owner** listed as your **Role**.

3. Click .



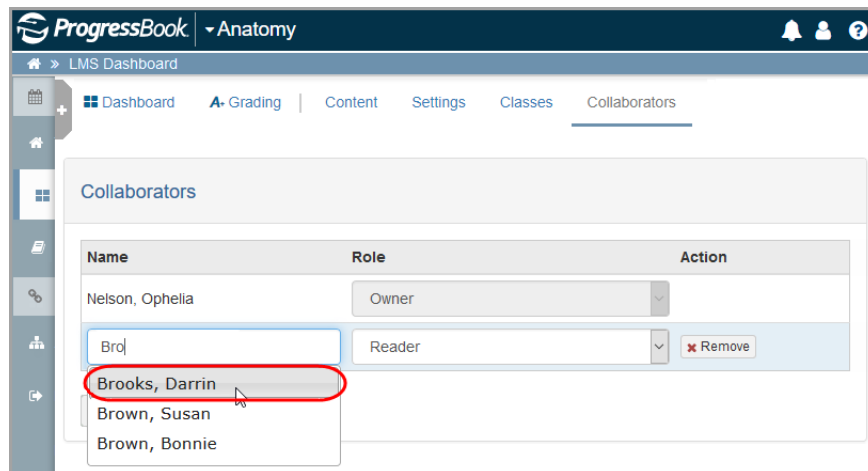
In the **Name** column, a new text box displays.

4. In the text box, enter at least the first 3 letters of the first or last name of the person you want to add.



A listing of potential matches displays beneath the field.

5. Select the desired name from the list.

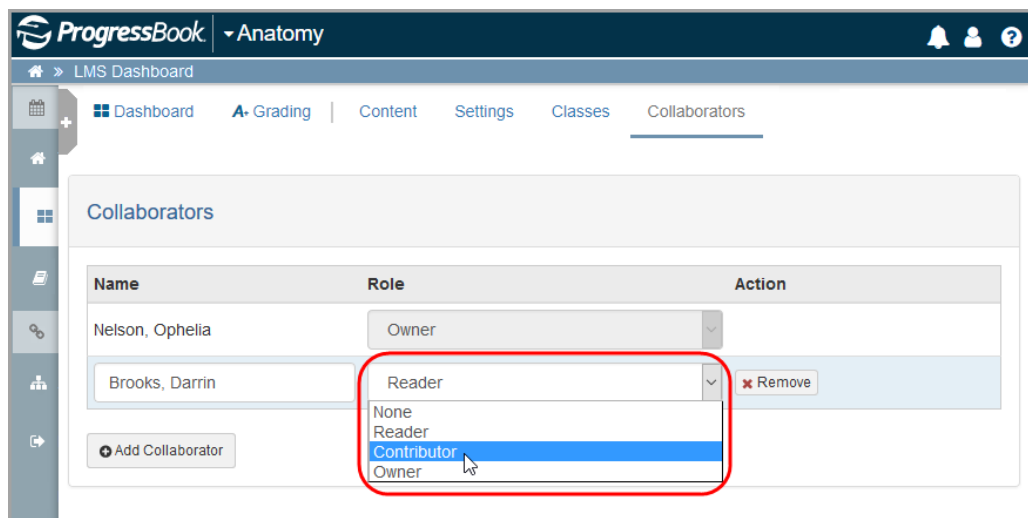



6. In the **Role** column, select one of the following roles for the collaborator:
- **Reader** – Can tie course to GradeBook classes and assign activities (default)
 - **Contributor** – Full access to editing content; cannot rename or delete course
 - **Owner** – Full access to editing content, adjusting settings, and renaming or deleting a course (there must be at least one owner on a collaborated course)

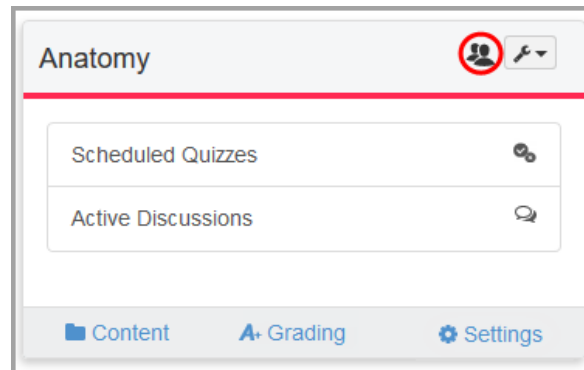
Note: For more detailed permissions by role, see [“Permissible Tasks by Role.”](#)

Note: The information on this screen saves automatically.

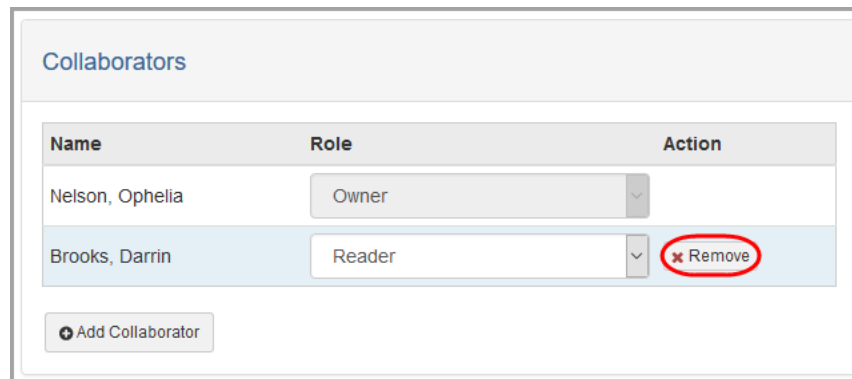
Note: As the owner, you can change a user’s role at any time by returning to this screen and selecting a new role in the **Role** column for a collaborator.



On your **Dashboard**,  displays beside the name of the course in collaboration. This symbol also displays for the other collaborators.



7. (Optional) After all authors have added their content (or at any time if you wish to stop collaborating), you can end the collaboration entirely or remove only some collaborators by clicking **Remove** in the **Action** column for the collaborator(s) you want to remove.



Ending a collaboration results in collaborators being unable to edit or read content that displays in the course you own, as they can no longer access the course from their **Dashboard** screens. If you want a collaborator to be able to assign activities from the course but not edit its contents, you must assign the collaborator the **Reader** role.

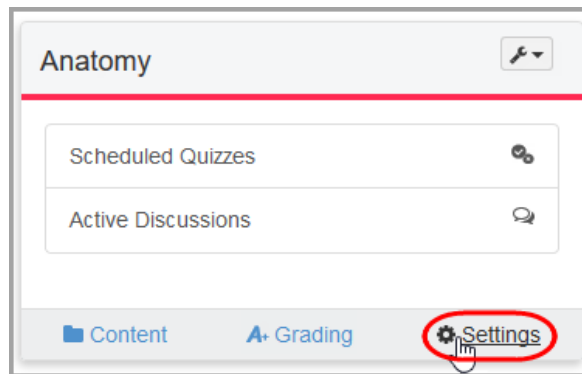
Permissible Tasks by Role

	Owner	Contributor	Reader
Edit Course Name/Description	x		
Edit Course Color	x	x	x
Delete Course	x		
Hide/Reorder Course	x	x	x
Copy Course	x		
Create Folders, Activities, and Resources	x	x	
Edit Name, Instructions, and Paging Options for Quizzes	x	x	
Add, Edit, Delete, and Reorder Quiz Questions	x	x	
Edit Discussion Name, Instructions, and Settings	x	x	
Assign activities	x	x	x
Rename Folders and Resources	x	x	
Edit resource publish status and dates	x	x	
Copy Activity Within Course	x	x	
Import Content into Other Courses	x		
Delete Content	x	x	
Move Content	x	x	

Tying Courses to GradeBook Classes

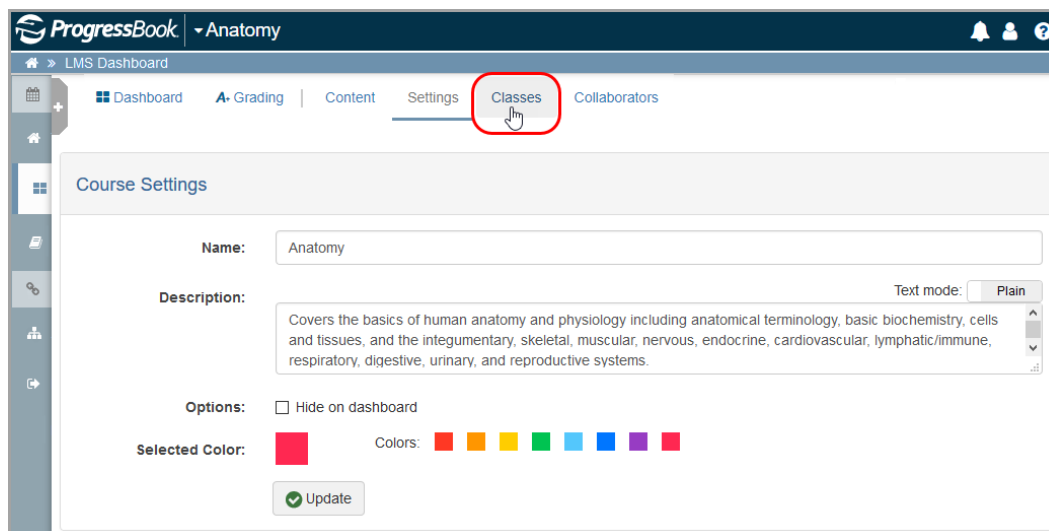
In order for you to assign activities to students, you need to tie your courses to GradeBook classes.

1. On the **Dashboard**, on the course you want to tie to classes, click **Settings**.



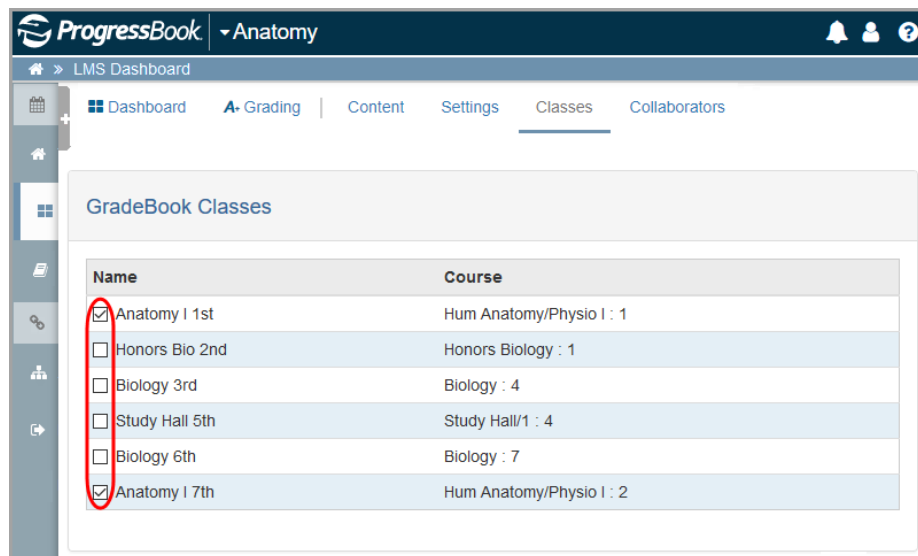
The **Course Settings** screen displays.

2. Click **Classes**.



The **GradeBook Classes** list displays a list of classes you can tie to the course.

3. Select the checkbox beside one or more of the classes you want to tie to the course.



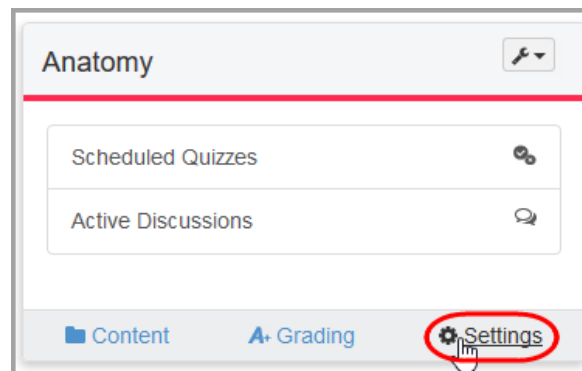
Note: The selections on this screen save automatically.

The course is now tied to the designated class(es) in GradeBook so that you can tie assignments to the activities you create.

Untying Courses from GradeBook Classes

Once you have tied courses to GradeBook classes, you can also untie them if they no longer need to be linked.

1. On the **Dashboard**, on the course you want to untie from classes, click **Settings**.



The **Course Settings** screen displays.

2. Click **Classes**.

The screenshot shows the 'ProgressBook' interface for an 'Anatomy' course. The top navigation bar includes 'Dashboard', 'Grading', 'Content', 'Settings', 'Classes' (highlighted with a red circle), and 'Collaborators'. The 'Course Settings' section contains a 'Name' field with 'Anatomy', a 'Description' field with a text area containing 'Covers the basics of human anatomy and physiology including anatomical terminology, basic biochemistry, cells and tissues, and the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic/immune, respiratory, digestive, urinary, and reproductive systems.', and an 'Options' section with a checkbox for 'Hide on dashboard'. Below this is a 'Selected Color' field with a red color swatch and a row of color swatches. An 'Update' button is at the bottom.

The **GradeBook Classes** list displays a list of GradeBook classes, including the ones you have already tied to the course, which display with a check mark.

3. Deselect the checkbox beside one or more of the classes you want to untie from the course.

The screenshot shows the 'ProgressBook' interface for an 'Anatomy' course, specifically the 'GradeBook Classes' page. The table below lists the classes and their associated courses. The checkboxes for 'Anatomy I 1st' and 'Anatomy I 7th' are checked, while the others are unchecked. A red circle highlights the first column of checkboxes.

Name	Course
<input checked="" type="checkbox"/> Anatomy I 1st	Hum Anatomy/Physio I : 1
<input type="checkbox"/> Honors Bio 2nd	Honors Biology : 1
<input type="checkbox"/> Biology 3rd	Biology : 4
<input type="checkbox"/> Study Hall 5th	Study Hall/1 : 4
<input type="checkbox"/> Biology 6th	Biology : 7
<input checked="" type="checkbox"/> Anatomy I 7th	Hum Anatomy/Physio I : 2

Note: The information on this screen saves automatically.

The course is no longer tied to the designated class(es) in GradeBook. You can no longer assign activities from this course to those classes.

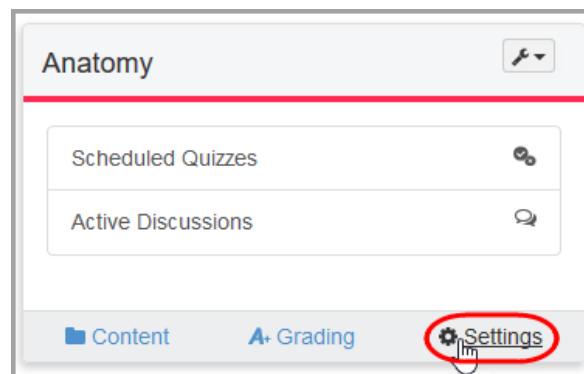
Deleting a Course

If you no longer need a particular course, you can delete it from your **Dashboard** to send it to the **Recycle Bin** screen (accessed from the **ProgressBook Library**), or you can delete it permanently. Refer to the topics below:

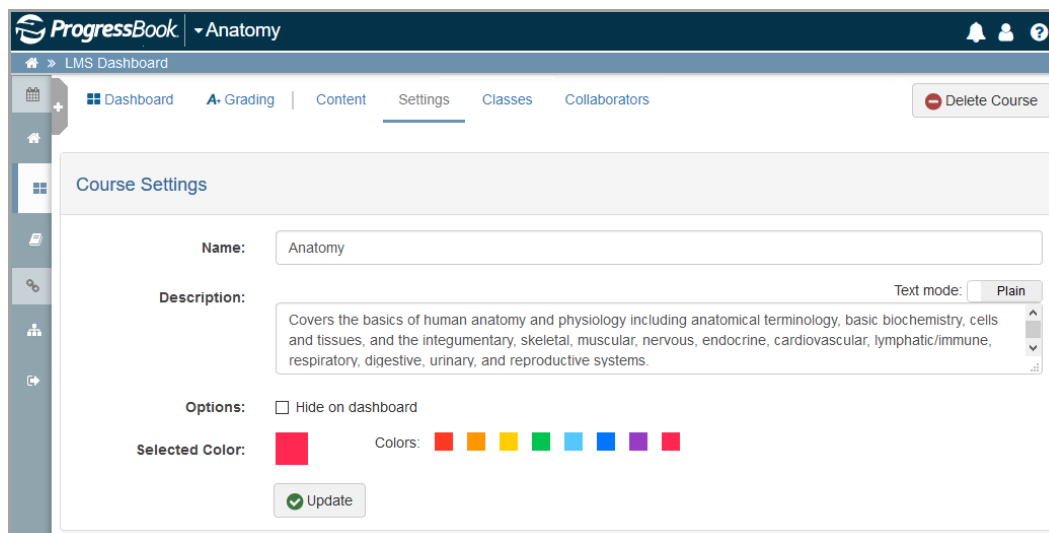
- [“Delete a Recoverable Course”](#)
- [“Permanently Delete a Course”](#)

Delete a Recoverable Course

1. On the **Dashboard**, on the course you want to delete, click **Settings**.



The **Settings** screen displays.



2. At the top right of the screen, click **Delete Course**.

The **Dashboard** screen displays without the course you deleted.


Note: If you delete a course from your **Dashboard** that you want to use again, you can restore it. See [“Restoring a Course.”](#)

Permanently Delete a Course

You can permanently delete a course so that you cannot recover it.




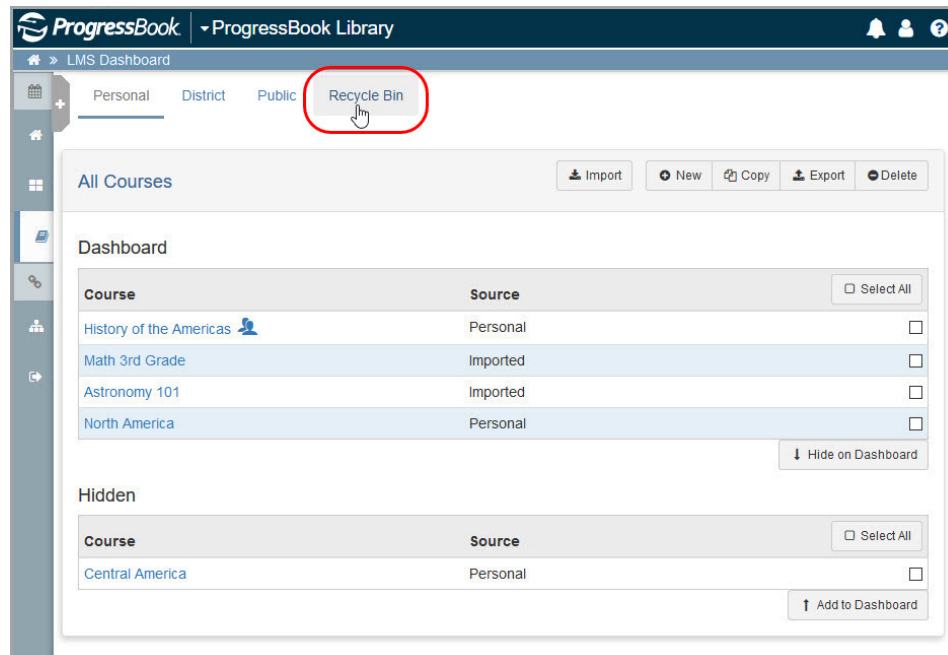
Caution: If you permanently delete a course, you **cannot** restore it. If you think you may need a course at a later time, consider hiding the course from your **Dashboard**.

1. Follow the steps in “[Delete a Recoverable Course.](#)”
2. In the side navigation menu, click  (**Library**).
3. At the top of the screen, click **Recycle Bin**.
4. In the row of the course you want to delete *permanently*, select the checkbox.
5. Above the grid, click **Delete**.

Restoring a Course

If you deleted a (recoverable) course by mistake, you can recover it from the **Recycle Bin** accessed from the **Personal** screen of the **ProgressBook Library**.

1. In the side navigation menu, click  (**Library**).
The **Personal** screen displays.
2. At the top of the screen, click **Recycle Bin**.



The **Recycle Bin** screen displays.

3. In the row of the course you want to restore, select the checkbox.
4. Above the grid, click **Restore**.



Note: You can also click on the name of a deleted course on this screen to go to its **Course Settings** screen and click **Restore Course**.

If you return to the **Dashboard**, the course you restored now displays with your other active courses.

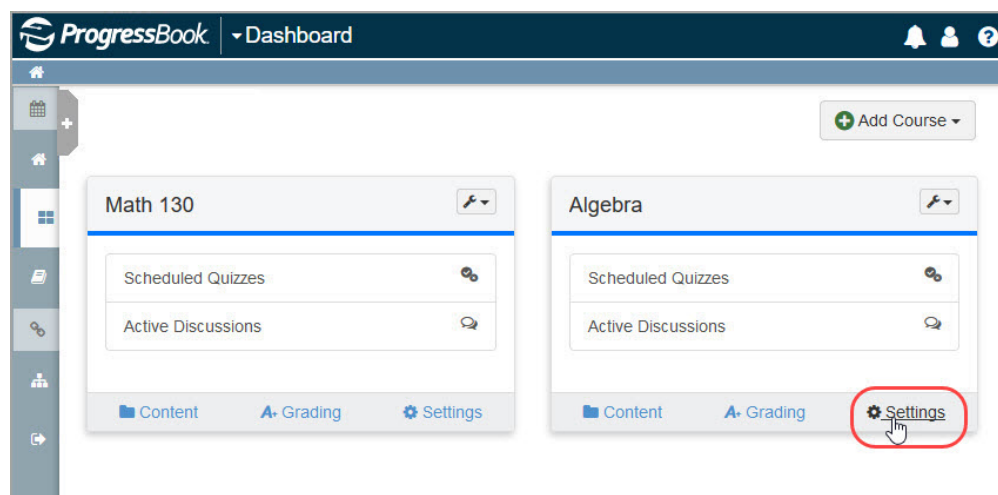
Exporting a Course

If you are an owner of a course, you can export and save it in the ProgressBook QTI format with a .zip extension.

- “From the Dashboard”
- “From the Personal Library”

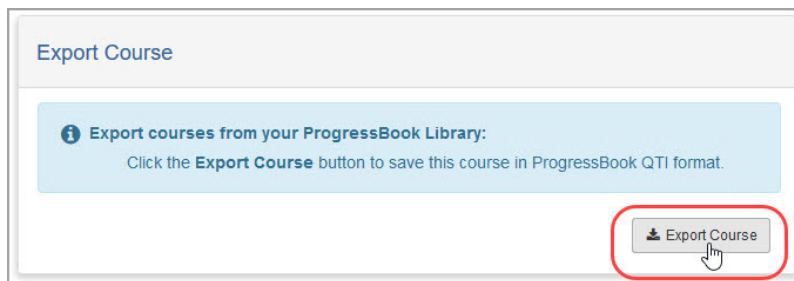
From the Dashboard

1. On the **Dashboard**, on the course you want to export, click **Settings**.



The **Course Settings** screen displays.

2. In the **Export Course** section, click **Export Course**.



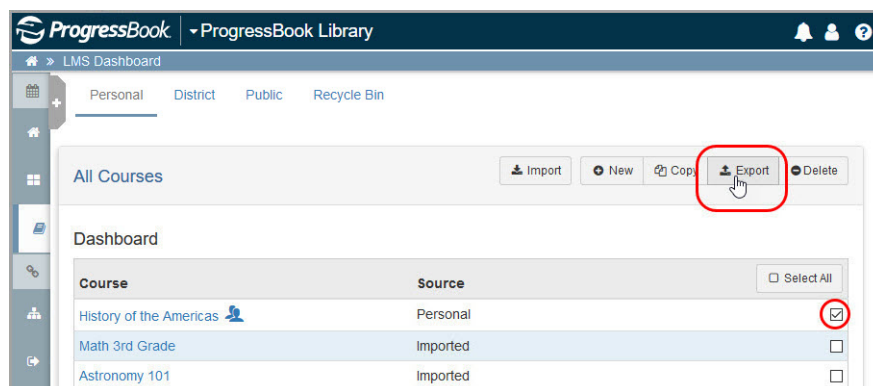
3. On the window that displays in your browser, indicate that you want to save the file.
4. Click **Save**.

You now have a copy of your course saved to your local machine.

Note: If you did not save the file to a custom location, you may find it in your Downloads folder.

From the Personal Library

1. On the **Personal** screen of the **ProgressBook Library**, select the checkbox in the row of the course you want to export.
2. Click **Export**.




3. On the window that displays in your browser, indicate that you want to save the file.
4. Click **Save**.

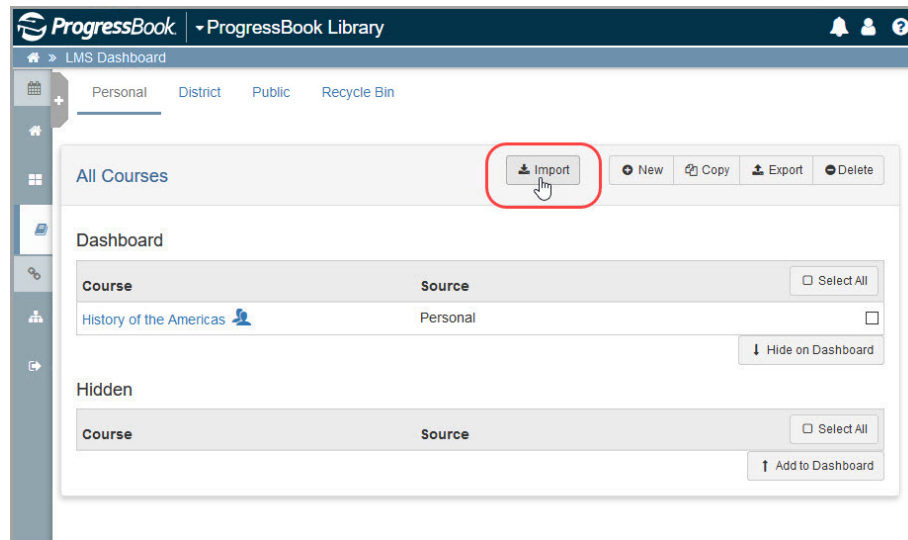
You now have a copy of your course saved to your local machine.

Note: If you did not save the file to a custom location, you may find it in your Downloads folder.

Importing a Course from Your Machine

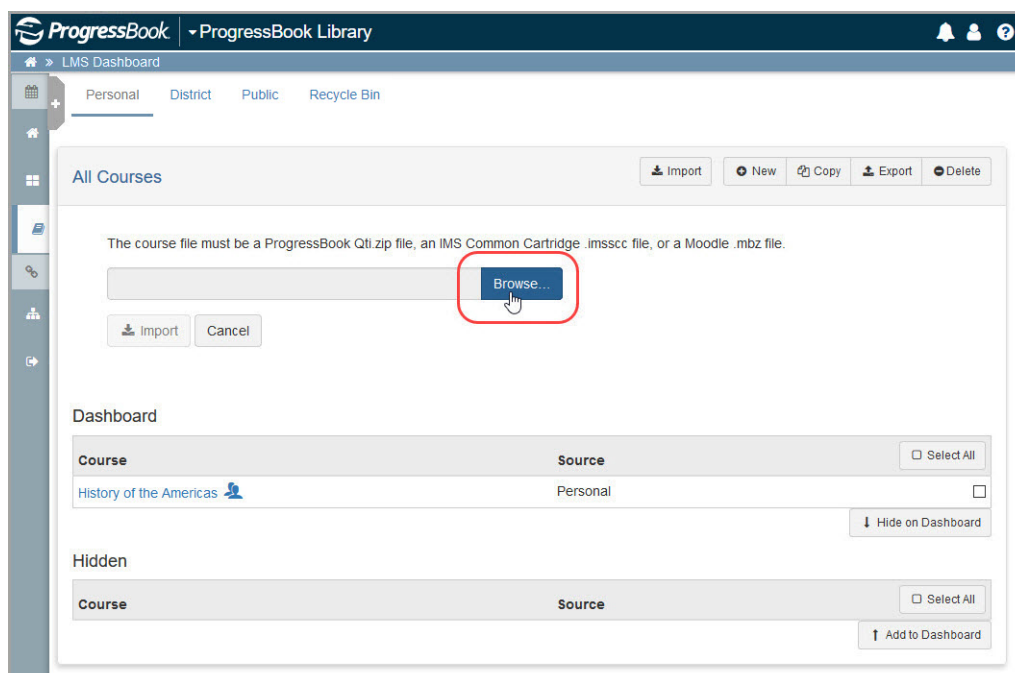
You can import a ProgressBook QTI course with a .zip extension, an IMS Common Cartridge course with a .imsc extension, or a Moodle course with a .mbz extension. These types of courses may have been exported from another LMS (Learning Management Software).

1. In the side navigation menu, click  (**Library**).
2. In the menu in the header of the grid, click **Import**.



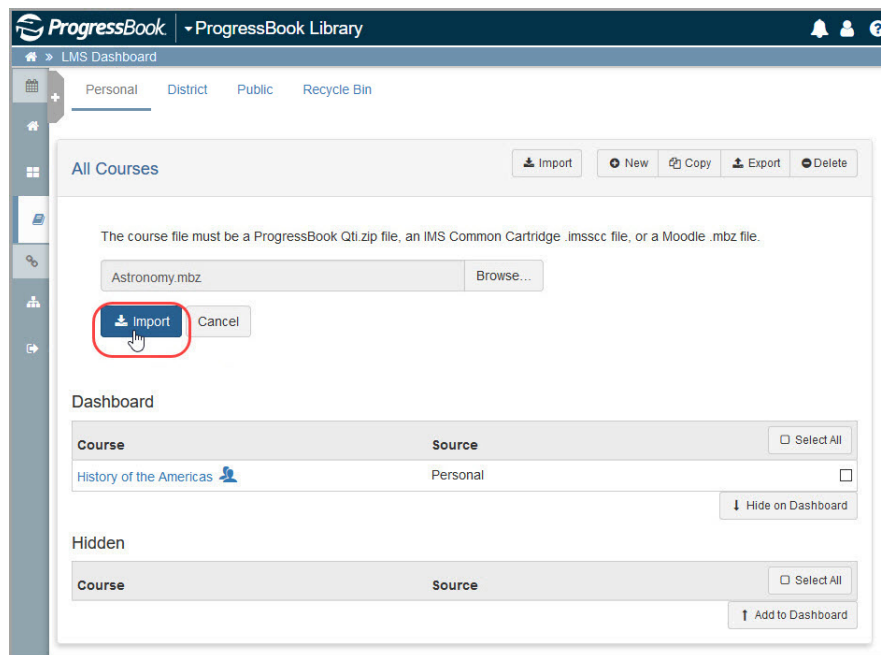
A new section displays.

3. In the newly displayed section, click **Browse**.



4. In the file browser that opens, locate and open the file you want to upload.

5. Click **Import**.

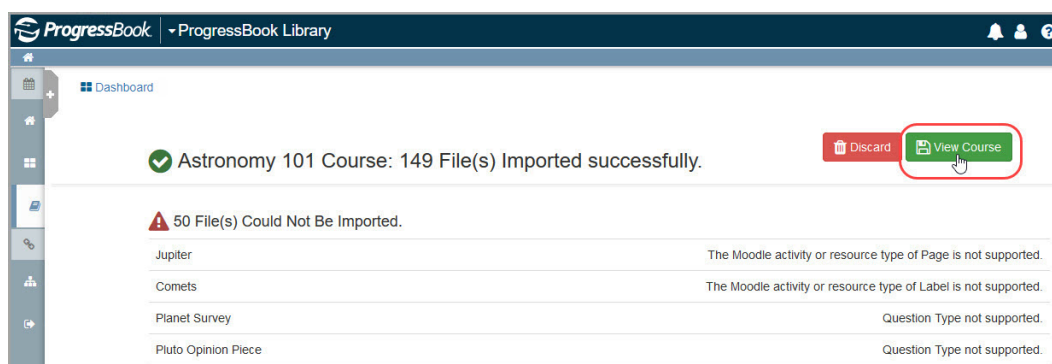


The course may take a few moments to import. If there are no issues with importing the course, it immediately displays on your **Dashboard**.

If there are any issues with importing the course, an import overview screen displays. Based on the feedback on this screen, determine whether you want to **View Course** or **Discard** the course.

If many portions of the course failed to import, you may want to **Discard** the course, correct the issues, and then attempt importing the course again.

6. (Conditional): Click **View Course** if you decide that you want to import the course without the unsuccessfully imported content.



The course now displays on your **Dashboard** and contains all items that successfully imported.

Uploading Student Resources to a Course

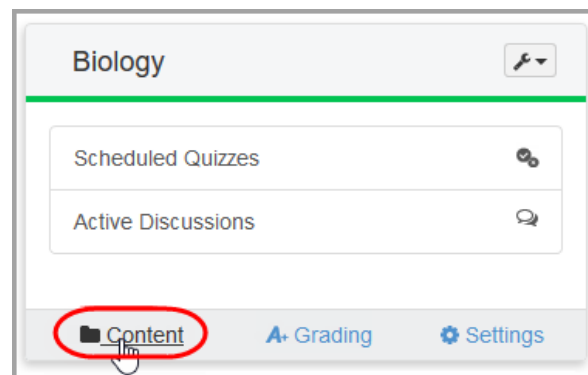
- [“Uploading a File”](#)
- [“Recording Audio”](#)

Uploading a File

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

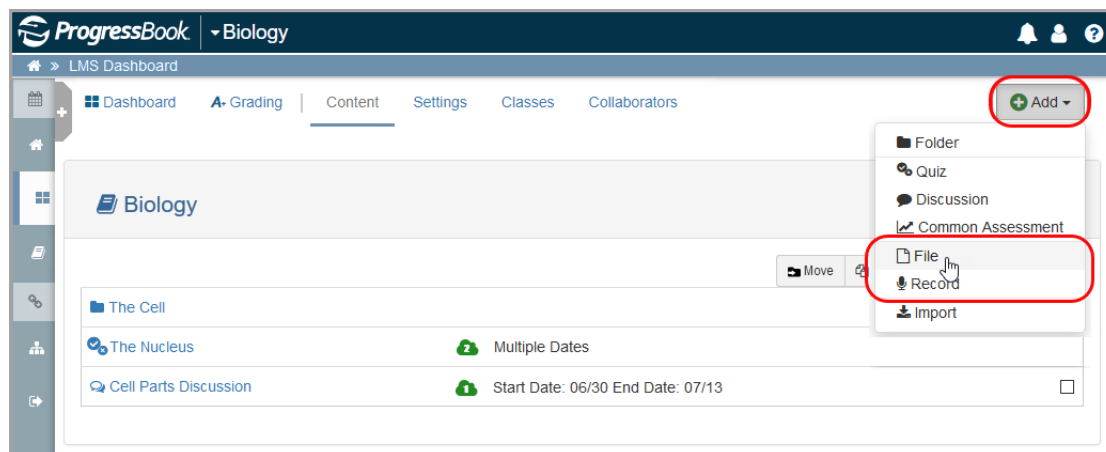
<https://www.youtube.com/watch?v=f6bEVCwSUNs>

7. On the **Dashboard**, on the course for which you want to add a resource, click **Content**.





The **Content** screen displays.

8. At the top right of the screen, click **+ Add**, and then click **File**.



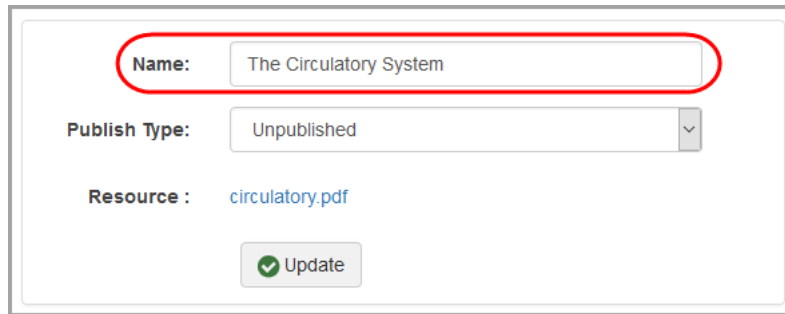
The **Add New Resource** window displays.

9. On the bottom of the **Add New Resource** window, click **Import a Local File** to upload a file from your local machine, or from the left side panel, select  or  to upload a file from your Google Drive or Microsoft OneDrive accounts respectively. Navigate to and select the file to upload.





Note: For more information on connecting third-party accounts and uploading files, see [“File Uploads.”](#)

The resource displays on the **Content** screen for the course.

