

ProgressBook GradeBook Teacher Guide: Traditional



ProgressBook GradeBook Teacher Guide (This document is current for v20.0.0 or later.)
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Change Log

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

Product Version	Heading	Page	Reason
20.0.0	"Assignments and Marks"	67	Updated text and screenshots with new Undo All Changes (#) button and related information.
20.0.0	"Set Up Default Preferences for Assignments"	72	Updated text and screenshots to reflect removal of historical mark entry option.
20.0.0	"Undo Mark Entry on Assignment Marks Screen"	96	Added section.
20.0.0	"Undo Mark Entry on GradeBook Grid"	106	Added section.
20.0.0	"Undo Mark Entry on 5-Day View Screen"	108	Added section.
20.0.0	"Google Classroom™ Assignments and Marks"	113	Updated screenshots with new student sort order. Updated text with information regarding class sections.
20.0.0	"Entering Attendance on a Seating Chart"	144	Added section.
19.5.0	"Google Classroom™ Assignments and Marks"	113	Updated text with requirements for Google Classroom Sync setup.
19.5.0	"Receiving Report Card Entry Date Notifications"	121	Added section.
19.5.0	"New Seating Chart"	133	Added section.
19.4.2	"Lesson Plans"	212	Updated screenshots and text to reflect new user interface.
19.4.0	"Set Up Default Preferences for Assignments"	72	Updated text to indicate that preferences are also applied to assignments imported from Google Classroom.
19.3.0	"Interim and Report Card Grades"	117	Added notes regarding character limit of free-form comments on report cards.
19.2.0	"GradeBook Grid"	100	Updated text and screen shots to reflect addition of Daily Comments and Period Attendance links.

Table of Contents

Change Log	i
Welcome to GradeBook	1
Log In to GradeBook	1
Sign Out of GradeBook	2
Find the Information You Need	3
Use GradeBook Help	3
Navigate GradeBook	3
Use the Application Quick Launch	4
Teacher Home Page	4
Class List	5
Select a District	6
Search for a Student	6
Class Dashboard	7
Enter Daily Comments	10
View Missing Assignment Details	12
Change Password	12
Update Email Address	13
Use Spell Check	14
Add Dictionary Entries	15
Edit Dictionary Entries	16
Use Text Editor	17
Class Groups and Class Rosters	18
Set Up Groups Within Classes	18
Add a Group Within a Class	18
Edit Groups Within Classes	19
Group Classes Together	20
Update Class Roster	21
Sort Students in Class Roster	22
Assign Students to Groups in Class Roster	22
Hide Students in Class Roster	23
Add Students to the Class Roster	23
Attendance and Activities	25

Daily and Period Attendance	25
Daily Attendance	25
Period Attendance	27
Period Attendance by Block	30
Enter Lunch Counts	33
Send Class Notifications	34
Student Profile Information	36
Enter Student Profile Comments	37
View Student's Progress Report for a Single Class	38
View Progress Report for All Student's Classes	38
Discipline	39
Submit Discipline Incident from Home Page	39
Submit Discipline Incident from Student Profile	42
View Discipline Incidents	46
GradeBook Setup	47
Assignment Types	47
Set Up Assignment Types	47
Calculation Methods and Weights	50
Calculation Methods Using Straight or Weighted Averages	50
Set Up GradeBook to Calculate Grades Using Straight Averages	51
Use Calculation Weights	51
Set Up GradeBook to Calculate Grades Using Weighted Averages by Assignment Type	52
Set Up GradeBook to Calculate Grades Using Different Calculation Methods for Each Grading Period	53
Weight Individual Assignments	54
Set Up GradeBook to Calculate Averages Manually	55
Calculate Students' Grades Manually	56
Year-to-Date (YTD) Calculation Method	57
Grading Scale Options	58
Default Grading Scale	58
Custom Setup 1 Grading Scale for Traditional Report Cards	60
Share GradeBook Access	64
Copy GradeBook Access to a Class	65
Identify Shared Assignment Types	65
Assignments and Marks	67

Assignment Creation	67
Create Assignments	68
Create Extra Credit Assignments	70
Create Floating Assignments	71
Create Recurring Assignments	72
Set Up Default Preferences for Assignments	72
Assigning Assignments	75
Student Group Assignments	75
Posting Assignments	76
Sharing Assignments with Other Classes	77
Academic Standards	78
Add Academic Standards to an Assignment	79
Copy Academic Standards from Lesson Plans to Assignments	80
Remove Academic Standards from an Assignment	80
Copy and Delete Assignments	80
Copying Assignments	81
Deleting Assignments	82
Assignment Bank	82
Import an Individual Assignment from the Assignment Bank	82
Import Multiple Assignments from the Assignment Bank	83
Delete Assignments from the Assignment Bank	84
Assignment and Assessment Marks	86
Enter Assignment Marks	87
Mark Assignments as Missing	89
Mark Assignments as Late	90
Exclude Assignments from Students' Grades	91
Exclude and Post Assignments	92
Exclude Lowest Assignment Mark for a Default or Custom Setup 1 Class	93
Undo Mark Entry on Assignment Marks Screen	96
Import Assignment Marks	97
The marks do not match	99
Post Assignment Marks to ParentAccess	99
GradeBook Grid	100
Navigate GradeBook Grid	102
Enter Class Assignment Marks on GradeBook Grid	
Set Display Preferences on the GradeBook Grid	105
Undo Mark Entry on GradeBook Grid	
Assignment Maintenance Screen	106

	Assignment 5-Day View	107
	Undo Mark Entry on 5-Day View Screen	108
	Transferring a Student's Marks from Class to Class	108
	Transfer a Student's Marks from Class to Class	110
	Google Classroom™ Assignments and Marks	113
	Signing in to Google Classroom from GradeBook	113
	Syncing Assignments and Marks for Default or Custom Setup 1	114
G	rades	117
	Interim and Report Card Grades	117
	Enter Interim/Report Card Grades by Student	117
	Enter Interim/Report Card Grades by Class	119
	Receiving Report Card Entry Date Notifications	121
Se	eating Chart	122
	Create a Seating Chart	122
	Customize a Seating Chart	124
	Add a Label to a Seating Chart	124
	Arrange Desks Manually on a Seating Chart	125
	Edit a Student's Desk on a Seating Chart	126
	Add a Student to the Seating Chart	127
	Add a Desk to a Seating Chart	128
	Delete a Student from the Seating Chart	129
	Copy Seating Chart	130
	Print a Seating Chart	131
	Delete a Seating Chart	132
Ne	ew Seating Chart	133
	Creating a Seating Chart	133
	Adding Desks to a Seating Chart	135
	Deleting Desks from a Seating Chart	139
	Editing a Seating Chart	140
	Adding Labels to a Seating Chart	140
	Moving Desks and Labels on a Seating Chart	142
	Deleting Labels on a Seating Chart	143
	Editing Seating Chart Preferences	144
	Entering Attendance on a Seating Chart	144
	Entering Daily Attendance	144

	Entering Period Attendance	145
	Printing a Seating Chart	146
	Deleting a Seating Chart	146
R	eports	148
	Classic Reports	148
	Class Progress Report	149
	Class Roster Report	150
	Gradebook Summary Report - Elementary	152
	Homeroom Roster List Report	154
	Lesson Plan Report	155
	Missing Assignment Report	157
	ParentAccess Login Activity Audit	159
	Period Attendance Report	160
	Post Homework & Marks to Web Audit	163
	Student Progress Reports	164
	Report Builder Reports	168
	Class Assignment Marks Report	170
	Homework and Marks Posted to ParentAccess	
	Report Card Marks Report	176
	Student Demographics by Class Report	180
	YTD (Year to Date) Final Grade Report	183
P	arentAccess	188
	View ParentAccess	189
	Navigate ParentAccess	189
	View Another Student in the Class	191
	Sign Out of ParentAccess	192
	Student Information	193
	School Information	194
	Family Information	194
	Change a Student's Password in ParentAccess	195
	ParentAccess Alerts Overview	196
	Post Homework to ParentAccess	196
	Post Homework	196
	Post Recurring Homework to ParentAccess	197
	Import Homework from the Homework Bank	199
	Search for Homework in the Homework Bank	201

	Delete Homework from the Homework Bank	202
	Exclude Students from Homework Posted to ParentAccess	203
	Set Up Class Preferences for ParentAccess	204
	Class Information for ParentAccess	206
	Create Class Information Page	206
	Add Links to Items in ParentAccess	207
	Add Attachments to Items in ParentAccess	208
	Upload Images	209
	Delete Class Information Page	210
Le	esson Plans	212
	Create Lesson Plan Template	213
	Create Lesson Plans	214
	Academic Standards	216
	Attachments	219
	Search for Lesson Plans	220
	Schedule Lessons	221
	Edit Lesson Plans	224
	Copy Lesson Plans	224
	Print Lesson Plans	225
	Delete Lesson Plans	226
	Delete Individual Lesson Plans	226
	Delete Multiple Lesson Plans	226
	5 Day Planner	227
	Set Up Lesson Plan Sharing	228
	Share Lesson Plans	229

Welcome to GradeBook

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

To view an overview video, navigate to the following link: https://www.youtube.com/watch?v=Mj9oi-HE_Nw

Log In to GradeBook

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

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

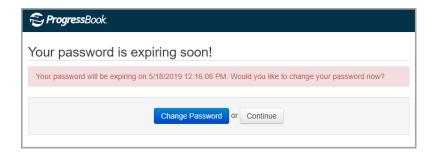
Note: Once you select a domain, the system remembers the last domain accessed.

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

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

Click Sign In.



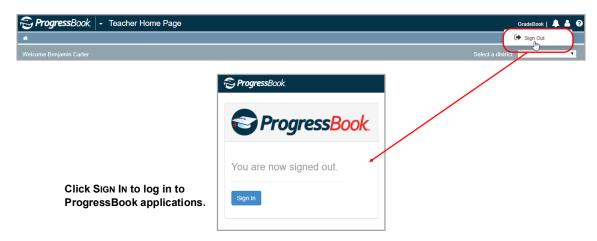


Note: If your password is expired, CentralAdmin displays the **Password expired** screen, and you must change your password to access ProgressBook applications.

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

Sign Out of GradeBook

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



Find the Information You Need

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

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

Use GradeBook Help

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

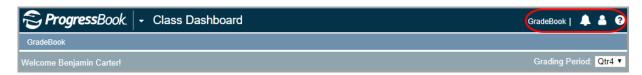
GradeBook Help displays in a separate tab or browser window (depending on your browser settings) where you can browse the table of contents for specific topic titles, search for information in the index by using keywords, or enter a word or phrase in the search field to return a list of possible help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

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

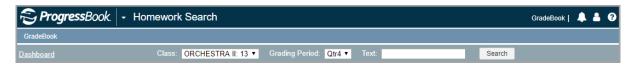
Navigate GradeBook

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

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



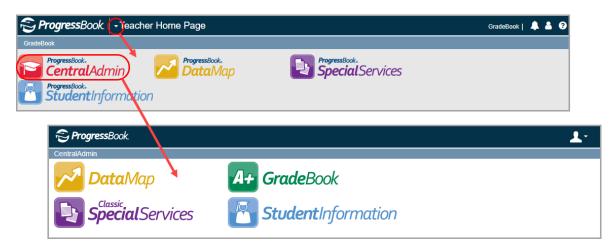
On the left side of the **Teacher Home Page**, in the **Classes** area, click any class link to access the **Class Dashboard** for that class. To access the **Class Dashboard** from most other screens in GradeBook, click the **Dashboard** or **Class Dashboard** link that is located in the top-left corner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



Use the Application Quick Launch

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

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

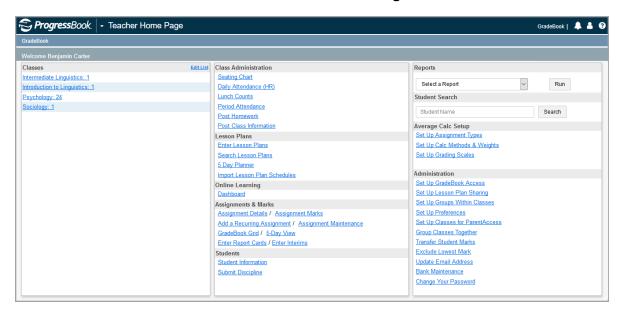


Teacher Home Page

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

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

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



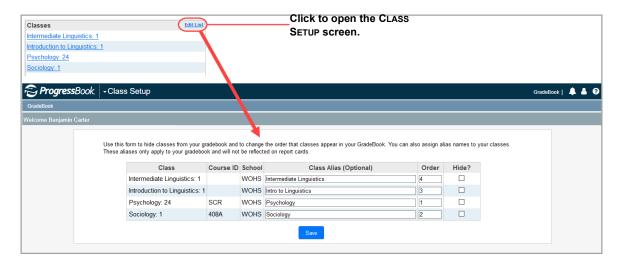
Class List

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

Edit Class List

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

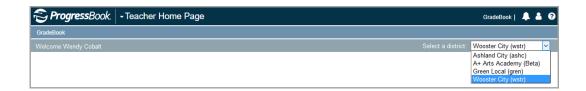
3. Click Save.



Select a District

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

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



Search for a Student

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

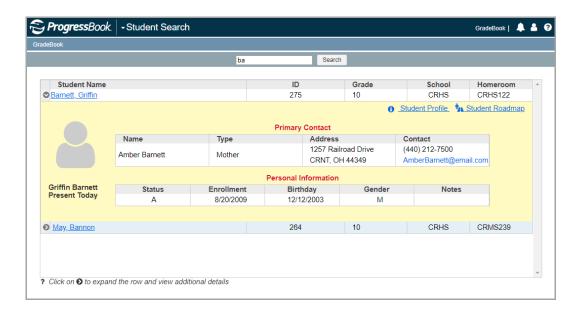
1. On the **Teacher Home Page** or **Class Dashboard**, in the **Student Search** area, enter a full or partial name in the **Student Name** field, and then click **Search**.



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

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

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



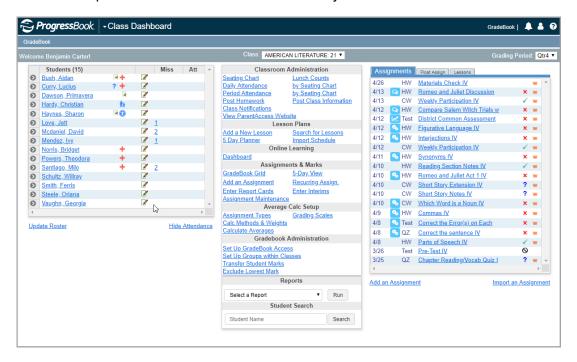
- 3. (Optional) To view more information about the student, click Student Profile.
 - If the student is in one of your classes, the **Student Profile** screen displays, and you can click any tab to view more information. See "Tabs Available on Student Profile Screen."
 - If the student is not in one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

Class Dashboard

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

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

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

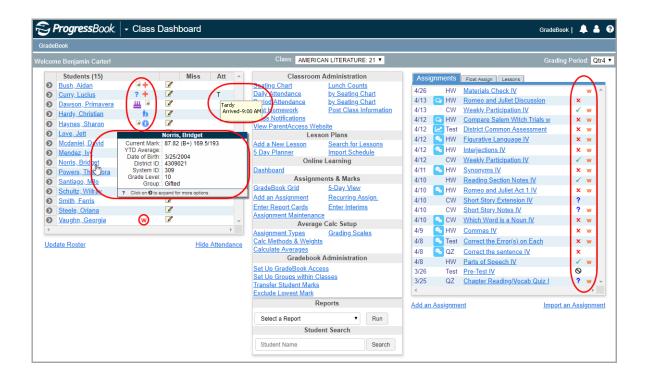


The "Class Dashboard Symbols" table provides a brief description of the symbols that may display on the Class Dashboard.

Class Dashboard Symbols

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

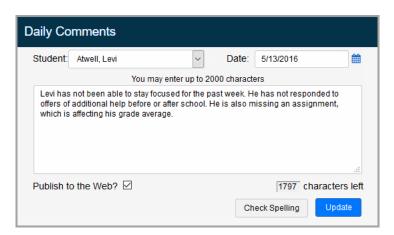
Symbol	Description	
	Indicates that student has forms that need to be viewed. Click the symbol to open the Completed Tasks screen in SpecialServices.	
es e	Note: The SpecialServices symbol appears for 13 months after the last task was completed.	
W (red)	Indicates that student has withdrawn from the class.	
Addis, Thomas Mansfield Current Mark: 95.70 (A) 6770 YTD Average: 94.30 (A) Date of Birth: 12/25/1998 District ID: 172/014 System ID: 48125 Grade Level: 10 Group: ? Click on © to expand for more options	Hover window: Displays student's current mark for the class; year to date (YTD) average if the year to date grade calculation has been enabled for the report card used in the class; date of birth, district ID, system ID, grade level, and group, if applicable. Hover your cursor over the student's name to see the information.	
Letter in " Att " column	Based on the district's attendance codes, indicates whether a student is absent or tardy for the day. Hover cursor over the code to see the description, reason, and times.	
Number in " Miss " column	Indicates number of missing assignments for the grading period. Click the number to view a list of missing assignments.	
4	Select to enter a daily comment for student.	
	Indicates that a daily comment has been added for student. Hover cursor over symbol to read comment. Select to edit comment.	
	Assignments	
?	One or more students are marked as missing this assignment.	
%	Assignment is linked to a VirtualClassroom quiz.	
Q	Assignment is linked to a VirtualClassroom discussion.	
0	Assignment is linked to a Canvas assignment.	
W (orange)	Assignment marks have been posted to the Web.	
✓	All marks have been entered for the assignment.	
× (red)	All marks have not been entered for the assignment.	
0	The assignment has been excluded from all students' averages.	
Lesson Plans		
Opens the Lesson Plan View and Print windows.		
<u>(m)</u>	Opens the Reschedule a Lesson window.	
<u>e</u>	Opens the Lesson Plan Maintenance screen for editing, printing, deleting, file attaching, and rescheduling lesson plans.	
× (blue)	Removes the lesson schedule from a class but does not delete the lesson plan.	



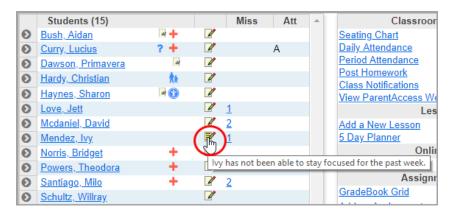
Enter Daily Comments

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

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



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

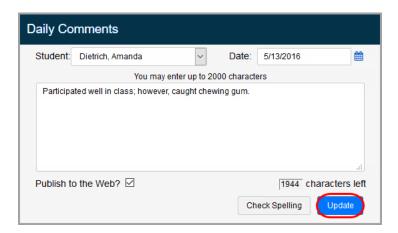


 (Optional) To view all the daily comments entered for a student, select the student on the Class Dashboard, and then click the Progress tab on the Student Profile screen. Daily comments are listed below assignments.

Edit Daily Comments

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

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



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

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

Delete Daily Comments

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

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

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

View Missing Assignment Details

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

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



The Missing Assignments for [student name] window displays.

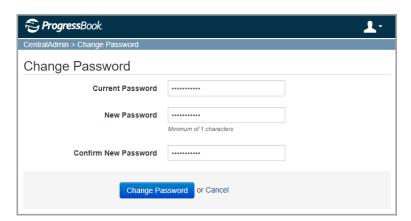
2. On the **Missing Assignments for [student name]** window, you can view the assignment date, type, name, possible points, and comments, if any were entered.

Change Password

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

- 1. On the **Teacher Home Page**, in the **Administration** area, click **Change Your Password**. The CentralAdmin **Change Password** screen displays.
- On the Change Password screen, in the Current Password field, enter your current password.

- 3. In the New Password field, enter your new password.
- 4. In the Confirm New Password field, re-enter your new password.
- 5. Click Change Password.



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

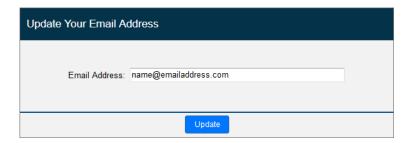
Note: For ProgressBook authenticated users, by default, you must wait 360 days to reuse a password; however, your district may have different requirements.

Update Email Address

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

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

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



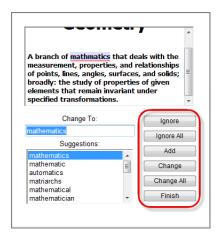
Use Spell Check

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

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

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

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

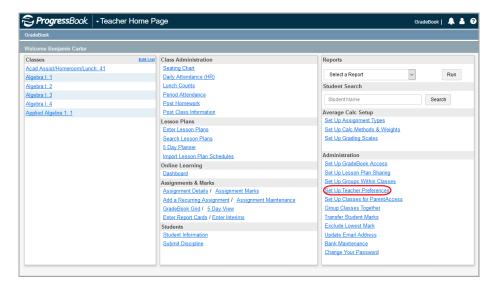


3. When the Spelling Check is complete message displays, click **OK**.

Add Dictionary Entries

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

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



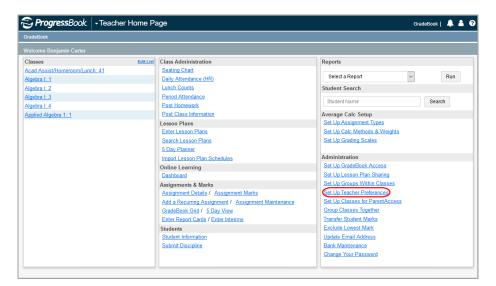
- 2. On the left side of the Teacher Preferences screen, click Edit Your Dictionary.
- 3. On the Dictionary screen, click Add New Word to Dictionary.
- 4. Enter the new word in the Word field.
- Click Save.



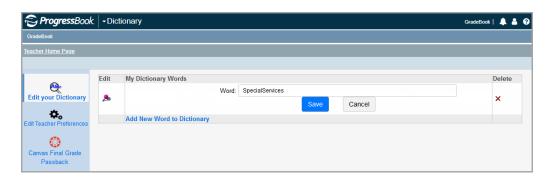
Edit Dictionary Entries

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

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



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



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

Use Text Editor

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



Class Groups and Class Rosters

- "Set Up Groups Within Classes"
- "Group Classes Together"
- "Update Class Roster"

Set Up Groups Within Classes

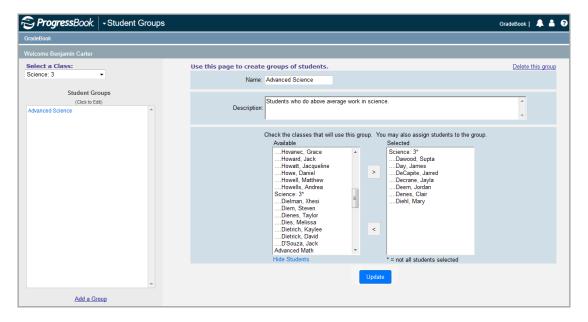
You may want to create groups within classes that represent students working on different assignments or working on different projects. You can create a group that includes students from a single class or students from multiple classes. The number of groups you can create in GradeBook is limitless. However,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

- "Add a Group Within a Class"
- "Edit Groups Within Classes"

Add a Group Within a Class

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

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



Edit Groups Within Classes

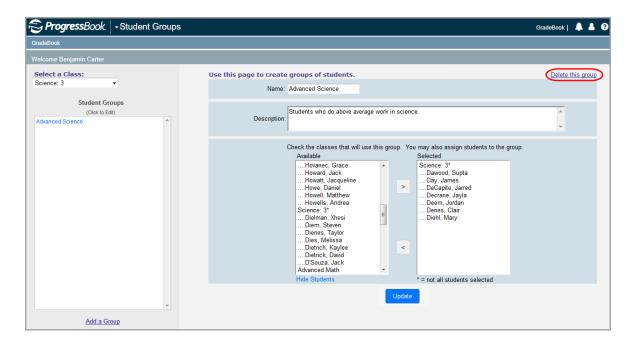
Once you have created a group, you may modify the name or description, or you may add or delete students or classes.

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

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

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

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



Group Classes Together

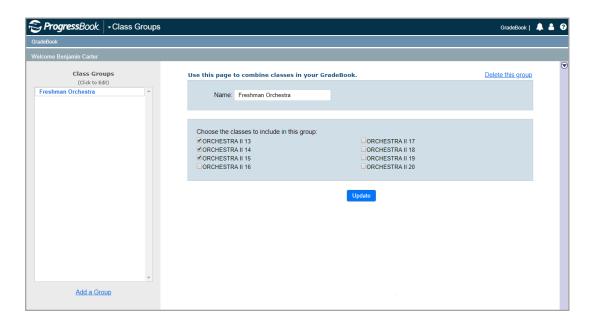
You may want to group several classes together to create a single roster of students. This feature is often used by Special Education teachers who have students scheduled in several classes because it lets them use a combined class roster and create a single seating chart. Once the classes have been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

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

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

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

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



Update Class Roster

To view a video of the following procedure, navigate to the following link: https://www.youtube.com/watch?v=3qFNG6jXWTE&t

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



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

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

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



Sort Students in Class Roster

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

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

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

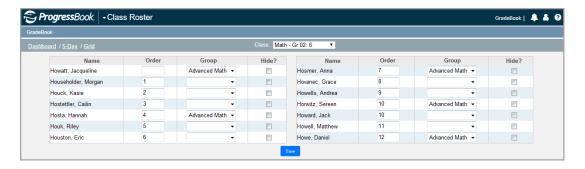


Assign Students to Groups in Class Roster

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

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

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

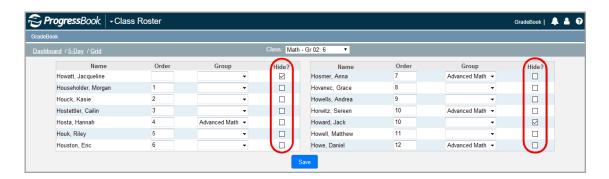


Hide Students in Class Roster

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

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

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



Add Students to the Class Roster

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

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

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



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

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

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

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

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

Attendance and Activities

- "Daily and Period Attendance"
- "Enter Lunch Counts"
- "Send Class Notifications"

Daily and Period Attendance

To view a video of the following topics, navigate to the following link: https://www.youtube.com/watch?v=FYdmSQNlzDs

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

Daily Attendance

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

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

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

- "Enter Daily Attendance"
- "Enter Daily Attendance on the Seating Chart"

Enter Daily Attendance

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

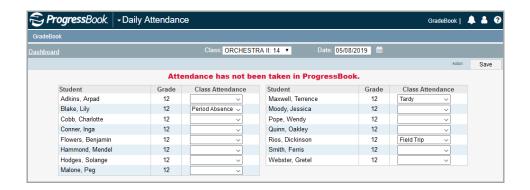
Note: You cannot take daily attendance for a class group containing students from multiple schools using different integration methods.

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

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

5. Click Save.

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



Enter Daily Attendance on the Seating Chart

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

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

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

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

5. Click Save.

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

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



Period Attendance

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

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

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

- "Enter Period Attendance by Class"
- "Enter Period Attendance on Seating Chart"
- "Set Period Attendance Default View"
- "Enter Period Attendance by Block"

Enter Period Attendance by Class

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

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

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

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

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



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

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

5. Click Save.

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

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



Enter Period Attendance on Seating Chart

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

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

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

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

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

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

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

5. Click Save.

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

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



Period Attendance by Block

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

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

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

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

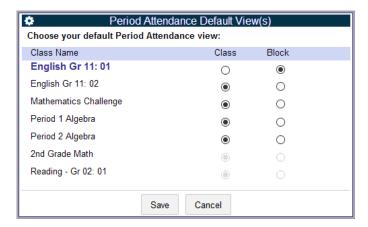
If period attendance and period attendance by block features are not enabled in your school, the following message displays on the screen: "Period attendance is not supported for this class."

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

Set Period Attendance Default View

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

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



Enter Period Attendance by Block

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

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

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

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

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

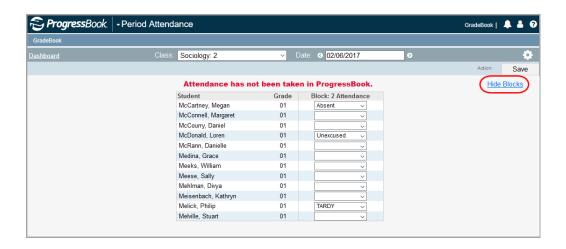
Note: For districts that run live period attendance, if the attendance staff entered an absence type code in StudentInformation that has not been imported yet into GradeBook during the data integration process, "DASL code" displays in the **Class Attendance** list.

4. Click Save.

The message "Your changes have been saved" displays.

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

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



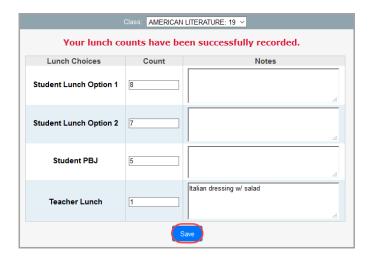
Enter Lunch Counts

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

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

4. Click Save.

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



Send Class Notifications

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

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

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

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

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

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

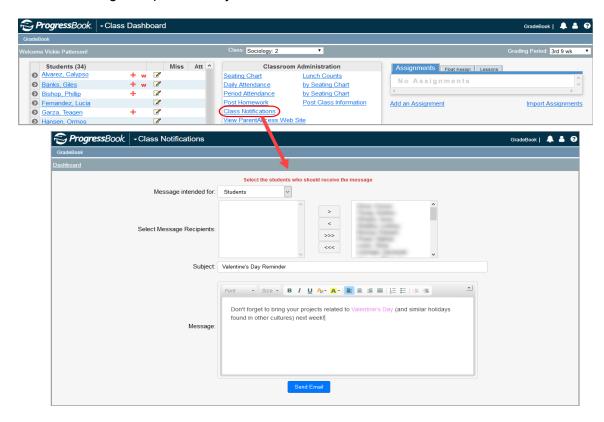
Note: On the **Class Notifications** screen, students display in the order you selected on the **Class Roster** screen. If you hid a student on the **Class Roster** screen, the **Class Notifications** screen hides the student.

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

Attendance and Activities

- 5. In the **Message** field, enter the email message.
 - Spell check automatically alerts you of spelling errors as you type.
- 6. (Optional) Use the built-in text editor to format your message as desired.
- 7. Click Send Email.

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



Student Profile Information

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

To view a video about the **Student Profile**, navigate to the following link: https://www.youtube.com/watch?v=i-p31keKtP8

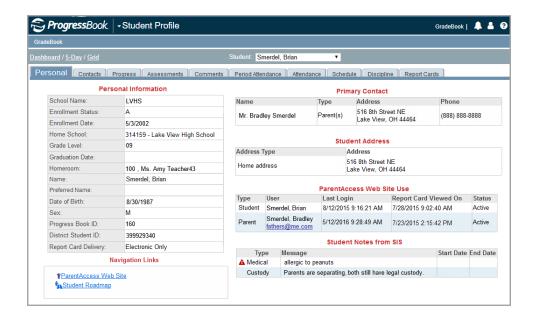
Refer to the following topics:

- "Enter Student Profile Comments"
- "View Student's Progress Report for a Single Class"
- "View Progress Report for All Student's Classes"

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

Tabs Available on Student Profile Screen

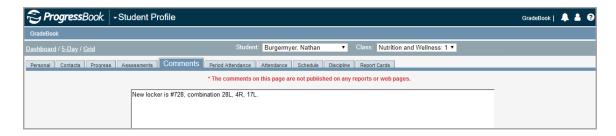
Tab	Information
Personal	Displays personal information; primary contact information; addresses; parent and student email addresses (if available); navigation links to ParentAccess and the DataMap Student Roadmap ; and ParentAccess usage information. Additionally, if SIS Alerts are enabled in StudentInformation,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



Enter Student Profile Comments

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

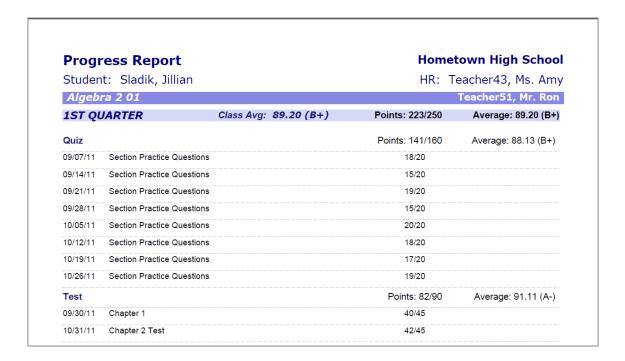
- 1. On the Class Dashboard, in the Student list, select a student.
- 2. On the **Student Profile** screen, click the **Comments** tab.
- 3. In the text box, enter your comment.
- 4. Click Save.



View Student's Progress Report for a Single Class

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

Note: If you are viewing a student's progress in a traditional class using the Default or Custom Setup 1 grading scale, the **Progress Report** displays.



View Progress Report for All Student's Classes

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

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

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

Discipline

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

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

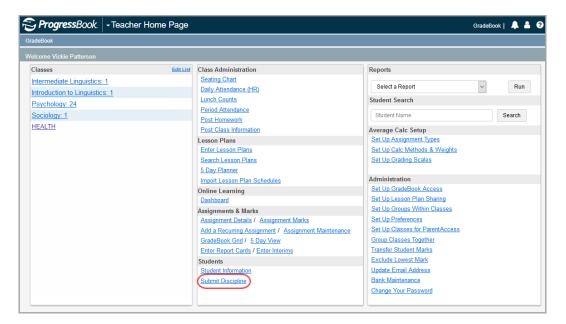
Note: You must use StudentInformation to manage the details of all discipline referrals. In GradeBook, you can only create the initial referral.

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

Submit Discipline Incident from Home Page

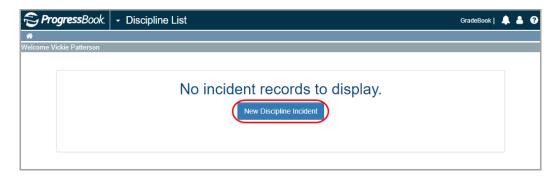
To begin the process of documenting a discipline incident, you create a referral in which you report the basics of the incident. The following section outlines how to create a referral for an incident that involves a student who is not in any of your classes (you must have at least one class in order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

1. On your home page, click Submit Discipline.



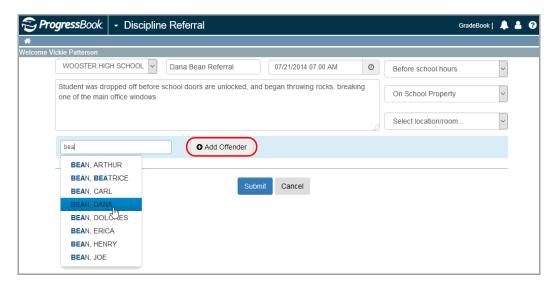
The Discipline List screen displays.

2. Click New Discipline Incident.

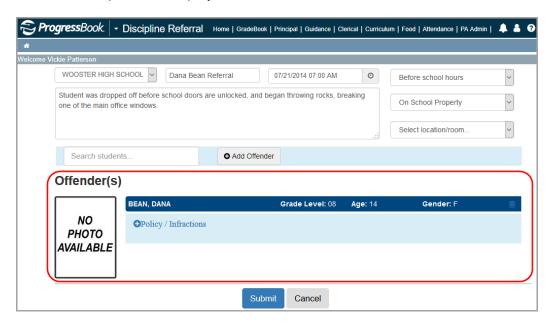


The **Discipline Referral** screen displays.

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

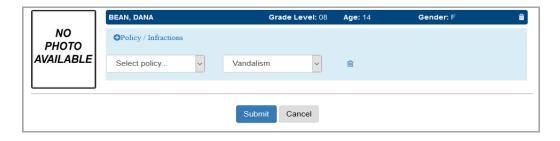


The screen expands to display the offender's information.



Note: To add another offender, repeat step 4. To delete an offender, click in.

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



Note: To document additional policies/infractions, repeat step 5. To delete a policy/infraction, click .



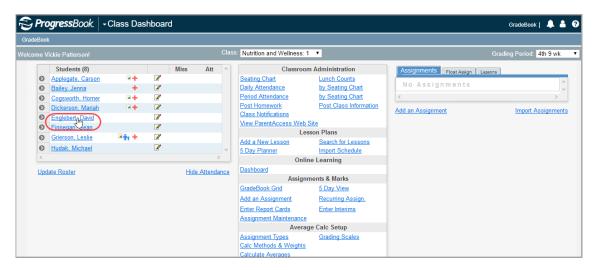
Caution: Be sure to complete all applicable fields before clicking **Submit**. Once you submit the incident, you cannot go back and edit it in GradeBook. It can only be edited in StudentInformation.

6. Click Submit.

Submit Discipline Incident from Student Profile

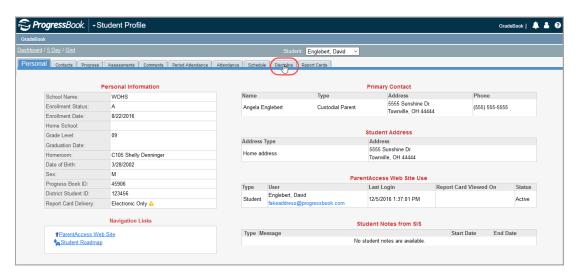
To begin the process of documenting a discipline incident, you create a referral in which you report the basics of the incident. The following section outlines how to create a referral for an incident that involves one of your students. If the incident involves a student who is not in any of your classes,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

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



The Student Profile screen displays.

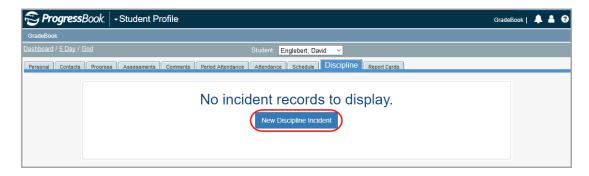
2. Click the **Discipline** tab.



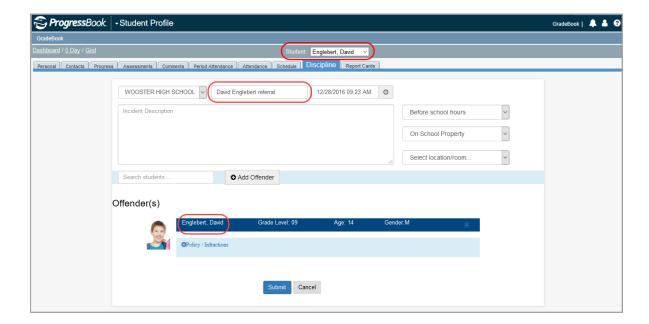
The student's discipline referral screen displays.

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

3. Click New Discipline Incident.

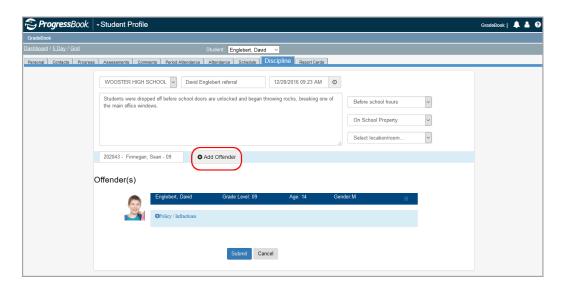


A screen on which you can add an incident displays. The name of the incident defaults to **[Student Name] referral**, and the offender defaults to the student whose profile you are viewing.

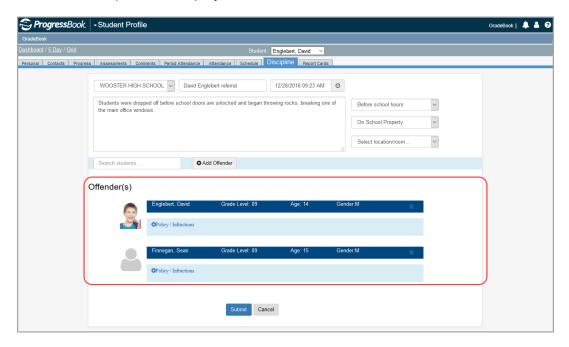


- 4. Enter or select the following information:
 - Name you want to assign to the incident
 - Date, time, and time frame during which the incident occurred (defaults to current date, current time, and **During school hours**)
 - (Optional) Incident description (up to 2000 characters)
 - (Optional) General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

c. Click Add Offender.



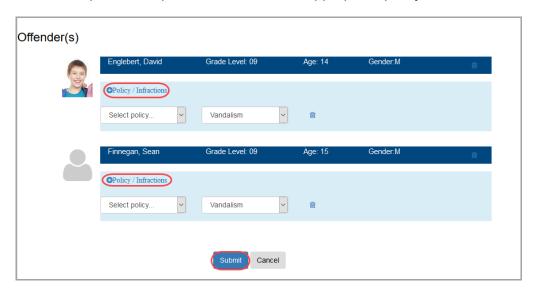
The screen expands to display the additional offender's information.



Note: To add another offender, repeat step 5. To delete an offender, click in.

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

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



Note: To document additional policies/infractions, repeat step 6. To delete a policy/infraction, click .

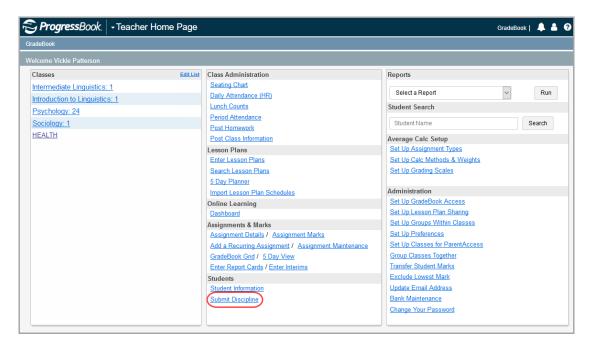


Caution: Be sure to complete all applicable fields before clicking **Submit**. Once you submit the incident, you cannot go back and edit it in GradeBook. It can only be edited in StudentInformation.

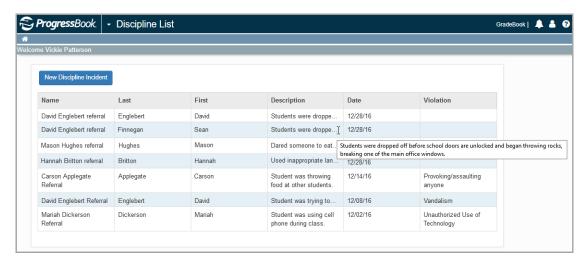
7. Click Submit.

View Discipline Incidents

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



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



GradeBook Setup

Refer to the appropriate section as follows:

- "Assignment Types"
- "Calculation Methods and Weights"
- "Grading Scale Options"
- "Share GradeBook Access"
- "Identify Shared Assignment Types"

Assignment Types

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

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

It is not recommended to use letter and number mark types within the same class if the class uses traditional report cards because GradeBook is unable to calculate an average.

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

- "Set Up Assignment Types"
- "Convert Assignment Types"
- "Delete Assignment Types"

Set Up Assignment Types

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

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

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

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



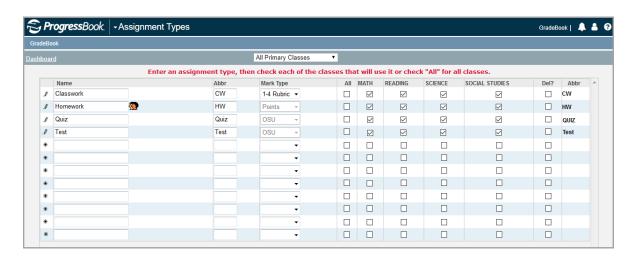
Caution: Do not use both letter and number mark types within the same class because GradeBook cannot calculate an average. Use points as the mark type for all assignment types when calculating an average.

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

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

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

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



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

Convert Assignment Types

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

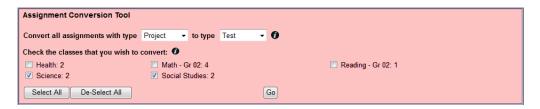
1. On the **Assignment Types** screen, in the **Convert all assignments with type** drop-down list, select the assignment type you want to convert to another type.

2. In the **to type** drop-down list, select the type to which you want the assignment type to be converted.

Note: Hover your cursor over **1** to see a description of acceptable choices in these fields.

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

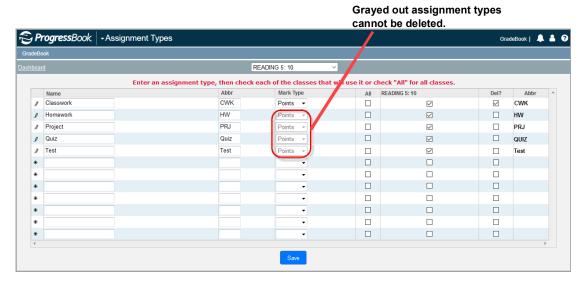
If the conversion was successful, the following message displays: "Your assignments were successfully converted."



Delete Assignment Types

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

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



3. Click Save.

Calculation Methods and Weights

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

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

Refer to the following topics:

- "Calculation Methods Using Straight or Weighted Averages"
- "Set Up GradeBook to Calculate Grades Using Straight Averages"
- "Use Calculation Weights"
- "Set Up GradeBook to Calculate Grades Using Weighted Averages by Assignment Type"
- "Set Up GradeBook to Calculate Grades Using Different Calculation Methods for Each Grading Period"
- "Weight Individual Assignments"
- "Set Up GradeBook to Calculate Averages Manually"
- "Calculate Students' Grades Manually"
- "Year-to-Date (YTD) Calculation Method"

Calculation Methods Using Straight or Weighted Averages

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

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

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

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

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

Weighted averages by assignment type are calculated by creating a straight average, as
explained previously, for each assignment type used in the class, and then an overall
average is calculated by averaging those together based on the weight of each
assignment type. For example, if the teacher uses Test, Quiz, and Homework types that

are weighted 50%, 30%, and 20% respectively, the system calculates an average for each of the three types using either the points/percentage straight average or the letter grade average, and then an overall average using the weights for each type.

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

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

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

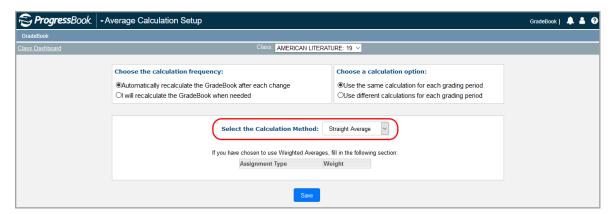
$$[(75*50) + (95*20)] / (50+20) = 80.71\%$$

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

Set Up GradeBook to Calculate Grades Using Straight Averages

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

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



Use Calculation Weights

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

- Use straight averages, points as the mark type for all assignment types, and assign different values to individual assignments.
- Use straight averages and weight individual assignments as desired.

- Use weighted averages and assign different weight values to each assignment type.
- Use weighted averages, assign different weight values to each assignment type, and assign different values to individual assignments.
- Use weighted averages and straight averages in different grading periods in the same school year.

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

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

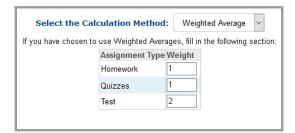
You can set averages to calculate using weights for each assignment type used in the class. GradeBook calculates students' averages first by averaging the assignments for each type and then calculates an overall average by averaging those grades according to the weights assigned to each type. For example,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

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

- 1. On the Teacher Home Page, click Set Up Calc Methods & Weights.
- 2. On the **Average Calculation Setup** screen, in the **Class List**, select the appropriate class.
- 3. In the Select the Calculation Method list, select Weighted Average.=
- 4. In the **Assignment Type Weight** field, enter a weight value for each assignment type displayed.

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

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



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

5. Click Save.

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

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

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

A new calculation box appears for each grading period.

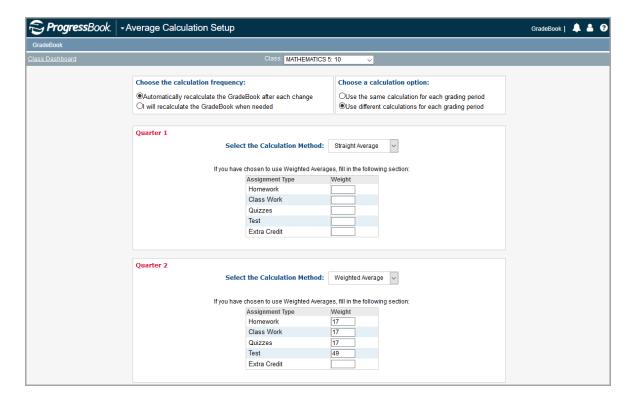
Note: The calculation method setup box may only be available for the current reporting period. You may have to wait until the end of the current reporting period to select the calculation method for the next reporting period.

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

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

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

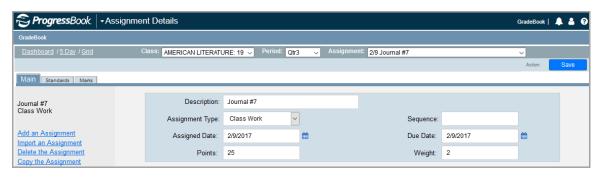
6. Click Save.



Weight Individual Assignments

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

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

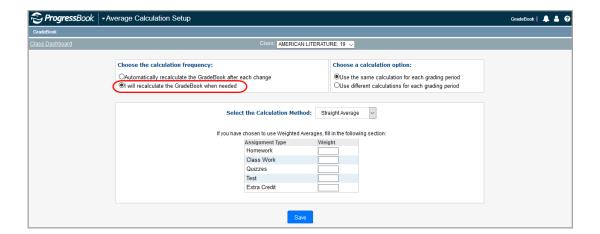


Set Up GradeBook to Calculate Averages Manually

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

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

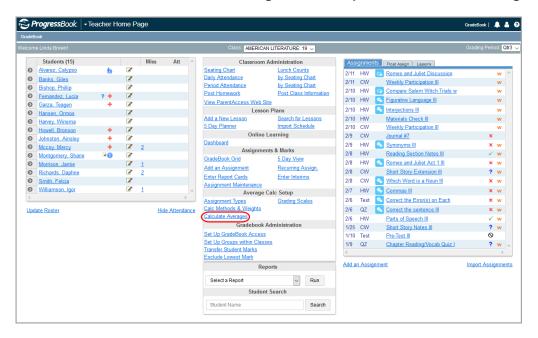
Note: To calculate averages manually, on the **Class Dashboard**, click **Calculate Averages**.



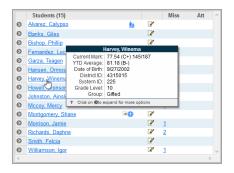
Calculate Students' Grades Manually

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

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



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

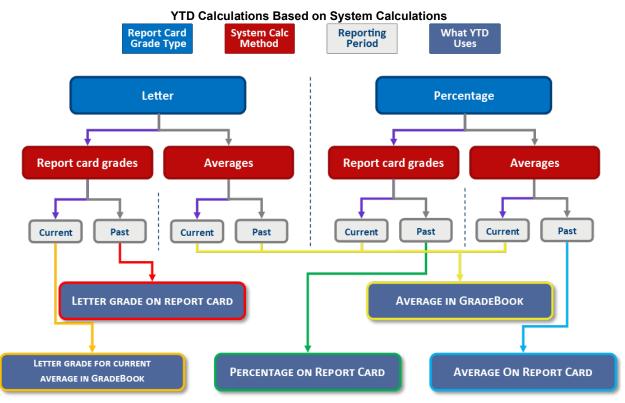


Note: You can also view student averages on the Student Progress Report, Class Progress Report, Assignments Marks, GradeBook Grid, and Report Card Entry screens.

Year-to-Date (YTD) Calculation Method

The YTD calculation method can be used in secondary (traditional) report cards to provide an ongoing calculation toward the students' final grades. The calculation is based on the way the system manager defines the final grade on the report card to calculate, including reporting period grades, exams, and respective weights. Since this calculation is based on the final grade calculation, it is not necessarily a true year-to-date average of the assignments in the teacher's GradeBook, but rather a reflection of what the student's final grade on the report card would be if entered at that time. Year to Date calculations are not available for interims or standards-based report cards.

The Year to Date calculation is set up in the report card after the system calculations have been defined. This calculation can be used whether Basic Calculations or Advanced Calculations are used in the report card, whether the grades entered on the report cards are numeric averages or letter grades, and uses either the GradeBook average or the report card grade in the calculation based on the system calculation. For example, as illustrated in the "YTD Calculations Based on System Calculations" flowchart, if the final grade system calculation uses averages from the grade book, then the YTD calculation uses averages from the grade book. If letter grades are used on the report card and in the final grade calculation, then the YTD calculation is based on the point value equivalent for each letter grade and the average displays in terms of a point average.



Once the YTD calculation has been enabled in the report card, GradeBooks must be recalculated to reflect the YTD average. Upon recalculation, the YTD average displays on the **Class Dashboard** and **Assignment Marks** screen when users hover their cursors over student names and on the **GradeBook Grid** and **Report Card Entry** screen.

Median – Calculates average using the middle value of the sorted list of marks in the
current reporting period. Given an even number of marks, the two middle values are
averaged to calculate the median. All assignments must have the same points possible.

Assignment type weights and individual assignment weights cannot be used with this method. This method can be used only on new mark entry screens and is not compatible with classic mark entry.

Mode – Calculates average using the mark that occurs most frequently in the set of
values in the current reporting period. Given multiple mark types occur with the highest
frequency, the mark with the higher value is used. All assignments must have the same
points possible. Assignment type weights and individual assignment weights cannot be
used with this method. This method can be used only on new mark entry screens and is
not compatible with classic mark entry.

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- YTD Median Calculates average using the middle value of the sorted list of marks from the beginning of the current school year to the end of the current reporting period. Given an even number of marks, the two middle values are averaged to calculate the median. All assignments must have the same points possible. Assignment type weights and individual assignment weights cannot be used with this method. This method can be used only on new mark entry screens and is not compatible with classic mark entry.
- YTD Mode Calculates average using the mark that occurs most frequently in the set of
 values from the beginning of the current school year to the end of the current reporting
 period. Given multiple mark types occur with the highest frequency, the mark with the
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 mark entry.

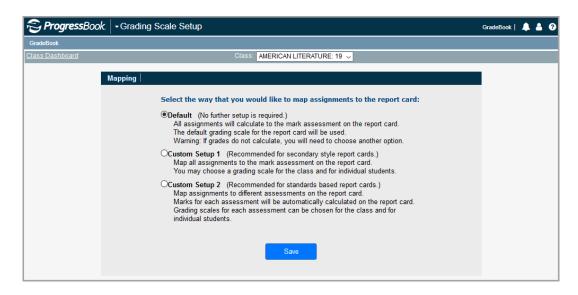
Grading Scale Options

Grading scales are defined in GradeBook by your GradeBook system manager. The custom grading scale options in GradeBook can accommodate using traditional report cards. You can assign a grading scale to an entire class and then assign a different scale to one or two individual students. You can select from the following grading scale options for traditional report cards:

- Default Software automatically uses the default grading scale set up by your GradeBook administrator for the selected class and grade level; no setup is required to use this option
- Custom Setup 1 for Traditional Report Cards You designate the appropriate grading scale for the class and override that grading scale for individual students as necessary; used for traditional and secondary report cards.

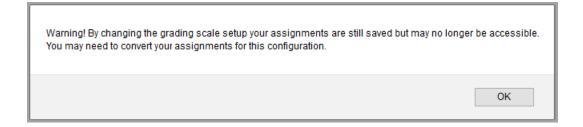
Default Grading Scale

The Default option can be used for traditional report cards only. GradeBook uses the default grading scale set up by your GradeBook system manager for the selected class and grade level. If you use this option, you do not have to change anything on the **Grading Scale Setup** screen.



Note: If you leave the grade book set on the Default option and a student's average appears as a question mark (?) or does not display anything, GradeBook may have been unable to find a default grading scale. You should use Custom Setup 1. The Default option does not allow overriding the grading scale for individual students.

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

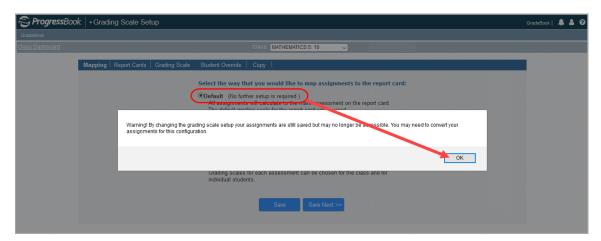


Convert a Custom Setup 2 Grading Scale to a Default Grading Scale

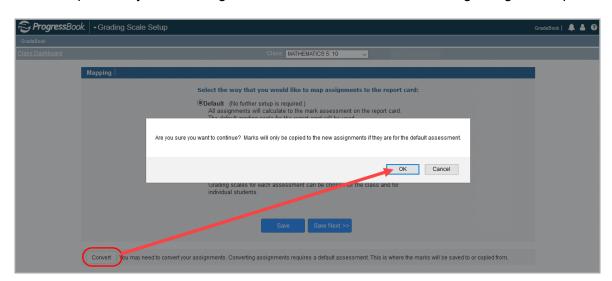
If you already have assignments created in the class, you need to convert them to use the different grading scale and ensure the assignment has a default assessment, or you receive a message stating you must select a default assessment on the **Grading Scale** tab before converting.

- 1. On the Class Dashboard, below Average Calc Setup, click Grading Scales.
- On the Grading Scale Setup screen, select Default.

3. On the warning window that displays, click **OK**.



- 4. Click Save.
- 5. Click Convert.
- On the message window, click **OK**.
 Your previously added assignments are converted to the Default grading scale option.



Custom Setup 1 Grading Scale for Traditional Report Cards

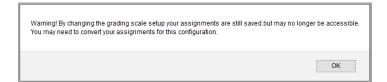
Custom Setup 1 option allows you to designate the appropriate grading scale for the class and override the grading scale for individual students as necessary. This setup is most often used for traditional report cards.

- 1. On the Teacher Home Page, below Average Calc Setup, click Set Up Grading Scales.
- 2. On the **Grading Scale Setup** screen, in the **Class** drop-down list, select the appropriate class.

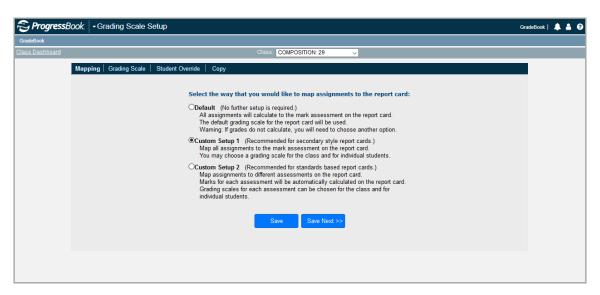
Note: If you accessed the **Grading Scale Setup** screen from the **Class Dashboard**, you do not have to select the appropriate class.

3. Select Custom Setup 1.

Note: If you try to change a class's grading scale from Custom Setup 2 to Custom Setup 1, you receive the message below. This message displays even if the class has no assignments. The warning is alerting the user that changing a grading scale setup option after assignments have been created may require you to convert the assignments to the proper format for that grading style. Once the grading scale change is made and until the assignment conversion is completed, the user is unable to see the previously created assignments in the class.

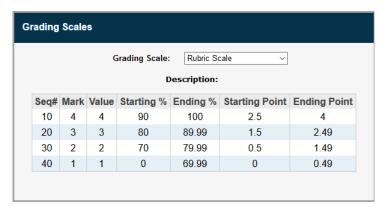


- 4. Click Save.
- 5. Click Save Next.

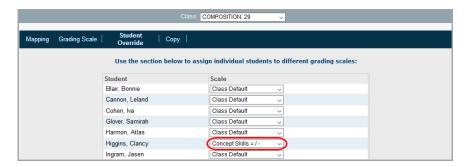


6. On the **Grading Scale** tab, click **Click here to view the grading scales** to preview the available grading scales.





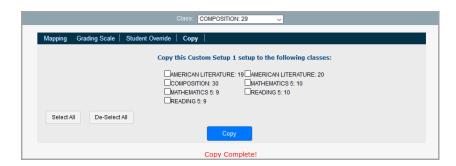
- 7. Close the **Grading Scales** window.
- 8. On the **Grading Scales** tab, in the **The default grading scale for this class is** drop-down list, select the desired grading scale.
- 9. Click Save Next.
- 10. On the **Student Override** tab, in the **Scale** drop-down list, select an alternate grading scale for specific students, if appropriate.



- 11. Click Save Next.
- 12. On the **Copy** tab, select the class(es) to which you want to copy the grading scale setup.
- 13. Click Copy.

If the process was completed successfully, the message "Copy Complete!" displays on the screen.

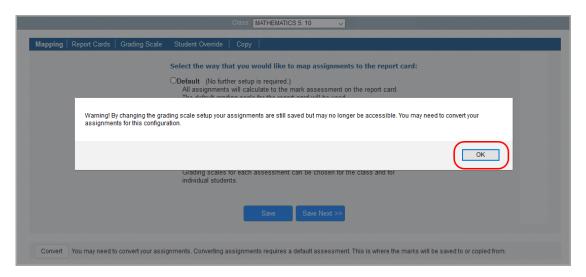
Note: Student override settings are not copied to other classes.



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

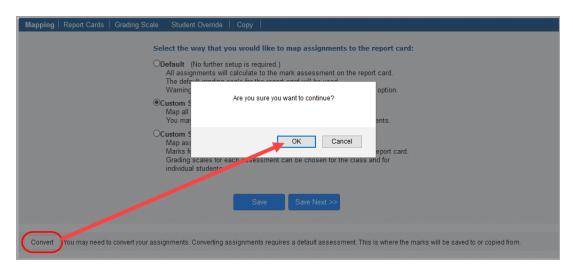
If you already have assignments created in the class, you need to convert them to use the different grading scale and ensure the assignment has a default assessment, or you receive a message stating you must select a default assessment on the **Grading Scale** tab before converting.

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



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

Your previously added assignments are converted to the Custom Setup 1 grading scale option.



Median – Calculates average using the middle value of the sorted list of marks in the
current reporting period. Given an even number of marks, the two middle values are
averaged to calculate the median. All assignments must have the same points
possible. Assignment type weights and individual assignment weights cannot be used
with this method. This method can be used only on new mark entry screens and is not
compatible with classic mark entry.

- Mode Calculates average using the mark that occurs most frequently in the set of values in the current reporting period. Given multiple mark types occur with the highest frequency, the mark with the higher value is used. All assignments must have the same points possible. Assignment type weights and individual assignment weights cannot be used with this method. This method can be used only on new mark entry screens and is not compatible with classic mark entry.
- This method can be used only on new mark entry screens and is not compatible with classic mark entry.
- YTD Median Calculates average using the middle value of the sorted list of marks from the beginning of the current school year to the end of the current reporting period. Given an even number of marks, the two middle values are averaged to calculate the median. All assignments must have the same points possible. Assignment type weights and individual assignment weights cannot be used with this method.
- YTD Mode Calculates average using the mark that occurs most frequently in the set of values from the beginning of the current school year to the end of the current reporting period. Given multiple mark types occur with the highest frequency, the mark with the higher value is used. All assignments must have the same points possible. Assignment type weights and individual assignment weights cannot be used with this method. This method can be used only on new mark entry screens and is not compatible with classic mark entry.

Share GradeBook Access

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

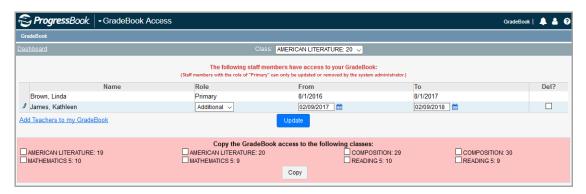
- 1. On the Teacher Home Page, below Administration, click Set Up GradeBook Access.
- 2. On the **GradeBook Access** screen, in the **Class** drop-down list, select the appropriate class.
- 3. Click Add Teachers to my GradeBook.
- 4. On the **Staff Search** window, in the **School** drop-down list, select the code for the appropriate school.
- 5. In the **Last Name** field, enter the teacher's last name or the first few letters of the last name of the teacher with whom you want to share your GradeBook.
- 6. Click Go.
- 7. In the **Select** column, next to the names of the teacher(s) with whom you want to share GradeBook access, select the checkbox.
- Click Update.
 - On the **GradeBook Access** screen, the teacher(s) you selected display(s) on the grid.
- 9. In the **Role** column, from the drop-down list, select one of the following options:
 - Additional Able to perform the same tasks as the primary teacher

- Substitute Able to perform the same tasks as the Additional role, except for creating recurring assignments, setting up GradeBook access, and updating the class roster
- 10. In the **From** field, click the calendar icon to select the date to begin access to your GradeBook, or enter it in the field.
- 11. In the **To** field, click the calendar icon to select the date to end access to your GradeBook, or enter it in the field.
- 12. Click Update.

Copy GradeBook Access to a Class

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

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



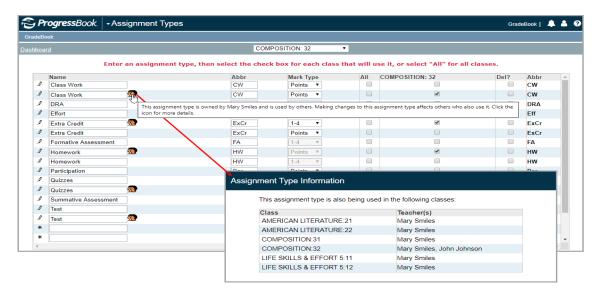
Identify Shared Assignment Types

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

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

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

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



Assignments and Marks

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

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

Assignment Creation

To view a video of the following procedure, navigate to the following link: https://www.youtube.com/watch?v=j4-89axzPJ8

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

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

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

Refer to the following topics:

- "Create Assignments"
- "Create Extra Credit Assignments"
- "Create Floating Assignments"
- "Create Recurring Assignments"

Create Assignments

Create Class Assignments for a Default or Custom Setup 1 Class

1. On the Class Dashboard, click Add an Assignment.

Note: If you have not created any assignment types, a message displays with a link to add assignment types.

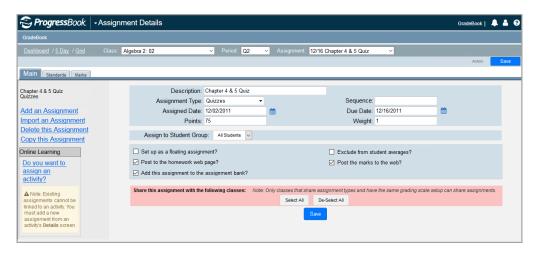
Note: If you have set up default preferences (see "Set Up Default Preferences for Assignments"), when you create a new assignment, those checkboxes are automatically selected. You may deselect them as desired.

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

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

- 4. Beside the **Assigned Date** field, click the calendar icon to select the date the assignment begins, or enter it in the field. Today's date is the default.
- 5. Beside the **Due Date** field, click the calendar icon to select the date the assignment is due, or enter it in the field.
- 6. In the **Points** field, enter the value of the assignment.
- 7. Click Save.

The message "Your changes have been saved" displays.

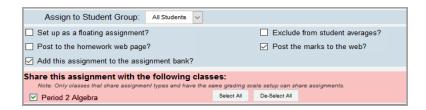


- 8. You may perform any of the following optional steps depending on the type of assignment you are creating:
 - In the **Weight** field, enter a number other than 1 to change the weight of an individual assignment.

Note: If you set the weight of an assignment to zero, the following message displays: "Warning: Student marks will be displayed. Select the **Exclude from student averages?** checkbox to hide marks."

- In the **Assign to Student Group** drop-down list, if you want to assign the assignment to a group rather than the entire class, select a group.
- Select the **Set up as a floating assignment?** checkbox to designate the assignment as a floating assignment (different assigned and due dates for each student).
- Select the Exclude from student averages? checkbox to exclude the assignment from the student averages.
- Select the Post to the homework web page? checkbox to post the assignment description and due date to the ParentAccess Planner, where assignments display below the Assigned Work heading.
- Select the Add this assignment to the assignment bank? checkbox to add the assignment to the Assignment Bank.
- Select the **Post the marks to the web?** checkbox to post the marks for the assignment in the ParentAccess **Assignments** area.
- In the Points field, enter 0 to designate the assignment as an extra credit assignment.
- In the Share this assignment with the following classes area, select the checkbox(es) beside the class(es) with which you want to share the assignment.

Note: If the classes with which you want to share an assignment do not display in the share box, navigate to the **Assignment Types** screen and ensure the classes use the same assignment types.

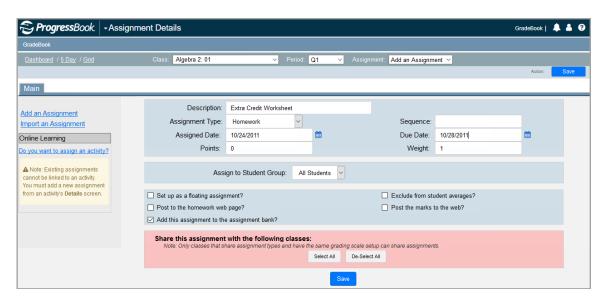


Create Extra Credit Assignments

Create an Extra Credit Assignment for a Default or Custom Setup 1 Class

You can create extra credit assignments several different ways in GradeBook. You can set up extra credit as a unique assignment or add extra points to another assignment. The key to creating a unique extra credit assignment is making it worth 0 points. On this assignment, students receive extra credit when you enter a mark worth more than 0 points.

- 1. On the Class Dashboard, click Add an Assignment.
- 2. On the **Assignment Details** screen, in the **Description** field, enter a description of the extra credit assignment.
- 3. In the **Assignment Type** drop-down list, select the type of assignment.
- 4. Beside the **Assigned Date** field, click the calendar icon to select the date the extra credit assignment is assigned, or enter it in the field. Today's date is the default.
- 5. Beside the **Due Date** field, click the calendar icon to select the date the extra credit assignment is due, or enter it in the field.
- 6. In the **Points** field, enter 0.
- 7. Click Save.

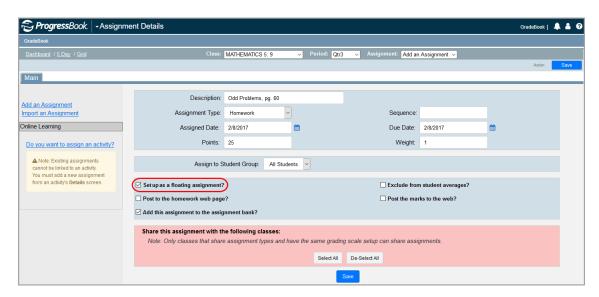


Create Floating Assignments

Create a Floating Assignment for a Default or Custom Setup 1 Class

You can create a floating assignment, which is an assignment that can have a different assigned due date for each student. This option can be used for any assignment where students work at their own pace. For example, you may assign a worksheet to the entire class to be completed within 2 weeks. Several students may complete the assignment the next day, but other students may not complete it until the next week.

- 1. On the Class Dashboard, click Add an Assignment.
- On the Assignment Details screen, in the Description field, enter a description of the assignment.
- 3. In the **Assignment Type** drop-down list, select the type of assignment.
- 4. In the **Sequence** field, enter a number that represents the order in which the assignment is sorted.
- 5. Beside the **Assigned Date** field, click the calendar icon to select the date the assignment begins, or enter it in the field.
- 6. In the **Due Date** field, delete the date.
- 7. In the **Points** field, enter the value of the assignment.
- 8. Select the **Set up as a floating assignment?** checkbox.
- 9. Click Save.



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



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

Create Recurring Assignments

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

- 1. On the Class Dashboard, click Recurring Assign., or on the Teacher Home Page, click Add a Recurring Assignment.
- 2. On the **Recurring Assignments** screen, in the **Description** field, type the name of the recurring assignment.
- 3. In the **Assignment** list, select the type of assignment.
- 4. In the **Points** field, enter the value of the assignment in points, if applicable.
- 5. In the **Weight** field, if desired, you can change the weight of the assignment. One (1) is the default weight.
- 6. Select the **Daily Assignment** option to designate a daily recurring assignment.
 - a. In the **Start Date** field, enter the date the assignment begins.
 - b. In the **End Date** field, enter the date the assignment ends.
- 7. Select the **Weekly Assignment** option to designate a weekly recurring assignment.
 - a. In the Start Date field, enter the date the assignment begins.
 - b. In the **End Date** field, enter the date the assignment ends.
 - c. In the **Day** list, select the desired day of the week.
- 8. Click Save.

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

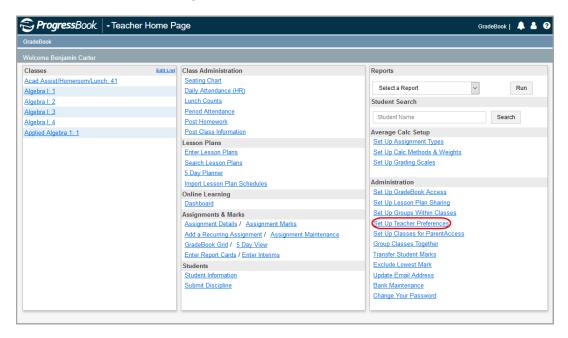
Note: You cannot delete a recurring assignment for all its scheduled dates at once. You must delete the assignment on each date individually.