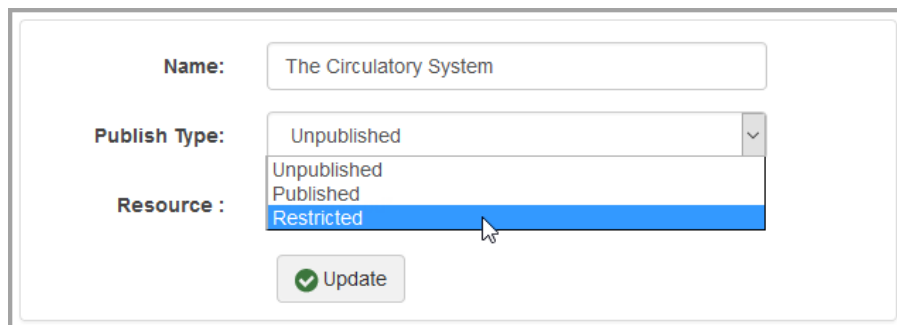
10. (Optional) To change the name of the file as it displays on the **Content** screen:
 - a. Click the name of the resource.
 - b. In the **Name** field, enter the desired name, and then click **Update**.



A screenshot of a web form for editing a resource. The form has three main sections: 'Name', 'Publish Type', and 'Resource'. The 'Name' field contains the text 'The Circulatory System' and is highlighted with a red circle. The 'Publish Type' is a dropdown menu currently set to 'Unpublished'. The 'Resource' field contains the text 'circulatory.pdf'. At the bottom of the form is a green 'Update' button with a checkmark icon.

11. (Optional) To edit student viewing permissions for the resource:
 - a. Click the name of the resource in the list on the **Content** screen.
 - b. In the **Publish Type** drop-down list, select one of the following:
 - i.  **Unpublished** – Students cannot view this resource
 - ii.  **Published** – Students can view this resource
 - iii.  or  (combined with **Start Date** and **End Date**) **Restricted** – Students can view this resource during the time frame you designate in the **Start Time** and **End Time** fields

Note: Resources are unpublished by default.



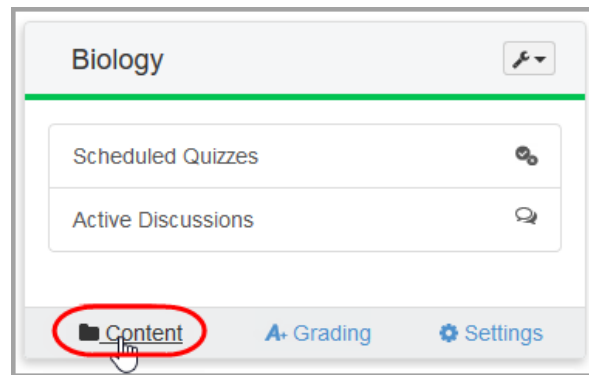
A screenshot of the same web form as before, but with the 'Publish Type' dropdown menu open. The menu shows three options: 'Unpublished', 'Published', and 'Restricted'. The 'Restricted' option is highlighted in blue, and a mouse cursor is pointing at it. The 'Name' field still contains 'The Circulatory System' and the 'Resource' field still contains 'circulatory.pdf'. The 'Update' button is still at the bottom.

- c. Click **Update**.

Recording Audio

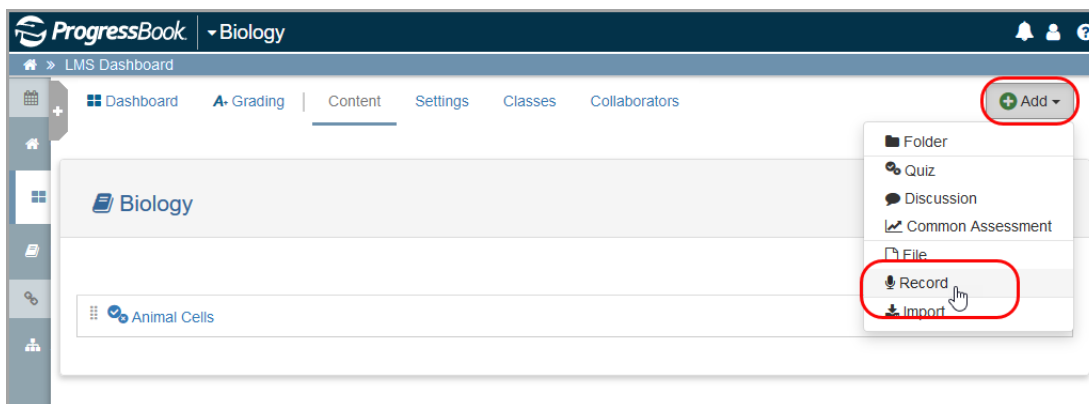
1. Using your device’s default microphone, you can record audio in your browser for your students as a resource.

1. On the **Dashboard**, on the course for which you want to add a resource, click **Content**.



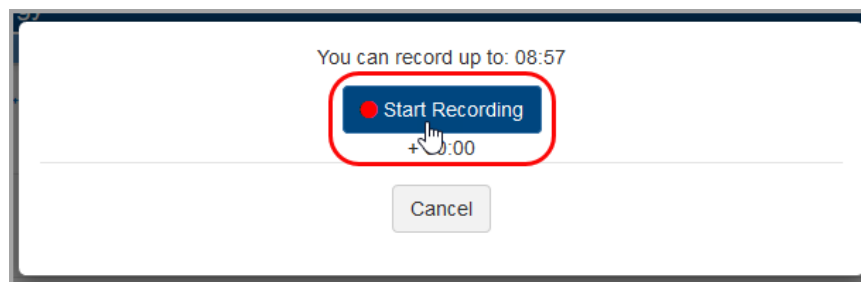
The **Content** screen displays.

2. At the top right of the screen, click **+ Add**, and then click **Record**.



3. Click **Start Recording**.

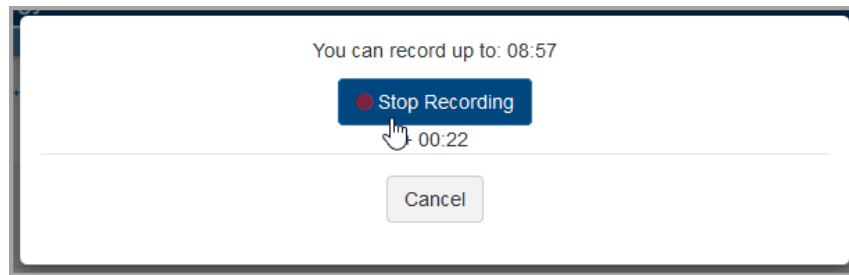
Note: Your browser may prompt you to allow it to use your microphone.



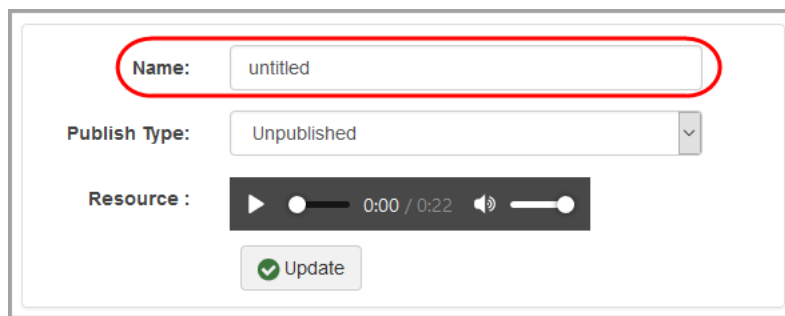
4. Record your audio.





Note: The default maximum file size configured by your system administrator determines the maximum length of audio you can record.

5. Click **Stop Recording**.

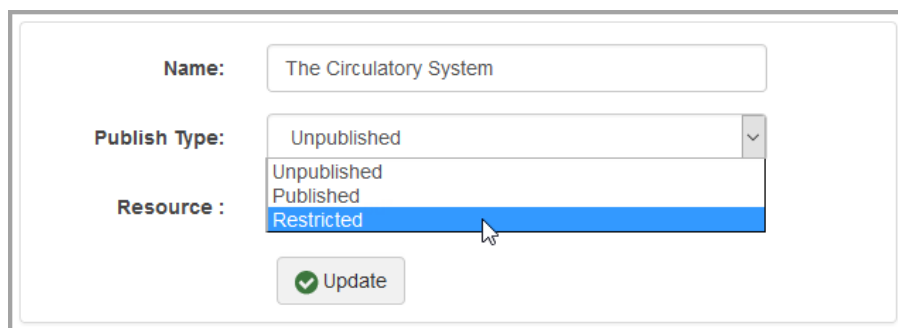


6. (Optional) To change the name of the recording as it displays on the **Content** screen:
 - a. Click the name of the recording (the default is “untitled”).
 - b. In the **Name** field, enter the desired name, and then click **Update**.



7. (Optional) To edit student viewing permissions for the resource:
 - a. Click the name of the recording in the list on the **Content** screen.
 - b. In the **Publish Type** drop-down list, select one of the following:
 - i.  **Unpublished** – Students cannot access this resource
 - ii.  **Published** – Students can access this resource
 - iii.  or  (combined with **Start Date** and **End Date**) **Restricted** – Students can access this resource during the time frame you designate in the **Start Time** and **End Time** fields

Note: Recordings are unpublished by default.



- c. Click **Update**.

Organizing Course Content

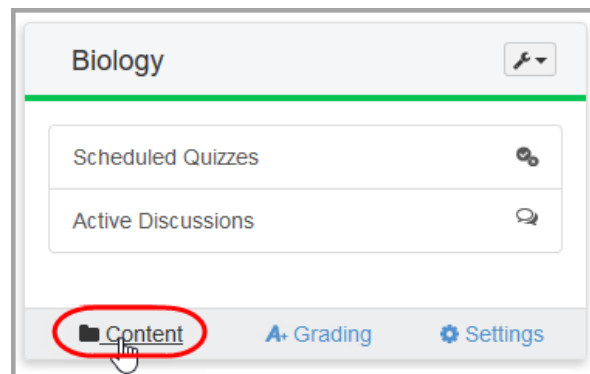
You can organize a course's content (activities, files, and folders) in several different ways.

- If you want to create folders in which to store content, see [“Creating Folders.”](#)
- If you want to move content to a folder you have created, see [“Moving Content to Folders.”](#)
- If you want to make a copy of an item, see [“Copying Content.”](#)
- If you want to restore a deleted item, see [“Recovering Deleted Content.”](#)

Creating Folders

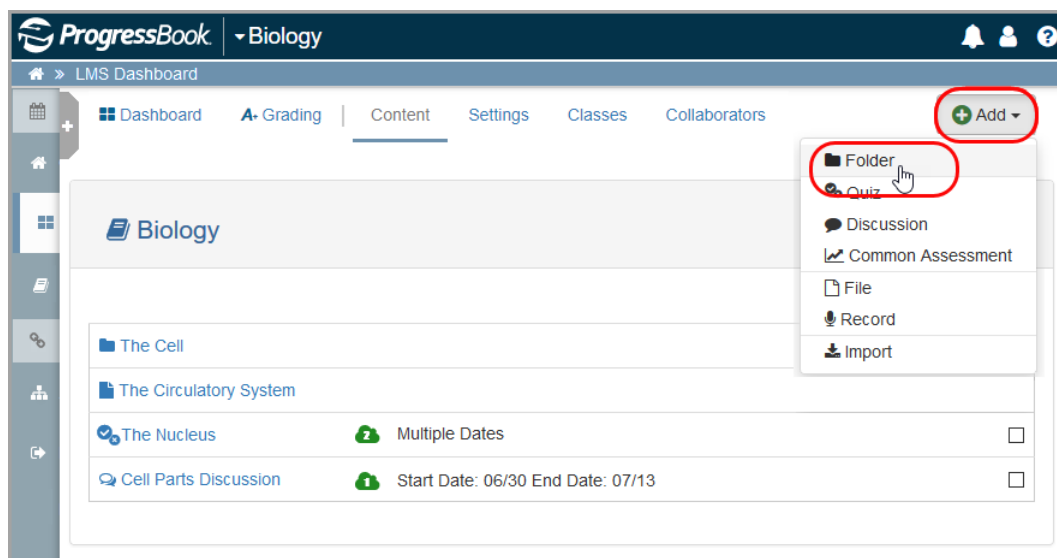
You can create folders within a course in order to organize your content.

1. On the **Dashboard**, on the course for which you want to add a folder, click **Content**.



The **Content** screen for the course displays.

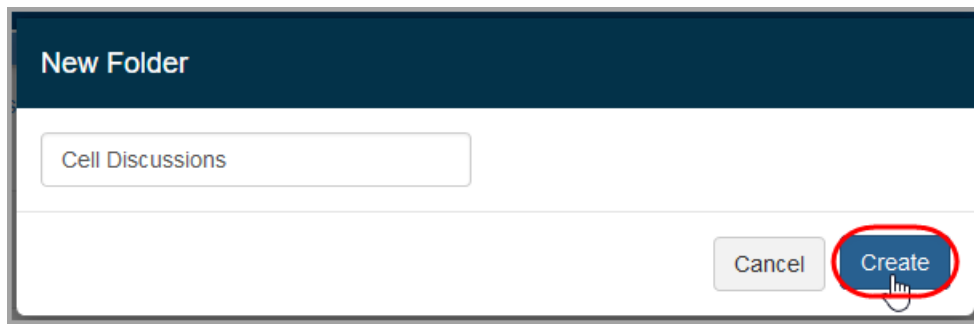
2. Click **+ Add**, and then select **Folder**.



The **New Folder** window displays.

3. Enter the desired name for the folder.

4. Click **Create**.

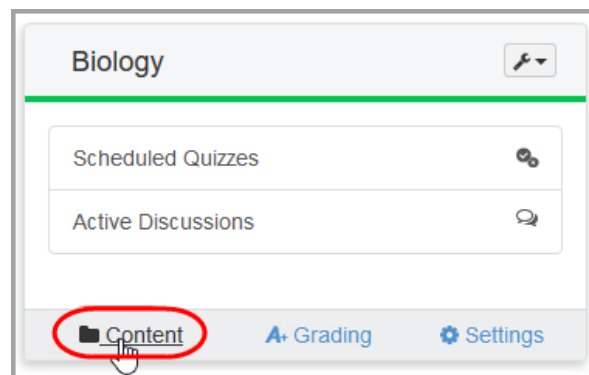


The new folder you created now displays on the **Content** screen for the course.


Moving Content to Folders

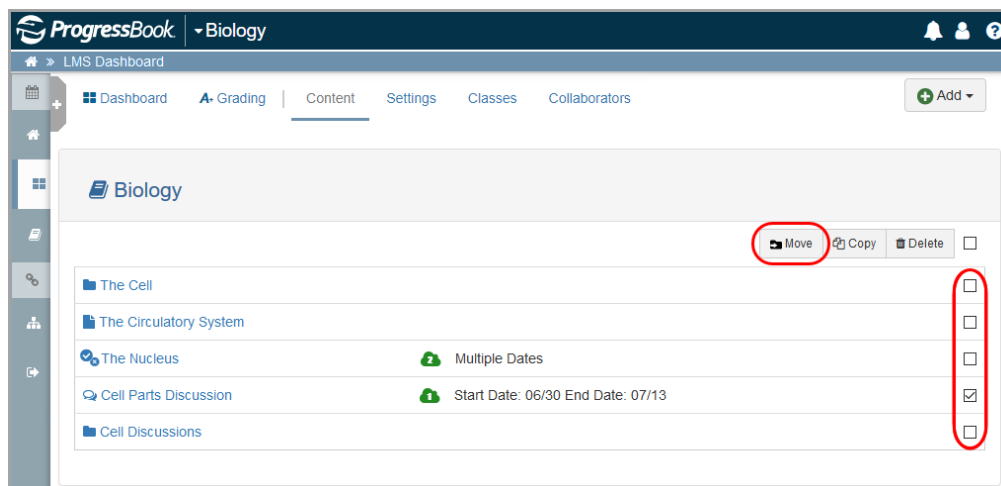
Once you have created at least one folder, you can move content to it.

1. On the **Dashboard**, on the course in which you want to move content to a folder, click **Content**.



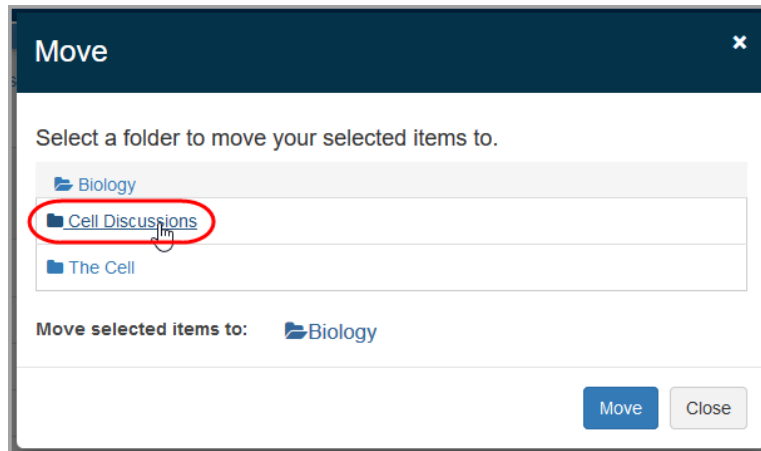
The **Content** screen for the course displays.

2. Select the checkbox(es) beside the item(s) you want to move to a folder.
3. Click .



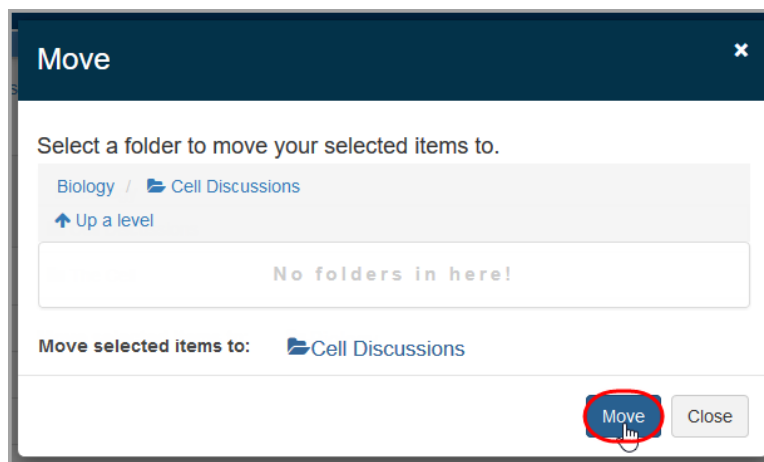
The **Move** window displays.

- Click the name of the folder to where you want to move the item(s).



Note: If the desired folder does not appear on the **Move** window, you may need to click another folder to locate a subfolder, or you may need to click **Up a Folder** to locate other folders in the course.

- Click **Move**.

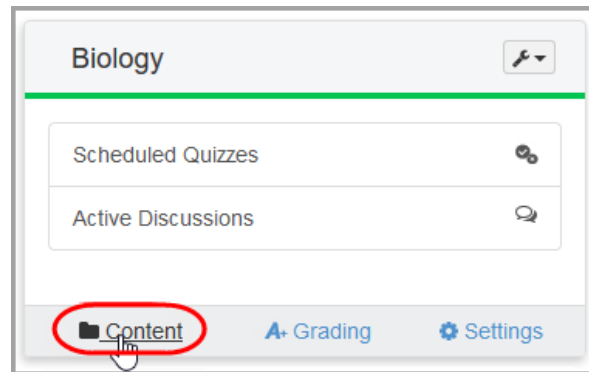


The content now displays in the folder to which you moved it.


Copying Content

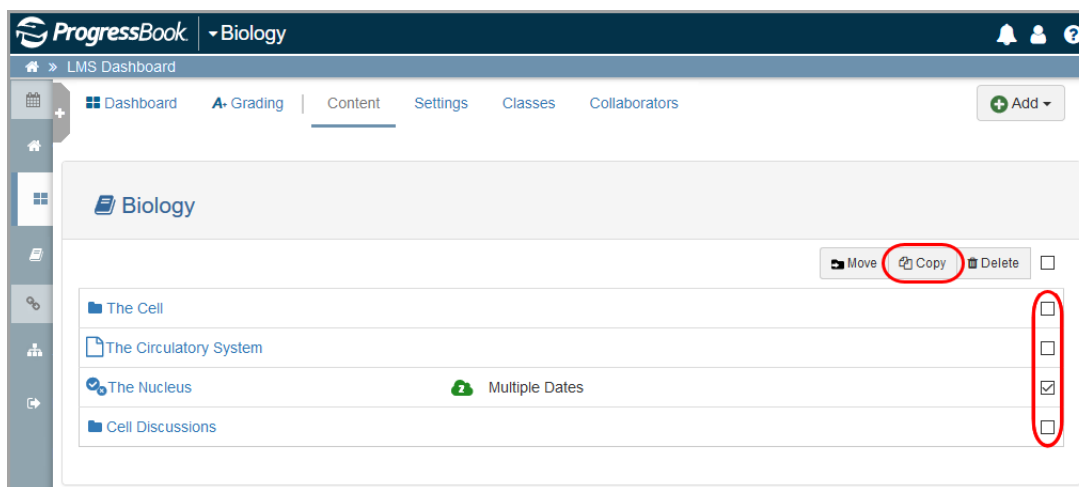
You can make a copy of an item so that you can work on it separately from the original item, or so you can move it to another folder.

1. On the **Dashboard**, on the course in which you want to copy content, click **Content**.

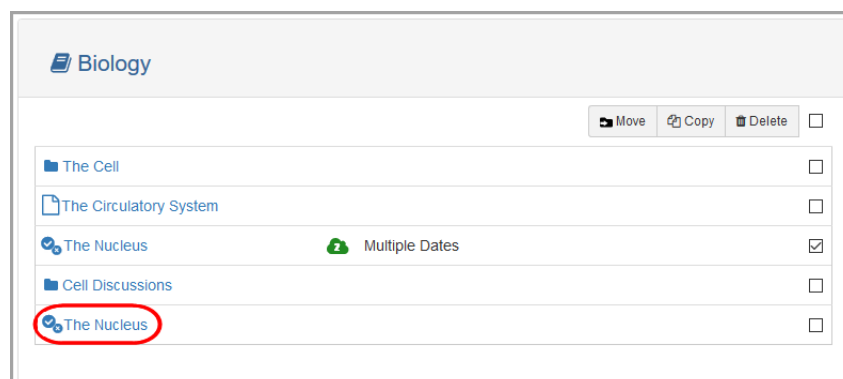


The **Content** screen for the course displays.

2. Select the checkbox(es) beside the item(s) you want to copy.
3. Click .




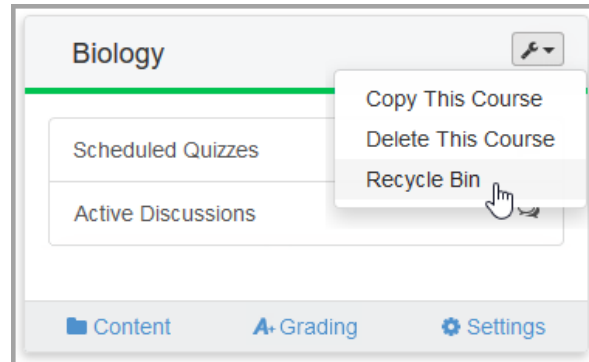
A new copy of the item displays on the **Content** screen for the course.




Recovering Deleted Content

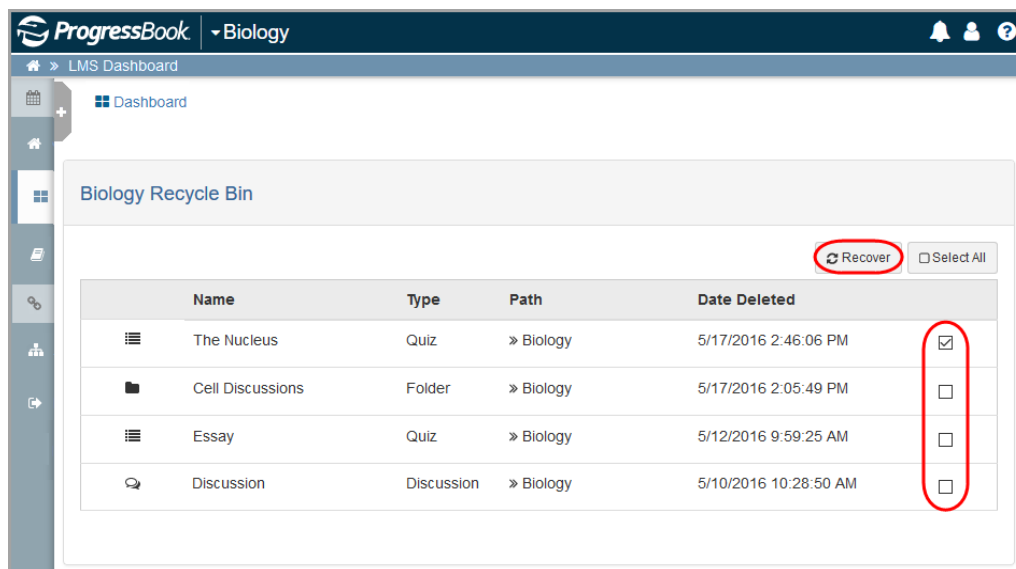
If you have deleted an activity, folder, or resource, you can restore it from a course's **Recycle Bin**.

1. On the **Dashboard**, on the course for which you want to recover content, click , then click **Recycle Bin**.



The **Recycle Bin** displays a list of items you have deleted and when.

2. Select the checkbox(es) in the row(s) of the item(s) you want to recover.
3. Click .



The content you recovered now displays on the **Content** screen for the course.

Activities

VirtualClassroom lets you create activities for your students to complete online using ProgressBook. The activities you create can be homework, quizzes, or tests that students complete individually or discussions in which many students participate. You link these activities to assignments in GradeBook. Refer to the appropriate section as follows:

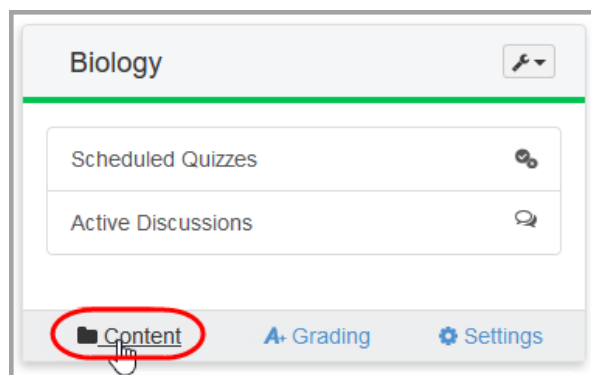
- [“Creating Quizzes”](#)
- [“Creating Discussions”](#)
- [“Creating Common Assessments”](#)
- [“Adding Standards to Activities”](#)
- [“Adding Content to Quizzes and Common Assessments”](#)
- [“Importing Questions to Quizzes”](#)
- [“Adding Discussion Guidelines”](#)
- [“Importing Activities”](#)
- [“Organizing Quizzes and Common Assessments”](#)
- [“Editing Questions”](#)
- [“Deleting Questions”](#)
- [“Assigning Activities”](#)
- [“Viewing Class Progress on Activities”](#)
- [“Unassigning and Deleting Activities”](#)
- [“Moderating Discussions”](#)
- [“Reviewing Activity Results”](#)

Creating Quizzes

You can create and store all types of activities in your **Dashboard**. This topic outlines the steps for creating quiz type activities that students complete individually. Quizzes are any type of activity that contains questions. For information about creating discussion activities, see [“Creating Discussions.”](#) For information on managing the content in your **Dashboard**, see [“Courses.”](#)

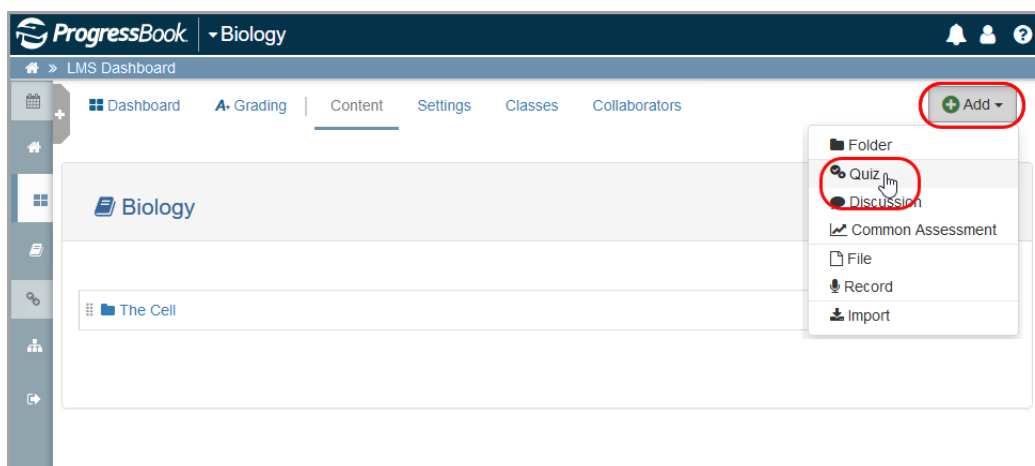
To view a video of the following procedure, navigate to the following link:
<https://www.youtube.com/watch?v=cY0jqXJ07Q8>

1. On the **Dashboard** screen, click **Content** on the course for which you want to create the quiz.



The **Content** screen displays.

2. Click **+ Add** on the top right of the screen, then click **Quiz**.

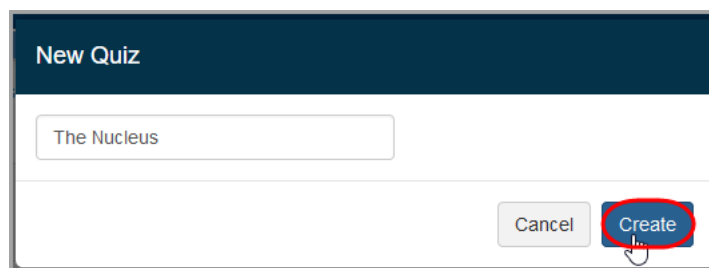


The **New Quiz** window opens.

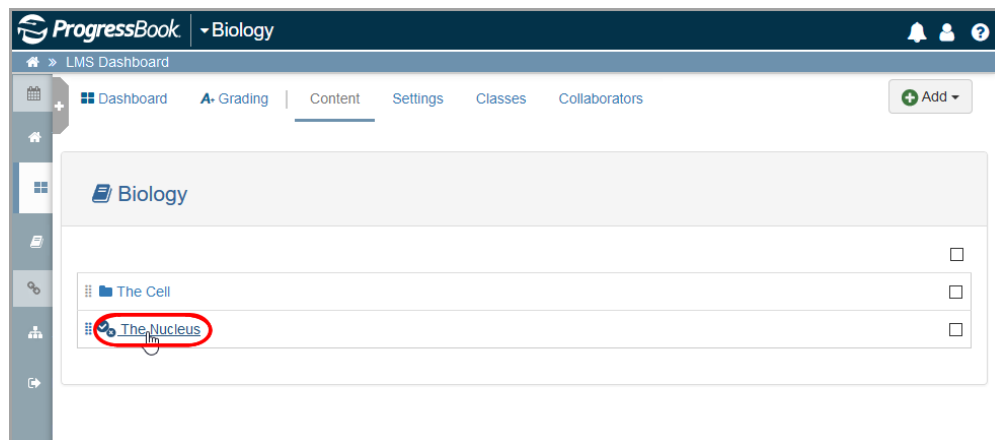
3. Enter a **Name** for the quiz.

Note: If you want to change the name of the quiz or edit its instructions later on, on the **Dashboard**, click **Content** on the associated course. Then, click the name of the activity on the **Content** screen. You can then change the name on the **Details** screen. See [“Adding Instructions.”](#)

4. Click **Create**.



The quiz now displays on the **Content** screen for the course.

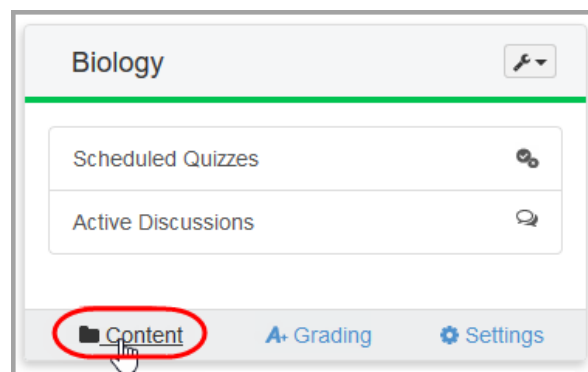


Note: Once you create the quiz, you can start adding content to it, such as instructions, questions, and reference material. See [“Adding Content to Quizzes and Common Assessments.”](#)

Creating Discussions

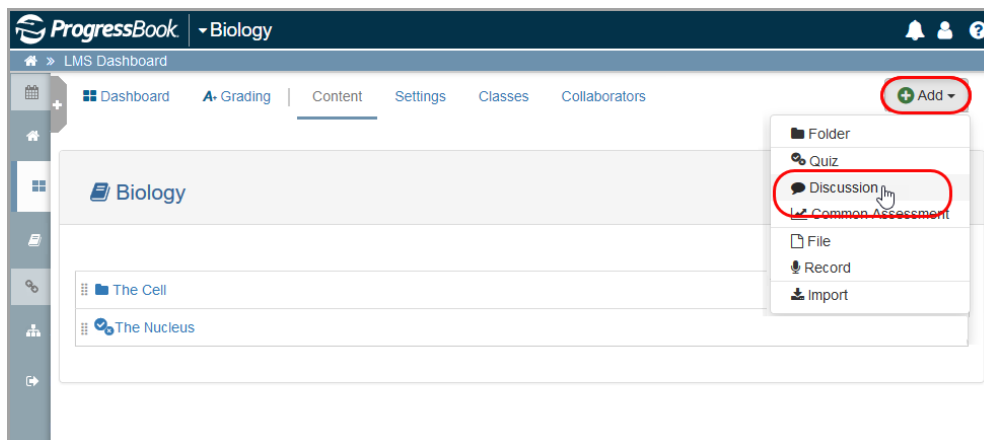
You can create and store all types of activities in your **Dashboard**. This topic outlines the steps for creating discussions. For information about creating quizzes, see [“Creating Quizzes.”](#) For information on managing the content in your **Dashboard**, see [“Courses.”](#)

1. On the **Dashboard** screen, click **Content** on the course for which you want to create the discussion.



The **Content** screen displays.

- Click **+ Add** at the top right of the screen, then click **Discussion**.

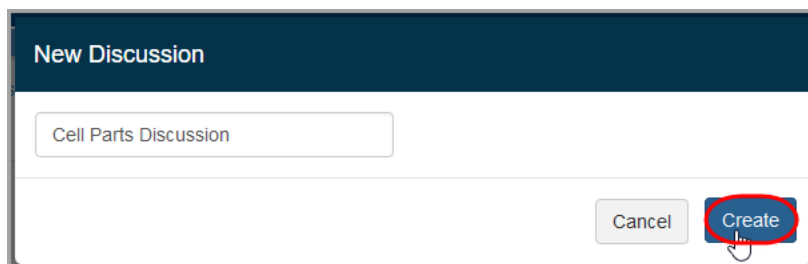


The **New Discussion** window opens.

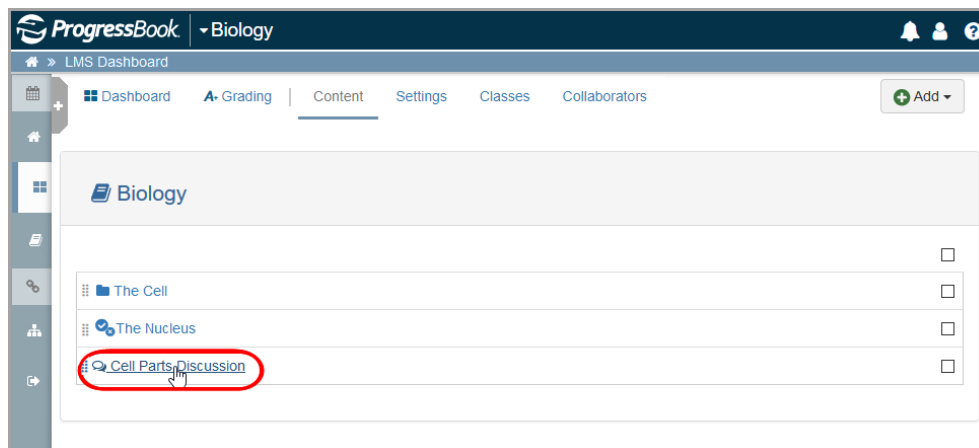
- Enter a **Name** for the discussion.

Note: If you want to change the name of the discussion later on, on the **Dashboard**, click **Content** on the associated course. Then, click the name of the discussion on the **Content** screen. You can then change the name on the **Details** screen. See [“Adding Discussion Guidelines.”](#)

- On the **New Discussion** window, click **Create**.



The discussion now displays on the associated **Content** screen.