Set Up Default Preferences for Assignments

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

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

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



The **Teacher Preferences** screen displays.

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

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

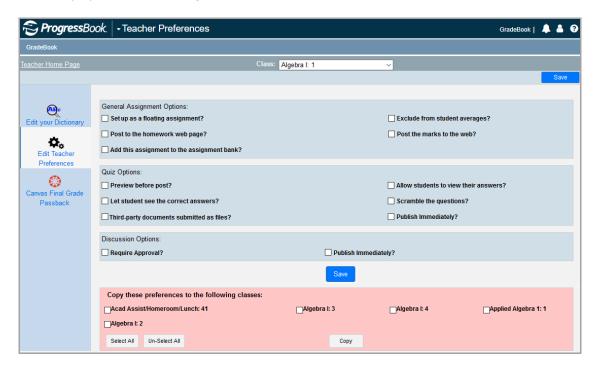
- 3. In the first section, select the checkboxes you want automatically selected each time you create an assignment:
 - Select the **Set up as a floating assignment?** checkbox to designate the assignment as a floating assignment (different assigned and due dates for each student).
 - Select the **Exclude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

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

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

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

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



Assigning Assignments

Refer to the following topics:

- "Student Group Assignments"
- "Posting Assignments"
- "Sharing Assignments with Other Classes"

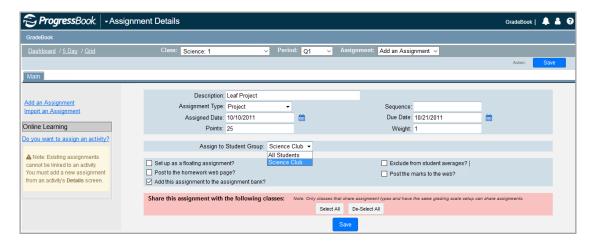
Student Group Assignments

Assign an Assignment to a Group for a Default or Custom Setup 1 Class

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

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

- 6. In the **Points** field, enter the value of the assignment.
- 7. In the **Assign to Student Group** drop-down list, select the group to which you want to assign the assignment.
- 8. Click Save.

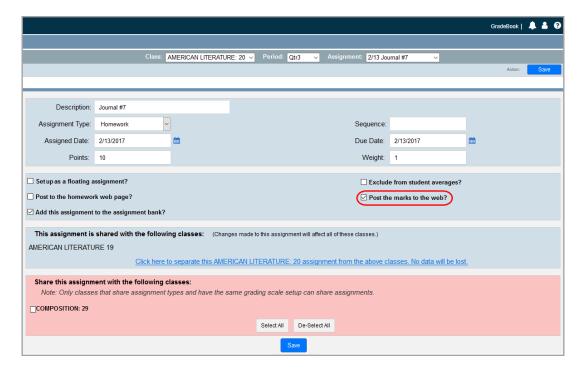


Posting Assignments

Post Assignments to ParentAccess for a Default or Custom Setup 1 Class

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

- 1. On the Assignment Details screen, select the Post the marks to the web? checkbox.
- 2. Click Save.



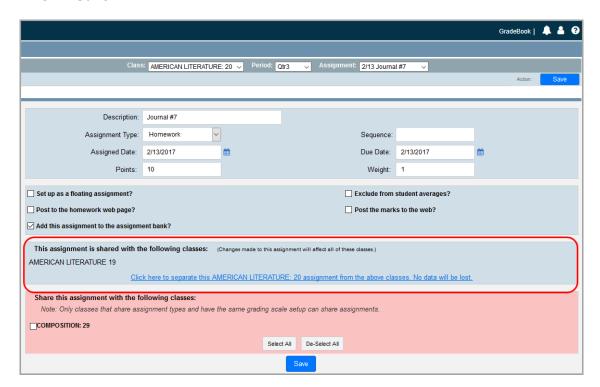
Sharing Assignments with Other Classes

Share Assignments with Classes for a Default or Custom Setup 1 Class

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

Classes in which assignments are shared must use all the same assignment types. If the class(es) you want to share an assignment with do(es) not display in the share box, navigate to the **Assignment Types** screen and make sure the classes use all the same assignment types. For example, if Class A uses Homework and Test assignment types, and Class B uses Homework, Test, and Quiz assignment types, the classes are unable to share assignments. Add the Quiz assignment type to Class A to be able to share assignments between the classes.

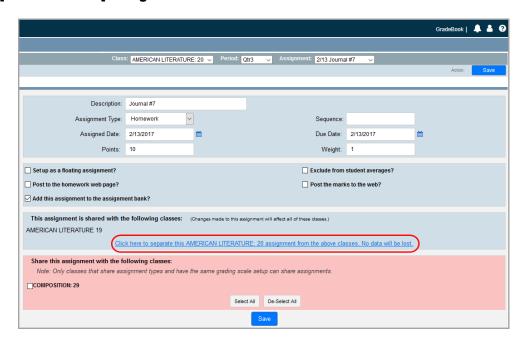
- 1. At the bottom of the **Assignment Details** screen **Main** tab, select the class(es) with whom you want to share this assignment.
- Click Save.



Separate Shared Assignments for a Default or Custom Setup 1 Class

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

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



The following message displays on the **Confirmation** window: "You are about to create a separate copy of this assignment for [name of class]. This assignment will no longer be shared with the other class(es). Do you wish to continue?"

- 2. Click **Yes** to separate the assignment.
- 3. Close the **Confirmation** window.

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

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

Academic Standards

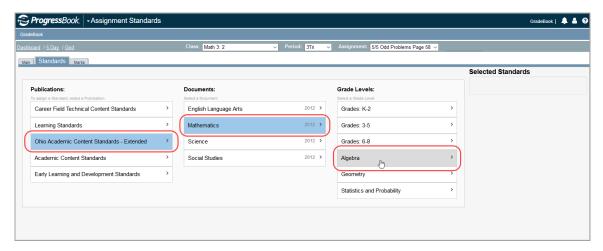
Refer to the following topics:

- "Add Academic Standards to an Assignment"
- "Copy Academic Standards from Lesson Plans to Assignments"
- "Remove Academic Standards from an Assignment"

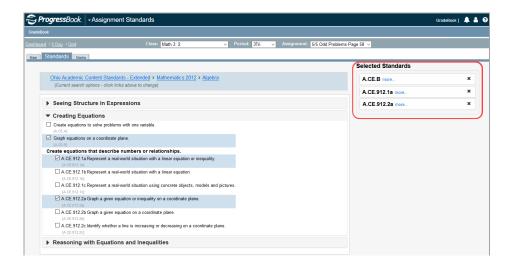
Add Academic Standards to an Assignment

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

- 1. On the **Assignment Details** screen, click the **Standards** tab.
 - The **Assignment Standards** screen displays.
- 2. On the **Assignment Standards** screen, from the **Publications** list, select the appropriate provider's standards publication.
 - The **Documents** list populates.
- 3. From the **Documents** list, select the appropriate subject area document from the publication you selected.
 - The **Grade Levels** list populates.
- 4. From the **Grade Levels** list, select the appropriate grade level or grade band. The standards associated with the criteria you selected display. Click one of the standards to view its sub-standards.



5. Select the checkbox beside each standard you want to add to the assignment. The standard(s) you select display in the **Selected Standards** area.



Copy Academic Standards from Lesson Plans to Assignments

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

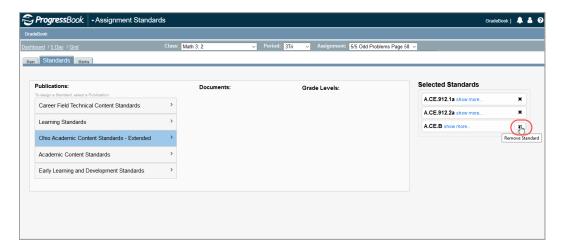
- 1. On the **Assignment Standards** screen, from the **Copy Standards from a Lesson Plan** drop-down list, select the desired lesson plan.
- 2. Click Copy.

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

Remove Academic Standards from an Assignment

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

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



The standards are removed from the screen and the assignment.

Copy and Delete Assignments

Refer to the following topics:

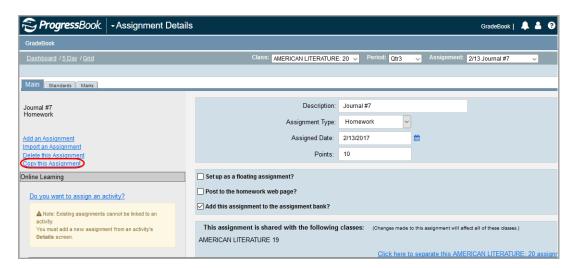
- "Copying Assignments"
- "Deleting Assignments"

Copying Assignments

Copy Assignments for a Default or Custom Setup 1 Class

To save time when creating assignments, you can copy an assignment that was used in another class that uses the same grading scale setup during the current school year. You cannot copy an assignment within the same class. Use recurring assignments to create multiple assignments within the same class. To reuse assignments, you can import assignments from the Assignment Bank if they were previously saved there.

- 1. On the Class Dashboard, on the Assignments tab, select an assignment.
- 2. To access the **Assignment Details** screen, click the **Main** tab.
- 3. At the left of the **Assignment Details** screen, click **Copy this Assignment**.



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

Note: Custom Setup 2 classes and groups that contain Custom Setup 2 classes do not display on the **Copy an Assignment** window when copying an assignment from a Custom Setup 1 or Default class.

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

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

If GradeBook performs the task properly, the window name changes to **Copy Status**, and *Success!* displays in the **Status** column.

7. Close the **Copy Status** window.



Deleting Assignments

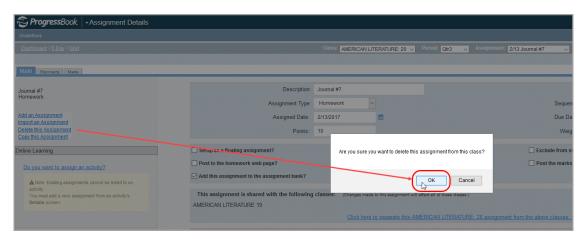
Delete an Assignment for a Default or Custom Setup 1 Class

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

- 1. On the Class Dashboard, on the Assignments tab, select an assignment.
- 2. At the bottom-left side of the **Assignment Details** screen, click **Delete this Assignment**.

Note: The **Delete this Assignment** link is also available on the **Assignment Marks** screen.

3. On the window, to confirm the deletion, click **OK**.



Assignment Bank

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

Refer to the following topics:

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

Import an Individual Assignment from the Assignment Bank

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

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

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

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

3. In the column beside the **Type** column of the assignment you want to import, click [№]. The assignment displays on the **Assignment Details** screen. Today's date is the default date for the **Assigned Date** and **Due Date**.

Note: You can also import multiple assignments at once.

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

Import Multiple Assignments from the Assignment Bank

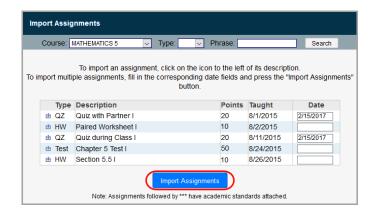
To save time when creating assignments, you can import multiple assignments used in previous school years from the Assignment Bank.

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

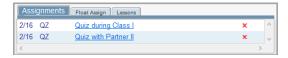
Note: To search for an assignment(s), use the **Type** drop-down list and **Phrase** field, and then click **Search**. The assignments that most closely match your search criteria display.

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

4. Click Import Assignments.



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



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

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

Delete Assignments from the Assignment Bank

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

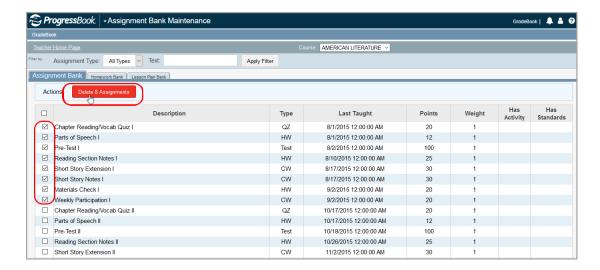
- On the Teacher Home Page, in the Administration area, click Bank Maintenance.
 The Assignment Bank Maintenance screen displays a list of assignments in the bank for the course selected in the Course drop-down list (at the top of the screen).
- 2. (Optional) If you want to see a list of assignments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

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



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

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



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

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

Assignment and Assessment Marks

To view an overview video for this feature, go to: https://youtu.be/7dEiL2FkkXU

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

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

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

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

Shortcut	Display Code/Icon	Description
	\bowtie	Student progress assignment notification was sent
	⊘	Student progress assignment notification was viewed in ParentAccess
		Daily comment available
		Make daily comment
	Undo All Changes (0)	Undo recent changes

Refer to the following topics:

- "Enter Assignment Marks"
- "Mark Assignments as Missing"
- "Mark Assignments as Late"
- "Exclude Assignments from Students' Grades"
- "Exclude and Post Assignments"
- "Exclude Lowest Assignment Mark for a Default or Custom Setup 1 Class"
- "Undo Mark Entry on Assignment Marks Screen"
- "Import Assignment Marks"
- "Post Assignment Marks to ParentAccess"

Enter Assignment Marks

Enter Class Assignment Marks for a Default or Custom Setup 1 Class

You can enter marks for an assignment that applies to the whole class from the **Assignment Marks** screen. The marks given for assignments are calculated in students' averages unless you choose to exclude a specific assignment. GradeBook does not include an assignment in students' averages until a mark is entered for it or the assignment is designated missing. If you want other teachers to be able to enter marks for you, you must share your grade book with them.

- 1. On the **Class Dashboard**, in the **Assignments** list, select the assignment for which you want to enter marks.
- 2. On the **Assignment Marks** screen, in the **Mark** column, enter a mark for each student. You can use any of the following shortcuts during mark entry:
 - Press the Enter key to move the cursor down each column
 - Press the TAB key or the arrow keys to move the cursor across the screen to the next column
 - Right-click in any field in any column to select an option:
 - Fill Column (fills all blank fields in the column with the value in the current field)
 - Clear Column (deletes all values in the column)

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

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

- 3. You can perform any of the following optional steps while entering assignment marks:
 - a. Leave the **Mark** field blank, and in the **Missing** column, select the checkbox to mark a student's assignment as missing.

Note: Using this option instructs GradeBook to calculate the assignment as 0 in the student's average and ensures that the assignment is included on the Missing Assignment Report.

b. In the **Late** column, select the checkbox to mark a student's assignment as late.

Note: Using this option does not affect the student's average and ensures that the late assignment displays on the Student Progress Reports.

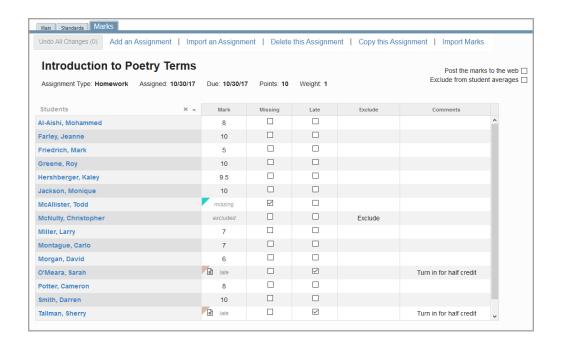
- c. To exclude the marks for an assignment, left-click in a field in the **Exclude** column, and then select the appropriate option from the drop-down list. Or, right-click in the field, and when the menu displays, select the appropriate option.
- d. At the top-right of the screen, select the **Exclude from student averages** checkbox to exclude the assignment marks from all students' averages.
- e. In the **Comments** column, enter a comment regarding an individual student's mark for this assignment.

Note: In any column, after entering text or a mark, you can right-click in any field, and then click **Fill Column** to apply the text or mark to all of the students in the grid. Click **Clear Column** to delete all text or marks in the column.

4. (Optional) To undo all the changes you made, click **Undo All Changes (#)**. The number in parentheses indicates how many changes you have made since you loaded the screen in its current context (**Class**, **Period**, and **Assignment** drop-down lists).

Note: You can hover your cursor over a student's name to reveal the average; year-to-date (YTD) average (if year-to-date grade calculations were enabled for the report card used in the class); date of birth; district and system identification numbers; grade level; and group assignment, if applicable.

Note: Clicking the student's name takes you to the **Student Profile** screen **Progress** tab.



When you are on the **Assignment Marks** screen and you have a Default or Custom Setup 1 class selected and then switch to a Custom Setup 2 class in the current grading period, then GradeBook takes you to the **Assignment Marks** screen for that class and defaults to the first assignment for that reporting period.

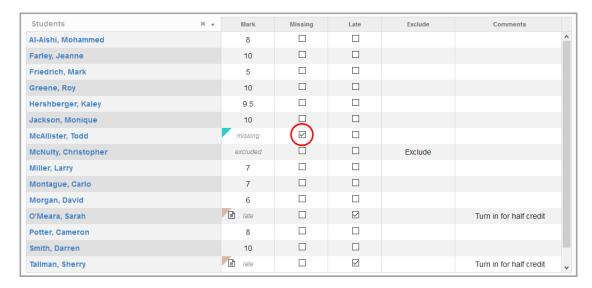
Mark Assignments as Missing

Mark an Assignment as Missing for a Default or Custom Setup 1 Class

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

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

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



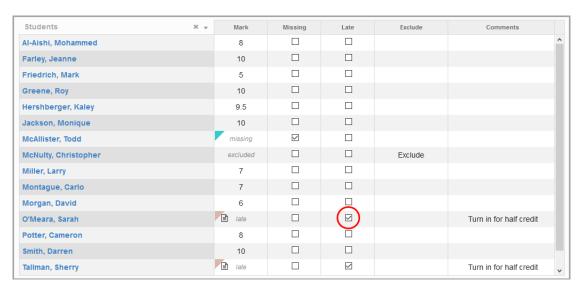
If you posted a Default or Custom Setup 1 class assignment to ParentAccess, the assignment displays as missing and shows the amount of points the assignment was worth.

Mark Assignments as Late

Mark an Assignment as Late for a Default or Custom Setup 1 Class

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

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



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

Exclude Assignments from Students' Grades

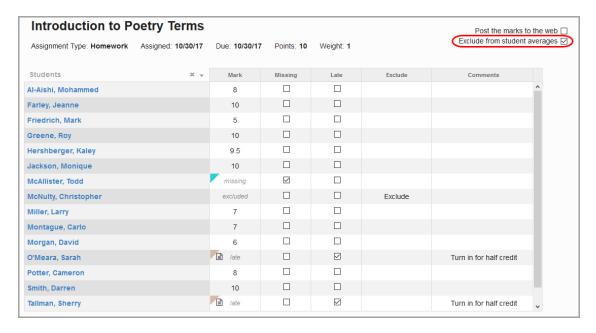
Exclude Assignments from Students' Grades for Default or Custom Setup 1 Class

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

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

Exclude an Assignment from Students' Grades for the Entire Default or Custom Setup 1 Class

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

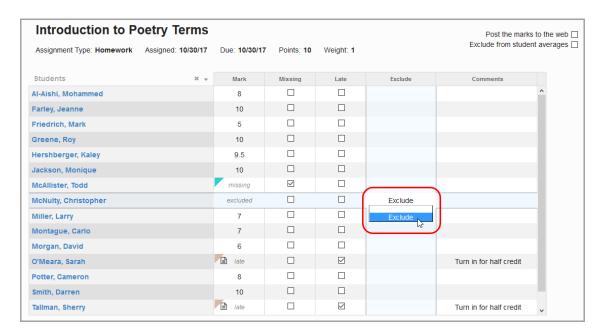


Note: If the **Post the marks to the web** checkbox is selected, the excluded assignment displays in ParentAccess.

Exclude an Assignment from an Individual Student's Grade for a Default or Custom Setup 1 Class

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

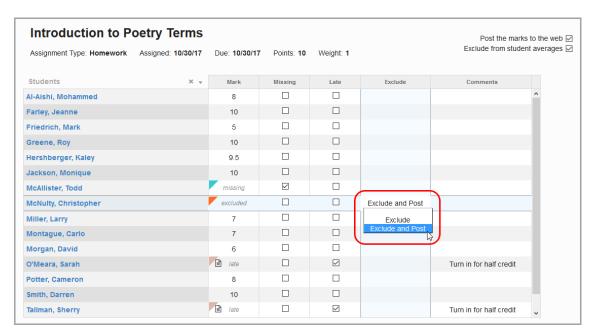
2. Select Exclude.



Exclude and Post Assignments

Exclude and Post an Assignment from an Individual Student's Grade for a Default or Custom Setup 1 Class

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



Exclude Lowest Assignment Mark for a Default or Custom Setup 1 Class

The Exclude Lowest Mark option can automatically determine the lowest assignment mark for each student in one or more classes based on all of the student's assignment scores during a grading period, and then you can decide whether or not to exclude the mark on an individual basis. GradeBook displays the recommended lowest assignment mark to exclude, the student's calculated overall average before and after the recommended lowest score is excluded, accompanied by a symbol indicating the affect of excluding the recommended mark on the student's average.

GradeBook can only exclude one assignment mark as the lowest mark during a reporting period. If you use the Exclude Lowest Mark option multiple times during a grading period and a different mark has become the lowest, the previously excluded mark is re-included, and the new lowest mark is excluded. However, you can manually exclude an assignment from a student's grade multiple times during a reporting period. GradeBook's automatic calculation does not consider assignment marks that were manually excluded by a teacher, nor does it apply to classes that use Custom Setup 2 grading scale.

You can print a copy of the **Exclude Lowest Marks** screen for your records. The excluded assignment marks display on the **GradeBook Grid** and **Assignment Marks** screen where you can manually undo or reverse the exclusion, if desired.

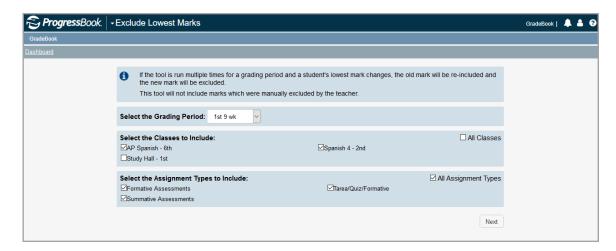
Exclude Lowest Assignment Mark

1. On the **Teacher Home Page**, below **Administration**, or on the **Class Dashboard**, below **GradeBook Administration**, click **Exclude Lowest Mark**.

Note: The **Exclude Lowest Mark** link does not display on the **Class Dashboard** if the class uses the Custom Setup 2 grading scale option.

- 2. On the **Exclude Lowest Marks** screen, in the **Select the Grading Period** drop-down list, select the desired grading period. The current grading period or grading period that is currently open for report card entry is the default.
- In the Select the Classes to Include area, select the desired class(es) or class group(s).
 If you came from the Class Dashboard, the class or class group you were in is selected by default.
- 4. In the Select the Assignment Types to Include area, deselect any assignment types you do not want to include in determining the lowest mark. All assignment types are selected by default.

5. Click Next.



GradeBook displays the recommended lowest mark to exclude, the student's overall average before and after the recommended lowest score is excluded, the associated assignment, assignment type, and weight, as well as a symbol indicating the effect of excluding the recommended mark on the student's average.

Note: Click **Previous** in the lower left corner of the screen to return to the **Exclude Lowest Marks** selection screen to select different assignment types, if desired.

In the Exclude? column, in the row for each student, select or deselect the checkbox to
indicate the assignment marks to exclude. Checkboxes are selected by default for all
recommended lowest assignment marks in which excluding the mark improves the
student's average.

Note: On the **Exclude Lowest Marks** screen, students display in the order you selected on the **Class Roster** screen, if applicable. If you hid a student on the **Class Roster** screen, the **Exclude Lowest Marks** screen hides the student.

Note: Assignments that are not selected are not excluded when you click **Exclude Marks**.

Note: Assignments denoted by

indicate that excluding the lowest mark adversely affects a student's average and are not selected by default. However, you may choose to exclude that assignment mark.

7. In the **Enter a mark comment** field, modify the default comment "**Lowest mark dropped**" followed by the current date, if desired.

Note: This comment displays inside brackets [Lowest mark dropped mm/dd/yyyy] in the **Comments** field on the **Assignment Marks** screen for the student in addition to any existing comments.

8. Click Exclude Marks.

The confirmation message "The Following Marks were Excluded on [current date]:" displays at the top of the screen.



Note: To print a copy of the **Exclude Lowest Marks** screen for your records, at the top right of the screen, click **Print**.

Note: To continue to exclude lowest marks for the another class, click **Exclude More Marks** in the upper right corner of the website banner to return to the **Exclude Lowest Marks Selection** screen.

Exclude Lowest Assignment Mark Symbols

"Exclude Lowest Assignment Mark Symbols" displays the symbols in the Δ column (Delta symbol) indicating the effect of an excluded assignment mark on a student's average before the mark is actually excluded. Once the recommended mark has been excluded, additional symbols display in the **Excluded** column indicating the status of the excluded assignment mark.

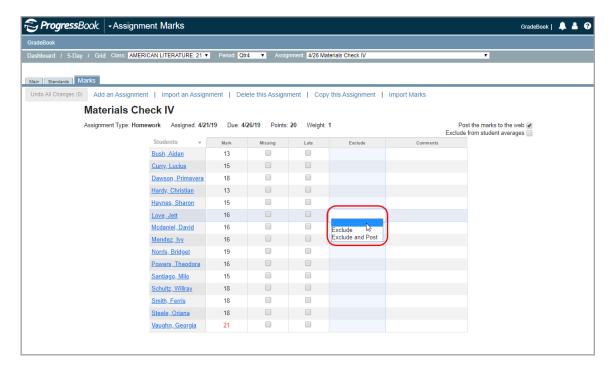
Exclude Lowest Assignment Mark Symbols

Symbol	Description
1	Student's average increases.
Ţ	Student's average decreases.
*	Assignment has already been excluded.
0	No assignment found to exclude.
*	Assignment successfully excluded.
0	Assignment has not been excluded.

Undo Exclude Lowest Assignment Mark for a Default or Custom Setup 1 Class

If you decide that you no longer want to exclude an assignment mark for a Default or Custom Setup 1 class, you can undo or reverse the exclusion manually for each student.

- 1. Navigate to the assignment that was excluded and that you now want to be included.
- 2. On the **Assignment Marks** screen **Marks** tab, in the **Exclude** drop-down list, select the **blank** option for the student whose assignment mark you no longer want to exclude.



3. Click Save.

The Exclude option has been removed from the **Exclude** column, and any comments in the **Comments** field have been removed.

Undo Mark Entry on Assignment Marks Screen

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

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

the Clear Column option

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

Import Assignment Marks

Import Assignment Marks for a Default or Custom Setup 1 Class

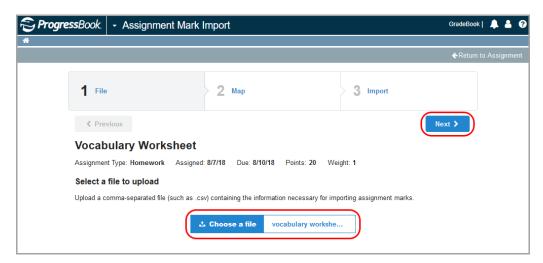
To view a video of the following procedure, navigate to the following link: https://www.youtube.com/watch?v=rUmEDkrQJwc

You can import assignment marks from a third-party company or device for any assignments during any reporting period. You must import a comma-separated file that contains each student's district ID and assignment mark. Once you have imported the file, the assignment marks display on the **Assignment Mark Import** screen beside the current assignment marks for you to review before saving. You also have the option to overwrite the existing marks.

- 1. Create or ensure that you have a .csv file with the necessary information for each student for the assignment for which you want to import marks:
 - Student ID (Student Number field on the Edit Student Profile screen General tab in StudentInformation without the leading zeros)
 - First name
 - Last name
 - Mark
- 2. At the top of the **Assignment Marks** screen, click **Import Marks**.

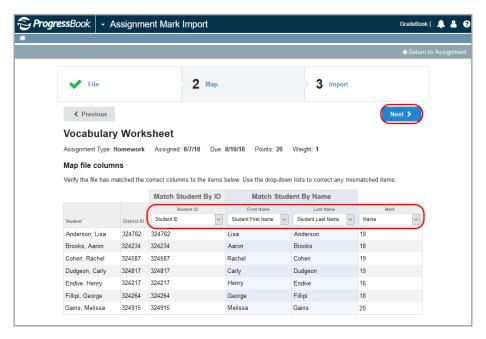
The **Assignment Mark Import** screen **File** tab displays.

- 3. At the bottom of the screen, click Choose a file.
- 4. On the file picker window, navigate to and open the desired file on your computer.
- 5. Click Next.



 On the Map tab, verify that ProgressBook has matched the columns from your file to the correct items. Use the Student ID, First Name, Last Name, and Mark drop-down lists to correct any mismatched items.

- 7. Click **Match Student By ID** or **Match Student By Name** depending on how you want the import to match the students to your grade book.
- 8. Click Next.



9. (Optional) If you want to overwrite the existing marks, on the **Import** tab, select **Yes** beside the **Override existing marks?** option.

Note: If an assignment was previously marked as Missing, when you save the imported marks file, the assignment is no longer Missing. Saving the imported marks file, however, does not overwrite an assignment that was previously marked as Excluded or has comments associated with it.

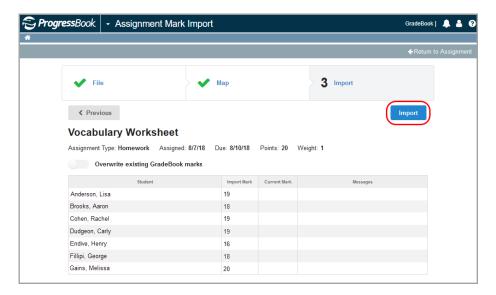
The students for which marks are to be imported, their marks to be imported, their current marks, and any error messages display in the grid.

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

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

If any of these requirements are not met, errors display in the **Messages** column to indicate the reason the marks cannot be imported.

10. Click Import.



The imported marks display on the **Assignment Marks** screen.

Note: You can hover your cursor over the student's name to view an updated average on the **Assignment Marks** screen.

Import Assignment Mark Messages for a Default or Custom Setup 1 Class

The following errors or warnings may display on the **Assignment Mark Import** screen while importing an assignment marks file for a Default or Custom Setup 1 class.

- The student is not valid for this class.
- Student ID is missing.
- Special characters are not permitted in the Student ID.
- Duplicate student.
- Mark is invalid for the assignment mark type.
- Mark cannot exceed 50 characters.

The marks do not match.

Post Assignment Marks to ParentAccess

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

- Assignment Details
- Assignment Marks
- GradeBook Grid

GradeBook Grid

For a Default or Custom Setup 1 class, the **GradeBook Grid** provides a traditional view of assignments and marks in the GradeBook. In addition to entering marks, you can also perform the following tasks:

- Enter daily comments
- Create Class Assignments for a Default or Custom Setup 1 Class
- View missing assignment details

For a Default or Custom Setup 1 class, you must enter marks individually by assignment for each student. The **GradeBook Grid** displays a separate column for each assignment. At the top of the grid, each column displays the abbreviation for the assignment type, the due date, and the assignment description. You can click the assignment type abbreviation in order to return to the **Assignment Marks** screen, where you can enter marks for that particular assignment.

Icons, symbols, codes, and colors display on the **GradeBook Grid** to help you identify missing, excluded, and late assignments, as well as the status of assignment marks and student progress alerts. Refer to the *"Icons, Codes, and Keyboard Shortcuts Used on the GradeBook Grid"* table

below for more details. You can also click 4 to display the key on the screen.

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

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

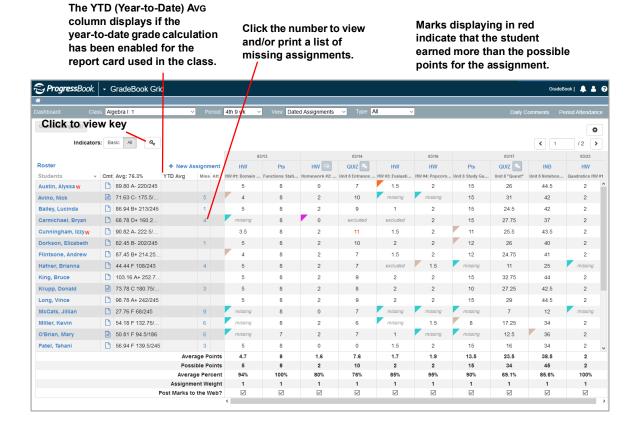
Shortcuts	Classic Shortcuts	Display Code/Icon	Description	
CTRL + SHIFT + M	?	missing	Missing	
		Past Due	Past due	
CTRL + SHIFT + L	Т	late	Late	
CTRL + SHIFT + E	!	excluded	Excluded	
CTRL + SHIFT + P	!!	excluded	Excluded but posted to ParentAccess	
		excluded	Excluded as lowest mark	
		excluded	Excluded as lowest mark but posted to ParentAccess	
CTRL + SHIFT + C		‡ Fill Column	Duplicates the mark to each blank field in the column	
CTRL + SHIFT + DELETE			Clears the marks in every field in the column	
			Assignment comment available	
			Student progress assignment notification was sent	

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

Shortcuts	Classic Shortcuts	Display Code/Icon	Description	
		\bigcirc	Student progress assignment notification was viewed in ParentAccess	
		O ₀	VirtualClassroom Quiz	
		Q	VirtualClassroom Discussion	
		<u>~</u>	VirtualClassroom Common Assessment	
			Daily comment available	
			Make daily comment	
		Undo All Changes (0)	Undo recent changes	

Refer to the following topics:

- "Navigate GradeBook Grid"
- "Enter Class Assignment Marks on GradeBook Grid"
- "Set Display Preferences on the GradeBook Grid"
- "Undo Mark Entry on GradeBook Grid"



Navigate GradeBook Grid

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

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

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

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

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

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

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

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

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

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

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

Use the TYPES drop-down list to filter Use the STUDENTS the grid by assignment type. drop-down list to filter the grid by student or student group. ProgressBook - GradeBook Grid ٥ Use the VIEW drop-down list to indicate whether dated or floating assignments display. HW 🖭 QUIZ % QUIZ % → Cmt Ava: 76.3% Miss Att 'Those Winter 'Fueled' Analysi 89.80 A- 220/245 1.5 15 Austin, Alyssa w 8 0 26 44.5 Avino, Nick 71.63 C- 175.5/... 10 15 31 42 86.94 B+ 213/245 68.78 D+ 160.2... 15 27.75 37 2 Carmichael, Bryan Cunningham, Izzyw 90.82 A- 222.5/... 3.5 25.5 Dorkson, Elizabeth 82.45 B- 202/245 12 26 87.45 B+ 214.25... 12 Flintsone, Andrew 1.5 Hafner, Brianna 44.44 F 108/243 11 103.16 A+ 252.7... King, Bruce 32.75 Krupp, Donald 3.78 C 180.75/... 10 Long, Vince 98.78 A+ 242/245 15 29 44.5 McCats, Jillian 27.76 F 68/245 54.18 F 132.75/. **■** 50.81 F 94.5/186 O'Brian, Mary 12.5 56.94 F 139.5/245 1.5 15 Average Points 7.6 17 19 13.5 23.5 38.5 Possible Points 10 15 34 Average Percent Assignment Weight Post Marks to the Web? abla

GradeBook Grid View Options and Navigation for a Traditional Class

Enter Class Assignment Marks on GradeBook Grid

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

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

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

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

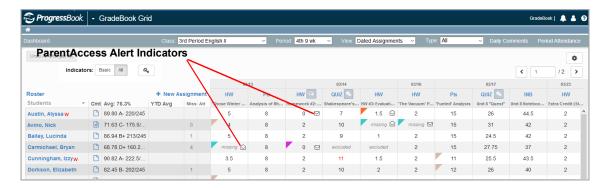
1. On the Teacher Home Page or Class Dashboard, click GradeBook Grid.

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

Note: For a Default or Custom Setup 1 class, if the full assignment name does not display below the date at the top of the assignment column, hover your cursor over the assignment abbreviation to display the description and identify the correct column in which to enter marks.