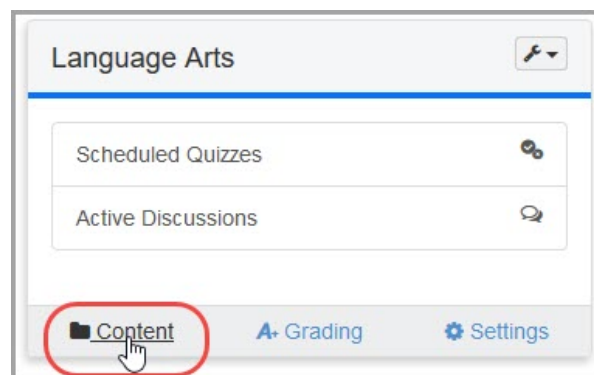
Note: Once you create the discussion, you can add a prompt with instructions, designate the required number of posts and replies, and assign point values. See [“Adding Discussion Guidelines.”](#)

Creating Common Assessments

You can create and store all types of activities in your **Dashboard**. This topic outlines the steps for creating common assessment activities that students complete individually. This type of activity follows the same format as quiz type activities (see [“Creating Quizzes”](#) and [“Adding Content to Quizzes and Common Assessments”](#)), but it also creates the ability to import student results into DataMap (see the ProgressBook DataMap documentation for more information).

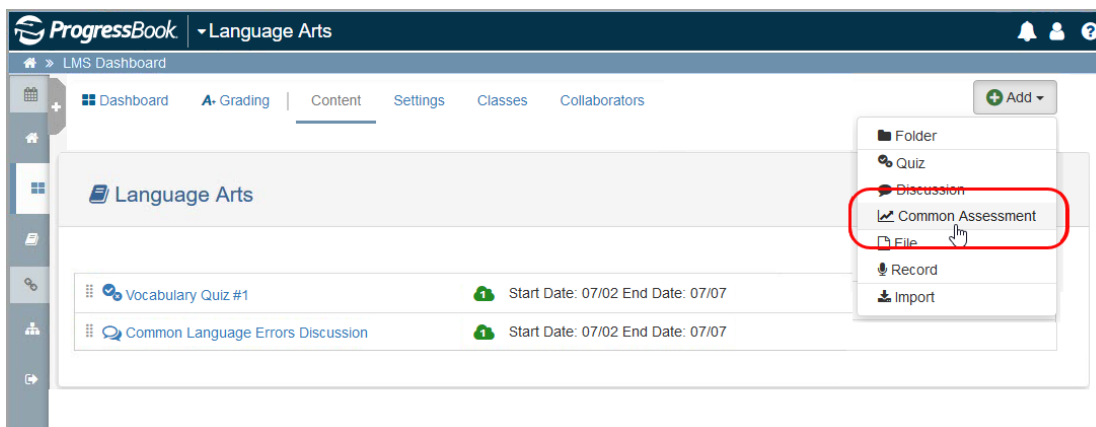
Note: Common assessments are typically created to act as district assessments. Common assessments are created in a course in VirtualClassroom by one person who then makes that course available to the District Library. Teachers import this course to their Personal Library, and then administer the assessment to their students. Once the assessments have been scored, their results can be imported into DataMap for comparison with other student data.

1. On the **Dashboard** screen, click **Content** on the course for which you want to create the common assessment.



The **Content** screen displays.

- Click **+ Add** on the top right of the screen, then click **Common Assessment**.

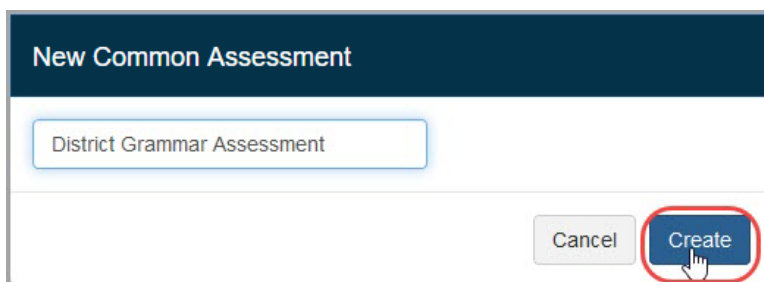


The **New Common Assessment** window opens.

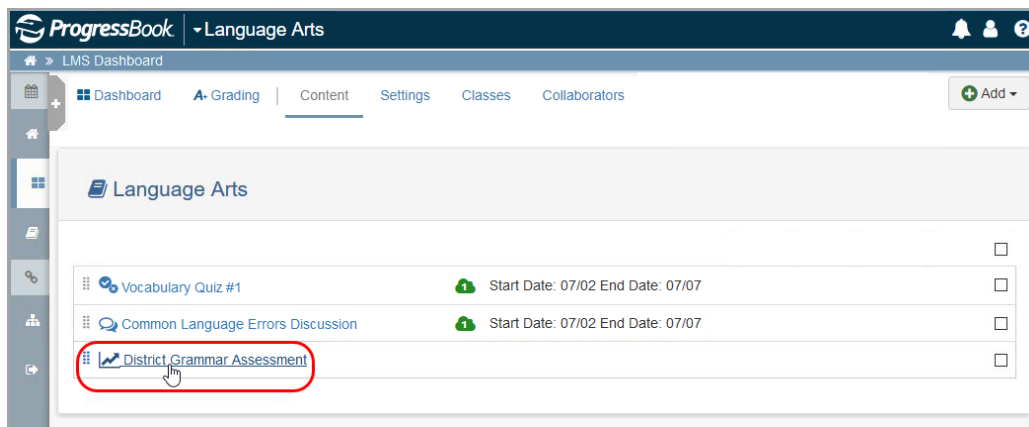
- Enter a **Name** for the common assessment.

Note: If you want to change the name of the common assessment or edit its instructions later on, on the **Dashboard**, click **Content** on the associated course. Then, click the name of the activity on the **Content** screen. You can then change the name on the **Details** screen. See [“Adding Instructions.”](#)

- Click **Create**.



The common assessment now displays on the **Content** screen for the course.



Note: Once you create the common assessment, you can start adding content to it, such as instructions, questions, and reference material. See [“Adding Content to Quizzes and Common Assessments.”](#)

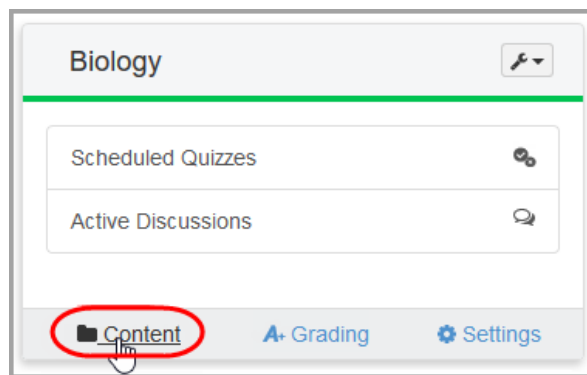
Note: Once the common assessment is ready for distribution, you must navigate to the **Settings** screen of its course and select the **District course** checkbox in order for other teachers to be able to administer the assessment to their students.

Adding Standards to Activities

After you create a VirtualClassroom activity, you can add standards to it.

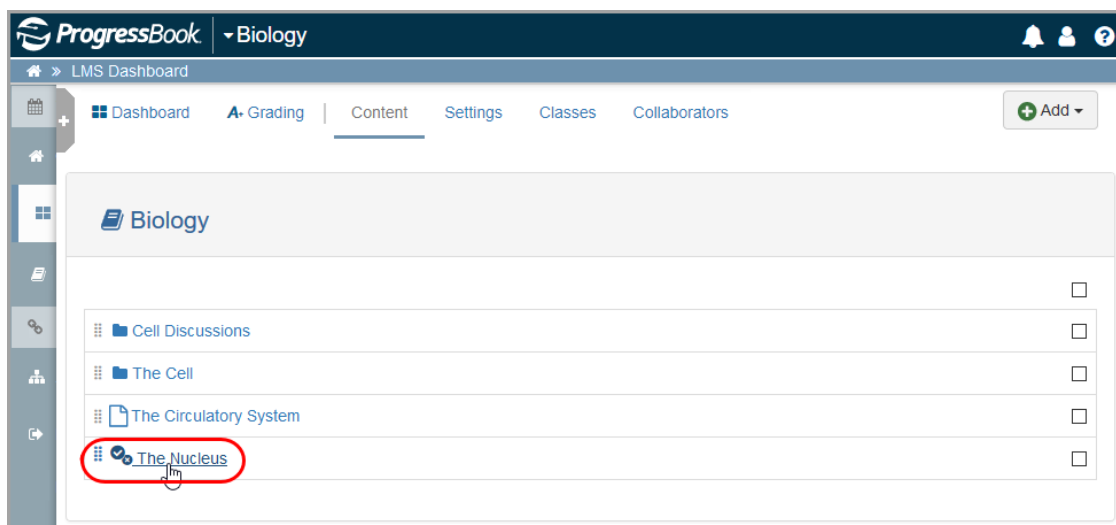
Note: You can also add standards for each question in an activity. While on a question’s **Details** screen, click **Standards**; from there, you can select **Quiz Standards** or start a new **Standards Search**.

1. On the **Dashboard** screen, click **Content** on the course containing the activity to which you want to add standards.



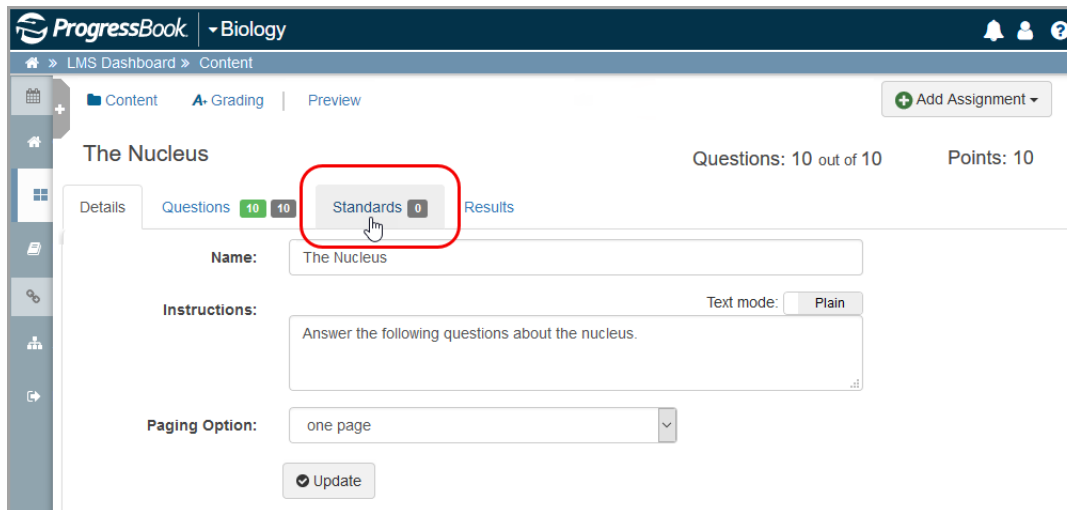
The course **Content** screen displays.

2. Click the name of the activity to which you want to add standards.



The activity **Details** screen displays.

- Click the **Standards** tab.



The activity **Standards** screen displays.

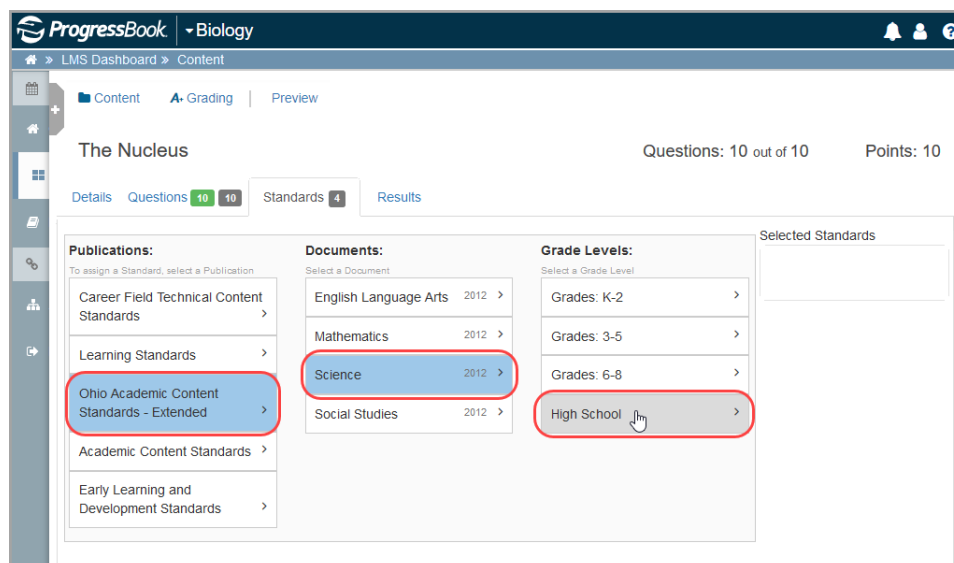
- From the **Publications** list, select the appropriate provider's standards publication.

The **Documents** list populates.

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

The **Grade Levels** list populates.

- 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.
- Select the checkboxes beside the desired standards.

The standards you selected display in the **Selected Standards** box.

The Nucleus

Questions: 10 out of 10 Points: 10

Details Questions 10 10 Standards 0 Results

Ohio Academic Content Standards - Extended > Science 2012 > High School

(Current search options - click links above to change)

Biology

- ☒ Deoxyribonucleic acid (DNA) is the biological information that directs the formation and maintenance of all living things. [BIO.912.A]
- ☐ The sorting and recombination of genes in sexual reproduction and meiosis specifically result in a variance of traits in offspring. [BIO.912.B]
- ☐ Classical and modern genetic mechanisms including incomplete dominance, sex-linked traits and dihybrid crosses. [BIO.912.C]
- ☐ The diversity of life is explained by biological evolution. Populations evolve over time. [BIO.912.D]
- ☐ Inheritable characteristics influence how likely an organism is to survive and reproduce in a particular environment. [BIO.912.E]
- ☐ Classification systems are frameworks developed by scientists for describing the diversity of organisms, indicating the degree of relatedness between organisms. [BIO.912.F]
- ☐ Morphological comparisons and molecular evidence must be used to describe biodiversity (cladograms). [BIO.912.G]
- ☐ Organisms transform energy (flow of energy) and matter (cycles of matter) as they survive. [BIO.912.H]
- ☒ The cell is a system that conducts a variety of functions associated with life including photosynthesis, chemosynthesis, cellular respiration, cell division and differentiation. [BIO.912.I]
- ☒ Cells have organelles (cytoskeleton, Golgi complex and endoplasmic reticulum) that help carry out life functions. [BIO.912.J]
- ☒ Within the cell are specialized parts for the transport of materials, energy transformation, protein building, waste disposal, information feedback and movement. [BIO.912.K]

Heredity

- ☐ BIO.912.1a Identify that different species have different DNA. [BIO.912.1a]

Selected Standards

- BIO.912.A more... ✕
- BIO.912.I more... ✕
- BIO.912.J more... ✕
- BIO.912.K more... ✕

Note: To remove standards from the activity, in the **Selected Standards** box, click ✕ beside the standard you no longer want attached.

The number of standards you select also displays on the **Standards** tab.

Details Questions 10 10 Standards 4 Results

Adding Content to Quizzes and Common Assessments

After you create a VirtualClassroom quiz or common assessment, you can begin adding content to it. Content can include instructions and reference material as well as questions and work for students to complete.

Note: At any time while editing a quiz, you can preview the activity as students will see it in ProgressBook. To do so, at the top of the screen, click **Preview**.

Note: At any time while editing a quiz, you can print the activity. To do so, in the **Add to Quiz** section, click **Print**.

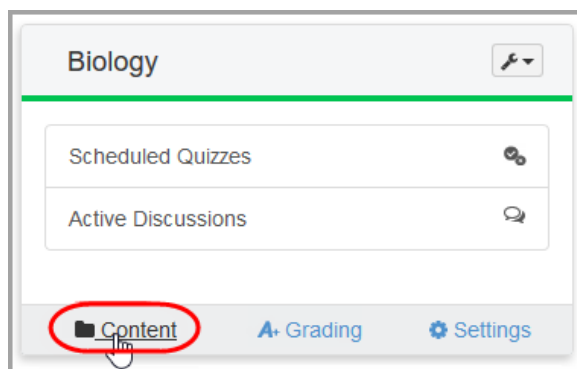
- To add instructions or set options for the activity, see [“Adding Instructions.”](#)

- To add content to the body of the activity, see [“Adding Questions, Text or Resources, and Sections.”](#)
 - [“Adding a Question”](#)
 - [“Adding Text or Resources”](#)
 - [“Creating Sections”](#)

Adding Instructions

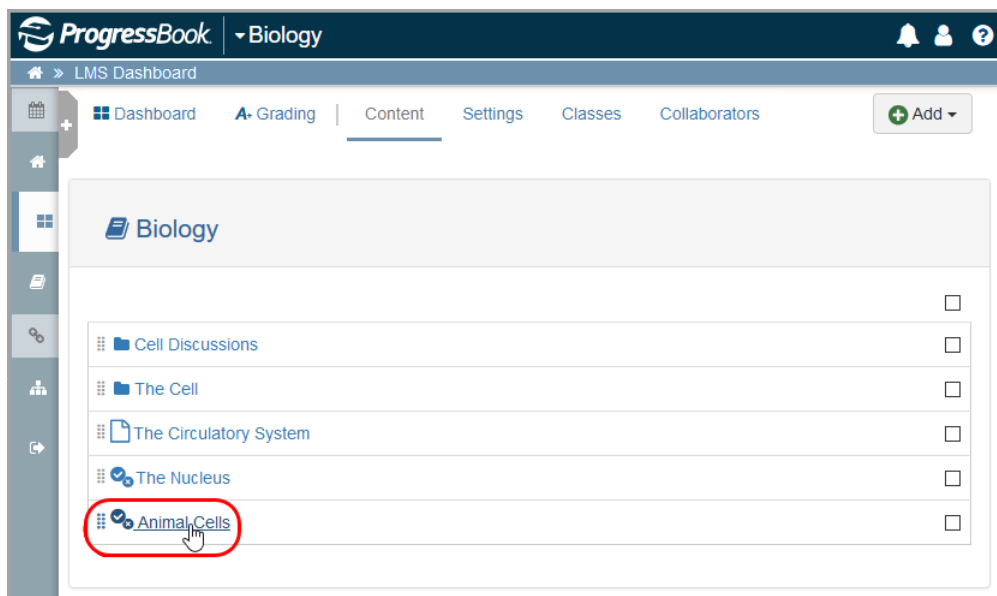
Add instructions to quizzes and common assessments as follows:

1. On the **Dashboard** screen, on the course containing the activity to which you want to add instructions, click **Content**.



The **Content** screen displays.

2. Click the name of the activity to which you want to add instructions.



The activity **Details** screen displays.

3. In the **Instructions** area, enter instructions for the students to complete the activity.

ProgressBook - Biology

LMS Dashboard » Content

Content | Grading | Preview

Animal Cells Questions: 0 out of 0 Points: 0

Details Questions 0 Standards 0 Results

Name: Animal Cells

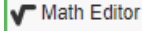
Instructions: Answer the following questions about animal cells. Text mode: Plain

Paging Option: one page

Update

Note: Above the **Instructions** text area, you can click **Plain** to turn on rich text editing (which then displays as **RTF** in the **Text Mode** area).

Note: You can use the rich text toolbar to format text, change colors or add links or video. For more information, see <https://ckeditor.com/docs/>. The toolbar

includes a math equation editor (MathType™) represented by . For information about how to use the editor, go to http://docs.wiris.com/en/mathype/mathype_web/start.

4. (Optional) To set the number of questions that display on a page, use the **Paging Option** drop-down list:
- **one page** – All questions, resources/text, and sections display on one page
 - **one page per item** – Each question and resource/text display on their own pages
 - **one page per section** – Each section of questions and resources/text display on their own pages; instructions specified for a section repeat on each page

Animal Cells Questions: 0 Points: 0

Details Questions 0 Standards 0 Results

Name: Animal Cells

Instructions: Answer the following questions about animal cells. Text mode: Plain

Paging Option: one page
one page
one page per item
one page per section

5. Click **Update**.

The instructions now display to your students on the **Activity Details** screen in ParentAccess.

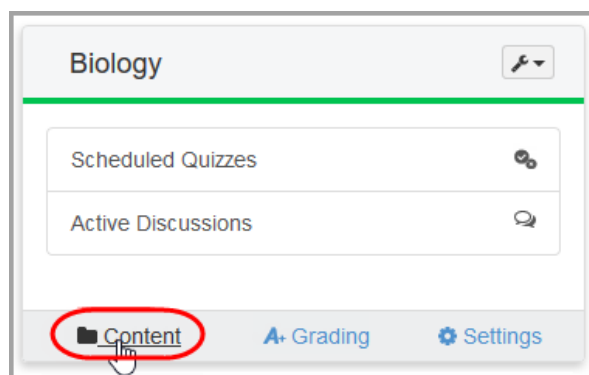
Adding Questions, Text or Resources, and Sections

To view a video about the expanded quiz view, go to:

<https://youtu.be/eqbXAeYW8Oo>

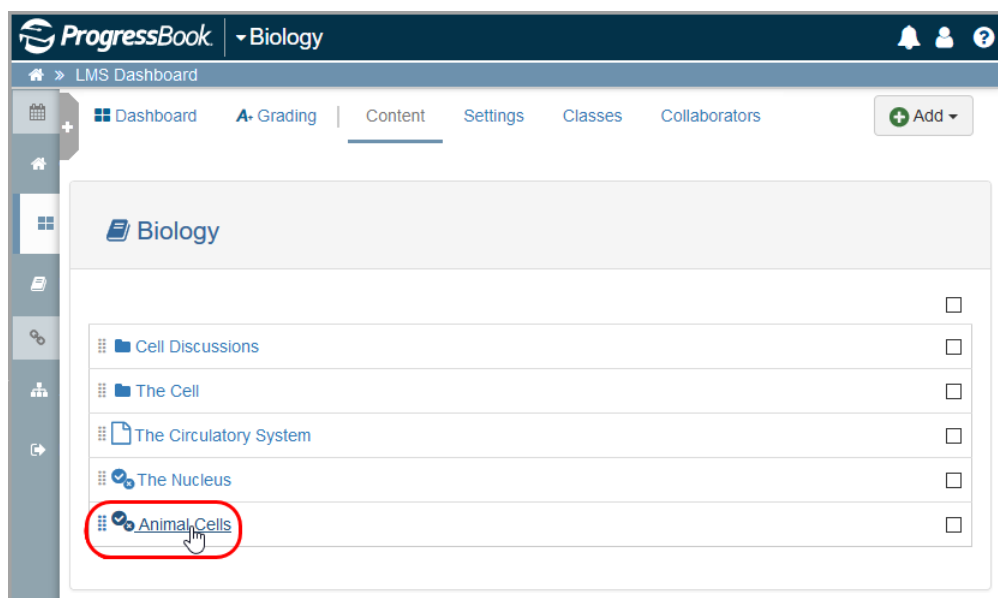
Add content to quiz and common assessment type activities as follows:

1. On the **Dashboard** screen, on the course containing the activity to which you want to add content, click **Content**.



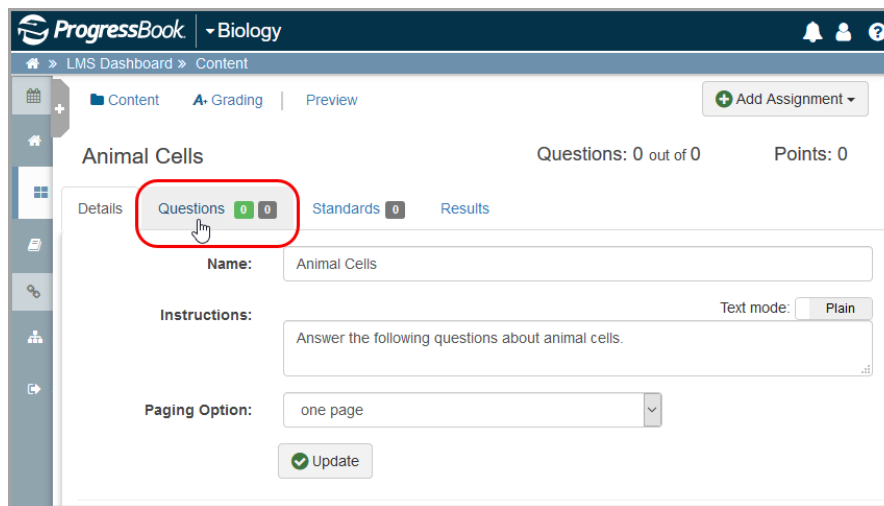
The course **Content** screen displays.

2. Click the name of the activity to which you want to add content.



The activity **Details** screen displays.

- Click the **Questions** tab.



The **Questions** screen displays.

- In the **Add to Quiz** area at the bottom of the screen, select one of the following options based on the type of content you want to add:
 - Question** – Add questions for students to complete:
 - True/False**
 - Multiple Choice**
 - Multi-answer**
 - Fill in the Blank**
 - Fill in the Blank Drag & Drop**
 - Matching**
 - Essay**
 - Math Problem**
 (See [“Adding a Question.”](#))
 - Section** – Add a section of questions that are always grouped together in a quiz or common assessment (even when scrambling questions)
 (See [“Creating Sections.”](#))
 - Text or Resource** – Add ungraded items such as instructions, videos/images, or other resources
 (See [“Adding Text or Resources.”](#))
- Create and save all content for the activity.

Note: For information on organizing content within an activity, such as reordering and grouping questions, see [“Organizing Quizzes and Common Assessments.”](#)

Adding a Question

Depending on the answer format of the question you are adding, you can make different selections. Refer to the following examples:

- “True/False”
- “Multiple Choice”
- “Multi-Answer”
- “Fill in the Blank”
- “Fill in the Blank Drag & Drop”
- “Matching”
- “Essay”
- “Math Problem”

Note: Above the **Question Text** area on any question type, you can click **Plain** to turn on rich text editing (which then displays as **RTF** in the **Text Mode** area). You can use the rich text toolbar to format text, change colors, or add links or video. For more information, see Knowledge Base Article #1947 and see <https://ckeditor.com/docs/>. The toolbar includes a math equation editor

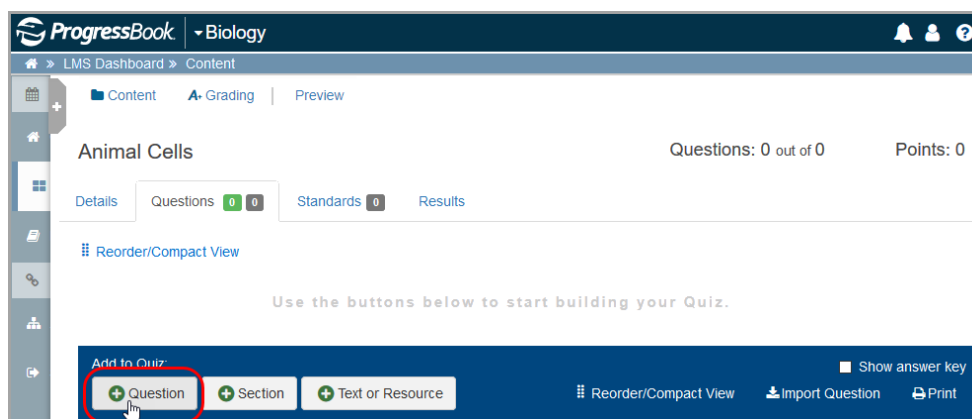
(MathType™) represented by . For information about how to use the editor, go to http://docs.wiris.com/en/mathtype/mathtype_web/start.

Note: Once you have added at least one question, on the **Questions** screen **Expanded View**, you can toggle on and off an answer key by selecting and deselecting the **Show answer key** checkbox.

True/False

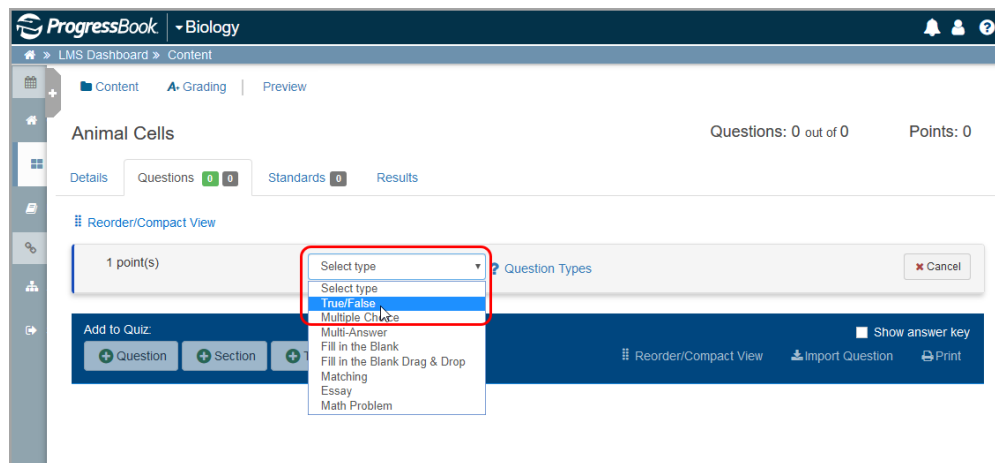
True/False questions require students to decide between 2 possible answers, such as true vs. false or yes vs. no.

1. On the activity **Questions** screen, in the **Add to Quiz** area, click **Question**.



A new section displays.

- In the **Select type** drop-down list, select **True/False**.



Note: Click **Question Types** to see definitions of all possible content that can be added to a quiz.

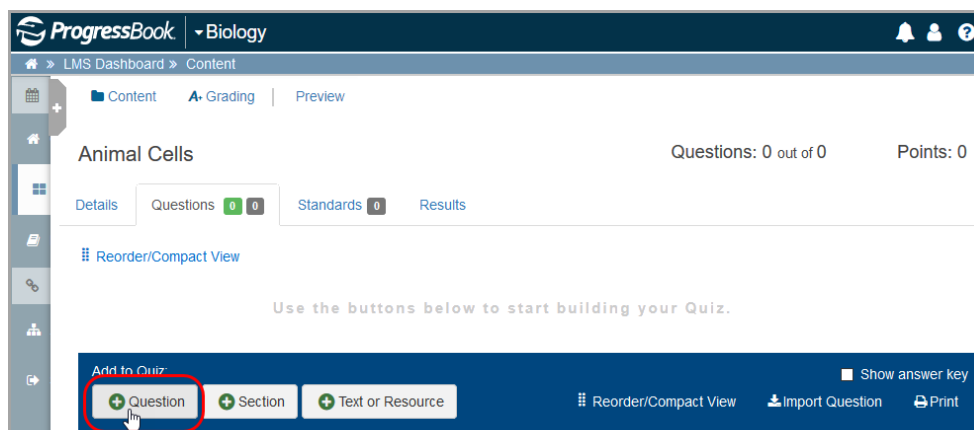
The section expands with fields necessary to create a true/false question.

- In the **Question Text** field, enter the question.
- In the **Points** field, enter how many points this question is worth.
- (Optional) To upload a file containing additional information or instructions, click **Add a Resource**. For more information on connecting third-party accounts and uploading files, see ["File Uploads."](#) You can also record audio in your browser.
- (Optional) If you want to use different response options (such as "yes" or "no"), in the **True** and **False** rows, enter each response option.
- Select the **Correct Answer** radio button in the row of the correct answer. (This is for your use or auto-scoring when grading the activity.)
- Click **Save**.

Multiple Choice

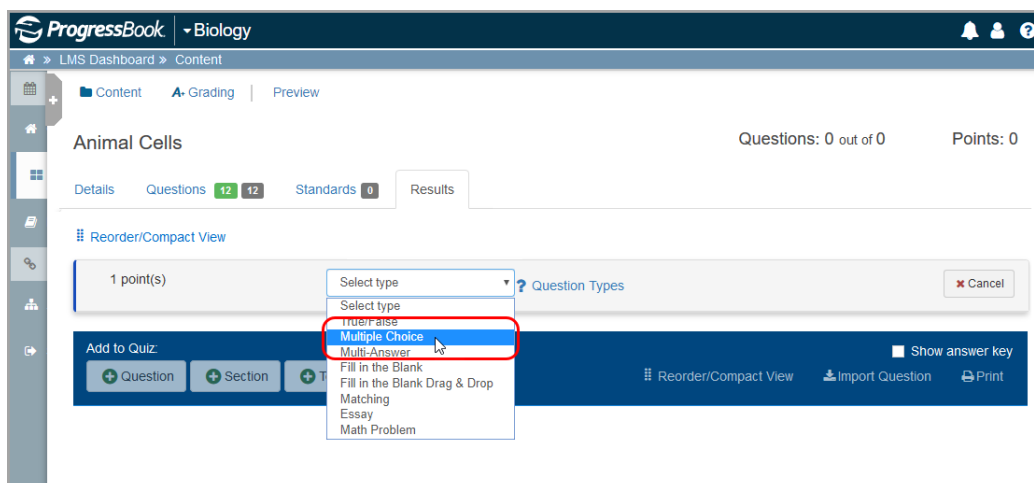
Multiple choice questions offer one or more incorrect answer choices and only one correct choice.

1. On the activity **Questions** screen, in the **Add to Quiz** area, click **Question**.



A new section displays.

2. In the **Select type** drop-down list, select **Multiple Choice**.



Note: Click **Question Types** to see definitions of all possible content that can be added to a quiz.

The section expands with fields necessary to create a multiple choice question.



3. In the **Question Text** field, enter the question.
4. In the **Points** field, enter how many points this question is worth.
5. (Optional) To upload a file containing additional information or instructions, click **Add a Resource**. For more information on connecting third-party accounts and uploading files, see ["File Uploads."](#) You can also record audio in your browser.
6. (Optional) To scramble the choices in a different order for each student, select the **Scramble Choices** checkbox.
7. Choose a multiple choice **Style** by selecting the radio button beside **Text** or **Picture**.

8. (Optional) If you want to code the possible answers differently, select an option from the **Label Set** drop-down field.

Note: Four response options—coded A, B, C, D—are provided by default.

9. Designate at least 2 response options as follows:

- a. In the **Answers** column:
- If you selected **Text**, enter the answer for each response option.
 - If you selected **Picture**, click **Add File**, then click **Import a Local File** to upload a

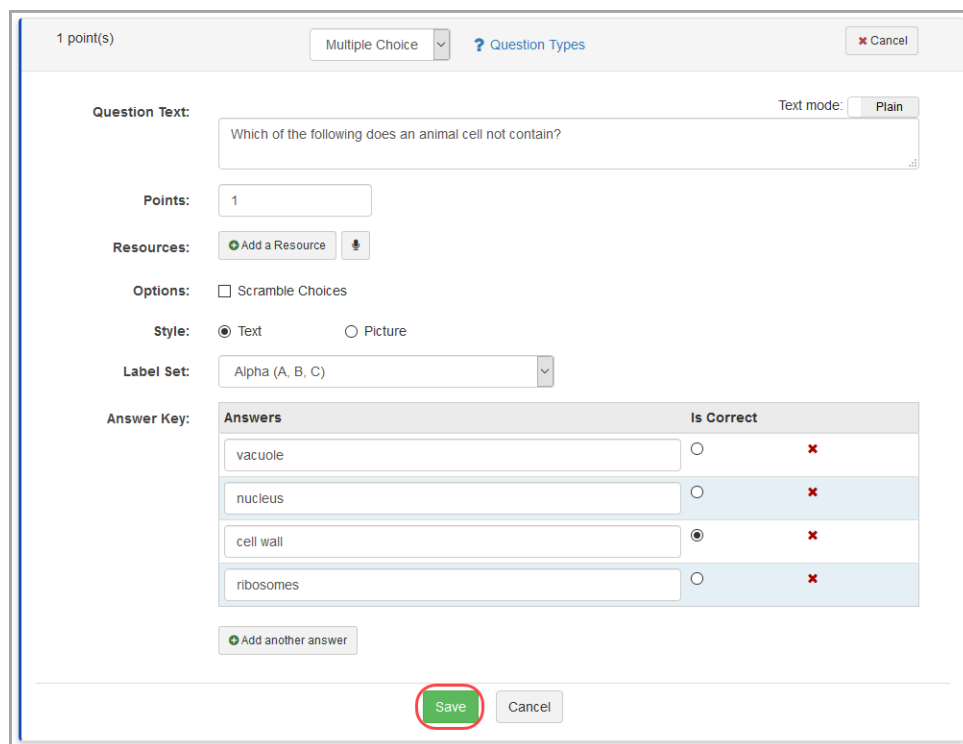
file from your local machine, or from the left side panel, select  or  to upload a file from your Google Drive or Microsoft OneDrive accounts respectively. Navigate to and select the file to upload.

Note: For more information on connecting third-party accounts and uploading files, see [“File Uploads.”](#) You can upload only image files for multiple choice questions with pictures.

- b. In the **Is Correct** column of the correct answer, select the radio button. (This is for your use or auto-scoring when grading the activity.)

Note: To add another response option, click **Add another answer**. To delete a response option, click **✕**.

10. Click **Save**.



1 point(s) Multiple Choice ? Question Types Cancel

Question Text: Text mode: Plain
Which of the following does an animal cell not contain?

Points: 1

Resources: Add a Resource

Options: ☐ Scramble Choices

Style: ☒ Text ☐ Picture

Label Set: Alpha (A, B, C)

Answer Key:

Answers	Is Correct
vacuole	<input type="radio"/> ✕
nucleus	<input type="radio"/> ✕
cell wall	<input checked="" type="radio"/> ✕
ribosomes	<input type="radio"/> ✕

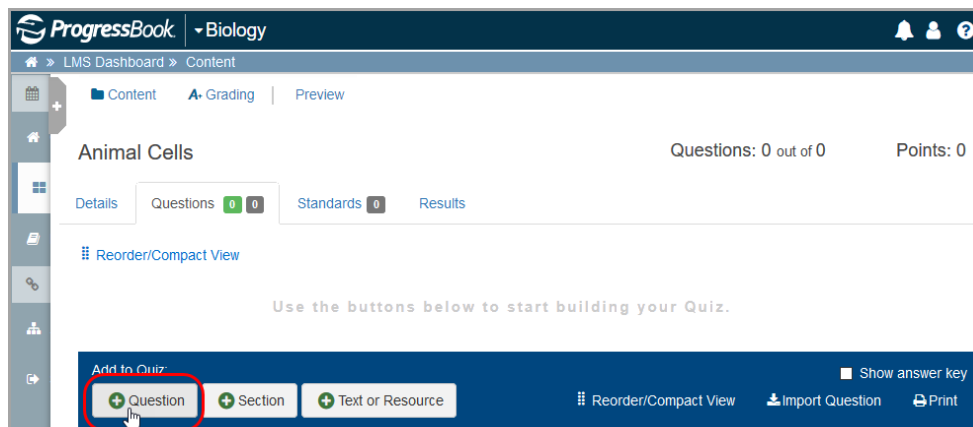
Add another answer

Save Cancel

Multi-Answer

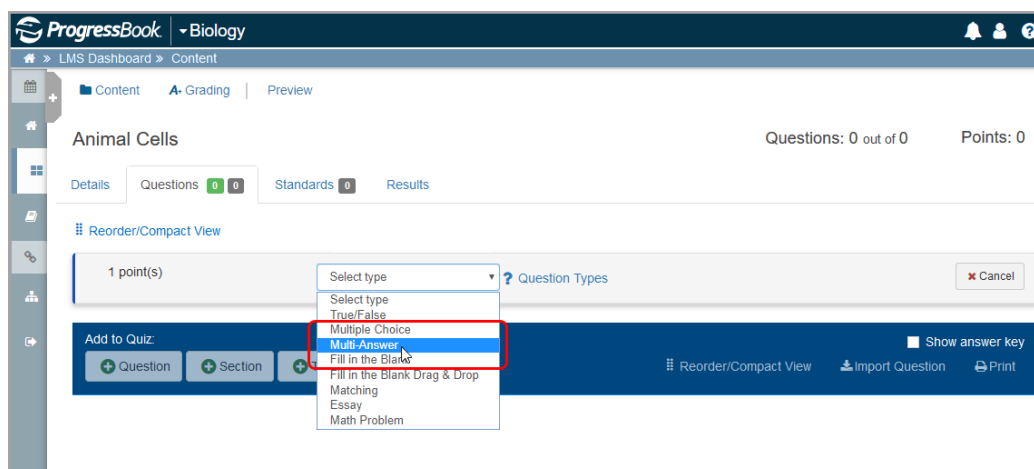
Multiple-answer questions offer one or more incorrect answer choices and one or more correct choices.

1. On the activity **Questions** screen, in the **Add to Quiz** area, click **Question**.



A new section displays.

2. In the **Select type** drop-down list, select **Multi- Answer**.



Note: Click **Question Types** to see definitions of all possible content that can be added to a quiz.



The section expands with fields necessary to create a multi-answer question.

3. In the **Question Text** field, enter the question.
4. In the **Points** field, enter how many points this question is worth.
5. (Optional) To upload a file containing additional information or instructions, click **Add a Resource**. For more information on connecting third-party accounts and uploading files, see ["File Uploads."](#) You can also record audio in your browser.
6. (Optional) To scramble the choices in a different order for each student, select the **Scramble Choices** checkbox.

7. Choose a multi-answer question **Style** by selecting the radio button beside **Text** or **Picture**.
8. (Optional) If you want to code the possible answers differently, select an option from the **Label Set** drop-down field.

Note: Four response options—coded A, B, C, D—are provided by default.

9. Designate at least 2 response options as follows:
 - a. In the **Answers** column:
 - i. If you selected **Text**, enter the answer for each response option.
 - ii. If you selected **Picture**, click **Add File**, then click **Import a Local File** to upload a

file from your local machine, or from the left side panel, select  or  to upload a file from your Google Drive or Microsoft OneDrive accounts respectively. Navigate to and select the file to upload.

Note: For more information on connecting third-party accounts and uploading files, see [“File Uploads.”](#) You can upload only image files for multi-answer questions with pictures.

- b. In the **Is Correct** column in the row(s) of the correct answer(s), select the checkbox(es). (This is for your use or auto-scoring when grading the activity. With auto-scoring for this question type, the student must answer all parts correctly to receive the points.)

Note: To add another response option, click **Add another answer**. To delete a response option, click **✖**.

10. Click **Save**.

1 point(s) Multi-Answer ? Question Types Cancel

Question Text: Which of the following cell parts can be found in an animal cell? Text mode: Plain

Points: 1

Resources: Add a Resource

Options: ☐ Scramble Choices

Style: ☒ Text ☐ Picture

Label Set: Alpha (A, B, C)

Answer Key:

Answers	Is Correct
cell wall	<input type="checkbox"/> ✗
centrioles	<input checked="" type="checkbox"/> ✗
cell membrane	<input checked="" type="checkbox"/> ✗
chloroplasts	<input type="checkbox"/> ✗

Add another answer

Save Cancel

Fill in the Blank

Fill in the blank questions require students to complete a sentence by filling in the correct word(s) or phrase(s).

1. On the activity **Questions** screen, in the **Add to Quiz** area, click **Question**.

ProgressBook - Biology

LMS Dashboard > Content

Content Grading Preview

Animal Cells Questions: 0 out of 0 Points: 0

Details Questions 0 0 Standards 0 Results

Reorder/Compact View

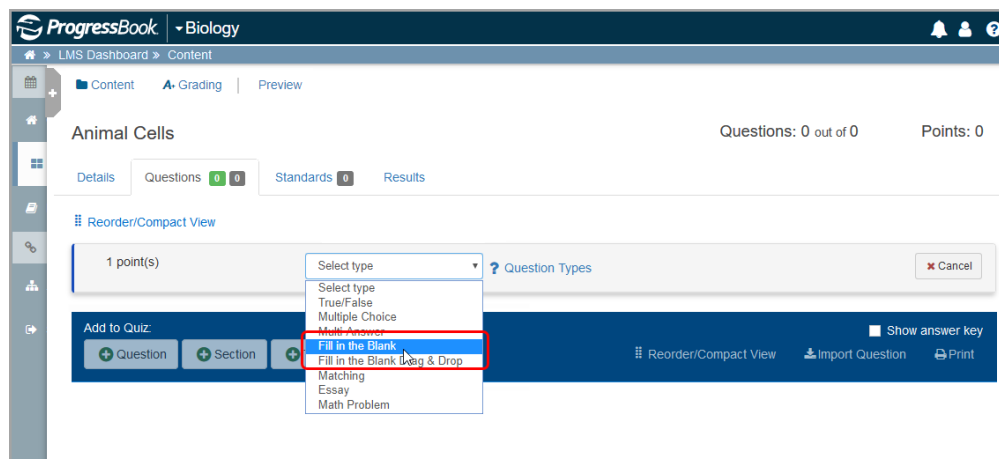
Use the buttons below to start building your Quiz.

Add to Quiz: Question Section Text or Resource

Show answer key Reorder/Compact View Import Question Print

A new section displays.

2. In the **Select type** drop-down list, select **Fill in the Blank**.



Note: Click **Question Types** to see definitions of all possible content that can be added to a quiz.

The section expands with fields necessary to create a fill-in-the-blank question.

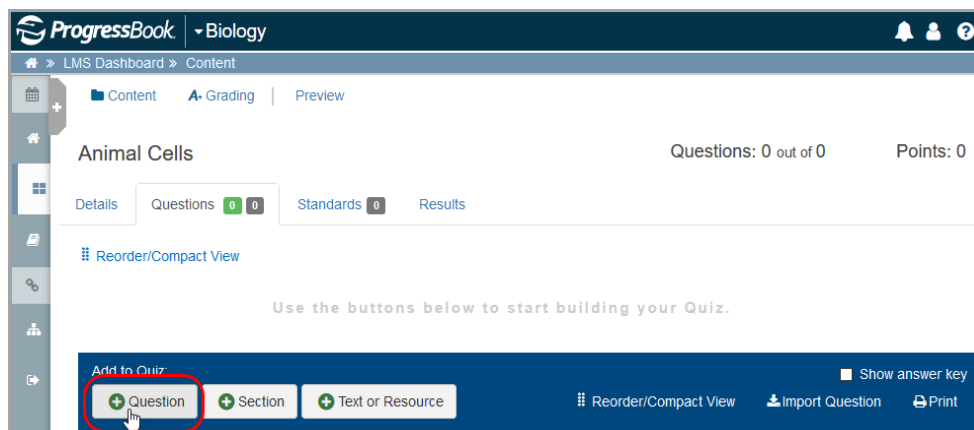
3. In the **Question Text** field, enter the question. Enter an underscore (**_**) to insert a blank.
4. In the **Points** field, enter how many points this question is worth.
5. (Optional) To upload a file containing additional information or instructions, click **Add a Resource**. For more information on connecting third-party accounts and uploading files, see ["File Uploads."](#) You can also record audio in your browser.
6. (Optional) If you want student answers to follow capitalization rules, beside **Options**, select the **Responses are case sensitive** checkbox.
7. Beside all of the options titled **Blank (#)**, enter the correct answer.
8. (Optional) To add more possible answers to the same blank, click **Add an answer** for the associated blank.

- Click **Save**.

Fill in the Blank Drag & Drop

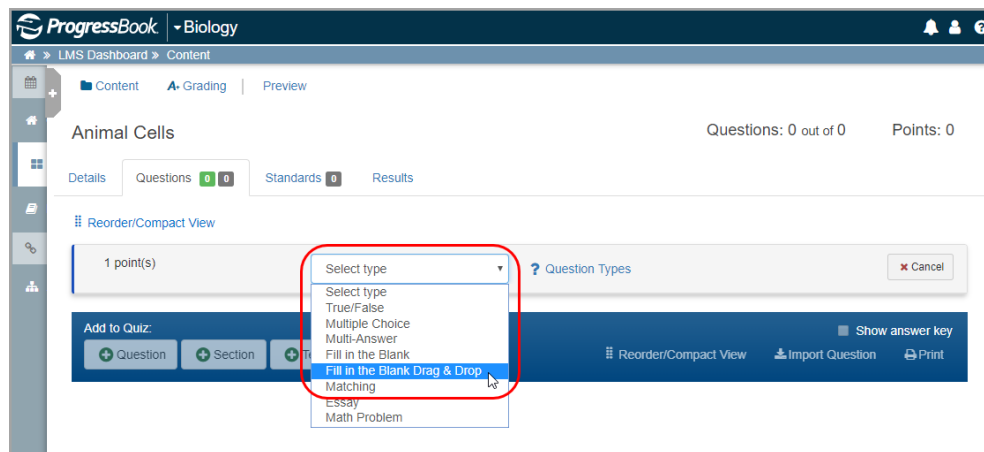
Fill in the blank drag & drop questions require students to complete a sentence by dragging a word or phrase from a bank to the correct location in a sentence or phrase.

- On the activity **Questions** screen, in the **Add to Quiz** area, click **Question**.



A new section displays.

- In the **Select type** drop-down list, select **Fill in the Blank Drag & Drop**.



Note: Click **Question Types** to see definitions of all possible content that can be added to a quiz.

The section expands with fields necessary to create a fill-in-the-blank drag & drop question.

- In the **Question Text** field, enter the desired text, clicking **Add Response** in the toolbar each time you want to add a blank box in the text. You must have at least 2 response blanks.
- In the **Points** field, enter the number of points this question is worth.
- (Optional) To upload a file containing additional information or instructions, click **Add a Resource**. For more information on connecting third-party accounts and uploading files, see ["File Uploads."](#) You can also record audio in your browser.
- (Optional) In the **Options** area, select the checkboxes for the following options as desired:
 - Reuse Responses** – Students can use the same response from the response bank more than once.
 - Scramble Responses** – The responses in the bank display in a random order that may differ from student to student.
- In the **Responses** area, enter response choices in each **Choice [X]** field. As you enter choices, they display in the bank below the **Answer Key** field.

Note: Click **Add** to enter more response choices from which students can choose. You may choose to enter more response choices than actual correct responses.

- In the **Answer Key** field, drag each word or phrase in the bank to the correct blank in the sentence. If you chose to enter extra response choices that are incorrect, leave them in the bank.

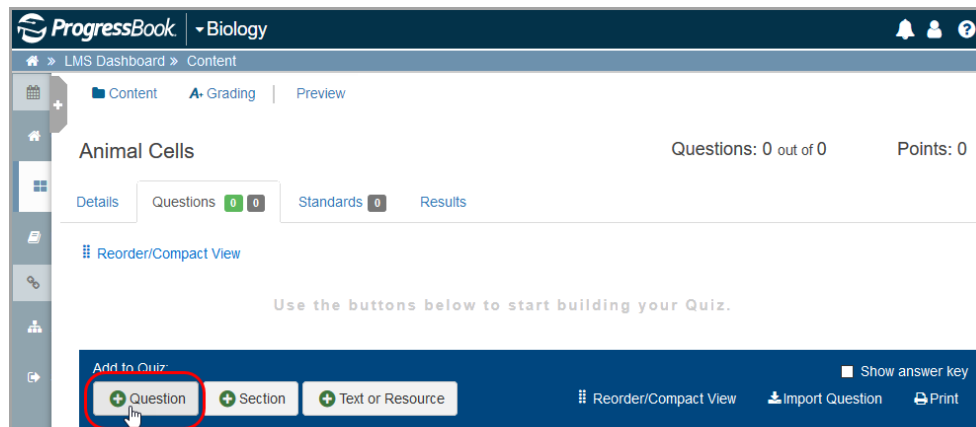
9. Click **Save**.

The screenshot shows the '1 point(s)' question editor. At the top, there's a 'Fill in the Blank Drag & Drop' dropdown and a 'Question Types' link. The 'Question Text' field contains the text: 'Animal cells are typically [Response] in shape, while plant cells are typically [Response]'. Below this, the 'Points' field is set to '1'. The 'Resources' section has an 'Add a Resource' button. The 'Options' section has checkboxes for 'Reuse Responses' and 'Scramble Responses'. The 'Responses' section lists 'cubic or rectangular' and 'round', each with a red 'X' icon. An 'Add' button is below the responses. The 'Answer Key' section shows the text 'Animal cells are typically [round] in shape, while plant cells are typically [cubic or rectangular]'. At the bottom, there are 'Save' and 'Cancel' buttons.

Matching

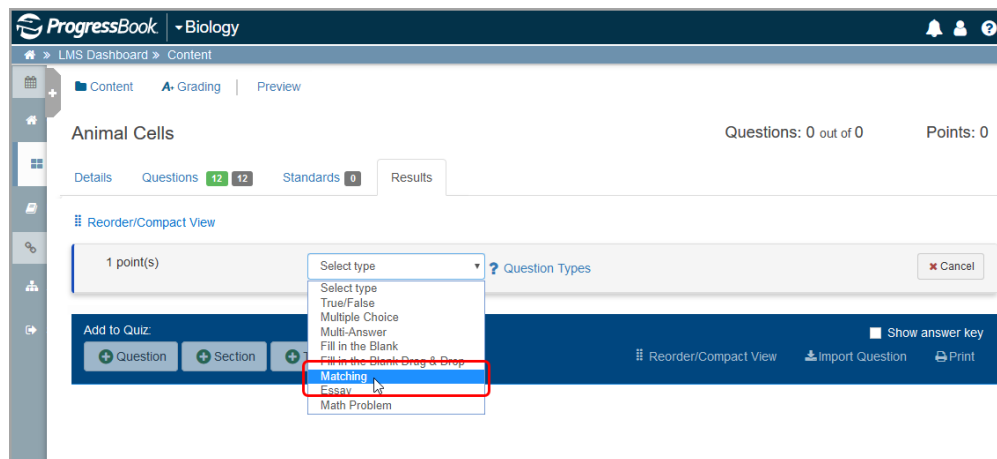
Matching questions require students to match items from one column with the corresponding item from the second column.

1. On the activity **Questions** screen, in the **Add to Quiz** area, click **Question**.



A new section displays.

- In the **Select type** drop-down list, select **Matching**.





Note: Click **Question Types** to see definitions of all possible content that can be added to a quiz.

The section expands with fields necessary to create a matching question.

- In the **Question Text** field, enter the question.
- In the **Points** field, enter how many points this question is worth.
- (Optional) To upload a file containing additional information or instructions, click **Add a Resource**. For more information on connecting third-party accounts and uploading files, see [“File Uploads.”](#) You can also record audio in your browser.
- (Optional) To change the order in which the premises display, in the **Premise Sort** drop-down list, select **Alphabetical**, **As Entered**, or **Scramble**. The default is **As Entered**.
- In the **Premise** column and **Response** columns, enter as many premises and responses as necessary.

Note: Responses display to students in alphabetical order.

Note: To add another response option, click **Add a choice**. To delete a response option, click **✖**.

- (Optional) If you want to rename the **Premise** and **Response** columns, click , enter new titles, and then click .
- (Optional) To add an extra response that does not correspond to any premise, beside **Distractors**, click **Add a Distractor**.

10. Click **Save**.

1 point(s) Matching ? Question Types Cancel

Question Text: Match the following animal cell parts to their functions. Text mode: Plain

Points: 1

Resources: Add a Resource

Premise Sort: As Entered

Answer key:

Premise	Response	
Golgi complex	storing, packaging of cellular pro	✗
Mitochondria	the site for cellular respiration an	✗
Lysosomes	digest cellular wastes	✗
Centrioles	organize the microtubules assem	✗

Add A Choice

Distractors: Add A Distractor

Save Cancel

Essay

Essay questions require students to provide an open-ended response. They allow for a more extended response than other question types.

1. On the activity **Questions** screen, in the **Add to Quiz** area, click **Question**.

ProgressBook Biology

LMS Dashboard > Content

Content Grading Preview

Animal Cells Questions: 0 out of 0 Points: 0

Details Questions 0 0 Standards 0 Results

Reorder/Compact View

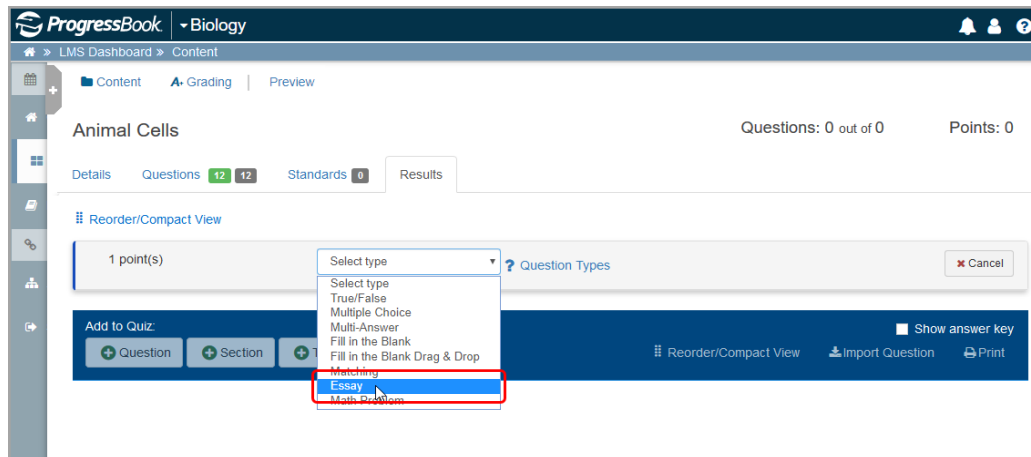
Use the buttons below to start building your Quiz.

Add to Quiz: Question Section Text or Resource

Show answer key Reorder/Compact View Import Question Print

A new section displays.

- In the **Select type** drop-down list, select **Essay**.



Note: Click **Question Types** to see definitions of all possible content that can be added to a quiz.

The section expands with fields necessary to create an essay question.

- In the **Question Text** field, enter the question.
- In the **Points** field, enter how many points this question is worth.
- (Optional) To upload a file containing additional information or instructions, click **Add a Resource**. For more information on connecting third-party accounts and uploading files, see [“File Uploads.”](#) You can also record audio in your browser.
- (Optional) To make the rich text toolbar (for more formatting options) available to students to use in their response, in the **Options** area, select the **Allow Rich Text** checkbox.
- (Optional) To allow students to upload a file containing their answer, in the **Options** area, select the **Allow Students to Upload a File** checkbox.
- (Optional) If you select the **Allow Students to Upload a File** checkbox, the **Allowed File Types** drop-down list displays, and you can select one or more file types that students can upload to the activity. Or, click **Select All** to allow all file types in the list.

Note: If you select **Audio** as an allowed file type, students can record their responses in their browsers. The default maximum file size configured by your system administrator determines the maximum length of audio students can record.

- (Optional) In the **Example Response** area, enter one or more examples of an acceptable response. (This is for your use when grading the activity, and it displays for students after you grade the activity if you select **Let student see the correct answers?** when you schedule the activity.)
- (Optional) If you want to upload a file with an example response to the question, in the **Example File** area, click **Add a Resource**.

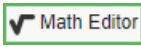
Note: For more information on connecting third-party accounts and uploading files, see [“File Uploads.”](#)

11. Click **Save**.

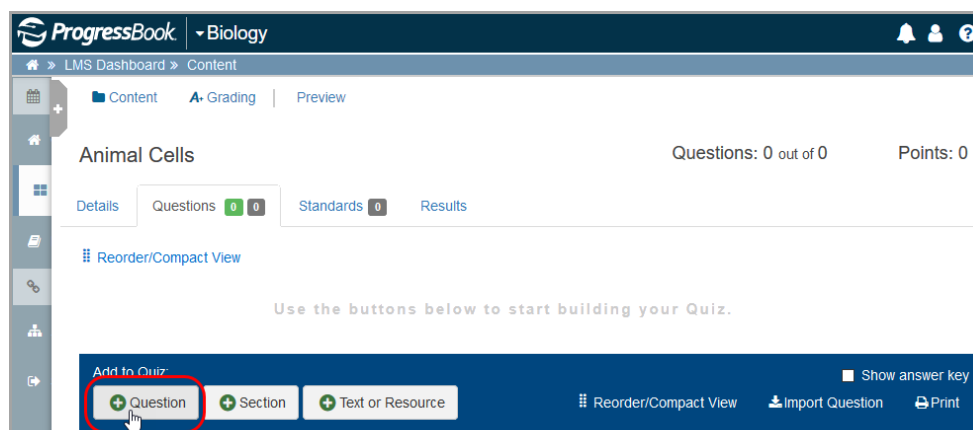
Math Problem

Math problems automatically allow use of the MathType™ mathematical editor.

Note: You can use the rich text toolbar to format text, change colors, or add links or video. For more information, see Knowledge Base Article #1947 and see <https://ckeditor.com/docs/>. The toolbar includes a math equation editor

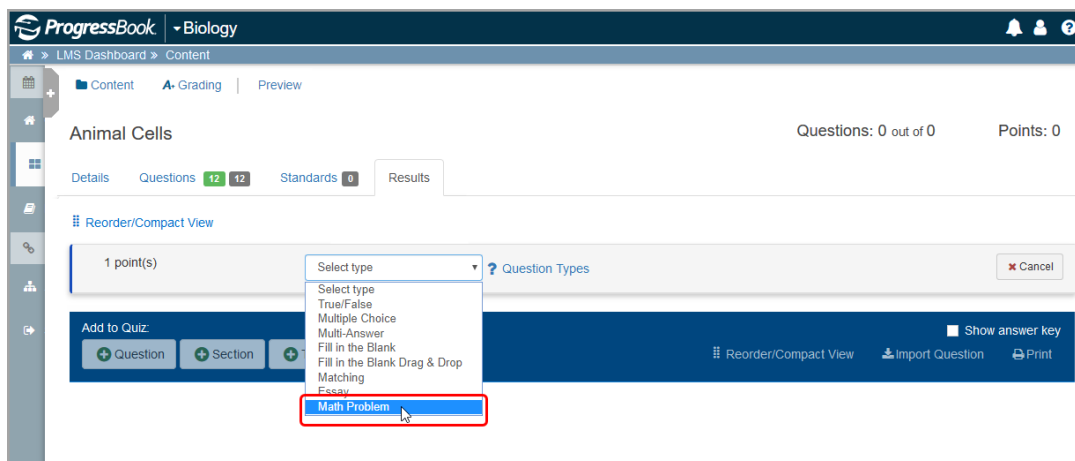
(MathType™) represented by . For information about how to use the editor, go to http://docs.wiris.com/en/mathtype/mathtype_web/start.

1. On the activity **Questions** screen, in the **Add to Quiz** area, click **Question**.



A new section displays.

2. In the **Select type** drop-down list, select **Math Problem**.



Note: Click **Question Types** to see definitions of all possible content that can be added to a quiz.

The section expands with fields necessary to create a math problem.

3. In the **Question Text** area, enter the question.
4. In the **Points** field, enter how many points this question is worth.
5. (Optional) To upload a file containing additional information or instructions, click **Add a Resource**. For more information on connecting third-party accounts and uploading files, see [“File Uploads.”](#) You can also record audio in your browser.
6. (Optional) In the **Example Response** area, enter a correct answer to the math problem. (This is for your use when grading the activity, and it displays for students after you grade the activity if you select **Let student see the correct answers?** when you schedule the activity.)

7. Click **Save**.

Importing Questions to Quizzes

You can import questions or text/resources into the quiz you are viewing. If you are the owner of the course containing the quiz, you can import quiz items from any course that you own.

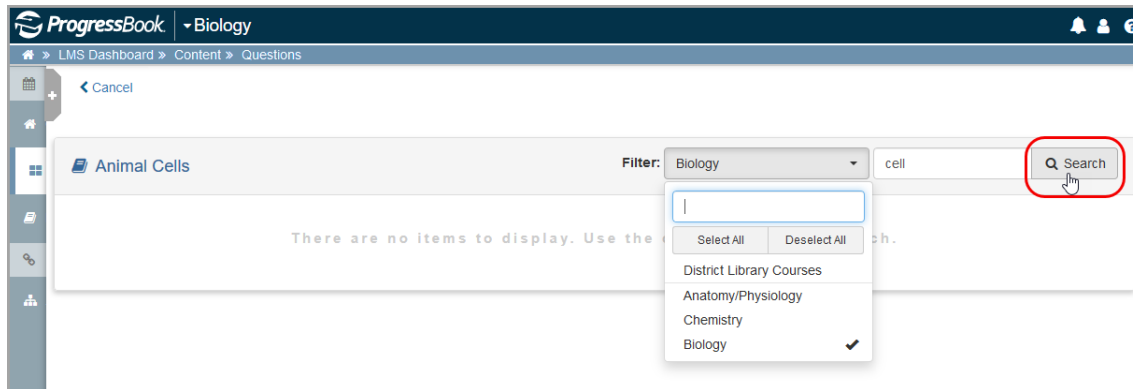
- If you are a contributor to the course containing the quiz, you can import other items from quizzes in the current course as well as from quizzes in courses you own.
 - You cannot import items from the quiz in context.
 - You cannot import sections.
 - You cannot import content purchased from the **Public** area of the ProgressBook Library. (You can import district quiz items if you have a copy of the district course on your **Dashboard**.)
1. On the **Questions** screen of the quiz to which you want to import an item, in the **Add to Quiz** area, click **Import Question**.



A search screen displays.

2. (Optional) Use the **Filter** drop-down list to complete any of the following optional steps:
 - Enter text in the search field to narrow down the list of your courses from which you can select to include in your search.

- Select **District Library Courses** to allow searching within district courses you have on your **Dashboard**.
 - Select the name of one or more of your courses from which content will display when you click **Search**.
3. (Optional) In the **Keyword** field, enter text from the item you want to import to your quiz.
 4. Click **Search**.

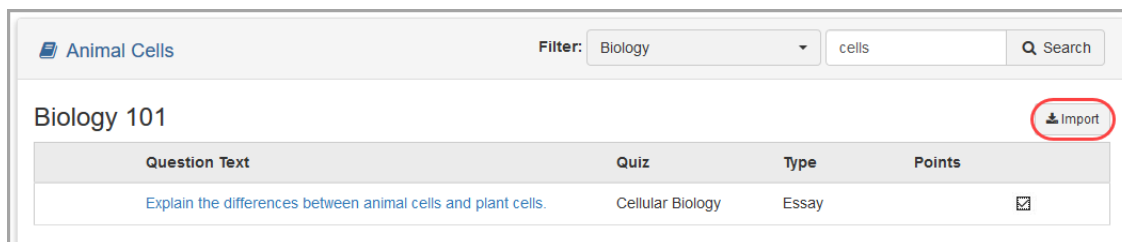


Results matching your search criteria display.

5. Select the checkbox(es) beside the item(s) you want to import into the quiz.

Note: You can preview a quiz question by clicking its link in the **Question Text** column.

6. Click **Import**.



You are returned to the **Questions** screen, where the imported item displays at the end of the quiz.

Adding Text or Resources

- To add text or resources as part of a quiz or common assessment, see [“Adding to Quiz.”](#)
- To add text or resources to a single question, see [“Adding to a Single Question.”](#)


Adding to Quiz

You can add ungraded blocks of text to the activity. You can also add resources using this option.

1. On the activity **Questions** screen, in the **Add to Quiz** area, click **Text or Resource**.



A new section displays with fields necessary to add text and/or a resource.

2. In the **Text** area, enter text or links to external content. Or, to add a resource, click **Add a Resource** and select a file. To record audio as a resource, click . If you choose to add a resource, you must also add text in the **Text** area.

Note: For more information on connecting third-party accounts and uploading files, see [“File Uploads.”](#)

3. Click **Save**.

Adding to a Single Question

1. On an activity **Questions** screen, locate the question to which you want to add a file, and then click **Edit**.

- In the **Resources** area, click **Add a Resource**.

1 point(s) Fill in the Blank

Question Standards 0

Question Text: The endoplasmic reticulum usually has ribosomes attached and is involved in _ and _ synthesis.
Note: To insert a blank, enter an underscore with a space before or after it (e.g., _).

Points: 1

Resources: **Add a Resource**

Options: ☐ Responses are case sensitive

Blank 1: protein
 lipid
 Add an answer

Blank 2: lipid
 protein
 Add an answer

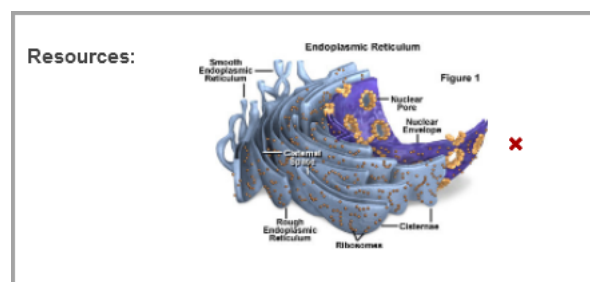
Save Cancel

Note: To record audio in your browser, click .

- On the bottom of the **Add New Resource** window, click **Import a Local File** to upload a file from your local machine, or from the left side panel, select or to upload a file from your Google Drive or Microsoft OneDrive accounts respectively. Navigate to and select the file to upload.

Note: For more information on connecting third-party accounts and uploading files, see [“File Uploads.”](#)

A preview of or a link to the resource displays in the **Resources** area with beside it. Click the image or link to open the file; click to delete the file.



- Click **Save**.

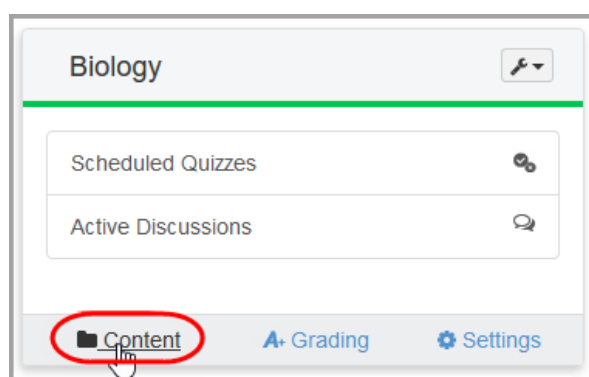
Adding Discussion Guidelines

After you create a VirtualClassroom discussion, you can add guidelines to it.

- For adding instructions, see [“Adding Instructions.”](#)
- For adding a prompt to the discussion, see [“Adding a Prompt.”](#)
- For adjusting point values, required replies, and other settings, see [“Adjusting Settings.”](#)

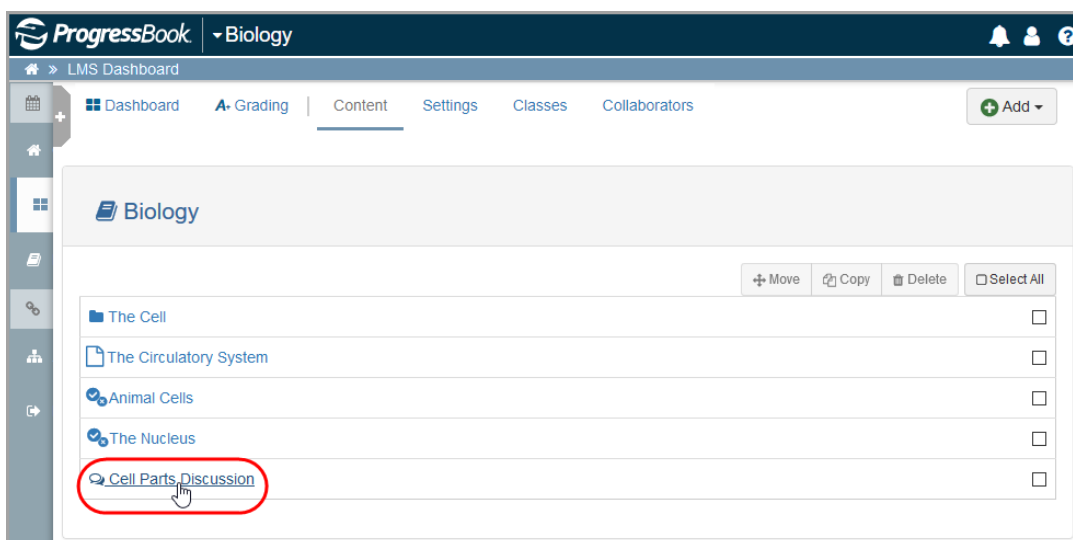
Adding Instructions

1. On the **Dashboard** screen, on the course associated with the discussion to which you want to add instructions, click **Content**.



The **Content** screen displays.

2. Click the name of the discussion to which you want to add guidelines.



The discussion **Details** screen displays.

3. In the **Instructions** area, enter instructions for the discussion.

- Click **Update**.

ProgressBook ▾ Biology

LMS Dashboard ▸ Content

Content Grading Details Settings Preview Standards 0 Add Assignment ▾

Biology - Discussion Details Points: 10

Name: Cell Parts Discussion

Instructions: Write a paragraph using the following prompt. Text mode: Plain

Update

GradeBook Assignments: There are no scheduled assignments for this Discussion.

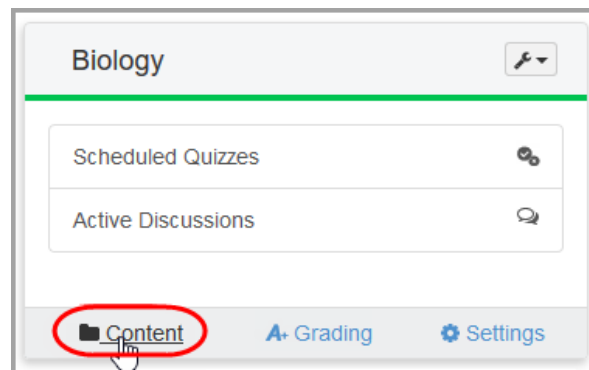
GradeBook Classes:

Class	Students	Teachers
Biology 3rd	23	Additional: Meyers, Rebekah Primary: Nelson, Ophelia
Biology 6th	23	Additional: Meyers, Rebekah Primary: Nelson, Ophelia

The instructions display on the **Activity Details** screen in ParentAccess so that students can view them prior to beginning the discussion.