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

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



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

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

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

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

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

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

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

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

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

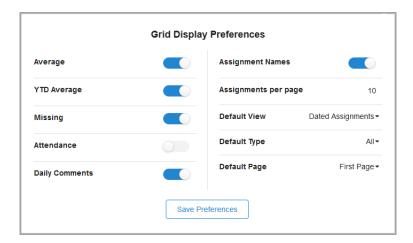
Set Display Preferences on the GradeBook Grid

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

- At the top of the GradeBook Grid screen, from the Class drop-down list, select the desired class.
- 2. At the top right of the screen, click

The Grid Display Preferences window opens.

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



The screen refreshes automatically and your preferences are applied.

Undo Mark Entry on GradeBook Grid

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

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

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

Assignment Maintenance Screen

The **Assignment Maintenance** screen lets you view a list of your assignments for a particular class/reporting period combination and perform basic maintenance from one screen. You can perform the following tasks on this screen:

- In the **Assignment Type** drop-down list, filter the list of assignments by selecting the assignment type you want to view
- Click Show Deletable to show only assignments that can be deleted

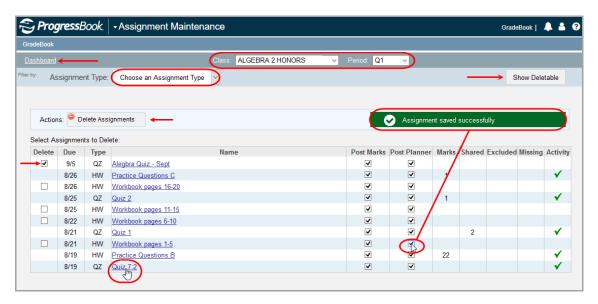
Note: Assignments that have **Marks**; are **Shared**, **Excluded**, or **Missing**; or are linked to a VirtualClassroom activity (noted in the **Activity** column) are not deletable.

- In the Delete column that corresponds to the assignment(s) you want to delete, click
 Delete [x] Assignments to delete the assignment(s)
- Change your selections for posting marks to the web and/or posting the assignment to the homework planner by selecting or deselecting the appropriate checkbox(es) in the Post Marks and Post Planner columns

Note: As soon as you select or deselect a checkbox in either of these columns, the assignment automatically saves, and a confirmation message displays.

Return to the Class Dashboard by clicking the Dashboard link

View the Assignment Details screen by clicking the name of the assignment



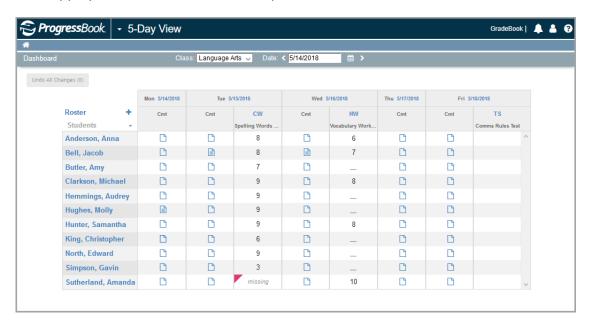
Assignment 5-Day View

The assignment **5-Day View** provides a view of assignments or assignment's assessments by day for 5 days at a time for a class in a table format. Click **5-Day View** on the **Teacher Home Page** or **Class Dashboard**.

On the **5-Day View** screen, you can perform the following actions:

- Click Roster above the list of students to update the Class Roster.
- Click a student's name to view student profile information.
- Click the date at the top of a column to view the **5 Day Planner** screen.
- Click * at the top the Students column to add an assignment to a class.
- Click an assignment abbreviation to enter assignment marks for a class.
- Click to add a comment or to view an existing one.

View the previous week's assignments or assignment's assessments by clicking the left arrow beside the **Date** field or view the next week's assignments by clicking the right arrow beside the **Date** field. To view a 5-day view of assignments or assignment's assessments for a different class, select the appropriate class in the **Class** drop-down list.



Undo Mark Entry on 5-Day View Screen

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

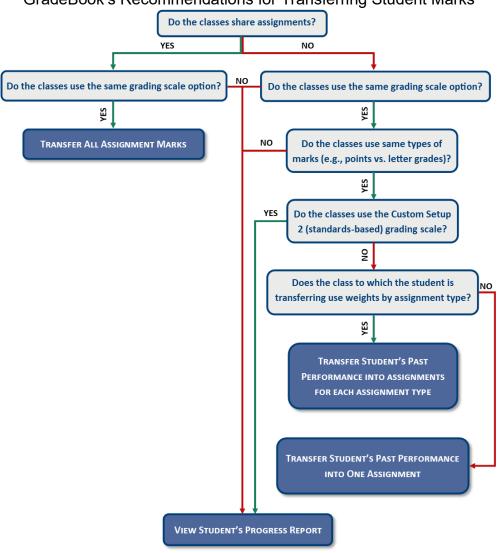
- mark
- late status
- exclusion status
- missing status
- comment (not daily comment)
- the Fill Column option
- the Clear Column option

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

Transferring a Student's Marks from Class to Class

GradeBook provides several options for transferring a student's marks from the original class to the new class. The actual transfer of a student from one class or section to the other must be completed before transferring the student's marks in GradeBook. The GradeBook administrator performs the transfer in StudentInformation, and GradeBook reflects the changes immediately.

GradeBook automatically analyzes the GradeBook setup for both classes and recommends the appropriate method of transferring the student's marks. The "GradeBook's Recommendations for Transferring Student Marks" flowchart depicts the logic GradeBook follows when providing a recommendation.



GradeBook's Recommendations for Transferring Student Marks

Based on the previous analysis, GradeBook recommends one of the following options:

- Transfer All Assignment Marks Each individual assignment mark is transferred to the new class; you have the opportunity to verify each assignment that should be transferred before the action is completed
- Transfer Student's Past Performance into One Assignment The total of all the
 assignments is transferred into a single assignment in the new class; you have the
 opportunity to edit the new assignment before it is created
- Transfer Student's Past Performance into Assignments for each Assignment

 Type A separate assignment is created for each assignment type to correctly maintain weighted averages; you have the opportunity to edit each assignment before it is created
- **View Student's Progress Report** Assignment mark types or grading scales do not match; therefore, they are not compatible to transfer marks. This option produces the

Student's Progress Report in a separate window. If classes use standards-based report cards, the Student Progress Report by Assessments displays.

Transfer a Student's Marks from Class to Class

Based on the assignment setup used in the original class and the class to which the student is transferring, GradeBook recommends the appropriate method of transferring the student's marks.

- 1. On the Teacher Home Page or Class Dashboard, click Transfer Student Marks.
- 2. On the **Assignment Mark Transfer Tool** screen, select the new class in the **Select the** class that the student has transferred **TO** list.
- 3. Select the appropriate student in the **Select the student who has transferred** list.
- 4. Select the original class in the **Select the class that the student has transferred FROM** list

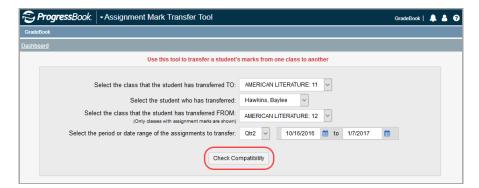
Note: Classes without any assignments do not display in the drop-down list.

5. Select the appropriate grading period or date range in the **Select the period or date** range of the assignments to transfer list.

The appropriate dates display in the date range fields.

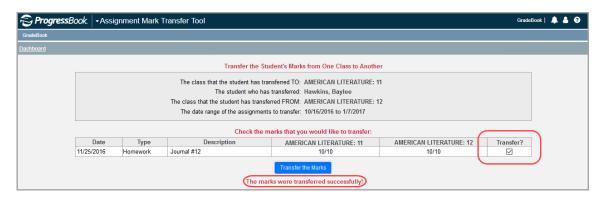
6. Click Check Compatibility.

GradeBook recommends the best option to use based on the assignment setup used in both classes. The recommendation displays in the **Recommendation** box on the left side of the screen. If the classes use standards-based report cards, GradeBook recommends to use the Student Progress Report.



- 7. Click the following recommended options in the options box.
 - Transfer all assignment marks
 - Verify that the assignments to be transferred are selected in the **Transfer?** column.
 - ii. Click Transfer the Marks.

The message "The marks were transferred successfully!" displays if the process was completed successfully.



Transfer the student's past performance into assignments for each assignment type.
 It is recommended that you view the student's Progress Report and make note of the total points earned and points possible before proceeding with the recommended transfer option to let you verify that the transfer is accurate

GradeBook displays the number of points that the student earned for the assignments of one assignment type in the **Points Earned** field and the total number of points possible for the assignments being transferred in the **Points Possible** field. A separate assignment will be created for each assignment type. The **Post Marks to the Web** option is selected if that option was selected for the original assignment(s).

- i. Verify that the points earned and the points possible are correct.
- ii. If desired, modify the assignment description and/or assignment type.
- iii. Click Create the Assignment.

The message, "The marks were transferred successfully!" displays if the process was completed successfully.

- iv. Repeat step i through step iii to create an assignment for each assignment type.
- Transfer the student's past performance into one assignment

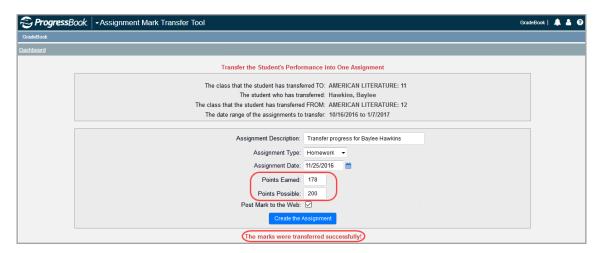
It is recommended that you view the student's Progress Report and make note of the total points earned and points possible before proceeding with the recommended transfer option to let you verify that the transfer is accurate.

GradeBook displays the number of points that the student earned for the assignments in the **Points Earned** field and the total number of points possible for the assignments being transferred in the **Points Possible** field. The **Post Marks to the Web** option is selected if that option was selected for the original assignment(s).

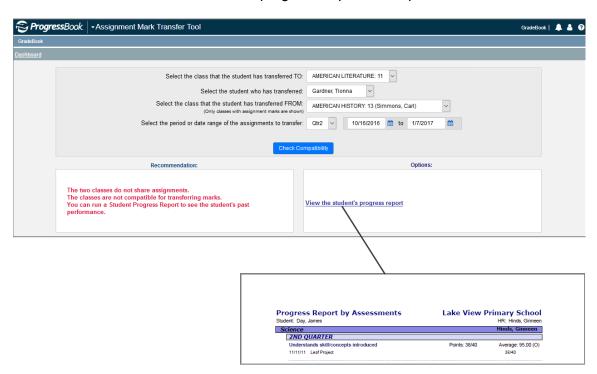
- i. Verify that the points earned and points possible are correct.
- Modify the assignment description and/or assignment type, if desired.
- iii. Click Create the Assignment.

The message "The marks were transferred successfully!" displays if the process was completed successfully.

GradeBook creates the assignment and automatically excludes all of the other students in the new class from the transfer assignment.



- View the student's Progress Report The progress report displays.
 - i. Make note of the student's progress or print the report for reference.



- ii. Close the report and return to the Assignment Mark Transfer Tool screen.
- iii. Click Dashboard.
- iv. Select **Add an Assignment** and manually create an assignment that will appropriately transfer the student's average to the new class.

Once the assignments have been transferred, they display on the **Class Dashboard** of the class to which the student was transferred.

8. The teacher of the class from which the student transferred should hide that student in the class roster. See "Group Classes Together."

Google Classroom[™] Assignments and Marks

If your district has configured Google™ services integration, you can use Google Classroom Sync to import your assignments and marks from Google Classroom into ProgressBook.

To be able to sync assignments and marks from Google Classroom, you must have students in Google Classroom that match your students in GradeBook. The system matches first by student email address and then by student name; the matching process is not case sensitive. You cannot use this feature with class groups.

The following circumstances must also be true:

- Your system manager has assigned the correct format, known as numeric textbox, to the
 mark types you are using. This format indicates that you can enter a number into a field
 as the mark for an assignment. Mark type formats that let you select an item from a
 drop-down list or enter a checkmark cannot be used with Google Classroom Sync.
- On the Assignment Types screen, you have selected a Mark Type (e.g., Points) with the previously mentioned numeric textbox format for each assignment type you want to use when importing Google Classroom marks. This screen does not indicate whether the mark types you have selected use numeric textboxes, so if you are not sure, check with a system manager. If you are using traditional (Custom Setup 1) grading, you likely have the proper setup. If you are using standards-based (Custom Setup 2) grading, you may need more assistance in setup.

Signing in to Google Classroom from GradeBook

 On the desired class's Class Dashboard, below Assignments and Marks, click Google Classroom Sync.

Assignments & Marks					
GradeBook Grid	5-Day View				
Add an Assignment	Recurring Assign.				
Enter Report Cards	Enter Interims				
Assignment Maintenance	Google Classroom Sync				

The **Sign in – Google Accounts** window opens.

Note: You must have all pop-up blockers disabled for ProgressBook so that the window can open.

2. On the **Sign in – Google Accounts** window, select or enter the desired account information and log in to Google.

Note: The first time you log in, you may also have to confirm that you want ProgressBook to be able to access your Google information.

You are now logged in to your Google account in GradeBook and you can sync assignments and marks.

Syncing Assignments and Marks for Default or Custom Setup 1

1. On the Class Dashboard for the desired traditional class, below Assignments and Marks, click Google Classroom Sync.



The Google Classroom Sync screen displays.

2. In the **Assignment Types** column, select the GradeBook assignment type to which you want to categorize one or more Google Classroom assignments.

In the **Google Classroom** area, a **Google Classes** drop-down list displays containing your available Google Classroom classes, including section information.

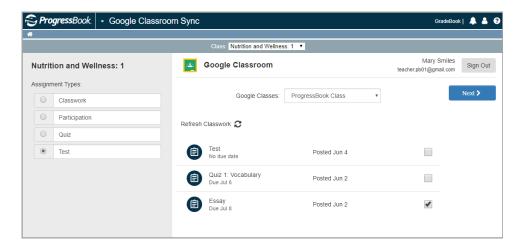
3. In the Google Classroom drop-down list, select the desired class.

Assignments you have created in Google Classroom display below the drop-down list.

- 4. (Optional) Click an assignment to display an expanded box that indicates the following:
 - · the date on which the assignment was posted in Google Classroom
 - the number of students who have turned it in
 - the number of students to whom it was assigned
 - the number of submissions that have been graded

Note: You must return the assignment to your students in Google Classroom before marks display in ProgressBook.

- 5. Beside the assignment(s) whose marks you want to sync, select the checkbox(es).
- 6. Click Next.



One or more grids display, showing each assignment that you want to sync, then showing each student's name, their existing mark (if any) for the assignment, and the new mark you are importing from Google Classroom into ProgressBook.

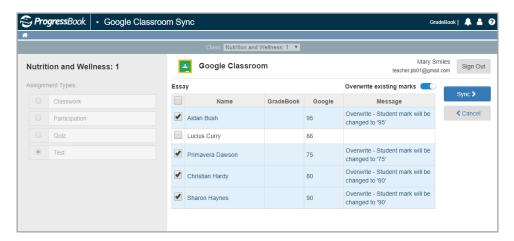
 (Optional) Deselect the checkbox beside each student whose marks you do <u>not</u> want to import. All students are selected by default. Use the checkbox at the top of the grid to toggle between selecting and deselecting all students.

Note: Students who are not selected do not have marks imported regardless of whether the **Overwrite existing marks** toggle is enabled.

8. (Optional) Enable the **Overwrite existing marks** toggle to overwrite the GradeBook marks with Google marks for all selected students.

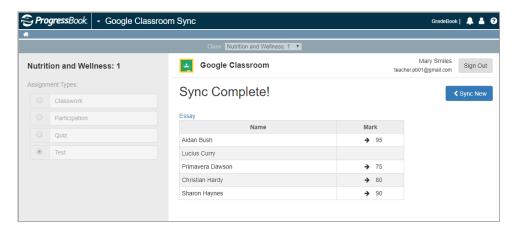
Note: Google marks for selected students who do not have existing marks in GradeBook are still imported when the toggle is disabled.

9. Review all marks for accuracy, and then click **Sync**.



Note: In the row of any students in GradeBook who do not match students in Google Classroom, a message displays to indicate that they could not be matched by email address or name. Therefore, no marks can be imported for these students.

Sync Complete! and one or more grids of imported marks display.



10. (Optional) Click Sync New to import more marks for other assignments.

11. (Optional) Above the grid, click the assignment name link to view the Assignment Marks screen for the GradeBook assignment created for the Google Classroom classwork.

Grades

Interim and Report Card Grades

The Interim/Report Card forms sent to students' parents are custom designed by the GradeBook system manager, but teachers enter the grades that display on these forms. You can enter grades by student, class, or class group.

In some districts and schools, you may also receive or choose to receive notifications when your report card entry window is open.

Refer to the following topics:

- "Enter Interim/Report Card Grades by Student"
- "Enter Interim/Report Card Grades by Class"
- "Receiving Report Card Entry Date Notifications"

Enter Interim/Report Card Grades by Student

On the Interim/Report Card forms, you can use the ENTER or TAB keys to move from field to field.

- 1. On the **Teacher Home Page** or the **Class Dashboard**, click **Enter Interims** or **Enter Report Cards**.
- 2. On the **Interim Entry** screen or **Report Card Entry** screen, in the **Class** list, select the desired class or class group.

Note: Select **All Classes** to enter grades by student and to include all subjects for which you have that student at the same time.

- 3. (Optional) In the second drop-down list below **Classes**, select a grade level by which to filter students.
- 4. In the **Rpt** list, select the desired interim/report card. More than one interim/report card may display in the list.
- 5. Click the appropriate student in the list of students on the left side of the screen.

Note: Click a student's name to open the **Student Progress** window, which displays assignments grouped by assignment type; individual assignment weights; marks; missing, late, or excluded assignments, if any; and comments.

6. Select the checkbox above the current quarter.

7. Click to automatically calculate and populate the grade using the marks previously entered in the grade book.



Note: For secondary (traditional) interim/report cards, the YTD Average displays below the **Points** if YTD calculations were enabled for the interim/report card.

- 8. To override the automatically calculated interim/report card grade, select the grade and change it.
- 9. Close the Valid Marks window.

Note: You can enter an unlimited number of different mark types for a student's interim/report card; however, the system may perform slowly if a large number of mark types are entered.

- 10. Select the appropriate code(s) from the list for each student.
- 11. If displays in the **Reporting Period** column, click it to open the **Comment** window, and perform the following:
 - Enter a free-form comment.

Note: Depending on your district's setup, you may not be able to enter more than 200 characters. In these circumstances, the window displays a field that indicates the number of characters you have left out of 200.

b. Click Update.

The **Comment** window closes.

Note: Once you refresh the screen, you can hover your cursor over **1** to display the comment.

12. Click **Save Next** to save the grades for that student, and proceed to the next student, or you can click **Next** or **Previous** to change students without saving grades.

Note: If your district administrator enables threshold override for this report card, and the student's grades are below the minimum or above the maximum threshold, a warning message displays to inform you that the grades are subject to rounding and that any grades below or above the administrator defined threshold(s) will be rounded up or down to the respective threshold.

13. Continue to perform step 5 through step 12 for each student.

Note: You may use the (a) and (b) icons to jump to the top or bottom of the list if the class includes a large number of students.

Note: A red outline appears around the field () if the grade has not been saved.

Enter Interim/Report Card Grades by Class

On the Interim/Report Card forms, you can use the ENTER or TAB key to move from field to field.

- 1. On the **Teacher Home Page** or the **Class Dashboard**, click **Enter Interims** or **Enter Report Cards**.
- 2. On the **Interim Entry** screen or **Report Card Entry** screen, in the **Class** list, select the desired class or class group.
- 3. (Optional) In the **Grade Level** drop-down list, select a grade level by which to filter students.
- 4. Click Show All Students below the Classes area.

Note: To enter grades by student, click the appropriate student in the list.

5. In the **Rpt** list, select the correct interim or report card. More than one report card may appear in the list.

Note: Only the report card(s) associated with the students in the class or in the classes included in the class group display in the list.

Note: In class groups, teachers can enter grades only for the students associated with the selected report card.

Note: Click a student's name to open the **Student Progress** window which displays assignments grouped by assignment type; individual assignment weights; marks; missing, late or excluded assignments, if any; and comments.

6. Select the checkbox above the current quarter.

7. Click to automatically calculate and populate the grade using the marks previously entered in the grade book.

Note: For secondary (traditional) report cards, the Year to Date (YTD) Average displays below the **Points** if YTD calculations were enabled for the report card.

- 8. To override the automatically calculated interim mark, select the mark, and change it.
- 9. Close the Valid Marks window.

Note: You can enter an unlimited number of different mark types for a student's interim/report card; however, the system may perform slowly if a large number of mark types are entered.

- 10. Select the appropriate code(s) from the list for each student.
- 11. If displays in the **Reporting Period** column, click it to open the **Comment** window.
 - a. Enter a free-form comment.

Note: Depending on your district's setup, you may not be able to enter more than 200 characters. In these circumstances, the window displays a field that indicates the number of characters you have left out of 200.

b. Click **Update**.

The **Comment** window closes.

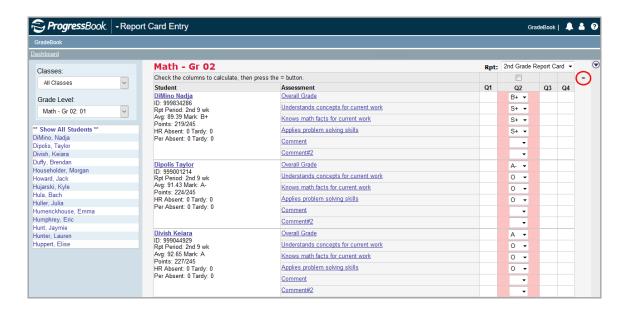
Note: Once you refresh the screen, you can hover your cursor over to display the comment.

12. Click Save.

Note: If your district administrator enables threshold override for this report card, and any of the students' grades are below the minimum or above the maximum threshold, a warning message displays to inform you that the grades are subject to rounding and that any grades below or above the administrator defined threshold(s) will be rounded up or down to the respective threshold.

Note: When entering grades by class, click the name of the student to open the **Student Progress** window.

Note: You may use the (a) and (b) icons to jump to the top or bottom of the list if the class includes a large number of students.

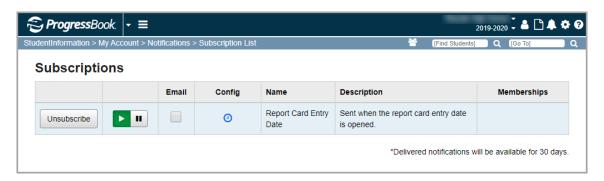


Note: A red outline displays around the field () if the grade has not been saved.

Receiving Report Card Entry Date Notifications

If your school or district requires or lets you sign up for in-app notifications, you may be able to receive notifications when the report card entry window is open. These notifications are set up by an administrator. If it is not disabled by your school or district, or if it is not already required by your school or district, you can opt in to receive these notifications.

- 1. On any GradeBook screen, click hen click **Subscriptions**.
- 2. On the **Subscriptions** screen in StudentInformation, in the row of **Report Card Entry Date** in the grid, click **Subscribe**.
- 3. (Optional) Select the **Email** checkbox to receive email notifications in addition to in-app notifications.
- 4. (Optional) In the **Config** column, click ot to view the approximate dates on which you will receive a notification regarding the report card entry date window.



Once you receive a notification, displays as . Click this icon to view the notification. See the *ProgressBook Teacher Notifications Guide* for more information.

Seating Chart

You can create a visual reference of a classroom's physical arrangement in a seating chart that includes information about each student. Once you have created it, you can perform any of the following tasks on a seating chart:

- Customize (see "Customize a Seating Chart")
- Copy (see "Copy Seating Chart")
- Enter daily attendance (see "Enter Daily Attendance on the Seating Chart")
- Enter period attendance (see "Enter Period Attendance on Seating Chart")
- Print (see "Print a Seating Chart"
- Delete (see "Delete a Seating Chart")

Refer to the following topics:

- "Create a Seating Chart"
- "Customize a Seating Chart"

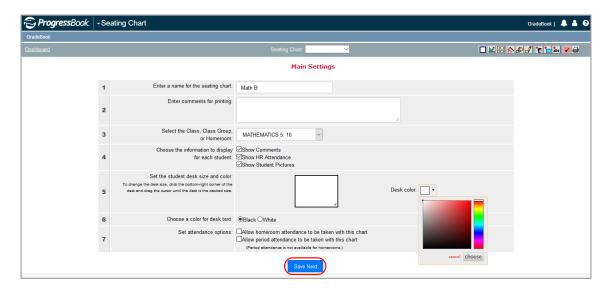
Create a Seating Chart

To view a video of the following procedure, navigate to the following link: https://www.youtube.com/watch?v=tlc6sVkP300

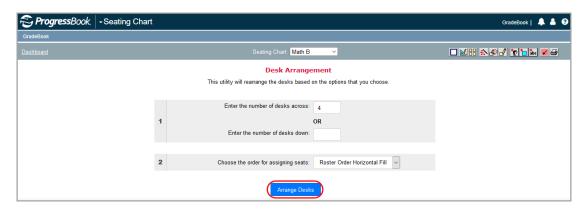
You can create a visual reference of a classroom's physical arrangement in a seating chart that includes customized information about each student. GradeBook provides many options for adjusting the color and size of desks, displaying students' pictures on desks, taking or displaying attendance, and displaying comments.

- 1. On the Teacher Home Page or Class Dashboard, click Seating Chart.
- 2. On the **Seating Chart Main Settings** screen, in the **Enter a name for the seating chart** field, enter a name.
- 3. In the **Select the Class**, **Class Group**, **or Homeroom** field, select the desired class or group.
- 4. You may perform any of the following optional steps when creating a seating chart:
 - In the **Enter comments for printing** field, enter a comment that displays on the printed seating chart.
 - To display additional information for each student, select any of the following options:
 - Show Comments Displays any individual student comments (from the Enter comments to display on the desk field that displays on the Edit or Add a Student window when you choose to edit an individual student's desk) on the student desk.
 - Show HR Attendance Displays the daily attendance code on the student desk.
 - **Show Student Pictures** Displays a picture of the student on the desk, if available.

- To change the size of the desk, click the bottom-right corner of the white square, and then drag the cursor until the desk is the desired size.
- To change the color of the desk, click the **Desk color** drop-down, click the color you
 want using the gradients, and then click **choose**.
- To change the color of the text on the desk, select Black or White in the Choose a color for desk text.
- For Set attendance options, select one or both of the following options:
 - Allow homeroom attendance to be taken with this chart
 - Allow period attendance to be taken with this chart
- GradeBook automatically generates the number of rows in the seating chart based on the number of students on the class roster. To set the number of desks to display in horizontal rows or vertical rows, on the Seating Chart Desk Arrangement screen, enter a number in the Enter the number of desks across field OR the Enter the number of desks down field. The desk arrangement is determined by the number of desks per row across or down but not both.
- 5. Click Save Next.



- 6. In the **Choose the order for assigning the seats** drop-down list, select the appropriate order of desks.
- 7. Click Arrange Desks.



The desks display on the **Seating Chart** screen.

Customize a Seating Chart

Once you have created a seating chart, you can customize it by using the buttons on the toolbar displayed on the **Seating Chart** screen. To see a description of the icon, hover your cursor over it. "Seating Chart Icons and Descriptions" displays the icons with their definitions.

Seating Chart Icons and Descriptions

Icon	Description	Icon	Description
	Create a new seating chart	*e	Add students to the seating chart
	Edit the seating chart setup	_	Add empty desks to the seating chart
	Display the seating chart	abc	Add labels to the seating chart
*	Auto arrange the desks	✓	Take daily attendance
4	Manually arrange the desks	✓	Take period attendance
₫	Edit or add comments, and edit or delete items on the seating chart		Print the seating chart

Refer to the following topics:

- "Add a Label to a Seating Chart"
- "Arrange Desks Manually on a Seating Chart"
- "Edit a Student's Desk on a Seating Chart"
- "Add a Student to the Seating Chart"
- "Add a Desk to a Seating Chart"
- "Delete a Student from the Seating Chart"

Add a Label to a Seating Chart

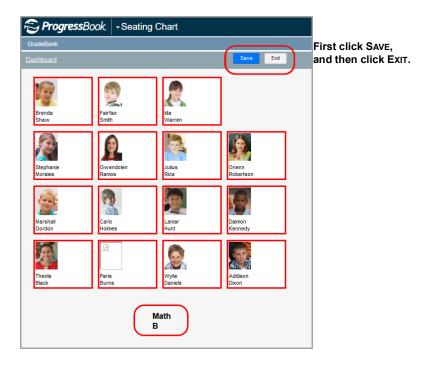
You may add a label to a seating chart to provide additional information such as an emergency exit location. This can be especially helpful to substitute teachers who may not be familiar with the school building.

- 1. On the Class Dashboard, click Seating Chart.
- 2. On the **Seating Chart** screen, click on the toolbar.
- 3. On the **Edit or Add a Label** screen, enter the label in the **Enter the text for your label** field.
- 4. In the **Set up the font style Size** drop-down list, select the desired font size.

- 5. (Optional) Select the **Bold?** option to make your text bold.
- 6. Click Save.



- 7. On the **Seating Chart** screen, move the label to the desired position on the seating chart.
- 8. Click Save.
- 9. Click Exit.



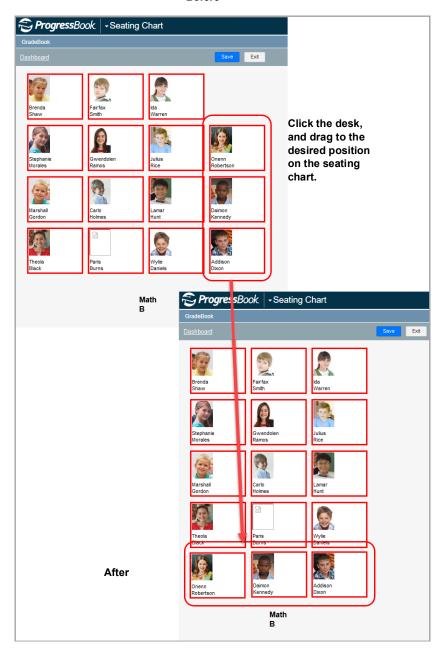
Arrange Desks Manually on a Seating Chart

GradeBook arranges the desks automatically on a seating chart when it is created. However, you may choose to rearrange the desks manually.

- 1. On the Class Dashboard, click Seating Chart.
- 2. On the **Seating Chart** screen, click 🕏 on the toolbar.
- 3. Click a desk and drag it to the desired position on the seating chart.
- 4. Click Save.

5. Click Exit.

Before

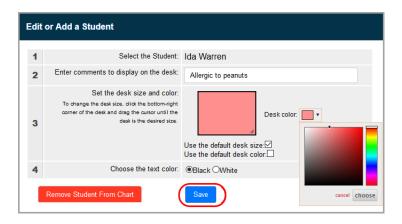


Edit a Student's Desk on a Seating Chart

- 1. On the Class Dashboard, click Seating Chart.
- 2. On the **Seating Chart** screen, click don the toolbar.
- 3. Click con the student's desk you want to edit.
- 4. On the **Edit or Add a Student** window, you may change the following desk settings as desired:
 - Add comments, such as a nickname

Seating Chart

- Use the **Desk color** drop-down to change the color of the desk
- Change the size of the desk
- Change the color of the text on the desk
- 5. Click Save.

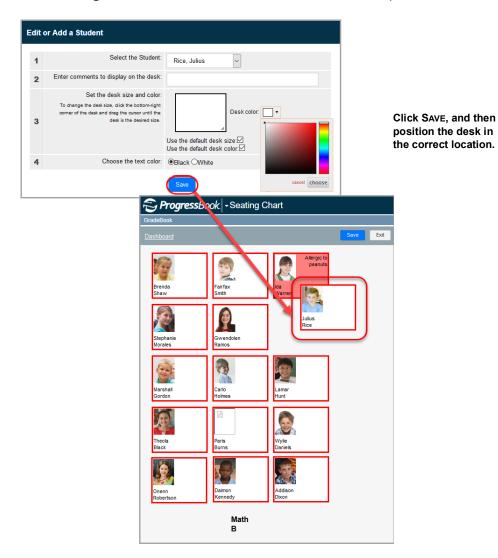


Add a Student to the Seating Chart

Make sure the student you want to add to the seating chart is on your class roster first.

- 1. On the Class Dashboard, click Seating Chart.
- 2. On **Seating Chart** screen, click on the toolbar.
- 3. On the Edit or Add a Student screen, in the Select the Student field, select the student.
- 4. Click Save.

5. On the **Seating Chart** screen, move the desk to the desired position on the seating chart.



- 6. Click Save.
- 7. Click Exit.

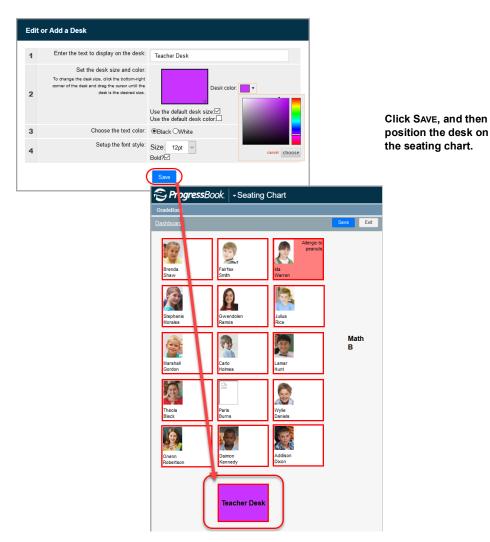
Add a Desk to a Seating Chart

You may add a desk to the seating chart that represents empty student desks, the teacher's desk, or a project work table.

- 1. On the Class Dashboard, click Seating Chart.
- 2. On the **Seating Chart** screen, click **1** on the toolbar.
- 3. On the **Edit or Add a Desk** window, in the **Enter the text to display on the desk** field, enter the name of the new desk.
- 4. (Optional) Change the color of the desk.
- 5. (Optional) Select **Black** or **White** as the **Choose the text color** option.
- 6. (Optional) Select the desired font size in the **Set up the font style Size** list.

Seating Chart

- 7. (Optional) Select the **Bold?** option to make your text bold.
- 8. Click Save.
- 9. On the **Seating Chart** screen, move the new desk to the desired position on the seating chart.



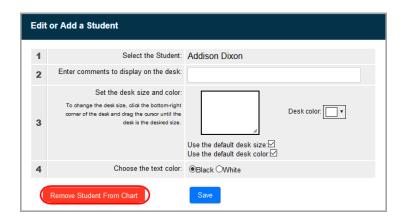
10. Click Save, and then Exit.

Delete a Student from the Seating Chart

You can delete a student from the seating chart, but this does not remove or hide the student from the class roster. However, a desk does not display on the seating chart for a student who has been hidden in the class roster.

- 1. On the Class Dashboard, click Seating Chart.
- 2. On the **Seating Chart** screen, click don the toolbar.
- 3. Click Edit on the desk of the student you want to delete.

4. On the Edit or Add a Student window, click Remove Student from Chart.

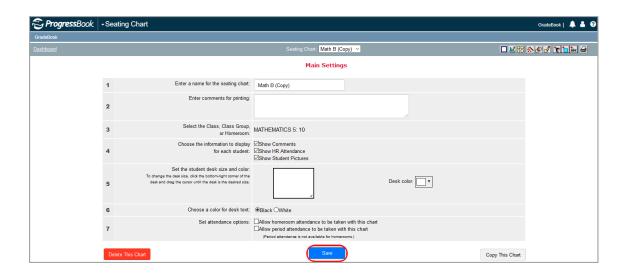


The **Edit or Add a Student** window closes and the desk is removed from the seating chart on the **Seating Chart** screen.

Copy Seating Chart

You can copy an existing seating chart from another class and change the necessary settings instead of creating an entirely new one.

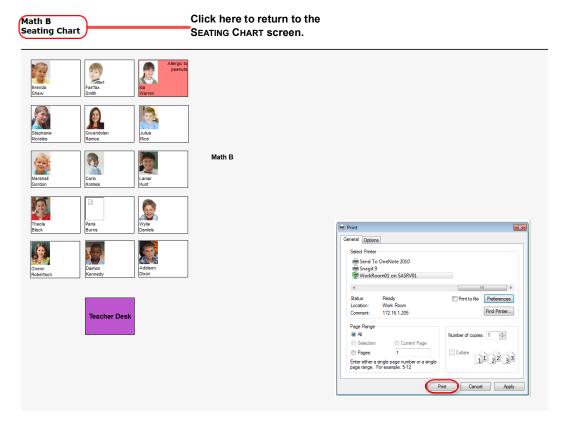
- 1. On the Class Dashboard, click Seating Chart.
- 2. On the **Seating Chart** (Main Settings) screen, click on the toolbar.
- 3. Click Copy This Chart.
- 4. Click again.
- 5. In the **Enter a name for the seating chart** field, change the name of the seating chart.
- 6. Change any of the other settings as desired.
- 7. Click Save.



Print a Seating Chart

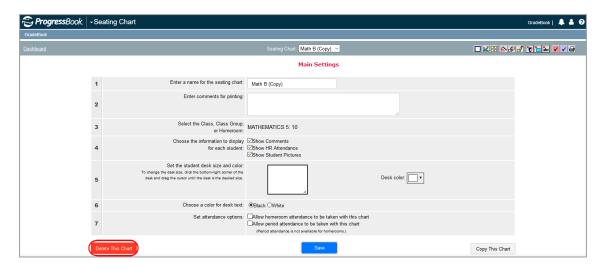
Use this option to print the seating chart without the GradeBook banner. If you entered comments while you were creating the seating chart, they display on the chart when you print it.

- 1. On the **Seating Chart** screen, click 🖨 on the toolbar.
- On the browser message window, click **OK**.
 A printable version of the seating chart displays in the browser.
- 3. Select File > Print.
- 4. On the **Print** window, click **Preferences**.
- 5. Select the desired page orientation and paper size for your seating chart.
- 6. Print the seating chart.
- 7. Click the seating chart title at the top of the screen to return to the **Seating Chart** screen.



Delete a Seating Chart

- 1. On the Class Dashboard, click Seating Chart.
- 2. On the **Seating Chart** (Main Settings) screen, click on the toolbar.
- 3. In the **Seating Chart** list, select the seating chart you want to delete.
- 4. Click Delete This Chart.



The seating chart is deleted, and the **Seating Chart** screen displays.

New Seating Chart

You can create seating charts for your classes in GradeBook. This chapter refers to the new seating chart you access from the **Try New Seating Chart** link. Refer to the following topics:

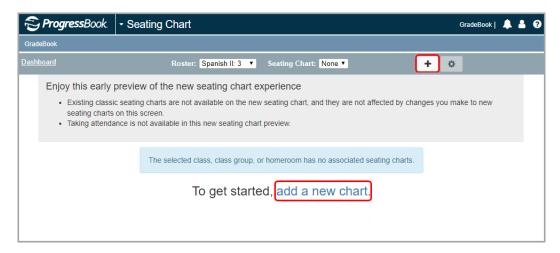
- "Creating a Seating Chart"
 - "Adding Desks to a Seating Chart"
 - "Deleting Desks from a Seating Chart"
- "Editing a Seating Chart"
 - "Adding Labels to a Seating Chart"
 - "Moving Desks and Labels on a Seating Chart"
 - "Deleting Labels on a Seating Chart"
- "Editing Seating Chart Preferences"
- "Entering Attendance on a Seating Chart"
 - "Entering Daily Attendance"
 - "Entering Period Attendance"
- "Printing a Seating Chart"
- "Deleting a Seating Chart"

Creating a Seating Chart

You can create a seating chart that includes customized information about each student. GradeBook provides many options for adjusting the color and size of desks, displaying students' pictures on desks, and displaying comments. You can create multiple seating charts for each roster.

- 1. On the **Teacher Home Page** or **Class Dashboard**, below **Class Administration** or **Classroom Administration**, respectively, click **Try New Seating Chart**.
 - The Seating Chart screen displays.
- 2. (Conditional) If you accessed the seating chart from the **Teacher Home Page**, in the **Roster** drop-down list, select the class, class group, or homeroom for which you want to create a seating chart.

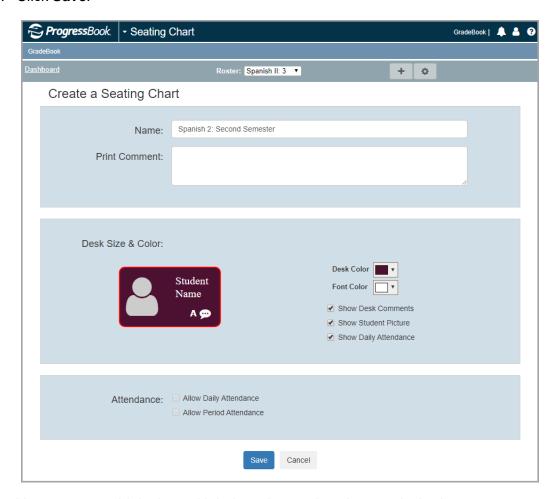
3. If you have not created a seating chart for this roster, click + or add a new chart.



The Create a Seating Chart screen displays.

- 4. In the **Name** field, enter the name for the seating chart.
- 5. (Optional) In the **Print Comment** field, enter any comments you want to display on the printed seating chart.
- 6. In the **Desk Size & Color** area, complete any combination of the following tasks:
 - In the Desk Color drop-down list, select a color for the desk.
 - In the **Font Color** drop-down list, select a color for the student's name and other text on the desk.
 - Select the **Show Desk Comments** checkbox to display individual student comments on each desk by default.
 - Select the **Show Student Picture** checkbox to display student pictures, when available, on each desk.
 - Select the Show Daily Attendance checkbox to display the daily attendance code for each student on each desk.
- 7. In the **Attendance** area, select either or both of the following checkboxes:
 - Allow Daily Attendance In the Daily Attendance view, this option lets you select a
 daily attendance code from a drop-down list on each desk.
 - Allow Period Attendance In the Period Attendance view, this option lets you select a period attendance code from a drop-down list on each desk.

8. Click Save.



You can now add desks and labels to the seating chart as desired.

Adding Desks to a Seating Chart

You can add individual desks manually, or you can automatically arrange desks for your entire roster.

Adding Individual Desks

1. At the top left of the seating chart, click Edit.

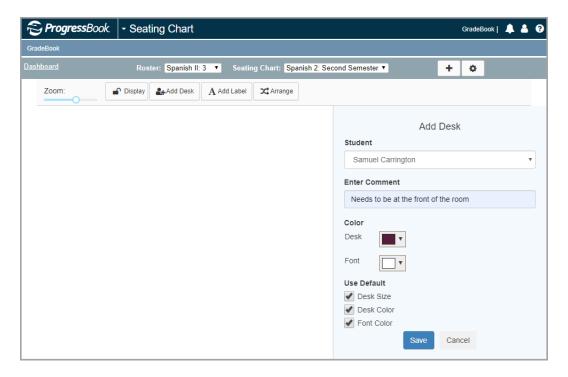


2. Click Add Desk.

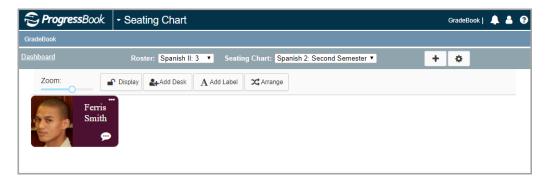


The **Add Desk** panel displays on the right side of the screen.

- 3. In the **Select Student** drop-down list, select the student for whom you want to add a desk.
- 4. (Optional) In the Enter Comment field, enter any comments you want to display on this student's desk. If you selected the Show Desk Comments checkbox when creating the seating chart, the comment you enter here displays when you hover your cursor over pon the desk.
- 5. (Optional) Select a different **Desk Color** and **Font Color** for this student.
- 6. (Optional) If you do not want this student's desk to use the default desk size, desk color, or font color, deselect the **Use Default Desk Size** checkbox, the **Use Default Desk Color** checkbox, and the **Use Default Font Color** checkbox, respectively.
- 7. Click Save.



The desk displays at the top left of the seating chart automatically. You can move the desk manually as desired.



Automatically Arranging Desks

Note: If you are arranging desks immediately after creating a new seating chart, the **Desk Arrangement** panel displays automatically and you do not need to complete step 1 and step 2.

1. At the top left of the screen, click **Edit**.



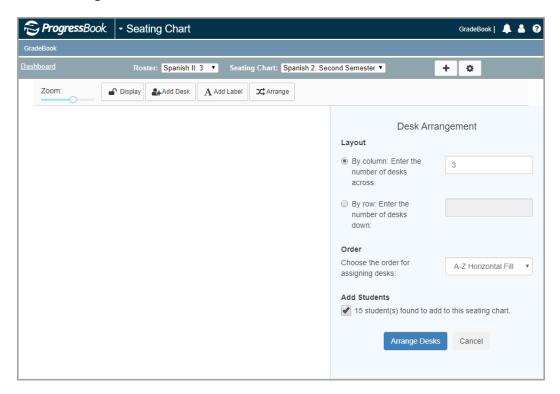
2. Click Arrange.



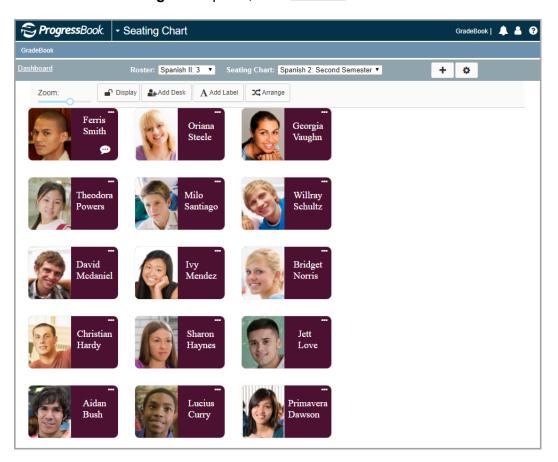
The **Desk Arrangement** panel displays on the right side of the screen.

- 3. In the Layout section, select either By column or By row.
 - If you selected **By column**, in the **Enter the number of desks across** field, enter the number of desks you want to display across a row.
 - If you selected **By row**, in the **Enter the number of desks down** field, enter the number of desks you want to display down a column.
- 4. In the **Order** section, in the **Choose the order for assigning desks** drop-down list, select one of the following sort orders:
 - A-Z Horizontal Fill
 - A-Z Vertical Fill
 - Z-A Horizontal Fill
 - Z-A Vertical Fill

- Roster Order Horizontal Fill (this option respects the order you have designated for your class on the Class Roster screen)
- Roster Order Vertical Fill (this option respects the order you have designated for your class on the Class Roster screen)
- Random
- 5. In the Add Students section, select the [#] student(s) found to add to this seating chart checkbox.
- 6. Click Arrange Desks.



The desks display on the screen and you can make further changes as necessary. To close the **Desk Arrangement** panel, click Arrange.



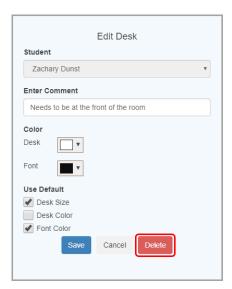
Deleting Desks from a Seating Chart

You can delete a student's desk from the seating chart.

1. At the top left of the desired seating chart, click Edit.



3. On the Edit Desk panel that displays, click Delete.



The desk you chose to delete no longer displays on the seating chart.

Editing a Seating Chart

- To edit an existing seating chart, on the Teacher Home Page or Class Dashboard, click Try New Seating Chart.
- (Conditional) If you accessed the seating chart from the **Teacher Home Page**, in the
 Roster drop-down list, select the class, class group, or homeroom for which you want to
 create a seating chart.
- 3. (Conditional) If you have more than one seating chart associated with this roster, in the **Seating Chart** drop-down list, select the desired seating chart.
- 4. To make changes to the design of the seating chart, click Edit.



Adding Labels to a Seating Chart

1. At the top left of the desired seating chart, click **Edit**.



2. Click Add Label.



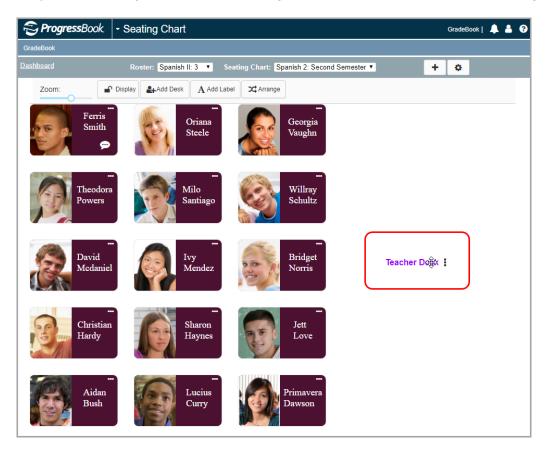
The **Add Label** panel displays on the right side of the screen.

- 3. In the **Enter Text** field, enter text that you want to display on the label.
- 4. In the Select Font Size drop-down list, select the desired size for the text on the label.
- 5. In the **Font Color** drop-down list, select the desired color for the text on the label.
- 6. Click Save.



The label you added displays at the top left of the seating chart.

7. Use your cursor to grab the label and drag it to the desired location on the seating chart.



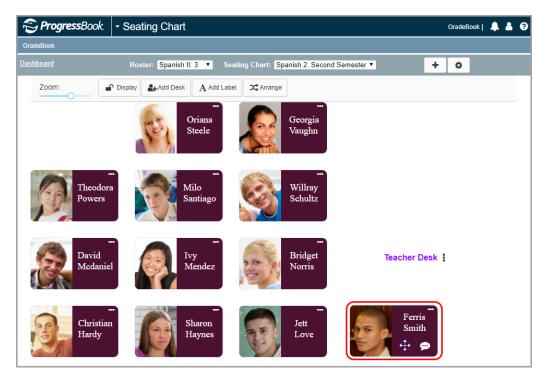
8. At the top left of the screen, click **Display** to lock your changes and prevent further movement of items on the screen.



Moving Desks and Labels on a Seating Chart

1. At the top left of the desired seating chart, click Edit.

2. Use your cursor to grab the desk or label and drag it to the desired location on the seating chart. Repeat as necessary for each desired item.



3. At the top left of the screen, click **Display** to lock your changes and prevent further movement of items on the screen.



Deleting Labels on a Seating Chart

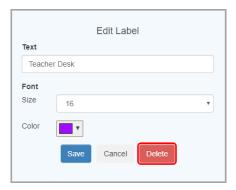
You can delete a label from the seating chart.

1. At the top left of the desired seating chart, click Edit.



2. On the right side of the label you want to delete, click .

3. On the Edit Label panel that displays, click Delete.



The label you chose to delete no longer displays on the seating chart.

Editing Seating Chart Preferences



- 2. Edit any of the existing settings. For more information, see "Creating a Seating Chart."
- Click Save.

Entering Attendance on a Seating Chart

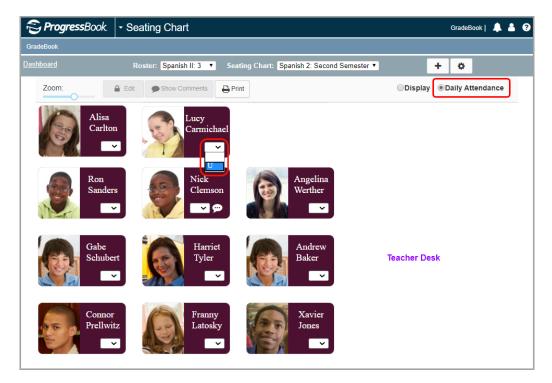
Based on your seating chart preferences, you can take daily and/or period attendance.

Entering Daily Attendance

To enter daily attendance on a seating chart, in the preferences for the seating chart, the **Allow Daily Attendance** checkbox must be selected.

1. On the desired seating chart, select the **Daily Attendance** radio button.

2. On the desk for each student, in the drop-down list, select the appropriate daily attendance/absence code.



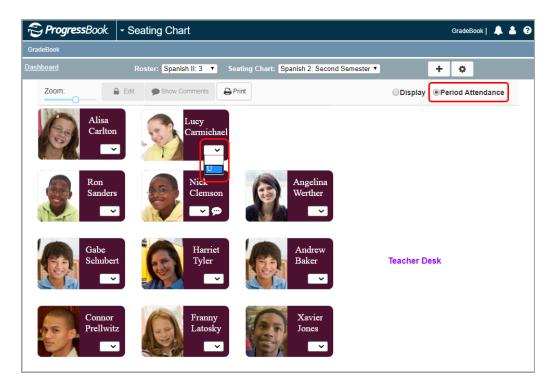
Your changes save automatically. The desk displays with the applicable absence code and a red outline.

Entering Period Attendance

To enter daily attendance on a seating chart, in the preferences for the seating chart, the **Allow Daily Attendance** checkbox must be selected.

1. On the desired seating chart, select the **Period Attendance** radio button.

2. On the desk for each student, in the drop-down list, select the appropriate period attendance/absence code.



Your changes save automatically.

Printing a Seating Chart

1. At the top left of the desired seating chart, click **Print**.



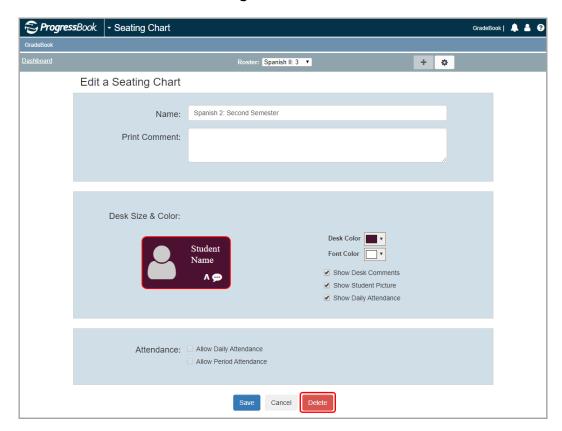
2. Preview the seating chart and select print settings as necessary before printing.

Deleting a Seating Chart

1. At the top right of the desired seating chart, click .



2. At the bottom of the Edit a Seating Chart screen, click Delete.



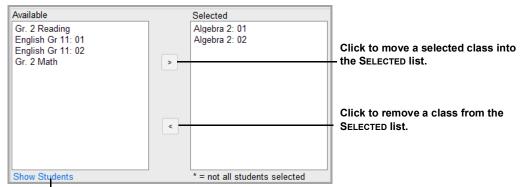
Reports

A variety of Classic and Report Builder reports are available in the **Reports** list on the **Teacher Home Page** and **Class Dashboard**.



Classic Reports

The report criteria selection screens provide a list of available classes from which you can select one or more. Where this option is available, you can also select individual students from the class if desired.



Click to display a list of students in the selected class.

A common report parameter is date selection, either by reporting period or date range.

Naming conventions for reporting periods such as Quarter, Period, Marking Period, Grading Period, etc., on the report criteria selection screens may display differently in GradeBook because they are defined by the school district.

To view and modify the report you must have the appropriate application installed on your computer. Classic reports can be displayed in the following formats:

- HTML Format can be viewed in a browser and saved; to edit, you must have HTML
 editing software installed on the computer and/or knowledge of HTML code
- **PDF** Portable document file format that cannot be edited; to view the report, you must have Adobe Reader installed
- **Excel** Format provides full functionality of Microsoft Excel; to view, edit, or save the report in this format, you must have Excel
- RTF Formatted document file type that can be edited; to edit the report, you must have a word processing software installed
- TIFF Large graphic file format that may take longer to open than other file types and cannot be edited

Reports

When you have selected the desired report parameters on the report criteria selection screen, click **Run the Report** or **Submit** to display the report. All reports open in a separate browser window. After you have viewed the report, close the report window and return to the report criteria selection screen. Classic reports cannot be deleted.

Note: Reports open in a separate browser window, which may display behind GradeBook. If you cannot see the reports, check the pop-up blocker setting in your browser. If the pop-up blocker setting is enabled, disable it for the GradeBook website.

To print the report, you must select the print option from within the software application in which it is displayed.

Class Progress Report

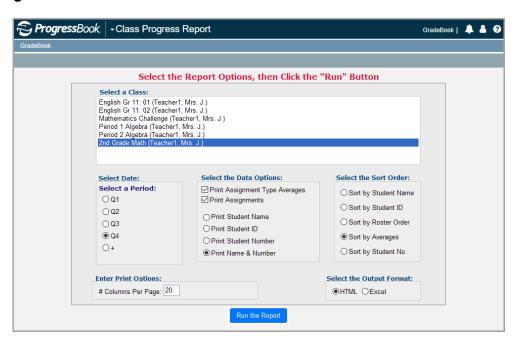
The **Class Progress Report** displays assignment marks, assignment type averages, and overall averages for all students in a class. You can print this report using student numbers instead of names to ensure anonymity in the classroom. This report is also a good option for printing a paper backup of your GradeBook.

- 1. On the **Teacher Home Page**, in the **Reports** drop-down list, select **Class Progress Report**.
- 2. Click Run.
- 3. On the Class Progress Report screen, select the class for which to run the report.
- 4. Select the appropriate period.
- 5. Select the desired data options:
 - Print Assignment Type Averages Displays averages for each assignment type
 - Print Assignments Displays marks for each individual assignment

Note: Deselecting both of the previous options produces a report that includes only overall student averages for the class.

- Print Student Name Displays students' names
- Print Student ID Display students' identification numbers instead of names or student numbers (on the Student Profile screen Personal tab, this number is referred to as the District Student ID)
- **Print Student Number** Displays students' numbers instead of names or student identification numbers; may be used to preserve student anonymity (on the **Student Profile** screen **Personal** tab, this number is referred to as the **Progress Book ID**)
- Print Name & Number Displays students' names and numbers
- 6. Select one of the following sort order options:
 - **Sort by Student Name** Displays report information in alphabetical order by student last name
 - **Sort by Student ID** Displays report information in order by student identification number (assigned in StudentInformation)
 - Sort by Roster Order Displays report information in the specific numeric order designated on the Class Roster screen

- Sort by Averages Displays report information in order by descending student average
- **Sort by Student No.** Displays information in order by student number, which is randomly assigned in GradeBook; may be used to preserve student anonymity
- 7. In the **Enter Print Options** field, enter the number of columns to print on a page. The default setting is 20 columns.
- 8. Select one of the following output formats:
 - HTML Can be viewed in a browser and saved; to edit, you must have HTML editing software installed and knowledge of HTML code
 - **Excel** Format provides full functionality of Microsoft Excel; to view, edit, or save the report in this format, you must have Excel installed
- 9. Click Run the Report.
- 10. Review the report, and save or print it, if desired.
- 11. Close the report window.
- 12. On the Class Progress Report screen, click GradeBook to return to the Teacher Home Page.



Class Roster Report

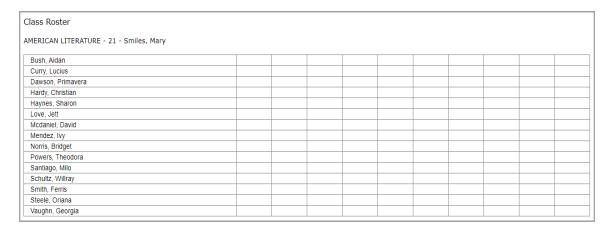
The **Class Roster Report** lists the students in a class. You can run one **Class Roster Report** for multiple classes.

- 1. On the **Teacher Home Page**, in the **Select a Report** drop-down list, select **Class Roster**.
- Click Run.
- On the Class List Report screen, select the class(es) for which to run the report.
- 4. Select one of the following sort options:

Reports

- Sort by Student Number Displays student roster in order by student number, which is randomly assignment in GradeBook; may be used to preserve student anonymity
- Sort by Student Name Displays student roster in alphabetical order by student last name
- Sort by Roster Order Displays student roster in the specific numeric order designated on the Class Roster screen
- 5. Select one of the following output formats:
 - **Excel** Format provides full functionality of Microsoft Excel; to view, edit, or save the report in this format, you must have Excel installed
 - HTML Format can be viewed in a browser and saved; to edit, you must have HTML editing software installed and knowledge of HTML code
- 6. (Optional) Use any of the following formatting options:
 - Include Grade Level Displays each student's grade level in the first column on the report
 - **Students/page** Enter a number in the field to indicate how many students should display per page in the report (only applies to HTML output)
- 7. Click Submit.
- 8. Save or print the report, if desired.
- 9. Close the report window.





Gradebook Summary Report - Elementary

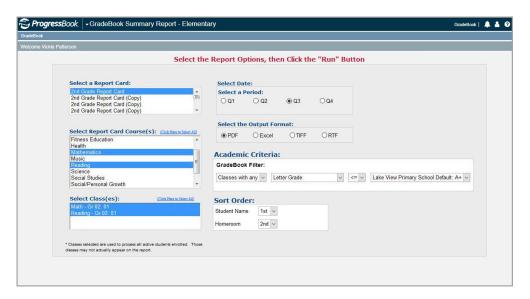
The Gradebook Summary Report – Elementary lists students' marks including letter grades and percentages for all their classes. The report also displays daily attendance.

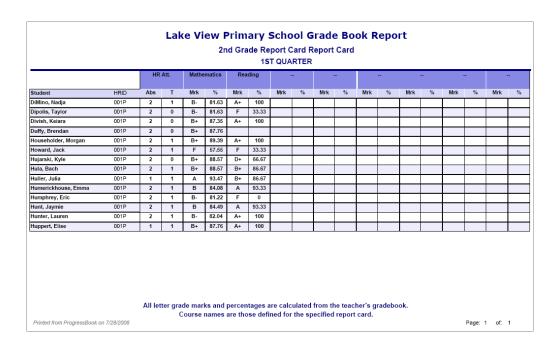
- 1. On the **Teacher Home Page**, in the **Select a Report** drop-down list, select **Gradebook Summary Report Elementary**.
- 2. Click Run.
- 3. On the **Gradebook Summary Report Elementary** screen, select a report card.
- 4. Select the **Report Card Course(s)** on which to run the report.
- 5. Select the corresponding classes in the **Select Class(es)** list for which to run the report.
- 6. Select the appropriate period.
- 7. Select one of the following output formats:
 - PDF Portable document file format that cannot be edited; to view the report, you
 must have Adobe Reader installed
 - **Excel** Format provides full functionality of Microsoft Excel; to view, edit, or save the report in this format, you must have Excel installed
 - TIFF Large graphic file format that may take longer to open than other file types and cannot be edited
 - **RTF** Formatted document file type than can be edited; to edit the report, you must have word processing software installed
- 8. To display all grades for all students, select the following academic criteria in the **Gradebook Filter** drop-down lists:
 - In the first, select Classes with any.
 - In the second, select Letter Grade.
 - In the third, select <=.
 - In the fourth, select the highest possible grade on the grading scale.

Note: You can adjust the filter criteria to narrow the list of students. For example, you may select only those students earning less than C.

- 9. To display the report results by student name, in the **Student Name** drop-down list, select **1st**, and in the **Homeroom** drop-down list, select **2nd**.
- 10. Click **Run the Report**.
- 11. Review the report, and save it, if desired.

12. Close the report window.



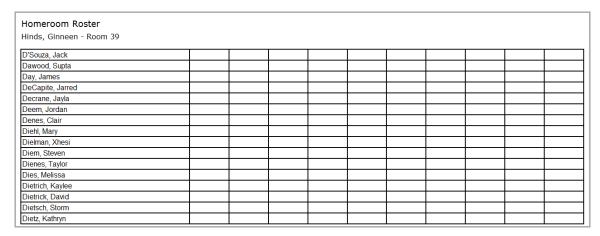


Homeroom Roster List Report

The Homeroom Roster List Report displays the physical location, the teacher, and the list of students assigned to a homeroom. Most teachers have a single homeroom from which to choose. However, kindergarten teachers with morning and afternoon classes have two homerooms.

- 1. From the **Teacher Home Page**, in the **Select a Report** drop-down list, select **Homeroom Roster List**.
- 2. Click Run.
- 3. On the **Homeroom Roster** screen, in the **Select a Homeroom** area, select the appropriate homeroom.
- 4. in the **Select the Output** area, select one of the following output formats:
 - **Excel** Format provides full functionality of Microsoft Excel; to view, edit, or save the report in this format, you must have Excel installed
 - HTML Format can be viewed in a browser and saved; to edit, you must have HTML editing software installed and knowledge of HTML code
- 5. Click Submit.
- 6. Review the report, and then close the report window.





Lesson Plan Report

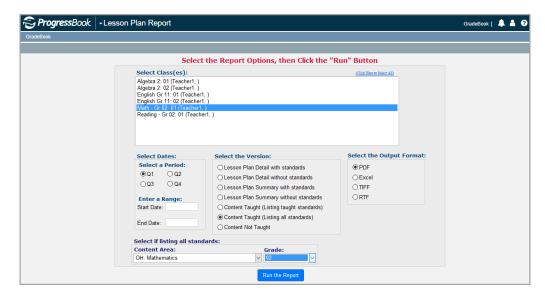
The Lesson Plan Report options lets you print lesson plans for a range of dates with or without the academic standards. In addition, several options are available for reporting the number of times academic standards have been reinforced by the lesson plan.

- 1. On the **Teacher Home Page**, in the **Select a Report** drop-down list, select **Lesson Plan Report**.
- 2. Click Run.
- 3. On the **Lesson Plan Report** screen, select the class(es) for which to run the report.
- 4. Select the appropriate period.

Note: You can enter dates in the **Start Date** and **End Date** fields to span several reporting periods or limit the date range to less than a reporting period.

- 5. Select on of the following report versions:
 - Lesson Plan Detail with standards Displays the dates the lesson plan is scheduled for, the complete text of the lesson plan, and academic standards associated with the lesson plan during the specified time period
 - Lesson Plan Detail without standards Displays the dates the lesson plan is scheduled for and the complete text of the lesson plan during the specified time period
 - Lesson Plan Summary with standards Displays the dates the lesson plan is scheduled for, the summary of the lesson plan, and academic standards associated with the lesson plan during the specified time period
 - Lesson Plan Summary without standards Displays the dates the lesson plan is scheduled for and the summary of the lesson plan during the specified time period
 - Content Taught (Listing taught standards) Displays a list of academic standards that have been associated with the lesson plans and the number of times each has been reinforced during the specified time period
 - Content Taught (Listing all standards) Displays a list of all the academic standards for a specified content area and grade band or grade level, as well as the number of times each has been reinforced through the lesson plans during the specified time period
 - Content Not Taught Displays a list of academic standards for a specified content area and grade band or grade level that have not been reinforced through the lesson plans during the specified time period
- 6. If you selected **Content Taught** (Listing all standards) or **Content Not Taught** in *step 5*, the following two additional options are available:
 - Content Area Subject area for which academic standards should display
 - Grade Grade level or grade band for which academic standards should display
- 7. Select one of the following output formats:
 - PDF Portable document file format that cannot be edited; to view the report, you
 must have Adobe Reader installed
 - **Excel** Format provides full functionality of Microsoft Excel; to view, edit, or save the report in this format, you must have Excel

- **TIFF** Large graphic file that may take longer to open than other file types, and cannot be edited
- RTF Formatted document file type that can be edited; to edit the report, you must have word processing software installed
- 8. Click Run the Report.
- 9. View the report, and save or print it if desired.
- 10. Close the report window.



Note: Content Taught report options display the total number of days each academic standard has been reinforced through the lesson plan. The **Content Not Taught** option displays a list of standards not reinforced in the selected time period.

Content Taught Report							
Class: Gr. 2 Math(Teacher1)	Dates:	08/24/07 -	10/28/07				
Content		Days Taught	Totals				
Mathematics		1	128				
S01. Number, Number Sense and Operations		1	31				
 A. Use place value concepts to represent whole numbers using numerals, words and ph models. (PK-02) 	nysical	1	3				
01. Use place value concepts to represent, compare and order whole numbers using models, numerals and words, with ones, tens and hundreds. For example: a. Recognize 10 can mean "10 ones" or a single entity (1 ten) through physical m trading games. b. Read and write 3-digit numerals (e.g., 243 as two hundred forty three, 24 tens or 2 hundreds and 43 ones, etc.) and construct models to represent each. (02) 	nodels an	nd					
B. Recognize, classify, compare and order whole numbers. (PK-02)		1	4				
01. Use place value concepts to represent, compare and order whole numbers using models, numerals and words, with ones, tens and hundreds. For example: a. Recognize 10 can mean "10 ones" or a single entity (1 ten) through physical m trading games. b. Read and write 3-digit numerals (e.g., 243 as two hundred forty three, 24 tens or 2 hundreds and 43 ones, etc.) and construct models to represent each. (02) 	nodels an	nd					
02. Recognize and classify numbers as even or odd. (02)		1					
C. Represent commonly used fractions using words and physical models. (PK-02)		1	4				
05. Represent fractions (halves, thirds, fourths, sixths and eighths), using words, num physical models. For example: a. Recognize that a fractional part can mean different amounts depending on the quantity. b. Recognize that a fractional part of a rectangle does not have to be shaded with parts. c. Identify and illustrate parts of a whole and parts of sets of objects. d. Compare and order physical models of halves, thirds and fourths in relation to 	original n contigu	ous					
D. Determine the value of a collection of coins and dollar bills. (PK-02)		1	2				
04. Represent and write the value of money using the ¢ sign and in decimal form whe \$ sign. (02)	n using t	the 1					
E. Make change using coins for values up to one dollar. (PK-02)		1	2				
03. Count money and make change using coins and a dollar bill. (02)		1					

Missing Assignment Report

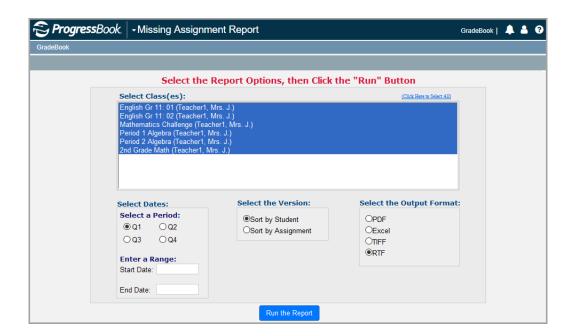
The **Missing Assignment Report** lists missing assignments by student or assignment. To include assignments in this report, you must have designated assignments as missing on the **Assignment Marks** screen.

- 1. On the **Teacher Home Page**, in the **Select a Report** drop-down list, select **Missing Assignment Report**.
- 2. Click Run.
- 3. On the **Missing Assignment Report** screen, select the class(es) for which to run the report.
- 4. Select the appropriate period.

Note: You can enter dates in the **Start Date** and **End Date** fields to span several reporting periods or limit the date range to less than a reporting period.

- 5. Select on of the following sort options:
 - **Sort by Student** Groups by student in alphabetical order and displays all missing assignments for each student in order by due date
 - Sort by Assignment Groups by assignment in order by due date and displays all of the students missing each assignment

- 6. Select one of the following output formats:
 - PDF Portable document file format that cannot be edited; to view the report, you
 must have Adobe Reader installed
 - **Excel** Format provides full functionality of Microsoft Excel; to view, edit, or save the report in this format, you must have Excel installed
 - TIFF Large graphic file that may take longer to open than other file types and cannot be edited
 - RTF Formatted document file type that can be edited; to edit the report, you must have word processing software installed
- 7. Click Run the Report.
- 8. Review the report and save or print it if desired.
- 9. Close the report window.
- 10. On the **Missing Assignment Report** screen, click **GradeBook** to return to the **Teacher Home Page**.



Class: Algebra 2 01 (Mrs. J. teacher1)			Dates: 08/01/04 -	10/31/04
	Date Due	Туре	Points	Weight
Nader, Adelaide 70.61 (C-)				
Chapter 2 Quiz	10/21/04	Quizzes	50	1
Randjekovic, Christina 75.10 (C)				
Chapter 2 Extra Credit	10/26/04	Extra Credit	0	1
Robinson, Megan 63.67 (D)				
Chapter 1 Quiz	09/23/04	Quizzes	50	1
Scarnecchia, Trevor 76.33 (C)				
Chapter 2 Worksheet	10/13/04	Classwork	25	1
Scina, Jessica 79.59 (B-)				
Chapter 1 Worksheet	09/30/04	Classwork	25	1
Seelman, Kimberly 79.18 (C+)				
Page 110 - odd problems	10/07/04	Homework	10	1

ParentAccess Login Activity Audit

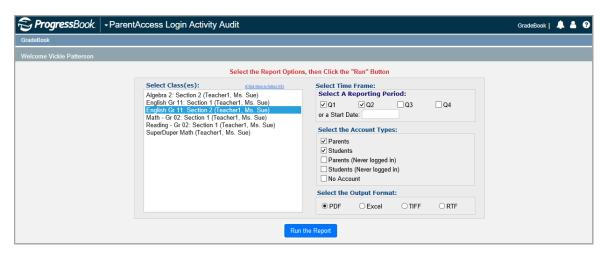
The ParentAccess Login Activity Audit lets teachers monitor the last time parents and students logged in to ParentAccess. Another option displays the parents and students who have never logged in to use ParentAccess.