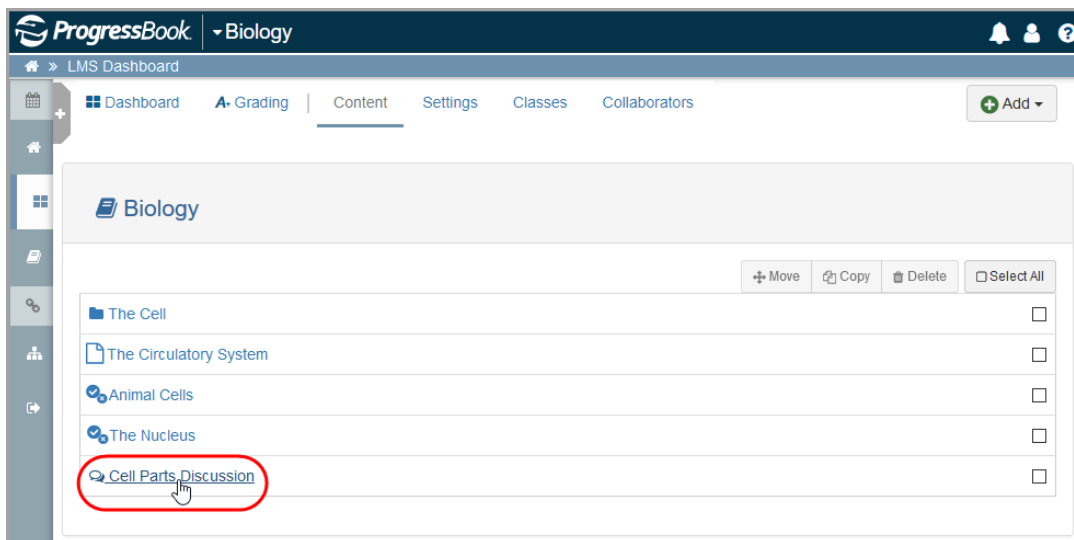
Adding a Prompt

- On the **Dashboard** screen, on the course associated with the discussion to which you want to add a prompt, click **Content**.



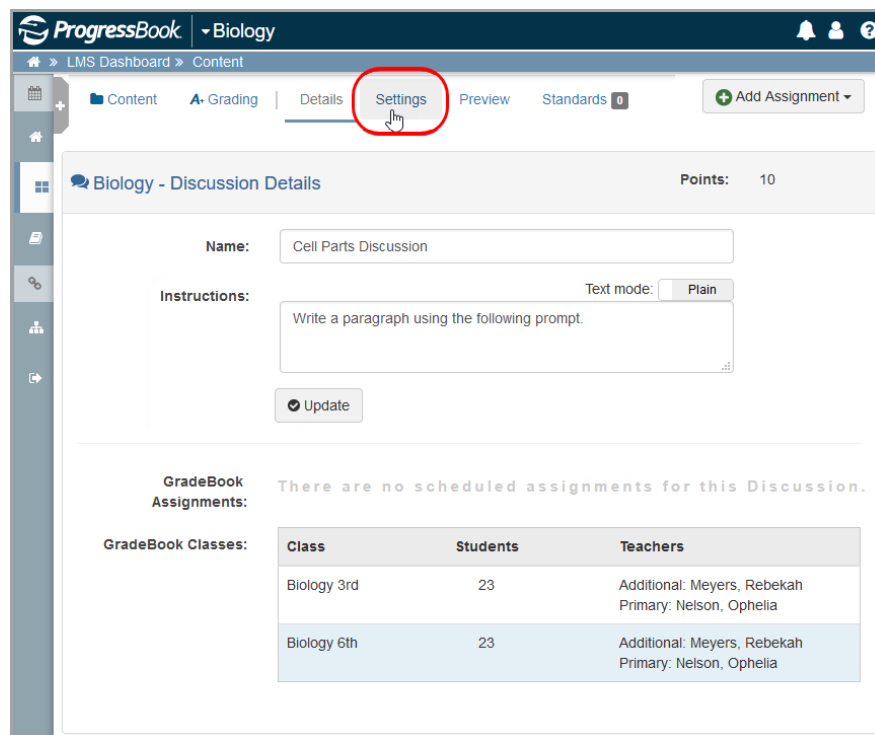
The **Content** screen displays.

- Click the name of the discussion to which you want to add a prompt.



The discussion **Details** screen displays.

- Click **Settings**.



The discussion **Settings** screen displays.

- In the **Prompt** area, enter the prompt for the discussion.

- Click **Save**.

ProgressBook - Biology

LMS Dashboard » Content

Content Grading Details Settings Preview Standards 0

Biology - Discussion Settings Points: 0

Prompt: Describe the functions/role of the part of the cell that you were assigned in class. Text mode: Plain

Resources: Add a Resource

Max Points: 0

Required Posts: 0

Points Per Post: 0

☒ Allow Replies?

Required Replies: 0

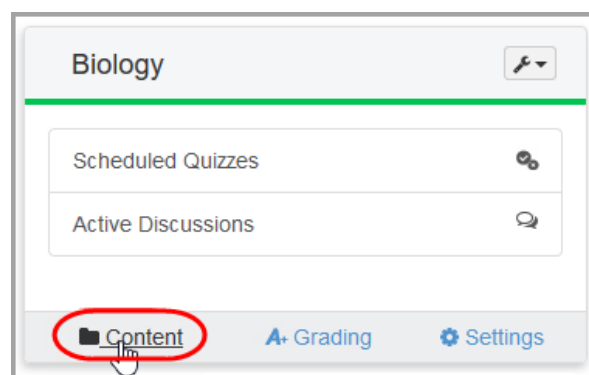
Points Per Reply:

Save

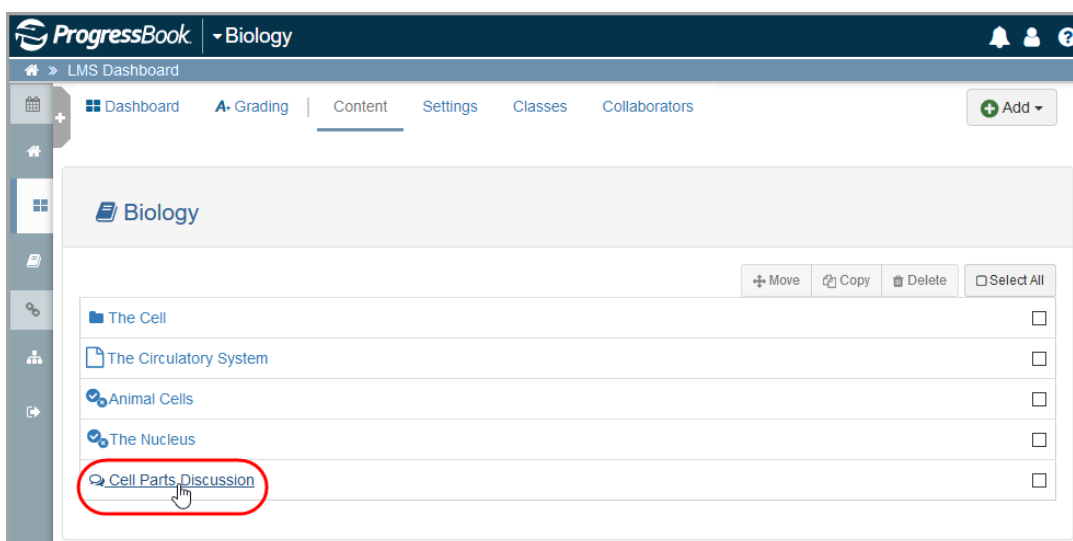
The prompt displays to students after they have clicked **Begin** or **Continue** on the **Activity Details** screen in ParentAccess.

Adjusting Settings

- On the **Dashboard** screen, on the course associated with the discussion for which you want to adjust settings, click **Content**.

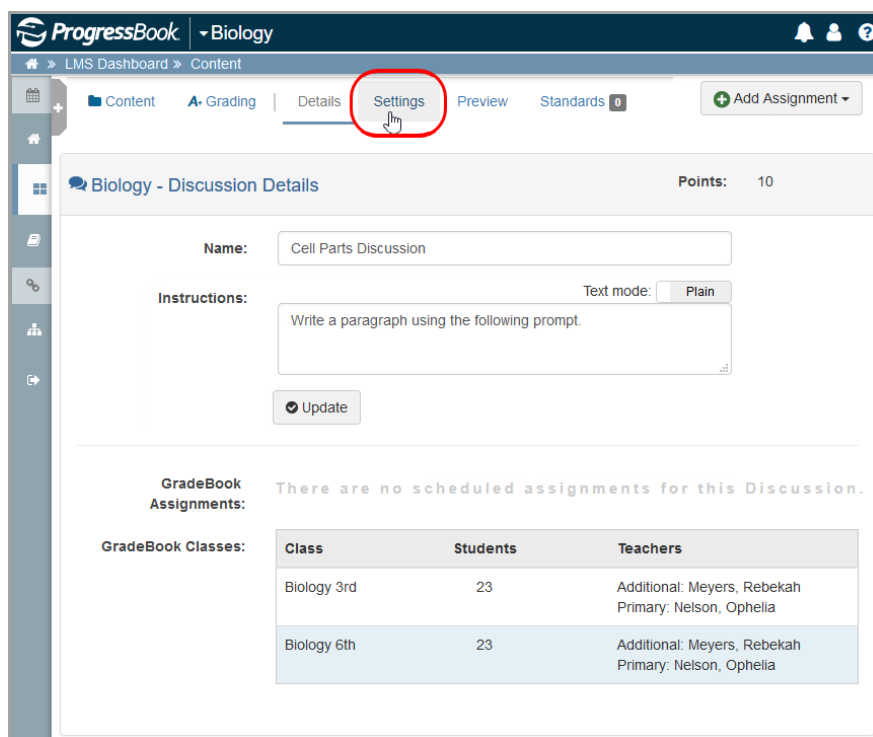


- Click the name of the discussion for which you want to adjust settings.



The discussion **Details** screen displays.

- Click **Settings**.



The **Settings** screen for the discussion displays.

- (Optional) To upload a file containing additional information or instructions, below the text box, click **Add a Resource**. For more information on connecting third-party accounts and uploading files, see ["File Uploads."](#) You can also record audio in your browser.
- (Optional) In the **Max Points** field, enter the maximum number of points a student can receive on the discussion. If you enter 0 in this field, students can earn unlimited points. If you want a student to be able to earn extra credit, enter a number greater than the

Required Posts multiplied by the **Points Per Post** (and, if applicable, adding the **Required Replies** multiplied by the **Points Per Reply** to that number) so that a student can receive a score higher than a perfect score. If you do not enter anything in this field, after completing [step 6](#) and [step 7](#), the field auto-populates.

6. In the **Required Posts** field, enter the number of posts each student must submit.
7. In the **Points Per Post** field, enter the number of points each post is worth.
8. (Optional) If you want to require students to respond to the teacher's and/or other students' posts or replies:
 - c. In the **Required Replies** field, enter the number of replies required by each student.
 - d. In the **Points Per Reply** field, enter the number of points each reply is worth.
9. Click **Save**.

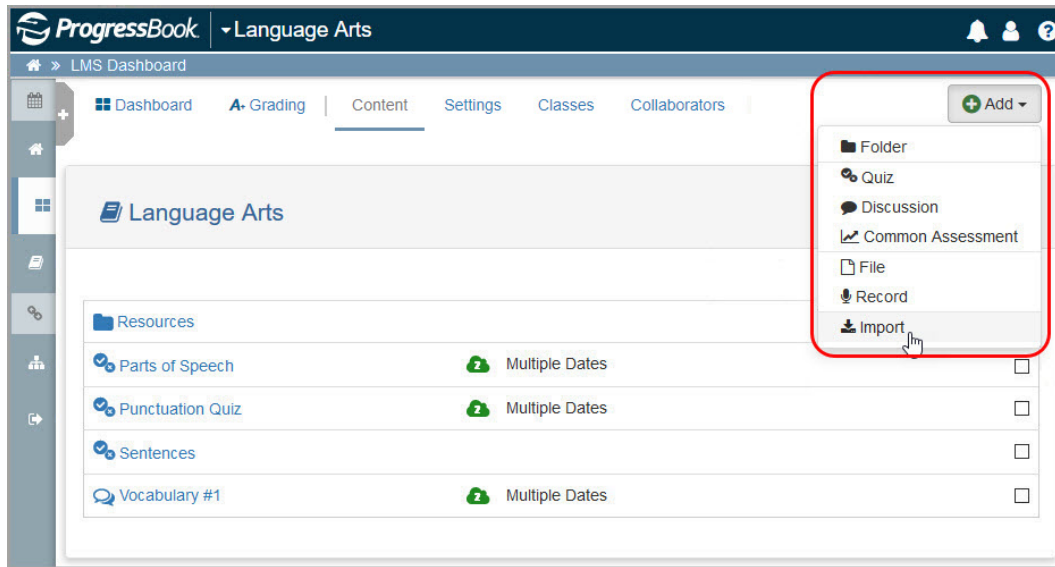
The screenshot shows the 'Biology - Discussion Settings' page in the ProgressBook LMS. The page has a dark blue header with the ProgressBook logo and a 'Biology' dropdown. Below the header is a navigation bar with tabs for 'Content', 'Grading', 'Details', 'Settings', 'Preview', and 'Standards'. The 'Settings' tab is active. The main content area is titled 'Biology - Discussion Settings' and shows a 'Points: 0' indicator. The form includes a 'Prompt' field with the text 'Describe the functions/role of the part of the cell that you were assigned in class.' and a 'Text mode' dropdown set to 'Plain'. Below the prompt is a 'Resources' section with an 'Add a Resource' button. The 'Max Points' field is set to 10. The 'Required Posts' field is set to 2, and the 'Points Per Post' field is set to 5. The 'Required Replies' field is set to 0, and the 'Points Per Reply' field is empty. A red rectangle highlights the 'Required Posts' and 'Points Per Post' fields. A red circle highlights the 'Save' button at the bottom left.

Importing Activities

You can import quizzes, discussions, folders, or resources into the course you are viewing.

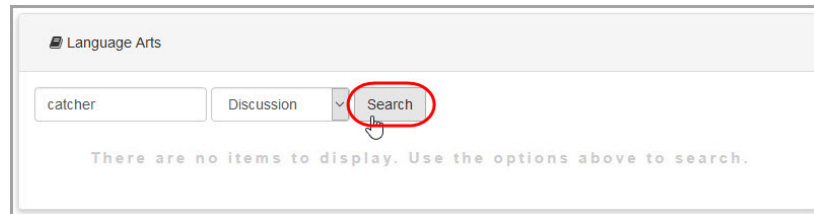
- If you are the owner of the course, you can import items from any course that you own.
- If you are a contributor to the course, you can import other items from the current course or from other courses that you own.
- You cannot import activities from courses purchased from the ProgressBook Library.
- You cannot import items from the folder in context. Instead, if you want another copy of the same item within the course, make a copy of that item. See [“Copying Content.”](#)

1. On the **Content** screen for the course to which you want to import an item, click **Add**, then click **Import**.

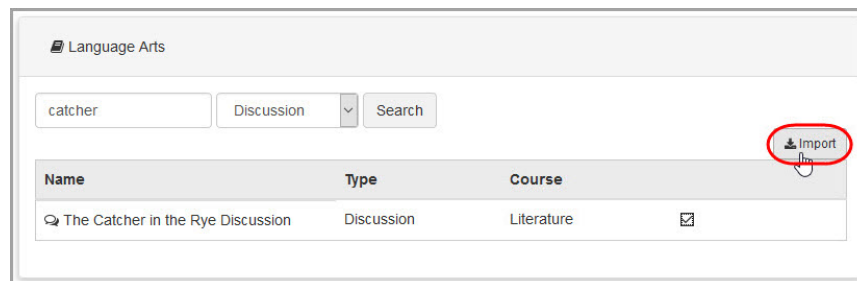


A search screen displays.

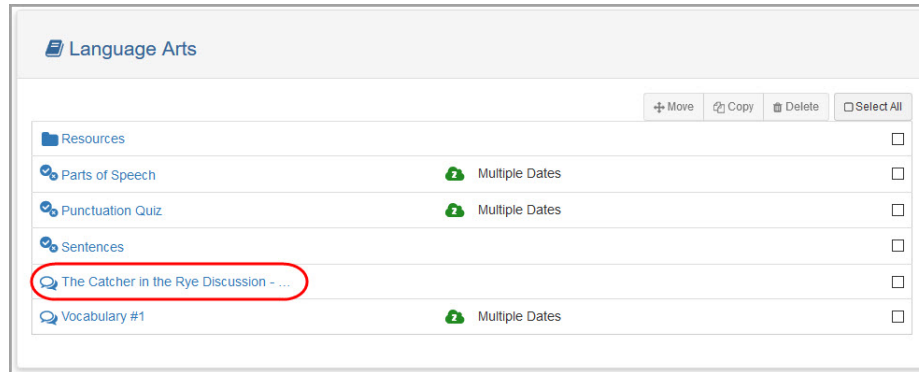
2. Enter text found in the item's title in the **Keyword** field, and/or select an item type from the **Select a Type** drop-down list.
3. Click **Search**.



4. Select the checkbox(es) for the item(s) you want to import into your course.
5. Click **Import**.



The **Content** screen displays. The imported item displays on this screen with “- Import” appended to the title.



Organizing Quizzes and Common Assessments

There are several ways you can organize the content within your activities. Refer to the appropriate section as follows:

- [“Creating Sections”](#)
 - [“Moving Questions Into Sections”](#)
 - [“Moving Questions Out of Sections”](#)
- [“Reordering Questions”](#)
- [“Excluding Questions”](#)
- [“Editing Questions”](#)
- [“Deleting Questions”](#)

Creating Sections

You can create sections to keep certain text and questions together in the same group even if you choose to scramble questions.

1. On the quiz **Questions** screen, in the **Add to Quiz** area, click **Section**.



A new section with the fields necessary to create a quiz section displays.

2. In the **Name** field, enter a name for the section of questions.
3. In the **Instructions** area, enter instructions or other information for your students.
4. (Optional) To upload a file containing additional information or instructions, click **Add a Resource**. For more information on connecting third-party accounts and uploading files, see [“File Uploads.”](#)
5. (Optional) If you want questions within the group to be scrambled so that students do not all see them in the same order, select the **Scramble Items** checkbox.

6. Click **Save**.

The screenshot shows the 'New Section' form. The 'Name' field contains 'Mitochondria'. The 'Instructions' field contains 'Answer the following questions about mitochondria.' The 'Text mode' is set to 'Plain'. The 'Resources' section has an 'Add a Resource' button. The 'Options' section has a 'Scramble Items' checkbox. The 'Save' button is highlighted with a red circle.

The section displays with a gray border and an **Add to [section name] Section** area.

7. Add questions to the section:
- a. In the **Add to [section name] Section** area, click **Question**.

The screenshot shows the 'Mitochondria' section. The title is 'Mitochondria' and the instructions are 'Answer the following questions about mitochondria.' Below the instructions is a blue bar with the text 'Add to Mitochondria Section:'. There are three buttons: '+ Question' (highlighted with a red circle), '+ Text or Resource', and 'Import Question'.

- A new area with the **Select type** drop-down list displays.
- b. In the **Select type** drop-down list, select the type of question you want to add to the section.

- c. Create the question and save. (See “[Adding a Question.](#)”)

The section displays with the question you added:

- d. (Optional) Continue adding questions to the section.
- e. (Optional) If you click **Reorder/Compact View** and then click the name of the section, you can reorder questions in the section.



Caution: If you delete an entire section from the activity **Questions** screen (**Reorder/Compact View** or **Expanded View**), all questions in that section are deleted along with it.

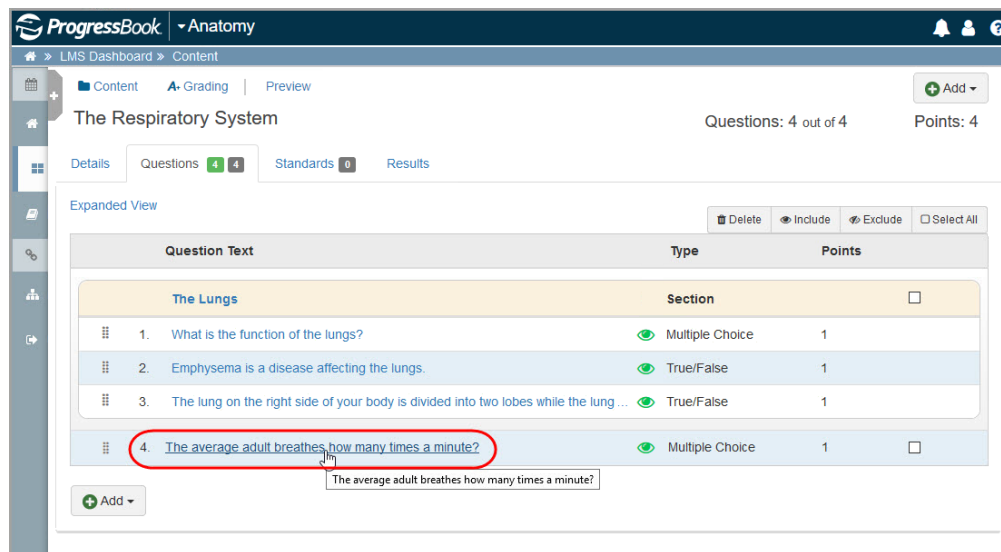
Moving Questions Into Sections

If you already created a question and later decide you want to move it into a section:

- On the **Questions** screen, click **Reorder/Compact View**.

The **Reorder/Compact View** screen displays.

- Click the text of the question you want to move into a section.



The question **Details** screen displays.

- In the **Section** drop-down list, select the name of the section to which you want to move the question.

The screenshot shows the 'The Respiratory System' question details screen. The 'Section' drop-down menu is open, showing options: 'No Section', 'No Section', and 'The Lungs'. The 'The Lungs' option is selected and highlighted with a red circle.

Question Text: The average adult breathes how many times a minute?

Points: 1

Resources: Add a Resource

Options: ☐ Scramble Choices

Style: ☒ Text ☐ Picture

Label Set: Alpha (A, B, C)

Answer Key:

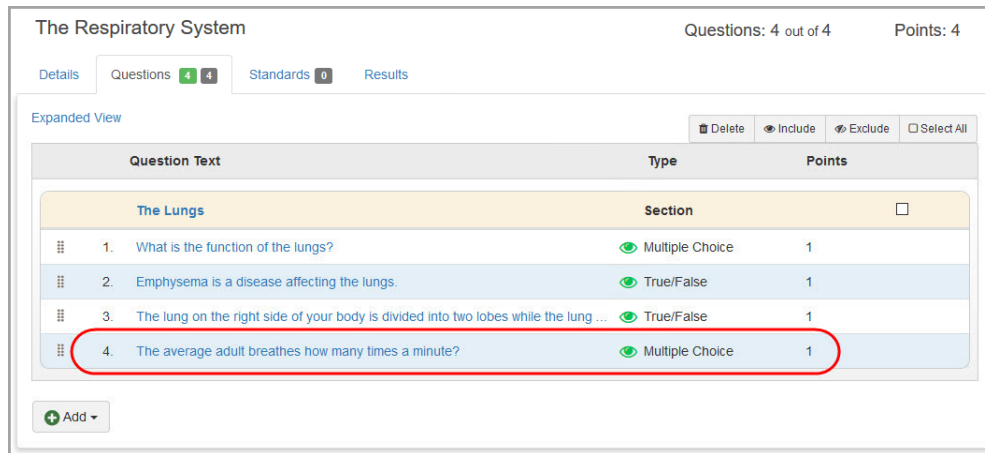
Answers	Is Correct
40 to 60	<input type="radio"/> <input checked="" type="checkbox"/>
1 to 10	<input type="radio"/> <input checked="" type="checkbox"/>
12 to 20	<input checked="" type="radio"/> <input checked="" type="checkbox"/>
100	<input type="radio"/> <input checked="" type="checkbox"/>

Add another answer

Save

- Click **Save**.

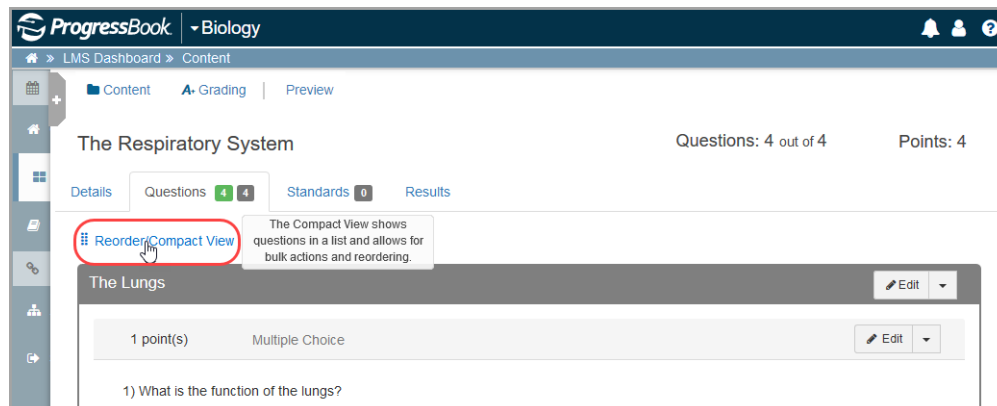
When you return to the **Questions** screen **Reorder/Compact View**, the question now displays at the bottom of the section to which you moved it.



Moving Questions Out of Sections

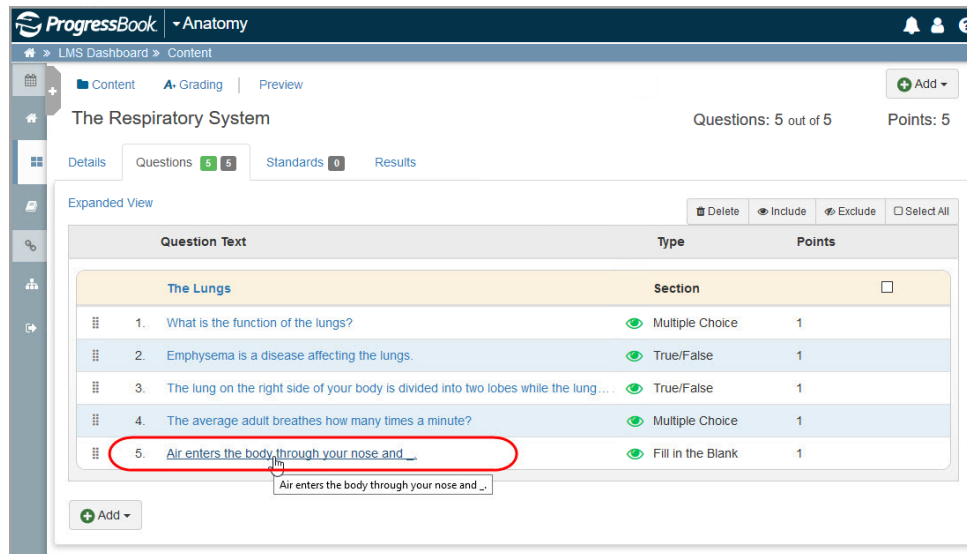
If you created a section and decide you do not want a particular question in it, complete the following steps:

1. On the **Questions** screen, click **Reorder/Compact View**.



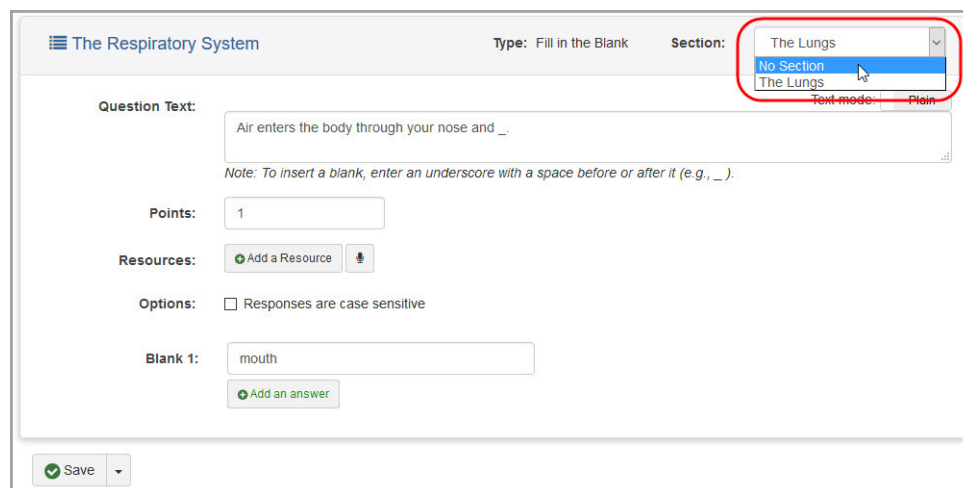
The **Reorder/Compact View** screen displays.

- Click the text of the question you want to move out of a section.



The question **Details** screen displays.

- In the **Section** drop-down list, select **No Section**.



- Click **Save**.

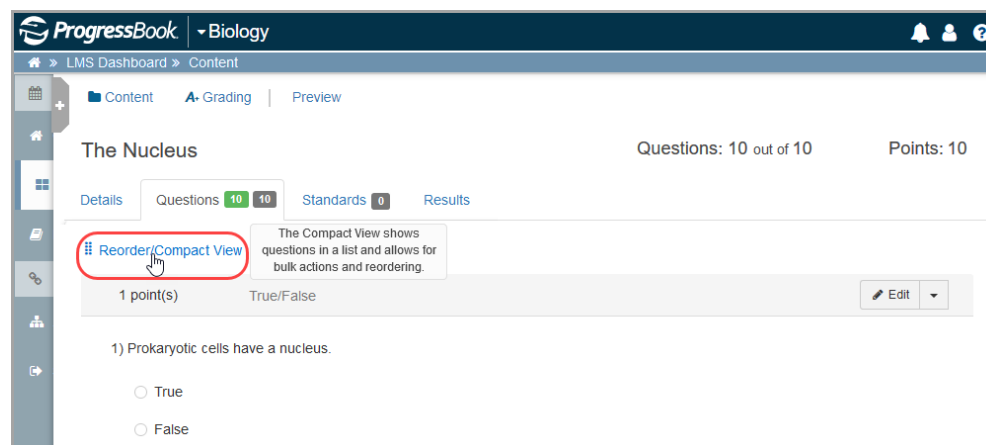
On the **Questions** screen, the question now displays at the bottom of the quiz outside of the section from which you moved it.




Reordering Questions





















You can reorder questions in an activity or section to change the sequence in which they display. You can also use these steps to reorder other types of content within an activity.

1. On an activity **Questions** screen, click **Reorder/Compact View**.























The **Reorder/Compact View** screen displays.

2. Hover your cursor over  beside the question you want to move, and then click and hold it to drag the question anywhere else in the list of questions.

Question Text			Type	Points
	1. Prokaryotic cells have a nucleus.		True/False	1
	2. The nucleolus is located inside of the nucleus.		True/False	1
	3. DNA stands for...		Multiple Choice	1
	4. RNA can pass from the nucleus to the...		Multiple Choice	1
	6. Nuclei contain a network of subdivisions called the _.		Fill in the Blank	1
	5. The nucleus is within the _ which is surrounded by the _.		Fill in the Blank	1
	7. Match the following parts of the nucleus to their functions/roles.		Matching	1
	8. Which substances move through the nuclear membrane from the cytoplasm to the nucleus?		Essay	1
	9. Which substances move through the nuclear membrane from the nucleus to the cytoplasm?		Essay	1
	10. What is the main function of the nucleus?		Essay	1

A confirmation message displays, and the questions display in the new order.

Question Text			Type	Points
	1. Prokaryotic cells have a nucleus.		True/False	1
	2. The nucleolus is located inside of the nucleus.		True/False	1
	3. DNA stands for...		Multiple Choice	1
	4. RNA can pass from the nucleus to the...		Multiple Choice	1
	5. Nuclei contain a network of subdivisions called the _.		Fill in the Blank	1
	6. The nucleus is within the _ which is surrounded by the _.		Fill in the Blank	1
	7. Match the following parts of the nucleus to their functions/roles.		Matching	1
	8. Which substances move through the nuclear membrane from the cytoplasm to the nucleus?		Essay	1
	9. Which substances move through the nuclear membrane from the nucleus to the cytoplasm?		Essay	1
	10. What is the main function of the nucleus?		Essay	1

Note: If the activity contains a section, all of the questions in the section are reordered together as a unit. If you want to reorder questions only within a section, you must click the title of the section and reorder questions on the section **Details** screen.

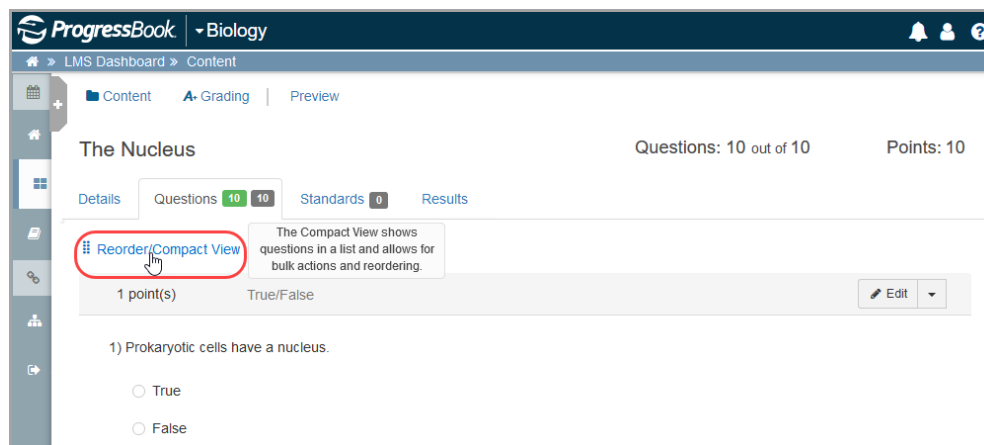
Excluding Questions


You can exclude questions from an activity for any assignments published in the future. Refer to the following topics:

- [“Excluding a Single Question”](#)
- [“Excluding Multiple Questions”](#)



Excluding a Single Question

1. On the activity **Questions** screen, click **Reorder/Compact View**.



2. In the row of the question you want to exclude, click .

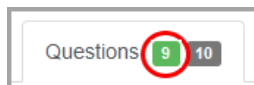
					<input type="button" value="Delete"/> <input type="button" value="Include"/> <input type="button" value="Exclude"/> <input type="button" value="Select All"/>
Question Text	Type	Points			
1. Prokaryotic cells have a nucleus.	True/False	1		<input type="checkbox"/>	
2. The nucleolus is located inside of the nucleus.	True/False	1		<input type="checkbox"/>	
3. DNA stands for...	Multiple Choice	1		<input type="checkbox"/>	
4. RNA can pass from the nucleus to the...	Multiple Choice	1		<input type="checkbox"/>	
5. The nucleus is within the _ which is surrounded by the _	Fill in the Blank	1		<input type="checkbox"/>	
6. Nuclei contain a network of subdivisions called the _	Fill in the Blank	1		<input type="checkbox"/>	
7. Match the following parts of the nucleus to their functions/roles.	Matching	1		<input type="checkbox"/>	
8. Which substances move through the nuclear membrane from the cytoplasm to the nucleus?	Essay	1		<input type="checkbox"/>	
9. Which substances move through the nuclear membrane from the nucleus to the cytoplasm?	Essay	1		<input type="checkbox"/>	
10. What is the main function of the nucleus?	Essay	1		<input type="checkbox"/>	

The row of the question you excluded now displays  instead of  and has a gray background.

Question Text				Type	Points	
<div> Delete Include Exclude Select All </div>						
	1.	Prokaryotic cells have a nucleus.		True/False	1	<input type="checkbox"/>
	2.	The nucleolus is located inside of the nucleus.		True/False	1	<input type="checkbox"/>
	3.	DNA stands for...		Multiple Choice	1	<input type="checkbox"/>
	4.	RNA can pass from the nucleus to the...		Multiple Choice	1	<input type="checkbox"/>
	5.	The nucleus is within the __ which is surrounded by the __.		Fill in the Blank	1	<input type="checkbox"/>
	6.	Nuclei contain a network of subdivisions called the __.		Fill in the Blank	1	<input type="checkbox"/>
	7.	Match the following parts of the nucleus to their functions/roles.		Matching	1	<input type="checkbox"/>
	8.	Which substances move through the nuclear membrane from the cytoplasm to the nucleus?		Essay	1	<input type="checkbox"/>
	9.	Which substances move through the nuclear membrane from the nucleus to the cytoplasm?		Essay	1	<input type="checkbox"/>
	10.	What is the main function of the nucleus?		Essay	1	<input type="checkbox"/>

Add

The **Questions** tab also now displays an updated count of included questions.