- 1. From the **Teacher Home Page**, in the **Select a Report** drop-down list, select **ParentAccess Login Activity Audit**.
- 2. Click Run.
- 3. On the **ParentAccess Login Activity Audit** screen, select the appropriate class(es) for which to run the report.
- 4. Select the appropriate reporting period.

Note: You can also enter a date in the **Start Date** field to return results from the specified date to the present.

- 5. Select one or more of the following **Account Types:**
 - **Parents** Displays users with parent accounts who have logged in to ParentAccess in alphabetical order by last name with the date of their last login
 - Students Displays users with student accounts who have logged in to ParentAccess in alphabetical order by last name with the date of their last login
 - Parents (Never logged in) Displays users with parent accounts who have never logged in to ParentAccess during the specified time frame in alphabetical order by last name
 - Students (Never logged in) Displays users with student accounts who have never logged in to ParentAccess during the specified time frame in alphabetical order by last name
 - **No Account** If a ParentAccess account does not exist for particular students, the names display in alphabetical order by last name
- 6. Select one of the following output formats:

- PDF Portable document file format that cannot be edited; to view the report, you
 must have Adobe Reader installed
- **Excel** Format provides full functionality of Microsoft Excel; to view, edit, or save the report in this format, you must have Excel installed
- TIFF Large graphic file that may take longer to open than other file types and cannot be edited
- RTF Formatted document file type that can be edited; to edit the report, you must have word processing software installed
- 7. Click Run the Report.



8. Review the report and then close the report window.

Period Attendance Report

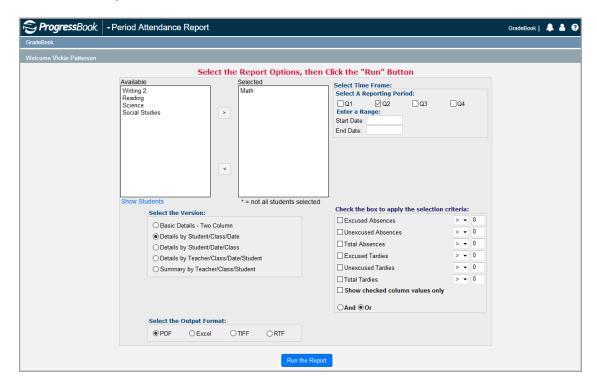
The Period Attendance Report provides teachers with numerous options for presenting summaryand detail-level period attendance data. Three detailed report versions display attendance information using a variety of grouping and filtering combinations. A summary report version displays attendance information by teacher, class, and student. The Basic Details – Two Column report version does not allow filtering.

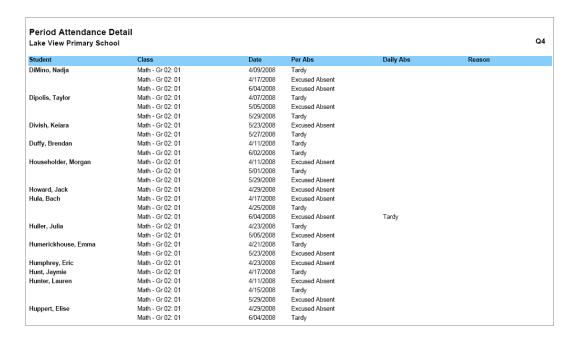
- 1. On the **Teacher Home Page**, in the **Select a Report** drop-down list, select **Period Attendance Report**.
- 2. Click Run.
- 3. On the **Period Attendance Report** screen, select the class(es) in the **Available** column for which you want to run the report.
- 4. Click > to move the selected classes to the **Selected** column.
- Select the appropriate reporting period, or enter dates in the **Start Date** and **End Date** fields to span several reporting periods or limit the date range to less than a reporting period.

- 6. Select one of the following versions:
 - Basic Details Two Column Displays attendance information in two columns alphabetically by student last name
 - **Details by Student/Class/Date** Displays attendance information grouped alphabetically by student last name, class, and then date of absence
 - **Details by Student/Date/Class** Displays attendance information grouped alphabetically by student last name, date of absence, and then class
 - **Details by Teacher/Class/Date/Student** Displays attendance information grouped by teacher, class, date of absence, and then alphabetically by student last name
 - **Summary by Teacher/Class/Student** Displays attendance information by teacher, class, and then alphabetically by student last name
- 7. If you selected any of the report version options except for **Basic Details Two Column** in *step 6*, select one of the following absence type options:
 - Excused Absences
 - Unexcused Absences
 - Total Absences
 - Excused Tardies
 - Unexcused Tardies
 - Total Tardies
 - Show checked column values only
 - And
 - Or
- 8. If you selected any of the report version options except for **Basic Details -- Two Column** in *step 6*, select one of the following inequality options next to an absence type option in *step 7*, and then enter a number in the blank field next to it:
 - >
 - <
 - =
- 9. Select one of the following output formats:
 - PDF Portable document file format that cannot be edited; to view the report, you
 must have Adobe Reader installed
 - **Excel** Format provides full functionality of Microsoft Excel; to view, edit, or save the report in this format, you must have Excel installed
 - TIFF Large graphic file that may take longer to open than other file types and cannot be edited
 - RTF Formatted document file type that can be edited; to edit the report, you must have word processing software installed
- 10. Click Run the Report.

Note: If a message displays asking to open or save the file, click **Open** to view the report. This message may display depending on your browser's security settings.

- 11. View the report, and save or print it if desired.
- 12. Close the report window.



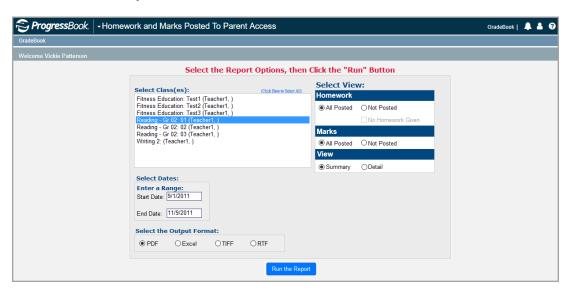


Post Homework & Marks to Web Audit

The Post Homework & Marks to Web Audit for Default and Custom Setup 1 classes displays assignments for one or more class by date, assignment type, and whether or not marks were posted to ParentAccess.

- 1. From the **Teacher Home Page**, in the **Select a Report** drop-down list, select **Post Homework & Marks to Web Audit**.
- 2. Click Run.
- 3. On the **Homework and Marks Posted to Parent Access** screen, select the appropriate class(es) for which to run the report.
- 4. Enter the appropriate dates in the **Start Date** and **End Date** fields.
- 5. Select one of the following output formats:
 - PDF Portable document file format that cannot be edited; to view the report, you
 must have Adobe Reader installed
 - **Excel** Format provides full functionality of Microsoft Excel; to view, edit, or save the report in this format, you must have Excel installed
 - TIFF Large graphic file that may take longer to open than other file types and cannot be edited
 - RTF Formatted document file type that can be edited; to edit the report, you must have word processing software installed
- 6. Select one of the following homework options in the **Select View** area:
 - All Posted Displays homework and assignments that have been posted to ParentAccess
 - Not Posted Displays homework and assignments that have not been posted to ParentAccess
 - **No Homework Given** Displays only classes in which homework and assignment marks were not posted to ParentAccess
- 7. Select one of the following marks options in the **Select View** area:
 - All Posted Displays assignments for which marks were posted to ParentAccess
 - Not Posted Displays assignments for which marks were not posted to ParentAccess
- 8. Select one of the following view options in the **Select View** area:
 - Summary Displays only classes in which homework and assignment marks were posted to ParentAccess
 - Detail Displays homework and assignments for which marks were posted to ParentAccess in order by assignment due date, along with assignment description and assignment type

9. Click Run the Report.



10. Review the report, and then close the report window.

Student Progress Reports

The following are variations of Student Progress Reports:

- If you want to run a basic year to date progress report, see "Student Progress Report."
- If you want to display a student's averages by assignment type, see "Student Progress Report by Assignment Type for Default and Custom Setup 1 Classes."

Student Progress Report

The **Student Progress Report** displays a student's cumulative performance; year-to-date final grade, if the year to date grade calculation has been enabled for the report card used in the class; assignment details, including missing and late assignments, and assignment weights if they are used; and absence information based on the features selected. This report can be used in place of interim report cards and for Parent/Teacher conferences.

- 1. On the **Teacher Home Page**, in the **Select a Report** drop-down list, select **Student Progress Report**.
- Click Run.
- 3. On the **Student Progress Report** screen, in the **Select One or More Students** area, in the **Available** column, select the class(es) for which to run the report.

Note: You can click **Show Students** below the **Available** column to expand the classes and select specific students. Hold down CTRL or SHIFT to select multiple students and use any of the arrow icons to move students between the two dual listboxes.

4. Double click the class or student name or click to move the selected class(es) or student(s) to the **Selected** column.

5. Select the appropriate reporting period.

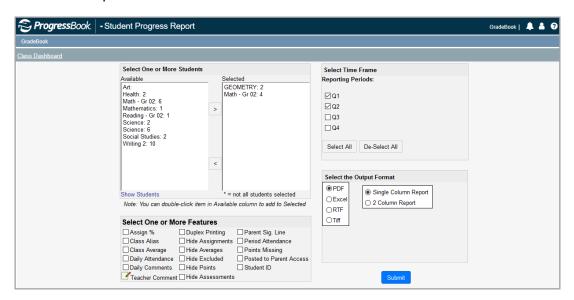
Note: Click **Select All** to select all the reporting periods. Click **De-Select All** to clear all the checkboxes.

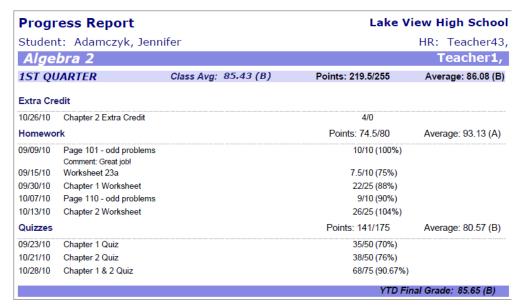
- 6. Select any of the following feature(s) to display on the report:
 - Assign % Percentage earned on an assignment
 - Class Average Average for the class displays next to the overall student average
 - **Daily Attendance** Displays daily attendance
 - **Daily Comments** Displays daily comments entered, if any
 - **Duplex Printing** Allows two-sided printing with a blank page between students when the report ends on an odd page
 - **Hide Assignments** Displays earned points, total points, weight, and average for each assignment type but does not display assignment
 - Hide Averages Does not display assignment averages or letter grades
 - Hide Excluded Does not display assignments that have been excluded for the student
 - **Hide Points** Does not display points used to average the calculation

Note: If the **Hide Points** option is selected, a help message displays below the **Select One or More Features** area.

- Parent Sig. Line Lines for parents to sign and date verifying that they reviewed the progress report
- Period Attendance Displays attendance for each of the student's classes
- Points Missing Displays the number of points missed for missing the assignment
- Student ID Displays student's identification number
- **Posted to Parent Access** Displays averages and/or letter grades based on preferences selected on the ParentAccess Preferences screen
- Teacher Comment General comment that displays on all students' progress reports
- 7. Select one of the following output formats:
 - PDF Portable document file format that cannot be edited; to view the report, you
 must have Adobe Reader installed
 - **Excel** Format provides full functionality of Microsoft Excel; to view, edit, or save the report in this format, you must have Excel installed
 - RTF Formatted document file type that can be edited; to edit the report, you must have word processing software installed
 - TIFF Large graphic file that may take longer to open than other file types and cannot be edited
 - Single Column Report Information displays in one column
 - 2 Column Report Information displays in two columns
- 8. Click Submit.
- 9. Review the report, and save or print it, if desired.

10. Close the report window.





Student Progress Report by Assignment Type for Default and Custom Setup 1 Classes

The **Student Progress by Assignment Type Report** displays the student's overall averages, averages by assignment type, and period attendance.

Note: This report is only intended for classes using the Default or Custom Setup 1 grading scale setup.

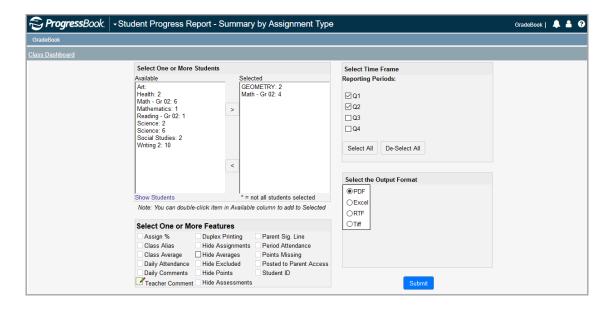
- 1. On the **Teacher Home Page**, in the **Select a Report** drop-down list, select **Student Progress By Assignment Type**.
- 2. Click Run.
- On the Student Progress Report Summary by Assignment Type screen, in the Select One or More Classes area, in the Available column, select the class(es) for which you want to run the report.

Note: You can click **Show Students** below the **Available** column to expand the classes and select specific students. Hold down CTRL or SHIFT to select multiple students and use any of the arrow icons to move students between the two dual listboxes.

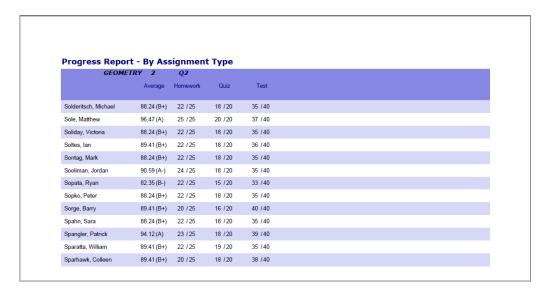
- 4. Double click the class or student name or click to move the selected class(es) or student(s) to the **Selected** column.
- 5. In the **Select One or More Features** area, click **Teacher Comment** to add a general comment that displays on all students' progress reports, if desired.
- 6. Select the appropriate reporting period.

Note: Click **Select All** to select all the reporting periods. Click **De-Select All** to clear all the checkboxes.

- 7. Select one of the following **output formats**:
 - PDF Portable document file format that cannot be edited; to view the report, you
 must have Adobe Reader installed
 - **Excel** Format provides full functionality of Microsoft Excel; to view, edit, or save the report in this format, you must have Excel installed
 - RTF Formatted document file type that can be edited; to edit the report, you must have word processing software installed
 - TIFF Large graphic file format that may take longer to open than other file types and cannot be edited
- 8. Click Submit.



9. Review the report and then close the report window.



Report Builder Reports

Report Builder reports offer many filter options for defining customized reports related to results. Once you have selected the desired settings, you can save the report with those settings to use later.

The following reports are available:

- Class Assignment Marks For a Default or Custom Setup 1 class, the report displays
 class assignment mark information for individual or multiple classes in individual or
 multiple reporting periods.
- Homework and Marks Posted to Parent Access Displays assignments and assignment types for individual or multiple classes within a date range with an indication of whether or not marks are posted to ParentAccess.
- **Report Card Marks** Provides numerous options for presenting report card information for individual or multiple class(es). For example, you can apply specific filter options to create a report that displays students with grades above or below a grade threshold.
- **Student Demographics by Class** Provides many options for displaying student demographic information for individual or multiple classes, class groups, or homerooms.
- YTD Final Grade Provides many options for displaying year-to-date grade information for students in a class or class group. The YTD Final Grade Report can only be used on classes where the YTD Grade calculation has been enabled on the report card for the class

Naming conventions for reporting periods such as Quarter, Period, Marking Period, Grading Period, etc., on the **Report Viewer** screen are defined by the school district.

The appearance of in the top right corner of the banner indicates that the report is a core report—provided by GradeBook—or a user-defined version of a core report. This icon does not display for add-on reports, which are reports that have been customized and then uploaded by your support staff.

Once you have generated the report, numerous features are available:

- To show report headers, required parameters, optional filters, and columns, click Show Setup. To hide this area, click Hide Setup.
- To save the report with the selected parameters, filters, and columns, click **Save Setup As**. On the **Save Setup As** window, in the **New report name** field, enter the unique report name, and in the **New description** field, enter the description of the report. Then, click **Save**.
- To navigate to a specific student on the report, click pane, and click the student's name. This feature is only available when using Internet Explorer.
- To view a specific page in the report, use the page or last page, or use the page or last page, or use the page number in the field, and then press ENTER.
- To view a report in a smaller or larger size, select the desired percentage in the list that represents the display size. This feature is only available when using Internet Explorer.
- To search for a word or phrase in the report, enter it in the blank field next to **Find**, and then click **Find**. Click **Next** to search for the next instance of the word or phrase. This feature is only available when using Internet Explorer.
- To export a report to a specific file format, select the desired format in the list, and then click Export. When you are prompted, click either Open or Save. If you select Open, the report opens in the software application associated with the file format you selected. You must have the appropriate application installed on your computer to read and modify the report file. The following file formats are available:
 - XML file with report data Extensible Markup Language file format includes only data; no page formatting, headers, footers, lines or graphic images. This file format can be viewed in a web browser.
 - CSV Comma-separated values file format in plain text format.
 - Acrobat (PDF) file Portable document file format that can only be viewed and not edited. This file format can be viewed in Adobe Reader.
 - MHTML (web archive) Short for MIME HTML file format and also referred to as MHT. MHTML is a web page archive format used to bind images, Flash animations, Java applets, audio files, etc. together with HTML code into a single file. This file format can be viewed in a web browser and is supported in the following browser versions: IE 5.5 and later, Firefox 1.5 and later, and Safari 3.0 and later.
 - **Excel** Format provides full functionality of Microsoft Excel.
 - **TIFF** Large graphic file format that may take longer to open than other file types and cannot be edited.
 - Word Format provides full functionality of Microsoft Word.
- To print the report, click . If you are prompted to install SQL Server Reporting Services 2008 ActiveX control, continue to install it on the computer so that you can print the report. The print feature is only available when using Internet Explorer. If you are not able to install the ActiveX control, proceed to export the report to an acceptable file format, and then print the report from that software application.

- To sort the columns in ascending or descending order, click 🖨.
- To delete any report you have customized, click to the right of report name in the **Reports** list on the **Class Dashboard** or **Teacher Home Page**.

Class Assignment Marks Report

The Class Assignment Marks report for a Default or Custom Setup 1 class displays class assignment mark information for individual or multiple classes in individual or multiple reporting periods. For example, you can apply specific filter options to create missing assignment, past due, or high achiever reports. Once you save the report with your desired filter options and unique name, you can run it as often as you like.

- 1. On the **Teacher Home Page** or **Class Dashboard**, in the **Select a Report** drop-down list, select **Class Assignment Marks**.
- 2. Enter the name of the report in the **Report Header** field. **Class Assignment Marks** displays by default, but you may change the name if desired.
- 3. In the **Set Required Parameters** area, select the appropriate class(es) in the **Class** drop-down list.
- 4. In the **Periods** drop-down list, select the desired grading period(s).
- 5. Select one of the following Include Hidden Students options:
 - Yes Include students that have been hidden from a teacher's class roster
 - No Do not include students that have been hidden from a teacher's class roster
- In the Set Optional Filters area, select the appropriate option(s) in the Field Name dropdown list. See "Class Assignment Marks Report – Field Name Options" for descriptions of all available options.
- 7. Select one of the following options in the **Operation** drop-down list if it is available. The available options may vary depending on the option you selected in the **Field Name** drop-down list.
 - Is Equal To
 - Is Not Equal To
 - Is Less Than
 - Is Less Than or Equal To
 - Is Greater Than
 - Is Greater Than or Equal To
 - Is Before
 - Is Before or On
 - Is After
 - Is After or On
 - Begins With
 - Does Not Begin With
 - Ends With
 - Does Not End With

- Contains
- Does Not Contain
- Has A Value
- Does Not Have A Value
- 8. In the **Value** field, enter or select the appropriate value.

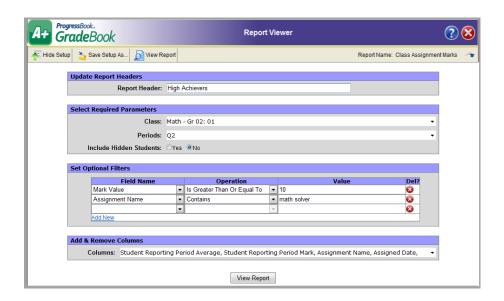
Note: The available options and acceptable values vary depending on the option you selected in the **Field Name** drop-down list. You may be able to enter only alphabetical or only numeric characters depending on the option you selected in the **Field Name** drop-down list. If you selected an option in the **Field Name** drop-down list that ends in "Indicator," then you must select the **Yes** or **No** option in the **Value** field. If you selected an option in the **Field Name** drop-down list that requires a date, a calendar becomes available in the **Value** field. If you selected **Has A Value** or **Does Not Have A Value** in the **Operation** drop-down list, then the **Value** field is not available.

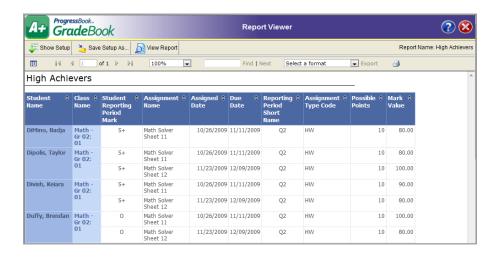
- 9. Specific selected columns indicated by a check mark display on the report by default. If you have selected specific filter options in the **Field Name** drop-down list and you want that information to display on the report, make sure to select the corresponding column name in the **Columns** drop-down list. Options in the **Field Name** drop-down list that end in "Indicator" do not have a corresponding column to display.
- 10. Click View Report.

The report displays at the bottom of the window.

11. To save the report with your selected parameters, filters, and columns, click **Save Setup As**. On the **Save Setup As** window in the **New report name** field, enter the unique report name, and in the **New description** field, enter the description of the report. Then, click **Save**.

The following message displays at the bottom of the window: "Report setup saved successfully."





Class Assignment Marks Report – Field Name Options

Option	Description
Assigned Date	Date the assignment was assigned.
Assignment Missing Indicator	Indicates whether the assignment is missing. If you select this option, you must select Yes or No in the Value field.
Assignment Missing Status Name	Indicates whether the assignment is missing. If you select this option, you must type Missing in the Value field.
Assignment Name	Name of the assignment.
Assignment Past Due Indicator	Indicates whether the assignment is late. If you select this option, you must select Yes or No in the Value field.
Assignment Past Due Status Name	Indicates whether the assignment is late. If you select this option, you must type Past Due in the Value field.
Assignment Type Code	Code representing the assignment type associated with the assignment.
Assignment Type Name	Assignment type associated with the assignment.
Assignment Type Weight	Weight of the assignment type associated with the assignment.
Assignment Weight	Weight of the assignment.
Class Enrollment Status Name	Indicates whether the student is active in the class. If you select this option, you must enter <i>Active</i> , <i>Withdrawn</i> , or <i>Future</i> in the Value field.
Class Name	Name of class in which the student is enrolled.
Due Date	Date the assignment is due.
Exclude Mark from Class Indicator	Indicates the assignment was excluded from students' averages for the entire class. If you select this option, you must select Yes or No in the Value field.
Exclude Mark from Class Status Name	Indicates the assignment was excluded from students' averages for the entire class. If you select this option, you must enter <i>Exclude</i> in the Value field.
Exclude Mark from Student Indicator	Indicates the assignment was excluded from an individual student's average. If you select this option, you must select Yes or No in the Value field.

Class Assignment Marks Report – Field Name Options

Name Value field. Grade Level Name Grade Level in which the student is enrolled. HomeRoom ID Code that identifies the homeroom to which the student is assigned. Mark Comment Comment made by the teacher about the assignment. Mark Earned Mark given by the teacher for the assignment. Mark Letter Grade Level in which the student to the mark earned on the assignment based on the grading scale used. Numeric mark equivalent to the mark earned on the assignment based on the GUI option of the mark type used by assignment type for that assignment. Possible Points Total value of the assignment. Reporting Period Long Name Name of the reporting period, which is based on the Term Begin and Term End dates, specified on the Reporting Periods screen. Short name of the reporting period as specified on the Reporting Periods screen and used in the Grading Period list on the Class Dashboard and on the Report Card Entry screen. Roster Order Order in which the class was assigned on the Class Roster screen. Student Assignment Type Average Average of the assignment type associated with assignment. Student Group Name Name Name of student group within a class. Student Hidden Indicator Indicates the student is hidden in the class. If you select this option, you must select Yes or No in the Value field. Student Hidden Status Name Indicates the student is hidden in the class. If you select this option, you must select Yes or No in the Value field. Student ID District code that identifies the student. Student Reporting Period Average Student's average in the class in the reporting period.	Option	Description
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Student Reporting Period Mark Mark equivalent to the student's average in the class in the reporting period.	Student Name	Full name of the student.
reporting period.	Student Reporting Period Average	Student's average in the class in the reporting period.
Teacher Name Name of the primary teacher associated with the class.	Student Reporting Period Mark	
	Teacher Name	Name of the primary teacher associated with the class.

Homework and Marks Posted to ParentAccess

The **Homework and Marks Posted to Parent Access** report displays assignments and assignment types for individual or multiple classes within a date range with an indication of whether or not marks are posted to ParentAccess.

- 1. From the **Teacher Home Page**, in the **Select a Report** drop-down list, select **Homework** and **Marks Posted to Parent Access**.
- 2. Click Run.

- 3. In the **Report Header** field, enter the name of the report. **Homework and Marks Posted to Parent Access** displays by default, but you may change the name, if desired.
- 4. In the **Select Required Parameters** area, in the **Class** drop-down list, select the appropriate class(es).

Note: Only the classes to which you have access display in list.

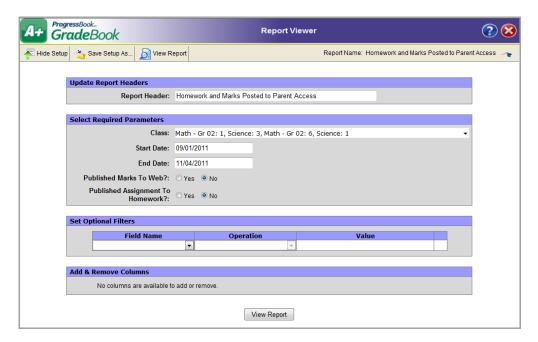
- 5. In the **Start Date** field, choose a date from the calendar.
- 6. In the **End Date** field, choose a date from the calendar.
- 7. In the **Published Marks to Web** option, select one of the following options:
 - Yes Displays assignments for which marks were posted to ParentAccess
 - No Displays assignments for which marks were not posted to ParentAccess
- 8. In the **Published Assignment To Homework** option, select one of the following options:
 - Yes Displays only classes in which homework and assignment marks were posted to ParentAccess
 - No Displays only classes in which homework and assignment marks were not posted to ParentAccess
- 9. In the **Set Optional Filters** area, select the following appropriate option in the **Field Name** list:
 - Assigned Date Date the assignment was assigned
 - Assignment Name Name of the assignment
 - Assignment Type Name Name of the assignment type
 - Class Name Name of the class
 - **Due Date** Date the assignment is due
 - Floating Indicator Indicates if this is floating assignment
 - School Name Name of the school
- 10. Select one of the following options in the **Operation** list if it is available. The available options may vary depending on the option you selected in the **Field Name** list.
 - Is Equal To
 - Is Not Equal To
 - Is Before
 - Is Before Or On
 - Is After
 - Is After Or On
 - Begins With
 - Does Not Begin With
 - Ends With
 - Does Not End With
 - Contains
 - Does Not Contain
 - Has a Value

- Does Not Have a Value
- 11. In the **Value** field, enter the appropriate value.

Note: The available options and acceptable values vary depending on the option you selected in the **Field Name** drop-down list. You may be able to enter only alphabetical or only numeric characters depending on the option you selected in the **Field Name** drop-down list. If you selected an option in the **Field Name** drop-down list that ends in "Indicator," then you must select the **Yes** or **No** option in the **Value** field. If you selected an option in the **Field Name** drop-down list that requires a date, a calendar becomes available in the **Value** field. If you selected **Has a Value** or **Does Not Have a Value** in the **Operation** drop-down list, then the **Value** field is not available.

12. Click View Report.

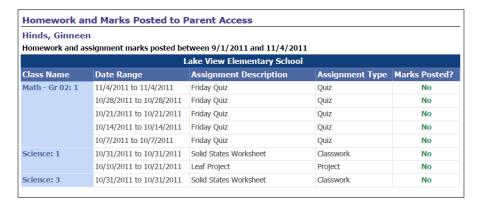
The report displays at the bottom of the window.



Note: The field or list displays red indicating an unacceptable value was entered or a required field was left blank.

13. To save the report with your selected parameters, filters, and columns, click **Save Setup As.** On the **Save Setup As** window in the **New report name** field, type the unique report name, and in the **New description** field, type the description of the report. Then, click **Save**.

The following message displays at the bottom of the window: "Report setup saved successfully."



Report Card Marks Report

The **Report Card Marks** report provides numerous options for presenting report card information for individual or multiple class(es). For example, you can apply specific filter options to create a report that displays students with grades above or below a grade threshold. Once you save the report with your desired filter options and unique name, you can run it as often as you like.

- 1. On the **Teacher Home Page** or **Class Dashboard**, in the **Select a Report** drop-down list, select **Report Card Marks**.
- 2. Enter the name of the report in the **Report Header** field. **Report Card Marks** displays by default but you may change the name if desired.
- 3. In the **Set Required Parameters** area, in the **Report Card** drop-down list, select the appropriate report card.
- 4. In the Class List, select the appropriate class(es).
- 5. Select one of the following Include **Hidden Students** options:
 - Yes Include students that have been hidden from a teacher's class roster
 - No Do not include students that have been hidden from a teacher's class roster

Note: The field or list displays red indicating an unacceptable value was entered or a required field was left blank.

- In the Set Optional Filters area, select the appropriate common option in the Field Name list. See "Report Card Marks – Field Name Options" for descriptions of all the available options.
- Select one of the following options in the **Operation** drop-down list if it is available. The
 available options may vary depending on the option you selected in the **Field Name** dropdown list.
 - Is Equal To
 - Is Not Equal To
 - Is Before
 - Is Before or On
 - Is After

Reports

- Is After or On
- Is Less Than
- Is Less Than or Equal To
- Is Greater Than
- Is Great Than or Equal To
- Begins With
- Does Not Begin With
- Ends With
- Does Not End With
- Contains
- Does Not Contain
- Has A Value
- Does Not Have A Value
- 8. In the **Value** field, enter or select the appropriate value.

Note: The available options and acceptable values vary depending on the option you selected in the **Field Name** drop-down list. You may be able to enter only alphabetical or only numeric characters depending on the option you selected in the **Field Name** drop-down list. If you selected an option in the **Field Name** drop-down list that ends in "Indicator," then you must select the **Yes** or **No** option in the **Value** field. If you selected an option in the **Field Name** drop-down list that requires a date, a calendar becomes available in the **Value** field.

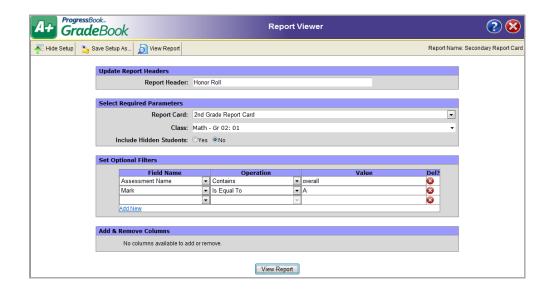
Note: You cannot select any columns in the **Add & Remove Columns** area; however, the **Student**, **Course**, **Assessment**, and **Reporting Periods** columns display by default on the report. Options in the **Field Name** drop-down list that end in "Indicator" do not have a corresponding column to display.

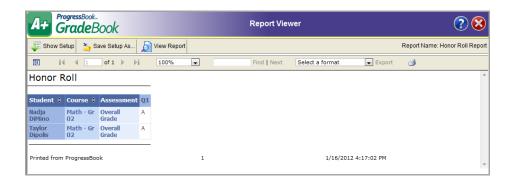
9. Click View Report.

The report displays at the bottom of the window.

10. To save the report with your selected parameters, filters, and columns, click Save Setup As. On the Save Setup As window in the New report name field, enter the unique report name, and in the New description field, enter the description of the report. Then, click Save.

The following message displays at the bottom of the window: "Report setup saved successfully."





Report Card Marks - Field Name Options

Options	Description
Assessment Name	Name of assessment as it displays on the report card.
Assessment Order	Order in which the assessment is displayed on the report card.
Birth Date	Date of birth of the student.
Class Enrollment Status Name	Indicates whether the student is active in the class. If you select this option, you must enter <i>Active</i> , <i>Withdrawn</i> , or <i>Future</i> in the Value field.
Counselor Name	Name of the guidance counselor assigned to the student.
Course Abbrev Name	Abbreviation of course name as specified on the Update Course window.
Course ID	District identification code that represents the course.
Course Name	Name of course as specified on the Update Course window.
Course Short Name	Short name of course as specified on the Update Course window.
Course Ungraded Indicator	Indicates whether the course is ungraded as specified on the Update Course window. Usually study halls and lunch are specified as ungraded courses. If you select this option, you must select Yes or No in the Value field.

Report Card Marks - Field Name Options

Options	Description
Enrollment Date	Date on which the student enrolled in the school.
Enrollment Status Code	Code that represents whether the student is active or inactive in the school in which the student is enrolled.
Exclude from Parent Access Indicator	Indicates whether or not the report card has been designated to display in ParentAccess. If you select this option, you must select Yes or No in the Value field.
Gender Code	Code that represents whether a student is female or male.
Interim End Date	Last date of the interim as specified on the Reporting Periods screen.
Mark	Grade entered for an assessment on the Report Card Entry screen.
Parent Access Disabled Indicator	Indicates whether the student's information has been disabled in ParentAccess. If a parent account is associated with multiple student accounts, the parent account can still access the other student accounts. If you select this option, you must select Yes or No in the Value field.
PB Assessment ID	GradeBook code that identifies the report card assessment.
PB Class ID	GradeBook code that identifies the class.
PB Course Group ID	GradeBook code that identifies the group to which a course belongs as specified on the Courses tab in the Report Card Builder . This code is used only in standards-based report cards.
PB Course ID	GradeBook code that identifies the course.
PB Grade Level ID	GradeBook code that identifies the grade level in which the student is enrolled.
PB Grading Scale ID	GradeBook code that identifies the grading scale associated with an assessment.
PB Homeroom ID	GradeBook code that identifies the homeroom in which the student is assigned.
PB Mark Type ID	GradeBook code that identifies the mark type associated with an assessment.
PB Report Card ID	GradeBook code that identifies the report card.
PB Reporting Period ID	GradeBook code that identifies the reporting period.
PB School ID	GradeBook code that identifies the school in which the student is enrolled.
PB Student ID	GradeBook code that identifies the student.
Reporting Period Calculation Code	Code that represents the calculation method selected for each grade calculation method as specified on the System Calcs tab in the Report Card Builder .
Reporting Period End Date	Last date of the reporting period as specified on the Reporting Periods screen.
Reporting Period Name	Name of the reporting period as specified on the Reporting Periods screen.
Reporting Period Order	Order in which the reporting periods display on the report card as specified on the Periods tab in the Report Card Builder .

Report Card Marks - Field Name Options

Options	Description
Reporting Period Short Name	Short name of the reporting period as specified on the Reporting Periods screen and used in the Grading Period list on the Class Dashboard and on the Report Card Entry screen.
Reporting Period Start Date	First date of the reporting period as specified on the Reporting Periods screen.
Reporting Period Type Code	Code that indicates whether Gradebook Range was selected for the reporting period as specified on the Reporting Periods screen. Reporting periods that display in the Grading Period drop-down list on the Class Dashboard are set as Gradebook Range.
Student First Name	First name of the student.
Student ID	District code that identifies the student.
Student Last Name	Last name of the student.
Student Middle Name	Middle name of the student.
Student Name	Full name of the student.

Student Demographics by Class Report

The **Student Demographics by Class** report provides numerous options for displaying student demographic information for individual or multiple classes, class groups, or homerooms. For example, you can apply specific filter options to create a report that displays student addresses for specific classes or schools. Once you save the report with your desired filter options and a unique name, you can run it as often as you like.