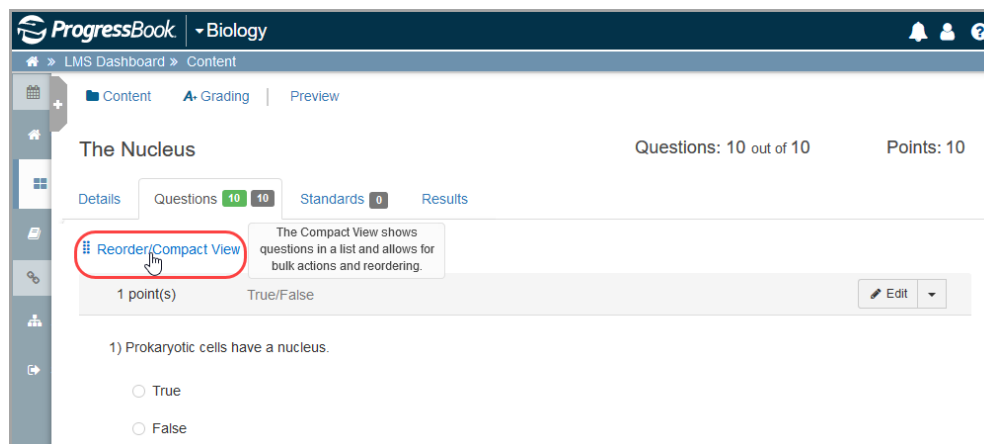
To re-include the question, click  in the row of the question.

Note: Excluded questions do not display when you click **Preview** on the activity **Details** screen.

Note: You can also exclude questions one at a time on the **Expanded View** by clicking the drop-down arrow beside **Edit**, and then clicking **Exclude**.

Excluding Multiple Questions

- On the activity **Questions** screen, click **Reorder/Compact View**.



The **Reorder/Compact View** screen displays.

2. Select the checkbox in the row(s) of the question(s) you want to exclude.

Delete

Include

Exclude

Select All



Question Text	Type	Points	
1. Prokaryotic cells have a nucleus.	True/False	1	<input type="checkbox"/>
2. The nucleolus is located inside of the nucleus.	True/False	1	<input type="checkbox"/>
3. DNA stands for...	Multiple Choice	1	<input checked="" type="checkbox"/>
4. RNA can pass from the nucleus to the...	Multiple Choice	1	<input type="checkbox"/>
5. The nucleus is within the _ which is surrounded by the _	Fill in the Blank	1	<input type="checkbox"/>
6. Nuclei contain a network of subdivisions called the _	Fill in the Blank	1	<input type="checkbox"/>
7. Match the following parts of the nucleus to their functions/roles.	Matching	1	<input checked="" type="checkbox"/>
8. Which substances move through the nuclear membrane from the cytoplasm to the nucleus?	Essay	1	<input type="checkbox"/>
9. Which substances move through the nuclear membrane from the nucleus to the cytoplasm?	Essay	1	<input type="checkbox"/>
10. What is the main function of the nucleus?	Essay	1	<input type="checkbox"/>














+ Add


3. At the top right of the grid, click **Exclude**.

				<div><div> Delete</div><div> Include</div><div> Exclude</div><div><input type="checkbox"/> Select All</div></div>
Question Text		Type	Points	
	1. Prokaryotic cells have a nucleus.	True/False	1	<input type="checkbox"/>
	2. The nucleolus is located inside of the nucleus.	True/False	1	<input type="checkbox"/>
	3. DNA stands for...	Multiple Choice	1	<input checked="" type="checkbox"/>
	4. RNA can pass from the nucleus to the...	Multiple Choice	1	<input type="checkbox"/>
	5. The nucleus is within the _ which is surrounded by the _.	Fill in the Blank	1	<input type="checkbox"/>
	6. Nuclei contain a network of subdivisions called the _.	Fill in the Blank	1	<input type="checkbox"/>
	7. Match the following parts of the nucleus to their functions/roles.	Matching	1	<input checked="" type="checkbox"/>
	8. Which substances move through the nuclear membrane from the cytoplasm to the nucleus?	Essay	1	<input type="checkbox"/>
	9. Which substances move through the nuclear membrane from the nucleus to the cytoplasm?	Essay	1	<input type="checkbox"/>
	10. What is the main function of the nucleus?	Essay	1	<input type="checkbox"/>

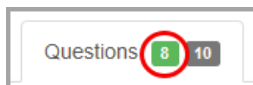
Add


The rows of the questions you excluded now display  instead of  and have a gray background.

<div>  Delete  Include  Exclude <input type="checkbox"/> Select All </div>				
Question Text	Type	Points		
1. Prokaryotic cells have a nucleus.	 True/False	1	<input type="checkbox"/>	
2. The nucleolus is located inside of the nucleus.	 True/False	1	<input type="checkbox"/>	
3. DNA stands for...	 Multiple Choice	1	<input type="checkbox"/>	
4. RNA can pass from the nucleus to the...	 Multiple Choice	1	<input type="checkbox"/>	
5. The nucleus is within the _ which is surrounded by the _.	 Fill in the Blank	1	<input type="checkbox"/>	
6. Nuclei contain a network of subdivisions called the _.	 Fill in the Blank	1	<input type="checkbox"/>	
7. Match the following parts of the nucleus to their functions/roles.	 Matching	1	<input type="checkbox"/>	
8. Which substances move through the nuclear membrane from the cytoplasm to the nucleus?	 Essay	1	<input type="checkbox"/>	
9. Which substances move through the nuclear membrane from the nucleus to the cytoplasm?	 Essay	1	<input type="checkbox"/>	
10. What is the main function of the nucleus?	 Essay	1	<input type="checkbox"/>	

 Add

The **Questions** tab also now displays an updated count of included questions.



To re-include questions, click  in the row of each question, or select the checkbox in the row(s) of the question(s) you want to re-include, and then, at the top right of the grid, click **Include**.

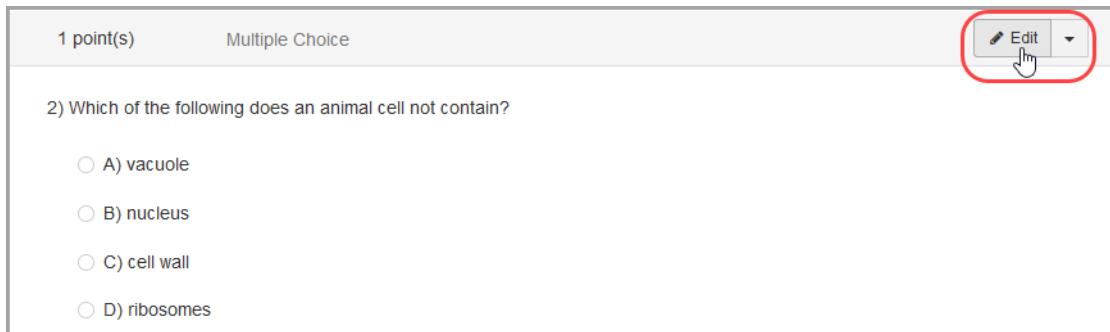
Note: Excluded questions do not display when you click **Preview** on the activity **Details** screen.

Editing Questions

You can edit questions in your quizzes and common assessments.

Note: You can also use these steps to edit other types of content within an activity.

1. On the activity **Questions** screen (**Expanded View**), click **Edit** above the question you want to edit.



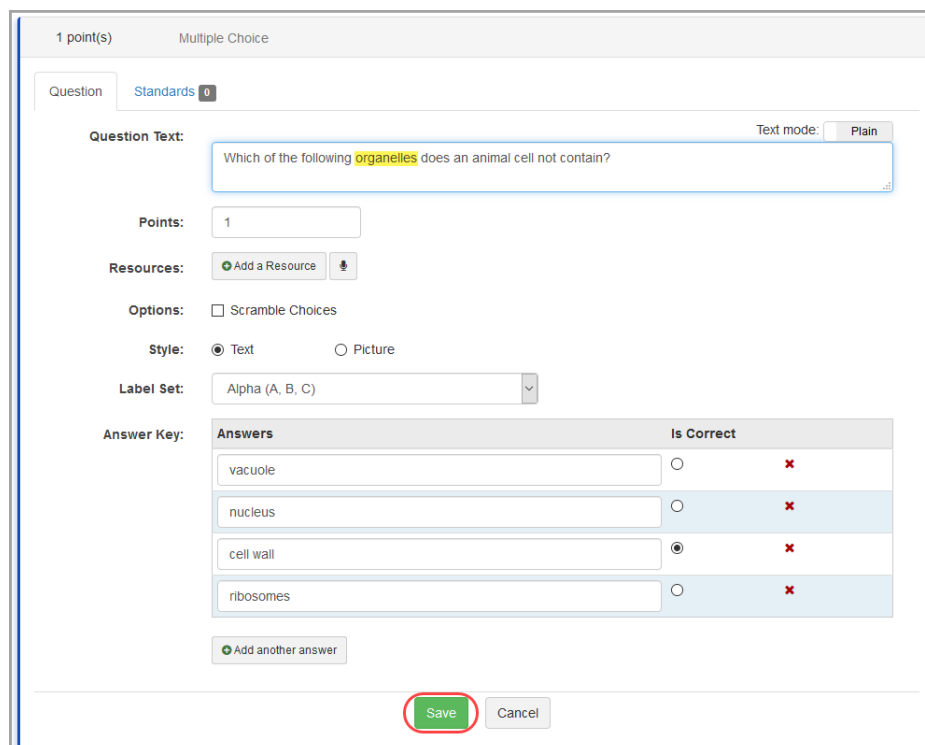
1 point(s) Multiple Choice

2) Which of the following does an animal cell not contain?

- ☐ A) vacuole
- ☐ B) nucleus
- ☐ C) cell wall
- ☐ D) ribosomes

An **Edit** button with a pencil icon is circled in red in the top right corner.

2. Make any desired changes.
3. Click **Save**.



1 point(s) Multiple Choice

Question Standards 0

Question Text: Which of the following **organelles** does an animal cell not contain? Text mode: Plain

Points: 1

Resources: Add a Resource

Options: ☐ Scramble Choices

Style: ☒ Text ☐ Picture

Label Set: Alpha (A, B, C)

Answer Key:

Answers	Is Correct
<input type="text" value="vacuole"/>	<input type="radio"/> ✗
<input type="text" value="nucleus"/>	<input type="radio"/> ✗
<input type="text" value="cell wall"/>	<input checked="" type="radio"/> ✗
<input type="text" value="ribosomes"/>	<input type="radio"/> ✗

Add another answer

Save Cancel

Note: Changes do not display with a yellow highlight when editing questions in VirtualClassroom. This is for illustrative purposes only.

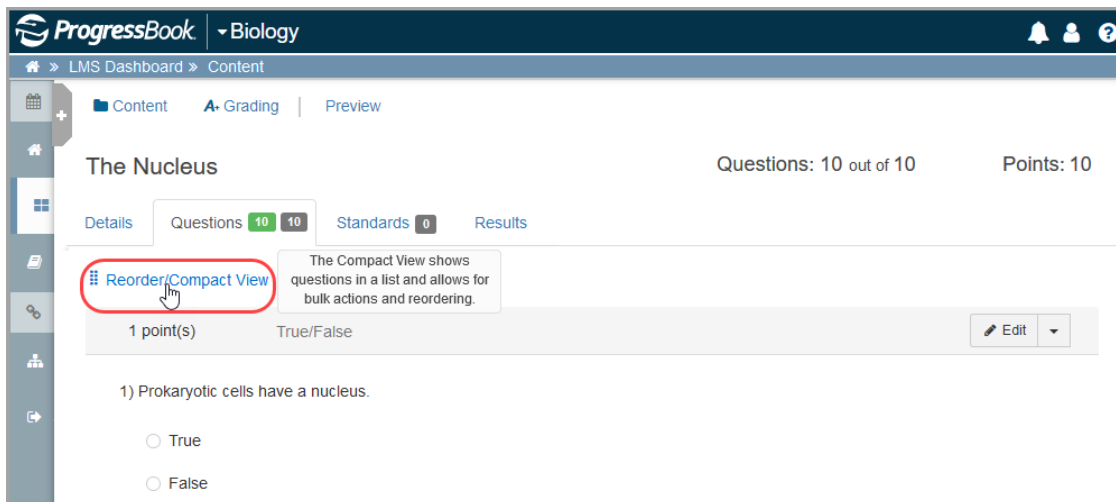
Deleting Questions

You can delete questions from your activities.



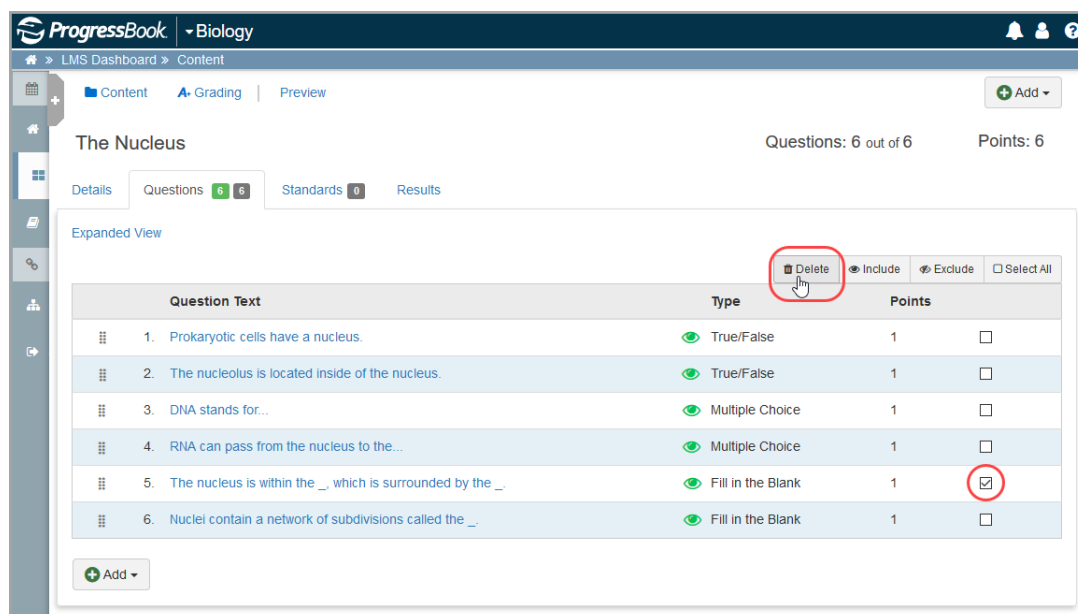
Caution: If you delete a question, you cannot recover it. Be certain that you no longer need the question before you delete it.

1. On the activity **Questions** screen, click **Reorder/Compact View**.



The **Reorder/Compact View** screen displays.

2. Select the checkbox beside the question(s) you want to delete.
3. Above the **Question Text** grid, click **Delete**.



The **Delete Quiz Items?** confirmation window opens.

4. Click **Yes, Delete Item(s)**.

The deleted items no longer display.

Note: You can also delete questions one at a time on the **Expanded View**. Click the drop-down arrow beside **Edit**, and then click **Delete**.

Note: Activities already assigned to students still contain the deleted question. If you do not want students to see that question, you must unpublish the activity and create a new assignment for the activity. See [“Unassigning an Activity.”](#)

Assigning Activities

You can assign an activity and indicate the time period in which the students can work on it.

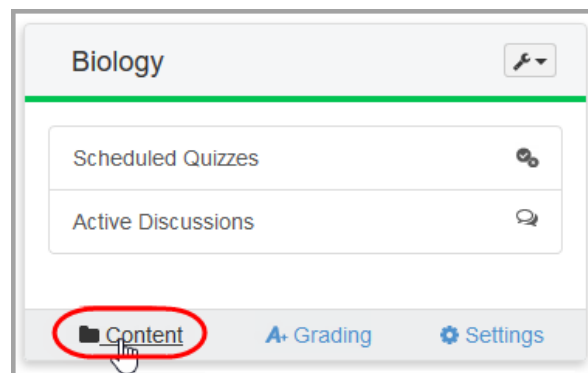
Refer to the appropriate section as follows:

- To assign any activity from VirtualClassroom, see [“Assigning Activities from VirtualClassroom.”](#)
- To view the activities you have assigned, see [“Viewing Class Progress on Activities.”](#)

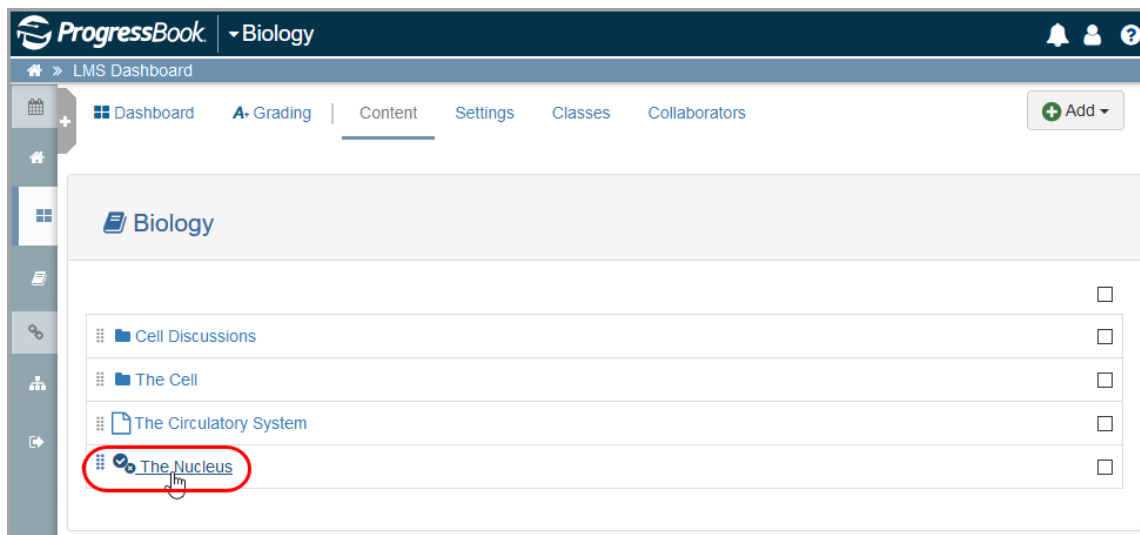
Assigning Activities from VirtualClassroom

You must create the activity before assigning it to your students in GradeBook. To create an activity, see [“Creating Quizzes,”](#) [“Creating Common Assessments,”](#) or [“Creating Discussions.”](#) To add content to the activity before assigning it, see [“Adding Content to Quizzes and Common Assessments”](#) or [“Adding Discussion Guidelines.”](#)

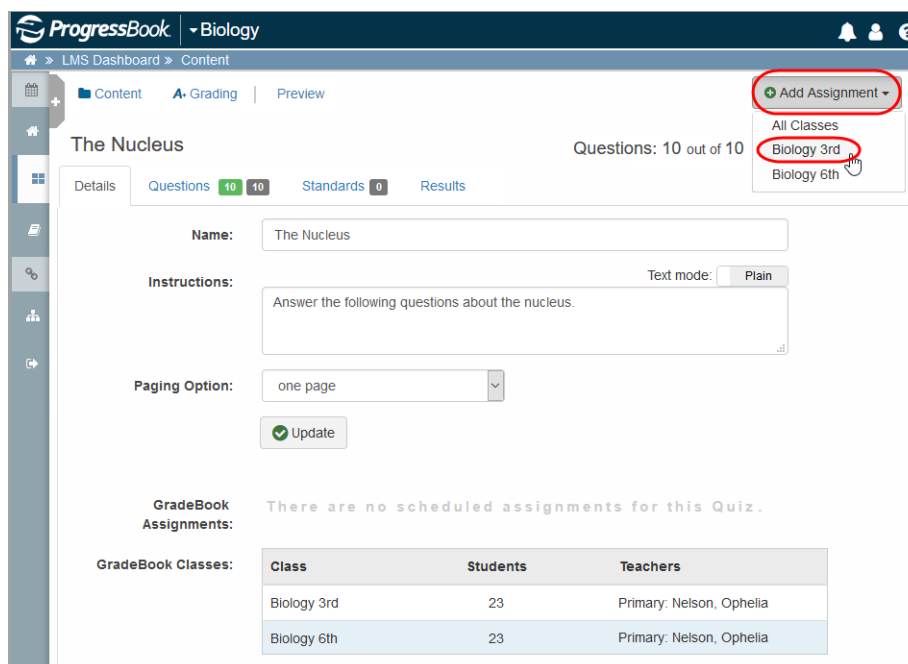
1. On the **Dashboard** screen, click **Content** on the course in which you would like to assign an activity.



- On the **Content** screen, click the name of the activity you want to assign.



- On the top right of the screen, click **Add Assignment**, then select the linked class to which you want to assign the activity. (For help on tying VirtualClassroom courses to GradeBook classes, see [“Tying Courses to GradeBook Classes.”](#))



If you want to assign the activity to all of your classes, after clicking **Add Assignment**, select **All Classes**. The first class in the list of tied classes is used when you are redirected to the **Assignment Details** screen. The remaining classes are automatically selected in the **Share the assignment with the following classes** section.

Note: The **All Classes** option is disabled when at least one Custom Setup 1 class and at least one Custom Setup 2 class are tied to the related course. In this case, you must assign the activity to each class separately.

The **Assignment Details** screen in GradeBook displays.

4. In the first section of the **Assignment Details** screen, enter the desired assignment details. (For more information on these fields, see *ProgressBook GradeBook Teacher Guide*.)

Note: Generally, the total point value of the activity should match the point value of the assignment. However, you can make the assignment worth fewer points than the activity if you want to let students earn extra credit.

5. (Optional) In the **Assign to Student Group** drop-down list, select the student group(s) to whom you want to assign this activity.
6. In the third section, select the desired assignment options. (For more information on these options, see *ProgressBook GradeBook Teacher Guide*.)
7. In the final section, in the **Allow students to work on the activity from** field, enter or select the date and time when students can begin working on the activity.
8. (Optional) Specify details about the activity using any or all of the following options:
 - a. If you are assigning a quiz or common assessment type activity:
 - i. To set an end date and time when students can no longer work on the activity, in the **(Allow students to work on the activity) to** field, enter or select the date and time. (For example, you might allow 2 days for students to complete online homework but a period of only 45 minutes on a specific date and time for students to complete an online test.)
 - ii. To review (and edit) autoscored student marks before they are posted to GradeBook, select the **Preview before post?** checkbox. If you do not select this option, marks automatically post to GradeBook after scoring.
 - iii. To allow students to view their answers after they submit the activity to be graded, select the **Allow students to view their answers?** checkbox.
 - iv. If you want to allow students to see the correct answers, select the **Let student see the correct answers?** checkbox.
 - 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 allow students to always see the correct answers after the activity has been graded, leave both fields blank.
 - v. To scramble items within the activity so that students do not all see the questions in the same order, select the **Scramble the questions?** checkbox.

Note: Selecting this option also scrambles **Text or Resource** content (see [“Adding Text or Resources.”](#)), but it does not scramble questions within a section. To scramble questions within a section, see [“Creating Sections.”](#)

- vi. 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 Word documents.
- vii. 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.

ProgressBook • Assignment Details GradeBook | [bell] [user] [help]

Dashboard / 5 Day / Grid / Back to Quiz Class: **Biology 3rd** Period: **4th 9 wk** 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: **The Nucleus**

Assignment Type: **Quiz** Sequence:

Assigned Date: **05/18/2016** Due Date: **05/20/2016**

Points: **10** Weight: **1**

Assign to Student Group: **All Students**

☐ Setup 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?:

Quiz Name: **The Nucleus**

Allow students to work on the activity from: **05/18/2016 12:00 AM** to **05/20/2016 11:59 PM**

Options:

☒ **Preview before post?**
Note: Selecting this option lets you review and change any auto-scored marks before they are posted to GradeBook. If you do not select this option, marks will automatically post to GradeBook after scoring.

☒ **Allow students to view their answers?**
Note: Selecting this option lets students view the answers they submitted. Whether or not this option is selected, students can view a summary of questions with indicators for correct, incorrect, and partially correct answers.

☒ **Let student see the correct answers?**
Show correct answers from: to

☒ **Scramble the questions?**
*Note: Selecting this option does not scramble questions within a section. To scramble within a section, when you add or edit a section on an activity, select the **Scramble Items** checkbox.*

☐ **Third-party documents submitted as files?**
Note: Selecting this option designates all student Google Drive and Microsoft OneDrive submissions as live links to cloud storage account documents (for Google Drive submissions, this allows you to comment directly on a student's document). If you do not select this option, student Google Drive and Microsoft OneDrive submissions upload as Microsoft Word documents.

☐ **Publish Immediately?**
*Note: Selecting this option allows students to participate in the activity as soon as the designated timeframe arrives. Otherwise, you must click **Publish** on the activity's **Details** screen in order to allow students to begin.*

- b. If you are assigning a discussion type activity:
 - i. In the **Allow students to work on the activity from** and **to** fields, enter or select the date and time when students can begin posting to the discussion and the end date and time after which students can no longer post to the discussion.
 - ii. If you want to review and approve student posts before they are visible to other students, select the **Require Approval?** checkbox.
 - iii. If you want this discussion available as soon as the time-frame 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.

9. Click **Save**.

ProgressBook Assignment Details

GradeBook | [Notifications] [User] [Help]

Dashboard / 5 Day / Grid Back to Discussion Class: Biology 3rd Period: 4th 9 wk 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: Cell Parts Discussion

Assignment Type: Homework

Assigned Date: 5/18/2016

Points: 10

Sequence:

Due Date: 05/25/2016

Weight: 1

Assign to Student Group: All Students

☐ Setup 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?:

Discussion Name: Cell Parts Discussion

Allow students to work on the activity from: 05/18/2016 12:00 AM to 05/25/2016 11:59 PM

Options:

☐ Require Approval?

☐ Publish Immediately?

*Note: Selecting this option allows students to participate in the activity as soon as the designated timeframe arrives. Otherwise, you must click **Publish** on the activity's **Details** screen in order to allow students to begin.*

A confirmation message displays briefly to confirm that your changes have been saved.

10. Click **Back to Quiz** or **Back to Discussion**, depending on which type of activity you assigned.

ProgressBook Assignment Details

GradeBook | [Notifications] [User] [Help]

Dashboard / 5 Day / Grid **Back to Quiz** Class: Biology 3rd Period: 4th 9 wk Assignment: 5/20 The Nucleus

Action: Save

The **Details** screen for the activity displays.

11. When you are ready for students to see the activity online, in the **GradeBook Assignments** area, in the **Action** column, click **Publish**.

Note: If you selected the **Publish Immediately?** checkbox on the **Assignment Details** screen, you do not need to complete this step.

ProgressBook ▾ Biology

LMS Dashboard ▸ Content

Content | Grading | Preview

Add Assignment ▾

The Nucleus Questions: 10 out of 10 Points: 10

Details Questions 10 10 Standards 0 Results

Name: The Nucleus

Instructions: Answer the following questions about the nucleus. Text mode: Plain

Paging Option: one page

Update




GradeBook Assignments:	Assignment	Action
The Nucleus Class: Biology 3rd	Due: 05/20 Available Until: 05/20 11:59 PM In Progress: 0 Ready To Grade: 0	Publish







GradeBook Classes:	Class	Students	Teachers
	Biology 3rd	23	Primary: Nelson, Ophelia
	Biology 6th	23	Primary: Nelson, Ophelia

Note: To view the activity linked to the assignment on the **Class Dashboard**, see [“Viewing Class Progress on Activities.”](#)

Note: To unassign an activity, see [“Unassigning and Deleting Activities.”](#)

Viewing Class Progress on Activities

- On the **Class Dashboard** screen **Assignments** tab in GradeBook, note the  (quiz) icon, the  (common assessment) icon, or the  (discussion) icon beside any assignment, indicating it has a VirtualClassroom activity linked to it. To view the **Details** screen for an activity, click the icon that displays beside the activity name. (Clicking the name of the activity itself takes you to the **Assignment Marks** screen in GradeBook.)

Assignments		Float Assign	Lessons
5/23	Quiz		The Nucleus W
5/12	CW		Notes ? W
5/9	CW		Test x
5/9	CW		Discussion x
5/6	HW		Cell worksheet ?
4/28	HW		Ribosomes Worksheet ?

Click to navigate to VirtualClassroom

The **Details** screen for the activity displays in VirtualClassroom.

2. View class progress on the activity:

- **In Progress** – Number of students in the process of taking the quiz or who have begun participating in the discussion
- **Ready to Grade** – Number of students who have submitted the activity for grading

Note: In the **GradeBook Classes** area, you can view the number of students in each of your linked classes.

Content Grading Preview Add Assignment

Las Comidas Questions: 10 out of 10 Points: 10

Details Questions 10 10 Standards 0 Results

Name: Las Comidas

Instructions: Text mode: Plain

Paging Option: one page

Update

GradeBook Assignments:

Assignment	Action
Las Comidas Class: Period 4 Espanol 1 Due: 06/21 Available Until: 06/21 In Progress: 8 Ready To Grade: 19	Unpublish

GradeBook Classes:

Class	Students	Teachers
Period 4 Espanol 1	27	Primary: Marlow, Daisy
Period 8 Espanol 1	19	Primary: Marlow, Daisy

Unassigning and Deleting Activities

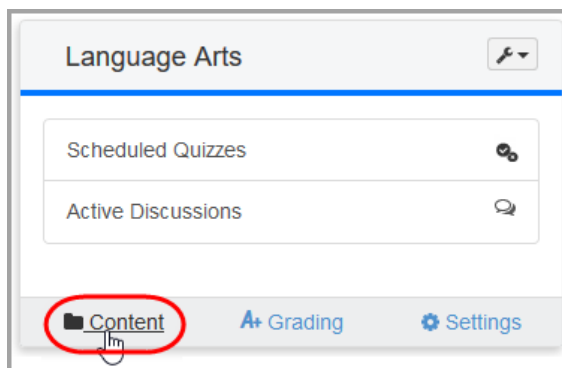
You can unassign and delete activities as well as delete assignments.

- To unassign an activity without deleting an activity or assignment, see [“Unassigning an Activity.”](#)
- To delete an activity without removing its linked assignments, see [“Deleting an Activity.”](#)
- To delete an assignment linked to an activity while retaining the activity, see [“Deleting an Assignment Linked to an Activity.”](#)

Unassigning an Activity

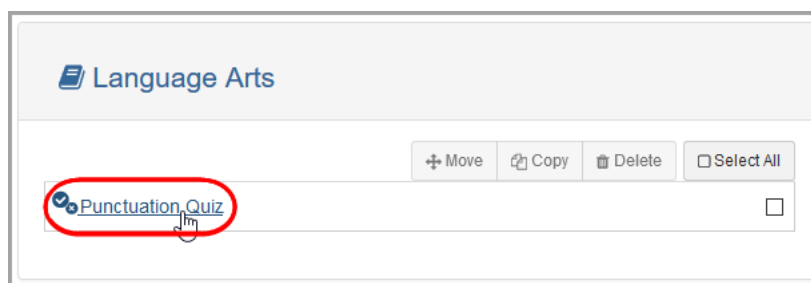
You can unassign an activity to your students without deleting the activity or completed assignment grades. Unassigning an activity is typically used to correct mistakes in the activity *before* students have begun taking it.

1. On the **Dashboard** screen, click **Content** on the course containing the activity you want to unassign.



The **Content** screen displays.

2. Click the name of the activity you want to unassign.



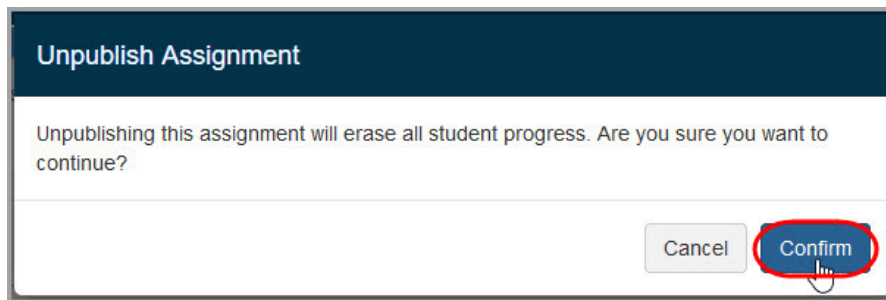
The **Details** screen displays.

3. In the **GradeBook Assignments** area, in the **Action** column, click **Unpublish**.

GradeBook Assignments:		Assignment		Action
		Punctuation Quiz Class: Language Arts 3: 2	Due: 05/31 Available Until: 05/31	In Progress: 26 Ready To Grade: 0 Unpublish
GradeBook Classes:		Class	Students	Teachers
		Language Arts 3: 2	26	Primary: Trudeau, Valerie
		Language Arts 3: 4	23	Primary: Trudeau, Valerie

The **Unpublish Assignment** window displays asking you to confirm that you want to unpublish the activity.

4. Click **Confirm**.



The activity is unassigned and students can no longer take the activity. Marks remain in GradeBook for students on any existing assignments that were linked to the activity previously. If you publish a quiz again after unpublishing it, student responses given the first time it was published remain. If you publish a discussion again after unpublishing it, student posts created the first time it was published also remain.

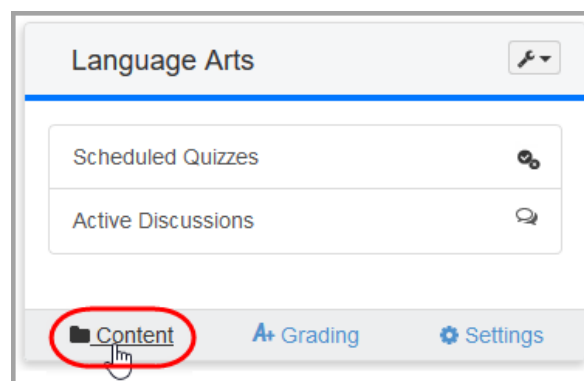
If you want to erase student answers or posts, you must delete the assignment in GradeBook. See [“Deleting an Assignment Linked to an Activity.”](#) Then, you must create a new activity.

Deleting an Activity

If you no longer want to use an activity as part of your instruction, you can delete it. Each course has its own **Recycle Bin**, and deleted activities are sent to the corresponding recycle bin, remaining there until the start of the next school year. Graded assignments that were linked to this activity remain in GradeBook.

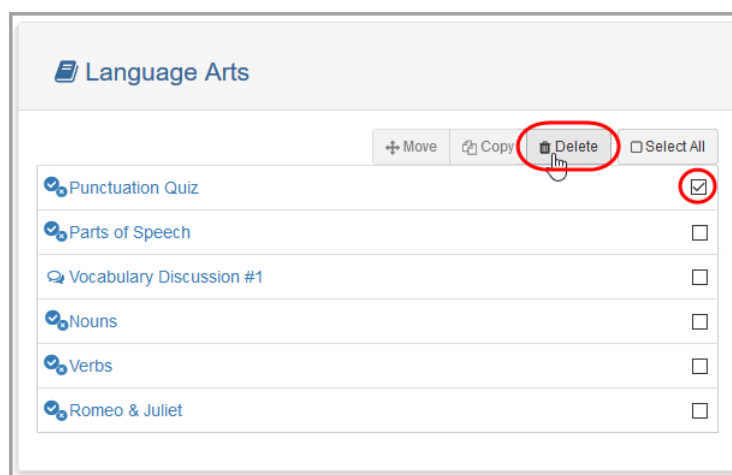
Note: While deleting an activity does not delete existing assignments in GradeBook, if you decide you want students to take the activity, you must restore it from the **Recycle Bin** and create a new assignment.

1. On the **Dashboard** screen, click **Content** on the course containing the activity you want to delete.





The **Content** screen displays.

2. Select the checkbox in the row of the activity you want to delete.

3. Click **Delete**.

The activity is now deleted from the **Content** screen. It remains in the **Recycle Bin** for the course, from where you can restore the activity at any time. See [“Recovering Deleted Content.”](#)

Note: If you click the  icon or the  icon beside an assignment on the **Class Dashboard** to return to VirtualClassroom, a message displays on the activity’s **Details** screen indicating that it has been deleted.

Deleting an Assignment Linked to an Activity

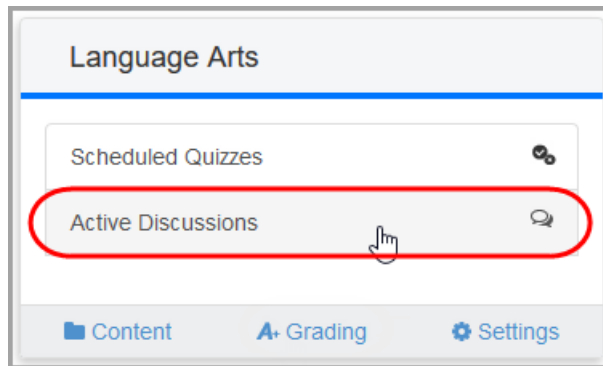
If you want to delete an assignment from GradeBook but want to keep its associated activity for later use, see *ProgressBook GradeBook Teacher Guide*. Deleting an assignment removes any grades associated with the activity, but the activity itself remains in VirtualClassroom so you can create more assignments for it in the future.