- On the Teacher Home Page or Class Dashboard, in the Select a Report drop-down list, select Student Demographics
- 2. Enter the name of the report in the **Report Header** field. **Student Demographics** displays by default, but you may change the name if desired.
- 3. In the **Set Required Parameters** area, in the **Class** drop-down list, select the appropriate class(es).

Note: The field or list displays red indicating an unacceptable value was entered or a required field was left blank

- In the Set Optional Filters area, select the appropriate option(s) in the Field Name dropdown list. See "Student Demographics Report – Field Name Options" for descriptions of all the available options.
- Select one of the following options in the **Operation** drop-down list if it is available. The available options may vary depending on the option you selected in the **Field Name** dropdown list.
 - Is Equal To
 - Is Not Equal To
 - Begins With
 - Does Not Begin With
 - Ends With

- Does Not End With
- Contains
- Does Not Contain
- Has A Value
- Does Not Have A Value
- 6. Type the appropriate value in the **Value** field.

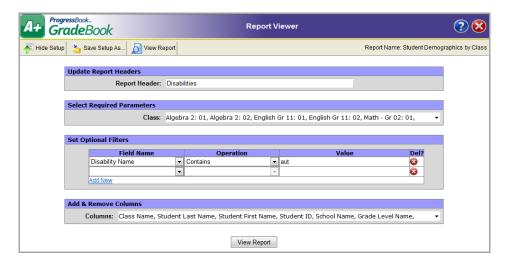
Note: The available options and acceptable values vary depending on the option you selected in the **Field Name** drop-down list. You may be able to enter only alphabetical or only numeric characters depending on the option you selected in the **Field Name** drop-down list. If you selected an option in the **Field Name** drop-down list that ends in "Indicator," then you must select the **Yes** or **No** option in the **Value** field. If you selected an option in the **Field Name** drop-down list that requires a date, a calendar becomes available in the **Value** field.

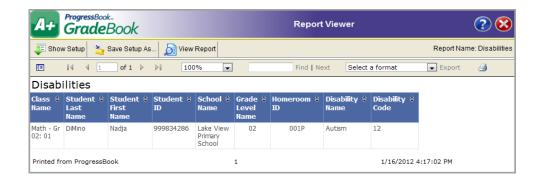
- 7. Specific selected columns indicated by a check mark display on the report by default. If you have selected specific filter options in the **Field Name** drop-down list and you want that information to display on the report, make sure to select the corresponding column name in the **Columns** drop-down list. Options in the **Field Name** drop-down list that end in "Indicator" do not have a corresponding column to display.
- 8. Click View Report.

The report displays at the bottom of the window.

9. To save the report with your selected parameters, filters, and columns, click Save Setup As. On the Save Setup As window in the New report name field, enter the unique report name, and in the New description field, enter the description of the report. Then, click Save.

The following message displays at the bottom of the window: "Report setup saved successfully."





Student Demographics Report – Field Name Options

Option	Description
Birth Date	Date of birth of the student.
Calendar Name	Calendar used by the school in which the student is enrolled.
Class Name	Name of the class in which the student is enrolled. If no class name is assigned, then course name and section displays.
Counselor Name	Name of the guidance counselor assigned to the student.
Disability Code	Code that represents a disability that is included in a list of disabilities recognized by the state department of education. These codes are also used in SpecialServices. If you select this option, you must enter 01, 02, 03, 04, 05, 06, 08, 09, 10, 11, 12, 13, 14, 15, or ** in the Value field.
Disability Name	Full name of a disability that is included in a list of disabilities recognized by the state department of education. These codes are also used in SpecialServices. If you select this option, you must enter the full or partial disability name in the Value field.
District of Residence	District in which the student resides.
District of Service	District in which the student receives services.
Enrollment Date	Date on which the student enrolled in the school.
Enrollment Status Code	Code that represents whether the student is active or inactive in the school in which the student is enrolled.
Gender Code	Code that represents whether a student is female or male.
Grade Level Code	Code that represents the grade level in which the student is enrolled.
Grade Level Name	Grade level in which the student is enrolled.
Graduation Date	Date on which the student will graduate from high school.
Home School ID	Code that represents the school building in which the student was originally enrolled.
Homeroom ID	Code that identifies the homeroom to which the student is assigned.
Parent Access Disabled Indicator	Indicates whether the student's information has been disabled in ParentAccess. If a parent account is associated with multiple student accounts, the parent account can still access the other student accounts. If you select this option, you must select Yes or No in the Value field.
Parent Access Disabled Status Name	Indicates whether the student's information has been disabled in ParentAccess. If you select this option, you must enter <i>Disabled</i> in the Value field.

Student Demographics Report - Field Name Options

Option	Description
PB School ID	GradeBook code that identifies the school in which the student is enrolled.
PB Student ID	GradeBook code that identifies the student.
School Enrollment Status Name	Indicates whether the student's record is active in GradeBook. If you select this option, you must enter <i>Active</i> or <i>Withdrawn</i> in the Value field.
School ID	Code that identifies the school in which the student is enrolled.
School Name	Name of the school in which the student is enrolled.
Student Address Line 1	Street address where the student lives.
Student Address Line 2	Street address where the student lives.
Student Address Line 3	Street address where the student lives.
Student Address Apt No	Apartment number of the apartment in which the student lives.
Student City	City in which the student lives.
Student Email Address	Email address of the student.
Student First Name	First name of the student.
Student ID	District code that identifies the student.
Student Last Name	Last name of the student.
Student Middle Name	Middle name of the student.
Student Phone Number	Student's primary phone number.
Student State	State in which the student lives.
Student Zip Code	Postal code of the address at which the student lives.
Student's Last Parent Access Login Date	Date the last time the student logged in to ParentAccess.

YTD (Year to Date) Final Grade Report

The YTD (Year to Date) Final Grade Report provides many options for displaying year-to-date grade information for students in a class or class group. The YTD Final Grade Report can only be used on classes where the YTD Grade calculation has been enabled on the report card for the class.

- 1. On the **Teacher Home Page**, in the **Select a Report** list, select **YTD Final Grade**.
- 2. Click Run.
- 3. On the **GradeBook Report Viewer** window, enter the name of the report in the **Report Header** field. **Year to Date Final Grade** displays by default, but you may change the name if desired.
- 4. In the **Select Required Parameters** area, in the **Class List**, select the appropriate class.

Note: Only the classes to which you have access display in the list.

5. Select one of the following **Show Grade Source Legend** options:

- Yes Include the legend that displays the reporting periods, calculations methods, and weights that determine how the final grade is calculated as defined in the Report Card Builder
- No Do not include the Grade Source Legend
- 6. Select one of the following **Show Grading Scale Legend** options:
 - Yes Include the legend that displays the marks and point value ranges used in the grading scale that determines how the final grade is calculated as defined in the Report Card Builder
 - No Do not include the Grading Scale Legend
- In the Set Optional Filters area, select the appropriate option in the Field Name dropdown list. See "YTD (Year to Date) Final Grade Report" for descriptions of all the available options.
- Select one of the following options in the **Operation** drop-down list if it is available. The
 available options may vary depending on the option you selected in the **Field Name** dropdown list.
 - Is Equal To
 - Is Not Equal To
 - Is Before
 - Is Before or On
 - Is After
 - Is After or On
 - Is Less Than
 - Is Less Than or Equal To
 - Is Greater Than
 - Is Greater Than or Equal To
 - Begins With
 - Does Not Begin With
 - Ends With
 - · Does Not End With
 - Contains
 - Does Not Contain
 - Has A Value
 - Does Not Have A Value
- 9. In the **Value** field, enter the appropriate value.

Note: The available options and acceptable values vary depending on the option you selected in the **Field Name** drop-down list. You may be able to enter only alphabetical or only numeric characters depending on the option you selected in the **Field Name** drop-down list. If you selected an option in the **Field Name** drop-down list that requires a date, then a calendar becomes available in the **Value** field. If you selected **Has a Value** or **Does Not Have a Value** in the **Operation** drop-down list, then the **Value** field is not available.

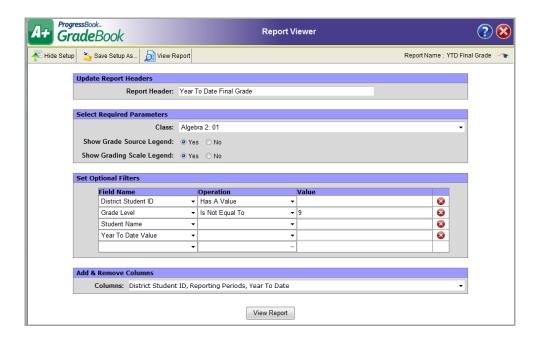
- 10. Specific selected columns indicated by a check mark display on the report by default. If you have selected specific filter options in the **Field Name** drop-down list and you want that information to display on the report, make sure to select the corresponding column name in the **Columns** drop-down list.
- 11. Click View Report.

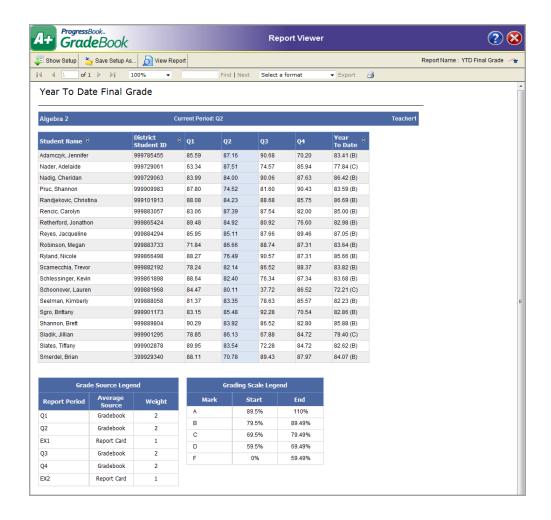
The report displays at the bottom of the window.

Note: The field or list displays red indicating an unacceptable value was entered or a required field was left blank.

12. To save the report with your selected parameters, filters, and columns, click **Save Setup As**. On the **Save Setup As** window in the **New report name** field, enter the unique report name, and in the **New description field**, enter the description of the report. Then, click **Save**.

The following message displays at the bottom of the window: "Report setup saved successfully."





YTD (Year to Date) Final Grade Report

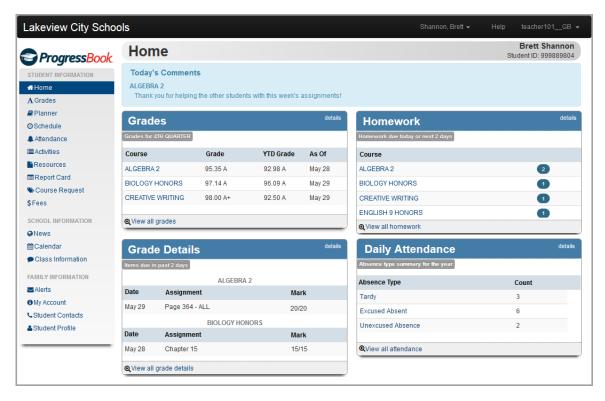
Options	Description
Average Mark	Student's grade for the reporting period. Depending on how the year to date grade calculation is set up in the report card, the grades display differently. If the year-to-date grade calculation is based on a system calculation that uses grades from the report card, then the grade is the grade entered on the Report Card Entry screen. If the year-to-date grade calculation is based on a system calculation that uses averages from the grade book, then the grade is the numeric average from the teacher's grade book.
Birth Date	Date of birth of the student.
District Student ID	District code that identifies the student.
Enrollment Status Code	Code that represents whether the student is active or inactive in the school in which the student is enrolled.
Gender Code	Code that represents whether a student is female or male.
Grade Level	Grade level in which the student is enrolled.
Reporting Period Short Name	Short name of the reporting period as specified on the Reporting Periods screen and used in the Grading Period drop-down list on the Class Dashboard and on the Report Card Entry screen.
School ID	Code that identifies the school in which the student is enrolled.
School Name	Name of the school in which the student is enrolled.

YTD (Year to Date) Final Grade Report

Options	Description
Student Email Address	Email address of the student.
Student Name	Full name of the student.
Year To Date	Student's class grade if final report cards were given at the current time. Depending on the marks used in the grading scale used in the report card, the grades display as percentage averages or point values and its mark equivalent.
Year To Date Value	Numeric point value equivalent of the student's class grade at the current time if final report cards were given. Depending on how the year-to-date grade calculation is set up in the report card, the grades display differently. If the final grade is based on numeric averages, then the grade is a percentage average. If the final grade is based on letter grades, then the grade is a point value equivalent of the letter grade.

ParentAccess

ParentAccess enables parents and students to view select GradeBook information. You have access to view the information so you can see exactly what parents see for each student. On the ParentAccess **Home** screen, **Today's Comments** display (if applicable), as well as a summary of the student's **Grades**, **Homework**, **Grade Details**, and **Daily Attendance** with links to more detailed information. On the left side of the screen, the navigation bar displays links to **Student Information**, **School Information**, and **Family Information** (or **Account Management** for students).



Refer to the following topics:

- "View ParentAccess"
- "Navigate ParentAccess"
- "View Another Student in the Class"
- "Sign Out of ParentAccess"
- "Student Information"
- "School Information"
- "Family Information"
- "ParentAccess Alerts Overview"
- "Post Homework to ParentAccess"
- "Set Up Class Preferences for ParentAccess"
- "Create Class Information Page"
- "Delete Class Information Page"

View ParentAccess

On the Class Dashboard, click View ParentAccess Website to open ParentAccess in another window.



Navigate ParentAccess

The **Home** screen of ParentAccess provides a summary of the student's progress, which is divided into **Grades**, **Homework**, **Grade Details**, and **Daily Attendance** sections.

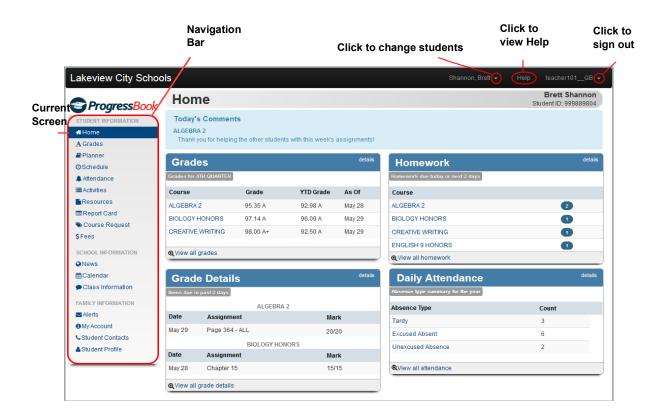
Note: To view detailed information for any of these sections, click **details** or **View all** [name of section].

On the left side of the screen, the navigation bar is divided into **Student Information**, **School Information**, and **Family Information** (or **Account Management** for students) sections. The navigation bar remains visible as you navigate through ParentAccess.

In the top-right corner to the left of **Help** on each screen, **displays** next to the student's name. When you click the arrow, you can select a different student from the class.

Also, at the top-right corner to the right of your user name, you can click **■**, and then click **Sign Out**.

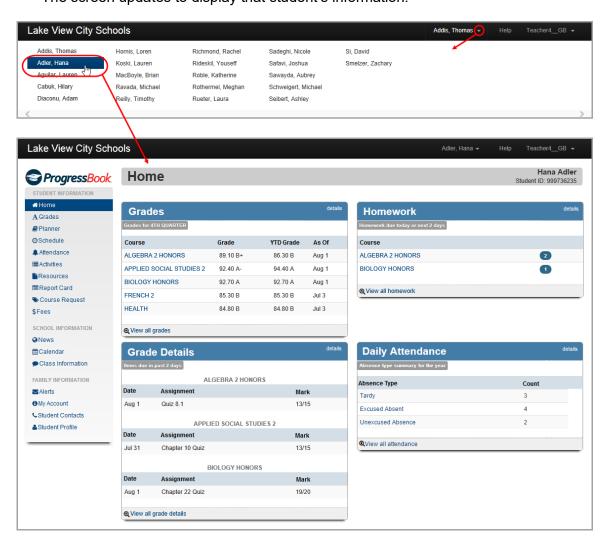
At the top of the screen to the left of your user name, click **Help** to view online help.



View Another Student in the Class

You can easily select another student in the class to view their progress.

- 1. At the top of any screen, to the right of the student's name, click ...
- In the list of students, select another student.The screen updates to display that student's information.

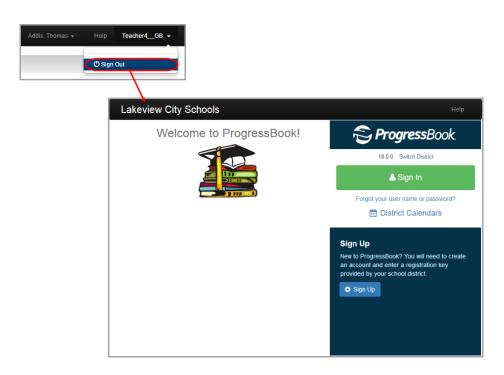


Sign Out of ParentAccess

It is recommended that you sign out of ParentAccess when you are finished viewing a student's information.

- 1. At the top of any ParentAccess screen, click to the right of your user name.
- 2. Click Sign Out.

The system returns to the login screen, and you are signed out of ParentAccess.



Student Information

The **Student Information** section allows you to view a student's information. The screens available for viewing are as follows:

- Home Provides a summary of a student's progress, including daily comments
 displaying at the top of the screen, sections for Grades for the current reporting period,
 Homework due within the next 2 school days, Grade Details for items due in the past 2
 school days, and Daily Attendance information.
- Grades Provides detailed information about a student's grades for a reporting period
 including Course, Grade, and As Of date. The courses are links, so you can easily
 navigate to the Grade Details screen to view a student's assignments for that course.
 - Grade Details Provides detailed information about a student's assignments for a course. For traditional (high school) courses, the default view is by date, but you can also view by assignment type. For standards-based (elementary) courses, the default view is by standards, but you can also view by assignment summary and assessment type. At the top of the screen, you can select the student's other courses, and on the right side of the screen, you can select different reporting periods.

Note: Missing assignments display as 0/possible points and 0%.

- Planner Screen Provides detailed information about a student's Assigned Work and/or Posted Homework.
 - Assigned Work When you create an assignment, if you select Post to the homework web page?, the assignment displays in the student Planner below the Assigned Work heading. If you created an assignment from a VirtualClassroom activity, a View Activity link also displays.
 - Posted Homework When you use the Post Homework feature, the homework and associated links and/or attachments display in the student Planner below the Posted Homework heading.
- **Schedule Screen** Provides detailed information about a student's schedule. You can also email the class's teacher from the **Schedule** screen. Transportation, locker, and counselor information also displays on this screen.
- Attendance Screen Provides information about a student's Daily and Period Attendance with links to view detailed information about attendance.
 - Daily Attendance Screen Provides detailed information about a student's daily attendance including Date, Absence Type, Reason (if a reason was entered), Attendance Comments (if a comment was entered), and Arrival and Dismissal Times, if available. The information displayed is live from StudentInformation if live integration is enabled. The default view is by reporting period with links on the right side to view different reporting periods or a summary for the school year. If Attendance Totals are enabled by your administrator, Total Absent and Total Tardy display for each reporting period (but not on the Summary view). There is also a link to view period attendance details.

- Period Attendance Screen Provides detailed information about a student's period attendance including Absence Date and Absence Type. The information displayed is live from StudentInformation if live integration is enabled. The default view is the current reporting period. You can also view period attendance for another reporting period. There is also a link to view daily attendance details.
- Activities Screen –The Activities screen displays a list of the online activities you
 assign to the students, including due date and status. The activity name serves as a link
 for students to access and work on the activity when they are signed in to their accounts.
 When parents sign in to their accounts, they can view online activities in read-only format.
- Report Card Screen Provides detailed information about a student's report card. If
 your school uses more than one report card, such as an interim, in the Report Cards
 drop-down list, you can select a different report card or interim to view. Click View Paper
 Report Card to display a PDF of the student's most recent report card. Click View Paper
 History to open the Report Card History screen, which lists report cards from previous
 grading periods and previous school years. Click the name of a report card to display it as
 a PDF.

School Information

The **School Information** section lets you view the following:

 News – Provides a news selection screen in tile format where you select news for the district or for the schools in your district

Note: If a district or school has information, the district's or school's name displays in green.

- Calendar Provides a calendar on which you select preferences to displays for event categories, classes, and schools
- Class Information Provides a class selection screen showing all the student's classes in tile format

Note: If a class has information, the class name appears in green, and if the class's teacher has uploaded a class logo, the logo appears on the right side of the tile.

Family Information

The **Family Information** section provides the following links if enabled by the ParentAccess administrator:

- My Account Click to access the My Account screen where you can reset a student's ParentAccess password (see "Change a Student's Password in ParentAccess")
- **Student Profile** Click to view the school and demographic information on file for the student whose ParentAccess account you are viewing (read-only)

Change a Student's Password in ParentAccess

You can change a student's password in ParentAccess should the student forget it.

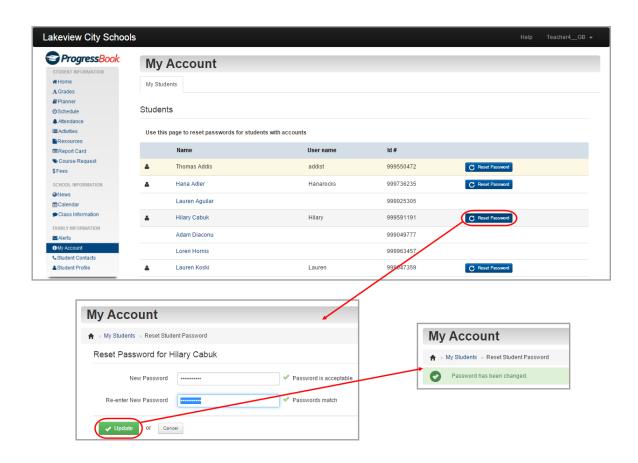
Note: If your school district requires students to log in using another service, such as Google™, you cannot change their passwords.

- 1. On the Class Dashboard, click View ParentAccess Website.
- On the left side of the screen in the navigation bar, below Family Information, click My Account.

The My Account screen displays a list of students in your class.

- 3. On the **My Account** screen, in the row of the student whose password you want to reset, click **Reset Password**.
- 4. In the **New Password** field, enter the new password.
- 5. In the **Re-enter New Password** field, enter the new password again.
- 6. Click Update.

The **Password has been changed** message displays and, if the student has registered an email address, a confirmation email is sent to the student. Encourage the student to create a new complex password.



ParentAccess Alerts Overview

Alerts are email messages regarding student progress sent to the email accounts of parents and students who have subscribed to the alerts. The school district can set up various alerts by school building to provide parents and students with options. Parents and students can then subscribe to the desired alerts on the **Alerts** screen in ParentAccess. The alert is sent directly to the specified email account(s); however, the parent or student must log in to their ParentAccess account to view details of the assignment(s) related to the alert.

Teachers know that an alert about a student's progress has been sent when ⊠ displays next to an assignment on the GradeBook Grid. ຝ displays to denote that the alert subscriber has logged in to ParentAccess.

Post Homework to ParentAccess

If your school district enables the ParentAccess feature in GradeBook, in addition to posting assignments to the **Planner** in ParentAccess, you can create homework posts that provide more specific instructions and other useful information. This option also allows you to post recurring homework through a single post. The homework and associated links and/or attachments of the **Post Homework** feature display in the student **Planner** below the **Posted Homework** heading.

- "Post Homework"
- "Post Recurring Homework to ParentAccess"
- "Import Homework from the Homework Bank"
- "Search for Homework in the Homework Bank"
- "Delete Homework from the Homework Bank"
- "Exclude Students from Homework Posted to ParentAccess"

Post Homework

- 1. On the **Teacher Home Page** or **Class Dashboard**, click **Post Homework**.
- 2. On the **Homework Search** screen, click **Add New Homework**.
- 3. On the **Homework Setup** screen, in the **Homework Details** area, in the **Title** field, enter a title for the homework.
- 4. On the **Homework Setup** screen, in the **Homework Details** area, type a description of the homework.

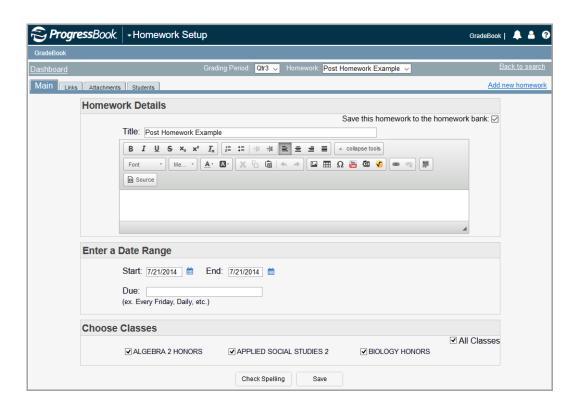
Note: You can use the text editor to edit and format the text.

- 5. Click mext to the **Start** field to choose the first date the homework is posted, or enter it in the field
- 6. Click mext to the **End** field to choose the last date the homework is posted, or enter it in the field.
- 7. Select the class(es) to which the homework assignment applies.

8. Click Save.

Note: Once you have saved the homework assignment, the **Links**, **Attachments**, and **Students** tabs display on the **Homework Setup** screen.

- 9. You may perform any of the following optional steps while creating a homework post.
 - To import the homework from the homework bank in the future, verify that the Save this homework to the homework bank option is selected.
 - To create links to other websites that may be useful while completing the homework assignment, click the **Links** tab.
 - To create an attachment to be downloaded with the homework assignment, click the Attachments tab (if your district has enabled it).
 - To exclude students from homework posted to ParentAccess, click the **Students** tab and select student(s) to exclude.



Post Recurring Homework to ParentAccess

The **Post Homework** option lets you create homework with a single post that recurs during a specified date range. The homework and associated links and/or attachments of the **Post Homework** feature display in the student **Planner** below the **Posted Homework** heading.

- 1. On the Teacher Home Page or Class Dashboard, click Post Homework.
- 2. On the Homework Search screen, click Add New Homework.
- 3. On the **Homework Setup** screen, in the **Homework Details** area, in the **Title** field, enter a title for the homework.

4. On the **Homework Setup** screen, in the **Homework Details** area, enter a description of the homework.

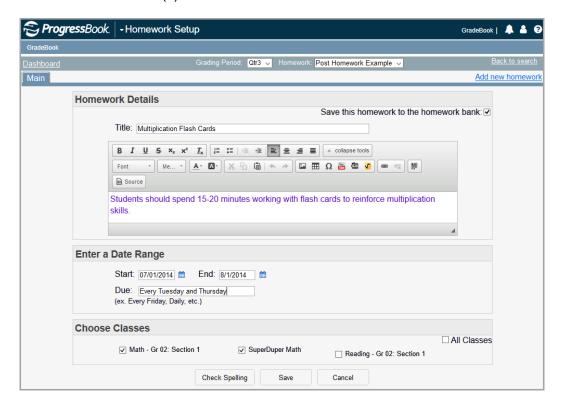
Note: You can use the text editor to edit and format the text.

- 5. Click in next to the **Start** field to choose the first date the homework is posted, or enter it in the field.
- 6. Click mext to the **End** field to choose the last date the homework is posted, or enter it in the field.
- 7. In the **Due** field, designate on which day(s) the homework recurs (for instance, "every Monday" or "daily").
- 8. Select the class(es) to which the homework assignment applies.
- 9. Click Save.

Note: Once you have saved the homework assignment, the **Links**, **Attachments**, and **Students** tabs display on the **Homework Setup** screen.

- 10. You may perform any of the following optional steps while creating a recurring homework post.
 - To import the homework from the homework bank in the future, verify that the Save this homework to the homework bank option is selected.
 - To create links to other websites that may be useful while completing the homework assignment, click the **Links** tab.
 - To create an attachment to be downloaded with the homework assignment, click the **Attachments** tab (if your district enabled it).

• To exclude students from homework posted to ParentAccess, click the **Students** tab and select student(s) to exclude.



Import Homework from the Homework Bank

If you selected the **Save this homework to the homework bank** option when you created and saved homework posts during the current or previous school years, you can import homework from the bank.

- 1. On the Class Dashboard, click Post Homework.
- 2. On the Homework Search screen, click Import Homework from the Bank.

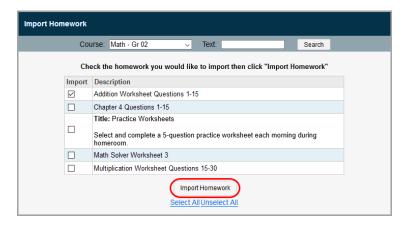
The **Import Homework** window displays.

- 3. (Optional) If the homework you want to import is not listed or the list is too long to scroll through, you can search for it.
 - a. In the **Course** drop-down list, select a different class.
 - b. In the **Text** field, enter all or part of the title or description of the homework, or leave it blank.
 - c. Click Search.

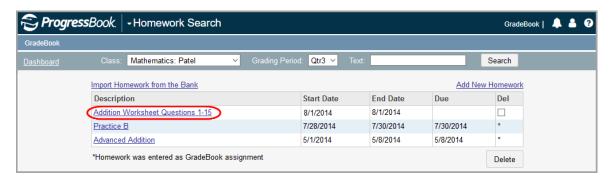
Note: The homework bank is different from the assignment bank. Saved assignments do not display on the **Import Homework** window.

4. Select the checkbox in the **Import** column next to the homework you want to import.

5. Click Import Homework.

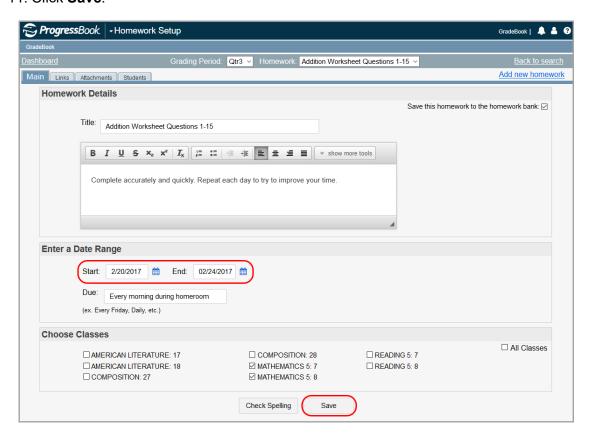


- 6. Close the **Import Homework** window.
- Refresh your browser to refresh the Homework Search screen.
 The imported homework displays in the list.



- 8. To update the imported homework for current use, click it to open the **Homework Setup** screen.
- 9. Click in next to the **Start** field to choose the first date you want to post the homework, or enter it in the field.
- 10. Click mext to the **End** field to choose the last date you want to post the homework, or enter it in the field.

11. Click Save.



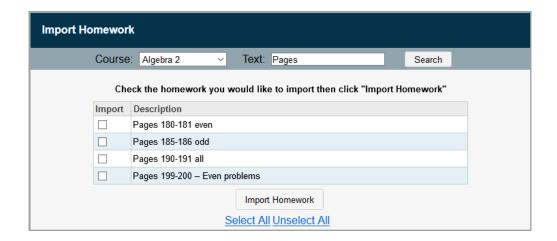
Search for Homework in the Homework Bank

You can search for homework assignments that have been saved to the homework bank.

- 1. On the Class Dashboard, click Post Homework.
- 2. On the Homework Search screen, click Import Homework from the Bank.
- 3. On the **Import Homework** window, in the **Course** drop-down list, select a different class.
- 4. In the **Text** field, enter all or part of the title or description of the homework, or leave it blank.

5. Click Search.

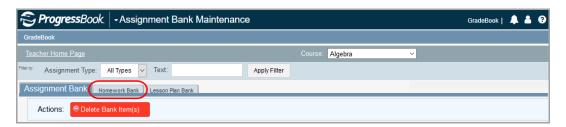
The homework items that most closely match your search parameters display on the **Import Homework** window.



Delete Homework from the Homework Bank

If you want to delete homework from the homework bank, you can use the **Homework Bank Maintenance** screen.

- On the Teacher Home Page, in the Administration area, click Bank Maintenance.
 The Assignment Bank Maintenance screen displays.
- 2. Click the **Homework Bank** tab.

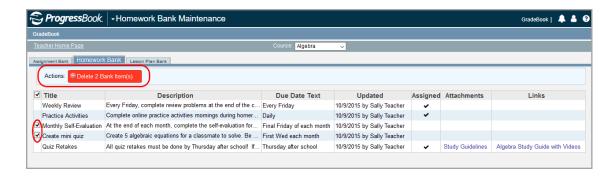


The **Homework Bank Maintenance** screen displays a list of homework items for the course selected in the **Course** drop-down list.

3. (Optional) If you want to see a list of homework items for a different course, in the **Course** drop-down list, select another course.

4. Select the checkbox in the row of the homework item(s) you want to delete, and then click **Delete [x] Bank Item(s)**.

Note: You cannot delete homework that is assigned.



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

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

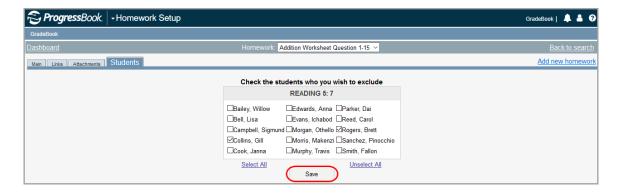
Exclude Students from Homework Posted to ParentAccess

You can exclude specific students from seeing a homework assignment posted to ParentAccess. For example, you may want to exclude a few students who are working on a different homework assignment than the rest of the class.

- 1. On the **Homework Setup** screen, click the **Students** tab.
- Select the students that you want to exclude from seeing the homework assignment.

Note: On the **Homework Setup** screen **Students** tab, students display in the order you selected on the **Class Roster** screen if applicable. If you hid a student on the **Class Roster** screen, the **Homework Setup** screen **Students** tab does not display that student.

3. Click Save.



Note: To quickly exclude all of the students except for a few, click **Select All**, and then deselect the student(s) that you want to see the homework assignment.

Set Up Class Preferences for ParentAccess

If your school district enables the ParentAccess feature in GradeBook, many preferences are available to modify the appearance of the information displayed. If your district allows, you can upload images that display as a class logo on the **Class Information** screen. You can also designate specific information that should or should not display in ParentAccess.

- 1. On the Teacher Home Page, click Set Up Classes for ParentAccess.
- 2. On the **ParentAccess Preferences** screen, for the appropriate class, click **Upload Image** to upload an image to display as the default class logo.

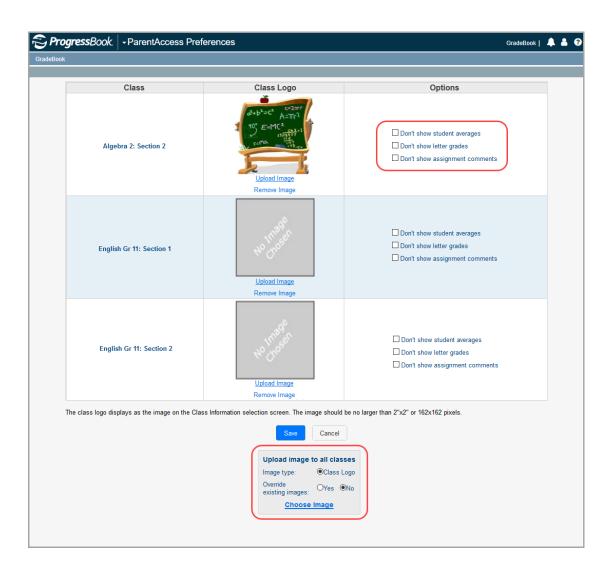
Note: The class logo image should be no larger than 2 inches by 2 inches.

In the Class Logo column, the image displays.

- 3. (Optional) To upload an image for all of your classes at once, perform the following steps:
 - a. At the bottom of the screen, in the **Upload image to all classes** area, select **Yes** or **No** to indicate your choice for whether or not to override existing images.
 - b. Click Choose Image.
 - c. Upload the image.

Note: If you do not see the **Upload image to all classes** option at the bottom of the screen, your school district has disabled this option.

- 4. Specify any of the following options in the **Options** column if you do not want certain information to display.
 - Don't show student averages
 - Don't show letter grades
 - Don't show assignment comments
- 5. Click Save.



Class Information for ParentAccess

If your school district enables the ParentAccess feature in GradeBook, you can post general information about your classes on the **Class Information** screen and include links to helpful resources as well as attach documents for parents and students to download. You can create a separate class information screen for each class or subject or a single class information screen for all of your classes.