Note: Deleting an assignment after students have begun the activity erases all student answers.

Moderating Discussions

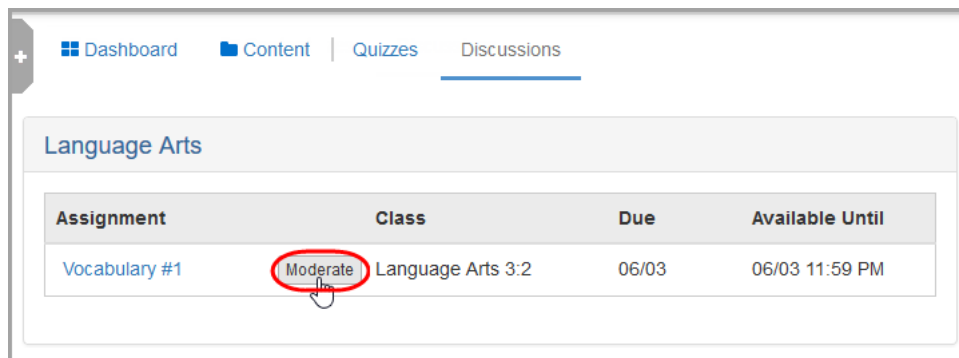
If you selected the **Require Approval?** checkbox on the **Assignment Details** screen when you assigned a discussion, you must approve posts before students can see them in the discussion thread. As you review and approve the posts, you can also post comments for all students to see or post a direct message to a specific student.

1. On the **Dashboard** screen, click **Active Discussions** on the course whose discussion you want to moderate.



The **Discussions** grading screen for the course displays.

2. In the **Assignment** column, click **Moderate** on the discussion for which you want to review and approve posts.



The **Grading** screen for the discussion displays.

3. Depending on your selections when you assigned the discussion, choose one of the following options to approve or disapprove student posts:
 - If you selected **Require Approval?** on the **Assignment Details** screen when you assigned the discussion, you must approve student posts before they display in the discussion thread for other students to view and reply to. Review the posts awaiting moderation, then click **Show Post** to approve the posts you want to make visible.

Vocabulary #1 Posts: 2

You were assigned a vocabulary word in class. Define that term in your own words. Then, provide an example sentence in which the meaning of the word is clear. Then, respond to two other students' posts with an example sentence using the word they were assigned.

Create your new post here

Brock, Glenn
posted 6/1/2016 11:23:04 AM

identical -- exactly the same. I have an identical twin, so sometimes people think he is me.

Replies: 0 **Show Post**

Reply to Brock, Glenn

☐ Private Message

- If you did not select **Require Approval?** on the **Assignment Details** screen when you assigned the discussion, all posts are visible by default. If you do not want certain posts to display in the discussion thread, click **Hide Post** to unapprove the post and remove it from the discussion thread so that it is not visible to other students.

Vocabulary #1 Posts: 2

You were assigned a vocabulary word in class. Define that term in your own words. Then, provide an example sentence in which the meaning of the word is clear. Then, respond to two other students' posts with an example sentence using the word they were assigned.

Create your new post here

Brock, Glenn
posted 6/1/2016 11:23:04 AM

identical -- exactly the same. I have an identical twin, so sometimes people think he is me.

Replies: 0 **Hide Post**

Reply to Brock, Glenn

☐ Private Message

4. (Optional) To post a comment that displays for all students, enter a comment in the **Create your new post here** field, and then click **Post**. Or enter a comment in the **Reply to [student name]** field below any post, and then click **Reply**.
5. (Optional) To post a comment that displays for only a specific student, select the **Private Message** checkbox, enter a comment in the **Reply to [student name]** field, and then click **Reply**.

Reviewing Activity Results

After any quiz or common assessment marks have been posted to GradeBook, you can view student results in one of 3 ways:

- by **Question** (see “[Review Results by Question](#)”)
- by **Standard** (see “[Review Results by Standard](#)”)
- by **Standard Summary** (see “[Review Results by Standard Summary](#)”)

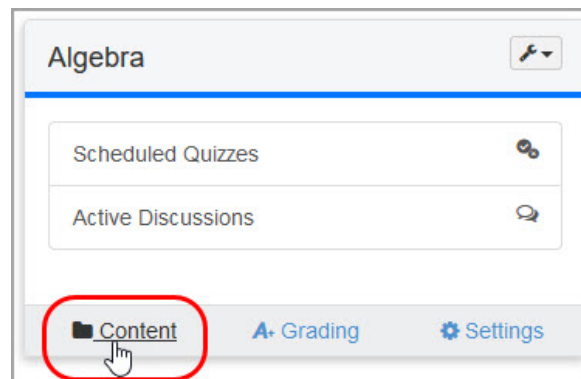
With any of these views, you also have the ability to click **Export** in order to save the information to a .csv file and print it.

Note: You can also view common assessment scores in DataMap to compare them with other student data. See the ProgressBook DataMap User Guide.

Review Results by Question

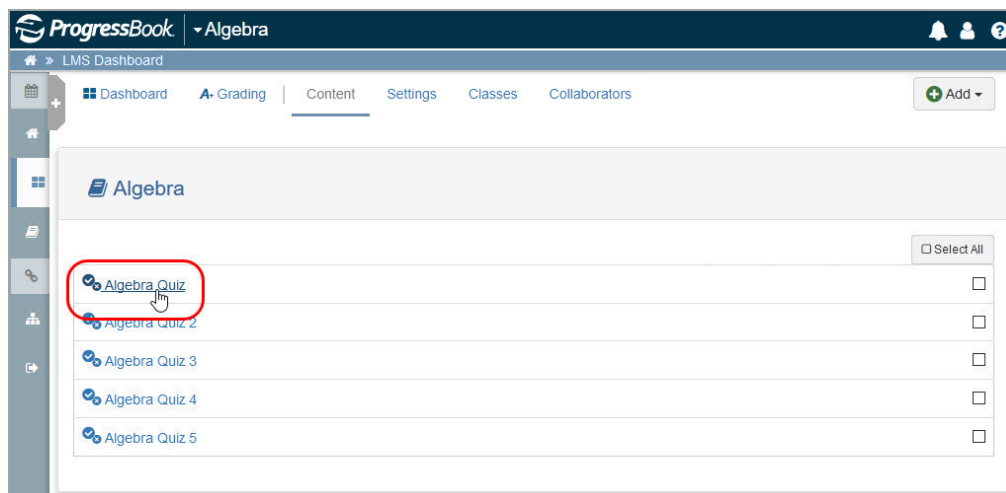
You can view each student’s answers to questions as well as their overall score on the activity.

1. On the **Dashboard** screen, on the course containing the activity for which you want to view results, click **Content**.



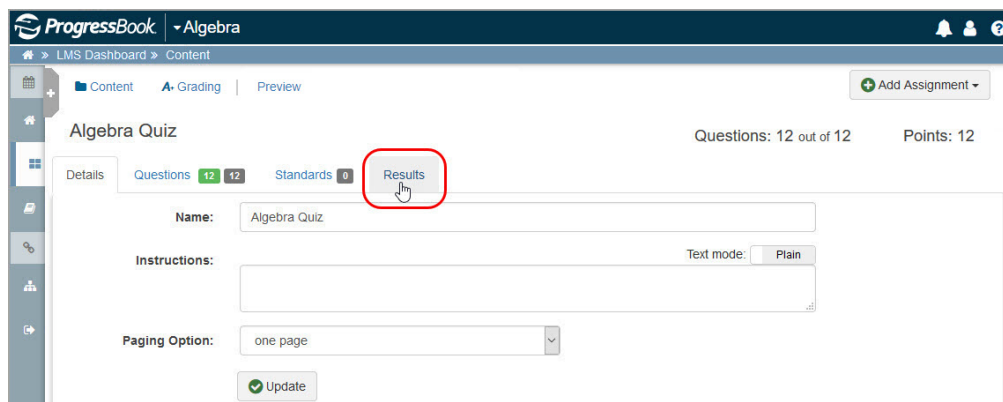
The **Content** screen displays.

2. Click the name of the activity for which you want to view results.



The **Details** screen displays.

- Click the **Results** tab.



The **Results** screen displays.

- In the **Class** drop-down list, selected the desired class.
- Review the following data for each student:

Note: The sections are highlighted in this image for illustrative purposes. They do not appear highlighted in VirtualClassroom.

- the student's mark on the activity (shown in yellow)
- the answer the student gave for each question (shown in pink)
- the total number of students who answered each question correctly (shown in orange)

Algebra Quiz Results

Class: Algebra I: 1 View By: Question

Algebra I: 1 - Algebra Quiz

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

Legend: Correct (Green), Incorrect (Red), Partial (Orange), Not Presented (Grey)

Callouts:

- Click student name to go to their Grading screen for the activity
- Click to view question text and correct answer
- Click to export results to a .csv file
- Click to view answer student gave for extended response questions
- All Assignments Total displays if more than one assignment is associated with the activity
- question was published after student took quiz

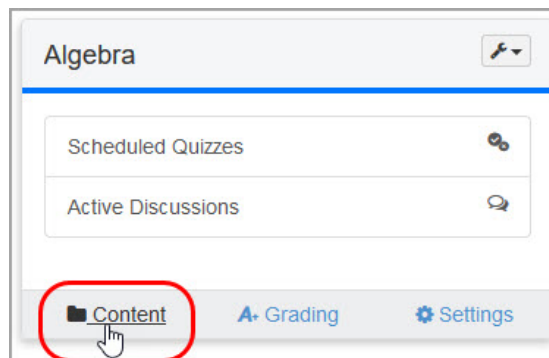
Note: For students whose activities have been marked for redo, the last graded student attempt displays.

Review Results by Standard

You can view how well each student performed on each standard you added to a quiz's or common assessment's questions; if the activity had multiple assignments created from it for the same class, each of these assignment's results display in a separate grid.

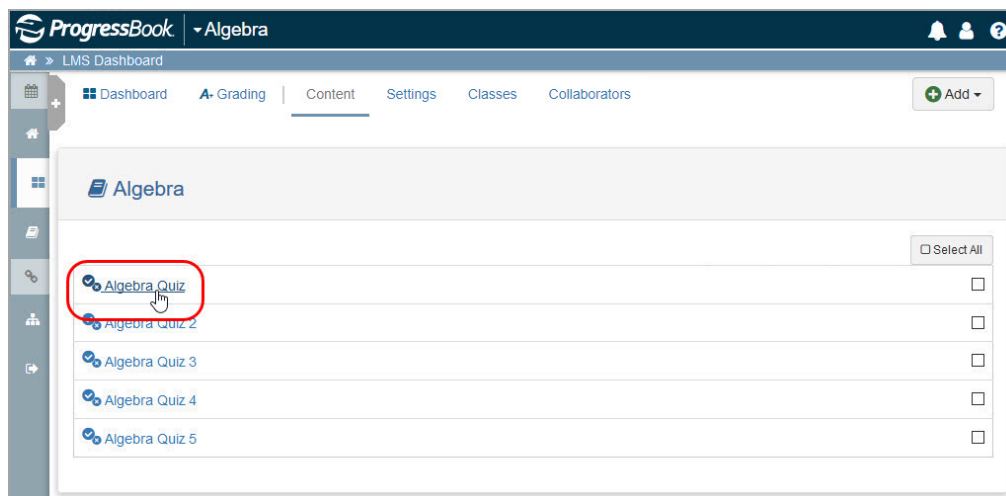
Note: If you added standards to the activity but not to the individual questions comprising it, a message displays on the screen indicating that you must attach standards to questions and post marks to view results on this screen.

1. On the **Dashboard** screen, on the course containing the activity for which you want to view results, click **Content**.



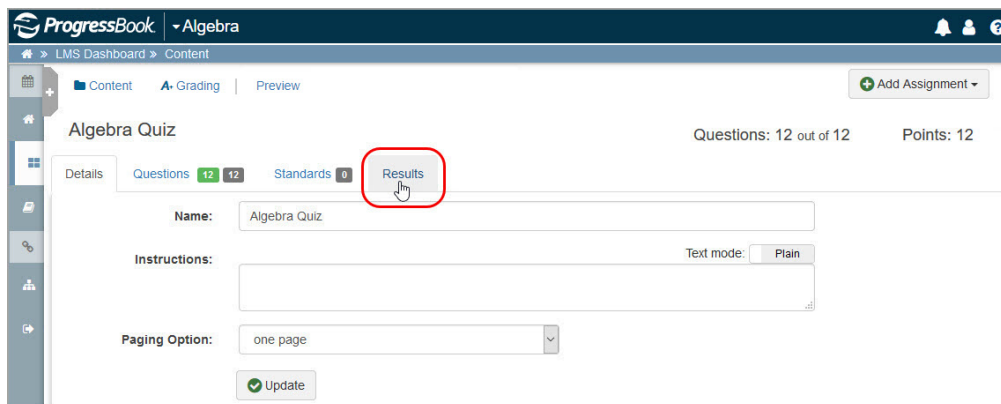
The **Content** screen displays.

2. Click the name of the activity for which you want to view results.



The **Details** screen displays.

- At the top of the screen, click **Results**.



The **Results** screen displays.

- In the **Class** drop-down list, select the desired class.
- In the **View By** drop-down list, select **Standard**.
- Review the following data for each student:

Note: The sections are highlighted in this image for illustrative purposes. They do not appear highlighted in VirtualClassroom.

- the student's percentage of correct answers overall (shown in teal)
- the student's percentage of correct answers given per standard (shown in yellow)
- the number of questions related to a particular standard with which a student was presented (shown in pink)
- the class (percentage) average of correct answers given per standard (shown in orange)

Student Name	Score	h.Content.HSA-CED.A.1	OH.Math.Content.HSA-REI.A.2	OH.Math.Content.HSA-REI.B.3	OH.Math.Content.HSA-R
Austin, Melinda	66.67 %	1 100.00 %	2 50.00 %	4 50.00 %	3 66.67 %
Baskin, Shayna	91.67 %	1 100.00 %	2 100.00 %	4 100.00 %	3 66.67 %
Coolidge, Anthony	75.00 %	1 100.00 %	2 50.00 %	4 75.00 %	3 66.67 %
Dresden, Tiffany	54.17 %	1 100.00 %	2 50.00 %	4 37.50 %	3 33.33 %
Edison, Mariana	75.00 %	1 100.00 %	2 100.00 %	4 100.00 %	3 33.33 %
Assignment total :	100.00 %	70.00 %	72.50 %	53.33 %	

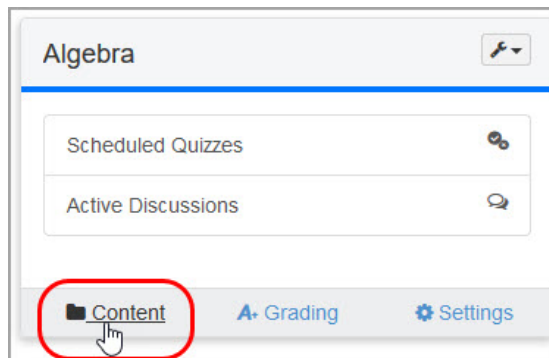
Note: For students whose activities have been marked for redo, the last graded student attempt displays.

Review Results by Standard Summary

You can view how well each student performed on each standard you added to the quiz or common assessment. If the activity had multiple assignments created from it for the same class, all assignments are combined together in one grid.

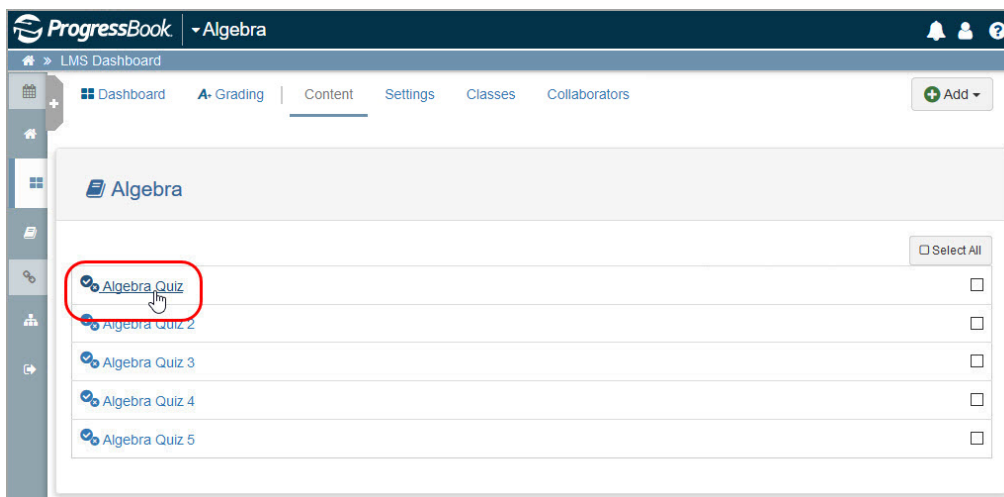
Note: If you added standards to the activity but not to the individual questions comprising it, a message displays on the screen indicating that you must attach standards to questions and post marks to view results on this screen.

1. On the **Dashboard** screen, on the course containing the activity for which you want to view results, click **Content**.



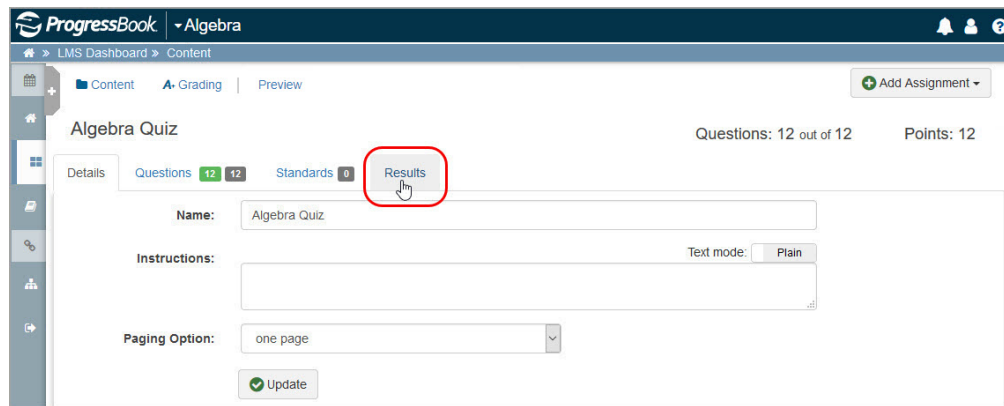
The **Content** screen displays.

2. Click the name of the activity for which you want to view results.



The **Details** screen displays.

- At the top of the screen, click **Results**.



The **Results** screen displays.

- In the **Class** drop-down list, selected the desired class.
- In the **View By** drop-down list, select **Standard Summary**.
- Review the following data for each student:

Note: The sections are highlighted in this image for illustrative purposes. They do not appear highlighted in VirtualClassroom.

- the student's percentage of correct answers overall (shown in teal)
- the student's percentage of correct answers per standard (shown in yellow)
- the number of questions related to a particular standard with which a student was presented (shown in pink)
- the class (percentage) average of correct answers given per standard (shown in orange)

Student Name	Score	1.Content.HSA-CED.A.1	OH.Math.Content.HSA-REI.A.2	OH.Math.Content.HSA-REI.B.3	OH.Math.Content.I
Austin, Melinda	66.67 %	1 100.00 %	2 50.00 %	4 50.00 %	3 66.6
Baskin, Shayna	91.67 %	1 100.00 %	2 100.00 %	4 100.00 %	3 66.6
Cook, Brian	Not Presented	Not Presented	Not Presented	Not Presented	Not Presen
Coolidge, Anthony	75.00 %	1 100.00 %	2 50.00 %	4 75.00 %	3 66.6
Dresden, Tiffany	54.17 %	1 100.00 %	2 50.00 %	4 37.50 %	3 33.3
Edison, Mariana	75.00 %	1 100.00 %	2 100.00 %	4 100.00 %	3 33.3
Standard total :		100.00 %	70.00 %	72.50 %	53.3

Note: If **Not Presented** displays in any column, it means that the standard was not presented to the student in that row.

Grading

Activities that are ready for you to grade display in a grading queue as students submit them. VirtualClassroom automatically scores the multiple choice, multi-answer, true/false, fill in the blank, and matching type questions. You must score the remaining questions and then post all marks to GradeBook. However, if an activity is made up entirely of questions that can be autoscored, marks will be posted to GradeBook automatically unless you select the **Preview before post?** option when you create the activity.

Discussions display in a grading queue as of the discussion end date. VirtualClassroom automatically awards points to posts that students add to a discussion, but you can manually change the points for these submissions. You must then post all marks to GradeBook.

Refer to the appropriate section as follows:

- [“Grading Quizzes and Common Assessments”](#)
- [“Grading Discussions”](#)

Grading Quizzes and Common Assessments

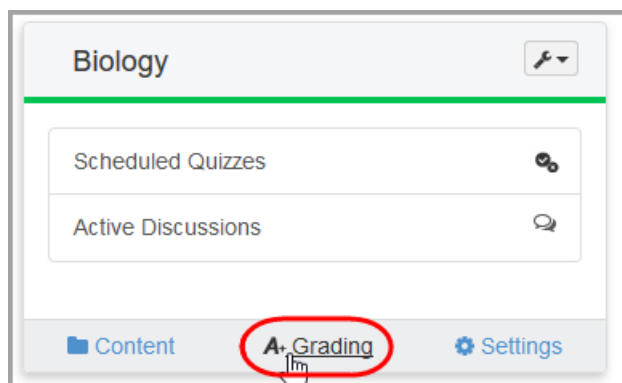
At any time after a student completes and submits an online activity, you can begin grading it.

Note: If you did not select **Preview before post?** on the **Assignment Details** screen while scheduling a quiz that contains **only** true/false, multiple choice, matching, and fill in the blank questions, student submissions from that activity will not display in the list of activities to grade as they have already been posted to GradeBook.

Note: If your district or school settings require you to receive quiz submission notifications, or if you subscribed to these notifications, you will receive a notification each time a student submits a quiz. You may have the option to filter these notifications so that you are only notified when you must manually grade a quiz (autoscored quizzes in this case would not generate a notification). See the ProgressBook StudentInformation Notifications Guide for more information.

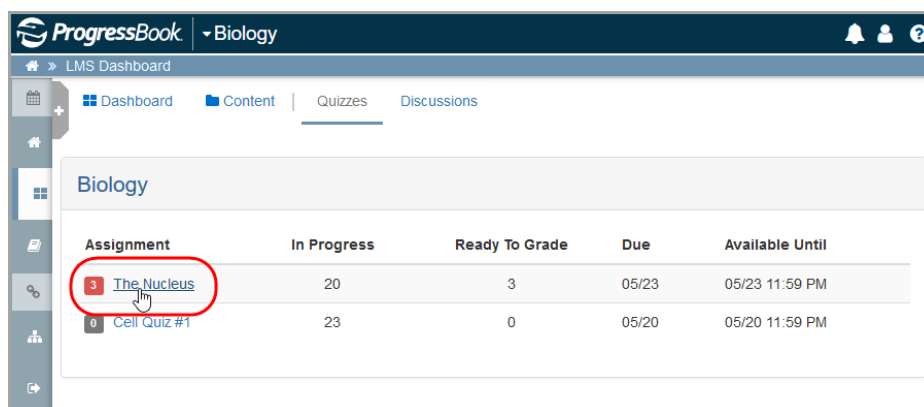
Activities that are ready for you to grade display in a grading queue as students complete them.

1. On the **Dashboard**, on the course with the activity you want to grade, click **Grading**.



The **Quizzes** screen displays with a list of assignments. Assignments with red indicators mean there are outstanding items to grade.

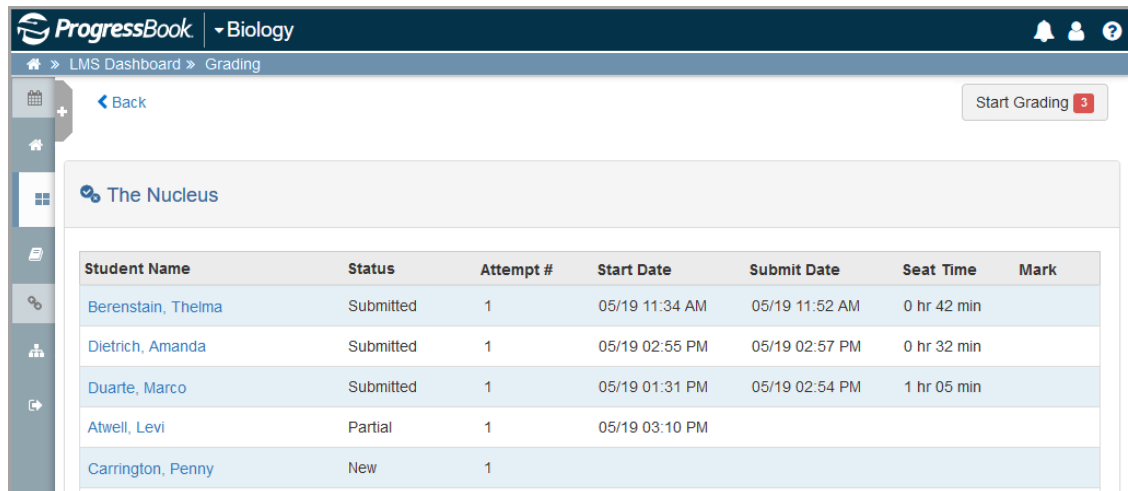
2. Click the name of the activity you want to grade.



The grading screen for the activity displays with student names. Review the following information:

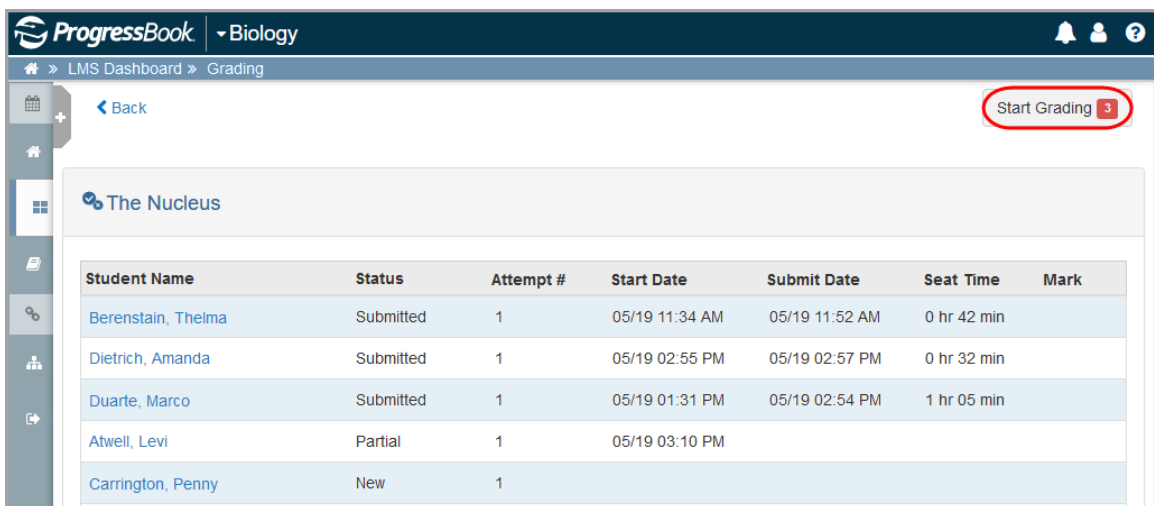
- **Status** – Displays one of the following:
 - **New** – Student has not yet viewed the activity
 - **Viewed** – Student has viewed the **Activity Details** screen in ParentAccess
 - **Started** – Student has clicked **Begin** but has not answered any questions
 - **Submitted** – Student has submitted activity and can no longer edit responses
 - **Partial** – Student has answered at least one question on the activity
 - **Graded** – Student's activity marks have been posted
 - **Joined** – Student was added to activity after it was published
- **Attempt #** – Number of times the student has attempted the activity
- **Start Date** – Date and time the student began the activity
- **Submit Date** – Date and time the student submitted the activity for grading
- **Seat Time** – Amount of time the student spent on the activity (does not include any time between exiting an activity and returning)

- **Mark** – Displays the student's mark if you selected **Preview before post?** and if all the questions in the activity can be autoscored (otherwise, scores display in this column after you grade the activities)



Student Name	Status	Attempt #	Start Date	Submit Date	Seat Time	Mark
Berenstain, Thelma	Submitted	1	05/19 11:34 AM	05/19 11:52 AM	0 hr 42 min	
Dietrich, Amanda	Submitted	1	05/19 02:55 PM	05/19 02:57 PM	0 hr 32 min	
Duarte, Marco	Submitted	1	05/19 01:31 PM	05/19 02:54 PM	1 hr 05 min	
Atwell, Levi	Partial	1	05/19 03:10 PM			
Carrington, Penny	New	1				

- To begin grading, click the name of the student whose activity you want to grade. Or, on the top right of the screen, click **Start Grading** to begin grading the activity that belongs to the first student in the list.



Student Name	Status	Attempt #	Start Date	Submit Date	Seat Time	Mark
Berenstain, Thelma	Submitted	1	05/19 11:34 AM	05/19 11:52 AM	0 hr 42 min	
Dietrich, Amanda	Submitted	1	05/19 02:55 PM	05/19 02:57 PM	0 hr 32 min	
Duarte, Marco	Submitted	1	05/19 01:31 PM	05/19 02:54 PM	1 hr 05 min	
Atwell, Levi	Partial	1	05/19 03:10 PM			
Carrington, Penny	New	1				

The grading screen for the activity of the student you selected displays. You can use the arrow keys to move from one points field to the next.

- (Optional) Select whether you want to show only ungraded questions, only autoscored questions, or all questions.

Show Questions:

All
 Ungraded
 Auto-Scored

Note: If a student submitted a quiz without answering one or more questions, you can click **Give 0 Points** at the top of the quiz to grant 0 points for each unanswered question.

5. (Optional) If you want to automatically display the answer key for each question, select the **Show all answer keys** checkbox in the **GradeBook Mark** area.

6. On the student's grading screen, review the answers, noting the following symbols:

- – student gave the correct answer
- – student gave an incorrect answer
- – question requires grading

Note: Click [View Answer Key](#) to see the correct answer or example response.

7. (Optional) If you want the student to take another attempt at answering any question:
- a. Select the **Allow student to Redo this question** checkbox.
 - b. In the **Score** field, enter the number of points (if any) you want to award the student for this attempt at the answer.
8. (Optional) To enter a comment about a specific answer, click [Add a Comment](#) for the related question and enter your remarks in the text box that displays.
9. If ungraded questions remain, mark each answer with the following:
- 100% – marks the question as correct and student receives full points
 - 50% – marks the question as partially correct and student receives half credit
 - Zero – marks the question as incorrect and student receives no points

Note: If you want the student to receive any other number of points that these options do not give you, enter the number of points in the **Score** field.

The screenshot shows the GradeBook interface for a user named Dietrich, Amanda. The page title is "The Nucleus". At the top right, it says "Graded Questions: Hidden" and "Score: 5.5 out of 9". Below this, there are two questions. Question 8 asks "Which substances move through the nuclear membrane from the cytoplasm to the nucleus?" and the answer "proteins, molecules, and lipids" is entered. Below the answer, there is a "View Answer Key" link and a grading section with a "Score" field containing "1", a "/ 1" indicator, and three radio buttons: "100%", "50%", and "Zero". Below this is a checkbox "Allow student to Redo this question" and an "Add a Comment" button. Question 9 asks "Which substances move through the nuclear membrane from the nucleus to the cytoplasm?" and the answer "RNA" is entered. Below the answer, there is a "View Answer Key" link and a grading section with a "Score" field, a "/ 1" indicator, and three radio buttons: "100%", "50%", and "Zero". The "50%" radio button is highlighted with a red circle. Below this is a checkbox "Allow student to Redo this question" and an "Add a Comment" button.

Note: As you grade each question, for mark types of points or percent, the **GradeBook Mark** field automatically populates the student's mark. For mark types other than points or percent, you must enter or select the mark.

10. (Optional) In the **GradeBook Mark** area:

- In the **Mark** field, adjust the score, if needed.
- In the **Comments** field, enter an overall comment for the student.
- The **Late** checkbox is automatically selected if a student submitted work past the assigned due date. However, if desired, you can deselect the checkbox before posting the marks to GradeBook.
- To send the entire activity back to the student for redo, select the **Mark quiz for redo** checkbox.
- To display the answer key for each question, select the **Show all answer keys** checkbox.

11. Click **Post**.

The screenshot shows the 'GradeBook Mark' interface. At the top, it displays 'Score: 6.5 / 9 (72.22 %)'.

Below this, there is a 'Mark:' section with a text input field containing '6.5' and a '/ 9' label.

Underneath is a 'Comment:' section with a text area containing the text: 'Revisit notes about the nucleolus and the chromatin network.'

At the bottom, there are three checkboxes:

- ☐ Late
- ☐ Mark quiz for redo
- ☐ Show all answer keys

At the very bottom, there is a green 'Post' button with a right-pointing arrow icon. This button is circled in red, and a mouse cursor is pointing at it.

The **Mark** for this student's activity posts to GradeBook, and the screen advances to the next activity that is available for grading. Once you have graded all of the activities that are ready for grading, the grading screen for the activity displays again.

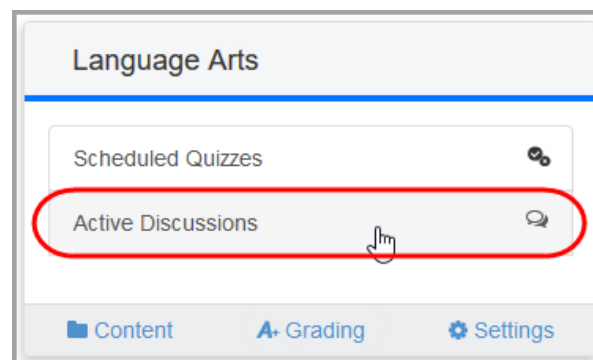
Note: If you override and post the **Mark** to GradeBook and later return to the student's grading screen, the **Mark** field displays the autoscored mark, while the **Score** at the top right displays the mark you posted to GradeBook.

Note: If you sent the activity back to the student for redo, you can click the student's name in the grading queue after the new attempt in order to correct the mark.

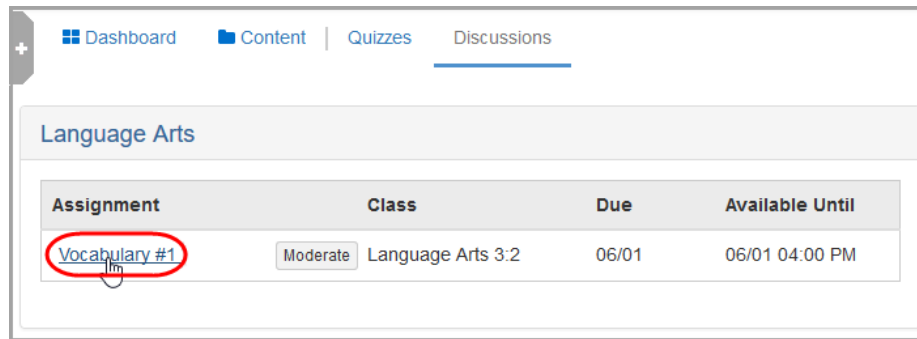
Grading Discussions

After a discussion's scheduled end date, you can finalize and post marks to GradeBook.

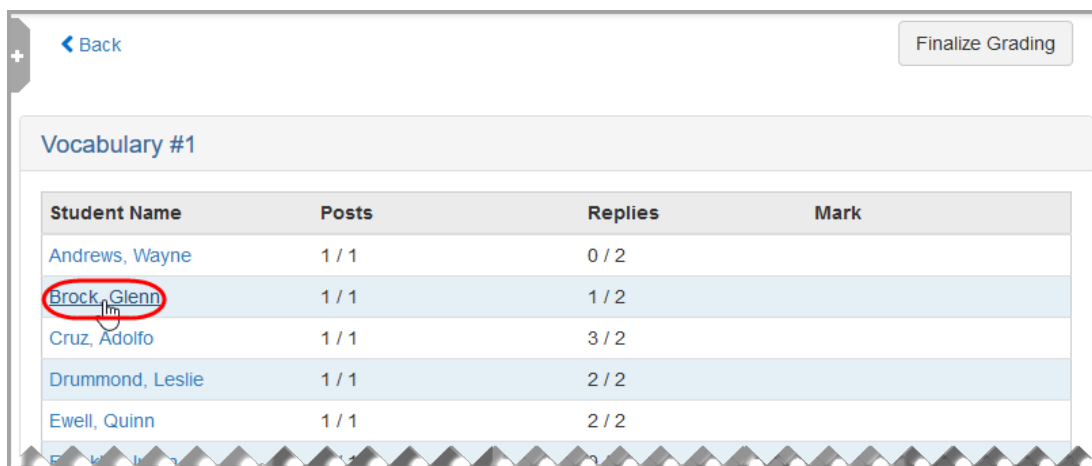
1. On the **Dashboard**, on the course with the discussion you want to grade, click **Active Discussions**.