- "Create Class Information Page"
- "Add Links to Items in ParentAccess"
- "Add Attachments to Items in ParentAccess"
- "Upload Images"
- "Delete Class Information Page"

Create Class Information Page

To view a video of the following procedure, navigate to the following link: https://youtu.be/w7cRPq3LwNc

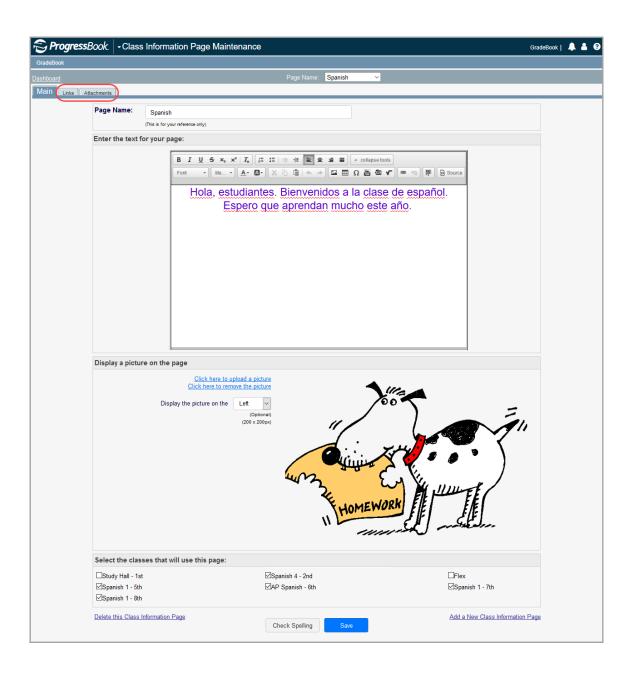
- 1. On the Teacher Home Page, below Features, click Post Class Information.
- On the Class Information Page Maintenance screen, in the Page Name field, enter a name for the page (optional).

Note: This is for your reference only, and it does not display in ParentAccess.

- 3. In the **Enter the text for your page area**, enter the text to appear on the **Class Information** screen.
- 4. In the **Select the classes that will use this page** area, select all classes for which you want to use this homepage.
- 5. Click Save.

Note: Once you have saved the class information, the **Links** and **Attachments** tabs display on the **Class Information Page Maintenance** screen.

- 6. You may perform any of the following optional steps while creating class information:
 - To upload an image that displays as the default image on the Class Information screen, click **Click here to upload a picture**.
 - To create links to other websites that may be useful to the class, click the Links tab.
 - To create an attachment to be downloaded, such as specific instructions for completing an assignment, click the **Attachments** tab (if enabled by your district).



Add Links to Items in ParentAccess

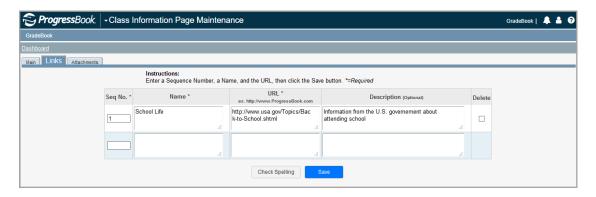
You can create links to other websites that may be useful to students completing a homework assignment that is posted to ParentAccess. In addition, you can create links to other websites that display on the **Class Information** screen.

- 1. On the **Class Information Page Maintenance** screen **Links** tab, in the **Seq No.** field, enter the number indicating the order in which you want the link to display. For example, if you want it to display as link number 2, enter 2.
- 2. In the **Name** column, enter the link's name.

3. In the URL column, enter the entire website address.

Note: You must include http:// at the beginning of the URL or the website does not open properly.

- 4. (Optional) In the **Description** column, enter a description for the link.
- Click Save.



Note: Repeat the steps for each website link. There is no limit to the number of links you can add.

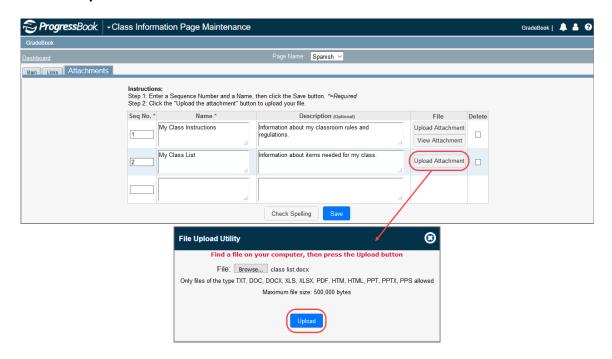
Add Attachments to Items in ParentAccess

If the school district allows, you can attach documents to homework posts and to the **Class Information** screen. Attachments to homework and the **Class Information** screen can then be downloaded by parents and students in ParentAccess. Parents and students must have the appropriate software on their computers to open attachments.

- 1. On the Class Information Page Maintenance screen Attachments tab, in the Seq No. column, enter the number indicating the order in which you want the attachment to display. For example, if you want it to display as attachment number 2, enter 2.
- 2. In the **Name** column, enter the attachment's name.
- 3. (Optional) In the **Description** column, enter a description for the attachment.
- 4. Click Save.
- 5. In the File column, click Upload Attachment.
- 6. On the File Upload Utility window, click Browse.
- 7. On the **Choose File to Upload** window, navigate to the appropriate directory, select a file, and then click **Open**.

On the **File Upload Utility** window, the file you have chosen displays.

8. Click Upload.



9. Click Save.

Note: Repeat the steps for each document to attach.

Note: To delete an attachment, select the checkbox in the **Delete** column for the attachment you want to delete, and then click **Save**.

Upload Images

If the school district allows, you can upload pictures to display in ParentAccess. Picture options may include the following:

- Class logo for Class Information selection screen
- Picture on the Class Information screen

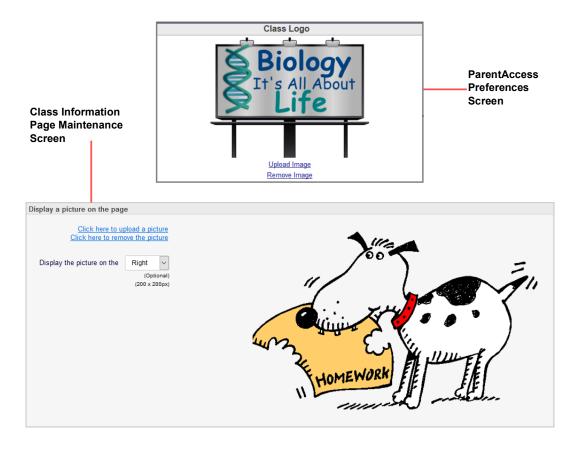
The following file types are supported:

- JPEG/JPG
- GIF
- PNG

Images used as the class logo should be no larger than 2"x2" or 162x162 pixels.

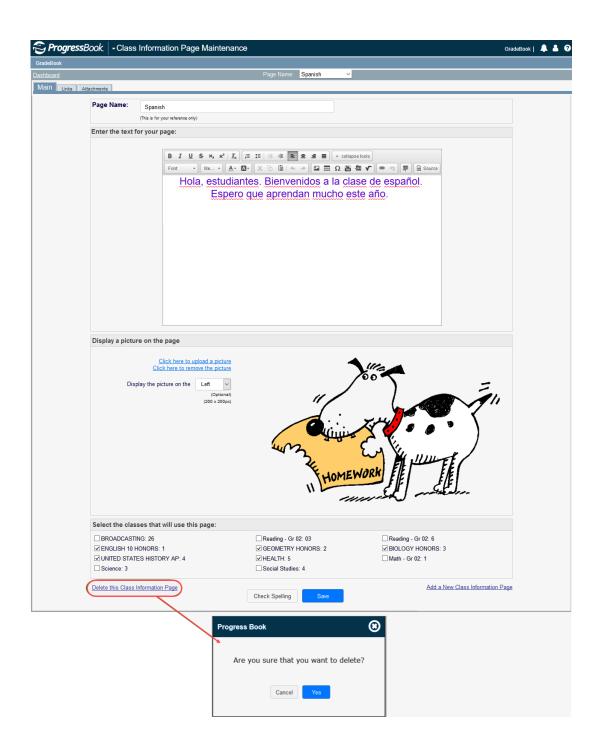
- 1. On the ParentAccess Preferences screen, click Upload Image, or on the Class Information Page Maintenance screen, below Display a picture on the page, click Click here to upload a picture.
- 2. On the File Upload Utility window, click Browse.
- 3. On the **Choose File to Upload** window, navigate to the appropriate directory, select an image, and then click **Open**.
- 4. On the File Upload Utility window, the file you selected displays.
- 5. Click Upload.

The selected image displays on the screen.



Delete Class Information Page

- 1. On the **Class Information Page Maintenance** screen, in the **Page Name** drop-down list, select the class information you want to delete.
- 2. On the bottom-left side of the screen, click Delete this Class Information Page.
- 3. On the confirmation window, click **Yes**.



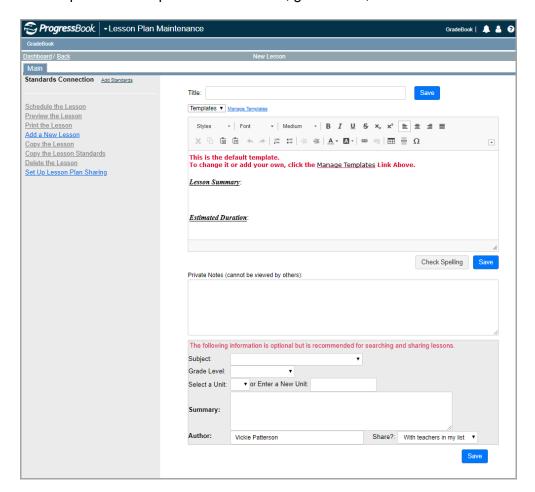
Lesson Plans

GradeBook lets you create and maintain text-based lesson plans that you can associate with your classes. As a standards-based grade book application, academic standards for grades K-12 are available for use in mapping lesson plans and assignments.

You can create and designate a default lesson plan template to use each time you create a lesson plan. You can also create and choose from other lesson plan templates you have created should you need to deviate from the default template.

To enhance your lesson plans, you may attach other files, such as worksheets, charts, or resources. If you created lesson plans in a word processing program, you can copy and paste them into GradeBook and use the text editor to adjust the formatting.

Lesson plans are saved in the **Lesson Plan Bank** and can be shared with other teachers. To simplify the search for lessons plans in the **Lesson Plan Bank**, you can use keywords or associate lesson plans with a specific content area, grade level, and unit.



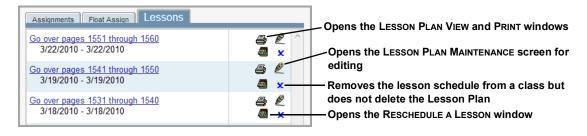
Refer to the following topics:

- "Create Lesson Plan Template"
- "Create Lesson Plans"
- "Search for Lesson Plans"

Lesson Plans

- "Schedule Lessons"
- "Edit Lesson Plans"
- "Copy Lesson Plans"
- "Print Lesson Plans"
- "Delete Lesson Plans"
- "5 Day Planner"
- "Set Up Lesson Plan Sharing"

Once a lesson plan has been created and scheduled, it displays on the **Class Dashboard** screen **Lessons** tab. The icons that display beside each lesson plan let you print, edit, reschedule, and remove the lesson plan from a class.



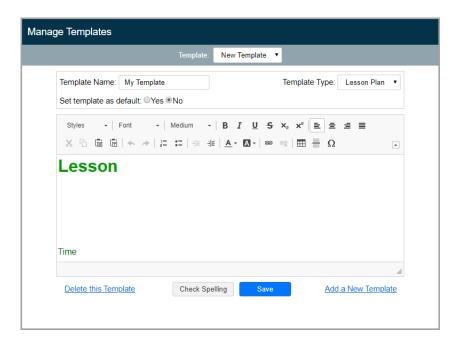
Create Lesson Plan Template

When you are creating lesson plans, you can create your own unique lesson plan template. Any custom formatting you apply to the text in your lesson plan template displays in every lesson plan you create using the template.

- 1. On the Teacher Home Page, click Enter Lesson Plans, or on the Class Dashboard, click Add a New Lesson.
- 2. On the Lesson Plan Maintenance screen, below Title, click Manage Templates.
- 3. On the **Manage Templates** window, in the **Template Name** field, enter a name for the template.
- 4. If you want this to be your default template, in the **Set template as default** area, select **Yes**.
- 5. Enter the lesson plan text in the text editor.

Note: You may also enter or paste formatted text from a word processing program and then use the text editor to further edit and format the text as needed.

Click Save.



- 7. Close the **Manage Templates** window.
- 8. Refresh the screen to continue with your new lesson plan.

Note: If you designated the new template as your default template, it displays in the **Templates** drop-down list above the text editor once you have refreshed the screen. You may need to select it from the drop-down list if the text editor did not populate with the template automatically.

Create Lesson Plans

When you begin creating the lesson plan, on the **Lesson Plan Maintenance** screen, only the **Main** tab is available. Once the lesson plan has been saved, the **Attachments** and **Schedule** tabs become available. Even if you have saved the lesson plan, you must schedule it before it displays on the **Lessons** tab on the **Class Dashboard**. Lesson plan templates can be used to standardize layout and formatting. (See also: "Academic Standards" and "Attachments.")

- 1. On the **Teacher Home Page**, click **Enter Lesson Plans**.
- 2. On the **Lesson Plan Maintenance** screen, in the **Title** field, enter the name of the lesson plan.
- 3. Verify that the desired lesson plan template displays in the text editor. If not, select a different template from the **Templates** drop-down list, or create a new one (see "Create Lesson Plan Template").

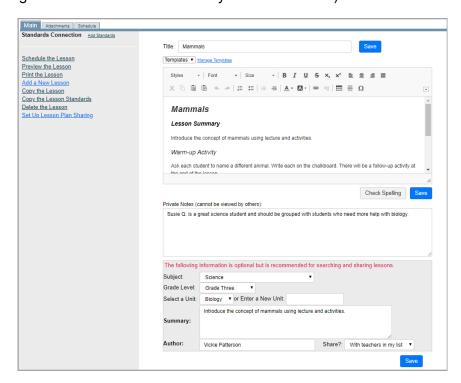
4. Enter your lesson plan text.

Note: You may also enter or paste formatted text from a word processing program and then use the text editor to further edit and format the text as needed. To retain any custom formatting you apply to your lesson plan text, you must use a unique template that includes that formatting so that it displays in every lesson plan created with that template.

- 5. Click Save.
- 6. You may perform any of the following optional steps while creating a lesson plan:
 - To include private notes with the lesson plan, enter text in the **Private Notes** area (private notes cannot be viewed by anyone other than you—even teachers with whom you share lesson plans).
 - To associate the lesson plan with a specific subject, select it from the Content Area drop-down list.
 - To assign the lesson plan to a specific grade level, select it from the Grade Level drop-down list.

Note: If you have selected a content area and grade level while creating the lesson plan, those display along with the lesson plan in the search results.

- To associate the lesson plan with a specific category, enter a name describing the lesson plan in the Enter a New Unit field or select a previously created unit from the Select a Unit drop-down list.
- To share the lesson plan with other teachers, select With teachers in my list from the Share? list (click the Set Up Lesson Plan Sharing link in the left column to designate the teachers with whom you want to share).



Academic Standards

- "Add Academic Standards to Lesson Plans"
- "Copy Academic Standards from Lesson Plans to Lesson Plans"
- "Remove Academic Standards from Lesson Plans"

Add Academic Standards to Lesson Plans

The **Standards** tab displays on the **Lesson Plan Maintenance** screen once the lesson plan is saved. You may add academic standards to a lesson plan to monitor how they are reinforced throughout the school year.

 On the Lesson Plan Maintenance screen, in the Standards Connection area, click Add Standards.

The Add Standards window displays.

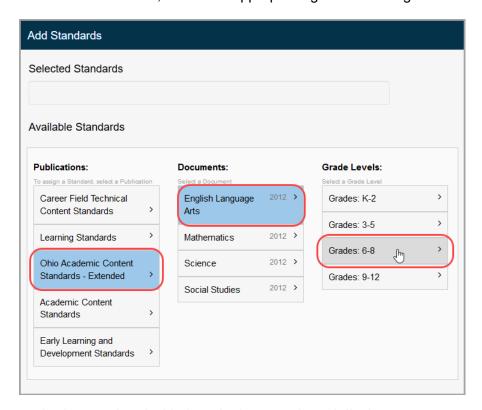
2. On the **Add Standards** window, from the **Publications** list, select the appropriate provider's standards publication.

The **Documents** list populates.

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

The **Grade Levels** list populates.

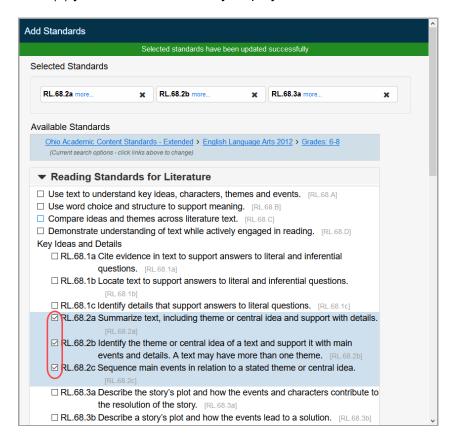
4. From the Grade Levels list, select the appropriate grade level or grade band.



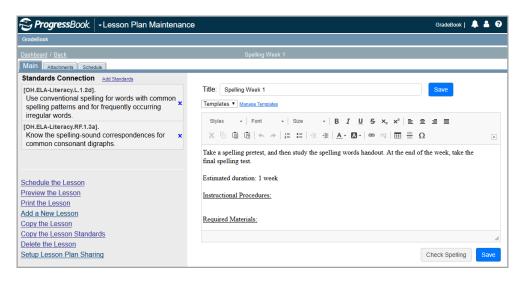
The standards associated with the criteria you selected display.

5. Click one of the standards to view its sub-standards. Select the checkbox beside each standard you want to add to the assignment.

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



They also display on the **Lesson Plan Maintenance** screen in the **Standards Connection** area.



Copy Academic Standards from Lesson Plans to Lesson Plans

To save time when creating lesson plans, you can copy academic standards from existing lesson plans to new lesson plans.

- 1. Open the lesson plan from which you want to copy academic standards.
- 2. On the left side of the Lesson Plan Maintenance screen, click Copy the Lesson Standards.

The copied standards display below the **Standards Connection** on the left side of the screen.

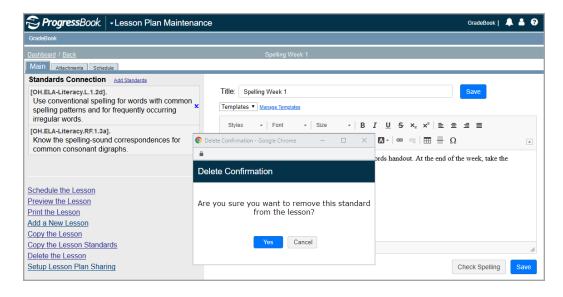


- 3. Continue creating the lesson plan.
- Click Save.

Remove Academic Standards from Lesson Plans

You can remove academic standards from lesson plans without deleting the lesson plan. You must first remove all sub-level standards components before you can remove a higher level standard.

- 1. On the **Lesson Plan Maintenance** screen, click ★ beside the standards component you want to delete.
- On the Delete Confirmation window that opens, click Yes to confirm the removal.



- 3. On the **Lesson Plan Maintenance** screen, continue to remove standards components as needed.
- 4. Click Save.

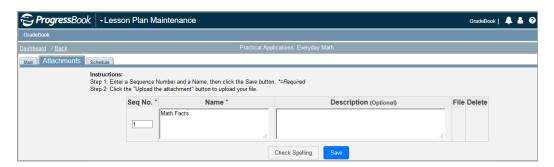
Attachments

- "Add Attachments to Lesson Plans"
- "Delete Attachments from Lesson Plans"

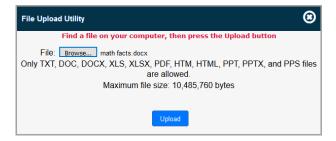
Add Attachments to Lesson Plans

You can attach an electronic document such as a PDF or word processing document to be used with a lesson plan.

- 1. On the **Lesson Plan Maintenance** screen, click the **Attachments** tab.
- 2. In the **Seq No.** column, enter a number to indicate where in the list you want the attachment to display. For example, if you want the attachment to display as number 2 in the list, enter 2.
- 3. In the **Name** column, enter a name for the attachment.
- 4. (Optional) In the **Description** column, enter a description for the attachment.
- 5. Click Save.



- Click Upload Attachment.
- On the File Upload Utility window, navigate to and select the desired file.
 The file you selected now displays beside File.
- 8. Click Upload.

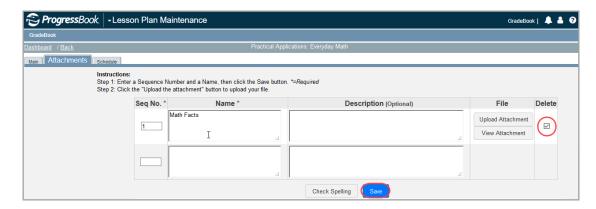


When the **View Attachment** button displays on the **Lesson Plan Maintenance** screen, the attachment has been uploaded successfully. Click **View Attachment** to view the attachment and verify that it is correct.

Delete Attachments from Lesson Plans

- 1. On the **Lesson Plan Maintenance** screen, click the **Attachments** tab.
- 2. In the row of the attachment you want to delete, select the checkbox in the **Delete** column.

3. Click Save.



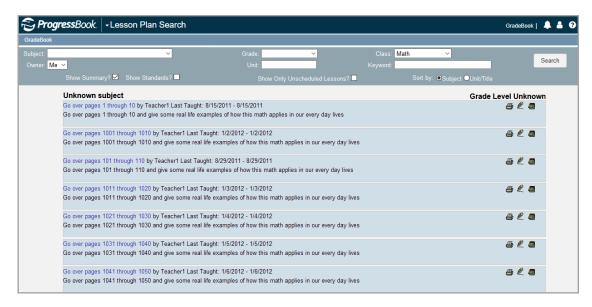
Search for Lesson Plans

You may want to search for and use lesson plans that have not been scheduled yet, were written by another teacher or curriculum director, were used in previous school years, or reinforce specific academic standards.

You can search for lesson plans saved in the **Lesson Plan Bank** using several search criteria. Some of these search criteria have options for further filtering. For example, if you select a class from the **Class** drop-down list, **Date** displays as a **Sort by** option.

- 1. On the **Teacher Home Page**, click **Search Lesson Plans**, or on the **Class Dashboard**, click **Search for Lessons**.
- 2. On the **Lesson Plan Search** screen, enter information in any of the following fields:
 - Content Area Specific subject area in which the lesson plan was taught
 - Grade Specific grade or grade range in which the lesson plan was taught
 - Class Class in which the lesson plan was taught
 - Owner Lesson plan author
 - Me refers to yourself
 - A teacher name is a specific teacher with whom you have shared lesson plans
 - All is all the teachers who have shared lesson plans with you
 - Unit Unit or category in which the lesson plan was taught
 - Keyword Enter the full or partial title of the lesson plan
- 3. Select any of the following display options:
 - Show Summary Brief summary of the lesson plan
 - Show Standards Academic standards, if any, that are enforced by the lesson plan
 - Show Only Unscheduled Lessons? Returns only lesson plans that have not been taught
 - Sort by Sorts the returned results by content area in which the lesson plan was taught (Subject), by lesson plan title (Unit/Title), or by Date (if you selected a class from the Class drop-down list)
- 4. Click Search.

The lesson plans that meet the search criteria entered display.



Note: To view a lesson plan in a separate window, click the title. To print the lesson plan, click **Print** in the top-right corner on the **Lesson Plan View** window, or click beside the lesson plan on the **Lesson Plan Search** window. To edit the lesson plan, click . To schedule the lesson plan, click . To delete a lesson plan that has not been scheduled, click .

Note: If you edit a lesson plan on the **Lesson Plan Maintenance** screen, click **Back** to return to the **Lesson Plan Search** screen. The previous search results no longer display, so you must rerun the search if you want them to display again.

Schedule Lessons

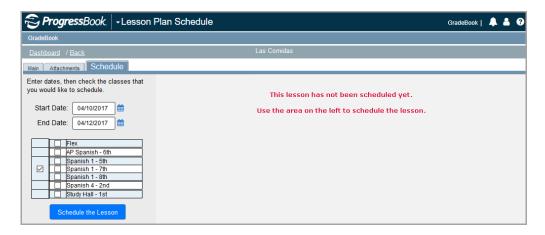
- "Schedule Lesson Plans"
- "Import Lesson Schedule"
- "Remove Lesson Schedule"

Schedule Lesson Plans

You can schedule a lesson plan to be taught in 1 or more classes during different time periods throughout the school year. The lesson must be scheduled first before it displays on the **Class Dashboard**.

- 1. On the **Lesson Plan Maintenance** screen, click the **Schedule** tab.
- 2. On the **Lesson Plan Schedule** screen, click beside the **Start Date** field to select the date to begin using the lesson plan, or enter it in the field.
- 3. Click mbeside the **End Date** field to select the date to stop using the lesson plan, or enter it in the field.

4. Select the class(es) for which you want to schedule the lesson plan.

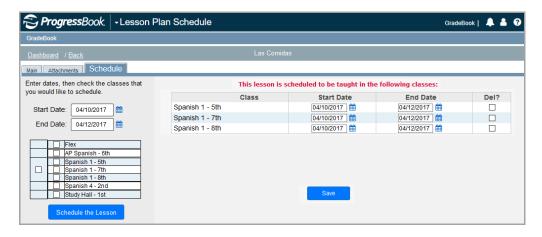


5. Click Schedule the Lesson.

You can now view the class(es) and date(s) in which the lesson plan is scheduled to be taught.

- Click Save.
- 7. Click **Dashboard** to return to the **Class Dashboard**.

You can view the new lesson plan on the **Lessons** tab.



Note: You can also schedule the lesson plan by clicking **Schedule the Lesson** on the **Lesson Plan Maintenance** screen **Main** tab.

Import Lesson Schedule

You can search for and reuse lesson plans from previous grading periods and previous school years. Retrieve previously scheduled lessons by class and schedule them for additional classes.

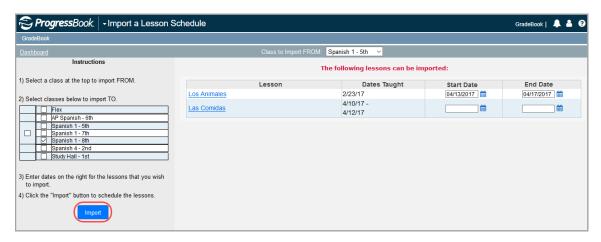
- 1. On the **Teacher Home Page**, select **Import Lesson Plan Schedules**, or on the **Class Dashboard**, click **Import a Lesson Schedule** below the **Lessons** tab.
- 2. On the **Import a Lesson Schedule** screen, select the desired class in the **Class to Import FROM** drop-down list in the banner.
- 3. On the left side of the screen, select the checkbox(es) beside the class(es) for which the lesson plan schedule will be imported.

Note: You can click the lesson plan title in the **Lesson** column to view the lesson plan in a separate window and/or print it.

- 4. Beside the lessons you want to import, click in the **Start Date** field and select the appropriate date to begin using the lesson plan, or enter it in the field.
- 5. Click in the **End Date** field and select the date to stop using the lesson plan, or enter it in the field.
- 6. Repeat step 4 and step 5 for all the lesson plans you want to import.

Note: Only lesson plans that have designated start and end dates are imported.

7. Click **Import**.

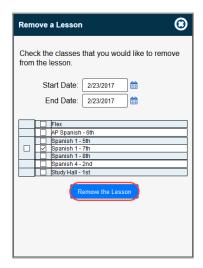


Remove Lesson Schedule

If a lesson plan has already been scheduled to be taught in a class and you want to change it, you can remove the schedule. This does not delete the lesson plan from the Lesson Plan bank.

- 1. On the Class Dashboard, click the Lessons tab.
- Click x beside the scheduled lesson plan you want to remove from the class.
- 3. On the **Remove a Lesson** window that opens, select the checkbox beside the class for which you want the scheduled lesson plan removed.

4. Click Remove the Lesson.



Edit Lesson Plans

Once a lesson plan has been saved, you can change the text, add or delete academic standards, add or delete attachments, reschedule the lesson plan for different dates, or share it with other teachers. If a lesson plan has been shared with you by other teachers, you can only add private notes. You cannot edit the lesson plan content.

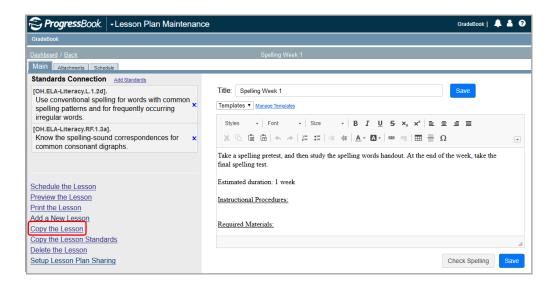
- On the Class Dashboard screen Lessons tab, the Lesson Plan Search screen, or the Lesson Plan 5-Day View screen, click beside the lesson plan you want to edit.
- 2. On the **Lesson Plan Maintenance Screen**, make changes as needed.
- 3. Click Save.

Copy Lesson Plans

To save time when creating lesson plans, you can copy a lesson plan that was used in another class during the current school year. To reuse a lesson plan that was used in a previous school year, you must import the lesson plan from the Lesson Plan Bank.

- On the Class Dashboard screen Lessons tab, the Lesson Plan Search screen, or the Lesson Plan 5-Day View screen, click beside the lesson plan you want to copy.
- 2. On the Lesson Plan Maintenance screen Main tab, click Copy the Lesson.

Note: If academic standards are attached to the lesson plan, **Copy the Lesson** displays below the standards.



- 3. Edit the lesson plan text, add/delete academic standards, and/or add/remove attachments as desired.
- Click Save.
- 5. On the **Lesson Plan Maintenance** screen, click the **Schedule** tab.
- 6. On the **Lesson Plan Schedule** screen, click me beside the **Start Date** field to select the date to begin using the lesson plan, or enter it in the field.
- 7. Click me beside the **End Date** field to select the date to stop using the lesson plan, or enter it in the field.
- 8. Select the class(es) for which you want to schedule the lesson plan.
- 9. Click Schedule the Lesson.
- 10. View the class(es) and dates in which the lesson plan is scheduled to be taught.
- 11. Click Save.

Print Lesson Plans

When you print a lesson plan, it displays in a read-only window. You cannot edit the text in this window. Use one of the following methods to print lesson plans individually:

- On the Lesson Plain Maintenance screen Main tab, click the Print the Lesson link.
- On the Class Dashboard screen Lessons tab or the Lesson Plan Search screen, click
 beside a lesson plan.
- On the **Lesson Plan View** window, click **Print** when viewing a lesson plan.

To print multiple lesson plans at once, use the **Lesson Plan** detail options on the **Lesson Plan Report**.

Delete Lesson Plans

- "Delete Individual Lesson Plans"
- "Delete Multiple Lesson Plans"

Delete Individual Lesson Plans

To delete a lesson plan, you must first remove the lesson plan from any class in which it is scheduled to be taught, and then delete the lesson plan itself. (If you want to delete multiple lesson plans at once, see "Delete Multiple Lesson Plans.")

1. On the **Lesson Plan Maintenance** screen **Main** tab, verify that the **Delete the Lesson** link is active. If the link is not active, the lesson plan is scheduled to be taught in a class and must first be removed from that class schedule.

Note: Click **Why can't the lesson plan be deleted?** to view all the classes and teachers who are using this lesson plan. If you have shared the lesson plan and it is being used by any other teachers, they must remove the lesson plan from their classes before it can be deleted.

- Click the Schedule tab.
- 3. In the row(s) of the class(es) in which the lesson plan is taught, select the checkbox in the **Del?** column.
- 4. Click Save.

The lesson plan is no longer scheduled in that class.

- 5. Click the Main tab.
- 6. In the left column, click **Delete the Lesson**.
- 7. On the **Confirm Deletion** window, click **Yes** to delete the lesson plan.

Delete Multiple Lesson Plans

You can delete multiple lesson plans on the **Lesson Plan Bank Maintenance** screen. (If you want to delete individual lesson plans, see "Delete Lesson Plans.")

- On the Teacher Home Page, below Administration, click Bank Maintenance.
 The Assignment Bank Maintenance screen displays.
- Click the Lesson Plan Bank tab.



The Lesson Plan Bank Maintenance screen displays.

- 3. (Optional) To filter the list of lesson plans, in the **Filter by** area, enter or select any filter criteria, and then click **Search**.
- 4. Select the checkbox(es) in the row(s) of the lesson plan(s) you want to delete, and then click **Delete** [x] Lesson Plan Item(s).

Note: To delete all deletable lesson plans, select the checkbox in the header row, and then click **Delete [x] Lesson Plan Item(s)**. On this screen, you can delete lesson plans only if you have not scheduled (assigned) them. To unschedule a lesson plan so that you can delete it, see "Delete Lesson Plans."



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

The selected item(s) are deleted from the lesson plan bank.

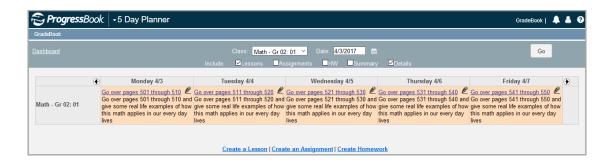
5 Day Planner

The 5 Day Planner provides a view of lesson plans for one or all classes in a calendar format over a 5-day time period. This view lets you display the lesson plan summary or full details, assignments, and homework. You can also edit individual lesson plans, assignments, and homework as well as create new lesson plans, assignments, and homework from this screen.

- 1. On the Class Dashboard, below Lesson Plans, select 5 Day Planner.
- 2. On the **5 Day Planner** screen, click beside the **Date** field, and select the appropriate date to begin viewing lesson plans, or enter it in the field.
- 3. Select the class for which you want to display information. The default option is **All Classes**.
- 4. Select one or more of the following display options in the **Include** area:
 - Lessons
 - Assignments
 - HW (Homework)
 - Summary Displays only the lesson plan summary text
 - Details Displays the full lesson plan text
- 5. Click Go.

The lesson plans that meet the selected criteria display only on the days the class is scheduled to meet

Note: To view a lesson plan, click on the title. To edit the lesson plan, click *E* beside it.



Set Up Lesson Plan Sharing

Sharing lesson plans with the curriculum director or other teachers can save time and promote consistency among teachers using the same curriculum. Even if you share lesson plans, only you, the original author, can edit it. Staff with whom the lesson plans have been shared can add only private notes.

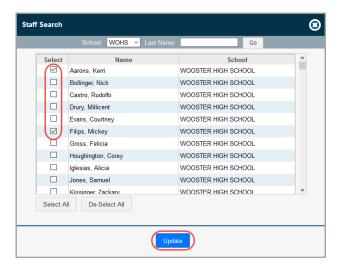
Setting up lesson plan sharing in your grade book grants access only to your lesson plans. If you should have access to a teacher's lesson plans, that teacher must share their lesson plans with you.

- 1. On the **Teacher Home Page**, select **Set Up Lesson Plan Sharing**.
- On the Lesson Plan Sharing screen, click Add teachers to my list.
- On the Staff Search window, verify that the appropriate school displays in the School drop-down list.

Note: To narrow the list, enter the first few letters of the last name of the staff member you want to add to your list in the **Last Name** field.

4. In the row of the staff member(s) with whom you want to share lesson plans, select the checkbox in the **Select** column.

5. Click Update.



The staff members with whom you selected to share lesson plans display on the **Lesson Plan Sharing** screen. These staff members are the ones with whom lesson plans are shared if you select **With teachers in my list** when you create lesson plans.



Share Lesson Plans

Once you have already selected staff members with whom you want to share lesson plans on the **Lesson Plan Sharing** screen, you can choose to share the lesson plan when you are creating it. Only the author of a lesson plan can edit it. Staff with whom it has been shared can add private notes but cannot edit any other content.

- 1. On the **Lesson Plan Maintenance** screen, select one of the following options in the **Share?** drop-down list:
 - With teachers in my list (default option) Lets staff members who were specified on the Lesson Plan Sharing screen search for, view, and use the lesson plan
 - **No** Lets only the author of the lesson plan view and search for the lesson
 - Make public Lets all staff members in the school district search for and schedule the lesson in their classes

2. Click Save.