- In the **Assignment** column, click the name of the discussion you want to grade.



- Click on a student's name to go to their grading screen for the discussion.



The grading screen for the student displays.

Note: If the student whose posts you are viewing replied to another student, both the reply and original post display. If you wrote a direct message to the student whose posts you are viewing, it displays as well.

- (Optional) To override the autoscored mark, in the section at the bottom of the screen, enter the desired score in the **Mark** field.
- (Optional) The **Late** checkbox is automatically selected if a student submitted work past the assigned due date. However, if desired, you can deselect the checkbox before posting the marks to GradeBook.
- (Optional) To enter a comment that will display on the **Assignment Marks** screen in GradeBook, enter a comment in the **Comments** field.
- Click **Post**.

Note: When you post marks, the value in the **GradeBook Mark** field is what posts to GradeBook.

Brock, Glenn

Vocabulary #1

Brock, Glenn
 posted 6/1/2016 11:23:04 AM

identical -- exactly the same. I have an identical twin, so sometimes people think he is me.

Replies: 2
 Hide Post

Drummond, Leslie
 posted 6/1/2016 3:35:54 PM

My right eye is identical to my left eye.

Hide Reply

Ewell, Quinn
 posted 6/1/2016 3:41:01 PM

Factories use machines to create products that are all identical to each other, unlike when people create handmade items.

Hide Reply

☐ Private Message

Ewell, Quinn
 posted 6/1/2016 11:13:03 AM

absurd -- ridiculous or unreasonable Since I am a straight A student, the claim that I cheated on the test was absurd.

Replies: 2
 Hide Post

Cruz, Adolfo
 posted 6/1/2016 3:46:39 PM

It is absurd that Donald Duck wants to be President.

Hide Reply

Brock, Glenn
 posted 6/1/2016 3:51:03 PM

Nothing is more absurd than a fish with a bicycle.

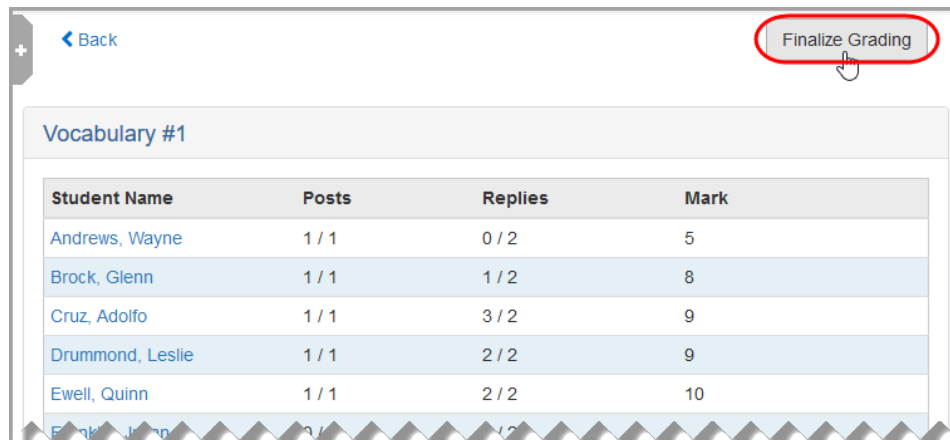
Hide Reply

☐ Private Message

GradeBook Mark
 Score: 8 out of 10
 Percent: 80%
 Mark: GradeBook Mark:
 Late: ☐
 Comments:

You are returned to the grading screen for the discussion where you can click another student's name to grade their discussion. As you post marks, the **Mark** column is populated on the discussion's grading screen.

8. Once you have posted marks for all students, click **Finalize Grading**.



Back

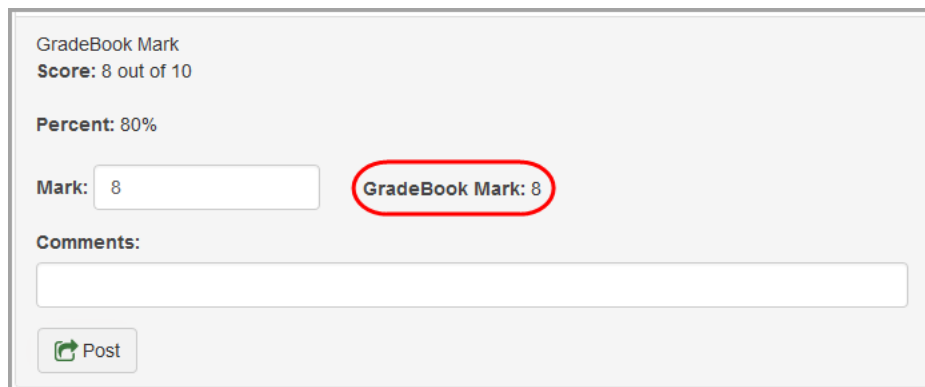
Finalize Grading

Vocabulary #1

Student Name	Posts	Replies	Mark
Andrews, Wayne	1 / 1	0 / 2	5
Brock, Glenn	1 / 1	1 / 2	8
Cruz, Adolfo	1 / 1	3 / 2	9
Drummond, Leslie	1 / 1	2 / 2	9
Ewell, Quinn	1 / 1	2 / 2	10
Funk, John	1 / 1	1 / 2	

All of the graded student activities are removed from the grading screen. The marks are now posted to GradeBook, and if you selected **Post the marks to the web?** on the **Assignment Details** screen, students and parents can view the marks in ParentAccess on the **Grades** screen. For students, the discussion is moved from the **Activities** screen **Assigned** tab to the **Graded** tab. Students can continue posting to the discussion until the designated end date.

If you return to a student's grading screen, the **GradeBook Mark** field is now populated.



GradeBook Mark

Score: 8 out of 10

Percent: 80%

Mark: 8

GradeBook Mark: 8

Comments:

Post

ProgressBook Library

The ProgressBook Library contains a **Personal** section, a **District** section, and a **Public** section. The **Personal** library contains all of the courses you have created, imported, or purchased; this includes courses you have hidden from your **Dashboard**. The **District** library contains courses made available by other ProgressBook users only in your district. The **Public** library contains courses made available for purchase by any district that uses VirtualClassroom.

- [“Personal Library”](#)
- [“District Library”](#)
- [“Public Library”](#)

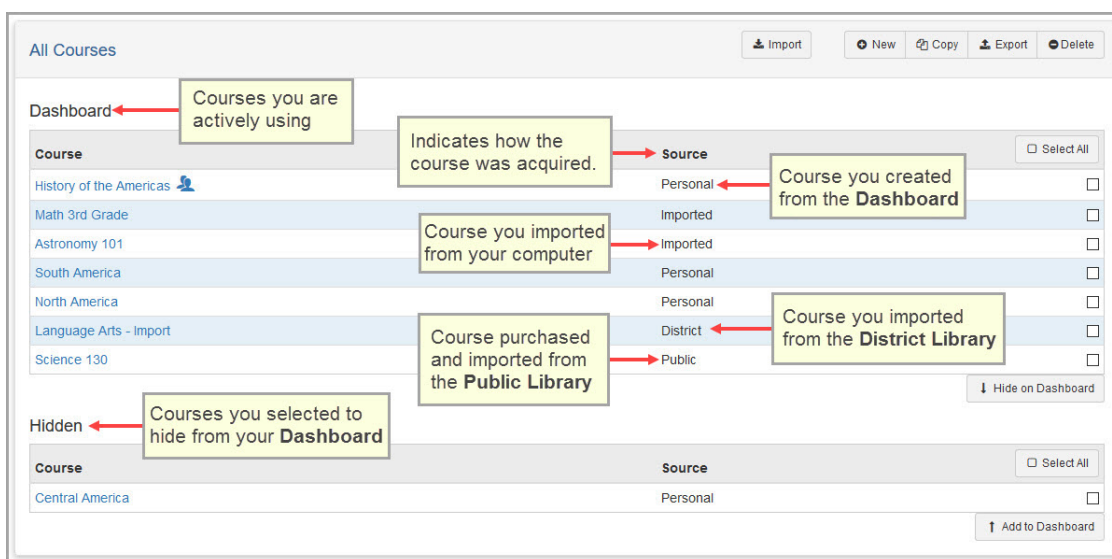
Personal Library

The **Personal** section of the ProgressBook Library contains courses that you have created in addition to courses you have imported, purchased, sent to the recycle bin, or hid from your **Dashboard**. Refer to the following topics:

- [“Understanding the Personal Library”](#)
- [“Importing a Course from Your Machine”](#)
- [“Adding a Course”](#)
- [“Copying a Course”](#)
- [“Exporting a Course”](#)

Understanding the Personal Library

The **Personal** section of the ProgressBook Library is the central location for all of your courses. The grids on the screen give you a quick overview to the types of courses you have.



District Library

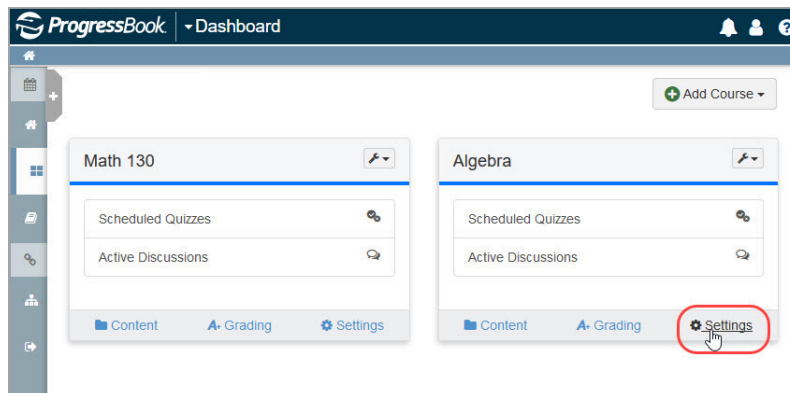
The **District** section of the ProgressBook Library contains courses that other members of your district have made available for use within the same school district. Refer to the following topics:

- [“Publishing Content”](#)
- [“Importing Content”](#)

Publishing Content

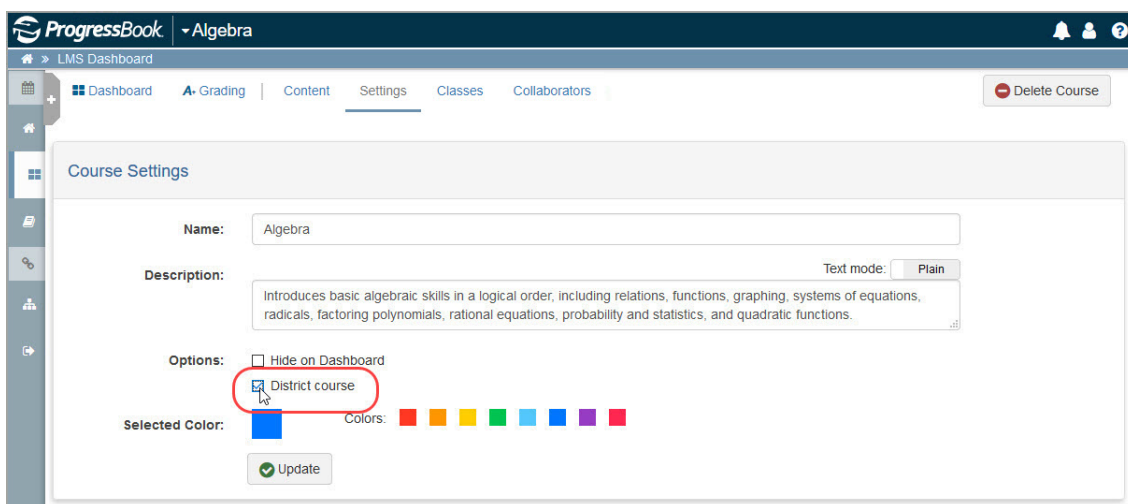
You can publish courses to your district’s library to make them available to other members of your district.

1. On your **Dashboard**, on the course you want to publish to the district library, click **Settings**.



The **Settings** screen displays.

2. Under **Course Settings**, in the **Options** area, select the **District course** checkbox.



3. Click **Update**.

Now, when other members of your district go to the ProgressBook Library and click **District**, they can import a copy of your course to their personal dashboards.

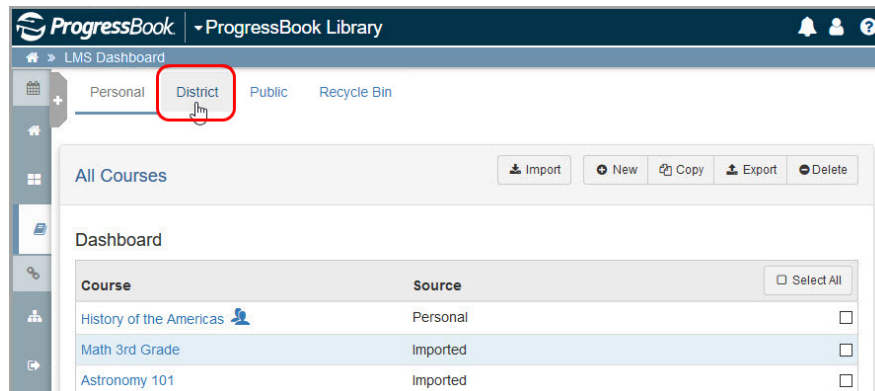
Importing Content

You can import courses that other members of your district have made available for any district members to use.

1. From any screen in VirtualClassroom, click **Library** in the navigation bar. If the navigation bar is not expanded, click .

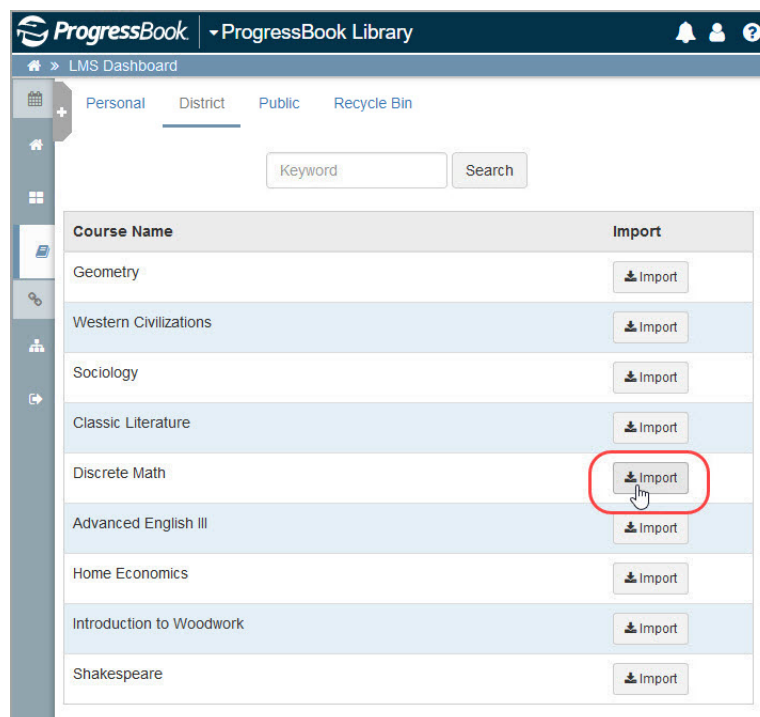
The **ProgressBook Library** screen (**Personal**) displays.

2. Click **District**.



A grid containing district courses displays.

3. (Optional) Search for the course you want to import by entering a word or phrase in the **Keyword** field, and then click **Search**.
4. Click **Import** in the row of the course you want to import to your **Dashboard**.



The course now displays on your Dashboard with “ - Import” appended to the title.

Public Library

The **Public** section of the ProgressBook Library lets you search for courses that other districts have made available for purchase. All courses purchased from a vendor by a district are available for use by the entire district. Refer to the following topics:

- [“Searching for Content”](#)
- [“Purchasing Content”](#)
- [“Importing Content”](#)
- [“Permissions for Using Purchased Content”](#)

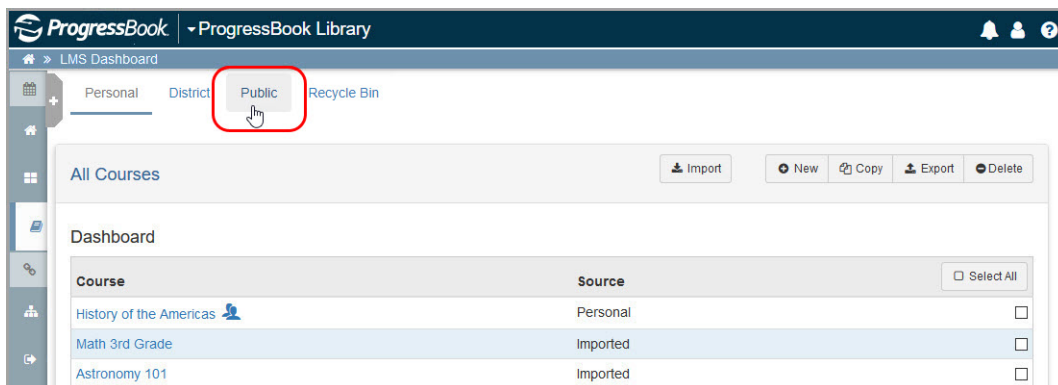
Searching for Content

You can search for courses within the library. To do so:

1. From any screen in VirtualClassroom, click **Library** in the navigation bar. If the navigation bar is not expanded, click .

The **ProgressBook Library** screen (**Personal**) displays.

2. Click **Public**.

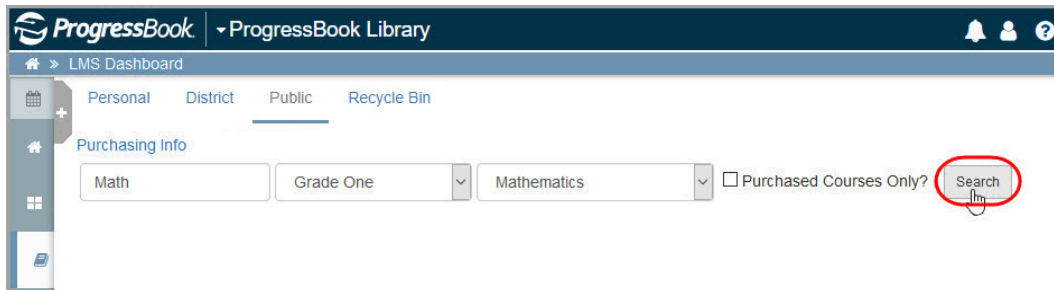


3. Use any or all of the following fields or drop-down lists:
 - **Course Name** – Enter text appearing in a course name
 - **Select a grade level** – Select a grade level from pre-kindergarten up to grade 12
 - **Select a subject** – Select one of the following subjects:
 - College and Career Readiness - K-12 English/Language Arts
 - English/Language Arts
 - Fine Arts
 - Foreign Language
 - Health
 - Mathematics
 - Science
 - Social Studies
 - Technology

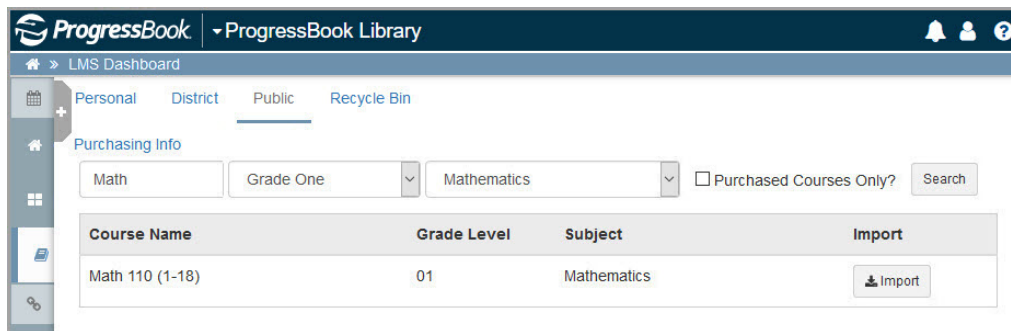
- Other

Note: To view only courses that your district has already purchased, select the **Purchased Courses Only?** checkbox.

4. Click **Search**.

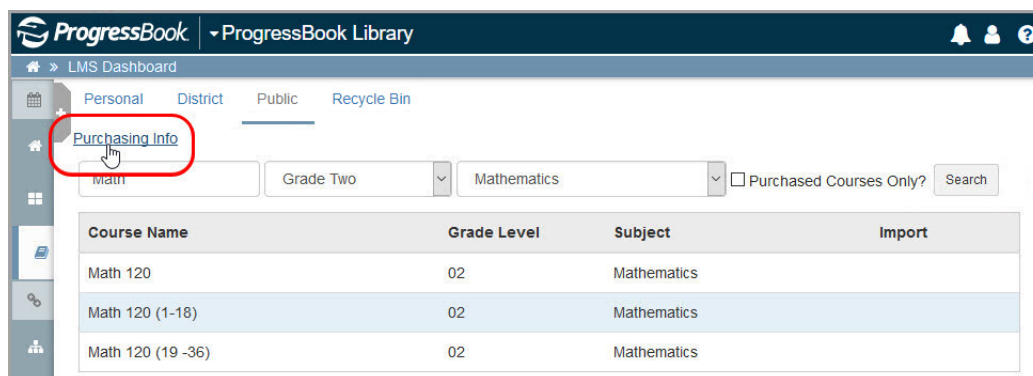


Courses related to your search display. Only 100 results display at a time. If you cannot find the course you are looking for, make your search criteria more specific.



Purchasing Content


After you search for content (see [“Searching for Content”](#)), if you find a course that you want available for your own use, you can request that your district purchase it. At the top left, click **Purchasing Info**.

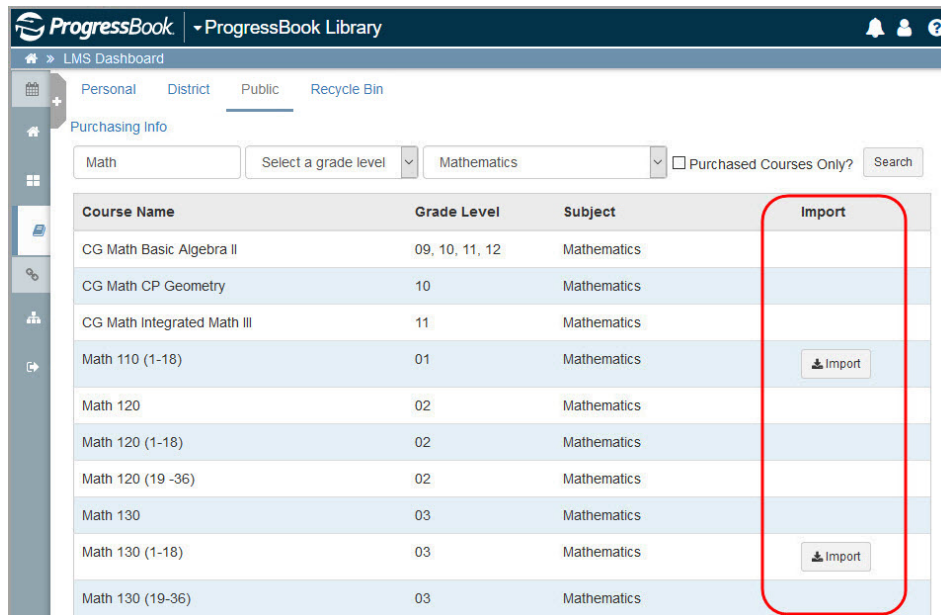


A window displays a message indicating that you must contact a district representative to purchase the course. If the course is purchased, it is available for all teachers in your district. Purchased course licenses last for one year unless your district renews them.

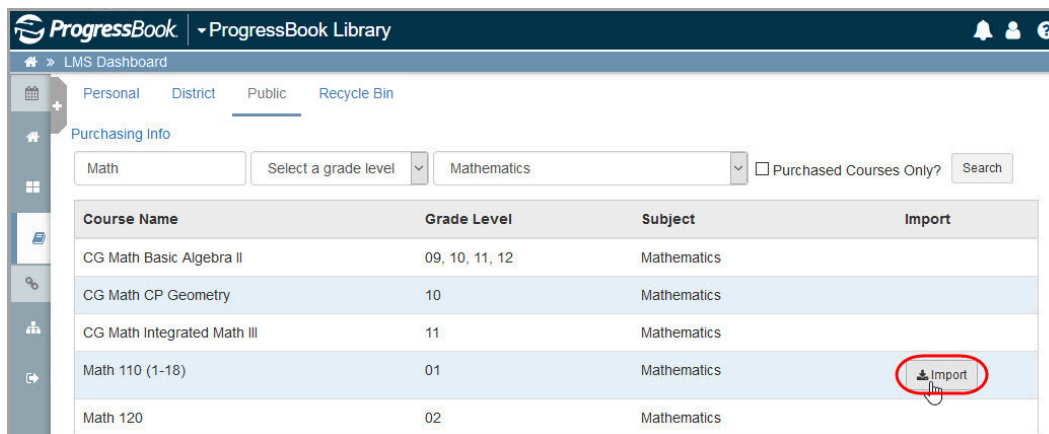
Importing Content

Once your district has purchased courses, you can import them into your account so that you can view them and assign their activities to your students.

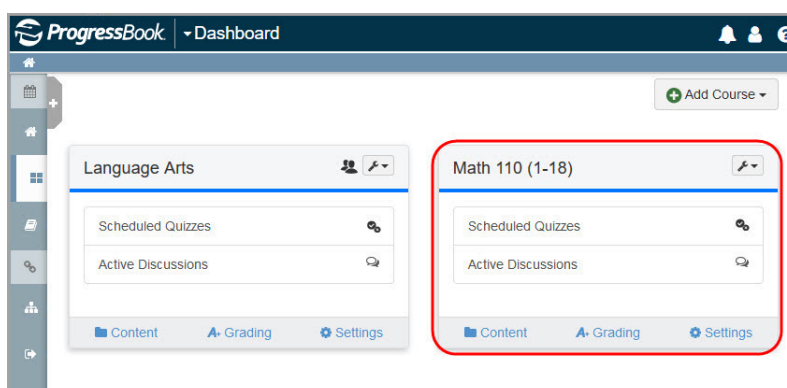
1. After searching for a purchased course in the ProgressBook Library, in the **Import** column, look for courses with  **Import**.



2. On the course you want to use, click **Import**.



The course you selected to import displays on your **Dashboard** so that you can use it in your instruction.



Permissions for Using Purchased Content

The **Permissible Tasks by Role** table below describes which roles (Owner, Contributor, and Reader) can perform which tasks with purchased content.

Permissible Tasks by Role

	Owner	Contributor	Reader
Edit course color	x	x	x
Delete course	x		
Rename course	x		
Edit course description	x		
Copy course	x		
Hide/reorder course	x	x	x
Create activity	x	x	
Delete activity	x	x	
Edit resource publish status and dates	x	x	
Add folders to course	x	x	
Copy activities and folders within course	x	x	
Edit quiz names, instructions, and paging options	x		
Add and reorder quiz questions	x	x	
Delete questions	x		

All roles are *prohibited* from doing the following with purchased content:

- Edit questions
- Import content into other courses

File Uploads

VirtualClassroom supports uploading files from your local machine, as well as Google Drive and Microsoft OneDrive accounts, if enabled by your district. When you allow students to upload files, you can select to allow any of the following file types:

- Images
- Audio
- PDF
- Text
- Videos
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Google Docs
- Google Drawing
- Google Slides
- Google Sheets
- iWork Pages
- iWork Numbers
- iWork Keynote

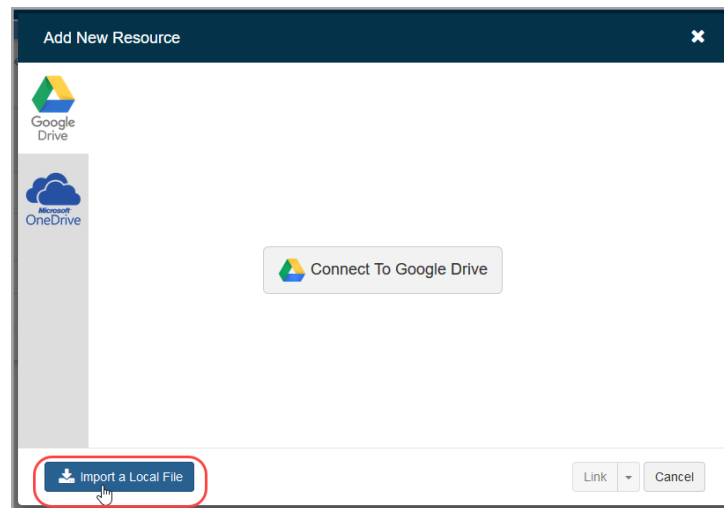
Refer to the appropriate topics below:

- [*"Your Local Machine"*](#)
- [*"Google Drive"*](#)
- [*"Microsoft OneDrive"*](#)

Your Local Machine

Any time you are prompted to upload a file (to a course, to a quiz, or to a question), you can upload one from your computer.

1. On the **Add New Resource** window that opens, click **Import a Local File**.



2. Navigate to and select the file to upload.

The window closes. The screen on which you initiated the upload displays with a preview or link to the file.

Google Drive

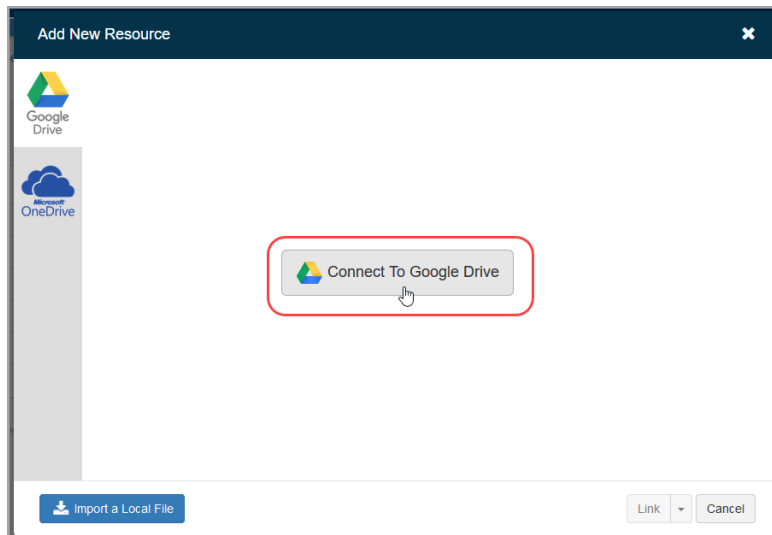
If your district has configured Google Drive integration with VirtualClassroom, you can connect your ProgressBook account to your Google Drive account and upload files. Refer to the appropriate topics below:

- [“Connecting”](#)
- [“Uploading”](#)

Connecting

The first time you select **Google Drive** (or any time you have logged out of your Google Drive account in VirtualClassroom), you are prompted to connect your account to VirtualClassroom.

1. After you initiate a file upload, on the **Add New Resource** window that opens, with  selected on the left side panel, click **Connect to Google Drive**.






2. On the new window that opens, log in to your Google Drive account with your username and password.

Note: You may be prompted to allow ProgressBook to access your Google Drive files.

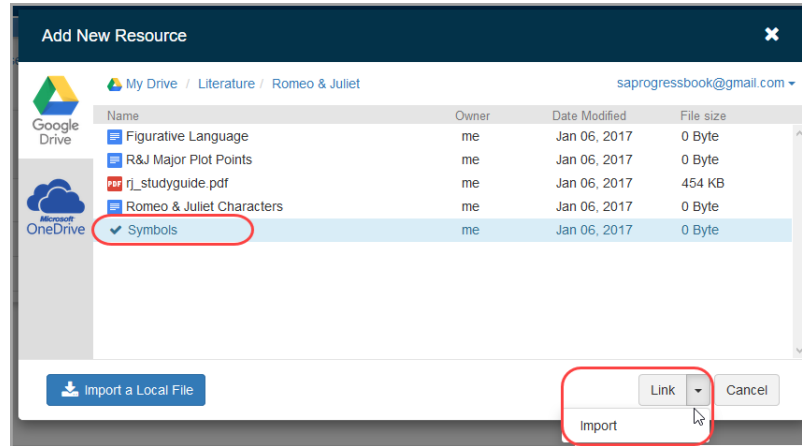
3. (Optional) If you want to disconnect your Google Drive account from VirtualClassroom or switch to another Google Drive account, click your Gmail address at the top right of the screen, and then click **Sign out**.

Uploading

Any time you are prompted to upload a file (to a course, to a quiz, or to a question), you can upload one from your Google Drive account.

1. After you initiate a file upload, on the **Add New Resource** window that opens, in the left column, click  .
2. Navigate to and select a file from your Google Drive account.
 - To upload it as a live link, click  .
 - To upload it as a file students can download, click the drop-down arrow beside  and select **Import**.

Note: If you delete a file, a message displays indicating that while your file has been deleted from the course, it has not been deleted from your Google Drive account. If a student still has a link to your document, they can continue viewing your file unless you edit the permissions in Google Drive.



A preview or link to your file displays.

Microsoft OneDrive

If your district has configured Microsoft OneDrive integration with VirtualClassroom, you can connect your ProgressBook account to your Microsoft OneDrive account and upload files. Refer to the appropriate topics below:

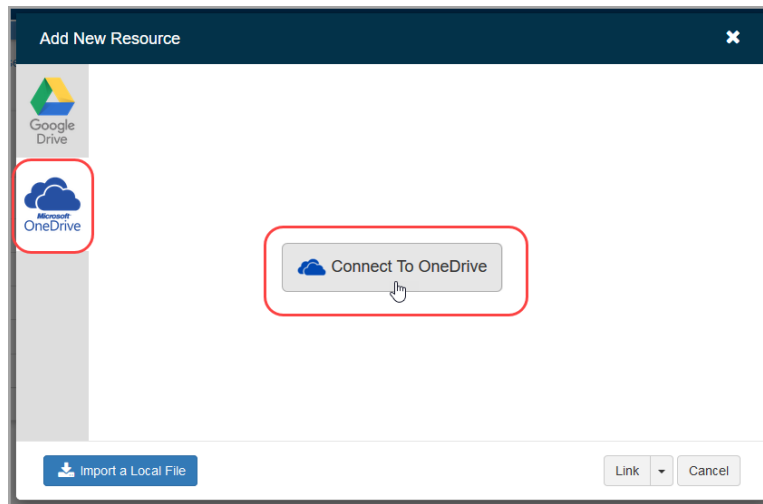
- [“Connecting”](#)
- [“Uploading”](#)

Connecting

The first time you select **Microsoft OneDrive** (or any time you have logged out of your OneDrive account in VirtualClassroom), you are prompted to connect your account to VirtualClassroom.

1. After you initiate a file upload, on the **Add New Resource** window that opens, click  on the left side panel.

2. Click **Connect to OneDrive**.




3. On the new window that opens, log in to your Microsoft OneDrive account with your username and password.

Note: You may be prompted to allow ProgressBook to access your Microsoft OneDrive files.


4. (Optional) If you want to disconnect your Microsoft OneDrive account from VirtualClassroom or switch to another Microsoft OneDrive account, click your name at the top right of the window, and then click **Sign out**.

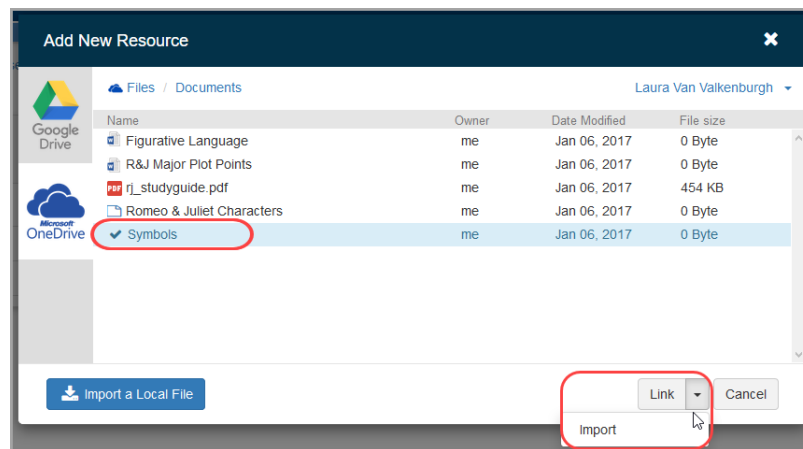
Uploading

Any time you are prompted to upload a file (to a course, to a quiz, or to a question), you can upload one from your Microsoft OneDrive account.

1. After you initiate a file upload, on the **Add New Resource** window that opens, click  on the left side panel.
2. Navigate to and select a file from your Microsoft OneDrive account.

- To upload it as a live link, click .
- To upload it as a file students can download, click the drop-down arrow beside

 and select **Import**.



A preview or link to your file displays.